

**MEMORANDUM**

January 22, 2010

TO: Health and Human Services Committee  
FROM: Linda McMillan, Senior Legislative Analyst   
SUBJECT: **FY10 Savings Plan – Round 2**

At this session, the Committee is to review elements of the Executive's recommended FY10 Revised Savings Plan (Round 2) that are under its jurisdiction. See © 1-7 for the Executive's January 7, 2010, transmittal memo and background information. The Council is tentatively scheduled to consider the recommendations on the Revised Savings Plan from all six Committees on February 9.

As noted below, the appropriate Council analysts have reviewed the recommended savings, which are outlined on the attached pages from the Executive's transmittal memo. For many budgets the recommended savings are relatively straightforward.

**Approve as Submitted**

Council staff reviewed the Executive's recommended FY10 Revised Savings Plan for the following budgets and recommends approval as submitted.

Budget	© #	CE Rec. Reduction	Analyst
Commission for Women	8	\$35,120	Vivian Yao
Health and Human Services	9-11	\$1,543,300*	Linda McMillan and Vivian Yao
Office of Human Rights	12	**	Vivian Yao
Public Libraries	13-14	\$1,079,220	Essie McGuire

\*staff is not recommending approval of 4 items in the DHHS proposed savings plan

\*\*staff is not recommending approval of the item in the Human Rights savings plan

## Discussion Items

Council staff questions and comments are provided on the following pages. Responses from the Executive branch are provided following the question. Council staff recommendations are provided after the questions for each department.

### Commission for Women

**The Executive is recommending two Round 2 reductions to the Commission for Women's FY10 Operating Budget totaling \$35,120.**

#### *Council staff questions:*

Council staff did not forward any questions regarding the proposed reductions for the Commission for Women.

#### *Council staff comments:*

The Executive's information shows that both the positions that will be eliminated (Office Services Coordinator and Supervisory Therapist) are filled. The description also says that the elimination of the Supervisory Therapist will result in restructuring of the Counseling and Career Center which will include a reduction in hours of operation.

***Council staff recommendation: Concur with Executive.***

### Department of Health and Human Services

**The Executive is recommending 40 Round 2 reductions to the Department of Health and Human Services' FY10 Operating Budget totaling \$1,992,300.**

#### *Council staff questions:*

**1. Page 6, S1: African American Health Program:** What is the source of the grant funds that are expected to be available for data services for the African-American Health Program?

***Response:*** AAHP and BETAH will jointly seek grant funds or partnership to fill the void. AAHP will look into the possibility of partnering with a university (currently considering Morgan State University and the Uniform Services University of Health Services (USUHS)) to conduct evaluations. Both institutions have some form of existing or past relationships with AAHP and BETAH.

**2. Page 6, S9, S12, and S13: Shifts from General Fund to HB669:** For each of these items there is a shift in funding from the County General Fund to State HB669 funding. When did the Department determine that HB669 funding would be available for these items? Why does Item S13 (3 CPS positions) result in a loss of \$52,410 in revenue?

**Response:** S9 and S12 – The Department reviewed historical data and determined that there have been sufficient funds in HB669 dedicated for these costs. Therefore, this reduction can be implemented without any impact to the general fund. S13 – The Department was notified by the State that funding would be available for this item during the third quarter of FY09. The \$52,410 represents a loss of Federal Financial Participation Revenue (FFP) that we will lose once these positions shift from General Fund to HB669.

**3. Page 7, S16: George B. Thomas Learning Academy:** Please describe the extent to which the reduction will impact George B. Thomas Learning Academy services. How will tutor to student ratios change at GBTLA sites?

**Response:** The organization will need to determine how the reduction will be taken in the program, either in administration or direct service. The reduction could result in increased tutor to student ratios, but volunteers may be used to minimize the impact of that decision.

**4. Page 7, S17: Substance Abuse Services for Juveniles:** Council staff understands that the reason for this savings is that the County was not able to contract with a vendor for down-county Level 1 Outpatient Substance Abuse Services for juveniles. When was the request for proposal (RFP) issued and what was the expected timeline for awarding a contract?

**Response:** The vendor was selected on December 3, 2008 and contracts for the Germantown and Rockville regions were executed on July 1, 2009.

How many qualified organizations responded to the RFP for the down county area?

**Response:** Two vendors, Maryland Treatment Centers and Total Health Resources submitted proposals for the down-county area.

Why was a contract not awarded?

**Response:** Adequate funding (\$150,000) needed to open this new program in the down county area was not available. After negotiating with the agencies for Germantown and Rockville, about half the funds needed for Silver Spring was available; however, all three vendors selected requested about twice the amount available for new contracts.

What is the demand for services in the down county area?

**Response:** The Silver Spring area requires a minimum of 30 treatment slots (60 a year).

How is this demand being met?

**Response:** Screening and Assessment Services for Children and Adolescents (SASCA) tries to refer Silver Spring residents who are unable to be treated at Suburban to alternative services that provide supports but not substance abuse treatment. These are adolescents who have been assessed as needing substance abuse treatment.

Do the other vendors serving the mid-county and up-county areas have waiting lists?

**Response:** *The vendor in Rockville (Suburban Hospital) currently serves 55 clients, which is 30 above their contract for FY10 and will not be able to sustain these numbers without additional funds. Karma House Inc. in Germantown currently serves 45, 20 above their contract for FY10, and has a waiting list of 8. They too will not be able to sustain the excess without additional funding.*

If so, what is the demand?

**Response:** *See above.*

**5. Page 7, S22: Outreach Services:** Which services provided by Centro Familia will be affected by this savings item? To what extent will these services be reduced?

**Response:** *Technical assistance and community education for parents and providers was funded through this contract. The organization will have to make a determination on which services may be reduced.*

**6. Page 7, S25: In-Home Aide Services:** The description provided says, “The IHAS Program will reduce the maximum allowable personal care hours from 20 to 14 hours per week, per client.” In FY09, the Council concurred with the Executive’s recommendation to reduce the maximum number of in-home aide hours from 20 to 15 hours per week. The Council also provided \$100,000 that the Director could use for any cases that she determined required more than the 15 hour per week maximum. For FY10, the Executive recommended and the Council agreed to continue this policy and level of funding. The HHS Committee was told that the new policy was working well, that there were about 270 clients and about 120 persons on the waiting list. Is the Savings Plan proposing reducing the maximum number of hours from 15 to 14 or are some clients still receiving up to 20 hours of service?

**Response:** *This proposed Savings Plan reduces the maximum number of weekly personal care service hours to 14 hours for all current clients. This reduced 14 hour weekly service cap proposal still places our program’s average well above the State average of 6 to 8 hours weekly. It is important to note that all clients do not receive the same number of service hours per day/week and as such, not all clients were impacted by the last service cap reduction to 15 hours. The Department triages by having social workers and nurses write individualized client care plans, based on the level of need of each client and other resources available to assist. Prior to the proposed reduction to 14 hours, the range of service hours was between 4 and 20 hours weekly. Of the total number of clients (300), 120 receive between 16 and 20 hours. The remaining 180 clients receive less than 15 hours of service per week. The proposed reduction will only impact the 120 clients who receive 16 to 20 service hours per week. The program will retain the capacity to prescribe additional hours of care to new or existing clients on a temporary basis should an emergent need arise.*

How many clients are currently being served?

**Response:** *Approximately 300 clients receive services monthly.*

How many people are currently on the waiting list?

**Response:** *The waiting list for personal care services projects to average approximately 75 applicants monthly. This total is tied to the number of applicants on the SSTA waiting list, who seek personal care services.*

**7. Page 7, S27: DD Supplement:** Please provide additional detail on the proposed elimination of the county-funded DD supplement to providers serving clients receiving Individual Support Services (ISS) or Family Support Services (FSS). The description says that providers of services to approximately 221 clients will no longer receive a supplement. This would equal about \$270 per client. How many months is the savings based on?

**Response:** *The program projects the savings in FY10 is based on 3 months of service.*

The description first says that the Department does not believe there will be a reduction in services to these clients but then later says that the proposal is being made because it would adversely impact the fewest individuals and providers. Please clarify if there is expected to be a direct service impact to the clients. Why would the elimination of the DD supplement for vendors serving ISS/FSS clients be different from vendors serving other DD clients that will continue to receive a county supplement?

**Response:** *The ISS/FSS reduction will not directly affect the clients or result in a reduction of services to the clients since the agencies receive full-funding for all services in the clients care plan from the State including ISS/FSS. In FY10, county funding for ISS/FSS equals approximately three (3%) percent of the total supplemental funding given to DD providers for all services. The termination of county funding for these services is where the savings is derived. The reduction will only impact those providers through which ISS/FSS services are available. ISS/FSS is assistance (ancillary services) that is not provided in a vendors' facility. ISS/FSS assistance may include transportation, equipment, tuition/fees provided in or outside of a clients home. The other services covered by the County's DD Supplement, e.g., group homes, day programs, etc., operate out of a facility. The supplement was designed to offset the higher cost of doing business (salaries, rent, purchasing) in Montgomery County.*

**8. Page 8, S29: West Nile Virus Surveillance:** What is the total amount of funding in the FY10 original budget for West Nile Virus Vector Surveillance?

**Response:** *The FY10 original budget for West Nile Virus Vector Surveillance is \$39,520.*

**9. Page 8, S30: Care For Kids:** How many children are expected to receive services through the school based health centers as opposed to other Care for Kids contractors in order to achieve the projected \$110,000 in savings? What area(s) of the county do these children live in and which school based health centers are they expected to use?

