

The Maryland-National Capital Park and Planning Commission



*Proposed Annual Budget
Fiscal Year 2015
Montgomery County*

The Maryland-National Capital Park and Planning Commission

www.mncppc.org

Proposed Annual Budget Fiscal Year 2015

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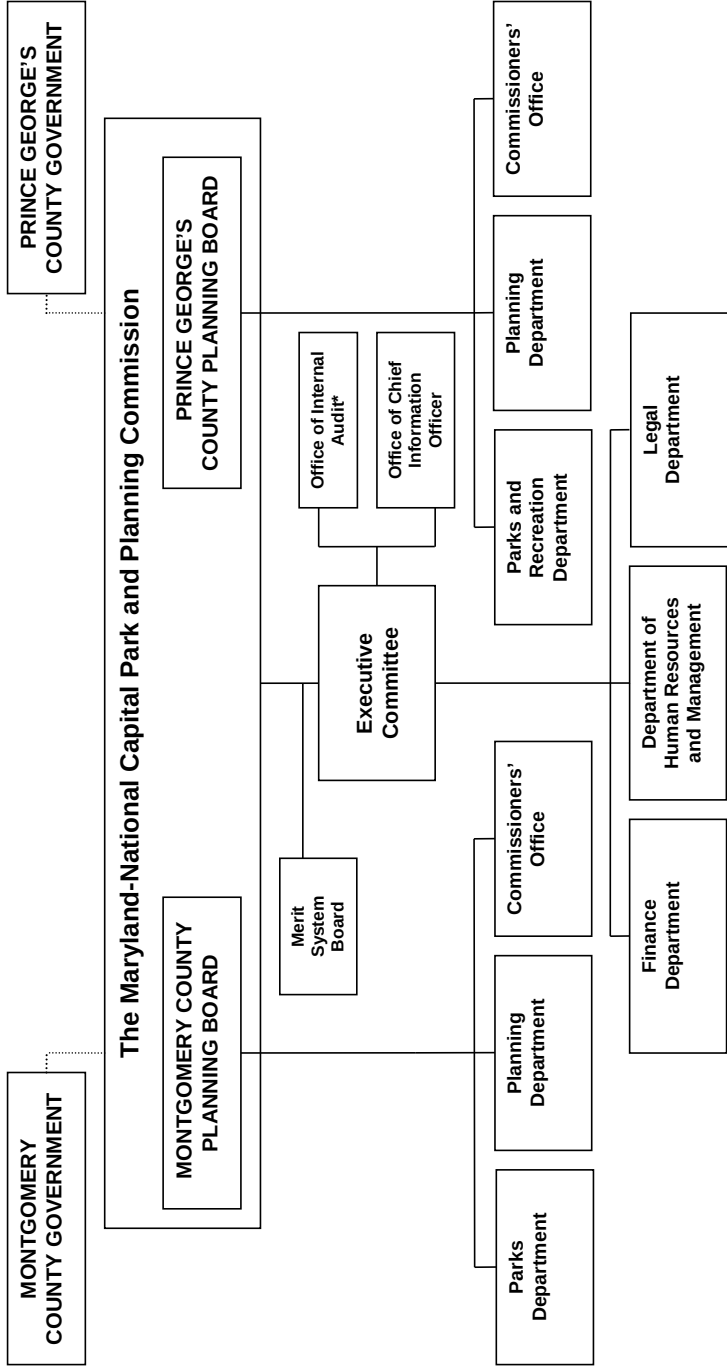
For the Fiscal Year Beginning

July 1, 2013

Jeffrey R. Emer

Executive Director

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



*Office of Internal Audit reports to Chair and Vice Chair of the Commission and the Audit Committee

**The Maryland-National Capital Park and Planning
Commission
Proposed Annual Budget Fiscal Year 2015
Montgomery County**

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MONTGOMERY COUNTY PLANNING BOARD

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

OFFICE OF THE CHAIR

January 10, 2014

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

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

Dear Mr. Leggett and Mr. Rice:

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 FY15 Proposed Operating Budget for the operations of the Maryland-National Capital Park and Planning Commission in Montgomery County. This document contains the comprehensive budget presented at the budget appropriate levels of department and division, including lists of the programs and services provided by each division.

On-going Service Provision

Over the past few years, the Commission has worked with the County to balance limited resources with service delivery demands. Our FY14 Budget was based on a stabilization of resources necessary to provide investment in our critical infrastructure, maintenance and essential service needs. Our FY15 Proposed Budget is, of necessity, focused on rebuilding our ability to address service backlogs and respond to federal/state/local mandates.

Our primary mission remains unchanged: providing clean and safe parks, and delivering a timely, comprehensive development review program, key master plans, and other critical planning programs which drive economic development.

The FY15 proposed tax-supported operating budget is \$123.8 million. This is \$9.6 million more than the FY14 adopted budget, an 8.4 percent change, nearly all due to non-discretionary costs. The total proposed budget, including Enterprise operations, Property Management, Park Debt Service and Special Revenue funds, is \$145.2 million, an increase of \$10.4 million or 7.7 percent from the FY14 adopted budget.

Summary of FY15 Proposed Budget Expenditures (net reserves, ALARF, and Internal Service Funds)

	FY14 Adopted	FY15 Proposed	\$ Change	% Change
Montgomery Funds				
Administration	27,830,994	29,518,337	1,687,343	6.1%
Park (1)	84,738,567	92,586,636	7,848,069	9.3%
ALA Debt	1,684,300	1,724,400	40,100	2.4%
Subtotal Tax Supported	114,253,861	123,829,373	9,575,512	8.4%
Enterprise (2)	10,038,226	9,467,675	(570,551)	-5.7%
Property Management	906,458	1,026,320	119,862	13.2%
Special Revenue	5,754,671	5,744,249	(10,422)	-0.2%
Park Debt (3)	3,887,100	5,142,738	1,255,638	32.3%
Total Montgomery	134,840,316	145,210,355	10,370,039	7.7%

(1) Includes transfer to Debt Service and CIP

(2) Includes transfer to CIP

(3) While Park bond debt service has been adopted as a transfer out of the Park Fund to the Park Debt Service Fund, FY15 is the first year the Debt Service Fund is being presented. FY14 is shown for comparison purposes.

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Although there is a somewhat brighter horizon in front of us, challenges remain. Montgomery County is continuing to recover from the Recession. For FY15, assessable base is projected to grow at a rate of about 3.5 percent, and general economic indicators show job growth, declining rates of unemployment, and low inflation. These positive indicators are welcome after the declines experienced in recent years, but at the same time do not mean that the Commission is relieved of fiscal stress. Costs, particularly benefit costs, continue to grow at higher rates than the revenues that support them. Secondly, mandates (NPDES, ADA Compliance, Consolidated Registration System), and Operating Budget Impact (OBI) and debt service from previously approved CIP projects impact the base budget. Thirdly, the Commission has budget needs that have been deferred over the last few years, particularly maintenance needs that grow more expensive to address the longer they are deferred. With property tax revenue making up more than 90 percent of the operating budget, slow growth means the Commission must manage its resources carefully to sustain a stable financial position.

Like most state and local government agencies, managing the cost pressure of personnel expenses remains a challenge. The cost pressure for major known personnel commitments constitutes nearly half of the 8.5 percent increase in the FY15 General Fund proposed budget. The table below begins with our FY14 adopted budget total and adds each of the elements that make up the proposed 8.5 percent increase.

M-NCPPC		
Summary of FY15 Proposed Budget Major Changes		
Montgomery County General Fund Accounts		
Administration and Park Funds (excludes property management and reserves)		
	<u>Budget Amount</u>	<u>%</u>
FY 14 Adopted Budget	\$ 112,569,561	Change
<i>FY15 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
OPEB Paygo	391,944	
OPEB Prefunding	559,792	
Health Insurance	1,336,948	
Pension (ERS)	(35,847)	
Employee Compensation Marker	2,395,677	
Subtotal Major Personnel Changes	4,648,514	4.1%
<u>Major Non-Personnel Cost Changes</u>		
Debt Service	1,255,638	
Park- NPDES	276,900	
OBI	448,038	
Investment in New Initiatives	2,031,929	
Operating Major Known Commitments	874,393	
Subtotal FY15 Major NonPersonnel Changes	4,886,898	4.3%
Total Dollar Change for Major Changes	9,535,412	8.5%
TOTAL FY15 Proposed Budget	\$ 122,104,973	8.5%

OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY15 that includes increases for major known commitments and investments in new initiatives, and seeks to begin to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY15:

- Medical insurance and benefit costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and
- A dollar marker to adjust employee compensation which is subject to negotiations.

As shown in the table below, imbedded cost pressure for personnel expenses is \$4.65 million.

FY15 Proposed Budget Summary of Changes in Major Personnel Costs Montgomery County Administration Fund and Park Fund					
		FY14	FY15	\$	%
		Adopted	Proposed	Change	Change
Besides the compensation marker, the largest personnel cost increase in the FY15 Proposed Budget is for health and benefits, the cost of which is projected to rise by \$1.3 million, an increase of 11.6%. Growth in health care costs continues to be partially offset by increased cost share paid by employees for certain health plans and plan design changes. The increased cost share is now fully phased in, effective January 1, 2014.	OPEB				
	OPEB Prefunding	2,474,431	3,034,223	559,792	22.6%
	OPEB Paygo	4,100,264	4,492,208	391,944	9.6%
	Subtotal OPEB	6,574,695	7,526,431	951,736	14.5%
	Pension (ERS)				
	Pension (ERS)	11,550,774	11,514,927	(35,847)	-0.3%
	Health and Benefits(1)				
	Employee Health Benefits	11,561,835	12,898,783	1,336,948	11.6%
	Subtotal Personnel Costs	29,687,304	31,940,141	2,252,837	7.6%
	Employee Compensation				
	Marker for Changes to Employee Comp.		2,395,677	2,395,677	
	Total Major Personnel Costs			4,648,514	

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

Note: The year over year difference in pension and health insurance cost is based on total cost and may exclude a reduction of that cost by salary lapse.

The next largest cost increase is for OPEB. OPEB refers to the costs to provide retiree health benefits. The costs for FY15 have been actuarially determined taking into consideration the plan design changes that went into effect this fiscal year. These changes include cost share increases for retirees and employees, and the adoption of a credited service model for new employees to gain retiree health benefits on a graduated cost schedule over time. The net change for total OPEB costs is about \$952,000, an increase of 14.5 percent. Total OPEB funding is \$7.5 million. As a positive consequence of the benefit restructuring changes, we are at 100 percent of the annual required contribution. OPEB is shown in Non-Departmental accounts in individual funds rather than being allocated to each department.

Pension costs, however, are decreasing. As determined by the actuary, these costs will decrease by 0.3 percent in FY15, representing a savings of \$36 thousand from the FY14 budget. This decrease is

due to the change in the methodology of amortizing the unfunded liability, as well as increased employee contributions to the non-police pension plans, effective July 1, 2014.

As for employee compensation, with negotiations pending, the budget includes a dollar marker for possible wage increases for non-represented and represented employees. For FY15, this amounts to \$2.4 million. The specific form of employee compensation adjustment will be determined through negotiations, and presented for approval at the Joint County Council Meeting in May 2014.

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 \$2.0 million to address critical equipment, maintenance, and essential service needs. Each department's budget pages provide detailed information on how this increased investment will be used. Below is summary of the requests by department.

Fund	Department	Essential Needs Investment Amount
Administration	Planning	\$ 798,400
Administration	DHRM	68,829
Administration	Legal	40,800
Administration	Finance	76,750
Administration	Internal Audit	54,150
Park Fund	Parks	<u>993,000</u>
Total		\$2,031,929

Summary of FY15 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY15 proposed budget to the FY14 adopted budget for the General Fund. Specific changes in each of the departments are explained in full detail in the Department pages of the Budget Book.

M-NCPPC
Summary of FY15 Proposed Budget General Fund Accounts
By Fund by Department (excludes reserves)

	FY14 Adopted	FY15 Proposed	\$ Change	% Change
Administration Fund				
Commissioners' Office	1,142,601	1,203,020	60,419	5.3%
Planning Department Operating	17,883,605	18,475,244	591,639	3.3%
CAS	7,090,791	7,243,174	152,383	2.1%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	1,563,997	2,446,899	882,902	56.5%
Subtotal Admin Fund	27,830,994	29,518,337	1,687,343	6.1%
Park Fund				
Park Department Operating	75,090,769	79,218,689	4,127,920	5.5%
Transfer to Debt Service	3,887,100	5,142,738	1,255,638	32.3%
Transfer to CIP	350,000	350,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	5,010,698	7,475,209	2,464,511	49.2%
Subtotal Park Operating	84,738,567	92,586,636	7,848,069	9.3%
Montgomery Operating Subtotal	112,569,561	122,104,973	9,535,412	8.5%
Property Management	906,458	1,026,320	119,862	13.2%
Montgomery General Fund Total	113,476,019	123,131,293	9,655,274	8.5%

(1) Non-Departmental for FY14 Adopted includes OPEB prefunding and OPEB paygo. For FY15 Non-Departmental includes OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.

PROGRAM HIGHLIGHTS

We are committed to a FY15 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live. Below are some highlights of the program budget focus in each of the departments. A more detailed discussion of department budgets is provided in the Department pages 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 35,000 acres in 420 parks. Montgomery Parks has balanced the dual roles of providing developed parkland for active and passive recreational opportunities that promote healthy, active life styles, and serving as stewards and interpreters of Montgomery County's natural and cultural resources by conserving parkland.

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

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

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

The Department's FY15 budget includes increases for compensation adjustments, unfunded obligations for new parks and amenities, known operating commitments, debt service on general obligation park bonds, risk management, information technology upgrades, and National Pollutant Discharge Elimination System (NPDES), Americans with Disabilities Act (ADA) and Consolidated Registration System mandates.

During the recent economic downturn, Department of Parks funding was reduced, as was funding for other County agencies. For the past few years, the Department has been operating at a same services level, while the economy has sluggishly improved. Our staff work years remain below the FY05 level. Over the last decade, park acreage increased 9 percent, but staffing is lower by nearly 1 percent. In addition, the Park tax rate has decreased 13 percent from its highest point of this timeframe. The deferred maintenance backlog is growing for buildings, grounds, and facilities (including trails, roads, and bridges). In FY08, there was a backlog of over 500 outstanding work orders for repairs and preventive maintenance. By FY12, that number had grown to 2,000, and last year, after the derecho in June 2013 and Super Storm Sandy in October 2013, that number had grown to 2,500. This year, the number of outstanding work orders has modestly increased to 2,550.

The FY15 proposed budget includes incremental increases for essential needs to begin to address the backlog of work requests and reverse the trend of the past few years. There is very little that is new about the incremental increases proposed for FY15. Rather, these are all efforts required to bring our infrastructure and amenities to acceptable standards, ensure patron and tenant safety, and preserve what we already have for the enjoyment of current and future generations.

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 our stakeholders and within our communities. The FY15 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 FY15 work plan that is detailed in the department’s budget section, the following new initiatives are proposed:

- **Information Technology**
Advances in software and communications systems allow staff to perform more intricate analysis and provide better customer support. Therefore, we are seeking funding for several upgrades including desktop virtualization software that will help us eliminate the need for desktop PCs, software to remotely manage our mobile devices, a system that will enable us to monitor our communications servers in real-time, and upgrades to our video conferencing units, among others. We also are looking to update our IT Strategic Plan, which has not been done since 2005.
- **Co-location of public facilities**
In these difficult economic times, we are looking for innovative ways to help government agencies share key public assets. During FY14, we began to look at ways in which schools and parks could co-locate their facilities; now we wish to extend this effort to look at other types of public facilities that might benefit from this approach, such as police and fire stations or libraries and neighborhood services centers. This initiative will involve a wide variety of public and private stakeholders.
- **Functional Plan for Housing**
Montgomery County continues to see an influx of new residents but finds that its housing stock has not always kept up with demand, particularly for more affordable housing . At the same time, it has become clear that some of our older, more affordable units, such as post World War II garden apartments, are reaching a stage where they need to be rehabilitated or replaced. Although the county is working toward finalizing a new housing policy that includes several admirable goals, this plan would seek to identify the actual tools that could help us reach these goals.
- **Travel Demand Forecasting**
Transportation modeling is essential to our master planning and subdivision staging work. In order to accommodate a growing population, we must seek to understand the role that new means of transportation, such as rapid vehicle transit and light rail, can play in reducing automobile congestion. Our existing models are based on an older paradigm and need to be re-examined. Staff will explore options, such as the University of Maryland micro-simulation travel demand modeling tool, to replace our current process, which focuses on Critical Lane Volume (CLV) and Highway Capacity Manual (HCM) analysis. To identify the most appropriate tool, we will need consultant resources. We are requesting

ongoing funding for one existing, but currently unfunded position and one-time consulting funding for Travel Demand Forecasting.

Central Administrative Services (CAS)

For FY15, CAS Departments' work priorities will center on the following:

- Complete implementation of the Enterprise Resource Planning System (ERP) overhaul of all corporate financial and human resource systems.
- Implement management supported recommendations from the FY13 Classification and Compensation Survey.
- Negotiate the full MCGEO collective bargaining agreement and implement contract changes from the full FY14 FOP negotiations.

New initiatives requested include:

DHRM

- Funding of one existing but unfunded Human Resources position to address classification and compensation program priorities.
- Reestablishment of a formal leadership development and workforce training program
- Expansion of the existing online training on internal standards and policies.

Finance

- Start-up costs for ERP help desk
- Upgrade in ERP vendor support

Internal Audit

- Funding of one existing but unfunded auditor position to increase the number and complexity of internal audits and reviews.

Legal

- Anticipated reclassification costs

TAX RATES AND LONG-TERM FISCAL SUSTAINABILITY

In addition to meeting the immediate FY15 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise more than 95 percent of revenue in the tax-supported funds. The moderate increases of property assessments present the Commission with a projected revenue growth that continues to lag the projected growth in expenditures. The Commission, in proposing this budget, has proposed a change in the real and personal property tax rates for the Park Fund of 0.4 and 1.0 cents, respectively. At this level, the Park tax rate is still below that of FY06.

The FY15 Proposed Budget requests a total tax rate for property tax supported funds of 7.60 cents real property and 19.10 cents personal property. The breakdown by fund is:

- Administration Fund: 1.80 cents real and 4.50 cents personal;
- Park Fund: 5.70 cents real and 14.30 cents personal; and
- Advanced Land Acquisition Fund: 0.10 cents real and 0.30 cents personal.

At these tax rates, the Commission will have sufficient property tax revenues to meet the FY15 proposed expenditures and reserve requirements for the Park Fund. The Administration Fund will

not require a tax increase in FY15 but will utilize about half of its undesignated fund balance to meet its proposed expenditures.

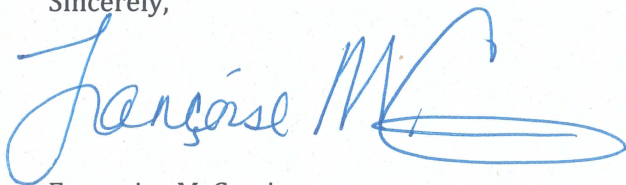
MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)										
FUNDS	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ADOPTED	Proposed
	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15
Administration Fund										
Real	2.2	2.0	1.9	1.9	1.8	1.5	1.7	1.8	1.8	1.8
Personal	5.5	5.0	4.7	4.7	4.5	3.8	4.3	4.5	4.5	4.5
Park Fund										
Real	6.1	5.7	5.8	5.3	5.0	4.5	4.8	5.4	5.3	5.7
Personal	15.3	14.3	14.5	13.2	12.5	11.2	12.0	13.5	13.3	14.3
Advance Land Acquisition Fund										
Real	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Personal	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Total Tax Rates (Cents)										
Real	8.4	7.8	7.8	7.3	6.9	6.1	6.6	7.3	7.2	7.6
Personal	21.1	19.6	19.5	18.2	17.3	15.3	16.6	18.3	18.1	19.1

CONCLUSION

In summary, the Commission is proposing a budget that will incrementally move us forward and will allow us to address several planning initiatives and previously scaled back parks maintenance. Although we have proposed increases where needed to address critical needs, we fully understand the ongoing economic challenges and look forward to working with the Council and Executive to incorporate adjustments where needed.

We look forward to working with you and your staffs on our FY15 budget proposal.

Sincerely,



Françoise M. Carrier
Chair

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Montgomery County Overview

One
Commission

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

Mission

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

Strategic
Focus

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



Montgomery County Overview – Budget Guide

BUDGET GUIDE

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

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

BUDGET STRUCTURE AND CONTENT

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

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

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

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

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

Background and Policies provide the following information:

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

The next subsection is **Budget Issues**, which discusses significant revenue and expenditure issues that impact both the FY15 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.



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Overview – Budget Guide

The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide the reader summary level information about the budget as a fiscal plan for the coming year. Included in this section are a series of schedules and charts detailing the financial aspects of the proposed budget. The following schedules and charts for the Proposed Budget Fiscal Year 2015 are included:

- Commission Summary of FY15 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY13 and Budgeted Use of Fund Balance/Net Position for FY14 and FY15;
- Montgomery County FY15 Proposed Budget Summary by Fund Summary by Department by Division;
- Montgomery County FY15 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$148,801,354;
- Montgomery County FY15 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$148,541,524;
- Montgomery County FY15 Proposed Budget Expenditure Summary by Major Object;
- Montgomery County FY15 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$148,541,524;
- Montgomery County Budget Presentation in County Council Resolution Format and Groupings;
- Montgomery County Governmental Funds Summary of Revenues, Expenditures, and Changes in Fund Balances;
- Montgomery County Ending Fund Balance General Fund Accounts FY06 Actual to FY15 Proposed;
- Montgomery County Revenues and Expenditures General Fund Accounts FY06 Actual to FY15 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 Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery 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;
- M-NCPPC Group Health Insurance Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Tax Rates and Assessable Base;



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- Montgomery County Positions/Workyears Summary by Fund

Department Budget Pages

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

The Department pages are comprised of:

- The Commissioners' Office
- Central Administrative Services (CAS):
 - o Department of Human Resources and Management
 - o Department of Finance
 - o Legal Department
 - o Office of Internal Audit
 - o Merit System Board
 - o 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 and Property Management, and a brief discussion of the capital program.

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

- An **Organization Chart** that illustrates the structure of the department or division;
- An **Overview**, department or division as is appropriate, that describes the department or division, how it is organized and how it serves its customers.
- A **Mission** or purpose statement;
- A list of the **Services and Programs Provided** and, where appropriate, a description;
- **Accomplishments** attained during the prior fiscal year and fiscal year to date;
- **Goals and Performance Measures**, actual and planned, for the budget year. This information is provided in multiple formats including narrative description, tables, and charts;
- Summary budget information at two levels: department level and division level. Department level information is labeled **Summary of Department Budget**, and Division level is referred to as **Budget at a Glance**. Summary information includes the total budgeted expenditures with year over year change from the prior year Adopted Budget, along with a staffing summary.
- Following each budget summary section is the **Highlights and Major Changes in the FY15 Proposed Budget**. This section points out significant changes in the budget and any additional information to help the reader understand major budget plans for the budget year.



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- Special sections, as needed, are included in the department pages. These sections provide the reader a better understanding about a significant aspect of department operations. For example, the Planning Departments' pages will include information about the planning work program.
- The last section for each department budget pages provides detailed budget and position information. There is a **Summary of Division Budgets** that shows expenditure information by major object for the budget year and two previous years. This section is followed by **Summary of Positions and Workyears**, which shows detailed staffing information by position type for the budget year and two previous years.

Other Funds

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

- **Special Revenue Funds**
- **Advance Land Acquisition (ALA) Funds**
 - ALA Debt Fund
 - ALA Revolving Fund
- **Park Debt Service Fund**
- **Internal Service Funds**
 - Risk Management Fund
 - Capital Equipment Fund
 - Commission-wide Group Insurance Fund

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

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

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. For both counties, this section includes charts detailing the Commission's debt service obligation. The Commission does not publish a separate document for the Capital Budget and CIP. Readers interested in project description detail for individual projects should consult the capital budget documents prepared by the respective County governments. They are generally published by March 15th by both the Montgomery and Prince George's County governments.

Appendices

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



Montgomery County Overview – Budget Guide

BUDGETARY BASIS

Basis of Accounting

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

Basis of Budgeting

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

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

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

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

BUDGET PROCESS

Budget development at the Commission is a collaborative, iterative effort that uses input from many sources. The process involves citizens, agency staff, and appointed and elected officials. The Corporate Budget Office of the Department of Human Resources and Management in Central



Montgomery County Overview – Budget Guide

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 Budget and Management 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, which 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 Funds and six-year expenditures plans are submitted prior to November 1, every other year in Montgomery County as a biennial process. In Prince George's County the Capital Projects Funds and six-year expenditure plans are submitted by January 15. These budgets and plans include the means of financing them.

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

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



Montgomery County

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Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2013
• Budget Overview with Planning Board	September to November 2013
• Staff Develops Budget	September to November 2013
• Planning Board Work Sessions	September to December 2013
• Commission Approves Proposed Budget	December 18, 2013
• Staff Produce Proposed Budget Book	December 2013 to January 2014
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2014
• County Executive Makes Recommendations	January 15 to March 1, 2014
• County Council Holds Public Hearings	April 2014
• County Council Reviews Budget	April 2014
• County Councils Meet Jointly	May 2014
• County Councils Adopt Budget	By June 1, 2014
• Commission Adopts Budget Resolution	June 18, 2014



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

Pursuant to this Article, the Commission is empowered to:

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

The Commission is a nationally recognized planning, parks and recreation agency. M-NCPPC is the only five-time gold medal winner of the National Park and Recreation Award for Excellence, and is one of 118 park or recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

MONTGOMERY COUNTY PROFILE

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

Montgomery County contains 491 square miles (or 317,000 acres) of land area, with the Commission providing over 35,000 acres of parkland (over 10 percent of total acreage) within the County. Montgomery County lies in central Maryland west of the Fall Line, a geographic line of demarcation separating the upland plateau from the coastal plain, east of the Line. The topography of the upland plateau is rolling, with small hills. The County is bounded by the Potomac River to the west, Frederick County and Howard County to the north, Prince George's County to the east, and Fairfax County, Va. and Washington D. C. to the south.

THE RESIDENTS WE SERVE

With an estimated population of 1,004,000 as of July 1, 2012, Montgomery County is the most populous county in Maryland. One of the County's greatest resources and strengths lies in the diversity of its population, according to census data compiled by the Commission's Center for Research and Information Systems.



Montgomery County Overview – Background

According to most recent Census Bureau data, minorities comprise over half of the population; 17.9 percent of residents are Hispanic or Latino, 18.3 percent are non-Hispanic black or African American, 14.7 percent are Asian, and 47.8 percent are non-Hispanic white. About 32 percent are foreign born, approximately 40 percent of Maryland's foreign-born population. Of the population above age 5, it is estimated that over 38 percent speak a language other than English at home.

Based on the most recent full census data of 2010, the median age of residents, currently 38 years, continues to slowly change as younger, new residents and increasing births offset the effects of aging baby boomers. About 24 percent of the population is under 18 years old and another 13 percent is age 65 or older. Family households account for 68 percent of total households. About 36 percent of households have school age children. Student enrollment in public grades K-12 was 145,001 during the school year 2011-2012. In Montgomery County, one of the most highly educated counties in the nation, over half of adults age 25 and over have at least a bachelor's degree. Only 9 percent did not graduate from high school.

Based on 2012 U.S. Census Bureau data, the median household income is \$96,985 compared to the state median household income of \$72,999. The median value of owner occupied housing units in Montgomery County is \$455,800 compared to the state median of \$304,900.

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 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 also primary Commission customers. Skating enthusiasts enjoy afternoons at Cabin John or Wheaton; walkers, joggers and bicyclists utilize our system of trails; people seek assistance in understanding the permitting process or question why another housing development is being built 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 people no longer get their drinking water from streams, it may not sound important. However, these streams flow into rivers that a) supply the raw water that the Washington Suburban Sanitary



Montgomery County Overview – Background

Commission utilizes to provide potable water to citizens of both Montgomery and Prince George's Counties; or b) eventually flow into the Chesapeake Bay. Protecting our stream valleys and reducing the level of silt and pollution entering those waters is a major benefit to our communities and to society at large.

Along the same lines, consider the impact that the Commission's reforestation efforts have had on air quality in the region. Or 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 (water and air quality know no man-made boundaries) 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) departments that supports operations in both counties along with the Office of Internal Audit, the Office of Chief Information Officer, and Merit System Board.

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



Montgomery County

Overview – Background

FUNDS AND FUNDING SOURCES

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

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

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

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

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

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

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

The third tax-supported fund is the **Advance Land Acquisition Debt Service Fund**. Revenues generated by this Fund's property tax rate support debt service payments 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 of 0.1 cent per \$100 of real property and 0.3 cents per \$100 of personal property. It is not part of the General Fund.

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

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



Montgomery County Overview – Background

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

Park Debt Service Fund

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

Enterprise Fund

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

Internal Service Funds

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



POLICIES

FISCAL POLICY

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

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. We have different reserve levels for different fund types. The Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund and Park Fund. In FY15, the proposed budget includes a designated fund reserve equaling 3 percent of expenditures in the General Fund accounts in Montgomery County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
 1. Be competitive with comparable public and private facilities and services in the area.
 2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission's goal is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

CIP IMPACT CONSIDERATION

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

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



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

INVESTMENT POLICY

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

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

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

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

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

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

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



Montgomery County

Overview – Policies

parties or imprudent actions by employees and investment officers of the Commission. An Independent Auditor, as part of the Annual Financial Audit, will review the internal controls of the investment program.

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

DEBT MANAGEMENT POLICY

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

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

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

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

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



Montgomery County Overview – Policies

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

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

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

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

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

LONG-TERM SUSTAINABILITY

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



Montgomery County

Overview – Policies

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

- The County's total assessable base for both real and personal property for the budget year is based on the latest available projection from the Maryland Department of Assessment and Taxation and Montgomery County Finance Department. Based on historical patterns, a collection factor is calculated (we currently assume collecting 99.1 percent for real property taxes and 97.5 percent for personal property taxes). The assessable base is then divided by \$100, multiplied by the tax rate and then by the collection factor to derive the projection for property tax revenues. Trend analysis factoring in latest information on housing market and commercial property development is then used to project property tax revenues over the six-year cycle.
- Interest and penalties on prior year taxes not paid are generally assumed at no growth from year to year, unless trend changes on collection factors warrant modifications.
- Fees and Charges are generally projected with modest annual growth (2-4 percent), unless trend analysis indicates otherwise.
- Interest income is projected taking into account possible changes in both short and long-term interest rates and anticipated levels of fund balance and other cash available for investment.

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

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

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

PERFORMANCE MEASURES

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



Montgomery County

Overview – Budget Issues

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission's FY15 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

Montgomery County is continuing to recover from the Recession. For FY15, assessable base is projected to grow at a rate of about 3.5 percent, and general economic indicators show job growth, declining rates of unemployment, and low inflation. These positive indicators are welcome after the declines experienced in recent years, but at the same time do not mean that the Commission is relieved of fiscal stress. Costs, particularly benefit costs, continue to grow at higher rates than the revenues that support them. Secondly, mandates (NPDES, ADA Compliance, Consolidated Registration system), and OBI and debt service from previously approved CIP projects impact the base budget. Thirdly, the Commission has budget needs that have been deferred over the last few years, particularly maintenance needs that grow more expensive to address the longer they are deferred. With property tax revenue making up more than 90 percent of the operating budget, slow growth means the Commission must manage its resources carefully to sustain a stable financial position.

Property Tax Revenue

Historically, the change in assessable base has been volatile with years of sharp growth and years of decline. FY15 projects to be a year of modest growth of about 3.5 percent. This growth rate does not provide enough new dollars to keep pace with the growth of major known cost commitments as well as the proposed new initiatives. To avert budget reductions in this situation, the Commission actively plans and manages expenditures to maintain adequate reserves which help ensure financial stability through difficult economic times.

The Planning Board took a number of factors into consideration to develop this balanced budget plan given the property tax revenue outlook. FY13 marked a stabilization point in the budget. The County Council provided sufficient funding to ensure no further reductions to services that could compromise meeting service mandates. In addition, the Commission restructured cost sharing with employees and retirees for health insurance and retirement, providing some long-term relief from the cost pressure of these benefits. Further, due to lower than budgeted expenditures for FY12, the Planning Board had higher ending fund balance than initially anticipated. With these considerations, the Commission was able to balance its budgets for FY14, even allowing for tax rate decrease in the Park Fund. However, this short-term strategy was only sufficient for last year. To fund the FY15 Proposed Budget, with its major known commitments and essential service needs, will require both the continued use of remaining fund balances in both the Administration and Park Funds as well as a tax rate increase in the Park Fund.

Total proposed tax revenues in the three tax-supported funds are budgeted to increase by \$9.7 million or 9.3 percent in FY15 to \$114.3 million, assuming the proposed tax rate change in the Park Fund.

The FY15 Proposed Budget requests a total tax rate for property tax supported funds of 7.60 cents real property and 19.10 cents personal property. The breakdown by fund is:

- Administration Fund: 1.80 cents real and 4.50 cents personal;
- Park Fund: 5.70 cents real and 14.30 cents personal; and
- Advanced Land Acquisition Fund: 0.10 cents real and 0.30 cents personal.



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At these tax rates, the Commission will have sufficient property tax revenues to meet the FY15 proposed expenditures and reserve requirements for the Park Fund. The Administration Fund will not require a tax increase in FY15 but will utilize about half of its undesignated fund balance to meet its proposed expenditures.

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

Fees, Charges, and Rentals

Revenues resulting from operation 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 \$2.6 million in FY15, a 13.7 percent increase from the FY14 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. The increase for FY15 reflects the ongoing effort and cost recovery pyramid approach to setting fees.

Interest Income

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

Total General Fund interest income for FY15 is proposed at \$25,500, a decrease of 56.8 percent from the FY14 budget in line with expected FY14 estimates.

Grant Revenues

Total grant revenue are projected at \$590,000 in the Administration and Park funds, the same as last year. This includes Program Open Space and other future grants.

Other Revenues

FY15 Proposed Budget includes the continued funding from the Water Quality Protection Fund in the amount of \$360,400 for the Administration Fund. In the Park Fund, funding from the Water Quality Protection Fund is increased to \$2,314,762. This is an increase of 13.6 percent from FY14. The increase is necessary to cover staffing and other costs for the Park Department to meet NPDES requirements. The budget also includes \$122,000 of miscellaneous revenue in the Park Fund.

Enterprise Fund Revenues

In FY15, total Enterprise Fund revenues are proposed at \$9.7 million and expenditures at \$9.5 million. Due to strong fiscal and operational management, the Enterprise Fund budget no longer depends on any subsidies from the Park Fund.



Montgomery County

Overview – Budget Issues

EXPENDITURES

The Commission is putting forth a budget for FY15 that includes increases for major known commitments, invests in new initiatives, and seeks to begin to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY15:

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

As can be seen in Exhibit 1, imbedded cost pressure for personnel expenses is \$4.65 million.

Exhibit 1

FY15 Proposed Budget Summary of Changes in Major Personnel Costs Montgomery County Administration Fund and Park Fund					
		FY14 Adopted	FY15 Proposed	\$ Change	% Change
OPEB					
	OPEB Prefunding	\$ 2,474,431	\$ 3,034,223	\$ 559,792	22.6%
	OPEB Paygo	4,100,264	4,492,208	391,944	9.6%
	Subtotal OPEB	6,574,695	7,526,431	951,736	14.5%
Pension (ERS)					
	Pension (ERS)	11,550,774	11,514,927	(35,847)	-0.3%
Health and Benefits(1)					
	Employee Health Benefits	11,561,835	12,898,783	1,336,948	11.6%
	Subtotal Personnel Costs	\$ 29,687,304	\$ 31,940,141	\$ 2,252,837	7.6%
Employee Compensation					
	Marker for Changes to Employee Comp.		2,395,677	2,395,677	
	Total Major Personnel Costs			\$ 4,648,514	

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

Note: The year over year difference in pension and health insurance cost is based on total cost and may exclude a reduction of that cost by salary lapse.

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

OPEB

OPEB costs for FY15 have been determined by the actuary. The actuarial analysis has taken into account plan design changes that went into effect this fiscal year. These changes included cost share increases for retirees and employees and the adoption of a credited service model to earn the retiree health benefit for new hires.

The net change for total OPEB costs is about a \$952,000 increase or 14.5 percent more than FY15 Adopted.



Montgomery County Overview – Budget Issues

Total OPEB funding is \$7.5 million. At this level of funding, we continue to be at 100 percent funding of the annual required contribution. Following the 8 year phase-in full funding plan adopted in 2008, we should have been at year 6 of 8 for FY15. However, as a positive consequence of the benefit restructuring changes, we reached that goal in FY13.

Pension (ERS)

As determined by the actuary, pension costs are decreasing by 0.3 percent in FY15. This represents a cost savings of \$36,000 from the FY14 Adopted Budget. This decrease is due to the change in the methodology of amortizing the unfunded liability that was presented to and adopted by the Commission, as well as increased employee contributions to the non-police pension plans, effective July 1, 2014.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 11.6 percent in FY15, adding \$1.3 million more cost to the budget. Growth in health insurance costs continues to be offset by increased cost share paid by employees for certain health plans. The increased cost share is being phased in. The first increase was on January 1, 2013, and the second increase is on January 1, 2014. The Commission also adopted additional prescription and medical plan design changes expected to reduce cost growth in future years.

Employee Compensation

The Commission's FY15 budget plans for employee compensation changes; however, with negotiations pending, the exact budget change for compensation is not fully known. Therefore, to plan for compensation changes, the FY15 Proposed Budget includes \$2.4 million to adjust compensation for represented employees as required by §16-212 and §16-310 of the Land Use Article, as may be necessary pending labor negotiations, and to adjust non-represented employee compensation. The specific form of employee compensation adjustment will be determined through negotiations, as needed, and presented for approval at the Joint County Council Meeting in May 2014.

Total expenditures for tax supported funds in the FY15 proposed budget (excluding reserves) are \$123.8 million, an 8.4 percent increase from FY14. The total FY15 proposed budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise Fund, the Park Debt Service Fund, the Property Management and the Special Revenue Funds, is \$145.2 million, 7.7 percent higher than the FY14 budget. Exhibit 2 provides a comparative total funds summary.



Montgomery County Overview – Budget Issues

Exhibit 2

Summary of FY15 Proposed Budget Expenditures (net reserves, ALARF, and Internal Service Funds)

	FY14 Adopted	FY15 Proposed	\$ Change	% Change
Montgomery Funds				
Administration	\$ 27,830,994	\$ 29,518,337	\$ 1,687,343	6.1%
Park (1)	84,738,567	92,586,636	7,848,069	9.3%
ALA Debt	1,684,300	1,724,400	40,100	2.4%
Subtotal Tax Supported	114,253,861	123,829,373	9,575,512	8.4%
Enterprise (2)	(1,987,316)	(2,185,028)	(197,712)	9.9%
Property Management	906,458	1,026,320	119,862	13.2%
Special Revenue	5,754,671	5,744,249	(10,422)	-0.2%
Park Debt (3)	3,887,100	5,142,738	1,255,638	32.3%
Total Montgomery	\$ 122,814,774	\$ 133,557,652	\$ 10,742,878	8.7%
Combined Total	\$ 430,742,136	\$ 441,366,656	\$ 10,624,520	2.5%

(1) Includes transfer to Debt Service and CIP

(2) Includes transfer to CIP

(3) While Park bond debt service has been adopted as a transfer out of the Park Fund to the Park Debt Service Fund, FY15 is the first year the Debt Service Fund is being presented. FY14 is shown for comparison purposes.

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 \$2.0 million to address critical equipment, maintenance, and essential service needs. Each department's budget pages provide detailed information on how this increased investment will be used. Below is summary of the requests by department.

<u>Fund</u>	<u>Department</u>	<u>Essential Needs Investment Amount</u>
Administration	Planning	\$ 798,400
Administration	DHRM	68,829
Administration	Legal	40,800
Administration	Finance	76,750
Administration	Internal Audit	54,150
Park Fund	Parks	<u>993,000</u>
Total		\$2,031,929

FUND BALANCE

At the end of FY13, the Commission had \$5.7 million in fund balance in the Administration Fund and \$8.3 million fund balance in the Park Fund (which includes 1.0 million from Property Management). Based on current estimates, \$700,000 and \$3.0 million, respectively, of these fund



Montgomery County Overview – Budget Issues

balances will be utilized in FY14 (both of these are less than was budgeted to be used.) This will leave \$5.0 million in the Administration Fund and \$4.3 million in the Park Fund going into FY15. Therefore, the fund balance in the Administration Fund is anticipated to be adequate to meet the proposed budgeted revenues, expenditures, and reserve requirements for the Administration Fund. This is based on the FY15 Proposed Budget being developed in accordance with the Commission's Fund Balance Policy of a 3 percent reserve requirement. However, there will not be sufficient fund balance in the Park Fund to meet the proposed budgeted revenues, expenditures and reserve requirements. As stated earlier in this narrative, a property tax increase will be necessary to fund the proposed level of expenditures for FY15. Based on projected revenues from property taxes, with the requested rate increase, and other sources and projected expenditures and other uses, the ending fund balances after meeting reserve requirements for FY15 are projected to be \$2.4 million in the Administration Fund and \$0 in the Park Fund.

DEBT

Debt Service in the Park Fund is proposed to be \$5.1 million in FY15. This includes the costs associated for a planned debt issuance of \$14 million in FY14. (A planned \$10 million issue in FY15 will have debt service implications in FY16.) Expenditures for the Advanced Land Acquisition Debt Service Fund are proposed at \$282,860 in FY15, as part of the continuing debt service repayment. Tax rates for the ALA debt service fund are proposed without change from the FY14 rates of personal property tax rate at 0.3 cent and real property tax rate at 0.1 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, 2013 is estimated at \$1.8 billion, roughly the same as last year. This represents the excess of anticipated tax revenue from the mandatory 9-cent personal property and 3.6-cent real property tax available during the next 30 years over the debt service on the \$32.0 million of outstanding Park Acquisition and Development bonds as of June 30, 2013. The Commission's Montgomery County bonds are rated AAA by Standard & Poor's Rating Services and Fitch Ratings, and Aaa by Moody's Investor Services Inc.

SPENDING AFFORDABILITY PROCESS

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

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

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



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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.

When the Development Review Special Revenue Fund was created in FY07, fee collections were estimated at \$3.5 million. In FY12, actual fees were \$4.0 million compared to actual expenditures of \$3.2 million. In FY13 actual fees were \$3.5 million against expenditures of \$3.1 million. These results have allowed a fund balance to grow in this special revenue fund. At the behest of the County, the annual transfer from the Administration Fund was discontinued for FY14. The fund balance at the end of FY14 is projected to be \$3.3 million, thereby allowing the continued abeyance of the transfer for FY15. The need to restore an operating transfer from the Administration Fund will be examined with the development of future budgets.



FY15 Proposed Budget
Fiscal and Budget Summary Schedules



Montgomery County

Overview – Fiscal and Budget Summary Schedules

COMMISSION SUMMARY OF FY15 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County				Montgomery County				Total Commission			
	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	FY 14 Adopted	FY 15 Proposed	% Change
Total Sources: (excluding use of fund balance)												
Governmental Funds:												
General Funds:												
Administration Fund	\$ 44,886,984	\$ 43,428,579	\$ 42,788,800	\$ 26,945,597	\$ 26,904,953	\$ 27,823,880	\$ 71,832,581	\$ 70,333,532	\$ 70,612,680	\$ 70,333,532	\$ 70,612,680	0.4%
Park Fund	167,858,932	119,446,886	118,070,100	82,056,028	81,370,362	90,763,062	249,914,248	200,817,248	208,833,162	200,817,248	208,833,162	4.0%
Recreation Fund	66,457,098	64,731,100	64,389,850	-	-	-	66,457,098	64,731,100	64,389,850	64,731,100	64,389,850	-0.5%
General Funds Total	279,203,014	227,606,565	225,248,750	109,001,625	108,275,315	118,586,942	388,204,639	335,881,880	343,835,692	335,881,880	343,835,692	2.3%
ALA Debt Service Fund	(2,164)	-	-	1,680,687	1,686,287	1,724,400	1,678,523	1,686,287	1,724,400	1,686,287	1,724,400	2.4%
Tax Supported Funds Total	279,200,850	227,606,565	225,248,750	110,682,312	109,961,602	120,311,342	389,883,162	337,568,167	345,560,092	337,568,167	345,560,092	2.4%
Park Debt Service Fund*	12,204,186	11,793,000	11,342,000	4,433,012	3,887,100	5,142,738	16,637,198	15,680,100	16,484,738	15,680,100	16,484,738	5.1%
Property Management Fund	-	-	-	928,915	905,600	1,026,320	928,915	905,600	1,026,320	905,600	1,026,320	13.3%
Special Revenue Funds	7,195,200	8,061,205	8,201,005	6,728,370	3,674,760	3,564,800	13,923,570	11,735,965	11,765,805	11,735,965	11,765,805	0.3%
Governmental Funds Total	298,600,236	247,460,770	244,791,755	122,772,609	118,429,062	130,045,200	421,372,845	365,889,832	374,836,955	365,889,832	374,836,955	2.4%
Proprietary Funds:												
Enterprise Fund	18,954,573	18,820,620	19,906,541	9,840,577	10,030,808	9,727,505	28,795,150	28,851,428	29,634,046	28,851,428	29,634,046	2.7%
Internal Service Funds:												
Risk Management Fund	5,031,861	5,538,100	6,699,500	2,973,025	2,607,700	3,519,000	8,004,886	8,145,800	10,218,500	8,145,800	10,218,500	25.4%
Capital Equipment Fund	1,114,860	689,580	649,380	1,399,029	1,491,980	1,968,130	2,513,889	2,181,560	2,617,510	2,181,560	2,617,510	20.0%
Executive Building Fund	1,206,459	977,400	1,073,800	-	-	-	1,206,459	977,400	1,073,800	977,400	1,073,800	9.9%
Group Insurance Fund**	-	-	-	-	-	-	40,520,053	49,274,123	51,533,593	49,274,123	51,533,593	4.6%
Internal Service Funds Total	7,353,180	7,205,080	8,422,680	4,372,054	4,099,680	5,487,130	52,245,287	60,578,883	65,443,403	60,578,883	65,443,403	8.0%
Proprietary Funds Total	26,307,753	26,025,700	28,329,221	14,212,631	14,130,488	15,214,635	81,040,437	89,430,311	95,077,449	89,430,311	95,077,449	6.3%
Private Purpose Trust Funds:												
ALA Revolving Fund	14,933	46,800	14,900	1,401,269	1,426,700	1,455,990	1,416,202	1,473,500	1,470,890	1,473,500	1,470,890	-0.2%
GRAND TOTAL	\$ 324,922,922	\$ 273,533,270	\$ 273,135,876	\$ 138,386,509	\$ 133,986,250	\$ 146,715,825	\$ 503,829,484	\$ 456,793,643	\$ 471,385,294	\$ 456,793,643	\$ 471,385,294	3.2%
Total Uses and Fund Required (includes reserve in budget amounts but not in actual)												
Governmental Funds:												
General Funds:												
Administration Fund	43,065,241	50,279,392	52,274,330	24,787,963	28,665,924	30,403,937	67,853,204	78,945,316	82,678,267	78,945,316	82,678,267	4.7%
Park Fund	114,472,444	155,272,716	150,059,692	80,624,572	87,153,611	95,032,205	195,097,016	242,426,327	245,091,897	242,426,327	245,091,897	1.1%
Recreation Fund	62,730,936	74,881,022	77,519,259	-	-	-	62,730,936	74,881,022	77,519,259	74,881,022	77,519,259	3.5%
General Funds Total	220,268,621	280,433,130	279,853,281	105,412,535	115,819,535	125,436,142	325,681,156	396,252,665	405,289,423	396,252,665	405,289,423	2.3%
ALA Debt Service Fund	-	-	-	1,677,529	1,684,300	1,724,400	1,677,529	1,684,300	1,724,400	1,684,300	1,724,400	2.4%
Tax Supported Funds Total	220,268,621	280,433,130	279,853,281	107,090,064	117,503,835	127,160,542	327,358,685	397,936,965	407,013,823	397,936,965	407,013,823	2.3%
Park Debt Service Fund*	12,204,186	11,793,000	11,342,000	4,433,012	3,887,100	5,142,738	16,637,198	15,680,100	16,484,738	15,680,100	16,484,738	5.1%
Property Management Fund	-	-	-	954,518	906,458	1,026,320	954,518	906,458	1,026,320	906,458	1,026,320	13.2%
Special Revenue Funds	6,184,938	8,518,040	8,722,682	4,897,488	5,754,671	5,744,249	11,082,426	14,272,711	14,466,931	14,272,711	14,466,931	1.4%
Governmental Funds Total	238,657,745	300,744,170	299,917,963	117,375,082	128,052,064	139,073,849	356,032,827	428,796,234	438,991,812	428,796,234	438,991,812	2.4%
Proprietary Funds:												
Enterprise Fund	20,278,177	18,820,620	19,906,541	9,251,742	10,038,226	9,467,675	29,529,919	28,858,846	29,374,216	28,858,846	29,374,216	1.8%
Internal Service Funds:												
Risk Management Fund	5,805,918	5,381,787	6,233,647	4,201,633	2,990,642	3,783,629	10,007,551	8,372,429	10,017,276	8,372,429	10,017,276	19.6%
Capital Equipment Fund	2,740,642	512,392	1,042,047	2,834,712	1,016,994	1,359,743	5,575,354	1,529,386	2,401,790	1,529,386	2,401,790	57.0%
Executive Building Fund	1,019,667	1,194,639	1,194,639	-	-	-	1,019,667	1,194,639	1,194,639	1,194,639	1,194,639	0.0%
Group Insurance Fund**	-	-	-	-	-	-	38,533,820	49,274,123	51,611,797	49,274,123	51,611,797	4.7%
Internal Service Funds Total	9,566,227	7,088,818	8,470,333	7,036,345	4,007,636	5,143,372	55,136,392	60,370,577	65,225,502	60,370,577	65,225,502	8.0%
Proprietary Funds Total	29,844,404	25,909,438	28,376,874	16,288,087	14,045,862	14,611,047	84,666,311	89,229,423	94,599,718	89,229,423	94,599,718	6.0%
Private Purpose Trust Funds:												
ALA Revolving Fund	-	9,340,249	9,305,810	32,500	8,220,769	9,760,386	32,500	17,561,018	19,066,196	17,561,018	19,066,196	8.6%
GRAND TOTAL	\$ 268,502,149	\$ 335,993,857	\$ 337,600,647	\$ 133,695,669	\$ 150,318,695	\$ 163,445,282	\$ 440,731,638	\$ 535,586,675	\$ 552,657,726	\$ 535,586,675	\$ 552,657,726	3.2%

* The Park Debt Service Fund was not formally adopted prior to FY15, but is included here for comparison purposes.

** The Group Insurance Fund is a Commission-wide Internal Service Fund

Explanatory Note: This schedule summarizes the total revenues and total funds required for FY15. The revenues do not include the use or gain in fund balance. Therefore, the schedule intentionally does not balance. The amount of fund balance used or gained is summarized in the schedule on the following page. The two schedules are intended to be read together to provide a fuller picture of the financial condition of each fund.

Montgomery County

Overview – Fiscal and Budget Summary Schedules

COMMISSION SUMMARY

Summary of Changes in Actual Fund Balance/Net Position for FY13 and Budgeted Use of Fund Balance/Net Position for FY14 and FY15

	Prince George's County			Montgomery County			Total Commission	
	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	FY 13 Actual	FY 15 Proposed
Governmental Funds:								
Administration Fund	1,821,743	(6,850,813)	(9,485,530)	2,157,634	(1,760,971)	(2,580,057)	3,979,377	(8,611,784)
Park Fund	53,386,488	(35,825,830)	(31,989,592)	1,431,456	(5,783,249)	(4,269,143)	54,817,944	(41,609,079)
Recreation Fund	3,726,162	(10,149,922)	(13,129,409)	-	-	-	3,726,162	(10,149,922)
General Funds Total	58,934,393	(52,826,565)	(54,604,531)	3,589,090	(7,544,220)	(6,849,200)	62,523,483	(60,370,785)
ALA Debt Service Fund	(2,164)	-	-	3,158	1,987	-	994	1,987
Tax Supported Funds Total	58,932,229	(52,826,565)	(54,604,531)	3,592,248	(7,542,233)	(6,849,200)	62,524,477	(60,368,798)
Park Debt Service Fund*	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	(25,603)	(858)	-	(25,603)	(858)
Special Revenue Funds	1,010,262	(456,835)	(521,677)	1,830,882	(2,079,911)	(2,179,449)	2,841,144	(2,536,746)
Governmental Funds Total	59,942,491	(53,283,400)	(55,126,208)	5,397,527	(9,623,002)	(9,028,649)	65,340,018	(62,906,402)
Proprietary Funds:								
Enterprise Fund	(1,323,604)	-	-	588,835	(7,418)	259,830	(734,769)	259,830
Risk Management Fund	(774,057)	156,313	465,853	(1,228,608)	(382,942)	(264,829)	(2,002,665)	201,224
Capital Equipment Fund	(1,625,782)	177,188	(392,667)	(1,435,683)	474,986	608,387	(3,061,465)	215,720
Executive Building Fund	186,792	(217,239)	(120,839)	-	-	-	186,792	(120,839)
Group Insurance Fund **	-	-	-	-	-	-	1,986,233	(78,204)
Internal Service Funds Total	(2,213,047)	116,262	(47,653)	(2,664,291)	92,044	343,758	(2,891,105)	217,901
Proprietary Funds Total	(3,536,651)	116,262	(47,653)	(2,075,456)	84,626	603,588	(3,625,874)	477,731
Private Purpose Trust Funds:								
ALA Revolving Fund	14,933	(9,293,449)	(9,290,910)	1,368,769	(6,794,069)	(8,304,396)	1,383,702	(16,087,518)
GRAND TOTAL	56,420,773	(62,460,587)	(64,464,771)	4,690,840	(16,332,445)	(16,729,457)	63,097,846	(81,272,432)

* The Park Debt Service Fund was not formally adopted prior to FY15, but is included here for comparison purposes.

** The Group Insurance Fund is a Commission-wide Internal Service Fund

Explanatory Note: This schedule summarizes the change in fund balances and net position for the FY13 Actual. For the current and proposed budget amounts, the change represents the gain (use) of fund balance necessary to balance the budget. This includes any fund balance needed to fund the reserve requirement. Fund balance used to fund the budgeted reserve requirements will not actually be spent. Therefore, the actual change in fund balance will be less.

Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY15 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	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	Total
Sources:											
Property Taxes	\$ 27,012,400	\$ 85,522,900	\$ -	\$ -	\$ 1,724,400	\$ -	\$ -	\$ -	\$ -	\$ -	114,259,700
Intergovernmental -							921,800				921,800
State	150,000	400,000	-	-	-	-	-	-	-	-	550,000
County	40,000	-	-	-	-	-	-	-	-	-	40,000
County-Water Quality	360,400	2,314,762	-	-	-	-	-	-	-	-	2,675,162
Sales	7,000	-	-	-	-	-	20,600	627,350	-	-	654,950
Charges for Services	233,580	1,456,200	-	-	-	-	2,042,600	6,055,910	3,501,200	1,962,130	15,251,620
Rentals and Concessions	-	900,000	1,024,500	-	-	-	71,500	3,036,245	-	-	5,032,245
Interest	20,500	5,000	1,820	-	-	14,450	8,300	8,000	17,800	6,000	81,870
Miscellaneous	-	122,000	-	-	-	1,441,540	500,000	-	-	-	2,063,540
Total Revenues	27,823,880	90,720,862	1,026,320	-	1,724,400	1,455,990	3,564,800	9,727,505	3,519,000	1,968,130	141,530,887
Transfers in	-	42,200	-	5,142,738	-	-	-	-	-	-	5,184,938
Use of Fund Balance	2,580,057	4,269,143	-	-	-	8,304,396	2,179,449	-	264,629	-	17,597,674
Total Available Funds	\$ 30,403,937	\$ 95,032,205	\$ 1,026,320	\$ 5,142,738	\$ 1,724,400	\$ 9,760,386	\$ 5,744,249	\$ 9,727,505	\$ 3,783,629	\$ 1,968,130	\$ 164,313,499
Uses:											
Commissioners' Office	1,203,020	-	-	-	-	-	-	-	-	-	1,203,020
Planning Department:											
Office of The Planning Director	760,070	-	-	-	-	-	-	-	-	-	760,070
Management Services (fmlly Mgmt & Tech Svc:	2,088,354	-	-	-	-	-	-	-	-	-	2,088,354
Functional Planning & Policy	2,569,393	-	-	-	-	-	-	-	-	-	2,569,393
Area 1	1,698,868	-	-	-	-	-	-	-	-	-	1,698,868
Area 2	1,976,926	-	-	-	-	-	-	-	-	-	1,976,926
Area 3	2,024,259	-	-	-	-	-	-	-	-	-	2,024,259
Dev. Applications & Regulatory Coordination	767,311	-	-	-	-	-	-	-	-	-	767,311
Information Technology and Innovation	3,284,810	-	-	-	-	-	-	-	-	-	3,284,810
Research and Special Projects	1,399,153	-	-	-	-	-	-	-	-	-	1,399,153
Support Services	1,906,100	-	-	-	-	-	-	-	-	-	1,906,100
Grants	150,000	-	-	-	-	-	-	-	-	-	150,000
Special Revenue Operations	-	-	-	-	-	-	3,895,204	-	-	-	3,895,204
Planning Operations Total	18,625,244	-	-	-	-	-	3,895,204	-	-	-	22,520,448
Central Administrative Services (CAS):											
Dept of Human Resources and Mgmt	1,985,804	-	-	-	-	-	-	-	-	-	1,985,804
Department of Finance	2,988,299	-	-	-	-	-	-	-	-	-	2,988,299
Legal Department	1,456,846	-	-	-	-	-	-	-	-	-	1,456,846
Merit System Board	80,914	-	-	-	-	-	-	-	-	-	80,914
Office of Internal Audit	194,354	-	-	-	-	-	-	-	-	-	194,354
Support Services	536,957	-	-	-	-	-	-	-	-	-	536,957
CAS Total	7,243,174	-	-	-	-	-	-	-	-	-	7,243,174
Park Department Operating Divisions:											
Office of the Director	-	1,128,956	-	-	-	-	-	-	-	-	1,128,956
Public Affairs & Community Partnerships	-	2,244,489	-	-	-	-	-	-	-	-	2,244,489
Management Services	-	1,697,698	-	-	-	-	-	-	-	-	1,697,698
Information Technology & Innovation	-	1,987,023	-	-	-	-	-	-	-	-	1,987,023
Park Planning & Stewardship	-	3,498,173	-	-	-	-	-	-	-	-	3,498,173
Park Development	-	2,976,157	-	-	-	-	-	-	-	-	2,976,157
Park Police	-	14,003,644	-	-	-	-	-	-	-	-	14,003,644
Horticulture, Forestry & Environmental Educatio	-	7,677,866	-	-	-	-	-	-	-	-	7,677,866
Facilities Management	-	10,887,913	-	-	-	-	-	-	-	-	10,887,913
Northern Parks	-	9,102,127	-	-	-	-	-	-	-	-	9,102,127
Southern Parks	-	12,726,373	-	-	-	-	-	-	-	-	12,726,373
Support Services	-	11,288,270	-	-	-	-	-	-	-	-	11,288,270
Special Revenue Operations	-	-	-	-	-	-	1,849,045	-	-	-	1,849,045
Enterprise Operations	-	-	-	-	-	-	-	8,682,675	-	-	8,682,675
Subtotal Park Department Operations	-	79,218,689	-	-	-	-	1,849,045	8,682,675	-	-	89,750,409
NonDepartmental- Parks	-	7,475,209	-	-	-	-	-	-	-	-	7,475,209
Grants	-	400,000	-	-	-	-	-	-	-	-	400,000
Debt Service	-	-	-	5,142,738	282,860	-	-	-	-	-	5,425,598
Property Management	-	-	1,026,320	-	-	-	-	-	-	-	1,026,320
Transfer to Debt Service	-	5,142,738	-	-	-	-	-	-	-	-	5,142,738
Total Park Department	-	92,236,636	1,026,320	5,142,738	282,860	-	1,849,045	8,682,675	-	-	109,220,274
Advanced Land Acquisition	-	-	-	-	1,441,540	9,760,386	-	-	-	-	11,201,926
Risk Management Operating	-	-	-	-	-	-	-	3,783,629	-	-	3,783,629
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	1,359,743	1,359,743
NonDepartmental - Admin Fund	2,446,899	-	-	-	-	-	-	-	-	-	2,446,899
Transfers Out	-	350,000	-	-	-	-	-	785,000	-	-	1,135,000
Total Uses	29,518,337	\$ 92,586,636	1,026,320	\$ 5,142,738	\$ 1,724,400	\$ 9,760,386	\$ 5,744,249	\$ 9,467,675	\$ 3,783,629	\$ 1,359,743	\$ 160,114,113
Designated Expenditure Reserve @ 3%	885,600	2,445,569	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	3,331,169
Total Required Funds	\$ 30,403,937	\$ 95,032,205	\$ 1,026,320	\$ 5,142,738	\$ 1,724,400	\$ 9,760,386	\$ 5,744,249	\$ 9,467,675	\$ 3,783,629	\$ 1,359,743	\$ 163,445,282
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 259,830	\$ -	\$ 608,387	\$ 868,217
Total Funded Career Positions	218.60	693.00	4.00	-	-	-	-	34.00	3.00	1.00	953.60
Total Funded Workyears	179.35	657.10	7.00	-	-	-	24.85	110.30	3.15	1.00	982.75

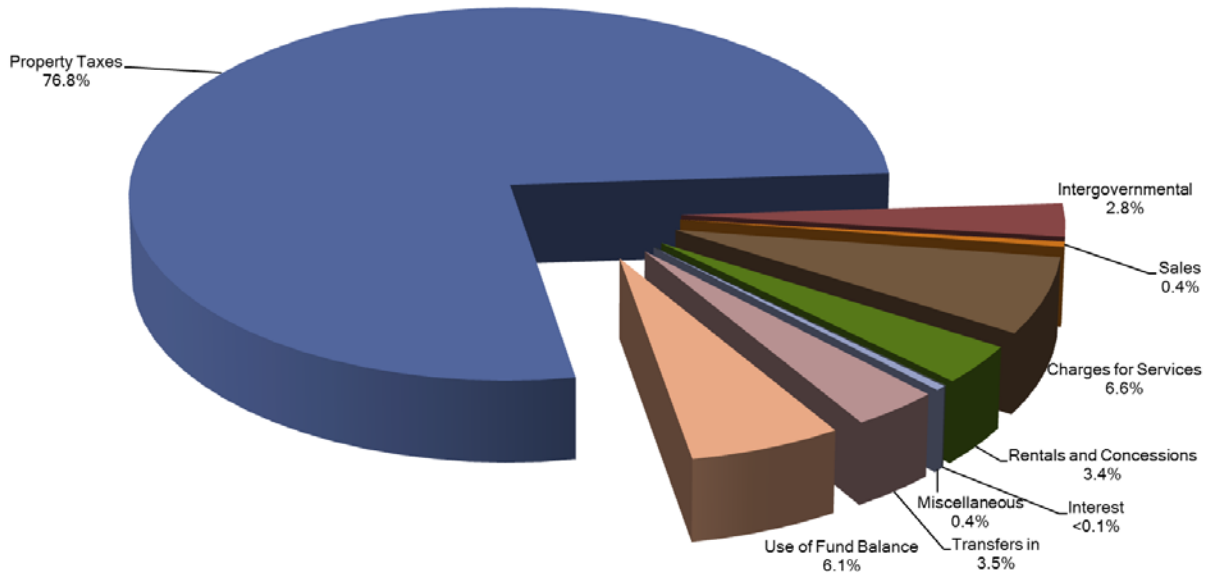


Montgomery County

Overview – Fiscal and Budget Summary Schedules

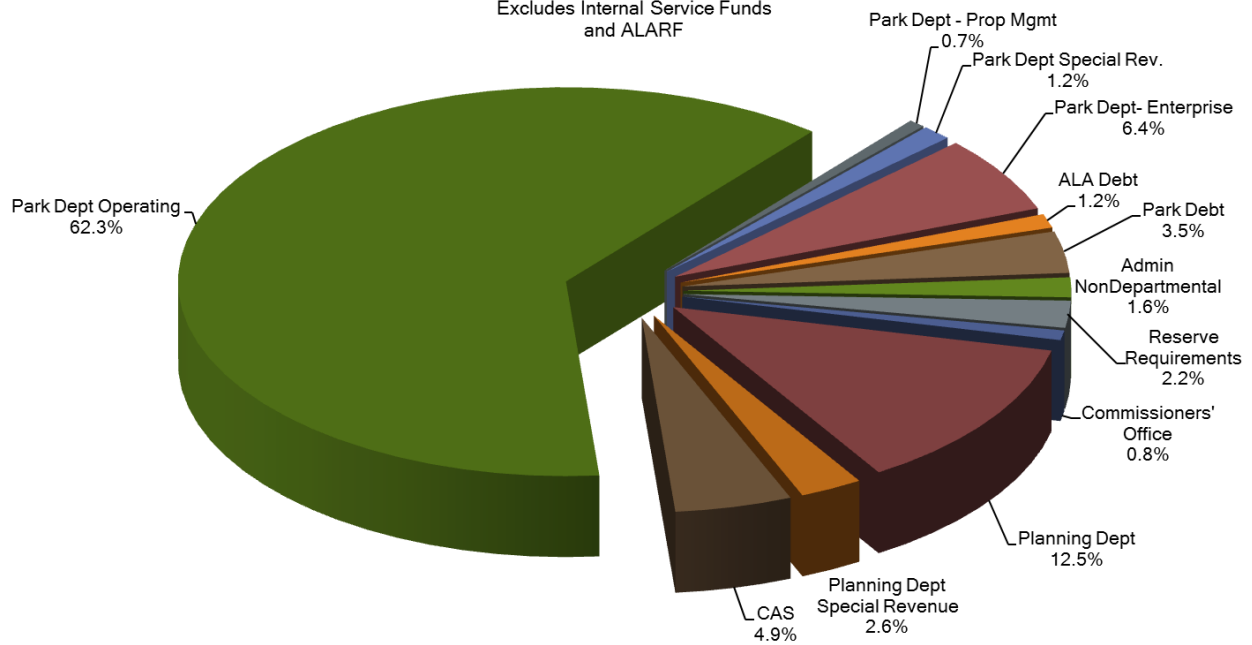
Montgomery County FY15 Adopted Budget
Revenue Sources (Percent of Total by Type)
Operating Funds Total \$148,801,354

Excludes Internal Service Funds and
ALARF



Montgomery County FY15 Adopted Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$148,541,524

Excludes Internal Service Funds
and ALARF



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY15 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

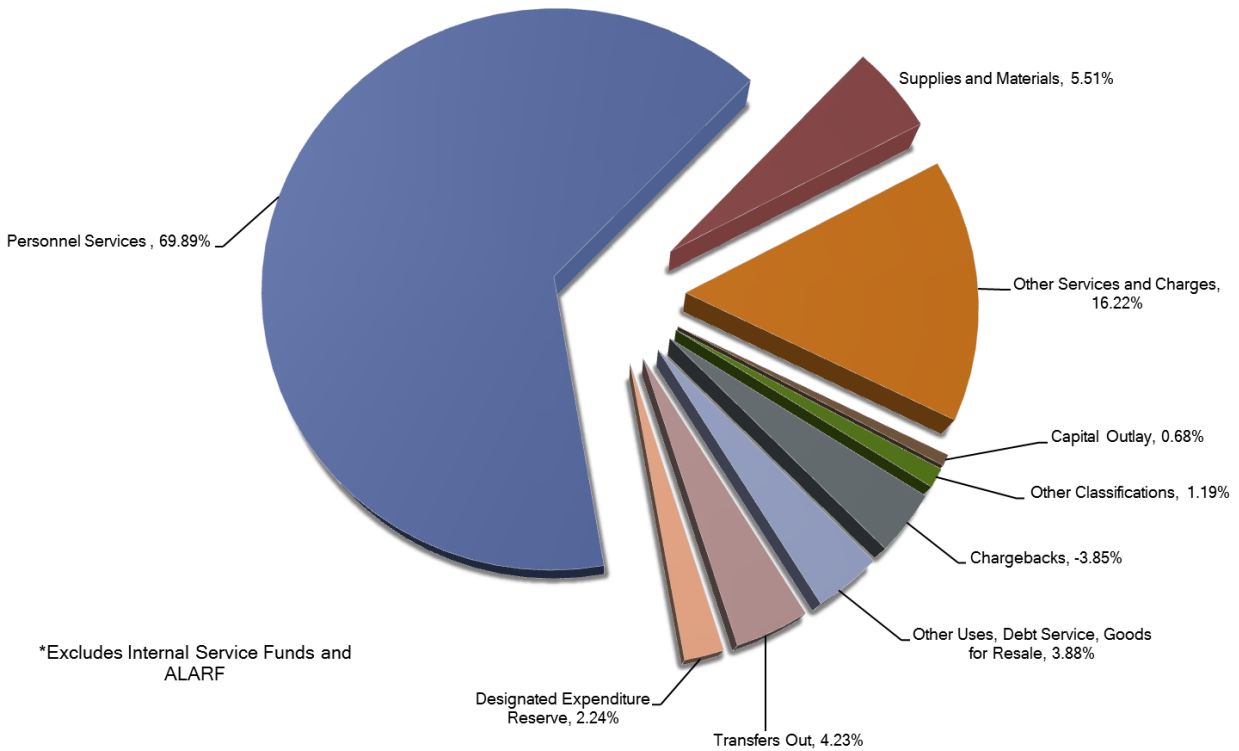
	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Other Classi- fications	Charge- backs	Other Uses, Debt Service, Goods for Resale	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:										
General Funds:										
Administration Fund										
Commissioners' Office	\$ 1,166,420	\$ 24,600	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,203,020
Planning Department	17,292,744	387,500	3,647,500	-	-	(2,852,500)	-	-	-	18,625,244
DHRM	1,754,392	36,354	348,451	-	150,000	(153,393)	-	-	-	1,985,804
Department of Finance	3,002,336	79,900	663,263	-	-	(757,200)	-	-	-	2,988,299
Legal Department	1,785,674	16,688	232,603	-	-	(578,119)	-	-	-	1,456,846
Merit System Board	60,514	900	19,500	-	-	-	-	-	-	80,914
Office of Internal Audit	184,754	5,500	4,100	-	-	-	-	-	-	194,354
CAS Support Services	4,510	15,334	517,113	-	-	-	-	-	-	536,957
Non-Departmental	2,446,899	-	-	-	-	-	-	-	-	2,446,899
Budgetary Reserve	-	-	-	-	-	-	-	-	885,600	885,600
Administration Fund Total	27,698,243	566,776	5,444,530	-	150,000	(4,341,212)	-	-	885,600	30,403,937
Park Fund										
Park Department	70,319,237	6,689,611	12,643,262	729,339	-	(3,287,551)	-	5,492,738	2,445,569	95,032,205
Park Fund Total	70,319,237	6,689,611	12,643,262	729,339	-	(3,287,551)	-	5,492,738	2,445,569	95,032,205
General Funds Total	98,017,480	7,256,387	18,087,792	729,339	150,000	(7,628,763)	-	5,492,738	3,331,169	125,436,142
ALA Debt Service Fund	-	-	1,441,540	-	-	-	282,860	-	-	1,724,400
Tax Supported Funds Total	98,017,480	7,256,387	19,529,332	729,339	150,000	(7,628,763)	282,860	5,492,738	3,331,169	127,160,542
Park Debt Service Fund	-	-	-	-	-	-	5,142,738	-	-	5,142,738
Property Management Fund										
Park Department	413,188	161,820	277,012	-	-	174,300	-	-	-	1,026,320
Property Management Fund Total	413,188	161,820	277,012	-	-	174,300	-	-	-	1,026,320
Special Revenue Funds										
Planning Department	-	4,700	750,250	45,000	-	3,095,254	-	-	-	3,895,204
Park Department	475,700	272,300	996,845	30,000	-	74,200	-	-	-	1,849,045
Special Revenue Funds Total	475,700	277,000	1,747,095	75,000	-	3,169,454	-	-	-	5,744,249
Governmental Funds Total	98,906,368	7,695,207	21,553,439	804,339	150,000	(4,285,009)	5,425,598	5,492,738	3,331,169	139,073,849
Proprietary Funds:										
Enterprise Funds										
Park Department	4,913,223	496,172	2,537,680	212,000	1,621,728	(1,429,628)	331,500	785,000	-	9,467,675
Enterprise Funds Total	4,913,223	496,172	2,537,680	212,000	1,621,728	(1,429,628)	331,500	785,000	-	9,467,675
Internal Service Funds:										
Risk Management Fund	420,894	20,578	3,092,488	-	-	249,669	-	-	-	3,783,629
Capital Equipment Internal Service Fund	133,907	3,504	259,132	-	-	29,000	934,200	-	-	1,359,743
Internal Service Funds Total	554,801	24,082	3,351,620	-	-	278,669	934,200	-	-	5,143,372
Proprietary Funds Total	5,468,024	520,254	5,889,300	212,000	1,621,728	(1,150,959)	1,265,700	785,000	-	14,611,047
Private Purpose Trust Funds:										
ALA Revolving Fund	-	-	-	9,760,386	-	-	-	-	-	9,760,386
Private Purpose Trust Funds Total	-	-	-	9,760,386	-	-	-	-	-	9,760,386
GRAND TOTAL	\$ 104,374,392	\$ 8,215,461	\$ 27,442,739	\$ 10,776,725	\$ 1,771,728	\$ (5,435,968)	\$ 6,691,298	\$ 6,277,738	\$ 3,331,169	\$ 163,445,282

