AGENDA Item #2 May 10, 2010

M E M O R A N D U M

May 6, 2010

TO:	County Council
FROM:	Marlene Michaelson, Senior Legislative Analyst
	Jean Arthur, Legislative Analyst
SUBJECT:	Maryland-National Capital Park and Planning Commission FY11 Operating Budget and Workprogram

Those expected for this worksession:

Royce Hanson, Chairman, Montgomery County Planning Board Rollin Stanley, Director, Planning Department Alison Davis, Chief, Management Services Division/Planning Mary Bradford, Director, Department of Parks Mike Riley, Deputy Director of Administration, Department of Parks Gene Giddens, Deputy Director of Operations, Department of Parks MaryEllen Venzke, Chief, Management Services Division/Parks Karen Warnick, Budget Manager, Department of Parks Patti Barney, Executive Director Alfred Warfield, Acting Secretary Treasurer Holly Sun, Budget Manager (CAS)

The Planning, Housing, and Economic Development (PHED) Committee met on April 12, April 19, and April 26 to discuss the FY11 budget for Maryland-National Capital Park and Planning Commission (M-NCPPC). This memorandum presents the PHED Committee recommendations for M-NCPPC, including the Administration Fund (the Planning Department, the Commissioners' Office, and Central Administrative Services), the Park Fund, the Enterprise Fund, the Special Revenue Funds, the Advance Land Acquisition Revolving Fund, the Property Management Fund, and the Internal Service Funds. It also includes the PHED Committee's recommendations regarding revisions to the workprogram. The Public Safety (PS) Committee met on April 23 and May 3 to review the Park Police budget and discuss the Executive's proposal to consolidate Park Police functions with the County Government Police Department. Their recommendations are summarized below and provided in more detail in a memorandum from Linda McMillan, attached on © 90 to 120.

Relevant pages from the County Executive Recommended FY11 Operating Budget are attached on ©1-7. Responses to Council Staff questions on the budget are attached at © 8 to 69. All page references are to the FY11 M-NCPPC recommended budget; Council Members may wish to bring a copy to the meeting.

SUMMARY OF COMMITTEE RECOMMENDATIONS

Summary of PHED Committee Recommendations

- Support the reductions proposed by the Executive and the M-NCPPC non-recommended suggestions for achieving those reductions with the exceptions noted below.
- Abolish a significant portion of the positions not funded this year, rather than assuming that all frozen positions will be filled next year or that it will be possible to raise park taxes in future years.
- Supports the changes to the work program proposed by the Planning Department to meet the Executive recommended reductions. The PHED majority recommends beginning the Glenmont Sector Plan in FY11. Councilmember Floreen prefers to begin the White Flint II plan in FY11.
- Support the Planning Department suggested reductions to the budget to meet the Executive-recommended reductions with the changes to the workprogram (\$4,113,600).
- Support the Commissioners' Office budget with the reductions necessary to meet the Executive-recommended reductions for the Administration Fund (\$259,000).
- Support the Central Administrative Services (CAS) budget with the reductions necessary to meet the Executive-recommended reductions for the Administration Fund (approximately \$1.6 million). The Prince George's County Council must agree to any reduction.
- Further work should be done to compare the Department of Parks' fleet management policies and practices to other agencies or industry standards to determine whether any changes are warranted.
- Support the non-recommended reductions proposed by M-NCPPC to meet the Executive recommended reductions to the Park Fund. The Committee majority supported adding funding for the Department of Parks highest priority maintenance in two \$250,000 increments to the reconciliation list. Councilmember Floreen did not support adding these amounts to the reconciliation list.
- The Department of Parks should continue to explore opportunities for private or non-profit groups to take over the maintenance and operation of closed Park Activity Buildings if it can be done at no cost to the Department of Parks.
- Support the Executive recommendation to move funding for school ballfield maintenance (\$748,000) from the M-NCPPC budget to the County Government budget with a transfer of funding that would allow M-NCPPC to manage and/or perform the maintenance work.
- Support the reduction in professional services and contracts to meet the Executive-recommended reductions, but the Department should not assume a reduction related to school ballfield maintenance, since it is being funded by the County this year.
- Support the Executive recommendation to reduce funding for the Historic Preservation Special Revenue Fund and support all other Special Revenue Funds as submitted.
- Support the budgets for the Enterprise Fund, the Advance Land Acquisition Revolving Fund, the Property Management Fund and the Internal Service Funds as submitted by M-NCPPC.

Summary of Public Safety Committee Recommendations

- Add \$81,900 to the reconciliation list to restore the proposed reductions to the current deer management program.
- Add \$804,600 to the reconciliation list in three increments of \$268,200 each to restore funding for 18 filled Park Police Officer positions that are proposed to be abolished to meet the Executive's March 15th allocation
- Reallocate the Executive's \$2 million adjustment for savings from police consolidation as \$1.5 million to the Montgomery County Police Department and \$500,000 to Park and Planning per information from the Office of Management and Budget.
- Add \$500,000 to the reconciliation list to restore the assumed savings to Park and Planning from the Executive's consolidation proposal as it is not clear that this amount of savings can be achieved in FY11.
- Add \$573,000 to the reconciliation list for the Montgomery County Police Department to restore the portion of the savings from consolidation assumed by the Executive that may not be achieved in FY11. (This recommendation is a net amount that is tied to the PS Committee's recommendation to hold a recruit class of 40 in July 2010 and not hold a January 2011 recruit class. This is discussed in Agenda Item #4 of this session)
- The Committee asked Council staff to redraft language to be included in the budget resolutions for Park and Planning and County Government regarding the proposal to consolidate police functions. The revised draft was not available at the time this packet went to print.

OVERVIEW OF M-NCPPC BUDGET

The total requested FY11 budget for the agency for **all funds**, including self-supporting funds, debt service, and reserve is \$165.5 million, an increase of \$24.6 million, or 17.4 percent, as compared to the FY10 budget (see page 29). This figure includes COLA and merit increases and a \$20 million increase in the Advance Land Acquisition Revolving Fund $(ALARF)^1$. Without the increase in ALARF, the total budget would have grown by \$4.5 million, or 3.2 percent.

The table below summarizes the **tax-supported** request. In February 2010, the Council approved an FY11 Spending Affordability Guideline (SAG) for M-NCPPC that was a \$3.7 million decrease from the \$106.4 million approved FY10 budget. For FY11, the Commission has requested \$112.1 million (excluding debt service, grants, and reserves), approximately \$9.3 million above the February SAG amount target. The County Executive recommends funding at \$91.6 million.

¹ The FY11 M-NCPPC budget assumes the ALARF balance will be spent almost in entirety in FY11. The FY10 M-NCPPC budget assumed ALARF would be spent in the prior fiscal year (FY09) and therefore showed a low balance in FY10, hence the large increase from FY10 to FY11.

M-NCPPC SUMMARY OF TAX SUPPORTED FUNDS (Millions)					
		Increase/Decrease Over Approved FY10 Budget			
		Dollars	Percent		
Approved FY10 Budget	\$106.6				
M-NCPPC FY11 Request	\$112.1	\$5.5	4.9		
February Spending Affordability Guideline					
(SAG)	\$102.8	(\$3.8)	(3.6%)		
Executive Recommendation	\$91.6	(\$15.0)	(14.2%)		

The County Executive recommended funding level is \$20.5 million or 18.3% below the overall agency request. Reaching this target will have a significant impact on the agency, its workprogram, and level of service as described in detail on \mathbb{O} 8 to 69. The attached memorandum from the Chair estimates that 197 current employees could lose their jobs as part of a reduction in force (RIF) and notes that this number would be "close to that of the entire Montgomery County Government, whose tax-supported budget is almost 13 times that of the Commission."² While the impact of these reductions would be severe, Staff believes M-NCPPC should be commended for the thoughtful way in which they established priorities, ranked proposed reductions, and resisted identifying unrealistic reductions that would force the Council to find alternative reductions. Their assessment made it far easier for the Committee to do its work.

The impact of the reductions is significant, but it should be put in the context of County departments that will also experience significant reductions. While the Executive did not recommend significant cuts to departments he believes provide critical services, such as public safety related functions, he did recommend large reductions for several departments **relative to their FY10 approved budget**³.

 $^{^{2}}$ The memorandum indicates that this number is calculated based on average salary. Staff has not reviewed any of the assumptions or calculations used to generate this estimate.

³ This information is provided in Schedule B-2 of the Executive-Recommended FY11 Operating Budget (page 70-1).

Department	% Cut
County Executive	-23.1%
Commission for Women	-27.0%
General Services	-14.6%
Public Information	-22.7%
Regional Services Centers	-32.4%
Technology Services	-17.4
Transportation	-20.5%
Libraries	-22.4%
Recreation	-15.0%
Economic Development	-16.9%
Housing and Community Affairs	-43.5%

MAJOR CHANGES IN THE FY11 BUDGET

There are no major changes proposed by M-NCPPC for the FY11 budget, and the only increases are for health insurance, retirement, staff compensation, and funding for the operation of new parks that have come on-line. Of note in the Department of Parks budget is the 10.9 percent **decrease** in Enterprise Expenditures. This is the first budget since FY05 in which M-NCPPC has not requested a subsidy from the General Fund. In addition, there is a significant increase in the Special Revenue Funds to reflect a transfer from the General Fund to pay for the maintenance of school ballfields.

The Department of Parks and the Planning Department continue to refine and improve their program budget presentation, and CAS hopes to transition to a program budget in FY12.

LONG-TERM FISCAL SUSTAINABILITY

Committee Recommendation: The Committee believes that M-NCPPC must abolish positions, rather than assume that the positions not funded this year will be restored in a future budget or that it will be possible to raise increase park taxes in future years.

The cover letter in the budget (page 6) raises questions regarding the long-term fiscal sustainability of the M-NCPPC budget, in particular for the Park Fund, given the reductions in the Commission's property taxes. They have recommended a gradual restoration of their tax rate and requiring Rockville and Gaithersburg to contribute towards the cost of regional, recreational, conservation, and stream valley parks. (These cities provide their own local parks and therefore do not, and should not, pay for local parks.) Staff strongly agrees that the Council should reexamine the cities' contribution towards the operation of the non-local part of the park system.

Regarding the broader issue of long-term fiscal sustainability, the Council must determine whether it supports a strategy based on increased revenues, decreased costs, or a combination. The Council is considering having the Office of Legislative Oversight prepare a study related to the long-term structural budget deficit, and it is not clear what options will emerge from this effort. However, Staff believes it is unlikely that the Council will choose to rely solely on increasing tax rates in future years. Staff believes that each agency will be forced to consider how to reduce or contain costs to address these long-term fiscal issues.

One option to reduce long-term deficits is a permanent reduction in the size of the workforce. M-NCPPC has, for the most part, chosen to freeze, rather than abolish, positions, while most departments in County Government have abolished a significant number of positions. For example, the Recreation Department will have abolished more than 40 percent of its career workforce since FY08 (assuming the Council supports the proposed FY11 reductions). **Overall, County Government will have reduced its workforce 10% in the two year period from FY09 to FY11**.

All Commission departments have frozen numerous vacancies over the past few years; however, only 4 positions were abolished (by the Planning Department in FY09 with an additional one proposed to be abolished in FY11) and there has been an assumption that all of the remaining vacant positions will be restored when the County's fiscal situation changes. Staff questions whether this is a realistic assumption. The most fiscally conservative approach would be to abolish all positions not funded in FY11, and then debate in future years which should be added back. Staff recommends that this issue be reassessed in the fall after M-NCPPC has finalized the number of staff participants in the Retirement Incentive Program or impacted by a reduction in force.

ADMINISTRATION FUND

The Administration Fund of the Maryland-National Capital Park and Planning Commission (M-NCPPC) includes the bi-county Central Administrative Services (CAS), the Commissioners' Office, and the Planning Department. M-NCPPC's total budget request for the Administration Fund for FY11 is **\$29,343,800** (excluding grants and reserves), representing a \$1.7 million or **6.2% increase** over the FY10 budget (see page 31). The Executive recommends **\$23,380,510**, which is \$6 million (20.3%) less than the agency request and 15.4% below the approved budget.

ADMINISTRATIVE FUND BUDGET HIGHLIGHTS (Millions)		
FY10 Approved Budget	\$27.63	
FY11 Request	\$29.34	
FY11 Executive Recommendation	\$23.38	
Difference Between Request and Executive Recommendation	\$5.96	

REDUCTIONS TO MEET THE EXECUTIVE RECOMMENDED FUNDING LEVEL

The attached memorandum from the Commission Staff indicates the significant impact of the Executive budget on M-NCPPC. To achieve the Executive-recommended funding level, the Commission would have to eliminate all compensation increases (including cost of living increases and merit increases), institute ten furlough days, freeze all vacant positions (approximately 20 in addition to normal lapse), and eliminate 28 filled positions. This would have a significant impact on the work program of the Planning Department as discussed below, and would also impact the ability of the Central Administrative Services (CAS) departments to provide support services to the Commission.

If the Executive-recommended reductions were split among the three components of the Administration Fund so that each one received an equal percentage reduction, the different components would face reductions as follows:

Commissioners' Office	\$258,941
Planning Department	\$4,113,600
Central Administrative Services	<u>\$1,604,411</u>
	\$5,976,952

As the Council is aware, any reduction to CAS must be agreed to by both Prince George's and Montgomery Counties, or the budget stands as submitted.

PLANNING DEPARTMENT WORKPROGRAM

Committee Recommendation: Supports the changes to the work program proposed by the Planning Department to meet the Executive recommended reductions. The majority would begin the Glenmont Sector Plan in FY11. Councilmember Floreen prefers to begin the White Flint II plan in FY11.

A description of each Planning Department program appears on pages 107 to 228 of the budget and has also been the subject of Council discussion at the Semi-Annual Report meeting with the Planning Board. M-NCPPC has requested 178.4 workyears for FY11, down from 179.15 for the four major components of the Planning Department: (1) Master Plan; (2) Plan Implementation; (3) Information Services; and (4) Management and Administration. The 0.75 reduction in workyears is due to the elimination of a term position associated with the Inter-County Connector (ICC) review. This position would be abolished.

The charts on pages 123 to 126 of the budget provide a comparison between the Planning Department's FY10 and FY11 workyears and summary information about the FY11 costs for personnel and other costs. As the chart highlights, the Planning Department master plan resources will shift as they complete current plans and begin work on new ones. The workprogram **as submitted in the budget** includes the following:

- The Department will complete work in FY10 or early FY11 on the Germantown Employment Area Sector Plan, the White Flint I Sector Plan, the Gaithersburg West Master Plan, the Kensington Sector Plan, and the Housing Policy Element of the General Plan.
- It proposes to begin or intensify work on the Master Plan of Highway Plans Update, the Chevy Chase Lake Sector Plan, and three neighborhood plans: the Battery Lane Plan, the Washington Adventist University/Columbia Union College Plan, and the Burtonsville Circulation Amendment.
- Other plans currently in progress that would be continued in the proposed budget include the Takoma/Langley and Wheaton CBD plans (which will be delivered in FY11), Long Branch Sector Plan, the Master Plan of Highways, the Green Infrastructure Functional Master Plan, and Countywide Water Resources Policy Elements.

Other programs with increases or decreases in workyears are as follows:

- Additional resources will be allocated to the Zoning Code Re-write (increasing the workyears from 5.43 to 8.15) and the Growth Policy (increasing the workyears from 5.47 to 9.10). Capital Projects, Work Program Management, and Work Program Support are the other programs with increasing workyear allocations.
- The increases are offset by decreases in the workyears allocated to the Green Infrastructure Functional Master Plan, the Purple Line, Special Projects, Preliminary Subdivisions/Subdivision Plans, Project and Site Plans, and the White Flint II Sector Plan.⁴

On April 20, the Council began discussing the Planning Department workprogram at the Semi-Annual Report meeting. Several questions were raised regarding the master plan schedule, and the Council decided to return to this issue at a subsequent meeting. On April 26, the PHED Committee met to complete its work on the M-NCPPC budget and considered new alternatives proposed by the Planning Department to meet the Executive recommended reductions while accomplishing the Council's goals for the master plan schedule. The Planning Department proposed to reduce various operating costs and Staff time associated with mandatory referrals in order to expedite the Route 29 Corridor Master Plan, keep the Burtonsville planning effort on schedule, and begin work in FY11 on either the Glenmont or White Flint II Sector Plans. Attached on © 49 is the memorandum from the Planning Department presenting these options. The majority of the PHED Committee believes that it is preferable to begin work on the Glenmont Sector Plan instead of the White Flint II plan for the following reasons:

- The Council has focused its attention on the western side of the County with its review of several plans along the I-270 County and should now turn its attention to the east side.
- Changes in land use/zoning in the areas outside the core of White Flint could create competition with properties closest to Metro.
- The Council should allow some development in White Flint I to proceed to determine whether the zoning approach, densities, and heights were appropriate before continuing to use the same approach.

Councilmember Floreen believes that the White Flint II Sector Plan should begin first so that the Planning Department and Council can take advantage of all the expertise that has been developed during the preparation and approval of the White Flint I plan and because property owners have expressed an interest in near term development.

IMPACT OF EXECUTIVE REDUCTIONS FOR PLANNING DEPARTMENT

Committee Recommendation: Support the Planning Department suggested reductions to the budget to meet the Executive-recommended reductions with the changes to the workprogram.

The FY11 budget for the Planning Department is \$19,946,900, which is an increase of \$1,265,100 or 6.8% over the approved FY10 budget. (If COLA and Merit increases are not included, the increase

⁴ The budget is inconsistent in that the master plan schedule shows the Planning Department beginning work on the White Flint II Plan in FY11, but the workyear allocation shows a significant decrease in workyears for this program from FY10 to FY11. Staff suspects that there may have been a change in the workprogram after the FY10 budget was approved.

is 4.3%.) If the Executive-recommended reduction were divided equally among the Administrative Fund Departments, the Planning Department would have to **reduce its budget by \$4,113,600**.

Attached on © 36 to 43 are the Department's non-recommended reductions to meet the Executive budget. The Executive's recommended budget reductions would significantly impact the workprogram of the Department. The Department would continue to freeze 27 vacant positions and would eliminate funding for an additional 17 workyears, reducing their overall workyears by 24% (see © 46). Circles 36 to 43 describe the impact of each proposed reduction. Staff has summarized these reductions in 4 categories below: reductions in compensation, reductions in operating expenses, elimination of programs for FY11, and reductions in program resources.

Compensation: The M-NCPPC budget includes funding for COLAs and merit increases. Eliminating those increases and adding a 10 day furlough as proposed by the County Executive would reduce the Administration Fund budget by \$913,400. Staff believes the compensation and furlough adjustments for M-NCPPC should mirror those the Council sets for County Government.

Operating Expenses: To meet the Executive funding level, the Planning Department would cut \$102,700 in operating expenses (printing, postage, supplies, memberships, travel, conferences, training, etc.) and \$101,000 in professional services related to information technology (IT). To achieve the Committee's objectives for the master plan schedule, they propose to cut another \$18,000 in operating expenses.

Programs to be Eliminated: As originally presented to the Committee, work on the following programs would be <u>eliminated</u> in FY11 for a total savings of \$1,113,000. (Subsequently the Planning Department proposed to make changes in the workprogram to accommodate the Council's preferences. The PHED Committee majority supported beginning work on the Glenmont Sector Plan in FY11. The master plan schedule that reflects the Committee recommendations is attached at © 1a).

	WY	Remaining	\$
	Reduction	WY	Savings
Green Infrastructure Functional Plan	0.95	0	101,200
Master Plan of Highways Update	3.50	0	372,800
White Flint II*	2.25	0	239,700
Battery Lane Sector Plan	0.90	0	95,800
Bikeways Implementation	0.30	0	31,900
Subtotal Programs to	1,113,000		

See Committee discussion regarding the workprogram; Councilmember Floreen recommends that the White Flint II plan be started in FY11 instead of Glenmont. **Programs with Reduced Funding:** Many other programs would have significant reductions in funding in FY11, including the following⁵:

	WY	Remaining	C Carrieron
	Reduction	WY	\$ Savings
Information Services	2.00	3.90	213,000
Website	2.50	2.95	266,250
Water Resources Functional Plan	0.75	0.40	79,800
Master Plan for Historic Preservation	2.00	1.05	231,000
Chevy Chase Lake	0	3.70	-111,800
Washington Adventist	5.35	5.35	569,775
Hospital/Columbia Union College			
Burtonsville Circulation Amendment	1.05	2.50	111,825
Glenmont Sector Plan	0.30	2.25	31,950
Mandatory Referrals	2.20	4.00	234,300
Work Program Management	3.05	6.95	324,825
Work Program Support	3.55	9.90	378,075
Growth Policy	5.30	3.80	564,500
Environmental Review/Forest			
Conservation Inspections and	2.00	9.60	213,000
Enforcement			
Special Exceptions	1.05	4.30	111,800
Preliminary Plans/Subdivision Plans	1.60	8.70	170,400
Project/Site Plans	1.30	7.10	138,500
Information Systems/GIS	0.50	7.20	53,250
Research	1.00	5.00	106,500
Rte. 29 Corridor		6.50	-692,250
			2,994,700

COMMISSIONERS' OFFICE

Committee Recommendation: Support the Commissioners' Office budget with the reductions necessary to meet the Executive-recommended reductions for the Administration Fund (\$259,000).

The Montgomery County Commissioners' Office includes the Chairman's Office and the technical writers unit. The description of this Office and the requested budget appears on pages 47 to 49 of the M-NCPPC budget. The requested budget for FY11 is \$1,281,600. This is a \$73,200 or 6.1% increase from the FY10 budget.

To meet its prorated share of the Executive recommended reductions to the Administration Fund, this office would need to reduce its FY11 budget by \$258,941. In addition to compensation reductions and furloughs, they propose to meet the target by reducing funding for food and beverages for meetings,

⁵ This chart reflects changes in resources adjusted to reflect Committee and Council recommended changes (including the addition of the Route 29 Corridor Plan).

giveaways at events, communications equipment for Planning Board meetings, office supplies and equipment, contributions to special programs, contractual services, and temporary staff; freezing a vacant position; and eliminating trainings and conferences. Even with all these reductions, described in more detail on \mathbb{C} 13 to 15, there is a \$30,000 gap of identified cuts to meet the Executive funding level.

CENTRAL ADMINISTRATIVE SERVICES

Committee Recommendation: Support the Central Administrative Services (CAS) budget with the reductions necessary to meet the Executive-recommended reductions for the Administration Fund.

Central Administrative Services (CAS) provides the administrative functions for both the Montgomery and Prince George's portions of this bi-county agency through three departments: Human Resources and Management (DHRM), Finance, and Legal. The FY11 Montgomery County portion of the proposed CAS budget is \$8,265,300, an increase of \$378,500 or **4.8% over the approved FY10 budget** (page 31). The requested personnel services show an increase of \$395,150 or 5.6% over the approved FY10 budget. Supplies and Materials show an increase of only \$350 (0.18%), and Other Services and Charges increase by \$38,200 (1.97%). The total CAS workyears are 1 greater than FY10 (in the Legal Department). While CAS costs are 3.4% of the total Commission budget (which the budget indicates is less than the 5% administrative overhead considered to be standard), they are 5.7% of the Montgomery portion of the budget (excluding the ALARF Fund).

The most significant changes to the CAS budget are the decision to once again centralize the Support Services portion of the budget (reversing last year's decision to allocate these costs directly to the departments as a cost cutting measure) and the proposal to increase the workyears in the Legal Department. The new legal position would be eliminated as part of the non-recommended cuts to meet the Executive-recommended budget.

If the Executive-recommended reduction to the Administration Fund were split evenly among the components of the Fund so that each experienced the same decrease relative to FY10, then CAS has indicated it would need to take \$1.6 million in reductions from the Montgomery County portion of the their budget (\$517,000 in DHRM, \$653,584 in Finance, \$326,427 in Legal, \$80,800 in support service, and \$26,600 in the Merit System Board). Attached on ©16 to 35 is their response to Staff's request that they identify their portion of the savings necessary to reach the Executive-recommended funding target. As with the other parts of the Commission, the changes include the reductions of proposed compensation increases, furloughs, freezing 6 vacancies (including normal lapse), and the loss of 11 filled positions.

Included in the materials from M-NCPPC is a memorandum from the Prince George's County Planning Board indicating their concern regarding the reductions to CAS. <u>The two Councils must</u> <u>agree on any changes to the CAS budget, or the Commission's budget will stand as submitted</u>.

Staff notes that the Bi-County meeting will occur before the Council has completed its review of other department and agency budgets (May 13); therefore, it is not possible to consider any reductions or additions to the **CAS portion** of the M-NCPPC budget after May 13.

M-NCPPC PARK FUND

Background and Summary

The Montgomery County Park System includes 410 parks with over 34,000 acres of land. M-NCPPC has requested FY11 funding of \$82,729,300, excluding debt service, grants, and reserves. This request includes salary increases. The Executive recommends funding the Park Fund at \$68,218,580. This is \$14.5 million or 17.54 % less than the M-NCPPC request, and \$10.8 million or 13.7% less than the approved FY10 budget.

PARK FUND BUDGET HIGHLIGHTS (Millions)			
FY10 Approved Budget	\$79.02		
FY11 Request	\$82.73		
FY11 Executive Recommendation \$6			
Difference Between Request and Executive Recommendation \$1			

The budget maintains the same 12 major divisions in the Parks Department, including the four that were added over the past two years: Special Programs, Park Information and Customer Service divisions, Facilities Management, and Management Services. The other divisions are: the Office of Director of Parks, Park Development, Park Police, Central Maintenance, Horticultural Services, Enterprise, Park Planning and Stewardship, the Northern Region, and the Southern Region. Funding changes by Division are as follows:

	FY10 AND FY11 PARK FUND BUDGET (before chargebacks and lapse)						
		Approved	u ,	FY11	Cł	nange from	% Change from
		FY10		Request		10 to FY11	FY10 to FY11
Director of Parks (\$)	\$	829,000	\$	853,700	\$	24,700	3%
workyears	-	5.80	—	5.80		0	0%
Special Programs (\$)		802,600	\$	819,100	\$	16,500	2%
workyears		7		7.00		0	
			-				
Park Information and Customer Service (\$)	\$	1,239,300	\$	1,330,000	\$	90,700	7%
workyears		11.8		11.8		0	
Management Services (\$)	\$	906,200	\$	991,300	\$	85,100	9%
workyears	Ψ	8.00	Ψ	8.00	Ψ	00,100	0%
Workycars	+	0.00		0.00		<u>v</u>	070
Facilities Management (\$)	\$	1,160,400	\$	1,272,900	\$	112,500	10%
workyears		6.50		6.50	..	0	0%
	1						
Technology Center (\$)	\$	2,016,900	\$	2,010,400	\$	(6,500)	0%
workyears		12.90		12.90		0	0%
Park Planning and Stewardship (\$)	\$	3,800,700	\$	4,182,700	\$	382,000	10%
workyears		35.90		36.62		0.72	2%
Park Development (\$)	\$	5 224 000	¢	E 442 000	\$	218,800	4%
· · · · · · · · · · · · · · · · · · ·	P	5,224,000 49.25	Φ	5,442,800 50.30	.	1.05	
workyears		49.20		50.30		1.05	2.70
Park Police (\$)	\$	12,512,000	\$	13,379,600	\$	867,600	7%
workyears	† i	124.61	· · ·	128.61	-	4	
	1						
Horticultural Services (\$)	\$	6,289,600	\$	6,881,100	\$	591,500	9%
workyears		69.70		71.70		2	3%
Central Maintenance (\$)	\$	12,055,800	\$	12,605,200	\$	549,400	5%
workyears		119.25		119.75		0.5	0%
Northern Bogion (\$)	¢	9,144,600	¢	9,609,800	\$	465,200	5%
Northern Region (\$) workyears	•	125.92	φ	128.24	Ψ	2.32	
workycars	+	120.02		120.24		۷.۵۷	∠ /0
Southern Region (\$)	\$	14,279,000	\$	14,356,100	\$	77,100	1%
workyears	Ť	195.04		197.54		2.5	

Changes from FY10 to FY11

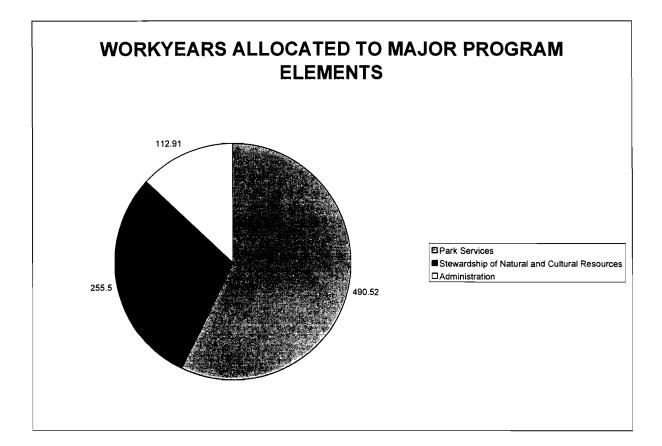
The proposed FY11 Department of Parks budget provides a level of service substantially similar to FY10. Most of the increases in the M-NCPPC request are associated with compensation and benefits. The largest non-compensation increase in the Park fund is \$875,100 for the operating cost of new parks. The increases are offset by a net decrease of \$1,379,200 in non-personnel costs.

Organization of the Department Of Parks

Last year, the Committee discussed the fact that the Department of Parks has increased from 8 to 12 Divisions in a two-year period, thereby increasing the cost of management and making the structure unique to County government (both in terms of the number of divisions and the size of those divisions). The Director of the Department of Parks indicated her intent to reconsider the organization of the Department, and the Committee asked for an update. She indicated that M-NCPPC's Reduction in Force (RIF) rules do not allow her to reorganize prior to implementing a RIF, but that she would be considering this further after any necessary RIF.

Park Programs

Park programs fall into one of three categories: Park Services, Stewardship of Natural and Cultural Resources, and Management and Administration, with overall workyears divided as follows:



The proposed FY11 budget does not include any new programs, and the only growth in programs relates to the cost of operating new parks (12.7 workyears). In addition, the Department has redistributed the workyears assigned to different programs as shown in the table that appears below. The only programs to have a significant increase in staff resources on a percentage (but not necessarily workyear basis) are Dog Exercise Areas (1.85 WY, 49%), Natural Resource Management (4.35 WY, 15%), Agriculture Support (0.9 WY, 17%), Public Gardens (16.59 WY, 52.73%), and Property Management (2.51, 32.6%). Programs with significant decreases in workyears include Arboriculture

(-4.54 WY, -12.61%), and Horticulture (-8.39 WY, -13.38%). The Enterprise Fund activities also have a decrease in workyears, consistent with the overall reductions in Enterprise Fund expenditures.

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DEPARTMENT OF PARKS WORKYEARS BY PROGRAM				
	FY10	FY11	% Change	
PARK SERVICES				
ORGANIZED SPORTS				
Athletic Fields (includes baseball/softball and field sports)	83.07	84.54	1.77%	
Multi-Use Courts	9.72	9.83	1.13%	
Tennis	29.79	30.66	2.92%	
Subtotal Organized Sports	122.58	125.03	2.00%	
REGIONAL ATTRACTIONS				
Seasonal Park Amenities (Boating, Camping, Trains/				
Carousel, mini-golf/Splash playground)	41.42	38.49	-7.07%	
Ice Skating	49.31	47.68	-3.31%	
Subtotal Regional Attractions	90.73	86.17	-5.03%	
MEETING AND GATHERING PLACES				
Community Open Space	81.69	82.88	1.46%	
Permitted Picnic Facilities	23.90	24.14	1.00%	
Playgrounds	32.59	32.85	0.80%	
Dog Exercise Areas	3.76	5.61	49.20%	
Park Activity Buildings	41.56	39.55	-4.84%	
Event Centers	27.54	27.33	-0.76%	
Subtotal Meeting and Gathering Places	211.04	212.36	0.63%	
TRAILS AND PARKWAYS				
Scenic Parkway Experiences	27.27	27.37	0.37%	
Trails-Paved Surface	37.64	39.59	5.18%	
Subtotal Trails and Parkways	64.91	66.96	3.16%	
SUBTOTAL PARK SERVICES	489.26	490.52	0.26%	

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STEWARDSHIP OF NATURAL AND			
CULTURAL RESOURCES			
LAND AND RESOURCE MANAGEMENT			
Arboriculture	36.00	31.46	-12.61%
Horticulture	62.70	54.31	-13.38%
Natural Resource Management	29.64	33.99	14.68%
Cultural Resources	14.78	15.21	2.91%
Streams	13.90	13.40	-3.60%
Trails- Natural Surface	16.81	17.60	4.70%
Subtotal Land and Resource Management	173.83	165.97	-4.52%
EDUCATION AND INTERPRETATION			
Agriculture Support	5.44	6.37	17.10%
Nature Centers	35.24	35.11	-0.37%
Public Gardens	31.46	48.05	52.73%
Subtotal Education and Interpretation	66.70	89.53	34.23%
SUBTOTAL STEWARDSHIP OF NATURAL			
AND CULTURAL RESOURCES	245.97	255.50	3.87%
ADMINISTRATION			
Management and Administration	59.03	56.61	<u>-4.10%</u>
Partnerships	10.19	9.54	-6.38%
Property Management (inc. equestrian)	7.70	10.21	32.60%
Third Party Support (inc. golf)	12.75	13.50	5.88%
Park Planning	23.24	23.05	-0.82%
SUBTOTAL ADMINISTRATION	112.91	112.91	0.00%
TOTAL SERVICE DELIVERY	848.14	858.93	1.27%
CIP	36.73	36.83	0.27%
PROGRAM TOTAL	884.87	895.76	1.23%

The 8 most labor intensive programs are as follows:

	Proposed FY11 Workyears
Program	Before Reductions
Athletic Fields	84.54
Community Open Space	82.88
Management and Administration	56.61
Horticulture	54.31
Public Gardens	48.05
Ice Skating	47.68
Trails – paved surfaces	39.59
Park Activity Buildings	39.55
Total Workyears	453.21

Fleet Management

Committee Recommendation: Further work should be done to compare the Department of Parks' fleet management policies and practices to other agencies or industry standards to determine whether any changes are warranted.

During its review of the FY10 budget, the PHED Committee noted that it had not considered fleet management issues for the Commission, and requested a report on this issue to be prepared by M-NCPPC staff, in time for the Planning Board's consideration, as part of its review of the FY11 budget. The Commission has close to 600 vehicles, most of which are used by Department of Parks employees. The Committee asked the Department to consider the following:

Issues to be addressed should include the number of vehicles, cycle for replacement of vehicles, types of vehicles being purchased, life cycle costs, maintenance frequency, vehicle sharing programs (such as Zip cars), and policies regarding take home cars. The information collected should be compared to County Government data/policies or those of other similar agencies to determine whether the existing standards and policies are appropriate.

Attached on © 70 to 77 is the Department's response to the Committee's request. They have provided information about the size of the fleet, lifecycle costs, maintenance frequency, vehicle sharing, and policies regarding take home cars, which is very useful baseline information. They have not compared their fleet usage or policies to that of County Government or any other government entity and, without that information, it is difficult to assess whether any change is warranted (nor did Staff have the opportunity to do any independent analysis of this issue since receiving their data). Further work should be done on this subject.

POTENTIAL REDUCTIONS

Committee Recommendation: The Committee supports the non-recommended reductions proposed by M-NCPPC to meet the Executive recommended reductions. The Committee majority supported adding funding for the Department of Parks highest priority – maintenance

- in two \$250,000 increments to the reconciliation list. Councilmember Floreen did not support adding these amounts to the reconciliation list.

The Executive has recommended reducing the Department of Parks budget by **\$14.5 million**. This is **17.54% less** than the M-NCPPC request, and \$10.8 million or 13.7% less than the approved FY10 budget. Achieving this target would require reductions in compensation, operating expenses, freezing vacant positions, and a reduction in force (RIF) of 129 workyears or 18% of the workforce, making this the most significant RIF on a percentage basis faced by any agency, but comparable to the RIF that will be required in the Department of Recreation.

As of the date of the Committee meeting, the Council had received testimony or correspondence from approximately 30 individuals and groups opposed to these reductions and a couple of letters from those who supported funding reductions for parks, given the fiscal climate and other County priorities. One individual objected to receiving an e-mail from the Department of Parks asking him to lobby the Council not to reduce the Parks budget. Attached on \mathbb{O} 84 to 89 is a memorandum from the Office of Legislative Oversight (OLO), which examined some of the reductions being taken by other park systems.

The chart below lists each of the proposed reductions (also shown on \bigcirc 54). Circles 55 to 66 describe the impact of each proposed reduction. Staff has summarized these reductions in 4 categories below: reductions in compensation, shifts to the CIP, reductions in operating expenses, and reductions in program resources. (Unlike the Planning Department, the Department of Parks has not proposed to eliminate any program in FY11.)

Compensation: The M-NCPPC budget includes funding for COLAs and merit increases. Eliminating those increases and adding a 10-day furlough as proposed by the County Executive would reduce the Park Fund budget by \$3.1 million. Staff believes the compensation and furlough adjustments for M-NCPPC should mirror those the Council sets for County Government. If the Council reduces the number of proposed furlough days, it will be necessary to find offsetting reductions.

Increase Chargebacks to the CIP: The Department of Parks proposes to increase chargebacks to the CIP in the amount of \$729,000, changing the focus of some employees from operating to capital projects. This is consistent with strategies being employed by the Department of Transportation.

Operating Expenses: To meet the Executive funding level, the Department of Parks would cut \$3.8 million in assorted operating and non-personnel costs, including supplies and materials, professional contracts, capital outlay, employee recognition program, contribution to the Risk Management Fund, and summer interns.⁶

Reductions in Staffing: The final category of reductions is the reductions in staffing, which includes a combination of freezing vacant positions, reducing overtime, not adding new staff recommended due to the operating costs of new parks, and RIFs (in addition to the 7.5% normal lapse already in the budget submitted by M-NCPPC). This results in a total personnel reduction of \$6.9 million - including \$5.8 million related to RIFs of filled positions.

⁶ Although the summer intern program is a personnel change, the cost of this reduction was grouped with other operating cost reductions and is therefore included here.

Reductions are described in summary fashion below and in greater detail on \mathbb{C} 55 to 66. The information is also provided by program in a chart that appears on \mathbb{C} 68 to 69.

