

MEMORANDUM

April 23, 2015

TO: Planning, Housing, and Economic Development (PHED) Committee
FROM: Marlene Michaelson, Senior Legislative Analyst 
SUBJECT: Maryland-National Capital Park and Planning Commission FY16 Operating Budget

Those expected for this worksession:

Casey Anderson, Chair, Montgomery County Planning Board

Parks Mike Riley, Director of Parks
Mitra Pedoeem, Acting Deputy Director of Administration
John Nissel, Deputy Director of Operations
Christy Turnbull, Chief, Enterprise Division/Parks
John Hench, Chief, Park Planning & Stewardship
Trish Swann, Acting Budget Manager

Planning Gwen Wright, Director
Rose Krasnow, Deputy Director
Karen Warnick, Chief, Management Services
Henry Mobayeni, Chief, Information Technology and Innovation Division

CAS Patti Barney, M-NCPPC Executive Director
Joe Zimmerman, M-NCPPC Secretary Treasurer
Adrian Gardner, M-NCPPC General Counsel
John Kroll, M-NCPPC Corporate Budget Manager
Renee Kenney, Chief Internal Auditor

This memorandum addresses the Maryland-National Capital Park and Planning Commission (M-NCPPC) budget, including technology funding, the budgets for the Enterprise Fund, Special Revenue Funds, Advance Land Acquisition Revolving Fund, the Property Management Fund, and the Internal Service Funds. The memorandum also provides an update on the State Funding for Program Open Space.

All page references are to the M-NCPPC Fiscal Year 2016 Proposed Annual Budget; Committee Members may wish to bring a copy to the meeting. The Planning Board Chair’s transmittal letter is on © 1 to 12. Relevant pages from the County Executive Recommended FY16 Operating Budget are attached on © 13 to 19. M-NCPPC responses to Council Staff questions on the budget are attached at © 20 to 56.

TECHNOLOGY ISSUES

The FY15 technology budget for the Department of Parks and Planning Department was approximately \$5.2 million, including \$3.1 million in personnel expenditures and \$2.2 million in supplies and other services and charges, such as computer maintenance agreements. A more detailed list of these expenditures appears on © 57. In FY16 they have asked for continuing funding for these expenditures and several new initiatives described below.

	Planning Department	Department of Parks
New Web Team Position (ongoing - position)	\$83,000	
Professional Services for Project Docx (ongoing - contractual)	\$40,000	
Database Administration for Park Police (ongoing - position)		\$94,638
Contractual Help Desk Support		\$180,000
Website Redesign	\$75,000	\$75,000
Desktop Virtualization	\$60,000	\$120,000
SAN Server Update (ongoing for six years – total cost shown here)	\$400,000	\$400,000

Planning Department

1. *New Web Team Position* (\$83,000). The web team in the Planning Department was reduced in prior years from 3 to 2 positions, and the Planning Board believes this is a critical position (and the only new position requested for the Planning Department in FY16). The Department makes extensive use of its website for document circulation, community outreach, to share planning applications, and for other purposes.

Staff supports this request.

2. *Professional Services Support for Project Docx* (\$40,000 – ongoing). The Planning Department currently accepts preliminary plans, site plans, and record plats in electronic form. This funding will enable the Department to expand electronic submissions to Forest Conservation Plans, Water Quality Plans and other regulatory documents, and will provide ongoing support for this important tool.

Staff supports this request.

Department of Parks

3. *Database Administration for Park Police* (\$94,638 – ongoing position). This position will be considered by the Public Safety Committee when it reviews the Park Police budget.
4. *Help Desk* (\$180,000). This increase in contractual services is necessary both due to vendor increased prices and to expand services to include both desktop computers and mobile devices that are being used on an increasing basis to document needed repairs, vandalism, or other issues in parks, and to enter work-orders on site.

Staff supports this request.

Both Departments

5. *Website Redesign* (\$75,000 for Planning and \$75,000 for Parks). The redesign will provide a new content management system, migration of content, training, and support. M-NCPPC indicates that the upgrade will allow for more information transparency, website management efficiency, and more current technology for visitors, staff, and users of the Parks, Planning, and Board sites.

Staff supports this request.

6. *Desktop Virtualization* (\$60,000 for Planning and \$120,000 for Parks). This project will begin replacing aging PCs with inexpensive thin clients (a remote console that provides a user interface to the virtual desktop). Benefits include a consistent end-user experience regardless of device, a secure and reliable backup and data recovery capability, and reduced costs and support.

Staff supports this request, because it will better meet the agency's needs and serve employees while resulting in budget savings in the future, since they will begin replacing PCs (average M-NCPPC cost of \$900) with thin clients (average M-NCPPC cost of \$250). They normally replace 180 computers per year and expect that in FY17 they will buy a mix of PCs and thin clients. If 50% are thin clients, this should result in a savings of approximately \$58,000 in FY17. **Staff recommends that M-NCPPC be asked to report on expected FY17 savings with their submission of the FY17 budget.**

7. *Storage Area Network (SAN) Server update* (\$400,000 for Planning and \$400,000 for Parks, with payments of \$40,000 each department over 5-6 years)

Costis Toregas, the Council's analyst for technology issues, has expressed some concerns about this project, since there appears to be a move away from the use of SAN servers. The County Government has shifted from SANs to Direct Attached Storage (DASs) and has retired most of its SANs. It is actively investigating using cloud storage for large storage needs in lieu of SANs. Dr. Toregas suggests that it may be useful to have all agencies come together and discuss their common needs in large data storage and infrastructure needs; there should be economies of scale, as well as adoption of common strategies that should prove possible and fruitful for all. This can be explored at a meeting of the Interagency Technology Policy and Coordination Committee (ITPCC). M-NCPPC has indicated that they believe they have unique needs not found in County Government that justify the need for SANs, but there should be further interagency exploration of this issue before a decision is made on an \$800,000 purchase.

Staff recommends deferring the purchase of SANs and deleting this from the budget until ITPCC has met to discuss it and that ITPCC should be asked to address this issue immediately so that M-NCPPC’s needs can be met. As the incoming Chair of M-NCPPC, Casey Anderson can make this a priority. Should this review determine that SANs or an alternative technology is needed, it can be addressed in a supplemental appropriation.

THE ENTERPRISE FUND

The Enterprise Fund accounts for various park facilities and services that are entirely or predominantly supported by user fees. (See pages 239 - 262 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 FY16 budget projects overall Fund revenue over expenditures of over \$1.6 million (see page 47), allowing it to allocate \$800,000 for transfers to capital improvements and making it another extremely successful year for the Enterprise fund.**

The proposed expenditures for the Enterprise Fund for FY15 are as follows:

FY15 and FY16 ENTERPRISE FUND EXPENDITURES (after \$800,000 transfer)			
FY15 Budget	FY16 Request	Change from FY15 to FY16	% Change from FY15 to FY16
\$8,639,917	\$8,631,262	-\$8,655	0.1%
110.3 WY	110.	-0.3	0.3%

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. The net revenue for ice rinks, event centers, and park facilities all are calculated after a transfer to the CIP. (Net revenues prior to the transfer are significantly higher, as shown in the last line of the chart below.) As the summary chart indicates, golf courses, ice rinks, and park facilities are projected to generate significant profits for the Enterprise Fund in FY16, more than offsetting the small loss created by the event centers. Although indoor tennis centers appear to be operating at a loss, it is only because \$500,000 of operating revenue will be used for a capital improvement in FY16.

ENTERPRISE FUND OVER/(UNDER) EXPENDITURES					
	Actual FY14	Budgeted FY15	Estimate FY15	Proposed FY16	% Change
GOLF COURSES	(\$336,706)	\$24,000	\$23,965	\$24,000	0.0%
ICE RINKS	\$314,698	\$50,202	(\$289,056)	\$457,911	812.1%
INDOOR TENNIS	\$465,912	\$333,493	\$43,886	(\$119,028)	-135.7%
EVENT CENTERS	(\$159,018)	(\$276,898)	(\$52,306)	(\$33,563)	-87.9%
PARK FACILITIES	\$497,405	\$171,791	\$18,750	\$555,459	223.3%
TOTAL (including transfers to CIP)	\$782,291	\$302,588	(\$254,761)	\$884,779	192.4%
Transfers		\$785,000	\$972,000	\$800,000	1.9%
TOTAL (before transfers to CIP)	\$782,291	\$1,087,588	\$717,239	\$1,684,779	54.9%

Golf – Golf courses are operated by the Montgomery County Revenue Authority (MCRA). Under the terms of their lease, the MCRA is required to make a percentage rent payment when net revenues generated by the golf courses exceed the lease-stated threshold of \$5.1 million for the three courses. **FY16 is the third year they have exceeded the threshold and will be paying approximately \$24,000 to the Commission.**

Ice Rinks – In FY14, the Commission made the final debt payment on the Cabin John Ice Rink. Last year, \$400,000 was used in FY15 for the capital costs of dehumidification systems at the two ice rinks. Without debt service or new capital expenditures in FY16, the ice rinks are estimated to generate over \$450,000 in net revenue.

Indoor Tennis will make a \$500,000 transfer to the capital improvements program (CIP) to install a new HVAC system at the Pauline Betz Addie Tennis facility, leading to a negative net revenue in FY16.

Event Center revenues continue to increase, due to enhanced packages and one-stop shopping for tables, chairs, and caterers. It would have been positive in FY16 for the first time were it not for the proposed transfer of \$100,000 to construct a new entrance at Rockwood Manor to accommodate parking and provide a safer entrance.

Park Facilities are anticipated to generate over \$550,000 in net revenue. The significant increase in gross revenue is due primarily to the restoration of programs and rentals at Brookside Gardens after the completion of extensive renovation projects.

SPECIAL REVENUE FUNDS

“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 270 to 285 in the Budget). Programs that appear in the Special Revenue Funds are funded in total or in part by non-tax sources, while Enterprise Fund activities have traditionally been funded entirely (with some limited exceptions) by non-tax sources (i.e., fees). The total FY16 Special Revenue Fund **revenues** are projected to increase by \$513,498 or 14.4 percent as compared to the FY15 budget, while proposed **expenditures** would

decrease by \$87,422 or -1.5 percent (to \$5,656,827). **Although projected expenditures would exceed revenues by \$1,578,529, the \$3.3 million Fund balance will be drawn upon to make up the difference.**

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.

The Special Revenue Funds in the FY16 Budget include the following funds:

- **Traffic Mitigation Program:** This fund supports the regulatory process to ensure compliance with traffic mitigation agreements. Revenues are received from developers on an annual basis.
- **Historic Preservation – County Non-Departmental Account:** This fund is for grants received related to historic preservation and the sale of historic preservation publications.
- **GIS Data Sales:** This fund was established for revenue associated with the sale of Geographic Information System (GIS) data. The Planning Department no longer sells data due to state law related the availability of data to the public, but some revenues are still generated by the sale of maps. Available revenue is used to update the plan/topographic base map.
- **Environmental/Forest Conservation Penalties:** Monies collected from fines imposed for violation of the County Forest Conservation Law may be spent on authorized forest-related projects and enforcement and administration of the Forest Conservation Program.
- **Development Review Special Revenue Fund:** Fees associated with the development review process are spent on staff who administer the process. (This Fund has been self-sufficient in some years, while requiring significant County subsidies from the Administration Fund in other years.)
- **Forest Conservation:** Fees paid by developers in lieu of planting forests are used by M-NCPPC for forest planting, protection, and maintenance.
- **Historic Renovations – Property Management:** Any excess revenues from property management of Commission rental properties are used for work associated with historic park properties.
- **Park Police – Drug Enforcement:** Revenues from the sale of property seized as a result of drug-related crime convictions may be used for the purchase of equipment and other resources to combat drug-related crimes in the parks (State law authorization).
- **Park Police – Federally Forfeited Property:** Revenues from the sale of property seized as a result of drug-related crime convictions may be used for the purchase of equipment and other resources to combat drug-related crimes in the parks (Federal law authorization).
- **Interagency Agreements:** Revenues transferred from other agencies, used primarily to fund ballfield maintenance and to assist with snow removal.
- **Park Cultural Resources:** Revenues and expenditures associated with historical and archeological programs and camps.
- **Special Events:** This Fund provides for work done by the Commission on a reimbursement basis for special events in the parks sponsored by outside entities (e.g., the Avon Breast Cancer Walk).
- **Nature Programs and Facilities:** For nature and environmental education programs, projects, and camps at nature facilities.
- **Special Donations and Programs:** This account allows for the expenditure of donations and contributions for specific purposes or projects that are not part of the normal tax-supported programs in the Park Fund (e.g., funds donated to the Parks Foundation).

FY16 projected expenditures, revenues, and fund balances are shown below.

SPECIAL REVENUE FUNDS					
	Projected Beginning Fund Balance	Proposed FY16 Revenue	Proposed FY16 Expendtrs	Net FY16 Revenue	Proposed Ending Fund Balance
Traffic Mitigation	\$55,284	\$24,100	\$24,000	\$100	\$55,384
Historic Renovations - County Non- departmental account	\$39,185	\$5,100	\$39,000	-\$33,900	\$5,285
GIS Data Sales	\$151,777	\$2,100	\$120,000	-\$117,900	\$33,877
Environmental/Forest Conservation Penalties Fund	\$20,005	\$25,000	\$24,000	\$1,000	\$21,005
Development Review Special Revenue Fund (includes DAP)*	\$2,172,816	\$2,329,000	\$3,132,033	-\$803,033	\$1,369,783
Forest Conservation Fund	\$440,282	\$51,000	\$483,000	-\$432,000	\$8,282
Historic Renovations (Property Management)	\$144,552	\$23,698	\$100,000	-\$76,302	\$68,250
Park Police - Drug Enforcement Fund	\$26,617	\$200	\$20,000	-\$19,800	\$6,817
Park Police - Federally Forfeited Property	\$28,588	\$200	\$25,000	-\$24,800	\$3,788
Interagency Agreements	\$16,064	\$876,500	\$884,950	-\$8,450	\$7,614
Park Cultural Resources	\$2,964	\$55,000	\$57,900	-\$2,900	\$64
Special Events	\$19,502	\$75,000	\$94,400	-\$19,400	\$102
Nature Programs and Facilities	\$98,114	\$178,200	\$140,000	\$38,200	\$136,314
Special Donations and Programs	\$110,573	\$433,200	\$512,544	-\$79,344	\$31,229
TOTAL ALL FUNDS	\$3,326,323	\$4,078,298	\$5,656,827	-\$1,578,529	\$1,747,794
* FY16 Revenues include a proposed transfer of \$500,000 from the Administration 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 FY16, the Park Police Drug Enforcement Fund is budgeted to spend far more than it anticipates in revenues because it has a large fund balance. This is appropriate as long as there is a fund balance.

In FY16, M-NCPPC asked for a \$500,000 transfer from the Administration Fund to support the **Development Review Special Revenue Fund**. Although they were originally concerned that they would not have sufficient revenue to meet their targeted balance of 15% of fund expenditures, they reassessed and no longer believe the transfer is needed this year. Once they draw down the fund balance, a transfer may once again be needed in future years.

