



# Transportation

## RECOMMENDED FY20 BUDGET

\$52,864,404

## FULL TIME EQUIVALENTS

286.80

 AL ROSHDIEH, DIRECTOR

## MISSION STATEMENT

The mission of the Department of Transportation's (DOT) General Fund supported programs is to provide an effective and efficient transportation system to ensure the safe and convenient movement of persons and vehicles on County roads; to plan, design, and coordinate development and construction of transportation and pedestrian routes; to operate and maintain the traffic signal system and road network in a safe and efficient manner; and to develop and implement transportation policies to maximize efficient service delivery. The General Fund supports programs in the Division of Traffic Engineering and Operations, the Division of Parking Management, the Division of Highway Maintenance, the Division of Transportation Engineering, the Division of Transit Services, and the Director's Office.






## BUDGET OVERVIEW

The total recommended FY20 Operating Budget for the Department of Transportation is \$52,864,404, an increase of \$845,601 or 1.63 percent from the FY19 Approved Budget of \$52,018,803. Personnel Costs comprise 52.08 percent of the budget for 458 full-time position(s) and eight part-time position(s), and a total of 286.80 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 47.92 percent of the FY20 budget.

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

## COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

-  **Thriving Youth and Families**
-  **Easier Commutes**
-  **A Greener County**
-  **Effective, Sustainable Government**
-  **Safe Neighborhoods**

## DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front

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of this section and program-specific measures shown with the relevant program. The FY19 estimates reflect funding based on the FY19 Approved Budget. The FY20 and FY21 figures are performance targets based on the FY20 Recommended Budget and funding for comparable service levels in FY21.

## ACCOMPLISHMENTS

- ✓ Completed 27,325 linear feet of sidewalk.
- ✓ Completed biennial inspections of 220 bridges and renovations for 25 bridges.
- ✓ Resurfaced 178 lane miles between the Residential Resurfacing, Depot Patching and Paving, Permanent Patching, and Slurry Seal CIP programs.
- ✓ Completed major bridge and/or storm drain improvement projects along Kinster Drive, Valley Wood Drive, West Lake Terrace, Twig Road, Bel Pre Road, Connecticut Avenue, and Barnes Road.
- ✓ Pruned 9,576 Trees, removed 3,601 trees and 3,153 stumps, planted 1,709 trees, and responded to 401 foliage work orders.
- ✓ Responded to 15 storm events totaling roughly 16 inches of snow accumulation. Utilized approximately 55,000 tons of salt and treated roughly 5,200 lane miles of road.
- ✓ The annual leafing collection program collected over 109,114 cubic yards of leaf debris, and the annual sweeping program swept 4,055 miles of road and removed 643 tons of debris.
- ✓ Repaired/restored 120 vehicle sensors for optimal traffic signal operation.
- ✓ Re-timed 64 traffic signals to implement new pedestrian crossing timing and vehicle clearance timing standards.
- ✓ Built and activated HAWK beacons at Muddy Branch and Harmony Hall, MacArthur and Dunrobbin, Randolph and Livingston, Aspen Hill Road and Northgate Shopping Center, Democracy & Walter Johnson HS, and Willard & The Hills Plaza, which were among the first of their kind in Montgomery County.
- ✓ Repaired 8 signal cabinet knockdowns and 30 signal pole knockdowns to ensure continuity of traffic operations
- ✓ Deployed Adaptive Traffic Control pilot at 10 locations along Montrose Road and Montrose Parkway to ensure operations flow through the corridor.
- ✓ Replaced Uninterrupted Power Supply (UPS) systems at 67 locations as part of UPS life-cycle equipment replacement which is critical to ensure signal operation and safety during power outages.
- ✓ Repaired 7,650 streetlight outages, replaced 425 knocked down streetlights, and installed 744 new streetlights Countywide to ensure visibility for motorists and pedestrians.
- ✓ Installed 566 crosswalks and 529 stop bars to ensure safe, designated crossings for pedestrians.
- ✓ Installed pedestal beacon flashers at Schaeffer Road, Black Rock Road, MD 118 (Germantown Road), and MD 28 (Darnestown Road) along the PEPCO Natural Trail to improve pedestrian safety.