**Response:** *The \$110,000 savings in the Care for Kids (CFK) Program area will be found in several ways, only one of which is assigning new enrollees and moving some current enrollees to*

School Based Health Centers (SBHCs), according to the capacity of each SBHC and child's geographic location. The CFK FY10 savings plan includes:

- 8,000 est. savings this FY -assigning approx. 100 new and/or current enrollees to SBHCs (short time frame left to accomplish move/savings this year)
- 8,000 est. savings this FY -proactively contacting eligible CFK children to apply for Medical Assistance, due to State eligibility change 12/1/09 (See explanation below)
- 60,000 from CFK operating not currently encumbered to the contract
- 23,000 from other Contractual Medical Services savings, based on current utilization
- 11,000 from other contractual savings
- 110,000 TOTAL CFK Savings in FY10

School Based Health Centers have provided services for 416 CFK enrollees so far this fiscal year and now have 309 currently active enrollees. The capacity is approximately 150 CFK children per each of four established sites, plus 100 each at New Hampshire Estates, which just opened this year, and at Northwood High School Wellness Center, which now is in its permanent facility. The total capacity is approximately 800 for all 6 sites. However, children must live near the schools, and new assignments will take time to achieve savings. Each of the other CFK providers may lose some enrollees with this shift. The current CFK enrollment for each SBHC is as follows:

Broad Acres (zip code = 20903)	= 120
Harmony Hills (zip code = 20906)	= 90
Gaithersburg (zip code = 20877)	= 76
Summit Hall (zip code = 20877)	= 22
New Hampshire Estates (zip code = 20903)	= 1
Northwood High School Wellness Center (zip code 20901)	= 0

**10. Page 8, S32: Montgomery Cares – Healthcare for the Homeless:** Please provide the actual amount spent on Healthcare for the Homeless in FY08 and in FY09. Please confirm that the FY10 allocation will now be \$547,285 (\$735,285 - \$5,000 (Round 1) and - \$183,000 (Round 2).

**Response:** The correct information is confirmed below. The reduction to Montgomery Cares is not solely in the Healthcare for the Homeless program. See below for a breakdown of the reduction.

<i>Sources of savings in Montgomery Cares</i>	
<i>Anticipated excess funds – Health care for the Homeless</i>	\$ 90,000
<i>Anticipated excess funds -- Facilities</i>	\$ 76,500
<i>Vacant contractual position – PCC Project Access (specialty care)</i>	\$ 4,500
<i>Vacant contractual position – PCC BH pilot</i>	\$ 12,000
<b>TOTAL</b>	<b>\$ 183,000</b>

*Health Care for the Homeless Historical Spending*

*FY08 Actual \$627,460*

*FY09 Actual \$691,939*

*FY10 Revised Budget \$643,972 (\$735,285 + 3,687 PCC inflationary adjustment, less \$5,000 round 1 and \$90,000 Round 2)*

**11. Page 8, S34: Reproductive Health Contracts:** Which reproductive health contracts are expected to be underutilized? What are the eligibility changes that are contributing to the underutilization of reproductive health contracts?

*Response: Planned Parenthood of Metropolitan Washington and Mary's Center for Maternal and Child Care contracts for reproductive health care are expected to be underutilized based on their invoices to date. The largest contractor for the reproductive health program, Teen Connection of Takoma, Inc (also known as Teen and Young Adults – TAYA) is on target with utilizing its contractual amount. The eligibility for County reimbursement changed as a result of the RFP to include all confidential Teens and uninsured women with family income below 100% of the federal poverty level. The three contractors also offer reproductive health and family planning services based on a sliding fee scale for other uninsured, low income women.*

**12. Page 8, S36: Wheaton Public Inebriation Initiative Team:** When was the decision made not to move forward with implementing the Wheaton Public Inebriation Initiative Team?

*Response: The Department decided not to move forward with implementing the Wheaton Public Inebriation Initiative Team (PIIT) after it was notified about the second Savings Plan. Because the Wheaton PIIT had not started, it was a reduction the department could implement without a loss of services.*

**Council staff comments and recommendations:**

**Council staff recommends the Committee concur with the County Executive's recommendations for DHHS with the following exceptions. These exceptions total about \$450,000. Council staff is working to suggest alternative savings within the department.**

**1. Level 1 Outpatient Substance Abuse Services for Juveniles - \$72,000 (see response to Question #4, page 3)**

Council staff is concerned about the lack of Level 1 Outpatient Substance Abuse services for juveniles in the down county area. Information provided by the Executive demonstrates both an overwhelming need for these services in the down county and increased capacity county-wide. The population needing these services is a particularly vulnerable one and treatment for juveniles can prevent ongoing substance abuse and addiction into adulthood.

The Committee may want to explore whether some smaller number of treatment slots could be provided by a qualified vendor in the down county area for an amount less than

\$150,000. If this approach is feasible, it would, at least, address some of the need for treatment services. The Committee may also want to discuss whether these dollars could be redirected to reduce waiting lists for current providers.

***Council staff recommendation:*** Do not approve this specific reduction. Retain these funds to either determine whether in conjunction with additional cost savings in other areas, some level of Level 1 Outpatient Substance Abuse services for juveniles in the down county area can be implemented or use the funds to serve those currently on the other wait lists.

## **2. DD Supplement for ISS/FSS Support Services - \$60,000 (see response to Question #7, page 5)**

Council staff is still not clear for the reasons why ISS/FSS providers would not face the same cost pressures that are the reason for providing the DD supplement. It is also not clear whether the provider(s) has been notified that they will not receive this payment for the last three months of the fiscal year.

***Council staff recommendation:*** Council staff recognizes that the entire DD supplement policy may have to be reconsidered for FY11; however, Council staff recommends against implementing this change as a part of the FY10 Savings Plan.

## **3. Montgomery Cares - \$183,000 (see response to Question #10, page 6, and chart at ©15)**

The Executive is recommending savings from four components of Montgomery Cares: \$90,000 from anticipated surplus in Healthcare for the Homeless, \$76,500 from anticipated surplus in funding for facilities, \$4,500 from lapse accruing in a vacant contract position for specialty care, and \$12,000 from lapse in a vacant contract position for the Behavioral Healthcare Program. While each of these as specific items is reasonable and does not reduce the funding currently allocated to primary care visits, pharmacy, and specialty care visits, it does reduce the overall amount of funding available to Montgomery Cares at a time when it is expected that the amount allocated for primary care visits will be insufficient for the fiscal year. At \$62 dollar per visit, this \$183,000 would equal an additional 2,950 visits.

Council staff is also concerned that the reduction in the overall allocation to Healthcare for the Homeless will result in \$643,970 allocated for this purpose. This is almost \$50,000 less than was actually spent in FY09 and only about \$16,000 more than was actually spent in FY08.

***Council staff recommendation:*** Do not approve this item as a Savings Plan reduction. Reallocate the \$183,000 to primary care, pharmacy, and specialty care to increase the capacity to see patients. The HHS Committee will be holding a worksession on Montgomery Cares on March 4<sup>th</sup> to review projections for FY10 and Council staff believes any substantial reduction should be deferred until after that session.

#### **4. Wheaton Public Inebriation Initiative Team - \$134,000**

Expansion of the PIIT was approved by the Council based on multiple requests from the Wheaton community (including the Wheaton Urban District Advisory Board and the Wheaton Citizens Coalition) to address the problem of public intoxication and the success of the PIIT in the Long Branch area. Council staff is troubled that the process for hiring the necessary personnel did not move forward in a timely manner (it would most likely have needed to start in September or October to have the program up and running in the second half of the fiscal year.) Council staff is unaware of any change in the level of concern on the part of the Wheaton community about public drunkenness nor any change in the conclusion of the Department about the effectiveness of the PIIT in Long Branch that would change the need for moving forward with this effort.

***Council staff recommendation:*** If the Committee and Council agree that this effort should move forward, the Department should provide a timeline for implementation and an adjusted amount of savings that would reflect the team being in place for only two to three months in FY10.

**While Council staff concurs with Executive's Savings Plan recommendations on the following items, Council staff suggests the Committee discuss in more detail the following:**

##### **1. Early Literacy Learning Parties -\$20,000**

***Council staff comments:*** It is unclear at this time which of the services under the outreach contract, i.e., the early literacy learning parties, office coverage or telephone technical assistance for Latino care givers and parents, will be reduced and to what extent. The proposed reduction is approximately 18.5% of the total contracted amount for outreach services with Centro Familia.

The Executive suggests that the reduction will likely have a minor impact on the early literacy learning parties, but that Learning Parties have been implemented by other community partners through out the county. Council staff notes that since the loss of the Learning Parties Coordinator position at the end of FY09, the number of learning parties County-wide through December 2010 decreased by 68% from the previous year (from 44 to 14); however, the number of parents and caregivers served decreased by a lesser 36% (from 375 to 241).

Executive staff also suggests that some level of technical assistance provided by Centro Familia is a duplication of services that are funded by the state and provided by the Montgomery County Child Care Resource & Referral Center (MCCCR&RC).

Because the Council has expressed interest in providing access to early childhood services and supporting the ability of child care providers to deliver quality services, the Committee may be interested in monitoring the impact of this reduction.

## **2. Health Promotion and Prevention - \$100,000**

**Council staff comments:** The Round 1 Savings Plan assumes a \$5,000 savings in the Health Promotion and Prevention category and the Round 2 Savings Plan assumes an additional \$100,000. Council staff suggests the Committee ask the Department to provide a follow-up memo that provides information on all health promotion and prevention dollars and activities that were included in the FY10 originally approved budget, where there have been reductions as a result of State cuts, and where there have been reductions because of the Savings Plan. This can then be used for a baseline discussion for the FY11 budget.

## **3. Care for Kids - \$110,000 (see response to Question #9)**

**Council staff comments:** Council staff concurs with the Executive's recommended Savings Plan reductions but suggests that a discussion of the Care for Kids program be added to the March session that will also include the update on Montgomery Cares. The response notes that there is capacity to serve about 800 children at the school based health centers but that only about half of that capacity is being used. While Care for Kids contract providers would lose clients if they are reassigned to the school based health centers, it does not make sense for the school based centers to have such a high level of unused resources. The HHS and ED Committees may also want to consider this data as they discuss where new school based health center capacity is being added.

## **Office of Human Rights**

**The Executive is recommending one Round 2 reduction to the Office of Human Rights' FY10 Operating Budget totaling \$70,470.**

### ***Council staff questions:***

**1. Page 9, S1: Caseload and Investigator Position:** What is the current caseload for the Department? Please answer the following questions for FY10: How many new cases have been filed? How many cases have been resolved? What has been the average time required to resolve cases? What is the longest time that a case has been on the Department's inventory?

**Response:** *The current case inventory for the Office of Human Rights is 834 open cases. 174 cases have been filed since July 1, 2009. Additionally, there are 44 cases (not included in the 174 noted above) that were reviewed and declined as not meeting our jurisdictional authority. Since July 1, 2009, there have been 96 investigations completed. The standard used to determine which cases have been resolved was an analysis of those cases that have had the investigation completed. As of January 15, 2010, the average time required to resolve a case is approximately 15 months. This estimate pertains to the time required to move a case through our investigative process, from intake to completion of the investigation. This resolution average is up from the previous 10-12 month average, due in part to a reduction in our investigative staff, as a result of recent retirements. Note, the EEOC average for case resolution is 18-24 months and they have a significant backlog. The longest time a case has been in the Department's inventory is approximately 4 years.*

***Council staff comments and recommendations:***

The Executive recommends holding an Investigator III vacancy through the end of the fiscal year. **The Department reports that the number of open cases and the average time required to resolve cases are increasing.** 174 cases have been filed since July 1, 2009, but only 95 investigations have been completed. The average time required to resolve a case is approximately 15 months instead of the 9-12 month average previously reported in November 2009. The Department also continues to report that a case that has been on the Department's inventory for over 4 years.