As noted during the Committee's discussion of the Park Fund, Staff believes that the revenues and expenditures associated with the **Woodlawn Barn should be transferred to a Special Revenue Fund** (most likely for Park Cultural Resources) to better track expenditures and revenues. In the initial years of operating, they believe that revenues will only cover a small fraction of operating costs¹ but, over time, Staff believes they have the potential to fully cover costs. If the transfer does not happen this year, it should be reevaluated for future years.

THE ADVANCE LAND ACQUISITION REVOLVING FUND (ALARF)

The Advance 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 286-288 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. To provide the appropriation authority, the budget assumes that the entire fund balance will be spent in FY16. **Council approval is still required for each ALARF purchase.**

Whenever the Fund drops inappropriately low, M-NCPPC issues new bonds to restore the balance. For FY16, they recommend total expenditures of \$1,775,700 in the Debt Service Fund, an increase of \$33,947 or 3.0 percent, and recommend total expenditures in the Revolving Fund of \$9,913,355 or 1.6 percent more than FY15. Each year, the Budget assumes that the total balance in the Revolving fund will be spent, which is rarely the case. (The FY15 budget assumed the full \$9.8 million balance would be expended, but the FY15 estimate at this time is for \$3.8 million.)

Staff recommends approval.

THE PROPERTY MANAGEMENT FUND

The Property Management Fund provides for the oversight, management, maintenance, administration, and leasing of parkland and facilities located on parkland (see pages 231-232). In FY16, expenditures and rental revenue are both proposed to increase by \$100,480, or 9.8 percent, due to the addition of new tenants, implementation of annual rent increases, and a higher percentage of tenants paying fair market rental rates for building and land rentals. Personnel costs will increase due to compensation increases, and Other Services and Charges will increase by \$89,334 for additional contractual maintenance and property services associated with the increase in rental activity.

¹ For FY16, they assumed half-year operating costs of \$163,801 (for one full-time career position plus seasonal staffing, supplies and materials, and other services and charges). For the first six months they assumed there would be 1,070 visitors paying a \$7 admission cost (\$7,500 in revenue). Opening could be delayed to meet the Executive recommended reductions, but the Committee has placed this on the reconciliation list.

The funding request is as follows:

FY15 and FY16 PROPERTY MANAGEMENT FUND			
FY15 Budgeted (Revenues and Expenditures)	FY16 Request (Revenues and Expenditures)	Change from FY15 to FY16	% Change from FY15 to FY16
\$1,026,320	\$1,126,800	\$100,480	9.8%
7 WY	7 WY	0 WY	0%
Note: Workyears include chargebacks			

Staff recommends approval.

INTERNAL SERVICE FUNDS

The M-NCPPC budget includes four Internal Service Funds: the Risk Management Fund, the Capital Equipment Fund, Commission-Wide Group Insurance Fund and, new this year, the Commission-Wide Executive Office Building Fund.

Total expenditures for the **Risk Management Fund** are projected to **decrease** by \$444,676 or 11.8 percent, to \$3,335,045 (see pages 293-296). The FY16 reductions are primarily attributed to enhanced claims management and an adjusted actuarial approach that utilizes a longer historical average of claims data to project future costs. **Staff recommends approval of the Risk Management Fund as submitted.**

The **Capital Equipment Service Fund** was established to provide an economical method of handling large purchases of equipment (see pages 297-299). The Fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. The budget proposes to finance \$2.47 million in capital equipment for the Parks and Planning Departments in FY16, an increase of \$500,000 over the amount financed in FY15. Although page 297 of the budget indicates that the primary expenditures will be for wiring infrastructure upgrades and VOIP Unified Messaging Phone System upgrades, M-NCPPC staff have indicated most of the purchases to be funded in FY16 will be for vehicle and maintenance equipment. Staff has asked them to provide additional detail on proposed purchases. In addition, the budget proposes to add 1.5 new positions to assist the Chief Information Officer, primarily to replace contractual support related to the ERP.

Operating revenues are proposed to increase by 22.9% and operating expenditures are proposed to increase approximately 40.5% percent.

FY15 and FY16 CAPITAL EQUIPMENT INTERNAL SERVICE FUND				
	FY15 Budgeted	FY16 Request	Change from FY15 to FY16	% Change from FY15 to FY16
Operating Revenues	\$1,962,130	\$2,411,783	\$449,653	22.9%
Expenditures	\$1,357,753	\$1,562,883	\$205,130	15.1%
Net Revenue	\$604,377	\$848,900	\$244,523	40.5%

Staff has asked why the operating revenues (i.e., the charges to Departments) are so much more than the expenditures and whether there could be a reduction in those charges that could replace some of the reductions identified to meet the Executive-recommended budget. M-NCPPC staff will be prepared to address this issue at the worksession. As noted in the discussion of SAN servers in the above section on technology, Staff recommends that this amount be removed from the budget at this time, which would result in a decrease from the ISF of the \$800,000 that was to have been financed.

The FY16 budget includes a new Internal Service Fund for the **Commission-Wide Executive Office Building** (EOB) that houses the Central Administrative Services (CAS) offices (see pages 300-303). Because the building is located in Prince George’s County, it was included as an Internal Service Fund in their budget and then included as rent in the Support Services budget for Montgomery County to display its share of costs. M-NCPPC believes that making the EOB Internal Service Fund a Commission-wide fund provides more comprehensive information regarding the infrastructure and state of the EOB. Operating expenses in FY16 are proposed to increase by 0.2% or \$2,749. **Staff recommends approval of this Fund as submitted.**

Total expenditures for the **Commission-Wide Group Insurance Internal Service Fund** for FY16 are \$57.13 million, a \$5.6 million or **10.9 percent increase** over the FY15 budget (see pages 304-305). The increases are due primarily to increased costs for claims and fees. The FY16 budget also includes funding for a wellness initiative (\$100,000) and printing and copying costs (\$15,000). **Staff recommends approval of the Commission-Wide Group Insurance ISF.**

STATE FUNDING OF PROGRAM OPEN SPACE

When the Council first considered M-NCPPC’s proposed Capital Improvement Program (CIP) earlier this year, the Department of Parks was concerned about proposed reductions to State funding for Program Open Space, which is used to support several Park CIP projects. The Committee deferred discussion of this issue until the State Legislature took final action on the budget. During the legislative session, M-NCPPC was able to successfully lobby the legislature to increase funding from the amount proposed by the Governor. As the memorandum attached on © 58 to 59 indicates, they were able to secure an additional \$1.3 million beyond the \$2.5 million recommended by the Governor and, as a result, do not believe that any of the project description forms (PDFs) in the adopted CIP need to be amended at this time. While there is still a shortfall of POS funding (\$575,000), they believe that FY17 POS allocations will enable them to complete the affected projects on time.



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

OFFICE OF THE CHAIR

January 9, 2015

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

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

Dear Mr. Leggett and Mr. Leventhal:

Pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland, the Montgomery County Planning Board is pleased to transmit the FY16 Proposed Operating Budget for the operations of the Maryland-National Capital Park and Planning Commission in Montgomery County. This document contains the comprehensive budget presented at the budget appropriate levels of department and division, including lists of the programs and services provided by each division.

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

Although we have proposed increases where needed to address critical needs, we fully understand the ongoing economic challenges and look forward to working with the Council and Executive to incorporate adjustments where needed.

On-going Service Provision

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

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

The FY16 proposed tax-supported operating budget is \$128.7 million. This is \$6.1 million more than the FY15 adopted budget, a 5.0 percent change, nearly all due to non-discretionary costs. The total proposed budget, including Enterprise operations, Property Management, Park Debt Service and Special Revenue funds, is \$150.0 million, an increase of \$6.1 million or 4.2 percent from the FY15 adopted budget.

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

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

- (1) Includes transfer to Special Revenue Fund
- (2) Includes transfer to Debt Service and Capital Projects
- (3) Includes transfer to Capital Projects

Fiscal challenges remain, however, at all levels of government, including the Commission. For FY16, assessable base is projected to grow at a rate of about 2.8 percent, and general economic indicators show job growth, declining rates of unemployment, and low inflation. These positive indicators are welcome after the declines experienced in recent years, but at the same time do not mean that the Commission is relieved of fiscal stress. Costs, particularly compensation related, continue to grow at higher rates than the revenues that support them. Secondly, NPDES mandates and Operating Budget Impact (OBI) from previously approved CIP projects impact the base budget. Thirdly, the Commission has budget needs that have been deferred over the last few years, particularly maintenance needs that grow more expensive to address the longer they are deferred. With property tax revenue making up more than 95 percent of operating revenues, slow growth means the Commission must manage its resources carefully to sustain a stable financial position.

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

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

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

OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

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

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

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

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

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

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

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

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

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

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

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

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

As for employee compensation, with negotiations pending, the budget includes a dollar marker for possible wage increases for non-represented and represented employees. For FY16, this amounts to \$2.1 million. The specific form of employee compensation adjustment will be determined through negotiations, and presented for approval at the Joint County Council Meeting in May 2015.

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

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

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

Summary of FY16 Proposed Budgets for General Fund

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

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

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

PROGRAM HIGHLIGHTS

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

Parks Department

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

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

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

The Department's FY16 budget includes increases for:

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

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

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

Together, we have created a highly popular, valued, and nationally-recognized park system. Our entire team remains committed to honoring our core vision to provide "...an enjoyable, accessible, safe, and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves." We will continue to aggressively seek new funding opportunities and improve work program efficiencies. We remain committed to forming viable partnerships and strong relationships with our stakeholders and within our communities.

The FY16 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and maintain the quality of life for which Montgomery County is renowned.

Planning Department

The Planning Department continues to deliver its core services to improve the quality of life in Montgomery County by conserving and enhancing both natural and man-made environments for current and future generations. Central to this role, the Department develops master plans, reviews development applications, and researches, analyzes and presents information to the community and public officials to aid in planning for Montgomery County's future.

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

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

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

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

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

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

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

Central Administrative Services (CAS)

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

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

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

Commissioners' Office

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

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

TAX RATES AND LONG-TERM FISCAL SUSTAINABILITY

In addition to meeting the immediate FY16 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise more than 95 percent of operating revenue in the tax-supported funds. The moderate increases of property assessments present the Commission with a projected revenue growth that continues to lag the projected growth in expenditures. The Commission, in proposing this budget, has proposed a change in the real and personal property tax rates for the Administration Fund of 0.1 and 0.2 cents, respectively. At this level, the Administration tax rate is still below that of FY06.

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

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

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

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

CONCLUSION

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

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

Sincerely,



Casey Anderson

Chair

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 Department of Parks, 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 can be obtained by contacting the M-NCPPC Budget Office at 301.454.1731 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 Department of Parks 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.

Special Revenue Funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes. The budgets are associated with Planning and Parks operations throughout the Commission.

Spending Affordability Guidelines

In February 2015, the Council approved FY16 Spending Affordability Guidelines (SAG) of \$116,400,000 for the tax-supported funds of the M-NCPPC, which is a 4.0 percent increase from the \$111,947,772 approved FY15 budget. For FY16, the Commission has requested \$118,704,547 excluding debt service and retiree health insurance prefunding, \$2,304,547 above the total SAG amount of \$116,400,000.

The total requested budgets for the Enterprise Fund, Property Management Fund, Special Revenue Funds, ALA Debt Service Fund, and Grant Fund, are \$16,131,049, a 0.7 percent decrease from the \$16,243,346 total FY15 approved budget.

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 information, analysis, recommendations and other staffing services to the Montgomery County Planning Board, the County Council, the County Executive, other governmental agencies, and the general public. The Department prepares master and sector plans for Planning Board review and approval by the County Council. The Department reviews development applications for conformance with existing laws, regulations, master plans and policies, and presents its recommendations to the Planning Board for action. The Department gathers, analyzes, and reports various data (such as housing, employment, population growth and other topics of interest) to the County Council, County government, other agencies, the business community, and the public.

Central Administrative Services

The mission of Central Administrative Services (CAS) is to provide quality corporate services in the areas of corporate governance, human resources, finance and budget, legal counsel, information technology, and internal audit. CAS strives to deliver these services with integrity, innovation, responsiveness, and excellent customer service to the Commission, its employees, elected and appointed officials and the communities served in the bi-county region. The level of services and therefore funding allocation by county is tailored to the agency and the individual department needs. Certain functions are allocated based on labor distribution or a cost driver such as number of employees paid. Some functions, such as the Merit System Board, are funded evenly by both counties.

Department of Parks

The Department of Parks 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. The Department oversees a comprehensive park system of over 36,400 acres in 416 parks of different sizes, types, and functions that feature Stream Valley and Conservation Parks, Regional and Special Parks, Recreational Parks, and Local and Community Parks. The Department 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 supported by user fees. Recreational activities include: ice rinks, indoor tennis, event centers, boating, camping, trains, carousel, mini-golf, driving range, and splash and skate parks. Operating profits are reinvested in new or existing public revenue-producing facilities through the operating budget and 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 recommends an FY16 tax supported appropriation for M-NCPPC of \$115,694,360, 1.7 percent above the FY15 approved budget for tax supported funds, exclusive of debt service.

Park Fund

The County Executive recommends funding of \$86,240,763, excluding debt service. This proposed funding represents a \$1,213,562 or 1.4 percent increase from the FY15 approved budget and a reduction of \$4,053,001 from the Commission's request. Park Fund debt service decreased by \$83,653 from \$5,142,738 in FY15 to \$5,059,085 in FY16.

Administration Fund

The County Executive recommends funding of \$29,453,597. This represents a \$743,612 or 2.6 percent increase from the FY15 approved budget and a reduction of \$746,600 from the Commission's request.

ALA Debt Service

The County Executive concurs with the M-NCPPC request for funding of \$166,160. This represents a decrease of \$116,700 or 41.3 percent from the FY15 approved budget.

Enterprise Fund

The County Executive concurs with the M-NCPPC request for funding of \$8,631,262. This represents a \$8,655 or 0.1 percent decrease from the FY15 approved budget of \$8,639,917.

Property Management Fund

The County Executive concurs with the M-NCPPC request for funding of \$1,126,800. This represents a \$100,480 or 9.8 percent increase from the FY15 approved budget of \$1,026,320.

Special Revenue Fund

The County Executive concurs with the M-NCPPC request for funding of \$5,656,827. This represents an \$87,422 or 1.5 percent decrease from the FY15 approved budget. The Executive recommends a transfer of \$811,500 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.

PROGRAM CONTACTS

Contact John Kroll of the M-NCPPC at 301.454.1731 or Jedediah Millard of the Office of Management and Budget at 240.777.2769 for more information regarding this agency's operating budget.