FY11 Proposed Budget (without reserves, or grants)		\$82,729,300		
Non-Recommended Reductions in Priority Order from Lowest to Highest	Reduction amount	Running Total of Reductions	Running Reduction Subtotal	# WY Unfunded
Current Budgeted Lapse= 7.5%				(52)
Unfunded Positions frozen from FY09 Retirement Incentive				(14)
 Savings from COLA Reduction - MCGEO & Non-Represented Career Employees - (18 Equivalent RIF Workyears) 	(780,000)	(780,000)	81,949,300	
2) Savings from COLA Reduction - FOP Career (5 Equivalent RIF Workyears)	(230,000)	(1,010,000)	81,719,300	
3) Savings from Merit Adjustment Reduction MCGEO & Non-Represented Career Employees (13 Equivalent RIF Workyears)	(573,000)	(1,583,000)	81,146,300	
 Savings from Merit Adjustment Reduction - FOP Career (1 Equivalent RIF Workyear) 	(62,000)	(1,645,000)	81,084,300	
5) Reduce Contribution to Self Insurance Risk Management Fund	(200,000)	(1,845,000)	80,884,300	
 6) Increase Park Planning & Stewardship Chargeback to CIP (5 Equivalent RIF Workyears) 	(207,500)	(2,052,500)	80,676,800	
7) Increase Park Development Chargeback to CIP (4 Equivalent RIF Workyears)	(189,300)	(2,241,800)	80,487,500	
8) Increase Central Maintenance Chargeback to CIP (8 Equivalent RIF Workyears)	(332,200)	(2,574,000)	80,155,300	
9) Eliminate Summer Intern and Employee Recognition Programs	(151,000)	(2,725,000)	80,004,300	
10) Forfeit New Positions for Unfunded Obligations (12.72wys)	(875,000)	(3,600,000)	79,129,300	(13)
11) Eliminate Capital Outlay Equipment (includes OBI)	(799,800)	(4,399,800)	78,329,500	
12) Eliminate or Reduce Supplies and Materials (includes OBI)	(745,920)	(5,145,720)	77,583,580	
13) Eliminate or Reduce Contracts and Services (includes OBI)	(1,909,700)	(7,055,420)	75,673,880	
14) Reduce Overtime 50% in Maintenance Operations	(170,000)	(7,225,420)	75,503,880	
15) Furlough for 10 days	(1,455,000)	(8,680,420)	74,048,880	
Workyears unfunded due to Lapse, Retirement Incentive, and Unfunded	Obligations	н н. Алу -	strater i de	(79)

Montgomery County Department of Parks

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16-1) Eliminate Departmental Interoffice Mail Courier Service	(43,700)	(8,724,120)	74,005,180	(1)
16-2) Reduce Administrative Support	(218,500)	(8,942,620)	73,786,680	(5
16-3) Suspend Acceptance of New Unsolicited Public Private Partnerships and Stop Work on Unapproved Proposals	(43,700)	(8,986,320)	73,742,980	(1
16-4) Reduce Park Information and Permit Functions.	(87,400)	(9,073,720)	73,655,580	(2)
16-5) Reduce Employee Support Programs	(87,400)	(9,161,120)	73,568,180	(2
Eliminate Transit Subsidy Program	(25,000)	(9,186,120)	73,543,180	
16-6) Reduce Technology Support	(87,400)	(9,273,520)	73,455,780	(2
16-7) Reduce Exhibit Shop Services	(87,400)	(9,360,920)	73,368,380	(2
16-8) Reduce Senior Management	(131,100)	(9,492,020)	73,237,280	(3
16-9) Eliminate Park Ranger Program	(87,400)	(9,579,420)	73,149,880	(2
Eliminate Seasonal Park Rangers	(100,000)	(9,679,420)	73,049,880	
16-10) Reduce Work on Inter County Connector (ICC) Project	(43,700)	(9,723,120)	73,006,180	(1
16-11) Reduce Historical and Archaeological Functions	(43,700)	(9,766,820)	72,962,480	(1
16-12) Reduce Pope Farm Nursery	(131,100)	(9,897,920)	72,831,380	(3
16-13) Reduce Gardening and Landscape Work	(437,000)	(10,334,920)	72,394,380	(10
16-14) Eliminate Historic Tree Program	(43,700)	(10,378,620)	72,350,680	(1
16-15) Reduce Non-Native Invasive Program	(43,700)	(10,422,320)	72,306,980	(1
16-16) Reduce Operations of Four Nature Centers	(305,900)	(10,728,220)	72,001,080	(7
16-17) Reduce Park Planning Functions	(87,400)	(10,815,620)	71,913,680	(2
16-18) Reduce Resource Analysis	(43,700)	(10,859,320)	71,869,980	(1
16-19) Delay / Defer Approved CIP Projects	(262,200)	(11,121,520)	71,607,780	(6
16-20) Reduce Park Police Horse Mounted Patrols by 50%	(305,900)	(11,427,420)	71,301,880	(7
Reduce Park Police Clothing Allowance and Horse Care	(56,000)	(11,483,420)	71,245,880	
16-21) Reduce Management and Working Supervisory Functions Associated with Park Maintenance Services	(393,300)	(11,876,720)	70,852,580	(9
16-22) Reduce Deer Management Program	(43,700)	(11,920,420)	70,808,880	(1
16-23) Reduce SmartParks Data Collections and Analysis	(131,100)	(12,051,520)	70,677,780	(3
16-24) Abandon Reformation of Montgomery Parks Foundation	(43,700)	(12,095,220)	70,634,080	(1
16-25) Reduce or Eliminate Specialized Trades Maintenance Work (Carpenters, Plumbers, Electricians, Mechanics, Lock Smith, Alarm Specialist, Radio Operator, Heavy Equipment Operators, and Trades Supervisors)	(568,100)	(12,663,320)	70,065,980	(13
16-26) Reduce Park Police Patrols in Parks	(524,400)	(13,187,720)	69,541,580	(12
Reduce Park Police Clothing Allowance	(12,000)	(13,199,720)	69,529,580	
16-27) Reduce Park Maintenance	(1,311,000)	(14,510,720)	68,218,580	(30
ub-Total of Positions Eliminated Through RIF Action	(5,830,300)	· · · ·	N	(129
OTAL REDUCTION	······································	(14,510,720)		1

While many of the reductions (such as changes in compensation which mirror those being considered by the County Government) will not impact programs or service delivery, there are many reductions that will clearly impact the ability of the Department of Parks to provide the same level of services they have delivered in prior years. The Department has recommended reducing the costs in several program areas, but has not recommended any major restructuring or closing facilities (other than the Park Activity Buildings addressed below). Many of these reductions are neither warranted nor recommended; however, the one reduction Staff believes should not be taken is the reduction in funding for Smart Parks. This tool is supposed to help the Department more efficiently manage its resources and shift resources when necessary. If it is working as it should (and as previously described by the Department of Parks), it should be an ideal tool to help management address a reduction in resources. The Council received several letters expressing concern that the Department of Parks was proposing to reduce funding for the Weed Warrior program as part of their reductions. While the Department is very appreciative of volunteer support, they did not believe that could fund the staff needed to coordinate volunteer work in FY11.

Finally, Staff notes that the Department of Parks has indicated that a few of their reductions will mean delays in CIP projects. Since the Committee meeting they have indicated that they will need to delay 8 CIP projects based on the reductions in Department of Parks Staff. The projects (including 2 that would be delayed regardless of staffing issues are as follows:

PDF	Impacts of Shifts
(Freedories) and the set	Shire and an substantian the loginning of the 2 is the end of a
	1997 (2) Constantion will still be completed in 1997 15
Maraleuri Bem Vistars Genter	Still start of construction from the middle of PMI (to the end of
	Est is Consumation will still be completed in 17713
Black Hill Trail Renovation and Extension	Renovation project: Shift start of construction from the end of FY10
	to the end of FY11; Construction will be completed in FY12 rather
	than in FY11; Extension project will remain on schedule
East Norbeck Local Park	Shift start of construction from beginning of FY11 to the end of
	FY11; Construction will be completed in FY13 rather than in FY12
Evans Parkway Neighborhood Park	Shift start of construction from FY11 to FY12; Construction will be
	completed in FY13 rather than in FY12
Falls Road Local Park (parking lot expansion)	Shift construction from FY12 to FY13
Germantown Town Center Urban Park	Shift start of construction from beginning of FY11 to the end of
	FY11; Construction will be completed in FY14 rather than in FY13
Laytonia Recreational Park	Shift start of construction from beginning of FY12 to the end of
	FY12; Construction will be completed in FY15 rather than in FY14
Takoma Piney Branch Local Park	Shift start of construction from the end of FY10 to the middle of
	FY11; Construction will be completed in FY12 rather than in FY11
Woodstock Equestrian Center	Shift start of construction from the middle of FY10 to the middle of
	FY11; Construction will be completed in FY12 rather than in FY11

Shift to reflect current schedule

Shift due to reduction in staff resources

Park Activity Buildings

Committee Recommendation: The Department of Parks should continue to explore opportunities for private or non-profit groups to take over the maintenance and operation of closed Park Activity Buildings if it can be done at no cost to the Department of Parks.

Park Activity Building program is described on page 263 of the budget. For FY11, the budget projects a cost of \$4.47 million dollars and 39.55 workyears. As the Committee is aware, just a few months ago the Council supported the Department of Parks recommendation to temporarily close 11 activity buildings to achieve savings necessary to balance the FY10 budget (an \$181,300 savings as part of the Round 2 Budget Savings Plan). The Department's recommendation was to close these buildings temporarily for the remainder of FY10, and then to determine the ultimate disposition through a case-

by-case analysis. The Department indicated their belief that the park activity building program is the least essential and one of the least utilized of their programs.⁷ They noted that a decision to permanently close these buildings would significantly reduce future operating and capital budgets. (The FY11 budget was submitted before the savings plan and did not assume any closures.) Although it is not specifically indicated in the materials submitted by the Department, they recommend the permanent closure of these buildings to achieve the Executive-recommended reductions. They also note that they do not recommend closing additional buildings at this time since they have moved many of the users of the 11 closed buildings to other activity buildings.

School Ballfields

Committee Recommendation: The Committee supported the Executive recommendation to move funding for this program from the M-NCPPC budget to the County Government budget with a transfer of funding that would allow M-NCPPC to manage and/or perform the maintenance work.

The M-NCPPC FY11 budget moves the funding for the maintenance of Montgomery County Public Schools (MCPS) ballfields from the Park Fund to the Special Revenue Fund (\$748,000), and indicates that the source of funds will be a transfer from the General Fund. The Executive has recommended the transfer in his budget. Staff believes this addresses the ongoing concern of the Department of Parks and Planning Board about using Park Tax (which has a more limited tax base than the General Fund) to fund the maintenance of schools. At the same time, the implementation will not be at the discretion of MCPS (which has a history of failing to allocate appropriate funds for this purpose). The Committee supports this change.

Professional Services

Committee Recommendation: The Committee supports the reduction in professional services and contracts to meet the Executive-recommended reductions but cautions that the Department cannot assume a reduction related to school ballfield maintenance, since it is being funded by the County this year.

The FY11 Department of Parks budget for professional services is virtually identical to the amount funded in FY10 at \$2.4 million, but there are several increases or decreases in individual contracts. All new professional services, and those recommended to increase 40% or more, are highlighted below. Since the Department has recommended deleting \$1.9 million in contracts and services to meet the Executive-recommended target for the Department, virtually all of these contracts would be eliminated, with only \$500,000 remaining. The cost of school ballfield maintenance (\$748,000) will be paid for from the General Fund; therefore, this amount should not be eliminated or counted as a savings for the Park Fund. (The issue of school ballfield maintenance is addressed in another section below.)

⁷ As the Committee will recall, the Department of Parks conducted a study of these 29 buildings in 2007 and concluded that there are "too many buildings with too much unused time; we are losing money and have too large a future maintenance liability." In the Department of Parks Staff Report they recommended continuing to operate 6 buildings, closing or transferring 5 buildings, and increasing marketing to determine if they could increase usage at the 18 remaining buildings.

DEPARTMENT OF PARKS PROFESSION	NAL SERV	ICES	
			%
	FY10	FY11	Change
Depositions and Legal Services	1,000	1,000	0.0%
Graphic Design Services	30,000	43,000	43.3%
Photography Services	5,000	7,000	40.0%
Media Training	5,000	7,000	40.0%
Web Management	25,000	35,000	40.0%
On Call Back Up Staff for Permit Office	5,000	7,000	40.0%
Web Based Training for volunteers	14,000	14,000	0.0%
Fingerprint Screening	4,000	4,000	0.0%
Data Bases for Volunteer Services	15,500	15,500	0.0%
Real Estate Budget Analyst	5,000	0	-100.0%
Specialized Professional Services	60,000	57,000	-5.0%
FEA Contract	139,500	120,000	-14.0%
Remediation	5,200	5,200	0.0%
Energy/ Recycling Management Contract	109,700	109,700	0.0%
Tree Maintenance	104,300	79,300	-24.0%
Hazardous Tree Removal	0	60,000	100.0%
Stormwater management contract	111,900	67,700	-39.5%
Integrated Pest Management	0	3,500	100.0%
Contract for large tree removal/aftercare	0	74,900	100.0%
LOEBR/Hearing Boards	10,000	10,000	0.0%
Veterinary Services	4,300	4,300	0.0%
Licensing Agreements	2,700	2,700	0.0%
Contract for mainenance-wireless data transmission for dams	2,600	0	-100.0%
Dam Inspections (5 yr inspections)	0	15,000	100.0%
Profession Kayak Instruction certification	1,000	1,000	0.0%
Maintenance Povich Field	139,200	139,200	0.0%
Custodial Service for Park Activity Buildings	86,500	80,000	-7.5%
Misc. consulitng for Region (turf, structural/environmental			
engineer)	3,100	3,100	0.0%
MCPS Ballfield Contract (moved from Park Fund to Special			
Revenue Fund0	755,500	748,000	-1.0%
Architectural Services for Historic Properties	100,000	75,000	-25.0%
Non-native plant Control	120,000	120,000	0.0%
Deer population control	61,000	62,000	1.6%
Ground Water Monitoring	33,500	30,000	-10.4%
Interpretive Program	100,000	32,400	-67.6%
Property Management - Environmental Evaluations	8,000	8,000	0.0%
Management and Maintenance of Rental Properties	373,100	389,100	4.3%
TOTAL PARK FUND	2,440,600	2,430,600	-0.4%

Park Fees and Revenues

Committee Recommendation: The Committee encouraged the Department of Parks to evaluate new opportunities for fees or revenues to help limit the reduction in staff.

Last year, the Committee discussed whether the Department of Parks should change its fee structure in one of three ways:

- To differentiate between different user groups (e.g., to charge non-residents more than residents);
- To create fees for certain services that are now provided free (e.g., parking at regional or recreational parks or admission to facilities where the points of entry can be limited such as Brookside Gardens); ⁸and/or
- To reassess the cost recovery goals for those activities for which fees are currently charged (with the possibility of increasing fees or decreasing fees for certain user groups based on age or income).

Last year, Staff recommended that there be coordination and, where appropriate, consistency between the Department of Recreation and Department of Parks on fee policies, particularly with regard to how discounts are determined. (A parks and recreation identification card serving users of both departments could be used to predetermine which users should receive discounted or waived fees and to provide annual passes for frequent users.) Staff recommended, and the Committee concurred, that further exploration of this idea be part of the assessment of the delivery of recreational programs that was to be undertaken by the Department of Recreation and Department of Parks during the summer of 2009. The Departments did not have the opportunity to include an assessment of fee policies in their report, nor has the Department of Parks made any recommendations in the budget or in their response to the Executive-recommended reductions.

THE ENTERPRISE FUND

Committee Recommendation: Support the Enterprise Fund budget as submitted.

The Enterprise Fund accounts for various park facilities and services that are entirely or predominantly supported by user fees. (See pages 331-342 for a discussion of the Enterprise Fund.) Recreational activities include ice rinks, indoor tennis, event centers, boating, and camping programs. Operating profits are reinvested in new or existing enterprise facilities through the Capital Improvements Program. The FY11 budget projects overall Fund revenue over expenditures of \$598,300, with no General Fund subsidy proposed for the first time since FY05. This is a laudable accomplishment, and one for which the Enterprise Division should be commended. The latest update on the Enterprise Fund appears on © 78 to 83.

⁸ Examples of potential opportunities to raise fees include an entrance fee at Brookside Gardens. If the over 400,000 people visiting Brookside Gardens each year were charged a \$1 entrance fee, and assuming that 25% were exempt from paying the entrance fee, this could generate \$300,000 per year. Another example would be the use of meters at regional and recreational parks. Assuming that the 12 regional and recreational parks combined would have 624,000 hours of metered time each year for 6 months each year (an average of 100 cars per park, for 20 hours of metered time over the course of a week, at the 12 parks, for a period for 26 weeks) and charged 25 cents per hour, the revenue would be \$156,000. Obviously, each of these revenue raising techniques also has costs associated with it, and staff did not have the information available to make a more precise estimate of revenues or an estimate of costs.

FY10 and FY	FY10 and FY11 ENTERPRISE FUND EXPENDITURES										
FY10	FY11	Change from	% Change								
Budget	Request	FY10 to	from								
_		FY11	FY10 to FY11								
\$10,374,800	\$9,239,800	-\$1,135,000	-10.94%								
113.1 WY	110.9	-2.2	-1.95%								

The proposed expenditures for the Enterprise Fund for FY11 are as follows:

Revenues and Losses by Activity

The following chart indicates whether each of the Enterprise Fund activities has generated or is expected to generate a positive return in years FY08 through FY11. Since the subsidy to the ice rinks significantly impacts the net revenue, Staff has displayed the ice rink and total costs including a subsidy (which treats the subsidy as revenue), and excluding the subsidy (which shows the net revenue without a subsidy). FY11 is the only year without a subsidy. Net revenues without the subsidy are highlighted below. As the summary chart indicates, both indoor tennis and the park facilities are projected to generate significant profits for the Enterprise Fund in FY11, more than offsetting the losses created by the ice rinks and event centers.

ENTERPRISE FUND REVENUE OVER/(UNDER) EXPENDITURES										
			Budget	Estimate	Proposed					
	Actual FY08	Actual FY09	FY10	FY10	FY11					
GOLF COURSES	(\$116,015)	\$58,497	\$44,900	\$57,500	\$56,200					
ICE RINKS (including subsidy)	(\$466,460)	(\$391,256)	(\$1,137,700)	(\$629,400)	(\$533,300)					
ICE RINKS (excluding subsidy)	(\$1,009,460)	(\$934,256)	(\$1,147,700)	(\$639,400)	(\$533,300)					
INDOOR TENNIS	(\$133,137)	\$206,507	\$511,800	\$386,400	\$476,300					
EVENT CENTERS	(\$169,429)	(\$123,485)	(\$173,500)	(\$84,700)	(\$83,000)					
PARK FACILITIES	\$264,489	\$558,806	\$584,200	\$609,700	\$682,100					
TOTAL (including ice rink subsidy)	(\$620,552)	\$309,069	(\$170,300)		\$598,300					
TOTAL (excluding ice rink subsidy)	(\$1,163,552)	(\$233,931)	(\$180,300)	\$329,500	\$598,300					

SPECIAL REVENUE FUNDS

Committee Recommendation: Support the Executive recommendation to reduce funding for the Historic Preservation Special Revenue Fund and support all other Special Revenue Funds as submitted.

"Special Revenue Funds" are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes (see pages 357 to 371 in the budget). All of the Special Revenue Fund programs in the FY11 budget are Park or Planning Department programs funded in part from fees or outside funding sources. Programs which appear in the Special Revenue Funds are funded in total or <u>in part</u> by non-tax sources, while Enterprise Fund activities have traditionally been funded entirely (with some limited exceptions) by non-tax sources (i.e., fees).

While some funds use revenues only to the extent they are obtained (e.g., the Park Police Federally Forfeited Property Fund), for other funds there is an ongoing need for the activity, and transfers from tax supported funds are sometimes used to support expenditures. Changes for this year include a change in the name of the Archeological Programs Fund to the Park Cultural Resources Fund (since it will also include historical programs) and a new fund for Nature Programs and Facilities (page 364). Staff supports the creation of this new fund, which provides the ability to better track program revenues and expenditures and also exempts these revenues from spending affordability limitations.

FY11 projected expenditures, revenues, and fund balance are shown below. As noted in the chart, as part of his post budget submission reductions, the Executive now recommends reducing the transfer from County Government to M-NCPPC for the Historic Preservation Non-Departmental Account to \$145,420.

SPECIA	L REVENUE	FUNDS		
	Budgeted FY10 Expenditures	Proposed FY10 Revenue	Net FY10 Revenue	Proposed Ending Fund Balance
Historic Renovations (Property	*			
Management)	\$68,000	\$37,000	-\$31,000	\$2,734
Park Police - Drug Enforcement Fund	\$150,000	\$150,000	\$0	\$3,608
Park Police - Federally Forfeited				
Property	\$64,000	\$60,000	-\$4,000	\$4,779
Interagency Agreements	\$1,078,000	\$1,015,000	-\$63,000	\$2,665
Park Cultural Resources	\$34,300	\$25,000	-\$9,300	\$71
Special Events	\$134,700	\$50,000	-\$84,700	\$66
Nature Programs and Facilities*	\$53,300	\$53,300	\$0	\$0
Special Donations and Programs	\$165,100	\$144,100	-\$21,000	\$1,076
Traffic Mitigation	\$20,000	\$20,500	\$500	\$28,828
Historic Preservation (County non- departmental account) **	\$315,800	\$315,800	\$0	\$29,030
GIS Data Sales	\$53,000	\$26,500	-\$26,500	\$6,278
Environmental/Forest Conservation Penalities Fund	\$92,000	\$101,000	\$9,000	\$113,030
Development Review Special				
Revenue Fund (includes DAP)***	\$3,417,200	\$3,365,000	-\$52,200	-\$77,489
Forest Conservation Fund	\$375,000	\$78,000	-\$297,000	\$49,715
TOTAL ALL FUNDS	\$6,020,400	\$5,441,200	-\$579,200	\$164,391
* This fund is new in FY11.				
**In post 3/15 reductions, the Executive r				
*** Note that revenues include a \$1.8 mil	lion transfer from	the Administ	ration Fund.	

In some cases, the funds show a large expenditure that will use a significant portion of the fund balance to achieve the objectives of the fund. For example, in FY11 the Special Events Special Revenue Fund is budgeted to spend far more than it anticipates in revenues because is has a large fund balance. This is appropriate as long as there is a fund balance. Geographic Information System (GIS) data sales are expected to continue to decline as more and more information is made available on the web free of charge.

Development Review Special Revenue Fund

Committee Recommendation: Support as submitted by M-NCPPC.

Circles 47 to 48 provide an update on the Development Review Special Revenue Fund. The number of development applications has fallen continuously since FY06 (513 total applications) to the FY10 estimate (240 applications). Revenues are down significantly, but the M-NCPPC proposal to reduce staffing for Preliminary Plan/Subdivision Plans and Project/Site Plans by a combined 4.5 workyears in FY11 will reduce costs as well. If the Council endorses the Executive recommended reductions, the Department proposes to cut an additional 3 workyears from these programs. Reductions in Development Review Programs always pose a dilemma since sizing the staff to serve reduced needs in a recession means the loss of talented staff and an inability to respond once the economy improves and applications increase.

THE ADVANCED LAND ACQUISITION REVOLVING FUND (ALARF)

Committee Recommendation: Support the FY11 ALARF budget as submitted.

The Advanced Land Acquisition Revolving Fund (ALARF) is used to acquire land needed for public purposes, including parks, roads, school sites, and other public uses. (See pages 372-373 for the discussion of the Advance Land Acquisition Revolving Fund.) There is an ALARF project description form (PDF) in the CIP, but ALARF is also shown in the operating budget because it is a revolving fund, and repayments to the Fund need to be held as an operating budget account.

The intent is for the agency or department that ultimately builds the project to repay ALARF; repayment has not consistently occurred in the past. Although the Fund is a revolving fund, there is frequently a lengthy lapse in time before it is refunded and, in some cases, repayment does not occur. M-NCPPC held on to many millions of dollars in real estate for many years for the Inter-County Connector (ICC) and has finally been repaid by the State. The Fund currently has a balance of approximately \$6,000,000 and has been reduced by \$5,000,000 in the past year to fund a transfer to the Building Lot Termination (BLT) program. To provide the appropriation authority, the budget assumes that most of the Fund balance will be spent in FY10. Council approval is still required for each ALARF purchase.

In FY10, the budget submitted by M-NCPPC assumed that most of the balance in the ALARF fund would be spent by the end of the prior fiscal year (FY09). This year's budget shows the full amount being spent in the current year. This change in policy (whether inadvertent or intentional), makes it appear that the fund balance continues to change significantly (see bottom of page 373). The Committee may want to ask M-NCPPC to explain the rationale for the change.

Whenever the Fund drops inappropriately low, M-NCPPC issues new bonds to restore the balance. M-NCPPC last issued \$2,000,000 in Advanced Land Acquisition (ALA) bonds in FY05, and debt service began in FY05. For FY10 they recommend debt service of \$631,700, a decrease of \$17,900 or 2.8%. They are not requesting any change in the property taxes associated with ALARF, the proceeds of which are used to pay debt service (real property tax rate of \$0.001 per \$100 assessed value and personal property tax rate of \$0.003 per \$100 assessed value).

THE PROPERTY MANAGEMENT FUND

Committee Recommendation: Support the FY11 Property Management Fund budget as submitted.

The Property Management Fund provides for the oversight, management, maintenance, administration, and leasing of parkland and facilities located on parkland (see pages 286 and 329). A private property management firm handles the day-to-day management of residential properties, agricultural leases, and a variety of other uses on park land. M-NCPPC projects an increase in revenues of \$40,300, but this is based on a decrease in rental income (based on fewer leased facilities and properties) and use of the \$250,000 fund balance from the prior year. In addition, the program is supported with the \$849,900 from the Park Fund (see page 287). The Executive recommends approval of the Property Management Fund as submitted. The funding request is as follows:

FY10 and	FY10 and FY11 PROPERTY MANAGEMENT FUND									
FY10	FY11	Change from	% Change from							
Budgeted	Request	FY10 to FY11	FY10 to FY11							
\$1,026,700	\$1,067,000	\$40,300	3.9%							
3.5 WY	3.5 WY	0	0%							

INTERNAL SERVICE FUNDS

Committee Recommendation: Support the FY11 Internal Services Funds budget as submitted.

The M-NCPPC budget includes three Internal Service Funds: Risk Management, SilverPlace, and Capital Equipment. Total expenditures for the Risk Management Fund are projected to increase by \$164,200, or 4.7%, due to the growth in the Planning Department's contribution, to more closely match the Department's expenditure history (pages 374-375). Expenditures associated with the development of SilverPlace had previously been allocated to the SilverPlace Internal Service Fund (page 377). The proposed budget eliminates all funding for this project.

The Capital Equipment Service Fund was established to provide an economical method of handling large purchases of equipment (see pages 378-379). The Fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Expenditures and revenues in FY11 are projected to decrease from FY10, but the fund is still expected to have a deficit.

CAPIT	CAPITAL EQUIPMENT INTERNAL SERVICE FUND									
	FY10	FY11	Change from FY10 to FY11	% Change from FY10 to FY11						
Revenues	1,869,400	1,168,200	-701,200	-37.51%						
Expenditures	2,655,100	1,821,500	-833,600	-31.40%						
Net Revenue	-785,700	-653,300	132,400	-16.85%						

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Purple Line Station Area #4-TBD			-													E	IS CRIME
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Kensington/Wheaton			Name of State														
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Master Plans and Major Projects Schedule (Reflects 4/26/2010 PHED Recommendation)

* Growth Policy assumed to be on a quadrennial cycle for APFO standards.

** Presumes funding for consulting services

Maryland-National Capital Park and Planning Commission

MISSION STATEMENT

The Maryland-National Capital Park and Planning Commission (M-NCPPC) in Montgomery County manages physical growth and plans communities, protects and stewards natural, cultural and historical resources, and provides leisure and recreational experiences.

BUDGET OVERVIEW

The M-NCPPC was established by the General Assembly of Maryland in 1927. As a bi-county agency, the Commission is a corporate body of, and an agency created by, the State of Maryland. The Commission operates in each county through a Planning Board and, in Montgomery County, a Park Commission. Five board members, appointed by the County Council, serve as the Montgomery County members of the Commission. The Planning Board exercises policy oversight to the Commissioners' Office, the Parks Department, the Planning Department, and Central Administrative Services.

On January 15 each year, M-NCPPC submits to the County Council and the County Executive the M-NCPPC proposed budget for the upcoming fiscal year. That document is a statement of mission and goals, justification of resources requested, description of work items accomplished in the prior fiscal year, and a source of important statistical and historical data. The M-NCPPC proposed budget is available for review in Montgomery County Public Libraries and can be obtained by contacting the M-NCPPC Budget Office at 301.454.1741 or visiting the Commission's website at www.mncppc.org. Summary data only are included in this presentation.

Tax Supported Funds

The M-NCPPC tax supported Operating Budget consists of the Administration Fund, the Park Fund, and the Advance Land Acquisition (ALA) Debt Service Fund. The Administration Fund supports the Commissioners' Office, the Montgomery County-funded portion of the Central Administrative Services (CAS) offices, and the Planning Department. The Administration Fund is supported by the Regional District Tax, which includes Montgomery County, less the municipalities of Barnesville, Brookeville, Gaithersburg, Laytonsville, Poolesville, Rockville, and Washington Grove.

The Park Fund supports the activities of the Parks Department and Park Debt Service. The Park Fund is supported by the Metropolitan District Tax, whose taxing area is identical to the Regional District.

The Advance Land Acquisition (ALA) Debt Service Fund supports the payment of debt service on bonds issued to purchase land for a variety of public purposes. The Advance Land Acquisition Debt Service Fund has a countywide taxing area.

Non-Tax Supported Funds

There are three non-tax supported funds within the M-NCPPC that are financed and operated in a manner similar to private enterprise. These self-supporting operations are the Enterprise Fund, the Property Management Fund, and the Special Revenue Fund.

Grants are extracted from the tax supported portion of the fund displays and displayed in the Grant Fund. The Grant Fund, as displayed, consists of grants from the Park and Administration Funds.

These funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes. M-NCPPC is now reporting them in accordance with Statement No. 34 of the Governmental Accounting Standards Board (GASB), issued June 1999. The budgets are associated with Planning and Parks operations throughout the Commission.

Spending Affordability Guidelines

In February 2010, the Council approved FY11 Spending Affordability Guidelines (SAG) of \$102,800,000 for the tax-supported funds of the M-NCPPC, which is a 3.6 percent decrease from the \$106,646,100 approved FY10 budget. For FY11, the Commission has requested \$112,073,100 excluding debt service, \$9,273,100 above the total SAG amount of \$102,800,000. The County Executive recommends approval of \$91,599,090.

The total requested budgets for the Enterprise Fund, Property Management Fund, Special Revenue Funds, ALA Debt Service Fund, and Grant Fund, are \$17,533,900, a 2.0 percent decrease from the \$17,894,500 total FY10 approved budget. The County Executive recommends approval of \$17,472,700.

Maryland-National Capital Park and Planning Commission



Commissioners' Office

The Commissioners' Office supports the five Planning Board members and enhances communication among the Planning Board, County Council, County residents, other governmental agencies, and other Commission departments.

Planning Department

The Planning Department provides recommendations, information, analysis, and services to the Montgomery County Planning Board (who also serve as the Park Commission), the County Council, the County Executive, other government agencies, and the general public. In addition, the Department is responsible for the preparation of master plans and sector plans which are recommended by the Planning Board and approved by the County Council. The Department reviews development applications for conformance with existing laws, regulations, master plans, and policies and then presents its recommendations to the Planning Board for action. The Department gathers and analyzes various types of census and development data for use in reports concerning housing, employment, population growth, and other topics of interest to the County Council, County government, other agencies, the business community, and the general public.

Planning Activities

The Planning Activities section recommends plans that sustain and foster communities and their vitality; implements master plans and manages the development process; provides stewardship for natural resources; delivers countywide forecasting, data, and research services; and supports intergovernmental services.

Central Administrative Services

The mission of the Central Administrative Services (CAS) is to provide effective, responsive, and efficient administrative, financial, human resource, and legal services for the M-NCPPC and its operating departments. Costs of the bi-county CAS office are divided equally between Montgomery and Prince George's Counties.

Parks Department

The Parks Department provides recommendations, information, analysis, and services to the Montgomery County Planning Board (who also serve as the Park Commission), the County Council, the County Executive, other government agencies, and the general public. The Department also oversees the acquisition, development, and management of a nationally recognized, award winning park system providing County residents with open space for recreational opportunities and natural resources stewardship.

Montgomery Parks

Montgomery Parks oversees a comprehensive park system of 410 parks of different sizes, types, and functions that feature Stream Valley and Conservation Parks, Regional and Special Parks, and Local and Community Parks. Montgomery Parks serves County residents as the primary provider of open space for recreational opportunities and maintains and provides security for the park system.

Debt Service - Park Fund

Park Debt Service pays principal and interest on the Commission's acquisition and development bonds. The proceeds of these bonds are used to fund the Local Parks portion of the M-NCPPC Capital Improvements Program.

Debt Service - Advance Land Acquisition Debt Service Fund and Revolving Fund

The Advance Land Acquisition Debt Service Fund pays principal and interest on the Commission's Advance Land Acquisition bonds. The proceeds of the Advance Land Acquisition bonds support the Advanced Land Acquisition Revolving Fund (ALARF).

ALARF activities include the acquisition of land needed for State highways, streets, roads, school sites, and other public uses. The Commission may only purchase land through the ALARF at the request of another government agency, with the approval of the Montgomery County Council.

Enterprise Fund

The Enterprise Fund accounts for various park facilities and services which are entirely or predominantly supported by user fees. Recreational activities include: ice rinks, indoor tennis, conference and social centers, boating, camping, and nature center programs. Operating profits are reinvested in new or existing public revenue-producing facilities through the Capital Improvements Program.

Property Management Fund

The Property Management Fund manages leased facilities located on parkland throughout the County, including single family houses, apartment units, businesses, farmland, and facilities which house County programs.

COUNTY EXECUTIVE RECOMMENDATIONS

The County Executive's recommended FY11 level of expenditure for M-NCPPC is \$91,599,090, 14.1 percent below the FY10 approved budget for tax supported funds, exclusive of debt service. The Executive's recommended total is \$11,200,910 or 10.9 percent under Council Spending Affordability Guidelines (SAG).

Park Fund

The County Executive recommends a Park Fund budget of \$68,218,580, excluding debt service. This proposed funding represents a \$10,800,520 or 13.7 percent decrease from the FY10 approved budget. The Executive recommends a reduction of \$635,000 from the Commission's request for merit increases, a reduction of \$1,010,000 for requested General Wage Adjustment increases, and a reduction of \$12,936,910 to be determined by the Commission. Park Fund debt service increased by \$3,400 from \$4,304,400 in FY10 to \$4,307,800 in FY11. The level of budget reduction recommended by the County Executive is comparable to the reductions required in the FY11 Recommend Recreation Operating Budget.

Administration Fund

The County Executive recommends an Administration Fund budget of \$23,380,510. This represents a \$4,246,490 or 15.4 percent decrease from the FY10 approved budget. The Executive recommends a reduction of \$265,700 from the Commission's request for merit increases, a reduction of \$401,900 for requested General Wage Adjustment increases, and a reduction of \$5,327,700 to be determined by the Commission. The Executive recommends a transfer from the Administration Fund to cover costs in the Special Revenue Fund in the amount of \$1,528,000, the same amount as in FY10. The level of budget reductions recommended by the County Executive is comparable to other similar departments in the County's FY11 Operating Budget, including the Offices of the County Executive's 26% decrease.

ALA Debt Service

The County Executive recommends ALA debt service funding of \$631,700 a decrease of \$17,900 or 2.8 percent from the FY10 approved budget. The cost decrease is due to lower bond interest.

Enterprise Fund

The County Executive recommends an Enterprise fund budget of \$9,178,600. This represents a \$1,196,200 or 11.5 percent decrease from the FY10 approved budget of \$10,374,800. The Executive recommends a reduction of \$26,600 from the Commission's request for merit increases and a reduction of \$34,600 for requested General Wage Adjustment increases.

Property Management Fund

The County Executive concurs with the M-NCPPC request for funding of \$1,067,000. This represents a \$40,300 or 3.9 percent increase above the FY10 approved budget of \$1,026,700.

Special Revenue Fund

The County Executive recommends a Special Revenue Fund budget of \$6,020,400. This represents a \$752,000 or 14.3 percent increase from the FY10 approved budget. The Executive recommends a transfer from the Administration Fund to cover costs in the special Revenue Fund in the amount of \$1,528,000, the same level as FY10, and a transfer of \$785,000 from the General Fund to cover costs associated with the maintenance of MCPS Ballfields.

In addition, this agency's Capital Improvement Program (CIP) requires Current Revenue funding.

Maryland-National Capital Park and Planning Commission

PROGRAM CONTACTS

Contact Holly Sun of the M-NCPPC at 301.454.1741 or Amy Wilson of the Office of Management and Budget at 240.777.2775 for more information regarding this agency's operating budget.

