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# Proposed Annual Budget Fiscal Year 2016

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# The Maryland-National Capital Park and Planning Commission

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

## Proposed Annual Budget Fiscal Year 2016

### **Commissioners**

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

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Norman Dreyfuss  
Natali Fani-Gonzalez  
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Amy Presley  
John P. Shoaff  
A. Shuanise Washington  
Marye Wells-Harley



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Joseph Zimmerman, Secretary-Treasurer  
Adrian R. Gardner, General Counsel

### **Prince George's County Directors**

Fern V. Piret  
*Director of Planning*

Ronnie Gathers  
*Director of Parks and Recreation*

### **Montgomery County Directors**

Gwen Wright  
*Director of Planning*

Michael F. Riley  
*Director of Parks*



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For the Fiscal Year Beginning

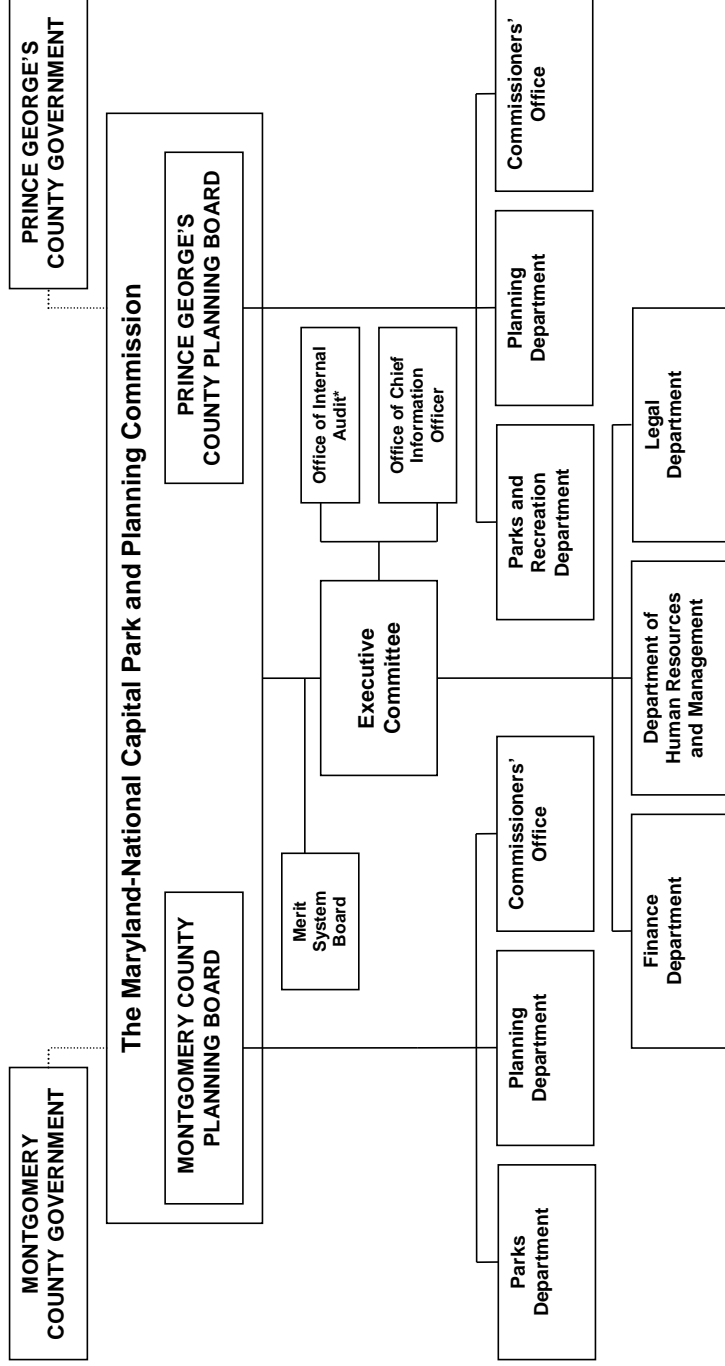
**July 1, 2014**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Park & Planning Commission for its annual budget for the fiscal year beginning July 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



\*Office of 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 2016  
Montgomery County**

**CREDITS**

**Executive Director**

Patricia Colihan Barney

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**Technical Staff**

James Adams



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

**OFFICE OF THE CHAIR**

January 9, 2015

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

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

Dear Mr. Leggett and Mr. Leventhal:

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 FY16 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.

After the proposed budget had been completed and was before the Commission for approval, we became aware of some of the steps the County is taking to address its fiscal challenges during this year and next. Our budget development and submission calendar did not allow for consideration of this information, and, therefore, this document is submitted unchanged.

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.

**On-going Service Provision**

Over the past few years, the Commission has worked with the County to balance limited resources with service delivery demands. After previous years' budget reductions, the FY15 Budget focused on beginning to rebuild our ability to proactively plan for new growth, address service backlogs, and respond to federal/state/local mandates. Our FY16 Proposed Budget continues in this vein by including increases related to necessary planning studies, governmental mandates and operating costs of new parks.

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 FY16 proposed tax-supported operating budget is \$128.7 million. This is \$6.1 million more than the FY15 adopted budget, a 5.0 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 \$150.0 million, an increase of \$6.1 million or 4.2 percent from the FY15 adopted budget.

**Summary of FY16 Proposed Budget Expenditures  
(net reserves, ALARF, and Internal Service Funds)**

	<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Montgomery Funds</b>				
Administration (1)	\$ 29,959,985	\$ 30,850,197	\$ 890,212	3.0%
Park (2)	90,919,939	96,102,849	5,182,910	5.7%
ALA Debt	1,724,400	1,775,700	51,300	3.0%
<b>Subtotal Tax Supported</b>	<b>122,604,324</b>	<b>128,728,746</b>	<b>6,124,422</b>	<b>5.0%</b>
Enterprise (3)	9,424,917	9,431,262	6,345	0.1%
Property Management	1,026,320	1,126,800	100,480	9.8%
Special Revenue	5,744,249	5,656,827	(87,422)	-1.5%
Park Debt	5,142,738	5,059,085	(83,653)	-1.6%
<b>Total Montgomery</b>	<b>\$ 143,942,548</b>	<b>\$ 150,002,720</b>	<b>\$ 6,060,172</b>	<b>4.2%</b>

(1) Includes transfer to Special Revenue Fund

(2) Includes transfer to Debt Service and Capital Projects

(3) Includes transfer to Capital Projects

Fiscal challenges remain, however, at all levels of government, including the Commission. For FY16, assessable base is projected to grow at a rate of about 2.8 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 compensation related, continue to grow at higher rates than the revenues that support them. Secondly, NPDES mandates and Operating Budget Impact (OBI) from previously approved CIP projects impact the base budget. Thirdly, the Commission has budget needs that have been deferred over the last few years, particularly maintenance needs that grow more expensive to address the longer they are deferred. With property tax revenue making up more than 95 percent of operating revenues, slow growth means the Commission must manage its resources carefully to sustain a stable financial position.

The following table begins with our FY15 adopted budget total and adds each of the elements that make up the proposed tax supported increase, totaling 5 percent.



**M-NCPPC**  
**Summary of FY16 Proposed Budget Major Changes**  
**Montgomery County General Fund Accounts**  
**Administration and Park Funds (excludes property management and reserves)**

	<b>Budget Amount</b>	<b>% Change</b>
<b>FY 15 Adopted Budget</b>	<b>\$ 120,879,924</b>	
<i><b>FY16 Major Changes- increase (decrease)</b></i>		
<b><u>Major Personnel Cost Changes</u></b>		
OPEB Paygo	288,251	
OPEB Prefunding	-	
Health Insurance	(461,772)	
Pension (ERS)	(667,008)	
Employee Compensation Marker	2,052,947	
<b>Subtotal Major Personnel Changes</b>	<b>1,212,418</b>	<b>1.0%</b>
<b><u>Major Non-Personnel Cost Changes</u></b>		
Debt Service	(83,653)	
Transfer to Development Review	500,000	
Transfer from Admin Fund to Park Fund	(1,100,000)	
Park- NPDES	271,627	
OBI	603,797	
Investment in Critical Needs	3,869,006	
Operating Major Known Commitments	799,927	
<b>Subtotal FY16 Major NonPersonnel Changes</b>	<b>4,860,704</b>	<b>4.0%</b>
<b>Total Dollar Change for Major Changes</b>	<b>6,073,122</b>	<b>5.0%</b>
<b>TOTAL FY16 Proposed Budget</b>	<b>\$ 126,953,046</b>	<b>5.0%</b>

**OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS**

The Commission is putting forth a budget for FY16 that includes increases for major known commitments and investments in critical needs, and seeks to continue to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY16:

- 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.

In past years, the Commission has taken a number of difficult steps to reduce costs in order to enable delivery of services. These steps included renegotiating union contracts, keeping wages flat during FY11, FY12 and FY13, implementing retirement incentive plans, and redesigning medical



and pension plans while asking our employees to share more in their cost.

As shown in the following table, imbedded cost pressure for personnel expenses is \$1.21 million.

Besides the compensation marker, the largest cost increase is for OPEB. OPEB refers to the costs to provide retiree health benefits. The costs for FY16 have been actuarially determined taking into consideration the plan design changes that went into effect last fiscal year. The net change for total OPEB costs is about \$288,000, an increase of 4.6 percent. Total OPEB funding is \$6.5 million. OPEB is shown in Non-Departmental accounts in individual funds rather than being allocated to each department.

<b>FY16 Proposed Budget</b>				
<b>Summary of Changes in Major Personnel Costs</b>				
<b>Montgomery County Administration Fund and Park Fund</b>				
	<b>FY15</b>	<b>FY16</b>	<b>\$</b>	<b>%</b>
	<b>Adopted</b>	<b>Proposed</b>	<b>Change</b>	<b>Change</b>
<b>OPEB</b>				
OPEB Prefunding	\$ 1,789,414	\$ 1,789,414	\$ -	0.0%
OPEB Paygo	4,410,516	4,698,767	288,251	6.5%
<b>Subtotal OPEB</b>	<b>6,199,930</b>	<b>6,488,181</b>	<b>288,251</b>	<b>4.6%</b>
<b>Pension (ERS)</b>				
Pension (ERS)	11,655,203	10,988,195	(667,008)	-5.7%
<b>Health and Benefits(1)</b>				
Employee Health Benefits	13,312,949	12,851,177	(461,772)	-3.5%
<b>Subtotal Personnel Costs</b>	<b>\$ 31,168,082</b>	<b>\$ 30,327,553</b>	<b>\$ (840,529)</b>	<b>-2.7%</b>
<b>Employee Compensation</b>				
Marker for Changes to Employee Comp.	-	2,052,947	2,052,947	
<b>Total Major Personnel Costs</b>			<b>\$ 1,212,418</b>	

(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.

Pension and health costs, however, are decreasing, due at least in part to the aforementioned cost cutting steps the Commission has taken.

As determined by the actuary, pension costs will decrease by 5.7 percent in FY16, representing a savings of \$667,000 from the FY15 budget. Health benefit costs are projected to decrease by 3.5 percent, for a savings of \$462,000 from the FY15 Budget.

As for employee compensation, with negotiations pending, the budget includes a dollar marker for possible wage increases for non-represented and represented employees. For FY16, this amounts to \$2.1 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 2015.

### 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 \$3.9 million to address critical maintenance , equipment, and essential service needs. Each department's budget sections provide detailed information on how this increased investment will be used. The following is a summary of the requests by department.

<b>Fund</b>	<b>Department</b>	<b>Critical Needs Investment Amount</b>
Administration	Planning	\$ 1,291,600
Administration	Commissioner's Office	2,509
Administration	DHRM	108,186
Administration	Legal	30,000
Administration	Finance	123,339
Administration	Internal Audit	1,540
Park Fund	Parks	<u>2,311,832</u>
<b>Total</b>		<b>\$3,869,006</b>

### Summary of FY16 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY16 proposed budget to the FY15 adopted budget for the General Fund. Specific changes in each of the departments are explained in full detail in the Department sections of the Budget Book.

M-NCPPC Summary of FY16 Proposed Budget General Fund Accounts By Fund by Department (excludes reserves)				
	<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Montgomery</b>				
<b>Administration Fund</b>				
Commissioners' Office	1,239,277	1,257,274	17,997	1.5%
Planning Department Operating	18,571,599	19,264,103	692,504	3.7%
CAS	7,433,599	7,567,211	133,612	1.8%
Transfer to Development Review	-	500,000	500,000	-
Transfer to Park	1,100,000	-	(1,100,000)	-100.0%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	1,465,510	2,111,609	646,099	44.1%
<b>Subtotal Admin Fund</b>	<b>29,959,985</b>	<b>30,850,197</b>	<b>890,212</b>	<b>3.0%</b>
<b>Park Fund</b>				
Park Department Operating	80,292,781	83,864,245	3,571,464	4.4%
Transfer to Debt Service	5,142,738	5,059,085	(83,653)	-1.6%
Transfer to Capital Projects	350,000	350,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	4,734,420	6,429,519	1,695,099	35.8%
<b>Subtotal Park Operating</b>	<b>90,919,939</b>	<b>96,102,849</b>	<b>5,182,910</b>	<b>5.7%</b>
<b>Montgomery Operating Subtotal</b>	<b>120,879,924</b>	<b>126,953,046</b>	<b>6,073,122</b>	<b>5.0%</b>
Property Management	1,026,320	1,126,800	100,480	9.8%
<b>Montgomery General Fund Total</b>	<b>121,906,244</b>	<b>128,079,846</b>	<b>6,173,602</b>	<b>5.1%</b>

(1) Non-Departmental for FY15 Adopted includes OPEB prefunding and OPEB paygo. For FY16 Non-Departmental includes OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.



## **PROGRAM HIGHLIGHTS**

We are committed to a FY16 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live. Below are some highlights of the program budget focus in each of the departments. A more detailed discussion of department budgets is provided in each Department's section of the Budget Book.

### **Parks Department**

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

The Commission continues to develop and maintain one of the largest and most diverse park systems in the nation with over 36,000 acres in 416 parks. Montgomery Parks has balanced the dual roles of providing developed parkland for active and passive recreational opportunities that promote healthy, active life styles, and serving as stewards and interpreters of Montgomery County's natural and cultural resources by conserving parkland. From playgrounds and sports fields to park benches and trails, parks offer opportunities for people of all ages to communicate, compete, interact, learn and grow. Proximity to parks has been shown to increase property values.

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

The Department's FY16 budget includes increases for:

- compensation adjustments
- unfunded obligations for new parks and amenities
- known operating commitments
- debt service on general obligation park bonds, on capital equipment, and on Commission-wide information technology initiatives
- National Pollutant Discharge Elimination System (NPDES) mandates.

In addition, the FY16 budget also includes funding to address identified deficiencies in our work program as well as emerging trends aimed at meeting the needs of the future that focus on the top priorities of the Department such as:

- activating our urban parks
- building the Montgomery Parks Foundation into a robust and sustainable fundraising organization
- promoting, restoring and interpreting our historic and archaeological sites and resources
- expanding our deer management program
- implementing our Sustainability Plan to increase our green practices.

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 FY16 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 FY16 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

- Master Plan Reality Check - Through a contract with the University of Maryland's National Center for Smart Growth, the Planning Department will undertake an analysis of the success of the various Master Plans. The Department will assess whether the growth called for by the plans has occurred as anticipated, whether the necessary infrastructure has been provided, and if the public amenities go far enough in creating better communities.
- Continued Analysis and Implementation of New Transportation Tools - During FY15, Functional Planning & Policy (FPP) is investigating the feasibility of incorporating various new transportation tools into the Department's transportation modeling work. This onetime request for FY16 is for consultant assistance with the technical aspects of establishing new transportation tools for use by FPP in support of master plan analysis and subdivision staging.
- Consulting assistance for the Bikeways Plan Update - FPP will be updating the Countywide Bikeways Master Plan during FY16. New bicycle planning guidance has been developed with assistance from a Council of Governments Transportation/Land Use Connections (COG TLC) grant. This guidance or methodology emphasizes the development of connections that would attract those who do not ride bicycles now, but who would be more likely to ride if facilities could be provided that offer more separation from vehicular traffic. This onetime request would assist FPP in using the planning guidance tool to develop an updated Countywide Bikeways Master Plan. This will require a comprehensive evaluation of the level of traffic stress along current bikeways countywide, assigning a stress level to each bikeway link, analyzing the connections between bikeways, and evaluating the potential to



increase ridership along bikeways of a certain type through better connectivity and/or better design.

- Consultant support for White Flint II Plan - The requested technical assistance for White Flint II would support the evaluation of local modeling analysis, using either traditional analysis tools or a more advanced approach, as recommended by a consultant. The consultant will also assist the project team in analyzing three transportation studies either completed or currently underway, for the White Flint area and the City of Rockville. If available, funds will also be utilized to provide feasibility analyses for the redevelopment of industrial and aging commercial properties in the master plan area.
- Consultant support for Montgomery Hills/Forest Glen Master Plan - The requested funding is needed to develop feasibility studies and design options for transit-oriented development near the Forest Glen Metro station. Design options will be prepared that accommodate the planned pedestrian tunnel under Georgia Avenue and improvements to Georgia Avenue. The analyses will inform the zoning recommendations and design guidelines in the proposed master plan.
- Website Redesign for Montgomery Planning, Parks, and Board - The Montgomery County Planning and Parks Departments are proposing a website redesign for FY16 which will involve a new content management system, migration of content, training, and support. This upgrade will provide enhanced access to M-NCPPC information and activities for a wider range of users, and will allow for more information transparency, website management efficiency and more current technology for visitors, staff and users of the Parks, Planning and Board sites.
- General consulting funding request - Funding request for outside professional facilitation services related to the Community Outreach that will be done for the Aspen Hill and Vicinity Plan or other applicable projects.
- Desktop Virtualization - End users are demanding more productivity from anywhere ... on any device ... at any time, and desktop virtualization is emerging as the solution. In FY15, Information Technology & Innovation (ITI) is assessing which desktop virtualization technology is best. In FY16, ITI expects to begin desktop virtualization by replacing aging PCs with inexpensive thin clients, or zero clients, as they are called. A thin client, essentially, is a remote console that provides a user interface to the virtual desktop. Computing takes place in the virtual environment in the data center, where virtual desktops reside, and will provide these benefits:
  - a consistent end-user experience, regardless of device,
  - a secure and reliable backup and data recovery capability, and
  - reduced support and hardware costs compared to maintaining individual desktops.We are excited to strategically implement desktop virtualization over the next several years to meet our end user computing needs.



- Evolving Retail Trends Study - With the focus on mixed-use development as a desirable way of addressing place-making objectives, it is imperative that the Department understands the retail trends influencing Montgomery County and position commercial areas, through the master planning process, for the future. E-commerce is among the trends shaping the retail environment. Other trends - including changing economic conditions, a drop in real earning power, changing demographics, and an aging population - already influence the way people shop. These trends will further influence land use change and the long term viability of many commercial areas in Montgomery County. It is essential to future planning activities to reflect these trends and incorporate changes into the vision for communities.
- New Web Team Position (IT Support Specialist I) - Since FY10, when the Web Team lost three positions during a restructuring, the Web Team has had only two positions to handle the websites for Montgomery's Planning Department, Parks Department and Planning Board. Currently there is a new emphasis on and greater expectations for the quality and quantity of product coming from the Web Team. This is a direct reflection of the expanding degree to which the community depends on web-based communications and information searching and the growing number of tools and sources being made available to and expected by the rapidly expanding on-line, web-focused community. As a result, there is an urgent need to fund one (1) more full-time, career position for the Web Team to allow for quality control of content, regular web maintenance, service to the planning teams, and growth and implementation of new outreach tools such as social media, interactive maps, and video tools.
- Professional services support for Project Docx - Regulatory Application Review Software. Several years ago, the Planning Department embarked on an ambitious new effort that would allow acceptance and review of regulatory applications and amendments online. The contract called for the vendor to do the programming for three plan types, and the system has now gone live with electronic review for preliminary plans, site plans and record plats. However, there are still several plan types, including Forest Conservation Plans, Water Quality Plans and others, that need to be reviewed electronically. Although the IT staff has been trained so that they can continue the programming effort for these other plan types, the Department still relies on the vendor to help with debugging errors, testing the final product before it goes live, and providing other types of support on an as needed basis.
- Community Outreach expansion initiative - In an effort to be more transparent and to clearly present all the elements of the new community outreach initiative, all of the proposed cost increases across the entire Department have been aggregated into a single cost item for budget consideration. Division chiefs have examined the proposed work program and projected expenditures for each project and master plan that would benefit from expanded engagement with the community. The Department has been introducing new outreach methods in an attempt to reach all segments of the population. The outreach budget includes, but is not limited to, costs for mailings, online social media outreach, special meeting exhibits and banners, as well as videography. This focused budgeting will allow for a more strategic approach when assessing return on investment and the appropriate mix of outreach tools that a planning team can use to reach their intended



audience. The communication outreach budget reflects the work coming out of the Communications Team (publications, web and media) working in collaboration with the rest of the Montgomery Planning divisions.

- Facility Repairs - The MRO Building is an aging facility and, although the Department anticipates moving to the new Wheaton Headquarters by early 2019, it is important to maintain a functional, comfortable and safe work environment for employees. A number of expenses are anticipated to be necessary for general contracting for painting, electrical repairs, and maintenance.
- Storage Area Network (SAN) Server Upgrade - This initiative would be funded through the Internal Service Fund for six years. Funding will be used to replace existing SAN servers, located in the MRO and Saddlebrook data centers, which have exceeded their expected lifecycle. These SAN servers provide the data storage foundation for M-NCPPC's projects including Hansen, ProjectDox, Enterprise Asset Management (EAM), Data Server and Virtualization, among others.

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

For FY16, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Continue to implement management-supported recommendations from the Classification and Compensation Study, including job class series reviews prioritized by operating departments.
- Addition of one new position to effectively operate and maintain the new ERP Human Resources module and continue implementation of features such as employee self-serve for benefits to streamline processes.
- Restoration of funding for one frozen position to respond to significant increase in recruitment activity.
- Addition of one term contract position to accelerate extensive review and revision of outdated agency standards/policies, including areas such as workplace conduct, organizational functions, workplace safety standards, and training assistance program.
- Implement agency-wide Leadership Development program to address deficit in workforce training and critical succession planning concerns. Restore the Finance Department's training budget.
- Conversion of one seasonal term contract position to career status to update and maintain corporate records program with the State of Maryland and to meet public record-keeping requirements and appropriate record retention/access standards.

- Implement job safety analysis program with departments employing trades and maintenance positions to help reduce work injuries and lost time.
- Implement full MCGEO collective bargaining agreement changes and implement a coordinated wellness program.
- Conversion of one term contract position in the Legal Department to career status to service the planning functions in Montgomery County.
- Restoration of one position in Purchasing and one position in Accounting, both of which will support the continued ERP implementation to achieve more efficient and user-friendly corporate financial systems that will better meet the needs of the Commission for accurate, timely management information. The various financial software modules are now live and continued work is necessary to achieve the full potential of the project.

### **Commissioners' Office**

The role of the Commissioners' Office staff is to support the Chair and Planning Board in the performance of their official duties, serve as the point of contact for meeting related issues, and coordinate prompt responses to issues and inquiries from agencies and the general public. This also includes preparing and web posting the Board's meeting agenda; producing and preserving records of official Board proceedings; managing correspondence between the Board and other agencies and the public; and maintaining the electronic database of over 1,900 homeowner associations, civic groups, and community association contacts.

In addition to known operating commitments, the FY16 Proposed Budget includes a minimal increase to allow for the conversion of a part-time term contract position to part-time career status.

### **TAX RATES AND LONG-TERM FISCAL SUSTAINABILITY**

In addition to meeting the immediate FY16 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise more than 95 percent of operating 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 Administration Fund of 0.1 and 0.2 cents, respectively. At this level, the Administration tax rate is still below that of FY06.

The FY16 Proposed Budget requests a total tax rate for property tax supported funds of 7.6 cents real property and 19.0 cents personal property. The breakdown by fund is:

- Administration Fund: 1.8 cents real and 4.5 cents personal;
- Park Fund: 5.7 cents real and 14.3 cents personal; and
- Advanced Land Acquisition Fund: 0.1 cents real and 0.3 cents personal.



At these tax rates, the Commission will have sufficient property tax revenues to meet the FY16 proposed expenditures and reserve requirements for the Administration Fund provided the tax increase is approved. Although the Park Fund will not require a tax increase in FY16, it will utilize \$2.8 million undesignated fund balance.

MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)											
FUNDS	ACTUAL FY06	ACTUAL FY07	ACTUAL FY08	ACTUAL FY09	ACTUAL FY10	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	ACTUAL FY14	ADOPTED FY15	PROPOSED FY16
<b>Administration Fund</b>											
Real	2.2	2.0	1.9	1.9	1.8	1.5	1.7	1.8	1.8	1.7	1.8
Personal	5.5	5.0	4.7	4.7	4.5	3.8	4.3	4.5	4.5	4.3	4.5
<b>Park Fund</b>											
Real	6.1	5.7	5.8	5.3	5.0	4.5	4.8	5.4	5.3	5.7	5.7
Personal	15.3	14.3	14.5	13.2	12.5	11.2	12.0	13.5	13.3	14.3	14.3
<b>Advance Land Acquisition Fund</b>											
Real	0.1	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	0.3
<b>Total Tax Rates (Cents)</b>											
Real	8.4	7.8	7.8	7.3	6.9	6.1	6.6	7.3	7.2	7.5	7.6
Personal	21.1	19.6	19.5	18.2	17.3	15.3	16.6	18.3	18.1	18.8	19.0

**CONCLUSION**

In this document, the Commission has proposed a budget that will incrementally move us forward and will allow us to address several planning initiatives and previously scaled back parks maintenance.

We look forward to working with you and your staffs on our FY16 budget proposal.

Sincerely,

Casey Anderson

Chair

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One  
Commission

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

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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.

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# Overview

# Montgomery County Overview – Budget Guide

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## BUDGET GUIDE

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

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

## BUDGET STRUCTURE AND CONTENT

The Budget Book can be read in an unfolding manner with each section first providing higher level information followed by the supporting and more detailed information. The **Overview, Fiscal and Budget Summary Schedules** sections of the Book are intended to provide the 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 FY16 budget and the Commission’s long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget’s development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



# Montgomery County Overview – Budget Guide

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The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide 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 2016 are included:

- Commission Summary of FY16 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY14 and Budgeted Use of Fund Balance/Net Position for FY15 and FY16;
- Montgomery County FY16 Proposed Budget Summary by Fund Summary by Department by Division;
- Montgomery County FY16 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$154,518,799;
- Montgomery County FY16 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$153,634,020;
- Montgomery County FY16 Proposed Budget Expenditure Summary by Major Object;
- Montgomery County FY16 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$153,634,020;
- 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 FY07 Actual to FY16 Proposed;
- Montgomery County Revenues and Expenditures General Fund Accounts FY07 Actual to FY16 Proposed;
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object;
- Montgomery County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Property Management Subfund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position;
- Montgomery County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;





# Montgomery County Overview – Budget Guide

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

## Department Budget Section

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

The Department sections are comprised of:

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

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

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

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



# Montgomery County

## Overview – Budget Guide

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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 FY16 Proposed Budget**. This section points out significant changes in the budget and any additional information to help the reader understand major budget plans for the budget year.
- Special sections, as needed, are included in the department pages. These sections provide the reader a better understanding about a significant aspect of department operations. For example, the Planning Department’s pages will include information about the Planning work program.
- The last section for each department’s budget pages provides detailed budget and position information. There is a **Summary of Division Budgets** that shows expenditure information by major object for the budget year and two previous years. This section is followed by **Summary of Positions and Workyears**, which shows detailed staffing information by position type for the budget year and two previous years.

### Other Funds

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

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

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

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

### Capital Improvement Program (CIP)

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



# Montgomery County Overview – Budget Guide

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## Appendices

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

## BUDGETARY BASIS

### Basis of Accounting

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

### Basis of Budgeting

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

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

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

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.





# Montgomery County Overview – Budget Guide

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## BUDGET PROCESS

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

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

On or before January 15, the Commission submits to the County Executive and County Council of each County the proposed annual operating budget for the respective accounts of the General Fund, Special Revenue Funds, and the Debt Service Fund; and a budget plan for the respective Enterprise and Internal Service Funds. The budget for 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 Fund 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 Overview – Budget Guide

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## Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2014
• Budget Overview with Planning Board	September to November 2014
• Staff Develops Budget	September to November 2014
• Planning Board Work Sessions	September to December 2014
• Commission Approves Proposed Budget	December 17, 2014
• Staff Produce Proposed Budget Book	December 2014 to January 2015
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2015
• County Executive Makes Recommendations	January 15 to March 1, 2015
• County Council Holds Public Hearings	April 2015
• County Council Reviews Budget	April 2015
• County Councils Meet Jointly	May 2015
• County Councils Adopt Budget	By June 1, 2015
• Commission Adopts Budget Resolution	June 17, 2015



# Montgomery County Overview – Background

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## BACKGROUND

### AUTHORITY AND PURPOSE

The Maryland-National Capital Park and Planning Commission (M-NCPPC) was established by the Maryland General Assembly in 1927 to serve the bi-county area of Prince George's and Montgomery Counties. This area has a population of approximately 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 Parks and Recreation Association 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 1,016,600 as of July 1, 2013, Montgomery County is the most populous county in Maryland. One of the County's greatest resources and strengths lies in the diversity of its population, according to census data compiled by the Commission's Research and Special Projects Division.

According to most recent Census Bureau data, minorities comprise over half of the population; 18.3 percent of residents are Hispanic or Latino; 18.6 percent are non-Hispanic black or African





## Montgomery County Overview – Background

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American; 14.9 percent are Asian; and 47 percent are non-Hispanic white. About 32 percent are foreign born, compared to the state of Maryland which shows about 14 percent. According to the 2012 American Community Survey, of the population above age 5, over 39.2 percent speak a language other than English at home. This is substantially greater than it is statewide (17.2 percent).

Over the past four decades, the median age of the county's population has matured from 30 in 1970 to 39 in 2012 with the maturing of baby boomers and improving life expectancy of the U.S. population. About 24 percent of the population is under 18 years old and another 12 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 147,525 during the school year 2012-2013. 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 2013 American Community Survey, the median household income is \$98,221 compared to the state median household income of \$73,538. The median value of owner occupied housing units in Montgomery County is \$447,300 compared to the state median of \$280,200.

### **CUSTOMER DEFINITION AND FOCUS**

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

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

Residents and visitors to Montgomery County, who actively use and enjoy our services, are 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 with questions regarding new housing developments in their neighborhood.

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



## Montgomery County Overview – Background

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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.

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

### ORGANIZATION

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

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

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

The budget for the CAS staff functions is divided between the two counties based on service levels where applicable. Other CAS services 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 1<sup>st</sup>, the two counties have until June 15<sup>th</sup>, 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 91 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 which is currently 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 five other types of funds in the budget. They are the Special Revenue Funds, Park Debt Service Fund, Capital Projects Fund, Enterprise Fund, and Internal Service Funds. They are discussed in the following sections.



# Montgomery County

## Overview – Background

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### **Special Revenue Funds**

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

### **Park Debt Service Fund**

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

### **Capital Project Fund**

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

Although always adopted as part of the CIP, this fund has not been presented separately before in the proposed budget document. Prior fiscal years are presented here for comparison purposes only.

### **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.





# Montgomery County Overview – Policies

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## 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 FY16, 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 (O&M) costs 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.



# Montgomery County

## Overview – Policies

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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

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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

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

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

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

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

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

### **LONG-TERM SUSTAINABILITY**

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

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





## Montgomery County Overview – Policies

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- 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

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## BUDGET ISSUES

This section of the budget provides the global context underlying the Commission’s FY16 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

## REVENUES

Montgomery County is continuing to recover from the Recession. For FY16, assessable base is projected to grow at a modest rate of about 2.8 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 compensation related, continue to grow at higher rates than the revenues that support them. Secondly, NPDES mandates and Operating Budget Impacts (OBI) from previously approved CIP projects impact the base budget. Thirdly, the Commission has budget needs that have been deferred over the last few years, particularly maintenance needs that grow more expensive to address the longer they are deferred. With property tax revenue making up more than 95 percent of operating revenues, 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. FY16 projects to be a year of modest growth of about 2.8 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 Commission, in proposing this budget, has proposed a change in the real and personal property tax rates for the Administration Fund of 0.1 and 0.2 cents, respectively. At this level, the Administration tax rate is still below that of FY06.

Total proposed tax revenues in the three tax-supported funds are budgeted to increase by \$6.3 million or 5.7 percent in FY16 to \$117.5 million, assuming the proposed tax rate change in the Administration Fund.

The FY16 Proposed Budget requests a total tax rate for property tax supported funds of 7.6 cents real property and 19.1 cents personal property. The breakdown by fund is:

- Administration Fund: 1.8 cents real and 4.5 cents personal;
- Park Fund: 5.7 cents real and 14.3 cents personal; and
- Advanced Land Acquisition Fund: 0.1 cents real and 0.3 cents personal.

At these tax rates, the Commission will have sufficient property tax revenues to meet the FY16 proposed expenditures and reserve requirements for the Administration Fund provided the tax increase is approved. Although the Park Fund will not require a tax rate increase in FY16, it will utilize \$2.8 million of undesignated fund balance.

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.



# Montgomery County

## Overview – Budget Issues

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### **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 \$2.56 million in FY16, a 1.1 percent decrease from the FY15 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. FY16 numbers reflect the ongoing effort and cost recovery pyramid approach to setting fees.

### **Interest Income**

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

Total General Fund interest income for FY16 is proposed at \$40,000, an increase of 57 percent from the FY15 budget in line with expected FY15 estimates.

### **Grant Revenues**

Total grant revenue is 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**

FY16 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 \$2,739,782. This is an increase of 9.6 percent from FY15. The increase is necessary to cover staffing and other costs for the Parks Department to meet NPDES requirements. The budget also includes \$126,300 of miscellaneous revenue in the Park Fund.

### **Enterprise Fund Revenues**

In FY16, total Enterprise Fund revenues are proposed at \$10.3 million and expenditures at \$9.4 million. Due to strong fiscal and operational management, the Enterprise Fund budget no longer depends on any subsidies from the Park Fund.

## **EXPENDITURES**

The Commission is putting forth a budget for FY16 that includes increases for major known commitments, invests in critical needs, and seeks to continue to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY16:

- 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, subject to negotiations.



# Montgomery County Overview – Budget Issues

As can be seen in Exhibit 1, imbedded cost pressure for personnel expenses is \$1.21 million.

## Exhibit 1

<b>FY16 Proposed Budget Summary of Changes in Major Personnel Costs Montgomery County Administration Fund and Park Fund</b>					
		<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>OPEB</b>					
	OPEB Prefunding	\$ 1,789,414	\$ 1,789,414	\$ -	0.0%
	OPEB Paygo	4,410,516	4,698,767	288,251	6.5%
	<b>Subtotal OPEB</b>	<b>6,199,930</b>	<b>6,488,181</b>	<b>288,251</b>	<b>4.6%</b>
<b>Pension (ERS)</b>					
	Pension (ERS)	11,655,203	10,988,195	(667,008)	-5.7%
<b>Health and Benefits(1)</b>					
	Employee Health Benefits	13,312,949	12,851,177	(461,772)	-3.5%
	<b>Subtotal Personnel Costs</b>	<b>\$ 31,168,082</b>	<b>\$ 30,327,553</b>	<b>\$ (840,529)</b>	<b>-2.7%</b>
<b>Employee Compensation</b>					
	Marker for Changes to Employee Comp.	-	2,052,947	2,052,947	
	<b>Total Major Personnel Costs</b>			<b>\$ 1,212,418</b>	

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

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

### ***OPEB***

OPEB costs for FY16 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 include the recently adopted credited service model for our park police to earn the retiree health benefit for new hires.

The net change for total OPEB costs is about a \$288,000 increase or 4.6 percent more than FY15 Adopted. This change reflects an increase in the Paygo portion only. The Prefunding portion remains flat in FY16.

Total OPEB funding is \$6.5 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

### ***Pension (ERS)***

As determined by the actuary, pension costs are decreasing by 5.7 percent in FY16. This represents a cost savings of \$667,000 from the FY15 adopted budget.

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

On average, health insurance and benefit costs are projected to decrease by 3.5 percent in FY16, resulting in a cost savings of \$461,772 from the FY15 adopted budget. Health insurance costs continue to be offset by increased cost share paid by employees for certain health plans and implementation of health and wellness initiatives.

### ***Employee Compensation***

The Commission's FY16 budget provides for possible employee compensation changes, as negotiations are on-going. The FY16 Proposed Budget includes approximately \$2 million for





# Montgomery County Overview – Budget Issues

potential compensation adjustments 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 2015.

Total expenditures for tax supported funds in the FY16 Proposed Budget (excluding reserves) are \$128.7 million, a 5 percent increase from FY15. The total FY16 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 \$150 million, 4.2 percent higher than the FY15 budget. Exhibit 2 provides a comparative total funds summary.

## Exhibit 2

### Summary of FY16 Proposed Budget Expenditures (net reserves, ALARF, and Internal Service Funds)

	FY15 Adopted	FY16 Proposed	\$ Change	% Change
<b>Montgomery Funds</b>				
Administration (1)	\$ 29,959,985	\$ 30,850,197	\$ 890,212	3.0%
Park (2)	90,919,939	96,102,849	5,182,910	5.7%
ALA Debt	1,724,400	1,775,700	51,300	3.0%
<b>Subtotal Tax Supported</b>	<b>122,604,324</b>	<b>128,728,746</b>	<b>6,124,422</b>	<b>5.0%</b>
Enterprise (3)	9,424,917	9,431,262	6,345	0.1%
Property Management	1,026,320	1,126,800	100,480	9.8%
Special Revenue	5,744,249	5,656,827	(87,422)	-1.5%
Park Debt	5,142,738	5,059,085	(83,653)	-1.6%
<b>Total Montgomery</b>	<b>\$ 143,942,548</b>	<b>\$ 150,002,720</b>	<b>\$ 6,060,172</b>	<b>4.2%</b>

(1) Includes transfer to Special Revenue Fund

(2) Includes transfer to Debt Service and Capital Projects

(3) Includes transfer to Capital Projects

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

One of the primary objectives in the FY16 proposed budget is to meet core public service needs in the present and future. Included in the funding levels of the Administration Fund and Park Fund is a funding request of \$3.9 million to address critical equipment, maintenance, and essential service needs. This investment will be made primarily in the Planning and Parks Departments for master plan upgrades, desktop virtualization, IT system upgrades, website improvements, and increased staffing due to growth in patronage of existing services and facilities, along with continued emphasis on public safety. Each department's budget section provides detailed information on how this increased investment will be used. Below is a summary of the investment by department.



# Montgomery County Overview – Budget Issues

<u>Fund</u>	<u>Department</u>	<u>Essential Needs</u>	
		<u>Investment Amount</u>	
Administration	Planning	\$	1,291,600
Administration	Commissioners' Office		2,509
Administration	DHRM		108,186
Administration	Legal		30,000
Administration	Finance		123,339
Administration	Internal Audit		1,540
Park	Parks		2,311,832
<b>Total</b>		<b>\$</b>	<b>3,869,006</b>

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

## FUND BALANCE

At the end of FY14, the Commission had \$6.9 million in fund balance in the Administration Fund and \$6.3 million fund balance in the Park Fund (which includes \$970,000 from Property Management). Based on current estimates, \$3.6 million and \$469,000 respectively, of these fund balances will be utilized in FY15. This will leave \$3.3 million in the Administration Fund and \$4.9 million in the Park Fund going into FY16. Therefore, coupled with the proposed tax rate increase, 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 FY16 Proposed Budget being developed in accordance with the Commission's Fund Balance Policy of a 3 percent reserve requirement. There will be sufficient fund balance in the Park Fund to meet the FY16 proposed budgeted revenues, expenditures and reserve requirements if the Property Management subfund balance is included. Based on projected revenues from property taxes and other sources, with the requested rate increase, projected expenditures and other uses, the ending fund balances after meeting reserve requirements for FY16 are projected to be \$86,882 in the Administration Fund and \$668,317 in the Park Fund (which includes the Property Management subfund).

## DEBT

Debt Service in the Park Fund is proposed to be \$5 million in FY16. Expenditures for the Advanced Land Acquisition Debt Service Fund are proposed at \$166,160 in FY16, as part of the continuing debt service repayment. Tax rates for the ALA debt service fund are proposed without change from the FY15 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, 2014 is estimated at \$1.5 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 \$44.9 million of outstanding Park Acquisition and Development bonds as of June 30,



# Montgomery County

## Overview – Budget Issues

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2014. 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.

### **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. There is an understanding, however, that a certain percentage of the costs of development review will be covered by the Administration Fund. This is an acknowledgement of the fact that the regulatory review of plans is necessary to protect the public's interest, and the reasonable assumption that fees will not cover 100 percent of such review.

In past years, fee collections have been greater than anticipated and allowed the fund balance to grow. This allowed for the discontinuance of the subsidy from the Administration Fund in FY14 and FY15. It is now prudent to begin budgeting a partial subsidy in FY16, in anticipation of needing a larger subsidy in FY17.



**FY16 Proposed Budget**  
**Fiscal and Budget Summary Schedules**





# Montgomery County Overview - Fiscal and Budget Summary Schedules

## COMMISSION SUMMARY OF FY16 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			% Change
	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	
<b>Total Sources: (excluding use of fund balance)</b>										
<b>Governmental Funds:</b>										
General Funds:										
Administration Fund	\$ 43,244,181	\$ 42,928,400	\$ 43,097,100	\$ 27,056,857	\$ 26,307,469	\$ 28,505,900	\$ 70,301,038	\$ 69,235,869	\$ 71,603,000	3.4%
Park Fund	119,691,034	118,561,900	119,315,100	82,202,861	90,450,931	93,647,725	201,893,895	209,012,831	212,962,825	1.9%
Recreation Fund	65,739,812	64,599,050	65,132,100	-	-	-	65,739,812	64,599,050	65,132,100	0.8%
General Funds Total	228,676,027	226,089,350	227,544,300	109,259,718	116,758,400	122,153,625	337,934,745	342,847,750	349,697,925	2.0%
ALA Debt Service Fund	1,298	-	-	1,704,476	1,723,014	1,775,700	1,705,774	1,723,014	1,775,700	3.1%
Tax Supported Funds Total	228,676,325	226,089,350	227,544,300	110,964,194	118,481,414	123,929,325	339,640,519	344,570,764	351,473,625	2.0%
Park Debt Service Fund	10,087,606	11,342,000	11,955,637	3,881,641	5,142,738	5,059,085	13,969,247	16,484,738	17,014,722	3.2%
Property Management Fund	-	-	-	1,023,717	1,026,320	1,126,800	1,023,717	1,026,320	1,126,800	9.8%
Capital Projects Fund	55,945,772	50,576,500	28,030,000	31,954,406	40,979,200	28,943,000	87,900,178	91,955,700	56,973,000	-37.8%
Special Revenue Funds	8,131,151	8,201,005	8,715,776	3,501,277	3,564,800	4,078,298	11,632,427	11,765,805	12,794,074	8.7%
Governmental Funds Total	302,840,853	296,208,855	276,245,713	151,325,235	169,194,472	163,136,508	454,166,088	465,403,327	439,382,221	-5.6%
<b>Proprietary Funds:</b>										
Enterprise Fund	18,718,941	19,804,804	20,032,147	10,096,922	9,727,505	10,316,041	28,815,862	29,532,309	30,348,188	2.8%
Internal Service Funds:										
Risk Management Fund	6,817,406	6,699,500	4,239,600	3,634,928	3,519,000	2,800,200	10,452,333	10,218,500	7,039,800	-31.1%
Capital Equipment Fund	288,607	1,599,380	2,151,321	1,473,388	1,968,130	2,414,783	1,761,994	3,567,510	4,566,104	28.0%
Executive Office Building Fund*	-	-	-	-	-	-	1,061,141	1,073,800	1,194,440	11.2%
Group Insurance Fund*	-	-	-	-	-	-	43,499,886	51,533,593	57,146,287	10.9%
Internal Service Funds Total	7,106,012	8,298,880	6,390,921	5,108,315	5,487,130	5,214,983	56,775,354	66,393,403	69,946,631	5.4%
Proprietary Funds Total	25,824,953	28,103,684	26,423,068	15,205,237	15,214,635	15,531,024	85,591,217	95,925,712	100,294,819	4.8%
<b>Private Purpose Trust Funds:</b>										
ALA Revolving Fund	22,999	14,900	20,000	1,427,607	1,455,990	1,629,540	1,450,606	1,470,890	1,649,540	12.1%
<b>GRAND TOTAL</b>	<b>\$ 328,688,805</b>	<b>\$ 324,327,439</b>	<b>\$ 302,688,781</b>	<b>\$ 167,953,079</b>	<b>\$ 185,865,097</b>	<b>\$ 180,297,072</b>	<b>\$ 541,207,911</b>	<b>\$ 562,799,929</b>	<b>\$ 541,326,580</b>	<b>-3.8%</b>

## Total Uses and Funds Required: (Includes reserve in budget amounts but not in actual)

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
<b>Governmental Funds:</b>										
General Funds:										
Administration Fund	43,232,140	51,872,266	52,835,629	25,750,754	30,825,785	31,760,697	68,982,894	82,698,051	84,596,326	2.3%
Park Fund	143,834,821	148,900,127	145,640,365	84,167,883	93,482,739	98,823,649	228,002,704	242,382,866	244,464,614	0.9%
Recreation Fund	65,075,030	77,004,343	76,888,236	-	-	-	68,075,030	77,004,343	76,888,236	-0.2%
ALA Debt Service Fund	255,141,991	277,776,736	275,364,830	109,918,637	124,308,524	130,584,346	365,060,628	402,855,260	405,949,176	1.0%
Tax Supported Funds Total	255,141,991	277,776,736	275,364,830	111,619,341	126,032,924	132,360,046	366,761,332	403,809,660	407,724,876	1.0%
Park Debt Service Fund	10,087,606	11,342,000	11,955,637	3,881,641	5,142,738	5,059,085	13,969,247	16,484,738	17,014,722	3.2%
Property Management Fund	-	-	-	1,022,655	1,026,320	1,126,800	1,022,655	1,026,320	1,126,800	9.8%
Capital Projects Fund	28,940,143	50,576,500	28,030,000	20,545,120	40,979,200	28,943,000	49,485,263	91,955,700	56,973,000	-37.8%
Special Revenue Funds	7,035,505	8,722,682	9,457,277	4,529,732	5,744,249	5,656,827	11,585,237	14,466,931	15,114,104	4.5%
Governmental Funds Total	301,205,245	348,417,918	324,807,744	141,598,489	178,925,431	173,145,758	442,803,734	527,343,349	497,953,502	-5.6%
Proprietary Funds:										
Enterprise Fund	21,546,671	19,804,804	20,032,147	9,508,592	9,424,917	9,431,262	31,055,264	29,229,721	29,463,409	0.8%
Internal Service Funds:										
Risk Management Fund	2,609,549	6,229,739	5,028,364	1,622,415	3,779,721	3,335,045	4,231,964	10,009,460	8,363,409	-16.4%
Capital Equipment Fund	696,979	1,610,047	2,379,822	1,814,772	1,357,753	1,562,883	2,511,751	2,967,800	3,942,705	32.8%
Executive Office Building Fund*	-	-	-	-	-	-	816,648	1,191,691	1,194,440	0.2%
Group Insurance Fund*	-	-	-	-	-	-	39,981,064	51,611,797	58,038,275	12.5%
Internal Service Funds Total	3,306,527	7,839,786	7,408,186	3,437,187	5,137,474	4,897,928	47,541,426	65,780,748	71,538,829	8.8%
Proprietary Funds Total	24,853,199	27,644,590	27,440,333	12,945,779	14,562,391	14,329,190	78,596,690	95,010,469	101,002,238	6.3%
Private Purpose Trust Funds:										
ALA Revolving Fund	-	9,305,810	2,532,215	1,264,014	9,760,386	9,913,355	1,264,014	19,066,196	12,445,570	-34.7%
<b>GRAND TOTAL</b>	<b>\$ 326,058,444</b>	<b>\$ 385,368,318</b>	<b>\$ 354,780,292</b>	<b>\$ 155,808,282</b>	<b>\$ 203,248,208</b>	<b>\$ 197,385,303</b>	<b>\$ 522,664,438</b>	<b>\$ 641,420,014</b>	<b>\$ 611,401,310</b>	<b>-4.7%</b>

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

**Explanatory Note:** This schedule summarizes the total revenues and total funds required for FY16. 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 FY14 and Budgeted Use of Fund Balance/Net Position for FY15 and FY16

	Prince George's County			Montgomery County			Total Commission		
	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	FY 14 Actual	FY 15 Adopted	FY 16 Proposed
<b>Governmental Funds:</b>									
Administration Fund	12,041	(8,943,866)	(9,738,529)	1,306,103	(4,518,316)	(3,254,797)	1,318,144	(13,462,182)	(12,993,326)
Park Fund	(24,143,787)	(30,338,227)	(26,325,865)	(1,965,021)	(3,031,808)	(5,175,924)	(26,108,809)	(33,370,035)	(31,501,789)
Recreation Fund	(2,335,218)	(12,405,293)	(11,756,136)	-	-	-	(2,335,218)	(12,405,293)	(11,756,136)
General Funds Total	(26,466,964)	(51,687,386)	(47,820,530)	(658,918)	(7,550,124)	(8,430,721)	(27,125,883)	(59,237,510)	(56,251,251)
ALA Debt Service Fund	1,298	-	-	3,772	(1,386)	-	5,070	(1,386)	-
Tax-Supported Funds Total	(26,465,666)	(51,687,386)	(47,820,530)	(655,146)	(7,551,510)	(8,430,721)	(27,120,813)	(59,238,896)	(56,251,251)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	1,062	-	-	1,062	-	-
Capital Projects Fund	27,005,629	-	-	11,409,286	-	-	38,414,915	-	-
Special Revenue Funds	1,095,646	(521,677)	(741,501)	(1,028,455)	(2,179,449)	(1,578,529)	67,190	(2,701,126)	(2,320,030)
Governmental Funds Total	1,635,608	(52,209,063)	(48,562,031)	9,726,746	(9,730,959)	(10,009,250)	11,362,354	(61,940,022)	(58,571,281)
<b>Proprietary Funds:</b>									
Enterprise Fund	(2,827,731)	-	-	588,329	302,588	884,779	(2,239,401)	302,588	884,779
Risk Management Fund	4,207,857	469,761	(788,764)	2,012,513	(260,721)	(534,845)	6,220,369	209,040	(1,323,609)
Capital Equipment Fund	(408,372)	(10,667)	(228,501)	(341,385)	610,377	851,900	(749,757)	599,710	623,399
Executive Office Building Fund*	-	-	-	-	-	-	244,493	(117,891)	-
Group Insurance Fund *	-	-	-	-	-	-	3,518,823	(78,204)	(891,988)
Internal Service Funds Total	3,799,485	459,094	(1,017,265)	1,671,128	349,656	317,055	9,233,928	612,655	(1,592,198)
Proprietary Funds Total	971,754	459,094	(1,017,265)	2,259,458	652,244	1,201,834	6,994,527	915,243	(707,419)
<b>Private Purpose Trust Funds:</b>									
ALA Revolving Fund	22,999	(9,290,910)	(2,512,215)	163,593	(8,304,396)	(8,283,815)	186,592	(17,595,306)	(10,796,030)
<b>GRAND TOTAL</b>	2,630,361	(61,040,879)	(52,091,511)	12,149,797	(17,383,111)	(17,091,231)	18,543,473	(78,620,085)	(70,074,730)

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

**Explanatory Note:** This schedule summarizes the change in fund balances and net position for FY14 Actual. For the current and proposed budget amounts, the change represents the gain(lose) 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 FY16 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

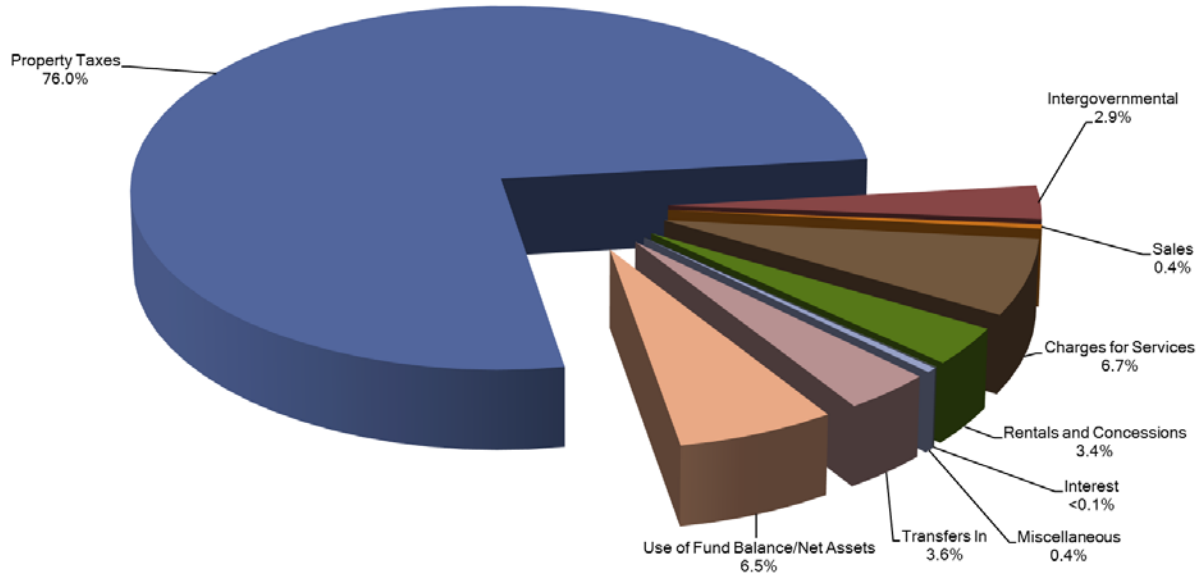
	Administration Fund	Park Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	Total
<b>Sources:</b>												
Property Taxes	\$ 27,776,500	\$ 87,942,200	\$ -	\$ -	\$ 1,775,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,494,400
Intergovernmental	550,400	3,139,782	-	-	-	-	19,961,000	866,500	-	-	-	24,517,682
Sales	2,000	-	-	-	-	-	-	8,000	584,300	-	-	594,300
Charges for Services	142,000	1,800,168	-	-	-	-	-	2,116,000	6,257,493	2,770,200	2,411,783	15,497,644
Rentals and Concessions	-	624,275	1,123,800	-	-	-	-	49,000	3,454,248	-	-	5,251,323
Interest	35,000	5,000	3,000	-	-	20,000	10,000	6,300	20,000	30,000	3,000	132,300
Miscellaneous	-	126,300	-	-	-	1,609,540	700,000	532,498	-	-	-	2,968,338
<b>Total Revenues</b>	<b>28,505,900</b>	<b>93,637,725</b>	<b>1,126,800</b>	<b>-</b>	<b>1,775,700</b>	<b>1,629,540</b>	<b>20,671,000</b>	<b>3,578,298</b>	<b>10,316,041</b>	<b>2,800,200</b>	<b>2,414,783</b>	<b>166,455,987</b>
Transfers In	-	10,000	-	5,059,085	-	-	1,150,000	500,000	-	-	-	6,719,085
Bond Proceeds	-	-	-	-	-	-	7,122,000	-	-	-	-	7,122,000
Use of Fund Balance/Net Assets	3,254,797	5,175,524	-	-	-	8,283,815	-	1,578,529	-	534,845	-	18,827,910
<b>Total Available Funds</b>	<b>\$ 31,760,697</b>	<b>\$ 98,823,649</b>	<b>\$ 1,126,800</b>	<b>\$ 5,059,085</b>	<b>\$ 1,775,700</b>	<b>\$ 9,913,355</b>	<b>\$ 28,943,000</b>	<b>\$ 5,656,827</b>	<b>\$ 10,316,041</b>	<b>\$ 3,335,045</b>	<b>\$ 2,414,783</b>	<b>\$ 199,124,982</b>
<b>Uses:</b>												
Commissioners' Office	1,257,274	-	-	-	-	-	-	-	-	-	-	1,257,274
Planning Department												
Office of The Planning Director	935,121	-	-	-	-	-	-	-	-	-	-	935,121
Management Services	2,236,045	-	-	-	-	-	-	-	-	-	-	2,236,045
Functional Planning & Policy	2,871,945	-	-	-	-	-	-	-	-	-	-	2,871,945
Area 1	1,461,200	-	-	-	-	-	-	-	-	-	-	1,461,200
Area 2	2,186,661	-	-	-	-	-	-	-	-	-	-	2,186,661
Area 3	2,081,314	-	-	-	-	-	-	-	-	-	-	2,081,314
Dev. Applications & Regulatory Coordination	945,525	-	-	-	-	-	-	-	-	-	-	945,525
Information Technology and Innovation	3,372,376	-	-	-	-	-	-	-	-	-	-	3,372,376
Research and Special Projects	1,233,144	-	-	-	-	-	-	-	-	-	-	1,233,144
Support Services	1,940,772	-	-	-	-	-	-	-	-	-	-	1,940,772
Grants	150,000	-	-	-	-	-	-	-	-	-	-	150,000
Special Revenue Operations	-	-	-	-	-	-	-	3,822,033	-	-	-	3,822,033
Planning Operations Total	19,414,103	-	-	-	-	-	-	3,822,033	-	-	-	23,236,136
Central Administrative Services (CAS):												
Dept. of Human Resources and Mgmt.	2,035,210	-	-	-	-	-	-	-	-	-	-	2,035,210
Department of Finance	3,188,071	-	-	-	-	-	-	-	-	-	-	3,188,071
Legal Department	1,453,165	-	-	-	-	-	-	-	-	-	-	1,453,165
Merit System Board	69,769	-	-	-	-	-	-	-	-	-	-	69,769
Office of Internal Audit	197,139	-	-	-	-	-	-	-	-	-	-	197,139
Support Services	623,857	-	-	-	-	-	-	-	-	-	-	623,857
CAS Total	7,567,211	-	-	-	-	-	-	-	-	-	-	7,567,211
Park Department Operating Divisions:												
Office of the Director	-	1,328,751	-	-	-	-	-	-	-	-	-	1,328,751
Public Affairs & Community Partnerships	-	2,561,756	-	-	-	-	-	-	-	-	-	2,561,756
Management Services	-	1,564,308	-	-	-	-	-	-	-	-	-	1,564,308
Information Technology & Innovation	-	2,307,964	-	-	-	-	-	-	-	-	-	2,307,964
Park Planning & Stewardship	-	4,541,398	-	-	-	-	-	-	-	-	-	4,541,398
Park Development	-	3,455,112	-	-	-	-	-	-	-	-	-	3,455,112
Park Police	-	14,171,739	-	-	-	-	-	-	-	-	-	14,171,739
Horticulture, Forestry & Environmental Education	-	8,220,641	-	-	-	-	-	-	-	-	-	8,220,641
Facilities Management	-	11,673,073	-	-	-	-	-	-	-	-	-	11,673,073
Northern Parks	-	9,864,642	-	-	-	-	-	-	-	-	-	9,864,642
Southern Parks	-	13,055,037	-	-	-	-	-	-	-	-	-	13,055,037
Support Services	-	11,119,824	-	-	-	-	-	-	-	-	-	11,119,824
Special Revenue Operations	-	-	-	-	-	-	-	1,834,794	-	-	-	1,834,794
Grants	-	400,000	-	-	-	-	-	-	-	-	-	400,000
Property Management	-	-	1,126,800	-	-	-	-	-	-	-	-	1,126,800
Enterprise Operations	-	-	-	-	-	-	-	-	8,631,262	-	-	8,631,262
<b>Total Park Department Operations</b>	<b>-</b>	<b>84,264,245</b>	<b>1,126,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,834,794</b>	<b>8,631,262</b>	<b>-</b>	<b>-</b>	<b>95,857,101</b>
NonDepartmental	2,111,609	6,429,519	-	-	-	-	-	-	-	-	-	8,541,128
Debt Service	-	-	-	5,059,085	166,160	-	-	-	-	-	-	5,225,245
Capital Projects	-	-	-	-	-	-	28,933,000	-	-	-	-	28,933,000
Transfer to Debt Service	-	5,059,085	-	-	-	-	-	-	-	-	-	5,059,085
Advanced Land Acquisition	-	-	-	-	1,609,540	9,913,355	-	-	-	-	-	11,522,895
Risk Management Operating	-	-	-	-	-	-	-	-	-	3,335,045	-	3,335,045
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	1,562,883	1,562,883
Transfers Out	500,000	350,000	-	-	-	-	10,000	-	800,000	-	-	1,660,000
<b>Total Uses</b>	<b>\$ 30,850,197</b>	<b>\$ 96,102,849</b>	<b>\$ 1,126,800</b>	<b>\$ 5,059,085</b>	<b>\$ 1,775,700</b>	<b>\$ 9,913,355</b>	<b>\$ 28,943,000</b>	<b>\$ 5,656,827</b>	<b>\$ 9,431,262</b>	<b>\$ 3,335,045</b>	<b>\$ 1,562,883</b>	<b>\$ 193,757,003</b>
Designated Expenditure Reserve @ 3%	910,500	2,720,800	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	3,631,300
<b>Total Required Funds</b>	<b>\$ 31,760,697</b>	<b>\$ 98,823,649</b>	<b>\$ 1,126,800</b>	<b>\$ 5,059,085</b>	<b>\$ 1,775,700</b>	<b>\$ 9,913,355</b>	<b>\$ 28,943,000</b>	<b>\$ 5,656,827</b>	<b>\$ 9,431,262</b>	<b>\$ 3,335,045</b>	<b>\$ 1,562,883</b>	<b>\$ 197,388,303</b>
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 884,779	\$ -	\$ 851,900	\$ 1,736,679
Total Funded Career Positions	221.10	713.00	4.00	-	-	-	-	-	34.00	3.00	1.75	976.85
Total Funded Workyears	182.24	691.00	7.00	-	-	-	-	24.85	110.00	3.15	1.75	1,019.99



# Montgomery County Overview – Fiscal and Budget Summary Schedules

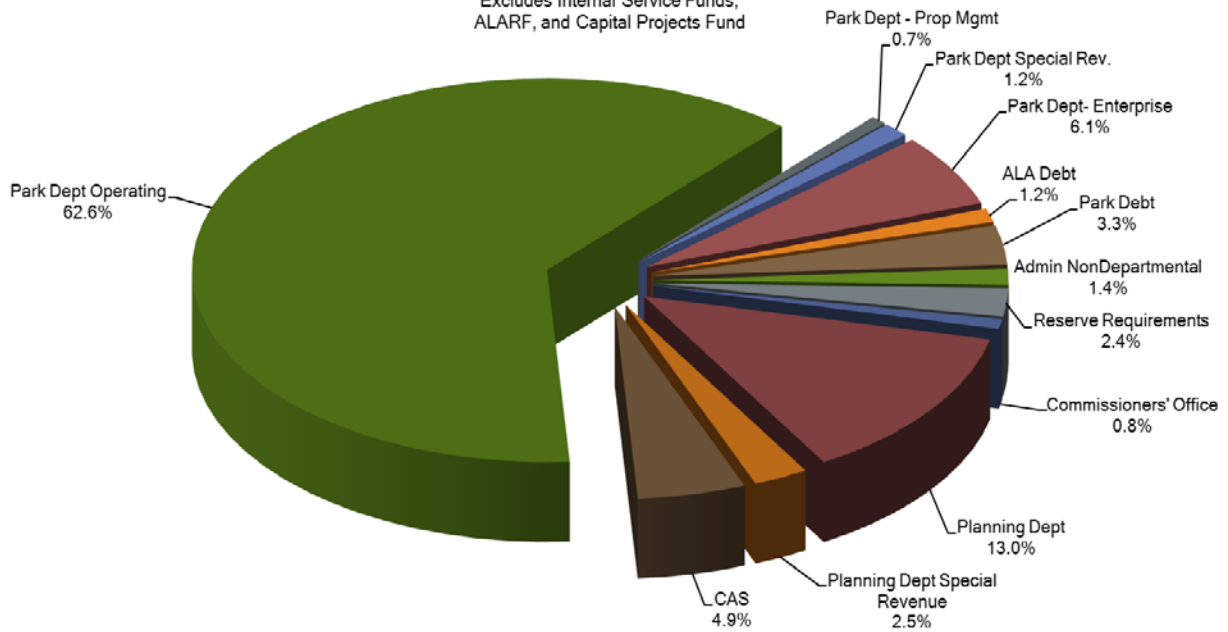
Montgomery County FY16 Proposed Budget  
Revenue Sources (Percent of Total by Type)  
Operating Funds Total \$154,518,799

Excludes Internal Service Funds,  
ALARF, and Capital Projects Fund



Montgomery County FY16 Proposed Budget  
Funds Required (Percent of Total by Function)  
Total Operating Funds \$153,634,020

Excludes Internal Service Funds,  
ALARF, and Capital Projects Fund



# Montgomery County Overview - Fiscal and Budget Summary Schedules

## MONTGOMERY COUNTY FY16 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Other Classifications	Charge-backs	Other Uses, Debt Service, Goods for Resale	Transfers Out	Designated Expenditure Reserve	Total
<b>Governmental Funds:</b>										
General Funds:										
Administration Fund										
Commissioners' Office	1,220,674	24,600	12,000	-	-	-	-	-	-	1,257,274
Planning Department	17,609,273	418,410	4,088,920	-	150,000	(2,852,500)	-	-	-	19,414,103
DHRM	1,863,541	36,319	294,879	-	-	(159,529)	-	-	-	2,035,210
Department of Finance	3,202,653	79,900	697,318	-	-	(791,800)	-	-	-	3,188,071
Legal Department	1,780,896	16,032	230,457	-	-	(574,220)	-	-	-	1,453,165
Merit System Board	48,961	918	19,890	-	-	-	-	-	-	69,769
Office of Internal Audit	186,009	5,500	5,630	-	-	-	-	-	-	197,139
CAS Support Services	4,685	11,175	607,997	-	-	-	-	500,000	-	623,857
Non-Departmental	2,111,609	-	-	-	-	-	-	-	-	2,611,609
Budgetary Reserve	-	-	-	-	-	-	-	-	910,500	910,500
Administration Fund Total	28,028,301	592,854	5,957,091	-	150,000	(4,378,049)	-	500,000	910,500	31,760,697
Park Fund										
Park Department	73,002,846	6,742,658	13,567,563	570,464	-	(3,189,767)	-	5,409,085	2,720,800	98,823,649
Park Fund Total	73,002,846	6,742,658	13,567,563	570,464	-	(3,189,767)	-	5,409,085	2,720,800	98,823,649
General Funds Total	101,031,147	7,335,512	19,524,654	570,464	150,000	(7,567,816)	-	5,909,085	3,631,300	130,584,346
ALA Debt Service Fund							166,160	-	-	1,775,700
Tax Supported Funds Total	101,031,147	7,335,512	21,134,194	570,464	150,000	(7,567,816)	166,160	5,909,085	3,631,300	132,360,046
Park Debt Service Fund										
Property Management Fund										
Park Department	421,636	161,820	372,244	-	-	171,100	-	-	-	1,126,800
Property Management Fund Total	421,636	161,820	372,244	-	-	171,100	-	-	-	1,126,800
Capital Projects Fund										
Special Revenue Funds										
Planning Department	-	7,000	718,000	-	-	3,097,033	-	-	-	3,822,033
Park Department	382,500	248,850	1,116,944	46,000	-	40,500	-	-	-	1,834,794
Special Revenue Funds Total	382,500	255,850	1,834,944	46,000	-	3,137,533	-	-	-	5,656,827
Governmental Funds Total	101,835,283	7,753,182	23,941,382	29,549,464	150,000	(4,259,183)	5,225,245	5,919,085	3,631,300	173,145,758
<b>Proprietary Funds:</b>										
Enterprise Funds										
Park Department	5,052,579	498,000	2,393,383	169,000	-	191,000	327,300	800,000	-	9,431,262
Enterprise Funds Total	5,052,579	498,000	2,393,383	169,000	-	191,000	327,300	800,000	-	9,431,262
Internal Service Funds:										
Risk Management Fund	455,097	22,500	2,601,169	-	-	256,279	-	-	-	3,335,045
Capital Equipment Internal Service Fund	213,521	5,153	244,409	-	-	31,500	1,068,300	-	-	1,562,883
Internal Service Funds Total	668,618	27,653	2,845,578	-	-	287,779	1,068,300	-	-	4,897,928
Proprietary Funds Total	5,721,197	525,653	5,238,961	169,000	-	478,779	1,395,600	800,000	-	14,329,190
<b>Private Purpose Trust Funds:</b>										
ALA Revolving Fund										
Private Purpose Trust Funds Total	-	-	-	9,913,355	-	-	-	-	-	9,913,355
GRAND TOTAL	107,556,480	8,278,835	28,580,343	39,631,819	150,000	(3,780,404)	6,620,845	6,719,085	3,631,300	197,388,303

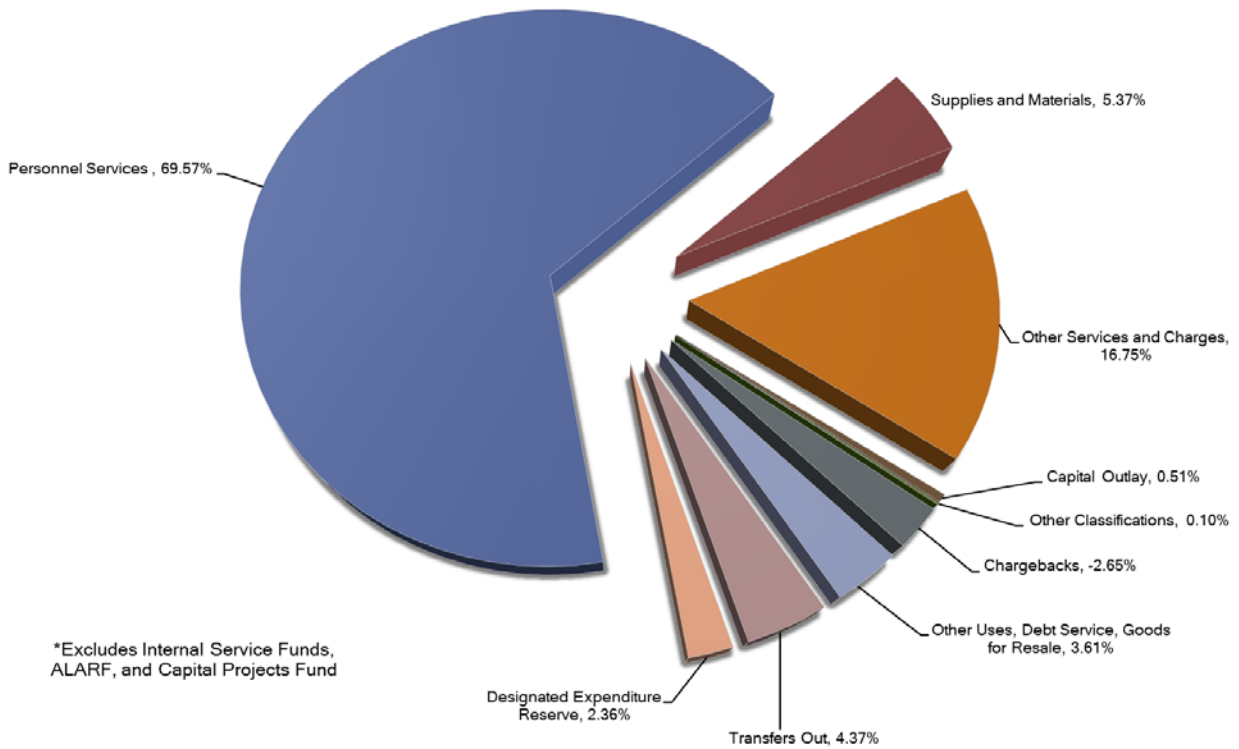
\* Administration Fund transfer out reflects the transfer to the Special Revenue Fund  
 \*\* Park Fund transfer out includes the transfers to CIP Pay-Co (\$350K) and to Debt Service (\$5.1M)