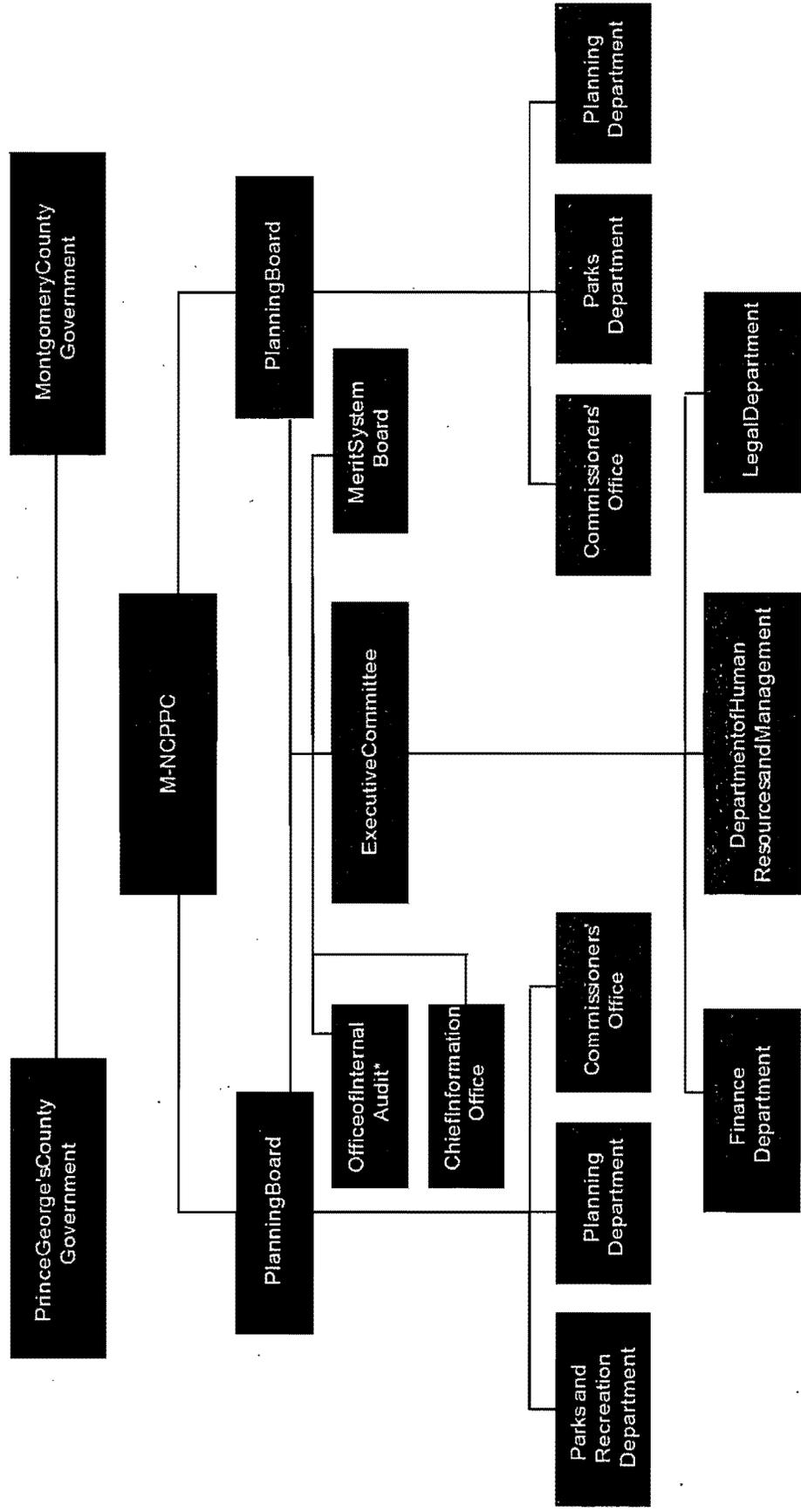
BUDGET SUMMARY

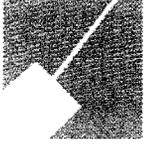
	Actual FY14	Budget FY15	Estimated FY15	Recommended FY16	% Chg Bud/Rec
ADMINISTRATION FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Administration Fund Personnel Costs	0	0	0	0	—
Operating Expenses	25,750,755	28,709,985	28,701,000	29,453,597	2.6%
Capital Outlay	0	0	0	0	—
Administration Fund Expenditures	25,750,755	28,709,985	28,701,000	29,453,597	2.6%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	174.28	179.35	179.35	182.24	1.6%
REVENUES					
Intergovernmental	409,595	400,400	400,400	400,400	—
Investment Income	35,915	20,500	20,500	35,000	70.7%
Property Tax	26,360,981	25,395,989	25,289,793	27,795,118	9.4%
User Fees	180,366	240,580	240,580	144,000	-40.1%
Administration Fund Revenues	26,986,857	26,057,469	25,951,273	28,374,518	8.9%
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	79,883,156	85,027,201	85,027,201	86,240,763	1.4%
Debt Service Other	3,881,641	5,142,738	5,142,738	5,059,085	-1.6%
Capital Outlay	0	0	0	0	—
Park Fund Expenditures	83,764,797	90,169,939	90,169,939	91,299,848	1.3%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	635.10	657.10	657.10	691.00	5.2%
REVENUES					
Facility User Fees	2,420,570	2,356,200	2,356,200	2,424,443	2.9%
Intergovernmental	2,034,400	2,468,155	2,468,155	2,739,782	11.0%
Investment Income	6,370	5,000	5,000	5,000	—
Investment Income: CIP	-36,872	0	0	0	—
Miscellaneous	167,261	122,000	122,000	126,300	3.5%
Property Tax	77,558,047	83,657,376	83,307,553	84,943,728	1.5%
Park Fund Revenues	82,149,776	88,608,731	88,258,908	90,239,253	1.8%
ALA DEBT SERVICE FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
ALA Debt Service Fund Personnel Costs	0	0	0	0	—
Operating Expenses	0	0	0	0	—
Debt Service Other	296,160	282,860	282,860	166,160	-41.3%
Capital Outlay	0	0	0	0	—
ALA Debt Service Fund Expenditures	296,160	282,860	282,860	166,160	-41.3%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—
REVENUES					
Property Tax	1,704,476	1,723,014	1,718,387	1,783,340	3.5%
ALA Debt Service Fund Revenues	1,704,476	1,723,014	1,718,387	1,783,340	3.5%
GRANT FUND MNCPPC					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Grant Fund MNCPPC Personnel Costs	0	0	0	0	—
Operating Expenses	53,086	550,000	550,000	550,000	—

	Actual FY14	Budget FY15	Estimated FY15	Recommended FY16	% Chg Bud/Rec.
Capital Outlay	0	0	0	0	—
Grant Fund MNCPPC Expenditures	53,086	550,000	550,000	550,000	—
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—
REVENUES					
Administration Fund Grants	0	150,000	150,000	150,000	—
Park Fund Grants	53,086	400,000	400,000	400,000	—
Grant Fund MNCPPC Revenues	53,086	550,000	550,000	550,000	—
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	8,009,815	8,639,917	8,894,621	8,631,262	-0.1%
Debt Service Other	226,052	0	0	0	—
Capital Outlay	0	0	0	0	—
Enterprise Fund Expenditures	8,235,867	8,639,917	8,894,621	8,631,262	-0.1%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	116.00	110.30	110.30	110.00	-0.3%
REVENUES					
Fees and Charges	6,241,021	6,055,910	5,897,450	6,257,493	3.3%
Intergovernmental	66,687	0	0	0	—
Merchandise Sales	618,549	627,350	584,000	584,300	-6.9%
Non-Operating Revenues/Interest	18,197	8,000	7,800	20,000	150.0%
Rentals	3,152,468	3,036,245	3,122,610	3,454,248	13.8%
Enterprise Fund Revenues	10,096,922	9,727,505	9,611,860	10,316,041	6.1%
PROP MGMT MNCPPC					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Prop Mgmt MNCPPC Personnel Costs	0	0	0	0	—
Operating Expenses	872,655	1,026,320	1,026,320	1,126,800	9.8%
Capital Outlay	0	0	0	0	—
Prop Mgmt MNCPPC Expenditures	872,655	1,026,320	1,026,320	1,126,800	9.8%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	6.00	7.00	7.00	7.00	—
REVENUES					
Investment Income	3,110	1,820	1,820	3,000	64.8%
Miscellaneous	5,631	0	0	0	—
Rental Income	1,014,976	1,024,500	1,024,500	1,123,800	9.7%
Prop Mgmt MNCPPC Revenues	1,023,717	1,026,320	1,026,320	1,126,800	9.8%
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	4,529,732	5,744,249	5,463,685	5,656,827	-1.5%
Capital Outlay	0	0	0	0	—
Special Revenue Funds Expenditures	4,529,732	5,744,249	5,463,685	5,656,827	-1.5%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	27.17	24.85	24.85	24.85	—
REVENUES					
Intergovernmental	81,423	55,000	55,000	55,000	—
Investment Income	16,957	8,300	7,300	6,300	-24.1%
Miscellaneous	172,828	0	0	0	—

	Actual FY14	Budget FY15	Estimated FY15	Recommended FY16	% Chg Bud/Rec
Service Charges	2,200,585	2,634,700	2,666,600	2,705,498	2.7%
Special Revenue Funds Revenues	2,471,793	2,698,000	2,728,900	2,766,798	2.5%
DEPARTMENT TOTALS					
Total Expenditures	123,503,052	135,123,270	135,088,425	136,884,494	1.3%
Total Full-Time Positions	0	0	0	0	—
Total Part-Time Positions	0	0	0	0	—
Total FTEs	958.55	978.60	978.60	1,015.09	3.7%
Total Revenues	124,486,627	130,391,039	129,845,648	135,156,750	3.7%

Maryland-National Capital Park and Planning Commission





MONTGOMERY COUNTY PLANNING DEPARTMENT
MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

April 16, 2015

TO: Planning, Housing and Economic Development Committee
 Marlene Michaelson, Senior Council Analyst

VIA: Gwen Wright, Director, Planning Department
 Rose Krasnow, Deputy Director, Planning Department

FROM: Karen Warnick, Division Chief, Management Services, Planning Department
 Anjali Sood, Budget Manager, Planning Department

SUBJECT: Budget Worksession

Below please find the Planning Department's responses to Council Staff questions in preparation for the budget worksession of April 20:

1. What non-recommended reductions do you propose to meet the County Executive's recommended reductions and what are your priorities for restoration of funding?

The chart below shows the Planning Department's FY15 Proposed Budget in comparison to the County Executive's recommendation, and the overall amount of reductions required in our budget to achieve the County Executive's (CE) recommendation.

Planning Department Budget

FY15 Adopted Budget (less transfers and grants)	18, 571,599
FY16 Planning Same Services Level (Known Commitments)	(599,096)
Improved Service Initiatives	<u>1,291,600</u>
FY16 Planning Proposed Budget	19,264,103
FY16 County Executive's Recommended Budget	<u>18,644,835</u>
FY16 Reductions Required to Achieve CE Recommendation	(619,268)
County Executive's Recommended Increase over FY15 Budget	72,236

M-NCPPC undertook an internal analysis on allocation of the overall CE recommended reduction for the Administration Fund. For the MC Planning Department, the total reduction allocation is \$619,268.

The FY16 proposed budget includes a \$500,000 transfer request from the Administration Fund to the Development Review Special Revenue Fund. Development review activity can be very volatile. This volatility was evident when the FY16 budget was being developed making the revenues difficult to predict. In order to ensure MC Planning was able to keep a minimum responsible level of 15% of expenditure, we requested a \$500,000 transfer from the Administration Fund.

As this fiscal year has progressed, the revenue collected from development applications has been such that Planning does not need the \$500,000 transfer from the Administration Fund to Development Review Special Revenue Fund in FY16.

MC Planning proposes to use this \$500,000 savings to meet the CE recommended reduction.

The Department analyzed a set of cuts to reach the remaining \$119,268 reduction and offers reducing the funding for facility and infrastructure repairs for the MRO building. The reduction is not recommended by either the Department or the Planning Board, and asks that it be placed on the reconciliation list.

Impact of Non-Recommended Reduction

Facility/Infrastructure Repairs on Aging MRO Building - \$119,269

MC Planning reduced the funding for maintenance and critical repairs to the MRO building by \$194,800 in FY15 as a non-recommended reduction to meet the County Executive’s FY15 recommended budget. The MRO building is an aging facility and, although we are planning to move to the new Wheaton Headquarters by early 2019, we must maintain a functional, comfortable and safe work environment for our employees. We anticipate a number of small expenses in terms of general contracting for painting, electrical repairs, HVAC repairs, and other maintenance.

Without this funding, the MC Planning may need to submit a supplemental budget request if any major building systems or the roof require repair or replacement

- 2. Provide an update on the Development Review Fund’s expenditures and revenues thus far this fiscal year, the fund balance, and whether you still believe a transfer is needed from the Administration Fund to the Special Revenue Fund this year.**

	FY15 Beginning Fund Balance	Revenues	Transfers in	Expenditures	Year End Fund Balance
FY15 as of March, 2015	\$3,437,070	\$2,582,052	\$0	(\$3,095,250)	\$2,923,872

As stated in question #1 above, MC Planning does not need a transfer from the Administration Fund to Development Review Special Revenue Fund in FY16. Looking forward, the new zoning ordinance will be another factor to consider on the future volatility of revenue collection for development review.

- 3. How does the “general consulting funding” request of \$50,000 differ from the “Special Projects” funding – which I thought was for unspecified consulting services?**

The \$50,000 general consulting funding request is for consultants to provide specialized services focusing on community outreach for the White Flint II Plan, Rock Spring Plan, and the Aspen Hill and other master plans in Area 2.

Special projects funding is for unspecified consulting services for projects that may be requested throughout the year. Examples of special projects completed this past year include the Silver Spring Place Making project, the Infrastructure Forum, and the Office Study.

4. For each of the new initiatives, please provide any available additional detail indicating why each is necessary.

MC Planning included 14 essential needs/new initiatives that focus on ways to both reimagine and reinvigorate our master planning activities, as well as ways to address significant planning issues and concerns that face Montgomery County.

The essential needs/new initiatives fall into six categories:

- Contractual support for plans and projects in the proposed work program,
- Major improvements to communications through the Departmental website,
- Enhanced community outreach,
- Important IT upgrades,
- Initiation of a study of Evolving Retail Trends, and
- Facility repairs to the Montgomery Regional Office (MRO) Building

These 14 essential needs/new initiatives were listed on pages 114-117 in the proposed budget book. Below is some additional information regarding 4 essential needs/new initiatives. The information provided in the budget book for the remaining essential needs/new initiatives is still up to date.

Consulting assistance for the Bikeways Plan Update

This plan has been renamed the Bicycle Master Plan and MC Planning will be hosting a community preview kickoff event in April 2015.

Consultant support for White Flint II Plan

At the M-NCPPC Semi-Annual presentation to the County Council, the Planning Department was asked to fast track this project as the Council believes there are a number of projects that are ready for redevelopment in this area and that are eager to proceed.

Professional services support for Project Docx

In addition to consultant help that will be needed to program additional plan types, the funds requested will also support a major upgrade of the ProjectDox software and ensure that staff receives the training necessary to take advantage of the new features that will be provided.

Community Outreach expansion initiative

This important initiative has been augmented with the recent addition of Commissioner Fani-González to the Planning Board. The Department has been introducing new outreach methods in an attempt to reach all segments of the population. The outreach budget includes, but is not limited to, costs for mailings, online social media outreach, special meeting exhibits and banners, advertising campaigns for bus and Metro signage, as well as videography. New outreach methods for the Department also include consultation and collaboration with Commissioner Fani-González on engaging the Latino community in the County. Staff has worked with Commissioner Fani-González on the Montgomery Village Master Plan, Greater Lyttonsville Sector Plan and the Aspen Hill Minor Master Plan to engage the Latino community through Spanish-language media appearances, mailings and online Spanish-language videos.

5. The chart with the crosswalk of workyears includes a column with FY15 on page 124, but not on page 125. Can you reproduce the chart on page 125 with this column added?