* Park Fund transfer out includes the transfers to CIP Pay-Go (\$350K) and to Debt Service (\$5.1M)

Montgomery County

Overview – Fiscal and Budget Summary Schedules

Montgomery County FY15 Adopted Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds* \$148,541,524



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS PROPOSED BUDGET FISCAL YEAR 2015

Part I. Administration Fund

	FY 14 Budget	FY 15 Proposed	% Change
Commissioners' Office	1,142,601	1,203,020	5.3%
Planning Department			
Planning Director's Office	1,071,804	760,070	-29.1%
Management Services (frmly Mgmt & Tech Svcs)	3,756,982	2,088,354	-44.4%
Functional Planning & Policy	2,746,447	2,569,393	-6.4%
Area 1	1,690,117	1,698,868	0.5%
Area 2	1,997,601	1,976,926	-1.0%
Area 3	1,968,882	2,024,259	2.8%
Dev. Applications & Regulatory Coordination	822,084	767,311	-6.7%
Center for Research & Information Systems	1,976,988	-	-100.0%
Information Technology and Innovation	-	3,284,810	-
Research and Special Projects	-	1,399,153	-
Support Services	1,852,700	1,906,100	2.9%
Subtotal Planning	17,883,605	18,475,244	3.3%
Central Administrative Services			
Department of Human Resources and Management	1,911,431	1,985,804	3.9%
Department of Finance	2,918,359	2,988,299	2.4%
Legal Department	1,466,216	1,456,846	-0.6%
Merit System Board	79,396	80,914	1.9%
Office of Internal Audit	155,839	194,354	24.7%
Support Services	559,550	536,957	-4.0%
Subtotal Central Administrative Services	7,090,791	7,243,174	2.1%
Non-Departmental (OPEB)	1,563,997	2,446,899	56.5%
Total Expenditures	27,680,994	29,368,337	6.1%

Part II. Park Fund

	FY 14 Budget	FY 15 Proposed	% Change
Director of Parks	1,113,426	1,128,956	1.4%
Public Affairs & Community Partnerships	2,101,299	2,244,489	6.8%
Management Services	3,526,604	1,697,698	-51.9%
Information Technology & Innovation	-	1,987,023	-
Park Planning and Stewardship	3,248,871	3,498,173	7.7%
Park Development	2,999,984	2,976,157	-0.8%
Park Police	13,373,460	14,003,644	4.7%
Horticulture, Forestry & Environmental Education	7,483,867	7,677,866	2.6%
Facilities Management	10,666,122	10,887,913	2.1%
Northern Parks	8,788,659	9,102,127	3.6%
Southern Parks	12,361,497	12,726,373	3.0%
Support Services	9,426,980	11,288,270	19.7%
Subtotal Park Operations	75,090,769	79,218,689	5.5%
Non-Departmental (OPEB)	5,010,698	7,475,209	49.2%
Debt Service	3,887,100	5,142,738	32.3%
Total Expenditures	83,988,567	91,836,636	9.3%



Montgomery County

Overview – Fiscal and Budget Summary Schedules

-CONTINUED-
MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2015

Part III. Grants

	FY 14 Budget	FY 15 Proposed	% Change
Admin Fund Future Grants	150,000	150,000	0.0%
Park Fund Future Grants	400,000	400,000	0.0%
Total Expenditures	550,000	550,000	0.0%

Part IV. Self Supporting Funds

	FY 14 Budget	FY 15 Proposed	% Change
Enterprise Fund	9,438,226	8,682,675	-8.0%
Property Management	906,458	1,026,320	13.2%
Total Expenditures	10,344,684	9,708,995	-6.1%

Part V. Advance Land Acquisition Debt Service Fund

	FY 14 Budget	FY 15 Proposed	% Change
Debt Service	297,600	282,860	-5.0%
Total Expenditures	297,600	282,860	-5.0%

Part VI. Internal Service Funds

	FY 14 Budget	FY 15 Proposed	% Change
Risk Management Fund	2,990,642	3,783,629	26.5%
Capital Equipment Fund	1,016,994	1,359,743	33.7%
Total Expenditures	4,007,636	5,143,372	28.3%

Part VII. Special Revenue Funds

	FY 14 Budget	FY 15 Proposed	% Change
Park Activities	1,760,090	1,849,045	5.1%
Planning Activities	3,994,581	3,895,204	-2.5%
Total Expenditures	5,754,671	5,744,249	-0.2%

Explanatory Notes to Reconcile to Commission Budget Resolution:

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

	<u>County Resolution</u>	<u>Commission Resolution</u>
* Budgetary Reserve Requirements	Not included	Included in Admin. and Park Funds
* Administration Fund Transfer to Development Review	Not included	Transfer Out in Admin Fund
* Park Fund Transfer to the CIP Fund	Not included	Transfer Out in Park Fund
* Grants	Included as separate section	Included in Admin. and Park Funds
* Advance Land Acquisition - Revolving Fund	Not Included	Included
* Enterprise Fund Transfers to CIP	Not Included	Included as Transfer Out



Montgomery County

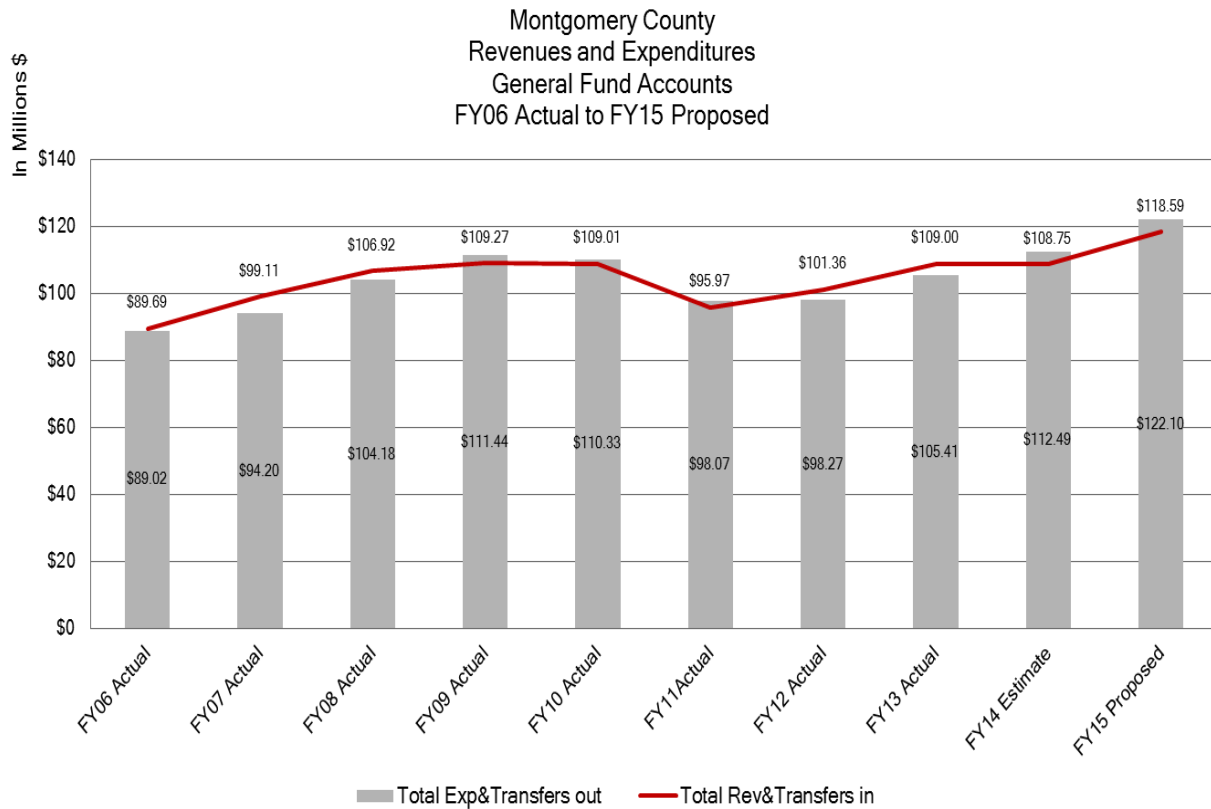
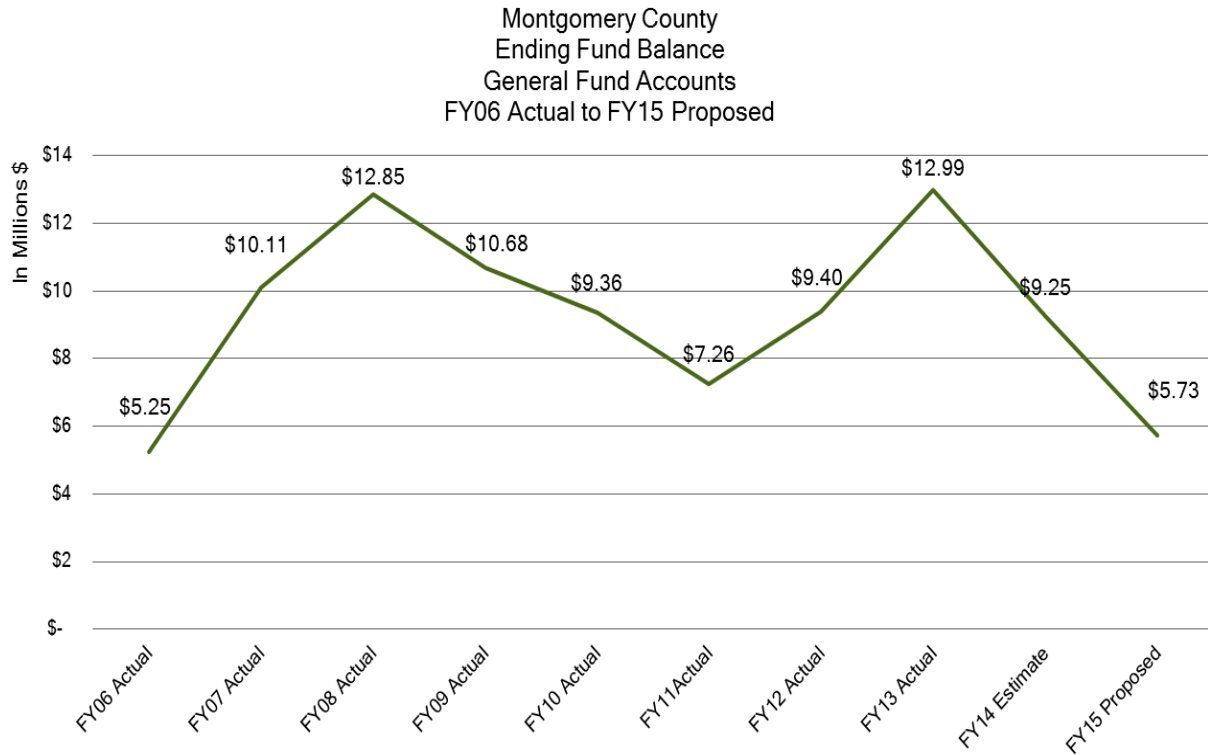
Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015

	General Fund Accounts		Advance Land Acquisition Debt Service Fund		Total Tax Supported Funds		Park Debt Service Fund		Special Revenue Funds		Total Governmental Funds	
	FY 14 Adopted	FY 15 Proposed	FY 14 Adopted	FY 15 Proposed	FY 14 Adopted	FY 15 Proposed	FY 14 Adopted	FY 15 Proposed	FY 14 Adopted	FY 15 Proposed	FY 14 Adopted	FY 15 Proposed
Revenues:												
Property Taxes	\$ 102,834,214	\$ 112,535,300	\$ 1,686,287	\$ 1,724,400	\$ 104,520,501	\$ 114,259,700	\$ -	\$ -	\$ 934,484	\$ 921,800	\$ 104,520,501	\$ 114,259,700
Intergovernmental - Federal	-	-	-	-	-	-	-	-	-	-	934,484	921,800
State	550,000	550,000	-	-	550,000	550,000	-	-	-	-	550,000	550,000
County - Other	40,000	40,000	-	-	40,000	40,000	-	-	-	-	40,000	40,000
County - Water Quality Protection	2,398,262	2,675,162	-	-	2,398,262	2,675,162	-	-	2,398,262	2,675,162	2,398,262	2,675,162
Sales	6,000	7,000	-	-	6,000	7,000	-	-	26,000	20,600	32,000	27,600
Charges for Services	1,563,439	1,689,780	-	-	1,563,439	1,689,780	-	-	2,125,925	2,042,600	3,689,364	3,732,380
Rentals and Concessions	714,500	900,000	-	-	714,500	900,000	-	-	63,900	71,500	778,400	971,500
Interest	59,000	25,500	-	-	59,000	25,500	-	-	20,800	8,300	79,800	33,800
Miscellaneous	106,500	122,000	-	-	106,500	122,000	-	-	503,651	500,000	610,151	622,000
Total Revenues	108,271,915	118,544,742	1,686,287	1,724,400	109,958,202	120,269,142	-	-	3,674,760	3,564,800	113,632,962	123,833,942
Expenditures by Major Object												
Personnel Services	92,429,012	98,017,480	-	-	92,429,012	98,017,480	-	-	441,718	475,700	92,870,730	98,493,180
Supplies and Materials	6,771,570	7,256,387	-	-	6,771,570	7,256,387	-	-	204,500	277,000	6,976,070	7,533,387
Other Services and Charges	15,721,826	18,087,792	1,386,700	1,441,540	17,108,526	19,529,332	-	-	1,927,422	1,747,095	19,035,948	21,276,427
Debt Service	-	-	297,600	282,860	297,600	282,860	3,887,100	5,142,738	-	-	4,184,700	5,425,598
Capital Outlay	767,000	729,339	-	-	767,000	729,339	-	-	32,200	75,000	799,200	804,339
Other Classifications	150,000	150,000	-	-	150,000	150,000	-	-	-	-	150,000	150,000
Chargebacks	(7,506,947)	(7,506,947)	-	-	(7,506,947)	(7,628,763)	-	-	3,148,831	3,169,454	(4,358,116)	(4,459,309)
Total Expenditures	108,332,461	116,612,235	1,684,300	1,724,400	110,016,761	118,336,635	3,887,100	5,142,738	5,754,671	5,744,249	119,658,532	129,223,622
Excess of Revenues over Expenditures	(60,546)	1,932,507	1,987	-	(58,559)	1,932,507	(3,887,100)	(5,142,738)	(2,079,911)	(2,179,449)	(6,025,570)	(5,389,680)
Other Financing Sources (Uses):												
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Park Fund	-	-	-	-	-	-	3,887,100	5,142,738	-	-	3,887,100	5,142,738
Capital Projects Funds	3,400	42,200	-	-	3,400	42,200	-	-	-	-	3,400	42,200
Administration Fund	-	-	-	-	-	-	-	-	-	-	-	-
Total Transfers In	3,400	42,200	-	-	3,400	42,200	3,887,100	5,142,738	-	-	3,890,500	5,184,938
Transfers (Out):												
Special Revenue Fund	-	-	-	-	-	-	-	-	-	-	-	-
Capital Project Fund	(350,000)	(350,000)	-	-	(350,000)	(350,000)	-	-	-	-	(350,000)	(350,000)
Debt Service Fund	(3,887,100)	(5,142,738)	-	-	(3,887,100)	(5,142,738)	-	-	-	-	(3,887,100)	(5,142,738)
Enterprise Fund	-	-	-	-	-	-	-	-	-	-	-	-
Total Transfers (Out)	(4,237,100)	(5,492,738)	-	-	(4,237,100)	(5,492,738)	-	-	-	-	(4,237,100)	(5,492,738)
Total Other Financing Sources (Uses)	(4,233,700)	(5,450,538)	-	-	(4,233,700)	(5,450,538)	3,887,100	5,142,738	-	-	(346,600)	(307,800)
Total Uses	112,569,561	122,104,973	1,684,300	1,724,400	114,253,861	123,829,373	3,887,100	5,142,738	5,754,671	5,744,249	123,895,632	134,716,360
Excess of Sources over (under) Total Uses	(4,294,246)	(3,518,031)	1,987	-	(4,292,259)	(3,518,031)	-	-	(2,079,911)	(2,179,449)	(6,372,170)	(5,697,480)
Designated Expenditure Reserve @ 3%	3,249,974	3,331,169	-	-	3,249,974	3,331,169	3,249,974	3,331,169	-	-	6,499,948	6,662,338
Total Required Funds	115,819,535	125,436,142	1,684,300	1,724,400	117,503,835	127,160,542	7,137,074	8,473,907	5,754,671	5,744,249	130,395,580	141,378,698
Excess of Sources over (under) Total Funds Required	(7,544,220)	(6,849,200)	1,987	-	(7,542,233)	(6,849,200)	(3,249,974)	(3,331,169)	(2,079,911)	(2,179,449)	(12,872,118)	(12,359,818)
Fund Balance - Beginning	8,813,572	9,256,572	-	-	8,813,572	9,256,572	-	-	4,382,058	4,460,119	13,195,630	13,716,691
Fund Balance - Ending	4,519,326	5,738,541	1,987	-	4,521,313	5,738,541	-	-	2,302,147	2,280,670	6,823,460	8,019,211
Classification of Ending Fund Balance:												
Designated Expenditure Reserve	3,249,974	3,331,169	not applicable	not applicable	3,249,974	3,331,169	not applicable	not applicable	863,201	861,637	4,113,175	4,192,806
Undesignated Fund Balance	1,269,352	2,407,372	-	-	1,271,339	2,407,372	-	-	1,438,946	1,419,033	2,710,285	3,826,405
Total Ending Fund Balance	4,519,326	5,738,541	1,987	-	4,521,313	5,738,541	-	-	2,302,147	2,280,670	6,823,460	8,019,211

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

Montgomery County Overview – Fiscal and Budget Summary Schedules



Montgomery County

Overview – Fiscal and Budget Summary Schedules

CENTRAL ADMINISTRATIVE SERVICES BUDGET SUMMARY Expenditures by County, by Department and by Object PROPOSED BUDGET FISCAL YEAR 2015

	Montgomery County				Prince George's County				Combined Department Total			
	FY 14 Adopted	FY 15 Proposed	% Change	Allocation*	FY 14 Adopted	FY 15 Proposed	% Change	Allocation*	FY 14 Adopted	FY 15 Proposed	% Change	
DHRM	\$	\$			\$	\$			\$	\$		
Personnel Services	1,670,601	1,754,392	5.0%	43.8%	2,356,001	2,251,070	-4.5%	56.2%	4,026,602	4,005,462	-0.5%	
Supplies and Materials	41,500	36,354	-12.4%	43.8%	41,500	46,646	12.4%	56.2%	83,000	83,000	0.0%	
Other Services and Charges	338,520	348,451	2.9%	43.8%	378,880	447,099	18.0%	56.2%	717,400	795,550	10.9%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,050,621	2,139,197	4.3%	43.8%	2,776,381	2,744,815	-1.1%	56.2%	4,827,002	4,884,012	1.2%	
Chargebacks	(139,190)	(153,393)	10.2%	27.4%	(376,048)	(406,829)	8.2%	72.6%	(515,238)	(560,222)	8.7%	
Total	1,911,431	1,985,804	3.9%	45.9%	2,400,333	2,337,986	-2.6%	54.1%	4,311,764	4,323,790	0.3%	
Department of Finance												
Personnel Services	2,961,259	3,002,336	1.4%	42.5%	3,869,506	4,055,370	4.8%	57.5%	6,830,765	7,057,706	3.3%	
Supplies and Materials	79,900	79,900	0.0%	43.4%	104,300	104,300	0.0%	56.6%	184,200	184,200	0.0%	
Other Services and Charges	581,400	663,263	14.1%	43.4%	759,600	866,491	14.1%	56.6%	1,341,000	1,529,754	14.1%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	3,622,559	3,745,499	3.4%	42.7%	4,733,406	5,026,161	6.2%	57.3%	8,355,965	8,771,660	5.0%	
Chargebacks	(704,200)	(757,200)	7.5%	33.7%	(1,402,500)	(1,490,000)	6.2%	66.3%	(2,106,700)	(2,247,200)	6.7%	
Total	2,918,359	2,988,299	2.4%	45.8%	3,330,906	3,536,161	6.2%	54.2%	6,249,265	6,524,460	4.4%	
Legal Department												
Personnel Services	1,804,260	1,785,674	-1.0%	56.0%	1,281,425	1,403,029	9.5%	44.0%	3,085,685	3,188,703	3.3%	
Supplies and Materials	14,900	16,688	12.0%	56.0%	14,900	13,112	-12.0%	44.0%	29,800	29,800	0.0%	
Other Services and Charges	202,706	232,603	14.7%	56.0%	202,706	182,759	-9.8%	44.0%	405,412	415,362	2.5%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,021,866	2,034,965	0.6%	56.0%	1,499,031	1,598,900	6.7%	44.0%	3,520,897	3,633,865	3.2%	
Chargebacks	(555,650)	(578,119)	4.0%	44.8%	(692,335)	(711,018)	2.7%	55.2%	(1,247,985)	(1,289,137)	3.3%	
Total	1,466,216	1,456,846	-0.6%	62.1%	806,696	887,882	10.1%	37.9%	2,272,912	2,344,728	3.2%	
Merit System Board												
Personnel Services	61,496	60,514	-1.6%	50.0%	61,496	60,514	-1.6%	50.0%	122,992	121,028	-1.6%	
Supplies and Materials	900	900	0.0%	50.0%	900	900	0.0%	50.0%	1,800	1,800	0.0%	
Other Services and Charges	17,000	19,500	14.7%	50.0%	17,000	19,500	14.7%	50.0%	34,000	39,000	14.7%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	79,396	80,914	1.9%	50.0%	79,396	80,914	1.9%	50.0%	158,792	161,828	1.9%	
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	
Total	79,396	80,914	1.9%	50.0%	79,396	80,914	1.9%	50.0%	158,792	161,828	1.9%	

Montgomery County

Overview – Fiscal and Budget Summary Schedules

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CENTRAL ADMINISTRATIVE SERVICES BUDGET SUMMARY

Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2015

	Montgomery County				Prince George's County				Combined Department Total			
	FY 14 Adopted	FY 15 Proposed	Change	% Allocation*	FY 14 Adopted	FY 15 Proposed	Change	% Allocation*	FY 14 Adopted	FY 15 Proposed	Change	%
Office of Internal Audit												
Personnel Services	146,239	184,754	26.3%	32.1%	308,169	390,662	26.8%	67.9%	454,408	575,416	26.6%	26.6%
Supplies and Materials	5,500	5,500	0.0%	36.7%	9,500	9,500	0.0%	63.3%	15,000	15,000	0.0%	0.0%
Other Services and Charges	4,100	4,100	0.0%	36.3%	7,200	7,200	0.0%	63.7%	11,300	11,300	0.0%	0.0%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	155,839	194,354	24.7%	32.3%	324,869	407,362	25.4%	67.7%	480,708	601,716	25.2%	25.2%
Chargebacks	-	-	-	0.0%	(60,000)	(70,000)	16.7%	100.0%	(60,000)	(70,000)	16.7%	16.7%
Total	155,839	194,354	24.7%	36.6%	264,869	337,362	27.4%	63.4%	420,708	531,716	26.4%	26.4%
CAS Support Services												
Personnel Services	5,000	4,510	-9.8%	45.1%	5,000	5,490	9.8%	54.9%	10,000	10,000	0.0%	0.0%
Supplies and Materials	17,000	15,334	-9.8%	45.1%	17,000	18,666	9.8%	54.9%	34,000	34,000	0.0%	0.0%
Other Services and Charges	537,550	517,113	-3.8%	45.1%	537,550	629,478	17.1%	54.9%	1,075,100	1,146,591	6.6%	6.6%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	559,550	536,957	-4.0%	45.1%	559,550	653,634	16.8%	54.9%	1,119,100	1,190,591	6.4%	6.4%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	-
Total	559,550	536,957	-4.0%	45.1%	559,550	653,634	16.8%	54.9%	1,119,100	1,190,591	6.4%	6.4%
Total Central Administrative Services												
Personnel Services	6,648,855	6,792,180	2.2%	45.4%	7,881,597	8,166,135	3.6%	54.6%	14,530,452	14,958,315	2.9%	2.9%
Supplies and Materials	159,700	154,676	-3.1%	44.5%	188,100	193,124	2.7%	55.5%	347,800	347,800	0.0%	0.0%
Other Services and Charges	1,681,276	1,785,030	6.2%	45.3%	1,902,936	2,152,527	13.1%	54.7%	3,584,212	3,937,557	9.9%	9.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	8,489,831	8,731,886	2.9%	45.4%	9,972,633	10,511,786	5.4%	54.6%	18,462,464	19,243,672	4.2%	4.2%
Chargebacks	(1,399,040)	(1,488,712)	6.4%	35.7%	(2,530,883)	(2,677,847)	5.8%	64.3%	(3,929,923)	(4,166,559)	6.0%	6.0%
Total	\$ 7,090,791	\$ 7,243,174	2.1%	48.0%	\$ 7,441,750	\$ 7,833,939	5.3%	52.0%	\$ 14,532,541	\$ 15,077,113	3.7%	3.7%

* % 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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ 25,853,216	\$ 26,065,553	\$ 26,177,700	\$ 27,012,400	3.6%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	150,000	150,000	150,000	0.0%
County - Other	325,588	40,000	110,000	40,000	0.0%
County - Water Quality Protection	360,400	360,400	360,400	360,400	0.0%
Sales	8,605	6,000	7,000	7,000	16.7%
Charges for Services	379,690	229,000	229,000	233,580	2.0%
Rentals and Concessions	-	-	-	-	-
Interest	15,963	54,000	21,000	20,500	-62.0%
Miscellaneous	2,135	-	-	-	-
Total Revenues	<u>26,945,597</u>	<u>26,904,953</u>	<u>27,055,100</u>	<u>27,823,880</u>	<u>3.4%</u>
Expenditures by Major Object:					
Personnel Services	22,170,017	26,224,158	26,215,908	27,698,243	5.6%
Supplies and Materials	436,602	547,300	547,300	566,776	3.6%
Other Services and Charges	5,068,272	5,161,076	5,239,326	5,444,530	5.5%
Capital Outlay	257,043	-	-	-	-
Other Classifications	209	150,000	-	150,000	0.0%
Chargebacks	(4,534,180)	(4,251,540)	(4,251,540)	(4,341,212)	2.1%
Total Expenditures	<u>23,397,963</u>	<u>27,830,994</u>	<u>27,750,994</u>	<u>29,518,337</u>	<u>6.1%</u>
Excess of Revenues over (under) Expenditures	<u>3,547,634</u>	<u>(926,041)</u>	<u>(695,894)</u>	<u>(1,694,457)</u>	<u>83%</u>
Other Financing Sources (Uses):					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out)-					
Park Fund	-	-	-	-	-
Special Revenue Fund	(1,390,000)	-	-	-	-
Total Transfers (Out)	(1,390,000)	-	-	-	-
Total Other Financing Sources (Uses)	<u>(1,390,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Uses	<u>24,787,963</u>	<u>27,830,994</u>	<u>27,750,994</u>	<u>29,518,337</u>	<u>6.1%</u>
Excess of Sources over (under) Total Uses	<u>2,157,634</u>	<u>(926,041)</u>	<u>(695,894)</u>	<u>(1,694,457)</u>	<u>83.0%</u>
Designated Expenditure Reserve @ 3%	-	834,930	-	885,600	6.1%
Total Required Funds	<u>24,787,963</u>	<u>\$ 28,665,924</u>	<u>27,750,994</u>	<u>30,403,937</u>	<u>6.1%</u>
Excess of Sources over (under) Total Funds Required	\$ 2,157,634	\$ (1,760,971)	\$ (695,894)	\$ (2,580,057)	46.5%
Fund Balance - Beginning	<u>3,521,474</u>	<u>3,075,374</u>	<u>5,679,108</u>	<u>4,983,214</u>	<u>62.0%</u>
Fund Balance - Ending	<u>\$ 5,679,108</u>	<u>\$ 2,149,333</u>	<u>\$ 4,983,214</u>	<u>\$ 3,288,757</u>	<u>53.0%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	834,930	-	885,600	6.1%
Undesignated Fund Balance	<u>5,679,108</u>	<u>1,314,403</u>	<u>4,983,214</u>	<u>2,403,157</u>	<u>82.8%</u>
Total Ending Fund Balance	<u>\$ 5,679,108</u>	<u>\$ 2,149,333</u>	<u>\$ 4,983,214</u>	<u>\$ 3,288,757</u>	<u>53.0%</u>

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY PARK FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ 77,724,077	\$ 76,768,661	\$ 77,098,100	\$ 85,522,900	11.4%
Intergovernmental -					
Federal	595,118	-	-	-	-
State	71,038	400,000	400,000	400,000	0.0%
County - Other	-	-	-	-	-
County - Water Quality Protection	1,558,600	2,037,862	2,037,862	2,314,762	13.6%
Local	-	-	-	-	-
Sales	500	-	-	-	-
Charges for Services	1,320,913	1,334,439	1,334,439	1,456,200	9.1%
Rentals and Concessions	634,269	714,500	714,500	900,000	26.0%
Interest	(68,776)	5,000	5,000	5,000	0.0%
Miscellaneous	220,289	106,500	106,500	122,000	14.6%
Total Revenues	82,056,028	81,366,962	81,696,401	90,720,862	11.5%
Expenditures by Major Object:					
Personnel Services	60,919,574	66,204,854	66,204,854	70,319,237	6.2%
Supplies and Materials	6,076,531	6,224,270	6,224,270	6,689,611	7.5%
Other Services and Charges	9,987,860	10,560,750	10,560,750	12,643,262	19.7%
Capital Outlay	1,737,503	767,000	767,000	729,339	-4.9%
Other Classifications	3,421	-	-	-	-
Chargebacks	(2,888,036)	(3,255,407)	(3,255,407)	(3,287,551)	1.0%
Total Expenditures	75,836,853	80,501,467	80,501,467	87,093,898	8.2%
 Excess of Revenues over (under) Expenditures	 6,219,175	 865,495	 1,194,934	 3,626,964	 319.1%
Other Financing Sources (Uses):					
Transfers In					
Capital Projects Funds	-	3,400	3,400	42,200	1141.2%
Administration Fund	-	-	-	-	-
Total Transfers In	-	3,400	3,400	42,200	1141.2%
Transfers(Out)					
Capital Projects Funds	(354,707)	(350,000)	(350,000)	(350,000)	0.0%
Debt Service Fund	(4,433,012)	(3,887,100)	(3,887,100)	(5,142,738)	32.3%
Total Transfers (Out)	(4,787,719)	(4,237,100)	(4,237,100)	(5,492,738)	29.6%
Total Other Financing Sources (Uses)	(4,787,719)	(4,233,700)	(4,233,700)	(5,450,538)	28.7%
 Total Uses	 80,624,572	 84,738,567	 84,738,567	 92,586,636	 9.3%
 Excess of Sources over (under) Total Uses	 1,431,456	 (3,368,205)	 (3,038,766)	 (1,823,574)	 -45.9%
 Designated Expenditure Reserve @ 3%	 -	 2,415,044	 -	 2,445,569	 1.3%
 Total Required Funds	 80,624,572	 \$ 87,153,611	 84,738,567	 95,032,205	 9.0%
 Excess of Sources over (under) Total Funds Required	 \$ 1,431,456	 \$ (5,783,249)	 \$ (3,038,766)	 \$ (4,269,143)	 -26.2%
 Fund Balance - Beginning	 5,876,453	 5,738,198	 7,307,909	 4,269,143	 -25.6%
Fund Balance - Ending	\$ 7,307,909	\$ 2,369,993	\$ 4,269,143	\$ 2,445,569	3.2%
 Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	2,415,044	-	2,445,569	1.3%
Undesignated Fund Balance	7,307,909	(45,051)	4,269,143	-	-100.0%
Total Ending Fund Balance	\$ 7,307,909	\$ 2,369,993	\$ 4,269,143	\$ 2,445,569	3.2%

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY PROPERTY MANAGEMENT SUBFUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	927,095	900,000	900,000	1,024,500	13.8%
Interest	1,820	5,600	1,800	1,820	-67.5%
Miscellaneous	-	-	-	-	-
Total Revenues	928,915	905,600	901,800	1,026,320	13.3%
Expenditures by Major Object:					
Personnel Services	216,147	367,774	367,774	413,188	12.3%
Supplies and Materials	77,080	161,584	161,584	161,820	0.1%
Other Services and Charges	446,244	277,100	277,100	277,012	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	100,000	100,000	100,000	174,300	74.3%
Total Expenditures	839,471	906,458	906,458	1,026,320	13.2%
Excess of Revenues over Expenditures	89,444	(858)	(4,658)	-	-100.0%
Other Financing Sources (Uses):					
Transfer to Special Revenue Fund	(115,047)	-	-	-	-
Use of Fund Balance	-	-	-	-	-
Total Other Financing Sources (Uses)	(115,047)	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ (25,603)	\$ (858)	\$ (4,658)	\$ -	-100.0%
Fund Balance - Beginning	994,902	994,902	969,299	964,641	-3.0%
Fund Balance - Ending	\$ 969,299	\$ 994,044	\$ 964,641	\$ 964,641	-3.0%



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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ 1,680,687	\$ 1,686,287	\$ 1,671,300	\$ 1,724,400	2.3%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	1,680,687	1,686,287	1,671,300	1,724,400	2.3%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,366,819	1,386,700	1,383,516	1,441,540	4.0%
Debt Service -	310,710	297,600	297,600	282,860	-5.0%
Debt Service Principal	240,000	235,000	235,000	230,000	-2.1%
Debt Service Interest	70,710	61,200	61,200	51,460	-15.9%
Debt Service Fees	-	1,400	1,400	1,400	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	1,677,529	1,684,300	1,681,116	1,724,400	2.4%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	3,158	1,987	(9,816)	-	-100.0%
Other Financing Sources (Uses):					
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 3,158	\$ 1,987	\$ (9,816)	\$ -	-100.0%
Fund Balance, Beginning	6,658	-	9,816	-	-
Fund Balance, Ending	\$ 9,816	\$ 1,987	\$ -	\$ -	-100.0%



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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	14,450	40,000	14,000	14,450	33.3%
Miscellaneous (Contributions)	1,386,819	1,386,700	1,383,516	1,441,540	3.0%
Total Revenues	1,401,269	1,426,700	1,397,516	1,455,990	3.6%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	32,500	8,220,769	3,500,000	9,760,386	-21.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	32,500	8,220,769	3,500,000	9,760,386	-21.9%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	1,368,769	(6,794,069)	(2,102,484)	(8,304,396)	-25.8%
Other Financing Sources (Uses):					
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 1,368,769	\$ (6,794,069)	\$ (2,102,484)	\$ (8,304,396)	-25.8%
Total Net Position - Beginning	9,038,111	6,814,069	10,406,880	8,304,396	-25.5%
Total Net Position - Ending	\$ 10,406,880	\$ 20,000	\$ 8,304,396	\$ -	-



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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	3,876,838	3,887,100	3,887,100	5,142,738	32.3%
Debt Service Principal	2,620,000	2,545,000	2,545,000	3,165,000	24.4%
Debt Service Interest	1,256,453	1,217,100	1,217,100	1,852,738	52.2%
Debt Service Fees	385	125,000	125,000	125,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	3,876,838	3,887,100	3,887,100	5,142,738	32.3%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	(3,876,838)	(3,887,100)	(3,887,100)	(5,142,738)	32.3%
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	4,433,012	3,887,100	3,887,100	5,142,738	32.3%
Total Transfers In	4,433,012	3,887,100	3,887,100	5,142,738	32.3%
Transfer to CIP	(556,174)	-	-	-	-
Total Transfers (Out)	(556,174)	-	-	-	-
Total Other Financing Sources (Uses)	3,876,838	3,887,100	3,887,100	5,142,738	32.3%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ -	\$ -	\$ -	\$ -	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ 1,152,431	\$ 934,484	\$ 934,484	\$ 921,800	-1.4%
Sales	27,000	26,000	10,600	20,600	-20.8%
Charges for Services	3,698,491	2,125,925	2,134,800	2,042,600	-3.9%
Rentals and Concessions	61,887	63,900	65,400	71,500	11.9%
Interest	7,811	20,800	20,500	8,300	-60.1%
Miscellaneous	275,703	503,651	465,000	500,000	-0.7%
Total Revenues	<u>5,223,323</u>	<u>3,674,760</u>	<u>3,630,784</u>	<u>3,564,800</u>	<u>-3.0%</u>
Expenditures by Major Object:					
Personnel Services	213,916	441,718	468,300	475,700	7.7%
Supplies and Materials	157,299	204,500	241,671	277,000	35.5%
Other Services and Charges	1,147,733	1,927,422	1,534,626	1,747,095	-9.4%
Capital Outlay	5,000	32,200	-	75,000	132.9%
Other Classifications	-	-	-	-	-
Chargebacks	3,373,540	3,148,831	3,148,831	3,169,454	0.7%
Total Expenditures	<u>4,897,488</u>	<u>5,754,671</u>	<u>5,393,428</u>	<u>5,744,249</u>	<u>-0.2%</u>
Excess of Revenues over Expenditures	<u>325,835</u>	<u>(2,079,911)</u>	<u>(1,762,644)</u>	<u>(2,179,449)</u>	<u>4.8%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	1,390,000	-	-	-	-
Property Management Fund	115,047	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	<u>1,505,047</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>1,505,047</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,830,882</u>	<u>(2,079,911)</u>	<u>(1,762,644)</u>	<u>(2,179,449)</u>	<u>4.8%</u>
Fund Balance - Beginning	<u>4,391,881</u>	<u>4,382,058</u>	<u>6,222,763</u>	<u>4,460,119</u>	<u>1.8%</u>
Fund Balance - Ending	<u>6,222,763</u>	<u>2,302,147</u>	<u>4,460,119</u>	<u>2,280,670</u>	<u>-0.9%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	734,623	863,201	809,014	861,637	-0.2%
Undesignated Fund Balance	<u>5,488,140</u>	<u>1,438,946</u>	<u>3,651,105</u>	<u>1,419,033</u>	<u>-</u>
Total Ending Fund Balance	<u>\$ 6,222,763</u>	<u>\$ 2,302,147</u>	<u>\$ 4,460,119</u>	<u>\$ 2,280,670</u>	<u>-0.9%</u>



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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Intergovernmental -	\$ 11,883	\$ -	\$ -	\$ -	-
Sales	640,199	722,100	622,800	627,350	-13.1%
Charges for Services	6,284,292	6,302,175	6,007,855	6,055,910	-3.9%
Rentals and Concessions	2,896,220	2,984,333	2,987,925	3,036,245	1.7%
Miscellaneous	-	-	-	-	-
Total Operating Revenues	<u>9,832,594</u>	<u>10,008,608</u>	<u>9,618,580</u>	<u>9,719,505</u>	<u>-2.9%</u>
Operating Expenses:					
Personnel Services	4,617,167	4,981,139	4,612,438	4,913,223	-1.4%
Goods for Resale	437,785	394,100	358,800	331,500	-15.9%
Supplies and Materials	618,039	538,700	601,527	496,172	-7.9%
Other Services and Charges	2,375,766	2,639,030	2,538,916	2,537,680	-3.8%
Depreciation & Amortization Expense	1,173,903	-	-	-	-
Debt Service	-	227,957	227,957	-	-100.0%
Debt Service Principal	-	222,228	222,228	-	-100.0%
Debt Service Interest	-	5,729	5,729	-	-100.0%
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	346,500	303,600	212,000	-38.8%
Other Classifications	1,422,478	1,574,116	1,543,130	1,621,728	3.0%
Chargebacks	691,874	724,000	724,000	755,400	4.3%
Indirect Charges (Admin Chargeback)	(2,114,352)	(1,987,316)	(2,006,330)	(2,185,028)	9.9%
Total Operating Expenses	<u>9,222,660</u>	<u>9,438,226</u>	<u>8,904,038</u>	<u>8,682,675</u>	<u>-8.0%</u>
Operating Income (Loss)	<u>609,934</u>	<u>570,382</u>	<u>714,542</u>	<u>1,036,830</u>	<u>81.8%</u>
Nonoperating Revenue (Expenses):					
Interest Income	7,983	22,200	22,200	8,000	-64.0%
Interest Expense, Net of Amortization	(29,082)	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenues (Expenses)	<u>(21,099)</u>	<u>22,200</u>	<u>22,200</u>	<u>8,000</u>	<u>-64.0%</u>
Income (Loss) Before Operating Transfers	<u>588,835</u>	<u>592,582</u>	<u>736,742</u>	<u>1,044,830</u>	<u>76.3%</u>
Operating Transfers In (Out):					
Transfer in - Park Fund	-	-	-	-	-
Transfer in - Group Insurance	-	-	-	-	-
Transfer - Other	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfer Out - Capital Projects Funds	-	(600,000)	(600,000)	(785,000)	30.8%
Net Operating Transfer	<u>-</u>	<u>(600,000)</u>	<u>(600,000)</u>	<u>(785,000)</u>	<u>30.8%</u>
Change in Net Position	588,835	(7,418)	136,742	259,830	-3602.7%
Total Net Position - Beginning	<u>23,027,362</u>	<u>23,267,123</u>	<u>23,616,197</u>	<u>23,752,939</u>	<u>2.1%</u>
Total Net Position - Ending	<u>\$ 23,616,197</u>	<u>\$ 23,259,705</u>	<u>\$ 23,752,939</u>	<u>\$ 24,012,769</u>	<u>3.2%</u>

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY15 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,573,400	2,396,300	2,396,300	3,344,000	39.5%
Planning	77,700	49,300	49,300	38,600	-21.7%
CAS	5,000	5,000	5,000	4,700	-6.0%
Enterprise	112,000	103,500	103,500	113,900	10.0%
Miscellaneous (Claim Recoveries, etc.)	187,114	-	-	-	-
Total Operating Revenues	2,955,214	2,554,100	2,554,100	3,501,200	37.1%
Operating Expenses:					
Personnel Services	253,369	356,106	356,106	420,894	18.2%
Supplies and Materials	13,275	20,578	20,578	20,578	0.0%
Other Services and Charges:					
Insurance Claims:					
Parks	2,915,569	1,776,906	1,776,906	2,468,546	38.9%
Planning	128,608	40,745	40,745	108,889	167.2%
CAS	7,468	5,046	5,046	6,323	25.3%
Enterprise	(25,378)	46,352	46,352	(21,487)	-146.4%
Misc., Professional services, etc.	468,395	542,090	542,090	530,217	-2.2%
Depreciation & Amortization Expense	6,732	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	188,595	-	-	-	-
Chargebacks	245,000	202,819	202,819	249,669	23.1%
Total Operating Expenses	4,201,633	2,990,642	2,990,642	3,783,629	26.5%
Operating Income (Loss)	(1,246,419)	(436,542)	(436,542)	(282,429)	-35.3%
Nonoperating Revenue (Expenses):					
Interest Income	17,811	53,600	18,000	17,800	-66.8%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Operating Expenses	17,811	53,600	18,000	17,800	-66.8%
Income (Loss) Before Operating Transfers	(1,228,608)	(382,942)	(418,542)	(264,629)	-30.9%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(1,228,608)	(382,942)	(418,542)	(264,629)	-30.9%
Total Net Position - Beginning	4,758,658	3,930,468	3,530,050	3,111,508	-20.8%
Total Net Position - Ending	\$ 3,530,050	\$ 3,547,526	\$ 3,111,508	\$ 2,846,879	-19.8%
Designated Position	2,465,000	2,618,271	2,618,271	2,768,755	5.7%
Unrestricted Position	1,065,050	929,255	493,237	78,124	-91.6%
Total Net Position, June 30	\$ 3,530,050	\$ 3,547,526	\$ 3,111,508	\$ 2,846,879	-19.8%

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

Parks	536,393	\$ 379,013	379,013	379,013	0.0%
Planning	13,723	8,691	8,691	8,691	0.0%
CAS	1,544	1,076	1,076	1,076	0.0%
Enterprise	20,127	9,887	9,887	9,887	0.0%
Total	571,787	\$ 398,667	398,667	398,667	0.0%

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Charges for Services (to Other Funds)	\$ 1,359,087	\$ 1,471,980	\$ 1,471,980	\$ 1,962,130	33.3%
Miscellaneous (Sale of Equipment, etc.)	34,463	-	-	-	-
Total Operating Revenues	<u>1,393,550</u>	<u>1,471,980</u>	<u>1,471,980</u>	<u>1,962,130</u>	<u>33.3%</u>
Operating Expenses:					
Personnel Services	71,406	146,604	146,604	133,907	-8.7%
Supplies and Materials	4,946	3,504	3,504	3,504	0.0%
Other Services and Charges:	847,539	93,286	93,286	259,132	177.8%
Debt Service:					
Debt Service Principal	-	606,900	606,900	761,100	25.4%
Debt Service Interest	-	138,700	138,700	173,100	24.8%
Depreciation & Amortization Expense	1,910,821	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	28,000	28,000	29,000	3.6%
Total Operating Expenses	<u>2,834,712</u>	<u>1,016,994</u>	<u>1,016,994</u>	<u>1,359,743</u>	<u>33.7%</u>
Operating Income (Loss)	<u>(1,441,162)</u>	<u>454,986</u>	<u>454,986</u>	<u>602,387</u>	<u>32.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	5,479	20,000	6,000	6,000	-70.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Operating Expenses	<u>5,479</u>	<u>20,000</u>	<u>6,000</u>	<u>6,000</u>	<u>-70.0%</u>
Income (Loss) Before Operating Transfers	<u>(1,435,683)</u>	<u>474,986</u>	<u>460,986</u>	<u>608,387</u>	<u>28.1%</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>(1,435,683)</u>	<u>474,986</u>	<u>460,986</u>	<u>608,387</u>	<u>28.1%</u>
Total Net Position - Beginning	<u>12,697,585</u>	<u>12,970,735</u>	<u>11,261,902</u>	<u>11,722,888</u>	<u>-9.6%</u>
Total Net Position - Ending	<u>\$ 11,261,902</u>	<u>\$ 13,445,721</u>	<u>\$ 11,722,888</u>	<u>\$ 12,331,275</u>	<u>-8.3%</u>
Note: Future Financing Plans					
Capital equipment financed for Parks and Planning		\$ 1,970,000		\$ 1,970,000	
Capital equipment financed for IT Initiatives		171,170		-	
Capital equipment financed for Finance Dept.		85,000		100,000	

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

GROUP HEALTH INSURANCE INTERNAL SERVICE FUND

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

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	453,235	600,000	600,000	450,000	-25.0%
Charges for Services:					
ISF Revenue, Other	589,300	25,000	25,000	22,360	-10.6%
ISF Revenue, Employee Share	7,451,131	9,788,895	9,788,895	9,396,329	-4.0%
ISF Revenue, Employer Share	32,012,496	38,820,228	38,820,228	41,649,904	7.3%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	40,506,162	49,234,123	49,234,123	51,518,593	4.6%
Operating Expenses:					
Personnel Services	525,080	616,000	616,000	701,346	13.9%
Supplies and Materials	740	20,000	20,000	20,000	0.0%
Other Services and Charges:					
Professional Services	227,838	275,000	275,000	395,000	43.6%
Insurance Claims and Fees	31,124,830	41,900,000	41,900,000	42,413,811	1.2%
Insurance Premiums	6,657,154	6,195,523	6,195,523	7,814,040	26.1%
Change in IBNR	(233,822)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	232,000	267,600	267,600	267,600	0.0%
Total Operating Expenses	38,533,820	49,274,123	49,274,123	51,611,797	4.7%
Operating Income (Loss)	1,972,342	(40,000)	(40,000)	(93,204)	133.0%
Nonoperating Revenue (Expenses):					
Interest Income	13,891	40,000	40,000	15,000	-62.5%
Total Operating Expenses	13,891	40,000	40,000	15,000	-62.5%
Income (Loss) Before Operating Transfers	1,986,233	-	-	(78,204)	-
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,986,233	-	-	(78,204)	-
Total Net Position, Beginning	5,481,008	5,481,008	7,467,241	7,467,241	36.2%
Total Net Position, Ending	7,467,241	5,481,008	7,467,241	7,389,037	34.8%
Designated Position	3,149,651	3,449,189	3,449,189	3,612,826	4.7%
Unrestricted Position	4,317,590	2,031,819	4,018,052	3,776,211	85.9%
Total Net Position, June 30	\$ 7,467,241	\$ 5,481,008	\$ 7,467,241	\$ 7,389,037	34.8%

Policy requires a reserve equal to 7% of Total Operating Expense



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY TAX RATES AND ASSESSABLE BASE

		FY 13 Actual	FY 14 Adopted	FY 15 Proposed	Rate Change
<u>Tax Rates:</u>					
(Cents per \$100 of assessed value)					
Administration					
	Real	1.8	1.8	1.8	-
	Personal	4.5	4.5	4.5	-
Park					
	Real	5.4	5.3	5.7	0.4
	Personal	13.5	13.3	14.3 *	1.0
Adv. Land Acquisition					
	Real	0.1	0.1	0.1	-
	Personal *	0.3	0.3	0.3	-
Total Tax Rates (Cents)					
	Real	<u>7.3</u>	<u>7.2</u>	<u>7.6</u>	<u>0.4</u>
	Personal	<u>18.3</u>	<u>18.1</u>	<u>19.1</u>	<u>0.9</u>

* Personal property tax rates are calculated at 2.5 times the real rate. For the Adv. Land Acquisition Fund, the calculated rate and applied personal property rate is 0.25. However, Montgomery County represents tax rates to the 10th of a cent. Therefore, the personal property rate is shown as 0.3 cent. For the Proposed FY15 Park Fund Personal Rate, the calculated rate is 14.25

		FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
<u>Assessable Base):</u>					
(in billions \$)					
Administration Fund*					
	Real	137.632	138.511	143.898	3.9%
	Personal	2.946	2.981	2.835	-4.9%
Park Fund*					
	Real	137.632	138.511	143.898	3.9%
	Personal	2.946	2.981	2.835	-4.9%
Adv. Land Acquisition (Entire County)					
	Real	158.273	159.628	165.479	3.7%
	Personal	3.604	3.677	3.469	-5.7%

* 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 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	208.2	207.25	205.20	204.50	206.20	205.50
Unfunded Career (Planning Dept)	6.0	-	6.00	-	5.00	-
Part-Time Career	7.5	4.40	7.40	4.40	7.40	4.40
Career Total	221.7	211.65	218.60	208.90	218.60	209.90
Term Contract	1.0	(0.05)	2.00	1.75	3.00	2.25
Seasonal/Intermittent		-		-		-
Chargebacks		(26.55)		(25.87)		(23.55)
Less Lapse		(9.75)		(10.25)		(9.25)
TOTAL ADMINISTRATION FUND	222.70	175.30	220.60	174.53	221.60	179.35
PARK FUND						
Full-Time Career	660.0	662.00	664.00	664.00	682.00	682.00
Part-Time Career	13.0	7.70	11.00	7.50	11.00	7.50
Career Total	673.0	669.70	675.00	671.50	693.00	689.50
Term Contract	6.0	5.40	7.00	6.80	11.00	10.80
Seasonal/Intermittent		40.60		45.40		43.90
Chargebacks		(39.40)		(38.90)		(36.70)
Less Lapse		(50.70)		(49.70)		(50.40)
TOTAL PARK FUND	679.00	625.60	682.00	635.10	704.00	657.10
TOTAL TAX SUPPORTED (Admin. and Park)						
Full-Time Career	868.2	869.25	869.20	868.50	888.20	887.50
Unfunded Career (Planning Dept)	6.0	-	6.00	-	5.00	-
Part-Time Career	20.5	12.10	18.40	11.90	18.40	11.90
Career Total	894.7	881.35	893.60	880.40	911.60	899.40
Term Contract	7.0	5.35	9.00	8.55	14.00	13.05
Seasonal/Intermittent		40.60		45.40		43.90
Chargebacks		(65.95)		(64.77)		(60.25)
Less Lapse		(60.45)		(59.95)		(59.65)
TOTAL TAX SUPPORTED (Admin. and Park)	901.70	800.90	902.60	809.63	925.60	836.45
ENTERPRISE FUND						
Full-Time Career	31.0	31.00	32.00	32.00	34.00	34.00
Part-Time Career	-	-	-	-	-	-
Career Total	31.0	31.00	32.00	32.00	34.00	34.00
Term Contract	1.0	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		76.00		80.10		74.40
Chargebacks		3.40		2.90		0.90
Less Lapse		-		-		-
TOTAL ENTERPRISE FUND	32.00	111.40	33.00	116.00	35.00	110.30
PROPERTY MANAGEMENT FUND						
Full-Time Career	3.0	3.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.0	3.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		2.00		2.00		3.00
Less Lapse		-		-		-
TOTAL PROPERTY MANAGEMENT FUND	3.00	5.00	4.00	6.00	4.00	7.00
SPECIAL REVENUE FUND						
Seasonal/Intermittent		28.55		27.17		24.85
INTERNAL SERVICE FUNDS						
Full-Time Career	3.5	3.65	3.50	3.65	4.00	4.15
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	905.7	906.90	908.70	908.15	930.20	929.65
Unfunded Career (Planning Dept)	6.0	-	6.00	-	5.00	-
Part-Time Career	20.5	12.10	18.40	11.90	18.40	11.90
Career Total	932.2	919.00	933.10	920.05	953.60	941.55
Term Contract	8.0	6.35	10.00	9.55	15.00	14.05
Seasonal/Intermittent		145.15		152.67		143.15
Chargebacks		(60.55)		(59.87)		(56.35)
Less Lapse		(60.45)		(59.95)		(59.65)
GRAND TOTAL	940.20	949.50	943.10	962.45	968.60	982.75



Commissioners' Office & CAS Depts.
(Administration Fund)

COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

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EXECUTIVE OVERVIEW

The Montgomery County Commissioners' Office consists of the Planning Board, the Chair's Office staff, and the Technical Writers/Editors unit.

The Planning Board sets policy on parks and planning issues, prepares master plans for County Council action, and acts as the final decision-maker in subdivision reviews and for site, sketch and project plans. The Board makes recommendations to the County Council, the Board of Appeals, the school system, and other local, county, state, and federal agencies on projects affecting land use.

The Planning Board reviews and makes recommendations on the County's Capital Improvements Program, reviews and approves land acquisitions and major park development contracts, and approves plans to develop park facilities.



The five Planning Board members, appointed by the Montgomery County Council, consists of one full-time Chair and four Commissioners who meet weekly (or more often if needed) as the Montgomery County Planning Board. They also serve as members of the Maryland-National Capital Park and Planning Commission. In that role, Board members meet jointly with their Prince George's County counterparts each month to act on full Commission business (pursuant to the Land Use Article of the Annotated Code of Maryland). The Planning Board also meets periodically with the Board of Education, Housing Opportunities Commission Board, and Board of Appeals to discuss matters that are pertinent to their respective areas of jurisdiction.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

The Commissioners' Office staffing for FY15 is outlined below:

- The Planning Board includes one (1) full-time chair position and four (4) part-time commissioner positions
- The Chair's Office staff includes four (4) full-time positions and one (1) part-time position
- The Technical Writers/Editor's unit includes two (2) full-time positions

Chair's Office Unit

In FY15, the Chair's Office will continue to carry out the following responsibilities:



- Serve as primary point of contact for callers and visitors to the Chair and/or Planning Board members
- Coordinate and provide administrative, technical, and public support at Board hearings
- Develop and manage the Planning Board meeting agenda
- Web post the Board's meeting agenda, meeting minutes, and Resolutions
- Receive, acknowledge, and distribute all correspondence directed to the Chair and Planning Board members for hearings
- Manage the C-Track correspondence system and ensure timely response to written and verbal inquiries concerning parks and planning issues
- Serve as point of contact for local, county, state, regional, and federal officials and agencies
- Act as liaison to the public to assist with resolution of issues
- Manage the electronic database of homeowners, civic groups, and community association contacts
- Develop and manage the budget for the Commissioners' Office
- Manage the human resource functions for the Commissioners' Office
- Represent the Commission on internal and external committees related to outreach, diversity, and special events

Technical Writers/Editors Unit

This unit serves the Planning Board by performing duties as follows:

- Produce the minutes for Planning Board open and closed session meetings
- Coordinate transcription of specific Planning Board meetings as requested by the Office of the General Counsel and the Board of Appeals, and as needed for master plans
- Assist with providing recordings of Planning Board meetings to staff and the public, as requested
- Assist with the editing of Commission documents, including master and sector plans, as requested
- Provide Spanish and French translation of public documents for communications staff
- Participate on internal committees specifically related to general writing procedures, archiving of documents, and issues related to outreach

ACCOMPLISHMENTS

In calendar year 2013, the Commissioners' Office staff successfully achieved the following:

- Staffed 51 Planning Board meetings as clerks/webcasters and technical writers to the Board
- Coordinated and produced Planning Board agendas and meeting minutes for each meeting, including accurate and timely web postings
- Received, acknowledged, and processed more than 1,200 emails, letters, and other documents for the Chair and Planning Board related to Board hearings and for general parks and planning issues
- Prepared nearly 300 Home Owner Association (HOA) Lists for the general public, agencies, and internal staff
- Served on various Montgomery and bi-county committees including the Diversity Council, Women's History Month, Black History Month, and the Enterprise Resource System work group, among others



Montgomery County Commissioners' Office

BUDGET AT GLANCE

Summary of Commissioners' Office Budget

		FY14 Adopted	FY15 Proposed	% Change
Budget				
	Expenditures	\$1,142,601	\$1,203,020	5.3%
Staffing				
	Funded Career Position	11.00	12.00	9.1%
	Funded Workyears	9.00	9.50	5.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The Montgomery County Commissioners' Office proposes an FY15 operating budget of \$1,203,020, an increase of 5.3% percent from the FY14 adopted budget. This cost increase is \$60,419, which is for major known commitments in personnel costs for FY15, restoration of a part-time office clerk position, and a one-time base salary adjustment. The Planning Board and staff complement for FY15 is (7) full-time and five (5) part-time positions for a total of 12 positions and 9.50 workyears.

The proposed FY15 operating budget includes the following major categories:

- \$1,166,420 in Personnel Services, an increase of \$60,419 from the FY14 adopted budget for major known commitments, a restored part-time office clerk position, and a one-time base salary adjustment
- \$24,600 in Supplies and Materials, which represents no requested increase over the FY14 adopted budget in this major category
- \$12,000 for Other Services and Charges, which represents no requested increase over the FY14 adopted budget in this major category

Detail Summary of FY15 Proposed Budget

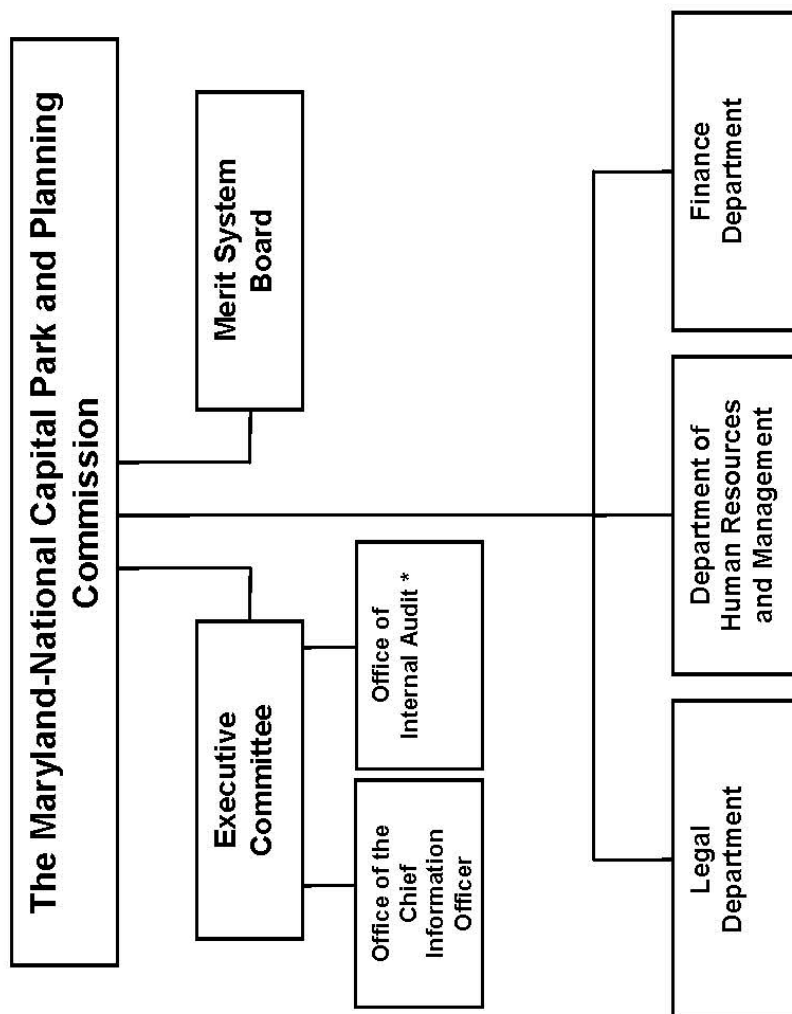
	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Commissioners' Office				
Personnel Services	954,485	1,106,001	1,166,420	5.5%
Supplies and Materials	17,710	24,600	24,600	0.0%
Other Services and Charges	51,280	12,000	12,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,023,475	1,142,601	1,203,020	5.3%

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COMMISSIONERS' OFFICE</u>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	4.00	2.00	4.00	2.00	4.00	2.00
Career Total	11.00	9.00	11.00	9.00	11.00	9.00
Term Contract	-	-	-	-	1.00	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Commissioner's Office	11.00	9.00	11.00	9.00	12.00	9.50



ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



*Internal Audit Division reports to Chair and Vice Chair of the Commission and the Audit Committee.



Central Administrative Services

Overview

EXECUTIVE OVERVIEW

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

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

The Commission's three Officers: the Executive Director, the Secretary-Treasurer, and the General Counsel, are responsible for corporate functions as well as leading their respective departments. The Office of Internal Audit is overseen by the Chair and Vice-Chair, along with the Audit Committee, to increase independence. Administrative oversight for Internal Audit is provided by the Executive Director. The Chief Information Officer reports to the Executive Committee (Chair, Vice-Chair, and Executive Director) to enable focus on Enterprise-wide IT initiatives. CAS also includes funding the Merit System Board and CAS Support Services. The Office of the Chief Information Officer is shown in the Internal Service Fund section of the FY15 Proposed Budget Document under the Capital Equipment Fund.

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

PROGRAMS AND SERVICES PROVIDED

Department of Human Resources and Management

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

Finance Department

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

Legal Department

Under the direction of the General Counsel, the Office of the General Counsel (Legal Department) provides a comprehensive program of legal services to the Commission, supporting virtually every facet of the Commission's work program. The Office of the General Counsel (OGC) guides the Commission's internal corporate operations; advises staff and the Planning Boards in judicial and



Central Administrative Services

Overview

regulatory responsibilities; advocates on the Commission's behalf in litigation before the State and Federal courts; and participates in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the Commission.

Office of Internal Audit

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

Merit System Board

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

Support Services

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

Full descriptions of the CAS Departments/units are provided in their respective sections.



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY13 Budget	FY14 Adopted	FY15 Proposed	% Change
MONTGOMERY						
	Risk Management	DHRM	17,800	17,941	19,200	7.0%
	Risk Management	Finance	31,160	27,900	43,600	56.3%
	Risk Management	Legal	177,800	178,560	186,880	4.7%
	Data Center - Park Fund	Finance	255,720	255,700	255,700	0.0%
	Enterprise Funds	Finance	167,000	181,500	181,600	0.1%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	116,000	97,800	130,800	33.7%
	CE Fund/EOB Fund	Finance	50,720	28,000	29,000	3.6%
	Trust/Agency and Special Revenue Funds	Finance	22,000	21,000	24,200	15.2%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Pension Trust Fund	Legal	32,000	32,100	32,100	0.0%
	Admin Fund - Dev. Rev.	Legal	123,000	122,500	133,550	9.0%
	Admin Fund - Planning	Legal	85,000	84,690	85,000	0.4%
	Park Fund	Legal	136,000	137,800	140,589	2.0%
	Park Police Support	DHRM	50,000	50,395	56,100	11.3%
	Labor Relations - Park	DHRM	52,500	48,581	58,896	21.2%
	Group Insurance	DHRM	17,800	17,941	19,200	7.0%
Subtotal Montgomery			<u>\$1,426,800</u>	<u>\$1,394,707</u>	<u>\$1,488,715</u>	<u>6.7%</u>
PRINCE GEORGE'S						
	Risk Management	DHRM	17,800	39,409	19,200	-51.3%
	Risk Management	Finance	46,670	48,900	58,100	18.8%
	Risk Management	Legal	184,900	185,750	194,510	4.7%
	Data Center - Park Fund	Finance	526,130	526,100	526,100	0.0%
	Enterprise Funds	Finance	214,800	223,314	226,700	1.5%
	Sportsplex	Finance	60,200	62,986	64,000	1.6%
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	116,000	97,800	130,800	33.7%
	CE Fund/EOB Fund	Finance	11,600	15,400	18,200	18.2%
	Trust/Agency and Special Revenue Funds	Finance	101,000	111,700	130,800	17.1%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Park Fund (5713)	Finance	124,000	124,000	143,000	15.3%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Park Fund	Internal Audit	61,600	60,000	70,000	16.7%
	Pension Trust Fund	Legal	32,000	32,100	32,100	0.0%
	Park Fund - Atty support	Legal	94,000	80,000	80,000	0.0%
	Admin Fund - Planning	Legal	204,000	230,085	229,200	-0.4%
	Park Fund	Legal	165,000	164,400	175,208	6.6%
	Adm Fund/PL HRIS/CC	DHRM	20,000	20,158	21,570	7.0%
	Park Fund HRIS/CC	DHRM	50,000	50,395	53,920	7.0%
	Recreation Fund HRIS/CC	DHRM	50,000	50,395	53,920	7.0%
	PG Planning Recruit.	DHRM	15,000	18,142	16,180	-10.8%
	Rec Fund Recruit.	DHRM	59,000	59,466	53,920	-9.3%
	Park Fund Recruit	DHRM	41,000	41,324	53,920	30.5%
	Park Police Support	DHRM	50,000	50,395	56,100	11.3%
	Labor Relations - Park	DHRM	52,500	48,581	58,896	21.2%
	Group Insurance	DHRM	17,800	-	19,200	-
Subtotal Prince George's			<u>\$2,507,300</u>	<u>\$2,533,100</u>	<u>\$2,677,844</u>	<u>5.7%</u>
COMBINED TOTAL			<u>\$3,934,100</u>	<u>\$3,927,807</u>	<u>\$4,166,559</u>	<u>6.1%</u>
SUMMARY OF CHARGEBACKS BY SUPPLIER DEPARTMENT						
	DHRM		511,200	513,122	560,222	9.2%
	Finance		2,127,600	2,106,700	2,247,200	6.7%
	Legal		1,233,700	1,247,985	1,289,137	3.3%
	Internal Audit		61,600	60,000	70,000	16.7%
TOTAL			<u>\$3,934,100</u>	<u>\$3,927,807</u>	<u>\$4,166,559</u>	<u>6.1%</u>



Central Administrative Services

Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The bi-county proposed FY15 operating budget for Central Administrative Services before chargebacks is \$19,243,672, which is a 4.2% increase over FY14. The budgets sustain, at minimum, the same service level as FY14 and incorporate 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 FY15 proposal was based on the analysis performed in the fall.

The FY15 funding allocation for all administrative funds, except for the Merit System Board, is approximately 45% Montgomery County and 55% 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 budget proposal for each department/unit is provided in the individual sections that follow the CAS summary.