# Montgomery County Overview – Fiscal and Budget Summary Schedules

Montgomery County FY16 Proposed Budget  
Summary of Funds Required (Percent of Total by Major Object)  
Total Operating Funds\* \$153,634,020



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY**  
**BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS**  
**PROPOSED BUDGET FISCAL YEAR 2016**

**Part I. Administration Fund**

	<b>FY 15 Adopted</b>	<b>FY 16 Proposed</b>	<b>% Change</b>
Commissioners' Office	1,239,277	1,257,274	1.5%
<b>Planning Department</b>			
Planning Director's Office	778,109	935,121	20.2%
Management Services	2,111,751	2,236,045	5.9%
Functional Planning & Policy	2,627,264	2,871,945	9.3%
Area 1	1,701,767	1,461,200	-14.1%
Area 2	2,040,890	2,186,661	7.1%
Area 3	2,090,340	2,081,314	-0.4%
Dev. Applications & Regulatory Coordination	820,248	945,525	15.3%
Information Technology and Innovation	3,237,559	3,372,376	4.2%
Research and Special Projects	1,424,629	1,233,144	-13.4%
Support Services	1,739,042	1,940,772	11.6%
<b>Subtotal Planning</b>	18,571,599	19,264,103	3.7%
<b>Central Administrative Services</b>			
Department of Human Resources and Management	2,030,073	2,035,210	0.3%
Department of Finance	3,075,515	3,188,071	3.7%
Legal Department	1,508,966	1,453,165	-3.7%
Merit System Board	82,810	69,769	-15.7%
Office of Internal Audit	199,278	197,139	-1.1%
Support Services	536,957	623,857	16.2%
<b>Subtotal Central Administrative Services</b>	7,433,599	7,567,211	1.8%
Non-Departmental (OPEB)	1,465,510	2,111,609	44.1%
<b>Total Expenditures</b>	28,709,985	30,200,197	5.2%

**Part II. Park Fund**

	<b>FY 15 Adopted</b>	<b>FY 16 Proposed</b>	<b>% Change</b>
Director of Parks	1,159,744	1,328,751	14.6%
Public Affairs & Community Partnerships	2,285,647	2,561,756	12.1%
Management Services	1,739,890	1,564,308	-10.1%
Information Technology & Innovation	1,914,728	2,307,964	20.5%
Park Planning and Stewardship	3,633,694	4,541,398	25.0%
Park Development	3,121,751	3,455,112	10.7%
Park Police	14,307,348	14,171,739	-0.9%
Horticulture, Forestry & Environmental Education	7,882,503	8,220,641	4.3%
Facilities Management	11,090,576	11,673,073	5.3%
Northern Parks	9,224,339	9,864,642	6.9%
Southern Parks	13,021,336	13,055,037	0.3%
Support Services	10,911,225	11,119,824	1.9%
<b>Subtotal Park Operations</b>	80,292,781	83,864,245	4.4%
Non-Departmental (OPEB)	4,734,420	6,429,519	35.8%
Debt Service	5,142,738	5,059,085	-1.6%
<b>Total Expenditures</b>	90,169,939	95,352,849	5.7%



# Montgomery County Overview – Fiscal and Budget Summary Schedules

-CONTINUED-  
MONTGOMERY COUNTY  
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS  
PROPOSED BUDGET FISCAL YEAR 2016

**Part III. Grants**

	FY 15 Adopted	FY 16 Proposed	% Change
Admin. Fund Future Grants	150,000	150,000	0.0%
Park Fund Future Grants	400,000	400,000	0.0%
<b>Total Expenditures</b>	<b>550,000</b>	<b>550,000</b>	<b>0.0%</b>

**Part IV. Self Supporting Funds**

	FY 15 Adopted	FY 16 Proposed	% Change
Enterprise Fund	8,639,917	8,631,262	-0.1%
Property Management	1,026,320	1,126,800	9.8%
<b>Total Expenditures</b>	<b>9,666,237</b>	<b>9,758,062</b>	<b>0.9%</b>

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

	FY 15 Adopted	FY 16 Proposed	% Change
Debt Service	282,860	166,160	-41.3%
<b>Total Expenditures</b>	<b>282,860</b>	<b>166,160</b>	<b>-41.3%</b>

**Part VI. Internal Service Funds**

	FY 15 Adopted	FY 16 Proposed	% Change
Risk Management Fund	3,779,721	3,335,045	-11.8%
Capital Equipment Fund	1,357,753	1,562,883	15.1%
<b>Total Expenditures</b>	<b>5,137,474</b>	<b>4,897,928</b>	<b>-4.7%</b>

**Part VII. Special Revenue Funds**

	FY 15 Adopted	FY 16 Proposed	% Change
Park Activities	1,849,045	1,834,794	-0.8%
Planning Activities	3,895,204	3,822,033	-1.9%
<b>Total Expenditures</b>	<b>5,744,249</b>	<b>5,656,827</b>	<b>-1.5%</b>

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

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

	<b><u>County Resolution</u></b>	<b><u>Commission Resolution</u></b>
* <i>Budgetary Reserve Requirements</i>	<i>Not included</i>	<i>Included in Admin. and Park Funds</i>
* <i>Administration Fund Transfer to Special Revenue Fund</i>	<i>Not included</i>	<i>Transfer Out in Admin. Fund</i>
* <i>Park Fund Transfer to the CIP Fund</i>	<i>Not included</i>	<i>Transfer Out in Park Fund</i>
* <i>Grants</i>	<i>Included as separate section</i>	<i>Included in Admin. and Park Funds</i>
* <i>Advance Land Acquisition - Revolving Fund</i>	<i>Not Included</i>	<i>Included</i>
* <i>Enterprise Fund Transfers to CIP</i>	<i>Not Included</i>	<i>Included as Transfer Out</i>
* <i>Park Fund Debt Service Fund</i>	<i>Not Included</i>	<i>Included</i>
* <i>Park Capital Projects Fund</i>	<i>Not Included</i>	<i>Included</i>



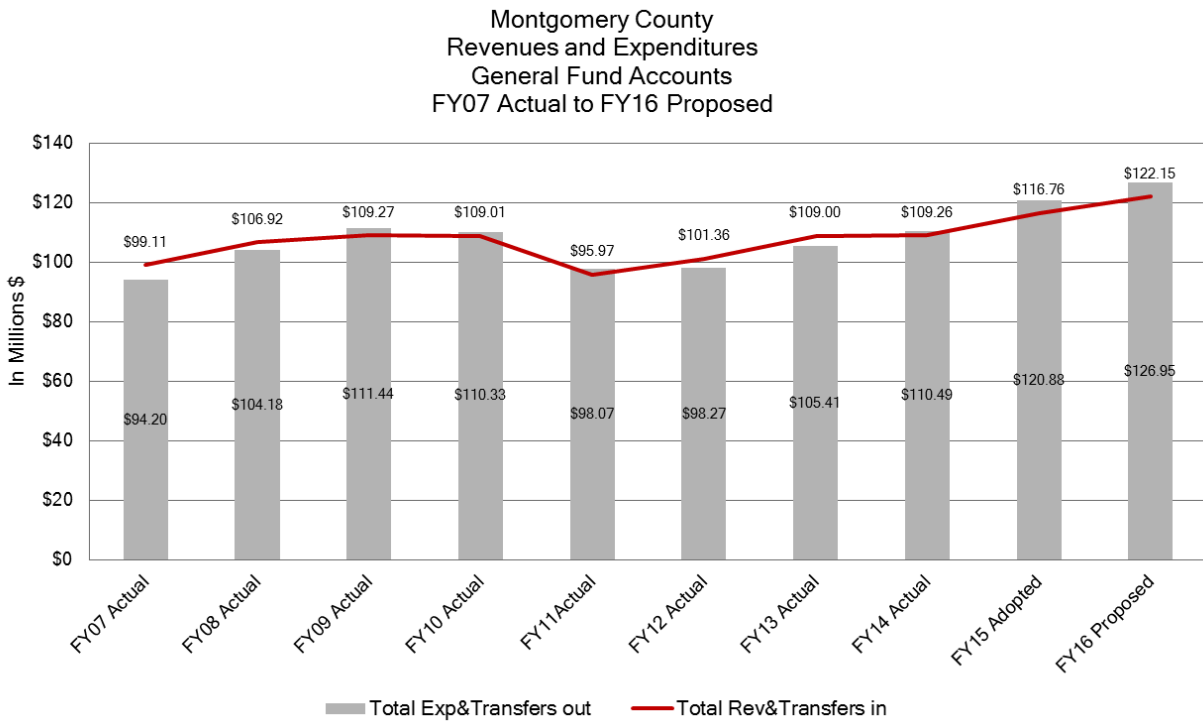
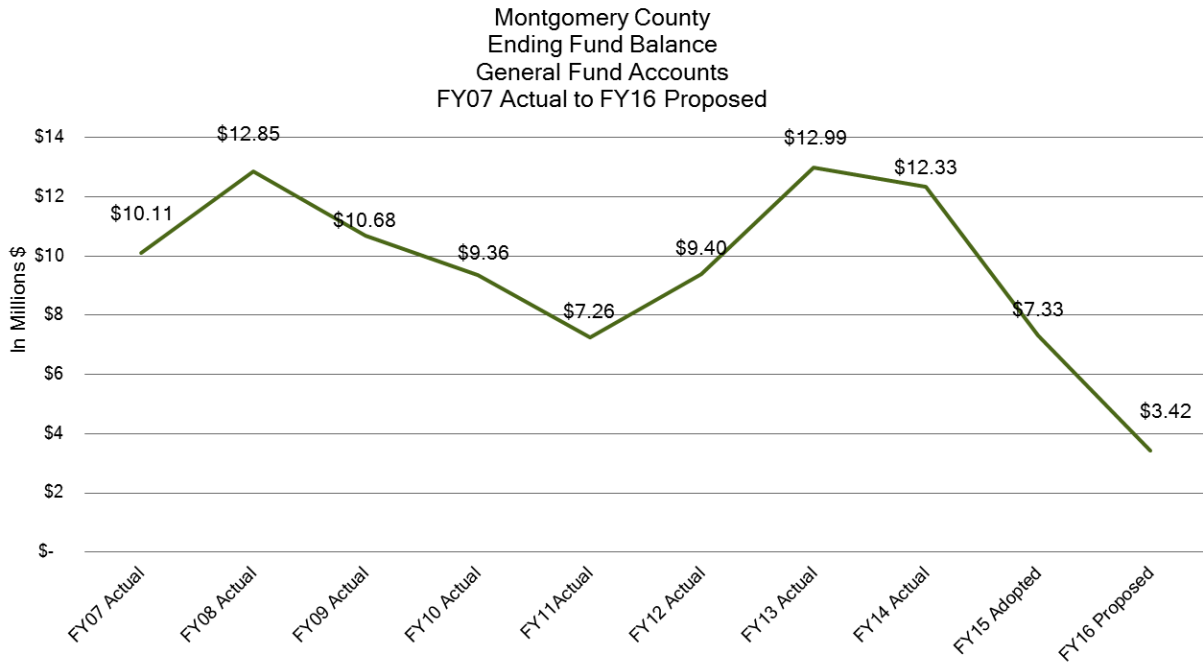
# Montgomery County Overview - Fiscal and Budget Summary Schedules

## MONTGOMERY COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	General Fund Accounts		Advance Land Acquisition Debt Services Fund		Total Tax Supported Funds		Park Debt Service Fund		Capital Projects Fund		Special Revenue Funds		Total Governmental Funds	
	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed
Revenues:														
Property Taxes														
Intra-governmental - Federal														
State	550,000	550,000	-	-	550,000	550,000	-	-	8,600,000	5,060,000	-	-	9,150,000	5,610,000
County - Other	40,000	40,000	-	-	40,000	40,000	-	-	19,042,000	14,901,000	-	-	19,082,000	14,941,000
County - Water Quality Protection	2,828,555	3,100,182	-	-	2,828,555	3,100,182	-	-	-	-	-	-	2,828,555	3,100,182
Sales	7,000	2,000	-	-	7,000	2,000	-	-	-	-	20,600	8,000	27,600	10,000
Charges for Services	1,942,730	1,942,168	-	-	1,942,730	1,942,168	-	-	-	-	2,042,800	2,116,000	3,985,330	4,068,168
Rentals and Concessions	647,050	624,275	-	-	647,050	624,275	-	-	-	-	71,500	49,000	718,550	673,275
Interest	25,500	40,000	-	-	25,500	40,000	-	-	42,200	10,000	8,300	6,300	76,000	56,300
Miscellaneous	122,000	126,300	-	-	122,000	126,300	-	-	1,450,000	700,000	500,000	532,488	2,072,000	1,388,798
Total Revenues	115,616,200	122,143,625	1,723,014	1,775,700	117,339,214	123,919,325	-	-	29,134,200	20,671,000	3,564,800	3,578,238	150,038,214	148,168,623
Expenditures by Major Object:														
Personnel Services	96,616,265	101,031,147	-	-	96,616,265	101,031,147	-	-	-	-	475,700	382,500	97,091,965	101,413,647
Supplies and Materials	7,080,042	7,335,512	-	-	7,080,042	7,335,512	-	-	-	-	277,000	255,850	7,357,042	7,591,362
Other Services and Charges	17,348,142	19,524,654	1,441,540	1,609,540	18,789,682	21,134,194	-	-	-	-	1,747,085	1,834,944	20,536,777	22,969,138
Debt Service	-	-	282,860	166,160	282,860	166,160	5,142,738	5,059,085	-	-	-	-	5,425,598	5,225,245
Capital Outlay	721,500	570,464	-	-	721,500	570,464	-	-	40,937,000	28,933,000	75,000	46,000	41,733,500	29,549,464
Other Classifications	150,000	150,000	-	-	150,000	150,000	-	-	-	-	-	-	150,000	150,000
Chargebacks	(7,628,753)	(7,567,816)	-	-	(7,628,753)	(7,567,816)	-	-	-	-	3,169,454	3,137,533	(4,459,309)	(4,430,283)
Total Expenditures	114,287,186	121,043,961	1,724,400	1,775,700	116,011,586	122,819,661	5,142,738	5,059,085	40,937,000	28,933,000	5,744,249	5,656,827	167,855,573	162,488,571
Excess of Revenues over Expenditures	1,329,014	1,099,664	(1,386)	-	1,327,628	1,099,664	(5,142,738)	(5,059,085)	(11,802,800)	(8,262,000)	(2,179,449)	(2,078,529)	(17,797,359)	(14,299,950)
Other Financing Sources (Uses):														
Bond Proceeds	-	-	-	-	-	-	-	-	10,695,000	7,122,000	-	-	10,695,000	7,122,000
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Fund	-	-	-	-	-	-	5,142,738	5,059,085	-	-	-	-	5,492,738	5,409,085
Capital Projects Fund	42,200	10,000	-	-	42,200	10,000	-	-	350,000	350,000	-	-	42,200	10,000
Enterprise Fund	-	-	-	-	-	-	-	-	800,000	800,000	-	-	800,000	800,000
Administration Fund	1,100,000	-	-	-	1,100,000	-	-	-	-	-	-	-	1,100,000	500,000
Total Transfers In	1,142,200	10,000	-	-	1,142,200	10,000	5,142,738	5,059,085	1,150,000	1,150,000	-	-	7,434,938	6,719,085
Transfers (Out):														
Park Fund	(1,100,000)	-	-	-	(1,100,000)	-	-	-	(42,200)	(10,000)	-	-	(1,142,200)	(10,000)
Special Revenue Fund	(500,000)	(500,000)	-	-	(500,000)	(500,000)	-	-	-	-	-	-	(500,000)	(500,000)
Capital Projects Fund	(350,000)	(350,000)	-	-	(350,000)	(350,000)	-	-	-	-	-	-	(350,000)	(350,000)
Debt Service Fund	(5,142,738)	(5,059,085)	-	-	(5,142,738)	(5,059,085)	-	-	-	-	-	-	(5,142,738)	(5,059,085)
Enterprise Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Transfers (Out)	(6,592,738)	(6,909,085)	-	-	(6,592,738)	(6,909,085)	5,142,738	5,059,085	(42,200)	(10,000)	-	-	(6,634,938)	(6,919,085)
Total Other Financing Sources (Uses)	(5,450,538)	(5,899,085)	1,724,400	1,775,700	(5,450,538)	(5,899,085)	(5,142,738)	(5,059,085)	11,802,800	8,262,000	5,744,249	5,656,827	11,495,000	7,922,000
Total Uses	120,979,924	126,953,046	1,724,400	1,775,700	122,804,324	128,728,746	5,142,738	5,059,085	40,979,200	28,943,000	5,744,249	5,656,827	174,470,511	168,387,658
Excess of Sources over (Under) Total Uses	(4,121,524)	(4,739,421)	(1,386)	-	(4,122,910)	(4,739,421)	-	-	-	-	(2,179,449)	(1,578,529)	(6,302,359)	(6,377,950)
Designated Expenditure Reserve @ 3%	3,428,600	3,631,300	-	-	3,428,600	3,631,300	-	-	-	-	-	-	3,428,600	3,631,300
Total Required Funds	124,308,524	130,584,346	1,724,400	1,775,700	126,032,924	132,360,046	5,142,738	5,059,085	40,979,200	28,943,000	5,744,249	5,656,827	177,899,111	172,018,958
Excess of Sources over (Under) Total Funds Required	(7,550,124)	(8,430,721)	(1,386)	-	(7,551,510)	(8,430,721)	-	-	-	-	(2,179,449)	(1,578,529)	(9,730,959)	(10,009,250)
Fund Balance - Beginning	11,447,913	8,215,560	14,197	-	11,462,110	8,215,560	-	-	(3,041,553)	8,367,733	4,460,119	3,326,323	12,880,676	19,909,516
Fund Balance - Ending	3,526,389	3,416,139	12,811	-	7,339,200	3,416,139	-	-	(3,041,553)	8,367,733	2,280,670	1,747,794	6,576,317	13,531,666
Classification of Ending Fund Balance:														
Designated Expenditure Reserve	3,428,600	3,631,300	not applicable	not applicable	3,428,600	3,631,300	not applicable	not applicable	not applicable	not applicable	861,637	848,524	4,290,237	4,479,824
Undesignated Fund Balance	3,897,789	(215,161)	not applicable	not applicable	3,910,600	(215,161)	not applicable	not applicable	not applicable	not applicable	1,419,033	898,270	2,286,080	9,051,842
Total Ending Fund Balance	7,326,389	3,416,139	12,811	-	7,339,200	3,416,139	-	-	(3,041,553)	8,367,733	2,280,670	1,747,794	6,576,317	13,531,666

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 2016

	Montgomery County			Prince George's County			Combined Department Total		
	FY 15 Adopted	FY 16 Proposed	% Change	FY 15 Adopted	FY 16 Proposed	% Change	FY 15 Adopted	FY 16 Proposed	% Change
DHRM									
Personnel Services	1,798,661	1,863,541	3.6%	2,316,968	2,480,378	7.1%	4,115,629	4,343,919	5.5%
Supplies and Materials	36,354	36,319	-0.1%	46,646	48,341	3.6%	83,000	84,660	2.0%
Other Services and Charges	348,451	294,879	-15.4%	447,099	392,484	-12.2%	795,550	687,363	-13.6%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,183,466	2,194,739	0.5%	2,810,713	2,921,203	3.9%	4,994,179	5,115,942	2.4%
Chargebacks	(153,393)	(159,529)	4.0%	(406,829)	(423,102)	4.0%	(560,222)	(582,631)	4.0%
Total	2,030,073	2,035,210	0.3%	2,403,884	2,498,101	3.9%	4,433,957	4,533,311	2.2%
Department of Finance									
Personnel Services	3,089,552	3,202,653	3.7%	4,169,302	4,263,935	2.3%	7,258,854	7,466,588	2.9%
Supplies and Materials	79,900	79,900	0.0%	104,300	104,300	0.0%	184,200	184,200	0.0%
Other Services and Charges	663,263	697,318	5.1%	866,491	912,186	5.3%	1,529,754	1,609,504	5.2%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,832,715	3,979,871	3.8%	5,140,093	5,280,421	2.7%	8,972,808	9,260,292	3.2%
Chargebacks	(757,200)	(791,800)	4.6%	(1,490,000)	(1,525,200)	2.4%	(2,247,200)	(2,317,000)	3.1%
Total	3,075,515	3,188,071	3.7%	3,650,093	3,755,221	2.9%	6,725,608	6,943,292	3.2%
Legal Department									
Personnel Services	1,837,794	1,780,896	-3.1%	1,438,408	1,529,319	6.3%	3,276,202	3,310,215	1.0%
Supplies and Materials	16,688	16,032	-3.9%	13,112	13,768	5.0%	29,800	29,800	0.0%
Other Services and Charges	232,603	230,457	-0.9%	182,759	197,901	8.3%	415,362	428,358	3.1%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,087,085	2,027,385	-2.9%	1,634,279	1,740,988	6.5%	3,721,364	3,768,373	1.3%
Chargebacks	(578,119)	(574,220)	-0.7%	(711,018)	(734,719)	3.3%	(1,289,137)	(1,308,939)	1.5%
Total	1,508,966	1,453,165	-3.7%	923,261	1,006,269	9.0%	2,432,227	2,459,434	1.1%
Merit System Board									
Personnel Services	62,410	48,961	-21.5%	62,410	48,961	-21.5%	124,820	97,922	-21.5%
Supplies and Materials	900	918	2.0%	900	918	2.0%	1,800	1,836	2.0%
Other Services and Charges	19,500	19,890	2.0%	19,500	19,890	2.0%	39,000	39,780	2.0%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	82,810	69,769	-15.7%	82,810	69,769	-15.7%	165,620	139,538	-15.7%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	82,810	69,769	-15.7%	82,810	69,769	-15.7%	165,620	139,538	-15.7%

# Montgomery County Overview - Fiscal and Budget Summary Schedules

-CONTINUED-  
CENTRAL ADMINISTRATIVE SERVICES  
BUDGET SUMMARY  
Expenditures by County, by Department and by Object  
PROPOSED BUDGET FISCAL YEAR 2016

	Montgomery County			Prince George's County			Combined Department Total		
	FY 15 Adopted	FY 16 Proposed	% Change	FY 15 Adopted	FY 16 Proposed	% Change	FY 15 Adopted	FY 16 Proposed	% Change
Office of Internal Audit									
Personnel Services	189,678	186,009	-1.9%	399,747	421,865	5.5%	589,425	607,874	3.1%
Supplies and Materials	5,500	5,500	0.0%	9,500	9,500	0.0%	15,000	15,000	0.0%
Other Services and Charges	4,100	5,630	37.3%	7,200	10,670	48.2%	11,300	16,300	44.2%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	199,278	197,139	-1.1%	416,447	442,035	6.1%	615,725	639,174	3.8%
Chargebacks	-	-	-	(70,000)	(95,000)	35.7%	(70,000)	(95,000)	35.7%
Total	199,278	197,139	-1.1%	346,447	347,035	0.2%	545,725	544,174	-0.3%
CAS Support Services									
Personnel Services	4,510	4,685	3.9%	5,490	5,795	5.6%	10,000	10,480	4.8%
Supplies and Materials	15,334	11,175	-27.1%	18,666	13,825	-25.9%	34,000	25,000	-26.5%
Other Services and Charges	517,113	607,997	17.6%	629,478	752,175	19.5%	1,146,591	1,360,172	18.6%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	536,957	623,857	16.2%	653,634	771,795	18.1%	1,190,591	1,395,652	17.2%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	536,957	623,857	16.2%	653,634	771,795	18.1%	1,190,591	1,395,652	17.2%
Total Central Administrative Services									
Personnel Services	6,982,605	7,086,745	1.5%	8,392,325	8,750,253	4.3%	15,374,930	15,836,998	3.0%
Supplies and Materials	154,676	149,844	-3.1%	193,124	190,852	-1.3%	347,800	340,496	-2.1%
Other Services and Charges	1,785,030	1,856,171	4.0%	2,152,527	2,285,306	6.2%	3,937,557	4,141,477	5.2%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	8,922,311	9,092,760	1.9%	10,737,976	11,226,211	4.5%	19,660,287	20,318,971	3.4%
Chargebacks	(1,488,712)	(1,525,549)	2.5%	(2,677,847)	(2,778,021)	3.7%	(4,166,559)	(4,303,570)	3.3%
Total	\$ 7,433,599	\$ 7,567,211	1.8%	\$ 8,060,129	\$ 8,448,190	4.8%	\$ 15,493,728	\$ 16,015,401	3.4%

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



# MONTGOMERY 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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 26,360,981	\$ 25,495,989	\$ 25,495,989	\$ 27,776,500	8.9%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	150,000	150,000	150,000	0.0%
County - Other	119,195	40,000	40,000	40,000	0.0%
County - Water Quality Protection	360,400	360,400	360,400	360,400	0.0%
Sales	-	7,000	7,000	2,000	-71.4%
Charges for Services	180,366	233,580	233,580	142,000	-39.2%
Rentals and Concessions	-	-	-	-	-
Interest	35,915	20,500	20,500	35,000	70.7%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>27,056,857</b>	<b>26,307,469</b>	<b>26,307,469</b>	<b>28,505,900</b>	<b>8.4%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	23,960,392	27,384,691	27,374,176	28,028,301	2.4%
Supplies and Materials	779,673	566,776	566,776	592,854	4.6%
Other Services and Charges	5,745,739	5,099,730	5,101,260	5,957,091	16.8%
Capital Outlay	157,293	-	-	-	-
Other Classifications	-	150,000	150,000	150,000	0.0%
Chargebacks	(4,892,343)	(4,341,212)	(4,341,212)	(4,378,049)	0.8%
<b>Total Expenditures</b>	<b>25,750,754</b>	<b>28,859,985</b>	<b>28,851,000</b>	<b>30,350,197</b>	<b>5.2%</b>
Excess of Revenues over (under) Expenditures	1,306,103	(2,552,516)	(2,543,531)	(1,844,297)	-27.7%
<b>Other Financing Sources (Uses):</b>					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out)-					
Park Fund	-	(1,100,000)	(1,100,000)	-	-100.0%
Special Revenue Fund	-	-	-	(500,000)	-
Total Transfers (Out)	-	(1,100,000)	(1,100,000)	(500,000)	-54.5%
Total Other Financing Sources (Uses)	-	(1,100,000)	(1,100,000)	(500,000)	-54.5%
<b>Total Uses</b>	<b>25,750,754</b>	<b>29,959,985</b>	<b>29,951,000</b>	<b>30,850,197</b>	<b>3.0%</b>
Excess of Sources over (under) Total Uses	1,306,103	(3,652,516)	(3,643,531)	(2,344,297)	-35.8%
Designated Expenditure Reserve @ 3%	-	865,800	-	910,500	5.2%
<b>Total Required Funds</b>	<b>\$ 25,750,754</b>	<b>\$ 30,825,785</b>	<b>\$ 29,951,000</b>	<b>\$ 31,760,697</b>	<b>3.0%</b>
Excess of Sources over (under) Total Funds Required	\$ 1,306,103	\$ (4,518,316)	\$ (3,643,531)	\$ (3,254,797)	-28.0%
Fund Balance - Beginning	5,679,108	6,442,567	6,985,211	3,341,680	-48.1%
Fund Balance - Ending	\$ 6,985,211	\$ 2,790,051	\$ 3,341,680	\$ 997,383	-64.3%
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	-	865,800	-	910,500	5.2%
Undesignated Fund Balance	6,985,211	1,924,251	3,341,680	86,883	-95.5%
<b>Total Ending Fund Balance</b>	<b>\$ 6,985,211</b>	<b>\$ 2,790,051</b>	<b>\$ 3,341,680</b>	<b>\$ 997,383</b>	<b>-64.3%</b>

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



# Montgomery County Overview – Fiscal and Budget Summary Schedules

## MONTGOMERY COUNTY PARK FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 77,558,047	\$ 83,957,376	\$ 83,957,376	\$ 87,942,200	4.7%
Intergovernmental -					
Federal	21,510	-	-	-	-
State	28,113	400,000	400,000	400,000	0.0%
County - Other	-	-	-	-	-
County - Water Quality Protection	2,037,862	2,468,155	2,468,155	2,739,782	11.0%
Local	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	1,725,744	1,709,150	1,709,150	1,800,168	5.3%
Rentals and Concessions	694,826	647,050	647,050	624,275	-3.5%
Interest	(36,872)	5,000	5,000	5,000	0.0%
Miscellaneous	167,261	122,000	122,000	126,300	3.5%
<b>Total Revenues</b>	<b>82,196,491</b>	<b>89,308,731</b>	<b>89,308,731</b>	<b>93,637,725</b>	<b>4.8%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	64,504,606	69,231,574	69,231,574	73,002,846	5.4%
Supplies and Materials	6,174,530	6,513,266	6,513,266	6,742,658	3.5%
Other Services and Charges	10,677,255	12,248,412	12,248,412	13,567,563	10.8%
Capital Outlay	1,215,274	721,500	721,500	570,464	-20.9%
Other Classifications	-	-	-	-	-
Chargebacks	(2,635,422)	(3,287,551)	(3,287,551)	(3,189,767)	-3.0%
<b>Total Expenditures</b>	<b>79,936,242</b>	<b>85,427,201</b>	<b>85,427,201</b>	<b>90,693,764</b>	<b>6.2%</b>
Excess of Revenues over (under) Expenditures	2,260,250	3,881,530	3,881,530	2,943,961	-24.2%
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Capital Projects Funds	6,370	42,200	42,200	10,000	-76.3%
Administration Fund	-	1,100,000	1,100,000	-	-100.0%
<b>Total Transfers In</b>	<b>6,370</b>	<b>1,142,200</b>	<b>1,142,200</b>	<b>10,000</b>	<b>-99.1%</b>
Transfers(Out)					
Capital Projects Funds	-	(350,000)	(350,000)	(350,000)	0.0%
Debt Service Fund	(4,231,641)	(5,142,738)	(5,142,738)	(5,059,085)	-1.6%
<b>Total Transfers (Out)</b>	<b>(4,231,641)</b>	<b>(5,492,738)</b>	<b>(5,492,738)</b>	<b>(5,409,085)</b>	<b>-1.5%</b>
<b>Total Other Financing Sources (Uses)</b>	<b>(4,225,271)</b>	<b>(4,350,538)</b>	<b>(4,350,538)</b>	<b>(5,399,085)</b>	<b>24.1%</b>
<b>Total Uses</b>	<b>84,167,883</b>	<b>90,919,939</b>	<b>90,919,939</b>	<b>96,102,849</b>	<b>5.7%</b>
Excess of Sources over (under) Total Uses	(1,965,021)	(469,008)	(469,008)	(2,455,124)	423.5%
Designated Expenditure Reserve @ 3%	-	2,562,800	2,562,800	2,720,800	6.2%
<b>Total Required Funds</b>	<b>84,167,883</b>	<b>93,482,739</b>	<b>93,482,739</b>	<b>98,823,649</b>	<b>5.7%</b>
Excess of Sources over (under) Total Funds Required	\$ (1,965,021)	\$ (3,031,808)	\$ (3,031,808)	\$ (5,175,924)	70.7%
Fund Balance - Beginning	7,307,909	5,005,346	5,342,888	4,873,880	-2.6%
Fund Balance - Ending	\$ 5,342,888	\$ 4,536,338	\$ 4,873,880	\$ 2,418,756	-46.7%
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	-	2,562,800	2,562,800	2,720,800	6.2%
Undesignated Fund Balance	5,342,888	1,973,538	2,311,080	(302,044)	-115.3%
<b>Total Ending Fund Balance</b>	<b>\$ 5,342,888</b>	<b>\$ 4,536,338</b>	<b>\$ 4,873,880</b>	<b>\$ 2,418,756</b>	<b>-46.7%</b>

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





# Montgomery County Overview – Fiscal and Budget Summary Schedules

## MONTGOMERY COUNTY PROPERTY MANAGEMENT SUBFUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	1,014,976	1,024,500	1,024,500	1,123,800	9.7%
Interest	3,110	1,820	1,820	3,000	64.8%
Miscellaneous	5,631	-	-	-	-
<b>Total Revenues</b>	<b>1,023,717</b>	<b>1,026,320</b>	<b>1,026,320</b>	<b>1,126,800</b>	<b>9.8%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	274,916	407,290	407,290	421,636	3.5%
Supplies and Materials	154,080	161,820	161,820	161,820	0.0%
Other Services and Charges	343,659	282,910	282,910	372,244	31.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	100,000	174,300	174,300	171,100	-1.8%
<b>Total Expenditures</b>	<b>872,655</b>	<b>1,026,320</b>	<b>1,026,320</b>	<b>1,126,800</b>	<b>9.8%</b>
Excess of Revenues over Expenditures	151,062	-	-	-	-
<b>Other Financing Sources (Uses):</b>					
Transfer to Special Revenue Fund	(150,000)	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>(150,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 1,062	\$ -	\$ -	\$ -	-
Fund Balance - Beginning	969,299	964,641	970,361	970,361	0.6%
<b>Fund Balance - Ending</b>	<b>\$ 970,361</b>	<b>\$ 964,641</b>	<b>\$ 970,361</b>	<b>\$ 970,361</b>	<b>0.6%</b>



# 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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 1,704,476	\$ 1,723,014	\$ 1,723,014	\$ 1,775,700	3.1%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>1,704,476</u>	<u>1,723,014</u>	<u>1,723,014</u>	<u>1,775,700</u>	<u>3.1%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,404,544	1,441,540	1,458,893	1,609,540	11.7%
Debt Service -	296,160	282,860	282,860	166,160	-41.3%
Debt Service Principal	235,000	230,000	230,000	120,000	-47.8%
Debt Service Interest	61,160	51,460	51,460	44,760	-13.0%
Debt Service Fees	-	1,400	1,400	1,400	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>1,700,704</u>	<u>1,724,400</u>	<u>1,741,753</u>	<u>1,775,700</u>	<u>3.0%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>3,772</u>	<u>(1,386)</u>	<u>(18,739)</u>	<u>-</u>	<u>-100.0%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>\$ 3,772</u>	<u>\$ (1,386)</u>	<u>\$ (18,739)</u>	<u>\$ -</u>	<u>-100.0%</u>
Fund Balance, Beginning	14,967	14,197	18,739	-	-100.0%
Fund Balance, Ending	<u>\$ 18,739</u>	<u>\$ 12,811</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-100.0%</u>



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### MONTGOMERY COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND Summary of Revenues, Expenditures, and Changes in Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	23,063	14,450	14,450	20,000	38.4%
Miscellaneous (Contributions)	1,404,544	1,441,540	1,458,893	1,609,540	11.7%
<b>Total Revenues</b>	<b>1,427,607</b>	<b>1,455,990</b>	<b>1,473,343</b>	<b>1,629,540</b>	<b>11.9%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	1,264,014	9,760,386	3,760,000	9,913,355	1.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,264,014</b>	<b>9,760,386</b>	<b>3,760,000</b>	<b>9,913,355</b>	<b>1.6%</b>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<b>163,593</b>	<b>(8,304,396)</b>	<b>(2,286,657)</b>	<b>(8,283,815)</b>	<b>-0.2%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>\$ 163,593</b>	<b>\$ (8,304,396)</b>	<b>\$ (2,286,657)</b>	<b>\$ (8,283,815)</b>	<b>-0.2%</b>
Total Net Position - Beginning	10,406,879	8,304,396	10,570,472	8,283,815	-0.2%
Total Net Position - Ending	\$ 10,570,472	\$ -	\$ 8,283,815	\$ -	-



# 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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	3,881,641	5,142,738	5,142,738	5,059,085	-2%
Debt Service Principal	2,545,000	3,165,000	3,165,000	2,745,000	-13%
Debt Service Interest	1,092,097	1,852,738	1,852,738	2,189,085	18%
Debt Service Fees	244,544	125,000	125,000	125,000	0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>3,881,641</u>	<u>5,142,738</u>	<u>5,142,738</u>	<u>5,059,085</u>	<u>-2%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>(3,881,641)</u>	<u>(5,142,738)</u>	<u>(5,142,738)</u>	<u>(5,059,085)</u>	<u>-2%</u>
<b>Other Financing Sources (Uses):</b>					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	3,881,641	5,142,738	5,142,738	5,059,085	-2%
<b>Total Transfers In</b>	<u>3,881,641</u>	<u>5,142,738</u>	<u>5,142,738</u>	<u>5,059,085</u>	<u>-2%</u>
Transfer to CIP	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>3,881,641</u>	<u>5,142,738</u>	<u>5,142,738</u>	<u>5,059,085</u>	<u>-2%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ -	\$ -	\$ -	\$ -	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



# Montgomery County Overview – Fiscal and Budget Summary Schedules

## MONTGOMERY COUNTY CAPITAL PROJECTS FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	6,091,489	8,500,000	8,500,000	4,260,000	-49.9%
State (Other)	1,543,385	100,000	100,000	800,000	700.0%
County	8,640,047	19,042,000	19,042,000	14,901,000	-21.7%
Interest	6,370	42,200	42,200	10,000	-76.3%
Contributions		1,450,000	1,450,000	700,000	-51.7%
Miscellaneous	699,512	-	-	-	-
Total Revenues	<u>16,980,803</u>	<u>29,134,200</u>	<u>29,134,200</u>	<u>20,671,000</u>	<u>-29.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	20,538,750	40,937,000	40,937,000	28,933,000	-29.3%
Park Acquisition	2,616,500	5,420,000	5,420,000	6,420,000	18.5%
Park Development	17,922,250	35,517,000	35,517,000	22,513,000	-36.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>20,538,750</u>	<u>40,937,000</u>	<u>40,937,000</u>	<u>28,933,000</u>	<u>-29.3%</u>
Excess of Revenues over Expenditures	<u>(3,557,947)</u>	<u>(11,802,800)</u>	<u>(11,802,800)</u>	<u>(8,262,000)</u>	<u>-30.0%</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	14,623,603	10,695,000	10,695,000	7,122,000	-33.4%
Transfers In					
Transfer from Park Fund (Pay-Go)	350,000	350,000	350,000	350,000	0.0%
Transfer from Enterprise Fund		800,000	800,000	800,000	0.0%
Transfer from Debt Service Fund					-
Total Transfers In	350,000	1,150,000	1,150,000	1,150,000	0.0%
Transfers Out					
Transfer to Park Fund	(6,370)	(42,200)	(42,200)	(10,000)	-76.3%
Total Transfers Out	<u>(6,370)</u>	<u>(42,200)</u>	<u>(42,200)</u>	<u>(10,000)</u>	<u>-76.3%</u>
Total Other Financing Sources (Uses)	<u>14,967,233</u>	<u>11,802,800</u>	<u>11,802,800</u>	<u>8,262,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>11,409,286</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	(3,041,553)	(3,041,553)	8,367,733	8,367,733	-375.1%
Fund Balance, Ending	<u>\$ 8,367,733</u>	<u>\$ (3,041,553)</u>	<u>\$ 8,367,733</u>	<u>\$ 8,367,733</u>	<u>-375.1%</u>





# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### MONTGOMERY COUNTY SPECIAL REVENUE FUNDS

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

#### PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ 960,907	\$ 921,800	\$ 921,800	\$ 866,500	-6.0%
Sales	16,282	20,600	5,000	8,000	-61.2%
Charges for Services	2,113,866	2,042,600	2,056,600	2,116,000	3.6%
Rentals and Concessions	70,436	71,500	75,000	49,000	-31.5%
Interest	16,958	8,300	7,300	6,300	-24.1%
Miscellaneous	172,828	500,000	530,000	532,498	6.5%
<b>Total Revenues</b>	<b>3,351,277</b>	<b>3,564,800</b>	<b>3,595,700</b>	<b>3,578,298</b>	<b>0.4%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	308,726	475,700	471,200	382,500	-19.6%
Supplies and Materials	75,250	277,000	288,317	255,850	-7.6%
Other Services and Charges	1,013,108	1,747,095	1,491,314	1,834,944	5.0%
Capital Outlay	15,247	75,000	79,000	46,000	-38.7%
Other Classifications	-	-	-	-	-
Chargebacks	3,117,400	3,169,454	3,133,854	3,137,533	-1.0%
<b>Total Expenditures</b>	<b>4,529,732</b>	<b>5,744,249</b>	<b>5,463,685</b>	<b>5,656,827</b>	<b>-1.5%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(1,178,455)</b>	<b>(2,179,449)</b>	<b>(1,867,985)</b>	<b>(2,078,529)</b>	<b>-4.6%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	500,000	-
Property Management Fund	150,000	-	-	-	-
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(1,028,455)</b>	<b>(2,179,449)</b>	<b>(1,867,985)</b>	<b>(1,578,529)</b>	<b>-27.6%</b>
<b>Fund Balance - Beginning</b>	<b>6,222,763</b>	<b>4,460,119</b>	<b>5,194,308</b>	<b>3,326,323</b>	<b>-25.4%</b>
<b>Fund Balance - Ending</b>	<b>\$ 5,194,308</b>	<b>\$ 2,280,670</b>	<b>\$ 3,326,323</b>	<b>\$ 1,747,794</b>	<b>-23.4%</b>



# 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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ 66,687	\$ -	\$ -	-	-
Sales	618,549	627,350	584,000	584,300	-6.9%
Charges for Services	5,533,241	5,389,299	5,897,450	6,257,493	16.1%
Rentals and Concessions	3,152,468	3,036,245	3,122,610	3,454,248	13.8%
Miscellaneous	707,779	666,611	-	-	-100.0%
Total Operating Revenues	<u>10,078,725</u>	<u>9,719,505</u>	<u>9,604,060</u>	<u>10,296,041</u>	<u>5.9%</u>
<b>Operating Expenses:</b>					
Personnel Services	4,275,767	4,870,465	4,955,909	5,052,579	3.7%
Goods for Resale	378,016	331,500	308,100	327,300	-1.3%
Supplies and Materials	577,405	496,172	524,860	498,000	0.4%
Other Services and Charges	2,467,825	2,484,680	2,568,452	2,393,383	-3.7%
Depreciation & Amortization Expense	1,494,954	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	212,000	345,200	169,000	-20.3%
Other Classifications	-	-	-	-	-
Chargebacks	310,800	245,100	192,100	191,000	-22.1%
Indirect Charges (Admin Chargeback)	0	-	-	-	-
Total Operating Expenses	<u>9,504,767</u>	<u>8,639,917</u>	<u>8,894,621</u>	<u>8,631,262</u>	<u>-0.1%</u>
Operating Income (Loss)	<u>573,957</u>	<u>1,079,588</u>	<u>709,439</u>	<u>1,664,779</u>	<u>54.2%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	18,197	8,000	7,800	20,000	150.0%
Interest Expense, Net of Amortization	(3,825)	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenues (Expenses)	<u>14,372</u>	<u>8,000</u>	<u>7,800</u>	<u>20,000</u>	<u>150.0%</u>
Income (Loss) Before Operating Transfers	<u>588,329</u>	<u>1,087,588</u>	<u>717,239</u>	<u>1,684,779</u>	<u>54.9%</u>
<b>Operating Transfers In (Out):</b>					
Transfer in - Park Fund	-	-	-	-	-
Transfer in - Group Insurance	-	-	-	-	-
Transfer - Other	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfer Out - Capital Projects Funds	-	(785,000)	(972,000)	(800,000)	1.9%
Net Operating Transfer	-	<u>(785,000)</u>	<u>(972,000)</u>	<u>(800,000)</u>	<u>1.9%</u>
Change in Net Position	588,329	302,588	(254,761)	884,779	192.4%
Total Net Position - Beginning	<u>23,616,197</u>	<u>23,752,939</u>	<u>24,204,526</u>	<u>23,949,765</u>	<u>0.8%</u>
Total Net Position - Ending	<u>\$ 24,204,526</u>	<u>\$ 24,055,527</u>	<u>\$ 23,949,765</u>	<u>\$ 24,834,544</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 2016

	FY 14 Actual	FY15 Adopted	FY15 Estimate	FY16 Proposed	% Change
<b>Operating Revenues:</b>					
Charges for Services:	\$	\$	\$	\$	
Parks	2,396,300	3,344,000	3,344,000	2,681,100	-19.8%
Planning	49,300	38,600	38,600	46,400	20.2%
CAS	5,000	4,700	4,700	4,700	0.0%
Enterprise	103,500	113,900	113,900	38,000	-66.6%
Miscellaneous (Claim Recoveries, etc.)	257,189	-	-	-	-
<b>Total Operating Revenues</b>	<b>2,811,289</b>	<b>3,501,200</b>	<b>3,501,200</b>	<b>2,770,200</b>	<b>-20.9%</b>
<b>Operating Expenses:</b>					
Personnel Services	338,813	416,986	416,986	455,097	9.1%
Supplies and Materials	14,481	20,578	20,578	22,500	9.3%
<b>Other Services and Charges:</b>					
Insurance Claims:					
Parks	27,261	2,468,546	2,468,546	1,966,796	-20.3%
Planning	14,345	108,889	108,889	41,173	-62.2%
CAS	21,378	6,323	6,323	4,904	-22.4%
Enterprise	(16,102)	(21,487)	(21,487)	30,445	-241.7%
Misc., Professional services, etc.	198,738	530,217	530,217	557,851	5.2%
Depreciation & Amortization Expense	7,148	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	17,378	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	203,199	249,669	249,669	256,279	2.6%
<b>Total Operating Expenses</b>	<b>826,638</b>	<b>3,779,721</b>	<b>3,779,721</b>	<b>3,335,045</b>	<b>-11.8%</b>
<b>Operating Income (Loss)</b>	<b>1,984,651</b>	<b>(278,521)</b>	<b>(278,521)</b>	<b>(564,845)</b>	<b>102.8%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	27,862	17,800	17,800	30,000	68.5%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>27,862</b>	<b>17,800</b>	<b>17,800</b>	<b>30,000</b>	<b>68.5%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>2,012,513</b>	<b>(260,721)</b>	<b>(260,721)</b>	<b>(534,845)</b>	<b>105.1%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	795,777	-	-	-	-
Transfer (Out)	(795,777)	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>2,012,513</b>	<b>(260,721)</b>	<b>(260,721)</b>	<b>(534,845)</b>	<b>105.1%</b>
<b>Total Net Position - Beginning</b>	<b>3,530,050</b>	<b>3,111,508</b>	<b>5,542,563</b>	<b>5,281,842</b>	<b>69.8%</b>
<b>Total Net Position - Ending</b>	<b>\$ 5,542,563</b>	<b>\$ 2,850,787</b>	<b>\$ 5,281,842</b>	<b>\$ 4,746,997</b>	<b>66.5%</b>
<b>Designated Position</b>	<b>2,618,271</b>	<b>2,721,399</b>	<b>2,721,399</b>	<b>3,172,164</b>	<b>16.6%</b>
<b>Unrestricted Position</b>	<b>2,924,292</b>	<b>129,388</b>	<b>2,560,443</b>	<b>1,574,832</b>	<b>1117.1%</b>
<b>Total Net Position, June 30</b>	<b>\$ 5,542,563</b>	<b>\$ 2,850,787</b>	<b>\$ 5,281,842</b>	<b>\$ 4,746,997</b>	<b>66.5%</b>

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

	FY 14 Actual	FY15 Adopted	FY15 Estimate	FY16 Proposed	% Change
Parks	\$ 379,013	\$ 435,865	\$ 435,865	\$ 446,127	2.4%
Planning	8,691	9,995	9,995	11,414	14.2%
CAS	1,076	1,237	1,237	1,284	3.8%
Enterprise	9,887	11,370	11,370	16,740	47.2%
<b>Total</b>	<b>\$ 398,667</b>	<b>\$ 458,467</b>	<b>\$ 458,467</b>	<b>\$ 475,565</b>	<b>3.7%</b>

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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Operating Revenues:</b>					
Charges for Services (to Other Funds)	\$ 1,352,450	\$ 1,962,130	\$ 1,859,284	\$ 2,411,783	22.9%
Miscellaneous (Sale of Equipment, etc.)	117,774	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,470,224</b>	<b>1,962,130</b>	<b>1,859,284</b>	<b>2,411,783</b>	<b>22.9%</b>
<b>Operating Expenses:</b>					
Personnel Services	75,082	131,917	131,917	213,521	61.9%
Supplies and Materials	9,617	3,504	3,504	5,153	47.1%
Other Services and Charges:	121,204	259,132	259,132	244,409	-5.7%
<b>Debt Service:</b>					
Debt Service Principal	-	761,100	419,200	849,000	11.5%
Debt Service Interest	-	173,100	120,000	219,300	26.7%
Depreciation & Amortization Expense	1,533,343	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	47,527	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	28,000	29,000	29,000	31,500	8.6%
<b>Total Operating Expenses</b>	<b>1,814,772</b>	<b>1,357,753</b>	<b>962,753</b>	<b>1,562,883</b>	<b>15.1%</b>
<b>Operating Income (Loss)</b>	<b>(344,548)</b>	<b>604,377</b>	<b>896,531</b>	<b>848,900</b>	<b>40.5%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	3,164	6,000	3,000	3,000	-50.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>3,164</b>	<b>6,000</b>	<b>3,000</b>	<b>3,000</b>	<b>-50.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>(341,385)</b>	<b>610,377</b>	<b>899,531</b>	<b>851,900</b>	<b>39.6%</b>
<b>Operating Transfers In (Out):</b>					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>(341,385)</b>	<b>610,377</b>	<b>899,531</b>	<b>851,900</b>	<b>39.6%</b>
<b>Total Net Position - Beginning</b>	<b>11,261,902</b>	<b>11,722,888</b>	<b>10,920,517</b>	<b>11,820,048</b>	<b>0.8%</b>
<b>Total Net Position - Ending</b>	<b>\$ 10,920,517</b>	<b>\$ 12,333,265</b>	<b>\$ 11,820,048</b>	<b>\$ 12,671,948</b>	<b>2.7%</b>

**Note: Future Financing Plans**

Capital equipment financed for Parks and Planning	\$ 1,970,000	\$ 1,970,000	\$ 2,470,000
Capital equipment financed for IT Initiatives	-	-	-
Capital equipment financed for Finance Dept.	100,000	100,000	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

### COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Operating Revenues:</b>					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	187,523	190,992	190,992	212,449	11.2%
Retirement System	84,743	86,317	86,317	96,015	11.2%
CAS Departments	782,065	796,491	796,491	885,976	11.2%
Miscellaneous (Claim Recoveries, etc.)	242	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,054,573</b>	<b>1,073,800</b>	<b>1,073,800</b>	<b>1,194,440</b>	<b>11.2%</b>
<b>Operating Expenses:</b>					
Personnel Services	192,839	244,316	244,316	247,351	1.2%
Supplies and Materials	17,704	19,800	19,800	21,089	6.5%
Other Services and Charges:	472,969	538,267	538,267	594,000	10.4%
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	133,136	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	389,308	389,308	332,000	-14.7%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>816,648</b>	<b>1,191,691</b>	<b>1,191,691</b>	<b>1,194,440</b>	<b>0.2%</b>
<b>Operating Income (Loss)</b>	<b>237,925</b>	<b>(117,891)</b>	<b>(117,891)</b>	<b>-</b>	<b>-100.0%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	6,567	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>6,567</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>244,493</b>	<b>(117,891)</b>	<b>(117,891)</b>	<b>-</b>	<b>-100.0%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>244,493</b>	<b>(117,891)</b>	<b>(117,891)</b>	<b>-</b>	<b>-100.0%</b>
<b>Total Net Position - Beginning</b>	<b>2,965,479</b>	<b>2,748,240</b>	<b>3,209,972</b>	<b>3,092,081</b>	<b>12.5%</b>
<b>Total Net Position - Ending</b>	<b>\$ 3,209,972</b>	<b>\$ 2,630,349</b>	<b>\$ 3,092,081</b>	<b>\$ 3,092,081</b>	<b>17.6%</b>

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



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	449,577	450,000	450,000	700,000	55.6%
EGWP Subsidy	-	-	-	1,805,000	
<b>Charges for Services:</b>					
ISF Revenue, Other	-	22,360	22,360	18,600	-16.8%
ISF Revenue, Employee Share	8,564,011	9,396,329	9,396,329	9,884,689	5.2%
ISF Revenue, Employer Share	34,460,787	41,649,904	41,649,904	44,722,998	7.4%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>43,474,375</b>	<b>51,518,593</b>	<b>51,518,593</b>	<b>57,131,287</b>	<b>10.9%</b>
<b>Operating Expenses:</b>					
Personnel Services	565,216	701,346	701,346	726,962	3.7%
Supplies and Materials	1,583	20,000	20,000	35,000	75.0%
<b>Other Services and Charges:</b>					
Professional Services	252,316	395,000	395,000	395,000	0.0%
Insurance Claims and Fees	31,740,851	42,413,811	42,413,811	48,031,482	13.2%
Insurance Premiums	7,111,649	7,814,040	7,814,040	7,866,031	0.7%
Change in IBNR	77,968	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	231,481	267,600	267,600	283,800	6.1%
<b>Total Operating Expenses</b>	<b>39,981,064</b>	<b>51,611,797</b>	<b>51,611,797</b>	<b>57,338,275</b>	<b>11.1%</b>
<b>Operating Income (Loss)</b>	<b>3,493,311</b>	<b>(93,204)</b>	<b>(93,204)</b>	<b>(206,988)</b>	<b>122.1%</b>
<b>Non-operating Revenue (Expenses):</b>					
Interest Income	25,512	15,000	15,000	15,000	0.0%
<b>Total Non-operating Revenue (Expenses)</b>	<b>25,512</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>3,518,823</b>	<b>(78,204)</b>	<b>(78,204)</b>	<b>(191,988)</b>	<b>145.5%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	(700,000)	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(700,000)</b>	<b>-</b>
<b>Change in Net Position</b>	<b>3,518,823</b>	<b>(78,204)</b>	<b>(78,204)</b>	<b>(891,988)</b>	<b>1040.6%</b>
<b>Total Net Position, Beginning</b>	<b>7,467,241</b>	<b>7,467,241</b>	<b>10,986,064</b>	<b>10,907,860</b>	<b>46.1%</b>
<b>Total Net Position, Ending</b>	<b>10,986,064</b>	<b>7,389,037</b>	<b>10,907,860</b>	<b>10,015,872</b>	<b>35.6%</b>
Designated Position	3,449,191	3,870,885	3,870,885	4,300,371	11.1%
Unrestricted Position	7,536,873	3,518,152	7,036,975	5,715,501	62.5%
<b>Total Net Position, June 30</b>	<b>\$ 10,986,064</b>	<b>\$ 7,389,037</b>	<b>\$ 10,907,860</b>	<b>\$ 10,015,872</b>	<b>35.6%</b>

Policy requires a reserve equal to 7.5% of Total Operating Expense





# Montgomery County Overview – Fiscal and Budget Summary Schedules

## MONTGOMERY COUNTY TAX RATES AND ASSESSABLE BASE

		FY 14 Actual	FY 15 Adopted	FY 16 Proposed	Rate Change
<b>Tax Rates:</b> (Cents per \$100 of assessed value)					
Administration					
	Real	1.8	1.7	1.8	0.1
	Personal *	4.5	4.3	4.5	0.2
Park					
	Real	5.3	5.7	5.7	-
	Personal *	13.3	14.3	14.3	-
Adv. Land Acquisition					
	Real	0.1	0.1	0.1	-
	Personal *	0.3	0.3	0.3	-
Total Tax Rates (Cents)					
	Real	<u>7.2</u>	<u>7.5</u>	<u>7.6</u>	<u>0.1</u>
	Personal	<u>18.0</u>	<u>18.8</u>	<u>19.0</u>	<u>0.2</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 only to the 10th of a cent. Therefore, the personal property rate is shown as 0.3 cent. For the FY15 Administration Fund and the FY15 and FY16 Park Fund Personal Rate, the calculated rates are 4.25 and 14.25, respectively.

<b>Assessable Base):</b> (in billions \$)		FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
Administration Fund*					
	Real	138.897	144.062	147.990	2.7%
	Personal	3.003	2.835	2.913	2.8%
Park Fund*					
	Real	138.897	144.062	147.990	2.7%
	Personal	3.003	2.835	2.913	2.8%
Adv. Land Acquisition (Entire County)					
	Real	159.892	165.668	170.359	2.8%
	Personal	3.709	3.469	3.590	3.5%

\* 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 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION FUND</b>						
Full-Time Career	205.20	204.50	206.20	205.50	208.70	207.50
Unfunded Career (Planning Dept)	6.00	-	5.00	-	4.00	-
Part-Time Career	7.40	4.40	7.40	4.40	8.40	4.90
<b>Career Total</b>	<b>218.60</b>	<b>208.90</b>	<b>218.60</b>	<b>209.90</b>	<b>221.10</b>	<b>212.40</b>
Term Contract	2.00	1.75	3.00	2.25	1.50	1.25
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(25.87)	-	(23.55)	-	(23.55)
Less Lapse	-	(10.25)	-	(9.00)	-	(7.86)
<b>TOTAL ADMINISTRATION FUND</b>	<b>220.60</b>	<b>174.53</b>	<b>221.60</b>	<b>179.60</b>	<b>222.60</b>	<b>182.24</b>
<b>PARK FUND</b>						
Full-Time Career	664.00	664.00	682.00	682.00	702.00	702.00
Part-Time Career	11.00	7.50	11.00	7.50	11.00	7.20
<b>Career Total</b>	<b>675.00</b>	<b>671.50</b>	<b>693.00</b>	<b>689.50</b>	<b>713.00</b>	<b>709.20</b>
Term Contract	7.00	6.80	11.00	10.80	10.00	9.80
Seasonal/Intermittent	-	45.40	-	43.90	-	61.00
Chargebacks	-	(38.90)	-	(36.70)	-	(36.50)
Less Lapse	-	(49.70)	-	(50.40)	-	(52.50)
<b>TOTAL PARK FUND</b>	<b>682.00</b>	<b>635.10</b>	<b>704.00</b>	<b>657.10</b>	<b>723.00</b>	<b>691.00</b>
<b>TOTAL TAX SUPPORTED (Admin. and Park)</b>						
Full-Time Career	869.20	868.50	888.20	887.50	910.70	909.50
Unfunded Career (Planning Dept)	6.00	-	5.00	-	4.00	-
Part-Time Career	18.40	11.90	18.40	11.90	19.40	12.10
<b>Career Total</b>	<b>893.60</b>	<b>880.40</b>	<b>911.60</b>	<b>899.40</b>	<b>934.10</b>	<b>921.60</b>
Term Contract	9.00	8.55	14.00	13.05	11.50	11.05
Seasonal/Intermittent	-	45.40	-	43.90	-	61.00
Chargebacks	-	(64.77)	-	(60.25)	-	(60.05)
Less Lapse	-	(59.95)	-	(59.40)	-	(60.36)
<b>TOTAL TAX SUPPORTED (Admin. and Park)</b>	<b>902.60</b>	<b>809.63</b>	<b>925.60</b>	<b>836.70</b>	<b>945.60</b>	<b>873.24</b>
<b>ENTERPRISE FUND</b>						
Full-Time Career	32.00	32.00	34.00	34.00	34.00	34.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>32.00</b>	<b>32.00</b>	<b>34.00</b>	<b>34.00</b>	<b>34.00</b>	<b>34.00</b>
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	80.10	-	74.40	-	74.10
Chargebacks	-	2.90	-	0.90	-	0.90
Less Lapse	-	-	-	-	-	-
<b>TOTAL ENTERPRISE FUND</b>	<b>33.00</b>	<b>116.00</b>	<b>35.00</b>	<b>110.30</b>	<b>35.00</b>	<b>110.00</b>
<b>PROPERTY MANAGEMENT FUND</b>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	2.00	-	3.00	-	3.00
Less Lapse	-	-	-	-	-	-
<b>TOTAL PROPERTY MANAGEMENT FUND</b>	<b>4.00</b>	<b>6.00</b>	<b>4.00</b>	<b>7.00</b>	<b>4.00</b>	<b>7.00</b>
<b>SPECIAL REVENUE FUND</b>						
Seasonal/Intermittent	-	27.17	-	24.85	-	24.85
<b>INTERNAL SERVICE FUNDS</b>						
Full-Time Career	3.50	3.65	4.00	4.15	4.50	4.65
Part-Time Career	-	-	-	-	0.25	0.25
<b>Career Total</b>	<b>3.50</b>	<b>3.65</b>	<b>4.00</b>	<b>4.15</b>	<b>4.75</b>	<b>4.90</b>
<b>TOTAL TAX &amp; NON-TAX SUPPORTED FUNDS</b>						
Full-Time Career	908.70	908.15	930.20	929.65	953.20	952.15
Unfunded Career (Planning Dept)	6.00	-	5.00	-	4.00	-
Part-Time Career	18.40	11.90	18.40	11.90	19.65	12.35
<b>Career Total</b>	<b>933.10</b>	<b>920.05</b>	<b>953.60</b>	<b>941.55</b>	<b>976.85</b>	<b>964.50</b>
Term Contract	10.00	9.55	15.00	14.05	12.50	12.05
Seasonal/Intermittent	-	152.67	-	143.15	-	159.95
Chargebacks	-	(59.87)	-	(56.35)	-	(56.15)
Less Lapse	-	(59.95)	-	(59.40)	-	(60.36)
<b>GRAND TOTAL</b>	<b>943.10</b>	<b>962.45</b>	<b>968.60</b>	<b>983.00</b>	<b>989.35</b>	<b>1,019.99</b>



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

**COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)**

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# Montgomery County Commissioners' Office

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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, Board of Appeals, and Historic Preservation Commission to discuss matters that are pertinent to their respective areas.

## 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 FY16 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 FY16, the Chair's Office will continue to carry out the following responsibilities:





# Montgomery County Commissioners' Office

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- 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 correspondence directed to the Chair and Planning Board members for hearings.
- Manage the correspondence tracking (c-track) 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 just over 1,900 homeowner associations, 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 the following:

- 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 2014, the Commissioners' Office staff successfully achieved the following:

- Staffed 31 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.
- Processed just over 1,500 emails, letters, and other documents for the Chair and Planning Board related to Board hearings and for general parks and planning issues.
- Prepared just over 200 Home Owner Association (HOA) Lists for the general public, agencies, and internal staff.
- Worked with Planning Department staff to provide online accessibility to HOA Lists.
- 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.



**FY16 BUDGET AT A GLANCE**

**Summary of Commissioners' Office Budget**

		<b><u>FY15 Adopted</u></b>	<b><u>FY16 Proposed</u></b>	<b><u>% Change</u></b>
<b>Budget</b>				
	Expenditures	\$1,239,277	\$1,257,274	1.5%
<b>Staffing</b>				
	Funded Career Position	11.00	12.00	9.1%
	Funded Workyears	9.50	9.50	0.0%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

The Montgomery County Commissioners' Office proposes an FY16 Operating Budget of \$1,257,274, an increase of 1.5% percent from the FY15 adopted budget. This cost increase is \$17,997, which is for major known commitments in personnel costs for FY16, a one-time base salary adjustment, and minimal costs associated with the conversion of a part-time term contract position to a part-time career position. The proposed Planning Board and staff complement for FY16 would remain the same as for FY15: (7) full-time and five (5) part-time positions for a total of 12 positions and 9.50 workyears.

The proposed FY16 operating budget includes the following major categories:

- \$1,220,674 in Personnel Services, an increase of \$17,997 from the FY15 adopted budget for major known commitments, a one-time base salary adjustment, and conversion of a part-time term contract position to a part-time career position.
- \$24,600 in Supplies and Materials, which represents no requested increase over the FY15 adopted budget in this major category.
- \$12,000 for Other Services and Charges, which represents no requested increase over the FY15 adopted budget in this major category.



# Montgomery County Commissioners' Office

## Detail Summary of FY16 Proposed Budget

**MONTGOMERY COUNTY PLANNING DEPARTMENT  
Expenditures by Division by Type  
PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
Commissioners' Office				
Personnel Services	1,053,005	1,202,677	1,220,674	1.5%
Supplies and Materials	15,727	24,600	24,600	0.0%
Other Services and Charges	24,187	12,000	12,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>1,092,919</b>	<b>1,239,277</b>	<b>1,257,274</b>	<b>1.5%</b>

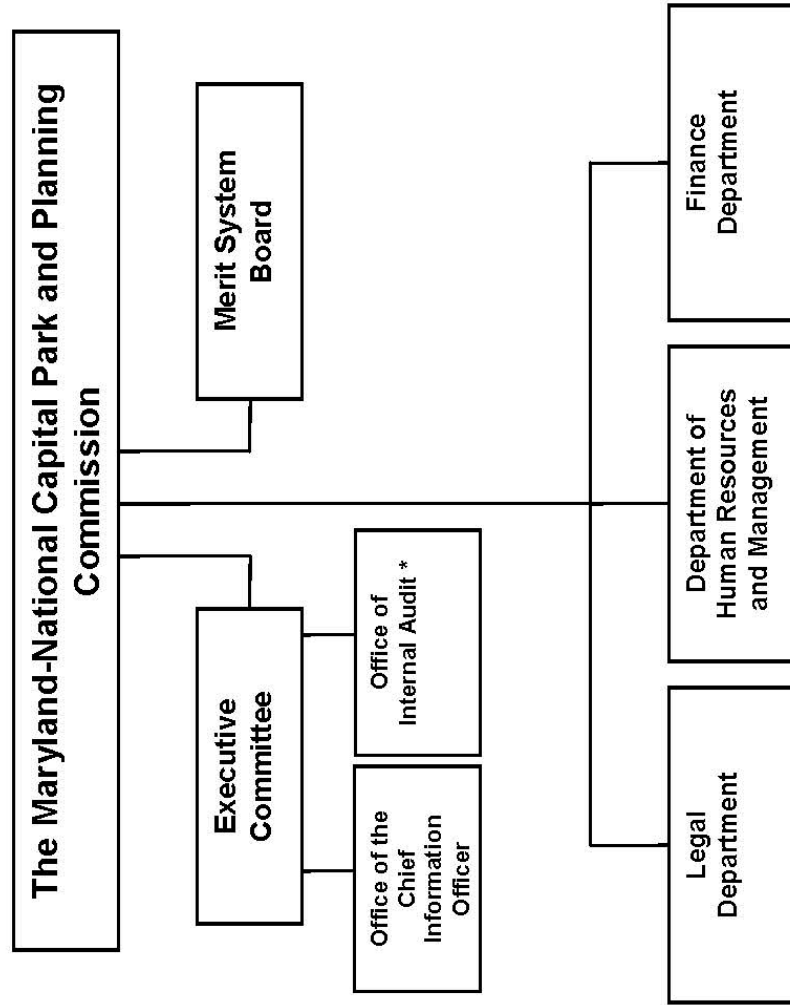
	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>COMMISSIONERS' OFFICE</u></b>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	4.00	2.00	4.00	2.00	5.00	2.50
<b>Career Total</b>	<b>11.00</b>	<b>9.00</b>	<b>11.00</b>	<b>9.00</b>	<b>12.00</b>	<b>9.50</b>
Term Contract	-	-	1.00	0.50	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Commissioner's Office</b>	<b>11.00</b>	<b>9.00</b>	<b>12.00</b>	<b>9.50</b>	<b>12.00</b>	<b>9.50</b>



# Central Administrative Services (CAS)

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

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## EXECUTIVE OVERVIEW

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

- Department of Human Resources and Management
- Finance Department
- Legal Department
- Office of 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, in conjunction 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 for 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 FY16 Proposed Budget Document (under the Capital Equipment Fund).

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

## 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 the Employees' Retirement System (ERS).





# Central Administrative Services

## Overview

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### **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 agency'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.

### **Office of Internal Audit**

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

### **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 to Merit System Rules and Regulations (personnel policies). Recommendations are submitted to the Commission for adoption. With the support of the agency's human resources 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 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	FY14 Budget	FY15 Adopted	FY16 Proposed	% Change
<b>MONTGOMERY</b>						
	Risk Management	DHRM	\$17,941	\$19,200	\$19,970	4.0%
	Risk Management	Finance	27,900	43,600	47,300	8.5%
	Risk Management	Legal	178,560	186,880	189,009	1.1%
	Data Center - Park Fund	Finance	255,700	255,700	255,700	0.0%
	Enterprise Funds	Finance	181,500	181,600	197,000	8.5%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	97,800	130,800	141,900	8.5%
	CE Fund/EOB Fund	Finance	28,000	29,000	31,500	8.6%
	Trust/Agency and Special Revenue Funds	Finance	21,000	24,200	26,100	7.9%
	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	32,100	32,100	32,100	0.0%
	Admin Fund - Dev. Rev.	Legal	122,500	133,550	133,433	-0.1%
	Admin Fund - Planning	Legal	84,690	85,000	85,000	0.0%
	Park Fund	Legal	137,800	140,589	134,678	-4.2%
	Park Police Support	DHRM	50,395	56,100	58,345	4.0%
	Labor Relations - Park	DHRM	52,915	58,896	61,255	4.0%
	Group Insurance	DHRM	17,941	19,200	19,970	4.0%
	<b>Subtotal Montgomery</b>		<b><u>\$1,399,041</u></b>	<b><u>\$1,488,715</u></b>	<b><u>\$1,525,560</u></b>	<b><u>2.5%</u></b>
<b>PRINCE GEORGE'S</b>						
	Risk Management	DHRM	\$17,941	\$19,200	\$19,970	4.0%
	Risk Management	Finance	48,900	58,100	63,000	8.4%
	Risk Management	Legal	185,750	194,510	199,644	2.6%
	Data Center - Park Fund	Finance	526,100	526,100	526,100	0.0%
	Enterprise Funds	Finance	223,314	226,700	245,880	8.5%
	Sportsplex	Finance	62,986	64,000	69,420	8.5%
	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	97,800	130,800	141,900	8.5%
	CE Fund/EOB Fund	Finance	15,400	18,200	19,700	8.2%
	Trust/Agency and Special Revenue Funds	Finance	111,700	130,800	141,900	8.5%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Park Fund (5713)	Finance	124,000	143,000	125,000	-12.6%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Park Fund	Internal Audit	60,000	70,000	95,000	35.7%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Park Fund - Atty support	Legal	80,000	80,000	80,000	0.0%
	Admin Fund - Planning	Legal	230,085	229,200	234,134	2.2%
	Park Fund	Legal	164,400	175,208	188,841	7.8%
	Adm Fund/PL HRIS/CC	DHRM	20,158	21,570	22,430	4.0%
	Park Fund HRIS/CC	DHRM	50,395	53,920	56,080	4.0%
	Recreation Fund HRIS/CC	DHRM	50,395	53,920	56,080	4.0%
	PG Planning Recruit.	DHRM	15,119	16,180	16,824	4.0%
	Rec Fund Recruit.	DHRM	59,466	53,920	56,080	4.0%
	Park Fund Recruit	DHRM	41,324	53,920	56,080	4.0%
	Park Police Support	DHRM	50,395	56,100	58,345	4.0%
	Labor Relations - Park	DHRM	52,915	58,896	61,255	4.0%
	Group Insurance	DHRM	17,941	19,200	19,970	4.0%
	<b>Subtotal Prince George's</b>		<b><u>\$2,530,882</u></b>	<b><u>\$2,677,844</u></b>	<b><u>\$2,778,033</u></b>	<b><u>3.7%</u></b>
<b>COMBINED TOTAL</b>			<b><u>\$3,929,923</u></b>	<b><u>\$4,166,559</u></b>	<b><u>\$4,303,593</u></b>	<b><u>3.3%</u></b>
<b>SUMMARY OF CHARGEBACKS BY SUPPLIER DEPARTMENT</b>						
	DHRM		515,238	560,222	582,654	4.0%
	Finance		2,106,700	2,247,200	2,317,000	3.1%
	Legal		1,247,985	1,289,137	1,308,939	1.5%
	Internal Audit		60,000	70,000	95,000	35.7%
<b>TOTAL</b>			<b><u>\$3,929,923</u></b>	<b><u>\$4,166,559</u></b>	<b><u>\$4,303,593</u></b>	<b><u>3.3%</u></b>



# Central Administrative Services Overview

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## HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The bi-county proposed FY16 operating budget for Central Administrative Services before chargebacks is \$20,318,971, which is a 3.4% increase over FY15. The budget sustains, at a minimum, the same service level as FY15, and incorporates the compensation and benefit assumptions utilized for all operating departments.

The level of services, and therefore, funding allocation by county, is tailored to the agency and the individual department needs. Certain functions are allocated based on labor distribution or a cost driver, such as number of employees paid. Some functions, such as the Merit System Board, are funded evenly by both counties.