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

Montgomery County Planning Department: FY16 Proposed Work Program Crosswalk of Work Years											
(Division to Work Program Elements)											
	FY15 Adopted	FY16 Proposed	Director's Office	Management Services Division	Functional Planning & Policy	Area 1	Area 2	Area 3	Development Applications & Regulatory Coordination	Information Technology & Innovation	Research & Special Projects
Funded Workyears	138.85	139.85	4.00	16.75	18.50	16.00	20.00	20.70	19.90	16.00	8.00
Program: REGULATORY PLANNING PROGRAM											
Regulatory Policy Development/Amendment											
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.60	1.78	0.03	0.23	0.80	0.15	0.20	0.20	0.10	0.07	
Zoning Ordinance Revisions and Refinements	0.78	0.64	0.04	0.10	0.20	0.10	0.10	0.10			
Land Use Regulations											
Conditional Uses (Special Exceptions)	4.10	2.58		0.23		0.50	0.45	1.00	0.35	0.05	
Local Map Amendments and Development Plan Amendments	3.30	1.98		0.23		0.50	0.50	0.70	0.05		
Preliminary Plans/Subdivision Plans	12.09	12.92	0.05	0.23	0.10	2.10	2.50	3.40	4.50	0.04	
Project, Sketch and Site Plan Reviews	11.59	11.97	0.05	0.23		3.15	3.00	3.00	2.50	0.04	
Pre-Application Meetings/Guidance	0.90	1.78	0.10	0.23		0.40	0.40	0.55	0.10		
Regulatory Enforcement and Building Permit Review	0.90	1.18		0.23		0.10		0.10	0.75		
Historic Area Work Permits	4.20	3.91		0.16	3.75						
Forest Conservation Reviews, Inspections & Enforcement	11.00	11.98	0.05	0.23		2.00	1.50	3.50	4.70		
SUB-TOTAL REGULATORY PLANNING	50.48	50.72	0.32	2.10	4.85	9.00	8.65	12.55	13.05	0.20	0.00
Program: INFORMATION RESOURCES											
Public Information											
Research Projects	2.40	0.89	0.05	0.30		0.10	0.10	0.10		0.04	0.20
Information Systems/Geographic Information Systems (IS/GIS)	7.17	7.15		0.20					0.10	6.85	
Information Services	4.90	3.69	0.05	0.20		0.10	0.10	0.10	3.10	0.04	
SUB-TOTAL INFORMATION RESOURCES	14.47	11.73	0.10	0.70	0.00	0.20	0.20	0.20	3.20	6.93	0.20
Program: MANAGEMENT/ADMINISTRATION											
Governance											
Work Program Management	7.30	6.50	1.60	1.30	0.40	0.40	0.40	0.40	1.10	0.75	0.15
Work Program Support	11.65	13.55	1.00	7.45	0.50	0.40	0.60	0.60	2.10	0.75	0.15
Agency Support											
Information Technology	7.30	6.34	0.10	0.15						6.09	
SUB-TOTAL MANAGEMENT/ADMINISTRATION	26.25	26.39	2.70	8.90	0.90	0.80	1.00	1.00	3.20	7.59	0.30
TOTAL	138.85	139.85	4.00	16.75	18.50	16.00	20.00	20.70	19.90	16.00	8.00
New Work Program Efforts in FY16											
Expected to end in FY15											

6. Are the changes in workyears for Area 1 and Development Applications and Regulatory Coordination a change in full-time/part-time status?

Department-wide, the only workyear change was the request to fund one of the unfunded career positions. Other than that, the overall workyears stayed the same.

Some chargeback workyears were redistributed between certain divisions according to the regulatory workload per division, but the overall chargeback workyears remained the same.

One part-time career position (0.9wys) in the Information Technology and Innovation Division was swapped with a full-time career position in the Development Applications and Regulatory Coordination Division based on the needs of our work program with no net change in positions or workyears.

7. Is the \$175,800 for facility repairs for specific problems that have already occurred or anticipated future problems?

The \$175,800 for facility repairs is for on-going and anticipated future problems.

As stated above, MC Planning reduced the funding for maintenance and critical repairs to the MRO building by \$194,800 in FY15 as a non-recommended reduction to meet the County Executive's FY15 recommended budget. The MRO building is an aging facility and, although we are planning to move to the new Wheaton Headquarters by early 2019, we must maintain a functional, comfortable and safe work environment for our employees. We anticipate a number of small expenses in terms of general contracting for painting, electrical repairs, HVAC repairs, and other maintenance.

8. Provide additional detail on supplies and materials and other services for FY16 as compared to FY15. In the past you have broken it down into the top ten or so subcategories.

Support Services Budget	FY15	FY16	Variance	Comments
Office Supplies	\$75,400	\$75,400	\$0	
Miscellaneous Supplies/Furniture and Fixtures/Small Equipment/ Diesel Fuel	\$34,500	\$60,200	\$25,700	Replacement of old/ broken small equipment and office furniture
Total Office Supplies	\$109,900	\$135,600	\$25,700	
Advertising - Employment, Media, RFP's, Public Hearings / Specialized Printing	\$19,000	\$30,500	\$11,500	Increased cost of advertising
Postage	\$15,000	\$16,000	\$1,000	
Utilities	\$253,100	\$240,800	(\$12,300)	
Internal Serv Fund Cap Equip Payment	\$216,800	\$240,030	\$23,230	
Repairs/Maintenance	\$343,300	\$502,670	\$159,370	Includes \$178,800 restoration request for on-going facility repairs
Copier/Office Equipment Maintenance	\$300,000	\$300,000	\$0	
Risk Management	\$38,600	\$47,100	\$8,500	
Legal Services	\$20,000	\$10,000	(\$10,000)	
Leadership & Development Training/ Tuition Assistance	\$50,000	\$75,000	\$25,000	Enhanced employee development
Misc. Services	\$231,500	\$219,330	(\$12,170)	
Total Other Services & Charges	\$1,487,300	\$1,681,430	\$194,130	

9. Proposed Changes to Planning Department Work Program

At the Semi-Annual Report to the County Council, the Planning Department received feedback from Councilmembers on our proposed FY16 Work Program. Based on this feedback, the Department is proposing several changes:

- The White Flint II Plan is being accelerated by two months. It will begin in April 2015 and a Planning Board Draft Plan will be transmitted to the Executive and Council in August 2016.
- The transmission of the MARC Rail Stations Plan will be delayed by one month so as to provide needed spacing between plans coming to the Council. The MARC Rail Stations Plan will be transmitted as a Planning Board Draft in October 2016.
- The Shady Grove Minor Master Plan Amendment for the potential entertainment venue will be delayed by six months. With this change, it would be transmitted as a Planning Board Draft in January 2017. Although staff has had several conversations about the potential entertainment venue in Shady Grove, there has been little movement on this project in recent months.

These changes reflect the Planning Department's goal (consistent with the Council's direction) of focusing staff time and attention on planning activities in parts of the County where there is immediate interest in change and new development.

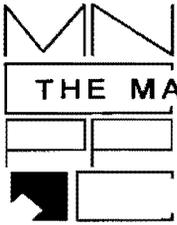
In addition, at the Semi-Annual, there was discussion of a new work program item that would involve a study of public schools – including not only how projections of capacity are calculated, but also new models for school design and providing needed classroom space. This is an important and necessary effort, but will require more time to fully scope and to coordinate with MCPS. It will also be important to involve the new Superintendent in this project. For these reasons, the Planning Department recommends that we take a few months of additional time to develop an appropriate project scope and come back to the Council to discuss funding this study outside of the current budget process.

FY16 Proposed Master plan and Major Projects Schedule
Revised 4/13/15

Master Plan & Major Projects	2014			2015			2016			2017			2018											
	FY15			FY16			FY17			FY18														
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
NO Zoning Ordinance Revision and Refinements																								
NO White Oak Science Gateway Master Plan/Revised Schedule																								
NO Sandy Spring Rural Village MMP																								
NO Aspen Hill MMP																								
C Bethesda Downtown Plan																								
C Greater Lyttonsville Plan																								
C Westbard Plan																								
C Montgomery Village Master Plan																								
C Highways Master Plan/Tech. Corrections and Updates																								
C Shady Grove MMP																								
NO Subdivision Staging (Growth Policy)																								
C MARC Rail Stations (Germantown and Boyds) Plan																								
C White Flint II Plan																								
C Bikeways Plan Update																								
C Rock Spring Plan																								
NO Gaithersburg East Master Plan																								
C Aspen Hill and Vicinity Plan																								
NO Montgomery Hills and Forest Glen Master Plan																								
NO Recreation Guidelines																								
C Rental Housing Study																								
NO Colocation of Public Facilities Study																								
NO Evolving Retail Trends Study																								
NO Master Plan Reality Check																								

Staff
 Planning Board
 CE Review & Council Noticing Period
 Hearing
 Council Review
 Commission Adoption, SMA
 Hold until Election
F Planning Board Draft

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

April 13, 2015

TO: Planning, Housing and Economic Development Committee
Marlene Michaelson, Senior Council Analyst

VIA: Patti Barney, Executive Director
Joe Zimmerman, Secretary-Treasurer
Adrian Gardner, General Counsel

FROM: John Kroll, Corporate Budget Manager

SUBJECT: Budget Worksession

Below please find the Central Administration Services responses to Council Staff questions in preparation for the budget worksession of April 20:

1. What non-recommended reductions do you propose to meet the County Executive’s recommended reductions and what are your priorities for restoration of funding?

The chart below shows the Administration Fund’s FY15 Proposed Budget in comparison to the County Executive’s recommendation, and the overall amount of reductions required for our budget to achieve the County Executive’s (CE) recommendation.

Administration Fund Budget

FY15 Adopted Budget (less grants and transfers)	28,709,985	
FY16 Major Known Commitments	-66,962	
Critical Needs Requests	<u>1,557,174</u>	
FY16 Proposed Budget	30,200,197	
FY16 County Executive’s Recommended Budget	29,453,597	
FY16 Reductions Required to Achieve CE Recommendation	746,600	
Internal allocation by Department – Planning	619,268	<u>Bi-County</u>
- DHRM	53,074	118,231
- Finance	59,874	130,388
- Legal	14,384	24,343

M-NCPPC undertook an internal analysis of how to allocate the overall CE recommended reduction. Since the reduction amount was less than the total of our critical needs

requests, it was pro-rated between all Administration Fund departments based on their share of those requests. The Commissioners' Office and Office of Internal Audit's shares, although small, were determined to more heavily impact those offices, so DHRM and Finance, respectively, each proposed to cover the shares of those two offices.

Please note that for CAS Departments, the reduction amount is substantially greater, due to the bi-county nature of these departments.

Planning's allocated amount is addressed in a separate response. For the CAS Departments, the total reduction allocation is \$127,332 (Montgomery County portion of the bi-county total of \$272,962). The Departments have proposed the following non-recommended cuts to meet this target.

Department of Humans Resources and Management

For FY16 proposed Administration Fund budgets, the Montgomery County Executive recommends a 2.6% increase from the FY15 approved budget. This would result in a reduction of \$746,600 to the FY16 proposed budgets. Of this amount, the Department of Human Resources and Management (DHRM) was asked to provide non-recommended reductions of \$53,074 in Montgomery County. The DHRM Bi-County total is \$118,231.

The DHRM reductions (below) cover the non-recommended reductions for the Montgomery Commissioners' Office in the amount of \$1,203 (or \$2,608 Bi-County impact).

Explanation of Non-Recommended Reductions (in priority order)	Montgomery Amount	Total MC & PGC
Partially reduce funding for Leadership Development Training (Essential Need)	9,097	20,273
Eliminate restoration of HR Recruitment position (Essential Need)	34,880	77,685
Partially reduce funding for Labor Counsel	9,097	20,273
Non-Recommended Reduction	\$53,074	\$118,231

Priorities for Restoration of Funding:

1. Funding of Agency-Wide Leadership Training Program (Supported by Departments)

The agency does not have a formal training program for its workforce to address significant succession planning issues and workforce competency.

- The M-NPPC FY2014 annual Personnel Management Review reveals that 683 (or 34% of current employees will be eligible to retire between FY14 and FY18 (collectively).

71% of the agency's Officials/Administrators will be eligible to retire during this same period. Department Directors have been working together to identify needed solutions to provide consistent training on mandatory standards and succession planning.

- This funding will be used to reinstitute an agency-wide leadership development program. The program, which was previously administered through CAS, was eliminated in 2009 due to budget cuts.
- Operating departments requested this program be housed in CAS to provide greater cost efficiency, a consistent training platform, and broader access to all departments. The Leadership Program will focus on core, concrete business skills, such as project management, ethical decision making, and performance accountability. This training would not replace training efforts that may be offered in some departments, as those efforts are specific to service operations (e.g., parks management, planning, legal, etc.).

2. Restore One Frozen HR Position to Address Increased Recruitment Activities

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

- In calendar year 2011, 35,640 applicants were screened; in 2012, 47,438 applicants were screened; and in 2013, 61,968 applicants were screened. This equates to a 74% increase in workload (applicants screened) over the past two years.
- In calendar year 2014, the Recruitment Office reviewed 55,447 applications - demonstrating sustained growth in activity.
- In addition to recruitment activities, the Office is responsible for all oversight of the Criminal Justice Information System (CJIS), fingerprinting and background checks, assisting with Return to Work placements, Park Police promotional testing administration, American with Disabilities Act (ADA) Title I training for field staff, conducting Critical Testing, and representing the agency at job fairs, etc. All of these programs are necessary and/or mandated.

3. Labor Counsel Funding

Funding for Labor Counsel services ensures that the agency is positioned to effectively address union matters related to labor relations, including support on grievance cases, as well as union negotiation matters involving both the Fraternal Order of Police (FOP) and the Municipal and County Government Employees Organization (MCGEO).

Department of Finance

The Department of Finance was asked to provide non-recommended reductions of \$59,874 in Montgomery County. The Finance Bi-County total is \$130,388.

The Finance reductions (below) cover the non-recommended reductions for the Office of Internal Audit in the amount of \$738 (or \$1,607 Bi-County impact).

Explanation of Non-Recommended Reductions	Montgomery Amount	Total MC & PGC
The Finance Department proposes to meet the County Executive's reduced budget by increasing the amount of salary lapse in the budget.	59,874	130,388
Non-Recommended Reduction	\$59,874	\$130,388

This will require that certain positions be maintained as vacant longer than is desired for adequate support of the operating departments and add an element of risk that the necessary vacancies will not occur. Should vacancies not generate the necessary lapse, other budget items will be reduced to meet the necessity of a balanced budget at year end. Should it be necessary to reduce non personnel line items, it will result in the deferral of Information Technology upgrades and other initiatives necessary to provide support to the operating departments. Given that the level of support is at a bare minimum at this point, further reductions are not recommended.

Legal Department

The Legal Department was asked to provide non-recommended reductions of \$14,384 in Montgomery County. The Legal Bi-County total is \$24,343.

Explanation of Non-Recommended Reductions	Montgomery Amount	Total MC & PGC
Reduce available funding programmed for outside counsel and/or professional services	14,384	24,343
Non-Recommended Reduction	\$14,384	\$24,343

This funding reduction constrains the Legal Department's ability to respond promptly to emergent legal needs for outside counsel, litigation experts, and other professional consultants necessary for the work program.