Investing in an Essential Needs Budget

In FY15, the proposal looks to address essential needs that have been postponed in prior years because of funding issues. The proposal focuses on such core needs as:

- Classification and compensation
- Leadership development and training
- ERP support
- Expansion of internal audit capability

The CAS budget proposal continues to freeze 10 workyears or 8% of positions even while work program demands have increased over the past few years. Work program demands such as collective bargaining, development of strategies for long-term fiscal planning, increased cost analyses for alternative medical designs to contain costs, preparation for health care reform, required policy revisions, zoning ordinance review, legal advice, and the new ERP continue to increase the demand for CAS departments' services.

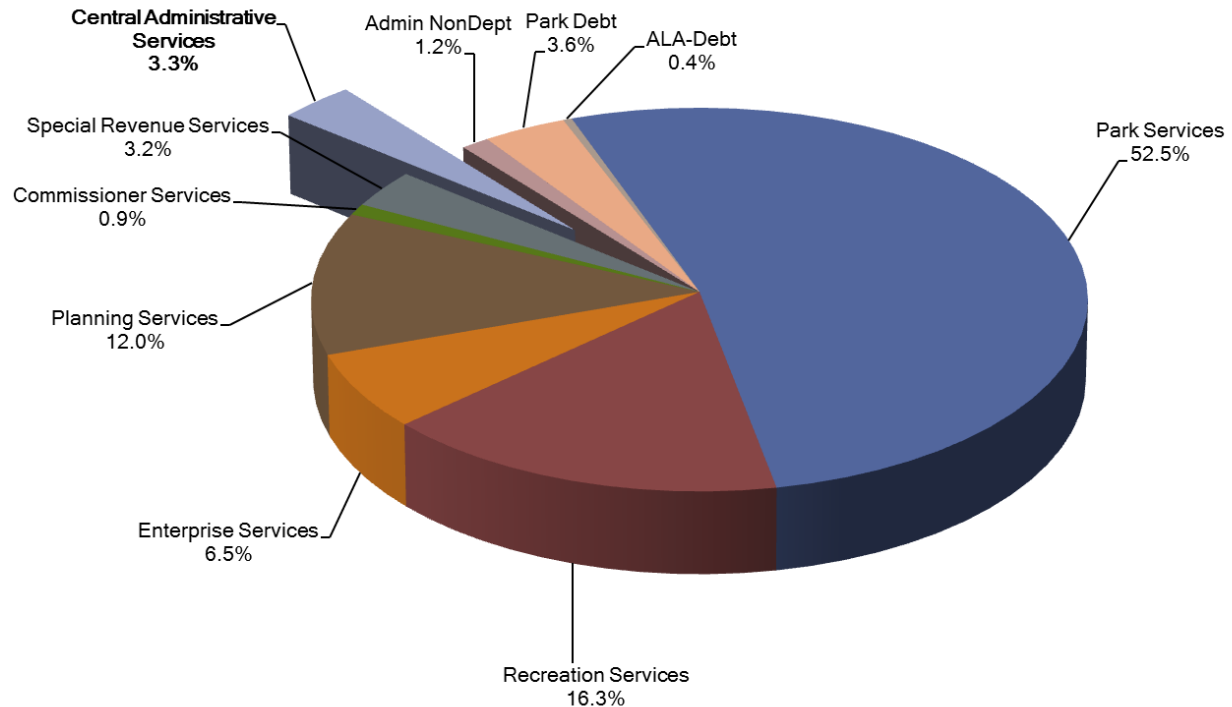
In addition to the above demands, in FY15, CAS departments will conclude their major overhaul of all corporate financial and human resource systems through the Enterprise wide Resource Planning System (ERP). No additional staffing resources were added to support the implementation of the ERP.

The CAS proposed budget is 3.3% of the Commission's proposed total bi-county operating budget.



Central Administrative Services Overview

Central Administrative Services (CAS)
FY15 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, and ALARF)

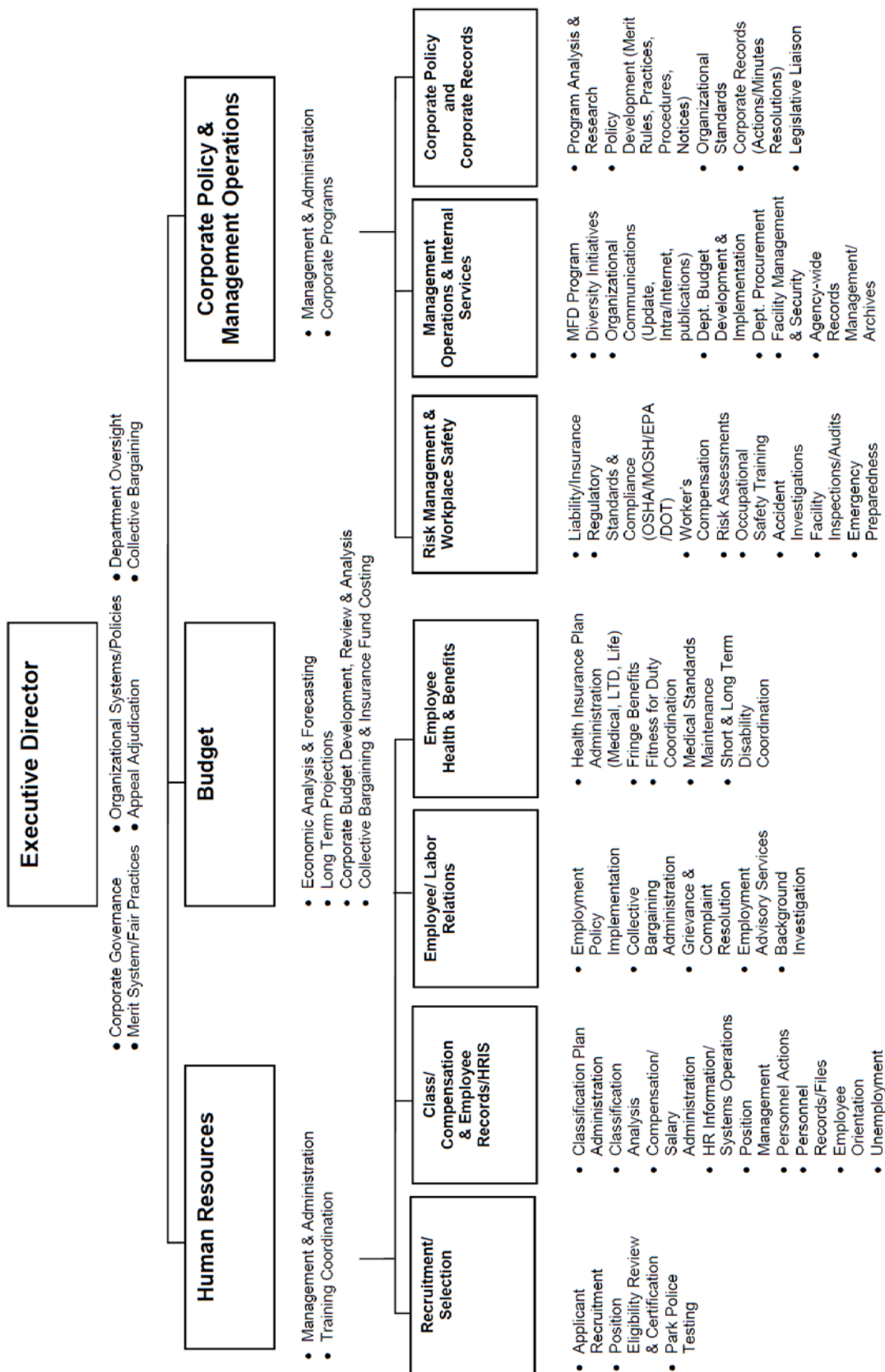


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments and improved service transparency. More comprehensive details on programs can be found in the individual department sections.



ORGANIZATIONAL STRUCTURE

DEPARTMENT OF HUMAN RESOURCES & MANAGEMENT



Central Administrative Services

Department of Human Resources and Management

MISSION AND OVERVIEW

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

Under the leadership of the Executive Director, the Department of Human Resources and Management (DHRM) includes four divisions:

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

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

Most of the DHRM functions are funded in the Administration Funds; however the Employee Health and Benefits and Risk and Workplace Safety functions are included in the Group Insurance Internal Service Fund (GIF) and Risk Management Internal Service Fund. The Management Operations and Internal Services unit of DHRM includes the management of the Executive Office Building Internal Service Fund. The Executive Office Building (EOB) activities include landlord-tenant relations, energy conservation, major maintenance projects, and space planning. EOB houses the Human Resources and Management, Finance and Legal Departments, certain Department of Parks and Recreation offices, the Employees' Retirement System, and the Merit System Board.

PROGRAMS AND SERVICES PROVIDED

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

Office of the Executive Director

The Office of Executive Director provides executive leadership, coordination, and administrative direction for the operation of the Commission and the Department of Human Resources and Management. The Executive Director assures public accountability through a set of responsible best management practices, systems and programs to meet local, State, County, and Federal regulatory requirements and sustain the agency and its employees of the bi-county region. Services provided by the Office include ensuring fair and prudent workplace practices, implementation of the Merit System Rules and Regulations, and oversight of the organizational policies and union contracts. The Office ensures compliance with adopted policies, monitors effectiveness of the Minority, Female, and Disabled (MFD) procurement program, conducts contract execution and procurement waiver review, handles review of employment concerns and appeal adjudication,



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Department of Human Resources and Management

negotiates collective bargaining agreements, serves as liaison with both County Councils and County Executives, and provides oversight of Commission-wide initiatives such as the Diversity Council. The Office oversees other corporate functions of the agency including policy development, administration of workforce programs/benefits/insurance, budget development and fiscal planning, and coordination of meetings of the Commission, Executive Committee, and Department Directors. The Executive Director and both Planning Board Chairs comprise the Executive Committee. The Executive Committee operates pursuant to Commission practices, meets regularly to conduct business and effectively lead the administrative bi-county operations of the Commission.

Corporate Budget Division

The Budget Office exists to promote the responsible and sustainable use of public resources to meet the needs of the bi-county residents by providing the Commission and departments strategic information, central budget coordination, and forward planning on the agency budget. The Office delivers an array of services including:

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

It is the strategic goal of the Budget Office to make the budget function a value-added service by working collaboratively with all customers and by providing sound, timely, and transparent fiscal information to support effective resource allocation decisions. The Office provides Commission-wide planning, analysis, and reporting and works to understand its customers varied budget needs and apply creative analysis to develop information that helps governance and operations to better fulfill their purposes. It is not the role of the Budget Office to manage department operating budgets; that role is assumed by the department Directors and their budget staff.

Corporate Policy and Management Operations Division

The Corporate Policy and Management Operations Division is responsible for assisting with organizational governance, organizational policy, employee communications, and other corporate programs which support the Office of the Executive Director, Executive Committee, and the Commission. This division provides services to ensure that business operations are efficiently utilizing resources and effectively meeting customer requirements. Staff incorporates general management principles of responsibility and transparency into operational standards, and provides systems analysis and resource planning. Federal, State, and local mandates are implemented through policies and procedures to assure compliance and due diligence in business operations. The division manages the agency's workplace safety, risk management, and corporate records programs. The Division operates under three cross-functional teams – Corporate Policy and Corporate Records, Management Operations and Internal Services, and Risk Management and Workplace Safety.

Corporate Policy and Corporate Records conducts research and analysis of organizational needs and processes with respect to functional, employment, and business principles. The Office conducts regular business analysis of organizational standards/programs and develops recommendations for agency-wide policy. Recommendations ensure alignment with current law, legislation, best practices/industry standards and operational needs. The office implements collaborative review of policy recommendations with departments, Merit System Board, and union representatives. Other responsibilities include safeguarding custody of official Commission records through managing the Commission's archives in accordance with State and federal mandates;



Central Administrative Services

Department of Human Resources and Management

coordinating corporate meetings of the full Commission, the Executive Committee, Department Directors, and other ad hoc or standing committees; and preparing and publishing the Commission calendar, agendas, and minutes to formally document the actions of the Commission. The Office maintains the Commission's policy systems including the Merit System Rules and Regulations, Notices, Administrative Practices, Administrative Procedures, and Resolutions.

Management Operations and Internal Services provides regular corporate communications (e.g., dissemination of Commission-wide directives, update newsletters, facility and emergency closing information, telephone directories, etc.). The unit provides budget/procurement for the Department including Risk Management, Group Insurance, the Executive Office Building, and CAS Support Services; and administrative oversight for programs such as document production/mailroom. In addition, this team operates the Executive Office Building, which provides office space for the Central Administrative Services departments, certain divisions of Prince George's Department of Parks and Recreation, the Employees' Retirement System, and the Merit System Board.

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

Human Resources Division

The goal of the Human Resources Division is to ensure an affordable, responsive, attractive and diverse array of benefits and health programs with effective service delivery; an applicant pool that is diverse, qualified and available; employee recognition and compensation that reflect performance; and a safe work environment.

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

The Human Resources Director provides expert guidance and advice on human resources management for the Commission. The HR Director also provides supervision of all programs and activities provided to the Commission relating to employment and working conditions. Services



Central Administrative Services

Department of Human Resources and Management

include training coordination, employment for disabled persons, personnel management review, and areas described below.

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

HRIS/Employment Records safeguards and maintains official employee records (physical and electronic) according to Federal and State regulations. Staff uses the Human Resources Information System (HRIS) to maintain the employee/employment database, and review, enter, authorize, and/or approve employee actions (e.g., hire, pay, termination) 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 tracking legal garnishments, provision of ad hoc and regular employee-data reporting, and support and integration with existing timekeeping (KRONOS) and payroll systems.

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

Employee and Labor Relations fosters management/employee partnerships and assists management in handling complex employment concerns. Staff investigates complaints and resolves grievances, reviews disciplinary and performance issues, provides alternate dispute resolution, supports the Park Police Chief's Committee and Grievance Mediation Boards, and administers the Performance Recognition and Performance Management Programs. Labor relations' functions include assistance on negotiation, administration of employment policy and collective bargaining contracts, and on-going 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.

Employee Health and Benefits administers a comprehensive health benefits program including medical, dental, vision service, prescription drug plans and life and long-term disability insurance programs. Related work covers administration of the flexible spending account program, Consolidated Omnibus Budget Reconciliation Act (COBRA), the employee assistance program, critical incident support, long-term care, childcare and elder care referral networks, Employees' Sick Leave Bank, a blood bank, deferred compensation plans, and a tuition assistance program. The team also coordinates specialized medical testing and monitoring such as return to work, pre-employment, police physicals, fitness for duty examinations, psychological evaluations, and oversees the family medical leave program (FMLA). Other services include workshops and presentations, benefit processing, records and eligibility maintenance, health benefit communications, and legal compliance with federal and state mandates.



Central Administrative Services

Department of Human Resources and Management

FY14 ACCOMPLISHMENTS

The department recommends and administers systems which promote a fair and diverse workplace, cost effective benefits, and sound governance practices that uphold principles of integrity and accountability. A number of critical updates to agency-wide programs and policies were made to strengthen internal controls, implement cost containment strategies, ensure compliance with changing laws, and enhance transparency/public accountability. These efforts included:

- Corporate governance: Provided guidance and oversight in areas related to upholding Merit System, organizational policies and standards, collective bargaining and agency wide programs such as Diversity Council, Enterprise Resource Planning, conflict resolution (administrative grievances, Equal employment opportunity, and employee appeals adjudication, etc.
- Workplace Excellence Awards: Led the effort for the Commission to receive four Workplace Excellence Awards from the Alliance for Workplace Excellence (AWE) for innovative policies and programs to support a preferred workplace. The awards include: Workplace Excellence Seal of Approval Award; Health and Wellness Seal of Approval Trailblazer Award; Diversity Champion Award; and EcoLeadership Award.
- Collective Bargaining: Conducted negotiations with two collective bargaining units. Negotiations are in process and include full contract negotiations with the Fraternal Order of Police (FOP) and a contract wage reopener with Municipal and County Government Employees Organization (MCGEO).
- Policy/Programs: Established a number of organizational policies /programs to promote organizational initiatives, provide clearer guidance, strengthen internal controls and ensure greater public accountability in an order that is most responsive to regulatory requirements and the needs of the operating departments. Areas addressed include:
 - Non-discrimination and prohibitions against workplace harassment
 - Salary equity reviews and adjustments
 - Ethics standards related to employment, financial disclosure, secondary employment, acceptance of awards, etc.
 - Employee retention program
 - Overtime compensation consistent with Fair Labor Standards Act
 - Employment policies and procedures governing temporary employees
 - Mobile technology policy strengthening program oversight, business need assessments, and user responsibilities.
- Enterprise Resource Planning System (ERP): DHRM, in partnership with the Department of Finance, is in the process of implementing a new Human Resources Information and Budget Systems as part of the implementation of a consolidated ERP System. The ERP will integrate multiple functional areas such as Human Resources, Payroll, Budget and other components in order to create efficiencies and provide better information for decision making purposes. The use of one system to accomplish business needs across multiple functional areas is a major benefit of the ERP.



Central Administrative Services

Department of Human Resources and Management

- Pension and Benefits Savings: Implemented pension, medical, and prescription benefits plan design and cost share changes to maintain competitive benefits at sustainable funding levels.
- Health Savings: Applied for and received \$445,295 in subsidies from the federal government for retiree drug expenses.
- Workforce Planning: Completed classification and compensation study with management input to ensure pay equity and ability to recruit and retain a highly skilled work force; began implementation of multi-year recommendations through programmatic and policy updates.
- Records Management: Conducted comprehensive review and inventory of organizational records for compliance with State record keeping requirements and archiving standards. Implemented online access to all agency practices, policies, and Resolutions.
- Budget: Continued enhancing role of the corporate budget to assure prudent use of funds, providing long-range strategic budget planning, streamlining budget processes, and improving transparency of budget information.
 - The new ERP system will increase budget automation including business analytics, flexible budgeting, labor cost modeling, and more efficient budget planning and reporting.
 - GFOA Award: The Budget Office received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the 28th consecutive year in FY 2014.
- Evaluated workforce training and succession planning needs to address skill readiness and knowledge transfer.



Central Administrative Services

Department of Human Resources and Management

FY15 BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
Montgomery County				
Budget				
Expenditures	\$1,911,431	\$1,985,805	3.9%	45.9%
Staffing				
Funded Career Positions	16.00	16.00	0.0%	43.2%
Funded Workyears	14.00	14.50	3.6%	43.9%
Prince George's County				
Budget				
Expenditures	\$2,400,333	\$2,337,986	-2.6%	54.1%
Staffing				
Funded Career Positions	21.00	21.00	0.0%	56.8%
Funded Workyears	18.00	18.50	2.8%	56.1%
Combined Department Total				
Budget				
Expenditures	\$4,311,764	\$4,323,791	0.3%	100.0%
Staffing				
Funded Career Positions	37.00	37.00	0.0%	100.0%
Funded Workyears	32.00	33.00	3.1%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The FY15 proposed budget is \$4,323,791, representing an increase of 0.3% or \$12,027 over the FY14 adopted budget level. Please note that the proposed compensation marker is not included in this number. Based on the cost allocation analysis by the Corporate Budget Office, the Commission supported adjusting the current funding allocation before chargebacks between counties at 43.8% Montgomery and 56.2% Prince George's for DHRM. The explanation below is provided for combined total expenditures for the Fund.

Personnel Services, which includes salaries and benefits, have a proposed decrease of .5% or \$21,139, before compensation marker. This budget includes unfreezing one Human Resources position for classification and compensation work at a cost of \$103,570 which has been offset by restructuring other positions and hiring new staff at lower salaries. The position is required to implement the recommendations from the recent Classification and Compensation Survey study to support the Commission-wide recruitment and retention efforts.

Supplies and Materials are proposed to remain flat.

Other Services and Charges are proposed to increase by \$78,150 primarily to implement a formal Commission-wide training program of which \$40,000 will be used to implement a leadership program to support succession planning and \$18,000 will be used to expand webinar training on Commission policies and programs. The balance relates to increasing funding of outside legal



Central Administrative Services

Department of Human Resources and Management

counsel for the MCGEO full contract negotiations and to provide legal support on other collective bargaining matters.

FY15 Priorities

In addition to performing the functions identified previously, major priorities for FY15 include:

- Complete implementation of the Enterprise Resource Planning System (ERP) System modules for budget management and human resources
- Continue to implement recommendations from the Classification and Compensation Survey Study.
- Negotiate full MCGEO collective bargaining agreement and implement contract changes from FY14 negotiated FOP contract.
- Develop Commission-wide leadership program to support succession planning needs.
- Expand webinars to provide essential training on workforce standards/policies.
- Reduce workplace injuries and related expenses through on-site prevention and enhanced return to work initiatives.

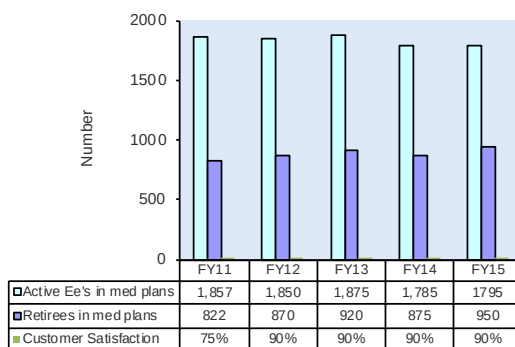
GOALS AND PERFORMANCE MEASURES

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

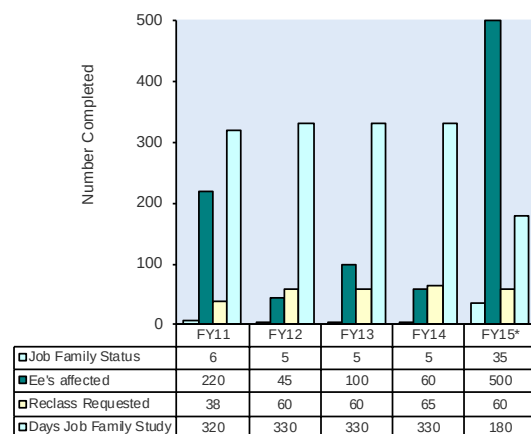
Objective: To provide quality corporate management and human resource systems.

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

Employee Health and Benefits



Classification and Compensation



*FY15 projected figures are based on restored HR position and services of consultant.



Central Administrative Services

Department of Human Resources and Management

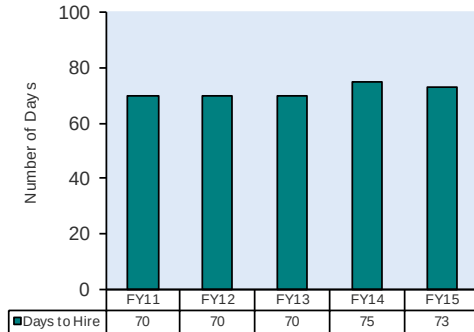
GOALS AND PERFORMANCE MEASURES, Continued

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

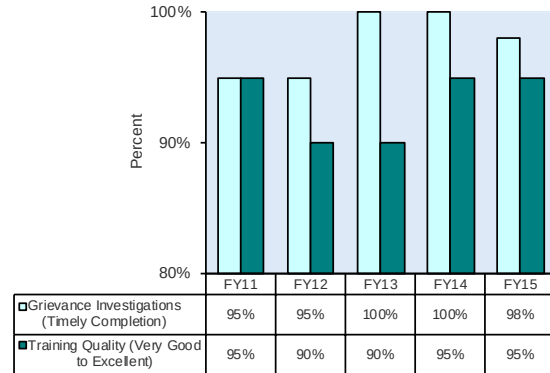
Objective: To provide quality corporate management and human resource systems.

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

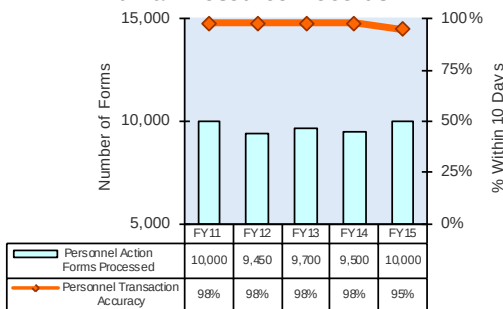
Recruitment and Selection



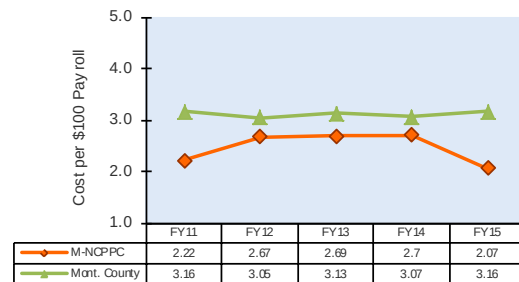
Employee and Labor Relations



Human Resource Records



Risk and Safety Management Claims and Workers' Compensation Costs

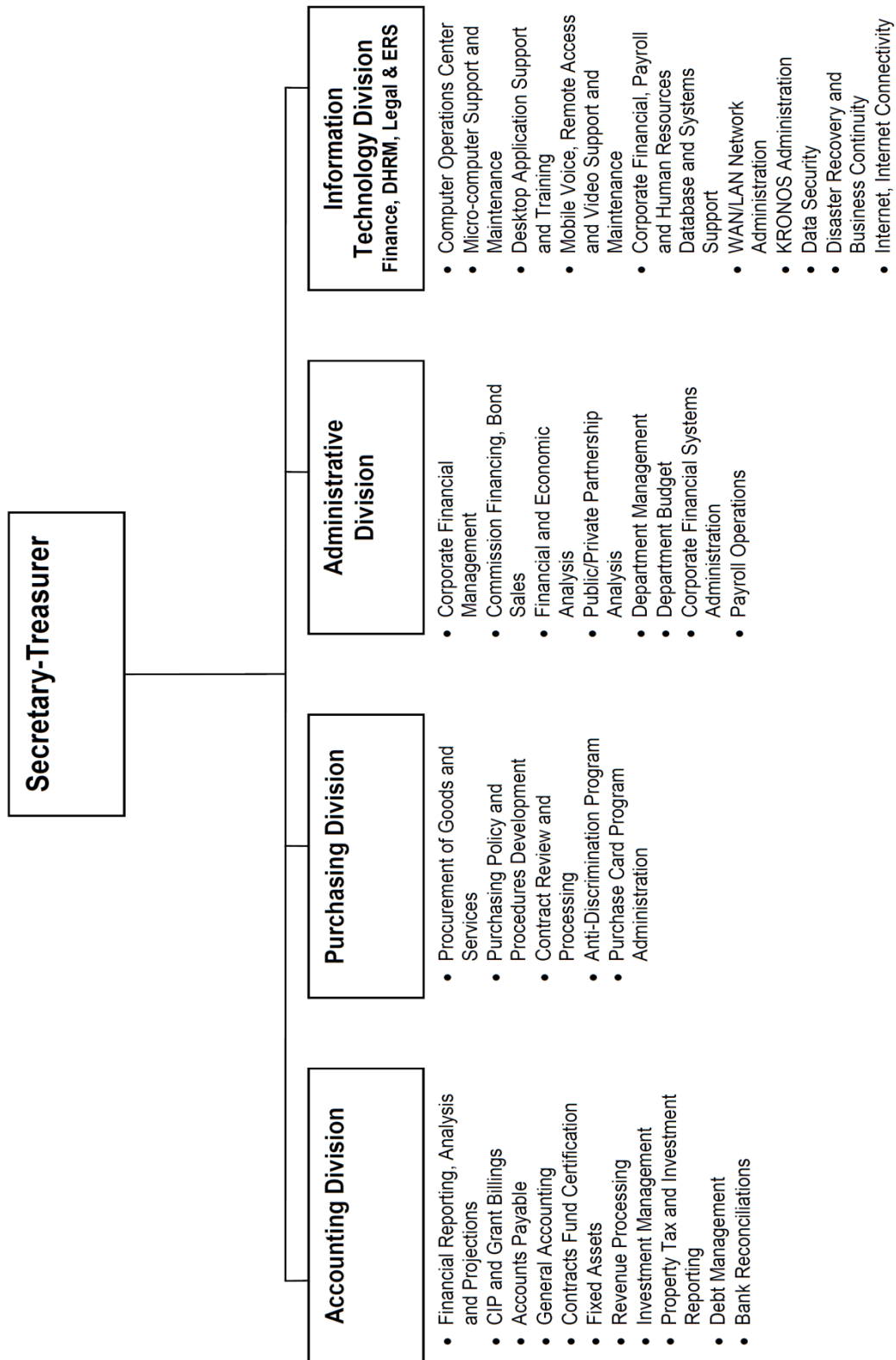


Commission participates in same self-insurance fund & claims admin as Montgomery County Government



ORGANIZATIONAL STRUCTURE

FINANCE DEPARTMENT



Central Administrative Services

Finance Department

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Office of the Secretary-Treasurer

The Office of the Secretary-Treasurer provides corporate financial oversight and directs the overall operations of the Finance Department. The Division manages the debt program to finance capital equipment and the Commission's capital improvement projects; administers the Performance Series System (Accounting, Budget, Fixed Asset and Purchasing modules) and manages the Payroll function. The Division also offers financial advice and financial analysis expertise to other Commission departments to enable them to make informed judgments and strategic financial planning decisions.

Accounting Division

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

Central Purchasing

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



Central Administrative Services

Finance Department

Finance Information Technology

The Finance Information Technology Division is responsible for managing the operations and support for the Commission financial and human resources systems, timekeeping system, Retirement systems, Internet, Intranet services, wide area and local area network, electronic mail, and desktop computers. Staff provides systems analysis, performance metrics and recommends system security policies and procedures. The Division participates with the CIO's Innovative and Collaborative Technology Group to identify and address Commission-wide technology issues and recommend solutions. The Division is also responsible for supporting and maintaining the following systems:

Financial Systems

Financial Management (4 Performance Series Modules--Accounting, Budgeting, Purchasing, Fixed Assets)	Highline ePersonality ® (Payroll)
Purchasing Bidders List and Contract Log	MFD Vendor System
EnergyCAP Utility/Energy Management	EMPHYSIS Investment Management
Purchase Card System	

Human Resources Systems

Highline ePersonality ® (modules include: HR, Foundation, Benefits Administration, Salary Administration, Forecasting & Costing, Training & Development, Safety & Health)	Employees' Retirement System

Program Support Systems

Contract management	Mobile Device policy and program administration
eCounsel hosted service	Microsoft Office 365 hosted email service
NeoGov hosted service	Kronos timekeeping hosted service
Safety Shoe program	Labor Soft Grievance hosted service
Performance metric system	INSITE and Training Calendar
Symantec Enterprise Backup System	VMware virtualized servers and desktops
Archive Records Management System	Disaster recovery and Business Continuity program
Computer Tape/Media Library System	Contract Routing and PO System
Sharepoint service	Active Directory service
Verdiem Surveyor system	Sympro Investment program

ACCOMPLISHMENTS

The Department received the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada for the 40th consecutive year in FY2012. The Commission has received this award longer than any other organization in its category.



Central Administrative Services

Finance Department

BUDGET AT A GLANCE

Summary of Finance Department Budget

		FY14 Adopted	FY15 Proposed	% Change	% Allocated*
Montgomery County					
Budget					
	Expenditures	\$2,918,359	\$2,988,299	2.4%	45.8%
Staffing					
	Funded Career Positions	26.40	26.40	0.0%	43.3%
	Funded Workyears	24.30	24.30	0.0%	43.4%
Prince George's County					
Budget					
	Expenditures	\$3,330,906	\$3,536,161	6.2%	54.2%
Staffing					
	Funded Career Positions	34.60	34.60	0.0%	56.7%
	Funded Workyears	31.70	31.70	0.0%	56.6%
Combined Department Total					
Budget					
	Expenditures	\$6,249,265	\$6,524,460	4.4%	100.0%
Staffing					
	Funded Career Positions	61.00	61.00	0.0%	100.0%
	Funded Workyears	56.00	56.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The FY15 Proposed Budget is \$6,524,460 which reflects a 4.4% increase from the FY14 adopted budget after chargebacks.

The Personnel Services budget increases \$226,941 or 3.3%. Funds have been requested in the non-departmental account for salary adjustments in FY15. Had this request been included in the departmental request, the increase would be \$428,088 or 6.27%, with the primary cost drivers being increased salary and health insurance costs.

Supplies and Materials are proposed to remain at FY14 levels with a 0% change. Other Services and Charges are proposed to increase \$188,754 from FY14 levels with a 14.1% change. The increase in funds is requested to fund:

Contracted increases in IT maintenance contracts	\$ 16,800
Restoration of technical training budget	25,000
Start-up costs for ERP Help Desk	50,000
Upgrade in ERP vendor support	96,954



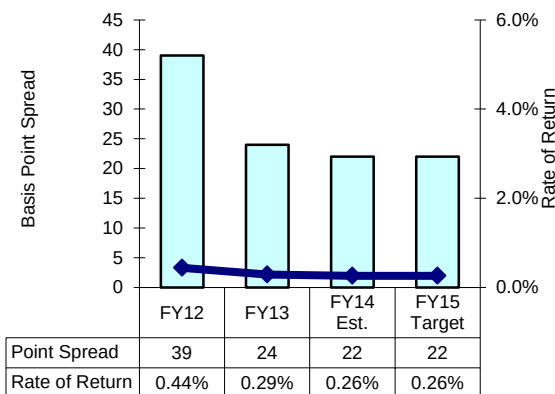
Central Administrative Services

Finance Department

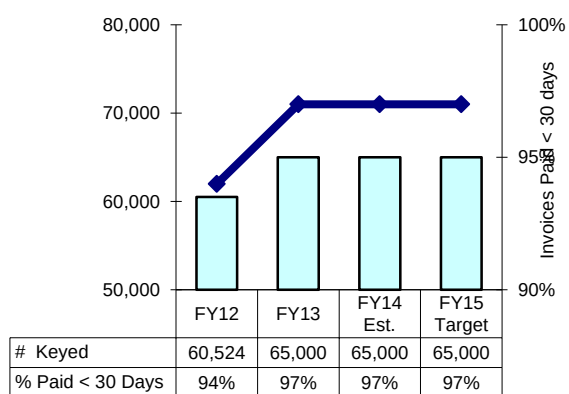
The Department's only major initiative is to continue the Enterprise Resource Planning System (ERP) project to implement a more efficient and user-friendly corporate financial systems that will better meet the needs of the Commission for accurate, timely management information. The various software modules are currently scheduled to go live in the spring and summer of 2014, and will require significant work to establish stable functionality in fiscal 2015.

GOALS AND PERFORMANCE MEASURES

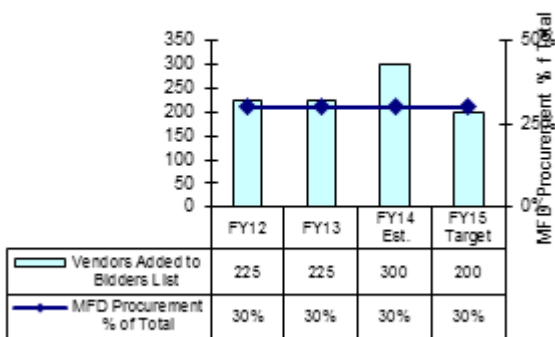
Treasury Operations
Basis Point Spread Portfolio Versus
90-Day Treasury Bill Rate of Return



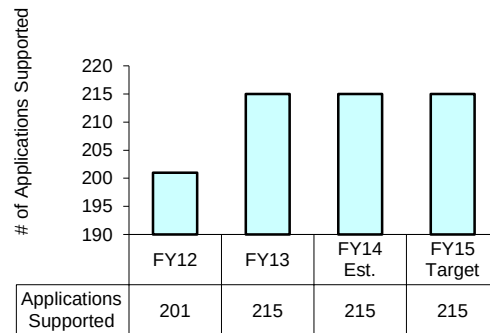
Accounting
Invoice Processing



MFD Procurement Opportunity
Minority, Female or Disability Owned



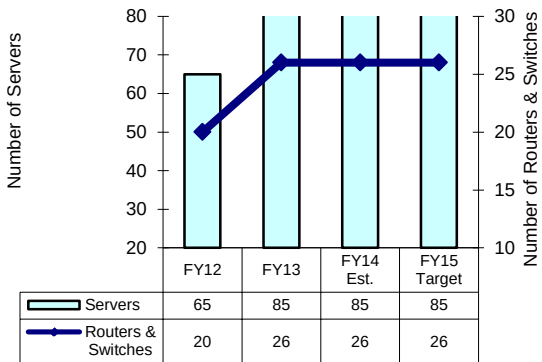
Finance Information Technology
Applications Supported



Central Administrative Services

Finance Department

Finance Information Technology Servers, Routers & Switches Supported

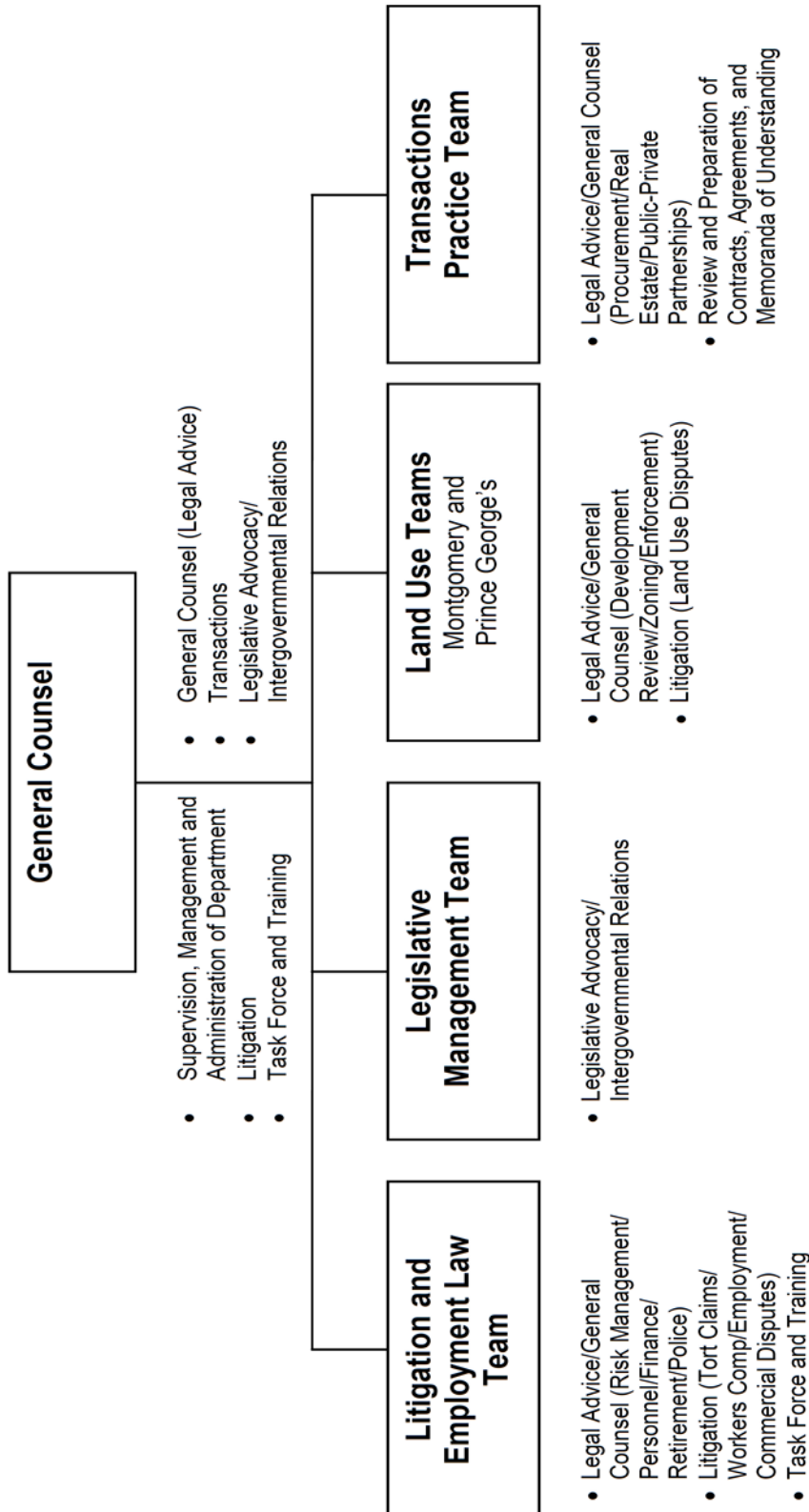


	FY12	FY13	FY14 Est.	FY15 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AA+	AA+	AA+	AA+
Moody's Investor Services Inc.	Aa1	Aa1	Aa1	Aa1
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

LEGAL DEPARTMENT



Central Administrative Services

Legal Department

OVERVIEW

Under the direction of the General Counsel, the Office of the General Counsel (Legal Department) provides a comprehensive program of legal services to the Commission, supporting virtually every facet of the Commission's work program. The Office of the General Counsel (OGC) guides the Commission's internal corporate operations; advises staff and the Planning Boards in judicial and regulatory responsibilities; advocates on the Commission's behalf in litigation before the State and Federal courts; and participates in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the Commission.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

ACCOMPLISHMENTS

- Initiated personnel clinics with Personnel Department and field supervisors to manage employee discipline matters proactively
- Initiated program of pre-approval for certain routine contract transactions
- Provided expert-level legal support for initiatives to re-write the zoning ordinances in both counties



Central Administrative Services Legal Department

BUDGET AT A GLANCE

Summary of Legal Department Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
Montgomery County				
Budget				
Expenditures	\$1,466,216	\$1,456,846	-0.6%	62.1%
Staffing				
Funded Career Positions	12.70	12.70	0.0%	55.2%
Funded Workyears	13.50	13.50	0.0%	57.4%
Prince George's County				
Budget				
Expenditures	\$806,696	\$887,882	10.1%	37.9%
Staffing				
Funded Career Positions	10.30	10.30	0.0%	44.8%
Funded Workyears	10.00	10.00	0.0%	42.6%
Combined Department Total				
Budget				
Expenditures	\$2,272,912	\$2,344,728	3.2%	100.0%
Staffing				
Funded Career Positions	23.00	23.00	0.0%	100.0%
Funded Workyears	23.50	23.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- The proposed FY15 Legal Department budget presents maintenance-level spending and no major changes, with one exception noted below.
- The proposed budget includes a modest enhancement necessary to accommodate a number of reclassifications expected after restructuring the Commission's attorney job series from a three-tier system to a four-tier system is completed during FY14. Retooling the attorney job series is essential to provide a tiered classification structure that is more comparable to other area law departments and prevent future turnover among experienced Commission attorneys. The total amount projected for this enhancement is \$95,000 (allocated separately at \$54,150 for Montgomery County and \$40,850 for Prince George's County administration funds, respectively).



Central Administrative Services

Office of Internal Audit

OVERVIEW

The Office of Internal Audit provides a systematic disciplined approach to evaluating and improving the effectiveness of governance, risk management, and internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting. The scope of work includes interaction with the various governance groups; and evaluation of significant financial, managerial, and operating information to determine compliance with the Commission's policies, standards, and procedures, and applicable laws and regulations. Staff analyzes resources to determine efficient use, assure adequate safeguarding, and recommend continuous improvements to control processes.

MISSION

The mission of the Office of Internal Audit is to provide independent objective audit/review and risk assessment services designed to add value and improve the operations of the Commission. The Chief Internal Auditor reports directly to the Chair and Vice Chair of the Commission.

BUDGET AT A GLANCE

Summary of Office of Internal Audit Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<i>Montgomery County</i>					
Budget					
	Expenditures	\$155,839	\$194,354	24.7%	36.6%
Staffing					
	Funded Career Positions	2.00	2.00	0.0%	40.0%
	Funded Workyears	1.50	2.00	33.3%	40.0%
<i>Prince George's County</i>					
Budget					
	Expenditures	\$264,869	\$337,362	27.4%	63.4%
Staffing					
	Funded Career Positions	3.00	3.00	0.0%	60.0%
	Funded Workyears	2.50	3.00	20.0%	60.0%
<i>Combined Department Total</i>					
Budget					
	Expenditures	\$420,708	\$531,716	26.4%	100.0%
Staffing					
	Funded Career Positions	5.00	5.00	0.0%	100.0%
	Funded Workyears	4.00	5.00	25.0%	100.0%

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



Central Administrative Services

Office of Internal Audit

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The FY15 proposed budget is \$531,716, representing an increase of 26.4% or \$111,008 over the FY14 adopted budget level. The increase is primarily due to the proposed funding of an existing authorized career position. Restoring the career position will allow the Office of Internal Audit to increase the number and complexity of internal audits and reviews. Other increases to the FY14 adopted budget include increases in personnel costs from major known commitments. The Office of Internal Audit's general operating fund remains flat, with no dollar increase.

GOALS AND PERFORMANCE MEASURES

Goals:

- 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, and internal control process, compliance with all applicable rules and regulations, and reliable financial reporting.

Performance Measures: The Chief Internal Auditor is responsible for developing a comprehensive internal audit plan which is approved by the Audit Committee. For FY14 the risk based internal audit plan included:

- facility audits;
- process audits (e.g. fixed assets, purchase cards, cash receipts, payroll);
- information technology reviews;
- follow-up reviews;
- management advisories; and
- special projects (e.g. M-NCPPC staff training).

For FY14, the Office of Internal Audit is committed to completing over 43 audits/reviews. For FY15 the number of audits completed is expected to increase to 54, representing a 20.4% increase in the number of audits completed.

Types of Audits	Planned FY14			Estimated FY15		
	Number of Audits	Budgeted Hours	Percent	Number of Audits	Budgeted Hours	Percent
Facility Audits	8	1313	22.05%	10	1573	20.85%
Process Audits	8	2116	35.54%	10	2616	34.68%
IT Audits	1	550	9.24%	3	1050	13.92%
Follow-Up Reviews	5	270	4.53%	8	500	6.63%
Management Advisories	6	570	9.57%	6	550	7.29%
Fraud, Waste & Abuse	12	680	11.42%	14	800	10.60%
Special Projects	3	455	7.64%	3	455	6.03%
TOTAL	43	5954	100%	54	7544	100%



Central Administrative Services

Merit System Board

MISSION AND OVERVIEW

The Merit System Board is authorized by the Commission's enabling legislation. It is an impartial Board composed of three public members: the Chair, appointed to a four year term; the Vice Chair, appointed to a three year term; and a Board Member, appointed to a two year term.

The Merit System Board oversees the Commission's Merit System, recommends Merit System policies to the Commission for adoption, upholds employee rights guaranteed under the Merit System, and serves as the final administrative appellate body for employment matters pertaining to non-represented Merit System employees. They are responsible for making impartial recommendations and decisions

PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

- Review, hear, and make decisions on appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.).
- Review, hear, and make decisions on appeals of concerns that have not been resolved through the agency's administrative grievance process.
- Consider input from employees and management on issues pertaining to the Merit System.
- With support of the agency's Corporate Policy Office and with input from employees and management, recommend changes on Merit System Rules and Regulations (personnel policies). Recommendations are submitted to the Commission for adoption.
- With support of the Human Resources Office, review proposed changes to compensation and classification plans and submit recommendations to the Commission.
- Report periodically, or as requested, to the Commission on matters relating to the Merit System.

FY14 ACCOMPLISHMENTS

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



Central Administrative Services Merit System Board

FY15 BUDGET AT A GLANCE

Summary of Merit System Board Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<i>Montgomery County</i>				
Budget				
Expenditures	\$79,396	\$80,914	1.9%	50.0%
Staffing				
Funded Career Position	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<i>Prince George's County</i>				
Budget				
Expenditures	\$79,396	\$80,914	1.9%	50.0%
Staffing				
Funded Career Position	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<i>Combined Department Total</i>				
Budget				
Expenditures	\$158,792	\$161,828	1.9%	100.0%
Staffing				
Funded Career Position	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

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

Position and workyears remain unchanged from FY14 Levels.

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The FY15 Merit System Board Budget is proposed at \$161,828, which is a 2% or \$ 3,036 increase over FY14 figures primarily attributable to an adjustment in professional services (see Other Services and Charges).

Both counties fund the Merit Board's budget equally. The Commission has discretionary powers to set the rate of pay for each of the Merit System Board members. The budget provides for one part time Merit system position that serves as administrator and three part-time contract Board positions (one part-time chair, and two part-time board members). The salaries of appointed board members are determined by the Commission through Resolution. No changes are expected in FY15 to Board member salaries. The proposed salary for the one part-time Merit employee is based on maintaining current scheduled hours. Positions remain unchanged for FY15.

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



Central Administrative Services

Merit System Board

- Personnel Services, which cover salaries and benefits, decrease by 1.6% (or \$1,964). This decrease related to adjusted benefit costs (health insurance, retirement, FICA, etc.).
- Supplies and Materials are proposed to remain flat.
- The Other Services and Charges category is proposed to increase 14.7% (or \$5,000) for outside legal counsel which assists the Merit System Board.



Central Administrative Services

CAS Support Services

MISSION AND OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

Central Administrative Services Support Services accounts for non-discretionary shared operating expenses attributable to the Departments of Human Resources and Management (DHRM), Finance, Legal, the Merit System Board, the Office of Internal Audit, and the Office of the Chief Information Officer, collectively known as the Central Administrative Services (CAS). These expenses include unemployment insurance, workers' compensation costs, document production services (the print and reproduction center), centralized office supplies, and the costs associated with housing the CAS Departments and Offices. The Support Services Fund does not include funding for any staff.

FY14 ACCOMPLISHMENTS

- Continued to manage shared resources (e.g., telecommunications, postage, printing services, utilities, etc.) for efficiency and cost containment. Cost efficiencies gained in FY14 avoid increases in funding levels for Personnel Services and Supplies & Materials in FY15.

FY15 BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<i>Montgomery County</i>				
Budget				
Expenditures	\$559,550	\$536,957	-4.0%	45.1%
<i>Prince George's County</i>				
Budget				
Expenditures	\$559,550	\$653,634	16.8%	54.9%
<i>Combined Total</i>				
Budget				
Expenditures	\$1,119,100	\$1,190,591	6.4%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The total proposed FY15 budget is \$ 1,190,591, representing a 6.4% increase (\$71,491) from FY14 levels. This is primarily due to a small increase in occupancy rates at the Executive Office Building to address operations of an aging infrastructure and systems.

- Based on the cost allocation analysis by the Corporate Budget Office, the Commission supported the FY15 budget reflects changes to funding allocation between the counties.



Central Administrative Services

CAS Support Services

These changes, which were made to reflect cost drivers, change the split to 45% Montgomery County and 55% Prince George's County, from the FY14 levels of 50/50%.

The Support Services budget does not include funding for any staff. The largest portion of the CAS budget (67% or \$796,491) is attributed to charges paid by CAS for EOB office space and building operations.

Other expenses that comprise the CAS Support Services budget include:

- Personnel Services costs in this budget cover reimbursement of unemployment insurance for the State of Maryland. This is proposed to stay flat.
- Supplies and Materials which cover small office fixtures, communication equipment and other office supplies shared by departments/units in the building are proposed to remain flat.
- Other Services and Charges (OS&C) category includes expenses for occupancy of EOB, technology, utilities, postage, lease of copiers, and equipment repair/maintenance. OS&C also provides funds for CAS share of risk management and partial funds for the contract of equipment and services for the Document Production Services Center. This category increased 6.6% (\$71,491) to address adjustments in occupancy rates for EOB.

FY15 Work Program Priorities

- Continued assessment of shared resources (e.g., telecommunications, postage, printing services, utilities, etc.) for greater efficiency and potential cost containment.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	1,241,662	1,670,601	1,754,392	5.0%
Supplies and Materials	18,444	41,500	36,354	-12.4%
Other Services and Charges	471,943	338,520	348,451	2.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(138,100)	(139,190)	(153,393)	10.2%
Total	1,593,949	1,911,431	1,985,804	3.9%
Prince George's County				
Personnel Services	1,862,030	2,356,001	2,251,070	-4.5%
Supplies and Materials	24,063	41,500	46,646	12.4%
Other Services and Charges	473,955	378,880	447,099	18.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(373,100)	(376,048)	(406,829)	8.2%
Total	1,986,948	2,400,333	2,337,986	-2.6%
Combined Total				
Personnel Services	3,103,692	4,026,602	4,005,462	-0.5%
Supplies and Materials	42,507	83,000	83,000	0.0%
Other Services and Charges	945,898	717,400	795,550	10.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(511,200)	(515,238)	(560,222)	8.7%
Total	3,580,897	4,311,764	4,323,790	0.3%
Department of Finance				
Montgomery County				
Personnel Services	2,812,657	2,961,259	3,002,336	1.4%
Supplies and Materials	84,368	79,900	79,900	0.0%
Other Services and Charges	532,709	581,400	663,263	14.1%
Capital Outlay	67,256	-	-	-
Other Classifications	209	-	-	-
Chargebacks	(734,940)	(704,200)	(757,200)	7.5%
Total	2,762,259	2,918,359	2,988,299	2.4%
Prince George's County				
Personnel Services	3,740,607	3,869,506	4,055,370	4.8%
Supplies and Materials	113,037	104,300	104,300	0.0%
Other Services and Charges	628,563	759,600	866,491	14.1%
Capital Outlay	87,890	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,392,521)	(1,402,500)	(1,490,000)	6.2%
Total	3,177,576	3,330,906	3,536,161	6.2%
Combined Total				
Personnel Services	6,553,264	6,830,765	7,057,706	3.3%
Supplies and Materials	197,405	184,200	184,200	0.0%
Other Services and Charges	1,161,272	1,341,000	1,529,754	14.1%
Capital Outlay	155,146	-	-	-
Other Classifications	209	-	-	-
Chargebacks	(2,127,461)	(2,106,700)	(2,247,200)	6.7%
Total	5,939,835	6,249,265	6,524,460	4.4%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,404,092	1,804,260	1,785,674	-1.0%
Supplies and Materials	9,979	14,900	16,688	12.0%
Other Services and Charges	340,317	202,706	232,603	14.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(553,800)	(555,650)	(578,119)	4.0%
Total	1,200,588	1,466,216	1,456,846	-0.6%
Prince George's County				
Personnel Services	1,061,069	1,281,425	1,403,029	9.5%
Supplies and Materials	9,954	14,900	13,112	-12.0%
Other Services and Charges	299,816	202,706	182,759	-9.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(679,920)	(692,335)	(711,018)	2.7%
Total	690,919	806,696	887,882	10.1%
Combined Total				
Personnel Services	2,465,161	3,085,685	3,188,703	3.3%
Supplies and Materials	19,933	29,800	29,800	0.0%
Other Services and Charges	640,133	405,412	415,362	2.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,233,720)	(1,247,985)	(1,289,137)	3.3%
Total	1,891,507	2,272,912	2,344,728	3.2%
Merit System Board				
Montgomery County				
Personnel Services	55,157	61,496	60,514	-1.6%
Supplies and Materials	2,648	900	900	0.0%
Other Services and Charges	11,825	17,000	19,500	14.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	69,630	79,396	80,914	1.9%
Prince George's County				
Personnel Services	55,158	61,496	60,514	-1.6%
Supplies and Materials	2,444	900	900	0.0%
Other Services and Charges	11,829	17,000	19,500	14.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	69,431	79,396	80,914	1.9%
Combined Total				
Personnel Services	110,315	122,992	121,028	-1.6%
Supplies and Materials	5,092	1,800	1,800	0.0%
Other Services and Charges	23,654	34,000	39,000	14.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	139,061	158,792	161,828	1.9%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Office of Internal Audit				
Montgomery County				
Personnel Services	84,852	146,239	184,754	26.3%
Supplies and Materials	3,435	5,500	5,500	0.0%
Other Services and Charges	20,279	4,100	4,100	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	108,566	155,839	194,354	24.7%
Prince George's County				
Personnel Services	211,503	308,169	390,662	26.8%
Supplies and Materials	1,358	9,500	9,500	0.0%
Other Services and Charges	32,599	7,200	7,200	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(61,600)	(60,000)	(70,000)	16.7%
Total	183,860	264,869	337,362	27.4%
Combined Total				
Personnel Services	296,355	454,408	575,416	26.6%
Supplies and Materials	4,793	15,000	15,000	0.0%
Other Services and Charges	52,878	11,300	11,300	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(61,600)	(60,000)	(70,000)	16.7%
Total	292,426	420,708	531,716	26.4%
CAS Support Services				
Montgomery County				
Personnel Services	(42)	5,000	4,510	-9.8%
Supplies and Materials	9,819	17,000	15,334	-9.8%
Other Services and Charges	498,734	537,550	517,113	-3.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	508,511	559,550	536,957	-4.0%
Prince George's County				
Personnel Services	120	5,000	5,490	9.8%
Supplies and Materials	10,098	17,000	18,666	9.8%
Other Services and Charges	498,293	537,550	629,478	17.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	508,511	559,550	653,634	16.8%
Combined Total				
Personnel Services	78	10,000	10,000	0.0%
Supplies and Materials	19,917	34,000	34,000	0.0%
Other Services and Charges	997,027	1,075,100	1,146,591	6.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,017,022	1,119,100	1,190,591	6.4%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	5,598,378	6,648,855	6,792,180	2.2%
Supplies and Materials	128,693	159,700	154,676	-3.1%
Other Services and Charges	1,875,807	1,681,276	1,785,030	6.2%
Capital Outlay	67,256	-	-	-
Other Classifications	209	-	-	-
Chargebacks	(1,426,840)	(1,399,040)	(1,488,712)	6.4%
Total	6,243,503	7,090,791	7,243,174	2.1%
Prince George's County				
Personnel Services	6,930,487	7,881,597	8,166,135	3.6%
Supplies and Materials	160,954	188,100	193,124	2.7%
Other Services and Charges	1,945,055	1,902,936	2,152,527	13.1%
Capital Outlay	87,890	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,507,141)	(2,530,883)	(2,677,847)	5.8%
Total	6,617,245	7,441,750	7,833,939	5.3%
Combined Total				
Personnel Services	12,528,865	14,530,452	14,958,315	2.9%
Supplies and Materials	289,647	347,800	347,800	0.0%
Other Services and Charges	3,820,862	3,584,212	3,937,557	9.9%
Capital Outlay	155,146	-	-	-
Other Classifications	209	-	-	-
Chargebacks	(3,933,981)	(3,929,923)	(4,166,559)	6.0%
Total	12,860,748	14,532,541	15,077,113	3.7%



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	15.50	15.25	16.00	15.75	16.00	15.75
Part-Time Career	-	-	-	-	-	-
Career Total	15.50	15.25	16.00	15.75	16.00	15.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(1.75)		(1.75)		(1.25)
Subtotal Dept of Hmn. Res. & Mgmt.	15.50	13.50	16.00	14.00	16.00	14.50
<i>Prince George's County</i>						
Full-Time Career	20.50	20.50	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.50	20.50	21.00	21.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(3.00)		(3.00)		(2.50)
Subtotal Dept of Hmn. Res. & Mgmt.	20.50	17.50	21.00	18.00	21.00	18.50
TOTAL						
Full-Time Career	36.00	35.75	37.00	36.75	37.00	36.75
Part-Time Career	-	-	-	-	-	-
Career Total	36.00	35.75	37.00	36.75	37.00	36.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(4.75)		(4.75)		(3.75)
Total Dept of Hmn. Res. & Mgmt.	36.00	31.00	37.00	32.00	37.00	33.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	29.50	29.50	26.00	26.00	26.00	26.00
Part-Time Career	0.50	0.30	0.40	0.30	0.40	0.30
Career Total	30.00	29.80	26.40	26.30	26.40	26.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(2.30)		(2.00)		(2.00)
Subtotal Department of Finance	30.00	27.50	26.40	24.30	26.40	24.30
<i>Prince George's County</i>						
Full-Time Career	30.50	30.50	34.00	34.00	34.00	34.00
Part-Time Career	0.50	0.30	0.60	0.30	0.60	0.30
Career Total	31.00	30.80	34.60	34.30	34.60	34.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(2.30)		(2.60)		(2.60)
Subtotal Department of Finance	31.00	28.50	34.60	31.70	34.60	31.70
TOTAL						
Full-Time Career	60.00	60.00	60.00	60.00	60.00	60.00
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60
Career Total	61.00	60.60	61.00	60.60	61.00	60.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(4.60)		(4.60)		(4.60)
Total Department of Finance	61.00	56.00	61.00	56.00	61.00	56.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	12.70	12.25	12.70	12.50	12.70	12.50
Part-Time Career	-	-	-	-	-	-
Career Total	12.70	12.25	12.70	12.50	12.70	12.50
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	12.70	12.25	13.70	13.50	13.70	13.50
<i>Prince George's County</i>						
Full-Time Career	10.30	9.75	10.30	10.00	10.30	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.30	9.75	10.30	10.00	10.30	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	10.30	9.75	10.30	10.00	10.30	10.00
TOTAL						
Full-Time Career	23.00	22.00	23.00	22.50	23.00	22.50
Part-Time Career	-	-	-	-	-	-
Career Total	23.00	22.00	23.00	22.50	23.00	22.50
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	23.00	22.00	24.00	23.50	24.00	23.50
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
TOTAL						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	0.50	1.00	0.50	1.00	0.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	1.00	0.50	1.00	0.50	1.00	0.50



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
OFFICE OF INTERNAL AUDIT						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(0.50)		(0.50)		-
Subtotal Office of Internal Audit	2.00	1.50	2.00	1.50	2.00	2.00
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(0.50)		(0.50)		-
Subtotal Office of Internal Audit	3.00	2.50	3.00	2.50	3.00	3.00
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(1.00)		(1.00)		-
Total Office of Internal Audit	5.00	4.00	5.00	4.00	5.00	5.00
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	60.20	59.25	57.20	56.50	57.20	56.50
Part-Time Career	0.50	0.30	0.40	0.30	0.40	0.30
Career Total	60.70	59.55	57.60	56.80	57.60	56.80
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(4.55)		(4.25)		(3.25)
Subtotal CAS	60.70	55.00	58.60	53.55	58.60	54.55
<i>Prince George's County</i>						
Full-Time Career	64.80	64.00	68.80	68.25	68.80	68.25
Part-Time Career	0.50	0.30	0.60	0.30	0.60	0.30
Career Total	65.30	64.30	69.40	68.55	69.40	68.55
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(5.80)		(6.10)		(5.10)
Subtotal CAS	65.30	58.50	69.40	62.45	69.40	63.45
TOTAL						
Full-Time Career	125.00	123.25	126.00	124.75	126.00	124.75
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60
Career Total	126.00	123.85	127.00	125.35	127.00	125.35
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(10.35)		(10.35)		(8.35)
Total CAS	126.00	113.50	128.00	116.00	128.00	118.00



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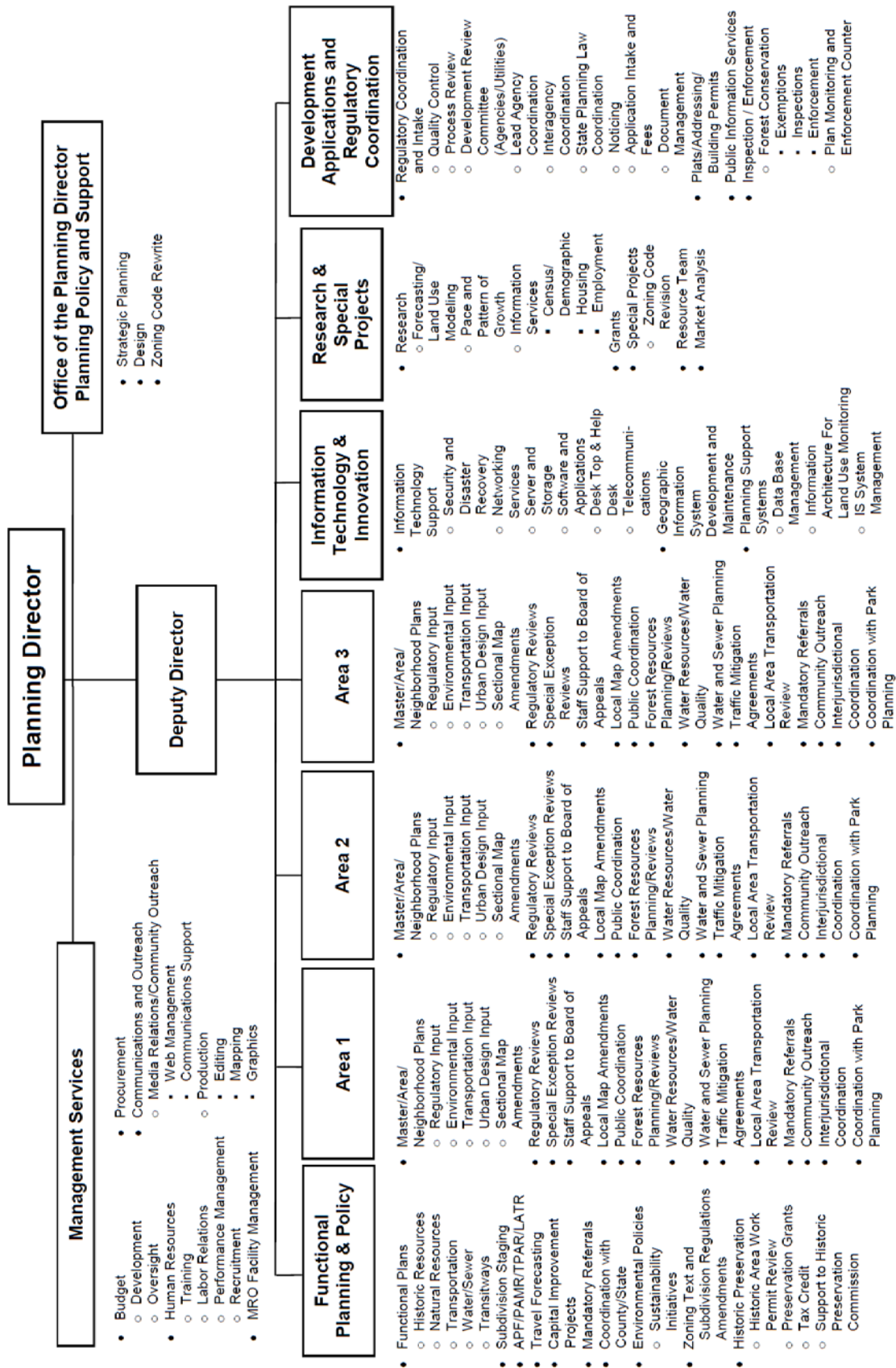
Planning Department
(Administration Fund)

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ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY PLANNING DEPARTMENT



EXECUTIVE OVERVIEW

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

Statutory References: Code of Maryland

Land Use Division II (Formerly Art 28)

20-202	20-202
20-203 (b)	20-203 (b)
20-209 (1)	20-209 (1)
20-301	20-301
20-308	20-308
20-401	20-401
21-104	21-104
21-105	21-105
21-106	21-106
21-107	21-107
21-201	21-201
21-202	21-202
23-102	23-102
23-201	23-201
23-506	23-506

Land Use Division I (Formerly Art 66B)

3-101	3-101
3-106	3-106

Statutory References: Montgomery County Code

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



MISSION

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

PROGRAMS AND SERVICES PROVIDED

The Planning Department's work program is organized into four major programs: (1) Master Planning, (2) Regulatory Planning, (3) Information Resources, and (4) Management and Administration. Eight Divisions, under the guidance of the Director, contribute planning expertise to the four major programs through a matrix management structure. County-wide planning, including transportation modeling, environmental policies, historic preservation and zoning and subdivision text amendments, are the domain of the Functional Planning and Policy Division (FPP). Local area land use planning and regulatory reviews are assigned to the three geographic Divisions (Areas 1, 2, and 3). The Area Divisions cross-train staff to prepare area master plans and provide regulatory review expertise depending on the number of applications received and the plans assigned by the Council in the given geography. FPP and the Area Divisions are supported through the administrative and coordinating efforts of the Development Applications and Regulatory Coordination (DARC) Division. DARC manages the Information Counter and is responsible for those aspects of development that occur after Planning Board approval: plats, building permits, and street addressing. DARC is tasked with processing Forest Conservation Plan exemptions and easement and regulatory enforcement. The Research and Special Projects Division provides detailed research (economic and demographic) in support of the master planning program, and handles unusually complex or sensitive projects on an as needed basis. The Management Services Division provides administrative and personnel support to all the Divisions. The Information Technology and Innovation Division (ITI) maintains the GIS system and Departmental databases and provides 24/7 technology support to the Planning Department, the Commissioners' Office, and the Parks Department.