### Annual Review of Cost Allocation and Chargebacks

Each year, cost drivers and labor distribution are analyzed to better reflect county service levels. The FY16 proposed budget is based on the analysis performed in the Fall of 2014.

The FY16 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 proposed budget for each Department/Unit is provided in the individual sections that follow the CAS summary.

### Investing in an Essential Needs Budget

In FY16, the proposed budget looks to address essential needs, including those that have been postponed in prior years because of funding issues. The proposed budget focuses on such core needs as:

- Providing additional support to operate and maintain the new Enterprise Resource Planning (ERP) system.
- Responding to a 75% increase in recruitment activity.
- Responding to significant need to update agency policies.
- Professional development for staff.

The CAS budget proposal continues to freeze 4 workyears (or 3%) 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 FY16, CAS departments will conclude a major overhaul of all corporate financial and human resource systems through the ERP. Additional staffing resources are requested in the Finance and Human Resources departments to support ERP.

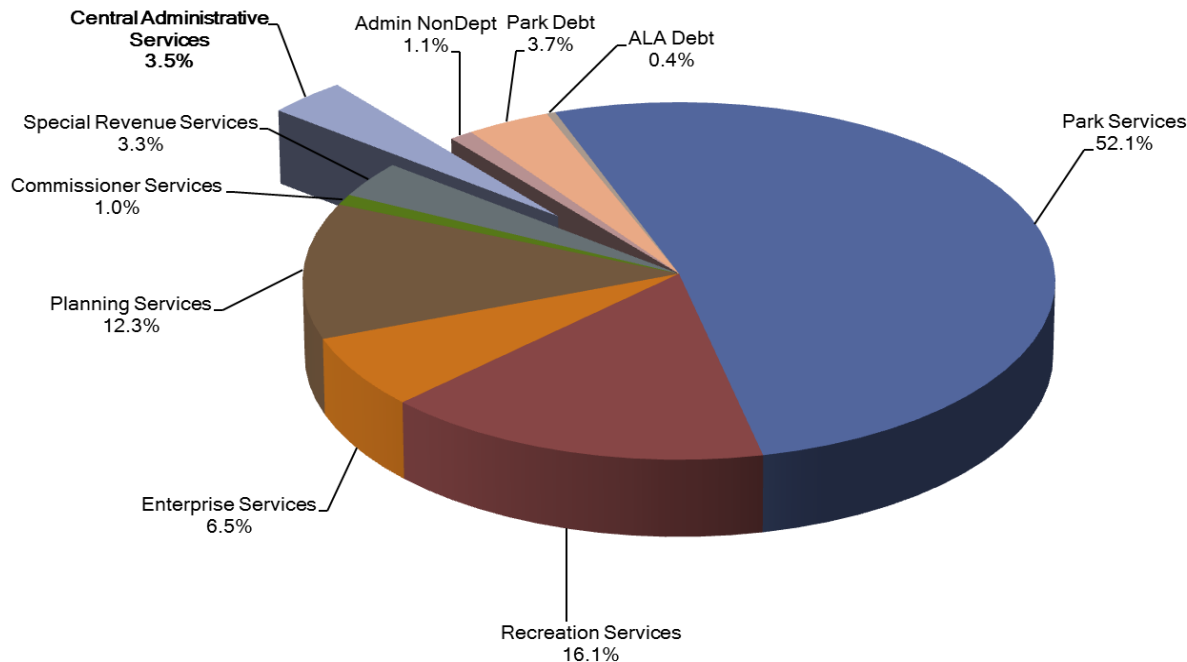
The CAS proposed budget is 3.5% of the Commission's proposed total bi-county operating budget.



# Central Administrative Services Overview

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**Central Administrative Services (CAS)**  
**FY16 Proposed Budget as a Percent of Total Operating Budget**  
(excludes reserves, ISF, and ALARF)



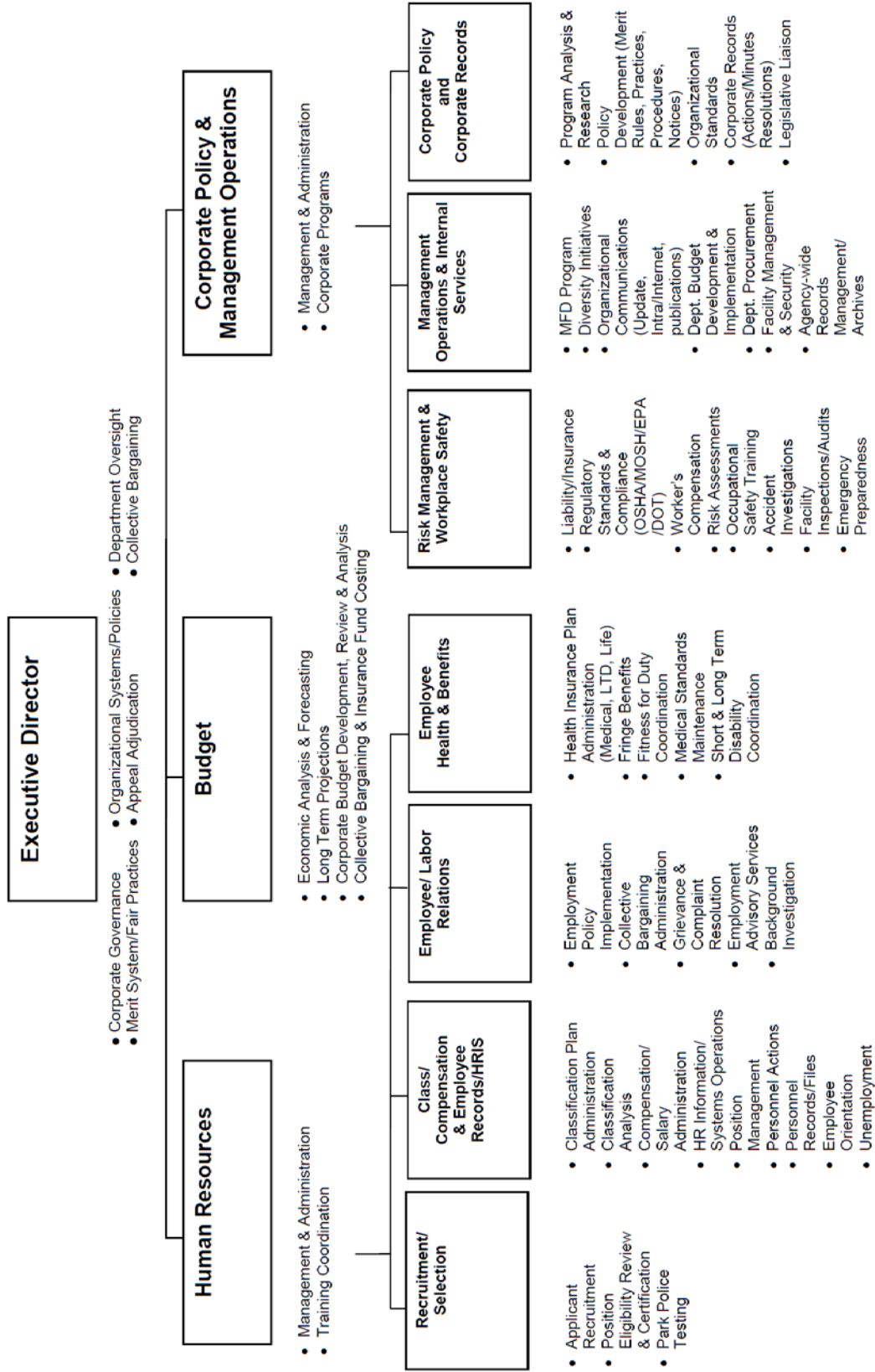
CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



# Central Administrative Services Department of Human Resources and Management

## ORGANIZATIONAL STRUCTURE

# DEPARTMENT OF HUMAN RESOURCES & MANAGEMENT



# Central Administrative Services

## Department of Human Resources and Management

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### MISSION AND OVERVIEW

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

Under the leadership of the Executive Director, DHRM includes four Divisions:

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

These Divisions 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/Divisions 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 and Risk Management Internal Service Funds, respectively. The Management Operations and Internal Services unit of DHRM includes the management of the Executive Office Building (EOB) Internal Service Fund. The EOB activities include landlord-tenant relations, energy conservation, major maintenance projects, and space planning. The EOB houses the Department of 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 are described in the following pages.

#### Office of the Executive Director

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



# Central Administrative Services

## Department of Human Resources and Management

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concerns and handles adjudication of grievance appeals; negotiates collective bargaining agreements; serves as liaison with both County Councils and County Executives; and provides oversight of agency-wide initiatives such as the Diversity Council and preferred workplace programs. The Office oversees other corporate functions of the agency including policy development, administration of workforce programs/benefits/insurance, budget development and fiscal planning, and coordination of Commission, Executive Committee, and Department Directors meetings.

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

### **Corporate Budget Division**

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

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

It is the strategic goal of the Corporate Budget 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 agency-wide planning, analysis and reporting. It works to understand customer needs and applies creative analyses to develop information that helps governance and operations to better meet customer needs. The Corporate Budget Office oversees the Commission's budget preparation process to ensure accuracy and uniformity throughout the Commission.

### **Corporate Policy and Management Operations Division**

The Corporate Policy and Management Operations (CPMO) Division is responsible for assisting with organizational governance, developing organizational policy and standards, issuing employee communications and emergency announcements, and administering corporate programs which support the Office of the Executive Director, the Executive Committee, and the Commission. This Division performs analysis and research to ensure that business operations are effective, efficiently utilizing resources, and upholding public accountability. Staff incorporates management principles of responsibility and transparency into operational standards, and provides systems analysis and resource planning. Federal, State, and local mandates are implemented through policies and programs to assure compliance and due diligence in business operations. The Division manages 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 Offices** conduct research and analysis of organizational needs, regulatory mandates, and best practices for greater efficiency, cost containment, and effective programs. Analysis is used to develop policy and operational standards through a collaborative review with departments, Merit System Board, union representatives, and the Commission.





# Central Administrative Services

## Department of Human Resources and Management

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

**Management Operations and Internal Services** carry out corporate and departmental activities including: budget management and procurement administration for DHRM, Risk Management, Group Insurance, the Executive Office Building, CAS Support Services, and the Merit System Board; development and dissemination of corporate communications (e.g., agency-wide directives, Notices, employee newsletters, facility and emergency closing information, telephone directories, etc.); management of agency-wide intranet communication; support for agency-wide programs including diversity initiatives; and management of facility security and agency-wide employee identification badging program. Staff also maintains the Executive Office Building, which houses the Central Administrative Services departments/units, certain divisions of Prince George's Department of Parks and Recreation, the Employees' Retirement System, and the Merit System Board. Operations include facility maintenance, support, and compliance with State/local fire/workplace codes.

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

### Human Resources Division

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

The HR Division strives to ensure fair and equitable treatment of all employees and administers a personnel system to create and maintain a diverse, qualified, healthy, and motivated workforce. The Merit System Rules and Regulations, Administrative Practices, Administrative



## Central Administrative Services

### Department of Human Resources and Management

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Procedures, and union contracts are the foundation for this work. The two collective bargaining agreements cover Park Police Officers through the rank of Sergeant (FOP), and general service career employees in the Service/Labor, Skilled Trades, and Office/Clerical classifications (MCGEO). The Division includes the HR Director and cross-functional teams to carry out HR employee and employment services activities.

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

**Classification and Compensation Office** 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 Office** 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 to review, enter, authorize, and/or approve employee actions (e.g., hire, pay, terminate) in accordance with personnel policy and collective bargaining agreements. Responsibilities include custodianship of employee records, oversight and coordination for State unemployment reimbursement or claims, employment verification and legal garnishments tracking, provision of ad hoc and regular employee-data reporting, and support and integration with existing timekeeping (KRONOS) and payroll systems.

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

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

**Employee Health and Benefits Office** 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



# Central Administrative Services

## Department of Human Resources and Management

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care referral networks, Employees' Sick Leave Bank, deferred compensation plans, and a tuition assistance program. The team also coordinates specialized medical testing and monitoring such as return to work, pre-employment, police physicals, fitness for duty examinations, and psychological evaluations. It also oversees the family medical leave program (FMLA). Other services include workshops and presentations, benefit processing, records and eligibility maintenance, health benefit communications, and legal compliance with Federal and State mandates.

### FY15 ACCOMPLISHMENTS

Below is a summary of major accomplishments.

- **Corporate governance:** Provided guidance and oversight in areas related to upholding the Merit System, organizational policies and standards, collective bargaining and agency-wide programs such as Diversity Council, Enterprise Resource Planning, conflict resolution (administrative grievances), Equal employment opportunity, and employee appeals adjudication, etc.
- **Budget:** Continued enhancing the role of the corporate budget office to assure prudent use of funds, providing long-range strategic budget planning, streamlining budget processes, and improving transparency of budget information.
  - **GFOA Award:** Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the 29th consecutive year in FY2015.
- **Collective Bargaining:** Will be completing full collective bargaining negotiations with the Municipal and County Government Employees Organization (MCGEO). DHRM implemented contract changes from FY14 negotiated Fraternal Order of Police (FOP) Contract.
- **Enterprise Resource Planning System (ERP):** DHRM, in partnership with the Department of Finance, is implementing new Human Resources Information and Budget systems. 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 new ERP system will increase budget automation including business analytics, flexible budgeting, labor cost modeling, and more efficient budget planning and reporting.
- **Pension and Benefits Savings:** Implemented pension, medical, and prescription benefits plan design and cost share changes to maintain competitive benefits at sustainable funding levels.
  - As a result of Collective Bargaining with MCGEO, effective FY15, the Group Insurance Fund Reserve was adjusted from 7.0% to 7.5%.
  - Applied for and received \$449,576 in subsidies from the Federal government for retiree drug expenses.
  - Implemented benefit changes to control longer term medical cost through preventative health screenings, flu shots, health lifestyle education, smoking cessation, and prescription drug management to assist with better care of chronic illness.
  - As a result of collective bargaining with the FOP, the pension plans C and D employee contributions will increase by 0.5% on March 1, 2015 and 0.5% on January 1, 2016.



# Central Administrative Services

## Department of Human Resources and Management

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- Policy Development and Management Studies: Researching and analyzing business programs/standards to address operational concerns, strengthen internal controls and enhance efficiencies. The following policy areas are among those that will be addressed:
  - Code of conduct, public accountability and ethics standards including financial disclosure, secondary employment, acceptance of awards, use of agency resources, etc.
  - Americans with Disabilities Act (including use of Service Animals, Grievance Procedures, Ticketing, and Power-Driven Mobility Devices ).
  - Time and attendance policies to address work schedules, absences, and authorization of hours worked.
  - Use of e-cigarettes.
  - Standards governing temporary contract employment.
  - Operational protocols for handling communicable disease protocols (e.g., Ebola, MRSA, and other blood-borne pathogens).
  - Internal salary equity reviews and adjustments.
  - Retention incentives for critical program delivery.
  - Telework program.
  - Preparation and handling of emergency situations (communications, emergency response, essential employee designation).
- Records Management: Launched agency-wide record retention policy update to ensure continued compliance with State archiving requirement and helped implement digital platform to improve inventory and access.
  - Improved interface and functionality of archives inventory management system database, including digital record uploading and database management.
  - Enhanced outreach efforts with departments and developed online resources for improved understanding of records retention and retrieval.
- 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 the Workplace Excellence Seal of Approval Award, Health and Wellness Seal of Approval Trailblazer Award, Diversity Champion Award, and the EcoLeadership Award.
- Workforce Analysis: Implemented a multi-year review, analysis, and update of the agency's compensation and classification system covering 300 class specifications. The goal of this study is to ensure pay equity and enable the Commission to recruit and retain a highly skilled work force.
- Workforce Planning and Development: Began development of an agency-wide training program to address critical job skills, workplace standards including non-discrimination and ethics policies, and leadership development in preparation for significant succession planning needs. Expanded webinars to provide essential training on workforce standards/policies.



# Central Administrative Services

## Department of Human Resources and Management

### FY16 BUDGET AT A GLANCE

#### Summary of Department of Human Resources and Management Budget

		<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>	<b>% Allocated*</b>
<b>Montgomery County</b>					
<b>Budget</b>					
	Expenditures	\$2,030,073	\$2,035,210	0.3%	44.9%
<b>Staffing</b>					
	Funded Career Positions	16.00	16.50	3.1%	44.6%
	Funded Workyears	14.75	15.50	5.1%	44.3%
<b>Prince George's County</b>					
<b>Budget</b>					
	Expenditures	\$2,403,884	\$2,498,102	3.9%	55.1%
<b>Staffing</b>					
	Funded Career Positions	21.00	20.50	-2.4%	55.4%
	Funded Workyears	18.75	19.50	4.0%	55.7%
<b>Combined Department Total</b>					
<b>Budget</b>					
	Expenditures	\$4,433,957	\$4,533,312	2.2%	100.0%
<b>Staffing</b>					
	Funded Career Positions	37.00	37.00	0.0%	100.0%
	Funded Workyears	33.50	35.00	4.5%	100.0%

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

### HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The FY16 proposed budget is \$4,533,312, representing an increase of 2.2% (or \$99,355) over the FY15 adopted budget level. Please note that the proposed compensation marker is not included in this number. Based on a recent cost allocation analysis by the Corporate Budget Office, the Commission supported adjusting the FY16 funding allocation before chargebacks to 42.9% Montgomery and 57.1% Prince George's. This shifts .8% funding from Montgomery County to Prince George's County as compared to FY15. Major components of the budget are described below:

- **Personnel Services:** This category, which includes salaries and benefits, has a proposed increase of 5.55% (or \$228,291). The proposed DHRM budget includes 38 positions with 35 WYS (of which 15.5 WYS and 19.5 WYS are allocated to Montgomery and Prince George's respectively). This reflects the same Merit position count as in FY15, with two (2) additional workyears. One term contract position is also proposed. The changes, which are described below, provide necessary support to Departments and meet the overall objectives and demands of the agency.



# Central Administrative Services

## Department of Human Resources and Management

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1. **One position to support administration of the new Enterprise Resource Planning (ERP) System.** While the new ERP system offers a number of efficiencies, it must be managed for accurate reporting, maintenance, and support to departments. The Human Resources module is more complex, offering greater capabilities and requiring regular updates to be carried out. When ERP is live, continuing support will be required to: retrieve information from the converted HRIS system; train managers on new HRIS/ERP system; develop management reports; and implement system upgrades. It is critical that the agency has sufficient resources for this corporate system.

2. **Restore one (1) frozen Human Resources position to address significantly increased recruitment activities.**

In FY11, DHRM eliminated a number of positions and froze others, including one recruitment position, due to a decline in overall hiring in the agency. Consequently, the Office has been staffed by a manager and two specialists to address agency-wide recruitment activities. Over the last few years, there has been a steady and notable increase in hiring activities and support requested by operating departments.

- In calendar year 2011, 35,640 applicants were screened; in 2012, 47,438 applicants were screened; and in 2013, 61,968 applicants were screened. This equates to a 74% increase in workload (applicants screened) over the past two years. In 2014, the number of applicants screened was approximately 62,000, with continued modest growth projected in subsequent years. In addition to recruitment activities, the Office is responsible for all oversight of the Criminal Justice Information System (CJIS), fingerprinting and background checks, assisting with return to work placements, Park Police promotional testing administration, American with Disabilities Act (ADA) Title I training for field staff, conducting Critical Testing, and representing the agency at job fairs, etc. All of these programs are necessary and/or mandated.

The increased activity is related to a more robust recruitment outreach implemented with departments, and increased hiring activities. The current staff compliment cannot adequately meet the increased workload without adverse effects on quality and responsiveness to departments.

3. **Convert existing Seasonal/Intermittent staff to part-time Merit (Records Program Aide)**

The Records/Archives program has required the assistance of a long-term, seasonal support staff. This program is a critical agency-wide function, as it is the official Office of the Record for the agency, as defined by the State of Maryland. The State of Maryland requires all public agencies to secure, catalogue, and make available for appropriate public requests, the official records of the agency, including corporate decisions, public actions, maps/zoning documents, policies, standards, and, financial and employment records, etc. We are seeking to convert the position to part-time Merit employment to provide much needed support to the Records program. The position has been funded through unbudgeted salary lapse. With the inclusion of a reasonable salary lapse in the budget, the shift to Merit will not result in a significant funding increase.

- The agency plans to move its extensive system of records into a digital platform. This change places a greater emphasis on the need for accurate record conversions. The program has suffered significantly due to budget constraints and loss of staffing. Over



# Central Administrative Services

## Department of Human Resources and Management

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the past few years, it has been staffed with only one dedicated Merit employee, resulting in significant challenges in maintaining compliance with State mandates.

- The Seasonal employee provides essential historical information. His experience has been helpful in retrieval of records and in the significant streamlining of operations that has taken place over the last two years.

#### **4. Move 0.5 workyear of existing administrative position (Grade G) to Risk Management**

We are requesting to repurpose 0.5 workyear of an existing funded administrative position in the Corporate Budget Office. Due to realignment of the Corporate Budget Office's work program among budget analysts, the administrative position has the capacity to support other work programs. A transfer of 0.5 authorized position/workyear will enable the department to shift resources to the Risk Management/Workplace Safety program which has significant need for administrative support.

- The Risk Management/Workplace Safety Office develops and implements programs to protect employees and patrons, secure agency assets, mitigate losses through inspections, and administer workers' compensation, training, and liability programs. These programs require extensive reporting and compliance recordkeeping.
- The transfer of a 0.5 work year to this unit will provide administrative support, so Risk and Safety Specialists can address more critical technical evaluations for the agency.

#### **5. Add one term Contract position to address extensive policy work and eliminate frozen Merit Management Analyst position**

As is typical for an agency of this size and diversity, organizational standards require regular review and update to ensure compliance with evolving Federal/State mandates, promote greater efficiencies and public accountability, and provide clear directives on operational needs code of conduct. The current staffing level (two dedicated management analysts) is insufficient to address this extensive workload, which comprises nearly 200 policies covering organizational functions, employment, procurement, financial systems, risk/liability, and safety regulations. Through reorganizations which occurred over five years ago, the function has been considerably downsized, causing a considerable backlog of work and a large number of critical policies that require attention (e.g., ethics, ADA compliance, financial procedures, etc.). Competent policy work entails strong research, analysis, and vetting with stakeholders. While notable progress is being made to clarify, update, and streamline policies, the current staffing level cannot get to critical work identified by operating departments or required to ensure compliance with Federal/State laws and best practices. Outdated standards create liability for the agency, lack of understanding of program requirements, and inconsistent application by management.

- The need to update policies is regularly stressed by our operating departments, internal audit, and the findings of the external accreditation process of the Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- The frozen Merit position, which is being proposed for elimination, is presently designated as a Prince George's only position. As the requested contract position would serve agency-wide efforts, it would be designated as a bi-county funded term contract position.





# Central Administrative Services

## Department of Human Resources and Management

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- **Supplies and Materials:** These charges reflect an increase of 2% (or \$1,660) based on adjustments for the Consumer Price Index (CPI).
- **Other Services and Charges:** These charges are proposed to decrease by 13.6% (or \$108,187) primarily due to:
  1. **Reallocation of shared copier cost:** Costs have been allocated to relevant budgets as follows: CAS Support Services (\$90,000), Risk Management Fund (\$15,000) and Group Insurance Fund (\$15,000).
  2. **Funding to Restore Agency-Wide Leadership Training Program** (as supported by Operating Departments): The agency does not have a formal training program for its workforce to address significant succession planning issues and workforce competency.
    - The M-NCPPC FY13 annual Personnel Management Review reveals that 683 (or 34%) of current employees will be eligible to retire between FY14 and FY18 (collectively), 71% of the agency's Officials/Administrators will be eligible to retire during this same period. Department Directors have been working together to identify solutions to provide consistent training on mandatory standards and succession planning.
    - Operating departments requested this program be housed in CAS to provide greater cost efficiency, a consistent training platform, and broader access to all departments. The Leadership Program will focus on core, concrete business skills, such as project management, ethical decision making, and performance accountability. This training would not replace training efforts that may be offered in some departments, as those efforts are specific to service operations (e.g., parks management, planning, legal, etc.).
    - This funding will be used to reinstitute an agency-wide leadership development program. The program, which was previously administered through CAS, was eliminated in 2009 due to budget cuts.

### FY16 Priorities

In addition to performing the departmental functions identified previously, major priorities for FY16 include:

- Continue to implement management-supported recommendations from the Classification and Compensation Study, including job class series reviews prioritized by operating departments.
- Effectively operate and maintain the new ERP Human Resources module. Continue implementation of features such as employee self-serve for benefits to streamline processes.
- Respond to significant increase in recruitment activity.
- Accelerate extensive review and revision of outdated agency standards/policies, including areas such as workplace conduct, organizational functions, workplace safety standards, and training assistance program.
- Implement agency-wide Leadership Development program to address deficit in workforce training and critical succession planning concerns.



# Central Administrative Services

## Department of Human Resources and Management

- Update corporate records program with the State of Maryland and to meet public record-keeping requirements and appropriate record retention/access standards.
- Implement job safety analysis program with departments employing trades and maintenance positions to help reduce work injuries and lost time.
- Implement full MCGEO collective bargaining agreement changes and implement a coordinated wellness program.

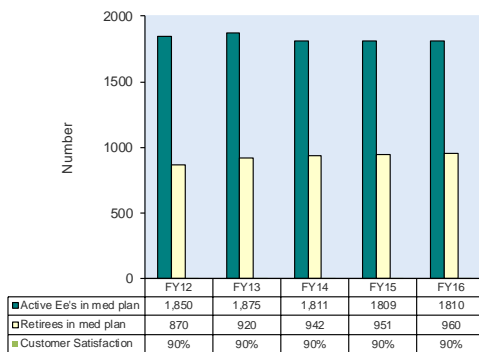
### GOALS AND PERFORMANCE MEASURES

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

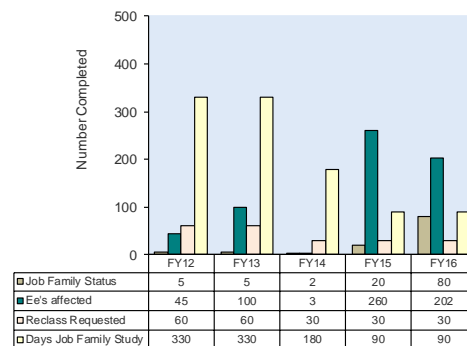
**Objective:** To provide quality corporate management and human resource systems.

**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.

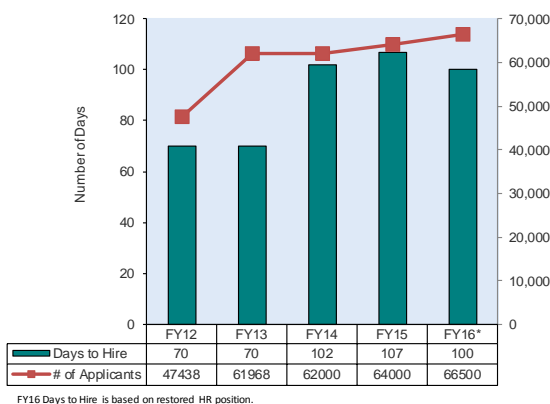
**Employee Health and Benefits**



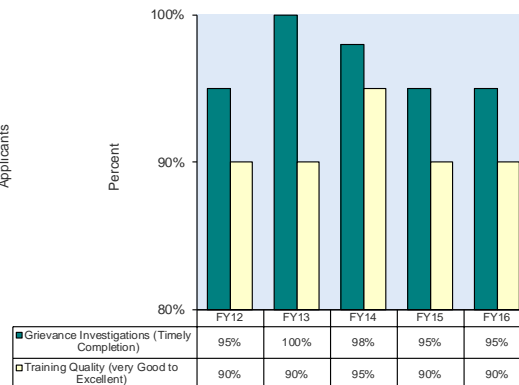
**Classification and Compensation**



**Recruitment and Selection**

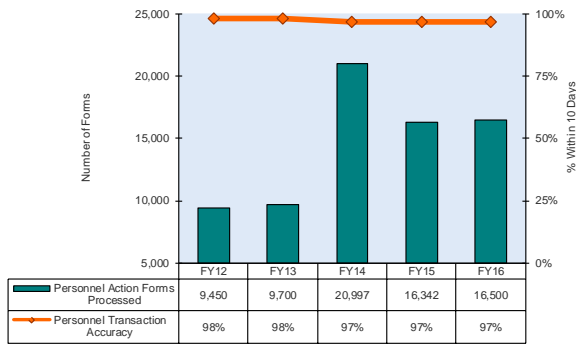


**Employee and Labor Relations**

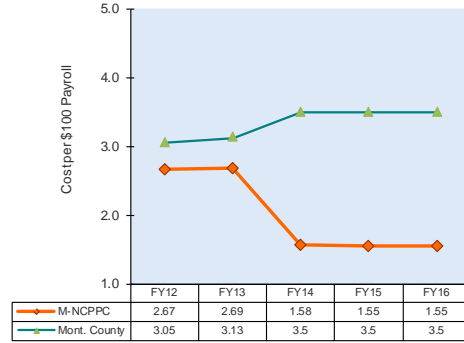


# Central Administrative Services Department of Human Resources and Management

## Human Resource Records



## Risk and Safety Management Claims and Workers' Compensation Costs

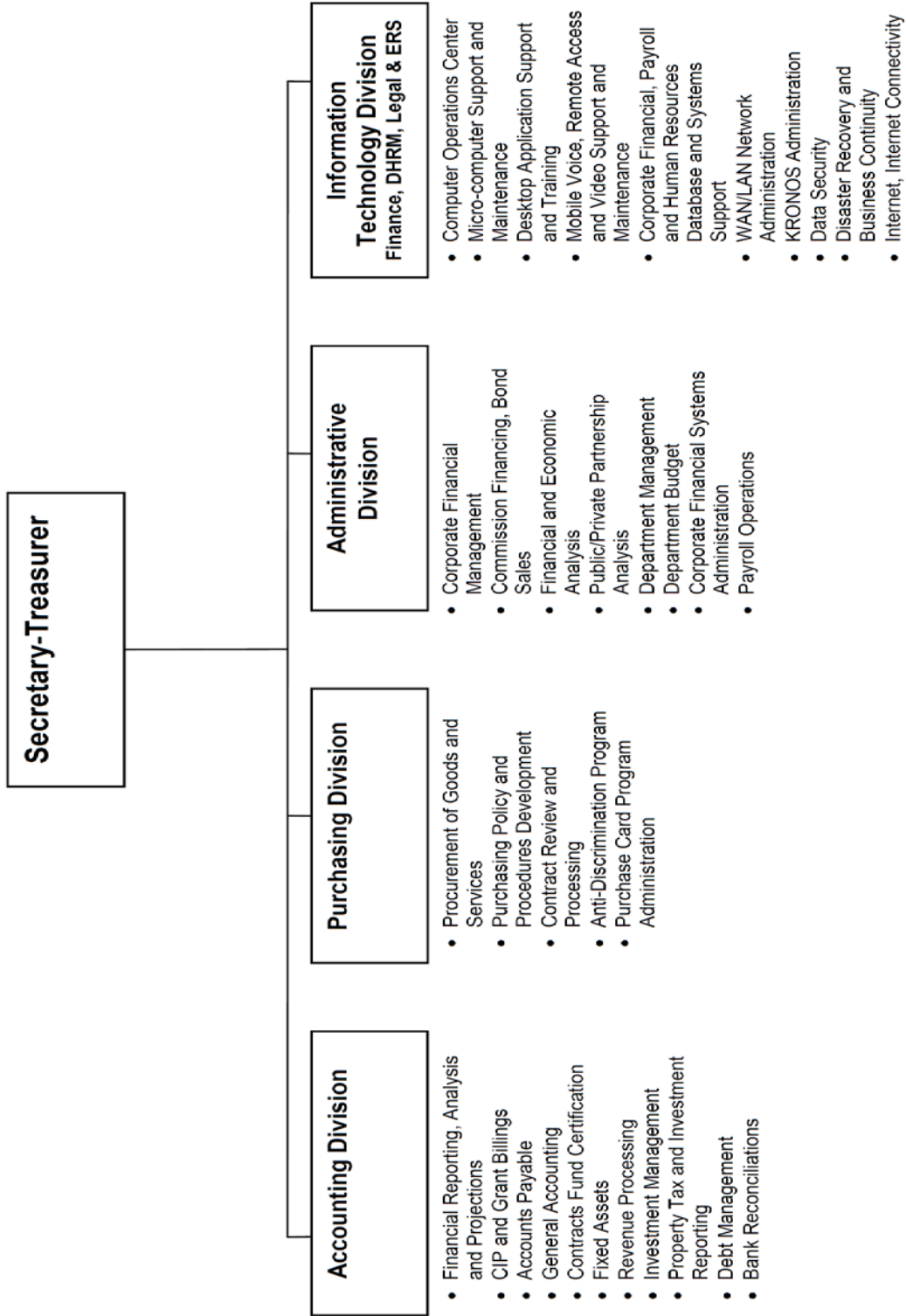


Commission participates in same self-insurance fund & claims admin. as Montgomery County Government.



ORGANIZATIONAL STRUCTURE

**FINANCE DEPARTMENT**



# Central Administrative Services

## Finance Department

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### 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 ERP 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 Accounting System, coordinating the annual external audit, preparing the Comprehensive Annual Financial Report (CAFR) and preparing 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.



# Central Administrative Services

## Finance Department

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.

### 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 collaborates 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

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

#### Human Resources Systems

<ul style="list-style-type: none"> <li>Lawson (modules include: HR, Benefits Administration, Salary Administration, Training &amp; Development, Safety &amp; Health)</li> </ul>	<ul style="list-style-type: none"> <li>Employees’ Retirement System</li> </ul>
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#### Program Support Systems

<ul style="list-style-type: none"> <li>Contract management</li> </ul>	<ul style="list-style-type: none"> <li>Mobile Device policy and program administration</li> </ul>
<ul style="list-style-type: none"> <li>eCounsel hosted service</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Office 365 hosted email service</li> </ul>
<ul style="list-style-type: none"> <li>NeoGov hosted service</li> </ul>	<ul style="list-style-type: none"> <li>Kronos timekeeping hosted service</li> </ul>
<ul style="list-style-type: none"> <li>Safety Shoe program</li> </ul>	<ul style="list-style-type: none"> <li>Labor Soft Grievance hosted service</li> </ul>
<ul style="list-style-type: none"> <li>Performance metric system</li> </ul>	<ul style="list-style-type: none"> <li>INSITE and Training Calendar</li> </ul>
<ul style="list-style-type: none"> <li>Symantec Enterprise Backup System</li> </ul>	<ul style="list-style-type: none"> <li>VMware virtualized servers and desktops</li> </ul>
<ul style="list-style-type: none"> <li>Archive Records Management System</li> </ul>	<ul style="list-style-type: none"> <li>Disaster recovery and Business Continuity program</li> </ul>
<ul style="list-style-type: none"> <li>Computer Tape/Media Library System</li> </ul>	<ul style="list-style-type: none"> <li>Contract Routing and PO System</li> </ul>
<ul style="list-style-type: none"> <li>Sharepoint service</li> </ul>	<ul style="list-style-type: none"> <li>Active Directory service</li> </ul>
<ul style="list-style-type: none"> <li>Verdiem Surveyor system</li> </ul>	<ul style="list-style-type: none"> <li>Sympro Investment program</li> </ul>

## 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 41<sup>st</sup> consecutive year in FY13. 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

	<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<b>Montgomery County</b>				
<b>Budget</b>				
Expenditures	\$3,075,515	\$3,188,071	3.7%	45.9%
<b>Staffing</b>				
Funded Career Positions	26.40	26.40	0%	43.3%
Funded Workyears	24.30	25.19	3.7%	43.4%
<b>Prince George's County</b>				
<b>Budget</b>				
Expenditures	\$3,650,093	\$3,755,221	2.9%	54.1%
<b>Staffing</b>				
Funded Career Positions	34.60	34.60	0%	56.7%
Funded Workyears	31.70	32.81	3.5%	56.6%
<b>Combined Department Total</b>				
<b>Budget</b>				
Expenditures	\$6,725,608	\$6,943,292	3.2%	100.0%
<b>Staffing</b>				
Funded Career Positions	61.00	61.00	0.0%	100.0%
Funded Workyears	56.00	58.00	3.6%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The FY16 Proposed Budget is \$6,943,292 which reflects a 3.2% increase from the FY15 adopted budget after chargebacks.

The Personnel Services budget increases \$207,734 or 2.9%. Funds have been requested in the non-departmental account for salary adjustments in FY16. Permission is sought to fund two lapsed positions as follows:

- Purchasing Division- One (1) purchasing professional to meet increasing work demands. Funding of this position will still result in a complement below FY10 levels.
- Accounting Division- One (1) professional position to provide user support for the Enterprise financial system. Focus is needed for support of the software, user training, and report development and maintenance.





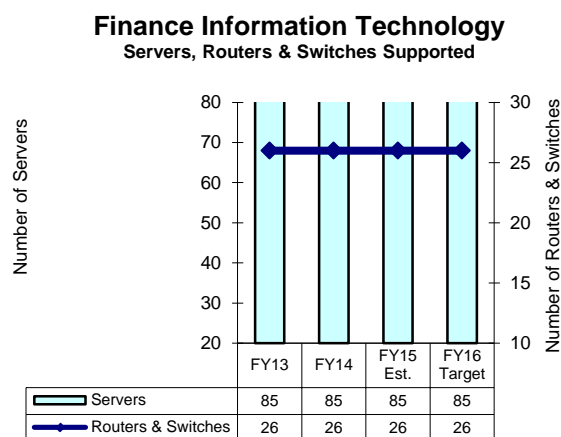
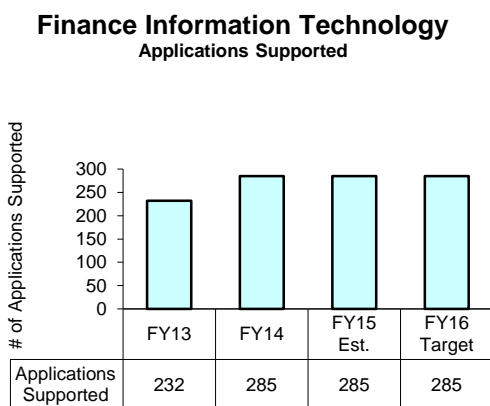
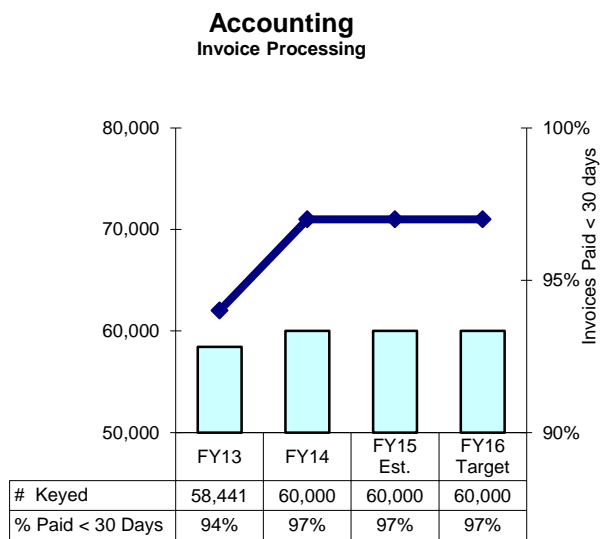
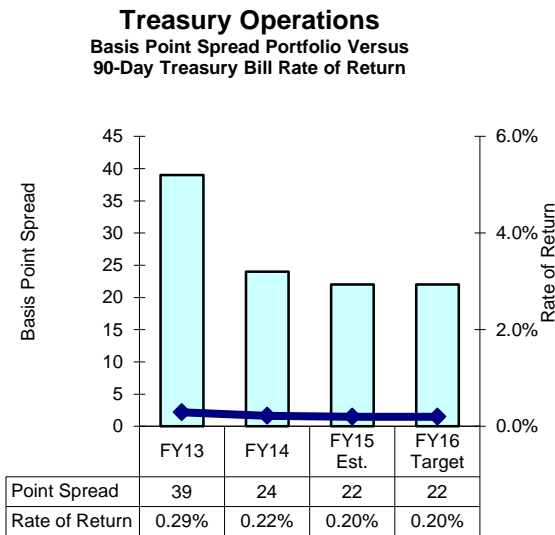
# Central Administrative Services Finance Department

- Supplies and Materials are proposed to remain at FY15 levels with a 0% change. Other Services and Charges are proposed to increase \$79,750 from FY15 levels with a 5.2% change. The increase is requested to fund the following:

Additional audit fees per contracted amount	\$29,200
IT Software & Hardware maintenance per contracts	18,700
Training	31,850

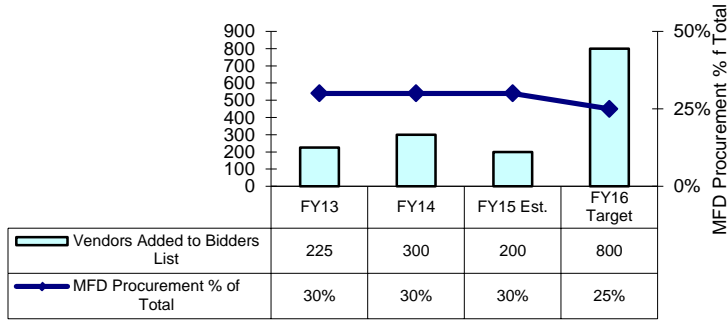
The Department's only major initiative is to continue the Enterprise Resource Planning System (ERP) project to implement a more efficient and user-friendly corporate financial system that will better meet the needs of the Commission for accurate, timely information management. The various software modules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

## GOALS AND PERFORMANCE MEASURES



# Central Administrative Services Finance Department

## MFD Procurement Opportunity Minority, Female or Disability Owned

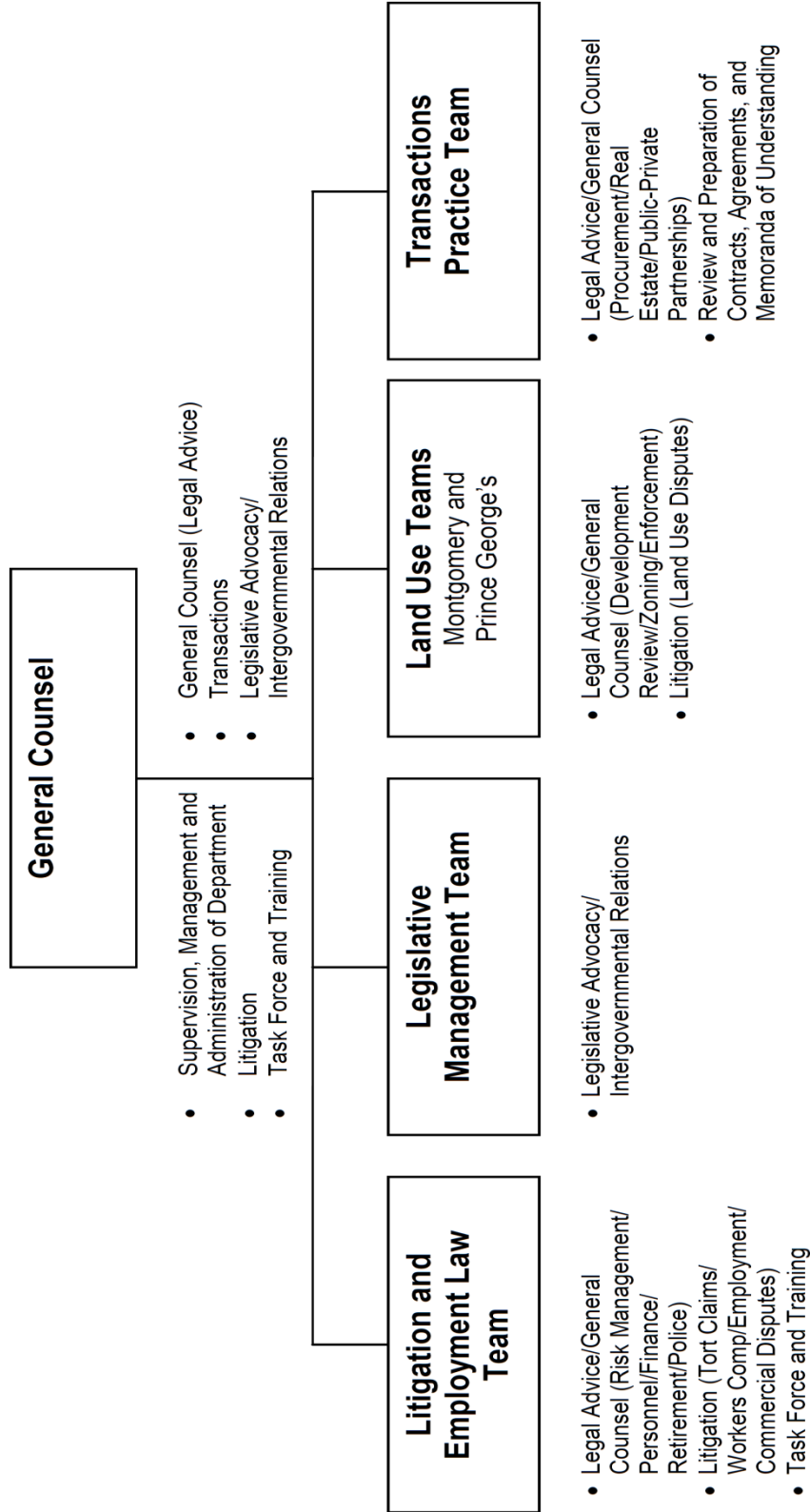


	FY13	FY14	FY15 Est.	FY16 Target
<b>Commission Montgomery County Bonds:</b>				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
<b>Commission Prince George's County Bonds:</b>				
Fitch Ratings	AA+	AA+	AA+	AA+
Moody's Investor Services Inc.	Aa1	Aa1	Aa1	Aa1
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

# LEGAL DEPARTMENT



# Central Administrative Services

## Legal Department

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### 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 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

- Provided appeal-proof regulatory guidance in several contested development review cases – including the MGM Casino at National Harbor and the first Whole Foods grocery location in Prince George's County.
- Delivered primary legal support in Montgomery County to achieve substantial completion of a new zoning ordinance and a corresponding map amendment.
- Led negotiations in a bundle of real estate transactions associated with the future relocation of the Commission's Montgomery County Regional Office (MRO) from Silver Spring to Wheaton, Maryland.



# Central Administrative Services

## Legal Department

- Publicly recognized for legal expertise and contributions to special training programs hosted by 1,000 Friends of Maryland, the Maryland Planning Commissioners Association, the International Municipal Lawyers Association, and the Urban Land Institute

### BUDGET AT A GLANCE

#### Summary of Legal Department Budget

	<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>	<b>% Allocated*</b>
<b>Montgomery County</b>				
<b>Budget</b>				
Expenditures	\$1,508,966	\$1,453,165	-3.7%	59.1%
<b>Staffing</b>				
Funded Career Positions	12.70	13.70	7.9%	57.1%
Funded Workyears	13.50	13.50	0.0%	57.4%
<b>Prince George's County</b>				
<b>Budget</b>				
Expenditures	\$923,261	\$1,006,269	9.0%	40.9%
<b>Staffing</b>				
Funded Career Positions	10.30	10.30	0.0%	42.9%
Funded Workyears	10.00	10.00	0.0%	42.6%
<b>Combined Department Total</b>				
<b>Budget</b>				
Expenditures	\$2,432,227	\$2,459,434	1.1%	100.0%
<b>Staffing</b>				
Funded Career Positions	23.00	24.00	4.3%	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 FY16 PROPOSED BUDGET

The proposed FY16 Legal Department budget presents maintenance-level spending with two modest enhancements noted below.

- The proposed budget includes enhancing one term contract work year to a career/merit position to service the planning functions in Montgomery County (\$30,000). Also, it includes updating estimates for adjustments to attorney grade levels under the Commission's approved restructured attorney job series. The total amount projected for this enhancement is \$60,000 (allocated separately at \$30,000 for Montgomery County and \$30,000 for Prince George's County administrative funds, respectively).



# Central Administrative Services

## Office of Internal Audit

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### OVERVIEW

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

### ACCOMPLISHMENTS

- The OIA passed a peer review in FY15 and was awarded a certificate of Compliance by the Association of Local Government Auditors. Generally accepted government auditing standards (GAGAS) requires all audit organizations to obtain an external peer review at least once every 3 years that is sufficient in scope to provide a reasonable basis for determining whether, for the period under review, the reviewed audit organization's system of quality control was suitably designed and whether the audit organization is complying with its quality control system in order to provide the audit organization with reasonable assurance of conforming with applicable professional standards. (GAO-3.96)
- The OIA facilitated a Commission wide risk assessment in FY15. The risk assessment process identified 47 auditable units/processes and subsequently ranked the inherent risks of each unit/process by impact and likelihood. The results of the risk assessment were used to develop the FY15 audit plan, approved by the Audit Committee.



# Central Administrative Services Office of Internal Audit

## BUDGET AT A GLANCE

### Summary of Office of Internal Audit Budget

	<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<b>Montgomery County</b>				
<b>Budget</b>				
Expenditures	\$199,278	\$197,139	-1.1%	36.2%
<b>Staffing</b>				
Funded Career Positions	2.00	2.00	0.0%	40.0%
Funded Workyears	2.00	2.00	0.0%	40.0%
<hr/>				
<b>Prince George's County</b>				
<b>Budget</b>				
Expenditures	\$346,447	\$347,035	0.2%	63.8%
<b>Staffing</b>				
Funded Career Positions	3.00	3.00	0.0%	60.0%
Funded Workyears	3.00	3.00	0.0%	60.0%
<hr/>				
<b>Combined Department Total</b>				
<b>Budget</b>				
Expenditures	\$545,725	\$544,174	-0.3%	100.0%
<b>Staffing</b>				
Funded Career Positions	5.00	5.00	0.0%	100.0%
Funded Workyears	5.00	5.00	0.0%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The FY16 proposed budget is \$544,174, slightly under (0.3%) the FY15 adopted budget of \$545,725. Total Personnel Services will increase \$18,449 (3.1%) due to internal equity and planned salary adjustments, offset with a decrease in benefit costs. Other Services and Charges reflect a \$5,000 increase in FY15 to cover increased administrative costs, professional memberships, workshops, and general professional services. Chargebacks to Prince George's County increase \$25,000 to account for salary equity adjustments approved in FY15.



# Central Administrative Services Office of Internal Audit

## 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, 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. FY15 audit selection was based on the results of a Commission wide risk assessment facilitated by the OIA.

The FY15 approved audit plan included 21 planned/performance audits (5,688 hours) and 29 other reviews and special projects (1,992 hours) for a total of 50 reviews. Due to an increased number of management advisories and fraud, waste & abuse reviews, the OIA is only expected to complete approximately 16 planned/performance audits (4,579 hours) in FY15. However, the total number of reviews is projected to increase to 59. For FY16, the total number of completed reviews should increase by approximately 6 reviews as OIA does not anticipate any personnel vacancies in FY16 (720 hours budgeted in the FY15 approved audit plan as a result of unfilled positions.)

Types of Audits	Planned/Approved FY15			Estimated FY15			Estimated FY16
	# of Audits	Budgeted Hours	%	# of Audits	Estimated Hours	%	# of Audits
IT Audits (Commission Wide)	6	2250	29.3%	6	2250	29.3%	6
Commission Wide Process/Compliance Audits	10	2218	28.9%	5	1109	14.4%	6
Facility Audits	5	1220	15.9%	5	1220	15.9%	6
Follow-Up Reviews	10	300	3.9%	10	180	2.3%	10
Management Advisories	4	354	4.6%	13	1136	14.8%	15
Fraud, Waste & Abuse	13	1046	13.6%	18	1493	19.4%	20
Special Projects	2	292	3.8%	2	292	3.8%	2
<b>TOTAL</b>	<b>50</b>	<b>7680</b>	<b>100%</b>	<b>59</b>	<b>7680</b>	<b>100%</b>	<b>65</b>





# Central Administrative Services Merit System Board

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## MISSION AND OVERVIEW

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

The Merit System Board oversees the Commission's Merit System, upholds employee rights guaranteed under the Merit System, recommends employment and compensation policies to the Commission, and serves as the final administrative appellate body for employment matters pertaining to non-represented Merit System employees.

## PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

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

## FY15 ACCOMPLISHMENTS

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

## FY16 PRIORITIES

Continue to provide:

- Timely review of cases.
- Objective review of matters and policy recommendations before the Board.
- Quality services to the agency and employees.
- Timely review of classification specifications as part of the comprehensive study that requires review and update of all specifications over a three year period.



# Central Administrative Services Merit System Board

## BUDGET AT A GLANCE

### Summary of Merit System Board Budget

	<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<b>Montgomery County</b>				
<b>Budget</b>				
Expenditures	\$82,810	\$69,769	-15.7%	50.0%
<b>Staffing</b>				
Funded Career Position	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<hr/>				
<b>Prince George's County</b>				
<b>Budget</b>				
Expenditures	\$82,810	\$69,769	-15.7%	50.0%
<b>Staffing</b>				
Funded Career Position	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<hr/>				
<b>Combined Department Total</b>				
<b>Budget</b>				
Expenditures	\$165,620	\$139,538	-15.7%	100.0%
<b>Staffing</b>				
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 FY15 Levels.

## HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The FY16 Merit System Board Budget is proposed at \$139,538, which reflects a 15.7% reduction (or \$26,082) from FY15 levels. This reduction is attributed primarily to adjustments in wage and benefit cost as a result of updated personnel projections by the Corporate Budget Office.

Both counties fund the Merit Board's budget equally. The budget provides for one part-time Merit system position that serves as administrator and three part-time contract Board positions (one part-time chair, and two part-time Board members). The salaries of appointed Board members are determined by the Commission through Resolution. Thus, Board member salaries are determined by contract and are not subject to employee wage adjustments. No changes are expected in FY16 to Board member salaries. The proposed salary for the one part-time Merit employee is based on maintaining similar work hours. Total positions remain unchanged for FY16.



## Central Administrative Services Merit System Board

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

- Personnel Services: This category, which covers salaries and benefits, decreased by 21.5% or (\$26,898).
- Supplies and Materials: These charges reflect a modest increase of 2% (or \$36) based on Consumer Price Index (CPI) adjustments.
- Other Services and Charges: These charges reflect a modest increase of 2% (or \$780) based on CPI adjustments.



# Central Administrative Services

## CAS Support Services

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### MISSION AND OVERVIEW

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

### PROGRAMS AND SERVICES PROVIDED

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

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

Expenses covered by the CAS Support Services budget include:

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

### FY15 ACCOMPLISHMENTS

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

### FY16 PRIORITIES

- Evaluate expenditures for additional cost savings through competitive bidding and sustainability initiatives such as enhanced recycling.



# Central Administrative Services

## CAS Support Services

### BUDGET AT A GLANCE

#### Summary of CAS Support Services Budget

	<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>	<b>% Allocated*</b>
<i>Montgomery County</i>				
<b>Budget</b>				
Expenditures	\$536,957	\$623,856	16.2%	44.7%
<i>Prince George's County</i>				
<b>Budget</b>				
Expenditures	\$653,634	\$771,796	18.1%	55.3%
<i>Combined Total</i>				
<b>Budget</b>				
Expenditures	\$1,190,591	\$1,395,652	17.2%	100.0%

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

### HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The total proposed FY16 budget is \$ 1,395,652, representing a 17.2% (or \$205,061 increase) from FY15 levels. This is primarily due to a small increase in occupancy rates at the Executive Office Building (EOB) operations of an aging infrastructure and systems, recognition of copier expense that was previously absorbed under DHRM budget; and addition of external lease/rent to address housing of staff that cannot be accommodated within the existing EOB facility all of which are explained in greater detail below.

Based on the cost allocation analysis by the Corporate Budget Office, the Commission supported the FY16 budget changes to funding allocation between the counties. These changes, which were made to reflect cost drivers, change the split to 44.7% Montgomery County and 55.3% Prince George's County. This allocation shifts 0.4% from Montgomery to Prince George's as compared to FY15.

The Support Services budget does not include funding for any staff. The largest portion of the CAS budget (64% or \$885,976) is attributed to charges paid by CAS for EOB office space and building operations. These charges, along with other components are described below:

- Personnel Services costs for reimbursement of unemployment insurance for the State of Maryland. These charges increased 4.8% (or \$480) to cover projected unemployment costs.
- Supplies and Materials which cover small office fixtures, communication equipment and other office supplies shared by departments/units in the building are proposed to decrease by 26.5% (or \$9,000) based on cost containment measures including greater recycling/reuse of office fixtures.
- Other Services and Charges (OS&C) category includes expenses for occupancy of EOB, technology, utilities, postage, lease of copiers, and equipment repairs and maintenance. OS&C also provides funds for the CAS share of risk management and partial funds for the contract of equipment and services for the Document Production Services Center. This category increased 18.5% (or \$213,581) primarily due to the following:



## Central Administrative Services

### CAS Support Services

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- An 11% increase (\$2.32/sq. ft.) in occupancy costs for CAS units housed at EOB. This adjustment is necessary to cover operating costs associated with being housed in an aging building without use of fund balance. In FY15, the occupancy rate was supplemented by the use of \$120,839 in fund balance. The adjusted rate does not rely on fund balance and more appropriately reflects costs associated with an aging infrastructure and systems.
- \$90,000 in reallocated budgeted costs for copier maintenance/lease agreements. This item was previously included under the DHRM budget and was shifted to CAS Support Services as it represents charges for shared printing/publication among CAS departments.
- \$75,000 for external lease/rent to address the housing of staff that cannot be accommodated within the existing EOB facility. The current building layout provides inadequate workspaces to house the authorized staff positions. While we have reworked existing office/storage spaces to house staff, the structural design of the building poses a number of challenges. In FY15, there is a shortage of at least six (6) workspaces. In FY16, the problem will worsen as four (4) additional workspaces will be needed.



# Central Administrative Services

## Summary of CAS Department Budgets

### CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
<b>Department of Human Resources and Management</b>				
<b>Montgomery County</b>				
Personnel Services	1,411,650	1,798,661	1,863,541	3.6%
Supplies and Materials	21,654	36,354	36,319	-0.1%
Other Services and Charges	518,024	348,451	294,879	-15.4%
Capital Outlay	6,912	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(228,405)	(153,393)	(159,529)	4.0%
<b>Total</b>	<b>1,729,834</b>	<b>2,030,073</b>	<b>2,035,210</b>	<b>0.3%</b>
<b>Prince George's County</b>				
Personnel Services	1,772,762	2,316,968	2,480,378	7.1%
Supplies and Materials	27,193	46,646	48,341	3.6%
Other Services and Charges	650,540	447,099	392,484	-12.2%
Capital Outlay	8,680	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(286,834)	(406,829)	(423,102)	4.0%
<b>Total</b>	<b>2,172,341</b>	<b>2,403,884</b>	<b>2,498,101</b>	<b>3.9%</b>
<b>Combined Total</b>				
Personnel Services	3,184,412	4,115,629	4,343,919	5.5%
Supplies and Materials	48,847	83,000	84,660	2.0%
Other Services and Charges	1,168,564	795,550	687,363	-13.6%
Capital Outlay	15,592	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(515,239)	(560,222)	(582,631)	4.0%
<b>Total</b>	<b>3,902,175</b>	<b>4,433,957</b>	<b>4,533,311</b>	<b>2.2%</b>
<b>Department of Finance</b>				
<b>Montgomery County</b>				
Personnel Services	3,221,885	3,089,552	3,202,653	3.7%
Supplies and Materials	77,896	79,900	79,900	0.0%
Other Services and Charges	592,227	663,263	697,318	5.1%
Capital Outlay	6,071	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(983,829)	(757,200)	(791,800)	4.6%
<b>Total</b>	<b>2,914,251</b>	<b>3,075,515</b>	<b>3,188,071</b>	<b>3.7%</b>
<b>Prince George's County</b>				
Personnel Services	3,677,226	4,169,302	4,263,935	2.3%
Supplies and Materials	88,905	104,300	104,300	0.0%
Other Services and Charges	675,926	866,491	912,186	5.3%
Capital Outlay	6,930	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,122,871)	(1,490,000)	(1,525,200)	2.4%
<b>Total</b>	<b>3,326,115</b>	<b>3,650,093</b>	<b>3,755,221</b>	<b>2.9%</b>
<b>Combined Total</b>				
Personnel Services	6,899,111	7,258,854	7,466,588	2.9%
Supplies and Materials	166,801	184,200	184,200	0.0%
Other Services and Charges	1,268,153	1,529,754	1,609,504	5.2%
Capital Outlay	13,001	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,106,700)	(2,247,200)	(2,317,000)	3.1%
<b>Total</b>	<b>6,240,366</b>	<b>6,725,608</b>	<b>6,943,292</b>	<b>3.2%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

### CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
<b>Legal Department</b>				
<b>Montgomery County</b>				
Personnel Services	1,811,129	1,837,794	1,780,896	-3.1%
Supplies and Materials	18,040	16,688	16,032	-3.9%
Other Services and Charges	442,098	232,603	230,457	-0.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(805,075)	(578,119)	(574,220)	-0.7%
<b>Total</b>	<b>1,466,192</b>	<b>1,508,966</b>	<b>1,453,165</b>	<b>-3.7%</b>
<b>Prince George's County</b>				
Personnel Services	996,388	1,438,408	1,529,319	6.3%
Supplies and Materials	9,924	13,112	13,768	5.0%
Other Services and Charges	243,219	182,759	197,901	8.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(442,910)	(711,018)	(734,719)	3.3%
<b>Total</b>	<b>806,621</b>	<b>923,261</b>	<b>1,006,269</b>	<b>9.0%</b>
<b>Combined Total</b>				
Personnel Services	2,807,517	3,276,202	3,310,215	1.0%
Supplies and Materials	27,964	29,800	29,800	0.0%
Other Services and Charges	685,317	415,362	428,358	3.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,247,985)	(1,289,137)	(1,308,939)	1.5%
<b>Total</b>	<b>2,272,813</b>	<b>2,432,227</b>	<b>2,459,434</b>	<b>1.1%</b>
<b>Merit System Board</b>				
<b>Montgomery County</b>				
Personnel Services	58,210	62,410	48,961	-21.5%
Supplies and Materials	139	900	918	2.0%
Other Services and Charges	10,412	19,500	19,890	2.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>68,761</b>	<b>82,810</b>	<b>69,769</b>	<b>-15.7%</b>
<b>Prince George's County</b>				
Personnel Services	58,210	62,410	48,961	-21.5%
Supplies and Materials	139	900	918	2.0%
Other Services and Charges	10,412	19,500	19,890	2.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>68,761</b>	<b>82,810</b>	<b>69,769</b>	<b>-15.7%</b>
<b>Combined Total</b>				
Personnel Services	116,421	124,820	97,922	-21.5%
Supplies and Materials	278	1,800	1,836	2.0%
Other Services and Charges	20,823	39,000	39,780	2.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>137,522</b>	<b>165,620</b>	<b>139,538</b>	<b>-15.7%</b>





# Central Administrative Services

## Summary of CAS Department Budgets

### CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
<b>Office of Internal Audit</b>				
<b>Montgomery County</b>				
Personnel Services	158,950	189,678	186,009	-1.9%
Supplies and Materials	6,942	5,500	5,500	0.0%
Other Services and Charges	9,636	4,100	5,630	37.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(22,224)	-	-	-
<b>Total</b>	<b>153,304</b>	<b>199,278</b>	<b>197,139</b>	<b>-1.1%</b>
<b>Prince George's County</b>				
Personnel Services	270,181	399,747	421,865	5.5%
Supplies and Materials	11,799	9,500	9,500	0.0%
Other Services and Charges	16,380	7,200	10,670	48.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(37,776)	(70,000)	(95,000)	35.7%
<b>Total</b>	<b>260,583</b>	<b>346,447</b>	<b>347,035</b>	<b>0.2%</b>
<b>Combined Total</b>				
Personnel Services	429,131	589,425	607,874	3.1%
Supplies and Materials	18,741	15,000	15,000	0.0%
Other Services and Charges	26,016	11,300	16,300	44.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(60,000)	(70,000)	(95,000)	35.7%
<b>Total</b>	<b>413,887</b>	<b>545,725</b>	<b>544,174</b>	<b>-0.3%</b>
<b>CAS Support Services</b>				
<b>Montgomery County</b>				
Personnel Services	3,610	4,510	4,685	3.9%
Supplies and Materials	12,148	15,334	11,175	-27.1%
Other Services and Charges	470,724	517,113	607,997	17.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>486,482</b>	<b>536,957</b>	<b>623,857</b>	<b>16.2%</b>
<b>Prince George's County</b>				
Personnel Services	3,610	5,490	5,795	5.6%
Supplies and Materials	12,148	18,666	13,825	-25.9%
Other Services and Charges	470,724	629,478	752,175	19.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>486,482</b>	<b>653,634</b>	<b>771,795</b>	<b>18.1%</b>
<b>Combined Total</b>				
Personnel Services	7,220	10,000	10,480	4.8%
Supplies and Materials	24,296	34,000	25,000	-26.5%
Other Services and Charges	941,448	1,146,591	1,360,172	18.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>972,964</b>	<b>1,190,591</b>	<b>1,395,652</b>	<b>17.2%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

### CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 <u>Actual</u>	FY 15 <u>Adopted</u>	FY 16 <u>Proposed</u>	% <u>Change</u>
<b>COMBINED SUMMARY FOR CAS DEPARTMENTS</b>				
<b>Montgomery County</b>				
Personnel Services	6,665,435	6,982,605	7,086,745	1.5%
Supplies and Materials	136,818	154,676	149,844	-3.1%
Other Services and Charges	2,043,121	1,785,030	1,856,171	4.0%
Capital Outlay	12,983	-	-	-
Other Classifications	-	-	-	-
Chargebacks	<u>(2,039,533)</u>	<u>(1,488,712)</u>	<u>(1,525,549)</u>	<u>2.5%</u>
Total	<u>6,818,824</u>	<u>7,433,599</u>	<u>7,567,211</u>	<u>1.8%</u>
<b>Prince George's County</b>				
Personnel Services	6,778,377	8,392,325	8,750,253	4.3%
Supplies and Materials	150,108	193,124	190,652	-1.3%
Other Services and Charges	2,067,200	2,152,527	2,285,306	6.2%
Capital Outlay	15,610	-	-	-
Other Classifications	-	-	-	-
Chargebacks	<u>(1,890,391)</u>	<u>(2,677,847)</u>	<u>(2,778,021)</u>	<u>3.7%</u>
Total	<u>7,120,904</u>	<u>8,060,129</u>	<u>8,448,190</u>	<u>4.8%</u>
<b>Combined Total</b>				
Personnel Services	13,443,812	15,374,930	15,836,998	3.0%
Supplies and Materials	286,926	347,800	340,496	-2.1%
Other Services and Charges	4,110,321	3,937,557	4,141,477	5.2%
Capital Outlay	28,593	-	-	-
Other Classifications	-	-	-	-
Chargebacks	<u>(3,929,924)</u>	<u>(4,166,559)</u>	<u>(4,303,570)</u>	<u>3.3%</u>
Total	<u>13,939,728</u>	<u>15,493,728</u>	<u>16,015,401</u>	<u>3.4%</u>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 14		FY 15		FY 16	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
<b>DEPARTMENT OF HMN. RES. &amp; MGMT.</b>						
<i>Montgomery County</i>						
Full-Time Career	16.00	15.75	16.00	15.75	16.50	15.75
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>16.00</b>	<b>15.75</b>	<b>16.00</b>	<b>15.75</b>	<b>16.50</b>	<b>15.75</b>
Term Contract	-	-	-	-	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(1.75)	-	(1.00)	-	(0.75)
<b>Subtotal Dept of Hmn. Res. &amp; Mgmt.</b>	<b>16.00</b>	<b>14.00</b>	<b>16.00</b>	<b>14.75</b>	<b>17.00</b>	<b>15.50</b>
<i>Prince George's County</i>						
Full-Time Career	21.00	21.00	21.00	20.75	20.50	19.75
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>20.75</b>	<b>20.50</b>	<b>19.75</b>
Term Contract	-	-	-	-	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(3.00)	-	(2.00)	-	(0.75)
<b>Subtotal Dept of Hmn. Res. &amp; Mgmt.</b>	<b>21.00</b>	<b>18.00</b>	<b>21.00</b>	<b>18.75</b>	<b>21.00</b>	<b>19.50</b>
<b>TOTAL</b>						
Full-Time Career	37.00	36.75	37.00	36.50	37.00	35.50
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>37.00</b>	<b>36.75</b>	<b>37.00</b>	<b>36.50</b>	<b>37.00</b>	<b>35.50</b>
Term Contract	-	-	-	-	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(4.75)	-	(3.00)	-	(1.50)
<b>Total Dept of Hmn. Res. &amp; Mgmt.</b>	<b>37.00</b>	<b>32.00</b>	<b>37.00</b>	<b>33.50</b>	<b>38.00</b>	<b>35.00</b>
<b>DEPARTMENT OF FINANCE</b>						
<i>Montgomery County</i>						
Full-Time Career	26.00	26.00	26.00	26.00	26.00	26.00
Part-Time Career	0.40	0.30	0.40	0.30	0.40	0.30
<b>Career Total</b>	<b>26.40</b>	<b>26.30</b>	<b>26.40</b>	<b>26.30</b>	<b>26.40</b>	<b>26.30</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(2.00)	-	(2.00)	-	(1.11)
<b>Subtotal Department of Finance</b>	<b>26.40</b>	<b>24.30</b>	<b>26.40</b>	<b>24.30</b>	<b>26.40</b>	<b>25.19</b>
<i>Prince George's County</i>						
Full-Time Career	34.00	34.00	34.00	34.00	34.00	34.00
Part-Time Career	0.60	0.30	0.60	0.30	0.60	0.30
<b>Career Total</b>	<b>34.60</b>	<b>34.30</b>	<b>34.60</b>	<b>34.30</b>	<b>34.60</b>	<b>34.30</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(2.60)	-	(2.60)	-	(1.49)
<b>Subtotal Department of Finance</b>	<b>34.60</b>	<b>31.70</b>	<b>34.60</b>	<b>31.70</b>	<b>34.60</b>	<b>32.81</b>
<b>TOTAL</b>						
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
<b>Career Total</b>	<b>61.00</b>	<b>60.60</b>	<b>61.00</b>	<b>60.60</b>	<b>61.00</b>	<b>60.60</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(4.60)	-	(4.60)	-	(2.60)
<b>Total Department of Finance</b>	<b>61.00</b>	<b>56.00</b>	<b>61.00</b>	<b>56.00</b>	<b>61.00</b>	<b>58.00</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 14		FY 15		FY 16	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
<b>LEGAL DEPARTMENT</b>						
<i>Montgomery County</i>						
Full-Time Career	12.70	12.50	12.70	12.50	13.70	13.50
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>12.70</b>	<b>12.50</b>	<b>12.70</b>	<b>12.50</b>	<b>13.70</b>	<b>13.50</b>
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Legal Department</b>	<b>13.70</b>	<b>13.50</b>	<b>13.70</b>	<b>13.50</b>	<b>13.70</b>	<b>13.50</b>
<i>Prince George's County</i>						
Full-Time Career	10.30	10.00	10.30	10.00	10.30	10.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>10.30</b>	<b>10.00</b>	<b>10.30</b>	<b>10.00</b>	<b>10.30</b>	<b>10.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Legal Department</b>	<b>10.30</b>	<b>10.00</b>	<b>10.30</b>	<b>10.00</b>	<b>10.30</b>	<b>10.00</b>
<b>TOTAL</b>						
Full-Time Career	23.00	22.50	23.00	22.50	24.00	23.50
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>23.00</b>	<b>22.50</b>	<b>23.00</b>	<b>22.50</b>	<b>24.00</b>	<b>23.50</b>
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Total Legal Department</b>	<b>24.00</b>	<b>23.50</b>	<b>24.00</b>	<b>23.50</b>	<b>24.00</b>	<b>23.50</b>
<b>MERIT SYSTEM BOARD</b>						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Merit System Board</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Merit System Board</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
<b>TOTAL</b>						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Total Merit System Board</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 14		FY 15		FY 16	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
<b>OFFICE OF INTERNAL AUDIT</b>						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(0.50)		-		-
<b>Subtotal Office of Internal Audit</b>	<b>2.00</b>	<b>1.50</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(0.50)		-		-
<b>Subtotal Office of Internal Audit</b>	<b>3.00</b>	<b>2.50</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>TOTAL</b>						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(1.00)		-		-
<b>Total Office of Internal Audit</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>TOTAL CENTRAL ADMINISTRATIVE SERVICES</b>						
<i>Montgomery County</i>						
Full-Time Career	57.20	56.50	57.20	56.50	58.70	57.50
Part-Time Career	0.40	0.30	0.40	0.30	0.40	0.30
<b>Career Total</b>	<b>57.60</b>	<b>56.80</b>	<b>57.60</b>	<b>56.80</b>	<b>59.10</b>	<b>57.80</b>
Term Contract	1.00	1.00	1.00	1.00	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(4.25)		(3.00)		(1.86)
<b>Subtotal CAS</b>	<b>58.60</b>	<b>53.55</b>	<b>58.60</b>	<b>54.80</b>	<b>59.60</b>	<b>56.44</b>
<i>Prince George's County</i>						
Full-Time Career	68.80	68.25	68.80	68.00	68.30	67.00
Part-Time Career	0.60	0.30	0.60	0.30	0.60	0.30
<b>Career Total</b>	<b>69.40</b>	<b>68.55</b>	<b>69.40</b>	<b>68.30</b>	<b>68.90</b>	<b>67.30</b>
Term Contract	-	-	-	-	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(6.10)		(4.60)		(2.24)
<b>Subtotal CAS</b>	<b>69.40</b>	<b>62.45</b>	<b>69.40</b>	<b>63.70</b>	<b>69.40</b>	<b>65.56</b>
<b>TOTAL</b>						
Full-Time Career	126.00	124.75	126.00	124.50	127.00	124.50
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60
<b>Career Total</b>	<b>127.00</b>	<b>125.35</b>	<b>127.00</b>	<b>125.10</b>	<b>128.00</b>	<b>125.10</b>
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(10.35)		(7.60)		(4.10)
<b>Total CAS</b>	<b>128.00</b>	<b>116.00</b>	<b>128.00</b>	<b>118.50</b>	<b>129.00</b>	<b>122.00</b>



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# **Planning Department**

**(Administration Fund)**

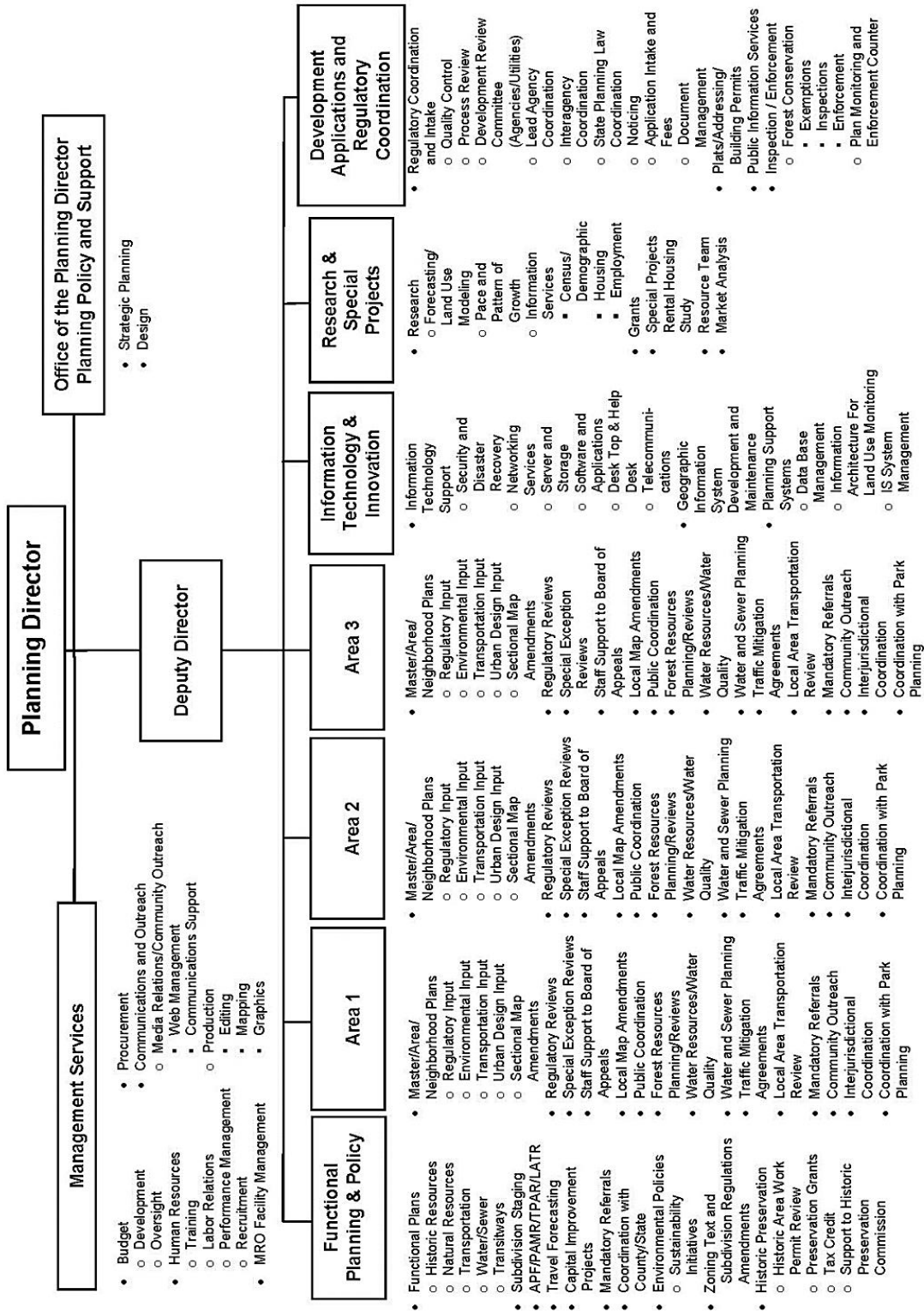
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ORGANIZATIONAL STRUCTURE

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



# Montgomery County Planning Department

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## 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 and oversees the budget and procurement process as well as all outreach and communications. 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 from January 2014 through December 2014 (FY14-FY15)

### Master Planning

- Plans Approved
  - Bethesda Purple Line Station Minor Master Plan (Area 1)
  - White Oak Science Gateway (Area 2)
  - Clarksburg Ten Mile Creek (Area 3)
  - Urban Design Guidelines
    - Chevy Chase Lake (Area 1)
    - Long Branch (Area 1)
    - Glenmont (Area 2)
    - White Oak (Area 2)
- Plans Sent to Council
  - Sandy Spring Rural Village Plan
  - Aspen Hill Master Plan Budget



# Montgomery County Planning Department

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- SMAs Approved
  - Chevy Chase Lake (Area 1)
  - Long Branch (Area 1)
  - Bethesda Purple Line (Area 1)
  - Glenmont (Area 2)
  - White Oak (Area 2)
  - Clarksburg Ten Mile Creek (Area 3)
- Completed 20 (FY14) and 10 (FY15 first quarter) mandatory referrals (Areas 1, 2 and 3, FPP)

## Regulatory Planning

- Planning Board approval of 331 (FY14) and 55 (FY15 first quarter) discrete development applications (Areas 1,2, and 3, DARC)
- Successfully worked with the County Council to complete work on the Zoning Ordinance Rewrite and comprehensive District Map Amendment, both of which became effective on October 30, 2014
- Continued to work closely with the Department of Permitting Services to streamline the development review process

## Information Resources

- Completed countywide LIDAR acquisition and 2014 contour line generation (ITI).
- Provided a new website in support of the Department's end to its data sales policy. This website provides automated up-to-date data in GIS and Computer Aided Design (CAD) format in place of the former data sales website (ITI).
- Upgraded the Department's ePlans system to the most current version in order to improve reliability and reporting capabilities (DARC, ITI).
- ePlans applicant training was offered in the summer of 2014 to help educate the applicants about using ePlans. This included five training sessions and promotion to the community about the opportunity (MS, DARC, and ITI).
- Continued improvements to the Development Applications Information Center (DAIC) website extending ePlans document support to all browsers (ITI).
- Launched interactive "Development Finder" map to provide more access to visitors on the current development projects throughout Montgomery County. This included the production of a short online video and promotion through social media. The map can be located at: <http://mcatlas.org/devfinder/> (MS, ITI).
- Deployed the new Montgomery County Zoning website in conjunction with the October 30, 2014 effective date to the countywide District Map Amendment. The launch included promotion to the community about the digital zoning map with a video highlighting the features of the new tool. The "Zoning Finder" video can be accessed at <https://www.youtube.com/watch?v=6JI8jdFEfOM> (MS, ITI).
- Redeployed the Department's traffic count website <http://mcatlas.org/traffic>. This new site is mobile and browser friendly. Improved reporting now adds bicycle and pedestrian counts to our automotive traffic counts in multiple downloadable formats (FPP, ITI).
- Completed an extensive data center upgrade to expand the capability of the virtualized server architecture. This upgrade reduces physical costs of ownership while improving responsiveness and data recovery at the same time (ITI).