2. Explain how rents for Commission’s Executive Office Building are split between Prince George’s and Montgomery County.

As shown on page 303 of the Proposed Budget, the following amounts are to be charged as rent for the space they occupy in the Executive Office Building:

PGC Parks and Rec.	212,449	18%
Retirement System	96,015	8%
CAS Departments	885,976	74%

The CAS Departments share is budgeted in the CAS Support Services budget, which is split 44.7% Montgomery and 55.3% Prince George’s.

3. Page iv of the Chair’s cover letter indicates that pension and health costs are decreasing due in part to the “aforementioned cost cutting steps”. What are those?

In past years, the Commission has taken a number of difficult steps to reduce costs in order to slow the growth in benefit costs. These steps included renegotiating union contracts, keeping wages flat during FY11, FY12 and FY13, implementing retirement incentive plans, and redesigning medical and pension plans while asking our employees to share more in their cost.

Specifics include:

- *Implemented the following changes to reduce pension costs:*
 - *Established a new lower cost pension plan for new hires effective January 2013.*
 - *Reduced the COLA cap to 2.5% for service earned in all plans after July 1, 2012.*
 - *Increased employee contributions for non-police plans by .5% in FY 13 and .5% in FY 15. Increased employee contributions for police plans by .5% in FY 15 and .5% in FY 16.*
- *Implemented the following plan design changes and initiatives to curb the increase in health insurance costs:*
 - *moderate drug step therapy program,*
 - *dispense as written penalties*
 - *mandatory mail order or maintenance choice program*
 - *generic co-pay incentive to improve medication adherence*
 - *Pharmacy Advisor counseling program*
 - *Prior authorization for compounded drugs*
 - *Redesigned the vision plans to reduce the increase in premiums*
 - *Step Therapy for three classes of Specialty Drugs*
- *Focused on wellness initiatives such as pre-screenings for diabetes prevention, bone density, prostate cancer etc. Waived copays on prescriptions related to the three highest cost medical conditions to improve adherence.*
- *Converted the retiree drug plan for Medicare eligible retirees to a Medicare Plan D plan plus Wrap around to increase subsidies from the federal government.*

- *Retiree medical benefit for new hires is now based on credited service*
- *Employees and retirees now pay greater cost share of health insurance*

4. The budget shows a transfer of \$1.1 million from the Administration Fund to the Park Fund? What was the rationale for the transfer? I do not recall seeing that in the FY15 budget.

This was an action taken by OMB along with a property tax increase in the Administration Fund to balance both funds at the end of the budget process last year. This allowed for sufficient revenue as well as meeting our 3% fund balance reserve policy in each fund.

5. What assumptions were used in creating the markers for compensation and benefits?

As we are still in negotiations with MCGEO, we prefer to respond in person and in confidence as to the budget assumptions for compensation and employee share of benefit costs.



MONTGOMERY COUNTY DEPARTMENT OF PARKS
 THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

April 16, 2015

TO: Planning, Housing and Economic Development Committee
 Marlene Michaelson, Senior Council Analyst

VIA: Mike Riley, Director of Parks
 Mitra Pedoeem, Deputy Director of Parks, Administration
 John Nissel, Deputy Director of Parks, Operations

FROM: Karen Warnick, Chief, Management Services, Planning Department

SUBJECT: Budget Worksession

Below please find the Department of Parks' responses to Council Staff questions in preparation for the budget worksession of April 20:

1. What non-recommended reductions do you propose to meet the County Executive's recommended reductions and what are your priorities for restoration of funding?

The chart below shows the Department of Parks FY15 Proposed Budget in comparison to the County Executive's recommendation, and the overall amount of reductions required in our budget to achieve the County Executive's (CE) recommendation.

Park Fund

FY15 Adopted Budget (less debt service, grants and CIP transfer)	90,169,939
FY16 Parks Same Services Level (Known Commitments)	2,871,078
Improved Service Initiatives	<u>2,311,832</u>
FY16 Park Fund Proposed Budget	95,352,849
FY16 County Executive's Recommended Budget	<u>91,299,484</u>
FY16 Reductions Required to Achieve CE Recommendation	(4,053,001)
County Executive's Recommended Increase over FY15 Budget	1,129,909

In preparing the FY16 proposed budget, the Department of Parks included new initiatives that addressed the top priorities of the department and focused on identified deficiencies in our work program as well as emerging trends. Even with a fully funded FY16 budget, the Department will continue to struggle to adequately meet the documented needs of a growing and diverse population while maintaining our current parks and facilities.

The chart below gives a historical perspective on the Park Fund career positions for the past 7 years. FY11 was a particularly difficult year when the budget was reduced 12% and 60 career positions were eliminated.

From FY12-FY15, Parks added 25 career positions to the complement with 17 of those positions for OBI or new mandates (NPDES, ADA, etc.) and 1 for new initiatives/emerging needs. Only 7 positions were restored of the 60 eliminated.

For FY16, of the 19 career positions requested, 5 address OBI or mandates and 13 are for responding to emerging needs. Only 1 position is a requested restoration. Even with adding 19 new positions, the Parks' complement is still 16 positions below the FY10 level.

History of the Park Fund Positions

	FY10	FY11	FY12	FY13	FY14	FY15	Proposed FY16	Change From FY10
Total Career Positions	729	669	672	673	675	694	713	(16)
OBI and New Mandates			3	1	2	11	5	22
New Initiatives/ Emerging Needs						1	13	14
Restoration						7	1	8
Change from Prior Year		(60)	3	1	2	19	19	44

In order to meet the Executive's recommended budget, the Department of Parks would have to cut programs in urban parks, general park maintenance, natural surface trail maintenance, preventive tree care, environmental green programs, historic interpretation/programming, the Parks' Foundation, community gardens, and more.

The Department of Parks compiled a set of reductions to reach the CE's target and divided the requested restoration into 4 tiers with Tier 1 being the Department's highest priority for restoration.

Tier 1 - Essential Needs		Funding	Positions	Workyears
Top Priority to be Placed on Reconciliation List				
Tier 1-a	Design, Planning, and Management of Urban Parks	129,405	1	1.2
Tier 1-b	Reduce Park Maintenance Backlog and Provide Effective Oversight for Park Operations	187,015	1	6.0
Tier 1-c	Planning, Design, Construction, and Repair of Natural Surface Trail Maintenance	61,612	1	1.0
Tier 1-d	Preventive Tree Maintenance Along Heavily Used Paved Trails and Parkways	100,000		
Tier 1-e	Green Initiatives and Energy Conservation	100,638	1	1.0
Tier 1-f	Historic Interpretation and Programming of Significant Cultural Facilities and Resources	89,877	1	1.0

Tier 1-g	Expanding the Donor, Grants and Sponsorship Opportunities for the Montgomery Parks Foundation through Administrative Support	58,244	1	1.0
Tier 1-h	Identify and Secure Corporate Sponsorship Funds Through the Parks Foundation	82,473	1	1.0
Tier 1-i	Expand Successful Community Gardens Program	76,286	1	1.0
Tier 1-j	Improved Information Technology Services Through Contractual Help Desk Support	180,000		
SUBTOTAL TIER 1 <i>Top Priority to be asked to go on Reconciliation List</i>		1,065,550	8	13.2

Tier 2				
To be Placed on Reconciliation List but with a priority lower than Tier 1		Funding	Positions	Workyears
Tier 2-a	Database Administration for Park Police Law Enforcement Systems	94,638	1	1.0
Tier 2-b	Improved Security Surveillance in Parks Facilities	158,794	1	1.0
Tier 2-c	Expand Deer Management in Densely Populated Down-County	412,742	4	5.0
Tier 2-d	Increase CIP Implementation through Administrative Support	57,744	1	1.0
Tier 2-e	Major Improvements to Communications Through Departmental Website Upgrade and Enhancement	75,000		
Tier 2-f	Graphic Design and Promotional Campaign Advertising	50,000		
Tier 2-g	Implement Desktop Virtualization To Improve Staff Efficiency and Reduce Future Hardware Needs	120,000		
SUBTOTAL TIER 2 <i>Second Priority to be asked to go on Reconciliation List</i>		968,918	7	8.0
SUBTOTAL TIER 1 + Tier 2		2,034,468	15	21.2

Tier 3				
To be Placed on Reconciliation List but with a priority lower than Tiers 1 & 2		Funding	Positions	Workyears
Tier 3-a	General Increase in Other Services & Charges	177,726		
Tier 3-b	Inflationary Increase in Supplies & Materials	97,700		
Tier 3-c	Overtime Increase	44,800		
Tier 3-d	Capital Outlay	100,000		
Tier 3-e	Delayed Opening of Woodlawn Barn (OBI)	163,801	1	4.9
Tier 3-f	Increase Lapse from 7.5% to 8.0%	344,714		3.8
Tier 3-g	Expand Archaeological Programming and Research	99,638	1	1.0
SUBTOTAL <i>Third Priority to be asked to go on Reconciliation List</i>		1,028,379	2	9.7
SUBTOTAL TIER 1 + TIER 2 + TIER 3		3,026,847	17	31.9

Tier 4				
To be Placed on Reconciliation List but with a priority lower than Tiers 1 & 2 & 3		Funding	Positions	Workyears
Tier 4-a	Prepay FY16 Non-Personnel Items with FY15 Savings	449,964		
Tier 4-b	Reduce Gasoline Budget Risking Funding Shortage in FY16	300,000		
Tier 4-c	Increase CIP Chargebacks for Facilities Management and Park Development	74,782		
Tier 4-d	Delay Hiring OBI Positions until January 2016	115,408		
Tier 4-e	Reduce Postage	40,000		
Tier 4-f	Eliminate Employee Performance Recognition Awards	10,000		
SUBTOTAL Third Priority to be asked to go on Reconciliation List		990,154	0	0.0
SUBTOTAL TIER 1 + TIER 2 + TIER 3 + TIER 4		4,053,001	17	31.9

Impact Statements for Tiered Non-recommended Reductions				
Tier 1 - Essential Needs Top Priority to be Placed on Reconciliation List		Funding	Positions	Workyears
Tier 1-a	Design, Planning, and Management of Urban Parks	129,405	1	1.2
<p><i>Impact:</i> As the central business districts and other major urban centers are developing, the need for creation of substantial green and hardscape parks is clear. Amendments to the zoning ordinance approved last Fall by the Council, as well as new planning efforts covering highly urbanized sectors of the county will bring a number of "in-town" parks into existence, either through acquisition, dedication, or funding in lieu of dedication, as part of the development process. The design and management of these facilities requires a level of effort that is quite different from that traditionally required of the Department in operating most local parks—even those located at the periphery of business districts.</p> <p>A critical challenge for the Department of Parks is to maintain the high level of park and recreation service in the County by putting the "right parks" in the "right places." Not surprisingly, the Vision 2030 Strategic Plan for Parks and Recreation (M-NCPPC 2010) confirmed that the highest needs are and will continue to be in areas of highest population density. Most of the County is built out, and growth will occur by redeveloping our urbanizing areas. The Department of Parks is committed to continue to provide a system of parks, trails, and open space where people live, work, and play, and that are accessible by walking and transit.</p> <p>As the County becomes more urban, acquiring park sites in growth areas is increasingly difficult because of competition for land. The Urban Park Guidelines, approved by the Planning Board as part of the 2012 Park, Recreation and Open Space (PROS) Plan recommends that a system of parks and open spaces be provided for every urban master plan or sector plan area through a combination of public and private efforts.</p>				

The Department has requested an Urban Park Planner Coordinator position with expertise in community development, real estate and development that will be dedicated to the planning and implementation of urban parks. This position will coordinate between the Planning and Parks Departments to implement the Urban Park Guidelines' hierarchy of parks, trails and open spaces in every area master plan, as well as coordinate within the Department of Parks to plan, program, police, and maintain urban parks. Acquisition is not the only challenge for successful urban parks. The intensity of use is significantly greater in an urban environment; therefore the operations required to achieve Parks' level of quality will require different tools and expertise, and more frequent maintenance, policing, and programming.

Without this position, the Department will have to spread these responsibilities across multiple staff in various divisions to perform some aspect of urban park planning and operations. However, to remain the agency that delivers the service of parks and trails to our citizens, Parks needs a dedicated staff member who "owns" the role of coordinating all aspects of the urban park planning process and can effectively coordinate with both the Planning Department and park staff involved in park operations, programming, and policing.

Tier 1-b	Reduce Park Maintenance Backlog and Provide Effective Oversight for Park Operations	187,015	1	6.0
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Impact: Due to budget cuts in FY11, the Northern Parks division abolished nine maintenance positions. After analysis and review, the Department recommended the restoration of one of these positions which will allow current staff to meet performance measures and maintenance standards more effectively, and reduce the maintenance service backlog.

Since this position was abolished, staff has had to divide its focus on maintenance tasks as well as the many new programs such as Smart Parks/EAM management; ERP management; new ADA compliance requirements; increased recycling efforts expanding to local parks; environmental mitigation projects; NPDES mandates; new storm water management regulations; new nutrient management regulations, and much more. The remaining staff has continued to have high completion rates for urgent tasks that require quick response, but routine tasks have suffered without the appropriate amount of oversight and coordination efforts.

In addition, much of our seasonal staff was also eliminated in FY11. Employment of seasonal workers is a common and highly cost effective method of delivering park maintenance and programming services during peak usage periods. Over the past four years, some seasonal staff funding has been restored, however, our FY15 seasonal budget was still \$320,000 less than our FY10 seasonal budget.

This initiative includes 5.0 seasonal WYs. Seasonal staff augments maintenance crews allowing career staff to perform functions which require a broader skill set. Seasonal maintenance staff address many seasonal needs and fill many voids in cleaning facilities, tree debris, administrative work, cutting grass, grounds maintenance, and more. Pairing seasonal staff with career staff expands the ability to send more crews to different locations and reduces costs per project/work order. Seasonal staff also enables professional staff to spend more time on their main job functions.

With this reduction in seasonal funding, career staff will be required to perform lower level duties hindering their ability to address maintenance backlogs.

Tier 1-c	Planning, Design, Construction, and Repair of Natural Surface Trail Maintenance	61,612	1	1.0
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Impact: Trails are one of the most popular facilities that the Department of Parks has to offer, and the blossoming trend of natural resource based recreation puts even more pressure on our Department to deliver safe and enjoyable natural surface trails that meet this need while stewarding the environment within which they reside. The Department of Parks currently offers approximately 141 miles of “sanctioned” trails across the park system. A “sanctioned” trail is a trail that has been constructed to sustainable standards, is inspected and maintained on a regular basis, has been blazed and signed in the field, and has maps available on the web.

The Vision 2030 process reveals that trails are one of the top three facilities valued by Montgomery County residents. Trails provide critical access to a variety of park facilities and natural areas Vision 2030 also shows that the Department of Parks provides too few sanctioned natural surface trails in the down-county area – which is the area of greatest trail needs. This position would facilitate the inspection and maintenance of existing natural surface trails and allow for the planning and construction of new facilities in the areas of higher population density

The planning, design, construction, and repair of natural surface trails takes place year round. The work is technical in nature and requires advanced professional training. Work efforts frequently require close coordination with a variety of career staff in other divisions (e.g., Park Managers in Northern Parks and Southern Parks; Heavy Equipment Operators in Facility Management, and Engineers in Park Development) as well as various regulatory agencies at the State and Local level. Oftentimes, this position will be called upon to lead work groups composed of career staff and volunteers. The year-round nature of the work, the professional/technical skills required, and the supervisory responsibilities of the position all contribute to the need for a career staff position rather than one that is seasonal non-career intermittent.