The data provided by the Department is confusing in that it reports a case inventory of 834 open cases; yet approximately 250 open cases were reported in November 2009. **The Committee may want to seek clarification on why there is such a large difference in the numbers reported for open cases in November 2009 and mid-January 2010.**

During the budget review process last year, the Council made a \$15,000 reduction to the Department's Biennial Hall of Fame event from a proposed \$22,570. In past years, the event has served 100-150 people, and the Committee reflected that the Department could charge admission to the event to defray costs. Year-to-date budget information reflects a budget of \$22,516 for Special County Functions with a \$14,460 remaining balance. **The Committee may want to clarify what the Department has budgeted for the Hall of Fame event in FY10.**

Council staff notes that there may be additional areas for cost savings that are consistent with reductions taken by other department/agencies. There are significant balances remaining in the following operating expenses categories: Services and Contracts; Education, Tuition, and Training; Printing/Central Duplicating; Dues/Memberships; Office Supplies & Equipment; Special County Functions; and Boards/Commissions/Committees.

***Council staff recommendation:*** Given the information on increasing case inventory and the time needed to resolve cases, Council staff recommends filling the Investigator III position. The Savings Plan would include the savings based on the expected lapse that would accrue until the position is filled. The balance would come from additional cuts to operating expense categories.

**Public Libraries**

**The Executive is recommending 15 Round 2 reductions to the Public Libraries' FY10 Operating Budget totaling \$1,079,220.**

Combined with the Round 1 reductions of \$1.6 million, the total FY10 recommended savings are \$2.7 million and 7.12 percent below the FY10 approved budget. This percent reduction is the second largest percent reduction of any other County department (second only to the Office of the County Attorney, a much smaller budget). DPL is eliminating six positions, five of which are currently filled.

The 15 specific line item reductions recommended for round two savings are described on © 13-14.

**Council staff questions:**

**1. Page 11; S2: Reduce Substitute Staffing:** How many hours of substitute time are supported by the remaining sub budget if this reduction is taken? The description indicates an increased risk of libraries closing due to temporary staff shortages. If a branch cannot open due to a staff shortage, what happens to the other staff who were available to work at that time? For example, are they reassigned for their shift, or given administrative leave?

*Response: The original FY10 budget for substitutes would support approximately 28,700 work hours. The savings plan proposal will reduce 4,160 hours, leaving approximately 24,540 hours total in the budget. We have expended approximately 13,020 hours, leaving 11,520 hours for the remainder of the fiscal year, under the reduction proposal.*

*If a branch cannot open due to insufficient staffing, then the staff person assigned to work that branch will be reassigned to another branch to work their shift. According to the MCGEO contract, a staff member may also decline reassignment, and elect to take annual leave.*

**2. Page 12, S13: Decrease Cost Driver Uniform and Equipment:** The description indicates that these purchases are required by the collective bargaining agreement. Please explain whether and how the reduction can be taken and still meet the terms of the agreement.

*Response: The budget designated (\$1,800) covers uniforms and other equipment: some items are required by the bargaining agreement (uniforms, gloves, sunglasses, boots, jackets), others are necessary for operations (straps to hold cargo in trucks, canvas bags to transport mail, tape, other equipment as necessary). The need for uniforms versus equipment does vary somewhat from year to year.*

*We do not anticipate having any issues meeting uniform or equipment needs for FY10 with the \$600 that will remain in the budget. We have a small staff to equip, we've already met required uniform needs, and one member of the staff is on long-term leave. We have met basic equipment needs for this year, and have left some funds in the budget for any contingencies, or equipment wearing out.*

**3. General:** How many vacancies currently exist in the Department of Public Libraries?

*Response: There are 18 vacancies in the department currently, 14.5 workyears (11 full-time, 7 part-time). Of the 18, 1 is grant funded, and 1 is a position charged back to the Department of Corrections and Rehabilitation for operation of MCCF Library. All 18 are slated to be held vacant for the entire fiscal year, with the possible exception of the 1 grant funded position.*

**Council staff comments and recommendation:**

The cumulative reductions to the libraries' budget are significant and are likely to have service impacts. The FY10 approved budget was already below the FY09 approved level prior

to either round of savings. However, there are few if any other options for the Department to take as alternatives.

The additional materials reduction (\$698,450, © 13) leaves a remaining materials budget of \$3.5 million, substantially below any level in the past ten years. The previous ten-year low was \$4.8 million. Council staff is also concerned that the reductions to the substitute budget will affect the library system's ability to maintain services, at a minimum, and possibly hours. The Department sustained staff reductions in both FY09 and FY10, in both positions and substitute funding. The Department and Committee may want to monitor the impact for the rest of the fiscal year on program delivery and hours of operation.

***Council staff recommendation: Concur with the County Executive.***

### **Public Libraries – CIP Current Revenue Reductions**

The Executive recommends reductions in FY10 current revenue to two projects totaling \$1.38 million. The two projects affected are Germantown Library (reduction of \$1.299 million; PDF attached on © 16) and the Gaithersburg Library Renovation (reduction of \$81,000; PDF attached on © 17).

**Executive staff states that these reductions will have no impact on the projects.** The Germantown Library is complete; this reduction reflects unspent previous appropriation. The Gaithersburg Library Renovation project reduction is a small amount and will not affect interim plans for the library.

***Council staff recommendation: Concur with the County Executive.***



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Isiah Leggett  
County Executive

OFFICE OF THE COUNTY EXECUTIVE  
ROCKVILLE, MARYLAND 20850

MEMORANDUM

January 7, 2010

TO: Nancy Floreen, President, County Council  
FROM: Isiah Leggett, County Executive  
SUBJECT: FY10 Revised Savings Plan

Attached please find my Recommended FY10 Revised Savings Plan that identifies additional savings for the current year of over \$70 million. These savings are necessary to respond to the significantly worsened economic and fiscal conditions that we are faced with. Combined with the Savings Plan I transmitted to you last October 28, 2009, this represents a total reduction in the current fiscal year of approximately \$100 million. In developing this Savings Plan, our objectives were to identify real cost reduction opportunities that are continuing in nature, while prioritizing and preserving, to the extent possible, direct services and minimizing any reductions in force. However, given the magnitude and long-term nature of our fiscal challenge, it is necessary to make several reductions in existing services, including abolishing 70 County positions. We estimate that currently 44 of these positions slated for abolishment are filled and will require a Reduction in Force. We will make every effort to appropriately place the affected individuals into vacant positions.

The Revised Savings Plan includes several elements that are different from prior efforts. In addition to operating budget expenditure reductions, I am also recommending reductions in Capital Improvement Program (CIP) current revenue, liquidation of prior year contractual encumbrances, and a fund balance transfer.

Working together over the past three years we have been successful in closing gaps of nearly \$1.2 billion and bringing the total tax supported rate of growth down from 9.8% in FY07 to 1.6% in FY10, and the County Government rate of growth from 14.1% in FY07 to -2.2% in FY10. The rate of growth for FY10 will actually be much less after accounting for the impact of both rounds of the FY10 Savings Plan.

It is important to understand that, as I have stated previously many times, I will not recommend exceeding the Charter limit on property taxes in the FY11 Operating Budget. The County's taxpayers continue to face their own unprecedented fiscal challenges.

As indicated to the Council previously, this Savings Plan is necessary not only to conserve resources to apply to closing the projected FY11 budgetary gap of \$608 million, but also to maintaining a positive balance in the County's general fund for the current fiscal year. The FY10 revenue losses in income tax, transfer and recordation tax, investment income, and other receipts primarily

impacted the general fund. As a result, even after the first round Savings Plan, and absent actions to address these losses, the general fund would end the year with a deficit of nearly over \$64 million. Clearly, we can not allow this to happen. The County budget and finance staff will be working over the next two months to identify other actions necessary, in addition to the revised Savings Plan, to strengthen the condition of the general fund. We will work with the County Council and your staff on these other actions and a comprehensive description will be available in my Recommended FY11 Operating Budget.

While my funding priorities continue to be focused on education, public safety, and safety net services, it is not possible to provide a balanced budget without including significant reductions to programs within these priority areas. As the table below indicates, nearly 80% of our tax supported funding (\$3.1 billion) is already dedicated to these priorities. In the absence of a major tax increase, it is not possible to close a looming \$608 million budgetary gap in FY11 by making reductions to only 20% of the budget.

**FY10 Approved Tax Supported Budgetary Allocations\***

	Amounts	Cumulative Amounts	% Allocation	Cumulative % Allocation
<b>Education</b>				
Public Schools	\$ 2,138.4		54.0%	
College	\$ 231.7	\$ 2,370.1	5.9%	59.9%
<b>County Government</b>				
Public Safety	\$ 552.5	\$ 2,922.6	14.0%	73.8%
Health and Human Services	\$ 215.2	\$ 3,137.8	5.4%	79.3%
Transit	\$ 108.5	\$ 3,246.3	2.7%	82.0%
<b>Other County Government**</b>	\$ 515.2	\$ 3,761.5	13.0%	95.0%
<b>Park and Planning</b>	\$ 111.9	\$ 3,873.4	2.8%	97.9%
<b>Other Reserves and Non Agency Uses</b>	\$ 84.3	\$ 3,957.7	2.1%	

\* Amounts include debt service, CIP current revenues, and reserves but excludes grants and non-tax supported funds (grants and proprietary funds).

\*\* Includes Recreation, Public Libraries, Transportation (non-Transit), Consumer Protection, Human Rights, and other departments

If the Council does not support the attached proposed reductions, I strongly recommend that it propose offsetting reductions in other areas of the budget to maintain the total amount of savings. These savings must be available to close the projected FY11 budget gap. We are only in the first step of the process in resolving the FY11 budgetary gap. Many more difficult choices remain ahead in confronting these challenges. Deferring needed savings at this time will only temporarily postpone the urgent need to make difficult choices and indeed make future choices all the more difficult. The less time in which agencies have to make the necessary reductions, the deeper and more difficult those reductions will be in order to achieve the same savings. Resolution of the FY 11 budget gap is problematic because even more difficult and complex issues will need to be addressed during the Council's short time for reviewing and approving the annual budget.