BUDGET SUMMARY

	Actual FY09	Budget FY10	Estimated FY10	Recommended FY11	% Chg Bud/Rec
ADMINISTRATION FUND		FIIU	FTTO		bud/Rec
EXPENDITURES	,				
Salaries and Wages	0	· 0	0	0	
Employee Benefits	0	0	0	. 0	-
Administration Fund Personnel Costs	0	0	0	0	
Operating Expenses	26,241,385	27,627,000	26,554,020	23,380,510	-15.4
Capital Outlay	0	0	0	0	-
Administration Fund Expenditures	26,241,385	27,627,000	26,554,020	23,380,510	-15.4
PERSONNEL			•		
Full-Time	· 0	0	0	0	-
Part-Time	0	0	0	0	-
Workyears	211.4	<u>21</u> 6.9	216.9	217.0	0.0
REVENUES					
Intergovernmental	868,103	0	0	<u> </u>	
Property Tax	27,503,864	27,709,310	27,551,330	21,657,440	-21.8
User Fees	424,484	287,500	367,250	350,000	21.7
Investment Income Miscellaneous	201,425	90,000	30,000	90,000	
Administration Fund Revenues	28,997,876	28,086,810	22,990 27,971,570	22,097,440	-21.3
	20,777,074	20,000,010	£7,771,370	<i>22,077,440</i>	-21.3
PARK FUND					
EXPENDITURES					,
Salaries and Wages	0	0	0	0	-
Employee Benefits	0	0	0	0	
Park Fund Personnel Costs	0	0	0	0	-
Operating Expenses	77,824,224	79,019,100	76,662,080	68,218,580	-13.7
Debt Service Other	<u>3,804,650</u> 0	4,304,400	4,304,400	4,307,800	0.1
Capital Outlay Park Fund Expenditures	81,628,874	0 83,323,500	0 80,966,480	0 72,526,380	-13.0
PERSONNEL	01,020,074	03,323,300	80,900,480	12,520,580	-13.0
Full-Time	0	0	0	0	
Part-Time	0	0	0	0	
Workyears	688.2	688.5	688.5	700.6	1.8
REVENUES		000.0	000.0		
Property Tax	76,815,841	76,970,290	76,531,480	69,596,600	-9.6
Facility User Fees	1,446,153	1,879,800	1,729,800	1,686,000	-10.3
Investment Income	377,695	180,000	40,000	110,000	-38.9
Investment Income: CIP	289,009	30,000	60,000	170,000	466.7
Intergovernmental	20,018	0	0	- 0	-
Miscellaneous	145,549	74,100	110,000	85,600	15.5
Park Fund Revenues	79,094,265	79,134,190	78,471,280	71,648,200	-9.5
ALA DEBT SERVICE FUND					
EXPENDITURES					
Salaries and Wages	0	0	Ó	0	-
Employee Benefits	0	0	· 0	0	-
ALA Debt Service Fund Personnel Costs	0	0	<u> </u>		
Operating Expenses	0	0	0	0	-
Debt Service Other	1,678,914	649,600	649,600	631,700	-2.8
Capital Outlay	0	0	0	0	
ALA Debt Service Fund Expenditures	1,678,914	649,600	649,600	631,700	-2.8
PERSONNEL					
Full-Time	0	0	0	0	-
Part-Time	0	0	0	0	
Workyears	0.0	0.0	0.0	0.0	1.1
REVENUES					14

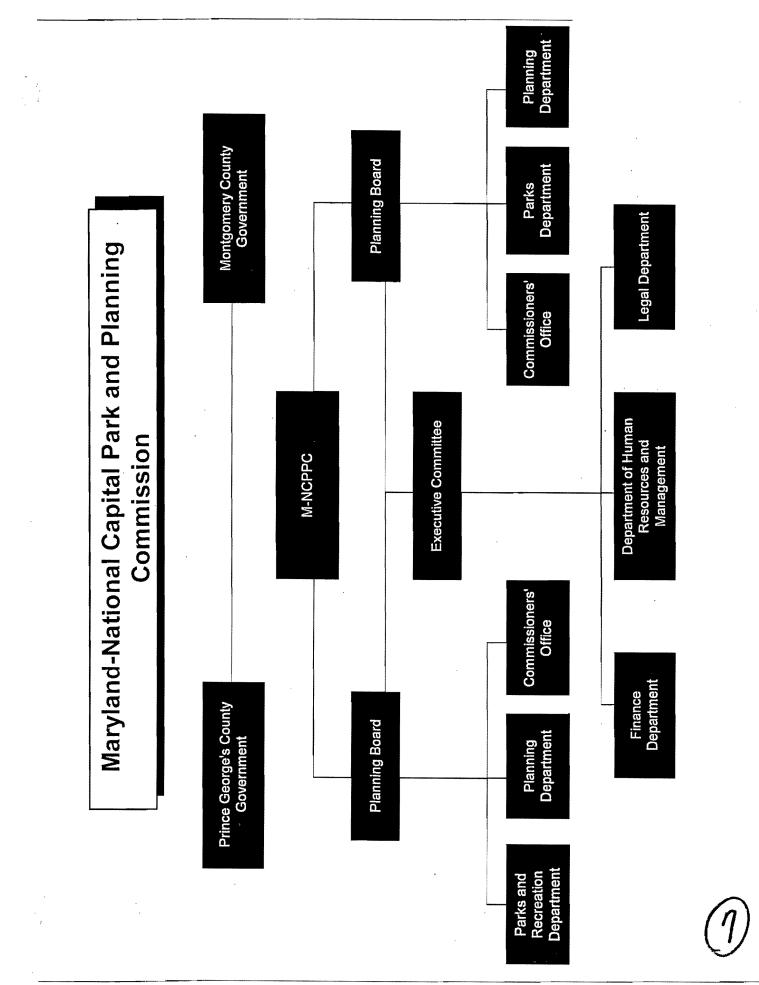
FY11 Operating Budget and Public Services Program FY11-16

	Actual FY09	Budget FY10	FY10		% Che Bud/Re
Property Tax	1,700,802	1,800,840	1,791,560	1 <u>,810</u> ,670	0.
ALA Debt Service Fund Revenues	1,700,802	1,800,840	1,791,560	1,810,670	0.
GRANT FUND MNCPPC					
EXPENDITURES	4				
Salaries and Wages	0	0	0	0	
Employee Benefits	0	0	0	0	
Grant Fund MNCPPC Personnel Costs	0	0	0	0	
Operating Expenses	275,448	575,000	575,000	575,000	
Capital Outlay	0	0	0	0	
Grant Fund MNCPPC Expenditures	275,448	575,000	575,000	575,000	
PERSONNEL		_	_	_	
Full-Time	0	0	0	0	
Part-Time	0	0	<u> </u>	0	
Workyears	0.0	0.0	0.0	0.0	
REVENUES	0	150 000	150 000	150.000	
Administration Fund Grants	0 275,448	150,000 425,000	150,000 425,000	150,000	
Park Fund Grants	275,448	425,000 575,000	<u> </u>	425,000 575,000	
Grant Fund MNCPPC Revenues	2/3,448	575,000	575,000	3/3,000	
ENTERPRISE FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	
Employee Benefits	0	0	0	0	
Enterprise Fund Personnel Costs	0	0.	0	0	
Operating Expenses	7,736,407	9,068,820	7,976,300	7,903,500	-12
Debt Service Other	1,321,567	1,305,980	1,298,300	1,275,100	-2
Capital Outlay	0	0		0	
Enterprise Fund Expenditures	9,057,974	10,374,800	9,274,600	9,178,600	-11
PERSONNEL		_			
Full-Time	0	0	0	0	
Part-Time	0	0	0	0	
Workyears	104.6	113.1	113.1	110.9	- 1
REVENUES	00.040	•	•	•	
Intergovernmental	82,249	2,691,300	0	0	
Rentals	2,419,036		2,502,400	2,586,400	-3 -2
Fees and Charges	<u>5,456,653</u> 651,471	6,542,800 797,400	<u>6,097,200</u> 630,900	<u>6,372,000</u> 761,200	- 4
Merchandise Sales	88,899	88,000	49,500	88,500	
Concessions Non-Operating Revenues/Interest	49,735	50,000	20,900	30,000	-4(
Enterprise Fund Revenues	8,748,043	10,169,500	9,300,900	9,838,100	-3
		10,107,500	7,000,700	7,000,100	-0
PROP MGMT MNCPPC					
EXPENDITURES	ę				
Salaries and Wages	0	0	0	0	
Employee Benefits	0	0	0	0	
Prop Mgmt MNCPPC Personnel Costs	006.027	0	0	0	
Operating Expenses	906,037	<u>1,026,700</u> 0	775,600	<u> </u>	3
Capital Outlay Prop Mgmt MNCPPC Expenditures	906,037	1,026,700	775,600	1,067,000	3
PEDCONNEL	900,037	1,020,700	773,000	1,007,000	3
PERSONNEL Full-Time	0	0	0	0	
Part-Time	0	0	0	0	
Workyears	3.5	3.5	3.5	3.5	
REVENUES	0.0	0.0		0.3	
Investment Income	29,818	25,000	0	0	
Rental Income	876,219	1,001,700	766,600	807,000	-19
Prop Mgmt MNCPPC Revenues	906,037	1,026,700	766,600	807,000	-21
	,	.,			
SPECIAL REVENUE FUNDS					
EXPENDITURES					
Salaries and Wages	0	0	0	0	
Employee Benefits	0	0	0	0	
Special Revenue Funds Personnel Costs	0	0	0	0	
Operating Expenses	3,971, <u>29</u> 2	5,268,400	4,875,500	6,020,400	14
	^	0	0	0	
Capital Outlay Special Revenue Funds Expenditures	3,971,292	5,268,400	4,875,500	6,020,400	14

Maryland-National Capital Park and Planning Commission

	Actual FY09	Budget FY10	Estimated FY10	Recommended FY11	% Chg Bud/Rec
PERSONNEL					
Full-Time	0	0	0	0	
Part-Time	0	0	0	0	
Workyears	38.5	27.1	27.1	27.5	1.5
REVENUES					_
Intergovernmental	575,692	<u>54</u> 5,800	545,800	1,330,800	143.8%
Miscellaneous	306,804	0	0	0	
Investment Income	65,103	10,000	10,000	30,000	200.0%
Service Charges	1,725,081	2,398,000	1,786,300	2,572,400	7.3%
Special Revenue Funds Revenues	2,672,680	2,953,800	2,342,100	3,933,200	33.2%
DEPARTMENT TOTALS					
Total Expenditures	123,759,924	128,845,000	123,670,800	113,379,590	-12.0%
Total Full-Time Positions	0	0	0	0	
Total Part-Time Positions	0	0	. 0	0	
Total Workyears	1,046.2	1,049.1	1,049.1	1,059.5	1.0%
Total Revenues	122,395,151	123,746,840	121,219,010	110,709,610	-10.5%





Maryland-National Capital Park and Planning Commission

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION 6611 Kenilworth Avenue • Riverdale, Maryland 20737

Office of the Chairman of the Montgomery County Planning Board

MEMORANDUM

April 5, 2010

 TO: Planning, Housing and Economic Development Committee Marlene Michaelson, Senior Legislative Analyst
 FROM: Royce Hanson, Chairman, Montgomery County Planning Board

SUBJECT: Materials for Budget Work Session

In preparation for the upcoming work session on April 12th, the Planning Board directed each department to develop a list of non-recommended reductions to meet the County Executive's target funding level for the Commission's FY11 Proposed Budget. The attachments to this transmittal letter provide the responses to questions prepared by each department.

The Planning Board fully understands the fiscal challenges faced by the County, and we are prepared to work together with the PHED Committee and the Council to achieve a responsible level of reductions. However, the recommendation by the County Executive will cause a severe impact on core services by eliminating and/or delaying major Council directed planning initiatives which are necessary for future economic development, cut operating and maintenance efforts to levels that will result in a significant deterioration of our park system, and cripple our administrative corporate offices' ability to provide mandated services. These reductions will be painful for the residents we serve, the communities for which we plan, and our dedicated work force that has delivered services with shrinking resources as partners in meeting savings plans on a consistent basis in the past few years.

On January 15th, the Planning Board submitted a fiscally prudent budget that is designed to maintain services at a level lower than a few years ago, but largely comparable to its FY10 budget. The proposal tentatively included COLA and merit increases based on two ratified contracts. Other increases were limited to mandated cost increases, such as annualization and benefits growth. The Commission's proposed FY11 budget assumed no pre-funding for Other Post-Employment Benefits (OPEB) for a second year. The Commission also temporarily relaxed the 80%-120% market value corridor thereby contributing less to the pension fund than the level recommended by actuaries in response to the recognized need to constrain the budget. In recent years, our departments have implemented various cost-saving strategies including organizational restructuring, retirement incentives, streamlining processes, and significantly reduced non-discretionary spending, which limit the ability to absorb further reductions without devastating service implications.



On March 15th, the Montgomery County Executive released his recommended funding level for FY11. The recommended funding level for the Commission represents **the deepest** reduction of all government entities with a reduction target of 14.1% below its FY10 budget, excluding reserves, debt services and grants (Administration Fund: -15.4%: Park Fund: -13.7%). The reduction is more than double the recommended reduction level for the County Government's tax-supported funds (-6.1%), and more than three times the recommended reduction levels for the Board of Education (-3.9%) and the Community College (-3.8%) on a percentage basis.

The County Executive's proposal represents a reduction of \$20.5 million, or 18.3% (Administration Fund: -20.3%; Park Fund: -17.5%) from the Commission's proposed FY11 budget. The Commission's budget was only \$106.6 million in FY10, equivalent to only 3% of the total Montgomery County budget including all entities. A reduction this deep provides very limited help in closing a nearly \$780 million projected budget gap and will cause a devastating impact to the Commission's delivery of mandated core services established under State law.

The County Executive's recommendations will have severe and long-term implications on the Planning Department. The work of the Department is crucial for the County to continue and sustain its high qualify of life. Planning provides the cornerstone for job creation, economic development, housing and retail development, public health, and transportation planning. If approved by Council, almost every work program of the Planning Department will be reduced, delayed, or eliminated. This includes much needed outreach and information services, studies and analyses as well as new plans such as White Flint II, Glenmont, and Chevy Chase Lake. Protected is the long-overdue Zoning Code Revision which is well underway.

The Department of Parks has continued to operate at a reduced level of funding since FY09 while the park system continues to grow. Parks are a critical factor to the health and economic welfare of the residents of the County. To reach a funding reduction of this magnitude, the Department will be forced to substantially reduce park services, resulting in unsightly park areas, degradation of amenities, and further increases in the backlog of deferred maintenance. Stewardship of natural and cultural resources will be curtailed for non-native invasive treatments, deer management and reforestation efforts. Capital Improvement Projects to add new amenities or expand existing parks will be postponed. Park planning efforts like the Ovid Hazen Wells Recreational Park Master Plan will be deferred. Although safety will remain a priority, parks or facilities not meeting safety standards will ultimately be closed.

The level of reduction in the Central Administrative Services (CAS) departments, the employees of which serve both counties, will result in a serious decline in the mandated financial, legal and human resources services provided to the Prince George's County Planning Department and the Parks and Recreation Department as well. The attached letter from the Chairman of the Prince George's County Planning Board expresses the concerns of their Board related to the potential weakening of the corporate core which puts the organization as a whole at risk.



The non-recommended reductions include freezing vacant positions, eliminating contract employees, eliminating COLA and merit increases for all employees (subject to labor renegotiations), a 10-days furlough, various other cost-saving strategies and 197 current employees (calculated based on average salary) could lose their jobs. The anticipated level of Reduction in Force (RIF) represents one of every five employees in the existing work force on top of budgeted lapse. The number of Commission employees losing their jobs will be close to that of the entire Montgomery County Government, whose tax-supported budget is almost 13 times that of the Commission.

We recognize the extremely difficult fiscal situation and are willing to take major steps to cut expenditures and contribute our fair share in helping to address the County's fiscal challenge. However, we believe core services provided by the Commission to the counties under Article 28 should not be compromised to this extent. Our organization is comparatively small consisting of mostly personnel costs which limits our flexibility. We do not agree that shouldering a significantly higher reduction target in terms of percentage is a fair and reasonable manner in which to meet those challenges. We ask that the Council carefully consider the potential impact of the Executive's Recommendation and arrive at a more balanced approach to setting the Commission's FY 11 spending level.

We look forward to the opportunity to work with the PHED Committee and the Council to develop a more acceptable reduction level and budget plan.

Attachments

- 1. Letter from Prince George's County Planning Board
- 2. Response from the Commissioners' Office
- 3. Response from Central Administrative Services Departments
- 4. Response from Planning Department
- 5. Response from Department of Parks

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



Prince George's County Planning Board Office of the Chairman 14741 Governor Oden Bowie Drive Upper Marlboro, Maryland 20772 TTY: (301) 952-4366 www.mncppc.org/pgco

301-952-3561

TO: The Planning, Housing and Economic Development Committee County Council of Montgomery County

FROM: Samuel J. Parker, Jr., AICP, Chairman, Prince George's County Planning Board

DATE: April 6, 2010

SUBJECT: Suggested Budget Reductions for Central Administrative Services (CAS)

On behalf of the Prince George's County Planning Board, the purpose of this memorandum is to express our grave reservations with the proposal now under your consideration to reduce funding by 15.4 percent below approved FY 10 levels for the Central Administrative Services (CAS) of the Maryland-National Capital Park and Planning Commission.

Our Board understands that like other jurisdictions, local and nation-wide, Montgomery County faces an immense budget challenge for FY 2011 and must take drastic measures to preserve its fiscal stability. The Prince George's County Government is also dealing with the economic downturn, and we recognize that the Commission, including CAS, must bear a portion of the burden necessary to ensure the financial health of both our county stakeholders. However, even after considering the dire circumstances, we are convinced that cuts at the levels proposed by the Montgomery County Executive are excessive and untenable for three important reasons.

First, it is important to consider the starting point from which reductions are to be made. Two of the three CAS Departments, Finance and the Department of Human Resources and Management, have experienced very limited growth over the past 10 years. The Finance Department complement has increased by only 0.4 WY and the DHRM by only 2.0 WYs. Even during that time period, the departments have had to support growing work program demands due to regulatory changes and growth in the operating departments for new programs and expanded facilities. This fairly flat staffing level was achieved by streamlining processes, automating functions, reorganizing staff and decentralizing responsibilities. While the Legal Department has increased by 7.95WYs, those increases were in response to work program demands including Clarksburg, public private

Memorandum

The Planning, Housing and Economic Development Committee County Council of Montgomery County Suggest Budget Reductions for Central Administrative Services April 6, 2010 Page Two

partnerships, and assuming the tort litigation program. The three departments therefore begin with very lean staffing levels. If adopted, non-recommended reductions would result in CAS eliminating/freezing approximately one-quarter of their existing personnel complement.

Second, as stewards of the Commission's corporate infrastructure, we are concerned that the reductions threaten capabilities to an extent which puts the organization as a whole at risk. For example, the reductions threaten our ability to pay vendors timely. The cuts also threaten our ability to effectively manage labor negotiations. They also threaten our ability to be responsive to property owners by resolving legal disputes related to subdivisions and site plans in a timely manner. Similarly, these cuts threaten our values of accountability by risking late financial reporting and payroll processing, and diminishing the ability to be transparent if our audit work is curtailed.

Third, our Board asks that your Committee consider that the cuts to CAS will cross county boundaries and directly impact the citizens of Prince George's County as these functions are essential to the delivery of our planning, parks and recreation programs and services.

Viewed holistically, we sincerely empathize with the difficult job before you. But we also think the value of having an independent bi-county agency with a more limited focus should not be lost while attempting to balance the budget during the monetary crisis. Toward that end, we urge you to consider that the percentage of reduction applied to the Commission appears to be quite large when compared with that of the other agencies. The value of our park and planning efforts in both counties are critical during such an economic situation. Our citizens come to rely on public parks more in turbulent times. Likewise our planning functions will position us for economic success.

In the end, we wish you to consider a vision of our Commission in the same light as a "vital" government function. If so, the vision must include a sufficiently funded CAS to support the operating departments' mission and the communities they serve.

April 12, 2010

TO:	Planning, Housing and Economic Development Committee Marlene Michaelson, Senior Council Analyst
VIA:	Royce Hanson, Chairman
FROM:	Joyce P. Garcia, Special Assistant to the Montgomery County Planning Board
SUBJECT:	Budget Work Session

Below please find the Commissioners' Office's responses to Council Staff questions in preparation for the budget work session of April 12:

1. What cuts would be necessary to meet the Executive recommended budget? What is the impact of those cuts on work program, quality of service, etc?

In order to achieve the Montgomery County Executive's target of a 15.4% reduction from FY10 budget, the Commissioners' Office needs to reduce its same service level FY 11 proposed budget by \$258,900. The non-recommended reduction list below starts with measures that while being serious cuts with long term consequences for employees, allow us to keep the work force largely intact so as to be prepared for service demands as the economy rebounds. The remainder are in priority order from least damaging to most damaging to mission and work programs. Reductions in force, if they occur, are conducted in accordance with Commission Merit Rules and Regulations and applicable collective bargaining agreement provisions.

Reduction Item	Savings	WY	WY	Impact
		Reduced	Remaining	
Cost of Living Adjustment	\$19,100			Elimination of COLA for all employees.
				Decision on non-represented
				employees requires approval of County
				Council. The action for represented
				employees is subject to labor
				negotiations.
Merit Increases	\$9,100			Elimination of annual merit increases
				for qualified employees (with
			1	appropriate rating levels and not at the
				top of the pay grade). Action on non-
				represented employees requires
				approval of County Council. The action
				for represented employees is subject
				to labor negotiations.
Reduction in estimated	\$30,000			Reduction in estimated salary and
salary and benefits				related benefits (anticipated last fall)
				originally budgeted for potential

Reduction Item	Savings	WY Reduced	WY Remaining	Impact
				compensation difference between current chairman and incoming chairman as designated by County Council.
Food and Beverage Meeting Expenses	\$6,000			Significantly reduce funding for food and beverage costs for Planning Board meetings and meetings held with other agencies.
Contribution for Supplies (Giveaways) at Special Events	\$20,000			Eliminate contribution to the purchase of giveaways for planning and parks activities, affecting the Commission's distribution of informational material and ability to attract community members at special events.
Communication Equipment for Planning Board Meetings	\$12,000			Significantly reduce budget for audio/visual equipment purchased in auditorium. Equipment will be replaced on an emergency basis only.
Office equipment and supplies	\$12,000			Reduce budget for purchase of computers, general office equipment, and office supplies.
Contributions to Special Programs	\$12,000			Eliminate contributions to Commissioners' Office, Planning, and Parks events (external and internal events. Includes external and internal events, i.e. assistance with fees and associated costs for participation at community events and contributions to internal cultural and other celebrations. Potentially impacts continued service provision by Departments and staff morale.
Conferences, Training, Workshops	\$12,000			Eliminate training, conferences, and workshops for Planning Board and staff.
Freeze a part-time public affairs assistant position (vacant)	\$47,250	0.5	0.0	Freeze a part-time, public affairs assistant position (vacant) to serve as clerk at Planning Board meetings.
Eliminate contracted	\$14,691			Eliminate funding for contracted staff

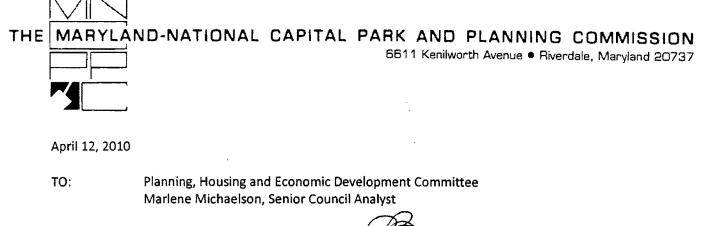
Reduction Item	Savings	WY Reduced	WY Remaining	Impact
staffing				to manage special projects, (i.e. updating homeowners association (HOA) mailing list and other projects).
Professional Services – Transcript Preparation	\$3,000			Reduce funding for the preparation (external) of transcripts. Staff will prepare transcripts, reducing the ability to stay current with processing Planning Board Resolutions and Board meeting minutes.
Temporary staffing	\$3,000			Eliminate budget for temporary office help, as needed, during long-term staff absences.
Furlough	\$28,800			10-day furlough for employees in the Commissioners' Office (Includes Chairman and Commissioners.) This will create a significant, negative impact on staff morale.
GAP	\$30,000			To be determined.
Total	258,941	0.5	9.0	

2. What are your current vacancies and of those, how many are due to frozen positions and how many are vacant above frozen positions due to normal turnover? How does this compare to the lapse recommendations in the budget?

The Commissioners' Office has one vacancy because a PT public affairs position has been frozen in order to achieve the FY10 savings plan targets. The FY11 proposed budget does not assume lapse.

3. Please provide additional detail on all operating costs comparing key subcategories to last year (support services, supplies and materials, and any other operating costs).

The FY11 proposed budget was identical to the FY10 adopted budget levels, with no increases for inflation or other factors.



 VIA:
 Patricia C. Barney, Executive Director

 FROM:
 Holly Sun, Budget Manager

SUBJECT: Budget Work Session

Below please find CAS Departments' responses to Council Staff questions in preparation for the budget work session of April 12:

1. What cuts would be necessary to meet the Executive recommended budget? What is the impact of those cuts on work program, quality of service, etc?

The Montgomery County Executive's FY11 Budget Recommendation proposed a funding level for the Montgomery County Administration Fund (including CAS) at 15.4% below FY10. For CAS departments, a 15.4% reduction from the FY10 budget represents a total reduction of \$1.6 million or 19.2% on average from the Commission's proposed FY11 budget in Montgomery County. Due to the bi-county funding nature, the impact would be about double.

Due to the small size of CAS, the magnitude of the reductions reaches a level that would cripple the corporate core to the extent that we could not commit to delivering mandatory work programs on a timely basis. To relate these non-recommended reductions to the CAS work programs and service level, the following sections of the response present the savings, the workyear impact, and the program impact by department. The tables below summarize the impact. Also attached is an overview summary (Table A-E) of the reductions for each CAS department.

It should be noted that a reduction in workyears in a work program does not necessarily correlate to staff working on that program. Reductions in force, if they occur, are conducted in accordance with Commission Merit Rules and Regulations and applicable collective bargaining agreement provisions.

DEPARTMENT OF HUMAN RESOURCES AND MANAGEMENT (DHRM)

The Department's proposed FY11 budget is approximately 89% personnel costs; non-discretionary costs only account for about \$0.2 million per County. Compensation provides for 38.5 workyears (18.75 in Montgomery County), assuming a 9% lapse (2.0 workyears per County) by freezing four positions

impacting Executive Director's Office, Budget and Management, and Labor Relations. In consideration of the economic climate, the Department proposed budget also assumed no inflationary cost increase for operating expenses and no funding for capital outlay. The proposed budget included FY10 annualization, COLA, merit, retirement and other benefit increases. The total request also factored in a reduction to chargebacks to the Enterprise Fund and Risk Management Fund based on revised methodology for calculations.

In order to achieve the Montgomery County Executive's target of a 15.4% reduction from FY10 budget, the Department needs to reduce its same service level FY 11 proposed budget by \$1,004,000 (-\$517,000 or -20.8% in Montgomery County and -\$487,000 or -19.6% in Prince George's County). The non-recommended reductions would require cuts to various operating costs, freezing additional vacancies on top of the budgeted lapse, and a reduction in force of four positions (two per county) based on average salary. Under this scenario, the work force is expected to decrease significantly with a total lapse of **26%** with service level declining as a result.

The non-recommended reduction list below starts with measures that while being serious cuts with long term consequences for employees, allow us to keep the work force largely intact so as to be prepared for service demands as the economy rebounds. The remainder are in priority order from least damaging to most damaging to mission and work programs.

Reduction Item	Savings	WY	WY	Impact
·		Reduced	Remaining 18.75	
Lapse (9%) included in	:	2.0	18.75	Freezing four positions (2.0 per
FY11 Proposed Budget				County) with a 9% budgeted lapse
				impacts the Department's ability to
				provide services in management
				analysis, labor relations, and
				organizational development and
				training.
Cost of Living	\$29,400			Elimination of COLA for all employees.
Adjustment				Decision on non-represented
				employees requires approval of both
				Montgomery and Prince George's
				County Councils. The action for
				represented employees is subject to
				labor negotiations.
Merit Increases	\$12,300			Elimination of annual merit increases
,				for qualified employees (with
				appropriate rating levels and not at
				the top of the pay grade). Action on
				non-represented employees requires
				approval of both Montgomery and
				Prince George's County Councils. The
				action for represented employees is
				subject to labor negotiations.
Eliminate Non-Local	\$5,000			Employees electing to participate in
Travel/Training				training, conferences or seminars out
				of the area are responsible for all of

Reduction Item	Savings	WY Reduced	WY Remaining	Impact
				the expenses. This action reduces opportunities for career development and requires reliance on local training and other resources to remain current with regulatory and other work program required changes.
Various Reductions in Operating Costs (Service Awards, Printing, Memberships, Subscriptions, Suppliers and Materials, etc.)	\$20,000			Reductions would be achieved by eliminating CAS Service Awards Program, reducing printing, memberships, subscriptions, supplies and materials, etc. Work program will be impacted with limited resources to keep current with trends in the industry. The reduction will also significantly limit public access to print copies and instead rely on electronic formats, which could cause inconvenience on residents that do not have access to internet.
Eliminate Apprenticeship/Trades Educational Services Program	\$6,300			Eliminate the last DHRM-sponsored Workforce Development program. Departments have to fund their respective employees if they choose to keep the program. The Apprenticeship program provides a four-year education and work experience in trades. DHRM provided the cost of membership, trade school, books and materials for the enrolled employees. (Subject to labor negotiations)
Reduce Professional Services	\$60,000			This reduction significantly weakens the Department's capacity to perform analyses and special studies in different fields such as policy, operational issues, fiscal analyses and special classification or compensation areas.
Eliminate Term Contracts	\$65,000			Eliminate funding for non-career staff backfilling multiple vacancies being frozen to achieve savings. Existing employees will attempt to absorb workload related to labor relations and records management, etc.
Furlough	\$57,000			10-day furlough for employees to

Reduction Item	Savings	WY	WY	Impact
······		Reduced	Remaining	
				reduce number of employees subject to RIF.
Recruitment and	\$66,000	1.0	1.0	Minimum service will be provided.
Selection				Prolonged timeframe for conducting
				background checks is expected and
				risk will rise of recruiting career and
				seasonal employees with criminal
				records that work around children and
				other visitors placed in the
				Commission's care.
Executive Director's	\$78,500	1.0	4.0	Minimum archives service will be
Office				provided to departments along with
×				limited capacity to transition or
				improve the records management
				situation. Reduced administrative
				support to the Executive Director and
				the Department will impact the unit's
				ability to coordinate and prepare
				packets for Commission, Executive
				Committee and Department Directors
				meetings, manage department work
				program, provide office coverage and
				respond to questions from the public,
				and will reduce general administrative
				support for the Department.
Human Resources	\$71,500	1.0	1.5	Reduced support to Human Resources
Records Management				Director and to data entry,
				background checking and personnel
				action form processing. The ability to
				process personnel records (reaching
				31,000 in FY09) will be reduced by
				1/3. The bulk of the transaction are
				for existing staff resulting from
				completion of performance
				evaluations, placement on
				Performance-Improvement-Plans,
				terminations, reclassifications,
				transfers, pay grade changes, series
				review changes, pay adjustments,
				retroactive payments, acting pay,
				scheduled hour changes, etc. These
				transactions must be completed by
				the end of each payroll. A backlog
				results in no pay check for an
				employee or an inaccurate paid
			1	amount. The ability to provide timely

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Reduction Item	Savings	WY Reduced	WY Remaining	Impact
				guidance to the field regarding these personnel transactions would be greatly impacted, too.
Employee and Labor Relations /HR Director's Office	\$55,000	0.5	3.0	Increases the difficulty to meet the needs for the two contract reopeners and scheduled union contract negotiations. Also largely limits the Department's ability to respond timely to employee concerns and grievances, departments' request for guidance on personnel matters, and the ability to provide counseling and education programs.
Total – MC	\$517,000	3.5	15.25	
Total Bi-County	\$1,004,000	7.0	31.50	·

DEPARTMENT OF FINANCE

The Finance Department budget funds mandatory work programs in support of the operating departments' operations. The Finance Department's work program includes payroll services, vendor payments, recording revenues and expenditures, investing cash and providing financial management tools and advice to support operating departments' decision making process. The Department has emphasized streamlining & reorganizing to keep growth at a minimum while striving to deliver a high level of service.

The Finance Department has the same number of positions (excluding the merged IT staff and the two new positions fully funded by Prince George's County in FY 09 to support its large CIP) as it had in FY 1992, which is 61. With frozen positions, we are currently 5% below the complement we had in FY 1992 to perform our basic financial services.

During that time period, we have had to meet increased IRS regulations related to debt, new GASB statements (most notably GASB 34) which significantly increased the complexity of our financial reporting requirements, provide financial analyses for public private partnerships, provide administrative and financial reporting for the Other Post Employment Benefits Trust and implement and maintain core financial systems and secure networks.

In consideration of the economic climate, the Department proposed budget assumed no inflationary cost increase for operating expenses and \$0 for capital outlay. FY11 proposed budget assumes 4.3% lapse (1.5 work years in each county). The Finance Department has three vacancies that will remain frozen all of which have been frozen for the past two years. One position had been filled by an intern at a reduced cost. Those positions are the Accounting Technician (Accounts Payable), the Senior Purchasing Specialist and the Auditor, currently being supplemented by contractual services. The Finance Department recommends incorporating the change in chargeback allocation included in the proposed

budget, which provides additional relief to the Administration Fund and some relief to the Montgomery County Enterprise Fund.

In order to achieve the Montgomery County Executive's target of a 15.4% reduction from FY10 budget, the Department needs to reduce its same service level FY 11 proposed budget by \$1,247,200 (-\$653,300 in Montgomery County). The non-recommended reduction list below starts with measures that while being serious cuts with long term consequences for employees, allow us to keep the work force largely intact so as to be prepared for service demands as the economy rebounds. The remainder are in priority order from least damaging to most damaging to mission and work programs.

Reduction Item	Savings	WY	WY	Impact
		Reduced	Remaining	
Lapse (4.3%) included		1.5	32.30	Freezing 3 positions (1.5 per County)
in FY11 Proposed				impacts services in accounting,
Budget				purchasing and auditing.
Cost of Living	\$61,700			Elimination of COLA for all employees.
Adjustment				Decision on non-represented
				employees requires approval of both
				Montgomery and Prince George's
				County Councils. The action for
				represented employees is subject to
				labor negotiations.
Merit Increases	\$38,200			Elimination of annual merit increases
				for qualified employees (with
				appropriate rating levels and not at
				the top of the pay grade). Action on
			1	non-represented employees requires
				approval of both Montgomery and
				Prince George's County Councils. The
				action for represented employees is
				subject to labor negotiations.
Advertising	\$6,300			If the Department has turnover, we
				will be unable to advertise the
				position unless we have savings after
				annual leave payout. This may result
				in leaving critical positions vacant.
IT Software and	\$7,500			We will not be able to upgrade
printers				desktop software or replace printers
				that fail. This may result in lost
				opportunities to improve efficiency
		1		from software enhancements and
				impact productivity from printer
				failures.
Professional Services	\$60,000			(Montgomery County Only) Significant
				delay in general ledger reconciliations
				for MC accounts, reduced capacity to

Reduction Item	Savings	WY Reduced	WY Remaining	Impact
				provide complex financial analysis to MC departments. Eliminates ability to survey and update the Commission's vendor file.
Furlough	\$117,500		•	10-day furlough for employees in the Finance Department reducing impact of potential RIF action.
IT Operations - Professional Services for Disaster Recovery Project	\$27,500			Reduces assistance in setting up and maintaining our disaster recovery site. Removing outside expertise from the project may impact our ability to fully implement our disaster recovery site at CAB or delay it significantly.
IT Operations - Hardware for Disaster Recovery Project	\$54,500			This represents the financing for our disaster recovery hardware. We would not be able to purchase the required computers and servers to implement a disaster recovery site at CAB.
Department Management and Administration	\$49,428	1	3.0	Eliminates the only administrative support for the Secretary-Treasurer and the department, as well as the department budget manager. These work programs will have to be shared among the remaining positions and significantly reduce the overall quality of service. This will negatively impact the other programs and result in slow responses and delays in processing of capital equipment financing, bond sales, budget forecasting, department budget management, personnel management, CAFR production, and other projects.
Payroll	\$24,714	0.5	2	Despite recent improvements from implementation of Kronos timekeeping System for Career employees, eliminating this position will significantly impact our ability to process the seasonal payroll (processed every other week) and require additional temporary help

Reduction Item	Savings	WY Reduced	WY Remaining	Impact
				with this payroll during the summer months. We would also lose some of our backup to cover leave situations and would be more vulnerable to failing to meet payroll obligations timely. Additionally, we will not be able to process late timecard submissions resulting in some staff not being paid two weeks later.
Accounting	\$49,428	1	4.0	Accounting has been impacted by new Accounting standards such as GASB 34 and 45 (OPEB) which made our work program more complicated. Finance would be unable to respond to field requests for complex financial analysis, timely bank reconciliations would not be possible, increasing fraud and risk and financial reports preparation and billings for grants would be slowed. The ability to provide timely projections to the operating departments would be reduced.
Purchasing	\$24,714	0.5	1.80	(Note that one position is already frozen to accommodate lapse). Despite changes to increase decentralization, processing of RFP's and contracts will be significantly slowed down. The ability to negotiate price agreements, improve procurement processes, train field staff, maintain vendor relations and assist with large procurements will be degraded.
Accounts Payable	\$24,714	0.5	2.0	(Note that one position is already frozen to accommodate lapse). Eliminating this position will significantly impact our ability to pay vendors on time. With the one position frozen we are already encountering slow payment situations, somewhat offset by using personnel from other programs who

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Reduction Item	Savings	WY Reduced	WY Remaining	Impact
				would no longer be available under this scenario. We would not be able achieve an acceptable level of service resulting in a potentially growing increase of late vendor payments which incur a 10% late fee after 45 days, mandated by State law.
IT Applications	\$74,142	1.5	10.5	Loss of a these positions will reduced by state law. Loss of a these positions will reduced or eliminate the ability to maintain tasks, and install upgrades to curre systems. These include program management for Kronos, Kronoupgrade and application support for seasonal employees, hand-held ar mobile users, program manageme for Sharepoint, backta admin/program support for SA Disaster Recovery Site and Netwo operations, email, securit maintenance services, as well representation on County-base committees. We would all experience a delay in help de response time, decreased backta coverage, and potential delay elimination of Commission-wide system upgrades such as ePersonali (HR/Payroll), EnergyCap (utili payment/mgmt), and Evault (da backup).
Treasury Operation	\$8,530	0.5	1.5	This would make timely entering cash receipt information into the accounting records problematic, and would eventually lead to outside auditor concerns. This also eliminate a position that could assist in are where previously named elimination would require assistance.
Audit	\$24,714	05	1.5	Eliminating this position in an alread lean Audit Division would reduce the number of audits that could l performed, thus exposing the Commission to additional risk fro Fraud, Waste, and Abuse.

Reduction Item	Savings	WY Reduced	WY Remaining	Impact
Total - MC	\$653,584	6.0	26.30	
Total – Bi-County	\$1,247,168	12.0	54.60	

LEGAL DEPARTMENT

In general, the cuts necessary to meet the County Executive's recommended budget for the OGC will require the Legal Department to eliminate six (6) legal and administrative jobs that currently are filled, even after assuming that compensation adjustments are eliminated and a 10-day furlough is imposed department-wide. All of these steps are necessary to reach a total reduction of \$627,854 (or 24% below the maintenance-level budget proposed), of which \$326,427 would be reductions in Montgomery County funding and \$301,427 in Prince George's County funding. (Note: The estimate of jobs required for elimination is elevated because utilizing an average salary approach is expected to overstate projected savings because it does not reflect the real statistical distribution of salaries.)

On a prudential level, the cuts will require the Legal Department to indefinitely suspend its core operating emphasis on providing "proactive counsel, preventive advice and early intervention to support decision-makers." Reference: M-NCPPC Practice 1-40 (July 15, 2009). As a result of proposed reductions in force in Montgomery County and CAS, and the direct legal exposures related to the personnel actions implemented, the General Counsel does not believe that eliminating resources devoted to the employment law and litigation work is a realistic option. Indeed, challenges to a RIF are expected and must be given first priority. In addition, because the Commission expects to achieve savings by assuming direct responsibility for its risk management and workers compensation litigation, cuts at the level proposed by the County Executive will require OGC to reduce time and attention to every other area.

The impact of those cuts on work program will be pronounced in both counties. For example, at current staffing levels, Commission attorneys are generally available to support staff decision-making with legal advice about how various development review issues might be resolved with an applicant before a staff recommendation evolves and a public hearing occurs. That approach will not be possible in many cases if the cuts are imposed at the level envisioned. As a result, everyone must anticipate that Commission attorneys would request continuances with some frequency in subdivision and site plan cases in order to comport with the ethical requirements of providing diligent legal representation. In Prince George's County, where an absolute statutory deadline applies to certain decisions by the Planning Board, it is possible that some applications may be deemed approved as a matter of law without appropriate consideration by the Planning Board.

Finally, in general, the General Counsel anticipates the Department's current service delivery / business model of "embedding" attorneys in each operating department to provide day-to-day and integrated legal support will be curtailed or, perhaps in some instances, even eliminated. As a bottom line, the cuts will require more inter-departmental and inter-county sharing of attorney time, not less.

For those reasons, the General Counsel does not recommend reductions at that level. The nonrecommended reduction list starts with measures that while being serious cuts with long term



consequences for employees, allow us to keep the work force largely intact so as to be prepared for service demands as the economy rebounds. The remainder are in priority order from least damaging to most damaging to mission and work programs.

Reduction Item	Savings	WY Reduced	WY Remaining	Impact
Cost of Living Adjustment	\$20,300			Elimination of COLA for all employees. Decision on non-represented employees requires approval of both Montgomery and Prince George's County Councils. The action for represented employees is subject to labor negotiations.
Merit Increases	\$12,400			Eliminates annual increases for employees who receive appropriate rating levels and who have not reached the top of the pay grade. Action on non-represented employees requires approval of both Montgomery and Prince George's County Councils. The action for represented employees is subject to labor negotiations.
Furlough	\$40,000			10-day furlough for employees in the Department reducing impact of potential RIF action.
Professional Services	\$25,000			Reduction achieved by projected deferral of outside counsel fees to defend a civil suit filed against the Commission, several officials and employees involved in Montgomery County development functions. A supplemental appropriation may become necessary if the pace of this case accelerates beyond current expectations.
General Counsel Work Program	\$120,000 -	- 1.0		Reduction achieved by continuing programmed lapse for one attorney position to support Montgomery County Land Use functions. This workyear was first proposed and adopted for FY 08 to provide adequate legal resources at MRO to enable a number of strategic initiatives including, for example, the zoning ordinance rewrite.