Failure to fill the requested position will put the Department further behind with the routine inspection and maintenance of existing trail facilities and prevents the Department from retrofitting existing non-sanctioned trails to current standards.

Tier 1-d	Preventive Tree Maintenance Along Heavily Used Paved Trails and Parkways	100,000		
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Impact: In the adopted FY14 budget, the Department of Parks received \$200,000 for a county-wide program to inspect and provide much needed preventive maintenance on trees along our major parkways and associated trails. This preventive maintenance program helps ensure the long-term health and protection of our trees while providing a safe environment for our parkway and trail users by removing hazard trees and limbs that may fall onto our parkways and bike trails. Additionally, this program provides tree and branch trimming to provide minimum clearances for site distances and safe use of our facilities.

For the FY16 budget, the Department requested an expansion of this program by adding \$100,000 for hazardous tree and limb removal along heavily used paved trails, specifically the Capital Crescent Trail, Matthew Henson, Sligo Creek, Rock Creek Hiker Biker Trail, Long Branch, Magruder Branch, Northwest Branch, Cabin John Trails, and paved trails at Cabin John, Wheaton, and Black Hill Regional Parks.

Trees growing along our Trails and Parkways are subject to conditions that lead to their decline, including:

- Insect and disease problems
- Air pollution
- Drought
- Root and soil compaction due to mower and maintenance vehicles which is leads to poor tree growth and vitality
- Flooding
- Mechanical damage injury due to mowing equipment and vehicle use near trees
- Soil contamination from de-icing salt

The decline and eventual death of these trees leads to many hazard trees and limbs hanging over our trails and parkways. At current staffing levels, staff cannot perform many of the preventive maintenance and care responsibilities for our trees. By outsourcing the tree maintenance including hazard tree and limb removal along our parkways and trails will enable staff to focus on preventive maintenance and care responsibilities for our trees in other areas.

The program benefits of this contract will be to: 1) conduct inspections of parkway and trail trees for health and safety, 2) ensure long –term health and protection for parkway trees, 3) provide a safe environment for park patrons, and 4) reduce the Commission’s exposure to liability.

Without this contractual funding, tree conditions may decline to an unsafe level leading to potentially hazardous situations on our trails and parkways.

Tier 1-e	Green Initiatives and Energy Conservation	100,638	1	1.0
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Impact: The Commission adopted Practice 6-40 (M-NCPPC Sustainability Standards) in 1976. The practice was amended in November, 2012 which updated and replaced all other internal sustainability procedures. The Department of Parks has committed to implementing its Sustainability Plan which includes 1) Adopting green building management strategies which meet nationally accepted sustainability certifications for energy conservation and use of renewable resources; 2) Procuring goods and services aimed at high efficiency products and other sustainability practices; 3) Implementing green practices in community planning, landscape design, and other site planning; 4) Fostering on-going awareness amount employees and patrons on sustainability objectives and programs, and 5) Adhering to updated County and State sustainability mandates.

Sustainable practices promotes environmental (air, land, water, and conservation), social (employment, health, learning, and welfare), and economic (growth and energy) benefits. It can often be difficult to find a balance between humans and nature, especially as we continue to expand our communities. Taking action to preserve green space and work towards more sustainable living are just some of the benefits of sustainable development.

The Department of Parks FY16 proposed budget included a request to fund a Sustainability Coordinator with specialized skills and advanced professional training to manage and implement all sustainability initiatives for the Department. Without this position, the Department will be hindered in bringing the many benefits of sustainable “green” development into Parks facilities and operations.

Tier 1-f	Historic Interpretation and Programming of Significant Cultural Facilities and Resources	89,877	1	1.0
<p><i>Impact:</i> The History in the Parks Program is gaining in programming and influence, despite insufficient staff required to make it fully functional. There is one Museum Manager in the Cultural Resources Program who oversees educational programming at Josiah Henson Park, Oakley Cabin, the Underground Railroad Experience Trail, Kingsley Schoolhouse, Agricultural History Farm Park, and Blockhouse Point.</p> <p>Program offerings vary from regular seasonal tours April through October (such as at Underground Railroad and Oakley) to very intermittent or barely any programming due to lack of staffing (such as at Agricultural History Farm Park and Blockhouse Point).</p> <p>The program is making strides with Montgomery County Schools and in partnerships with organizations such as Button Farm, Sandy Spring Museum, Sandy Spring Slave Museum, and Heritage Montgomery. All programs are given by docents, low-paid "instructors," or by Friends because Parks has no one at the sites we own. An additional career staff is needed to offer enriched history-based programming at the best historic sites.</p>				
Tier 1-g	Expanding the Donor, Grants and Sponsorship Opportunities for the Montgomery Parks Foundation through Administrative Support	58,244	1	1.0
<p><i>Impact:</i> The Montgomery Parks Foundation continues to expand opportunities for Montgomery County residents, businesses and organizations to support their parks through donations, grants, sponsorships and memberships. Many of these programs, such as the tribute programs in parks (benches, trees, bricks boulders) are very labor intensive and require significant administrative efforts to track donations, place order, coordinate personalized plaques, and work with the park managers on the installation. This term contract administrative position for the Foundation will support the tribute programs, the Friends of Montgomery Parks, the Corporate Sponsorship Program and other administrative needs of the growing Foundation. Without this position, the Foundation's professional staff would be required to continue to perform clerical functions, which takes them away from focusing on expanding donor, grants, and sponsorship opportunities.</p>				
Tier 1-h	Identify and Secure Corporate Sponsorship Funds Through the Parks Foundation	82,473	1	1.0
<p><i>Impact:</i> The Department has made a significant commitment to ensure the successful maturity of the Montgomery Parks Foundation. A revised Memorandum of Understanding between M-NCPPC and the Montgomery Parks Foundation guides the Foundation's efforts to create and implement fundraising strategies intended to generate alternative revenue to support Montgomery Parks.</p> <p>A noteworthy milestone in the creation and implementation of fundraising strategies occurred when the Planning Board approved both the Corporate Sponsorship Policy in January 2013 and the Implementation Plan in June 2014. The Implementation Plan specifically identified a new position, a Corporate Sponsorship Manager, to be a core member of the Foundation staff responsible for the identification, cultivation and solicitation of new corporate opportunities and relationships</p>				

The Corporate Sponsorship Manager proposed in the FY16 budget will be expected to identify and secure significant funds through the Foundation on behalf of Montgomery Parks. The Corporate Sponsorship Manager will fill a revenue generating position to continue to build capacity during these early years of the Foundation's revitalization and ensure the potential for the Foundation to become sustainable and independent.

Failure to fund this term contract position will impede the Foundation's ability to implement the Corporate Sponsorship program and to generate new funding opportunities.

Tier 1-i	Expand Successful Community Gardens Program	76,286	1	1.0
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Impact: In its six years of operation, the highly popular community garden work program has grown significantly and includes oversight of 11 gardens year-round with 489 individual garden plots, monitoring 11 listservs, coordinating garden plot registration each spring, recruiting and training volunteer garden coordinators, coordinating new garden installations and updating the website. Currently, the program has 82 people on the waiting list.

This operation is currently managed by a seasonal staff member. However, this staffing level is not sufficient to handle the annual work load and or meet the public demands for future garden additions or expansions.

A full time career position will be able to fully handle the current work program, increase the number of community gardens in the parks, and expand existing community gardens to increase the number of plots offered. In addition, this position will coordinate all ADA compliance mandates for the community gardens. A recent review of ADA standards and guidelines indicated that 4 of the 11 existing community gardens must be renovated to be accessible and that all new community gardens, or additions to existing gardens, are considered new construction and must include at least 5% accessible plots.

In early 2015, Parks will be opening a new garden in Germantown with accessible gardening areas. As part of the anticipated renovations at the Sligo Mill Overlook Park, we will be adding accessible gardening opportunities.

The current revenue (\$23,400) and most of the expenditures, including the seasonal salary, for the community gardens are included in a special revenue fund. To remain in the special revenue fund, the program must be self-sufficient. Since this program has proven to be more costly than can be covered by revenues, it is not self-sufficient and must be moved from the special revenue fund to the Park Fund. The FY16 proposed budget includes the funding for a career position and the removal of the seasonal salary. These Park Fund expenses will be offset by the revenue deposited in the Park Fund.

If this position is not funded through the reconciliation process, the revenue in the FY16 proposed Park Fund would need to be lowered by \$23,400 and the special revenue fund would need to be amended.

Tier 1-j	Improved Information Technology Services Through Contractual Help Desk Support	180,000		
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Impact: In today's world, just about everything is more convenient and accessible due to advances in technology across almost all sectors. In the Department of Parks, the demand for expanded technology services has increased over the past few years. Many Park staff out in the field now use mobile devices - smart

phones and tablets - to document needed repairs, vandalism, or other issues in the parks and to enter work orders on-site which increases the efficiency of the park operation staff.

The Technology Team has been unable to keep up with the growing technology demands. This contract would provide on-site technology contractors to provide desktop services to Park staff in the southern part of the county. This will allow technology staff to focus on the research and implementation of new technologies to better support the growing and emerging needs of the Department.

SUBTOTAL – Tier 1 Top Priority to be asked to go on Reconciliation List	1,065,550	8	13.2
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Tier 2 To be Placed on Reconciliation List but with a priority lower than Tier 1		Funding	Positions	Workyears
Tier 2-a	Database Administration for Park Police Law Enforcement Systems	94,638	1	1.0

Impact: The Park Police Division has a number of databases and disparate systems effecting law enforcement and security, and has requested a system administrator to manage these systems which includes the following:

Law Enforcement Systems

Police CAD/RMS (Mapping/Auto Vehicle Locator (AVL)/GIS, Mobile Data, State/CJIS/NCIC Interfaces, Caller ID/TTY/TDD Interface); Maryland State Police Delta+ (Electronic Ticket System, Automated Crash Reporting System); In-Car and Body-Worn Law Enforcement Video Systems; Public Safety Radio System; Audio Logging System for Radio and Phone Recording; License Plate Reader System (LPR); Domain Administration; E-mail Administration; File Server Administration; Assist with Vehicle Up-fitting; Assist with Desktop Support; Assist with Mobile Phone Support.

Enterprise Security & Life Safety

Access Control; Central Station Monitoring; Intrusion Detection (Burglar Alarms, Smart Sensors, Video Analytics); Fire-Alarms; Emergency Call Stations; Security Video Systems; Security Operations Center.

This position will serve as the administrator of all of the aforementioned systems and will be expected to manage, coordinate, and direct programs and staff which will include section supervisors and technicians. Without a dedicated position with the expertise in systems administration, these responsibilities will continue to be spread across multiple staff without the needed expertise to ensure these databases are secure.

Tier 2-b	Improved Security Surveillance in Parks Facilities	158,794	1	1.0
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Impact: Surveillance cameras are becoming ubiquitous in society today. The presence of active surveillance systems serves as a deterrent to criminal activity, promotes safer parks for our users, and is a valuable tool for monitoring unattended facilities.

As technology has grown, demand for these systems has increased and has outpaced the Department's current technical staffing to install and maintain camera surveillance systems as needed. This critical service is unfunded and the technology is underutilized in our current circumstances. A dedicated position would properly address standardization of implementation, equipment distribution, liability and privacy concerns.

Tier 2-c	Expand Deer Management in Densely Populated Down-County	412,742	4	5.1
<p><i>Impact:</i> The County's deer management program has been in place for over 18 years. Despite a very successful record, deer populations continue to expand into areas not currently under management. This is particularly true in more developed portions of the county. This initiative will greatly expand the capacity of the program to address these specific areas.</p> <p>This initiative was developed in response to requests from the County Council to expand deer management efforts in the County. It will provide the natural resource and Park Police staffing and equipment required to create one additional sharpshooting team, expand the sharpshooting operations by three to four days per year, cover butcher processing costs for the additional deer harvested and develop and implement a proposed pilot archery program for parkland where other management options are not practicable.</p> <p>This past spring, the Montgomery County Council requested that the Department of Parks continue to expand on-going direct reduction deer management efforts (i.e., managed hunting and sharp-shooting) on M-NCPPC parkland. In addition, the Council recently reduced the safety zone associated with archery hunting from 150 yards to 100 yards (adjacent to occupied structures) in order to provide additional deer hunting opportunities on private land. This later action will likely increase calls for Park Police service associated with tracking and recovery of deer that are shot on private property (with archery equipment) that then move onto adjacent parkland before expiring.</p> <p>This expansion will provide deer population management into 8 additional parcels of parkland (1500 acres) and additional harvest of deer on existing parkland within the Park Police-based Sharpshooting Program.</p> <p>This request includes funding of \$55,000 in one-time funding capital outlay for a truck, trailer and utility vehicle.</p>				
Tier 2-d	Increase CIP Implementation through Administrative Support	57,744	1	1.0
<p><i>Impact:</i> For the past few years, the Park Development Division had hired a term contract administrative support employee using savings from vacancies in the division to boost the CIP implementation rate. This contract employee provides administrative functions such as photocopying, scanning documents, handling the logistics for public meetings, etc. It was inefficient for highly professional staff, such as architects and engineers, to perform clerical functions. When freed from clerical duties, the professional staff could focus on completing the CIP projects assigned to them in a more expeditious manner. The Department requests a full time career administrative position for FY16.</p>				
Tier 2-e	Major Improvements to Communications Through Departmental Website Upgrade and Enhancement	75,000		
<p><i>Impact:</i> MC Planning and MC Parks proposed a website redesign for FY16 which will involve a new content management system, migration of content, training, and support. This upgrade will allow for greater information transparency, website management efficiency and more current technology for visitors, staff and users of the Planning Board, Planning and Parks sites.</p> <p>Through a recent focus group facilitated as part of the Commission's rebranding initiative, the feedback for both the MC Planning and MC Parks websites was unfavorable. Upgrades to the website were consistently mentioned when asked which recommendations they would make to improve the organization. By delaying the upgrade, the MC Planning, MC Parks, and Planning Board's websites will continue to be cumbersome to use and citizens will have a harder time accessing new web-based tools.</p>				

This item is shared with the Planning Department (1/2 Planning and 1/2 Parks) and is Planning's top priority for restoration. If the funding is restored in Planning but not in Parks, then Planning will go forward with this project at a slower pace.

Tier 2-f	Graphic Design to Support Community Outreach	50,000		
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Impact: The production of high quality publications and collateral material is critical to the successful promotion of the myriad of classes, programs, events and facilities offered to the public. Professionally designed pieces have the ability to raise awareness and influence participation rates, and are needed to support the Department's marketing efforts. Contracted services will provide collateral materials and development of templates for the hundreds of pieces requested each year. Materials include brochures, flyers, posters, banners, photography, maps, presentation materials and newsletter layouts.