# Montgomery County Planning Department

- Completed wireless network in departments, providing increased bandwidth and reliability (ITI).  
Completed Voice Over IP (VOIP) telephone implementation at all remote sites (ITI).
- Increased social media promotion of development technology/GIS and planning projects on Twitter, Facebook and YouTube (250% increase of Twitter followers and 50% increase in Facebook likes), as well as continued presence with content on Montgomery Plans cable show on County Cable Montgomery (CCM) (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 database (ITI and DARC).
- Upgraded PCs according to the 5 year cycle (ITI).
- Significant increase in social media presence on Twitter, Facebook and YouTube promoting Montgomery Planning Department news and information. Includes a 250% increase in Twitter followers and 50% increase in Facebook likes. Follow the Department: @Montgomeryplans, and “like” at facebook.com/Montgomeryplanning (MS).
- Introduced more video coverage of important community planning meetings and news events to serve as information for residents, recap for the Board and to help the community planning process. These videos have been picked up by local media outlets and promoted on social media channels. Examples of the videos produced over the past year include promos and news coverage for the Bethesda Downtown Plan, Greater Lyttonsville Sector Plan, Westbard Sector Plan, Silver Spring Placemaking and Makeover Montgomery 2 (MS).

## 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.

<b>Goal</b>	Promote the orderly development of livable, safe, inclusive, accessible and economically viable communities and employment centers by fostering public participation in the preparation, approval and implementation of master plans, sector plans, functional plans, special studies and public projects.		
	<b>Objective 1:</b> 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.		
	<b>Objective 2:</b> Monitor development staging and the implementation of public projects to ensure timely provision of infrastructure and achievement of master plan recommendations.		
<b>Performance Indicators</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
# of Plans being worked on in FY (does not include studies but does include Subdivision Staging)	11	10	13



# Montgomery County Planning Department

Performance Indicators	FY14 Actuals	FY15 Estimated	FY16 Proposed
# of Plans approved by the Council in FY	6	3	5
# mandatory referrals completed before deadline (60 days)	50/74%	45/98%	34/98%
Performance Indicators	FY14 Actuals	FY15 Estimated	FY16 Proposed
<b>Objective 3: Ensure diverse public participation in master plan program</b>			
# community meetings in FY	76	102	110
# of "Page Views" on master plan web Pages	188,533	194,000	200,000

## 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.

<b>Goal</b>	Provide timely analysis and evaluation of development applications in accordance and consistent with planning policies, master plans, and regulatory requirements for the benefit of residents and applicants in Montgomery County.		
<b>Objective 1:</b>	Provide a factual and legal basis for Planning Board decisions and recommendations regarding land use and development.		
<b>Objective 2:</b>	Provide zoning and regulatory expertise and recommendations to the Planning Board, Zoning Hearing Examiners, Board of Appeals and County Council to guide decisions related to land use, zoning and development.		
<b>Objective 3:</b>	Provide design expertise for master planning functions and small scale development.		
Performance Indicators	FY14 Actuals	FY15 Estimated	FY16 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)	740	740	740
% of regulatory cases reviewed in 6 months/1 year	69%/86%	70%/85%	70%/85%
# of special exceptions processed	9	10	8
# of local map amendments and development plans/amendments processed	3	3	3



# Montgomery County Planning Department

## Information Resources

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

### Information Technology and Innovation Division (ITI)

The Information Technology & Innovation division's Information Geographic Information Systems team (GIS) maintains the mapping software used by Parks and Planning staff. It also 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 between 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.

<b>Goal</b>	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		
<b>Objective:</b>	To continually refine, update and initiate data collection and analysis while ensuring the delivery and integrity of a publicly accessible information technology infrastructure.		
<b>Performance Indicators</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Total Annual # of page views for the Planning Department and the Planning Board websites	968,001	976,000	983,000
# of in house GIS Edits*	93,116	30,000	30,000
# GIS contractual edits*	0	100,000	5,000
# of web-based products releases, presentations	6	8	8

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 planimetric update is slated for FY15, and a tree canopy analysis will be delivered in FY16.

### Research and Special Projects Division

The Research and Special Projects division provides information and analyses to support decision-making for the Planning Department, Department of Parks, Planning Board, County Council, and other entities. The division develops and maintains a body of knowledge about County land use, including assessing current, proposed, and potential development related economic, demographic, and housing trends and issues. The division is also responsible for developing the County's small area forecast of jobs, households, and population. It also provides analyses of Census demographics, residential and commercial markets, and land use trends as well as research and analyses of trends, economic impacts, and public policy issues for the Planning Board, Planning Department, County Council, and County Executive departments. Additionally, this division provides information on land use that is useful to the County's fiscal impact analyses for master plans and text amendments.



# Montgomery County Planning Department

<b>Goal</b>			
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.			
<b>Objective</b>	<b>Measure</b>		
Provide objective, efficient, and reliable information and analysis	Collection, management, and publication of data on a number of demographic and fiscal indicators to facilitate decision-making.		
Provide timely and accurate demographic, housing, and economic data and analysis of County trends and policies to support master plans and program initiatives, and plan County services.	Provide demographic, housing, and economic analysis supporting the master plan process Facilitate County Executive's fiscal analysis.		
Establish and maintain demographic, economic, land use, housing, and other data and decision-making resources that are regularly updated and accurate.	Prepare official population, housing, and employment forecasts.  Prepare quarterly County demographic data profiles and updates.  Regularly analyze and publish analysis of Federal survey and census data.  Regularly conduct and publish in-house survey analysis topics otherwise not available from other sources.		
<b>Performance Indicators</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Master Plan Support - Demographic and Development Economic Reports and Other Elements	9	10	7
Market Analyses - Retail studies	2	3	5
Market Analyses - Housing studies	2	4	5
Public Presentations/Support	11	11	16
Publications - Trend sheets	12	12	16
Public Information Requests	119	120	130
Special Studies	4	4	8

## 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.

<b>Goal</b>			
To foster a productive work environment by providing the support necessary to accomplish the work program effectively and efficiently.			
<b>Objective 1:</b> To provide training and technical support for staff while maintaining a secure and healthy work environment.			
<b>Performance Indicators</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Continuing Education Unit (CEU) opportunities provided (total # potential CEUs available 1.5 credits per unit)	12	24	24
# MNCPPC employees participating in these programs	10	10	25





# Montgomery County Planning Department

# of non-Commission planners participating in these programs	10	10	10
% of computer replacements within 5 year replacement threshold	20	20	15
<b>Objective 2:</b> To assure efficient and uninterrupted services through effective use of the purchasing process.			
<b>Performance Indicators</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
# of procurements negotiated/in force through resource sharing (Commission and bridged state/municipal contracts)	23	23	25
# of negotiated multi-year solicitations	16	20	18

## SUMMARY OF DEPARTMENT BUDGET

### MONTGOMERY COUNTY PLANNING DEPARTMENT Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2016

	FY 15 Adopted	FY 16 Proposed	% Change
Planning Department			
Office of The Planning Director	\$ 778,109	\$ 935,121	20.2%
Management Services	2,111,751	2,236,045	5.9%
Functional Planning & Policy	2,627,264	2,871,945	9.3%
Area 1	1,701,767	1,461,200	-14.1%
Area 2	2,040,890	2,186,661	7.1%
Area 3	2,090,340	2,081,314	-0.4%
Dev. Applications & Regulatory Coordination	820,248	945,525	15.3%
Information Technology and Innovation	3,237,559	3,372,376	4.2%
Research and Special Projects	1,424,629	1,233,144	-13.4%
Support Services	1,739,042	1,940,772	11.6%
Grants	150,000	150,000	0.0%
Subtotal Planning Department	\$ 18,721,599	\$ 19,414,103	3.7%

## HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- **New Essential Needs Proposed:**  
To advance its work program, the Planning Department is requesting new, one-time funding for several major projects (#1 through #9 listed below), ongoing funding for four projects (including funding for one permanent position #10 through #13 listed below) and ongoing funding request for six years for SAN Server upgrade (#14).
- 1) **Master Plan Reality Check - \$150,000 (one-time):** Through a contract with the University of Maryland's National Center for Smart Growth, the Planning Department will undertake an analysis of the success of the various Master Plans. The Department will assess whether the growth called for by the plans has occurred as anticipated, whether the necessary infrastructure has been provided, and if the public amenities go far enough in creating better communities.



## Montgomery County Planning Department

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- 2) Continued Analysis and Implementation of New Transportation Tools - \$175,000 (one-time): During FY15, Functional Planning & Policy (FPP) is investigating the feasibility of incorporating various new transportation tools into the Department's transportation modeling work. This one-time request for FY16 is for consultant assistance with the technical aspects of establishing new transportation tools for use by FPP in support of master plan analysis and subdivision staging.
- 3) Consulting assistance for the Bikeways Plan Update - \$75,000 (one-time): FPP will be updating the Countywide Bikeways Master Plan during FY16. New bicycle planning guidance has been developed with assistance from a Council of Governments Transportation/Land Use Connections (COG TLC) grant. This guidance or methodology emphasizes the development of connections that would attract those who do not ride bicycles now but who would be more likely to ride if facilities could be provided that offer more separation from vehicular traffic. This one-time request would assist FPP in using the planning guidance tool to develop an updated Countywide Bikeways Master Plan. This will require a comprehensive evaluation of the level of traffic stress along current bikeways countywide, assigning a stress level to each bikeway link, analyzing the connections between bikeways, and evaluating the potential to increase ridership along bikeways of a certain type through better connectivity and/or better design.
- 4) Consultant support for White Flint II Plan - \$60,000 (one-time): The requested technical assistance for White Flint II would support the evaluation of local modeling analysis, using either traditional analysis tools or a more advanced approach, as recommended by a consultant. The consultant will also assist the project team in analyzing three transportation studies either completed or currently underway, for the White Flint area and the City of Rockville. If available, funds will also be utilized to provide feasibility analyses for the redevelopment of industrial and aging commercial properties in the master plan area.
- 5) Consultant support for Montgomery Hills/Forest Glen Master Plan - \$40,000 (one-time): The requested funding is needed to develop feasibility studies and design options for transit-oriented development near the Forest Glen Metro station. Design options will be prepared that accommodate the planned pedestrian tunnel under Georgia Avenue and improvements to Georgia Avenue. The analyses will inform the zoning recommendations and design guidelines in the proposed master plan.
- 6) Website Redesign for Montgomery Planning, Parks, and Board - \$75,000 (one-time): The Montgomery County Planning and Parks Departments are proposing a website redesign for FY16 which will involve a new content management system, migration of content, training, and support. This upgrade will allow for more information transparency, website management efficiency and more current technology for visitors, staff and users of the Parks, Planning and Board sites.
- 7) General consulting funding request - \$50,000 (one-time): Funding request for outside professional facilitation services related to the Community Outreach for the Aspen Hill and Vicinity Plan or other applicable projects.
- 8) Desktop Virtualization - \$60,000 (one-time): End users are demanding more productivity from anywhere ... on any device ... at any time, and desktop virtualization is emerging as the solution. In FY15, ITI is assessing which



desktop virtualization technology is best. In FY16, ITI expects to begin desktop virtualization by replacing aging PCs with inexpensive thin clients, or zero clients, as they are called. A thin client, essentially, is a remote console that provides a user interface to the virtual desktop. Computing takes place in the virtual environment in the data center, where virtual desktops reside, and will provide these benefits:

- A consistent end-user experience, regardless of device,
- A secure and reliable backup and data recovery capability, and
- Reduced support and hardware costs compared to maintaining individual desktops.

We are excited to strategically implement desktop virtualization over the next several years to meet our end user computing needs.

9) Evolving Retail Trends Study - \$150,000 (one-time):

With the focus on mixed-use development as a desirable way of addressing place-making objectives, it is imperative that the Department understands the retail trends influencing Montgomery County and position commercial areas, through the master planning process, for the future. E-commerce is among the trends shaping the retail environment. Other trends - including changing economic conditions, a drop in real earning power, changing demographics, and an aging population - already influence the way people shop. These trends will further influence land use change and the long term viability of many commercial areas in Montgomery County. It is essential to future planning activities to reflect these trends and incorporate changes into the vision for communities.

10) New Web Team Position (IT Support Specialist I) - \$83,000, 1.0 WY(ongoing):

Since FY10, when the Web Team lost three positions during a restructuring, the Web Team has had only two positions to handle the websites for Montgomery's Planning Department, Parks Department and Planning Board. Currently there is a new emphasis on, and greater expectations for, the quality and quantity of product coming from the Web Team. This is a direct reflection on the expanding degree to which the community depends on web-based communications and information searching and the growing number of tools and sources being made available to and expected by the rapidly expanding on-line, web-focused community. As a result, there is an urgent need to fund one (1) more full-time, career position for the Web Team to allow for quality control of content, regular web maintenance, service to the planning teams, and growth and implementation of new outreach tools such as social media, interactive maps, and video tools.

11) Professional services support for Project Docx - \$40,000 (ongoing):

Regulatory Application Review Software: Several years ago, the Planning Department embarked on a new, ambitious effort that would allow acceptance and review of regulatory applications and amendments online. The contract called for the vendor to do the programming for three plan types, and the system has now gone live with electronic review for preliminary plans, site plans and record plats. However, there are still several plan types, including Forest Conservation Plans, Water Quality Plans and others, that need to be reviewed electronically. Although the IT staff has been trained so that they can continue the programming effort for these other plan types, the Department still relies on the vendor to help with debugging errors, testing the final product before it goes live, and providing other types of support on an "as needed" basis.

12) Community Outreach expansion initiative - \$77,800 (ongoing):

In an effort to be more transparent and to clearly present all the elements of the new



## Montgomery County Planning Department

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community outreach initiative, all of the proposed cost increases across the entire Department have been aggregated into a single cost item for budget consideration. Division chiefs have examined the proposed work program and projected expenditures for each project and master plan that would benefit from expanded engagement with the community. The Department has been introducing new outreach methods in an attempt to reach all segments of the population. The outreach budget includes, but is not limited to, costs for mailings, online social media outreach, special meeting exhibits and banners, as well as videography. This focused budgeting will allow for a more strategic approach when assessing return on investment and the appropriate mix of outreach tools that a planning team can use to reach their intended audience. The communication outreach budget reflects the work coming out of the Communications Team (publications, web and media) working in collaboration with the rest of the Montgomery Planning divisions.

### 13) Facility Repairs - \$175,800 (ongoing):

The MRO Building is an aging facility and, although the Department anticipates moving to the new Wheaton Headquarters by early 2019, it is important to maintain a functional, comfortable, and safe work environment for employees. A number of expenses are anticipated to be necessary for general contracting for painting, electrical repairs, and maintenance.

### 14) Storage Area Network (SAN) Server Upgrade - \$80,000 (ongoing - annual cost for six years):

Total cost to upgrade the SAN server is \$400,000 for the Planning Department. This initiative would be funded through the Internal Service Fund (ISF) for six (6) years at an annual cost of approximately \$80,000 per year. Funding will be used to replace existing SAN servers, located in the MRO and Saddle Brook data centers, which have exceeded their expected lifecycle. These SAN servers provide the data storage foundation for M-NCPPC's projects including Hansen, ProjectDox, EAM, Data Server and Virtualization, among others.

- Six (6) lapsed positions (consistent with FY15 4.5% lapse) are redistributed to accommodate work program changes: Areas 1, 2, 3, DARC, ITI and MS now each carry one lapsed position.
- The Development Review Special Revenue Fund chargeback is consistent with FY15, but redistributed according to regulatory work load per division.
- The Proposed FY16 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 FY16 proposed operating budget is \$19,414,103, 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 FY16 and is proposing an ambitious set of projects. The proposed FY16 budget is a reduction of (3.2%) before the new essential needs funding request. With the new essential needs funding request, the budget is increased by 3.7% over the approved FY15 budget.



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	<b>FY15 Adopted Budget</b>	<b>\$18,721,599</b>
<b>FY16 BASE BUDGET</b>		
<b>Major Known Commitment Changes</b>		
	Salaries and health benefits	(\$70,614)
	Retirement	(\$118,912)
	Chargebacks	\$23,230
	Other operating budget changes	\$112,200
<b>Reduction of one time budget items from FY15 Budget</b>		
	Information Technology (IT) Upgrades	(\$70,000)
	Consulting funding for Colocation Of Public Facilities	(\$100,000)
	Consulting Funding for Functional Plan for Housing	(\$250,000)
	Consulting Funding For Travel Demand Forecasting	(\$125,000)
	<b><u>Subtotal onetime FY15 budget reductions</u></b>	<b><u>(\$545,000)</u></b>
	<b><u>Subtotal changes to the FY16 Proposed Base Budget</u></b>	<b><u>(\$599,096)</u></b>
	<b><u>Subtotal Base Budget FY16</u></b>	<b><u>\$18,122,503</u></b>
	<b><u>Estimated Percent Change in FY16 Base budget vs. FY15 Adopted budget</u></b>	<b><u>-3.2%</u></b>
	<b><u>Proposed Essential Needs/New Initiatives</u></b>	
<b>Funding Request to Support Proposed Work Program</b>		<b><u>\$500,000</u></b>
	Onetime funding for University Of Maryland (UMD) Contract for Master Plan Reality Check	\$150,000
	Onetime funding request for Continued Analysis and Implementation of New Transportation Tools	\$175,000
	Onetime funding request for Consulting assistance with Bikeways Plan Update	\$75,000
	Onetime funding request for White Flint II Plan(transportation and feasibility analysis)	\$60,000
	Onetime funding request for Montgomery Hills/Forest Glen Master Plan (Development, feasibility analysis and design studies)	\$40,000
<b>Funding Request for Improvements to the Department Website</b>		<b><u>\$158,000</u></b>
	Onetime funding request for Website Redesign	\$75,000
	Ongoing funding for one currently unfunded position in FY16 for Web Team	\$83,000
<b>Funding request for Enhanced Community Outreach</b>		<b><u>\$127,800</u></b>
	Ongoing funding request for Community Outreach expansion initiative	\$77,800
	Onetime general consulting funding request for professional services for Community Outreach	\$50,000
<b>Funding request for Information Technology Upgrades</b>		<b><u>\$180,000</u></b>
	Funding for SAN Server replacement to be financed and paid over six years	\$80,000
	Onetime funding request for Initiation of Desktop Virtualization	\$60,000
	Ongoing funding request for Project Docx for Professional Services	\$40,000
<b>Onetime Consulting funding for Evolving Retail Trends Study</b>		<b><u>\$150,000</u></b>
<b>Ongoing Facility Repairs restoration</b>		<b><u>\$175,800</u></b>
	<b><u>Subtotal proposed Essential Needs/New Initiatives</u></b>	<b><u>\$1,291,600</u></b>
<b>Net Change in FY16 Base Budget Plus Essential Needs/New Initiatives</b>		<b><u>\$692,504</u></b>
<b>FY16 Proposed Base plus Essential Needs/New Initiatives (before compensation marker and transfer to Development Review Special Revenue Fund)</b>		<b><u>\$19,414,103</u></b>
<b>Estimated Percent Change in FY16 Proposed budget vs. FY15 Adopted budget</b>		<b><u>3.7%</u></b>



# Montgomery County Planning Department

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## Staffing and Lapse

For FY16, the Department plans to maintain an approximate 4.5% lapse rate (consistent with the FY15 lapse rate). The Planning Department's proposed staffing level of 151 positions (145.85 workyears) includes 139.85 funded workyears (before 23.55 workyears charged back to DR Special Revenue Fund). After adjustment for chargeback, the tax supported workyears are 116.30 with six (6) lapsed workyears and four (4) unfunded positions. This reflects a change from FY15 as the Department is requesting new funding for one of the five positions that have been unfunded since FY11.

## 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 \$184,000 in fees from Service Charges and other program fees in FY16. 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 FY16 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 FY16 which do not include interest revenues:

- \$1,825,000      Development Review Special Revenue Account
- \$50,000        Forest Conservation
- \$25,000        Environmental/Forest Conservation Penalties
- \$24,000        Traffic Mitigation Program
- \$5,000         Historic Preservation – County Non-Departmental Account
- \$2,000         GIS Data Sales
- \$1,931,000      Total**

## Transfers (Out)

The Department has traditionally requested a transfer from the Administration Fund into the Development Review (DR) Special Revenue Fund in recognition of the fact that revenues may not cover the costs of departmental review efforts. The fund performed well in FY12 and FY13, primarily due to the fees collected for various large projects in CR zones. This performance built a significant fund balance. Due to this large balance, the Council did not approve a transfer in FY14 and a transfer was not requested for FY15.

The Development Review Special Revenue Fund is particularly difficult to project. Initially, it was projected that ongoing revenue in the Development Review Special Revenue Fund would not cover projected expenditures, necessitating the continued use of fund balance and, at this point, a transfer of \$500,000 for FY16. In the past couple of months though, there has been an influx of applications due to the recent change to the new Zoning Code and, depending on the trend through subsequent months, the FY15 revenue may indeed meet projected expenditures. The Department, however, anticipates that there may be a significant slowdown in revenue over the winter months and, thus, cannot say definitively that the revenues will meet expenditures. Given how important it is for the Development Review Special Revenue Fund balance to not approach the minimum responsible level of 15% of expenditures, it is prudent to continue to recommend reinstating a transfer at a level of \$500,000 for FY16. With current projections, this will allow for future transfers to rise



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more gradually to the \$1.5M level that might be needed in the future to maintain the current level of expenditures. But, if revenues continue to be high into the spring, then the Department could revise its recommendation about this \$500,000 transfer when the FY16 budget is being considered by the Council.

**FY16 Proposed Base Plus Essential Needs/New Initiatives (before compensation marker and Transfer to Development Review Special** **\$19,414,103**

Transfers (out) to Development Review Special Revenue Fund \$500,000

**FY16 Proposed Base plus Essential Needs/New Initiatives and Transfer to Development Review Special Revenue Fund (before compensation marker)** **\$19,914,103**

**Estimated Percent Change in FY16 Proposed budget vs. FY15 Adopted budget including transfer to Development Review Special Revenue Fund and before compensation marker** **6.4%**

## Professional Services

The Department proposes to spend \$1,331,400 for the professional services outlined in the table below. This level reflects an increase of \$345,100 (35%) from FY15 adopted funding levels as a result of net changes due to new one-time professional services essential needs funding requests in FY16, reduction of one-time essential needs requests from FY15 adopted, and the redistribution of resources to fund known consulting needs.

PROFESSIONAL SERVICES				
Division	Program Element	Description	FY15 Approved Budget	FY16 Proposed Budget
<b>Director's Office</b>				
	Special Projects	Funding for Special Council Request	\$15,000	\$30,000
	Master Plan Reality Check	University Of Maryland		\$150,000*
<b>Area 1</b>				
	Special Projects	Funding for Special Council Request	\$15,000	
	Sustainability & Planning Activity	Consulting Service for Green Building and Neighborhood Planning	\$10,000	
	Greater Lyttonsville	Land/retain/industrial use analysis	\$20,000	
	Bethesda Downtown Plan	Streetscape guidelines consulting services		\$15,000
<b>Area 2</b>				
	Montgomery Village Master Plan	Feasibility studies and/or economic analyses	\$33,000	
	Montgomery Village Master Plan	Community Outreach	\$32,000	
	Montgomery Hill/Forest Glen	Development, feasibility analysis and design studies		\$40,000 *
	White Flint II	Feasibility studies ,transportation and economic analyses		\$60,000 *
	Aspen Hill and other MP	Consulting Services for Community Outreach		\$40,000 *
	Rock Spring Plan	Consulting Services for Community Outreach		\$10,000*
<b>Area 3</b>				
	Special Projects	Funding for Special Council Request	\$15,000	\$15,000
	Sustainability & Planning Activity	Consulting Service for Green Building and Neighborhood Planning	\$10,000	



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Division	Program Element	Description	FY15 Approved Budget	FY16 Proposed Budget
<b>Research and Special Projects</b>				
	Rental Housing Study with DHCA	Consultant support on research reports relevant to economic competitiveness and housing needs	\$250,000	
	Colocation of Public Facilities Study	Consultant support for research and analysis of the state of the practice regarding the sharing and colocation of public facilities	\$100,000	
	Evolving Retail Trends Study	Consulting funding for county wide retail Study		<b>\$150,000 *</b>
	Special Projects	General Consulting Services		\$15,000
<b>Functional Planning and Policy</b>				
	Bethesda CBD	Traffic Count Program - Ongoing support of master plans	\$12,000	
		Local Area Modeling assistance	\$17,500	
	Montgomery Hill/Forest Glen	Traffic Count Program - Ongoing support of master plans		\$12,000
	Montgomery Village Master Plan	Traffic Count Program - Ongoing support of master plans	\$12,000	
	Montgomery Village Master Plan	Local Area Modeling Assistance	\$17,500	
	Hist. Area Permits	Legal Requirement for HPC Hearings	\$10,900	\$13,000
	MARC Rail Stations Plan	Traffic Count Program - Ongoing support of master plans		\$6,000
		Local Area Modeling assistance		\$9,000
	White Flint II Master Plan	Traffic Count Program - Ongoing support of master plans		\$12,000
		Local Area Modeling assistance		\$17,000
	Rockspring Plan	Traffic Count Program - Ongoing support of master plans		\$12,000
		Local Area Modeling assistance		\$17,000
	Aspen Hill and other MP	Traffic Count Program - Ongoing support of master plans		\$12,000
		Local Area Modeling assistance		\$17,000
	Subdivision Staging Growth Policy /COG Master Plan Local Area Modeling Support	TPAR 2016 Analysis	\$50,000	
		Exploration of Dynamic Traffic Model to combine policy area and local area analysis	\$75,000	
	Subdivision Staging Policy	Continued Analysis and Implementation of New Transportation Tools		<b>\$175,000*</b>
	Bikeways Plan Update	Consulting Services		<b>\$75,000*</b>
<b>Information Technology &amp; Innovation</b>				
	<u>Information Technology</u>	WAN/LAN/Harbernet consulting	\$65,000	\$65,000
		Consulting for Telephone Support (VOIP)	\$30,000	\$32,000
		Microsoft email Cloud. Email annual license fee	\$20,000	\$27,000
		L3 Helpdesk/Inventory support	\$65,000	\$65,000
		Consulting Support Miscellaneous	\$10,000	\$3,000
		Desktop Virtualization		<b>\$60,000 *</b>
		Mobile device management	\$10,000	\$4,000
		Outside help for IT strategic plan	\$20,000	
		Avaya monitoring system	\$20,000	\$7,000
		UPS Maintenance	\$15,000	\$3,000
		E911 ongoing support	\$2,400	\$2,400
		Mutare ongoing support (voice mail to email conversion)	\$2,000	\$2,000
		Black Boxlicenses for constant upgrades for videoconference units	\$4,000	\$4,000





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Division	Program Element	Description	FY15 Approved Budget	FY16 Proposed Budget
	<b>IS/GIS</b>	For professional Services related to Project Docx		<b>\$40,000</b>
<b>Management Services</b>				
<b>Communications</b>				
		Website Upgrade		<b>\$75,000 *</b>
Support Services				
	To be used for all Area teams as needed	Master Plan Transcriptions and Noticing	\$20,000	\$30,000
	To be used for all Area teams as needed	Translation Service	\$8,000	\$10,000
<b>Planning Department Total</b>			<b>\$986,300</b>	<b>\$1,331,400</b>

Note: \*New one-time/Essential needs funding request

## Publications

The Department proposes a budget of \$16,000 for publications, which is \$1000 (7%) more than the FY15 approved budget and is outlined in the table below.

<b>PUBLICATIONS</b>				
Division	Program Element	Description	FY15 Adopted Budget	FY16 Proposed Budget
<b>Functional Planning and Policy</b>				
	Historic Area Work Permits	HPC Legal Notices in Newspaper	\$10,000	\$11,000
<b>Management and Technology Services/Management Services</b>				
<b>Support Services</b>				
	To be used for all Area teams as needed	Specialized Printing	\$5,000	\$5,000
<b>Planning Department Total</b>			<b>\$15,000</b>	<b>\$16,000</b>





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Montgomery County Planning Department: FY16 Proposed Work Program Crosswalk of Work Years (Division to Work Program Elements)												
	FY15 Adopted	FY16 Proposed	Director's Office	Management Services	Functional Planning & Policy	Area 1	Area 2	Area 3	Development & Applications	Regulatory Coordination	Information Technology & Innovation	Research & Special Projects
Funded Workyears	138.85	139.85	4.00	16.75	18.50	16.00	20.00	20.70	19.90	16.00	16.00	8.00
<b>Program: MASTER PLANNING PROGRAM</b>												
<b>Plans</b>												
White Oak Science Gateway Master Plan/Remand	0.81	0.00										
Montgomery Hills and Forest Glen Master Plan	0.00	0.75	0.02	0.04	0.10	0.25	0.20	0.00	0.04	0.04	0.10	0.10
Shady Grove MMP	0.00	2.34	0.02	0.23	0.30	0.25	1.25	0.00	0.04	0.04	0.25	0.25
MARC Rail Stations (Germantown and Boyds) Plan	0.00	2.44	0.02	0.23	0.10			1.80	0.04	0.04	0.25	0.25
Aspen Hill and Vicinity	0.00	3.34	0.02	0.23	0.50		2.30	0.00	0.04	0.04	0.25	0.25
Sandy Spring Rural Village MMP	1.80	0.23	0.02	0.02				0.10	0.04	0.04	0.05	0.05
Aspen Hill MMP	1.80	0.23	0.02	0.02			0.10	0.00	0.04	0.04	0.05	0.05
Bethesda Downtown Plan	3.30	1.78	0.02	0.17	0.50	0.75		0.20	0.04	0.04	0.10	0.10
Greater Lyttonsville	2.05	1.59	0.02	0.23	0.25	0.75		0.20	0.04	0.04	0.10	0.10
Westboard Plan	2.20	1.59	0.02	0.23	0.25	0.75		0.20	0.04	0.04	0.10	0.10
Montgomery Village Master Plan	2.80	2.29	0.02	0.23	0.50		1.20	0.10	0.04	0.04	0.20	0.20
Highways Master Plan /Technical Corrections & Updates	1.30	1.14	0.02	0.23	0.50		0.10	0.20	0.04	0.04	0.05	0.05
White Flint II Plan	0.40	3.79	0.02	0.23	0.50	0.50	1.80	0.20	0.04	0.04	0.50	0.50
Rock Spring Plan	0.00	1.46	0.02	0.10	0.30	0.50	0.30	0.00	0.04	0.04	0.20	0.20
Gaithersburg East/Montgomery Village Master Plan	0.00	0.00										
One Limited Master Plan Amendment (TBD)	0.00	0.00										
Historic Preservation Functional Master Plan	3.15	2.40	0.02	0.23	2.00				0.05	0.05	0.10	0.10
<b>Public Policies Planning and Coordination</b>												
Public Project Coordination	7.60	5.18	0.10	0.23	1.50	1.00	1.00	1.00	0.20	0.20	0.10	0.15
Master Plan Staging/Monitoring	2.55	2.58		0.23	0.25	0.40	1.00	0.20	0.20	0.20	0.10	0.20
<b>Special Projects</b>												
Bikeways Plan Update	0.00	1.37	0.05	0.23	0.75	0.05	0.10	0.10	0.04	0.04	0.05	0.05
Evolving Retail Trends Study	0.00	1.27	0.05	0.23	0.05	0.05	0.05	0.10	0.04	0.04	0.75	0.75
Master Plan Reality Check	0.00	1.72	0.05	0.23	0.20	0.20	0.10	0.10	0.04	0.04	1.00	1.00
Rental Housing Study	2.75	1.23	0.05	0.19	0.05	0.05	0.05	0.10	0.04	0.04	0.75	0.75
Colocation of Public Facilities Study	3.35	1.13	0.05	0.23	0.05	0.05	0.10	0.10	0.10	0.10	0.50	0.50
Recreation Guidelines	1.80	1.29	0.05	0.19	0.10	0.10	0.10	0.80	0.05	0.05	0.05	0.05
Subdivision Staging (Growth Policy)	4.35	4.68	0.05	0.23	3.00	0.10	0.10	0.10	0.05	0.05	1.00	1.00
Sustainability and Planning Activity	1.86	1.38	0.05	0.23	0.60	0.05	0.10	0.20	0.10	0.10	0.05	0.05
Agriculture Initiatives	2.05	2.13	0.05	0.23	0.75	0.05	0.10	0.95	0.10	0.10	0.05	0.05
Special Projects	1.75	1.68	0.05	0.18	0.10	0.20	0.20	0.20	0.10	0.10	0.65	0.65
<b>SUB-TOTAL MASTER PLANNING</b>	<b>47.67</b>	<b>51.01</b>	<b>0.88</b>	<b>5.05</b>	<b>12.75</b>	<b>6.00</b>	<b>10.15</b>	<b>6.95</b>	<b>0.45</b>	<b>1.28</b>	<b>7.50</b>	<b>7.50</b>
New Work Program Efforts in FY16												
Expected to end in FY15												



# Montgomery County Planning Department

Montgomery County Planning Department: FY16 Proposed Work Program Crosswalk of Work Years (Division to Work Program Elements)										
	FY16 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
<b>Funded Workyears</b>	139.85	4.00	16.75	18.50	16.00	20.00	20.70	19.90	16.00	8.00
<b>Program: REGULATORY PLANNING PROGRAM</b>										
<b>Regulatory Policy Development/Amendment</b>										
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.78	0.03	0.23	0.80	0.15	0.20	0.20	0.10	0.07	
Zoning Ordinance Revisions and Refinements	0.64	0.04	0.10	0.20	0.10	0.10	0.10			
<b>Land Use Regulations</b>										
Conditional Uses (Special Exceptions)	2.58		0.23		0.50	0.45	1.00	0.35	0.05	
Local Map Amendments and Development Plan Preliminary Plans/Subdivision Plans	1.98		0.23		0.50	0.50	0.70	0.05		
Project, Sketch and Site Plan Reviews	12.92	0.05	0.23	0.10	2.10	2.50	3.40	4.50	0.04	
Pre-Application Meetings/Guidance	11.97	0.05	0.23		3.15	3.00	3.00	2.50	0.04	
Regulatory Enforcement and Building Permit Review	1.78	0.10	0.23		0.40	0.40	0.55	0.10		
Historic Area Work Permits	1.18		0.23	3.75	0.10		0.10	0.75		
Forest Conservation Reviews, Inspections & Enforcement	3.91		0.16		2.00	1.50	3.50	4.70		
	11.98	0.05	0.23	4.85	9.00	8.65	12.55	13.05	0.20	0.00
<b>SUB-TOTAL REGULATORY PLANNING</b>	<b>50.72</b>	<b>0.32</b>	<b>2.10</b>	<b>4.85</b>	<b>9.00</b>	<b>8.65</b>	<b>12.55</b>	<b>13.05</b>	<b>0.20</b>	<b>0.00</b>
<b>Program: INFORMATION RESOURCES</b>										
<b>Public Information</b>										
Research Projects	0.89	0.05	0.30		0.10	0.10	0.10		0.04	0.20
Information Systems/Geographic Information Systems (IS/GIS)	7.15		0.20					0.10	6.85	
Information Services	3.69	0.05	0.20		0.10	0.10	0.10	3.10	0.04	
<b>SUB-TOTAL INFORMATION RESOURCES</b>	<b>11.73</b>	<b>0.10</b>	<b>0.70</b>	<b>0.00</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>3.20</b>	<b>6.93</b>	<b>0.20</b>
<b>Program: MANAGEMENT/ADMINISTRATION</b>										
<b>Governance</b>										
Work Program Management	6.50	1.60	1.30	0.40	0.40	0.40	0.40	1.10	0.75	0.15
Work Program Support	13.55	1.00	7.45	0.50	0.40	0.60	0.60	2.10	0.75	0.15
<b>Agency Support</b>										
Information Technology	6.34	0.10	0.15						6.09	
<b>SUB-TOTAL MANAGEMENT/ADMINISTRATION</b>	<b>26.39</b>	<b>2.70</b>	<b>8.90</b>	<b>0.90</b>	<b>0.80</b>	<b>1.00</b>	<b>1.00</b>	<b>3.20</b>	<b>7.59</b>	<b>0.30</b>
<b>TOTAL</b>	<b>139.85</b>	<b>4.00</b>	<b>16.75</b>	<b>18.50</b>	<b>16.00</b>	<b>20.00</b>	<b>20.70</b>	<b>19.90</b>	<b>16.00</b>	<b>8.00</b>
New Work Program Efforts in FY16										
Expected to end in FY15										



# Montgomery County Planning Department

Montgomery County Planning Department: FY16 Estimated Work Program cost									
An Estimated cost of the FY16 Planning Department Work Program Based on Analytical Allocation of the Budget									
	FY16 Proposed	Personnel **	Professional Services	Publication	Other Costs	Sub Total	DR Chargeback	Total	
<b>Total Funded Workyears</b>	<b>139.85</b>								
<b>Program: MASTER PLANNING PROGRAM</b>									
<b>Plans</b>									
White Oak Science Gateway Master Plan/Remand	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0
Montgomery Hills and Forest Glen Master Plan	0.75	\$94,437	\$52,000		\$12,470	\$158,907		\$158,907	\$158,907
Shady Grove MMP	2.34	\$294,642			\$38,908	\$333,550		\$333,550	\$333,550
MARC Rail Stations (Germantown and Boyds) Plan	2.44	\$307,234	\$15,000		\$40,571	\$362,804		\$362,804	\$362,804
Aspen Hill and Vicinity	3.34	\$420,558	\$69,000		\$55,535	\$545,093		\$545,093	\$545,093
Sandy Spring Rural Village MMP	0.23	\$28,961			\$3,824	\$32,785		\$32,785	\$32,785
Aspen Hill MMP	0.23	\$28,961			\$3,824	\$32,785		\$32,785	\$32,785
Bethesda Downtown Plan	1.78	\$224,129	\$15,000		\$29,597	\$268,726		\$268,726	\$268,726
Greater Lyttonsville	1.59	\$200,206			\$26,437	\$226,643		\$226,643	\$226,643
Westbard Plan	1.59	\$200,206			\$26,437	\$226,643		\$226,643	\$226,643
Montgomery Village Master Plan	2.29	\$288,346			\$38,077	\$326,423		\$326,423	\$326,423
Highways Master Plan /Technical Corrections & Updates	1.14	\$143,544			\$18,955	\$162,499		\$162,499	\$162,499
White Flint II Plan	3.79	\$477,219	\$89,000		\$63,018	\$629,237		\$629,237	\$629,237
Rock Spring Plan	1.46	\$183,837	\$39,000		\$24,276	\$247,112		\$247,112	\$247,112
Historic Preservation Functional Master Plan	2.40	\$302,197			\$39,906	\$342,103		\$342,103	\$342,103
<b>Public Policies Planning and Coordination</b>									
Public Project Coordination	5.18	\$652,242			\$86,129	\$738,371		\$738,371	\$738,371
Master Plan Staging/Monitoring	2.58	\$324,862			\$42,898	\$367,760		\$367,760	\$367,760
<b>Special Projects</b>									
Bikeways Plan Update	1.37	\$172,504	\$75,000		\$22,779	\$270,284		\$270,284	\$270,284
Evolving Retail Trends Study	1.27	\$159,913	\$150,000		\$21,117	\$331,029		\$331,029	\$331,029
Master Plan Reality Check	1.72	\$216,575	\$150,000		\$28,599	\$395,174		\$395,174	\$395,174
Rental Housing Study	1.23	\$154,876			\$20,452	\$175,328		\$175,328	\$175,328
Colocation of Public Facilities Study	1.13	\$142,284			\$18,789	\$161,073		\$161,073	\$161,073
Recreation Guidelines	1.29	\$162,431			\$21,449	\$183,880		\$183,880	\$183,880
Subdivision Staging (Growth Policy)	4.68	\$589,284	\$175,000		\$77,816	\$842,100		\$842,100	\$842,100
Sustainability and Planning Activity	1.38	\$173,763			\$22,946	\$196,709		\$196,709	\$196,709
Agriculture Initiatives	2.13	\$268,200			\$35,416	\$303,616		\$303,616	\$303,616
Special Projects	1.68	\$211,538	\$60,000		\$27,934	\$299,472		\$299,472	\$299,472
<b>SUB-TOTAL MASTER PLANNING</b>	<b>51.01</b>	<b>\$6,422,946</b>	<b>\$889,000</b>	<b>\$0</b>	<b>\$848,159</b>	<b>\$8,160,105</b>	<b>\$0</b>	<b>\$8,160,105</b>	<b>\$8,160,105</b>
New Work Program Efforts in FY16									
Expected to end in FY15									



# Montgomery County Planning Department

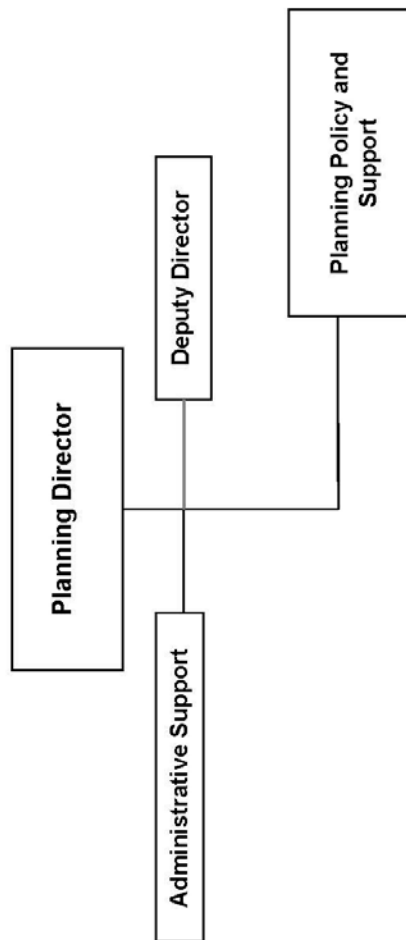
Montgomery County Planning Department: FY16 Estimated Work Program cost									
An Estimated cost of the FY16 Planning Department Work Program Based on Analytical Allocation of the Budget									
	FY16 Proposed	Personnel **	Professional Services	Publication	Other Costs	Sub Total	DR	Chargeback	Total
<b>Total Funded Workyears</b>	139.85								
<b>Program: REGULATORY PLANNING PROGRAM</b>									
<b>Regulatory Policy Development/Amendment</b>									
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.78	\$224,129			\$29,597	\$253,726			\$253,726
Zoning Ordinance Revisions and Refinements	0.64	\$80,586			\$10,641	\$91,227			\$91,227
<b>Land Use Regulations</b>									
Conditional Uses (Special Exceptions)	2.58	\$324,862			\$42,898	\$367,760			\$367,760
Local Map Amendments and Development Plan Amendments	1.98	\$249,313			\$32,922	\$282,235			\$282,235
Preliminary Plans/Subdivision Plans	12.92	\$1,626,827			\$214,825	\$1,841,652		(\$1,372,100)	\$469,552
Project, Sketch and Site Plan Reviews	11.97	\$1,507,208			\$199,029	\$1,706,237		(\$1,234,900)	\$471,337
Pre-Application Meetings/Guidance	1.78	\$224,129			\$29,597	\$253,726			\$253,726
Regulatory Enforcement and Building Permit Review	1.18	\$148,580			\$19,620	\$168,200			\$168,200
Historic Area Work Permits	3.91	\$492,329	\$13,000	\$11,000	\$65,013	\$581,342			\$581,342
Forest Conservation Reviews, Inspections & Enforcement	11.98	\$1,508,467			\$199,195	\$1,707,662			\$1,707,662
<b>SUB-TOTAL REGULATORY PLANNING</b>	<b>50.72</b>	<b>\$6,386,431</b>	<b>\$13,000</b>	<b>\$11,000</b>	<b>\$843,337</b>	<b>\$7,253,768</b>		<b>(\$2,607,000)</b>	<b>\$4,646,768</b>
<b>Program: INFORMATION RESOURCES</b>									
<b>Public Information</b>									
Research Projects	0.89	\$112,065			\$14,798	\$126,863			\$126,863
Information Systems/Geographic Information Systems (IS/GIS)	7.15	\$900,295	\$40,000		\$372,385	\$1,312,681			\$1,312,681
Information Services	3.69	\$464,628			\$61,355	\$525,983		(\$330,500)	\$195,483
<b>SUB-TOTAL INFORMATION RESOURCES</b>	<b>11.73</b>	<b>\$1,476,988</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$448,538</b>	<b>\$1,965,526</b>		<b>(\$330,500)</b>	<b>\$1,635,026</b>
<b>Program: MANAGEMENT/ADMINISTRATION</b>									
<b>Governance</b>									
Work Program Management	6.50	\$818,450			\$108,078	\$926,528			\$926,528
Work Program Support	13.55	\$1,706,154	\$75,000		\$225,300	\$2,006,454			\$2,006,454
<b>Agency Support</b>									
Information Technology	6.34	\$798,304	\$274,400		\$816,517	\$1,889,221			\$1,889,221
<b>SUB-TOTAL MANAGEMENT/ADMINISTRATION</b>	<b>26.39</b>	<b>\$3,322,908</b>	<b>\$349,400</b>	<b>\$0</b>	<b>\$1,149,895</b>	<b>\$4,822,203</b>		<b>\$0</b>	<b>\$4,822,203</b>
<b>TOTAL</b>	<b>139.85</b>	<b>\$17,609,273</b>	<b>\$1,291,400</b>	<b>\$11,000</b>	<b>\$3,289,930</b>	<b>\$22,201,603</b>		<b>(\$2,937,500)</b>	<b>\$19,264,103</b>
New Work Program Efforts in FY16									
Expected to end in FY15									
									<b>Grant</b>
									<b>\$150,000</b>
<b>FY16 Proposed Budget</b>									<b>\$19,414,103</b>

\*\*Personnel cost does not include OPEB Prefunding, OPEB pay go and compensation. These are included in non-departmental account



ORGANIZATIONAL STRUCTURE

**OFFICE OF THE PLANNING DIRECTOR**



# Montgomery County

## Planning Department – Office of the Planning Director

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### OVERVIEW

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

### PROGRAMS AND SERVICES PROVIDED

- Coordination with the Office of State Planning
- Coordination with the Council of Governments (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 from January 2014 through December 2014 (FY14-FY15)

- New Zoning Code adopted by County Council on March 5, 2014.
- Comprehensive District Map Amendment adopted by County Council on July 15, 2014.
- In coordination with the University of Maryland, the Planning Department organized and hosted the **Makeover Montgomery II/Moving Forward Montgomery** conference, a three day event attended by more than 300 planners, residents and students.
- In order to meet the new 120 day regulatory review period required by the new zoning code, reorganized the Development Review Committee and introduced other streamlining measures.
- Working in concert with government agencies, private industry and citizens, successfully concluded work on WSSC's Large Diameter Pipe Ad Hoc Committee, with the WSSC Board adopting the group's recommendations in full.
- Initiated a Design Excellence program and hired a Senior Urban Designer reporting to the Director.
- Continued work on designing an innovative and sustainable new building for the Department in Wheaton.
- Completed the review of the complex Purple Line Mandatory Referral.
- Initiated exciting new outreach strategies, including the use of all types of Social Media, videography, and a unique array of interactive exercises to help get different demographic groups involved in the Master Plan process.
- Oversaw the completion of several new Masters Plans, including the White Oak Science Gateway Master Plan and the Ten Mile Creek Limited Amendment to the Clarksburg Master Plan, among others.





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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b><u>FY15 Adopted</u></b>	<b><u>FY16 Proposed</u></b>	<b><u>% Change</u></b>
<b>Budget</b>			
Expenditures	\$778,109	\$935,121	20.2%
<b>Staffing</b>			
Funded Career Positions	4.00	4.00	0.0%
Funded Workyears	4.00	4.00	0.0%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

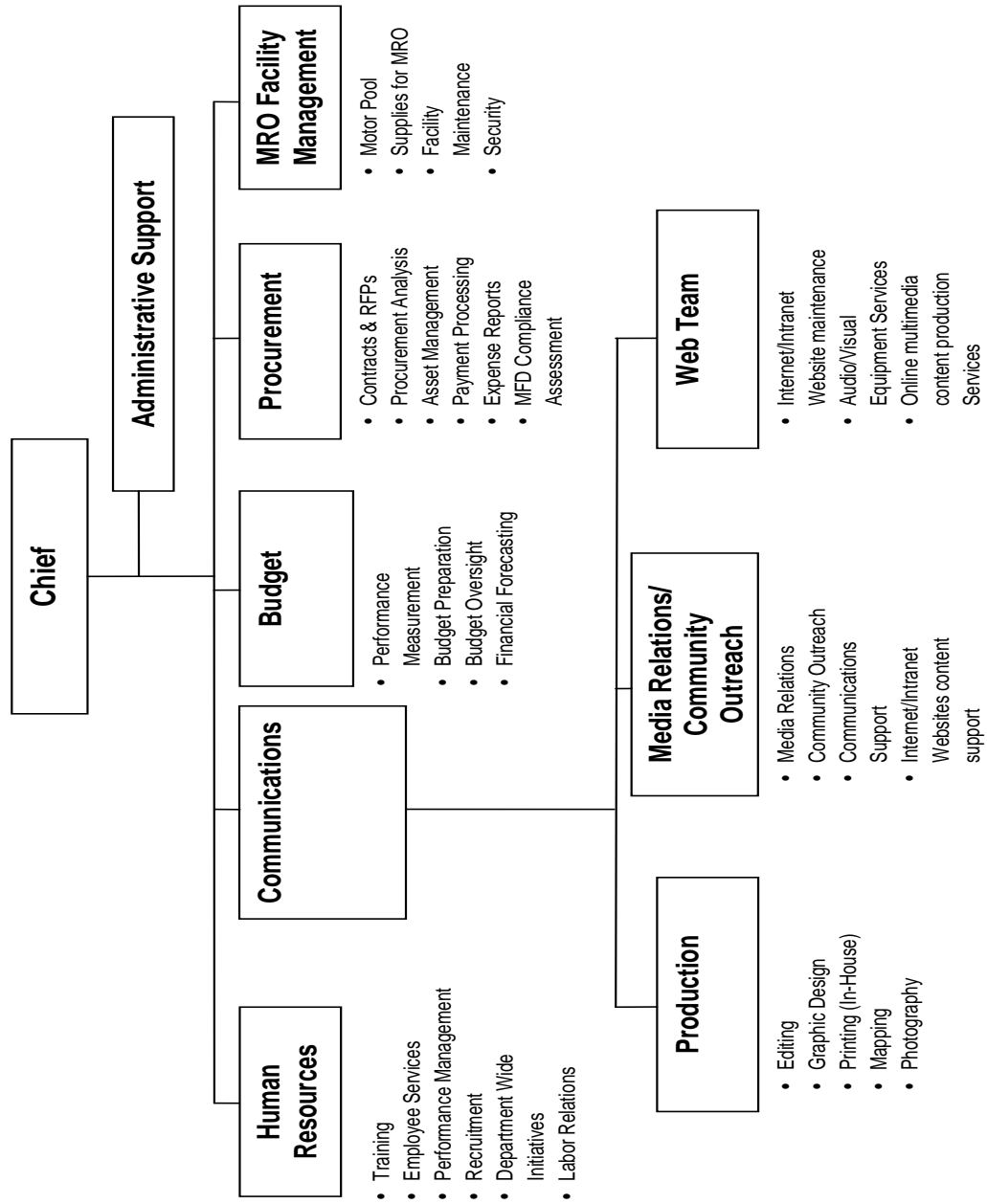
- New Funding request of \$150,000 for contract with the University of Maryland’s Center for Smart Growth to assist in the Master Plan Reality Check, an effort to validate the success of our master planning efforts.
- Additional funding (\$15,000) for Special Projects initiated by the Planning Board or the Director.



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 (paper, online, photographic, videos), website maintenance, development and content support and supporting 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 and maintenance; coordinated production and 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

		<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>
<b>Budget</b>	Expenditures	\$2,111,751	\$2,236,045	5.9%
<b>Staffing</b>	Funded Career Positions	16.00	17.00	6.25%
	Funded Workyears	15.45	16.75	8.41%

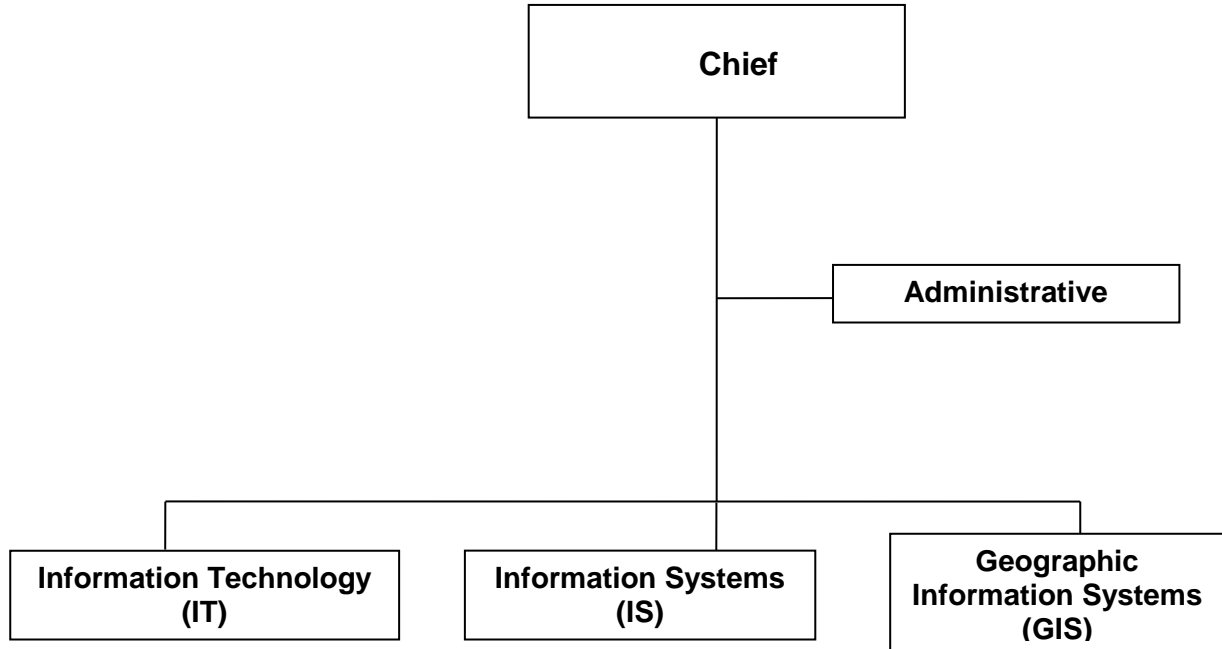
## HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- The FY16 proposed budget includes funding (\$83,000) for one (1) full time media Specialist in the Communications section of the division.
- The FY16 proposed budget includes \$75,000 in one-time funding request for Website Redesign.
- An expanded and more detailed Community Outreach program across all Planning divisions, is being collaboratively coordinated by Communications staff for each major plan and project.
- Additional focus on leadership and professional training opportunities.



ORGANIZATIONAL STRUCTURE

**Information Technology & Innovation**



- Software and applications
- Security and Disaster Recovery
- LAN/Wan Network
- Telecommunications Network
- Server and Storage Networks
- Desktop Support and Training
- Helpdesk
- Networking Services

- Information Architecture/Land Use Monitoring
- Planning Support Systems Development
- Database Management

- GIS Development and Maintenance
- GIS Analysis
- GIS Online support



# Montgomery County

## Planning Department – Information Technology and Innovation

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### OVERVIEW

Unlike all other Divisions in the Parks and Planning Departments, 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 to enable better 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

<ul style="list-style-type: none"> <li>• Provide data infrastructure to handle data, voice, and wireless</li> <li>• Provide departmental Voice Over IP (VOIP) for all sites</li> <li>• Provide robust infrastructure for video streaming for Planning Board Live</li> <li>• Manage Cloud-based email system</li> <li>• Provide desktop support to over 800 users</li> <li>• Represent both departments on the Chief Technology Officers (CTO) committee and numerous ad hoc IT committees</li> <li>• Provide best practices in security through comprehensive remote monitoring</li> <li>• Maintain virtualized environment for primary server applications</li> <li>• Provide full range of IS services for all regulatory applications</li> <li>• Provide Geographical Information System (GIS) mapping desktop and server software capability to parks and planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Support Hansen/ProjectDox (ePlans) system</li> <li>• Design, implement and maintain the information system architecture</li> <li>• Coordinate interagency data transfers between County and State agencies</li> <li>• Provide an annual report to County Council on regulatory review metrics.</li> <li>• Provide an annual report to the State Department of Planning on County jurisdictional planning activity</li> <li>• Ensure data integrity and reliability through redundancy for corporate data</li> <li>• Represent the Departments on the Interagency Technology Policy Coordinating Committee (ITPCC) and numerous subcommittees along with other Montgomery County agencies</li> <li>• Integration support for the bi-county parks Enterprise Asset Management (EAM) system with GIS.</li> </ul>
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### Accomplishments from January 2014 through December 2014 (FY14-FY15)

- Completed wireless network in departments, providing increased bandwidth and reliability.
- Upgraded VMWare environment to accommodate additional virtualized servers.
- Now in our third year of virtualization, we continue to migrate physical servers to the virtual environment for improved reliability, reduced administration, and cost savings.
- Continue efforts to constantly improve our wide area network with increased bandwidth and redundancy.
- Completed Voice Over IP implementation at all remote sites.
- Met the IT replacement schedule determined by the ITPCC -- replacing over 100 obsolete desktops and laptops in both Departments.
- Completed countywide LiDAR acquisition and 2014 contour line generation.
- By way of Planning Board approval, transmitted the 2013 Annual Land Use Report to the Maryland Department of Planning.
- Provided a new website in support of the department's end to its data sales policy. This website provides automated up to date data in GIS and Computer Aided Design (CAD) format in place of the former data sales website.
- Upgraded the department's ePlans system to the most current version in order to improve reliability and reporting capabilities.
- Continued improvements to the Development Applications Information Center (DAIC) website extending ePlans document support to all browsers.
- Processed and recorded seven zoning Corrective Map Amendments, six zoning Sectional Map Amendments, and one zoning District Map Amendment.
- Deployed the new Montgomery County Zoning website in conjunction with the October 30, 2014 effective date to the countywide District Map Amendment.



# Montgomery County Planning Department – Information Technology and Innovation

## GOALS AND PERFORMANCE MEASURES

<b>Goal</b> 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.				
<b>Objective</b>				
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.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
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.				
<b>Goal</b> To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.				
<b>Objective</b>				
Maintain uninterrupted network services 24/7.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of uptime for Networks.	99.5	99.5	99.6	99.9
<b>Goal</b> To provide highest quality Help Desk support.				
<b>Objective</b>				
To respond to IT help desk calls as quickly as possible to reduce end-user downtime				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of trouble resolved on first call when a desk-side visit is not required.	96	98.85	97	97.5
<b>Goal</b> To provide adequate network security to prevent loss of data.				
<b>Objective</b>				
Maintain uninterrupted access to enterprise email:				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of uptime for emails.	98	99.6	99	99.5

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



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b><u>FY15</u></b>	<b><u>FY16</u></b>	<b><u>%</u></b>
		<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
	Expenditures	\$3,237,559	\$3,372,376	4.2%
<b>Staffing</b>				
	Funded Career Positions	17.00	17.00	0.0%
	Funded Workyears	15.90	16.00	0.6%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

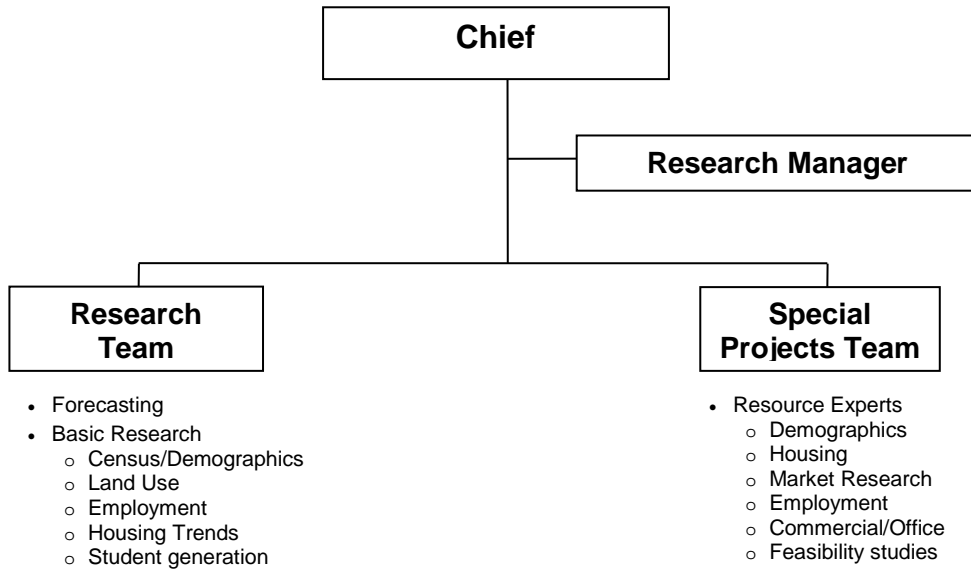
- \$80,000 Funding for SAN Server replacement to be financed and paid over six years;
- \$60,000 one-time funding request for Initiation of Desktop Virtualization;
- \$40,000 ongoing funding request for Project Docx for Professional Services.





ORGANIZATIONAL STRUCTURE

RESEARCH AND SPECIAL PROJECTS



# Montgomery County

## Planning Department – Research & Special Projects

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### OVERVIEW

The Research and Special Projects (R&SP) Division is the Planning Department’s research arm, which also undertakes special projects. As such, it gathers and analyzes data on demographic, housing, employment, and commercial change dynamics. These efforts 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 analyses, impact assessments, and recommendations for Montgomery County Government.

### PROGRAMS AND SERVICES PROVIDED

- Undertake special assignments that help inform the development of public policy.
- Assemble and analyze socio-economic data in support of master plans.
- Analyze and report on the housing needs of current and future County residents and methods to best accommodate those.
- Prepare ‘White Papers’ that address topics and questions posed by Planning staff, the Planning Board, or County Council.
- Analyze the pace and pattern of County growth and other change dynamics.
- Report on demographic, housing, commercial space, and economic trends.
- Assess commercial, employment, and housing impacts arising from new or proposed development.
- Develop and implement a forecast model to calculate the County's future small area populations, households, and employment.

### Accomplishments from January 2014 through December 2014 (FY14-FY15)

- Contributed to the Healthy Montgomery Data Project Team, charged with developing a comprehensive set of revised health indicators to inform the Montgomery County Community Health Improvement Process, under the leadership of the Healthy Montgomery Steering Committee.
- Provided support to the County Executive’s Comprehensive Economic Strategy and participated in its Working Group project team.
- Submitted an update to the employment forecast to the Metropolitan Washington Council of Governments (COG) as part of the Round 8.3 cooperative forecast.
- Developed and began to apply a process to confirm the construction and demolition of residential units from Department of Permitting Services (DPS) construction and demolition permits. The work aids in understanding the net change in residential unit construction in the County for application to future forecasts, demographic estimates, and a better understanding economic trends.
- Calculated student generation rates in cooperation with Montgomery County Public Schools (MCPS) for use in MCPS’ annual school test.
- Gathered data and supporting documents for use by consultants working on colocation and various office and market studies.
- Teamed with the Department of Housing and Community Affairs (DHCA) and prepared and solicited a Request for Proposal (RFP) for a County-wide Rental Housing Study.