Reduction Item	Savings	WY Reduced	WY Remaining	Impact		
	\$228, 727	1 1		 Elimination of legal and administrative staff assigned to support land use, park and recreation operations in both counties. Highlight of key impacts expected include: Substantially diminished capacity to resolve legal issues as part of development review process, likely resulting in the delay of certain subdivision and site plan approvals when issues cannot be resolved "on the fly" or at public hearing stage. Inability to provide ongoing legal support for Montgomery County zoning ordinance rewrite, 		
				 zoning ordinance rewrite, enforcement, and other planning activities. Probable reduction of embedding legal staff on-site with operating departments in both counties. Increase in cycle times for processing routine procurement transactions and substantially diminished capacity to provide ongoing legal support for public- private partnerships and other complex transactional matters. Significant cost inefficiencies resulting from attorneys handling additional clerical/ administrative tasks, as well as experienced 		
				attorneys handling more routine (less complex) assignments. Increase in legal risks associated with land use and transaction functions.		
				Elimination of additional legal staff supported partially by Prince George's County Administrative Fund as necessary to achieve savings target for Montgomery County Administrative Fund. Highlight of key impacts expected include: Amplified impact as described		

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Reduction Item	Savings	WY Reduced	WY Remaining	Impact
				 above for reduction in force. Possible elimination of embedding legal staff on-site with operating departments in both counties. Attorneys assigned to land use functions may be required to cover both county Planning Boards.
Total - MC	\$326,427	4.0	9.25	
Total – Bi-County	\$627,854	7.0	18.75	· ·

SUPPORT SERVICES

The CAS Support Services account is for costs allocable to all the CAS departments. There is very limited capacity for this budget to take a reduction; the majority of budget is for office space rent (60%). Also included is unemployment compensation, risk management (insurance), utilities, print shop and standard supplies for the CAS departments. In order to achieve the Montgomery County Executive's target of a 15.4% reduction from FY10 budget, the Support Services has to reduce its rent payment by \$161,600, or \$80,800 per County. Fund balance will be utilized to cover the shortfall.

MERIT SYSTEM BOARD

The Merit System Board budget funds three appointed part-time board members and one part-time administrator. The only increase in the FY11 proposal is for benefit increase and anticipated compensation adjustments. This is a small budget without flexibility for reduction as it funds mandated services driven by caseload. The Merit Board currently projects an over expenditure of \$33,000 in FY10. The CAS Departments are working to cover this shortfall.

In order to achieve the Montgomery County Executive's target of a 15.4% reduction from the FY10 budget, the Merit System Board needs to reduce its Proposed FY11 Budget by \$26,600 (-\$13,300 or 21.8% per County). Even after eliminating COLA and merit (subject to labor negotiations and two County Councils' approval) and assuming a 10 day furlough, the Merit Board is still short \$9,200 in Montgomery County from achieving the target. The non-recommended reduction list below starts with measures that while being serious cuts with long term consequences for employees, allow us to keep the work force largely intact so as to be prepared for service demands as the economy rebounds. The remainder are in priority order from least damaging to most damaging to mission and work programs.

Reduction Item	Savings	WY Reduced	WY Remaining	Impact
Cost of Living Adjustment	\$800			Elimination of COLA for all employees. Decision on non-represented employees requires approval of both Montgomery and Prince George's County Councils. The action for

Reduction Item	Savings	WY Reduced	WY Remaining	Impact
				represented employees' action is subject to labor negotiations.
Merit Increases	\$900			Elimination of annual merit increases for qualified employees (with appropriate rating levels and not at the top of the pay grade). Action on non-represented employees requires approval of both Montgomery and Prince George's County Councils. The action for represented employees' action is subject to labor negotiations.
Furlough	\$2,400			10-day furlough for employees will likely cause a significant reduction in service levels.
GAP – Savings to Be Determined	\$9,200	:		To be determined. Mandated services with costs driven by caseload makes it hardly possible to absorb any additional cuts.

2. What are your current vacancies and of those, how many are due to frozen positions and how many are vacant above frozen positions due to normal turnover? How does this compare to the lapse recommendations in the budget?

DHRM has eight vacancies currently (bi-County total). Four (9%) are frozen to meet FY10 adopted budget and FY11 proposed budget; two additional are frozen (increasing total lapse to 14%) temporarily to meet Montgomery County FY10 mid-year savings plan; and two others are critical to fill. Historical data indicates that normal lapse for this Department is 5 to 6%. The FY11 proposed budget assumed 9% lapse.

The Finance Department has four vacancies (bi-County total). One is vacant due to normal lapse and is currently being held for a Chief Information Officer for the Commission, and three are frozen. The FY11 proposed budget assumed 4.3% lapse.

— The Legal Department has two vacancies (bi-County total). One vacancy assigned to the Montgomery County Land Use Team is vacant due to normal lapse, and the other is not frozen because it is a position critical to employment litigation and enforcement proceedings. In order to meet the FY11 proposed budget, one workyear/position (described above) has been lapsed at \$120,000 in Montgomery County operations.

The Merit System Board has no vacant positions.

3. Please provide additional detail on all operating costs comparing key subcategories to last year (support services, supplies and materials, and any other operating costs).



DHRM: No inflation growth was assumed for non-personnel costs. Supplies and Materials (bi-County total) has no change from FY10 adopted level except reallocating \$11,900 to Support Services due to restoring CAS Support Services accounts for better oversight. Other Services and Charges also remain the same as the FY10 budget except for reallocating \$360,200 to Support Services. Chargebacks to Internal Service Fund decrease by \$40,500.

Finance: The changes in operating costs were largely due to transferring supplies and other services budgeted expenditures to CAS Support services, which was allocated to the CAS department s in FY 2010. For Supplies and Materials, the decrease was \$18,900 or 8%. For Other Services and Charges, there was a decrease of \$469,900 or 23%. In addition, a reevaluation of chargeacks was performed, resulting in increased chargebacks, primarily to internal service funds, of \$335,400, or 19%.

Legal Department: The changes in operating costs for the Legal Department were nominal. The 6.3% decrease in Supplies and Materials and 16% decrease in Other Services and Charges are attributed to reallocating certain expenditures to CAS Support Services.

Merit System Board: Same as FY10 budget.

CAS Support Services: Restored in FY11 by reallocating same amount included in FY10 budget from individual departments.

Department: Department of Human Resources and Management

Table A

FY11 Proposed Budget (without reserves, or grants)	t - Montgomery County		\$2,485,900			
	Proposed Items for Reduction	Reduction amount	Reductions	Running Total	# Pos RIF/Unfund - MC	# Pos RIF/Unfund BI-County Total
		(517,000)				
	Lapse Included in FY11 Proposed Budget = 9%				(2)	(4)
	Savings from COLA reduction		(29,400)	2,456,500		
	Savings from Merit reduction		(12,300)	2,444,200		
	Eliminate non-local travel/training		(5,000)	2,439,200		
County Executive	Eliminate Apprenticeship Program		(6,300)	2,432,900		
Funding Level is	Various reductions in operating expenses (memberships, subscriptions, printing, supplies & materials, etc.)		(20,000)	2,412,900		
15.4 % below FY10	Reduce funding for Professional Services		(60,000)			
	Freeze 1 HR Technician position	1	(38,500)			(1)
below FY11 Proposed)	Freeze 1 Recruitment position		(33,000)	2,281,400	(0.5)	(1)
	Freeze 1 Labor Relations position		(55,000)	2,226,400	(0.5)	(1)
	Eliminate term contracts		(65,000)	2,161,400		
	Eliminate Archives term contract		(12,500)	2,148,900		
	Furlough for 10 days @\$11,400 per day (\$5,700 per County)		(57,000)	2,091,900	l	
	RIF 4 positions @ \$33,000 each (lapse increased to 26%)		(123,000)	1,968,900	(2.0)	(4.0)
	Summary reductions		(517,000)			
	Total Reductions (Bi-County)	T	(1,004,000)		(5.5)	(11.0)

Assumptions:

\$66,000	Savings from Reduction in Force/ WY (Bi-County)
\$11,400	Furlough savings per day (Bi-County); \$5,700 per day per County
\$12,300	Merit - 3.5% on Anniversary (w/ benefits)
\$29,400	COLA - MCGEO & Non-Represented Merit Career
<i>723,400</i>	2.25% in October or 1.69% annualized (w/ benefits)

De	partm	ent: I	Finance
De	partm	ent: I	Finance

FY11 Proposed Budget - Montgomery County \$3,827,700 (without reserves, or grants) \$3,827,700						
	Proposed Items for Reduction	Reduction amount	Reductions	Running Total	# Pos RIF/Unfund - MC	# Pos RIF/Unfund Bi-County Total
		(653,300)				
	Lapse included in FY11 Proposed Budget = 4.3%				(1.5)	(3.0)
	Remove funding for COLA		(61,700)	3,766,000		
	Savings from Merit reduction		(38,200)	3,727,800		
County Even with a	Remove funding for advertising		(6,300)	3,721,500		
County Executive	Reduce funding for IT for Software/Printers		(7,500)	3,714,000		
Funding Level is	Reduce funding for Prof. Services MC Support Only		(60,000)	3,654,000		
15.4% below FY10			(,)			
Budget (17.1% below	Furlough for 10 days @\$23,450 per day (\$11,750 per County)		(117,500)	3,536,500		
FY11 Proposed)	Remove prof service for disaster recovery project		(27,500)	3,509,000		
·····,	Remove funding for IT disaster recovery hardware		(54,500)	3,454,500		
	RIF 6 positions at \$49,428 each (lapse to 12.9%)		(132,100)	3,322,400	(3.0)	(6.0)
	RIF additional 6 positions at \$49,428 each (lapse to 21.4%)		(148,284)	3,174,116	(3.0)	(6.0)
	Summary reductions		(653,584)			
	Total Reductions (Bi-County)		(1,247,168)		(7.5)	(15.0)

Assumptions:

\$49,428	Savings from Reduction in Force/ WY (Bi-County)
\$11,750	Furlough savings per day per County
\$38,200	Merit - 3.5% on Anniversary (w/ benefits)
\$61,700	COLA - MCGEO & Non-Represented Merit Career 2.25% in October or 1.69% annualized (w/ benefits)

Table B

Table C

Department: Legal Department

FY11 Proposed Budget - Montgomery County \$1,365,250 (without debt service, reserves, or grants) \$1,365,250						
	Proposed Items for Reduction	ction Reduction Reduction Reduction		Running Total	# Pos RIF/Unfund - MC	# Pos RiF/Unfund - Bi-County Total
		(326,400)				
	Unfunded MC, MRO mid-level attorney				(1.0)	(1.0)
Country Francistics	Savings from COLA Reduction		(20,300)	1,344,950		
County Executive	Savings from Merit Reduction		(12,400)	1,332,550		
Funding Level is	Reduce Funding for Professional Services (Outside Counsel)		(25,000)	1,307,550		
15.4% below FY10	Furlough for 10 days @ \$4,000 per day		(40,000)	1,267,550		
Budget (23.9% below	RIF 3 positions at \$76,242 each		(114,363)		(1.5)	(3.0)
FY11 Proposed)	RIF additional 3 positions @ \$76,242 each		(114,363)		(1.5)	(3.0)
	Summary reductions		(326,426)			
	Total Reductions (Bi-County)		(627,853)		(4.0)	(7.0)

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Note: The reductions in positions does not include the non-career or contract employees.

Assumptions:

\$76,242	Savings from Reduction in Force/ WY (Bi-County) Based on Avg. Salary w/ Adjustment
\$4,000	Furlough savings per day per County
\$12,400	Merit - 3.5% on Anniversary (w/ benefits)
\$20.200	COLA - MCGEO & Non-Represented Merit Career
\$20,300	2.25% in October or 1.69% annualized (w/ benefits)

Table D

Department: CAS Support Services

FY11 Proposed Budget - Montgomery County \$525,500 (without reserves, or grants)							
	Proposed Items for Reduction	Program	Reduction amount	Reductions	Running Total	# Pos RIF/Unfund - MC	# Pos RIF/Unfund - Bi-County Total
			(80,800)				
	Reduce rent payment to EOB	DepartmentWide		(80,800)	444,700		_
County Executive							
Funding Level is	· · · · · ·						
15.4% below FY10							
Budget (15.4% below							
FY11 Proposed)							
	Summary reductions			(80,800)			
· • • • • • • • • • • • • • • • • • • •	Total Reductions (Bi-County)			(161,600)			

<u>Note:</u>

No Personnel in account. Most expenses are non-discretionary and include unemployment, insurance, utilities, etc.



Department: Merit System Board

FY11 Proposed Budget - Montgomery County \$60,950 # Pos # Pos RIF/Unfund -Reduction Proposed Items for Reduction Running Total RIF/Unfund Program Reductions **Bi-County Total** amount MC (13,300) **County Executive** Savings from COLA reduction DepartmentWide (800) 60,150 Funding Level is DepartmentWide Savings from Merit reduction (900) 59,250 15.4% below FY10 Furlough for 10 days @\$471 per day (\$236 per County) 56,895 (2,355) DepartmentWide GAP to identify for County Executive funding level (9,245) 47,650 Budget (21.8% below FY11 Proposed) Summary reductions (13,300) Total Reductions (BI-County) (26,600) * .

Assumptions:

 \$471
 Furlough savings per day (Bi-County)

 \$900
 Merit - 3.5% on Anniversary (w/ benefits)

 COLA - MCGEO & Non-Represented Merit Career

\$800 2.25% in October or 1.69% annualized (w/ benefits)



Table E

April 12, 2010

TO:	Planning, Housing and Economic Development Committee Marlene Michaelson, Senior Council Analyst
VIA:	Rollin Stanley, Planning Director
FROM:	Alison B Davis, Chief, Management and Technology Services
SUBJECT:	Budget Worksession

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Below please find the Planning Department's responses to Council Staff questions in preparation for the budget worksession of April 12:

1. What cuts would be necessary to meet the Executive recommended budget? What is the impact of those cuts on work program, quality of service, etc?

In the past three years the Planning Department work program generated significant master plans that will and can better position the County to react to demand for new jobs and housing as the marker rebounds. White Flint is an excellent example where several property owners are waiting for enactment of the zoning to submit major development applications. The positive implications on the County's fiscal health of these initiatives are significant.

For the past three fiscal years, the Planning Department effectively has experienced reductions in its budgets in that approved levels have not kept pace with the mandatory increases. To meet this and other funding challenges, the Department undertook such actions as a major reorganization including reducing its management structure, downgrading vacancies, abolishing four positions, using alternative hiring methods, and greatly curtailing its non-personnel spending. During the same timeframe, the Development Review Special Revenue Fund continues to experience loss of revenues which had to be covered by the tax-supported Administration Fund, further stressing the Department's dwindling fiscal resources. Despite effective funding losses, the Department has accomplished an increased and vigorous work program.

The proposed revisions to the work program will have an impact on the resources necessary to maintain response time on development applications. The application numbers have been in constant flux over the past two years impacting our ability to predict work load and allocate resources, and hence the impact on processing time.

We anticipate our budget impacts on processing are as follows:

• Closing the information counter on Fridays, however we anticipate our clients adjusting to this change quickly as well as having professional staff also share the duties of "manning the desk."

- Plan review administrative functions will increasingly be done by reviewers as administrative staff positions are not filled and should application levels increase, we will need to determine how to respond, but we do anticipate some impact on review times.
- Web services our efforts to automate information to expedite application processing and review plans will be impacted. Our recent Forest Conservation web mapping is an example of a new tool that can be beneficial.
- Not processing new historic designation applications will impact our standing as a high user of tax credits that generate construction jobs.
- Enforcement / inspections will be reduced; however we will attempt to reassign staff to fill gaps.

For FY11, the County Executive's recommendation is 20.8% below the Department's proposed same service level budget. To relate the effect of this funding level to the Department's program budget, the non-recommended cuts affecting workyear reductions are identified by program element with the workyear impact, accompanied savings,¹ and program impact statement. Reductions in force, if they occur, are conducted in accordance with Commission Merit Rules and Regulations and applicable collective bargaining agreement provisions. Additionally, since the non-personnel expenditures are spread by workyear, the non-recommended cuts in operating expenses are identified by line items with impact statements. The non-recommended reduction list starts with measures that while being serious cuts with long term consequences for employees, allow us to keep the work force largely intact so as to be prepared for service demands as the economy rebounds. The remainder are in priority order from least damaging to most damaging to mission and work programs:

Reduction Item	Savings	WY Reduced	WY Remaining	Impact
Cost of Living Adjustment	\$270,600			Eliminates employee COLA from compensation package for covered and non-covered employees Decision on non-represented employees requires approval of County Council. The action for represented employees is subject to labor negotiations.
Merit Increases	\$192,800			Eliminates annual increases for employees who receive appropriate rating levels or who have not reached the top of the pay grade. Decision on non-represented employees requires approval of County Council. The action for represented employees is subject to labor negotiations.
Printing, postage, paper and office supplies,	\$55,000			These operating expenses have been steadily decreasing over the

¹ The savings are based on an average salary for vacancies for the Planning Department. The Commission's Merit System Rules and Regulations and Collective Bargaining Agreements regarding reductions in force have specific processes including timing requirements and payments for certain benefits which will impact of savings as result of a reduction in force in FY11. Determinations of affected employees are based on reduction in force procedures.

Reduction Item	Savings	WY	WY	Impact
		Reduced	Remaining	
memberships,				past three fiscal years. This
subscriptions, mileage,				reduction will limit public access to
etc.				print copies and instead rely on
				electronic formats (Web and CDs).
Travel, conferences,	\$47,700			These operating expenses have
training and seminars,				been steadily decreasing over the
employee skill set				past three fiscal years. The
development				Department is encouraging
				attending local offerings. Employees
				electing to participate in training,
				conferences or seminars out of the
				area are responsible for most if not
	<u> </u>			all of the expenses
Professional Services,	\$101,000			Much of the Department's
miscellaneous services,				operating expenses involve the IT
and maintenance				programs. Reductions in these
agreements				expenditures risk continuity of
				critical services including LAN/WAN,
Furlough	\$450,000			GIS, servers and storage. 10-day furlough for employees in
Fullough	9450,000			the Planning Department
				accommodating impact of potential
				RIF action.
Information Services	\$213,000	2.00	3.90	Hours of operation were reduced
	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			from 8 hours every day to 6 ½ hours
				as part of the FY10 savings plans.
				For FY11, hours of operation will be
				further curtailed. We will be closing
				the Information Desk to the public
				on Fridays.
				Although more information is now
				available on the web, reviewers and
				planners (Planner of the Day) will
				need to be assigned to the
				information desk to cover a few
				hours each week which is not the
				most efficient use of their time.
				Information Services is reduced by
				closing the Transportation
				Information Counter and is
	4			inconvenient to the public.
Website	\$106,500	1.00	4.90	Jeopardizes success in outreach
				improvements using websites,
				project pages, "mini-sites" (e.g.
				Zoning Montgomery), blogs, videos,

Reduction Item	Savings	WY	WY	Impact
		Reduced	Remaining	
				comment boards, etc. Accuracy
				and content will suffer.
Green Infrastructure Functional Plan	\$101,200	0.95	0.00	Delay work efforts for FY11. This plan looks holistically at the County's valuable green areas and their connectivity to use as a guide for protecting habitat and sensitive environmental areas on a countywide scale. Although the Green Infrastructure plan is not state or county mandated, delaying jeopardizes our ability to protect these area as we continue to develop.
Highways Plan Update	\$372,800	3.50	0.00	 Deferring the Master Plan of Highways effort would delay the: reconciliation of inconsistent master plan recommendations, establishment of policy guidance for resource protection along several existing and candidate rustic roads, implementation of the Minor Arterial classification to clarify neighborhood traffic protection measures, and development of staff draft recommendations until after the completion of the County BRT network study.
White Flint II	\$239,700	2.25	0.00	The White Flint II Sector Plan will not be done in FY11. The Department has worked diligently to advance the master plan schedule. Master Plans are the primary tool by which the Council engages the public on land use matters.
Glenmont Master Plan	\$271,600	2.55	0.00	The Glenmont Sector Plan will not be done in FY11. The Department has worked diligently to advance the master plan schedule. Master Plans are the primary tool by which the Council engages the public on land use matters.

Reduction Item	Savings	WY	WY	Impact
		Reduced	Remaining	
D 11	<u> </u>	0.20	0.00	postponed again in FY11.
Bikeways Implementation	\$31,900	0.30	0.00	Deferring the Bikeways effort would reduce staff participation in advocacy, coordination, and review efforts to implement the bikeways recommendations in master plans.
Water Resources Functional Plan	\$79,800	0.75	0.40	Reduce efforts in FY11. The Planning Board draft will be completed this spring. Reducing the effort in the water resources plan will delay obtaining council approval and submitting the plan to Maryland Planning Department. It also will delay coordination of efforts among other agencies.
Master Plan for Historic Preservation	\$106,500	1.0	2.05	Reduce the efforts for the preparation of Amendments to the Master Plan of Historic Preservation to remove sites from the Historic Atlas. Work exclusively will be on the inventory and there will be a freeze on new nominations.
Chevy Chase Lake	\$111,800	1.05	2.65	Work effort will be reduced on Chevy Chase Lake (i.e., less community outreach and longer time to complete the project)
Washington Adventist Hospital/Columbia Union College	\$111,800	1.05	4.30	Work effort will be reduced on the neighborhood plan for Washington Adventist Hospital/Washington Adventist University (i.e., significantly less community outreach, less coordination with the municipality, fewer design alternatives and no preparation for a master plan amendment or alternative zoning strategy)
Mandatory Referrals	\$106,500	1.00	5.20	Reduction in the effort associated with the review of Mandatory Referrals jeopardizes our ability to comply with local laws on timing for mandatory reviews which are public work projects and vital to the County's quality of life.
Work Program Management	\$218,300	2.05	7.95	This program element contains the funding for the Department's

Reduction Item	Savings	WY	WY	Impact
		Reduced	Remaining	
				management staff which comprises approximately 6% of total staff. In the FY08 reorganization, restructuring took place which resulted in abolishment of four management/supervisory positions This reduction will require additional restructuring.
Work Program Support	\$351,500	3.30	10.15	Among other functions, this program element captures the administrative functions for the Department. Currently, we have very limited staff involved in administrative support of the work program. This reduction will add pressure on planning staffers to perform more administrative work, reduce support at public meetings, including Planning Board meeting and curtail community outreach activities.
Capital Projects	-42,600	+.40	3.10	Adds environmental staff time to review of Capital Projects.
Private Development & Public Project Coordination	-53,300	+0.50	3.35	Private Development and Public Project Coordination is increased to reflect monitoring activities requested by Council in the Gaithersburg and White Flint Secto Plans
Growth Policy	\$564,500	5.30	3.80	The labor effort reduction reflects the assumption that the full Growt Policy review will be adjusted from a biennial to a quadrennial cycle with an adjustment in schedules so that one extra year, rather than two, is built into the process. In other words, the last Growth Policy was delivered to the Council in the first month of FY 10 and the next one will be delivered in the first month of FY 13. The following activities will occur during FY 11: • Annual updates to the PAMR and school test requirements

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Reduction Item	Savings	WY	WY	Impact
		Reduced	Remaining	
				 The assessment of pace/pattern
	r			of growth, master plan
	,			implementation report, and
				priority facilities will still be
				conducted on schedule during
			1	FY 11 to provide information for
				the FY 13-18 CIP.
				 The assessment of retail
				impacts on VMT, funded in part
				through the MWCOG TLC grant,
				will continue, as will needed
				improvements to land use
				forecasting and travel demand
				model processes
				All other studies to be led by the
				Department will be deferred
				indefinitely such as:
				 Highway Mobility Report
				 compact subdivision
	1			development
				 LEED classification as a
				component of Growth Policy
				 carbon offsets as an element of
				sustainable growth
				 Options to LATR
				The Department will continue to
				participate in discussions regarding
				the County's study of alternatives
				to PAMR, but no changes to LATR
				or PAMR will be entertained until
				FY 13.
Environmental	\$213,000	2.00	9.60	Reductions in this program element
Review/Forest				will jeopardize our ability monitor
Conservation/Inspections				and enforce Planning Board
& Enforcement				decisions on forest conservation.
				Although reducing the effort in
				forest conservation and
				environmental reviews is consistent
				with the drop in submissions, we
				need to assure adequate staffing
				for inspections and plan reviews in
				order to protect our valuable
				natural resources. Review staff will
				be diverted to enforcement
				activities.
Special Exceptions	\$111,800	1.05	4.30	The number of special exception

Reduction Item	Savings	WY	WY	Impact
		Reduced	Remaining	
				cases has declined so time staff devotes to the review of these applications will also decline. If rate picks up, there will be delays in reviews.
Preliminary Plans/Subdivision Plans	\$170,400	1.60	8.70	This reduction recognizes the decrease in plan applications; however, these reductions jeopardize the Departments progress in process improvements as well as risking expeditious processing of applications as the economy recovers. Even with the advent of Project.Dox, if rate picks up, there will be delays in processing
Project/Site Plans	\$138,500	1.30	7.10	This reduction recognizes the decrease in plan applications; however, these reductions jeopardize the Departments progress in process improvements as well as risking expeditious processing of applications as the economy recovers. Even with the advent of Project.Dox, if rate picks up, there will be delays in processing
Research	\$106,500	1.00	5.00	This reduction will curtail needed specialized analysis and will require us to rely more heavily on standardize reporting templates for Master Plan, Council requests, and other information requests. Since the Census no longer includes the long form, there will be a need data for small area analyses of households, incomes, demographics, etc.
Subtotal	\$4,844,600	35		
Less FY11 funding needed to cover expenses associated with RIF	-\$ 731,000 \$4,113,600	35		Assuming effective date of 9/1/10, unemployment compensation, annual and comp leave payout, 3 months of health premiums

Attached is an overview summary table of the reductions.

2. What are your current vacancies and of those, how many are due to frozen positions and how many are vacant above frozen positions due to normal turnover? How does this compare to the lapse recommendations in the budget?

The Planning Department has 27 vacancies. Nine are vacant due to normal lapse, and 18 are frozen. The normal lapse has been proposed again in FY11.

3. Please provide additional detail on all operating costs comparing key subcategories to last year (support services, supplies and materials, and any other operating costs).

The changes in operating costs were nominal. For Supplies and Materials, the increase was \$10,200 or under 2%. For Other Services and Charges, there was a decrease of \$17,100 or -0.05%. The changes in Support Services primarily are due to consolidation from the Divisions into operating along with the funding for COLA, increases in utilities and increases in chargebacks from internal service funds (which were offset to a great degree by decreases within the divisions).

4. Please provide the updates I ask for each year on the status of the Development review special revenue fund and the Enterprise Fund.

Please see Appendix B for update on the Development Review Special Revenue Fund.

Attachments (2)

cc: Amy Wilson, OMB

Department: Montgomery County Planning

FY11 Proposed Budge	t - Montgomery County		\$19,796,900		
(without reserves, or grants)	·····		+==,		
	Proposed Items for Reduction	Reduction amount	Running Total of Reductions	Running Reduction Subtotal	# Pos RIF/Unfund
		(4,113,600)			
	Current Lapse= 4.5%				(9)
	Unfund 13 frozen positions		(1,384,500)	18,412,400	(13)
	Savings from COLA Reduction (4 WY equivalent)		(270,600)	18,141,800	
County Executive	(Reductions at this point satisfy statisfy stati	Spending Afforda	bility Guidelines)		
Funding Level is	Unfund rest of frozen positions		(532,500)	17,609,300	(5)
	Savings from Merit Reduction (3 WY equivalent)		(192,800)	17,416,500	
20.8% below FY11 Proposed	Savings from reduction is operating costs: printing, postage, office supplies, reducting response time for maintenance contracts, travel, conferences, training, and professional services etc. (3 WY equivalent)		(203,700)	17,212,800	
	Furlough for 10 days @ \$51,500 per day (5 WY equivalent)		(450,000)	16,762,800	
	RIF17 positions @ \$63,500/ per position		(1,079,500)	15,683,300	(17)
	Summary reductions		(4,113,600)		(44)

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Note: The reductions in positions does not include the non-career or contract employees.

Assumptions:

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\$106,500	Average salary for 1 vacant workyear fully loaded					
\$63,500	Savings from Reduction in Force/ WY					
	Two month delay	-\$17,800				
	Unemployment cost / WY	-\$10,700				
	Annual Leave payout w/FICA and medicare (for 3 weeks)	-\$6,700				
	Comp Leave payout with FiCA and Medicare (for 2 weeks)	-\$4,400				
	3 month health premium	-\$3,400				
-\$43,000	Furlough savings per day (after RIF action)					
\$192,800	Merit - 3.5% on Anniversary (w/ benefits)					
6070 600	COLA - MCGEO & Non-Represented Merit Career					
\$270,600	2.25% in October or 1.69% annualized (w/ benefits)					

				To Meet MC Ex. Target				
Bi-County Total	FY11 proposed	**FY11 proposed	*FY11 proposed lapse	*additional	WY/POS	work year	Total lapse	% of
	positions	work year		Lapse	RIF	left		Total Pos.
Planning Department	181.00	178.40	-9.00	-18.00	-17.00	134.40	-44.00	-24.3%
Subtotal	181.00	178.40	-9.00	-18.00	-17.00	134.40	-44.00	-24.3%

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Planning Department Work Years Calculation - To Meet Montgomery County Executive Reduction Target

*Wy rounded up ** Gross WY before lapse and Charge back

Update of Development Review Special Revenue Fund As of March 31, 2010

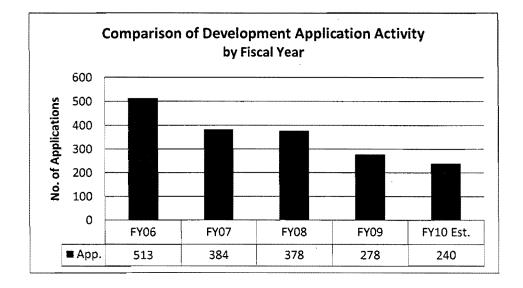
The development application activity and revenues assigned to the Development Review Special Revenue Fund are:

- 1. Subdivision Regulation Waivers Fees (SRW)
- 2. Project Plans Fees
- 3. Preliminary Plans Fees
- 4. Site Plans Fees
- 5. Record Plats Application Fees

The County Council approved a transfer in the Department's budget of \$1.77 million in FY09 and \$1.5 million in FY10 from the tax-supported Administration Fund to stabilize the Fund. FY11 proposed budget again proposes a \$1.5 million transfer and the County Executive's recommendation affirms this proposal.

Application Activity

- The number of applications for FY10 is projected at 240 as compared to actual FY09 and FY08 applications of 278 and 378 respectively.
- Since the Fund was established, the application activity has consistently dropped an average of approximately 17.5% per year.

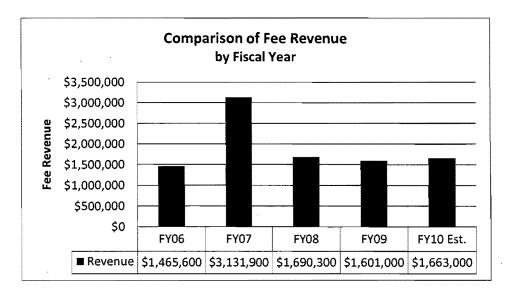


Fee Revenue

 The revenues for Development Review Special Revenue Fund through March 31, 2010 are \$1,247,219.



- To reach the budgeted total revenue in FY10 of \$1,810,000, a monthly average of \$150,833 is required.
- As of March, 2010 the monthly average is \$138,480.
- Revenues for FY10 are projected to be \$1,663,000 or 8% below the budgeted revenues of \$1,810,000.
- While the fee revenues increased over 101% in FY07 due to the increased fee structure, the fund has experienced a 46% decrease in FY08.
- Despite the efforts to stabilize the fund the with transfers from the Administration fund, the fee revenue was 12% below budget in FY09 and is projected to be 8% below budget for FY10.
- Shortages in the fund must be covered by the Administration Fund.





MONTGOMERY COUNTY PLANNING DEPARTMENT

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

April 26, 2010

TO:	Planning, Housing and Economic Development Committee Marlene Michaelson, Senior Legislative Analyst
VIA:	Rollin Stanley, Planning Director
FROM:	Alison B. Davis, Chief, Management and Technology Services
SUBJECT:	April 26 th Budget Worksession

Following the discussions at the April 12th PHED worksession and the April 20th Council Semi-Annual Report, the Department has readjusted its work program. As agreed upon by the Council, we have added workyear resources for the Rte. 29 Corridor and Land Use Plan. Further, we are recommending the Burtonsville Circulation Amendment at a reduced work effort from originally proposed and restoring Chevy Chase Lake to its original programming and schedule.

As we discussed, through reductions in other work programs, the Master Plan Program has capacity (2.25 workyears) that could be used to restore the Glenmont Sector Plan or the White Flint II Sector Plan to its proposed schedule or to begin work on the Washington Adventist Hospital/Columbia Union College project. We are seeking the Committee's guidance and will be prepared to discuss these options at our April 26th worksession.

The attached spreadsheet shows the adjustments to our April 12th recommendations.

			Lapse in	Cut to meet Executive	Adj. since PHED/Semi-	
	FY10	FY11	FY11	Target	Annual Mtg.	Net WY
Program: MASTER PLANS						
Functional Plans						
Green Infrastructure Functional Master Plan	2.02	0.95	0.00	-0.95		0.00
Countywide Water Resources Policy Element of the General Plan	2.40	1.15	-0.05	-0.75		0.35
Housing Policy Element of the General Plan	2.55	0.00	0.00			0.00
Purple Line	2.52	0.35	-0.02			0.33
Inter-County Connector (ICC) Bikeways	0.00	0.00	0.00			0.00
Highways Plan Update	1.90	3.50	0.00	-3.50		0.00
Master Plan for Historic Preservation	2.30	3.05	-0.14	-1.00		1.91
Corridor City Plans					······································	
Gaithersburg West Master Plan	4.05	0.55	-0.02			0.53
Germantown Employment Area Sector Plan	4.25	0.00	0.00			0.00
Rte. 29 Mobility and Land Use Plan		0.00	-0.29		6.50	6.21
Metro Stations Plans						0.00
White Flint I Sector Plan	4.10	0.50	-0.02			0.48
Wheaton CBD and Vicinity Sector Plan	4.50	4.05	-0.18			3.87
White Flint II Sector Plan	4.55	2.25	0.00	-2.25		0.00
Glenmont Sector Plan	0.00	2.55	0.00	-2.55		0.00
Purple Line Station Area Plans						
Takoma/Langley Crossroads Sector Plan	3.80	3.00	-0.14			2.87
Long Branch Sector Plan Amendment	4.10	3.85	-0.17			3.68
Chevy Chase Lake Sector Plan	0.00	3.70	-0.17	-1.05	1.05	3.53
Neigborhoods Plans	*****			······································		
Kensington And Vicinity Sector Plan	3.75	0.40	-0.02			0.38
Westbard/River Road Plan (deferred in FY10 and FY11)	0.00	0.00	0.00			0.00
Neighborhood Outreach and Planning (3 TBD)			0.00			0.00
Battery Lane		0.90	0.00	-0.90		0.00
		0.90 5.35	0.00	-0.90 -1.05	-4.30	0.00
Washington Adventist Hospital/Columbia Union College Burtonsville Circulation Amendment			0.00	-1.05		1
Special Projects		3.55			-1.05	2.50
Growth Policy	5.47	0.10	-0.41	-5.30		3.39
	5.47 2.15	9.10 2.05	-0.41	-0.30		
Sustainability Indicators and Planning Activity			-0.09			1.96
Agriculture Initiatives	1.85 3.95	1.90				1.81
Special Projects	2,90	2.70	-0.12			2.58
Limited Plan Amendments		0.00	0.00			0.00
To be assigned to one of the master plan options					2.25	2.25
SUB-TOTAL	60.21	55.40	-1.93	-19.30	4.45	38.62

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	FY10	FY11	Lapse in FY11	Cut to meet Executive Target	Adj. since PHED/Semi- Annual Mtg.	Net WY
Program: PLAN IMPLEMENTATION	FTIV	F111	FIII	rarger	Annual witg.	Net WI
Regulatory Policy Development/Amendment						
Zoning Text Amendments (ZTA)/Subdivision						
Regulation Amendments (SRA	2.95	2.90	-0.13	-		2.77
Zoning Code Rewrite	5.43	8.15	-0.45			7.70
Road Code	0.70	0.40	-0.01			0.39
Land Use Regulations	0.70	0.40	0.01		*	0.00
Special Exceptions	4.85	5.35	-0.24	-1.05		4.06
Local Map Amendments and Development Plan	2.55	3.40	-0.15			3.25
Preliminary Plans/Subdivision Plans	12.45	10.30	-0.75	-1.60		7.95
Project and Site Plans	10.75	8.40	-0.68	-1.30		6.42
Regulatory Plan Enforcement (Site Plan Enforcement)	1.30	1.60	-0.07			1.53
Historic Area Work Permits	4.85	4.85	-0.22			4.63
Environmental Review/Forest			-0.22			
Conservation/Inspections & Enforcement	11.70	11.60	-0.52	-2.00		9.08
Bikeways Implementation	0.30	0.30	0.00	-0.30		0.00
Project Coordination						
Private Development and Public Project Coordination	3.00	2.85	-0.23	0.50		3.12
Capital Projects	1.70	2.70	-0.23	0.40		2.87
Mandatory Referrals, Abandonments, and						
Annexations	6.30	6.20	-0.32	-1.00	-1.20	3.68
SUB-TOTAL	68.83	69.00	-4.00	-6.35	-1.20	57.45
Program: INFORMATION RESOURCES						
Public Information						
Research	5.85	6.00	-0.27	-1.00		4.73
nformation Systems/Geographic Information Systems (IS/GIS)	5.90	7.70	-0.74		-0.50	6.46
Website	5.15	5.90	-0.45	-1.00	-1.50	2.95
nformation Services	6.00	5.90	-0.27	-2.00		3.63
SUB-TOTAL	22.90	25.50	-1.73	-4.00	-2.00	17.77
Program: MANAGEMENT & ADMINISTRATION						
Governance						
Nork Program Management	8.82	10.00	-0.46	-2.05	-1.00	6.49
Nork Program Support	11.99	13.45	-0.66	-3.30	-0.25	9.24
Agency Support	_					
nformation Technology	6.40	5.05	-0.23			4.82
SUB-TOTAL	27.21	28.50	-1.35	-5.35	-1.25	20.55
OTAL	179.15	178.40	-9.00	-35.00	0.00	134.40

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April 5, 2010

TO:Planning, Housing and Economic Development Committee
Marlene Michaelson, Senior Council AnalystVIA:Mike Riley, Deputy Director of Parks
Mary Ellen Venzke, Chief, Management ServicesFROM:Karen Warnick, Budget ManagerSUBJECT:Budget Worksession

Below please find the Department of Parks' responses to Council Staff questions in preparation for the budget worksession of April 19:

1. What cuts would be necessary to meet the Executive recommended budget? What is the impact of those cuts on work program, quality of service, etc?

In consideration of the economic climate, for FY11, the Department of Parks submitted a reduced services budget of \$82,729,300 with significant reductions in supplies, materials, contract services costs and minimal funding for new unfunded obligations. This proposed budget was not sufficient to meet current needs and did not address the growing backlog of maintenance. Currently, there is a backlog of more than 1,100 maintenance work orders, 138 major maintenance orders, and 890 tree maintenance orders.

In addition, each year the park system continues to grow by adding new parkland (either through dedication, donation, or purchase) with increased management responsibilities such as mowing, amenities to maintain, and resources to protect. The proposed FY11 budget does not provide the resources needed to properly maintain the growing park inventory, and puts us further behind on existing parks.

The FY11 proposed budget assumes a 7.5% lapse or 52.25 work years, the same as in FY10. This is higher than the normal attrition rate and has required the Department to have a modified hiring freeze for the past year. In addition, both the FY10 adopted and the FY11 proposed budget holds 14 positions unfunded from the FY09 Retirement Incentive program.

The FY09 and FY10 adopted budgets were significantly lower than requested and kept our work program below the maintenance level of a comprehensive park system. In addition, mid-year savings plans were implemented both years which further eroded the Department's ability to provide quality park amenities. The Department reduced efforts in technology initiatives, staff training, professional contracts, support to outside organizations for events, horticulture annual plantings, and select services for managed community open space, such as routine maintenance and repairs, litter control and patrols in urban and neighborhood parks. Recently, the Department closed 11 park activity buildings to meet the 2nd FY10 savings plan reduction.

