

## **AGENDA**

### **CHARTER REVIEW COMMISSION**

Wednesday, March 11, 2026, 8:00 a.m.

Council Office Building, 4th Floor, Capital Crescent Trail Conference Room

100 Maryland Ave., Rockville, MD

[Zoom Link](#) – Password: 214575

(All times are approximate)

#### **8:00 a.m. - I. Administrative Matters**

- Acknowledgment of a Quorum
- Approval of Agenda
- Approval of minutes of February 11, 2026, meeting

#### **8:15 a.m. – II. Review of the First Draft of the Commission’s 2026 Report**

- Discussion and comments
- The proposed drafting schedule for the Report is included as Attachment 1.

#### **9:25 a.m. - III. Staff Updates or Comments**

### **ADJOURN**

### **NEXT MEETING REMINDERS**

- Next regularly scheduled Commission meeting is April 8, 2026, at 8:00 a.m.
- Target dates for circulating Second draft of the 2026 Report: March 29 - 31
- Commissioners to provide any final comments on April 8 and then vote on formally adopting the 2026 Report (with draft press release).

## Attachment 1

### Drafting Schedule for 2026 Report

#### First Draft

- March 5: Chair circulates a complete first draft to all Commissioners and to Staff for their review prior to our March 11 meeting.

#### Period for Creating Second Draft

- March 11 – Regular monthly Commission meeting. Commissioners will be able to provide their comments on the first draft of the 2026 Report. (If the Chair has a later-edited version of the March 5 draft, it will be circulated at that time).
- March 11 – 14: Commissioners and Staff should provide any additional written comments on each section of the Report to the drafter of that section and to the Chair by March 14.
- March 14 – 23: Period for drafters to revise and edit all sections of the 2026 Report as necessary, based on the comments previously received.
- March 23: Drafters should submit all revisions & second drafts to the Chair by March 23.
  - Members who elect to write up their individual opinion (concurring or dissenting) also should submit those to the Chair by March 23 for inclusion in the complete second draft.
- March 24 – 28: Period for Chair to compile a complete second (and hopefully final) draft.
- March 29 - 31: Target dates for Chair to circulate a complete second draft of the Report to all Commissioners and to Staff prior to the April 8 meeting (preferably with any minority statements or dissenting statements included, if there are any).

#### Approval of Final Report

- April 8: Regular monthly Commissioner meeting. Commissioners to provide any final comments and then vote on formally adopting the 2026 Report (with draft press release).
- April 9 - 22: Staff formatting, printing and transmission of the Final 2026 Report to the Council with Press Release (official deadline is May 1, 2026)

#### Post-Report

- May 13 meeting: To be determined
- June 10 meeting: To be determined
- June: County Council hearing on Commission's 2026 Report (Chair testifies).

## **Attachment 2**

### **Section 310 of the Montgomery County Charter**

#### **Sec. 310. Surplus.**

The County may accumulate earned surplus in any enterprise fund or unappropriated surplus in any other fund. With respect to the General Fund, any unappropriated surplus shall not exceed five percent of the General Fund revenue for the preceding fiscal year. An unappropriated surplus may be used to fund any supplemental or special appropriations.

### **Budget Workgroup's Proposed Charter Amendment**

**The following wording would be added to the existing Charter Section 310:**

. . . The annual budget shall include reserve funds for response to catastrophic events, repair of buildings and other capital assets, revenue shortfalls, and other events defined by the County Council. The amount of reserve funds shall be set by the County Council to enable continuity of County services and rapid response and recovery from unforeseen events. The County Council shall establish a process and criteria for determining when to use reserve funds. Balances in the reserve accounts shall be made public, at least annually, by the County Executive. The County Council shall conduct regular reserve assessments, no less than every five (5) years, to inform County operations as well as policy and practice regarding the County's reserve funds.

### Attachment 3

**Language discussed at the Commission's meeting on January 14, 2026  
(and circulated by email on January 20, 2026)**

This language was summarized at the January meeting as an example of language that would be less prescriptive than the language proposed by the Budget Workgroup.

Wording that would be added to the current Section 310 is underlined in red typeface:

**Sec. 310. Surplus and Reserves**

The County may accumulate earned surplus in any enterprise fund or unappropriated surplus in any other fund. With respect to the General Fund, any unappropriated surplus shall not exceed five percent of the General Fund revenue for the preceding fiscal year. An unappropriated surplus may be used to fund any supplemental or special appropriations.

**The Council shall establish one or more reserve accounts whose funds may be drawn upon when revenue collection falls short or in any other circumstance the Council deems appropriate. Such reserve accounts are not subject to the limit on unappropriated surplus specified in this section. The process and criteria for determining when to draw on or use reserve funds shall be determined by the Council.**