Promotional campaign funding for Park Fund activities was severely reduced in FY11 and has only marginally been increased since then. At the same time, funding from the Enterprise Fund for promotional campaigns for Enterprise activities has grown and has proven to be successful. This initiative seeks to enhance the promotional campaigns for the Park Fund activities and is needed to support the purchase of ad placements for seasonal campaigns promoting registration/participation in the Department's classes, programs and events. Ad buys will include Google ads, broadcast and social media ads, print collateral pieces and bus wraps. Distinct seasonal promotions allow for a consolidated effort to drive public interest in the wide array of programmatic opportunities available across the Department rather than attempting to develop and fund campaigns for facility specific activities.

By packaging the appeal as a consolidated effort, the Department raises broad interest and awareness while efficiently using limited marketing funds. An example would be the campaign for summer camps where, by developing materials that appealed to the customer base of parents seeking high quality opportunities from a trusted camp provider, the Department of Parks increased interest in all camps offered, regardless of the sponsoring division by creating a broad campaign.

Tier 2-g	Implement Desktop Virtualization To Improve Staff Efficiency and Reduce Future Hardware Needs	120,000		
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Impact: Technology is advancing rapidly. Increasing numbers of staff are moving away from desktop computers to using smart phones, laptops and tablets to work from anywhere, on any device, at any time to improve efficiently. Advances in software and communications systems allow staff to perform more intricate analysis and provide better customer support both internally and externally. Desktop virtualization is emerging as the technology solution.

In this current fiscal year, we are assessing which desktop virtualization technology is best for both MC parks and MC Planning. In FY16, we expect to begin desktop virtualization by replacing aging PCs with inexpensive thin clients, or zero clients, as they are called. A thin client, essentially, is a remote console that provides a user interface to the virtual desktop. The entire computing takes place in the virtual environment in our data center, where virtual desktops reside, and provides these benefits:

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

We are excited to strategically implement desktop virtualization over the next several years to move towards new technology and eliminating the need for desktop PCs. Recently, the Montgomery County Government spent \$500,000 on desktop virtualization.

The delay of desktop virtualization will slow development of staff efficiencies and delay the move away from desktop PCs.

This item is shared with the Department of Parks (1/3 Planning and 2/3 Parks).

SUBTOTAL – Tier 2 Second Priority to be asked to go on Reconciliation List	968,918	7	8.0
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Tier 3 To be Placed on Reconciliation List but with a priority lower than Tiers 1 & 2		Funding	Positions	Workyears
Tier 3-a	General Increase in Other Services & Charges	177,726		

Impact: During the FY10 and FY11 budget process, the funding for other services and charges (OS&C) was dramatically reduced. Since 2011, the consumer price index (CPI) has increased a total of 8.2%, or an average of 2.1% each year. During this time frame, the Parks budget for OS&C has only increased 1.0% in FY15 due to inflation. All other increases were due to known commitments such as contractual obligations, OBI, or mandated services.

By not keeping up with inflation, the Department's buying power for new contractual services has effectively shrunk. One area where this is prevalent is professional development. In FY11, the Department budgeted \$200 per employee for training. Since that time, the cost of training has increased without a commensurate increase in the budget. The benefits of professional development are well documented for its positive effect on employee morale, increasing competency, motivating the workforce, etc.

Another contractual area that will be targeted for an increase is custodial services which were cut in FY11. Contracting out custodial services frees up maintenance staff to address maintenance standards more effectively, and reduce the maintenance service backlog.

The Department of Parks is requesting to increase the other services and charges budget by \$177,726 or 1.5% over the FY15 Adopted Budget. This Tier 3 line item would eliminate the requested inflationary increase.

Tier 3-b	Inflationary Increase for Supplies and Materials	97,700		
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Impact: In the same vein as the increase for OS&C noted in item Tier 3-a, the Department of Parks requested an increase in our supplies and materials budget by \$97,700 or 1.5% over the FY15 Adopted Budget to keep up with inflation and, yet, acknowledge that efficiencies in services may not require the full 2% increase. This Tier 3 line item would eliminate the requested inflationary increase.

Tier 3-c	Overtime	44,800		
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Impact: The Department has requested a 2% increase in its overtime budget to catch up and be commensurate with the cost of living adjustment employees received in FY15. The majority of the Department's overtime is contractually mandated by the FOP and MCGEO union contracts. Without this increase, Parks' overtime budget has effectively shrunk. Parks may be contractually required to overspend our overtime budget. Parks would either fund the overtime by reducing seasonal salaries or would return to the Council to request a supplemental appropriation.

Tier 3-d	Reduce Capital Outlay (Equipment)	100,000		
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Impact: Funding for capital outlay was eliminated in FY10, FY11, FY12, and FY13. In FY14, only \$500,000 was restored in capital outlay spending. Each year, some one-time capital outlay funding is approved for OBI or mandates such as NPDES, but this does not address the equipment deficiencies facing the Parks.

With limited purchasing ability since FY09, the Department has used the equipment available to them or done without. Some of the equipment is old, outdated, not the correct type or size for the task, and not efficient. The continued use of older equipment increases repair costs, increases downtime which results in lost productivity, decreases reliability and may compromise operator and public safety. Also, as equipment ages, models change, parts become difficult or impossible to find. Newer equipment is often greener and more efficient.

Reducing the funding to purchase of equipment will require staff to use equipment that may be old, outdated, not the correct type or size for the task, and not efficient. This may result in increased downtime, lost productivity, decreased reliability, and may compromise operator and public safety.

Tier 3-e	Delay Opening of Woodlawn Barn (OBI)	163,801	1	4.9
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Impact: When completed, the Woodlawn Barn project will rehabilitate the existing historic stone bark barn and adjacent carriage house for public use as a visitor center. The buildings are located at Woodlawn Cultural Special Park, a designated County historic site in Sandy Spring. Visitor Center exhibits will focus on themes of the Underground Railroad, the Quaker Experience in Montgomery County, and the barn as a feature of the County's agricultural landscape.

The main attraction of the Visitor Center will be multi-media exhibit environments throughout the barn. Images, sounds, and stories are expected to be projected across interior walls and spaces to create a unique experience for visitors while also enhancing the structural, spatial, and historic integrity of the barn's upper levels. The adjacent Carriage House will have visitor orientation information and restrooms, and will be the starting location for the Underground Railroad Experience Trail, an existing park feature.

This CIP project is planned to be completed in the middle of FY16. The OBI funding for this project includes 1 full-time career staff and seasonal staff to program and interpret the barn, carriage house, and surrounding historic underground railroad.

Generally a park cannot be "closed" once the construction is completed. However, the Visitor Center is an exception to that rule. This line item proposes not opening the Visitor Center to the public until funding can be made available in FY17 or beyond.

Tier 3-f	Increase Lapse by 0.5% from 7.5% to 8.0%	344,714		3.8
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Impact: The Department of Parks FY15 approved career complement is 693. The FY15 budgeted lapse is 7.5% which equates to 50.4 workyears.

For FY16, the Department has requested 19 new positions bringing the career complement to 713. Continuing the 7.5% lapse rate equates to 52.5 workyears.

Increasing the lapse rate to 8.0%, equates to holding an additional 4.0 workyears vacant bringing the total lapse to 56.5 workyears for FY16.

For the past several years, the Department of Parks has deliberately kept approximately 25 positions frozen in order to meet the imposed lapse. In FY16, the Department has made a concerted effort to fill all positions, including the frozen positions, to increase productivity. In the end of March in FY15, the Department's vacancy rate was 2.45%. If this item is not funded through the reconciliation list, the Department will again be forced to hold positions vacant.

This reduction of lost productivity would have a broad brushed, cross cutting impact across all work programs including Park Police, park maintenance, administration, horticultural, etc. Services to the public may be impacted.

Tier 3-g	Expand Archaeological Programs and Research	99,638	1	1.0
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Impact: Montgomery Parks is responsible for approximately 400 archaeological sites on parkland and 172 distinct collections. Each collection can contain as many as 40,000 individual artifacts. The Josiah Henson Park, for example, has yielded 18,000 artifacts. This excavation, the most important one in the county, is on the verge of discovering domestic outbuildings associated with enslaved people and possibly Henson, which is the core of public education at the site. In addition, archaeology summer camps are run six weeks out of every year. There are close to 90 volunteers who must be managed as they participate in every aspect of the program.

The Department of Parks is the local repository for archaeological research for the entire county. Current archaeological projects underway include Josiah Henson Park, Woodlawn Barn Visitors Center, Mid-County Highway (M-83), Poole's (Seneca) Store Restoration, Brainard Warner Park (Circle Manor), the WSSC Consent Decree projects, and the Purple Line.

The Department of Parks had 2 archaeologists until FY11 when one position was abolished due to the severe budget reductions. This initiative restores one archaeologist position which is critical to meeting and expanding the archaeological programs and research in the county.

SUBTOTAL – Tier 3 Third Priority to be asked to go on Reconciliation List		1,028,379	2	9.7
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Tier 4 To be Placed on Reconciliation List but with a priority lower than Tiers 1, 2 & 3		Funding	Positions	Workyears
Tier 4-a	Prepay FY 16 Non-Personnel Items with FY 15 Savings	449,964		
<p><i>Impact:</i> The Department has identified several FY16 one-time budget items that can be paid for with FY15 year-end savings. These items include one-time OBI capital outlay, supplies and materials, and other services and charges; one-time FY16 contract for a dam inspection; and the pre-payment of the FY16 capital equipment internal service fund payment.</p>				
Tier 4-b	Reduce Gasoline Budget Risking Funding Shortage in FY16	300,000		
<p><i>Impact:</i> Gasoline prices are subject to volatility as unpredictable geopolitical issues arise, and refinery outages/problems, and weather impacts gasoline production. Over the past year or so, OPEC has shifted to a strategy of cutting oil prices in order to regain market share. It is unknown how long this trend will remain.</p> <p>The Department has made a concerted effort to purchase hybrid and electric vehicles in part to reduce gasoline usage.</p> <p>By reducing the gasoline budget by \$300,000, the Department risks not having enough funding in FY16 to cover our fuel needs if prices increase.</p>				
Tier 4-c	Increase CIP Chargebacks in Facilities Management and Park Development	74,782		
<p><i>Impact:</i> The impact of increasing the CIP chargebacks for Facilities Management means that additional staff time will be spent providing 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 Facilities Management charges to the CIP would reduce the number of employees available to perform trades work on Park facilities and may increase the deferred non-capital major maintenance backlog.</p> <p>The impact of increasing the CIP chargebacks for Park Development staff is that less funding will be available for unforeseen construction costs.</p>				
Tier 4-d	Delay Hiring of OBI Positions until January 2016	115,408		
<p><i>Impact:</i> Operating Budget Impacts (OBI) are the costs associated with the operating, maintaining and policing of new and expanded parks. By delaying the hiring of these new positions until January, the Department will have to stretch the current staff to cover the maintenance and operation of these new parks until the positions are filled in January.</p>				
Tier 4-e	Reduce Postage	40,000		
<p><i>Impact:</i> With the increase in communications through email and other electronic means, the Department of Parks postage needs have decreased. By reducing the postage budget by \$40,000, the Department risks not having enough funding in FY16 to cover our postage needs.</p>				

Tier 4-f	Eliminate Employee Performance Recognition Awards	10,000		
<p><i>Impact:</i> Support Services includes funding for Employee Performance Recognition cash awards for outstanding work accomplishments. 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 employee morale and management's ability for positive reinforcement.</p> <p>This would eliminate the Employee Performance Recognition program in its entirety.</p>				
SUBTOTAL – Tier 4		990,154	0	0.0
Fourth Priority to be asked to go on Reconciliation List				
Total of Tiers 1, 2, 3 & 4		4,053,001	17	30.9

2. Provide greater detail if available for new initiatives focusing on those that can be funded within the Executive-recommended funding level (if any) and higher priorities if available.

There are no new initiatives included within the CE recommended funding level. All the new initiatives are described in greater detail and in priority order in the in the non-recommended reductions included in question #1.

3. Describe any changes in Department programs or policies over the last year related to Vision 2030, including efforts to achieve the cost recovery goals.

Vision 2030 includes five broad themes: 1) Programs and Experiences, 2) Planning and Development, 3) Operations, Maintenance, and Safety, 4) Management, and 5) Marketing and Outreach. Each of these themes has multiple goals with multiple objectives per goal, and each objective has multiple action items targeted to achieve the objective and goal. The Department of Parks staff has worked diligently to complete many of these action items this past year.

In addition, both Enterprise Fund and Park Fund revenue program continue to use the cost recovery analysis tool to calculate cost recovery for select fee based activities twice a year to analyze our program costs and bring our programs into alignment with the cost recovery pyramid. This information is presented to senior management and helps the Department to know whether or not a program is achieving its cost recovery goals, and, if not, has generated discussion on whether the subsidy was acceptable, as in the case of youth leagues renting ballfields, or if we needed to increase the cost recovery by restructuring the program, raising fees, reducing expenses, increasing the use of volunteers, or eliminating the program.

Below is a list of some of the programs or policies that Parks staff has completed or implemented over the past year that correlate to one of the five Vision 2030 themes.

- 1) Commenced construction of the Woodlawn Barn Visitors Center, to be opened as a public venue in FY 16 on Quakers, Palmers and Woodlawn and the Enslaved and Free Black Communities in Sandy Spring.
- 2) Added more land to Josiah Henson Park by working with willing sellers on adjacent properties.
- 3) Discovered a probable domestic outbuilding in the rear yard of Henson through ongoing archaeological dig.
- 4) Continue to work on establishing CIP priorities and capital cost estimates for critical historic buildings in conjunction with staff of elected officials.
- 5) Published analytical report on artifacts and construction date of Oakley Cabin after decades of excavation.
- 6) Completed Phase 1 of Brainard Warner project, including demolition of nursing home and return of greenscape.
- 7) Began Jesup Blair stabilization work including replacing roof.
- 8) As our formal lease and MOU agreements come up for renewal, we are striving to charge realistic fees to cover actual costs to the Department as documented through SmartParks or ask our partners to undertake particular maintenance tasks on their own to relieve our staff of those obligations such as mowing and snow removal for example.
- 9) Continue to identify and charge for extra costs associated with third party events and programs and ensures the event organizers cover those extra costs including park maintenance and park police time outside of their normal and routine role.
- 10) Expanded internship opportunities:
 - a. Meadowside Nature Center was selected to be host site for an intern through the Chesapeake Conservation Corp Intern Program. This is a full time, year-long stipend position funded and run by the Chesapeake Bay Trust.
 - b. Black Hill Nature Programs mentored a teacher last summer through their newly developed Teacher-Naturalist-Teacher intern program.
- 11) Greatly expanded public programs offerings on weekends
- 12) Increased the number of special events offered which included Raptor Festival, Paw Paw Festival, Solstice Campfire Event, Homeschool Extravaganza, Otus Rockin' New Year, Family Science Night, Bug Bonanza, Waterfowl Festival.
- 13) Meadowside Nature Center and Black Hill Nature Programs acquired Maryland Association for Environmental & Outdoor Education (MAEOE) Green Center status.
- 14) Brookside Gardens certified as a Maryland Green Center.
- 15) Completed the Long Range Interpretive Plan for the nature centers and Brookside Gardens.
- 16) Implemented coordinating school field trips with MCPS Smith Center.
- 17) Solicited corporate volunteers for group projects.
- 18) Hired an ADA coordinator to assist with serving customers that attend programs.

4. Provide an update on efforts to improve the efficiency of maintenance operations during FY15.

The Department of Parks is committed to adopting technology, processes and procedures to increase service efficiencies.