A major obstacle for the Department is that regardless of priority level, most of the Department's amenities are not able to be closed (ball fields, play grounds, trails, etc.). To "close" them would mean fencing them off from the patrons which would diminish residents' use of the parks and would come at a cost for the fencing materials, increased police patrols, and some continued maintenance thereby rendering minimal savings.

In addition, temporarily suspending the funding for a year or two for some projects, such as the deer management or the non-native invasive programs, would be detrimental and undermine much of the progress that has been gained in recent years. Closing some facilities even for a short period of time, such as the public gardens, would create a situation where staff would have to start over again when/if the facility reopened.

Safety is a top priority to the Department of Parks. As staff is stretched to perform mandated regulatory work, visitor safety may be compromised because of deferred maintenance. Under the County Executive's recommended budget, park benches, picnic tables and playground components not meeting safety standards will not be replaced or repaired, but rather will be removed. Some areas may be abandoned as active recreation areas as they deteriorate to the point of being unusable.

For FY11, the County Executive's recommendation is 17.5% or \$14.5M below the Department's proposed same service level budget. The effect of this funding level would result in the overall degradation of the park system. All non-recommended reductions are identified by line items with impact statements. The detail regarding the non-recommended cuts affecting workyear reductions and accompanied savings¹ will be provided April 9th. It should be noted that reductions in force, if they occur, are conducted in accordance with Commission Merit Rules and Regulations and applicable collective bargaining agreement provisions.

The non-recommended reduction list below starts with measures that while being serious cuts with long term consequences for employees, allow us to keep the work force largely intact so as to be prepared for service demands as the economy rebounds. The remainder are in priority order from least damaging to most damaging to mission and work programs:

	Savings	Impact	
Reduction Item			See revised
Cost of Living Adjustment – MCGEO & Non-Represented Employees	\$780,000	Eliminates employee COTA from compensation package for MCGEO and non-represented employees. Elimination of COTA for all employees. Decision on non-represented employees requires approval of County Council. The action for represented employees is subject to labor negotiations. If an agreement cannot be reached with the union, the impact will be to eliminate an equivalent of 18 positions.	char t

¹ The savings are based on an average salary for the Department of Parks. The Commission's Merit System Rules and Regulations and Collective Bargaining Agreements regarding reductions in force have specific processes including timing requirements and payments for certain benefits which will impact of savings as result of a reduction in force in FY11. Determinations of affected employees are based on reduction in force procedures.

FY11 Proposed Budget (without reserves, or grants)

et		\$82,729,300		
Non-Recommended Reductions in Priority Order from Lowest to Highest	Reduction amount	Running Total of Reductions	Running Reduction Subtotal	# WY Unfunded
Current Budgeted Lapse= 7.5%			·	(52)
Unfunded Positions frozen from FY09 Retirement Incentive				(14
 Savings from COLA Reduction - MCGEO & Non-Represented Career Employees - (18 Equivalent RIF Workyears) 	(780,000)	(780,000)	81,949,300	
 Savings from COLA Reduction - FOP Career (5 Equivalent RIF Workyears) 	(230,000)	(1,010,000)	81,719,300	
3) Savings from Merit Adjustment Reduction MCGEO & Non-Represented Career Employees (13 Equivalent RIF Workyears)	(573,000)	(1,583,000)	81,146,300	
2) Savings from Merit Adjustment Reduction - FOP Career (1 Equivalent RIF Workyear)	(62,000)	(1,645,000)	81,084,300	
5) Reduce Contribution to Self Insurance Risk Management Fund	(200,000)	(1,845,000)	80,884,300	
 i) Increase Park Planning & Stewardship Chargeback to CIP (5 Equivalent RIF Workyears) 	(207,500)	(2,052,500)	80,676,800	
7) Increase Park Development Chargeback to CIP (4 Equivalent RIF Workyears)	(189,300)	(2,241,800)	80,487,500	
8) Increase Central Maintenance Chargeback to CIP (8 Equivalent RIF Workyears)	(332,200)	(2,574,000)	80,155,300	
9) Eliminate Summer Intern and Employee Recognition Programs	(151,000)	(2,725,000)	80,004,300	
10) Forfeit New Positions for Unfunded Obligations (12.72wys)	(875,000)	(3,600,000)	79,129,300	(13
11) Eliminate Capital Outlay Equipment (includes OBI)	(799,800)	(4,399,800)	78,329,500	
12) Eliminate or Reduce Supplies and Materials (includes OBI)	(745,920)	(5,145,720)	77,583,580	
13) Eliminate or Reduce Contracts and Services (includes OBI)	(1,909,700)	(7,055,420)	75,673,880	
14) Reduce Overtime 50% in Maintenance Operations	(170,000)	(7,225,420)	75,503,880	
15) Furlough for 10 days	(1,455,000)	(8,680,420)	74,048,880	
Workyears unfunded due to Lapse, Retirement incentive; and Unfunded	Obligations	Second and the second	to station to a	x *** (79
16) Eliminate Filled Positions and Associated Costs Through Reduction in Force (RIF) Action				
16-1) Eliminate Departmental Interoffice Mail Courier Service	(43,700)	(8,724,120)	74,005,180	(1
16-2) Reduce Administrative Support	(218,500)	(8,942,620)	73,786,680	(5
16-3) Suspend Acceptance of New Unsolicited Public Private Partnerships and Stop Work on Unapproved Proposals	(43,700)	(8,986,320)	73,742,980	(1

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(10,728,220)

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(10,859,320)

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70,852,580

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- 1	l	20) chinking of header contract and contracts (histories of h
		14) Reduce Overtime 50% in Maintenance Operations
		15) Furlough for 10 days
		Workyears unfunded due to Lapse, Retirement incentive; and Unfu
		16) Eliminate Filled Positions and Associated Costs Through
		Reduction in Force (RIF) Action
		16-1) Eliminate Departmental Interoffice Mail Courier Service
		16-2) Reduce Administrative Support
	County Executive	16-3) Suspend Acceptance of New Unsolicited Public Private
	Recommended Funding	Partnerships and Stop Work on Unapproved Proposals
	Level of \$68,218,580 is	16-4) Reduce Park Information and Permit Functions.
	17.5% or \$14.5M below	16-5) Reduce Employee Support Programs
	FY11 Proposed Budget	Eliminate Transit Subsidy Program
	of \$82,729,300	16-6) Reduce Technology Support
		16-7) Reduce Exhibit Shop Services
		16-8) Reduce Senior Management
		16-9) Eliminate Park Ranger Program
		Eliminate Seasonal Park Rangers
		16-10) Reduce Work on Inter County Connector (ICC) Project
		16-11) Reduce Historical and Archaeological Functions
		16-12) Reduce Pope Farm Nursery
		16-13) Reduce Gardening and Landscape Work
		16-14) Eliminate Historic Tree Program
		16-15) Reduce Non-Native Invasive Program
		16-16) Reduce Operations of Four Nature Centers
		16-17) Reduce Park Planning Functions
		16-18) Reduce Resource Analysis
		16-19) Delay / Defer Approved CIP Projects
		16-20) Reduce Park Police Horse Mounted Patrols by 50%
		Reduce Park Police Clothing Allowance and Horse Care
		16-21) Reduce Management and Working Supervisory Functions
		Associated with Park Maintenance Services
		16-22) Reduce Deer Management Program
		16-23) Reduce SmartParks Data Collections and Analysis
		16-24) Abandon Reformation of Montgomery Parks Foundation
		16-25) Reduce or Eliminate Specialized Trades Maintenance
		Work (Carpenters, Plumbers, Electricians, Mechanics,
		Lock Smith, Alarm Specialist, Radio Operator, Heavy
		Equipment Operators, and Trades Supervisors)
		16-26) Reduce Park Police Patrols in Parks

16-27) Reduce Park Maintenance

TOTAL REDUCTION

oundation (43,700)(12,095,220) 70,634,080 (1)nance hanics, (568,100) (12,663,320) 70,065,980 (13) Heavy (524,400) (13, 187, 720)69,541,580 (12)**Reduce Park Police Clothing Allowance** (12,000)(13, 199, 720)69,529,580 (1,311,000) (14,510,720) 68,218,580 (30) Sub-Total of Positions Eliminated Through RIF Action (5,830,300) (129) (14,510,720)

Note: The WY RIF equivalent is calculated based on terminating employees Sept 1, 2010 and includes unemployment costs, leave payouts, and health premimums.

Montgomery County Department of Parks – FY11 Budget Non-Recommended Reductions in Priority Order from Lowest to Highest

Non-Recommended Reduction Item	Savings	WY Reduction	WY Remaining	Impact
1) Cost of Living Adjustment MCGEO & Non-Represented Employees	\$780,000			Eliminates employee COLA from compensation package for MCGEO and non-represented employees. This reduction would require the opening and renegotiation of the MCGEO contract. If an agreement cannot be reached with the union, the impact will be to eliminate an equivalent of 18 positions.
2) Cost of Living Adjustment FOP Employees	\$230,000			Eliminates employee COLA from compensation package for FOP employees. This reduction would require the opening and renegotiation of the FOP contract. If an agreement cannot be reached with the union, the impact will be to eliminate an equivalent of 5 positions.
3) Merit Increases MCGEO & Non-Represented Employees	\$573,000			Eliminates annual increases for employees who receive appropriate rating levels and who have not reached the top of the pay grade. This reduction would require the opening and renegotiation of the MCGEO contract. If an agreement cannot be reached with the union, the impact will be to eliminate an equivalent of 13 positions.
4) Merit Increases – FOP Employees	\$62,000			Eliminates annual increases for employees who receive appropriate rating levels and who have not reached the top of the pay grade. This reduction would require the opening and renegotiation of the FOP contract. If an agreement cannot be reached with the union, the impact will be to eliminate an equivalent of 1 position.
5) Reduce Contribution to Self Insurance Risk Management Fund	\$200,000			The Department provides an annual contribution to the Risk Management Fund based on actual and anticipated claims. The Finance Department has agreed to lower the FY11 contribution, hence, lower the reserve available for future claims resulting from accidents in parks. Should the actual reserves be insufficient to cover claims, the Department will have an increased exposure for risk. This may also have an effect on the reserve available for FY12, thereby, resulting in a larger contribution to restore the reserves to an acceptable balance.
6) Increase Park Planning & Stewardship Chargeback to the Capital Improvements Program (CIP)	\$207,500			Increased CIP chargebacks for direct work on Legacy and restoration of historic structures. The impact will be less funding available for acquisitions and stabilization costs.
7) Increase Park Development Chargeback to CIP	\$189,300			Increased CIP chargebacks similar to those used in County government. The impact is less funding available for unforeseen construction costs.

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Savings	WY Reduction	WY Remaining	Impact
\$332,200			Central Maintenance provides services to CIP in lieu of hiring outside contractors. This would shift the work program of the trade's unit and dedicate more man hours to the CIP. Increasing the amount of work that Central Maintenance charges to the CIP would reduce the number of employees available to perform trades work on Park facilities. This would increase the deferred non-capital major maintenance backlog by approximately 50 work requests for an estimated backlog of approximately 188.
\$151,000			Support Services includes funding for a Collegiate Summer Intern Program and Employee Recognition cash awards for outstanding work accomplishments. This would eliminate these programs in their entirety. Eliminating the Intern Program would remove funding to attract potential future candidates in the park programming and management fields. This program has been highly successful. The projects planned in the summer of FY11 included: programming at Brookside Gardens and tree programs, park planning projects, developing and conducting park user surveys, standardization of budget impact costs of new parks and facilities, and various technology projects. The Employee Recognition Program is one of the few tools available to encourage and reward outstanding accomplishments for services provided in the parks. Employees are frequently faced with emergency situations related to weather or patrons in the parks. Eliminating funding to reward dedicated service will have a negative impact on
\$875,000			employee morale and management's ability for positive reinforcement. The proposed budget included the funding required to adequately address increased maintenance and patrols for new parks and facilities that have opened or will open by FY11. The new parks and facilities are added through the CIP and through
			dedications of developer-built parks and amenities. The new parks and facilities that have opened or will open soon are: Elmhirst Neighborhood Park Takoma-Piney Branch Local Park Cabin John and Olney Manor Dog Parks Woodstock Equestrian Center Aurora Hill Local Park Dowden's Ordinary Clarksburg Greenway Clarksburg Village North Local Park
	\$332,200	Savings Reduction \$332,200	Savings Reduction Remaining \$332,200



Non-Recommended Reduction Item	Savings	WY Reduction	WY Remaining	Impact
				In addition, the Department must implement a series of new best management practices to address the legally mandated National Pollutant Discharge Elimination System (NPDES) regulatory requirements.
				These new unfunded obligations continue to add to the work program and require additional resources to adequately maintain the existing and new facilities within the park inventory.
				The impact is there will be no new staff to take care of the new parks or unfunded legal mandates. By eliminating the personnel costs associated with the unfunded obligations and new park facilities, the workload for existing park maintenance crews and park police patrol units will be stretched. There will be a reduction in maintenance frequency and quality as current staff maintains the existing parks and amenities as well as the new ones. There will be an increase in the maintenance backlog to accommodate new requirements and a decrease in the frequency of police patrols. The increased work to meet the mandated NPDES requirements is estimated at 4 work years and without those new positions, increased pressure will be placed on staff that provide environmental stewardship functions. Staff will be diverted from
11) Eliminate Capital Outlay Equipment (includes OBI)	\$799,800			other projects to meet this requirement. Eliminate all planned purchases over \$5,000 to replace mowers, trailers, bleachers, fencing, and provide technology enhancements. This would be the 2 nd year without maintenance equipment replacements. Equipment which is nearing, or has already reached, the end of its useful life will remain in service. Because of the age and condition of the equipment, downtime will increase and the cost of keeping these pieces in service will increase dramatically. In some cases, replacement parts may no longer be available. This would also eliminate funding to buy new park police vehicles for anticipated new police officers for additional park facilities.
				Without adequate equipment available, mowing and park maintenance will be delayed, resulting in less than desirable conditions in the parks. The maintenance crews will be less effective and efficient using outdated equipment and tasks, such as mowing, will take longer to perform. Ultimately, operator safety will be a factor unless obsolete equipment is removed from service. Delaying technology enhancements will cause a drain in productivity and unscheduled downtime due to outdated technology.





Non-Recommended Reduction Item	Savings	WY Reduction	WY Remaining	Impact
12) Eliminate or Reduce Supplies and Materials (includes OBI)	\$745,920			 This action will reduce or eliminate supplies and maintenance materials across all of the program work elements. It includes office supplies, maintenance materials, obsolete furniture replacements, computer and printer replacements, and smaller maintenance equipment. It would also reduce some of the maintenance supplies requested to accommodate new facilities (OBI). Some of the significant impacts are: Delay computer and laptop purchases/upgrades – computers and printers will be held passed their normal replacement cycles and less efficient. Reduce supplies for new community garden program – limit expansion of this popular program. Reduce/eliminate small maintenance equipment purchases – increase downtime, reduce frequency of maintenance in parks, and decrease worker safety by using aging equipment. Reduce or eliminate the fertilizers and pest management for turf areas – increase weeds, erosion, and soil compaction and decrease the condition of turf areas resulting in poor conditions on athletic fields and community open space areas. Reduce or eliminate participation in special events – reduce the number of diversity events offered by the Department and participation in public events and Montgomery County Fair. Reduce office supplies and eliminate replacement of outdated office furniture – reduced productivity and potential injury from non-ergonomic furniture.
13) Eliminate or Reduce Contracts and Services (includes OBI)	\$1,909,700			 Cancel or reduce repair, maintenance and service contracts in many of the program work elements. Many of the services will be performed by existing staff in lieu of contractors. In many instances, staff will be redirected to perform necessary tasks which may limit our ability to respond to unforeseen events, emergencies and customer requests in a timely manner. Some of the significant program impact areas: Defer the Forward Looking Infra Red (FLIR) survey of white-tailed deer populations in select county parks. The data collected from FLIR surveys help staff understand the density and distribution of white-tailed deer in county parks. FLIR data are critical to establishing





Non-Recommended Reduction Item	Savings	WY Reduction	WY Remaining	Impact
				 Eliminating custodial contracts in at least 6 staff office buildings and 19 public use buildings - By eliminating these contracts, park maintenance staff will be diverted from daily general park maintenance further stretching staff workloads and contributing to the overall degradation of parks. Eliminating Integrated Pest Management (IPM) scouting contract – This contract proactively inspects for pests to determine the type of pest and the extent of infestation allowing staff to apply a specific type and amount of pesticide for the situation. By eliminating this contract, staff will have to broadly apply pesticides to ensure the any infestation does not spread. This will reverse the progress the Department has made to meet the mandate to significantly reduce the amount of pesticides used in the parks. Eliminate facility assessment contract – This is a multi-year, multi-facility contact to assess the short and long term capital needs and life cycle replacement needs. Eliminating this contract will stall the Department's progress on understanding the infrastructure needs of the facilities and amenities. Reduce architectural services for historic properties – Reducing this contract will extend the time to stabilize, repair, and interpretively program significant County cultural resources. This may result in the continued deterioration by neglect of these historic facilities. Reduce or eliminate production of park publications will decrease the public's awareness and use of park facilities and services. Reducing training will limit employees' professional development and will reduce their ability to stay abreast of latest technology and techniques. There also will be lost opportunities for networking and partnering. Reducing cell phones, couriers, postage, and air cards – This reduction will inhibit communication and will reduce productivity.
14) Reduce Overtime 50% in Maintenance Operations	\$170,000			Emergencies events will be responded to the next working day or by supervisors on flex time.
15) Furlough	\$1,455,000			All employees will be mandated to take 10 days of leave without pay. This is equivalent to 3.8% of lost productivity to the Department and wages to the employees. This reduction would have a broad brushed, cross cutting impact across all work programs. It would require the opening and renegotiation of the FOP contract.



Non-Recommended Reduction Item	Savings	WY Reduction	WY Remaining	Impact
16) Additional Program Reductions through an Employee Reduction in Force (RIF) Action and Associated Costs	\$5,874,000 (Broken Out by Specific Programs Below)			Program workyears equivalent assuming effective date of 9/1/10, unemployment compensation, annual and compensatory leave payouts, and 3 months of health premiums.
16-1) Eliminate Departmental Interoffice Mail Courier Service (Cross Cutting)	\$43,700	1	0	Less timely delivery of paper documents across 28 locations decreasing efficiency in processing financial transactions, personnel actions, contracts, and legal documents. Staff/managers will be diverted from other functions.
16-2) Reduce Administrative Support (Cross Cutting)	\$218,500	5	16.5	As work force reduces, fewer administrative services will be necessary and resources will be spread throughout the Department. Managers will spend more time on clerical duties. Reduced response time to public.
16-3) Suspend Acceptance of New Unsolicited Public Private Partnerships and Stop Work on Unapproved Proposals (Management & Administration)	\$43,700	1	1	Potentially forfeits non-tax supported revenue for capital projects and additional amenities in parks.
16-4) Reduce Park Information and Permit Functions (Park Services)	\$87,400	2	5	Response time to citizen phone calls will increase. Longer lead time for park reservations. Reduced hours for customer service. Reduce ability to provide documentation, informational materials, park signage, brochures, and joint Park and Recreation program guide.
16-5) Reduce Employee Support Programs (Management & Administration)	\$87,400	2	2	Compromises the quality assurance monitoring of employee evaluations, personnel actions, and Commission mandated employee programs such as Defensive Driving, fingerprinting, First Aid/CPR. The transit subsidy will be eliminated.
Eliminate Transit Subsidy Program (Cross Cutting)	\$25,000			Discontinue Transit program. May result in some employees not using public transportation.
16-6) Reduce Technology Support (Cross Cutting)	\$87,400	2	6	Substantially reduces support for technology causing downtime of computers and printers impacting employee productivity.
16-7) Reduce Exhibit Shop Services (Park Services)	\$87,400	2	2	Fewer new exhibits/displays. Existing exhibits would have to be maintained by contractor or would have to be removed. Reduce signage for parks and facilities. Support for Brookside Gardens and Nature Centers reduced or eliminated.

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Non-Recommended Reduction Item	Savings	WY Reduction	WY Remaining	Impact
16-8) Reduce Senior Management (Cross Cutting)	\$131,100	3	12	Stretched leadership during a particularly challenging time period will compromise ability to achieve greater efficiencies of the workforce. Capability to maintain a clear vision and priorities for the Department of Parks may be compromised. The ability to effect organizational change will be compromised. Responsiveness to community, civic leaders, and elected officials will decline. The ability for early problem solving before complex issues become major liabilities will be compromised. An increased span of control will make senior managers less accessible to mid-level managers and staff, occasionally resulting in an absence of clear direction.
16-9) Eliminate Park Ranger Program (Park Services)	\$87,400	2	0	Eliminate Park Rangers, hotspot patrols, compliance patrols, permit checks, and ranger education. Response to ballfield complaints will be delayed. These functions will be absorbed as time permits by Park Police Officer patrols. Increased complaints regarding permit violations in local parks. Control of feral animals will be eliminated.
Eliminate Seasonal Park Rangers (Park Services)	\$100,000			
16-10) Reduce Work on Inter County Connector (ICC) Project (Stewardship of Natural & Cultural Resources)	\$43,700	1	0	The Department is required to review 45 ES/CM ICC projects that impact parks; review work will be distributed among existing engineering staff, delaying CIP projects and decreasing CIP implementation rate
16-11) Reduce Historical and Archaeological Functions (Stewardship of Natural & Cultural Resources)	\$43,700	1	4.7	Planned archaeological fields investigations at the Josiah Henson site, Needwood Mansion, Oakley Cabin, Blockhouse Point, and the Darby Store will not take place. The GIS layer that contains archaeological sites in parks will not be updated and maintained on a regular basis. Interpretive plans for Oakley Cabin, Zeigler Log House, Darby Store, and Newmantown (at the Agricultural History Farm Park), will not be completed. The volunteer archaeology program will be scaled back 50%. The review of archaeological issues associated with area master plans, mandatory referrals, park master plans, park development projects, and a variety of permits will largely cease.
16-12) Reduce Pope Farm Nursery (Stewardship of Natural & Cultural Resources)	\$131,100	3	4	Less trees and plants available for reforestation and new park projects. Aftercare of new plantings will be compromised resulting in reduced life expectancy of plants and trees. Greenhouses will remain closed with no annual plantings in parks.



Non-Recommended Reduction Item	Savings	WY Reduction	WY Remaining	Impact
16-13) Reduce Gardening and Landscape Work (Cross Cutting)	\$437,000	10	5	Trees, shrubs, and landscapes will deteriorate in the parks and at public gardens. Horticultural consultations will be eliminated. Operational plans and coordination of regional tree planting operations and aftercare will be discontinued. Regional oversight and management of bio- retention storm water facilities will be reassigned to another division or eliminated. Oversight of pesticide management programs will be impacted and possibly discontinued. Non-native invasive vegetation will spread quickly across unmaintained areas. The sustainable landscape program will be eliminated, creating unattractive and unkempt areas within the parks. Trees and shrubs that die will not be replaced.
16-14) Eliminate Historic Tree Program (Stewardship of Natural & Cultural Resources)	\$43,700	1	0	Possible loss of champion and historic trees.
16-15) Reduce Non-Native Invasive Program (Stewardship of Natural & Cultural Resources)	\$43,700	1	2.6	Non-native invasive vegetation will spread quickly across unmaintained areas. Maintenance staff will be unable to respond to citizens regarding non- native invasives on private property. Poison Ivy, mosquitoes, and ticks will increase in numbers. Parks will look unattractive. Trees will be burdened with vines.
16-16) Reduce Operations of Four Nature Centers (Stewardship of Natural & Cultural Resources)	\$305,900	7	11	Environmental education, a core function, will be largely eliminated. Educational programs provided to Title I schools will decreased or be eliminated. Special events and popular children's programs will be cut back. Weekend programming and trips will be reduced. Reduced hours of operation and/or number of days facilities are open each week. Some animal care and associated programs will be discontinued. Raptors and other animals at Nature Centers will be relocated outside the park system. Wildlife management including bluebird monitoring and the associated oversight will be discontinued.
16-17) Reduce Park Planning Functions (Management & Administration)	\$87,400	2	5	Defer several park and trail master plans and functional plans including Northwest Branch Recreational Park, Ovid Hazen Wells Recreational Park, Urban Park guidelines, agricultural incubators, dog parks, community gardens, and trail corridor plans.



Non-Recommended Reduction Item	Savings	WY Reduction	WY Remaining	Impact										
16-18) Reduce Resource Analysis (Stewardship of Natural & Cultural Resources)	\$43,700	1	2	Decreased water quality monitoring, habitat monitoring, and consultation on environmental impacts of park development.										
16-19) Delay / Defer Approved CIP Projects (CIP)	\$262,200	approved projects in the Park projects that add large operation completed. Delay construction Recreational Park, Germanton Urban Park, East Norbeck Lo Parkway Neighborhood Park Equestrian Center, and Wood Center. Also, extend the time agency projects that impact p		approved projects in the Parks projects that add large operati completed. Delay construction Recreational Park, Germantov Urban Park, East Norbeck Loo Parkway Neighborhood Park, Equestrian Center, and Wood Center. Also, extend the time agency projects that impact pa issuance of a permit for constr		approved projects in the Parks projects that add large operatin completed. Delay construction Recreational Park, Germantow Urban Park, East Norbeck Loc Parkway Neighborhood Park, V Equestrian Center, and Woodla Center. Also, extend the time to agency projects that impact pa issuance of a permit for constru		approved projects in the Par projects that add large opera completed. Delay construction Recreational Park, Germanto Urban Park, East Norbeck Lo Parkway Neighborhood Park Equestrian Center, and Woo Center. Also, extend the time agency projects that impact issuance of a permit for const		approved projects in the projects that add large completed. Delay const Recreational Park, Gen Urban Park, East Norbe Parkway Neighborhood Equestrian Center, and Center. Also, extend the agency projects that im issuance of a permit for		\$262,200 6 25		Delay the construction and / or opening of several approved projects in the Parks CIP, particularly projects that add large operating costs when completed. Delay construction of Laytonia Recreational Park, Germantown Town Center Urban Park, East Norbeck Local Park, Evans Parkway Neighborhood Park, Woodstock Equestrian Center, and Woodlawn Barn Visitor's Center. Also, extend the time to review external agency projects that impact parkland and require issuance of a permit for construction on park property.
16-20) Reduce Park Police Horse Mounted Patrols (Cross Cutting)	\$305,900	7	7	Eliminate 50% of Special Operations section, reduced trail and regional park patrols. Substantial loss of ability to patrol certain park areas. Eliminate support to Montgomery County Police with search and rescue emergencies. Reduced capability for crowd control at large events.										
Reduce Park Police Clothing Allowance and Horse Care	\$56,000													
16-21) Reduce Management and Supervisory Functions Associated with Park Maintenance Services (Park Services)	\$393,300	9	27	Increases the span of supervisory control and quality assurance of park maintenance. Reduces inspections of park trails and facilities. Substantially reduces the ability to respond to emergency situations. Eliminates staffing for special events (4th of July, Ama Tu Vida, Persian American Festival, etc). Mandated staffing requirements for high hazard dam management and MDE Dam Safety functions must be met, therefore other park functions will be impacted.										
16-22) Reduce Deer Management Program (Stewardship of Natural & Cultural Resources)	\$43,700	1	1	Increased deer related accidents. Increased losses to the county's agricultural community. Reduced profitability of the Agricultural Reserve threatening its viability. Increased degradation of natural areas. Increased threat of Lyme Disease - which is already on the rise in the county. Due to the rapid reproductive rate of deer, the program would lose much of the momentum of the past 14 years of work.										



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Non-Recommended Reduction Item	Savings	WY Reduction	WY Remaining	Impact
16-23) Reduce SmartParks Data Collections and Analysis (Park Services)	\$131,100	3	1	Increased backlog of data, severe delay in reporting abilities, information will not be timely, increased likelihood of inaccuracies in data, lack of specialized personnel and inability to provide timely information related to emergencies. Impacts information available to monitor work order management and resource allocation. By eliminating these positions, 10,000 plus work order tickets will not be input and managed or distributed to the hundreds of employees in the field. This information is used to measure staff performance goals and measures work assigned against work completed. The absence of this information eliminates the ability for management to properly track its expenses as well as improve customer service. Supervisors without this information will need to spend a great deal more time assessing work priorities and supervising front line staff in the field.
16-24) Abandon Reformation of Montgomery Parks Foundation (Management & Administration)	\$43,700	1	0	Eliminate support of revenue producing opportunities. Eliminates support for the Park Foundation. Direct impact on potential for alternative funding sources.
16-25) Reduce or Eliminate Specialized Trades Maintenance Work (Carpenters, Plumbers, Alarm Specialist, Lock Smith, Electricians, Mechanics Radio Operator, Heavy Equipment Operators, and Trades Supervisors) (Cross Cutting)	\$568,100	13	41	Substantially reduce preventive maintenance and major maintenance functions. Backlog of maintenance problems will be virtually impossible to address. Possible loss of certain park facilities if safety is compromised. Limit ability to repair vehicles, heavy equipment, mowers and weed eaters. Increased downtime for park maintenance equipment. Delays and inefficiencies as older pieces of equipment are not replaced. The current inventory of equipment maintained is: 581 – On-Road Vehicles 2,367 – Pieces of Equipment The current inventory of facilities and assets
16-26) Reduce Park Police Patrols in Parks (Cross Cutting)	\$524,400	12	40	contains approximately 250 structures. Reduced opportunities for prevention, educational outreach/community meetings and hotspot patrols. Reduced officer participation in positive youth initiatives at Long Branch Community Center and other parks. Increase in number of parks on the "no patrol" list. Reduced patrol time spent in other parks. As uniformed officer presence in parks decreases, criminal activity will likely increase, leading to increased fear of crime, perceived lack of safety, and reduced utilization of parks.
Reduce Park Police Clothing Allowance	\$12,000			



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Non-Recommended Reduction Item	Savings	WY Reduction	WY Remaining	Impact
16-27) Reduce Park Maintenance (Park Services)	\$1,311,000	30	102	Playground components and surfacing, park benches, picnic tables, and fencing not meeting safety standards will not be replaced or repaired but will be removed. Visitor safety may be compromised because of deferred maintenance. No lining, turface application, fertilizing, pesticide application of all baseball, softball, and soccer fields including Local Park fields. Increased number of rainouts in a season and increased degradation of all of the fields. Mowing: Grass trimming will be reduced to a minimum, large area mowing will occur on a 15-20 day cycle resulting in more customer complaints. Trim mowing will occur only as time permits. Reduced trash and litter pickup will result in overflowing cans, more ground litter, dumping sites will not be responded to as quickly. Snow removal and storm response compromised. Some areas will be abandoned as active recreation areas as they deteriorate to the point of being unusable.
	\$14,510,720	130	305.8	



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MC Department of Parks Work Years Calculation - To Meet Montgoery County Executive Reduction Target

						To Meet County	y Exec Target	
MC Parks	# Positions in FY11 Proposed Budget	# Work Years in FY11 Proposed Budget	Lapse Work Years in FY11 Proposed Budget		New OBI Work Years in FY11 Proposed Budget	11	Work Year	Total Work % of Total. Year Lapse Workyears.
	747.00	766.86	52.25	14.00	12.72	· 129.00	558.89	207.97, 27%



DEPARTMENT OF PARKS WORKYEARS BY PROGRAM

4/21/2010

			Prog	: Years by gram y Exec Cuts		
	FY11 Park Fund	জ্যাকাজি চল্মা কাৰ্মা	Indirect (DO, SP, PICS, MS, FM, RTC, PD, PP)	Dirat ATCS-AD IS-TI-SD	7.5% Lapse after CE Cuts	Net WY Remaining (No Including Laps or OBI)
PARK SERVICES ORGANIZED SPORTS Athletic Fields (includes baseball/softball and field sports)	84.44	17.95	17.50		4.97	61.32
Multi-Use Courts Tennis	9.73 - e 16.36	2.55 2.65	2.15	2.1 2 16.27;	0.55	6.72 12.31
Subtotal Organized Sports		22-75	22,70		6.52	80.35
REGIONAL ATTRACTIONS Seasonal Park Amenities (Boating, Camping, Trains/Carousel, Mini-Golf/Splash Playground)	2179 S	2.00	3.60	[<u>\$1</u> 9	1.41	17.38
Ice Skating	19.98 J	0:20	3.80	5.35	0.69	8,49
Subtotal Regional Attraction	31.77	3327	7.40	211-57	2.10	25.87
MEETING AND GATHERING PLACES Community Open Space Permitted Picnic Facilities Playgrounds Dog Exercise Areas Park Activity Buildings	82788 22184 72785 561 3945	9.80 9.85 1.85 1.85 7.50	4.71 10.70 5.80 0.95 9.90	位新 3.57 江野 【武 夏06	5.41 1.52 2.19 0.17 2.40	66.67 18.75 26.96 2.12 29.55
Event Centers Subtotal Meeting and Gathering Place	195.76	0.76 97.421	2.80 34.86		0.78	9.65 153.71
TRAILS AND PARKWAYS Scenic Parkway Experiences Trails-Paved Surface Subtotal Trails and Parkway		1.70 5.35 7.45	10.10 14.80 24.90	17.55 17.75	1.93 2.44 4.36	23.74 30.05 53.80
SUBTOTAL PARK SERVICES	5 ≯ 405.02 4 0	02.50	89.86	<u> 1/8.23</u>	25.44	313.73
STEWARDSHIP OF NATURAL AND CULTURAL RESOURCES LAND & RESOURCE MGMT						
Arboriculture	Sec. 131546	2.56	0.50		2.13	26.27
Horticulture Natural Resource Management Cultural Resources Streams	41 41 33 99 + <u>15 21</u> 13 40	12.14 6.60 3.50 2.06	0.69 7.30 1.85 4.75	(9.17) 9.57	2.12 1.90 0.86 0.78	10.55
Trails- Natural Surface	17.60	<u>9.05</u> 29.50	2.25	and the second se	0.96	
Subtotal Land & Resource Mgm EDUCATION & INTERPRETATION Agriculture Support	6 37		<u>17.34</u> 1.15	Cat.	0.44	5,48
Nature Centers Public Gardens	34.31 42.55	865 635	2.05		1.95 2.72	1
Subtotal Education & Interpretation	1 83.23		7.95			
SUBTOTAL STEWARDSHIP OF NATURAL ANI CULTURAL RESOURCE:		CAR.	25.29	109-25	13.85	170.84
ADMINISTRATION ADMINISTRATION		3			20100	17004
Management and Administration Partnerships Property Mgmt (inc. equestrian)	980 980	14.96 1.45 0.61	16.50 4,55 3,70	2.55	2.90 0.59	7.30
Third Party Support (inc. golf) Park Planning	1350 9305	1.50 2.65	9.41 5.30	1. 15.14	0.44 0.89 1. 53	10.92 18.92
SUBTOTAL ADMINISTRATIO	1.2106.61	Contraction of the local data and the local data	39,46	<u>(5477</u>	6.34	78.21
Capital Investment (CIP)	36.83		26.30		2.55	31.48
SUB-TOTA	784.76	172.01	180.91		48.18	594.26
Less Chargebacks	-31.90	-9.5	. 100,71		40.10	-41.40
PROGRAM TOTAL	752.86	1				552.86

D

DEPARTMENT OF PARKS WORKYEARS BY PROGRAM

				Work Y Program as (withou	Proposed			Work Y Progr Non-Reco Cuts by	ram - mmended		Work Years Ater Count			
	FY10 All Funds	FY11 All Funds	FY11 Park Fund	Indirect (DO, SP, PICS, MS, FM, RTC, PD, PP)	Direct (PP&S, CM, HS, NR, SR)	Lapse in FY11 Budget	Proposed OBI	Indirect (DO, SP, PICS, MS, FM, RTC, PD, PP)	Direct (PP&S, CM, HS, NR, SR)	Guionae Bre Porte	Indirect (DO, SP, PICS, MS, FM, RTC, PD, PP)		7.5% Lapse after CE Cuts	Net WY Remaining (Not Including Lapse or OBI)
PARK SERVICES		1												
ORGANIZED SPORTS Athletic Fields (includes baseball/softball											- デンタン 19月1日開始			
and field sports)	83.07	84.54	84.44	22.30	61.34	5.62	0.80	4.80	12.55		17.50	经亚	4.97	61.32
Multi-Use Courts	9.72	9.83	9 73	3.10	6.52	0.65	0.11	0.95	1.40	2.55	2.15		0.55	6.72
Tennis Subtotal Organized Sports	29.79 122.58		16.36 110.53	4.40 29.80	<u>11.96</u> 79.82	1.09 7.36	0.00	1.35	1.70 15.65	<u> </u>	3.05	(5 <i>56</i> (467	1.00 6.52	12.31
		ž	4.)) (1)								2 A 201			
REGIONAL ATTRACTIONS Seasonal Park Amenities (Boating,														
Camping, Trains/Carousel, Mini-												<i></i>		
Golf/Splash Playground)	41.42	38.49 🦉	21.79	6.00	15.79	1.45	0.00	2.40	0,60		3.60	1219	1.41	17.38
Ice Skating	49.31		9.98	4.60	5.38	0.66	0.00	0.80	0.00	6.60	3.80	్రహా	0.69	8.49
Subtotal Regional Attractions	90.73	86.17 N	31.77°	10.60	21.17	2.12	0.00	3.20	0.60	Ser.	7.40	1067	2.10	25.87
MEETING AND GATHERING		100												
Community Open Space	81.69	82.88	82.88	5.31	76.57	5.52	1.00	0.60	9.20	C.65	4.71	67.57	5.41	66.67
Permitted Picnic Facilities	23.90	24.14	23.84	12.20	11.62	1.59	0.02	1	2.05		10.70	857	1.52	18.75
Playgrounds	32.59	32.85	- 32,85	7.10	25.55	2.19	0.20	1.30	2.20	5.000 5.	5.80	53,55	2.19	26,96
Dog Exercise Areas	3.76	5.61	5.61	1.20	2.94	0.37	1.47	0.25	1.60		0.95		0.17	2.12
Park Activity Buildings Event Centers	41.56 27.54		39.45 11.13	13.30 3.50	26.15 7.63	2.63 0.74	0.00 0.00	3.40 0.70	4.10 0.00		9.90 2.80	22.35 - 7 (%)	2.40	29.55
Subtotal Meeting and Gathering	211.04		195.76	42.61	150.46	13.03	2.69			264.0	34.86	125121	0.78	9.65 153.71
3		3	19-22. x											133.11
TRAILS AND PARKWAYS		新聞	140.55											
Scenic Parkway Experiences	27.27	27.37	2, 127/37	11.40	15.97	1.82	0.00		0.40		10.10	15.57	1.93	23.74
Trails-Paved Surface	37.64	39,59 🕷		17.20	20.64	2.64	1.75		2.95		- 14.80	1.62	2.44	30.05
Subtotal Trails and Parkways SUBTOTAL PARK SERVICES	<u>64.91</u> 489.26		405.02	28.60 111.61	36.61	4.46	<u>1.75</u> 5.35		3.35	6050	24,90 89,86	<u>. (36</u> 2055	4.36	53.80 313.73
STEWARDSHIP OF NATURAL AND CULTURAL RESOURCES LAND & RESOURCE MGMT														
Arboriculture	36.00	31.46	31.46	0.60	29.86	2.09	1.00	1	(2.03	0.50	ST 63	2.13	26.27
Horticulture	62.70	54.31	41 41	0.69	40.72 21.59	2.76	1.00				0.69	28.5E	2.12	26.15
Natural Resource Management Cultural Resources	29.64 14.78	33.99 15.21	5 33.99 15.21	8.40 2.30	12.61	2.26	4.00 0,30	1	3.50 3.05		7.30 1.85	्रहेतुः हर्षस्य	1.90 0.86	23.49 10.55
Streams	13.90	13.40 %	13.40	5.60	7,80	0.89	0.00	1	2.20		4,75	2.5g	0.80	9 .57
Trails- Natural Surface	16.81	17,60		3.70	13.04		0.86		2.50		2.25	16.22	0.96	11.83
Subtotal Land & Resource Mgmt	173.83		153.07	21.29	125.62	10.19	7.16		25.35	55 x 1	Cin17.34	107.55	8.75	107.86
EDUCATION & INTERPRETATION Agriculture Support	5.44	6.37	6.37	1.40	4.97	0.42	0.00	0.25	0.20	676	1.15		0,44	5.48
Nature Centers	35.24	35.11		2,60	31.71	2.28	0.00			\$	2.05	20	1.95	
Public Gardens	31.46	48.05	42.55		37.45		0.00		1		4.75		2.72	33.49
Subtotal Education &												للمرجعر		
Interpretation SUBTOTAL STEWARDSHIP OF	66.70	89.53	*: 83.23	9.10	74.13	5.54	0.00	1.15	14.00	1515	7.95	<u>(</u>]A	5.11	62.97
NATURAL AND CULTURAL	245.97	255.50	236.30	30.39	199.75	15.73	7.16	5.10	39.35	UV5	25.29	165.27	13.85	170.84
ADMINISTRATION ADMINISTRATION		, the second												
Management and Administration	59.03		53 51	29.40	24.11						16.50	7.2.15	2.90	35.71
Partnerships	10.19	9.54	, 934 721		4.04		0.00				4.55		0.59	7.30
Property Mgmt (inc. equestrian) Third Party Support (inc. golf)	7.70 12.75	10.21	7,21 13.50	4.20	2.20 3.09		0.81 0.00		1		3.70 9.41	1	0.44 0.89	5.37 10.92
Park Planning	23.24	23.05	1.23.05	5.50	17.55	1	0.00	•			5.30			1
SUBTOTAL ADMINISTRATION	112.91		*106.61	54.81	50.99				1	The state of the state of the state of the	39.46		6.34	78.21
		1	Frist							T. States and the second secon	a da martínez			
Capital Investment (CIP)	36.73		36.83		7.73	2.45	0.00	2.80	0,00	5.00	26.30	7.98	2.55	31.48
SUB-TOTAL	884.87	895.76	784.76	225.91	546.53	52.25	13.32	45.00	84.00	19900	180.91	<u>(1515</u>	48.18	594.26
Less Chargebacks			-31.90							-9.5				-41.40
PROGRAM TOTAL	<u></u>	[752.86											552.86

4/21/2010

Appendix B

1

September 2009

M-NCPPC, Montgomery County Department of Parks Vehicle Fleet Report

PHED COMMITTEE RECOMMENDATION

During the FY10 Budget discussions, the Planning Housing and Economic Development Committee (PHED) recommended that M-NCPPC prepare a report on the Commission fleet of vehicles. The PHED Committee has not considered fleet management issues for the Commission, and has asked for a report on this issue to be prepared by Department of Parks' staff in time for the Planning Board's consideration as part of its review of the FY11 budget.