Nancy Floreen, President  
January 7, 2010  
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Because of the weakness in the current local and national economy and the State's continuing fiscal challenges, I urge the Council to quickly approve the reductions proposed in the attached Savings Plan. The projected gap for FY11 may significantly worsen in the near future because of continued revenue deterioration, cost increases related to snow removal, and the very real potential for further substantive reductions in State aid. We have already absorbed cuts of nearly \$20 million in State aid in this fiscal year and I believe the Governor's soon to be released budget will contain further Local aid reductions.

The attached plan includes proposed targets for Montgomery County Public Schools (MCPS), the Maryland-National Capital Park and Planning Commission (M-NCPPC), the Housing Opportunities Commission (HOC), and Montgomery College (the College). The principals of these agencies have expressed their willingness to cooperate in resolving our shared fiscal challenges.

I strongly urge the Council to expedite its review and approval of the attached Savings Plan, so that the necessary actions can be implemented as soon as possible. My staff is available to assist the Council in its review of the attached proposal. Thank you for your support of our efforts to preserve our most important services, while protecting the fiscal health of the County Government.

IL:jfb

Attachments

c: Timothy L. Firestine, Chief Administrative Officer  
Department and Office Directors  
Dr. Jerry Weast, Superintendent, Montgomery County Public Schools  
Dr. Hercules Pinkney, Interim President, Montgomery College  
Royce Hanson, Chair, Montgomery County Planning Board  
Michael J. Kator, Chair, Housing Opportunities Commission  
Kathleen Boucher, Assistant Chief Administrative Officer

## FY10 SAVINGS PLAN SUMMARY (First and Second Rounds)

Fund/Department Name	FY10 Original Approp.	1st Savings Approved	% Change	2nd Savings Recommended	% Change	Total Savings	% Change
<b>Tax Supported</b>							
<b>General Fund</b>							
Board of Appeals	617,520	-7,000	-1.13%	-2,000	-0.32%	-9,000	-1.46%
Circuit Court	10,410,980	-52,050	-0.50%	-103,590	-1.00%	-155,640	-1.49%
Commission for Women	1,197,670	-26,950	-2.25%	-35,120	-2.93%	-62,070	-5.18%
Consumer Protection	2,442,010	-54,950	-2.25%	-71,610	-2.93%	-126,560	-5.18%
Correction and Rehabilitation	65,414,400	-327,070	-0.50%	-650,870	-0.99%	-977,940	-1.49%
County Attorney	5,224,980	-137,680	-2.64%	-238,440	-4.56%	-376,120	-7.20%
County Council	9,057,090	-203,780	-2.25%	-265,600	-2.93%	-469,380	-5.18%
County Executive	6,399,960	-144,000	-2.25%	-187,680	-2.93%	-331,680	-5.18%
Economic Development	7,628,240	-171,840	-2.25%	-223,700	-2.93%	-395,340	-5.18%
Emergency Management and Homeland Security	1,346,940	-6,730	-0.50%	-13,400	-0.99%	-20,130	-1.49%
Environmental Protection	3,013,960	-67,810	-2.25%	-88,380	-2.93%	-156,190	-5.18%
Ethics Commission	272,390	-6,130	-2.25%	-7,990	-2.93%	-14,120	-5.18%
Finance	9,751,930	-219,420	-2.25%	-185,980	-1.91%	-405,400	-4.16%
General Services	27,970,950	-629,350	-2.25%	-820,250	-2.93%	-1,449,600	-5.18%
Health and Human Services	194,074,350	-971,550	-0.50%	-1,992,300	-1.03%	-2,963,850	-1.53%
Housing and Community Affairs	5,066,790	-114,000	-2.25%	-149,460	-2.95%	-263,460	-5.20%
Human Resources	8,522,410	-203,330	-2.39%	-92,830	-1.09%	-296,160	-3.48%
Human Rights	2,160,810	-48,620	-2.25%	-70,470	-3.26%	-119,090	-5.51%
Inspector General	634,730	-14,280	-2.25%	-18,610	-2.93%	-32,890	-5.18%
Intergovernmental Relations	877,400	-19,740	-2.25%	-25,730	-2.93%	-45,470	-5.18%
Legislative Oversight	1,341,070	-27,000	-2.01%	-26,820	-2.00%	-53,820	-4.01%
Management and Budget	3,703,890	-83,340	-2.25%	-108,620	-2.93%	-191,960	-5.18%
Merit System Protection Board	159,960	-2,500	-1.56%	-4,000	-2.50%	-6,500	-4.06%
NDA - Desktop Modernization	6,839,290	-153,880	-2.25%	-882,000	-12.90%	-1,035,880	-15.15%
NDA - Housing Opportunities Commission	6,136,340	-30,680	-0.50%	-61,060	-1.00%	-91,740	-1.50%
NDA - Leases	19,225,800	-432,580	-2.25%	0	0.00%	-432,580	-2.25%

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## FY10 SAVINGS PLAN SUMMARY (First and Second Rounds)

Fund/Department Name	FY10 Original Approp.	1st Savings Approved	% Change	2nd Savings Recommended	% Change	Total Savings	% Change
People's Counsel	246,520	-5,390	-2.19%	0	0.00%	-5,390	-2.19%
Police	246,262,150	-1,231,310	-0.50%	-6,857,740	-2.78%	-8,089,050	-3.28%
Public Information	1,215,210	-27,340	-2.25%	-35,640	-2.93%	-62,980	-5.18%
Public Libraries	37,569,400	-1,595,310	-4.25%	-1,079,220	-2.87%	-2,674,530	-7.12%
Regional Services Centers	4,140,360	-93,260	-2.25%	-121,410	-2.93%	-214,670	-5.18%
Sheriff	20,631,770	-103,160	-0.50%	-205,290	-1.00%	-308,450	-1.50%
State's Attorney	12,148,340	-60,740	-0.50%	-120,880	-1.00%	-181,620	-1.50%
Technology Services	31,844,190	-716,490	-2.25%	-933,830	-2.93%	-1,650,320	-5.18%
Transportation	46,573,220	-1,171,900	-2.52%	-1,362,040	-2.92%	-2,533,940	-5.44%
Zoning & Administrative Hearings	524,440	-4,500	-0.86%	0	0.00%	-4,500	-0.86%
<b>General Fund Total:</b>	<b>800,647,460</b>	<b>-9,165,460</b>	<b>-1.14%</b>	<b>-17,042,560</b>	<b>-2.13%</b>	<b>-26,208,020</b>	<b>-3.27%</b>
<b>Special Funds</b>							
Urban District - Bethesda	3,380,210	0	0.00%	-101,410	-3.00%	-101,410	-3.00%
Urban District - Silver Spring	2,891,930	0	0.00%	-86,760	-3.00%	-86,760	-3.00%
Urban District - Wheaton	1,660,080	0	0.00%	-49,800	-3.00%	-49,800	-3.00%
Mass Transit	108,457,800	-350,580	-0.32%	-2,732,920	-2.52%	-3,083,500	-2.84%
Fire	192,974,090	-965,000	-0.50%	-2,300,280	-1.19%	-3,265,280	-1.69%
Recreation	30,528,520	-684,240	-2.24%	-595,330	-1.95%	-1,279,570	-4.19%
<b>Special Funds Total:</b>	<b>339,892,630</b>	<b>-1,999,820</b>	<b>-0.59%</b>	<b>-5,866,500</b>	<b>-1.73%</b>	<b>-7,866,320</b>	<b>-2.31%</b>
<b>MCG Tax Supported Total:</b>	<b>1,140,540,090</b>	<b>-11,165,280</b>	<b>-0.98%</b>	<b>-22,909,060</b>	<b>-2.01%</b>	<b>-34,074,340</b>	<b>-2.99%</b>

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## FY10 SAVINGS PLAN SUMMARY (First and Second Rounds)

Fund/Department Name	FY10 Original Approp.	1st Savings Approved	%	2nd Savings Recommended	%	Total Savings	%
<b>Non-Tax Supported</b>							
<b>Special Funds</b>							
Cable Television	11,574,470	-160,430	-1.39%	-173,620	-1.50%	-334,050	-2.89%
Montgomery Housing Initiative	31,140,690	-467,110	-1.50%	-467,110	-1.50%	-934,220	-3.00%
Water Quality Protection Fund	8,895,850	-133,440	-1.50%	-133,440	-1.50%	-266,880	-3.00%
<b>Enterprise Fund</b>							
Community Use of Public Facilities	9,169,440	-137,540	-1.50%	-137,540	-1.50%	-275,080	-3.00%
Solid Waste Collection	6,739,640	-100,220	-1.49%	-49,780	-0.74%	-150,000	-2.23%
Solid Waste Disposal	95,722,050	-1,118,000	-1.17%	-1,358,430	-1.42%	-2,476,430	-2.59%
Parking District - Bethesda	11,283,280	-169,250	-1.50%	-125,350	-1.11%	-294,600	-2.61%
Parking District - Montgomery Hills	116,430	-1,750	-1.50%	-1,750	-1.50%	-3,500	-3.01%
Parking District - Silver Spring	10,709,410	-160,640	-1.50%	-132,990	-1.24%	-293,630	-2.74%
Parking District - Wheaton	1,296,320	-19,440	-1.50%	-19,440	-1.50%	-38,880	-3.00%
Liquor Control	44,495,260	-1,001,140	-2.25%	0	0.00%	-1,001,140	-2.25%
Permitting Services	27,067,180	-406,010	-1.50%	-406,010	-1.50%	-812,020	-3.00%
Vacuum Leaf Collection	5,247,990	0	0.00%	0	0.00%	0	0.00%
<b>MCG Non-Tax Supported Total:</b>	<b>263,458,010</b>	<b>-3,874,970</b>	<b>-1.47%</b>	<b>-3,005,460</b>	<b>-1.14%</b>	<b>-6,880,430</b>	<b>-2.61%</b>
<b>Internal Service Funds</b>							
<b>Internal Service Funds</b>							
Printing & Mail	6,528,490	-97,930	-1.50%	-97,930	-1.50%	-195,860	-3.00%
Motor Pool	64,694,320	-1,455,620	-2.25%	-970,410	-1.50%	-2,426,030	-3.75%
<b>MCG Internal Service Funds Total:</b>	<b>71,222,810</b>	<b>-1,553,550</b>	<b>-2.18%</b>	<b>-1,068,340</b>	<b>-1.50%</b>	<b>-2,621,890</b>	<b>-3.68%</b>
<b>Montgomery County Government:</b>	<b>1,475,220,910</b>	<b>-16,593,800</b>	<b>-1.12%</b>	<b>-26,982,860</b>	<b>-1.83%</b>	<b>-43,576,660</b>	<b>-2.95%</b>