# Montgomery County Planning Department – Research & Special Projects

- Continued to support development feasibility, commercial market, and demographic data and similar analyses for the Bethesda, Lyttonsville, Westbard, Aspen Hill, and Montgomery Village sector plans or minor master plans.
- Developed and implemented a new framework for County-level and sub-County small area employment forecasting.
- Continued publishing the ‘Trend Sheet’ series of fact sheets that cover office and retail market dynamics, median income, housing sale prices, and employment trends.
- Updated the suite of standard data items and analyses provided for new master plan efforts.
- Provided supplemental needs analysis for the Planning staff’s testimony on the Costco Special Exception before a hearing examiner.

## GOALS AND PERFORMANCE MEASURES

<b>Goal</b> To provide the Planning Department with analyses for housing, demographic, land use, and economic information required to support and inform master planning efforts.				
<b>Objective</b>				
Provide socioeconomic analyses and market research for master plans.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Master plans for which the R&SP provides socioeconomic analysis.	4	4	6	7
<b>Goal</b> To disseminate innovative research products that provide timely and accurate analyses of land development change and economic, demographic, and land use components.				
<b>Objective</b>				
Regularly publish the County regional forecast, the County Council District Demographic Snapshot, topical demographic trend sheets, and other substantive research reports, publications, and presentations. To provide timely feasibility, market demand, housing, and demographic analysis in support of sector plans and to initiate special studies that shed light on and offer policy solutions to challenges that the Planning Department and County encounter.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Research publications, presentations, and information requests from various sources	50	52	52	52



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b><u>FY15 Adopted</u></b>	<b><u>FY16 Proposed</u></b>	<b><u>% Change</u></b>
<b>Budget</b>				
	Expenditures	\$1,424,629	\$1,233,144	-13.4%
<b>Staffing</b>				
	Funded Career Positions	8.00	8.00	0.0%
	Funded Workyears	8.00	8.00	0.0%

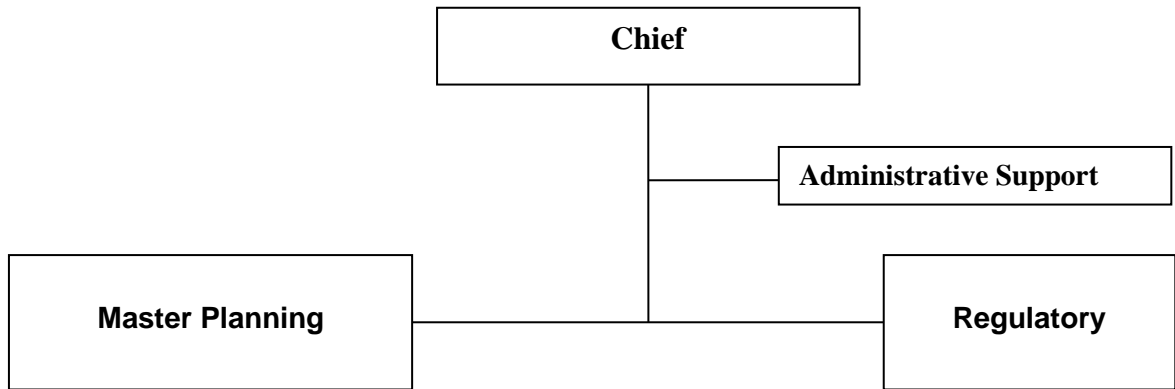
**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- New one-time consulting funding to research ‘Evolving Retail Trends in Montgomery County’ (proposed FY16 budget - \$150,000) and how those trends influence the County’s economic position and competitiveness.



**ORGANIZATIONAL STRUCTURE**

**Area 1**



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

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



# Montgomery County Planning Department - Area 1

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## OVERVIEW

The Area 1 Division covers the geographical portion of the county south of I-495 including the Silver Spring, Bethesda and Friendship Heights Central Business Districts (CBDs), as well as Takoma Park, Chevy Chase Lake and Westbard. The Division:

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

## 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
- Inter-jurisdictional coordination
- Public/Private Coordination

## Accomplishments from January 2014 through December 2014 (FY14-FY15)

- Approval of Bethesda Purple Line Minor Master Plan Amendment and Sectional Map Amendment (SMA).
- Approval of Chevy Chase Lake Sectional Map Amendment (SMA).
- Chevy Chase Lake Design Guidelines approved by the Planning Board.



# Montgomery County Planning Department - Area 1

- Long Branch Sector Plan approved by the Council and Design Guidelines approved by the Planning Board
- Planning Board briefing for the Greater Lyttonsville Sector Plan
- Planning Board briefing for the Bethesda Downtown Sector Plan
- Scope of Work and Planning Board briefing for the Westbard Sector Plan
- Silver Spring Place making initiatives in coordination with County Council and Silver Spring Urban District

## GOALS AND PERFORMANCE MEASURES

<b>Goal</b> Complete projects in accordance with the General Plan ... on Wedges and Corridors				
<b>Objective</b>				
<ul style="list-style-type: none"> <li>• Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.</li> <li>• Support regulatory planning that implements the objectives of the master planning program.</li> <li>• Provide for community outreach and support the coordination of public and private projects.</li> </ul>				
<b>Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
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	2
# 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

	<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$1,701,767	\$1,461,200	-14.1%
<b>Staffing</b>			
Funded Career Positions	17.00	17.00	0.0%
Funded Workyears	12.00	11.00	-8.3%

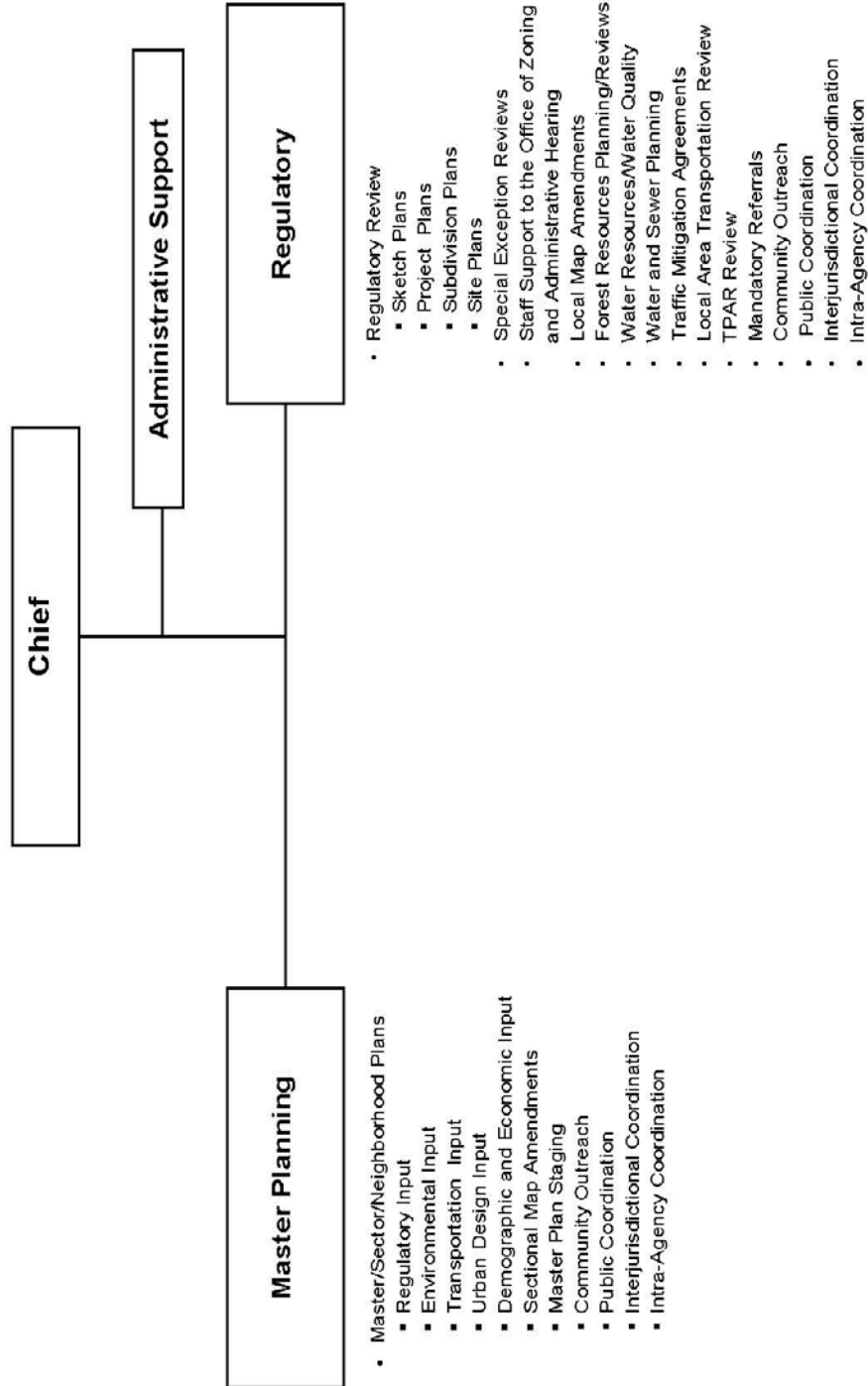
## HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- A portion of the new ongoing funding request for Community Outreach expansion initiative throughout the Department is included in the budget for Area 1.
- Addition of Westbard sector plan.
- Addition of Montgomery Hills/Forest Glen Small Area Plan toward end of reporting period.



ORGANIZATIONAL STRUCTURE

AREA 2





# Montgomery County Planning Department - Area 2

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## 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 through Gaithersburg, and the Wheaton Central Business District (CBD). The Division:

- Prepares master plans and sector plans.
- Provides for orderly, functional, and well-designed 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
- Regulatory Reviews
- Local Map Amendments
- Development Plan Amendments
- Technical Staff support to the Board of Appeals
- Capital Improvements Program Review
- Mandatory Referrals
- Sectional Map Amendments
- Monitor and report on master plan implementation and strategy
- 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
- Inter-jurisdictional coordination
- Public/Private Coordination
- Special Exception Reviews



# Montgomery County Planning Department - Area 2

## Accomplishments from January 2014 through December 2014 (FY14-FY15)

- Secured Council approval of White Oak Science Gateway Master Plan and SMA.
- Prepared first Biennial Master Plan Monitoring Report.
- Secured analysis of industrial land uses in Montgomery County.
- Prepared Minor Master Plan Amendment for Aspen Hill.
- Completed countywide Corrective Map Amendments to Zoning Maps.

## GOALS AND PERFORMANCE MEASURES

<b>Goal Complete projects in accordance with the General Plan ... on Wedges and Corridors</b>				
<b>Objective</b>				
<ul style="list-style-type: none"> <li>• Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.</li> <li>• Support regulatory planning that implements the objectives of the master planning program.</li> <li>• Provide for community outreach and support the coordination of public and private projects.</li> </ul>				
<b>Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
# Complete Master Plans	2	1	2	1
# Complete Sectional Map Amendments	1	1	1	2
Percent of plans approved in accordance with the applicable master plan	100%	100%	100%	TBD
# of development applications received in FY	105	105	105	105
# of development applications approved in FY	86	88	90	95

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$2,040,890	\$2,186,661	7.1%
<b>Staffing</b>			
Funded Career Positions	21.00	21.00	0.0%
Funded Workyears	15.50	15.15	-2.3%

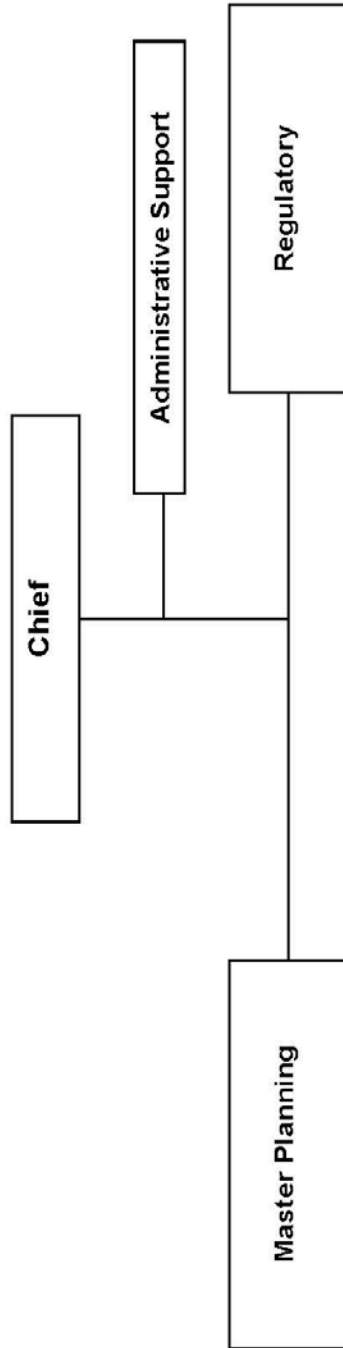
## HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Amendment to Shady Grove Sector Plan.
- Montgomery Hills/Forest Glen Master Plan (with Area 1).
- A portion of the new ongoing funding request for Community Outreach expansion initiative throughout the Department is included in the budget for Area 2.



ORGANIZATIONAL STRUCTURE

AREA 3



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

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



# Montgomery County Planning Department - Area 3

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## 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
- Inter-jurisdictional coordination
- Public/Private Coordination
- Sectional Map Amendments
- Monitoring of BLTs and TDRs

## Accomplishments from January 2014 through December 2014 (FY14-FY15)

- Completed the Master Plan and SMA for the Clarksburg Master Plan Amendment for the Ten Mile Creek Watershed.
- Initiated the Sandy Spring Rural Village Plan.



# Montgomery County Planning Department - Area 3

## GOALS AND PERFORMANCE MEASURES

<b>Goal Complete projects in accordance with the General Plan ... on Wedges and Corridors</b>				
<b>Objective</b>				
<ul style="list-style-type: none"> <li>• Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.</li> <li>• Support regulatory planning that implements the objectives of the master planning program.</li> <li>• Provide for community outreach and support the coordination of public and private projects.</li> </ul>				
<b>Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
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	194	194	194	194
# of development applications approved in FY	132	132	150	155

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$2,090,340	\$2,081,314	-0.4%
<b>Staffing</b>			
Funded Career Positions	22.00	22.00	0.0%
Funded Workyears	16.20	16.20	0.0%

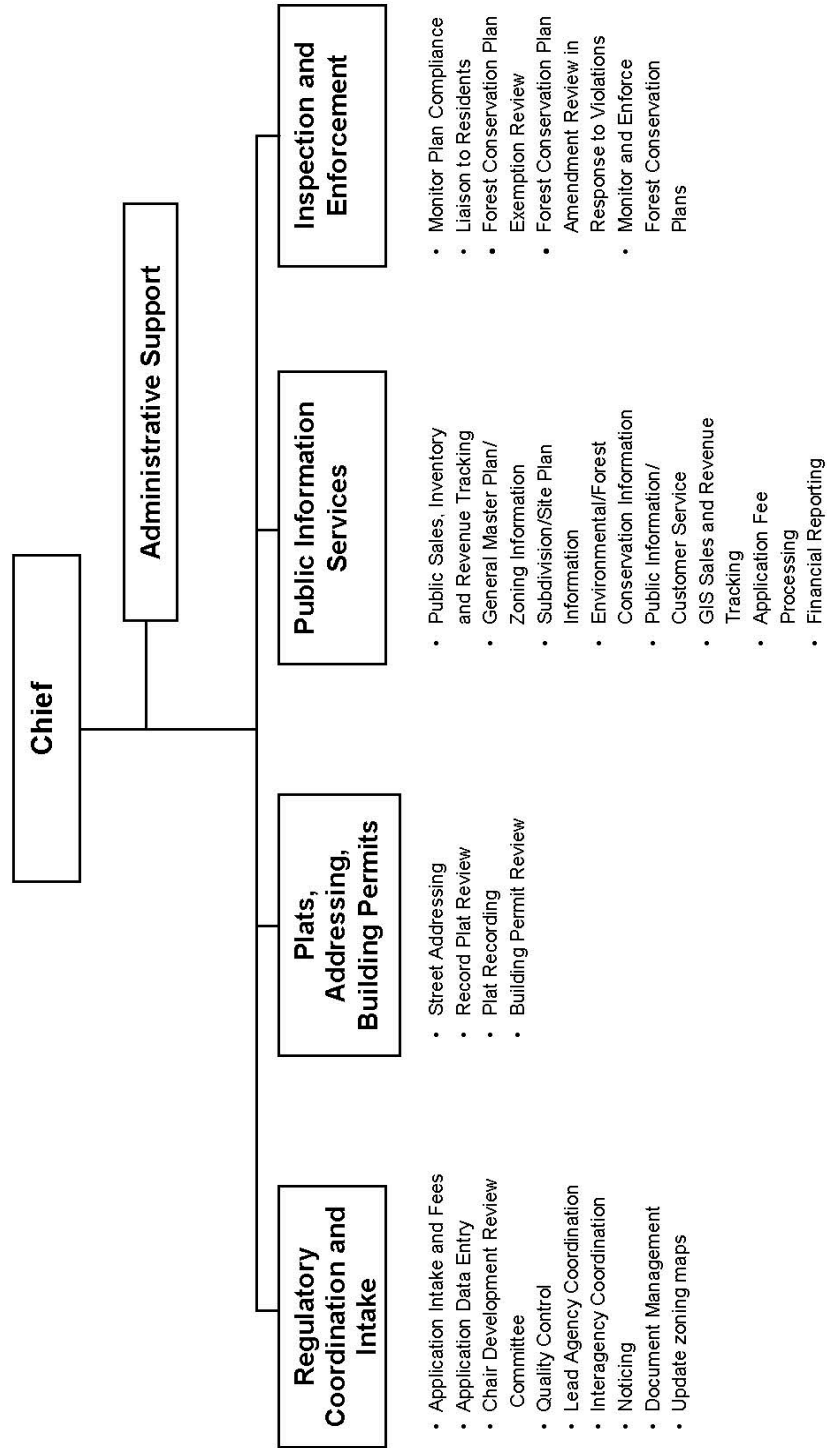
## HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Proposed completion and presentation to the County Council the Status Report on the Agricultural Initiatives Program including Transferrable Development Rights (TDRs) and Building Lot Terminations (BLTs).
- Initiated a new master plan amendment for the Germantown MARC Station area.
- Proposed completion of Recreation Guidelines.
- Proposed completion of Sandy Spring Rural Village Plan Section Map Amendment (SMA).
- A portion of the new ongoing funding request for Community Outreach expansion initiative throughout the Department is included in the budget for Area 2.



ORGANIZATIONAL STRUCTURE

**DEVELOPMENT APPLICATIONS AND  
 REGULATORY COORDINATION**



# Montgomery County Planning Department – Development Applications and Regulatory Coordination

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## 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
- Manage the Department’s Information Counter
- Review records plats
- Approve road profiles
- 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 from January 2014 through December 2014 (FY14-FY15)

- 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 39% increase in the number of building permits referred to the Planning Department.
- Continuing to electronically archive Site and Subdivision Plans so that all plans from 2000 are available on the website through Development Applications Information Center (DAIC).
- Sent 221 boxes (FY14) to the permanent archives in Saddlebrook.



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>
<b>Budget</b>				
	Expenditures	\$820,248	\$945,525	15.3%
<b>Staffing</b>				
	Funded Career Positions	21.00	21.00	0.0%
	Funded Workyears	9.85	10.70	8.6%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- None

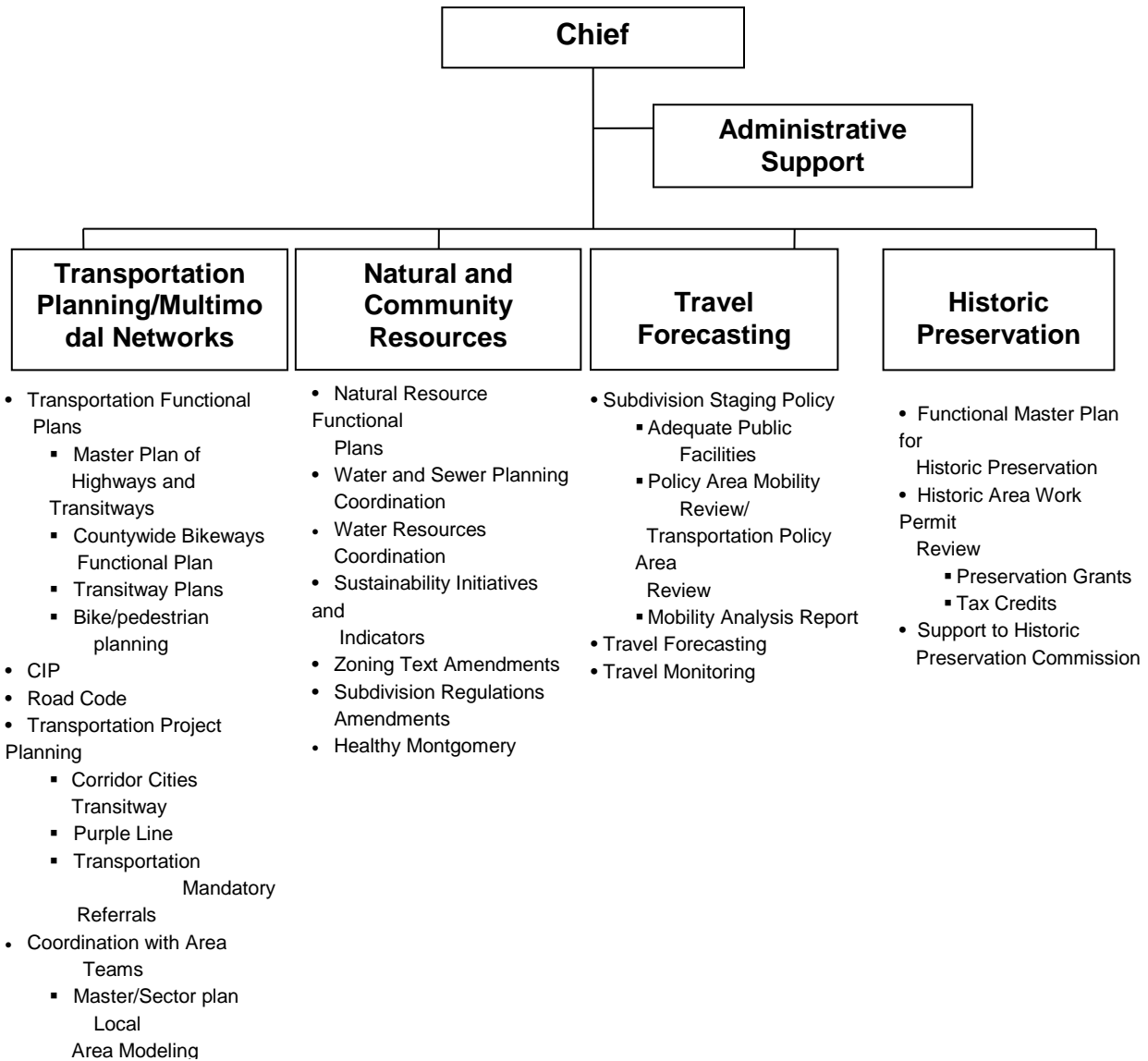




# Montgomery County Planning Department – Functional Planning and Policy

## ORGANIZATIONAL STRUCTURE

### FUNCTIONAL PLANNING AND POLICY



# Montgomery County

## Planning Department – Functional Planning and Policy

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### OVERVIEW

The Functional Planning and Policy Division (FPP) serves as the comprehensive planning and county-wide policy arm of the Department, addressing issues and plans that affect more than one area of the county, such as the transportation network, 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 prepares, reviews, and implements county-wide functional plans and policies for the elements of the General Plan as defined in the state Land Use Article: Transportation, Historic Preservation, Environmental Resources, and Zoning. Functional Planning and Policy staff is also responsible for the preparation of the Subdivision Staging Policy as required by law and for maintaining and applying the regional transportation model and local area models. Historic Preservation Staff serves the Planning Board and Historic Preservation Commission; executes the county's historic preservation program, performs identification, research and designation functions, regulatory review, tax credit and grant administration, and outreach and education activities. Zoning staff coordinates the review of all zoning 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, policies, 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 Regulation Text Amendments
- Lead the Department review of and coordination with the Capital Improvement Program (CIP) and Consolidated Transportation Program (CTP)
- Policy Guidance on issues affecting more than one area
- Serving on interagency or inter-governmental groups
- Provide regulatory review of and tax credit information for construction involving historic properties
- Prepare functional plans for transportation and environmental systems
- Provide transportation modeling for the Subdivision Staging Policy and master plans
- Provide updates of Sustainability Indicators and the Climate Protection Plan
- Review Historic Area Work Permits
- Maintain and monitor the Transferable Development Rights program and coordinate periodic status reports



# Montgomery County Planning Department – Functional Planning and Policy

## Accomplishments from January 2014 through December 2014 (FY14-FY15)

- Provided the Planning Board with a prioritized list of transportation projects to recommend for inclusion in a joint letter from the County Executive and Council to State Highway Administration (SHA).
- Briefed the Board on a 2015 update to the Patuxent River Policy Plan prepared by the Patuxent River Commission.
- Presented the Mobility Assessment Report to Board as required under Subdivision Staging Policy legislation. This report provides the most current data on roadway and intersection congestion, transit ridership, pedestrian and bicycle counts.
- 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.
- Initiated an update of trip generation rates used in local area transportation modeling.
- Prepared information and proposed mapping to comply with the state’s PlanMaryland.
- Evaluated historic resources for designation as part of the M-NCPPC Park Buildings amendment to the Master Plan for Historic Preservation.
- Provided input to and coordination in the design of the Purple Line and the Corridor Cities Transitway.
- Completed the comprehensive revision of the Zoning Ordinance and District Map Amendment.
- Revised the Guidelines for Environmental Management of Development in Montgomery County to incorporate changes as a result of the Approved and Adopted 10 Mile Creek Area Limited Amendment to the Clarksburg Master Plan including other updates required by local and state legislative changes.
- Briefed the Planning Board on the bicycle planning guidance project, developed as part of a Transportation / Land Use Connections (TLC) grant through the Council of Governments.

## GOALS AND PERFORMANCE MEASURES

<b>Goal</b>	Provide leadership for Transportation, Historic Preservation, Zoning and Environmental Planning that preserves and enhances the county’s environmental resources, economic potential, and social equity.			
<b>Objective</b>				
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.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Prepare new or amended functional master plans.	2	1	1	1
<b>Objective</b>				
Complete required review of Historic Area Work Permits				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Percent of reviews completed within the required review period	100%	100%	100%	100%



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

<b>Goal</b>	Provide leadership for Transportation, Historic Preservation, Zoning and Environmental Planning that preserves and enhances the county’s environmental resources, economic potential, and social equity.			
	Prepare Staff Reports for proposed Zoning and Subdivision Regulations Text Amendments.			
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Percent of Staff reports and certification of Board action prepared in time for Council	100%	100%	100%	100%

**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY15 <u>Adopted</u></b>	<b>FY16 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>				
	Expenditures	\$2,627,264	\$2,871,945	9.3%
<b>Staffing</b>				
	Funded Career Positions	19.00	19.00	0.0%
	Funded Workyears	18.40	18.50	0.5%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- New one-time funding request of \$75,000 is included in the budget for transportation consultant services needed to assist with the Countywide Bikeways Functional Master Plan.
- New one-time funding request of \$175,000 is included in the budget for transportation consultant services to assist in the implementation of new models for traffic and transit mobility.
- A portion of the new ongoing funding request for Community Outreach expansion initiative throughout the Department is included in the budget for FPP.



# Montgomery County Planning Department – Support Services

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## OVERVIEW

The Support Services budget contains department-wide expenses that are essential to the management and operation of the Department. Significant items included in Support Services are advertising, 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

		<b>FY15 <u>Adopted</u></b>	<b>FY16 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>				
	Expenditures	\$1,739,042	\$1,940,772	11.6%
<b>Staffing</b>				
	Funded Career Positions	0.00	0.00	0.0%
	Funded Workyears	0.00	0.00	0.0%

## HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- FY16 budget includes new funding request of \$175,800 for ongoing facility repairs.
- FY16 budget also includes a net increase of \$23,000 in chargebacks.



# Montgomery County Planning Department – Summary of Division Budgets

## MONTGOMERY COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
<b>Office of The Planning Director</b>				
Personnel Services	831,507	747,909	737,971	-1.3%
Supplies and Materials	3,055	1,000	2,200	120.0%
Other Services and Charges	165,623	29,200	194,950	567.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>1,000,185</b>	<b>778,109</b>	<b>935,121</b>	<b>20.2%</b>
<b>Management Services</b>				
Personnel Services	2,375,539	2,042,751	2,036,945	-0.3%
Supplies and Materials	506,616	5,200	9,760	87.7%
Other Services and Charges	597,518	101,200	189,340	87.1%
Capital Outlay	72,931	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(37,400)	-	-100.0%
<b>Total</b>	<b>3,552,604</b>	<b>2,111,751</b>	<b>2,236,045</b>	<b>5.9%</b>
<b>Functional Planning &amp; Policy</b>				
Personnel Services	1,975,279	2,381,664	2,404,445	1.0%
Supplies and Materials	8,906	3,300	6,750	104.5%
Other Services and Charges	707,355	254,800	460,750	80.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(12,500)	-	-100.0%
<b>Total</b>	<b>2,691,541</b>	<b>2,627,264</b>	<b>2,871,945</b>	<b>9.3%</b>
<b>Area 1</b>				
Personnel Services	1,651,656	2,140,867	2,036,550	-4.9%
Supplies and Materials	2,349	3,500	7,250	107.1%
Other Services and Charges	142,260	56,300	41,000	-27.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(505,200)	(498,900)	(623,600)	25.0%
<b>Total</b>	<b>1,291,066</b>	<b>1,701,767</b>	<b>1,461,200</b>	<b>-14.1%</b>
<b>Area 2</b>				
Personnel Services	2,256,260	2,520,990	2,550,811	1.2%
Supplies and Materials	110	3,800	6,450	69.7%
Other Services and Charges	36,664	77,400	234,300	202.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(480,200)	(561,300)	(604,900)	7.8%
<b>Total</b>	<b>1,812,834</b>	<b>2,040,890</b>	<b>2,186,661</b>	<b>7.1%</b>
<b>Area 3</b>				
Personnel Services	2,330,640	2,614,740	2,613,664	0.0%
Supplies and Materials	927	3,500	3,800	8.6%
Other Services and Charges	6,025	33,400	25,150	-24.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(592,500)	(561,300)	(561,300)	0.0%
<b>Total</b>	<b>1,745,092</b>	<b>2,090,340</b>	<b>2,081,314</b>	<b>-0.4%</b>



# Montgomery County Planning Department – Summary of Division Budgets

## MONTGOMERY COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
<b>Dev. Applications &amp; Regulatory Coordination</b>				
Personnel Services	1,807,784	2,057,948	2,064,325	0.3%
Supplies and Materials	3,652	9,400	4,900	-47.9%
Other Services and Charges	13,689	19,000	24,000	26.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,359,600)	(1,266,100)	(1,147,700)	-9.4%
<b>Total</b>	<b>465,524</b>	<b>820,248</b>	<b>945,525</b>	<b>15.3%</b>
<b>Center for Research and Information Systems</b>				
Personnel Services	1,438,987	-	-	-
Supplies and Materials	1,336	-	-	-
Other Services and Charges	425,070	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>1,865,393</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Information Technology and Innovation</b>				
Personnel Services	-	2,123,759	2,093,376	-1.4%
Supplies and Materials	-	247,300	241,100	-2.5%
Other Services and Charges	-	866,500	1,037,900	19.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>-</b>	<b>3,237,559</b>	<b>3,372,376</b>	<b>4.2%</b>
<b>Research and Special Projects</b>				
Personnel Services	-	1,046,429	1,032,444	-1.3%
Supplies and Materials	-	600	600	0.0%
Other Services and Charges	-	377,600	200,100	-47.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>-</b>	<b>1,424,629</b>	<b>1,233,144</b>	<b>-13.4%</b>
<b>Support Services</b>				
Personnel Services	5,000	56,842	38,742	-31.8%
Supplies and Materials	100,178	109,900	135,600	23.4%
Other Services and Charges	1,611,322	1,487,300	1,681,430	13.1%
Capital Outlay	71,379	-	-	-
Other Classifications	-	-	-	-
Chargebacks	84,690	85,000	85,000	0.0%
<b>Total</b>	<b>1,872,569</b>	<b>1,739,042</b>	<b>1,940,772</b>	<b>11.6%</b>



# Montgomery County Planning Department – Summary of Division Budgets

## MONTGOMERY COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
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	14,672,652	17,733,899	17,609,273	-0.7%
Supplies and Materials	627,128	387,500	418,410	8.0%
Other Services and Charges	3,705,526	3,302,700	4,088,920	23.8%
Capital Outlay	144,310	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	(2,852,810)	(2,852,500)	(2,852,500)	0.0%
Total	16,296,807	18,721,599	19,414,103	3.7%





# Montgomery County Planning Department – Summary of Positions and Workyears

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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>PLANNING DEPARTMENT</u></b>						
<b><u>DIRECTOR'S OFFICE</u></b>						
Full-Time Career	6.00	6.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>6.00</b>	<b>6.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		-		-		-
Less Lapse		-		-		-
<b>Subtotal Director's Office</b>	<b>6.00</b>	<b>6.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b><u>MANAGEMENT SERVICES</u></b>						
Full-Time Career	21.00	21.00	16.00	16.00	17.00	17.00
Part-Time Career	1.00	0.90	-	-	-	-
<b>Career Total</b>	<b>22.00</b>	<b>21.90</b>	<b>16.00</b>	<b>16.00</b>	<b>17.00</b>	<b>17.00</b>
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Chargebacks				(0.30)		-
Less Lapse		(1.00)		(1.00)		(1.00)
<b>Subtotal Management Services</b>	<b>23.00</b>	<b>21.65</b>	<b>17.00</b>	<b>15.45</b>	<b>18.00</b>	<b>16.75</b>
<b><u>FUNCTIONAL PLANNING AND POLICY</u></b>						
Full-Time Career	17.00	17.00	18.00	18.00	18.00	18.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
<b>Career Total</b>	<b>18.00</b>	<b>17.50</b>	<b>19.00</b>	<b>18.50</b>	<b>19.00</b>	<b>18.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(2.32)		(0.10)		-
Less Lapse		-		-		-
<b>Subtotal Functional Planning and Policy</b>	<b>18.00</b>	<b>15.18</b>	<b>19.00</b>	<b>18.40</b>	<b>19.00</b>	<b>18.50</b>
<b><u>AREA 1</u></b>						
Full-Time Career	17.00	17.00	17.00	17.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(4.05)		(4.00)		(5.00)
Less Lapse		(1.00)		(1.00)		(1.00)
<b>Subtotal Area 1</b>	<b>17.00</b>	<b>11.95</b>	<b>17.00</b>	<b>12.00</b>	<b>17.00</b>	<b>11.00</b>
<b><u>AREA 2</u></b>						
Full-Time Career	21.00	21.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(3.85)		(4.50)		(4.85)
Less Lapse		(1.00)		(1.00)		(1.00)
<b>Subtotal Area 2</b>	<b>21.00</b>	<b>16.15</b>	<b>21.00</b>	<b>15.50</b>	<b>21.00</b>	<b>15.15</b>



# Montgomery County Planning Department – Summary of Positions and Workyears

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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>AREA 3</b>						
Full-Time Career	21.00	21.00	21.00	21.00	21.00	21.00
Part-Time Career	1.00	0.70	1.00	0.70	1.00	0.70
<b>Career Total</b>	<b>22.00</b>	<b>21.70</b>	<b>22.00</b>	<b>21.70</b>	<b>22.00</b>	<b>21.70</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(4.75)		(4.50)		(4.50)
Less Lapse		(1.00)		(1.00)		(1.00)
<b>Subtotal Area 3</b>	<b>22.00</b>	<b>15.95</b>	<b>22.00</b>	<b>16.20</b>	<b>22.00</b>	<b>16.20</b>
<b>DEV APPLICATIONS &amp; REGULATORY COORDINATION</b>						
Full-Time Career	22.00	22.00	21.00	21.00	20.00	20.00
Part-Time Career	-	-	-	-	1.00	0.90
<b>Career Total</b>	<b>22.00</b>	<b>22.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>20.90</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(10.90)		(10.15)		(9.20)
Less Lapse		(1.00)		(1.00)		(1.00)
<b>Subtotal Dev Applicat. &amp; Reg. Coord.</b>	<b>22.00</b>	<b>10.10</b>	<b>21.00</b>	<b>9.85</b>	<b>21.00</b>	<b>10.70</b>
<b>CTR FOR RESEARCH &amp; INFO SYSTEMS</b>						
Full-Time Career	16.00	16.00	-	-	-	-
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>16.00</b>	<b>16.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		(1.00)		-		-
<b>Subtotal CTR for Res. &amp; Info Systems</b>	<b>16.00</b>	<b>15.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INFORMATION TECHNOLOGY AND INNOVATION</b>						
Full-Time Career			16.00	16.00	17.00	17.00
Part-Time Career			1.00	0.90	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>17.00</b>	<b>16.90</b>	<b>17.00</b>	<b>17.00</b>
Term Contract			-	-	-	-
Seasonal/Intermittent			-	-	-	-
Chargebacks				-		-
Less Lapse				(1.00)		(1.00)
<b>Subtotal CTR for Res. &amp; Info Systems</b>	<b>-</b>	<b>-</b>	<b>17.00</b>	<b>15.90</b>	<b>17.00</b>	<b>16.00</b>
<b>RESEARCH AND SPECIAL PROJECTS</b>						
Full-Time Career			8.00	8.00	8.00	8.00
Part-Time Career			-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
Term Contract			-	-	-	-
Seasonal/Intermittent			-	-	-	-
Chargebacks				-		-
Less Lapse				-		-
<b>Subtotal CTR for Res. &amp; Info Systems</b>	<b>-</b>	<b>-</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>TOTAL PLANNING</b>						
Full-Time Career	141.00	141.00	142.00	142.00	143.00	143.00
Unfunded Career	6.00	-	5.00	-	4.00	-
Part-Time Career	3.00	2.10	3.00	2.10	3.00	2.10
<b>Career Total</b>	<b>150.00</b>	<b>143.10</b>	<b>150.00</b>	<b>144.10</b>	<b>150.00</b>	<b>145.10</b>
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Chargebacks		(25.87)		(23.55)		(23.55)
Less Lapse		(6.00)		(6.00)		(6.00)
<b>Grand Total Planning Department</b>	<b>151.00</b>	<b>111.98</b>	<b>151.00</b>	<b>115.30</b>	<b>151.00</b>	<b>116.30</b>



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

**MONTGOMERY COUNTY DEPARTMENT OF PARKS (Park and Other Funds)**

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Community Gardens



Lake Needwood



Youth Volunteer in Parks



Miracle League Baseball  
at South Germantown

## 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!***



Largest Tree Award at  
Dickerson Conservation



Tent Pad at Seneca Lodge



Paved Trail at Wheaton Regional



The Josiah Henson House



Wheaton Ice Arena Renovation





## **MONTGOMERY PARKS, M-NCPPC**

**Parks Information Line – 301-495-2595**

**[www.MontgomeryParks.org](http://www.MontgomeryParks.org)**

### **OUR MISSION**

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

### **PARK SYSTEM HIGHLIGHTS**

Total number of parks:	416
Total acres of parkland:	36,481
Total developed acreage:	8,951
Open and environmental preservation acreage:	27,530

### **TYPES OF PARKS**

Local	151	Regional	5	Neighborhood Conservation Areas	40
Neighborhood	96	Recreational	11	Miscellaneous Recreation/ Non-Recreation Facilities	6
Urban	27	Special	23		
Stream Valley	36	Conservation	21		

### **PARK FACILITIES**

Archery: 2	Driving Range (Stand Alone): 1	Picnic Shelters - Permitted: 87
Athletic fields: 290	Golf Courses: 4	Large Group Picnic Areas: 2
Cricket Field: 5	Gymnasiums: 1	Playgrounds: 279
Overlay football/soccer fields: 41	Historic Sites: 43	Skate Park: 3
Basketball Courts: 212	Historic Structures: 117	Splash Playground: 1
Campgrounds – Full Service: 1	Ice Rinks: 2	Sports Center: 1
Campgrounds – Primitive: 2	Lakes: 4	Sports Pavilion: 1
Campsites: 102	Boating Facility - Rentals: 2	Tai Chi Court: 1
Carousel: 1	Boating Landing Ramps: 3	Tennis Centers - Indoor: 3 (20 Courts)
Dog Parks: 5	Miniature Golf: 1	Tennis Courts - Outdoor: 298
Equestrian centers: 6	Miniature Trains: 2	Trails - Canoe: 5.4 miles
Event Centers: 5	Nature Centers: 4	Trails - Natural Surface: 149.4 miles
Exercise Courses: 11	Outdoor Ropes Course: 1	Trails - Paved: 82.7 miles
Formal Botanical Gardens: 2	Park Activity Buildings: 29	Volleyball Courts: 25
Community Gardens: 12	Picnic Shelters - Non-Permitted: 45	

### **PARK BUDGET**

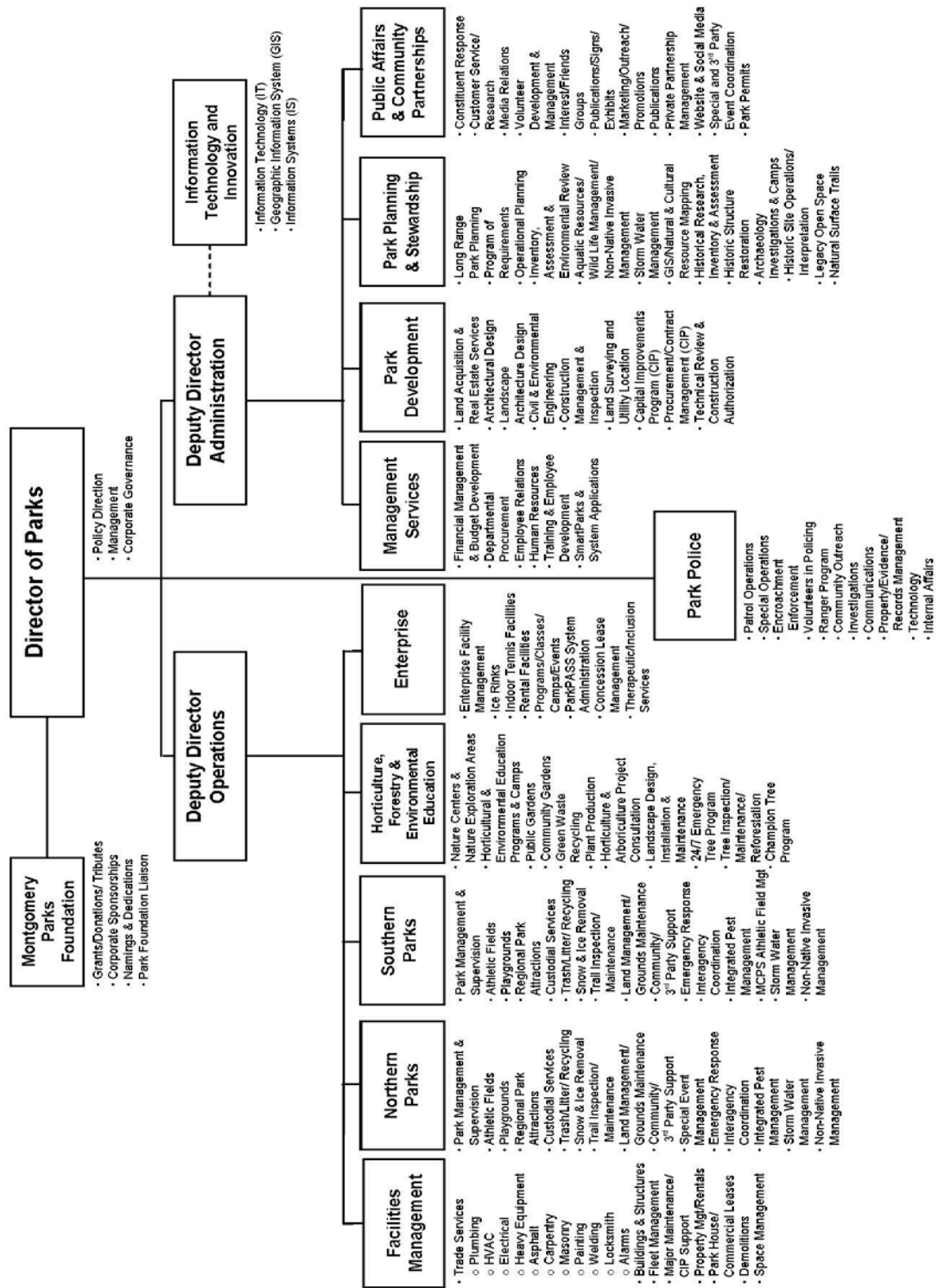
Park Fund, Adopted Operating Budget FY2015	\$90.17 million	
Capital Improvements Program FY2015-2020	\$39.02 million for acquisition	As of 12/14
Capital Improvements Program FY2015-2020	\$139.21 million for development	Source: SmartParks





ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY DEPARTMENT OF PARKS





# Montgomery County Department of Parks

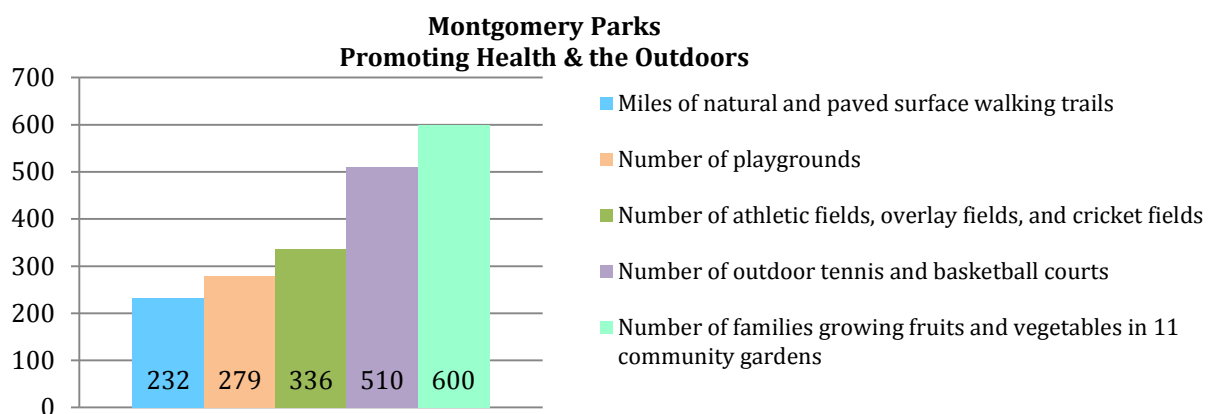
## EXECUTIVE OVERVIEW

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

Montgomery County is home to one of the largest and most diverse park systems in the nation with over 36,000 acres in 416 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 that 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 continue



# Montgomery County Department of Parks

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to serve 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, 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.

The Department's FY16 budget includes increases for compensation adjustments, unfunded obligations for new parks and amenities, known operating commitments, debt service on capital equipment, Commission-wide information technology initiatives, and National Pollutant Discharge Elimination System (NPDES) mandates.

In addition, the FY16 budget also includes funding to address identified deficiencies in our work program as well as emerging trends aimed at meeting the needs of the future that focus on the top priorities of the Department such as activating our urban parks; building the Montgomery Parks Foundation into a robust and sustainable fundraising organization; promoting, restoring and interpreting our historic and archaeological sites and resources; expanding our deer management program; and implementing our Sustainability Plan to increase our green practices.

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 FY16 budget request will enable us 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.



# Montgomery County Department of Parks

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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

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

## ACCOMPLISHMENTS

- Concentrated on expanding the distribution of multi-use trails, particularly in high density areas with limited trail access, renovating existing trails for sustainability and developing improved directional and wayfinding signage for trails.
- Contributed a total of 7,262 volunteer hours through the Weed Warrior Program directed at removing non-native invasive plants and helping to restore native plants in our parks in FY14. Last year was the 15th anniversary of this extremely successful program which, since its inception, has trained over 1,000 volunteers who have contributed over 70,942 hours of work in over 40 parks.
- Began developing the staff draft of the Countywide Park Trails Plan Amendment, which aims to more effectively target future trail investments in areas of the County with either low levels of trail service or projected high population densities.
- Installed five fiberglass bridge trails using volunteers from the Conservation Job Corps, the Student Conservation Association, and two different Eagle Scout candidates to enhance the sustainability of a popular trail along the Muddy Branch and to expand service at Upper Rock Creek Trail.
- Re-routed portions of natural surface trails to stabilize tread, reduce runoff, and improve the user experience; rerouted trails to include more than a half mile of the Timber Ridge Trail in Little Bennett Regional Park and a quarter mile of the Cabin John Trail in Bethesda.
- Began several hard surface trail projects within the Parks Capital Improvements Program, including Final Design for the North Branch Trail; renovation of the Wheaton Regional Park Trail at Pine Lake; Facility Planning for renovation and improvements to the Rock Creek Trail Stream Valley Units 1-3 and the Little Bennett Regional Park Trail Connector to expand service to the Day Use Area; development and installation of improved Hiker/Biker Trail Signage along 14 miles of the Rock Creek Trail; and smaller repair, renovation and trail connector projects at Layhill Village Park, the Capital Crescent Trail, and the Rock Creek Trail.



## Montgomery County Department of Parks

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- Converted the Legacy Open Space-acquired MCAD school site into Carroll Knolls Local Park to serve the Forest Glen- Wheaton community. The steadfast involvement of residents, community organizations, and local leaders supportive of this park enabled the Department preserve natural areas and open space in an increasingly dense region of the County.
- Informed and engaged residents in the planning and renovation efforts through community outreach and meetings regarding the Good Hope Neighborhood Recreation Center, the Ovid Hazen Wells Recreational Park Master Plan Update, and Wheaton-Claridge Local Park.
- Initiated a pilot project, El Carro Rojo, or the Red Wagon, to connect ethnically diverse communities with Montgomery Parks by providing information, demonstrations, and answering questions at multiple locations – and in multiple languages.
- Josiah Henson Park was the subject of a national PBS Broadcast called Time Team America which focused on a three-day archaeological excavation on Henson Park and nearby properties that uncovered evidence and artifacts from Henson’s time.
- Identified best uses for vacant historic buildings such as best for rental, public/private partnership, or Park-related use.
- Completed the rehabilitation of the Bussard farmhouse kitchen to the post-Depression era of the Bussard occupation based on photographic evidence at the Agricultural History Farm Park.
- Began rehabilitation of, and thematic exhibits for, the historic stone barn that will become the centerpiece of the Woodlawn Visitor Center at Woodlawn Manor Park in Sandy Spring.
- Began exterior stabilization of the Jesup Blair House, the last remaining home of Silver Spring’s founding family.
- Implemented new deer population management operations on approximately 2,000 acres of parkland, to manage white-tailed deer populations and impacts. Continued deer population management at 28 other M-NCPPC park units resulting in over 2,000 deer being harvested from Montgomery parks including approximately 1,000 harvested from the sharp-shooting operations which were processed into 30,000 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. By the end of FY15, approximately 18,000 acres of M-NCPPC Montgomery County parkland will be under deer population management.
- Conducted deer population surveys, mapped legal safety zones, developed added safety zones, identified potential shooting locations, contacted and coordinated with park managers, developed schedules for potential management and associated park closures to insure there are no conflicts, and developed plans for park closure signage along perimeters and at all official and “people’s choice” entrances into parks, in preparation for additional management efforts proposed for four new park locations.
- Celebrated nature, wildlife, and history through multiple festivals including the Raptor Rules Festival, Forest Friends Festival, Bluebirds Forever Festival, Great Outdoors Festival, Family Archaeology Day, and Heritage Days events.



## Montgomery County Department of Parks

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- Continued coordination 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. Parks has completed reviews on dozens of in-stream projects with 6 already constructed and several more under construction. Sewer pipe and manhole repairs have begun throughout the Rock Creek, Cabin John, Seneca, Sligo, and Long Branch Stream Valley Parks. WSSC is required to complete all work by December 2015.
- Acquired more than 663 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. In FY14, the Department of Parks had over 5,100 volunteers participate in 225 stream clean-ups, and removed 120,948 pounds of trash, 21,700 pounds of recyclables, and 351 tires from our stream valleys.
- Ongoing energy management program projects and practices have allowed the Department of Parks overall consumption rates to remain at the same level overall as last year. The cost of energy resources are projected to increase by 6% in FY15. The projects underway include parking lot lighting conversions to LED technology, Pope Farms – Solar Hot Water System Upgrade, Primary Buildings – Install Variable Speed Pump Systems for Heating, Recreation Centers - Install LED exterior wall lighting and parking lot lighting, and a Solar Photovoltaic Feasibility Study to determine options for the location of a system to qualify for aggregate net metering.
- Began programs in FY15 to reduce water consumption through the implementation of best management practices, consolidation of meters, and reduction of the use of domestic water for irrigation. The goal is to reduce water consumption resulting in 5% savings in water and sewage costs.
- Montgomery Parks Green Waste Recycling Program took in 4,800 cubic yards of landscape waste from the parks through the efforts of the composting program resulting into 1,200 cubic yards of compost returned to the parks through various uses.
- Achieved a 54.7% mandatory recycling rate as reported by the Montgomery County Division of Solid Waste Services, which is above the County's required rate of 50%. The combined mandatory and voluntary recycling rate was over 70%. The overall volume of refuse and recycling materials was reduced by 10% for the year.
- Dispensed 140,554 gallons of B-5 bio-diesel in FY14, up 15,000 gallons from the previous year, saving on the consumption of 6,500 gallons of diesel fuel annually. All Parks fueling stations dispense B-5 biodiesel and have begun using B-20 biodiesel in the warmer months.



# Montgomery County Department of Parks

- 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.
- Created a pilot program and purchased equipment specifically designed to clear the Capital Crescent Trail of snow for the upcoming 2015 winter season. Installed a trail counter on the trail to monitor usage before, during, and after snow events to determine demand for snow plowing services.

## GOALS AND PERFORMANCE MEASURES

<b>Goal: To have all park facilities and amenities accessible to all people</b>				
<b>Objective</b>				
Complete all five phases of the 2011 Settlement Agreement with the U. S. Department of Justice for ADA by 2016				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Develop and submit the transition plans which schedule barrier removals in park facilities. This is a submission requirement of the 2011 Settlement Agreement.	100%	60%	80%	100%

<b>Goal: Offer a variety of enjoyable recreational activities that encourage healthy lifestyles</b>				
<b>Objective</b>				
Maintain a high level of customer satisfaction rating and customer referral rate at all surveyed facilities				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of customers who indicate they were treated well through the “How Are We Doing” customer survey program	95%	94%	95%	95%
% of customers who indicate they were satisfied with their visit through the “How Are We Doing” customer survey program	95%	94%	95%	95%
% of customers who heard about Parks facilities and programs from a friend/referral	30%	N/A*	N/A*	30%
*New indicator. Will begin tracking in FY16 Note: 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.				

<b>Goal: Provide clean, safe, and accessible places for leisure-time activities</b>				
<b>Objective</b>				
Maintain a high level of satisfaction rating for cleanliness and safety at all surveyed facilities				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of customers who rank “cleanliness” as “good” or “excellent” through the How Are We Doing customer survey program	95%	97%	95%	95%
% of customers who rank “safety” as “good” or “excellent” through the How Are We Doing customer survey program	95%	95%	95%	95%
Note: 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 2016**

	FY 15 Adopted	FY16 Proposed	%
			Change
Expenditures by Division/Function:			
Office of the Director	\$ 1,159,744	\$ 1,328,751	14.6%
Public Affairs & Community Partnerships	2,285,647	2,561,756	12.1%
Management Services	1,739,890	1,564,308	-10.1%
Information Technology & Innovation	1,914,728	2,307,964	20.5%
Park Planning & Stewardship	3,633,694	4,541,398	25.0%
Park Development	3,121,751	3,455,112	10.7%
Park Police	14,307,348	14,171,739	-0.9%
Horticulture, Forestry & Environmental Education	7,882,503	8,220,641	4.3%
Facilities Management	11,090,576	11,673,073	5.3%
Northern Parks	9,224,339	9,864,642	6.9%
Southern Parks	13,021,336	13,055,037	0.3%
Support Services	10,911,225	11,119,824	1.9%
Non-Departmental	4,734,420	6,429,519	35.8%
Grants	400,000	400,000	0.0%
Transfer to Debt Service	5,142,738	5,059,085	-1.6%
Transfer to CIP	350,000	350,000	0.0%
Total Park Fund	<u>\$ 90,919,939</u>	<u>\$ 96,102,849</u>	<u>5.7%</u>
Property Management	1,026,320	1,126,800	9.8%
Special Revenue Funds	1,849,045	1,834,794	-0.8%
Enterprise Funds	9,424,917	9,431,262	0.1%
Total Department of Parks	<u>\$ 103,220,221</u>	<u>\$ 108,495,705</u>	<u>5.1%</u>

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

The Department of Park's total FY16 proposed budget request is \$108,495,705 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 \$96,102,849 and includes grants, non-departmental, and debt service. This represents an increase of \$5,182,910 or 5.7% over the FY15 adopted budget.



# Montgomery County Department of Parks

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The major contributing factors to the funding increase requests are:

Compensation Adjustments (salary, health benefits, and retirement)	\$2,210,327
Risk Management	(\$629,000)
Debt Service and Commission Wide Information Technology Initiatives	\$418,847
Unfunded Obligations (OBI)	\$603,797
NPDES Mandate	\$271,627
Known Operating Commitments	\$364,380
New Initiatives Addressing Deficiencies and Emerging Trends	\$2,311,832
Budget Reductions for FY15 One-Time Requests	<u>(\$368,900)</u>
TOTAL	\$5,182,910

## Unfunded Operating Budget Obligations

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

In FY16, Montgomery Parks is requesting \$603,797 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, \$29,000 is a one-time expense for FY16 start-up for supplies and materials and \$15,000 is a one-time expense for FY16 for capital equipment.

This includes 4 full time career (4.0 WYs) and 4.7 WYs seasonal staff for a total of 8.7 WYs.

## 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 FY16, the Department is requesting an increase of \$271,627, bringing the total to \$2,739,782, for NPDES activities.

The funding includes \$181,627 in personnel for one (1) full time career (1.0 WY) and six (6) seasonal, non-career employees (4.5 WYs) 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. Also included is funding for supplies and services of \$90,000.

## Known Operating Commitments

The Known Operating Commitments include cost increases such as contractual obligations, information technology software maintenance agreements, inflationary supply increase, and mandated monitoring of high hazard dams.

The Department has \$65,780 in contractual obligations for known increases based on the consumer price index (CPI), \$107,300 in contractual requirements for software maintenance agreements, as well as \$97,700 for inflationary increase for supplies and materials. An additional \$75,000 is requested for termite/rodent control to stabilize the structural foundations around historic buildings.





# Montgomery County Department of Parks

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Every five years, the Department of Parks is mandated by the State of Maryland, Maryland Department of Environment, Dam Safety Office to conduct and submit results for underwater video inspection/monitoring of the risers and principal spillways at each of these facilities. This work must be conducted by licensed and certified inspectors with specialized equipment, knowledge, and skills. The Department is requesting \$30,000 for this video inspection.

These known operating commitment increases are offset by an \$11,400 decrease in utility costs.

## **New Initiatives Addressing Deficiencies and Emerging Trends**

The FY16 Proposed Budget includes \$2,311,832 to address identified deficiencies in our work program as well as emerging trends aimed at meeting the needs of the future.

Included in the funding are: 1 full time career planner dedicated to planning and implementing urban parks; 1 full time career staff and seasonal staffing to address maintenance service backlog; 1 full time career staff for the construction and renovation of natural surface trails; 1 full time career staff to manage and implement all sustainability initiatives for the Department; 2 full time career staff to provide archaeology and history based programming for community events and historic sites; 2 term contract positions to provide administrative support and oversee the corporate sponsorship program for the Montgomery Parks Foundation; 1 full time career staff to manage and expand the community gardens program (funding offset by increased revenue); 2 full time career staff to provide systems administration for security software and databases and to address the increasing demand for security cameras including liability and privacy concerns; 1 full time career staff and 3 sworn Park Police Officers to further expand deer management in the densely populated southern part of the County; 1 full time career to provide administrative support to help boost the CIP implementation rate; contractual services for on-site desktop support, desktop virtualization, graphic design and web redevelopment, preventive tree maintenance for paved hiker/bike trails; and the provision for an increase in other services and charges previously lost to inflation.

## **Budget Reduction – for FY15 Funding for One-Time Requests**

The FY15 Adopted Budget included \$141,500 for one-time funding for capital equipment for new maintenance initiatives including expanded deer management and snow removal along the Capital Crescent Trail and \$147,400 for one-time funding for three (3) term contract tree climbers to reduce the tree maintenance backlog. These account for approximately 80% of the total reductions of \$368,900.

## **Salary Lapse**

The Department is maintaining the same lapse rate at 7.5% in FY16 although this exceeds our normal attrition rate of 4-5% and requires us to hold positions vacant.

## **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 other 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.



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Estimated	FY16 Proposed
<b>TURF</b>							
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.							
<b>Turf Maintenance: Fertilizing, over seeding and aeration</b>  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	1 X per year	1 X per year	South 2 X North- 1X per year	2 X per year	2 X per year
	Local Parks	2 X per year	Once every 2 years	Once every 2 years	Once every 2 years	1 X per year	1 X per year
<b>Turf Maintenance: Mowing</b>  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	24 cuts per season	24 cuts per season	24 cuts per season	26 cuts per season	28
	Regional / Recreational	34 cuts per season	29 cuts per season	29 cuts per season	29 cuts per season	32 cuts per season	34
<b>Turf Maintenance: Storm Water Maintenance Mowing</b> Mowing swales, bio-retention areas, ponds, and other storm water maintenance areas.	All Park Areas	2 X per year	Not Tracke d	Not Tracked	2 X per year	2 X per year	2 X per year
<b>ATHLETIC FIELDS</b>							
All athletic fields shall be safe and maintained to support the level of play identified for public use, the amenities developed to support the activity, and the age of the users and/or the level of play.							
<b>Athletic Fields: Infield Maintenance</b>  Dragging and leveling infield, maintenance of plates, bases and pitcher's mound where appropriate.	Regional / Recreational	Daily	4-5 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	Weekly	Weekly	Weekly	Weekly
<b>Athletic Fields: Lining Infield</b>  Lining of infield where appropriate.	Regional / Recreational	Daily	4-5 X per week	4-5 X per week	4-5 X per week	4-5 X per week	Daily
	Local Parks	Weekly	3 X per season	3 X per season	3 X per season	Weekly	weekly
<b>Athletic Fields: Mowing</b>  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 (April-November)	Regional / Recreational	62 cuts per season	50 cuts per season	53 cuts per season	53 cuts per season	53 cuts per season	62 cuts Per season
<b>Athletic Fields: Rectangle Field Lining</b>	Regional/ Recreational	Weekly		Weekly	Weekly	Weekly	Weekly
<b>Athletic Fields: Rectangle Field Lining</b>	Local Parks	Monthly		2 -3 X season	2 X per month	2 X per month	2 X per month



**Montgomery County  
Department of Parks**

**MAINTENANCE STANDARDS – MONTGOMERY PARKS (Cont'd)**

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Estimated	FY16 Proposed
<p><b>PLAYGROUNDS</b> 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.</p>	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
<p><b>Playground Inspection:</b> 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.</p>							
<p><b>LANDSCAPE MAINTENANCE</b> Flower beds and park entrance areas which form landscaped areas will be kept attractive, weed-free, trash-free and insect-free, and aesthetically pleasing. <b>Landscape Maintenance:</b> 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.</p>	Urban Parks	52 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	2 X per year	2 X per year	2 X per year	2 X per year	2 X per year
<p><b>TRAILS</b> 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.</p>							
<p><b>TRAILS</b> 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.</p>	All Park Areas	12 X per year	1-2 X per year	1-2 X per year	4 X per year	4 X per year	4 X per year
<p><b>Natural Surface Trails: Inspection and Maintenance</b> Visually inspect trail surface and adjacent areas for hazards, excessive wear and tear, vandalism, washouts, etc. and repair as appropriate.</p>							



**Montgomery County  
Department of Parks**

**MAINTENANCE STANDARDS – MONTGOMERY PARKS (Cont'd)**

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Estimated	FY16 Proposed
<b>Hard Surface Trails: Inspection and Maintenance</b> 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	*
* Capital Crescent Trail/Rock Creek/Sligo 26 -52 x per year; Other hard surface trails 4-8 x per year							
<b>PARK ROADS and PARKING LOTS</b>							
<b>Park Roads and Parking Lots</b> Inspect for damage, erosion, drain systems, signage and striping.	All Park Areas	12 X per year	1 X per year	1 X per year	4 X per year	4 X per year	12 X per year
<b>COURTS</b> To include tennis, basketball, volleyball, and multi-use courts.							
<b>Courts Inspection:</b> Inspect court surface for hazards, proper lining. Inspect hardware, including nets, standards, backboards, cranks, etc. for hazards, wear and tear, or vandalism. Inspect fencing for hazards, wear and tear, or vandalism. Request appropriate repairs or replacements as dictated by the result of the inspection.	Regional, Recreational, Local and Neighborhood Parks	12 X per year	6 X per year	6 X per year	6 X per year	12 X per year	12 X per year
<b>TREES</b> To provide healthy, sustainable trees in our parks.							
<b>Tree Inspections:</b> Inspect all parks for tree hazards. Volunteer Park Steward Program set up and begun in FY11.	All Park Areas	100% of parks	28% of parks	23% of parks	50% of parks	60% of parks	60% of parks
<b>Service Requests:</b> Complete all service requests (FY14 completed 1167 requests. Over 800 still open)	All Park Areas	100% of requests	48% of requests	46% of requests	67% of requests	65% of requests	65% of requests
<b>Emergency Requests:</b> Emergency requests responded to in 3 hours during off hours (often after the hazard is cleared, the remaining work that is lower priority becomes part of the backlog)	All Park Areas	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests
<b>Newly Planted Trees:</b> Newly planted trees sustained after two years of after-care	All Park Areas	100% of trees	93% of trees	98% of trees	98% of trees	100% of trees	100% of trees



# Montgomery County Department of Parks

## MAINTENANCE STANDARDS – MONTGOMERY PARKS (Cont'd)

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Estimated	FY16 Proposed
<b>Trees Planted vs Trees Removed:</b>  The number of trees planted equals or exceeds number of trees removed	# Trees Planted		1,871	2,776	1,561	1,700	1,800
	# Trees Removed		600	892	1,062	800	800
<b>TRASH REMOVAL</b> 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.							
<b>Trash Removal:</b>  Empty all trash cans within park into trash packer and pick up ground litter within 10 feet of cans and as otherwise seen.	<b>In Season</b>						
	Regional / Recreational	Daily	4 X per week	4 X per week	4-5 X per week	5-6 X per week	6-7 X per week
	Neighborhood, Local, and Stream Valley Parks	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	3 X per week	3 X per week	3 X per week	3 X per week	3 X per week
	<b>Off Season</b>						
	Regional / Recreational	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	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	1 X per week	1 X per week	1 X per week	1 X per week	1 X per week
<b>FLEET MAINTENANCE</b> To assure available, reliable, and safe equipment and vehicles for staff.							
<b>On-Road Vehicle Uptime</b> Repair vehicles in a timely manner to keep vehicles available to staff	94.7%	97.7%	97.5%	98.5%	98.0%	98.5%	
<b>Vehicle Preventive Maintenance</b> Performed annually or at 5,000 miles	75% Done on time	47.0%	54.3%	52.5%	53.0%	55.0%	
<b>TRADES/CONSTRUCTION</b> To help provide a comprehensive, cost efficient and effective maintenance, construction, and repair services for park buildings and facilities.							
<b>Major Maintenance:</b> Completed projects costing \$3,000 or more Average annual major maintenance work orders generated = 215	90% of projects	79% of projects	75% of projects	70% of projects	70% of projects	80% of projects	
<b>Service Requests:</b> Completed projects costing under \$3,000 Avg annual service work orders generated = 3,200	85% of requests	70% of requests	75% of requests	78% of requests	80% of requests	80% of requests	
<b>Preventive Maintenance:</b> Periodic service of assets intended to increase service life and decrease emergency repairs Average number of requests generated annually = 7,400	100% of requests	78% of requests	95% of requests	90% of requests	95% of requests	100% of requests	



# Montgomery County Department of Parks

## DETAIL BUDGET SCHEDULE: CONTRACTUAL SERVICES

The total for contractual services department wide in FY16 is \$2,683,049. The following chart is a listing of Contractual Services by fund.

Division	Section	Description	FY15 Adopted	FY16 Proposed
<b><u>Park Fund</u></b>				
Director of Parks	Director's Office	Various depositions and legal services	1,000	1,000
Park Affairs & Community Partnerships (PACP)	Public Information and Marketing	Graphic design services	10,000	10,000
PACP	Public Information and Marketing	Media management software	4,200	4,200
PACP	Volunteer Services	Web-based Training Initiative for Volunteers	8,000	9,600
PACP	Volunteer Services	Data base for volunteer services	21,500	22,500
PACP	Public Information and Marketing	Customer Relationship Management Software	0	28,300
Information Technology & Innovation (ITI)	Technology	Customer Relationship Management Software	28,300	0
ITI	Technology	Telephone Support contracts	76,200	76,200
ITI	Technology	WAN/LAN and CISCO Smartnet Emergencies	150,000	150,000
ITI	Technology	Help Desk Support	137,000	137,000
ITI	Technology	On-site Desktop Support	0	180,000
Management Services	Smart Parks	Enterprise Asset Management	112,000	116,000
Park Planning & Stewardship (PP&S)	Cultural Resources	Architectural services for historic properties	34,000	34,000
PP&S/ Northern Parks	Natural Resources Stewardship/Various	Non-native plant control	147,200	171,300
PP&S	Natural Resources Stewardship	Deer population control	51,990	70,990
PP&S	Natural Resources Stewardship	Professional trapping service	30,000	30,000
PP&S	Resource Analysis	Ground water/methane monitoring	35,000	45,000
PP&S	Cultural Resources	Interpretive program	20,000	29,200
Support Services	Support Services	Specialized professional services	86,000	86,000
Support Services	Support Services	Consolidated registration support	130,000	111,800
Support Services	Support Services	Sign Language Interpretation	10,000	10,000
Park Police	Special Operations, Patrol, Administration	LOEBR/Hearing Boards	15,000	15,000
Northern Parks	Stormwater Management	Stormwater Management	69,731	69,831



**Montgomery County  
Department of Parks**

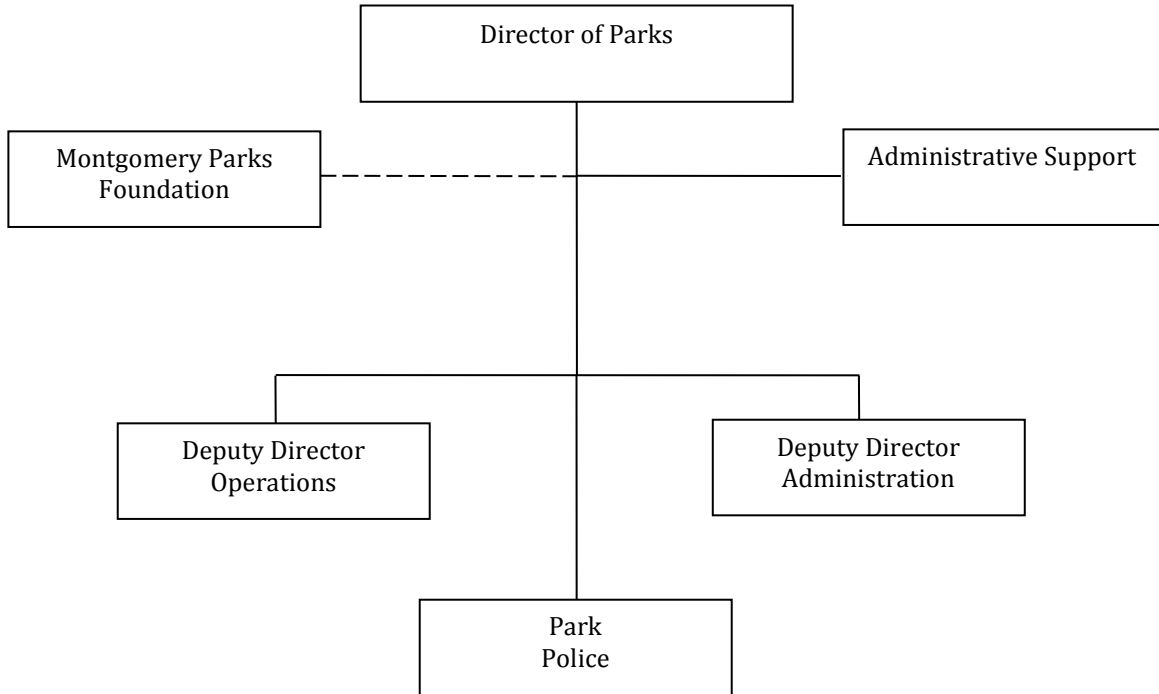
<b>Division</b>	<b>Section</b>	<b>Description</b>	<b>FY15 Adopted</b>	<b>FY16 Proposed</b>
Northern Parks	Rock Creek	Mandated Dam Monitoring (Every 5 years)	0	30,000
Northern Parks	Ridge Road	Bermuda Turf Field Maintenance	0	82,200
Horticulture, Forestry and Environmental Education (HFEE)	Nature Centers	Licensing agreements	400	450
HFEE	Arboriculture	Tree contract	184,078	184,078
HFEE	Arboriculture	Emergency tree removal	18,200	18,200
HFEE/Northern Parks/Park Police	Nature Centers/ Agricultural History Farm Park/Park Police Stables	Veterinary services/animal care	78,700	78,400
Facilities Management	Trades Units	Emergency design and architectural/engineering services	5,200	5,200
Facilities Management	Trades Units	Energy/recycling management contract	73,500	75,600
Northern Parks/ Southern Parks	Various	Artificial Turf testing	7,000	7,000
Southern Parks	Administration	Miscellaneous consulting (turf, radon abatement, structural/ environmental engineer, legal investigation experts)	3,000	3,000
		<b>Total Park Fund</b>	<b>\$1,547,249</b>	<b>\$1,892,049</b>
<b>Property Management Fund</b> Facilities Management	Property Management	Legal Services	20,000	20,000
		<b>Total Property Management Fund</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>Division</b>	<b>Section</b>	<b>Description</b>	<b>FY15 Adopted</b>	<b>FY16 Proposed</b>
<b>Special Revenue Fund</b>				
Southern Region	Athletic Fields	MCPS ballfield maintenance for Elementary and Middle Schools	828,200*	771,000*
		<b>Special Revenue Fund</b>	<b>\$820,200</b>	<b>\$771,000</b>
		<b>Total Contract Services - All Funds</b>	<b>\$2,395,449</b>	<b>\$2,683,049</b>
*This represents only the vendor cost. The total cost is \$866,800 (FY15) and \$811,500 (FY16)				



**Montgomery County  
Department of Parks- Director of Parks**

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**ORGANIZATIONAL STRUCTURE**





# Montgomery County

## Department of Parks- Director of Parks

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### OVERVIEW

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

### MISSION

To establish clear accountability and standards to effectively manage the more than 36,000 acres and facilities within the Montgomery County Park system.