The Commission has close to 600 vehicles, most of which are used by Department of Parks employees. Issues addressed in this report include the number of vehicles, cycle for replacement of vehicles, types of vehicles being purchased, life cycle costs, maintenance frequency, vehicle sharing programs (such as Zip cars), and policies regarding twenty-four hour vehicle assignments.

The information collected was compared to County Government (Department of General Services [DGS] and Washington Suburban Sanitary Commission [WSSC]) data/policies to determine whether the existing standards and policies are appropriate. Information was also gathered from Radford University, Virginia, Palm Beach County, Florida and CQI Associates – Energy and Management Consultants.

OVERVIEW

Vehicle assets represent a major investment on the part of the Commission and require substantial annual funding for purchase, maintenance, and repair. To realize the full economic benefit of these assets and associated costs, vehicles should accrue mileage at a rate that justifies utilization. As the cost of supporting a fleet is directly related to the number of vehicles in the fleet, changes in size, type, and usage directly affects the maintenance, fuel consumption and repair costs.

In addition, fleet size and accidents have a direct cost impact on the Commission's selfinsurance program. Fleet management continues to focus on utilization of existing assets, appropriate distribution based on work program, and the need to justify additional vehicles to the fleet.

NUMBER OF VEHICLES/EQUIPMENT FOR M-NCPPC MONTGOMERY COUNTY

On Road Vehicles

Class 1 - Passenger Cars, Light Trucks, SUV's and Motorcycles	276
Pass. Cars	39
Lt. Trucks and SUV's	79
Police Motorcycles	16
Hybrid Cars	13
Hybrid SUV's	15
Police Cars (patrol and spares)	114
Class 2,3,4 - Medium Trucks	240
Class 2	162
Class 3	35
Class 4	43
Class 5,6,7,8 - Heavy Trucks	65
Class 5	6
Class 6	11
Class 7	25
Class 8	23
Total on road vehicles	581

<u>Equipment</u>

Construction equipment (graders, rollers, etc.)	31
Tractors	73
Trailers	192
Grounds Maint. Equip. (lawnmowers, aerators, etc.)	331
Equipment Attachments (generators, seeders, sprayers, etc.)	173
Small engine equipment (chain saws, weed-eaters, etc.)	1463
Plows and Salt Spreaders	64
Boats	9
ATV's	31
Total Equipment	2367



Vehicle Distribution by Region

Location	Number of Vehicles
Central Maintenance	98
Southern Region	101
Northern Region	73
Horticultural Services	50
Directors Office	18
Park Planning and Stewardship	19
Facility Management	3
Park Planning and Development	18
Planning Department	23
Park Police	166
Enterprise	12
Total	581

In regards to the 581 vehicles listed above, please note that 23 are assigned to the Planning Department, 166 to the Park Police Division and the balance are utilized for the Department of Park's work program.

LIFE CYCLE REPLACEMENT

M-NCPPC considers vehicles to have reached the end of their life-cycle based on ten years or 100,000 miles. Other agencies fleet operations use a similar method for calculating a vehicles life-cycle but also include a depreciation factor to maximize a vehicles trade in value. Actual life cycle may vary depending on type of vehicle usage, condition, or work program need. All vehicles are evaluated on a point system that is based on usage, mileage and overall maintenance repairs. The point system ranges from 1 to 15, with 15 being the highest factor for vehicle replacement.

Actual replacement age and mileage (193 vehicles disposed of since January 1, 2008) Average age - 135 months or 11 years, 3 months; Average Disposal Mileage – 97,091

LIFE CYCLE COSTS AND MAINTENANCE FREQUENCY

Vehicle maintenance frequency varies by class of vehicle. As a general rule, regular maintenance for all vehicles is performed every 6 months or 5,000 miles, whichever occurs first. Some of the heavier trucks and police vehicles used in harsh conditions are scheduled at 3,000 mile intervals. For comparison, Ford Motor Company recommends 6 months or 5,000 miles servicing and General Motors recommends 6 months or 6,000 miles, while both manufacturers recommend more frequent servicing in harsh conditions.



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The life cycle cost of a vehicle varies based on the type of vehicle and what the vehicle is used for. The Department of Parks fleet management software system, "Faster," calculates the maintenance cost for a vehicle based on actual repair data entered and equates the cost into a "cost per mile". The cost per mile data is used to determine the average yearly cost for a vehicle and the life cycle cost.

Known data for Life Cycle Cost Calculation: Maintenance cost per mile for each vehicle type; Average miles driven per year (7,000 miles) Police vehicles average (10,900 miles) per year; Average number of months in the life cycle of a vehicle (135 months)

Average Yearly and Life Cycle Maintenance Costs -- By vehicle type

Vehicle Type	Cost Per Mile	Yearly Cost	Life Cycle Cost
Sedan	.17	\$1190.00	\$13386.60
Police Vehicle	.21	\$2289.00	\$25751.25
Light Truck/SUV	.17	\$1190.00	\$13386.60
Medium Truck	.33	\$2310.00	\$25987.50
Heavy Truck	.58	\$4060.00	\$45674.55

Vehicle Class	Cost Per Mile	Yearly Cost	Life Cycle Cost
Class 1	.17	\$1190.00	\$13,386.60
Police Vehicles	.21	\$2289.00	\$25751.25
Class 2	.21	\$1470.00	\$16,537.50
Class 3	.36	\$2520.00	\$28,350.00
Class 4	.41	\$2870.00	\$32,287.49
Class 5	.38	\$2660.00	\$29,924.99
Class 6	.41	\$2870.00	\$32,287.49
Class 7	.81	\$5670.00	\$63,787.50
Class 8	.71	\$4970.00	\$55,687.50

Average Yearly and Life Cycle Maintenance Costs -- By vehicle class

VEHICLE PURCHASE OVERVIEW

Funding for the majority of vehicles purchased are from the Commission's Internal Service Fund, which is reviewed and prioritized annually. On some occasions, vehicles are purchased from a division's capital outlay funds, but only with the approval of both the Fleet Manager and the Department Director or appropriate Deputy Director.

Vehicles are purchased based on best-in-class fuel economy standards when fueled by gasoline or bio diesel. The Department of Parks continues to order as many diesel vehicles as feasible to utilize bio-diesel fuel. The Department of Parks fueling sites pump approximately 98,000 gallons of diesel fuel per year of which 100% is bio-diesel. Where applicable and economically feasible, hybrid vehicles are purchased for administrative and park use. Hybrid vehicles are replacing older vehicles that have reached the end of their lifespan.



Vehicles purchased last 2 Years

39	Gas Powered Vehicles	
11	Hybrid Vehicles	
43	Diesel Powered Vehicles	
93	Total Vehicles Ordered	

VEHICLE SHARING PROGRAM

The Commission does not have a vehicle sharing program associated with a specific vendor, although the Commission's Central Administrative Services is experimenting with a Zip Car program. Pool vehicles are available throughout the park system for staff business use and employees are encouraged to carpool to meetings whenever feasible.

In addition, the Department of Parks has a Varipool Program that transports employees from designated pickup/drop-off points to their workplace every business day. Currently there are 5 vans transporting 65 employees primarily from the Frederick County area. Employees are charged via payroll deduction and funds are placed in an established special revenue account. This program supports green energy by taking 60 vehicles off of heavily traveled roads each morning and evening.

An example of how the Vanpool supports a cleaner, green energy environment:

The Department of Parks' has 5 Vans currently in use.

These vans transport 65 employees.

Each employee would drive an average of 75 miles (round trip) per day.

Department Vanpools save approximately 4500 commuting miles per day on State/County roads. Based on a typical 220 day work year this would be a savings of 990,000 commuting miles.

Using a mid size car achieving 18mpg city and 25 mpg highway

This equates to 42,840 gallons of gas saved and 838,440 pounds of carbon emissions not released into the atmosphere.

TWENTY-FOUR HOUR VEHICLE ASSIGNMENTS

Twenty-four hour vehicle are assigned in accordance with the Commission Merit System Rules and Regulations, Commission Practice 6-10 entitled "Policies and Procedures Governing Commission Passenger Vehicles" and the Fraternal Order of Police Contract. General Service Employees, who are assigned twenty-four hour vehicles for emergency and after work requirements, are required in accordance with Internal Revenue Service, to pay for usage.

Listing of 24 hour assignments

Justification	Position	Location
Natural Resources Tree Removal	Tree Climber II	Natural Resources
Emergency Carpentry	Trade Shop Sup. II	Central Maintenance
Emergency Electric/HVAC	Trade Shop Sup. II	Central Maintenance
Emergency Alarm	Lead Security Sys. Tech	Central Maintenance
Emergency Plumbing	Trade Shop Sup. II	Central Maintenance
Emergency Carpentry	Trade Shop Sup. II	Central Maintenance
Emergency Plumbing	Trade Shop Sup. II	Central Maintenance
All Emergencies	Construction Sup.	Central Maintenance
Park Emergencies/After hours events	Chairman	MRO
Park Emergencies/After hours events	Director	Directors Office
Park Emergencies/After hours events	Southern Region Chief	Cabin John
Park Emergencies/After hours events	Deputy Director	Directors Office
Park Emergencies/After hours events	Enterprise Div. Chief	Directors Office

Listing of Vanpool assignments

Justification	Position	Location
Commuter Van	Park Manager I	Central Maintenance
Commuter Van	Lead Mason	Central Maintenance
Commuter Van	Trade Shop Sup. I	Central Maintenance
Commuter Van	Park Maint. Worker III	Central Maintenance
Commuter Van	Clerk Supervisor	Central Maintenance

Park Police 24 Hour Vehicle Assignments

Position	Number of Vehicles	Justification
Police Officer FOP Member	71	FOP Contract
Command Staff	10	On Call

Fraternal Order of Police (FOP) members are contractually entitled to a 24 hour vehicle assignment. Consistent with the contract, personal use of the vehicles, including commuting and minimal errands on the way between work and home, shall be permitted. Exceptions to the out of county, Prince Georges and Montgomery, 24 hour assignment policy for bargaining unit members apply to those officers assigned to on-call positions with 60 minute response time.

Non-Represented Command staff use of 24 hour vehicles, are assigned based on, on-call status.



LOW UTILIZATION AND ROTATION

The Department of Parks will commence assessing vehicle utilization using annual mileage as a primary benchmark. Vehicles that accrue less than 3,500 miles annually will be considered to be low utilization vehicles. In comparison, DGS uses 4,000 miles as their guideline to determine low utilization and CQI Associates uses 3000 miles as their benchmark. Low utilization vehicles may be retained by a division if their continued use can be justified. Vehicles that cannot be justified will be rotated to a new assignment or eliminated from the fleet.

Rotation of vehicles between work assignments is to ensure that mileage is commensurate with age. Vehicles that accrue very low or very high mileage will be exchanged in order to balance mileage with age. The Fleet Manager will recommend vehicles for consideration. Vehicle exchanges will be within a division wherever possible. If assets are not available within a division, vehicles will be exchanged between divisions.

FUELING SYSTEM OVERVIEW AND FUTURE

The Department of Parks has eleven refueling sites located throughout the park system. These sites pump unleaded, bio-diesel and diesel fuel. Last year, the fleet used 300,000 gallons of unleaded gas, 80,000 gallons of bio-diesel and 19,000 of diesel fuel. The Commission has increased the percentage of bio-diesel pumped from last year's 76% to 89% this year. The Department is now pumping 100% bio-diesel.

All fueling stations are in the process of being upgraded to digital Gasboy fuel dispensers and a Fuelmaster computer system for security, inventory control and reporting capability. Many of the current dispensers are 1970's vintage and replacement parts are no longer available.

BEST PRACTICES TO IMPROVE VEHICLE EFFICIENCY AND REDUCE EMISSIONS

- > Provide appropriate maintenance and maintain proper tire pressure
- Continue to replace the oldest and highest usage vehicles
- Size the vehicles to meet the users job requirements and not user preferences to improve overall fleet performance
- Replace vehicles with a combination of best gas, hybrid, and diesel vehicles to provide the best overall results
- > Downsize vehicles to improve efficiency and emissions
- Sedan vehicles should be used rather than trucks or SUVs unless the vehicle will be used for heavy duty work and cargo applications
- SUV hybrid vehicles are preferred over the purchase of gasoline fueled only models
- > Diesel trucks larger than 3/4 tons will be purchased for heavy duty work and cargo



applications and fueled with bio-diesel

- Vehicles will be purchased based on the best in class fuel economy standards when fueled by gasoline or bio-diesel
- The primary fossil fuels will be gasoline with a 10% ethanol blend and B5 biodiesel
- Introduce strategies to reduce diesel trucks idle time such as automatic shut down procedures, auxiliary power units and driver incentives.

Summary

The Department of Parks has worked to become a leader in the use of Bio-diesel fuel. Over the past two years, the Department has gone from 25% bio-diesel consumption to 100% bio-diesel. The Departments hybrid fleet has increased from 3% of the administrative fleet 3 years ago to 31% at present. Staff is also working to "right size" the fleet to fit the requirements of the Department's work program complement.

The Department purchases best-in-class gas and diesel powered vehicles whenever possible that will optimize fuel mileage and safety. A new Fuelmaster fueling system is being installed in each maintenance yard that will help to better track fuel consumption and produce data to help reduce the Department's carbon footprint.

The goal is to provide safe reliable transportation for Department of Parks' employees that best suits their work assignments and to provide the highest level of service to the citizens of Montgomery County in the most economical fashion.

Departmental Policy

Based on information gathered in this report, the Montgomery County Director of Parks will issue a Department Directive in regards to vehicle use, assignments, utilization of pool vehicles and sharing, purchasing guidelines, life cycle replacements, rotation policy, best practices, and overall fleet management efficiencies.

The Maryland-National Capital Park & Planning Commission

<u>AFW-07</u>

March 18, 2010

TO: Commissioners

FROM: Alfred F. Warfield, Acting Secretary-Treasurer

SUBJECT: Enterprise Funds FY 2010, Seventh-Month Financial Report Including Projections to June 30, 2010 - Montgomery County

The seventh-month financial report and projections to June 30, 2010 are attached. The reasons for the variances are highlighted below.

OVERALL COMMENTS

The FY10 Fund projections reflect a net income of \$100,700 as compared to a budgeted loss of \$270,300. This positive change of \$371,000 is largely due to expenditure savings of \$1,350,200, primarily due to the reduction of career personnel costs, supplies and materials, and lower utility costs, and projected revenue shortfall of \$839,500. The Administrative Services savings will come primarily from personnel reduction.

The snow storm closures of Saturday and Sunday, December 19 & 20, 2009 resulted in a revenue loss of \$27,400 at the Ice and Tennis facilities.

GOLF COURSES

Golf Course operations are projected to have a net profit of \$27,000, less than the \$44,900 amount budgeted. This is primarily a result of 3 months of delinquent and non-collectable payments due from the concession vendor at the South Germantown Driving Range. The Golf Courses have \$649,000 in projected revenues which is \$120,200 more than the budgeted amount of \$528,800. The golf courses received \$150,000 from the county which was remitted to the Revenue Authority to help fund operations at Sligo Golf Course, however this amount was not budgeted.

ICE RINKS

The projected net loss of \$795,900 is \$441,800 lower than budgeted. The Ice Rinks projected revenues are \$3,802,100, which is \$409,100 less than the budgeted amount of \$4,211,200. This is due to the Wheaton Ice Arena's continued struggles to find a client base. The Wheaton Ice Arena has been involved in a number of maintenance and repair projects. The Ice Rinks projected expenditures are \$3,065,600 which is \$850,900 lower than budgeted. This is due to reductions in administrative charges and personnel savings.

The following ice rink events took place from November - January:

• Group lessons at both Cabin John and Wheaton Ice Rinks had over 3,000 participants.



- Cabin John Ice Rink leased ice on Saturday mornings to a local ice hockey organization which provides a therapeutic, recreational hockey program to over 40 children ranging in age from 5-19 years-old, with varying degrees of abilities and types of disabilities. One key element of the program is middle and high school aged mentors who come from local public schools.
- Each facility hosted free skating lessons on January 16 in celebration of National Skating month. Over 200 people participated and many of them stayed for the "Cheapskate" public session which is \$6.25 for admission and skate rental.
- Park Play Days, an activity based program for children aged 6 13, is held on school public holidays, and had a total of 205 participants since October.
- Cabin John Ice Rink held its annual Holiday show on December 4 while Wheaton Ice Arena hosted the rescheduled Wheaton Wonderland and Holiday Show on January 23. Between both shows, there were 600 proud parents, family and friends in attendance.
- Wheaton Ice Arena has accommodated 554 participants at its Teen Friday night skates, which commenced in November. (School fundraiser events held at facilities have attracted thousands of participants.)
- Since the closure of the Wheaton Outdoor Rink, most user groups have been accommodated at the indoor facility. Thus, indoor rental revenues have increased and utility costs for the outdoor rink has decreased by over \$30,000.
- Beginning March 15, 2010, each of the rinks' halide lighting systems will be replaced with energy efficient four tubes, four foot T-8 fixtures. These lights will have dual controls so there will be 2 different light settings. This will result in more efficient lighting. The project cost is covered by a Maryland Energy administration grant (EmPower Clean Energy Communities Grant Program).
- The Wheaton Ice Arena has been involved in a number of maintenance projects and repairs. The desiccant wheel for the dehumidification system was replaced. A ruptured pipe in the snow melt pit was repaired and the mold remediation project was completed

TENNIS FACILITIES

The projected net income of \$396,000 is \$115,800 lower than budgeted, primarily because projected revenues are \$227,100 less than the budgeted amount. This is directly attributed to the Wheaton Tennis Center re-opening. Wheaton Tennis is in the process of rebuilding clientele after an 18 month closure. The FY10 actual revenues are \$928,503, which is an increase of \$302,297 over last year during the same time period.

• During this rebuilding stage, the group class program at Wheaton Indoor Tennis Center has offered 132 classes with 548 participants.





- The group lessons held at both Pauline Betz Addie and Wheaton Indoor Tennis Centers had 1500 participants.
- The Wheaton Indoor Tennis Center hosted 2 indoor QuickStart tournaments for children ages 5-10. Staff is working with the United States Tennis Association (USTA) on installing QuickStart lines on existing outdoor courts to conduct tournaments and classes.
- The Saturday night Round Robin Doubles program for adults has grown from a monthly program to a weekly occurrence. To date, there have been 90 participants.
- The Montgomery County Tennis Association (MCTA) sponsors leagues for approximately 3000 adults and seniors who play primarily on weekends and evenings.

EVENT CENTERS

The Event Centers have a projected net loss of \$167,800, which is \$5,700 less than budgeted. The Events Centers projected revenues are \$375,000 which is \$92,500 less than the budgeted amount of \$467,500. The new off season rates for January, February and March have resulted in 13 bookings compared to10 bookings at this time last year, resulting in \$10,000 of increased revenue. The overall increase in revenue is \$13,533 (34.5%) over last year during this time. In addition, bookings have already begun for FY11.

- The Rockwood Manor Open House held on January 31, 2010, was attended by surrounding area residents and prospective clients. Winter programs included the Holiday Baking Class, Lunch with Frosty and Friends, Pirates Adventures and the ever popular Princess Galas. These programs accommodated 150 participants with \$3000 in gross revenues.
- Physical improvements at Rockwood Manor continue. Staff continues to upgrade and update the Event Rooms and Cottages. The Knox and Great Falls rooms along with the Carolyn Cottage were painted and a new bathroom was installed in the French House.
- The bulk of the marketing activities were focused on the goal of increasing Rockwood Manor's exposure to its target audiences. Due to minimal marketing efforts in the past, Rockwood Manor was, and still is, an unknown quantity, even to the surrounding community. First up: the "wedding" audience brides, grooms, parents, wedding planners and vendors. Initial foundation work was required (applicable for the non-wedding audience as well) and was done prior to the "Not-So-Big" Wedding Boutique and Challenge held at Rockwood Manor in November. The event attracted 10 teams of five vendors each and 500 attendees from across the region. This resulted in six immediate bookings. With the extensive press coverage, the exposure for Rockwood Manor was excellent and the return on investment over 500%.
- Specific marketing activities, both general and related to the "Not-So-Big" Wedding Boutique included:
- Improved website design, navigation, rate sheets, information, new URL for easier recall



- Expanded image library collected from brides, grooms & photographers for use in marketing efforts -
- Event blog launched (NotSoBigWedding.com) -
- Upgraded web presence (online directory)
- Targeted online marketing (internet ads, social media, email marketing, lead source referrals) -
- Re-branded and targeted Recreation & Park Guide ads -
- Improved information sheets _
- Introduced off-season rates to attract bookings during slower months
- Streamlined the social packages at Rockwood Manor to ease confusion and, more importantly, to better delineate between social and corporate pricing.
- Reduced print advertisement to focus limited funding on more traceable and affordable online advertisement
- Increased promotion of regular open houses
- A new addition to the event centers is the Agricultural History Farm Park. Beginning April 1, • the public will be able to rent the activity room for social functions, including weddings.
- Staff is in the process of requesting approval from the Montgomery County Historical Commission for the installation of a brick tent pad at Woodlawn Manor.

PARK FACILITIES

The Park Facilities have a projected net income of \$641,400, which is \$57,200 less than budgeted. In FY10, the projected revenues for the Park Facilities are \$231,000 less than budgeted. Brookside Gardens revenue decreased by \$175,000 compared to their budgeted amount due to the general economic conditions. Expenditures for Park amenities were reduced by 7% (\$86,000) due to reduced staffing, spending and reallocation of career staff.

Attachment: Budget Basis Financial Report for the Seventh Month ended January 31, 2010 and Estimations to June 30, 2010



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION MONTGOMERY COUNTY ENTERPRISE FUNDS BUDGET BASIS FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED JANUARY 31, 2010 AND ESTIMATIONS TO JUNE 30, 2010

h.

GOLF COURSES Revenues Expenditures Administrative Services Operating income (Loss) Debt Service Payments	\$	Budget 528,800 (81,200) 447,600 (402,700)	\$	Actual 01/31/10 648,951 (150,000) (37,740) 461,211 (385,318)	\$	Projections 649,000 (150,000) (69,300) 429,700 (402,700)	\$	<u>Variance</u> 120,200 (150,000) 11,900 (17,900)	\$	Actual 01/31/09 513,566 (8,390) (37,755) 467,421 (379,453)	\$	Actual 06/30/09 539,868 (8,390) (69,978) 461,500 (435,066)
Other Non-Operating Revenues (Expenses)		-		•		-		-		-		-
Operating Transfers In (out)		-		-		-				-		-
Net Income (Loss)	\$	44,900	\$	75,893	\$	27,000	\$	(17,900)	\$	87,968	5	26,434
				Actual						Actual		Actual
ICE RINKS		Budget		01/31/10		Projections		Variance		01/31/09		06/30/09
Revenues	\$	4,211,200	\$	2,419,025	\$	3,802,100	\$	(409,100)	\$	2,360,775	\$	3,768,067
Expenditures		(3,916,500)		(1,666,043)		(3,065,600)		850,900		(1,779,204)		(3,250,499)
Administrative Services		(646,800)		(300,836)		(546,800)		100,000		(287,702)		(533,260)
Operating Income (Loss)		(352,100)		452,146		189,700		541,800		293,869		(15,692)
Debt Service Payments		(895,600)		(290,826)		(895,600)		-		(307,596)		(918,564)
Other Non-Operating Revenues (Expenses)		·		-		-		-		-		-
Operating Transfers In (out)		10,000		10,000		(90,000)	Aut	(100,000)		543,000		543,000
Net Income (Loss)	\$	(1,237,700)	\$	171,320	\$	(795,900)	\$	441,800	\$	529,273	\$	(391,256)
TENNIS FACILITIES		Budget		Actual 01/31/10		Projections		Variance		Actual 01/31/09		Actual 06/30/09
Revenues	\$	1,791,700	s	922.604	S	1.564.600	\$	(227,100)	\$	612,768	\$	1,288,327
Expenditures	•	(1,032,300)	•	(458,702)	•	(940,600)	•	91,700	•	(450,587)	•	(886,015)
Administrative Services		(275,100)		(128,042)		(232,700)		42,400		(112,927)		(209,312)
Operating Income (Loss)		484,300		335,860		391,300		(93,000)		49,254		193,000
Debt Service Payments		•		-		-		-		•		
Other Non-Operating Revenues (Expenses) Operating Transfers In (out)		27,500		5,899 -		4,700		(22,800)		13,438		24,196
Net Income (Loss)	\$	511,800	\$	341,759	\$	396,000	\$	(115,800)	\$	62,692	\$	217,196
				Actual						Actual		Actual
EVENT CENTERS		Budget		01/31/10		Projections		Variance		<u>01/31/09</u>		06/30/09
Revenues	\$	467,500	\$	213,389	\$	375,000	\$	(92,500)	\$	199,856	\$	333,339
Expenditures		(594,300)		(258,954)		(507,400)		86,900		(276,621)		(470,579)
Administrative Services		(71,700)		(33,402)		(60,400)		11,300		(33,582)		(62,245)
Operating Income (Loss)		(198,500)		(78,967)		(192,800)		5,700		(110,347)		(199,485)
Debt Service Payments		-		-		-		-		-		
Other Non-Operating Revenues (Expenses)		-				-		•		-		-
Operating Transfers In (out) Net Income (Loss)		25,000		25,000		25,000 (167,800)		6 700		76,000		76,000
HEL BICOME (LUSS)	\$	(173,500)	\$	(53,967)	<u>\$</u>	(107,600)	\$	5,700	5	(34,347)	\$	(123,485)

Note: This report includes principal payments and capital outlay and does not include depreciation expense.



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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION MONTGOMERY COUNTY ENTERPRISE FUNDS BUDGET BASIS FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED JANUARY 31, 2010 AND ESTIMATIONS TO JUNE 30, 2010

		Actual				Actual	Actual
PARK FACILITIES	Budget	01/31/10	P	rojections	Variance	01/31/09	06/30/09
Revenues	\$ 3,120,300	\$ 1,685,308		2,889,300	\$ (231,000)	\$ 1,894,142	\$ 2,768,707
Expenditures	(2,079,300)	(985,479)		(1,859,000)	220,300	(1,161,953)	(1,834,503)
Administrative Services	(479,300)	(222,970)		(394,500)	84,800	(201,021)	 (372,596)
Operating Income (Loss)	 561,700	 476,859		635,800	74,100	531,168	 561,608
Debt Service Payments	-	-		-	-	-	-
Other Non-Operating Revenues (Expenses)	22,500	6,749		5,600	(16,900)	14,306	25,539
Operating Transfers In (out)	 	-		-	 -	-	-
Net Income (Loss)	\$ 584,200	\$ 483,608	\$	641,400	\$ 57,200	\$ 545,474	\$ 587,147

		Actual					Actual	Actual
ENTERPRISE ADMIN	Budget	01/31/10	<u>{</u>	rojections	Variance		01/31/09	06/30/09
Revenues	\$ -	\$ -	\$	-	\$ -	\$	941	\$ -
Expenditures	(1,554,100)	(785,324)		(1,303,700)	250,400		(761,752)	(1,247,391)
Administrative Services	1,554,100	722,990		1,303,700	 (250,400)		672,987	1,247,391
Operating Income (Loss)	 -	(62,334)		-	 -	-	(87,824)	-
Debt Service Payments	•	-		*	-		•	-
Other Non-Operating Revenues (Expenses)	-	-		-	-			•
Operating Transfers In (out)	-	 -		-	-			· •
Net Income (Loss)	\$ -	\$ (62,334)	\$	· ·	\$ -	\$	(87,824)	\$ -

TOTAL - ENTERPRISE		Budget	Actual <u>01/31/10</u>	P	rojections	Variance	Actual 01/31/09	Actual . 06/30/09
Revenues	\$	10,119,500	\$ 5,889,277	\$	9,280,000	\$ (839,500)	\$ 5,582,048	\$ 8,698,308
Expenditures		(9,176,500)	(4,304,502)		(7,826,300)	1,350,200	(4,438,507)	(7,697,377)
Administrative Services	_	-	-	_	-	-	-	-
Operating Income (Loss)		943,000	 1,584,775		1,453,700	 510,700	1,143,541	 1,000,931
Debt Service Payments		(1,298,300)	(676,144)		(1,298,300)	-	(687,049)	(1,353,630)
Other Non-Operating Revenues (Expenses)		50,000	12,648		10,300	(39,700)	27,744	49,735
Operating Transfers In (out)		35,000	35,000	_	(65,000)	(100,000)	619,000	619,000
Net Income (Loss)	\$	(270,300)	\$ 956,279	\$	100,700	\$ 371,000	\$ 1,103,236	\$ 316,036

Note: This report includes principal payments and capital outlay and does not include depreciation expense.

updated 02/23/10

MEMORANDUM

April 15, 2010

TO: Planning, Housing, and Economic Development Committee

FROM: Jennifer Renkema, Research Associate Office of Legislative Oversight

SUBJECT: Examples of Proposed FY11 Reductions to Local Park and Recreation Budgets

The County Executive recommends funding the Montgomery County Department of Parks at \$68.2 million in FY11.¹ This is \$14.5 million (17.5%) less than the M-NCPPC request of \$82.7 million and \$10.8 million (13.7%) less than the approved FY10 budget of \$79.0 million. To provide some perspective for the Council when considering the FY11 budget, this memorandum describes reductions to selected park and recreation budgets in other local government jurisdictions. Specifically, this memo provides:

- Examples of proposed budgets and cuts for park and recreation departments in three jurisdictions; and
- Detailed description of proposed cuts to the Fairfax County Park Authority.

The examples provided in this memo are not intended to be a representative survey of cuts to park and recreation budgets, but rather to provide some examples of reductions being considered in other places. The information in this memo represents information that was easily accessible via the internet.

Among the jurisdictions that expect budget cuts, a few jurisdictions propose raising fees to generate additional revenue. Several jurisdictions propose reductions in:

- Mowing cycles and other park maintenance;
- Capital maintenance;
- Program staff;
- Administrative staff; and
- Training and travel budgets.

Despite significant service reductions proposed by jurisdictions reviewed in this memo, the reductions proposed are smaller than those proposed in Montgomery County. Further, none have the same structure or provide the same complement of services as Montgomery County Department of Parks.

In general, the Montgomery County Department of Parks has proposed most of the types of cuts proposed by jurisdictions reviewed in this memo.²

Budgets for some jurisdictions in the Washington, DC metropolitan area are still being prepared (e.g., Howard and Anne Arundel Counties), and other park and recreation budgets in the country will face reductions. For example, the City of San Francisco instructed all departments to reduce General Fund support for FY11 by 20% compared to the FY10 approved budget and submit a 10% contingency reduction.³

¹ Excluding debt service, grants, and reserves.

² Memorandum from Marlene Michaelson, Senior Legislative Analyst, to the Planning, Housing and Economic Development Committee (April 15, 2010).

³ City & County of San Francisco Mayor's Office Instructions and Controller Technical Instructions Budget Year 2010-2011. (December 11, 2009).

The FY11 proposed budget for the Prince George's County Department of Parks and Recreation includes a 1.9% *increase* of \$4.93 million. However, the Prince George's County M-NCPPC is in a unique situation as its budget is not subject to the local tax limitations present in Montgomery County.

A. Case Examples of Combined Parks and Recreation Budget Cuts

This section describes proposed FY11 budget reductions for park and recreation departments in Kansas City, MO; Virginia Beach, VA; and Washington, DC.

<u>Kansas City, MO.</u> Kansas City's proposed FY11 budget includes a 12.7% (\$6.74 million) reduction in spending for the Department of Parks and Recreation. This includes a 19.5% reduction of workyears (75.5 vacant and filled positions).³ Specific service changes and other reductions include:

- Reducing mowing for parks by 29% from 14 to 10 times per year and for boulevards by 22% from 18 to 14 times per year;
- Reducing ballfield renovation by 64% (\$225,000);
- Reducing capital maintenance funding for lake restoration and park roads; and
- Eliminating 40.1 positions due to outsourcing swimming pool maintenance and golf course management and privatizing tennis center management;
- Eliminating numerous vacant positions in administration, planning, park property maintenance, community centers, tree trimming, and other areas.

<u>Virginia Beach, VA.</u> Virginia Beach's proposed FY11 budget includes a 3.4% (\$1.77 million) reduction in spending for the Department of Parks and Recreation that includes a 1.9% cut in staff (16.8 workyears).⁴ Despite the relatively small percentage cut, the FY11 budget proposes substantive reductions in maintenance and services, including:

- Lengthening mowing cycles for highways, parks, and municipal buildings by 28% from 18 to 23 days; for the resort area by 17% from 12 to 14 days; and for the municipal center by 43% from 7 to 10 days;
- Reducing plant replacement and flower planting in the resort area by 72%;
- Eliminating sports camps that serve about 210 children (about 7.4% of summer camp registrations);
- Reducing golf course maintenance, including reduced fertilizer application and irrigation repair;
- Reducing staffing for some programs; and
- Eliminating advertising for free community events that do not generate revenue.

The proposed FY11 budget also includes fee increases for recreation center memberships, out-of-school time programs, athletics, and aquatics.

<u>Washington, DC.</u> Washington, DC's proposed FY11 budget includes an 11.1% (\$5.34 million) reduction in spending for the Department of Parks and Recreation. This reduction includes a shift of \$1.7 million in administrative activities (finance, procurement, and human resources) to other departments and elimination of a \$300,000 FY10 one-time expense.⁵ In addition, the budget:

- Reduces discretionary purchases in equipment, supplies, and other services;
- Eliminates 17 vacant positions;
- Reduces travel and training funds;

³ City of Kansas City, Missouri Submitted Activity Budget FY 2010-2011

⁴ City of Virginia Beach FY 2010-11 Proposed Resource Management Plan, Operating Budget

⁵ Government of the District of Columbia FY 2011 Proposed Budget and Financial Plan

- Reduces printing costs by focusing on doing more outreach via website resources;
- Eliminates 13 FTE administrative positions; and
- Reduces funds for contractual tennis program partners.

Despite these reductions, the DC budget includes additional staff and expenses for summer activities and camps, facilities improvement, park landscaping, recreation equipment upgrades, and operating costs for a new pool and recreation center.

B. Fairfax County Park Authority Proposed FY11 Budget Reductions

1. Comparison of Montgomery County and Fairfax County Park Systems

Table 1 provides some comparative information about the two park systems. However, the two systems differ in considerable ways.⁶ For example:

- The Fairfax County Park Authority manages recreation facilities and programming that is part of the Department of Recreation in Montgomery County (e.g., aquatics).
- The Fairfax County Park Authority manages eight golf courses, while Montgomery County's four courses are managed by the Revenue Authority.
- The Montgomery County Department of Parks budget includes costs for athletic field maintenance, while these costs are allocated to a separate fund in Fairfax County (although the Parks Authority maintains the fields).⁷

	Montgomery	Fairfax
FY10 Adopted Budget	\$83.7 million	\$67.1 million
FY10 Budgeted WYs	688.5	598.5
Acres of Parkland	34,600	22,600
Athletic Fields	299	289
Campgrounds	3	2
Equestrian Centers	5	1
Formal Gardens	2	1
Ice Rinks	2	1
Miles of Trails	201	300
Nature Centers	4	5
Parks	410	417
Playgrounds	291	220
Reservable Picnic Areas	76	49
Tennis Courts	305	200

Table 1: Comparison of Select Characteristics of the Montgomery County and Fairfax County Park Systems

Source: M-NCPPC Proposed Annual Budget FY2011; Fairfax County FY 2011 Advertised Budget Plan (Vol. 1 and 2); Fairfax County Park Authority website

⁶ The Maryland-National Capital Park and Planning Commission (M-NCPPC) Proposed Annual Budget FY2011 for Montgomery County; Fairfax County FY 2011 Advertised Budget Plan (Vol. 1 and 2); Fairfax County Park Authority website (www.fairfaxcounty.gov/parks)
⁷ The Montgomery County FY11 Recommended Budget includes a transfer from the General Fund to the Department of Parks to reimburse the cost of athletic field maintenance, however this does not affect the Department of Parks' MARC.

2. Summary of Fairfax County Park Authority FY11 Proposed Budget Reductions

<u>Overview.</u> The Fairfax County Park Authority receives operating funds from two sources: the County General Fund and the Park Revenue Fund. The County General Fund is primarily tax supported, although it includes some revenue from user fees that accounted for 8.6% (\$2.3 million) of the FY10 General Fund expenditures. The Park Revenue fund is entirely self-supported from user fees and charges at revenue-supported facilities such as recreation centers, golf courses, and nature centers. The Park Revenue Fund supports 60% of the Park Authority budget compared to the General Fund that supports 40% of the Park Authority also receives supplemental revenue from the Fairfax County Park Foundation which contributed \$345,000 to the Park Authority in 2009.⁹

Table 2 shows proposed changes to the budgeted expenditures and staffing for the Fairfax Park Authority between the FY10 adopted budget and the FY11 proposed budget.