ACCOMPLISHMENTS FY13-FY14 (as of December 2013) BY PROGRAM ELEMENT

Master Planning

- Plans Approved
 - Chevy Chase Lake Sector Plan (Area 1)
 - Long Branch Sector Plan (Area 1)
 - Glenmont Sector Plan (Area 2)
 - County-wide Transit Corridors Functional Plan (FPP)
- Plans Sent to Council
 - Bethesda Purple Line Station Minor Master Plan (Area 1)
 - White Oak Science Gateway (Area 2)
 - Clarksburg Ten Mile Creek (Area 3)
 - MNCPPC Parks Historic Resources (FPP)
 - Urban Design Guidelines
 - Chevy Chase Lake (Area 1)
 - Long Branch (Area 1)
- SMAs Approved
 - Chevy Chase Lake Sector Plan (Area 1)
 - Long Branch Sector Plan (Area 1)



Montgomery County Planning Department

- Completed 29 (FY 13) and 2 (FY 14 first quarter) mandatory referrals (Areas 1,2 and 3, FPP)

Regulatory Planning

- Planning Board approval of 322 (FY13) and 72(FY14 first quarter) discrete development applications (Areas 1,2, and 3, DARC)
- Continued working closely with Council to move toward adoption of the Draft Zoning Ordinance Rewrite and comprehensive District Map Amendment

Information Resources

- Expanded GIS interactive web mapping (ITI)
 - projects in the development pipeline
 - demographic information for potential Bus Rapid Transit (BRT) routes
 - internal tracking of development applications
 - improved data sharing within the Department
 - improved public access to planning information on interactive sites
- Continued integration of Geographical Information System (GIS) and other software applications for web-based access to 2010 U.S. Census neighborhood level information (ITI, Research and Special Projects)
- ePlans operational (DARC and ITI)
- Kept website current (DARC, MS, and ITI)
- Promoted education about land use planning efforts in Montgomery County through cable programming (MS)

Management and Administration

- Continued to refine and improve monitoring, tracking, and reporting of the work program(MS)
- Instituted protocols that ensure all plan approvals are accessible to the public on the on-line data base (ITI and DARC)
- Upgraded PCs according to the 5 year cycle(ITI)

GOALS AND PERFORMANCE MEASURES

Master Planning

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

Goal	Promote the orderly development of livable, safe, inclusive, accessible and economically viable communities and employment centers by fostering public participation in the preparation, approval and implementation of master plans, sector plans, functional plans, special studies and public projects.		
Objective 1:	Deliver master/sector plans/special studies/ functional plans consistent with countywide goals and the approved work program in coordination with local, state and regional planning agencies and adjoining jurisdictions (where applicable)including mandatory referrals for on-the-ground Federal, State and local projects.		
Performance Indicators	FY13 Actuals	FY14 Estimated	FY15 Proposed
# Draft plans completed in FY	2	7	4



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Objective 2: Monitor development staging and the implementation of public projects to ensure timely provision of infrastructure and achievement of master plan recommendations.			
Performance Indicators	FY13 Actuals	FY14 Estimated	FY15 Proposed
# staging approvals	5	4	5
# mandatory referrals completed before deadline (60 days)	38/95%	40/98%	40/98%
Objective 3: Ensure diverse public participation in master plan program			
# community meetings in FY	123	73	68
# of "Page Views" on master plan web Pages	178,919	180,000	183,000

Regulatory Planning

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

Goal	Provide timely analysis and evaluation of development applications in accordance and consistent with planning policies, master plans, and regulatory requirements for the benefit of residents and applicants in Montgomery County.		
Objective 1: Provide a factual and legal basis for Planning Board decisions and recommendations regarding land use and development.			
Objective 2: 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.			
Objective 3: Provide design expertise for master planning functions and small scale development.			
Performance Indicators	FY13 Actuals	FY14 Estimated	FY15 Proposed
# applications received(Preliminary, Pre-Preliminary, Project, Sketch, Site Plan, Amendments, Natural Resources Inventory (NRI)/ Forest Stand Delineation(FSD), Forest Conservation Plans (FCPs) and Exemptions, Subdivision Regulations Waiver)	702	740	740
% of regulatory cases reviewed in 6 months/1 year	71%/74%	70%/75%	70%/75%
# of special exceptions processed	23	25	25
# of local map amendments and development plans/amendments processed	4	5	5

Information Resources

This program provides current statistical, economic and demographic information for the public. Public access to information is available through the Website, in print and electronic formats, and through walk-in and phone services. The Research Team of the newly formed Research & Special



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Projects division develops the County's small area forecast of jobs, households and population; provides analysis of Census demographics, residential and commercial market trends, and other land use analysis; performs research and analysis of trends, economic impacts, and public policy issues for the Planning Board and Planning Department, County Council, and County Executive Departments; and provides information on land use that is useful to the County's fiscal impact analyses for master plans and text amendments. The Information Technology & Innovation division's (ITI) Geographic Information Systems team (GIS) maintains the mapping software used by Parks and Planning staff and produces the mapping layers used in that system such as County zoning, parcels, buildings, and topography. The GIS team also provides internet services which are used to disseminate agency mapping information among the public and other government agencies. The Information Systems (IS) team of the ITI division manages the databases and software used to monitor and report development activity on the regulatory side of the planning department. The IS team also integrates outside agency data with these regulatory and document management applications to provide the tools necessary for many of the departmental workflows.

Goal	To be Montgomery County's resource for the detailed and accurate identification and assessment of data relating to land use activities, employment and demographic trends delivered through an up-to-date information technology infrastructure		
Objective:	To continually refine, update and initiate data collection and analysis while ensuring the delivery and integrity of a publicly accessible information technology infrastructure.		
Performance Indicators	FY13 Actuals	FY14 Estimated	FY15 Proposed
# visits to website (Average Daily)	5,521	5,800	6,000
# of in house GIS Edits*	22,017	24,000	25,000
# GIS contractual edits*	0	800,000	80,000
# of research publications, web-based product releases, presentations	23	36	39

Note:*GIS edits consist of purchased data updates, and in house updates. Purchased GIS updates for LIDAR occur on a 6 year cycle, and GIS updates for planimetric data occur on a 2 year cycle. A LIDAR update is slated for FY14, and a planimetric update will be delivered in FY15.

Management and Administration

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

Goal	To foster a productive work environment by providing the support necessary to accomplish the work program effectively and efficiently.		
Objective 1:	To provide training and technical support for staff while maintaining a secure and healthy work environment.		
Performance Indicators	FY13 Actuals	FY14 Estimated	FY15 Proposed
Continuing Education Unit (CEU) opportunities provided (total # potential CEUs available 1.5 credits per unit)	17	12	24
# MNCPPC employees participating in these programs	10	10	10
# of non-Commission planners participating in these programs	10	10	10
% of computer replacements within 5-year replacement threshold	20%	20%	20%



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Objective 2: To assure efficient and uninterrupted services through effective use of the purchasing process.

Performance Indicators	FY13 Actuals	FY14 Estimated	FY15 Proposed
# of procurements negotiated/in force through resource sharing (Commission and bridged state/municipal contracts)	12	16	19
# of negotiated multi-year solicitations	6	9	12

SUMMARY OF DEPARTMENT BUDGET

MONTGOMERY COUNTY ADMINISTRATION FUND Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2015

	FY 14 Adopted	FY 15 Proposed	% Change
Planning Department			
Office of The Planning Director	\$ 1,071,804	\$ 760,070	-29.1%
Management Services (frmly Mgmt & Tech Svcs)	3,756,982	2,088,354	-44.4%
Functional Planning & Policy	2,746,447	2,569,393	-6.4%
Area 1	1,690,117	1,698,868	0.5%
Area 2	1,997,601	1,976,926	-1.0%
Area 3	1,968,882	2,024,259	2.8%
Dev. Applications & Regulatory Coordination	822,084	767,311	-6.7%
Center for Research and Information Systems	1,976,988	-	-100.0%
Information Technology and Innovation	-	3,284,810	-
Research and Special Projects	-	1,399,153	-
Support Services	1,852,700	1,906,100	2.9%
Grants	150,000	150,000	0.0%
Total Planning Department	\$ 18,033,605	\$ 18,625,244	3.3%

Notes:

In FY15 the Center for Research Division is split into two groups. GIS staff is moved to the new Information Technology and Innovation (ITI) Division and Research staff is moved to the new Research and Special Projects Division. The entire IT staff from the former Management & Technology Division is also moved to the new ITI Division. Management & Technology is renamed Management Services.

FY14 Adopted Budget does not include \$70,000 in Special Appropriation for GIS Virtualization Project.

FY15 Proposed Budget does not include the compensation marker (\$441,155) for the Planning Department which is included in the non-departmental section of the Administration Fund.

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- New Essential Needs Proposed:
To advance its work program, the Planning Department is requesting new, one-time funding for four projects and ongoing funding for one permanent position:
 - 1) Information Technology: Advances in software and communications systems allow staff to perform more intricate analysis and provide better customer support. Therefore, we are seeking funding for several upgrades including desktop virtualization software that will help us eliminate the need for desktop PCs, software to remotely manage our mobile devices, a system that will enable us to monitor our communications servers in real-time,



and upgrades to our video conferencing units, among others. We also are looking to update our IT strategic Plan, which has not been done since 2005.

- 2) Co-location of public facilities. In these difficult economic times, we are looking for innovative ways to help government agencies share key public assets. During FY14, we began to look at ways in which schools and parks could co-locate their facilities; now we wish to extend this effort to look at other types of public facilities that might benefit from this approach, such as police and fire stations or libraries and neighborhood services centers. This initiative will involve a wide variety of public and private stakeholders.
 - 3) Functional Plan for Housing: Montgomery County continues to see an influx of new residents but finds that its housing stock has not always kept up with demand, particularly for certain, less advantaged, segments of the population. At the same time, it has become clear that some of our older, more affordable, units, such as post World War II garden apartments, are reaching a stage where they need to be rehabilitated or replaced. Although the county is working toward finalizing a new housing policy that includes several admirable goals, this plan would seek to identify the actual tools that could help us reach these goals.
 - 4) Travel Demand Forecasting: Transportation modeling is essential to our master planning and subdivision staging work. In order to accommodate a growing population, we must seek to understand the role that new means of transportation, such as rapid vehicle transit and light rail, can play in reducing automobile congestion. Our existing models are based on an older paradigm and need to be re-examined. Staff will explore options, such as the University of Maryland micro-simulation travel demand modeling tool, to replace our current process which focuses on Critical Lane Volume (CLV) and HCM analysis. To identify the most appropriate tool, we will need consultant resources. We are requesting ongoing funding for one existing, but currently unfunded position and one-time consulting funding for Travel Demand Forecasting.
- Six (6) lapsed positions (consistent with FY14 4.5% lapse) redistributed to accommodate work program: Areas 1, 2, 3, DARC, ITI and MS now each carry one lapsed position.
 - Development Review Special Revenue Fund chargeback consistent with FY14, but redistributed according to regulatory work load per Division.
 - Proposed FY15 Budget reflects a careful review of Divisional needs and redistribution of resources to those areas of critical need.

Year over Year Budget Summary

The Planning Department's FY15 proposed operating budget is \$18,625,244 which includes grant funding but does not include the compensation increase, OPEB prefunding, or OPEB PayGo. The Planning Department is requesting funding for one existing, but currently unfunded, position in FY15 and is proposing an ambitious set of projects. The proposed FY15 budget is a reduction of (1.1%) before the new essential needs funding request. With the new essential needs funding request, the budget is increased by 3.28% and including compensation (budgeted in a Non-Departmental account) the increase is 5.7% over the approved FY14 budget.



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***FY14 Adopted Budget \$18,033,605**

FY15 BASE BUDGET

Benefits	\$286,239
Other Operating Changes	\$32,000
Reduction due to onetime funding in FY14	(\$525,000)
**Transfer to Development Review Special Revenue Fund	\$0
Subtotal change to the FY15 Proposed Base Budget	<u>(\$206,761)</u>
Subtotal FY15 Proposed Base Operating Budget	<u>\$17,826,844</u>
Estimated Percent Change in FY15 Proposed Base budget over FY14 Adopted	<u>(1.15%)</u>

Base Plus Essential Needs

Information Technology (IT) Upgrades	\$198,400
Consulting funding for Co-Location Of Public Facilities	\$100,000
Consulting Funding for Functional Plan for Housing	\$250,000
Consulting Funding For Travel Demand Forecasting	\$125,000
Ongoing funding for one existing, but currently unfunded position in FY15 for Travel Demand Forecasting	\$125,000
Subtotal Essential Needs Request	<u>\$798,400</u>
Net Change in FY15 Proposed Base Plus Essential Needs Budget over FY14 Adopted	\$591,639
FY15 Proposed Base plus Essential Needs Budget (before compensation Marker)	<u>\$18,625,244</u>
Estimated Percent Change in FY15 proposed Base Plus Essential Needs budget (before Compensation marker) over FY14 Adopted	<u>3.28%</u>
FY15 Compensation Marker (est. Planning Department's share of Non-Departmental)	\$441,155
Total FY15 Proposed Budget (including Compensation Marker)	<u>\$19,066,399</u>
Percentage Change in Total FY15 Proposed Over FY14 Adopted	<u>5.73%</u>

Notes: * FY14 Adopted Budget does not include \$70K in Special Appropriation for FY14 for GIS Virtualization Project, it does include \$150K in Grants.

**Due to large fund balance in Development Review Special Revenue Fund there was no need for budget Transfer to Development Review Special Revenue Fund in FY14 either.

Staffing and Lapse

For FY15, the Department plans to maintain an approximate 4.5% lapse rate (consistent with FY14 lapse rate). The Planning Department's proposed staffing level of 151 positions (144.85 workyears) includes: 138.85 funded workyears, six (6) lapsed workyears, and five (5) unfunded positions. This reflects a change from FY14 in terms of providing funding for one of the six



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positions that have been unfunded since FY11. The approved FY13 and FY14 budgets included six unfunded and six lapsed positions

Fees and Revenue Estimates

The majority of the Department's budget is tax supported, funded through the Administration Fund. There are also revenues received through charges for services, fees for materials, and established Special Revenue Funds. The Department anticipates \$210,000 in fees from Service Charges and other program fees in FY15. The Department also requests a continued appropriation of \$360,400 in revenue from the Water Quality Protection Fund to offset costs that will be incurred in FY15 to provide specific activities consistent with the intent of the Fund such as compliance with National Pollutant Discharge Elimination System permit requirements. The Department anticipates the following fees and revenues from non-tax supported sources in FY15 which do not include interest revenues:

- \$20,000 Traffic Mitigation Program
- 0** Historic Preservation – County Non-Departmental Account
- \$20,000 GIS Data Sales
- \$25,000 Environmental/Forest Conservation Penalties
- \$1,810,000 Development Review Special Revenue Account
- \$15,000 Development Automation Process (DAP)
- \$45,000 Forest Conservation

\$1,935,000 Total

**Starting in FY14, Council approved the inclusion of funding for the historic preservation services provided to the Historic Preservation Commission in the Planning Department's base budget rather than funding it through a Non Departmental Account (NDA).

Transfers (Out)

The Department has, for the past several years, requested a transfer from the Administration Fund into the Development Review Special Revenue Fund in recognition of the fact that revenues received may not cover the costs of review. The fund, however, has performed well in FY12 and FY13, primarily due to the fees collected for various large projects in CR zones. This has resulted in a significant fund balance. Due to this large balance, Council did not approve a transfer in FY14. We will be able to eliminate the need for a transfer for one more year (FY15). We anticipate needing at least a partial transfer in FY16.

PROFESSIONAL SERVICES

The Department proposes to spend \$1,086,300 for the professional services outlined in the table below. This level reflects an increase of only \$45,400 (4.4%) from FY14 adopted funding levels as a result of net changes due to new one-time professional services essential needs funding requests in FY15, reduction of one-time essential needs requests from FY14 adopted, and the redistribution of resources to fund known consulting needs.



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PROFESSIONAL SERVICES				
Division	Program Element	Description	FY14 Adopted Budget	FY15 Proposed Budget
Director's Office				
	Special Projects	Funding for Special Council Request	\$15,000	\$15,000
	Functional Master Plan for Co-Location of Public Facilities	Consultant support for research and analysis of the state of the practice regarding the sharing and colocation of public facilities	\$50,000*	
Area 1				
	Special Projects	Funding for Special Council Request	\$15,000	\$15,000
	Bethesda Minor master Plan Amendment	Consulting Services to expedite the Bethesda Minor Master Plan Amendment	\$100,000	
	Sustainability & Planning Activity	Consulting Service for Green Building and Neighborhood Planning		\$10,000
	Greater Lyttonsville	Land/retain/industrial use analysis		\$20,000
	Bethesda CBD	Retail and office market analysis		\$50,000
Area 2				
	Special Projects	Funding for Special Council Request	\$27,000	\$15,000
	Gaithersburg East/ Montgomery Village Master Plan	Feasibility studies and/or economic analyses		\$18,000
	Gaithersburg East/ Montgomery Village Master Plan	Community Outreach		\$32,000
Area 3				
	Special Projects	Funding for Special Council Request	\$15,000	\$15,000
	Sustainability & Planning Activity	Consulting Service for Green Building and Neighborhood Planning		\$10,000
Research and Special Projects**				
	Functional Plan for Housing	Consultant support on research reports relevant to economic competitiveness and housing needs		\$250,000*
	Functional Master Plan for Co-Location of Public Facilities	Consultant support for research and analysis of the state of the practice regarding the sharing and colocation of public facilities		\$100,000*
Development Applications and Regulatory Coordination				
				\$0
Functional Planning and Policy				
	Bethesda Downtown (formerly Bethesda CBD)	Traffic Count Program - Ongoing support of master plans	\$10,000	\$12,000
	Bethesda Downtown (formerly Bethesda CBD)	Local Area Modeling assistance	\$8,000	\$17,500
	Gaithersburg East/ Montgomery Village Master Plan	Traffic Count Program - Ongoing support of master plans	\$5,000	\$12,000
	Gaithersburg East / Montgomery Village Master Plan	Local Area Modeling Assistance	\$10,000	\$17,500
	Greater Lyttonsville	Traffic Count Program - Ongoing Support for master plans	\$1,000	
	Greater Lyttonsville	Local Area Modeling Assistance	\$2,000	
	White Flint II	Traffic Count Program - Ongoing Support for master plans	\$3,000	
	White Flint II	Local Area Modeling Assistance	\$6,000	
	Westbard	Traffic Count Program - Ongoing Support for master plans	\$2,000	
	Westbard	Local Area Modeling Assistance	\$3,000	
	Hist. Area Permits	Legal Requirement for HPC Hearings	\$12,900	\$10,900
	Aspen Hill Property Vitro	Traffic Count for Master Plan Support	\$3,000	
	Aspen Hill Property Vitro	Local Area Modeling Assistance	\$6,000	
	Special Projects	BRT Network and Travel Time Modification to TPAR	\$200,000*	
	Subdivision Staging Growth Policy /COG Master Plan Local Area Modeling Support	TPAR 2014 Analysis Update	\$100,000	
		Regional Transportation Modeling, Conversion to Travel 4 Model and Trip generation Study	\$175,000*	
		TPAR 2016 Analysis		\$50,000*
		Exploration of Dynamic Traffic Model to combine policy area and local area analysis		\$75,000*
Center For Research And Information Systems **				
	Research	Special Study - Consulting funding for analysis and	\$100,000*	



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PROFESSIONAL SERVICES				
Division	Program Element	Description	FY14 Adopted Budget	FY15 Proposed Budget
		data collection related to economic development and land use to serve the needs of PB,Council, Department of Economic Development or the Montgomery County Business Development		
	Information Technology & Innovation**			
	Information Technology	WAN/LAN/Harbernet consulting		\$65,000
		Consulting for Telephone Support		\$30,000
		Microsoft email Cloud. Email annual license fee		\$20,000
		L3 Helpdesk/Inventory support		\$65,000
		Consulting Support Miscellaneous		\$10,000
		Desktop Virtualization		\$50,000*
		Mobile device management		\$10,000*
		Outside help for IT strategic plan		\$20,000*
		Avaya monitoring system		\$20,000*
		UPS Maintenance		\$15,000*
		E911 ongoing support		\$2,400*
		Mutare ongoing support (voice mail to email conversion)		\$2,000*
		Black Boxlicenses for constant upgrades for videoconference units		\$4,000*
	Management and Technology Services/Management Services**			
	Information Technology	Network Maintenance and Security (WAN/LAN/Harbernet consulting)	\$50,000	
		Consulting for Telephone Support	\$30,000	
		Microsoft email Cloud. Email annual license fee	\$18,000	
		L3 Helpdesk/Inventory support	\$59,000	
	Support Services			
	To be used for all Area teams as needed	Master Plan Transcriptions and Noticing	\$10,000	\$20,000
	To be used for all Area teams as needed	Translation Service	\$5,000	\$8,000
Planning Department Total			\$1,040,900	\$1,086,300

Note: *New onetime/Essential needs funding request

**In FY15 Center for Research division is split in to two groups. GIS staff and budget is moved to the new Information Technology & Innovation division and Research staff and budget is moved to the new Research and Special Projects Division. Entire IT staff and IT budget from the Management & Technology Division is also moved to the new Information Technology & Innovation Division. Management and Technology Services division is renamed to Management Services.

PUBLICATIONS

The Department proposes a budget of \$15,000 for publications, which is \$2K (15.4%) more than FY14 approved budget and is outlined in the table below. There is no request for new funding for publications in FY15, however, resources were redistribution where needed.

PUBLICATIONS				
Division	Program Element	Description	FY14 Adopted Budget	FY15 Proposed Budget
Functional Planning and Policy				
	Historic Area Work Permits	HPC Legal Notices in Newspaper	\$8,000	\$10,000
Management and Technology Services/Management Services				
Support Services				
	To be used for all Area teams as needed	Specialized Printing	\$5,000	\$5,000
Planning Department Total			\$13,000	\$15,000



WORK PROGRAM OVERVIEW

[illegible]

Montgomery County Planning Department

Montgomery County Planning Department: FY15 Work Program Crosswalk of Work Years (Division to Work Program Elements)												
	FY14 Adopted	FY15 Proposed	Director's Office	Management Services Division	Functional Planning & Policy	Area 1	Area 2	Area 3	Development Applications & Regulatory	Coordination	Information Technology & Innovation**	Research & Special Projects***
Funded Workyears	137.85	138.85	4.00	15.75	18.50	16.00	20.00	20.70	20.00	20.00	15.90	8.00
Program: MASTER PLANNING PROGRAM												
Plans												
Chew Chase Lake Sector Plan (Purple Line Station Plan)	1.22	0.00										
Long Branch Sector Plan (Purple Line Station Plan)	1.16	0.00										
Countywide Transit Corridors Functional Master Plan	1.73	0.00										
Glenmont Sector Plan	1.91	0.00										
Clarksburg Master Plan Limited Amendment - Ten Mile Creek Watershed	2.20	0.00										
Purple Line at Terminus (Apex)	2.36	0.00										
White Oak Science Gateway Master Plan/Remand	3.35	0.81	0.01	0.40			0.40					
Sandy Spring Rural Village	1.06	1.80	0.01	0.40				1.30			0.04	0.05
Aspen Hill Property(Vitro)	1.91	1.80	0.01	0.40	0.10		1.15				0.04	0.10
Bethesda CBD Sector Plan	0.91	3.30	0.01	0.40	0.50	2.25					0.04	0.10
Greater Lyttons ville	1.16	2.05	0.01	0.40	0.20	1.30					0.04	0.10
One Limited Master Plan Amendment (TBD)	0.30	1.80	0.01	0.40	0.10	1.20					0.04	0.05
Gaithersburg East/Montgomery Village Master Plan	2.81	3.80	0.01	0.40	1.30		2.00				0.04	0.05
Potomac Village or Westbard (TBD)	0.00	0.80	0.01	0.40	0.10			0.15			0.04	0.10
Rock Spring	0.00	0.80	0.01	0.40	0.10		0.15				0.04	0.10
Functional Plan For Housing	0.00	3.05	0.01	0.40	0.55	0.10	0.10	0.10			0.04	1.75
Master Plan Of Highways/Technical Corrections & Updates		1.30	0.01	0.40	0.50		0.10	0.20			0.04	0.05
Functional Master Plan for Historic Preservation	1.76	3.15	0.05	0.20	2.50	0.10	0.10	0.10			0.05	0.05
Functional Plan For Co-Location of Public Facilities	0.40	3.35	0.20	0.40	0.20	0.10	0.10	0.10			0.25	2.00
Public Policies Planning and Coordination												
Public Project Coordination	7.35	7.65	0.20	0.20	2.05	1.20	1.50	2.30	0.20			
Master Plan Staging/Monitoring	4.15	2.40		0.05	0.20	0.05	1.20	0.50	0.20		0.10	0.10
Special Projects												
Subdivision Staging Growth Policy /COG Master Plan Local Area	3.10	4.25	0.20	0.10	2.80	0.10	0.10	0.10	0.05		0.05	0.75
Modeling Support												
Sustainability and Planning Activity	1.60	1.81	0.01	0.20	0.60	0.10	0.10	0.20			0.10	0.50
Agriculture Initiatives	1.91	2.00		0.10				1.80			0.10	
Special Projects	2.15	1.75	0.20	0.50	0.10	0.20	0.20	0.30			0.10	0.15
SUB-TOTAL MASTER PLANNING	44.50	47.67	0.97	6.15	11.90	6.70	7.20	7.15	0.45	1.15	1.15	6.00
New Work Program Efforts in FY15												
Expected to end in FY14												



Montgomery County Planning Department

Montgomery County Planning Department: FY15 Work Program Crosswalk of Work Years (Division to Work Program Elements)												
	FY14 Adopted	FY15 Proposed	Director's Office	Management Services	Functional Planning & Policy	Area 1	Area 2	Area 3	Development Applications & Regulatory	Information Technology & Innovation	Research & Special Projects	
Funded Workyears	137.85	138.85	4.00	15.75	18.50	16.00	20.00	20.70	20.00	15.90	8.00	
Program: MASTER PLANNING PROGRAM												
Plans												
Chew Chase Lake Sector Plan (Purple Line Station Plan)	1.22	0.00										
Long Branch Sector Plan (Purple Line Station Plan)	1.16	0.00										
Countywide Transit Corridors Functional Master Plan	1.73	0.00										
Glenmont Sector Plan	1.91	0.00										
Program: REGULATORY PLANNING PROGRAM												
Regulatory Policy Development/Amendment												
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.75	1.60			0.80	0.20	0.20	0.25	0.10	0.05		
Zoning Ordinance Revisions and Refinements	5.10	0.78	0.03	0.10	0.25	0.10		0.30				
Land Use Regulations												
Special Exceptions	3.85	4.10		0.20		1.15	1.20	1.30	0.20	0.05		
Local Map Amendments and Development Plan Amendments	3.00	3.30		0.10		1.00	1.00	1.00	0.20			
Preliminary Plans/Subdivision Plans	12.20	12.09		0.10	0.10	1.40	2.80	3.40	4.25	0.04		
Project, Sketch and Site Plan Reviews and Site Plan Enforcement	9.20	11.59		0.10		2.75	3.20	3.00	2.50	0.04		
Pre-Application Meetings/Guidance	0.90	0.90				0.40	0.20	0.20	0.10			
Site Plan Enforcement and Building Permit Review	1.80	0.90		0.20	4.00	0.20			0.50			
Historic Area Work Permits	4.00	4.20		0.20								
Forest Conservation Reviews, Inspections & Enforcement	10.90	11.00		0.20		0.90	2.10	3.00	4.80			
SUB-TOTAL REGULATORY PLANNING	52.70	50.46	0.03	1.20	5.15	8.10	10.70	12.45	12.65	0.18	0.00	
Program: INFORMATION RESOURCES												
Public Information												
Research	4.90	2.40		0.30			0.10				2.00	
Information Systems/Geographic Information Systems (IS/GIS)	6.80	7.17		0.10	0.30				0.10	6.67		
Information Services	6.80	4.90		1.10		0.10	0.10		3.60			
SUB-TOTAL INFORMATION RESOURCES	18.50	14.47	0.00	1.50	0.30	0.10	0.20	0.00	3.70	6.67	2.00	
Program: MANAGEMENT/ADMINISTRATION												
Governance												
Work Program Management	7.15	7.30	2.00	1.35	0.40	0.40	0.90	0.40	1.10	0.75		
Work Program Support	9.40	11.65	0.70	5.25	0.75	0.60	0.90	0.60	2.10	0.75		
Agency Support												
Information Technology	5.60	7.30	0.30	0.30		0.10	0.10	0.10		6.40		
SUB-TOTAL MANAGEMENT/ADMINISTRATION	22.15	26.25	3.00	6.90	1.15	1.10	1.90	1.10	3.20	7.90	0.00	
TOTAL	137.85	138.85	4.00	15.75	18.50	16.00	20.00	20.70	20.00	15.90	8.00	
New Work Program Efforts in FY15												
Expected to end in FY14												
***In FY15 Center for Research division is split in to two groups. GIS group moved to the new Information Technology & Innovation division and Research staff is moved to the new Research and Special Projects Division. Entire IT staff from the Management & Technology Division is also moved to the new Information Technology & Innovation Division.												

Montgomery County Planning Department

Montgomery County Planning Department: FY15 Estimated Work Program cost										
An Estimated cost of the FY15 Planning Department Work Program Based on Analytical Allocation of the Budget										
	FY14 Adopted	FY15 Proposed	Personnel **	Professional Services	Publication	Other Costs	Sub Total	DR Chargeback	Total	
Total Funded Workyears	137.85	138.85								
Program: MASTER PLANNING PROGRAM										
Plans										
Chew Chase Lake Sector Plan (Purple Line Station Plan)	1.22	0.00	\$0			\$0	\$0		\$0	
Long Branch Sector Plan (Purple Line Station Plan)	1.16	0.00	\$0			\$0	\$0		\$0	
Countywide Transit Corridors Functional Master Plan	1.73	0.00	\$0			\$0	\$0		\$0	
Glenmont Sector Plan	1.91	0.00	\$0			\$0	\$0		\$0	
Clarksburg Master Plan Limited Amendment -Ten Mile Creek Watershed	2.20	0.00	\$0			\$0	\$0		\$0	
Purple Line at Terminus (Apex)	2.36	0.00	\$0			\$0	\$0		\$0	
White Oak Science Gateway Master Plan/Remand	3.35	0.81	\$100,880			\$12,550	\$113,429		\$113,429	
Sandy Spring Rural Village	1.06	1.80	\$224,177			\$27,889	\$252,065		\$252,065	
Aspen Hill Property(Vitro)	1.91	1.80	\$224,177			\$27,889	\$252,065		\$252,065	
Bethesda CBD Sector Plan	0.91	3.30	\$410,991	\$79,500		\$51,129	\$541,620		\$541,620	
Greater Lyttonsville	1.16	2.05	\$255,312	\$20,000		\$31,762	\$307,074		\$307,074	
One Limited Master Plan Amendment (TBD)	0.30	1.80	\$224,177			\$27,889	\$252,065		\$252,065	
Gaithersburg East/Montgomery Village Master Plan	2.81	3.80	\$473,262	\$79,500		\$58,876	\$611,638		\$611,638	
Potomac Village or Westbard (TBD)	0.00	0.80	\$99,634			\$12,395	\$112,029		\$112,029	
Rock Spring	0.00	0.80	\$99,634			\$12,395	\$112,029		\$112,029	
Functional Plan For Housing	0.00	3.05	\$379,855	\$250,000		\$47,256	\$677,111		\$677,111	
Master Plan Of Highways/Technical Corrections & Updates		1.30	\$161,905			\$20,142	\$182,047		\$182,047	
Functional Master Plan for Historic Preservation	1.76	3.15	\$392,309			\$48,805	\$441,114		\$441,114	
Functional Plan For Co-Location of Public Facilities	0.40	3.35	\$417,218	\$100,000		\$51,904	\$569,122		\$569,122	
Public Policies Planning and Coordination										
Public Project Coordination	7.35	7.65	\$952,751			\$118,527	\$1,071,278		\$1,071,278	
Master Plan Staging/Monitoring	4.15	2.40	\$298,902			\$37,185	\$336,087		\$336,087	
Special Projects										
Subdivision Staging Growth Policy /COG Master Plan Local Area Modeling Support	3.10	4.25	\$529,306	\$125,000		\$65,848	\$720,154		\$720,154	
Sustainability and Planning Activity	1.60	1.81	\$225,422	\$20,000		\$28,044	\$273,466		\$273,466	
Agriculture Initiatives	1.91	2.00	\$249,085			\$30,987	\$280,073		\$280,073	
Special Projects	2.15	1.75	\$217,950	\$60,000		\$27,114	\$305,064		\$305,064	
SUB-TOTAL MASTER PLANNING	44.50	47.67	\$5,936,947	\$734,000	\$0	\$738,585	\$7,409,532	\$0	\$7,409,532	
New Work Program Efforts in FY15										
Expected to end in FY14										



Montgomery County Planning Department

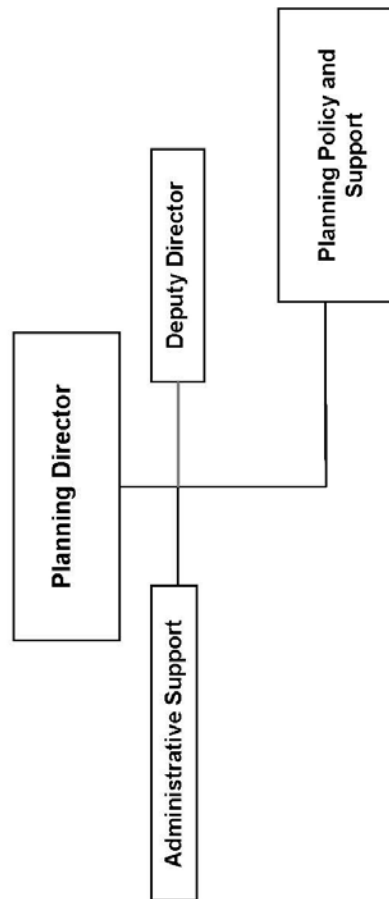
Montgomery County Planning Department: FY15 Estimated Work Program cost									
An Estimated cost of the FY15 Planning Department Work Program Based on Analytical Allocation of the Budget									
	FY14 Adopted	FY15 Proposed	Personnel **	Professional Services	Publication	Other Costs	Sub Total	DR Chargeback	Total
Program: REGULATORY PLANNING PROGRAM									
Regulatory Policy Development/Amendment									
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.75	1.60	\$199,268			\$24,790	\$224,058		\$224,058
Zoning Ordinance Revisions and Refinements	5.10	0.78	\$97,143			\$12,085	\$109,228		\$109,228
Land Use Regulations									
Special Exceptions	3.85	4.10	\$510,625			\$63,524	\$574,149		\$574,149
Local Map Amendments and Development Plan Amendments	3.00	3.30	\$410,991			\$51,129	\$462,120	(\$286,900)	\$175,220
Preliminary Plans/Subdivision Plans	12.20	12.09	\$1,505,720			\$187,319	\$1,693,039	(\$1,178,700)	\$514,339
Project, Sketch and Site Plan Reviews and Site Plan Enforcement	9.20	11.59	\$1,443,449			\$179,572	\$1,623,021	(\$1,072,700)	\$550,321
Pre-Application Meetings/Guidance	0.90	0.90	\$112,088			\$13,944	\$126,033		\$126,033
Site Plan Enforcement and Building Permit Review	1.80	0.90	\$112,088			\$13,944	\$126,033		\$126,033
Historic Area Work Permits	4.00	4.20	\$523,079	\$10,900	\$10,000	\$65,074	\$609,053		\$609,053
Forest Conservation Reviews, Inspections & Enforcement	10.90	11.00	\$1,369,969			\$170,431	\$1,540,400		\$1,540,400
SUB-TOTAL REGULATORY PLANNING	52.70	50.46	\$6,284,421	\$10,900	\$10,000	\$781,812	\$7,087,133	(\$2,538,300)	\$4,548,833
Program: INFORMATION RESOURCES									
Public Information									
Research	4.90	2.40	\$298,902			\$37,185	\$336,087		\$336,087
Information Systems/Geographic Information Systems (IS/GIS)	6.80	7.17	\$892,971			\$341,890	\$1,234,860	(\$12,500)	\$1,222,360
Information Services	6.80	4.90	\$610,259			\$75,919	\$686,178	(\$386,700)	\$299,478
SUB-TOTAL INFORMATION RESOURCES	18.50	14.47	\$1,802,132	\$0	\$0	\$454,994	\$2,257,126	(\$399,200)	\$1,857,926
Program: MANAGEMENT/ADMINISTRATION									
Governance									
Work Program Management	7.15	7.30	\$909,161			\$113,104	\$1,022,265		\$1,022,265
Work Program Support	9.40	11.65	\$1,450,922			\$180,502	\$1,631,423		\$1,631,423
Agency Support									
Information Technology	5.60	7.30	\$909,161	\$313,400		\$782,704	\$2,005,265		\$2,005,265
SUB-TOTAL MANAGEMENT/ADMINISTRATION	22.15	26.25	\$3,269,244	\$313,400	\$0	\$1,076,310	\$4,658,954	\$0	\$4,658,954
TOTAL	137.85	138.85	\$17,292,744	\$1,058,300	\$10,000	\$3,051,700	\$21,412,744	(\$2,937,500)	\$18,475,244
New Work Program Efforts in FY15									
Expected to end in FY14									
			Grant						\$150,000
			Subtotal						\$18,625,244
			Compensation Marker (est. Planning Dept. Share of Non-Departmental						\$441,155
			Total FY15 Proposed Budget for the Planning Department						\$19,066,399

**Personnel cost does not include OPEB PreFunding and OPEB pay go.



ORGANIZATIONAL STRUCTURE

OFFICE OF THE PLANNING DIRECTOR



Montgomery County

Planning Department - Office of the Planning Director

OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS FY13-14

- New Director in place as of July 1, 2013
- Created two new divisions: "Information Technology and Innovation" and "Research and Special Projects"
- PHED and Council hearings and work sessions on Zoning Code Rewrite completed with adoption of new code anticipated in February, 2014.
- Adoption of Comprehensive District Map Amendment anticipated in summer of 2014.
- In coordination with the University of Maryland, organized and will hold Makeover Montgomery II in May of 2014.
- Ongoing participation with other agencies to minimize impacts from the failure of large diameter water mains.
- Ongoing planning and design efforts to design new headquarters building in Wheaton.

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$1,071,804	\$760,070	-29.1%
Staffing				
	Funded Career Positions	6.00	4.00	-33.3%
	Funded Workyears	6.00	4.00	-33.3%



HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

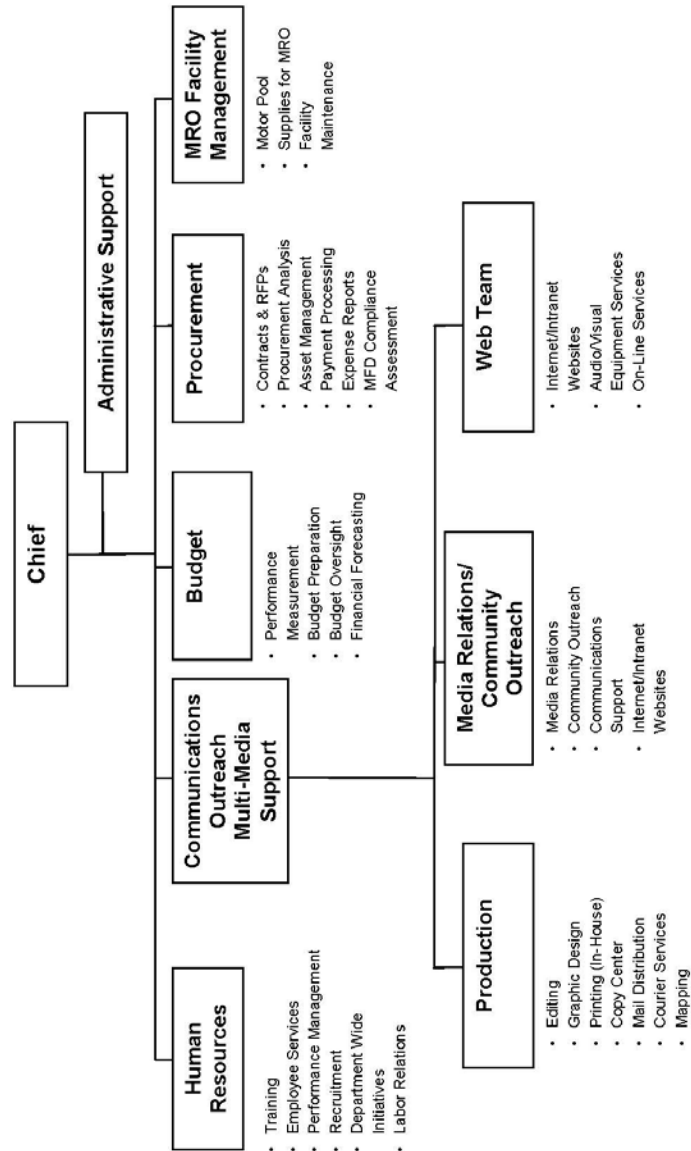
- Implementation of the new County Zoning Code.
- Digital Zoning Maps adopted as the official zoning maps for the county.
- Continue production on a new Functional Master Plan for the Co-Location of Public Facilities.
- Initiate work on a Functional Plan for Housing.
- Adopt a new Information Technology Strategic Plan.
- Design new and improved ways to do travel demand forecasting.
- Initiate a design excellence program including educational sessions, outreach and cross-training.
- Subdivision Regulations rewritten.
- Two positions that were in the Director's Office in FY14 are being moved into the Research and Special Projects Division in FY15. The two positions – an Economic Analyst and a Research Coordinator – had been moved into the Director's Office to handle a number of special projects that occurred. The two positions will continue to have much the same functions, but will be more effective in the newly reinvigorated Research and Special Projects Division.



Montgomery County Planning Department – Management Services

ORGANIZATIONAL STRUCTURE

MANAGEMENT SERVICES



Montgomery County

Planning Department – Management Services

OVERVIEW

The Management Services Division is responsible for developing, implementing, and administering Departmental policies and procedures; assuring the availability of staffing and supporting resources to facilitate the master and regulatory planning programs; and supporting communications, publication, public information, and outreach activities for the Department and the Commissioners' Office. The division provides a wide range of services that include departmental budget preparation and review; fiscal analysis and control; procurement and bill payment, departmental human resources management and administration; contract development; production, publication services, and outreach, oversight of the Montgomery Regional Office building facility; motor pool; and internal and external mail distribution.

PROGRAMS AND SERVICES PROVIDED

- Human resources management
- Procurement
- Media relations and community outreach
- Editing and graphic design
- Facilities management
- Budget development & fiscal oversight

GOALS AND PERFORMANCE MEASURES

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

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$3,756,982	\$2,088,354	-44.4%
Staffing				
	Funded Career Positions	22.00	16.00	-27.3%
	Funded Workyears	21.65	15.45	-28.6%

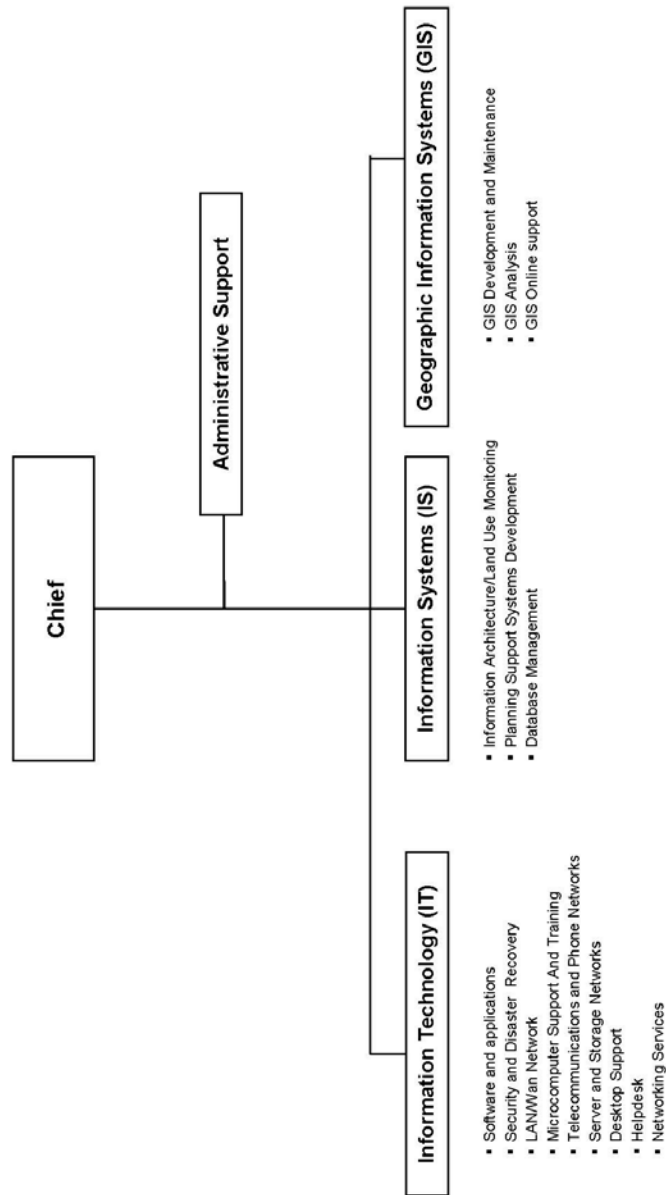
HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Management & Technology Services IT staff (6 positions) and IT budget were moved to the new Information Technology and Innovation Division.
- Additional focus on leadership and professional training opportunities.



ORGANIZATIONAL STRUCTURE

Information Technology & Innovation



Montgomery County

Planning Department – Information Technology and Innovation

OVERVIEW

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

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

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

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

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

MISSION

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

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



Montgomery County

Planning Department – Information Technology and Innovation

PROGRAMS AND SERVICES PROVIDED to both Parks and Planning Departments

• Provide data infrastructure to handle data, voice, and wireless • Provide departmental Voice Over IP (VOIP) for all sites • Provide robust infrastructure for video streaming for Planning Board Live • Manage Cloud-based email system • Provide desktop support to over 800 users • Represent both departments on the Chief Technology Officers (CTO) committee and numerous ad hoc IT committees • Provide best practices in security through comprehensive remote monitoring • Maintain virtualized environment for primary server applications • Analyze pace and pattern of county growth to support the subdivision staging policy • Provide full range of IS services for all regulatory applications	• Support Hansen/Project Dox (ePlans) system • Design, implement and maintain the information system architecture • Coordinate interagency data transfers between County and State agencies • Report to County Council annually on regulatory review metrics and provide an annual report on regulatory review metrics. Report to State Department of Planning annually on County jurisdictional planning activity and provide annual report on County jurisdictional planning activity • Ensure data integrity and reliability through redundancy for corporate data • Represent the Departments on the ITPCC Committee and numerous subcommittees along with other Montgomery County agencies • Provide socioeconomic data and analysis

ACCOMPLISHMENTS IN FY 13-14

- Redesigned of wireless network in departments, providing increased bandwidth and reliability.
- Upgraded to VOIP telephone system to provide additional features such as voice mail-to-email integration, enhanced 911 locator, and soft phone functionality.
- Upgraded SAN storage to accommodate new virtualized servers and databases.
- Improved speed and redundancy of the Internet connection by implementing load balancing technology - evident in video streaming of the Planning Board and in 100% uptime of Internet access.
- Now in our second year of virtualization, we continue to migrate physical servers to the virtual environment for improved reliability, reduced administration, and cost savings.
- Completed a one-year effort to reengineer our wide area network with increased bandwidth and redundancy.
- Wide area network improvements enabled the following sites to become part of the VOIP network: Meadowside Nature Center, MLK and Olney maintenance facilities, Pope Farm nursery, and Rockwood Manor.
- Met the IT replacement schedule determined by the ITPCC -- replacing over 150 obsolete desktops and laptops in both Departments.
- Acquired consultant to update countywide LiDAR and Planimetrics layers.
- Implemented ePlans (ProjectDox), including online application portal.
- Significantly improved the DAIC website.
- Processed and recorded 26 zoning Corrective Map Amendments.
- Processed and recorded 2 zoning Sectional Map Amendments.
- By way of Planning Board approval, transmitted the 2012 Annual Land Use Report to the Maryland Department of Planning.
- Created a District Map Amendment for the zoning code rewrite project, and a side-by-side web viewer for the dissemination of that proposal.
- Performed 22,000 edits to the County Parcel, Address, and regulatory plan GIS layers.



Montgomery County

Planning Department – Information Technology and Innovation

- Significantly improved Homeowner and Civic Associations database and mailing website. This included a massive outreach program that saw roughly 1,000 new data updates to this dataset.
- Derived imperviousness model scenarios for the Clarksburg 10-mile Creek Master Plan Amendment.

GOALS AND PERFORMANCE MEASURES

Goal	To provide guidance for the design, maintenance, and implementation for the information system architecture (GIS/IS software, servers, and database design) used to maintain information on the County's land base			
Objective				
Maintain daily operation of the systems that support agency IS/GIS related workflows and that provide regular accurate updates to the County's address and land information base.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Number of updates to County land base		22,017	*1,025,000	**85,000
*LiDAR update on a six year cycle yields periodic bump in updates.				
** Planimetric update on a 2 year cycle yields periodic bump in updates.				
Goal	To provide guidance for the design, maintenance, and implementation for the agency's planning support systems that support decision making (i.e., enterprise web-based analysis tools).			
Objective				
Deploy user-friendly "public facing" GIS web applications that are frequently used both by planners and the public.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Average number of daily hits to web-based GIS and research analysis tools.		842	1,000	1,200
Goal	To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.			
Objective				
Maintain uninterrupted network services 24/7.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Network uptime.	98%	98.2%	99.5%	99.9%
Goal	To provide highest quality Help Desk support.			
Objective				
To respond to IT help desk calls as quickly as possible to reduce end-user downtime				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of trouble resolved on first call when a desk-side visit is not required.	96%	96.3%	97%	97.5%



Montgomery County

Planning Department – Information Technology and Innovation

Goal To provide adequate network security to prevent loss of data.				
Objective				
Maintain uninterrupted access to enterprise email:				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Email uptime.	98%	98.2%	99%	99.5%

The Information Technology and Innovation Division contributed to the Department-wide goals delineated in the Departmental overview.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget			
Expenditures		\$3,284,810	N/A
Staffing			
Funded Career Positions		17.00	N/A
Funded Workyears		15.90	N/A

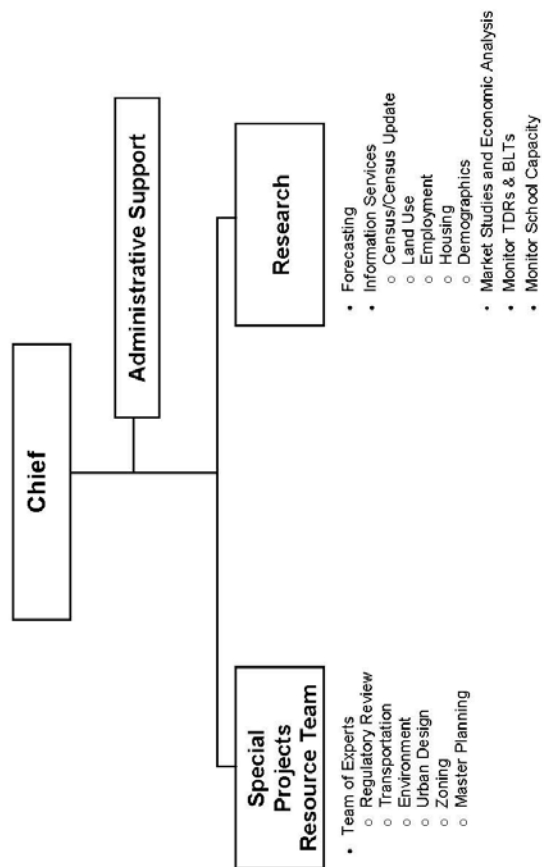
HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- A new Information Technology & Innovation Division was created in FY15.
- IT Staff and IT budget from Management & Technology Services division was moved to the new Information Technology & Innovation Division.
- IS/GIS staff and the budget were moved from the Center for Research and Information Systems Division into the new Information Technology & Innovation Division.
- One position was moved from the Development Applications and Regulatory Coordination division to the new Information Technology & Innovation Division.
- An essential needs request of \$198,400 is included in FY15 Budget for IT upgrades.



ORGANIZATIONAL STRUCTURE

RESEARCH AND SPECIAL PROJECTS



Montgomery County

Planning Department – Research and Special Projects

OVERVIEW

The Research and Special Projects Division is the Planning Department's research arm and also handles special projects. As such, it gathers and analyzes data on demographic, housing, employment, and commercial change dynamics. These efforts act to inform and help guide decisions by Planning staff, the Planning Board, the County Council, and the public on policy and planning questions.

MISSION

To help inform decisions by Planning staff, the Planning Board, and County Council through research; providing insightful data to support trend analysis, impact assessments, and recommendations for Montgomery County Government.

PROGRAMS AND SERVICES PROVIDED

- Undertake special assignments that help inform policy development
- Develop socioeconomic data and analysis in support of new master plans.
- Analyze and report on housing needs of current and future residents.
- Produce white papers that address topics and questions posed by Planning staff, the Planning Board, or County Council.
- Analyze the pace and pattern of county growth and other land use change.
- Report on demographic, housing, commercial space, and economic trends.
- Assess the commercial and housing impacts arising from new development.
- Develop and implement a forecast model to calculate the County's future small area population, households, and employment.

ACCOMPLISHMENTS FY 13-14

- Developed and implemented a new framework for County-level and sub-County small area employment forecasting.
- Started publishing the "Trend Sheet" series of fact sheets that cover office and retail market dynamics, median income, housing sale prices, and employment trends.
- Furnished the data analysis for the Enterprise Zone designations or renewals of Glenmont and Long Branch/Takoma Park.
- Created a new methodology to assess current and future units affordable to low-to-moderate and workforce income households. This methodology was used in support of the affordable housing analysis for the Glenmont and Long Branch sector plans.
- Updated the suite of standard data items and analysis provided with each new master plan.
- Performed GIS analysis on "suitability constraints" to determine how much land in the county has some constraint on future development or redevelopment.
- Calculated new student generation rates for use by Montgomery County Schools to inform the student forecast process and set school impact fees.
- Provided data and analysis for the Planning staff's report on the Costco Special Exception application.



Montgomery County

Planning Department – Research and Special Projects

GOALS AND PERFORMANCE MEASURES

Goal To provide the Planning Department with analysis that supports the housing, demographic, land use, and economic information required by the master planning process.				
Objective				
Provide standardized packet of socioeconomic analysis for each new master plan.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
# of master plans which for which the research unit provides socioeconomic analysis.	4	5	4	2**
Goal To disseminate innovative research products that provide timely and accurate analysis of land development change and economic, demographic, and land use components.				
Objective				
Regularly publish the County regional forecast, the County Council District Demographic Snapshot, topical demographic trend sheets, and other substantive research publications and presentations.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Number of annual research publications and presentations	22	23	36	39

Note: ** This number will change if the Planning Department's work program changes.

BUDGET AT A GLANCE

Summary of Division Budget

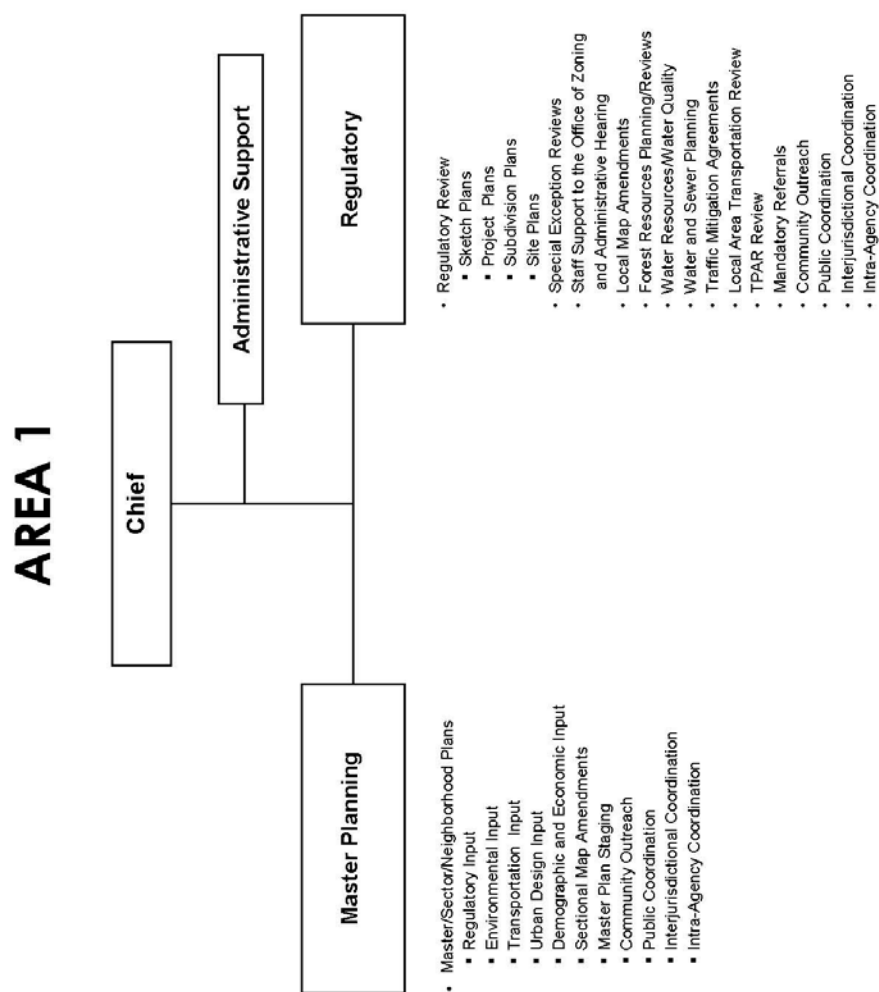
	FY14 Adopted	FY15 Proposed	% Change
Budget			
Expenditures		\$1,399,153	N/A
Staffing			
Funded Career Positions		8.00	N/A
Funded Workyears		8.00	N/A

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- The Center for Research and information Systems Division was split in to two divisions. The Research and Special Projects division was created to include Research staff from the Center For Research and Information Systems Division
- Two positions were moved from the Director's office to this new division.
- Budget for Research team was also moved to this division from Center for Research and Information Systems Division.
- New one-time consulting funding for the Functional Plan for Housing in the amount of \$250K is included in the FY15 proposed budget. This funding is to provide Consultant support on research reports relevant to economic competitiveness and housing needs.
- New one-time consulting funding for Colocation of Public Facilities in the amount of \$100K is included in the FY15 proposed budget. This funding is to provide Consultant support for research and analysis of the state of the practice regarding the sharing and co-location of public facilities.



ORGANIZATIONAL STRUCTURE



Montgomery County

Planning Department - Area 1

OVERVIEW

The Area 1 Division covers the geographical portion of the county south of I-495 including the Silver Spring, Bethesda and Friendship Heights Central Business Districts (CBDs). The Division:

- Prepares master plans and sector plans.
- Provides for orderly, functional, and attractive development consistent with master plans.
- Provides timely and coordinated analysis of development applications, including zoning, special exceptions and regulatory reviews, in order to implement area master plans, sector plans, and other public plans and policies.
- Provides recommendations to assist in conserving resources.
- Provides recommendations for innovative environmental practices.
- Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process.
- Provides guidance on multiple modes of transportation consistent with the land use and planning development process.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Input
 - Environmental Input
 - Transportation Input
 - Urban Design Input
 - Sectional Map Amendment
- Regulatory Reviews
- Local Map Amendments
- Development Plan Amendments
- Technical Staff support to the Board of Appeals
- Capital Improvements Program Review
- Sectional Map Amendments
- Local Area Transportation Review
- Transportation Policy Area Review
- Mandatory Referrals
- Community Outreach
- Interagency coordination
- Coordination with Enforcement
- Coordination with Park Planning
- Special Exception and Zoning Reviews
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Interjurisdictional coordination
- Public/Private Coordination

ACCOMPLISHMENTS FY13-14

- Approval of Takoma Langley Section Map Amendment (SMA)
- Approval of Chevy Chase Lake Sector Plan
- Draft Chevy Chase Lake Design Guidelines submitted to Planning Board
- Transmitted Long Branch Sector Plan to the Council and draft Design Guidelines to the Planning Board
- Scope of Work for the Lyttonsville Sector Plan



Montgomery County

Planning Department - Area 1

GOALS AND PERFORMANCE MEASURES

Goal Complete projects in accordance with the General Plan ... on Wedges and Corridors				
Objective				
- Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County. - Support regulatory planning that implements the objectives of the master planning program. - Provide for community outreach and support the coordination of public and private projects.				
Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Complete Master Plans	100%	2	2	2
Complete Sectional Map Amendments	100%	2	2	2
Complete Urban Design Guidelines for approved master plans	100%	2	1	1
# of development applications received in FY		89	80	85
# of development applications approved in FY		68	65	65

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$1,690,117	\$1,698,868	0.5%
Staffing				
	Funded Career Positions	17.00	17.00	0.0%
	Funded Workyears	11.95	12.00	0.4%

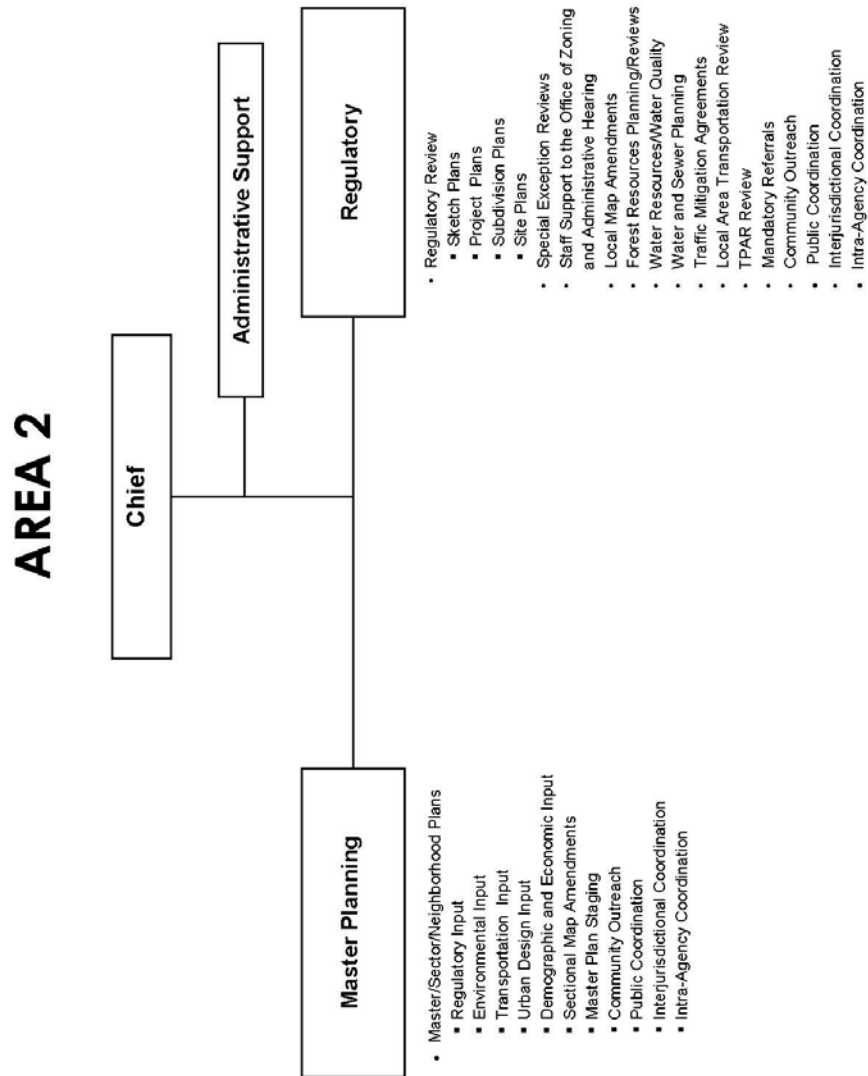
HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Addition of Bethesda CBD sector plan. According to master plan schedule, Purple Line at Terminus (Apex) will be completed in FY14.
- Restart Lyttonsville Sector Plan.
- Per master plan schedule, the Long Branch Sector Plan will close out in FY14.
- Per master plan schedule, the Chevy Chase Lake plan will close out in FY14.



Montgomery County Planning Department - Area 2

ORGANIZATIONAL STRUCTURE



Montgomery County

Planning Department - Area 2

OVERVIEW

The Area 2 Division covers the geographical portion of the county north of I-495 including areas east of US 29, west and east of MD 355 and the I-270 corridor up to Germantown, and the Wheaton CBD. The Division:

- Prepares master plans and sector plans.
- Provides for orderly, functional, and attractive development consistent with master plans.
- Provides timely and coordinated analysis of development applications, including zoning, special exceptions and regulatory reviews, in order to implement area master plans, sector plans, and other public plans and policies.
- Provides recommendations to assist in conserving resources.
- Provides recommendations for innovative environmental practices.
- Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process.
- Provides guidance on multiple modes of transportation consistent with the land use and development process.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

• Master/Area/Neighborhood Planning - Regulatory Input - Environmental Input - Transportation Input - Urban Design Input - Sectional Map Amendment	• Local Area Transportation Review
• Regulatory Reviews	• Transportation Policy Area Review
• Local Map Amendments	• Interagency coordination
• Development Plan Amendments	• Community Outreach
• Technical Staff support to the Board of Appeals	• Water Resources/Water Quality
• Capital Improvements Program Review	• Coordination with Enforcement
• Mandatory Referrals	• Coordination with Park Planning
• Sectional Map Amendments	• Water and Sewer Planning
• Monitor and report on master plan implementation and strategy	• Forest Resources Planning/Reviews
	• Transportation Management and Transportation Mitigation Agreements
	• Interjurisdictional coordination
	• Public/Private Coordination
	• Special Exception Reviews

ACCOMPLISHMENTS FY13-14

- Secured approval of Glenmont Sector Plan
- Planning Board Draft White Oak Science Gateway Master Plan
- Approved redevelopment of the County Service Park per the Smart Growth Initiative



Montgomery County Planning Department - Area 2

- Approved redevelopment of White Flint Mall
- Prepared First Biennial Master Plan Monitoring Report
- Secured analysis of industrial land uses in Montgomery County
- Analyzed Costco gas station Special Exception
- Completed countywide Corrective Map Amendments to Zoning Maps

GOALS AND PERFORMANCE MEASURES

Goal Complete projects in accordance with the General Plan ... on Wedges and Corridors				
Objective				
• Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County. • Support regulatory planning that implements the objectives of the master planning program. • Provide for community outreach and support the coordination of public and private projects.				
Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
# Complete Master Plans	100%	0	2	1
# Complete Sectional Map Amendments	100%	1	2	1
Percent of plans approved in accordance with the applicable master plan	100%	100%	100%	TBD
# of development applications received in FY		98	100	TBD
# of development applications approved in FY		49	60	TBD

BUDGET AT A GLANCE

Summary of Division Budget

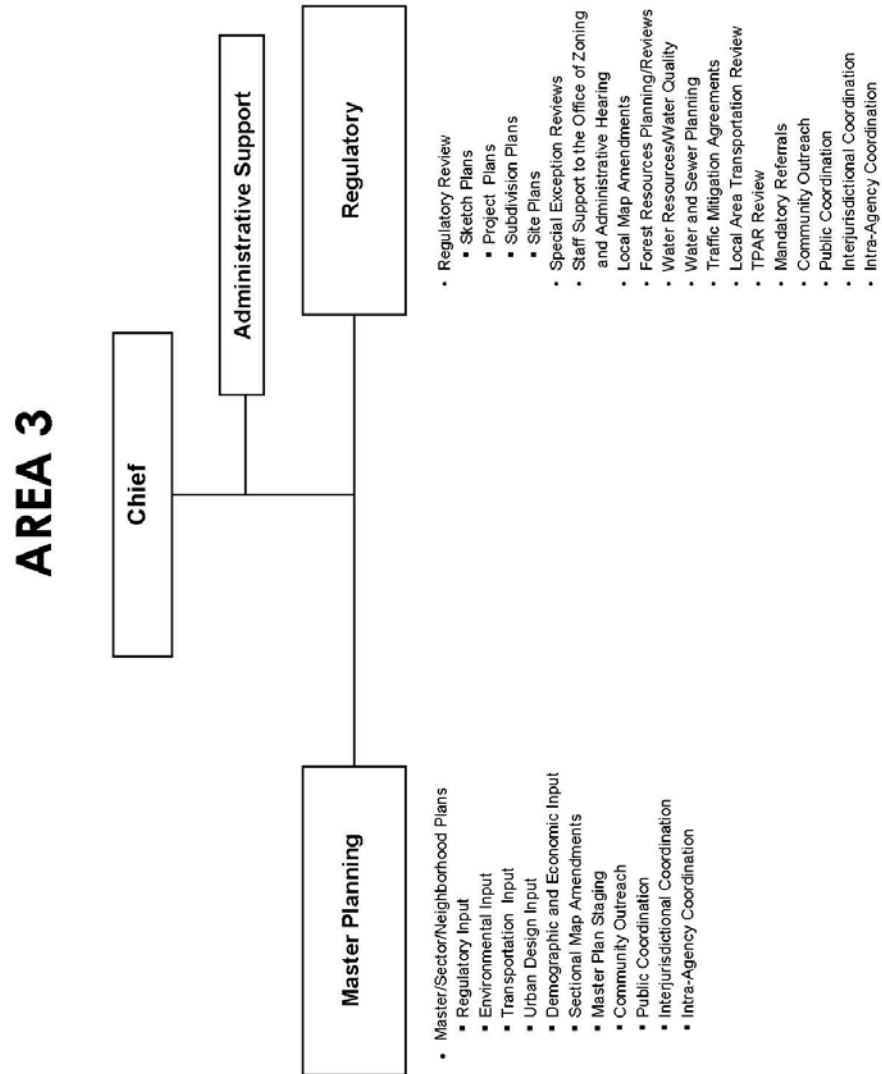
		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$1,997,601	\$1,976,926	-1.0%
Staffing				
	Funded Career Positions	21.00	21.00	0.0%
	Funded Workyears	16.15	15.50	-4.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Aspen Hill/Vitro Minor Master Plan will be completed.