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## FY10 SAVINGS PLAN SUMMARY (First and Second Rounds)

Fund/Department Name	FY10 Original Approp.	1st Savings Approved	% Change	2nd Savings Recommended	% Change	Total Savings	% Change
Montgomery County Public Schools *:	1,940,540,941	-9,900,000	-0.51%	-22,000,000	-1.13%	-31,900,000	-1.64%
Montgomery College *:	107,079,321	-1,070,790	-1.00%	-1,700,000	-1.59%	-2,770,790	-2.59%
Maryland-National Capital Park and PI *:	106,646,100	-2,180,000	-2.04%	-1,250,000	-1.17%	-3,430,000	-3.22%
Debt Service *:	246,500,690	0	0.00%	-2,159,450	-0.88%	-2,159,450	-0.88%
<b>TOTAL ALL AGENCIES</b>	<b>3,875,987,962</b>	<b>-29,744,590</b>	<b>-0.77%</b>	<b>-54,092,310</b>	<b>-1.40%</b>	<b>-83,836,900</b>	<b>-2.16%</b>

\* amounts exclude debt service; the College budget is the FY10 local contribution

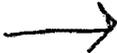


Ref No. Title \$ Revenue

**Circuit Court**

Funding the requested Court Evaluator positions is crucial to core functions of the Montgomery County Circuit Court. Without a sufficient number of evaluators, not only will more cases be at risk for languishing in the system - which is expensive, often counterproductive, and damaging to the children and families involved - but in addition some cases may not receive the benefits of the Court's co-parenting program, or the evaluators' assessments and evaluations. To serve the best interests of County residents and, in particular, children involved in custody and access cases, the Montgomery County Circuit Court earnestly requests that the Montgomery County Government reinstate funding for these positions at the earliest possible time.

**Circuit Court Total:** -103,590 0



**Commission for Women**

S1 **ELIMINATE: OFFICE SERVICES COORDINATOR** -18,000 0

It will be difficult to have consistent staffing of the Counseling and Career Center's front desk without this position. Workload of this position will have to be absorbed among the remaining staff of the department. Staff will require training to assume many of these duties. Efforts will also be made to recruit volunteers to assist with the creation and distribution of outreach materials for the Counseling and Career Center.

S2 **ELIMINATE: SUPERVISORY THERAPIST POSITION** -17,120 0

The Department will eliminate the supervisory therapist position in the Counseling and Career Center. This reduction poses serious challenges to the oversight and operations of the Counseling and Career Center (CCC).

Providing professional counseling services for individuals and couples experiencing difficult transitions involving personal and/or career issues is a major program of the Commission for Women's Counseling and Career Center (CCC). Eliminating this position will require a restructuring of the Counseling and Career Center. At present, counseling is provided by four staff counselors, each part-time, working 22 hours per week, and six to seven interns who work an average of 20 hours per week during the academic year.

This incumbent recruits, trains and supervises all staff counselors and counseling interns, organizes and manages the professional training seminars attended by over 350 professional each year, handles crisis intervention, provides counseling, and is back-up management for the CCC. The majority of the coverage and supervision will be shifted to the Manager and remaining staff of the CCC. We will make every effort to minimize the impact on capacity through careful scheduling.

Because the administration, commission support, and direct service staff are at maximum capacity now, to avoid a decrease in service levels and revenues, eliminating these two positions will require the CCC to adjust its hours of operation. The Commission for Women itself, of necessity, will eliminate some committees and projects as its staff will have to assume responsibilities in the operations of the CCC.

**Commission for Women Total:** -35,120 0

**Consumer Protection**

S1 **DECREASE COST: ABOLISH PROGRAM SPECIALIST I POSITION** -33,030 0

This position is responsible for administering the small business licensing program, including compliance, fee collection and merchant education and serves as staff to the Board of Registration. OCP will reassign these duties to OCP staff investigators and administrative support staff as appropriate. Program oversight will be assigned to OCP management staff. Attempt will be made to automate processing and enhance website to include more information for merchants.

S2 **DECREASE COST: REDUCE COMMUNICATIONS** -5,000 0

Reduction based on historic data.

S3 **DECREASE COST: REDUCE PRINTING/DUPLICATIONS** -8,260 0

Reduction based on historic data. OCP will enhance its webpage to make consumer education brochures, complaint forms, licensing applications, meeting and hearing minutes, newsletters and annual report directly accessible by residents.

S4 **DECREASE COST: REDUCE MAIL** -7,500 0

Reduction based on historic data. OCP will incorporate more electronic means of distribution.

S5 **DECREASE COST: REDUCE TRAVEL** -3,500 0

Reduction based on historic data. OCP will limit the number of site and merchant visits.

S6 **DECREASE COST: REDUCE DUES/MEMBERSHIPS** -1,500 0

OCP will attempt to utilize more online reference materials.



Ref No.	Title	\$	Revenue
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**General Services**

Given the fiscal realities of the current year, DGS will not be advertising for any new or open positions.

S18	<b>REDUCE: ADVERTISING - CONTRACTS</b>	-600	0
	In this economic climate, DGS will not be advertising for new contracts.		

**General Services Total: -820,250 0**



**Health and Human Services**

S1	<b>DECREASE COST: AFRICAN AMERICAN HEALTH PROGRAM-ELIMINATE BROKER CONTRACT FOR DATA SERVICES</b>	-16,080	0
	There is no service impact. The Department anticipates, BETAH, a communications outreach, professional services, and technical support firm, will absorb this function using grant funds.		
S2	<b>DECREASE COST: LATINO HEALTH INITIATIVE-AMA TU VIDA FESTIVAL</b>	-3,650	0
	There is no service impact. In the past the program has leveraged funds from other sources to support the Ama Tu vida Festival		
S3	<b>DECREASE COST: LATINO HEALTH INITIATIVE-REDUCE FUNDING FOR GRANT DEVELOPMENT</b>	-2,500	0
	There is no service impact.		
S4	<b>DECREASE COST: LATINO HEALTH INITIATIVE-REDUCE OFFICE SUPPLIES EXPENSES</b>	-2,810	-160
	There is no service impact.		
S5	<b>DECREASE COST: ASIAN AMERICAN HEALTH INITIATIVE-MISCELLANEOUS OPERATING EXPENSES</b>	-7,420	-430
	There is no service impact.		
S6	<b>DECREASE COST: COMMUNITY OUTREACH-REDUCE FUNDS FOR EDUCATION AND TRAINING</b>	-15,100	-870
	There is no service impact.		
S7	<b>DECREASE COST: COMMUNITY ACTION AGENCY-REDUCE MISCELLANEOUS OPERATING EXPENSES</b>	-8,000	0
	There is no service impact.		
S8	<b>DECREASE COST: CHILD WELFARE - MEDICAL SUPPLIES</b>	-15,000	0
	There is no service impact.		
S9	<b>SHIFT: FLEX FUNDS FOR INSTITUTIONAL CLOTHING ALLOWANCE - NOW FULLY COVERED BY HB669</b>	-12,670	0
	There is no service impact. These expenses are now fully covered by State HB669 maintenance funds via CHESSIE.		
S10	<b>DECREASE COST: POST ADOPTION CONTRACT</b>	-10,000	0
	There is no service impact. The vendor (Center for Adoption Support and Education (C.A.S.E)) is expected to come in under budget.		
S11	<b>DECREASE COST: FRAMEWORK FOR FAMILIES CONTRACT</b>	-10,000	0
	There is no service impact. The vendor (Family Services, Inc.) is expected to come in under budget.		
S12	<b>SHIFT: PROTECTIVE SERVICES-WEEKEND COVERAGE CONTRACT CHARGES TO STATE HB669 ALLOCATION</b>	-62,800	0
	There is no service impact. FY10 State HB669 dollars are available for this purpose.		
S13	<b>SHIFT: COSTS FOR THREE POSITIONS FROM GENERAL FUND TO HB669-BASED ON FUNDING FROM THE DEPARTMENT OF HUMAN RESOURCES (DHR)</b>	-244,000	-52,140
	DHR provided additional funding for Child Welfare Positions as part of the department's HB669 allocation. The department will shift existing general fund Child Welfare Services (CWS) positions to HB669.		
S14	<b>DECREASE COST: LINKAGES TO LEARNING CONTRACTS</b>	-30,000	0
	There is no service impact. This reduction is due to an error in the inflationary adjustment.		
S15	<b>DECREASE COST: ELIMINATE FUNDING FOR VENDOR STAFF DEVELOPMENT FOR LINKAGES TO LEARNING</b>	-10,000	0