	. FY10.	• FY11.	Chai	ige in 👾
	Adopted	Proposed	S/#	28 % ···
Budgeted Expenditur	es			
General Fund	\$26.93	\$24.60	-\$2.34	-8.7%
Park Revenue Fund	\$40.03	\$41.81	\$1.78	4.5%
Total Funding	\$66.97	\$66.41	-\$0.55	-0.8%
Budgeted Workyears				
General Fund	361.5	321	-40.5	-11.2%
Park Revenue Fund	236	237	1	0.4%
Total Workyears	597.5	558	-39.5	-6.6%

Table 2: Changes to Fairfax County Park Authority Budget and Staffing(\$ in millions)

Source: Fairfax County FY 2011 Advertised Budget Plan (Vol. 1 and 2)

Overall, the agency expects only a small decrease in operating costs (\$550,000). However, the \$2.34 million decrease in General Fund support is expected to result in elimination of 40.5 positions and service reductions (summarized below in Table 3). The proposed increase in expenditures from the Park Revenue Fund reflects increased personnel costs for additional instruction hours for recreation programs; post-employment benefits; operating expenses due to repairs, maintenance, and utility costs for Park Authority facilities; and capital equipment replacement. In addition to these changes, the proposed budget shifts some staff costs from the General Fund to the Park Revenue Fund.

Notably, neither the General Fund nor the Park Revenue Fund FY11 proposed budgets include employee salary increases (i.e., performance pay or COLAs).



⁸ Fairfax County FY 2011 Advertised Budget Plan (Vol. 1 and 2)

⁹ Fairfax County Park Foundation, www.fxparks.org

Budget Reduction Strategies. The following table summarizes proposed FY11 cuts to the Fairfax County Park Authority staffing, programming, and services.

Program/Service Area	Specific Reductions
Park Maintenance	• Reduce trash collection from three times per week to once or twice a week
	• Reduce park land mowing from once a month to every three months
	• Reduce athletic fields mowing from more than once per week to once per
	week or less
	• Reduce trail inspections from 1-2 times per month to 3-4 times per year
	Close restroom facilities at 15 parks
、	• Reduce logistical and preparation support for special events
	Reduce grounds maintenance management staff
	• Reduce tree trimming and eliminate ability to trim trees that require more than two climbers or are 75 feet or taller
	• Reduce pest control for athletic fields
Facility and Equipment	• Increase facility maintenance and repair backlog by 10-15%
Maintenance	• Increase backlog from 45 days to 75 days for certain facility maintenance needs
	• Increase equipment maintenance backlog from 15 days to 30 days
	• Increase backlog for maintenance to roads, bridges, parking lots, stream banks, and storm water ponds from 135 days to 180 days
Recreation Programs and	Eliminate two park staff positions
Service Reductions	• Eliminate lighting at 123 tennis, basketball, and volleyball courts. All courts will close at dusk.
	• Eliminate 5 of 52 affordable six-week summer recreation program sites and eliminate summer program field trip
	Close one outdoor swimming pool facility
Administration	• Eliminate position that provides oversight to strategic plan, accreditation program, and other coordination and long-range strategic planning functions
	• Eliminate training and travel support
	• Reduce management and coordination for staff training
	• Reduce technology support for staff computers and printers
	• Eliminate seven other administrative positions that provide a variety of support functions
Capital Projects	• Reduce limited term funding that supports CIP projects (could result in delays and additional CIP costs)

Table 3: Fairfax County Park Authority Proposed FY11 Program and Service Reductions

Source: Fairfax County FY 2011 Advertised Budget Plan (Vol. 1 and 2)

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3. Other Fairfax County Budget Reductions Impacting Parks: Athletic Field Maintenance

Fairfax County provides General Fund support for athletic field maintenance for school and Park Authority fields through the County Construction Fund in the CIP. Field maintenance also receives revenue from an Athletic Services fee (\$1.1 million in FY10).¹⁰ The proposed FY11 budget proposes significant reductions in field maintenance due to a decrease in General Fund support, as shown in Tables 4 and 5 below.

Table 4: Fairfax County Proposed FY11 Reduction in General Fund Support for Athletic Field Maintenance (\$ in millions)

	FY10	FY11	Char	ige in 🔄 🧑
	Adopted	Proposed	S S	215 %
General Fund Support*	\$4.31	\$3.77	-\$0.54	-12.6%

*Athletic Field Maintenance also receives funding from an Athletic Services fee (\$1.1 million FY10) Source: Fairfax County FY 2011 Advertised Budget Plan (Overview)

Table 5: Fairfax County Proposed FY11 Athletic Field Maintenance Reductions

Type of Field	Maintenance Reductions
Elementary and	• Eliminate aeration and seeding for all 626 fields
Middle School Fields	• Eliminate routine maintenance and repairs due to vandalism and damage to player benches and bleachers
	• Reduce mowing from 30 to 29 times per year
	Eliminate diamond field warning track maintenance
	• Eliminate vegetation control in infield skin areas
High School Fields	Eliminate aeration and seeding for all 55 diamond fields
Park Authority Fields	• Eliminate aeration and seeding for all 289 parks
	• Reduce mowing from more than one time per week to once per week or less*
	Reduce pest control*

*Previously describe under Park Authority Proposed FY11 Service Reductions Source: Fairfax County FY 2011 Advertised Budget Plan (Overview)

¹⁰ Fairfax County FY 2011 Advertised Budget Plan (Overview)



AGENDA ITEM #2 May 10, 2010

MEMORANDUM

May 6, 2010

TO: County Council

FROM: Linda McMillan, Senior Legislative Analyst

SUBJECT: **FY11 Operating Budget: M-NCPPC Park Police** (includes discussion of Park Police/County Police Consolidation and Deer Management)

Note: The PHED Committee discussed the Park Police budget and Executive's proposal to consolidate Park Police and County Police functions at its April 26th session. The Committee agreed that consolidation should move forward in a way that has long term savings and addresses the issue of continued safety in the park system but that the Public Safety Committee would be the committee to review the proposal in detail and forward recommendations to the Council.

Summary of Public Safety Committee Recommendations

(The Public Safety Committee held worksessions on April 23 and May 3.)

The Public Safety Committee recommends (3-0):

- Adding \$81,900 to the reconciliation list to restore the proposed reductions to the current deer management program. The Committee noted that reducing deer management will allow the deer population to increase even more than it would otherwise and would potentially impact public health and safety and increase damage to crops, parks, and landscaping.
- Adding \$804,600 to the reconciliation list in three increments of \$268,200 each to restore funding for 18 filled Park Police Officer positions that are proposed to be abolished to meet the Executive's March 15th allocation. The loss of 18 Officers would be a 25% reduction in the number of Officers available.

- Reallocating the Executive's \$2 million adjustment for savings from police consolidation as \$1.5 million to the Montgomery County Police Department and \$500,000 to Park and Planning per information from the Office of Management and Budget (this change has been made in the Council's budget tracking system.)
- Adding \$500,000 to the reconciliation list to restore the assumed savings to Park and Planning from the Executive's consolidation proposal as it is not clear that this amount of savings can be achieved in FY11.
- Adding \$573,000 to the reconciliation list for the Montgomery County Police Department to restore the portion of the savings from consolidation assumed by the Executive that may not be achieved in FY11. (This recommendation is a net amount that is tied to the PS Committee's recommendation to hold a recruit class of 40 in July 2010 and not hold a January 2011 recruit class. This is discussed in Agenda Item #4 of this session)
- The Committee asked Council staff to redraft language to be included in the budget resolutions for Park and Planning and County Government regarding the proposal to consolidate police functions. The revised draft was not available at the time this packet went to print.

1. Park Police Budget – Meeting the March 15th allocation

Overview at © 97-98 2009 Crime and Incident Report at © 105-106

Park and Planning's <u>original</u> recommended budget asked for \$13.379 million for the Park Police which would support 119.6 net workyears after lapse. The original budget request asked for four new Park Police Officers to handle growth in the parks over the last several years.

M-NCPPC Park	Police				ORIGINAL	
in \$000s	FY07	FY08	FY09	FY10	FY11	%Change
	Actual	Actual	Actual	Approved	Recommend	FY09-10
Personnel	9,576	10,487	10,393	11,569	12,222	5.6%
Operating	783	839	1305	942	1,057	12.2%
Capital	171	66	135	-	100	na
(other)	-					
TOTAL	10,530	11,392	11,833	12,511	13,379	6.9%
Workyears	117.5	112.9	114.7	115.6	119.6	3.5%

Park and Planning has submitted to the Council \$14.5 million in reductions that would be taken in order to meet the Executive's recommended FY11 allocation to Park and Planning. The PHED Committee accepted this package of reductions at their April 26th worksession, but noted that the Public Safety Committee would give further review to the items related to Park Police. The reductions include:

Item	Amount	Comment
Cost of Living Adjustment for	\$230,000	Eliminates a COLA for FOP. The recommendation
FOP Members		requires renegotiation of the FOP contract. If an
		agreement cannot be reached, 5 positions would
		have to be reduced to reach an equivalent savings.
Furlough	not broken out	All employees will be required to take 10 days of
	for Park Police	furlough without pay. Requires renegotiation of contract with FOP.
Eliminate Park Ranger Program	\$187,400	Park Police will address complaints as time allows.
		Permanent and seasonal positions.
Reduce Park Police Horse	\$364,900	Eliminate 50% of this special operations unit.
Mounted Patrol and clothing		Reduced trail and park patrol which substantially
allowance and horse care	7 positions	impacts the ability to patrol certain park areas.
	eliminated	Loss of support to County Police for searches and
	7 wys	reduced crowd control capability.
	remaining	
Reduce Park Police Patrol and	\$536,400	Reduce prevention, education, outreach,
clothing allowance		community meetings, and hotspot patrols. Reduced
	12 positions	police officer participation at Long Branch
	eliminated	Community Center and other parks. May impact
	40 workyears	crime, safety, and utilization of the parks.
	remaining	
TOTAL	\$1,318,700	Does not include savings/impacts from furloughs

Authorized Officer Complement

The original proposed budget would have provided an authorized police officer complement of 101 Park Police Officers. If current lapse is continued and the previously listed reductions are taken, the complement will be 70 Park Police Officers.

Original Park and Planning Recommendation	101 Officers
Less 4 new positions in original request	-4
Less positions being held vacant to meet lapse requirement	-9 actual complement = 88
Less Mounted Patrol reduction	-6
Less Patrol reduction	
FY11 Authorized Complement	70 Officers

Committee Discussion:

1. Do the budget savings for Mounted Patrol and Patrol assumed that officers will be reduced through attrition or will there be a reduction in force of Police Officers?

At the April 28th session the Committee was told that the required savings cannot be met through attrition and so some number of RIFs will be necessary. Officers will also be offered the Retirement Incentive Program in hopes that some reductions can come through retirements. Park and Planning asked whether, given the discussion about consolidation, Park Police Officers that would be RIF-ed might be able to continue in support of county police functions. The Committee asked whether the RIF could be done in phases so that Parks does not end up RIF-ing more officers than necessary to meet the



budget targets since Police Officer positions cost more on average than other positions in the Parks Department. Park and Planning staff said that they are carefully considering how to undertake the reduction in order not to abolish more positions than needed but that they cannot provide more details until there is information on the number of employees who will exit through the retirement incentive program.

2. How does Park and Planning expect to implement a 10 day furlough for the remaining Officers? Is there any provision for additional overtime that may be needed to cover shortfalls?

The Committee was told that all personnel will be subject to the 10 day furlough and that all efforts would be made to carefully schedule to avoid the use of overtime.

3. What is Park and Planning's initial thinking on how patrol will be reduced? Will beats have to be combined in order to have adequate coverage? Will patrol be a respond to call operation? Can the impact be adjusted from the summer months to the winter months to respond to the seasonal use of the parks?

The Committee was told that there may be impacts on special units and that at times patrols beats may have to be combined. Parks will looks at the issue of seasonal park use but noted that in the winter months when park use is down is when the Police Officers have completed required training and participated in deer management efforts.

In particular, the reduction to the Mounted Patrol will reduce the ability of the Park Police to patrol trails and interior areas of some parks. They will be less ability to support County Police with events and crowd control. The overall reduction in Park Police Officers will impact the ability of the Department to supervise volunteers and may also impact deer management efforts..

The Public Safety Committee members are concerned that the reduction in the number of Park Police Officers that may be necessary to meet the March 15th allocation too deep a cut. The Committee recommends adding \$804,600 to the reconciliation list in three increments of \$268,200 each to restore funding for the 18 filled Park Police Officer positions that are proposed to be abolished to meet the Executive's March 15th allocation. The loss of 18 Officers would be a 25% reduction in the number of Officers available.

2. Deer Management

Last November, the PS Committee held its annual discussion on deer management. At that meeting, the Committee discussed the information provided in an August letter to Councilmembers Andrews and Knapp about the next six sites that would be addressed if additional funds were made available and the criteria for picking these sites. (© 11-15). The costs for sites that require sharp-shooting range from \$22,000 to \$35,000. This is because the down-county sites require additional staff for coordination of efforts as they are more complicated to secure and baiting of the deer is often required. In the larger more rural parks, managed hunts are used at lower costs.

The Committee was told that since deer management efforts began in the parks more almost 3,500 deer have been removed and that 383 deer were harvested in seven parks this past hunting season.

Item	Amount	Comment
Furlough	not broken out	All employees will be required to take 10 days of
		furlough without pay.
Eliminate and Reduce Contracts	\$6,000 in	Defer infra red survey of deer population in county
	supplies and	parks that provides data needed for management
	\$32,200 in	plans.
	contractual	
	charges	
Reduce Deer Management	\$43,700	Reduced deer management efforts could mean
Program	1 workyear	increases degradation of natural areas, losses to the
	reduction	agricultural community, and increased deer related
	1 workyear	collisions. Program would lose momentum it has
	remaining	gained in last 14 years.

The Public Safety Committee recommends that \$81,900 be added to the reconciliation list to restore the proposed reductions to the current deer management program. The Committee noted that reducing deer management will allow the deer population to increase even more than it would otherwise and would potentially impact public health and safety and increase damage to crops, parks, and landscaping.

3. Consolidating Park Police and County Police Functions (Executive's recommended \$2 Million Budget Savings)

On April 22nd, the County Executive forwarded budget adjustments to the Council that to close the increased budget gap. Included in the package is a \$2 million reduction that was described as follows:

"Decrease Cost: Park Police and CAD Consolidation \$2,000,000

The Executive recommends a reduction of \$2 million to the Parks Department of the Maryland-National Capital Park and Planning Commission (M-NCPPC) in anticipation of savings that will be achieved through integration of the operations of the Montgomery County Police and the M-NCPPC Parks Police including integration of Parks call dispatching efforts with the County's E911 Center. Substantial savings and improved operational efficiencies can be achieved through consolidated command, combined call dispatch, and redeployment of Park Police officers.

The current fiscal climate is causing all County agencies to seriously reassess how services are provided, how savings can be achieved, and how existing resources can be better deployed to serve the residents of the County. The recommended reorganization will require amendments to existing Mutual Aid Agreements and to the State Code."

Chairman Hanson wrote to Council President Floreen in response to this recommendation. His letter is attached at © 99-102. Chairman Hanson provided comments to the PHED Committee that this is an unwise decision and will ultimately be detrimental to the



parks. He also suggested that if the issue is to be looked at, that outside experts in the park policing field be brought into the process.

The Public Safety Committee discussed this issue at both their worksessions. At the April 28th worksession, Chairman Hanson told the Committee that the mission of the Park Police is a little different than other policing agencies as it is to allow people to enjoy parks safely and securely and much of this comes from helping people understand park rules and regulations. These rules and regulations are adopted by the Commission and cannot currently be enforced by the County Police. He emphasized that he has been willing to look at MOUs to improve efficiency and that consolidation of communications may be a good idea. There will be changes needed to State law. He and Parks Department Director Bradford questioned whether there would be savings and also said they have not been included in the meetings that led to this proposal so they do not understand what all the details are. Chairman Hanson suggested a panel that includes experts from outside organizations such as the National Academy of Public Administration.

Director of Office of Management and Budget Beach explained to the Committee that the Executive's intent was for \$2 million in total savings but not all of it would come from Park Police. The Executive estimates that the Parks will save about \$500,000 from the consolidation of communications (current Parks communications staff would fill vacant but funded positions in the County's 911 Center) and that \$1.4 million would be saved from not have a County Police Department recruit class in January 2011 because Park Police could be redeployed to support County Police functions by the time the January recruits would be available. About \$100,000 of the \$2 million in savings has not been specifically identified. A memo provided to the Committee at their May worksession is attached at © 114-120. At the May 3rd session, OMB emphasized that the Executive is not assuming any layoffs of current Park Police staff or pay reductions or demotions for Park Police Officers.

The Public Safety Committee was also provided with an alternative proposal from the Fraternal Order of Police, Park Police Lodge 30 that suggest money could be saved through a consolidation of the Montgomery County and Prince George's County Park Police under the bi-County Commission. This proposal would not require a change to State law or the transfer of employees to a new personnel system. The proposal is attached at © 112-113.

The Committee was provided with comments from Council staff on the potential merits to consolidation, if careful planning is done. Council staff suggested that such a plan must:

- Show how consideration has been given to each of the duties of the Park Police and how they have either been assigned to another agency, how they would remain in Park and Planning, or whether the duty or function would be completely eliminated.
- Identify how personnel would either be transferred to another agency or continue their duties in Park and Planning. It must identify when changes can be made by contract or memorandum of understanding, when such agreements can be approved by the Montgomery County Planning Board, and when an agreement would require Bi-county approval. It must discuss any potential requirements for collective bargaining.

- Identify whether there is an expectation that reductions in personnel will be made through attrition and when there would likely be a reduction-in-force.
- Inform the Council, Executive, and Park and Planning about expected cost savings and long term changes in costs that would be expected based on which personnel system or other operation (such as fleet management) is used.

Council staff suggested such as plan could be completed by December 2010 so that it could be considered as a part of the FY12 budget.

At the May 3rd session, the Committee members all expressed the need to find savings through efficiencies and consolidations. Councilmembers Andrews and Berliner expressed skepticism about whether the consolidation of Park Police and County Police would achieve savings while maintaining the current level of safety in the parks, especially since the current proposal lacks details. Councilmember Elrich expressed his view that these are the types of structural changes that need to occur and that all the issues regarding safety in the parks can be addressed regardless of which police agency is responsible. He also stated that he will not approve a consolidation if, in fact, there are no savings. The Committee reviewed draft language regarding the development of a transition plan. Councilmembers Andrews and Berliner asked Council staff to redraft the language to clarify that a consolidation is not being approved. Council staff expects to have a new draft in time for the Council's worksession.

The Committee recommends:

- Reallocating the Executive's \$2 million adjustment for savings from police consolidation as \$1.5 million to the Montgomery County Police Department and \$500,000 to Park and Planning per information from the Office of Management and Budget (this change has been made in the Council's budget tracking system.)
- Adding \$500,000 to the reconciliation list to restore the assumed savings to Park and Planning from the Executive's consolidation proposal as it is not clear that this amount of savings can be achieved in FY11.
- Adding \$573,000 to the reconciliation list for the Montgomery County Police Department to restore the portion of the savings from consolidation assumed by the Executive that may not be achieved in FY11. (This recommendation is a net amount that is tied to the PS Committee's recommendation to hold a recruit class of 40 in July 2010 and not hold a January 2011 recruit class. This is discussed in Agenda Item #4 of this session)
- The Committee asked Council staff to redraft language to be included in the budget resolutions for Park and Planning and County Government regarding the proposal to consolidate police functions. The revised draft was not available at the time this packet went to print.

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Summary of Annual Comparisons Comp	Actual FY08		tual. /09 /	Budg FY1		Propo	sed
Personnel Services	\$10,487,	280 232 \$10	0.393 232	· \$11,	569,800	\$12.2	21,900
Supplies & Materials	\$551,	817	\$968,797	\$	630,800	1 1 3 # 5	46,300
Other Services & Charges	\$286,	765	\$335,785	\$	311,400		11,400
Capital Outlay	\$65,	596	\$135,467		\$0	S.S.S.	000,000
Sub Total	\$11,391 <i>,</i>	458	1,833,281	\$12,	512,000	\$13 ,	79,600
Chargebacks		<u>\$0</u>	<u>, cr. 50</u>		<u>\$0</u>		<u>\$0</u>
Total	\$11,391, [,]	458 \$1	1,833,281	\$12,	512,000	\$13,3	600, 879
Positions/Workyears Full Time Career	120.00 116	6.60 122.00	119.32	122.00	120.11	126.00	124.11
Positions/Workyears Part-Time Career	<u>0.00</u>	0.00	<u>0.00</u>	0.00	0.00	<u>0.00</u>	0.00
Positions/Workyears Total Career	120.00 116	6.60 122.00	119.32	122.00	120.11	126.00	12 4.11
Positions/Workyears Term Contract	0.00 C	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent	. 4	.95	4.50		4.50		4.50
Chargebacks	c	0.00	0.00		0.00		<u>_0.00</u>
Less Normal Lapse	<u>(8</u>	<u>.70)</u>	<u>(9.10)</u>		<u>(9.05)</u>		<u>(9.00)</u>
Workyears Total	112	2.85	114.72		115.56		119.61

PARK POLICE

DIVISION GOAL

To enforce rules and regulations and protect the patrons, properties, resources and activities within the Montgomery County park system.

DIVISION OVERVIEW

The Division is committed to providing professional public safety services with a focus on community interaction, active park patrols, and comprehensive officer training, which provides a crime prevention and detection approach that ensures a safe park system.

The Park Police Division is divided into two branches:

The Support Operations branch which includes Investigative Services, Support Services, and Technical Services, and the **Field Operations branch** which includes Patrol Services, Special Services and Special Operations functions.

The use of bicycle, all terrain vehicle, marine, K-9, and horse-mounted officers demonstrates the unique variety of resources the Park Police deploy to ensure that populated as well as isolated areas of the park system are patrolled. The Division's staff complement, prior to lapse and mandatory reductions is 101 sworn officers, 25 civilians, 7 seasonal personnel (4.5 WYs) and approximately 35 volunteers for FY11.

FY11 MAJOR CHANGES

Four new officer workyears are included in the proposed FY11 staff complement. This unfunded
obligation request is supported by the increase in parkland, the expansion of existing parks with new
amenities, and newly developed parks through the CIP. These facilities and amenities include a trail
extension at Black Hill; the opening of dog exercise areas at Olney Manor, Randolph Hills, and Cabin
John Regional Park; a new parking lot at the Green Farm Conservation Park; new trailhead parking at
Little Bennett Regional Park; a new basketball court at Ridge Road Recreational Park; the opening of
new facilities at Woodstock Equestrian Park; construction at Aurora Hills with ball fields, basketball

M-NCPPC Montgomery County

court, playground, tot lot, picnic shelters, pergolas, and parking lot; Clarksburg Greenway trail; the opening of Clarksburg Village Local Park; Dowden's Ordinary, a historical site; and the Indian Spring trail connector at Northwest Branch. Funding for these obligations includes \$267,600 in personnel services, \$115,500 in supplies and materials and \$100,000 in capital outlay.

MONTGOMERY COUNTY PLANNING BOARD

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

OFFICE OF THE CHAIRMAN

April 23, 2010

The Honorable Nancy Floreen President, Montgomery County Council Rockville, Maryland

Via email

President Floreen and Members of the County Council:

In his latest letter describing the county's fiscal situation, the County Executive recommended the elimination of the Montgomery County Division of the Park Police of the Maryland-National Capital Park & Planning Commission, suggesting that Park Police functions could and should be performed by the County's Police Department. This is proposed ostensibly to save \$2 million in FY 2011. I was asked to support this action.

I cannot in good conscience do so, and I urge that it be resisted. Since I shall soon leave the Commission, I have no personal stake in the outcome, but think it so contrary to the public interest that I cannot remain silent.

It is bad public policy and bad management.

It imperils the safety of park users, especially in down-county parks.

It will not save money. Rather, it will ultimately increase costs. This proposal is not about saving money. It is another attempt by the Executive to wrest power over the park system and park land. There has been no underlying analysis of the assumptions used to reach the purported savings nor any impact statement.

It cannot be achieved without change in state law. And even if it were desirable, it could not be accomplished in the next fiscal year, and therefore, it should not be relied on to reduce the 2011 proposed budget.

At a minimum, a policy with such far-reaching consequences should not be made on the basis of a bare assertion late in the budget cycle when there is no opportunity for full public discussion.

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The Honorable Nancy Floreen April 23, 2010 Page 2 of 4

If the Executive is genuinely interested in saving money and creating greater operational efficiencies for park and recreation facilities and programs, the Commission stands ready to provide even greater savings than claimed here by merging the Recreation Department into the Department of Parks, as was done almost 40 years ago in Prince George's County.

This proposal imperils the safety and convenience of the park system. The mission of the Park Police is to ensure that park users have a safe and enjoyable experience in over 400 active park sites and some 35,000 acres of parkland, including an extensive park trail system that requires bike and horseback patrols. Other jurisdictions that have merged park police into the regular police department have experienced a deterioration of park safety. This results from the absence of a police force specially trained and dedicated to working with park users, and whose officers regard their presence in the parks and responding to service calls concerning parks as their top priority. Regular police departments and their officers tend to place a lower priority on affirmative measures of park protection. Our Parks Department is the most highly honored in the nation by its peers, having won 5 gold medals of the National Recreation and Parks Association. A key to repeatedly winning this top honor is the existence and excellence of the Park Police are no luxury. They are integral to the quality of parks, which county citizens rank as their most used and highly regarded public service, according to the County's latest survey.

The Proposal will not save money. The Executive asserts the merger of Park Police into the County Police Department will save \$2 million in the next fiscal year. No evidence was produced to back up this assertion, other than to propose reducing the Park budget by that amount. That sort of reduction can be achieved without a transfer of personnel or functions, which, once studied will show that such a move will actually result in greater costs to the County. The County police pay scale for comparable positions is higher than the Commission's. An average Park Police work year costs about \$101,000, compared with an average county police work year of between \$117,000 and \$123,000, and this figure includes part-time crossing guards. Among other problems, the transfer of police retirement obligations to the County will cost it money. Given the County Executive's police funding history, along with these figures, it is hard to believe that this proposal is primarily aimed at saving money. We agree that some small savings can be achieved by consolidation of dispatch. We have already achieved savings through an existing MOU with County police, which deals with specialized services, such as homicide investigations. i signed this MOU shortly after I returned to the Commission in 2006. The more prudent approach would be to consider other services that could be added to the MOU.

The Honorable Nancy Floreen April 23, 2010 Page 3 of 4

Merger will require amendment of state law. The Park Police are authorized and provided for under Article 28 of the State Code. They are appointed by MNCPPC to protect the parks and carry out Commission regulations. State law expressly requires that the Park Police fall under the supervision of the Commission. Although County police have concurrent criminal jurisdiction in parks within the County, they are not charged with enforcing Commission regulations. Nor are they under Commission supervision to protect Commission assets, so they have no greater obligation to respond to Commission direction than to any other request for service. The proposed merger will require a change in state law, with substantial impact on Prince George's County as well as Montgomery. Even if this were a good idea which it is not—legislation allowing it cannot be adopted and signed before next year. There is no assurance that such a change in state law would occur, and it probably could not be implemented for at least another year. A transfer of Park Policing functions most likely cannot happen before FY2013. Therefore, it should not be relied on to reduce the 2011 proposed budget.

It is bad public policy. It is important to reflect on why there is a Park Police force. Both counties surely had able police departments when the Park Police were established in 1953. But they did not or could not provide the adequate and *active* uniform presence that is necessary for protection of the parks and park users. This was not because they were not good officers. It is because park policing is a specialized activity and it involves a lot of tasks that regular police do not like to, or are not trained to perform. Many Park Police tasks are less traditional than those of a more reactive law enforcement agency. They include patrolling remote areas of stream valleys and woodlands; boat, bicycle, ATV and horse patrols; being a presence at large social gatherings in parks; sorting out who actually has the right permit for the right time on an overused ball field; possessing intimate knowledge of the parks and its facilities to aid park users, interpreting park features for children and adults; combining a balanced mix of education and enforcement. These functions and priorities become even more important as the economic downturn drives more and more families to find no- and low-cost opportunities for healthy entertainment and recreation in the Park system.

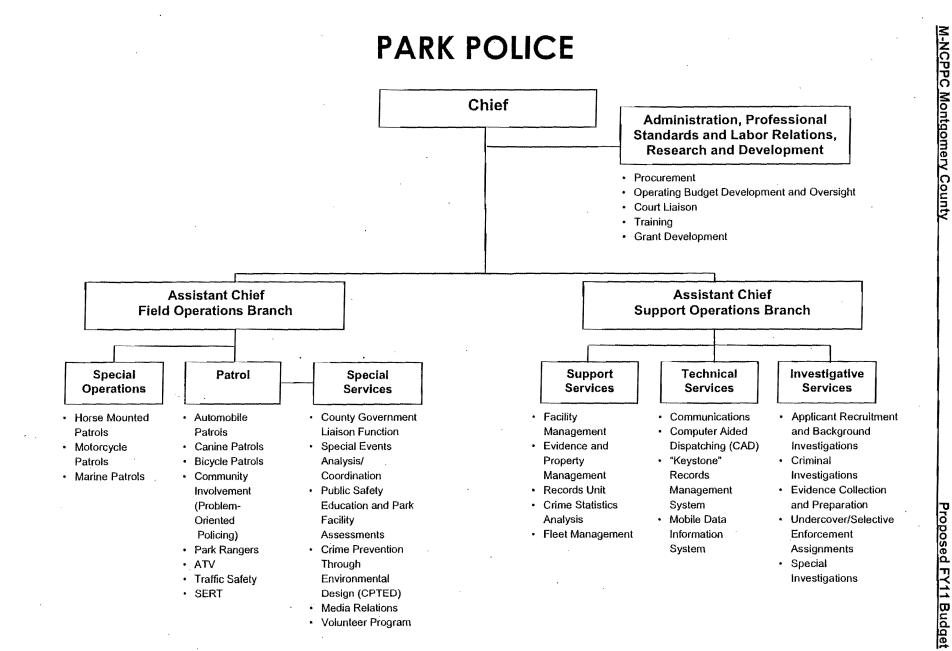
What is central to the effectiveness of the Park Police is that they are under the supervision of the Commission and the Director of Parks. They have a focused mission that has made our parks among the safest in the nation. They are a friendly face of the park system. They are one of our best investments. The Honorable Nancy Floreen April 23, 2010 Page 4 of 4

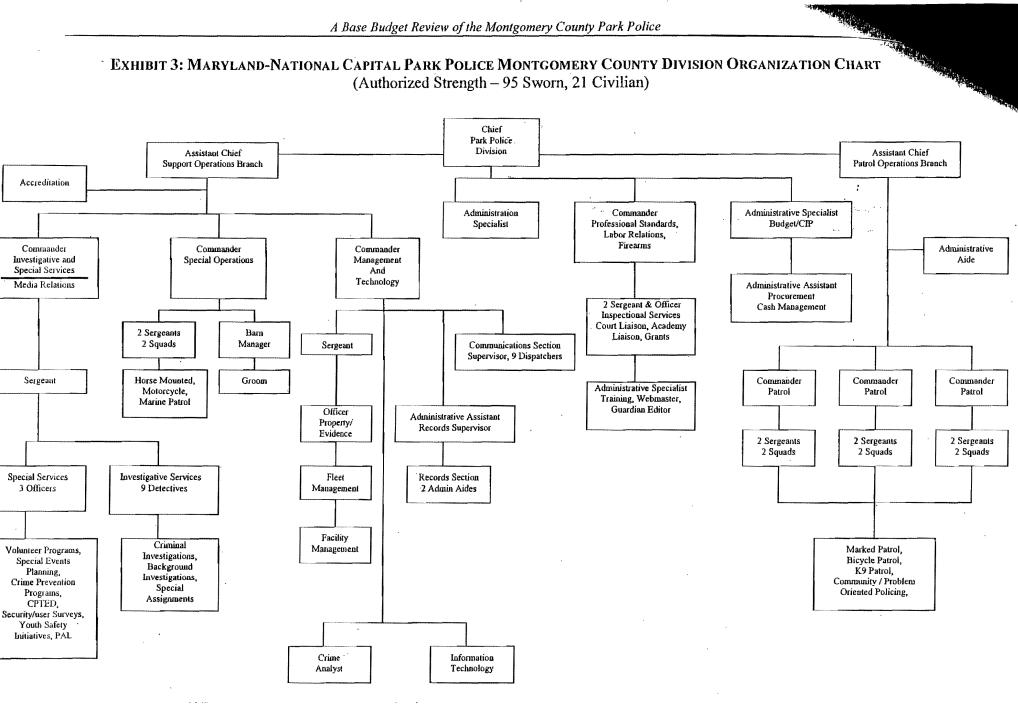
The proposal is the first step toward destruction of a great park system, and ultimately, the Commission. The Executive has made no secret of his interest in taking control of the parks. Even though it is clear that the only way money might be actually saved through a merger of Commission functions and County functions is through a merger of the Department of Recreation into the Department of Parks. Such a merger was accomplished 40 years ago in Prince George's County. The result is a far richer recreation program than we have in Montgomery County. By dismembering the Park Police the predictable result will be a decline in park safety, which will then be used as an excuse for transferring the entire department and its management of all of the County's parkland to the Executive. This will place 10% of the County's land area that has been acquired over the years and dedicated to active and passive parks, conservation areas, and environmentally protected areas under direct political control, rather than in the trust of the independent Park and Planning Commission. This is a result that I shall oppose with every bit of energy and resolve I can muster.

As always, I am confident that my commissioner colleagues and the staff of MNCPPC are ready and willing to shoulder our fair share of the budgetary pain that must occur. I fervently hope that decisions will be made that avoid unfortunate unintended long-term consequences for a great park system.

Sincerely,







April 18, 2006

MARYLAND-NATIONAL CAPITAL PARK POLICE MONTGOMERY COUNTY DIVISION 2006-2009 ANNUAL CRIME STATISTICS

PART I OFFENSES						Self
CRIME	2006	2007	2008	2009	Giange	Indexe
MURDER	1	6	1	0	-1	0
RAPE	2	0	2	1	-1	0
ROBBERY	8	8	13	16	3	0
1ST DEGREE ASSAULTS	13	5	6	4	-2	3
Gun	10188784		4 (4 (4)	ĵ.	Æ	
Knife	43	3.346 12	ĵ.	Q	(₁ -	
Other	6	C C C C C C C C C C	· · · 2	a s		
BURGLARY	13	13	15	24	9	4
Force	288 A 102	9	14	1.8	4	
No Force		100	Q	4	4	
Attempts	10		ر ب ب	2	<u>ب</u>	
THEFTS	173	183	208	179	-29	11
AUTO THEFTS	2	8	8	3	-5	2
PARTITOTALS	212	223	253	227	-26	· 20

PART II OFFENSES						5212
OFEENSE A REAL AND A REAL	4 52006	12007	美2008 年	2009	Change?	Initiated
DESTRUCTION	337	·290	239	227	-12	113
Vandalism	》第二75	47	61	<u> 6</u> 2	<u> </u>	
Hate/Violence	8	12	4	6	1000002	
Graffiti	.254	231	1 74	159	<u> </u>	
SEX OFFENSES	11	20	19	7	-12	1
NARCOTIC DRUG LAWS	163	104	209	245	36	212
LITTERING/DUMPING	31	39	42	64	22	30
2ND DEGREE ASSAULTS	43	25	62	48	-14	8
OTHER PART II	249	139	265	274	9	227
WARRANTS SERVED	-	63	41	97	56	97
PART II TOTAL	834	680	877	962	85	688
TOTAL OFFENSES	1046	903	1130	1189	59	708

* "Change" is difference between 2008 and 2009 figures only

ARRESTS	2006	2007	2008	2009	CHANGE
Adult Physical Arrests	181	141	244	262	18
Juvenile Physical Arrests	58	46	76	94	18
Adult Criminal Citations	220	144	275	358	83
Juvenile Criminal Citations	244	163	270	284	14
Outstanding Warrant Arrests	106	148	176	198	22
TOTAL ARRESTS	809	642	1041	1196	155

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2006-2009 ANNUAL CRIME STATISTICS CONTINUED

CITATIONS	2006	22007	22008	2009	CHANGE
Civil	1050	899	1051	948	-103
Parking	1166	949	1550	1218	-332
State	3535	3153	5469	6682	1,213
DNR	48	49	46	7	-39
Warnings	2558	2639	4198	3477	-721
SERO	339	280	542	507	-35
TOTAL CITATIONS	8,696	7,969	12,856	12,839	-17

ACCIDENTS	2006	2007	2008	2009	CHANGE
Fatal	0	0	0	0	0
 Injury	28	8	30	18	-12
Property Damage	46	58	72	67	-5
Hit and Run	6 ·	6	6	3	-3
TOTAL ACCIDENTS	80	72	108	88	-20

POLICE ACTIVITIES	2006	122007	2008	2009	CHANGE
Self Initiated Calls	79,655	66,926	80,890	87,705	6,815
Total Calls for Service	85,100	72,502	86,416	93,244	6,828
REPORTS WRITTEN	1875	1619	2072	2238	166

* "Change" is difference between 2008 and 2009 figures only



MONTGOMERY COUNTY DEPARTMENT OF PARKS

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

August 18, 2009

MEMORANDUM

TO: Phil Andrews, Chair, Public Safety Committee, Montgomery Councy Council Mike Knapp, Chair, Planning, Housing, and Economic Development Committee, Montgomery County Council

FROM: Mary Bradford, Director, M-NCPPC Montgomery Parks

SUBJECT: Deer Control in Montgomery County Parks

The following information is provided in response to your memo on Deer Control in Montgomery County Parks dated July 20, 2009 (Attached) in which you requested the following:

- Information on the five areas that Park's has assessed as being the next highest priorities for deer management
- The criteria used in setting priorities
- The method of deer management proposed for use managed hunt with firearms or bow, or sharpshooters
- Estimated costs for implementing deer management in each of these locations
- Where the section of Rock Creek Park that is near the Winkler property falls in these priorities.

Below, in table 1, you will find the next highest priorities for deer management as assessed by Montgomery Parks and the Montgomery County Deer Management Work Group. I have chosen to include the top six parks because the park specifically mentioned in your request, Rock Creek Stream Valley Unit 2, ranked just outside of the top five. The parks are identified through community complaint of deer impacts, and have been ranked, using a process developed by the Montgomery County Deer Management Work Group, through a matrix (tables 2&3) consisting of indices pertaining to public safety i.e. Deer-vehicle Collisions, agricultural damage, natural resources impacts, and private landscape damage. When necessary and available, information pertaining to known deer densities is included in this evaluation as well.

Please note that while the costs associated with these new locations are not insurmountable, these efforts are logistically complex and require a broad spectrum of staff and resources across four park Divisions, i.e. Park Planning and Stewardship, Park Police, Northern and Southern Regions, and others, which are not readily available at this time.

Cost projections assigned for each park and method used, and the minimal initial harvest recommended have been derived from an analysis of current program costs and associated data sets.

Table 1. Prioritized parkland, for future deer management, as assessed by Montgomery Parks and the Montgomery County Deer Management Work Group.