ORGANIZATIONAL STRUCTURE



OVERVIEW

The Area 3 Division covers the northern part of the county including the rural areas, the Agricultural Reserve, the environmentally sensitive Special Protection Areas, and the Town Centers in Clarksburg, Damascus, Olney, Burtonsville, and Germantown. The Division:

- Prepares master plans and sector plans.
- Provides for orderly, functional, and attractive development consistent with master plans.
- Provides timely and coordinated analysis of development applications, including zoning, special exceptions and regulatory reviews, in order to implement area master plans, sector plans, and other public plans and policies.
- Provides recommendations to assist in conserving resources.
- Provides recommendations for innovative environmental practices.
- Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process.
- Provides guidance on multiple modes of transportation consistent with the land use and planning development process.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Input
 - Environmental Input
 - Transportation Input
 - Urban Design Input
 - Sectional Map Amendment
- Regulatory Reviews
- Local Map Amendments
- Development Plan Amendments
- Technical Staff support to the Board of Appeals
- Capital Improvements Program Review
- Mandatory Referrals
- Support of agricultural initiatives program
- Special Exception Reviews
- Local Area Transportation Review
- Transportation Policy Area Review
- Interagency coordination
- Community Outreach
- Water Resources/Water Quality
- Coordination with Enforcement
- Coordination with Park Planning
- Water and Sewer Planning
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Interjurisdictional coordination
- Public/Private Coordination
- Sectional Map Amendments
- Monitoring of BLTs and TDRs

ACCOMPLISHMENTS FY13 -14

- Approval of the Burtonsville Crossroads Neighborhood Plan
- Approval of the SMA for the Burtonsville Crossroads Neighborhood Plan
- Approval of the Master Plan Amendment for Ten Mile Creek Watershed
- Completed the SMA for the Clarksburg Master Plan Amendment for the Ten Mile Creek Watershed



Montgomery County

Planning Department - Area 3

- Completed and presented to the County Council the Status Report on the Agricultural Initiatives Program including Transferrable Development Rights (TDRs) and Building Lot Terminations (BLTs)

GOALS AND PERFORMANCE MEASURES

Goal Complete projects in accordance with the General Plan ... on Wedges and Corridors				
Objective				
- Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County. - Support regulatory planning that implements the objectives of the master planning program. - Provide for community outreach and support the coordination of public and private projects.				
Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Complete Master Plans/Minor Amendment	1	1	1	1
Complete Sectional Map Amendments	1	1	1	1
Percent of development applications plans approved in accordance with the applicable master plan	100%	100%	100%	100%
# of development applications received in FY	190	194	190	190
# of development applications approved in FY	150	165	160	160

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$1,968,882	\$2,024,259	2.8%
Staffing				
	Funded Career Positions	22.00	22.00	0.0%
	Funded Workyears	15.95	16.20	1.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

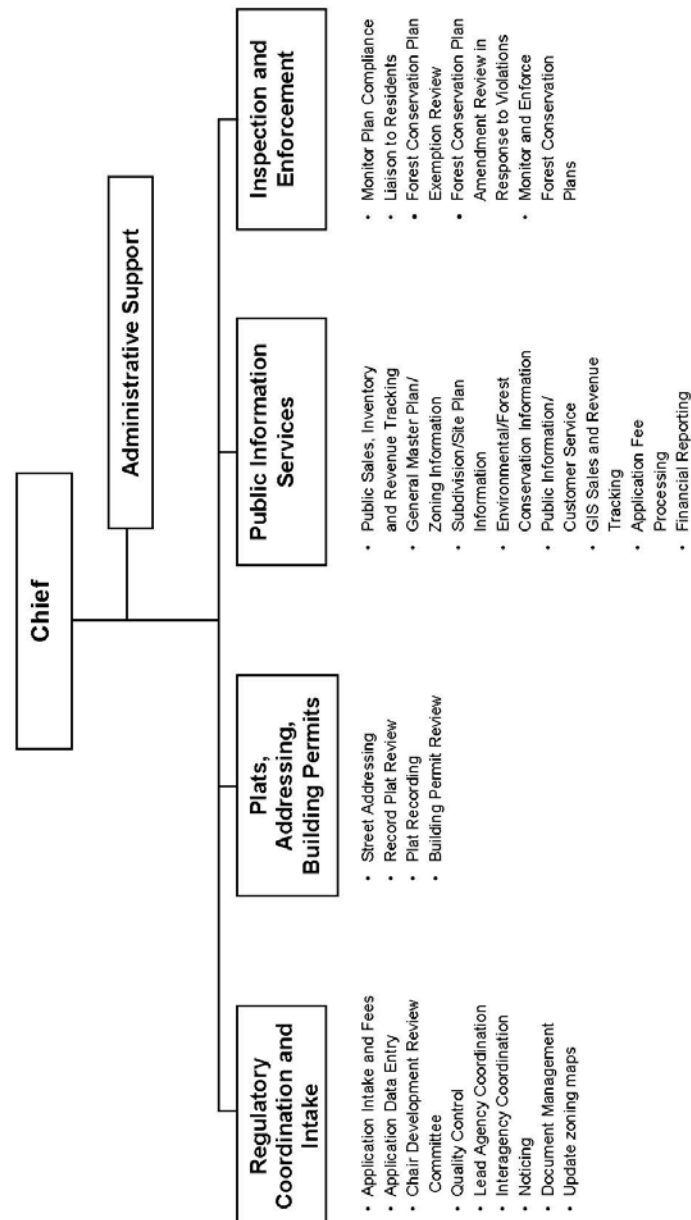
- Completion of Sandy Spring Rural Village Plan.
- Initiation of one new master plan in either Potomac Village or Westbard.



Montgomery County Planning Department – Development Applications and Regulatory Coordination

ORGANIZATIONAL STRUCTURE

DEVELOPMENT APPLICATIONS AND REGULATORY COORDINATION



Montgomery County

Planning Department – Development Applications and Regulatory Coordination

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Development application intake
- Archiving and recordkeeping of approved plans
- Chair the Development Review Committee
- Enforce the Forest Conservation Law and Conservation Easements
- Approve road profiles
- Review records plats
- Manage the Department's Information Counter
- Review and approve forest conservation plan exemptions
- Approve street names and addresses
- Ensure implementation of forest conservation planting requirements
- Review preliminary amendments submitted in response to violations
- Review building permits

GOALS AND PERFORMANCE MEASURES

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

ACCOMPLISHMENTS FY13-14

- Tracked processing times for regulatory plans.
- Successful implementation of ePlans for preliminary and site plans and record plats (ProjectDox)
- Reduction of review time for forest conservation plan exemptions.
- Handled a 37% increase in the number of building permits referred to the Planning Department and reduced the hours to review building permits by almost 50%.
- Electronically archived two years of Site and Subdivision Plans, which are now available on the website through Development Applications Information Center (DAIC).
- Sent 192 boxes (FY13) to the permanent archives in Saddlebrook.



Montgomery County
Planning Department – Development Applications and Regulatory
Coordination

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY14</u> <u>Adopted</u>	<u>FY15</u> <u>Proposed</u>	<u>%</u> <u>Change</u>
Budget				
	Expenditures	\$822,084	\$767,311	-6.7%
Staffing				
	Funded Career Positions	22.00	21.00	-4.5%
	Funded Workyears	10.10	9.85	-2.5%

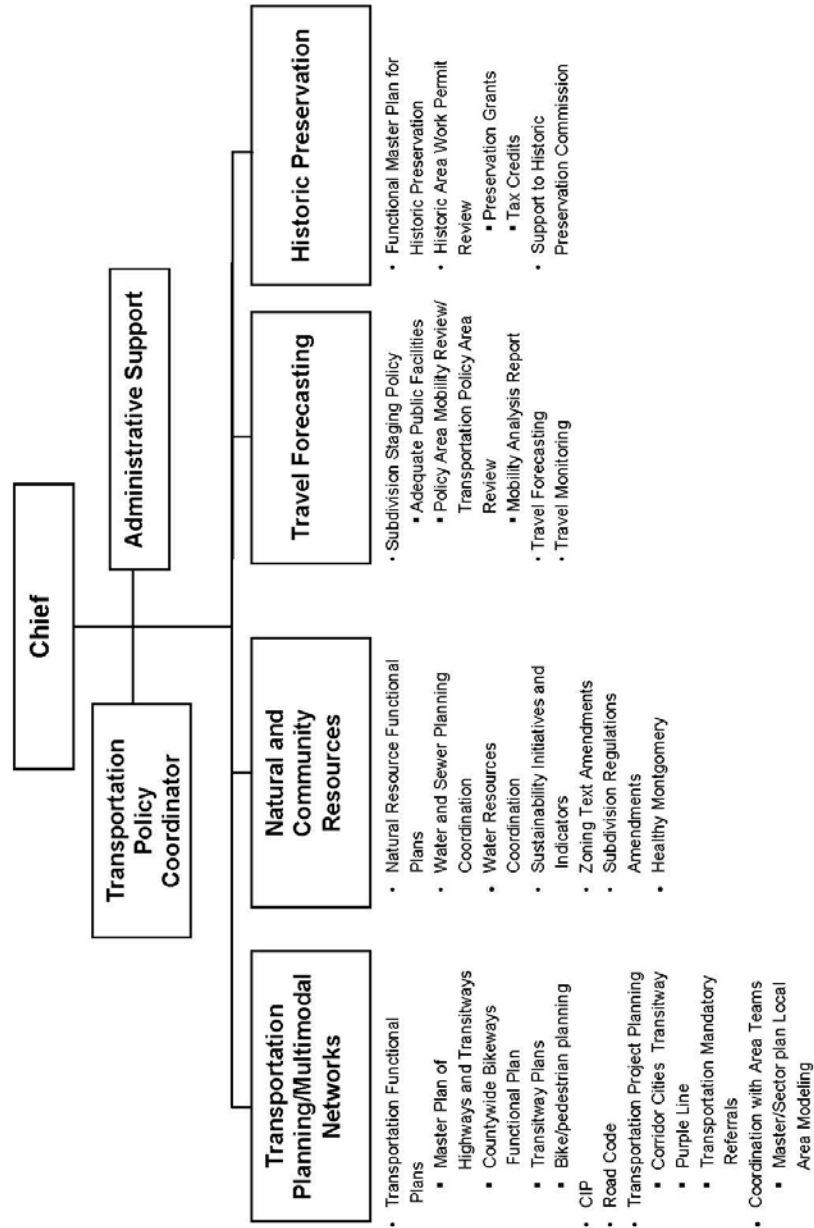
HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- One position and funding associated with it is moved to the new Information Technology and Innovation Division in FY15.



ORGANIZATIONAL STRUCTURE

FUNCTIONAL PLANNING AND POLICY



Montgomery County

Planning Department – Functional Planning and Policy

OVERVIEW

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

MISSION

The Division staff prepare, review, and implement county-wide functional plans and policies for the elements of the General Plan as defined in the state Land Use Article: Transportation, Historic Preservation, Environmental Resources, and Zoning. Functional Planning and Policy staff are also responsible for the preparation of the Subdivision Staging Policy as required by law and for maintaining and applying the regional transportation model and local area models. Historic Preservation staff serve the Planning Board and Historic Preservation Commission; execute the county's historic preservation program, perform identification, research and designation functions, regulatory review, tax credit and grant administration, and outreach and education activities. Zoning staff coordinate the review of all zoning text amendments.

PROGRAMS AND SERVICES PROVIDED

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

- Functional Plans associated with countywide systems or resources
- Provide transportation modeling for Master and Sector Plans
- Identify, research and designate Historic Resources. Prepare amendments to the Master Plan for Historic Preservation
- Provide outreach and education materials on historic resources and programs
- Represent the Department on committees addressing changes to the Road Code and standards
- Prepare staff recommendations on Zoning and Subdivision Regulations Text Amendments
- Lead the Department review of and coordination with the CIP and CTP
- Policy Guidance on issues affecting more than one area
- Serving on interagency or inter-governmental groups
- Provide regulatory review of and tax credit information for construction involving historic properties
- Prepare functional plans for transportation and environmental systems
- Provide transportation modeling for the Subdivision Staging Policy and master plans
- Provide updates of Sustainability Indicators and the Climate Protection Plan
- Review Historic Area Work Permits



Montgomery County

Planning Department – Functional Planning and Policy

ACCOMPLISHMENTS FY13-14

- Secured County Council approval for the County-wide Transit Corridors Functional Master Plan.
- Initiated a study of how to improve the transit test for the Transportation Policy Area Review (TPAR) methodology and incorporate the Bus Rapid Transit System (as adopted) into the process.
- Implemented an urban tree planting program to redistribute the use of In-Lieu fees to benefit urban areas.
- Prepared information to comply with the state's PlanMaryland.
- Evaluated historic resources for designation as part of the Long Branch, White Oak, and Glenmont area master plans, and the M-NCPPC Park Buildings amendment to the Master Plan for Historic Preservation.
- Provided significant input to and coordination in the design of the Purple Line.
- Coordinated the staff review and recommendations for the MidCounty Highway Corridor study.
- Completed Phase II of the Historic Home Energy Audit grant program.

GOALS AND PERFORMANCE MEASURES

Goal	Provide leadership for Transportation, Historic Preservation, Zoning and Environmental Planning that preserves and enhances the county’s environmental resources, economic potential, and social equity.				
	Objective				
	Prepare and amend Functional Plans as specified in the Council approved work program to comply with County needs, as well as state and federal requirements.				
Program Indicator		Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Prepare new or amended functional master plans.		2	1	1	0
Objective					
Complete required review of Historic Area Work Permits					
Program Indicator		Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Percent of reviews completed within the required review period		100%	100%	100%	100%
Prepare Staff Reports for proposed Zoning and Subdivision Regulations Text Amendments.					
Program Indicator		Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Percent of Staff reports and certification of Board action prepared in time for Council action		100%	100%	100%	100%



BUDGET AT A GLANCE

Summary of Division Budget

		FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$2,746,447	\$2,569,393	-6.4%
Staffing				
	Funded Career Positions	18.00	19.00	5.6%
	Funded Work Years	17.50	18.40	5.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- New one-time transportation consultant services needed to prepare for the 2012-2016 Subdivision Staging Policy. New funding request \$50K.
- New one-time transportation consultant services added to study potential new models for traffic and transit mobility. New funding request \$75K.
- New ongoing funding for one existing but currently unfunded position (\$125K) to supplement transportation modeling staff to allow us to restore efforts in planning for bicycle accommodation to support the increasing growth of biking as a transportation mode and the advent of bikesharing.



Montgomery County

Planning Department – Support Services

OVERVIEW

The Support Services budget contains department-wide expenses that are essential to the management and operation of the Department. Significant items included in Support Services are advertising, utilities, gasoline, telephones, insurance, workers compensation premiums, and professional services including translation services, continuous improvement efforts, diversity initiative activities, and employee, leadership and executive training.

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

BUDGET AT A GLANCE

Summary of Division Budget

		FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$1,852,700	\$1,906,100	2.9%
Staffing				
	Funded Career Positions	0.00	0.00	0.0%
	Funded Work Years	0.00	0.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- The increase in expenditures reflects the reallocation of resources within the Department to known needs in Support Services and is primarily due to a net increase of \$32,000 in CAS chargebacks.



Montgomery County

Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY PLANNING DEPARTMENT

Expenditures by Division by Type

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Office of The Planning Director				
Personnel Services	527,790	992,604	729,870	-26.5%
Supplies and Materials	819	1,000	1,000	0.0%
Other Services and Charges	29,656	78,200	29,200	-62.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	558,265	1,071,804	760,070	-29.1%
Management Services (fmly Mgmt & Tech Svcs)				
Personnel Services	2,425,578	2,784,482	1,992,354	-28.4%
Supplies and Materials	203,287	260,100	5,200	-98.0%
Other Services and Charges	678,137	712,400	128,200	-82.0%
Capital Outlay	67,119	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(6,200)	-	(37,400)	-
Total	3,367,921	3,756,982	2,088,354	-44.4%
Functional Planning & Policy				
Personnel Services	1,942,910	2,155,547	2,323,793	7.8%
Supplies and Materials	10,259	4,300	3,300	-23.3%
Other Services and Charges	114,826	586,600	254,800	-56.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(267,340)	-	(12,500)	-
Total	1,800,655	2,746,447	2,569,393	-6.4%
Area 1				
Personnel Services	1,713,500	2,065,517	2,087,968	1.1%
Supplies and Materials	620	3,500	3,500	0.0%
Other Services and Charges	30,409	126,300	106,300	-15.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(405,400)	(505,200)	(498,900)	-1.2%
Total	1,339,129	1,690,117	1,698,868	0.5%
Area 2				
Personnel Services	2,212,736	2,436,101	2,457,026	0.9%
Supplies and Materials	421	3,800	3,800	0.0%
Other Services and Charges	34,138	37,900	77,400	104.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(467,800)	(480,200)	(561,300)	16.9%
Total	1,779,495	1,997,601	1,976,926	-1.0%



Montgomery County

Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY PLANNING DEPARTMENT

Expenditures by Division by Type

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Area 3				
Personnel Services	2,142,985	2,534,482	2,548,659	0.6%
Supplies and Materials	17	3,500	3,500	0.0%
Other Services and Charges	296,580	23,400	33,400	42.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(648,600)	(592,500)	(561,300)	-5.3%
Total	1,790,982	1,968,882	2,024,259	2.8%
Dev. Applications & Regulatory Coordination				
Personnel Services	1,667,703	2,161,284	2,005,011	-7.2%
Supplies and Materials	2,360	4,700	9,400	100.0%
Other Services and Charges	145,227	15,700	19,000	21.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,266,000)	(1,359,600)	(1,266,100)	-6.9%
Total	549,290	822,084	767,311	-6.7%
Center for Research and Information Systems				
Personnel Services	1,529,666	1,695,388	-	-100.0%
Supplies and Materials	9,662	7,700	-	-100.0%
Other Services and Charges	299,051	273,900	-	-100.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(131,000)	-	-	-
Total	1,707,379	1,976,988	-	-100.0%
Information Technology and Innovation				
Personnel Services	-	-	2,071,010	-
Supplies and Materials	-	-	247,300	-
Other Services and Charges	-	-	966,500	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	-	3,284,810	-
Research and Special Projects				
Personnel Services	-	-	1,020,953	-
Supplies and Materials	-	-	600	-
Other Services and Charges	-	-	377,600	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	-	1,399,153	-



Montgomery County

Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY PLANNING DEPARTMENT

Expenditures by Division by Type

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Support Services				
Personnel Services	18,786	79,900	56,100	-29.8%
Supplies and Materials	73,905	74,400	109,900	47.7%
Other Services and Charges	1,636,591	1,613,400	1,655,100	2.6%
Capital Outlay	122,668	-	-	-
Other Classifications	-	-	-	-
Chargebacks	85,000	85,000	85,000	0.0%
Total	1,936,950	1,852,700	1,906,100	2.9%
Grants				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	-	-	-	-
Total	-	150,000	150,000	0.0%
Total Planning Department				
Personnel Services	14,181,654	16,905,305	17,292,744	2.3%
Supplies and Materials	301,350	363,000	387,500	6.7%
Other Services and Charges	3,264,615	3,467,800	3,647,500	5.2%
Capital Outlay	189,787	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	(3,107,340)	(2,852,500)	(2,852,500)	0.0%
Total	14,830,066	18,033,605	18,625,244	3.3%



Montgomery County

Planning Department – Summary of Positions and Workyears

POSITION DETAIL BY DIVISION BY DIVISION

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	6.00	6.00	6.00	6.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	6.00	6.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Director's Office	6.00	6.00	6.00	6.00	4.00	4.00
<u>MANAGEMENT SERVICES (frmly MGMT & TECH SVCS)</u>						
Full-Time Career	20.00	20.00	21.00	21.00	16.00	16.00
Part-Time Career	1.00	0.90	1.00	0.90	-	-
Career Total	21.00	20.90	22.00	21.90	16.00	16.00
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.05)	-	-	-	(0.30)
Less Lapse	-	-	-	(1.00)	-	(1.00)
Subtotal Management & Tech. Svcs.	22.00	21.60	23.00	21.65	17.00	15.45
<u>FUNCTIONAL PLANNING AND POLICY</u>						
Full-Time Career	17.00	17.00	17.00	17.00	18.00	18.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	18.00	17.50	18.00	17.50	19.00	18.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(3.10)	-	(2.32)	-	(0.10)
Less Lapse	-	-	-	-	-	-
Subtotal Functional Planning and Policy	18.00	14.40	18.00	15.18	19.00	18.40
<u>AREA 1</u>						
Full-Time Career	18.00	18.00	17.00	17.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	17.00	17.00	17.00	17.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(3.25)	-	(4.05)	-	(4.00)
Less Lapse	-	(2.00)	-	(1.00)	-	(1.00)
Subtotal Area 1	18.00	12.75	17.00	11.95	17.00	12.00
<u>AREA 2</u>						
Full-Time Career	20.00	20.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	21.00	21.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(3.75)	-	(3.85)	-	(4.50)
Less Lapse	-	-	-	(1.00)	-	(1.00)
Subtotal Area 2	20.00	16.25	21.00	16.15	21.00	15.50



Montgomery County

Planning Department – Summary of Positions and Workyears

POSITION DETAIL BY DIVISION BY DIVISION

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
AREA 3						
Full-Time Career	20.00	20.00	21.00	21.00	21.00	21.00
Part-Time Career	1.00	0.70	1.00	0.70	1.00	0.70
Career Total	21.00	20.70	22.00	21.70	22.00	21.70
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(5.20)		(4.75)		(4.50)
Less Lapse		-		(1.00)		(1.00)
Subtotal Area 3	21.00	15.50	22.00	15.95	22.00	16.20
DEV APPLICATIONS & REGULATORY COORDINATION						
Full-Time Career	22.00	22.00	22.00	22.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	22.00	22.00	22.00	22.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(10.15)		(10.90)		(10.15)
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Dev Applicat. & Reg. Coord.	22.00	10.85	22.00	10.10	21.00	9.85
CTR FOR RESEARCH & INFO SYSTEMS						
Full-Time Career	18.00	18.00	16.00	16.00	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	16.00	16.00	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(1.05)		-		-
Less Lapse		(3.00)		(1.00)		-
Subtotal CTR for Res. & Info Systems	18.00	13.95	16.00	15.00	-	-
INFORMATION TECHNOLOGY AND INNOVATION						
Full-Time Career					16.00	16.00
Part-Time Career					1.00	0.90
Career Total	-	-	-	-	17.00	16.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		-		-		(1.00)
Subtotal CTR for Res. & Info Systems	-	-	-	-	17.00	15.90
RESEARCH AND SPECIAL PROJECTS						
Full-Time Career					8.00	8.00
Part-Time Career					-	-
Career Total	-	-	-	-	8.00	8.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal CTR for Res. & Info Systems	-	-	-	-	8.00	8.00



Montgomery County

Planning Department – Summary of Positions and Workyears

POSITION DETAIL BY DIVISION BY DIVISION

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TOTAL PLANNING</u>						
Full-Time Career	141.00	141.00	141.00	141.00	142.00	142.00
Unfunded Career	6.00	-	6.00	-	5.00	-
Part-Time Career	3.00	2.10	3.00	2.10	3.00	2.10
Career Total	150.00	143.10	150.00	143.10	150.00	144.10
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Chargebacks		(26.55)		(25.87)		(23.55)
Less Lapse		(6.00)		(6.00)		(6.00)
Grand Total Planning Department	151.00	111.30	151.00	111.98	151.00	115.30

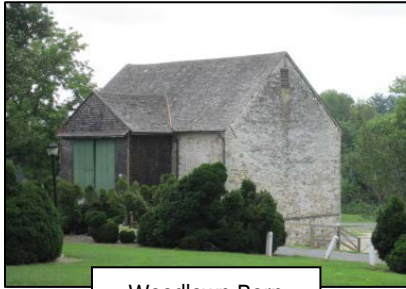


Department of Parks
(Park / PM / Enterprise / CIP)

MONTGOMERY COUNTY DEPARTMENT OF PARKS (Park and Other Funds)

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Woodlawn Barn



Agricultural History Farm Park



Stormwater Maintenance Work



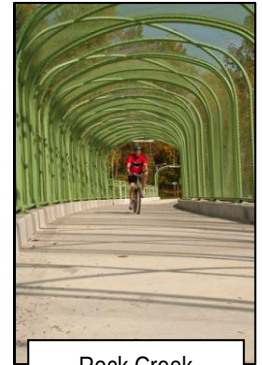
Community
Garden

Montgomery County Parks

Our Vision: 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.

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.

Parks Matter!



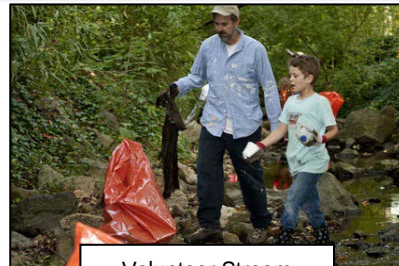
Rock Creek
Pedestrian Bridge



Wheaton
Regional Park



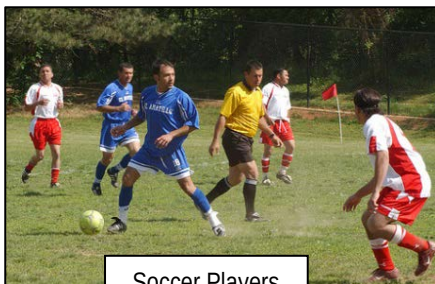
Park Police Officer
Working with Children



Volunteer Stream
Valley Cleanup



South
Germantown



Soccer Players



Harvest Festival



Little Seneca Lake



MONTGOMERY PARKS, M-NCPPC

Parks Information Line – 301-495-2595

www.MontgomeryParks.org

OUR MISSION

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

PARK SYSTEM HIGHLIGHTS

Total number of parks:	420
Total acres of parkland:	35,301
Total developed acreage:	8,947
Open and environmental preservation acreage:	26,354

TYPES OF PARKS

Local	153	Regional	5	Neighborhood Conservation Areas	40
Neighborhood	95	Recreational	11	Miscellaneous Recreation/ Non-Recreation Facilities	6
Urban	27	Special	25		
Stream Valley	38	Conservation	20		

PARK FACILITIES

Archery: 2	Driving Range (Stand Alone): 1	Picnic Shelters - Non-Permitted: 45
Athletic fields: 298	Golf Courses: 4	Picnic Shelters - Permitted: 83
Cricket Field: 2	Gymnasiums: 1	Large Group Picnic Areas: 2
Overlay football/soccer fields: 50	Historic Sites: 43	Playgrounds: 291
Basketball Courts: 207	Historic Structures: 117	Skate Park: 3
Campgrounds – Full Service: 1	Ice Rinks: 2	Splash Playground: 1
Campgrounds – Primitive: 2	In-Line Skate: 1	Sports Center: 1
Campsites: 104	Lakes: 4	Sports Pavilion: 1
Carousel: 1	Boating Facility - Rentals: 2	Tai Chi Court: 1
Dog Parks: 5	Boating Landing Ramps: 3	Tennis Centers - Indoor: 2 (12 Courts)
Equestrian centers: 6	Miniature Golf: 1	Tennis Courts - Outdoor: 303
Event Centers: 5	Miniature Trains: 2	Trails - Canoe: 2.4 miles
Exercise Courses: 13	Nature Centers: 4	Trails - Natural Surface: 146.99 miles
Formal Botanical Gardens: 2	Outdoor Ropes Course: 1	Trails - Paved: 78.95 miles
Community Gardens: 11	Park Activity Buildings: 29	Volleyball Courts: 25

PARK BUDGET

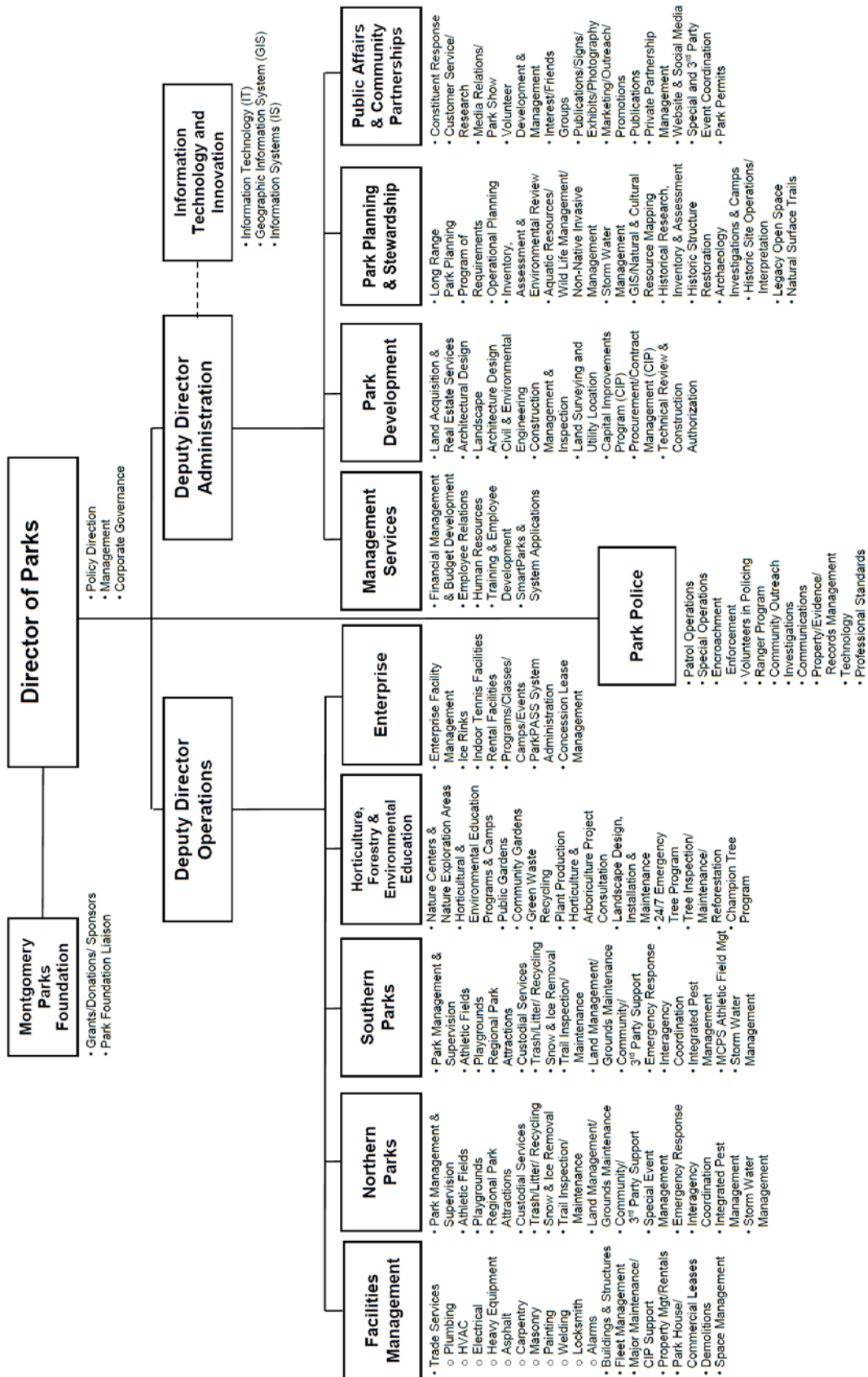
Park Fund, Adopted Operating Budget FY2014	\$87.15 million
Capital Improvements Program FY2013-2018	\$38.97 million for acquisition
Capital Improvements Program FY2013-2018	\$117.59 million for development

As of 8/13
Source: SmartParks



ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY DEPARTMENT OF PARKS



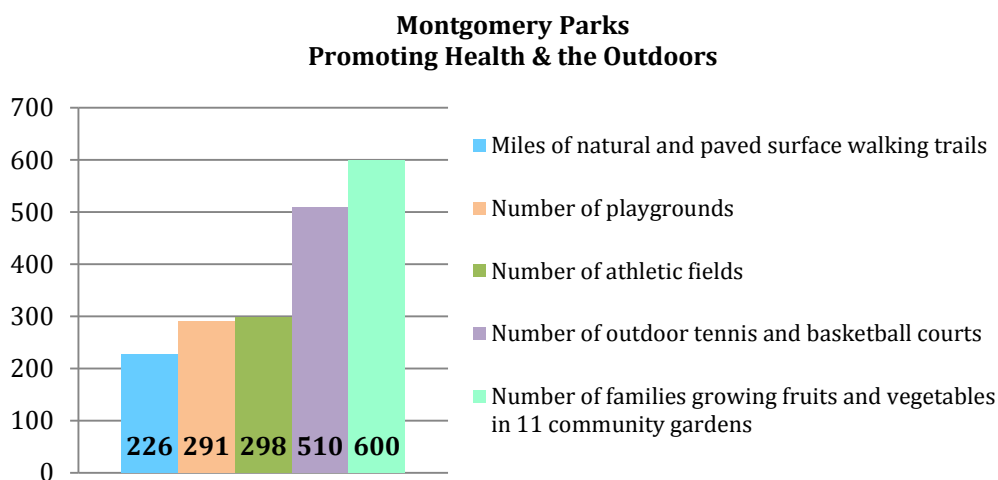
EXECUTIVE OVERVIEW

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

Montgomery County is home to one of the largest and most diverse park systems in the nation with over 35,000 acres in 420 parks. This is more than 10% of the land in the County. The Department of Park protects the county's watershed and serves as its "backyard" -- providing safe and green outdoor spaces, fun and educational programs and events, a wide variety of recreational opportunities for all ages and interests, and important community features.

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

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



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

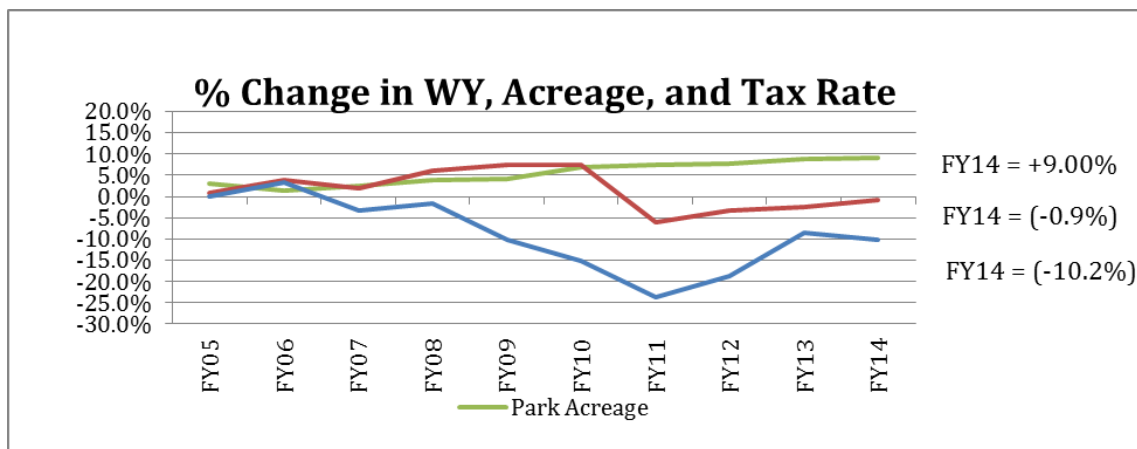
Montgomery County Department of Parks

continue to serve as a guide for future park development and resource protection to better address changing needs and growth forecasts through 2030.

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

Over the last decade, park acreage increased 9%, but staffing is lower by nearly 1%. In addition, the Park tax rate is down over 10%. The deferred maintenance backlog is growing for buildings, grounds, and facilities (including trails, roads, and bridges). In FY08, there was a backlog of over 500 outstanding work orders for repairs and preventive maintenance. By FY12, that number had grown to 2,000, and, last year, after the derecho in June 2013 and Super Storm Sandy in October 2013, that number had grown to 2,500. This year, the number of outstanding work orders has modestly increased to 2,550.

During the recent economic downturn, the Department of Parks funding was reduced as was the funding for other County agencies. For the past few years, the Department has been operating at the same services level, which is below the desired service level, while the economy has sluggishly improved. Our staff work years remain below the FY05 level.



The Department's FY15 budget includes increases for compensation adjustments, unfunded obligations for new parks and amenities, known operating commitments, debt service on general obligation bonds, risk management, information technology upgrades, and National Pollutant Discharge Elimination System (NPDES), Americans with Disabilities Act (ADA) and Consolidated Registration System mandates.

In addition, the FY15 budget also includes incremental increases for Park essential needs to begin to address the backlog of work requests and to reverse the trend of the past few years. There is very little that is new about the incremental increases proposed for FY15. Rather, these are all efforts required to bring our infrastructure and amenities to acceptable standards, ensure patron and tenant safety, and preserve what we already have for the enjoyment of current and future generations.



Montgomery County

Department of Parks

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 our stakeholders and within our communities. The FY15 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and maintain the quality of life for which Montgomery County is renowned.

MISSION

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

VALUES

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

PROGRAMS AND SERVICES PROVIDED

Montgomery County Department of Parks

- Park Services
- Stewardship of Natural and Cultural Park Resources
- Administration and Management
- Planning and Community Partnerships

ACCOMPLISHMENTS

- Continued developing and fostering volunteerism to support a wide range of park programs. The residents of Montgomery County demonstrated a strong commitment to the park system in FY13 as over 11,000 volunteers contributed the equivalent of 40 work years, an estimated value of more than \$1.8 million.



- Coordinated with WSSC staff to comply with a 2005 US District Court ruling requiring WSSC to repair leaking assets such as manholes and sewer lines, many of which are located within several stream valleys in the Montgomery County Park System. This work must be completed by December 2015. WSSC staff, consultants, and Park staff coordinate closely through the conception, design, and construction of the projects to ensure natural resources impacts are avoided or minimized to the greatest extent possible.
- Received approximately \$140,000 from the Federal Emergency Management Administration (FEMA) for the storm clean up after the Super Storm Sandy in October 2012. The many hours cleaning up downed trees, limbs and debris, as well as securing structures that were damaged or deemed unsafe as a result of the hurricane were captured within the SmartParks system which greatly reduces data collection and post storm reporting.
- Coordinated a series of leadership and supervisory training programs, including leadership development courses for over 50 employees to assist with succession planning and to implement many of the objectives from Vision 2030.
- Invested in staff development through many training sessions offered on a wide variety of topics including department-wide ADA training; ongoing NPDES trainings; regularly scheduled Tool Box talks out in the field; Performance Management training for all new supervisors; continuing education webinars; and Handling Customer Conflicts; Creating a Respectful Workplace and Sexual Harassment Prevention; Nutrient Management Laws; Handling Black Bear Situations; and Human Resources training for supervisors.
- Continued energy management efforts, which were partially funded through Department of Energy grants, kept the Department of Parks overall consumption rates flat, even with the addition of new parks and facilities. Last year, the cost of energy resources decreased 11% for electricity, 24% for natural gas, and 15% for propane due to favorable market rates. Projects underway in FY14 include boiler replacements at Needwood Mansion, Woodlawn Mansion, Second Chance Wildlife Center and Meadowbrook Riding Stables which will increase operating efficiency up to 50% and reduce exhaust gases to less than 5%. Other FY14 projects include replacing the heating, ventilation and air conditioning (HVAC) equipment at Brookside Visitors Center and Parkside Headquarters which will result in 15-20% energy savings for those buildings.
- Focused FY13 water consumption reduction programs on service location consolidation and irrigation water consumption resulting in 9% savings in water and sewage costs.
- Successfully implemented a new Park Police sharp-shooting operation for white-tailed deer in Rock Creek Stream Valley. Deer population management continued at 27 other M-NCPPC park units resulting in over 1,000 deer being harvested from Montgomery parks including 495 harvested from the sharp-shooting operations which were processed into 17,000 pounds of meat that was donated to food banks in the metropolitan area. M-NCPPC's program is considered by the State Department of Natural Resources to be the exemplary program of its type in Maryland.
- Crafted \$194.7 million FY15-20 CIP and transmitted to the Montgomery County Council.



Montgomery County Department of Parks

- Acquired more than 75 acres of parkland.
- Continued efforts to meet the mandates of the National Pollutant Discharge Elimination Systems permit (NPDES) included increasing training of frontline staff, completing several water quality projects, establishing programs to monitor storm drain outfalls for non-stormwater discharges, and hiring staff to focus on maintenance of stormwater facilities on parkland, management of nuisance wildlife in stormwater facilities, assessment and implementation of green management practices on parkland, and increased volunteer efforts. The number of stream clean-ups increased by more than 130%, and, in April alone, 75,000 pounds of trash were removed from our stream valleys.
- Took in 4,734 cubic yards of landscape waste from the parks through the efforts of the Montgomery Parks Green Waste Recycling Program and composted the waste into 1,150 cubic yards of compost returned to the parks through various uses.
- Achieved 71.9% mandatory and voluntary recycling results as reported by the Montgomery County Division of Solid Waste Services which is well above the County's required rate of 50%. This is due in part to the efforts of the Parks' Recycling Committee which promotes recycling with the staff through training and awareness programs.
- Initiated an innovative "Managers on Bikes" program that has increased interaction between park managers and park and trail users. Park managers can keep a close eye on parks, facilities and trails while getting exercise by cycling several times a week.
- Constructed a 300 foot masonry wall with a stone veneer adjacent to the River Road overpass of the Capital Crescent Trail as an important safety feature designed to protect pedestrians and cyclists from vehicular traffic.
- Dispensed 125,774 gallons of B-5 bio-diesel in FY13, saving on the consumption of 6,289 gallons of diesel fuel annually. All Parks fueling stations dispense B-5 biodiesel.
- Continued to upgrade the fueling stations to the Fuel-Master computer system, which includes new dispensers, improved security and data integrity. The last site will be upgraded in July 2015.
- Provided exceptional opportunities and programs for children and families through our nature centers, outdoor family events and activities, indoor and outdoor recreational facilities, community gardens, and school cooperative programs.
- Implemented the "Young Lungs at Play" initiative that limits tobacco use near playgrounds and restricts smoking to designated areas at facilities.
- Began to upgrade the Enterprise Asset Management (EAM) system, known as "SmartParks", to replace the existing Montgomery County Parks SmartParks system for asset management, work order management and inventory control. The system is planned to go live in early FY15.
- Continued collaboration with the County's Department of Recreation and the Office of Community Use of Public Facilities to develop a joint registration system that will enable all three agencies to provide better customer service and easier access to programs and services.



Montgomery County

Department of Parks

- Completed access evaluations related to the Americans with Disabilities Act (ADA) within the Shady Grove, Black Hill, Little Bennett and Rock Creek maintenance areas. The third round of evaluations, which will cover the Olney Manor and Martin Luther King maintenance areas, began in the fall of 2013.
- Continued the implementation of the M-NCPPC Sustainability Standards which went into effect November 2012 with the goal to complete the assessment process and develop a comprehensive plan within the year.

GOALS AND PERFORMANCE MEASURES

Goal To have all park facilities and amenities accessible to all people				
Objective				
Complete all five phases of the 2011 Settlement Agreement with the U. S. Department of Justice for ADA by 2016				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of parks assessed for ADA compliance (20% per year over 5 years)	100%	45%	70%	80%

Goal Offer a variety of enjoyable recreational activities that encourage healthy lifestyles				
Objective				
Maintain a high level of customer satisfaction rating and customer referral rate at all surveyed facilities				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of customers who rank programs and facilities as “good” or “excellent” through How Are We Doing customer survey program	95%	92%	95%	95%
% of customers who would recommend facilities and programs to family/friend through How Are We Doing customer survey program	95%	99%	99%	99%
Notes: surveyed facilities include ice rinks, indoor tennis centers, dog parks, nature centers, Brookside Gardens, and seasonal facilities such as Little Bennett Campground, splash park and mini-golf.				

Goal Provide clean, safe, and accessible places for leisure-time activities				
Objective				
Maintain a high level of satisfaction rating for cleanliness and safety at all surveyed facilities				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of customers who rank “cleanliness” as “good” or “excellent” through the How Are We Doing customer survey program	95%	93%	93%	95%
% of customers who rank “safety” as “good” or “excellent” through the How Are We Doing customer survey program	95%	98%	95%	95%
Notes: surveyed facilities include ice rinks, indoor tennis centers, dog parks, nature centers, Brookside Gardens, and seasonal facilities such as Little Bennett Campground, splash park and mini-golf.				



Montgomery County Department of Parks

SUMMARY OF DEPARTMENT BUDGET

MONTGOMERY COUNTY DEPARTMENT OF PARKS PROPOSED BUDGET FISCAL YEAR 2015

	FY 14 Adopted	FY 15 Proposed	% Change
Expenditures by Division/Function:			
Office of the Director	\$ 1,113,426	\$ 1,128,956	1.4%
Public Affairs & Community Partnerships	2,101,299	2,244,489	6.8%
Management Services	3,526,604	1,697,698	-51.9%
Information Technology & Innovation	-	1,987,023	-
Park Planning & Stewardship	3,248,871	3,498,173	7.7%
Park Development	2,999,984	2,976,157	-0.8%
Park Police	13,373,460	14,003,644	4.7%
Horticulture, Forestry & Environmental Education	7,483,867	7,677,866	2.6%
Facilities Management	10,666,122	10,887,913	2.1%
Northern Parks	8,788,659	9,102,127	3.6%
Southern Parks	12,361,497	12,726,373	3.0%
Support Services	9,426,980	11,288,270	19.7%
Non-Departmental	5,010,698	7,475,209	49.2%
Grants	400,000	400,000	0.0%
Transfer to Debt Service	3,887,100	5,142,738	32.3%
Transfer to CIP	350,000	350,000	0.0%
Total Park Fund	\$ <u>84,738,567</u>	\$ <u>92,586,636</u>	<u>9.3%</u>
Property Management	906,458	1,026,320	13.2%
Special Revenue Funds	1,760,090	1,849,045	5.1%
Enterprise Funds	10,038,226	9,467,675	-5.7%
Total Department of Parks	\$ <u>97,443,341</u>	\$ <u>104,929,676</u>	<u>7.7%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The Department of Park's total FY15 Proposed Budget request is \$104,929,676 and includes the Park Fund, Property Management Fund, the Enterprise Fund, and the Park's portion of the Special Revenue Fund. The Department of Parks is one of the few County agencies that generate revenue from users to offset and support some operating costs and projects.

The total Park Fund tax-supported expenditure budget, less reserves, is \$92,586,636 and includes grants, non-departmental, and debt service. This represents an increase of \$7,848,069 or 9.3% over the FY14 adopted budget.

The major contributing factors to the funding increase requests are:

Compensation Adjustments (salary, health benefits, and retirement)	\$3,396,890
Risk Management	\$942,382
Debt Service	\$1,255,683
Unfunded Obligations (OBI)	\$448,038



Montgomery County Department of Parks

NPDES Mandate	\$276,900
ADA Compliance Mandate	\$128,576
Consolidated Registration System	\$165,000
Known Operating Commitments	\$438,600
Incremental Essential Needs	\$993,000
FY14 Funding for One Time Equipment for OBI/Deer Management	<u>(\$197,000)</u>
TOTAL	\$7,848,069

Debt Service

The FY15 budget for debt service payments on park bonds increased by \$1,255,638 in anticipation of a \$14 million Park bond sale later in FY14 to match the current expenditure schedule of the CIP.

Unfunded Operating Budget Obligations

Operating Budget Impacts (OBI) are the costs associated with the operating, maintaining and policing of new and expanded parks. This increase is recognized and approved as part of the CIP when the project is submitted through the CIP budget process.

In FY15, Montgomery Parks is requesting \$448,038 in additional funding for OBI for added resources necessary to implement completed CIP work programs associated with new or expanded park infrastructure. Of this amount, \$96,339 is a one-time expense for FY15 for capital equipment.

This includes 3 full time career (3.0 WY), 1 part time career (0.5 WY), the conversion of 1 part time career to 1 full time career (0.5WY), and 1.1 WY seasonal staff for a total of 5.1 WY.

NPDES Mandate

The Department of Parks received its first NPDES Small Separate Storm Sewer System (NPDES MS4) permit from the Maryland Department of the Environment in the spring of 2010. For FY14, the Department is requesting an increase of \$276,900, bringing the total to \$2,314,762, for NPDES activities.

The funding includes \$258,900 in personnel for 5 full time career (5.0 WY) to address deficiencies that remain in the Post Construction Stormwater Management measure, which deals primarily with the retrofit, repair, and maintenance of stormwater facilities on M-NCPPC parkland. This personnel funding includes the reduction of six seasonal, non-career employees (4.5 WY) currently working on NPDES activities. The Department determined that the technical nature of stormwater facility maintenance work does not lend itself to the use of seasonal employees as the work is complex and takes a significant amount of time to train these employees. Also included is funding for supplies and services of \$8,000, and one-time capital equipment of \$80,000 which is offset by the reduction of \$70,000 for one time capital equipment costs included in the FY14 budget.

ADA Mandate

To meet the 2011 United States Department of Justice's (DOJ) settlement agreement regarding compliance with ADA regulations, the Department of Parks is requesting an increase of \$131,895. This includes 2 full time career (2.0 WY) in the Park Fund partially offset by chargebacks to the CIP and an increase in chargebacks to the Enterprise Fund to support 2 new career staff in that fund.



Montgomery County

Department of Parks

Consolidated Registration System

The Department of Parks is working with the Department of Recreation and Community Use of Public Facilities to implement a consolidated registration system to create a more streamlined and user-friendly system for County residents. The Park Fund portion of this effort is \$165,000 in FY15.

Known Operating Commitments

The Known Operating Commitments include cost increases such as contractual obligations, information technology upgrades, utilities, and gasoline.

The Department has contractual obligations for known increases based on the consumer price index (CPI), as well as contractual requirements for software maintenance agreements totalling \$132,600. An additional \$150,000 is requested for to replace outdated technology.

The FY15 budget increased \$6,000 for utilities and \$150,000 for gasoline/diesel fuel due to a combination of higher fuel prices and the current trend to use the higher priced but “greener” diesel fuel.

Incremental Essential Needs

The FY15 Proposed Budget includes \$993,000 for an incremental increase in essential needs to begin to address the backlog of work requests and to reverse the trend of the past few years. Included in the funding are 3 one-year term contract positions to reduce the tree maintenance backlog; 1 full time career Park Police officer for midnight shift in urban areas; the restoration of 2 full time career maintenance positions and 1 full time mechanic; 1 full time career and 1 term contract position to extend the life of outdoor courts; 1 full time career staff for the construction and renovation of natural surface trails; and the provision for an increase in supplies and services previously lost to inflation.

Budget Reduction – FY14 One-Time Equipment for OBI and Deer Management Program

The FY14 Adopted Budget included \$197,000 for one-time funding for capital equipment for OBI and the deer management program.

Salary Lapse

The Department is maintaining the same lapse rate at 7.5% in FY15 although this exceeds our normal attrition rate of 4-5% and requires us to hold positions vacant.

Property Management

The Department is requesting 1 full time career in the Park Fund to work on facilities in the Property Management Fund. All expenses and 1.0 WY will be charged back to the Property Management Fund resulting in a zero dollar expense for the Park Fund.

Organizational Change

The Management Services Division included the information technology (IT) functions for the department. IT services for both the Department of Parks and the Planning Department by one unit funded by both departments. In FY15, a new division, Information Technology and Innovation, is being formed to provide better oversight to these functions, and will continue to serve both departments. The positions and funding for IT functions have been moved from the Management Services Division to the new Information Technology and Innovation Division in FY15. No new positions are being requested.



Montgomery County Department of Parks

MAINTENANCE STANDARDS

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

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

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Estimated	FY15 Proposed
TURF Turf grass within the park system shall be mowed, trimmed, seeded, sodded and/or replaced based upon the necessary level of maintenance for the park and the season of the year. All turf areas within the park system shall be aesthetically pleasing and appropriate for each park setting.								
Turf Maintenance: Fertilizing, over seeding and aeration Using mechanical means, aerate, fertilize and over seed (as needed) all turf areas including athletic fields and adjacent areas	Regional / Recreational	3 X per year	2 X per year	1 X per year	1 X per year	1 X per year	1 X per year	2 X per year
	Local Parks	2 X per year	1 X per year	Once every 2 years	Once every 2 years	Once every 2 years	Once every 2 years	1 X per year
Turf Maintenance: Mowing Maintain the turf in a horticulturally sound manner keeping the height of grass between 3-5.5 inches (local parks) and 3-5 inches (regional/ recreational parks)	Local Parks	28 cuts per season	28 cuts per season	21 cuts per season	24 cuts per season	24 cuts per season	24 cuts per season	26 cuts per season
	Regional / Recreational	34 cuts per season	34 cuts per season	25 cuts per season	29 cuts per season	29 cuts per season	29 cuts per season	32 cuts per season
ATHLETIC FIELDS All athletic fields shall be safe and maintained to support the level of play identified for public use, the amenities developed to support the activity, and the age of the users and/or the level of play.								
Athletic Fields: Infield Maintenance Dragging and leveling infield, maintenance of plates, bases and pitcher's mound where appropriate.	Regional / Recreational	Daily	Daily	4 X per week	4-5 X per week	4-5 X per week	4-5 X per week	4-5 X per week
	Local Parks	Weekly	Weekly	Bi-Weekly	Weekly	Weekly	Weekly	Weekly
Athletic Fields: Lining Infield Lining of infield where appropriate.	Regional / Recreational	Daily	Daily	4 X per week	4-5 X per week	4-5 X per week	4-5 X per week	4-5 X per week
	Local Parks	Weekly	Weekly	1 X per season	3 X per season	3 X per season	3 X per season	Weekly



Montgomery County Department of Parks

MAINTENANCE STANDARDS – MONTGOMERY PARKS (Cont'd)

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Estimated	FY15 Proposed
Athletic Fields: Mowing Regional/Recreational Parks maintain the turf in a horticulturally sound manner keeping the height of grass between 2.5-4.0 inches. Twice a week mowing (Apr-Nov)	Regional / Recreational	62 cuts per season	62 cuts per season	45 cuts per season	50 cuts per season	53 cuts per season	53 cuts per season	53 cuts per season
Athletic Fields: Rectangle Field Lining	Regional/ Recreational	Weekly				Weekly	Weekly	Weekly
Athletic Fields: Rectangle Field Lining	Local Parks	Monthly				2-3 X Season	2-3 X Season	Monthly
PLAYGROUNDS All playgrounds shall be inspected, maintained, repaired and/or replaced in order to be safe and comply with national safety guidelines. The frequency level of maintenance shall also support the level of public use of each playground within the park system.								
Playground Inspection: Inspect playground facilities to insure 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.	Regional, Recreational, Local, Neighborhood and Stream Valley Parks	12 X per year	12 X per year	12 X per year	12 X per year	12 X per year	12 X per year	12 X per year
LANDSCAPE MAINTENANCE Flower beds and park entrance areas which form landscaped areas will be kept attractive, weed-free, trash-free and insect-free, and aesthetically pleasing.								
Landscape Maintenance: Mowing, trimming, pruning and mulching and replacement of plant material. Seasonal rotation of plants. Integrated Pest Management (IPM) scouting for disease and insect damage. Tree planting. Pesticide application as necessary.	Urban Parks	52 X per year	26 X per year	4 X per year	4 X per year	4 X per year	4 X per year	4 X per year
	Local Parks	12 X per year	4 X per year	2 X per year	2 X per year	2 X per year	2 X per year	2 X per year
TRAILS All hard and natural surface trails shall be routinely maintained in order 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.								
Natural Surface Trails: Inspection and Maintenance Visually inspect trail surface and adjacent areas for hazards, excessive wear and tear, vandalism, washouts, etc. and repair as appropriate.	All Park Areas	12 X per year	3 X per year	1-2 X per year	1-2 X per year	1-2 X per year	4 X per year	4 X per year



Montgomery County

Department of Parks

MAINTENANCE STANDARDS – MONTGOMERY PARKS (Cont'd)

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Estimated	FY15 Proposed
Hard Surface Trails: Inspection and Maintenance Visually inspect trail surface and adjacent areas for hazards, excessive wear and tear, vandalism, etc. and repair as appropriate.	All Park Areas	52 X per year	12 X per year	4 X per year	4 X per year	4 X per year	12 X per year	12 X per year
PARK ROADS and PARKING LOTS								
Park Roads and Parking Lots Inspect for damage, erosion, drain systems, signage and striping.	All Park Areas	12 X per year	12 X per year	1 X per year	1 X per year	1 X per year	4 X per year	4 X per year
COURTS								
To include tennis, basketball, volleyball, and multi-use courts.								
Courts Inspection: 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.	Regional, Recreational, Local and Neighborhood Parks	12 X per year	12 X per year	4 X per year	6 X per year	6 X per year	6 X per year	6 X per year
TREES								
To provide healthy, sustainable trees in our parks.								
Tree Inspections: Inspect all parks for tree hazards. New program Volunteer Park Steward Program set up and begun in FY11.	All Park Areas	100% of Parks	20% of Parks (80 of 400 parks)	10% of Parks	28% of Parks	23%* of Parks	50% of Parks	50% of Parks
Service Requests: Complete all service requests (Note: FY11 hurricane cleanup)	All Park Areas	100% of requests	75% of requests	66% of requests	48% of requests	46% of requests	50% of requests	50% of requests
Emergency Requests: Emergency requests responded to in 3 hours during off hours (often after the hazard is cleared, the remaining work that is lower priority becomes part of the backlog)	All Park Areas	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests
Newly Planted Trees: Newly planted trees sustained after two years of after-care	All Park Areas	100% of trees	80% of trees	100% of trees	93% of trees	98% of trees	99% of trees	100% of trees
*Urban Forester position in charge of annual inspection program was vacant from August 2012 to July 2013. Inspections performed in the interim by Tree Crew Supervisor and Volunteer Tree Steward Program.								



Montgomery County

Department of Parks

MAINTENANCE STANDARDS – MONTGOMERY PARKS (Cont'd)

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Estimated	FY15 Proposed
Trees Planted vs Trees Removed:	# Trees Planted		Not Tracked	1,029	1,871	2,776	2,400	2,400
The number of trees planted equals or exceeds number of trees removed	# Trees Removed		Not Tracked	800	600	892	700	700
TRASH REMOVAL The removal of trash within the park system shall support the need to keep all parks clean and trash free. The level of trash removal maintenance shall support the level of public use and accessibility assigned to each park type.								
Trash Removal: Empty all trash cans within park into trash packer and pick up ground litter within 10 feet of cans and as otherwise seen.	In Season							
	Regional / Recreational	Daily	Daily	4 X per week	4 X per week	4 X per week	4 X per week	4 X per week
	Neighborhood, Local, and Stream Valley Parks	4 X per week	4 X per week	3 X per week	3 X per week	3 X per week	3 X per week	3 X per week
	Parkways	Daily	Daily	3 X per week	3 X per week	3 X per week	3 X per week	3 X per week
	Off Season							
	Regional / Recreational	3 X per week	3 X per week	2 X per week	2 X per week	2 X per week	2 X per week	2 X per week
	Neighborhood, Local and Stream Valley Parks	2 X per week	2 X per week	1 X per week	1 X per week	1 X per week	1 X per week	1 X per week
	Parkways	4 X per week	3 X per week	1 X per week	1 X per week	1 X per week	1 X per week	1 X per week
FLEET MAINTENANCE To assure available, reliable, and safe equipment and vehicles for staff.								
On-Road Vehicle Uptime Repair vehicles in a timely manner to keep vehicles available to staff		94.7%	92.7%	96.4%	97.7%	97.5%	96%	96%
Vehicle Preventive Maintenance Performed annually or at 5,000 miles		75% Done on time	44.2%	50.8%	47.0%	54.3%	50%	50%
TRADES/CONSTRUCTION To help provide a comprehensive, cost efficient and effective maintenance, construction, and repair services for park buildings and facilities.								
Major Maintenance: Completed projects costing \$3,000 or more Average annual major maintenance work orders generated = 215		90% of projects	85% of projects	75% of projects	79% of projects	75% of projects	80% of projects	80% of projects
Service Requests: Completed projects costing under \$3,000 Average annual service work orders generated = 3,200		85% of requests	75% of requests	67% of requests	70% of requests	75% of projects	80% of projects	80% of projects
Preventive Maintenance: Periodic service of assets intended to increase service life and decrease emergency repairs Average number of requests generated annually = 7,400		100% of requests	100% of requests	95% of requests	78% of requests	95% of requests	95% of requests	95% of requests



Montgomery County

Department of Parks

DETAIL BUDGET SCHEDULE: CONTRACTUAL SERVICES

The total for contractual services department wide in FY15 is \$2,356,021. The following chart is a listing of Contractual Services by fund.

Division	Section	Description	FY14 Adopted	FY15 Proposed
<u>Park Fund</u>				
Director of Parks	Director's Office	Various depositions and legal services	1,000	1,000
Park Affairs & Community Partnerships	Park Affairs & Community Partnerships	Graphic design services	10,000	10,000
Park Affairs & Community Partnerships	Park Affairs & Community Partnerships	Media management software	3,400	3,400
Park Affairs & Community Partnerships	Volunteer Services	Continued development of the Web-based Training Initiative for Volunteers	8,000	8,000
Park Affairs & Community Partnerships	Volunteer Services	Data base for volunteer services	18,500	21,500
Information Technology & Innovation	Technology	Telephone Support contracts	73,500	76,200
Information Technology & Innovation	Technology	Active Customer Response (ACR) Software+	0	28,300
Information Technology & Innovation	Technology	WAN/LAN and CISCO Smartnet Emergencies	150,000	150,000
Information Technology & Innovation	Technology	Help Desk Support	137,000	137,000
Management Services	Smart Parks	Enterprise Asset Management	60,000	112,000
Park Planning & Stewardship	Cultural Resources	Architectural services for historic properties	34,000	34,000
Park Planning & Stewardship	Natural Resources Stewardship	Non-native plant control	89,800	89,800
Park Planning & Stewardship	Natural Resources Stewardship	Deer population control	49,040	49,040
Park Planning & Stewardship	Natural Resources Stewardship	Professional trapping service	30,000	30,000
Park Planning & Stewardship	Resource Analysis	Ground water monitoring	30,000	30,000
Park Planning & Stewardship	Cultural Resources	Interpretive program	18,900	18,900
Support Services	Support Services	Specialized professional services	55,000	110,000
Support Services	Support Services	Consolidated registration support +	0	130,000
Park Police	Special Operations, Patrol, Administration	LOEBR/Hearing Boards	15,000	15,000
Northern Parks	Stormwater Management	Stormwater Management	67,700	69,731
+ New contracts in FY15.				



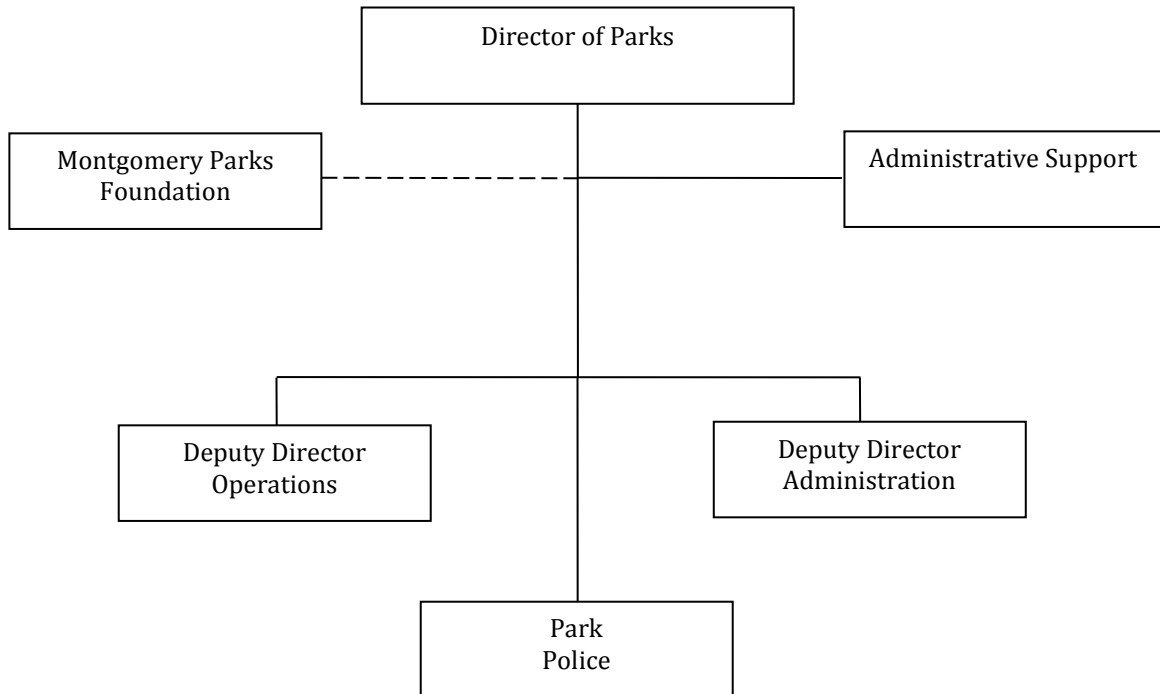
Montgomery County Department of Parks

Division	Section	Description	FY14 Adopted	FY15 Proposed
Horticulture, Forestry and Environmental Education	Nature Centers	Licensing agreements	400	450
Horticulture, Forestry and Environmental Education	Arboriculture	Tree contract	200,000	200,000
Horticulture, Forestry and Environmental Education	Arboriculture	Emergency tree removal+	0	18,200
Horticulture, Forestry and Environmental Education/Northern Parks/Park Police	Nature Centers/ Agricultural History Farm Park/Park Police Stables	Veterinary services/animal care	84,700	78,700
Facilities Management	Trades Units	Emergency design and architectural/engineering services	5,200	5,200
Facilities Management	Trades Units	Energy/recycling management contract	70,000	71,400
Northern Parks/ Southern Parks	Various	Artificial Turf testing	8,000	7,000
Southern Parks	Administration	Miscellaneous consulting (turf, radon abatement, structural/environmental engineer, legal investigation experts)	5,000	3,000
		Total Park Fund	<u>\$1,224,140</u>	<u>\$1,507,821</u>
<u>Property Management Fund</u>				
Facilities Management	Property Management	Legal Services	15,000	20,000
		Total Property Management Fund	<u>\$15,000</u>	<u>\$20,000</u>
<u>Special Revenue Fund</u>				
Southern Region	Athletic Fields	MCPS ballfield maintenance for Elementary and Middle Schools	828,940*	828,200*
		Special Revenue Fund	<u>\$808,200</u>	<u>\$828,940</u>
		Total Contract Services - All Funds	<u>\$2,068,5080</u>	<u>\$2,356,021</u>
+ New contracts in FY15.				
*This represents only the vendor cost; the total cost is \$879,484 (FY14) and \$866,800 (FY15)				



Montgomery County
Department of Parks- Director of Parks

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks- Director of Parks

OVERVIEW

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

MISSION

To establish clear accountability and standards to effectively manage the more than 35,000 acres and facilities within the Montgomery County Park system.

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Grants Management
- Park Foundation Oversight and Support

ACCOMPLISHMENTS

- Actively participated with the County on the Wheaton Redevelopment Project in accordance with the adopted capital improvements program to include a new headquarters building for M-NCPPC in the Wheaton Central Business District on Lot 13 including update the Program of Requirements (POR) for the new M-NCPPC headquarters.
- Co-chaired interagency workgroup focused finding solutions to for MCPS school facility expansion to accommodate projected student enrollment growth and to pursue a functional plan for the location of all public facilities including schools, parks, and recreation facilities, among others, in an effort to better manage and balance the future use of public land.
- Continued the successful reformation of the Montgomery Parks Foundation to serve as a fundraising and support organization to Montgomery Parks. Exceeded expectations by raising \$280,000 as of June 30, 2013 through the Montgomery County Parks Foundation (MCPF) in donations and private contributions through the Friends of Montgomery Parks program, tribute benches, bricks and trees, philanthropic and commemorative naming rights and dedications, and restricted gifts for specific Park programs and facilities. The Foundations' Board of Trustees adopted a revised Mission and established Guiding Values to support its work, and a new Memorandum of Understanding between the M-NCPPC and Park Foundation was executed.
- Participated in the County Executive's Smart Growth Initiative co-locating Park Facility Management central maintenance activities with the MCPS and other County agencies at the Webb Tract, moving from the current Shady Grove location in the next few years.
- Represented the Department on a Commission-wide Information Technology Council charged with overseeing IT governance for enterprise information technology systems and initiatives.



Montgomery County
Department of Parks- Director of Parks

BUDGET AT A GLANCE

Summary of Division Budget

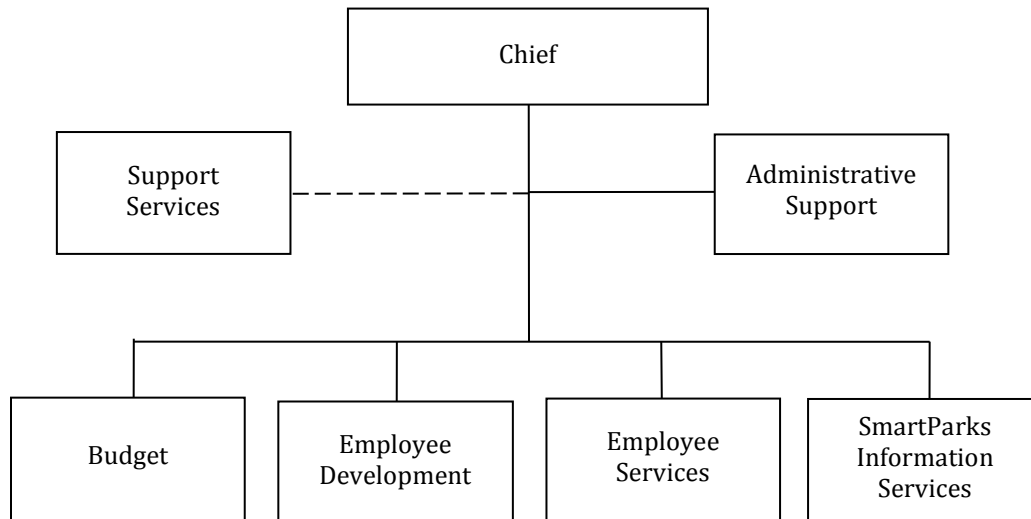
		FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$1,113,426	\$1,128,956	1.4%
Staffing				
	Funded Career Positions	5.00	5.00	0.0%
	Funded Workyears	7.80	7.80	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- None.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Management Services

OVERVIEW

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

The Management Services Division consists of the following sections:

Budget Administration uses a coordinated financial management system that handles more than \$90 million in annual operating funds; prepares the Department's annual budget; guides the development and monitoring of performance measures; assists the Department with the Council review and approval process and monitors budget performance during the fiscal year; determines operating budget impacts of capital improvements and new programs; develops and monitors the Support Services program; provides management analysis of programs; and guides department-wide procurement activity.

Employee Services provides human resource services to the divisions in the areas of recruitment; performance management; providing employee/labor relation services; and coordinating intern programs.

Training Coordination provides Departmental training, workforce planning and organizational development programs and activities that increase the competencies of Department employees, to enable them to provide the highest quality and most cost-effective services to the users of Montgomery County parks. Training will result in improved accountability, performance, and improved expertise of managers and supervisors.

Information Services, Smart Parks includes computerized maintenance management and capital assessment systems, facility condition assessments, park asset inventory, maintenance standards and best practices, lifecycle replacement standards, and incident tracking. The unit performs management analysis of SmartParks data to ensure the most efficient and effective utilization of resources to meet targeted maintenance standards.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Cost Recovery Analysis
- Budget Preparation
- Financial Management
- Department-Wide Procurements
- Position Control and tracking
- Employee Services
- Recruitment
- Organizational Development
- Succession Planning
- Information Systems Management
- Implementation of Information Systems Initiatives



Montgomery County

Department of Parks - Management Services

ACCOMPLISHMENTS

- Increased usage of remote meetings to approximately 15 meetings per month to promote “greener” meetings.
- Lowered the number of workman’s compensation and long term disability cases corollary to increased safety training and “toolbox talks” in the field.
- Increased use of Skype for job interviews making it easier for out-of-area candidates to participate in interviews and saving the Department from paying for potential travel expenses.
- Provided continued departmental technical support for the Commission’s new Enterprise Resource Planning (ERP) System including participating in testing and business process reviews.
- Began upgrade to the Enterprise Asset Management (EAM) system to replace the existing Montgomery County Parks SmartParks system for asset management, work order management and inventory control. The system is planned to go live in early FY15.
- Collected and stored the departmental controlled-asset inventory of all personal property items valued under \$5,000 that should be monitored due to their sensitive, portable or theft-prone nature. This inventory data was kept within the SmartParks system for improved management, tracking and reporting purposes.
- Improved communication efforts to maintenance staff by successfully piloting installation of digital displays at the Wheaton, Olney and Shady Grove maintenance yards for faster, paper-less communication to maintenance staff.
- Employed two employees with disabilities from county sponsored program - Project Search Montgomery.
- Provided membership to divisional human resources coordinators to Star12 National Seminars, a division of Rockhurst University Continuing Education Center, Inc. which included free unlimited continuing education webinars and conferences.
- Successfully achieved reimbursement of nearly \$150,000 from the Federal Emergency Management Agency (FEMA) for damages caused by Hurricane Sandy. Routinely captured all work done and equipment used for storm cleanup within the SmartParks system which facilitates data collection and reporting post storm.
- Collected and analyzed performance measure and cost recovery data throughout the year to assess the progress toward achieving the department’s performance expectations and to improve the management and delivery of our services.