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Ref No.	Title	\$	Revenue
<b>Health and Human Services</b>			
	There is no service impact.		
S16	<b>REDUCE: GEORGE B THOMAS LEARNING ACADEMY CONTRACT</b> This reduction will have a negligible service impact; it is approx. 0.03% of the total FY10 contract amount (\$955,464). We do not anticipate a service reduction but there may be a reduction in tutor to student ratio in one or two of their sites.	-26,980	0
S17	<b>DECREASE COST: UNSPENT DOLLARS FOR DOWN-COUNTY LEVEL I OUTPATIENT SUBSTANCE ABUSE SERVICES - JUVENILE JUSTICE SERVICES</b> There is no service impact. As a result of an RFP, a vendor for this area was selected but no contract was executed because the vendor needed additional funds to operate a program in Silver Spring.	-72,000	0
S18	<b>DECREASE COST: MISCELLANEOUS OPERATING EXPENSES IN JUVENILE JUSTICE SERVICES</b> There is no service impact.	-3,000	0
S19	<b>DECREASE COST: REDUCE MISCELLANEOUS OPERATING DOLLARS FOR THE HIGH SCHOOL WELLNESS CENTER</b> There is no service impact.	-5,000	0
S20	<b>REDUCE: TRAVEL AND EQUIPMENT FUNDS FOR THE STREET OUTREACH NETWORK</b> This reduction will impact our ability to strengthen and build staff capacity by no longer being able to attend trainings. The reduction in equipment funds will impact our programmatic services as some of our equipment utilized for SON projects is becoming outdated and requires additional upgrades and improvements; thereby reducing the quality of service delivery for youth.	-9,000	0
S21	<b>DECREASE COST: CONTRACT FOR THE YOUTH OPPORTUNITY CENTER</b> There is no service impact. The vendor (Identity, Inc.) is expected to come in under budget.	-10,000	0
S22	<b>REDUCE: OUTREACH SERVICES CONTRACT</b> The vendor (Centro Familia) is doing two series of Early Literacy Learning parties with our Latino parents and providers. This reduction will likely have a minor impact on training but the Learning Parties have been picked up and implemented by other community partners through out the county. Office coverage for Centro Familia and telephone technical assistance for Latino care givers and parents is also a part of this contract. This technical assistance is a duplication of services that are funded by the state.	-20,000	0
S23	<b>REDUCE: TECHNICAL ASSISTANCE TRAINING CONTRACT</b> There is minimal service impact. The vendor for this contract is Family Services, Inc.	-23,650	0
S24	<b>REDUCE: LEARNING PARTIES OPERATING DOLLARS</b> There is minimal service impact.	-10,000	0
S25	<b>REDUCE: IN HOME AIDE SERVICES (IHAS)-SAVINGS RESULTING FROM REDUCING MAXIMUM HOURS FROM 20 TO 14 HOURS PER WEEK, PER CLIENT</b> The IHAS Program will reduce the maximum allowable personal care hours from 20 to 14 hours per week, per client. This will bring the average number of hour provided to clients to between 8 and 10 hours and align the program with other jurisdictions around the state that average between 6 and 8 hours per week.	-120,000	0
S26	<b>DECREASE COST: GROUP HOME SUBSIDY FUNDS UNDERUTILIZED IN FY10</b> This reduction is based on projected FY10 spending.	-30,000	0
S27	<b>REDUCE: DD SUPPLEMENT (INDIVIDUAL SUPPORT SERVICES (ISS)/FAMILY SUPPORT SERVICES (FSS) REDUCTION)</b> The reduction will eliminate funding for Individual Support Services (ISS)/Family Support Services (FSS) in April 2010. Of the 2,622 Montgomery County clients served by providers receiving DD supplemental funding, 221 receive ISS/FSS services. The Department believes that a reduction of funding to support ISS will not cause a reduction in services for these clients. There are twelve agencies providing ISS services: the Jewish Social Services Agency (JSSA) is the only provider whose sole service is ISS. However, given the unfavorable economic situation, the proposal to eliminate supplemental funding for ISS/ FSS (DD Supplement) services will adversely affect the fewest individuals and providers.	-60,000	0
S28	<b>DECREASE COST: MISCELLANEOUS OPERATING EXPENSES IN HEALTH PROMOTION AND PREVENTION</b> This reduction is based on historical underspending.	-100,000	-570

FY10 Savings Plan (2nd Rnd)- Description/Justification

MCG Tax Supported

Ref No.	Title	\$	Revenue
<b>Health and Human Services</b>			
S29	DECREASE COST: WEST NILE VIRUS VECTOR SURVEILLANCE There is no impact on services. This reduction is based on historical underspending.	-24,000	0
S30	DECREASE COST: PROJECT DELIVER There should be no impact on services. FY10 deliveries are down. There are fewer deliveries and therefore fewer doctors are billing.	-60,000	-3,450
S31	DECREASE COST: CARE FOR KIDS CONTRACT AND OPERATING EXPENSES Reduce contractual funds and shift more Care For Kids enrollees to the School Based Health Centers and the High School Wellness center and reduce operating expenses based on historical underspending	-110,000	0
S32	DECREASE COST: MONTGOMERY CARES This reduction is due to savings (due to underutilization) found in Homeless Health contract and lapse from Contractual positions.	-183,000	0
S33	DECREASE COST: UNENCUMBERED OPERATING EXPENSES IN WOMEN'S HEALTH SERVICES This reduction will reduce administrative support.	-9,000	0
S34	DECREASE COST: REPRODUCTIVE HEALTH CONTRACTS This reduction is based on underutilization by the contractor due to eligibility changes.	-31,000	0
S35	DECREASE COST: TUITION AND TRAVEL IN PUBLIC HEALTH ADMINISTRATION There is no impact on services.	-5,000	0
S36	ELIMINATE: THE WHEATON PUBLIC INEBRIATION INITIATIVE TEAM (PIIT) PROGRAM-NEW INITIATIVE IN FY10-NEVER IMPLEMENTED This reduction eliminates the entire Wheaton Public Inebriation Initiative Team (PIIT) program. The department created two Behavioral Tech positions (PIN 16467, 16468) - these positions were never filled. This reduction also eliminates the budgets for sobering beds contract in Avery Road Treatment Center (ARTC) and other supplies for Wheaton PIIT in FY10.	-134,000	0
S37	DECREASE COST: REDUCE THE PSYCHIATRIC CONTRACT BUDGET IN FY10 Currently the department does not have a contract psychiatrist working in Child and Adolescent Mental Health Services and have not since December 31, 2008. The existing client caseloads are handled by the two merit psychiatrists (1 full time 1 part time 0.5wy).	-152,260	0
S38	DECREASE COST: PAPER AND PRINTING REDUCTIONS This savings represents the remaining amount of printing and mail reductions not taken in our round 1 Savings Plan.	-141,010	-3,650
S39	DECREASE COST: VACANCY SAVINGS The department will achieve savings by deferring and delaying hiring for vacant positions. The department will closely monitor its personnel costs to ensure that we meet our savings plan target.	-180,350	0
S40	DECREASE COST: SAVINGS FROM GUIDE AUDIT FINDINGS There is no service impact. This money is the result of an audit that showed that the county had overpaid GUIDE for FY08 and FY09 contracts.	-23,020	0
<b>Health and Human Services Total:</b>		<b>-1,992,300</b>	<b>-61,270</b>

**Housing and Community Affairs**

S1	DECREASE COST: DELAY HIRING LANDLORD TENANT INVESTIGATOR Delay in filling this position (01/01/10-06/30/10) will result in increase in workload for existing Landlord Tenant Investigators which may increase the time in resolving cases. Customer service/satisfaction may be impacted.	-74,760	0
S2	SHIFT: USE WEATHERIZATION ARRA TO FUND EXISTING POSITIONS No impact to service is expected.	-74,700	0
<b>Housing and Community Affairs Total:</b>		<b>-149,460</b>	<b>0</b>

**Human Resources**

S1	DECREASE COST: JOB ADVERTISING IN THE WASHINGTON POST Since there is a hiring freeze, there will be no service impact.	-2,780	0
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11

FY10 Savings Plan (2nd Rnd)- Description/Justification

MCG Tax Supported

Ref No.	Title	\$	Revenue
<b>Human Resources</b>			
S2	SHIFT: INCREASE PERCENTAGE OF OHR FRONT DESK COST CHARGED TO BENEFITS FROM 25% TO 50% There will be no service impact. This is a re-alignment of costs with actual utilization of front desk staff.	-10,960	0
S3	SHIFT: ALLOCATE 50% OF CRM CHARGE TO OHR GENERAL FUND TO BENEFITS There will be no service impact. This is a re-allocation of charges to reflect utilization of services.	-57,750	0
S4	SHIFT: MOVE 0.5 WORK YEAR OF POSITION IN RECORDS MANAGEMENT TO CIP/ERP FOR SIX MONTHS TO FILL VACANT ERP POSITION Move 0.5 WY from Records management team to CIP/ERP to fill in for Vacant Human Resources Specialist III for half of FY10. Workload for other team staff will increase but incumbent in position will gain ERP experience which will benefit team in the long run.	-21,340	0
<b>Human Resources Total:</b>		<b>-92,830</b>	<b>0</b>
<b>Human Rights</b>			
S1	DECREASE COST: LAPSE VACANT INVESTIGATOR III POSITION There is no impact to service	-70,470	0
<b>Human Rights Total:</b>		<b>-70,470</b>	<b>0</b>
<b>Inspector General</b>			
S1	DECREASE COST: REDUCE PERSONNEL COSTS; LWOP FOR 3+ WEEKS BY IG No foreseen service impact to County.	-9,810	0
S2	DECREASE COST: REDUCE SUBOBJECT CODE 1633, GROUP INSURANCE, BY \$4,000 No foreseen service impact to County.	-4,000	0
S3	DECREASE COST: REDUCE SUBOBJECT CODE 3149, OTHER CENTRAL DUPLICATING, BY \$500 No foreseen service impact to County.	-500	0
S4	DECREASE COST: REDUCE SUBOBJECT CODE 3200, OUTSIDE PRINTING, BY \$500 No foreseen impact on service to County.	-500	0
S5	DECREASE COST: REDUCE SUBOBJECT CODE 3549, EDUCATION & TRAINING, BY \$1,000 No foreseen impact to County service.	-1,000	0
S6	DECREASE COST: REDUCE SUBOBJECT CODE 3602, ADVERTISING, BY \$500 No foreseen impact on service to County.	-500	0
S7	DECREASE COST: REDUCE SUBOBJECT CODE 3700, PROFESSIONAL MEMBERSHIPS, BY \$500 No foreseen impact on service to County.	-500	0
S8	DECREASE COST: REDUCE SUBOBJECT CODE 3802, FURNITURE, BY \$1,000 No foreseen impact on service to County.	-1,000	0
S9	DECREASE COST: REDUCE SUBOBJECT CODE 4600, BOOKS, BY \$500 No foreseen impact on service to County.	-500	0
S10	DECREASE COST: REDUCE SUBOBJECT CODE 5050, MEETINGS, BY \$300 No foreseen impact on service to County.	-300	0
<b>Inspector General Total:</b>		<b>-18,610</b>	<b>0</b>
<b>Intergovernmental Relations</b>			
S1	REDUCE: PROFESSIONAL SERVICES - REDUCE HEALTH AND HUMAN SERVICES LEGISLATIVE ANALYST SERVICES	-25,730	0