Training

- Specialized employee training has been a highly effective tool in streamlining operations and eliminating repetitive tasks.
- Providing equipment specific training is a priority.
- Trained and equipped Northern Region Admin Staff with fingerprinting equipment to more efficiently process seasonal hiring at critical times of the year.

Technology in the Field

- Continued increased the use of scanning as a means to reduce paper use and staff time carrying information from one location to another especially in the area of processing HR paperwork related to evaluations and hiring.
- Continued increase in use of technology to decrease travel time and carbon footprint such as GoTo meetings, and teleconferencing.
- Plan to purchase and use IPads in the field to more efficiently determine park property ownership to deal with encroachments and identify environmentally sensitive areas prior to planning projects.
- Began investigation in installation of solar farms on park property to reduce utility costs.
- Replaced radios at Brookside Gardens which have led to increases in operational efficiencies and emergency response times

Smart Phone Technology

- Continued efficiencies in communication were realized by assigning smart phones to all managers and leaders. Significantly increased communication, reduced trips by supervisors to check on work and projects, and allowed staff to spend more time in the field. Managers were able to conduct operational business remotely and in real time rather than returning to the office to do so.

Maintenance Operations

- Built costs of materials and supplies into SmartParks work request data enabled staff to better forecast budget needs for work performed.
- Ensured that woody and compostable debris from storm clean ups was taken to Pope Farm for conversion to mulch and compost for reuse in the field which saved future material costs and landfill space. In some cases, Parks was able to expand the use of roll-off dumpsters to collect the material and reduce the numbers of trips necessary.
- Facilities Management staff have been recycling concrete removed from job sites to use as base materials on other jobs reducing material costs, use of space in landfills, and reducing the need for new quarried stone materials which are a finite resource.
- Used contractors for some seasonal/infrequent tasks and services that require specialized equipment, employee training, and equipment servicing to make more effective use of staff resources conducting routine maintenance practices and responding to non-routine service calls. This includes some specialized ball field renovation tasks and some large scale non-native invasive plant removal projects.

- Increased the number of leaders and managers in the Management on Bikes program to create an opportunity for the Park Managers to leave the trucks behind and ride a bike to assess trails, ball fields, playgrounds and parkways. This year, we will also calculate reduced carbon emissions. This program has provided many opportunities for face-to-face interaction with park users, and helps promote health and fitness among our management team.
- Increased the number of recycle cans in some of our most heavily used local and regional parks. This is continuing to work towards the county's goal of 70%. This is also in response to community request. The more we recycle the less waste being disposed in our landfills.
- Increased our utilization of departmental resources, (personnel, trucks, salt) during weather emergencies. These divisions include the Northern Parks maintenance, Facilities Management, Horticultural, Forestry and Environmental Education division, Enterprise, and Park Police. Prior practices would be to utilize resources within each division primarily. Efficiencies are gained by utilizing what may not be needed in one area versus over using resources in a single area.
- Replaced 17 year old HVAC system at Brookside gardens Visitor Center.
- Grew 12,000 native plants at Pope Farm for storm water management program and park restoration areas.
- Purchased wood splitter to split logs from parks tree removals to provide Nature Centers with fire wood for their programs.
- Exchange high use vehicles with low use vehicles to maximize use of fleet.
- Grew majority of plants at Pope Farm for Brookside Gardens Parking Lot Project.

Sharing Resources

- Continued to look for opportunities to share resources, both personnel and material, across management areas and among divisions as well. This resulted in cross training opportunities and increased staff awareness of broader operations. Specifically continue to share field maintenance equipment amongst management areas (Quake aerators) to improve field playability and drainage for increased usable hours (less refunds) and player safety as well as providing snow removal support and stormwater facility maintenance support.

5. Provide the vacancies by quarter for the last 3 years.

Department of Parks Quarterly Vacancy Report - FY13, FY14, and FY15

Authorized Positions		673		Authorized Positions		675		Authorized Positions		694				
Quarters		Vacancies	Vacancy Rate	Quarters		Vacancies	Vacancy Rate	Quarters		Vacancies	Vacancy Rate			
FY 2013	1st Q	Sept.2011	72	10.70%	FY 2014	1st Q	Sept.2013	57	8.44%	FY 2015	1st Q	Sept.2014	81	11.67%
	Recruitable Vacancies		38	5.65%		Recruitable Vacancies		23	3.41%		Recruitable Vacancies		53	7.64%
	Frozen Vacancies*		25			Frozen Vacancies*		25			Frozen Vacancies*		25	
	Contract Working Against Vacancy		9			Contract Working Against Vacancy		9			Contract Working Against Vacancy		3	
	Budgeted Lapse			7.50%		Budgeted Lapse			7.50%		Budgeted Lapse			7.50%
	2nd Q	Dec.2012	63	9.36%		2nd Q	Dec.2013	54	8.00%		2nd Q	Dec.2014	62	8.93%
	Recruitable Vacancies		30	4.46%		Recruitable Vacancies		20	2.96%		Recruitable Vacancies		33	4.76%
	Frozen Vacancies*		25			Frozen Vacancies*		25			Frozen Vacancies*		25	
	Contract Working Against Vacancy		8			Contract Working Against Vacancy		9			Contract Working Against Vacancy		4	
	Budgeted Lapse			7.50%		Budgeted Lapse			7.50%		Budgeted Lapse			7.50%
	3rd Q	Mar.2013	62	9.21%		3rd Q	Mar.2014	53	7.85%		3rd Q	Mar.2015	17	2.45%
	Recruitable Vacancies		32	4.75%		Recruitable Vacancies		19	2.81%		Recruitable Vacancies		13	1.87%
	Frozen Vacancies*		25			Frozen Vacancies*		25			Frozen Vacancies*		0	
	Contract Working Against Vacancy		5			Contract Working Against Vacancy		9			Contract Working Against Vacancy		4	
	Budgeted Lapse			7.50%		Budgeted Lapse			7.50%		Budgeted Lapse			7.50%
	4th Q	Jun.2013	56	8.32%		4th Q	Jun.2014	57	8.44%		4th Q	Jun.2015	0	0.00%
Recruitable Vacancies		23	3.42%	Recruitable Vacancies		26	3.85%	Recruitable Vacancies			0.00%			
Frozen Vacancies*		25		Frozen Vacancies*		25		Frozen Vacancies*						
Contract Working Against Vacancy		8		Contract Working Against Vacancy		6		Contract Working Against Vacancy						
Budgeted Lapse			7.50%	Budgeted Lapse			7.50%	Budgeted Lapse			7.50%			

*Reduced frozen vacancies to 1/2 of annual WY lapse to better reflect actual attrition rate

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6. Provide the rationale for any increases in supplies and materials, other services and charges, capital outlay, or other services and charges in excess of 10% relative to the FY15 budget.

Overall the Supplies & Materials (S&M) increased \$229,347 or 4% over the FY15 budget and Other Services & Charges (OS&C) increased \$1,319,196 or 11% over the FY15 budget.

The majority of increases in S&M and OS&C in FY16 are in the new initiatives including: 1) Design, Planning and Management of Urban Parks; 2) Planning, Design, Construction, and Repair of Natural Surface Trail Maintenance; 3) Preventive Tree Maintenance Along Heavily Used Paved Trails and Parkways; 4) Green Initiatives and Energy Conservation; 5) Historic Interpretation and Programming of Significant Cultural Facilities and Resources; 6) Improved Information Technology Services Through Contractual Help Desk Support; 7) Improved Security Surveillance in Park Facilities; 8) Expand Deer Management in Densely Populated Down-County; 9) Major Improvements to Communications Through Departmental Website Upgrade and Enhancement; 10) Graphic Design and Promotional Campaign Advertising; 11) Implement Desktop Virtualization To Improve Staff Efficiency and Reduce Future Hardware Needs; 12) Expand Archaeological Programming and Research; and 13) a General Increase in Other Services & Charges of 1.5%.

Other major known commitment increases in S&M and OS&C are included in 1) OBI; 2) NPDES mandate; 3) known operating commitments including contractual obligations, information technology upgrades, rodent control; and 4) an across the board 1.5% increase in supplies and materials.

The overall budget for capital outlay decreased by \$151,036 from one-time equipment budgeted in FY15. There are new funding requests for one-time capital outlay in FY16 for OBI and the deer management initiative.

Other FY16 Questions

7. Why will the cost of ballfield maintenance decrease in FY16 as compared to FY15?

The cost of ballfield maintenance on the Montgomery County Public School sites is accounted for in a special revenue fund. The cost is decreasing in FY16 due to lower contractual costs.

8. Can you provide a bit more detail about the increase in permit fees referred to in the first bullet on page 206? Is there anything here that may be relevant to CUPF and something they can adopt?

In June, 2013, MC Parks received Planning Board approval to increase fees effective January 2014 for park facilities including athletic fields, picnic shelters, park activity building, and more. Many of these fees had not been increased in since FY11 or earlier. A significant amount of public outreach was conducted prior to the Planning Board meeting including contacting MC Recreation Department and the Community Use of Public Facilities. The projected revenue increase from these higher fees was \$234,000, which is approximately 11% higher than the revenue generated from fees in FY13. The full memo to the Planning Board requesting approval for the increased fees including the rationale for the fee increases can be found here:

http://www.montgomeryplanningboard.org/agenda/2013/documents/20130606MontgomeryParksFiscalYear20142015FeeSchedule_000.pdf

9. Does the Department of Parks have a goal of the ultimate number of community gardens you expect to operate? How do you determine where and how much to increase the program?

Several years ago, the Department of Parks staff developed site selection criteria that are used to determine the location of new community gardens. The Department follows the 2012 Park Recreation and Open Space (PROS) plan to determine the ultimate goal for the number of community gardens.

According to the PROS, Montgomery County currently has 11 community garden sites with 480 plots. This includes gardens on school property. Vision 2030 recommends strategically adding these facilities. Community gardens ranked 12th in importance for addition, expansion, or improvement in the Vision 2030 survey.

Calculation of Need for Community Gardens from the 2012 PROS
Assumptions: <ul style="list-style-type: none">• Average size: 50 plots (smaller in urban parks)• Season length: 270 days• Average day length: 10 hours• Number of turnovers per day: 1• Capacity per session: 100 (50 plots, average 2 persons per plot)• Daily carrying capacity: 100 people per day• Participation rate: 1.9% (based on National Gardening Association 2009 Study - 1 million currently community garden, and 5 million want to for a total of 6 million or 1.9% of 2010 US Population)• Frequency: 36x/year (1x/week for 9 months)
Total Need: 18 additional community gardens or 900 plots
Service Delivery Strategy <ul style="list-style-type: none">• Priority platform for service delivery: Prioritize community use parks and public schools, followed by recreational parks• Geographic Distribution: current inventory and future gardens to be delivered in proportion to percent of County population in each subarea of the County

10. Provide more information on the reduction in operating expenses (as compared to the FY15 approved budget) for the event centers in the Enterprise Fund?

The FY16 budget for Goods for Resale is \$11,000 lower than the FY15 budget due to a decrease in the amount of rental furniture such as tents, tables and chairs, being offered to customers by outside vendors. The FY15 budget for Supplies and Materials was \$7,060 higher than the FY16 request due to a one-time purchase of chairs, tables and furniture that is not needed in FY16. The FY16 budget for Other Services and Charges is 35,100 lower than the FY15 budget due to the reduction in out sourcing services at Rockwood and Seneca such as canceling the cleaning service at Seneca and reducing the cleaning service at Rockwood. We also reduced the linen service at Rockwood.

Total ITI Budget For FY15 Montgomery County Park and Planning Department	
Personnel Total	\$3,105,007
Computer Supplies <\$5k	\$5,000
Office Supplies <\$5k	\$10,500
PC Software <\$5k	\$62,000
Communication Equipment <\$5k	\$10,000
Computer Equip/Related <\$5k	\$278,400
Minor Equip <\$5k	\$100,000
Food & Beverages	\$400
Supplies - Miscellaneous	\$1,000
Supplies Total	\$467,300
Communication, Other	\$25,000
Telephone	\$35,000
Telephone Cellular/PCS	\$20,080
Reprs/Maint Comp Hardware	\$79,300
Reprs/Maint Copiers	\$6,000
Mnt Agree Commun Equip	\$206,800
Mnt Agree Computer Softw	\$725,000
Professional Serv General	\$400,400
Misc Services	\$78,000
Awards - Employees	\$3,000
Train/Workshps Fees	\$54,300
Travel - Mileage Reimb	\$100
Other Services and Charges Total	\$1,632,980
Chgbacks, Enterprise	-\$53,000
IT Park & Planning Total	\$5,152,287



MONTGOMERY COUNTY DEPARTMENT OF PARKS
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MEMORANDUM

Date: April 22, 2015

TO: Marlene Michaelson, Senior Legislative Analyst, Montgomery County Council

VIA: Mike Riley, Director, Department of Parks *MR*
Mitra Pedoeem, Acting Deputy Director, Department of Parks *M. K. Pedoeem*
Michael Ma, Acting Chief, Park Development Division (PDD) *Michael Ma*

FROM: Carl Morgan, CIP Manager, PDD *Carl Morgan*

SUBJECT: Status of Program Open Space, FY16

In March, the Council opted to delay action on FY16 projects in the M-NCPPC capital budget that were potentially affected by the governor's proposal to reduce funding for Program Open Space (POS). The discussions were to resume in April when the State concluded its legislative session. The legislative session is now complete and the budget bill is awaiting the governor's signature.

In January, the governor proposed a 39% reduction in POS in his budget. More recently, however, the legislature restored some of those funds based on prior commitments to repay POS funding that, in earlier years, was diverted to other areas of the State budget. While it was not a full restoration, an additional \$1.3 million was made available to Montgomery County beyond the \$2.5 million that the governor included in his budget. We worked hard with our consultant and attorneys in Annapolis to meet with delegates and senators during the legislative session to help them understand POS and the impact of cuts to their constituents. We especially appreciated additional outreach from the Council, such as the letters from Councilmember Navarro regarding Kemp Mill, and from other constituent groups who backed up our efforts to reach the delegation and helped bring the message home.

The \$3.8 million that the County received for FY16 is to be divided equally between acquisition and development, or \$1.9 million for each respectively.

Projects that were at risk, pending the legislative action on POS, include

- Renovation of Kemp Mill Urban Park (\$1m POS)
- Construction of Josiah Henson Historical Park (\$520k POS)
- Renovation and improvements to trails in Wheaton Regional Park (\$500k POS)
- Renovation and improvements to the Rock Creek Hiker/Biker Trail (\$500k POS)

The FY16 POS allocation leaves the above group of projects underfunded by \$575k. It does, however, fully fund Kemp Mill Urban Park and Josiah Henson Historical Park and keeps these projects moving forward on their current planned schedules. The two trails projects are funded in the Trails: Hard Surface Renovation PDF, which would receive the remaining \$425k of the FY16 allocation. This allocation

and the anticipated FY17 allocation should keep both trails projects on schedule as well. The Rock Creek Trail project is being planned in phases that will be tailored to respond to the available funding in this level-of-effort PDF. Also, in light of the continued lag in the recovery of the State's POS program, as we prepare the FY17-22 CIP, we may consider replacing some of our future years' POS with GO bond funding.