### PROGRAMS AND SERVICES PROVIDED

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

### ACCOMPLISHMENTS

- Co-chaired interagency workgroup focused on finding solutions to 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.
- Created Sustainability Coordinating Committee to identify ways to conserve electricity, natural gas, fuel oil, motor fuel and water; establish management strategies which meet nationally accepted sustainability certifications for energy conservation and use of renewable resources; procure goods and services with sustainability and efficiency in mind; implement green development strategies in community planning, landscape design and site planning; identify and implement training to introduce staff to sustainability practices; and promote safety, health, and wellness through our work place programs and services, and more. Compiled recommendations into a draft two-year Sustainability Plan that was presented to the Planning Board in the fall of 2014.
- Represented the Department on a Commission-wide Information Technology Council charged with overseeing IT governance for enterprise information technology systems and initiatives.
- Continued the successful reformation of the Montgomery Parks Foundation to serve as a fundraising and support organization to Montgomery Parks through donations and private contributions to 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.
- Established an internal grant work group to create functional processes and criteria for prioritization of outside funding opportunities.
- Secured a \$1 million dollar donation to fund the construction of a greenhouse, in addition to obtaining more than 200 gifts totaling over \$350,000 to support Master Plan Renovations at Brookside Gardens.



**Montgomery County  
Department of Parks- Director of Parks**

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- Received a \$75,000 grant from the Meyer Foundation to support the Josiah Henson Park Capital Campaign. This campaign seeks to solicit over two million dollars in private donations to support the educational components at Josiah Henson Park.
- Raised more than \$10,000 through the Friends of Montgomery Parks program in CY14.
- Secured a \$5,000 pledge from Kona Ice to support Montgomery Parks for the fourth year in a row.

**BUDGET AT A GLANCE**

**Summary of Division Budget**

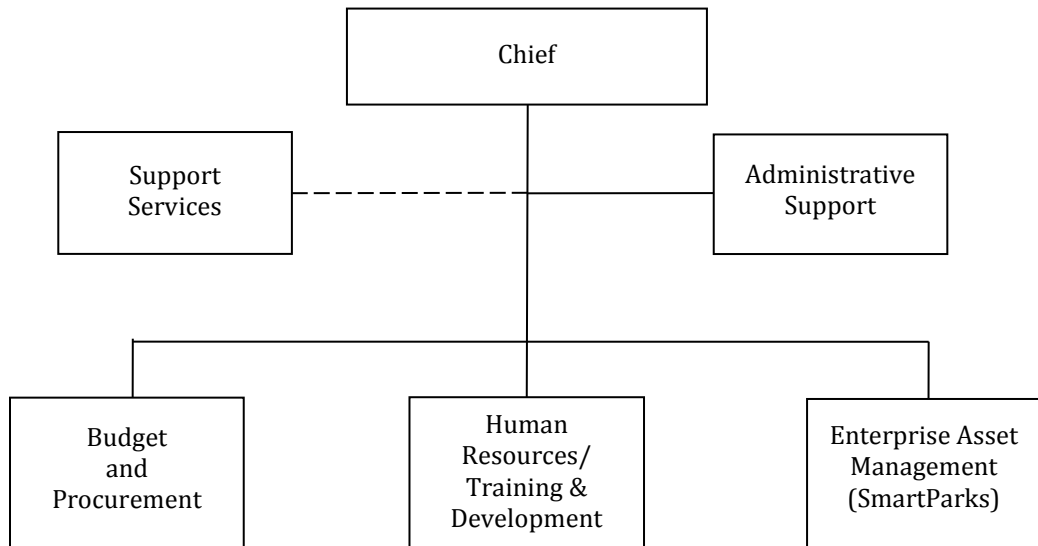
		<b>FY15 <u>Adopted</u></b>	<b>FY16 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>	Expenditures	\$1,159,744	\$1,328,751	14.6%
<b>Staffing</b>	Funded Career Positions	5.00	6.00	20.0%
	Funded Workyears	7.80	10.20	30.8%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- Includes one (1) full time career and one (1) WY moved from Public Affairs and Community Partnerships (PACP) division. The Parks Foundation, budgeted in the Director of Parks division, now coordinates the grants function which was formerly in PACP. This moves the position to the Director of Parks division to align with the grants function.
- Includes two (2) term-contract position and two (2) WYs to provide administrative support and spearhead the corporate sponsorship program.
- Shifts \$24,000 from Supplies & Materials to Other Services & Charges to move the funding for the Foundation’s printing costs to the appropriate expense code.



**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks - Management Services

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### OVERVIEW

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

The Management Services Division consists of the following sections:

**Budget Administration and Procurement** uses a coordinated financial management system that handles more than \$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.

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

**Enterprise Asset Management (SmartParks)** is a computerized system which includes park administration and maintenance management to better manage work programs of the department. The system includes preventative maintenance routines, fixed and controlled asset management, capital assessment systems, facility condition assessments, park asset/ amenity inventory, maintenance standards and best practices, life-cycle replacement standards, and incident tracking. The section performs system administration and management analysis of SmartParks systems and data to provide management decision support and ensure the most efficient and effective utilization of resources to manage all aspects of parks operations.

### MISSION

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

### PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Cost Recovery Analysis
- Budget Preparation
- Financial Management
- Department-Wide Procurements
- Position Control and Tracking
- Employee Services
- Recruitment
- Organizational Development
- Succession Planning
- Enterprise Asset Management



# Montgomery County

## Department of Parks - Management Services

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### ACCOMPLISHMENTS

- Partnered with the Maryland Conservation Job Corporation, the Department of Recreation/ Teen Works, and the Department of Natural Resources to place 25 young adults ages ranging from 15-17 in summer employment to work on various environmental and conservation projects throughout the parks system. The young adults were paid through the county and several other state grants. The program provided an opportunity for personal growth, teambuilding, and development of an appreciation for horticultural skills. Also partnered with the Student Conservation Association, a grant-funded program, that paired a crew of young adults with natural surface trail projects for a five-week period.
- Purchased two additional electronic Live Scan fingerprinting machines, thereby reducing the background reporting information from several weeks to 48 hours in most cases. These purchases enabled the Department of Parks to reduce the Commission's liability and investigatory efforts by discovering candidate's criminal activities before employment is offered.
- Provided continued departmental technical support for the Commission's new Enterprise Resource Planning (ERP) System including participating in testing, business process reviews, training, and field staff support.
- Continued to upgrade to the Enterprise Asset Management (EAM) system to replace the existing Montgomery County Parks SmartParks (Facility Focus) system for asset management, work order management and inventory control. Formed an advisory group to act as change agents for the new system allowing for better communication within the department. The phased in roll out of the system began in November 2014 for all current users of the old system. The roll out by division is planned to be completed in the fall of 2015.
- Captured maintenance standard information in EAM and used these standards to create preventative and routine maintenance plans to generate work orders for maintenance staff.
- 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 services.
- 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 and Personnel Management courses in Recruitment and Selection, Coaching, and Performance Management.
- 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; Handling Customer Conflicts; Creating a Respectful Workplace and Sexual Harassment Prevention; Nutrient Management Laws; Handling Black Bear Situations, and a variety of safety topics and continuing education webinars. Expanded educational opportunities for staff to include Integrated Pest Management (IPM) training, Registered Pesticide Applicator training, and an improved Pollution Prevention Training.



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

**GOALS AND PERFORMANCE MEASURES**

<b>Goal</b>	To provide a comprehensive training and individual development program to Park staff.			
<b>Objective</b>	Increase staff competencies to more efficiently perform work program and to provide opportunities for upward mobility.			
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
# of staff attending Commission-sponsored trainings (multiple classes for some individuals)	4,000	4,669	3,250	3,250
# of leadership or supervisory trainings conducted	25	29	22	22
Note: 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**

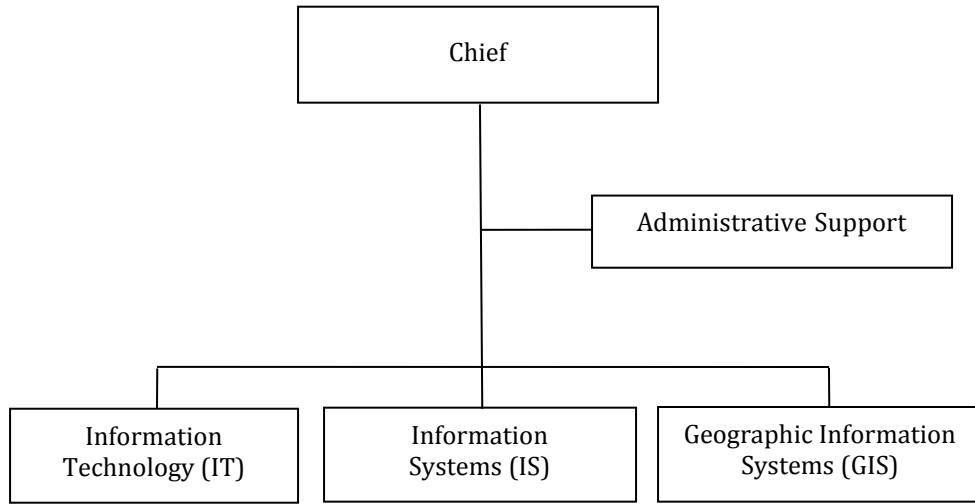
		<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>
<b>Budget</b>	Expenditures	\$1,739,890	\$1,564,308	-10.1%
<b>Staffing</b>	Funded Career Positions	13.00	12.00	-7.7%
	Funded Workyears	12.00	11.10	-7.5%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- Moves one (1) full time position and one (1) WY to Public Affairs and Community Partnerships to provide additional support for community outreach.
- Increases Supplies & Materials by \$2,000 for divisional work program.
- Increases Other Services & Charges by \$6,080 for maintenance fees for new Enterprise Asset Management system and other divisional efforts.



**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks - Information Technology and Innovation

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### OVERVIEW

Unlike all other Divisions in the Department of Parks and Planning Department, the Information Technology & Innovation (ITI) 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 ITI Division provides information technology infrastructure and services and IS/GIS systems and support.

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

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

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

**Geographic Information Systems (GIS):** The GIS unit maintains the County's land use and geographic databases. 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
- GIS Mapping Support
- Desktop Support
- Systems Administration

### ACCOMPLISHMENTS

- Completed redesign of wireless network in departments providing increased bandwidth and reliability.
- Improved bandwidth connectivity to remote sites in Parks by upgrading Windstream services to Multiprotocol Label Switching (MPLS) technology.
- Continued to migrate physical servers to the virtual environment for improved reliability, reduced administration, cost savings. We are in the third year of this effort.
- Upgraded VMWare environment to accommodate additional virtualized servers.
- Continue efforts to improve wide area network with increased bandwidth and redundancy.





# Montgomery County

## Department of Parks - Information Technology and Innovation

- Completed Voice Over IP implementation at all remote sites to provide additional features such as voice mail to email integration, enhanced 911 locator, and soft phone functionality.
- Met the IT replacement schedule determined by the ITPCC by replacing over 100 obsolete desktops and laptops in both Departments.
- Completed the replacement of the obsolete campus-based radio system with a state-of-the-art digital radio system for use at Brookside Gardens, improving efficiency in communicating and public safety.

### GOALS AND PERFORMANCE MEASURES

<b>Goal</b>	<b>To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.</b>			
<b>Objective</b>				
	Maintain uninterrupted network services 24/7			
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of network uptime	98%	99.5%	99.9%	99.9%

<b>Goal</b>	<b>To provide highest quality Help Desk support.</b>			
<b>Objective</b>				
	To respond to IT help desk calls as quickly as possible to reduce end-user downtime			
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of trouble resolved on first call when a desk-side visit is not required	96%	98.85%	97.5%	97.5%

<b>Goal</b>	<b>To provide adequate network security to prevent loss of data.</b>			
<b>Objective</b>				
	Maintain uninterrupted access to enterprise email			
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of email uptime	98%	96.6%	99.6%	99.6%



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY15 <u>Adopted</u></b>	<b>FY16 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>				
	Expenditures	\$1,914,728	\$2,307,964	20.5%
<b>Staffing</b>				
	Funded Career Positions	10.00	10.00	0.0%
	Funded Workyears	8.10	8.10	0.0%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

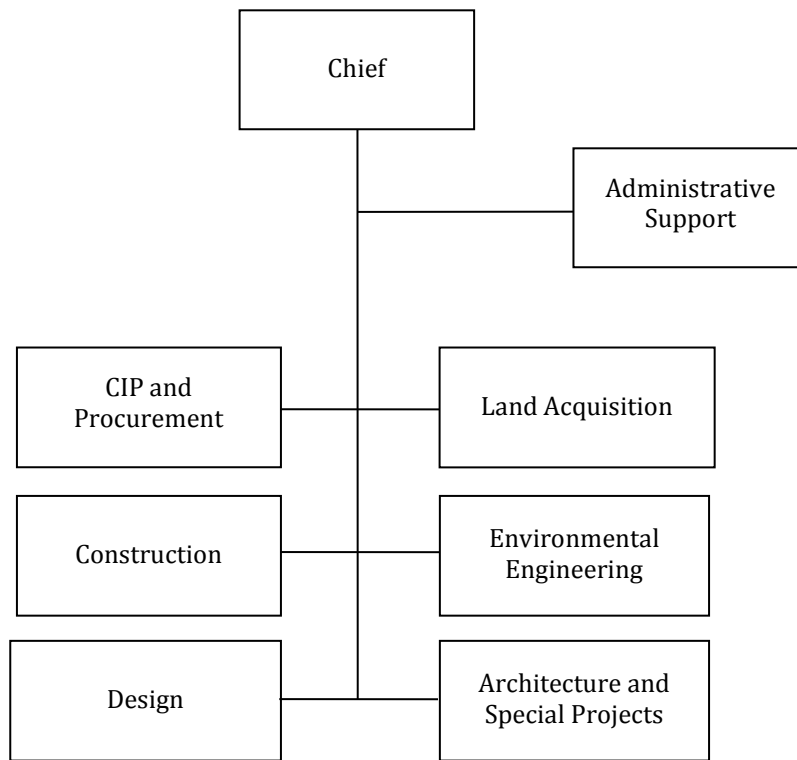
- Increases Supplies & Materials by \$10,000 for additional computer equipment.
- Increases Other Services & Charges by \$66,800 for contractual increases and maintenance support; \$180,000 for contractual help desk support; and \$120,000 for information technology/desktop virtualization upgrades.



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks - Park Development

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### OVERVIEW

The Park Development Division is responsible for the implementation of the six-year CIP which includes the following functions: acquiring parkland, preparing the CIP budget and procurement, preparing design and construction documents and managing construction for new park facilities as well as park renovation projects that enhance park visits for the residents and visitors of Montgomery County.

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

The Division consists of the following sections: Park Acquisition, Capital Improvement Program and Procurement, Design, Environmental Engineering, Construction, Architecture & Special Projects, and Administration.

### MISSION

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

### PROGRAMS AND SERVICES PROVIDED

- Six Year CIP including design, construction, and renovation of park facilities and amenities
- ADA Compliance
- Water Quality Programs
- Engineering Services for Stream, Pond, and Lake Protection
- Park Permits for Construction on Park Property
- Environmental Management and Engineering
- Park Encroachment Program
- Parkland Acquisition
- Land Surveying

### ACCOMPLISHMENTS

- Issued 55 park permits for private construction on park property.
- Completed 95% of the ADA Access Audits and submitted an interim transition plan to U.S. Department of Justice (DOJ) in response to the 2011 Settlement Agreement.
- Completed ADA improvements for 5 out of 19 DOJ identified park sites in addition to ADA improvements at two non-identified parks.
- Renovated or opened 8 playgrounds during FY14 and early FY15.
- Completed the renovation and expansion of Evans Parkway Neighborhood Park in Silver Spring, one of 162 nationally selected pilot projects to participate in the national Sustainable Sites Initiative (SITES) program. The renovated park includes an additional 2.46 acres of land and features two half-court basketball courts, new playground equipment, paved pedestrian loop trails, rain gardens, and Wi-Fi. A notable aspect of this project was the conversion of an existing concrete-lined channel through the park into a naturalized restored stream.



# Montgomery County

## Department of Parks - Park Development

- Completed over 32 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 six in-stream projects as part of 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.
- Completed a stream restoration project at Valley Mill Special Park as part of stream bank protection program.
- Completed the first phase of the Little Bennett Regional Park Day use area.
- Completed 22 of the 32 Environmental Stewardship/Compensatory Mitigation projects required as a result of the construction of the Inter-county Connector including the stream restoration project at the Hollywood Branch of the Paint Branch SVP.
- Presented information to the Montgomery County Commission on People with Disabilities regarding the Department's ADA program and efforts to date and on how people from the disabled community can provide input regarding future park projects.
- Continued construction of the Germantown Town Center Park which is expected to open in the spring of 2015.
- Began construction of North Four Corners Local Park. It is expected to be finished in spring 2015.
- Began construction of the Rock Creek Maintenance Yard. Facility is expected to be finished in November 2015.
- Began construction of Greenbriar Local Park.
- Began enhancement of the Brookside Gardens' Visitor Center entrance and parking lot.

### GOALS AND PERFORMANCE MEASURES

<b>Goal</b>	<b>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.</b>			
<b>Objective</b>	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			
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of approved CIP expenditure spent within fiscal year	85%	75%	85%	85%
Percentage of actual amount spent versus budgeted amount for capital improvement projects related to parkland acquisitions, construction of new or renovated park facilities and protection of parks natural and historical resources.				



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b><u>FY15 Adopted</u></b>	<b><u>FY16 Proposed</u></b>	<b><u>% Change</u></b>
<b>Budget</b>				
	Expenditures	\$3,121,751	\$3,455,112	10.7%
<b>Staffing</b>				
	Funded Career Positions	46.00	47.00	2.6%
	Funded Workyears	25.80	26.40	2.3%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

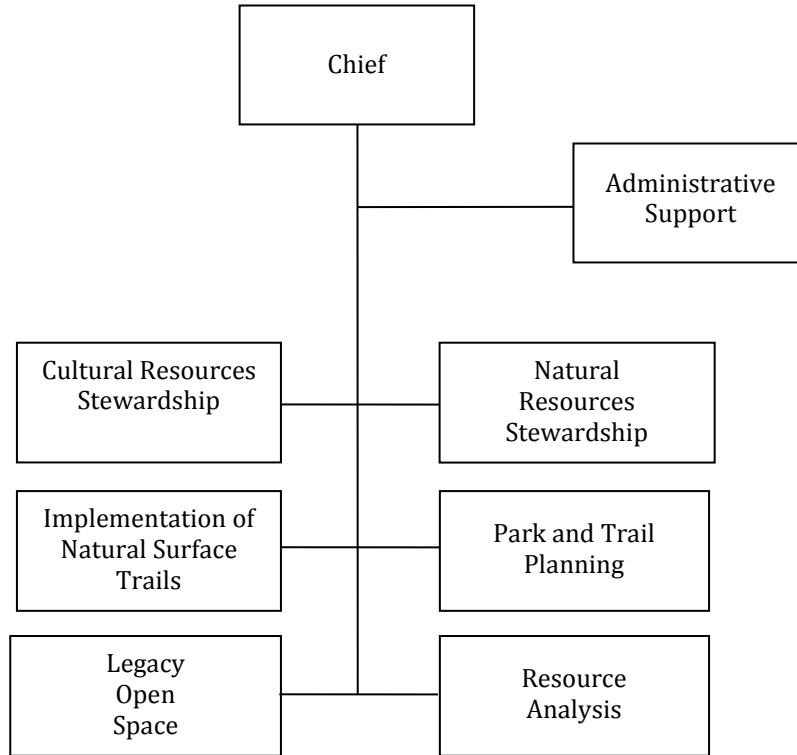
- Includes one (1) full-time career and one (1) WY for administrative support to assist in the implementation of the CIP.
- Converts one (1) part-time career position and 0.8 WY to one full time career and one (1) WY to provide additional support to the Department’s urban parks initiative.
- Increases Supplies & Materials by \$10,000 to address divisional needs.
- Increases Other Services & Charges by \$13,020 for ProjectDox (ePlans), additional staff training, and other contractual obligations.



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks - Park Planning and Stewardship

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### OVERVIEW

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

**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 manages 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

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### 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

- Treated 354 acres of parkland in FY14 to control non-native invasive (NNI) plants including 87 newly treated acres in park Best Natural and Biodiversity Areas. Using a combination of staff, contractors and Weed Warrior volunteers over the past 9 years, the Department has treated a total of 687 acres (15%) of the 4,600 acres of our Best Natural and Biodiversity Areas that are conservatively estimated to need treatment. At the current rate of expansion of 87 acres per year, it will take 46 years before the Department is able to treat all the areas that need treatment today. Meanwhile, NNIs are spreading to new areas each year.
- Updated the Ovid Hazen Wells Park Master Plan and received approval by the Montgomery County Planning Board.
- Worked with National Park Service staff on the development of a Cultural Resources Asset Inventory Database in order to prioritize available funding for restoration, preservation and operations.
- Established a "mean ceramic date" for Oakley Cabin from the 1840s, the first scientific analysis of the construction of the cabin after decades of excavation.
- Completed biological monitoring (fish and benthic macroinvertebrates) of 38 sites in Montgomery County Parks.
- Added Kingsley School in Little Bennett and the Bussard Kitchen at the Agricultural History Farm Park to our growing list of public interpretive tours.
- Completed the Ellsworth Urban Dog Park Concept Plan and received approval from the Montgomery County Planning Board. The park is to be constructed with the funding from the Urban Park Elements project in the CIP.



# Montgomery County

## Department of Parks - Park Planning and Stewardship

### GOALS AND PERFORMANCE MEASURES

<b>Goal</b> 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.				
<b>Objective</b>				
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.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of Best Natural Area (BNA) and Biodiversity Area (BDA) acreage with on-going natural resource management programs.				
On-going deer management	80%	65%	66%	66%
On-going NNI plant management	33%	4.9%	5.3%	5.3%
Total BNA/BDA acres		19,351	13,886	13,886
BNA/BDA Acres w/Deer Management		12,651	9,061	9,104
BNA/BDA Acres w/NNI Plant Management		1,258	687	750
<ul style="list-style-type: none"> <li>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 – this new effort was initiated.</li> <li>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 - these numbers are not represented here.</li> </ul>				

<b>Goal</b> To protect and rehabilitate historical buildings, promote archaeology, and provide educational and public programs that reveal the county's unique history.				
<b>Objective</b>				
Provide interesting, fact-based interpretive programs at M-NCPPC's most important historic sites.				
<b>Historic Sites Interpretive Program</b>				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Number of Cultural Resources Programs offered	19	15	19	19
Number of people served	8,000	3,400	6,000	8,000
% of participants that rate the program as good or excellent	100%	97%	95%	95%
<b>Archaeology Public Programs</b>				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Number of Cultural Resources Program offered	21	24	21	21
Number of people served	2,100	1,355	1,600	1,600
% of participants that rate the program as good or excellent	95%	96%	95%	95%



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY15</b>	<b>FY16</b>	<b>%</b>
		<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
	Expenditures	\$3,633,694	\$4,541,398	25.0%
<b>Staffing</b>				
	Funded Career Positions	33.00	40.00	21.5%
	Funded Workyears	29.10	40.30	36.6%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

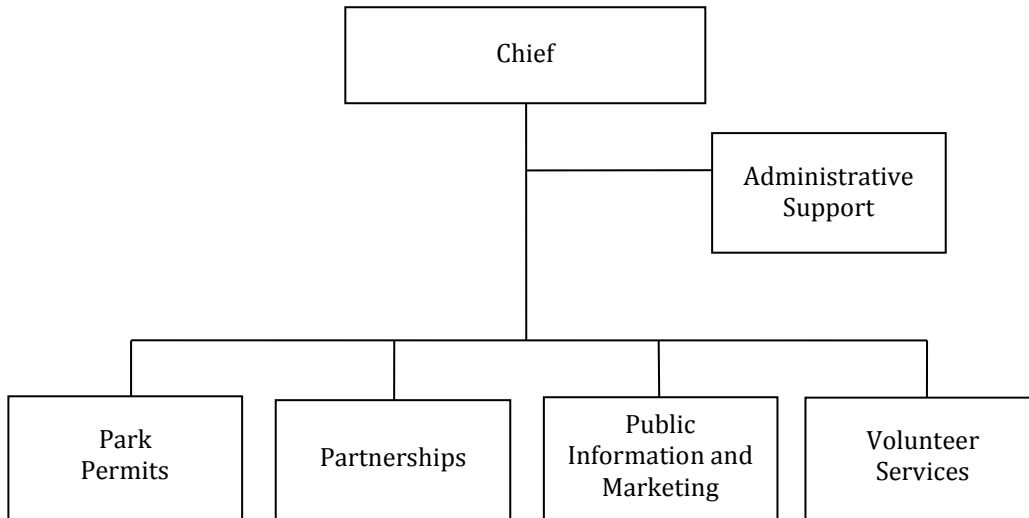
- Includes one (1) full time career and one (1) WY and personnel funding for NPDES requirements to address deficiencies that remain in post construction stormwater management facilities.
- Includes one (1) full time career and one (1) WY and personnel funding for additional work to construct and restore natural surface trails.
- Includes one (1) full time career and one (1) WY plus approximately 3 (2.9) seasonal WYs and personnel funding for OBI.
- Includes one (1) full time career and one (1) WY and personnel funding dedicated to the planning and implementation of urban parks.
- Includes two (2) full time career and two (2) WYs and personnel funding for an archaeologist and a community event programmer for the Department’s historic and cultural preservation program.
- Includes one (1) full time career and one (1) WY plus one (1) seasonal WY and personnel funding to further expand deer management in the county.
- Increases Supplies & Materials by \$30,000 for OBI, new programs, and to address ongoing divisional needs.
- Increases Other Services & Charges by \$99,300 for major known contractual commitments, \$97,200 for OBI, NPDES, and new programs, and \$26,100 for additional staff training and other contractual obligations.



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks - Public Affairs and Community Partnerships

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### OVERVIEW

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

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

The **Public Information and Marketing** section provides central management and coordination of marketing, communications, and outreach functions. These functions include public response, 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 **Volunteer Services** section provides central coordination and management of volunteer and community service programs. Functions include planning and consultation, recruitment, outreach, screening, training, recognition, data collection and management, and evaluation. Volunteer resources include students, corporate partners, stipended service members, community partners and traditional volunteers. Additionally, the Volunteer Services section is responsible for fulfilling the water quality public involvement and participation requirement under the Department's NPDES MS4 permit.

### MISSION

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

### PROGRAMS AND SERVICES PROVIDED

- Public-Private Partnership Development and Coordination
- Friends Group Development and Coordination
- Park Facility Rentals/Permits
- Third Party Event Coordination
- Public Outreach
- Marketing
- Individual and Group Volunteer Development and Management
- Exhibits, displays, and interpretive signage
- Publications
- Customer Service & Response
- Public and Media Relations
- Stipended Service Program Management



# Montgomery County

## Department of Parks - Public Affairs and Community Partnerships

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### ACCOMPLISHMENTS

- Generated \$2.1million in revenue via the Park Permit Office in FY14 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 11% over FY14 and is due to increased permit fees approved by the Planning Board, improved management practices and strategic marketing efforts.
- Developed the first combined, seasonal marketing campaigns for promotion of Departmental facilities, programs, camps and events. Two such campaigns targeted customers on a seasonal basis using microsites, advertising campaigns through search engines, social media, radio and public transportation, and media outreach over the last year. From the period of January 2013 to December 2014, these campaigns drew more than 30,000 visits directly to the campaign microsites and helped expand the Department's social media following by 11,537 followers (614% increase) on Facebook and 1,287 followers (62% increase) on Twitter.
- Managed Public-Private Partnership proposals and pre-proposals for two potential partnerships in Northwest Branch Recreational Park. Staffed internal audit of Adopt-a-Field agreements and initiated amendments to all agreements. Negotiated renewals of four existing partnership agreements. Screened close to 60 inquiries or draft proposals last year for potential partnerships on park land.
- Renegotiated four existing partnership agreements; provided intake and analysis of prospective partnerships; and provided consultation and management support of 26 existing partner organizations. Revised Departmental Adopt-A-Field Agreement for improved management and value-added service. Coordinated a condition assessment and associated response for Potomac Horse Center.
- Engaged more than 5,000 volunteers and removed more than 75 tons of trash from parks and streams through the Department's park and stream cleanup program and collaborations with several regional environmental and volunteer organizations.
- Engaged more than 765 volunteers who completed more than 4,876 hours of trail work through activities including trail inspection surveys and trail work days for individuals, students groups, and corporate volunteer groups.
- Partnered with local organizations, including the ARC of Montgomery County, who provide crews that assist with weekly litter control at up to thirteen parks throughout the year. In FY14, the ARC donated over 5,200 volunteer hours to this effort, thereby significantly reducing the amount of trash that would otherwise have polluted parks and streams.
- 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 FY14 as over 13,000 volunteers contributed 85,624 hours of service, equivalent to 41 workyears, and an estimated \$1.9 million in value added service to parks.
- Consolidated the customer service and service center teams to provide a single point of contact for general inquiries, complaints and service requests. Over the last year, the consolidated team responded to over 5,000 service requests, inputting requests into the SmartParks system and responding to public inquiries, comments, and complaints. This has improved Parks response on specific issues from the Director, Planning Board and Parks staff. Future implementation of



# Montgomery County

## Department of Parks - Public Affairs and Community Partnerships

the new EAM, along with an integrated public interface, will further help the public track projects and issues of concern.

### GOALS AND PERFORMANCE MEASURES

<b>Goal Increase awareness and use of permitted Park Fund facilities.</b>				
<b>Objective</b>				
Increase use of permitted facilities				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% utilization of park activity buildings				
peak hours (Friday 5pm-Sunday 11pm)	40%	34%	40%	40%
off-peak hours (Monday 9am-Friday 5pm)	16%	12%	18%	18%

<b>Goal Generate alternative, non-tax supported resources to support the Department's work program</b>				
<b>Objective</b>				
Increase volunteer support for Department facilities, programs and events				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% increase in the number of volunteer hours contributed				
FY13 hours contributed = 84,017	2% growth	-2.3%	2%	2%
FY14 hours contributed = 84,752				
% of sanctioned Friends Groups with formal agreements and/or annual work plans	100%	50%	75%	75%

### BUDGET AT A GLANCE

#### Summary of Division Budget

	<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$2,285,647	\$2,561,756	12.1%
<b>Staffing</b>			
Funded Career Positions	21.00	22.00	0.0%
Funded Workyears	19.10	20.40	4.1%



# Montgomery County

## Department of Parks - Public Affairs and Community Partnerships

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### HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

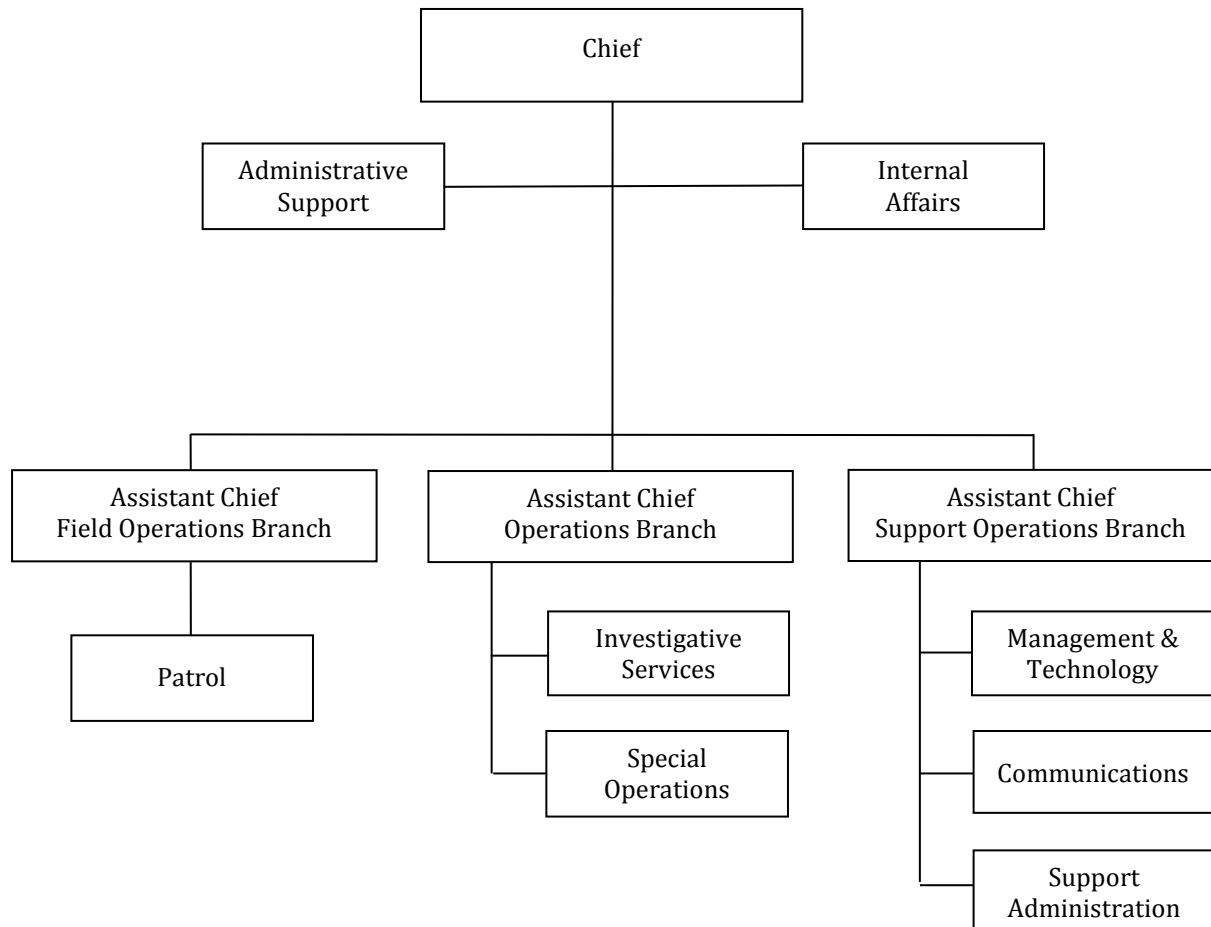
- Includes one (1) full time position and one (1) WY moves from Management Services to provide additional support for community outreach.
- Moves one (1) full time career and one (1) WY from Public Affairs and Community Partnerships (PACP) division to the Director of Parks division. The Parks Foundation, budgeted in the Director of Parks division, now coordinates the grants function which was formerly in PACP. This moves the position to the Director of Parks division to align with the grants function.
- Includes 0.6 seasonal WY for OBI.
- Increases Supplies & Materials by \$3,300 for OBI and expands promotional materials.
- Increases Other Services & Charges by \$75,000 for website redevelopment and by \$99,760 for OBI, contractually obligated increases, and expands promotional services.
- Reduces chargeback to the Special Revenue Account by 0.3 WY and the commensurate funding as the revenue, staffing and responsibilities for sponsorships are no longer being accounted for in the Special Revenue Fund.





# Montgomery County Department of Parks - Park Police

## ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks - Park Police

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### OVERVIEW

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

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

The Park Police division is divided into three operational branches and an Administrative Section. The operational components are the **Field Operations** branch comprised of Patrol Services; the **Support Operations** branch comprised of Community Services, Management and Technology, Communications and Support Administration; and the **Operations Branch** comprised of Investigative Services and Special Operations. The **Administrative Section** includes the Office of the Division Chief and Internal Affairs. The division's personnel compliment is augmented by approximately 40 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

- Completed a project to consolidate both Montgomery County Park Police and Prince George's County Park Police computer software into one shared and comprehensive Computer Aided Dispatch (CAD), Records Management (RMS), and Real-Time GPS Mapping system to facilitate Intelligence-Led Policing.
- Collaborated with Prince George's County Park Police to launch electronic field report writing, allowing our crime data to be more accurately and expeditiously shared within our agency and with allied law enforcement agencies.
- Investigated and made multiple arrests in three separate organized theft rings. These arrests have caused significant disruption to the organized thefts on park property and for numerous other jurisdictions in the region.



# Montgomery County

## Department of Parks - Park Police

- Participated in the Soccerplex Mass Casualty Exercise designed to test multiple agency operability during a mass casualty incident.
- Hosted a canine controlled dangerous substance school for our canine units.
- Park Rangers developed two new education programs for kids, Going Green and Urban Wildlife.
- Two Park Police Officers performed at the 30th Annual National Mounted Police Colloquium held in Lexington, Kentucky. One officer was invited as a guest instructor, an extreme honor, only afforded to the most respected Mounted instructors. Another officer competed and won several awards in a number of categories.
- One Park Police Officer was recognized by the Maryland Police and Correctional Training Commissions as Non-Academy Instructor of the Year.
- Two Park Police Officers were honored by the Montgomery County Chamber of Commerce with a Bronze Medal of Valor and the Chief Donald A. Deering Community Service Award.
- Park Police Park Police Mounted Unit won 1st Place Team at the North American Police Equestrian Championship in New Castle, Delaware.

### GOALS AND PERFORMANCE MEASURES

<b>Goal</b> Provide proactive patrols to protect and preserve properties, resources and activities of the Maryland-National Capital Park and Planning Commission				
<b>Objective</b>				
Proactively patrol parks to keep parks safe.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Annual Park Checks	62,050	62,560	56,000	58,500
Average per Day	170	171.4	153.4	160.2
<b>Objective</b>				
Investigate and solve crimes.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of closed investigations/cases (National Average is 22%)	22%	28%	22%	22%
<b>Objective</b>				
Crime Prevention Through Environmental Design (CPTED) Studies on alarmed buildings to improve security and safety				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Systematic study of each alarmed building on Park Property meets the target of 2 officers completing 12 studies per year	24 per year	45 per year	24 per year	24 per year



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b><u>FY15 Adopted</u></b>	<b><u>FY16 Proposed</u></b>	<b><u>% Change</u></b>
<b>Budget</b>				
	Expenditures	\$14,307,348	\$14,171,739	-0.9%
<b>Staffing</b>				
	Funded Career Positions	115.00	119.00	3.5%
	Funded Workyears	111.30	114.90	3.2%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

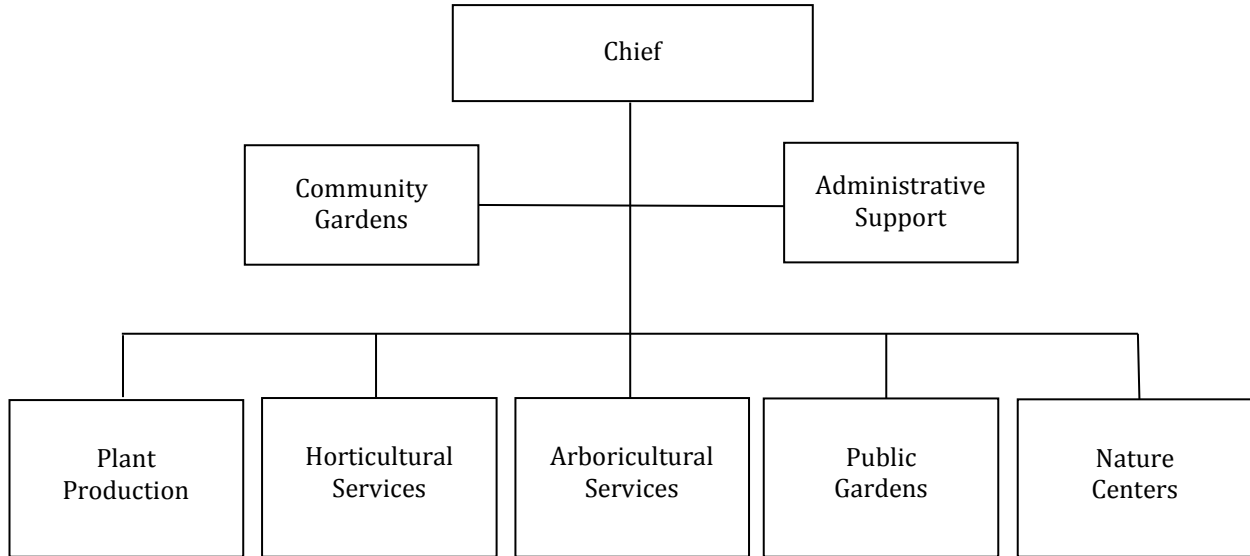
- Includes one (1) full time career and one (1) WY and funding for a system administrator to manage the division’s databases and disparate computer systems effecting law enforcement and security.
  
- Includes three (3) full time career and three (3) WYs to expand on-going direct reduction deer management efforts and to provide the man-power necessary to adequately patrol M-NCPPC’s managed hunts, and facilitate the recovery of deer that expire on M-NCPPC parkland.
  
- Increases Other Services & Charges by \$32,080 for additional staff training, contractually obligated FOP uniforms, and other divisional needs.



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks - Horticulture, Forestry, and Environmental Education

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### OVERVIEW

The Horticulture, Forestry and Environmental Education Division preserves and maintains the natural 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:

**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.

**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.

**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.

**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.

**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.

**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.

### 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

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### PROGRAMS AND SERVICES PROVIDED

- Operation, Maintenance and Programming of Four Nature Centers
- Natural, Historic, Cultural and Garden Interpretation
- Children in Nature Initiative
- 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 and Green Waste Recycling Program
- Turf Renovations
- Adult and Children's Horticultural and Conservation Education Programs and Camps
- Community Gardens Installation and Management
- Reforestation Program and Tree Inspection, Aftercare and Maintenance Programs
- 24-hour Tree Emergency
- Integrated Pest Management (IPM)
- Enterprise Facility/Garden Rentals and Gift Shop
- Comprehensive Nursery and Greenhouse Plant Programs.

### ACCOMPLISHMENTS

- 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.
- Produced over 15,000 plants for parks, nature centers, restoration areas and storm water management areas through a native perennial program using locally collected seed for propagation. This program is in its second year.
- Completed renovations of Brookside Gardens' Gude Garden.
- Developed and initiated a Tree Search App for collecting tree inventory data for parks.
- Awarded a grant from the Chesapeake Bay Trust for an intern at Meadowside Nature Center.
- Installed a mural at Meadowside Nature Center that was created through a partnership with Project Youth ArtReach, a group that works with incarcerated youths and young adults.
- Brookside Gardens was certified as a 2014 Maryland Green Center by the Maryland Association of Environmental and Outdoor Education as part of a nationally recognized program to promote environmental literacy, sustainability and best practices. Brookside Gardens' certification was earned through a holistic, integrated approach to incorporating environmental education and practices with community stewardship.
- Black Hill Nature Programs is now officially a City Partners for Flying Wild, an internationally recognized education program to engage students in bird biology, conservation, and stewardship. This is only the second City Partner in the State, alongside the Ward Waterfowl Museum in Salisbury.



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

**GOALS AND PERFORMANCE MEASURES**

<b>Goal To preserve the natural tree canopy of the parks.</b>				
<b>Objective</b>				
Maintain or increase existing tree canopy.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
# of trees planted	# of trees planted exceeds #	1,601	3,200	3,200
# of trees removed	of trees removed	1,062	600	600

<b>Goal To connect children to the natural environment and support the State's Children In Nature initiative.</b>				
<b>Objective</b>				
Increase children's participation in outdoor activities.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of children's programs with an outdoor component	100%	99.2%	100%	100%
# of children's programs offered		1,537	1,350	1,350

**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>
<b>Budget</b>	Expenditures	\$7,882,503	\$8,220,641	4.3%
<b>Staffing</b>	Funded Career Positions	83.00	84.00	1.2%
	Funded Workyears	84.00	87.70	5.6%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- Includes one (1) full time career and one (1) to manage the highly popular community garden work program which has grown significantly over the past six years. This operation is currently managed by a seasonal staff member. However, this staffing level is not sufficient to handle the annual work load and/or meet the public demands for future garden additions or expansions.





# Montgomery County

## Department of Parks - Horticulture, Forestry, and Environmental Education

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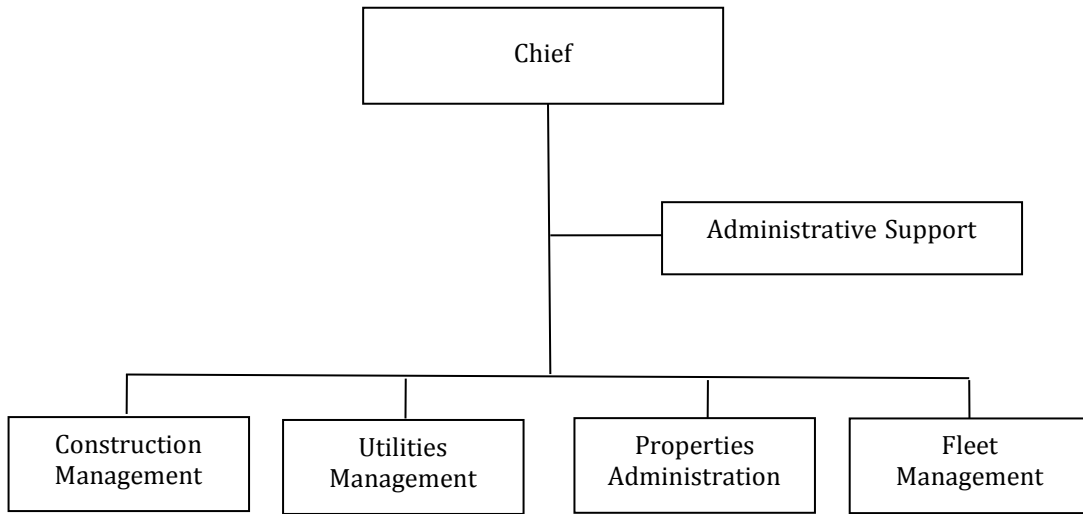
- Reduces three (3) term-contract positions and three (3) WYs that were approved in the FY15 budget for one year only to reduce tree maintenance backlog.
- Includes five (5) seasonal WYs to provide staffing to fill many voids in cleaning facilities, tree debris, administrative work, cutting grass, grounds maintenance, and more. Pairing seasonal staff with career staff expands the ability to send more crews to different locations and reduces costs per project/work order.
- Includes 0.3 seasonal WY for OBI and one (1) seasonal WY for the conversion of instructors under contract to seasonal employees.
- Increases Supplies & Materials by \$8,004 for OBI and to address ongoing divisional needs.
- Increases Other Services & Charges by \$18,020 for major known contractual commitments, additional staff training and other contractual obligations, and \$100,000 for contractual work to remove hazardous trees and limbs along heavily used paved trails.
- Reduces chargeback to the Enterprise Fund by 0.5 WY and the commensurate funding for programming at Brookside Gardens. The Enterprise Fund shifted staffing and responsibilities such that the 0.5 WY chargeback was no longer needed.



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks - Facilities Management

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### OVERVIEW

The Facilities Management division provides for the care and maintenance of the Department's physical assets: facilities, pavement, fleet, playgrounds and major building systems. Facilities Management maintains critical Park infrastructure in coordination with other divisions to accomplish the Department's mission. The division is responsible for facility condition assessments, major and minor maintenance programs, and serves as primary support to the Department's CIP. The division provides routine and planned services 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 37 CIP and 247 major maintenance projects, 6450 planned Routine and Preventative Maintenance services, and 2930 work requests are awaiting completion. For FY16, Fleet Management is projected to complete over 4,215 work requests, of which 2,000 are preventative maintenance.

The Facilities Management division is comprised of five functional sections:

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

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

**Utilities Management** provides retrofitting, installation and servicing of the mechanical systems for the Department, including upgrades to increase energy conservation such as remote control thermostats.

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

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

### MISSION

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

### 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 through Sustainability and Energy Management
- Develop, Renovate, Design, Construct
- CIP Implementation
- Planned Lifetime Asset Replacement (PLAR)
- Fleet Acquisition and Maintenance
- Adaptive Reuse of Obsolete Structures



# Montgomery County

## Department of Parks - Facilities Management

### ACCOMPLISHMENTS

- ADA upgrades are prioritized and underway to remove identified barriers beginning with a strategy that deploys improvements to planned projects already in process.
- Replaced the Argyle Local Park parking lot as a cooperative effort with NPDES staff. In addition to removing unnecessary impervious surfaces and improving storm water management, ADA parking pads and signage were installed.
- Replaced older HVAC systems at several large facilities including Meadowbrook Stables and Brookside Gardens; installed 100 web-based thermostat controls and 40 new security cameras at various Park facilities.
- Issued Request for Proposals (RFPs) for 7 obsolete park activity buildings (PABs) and received responsive proposals for 4 of the PABs.
- Completed the upgrade of the last 4 fueling stations to the Fuel-Master computer system, which includes new dispensers, improved security and data integrity. This project removed all antiquated underground fuel storage tanks and replaced them with safe and eco-friendly above ground fuel storage tanks.

### GOALS AND PERFORMANCE MEASURES

<b>Goal Provide clean, safe, and accessible places for leisure-time activities</b>				
<b>Objective</b>				
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.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of emergency maintenance requests responded to and stabilized within 3 hours of emergency services call.	90%	68%	80%	80%
% of comprehensive inspections of Park structures conducted annually. (Comprehensive inspections are done every 3 years and component inspections are done quarterly.)	33%	15%	15%	15%
% of vehicles available for use (Not down for repair or maintenance)	94.7%	97.3%	98%	98%
<b>Notes:</b>				
1) FM is responsible for a timely response of 3 hours each time an emergency call is placed into the Service Center. The response time varies according to the type of call 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 3 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**

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

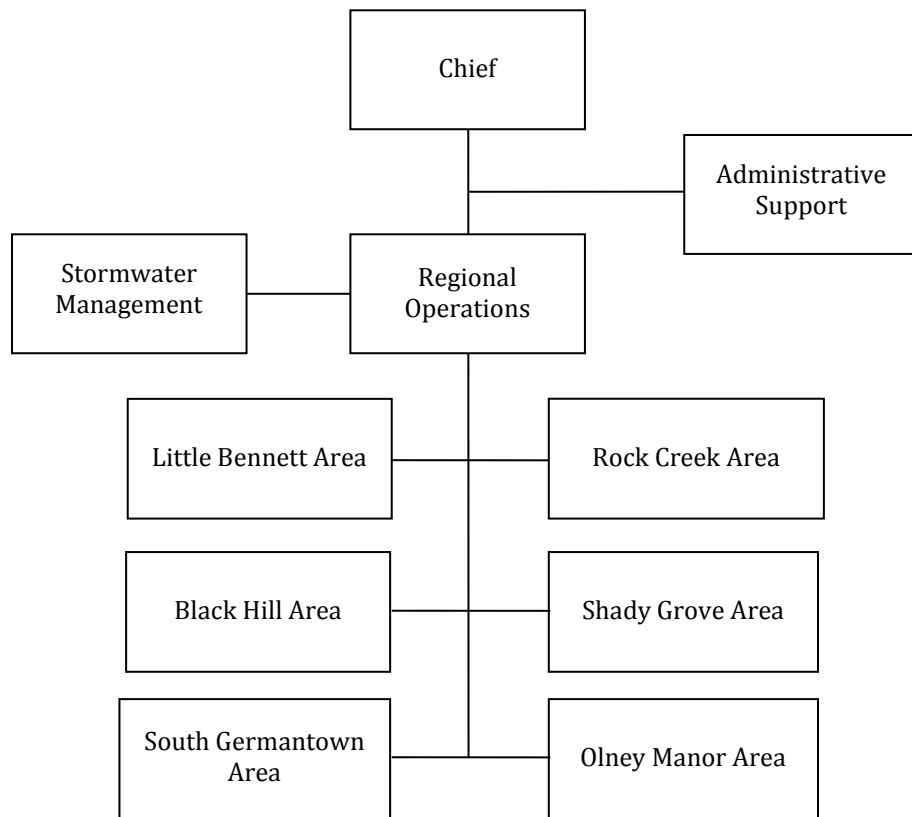
		<b><u>FY15 Adopted</u></b>	<b><u>FY16 Proposed</u></b>	<b><u>% Change</u></b>
<b>Budget</b>				
	Expenditures	\$11,090,576	\$11,673,073	5.3%
<b>Staffing</b>				
	Funded Career Positions	111.00	113.00	1.8%
	Funded Workyears	95.20	96.90	1.8%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- Includes one (1) full-time career and one (1) WY to manage and implement all sustainability initiatives for the Department.
- Includes one (1) full-time career and one (1) WY to address the standardization of implementation, equipment distribution, liability, and privacy concerns for surveillance systems in Park facilities.
- Increases Supplies & Materials by \$16,000 to address the sustainability initiative and ongoing divisional needs, and \$90,000 for new surveillance cameras and supplies.
- Increases Other Services & Charges by \$30,180 for major known contractual commitments, additional staff training and other contractual obligations.



ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks - Northern Parks

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### OVERVIEW

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

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, playgrounds, basketball, and tennis.

One of the Division's focuses, beyond those listed above, is in the area of water quality protection. 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, Go Ape at Rock Creek Regional Park, the Montgomery County Recreation Department and the Montgomery County Public Schools to name a few. The Division also sponsors or supports 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 with 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

- Managed and maintained 5 rectangle Bermuda grass athletic fields supporting multiple sports and age groups in an effort to provide alternative playing surfaces to traditional Tall Fescue grass fields and Artificial Turf fields.
- Expanded the pilot project involving planting and installing vegetated floating islands in our stormwater management ponds to reduce nutrients and improve water quality.
- Effectively co-managed several large scale events including the Sizdeh Bedar at Black Hill Regional Park with 2,500 in attendance, Germantown Glory at South Germantown Recreational Park with 30,000 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 1,600 in attendance with over 700 cyclists.
- Accepted and assumed maintenance and management of over 200 acres of reforestation and stream buffer plantings on park property that includes over 65,000 trees and shrubs that were part of the Inter-County Connector Environmental Mitigation projects to offset losses associated with construction of the multilane highway.
- Held an Earth/Arbor Day event with 169 fourth grade students from Little Bennett Elementary School in coordination with staff from the Horticulture, Forestry and Environmental Education division.
- Held *Close Encounters with Agriculture* program at the Agricultural History Farm Park for approximately 3,000 4<sup>th</sup> grade students.

### GOALS and PERFORMANCE MEASURES

<b>Goal</b> Maintain Montgomery County's award winning park system in a safe, aesthetic and functional manner.				
<b>Objective</b>				
Manage and complete work requests in the most effective and efficient way possible so as to maximize productivity.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Routine Work Requests:				
Total		6,038	6,000	6,000
Completed		4,215	4,326	4,326
% Routine Work Requests Completed	80%	70%	72%	72%
Non-Routine Work Requests:				
Total		2,942	2,900	2,900
Completed		2,520	2,552	2,552
% Non-Routine Work Requests Completed	100%	86%	88%	88%





# Montgomery County

## Department of Parks - Northern Parks

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. (e.g., not all routine preventive maintenance requests for mowing are done during hot summers).

### BUDGET AT A GLANCE

#### Summary of Division Budget

		<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>
<b>Budget</b>				
	Expenditures	\$9,224,339	\$9,864,642	6.9%
<b>Staffing</b>				
	Funded Career Positions	106.00	110.00	3.8%
	Funded Workyears	107.90	115.00	6.6%

### HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

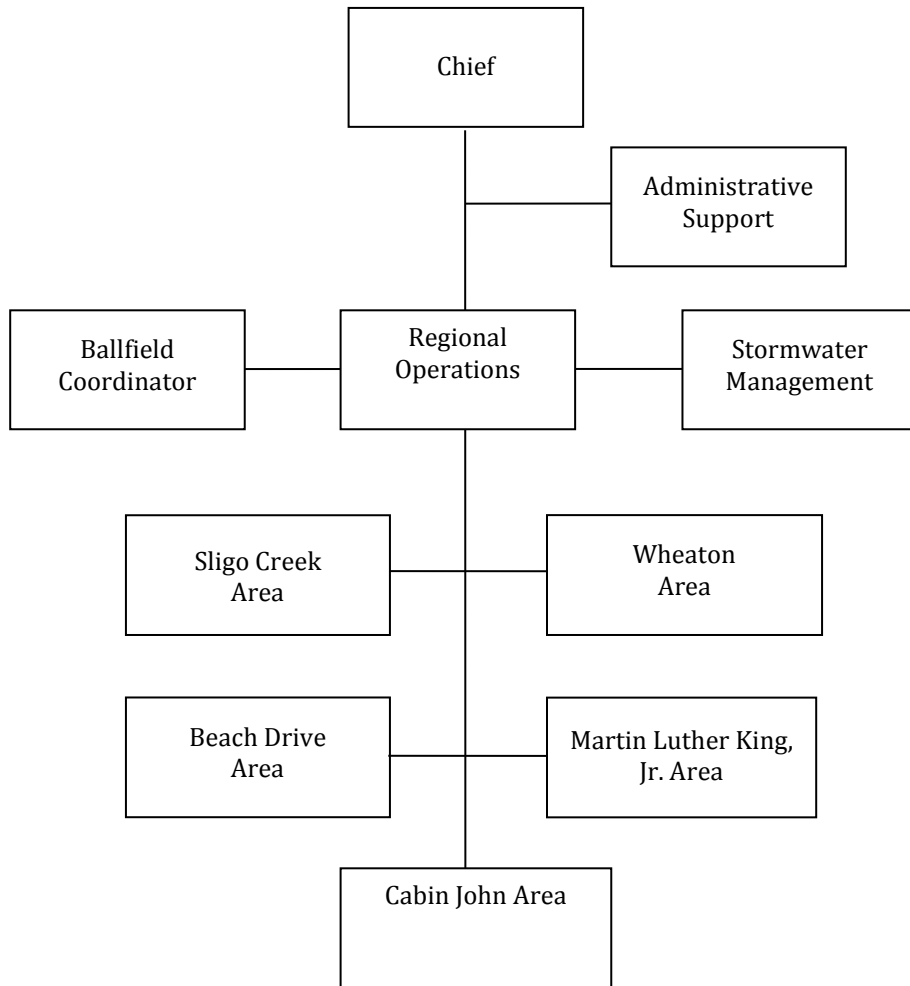
- Includes three (3) full time career and three (3) WYs and seasonal staff of 2.5 WYs for OBI.
- Includes one (1) full time career and one (1) WY and seasonal staff of 0.5 WY to help meet performance measures and maintenance standards more effectively, and to reduce the maintenance service backlog.
- Includes 2.2 seasonal WYs to support the Department’s NPDES program by performing regular/routine maintenance of new storm water management facilities, wetland restoration projects, and bio-retention projects.
- Increases Supplies & Materials by \$51,043 and Other Services & Charges by \$134,465 for OBI for new parks. Of these amounts, \$25,000 is a one-time expense.
- Shifts \$5,000 from Supplies & Materials to Other Services & Charges to meet divisional needs.
- Increases Other Services & Charges by \$30,000 for a mandated inspection of the Departments two high hazard dams (done every 5 years), \$25,000 for contractual removal of non-native invasive plant species as part of our NPDES permit requirements, and \$33,760 for major known contractual commitments, additional staff training and other contractual obligations.
- Reduces capital outlay by \$60,000 for one time capital equipment costs included in the FY15 budget, and increases capital outlay by \$15,464 for one time FY16 OBI costs for a total decrease of \$44,536 in FY16.



**Montgomery County  
Department of Parks - Southern Parks**

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks - Southern Parks

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### 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
- School Athletic Field Renovation and Maintenance
- Community and 3<sup>rd</sup> Party Support (Special Events)
- Custodial Services
- Integrated Pest Management
- Tree Planting and Aftercare
- Grounds Maintenance
- Snow Removal/Storm Response
- Land Management/Non-Native Invasives
- Trail Inspection and Maintenance
- Turf Management
- Ballfield Renovations (Regional and Local)
- Public Private Partnerships, Adopt-A-Field Agreements



# Montgomery County

## Department of Parks - Southern Parks

### ACCOMPLISHMENTS

- Opened a new multi-sport Synthetic turf field at the Martin Luther King Local Park. This park has new state of the art lighting, bleachers and storage area for maintenance equipment.
- Refurbished and color coated three basketball courts to aid in the playability, safety and short to medium term maintenance of these courts. Each court is consistent with the color scheme of the outdoor color coated tennis courts.
- Implemented a local park recycling program in selected parks in addition to the Wheaton and Cabin John Regional Parks.
- Revitalized Woodside Park in downtown Silver Spring by painting, planting, removing old trees and activating the water fountain. More improvements are scheduled for spring 2015 including resurfacing the basketball court, replacing the baskets, and adding more color to the seating and shade structures.

### GOALS AND PERFORMANCE MEASURES

<b>Goal</b> <b>Maintain Montgomery County's award winning park system in a safe, aesthetic and functional manner.</b>				
<b>Objective</b>				
Manage and complete work requests in the most effective and efficient way possible so as to maximize productivity.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
Routine Work Requests:				
Total		7,280	7,830	8,700
Completed		8,378	8,700	7,917
% Routine Work Requests Completed	90%	87%	90%	91%
Non-Routine Work Requests:				
Total		3,396	3,450	3,450
Completed		3,695	3,625	3,625
% Non-Routine Work Requests Completed	100%	92%	95%	95%
Notes:				
<ul style="list-style-type: none"> <li>• Routine Work Requests include such things as mowing, athletic field maintenance, storm water facility maintenance, playground inspections, and equipment maintenance. They typically are generated on a recurring and automatic basis.</li> <li>• Non-Routine Work Requests are typically remedial and curative, such as response to weather related issues or other emergencies, removal of illegal dumping, removal of graffiti, support for special events, and repairs not otherwise preventable.</li> </ul>				



**Montgomery County  
Department of Parks - Southern Parks**

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b><u>FY15 Adopted</u></b>	<b><u>FY16 Proposed</u></b>	<b><u>% Change</u></b>
<b>Budget</b>			
Expenditures	\$13,021,336	\$13,055,037	0.3%
<b>Staffing</b>			
Funded Career Positions	150.00	150.00	0.0%
Funded Workyears	154.20	156.4	1.4%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- Includes 2.3 seasonal WYs to support the Department’s NPDES program by performing regular/routine maintenance of new storm water management facilities, wetland restoration projects, and bio-retention projects.
- Increases Supplies & Materials by \$10,000 to address on-going divisional needs.
- Increases Other Services & Charges by \$27,700 for major known contractual commitments, additional staff training and other contractual obligations.
- Reduces capital outlay by \$128,000 for one-time equipment costs included in the FY15 budget.



# Montgomery County

## Department of Parks – Support Services

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### OVERVIEW

The Support Services program contains department-wide expenses including utilities, gasoline, telephone, insurance, and workers compensation premiums.

The Personnel Services costs primarily relate to payments due to unemployment insurance costs and group long-term disability insurance premiums. Responsibility for monitoring this program is assigned to the Management Services Division.

### BUDGET AT A GLANCE

#### Summary of Division Budget

		<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>
<b>Budget</b>				
	Expenditures	\$10,911,225	\$11,119,824	1.9%
<b>Staffing</b>				
	Funded Career Positions	0.00	0.00	0.0%
	Funded Workyears	2.60	2.60	0.0%

### HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increases personnel budget by \$91,350 due to higher group long-term disability and unemployment costs.
- Increases Supplies & Materials by \$5,000 for propane and \$20,000 for supplies to support the Department’s urban parks program.
- Increases Other Services & Charges for contractual costs by \$36,138 for additional training and development services plus contractual increases based on the consumer price index (CPI). These costs are offset by a reduction of \$34,645 due to lower utility/telephone and ActiveNet costs for an overall increase of \$1,523.
- Reduces Risk Management charges by \$429,430.
- Increases internal service funds by \$502,500 for the repayment of financed capital equipment and Commission-wide IT services.
- Increases chargebacks by \$17,638 primarily for compensation increases associated with the two full time career employees implementing programs in compliance with ADA regulations. These positions are accounted for in the Enterprise Fund and 50% of their personnel costs are paid by the Park Fund through a chargeback.



# Montgomery County

## Department of Parks – Property Management

### OVERVIEW

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

The Property Management Unit provides the oversight of leased property, which often involves keeping pace with market activity such as an increased demand for rental housing, and land for parking. The Property Management Unit continues to seek rental revenue opportunities for seven of the original eleven closed park activity buildings.

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

- Completed comprehensive inspections of the 32 park rental houses, which include a report, repair cost estimates, and market data for rental valuations.
- Demolished six (6) of nine (9) candidate structures (70%) including the former Miles Glass building.

### GOALS AND PERFORMANCE MEASURES

<b>Goal</b> To provide management and maintenance oversight of Park rental houses.				
<b>Objective</b>				
Achieve a high occupancy rate for Commission Park rental houses offered for lease.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% occupancy rate	100%	95%	99%	99%



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY15 <u>Adopted</u></b>	<b>FY16 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>				
	Expenditures	\$1,026,320	\$1,126,800	9.8%
<b>Staffing</b>				
	Funded Career Positions	4.00	4.00	0.0%
	Funded Workyears	7.00	7.00	0.0%

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- Increases revenue by \$100,480 due to the progression of standardization and implementation of annual rental increases, additional tenants, and a higher percentage of tenants paying fair market rental rates for building and land rentals.
- Increases Personnel by \$14,346 for compensation increases.
- Increases Other Services & Charges by \$89,334 for additional contractual maintenance and property services associated with the increase in rental activity.