Montgomery County

Department of Parks - Management Services

GOALS AND PERFORMANCE MEASURES

Goal To provide a comprehensive training and individual development program to Park staff.				
Objective				
Increase staff competencies to more efficiently perform work program and to provide opportunities for upward mobility.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
# of staff attending Commission-sponsored trainings (multiple classes for some individuals)	4,000	3,763	3,000	3,250
# of leadership or supervisory trainings conducted	25	16	20	22
Notes: • Training for FY13 included department-wide training for all employees on ADA and Creating a Respectful Workplace. These department-wide trainings are not anticipated in FY14 or FY15. • Supervisory programs include Leadership Development; Supervisory Development and Park Maintenance Management; Supervisors' Safety Training and Performance Management for Supervisors.				

BUDGET AT A GLANCE

Summary of Division Budget

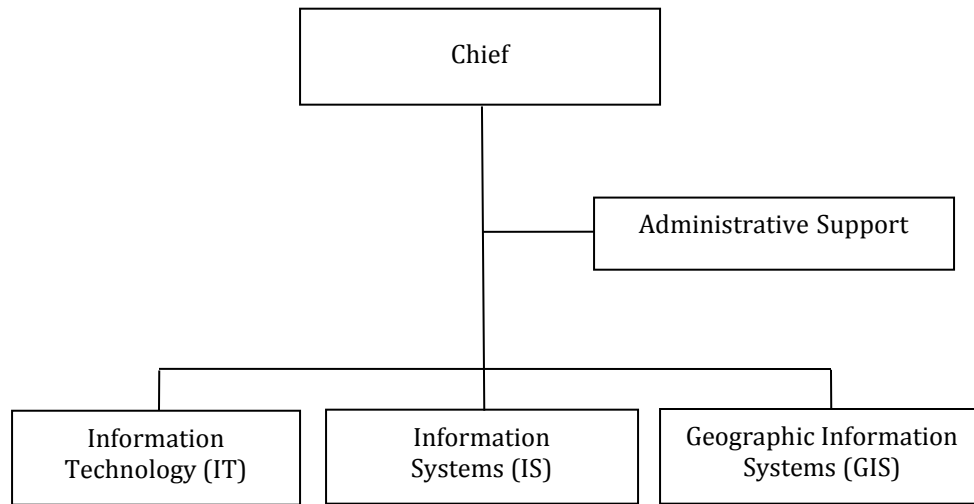
		FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$3,526,604	\$1,697,698	-51.9%
Staffing				
	Funded Career Positions	23.00	13.00	-43.5%
	Funded Workyears	20.20	12.00	-40.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Move 10 staff and associated funding to new Information Technology and Innovation Division.
- Increase Other Services and Charges by \$61,000 for contract funds for new Enterprise Asset Management system and other divisional efforts.
- Increase Supplies and Materials by \$10,000 for divisional work program.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Information Technology and Innovation

OVERVIEW

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

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

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

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

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Redesigned wireless network in departments providing increased bandwidth and reliability.
- Upgraded to VOIP telephone system to provide additional features such as voice mail to email integration, enhanced 911 locator, and soft phone functionality.
- Upgraded SAN storage to accommodate new virtualized servers and databases.
- Implemented load balancing technology to improve speed and redundancy of our internet connection which is evident in our 100% uptime of Internet access.
- Continued to migrate physical servers to the virtual environment for improved reliability, reduced administration, and cost savings.



Montgomery County

Department of Parks - Information Technology and Innovation

- Replaced over 150 obsolete desktops and laptops in both Departments to meet the IT replacement schedule determined by the ITPCC.
- Implemented ePlans (ProjectDox), including online application portal.

GOALS AND PERFORMANCE MEASURES

Goal To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.				
Objective				
Maintain uninterrupted network services 24/7				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of network uptime	98%	98.2%	99.5%	99.9%

Goal To provide highest quality Help Desk support.				
Objective				
To respond to IT help desk calls as quickly as possible to reduce end-user downtime				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of trouble resolved on first call when a desk-side visit is not required	96%	96.3%	97%	97.5%

Goal To provide adequate network security to prevent loss of data.				
Objective				
Maintain uninterrupted access to enterprise email				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of email uptime	98%	98.2%	99%	99.5%

BUDGET AT A GLANCE

Summary of Division Budget

		FY14 Adopted	FY15 Proposed	% Change
Budget				
	Expenditures	N/A	\$1,987,023	N/A
Staffing				
	Funded Career Positions	N/A	10.00	N/A
	Funded Workyears	N/A	8.10	N/A



HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

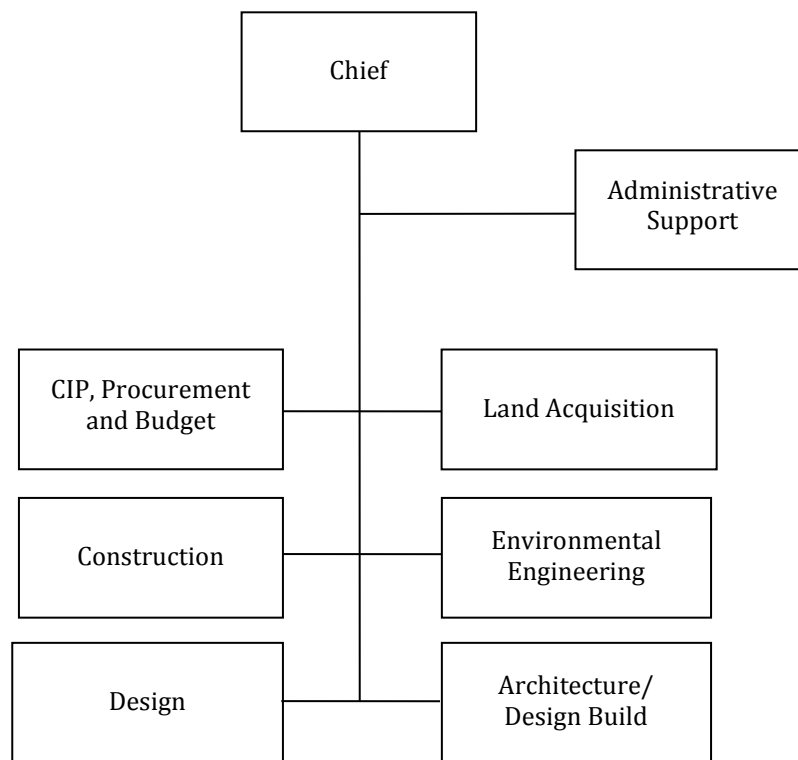
- Transfer 10 staff and associated funding from Management Services Division to form the new Information Technology and Innovation Division.
- Increase Other Services and Charges \$46,700 for contractual increases and maintenance support and \$150,000 for information technology upgrades.



Montgomery County

Department of Parks - Park Development

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Development

OVERVIEW

The Park Development Division is responsible for the implementation of the CIP which includes the following functions: acquiring parkland, preparing the CIP and budget and procurement, preparing facility plans for new parks, and detailed design and construction documents for construction and renovation of park amenities that enhance park visits for the residents and visitors of Montgomery County.

In addition, the Division manages, reviews, and inspects other development projects on parkland that may not necessarily appear in the CIP. Examples include developer-built parks, public-private partnerships, and projects implemented by other County agencies.

The Division consists of the following sections: Park Acquisition; Capital Improvement Program and Procurement; Design; Environmental Engineering; Construction; Architecture/Design-Build, and Administration.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Six Year CIP
- ADA Settlement Compliance
- Water Quality Programs
- Engineering Services for Stream, Pond, and Lake Protection
- Environmental Management and Engineering
- Park Encroachment Program
- Parkland Acquisition
- Surveyor Programs

ACCOMPLISHMENTS

- Expended funds in FY13 that resulted in a 102% implementation rate of our CIP.
- Completed the second of three phases of ADA Access Audits and submitted interim transition plan to U.S. Department of Justice. 53% of the audits have been completed.
- Completed ADA improvements for 4 out of 19 DOJ identified park sites.
- Renovated or opened 9 playgrounds during FY13 and early FY14.
- Began construction of Evans Parkway Neighborhood Park, one of 162 nationally selected pilot projects to participate in the national Sustainable Sites Initiative (SITES) program. The park is expected to be completed in Spring 2014.
- Completed over 25 projects to improve water resources within the park system including replacing/rehabilitating stream crossings, (e.g., bridges, culverts), wetland enhancements, stream restorations and stormwater management.
- Completed facility design for the Rock Creek Maintenance Yard. Permits will be ready in January 2014 after which time the project will be put out for bid.
- Continued construction of the Germantown Town Center Park.



Montgomery County

Department of Parks - Park Development

- Continue to work with WSSC to reduce and eliminate sewer overflows and leaks in Montgomery County. Work is being done in Sligo Creek, Cabin John, Northwest Branch, Muddy Branch, Paint Branch, Little Falls, Seneca Creek, and Watts Branch stream valley parks.
- Removed and naturalized an obsolete asphalt parking lot at Valley Mill Special Park as part of NPDES requirements.
- Completed 20 of the 32 Environmental Stewardship/Compensatory Mitigation projects required as a result of the construction of the Inter-county Connector.

GOALS AND PERFORMANCE MEASURES

Goal	To establish a comprehensive implementation and financial strategy to renovate/replace aging park infrastructure to adequately maintain the park system; support leisure and recreational services by providing new and/or enhanced park facilities; protect and preserve open space, and valuable historic, cultural, and natural resources.			
Objective				
Develop new parks and facilities; renovate or replace existing park facilities; and protect or renovate park-owned natural, environmental, or historical resources by delivering park projects on time and on budget as per the adopted CIP				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of approved CIP expenditure spent within fiscal year	85%	102%	85%	85%
Percentage of actual amount spent versus budgeted amount for capital improvement projects related to parkland acquisitions, construction of new or renovated park facilities and protection of parks natural and historical resources.				

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$2,999,984	\$2,976,157	-0.8%
Staffing				
	Funded Career Positions	45.00	46.00	2.2%
	Funded Workyears	23.80	25.80	8.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Includes one (1) full-time career and 1 WY to address ADA deficiencies. This funding and workyear will be partially offset by an increase in chargebacks to the CIP.



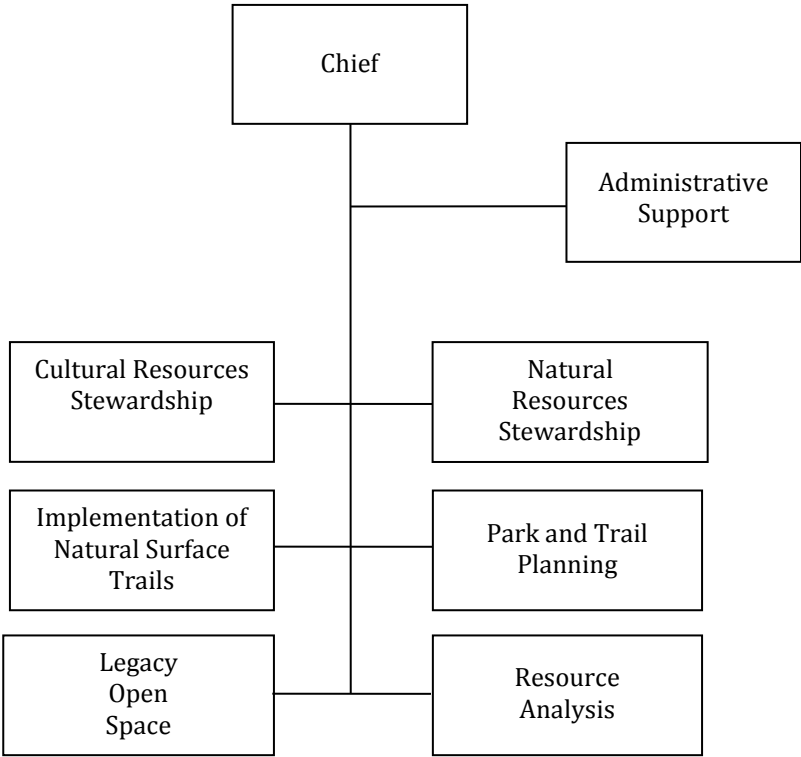
Montgomery County

Department of Parks - Park Development

- Reorganized the division to include a new section: Architecture/Design-Build. The section will focus on using the design/build process whenever possible as a way to be more innovative and cost effective in our capital program. This will also result in more awareness of ADA issues in construction.
- Increased Other Services & Charges by \$17,800 for ProjectDox (eplans) and other contractual obligations.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Planning and Stewardship

OVERVIEW

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

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

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

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

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

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

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

MISSION

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



Montgomery County

Department of Parks - Park Planning and Stewardship

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Completed department-wide Natural Resource Management Plan outlining goals and general guidance to park staff for the management of natural areas in parks which include Best Natural Areas, Biodiversity Areas, other Environmentally Sensitive Areas, and, other areas of unimproved parkland.
- Received approval/adoption of recommendations for long range park, trail and open space for Burtonsville Crossroads (Council Dec, 2012), Long Branch (Planning Board, Dec, 2012), and Glenmont (Planning Board, May, 2013). In addition, new urban parks (as per 2012 PROS guidelines) were approved in the aforementioned sector plans.
- Fabricated and/or installed 35 interpretive signs at a number of M-NCPPC's historic sites
- Held eight special public history programs at a number of M-NCPPC's historic sites on Maryland's Emancipation Day and Montgomery County's Heritage Days
- Provided 70 group tours and 82 regular drop-in programs at Oakley Cabin, the Underground Railroad Experience Trail, Josiah Henson Park and Kingsley Schoolhouse.
- Protected seven designated Legacy Open Space resources through acquisition into the park system, including additions to several stream valley parks around the County and the creation of a new local park in the growing Forest Glen-Wheaton corridor (Carroll Knolls Local Park).



Montgomery County

Department of Parks - Park Planning and Stewardship

GOALS AND PERFORMANCE MEASURES

Goal To provide beautiful, diverse natural areas for the public to connect with nature, increase environmental awareness, and promote responsible stewardship through a variety of resource based recreational activities.				
Objective				
Develop and implement natural resources management programs focused on management of white-tailed deer and non-native invasive (NNI) plants in order to protect and enhance biodiversity and ecosystem functions in our most important natural areas.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of Best Natural Area (BNA) and Biodiversity Area (BDA) acreage with on-going natural resource management programs.				
On-going deer management	80%	65%	67%	67%
On-going NNI plant management	33%	6.4%	7.2 %	7.8%
Total BNA/BDA acres		19,351	19,351	19,351
BNA/BDA Acres w/Deer Management		12,651	12,939	12,939
BNA/BDA Acres w/NNI Plant Management		1,258	1,400	1,400
- The Deer Management target of 80% represents estimate of total acreage that can be legally hunted due to firearms discharge distant limits, safety zones, and other considerations. This estimate may change as regulations change. Deer management is ongoing in many park areas that are not BNA/BDAs – these acres are not represented here. FY14 changes include the addition of 288 acres of biodiversity area in Cabin John RP to the managed deer program. - The NNI Plant Management target of 33% represents estimate of total acreage of BNA/BDAs that actually need NNI management and are accessible. <u>In addition to treating new parkland in BNAs and BDAs, a considerable number of acres are re-treated from previous years and many acres are treated for NNIs that are not within BNAs and BDAs each year and these numbers are not represented here.</u>				

Goal To protect and rehabilitate historical buildings, promote archaeology, and provide educational and public programs that reveal the county's unique history.				
Objective				
Provide interesting, fact-based interpretive programs at M-NCPPC's most important historic sites.				
Historic Sites Interpretive Program				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Number of Cultural Resources Programs offered	19	15	15	19
Number of people served	8,000	3,600	4,600	6,000
% of participants that rate the program as good or excellent	100%	90%	95%	95%
Archaeology Public Programs				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Number of Cultural Resources Program offered	21	20	20	21
Number of people served	2,100	1,350	1,500	1,600
% of participants that rate the program as good or excellent	95%	92%	95%	95%



Montgomery County
Department of Parks - Park Planning and Stewardship

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$3,248,871	\$3,498,173	7.7%
Staffing			
Funded Career Positions	31.00	33.00	6.5%
Funded Workyears	26.60	29.10	9.4%

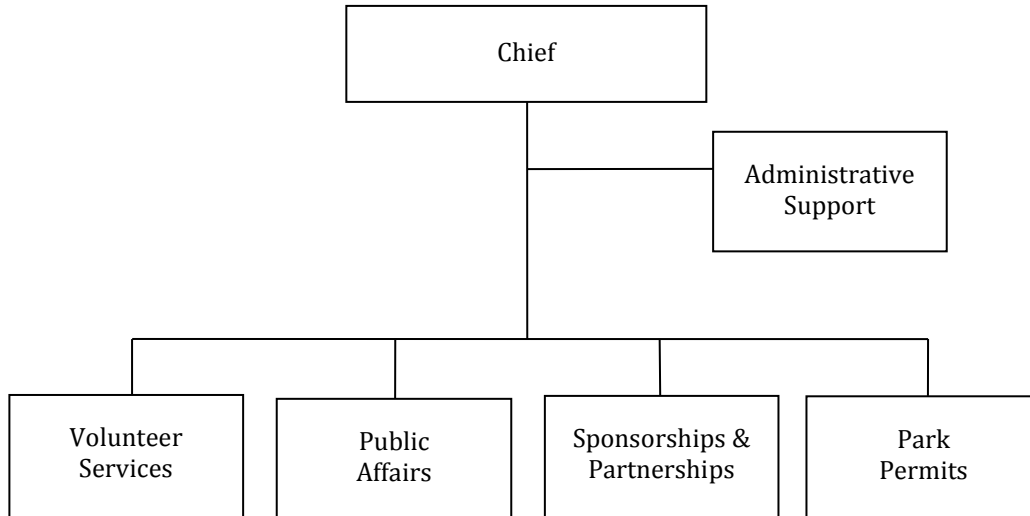
HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Includes one (1) full time career and 1.0 WY and personnel funding for NPDES requirements to address deficiencies that remain in post construction stormwater management facilities.
- Includes of one (1) full time career and 1.0WY and personnel funding for additional work to construct and restore natural surface trails.



Montgomery County
Department of Parks - Public Affairs and Community Partnerships

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

OVERVIEW

The Public Information and Marketing section manages all marketing, communications, and outreach functions for the Department of Parks. These functions include the public response program, marketing planning, event planning and management, program development and consultation, advertising, publications, banners and signage, exhibits, photography, media relations, public relations and outreach, customer surveying and analysis, website development and design, reports and presentations, and branding efforts.

The Community Partnerships section supports the Department's work program by generating alternative, non-tax supported resources through public-private partnerships, a proactive volunteer services office, and close collaboration with the Montgomery Parks Foundation to develop and promote revenue-generating programs such as naming rights and corporate sponsorship.

The Permit Office section issues reservations and permits for the public use of park facilities such as athletic fields, picnic shelters, park activity buildings, and community garden plots, and develops related fee schedules, processes and policies.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Marketing
- Publications
- Signage, Banners
- Media Relations
- Individual and Group Volunteer Development and Management
- Park Opening and Dedication Events
- Promotional and Programmatic Support for the Montgomery Parks Foundation
- Web Development and Design
- Third Party Event Coordination
- Departmental Branding and Graphic Standards
- Advertising
- Customer Research
- Exhibits and Displays
- Social Media
- Friends Group Development and Coordination
- Corporate Sponsorships
- Public-Private Partnership Development and Coordination
- Park Facility Rentals/Permits
- Public Relations/Community Outreach
- Public Response



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

ACCOMPLISHMENTS

- Generated \$1.9 million in revenue overall in the Park Permit Office in FY13 through public rentals of athletic fields, park activity buildings, picnic shelters, and park grounds for third party special events, among other permitted facilities. This represents an increase of 19% over FY12 and is due to improved management practices and strategic marketing efforts.
- Completed a comprehensive, department-wide marketing plan to increase public awareness and use of park facilities, programs and activities in FY14 and beyond.
- Implemented a department-wide customer relationship management (CRM) system in FY13/14 to manage, track and respond quickly to public inquiries.
- Increased summer camp revenue by 20% in FY13 through a targeted marketing campaign.
- Increased number of Facebook likes by 165% (Nov 2012 vs. Nov 2013); grew number of Twitter followers to 2,210; established presence on Foursquare for 46 park sites; and created a more robust YouTube presence to support broader departmental promotional efforts.
- In FY13, facilitated approval of a dryland diving training facility at Wall Park through the public-private partnership (PPP) process to support the Recreation Department's aquatics program; in FY14, managing a PPP proposal to establish an indoor sports complex at one of our regional parks. Screen close to 60 inquiries or draft proposals each year for potential partnerships on park land.

GOALS AND PERFORMANCE MEASURES

Goal Increase awareness and use of permitted Park Fund facilities				
Objective				
Increase use of permitted facilities				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% utilization of park activity buildings				
peak hours (Friday 5pm-Sunday 11pm)	50%	31%	40%	40%
off-peak hours (Monday 9am-Friday 5pm)	30%	11%	18%	18%



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

Goal Generate alternative, non-tax supported resources to support the Department's work program				
Objective				
Increase volunteer support for Department facilities, programs and events				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% increase in the number of volunteer hours contributed FY13 hours contributed = 83,189 Value of FY13 hours contributed = \$1.84M	2% growth	7.9%*	2%	2%
% of sanctioned Friends Groups with formal agreements and/or annual work plans	100%	40%	100%	100%
*Increase from FY12 makes up for a 3.7% decline in volunteer activity attributed to staff changes and reflects addition of new staff resources during FY13 focused on volunteers in stream stewardship activity.				

BUDGET AT A GLANCE

Summary of Division Budget

		FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$2,101,299	\$2,244,489	6.8%
Staffing				
	Funded Career Positions	21.00	21.00	0.0%
	Funded Workyears	19.10	19.10	0.0%

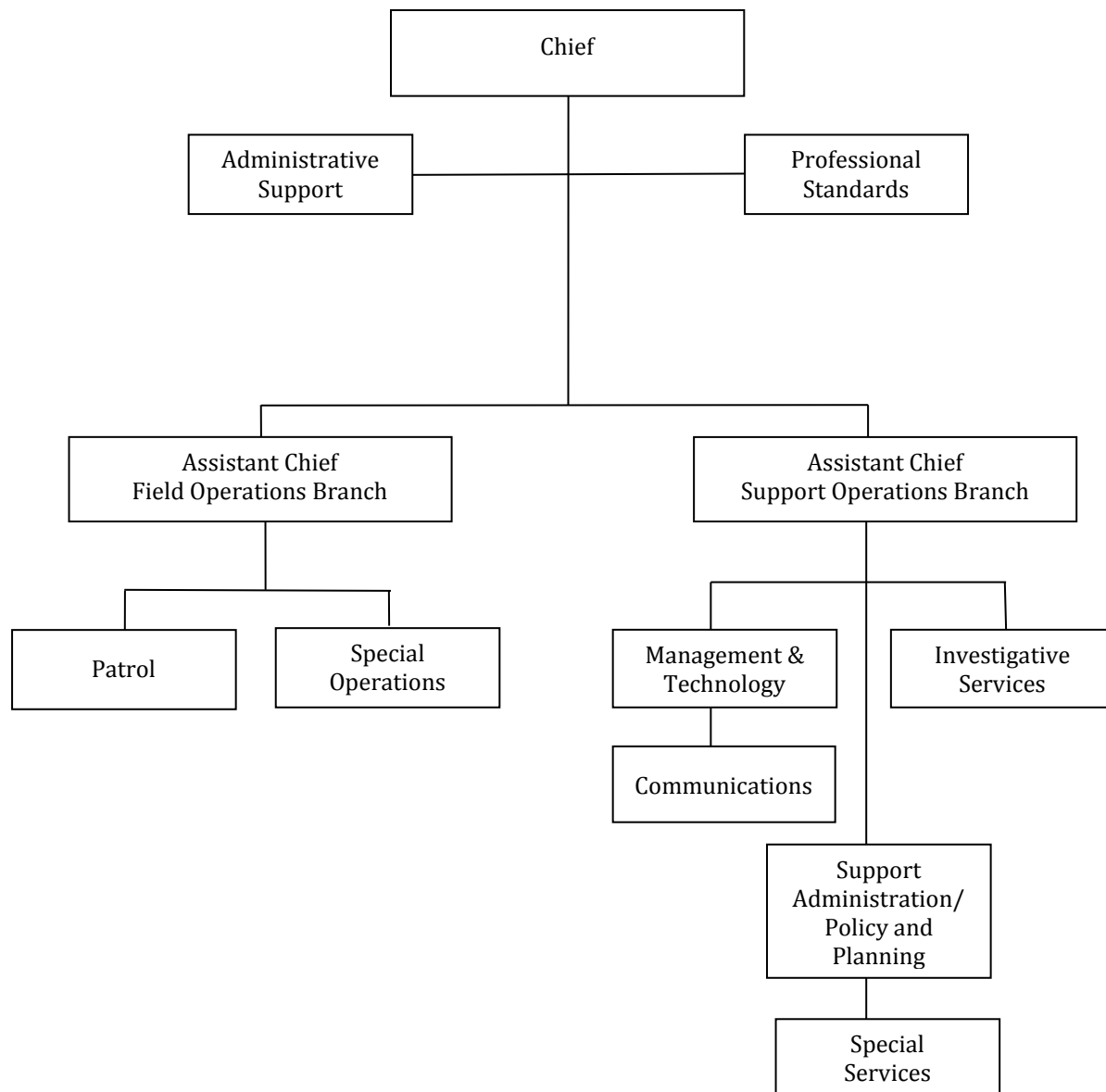
HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increase Supplies & Materials by \$47,200 for OBI and expanded promotional materials.
- Increase Other Services & Charges by \$80,650 for OBI, contractually obligated increases, and expanded promotional services.



Montgomery County Department of Parks - Park Police

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Police

OVERVIEW

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

The park land is diverse in its terrain; therefore, the use of bicycle, ATV, 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 two operational branches and an Administrative Section. The operational components are the **Field Operations** branch comprised of Patrol Services, and Special Operations and the **Support Operations** branch comprised of Investigative Services, Special Services, Management Services, Communications, Technical Services and Support Administration. The **Administrative Section** includes the Office of the Division Chief and Internal Affairs. The division's personnel compliment is augmented by approximately 45 volunteers.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Supported hundreds of community events and engaged with youth through activities such as the Long Branch Homework Club.
- Increased proactive approach to safety for park patrons with several new staff trainings, initiatives, and collaborative public service announcements.
- Investigative Services section involved in disrupting multiple fraud rings which resulted in case closures for our department as well as other agencies nationwide.
- Participated in the Mid Atlantic Police Motorcycle Competition and the Police Equestrian Competition. Two Park Police officers placed in the top three of their class in the equestrian competition.



Montgomery County

Department of Parks - Park Police

- Worked numerous multi-jurisdictional events including Montgomery County Police's Prom Task Force and the inter-departmental countywide Driving While Intoxicated Task Force, and one Park Police officer worked undercover with the Montgomery County Special Assignment Team for four months.
- One Park Police officer was recognized by the Maryland Police and Correctional Training Commissions as Instructor of the Year.
- Two Park Police Officers received Bronze Stars for lifesaving for locating a man who was threatening suicide.

GOALS and PERFORMANCE MEASURES

Goal Provide proactive patrols to protect and preserve properties, resources and activities of the Maryland-National Capital Park and Planning Commission				
Objective				
Proactively patrol parks to keep parks safe.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Annual Park Checks	62,050	54,314	56,000	56,000
Average per Day	170	148.9	152.61	152.6
Objective				
Investigate and solve crimes.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of closed investigations/cases (National Average is 22%)	22%	13.7%	22%	22%
Objective				
Crime Prevention Through Environmental Design (CPTED) Studies on alarmed buildings to improve security and safety				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Systematic study of each alarmed building on Park Property meets the target of 2 officers completing 4 studies per year	8 per year	4 per year	8 per year	8 per year



Montgomery County

Department of Parks - Park Police

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$13,373,460	\$14,003,644	4.7%
Staffing				
	Funded Career Positions	113.00	115.00	1.8%
	Funded Workyears	109.40	111.30	1.7%

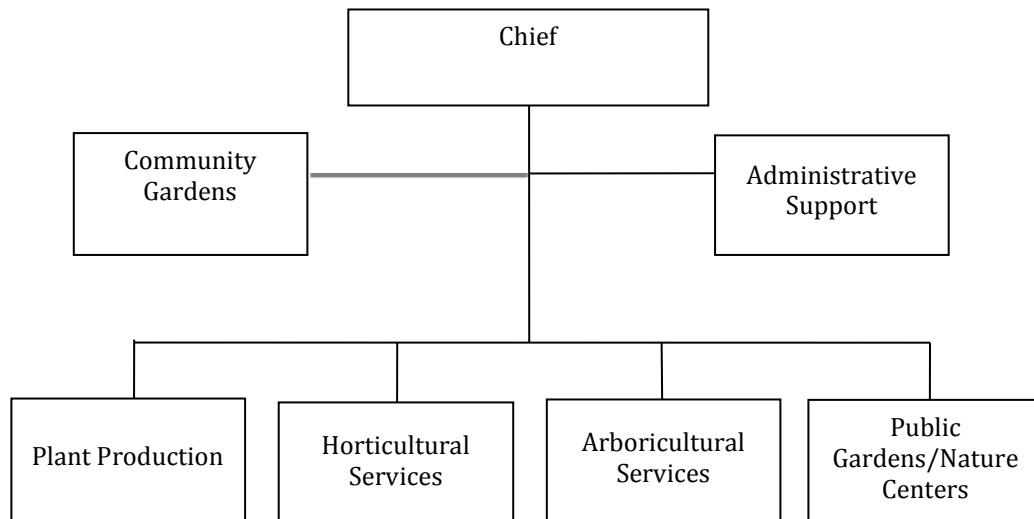
HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Includes one (1) full time career and 1.0 WY and funding for OBI.
- Includes the restoration of one (1) full time career Park Police officer and 1.0WY and funding for the midnight shift in urban areas in cooperation with the Nighttime Economy Task Force.
- Increased Supplies & Materials by \$27,540 and Capital Outlay by \$24,339 for OBI
- Shift \$100,700 from Personnel to Supplies & Materials for Park Police uniforms to align with the line item where the expense is charged.



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

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Horticulture, Forestry, and Environmental Education

OVERVIEW

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

The Division is comprised of the following sections:

Arboriculture provides a comprehensive tree care program that supports the protection, management and long-term health of trees and forests on park land and future park projects. It provides a safe environment for park patrons through the evaluation and removal of high risk trees and limbs. This section utilizes all green waste produced in the management of parkland to generate compost, soil conditioners and wood products.

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

Horticulture provides consultation, design, tree planting, major horticulture installation and maintenance services supporting the development, renovation and care of county-wide park land. Also coordinates county-wide tree planting and aftercare programs for Parks.

Nature Centers promote the preservation and improvement of the natural environment through education and interpretation of the Parks' natural resources and cultural history. The section is responsible for the maintenance, interpretation and development of Brookside, Locust Grove, and Meadowbrook Nature Centers and the programming for all nature centers and Black Hill Visitor Center.

Plant Production provides comprehensive and cost effective production of plants in support of the development, maintenance, beautification and conservation of 35,000 acres of park land. This section includes growing facilities at Pope Farm and Brookside Gardens.

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

MISSION

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



Montgomery County

Department of Parks - Horticulture, Forestry, and Environmental Education

PROGRAMS AND SERVICES PROVIDED

- Operation, Maintenance and Programming of Four Nature Centers
- Brookside and McGrillis Gardens Management
- Tree Protection and Conservation Including Historic, Significant and Champion Tree Program
- Landscape, Design, Installation and Maintenance
- Sustainable Green Business Practices
- Green Waste Recycling Program
- Comprehensive Nursery and Greenhouse Plant Programs.
- Turf renovations
- Adult and Children's Horticultural and Conservation Education Programs
- Community Gardens Installation and Management
- Reforestation Program and Tree Inspection, Aftercare and Maintenance Programs
- 24-hour Tree Emergency
- Integrated Pest Management (IPM)
- Gypsy Moth Management.
- Enterprise Facility/Garden Rentals and Gift Shop

ACCOMPLISHMENTS

- Black Hill Visitor Center and Meadowside Nature Center became certified green centers recognized by the Maryland Association of Environmental and Outdoor Educators.
- Installed and opened a new community garden at Long Branch Community Center.
- Developed native perennial program using locally collected seed for propagation of over 4,000 plants for park use in the program's first year.
- Reduced the amount of Round-Up herbicide by 50% through timely applications of pre-emergent herbicides which significantly reduced labor costs at the Pope Farm.
- Brookside Gardens was designated as a Green Travel partner by the state of Maryland.
- Installed a new "School's Outside" children's garden at Brookside Gardens.
- Coordinated the Maryland Master Naturalist Program and graduated 15 Park master naturalists which will provide 40 hours each of program support for the nature centers.
- Participated in Statewide leadership team on Governor's Children in Nature initiative collaborating with schools on stream restoration efforts and environmental education.



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

GOALS AND PERFORMANCE MEASURES

Goal To preserve the natural tree canopy of the parks.				
Objective				
Maintain or increase existing tree canopy.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Projected
# of trees planted	# of trees planted exceeds #	2,776	3,000	3,200
# of trees removed	of trees removed	892	500	600
Goal To connect children to the natural environment and support the State's Children In Nature initiative.				
Objective				
Increase children's participation in outdoor activities.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Projected
% of children's programs with an outdoor component	100%	100%	100%	100%
# of children's programs offered		1,251	1,300	1,350

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$7,483,867	\$7,677,866	2.6%
Staffing				
	Funded Career Positions	83.00	83.00	0.0%
	Funded Workyears	80.60	84.00	4.2%

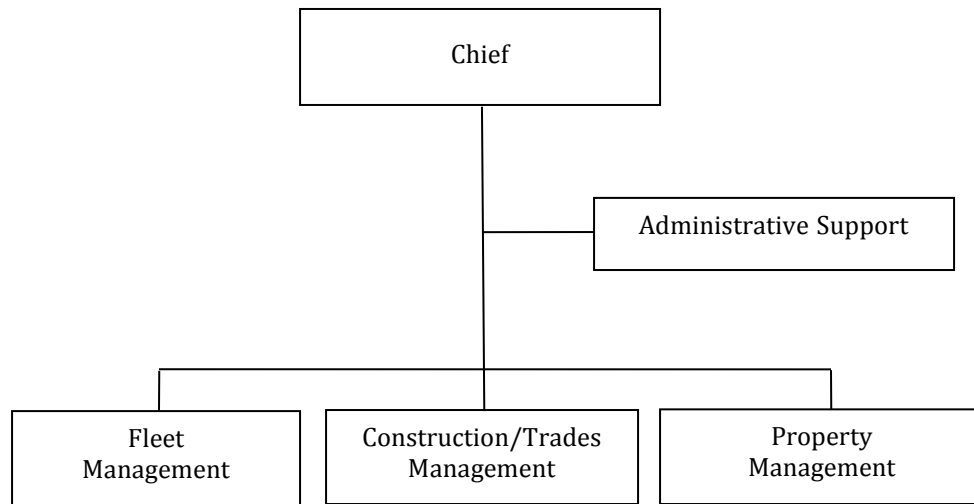
HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Includes three (3) term-contract positions and 3 WYs for one year to reduce tree maintenance backlog.
- Includes the conversion of one (1) part time career and 0.5 WY to one (1) full time career and 1 WY for OBI.



Montgomery County
Department of Parks - Facilities Management

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Facilities Management

OVERVIEW

The Facilities Management division provides for the care and maintenance of the Department's physical assets: facilities, pavement, fleet, playgrounds and major building systems. Facilities Management maintains critical Park infrastructure in coordination with other divisions to accomplish the Department's mission. The division is responsible for facility condition assessments, space planning and utilization, major and minor maintenance programs, and serves as primary support to the Department's CIP. The division provides routine and planned services in addition to a 24/7 emergency response after hours and weekends, and provides critical support during extreme weather events.

This division strives to achieve a balance between the upkeep of aging facilities and new construction by integrating a number of CIP and Major Maintenance projects each year into the daily work program supported by a complex work request system. There are currently 41 CIP and 128 major maintenance projects, 6,300 planned Routine and Preventative Maintenance services, and 2,550 work requests are awaiting completion. For FY15, Fleet Management is projected to complete over 4,400 work requests of which 1,900 are preventative maintenance.

The Facilities Management division is comprised of four functional sections:

Administration provides leadership, customer service and administrative services for the division.

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

Skilled Trades/Construction Management provides centralized maintenance, repair and remodeling services for facilities; and utility systems and construction of new facilities and exhibits.

Property Management services now reflect in-house maintenance staff providing maintenance and repair services for leased properties. Funding for the Property Management function is within the Property Management Fund.

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

- Service Center/Dispatch and Work Order Management
- Routine and Preventative Maintenance
- Fueling Stations
- Utilities, Security Systems
- Regulatory Compliance
- Inspection and Repairs
- Environmental Stewardship thru Sustainability and Energy Management
- Renovate, Design, Construct
- CIP Implementation
- Planned Lifetime Asset Replacement (PLAR)
- Fleet Acquisition and Maintenance



Montgomery County

Department of Parks - Facilities Management

ACCOMPLISHMENTS

- Assumed responsibility for preventative maintenance and repair for the Department's fleet of Park Police motorcycles, the Cabin John and Wheaton trains, and the 1915 Herschell/Spillman carousel. The fleet mechanics are on call 24/7 during the operating months in case the train or carousel needs an emergency repair.
- Relocated the historically significant Armstrong Cabin from property near the Montrose Parkway to Cabin John Regional Park. Improvements included a new floor, new roof, restoration of the logs, doors and windows, and a fresh coat of paint. The cabin will be used to host programming for the Locust Grove Nature Center.
- Replaced the Valley Mill local park parking lot through a cooperative effort with staff from Facilities Management, Park Development, and NPDES staff. In addition to removing unnecessary impervious surfacing and improving storm water management, ADA parking pads and signage were installed.

GOALS AND PERFORMANCE MEASURES

Goal Provide clean, safe, and accessible places for leisure-time activities				
Objective				
Align the Division's work programs to achieve a safe environment through the prioritization of job assignments in the areas of Major Maintenance, CIP and Park emergencies.				
Program Indicator	Target	FY13 Actuals	FY14 Projected	FY15 Proposed
% of emergency maintenance requests responded to within 2 hours of emergency services call (arrive on site).	90%	79%	80%	80%
% of comprehensive inspections of Park structures conducted annually. (Comprehensive inspections are done every 3 years. Component inspections are done quarterly.) New program in FY13.	33%	4%	10%	15%
Notes: 1) The FM Trades unit is responsible for a timely response of 2 hours each time an emergency call is placed into the Service Center. The response time varies according to the type of call coming into the center and the magnitude of the event. During large events such as storms, floods, graffiti, and the like the response time for the team will extend beyond the 2 hour standard especially if the emergency involves multiple trades. 2) This new program calls for a comprehensive inspection of all buildings and structures every 3 years to be staggered among the 400 plus structures currently in the Parks inventory. These inspections are both structural and mechanical in nature and also identify any and all hazardous materials and ADA non-compliance issues. These inspections do not replace the already existing Routine Preventative Maintenance inspections we currently perform on a quarterly basis in the areas of HVAC, Plumbing, and Electrical systems.				



Montgomery County

Department of Parks - Facilities Management

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$10,666,122	\$10,887,913	2.1%
Staffing				
	Funded Career Positions	107.00	111.00	3.7%
	Funded Workyears	89.80	95.20	6.0%

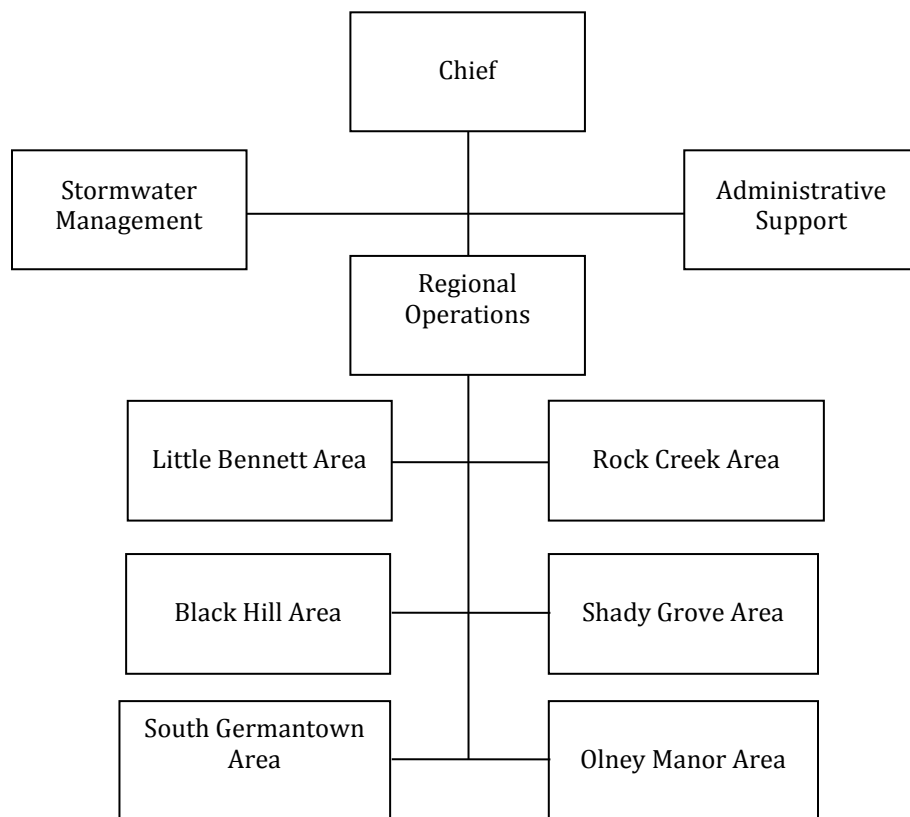
HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Includes one (1) full-time career and 1 WY to address ADA deficiencies. This funding and workyear will be partially offset by a chargeback to the CIP.
- Includes the restoration of one (1) full-time career and 1 WY mechanic.
- Includes one (1) full-time career and 1 WY, one (1) term contract staff and 1WY, and two (2) WYs in seasonal staff to extend the life of our outdoor courts.
- Includes one (1) full-time career and 1 WY which is offset by an offset by a chargeback to Property Management in funding and workyears.



Montgomery County Department of Parks - Northern Parks

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Northern Parks

OVERVIEW

The Northern Parks Division encompasses the portion of Montgomery County north of Rockville and from the Potomac River to the Howard County line. The Division manages and maintains a large variety of parks, including regional and recreational parks, local parks, urban parks, conservation areas, stream valley and neighborhood parks. The Northern Parks Division also contains large lakes with boating operations, one historical farm park, four equestrian centers, one full-service campground, a splash playground and miniature golf operation, and two nature centers.

The Northern Parks management areas are based out of Little Bennett Regional Park, Black Hill Regional Park, Shady Grove, Rock Creek Regional Park, Olney Manor Recreational Park and South Germantown Recreational Park.

The Northern Parks Division meets both local and regional 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, and tennis.

One of the Division's focuses, beyond those listed above, is in the area of water quality protection and staff resources have been devoted to ensuring compliance with all applicable storm water management regulations and the NPDES requirements and are striving to expand those efforts to better protect our natural resources.

Additional services are provided by both public and private partners including the Miracle League, Maryland Soccer Foundation and the TennisPlex at South Germantown, GoApe, the Montgomery County Recreation Department and the Montgomery County Public Schools to name a few. The Division also sponsors or supports a number of large events including, but not limited to, the Harvest Festival at the Agricultural History Farm Park and the Germantown Glory Fourth of July Celebration at South Germantown Recreational Park.

MISSION

Provide residents safe, well-maintained and well-managed active and passive parks and recreation facilities.

PROGRAMS AND SERVICES PROVIDED

- Athletic Field and Court Maintenance
- Playground Maintenance and Inspections
- Trash/Litter Removal and Recycling
- Storm Water Management and NPDES Compliance
- Regional Park Attractions and Enterprise Support
- Parkway and Roadway Maintenance
- Special Event Management
- Turf Management
- Snow Removal/Storm Response
- Hiking, Biking and Equestrian Trail Maintenance
- Natural Resource Management



Montgomery County

Department of Parks - Northern Parks

ACCOMPLISHMENTS

- Increased efforts to eliminate Non-Native Invasive plant species
- Held an Earth/Arbor Day event with 130 fourth grade students from Little Bennett Elementary School in coordination with staff from the Horticulture, Forestry and Environmental Education division.
- Effectively co-managed several large scale events including the Sizdeh-Bedar at Black Hill Regional Park with 2,000-3,000 in attendance, Germantown Glory at South Germantown Recreational Park with \$25,000 in attendance, Run Amuck at Rock Creek Regional Park with 4,000 in attendance, Harvest Festival at the Agricultural History Farm Park with 3,500 in attendance, and the MoCo Epic at South Germantown Recreational Park with 2,500 in attendance.
- Opened the expanded East Norbeck Local Park.
- Opened Woodstock Equestrian Park to provide an upscale riding experience for county residents.

GOALS and PERFORMANCE MEASURES

Goal Maintain Montgomery County's award winning park system in a safe, aesthetic and functional manner.				
Objective				
Manage and complete work requests in the most effective and efficient way possible so as to maximize productivity.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Routine Work Requests:				
Total		5,174	5,200	5,600
Completed		3,237	3,700	3,920
% Routine Work Requests Completed	80%	63%	69%	70%
Non-Routine Work Requests:				
Total		2,901	2,900	2,900
Completed		2,432	2,450	2,500
% Non-Routine Work Requests Completed	100%	84%	84%	86%
Notes:				
• Routine work requests include such things as mowing, athletic field maintenance, playground inspection and maintenance etc. They typically have a work order associated with them that is generated on a recurring and automatic basis. • Non-routine work requests are more typically of a more critical or emergency nature, such as weather related or other emergencies, removal of illegal dumping, removal of graffiti, support for special events, etc. • All Routine Preventive Maintenance requests are not performed every cycle even though they are generated. (ex. not all routine preventive maintenance requests for mowing are done during hot summers).				



Montgomery County

Department of Parks - Northern Parks

BUDGET AT A GLANCE

Summary of Division Budget

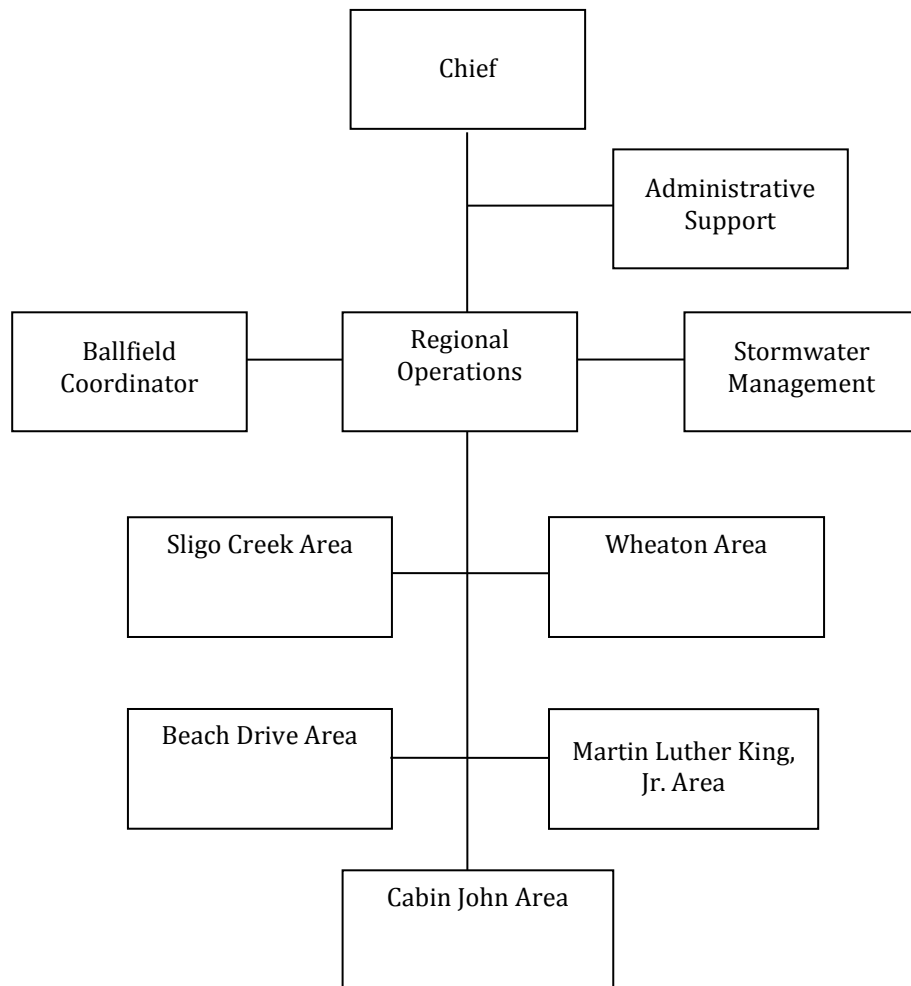
		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$8,788,659	\$9,102,127	3.6%
Staffing				
	Funded Career Positions	100.00	106.00	6.0%
	Funded Workyears	103.20	107.90	4.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Includes two (2) full time career and one (1) part time career and 2.5 WY and additional seasonal staff of 1.0WY for OBI plus the commensurate personnel funding for these positions.
- Includes two (2) full time career and 2.0 WY and personnel funding for NPDES requirements to address deficiencies that remain in post construction stormwater management facilities. Also includes the reduction of three seasonal, non-career employees (2.2 WY) currently working on NPDES activities. The Department determined that the technical nature of stormwater facility maintenance work does not lend itself to the use of seasonal employees as the work is complex and takes a significant amount of time to train these employees.
- Includes the restoration of one (1) full time career and 1.0WY and personnel funding to provide greater management oversight and address maintenance backlog. This position was abolished in FY11.
- Increase Supplies & Materials by \$30,816 and Other Services & Charges by \$2,200 for OBI for new parks.
- Shift \$13,000 from Other Services & Charges to Supplies & Materials to meet divisional needs.
- Increase capital outlay by \$132,000 for one-time equipment for OBI, NPDES and new maintenance staff. This is offset by a \$217,000 reduction for one time capital equipment costs included in the FY14 budget for a total decrease of \$85,000 in FY15.
- Reduce chargeback to the Enterprise Fund by 0.5 WY and the commensurate funding for South Germantown Splash Playground and Miniature Golf. The Enterprise Fund shifted staffing and responsibilities such that the 0.5 WY chargeback was no longer needed.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Southern Parks

OVERVIEW

The Southern Parks Division is bounded by 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 Southern Parks Division's maintenance management facilities are located at Cabin John Regional Park, Wheaton Regional Park, Martin Luther King, Jr. Recreational Park, and Meadowbrook Maintenance Facility.

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

The Southern Parks Division also contains conservation areas, green spaces, trails, parkways, storm water management structures, two miniature train operations, two ice rinks, one carousel, one sports pavilion, two skateboard parks, two indoor tennis facilities, two nature centers, two equestrian centers, an amphitheater, and two 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's staff manages and maintains three Regional/Recreational Parks, twenty Urban Parks, seventy Neighborhood Parks, and eighty-two Local Parks.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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



Montgomery County

Department of Parks - Southern Parks

ACCOMPLISHMENTS

- Renovated Willard Avenue Neighborhood Park in collaboration with Horticulture, Forestry and Environmental Education and Facilities Management divisions. Removed invasive plants, replaced benches, installed new basketball backboard, and replaced wood fiber chips.
- Installed and replaced eight new standardized road closure gates along Sligo Creek Parkway.
- Rehabilitated and replanted 3 bioretention facilities at Broadacres and Winding Creek Local Parks utilizing over one thousand native plants. Began coordination with HFEE division to use plant material from the Pope Farm in the Meadowbrook Stables bioretention facility.
- Completed Capital Crescent Trail improvements including shoulder repair, trail etiquette signage, stormwater infiltration facility repair, and vegetation management.
- Rejuvenated the pond at Kemp Mill Urban Park by draining, cleaning, and installing an aeration system and natural vegetation for filtration.

GOALS AND PERFORMANCE MEASURES

Goal Maintain Montgomery County's award winning park system in a safe, aesthetic and functional manner.				
Objective				
Manage and complete work requests in the most effective and efficient way possible so as to maximize productivity.				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
Routine Work Requests: Total Completed		6,532 7,746	6,675 8,900	6,675 8,900
% Routine Work Requests Completed	90%	84%	90%	90%
Non-Routine Work Requests: Total Completed		3,372 3,719	3,450 3,625	3,450 3,625
% Non-Routine Work Requests Completed	100%	91%	95%	95%
Notes: • Routine Work Requests include such things as mowing, custodial, athletic field maintenance, playground inspection and maintenance. These Work Requests are generated on a recurring and automatic basis. • Non-Routine Work requests are more of an ad hoc nature and can be considered critical or an emergency, such as severe weather related events, removal of illegal dumping, removal of graffiti and support for special events.				



Montgomery County

Department of Parks - Southern Parks

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$12,361,497	\$12,726,373	3.0%
Staffing			
Funded Career Positions	147.00	150.00	2.0%
Funded Workyears	153.50	154.20	0.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Includes two (2) full time career and 2.0 WY and personnel funding for NPDES requirements to address deficiencies that remain in post construction stormwater management facilities. Also includes the reduction of three seasonal, non-career employees (2.3 WY) currently working on NPDES activities. The Department determined that the technical nature of stormwater facility maintenance work does not lend itself to the use of seasonal employees as the work is complex and takes a significant amount of time to train these employees.
- Includes the restoration of one (1) full time career and 1.0WY and personnel funding to provide greater management oversight and address maintenance backlog. This position was abolished in FY11.
- Increase Other Services and Charges \$61,631 for contractual increases and a new outdoor court maintenance contract to extend the life of outdoor courts.
- Increase capital outlay by \$73,000 for one-time equipment for NPDES and new maintenance staff. This is offset by a \$35,000 reduction for one time capital equipment costs included in the FY14 budget for a total increase of \$38,000 in FY15.



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 the 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

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$9,426,980	\$11,288,270	19.7%
Staffing				
	Funded Career Positions	0.00	0.00	0.0%
	Funded Workyears	1.10	2.60	136.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Decreased personnel budget by \$59,150 due to lower group long term disability and unemployment costs.
- Increased gasoline/diesel fuel budget by \$150,000.
- Increase the utilities budget by \$22,000, of which \$16,000 is for OBI.
- Increased contractual costs by \$58,300 for additional training and development services plus contractual increases based on the consumer price index (CPI).
- Increased Support Services budget by \$165,000 in FY15 for the implementation of the consolidated registration system done in conjunction with the Department of Recreation and Community Use of Public Facilities.
- Increase Risk Management charges by \$954,400.
- Increased internal service funds by \$465,000 for the repayment of financed capital equipment and Commission-wide IT services.
- Increased chargebacks by \$103,740 primarily for the 50% of the expense for two full time career and one seasonal workyear to implement programs in compliance with ADA regulations. These positions are accounted for in the Enterprise Fund. Includes an increase of 1.5 WY in chargebacks.



Montgomery County

Department of Parks – Property Management

OVERVIEW

The Property Management Fund is a self-sustaining program financed by the revenue derived from the rentals of park houses, commercial agreements, and other land leases.

The Property Management Unit continues to strengthen the oversight of leased property. In FY12, eight of the closed park activity buildings were offered for private third-party use under a Request for Proposals. Three of the buildings were leased in FY13, and additional buildings are planned for leasing in FY14. The leasing of park activity buildings has become a model for transitioning older, under-utilized former recreation buildings into a second, or sometimes third, generation use.

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

The Property Management portfolio continues to reflect a slight, but steady growth in revenue, which is attributed to the rental of park activity buildings, land for parking use, and annual rental increases pegged to a fixed rate standard.

MISSION

To provide lease administration and property management services for a diverse portfolio of rental property including buildings, residences, equestrian facilities, agriculture, telecommunications, and recreation, and to promote the use of properties as sources of revenue for public benefit and as a means of land stewardship.

PROGRAMS AND SERVICES PROVIDED

- Oversight of Leased Park Property
- Demolition of Candidate Structures
- Property Management Services

ACCOMPLISHMENTS

- Extended the 24/7/365 tenant service line to include maintenance concerns to all Park tenants.
- Demolished nine of ten (90%) candidate structures including the old Maryland College of Art and Design (MCAD) building, several structures located on new park acquisitions, and others.

GOALS AND PERFORMANCE MEASURES

Goal To provide management and maintenance oversight of Park rental houses.				
Objective				
Achieve a high occupancy rate for Commission Park rental houses offered for lease.				
Program Indicator	Target	FY13 Actual	FY14 Adopted	FY15 Proposed
% occupancy rate	100%	98%	98%	99%



Montgomery County

Department of Parks – Property Management

BUDGET AT A GLANCE

Summary of Division Budget

		FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$906,458	\$1,026,320	13.2%
Staffing				
	Funded Career Positions	4.00	4.00	0.0%
	Funded Workyears	6.00	7.00	16.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Rental revenue is projected to be \$124,500 higher than the FY14 budget due to the addition of new tenants, more tenants paying fair market value for building and land rentals, and tighter controls in place to manage the revenue stream.
- Includes one (1) WY though a chargeback from the Park Fund for additional skilled trades work to provide the maintenance support necessary to keep pace with the transition of tenants to achieve occupancy goals, to respond to maintenance calls for repairs, and to transform park activity buildings to leased property.



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND

Expenditures by Division by Type

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Office of the Director				
Personnel Services	887,573	1,072,526	1,080,706	0.8%
Supplies and Materials	551	21,950	27,400	24.8%
Other Services and Charges	15,323	18,950	20,850	10.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	903,447	1,113,426	1,128,956	1.4%
Public Affairs & Community Partnerships				
Personnel Services	1,878,049	1,922,479	1,937,819	0.8%
Supplies and Materials	76,801	79,000	126,200	59.7%
Other Services and Charges	76,175	145,420	226,070	55.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(45,600)	(45,600)	0.0%
Total	2,031,025	2,101,299	2,244,489	6.8%
Management Services				
Personnel Services	2,328,687	2,580,332	1,520,206	-41.1%
Supplies and Materials	408,533	220,600	10,600	-95.2%
Other Services and Charges	523,725	775,672	166,892	-78.5%
Capital Outlay	186,063	-	-	-
Other Classifications	2,729	-	-	-
Chargebacks	(50,000)	(50,000)	-	-100.0%
Total	3,399,737	3,526,604	1,697,698	-51.9%
Information Technology & Innovation				
Personnel Services			953,543	-
Supplies and Materials			220,000	-
Other Services and Charges			866,480	-
Capital Outlay			-	-
Other Classifications			-	-
Chargebacks			(53,000)	-
Total	-	-	1,987,023	-
Park Planning & Stewardship				
Personnel Services	3,133,515	3,260,278	3,493,973	7.2%
Supplies and Materials	70,231	64,700	68,700	6.2%
Other Services and Charges	231,954	286,700	300,900	5.0%
Capital Outlay	(11,086)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(385,688)	(362,807)	(365,400)	0.7%
Total	3,038,926	3,248,871	3,498,173	7.7%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND

Expenditures by Division by Type

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Park Development				
Personnel Services	4,630,321	5,060,584	5,074,003	0.3%
Supplies and Materials	61,423	37,600	42,100	12.0%
Other Services and Charges	68,486	82,400	100,200	21.6%
Capital Outlay	205	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,980,992)	(2,180,600)	(2,240,146)	2.7%
Total	2,779,443	2,999,984	2,976,157	-0.8%
Park Police				
Personnel Services	11,043,216	12,668,960	13,146,565	3.8%
Supplies and Materials	436,936	370,400	498,640	34.6%
Other Services and Charges	265,710	334,100	334,100	0.0%
Capital Outlay	-	-	24,339	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	11,745,862	13,373,460	14,003,644	4.7%
Horticulture, Forestry & Environmental Education				
Personnel Services	6,469,497	7,021,639	7,176,878	2.2%
Supplies and Materials	447,051	447,600	476,560	6.5%
Other Services and Charges	405,105	338,728	349,728	3.2%
Capital Outlay	-	-	-	-
Other Classifications	692	-	-	-
Chargebacks	(236,986)	(324,100)	(325,300)	0.4%
Total	7,085,359	7,483,867	7,677,866	2.6%
Facilities Management				
Personnel Services	8,543,229	9,042,372	9,384,133	3.8%
Supplies and Materials	1,530,358	1,593,050	1,594,825	0.1%
Other Services and Charges	915,143	825,700	832,800	0.9%
Capital Outlay	297,047	15,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(748,445)	(810,000)	(923,845)	14.1%
Total	10,537,332	10,666,122	10,887,913	2.1%
Northern Parks				
Personnel Services	7,075,258	7,537,289	7,841,010	4.0%
Supplies and Materials	602,250	663,970	709,786	6.9%
Other Services and Charges	149,403	247,400	248,231	0.3%
Capital Outlay	167,962	417,000	332,000	-20.4%
Other Classifications	-	-	-	-
Chargebacks	(77,000)	(77,000)	(28,900)	-62.5%
Total	7,917,873	8,788,659	9,102,127	3.6%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND

Expenditures by Division by Type

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Southern Parks				
Personnel Services	10,106,337	10,776,697	11,043,342	2.5%
Supplies and Materials	890,868	998,400	1,000,800	0.2%
Other Services and Charges	478,627	315,100	376,731	19.6%
Capital Outlay	133,574	335,000	373,000	11.3%
Other Classifications	-	-	-	-
Chargebacks	(63,700)	(63,700)	(67,500)	6.0%
Total	11,545,706	12,361,497	12,726,373	3.0%
Support Services				
Personnel Services	214,392	251,000	191,850	-23.6%
Supplies and Materials	1,600,510	1,727,000	1,914,000	10.8%
Other Services and Charges	6,997,374	6,790,580	8,420,280	24.0%
Capital Outlay	903,650	-	-	-
Other Classifications	-	-	-	-
Chargebacks	656,320	658,400	762,140	15.8%
Total	10,372,246	9,426,980	11,288,270	19.7%
Non-Departmental				
Personnel Services	4,609,500	5,010,698	7,475,209	49.2%
Salary Adjustment Marker	-	-	1,727,840	-
OPEB PreFunding	2,309,200	1,885,810	2,317,008	22.9%
OPEB Paygo	2,300,300	3,124,888	3,430,361	9.8%
Supplies and Materials	(57,858)	-	-	-
Other Services and Charges	(148,163)	-	-	-
Capital Outlay	(333)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,545)	-	-	-
Total	4,401,601	5,010,698	7,475,209	49.2%
Grants				
Personnel Services	-	-	-	-
Supplies and Materials	8,877	-	-	-
Other Services and Charges	8,998	400,000	400,000	0.0%
Capital Outlay	60,421	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	78,296	400,000	400,000	0.0%
Other Financing Uses/Transfers Out				
Capital Projects Funds	354,707	350,000	350,000	0.0%
Debt Service Fund	4,433,012	3,887,100	5,142,738	32.3%
Total	4,787,719	4,237,100	5,492,738	29.6%
Budgetary Reserve @ 3%	-	2,415,044	2,445,569	1.3%
Fund Total	80,624,572	87,153,611	95,032,205	9.0%



Montgomery County

Department of Parks – Summary of Positions and Workyears

POSITION DETAIL BY DIVISION BY FUND

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>DIRECTOR OF PARKS</u>						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	-	-	2.00	1.80	2.00	1.80
Seasonal/Intermittent		1.00		1.00		1.00
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Director of Parks	5.00	6.00	7.00	7.80	7.00	7.80
<u>PUBLIC AFFAIRS & COMMUNITY PARTNERSHIPS</u>						
Full-Time Career	20.00	20.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	21.00	21.00	21.00	21.00
Term Contract	1.00	0.60				
Seasonal/Intermittent		-		-		-
Chargebacks		(0.90)		(0.40)		(0.40)
Less Lapse		(1.50)		(1.50)		(1.50)
Subtotal Public Affairs & Comm. Partner.	21.00	18.20	21.00	19.10	21.00	19.10
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	22.00	22.00	22.00	22.00	13.00	13.00
Part-Time Career	1.00	0.90	1.00	0.90	-	-
Career Total	23.00	22.90	23.00	22.90	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(1.00)		(1.00)		-
Less Lapse		(1.80)		(1.70)		(1.00)
Subtotal Management Services	23.00	20.10	23.00	20.20	13.00	12.00
<u>INFORMATION TECHNOLOGY & INNOVATION</u>						
Full-Time Career					9.00	9.00
Part-Time Career					1.00	0.90
Career Total	-	-	-	-	10.00	9.90
Term Contract					-	-
Seasonal/Intermittent						-
Chargebacks						(1.00)
Less Lapse						(0.80)
Subtotal Management Services	-	-	-	-	10.00	8.10
<u>PARK PLANNING AND STEWARDSHIP</u>						
Full-Time Career	27.00	28.00	29.00	29.00	31.00	31.00
Part-Time Career	4.00	1.80	2.00	1.60	2.00	1.60
Career Total	31.00	29.80	31.00	30.60	33.00	32.60
Term Contract	1.00	1.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		0.60		0.60		0.60
Chargebacks		(4.20)		(4.20)		(3.60)
Less Lapse		(2.40)		(2.40)		(2.50)
Subtotal Planning and Stewardship	32.00	24.80	33.00	26.60	35.00	29.10



Montgomery County

Department of Parks – Summary of Positions and Workyears

POSITION DETAIL BY DIVISION BY FUND

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PARK DEVELOPMENT</u>						
Full-Time Career	43.00	43.00	43.00	43.00	44.00	44.00
Part-Time Career	2.00	1.70	2.00	1.70	2.00	1.70
Career Total	45.00	44.70	45.00	44.70	46.00	45.70
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		-		-		-
Chargebacks		(18.50)		(18.50)		(17.40)
Less Lapse		(3.40)		(3.40)		(3.50)
Subtotal Park Development	46.00	23.80	46.00	23.80	47.00	25.80
<u>PARK POLICE</u>						
Full-Time Career	113.00	114.00	113.00	113.00	115.00	115.00
Part-Time Career	-	-	-	-	-	-
Career Total	113.00	114.00	113.00	113.00	115.00	115.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.00		4.00
Chargebacks		-		-		-
Less Lapse		(8.60)		(7.60)		(7.70)
Subtotal Park Police	113.00	109.40	113.00	109.40	115.00	111.30
<u>HORTICULTURE, FORESTRY & ENVIRONMENTAL ED</u>						
Full-Time Career	78.00	78.00	78.00	78.00	79.00	79.00
Part-Time Career	5.00	2.80	5.00	2.80	4.00	2.30
Career Total	83.00	80.80	83.00	80.80	83.00	81.30
Term Contract	-	-	1.00	1.00	4.00	4.00
Seasonal/Intermittent		9.00		9.30		9.30
Chargebacks		(4.20)		(4.20)		(4.20)
Less Lapse		(6.20)		(6.30)		(6.40)
Subtotal Hort., Forestry & Enviro. Ed.	83.00	79.40	84.00	80.60	87.00	84.00
<u>FACILITIES MANAGEMENT</u>						
Full-Time Career	107.00	107.00	107.00	107.00	111.00	111.00
Part-Time Career	-	-	-	-	-	-
Career Total	107.00	107.00	107.00	107.00	111.00	111.00
Term Contract	1.00	1.00	1.00	1.00	2.00	2.00
Seasonal/Intermittent		-		-		2.00
Chargebacks		(10.10)		(10.10)		(11.60)
Less Lapse		(8.10)		(8.10)		(8.20)
Subtotal Facilities Management	108.00	89.80	108.00	89.80	113.00	95.20
<u>NORTHERN PARKS</u>						
Full-Time Career	98.00	98.00	99.00	99.00	104.00	104.00
Part-Time Career	1.00	0.50	1.00	0.50	2.00	1.00
Career Total	99.00	98.50	100.00	99.50	106.00	105.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		9.90		12.10		10.90
Chargebacks		(0.90)		(0.90)		(0.40)
Less Lapse		(7.50)		(7.50)		(7.60)
Subtotal Northern Parks	99.00	100.00	100.00	103.20	106.00	107.90



Montgomery County

Department of Parks – Summary of Positions and Workyears

POSITION DETAIL BY DIVISION BY FUND

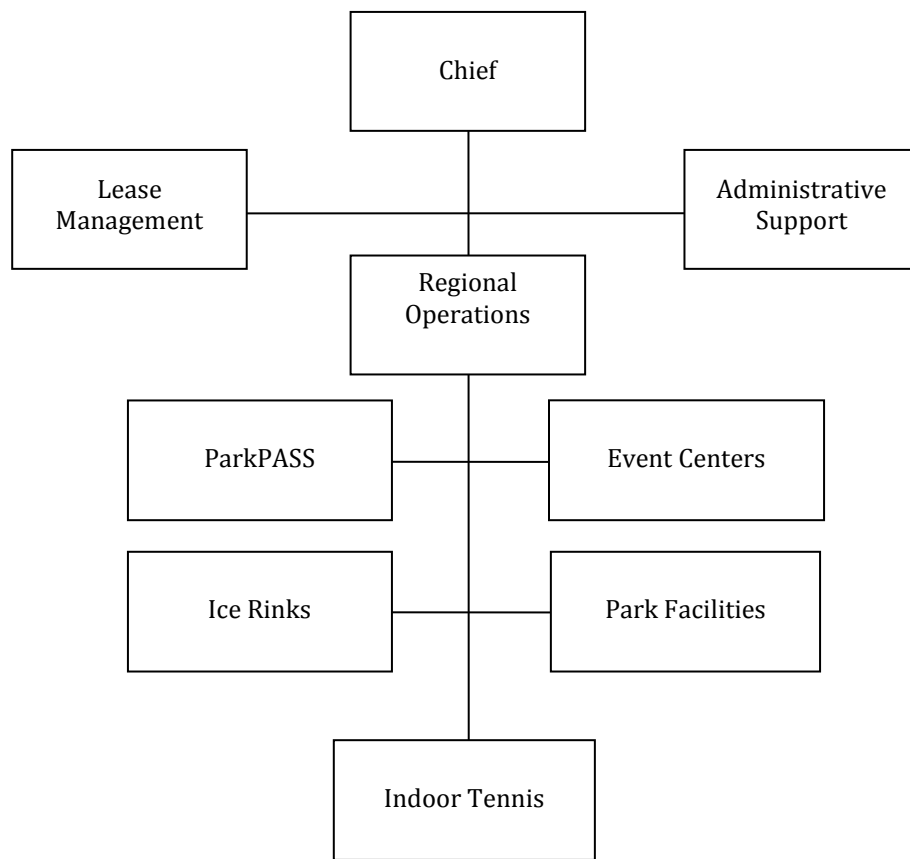
	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SOUTHERN PARKS</u>						
Full-Time Career	147.00	147.00	147.00	147.00	150.00	150.00
Part-Time Career	-	-	-	-	-	-
Career Total	147.00	147.00	147.00	147.00	150.00	150.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		16.10		18.40		16.10
Chargebacks		(0.70)		(0.70)		(0.70)
Less Lapse		(11.20)		(11.20)		(11.20)
Subtotal Southern Parks	147.00	151.20	147.00	153.50	150.00	154.20
<u>SUPPORT SERVICES</u>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	2.00	1.80				
Seasonal/Intermittent		-		-		-
Chargebacks		1.10		1.10		2.60
Less Lapse		-		-		-
Subtotal Support Services	2.00	2.90	-	1.10	-	2.60
<u>TOTAL PARK FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	660.00	662.00	664.00	664.00	682.00	682.00
Part-Time Career	13.00	7.70	11.00	7.50	11.00	7.50
Career Total	673.00	669.70	675.00	671.50	693.00	689.50
Term Contract	6.00	5.40	7.00	6.80	11.00	10.80
Seasonal/Intermittent		40.60		45.40		43.90
Chargebacks		(39.40)		(38.90)		(36.70)
Less Lapse		(50.70)		(49.70)		(50.40)
Grand Total Park Fund	679.00	625.60	682.00	635.10	704.00	657.10
<u>PROPERTY MANAGEMENT FUND</u>						
Full-Time Career	3.00	3.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargeback		2.00		2.00		3.00
Less Lapse		-		-		-
Total Property Management Fund	3.00	5.00	4.00	6.00	4.00	7.00
<u>TOTAL PARKS DEPARTMENT</u>						
Full-Time Career	663.00	665.00	668.00	668.00	686.00	686.00
Part-Time Career	13.00	7.70	11.00	7.50	11.00	7.50
Career Total	676.00	672.70	679.00	675.50	697.00	693.50
Term Contract	6.00	5.40	7.00	6.80	11.00	10.80
Seasonal/Intermittent		40.60		45.40		43.90
Chargebacks		(37.40)		(36.90)		(33.70)
Less Lapse		(50.70)		(49.70)		(50.40)
GRAND TOTAL PARKS DEPT WORKYEARS	682.00	630.60	686.00	641.10	708.00	664.10



Montgomery County

Department of Parks – Enterprise Operations Summary

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Enterprise Operations Summary

OVERVIEW

The Enterprise Division manages or oversees the operation of 20 distinct facilities that are entirely or primarily 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 a number of park facilities such as the miniature trains, boat facilities, campgrounds, splash playground, mini golf course, driving range, skate park, and a carousel as well as oversight of a number of recreation facility leases.