12

FY10 Savings Plan (2nd Rnd)- Description/Justification

MCG Tax Supported

Ref No.	Title	\$	Revenue
<b>Police</b>			
S2	DECREASE COST: DELAY OF THE JANUARY 2010 POLICE OFFICER CANDIDATES CLASS TO APRIL 2010	-618,000	0
S3	DECREASE COST: MOTOR POOL CHARGEBACK Savings in the Motor Pool Chargeback reflects projected reductions in maintenance and fuel cost.	-1,568,000	0
<b>Police Total:</b>		<b>-6,857,740</b>	<b>0</b>
<b>Public Information</b>			
S1	ELIMINATE: PEDESTRIAN SAFETY FUNDS All remaining pedestrian safety funds are eliminated, which halts plans to produce a Spanish-language version of the "Drive Safe" video, as well as plans to do outreach for the "Parking Lots Are Danger Zones" campaign.	-14,130	0
S2	SHIFT: VISUAL INFORMATION SPECIALIST (GRAPHIC DESIGNER/PRODUCTION SETUP) POSITION TO THE CABLE FUND. With this position spending more time on cable productions and issues, the Office of Public Information will have to find new ways to manage its substantial workload.	-21,510	0
<b>Public Information Total:</b>		<b>-35,640</b>	<b>0</b>
<b>Public Libraries</b>			
S1	REDUCE: LIBRARY MATERIALS The reduction itself is 12.7% from the original FY10 budget. Collectively the total reduction to the library materials budget since July 1st would be \$2.05m, or 37.2%, leaving an effective base budget of \$3.46 million for FY10. All materials purchasing areas will be affected. Very substantial reductions or eliminations will also be made in magazine/newspapers, music, print reference materials, and databases. Cessation of certain State of Maryland database products will lessen the materials available via Interlibrary Loan.	-698,450	0
S2	REDUCE: SUBSTITUTE STAFFING Substitute staffing (cut 15% for FY10) will be further reduced by 20% from the FY10 base budget. Merit branch staffing has been reduced already by 11% from FY09 levels, with no decrease in service hours, and increasing use (8% so far in FY10) by customers. The inability to book substitute staff to cover for merit staff who go on annual or sick leave will reduce information services. This magnitude of reduction will force the department to sporadically close information desks down due to lack of staffing and an inability to cover the resulting gap. There will be an increased risk, especially in severe weather conditions, that branches may have to be closed or closed early at unexpected intervals due to critical staffing shortages.	-112,940	0
S3	REDUCE: SUNDAY SERVICE PROFESSIONAL INFORMATION STAFF AT ALL EIGHT LOCATIONS TO CIRCULATION STAFF ONLY AND MAINTAIN TELEPHONE ASK-A-LIBRARIAN LOCATED AT ROCKVILLE - NO HOURS REDUCTION Staffing will be reduced on Sundays, no information services will be provided, except for the Ask-a-Librarian Service. Represents a 25% reduction to Sunday staffing costs in this FY.	-100,000	0
S4	REDUCE: LIBRARY MATERIALS PROCESSING Less library materials being purchased. Abolish 1 of 4 positions assigned to process library materials (e.g. prepare them for use in the library system). (Libr. Tech. FT)	-14,500	0
S5	REDUCE: HUMAN RESOURCES SUPPORT Reduction/practical elimination of recruiting, and conversion to MCTime reduce workload in this area until hiring freeze is lifted. Other administrative functions of this position will be redistributed to central administration staff. (PAA FT).	-7,270	0
S6	REDUCE: LIBRARY MATERIALS CATALOGING Less library materials being purchased. Abolish 1 of 3 positions assigned to catalog library materials. (Library Assoc. II FT).	-27,000	0
S7	REDUCE: CENTRAL ADMIN SUPPORT Central staff will be re-assigned to cover reception desk and administration phone lines. Some reduction of Central Administration's capacity to provide internal and external customer service. (AA PT).	-4,720	0
S8	REDUCE: FURNISHINGS AND MEETING ROOMS This reduction to an already small budget in comparison to the number of branches supported will result in a decrease in seating and other furniture for customers. Pieces of furniture in the library system are regularly worn beyond safe, sanitary, or	-30,000	0

13

Ref No.	Title	\$	Revenue
<b>Public Libraries</b>			
	practical use without complete replacement or refurbishment.		
S9	<b>REDUCE: IT REPLACEMENT EQUIPMENT</b> MCPL uses printers, bar code scanners, computer mice and keyboards that are regularly worn out with hard use. The proposed reduction could result in slower service as service points are down for lack of working equipment. Some funds will be left to deal with those issues that would most reduce service effectiveness.	-15,000	0
S10	<b>REDUCE: LIBRARY MATERIALS DELIVERY-RECEIVING</b> Less library materials being purchased. Abolish 1 of 2 positions assigned to intake library materials. (Supply Tech. 1 FT ).	-17,060	0
S11	<b>REDUCE: MATERIALS PAYMENTS AND RECEPTION</b> Less library materials being purchased. Abolish 1 of 2 positions assigned to pay library materials invoices. Transfer some payment to Business Office staff, redistribute other payment issues and other portfolio assignments between Business Office unit and Collection Management administration. Assume an imminent, non-RIF related retirement of one PAA FT.	-30,800	0
S12	<b>DECREASE COST: TRAINING</b> Leaves only enough funding to train staff on Integrated Library System upgrade, May 2009.	-10,000	0
S13	<b>DECREASE COST: DRIVER UNIFORM &amp; EQUIPMENT</b> Reduce provision (in this year) of clothing, boots, gloves, and other equipment required by the bargaining agreement or needed for practical operation of the department's four trucks.	-1,200	0
S14	<b>DECREASE COST: MILEAGE REIMBURSEMENT, NON LOCAL TRAVEL &amp; BOARD MEETINGS</b> MCPL has employed virtual meeting technologies and directed workgroups to decrease the number of meetings conducted. Changes in department processes have also reduced the frequency of certain meetings.	-8,780	0
S15	<b>REDUCE: ADVERTISING (JOBS)</b> Reduce recruitment of new staff	-1,500	0
<b>Public Libraries Total:</b>		<b>-1,079,220</b>	<b>0</b>
<b>Regional Services Centers</b>			
S1	<b>DECREASE COST: LAPSE BETHESDA-CHEVY CHASE REGIONAL SERVICES CENTER, ASSISTANT DIRECTOR, MANAGER III</b> A delay in hiring the Assistant Director position will pose significant challenges to the oversight and operations of the Bethesda-Chevy Chase Regional Services Center (B-CC RSC) and may create lapses in services and in meeting administrative requirements. In its absence, the B-CC RSC is utilizing the Assistant Director of the UpCounty Regional Services Center for support.	-22,340	0
S2	<b>DECREASE COST: LAPSE BETHESDA-CHEVY CHASE REGIONAL SERVICES CENTER, PUBLIC ADMINISTRATIVE INTERN</b> A 4.5 month lapse on the Public Administration Intern Position will have minimal impacts, beyond existing office coverage and workload issues. This position has recently been approved for hiring. The timeframe lapsed is within the anticipated selection timeframe.	-18,230	0
S3	<b>DECREASE COST: LAPSE UPCOUNTY REGIONAL SERVICES CENTER, PROGRAM SPECIALIST II</b> A lapse of 5 months will eliminate the ability to provide new programs for the Upcounty community (i.e. Internet-based community forums) and support the planned transition of Clarksburg activities from the current Ombudsman whose position will not be funded after December 31. The lapse will also result in a significant reduction in current activities that introduce and publicize UpCounty Regional Services Center services (i.e. issue-related focus groups, business community forums, positive youth development strategies, senior village project, etc.).	-11,930	0
S4	<b>DECREASE COST: LAPSE EAST COUNTY REGIONAL SERVICES CENTER, PROGRAM SPECIALIST II</b> Lapsing the salary of the vacant part time Program Specialist II position will result in the elimination of new programs and a significant reduction in current programs such as ESOL, Jobs skills training and community focus groups. The absence of this funding will also considerably reduce the level of community outreach activities the Center is able to conduct in FY10.	-20,130	0
S5	<b>REDUCE: EMERGING COMMUNITIES</b> Each center has \$25,000 for emerging communities. This will leave a balance of approximately \$15,000 per center to assist emerging communities in FY10.	-48,780	0

<b>MONTGOMERY CARES FY10 BUDGET and EXPENSES</b>						
	<b>FY10 March CE Recommend</b>	<b>Council Approved</b>	<b>FY10 Approved Revised</b>	<b>FY10 Savings Plan Round 1</b>	<b>FY10 Savings Plan Round 2</b>	<b>Change from FY10 revised</b>
Enrollment	22,500	22,500	23,000	23,000	23,000	-
Support for Primary Care Visits	3,667,100	3,667,100	3,750,800	3,750,800	3,750,800	-
Community Pharmacy - Med Bank	2,086,321	2,086,321	2,127,731	2,127,731	2,127,731	-
Cultural Competency	50,000	55,000	75,000	75,000	75,000	-
Pilot Programs	880,000	950,000	950,000	950,000	938,000	(12,000)
Specialty Services	613,469	660,469	660,469	660,469	655,969	(4,500)
Program Development	244,000	244,000	244,000	244,000	244,000	-
Information and Technology	348,000	348,000	348,000	348,000	348,000	-
PCC-Administration	524,070	524,070	524,070	524,070	524,070	-
HHS Eligibility Determination	184,014	205,137	205,137	205,137	205,137	-
HHH Administration	458,451	484,030	484,030	484,030	484,030	-
Facility and Technical Assistance	406,810	456,810	311,700	<b>307,300</b>	<b>230,800</b>	(80,900)
Health Care for the Homeless	699,762	735,285	738,972	<b>733,972</b>	<b>643,972</b>	(95,000)
Balance in Payroll						-
<b>TOTAL MONTGOMERY CARES</b>	<b>10,161,997</b>	<b>10,416,222</b>	<b>10,419,909</b>	<b>10,410,509</b>	<b>10,227,509</b>	(192,400)
* In FY10, HHS reallocated a total of \$145,110 from Facilities- \$83,700 to provide primary care visits and \$41,410 for pharmacy services for an additional 500 patients and \$20,000 to provide additional language line services based on increased demand. \$3687 inflation adjustment to Healthcare for Homeless						
** Savings Plan reductions Round 1 taken in Facilities (-\$4400) and Healthcare for the Homeless (-\$5000)						
***Savings Plan Round 2 taken in Healthcare for Homeless (-\$90,000) Facilities (-\$76,500) Specialty Care (-\$4,500 vacant position) BH Pilot (-\$12,000 vacant position)						

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# Germantown Library -- No. 710101

Category  
Subcategory  
Administering Agency  
Planning Area

**Culture and Recreation**  
**Libraries**  
**General Services**  
**Germantown**

Date Last Modified  
Required Adequate Public Facility  
Relocation Impact  
Status