# Montgomery County

## Department of Parks – Summary of Division Budgets

### MONTGOMERY COUNTY PARK FUND

#### Expenditures by Division by Type

#### PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
<b>Office of the Director</b>				
Personnel Services	1,091,853	1,111,494	1,276,381	14.8%
Supplies and Materials	5,220	27,400	6,400	-76.6%
Other Services and Charges	33,974	20,850	45,970	120.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>1,131,047</b>	<b>1,159,744</b>	<b>1,328,751</b>	<b>14.6%</b>
<b>Public Affairs &amp; Community Partnerships</b>				
Personnel Services	1,971,956	2,028,977	2,091,426	3.1%
Supplies and Materials	88,451	101,200	104,500	3.3%
Other Services and Charges	81,042	201,070	375,830	86.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(45,600)	(10,000)	-78.1%
<b>Total</b>	<b>2,141,450</b>	<b>2,285,647</b>	<b>2,561,756</b>	<b>12.1%</b>
<b>Management Services</b>				
Personnel Services	2,050,008	1,565,398	1,381,736	-11.7%
Supplies and Materials	428,455	8,600	10,600	23.3%
Other Services and Charges	959,097	165,892	171,972	3.7%
Capital Outlay	7,039	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(50,000)	-	-	-
<b>Total</b>	<b>3,394,599</b>	<b>1,739,890</b>	<b>1,564,308</b>	<b>-10.1%</b>
<b>Information Technology &amp; Innovation</b>				
Personnel Services		981,248	1,000,884	2.0%
Supplies and Materials		220,000	230,000	4.5%
Other Services and Charges		766,480	1,133,280	47.9%
Capital Outlay		-	-	-
Other Classifications		-	-	-
Chargebacks		(53,000)	(56,200)	6.0%
<b>Total</b>	<b>-</b>	<b>1,914,728</b>	<b>2,307,964</b>	<b>20.5%</b>
<b>Park Planning &amp; Stewardship</b>				
Personnel Services	3,348,617	3,583,144	4,262,448	19.0%
Supplies and Materials	61,824	73,400	103,400	40.9%
Other Services and Charges	303,431	309,050	531,650	72.0%
Capital Outlay	-	33,500	55,000	64.2%
Other Classifications	-	-	-	-
Chargebacks	(389,308)	(365,400)	(411,100)	12.5%
<b>Total</b>	<b>3,324,564</b>	<b>3,633,694</b>	<b>4,541,398</b>	<b>25.0%</b>



# Montgomery County

## Department of Parks – Summary of Division Budgets

### MONTGOMERY COUNTY PARK FUND

#### Expenditures by Division by Type

#### PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
<b>Park Development</b>				
Personnel Services	4,738,962	5,220,597	5,471,392	4.8%
Supplies and Materials	40,630	42,100	52,100	23.8%
Other Services and Charges	75,518	99,200	112,220	13.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,967,645)	(2,240,146)	(2,180,600)	-2.7%
<b>Total</b>	<b>2,887,465</b>	<b>3,121,751</b>	<b>3,455,112</b>	<b>10.7%</b>
<b>Park Police</b>				
Personnel Services	11,897,283	13,474,608	13,306,919	-1.2%
Supplies and Materials	486,773	498,640	498,640	0.0%
Other Services and Charges	454,256	334,100	366,180	9.6%
Capital Outlay	235,401	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>13,073,713</b>	<b>14,307,348</b>	<b>14,171,739</b>	<b>-0.9%</b>
<b>Horticulture, Forestry &amp; Environmental Education</b>				
Personnel Services	6,971,313	7,384,515	7,553,929	2.3%
Supplies and Materials	398,219	474,560	482,564	1.7%
Other Services and Charges	407,216	348,728	466,748	33.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(106,497)	(325,300)	(282,600)	-13.1%
<b>Total</b>	<b>7,670,251</b>	<b>7,882,503</b>	<b>8,220,641</b>	<b>4.3%</b>
<b>Facilities Management</b>				
Personnel Services	8,959,389	9,586,796	10,036,613	4.7%
Supplies and Materials	1,687,159	1,594,825	1,700,825	6.6%
Other Services and Charges	894,516	832,800	862,980	3.6%
Capital Outlay	154,139	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(690,182)	(923,845)	(927,345)	0.4%
<b>Total</b>	<b>11,005,020</b>	<b>11,090,576</b>	<b>11,673,073</b>	<b>5.3%</b>
<b>Northern Parks</b>				
Personnel Services	7,539,962	8,035,222	8,447,493	5.1%
Supplies and Materials	643,821	709,786	755,829	6.5%
Other Services and Charges	225,219	248,231	476,456	91.9%
Capital Outlay	497,883	260,000	215,464	-17.1%
Other Classifications	-	-	-	-
Chargebacks	(27,300)	(28,900)	(30,600)	5.9%
<b>Total</b>	<b>8,879,586</b>	<b>9,224,339</b>	<b>9,864,642</b>	<b>6.9%</b>



# Montgomery County

## Department of Parks – Summary of Division Budgets

### MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Southern Parks</b>					
Personnel Services	10,858,863	11,333,305	11,333,305	11,460,906	1.1%
Supplies and Materials	985,704	1,000,800	1,000,800	1,010,800	1.0%
Other Services and Charges	321,652	326,731	326,731	354,431	8.5%
Capital Outlay	336,186	428,000	428,000	300,000	-29.9%
Other Classifications	-	-	-	-	-
Chargebacks	(63,700)	(67,500)	(67,500)	(71,100)	5.3%
<b>Total</b>	<b>12,438,705</b>	<b>13,021,336</b>	<b>13,021,336</b>	<b>13,055,037</b>	<b>0.3%</b>
<b>Support Services</b>					
Personnel Services	48,801	191,850	191,850	283,200	47.6%
Supplies and Materials	1,357,497	1,761,955	1,761,955	1,787,000	1.4%
Other Services and Charges	7,021,944	8,195,280	8,195,280	8,269,846	0.9%
Capital Outlay	(15,375)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	659,210	762,140	762,140	779,778	2.3%
<b>Total</b>	<b>9,072,077</b>	<b>10,911,225</b>	<b>10,911,225</b>	<b>11,119,824</b>	<b>1.9%</b>
<b>Non-Departmental</b>					
Personnel Services	5,027,600	4,734,420	4,734,420	6,429,519	35.8%
Salary Adjustment Marker	-	-	-	1,474,983	-
OPEB PreFunding	2,311,100	1,366,441	1,366,441	1,366,441	0.0%
OPEB Paygo	2,716,500	3,367,979	3,367,979	3,588,095	6.5%
Supplies and Materials	(34,267)	-	-	-	-
Other Services and Charges	(128,654)	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>4,864,678</b>	<b>4,734,420</b>	<b>4,734,420</b>	<b>6,429,519</b>	<b>35.8%</b>
<b>Grants</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	25,043	-	-	-	-
Other Services and Charges	28,043	400,000	400,000	400,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>53,086</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>0.0%</b>
<b>Other Financing Uses/Transfers Out</b>					
Capital Projects Funds	-	350,000	350,000	350,000	0.0%
Debt Service Fund	4,231,641	5,142,738	5,142,738	5,059,085	-1.6%
<b>Total</b>	<b>4,231,641</b>	<b>5,492,738</b>	<b>5,492,738</b>	<b>5,409,085</b>	<b>-1.5%</b>
<b>Total Park Fund</b>					
Personnel Services	64,504,606	69,231,574	69,231,574	73,002,846	5.4%
Supplies and Materials	6,174,530	6,513,266	6,513,266	6,742,658	3.5%
Other Services and Charges	10,677,255	12,248,412	12,248,412	13,567,563	10.8%
Capital Outlay	1,215,274	721,500	721,500	570,464	-20.9%
Other Classifications	-	-	-	-	-
Chargebacks	(2,635,422)	(3,287,551)	(3,287,551)	(3,189,767)	-3.0%
<b>Subtotal Park Fund</b>	<b>79,936,242</b>	<b>85,427,201</b>	<b>85,427,201</b>	<b>90,693,764</b>	<b>6.2%</b>
Transfers Out	4,231,641	5,492,738	5,492,738	5,409,085	-1.5%
Budgetary Reserve	-	2,562,800	2,562,800	2,720,800	6.2%
<b>Total Park Fund</b>	<b>84,167,883</b>	<b>93,482,739</b>	<b>93,482,739</b>	<b>98,823,649</b>	<b>5.7%</b>



# Montgomery County

## Department of Parks – Summary of Positions and Workyears

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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK FUND</b>						
<u>DIRECTOR OF PARKS</u>						
Full-Time Career	5.00	5.00	5.00	5.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>
Term Contract	2.00	1.80	2.00	1.80	4.00	3.80
Seasonal/Intermittent		1.00		1.00		1.00
Chargebacks		-		-		-
Less Lapse						(0.60)
<b>Subtotal Director of Parks</b>	<b>7.00</b>	<b>7.80</b>	<b>7.00</b>	<b>7.80</b>	<b>10.00</b>	<b>10.20</b>
<u>PUBLIC AFFAIRS &amp; COMMUNITY PARTNERSHIPS</u>						
Full-Time Career	21.00	21.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	1.00	0.50
<b>Career Total</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>22.00</b>	<b>21.50</b>
Term Contract						
Seasonal/Intermittent		-		-		0.70
Chargebacks		(0.40)		(0.40)		(0.10)
Less Lapse		(1.50)		(1.50)		(1.70)
<b>Subtotal Public Affairs &amp; Comm. Partner.</b>	<b>21.00</b>	<b>19.10</b>	<b>21.00</b>	<b>19.10</b>	<b>22.00</b>	<b>20.40</b>
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	22.00	22.00	13.00	13.00	12.00	12.00
Part-Time Career	1.00	0.90	-	-	-	-
<b>Career Total</b>	<b>23.00</b>	<b>22.90</b>	<b>13.00</b>	<b>13.00</b>	<b>12.00</b>	<b>12.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(1.00)		-		-
Less Lapse		(1.70)		(1.00)		(0.90)
<b>Subtotal Management Services</b>	<b>23.00</b>	<b>20.20</b>	<b>13.00</b>	<b>12.00</b>	<b>12.00</b>	<b>11.10</b>
<u>INFORMATION TECHNOLOGY &amp; INNOVATION</u>						
Full-Time Career			9.00	9.00	9.00	9.00
Part-Time Career			1.00	0.90	1.00	0.90
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>10.00</b>	<b>9.90</b>	<b>10.00</b>	<b>9.90</b>
Term Contract			-	-	-	-
Seasonal/Intermittent				-		-
Chargebacks				(1.00)		(1.00)
Less Lapse				(0.80)		(0.80)
<b>Subtotal Management Services</b>	<b>-</b>	<b>-</b>	<b>10.00</b>	<b>8.10</b>	<b>10.00</b>	<b>8.10</b>
<u>PARK PLANNING AND STEWARDSHIP</u>						
Full-Time Career	29.00	29.00	31.00	31.00	38.00	38.00
Part-Time Career	2.00	1.60	2.00	1.60	2.00	1.60
<b>Career Total</b>	<b>31.00</b>	<b>30.60</b>	<b>33.00</b>	<b>32.60</b>	<b>40.00</b>	<b>39.60</b>
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		0.60		0.60		4.90
Chargebacks		(4.20)		(3.60)		(3.60)
Less Lapse		(2.40)		(2.50)		(2.60)
<b>Subtotal Planning and Stewardship</b>	<b>33.00</b>	<b>26.60</b>	<b>35.00</b>	<b>29.10</b>	<b>42.00</b>	<b>40.30</b>



# Montgomery County

## Department of Parks – Summary of Positions and Workyears

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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PARK DEVELOPMENT</u>						
Full-Time Career	43.00	43.00	44.00	44.00	46.00	46.00
Part-Time Career	2.00	1.70	2.00	1.70	1.00	0.90
<b>Career Total</b>	<b>45.00</b>	<b>44.70</b>	<b>46.00</b>	<b>45.70</b>	<b>47.00</b>	<b>46.90</b>
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		-		-		-
Chargebacks		(18.50)		(17.40)		(18.00)
Less Lapse		(3.40)		(3.50)		(3.50)
<b>Subtotal Park Development</b>	<b>46.00</b>	<b>23.80</b>	<b>47.00</b>	<b>25.80</b>	<b>48.00</b>	<b>26.40</b>
<u>PARK POLICE</u>						
Full-Time Career	113.00	113.00	115.00	115.00	119.00	119.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>113.00</b>	<b>113.00</b>	<b>115.00</b>	<b>115.00</b>	<b>119.00</b>	<b>119.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.00		4.00
Chargebacks		-		-		-
Less Lapse		(7.60)		(7.70)		(8.10)
<b>Subtotal Park Police</b>	<b>113.00</b>	<b>109.40</b>	<b>115.00</b>	<b>111.30</b>	<b>119.00</b>	<b>114.90</b>
<u>HORTICULTURE, FORESTRY &amp; ENVIRONMENTAL ED</u>						
Full-Time Career	78.00	78.00	79.00	79.00	80.00	80.00
Part-Time Career	5.00	2.80	4.00	2.30	4.00	2.30
<b>Career Total</b>	<b>83.00</b>	<b>80.80</b>	<b>83.00</b>	<b>81.30</b>	<b>84.00</b>	<b>82.30</b>
Term Contract	1.00	1.00	4.00	4.00	1.00	1.00
Seasonal/Intermittent		9.30		9.30		14.60
Chargebacks		(4.20)		(4.20)		(3.70)
Less Lapse		(6.30)		(6.40)		(6.50)
<b>Subtotal Hort., Forsestry &amp; Enviro. Ed.</b>	<b>84.00</b>	<b>80.60</b>	<b>87.00</b>	<b>84.00</b>	<b>85.00</b>	<b>87.70</b>
<u>FACILITIES MANAGEMENT</u>						
Full-Time Career	107.00	107.00	111.00	111.00	113.00	113.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>107.00</b>	<b>107.00</b>	<b>111.00</b>	<b>111.00</b>	<b>113.00</b>	<b>113.00</b>
Term Contract	1.00	1.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		-		2.00		2.00
Chargebacks		(10.10)		(11.60)		(11.60)
Less Lapse		(8.10)		(8.20)		(8.50)
<b>Subtotal Facilities Management</b>	<b>108.00</b>	<b>89.80</b>	<b>113.00</b>	<b>95.20</b>	<b>115.00</b>	<b>96.90</b>
<u>NORTHERN PARKS</u>						
Full-Time Career	99.00	99.00	104.00	104.00	108.00	108.00
Part-Time Career	1.00	0.50	2.00	1.00	2.00	1.00
<b>Career Total</b>	<b>100.00</b>	<b>99.50</b>	<b>106.00</b>	<b>105.00</b>	<b>110.00</b>	<b>109.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		12.10		10.90		14.40
Chargebacks		(0.90)		(0.40)		(0.40)
Less Lapse		(7.50)		(7.60)		(8.00)
<b>Subtotal Northern Parks</b>	<b>100.00</b>	<b>103.20</b>	<b>106.00</b>	<b>107.90</b>	<b>110.00</b>	<b>115.00</b>



# Montgomery County

## Department of Parks – Summary of Positions and Workyears

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

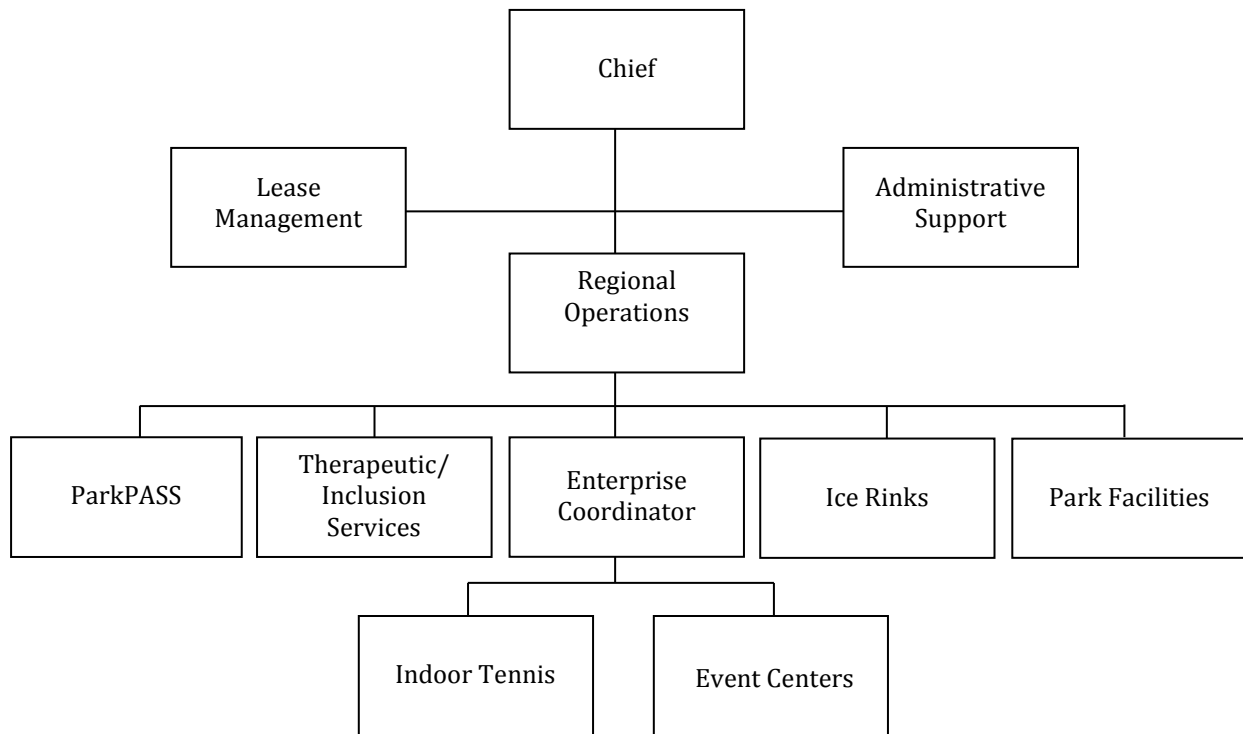
	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>SOUTHERN PARKS</u></b>						
Full-Time Career	147.00	147.00	150.00	150.00	150.00	150.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>147.00</b>	<b>147.00</b>	<b>150.00</b>	<b>150.00</b>	<b>150.00</b>	<b>150.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		18.40		16.10		18.40
Chargebacks		(0.70)		(0.70)		(0.70)
Less Lapse		(11.20)		(11.20)		(11.30)
<b>Subtotal Southern Parks</b>	<b>147.00</b>	<b>153.50</b>	<b>150.00</b>	<b>154.20</b>	<b>150.00</b>	<b>156.40</b>
<b><u>SUPPORT SERVICES</u></b>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Term Contract						
Seasonal/Intermittent		-		-		-
Chargebacks		1.10		2.60		2.60
Less Lapse		-		-		-
<b>Subtotal Support Services</b>	<b>-</b>	<b>1.10</b>	<b>-</b>	<b>2.60</b>	<b>-</b>	<b>2.60</b>
<b><u>TOTAL PARK FUND POSITIONS/WORKYEARS</u></b>						
Full-Time Career	664.00	664.00	682.00	682.00	702.00	702.00
Part-Time Career	11.00	7.50	11.00	7.50	11.00	7.20
<b>Career Total</b>	<b>675.00</b>	<b>671.50</b>	<b>693.00</b>	<b>689.50</b>	<b>713.00</b>	<b>709.20</b>
Term Contract	7.00	6.80	11.00	10.80	10.00	9.80
Seasonal/Intermittent		45.40		43.90		61.00
Chargebacks		(38.90)		(36.70)		(36.50)
Less Lapse		(49.70)		(50.40)		(52.50)
<b>Grand Total Park Fund</b>	<b>682.00</b>	<b>635.10</b>	<b>704.00</b>	<b>657.10</b>	<b>723.00</b>	<b>691.00</b>
<b><u>PROPERTY MANAGEMENT FUND</u></b>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargeback		2.00		3.00		3.00
Less Lapse		-		-		-
<b>Total Property Management Fund</b>	<b>4.00</b>	<b>6.00</b>	<b>4.00</b>	<b>7.00</b>	<b>4.00</b>	<b>7.00</b>
<b><u>TOTAL PARKS DEPARTMENT</u></b>						
Full-Time Career	668.00	668.00	686.00	686.00	706.00	706.00
Part-Time Career	11.00	7.50	11.00	7.50	11.00	7.20
<b>Career Total</b>	<b>679.00</b>	<b>675.50</b>	<b>697.00</b>	<b>693.50</b>	<b>717.00</b>	<b>713.20</b>
Term Contract	7.00	6.80	11.00	10.80	10.00	9.80
Seasonal/Intermittent		45.40		43.90		61.00
Chargebacks		(36.90)		(33.70)		(33.50)
Less Lapse		(49.70)		(50.40)		(52.50)
<b>GRAND TOTAL PARKS DEPT WORKYEARS</b>	<b>686.00</b>	<b>641.10</b>	<b>708.00</b>	<b>664.10</b>	<b>727.00</b>	<b>698.00</b>



# Montgomery County Department of Parks – Enterprise Operations Summary

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## ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks – Enterprise Operations Summary

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### OVERVIEW

The Enterprise Division manages or oversees the operation of 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. It continues to keep 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

- Greeted approximately one million visitors or participants in hundreds of classes, programs and events at the Enterprise facilities in FY14. Gross revenues reached \$10,078,725.
- Hosted 98 summer camp programs with approximately 2102 participants.
- Continued to focus on facility improvements and upgrades, as well as expanding program offerings while improving energy efficiencies.
- Continued to coordinate, scope, prioritize, and initiate ADA improvements to Enterprise facilities.
- Executed the ActiveNet contract for the one registration database to be implemented in FY16 between the Department of Recreation, Community Use of Public Facilities, and Department of Parks.





# Montgomery County

## Department of Parks – Enterprise Operations Summary

### GOALS AND PERFORMANCE MEASURES

<b>Goal</b>	<b>Generate sufficient revenues in the Enterprise Fund to cover all operating costs including debt service and/or CIP.</b>			
<b>Objective</b>				
To manage programming, revenue and expenditures to cover cost recovery				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of operating revenues that cover expenditures	110%	128%	112%	119%

### SUMMARY OF ENTERPRISE OPERATIONS BUDGETS

**MONTGOMERY COUNTY ENTERPRISE FUND**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues and Transfers In:</b>					
Golf Courses	\$ 24,038	\$ 24,000	\$ 23,965	\$ 24,000	0.0%
Ice Rinks	4,600,916	4,614,800	4,690,600	4,565,200	-1.1%
Indoor Tennis	1,817,775	1,704,544	1,778,845	1,813,148	6.4%
Event Centers	712,731	683,000	705,900	730,900	7.0%
Park Facilities	2,940,354	2,701,161	2,412,550	3,182,793	17.8%
Administration	1,107	-	-	-	-
<b>Total Revenues</b>	<b>10,096,922</b>	<b>9,727,505</b>	<b>9,611,860</b>	<b>10,316,041</b>	<b>6.1%</b>
<b>Expenses and Transfers Out:</b>					
Golf Courses	360,745	-	-	-	-
Ice Rinks	4,286,218	4,564,598	4,979,656	4,107,289	-10.0%
Indoor Tennis	1,351,863	1,371,051	1,734,959	1,932,176	40.9%
Event Centers	871,749	959,898	758,206	764,463	-20.4%
Park Facilities	2,442,949	2,529,370	2,393,800	2,627,334	3.9%
Administration	195,069	-	-	-	-
<b>Total Expenses</b>	<b>9,508,592</b>	<b>9,424,917</b>	<b>9,866,621</b>	<b>9,431,262</b>	<b>0.1%</b>
<b>Change in Net Position</b>	<b>\$ 588,329</b>	<b>\$ 302,588</b>	<b>\$ (254,761)</b>	<b>\$ 884,779</b>	<b>192.4%</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- The Enterprise Fund Balance Policy directs the Enterprise Fund balance to be 10% of the operating expenses plus one year's debt service. Through positive management changes, facility improvements, continued marketing efforts, and no debt service, the FY16 proposed fund balance will be above the reserve requirement of \$943,126.
- FY16 proposed Capital Improvement projects are budgeted at \$800,000 and include \$500,000 for a HVAC system installed in Pauline Betz Addie Tennis Facility, \$200,000 to replace the second dehumidification system at the Cabin John Ice Rink, and \$100,000 to design a new entrance and reconfiguration of both main parking lots at Rockwood Manor.



# Montgomery County

## Department of Parks - Enterprise Operations – Golf Courses

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### 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 second time in 6 years and paid \$23,965 to the Enterprise Fund in FY14. 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

- Received \$18,000 from MCRA in FY15, 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 second time net profits exceeded this threshold.



# Montgomery County Department of Parks - Enterprise Operations - Golf Courses

## SUMMARY OF FY16 PROPOSED BUDGET

### MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY15 Adopted	FY 15 Estimate	FY16 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	24,038	24,000	23,965	24,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>24,038</b>	<b>24,000</b>	<b>23,965</b>	<b>24,000</b>	<b>0.0%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	-	-	-	-	-
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Depreciation & Amortization Expense	360,745	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>360,745</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain (Loss)</b>	<b>\$ (336,706)</b>	<b>\$ 24,000</b>	<b>\$ 23,965</b>	<b>\$ 24,000</b>	<b>0.0%</b>

*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 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>GOLF COURSES</b>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Golf Courses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**Montgomery County**  
**Department of Parks - Enterprise Operations - Golf Courses**

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**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- MCRA will continue to provide instruction for all programs taking place at the South Germantown Driving Range in FY15 and will continue in FY16.
- FY16 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

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### OVERVIEW

The Department operates two indoor ice rink facilities seven days a week, year round. At Cabin John, there is one NHL ice surface, one Olympic size ice surface, and one studio sheet. Wheaton Ice Arena has one NHL ice surface. Both facilities feature hockey and figure skating sessions and programs, group and private lessons, general and special public sessions, therapeutic skating, skate and facility rentals, snack bars, and pro shops.

### 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)
- Camps (Winter, Spring, Summer)
- Special Events
- Snack Bar
- Dance Room
- Leased Ice
- Instructional Skating and Hockey Classes
- Skating Shows/Exhibitions
- Tournaments
- Pro shop
- Leagues
- Competitions

### ACCOMPLISHMENTS

- Continued upgrading the Cabin John ice rink facilities by installing new partitions in the three party rooms, a curtain between the NHL rink and Studio Rink for noise reduction, a new picnic/shade structure, and new rubber flooring in the entrance foyer, main lobby, locker rooms 5-8, main bathrooms, and around the Olympic Rink. In addition, several ramps were reconfigured to be ADA compliant.
- Continued upgrading the Wheaton Ice Arena by installing new rubber flooring in the main lobby, snack bar, and skate exchange as well as replacing four HVAC units.
- Added an energy management control system at both rinks and installed new energy efficient compressors for the Olympic rink at Cabin John and for the Wheaton rink.
- Taught ice skating skills to more than 1,100 children and adults who registered for spring ice classes at Wheaton Ice Arena and Cabin John Ice Rink.



**Montgomery County  
Department of Parks - Enterprise Operations – Ice Rinks**

**GOALS AND PERFORMANCE MEASURES**

<b>Goal</b> 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.				
<b>Objective</b>				
Generate sufficient revenues to cover facility operating costs including debt service and/or CIP				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of operating revenues that cover operating expenditures	105%	128%	101%	117%
<b>Objective</b>				
Develop new and expand existing programs to increase participation and increased rentals				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% increase of patrons participating in classes, camps, public sessions and/or rentals	5%	9%	1%	5%



# Montgomery County

## Department of Parks - Enterprise Operations - Ice Rinks

### SUMMARY OF FY16 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY15 Adopted	FY 15 Estimate	FY16 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	403,709	417,000	403,500	403,000	-3.4%
Charges for Services	2,394,008	2,439,500	2,404,600	2,411,100	-1.2%
Rentals and Concessions	1,804,282	1,757,500	1,881,700	1,749,100	-0.5%
Miscellaneous	(1,083)	-	-	-	-
Interest	(3,825)	800	800	2,000	150.0%
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>4,597,091</b>	<b>4,614,800</b>	<b>4,690,600</b>	<b>4,565,200</b>	<b>-1.1%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	1,374,164	1,603,998	1,570,056	1,484,889	-7.4%
Goods for Resale	220,154	217,600	211,600	209,200	-3.9%
Supplies and Materials	190,302	146,600	139,300	131,800	-10.1%
Other Services and Charges	1,188,441	1,272,200	1,294,000	1,209,500	-4.9%
Depreciation & Amortization Expense	778,433	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	182,000	315,200	159,000	-12.6%
Other Classifications	-	-	-	-	-
Chargebacks	530,899	742,200	799,500	712,900	-3.9%
Transfers Out	-	400,000	650,000	200,000	-50.0%
<b>Total Oper. Exp and Other Uses</b>	<b>4,282,393</b>	<b>4,564,598</b>	<b>4,979,656</b>	<b>4,107,289</b>	<b>-10.0%</b>
<b>Gain (Loss)</b>	<b>\$ 314,698</b>	<b>\$ 50,202</b>	<b>\$ (289,056)</b>	<b>\$ 457,911</b>	<b>812.1%</b>

*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 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ICE RINKS</b>						
Full-Time Career	12.00	12.00	11.00	11.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>12.00</b>	<b>12.00</b>	<b>11.00</b>	<b>11.00</b>	<b>10.00</b>	<b>10.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	27.30	-	28.60	-	26.30
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Ice Rinks</b>	<b>12.00</b>	<b>39.30</b>	<b>11.00</b>	<b>39.60</b>	<b>10.00</b>	<b>36.30</b>



## Montgomery County Department of Parks - Enterprise Operations - Ice Rinks

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### HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Reduces FY16 proposed revenues by \$43,700 due to moving the Wheaton Sports Pavilion facility from the Ice Rink Fund to the Park Facilities Fund to place it with other similar facilities.
- Transfers one (1) full time career position and one (1) WY and seasonal staffing of 1.4 WYs and associated Personnel funding from the Ice Rink Fund to the Park Facilities Fund for the operation of the Wheaton Sports Pavilion.
- Reduces Other Services & Charges by \$62,700 mainly due to lower projected utilities.
- Capital outlay includes funding for installation of two more energy efficient compressors at Cabin John Ice Rink and Wheaton Ice Arena.
- Proposed capital improvements projects are \$200,000 to replace the dehumidification system at the Cabin John Ice Rink.





# Montgomery County

## Department of Parks - Enterprise Operations – Indoor Tennis

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### 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 6:00 am 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, and private instruction is available as well.

In addition, the Indoor Tennis fund includes the concession operation of the Montgomery TennisPlex in South Germantown Recreational Park.

### MISSION

To offer diverse programming opportunities to all levels and abilities 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 and Under blended lines on four indoor courts at Wheaton Indoor Tennis.
- Solidified a complete season contract with Montgomery County Tennis Association (MCTA) for 2014-2015 at both tennis facilities.
- Painted all courts. Three of these courts had 10 and Under lines added at Pauline Betz Addie Tennis.
- Continued facility upgrades at Pauline Betz Addie Tennis facility by installing new divider nets, tennis court nets and California Corners; and updating the lobby with new carpet and furniture.



**Montgomery County**  
**Department of Parks - Enterprise Operations – Indoor Tennis**

- Replaced court lighting at both tennis facilities.
- Completed design plans for the new HVAC system to be installed at Pauline Betz Addie Tennis facility beginning in the summer of 2015 and being completed by fall of 2015.
- Revamped programming to increase customer participation.
- Purchased new ball machine for Wheaton Indoor Tennis to enhance services offered.

**GOALS AND PERFORMANCE MEASURES**

<b>Goal</b> To provide opportunities for individuals, groups, and families of all ages and abilities to participate and to learn tennis.				
<b>Objective</b>				
Generate sufficient revenues to cover facility operating costs including CIP				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of operating revenues that cover operating expenditures	125%	151%	*126%	126%
<b>Objective</b>				
Develop new and expand existing programs to increase participation and increased rentals				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% increase of patrons participating in classes, camps, public sessions and/or rentals	5%	42%	5%	5%

\* FY15 Estimated lower due to \$252,000 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 FY16 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS

##### Summary of Revenues and Expenses

##### PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY15 Adopted	FY 15 Estimate	FY16 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	5,557	6,600	6,200	6,300	-4.5%
Charges for Services	1,734,412	1,611,299	1,685,500	1,706,600	5.9%
Rentals and Concessions	69,946	81,345	81,845	86,948	6.9%
Miscellaneous	(711)	-	-	-	-
Interest	8,570	5,300	5,300	13,300	150.9%
Other	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>1,817,775</b>	<b>1,704,544</b>	<b>1,778,845</b>	<b>1,813,148</b>	<b>0</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	425,814	482,611	487,559	534,376	10.7%
Goods for Resale	6,065	2,600	2,500	2,500	-3.8%
Supplies and Materials	55,753	73,812	76,700	46,000	-37.7%
Other Services and Charges	553,531	451,100	528,000	475,800	5.5%
Depreciation & Amortization Expense	52,899	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	257,800	360,928	388,200	373,500	3.5%
Transfers Out	-	-	252,000	500,000	-
<b>Total Oper. Exp and Other Uses</b>	<b>1,351,863</b>	<b>1,371,051</b>	<b>1,734,959</b>	<b>1,932,176</b>	<b>40.9%</b>
<b>Gain (Loss)</b>	<b>\$ 465,912</b>	<b>\$ 333,493</b>	<b>\$ 43,886</b>	<b>\$ (119,028)</b>	<b>-135.7%</b>

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 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>INDOOR TENNIS</b>						
Full-Time Career	3.00	3.00	3.00	3.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	6.90	-	7.80	-	8.40
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Indoor Tennis</b>	<b>3.00</b>	<b>9.90</b>	<b>3.00</b>	<b>10.80</b>	<b>4.00</b>	<b>12.40</b>



**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- Increases FY16 Proposed revenues by \$108,604 due to an increase in fees to cover the transaction fees that will be charged in the new combined registration system, ActiveNet, as well as the additional bookings that will occur from the new HVAC being installed in the fall of 2015 at Pauline Betz Addie Tennis facility.
- Transfers one (1) full time career and one (1) WY and associated Personnel funding from the Administrative Fund to the Indoor Tennis Fund to assist with the maintenance needs at the new Montgomery TennisPlex facility.
- Proposed capital improvements projects are \$500,000 to installed a new HVAC system at the Pauline Betz Addie Tennis facility.



# 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 17<sup>th</sup> 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

- Implemented a reservation office at the Seneca Camp House to oversee the reservations for Seneca Lodge and Woodlawn Manor.
- Completed improvements to Rockwood Manor by installing glass doors in Brooke Hall, key boxes for overnight rooms, and wireless thermostats throughout the facility to monitor temperatures during events.
- Increased marketing efforts by purchasing membership in Wedding Wire and an increasing presence on all other social media for the facilities.
- Completed plans for the construction of a bridal room and three ADA compliant bathrooms in the Seneca Lodge basement to be completed by spring of 2015.
- Made improvements to Woodlawn Manor including extensive plaster repair throughout the house, painting the first floor of Manor House, upgrading the interior rooms with new furniture and fixtures, and installing extensive landscape plantings.

### GOALS AND PERFORMANCE MEASURES

<b>Goal</b>	<b>To provide rentals of well-maintained gathering places in the parks where our clients can meet, learn, socialize or just relax</b>			
<b>Objective</b>	Generate sufficient revenues to cover facility operating costs including CIP			
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of operating revenues that cover operating expenditures	85%	80%	81%	108%



# Montgomery County

## Department of Parks - Enterprise Operations – Event Centers

### SUMMARY OF FY16 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY15 Adopted	FY 15 Estimate	FY16 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	900	900	-
Rentals and Concessions	709,989	683,000	705,000	730,000	6.9%
Miscellaneous	2,568	-	-	-	-
Interest	174	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>712,731</b>	<b>683,000</b>	<b>705,900</b>	<b>730,900</b>	<b>7.0%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	345,327	404,388	392,696	360,213	-10.9%
Goods for Resale	41,176	39,000	33,000	28,000	-28.2%
Supplies and Materials	83,011	59,260	69,460	52,200	-11.9%
Other Services and Charges	139,916	139,050	115,650	103,950	-25.2%
Depreciation & Amortization Expense	177,671	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	84,647	118,200	127,400	120,100	1.6%
Transfers Out	-	200,000	20,000	100,000	-50.0%
<b>Total Oper. Exp and Other Uses</b>	<b>871,749</b>	<b>959,898</b>	<b>758,206</b>	<b>764,463</b>	<b>-20.4%</b>
<b>Gain (Loss)</b>	<b>\$ (159,018)</b>	<b>\$ (276,898)</b>	<b>\$ (52,306)</b>	<b>\$ (33,563)</b>	<b>-87.9%</b>

*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 POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>EVENT CENTERS</b>						
Full-Time Career	4.00	4.00	4.00	4.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	8.20	-	7.70	-	7.40
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Event Centers</b>	<b>4.00</b>	<b>12.20</b>	<b>4.00</b>	<b>11.70</b>	<b>3.00</b>	<b>10.40</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET



## Montgomery County

### Department of Parks - Enterprise Operations – Event Centers

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- Increases proposed revenues by \$47,900 due to enhanced packages and one-stop shopping at Woodlawn and Rockwood to include tables, chairs and caterers.
- Transfers one (1) full time career and one (1) WY and associated Personnel funding from the Event Center Fund to the Administrative Fund to help meet the maintenance needs at multiple Enterprise Facilities.
- Reduces Other Services & Charges by \$27,800 due to less rental furniture/tents being rented for events and customers either using our furniture or renting their own.
- Proposed capital improvements projects are \$100,000 to construct a new entrance for Rockwood Manor to accommodate parking and provide a safer entrance.



# Montgomery County

## Department of Parks - Enterprise Operations - Park Facilities

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### 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 FY16, the Wheaton Sports Pavilion is being transferred from the Ice Rink fund into the Park Facilities fund to align it with other similar facilities. This facility offers league play for futsal, lacrosse, and soccer, and offers birthday party packages.

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 FY14, over 575,000 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, Paddleboard 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

- \* Installed lights and removable walls on the canopy at South Germantown Driving Range. Heaters will be installed in FY15.
- \* Purchased and installed new water features as well as implemented an online booking system for patrons to book birthday parties at the South Germantown Splash Park and Miniature Golf.
- \* Installed new HVAC units at Brookside Gardens and continued the reconstructions of the parking lots. Work is expected to be completed by summer 2015.
- \* Purchased 21 new kayaks at Black Hill boating facility as well as new storage for the kayaks.
- \* Completed building improvements to the Lake Needwood boat house including interior painting and floors due to the two major flooding events. New boats were also purchased.





# Montgomery County

## Department of Parks - Enterprise Operations - Park Facilities

- \* Purchased new train engine for the Cabin John Train for approximately \$185,000.
- \* Installed new fencing and walkway at the Wheaton Train facility to assist with the lines during the train loading. Also replaced the decking.
- \* Constructed a new “horse-trailer camping area” for Little Bennett Campground at the Prescott Road Horse Trailer Parking Lot near the Little Bennett golf course. This was in response to frequent requests from members of the trail riding community.
- \* Continued improvements and enhancements to Little Bennett Campground including a new 108” projector screen and new carpeting for Hawk’s Reach.

### GOALS AND PERFORMANCE MEASURES

<b>Goal To offer unique and family oriented recreational activities at an affordable price and to provide a safe, clean, and quality recreational experience.</b>				
<b>Objective</b>				
Generate sufficient revenues to cover most or all facility operating costs including CIP				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% of operating revenues that cover operating expenditures				
Boats	110%	130%	114%	148%
Camping	100%	135%	117%	110%
Driving Range	115%	149%	113%	106%
Splash Playground	100%	117%	119%	114%
Skate Park	100%	83%	102%	114%
Trains/Carousel	145%	132%	*110%	157%
<b>Objective</b>				
Develop new and expand existing programs to increase participation and increased rentals				
<b>Program Indicator</b>	<b>Target</b>	<b>FY14 Actuals</b>	<b>FY15 Estimated</b>	<b>FY16 Proposed</b>
% increase in patron participation				
Boat Rentals	10%	26%	10%	10%
Camping Rentals	5%	12%	5%	5%
Driving Range Admissions	5%	-40%	5%	5%
Splash Playground Admissions	5%	-2%	5%	5%
Skate Park Admissions	10%	-75%	10%	10%
Train/Carousel Admissions	5%	7%	5%	5%

- \* For the Trains/Carousel - FY15 Estimated 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 FY16 PROPOSED BUDGET**

**MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES**  
**Summary of Revenues and Expenses**  
**PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY15 Adopted	FY 15 Estimate	FY16 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ 66,687	\$ -	\$ -	-	-
Sales	209,283	203,750	174,300	175,000	-14.1%
Charges for Services	1,404,820	1,338,500	1,806,450	2,138,893	59.8%
Rentals and Concessions	544,212	490,400	430,100	864,200	76.2%
Miscellaneous	705,898	666,611	-	-	-100.0%
Interest	9,453	1,900	1,700	4,700	147.4%
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>2,940,354</b>	<b>2,701,161</b>	<b>2,412,550</b>	<b>3,182,793</b>	<b>17.8%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	915,321	813,770	754,300	989,534	21.6%
Goods for Resale	110,257	72,300	61,000	87,600	21.2%
Supplies and Materials	223,665	171,700	194,600	218,200	27.1%
Other Services and Charges	470,364	425,500	465,900	499,900	17.5%
Depreciation & Amortization Expense	116,848	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	606,495	831,100	838,000	822,100	-1.1%
Transfers Out	-	185,000	50,000	-	-100.0%
<b>Total Oper. Exp and Other Uses</b>	<b>2,442,949</b>	<b>2,529,370</b>	<b>2,393,800</b>	<b>2,627,334</b>	<b>3.9%</b>
<b>Gain (Loss)</b>	<b>\$ 497,405</b>	<b>\$ 171,791</b>	<b>\$ 18,750</b>	<b>\$ 555,459</b>	<b>223.3%</b>

*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**  
**Department of Parks - Enterprise Operations - Park Facilities**

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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PARK FACILITIES</u>						
Full-Time Career	3.00	3.00	3.00	3.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		35.30		23.90		25.60
Chargebacks		1.00		0.50		0.50
Less Lapse		-		-		-
<b>Subtotal Park Facilities</b>	<b>4.00</b>	<b>40.30</b>	<b>4.00</b>	<b>28.40</b>	<b>5.00</b>	<b>31.10</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET**

- Increases proposed revenues by \$481,632 due primarily to the programs and facility rentals in full swing at Brookside Gardens after the completion of extensive renovation projects. Other factors are increased rental revenue at the Agricultural History Farm Park due to a re-negotiated lease with the current tenants, revenue from the transferred Wheaton Sports Pavilion, and the increase from some fees were raised to cover the minimum wage increases and transaction charges that will be incurred through ActiveNet.
- Transfers one (1) full time career position and one (1) WY and seasonal staffing of 1.4 WYs and associated Personnel funding from the Ice Rink Fund to the Park Facilities Fund for the operation of the Wheaton Sports Pavilion.



# Montgomery County

## Department of Parks – Enterprise Operations - Administration

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### OVERVIEW

The Enterprise Division's Administrative Office oversees and coordinates all the activities of the Enterprise Fund. The Enterprise Division budget includes: an administrative office budget; 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 will soon be migrated into ActiveNet and 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
- Concession Lease Management
- ParkPASS Administration
- Marketing and Promotion

### ACCOMPLISHMENTS

- Achieved an appropriate balance among fees and public service.
- Operated all Enterprise facilities in a fiscally responsible manner with a profit.
- Coordinated and integrated the Commission's Enterprise Resource Planning (ERP) accounting system into ParkPASS.



**Montgomery County**  
**Department of Parks – Enterprise Operations - Administration**

**SUMMARY OF FY16 PROPOSED BUDGET**

**MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION**  
**Summary of Revenues and Expenses**  
**PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY15 Adopted	FY 15 Estimate	FY16 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	1,107	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>1,107</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	1,215,141	1,565,698	1,751,298	1,683,567	7.5%
Goods for Resale	365	-	-	-	-
Supplies and Materials	24,673	44,800	44,800	49,800	11.2%
Other Services and Charges	115,573	196,830	164,902	104,233	-47.0%
Depreciation & Amortization Expense	8,359	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Indirect Charges (Admin Chargeback)	(1,169,042)	(1,807,328)	(1,961,000)	(1,837,600)	1.7%
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>195,069</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain (Loss)</b>	<b>\$ (193,962)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

*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

## Department of Parks – Enterprise Operations - Administration

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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ADMINISTRATION</u>						
Full-Time Career	10.00	10.00	13.00	13.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>10.00</b>	<b>10.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		2.40		6.40		6.40
Chargebacks		1.90		0.40		0.40
Less Lapse		-		-		-
<b>Subtotal Administration</b>	<b>10.00</b>	<b>14.30</b>	<b>13.00</b>	<b>19.80</b>	<b>13.00</b>	<b>19.80</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Transfers one (1) full time career and one (1) WY and associated Personnel funding from the Event Center Fund to the Administrative Fund to help meet the maintenance needs at multiple Enterprise Facilities.
- Transfers one (1) full time career and one (1) WY and associated Personnel funding from the Administrative Fund to the Indoor Tennis Fund to assist with the maintenance needs at the new Montgomery TennisPlex facility.



# Montgomery County

## Department of Parks - Capital Improvements Program

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### 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 nearly 36,500 acres of parkland and 417 parks maintained by the Commission. The currently Approved FY15-20 CIP includes \$39,020,000 for land acquisition and \$139,211,000 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 FY16 CAPITAL BUDGET

The major highlights of the FY16 Capital Budget include:

- ADA Improvements countywide.
- Improvements to Brookside Gardens Visitor Center and Plan Propagation facilities.
- Continue renovation of Kemp Mill Urban Park, Rock Creek Maintenance Yard, Falls Road Local Park.
- Dedication of two new parks: Germantown Town Center Urban Park and Greenbriar Local Park.
- Dedication of new ballfield and related amenities at North Four Corners Local Park.
- Completion of Woodlawn Barn Visitor Center.



# Montgomery County

## Department of Parks - Capital Improvements Program

- Renovations to portions of the hard surface trail systems in Wheaton Regional and Rock Creek Stream Valley parks.
- Continue construction of Laytonia Recreational Park.
- Begin design of Josiah Henson Historical Park.
- Improvements at Cabin John and Wheaton Ice Arenas.
- Western Grove Urban Park.

### 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	FY16 OBI Expenditures	FY16 Career Work Years	FY16 Seasonal Work Years
<b>CIP PROJECTS</b>			
Woodlawn Barn	163,801	1.1	3.8
Germantown Town Center	117,839	1.2	0.6
Ridge Road Bermuda Grass Fields	62,200	(0.1)	-
Greenbriar Local Park*	55,278	0.5	0.2
Rock Creek Maintenance Yard**	48,000	-	-
Amity Local Park	5,920	0.1	-
<b>NON-CIP PROJECTS</b>			
Rock Creek Stream Valley - ICC Reforestation	55,694	0.2	-
Hoyles Mill - ICC Reforestation	55,101	0.5	-
Seneca Greenway	21,579	0.3	0.1
Jeanne Onufry Park	18,385	0.2	-
<b>TOTAL OBI</b>	<b>\$603,797</b>	<b>4.0</b>	<b>4.7</b>

\* Greenbriar Local Park - One-time expenditures = \$4,000

\*\* Rock Creek Maintenance Yard - One-time expenditures = \$40,000





# Montgomery County Department of Parks - Capital Improvements Program

## M-NCPPC, Montgomery Department of Parks FY15-20 Capital Improvements Program

	Total	Thru FY14	Rem FY14	6 Year Total	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Beyond 6 Yrs	FY16 Approp.
<b>Acquisition</b>												
Acquisition: Local Parks (P767828)	5,723	0	513	5,210	1,035	1,035	535	535	1,035	1,035	0	1,035
Acquisition: Non-Local Parks (P998798)	7,933	0	2,123	5,810	1,135	1,135	635	635	1,135	1,135	0	1,135
ALARF: M-NCPPC (P727007)	24,185	0	18,185	6,000	1,000	1,000	1,000	1,000	1,000	1,000	0	0
Legacy Open Space (P018710)	100,000	65,933	35	22,000	3,250	3,250	4,250	4,250	3,500	3,500	12,032	3,250
<b>Acquisition Total</b>	<b>137,841</b>	<b>65,933</b>	<b>20,856</b>	<b>39,020</b>	<b>6,420</b>	<b>6,420</b>	<b>6,420</b>	<b>6,420</b>	<b>6,670</b>	<b>6,670</b>	<b>12,032</b>	<b>5,420</b>
<b>Development</b>												
ADA Compliance: Local Parks (P128701)	3,845	0	145	3,700	500	550	600	650	700	700	0	550
ADA Compliance: Non-Local Parks (P128702)	5,106	0	306	4,800	700	750	800	850	850	850	0	750
Ballfield Improvements (P008720)	5,325	0	445	4,880	720	670	820	820	900	950	0	670
Battery Lane Urban Park (P118701)	2,499	0	0	925	0	0	100	200	222	403	1,574	0
Brookside Gardens Master Plan Implementation (P078702)	9,110	677	2,813	5,620	2,149	1,200	1,500	771	0	0	0	0
Cost Sharing: Local Parks (P977748)	543	0	93	450	75	75	75	75	75	75	0	75
Cost Sharing: Non-Local Parks (P761682)	348	0	48	300	50	50	50	50	50	50	0	50
Elm Street Urban Park (P138701)	662	0	65	597	0	100	194	303	0	0	0	582
Energy Conservation - Local Parks (P998710)	382	0	160	222	37	37	37	37	37	37	0	37
Energy Conservation - Non-Local Parks (P998711)	265	0	25	240	40	40	40	40	40	40	0	40
Enterprise Facilities' Improvements (P998773)	5,403	0	603	4,800	800	800	800	800	800	800	0	800
Facility Planning: Local Parks (P957775)	2,580	0	780	1,800	300	300	300	300	300	300	0	300
Facility Planning: Non-Local Parks (P958776)	2,444	0	644	1,800	300	300	300	300	300	300	0	300
Falls Road Local Park (P098705)	2,438	652	151	1,635	500	885	250	0	0	0	0	0
Geimantown Town Center Urban Park (P078704)	7,806	4,819	1,906	1,081	1,081	0	0	0	0	0	0	0
Greenbriar Local Park (P078705)	4,407	402	1,704	2,301	2,301	0	0	0	0	0	0	0
Josiah Henson Historic Park (P871552)	5,850	0	0	5,070	0	260	260	700	1,750	2,100	780	260
Kemp Mill Urban Park (P138702)	5,810	279	438	5,093	2,163	2,220	710	0	0	0	0	0
Laytonia Recreational Park (P038703)	12,579	1,218	484	10,877	1,000	3,000	4,000	2,877	0	0	0	0
Little Bennett Regional Park Day Use Area (P138703)	14,253	0	0	5,388	0	0	250	310	2,524	2,304	8,865	0
Magnuder Branch Trail Extension (P098706)	2,629	0	0	0	0	0	0	0	0	0	2,629	0
Minor New Construction - Local Parks (P998799)	1,775	0	425	1,350	225	225	225	225	225	225	0	225
Minor New Construction - Non-Local Parks (P998763)	1,420	355	165	900	150	150	150	150	150	150	0	150
North Branch Trail (P871541)	4,290	0	0	4,290	0	0	100	966	1,205	2,019	0	0
North Four Corners Local Park (P078706)	4,304	1,591	1,543	1,170	1,170	0	0	0	0	0	0	0



# Montgomery County Department of Parks - Capital Improvements Program

## M-NCPPC, Montgomery Departments of Parks FY15-20 Capital Improvements Program

	Total	Thru FY14	Rem FY14	6 Year Total	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Beyond 6 Yrs	FY16 Approp.
Northwest Branch Recreational Park (P118704)	350	0	200	150	75	75	0	0	0	0	0	0
Planned Lifecycle Asset Replacement: Local Parks (P967754)	15,319	0	1,549	13,770	2,295	2,295	2,295	2,295	2,295	2,295	0	2,295
Planned Lifecycle Asset Replacement: NL Parks (P968755)	12,920	1,266	854	10,800	1,800	1,800	1,800	1,800	1,800	1,800	0	1,800
Pollution Prevention and Repairs to Ponds & Lakes (P078701)	6,563	472	2,241	3,850	625	625	650	650	650	650	0	625
Restoration Of Historic Structures (P808494)	3,399	496	621	2,282	782	300	300	300	300	300	0	300
Rock Creek Maintenance Facility (P118702)	9,655	405	0	9,250	614	1,860	2,900	2,044	1,832	0	0	0
Roof Replacement: Non-Local Pk (P838882)	2,642	44	1,020	1,578	263	263	263	263	263	263	0	263
S. Germantown Recreational Park: Soccerplex Fac. (P998712)	10,965	10,729	236	0	0	0	0	0	0	0	0	0
Seneca Crossing Local Park (P138704)	8,773	0	0	5,668	0	0	184	2,242	3,242	3,105	0	0
Shady Grove Maintenance Facility Relocation (P098709)	250	130	20	100	50	50	0	0	0	0	0	50
Small Grant/ Donor-Assisted Capital Improvements (P058755)	3,413	114	1,499	1,800	300	300	300	300	300	300	0	300
Stream Protection: SVP (P818571)	3,990	0	574	3,416	533	533	575	575	600	600	0	533
Trails: Hard Surface Design & Construction (P768673)	2,376	0	576	1,800	300	300	300	300	300	300	0	300
Trails: Hard Surface Renovation (P888754)	3,574	0	474	3,100	800	800	600	300	300	300	0	300
Trails: Natural Surface Design, Constr. & Renov. (P858710)	1,860	84	276	1,500	250	250	250	250	250	250	0	250
Urban Park Elements (P871540)	250	0	0	250	100	150	0	0	0	0	0	0
Wamer Circle Special Park (P118703)	6,177	625	0	600	300	300	0	0	0	0	4,952	300
Western Grove Urban Park (P871548)	1,105	0	0	1,105	255	255	350	250	0	0	0	0
Woodlawn Barn Visitors Center (P098703)	3,250	950	0	2,300	1,800	500	0	0	0	0	0	0
Woodside Urban Park (P138705)	6,603	0	0	6,603	300	250	2,000	2,344	1,709	0	0	0
Black Hill Trail Renovation and Extension (P058701)	* 4,036	3,962	74	0	0	0	0	0	0	0	0	0
Darnestown Square Heritage Park (P098704)	* 734	593	141	0	0	0	0	0	0	0	0	0
East Norbeck Local Park Expansion (P058703)	* 3,754	3,576	178	0	0	0	0	0	0	0	0	0
Evans Parkway Neighborhood Park (P098702)	* 3,651	2,559	1,092	0	0	0	0	0	0	0	0	0
Lake Needwood Modifications (P098708)	* 3,290	3,234	56	0	0	0	0	0	0	0	0	0
Montrose Trail (P038707)	* 544	544	0	0	0	0	0	0	0	0	0	0
Resurfacing Parking Lots & Paths: Local Parks (P998714)	* 442	75	367	0	0	0	0	0	0	0	0	0
Resurfacing Parking Lots & Paths: Non-Local Parks (P998764)	* 429	219	210	0	0	0	0	0	0	0	0	0
Rock Creek Trail Pedestrian Bridge (P048703)	* 8,795	7,798	997	0	0	0	0	0	0	0	0	0
Takoma-Piney Branch Local Park (P078707)	* 3,350	2,715	635	0	0	0	0	0	0	0	0	0
Woodstock Equestrian Center (P018712)	* 1,491	1,474	17	0	0	0	0	0	0	0	0	0
WOM/ PLAR (P028702)	* 920	778	142	0	0	0	0	0	0	0	0	0
<b>Development Total</b>	<b>240,943</b>	<b>52,835</b>	<b>26,992</b>	<b>139,211</b>	<b>25,703</b>	<b>22,513</b>	<b>24,144</b>	<b>22,279</b>	<b>22,969</b>	<b>21,603</b>	<b>21,905</b>	<b>12,105</b>
<b>M-NCPPC TOTAL</b>	<b>378,784</b>	<b>118,768</b>	<b>47,848</b>	<b>178,231</b>	<b>32,123</b>	<b>28,933</b>	<b>30,564</b>	<b>28,699</b>	<b>29,639</b>	<b>28,273</b>	<b>33,937</b>	<b>17,525</b>

\* = Closeout or Pending Closeout  
CIP230 - Department Submission-Working



# Montgomery County

## Department of Parks – Capital Projects Fund

### OVERVIEW

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

Although always adopted as part of the CIP, this fund has not been presented separately before in the proposed budget document. Prior fiscal years are presented here for comparison purposes only.

### SUMMARY OF FY16 PROPOSED BUDGET

#### MONTGOMERY COUNTY CAPITAL PROJECTS FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	6,091,489	8,500,000	8,500,000	4,260,000	-49.9%
State (Other)	1,543,385	100,000	100,000	800,000	700.0%
County	8,640,047	19,042,000	19,042,000	14,901,000	-21.7%
Interest	6,370	42,200	42,200	10,000	-76.3%
Contributions	-	1,450,000	1,450,000	700,000	-51.7%
Miscellaneous	699,512	-	-	-	-
Total Revenues	<u>16,980,803</u>	<u>29,134,200</u>	<u>29,134,200</u>	<u>20,671,000</u>	<u>-29.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	20,538,750	40,937,000	40,937,000	28,933,000	-29.3%
Park Acquisition	2,616,500	5,420,000	5,420,000	6,420,000	18.5%
Park Development	17,922,250	35,517,000	35,517,000	22,513,000	-36.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>20,538,750</u>	<u>40,937,000</u>	<u>40,937,000</u>	<u>28,933,000</u>	<u>-29.3%</u>
Excess of Revenues over Expenditures	<u>(3,557,947)</u>	<u>(11,802,800)</u>	<u>(11,802,800)</u>	<u>(8,262,000)</u>	<u>-30.0%</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	14,623,603	10,695,000	10,695,000	7,122,000	-33.4%
Transfers In					
Transfer from Park Fund (Pay-Go)	350,000	350,000	350,000	350,000	0.0%
Transfer from Enterprise Fund	-	800,000	800,000	800,000	0.0%
Total Transfers In	<u>350,000</u>	<u>1,150,000</u>	<u>1,150,000</u>	<u>1,150,000</u>	<u>0.0%</u>
Transfers Out					
Transfer to Park Fund	(6,370)	(42,200)	(42,200)	(10,000)	-76.3%
Total Transfers Out	<u>(6,370)</u>	<u>(42,200)</u>	<u>(42,200)</u>	<u>(10,000)</u>	<u>-76.3%</u>
Total Other Financing Sources (Uses)	<u>14,967,233</u>	<u>11,802,800</u>	<u>11,802,800</u>	<u>8,262,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>11,409,286</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	(3,041,553)	(3,041,553)	8,367,733	8,367,733	-375.1%
Fund Balance, Ending	<u>\$ 8,367,733</u>	<u>\$ (3,041,553)</u>	<u>\$ 8,367,733</u>	<u>\$ 8,367,733</u>	<u>-375.1%</u>



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## 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 FY16 proposed revenue budget is \$4,078,298 and is 14.4% higher compared to the FY15 adopted budget. FY16 expenditures are proposed at \$5,656,827, representing a 1.5% decrease from the FY15 adopted budget.

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
SUMMARY BY SPECIAL REVENUE PROGRAMS  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues and Other Sources:</b>					
Planning Department:					
Traffic Mitigation Program	\$ 7,331	\$ 20,000	\$ 20,000	\$ 24,100	20.5%
Historic Preservation-County Non-Dept	15,060	-	2,500	5,100	-
GIS Data Sales	16,571	20,000	2,000	2,100	-89.5%
Environmental/Forest Conserv. Penalties	24,006	25,000	25,000	25,000	0.0%
Development Review	1,929,696	1,832,000	1,831,000	2,329,000	27.1%
Forest Conservation	125,569	45,800	45,800	51,000	11.4%
Subtotal Planning:	<u>2,118,233</u>	<u>1,942,800</u>	<u>1,926,300</u>	<u>2,436,300</u>	<u>25.4%</u>
Parks Department:					
Historic Renovations- Property Mngmt.	150,246	100	18,100	23,698	23598.0%
Park Police- Drug Enforcement	140	100	100	200	100.0%
Park Police- Federally Forfeited Prop.	141	100	100	200	100.0%
Interagency Agreements	963,516	931,800	931,800	876,500	-5.9%
Park Cultural Resources	42,414	34,200	47,100	55,000	60.8%
Special Events	72,597	60,000	72,000	75,000	25.0%
Nature Programs and Facilities	97,561	134,600	139,100	178,200	32.4%
Special Donations and Programs	56,429	461,100	461,100	433,200	-6.1%
Subtotal Parks:	<u>1,383,044</u>	<u>1,622,000</u>	<u>1,669,400</u>	<u>1,641,998</u>	<u>1.2%</u>
Total Revenues and Other Sources	<u>3,501,277</u>	<u>3,564,800</u>	<u>3,595,700</u>	<u>4,078,298</u>	<u>14.4%</u>
<b>Expenditures and Other Uses:</b>					
Planning Department:					
Traffic Mitigation Program	27,432	20,000	20,000	24,000	20.0%
Historic Preservation-County Non-Dept	9,000	61,000	30,000	39,000	-36.1%
GIS Data Sales	(9,316)	120,000	-	120,000	0.0%
Environmental/Forest Conserv. Penalties	6,599	67,200	67,200	24,000	-64.3%
Development Review	3,127,555	3,224,504	3,095,254	3,132,033	-2.9%
Forest Conservation	159,889	402,500	402,500	483,000	20.0%
Subtotal Planning:	<u>3,321,159</u>	<u>3,895,204</u>	<u>3,614,954</u>	<u>3,822,033</u>	<u>-1.9%</u>
Parks Department:					
Historic Renovations- Property Mngmt.	42,894	97,500	97,500	100,000	2.6%
Park Police- Drug Enforcement	-	20,000	20,000	20,000	0.0%
Park Police- Federally Forfeited Prop.	6,500	30,000	30,000	25,000	-16.7%
Interagency Agreements	923,532	989,100	961,914	884,950	-10.5%
Park Cultural Resources	35,623	38,800	38,700	57,900	49.2%
Special Events	54,563	60,000	100,000	94,400	57.3%
Nature Programs and Facilities	114,012	133,000	102,000	140,000	5.3%
Special Donations and Programs	31,450	480,645	498,617	512,544	6.6%
Subtotal Parks:	<u>1,208,574</u>	<u>1,849,045</u>	<u>1,848,731</u>	<u>1,834,794</u>	<u>-0.8%</u>
Total Expenditures and Other Uses	<u>4,529,732</u>	<u>5,744,249</u>	<u>5,463,685</u>	<u>5,656,827</u>	<u>-1.5%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(1,028,455)</u>	<u>(2,179,449)</u>	<u>(1,867,985)</u>	<u>(1,578,529)</u>	<u>-27.6%</u>
Fund Balance - Beginning	6,222,763	4,460,119	5,194,308	3,326,323	-25.4%
Fund Balance - Ending	<u>\$ 5,194,308</u>	<u>\$ 2,280,670</u>	<u>\$ 3,326,323</u>	<u>\$ 1,747,794</u>	<u>-23.4%</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 FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**TRAFFIC MITIGATION PROGRAM**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	195	-	-	100	-
Miscellaneous	7,136	20,000	20,000	24,000	20.0%
<b>Total Revenues</b>	<u>7,331</u>	<u>20,000</u>	<u>20,000</u>	<u>24,100</u>	<u>20.5%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	27,432	20,000	20,000	24,000	20.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>27,432</u>	<u>20,000</u>	<u>20,000</u>	<u>24,000</u>	<u>20.0%</u>
Excess of Revenues over Expenditures	<u>(20,101)</u>	<u>-</u>	<u>-</u>	<u>100</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(20,101)</u>	<u>-</u>	<u>-</u>	<u>100</u>	<u>-</u>
Fund Balance - Beginning	75,385	75,485	55,284	55,284	-26.8%
<b>Fund Balance - Ending</b>	<u>\$ 55,284</u>	<u>\$ 75,485</u>	<u>\$ 55,284</u>	<u>\$ 55,384</u>	<u>-26.6%</u>





# Montgomery County

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

### OVERVIEW

The Historic Preservation Special Revenue Fund account was established to manage funds derived from the annual contract between Montgomery County and the Planning Department to partially fund staff support to the Montgomery County Historic Preservation Commission (HPC). In FY14, 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 FY16 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 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ 15,000	\$ -	\$ -	\$ -	-
Sales	60	-	2,500	5,000	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	100	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>15,060</b>	<b>-</b>	<b>2,500</b>	<b>5,100</b>	<b>-</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	9,000	61,000	30,000	39,000	-36.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>9,000</b>	<b>61,000</b>	<b>30,000</b>	<b>39,000</b>	<b>-36.1%</b>
Excess of Revenues over Expenditures	6,060	(61,000)	(27,500)	(33,900)	-44.4%
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	6,060	(61,000)	(27,500)	(33,900)	-44.4%
Fund Balance - Beginning	60,625	60,725	66,685	39,185	-35.5%
Fund Balance - Ending	\$ 66,685	\$ (275)	\$ 39,185	\$ 5,285	-2021.9%



# 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). These funds are then used for consultant services which update these plans/topographic map layers. Revenue for this fund used to come from the sale of GIS data to the development community. In fiscal year 2015, the sale of digital GIS data was ended at the request of the Montgomery County Council and by State law enacted for the purpose of providing open data to the public. Map sales, not digital data, is the remaining revenue source for this fund.

### SUMMARY OF FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**GIS DATA SALES**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	16,222	20,000	2,000	2,000	-90.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	349	-	-	100	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>16,571</b>	<b>20,000</b>	<b>2,000</b>	<b>2,100</b>	<b>-89.5%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	(9,316)	120,000	-	120,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>(9,316)</b>	<b>120,000</b>	<b>-</b>	<b>120,000</b>	<b>0.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>25,887</b>	<b>(100,000)</b>	<b>2,000</b>	<b>(117,900)</b>	<b>17.9%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>25,887</b>	<b>(100,000)</b>	<b>2,000</b>	<b>(117,900)</b>	<b>17.9%</b>
Fund Balance - Beginning	123,890	133,990	149,777	151,777	13.3%
Fund Balance - Ending	\$ 149,777	\$ 33,990	\$ 151,777	\$ 33,877	-0.3%



# 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. FY16 expenditures will be less than FY15 expenditures because FY15 included the purchase of a new vehicle for an inspector.

### SUMMARY OF FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
ENVIRONMENTAL/FOREST CONSERVATION PENALTIES  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	131	-	-	-	-
Miscellaneous	23,875	25,000	25,000	25,000	0.0%
<b>Total Revenues</b>	<u>24,006</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>0.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	419	2,200	2,200	4,000	81.8%
Other Services and Charges	6,180	20,000	20,000	20,000	0.0%
Capital Outlay	-	45,000	45,000	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>6,599</u>	<u>67,200</u>	<u>67,200</u>	<u>24,000</u>	<u>-64.3%</u>
<b>Excess of Revenues over Expenditures</b>	<u>17,407</u>	<u>(42,200)</u>	<u>(42,200)</u>	<u>1,000</u>	<u>-102.4%</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>17,407</u>	<u>(42,200)</u>	<u>(42,200)</u>	<u>1,000</u>	<u>-102.4%</u>
<b>Fund Balance - Beginning</b>	<u>44,798</u>	<u>47,898</u>	<u>62,205</u>	<u>20,005</u>	<u>-58.2%</u>
<b>Fund Balance - Ending</b>	<u>\$ 62,205</u>	<u>\$ 5,698</u>	<u>\$ 20,005</u>	<u>\$ 21,005</u>	<u>268.6%</u>



# Montgomery County

## Special Revenue Funds: Development Review

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### 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 years of low economic development. However, after a string of exceptional revenue years in fiscal years 12 and 13 transfers were not needed from the Administrative Fund for fiscal years 14 and 15.

FY14 revenues were lower than FY12 and FY13 revenues and FY15 revenues are also anticipated to be lower than FY12 and FY13 revenues. Revenues for FY 12 and FY 13 were higher than normal because 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 the second half of FY12 for applicants that submit combined project plans/preliminary plans or site plans. At the end of FY14, the fund was projected to have sufficient fund balance to meet reserve needs for FY15. Therefore, the Department did not request a transfer from the Administration Fund in FY15. As previously projected, ongoing revenue in the DR SRF will not cover projected expenditures, necessitating the continued use of fund balance. Without restoring the transfer from the Administration Fund to the SRF, the fund balance will approach the minimum responsible level of 15% of expenditures. With the volatility of development review activity and the fact that activity that generates revenues in this fund is going down, it is proposed that the transfer be reinstated at a level of \$500,000 for FY16. With current projections, this will allow for future transfers to rise more gradually to the \$1.5M level that would be needed to maintain the current level of expenditures.



# Montgomery County Special Revenue Funds: Development Review

## SUMMARY OF FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
DEVELOPMENT REVIEW  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	1,916,336	1,825,000	1,825,000	1,825,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	13,360	7,000	6,000	4,000	-42.9%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>1,929,696</u>	<u>1,832,000</u>	<u>1,831,000</u>	<u>1,829,000</u>	<u>-0.2%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	50,755	129,250	-	35,000	-72.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,076,800	3,095,254	3,095,254	3,097,033	0.1%
<b>Total Expenditures</b>	<u>3,127,555</u>	<u>3,224,504</u>	<u>3,095,254</u>	<u>3,132,033</u>	<u>-2.9%</u>
<b>Excess of Revenues over Expenditures</b>	<u>(1,197,859)</u>	<u>(1,392,504)</u>	<u>(1,264,254)</u>	<u>(1,303,033)</u>	<u>-6.4%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	500,000	-
<b>Total Transfers In</b>	-	-	-	500,000	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	-	-	-	500,000	-
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>(1,197,859)</u>	<u>(1,392,504)</u>	<u>(1,264,254)</u>	<u>(803,033)</u>	<u>-42.3%</u>
Fund Balance - Beginning	4,634,929	3,268,848	3,437,070	2,172,816	-33.5%
Fund Balance - Ending	<u>\$ 3,437,070</u>	<u>\$ 1,876,344</u>	<u>\$ 2,172,816</u>	<u>\$ 1,369,783</u>	<u>-27.0%</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 FY16, we anticipate expanding the planting areas in all of these environmental sensitive areas; planting between the ICC and Lake Needwood; and planting within the Oak Ridge Conservation Park that is in the Little Bennett watershed. 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. The Fund finances work by University of Vermont researchers to detail the amount of forest and tree cover in Montgomery County. 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 FY16 PROPOSED BUDGET

<b>MONTGOMERY COUNTY SPECIAL REVENUE FUNDS</b>					
<b>FOREST CONSERVATION</b>					
<b>Summary of Revenues, Expenditures, and Changes in Fund Balance</b>					
<b>PROPOSED BUDGET FISCAL YEAR 2016</b>					
	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,984	800	800	1,000	25.0%
Miscellaneous	123,584	45,000	45,000	50,000	11.1%
<b>Total Revenues</b>	<b>125,569</b>	<b>45,800</b>	<b>45,800</b>	<b>51,000</b>	<b>11.4%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	2,241	2,500	2,500	3,000	20.0%
Other Services and Charges	157,648	400,000	400,000	480,000	20.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>159,889</b>	<b>402,500</b>	<b>402,500</b>	<b>483,000</b>	<b>20.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(34,320)</b>	<b>(356,700)</b>	<b>(356,700)</b>	<b>(432,000)</b>	<b>21.1%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(34,320)</b>	<b>(356,700)</b>	<b>(356,700)</b>	<b>(432,000)</b>	<b>21.1%</b>
<b>Fund Balance - Beginning</b>	<b>831,302</b>	<b>483,402</b>	<b>796,982</b>	<b>440,282</b>	<b>-8.9%</b>
<b>Fund Balance - Ending</b>	<b>\$ 796,982</b>	<b>\$ 126,702</b>	<b>\$ 440,282</b>	<b>\$ 8,282</b>	<b>-93.5%</b>



# 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 FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
HISTORIC RENOVATIONS - PROPERTY MANAGEMENT  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	246	100	100	200	100.0%
Miscellaneous	-	-	18,000	23,498	-
<b>Total Revenues</b>	<u>246</u>	<u>100</u>	<u>18,100</u>	<u>23,698</u>	<u>23598.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	42,894	97,500	97,500	-	-100.0%
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	100,000	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>42,894</u>	<u>97,500</u>	<u>97,500</u>	<u>100,000</u>	<u>2.6%</u>
<b>Excess of Revenues over Expenditures</b>	<u>(42,648)</u>	<u>(97,400)</u>	<u>(79,400)</u>	<u>(76,302)</u>	<u>-21.7%</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Property Management Fund	150,000	-	-	-	-
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<u>150,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>150,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>107,352</u>	<u>(97,400)</u>	<u>(79,400)</u>	<u>(76,302)</u>	<u>-21.7%</u>
Fund Balance - Beginning	116,600	97,400	223,952	144,552	48.4%
Fund Balance - Ending	<u>\$ 223,952</u>	<u>\$ -</u>	<u>\$ 144,552</u>	<u>\$ 68,250</u>	<u>-</u>



# 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 FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**PARK POLICE - DRUG ENFORCEMENT**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
	Change				
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	140	100	100	200	100.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>140</u>	<u>100</u>	<u>100</u>	<u>200</u>	<u>100.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	(15,247)	10,000	20,000	20,000	100.0%
Other Services and Charges	-	10,000	-	-	-100.0%
Capital Outlay	15,247	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>140</u>	<u>(19,900)</u>	<u>(19,900)</u>	<u>(19,800)</u>	<u>-0.5%</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>140</u>	<u>(19,900)</u>	<u>(19,900)</u>	<u>(19,800)</u>	<u>-0.5%</u>
Fund Balance - Beginning	46,377	26,477	46,517	26,617	0.5%
Fund Balance - Ending	<u>\$ 46,517</u>	<u>\$ 6,577</u>	<u>\$ 26,617</u>	<u>\$ 6,817</u>	<u>3.7%</u>





# Montgomery County

## Special Revenue Funds: Park Police – Federally Forfeited Property

### OVERVIEW

The Federal Forfeited Property account was established pursuant to Federal law. This fund allows for certain drug-crime related assets to be seized and forfeited to the agency. When forfeiture is approved by the court, the seized assets may then be used to purchase equipment and other resources to combat drug-related crimes in the park system.