In recognition that some of these recreational experiences are more exclusive than others, such as ice skating, indoor tennis, or miniature golf, a fee is charged to provide these experiences. These exclusive use facilities are included in the Department's Enterprise Fund, which, by policy, is required to be self-sustaining. This includes operating costs, maintenance and renovation costs, capital improvements, administrative costs and debt service payments. The Division continues to balance financial obligations while meeting the recreation needs of the public and keeping fees at a reasonable rate while making improvements to the facilities during these challenging economic times.

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 FY13, one million patrons visited or participated in hundreds of classes, programs and events at the Enterprise facilities and gross revenues reached \$10,271,362.
- Hosted 84 summer camp programs with 1,700 participants increasing revenues by 20% over last year.
- Made the final debt service payment of \$227,962 for the Cabin John Ice Rink in November 2013. This marked the end of all the debt service payments for the Little Bennett Golf Course (opened in 1994), the Cabin John Ice Rink (opened in 1999), and the Wheaton Ice Arena (opened in 2000).
- Met overall performance measure goals of operating revenues over expenditures in addition to covering the debt service payments.
- Coordinated, scoped, prioritized and initiated ADA improvements to Enterprise facilities.



Montgomery County

Department of Parks – Enterprise Operations Summary

GOALS AND PERFORMANCE MEASURES

Goal Generate sufficient revenues in the Enterprise Fund to cover all operating costs including debt service and/or CIP				
Objective				
To manage programming, revenue and expenditures to cover cost recovery				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of operating revenues that cover expenditures	110%	115%	108%	112%

SUMMARY OF ENTERPRISE OPERATIONS BUDGETS

MONTGOMERY COUNTY ENTERPRISE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2015

	<u>FY 13 Actual</u>	<u>FY 14 Adopted</u>	<u>FY 14 Estimate</u>	<u>FY 15 Proposed</u>	<u>% Change</u>
Revenues and Transfers In:					
Golf Courses	237,866	-	23,965	24,000	-
Ice Rinks	4,297,574	4,751,000	4,563,200	4,614,800	-2.9%
Indoor Tennis	1,614,002	1,643,533	1,687,060	1,704,545	3.7%
Event Centers	652,655	611,700	632,000	683,000	11.7%
Park Facilities	3,039,505	3,024,575	2,734,555	2,701,160	-10.7%
Administration	(1,025)	-	-	-	-
Total Revenues	<u>9,840,577</u>	<u>10,030,808</u>	<u>9,640,780</u>	<u>9,727,505</u>	<u>-3.0%</u>
Expenses and Transfers Out:					
Golf Courses	502,695	-	-	-	-
Ice Rinks	4,399,355	4,395,043	4,173,462	4,564,953	3.9%
Indoor Tennis	1,154,347	1,337,660	1,694,474	1,355,618	1.3%
Event Centers	828,751	858,661	779,998	978,110	13.9%
Park Facilities	2,360,001	3,446,862	2,856,104	2,568,994	-25.5%
Administration	6,593	-	-	-	-
Total Expenses	<u>9,251,742</u>	<u>10,038,226</u>	<u>9,504,038</u>	<u>9,467,675</u>	<u>-5.7%</u>
Change in Net Position	588,835	(7,418)	136,742	259,830	-3602.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- The Enterprise Fund Balance Policy directs the Enterprise Fund balance to be 10% of the operating expenses plus one year's debt service. Through positive management changes, facility improvements, continued marketing efforts and retirement of all debt service in FY14, the FY15 proposed fund balance will be above the reserve requirement of \$ 946,768.
- Capital Improvement projects are budgeted at \$600,000 in FY14 and include \$200,000 for the roof at the Agricultural History Farm Park Barn, \$300,000 for Capital Improvements to the Wheaton Indoor Tennis Center to create a multi-purpose room for off-court instruction, day camp, and/or rentals, and \$100,000 for South Germantown Splash Park renovations.



Montgomery County

Department of Parks – Enterprise Operations Summary

- FY15 proposed capital improvements projects are \$785,000 and include \$185,000 for a new locomotive for the Cabin John Regional Park, \$100,000 to finish the basement at Seneca Lodge, \$200,000 to replace the dehumidification system at Wheaton Ice Arena, \$200,000 to replace one of the dehumidification systems at the Cabin John Ice Rink, and \$100,000 to design a new entrance for both main parking lots at Rockwood Manor.



Montgomery County

Department of Parks - Enterprise Operations - Golf Courses

OVERVIEW

The golf course lease agreement includes the operation of Northwest, Needwood, Little Bennett, and Sligo Golf Courses by the Montgomery County Revenue Authority (MCRA).

The Department of Parks has a long-term lease with the MCRA for the operation of three of our golf courses, Little Bennett, Needwood, and Northwest. MCRA manages our Sligo Creek Golf Course through an Operational Agreement. In October of 2012, MCRA agreed to extend the Operating Agreement for an additional five years. This agreement will expire on October 2017.

According to the contract, the MCRA is to pay a percentage of net profits over \$5,100,000 for Little Bennett, Northwest and Needwood golf courses. These courses reached that minimum threshold for the first time in 6 years and paid \$23,495 to the Enterprise Fund in FY13. There is no revenue payment stipulation in the lease agreement for Sligo Golf Course.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Golf
- Lessons
- Tournaments
- Special Events

ACCOMPLISHMENTS

- Made the final debt payment for Little Bennett golf course of \$388,269 from the Enterprise Fund revenues. MCRA did not contribute to this debt obligation since the last MCRA lease payment had occurred in FY12.
- Received \$23,965 from MCRA in FY14, which was the percentage of net profits from Little Bennett, Northwest and Needwood golf courses that exceeded the \$5,100,000 threshold. This is the first time net profits exceeded this threshold.



Montgomery County

Department of Parks - Enterprise Operations - Golf Courses

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	2,133	-	-	-	-
Charges for Services	227,206	-	-	-	-
Rentals and Concessions	8,527	-	23,965	24,000	-
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	237,866	-	23,965	24,000	-
Operating Expenses and Other Uses					
Personnel Services	99,326	-	-	-	-
Goods for Resale	2,057	-	-	-	-
Supplies and Materials	18,802	-	-	-	-
Other Services and Charges	30,300	-	-	-	-
Depreciation & Amortization Expense	336,811	-	-	-	-
Debt Service	4,239	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	4,239	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	11,160	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	502,695	-	-	-	-
Gain (Loss)	\$ (264,829)	\$ -	\$ 23,965	\$ 24,000	-

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

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
GOLF COURSES						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.00	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Golf Courses	-	2.00	-	-	-	-



Montgomery County

Department of Parks - Enterprise Operations - Golf Courses

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- MCRA started providing lessons to Enterprise day camps in FY13, and will continue in FY14 and FY15. MCRA began providing instruction for all programs taking place at the South Germantown Driving Range in FY14 and will continue in FY15.
- FY15 revenues are projected to be \$24,000 in payments from MCRA for the percentage of net profits from Little Bennett, Northwest and Needwood golf courses that exceed the \$5,100,000 threshold.



Montgomery County

Department of Parks - Enterprise Operations – Ice Rinks

OVERVIEW

The Department operates two indoor ice rink facilities and one enclosed sports pavilion seven days a week, year round. At Cabin John, there is one NHL ice surface and 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 programs, group and private lessons, general and special public sessions, therapeutic skating, skate and facility rentals, snack bars, and pro shops.

In the spring of FY13, the former Wheaton Outdoor Ice Rink reopened to the public for rentals as the Wheaton Sports Pavilion. It is available for league play, tournaments, and special activities in soccer, futsal and lacrosse.

MISSION

To provide a balance of public skating, instructional classes and rental opportunities for the ice skating community and general public.

PROGRAMS AND SERVICES PROVIDED

- Recreational skating (public sessions)
- Summer camps
- Special events
- Snack bar
- Dance room
- Leased ice
- Lacrosse
- Instructional skating and hockey classes
- Skating shows
- Tournaments
- Pro shop
- Leagues
- Soccer
- Futsal

ACCOMPLISHMENTS

- Continued upgrading the facilities by installing energy efficient heat recovery systems and ADA accessible bathroom stalls at Cabin John Ice Rink as well as replacing the oil separator on the NHL compressor system and spectator heating at all three rinks. Compressor repairs were made at the Wheaton Ice Arena.
- Transitioned from the Ice Skating Institute (ISI) skating curriculum to the United States Figure Skating (USFS) renowned Basic Skills Program which is the official learn to skate program of the national governing body for figure skating.
- Added a number of tournaments, special play days and competitions to increase customer participation.
- Made final debt service payment of \$227,962 for Cabin John Ice Rink in November 2013 creating the capacity for the division to make major facility improvements to its aging infrastructure.



Montgomery County
Department of Parks - Enterprise Operations – Ice Rinks

GOALS AND PERFORMANCE MEASURES

Goal To provide opportunities for individuals, groups, and families of all ages and abilities to participate and to learn ice skating, hockey, and other ice-based activities.				
Objective				
Generate sufficient revenues to cover facility operating costs including debt service and/or CIP				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of operating revenues that cover operating expenditures	105%	99%	107%	101%
Objective				
Develop new and expand existing programs to increase participation and increased rentals				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% increase of patrons participating in classes, camps, public sessions and/or rentals	5%	-3%	5%	-2%



Montgomery County

Department of Parks - Enterprise Operations - Ice Rinks

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS

Summary of Revenues and Expenses

ADOPTED BUDGET FISCAL YEAR 2014

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ 11,883	\$ -	\$ -	-	-
Sales	372,038	450,000	413,000	417,000	-7.3%
Charges for Services	2,292,705	2,527,500	2,402,900	2,439,500	-3.5%
Rentals and Concessions	1,620,948	1,771,500	1,745,300	1,757,500	-0.8%
Miscellaneous	-	-	-	-	-
Interest	-	2,000	2,000	800	-60.0%
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	<u>4,297,574</u>	<u>4,751,000</u>	<u>4,563,200</u>	<u>4,614,800</u>	<u>-2.9%</u>
Operating Expenses and Other Uses					
Personnel Services	1,277,343	1,452,486	1,350,905	1,535,153	5.7%
Goods for Resale	230,443	225,200	222,000	217,600	-3.4%
Supplies and Materials	184,019	149,200	151,400	146,600	-1.7%
Other Services and Charges	1,234,087	1,390,600	1,276,200	1,272,200	-8.5%
Depreciation & Amortization Expense	667,624	-	-	-	-
Debt Service	24,843	227,957	227,957	-	-100.0%
Debt Service Principal	-	222,228	222,228	-	-100.0%
Debt Service Interest	24,843	5,729	5,729	-	-100.0%
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	211,500	199,800	182,000	-13.9%
Other Classifications	646,209	603,600	610,700	671,200	11.2%
Chargebacks	134,787	134,500	134,500	140,200	4.2%
Transfers Out	-	-	-	400,000	-
Total Oper. Exp and Other Uses	<u>4,399,355</u>	<u>4,395,043</u>	<u>4,173,462</u>	<u>4,564,953</u>	<u>3.9%</u>
Gain (Loss)	\$ <u>(101,781)</u>	\$ <u>355,957</u>	\$ <u>389,738</u>	\$ <u>49,847</u>	<u>-86.0%</u>

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

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ICE RINKS						
Full-Time Career	11.00	11.00	12.00	12.00	11.00	11.00
Part-Time Career	-	-	-	-	-	-
Career Total	11.00	11.00	12.00	12.00	11.00	11.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	27.30	-	27.30	-	28.60
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Ice Rinks	11.00	38.30	12.00	39.30	11.00	39.60



Montgomery County

Department of Parks - Enterprise Operations – Ice Rinks

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- FY15 Proposed revenues are \$136,200, or 2.9%, lower than FY4 Adopted but are \$317,226, or 7.4%, higher than FY13 Actuals. This is primarily due to the projected upswing in FY14 attendance and participation due to the winter Olympics driving a renewed interest in ice skating, and then demand leveling off in FY15.
- Personnel costs are increasing \$82,667 due to the annualized salary costs of two positions partially funded in FY14.
- Other Services and Charges decreased \$118,400 mainly due to lower projected utilities.
- Transferred one full-time career position (1 WY) to the Administration sub-fund.
- Capital outlay includes funding for replacing the skater sharpener and a compressor at Cabin John Ice Rink and the replacement of the rubber flooring at Wheaton Ice Arena.
- Proposed capital improvements projects are \$400,000 to replace the dehumidification system for one of the rinks at Cabin John and for Wheaton Ice Arena.



Montgomery County

Department of Parks - Enterprise Operations – Indoor Tennis

OVERVIEW

The Department operates two indoor tennis facilities, one in Wheaton Regional Park and the other in Cabin John Regional Park. Wheaton Tennis is a six-court, air conditioned facility covered by a fabric skin over a rigid frame structure. An attached service building contains restrooms, showers, lockers, and a waiting area. The Pauline Betz Addie Tennis Center (PBA) at Cabin John Regional Park includes six tennis courts, restrooms, showers, lockers, pro shop, and a large customer lounge. The Parks' outdoor tennis lesson program is managed through these facilities. The average annual attendance at the tennis facilities is over 120,000 patrons.

Each tennis facility operates 7 days per week from as early as 6:00am to midnight. Each facility offers seasonal court time, spot time play, summer leagues in partnership with the Montgomery County Tennis Association (MCTA), and summer clinics and camps.

The tennis facilities offer a wide variety of classes, camps and clinics for many levels and abilities. The 6 week class session is offered 6 times per year. A sampling of classes offered include; USTA 10 and Under, Parent & Child, Parent & Pre-teen, beginner, intermediate, advanced, cardio, and/or stroke of the day. There are some classes offered in different languages, round robin doubles, match play and tournaments for various levels. Custom classes can be designed for groups, or private instruction is available as well.

MISSION

To offer diverse programming opportunities for all levels and abilities and types of players including singles, doubles, match play, tournament play as well as group and private lessons, camp programs and outdoor classes.

PROGRAMS AND SERVICES PROVIDED

- Seasonal play
- Match play
- Classes
- Camps
- Spot time play
- Clinics
- Lessons
- Tournaments

ACCOMPLISHMENTS

- Partnered with United States Tennis Association (USTA) to promote 10 and Under Tennis and establish 10 & under blended lines on four indoor courts at Wheaton Indoor Tennis.
- Painted the exterior of the Pauline Betz Addie Tennis facility and replaced the court lighting.
- Installed a new facility sign and additional security cameras at Wheaton Indoor Tennis as well as replaced the divider nets and court lighting.
- Added a number of tournaments, special play days and competitions to increase customer participation.



Montgomery County
Department of Parks - Enterprise Operations – Indoor Tennis

GOALS AND PERFORMANCE MEASURES

Goal To provide opportunities for individuals, groups, and families of all ages and abilities to participate and to learn tennis				
Objective				
Generate sufficient revenues to cover facility operating costs including CIP				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of operating revenues that cover operating expenditures	125%	144%	*100%	126%
Objective				
Develop new and expand existing programs to increase participation and increased rentals				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% increase of patrons participating in classes, camps, public sessions and/or rentals	5%	13%	5%	5%

* FY14 Estimated lower due to \$300,000 in capital improvement projects for an addition/multi-purpose room at Wheaton Indoor Tennis.



Montgomery County

Department of Parks - Enterprise Operations - Indoor Tennis

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS

Summary of Revenues and Expenses

ADOPTED BUDGET FISCAL YEAR 2014

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	6,228	7,300	6,400	6,600	-9.6%
Charges for Services	1,581,260	1,601,300	1,602,000	1,611,300	0.6%
Rentals and Concessions	22,905	23,133	66,860	81,345	251.6%
Miscellaneous	-	-	-	-	-
Interest	3,609	11,800	11,800	5,300	-55.1%
Other	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	1,614,002	1,643,533	1,687,060	1,704,545	3.7%
Operating Expenses and Other Uses					
Personnel Services	387,229	418,060	412,847	434,106	3.8%
Goods for Resale	1,694	3,600	2,500	2,600	-27.8%
Supplies and Materials	48,117	67,400	120,227	73,812	9.5%
Other Services and Charges	391,601	490,200	497,100	451,100	-8.0%
Depreciation & Amortization Expense	38,305	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	237,800	293,100	296,500	325,900	11.2%
Chargebacks	49,601	65,300	65,300	68,100	4.3%
Transfers Out	-	-	300,000	-	-
Total Oper. Exp and Other Uses	1,154,347	1,337,660	1,694,474	1,355,618	1.3%
Gain (Loss)	\$ 459,655	\$ 305,873	\$ (7,414)	\$ 348,927	-0.8%

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

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
INDOOR TENNIS						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	8.10	-	6.90	-	7.80
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Indoor Tennis	3.00	11.10	3.00	9.90	3.00	10.80



Montgomery County
Department of Parks - Enterprise Operations – Indoor Tennis

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Rental revenues are projected to increase in FY15 due to the installation of the design/build multi-purpose room for the Wheaton Indoor Tennis Center in FY14 through \$300,000 funding in the CIP.
- Other Services and Charges are projected to decrease due to lower utilities.



Montgomery County

Department of Parks - Enterprise Operations - Event Centers

OVERVIEW

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

MISSION

To provide versatile indoor and outdoor 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 or wedding retreats. Woodlawn Manor, in Sandy Spring, is a 17th century home on the path of the Underground Railroad. Seneca Lodge, a log cabin with cathedral ceilings and a towering wood-burning fireplace, continues to be a popular facility for social events.

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

ACCOMPLISHMENTS

- Installed a tent pad at Seneca lodge in the spring of 2013 for rentals.
- Made improvements to Woodlawn Manor including installing a new roof and new air handler on 2nd floor, purchasing a 20'x20' event tent, and upgrading the interior rooms with new furniture, fixtures and painted walls.
- Implemented on-site catering for business meetings.

GOALS AND PERFORMANCE MEASURES

Goal To provide rentals of well-maintained gathering places in the parks where our clients can meet, learn, socialize or just relax				
Objective				
Generate sufficient revenues to cover facility operating costs including CIP				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of operating revenues that cover operating expenditures	85%	80%	81%	88%



Montgomery County

Department of Parks - Enterprise Operations - Event Centers

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS

Summary of Revenues and Expenses

ADOPTED BUDGET FISCAL YEAR 2014

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	4,366	-	-	-	-
Rentals and Concessions	648,289	611,700	632,000	683,000	11.7%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	652,655	611,700	632,000	683,000	11.7%
Operating Expenses and Other Uses					
Personnel Services	401,875	508,061	401,098	411,500	-19.0%
Goods for Resale	47,088	21,000	46,000	39,000	85.7%
Supplies and Materials	119,832	68,300	71,200	59,260	-13.2%
Other Services and Charges	127,806	133,700	132,600	139,050	4.0%
Depreciation & Amortization Expense	35,320	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	10,000	10,300	-	-100.0%
Other Classifications	80,119	96,200	97,400	107,000	11.2%
Chargebacks	16,711	21,400	21,400	22,300	4.2%
Transfers Out	-	-	-	200,000	-
Total Oper. Exp and Other Uses	828,751	858,661	779,998	978,110	13.9%
Gain (Loss)	\$ (176,096)	\$ (246,961)	\$ (147,998)	\$ (295,110)	19.5%

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

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
EVENT CENTERS						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	6.80	-	8.20	-	7.70
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Event Centers	4.00	10.80	4.00	12.20	4.00	11.70



Montgomery County
Department of Parks - Enterprise Operations - Event Centers

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Revenues are projected to increase \$71,300 due to enhanced packages and one-stop shopping at Woodlawn and Rockwood to include tables, chairs and caterers.
- Personnel costs are projected to decrease due to fewer seasonal staff and the delayed hiring of a career staff.
- Increase in capital improvement projects funding to renovate the basement in Seneca Lodge to add ADA bathrooms for customers (\$100,000) and to design a new entrance for Rockwood Manor to accommodate parking and provide a safer entry/exit way (\$100,000).



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

OVERVIEW

In the Northern Parks, Enterprise park facilities include Lake Needwood and Black Hill boating facilities, the Campgrounds at Little Bennett, the Agricultural History Farm Park, Olney Skate Park, the South Germantown Miniature Golf & Splash Playground and the South Germantown Driving Range. Plans are being developed to expand the open area at the popular Splash Playground in Germantown. The Agricultural History Farm Park is available for social events.

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

In FY13, over 600,000 customers visited our family friendly park facilities.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Each of the park amenities provides a service such as camping, riding the train, riding the carousel or enjoying an afternoon at the splash park. In addition, many of the sites offer instruction in a skill such as the driving range or skate park. Also, there are party rental opportunities at the facilities for special occasions.

- Canoe, kayak rentals
- Kids Fishing Day
- Golf lessons/ clinics
- Train rides
- Eye Spy & Haunted train rides in October
- Party room rentals
- Boat tours
- Camp programs
- Special events
- Carousel rides
- Tent rentals areas at Splash Playground
- Camper ready tent rentals

ACCOMPLISHMENTS

- Replaced the South Germantown Driving Range canopy which was destroyed during Super Storm Sandy in October 2012. Made other improvements including creating a short game area for patrons to practice and adding added yard markers to allow patrons to gauge the distance of their shots.
- Made improvements to the South Germantown Splash Playground by adding more ADA picnic tables and furniture to provide more dry land seating, purchasing a new splash feature, and replacing the circulation pump and maze control panel with the new Rain Brain computer.
- Purchased a new motor for one of the pontoon boats at the Black Hill boating facility.
- Expanded the dock at Lake Needwood Boats.
- Replaced Wheaton Train's boardwalk to the boarding platform and train station including a new ADA accessible loading area.



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

- Converted the Little Bennett Campground former group camping area to “hike-in” only camping and constructed and installed a new recycled glass parking lot near the new group camping area.

GOALS AND PERFORMANCE MEASURES

Goal To offer unique and family oriented recreational activities at an affordable price and to provide a safe, clean, and quality recreational experience				
Objective				
Generate sufficient revenues to cover most or all facility operating costs including CIP				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% of operating revenues that cover operating expenditures				
Boats	110%	112%	120%	114%
Camping	100%	132%	111%	117%
Driving Range	115%	168%	101%	113%
Splash Playground	100%	78%	101%	119%
Skate Park	100%	102%	100%	102%
Trains/Carousel	145%	167%	*112%	*110%
Objective				
Develop new and expand existing programs to increase participation and increased rentals				
Program Indicator	Target	FY13 Actuals	FY14 Estimated	FY15 Proposed
% increase in patron participation				
Boat Rentals	10%	6%	10%	10%
Camping Rentals	5%	-9%	5%	5%
Driving Range Admissions	5%	13%	5%	5%
Splash Playground Admissions	5%	-41%	5%	5%
Skate Park Admissions	10%	-22%	10%	10%
Train/Carousel Admissions	5%	-14%	5%	5%

- * For the Trains/Carousel - FY14 Estimated lower due to \$80,000 in capital outlay for the replacement of the Wheaton Train & Carousel ramp and deck; FY15 Proposed lower due to \$185,000 CIP project for the new locomotive at Cabin John Train.



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES

Summary of Revenues and Expenses

ADOPTED BUDGET FISCAL YEAR 2014

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	259,800	264,800	203,400	203,750	-23.1%
Charges for Services	2,179,780	2,173,375	2,002,955	2,005,110	-7.7%
Rentals and Concessions	595,551	578,000	519,800	490,400	-15.2%
Miscellaneous	-	-	-	-	-
Interest	4,374	8,400	8,400	1,900	-77.4%
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	3,039,505	3,024,575	2,734,555	2,701,160	-10.7%
Operating Expenses and Other Uses					
Personnel Services	932,300	1,043,046	873,874	781,166	-25.1%
Goods for Resale	156,503	144,300	88,300	72,300	-49.9%
Supplies and Materials	209,173	219,000	213,900	171,700	-21.6%
Other Services and Charges	432,310	492,300	506,000	478,500	-2.8%
Depreciation & Amortization Expense	89,250	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	125,000	93,500	30,000	-76.0%
Other Classifications	447,190	682,416	639,730	703,228	3.0%
Chargebacks	93,275	140,800	140,800	147,100	4.5%
Transfers Out	-	600,000	300,000	185,000	-69.2%
Total Oper. Exp and Other Uses	2,360,001	3,446,862	2,856,104	2,568,994	-25.5%
Gain (Loss)	\$ 679,504	\$ (422,287)	\$ (121,549)	\$ 132,166	-131.3%

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

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FACILITIES						
Full-Time Career	2.00	2.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	3.00	3.00	3.00	3.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		29.40		35.30		23.90
Chargebacks		1.50		1.00		0.50
Less Lapse		-		-		-
Subtotal Park Facilities	3.00	33.90	4.00	40.30	4.00	28.40



HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- FY15 Proposed revenues are \$330,000 lower than the FY14 approved budget due primarily to the suspension of programs and facility rentals, including the Wings of Fancy Butterfly Show, during the replacement of the Brookside Gardens Visitor's Center HVAC system and extensive parking lot renovations per the Master Plan. The proposed expenditures are lower than FY14 Approved commensurate with the decrease in revenue through the reduction of seasonal salaries, supplies and materials, and general expenses.
- Continue the expansion of the dryland area at the South Germantown Splash Playground including additional water features.
- Funds included for a new Pontoon Boat at Needwood Boats and canopy walls in the South Germantown Driving Range in capital outlay and a new train engine at Cabin John Train in capital improvements.



Montgomery County

Department of Parks – Enterprise Operations - Administration

OVERVIEW

The Enterprise Division's Administrative Office oversees and coordinates all the activities of the Enterprise Fund. The Enterprise Division budget includes: an administrative office budget; the system administration for the ParkPASS system; recreation facility leases; insurance fund costs; and a number of chargebacks for the Northern and Southern Parks, management oversight of the park facilities, Facilities Management trades personnel, Central Administrative Services including Information Technology costs, Pope Farm nursery services for landscaping materials around Enterprise facilities, and Management Services. These costs are allocated on a percentage basis to the various Enterprise facilities.

The ParkPASS system, which includes centralized packages for automated registration, point of sale, and facility booking, is used at the ice rinks, indoor tennis facilities, Brookside Gardens, the seasonal park facilities, the nature centers, and the Planning Department's Development Review Information Counter. In addition, the ParkPASS system monitors revenues collected from the recreation facility leases and concessions.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Budget preparation and oversight
- ParkPASS administration
- Concession lease management
- Marketing and promotion

ACCOMPLISHMENTS

- Achieved an appropriate balance among fees and public service.
- Operated in a fiscally responsible manner with a profit.



Montgomery County

Department of Parks – Enterprise Operations - Administration

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION

Summary of Revenues and Expenses ADOPTED BUDGET FISCAL YEAR 2014

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	(1,025)	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	(1,025)	-	-	-	-
Operating Expenses and Other Uses					
Personnel Services	1,519,094	1,559,486	1,573,714	1,751,298	12.3%
Goods for Resale	-	-	-	-	-
Supplies and Materials	38,096	34,800	44,800	44,800	28.7%
Other Services and Charges	159,662	132,230	127,016	196,830	48.9%
Depreciation & Amortization Expense	6,593	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	(101,200)	(101,200)	(185,600)	83.4%
Chargebacks	397,500	362,000	362,000	377,700	4.3%
Indirect Charges (Admin Chargeback)	(2,114,352)	(1,987,316)	(2,006,330)	(2,185,028)	9.9%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	6,593	-	-	-	-
Gain (Loss)	\$ (7,618)	\$ -	\$ -	-	-

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

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION						
Full-Time Career	11.00	11.00	10.00	10.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	11.00	11.00	10.00	10.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.40	-	2.40	-	6.40
Chargebacks	-	1.90	-	1.90	-	0.40
Less Lapse	-	-	-	-	-	-
Subtotal Administration	11.00	15.30	10.00	14.30	13.00	19.80



Montgomery County

Department of Parks – Enterprise Operations - Administration

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Includes the transfer of one (1) full-time career and 1 WY from the Ice Rink sub-fund.
- Includes two (2) full-time career and 2 WYs to address the ADA requirements per the Department of Justice's (DOJ) Settlement Agreement requirement that the Department assess all "programs" for compliance, and develop and monitor a transition plan for access to recreational facilities and programs in collaboration with Department of Recreation and Community Use of Public Facilities (CUPF). These positions will work to implement ADA Grievance Policy (required by law) and take the lead in reporting and monitoring Project Civic Access for the department. In addition, these positions will develop and implement the Department's Inclusion Services program for program access to classes, camps and special events. They will develop and train staff on a self-evaluation tool, assess results, and complete a report on findings and remediation steps to DOJ. These two positions are included in the Enterprise fund and will be funded 50% by the Park Fund through an increased chargeback of 1.0 WY and funding to the Enterprise Fund.
- Includes an additional 1.0 WY in seasonal staff and personnel funding for the Automated Registration System (ARS). The seasonal staff will perform data entry and oversee the new registration system, Active Net, to meet the County Council's mandate to provide a more streamlined and user friendly registration system through a single database between Montgomery Parks, Department of Recreation, and CUPF. This seasonal staff is included in the Enterprise fund and will be funded 50% by the Park Fund through an increased chargeback of 0.5 WY and funding to the Enterprise Fund.
- Includes an additional 0.9 WY in seasonal staff for additional marketing support.
- Other Services & Charges are projected to increase due to ARS system fees and support.



Montgomery County

Department of Parks - Capital Improvements Program

OVERVIEW

The CIP implements the County's master plans, functional plans, park plans, Land Preservation, Parks and Recreation Plan, Vision 2030 Strategic Plan and other studies. The six-year CIP recommends planning, acquisition, construction and funding schedules for projects in Montgomery County parks. It is based on a careful analysis of public recreation, open space, conservation and management needs and a realistic assessment of resources available to meet those needs. The Commission balances needs and resources in the context of a participatory process involving the Montgomery County Recreation Department, Recreation Advisory Boards, Department of Parks divisions, Planning Department staff, other County agencies and the general public.

The Land Use Article of the Annotated Code of Maryland provides the authority for the Commission's CIP. The M-NCPPC's 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 more than 35,300 acres of parkland and 420 parks maintained by the Commission. The currently Proposed FY15-20 CIP includes \$42,020,000 for land acquisition and \$152,701,000 for development projects.

The priorities in the capital program are:

Infrastructure Maintenance/Renovation – Repair, renovation, and lifecycle replacement of existing park facilities and supporting infrastructure.

Land Acquisition – Continued commitment to preservation of parkland through Legacy Open Space and park acquisition programs;

Environmental Stewardship – Protection and enhancement of natural resources on parkland;

Historical and Cultural Stewardship – Protection and enhancement of historical and cultural resources on parkland;

New Parks and Park Facilities – Responding to unmet park and recreation needs;

HIGHLIGHTS AND MAJOR CHANGES IN FY15 CAPITAL BUDGET

The major highlights of the FY15 Capital Budget include:

- ADA Improvements countywide
- Improvements to Brookside Gardens Visitor Center and Plan Propagation facilities
- Renovation of Kemp Mill Urban Park
- Completion of Germantown Town Center Urban Park
- Completion of North Four Corners Local Park renovations
- Construction of Woodlawn Barn Visitor Center
- Renovations to portions of the hard surface trail systems in Wheaton Regional and Rock Creek Stream Valley parks
- Begin construction of Laytonia Recreational Park
- Improvements at Cabin John and Wheaton Ice Arenas



Montgomery County

Department of Parks - Capital Improvements Program

OPERATING BUDGET IMPACTS (OBI's)

OBI's are the costs associated with the operating, maintaining and policing of new and expanded parks. M-NCPPC continually adds new facilities, open space, land and trails to its existing inventory. Much of the land is acquired and developed through the CIP, while some is obtained through partnerships and developers. New and expanded park facilities require additional operating, maintenance, and safety resources. The chart below details the added resources necessary to implement completed CIP and non-CIP work programs associated with new or expanded park infrastructure.

Project Name	FY15 OBI Expenditures	FY15 Career Work Years*	FY15 Seasonal Work Years
CIP PROJECTS			
Germantown Town Center Urban Park	\$246,092	1.6	0.2
Northwest Branch Recreational Park	79,773	0.5	0.4
Little Bennett Interim Day Use Area	35,453	0.6	0.1
Inter-County Connector Reforestation Projects	24,603	0.3	-
Little Seneca Greenway Natural Surface Trail	20,779	0.3	0.3
North Four Corners Local Park	10,008	0.1	-
Layhill Village Connector Trail	3,888	0.1	-
Martin Luther King Recreational Park Field Renovations	3,752	-	-
NON-CIP PROJECTS			
Clarksburg-Greenway Hard Surface Trail	37,895	0.5	0.1
TOTAL OBI	\$462,243	4.0	1.1

* FY15 Workyears are comprised of 3 Full Time Career (3.0wy), 1 Part Time Career (0.5wy), and the conversion of 1 Part Time Career to 1 Full Time Career (0.5wy)



Montgomery County

Department of Parks - Capital Improvements Program

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Expenditure Detail by Category, Sub-Category, and Project (\$000s)

		Total	Thru FY13	Est FY14	6 Year Total	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Beyond 6 Yrs	FY15 Approp.
Acquisition													
767828	Acquisition: Local Parks	6,177	0	967	5,210	1,035	1,035	535	535	1,035	1,035	0	1,035
998798	Acquisition: Non-Local Parks	7,210	0	1,400	5,810	1,135	1,135	635	635	1,135	1,135	0	1,135
727007	ALARE: MANQPC	61,037	32,500	22,537	6,000	1,000	1,000	1,000	1,000	1,000	1,000	0	0
018710	Legacy Open Space	100,000	61,636	5,760	25,000	3,500	3,500	4,500	4,500	4,500	4,500	7,604	3,500
	Acquisition	174,424	94,136	30,664	42,020	6,670	6,670	6,670	6,670	7,670	7,670	7,604	5,670
Development													
128701	ADA Compliance: Local Parks	4,163	0	463	3,700	500	550	600	650	700	700	0	500
128702	ADA Compliance: Non-Local Parks	5,581	0	781	4,800	700	750	800	850	850	850	0	700
008720	Ballfield Improvements	7,347	0	2,217	5,130	820	820	820	820	900	950	0	820
118701	Battery Lane Urban Park	2,499	0	0	925	0	0	100	200	222	403	1,574	0
078702	Brookside Gardens Master Plan Implementation	8,650	530	2,500	5,620	2,149	1,200	1,500	771	0	0	0	3,963
977748	Cost Sharing: Local Parks	645	0	195	450	75	75	75	75	75	75	0	75
761682	Cost Sharing: Non-Local Parks	392	0	92	300	50	50	50	50	50	50	0	50
138701	Elm Street Urban Park	662	0	65	597	0	100	194	303	0	0	0	0
998710	Energy Conservation - Local Parks	399	0	177	222	37	37	37	37	37	37	0	37
998711	Energy Conservation - Non-Local Parks	280	0	40	240	40	40	40	40	40	40	0	40
998773	Enterprise Facilities Improvements	5,628	0	828	4,800	800	800	800	800	800	800	0	800
957775	Facility Planning: Local Parks	2,865	0	1,065	1,800	300	300	300	300	300	300	0	300
998776	Facility Planning: Non-Local Parks	2,601	0	801	1,800	300	300	300	300	300	300	0	300
098705	Falls Road Local Park	2,438	589	214	1,635	500	885	250	0	0	0	0	1,635
078704	Germantown Town Center Urban Park	7,806	3,390	3,335	1,081	1,081	0	0	0	0	0	0	0
078705	Greenbriar Local Park	4,006	388	1,317	2,301	2,301	0	0	0	0	0	0	0
871552	Josiah Henson Historic Park	5,850	0	0	5,850	0	260	260	1,000	2,500	1,830	0	0
138702	Kemp Mill Urban Park	5,810	60	657	5,093	2,163	2,220	710	0	0	0	0	4,988
038703	Laytonia Recreational Park	12,579	1,038	664	10,877	1,000	3,000	4,000	2,877	0	0	0	1,000
138703	Little Bennett Regional Park Day Use Area	14,253	0	0	9,656	0	0	250	310	4,798	4,298	4,597	0
098706	Magruder Branch Trail Extension	2,629	0	0	1,722	0	0	110	250	250	1,112	907	0
998799	Minor New Construction - Local Parks	1,921	0	571	1,350	225	225	225	225	225	225	0	225
998763	Minor New Construction - Non-Local Parks	1,420	0	520	900	150	150	150	150	150	150	0	150
871541	North Branch Trail	4,290	0	0	4,290	50	950	1,350	1,940	0	0	0	1,000
078706	North Four Corners Local Park	4,304	334	2,800	1,170	1,170	75	0	0	0	0	0	0
118704	Northwest Branch Recreational Park-Athletic Area	350	0	200	150	75	75	0	0	0	0	0	0
967754	Planned Lifecycle Asset Replacement: Local Parks	17,226	0	3,456	13,770	2,295	2,295	2,295	2,295	2,295	2,295	0	2,295
968755	Planned Lifecycle Asset Replacement: NL Parks	13,645	0	2,245	11,400	1,800	1,800	1,950	1,950	1,950	1,950	0	1,800
078701	Pollution Prevention and Repairs to Ponds & Lakes	6,803	0	2,753	4,050	650	650	675	675	700	700	0	650
808494	Restoration Of Historic Structures	3,187	0	1,087	2,100	350	350	350	350	350	350	0	350
118702	Rock Creek Maintenance Facility	9,655	261	144	9,250	614	1,860	2,900	2,044	1,832	0	0	9,031
838882	Roof Replacement: Non-Local Pk	2,642	0	1,064	1,578	263	263	263	263	263	263	0	263
138704	Seneca Crossing Local Park	8,773	0	0	6,668	0	0	0	184	3,242	3,242	2,105	0
098709	Shady Grove Maintenance Facility Relocation	250	125	25	100	50	50	0	0	0	0	0	50
058755	Small Grant/Donor-Assisted Capital Improvements	3,413	0	1,613	1,800	300	300	300	300	300	300	0	300
818571	Stream Protection: SVP	4,226	0	810	3,416	533	533	575	575	600	600	0	533
768673	Trails: Hard Surface Design & Construction	2,685	0	885	1,800	300	300	300	300	300	300	0	300
888754	Trails: Hard Surface Renovation	3,839	0	739	3,100	800	800	600	300	300	300	0	1,600
858710	Trails: Natural Surface Design, Constr. & Renov.	1,655	0	405	1,250	200	200	200	200	225	225	0	200
871540	Urban Park Elements	1,000	0	0	1,000	100	150	150	200	200	200	0	250

Montgomery County

Department of Parks - Capital Improvements Program

		Total	Thru FY13	Est FY14	6 Year Total	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Beyond 6 Yrs	FY15 Approp.
118703	Warner Circle Special Park	5,577	268	357	4,952	0	0	0	200	2,430	2,322	0	0
871548	Western Grove Urban Park	1,105	0	0	1,105	255	250	350	250	0	0	0	1,105
098703	Woodlawn Barn Visitors Center	3,250	619	331	2,300	1,800	500	0	0	0	0	0	0
138705	Woodside Urban Park	6,603	0	0	6,603	300	250	2,000	2,344	1,709	0	0	550
058701	Black Hill Trail Renovation and Extension	4,205	3,893	312	0	0	0	0	0	0	0	0	0
058702	Broadacres Local Park Renovation	963	943	20	0	0	0	0	0	0	0	0	0
098704	Damestown Square Heritage Park	896	579	317	0	0	0	0	0	0	0	0	0
058703	East Norbeck Local Park Expansion	3,754	3,570	184	0	0	0	0	0	0	0	0	0
098702	Evans Parkway Neighborhood Park	3,651	1,046	2,605	0	0	0	0	0	0	0	0	0
098708	Lake Needwood Modifications	3,290	3,214	76	0	0	0	0	0	0	0	0	0
138707	M-NCPPC Headquarters Project	100	50	50	0	0	0	0	0	0	0	0	0
038707	Montrose Trail	733	377	356	0	0	0	0	0	0	0	0	0
998714	Resurfacing Parking Lots & Paths: Local Parks	442	0	442	0	0	0	0	0	0	0	0	0
998764	Resurfacing Parking Lots & Paths: Non-Local Parks	429	0	429	0	0	0	0	0	0	0	0	0
098701	Rock Creek Sewer System Improvements	1,458	1,319	139	0	0	0	0	0	0	0	0	0
048703	Rock Creek Trail Pedestrian Bridge	8,795	7,159	1,636	0	0	0	0	0	0	0	0	0
998729	S. Germantown Recreational Park: Non Soccer Fac	10,177	10,177	0	0	0	0	0	0	0	0	0	0
998712	S. Germantown Recreational Park: Soccerplex Fac.	10,965	10,822	143	0	0	0	0	0	0	0	0	0
078707	Takoma-Piney Branch Local Park	3,590	2,947	643	0	0	0	0	0	0	0	0	0
018712	Woodstock Equestrian Center	1,491	1,416	75	0	0	0	0	0	0	0	0	0
028702	Work Order Mgmt/Planned Lifecycle Asset Repl. Sys.	920	778	142	0	0	0	0	0	0	0	0	0
	Development	260,761	55,892	42,985	152,701	25,096	23,338	25,829	24,378	28,893	25,167	9,183	35,860
	M-NCPPC Total	435,185	150,028	73,649	194,721	31,766	30,008	32,499	31,048	36,563	32,837	16,787	41,530

* = Closeout or Pending Closeout
CIP230 - Department Submission



Montgomery County

Department of Parks – Debt Service Schedule

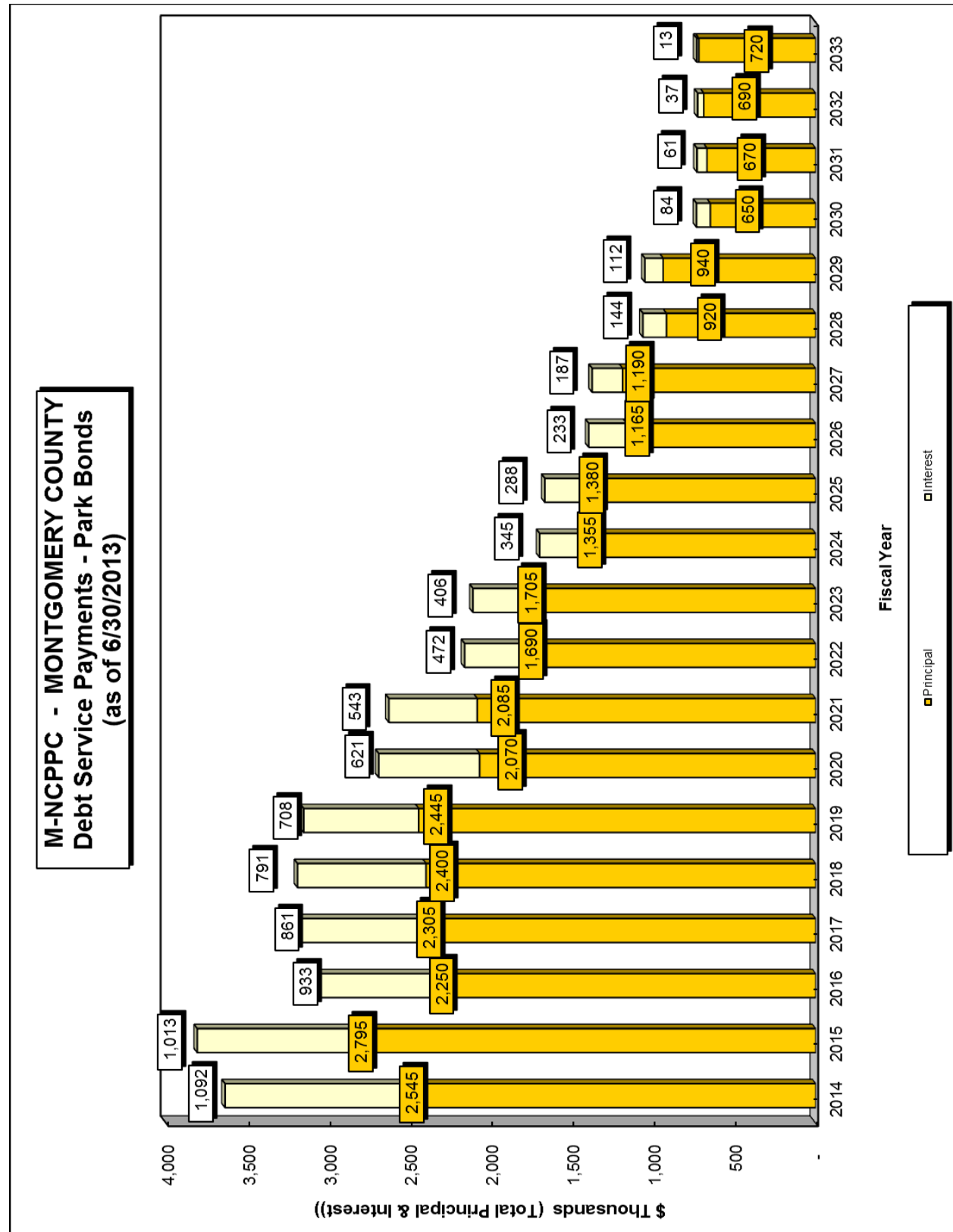
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MONTGOMERY COUNTY
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2015

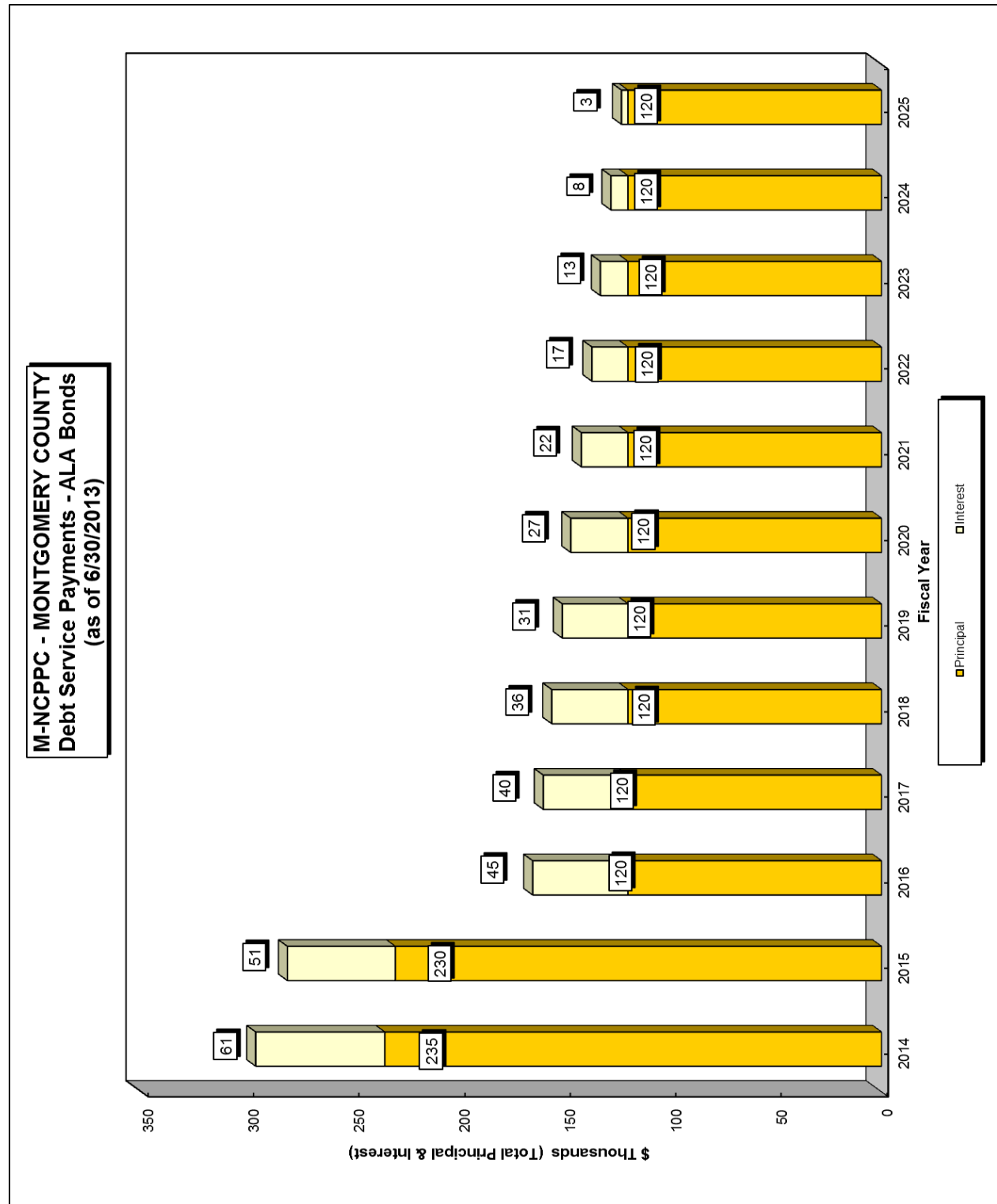
Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/14	FY 2015 Payments		
						Principal	Interest	Total
HH-2 Advance Refunding	3.3240%	12/01/95	07-01-14	5,445,000	335,000	335,000	5,653	340,653
CC-2 Park Acquisition and Development GO Bonds	3.7819%	12/01/02	12/01/22	12,155,000	275,000	275,000	5,500	280,500
FF-2 Park Acquisition and Development	3.8457%	11/15/04	12/01/24	4,000,000	880,000	160,000	31,580	191,580
II-2 Park Acquisition and Development	3.9651%	03/15/07	04/01/27	4,700,000	3,405,000	185,000	134,062	319,062
LL-2 Park and Acquisition and Development	2.3300%	05/21/09	11/01/20	8,405,000	5,340,000	900,000	158,050	1,058,050
MM-2 Park Acquisition and Development	3.4300%	05/21/09	11/01/28	5,250,000	4,200,000	210,000	142,564	352,564
* MC 2012-A Park Acquisition and Development Refunding Bond	2.8685%	03/21/12	12/30/32	12,505,000	12,110,000	605,000	426,631	1,031,631
MC 2012- B Park Acquisition and Development	3.5622%	03/21/12	06/30/33	3,000,000	2,880,000	125,000	108,698	233,698
Proposed Park Bond				14,000,000	14,000,000	370,000	840,000	1,210,000
				<u>69,460,000</u>	<u>43,425,000</u>	<u>3,165,000</u>	<u>1,852,738</u>	<u>5,017,738</u>
Paying Agents Fees								<u>125,000</u>
Total Park Fund Debt Service								<u>5,142,738</u>
* refunding of CC-2 and FF-2								
Advance Land Acquisition								
DD-2 ALA Gen. Obligation Refunding	3.4748%	12/01/02	12-01-14	1,550,000	150,000	150,000	3,000	153,000
FF-2 ALA Gen. Obligation Refunding	3.8457%	11/15/04	12/01/24	2,000,000	1,280,000	80,000	48,460	128,460
				<u>3,550,000</u>	<u>1,430,000</u>	<u>230,000</u>	<u>51,460</u>	<u>281,460</u>
Paying Agents Fees								<u>1,400</u>
Total Advance Land Debt Service								<u>282,860</u>
								<u>40,260,000</u>



Montgomery County Department of Parks – Debt Service Schedule



Montgomery County Department of Parks – Debt Service Schedule



Other Funds

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Montgomery County Special Revenue Funds

SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments. The largest or most notable special revenue funds are Development Review (Planning Department) and Interagency Agreements (Department of Parks). The FY15 proposed revenue budget is \$3,564,800 and is 3.0% lower compared to the FY14 adopted budget. FY15 expenditures are proposed at \$5,744,249, representing a 0.2% decrease from the FY14 adopted budget.

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ 1,152,431	\$ 934,484	\$ 934,484	\$ 921,800	-1.4%
Sales	27,000	26,000	10,600	20,600	-20.8%
Charges for Services	3,698,491	2,125,925	2,134,800	2,042,600	-3.9%
Rentals and Concessions	61,887	63,900	65,400	71,500	11.9%
Interest	7,811	20,800	20,500	8,300	-60.1%
Miscellaneous	275,703	503,651	465,000	500,000	-0.7%
Total Revenues	<u>5,223,323</u>	<u>3,674,760</u>	<u>3,630,784</u>	<u>3,564,800</u>	<u>-3.0%</u>
Expenditures by Major Object:					
Personnel Services	213,916	441,718	468,300	475,700	7.7%
Supplies and Materials	157,299	204,500	241,671	277,000	35.5%
Other Services and Charges	1,147,733	1,927,422	1,534,626	1,747,095	-9.4%
Capital Outlay	5,000	32,200	-	75,000	132.9%
Other Classifications	-	-	-	-	-
Chargebacks	3,373,540	3,148,831	3,148,831	3,169,454	0.7%
Total Expenditures	<u>4,897,488</u>	<u>5,754,671</u>	<u>5,393,428</u>	<u>5,744,249</u>	<u>-0.2%</u>
Excess of Revenues over Expenditures	<u>325,835</u>	<u>(2,079,911)</u>	<u>(1,762,644)</u>	<u>(2,179,449)</u>	<u>4.8%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	1,390,000	-	-	-	-
Property Management Fund	115,047	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	<u>1,505,047</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>1,505,047</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,830,882</u>	<u>(2,079,911)</u>	<u>(1,762,644)</u>	<u>(2,179,449)</u>	<u>4.8%</u>
Fund Balance - Beginning	<u>4,391,881</u>	<u>4,382,058</u>	<u>6,222,763</u>	<u>4,460,119</u>	<u>1.8%</u>
Fund Balance - Ending	<u>6,222,763</u>	<u>2,302,147</u>	<u>4,460,119</u>	<u>2,280,670</u>	<u>-0.9%</u>



Montgomery County

Special Revenue Funds: Traffic Mitigation Program

OVERVIEW

The Traffic Mitigation Special Revenue Fund account supports the regulatory process to ensure compliance with traffic mitigation agreements from approved development. Revenues are received from developers on an annual basis. This account is designated to pay for the independent monitoring of development agreements and to ensure that each meets and maintains its trip reduction goal.

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
TRAFFIC MITIGATION PROGRAM					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	109	100	100	-	-100.0%
Miscellaneous	6,811	20,000	20,000	20,000	0.0%
Total Revenues	6,920	20,100	20,100	20,000	-0.5%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	20,000	20,000	20,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	20,000	20,000	20,000	0.0%
Excess of Revenues over Expenditures	6,920	100	100	-	-100.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	6,920	100	100	-	-100.0%
Fund Balance - Beginning	68,465	68,665	75,385	75,485	9.9%
Fund Balance - Ending	\$ 75,385	\$ 68,765	\$ 75,485	\$ 75,485	9.8%



Montgomery County

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

OVERVIEW

The Historic Preservation Special Revenue Fund account was established to manage funds derived from the annual contract between Montgomery County and the Planning Department to partially fund staff support to the Montgomery County Historic Preservation Commission (HPC). In 2014, the County Council ended the practice of funding historic preservation activities through the historic preservation NDA, instead increasing the appropriation for MNCPPC Administration Fund by \$254,840 to fund these activities. The historic preservation special revenue fund remains in place as a source of funding for grant projects and sale of publications. Staff also administers additional grants from the State of Maryland, in support of historic preservation functions.

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS HISTORIC PRESERVATION - COUNTY NON-DEPARTMENTAL ACCOUNT Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ 254,840	\$ -	\$ -	\$ -	-
Sales	96	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	100	100	-	-100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>254,936</u>	<u>100</u>	<u>100</u>	<u>-</u>	<u>-100.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	61,000	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	<u>254,840</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>254,840</u>	<u>-</u>	<u>-</u>	<u>61,000</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>96</u>	<u>100</u>	<u>100</u>	<u>(61,000)</u>	<u>-61100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>96</u>	<u>\$ 100</u>	<u>100</u>	<u>(61,000)</u>	<u>-61100.0%</u>
Fund Balance - Beginning	<u>60,529</u>	<u>60,629</u>	<u>60,625</u>	<u>60,725</u>	<u>0.2%</u>
Fund Balance - Ending	<u>\$ 60,625</u>	<u>\$ 60,729</u>	<u>\$ 60,725</u>	<u>\$ (275)</u>	<u>-100.5%</u>



Montgomery County

Special Revenue Funds: GIS Data Sales

OVERVIEW

Council directed the Commission to set up the GIS Data Sales Special Revenue Fund in order to recover the costs of maintaining key GIS data on a routine basis as dictated by the County GIS strategic plan. The account is administered by the IS/GIS team within the ITI division (Information Technology and Innovation). Revenues are generated from the sale of digital and printed GIS data to land developers and national land-use analysis firms. These funds are then used for consultant services which update those plan/topographic base. Consultant services for GIS data updates do not include the parcel layer updates. Though the parcel GIS layer is sold for revenue, updates are performed in-house, through subdivision workflows and tax assessor data mining. This staff funding for parcel maintenance comes from the division budget, not from the GIS special revenue fund.

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
GIS DATA SALES					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	26,528	25,000	10,000	20,000	-20.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	180	100	100	-	-100.0%
Miscellaneous	(718)	-	-	-	-
Total Revenues	25,990	25,100	10,100	20,000	-20.3%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	15,637	120,000	-	120,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	15,637	120,000	-	120,000	0.0%
Excess of Revenues over Expenditures	10,353	(94,900)	10,100	(100,000)	5.4%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	10,353	(94,900)	10,100	(100,000)	5.4%
Fund Balance - Beginning	113,537	135,801	123,890	133,990	-1.3%
Fund Balance - Ending	\$ 123,890	\$ 40,901	\$ 133,990	\$ 33,990	-16.9%



Montgomery County

Special Revenue Funds: Environmental / Forest Conservation Penalties

OVERVIEW

The Forest Conservation Penalty Fund receives funds from property owners that have received administration citations and administrative civil penalties. By law, the money collected in this fund must be used to administer the program. Funds have been used to reimburse hearing examiners used in violation cases, obtain transcripts for appeals, planting of new trees and forests, contractual help to digitize easements for posting on the web site and obtaining equipment and training necessary for the forest conservation inspectors to perform their duties. FY15 expenditures will be comparable to FY14 expenditures to maintain an effective enforcement program.

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS ENVIRONMENTAL/FOREST CONSERVATION PENALTIES Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	74	100	100	-	-100.0%
Miscellaneous	9,550	25,000	25,000	25,000	0.0%
Total Revenues	9,624	25,100	25,100	25,000	-0.4%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	565	2,000	2,000	2,200	10.0%
Other Services and Charges	22,612	20,000	20,000	20,000	0.0%
Capital Outlay	-	25,000	-	45,000	80.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	23,177	47,000	22,000	67,200	43.0%
Excess of Revenues over Expenditures	(13,553)	(21,900)	3,100	(42,200)	92.7%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(13,553)	(21,900)	3,100	(42,200)	92.7%
Fund Balance - Beginning	58,351	36,751	44,798	47,898	30.3%
Fund Balance - Ending	\$ 44,798	\$ 14,851	\$ 47,898	\$ 5,698	-61.6%



Montgomery County

Special Revenue Funds: Development Review

OVERVIEW

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

It was originally anticipated that fees could be adjusted as necessary to recover the necessary costs. However, the slowdown in the economy led to a widening gap between costs incurred and fees received. Moreover, fees could not be raised to inordinately high levels to cover the gap. Therefore, transfers were made from the Administration Fund to cover the gap in certain years. However, after a string of exceptional revenue years in fiscal years 12 and 13 a transfer was not needed from the Administrative Fund for fiscal year 14.

FY14 and FY15 revenues are anticipated to be lower than FY12 and FY 13 revenues, when there was a first time demand by property owners to take advantage of the CR zone in White Flint and the Great Seneca Science Corridor. Also, the Planning Department lowered its application fees in FY12 for applicants that submit combined project plans/preliminary plans or site plans. The fund is projected to have sufficient fund balance to meet reserve needs for FY15. Therefore, the Department is not requesting a transfer from the Administration Fund. At this time we are projecting that we will need at least a partial transfer in FY16.

FY15 interest income is based on Montgomery County government figures.



Montgomery County

Special Revenue Funds: Development Review

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS DEVELOPMENT REVIEW Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	3,528,763	1,825,000	1,825,000	1,825,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	5,622	15,000	15,000	7,000	-53.3%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>3,534,385</u>	<u>1,840,000</u>	<u>1,840,000</u>	<u>1,832,000</u>	<u>-0.4%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	51,480	129,250	129,250	129,250	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	<u>3,077,900</u>	<u>3,076,831</u>	<u>3,076,831</u>	<u>3,095,254</u>	<u>0.6%</u>
Total Expenditures	<u>3,129,380</u>	<u>3,206,081</u>	<u>3,206,081</u>	<u>3,224,504</u>	<u>0.6%</u>
Excess of Revenues over Expenditures	<u>405,005</u>	<u>(1,366,081)</u>	<u>(1,366,081)</u>	<u>(1,392,504)</u>	<u>1.9%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	<u>1,390,000</u>	-	-	-	-
Total Transfers In	<u>1,390,000</u>	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>1,390,000</u>	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,795,005</u>	<u>(1,366,081)</u>	<u>(1,366,081)</u>	<u>(1,392,504)</u>	<u>1.9%</u>
Fund Balance - Beginning	<u>2,839,924</u>	<u>3,121,359</u>	<u>4,634,929</u>	<u>3,268,848</u>	<u>4.7%</u>
Fund Balance - Ending	<u>\$ 4,634,929</u>	<u>\$ 1,755,278</u>	<u>\$ 3,268,848</u>	<u>\$ 1,876,344</u>	<u>6.9%</u>



Montgomery County

Special Revenue Funds: Forest Conservation

OVERVIEW

The Forest Conservation Special Revenue Fund account collects fees paid by developers in lieu of planting forest. By law, this fund can only be used for forest planting, protection, and maintenance and for planting trees to create a canopy in urban areas. Examples of past expenditures include: the planting and maintenance of riparian forests in the Reddy Branch Stream Valley Park; along Beach Drive in Meadowbrook Park; along Watts Branch near Lake Potomac Drive and at Rachel Carson Park. In FY15 we anticipate expanding the planting areas in all of these environmental sensitive areas and planting between the ICC and Lake Needwood. The Fund supports the Planning Department's "Leaves for Neighborhoods" project, which provides a coupon to Montgomery County residents for the purchase of native canopy trees, and for the "Shades of Green" program, which funds planting of new canopy trees on private lands in central business districts. Funds in the account are also used as leverage to help secure grants from the Maryland Department of Natural Resources and other organizations to enable additional forest planting and habitat restoration.

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
FOREST CONSERVATION					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,284	4,600	4,600	800	-82.6%
Miscellaneous	31,363	50,000	50,000	45,000	-10.0%
Total Revenues	32,647	54,600	54,600	45,800	-16.1%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	30,554	1,500	2,500	2,500	66.7%
Other Services and Charges	115,933	600,000	400,000	400,000	-33.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	146,487	601,500	402,500	402,500	-33.1%
Excess of Revenues over Expenditures	(113,840)	(546,900)	(347,900)	(356,700)	-34.8%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(113,840)	(546,900)	(347,900)	(356,700)	-34.8%
Fund Balance - Beginning	945,142	719,142	831,302	483,402	-32.8%
Fund Balance - Ending	\$ 831,302	\$ 172,242	\$ 483,402	\$ 126,702	-26.4%



Montgomery County

Special Revenue Funds: Historic Renovations – Property Management

OVERVIEW

The Historic Renovations – Property Management account contains property management revenues and other fees for preservation of historic properties owned or managed by Montgomery County Parks. The funds are earmarked for historic park properties.

SUMMARY OF FY15 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
HISTORIC RENOVATIONS - PROPERTY MANAGEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2015**

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	81,000	98,700	-	-100.0%
Rentals and Concessions	-	-	-	-	-
Interest	113	-	100	100	-
Miscellaneous	-	-	-	-	-
Total Revenues	113	81,000	98,800	100	-99.9%
Expenditures by Major Object:					
Personnel Services	-	81,000	110,000	97,500	20.4%
Supplies and Materials	-	-	1,000	-	-
Other Services and Charges	-	-	7,000	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	81,000	118,000	97,500	20.4%
Excess of Revenues over Expenditures	113	-	(19,200)	(97,400)	-
Other Financing Sources (Uses):					
Transfers In					
Property Management Fund	115,047	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	115,047	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	115,047	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	115,160	-	(19,200)	(97,400)	-
Fund Balance - Beginning	1,440	-	116,600	97,400	-
Fund Balance - Ending	\$ 116,600	\$ -	\$ 97,400	\$ -	-



Montgomery County

Special Revenue Funds: Park Police – Drug Enforcement Fund

OVERVIEW

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

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
PARK POLICE - DRUG ENFORCEMENT					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	95	400	100	100	-75.0%
Miscellaneous	-	-	-	-	-
Total Revenues	95	400	100	100	-75.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	15,247	10,000	10,000	10,000	0.0%
Other Services and Charges	-	10,000	10,000	10,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	15,247	20,000	20,000	20,000	0.0%
Excess of Revenues over Expenditures	(15,152)	(19,600)	(19,900)	(19,900)	1.5%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(15,152)	(19,600)	(19,900)	(19,900)	1.5%
Fund Balance - Beginning	61,529	41,829	46,377	26,477	-36.7%
Fund Balance - Ending	\$ 46,377	\$ 22,229	\$ 26,477	\$ 6,577	-70.4%



Montgomery County

Special Revenue Funds: Park Police – Federally Forfeited Property

OVERVIEW

The Federal Forfeited Property account was established pursuant to Federal law. This fund allows for certain drug-crime related assets to be seized and forfeited to the agency. When forfeiture is approved by the court, the seized assets may then be used to purchase equipment and other resources to combat drug-related crimes in the park system.

SUMMARY OF FY15 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 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	89	300	100	100	-66.7%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>89</u>	<u>300</u>	<u>100</u>	<u>100</u>	<u>-66.7%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	20,000	20,000	20,000	0.0%
Other Services and Charges	-	10,000	10,000	10,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>89</u>	<u>(29,700)</u>	<u>(29,900)</u>	<u>(29,900)</u>	<u>0.7%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>89</u>	<u>(29,700)</u>	<u>(29,900)</u>	<u>(29,900)</u>	<u>0.7%</u>
Fund Balance - Beginning	<u>64,758</u>	<u>35,058</u>	<u>64,847</u>	<u>34,947</u>	<u>-0.3%</u>
Fund Balance - Ending	<u>\$ 64,847</u>	<u>\$ 5,358</u>	<u>\$ 34,947</u>	<u>\$ 5,047</u>	<u>-5.8%</u>



Montgomery County

Special Revenue Funds: Interagency Agreements

OVERVIEW

The Special Revenue Fund account for Interagency Agreements includes revenues from other agencies and governments for work the Commission performs on a “reimbursement for service” basis. The Commission maintains agreements with Montgomery County to assist with snow removal, and with other agencies for seasonal policing and ballfield maintenance.