January 14, 2010  
**No**  
**None.**  
**Under Construction**

### EXPENDITURE SCHEDULE (\$000)

Cost Element	Total	Thru FY08	Rem. FY08	Total 6 Years	FY09	FY10	FY11	FY12	FY13	FY14	Beyond 6 Years
Planning, Design, and Supervision	1,797	2,807	-1,010	0	0	0	0	0	0	0	0
Land	2,216	2,220	-4	0	0	0	0	0	0	0	0
Site Improvements and Utilities	1,569	63	1,506	0	0	0	0	0	0	0	0
Construction	9,315	11,411	-2,096	0	0	0	0	0	0	0	0
Other	2,897	977	1,920	0	0	0	0	0	0	0	0
<b>Total</b>	<b>17,794</b>	<b>17,478</b>	<b>316</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### FUNDING SCHEDULE (\$000)

G.O. Bonds	16,599	16,283	316	0	0	0	0	0	0	0	0
Land Sale	889	889	0	0	0	0	0	0	0	0	0
PAYGO	306	306	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>17,794</b>	<b>17,478</b>	<b>316</b>	<b>0</b>							

### OPERATING BUDGET IMPACT (\$000)

Maintenance				318	159	159	0	0	0	0
Energy				130	65	65	0	0	0	0
Program-Staff				458	229	229	0	0	0	0
Program-Other				200	100	100	0	0	0	0
Offset Revenue				-98	-49	-49	0	0	0	0
<b>Net Impact</b>				<b>1,008</b>	<b>504</b>	<b>504</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
WorkYears					5.0	5.0	0.0	0.0	0.0	0.0

**DESCRIPTION**

This project provides for the design and construction of a 44,000 gross square foot library located in the Germantown Town Center. The new library will be a free-standing library with 180 parking spaces. The Program of Requirements identifies the need for a fully automated library with 107,000 items for adults, 4,000 items for young adults, 5,000 items for the reference collection, and 74,000 items for the children's collections area. This project will fully comply with the Americans with Disabilities Act.

**COST CHANGE**

The County Executive recommends and the County Council approves reducing \$1,299,000 in unspent planned expenditures as part of the FY10 savings plan. The FY11-16 PDF will reflect the reduction in expenditures in the project.

**JUSTIFICATION**

Germantown is one of five areas where library services need to be expanded, according to the Department of Public Libraries Strategic Facilities Plan. The Germantown population is expected to grow to 85,000 by 2015. A 16,000 square foot library in the Upcounty Regional Services Center is currently serving this area. In comparison, Planning Area 35 (Bethesda) with a population of 87,000 has three libraries to serve the population. The nearest library, which is also heavily used, is in Gaithersburg. The current library serves a total of 12 schools. After needs assessment by the Department of Public Libraries in October 1998, the Department recommended replacing the existing library with a larger facility.

**FISCAL NOTE**

When this project is completed the annual Operating Budget Impact will increase by \$504,000 and 5.0 workyears compared to the existing Germantown Library.

**OTHER DISCLOSURES**

- A pedestrian impact analysis has been completed for this project.

APPROPRIATION AND EXPENDITURE DATA	COORDINATION	MAP																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date First Appropriation</td> <td>FY01</td> <td>(\$000)</td> </tr> <tr> <td>First Cost Estimate</td> <td></td> <td></td> </tr> <tr> <td>Current Scope</td> <td>FY01</td> <td>17,672</td> </tr> <tr> <td>Last FY's Cost Estimate</td> <td></td> <td>19,093</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Appropriation Request</td> <td>FY10</td> <td>0</td> </tr> <tr> <td>Supplemental Appropriation Request</td> <td></td> <td>0</td> </tr> <tr> <td>Transfer</td> <td></td> <td>0</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Cumulative Appropriation</td> <td></td> <td>19,093</td> </tr> <tr> <td>Expenditures / Encumbrances</td> <td></td> <td>17,985</td> </tr> <tr> <td>Unencumbered Balance</td> <td></td> <td>1,108</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Partial Closeout Thru</td> <td>FY07</td> <td>0</td> </tr> <tr> <td>New Partial Closeout</td> <td>FY08</td> <td>0</td> </tr> <tr> <td>Total Partial Closeout</td> <td></td> <td>0</td> </tr> </table>	Date First Appropriation	FY01	(\$000)	First Cost Estimate			Current Scope	FY01	17,672	Last FY's Cost Estimate		19,093				Appropriation Request	FY10	0	Supplemental Appropriation Request		0	Transfer		0				Cumulative Appropriation		19,093	Expenditures / Encumbrances		17,985	Unencumbered Balance		1,108				Partial Closeout Thru	FY07	0	New Partial Closeout	FY08	0	Total Partial Closeout		0	<p><b>COORDINATION</b></p> <p>Department of Public Libraries Department of Permitting Services Up-County Regional Services Center Department of General Services Department of Technology Services Public Facilities Roads Maryland-National Capital Park and Planning Commission WSSC</p> <p>Special Projects Legislation was approved May 23, 2002 (Bill No. 13-02).</p>	<p><b>MAP</b></p> <p style="text-align: center; font-size: 1.2em;">See Map on Next Page</p>
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# Gaithersburg Library Renovation -- No. 710300

Category  
Subcategory  
Administering Agency  
Planning Area

**Culture and Recreation**  
**Libraries**  
**General Services**  
**Gaithersburg**

Date Last Modified  
Required Adequate Public Facility  
Relocation Impact  
Status

**January 14, 2010**  
**No**  
**None.**  
**Planning Stage**

## EXPENDITURE SCHEDULE (\$000)

Cost Element	Total	Thru FY08	Rem. FY08	Total 6 Years	FY09	FY10	FY11	FY12	FY13	FY14	Beyond 6 Years
Planning, Design, and Supervision	2,746	128	986	1,632	839	60	419	314	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	3,522	0	500	3,022	0	0	2,357	665	0	0	0
Construction	16,775	0	741	16,034	0	0	8,919	7,115	0	0	0
Other	2,630	0	379	2,251	0	0	1,345	906	0	0	0
<b>Total</b>	<b>25,673</b>	<b>128</b>	<b>2,606</b>	<b>22,939</b>	<b>839</b>	<b>60</b>	<b>13,040</b>	<b>9,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

## FUNDING SCHEDULE (\$000)

Current Revenue: General	400	0	400	0	0	0	0	0	0	0	0
G.O. Bonds	24,863	128	2,116	22,619	519	60	13,040	9,000	0	0	0
State Aid	410	0	90	320	320	0	0	0	0	0	0
<b>Total</b>	<b>25,673</b>	<b>128</b>	<b>2,606</b>	<b>22,939</b>	<b>839</b>	<b>60</b>	<b>13,040</b>	<b>9,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

### DESCRIPTION

This project calls for a major renovation and redesign of the Gaithersburg Library, a 33,730 square foot structure located at 18330 Montgomery Village Avenue and opened in 1981. Renovation of this facility will include replacement of HVAC, lighting, electrical, plumbing, security, fire alarm, communications, roof, and windows; reconfiguration of the library interior including a 6,130 square foot addition for expansion of the children's room; redesign of bathrooms to meet accessibility requirements, masonry work to correct on-going cracking of the exterior walls, re-paving of the parking lot and other site work; and replacement of furniture. The project includes the cost of temporary facilities for the duration of construction.

### COST CHANGE

The County Executive recommends and the County Council approves reducing \$81,000 in planned expenditures as part of the FY10 savings plan. The FY11-16 PDF will reflect the reduction in expenditures in the project.

### JUSTIFICATION

The Department of Public Libraries Strategic Facility Plan identified the Gaithersburg Library for renovation in 2001, 20 years after it opened to the public. The library continues to be the busiest in the County with a circulation of more than one million items and about 700,000 visits by the public each year. Staff offer more than 300 public programs per year and the meeting rooms are booked by more than 100 groups per month.

### OTHER

The County Council requested that the Executive review the Program of Requirements for this library to take into consideration community demographics, the space and programmatic needs for the library, and any limitations associated with the current site. Any changes proposed as a result of the review may ultimately affect the costs and schedule for this project.

The County Executive approved a model that would add a total of 22,456 gross square feet to the building. This will include a partial second floor with 7,500 gross square feet that will hold the elevator, meeting rooms, mechanical rooms, storage, and a satellite office of the Gilchrist Center. The remaining space will be added to the main level of the current structure along the front, back and sides without impacting the number of current parking spaces.

### FISCAL NOTE

Project schedule amended to reflect current implementation plan.

### OTHER DISCLOSURES

- A pedestrian impact analysis has been completed for this project.
- The Executive asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

APPROPRIATION AND EXPENDITURE DATA	COORDINATION	MAP																																													
<table border="1"> <tr> <td>Date First Appropriation</td> <td>FY07</td> <td>(\$000)</td> </tr> <tr> <td>First Cost Estimate</td> <td>FY07</td> <td>13,457</td> </tr> <tr> <td>Last FY's Cost Estimate</td> <td></td> <td>25,754</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Appropriation Request</td> <td>FY10</td> <td>60</td> </tr> <tr> <td>Supplemental Appropriation Request</td> <td></td> <td>0</td> </tr> <tr> <td>Transfer</td> <td></td> <td>0</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Cumulative Appropriation</td> <td></td> <td>3,654</td> </tr> <tr> <td>Expenditures / Encumbrances</td> <td></td> <td>986</td> </tr> <tr> <td>Unencumbered Balance</td> <td></td> <td>2,668</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Partial Closeout Thru</td> <td>FY07</td> <td>0</td> </tr> <tr> <td>New Partial Closeout</td> <td>FY08</td> <td>0</td> </tr> <tr> <td>Total Partial Closeout</td> <td></td> <td>0</td> </tr> </table>	Date First Appropriation	FY07	(\$000)	First Cost Estimate	FY07	13,457	Last FY's Cost Estimate		25,754				Appropriation Request	FY10	60	Supplemental Appropriation Request		0	Transfer		0				Cumulative Appropriation		3,654	Expenditures / Encumbrances		986	Unencumbered Balance		2,668				Partial Closeout Thru	FY07	0	New Partial Closeout	FY08	0	Total Partial Closeout		0	<p>M-NCPPC Department of General Services Department of Technology Services Department of Permitting Services Department of Public Libraries Upcounty Regional Services Center WSSC</p> <p>Special Projects Legislation was approved May 25, 2006 (Bill No. 11-06)</p>	<p style="text-align: center;">See Map on Next Page</p>
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