### SUMMARY OF FY16 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 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	141	100	100	200	100.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>141</u>	<u>100</u>	<u>100</u>	<u>200</u>	<u>100.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services					-
Supplies and Materials	6,500	20,000	20,000	10,000	-50.0%
Other Services and Charges	-	10,000	10,000	15,000	50.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>6,500</u>	<u>30,000</u>	<u>30,000</u>	<u>25,000</u>	<u>-16.7%</u>
<b>Excess of Revenues over Expenditures</b>	<u>(6,359)</u>	<u>(29,900)</u>	<u>(29,900)</u>	<u>(24,800)</u>	<u>-17.1%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>(6,359)</u>	<u>(29,900)</u>	<u>(29,900)</u>	<u>(24,800)</u>	<u>-17.1%</u>
Fund Balance - Beginning	64,847	34,947	58,488	28,588	-18.2%
<b>Fund Balance - Ending</b>	<u>\$ 58,488</u>	<u>\$ 5,047</u>	<u>\$ 28,588</u>	<u>\$ 3,788</u>	<u>-24.9%</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 FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**INTERAGENCY AGREEMENTS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ 945,907	\$ 921,800	\$ 921,800	\$ 866,500	-6.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	17,609	10,000	10,000	10,000	0.0%
Total Revenues	<u>963,516</u>	<u>931,800</u>	<u>931,800</u>	<u>876,500</u>	<u>-5.9%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	63,551	65,000	55,000	55,000	-15.4%
Supplies and Materials	67,704	57,300	40,000	18,450	-67.8%
Other Services and Charges	755,876	828,200	828,314	771,000	-6.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	36,400	38,600	38,600	40,500	4.9%
Total Expenditures	<u>923,532</u>	<u>989,100</u>	<u>961,914</u>	<u>884,950</u>	<u>-10.5%</u>
Excess of Revenues over Expenditures	<u>39,984</u>	<u>(57,300)</u>	<u>(30,114)</u>	<u>(8,450)</u>	<u>-85.3%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>39,984</u>	<u>(57,300)</u>	<u>(30,114)</u>	<u>(8,450)</u>	<u>-85.3%</u>
Fund Balance - Beginning	6,194	64,896	46,178	16,064	-75.2%
Fund Balance - Ending	<u>\$ 46,178</u>	<u>\$ 7,596</u>	<u>\$ 16,064</u>	<u>\$ 7,614</u>	<u>0.2%</u>



# Montgomery County

## Special Revenue Funds: Park Cultural Resources

### OVERVIEW

This program provides supplemental funding for expanding and enhancing historic interpretation and archaeology-educational camps and programs. Revenues are generated through seasonal employee-led archaeological programs, archaeological camps, special events 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 FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**PARK CULTURAL RESOURCES**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	600	500	1,000	66.7%
Charges for Services	39,092	33,600	34,600	54,000	60.7%
Rentals and Concessions	2,750	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	572	-	12,000	-	-
<b>Total Revenues</b>	<u>42,414</u>	<u>34,200</u>	<u>47,100</u>	<u>55,000</u>	<u>60.8%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	26,513	31,200	32,700	47,500	52.2%
Supplies and Materials	4,033	4,500	4,000	6,000	33.3%
Other Services and Charges	5,077	3,100	2,000	4,400	41.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>35,623</u>	<u>38,800</u>	<u>38,700</u>	<u>57,900</u>	<u>49.2%</u>
Excess of Revenues over Expenditures	<u>6,791</u>	<u>(4,600)</u>	<u>8,400</u>	<u>(2,900)</u>	<u>-37.0%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>6,791</u>	<u>(4,600)</u>	<u>8,400</u>	<u>(2,900)</u>	<u>-37.0%</u>
Fund Balance - Beginning	<u>(12,227)</u>	<u>4,673</u>	<u>(5,436)</u>	<u>2,964</u>	<u>-36.6%</u>
Fund Balance - Ending	<u>\$ (5,436)</u>	<u>\$ 73</u>	<u>\$ 2,964</u>	<u>\$ 64</u>	<u>-12.2%</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 FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**SPECIAL EVENTS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	71,636	60,000	72,000	75,000	25.0%
Rentals and Concessions	850	-	-	-	-
Interest	111	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>72,597</u>	<u>60,000</u>	<u>72,000</u>	<u>75,000</u>	<u>25.0%</u>
Expenditures by Major Object:					
Personnel Services	48,013	50,000	70,000	75,000	50.0%
Supplies and Materials	550	5,000	15,000	7,400	48.0%
Other Services and Charges	1,800	5,000	15,000	12,000	140.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	4,200	-	-	-	-
Total Expenditures	<u>54,563</u>	<u>60,000</u>	<u>100,000</u>	<u>94,400</u>	<u>57.3%</u>
Excess of Revenues over Expenditures	<u>18,035</u>	<u>-</u>	<u>(28,000)</u>	<u>(19,400)</u>	<u>-</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>18,035</u>	<u>-</u>	<u>(28,000)</u>	<u>(19,400)</u>	<u>-</u>
Fund Balance - Beginning	29,467	19,525	47,502	19,502	-0.1%
Fund Balance - Ending	<u>\$ 47,502</u>	<u>\$ 19,525</u>	<u>\$ 19,502</u>	<u>\$ 102</u>	<u>-99.5%</u>



# 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 FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**NATURE PROGRAMS AND FACILITIES**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	86,802	124,000	125,000	162,000	30.6%
Rentals and Concessions	10,575	10,500	14,000	16,000	52.4%
Interest	184	100	100	200	100.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>97,561</u>	<u>134,600</u>	<u>139,100</u>	<u>178,200</u>	<u>32.4%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	101,318	104,000	88,000	105,000	1.0%
Supplies and Materials	4,089	23,000	9,000	20,000	-13.0%
Other Services and Charges	8,605	6,000	5,000	15,000	150.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>114,012</u>	<u>133,000</u>	<u>102,000</u>	<u>140,000</u>	<u>5.3%</u>
<b>Excess of Revenues over Expenditures</b>	<u>(16,451)</u>	<u>1,600</u>	<u>37,100</u>	<u>38,200</u>	<u>2287.5%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>(16,451)</u>	<u>1,600</u>	<u>37,100</u>	<u>38,200</u>	<u>2287.5%</u>
Fund Balance - Beginning	77,465	88,065	61,014	98,114	11.4%
<b>Fund Balance - Ending</b>	<u>\$ 61,014</u>	<u>\$ 89,665</u>	<u>\$ 98,114</u>	<u>\$ 136,314</u>	<u>52.0%</u>



# Montgomery County

## Special Revenue Funds: Special Donations and Programs

### OVERVIEW

The Special Donations and Programs account includes donations and contributions designated for specific purposes or projects that are not part of the normal tax-supported programs in the Park Fund

### SUMMARY OF FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**SPECIAL DONATIONS AND PROGRAMS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	56,261	61,000	61,000	33,000	-45.9%
Interest	116	100	100	200	100.0%
Miscellaneous	52	400,000	400,000	400,000	0.0%
Total Revenues	<u>56,429</u>	<u>461,100</u>	<u>461,100</u>	<u>433,200</u>	<u>-6.1%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	26,438	128,000	128,000	100,000	-21.9%
Supplies and Materials	4,962	152,500	175,617	167,000	9.5%
Other Services and Charges	51	134,545	161,000	199,544	48.3%
Capital Outlay	-	30,000	34,000	46,000	53.3%
Other Classifications	-	-	-	-	-
Chargebacks	-	35,600	-	-	-100.0%
Total Expenditures	<u>31,450</u>	<u>480,645</u>	<u>498,617</u>	<u>512,544</u>	<u>6.6%</u>
Excess of Revenues over Expenditures	<u>24,979</u>	<u>(19,545)</u>	<u>(37,517)</u>	<u>(79,344)</u>	<u>306.0%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>24,979</u>	<u>(19,545)</u>	<u>(37,517)</u>	<u>(79,344)</u>	<u>306.0%</u>
Fund Balance - Beginning	123,111	53,788	148,090	110,573	105.6%
Fund Balance - Ending	<u>\$ 148,090</u>	<u>\$ 34,243</u>	<u>\$ 110,573</u>	<u>\$ 31,229</u>	<u>-8.8%</u>



# Montgomery County

## Advance Land Acquisition Funds

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### EXECUTIVE OVERVIEW

The Land Use Article of the Annotated Code of Maryland empowers the Maryland National Capital Park and Planning Commission to include funding in its annual budget for the acquisition of lands needed for State highways, streets or roads as well as for school sites and other public uses in Montgomery County. The Commission established a continuing land acquisition revolving fund from which disbursements for such purchases may be made. The purchase must be shown in the Commission's general plan for the physical development of the regional district or in an adopted plan. The acquisition requires the approval of the District Council of Montgomery County. The acquisition of school sites also requires the prior approval of the Montgomery County Board of Education.

The Commission may transfer the land to the County or agency for which it was acquired upon repayment of funds disbursed for the land, plus interest. Any repayment is placed in the land acquisition revolving fund for future purchases. If an agency later determines that the land is not needed for public use, the Commission may use the land as part of its park system. Alternatively, it may sell, exchange, or otherwise dispose of it under its general authority covering the disposition of park and recreation properties.

### HIGHLIGHTS AND MAJOR CHANGES IN FY16 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 \$166,160 in FY16. The contribution to the Advance Land Acquisition Revolving Fund is \$1,609,540.

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 FY16 are \$9,913,355.



# Montgomery County Advance Land Acquisition Funds

## SUMMARY OF FY16 PROPOSED BUDGET

### MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 1,704,476	\$ 1,723,014	\$ 1,723,014	\$ 1,775,700	3.1%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>1,704,476</u>	<u>1,723,014</u>	<u>1,723,014</u>	<u>1,775,700</u>	<u>3.1%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,404,544	1,441,540	1,458,893	1,609,540	11.7%
Debt Service -	296,160	282,860	282,860	166,160	-41.3%
Debt Service Principal	235,000	230,000	230,000	120,000	-47.8%
Debt Service Interest	61,160	51,460	51,460	44,760	-13.0%
Debt Service Fees	-	1,400	1,400	1,400	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>1,700,704</u>	<u>1,724,400</u>	<u>1,741,753</u>	<u>1,775,700</u>	<u>3.0%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>3,772</u>	<u>(1,386)</u>	<u>(18,739)</u>	<u>-</u>	<u>-100.0%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>\$ 3,772</u>	<u>\$ (1,386)</u>	<u>\$ (18,739)</u>	<u>\$ -</u>	<u>-100.0%</u>
Fund Balance, Beginning	14,967	14,197	18,739	-	-100.0%
Fund Balance, Ending	<u>\$ 18,739</u>	<u>\$ 12,811</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-100.0%</u>





# Montgomery County

## Advance Land Acquisition Funds

### MONTGOMERY COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND

#### Summary of Revenues, Expenditures, and Changes in Net Position

#### PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	23,063	14,450	14,450	20,000	38.4%
Miscellaneous (Contributions)	1,404,544	1,441,540	1,458,893	1,609,540	11.7%
<b>Total Revenues</b>	<b>1,427,607</b>	<b>1,455,990</b>	<b>1,473,343</b>	<b>1,629,540</b>	<b>11.9%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	1,264,014	9,760,386	3,760,000	9,913,355	1.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,264,014</b>	<b>9,760,386</b>	<b>3,760,000</b>	<b>9,913,355</b>	<b>1.6%</b>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<b>163,593</b>	<b>(8,304,396)</b>	<b>(2,286,657)</b>	<b>(8,283,815)</b>	<b>-0.2%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>\$ 163,593</b>	<b>\$ (8,304,396)</b>	<b>\$ (2,286,657)</b>	<b>\$ (8,283,815)</b>	<b>-0.2%</b>
<b>Total Net Position - Beginning</b>	<b>10,406,879</b>	<b>8,304,396</b>	<b>10,570,472</b>	<b>8,283,815</b>	<b>-0.2%</b>
<b>Total Net Position - Ending</b>	<b>\$ 10,570,472</b>	<b>\$ -</b>	<b>\$ 8,283,815</b>	<b>\$ -</b>	<b>-</b>



# Montgomery County Park Debt Service Fund

## EXECUTIVE OVERVIEW

The Park Debt Service Fund is used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs. Resources consist of the annual transfer from the Park Fund.

## HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The FY16 proposed budget includes debt service on an expected \$8 million issue in the spring of 2015.

## SUMMARY OF FY16 PROPOSED BUDGET

### MONTGOMERY COUNTY DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Revenues:</b>					
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>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	3,881,641	5,142,738	5,142,738	5,059,085	-2%
Debt Service Principal	2,545,000	3,165,000	3,165,000	2,745,000	-13%
Debt Service Interest	1,092,097	1,852,738	1,852,738	2,189,085	18%
Debt Service Fees	244,544	125,000	125,000	125,000	0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>3,881,641</u>	<u>5,142,738</u>	<u>5,142,738</u>	<u>5,059,085</u>	<u>-2%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(3,881,641)</u>	<u>(5,142,738)</u>	<u>(5,142,738)</u>	<u>(5,059,085)</u>	<u>-2%</u>
<b>Other Financing Sources (Uses):</b>					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	3,881,641	5,142,738	5,142,738	5,059,085	-2%
Total Transfers In	<u>3,881,641</u>	<u>5,142,738</u>	<u>5,142,738</u>	<u>5,059,085</u>	<u>-2%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>3,881,641</u>	<u>5,142,738</u>	<u>5,142,738</u>	<u>5,059,085</u>	<u>-2%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



# Montgomery County Debt Service Requirements for FY16

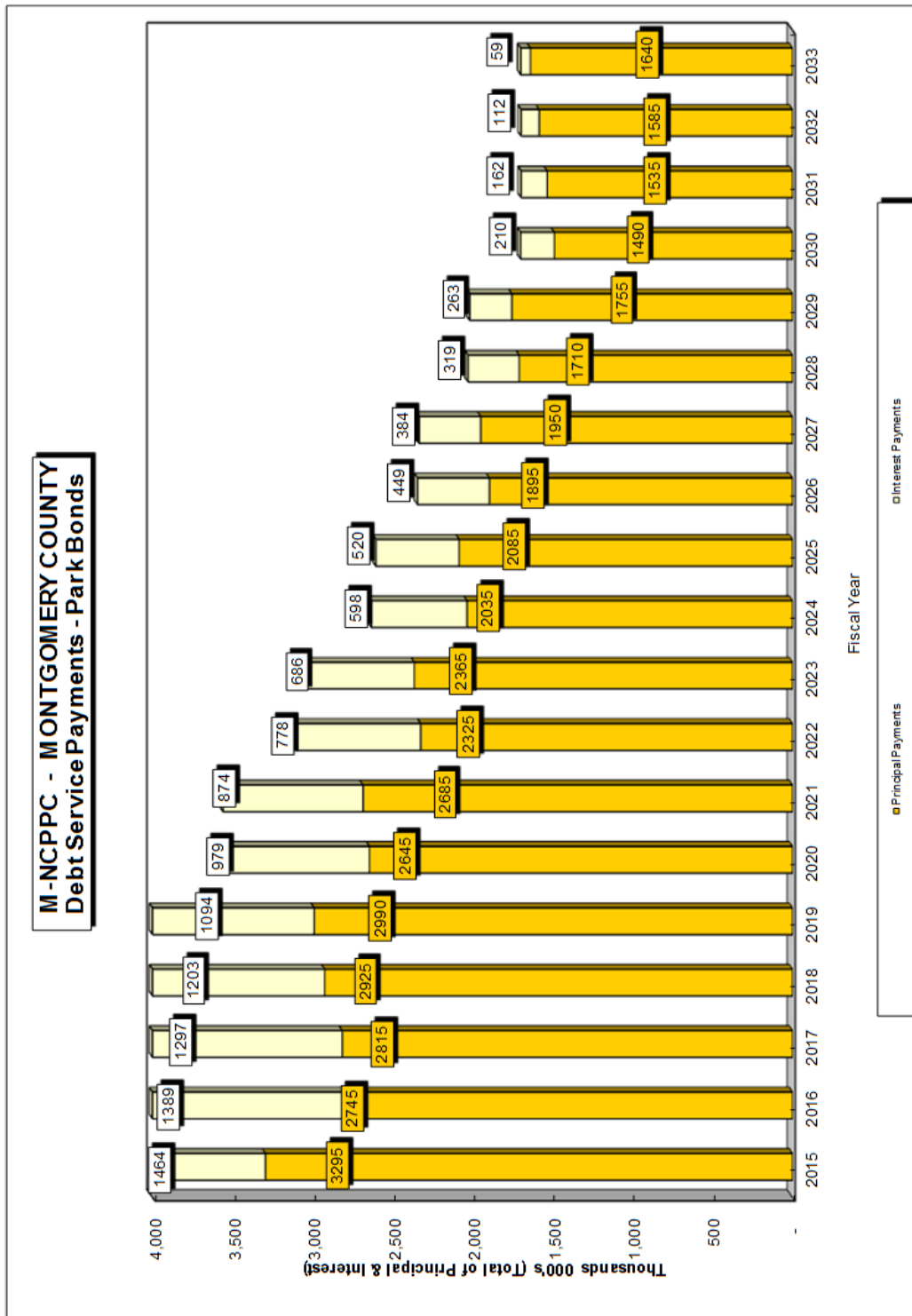
## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MONTGOMERY COUNTY  
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2016

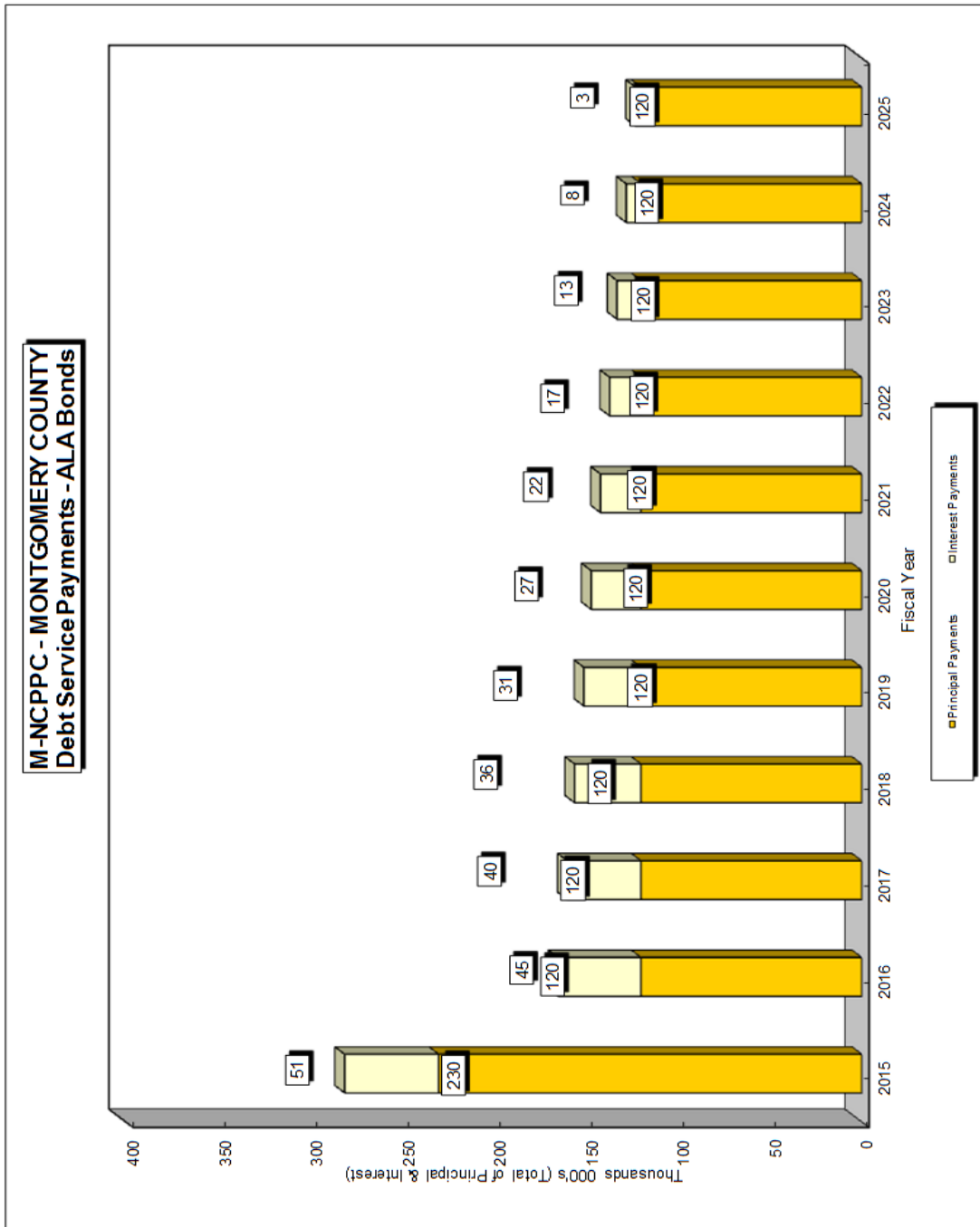
Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/15	FY 2016 Payments			
						Principal	Interest	Total	
FF-2 Park Acquisition and Development	3.8457%	11/15/04	12/01/24	4,000,000	720,000	240,000	24,180	264,180	480,000
IL-2 Park Acquisition and Development	3.9651%	03/15/07	04/01/27	4,700,000	3,220,000	185,000	126,663	311,663	3,035,000
LL-2 Park and Acquisition and Development	2.3300%	05/21/09	11/01/20	8,405,000	4,440,000	885,000	133,525	1,018,525	3,555,000
MM-2 Park Acquisition and Development	3.4300%	05/21/09	11/01/28	5,250,000	3,990,000	210,000	136,789	346,789	3,780,000
*MC 2012-A Park Acquisition and Development Refunding Bond	2.8695%	03/21/12	12/30/32	12,505,000	11,505,000	605,000	408,481	1,013,481	10,900,000
MC 2012-B Park Acquisition and Development	3.5622%	03/21/12	06/30/33	3,000,000	2,755,000	125,000	103,697	228,697	2,650,000
MC 2014-B Park Acquisition and Development	2.8633%	06/17/14	12/01/23	14,000,000	14,000,000	495,000	455,750	950,750	13,505,000
Proposed Park Bond				8,000,000	8,000,000	-	800,000	800,000	8,000,000
				<u>59,860,000</u>	<u>48,630,000</u>	<u>2,745,000</u>	<u>2,189,085</u>	<u>4,934,085</u>	<u>45,885,000</u>
Paying Agents Fees								125,000	-
Totals								<u>5,059,085</u>	<u>45,885,000</u>
Total Park Fund Debt Service									
<b>Advance Land Acquisition</b>									
FF-2 A.L.A. Gen. Obligation Refunding	3.8457%	11/15/04	12/01/24	2,000,000	1,220,000	120,000	44,760	164,760	1,100,000
				<u>2,000,000</u>	<u>1,220,000</u>	<u>120,000</u>	<u>44,760</u>	<u>164,760</u>	<u>1,100,000</u>
Paying Agents Fees								1,400	-
Total Advance Land Debt Service								<u>166,160</u>	<u>1,100,000</u>



# Montgomery County Debt Service Payments - Park Bonds



# Montgomery County Debt Service Payments - ALA Bonds



# Montgomery County Risk Management Internal Service Fund

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## EXECUTIVE OVERVIEW

The Commission's Risk Management Self Insurance Fund was established on July 1, 1978. Through centralized management, the Risk Management program uses safety and loss control practices and self-insurance administration to reduce liability and mitigate losses to the Commission. The program's overall goals include: reducing the risk of personal injury to employees; protecting and securing Commission assets; avoiding or minimizing injury to users of Commission services and facilities; and managing costs and risk efficiently. The Department of Human Resources and Management (DHRM) is responsible for the program. The Fund is administered jointly with the Finance Department.

The program goals are met through risk assessments; implementation of loss control programs; management of commercial insurance and self-insured coverages; subrogation of liability; establishment of vendor insurance requirements to protect the agency against losses; supervisory/employee training and compliance reviews for adherence with workplace safety regulations issued by Maryland Occupational Safety and Health (MOSH), federal Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and the Department of Transportation (DOT); accident and damage investigations; facility inspections; administration of safety programs such as the drug and alcohol education and testing program, drivers' license monitoring program and defensive driving program; risk assessments of new and existing agency programs; emergency response program; and case management of workplace injuries and liability claims.

For specialized services related to third party reviews of workers' compensation/liability claims and participation in group insurance, the Commission participates in a self-insurance program administered by the Montgomery County Government (MCSIP). This program is open to the Commission as a bi-county organization. Participation in MCSIP offers cost effective, independent claims adjudication services, and group discounts on commercial insurance policies for areas of general liability, real and personal property, police professional liability, automobile liability, and public official liability. Participation in MCSIP is reflected in the budget through external administration fees. Separate from MCSIP, the Commission also purchases insurance for various surety bonds, police horses, catastrophic losses, and blanket coverage for other specialized programs. The Commission handles its own litigation and representation on liability and workers' compensation claims to enable better control of the outcome from these efforts. The Legal Department charges the Fund for these legal services.

### Staffing

For FY15, the Risk Management and Workplace Safety Office is staffed by three safety specialists, a workers' compensation specialist, a liability specialist, and a risk manager. A small amount of the Division Chief's time is directly charged to the Fund and some fiscal oversight by the Executive Director and Corporate Budget team is charged back to the Risk Management program. This fund presently includes 6.0 positions and 6.3 workyears.

For FY16, we are proposing the transfer of 0.5 position and 0.5 workyears through the sharing of an existing administrative position that is presently funded entirely by the Department of Human Resources and Management in the Administration Fund. This change is addressed further under the new initiative section.



# Montgomery County

## Risk Management Internal Service Fund

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### **FY15 PROGRAM ACCOMPLISHMENTS**

Some of the areas that will be addressed during the fiscal year include:

- Developing and implementing OSHA certification training for all maintenance/construction supervisors to enhance understanding and application of federal safety standards.
- Completing updated blood-borne pathogen training for all first responders that includes new Center for Disease Control components on communicable diseases.
- Implementing bi-county working group with county health departments and emergency management services representatives to encourage protocol exchange and more consistent guidance on biohazards.
- Updating the safety regulations manual to incorporate new federal/state regulatory standards and enhanced protocols on construction/maintenance operations (e.g. welding, forklift, equipment operation).
- Designing and conducting mandatory safety and liability awareness training for more than 1200 participants.
- Implementing online safety training for supervisors in a number of areas including: job safety analysis and hazard communications.

### **HIGHLIGHTS AND MAJOR CHANGES IN THE FY16 PROPOSED BUDGET**

Each year, the Risk Management budget is developed to establish necessary funding levels for projected future claims, insurance costs, personnel costs, and external administration fees. Claims expenses include paid claims, incurred but not reported claims estimates, and claim reserves. While the Commission subrogates its claims to offset losses and applies for reimbursements from the Federal Emergency Management Administration (FEMA), these recoveries are not budgeted as a revenue source to this Fund, but are returned directly to the affected departments after being received.

Total proposed FY16 agency-wide expenses are \$8,363,409. After the application of unrestricted fund balance and interest income the total funding needs are adjusted to \$6,959,800. The application of fund balance and interest income is detailed for each county (see funding by County).

The FY16 expenses of \$8,363,409 reflect a 16% decrease (or \$1,646,051) from the FY15 adopted budget levels of \$10,009,460. These expenses are comprised of three components (workers' compensation and liability claims, internal administrative expenses and external administrative fees). The largest component (66%) is related to costs for workers' compensation and liability claims. By nature, this expense can vary significantly year to year based on number, severity, and complexity of claims filed. As the Commission participates in the Montgomery County Government Self Insurance Program (MCSIP) for claim management services, we employ actuarial consultant AON to review historical losses and determine our projected costs. The FY16 reductions are primarily attributed to enhanced claims management and an adjusted actuarial approach that utilizes a longer historical average of claims data to project future costs. This approach, which is commonly referred to as smoothing, is used to minimize volatility in projected claims costs.

### **FY16 PROGRAM PRIORITIES**

- Develop comprehensive database of safety training programs to enhance tracking of necessary instruction, covered positions, and participants who have completed required training.
- Continue analyzing evolving regulatory standards and ensuring timely update of risk and safety policies for continued compliance with external regulatory, accreditation and accountability standards.



# Montgomery County Risk Management Internal Service Fund

- Design and implement supervisory training on accident investigations related to maintenance/trades/construction activities.
- Continue comprehensive examination of workers' compensation and liability claims for accident reduction and enhanced return to work strategies.
- New Initiative: For FY16, we are proposing the transfer of 0.5 position and 0.5 workyears through the sharing of an existing administrative position that is presently funded entirely by the Department of Human Resources and Management in the Administration Fund. Due to realignment of the Corporate Budget Office, the administrative position has capacity to support the needs of Risk Management/Workplace Safety. The cost of this transferred resource is \$53,000. The transfer will enable Risk and Safety Specialists more capacity to address critical technical evaluations for the agency.

	<b>FY15 Adopted</b>	<b>FY16 Proposed</b>	<b>% Change</b>	<b>% Allocated*</b>
<i>Montgomery County</i>				
<b>Budget</b>				
Expenditures	\$3,779,721	\$3,335,045	-11.8%	39.9%
<i>Prince George's County</i>				
<b>Budget</b>				
Expenditures	\$6,229,739	\$5,028,364	-19.3%	60.1%
<i>Combined Departmental Total</i>				
<b>Budget</b>				
Expenditures	\$10,009,460	\$8,363,409	-16.4%	100.0%

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

The FY16 proposed expense for Montgomery County funded operations is \$3,335,045 which reflects an 11.8% decrease in costs from FY15 level of \$3,779,721. After the application of \$534,845 in available fund balance and \$30,000 of interest income, the proposed funding (operating revenue) is adjusted down to \$2,770,200. The FY16 funding level represents a 21% decrease from the FY15 adopted budget due to savings in projected claims expenses and an increase in available fund balance to offset costs.

97% (or \$2,681,100), of the funding is attributed to the Park Fund. The Enterprise Fund comprises 1% (\$38,000); 2% is attributed to the Planning Department (\$46,400); and 0.1% is attributed CAS Operations (\$4,700).





# Montgomery County Risk Management Internal Service Fund

## SUMMARY OF FY16 PROPOSED BUDGET

### MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY15 Adopted	FY15 Estimate	FY16 Proposed	% Change
<b>Operating Revenues:</b>					
Charges for Services:	\$	\$	\$	\$	
Parks	2,396,300	3,344,000	3,344,000	2,681,100	-19.8%
Planning	49,300	38,600	38,600	46,400	20.2%
CAS	5,000	4,700	4,700	4,700	0.0%
Enterprise	103,500	113,900	113,900	38,000	-66.6%
Miscellaneous (Claim Recoveries, etc.)	257,189	-	-	-	-
<b>Total Operating Revenues</b>	<b>2,811,289</b>	<b>3,501,200</b>	<b>3,501,200</b>	<b>2,770,200</b>	<b>-20.9%</b>
<b>Operating Expenses:</b>					
Personnel Services	338,813	416,986	416,986	455,097	9.1%
Supplies and Materials	14,481	20,578	20,578	22,500	9.3%
<b>Other Services and Charges:</b>					
Insurance Claims:					
Parks	27,261	2,468,546	2,468,546	1,966,796	-20.3%
Planning	14,345	108,889	108,889	41,173	-62.2%
CAS	21,378	6,323	6,323	4,904	-22.4%
Enterprise	(16,102)	(21,487)	(21,487)	30,445	-241.7%
Misc., Professional services, etc.	198,738	530,217	530,217	557,851	5.2%
Depreciation & Amortization Expense	7,148	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	17,378	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	203,199	249,669	249,669	256,279	2.6%
<b>Total Operating Expenses</b>	<b>826,638</b>	<b>3,779,721</b>	<b>3,779,721</b>	<b>3,335,045</b>	<b>-11.8%</b>
<b>Operating Income (Loss)</b>	<b>1,984,651</b>	<b>(278,521)</b>	<b>(278,521)</b>	<b>(564,845)</b>	<b>102.8%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	27,862	17,800	17,800	30,000	68.5%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>27,862</b>	<b>17,800</b>	<b>17,800</b>	<b>30,000</b>	<b>68.5%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>2,012,513</b>	<b>(260,721)</b>	<b>(260,721)</b>	<b>(534,845)</b>	<b>105.1%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	795,777	-	-	-	-
Transfer (Out)	(795,777)	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>2,012,513</b>	<b>(260,721)</b>	<b>(260,721)</b>	<b>(534,845)</b>	<b>105.1%</b>
<b>Total Net Position - Beginning</b>	<b>3,530,050</b>	<b>3,111,508</b>	<b>5,542,563</b>	<b>5,281,842</b>	<b>69.8%</b>
<b>Total Net Position - Ending</b>	<b>\$ 5,542,563</b>	<b>\$ 2,850,787</b>	<b>\$ 5,281,842</b>	<b>\$ 4,746,997</b>	<b>66.5%</b>
<b>Designated Position</b>	<b>2,618,271</b>	<b>2,721,399</b>	<b>2,721,399</b>	<b>3,172,164</b>	<b>16.6%</b>
<b>Unrestricted Position</b>	<b>2,924,292</b>	<b>129,388</b>	<b>2,560,443</b>	<b>1,574,832</b>	<b>1117.1%</b>
<b>Total Net Position, June 30</b>	<b>\$ 5,542,563</b>	<b>\$ 2,850,787</b>	<b>\$ 5,281,842</b>	<b>\$ 4,746,997</b>	<b>66.5%</b>

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

Parks	\$ 379,013	\$ 435,865	\$ 435,865	\$ 446,127	2.4%
Planning	8,691	9,995	9,995	11,414	14.2%
CAS	1,076	1,237	1,237	1,284	3.8%
Enterprise	9,887	11,370	11,370	16,740	47.2%
<b>Total</b>	<b>\$ 398,667</b>	<b>\$ 458,467</b>	<b>\$ 458,467</b>	<b>\$ 475,565</b>	<b>3.7%</b>

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

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### EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

The budget for the Chief Information Officer's Office (OCIO) is included in the Capital Equipment Internal Service Fund 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 FY16 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 FY16, the Commission proposes the purchase and financing of \$2,570,000 in capital outlay expenses in the CEISF. In FY16, the CEISF will charge \$2,411,783 to Montgomery County departments and CAS for equipment, consisting primarily wiring infrastructure upgrades and VOIP Unified Messaging Phone System upgrade. Total expenditures are estimated at \$1,562,882. 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 FY16 is \$241,633 primarily due to the request for 1.5 positions at Grade I to assist the OCIO. \$5,153 is proposed 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.



# Montgomery County

## Capital Equipment Internal Service Fund

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### FY16 Budget Priorities and Strategies

Planned efforts during FY16 will address:

- Upgrade to Infor version 10
- ERP Cloud Hosting
- Development of an Enterprise PMO
- 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
  - Trend watch
  - Change agent
  - Trusted advisors
  - Performance management
  - Other duties as assigned



# Montgomery County Capital Equipment Internal Service Fund

## SUMMARY OF FY16 PROPOSED BUDGET

### MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Operating Revenues:</b>					
Charges for Services (to Other Funds)	\$ 1,352,450	\$ 1,962,130	\$ 1,859,284	\$ 2,411,783	22.9%
Miscellaneous (Sale of Equipment, etc.)	117,774	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,470,224</b>	<b>1,962,130</b>	<b>1,859,284</b>	<b>2,411,783</b>	<b>22.9%</b>
<b>Operating Expenses:</b>					
Personnel Services	75,082	131,917	131,917	213,521	61.9%
Supplies and Materials	9,617	3,504	3,504	5,153	47.1%
Other Services and Charges:	121,204	259,132	259,132	244,409	-5.7%
<b>Debt Service:</b>					
Debt Service Principal	-	761,100	419,200	849,000	11.5%
Debt Service Interest	-	173,100	120,000	219,300	26.7%
Depreciation & Amortization Expense	1,533,343	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	47,527	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	28,000	29,000	29,000	31,500	8.6%
<b>Total Operating Expenses</b>	<b>1,814,772</b>	<b>1,357,753</b>	<b>962,753</b>	<b>1,562,883</b>	<b>15.1%</b>
<b>Operating Income (Loss)</b>	<b>(344,548)</b>	<b>604,377</b>	<b>896,531</b>	<b>848,900</b>	<b>40.5%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	3,164	6,000	3,000	3,000	-50.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>3,164</b>	<b>6,000</b>	<b>3,000</b>	<b>3,000</b>	<b>-50.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>(341,385)</b>	<b>610,377</b>	<b>899,531</b>	<b>851,900</b>	<b>39.6%</b>
<b>Operating Transfers In (Out):</b>					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>(341,385)</b>	<b>610,377</b>	<b>899,531</b>	<b>851,900</b>	<b>39.6%</b>
<b>Total Net Position - Beginning</b>	<b>11,261,902</b>	<b>11,722,888</b>	<b>10,920,517</b>	<b>11,820,048</b>	<b>0.8%</b>
<b>Total Net Position - Ending</b>	<b>\$ 10,920,517</b>	<b>\$ 12,333,265</b>	<b>\$ 11,820,048</b>	<b>\$ 12,671,948</b>	<b>2.7%</b>

**Note: Future Financing Plans**

Capital equipment financed for Parks and Planning	\$ 1,970,000	\$ 1,970,000	\$ 2,470,000
Capital equipment financed for IT Initiatives	-	-	-
Capital equipment financed for Finance Dept.	100,000	100,000	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 Executive Office Building Internal Service Fund

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### EXECUTIVE OVERVIEW

Since the acquisition of Executive Office Building (EOB) in the early 1990s, the EOB proposed budget has been included only in the Commission's Prince George's Proposed Budget Document due to the physical location of the building. The Bi-County portion of the costs of funding EOB operations has been included in the CAS Support Services budget in the form of rent equal to the CAS share of tenant occupancy costs. In reviewing our budget proposals, it was decided that incorporating the Executive Office Building Internal Services Fund as a Commission-wide Fund provides more comprehensive information regarding the infrastructure and state of the EOB.

The Executive Office Building Internal Service Fund accounts for expenses related to the daily operations and maintenance of the EOB at 6611 Kenilworth Avenue in Riverdale, Maryland. The building, which was built 1968, serves as the headquarters for the Central Administrative Services (CAS) departments of Finance, Legal, Human Resources and Management (DHRM); the Internal Audit Division; the CIO Office; and the Merit System Board. Additionally, it houses the Employees' Retirement System, and the Prince George's County Parks and Recreation Department Information Technology and Communications Division and the Park Planning and Development Engineering Section.

The EOB Budget supports two employees who are responsible for the daily maintenance, repair, and operation of the facility and surrounding property. Major maintenance projects include reconstruction/renovations due to routine use, maintenance of security systems, compliance with workplace safety standards and the Americans with Disability Act, emergency preparedness, planned lifecycle asset replacement, and fleet vehicle oversight.

#### Staffing

This fund includes 2.0 positions and 2.0 workyears. No changes in positions or workyears are proposed.

### FY15 ACCOMPLISHMENTS

- Updated elevator system to address frequent malfunctions and comply with State/local regulations.
- Addressed critical inadequate/non-existent heating/cooling in enclosed areas.
- Addressed space shortages by subdividing existing office areas to accommodate staff in the Human Resources Office.
- Repaired damage to walls/floors from weather damage and excessive wear (broken tile/ badly worn/torn carpet/peeling tile)
- Began implementing structural and operational repairs identified through facility condition assessment.
- Continue to replace window HVAC units that have far exceeded their life cycle, require frequent repairs, and rely on cooling agent that is being phased out by new EPA standards.

### HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

For FY16, the EOB budget request is \$1,194,440, which represents a slight increase of 0.2% (or \$2,749) as compared to the FY15 budget. Although the building's aging infrastructure requires increasingly more attention, we are able to maintain a flat budget through cost-containment measures resulting from competitive bidding of specialized maintenance service and decreased reliance on external service contracts.

Revenue to the fund is provided annually through operational occupancy charges to the tenant departments/operations based on allocated space. Occupancy rates are based on anticipated



# Montgomery County

## Commission-wide Executive Office Building Internal Service Fund

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operating expenses to enable a clean, safe, and secure worksite for occupants and visitors. The cost per square foot includes janitorial services, security and electronic access system, grounds maintenance, and daily facility maintenance services. The FY16 budget includes an increase of \$2.32/sq. foot to fully cover operating costs without use of a fund balance subsidy.

- **Revenue to the Fund:**

- \$1,194,440 is projected from occupancy revenue. This revenue is based on the per square footage cost to operate the building. In FY15, the Commission approved the use of \$120,000 in fund balance, with the understanding that the use of fund balance would be phased out for FY16. Increasing the rate from \$20.65 to \$22.97 per square foot covers budgeted expenses and eliminates the use of fund balance.

- **Expenditures in the Fund:**

- Personnel Services: The EOB is maintained by two staff. Overall personnel costs are projected to have a small increase of 1.2% (\$3,035) due to adjustment in Other Post-Employment Benefits (OPEB) and reduced allowance for emergency work.
- Supplies and Materials: This category covers small supplies, technology equipment/software and security systems. Expenses in this category are projected to increase by 6.5% (or \$1,289) based on a 2% CPI and industry adjustment for building supplies (e.g. HVAC refrigerant/parts).
- Other Services and Charges: This component includes expenses for construction, repairs, maintenance of major mechanical and operating services (elevator, HVAC, electrical, roofing), funding for capital improvements, and chargebacks. Expenses in this category increased 10.4% (or \$55,733) to accommodate 2% CPI adjustment for services and materials and additional maintenance needed on electrical/HVAC systems. Increases were partially offset by savings in utility costs through life cycle replacement of older equipment with higher efficiency systems.
- Capital Outlay: This category includes capital expenses for structural improvements, machinery, and equipment (boilers, elevators, generators, etc.). This category has a 14.7% decrease (or -\$57,308) due to planned completion of elevator replacements.

### **FY16 Priorities and Major Known Commitments**

The base budget covers utilities, regular maintenance/repairs, and system upgrades needed to address concerns that were identified in comprehensive facility condition/energy use assessment. The building will continue to be managed for optimal operation, maintenance, repairs and cost efficiency. Some of the more significant projects are listed below, and respond to failing systems, structural improvements, and regulatory compliance with workplace safety standards and the ADA.

- Feasibility Study of Executive Office Building (\$25,000)  
Due to the aging infrastructure, increasing repairs, and inadequate space issues, the Planning Boards supported a feasibility analysis of the EOB building. Structural and compliance reviews were conducted to ensure building integrity, occupant safety, energy efficiency, and compliance with fire/ADA and building codes. Corrective actions are underway, and are being phased in to reduce budget impact.



## Montgomery County Commission-wide Executive Office Building Internal Service Fund

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The second phase of this study will address more efficient and effective use of building space to improve service delivery, address inadequate workspace needs, and address concerns such as security.

- Asbestos/Lead Study (\$15,000)  
Due to the age of the building, a comprehensive analysis must be conducted and maintained to identify these elements within the building.
  
- Address Heating/Ventilation and Cooling Issues (\$90,000 of which \$75,000 is budgeted in Capital Outlay)  
A facility assessment of EOB identified significant uneven and inadequate heating/cooling/ventilation throughout central areas of the building. The present building structure was designed for work spaces to be located along perimeter walls. As we attempt to utilize core spaces to rectify inadequate work area needs, problems with stagnant airflow, moisture levels, inefficient use of energy, and, adequate heat have been identified. Instead of addressing concerns through a piecemeal approach, HVAC expertise is needed to identify appropriate HVAC modifications including proper duct work alignment. This will ensure maximum efficiency and mitigate occupant/visitor complaints regarding ventilation and moisture (15K in Professional Services and 40K in Capital Outlay for HVAC system modifications).

Other essential, planned, HVAC work is the continued phased-in replacement of aging perimeter window HVAC units. These units have exceeded their life cycle and require an increasing number of repairs. Furthermore, the units rely on Freon 22 as the cooling agent. The EPA has established a mandate to phase out the use of this type of Freon. All manufacturers of air conditioning and heating equipment are now required by law to only produce HVAC equipment that uses the new, environmentally friendly, R-410A Freon. In 2020, Freon R-22 will become completely obsolete and extinct. The phased-in replacement uses energy efficient units that will result in lower energy consumption, reduce staff time for repairs, and comply with new EPA regulations. The units will also allow us to meet the mandates of the Commission's Sustainability Policy. (35K in Capital Outlay for replacement of the perimeter HVAC system).

- Required Building Improvements Other than HVAC (\$257,000 Capital Outlay)  
Planned projects address building code and regulatory compliance areas, as well as mechanical upgrades of operating systems that have surpassed their life cycle and require an increasing number of repairs. Work is needed to prevent further deterioration of the facility and ensure dependable operations, regardless of the outcome of the building feasibility study.

Projects include ADA modifications, electrical, plumbing, and fire/EMS system upgrades, repointing masonry for structural integrity, and phased in replacement of deteriorating/damaged windows.



# Montgomery County

## Commission-wide Executive Office Building Internal Service Fund

### COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Operating Revenues:</b>					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	187,523	190,992	190,992	212,449	11.2%
Retirement System	84,743	86,317	86,317	96,015	11.2%
CAS Departments	782,065	796,491	796,491	885,976	11.2%
Miscellaneous (Claim Recoveries, etc.)	242	-	-	-	-
Total Operating Revenues	1,054,573	1,073,800	1,073,800	1,194,440	11.2%
<b>Operating Expenses:</b>					
Personnel Services	192,839	244,316	244,316	247,351	1.2%
Supplies and Materials	17,704	19,800	19,800	21,089	6.5%
Other Services and Charges:	472,969	538,267	538,267	594,000	10.4%
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	133,136	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	389,308	389,308	332,000	-14.7%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	-	-	-	-	-
Total Operating Expenses	816,648	1,191,691	1,191,691	1,194,440	0.2%
Operating Income (Loss)	237,925	(117,891)	(117,891)	-	-100.0%
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	6,567	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	6,567	-	-	-	-
Income (Loss) Before Operating Transfers	244,493	(117,891)	(117,891)	-	-100.0%
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	244,493	(117,891)	(117,891)	-	-100.0%
Total Net Position - Beginning	2,965,479	2,748,240	3,209,972	3,092,081	12.5%
Total Net Position - Ending	\$ 3,209,972	\$ 2,630,349	\$ 3,092,081	\$ 3,092,081	17.6%

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.

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>EXECUTIVE OFFICE BUILDING</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00





# Montgomery County

## Commission-wide Group Insurance Internal Service Fund

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### EXECUTIVE OVERVIEW

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include employer, employee and retiree share of insurance premiums. Medicare Part D provides a subsidy. The Flexible Spending program is also a part of this fund.

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, 81%. Revenue from employee and retiree share of the premiums makes up 18% of revenue, with the Medicare subsidy and interest income making up the balance. The fund is treated as a Commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Paygo costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by 5 full-time positions plus a term contract position.

### **Highlights and Major Changes in FY16 Proposed Budget**

The Proposed FY16 expenditure budget is \$57.33 million, which is an 11.1 % increase over the FY15 Adopted Budget. The dollar increase over FY15 Adopted Budget is \$5.72 million.

The FY16 Proposed Budget reflects the effect of previously negotiated changes in employee health insurance cost share and the increase in retiree health insurance cost share. Effective January 1, 2014, non-represented employees and MCGEO represented employees began paying a 20% cost share for certain health insurance plans. These cost shares apply to all health insurance plans except for the lowest cost plan and the prescription plan. For FOP represented employees and retirees, the cost share increased to 20% effective January 1, 2013. The increased employee cost share is reflected in the employee share of revenue. The administrative expenses are factored into the health insurance rates, and are paid through the premiums paid by the employer and employee.

The FY16 Proposed Budget contains a designated reserve of \$4.30 million, which is sufficient to meet the 7.5% of total operating expense reserve policy. A summary of the Proposed Budget is shown on the next page.

### **Requested Essential Need**

In FY16, the Group Insurance Fund is proposing \$100,000 to be put toward wellness initiatives for staff. Wellness initiatives focus on healthy lifestyle choices and prevention of disease and injury. Our goal is to create a wellness culture through activities, events and online components that encourage employees to track their participation and success. These preventive measures will aid in combating rising health care costs by attacking the root of the problem, with the intention of curtailing the need for increased medical care and, thus, increased medical costs, which are often reflected in health care premiums employers and employees pay.

In FY16, \$15,000 is being added to the Group Insurance budget to cover the cost of printing and copying charges. These expenditures in the past have been charged to the Department of Human Resources and Management and in FY16, Group Insurance will begin paying its share of these costs.



# Montgomery County Commission-wide Group Insurance Internal Service Fund

## SUMMARY OF FY16 PROPOSED BUDGET

### COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	449,577	450,000	450,000	700,000	55.6%
EGWP Subsidy	-	-	-	1,805,000	
<b>Charges for Services:</b>					
ISF Revenue, Other	-	22,360	22,360	18,600	-16.8%
ISF Revenue, Employee Share	8,564,011	9,396,329	9,396,329	9,884,689	5.2%
ISF Revenue, Employer Share	34,460,787	41,649,904	41,649,904	44,722,998	7.4%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>43,474,375</b>	<b>51,518,593</b>	<b>51,518,593</b>	<b>57,131,287</b>	<b>10.9%</b>
<b>Operating Expenses:</b>					
Personnel Services	565,216	701,346	701,346	726,962	3.7%
Supplies and Materials	1,583	20,000	20,000	35,000	75.0%
<b>Other Services and Charges:</b>					
Professional Services	252,316	395,000	395,000	395,000	0.0%
Insurance Claims and Fees	31,740,851	42,413,811	42,413,811	48,031,482	13.2%
Insurance Premiums	7,111,649	7,814,040	7,814,040	7,866,031	0.7%
Change in IBNR	77,968	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	231,481	267,600	267,600	283,800	6.1%
<b>Total Operating Expenses</b>	<b>39,981,064</b>	<b>51,611,797</b>	<b>51,611,797</b>	<b>57,338,275</b>	<b>11.1%</b>
<b>Operating Income (Loss)</b>	<b>3,493,311</b>	<b>(93,204)</b>	<b>(93,204)</b>	<b>(206,988)</b>	<b>122.1%</b>
<b>Non-operating Revenue (Expenses):</b>					
Interest Income	25,512	15,000	15,000	15,000	0.0%
<b>Total Non-operating Revenue (Expenses)</b>	<b>25,512</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>3,518,823</b>	<b>(78,204)</b>	<b>(78,204)</b>	<b>(191,988)</b>	<b>145.5%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	(700,000)	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(700,000)</b>	<b>-</b>
<b>Change in Net Position</b>	<b>3,518,823</b>	<b>(78,204)</b>	<b>(78,204)</b>	<b>(891,988)</b>	<b>1040.6%</b>
<b>Total Net Position, Beginning</b>	<b>7,467,241</b>	<b>7,467,241</b>	<b>10,986,064</b>	<b>10,907,860</b>	<b>46.1%</b>
<b>Total Net Position, Ending</b>	<b>10,986,064</b>	<b>7,389,037</b>	<b>10,907,860</b>	<b>10,015,872</b>	<b>35.6%</b>
Designated Position	3,449,191	3,870,885	3,870,885	4,300,371	11.1%
Unrestricted Position	7,536,873	3,518,152	7,036,975	5,715,501	62.5%
<b>Total Net Position, June 30</b>	<b>\$ 10,986,064</b>	<b>\$ 7,389,037</b>	<b>\$ 10,907,860</b>	<b>\$ 10,015,872</b>	<b>35.6%</b>

Policy requires a reserve equal to 7.5% of Total Operating Expense



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# Appendices

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**APPENDICES**

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# Montgomery County

## Appendices - Glossary

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**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 15<sup>th</sup> every year and in Montgomery County by November 1<sup>st</sup> 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

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**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 16 the year ending June 30 of the number shown is intended. (June 30, 2016, 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

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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.





# Montgomery County

## Appendices - Glossary

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**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

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(SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

**Structural Deficit**- This occurs when current revenue from taxes, fees, investments, grants and other sources is less than current expenditures for compensation and benefits, supplies and materials, contractual and maintenance work, and vehicles, among other potential costs. If available, fund balance is often employed to cover the difference.

**Support Services**- Budget accounts for expenses that are not appropriately or feasibly allocated to the budgets of particular departments or their sub-units. Examples include mail and messenger services, telephone, maintenance, and rent, shared by more than one division within a department or by more than one department.

**Tax Rate**- The rate, expressed in cents per \$100.00 of assessed valuation (see Assessable Base), applied to real and commercial personal

property to determine taxes levied to fund Commission operations. Thus a tax rate of 3 cents applied to an assessable base of \$10 billion will yield  $.03 \times \$10,000,000,000/100 = \$3,000,000$ .

**Term Contract**- An employee who works at least 30 hours per week for a period of less than two years. Term contract employees do not occupy career positions and are not part of the career personnel complement. Term contract employees' work efforts are measured in workyears.

**User Fee**- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "service charge".

**Workyear**-A standardized unit for measurement of government personnel efforts and costs. Usually, a work year is equivalent to 2,080 work hours in a 12-month period.



# Montgomery County Appendices - Acronyms

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## 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

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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

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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 (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value
2005	930,286	88,294,369	40,585	0.05	102,184,337	5,390	0.01
2006	936,070	99,136,692	37,335	0.04	114,360,878	4,845	0.00
2007	941,491	112,335,704	38,740	0.03	129,659,726	4,290	0.00
2008	949,591	126,613,148	35,095	0.03	146,276,983	3,745	0.00
2009	957,760	140,254,264	36,813	0.03	162,053,662	3,210	0.00
2010	966,000	149,161,911	33,073	0.02	171,220,841	2,680	0.00
2011	979,551	149,284,865	28,951	0.02	171,646,984	2,145	0.00
2012	989,540	143,754,415	35,654	0.02	165,916,424	1,905	0.00
2013	999,247	140,577,467	32,462	0.02	161,877,310	1,665	0.00
2014	1,018,355	141,899,535	44,616	0.03	163,601,193	1,430	0.00
							Net Bonded Debt Per Capita
							5.79
							5.18
							4.56
							3.94
							3.35
							2.77
							2.19
							1.93
							1.67
							1.40

### PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds		
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value
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	890,081	73,123,809	47,086	0.06	78,518,921	-	0.00
2014	n.a.	70,551,044	67,280	0.10	75,744,055	-	0.00
							Net Bonded Debt Per Capita
							2.17
							1.80
							1.43
							1.07
							0.70
							0.33
							n.a.
							n.a.
							n.a.
							n.a.

Notes: (1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums

(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments. Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch except 2008 Montgomery County population estimated by the Montgomery County Office of Finance



# Montgomery County Appendices - Historical Data

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type  
Last Ten Fiscal Years

### MONTGOMERY COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Notes Payable	Total Primary Government (1)	Ratios		Advance Land Acquisition General Obligation Bonds (1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable			Percentage Of Personal Income	Outstanding Debt Per Capita (2)			Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
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	0.04	33.51
2014	44,616	-	-	-		44,616	0.06	43.81	1,430	46,046	0.06	45.22

### PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Notes Payable	Total Primary Government (1)	Ratios		Advance Land Acquisition General Obligation Bonds (1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable			Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)			Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
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	0.15	64.10	-	56,483	0.15	64.10
2013	47,086	-	-	-		47,086	na	52.90	-	47,086	na	52.90
2014	67,280	-	-	-		67,280	na	na	-	67,280	na	na

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Table 15 for personal income and population data. Data are not available for Prince George's County for FY 2013 and FY 2014.

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>2014</u>			<u>2005</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	28,500	1	6.31 %	38,800	1	8.58 %
Montgomery County Public Schools	25,429	2	5.63	20,987	2	4.64
U.S. Department of Defense	12,000	3	2.66	13,800	3	3.05
Montgomery County Government	10,815	4	2.39	8,272	4	1.83
U.S. Department of Commerce	5,500	5	1.22	6,200	5	1.37
Adventist Healthcare	4,900	6	1.08	6,000	6	1.33
Marriott International, Inc (Headquarters)	4,700	7	1.04	-	-	-
Lockheed Martin	4,000	8	0.89	3,900	10	0.86
Montgomery College	3,632	9	0.80	-	8	-
Holy Cross Hospital of Silver Spring	3,400	10	0.75	-	7	-
Giant Food Corporation	-	-	-	4,900	7	1.08
Verizon	-	-	-	4,700	8	1.04
Chevy Chase Bank	-	-	-	4,700	8	1.04
Total	<u>102,876</u>		<u>22.77 %</u>	<u>112,259</u>		<u>24.82 %</u>

#### PRINCE GEORGE'S COUNTY

<u>Employer</u>	<u>2013 (1)</u>			<u>2004 (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	8,394	1	1.91
Verizon	2,738	3	0.59	-	-	-
Dimensions Health Corporation	2,500	4	0.53	3,000	3	0.68
Marriott International	2,430	5	-	-	-	-
Shoppers Food Warehouse	1,975	6	0.42	3,700	2	0.84
Safeway Stores, Inc	1,605	7	0.34	2,400	5	0.54
Target	1,400	8	0.30	-	-	-
Doctor's Community Hospital	1,300	9	0.28	-	-	-
Medstar Health (Southern MD Hospital Center)	1,242	10	0.27	-	-	-
Honeywell Technology Solutions	-	-	-	900	9	0.20
Digex, Inc.	-	-	-	700	10	0.16
Computer Science Corp	-	-	-	1,200	8	0.27
Raytheon Systems Company	-	-	-	1,300	7	0.03
Bell Atlantic Corp/Verizon	-	-	-	2,700	4	0.42
Total	<u>22,410</u>		<u>4.27 %</u>	<u>26,594</u>		<u>5.53 %</u>

Note:

(1) In 2014, Information is not yet available. The number of employees in FY 2004 is provided for the nine 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)
2005	921,531	\$ 57,950,289	\$ 62,885	508,251	3.1 %	139,337
2006	926,492	62,251,585	67,191	518,142	2.8	139,387
2007	931,694	64,472,203	69,199	512,934	2.6	137,798
2008	942,748	67,379,333	71,471	519,330	3.2	137,745
2009	959,013	65,965,060	68,784	522,704	5.6	137,763
2010	976,006	67,991,412	69,663	525,908	5.8	140,500
2011	991,645	71,716,065	72,320	530,699	5.4	143,309
2012	1,004,709	73,551,167	73,206	535,371	5.2	146,497
2013	1,016,677	74,840,000	73,612	535,271	5.1	149,018
2014	1,018,355	78,420,000	77,007	529,482	4.3	151,289

#### 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)
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	38,481,250	43,672	469,150	6.8	123,833
2013	890,081	n. a.	n. a.	467,318	6.9	123,737
2014	n. a.	n. a.	n. a.	469,359	6.2	125,136

Notes:

- (1) Source: Data for 2005-2009 from the U.S. Bureau of the Census, data for 2010-2014 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2013-2014 is not currently available)
- (3) Source: Data for 2010 - 2014 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 2010-2013 are estimates derived by the Prince George's County Department of Finance and data for 2005-2009 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: FY02 THRU FY16**

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>PARK MAINTENANCE</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<u>FY02</u>	Real	0.0240	0.0580	0.0080	0.0010	0.0910
	Personal	0.0590	0.1450	0.0200	0.0020	0.2260
<u>FY03</u>	Real	0.0230	0.0550	0.0080	0.0010	0.0870
	Personal	0.0580	0.1380	0.0200	0.0030	0.2190
<u>FY04</u>	Real	0.0210	0.0510	0.0080	0.0010	0.0810
	Personal	0.0530	0.1280	0.0200	0.0030	0.2040
<u>FY05</u>	Real	0.0200	0.0510	0.0080	0.0010	0.0800
	Personal	0.0500	0.1280	0.0200	0.0030	0.2010
<u>FY06</u>	Real	0.0220	0.0530	0.0080	0.0010	0.0840
	Personal	0.0550	0.1330	0.0200	0.0030	0.2110
<u>FY07</u>	Real	0.0200	0.0490	0.0080	0.0010	0.0780
	Personal	0.0500	0.1230	0.0200	0.0030	0.1960
<u>FY08</u>	Real	0.0190	0.0500	0.0080	0.0010	0.0780
	Personal	0.0470	0.1250	0.0200	0.0030	0.1950
<u>FY09</u>	Real	0.0190	0.0500	0.0030	0.0010	0.0730
	Personal	0.0470	0.1120	0.0200	0.0030	0.1820
<u>FY10</u>	Real	0.0180	0.0420	0.0080	0.0010	0.0690
	Personal	0.0450	0.1050	0.0200	0.0030	0.1730
<u>FY11</u>	Real	0.0150	0.0370	0.0080	0.0010	0.0610
	Personal	0.0380	0.0920	0.0200	0.0030	0.1530
<u>FY12</u>	Real	0.0170	0.0400	0.0080	0.0010	0.0660
	Personal	0.0430	0.1000	0.0200	0.0030	0.1660
<u>FY13</u>	Real	0.0180	0.0460	0.0080	0.0010	0.0730
	Personal	0.0450	0.1150	0.0200	0.0030	0.1830
<u>FY14</u>	Real	0.0180	0.0450	0.0080	0.0010	0.0720
	Personal	0.0450	0.1130	0.0200	0.0030	0.1810
<u>FY15 ADOPTED</u>	Real	0.0170	0.0490	0.0080	0.0010	0.0750
	Personal	0.0430	0.1230	0.0200	0.0030	0.1890
<u>FY16 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



# Montgomery County Appendices – Historical Data

## MONTGOMERY COUNTY REVENUES BY FUND: FY02 THRU FY16

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>ADVANCE LAND</u>		<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>
		<u>PARK*</u>	<u>ACQUISITION</u>			
FY02	\$19,716,814	\$52,217,372	\$864,724	\$14,554,762	\$899,546	\$88,253,218
FY03	\$20,247,365	\$54,008,536	\$982,199	\$12,784,175	\$741,296	\$88,763,571
FY04	\$20,343,303	\$54,256,471	\$1,011,143	\$14,145,519	\$548,387	\$90,304,823
FY05	\$20,721,271	\$59,003,107	\$1,123,389	\$14,635,221	\$964,441	\$96,447,429
FY06	\$24,350,923	\$65,339,993	\$1,267,531	\$14,083,721	\$1,517,675	\$106,559,843
FY07	\$25,473,046	\$73,632,630	\$1,524,673	\$9,808,885	\$4,166,028	\$114,605,262
FY08	\$26,263,298	\$80,659,951	\$1,595,405	\$8,567,556	\$3,459,638	\$120,545,848
FY09	\$28,997,876	\$80,275,750	\$1,700,802	\$9,217,043	\$4,445,680	\$124,637,151
FY10	\$28,445,527	\$80,565,040	\$1,804,764	\$9,266,362	\$3,956,150	\$124,037,843
FY11	\$23,481,987	\$72,484,600	\$1,785,987	\$9,569,906	\$5,375,861	\$112,698,341
FY12	\$26,437,160	\$75,737,385	\$1,723,507	\$10,366,006	\$6,812,980	\$121,077,038
FY13	\$26,945,597	\$82,984,943	\$1,680,687	\$9,840,577	\$6,728,370	\$128,180,174
FY14	\$27,056,857	\$83,226,578	\$1,704,476	\$10,096,922	\$3,501,277	\$125,586,110
FY15 ADOPTED	\$26,307,469	\$91,477,251	\$1,723,014	\$9,727,505	\$3,564,800	\$132,800,039
FY16 PROPOSED	\$28,505,900	\$94,774,525	\$1,775,700	\$10,316,041	\$4,078,298	\$139,450,464

\* Park includes Property Management Fund



# Montgomery County Appendices – Historical Data

## MONTGOMERY COUNTY EXPENDITURES BY FUND: FY02 THRU FY16

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK *</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV.FUND</u>	<u>TOTAL</u>
FY02	\$19,368,511	\$51,109,244	\$856,419	\$14,584,634	\$1,141,314	\$87,060,122
FY03	\$19,959,619	\$52,642,878	\$981,083	\$14,529,192	\$739,837	\$88,852,609
FY04	\$20,157,351	\$55,456,679	\$1,011,143	\$14,530,307	\$623,724	\$91,779,204
FY05	\$21,803,691	\$59,872,711	\$1,145,154	\$14,733,658	\$835,198	\$98,390,412
FY06	\$24,170,157	\$65,096,916	\$1,272,155	\$15,153,342	\$1,151,012	\$106,843,582
FY07	\$24,190,637	\$70,054,359	\$1,522,688	\$9,653,051	\$3,412,819	\$108,833,554
FY08	\$26,983,794	\$77,198,235	\$1,593,030	\$9,428,990	\$3,939,515	\$119,143,564
FY09	\$28,014,385	\$83,429,359	\$1,678,914	\$9,383,977	\$3,971,293	\$126,477,928
FY10	\$27,911,142	\$82,419,460	\$1,824,924	\$9,296,669	\$4,342,711	\$125,794,906
FY11	\$25,077,878	\$72,987,813	\$1,787,718	\$9,076,362	\$4,881,491	\$113,811,262
FY12	\$24,987,214	\$74,057,368	\$1,724,076	\$9,706,336	\$4,285,899	\$114,760,893
FY13	\$24,787,963	\$81,579,090	\$1,677,529	\$9,251,742	\$4,897,488	\$122,193,812
FY14	\$25,750,754	\$85,190,538	\$1,700,704	\$9,508,592	\$4,529,732	\$126,680,320
FY15 ADOPTED**	\$30,825,785	\$94,509,059	\$1,724,400	\$9,424,917	\$5,744,249	\$142,228,410
FY16 PROPOSED**	\$31,760,697	\$99,950,449	\$1,775,700	\$9,431,262	\$5,656,827	\$148,574,935

\* Park includes Property Management Fund

\*\* Adopted and Proposed Budget figures include Reserves and Debt Service for Administration & Park Funds



# Montgomery County Appendices – Historical Data

## MONTGOMERY COUNTY WORKYEARS BY FUND: FY02 THRU FY16

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>
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	174.53	641.10	116.00	27.17	958.80
FY15 ADOPTED	179.60	665.00	110.30	24.85	979.75
FY16 PROPOSED	182.24	698.00	110.00	24.85	1,015.09

\* Park includes Property Management Fund



# Montgomery County

## Appendices – Pay Schedules

**The Maryland-National Capital Park and Planning Commission**  
**General Service Pay Schedule**  
**Effective September 14, 2014**  
**2.0% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<b>A</b>	\$24,971 \$12.0053	\$33,851 \$16.2745	\$42,731 \$20.5438
<b>B</b>	\$26,675 \$12.8245	\$36,159 \$17.3841	\$45,641 \$21.9429
<b>C</b>	\$27,888 \$13.4077	\$39,010 \$18.7548	\$50,131 \$24.1014
<b>D</b>	\$31,332 \$15.0635	\$42,473 \$20.4197	\$53,613 \$25.7755
<b>E</b>	\$34,666 \$16.6663	\$46,992 \$22.5923	\$59,319 \$28.5188
<b>F</b>	\$38,899 \$18.7014	\$52,731 \$25.3514	\$66,562 \$32.0010
<b>G</b>	\$44,054 \$21.1798	\$59,718 \$28.7107	\$75,381 \$36.2409
<b>H</b>	\$49,941 \$24.0100	\$67,698 \$32.5471	\$85,458 \$41.0856
<b>I</b>	\$56,559 \$27.1918	\$76,765 \$36.9063	\$96,970 \$46.6202
<b>J</b>	\$65,829 \$31.6486	\$90,278 \$43.4029	\$114,726 \$55.1567
<b>K</b>	\$78,833 \$37.9005	\$106,864 \$51.3769	\$134,896 \$64.8538
<b>L</b>	\$95,620 \$45.9712	\$129,622 \$62.3183	\$163,624 \$78.6654

**Approved by the Commission June 18, 2014**



# Montgomery County

## Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Service/Labor Bargaining Unit Pay Schedule**  
**Effective September 14, 2014**  
**2% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	\$24,909 \$11.9755	\$33,769 \$16.2351	\$42,628 \$20.4942	\$43,906 \$21.1087
L02	\$27,820 \$13.3750	\$38,914 \$18.7087	\$50,009 \$24.0427	\$51,509 \$24.7639
L03,L04	\$31,256 \$15.0269	\$42,371 \$20.3705	\$53,484 \$25.7135	\$55,089 \$26.4849
L05,L06	\$34,582 \$16.6260	\$46,879 \$22.5381	\$59,175 \$28.4495	\$60,950 \$29.3029
L07	\$38,804 \$18.6559	\$52,603 \$25.2899	\$66,402 \$31.9240	\$68,394 \$32.8817

**Approved by the Commission**  
**June 18, 2014**



# Montgomery County

## Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Office/Clerical Bargaining Unit Pay Schedule**  
**Effective September 14, 2014**  
**2% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	\$24,984 \$12.0115	\$33,868 \$16.2827	\$42,753 \$20.5543	\$44,036 \$21.1712
C02	\$26,688 \$12.8308	\$36,178 \$17.3933	\$45,667 \$21.9553	\$47,037 \$22.6139
C03	\$27,902 \$13.4144	\$39,029 \$18.7639	\$50,156 \$24.1135	\$51,662 \$24.8375
C04	\$31,347 \$15.0707	\$42,493 \$20.4293	\$53,639 \$25.7880	\$55,248 \$26.5615
C05	\$34,683 \$16.6745	\$47,016 \$22.6038	\$59,349 \$28.5332	\$61,129 \$29.3889
C06	\$38,919 \$18.7111	\$52,758 \$25.3644	\$66,598 \$32.0183	\$68,595 \$32.9784

**Approved by the Commission**  
**June 18, 2014**





# Montgomery County

## Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
 Trades Bargaining Unit Pay Schedule  
 Effective September 14, 2014  
 2% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	\$26,688 \$12.8308	\$36,178 \$17.3933	\$45,667 \$21.9553	\$47,037 \$22.6139
T02	\$31,347 \$15.0707	\$42,493 \$20.4293	\$53,639 \$25.7880	\$55,248 \$26.5615
T03	\$34,683 \$16.6745	\$47,016 \$22.6038	\$59,348 \$28.5327	\$61,129 \$29.3889
T04	\$38,919 \$18.7111	\$52,758 \$25.3644	\$66,598 \$32.0182	\$68,596 \$32.9788

Approved by the Commission  
 June 18, 2014



# Montgomery County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission  
FOP Park Police  
Effective July 6, 2014 (1.75% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02	\$49,907	\$51,659	\$53,467	\$55,337	\$57,272	\$59,279	\$61,352	\$63,499	\$65,721	\$68,026	\$70,407	\$72,866	\$75,416	\$78,058	\$80,789	\$83,520
	\$23,9938	\$24,8361	\$25,7053	\$26,6043	\$27,5346	\$28,4995	\$29,4962	\$30,5284	\$31,5966	\$32,7048	\$33,8495	\$35,0317	\$36,2577	\$37,5279		
P03	\$49,886	\$52,404	\$54,242	\$56,146	\$58,103	\$60,132	\$62,241	\$64,419	\$66,679	\$69,009	\$71,425	\$73,928	\$76,517	\$79,188	\$81,961	
P04	\$52,381	\$55,022	\$56,953	\$58,946	\$61,006	\$63,144	\$65,353	\$67,638	\$70,009	\$72,455	\$74,995	\$77,621	\$80,335	\$83,149	\$86,061	
P05	\$57,748	\$60,668	\$62,790	\$64,987	\$67,259	\$69,615	\$72,051	\$74,577	\$77,187	\$79,886	\$82,685	\$85,582	\$88,570	\$91,672	\$94,877	\$97,250
<b>Rank</b>	<b>ASI 1*</b>	<b>ASI 2**</b>														
P02	\$80,009	\$82,009														
P03	\$84,010	\$86,110														
P04	\$88,213	\$90,418														
P05	\$99,681	\$102,173														

\*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.

Contract Approved by Commission May 1, 2014  
Pay Schedule Approved by the Commission May 21, 2014



**Montgomery County  
Appendices – Pay Schedules**

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**Park Police Command Officers  
Effective July 6, 2014  
1.75% COLA**

<b>Title</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Lieutenant [P06]	\$67,319	\$90,961	\$114,606
Captain [P07]	\$77,884	\$105,234	\$132,584
Commander [P09]	\$95,145	\$123,655	\$152,161

**Officer Candidate Pay Scale  
Effective July 6, 2014  
1.75% COLA**

<b><u>Position</u></b>	<b><u>Scale</u></b>
Candidate [PC]	\$48,338

**Approved by the Commission June 18, 2014**



**Montgomery County**  
**Appendices – Pay Schedules**

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**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Special Salary Range Pay Schedule for Select Career IT Positions ONLY**  
**Effective September 14, 2014**  
**2% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<b>GIT</b>	\$46,256 \$22.2384	\$61,366 \$29.5029	\$79,152 \$38.0538
<b>HIT</b>	\$52,437 \$25.2101	\$69,565 \$33.4447	\$89,727 \$43.1380
<b>IIT</b>	\$59,386 \$28.5511	\$78,881 \$37.9236	\$101,818 \$48.9510
<b>JIT</b>	\$71,754 \$34.4971	\$96,289 \$46.2928	\$125,051 \$60.1206

<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**  
**June 18, 2014**



# Montgomery County

## Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Seasonal/Intermittent Pay Schedule**  
**Effective First Full Pay Period in November 2014**  
**Minimum Wage Update**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 2001	N01	\$8.4000	\$8.5876	\$9.7078	2003	I
PFA II - 2018	N02	\$8.4000	\$8.9095	\$10.3000		
PFA III - 2042	N03	\$8.4000	\$9.2917	\$11.0438		
PFMA I - 2047	N04	\$8.4000	\$9.7232	\$11.8244	2045	II
PFMA II - 2051	N05	\$8.4000	\$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 on October 22, 2014



**The Maryland-National Capital Park and Planning Commission  
Aquatics Seasonal/Intermittent Pay Schedule  
Effective First Full Pay Period in November 2014  
Minimum Wage Update**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A01	\$8.40	\$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 the Commission on October 22, 2014