Rank	Park	Methodology	Initial Harvest*	Estimated Cost
1	North Branch Stream Valley Park, Unit 4 Olney	Sharpshooting	75	\$33,229.20
2	Paint Branch Stream Valley Park, Unit 5&6 White Oak/Colesville	Sharpshooting	50	\$22,154.20
3	Serpentine Barrens Conservation Park Travillah	Sharpshooting	50	\$22,154.20
4	Muddy Branch Stream Valley Park, Unit 1 Darnestown	Archery Hunting	50	\$14,304.00
5	Sligo Creek Stream Valley Park, Units 3, 4 &5 Silver Spring	Sharpshooting	80	\$35,504.20
6	Rock Creek Stream Valley Unit 2 Chevy Chase	Sharpshooting	50	\$22,154.20

*Based on estimated deer population on parkland only. Annual, and likely ongoing, treatments will be necessary to maintain densities that may exhibit an increase from both population growth and immigration. This initial harvest will allow for staff to learn more about population dynamics, landscape use, and true population density.

Table 2. Criteria for Setting Deer Management Priorities

Hotspot	Deer Vehicle Collision's (weight x2)	Agriculture Damage (weight x 2)	Browse	Significant Habitat (weight x2)	Landscape Damage	Weighted totals
North Branch SVP4	4	6	N/A*	4	3	17
Paint Branch SVP	6	2	N/A*	6	2	16
Serpentine Barrens CP	2	2	N/A*	8	1	13
Muddy Branch SVP1	2	2	N/A*	6	3	13
Sligo Creek SVP's 4&5	4	2	N/A*	4	2	12
Rock Creek SVP 2	4	2	N/A*	4	2	12

*Work program allocations do not allow for browse data to be collected any longer. This practice was abandoned in Fiscal Year 2005 due to budget constraints.

Table 3. Numeric Values Assigned to Deer Management Criteria.

Impacts Index Value	Deer Vehicle Collisions w/in one- half mile of area	Deer Population Density (#/sq.mi)	Agricultural Damage in area	Natural Vegetation Impacts; Browse	Significance of Natural Community	Landscape Damage
1	0-14	<61	No Agriculture in area	No Natural Areas	Low Quality; No significant concerns	No complaint calls or reports
2	15-29	61-95	Light damage 10-20%losses	Browse 1-9%	Good Quality; No rare or uncommon plant species	Few complaint calls; minimum local measures taken
3	30-44	96-130	Medium damage 21- 33% losses	Browse 10-49%	Moderate to High Quality w/ rare or uncommon species	Moderate # of complaint calls and moderate local measures taken
4	>44	>130	Heavy Damage >33% losses	Browse >49%	Very High Quality; of significant countywide significance	High number of calls and measures taken

The Department of Park's deer management program has expanded significantly over the past 14 years with only two incremental increases in budget for professional services and supplies and equipment. More importantly, there have been no increases in staffing during these 14 years. What started out as a minor effort managing deer in two parks has grown to a major program managing deer in twenty-seven parks covering approximately fifteen thousand acres- 44% of total park acreage. Staff now utilizes four separate methods of deer management – each with its own set of program requirements. Four methods include Lottery Based Managed Shotgun Hunting, Park Police-based Sharpshooting, Cooperative Deer Hunting, and Lease Tenant Deer Hunting.

Additionally, the county's economic difficulties have resulted in a struggle to maintain such services. As you are aware, the county's approved budget for Montgomery Parks does not maintain the same services as Fiscal Year 2009. Approximately \$121,000.00 was available for deer management in Fiscal Year 2009, whereas approximately \$91,000.00 is available in Fiscal Year 2010.

The cost of further expansion to address the six sites listed in Table 1 is estimated at \$149,500.00 in FY10.

Budget Category	FY10	FY11	FY12						
Personnel	\$93,500.00 (1.48WY's)	\$100,000.00 (1.48WY's)	\$107,000.00 (1.48WY's)						
ISF	\$27,500.00	N/A	N/A						
Professional	\$25,500.00	\$26,100.00	\$26,700.00						
Services									
Supplies & Materials	\$3,000,00	\$3,100.00	\$4,200.00						
Total Allocation:	\$149,500.00	\$129,200.00	\$137,900.00						
Annual increase based on 7% compensation adjustment and animalization for personnel and 2.5% CPI for									
Professional Services and Supplies and Materials. It is anticipated that a continuous need for deer									
management will be required at each site beyond FY12.									

cc. Royce Hanson, Planning Board Chair, M-NCPPC Montgomery County Mike Riley, Deputy Director- Administration, M-NCPPC Montgomery Parks John Hench, Chief, Park Planning and Stewardship Division, M-NCPPC Montgomery Parks Rob Gibbs, Natural Resources Manager, M-NCPPC Montgomery Parks Bill Hamilton, Principal Natural Resources Specialist, M-NCPPC Montgomery Parks

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MONTGOMERY COUNTY COUNCIL ROCKVILLE, MARYLAND

MEMORANDUM.

July 20, 2009

TO: Mary Bradford, Director, M-NCPPC Parks Department

FROM: Phil Andrews, Chair, Public Safety Committee King (Committee With Mike Knapp, Chair, Planning, Housing, and Economic Development Committee With

SUBJECT: Deer Control in Montgomery County Parks

In February, the Public Safety Committee held its annual session on the findings and recommendations of the Deer Management Work Group. Mr. Fred Winkler of Susanna Lane in Chevy Chase, who is a long-time county resident, shared his concern about the over-population of deer in Rock Creek Park and the damage they are doing to vegetation in the area. Mr. Winkler believes that sharp-shooting would be appropriate for the area. We understand that Mr. Hamilton and Mr. Gibbs have discussed this issue with Mr. Winkler in the past. Based on the information Mr. Winkler forwarded after the February meeting and his description of the situation, Linda McMillan of Council staff asked Mr. Hamilton and Mr. Gibbs to walk the area with Mr. Winkler and his son, which they did on the evening of June 15th. We understand that deer were out that evening and that Mr. Hamilton and Mr. Gibbs discussed with the Winklers the precautions that would have to be taken if sharp shooting was used to reduce the number of deer. They also explained that no additional funding has been provided to allow Parks to expand their efforts beyond the parks included in the 2008-09 hunting season.

At the February Public Safety Committee meeting Park and Planning said that they have identified other areas where deer management efforts should be implemented given the over population of deer.

We are requesting information from Park and Planning on the five areas Parks has assessed as being the next highest priority for deer management. As a part of this request, we would like to understand the criteria used in setting priorities, whether Parks could use a managed hunt (bow or firearms) or would need to use sharpshooters, and what the estimated cost for each of the five areas would be. We would also like to understand where the section of Rock Creek that is near the Winkler property would fall in terms of priority for deer reduction.

STELLA B. WERNER COUNCIL OFFICE BUILDING • 100 MARYLAND AVENUE • ROCKVILLE, MARYLAND 20850 240/777-7900 • TTY 240/777-7914 • FAX 240/777-7989 WWW MONTGOMERYCOUNTYMD.GOV

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We recognize that the Council did not specifically add new resources for deer management in the FY10 budget and do not know, given ongoing budget constraints, whether any additional money can be found. However, we continue to hear more and more from residents whose property is damaged and who have evidence of Lyme Disease in their neighborhoods that more deer control efforts are needed. We would like to understand the incremental cost of trying to expand this program and see whether anything can be done in time for the 2009-2010 hunting season.

We would appreciate having a response by August 26 so that we can determine if a worksession should be scheduled in September.

We would also like to thank Mr. Hamilton and Mr. Gibbs for taking the time to tour the Rock Creek area with the Winklers and Ms. McMillan and for engaging in what we understand was a very frank, thoughtful, and thorough discussion.

C: Councilmembers Royce Hanson, Planning Board Chair Bill Hamilton, Parks Department Rob Gibbs, Parks Department

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The FRATERNAL ORDER OF POLICE Maryland-National Capital Park Police Lodge 30, Inc. 2905-A Old Largo Rd, PO Box 1325, Upper Marlboro, Maryland 20773 *Office* (301) 780-3500 *Fax* (301) 780-3100

"Serving Montgomery and Prince George's Counties Since 1973"

Bi-County Park Police Merger Proposal

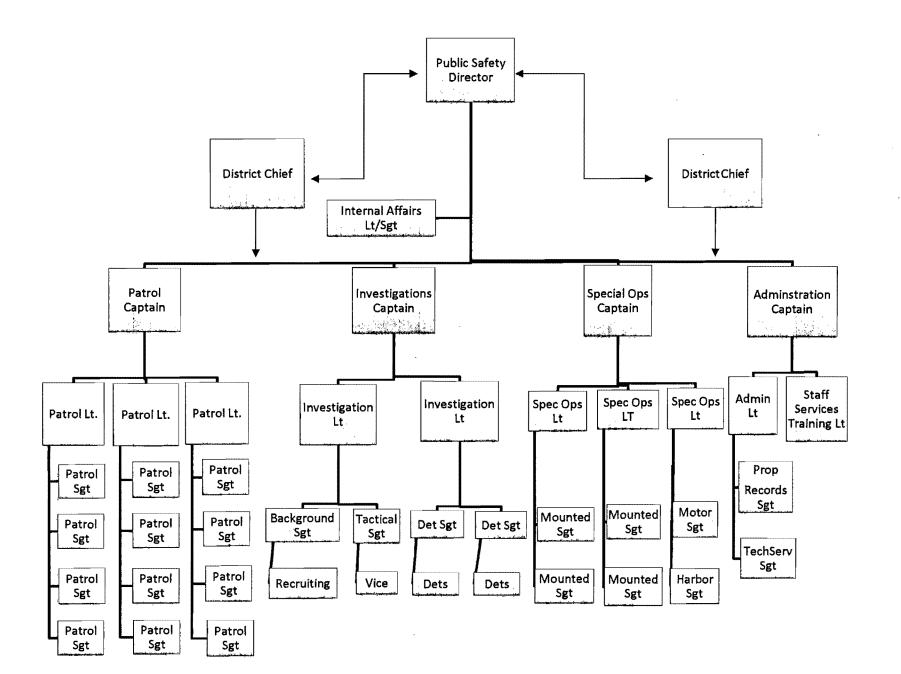
As an organization that represents over 300 plus members of the Maryland National Capital Park Police, active and retired, FOP Lodge #30 believes a merger between the Montgomery and Prince George's Divisions would provide a reduction in cost and eliminate a duplication of services.

Proposed Changes:

- Creation of Public Safety Director
- Elimination of One (1) Captain's Position
- Elimination of Six (6) Lieutenant's Positions
- Reduction of Overtime Costs by better distribution of staffing levels and requirements
- Reduced Cost Through Combination of Sections
 - o Mounted Unit
 - Tactical Services
 - o Motor Services
 - o Investigations/Backgrounds
 - o Internal Affairs
 - Research and Development
 - Records/Property/Evidence

This merger would accomplish significant cost savings, greater efficiency, and would maintain the high standards and services provided by the Park Police.

Please see the attached organizational chart.



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OFFICE OF MANAGEMENT AND BUDGET

Isiah Leggett County Executive Joseph F. Beach Director

MEMORANDUM

May 3, 2010

TO:	Nancy Floreen, President, County Council
FROM:	Joseph F. Beach, Director
SUBJECT:	Integration of Park Police with County Police

I want to take this opportunity to clarify the basis for the County Executive's recommendation that we begin the process for integrating the Park Police into the County Police force and to respond to some of the statements made by the Planning Board Chair on this subject.

Purpose

Integrating the operations of the Montgomery County Police Department (MCPD) and the Maryland-National Capital Park and Planning Commission (M-NCPPC) Park Police meets the County's need to:

- Optimize government operations in order to improve delivery of key public safety services to County residents.
- Deploy County resources in the most efficient and cost effective manner possible by identifying redundancies and challenging old ways of doing business.

This step demonstrates the commitment of County government to continual improvement of operations in the most cost effective way.

Operations and Service Delivery

The merger of Park Police and County Police will lead to improvements in the following areas:

Interoperability: The use of a single dispatch CAD system will reduce existing communication redundancies and ensure that all public safety officers have access to a unified system. This will allow police forces to better communicate in the event of an emergency that spans both parks and county jurisdictions. Furthermore, improving interoperability will improve officer safety by ensuring that all officers are able to maintain situational awareness during emergency and non-emergency responses.

Response Time: Creation of a combined police force will allow for quicker response times as jurisdictional responsibility will no longer be a factor when fielding service calls. Over 300 parks will

Office of the Director

Nancy Floreen, Council President May 3, 2010 Page 2

become a part of the patrol beat surrounding the park. As such, the regular beat officer will cover patrol responsibilities for that park.

Internal Capacity Building: Both Parks and County police have particular expertise specific to their fields of operation. A joint police structure within the county would allow for opportunities for cross-training in police operations resulting in a better trained and equipped police force.

Cost Savings

Integrating the Park Police into the County Police Department will achieve target savings through a variety of measures, including but not limited to:

- combining duplicative functions, including dispatch and call center functions;
- reducing overhead, including administration, fleet, purchasing, and records management;
- eliminating duplication in command and other services, including costs related to staff vehicles, equipment, and supplies;
 - reduce Park Police overtime costs due to meeting minimum staffing levels.

These are real, continuing savings. While the Executive's \$2 million goal is aggressive, fiscal circumstances deem it necessary to consider and implement cross-agency solutions. It is a goal that requires collaboration between M-NCPPC and the County Government. The Chart below summarizes the anticipated FY11 savings from the recommended consolidation:

Summary of Proposed Consolidation Sav	ings		
Cancel MCPD January Recruit Class	\$	1,390,500	
Transfer 9 of 11 MNCPPC Communication Positions	\$	511,941	Effective 9/1/10; Retains 2 positions in MNCPPC for other duties: - front desk, etc.
Eliminate duplicative efforts	\$	98,000	Background Investigations; Crime Analysis; County Gov't. Liaison; Records; Fleet Management
Total Savings	\$	2,000,441	

Personnel Savings

Personnel savings can be achieved chiefly through the redeployment of Park Communications Technicians to the County E911 Center, as there are currently 11 vacancies in the County's Public Safety Communication Center (PSCC) and through redeployment of officers from Parks to a combination of MCPD and Park responsibilities which would enable the MCPD to cancel the planned January 2011 recruit class. We anticipate that some transition of patrol officers and patrol responsibilities can occur by the later part of FY11. We envision this would be accomplished through a combination of contracting with M-NCPPC and some lateral transfers of Officers.

The estimated savings do not assume any layoffs of existing Park Police staff. In fact, the County will not demote or reduce the pay of any Park Police Officers. Additionally, we will accept all Park Police Officers even though, in some cases, they may not have met the County's education requirements. We

Nancy Floreen, Council President May 3, 2010 Page 3

will work with M-NCPPC to ensure that existing benefit plans are maintained for existing officers. Over time, new officers will become part of the County's health and retirement plans.

Our goal is achieve savings through abolishing vacant, funded positions. As noted above, the FY11 savings do not have to come exclusively from M-NCPPC Parks Department. The majority of the \$2 million in savings will come from the elimination of the County's January 2011 recruit class. We anticipate the consolidation of experienced certified park officers by the end of FY11.

A comparison of the average cost of police officers from each agency should not serve as the basis for determining whether the merger will be cost effective. Rather the focus should be on the savings to be achieved through consolidating and streamlining staffing levels, and relative pay and benefit costs. Wages are comparable for both agencies with County Police officers currently earning slightly more than their counterparts at M-NCPPC. Examination of health insurance and pension costs, important components of personnel costs, reveal more favorable and cost-effective arrangements for the County, particularly for civilian employees.

Non-Personnel Savings

The creation of a consolidated Police force will eliminate the need for many of the administrative functions that are duplicative to each force. Information technology support, crime analysis, human resources, and training are just a few of the instances in which the creation of a joint police force will lead to the elimination of operational redundancies and generate cost savings.

Public Safety and Service Levels

We agree with the Planning Board Chair's assertion that the consolidation will affect some service levels, but we strongly dispute the assertion that this merger will endanger the public. In fact, as we've identified, there is an opportunity to reduce response times through streamlining jurisdictional control. The Parks will continue to be safe.

Park Police currently respond to service calls and deliver excellent customer service. Some of these calls are not directly related to public safety, therefore the MCPD would not respond to these calls. We acknowledge the current M-NCPPC level of service is higher that we would provide, but the fact is we can not afford this level of service any further. Given the current fiscal situation, combining Police forces provides the best opportunity to minimize service reductions in public safety.

Legal Impediments

Mr. Hanson is correct that ultimately Article 28 of the State Code will need to be amended to finalize this consolidation; however, that is not necessary to begin this process in FY11. Provided that M-NCPPC will work cooperatively and collaboratively with the County Government, an MOU between the agencies which define service and staffing levels, command responsibilities, budgets, labor, and other issues would be sufficient to begin the transition.

In addition, the County Council, in appropriating the FY11 County Government budget and FY11 Parks Department Budget and establishing the Metropolitan District tax rates should provide the necessary conditions that require M-NCPPC and County Government cooperation in implementing the integration of the two agencies.

Nancy Floreen, Council President May 3, 2010 Page 4

While deployment logistics and ECC training will need to be addressed, we believe that the transition can begin in FY11, resulting in achievable savings in FY11.

Public Policy

What was a good idea in 1953 is not necessarily a compelling basis for public policy in Montgomery County in 2010. The County has changed dramatically over the past 57 years and we should not stop searching for more cost effective ways to provide services to the public.

Police Department consolidations have been implemented in several other jurisdictions in the past including the cities of Las Vegas, Los Angeles, Fairfax County, and Austin. Morris County, NJ, a peer county identified through the County Indicator Project, is in the process of working through evaluating a merger proposal with similar challenges. These consolidations are complex undertakings and require significant agency collaboration, but they are feasible and these jurisdictions determined that this is a necessary step to efficient and effective service delivery in their communities.

While the assertion is made that these consolidations in other jurisdictions have resulted in a deterioration in park safety, no evidence has been produced to substantiate this claim or to show factually why this would be the case in Montgomery County.

Conclusion

We fully acknowledge that the merger will be difficult and complex and will involve a multitude of issues including human resources, institutional culture, fiscal, facilities, information technology, and other issues.

However, because it is complex does not mean it should not be done. There are always reason why the status quo should not be challenged or changed. However, if we are not willing to engage in this type of change management and restructuring, we will not be able to reduce the cost of our local government, ease the tax burden on our residents and businesses, or produce a fiscally sustainable County Government.

JFB:dt

Attachment

c: Isiah Leggett, County Executive

Timothy L. Firestine, Chief Administrative Officer J. Thomas Manger, Chief, Montgomery County Police Department Royce Hanson, Chair, Montgomery County Planning Board Mary Bradford, Director, M-NCPPC Parks Department Chief Darien Manley, M-NCPPC Police

Park PD Consolidation with MCPD ECC Implementation

PHASE 1

Transferring call taker and dispatch to the Montgomery County Emergency Communications Center can take place within 90 days after an MOU is reached. During the 90 days the below training, familiarization and technical coordination will be completed.

Presently Rockville City PD, Gaithersburg City PD, Chevy Chase PD, Montgomery County Sheriff's Dept and the MCFRS are dispatched at the ECC and are on one CAD which includes Takoma Park PD, which now utilizes this function.

Park Police have our radio channels programmed in their radios and they would be set as their primary channel where all officers in that area would now be on the same primary channel. All 911 emergency calls and 301-279-8000 non-emergency calls are received by ECC personnel and will be dispatched with no delays which now result from transferring calls to park dispatch. Presently if the call is on park property we transfer the call and the caller receives a delay and must repeat their information.

- Park PD dispatch and CAD operations to be consolidated into the County Police Department via MOU.
- Training will be in a one 10hr day block for MNCPP personnel
 - Park Division officers will be trained in the use of the CAD function on the MDC
 - Training on 911 dispatch protocols
 - A review of the six county police districts and beat structures, our call sign designators
 - Re-training on radio operations as well as plain English protocol
 - o Packet Cluster Refresher
 - Packetwriter and Ejustice familiarization (additional training if adopted)
 - MCPD officers will receive a self-tutorial training venue on Park Police operations as well as an overview of the Parks and a list of their assets and abilities.
- Park PD emergency and non-emergency call taking and dispatching will be moved to the PSCC (This does not include calls for Parks 'Department' or Park Maintenance)
- Park PD emergency and non-emergency police phone numbers will have a recording to redirect callers to:
 - o 9-1-1
 - County Police Non-emergency number
 - o County 3-1-1
 - o Parks 'Department'
- Park Division Officers will operate from the County's Primary 6 dispatch talk Groups – talk group assignment will be based on main entrance to the park.

- A portion of Park PD dispatchers will be absorbed into MCPD ECC operations either as Communications Specialists (Call Takers and Dispatchers) or as Call Takers.
 - If current park alarm/video monitoring is done by Park PD Dispatch, function will stay with front desk or move to MCPD Security Division
- Other current Park PD Dispatcher functions will be absorbed into corresponding MCPD Units:
 - o Warrant Control

Updates to Existing CAD Configuration

- Unit designators Updated car numbers
- Personnel ID's Update to make sure we have them all.
- o Refresh of "PP" locations including Common Place Name's.
- Utilize the CAD-from Saddlebrook for internal assignments
- o Re-configure Park Police Panasonic Toughbooks to include our CAD

Additions for CAD Configuration

- Creation of Special Response Plans for Major Parks so Parks Division are recommended units for dispatch.
- Add Park PD data to Asset (AST) file: radios, vehicles
- o Possibly add de-centralized personnel as Alias Units for ERT callouts
- Add personnel capabilities and assets to the PER file
- o Add Location's of Interest (CAD Hazards) (LOI's) specific to Park PD

9-1-1 Phone System

• Creation of Park PD Dispatchers user IDs in 9-1-1 System

<u>Hardware</u>

- o Addition of 1 Call taking Workstation (Furniture, VESTA, CAD, MAP) at PSCC
- Addition of 1 Call taking Workstation (VESTA, CAD, MAP) at AECC
- Addition of 1 CAD remote workstation per Park PD 'facility'.
 - o Currently Park has 1 CAD at Saddlebrook

Mobile Data / Radio

o Park PD has a full radio console at their facility. Relocate to PSCC for Sit Room.

Personnel

• Increase MCPD ECC Complement by:

o 9 PSCSs or PSECs

- Transition Plan for Park PD Dispatchers as well as park familiarization training to our current communication specialists at our ECC to include regulations as well as geographic knowledge of the park system
 - Bring over as either PSCSs or PSECs
 - Grandfathering of minimal requirements/testing would need to be determined.
 - Provide training to Park PD Dispatchers:
 - VESTA
 - CAD/Map
 - E*justice

• CAD related training for Park PD Officers/other Civilians

- o Remote CAD
- Packet Cluster Refresher

MEMORANDUM

May 6, 2010

TO:	County Council
	Marlene Michaelson, Senior Legislative Analyst
FROM:	Marlene Michaelson, Senior Legislative Analyst
	Jean Arthur, Legislative Analyst

SUBJECT: Maryland-National Capital Park and Planning Commission FY11 Operating Budget and Workprogram

There are a few corrections/additions to the Staff packet for the Maryland-National Capital Park and Planning Commission (M-NCPPC) FY11 budget.

CIP Amendments

Committee Recommendation: The Committee supports the alternative reductions to the Capital Improvements Program (CIP) proposed by the Department of Parks instead of those recommended by the Executive in his April transmittal.

The PHED Committee considered the Executive-recommended changes to the CIP that were submitted in April. The Executive recommended changes to 3 project description forms (PDFs):

- The PLAR: Non-local parks is changed in the FY11-16 CIP to reduce the current revenue by \$250,000 from \$1,380,000 to \$1,130,000 in FY11 (see revised PDF on © 1 to 2).
- The Facility Planning: Local Parks PDF is amended in the **FY09-14 CIP** to reduce funding in FY10 by \$100,000 (to \$170,000 see revised PDF on © 3).
- The new PDF for the Facility Planning: Local Parks revises the estimate for FY10 in the FY11-16 CIP to reflect the change in the FY09-14 CIP (see © 4).

Attached on © 5 to 6 is the Department of Parks' response to the Executive recommendation. They reluctantly accept the \$100,000 reduction to the Facility Planning: Local Parks PDF, but did not support the \$250,000 reduction in the PLAR: Non-Local Parks PDF and instead suggest that a portion of these reductions come from other projects to lessen the impact on PLAR. This projects funds

renovations or replacement of aging, unsafe and obsolete equipment in non-local parks. They believe that a \$250,000 cut added to other reductions already made to this project will result in a huge increase in the program's backlog. They have instead recommended reducing the PLAR project by \$100,000 and identified alternative reductions totaling the remaining \$150,000:

- \$100,000 reduction to the Legacy Open Space PDF
- \$50,000 reduction to the Small Grant/Donor-Assisted Capital Improvements PDF.

The Committee recommends these alternative CIP reductions proposed by the Department of Parks.

Consulting Resources for Route 29 Master Plan

Attached on © 7 is a memorandum from the Planning Department requesting consulting resources to complete the Route 29 Corridor Master Plan. Although the need for these resources was identified in the Semi-Annual Report, the Department forgot to raise this issue again when the PHED Committee discussed accelerating this Plan to begin in FY11. The Council may want to discuss this issue with the Planning Department to determine whether the Master Plan can be completed without this assistance. The Council's options are as follows:

- Ask that the Plan be completed without consultant assistance if the Council believes that it is possible based on the Planning Department's comments, or
- Add funding for this effort to the reconciliation list (recognizing that it may not be funded), or
- Ask the Planning Department to identify an alternative reduction to offset this addition.

Correction to Table

Page 10 of the Staff memorandum includes a chart that incorrectly lists 5.35 workyears devoted to the Washington Adventist Hospital/Columbia Union College Plan in FY11. Based on discussions with the Planning, Housing, and Economic Development (PHED) Committee and Council, the Planning Department now recommends deferring the start date of this plan and eliminating all 2011 resources associate with this project.

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Planned Lifecycle Asset Replacement: NL Parks -- No. 968755

Category SubCategory Administering Agency Planning Area					Requir	ation Impac	ite Public F	acility	April 22, 2 No None. On-going	010		
			EXP	ENDITU	RE SCHE	DULE (\$	000)			•		
Cost Element		Total	Thru FY09	Est. FY10	Total 6 Years	FY11	FY12	FY13	FY14	FY15	FY16	Beyond 6 Years
Planning, Design, and Supervision		1,457	0	347	1,110	185	185	185	185	185	185	0
Land		0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities		11,785	0	4,265	7,520	945	1,315	1,315	1,315	1,315	1,315	0
Construction		0	0	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0	0
Total	Total		0	4,612	8,630	1,130	1,500	1,500	1,500	1,500	1,500	*
			F	UNDING	SCHEDU	JLE (\$000	0)					
Current Revenue: Gene	eral	10,095	0	3,265	6,830	830	1,200	1,200	1,200	1,200	1,200	0
Federal Aid		Ō	0	0	0	0	0	0	0	0	0	0
G.O. Bonds		2,667	0	867	1,800	300	300	300	300	300	300	0
Park and Planning Bonds		0	0	0	0	0	0	0	0	0	0	0
Program Open Space		375	0	375	. 0	0	0	0	0	Ö	0	0
State Aid		105	0	105	0	0	0	0	0	0	0	0
Total		13,242	0	4,612	8,630	1,130	1.500	1.500	1,500	1,500	1,500	0

DESCRIPTION

This project schedules renovation or replacement of aging, unsafe, or obsolete park facilities or components of park facilities in non-local parks. These parks include regional, recreational, stream valley, conservation and special parks. Most of these parks are over 30 years old. Failure to renovate or replace aging park facilities or components on a scheduled basis before the end of their useful life results in decreased levels of service to park users and an overall increase in capital costs as repairs become "emergencies."

There are four sub-categories of work funded by this project. Each category has a prioritized list of candidate projects, but schedules may change as needs arise.

1. Boundary Markings: Establishes and marks park boundaries.

2. Minor Renovations: A variety of renovations at non-local parks.

3. Play Equipment: The life span of most play equipment is 20 years. Changes in safety standards sometimes require replacement at earlier intervals. Amenities included in this project are the play area border and protective surfacing under equipment, as well as benches and trees to shade the play equipment, if needed.

4. Tennis & Multi-Use Court Renovation: The asphalt base and fences generally last 20 years. Work includes fence repairs or replacement, new asphalt base, color-coating of courts, installation of new nets and standards, and lights as needed.

COST CHANGE

Increase due to the addition of FY15 and FY16 to this ongoing project; increase to accommodate more capital projects associated with aging non-local park facilities.

JUSTIFICATION

Over 100 non-local parks and facilities require scheduled renovation in order to maintain a reasonable level of service for park users and avoid costly emergency repairs.

OTHER

The following repairs are funded through other PDFs: repairs to parking lots, entrance roads that are not park roads, and any type of walkway or trail which is not part of the hiker-biker system; repairs to hiker-biker and natural surface trails; and roof replacements.

FISCAL NOTE

In FY10, \$375,000 (general obligation bonds) was transferred in from Lake Needwood Dam Remediation, PDF #078710 (\$373,000) and Rickman Horse Farm Park, Pdf #008722 (\$2,000).

In FY09, \$141,000 in current revenue was transferred out to Wheaton Tennis Bubble Renovation, PDF# 078708.

APPROPRIATION AND EXPENDITURE DATA			COORDINATION Montgomery County Department of	MAP
Date First Appropriation	FY99	(\$000)	Recreation Resurfacing Parking Lots and Paths, PDF	
First Cost Estimate Current Scope	FY99	2,823	998740 Resurfacing Park Roads and Bridge	ACTU
Last FY's Cost Estimate		12,150	Improvements, PDF 868700	
Appropriation Request	FY11	1,130	Trails: Hard Surface Renovation, PDF	
Appropriation Request Est.	FY12	1,500	888754 Trails: Natural Surface Trails, PDF 858710	V XXX AZ VE
Supplemental Appropriation Rec	uest	0	Trais. Natural Sulface Trais, PDP 030710	En ser all and a ser
Transfer		375		The state and the
Cumulative Appropriation		4,237		
Expenditures / Encumbrances		466		
Unencumbered Balance		3,771	·	
Partial Closeout Thru	FY08	9,123		
New Partial Closeout	FY09	1,813		
Total Partial Closeout		10 ,9 36	SZ SZ	

OTHER DISCLOSURES

- M-NCPPC asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

- * Expenditures will continue indefinitely.

Facility Planning: Local Parks -- No. 957775

Category Subcategory Administering Agency Planning Area M-NCPPC Development M-NCPPC Countywide Date Last Modified Required Adequate Public Facility Relocation Impact Status April 22, 2010 No None. On-going

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	2,087	0	417	1,670	300	170	300	300	300	300	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	٥	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	Û	0	0
Other	0	Ó	0	0	0	0	0	0	0	0	0
Total	2,087	0	417	1,670	300	170	300	. 300	300	300	*
		4	UNDING	SCHED	ULE (\$00	0)					
Current Revenue: Park and Planning	2,087	0	417	1,670	300	170	300	300	300	300	0
Total	2,087	0	417	1,670	300	170	300	300	300	300	0

DESCRIPTION

This project funds preparation of local park master plans, concept plans, and park management plans; archaeological studies; topographic, natural resource, and forest conservation surveys; utility studies; feasibility studies, and facility plans. Facility plans produce well-reasoned project cost estimates based on preliminary design, i.e. one-third of final design and construction documents. Preliminary design includes topographic surveys, environmental assessments, traffic studies, site plans, schematic drawings, floor plans, elevations, quantity calculations, and cost estimates, as well as public participation. Facility planning is needed when the variables or options involved in the project do not support reliable independent cost estimating. This PDF funds archaeological, engineering, and environmental studies,feasibility reports and facility plans listed below.

Candidate projects include, but are not limited to, the following local parks: Kemp Mill, Seneca Crossing, Hillandale, Harmony Hills, Woodside, Traville, Burtonsville, Sigo Mill Overlook, and Noite.

COST CHANGE

The County Executive recommends a reduction of \$100,000 in planned expanditures in FY10 as part of the FY10 savings plan.

JUSTIFICATION

2005 Land Preservation, Parks and Recreation Ptan, approved by the Montgomery County Planning Board. There is a continuing need for the development of accurate cost estimates and an exploration of alternatives for proposed facility projects. Facility planning costs for local park projects which may become stand-alone PDFs or be funded in other on-going PDFs are included here, except as noted below. Future projects which result from facility planning programmed in this PDF will reflect reduced planning and design costs.

Individual master plans.

FISCAL NOTE

FY10 current revenue reduced by \$130,000.

OTHER DISCLOSURES

- A pedestrian impact analysis will be performed during design or is in progress.

-* Expenditures will continue indefinitely.

-			,	
APPROPRIATION AND			COORDINATION	MAP
EXPENDITURE DATA			SilverPlace/MRO Headquarters Mixed Use	
Date First Appropriation	FY95	(\$000)	Project PDF 048701 Facility Planning: Non-Local PDF 958776	
First Cost Estimate Current Scope	FY97	0	County Flamming, NOR-COCALPDF 556776	ACAS
Last FY's Cost Estimate		2,333		
Appropriation Request	FY10	270		Statester 1
Supplemental Appropriation Re	quest	0		La Latal Viss
Transfer		0		KAT CAR KSA
Cumulative Appropriation		717		M TELAN ON TO
Expenditures / Encumbrances		0		Rent Porternix/
Unencumbered Balance		717		ANT
Partial Closeout Thru	FY07	1,713		
New Partial Closeout	FY08	116	(3)	
Total Partial Closeout		1,829		

Facility Planning: Local Parks -- No. 957775

Category M-Subcategory De Administering Agency M-Planning Area Co

M-NCPPC Development M-NCPPC Countywide Date Last Modified Required Adequate Public Facility Relocation Impact Status April 22, 2010 No None. On-going

		EXF	PENDITU	RE SCHE	DULE (\$	000)					
Cost Element	Total	Thru FY09	Est. FY10	Total 6 Years	FY11	FY12	FY13	FY14	FY15	FY16	Beyond 6 Years
Planning, Design, and Supervision	2,598	0	798	1,800	300	300	300	300	300	300	0
Land	0	0	0	0	0	0	0	0	0	Ó	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	· 0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
Total	2,598	0	798	1,800	300	300	300	300	300	300	*
		F	UNDING	SCHED	JLE (\$00	0)		1			
Current Revenue: Park and Planning	2.598	0	798	1,800	300	300	300	300	3.00	300	0
Total	2,598	0	798	1,800	300	300	300	300	300	300	0

DESCRIPTION

This project funds preparation of local park master plans, concept plans, and park management plans; archaeological, engineering and environmental studies; topographic, natural resource, and forest conservation surveys; utility studies; feasibility studies, and facility plans. Facility plans produce well-reasoned project cost estimates based on preliminary design, i.e. one-third of final design and construction documents. Preliminary design includes topographic surveys, environmental assessments, traffic studies, site plans, schematic drawings, floor plans, elevations, quantity calculations, and cost estimates, as well as public participation. Facility planning is needed when the variables or options involved in the project do not support reliable independent cost estimating.

Increase due to the addition of FY15 and FY16 to this ongoing project.

JUSTIFICATION

2005 Land Preservation, Parks and Recreation Plan, approved by the Montgomery County Planning Board. There is a continuing need for the development of accurate cost estimates and an exploration of alternatives for proposed facility projects. Future projects which result from facility planning programmed in this PDF will reflect reduced planning and design costs.

Individual AREA master plans.

FISCAL NOTE

The PDF reflects a reduction in FY10 expenditures and funding as part of the FY10 Savings Plan.

OTHER DISCLOSURES

-* Expenditures will continue indefinitely.

APPROPRIATION AND EXPENDITURE DATA			COORDINATION	МАР
Date First Appropriation	FY95	(\$000)		
First Cost Estimate Current Scope	FY0	0		
Last FY's Cost Estimate		2,087		
Appropriation Request	FY11	300		
Appropriation Request Est.	FY12	300		K KAKAN AL
Supplemental Appropriation R	equest	0		
Transfer		0		
Cumulative Appropriation		798		
Expenditures / Encumbrances		173		
Unencumbered Balance		625		
Partial Closeout Thru	FY08	1,829		
New Partial Closeout	FY09	89	$\left(1\right)$	
Total Partial Closeout		1,918	(4)	

County Council



THE WARY AND NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MEMORANDUM

April 26, 2010
Marlene Michaelson, Senior Legislative Analyst
Mike Riley, Deputy Director of Parks M Mitra Pedoeem, Chief, Park Development Division (PDD) Mad
Shuchi Vera, CIP Manager, PDD $\zeta $
County Executive's Recommended Reductions in the Capital Improvements Program (CIP)

On April 22, the County Executive recommended further reductions in current revenue funds in the Parks CIP. Two PDFs – PLAR: Non-local Parks and Facility Planning: Local Parks – are proposed to be reduced by \$250,000 and \$100,000, respectively. Parks staff reluctantly accepts the \$100,000 reduction in Facility Planning: Local Parks in FY10, potentially delaying the start of a new facility plan for Norwood Local Park in FY11. Facility plans in progress will continue as scheduled, but if further reductions are proposed for FY11, it is possible that one or more of these facility plans will be delayed.

Parks staff does not fully support the Executive's reduction in the PLAR: Non-local Parks PDF. This PDF invests in the renovation or replacement of aging, unsafe, or obsolete park facilities or components of park facilities in non-local parks. Most of these parks are over 30 years old. Failure to renovate or replace aging park facilities or components on a scheduled basis before the end of their useful life results in decreased levels of service to park users and an overall increase in capital costs as repairs become "emergencies." This PDF has already been reduced by \$100,000 as part of the FY10 savings plan and reduced by another \$120,000 in FY11 as part of the FY11-16 Proposed CIP. An additional cut of \$250,000 will further increase the program's backlog. This is one of the most important programs in Parks CIP as it actually reduces future operating costs. If the Council must find \$250,000 in reductions, Parks staff proposes to lessen the impact on the PLAR: Non-local PDF by instead supporting a lower reduction of \$100,000, reducing the Small Grant/Donor-Assisted Capital Improvements PDF by \$50,000, and reducing the Legacy Open Space PDF by \$100,000. Parks staff feels that there are sufficient remaining funds to match potential grants/donations that it may receive in FY11 through the Small Grant/Donor-Assisted program. Also, although the Legacy Open Space program has already endured large cuts as part of the savings plans, staff feels that it can absorb another \$100,000 in cuts; however, if unanticipated acquisition opportunities arise, staff may have to request County bond funding.

Parks staff will submit revised PDFs for PLAR: Non-local Parks, Small Grant/Donor-Assisted Capital Improvements, and Legacy Open Space if Council agrees to these recommendations.

Minutes: T&E March 25, 2010 IPCC FY10 Annual Report and FY11 Work Plan

Present: Nancy Floreen, George Leventhal, Roger Berliner Start time 9:30am

The Committee received the FY10 Annual Report summarizing the work of the IPCC, and discussed their FY11 program. They urged the IPCC members to include language in the Work plan reflecting the urgency of the County's fiscal situation, and to substitute action for exploration. Specific targets provided by Committee members included the potential of shared programs across agencies, and to launch pilot programs in areas of promise. The work of OLO should be referenced and coordinated with the IPCC initiatives where appropriate. The IPCC should provide written updates to the Committee on a Quarterly basis.

Dr. Costis Toregas Council IT Adviser Montgomery County Council Staff 100 Maryland Avenue, 5th Floor 240-777-7927 costis.toregas@montgomerycountymd.gov



MEMORANDUM

May 6, 2010

TO:	Marlene Michaelson, Senior Legislative Analyst
FROM:	Rollin Stanley, Planning Director
SUBJECT:	Request for Funding for Rte. 20 Corridor Consulting

As a result of the budget deliberations on the Planning Department proposed work program and funding, the Rte. 29 Mobility and Land Use Plan is now included in the FY11 work program. The backup material we supplied on April 20 contained a request for transportation and economic studies by consultant amounting to \$95,000. This funding for this request is not in the proposed budget.

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The Planning Department requests that its budget be adjusted to include \$95,000 for professional services.

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