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS INTERAGENCY AGREEMENTS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ 897,591	\$ 934,484	\$ 934,484	\$ 921,800	-1.4%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	6	-	-	-	-
Miscellaneous	70,500	10,000	10,000	10,000	0.0%
Total Revenues	968,097	944,484	944,484	931,800	-1.3%
Expenditures by Major Object:					
Personnel Services	48,591	65,000	65,000	65,000	0.0%
Supplies and Materials	33,555	10,000	30,006	57,300	473.0%
Other Services and Charges	887,079	828,940	754,376	828,200	-0.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	36,400	36,400	36,400	38,600	6.0%
Total Expenditures	1,005,625	940,340	885,782	989,100	5.2%
Excess of Revenues over Expenditures	(37,528)	4,144	58,702	(57,300)	-1482.7%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(37,528)	4,144	58,702	(57,300)	-1482.7%
Fund Balance - Beginning	43,722	7,562	6,194	64,896	758.2%
Fund Balance - Ending	\$ 6,194	\$ 11,706	\$ 64,896	\$ 7,596	-35.1%



Montgomery County

Special Revenue Funds: Park Cultural Resources

OVERVIEW

This program provides supplemental funding for expanding and enhancing historic interpretation and archaeology-educational camps and programs. Revenues are generated through seasonal employee-led archaeological programs, archaeological camps, special events 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 FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS PARK CULTURAL RESOURCES					
Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	376	1,000	600	600	-40.0%
Charges for Services	28,416	29,500	33,600	33,600	13.9%
Rentals and Concessions	-	-	-	-	-
Interest	10	-	-	-	-
Miscellaneous	1,157	1,000	-	-	-100.0%
Total Revenues	<u>29,959</u>	<u>31,500</u>	<u>34,200</u>	<u>34,200</u>	<u>8.6%</u>
Expenditures by Major Object:					
Personnel Services	54,108	35,327	9,800	31,200	-11.7%
Supplies and Materials	6,505	4,000	4,500	4,500	12.5%
Other Services and Charges	2,613	3,232	3,000	3,100	-4.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>63,226</u>	<u>42,559</u>	<u>17,300</u>	<u>38,800</u>	<u>-8.8%</u>
Excess of Revenues over Expenditures	<u>(33,267)</u>	<u>(11,059)</u>	<u>16,900</u>	<u>(4,600)</u>	<u>-58.4%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(33,267)</u>	<u>(11,059)</u>	<u>16,900</u>	<u>(4,600)</u>	<u>-58.4%</u>
Fund Balance - Beginning	21,040	10,032	(12,227)	4,673	-53.4%
Fund Balance - Ending	<u>\$ (12,227)</u>	<u>\$ (1,027)</u>	<u>\$ 4,673</u>	<u>\$ 73</u>	<u>-107.1%</u>



Montgomery County

Special Revenue Funds: Special Events

OVERVIEW

This Special Revenue Fund account provides for work the Commission performs on a “reimbursement for service” basis for special events and tournaments in the parks. Examples include the Avon Breast Cancer Walk and the Half Marathon in the Parks.

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
SPECIAL EVENTS					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	28,904	57,500	57,500	60,000	4.3%
Rentals and Concessions	-	-	-	-	-
Interest	30	-	-	-	-
Miscellaneous	577	-	-	-	-
Total Revenues	29,511	57,500	57,500	60,000	4.3%
Expenditures by Major Object:					
Personnel Services	11,132	47,500	57,500	50,000	5.3%
Supplies and Materials	15,307	5,000	4,942	5,000	0.0%
Other Services and Charges	13,106	5,000	5,000	5,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	39,545	57,500	67,442	60,000	4.3%
Excess of Revenues over Expenditures	(10,034)	-	(9,942)	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(10,034)	-	(9,942)	-	-
Fund Balance - Beginning	39,501	-	29,467	19,525	-
Fund Balance - Ending	\$ 29,467	\$ -	\$ 19,525	\$ 19,525	-



Montgomery County

Special Revenue Funds: Nature Programs and Facilities

OVERVIEW

This Special Revenue Fund account provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated through seasonal employee-led nature center camps and special event admissions. 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 and special events. Revenues and expenses for camps or programs offered by career staff are accounted for in the Park Fund.

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS NATURE PROGRAMS AND FACILITIES Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	112,408	132,925	120,000	124,000	-6.7%
Rentals and Concessions	6,462	9,000	10,500	10,500	16.7%
Interest	94	-	100	100	-
Miscellaneous	-	-	-	-	-
Total Revenues	118,964	141,925	130,600	134,600	-5.2%
Expenditures by Major Object:					
Personnel Services	78,511	85,692	98,000	104,000	21.4%
Supplies and Materials	7,106	14,500	16,000	23,000	58.6%
Other Services and Charges	3,069	5,000	6,000	6,000	20.0%
Capital Outlay	-	7,200	-	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	88,686	112,392	120,000	133,000	18.3%
Excess of Revenues over Expenditures	30,278	29,533	10,600	1,600	-94.6%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	30,278	29,533	10,600	1,600	-94.6%
Fund Balance - Beginning	47,187	57,350	77,465	88,065	53.6%
Fund Balance - Ending	\$ 77,465	\$ 86,883	\$ 88,065	\$ 89,665	3.2%



Montgomery County

Special Revenue Funds: Special Donations and Programs

OVERVIEW

The Special Donations and Programs account includes donations and contributions designated for specific purposes or projects that are not part of the normal tax-supported programs in the Park Fund. Included in this fund is an account that was created for the donations from the Montgomery County Park Foundation and the new Parks Sponsorships initiative. These special revenue accounts allow the Department of Parks to utilize the money collected by the Foundation.

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS SPECIAL DONATIONS AND PROGRAMS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	55,425	54,900	54,900	61,000	11.1%
Interest	105	100	100	100	0.0%
Miscellaneous	156,463	397,651	360,000	400,000	0.6%
Total Revenues	211,993	452,651	415,000	461,100	1.9%
Expenditures by Major Object:					
Personnel Services	21,574	127,199	128,000	128,000	0.6%
Supplies and Materials	48,460	137,500	150,723	152,500	10.9%
Other Services and Charges	36,204	176,000	170,000	134,545	-23.6%
Capital Outlay	5,000	-	-	30,000	-
Other Classifications	-	-	-	-	-
Chargebacks	4,400	35,600	35,600	35,600	0.0%
Total Expenditures	115,638	476,299	484,323	480,645	0.9%
Excess of Revenues over Expenditures	96,355	(23,648)	(69,323)	(19,545)	-17.4%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	96,355	(23,648)	(69,323)	(19,545)	-17.4%
Fund Balance - Beginning	26,756	87,880	123,111	53,788	-38.8%
Fund Balance - Ending	\$ 123,111	\$ 64,232	\$ 53,788	\$ 34,243	-46.7%



Montgomery County

Advance Land Acquisition Funds

EXECUTIVE OVERVIEW

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

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

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The Advance Land Acquisition Revolving Fund (ALARF) is financed from the proceeds of bonds issued and sold by the Commission from time to time in amounts deemed necessary for the purpose stated above. The payment of principal and interest on these bonds is provided by a special tax levied by the Montgomery County Council against all property assessed for the purposes of County taxation. The Commission first issued bonds on September 1, 1971, in the amount of \$7,000,000 to establish the size of the revolving fund. Since 1970, bonds have been issued in 1990 and 1994, with some of the total refunded in FY96 and FY03 to lower the interest rate charged to the Commission. The Commission established a debt service fund to pay the principal and interest payments on outstanding bond issues using proceeds from the property tax levy. The proposed personal property tax rate of 0.3 cents and 0.1 cent real property rate will be sufficient to pay the debt service of \$282,860 in FY15. The contribution to the Advance Land Acquisition Revolving Fund is \$1,441,540.

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 FY15 are \$9,760,386.



Montgomery County

Advance Land Acquisition Funds

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ 1,680,687	\$ 1,686,287	\$ 1,671,300	\$ 1,724,400	2.3%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	1,680,687	1,686,287	1,671,300	1,724,400	2.3%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,366,819	1,386,700	1,383,516	1,441,540	4.0%
Debt Service -	310,710	297,600	297,600	282,860	-5.0%
Debt Service Principal	240,000	235,000	235,000	230,000	-2.1%
Debt Service Interest	70,710	61,200	61,200	51,460	-15.9%
Debt Service Fees	-	1,400	1,400	1,400	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	1,677,529	1,684,300	1,681,116	1,724,400	2.4%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	3,158	1,987	(9,816)	-	-100.0%
Other Financing Sources (Uses):					
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 3,158	\$ 1,987	\$ (9,816)	\$ -	-100.0%
Fund Balance, Beginning	6,658	-	9,816	-	-
Fund Balance, Ending	\$ 9,816	\$ 1,987	\$ -	\$ -	-100.0%



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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	14,450	40,000	14,000	14,450	33.3%
Miscellaneous (Contributions)	1,386,819	1,386,700	1,383,516	1,441,540	3.0%
Total Revenues	1,401,269	1,426,700	1,397,516	1,455,990	3.6%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	32,500	8,220,769	3,500,000	9,760,386	-21.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	32,500	8,220,769	3,500,000	9,760,386	-21.9%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	1,368,769	(6,794,069)	(2,102,484)	(8,304,396)	-25.8%
Other Financing Sources (Uses):					
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 1,368,769	\$ (6,794,069)	\$ (2,102,484)	\$ (8,304,396)	-25.8%
Total Net Position - Beginning	9,038,111	6,814,069	10,406,880	8,304,396	-25.5%
Total Net Position - Ending	\$ 10,406,880	\$ 20,000	\$ 8,304,396	\$ -	-



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 FY15 PROPOSED BUDGET

In prior years, this fund was not formally presented and adopted. FY13 and FY14 are included for comparison purposes.



Montgomery County

Park Debt Service Fund

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY DEBT SERVICE FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	3,876,838	3,887,100	3,887,100	5,142,738	32.3%
Debt Service Principal	2,620,000	2,545,000	2,545,000	3,165,000	24.4%
Debt Service Interest	1,256,453	1,217,100	1,217,100	1,852,738	52.2%
Debt Service Fees	385	125,000	125,000	125,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>3,876,838</u>	<u>3,887,100</u>	<u>3,887,100</u>	<u>5,142,738</u>	<u>32.3%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(3,876,838)</u>	<u>(3,887,100)</u>	<u>(3,887,100)</u>	<u>(5,142,738)</u>	<u>32.3%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	4,433,012	3,887,100	3,887,100	5,142,738	32.3%
Total Transfers In	<u>4,433,012</u>	<u>3,887,100</u>	<u>3,887,100</u>	<u>5,142,738</u>	<u>32.3%</u>
Transfer to CIP	(556,174)	-	-	-	-
Total Transfers (Out)	<u>(556,174)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>3,876,838</u>	<u>3,887,100</u>	<u>3,887,100</u>	<u>5,142,738</u>	<u>32.3%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Risk Management Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Risk Management/Self Insurance Fund was established on July 1, 1978. Through centralized management, the Risk Management program uses safety and loss control practices and self-insurance administration to reduce liability and mitigate losses to the Commission. The program's overall goals include: reducing the risk of personal injury to employees; protecting and securing Commission assets; avoiding or minimizing injury to users of Commission services and facilities; and managing costs/risk efficiently. The Department of Human Resources and Management (DHRM) and the Finance Department administer the fund jointly.

Programmatic goals are carried out by the Risk Management and Workplace Safety Office which is housed in DHRM. This Unit has expertise in a wide range of areas, including regulatory compliance, occupational health, workplace safety, environmental assessments, risk analysis, workers' compensation and liability claims management. The Unit provides guidance to departments, managers and employees in the fulfillment of safety, risk management and regulatory compliance needs.

Program goals are met through risk assessments; implementation of loss control programs; management of commercial insurance and self-insured coverages; subrogation of liability; establishment of vendor insurance requirements to protect the agency against losses; supervisory/employee training and compliance reviews for adherence with workplace safety regulations issued by the Maryland Occupational Safety and Health (MOSH), the federal Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and the Department of Transportation (DOT); accident and damage investigations; facility inspections; administration of safety programs such as the drug and alcohol education and testing program, drivers' license monitoring program and defensive driving programs, etc.; risk assessments of new and existing agency programs; emergency response programs; and case management of workplace injuries and liability claims.

For specialized services related to third party reviews of workers' compensation/liability claims and participation in group insurance, the Commission participates in a self-insurance program administered by the Montgomery County Government (MCSIP). This program is open to the Commission as a bi-county organization. Participation in MCSIP offers cost effective, independent claims adjudication services, and group discounts on commercial insurance policies for areas of general liability, real and personal property, police professional liability, automobile liability, and public official liability. Participation in MCSIP is reflected in the budget through external administration fees. Separate from MCSIP, the Commission also purchases insurance for various surety bonds, police horses, and catastrophic and blanket coverage for other specialized programs. The Commission handles its own litigation and representation on liability and workers' compensation claims as the agency has better control of the outcome from these efforts.

Staffing: For FY14, the Risk Management and Workplace Safety Office is staffed by two safety specialists, a workers' compensation specialist, a liability specialist, and a risk manager. This fund presently includes 5.0 positions and 5.3 workyears. For FY15, we are proposing the addition of 1.0 position and 1.0 workyear to accommodate one new safety specialist position to assist with the expanded priorities of the workplace safety program. A small amount of the Division Chief's time is directly charged to the Fund and some fiscal oversight by the Executive Director and Corporate Budget team is charged back to the Risk Management program.



Montgomery County

Risk Management Internal Service Fund

FY15 PRIORITIES

- Continue comprehensive review and update of risk and safety procedures to ensure continued compliance with external regulatory, accreditation and accountability standards.
- Assessment and review of safety training protocols for more efficient and effective tracking, delivery and compliance of state and federal mandates.
- Comprehensive examination of workers' compensation claims to determine and implement more cost containment strategies to effectively reduce the frequency and cost of claims.

FY14 ACCOMPLISHMENTS

- Updated the risk management and safety policies to incorporate new and/or revised federal and state regulatory standards on workplace safety and recommended loss control initiatives.
- Implemented updated facility inspection protocols to enhance tracking of concerns, hazards, corrective actions, and needed trainings.
- Designed and conducted training courses for more than 800 employees and supervisors on a variety of regulatory and safety awareness programs.
- Implemented online training in a number of areas including: hazard communications, defensive driving, automated defibrillator training, etc.
- Investigated job-related accidents, injuries, diseases, and property damage.

DHRM also analyzed and implemented a number of additional strategies for enhanced oversight and greater containment of risk management costs. These included:

- Regular audits of third party claims administrator to ensure improved case management and more accurate establishment of case reserves.
- Quarterly meetings with operating departments to review workers' compensation and liability incidents to develop strategies for accident prevention, reduce repeat incidents, and identify opportunities for additional training/inspections.
- Proactive risk assessments of new programs to reduce liability concerns and injury to patrons and employees.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY15 PROPOSED BUDGET

Each year, the Risk Management budget is developed to establish necessary funding levels to protect against projected future claims based losses, insurance costs, personnel costs, and external administration fees. Claims expenses include paid claims, incurred but not reported claims estimates, and claim reserves. While the Commission subrogates its claims to offset losses and applies for reimbursements from the Federal Emergency Management Administration (FEMA), these recoveries are not budgeted as a revenue source to this Fund, but are returned directly to the affected departments after being received.

Total FY15 proposed expenses for Risk Management are \$10,017,276. The total proposed budget for the overall agency represents a net increase of 20% from FY14 levels of \$8,372,429. Seventy three percent of the total expenses are directly attributable to workers' compensation and liability claims.

Given the increase in claims expense, the proposed budget includes a request to fund one additional safety specialist (grade H at \$96,940) to enhance delivery of workplace safety program requirements. The requested safety specialist position makes up 1% of the total expenses of



Montgomery County Risk Management Internal Service Fund

\$10,017,276. The present staffing complement, which was established in 1986, makes it very challenging to meet present day demands of the program. Federal and safety mandates have significantly evolved in the last ten years, ensuring that employees are properly trained on safety regulations, and that facilities meet specific protections and safety standards. In addition to adhering to regulations, the staff ensures that property is maintained in a manner that does not expose the agency to negligence claims from third parties, as well as manage the agency's emergency response plans and occupational monitoring programs (drug/alcohol, driver record/license monitoring, CDL Licensing, etc.). The new position will assist with enhanced inspections, trainings, and management of safety programs.

Although the total FY15 Proposed Budget is 20% above the FY14 Adopted Budget, the proposal is only 0.1% above FY13 actual expenses. By nature, risk management losses are unpredictable. In particular, actuarially determined changes in Case Reserves and Incurred But Not Reported Claims (IBNR), drive the volatility. According to the Montgomery County Government Self Insurance Fund Administrators, efforts are underway to adopt an actuarial approach which will smooth out these changes in the future.

County	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
Montgomery County				
Expenditures	\$2,990,642	\$3,783,629	26.5%	37.8%
Prince George's County				
Expenditures	\$5,381,787	\$6,233,647	15.8%	62.2%
Combined Total	\$8,372,429	\$10,017,276	19.6%	100.0%

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

Montgomery County's share of the FY15 expenses is \$3,783,629, which reflects a 26.5% increase in costs from FY14 levels of \$2,990,642. 68% of these expenses (or \$2,562,271) is attributed to increased expenses for workers' compensation and liability claims. Montgomery County's overall projected claims expenses for FY15 rose 37% from \$1,869,049 in FY14 to \$2,562,271 in FY15. The increase is due to significant increases in projected claims expenses and replenishment of fund balance to comply with our fund balance reserve policy.

After adjusting funding downwards by \$278,079, and considering interest income, the proposed funding level is adjusted to \$3,501,200. The adjusted funding level reflects an increase of 37% from FY14 levels. The increase in funding level is due to significant increases in projected claims expenses and replenishment of fund balance to comply with our fund balance reserve policy.

The largest portion of the funding is attributed to the Park Fund which has a funding level of \$3,344,000. \$113,900 is allocated to the Enterprise Fund, with \$38,600 for the Planning Department, and \$4,700 for CAS.



Montgomery County

Risk Management Internal Service Fund

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY15 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,573,400	2,396,300	2,396,300	3,344,000	39.5%
Planning	77,700	49,300	49,300	38,600	-21.7%
CAS	5,000	5,000	5,000	4,700	-6.0%
Enterprise	112,000	103,500	103,500	113,900	10.0%
Miscellaneous (Claim Recoveries, etc.)	187,114	-	-	-	-
Total Operating Revenues	2,955,214	2,554,100	2,554,100	3,501,200	37.1%
Operating Expenses:					
Personnel Services	253,369	356,106	356,106	420,894	18.2%
Supplies and Materials	13,275	20,578	20,578	20,578	0.0%
Other Services and Charges:					
Insurance Claims:					
Parks	2,915,569	1,776,906	1,776,906	2,468,546	38.9%
Planning	128,608	40,745	40,745	108,889	167.2%
CAS	7,468	5,046	5,046	6,323	25.3%
Enterprise	(25,378)	46,352	46,352	(21,487)	-146.4%
Misc., Professional services, etc.	468,395	542,090	542,090	530,217	-2.2%
Depreciation & Amortization Expense	6,732	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	188,595	-	-	-	-
Chargebacks	245,000	202,819	202,819	249,669	23.1%
Total Operating Expenses	4,201,633	2,990,642	2,990,642	3,783,629	26.5%
Operating Income (Loss)	(1,246,419)	(436,542)	(436,542)	(282,429)	-35.3%
Nonoperating Revenue (Expenses):					
Interest Income	17,811	53,600	18,000	17,800	-66.8%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Operating Expenses	17,811	53,600	18,000	17,800	-66.8%
Income (Loss) Before Operating Transfers	(1,228,608)	(382,942)	(418,542)	(264,629)	-30.9%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(1,228,608)	(382,942)	(418,542)	(264,629)	-30.9%
Total Net Position - Beginning	4,758,658	3,930,468	3,530,050	3,111,508	-20.8%
Total Net Position - Ending	\$ 3,530,050	\$ 3,547,526	\$ 3,111,508	\$ 2,846,879	-19.8%
Designated Position	2,465,000	2,618,271	2,618,271	2,768,755	5.7%
Unrestricted Position	1,065,050	929,255	493,237	78,124	-91.6%
Total Net Position, June 30	\$ 3,530,050	\$ 3,547,526	\$ 3,111,508	\$ 2,846,879	-19.8%

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

Parks	536,393	\$ 379,013	379,013	379,013	0.0%
Planning	13,723	8,691	8,691	8,691	0.0%
CAS	1,544	1,076	1,076	1,076	0.0%
Enterprise	20,127	9,887	9,887	9,887	0.0%
Total	571,787	\$ 398,667	398,667	398,667	0.0%

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



Montgomery County

Capital Equipment Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

The budget for the Chief Information Officer's Office (OCIO) is included in the Capital Equipment Internal Service Fund (ISF) in each County based on a prorated share of expenditures and subscribed use of enterprise-wide systems. The CIO reports to the Executive Committee to ensure Commission-wide focus on technology systems. The CIO is responsible for strategic planning for the enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer. The OCIO has its own office space in the Executive Office Building in the suite of the Office of the Executive Director.

HIGHLIGHTS AND MAJOR CHANGES IN FY15 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 by a Planning Board.

For FY15, the Commission proposes the purchase and financing of \$2,070,000 in capital outlay expenses in the CEISF. In FY15, the CEISF will charge \$1,962,130 to Montgomery County departments and CAS for equipment, consisting primarily of motor vehicles, heavy equipment and computer-related equipment. Total expenditures are estimated at \$1,359,743. This includes the Office of the CIO in compliance with the adopted IT Governance model.

The proposed budget for the Office of the Chief Information Officer for FY15 is \$144,585 and provides for 1.0 position and 1.0 workyear, \$3,500 for supplies and materials specifically for use by the office staff. The Other Services and Charges budget funds enterprise-wide IT initiatives which cannot be financed, participation in professional associations, continuing education and networking memberships.

FY15 Budget Priorities and Strategies

Planned efforts during FY15 will address:

- User Account Management
- Document Management RFP
- Enterprise External IT Audit
- Enterprise Strategic Plan



Montgomery County

Capital Equipment Internal Service Fund

Continue with the consulting services providing the resources for the role of Acting Chief Information Officer. The responsibilities of the Acting CIO, which are provided on part time basis, include:

- Provide leadership to CTO's
- Advise the leadership bodies
- Contract review and negotiation
- Policy review
- IT governance
- Project oversight and program management
- Communication with enterprise
- Vendor management
- Other duties as assigned
 - Trend watch
 - Change agent
 - Trusted advisors
 - Performance management



Montgomery County

Capital Equipment Internal Service Fund

SUMMARY OF FY15 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Charges for Services (to Other Funds)	\$ 1,359,087	\$ 1,471,980	\$ 1,471,980	\$ 1,962,130	33.3%
Miscellaneous (Sale of Equipment, etc.)	34,463	-	-	-	-
Total Operating Revenues	1,393,550	1,471,980	1,471,980	1,962,130	33.3%
Operating Expenses:					
Personnel Services	71,406	146,604	146,604	133,907	-8.7%
Supplies and Materials	4,946	3,504	3,504	3,504	0.0%
Other Services and Charges:	847,539	93,286	93,286	259,132	177.8%
Debt Service:					
Debt Service Principal	-	606,900	606,900	761,100	25.4%
Debt Service Interest	-	138,700	138,700	173,100	24.8%
Depreciation & Amortization Expense	1,910,821	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	28,000	28,000	29,000	3.6%
Total Operating Expenses	2,834,712	1,016,994	1,016,994	1,359,743	33.7%
Operating Income (Loss)	(1,441,162)	454,986	454,986	602,387	32.4%
Nonoperating Revenue (Expenses):					
Interest Income	5,479	20,000	6,000	6,000	-70.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Operating Expenses	5,479	20,000	6,000	6,000	-70.0%
Income (Loss) Before Operating Transfers	(1,435,683)	474,986	460,986	608,387	28.1%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(1,435,683)	474,986	460,986	608,387	28.1%
Total Net Position - Beginning	12,697,585	12,970,735	11,261,902	11,722,888	-9.6%
Total Net Position - Ending	\$ 11,261,902	\$ 13,445,721	\$ 11,722,888	\$ 12,331,275	-8.3%
Note: Future Financing Plans					
Capital equipment financed for Parks and Planning	\$	1,970,000		\$ 1,970,000	
Capital equipment financed for IT Initiatives		171,170		-	
Capital equipment financed for Finance Dept.		85,000		100,000	

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



Montgomery County

Commission-Wide Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. As an internal service fund, the Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The premiums paid through the operating department insurance costs constitute most of the revenue, 80.8 percent. Revenue from employee and retiree share of the premiums makes up 18.2 percent of revenue, and Medicare revenue makes up the balance. The fund is treated as a commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB PayGo costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by 4 full-time positions plus a seasonal staffing budget of 0.7 work years.

FY15 PRIORITIES

- Implement a Commission wide wellness program to promote healthy lifestyles and reduce health care claims cost.
- Implement a self-service online health benefits enrollment process to enhance employee access to information, and significantly reduce printed forms and documents.
- Continue to keep abreast of health care reform act and ensure compliance.

FY14 ACCOMPLISHMENTS

- Implemented a number of wellness activities including diabetes prevention screening, flu shots, prostate cancer screenings, bone density screenings, etc., to help manage health complications and improve early detection.
- Applied for and received \$445,295 in subsidies from the federal government for retiree drug expenses.
- Completed competitive bidding of EAP benefits plans to ensure rates remained competitive.
- Worked collaboratively with Collective Bargaining Representatives to implement cost containment strategies in health benefits program.

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The Proposed FY15 expenditure budget is \$51.61 million, which is a 4.7 percent increase over the FY14 Adopted Budget. The dollar increase over FY14 Adopted Budget is \$2.34 million.

The FY15 Proposed Budget reflects the full year effect of previously negotiated changes in employee health insurance cost share and the increase in retiree health insurance cost share. Effective January 1, 2013, non-represented employees and MCGEO represented employees cost share for certain health insurance plans increased from 15 percent to 17.5 percent. Effective January 1, 2014, these same employee groups began paying a 20 percent cost share for certain health insurance plans. These cost shares apply to all health insurance plans except for the lowest



Montgomery County

Commission-Wide Group Insurance Internal Service Fund

cost plan and the prescription plan. For FOP represented employees and retirees, the cost share increased to 20 percent effective January 1, 2013. The increased employee cost share is reflected in the employee share of revenue.

Continuing the change that was adopted in the FY14 Budget, the administrative expenses are factored into the health insurance rates, and are paid through the premiums paid by the employer and employee. Previously, the administrative costs were paid by the operating departments through a chargeback.

Lastly, the FY15 Proposed Budget contains a designated reserve of \$3.61 million, which is sufficient to meet the 7 percent of total operating expense reserve policy. A summary of the Proposed Budget is shown on the next page.

Included in the Proposed Budget are two essential needs: 1) conversion of previously budgeted seasonal/intermittent funding (which had been used to fund a succession of part-time term contract employees over the years) to a full time career administrative support position (\$23,467); and 2) a new term contract Wellness Coordinator position (\$78,204) which will be funded by the use of fund balance from the flexible spending accounts.



Montgomery County

Commission-Wide Group Insurance Internal Service Fund

SUMMARY OF FY15 PROPOSED BUDGET

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
GROUP HEALTH INSURANCE INTERNAL SERVICE FUND
Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	453,235	600,000	600,000	450,000	-25.0%
Charges for Services:					
ISF Revenue, Other	589,300	25,000	25,000	22,360	-10.6%
ISF Revenue, Employee Share	7,451,131	9,788,895	9,788,895	9,396,329	-4.0%
ISF Revenue, Employer Share	32,012,496	38,820,228	38,820,228	41,649,904	7.3%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	40,506,162	49,234,123	49,234,123	51,518,593	4.6%
Operating Expenses:					
Personnel Services	525,080	616,000	616,000	701,346	13.9%
Supplies and Materials	740	20,000	20,000	20,000	0.0%
Other Services and Charges:					
Professional Services	227,838	275,000	275,000	395,000	43.6%
Insurance Claims and Fees	31,124,830	41,900,000	41,900,000	42,413,811	1.2%
Insurance Premiums	6,657,154	6,195,523	6,195,523	7,814,040	26.1%
Change in IBNR	(233,822)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	232,000	267,600	267,600	267,600	0.0%
Total Operating Expenses	38,533,820	49,274,123	49,274,123	51,611,797	4.7%
Operating Income (Loss)	1,972,342	(40,000)	(40,000)	(93,204)	133.0%
Nonoperating Revenue (Expenses):					
Interest Income	13,891	40,000	40,000	15,000	-62.5%
Total Operating Expenses	13,891	40,000	40,000	15,000	-62.5%
Income (Loss) Before Operating Transfers	1,986,233	-	-	(78,204)	-
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,986,233	-	-	(78,204)	-
Total Net Position, Beginning	5,481,008	5,481,008	7,467,241	7,467,241	36.2%
Total Net Position, Ending	7,467,241	5,481,008	7,467,241	7,389,037	34.8%
Designated Position	3,149,651	3,449,189	3,449,189	3,612,826	4.7%
Unrestricted Position	4,317,590	2,031,819	4,018,052	3,776,211	85.9%
Total Net Position, June 30	\$ 7,467,241	\$ 5,481,008	\$ 7,467,241	\$ 7,389,037	34.8%
Policy requires a reserve equal to 7% of Total Operating Expense					



Appendices

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Montgomery County

Appendices - Glossary

Accrual Basis of Accounting- The method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax- Those funds approved to finance planning and administrative support activities.

Adopted Budget- The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without text.

Advance Land Acquisition Revolving Fund (ALARF)- The Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by a Bond Issuance and is serviced through a dedicated property tax. The revolving fund is maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation- Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base- The total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (See Tax Rate). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions- The number of positions shown by the budget in the approved personnel complement.

Balanced Budget- A budget whose revenues and other financing sources together equal the expenditures, other uses, and required funds.

Bonds- Bonds are debt and are issued for a period of more than one year. The U.S. government, local governments, water districts, companies and many other types of institutions sell bonds. When an investor buys bonds, he or she is lending money. The seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget- A detailed schedule of estimated revenues and expenditures for a specified period. (See Operating Budget)

Capital Improvement Program (CIP)- A six-year program describing major real property purchases, renovation and construction projects. The **first year** of the CIP is designated the **Capital Budget**. Years two through six reflect the capital program and are subject to future modification. In Prince George's County the Commission submits its CIP to the County by January 15th every year and in Montgomery County by November 1st in every odd numbered year.

Capital Outlay- Funds in the **operating budget** for capital purchases other than land and improvements to the land, such as some furniture, vehicles, and equipment. To qualify as a capital outlay, an item must be a fixed asset and have a unit cost (the total cost to obtain one fully functioning asset) of \$5,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

Central Administrative Services (CAS)- The Commission's centralized core administrative departments (Human Resources and Management, Finance, Internal Audit, Legal, Merit System Board) that are funded jointly by Prince George's and Montgomery Counties.

Chargebacks- Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may be from one fund to another. The expense appears under Other Classifications in the Commission structure.

Collective Bargaining Agreement- A legally binding contract between the Commission as an employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)



Montgomery County

Appendices - Glossary

Cost of Living Adjustment (COLA)-Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

Debt Service- The amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

Depreciation- Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

Encumbrance- A commitment within an organization to use funds for a specific purpose; there is a legal obligation to spend in the future. Encumbrances allow organizations to recognize future commitments of resources prior to an actual expenditure. A purchase order is a typical encumbrance transaction.

Enterprise Funds- Those funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees. These activities are similar to businesses operated by private enterprise.

Fiscal Year (FY)- The Commission's fiscal year, extending from July 1 in one calendar year to June 30 in the next. Where only a two-digit number is shown, e.g., FY 15 the year ending June 30 of the number shown is intended. (June 30, 2015, in this case).

Fringe Benefits Costs- Funds authorized for the Commission's share of the cost of employees' social security, retirement, health and life insurance.

Fund- A set of accounts reserved for particular types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear compliance with the Land Use Article of the Annotated Code of Maryland, and with accounting standards and practices.

Fund Balance- Amounts left unexpended or unencumbered in a fund at the end of a fiscal year that can be used either to support budget amendments for unanticipated projects or offset revenue shortfalls in the current fiscal year, or to reduce the demand for tax revenue in the next

fiscal year. Tax receipts or interest income in excess of budgeted amounts may also create fund balance.

GAAP- Generally Accepted Accounting Principles (GAAP) are the minimum standards governing financial reporting in both the public and private sector. Governments and the accounting industry recognize the GASB as the primary source of GAAP for state and local governments.

GASB- The Governmental Accounting Standards Board or GASB is an independent, private-sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments.

GASB 45- The GASB Statement 45 provides for more complete financial reporting of costs and financial obligations arising from post-employment benefits other than pensions (OPEB) as part of the compensation for services rendered by employees. Post-employment healthcare benefits, the most common form of OPEB, are a significant financial commitment for many governments. Implementation of Statement 45, requires reporting annual OPEB cost and their unfunded actuarial accrued liabilities for past service costs. Prior to Statement 45, it was typical to use a "pay-as-you-go" accounting approach to report the cost of benefits after employees retire.

General Fund- The fund used to account for all assets and liabilities of a non-profit entity except those particularly assigned for other purposes in another more specialized fund. Within the Commission's accounting, the General Fund is made up of the following five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's Administration Fund, Prince George's Park Fund, and Prince George's Recreation Fund.

Governmental Funds- All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.

Internal Service Funds- Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, management of the Executive Office



Montgomery County

Appendices - Glossary

Building, information systems, and risk management.

Merit Increase- An upward increment in an employee's pay within the salary range for a given class of work. It recognizes the completion of a period of satisfactory service.

Modified Accrual Method- The method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt service, claims and judgments are recorded only when payment has matured and is due.

OPEB - Other Post-Employment Benefits. See **GASB45** for details.

Operating Budget- A comprehensive financial plan by which the Commission's operating programs are funded for a single fiscal year. It includes descriptions of departments by work programs with estimated expenditures and revenue sources. It also relates data and information on the fiscal management of the Commission.

Operating Budget Impact (OBI)- The increase (or possible decrease) in cost in the operating budget attributable to the addition of a new facility or program, or the renovation or expansion of an existing facility.

Other Services and Charges- This category of expenditure reflects services, fees, repairs or maintenance on equipment, rents and leases, and insurance.

Outcome Measure- An assessment of program activity results as compared to its intended purpose. For example, if a program activity's intent was to increase the number of volunteers, the outcome measure would be the increase in the number of volunteers.

Output Measure- The tabulation, calculation, or recording of activity or effort, expressed in a quantitative manner. An example would be the number of arrests made, or the number of employees enrolling in a new benefit. Output measures do not refer to resources required or reflect the effectiveness or efficiency of the work performed.

Park Concessions- Food and entertainment provided by contractual businesses rather than Park Fund employees.

Park Fund/Tax- Those funds approved to finance park operating expenses and debt service.

Pay-As-You-Go (PAYGO)- The concept of utilizing available current revenues or fund balance to pay for capital projects in lieu of the use of bond proceeds, thus saving the Commission from having to pay interest charges on those bonds.

Performance Indicator- A particular value or characteristic used to measure output or outcome; specific information which either alone, or in combination with other data, permits the systematic assessment of how well services are being delivered. An example would be the percentage of reduction in job related accidents after safety training was conducted.

Performance Measurement- Performance measurement is a system that helps managers: (1) set standards and outcome objectives; (2) measure performance against goals, standards or benchmarks; and (3) communicate results. Performance measurement shifts thinking and focus, providing a practical technique for quantifying and establishing accountability. Performance measurement is fully integrated into the budgetary process and reflects specific strategies, goals, and objectives as determined by decision-makers.

Personal Property Tax- A charge on movable property not attached to the land and improvements classified for purposes of assessment. This tax is imposed on businesses within the Commission's boundaries.

Personal Services- The cost for personnel salary, wages and fringe benefits is reflected in this category.

Position- An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period. Employees who occupy a position are designated as career employees. A position may be full or part-time. A career employee may work full-time for a standard workweek, or may work less than a full-time workweek, but more than one-half a workweek, as a part-time employee. Career positions are defined in the Commission's Merit System Rules and Regulations.



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Appendices - Glossary

Program Budget- Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

Program Open Space (POS)- A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

Property Management Fund- An entity created to account for income and expenditures associated with the rental of park properties.

Proprietary Funds- A fund having profit and loss aspects; therefore it uses the accrual rather than modified accrual method of accounting. The two types of proprietary funds are the enterprise fund and internal service fund.

Real Property Tax- A charge on real estate, including land and improvements (buildings, fences, etc.) classified for purposes of assessment.

Recreation Fund/Tax- Those funds approved to finance recreation programs (Prince George's County only).

Reserve- Also referred to as "surplus" in an expenditure budget, it is shown but it cannot be spent without the consent of the approving body. With approval it may be spent for emergencies or other unforeseen purposes. Generally, this amount is held for future year's expenditures. This reserve is proposed to be at least 3-5% of the operating expenditures in the General Fund. Other funds may have separate reserve policies. If the term "Reserve" is used in the revenue listings in the budget, this term refers to a funding source that is carried over or created in a previous fiscal year.

Salary Lapse- The amount deducted from the budgets for employee salaries and wages to account for assumed savings resulting from turnover, i.e., periods when authorized positions are vacant because of retirements or resignations or when replacements are hired at lower salaries. Positions newly authorized in the budget may generate salary lapse because of delays in hiring. Lapse may also be generated from a deliberate

decision to hold a position that could otherwise be filled vacant for a specified period of time in order to generate savings. Lapse will differ from year to year and from department to department.

Seasonal or Seasonal/Intermittent- An employment status for temporary, intermittent, seasonal or as-needed employees. Employees may work full or part-time, but not continuously on a yearly basis. Employees in this category are not in career status. Seasonal/intermittent employees do not occupy positions but do perform work effort measured in workyears.

Service Charge/User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "user fee".

Service Quality Measure- A type of performance indicator that measures the timeliness or effectiveness of a program's operation or a record of customers' assessments. Whereas an output measure might project the number of facilities subject to a safety inspection in a given year, and an outcome measure might project the percentage of facilities receiving the inspection, a service quality measure would record the percentage of facilities inspected on schedule, the percentage of facilities passing inspection, or the percentage of facilities making identified safety improvements within a specified time frame. Results of customer surveys or other assessments tools may be reflected as a service quality measure.

Special Revenue Funds- Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. For example, the Federal Forfeited Property Fund collects revenues from the sale of drug-crime related assets seized in operations involving the Commission's Park Police. As required by Federal statute, these funds are used to purchase equipment and other resources necessary to combat drug-related crimes in the park system.

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



Montgomery County

Appendices - Glossary

(SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit- This occurs when current revenue from taxes, fees, investments, grants and other sources is less than current expenditures for compensation and benefits, supplies and materials, contractual and maintenance work, and vehicles, among other potential costs. If available, fund balance is often employed to cover the difference.

Support Services- Budget accounts for expenses that are not appropriately or feasibly allocated to the budgets of particular departments or their sub-units. Examples include mail and messenger services, telephone, maintenance, and rent, shared by more than one division within a department or by more than one department.

Tax Rate- The rate, expressed in cents per \$100.00 of assessed valuation (see Assessable Base), applied to real and commercial personal

property to determine taxes levied to fund Commission operations. Thus a tax rate of 3 cents applied to an assessable base of \$10 billion will yield $.03 \times \$10,000,000,000/100 = \$3,000,000$.

Term Contract- An employee who works at least 30 hours per week for a period of less than two years. Term contract employees do not occupy career positions and are not part of the career personnel complement. Term contract employees' work efforts are measured in workyears.

User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "service charge".

Workyear-A standardized unit for measurement of government personnel efforts and costs. Usually, a work year is equivalent to 2,080 work hours in a 12-month period.



ACRONYMS

Adequate Public Facilities Ordinance	APFO
Agricultural Advisory Committee	AAV
Agricultural Preservation Advisory Board	APAB
All Terrain Vehicle	ATV
Americans with Disabilities Act	ADA
Base Realignment and Closure (military)	BRAC
Bi-county Transitway	BCT
Building Lot Termination	BLT
Bus Rapid Transit	BRT
Capital Improvement Program	CIP
Central Business District	CBD
Commercial-Residential zone	CR
Community Based Planning	CBP
Community Development Center	CDC
Comprehensive Annual Financial Report	CAFR
Computer Aided Dispatch	CAD
Consolidated Transportation Program	CTP
Corridor Cities Transitway	CCT
Crime Prevention through Environmental Design	CPTED
Department Of Economic Development	DED
Department of Housing and Community Affairs	DHCA
Department of Public Works and Transportation	DPWT
Development Information Activity Center	DIAC
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Draft Environmental Impact Statement	DEIS
Environmental Protection Agency	EPA
Floor Area Ratio	FAR
Geographic Information System	GIS
Government Finance Officers Association	GFOA
Governmental Accounting Standards Board	GASB
Greenhouse Gas	GHG
Historic Area Work Permit	HAWP
Historic Preservation Commission	HPC
Housing Opportunities Commission	HOC
Integrated Pest Management	IPM
Inter County Connector	ICC
Interstate Commission On The Potomac River Basin	ICPRB
Interagency Technology Policy and Coordination Committee	ITPCC
Land Preservation, Parks, and Recreation	LPPR



Montgomery County Appendices - Acronyms

Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Leadership in Environmental Education Design	LEED
Local Area Network / Wide Area Network	LAN / WAN
Local Area Transportation Review	LATR
Locally Preferred Alignment	LPA
Maryland Department of Planning	MDP
Maryland Transit Administration	MTA
Memorandum Of Understanding	MOU
Metropolitan Washington Council Of Governments	MWCOG
Mid County Highway	M-83
Minority, Female and Disabled procurement program	MFD
Moderately Priced Dwelling Unit	MPDU
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department Of Housing And Community Affairs	MC DHCA
Montgomery County Department Of Permitting Services	MCDPS
Montgomery County Department Of Economic Development	MC DED
Montgomery County Department of Transportation	MCDOT
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Montgomery County Soil Conservation District	MCSCD
National Parks Service	NPS
Policy Area Mobility Review	PAMR
Park, Recreation, and Open Space	PROS
Prince George's Department of Public Works & Transportation	PG DPWT
Program Open Space	POS
Research & Technology Center	RTC
Right Of Way	ROW
Rural Density Transfer zone	RDT
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
State Highway Administration	SHA
State Of Maryland Department Of Environment	MDE
State of Maryland Department Of Housing And Community Development	DHCD
State of Maryland Department Of Natural Resources	DNR
Total Maximum Daily Load	TMDL
Town Sector zone	T-S
Transferable Development Rights	TDR
Transit Oriented Development	TOD
Transportation Action Partnership	TAP
Transportation Policy Area Review	TPAR



Montgomery County Appendices - Acronyms

United States Fish & Wildlife Service	USF&WS
US Army Core Of Engineers	USACOE
US Environmental Protection Agency	EPA
Us Forest Service	USFS
US National Oceanic Atmospheric Administration	NOAA
Washington Area Bicycle Association	WABA
Washington Metropolitan Area Transit Authority	WMATA
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA



Montgomery County

Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratio of Net General Obligation Bonded Debt
To Assessed Value and Net General Obligation Bonded Debt Per Capita
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds		
		Assessed Value (1) (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (1)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value
2004	923,094	\$ 80,589,255	\$ 29,830	0.04 %	\$ 93,226,807	\$ 3,805	0.00 %
2005	930,286	88,294,369	31,760	0.04	102,184,337	5,390	0.01
2006	936,070	99,136,692	29,555	0.03	114,360,878	4,845	0.00
2007	941,491	112,335,704	32,025	0.03	129,659,726	4,290	0.00
2008	949,591	126,613,148	29,465	0.02	146,276,983	3,745	0.00
2009	957,760	140,254,264	32,290	0.02	162,053,662	3,210	0.00
2010	966,000	149,161,911	29,680	0.02	171,220,841	2,680	0.00
2011	979,551	149,284,865	26,710	0.02	171,646,984	2,145	0.00
2012	989,540	143,754,415	34,590	0.02	165,916,424	1,905	0.00
2013	999,247	140,577,467	32,240	0.02	161,877,310	1,665	0.00

PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds		
		Assessed Value (1) (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (1)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value
2004	836,103	\$ 42,782,719	\$ 121,965	0.29 %	\$ 46,022,799	\$ 2,145	0.00 %
2005	840,513	45,981,392	113,480	0.25	49,441,014	1,825	0.00
2006	836,644	55,083,907	105,030	0.19	55,100,674	1,505	0.00
2007	832,699	59,177,385	105,400	0.18	63,544,195	1,190	0.00
2008	830,514	70,615,992	95,735	0.14	75,728,883	885	0.00
2009	834,560	82,671,572	85,501	0.10	88,636,874	585	0.00
2010	865,705	91,889,365	76,246	0.08	98,521,803	290	0.00
2011	874,045	84,718,780	65,925	0.08	90,863,504	-	0.00
2012	881,138	79,043,657	56,363	0.07	84,542,585	-	0.00
2013	n. a.	73,123,809	47,086	0.06	78,518,921	-	0.00

Notes: (1) 000's omitted

(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments. Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch except 2008 Montgomery County population estimated by the Montgomery County Office of Finance



Montgomery County

Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental Activities (1)			Business-Type Activities (1)			Ratios			Advance Land Acquisition			Ratios		
	General Obligation Bonds	Notes Payable		Revenue Bonds and Notes	Payable		Total Primary Government(1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)	General Obligation Bonds(1)			Total Debt (1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
2004	\$ 29,830	\$ 3,291	\$	9,860	\$ 204	\$	43,185	0.08	\$ 47.20	\$ 3,805	\$	\$	46,990	0.09	\$ 51.36
2005	31,760	5,256		8,825	114		45,955	0.08	49.87	5,390			51,345	0.09	55.72
2006	29,555	3,711		7,780	54		41,100	0.07	44.36	4,845			45,945	0.08	49.59
2007	32,025	5,259		6,715	27		44,026	0.07	47.25	4,290			48,316	0.08	51.86
2008	29,465	3,522		5,630	-		38,617	0.06	40.96	3,745			42,362	0.06	44.93
2009	32,290	2,301		4,523	-		39,114	0.06	40.79	3,210			42,324	0.07	44.13
2010	29,680	1,041		3,393	-		34,114	0.05	35.10	2,680			36,794	0.06	37.86
2011	26,710	368		2,241	-		29,319	0.04	29.90	2,145			31,464	0.05	32.09
2012	34,590	-		1,064	-		35,654	0.05	36.03	1,905			37,559	0.05	37.96
2013	32,240	-		222	-		32,462	0.04	32.49	1,665			34,127	0.05	34.15

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)			Business-Type Activities (1)			Ratios			Advance Land Acquisition			Ratios		
	General Obligation Bonds	Notes Payable		Revenue Bonds and Notes	Payable		Total Primary Government(1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)	General Obligation Bonds(1)			Total Debt (1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
2004	\$ 121,965	\$ 1,530	\$	-	\$	-	123,495	0.44	\$ 147.70	\$ 2,145	\$	\$	125,640	0.45	\$ 150.27
2005	113,480	1,714		-	-		115,194	0.39	137.05	1,825			117,019	0.40	139.22
2006	105,030	1,496		-	-		106,526	0.35	127.33	1,505			108,031	0.36	129.12
2007	105,400	1,806		-	-		107,206	0.34	128.75	1,190			108,396	0.34	130.17
2008	95,735	1,438		-	-		97,173	0.29	117.00	885			98,058	0.30	118.07
2009	85,501	1,054		-	-		86,555	0.26	103.71	585			87,140	0.26	104.41
2010	76,246	653		-	-		76,899	0.22	88.83	290			77,189	0.23	89.16
2011	65,925	369		-	-		66,294	0.19	75.85	-			66,294	0.19	75.85
2012	56,363	120		-	-		56,483	na	64.10	-			56,483	na	64.10
2013	47,086	-		-	-		47,086	na	na	-			47,086	na	na

Notes: (1) 000's omitted.

(2) See Table 15 for personal income and population data. Data are not available for Prince George's County for FY 2012 and FY 2013.

Source: The Maryland-National Capital Park and Planning Commission, Montgomery and Prince George's County Governments

Montgomery County

Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Principal Employers

Current Fiscal Year and Nine Years Ago

MONTGOMERY COUNTY

<u>Employer</u>	<u>2013</u>			<u>2004</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
U.S. Department of Health and Human Services	28,195	1	5.91 %	34,600	1	7.70 %
Montgomery County Public Schools	24,913	2	5.22	20,682	2	4.60
U.S. Department of Defense	11,686	3	2.45	13,030	3	2.90
Montgomery County Government	10,485	4	2.20	8,099	4	1.80
U.S. Department of Commerce	7,334	5	1.54	6,500	5	1.45
Adventist Healthcare	5,669	6	1.19	6,000	6	1.33
Marriott International, Inc (Headquarters)	5,497	7	1.15	-	-	-
Lockheed Martin	5,200	8	1.09	3,896	10	0.87
Verizon	3,571	9	0.75	4,700	8	1.05
Giant Food Corporation	3,493	10	0.73	4,900	7	1.09
Chevy Chase Bank	-	-	-	4,700	9	1.05
Total	106,043		22.23 %	107,107		23.84 %

PRINCE GEORGE'S COUNTY

<u>Employer</u>	<u>2012 (1)</u>			<u>2003 (1)</u>		
	<u>Private Sector Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Private Sector Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
United Parcel Service	4,220	1	0.90 %	2,300	6	0.48 %
Giant Food, Inc.	3,000	2	0.64	6,011	1	1.27
Verizon	2,738	3	0.58	-	-	-
Dimensions Health Corporation	2,500	4	0.53	3,000	3	0.63
Shoppers Food Warehouse	1,975	5	0.42	3,700	2	0.78
Gaylord National Resort and Convention Center	1,800	6	0.38	-	-	-
Safeway Stores, Inc	1,605	7	0.34	2,400	5	0.51
Capital One	1,456	8	0.31	-	-	-
Target	1,400	9	0.30	-	-	-
Doctor's Community Hospital	1,300	10	0.28	-	-	-
Honeywell Technology Solutions	-	-	-	900	9	0.19
Digex, Inc.	-	-	-	700	10	0.15
Computer Science Corp	-	-	-	1,200	8	0.25
Raytheon Systems Company	-	-	-	1,300	7	0.27
Bell Atlantic Corp/Verizon	-	-	-	2,700	4	0.42
Total	21,994		4.68 %	24,211		4.95 %

Note:

(1) In 2013, Information is not yet available. The number of employees in FY 2003 is provided for the ten year comparison.

Source: Montgomery County and Prince George's County Governments.



Montgomery County

Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Demographic Statistics
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population (1)	Total Personal Income 000's omitted (2,3)	Per Capita Income (4)	Labor Force (5)	Unemployment Rate (6)	Registered Pupils (7)
2004	914,991	\$ 52,238,928	\$ 57,092	497,204	3.2 %	139,203
2005	921,531	55,846,295	60,602	508,251	3.1	139,337
2006	926,492	60,372,289	65,162	518,142	2.8	139,387
2007	931,694	62,643,745	67,236	512,934	2.6	137,798
2008	942,748	65,845,731	69,844	519,957	3.2	137,745
2009	959,013	63,323,396	66,030	521,429	5.6	137,763
2010	971,777	65,977,456	67,894	522,913	5.8	140,500
2011	980,620	69,430,000	70,802	525,157	5.2	143,309
2012	989,540	72,550,000	73,317	527,829	5.0	146,497
2013	999,247	73,420,000	73,475	540,133	5.2	149,018

PRINCE GEORGE'S COUNTY

Year	Population (8)	Total Personal Income 000's omitted (2)	Per Capita Income (2) (4)	Labor Force (9)	Unemployment Rate (6)	Registered Pupils (10)
2004	836,103	\$ 28,115,765	\$ 33,236	440,424	4.5 %	137,285
2005	840,513	29,434,782	34,496	445,124	4.5	136,095
2006	836,644	30,306,871	35,567	446,366	4.1	133,325
2007	832,699	31,753,583	37,361	448,144	3.7	131,014
2008	830,514	33,026,742	38,847	454,201	4.5	129,752
2009	834,560	33,227,622	38,810	452,754	7.1	127,977
2010	865,705	34,302,938	39,647	462,138	7.7	127,039
2011	874,045	35,036,640	40,215	466,787	7.2	126,671
2012	881,138	n. a.	n. a.	469,150	6.8	123,833
2013	n. a.	n. a.	n. a.	467,318	6.9	123,737

Notes:

- (1) Source: Data for 2004-2009 from the U.S. Bureau of the Census, data for 2010-2013 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2012 and 2013 is not currently available)
- (3) Source: Data for 2010 - 2013 are estimates derived by the Montgomery County Department of Finance
- (4) Source: Per Capita Income is derived by dividing personal income by population
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Office of Management and Budget, Montgomery County
- (8) Source: Data for 2010-2012 are estimates derived by the Prince George's County Department of Finance and data for 2004-2009 by the U.S. Bureau of the Census, Population Estimates Branch
- (9) Source: Maryland Department of Labor, Career and Workforce Information
- (10) Source: www.mdreportcard.org



Montgomery County

Appendices – Historical Data

MONTGOMERY COUNTY TAX RATES BY FUND: FY01 THRU FY15

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>MAINTENANCE</u>	<u>PARK ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>	<u>OTHER COUNTYWIDE TAXES</u>	<u>GRAND TOTAL</u>
<u>FY01</u>		0.0600	0.1400	0.0200	0.0030	0.2230	2.1750	2.3980
<u>FY02</u>								
	Real	0.0240	0.0580	0.0080	0.0010	0.0910	0.8250	0.9160
	Personal	0.0590	0.1450	0.0200	0.0020	0.2260	1.8520	2.0780
<u>FY03</u>								
	Real	0.0230	0.0550	0.0080	0.0010	0.0870	0.8380	0.9250
	Personal	0.0580	0.1380	0.0200	0.0030	0.2190	1.8850	2.1040
<u>FY04</u>								
	Real	0.0210	0.0510	0.0080	0.0010	0.0810	0.8830	0.9640
	Personal	0.0530	0.1280	0.0200	0.0030	0.2040	1.8780	2.0820
<u>FY05</u>								
	Real	0.0200	0.0510	0.0080	0.0010	0.0800	0.8660	0.9460
	Personal	0.0500	0.1280	0.0200	0.0030	0.2010	1.8350	2.0360
<u>FY06</u>								
	Real	0.0220	0.0530	0.0080	0.0010	0.0840	0.8111	0.8951
	Personal	0.0550	0.1330	0.0200	0.0030	0.2110	1.6980	1.9090
<u>FY07</u>								
	Real	0.0200	0.0490	0.0080	0.0010	0.0780	0.7360	0.8140
	Personal	0.0500	0.1230	0.0200	0.0030	0.1960	1.5600	1.7560
<u>FY08</u>								
	Real	0.0190	0.0500	0.0080	0.0010	0.0780	0.7390	0.8170
	Personal	0.0470	0.1250	0.0200	0.0030	0.1950	1.5670	1.7620
<u>FY09</u>								
	Real	0.0190	0.0500	0.0030	0.0010	0.0730	0.7730	0.8460
	Personal	0.0470	0.1120	0.0200	0.0030	0.1820	1.6520	1.8340
<u>FY10</u>								
	Real	0.0180	0.0420	0.0080	0.0010	0.0690	0.7950	0.8640
	Personal	0.0450	0.1050	0.0200	0.0030	0.1730	1.7070	1.8800
<u>FY11</u>								
	Real	0.0150	0.0370	0.0080	0.0010	0.0610	0.8110	0.8720
	Personal	0.0380	0.0920	0.0200	0.0030	0.1530	1.7470	1.9000
<u>FY12</u>								
	Real	0.0170	0.0400	0.0080	0.0010	0.0660	0.8280	0.8940
	Personal	0.0430	0.1000	0.0200	0.0030	0.1660	1.7900	1.9560
<u>FY13</u>								
	Real	0.0180	0.0460	0.0080	0.0010	0.0730	0.8360	0.9090
	Personal	0.0450	0.1150	0.0200	0.0030	0.1830	1.8100	1.9930
<u>FY14 ADOPTED</u>								
	Real	0.0180	0.0450	0.0080	0.0010	0.0720	0.8710	0.9430
	Personal	0.0450	0.1130	0.0200	0.0030	0.1810	1.8980	2.0790
<u>FY15 PROPOSED</u>								
	Real	0.0180	0.0490	0.0080	0.0010	0.0760		
	Personal	0.0450	0.1230	0.0200	0.0030	0.1910		

NOTE: Rates are per \$100 of assessed valuation
SOURCE: Montgomery County Government



Montgomery County

Appendices – Historical Data

MONTGOMERY COUNTY REVENUES BY FUND: FY01 THRU FY15

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARKS*</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>
FY01	\$20,764,882	\$51,950,426	\$1,008,243	\$13,387,161	\$545,593	\$87,656,305
FY02	\$21,384,097	\$54,195,389	\$864,724	\$14,554,771	\$899,546	\$91,898,527
FY03	\$22,262,951	\$58,152,314	\$952,256	\$12,959,175	\$741,296	\$95,067,992
FY04	\$22,486,635	\$59,362,752	\$1,004,254	\$14,309,207	\$548,387	\$97,711,235
FY05	\$23,210,555	\$62,952,756	\$1,123,389	\$14,635,221	\$964,441	\$102,886,362
FY06	\$25,757,787	\$68,938,765	\$1,267,531	\$14,083,721	\$1,517,675	\$111,565,479
FY07	\$27,060,676	\$77,406,726	\$1,524,673	\$9,988,885	\$4,368,192	\$120,349,152
FY08	\$29,133,337	\$86,829,515	\$1,595,405	\$8,747,562	\$3,459,638	\$129,765,457
FY09 **	\$27,224,876	\$82,810,359	\$1,700,802	\$9,367,043	\$4,445,681	\$125,548,761
FY10	\$26,917,527	\$82,114,360	\$1,804,764	\$9,446,362	\$3,906,150	\$124,189,163
FY11	\$23,481,987	\$73,017,813	\$1,785,987	\$9,569,906	\$5,375,861	\$113,231,554
FY12	\$26,437,160	\$75,737,385	\$1,723,507	\$10,366,006	\$6,812,980	\$121,077,038
FY13	\$26,945,597	\$82,984,943	\$1,680,687	\$9,840,577	\$6,728,370	\$128,180,174
FY14 ADOPTED	\$26,904,953	\$82,275,962	\$1,686,287	\$10,030,808	\$3,674,760	\$124,572,770
FY15 PROPOSED	\$27,823,880	\$91,789,382	\$1,724,400	\$9,727,505	\$3,564,800	\$134,629,967

* Parks Includes Property Management Fund

** FY09 figures restated to reflect the inclusion of Transfer to Special Revenue Fund from Administration Fund. Administration and Park fund figures for FY09 reflect the use of actual fund balance instead of showing the total accumulative fund balance from prior years.



Montgomery County

Appendices – Historical Data

MONTGOMERY COUNTY EXPENDITURES BY FUND: FY01 THRU FY15

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARKS *</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV.FUND</u>	<u>TOTAL</u>
FY01	\$19,097,599	\$48,887,867	\$610,183	\$13,562,975	\$367,462	\$82,526,086
FY02	\$19,368,511	\$50,029,243	\$683,812	\$14,380,427	\$1,141,314	\$85,603,307
FY03	\$19,959,619	\$52,546,878	\$648,750	\$14,138,755	\$739,837	\$88,033,839
FY04	\$19,997,351	\$55,070,679	\$596,113	\$14,085,733	\$623,724	\$90,373,600
FY05	\$21,826,311	\$59,531,711	\$1,145,154	\$14,352,187	\$835,198	\$97,690,561
FY06	\$23,990,350	\$64,301,915	\$1,272,155	\$14,762,050	\$1,151,012	\$105,477,482
FY07	\$24,155,591	\$69,253,278	\$1,522,688	\$9,390,247	\$3,614,983	\$107,936,787
FY08	\$26,384,794	\$76,229,235	\$1,593,030	\$9,368,113	\$3,939,515	\$117,514,687
FY09 ***	\$26,241,385	\$82,810,359	\$1,678,914	\$9,057,974	\$3,971,293	\$123,759,925
FY10	\$26,383,142	\$82,114,360	\$1,824,924	\$8,935,130	\$4,292,711	\$123,550,267
FY11	\$25,077,878	\$72,987,813	\$1,787,718	\$8,667,741	\$4,881,492	\$113,402,642
FY12	\$24,987,214	\$74,057,368	\$1,724,076	\$9,706,336	\$4,285,899	\$114,760,893
FY13	\$24,783,748	\$81,579,090	\$1,677,529	\$9,245,149	\$4,897,488	\$122,183,004
FY14 ADOPTED**	\$28,665,924	\$88,060,069	\$1,684,300	\$10,038,226	\$5,754,671	\$134,203,190
FY15 PROPOSED**	\$30,403,937	\$96,058,525	\$1,724,400	\$9,467,675	\$5,744,249	\$143,398,786

* Parks Includes Property Management Fund

** Adopted and Proposed Budget figures include Reserves and Debt Service for Administration & Parks Funds

*** Beginning in FY09, transfer to Special Revenue Fund from Administration Fund is recategorized as a revenue and is not included as an expenditure.



Montgomery County

Appendices – Historical Data

MONTGOMERY COUNTY WORKYEARS BY FUND: FY01 THRU FY15

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARKS*</u>	<u>ENTERPRISE**</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>
FY01	231.26	680.30	235.60		1,147.16
FY02	231.46	677.05	231.65		1,140.16
FY03	231.91	681.50	226.35		1,139.76
FY04	224.02	639.30	229.30		1,092.62
FY05	222.29	644.50	215.40	4.30	1,086.49
FY06	221.40	667.80	204.70	4.30	1,098.20
FY07	205.20	657.20	111.00	36.60	1,010.00
FY08	214.58	683.24	110.30	36.60	1,044.72
FY09	212.19	691.71	104.60	30.23	1,038.73
FY10	216.88	692.00	113.10	27.12	1,049.10
FY11	176.95	606.40	110.90	27.55	921.80
FY12	177.85	622.80	117.20	28.55	946.40
FY13	175.30	630.60	118.90	28.55	953.35
FY14 ADOPTED	174.53	641.10	116.00	27.17	958.80
FY15 PROPOSED	179.35	664.10	110.30	24.85	978.60

* Parks Includes Property Management Fund

** Enterprise Workyears for FY01 are restated to include Chargebacks from other departments.



Montgomery County

Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective October 13, 2013
3.0% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A	\$24,481 \$11.7696	\$33,187 \$15.9553	\$41,893 \$20.1411
B	\$26,152 \$12.5731	\$35,450 \$17.0430	\$44,746 \$21.5126
C	\$27,341 \$13.1448	\$38,245 \$18.3869	\$49,148 \$23.6289
D	\$30,718 \$14.7681	\$41,640 \$20.0191	\$52,562 \$25.2702
E	\$33,986 \$16.3396	\$46,071 \$22.1497	\$58,156 \$27.9595
F	\$38,136 \$18.3346	\$51,697 \$24.8542	\$65,257 \$31.3738
G	\$43,190 \$20.7645	\$58,547 \$28.1478	\$73,903 \$35.5300
H	\$48,962 \$23.5392	\$66,371 \$31.9092	\$83,782 \$40.2800
I	\$55,450 \$26.6586	\$75,260 \$36.1827	\$95,069 \$45.7064
J	\$64,538 \$31.0278	\$88,508 \$42.5519	\$112,476 \$54.0752
K	\$77,287 \$37.1573	\$104,769 \$50.3699	\$132,251 \$63.5822
L	\$93,745 \$45.0697	\$127,080 \$61.0963	\$160,416 \$77.1229

Approved by the Commission May 15, 2013

Note:

1. Employees at "Top of Grade" as of July 1, 2013 will receive the full 3% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" as of July 1, 2013 will receive a 3% COLA in the following phases:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.5%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.5%.



Montgomery County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective October 13, 2013
2.75% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	\$24,421 \$11.7410	\$33,107 \$15.9169	\$41,792 \$20.0922	\$43,045 \$20.6949
L02	\$27,275 \$13.1129	\$38,151 \$18.3421	\$49,028 \$23.5712	\$50,499 \$24.2784
L03,L04	\$30,643 \$14.7323	\$41,540 \$19.9710	\$52,435 \$25.2093	\$54,008 \$25.9656
L05,L06	\$33,904 \$16.3000	\$45,960 \$22.0962	\$58,015 \$27.8917	\$59,755 \$28.7284
L07	\$38,043 \$18.2901	\$51,572 \$24.7940	\$65,100 \$31.2980	\$67,053 \$32.2369

Approved by the Commission
May 15, 2013

Notes:

1. Employees at "Top of Grade" as of July 1, 2013 will receive a 2.75% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" will receive a 2.50% phased-in COLA, which will be implemented as follows:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.25%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.25%.



Montgomery County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective October 13, 2013
2.75% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	\$24,494 \$11.7759	\$33,204 \$15.9637	\$41,915 \$20.1514	\$43,172 \$20.7559
C02	\$26,165 \$12.5793	\$35,469 \$17.0525	\$44,772 \$21.5249	\$46,115 \$22.1707
C03	\$27,355 \$13.1515	\$38,264 \$18.3963	\$49,173 \$23.6411	\$50,649 \$24.3503
C04	\$30,732 \$14.7750	\$41,660 \$20.0287	\$52,587 \$25.2824	\$54,165 \$26.0409
C05	\$34,003 \$16.3475	\$46,094 \$22.1604	\$58,185 \$27.9734	\$59,930 \$28.8126
C06	\$38,156 \$18.3441	\$51,724 \$24.8675	\$65,292 \$31.3902	\$67,250 \$32.3319

Approved by the Commission
May 15, 2013

Notes:

1. Employees at "Top of Grade" as of July 1, 2013 will receive a 2.75% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" will receive a 2.50% phased-in COLA, which will be implemented as follows:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.25%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.25%.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective October 13, 2013
2.75% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	\$26,165 \$12.5794	\$35,469 \$17.0525	\$44,772 \$21.5251	\$46,115 \$22.1709
T02	\$30,732 \$14.7748	\$41,660 \$20.0288	\$52,587 \$25.2824	\$54,165 \$26.0409
T03	\$34,003 \$16.3476	\$46,094 \$22.1606	\$58,185 \$27.9734	\$59,930 \$28.8126
T04	\$38,156 \$18.3441	\$51,724 \$24.8675	\$65,292 \$31.3904	\$67,251 \$32.3321

Approved by the Commission
May 15, 2013

Notes:

1. Employees at "Top of Grade" as of July 1, 2013 will receive a 2.75% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" will receive a 2.50% phased-in COLA, which will be implemented as follows:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.25%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.25%.



Montgomery County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission FOP Park Police Effective July 7, 2013 (2.5% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02		\$ 49,049	\$ 50,771	\$ 52,547	\$ 54,385	\$ 56,287	\$ 58,259	\$ 60,297	\$ 62,407	\$ 64,591	\$ 66,856	\$ 69,196	\$ 71,613	\$ 74,119	\$ 76,715	
P03	\$ 49,028	\$ 51,503	\$ 53,309	\$ 55,180	\$ 57,104	\$ 59,098	\$ 61,171	\$ 63,311	\$ 65,532	\$ 67,822	\$ 70,197	\$ 72,657	\$ 75,201	\$ 77,826	\$ 80,551	
P04	\$ 51,480	\$ 54,076	\$ 55,973	\$ 57,932	\$ 59,957	\$ 62,058	\$ 64,229	\$ 66,475	\$ 68,805	\$ 71,209	\$ 73,705	\$ 76,286	\$ 78,953	\$ 81,719	\$ 84,581	
P05	\$ 56,755	\$ 59,625	\$ 61,710	\$ 63,869	\$ 66,102	\$ 68,418	\$ 70,812	\$ 73,294	\$ 75,859	\$ 78,512	\$ 81,263	\$ 84,110	\$ 87,047	\$ 90,095	\$ 93,245	\$ 95,577
Rank	ASI 1*	ASI 2**														
P02	\$ 78,635	\$ 80,600														
P03	\$ 82,564	\$ 84,629														
P04	\$ 86,692	\$ 88,859														
P05	\$ 97,968	\$ 100,417														

*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.

**ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

Approved by the Commission



Park Police Command Officers
Effective October 13, 2013
3% COLA

Title	Minimum	Midpoint	Maximum
Lieutenant [P06]	\$66,161	\$89,397	\$112,635
Captain [P07]	\$76,544	\$103,424	\$130,304
Commander [P09]	\$93,509	\$121,528	\$149,544

Officer Candidate Pay Scale
Effective October 13, 2013
3% COLA

Position Scale

Candidate \$47,507
[PC]

Note:

1. Employees at "Top of Grade" as of July 1, 2013 will receive the full 3% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" as of July 1, 2013 will receive a 3% COLA in the following phases:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.5%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.5%.

Approved by the Commission May 15, 2013



Montgomery County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Special Salary Range Pay Schedule for Select Career IT Positions ONLY Effective October 13, 2013 3% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
GIT	\$45,349 \$21.8023	\$60,163 \$28.9247	\$77,600 \$37.3076
HIT	\$51,409 \$24.7161	\$68,201 \$32.7892	\$87,968 \$42.2925
IIT	\$58,222 \$27.9913	\$77,334 \$37.1800	\$99,822 \$47.9912
JIT	\$70,347 \$33.8207	\$94,401 \$45.3849	\$122,599 \$58.9418

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	GIT
GIS Specialist I	GIT
IT Telecommunications Spec I	GIT
Programmer/Analyst II	HIT
GIS Specialist II	HIT
Senior IT Support Specialist	IIT
Programmer/Analyst III	IIT
GIS Specialist III	IIT
IT Systems Manager/Leader	JIT

**Approved by the Commission
May 15, 2013**

Note:

1. Employees at "Top of Grade" as of July 1, 2013 will receive the full 3% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" as of July 1, 2013 will receive a 3% COLA in the following phases:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.5%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.5%.



Montgomery County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective July 1, 2013
3% COLA

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 2001	N01	\$7.4675	\$8.5876	\$9.7078	2003	I
PFA II - 2018	N02	\$7.5190	\$8.9095	\$10.3000		
PFA III - 2042	N03	\$7.5396	\$9.2917	\$11.0438		
PFMA I - 2047	N04	\$7.6220	\$9.7232	\$11.8244	2045	II
PFMA II - 2051	N05	\$8.2630	\$10.5356	\$12.8084		
	N06	\$9.0070	\$11.4841	\$13.9613		
PFMA III - 2059	N07	\$9.5472	\$12.1727	\$14.7983		
Help Desk Rep I-2080	N08	\$10.1194	\$12.9025	\$15.6854	2065	III
	N09	\$10.7264	\$13.6763	\$16.6263		
	N10	\$11.3703	\$14.4971	\$17.6242		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$19.0335	2067	IV
Help Desk Rep II-2081	N12	\$13.2626	\$16.9100	\$20.5574		
Intern II/Help Desk Rep III-2082	N13	\$15.2514	\$19.4455	\$23.6396	2069	V
	N14	\$17.5395	\$22.3632	\$27.1869		
	N15	\$20.1711	\$25.7179	\$31.2647	2071	VI

APPROVED BY THE COMMISSION May 15, 2013

Note:

1. On the first full pay period following July 1, 2013, employees will receive a 3% COLA.
 - B1 Employees will receive the COLA on the pay period beginning July 7, 2013.
 - B2 Employees will receive the COLA on the pay period beginning July 14, 2013.



**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective July 1, 2013
3% COLA**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A01	\$7.98	\$8.58	\$9.17
A02	\$8.78	\$9.43	\$10.09
A03	\$9.58	\$10.37	\$11.21
A04	\$11.01	\$11.93	\$12.90
A05	\$12.68	\$13.71	\$14.82
A06	\$14.58	\$15.76	\$17.06
A07	\$16.77	\$18.13	\$19.61

Approved by Commission on May 15, 2013

Note:

1. On the first full pay period following July 1, 2013, employees will receive a 3% COLA.
 - B1 Employees will receive the COLA on the pay period beginning July 7, 2013.
 - B2 Employees will receive the COLA on the pay period beginning July 14, 2013.