## PROGRAM CONTACTS

Contact Fred Lees of the Department of Transportation at 240.777.2196 or Brady Goldsmith of the Office of Management and Budget at 240.777.2793 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

### Automation

The Automation Program provides staffing, material, and support to develop and maintain information systems in support of the Department's business operations. This includes the purchase and maintenance of IT equipment, service and support for major business systems, strategic visioning and analysis for planned IT investments, and day-to-day end use support. In addition, this program provides for coordination with the Department of Technology Services.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>505,585</b>	<b>2.85</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	23,499	0.00
<b>FY20 Recommended</b>	<b>529,084</b>	<b>2.85</b>

### Bike Share

This program provides for the planning, management and operation of the Capital Bikeshare Program in Montgomery County. The purpose of this program is to develop additional options for short trips, promote the use of transit and contribute to a more pedestrian and bicycle-friendly environment. This includes management and operation of the Capital Bikeshare Network throughout Montgomery County; planning and implementation of new stations, technology, and operations; and coordination with the five regional partners in Capital Bikeshare, as well as municipalities within Montgomery County.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>1,808,106</b>	<b>1.00</b>
Decrease Cost: Improve Bikeshare Program Efficiency	(200,000)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	1,620	0.00
<b>FY20 Recommended</b>	<b>1,609,726</b>	<b>1.00</b>

### Bridge Maintenance

This program provides for the basic maintenance of bridges and box culverts along County-maintained roadways, including removal of debris under and around bridges; wall and abutment repainting; trimming trees and mowing banks around bridge approaches; and guardrail repair. Minor asphalt repairs and resurfacing of bridges and bridge approaches are also included.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>182,423</b>	<b>1.04</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	3,577	0.00
<b>FY20 Recommended</b>	<b>186,000</b>	<b>1.04</b>

## ☀ Transportation Engineering and Management Services

This program oversees a portion of the transportation programs, monitors and evaluates standards, investigates complaints, and implements strategies to maximize cost savings. This program is also responsible for the personnel, budget, and finance functions of several divisions in the Department of Transportation, providing essential services to the Department and serving as a point of contact for other departments.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>1,005,845</b>	<b>8.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	42,079	0.00
<b>FY20 Recommended</b>	<b>1,047,924</b>	<b>8.00</b>

## ☀ Parking Outside the Parking Districts

This program administers, operates, and maintains the parking program outside the Parking Districts. Included in this program are residential permit parking and peak hour traffic enforcement. The residential permit parking program is responsible for the sale of parking permits and parking enforcement in these areas. Participation in the program is requested through a petition of the majority of the citizens who live in that area. The program is designed to mitigate the adverse impact of commuters parking in residential areas. Peak hour traffic enforcement in the Bethesda and Silver Spring Central Business Districts assures the availability of travel lanes during peak traffic periods. The program is also responsible for the management of County employee parking in the Rockville core.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>1,077,627</b>	<b>1.60</b>
Increase Cost: Residential Permit Program	50,000	0.00
Decrease Cost: Software Maintenance	(50,034)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	2,873	0.00
<b>FY20 Recommended</b>	<b>1,080,466</b>	<b>1.60</b>

## ☀ Resurfacing

This program provides for the contracted pavement surface treatment of the County's residential and rural roadway infrastructure.

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Percent of primary/arterial road quality rated good or better	52%	52%	43%	36%	30%
Percent of rural/residential road quality rated good or better	48%	50%	44%	38%	35%
Percentage of annual requirement for residential resurfacing funded	47%	39%	43%	38%	42%

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>2,614,410</b>	<b>0.00</b>
<b>FY20 Recommended</b>	<b>2,614,410</b>	<b>0.00</b>

## Roadway and Related Maintenance

Roadway maintenance includes hot mix asphalt road patching (temporary and permanent roadway repairs, skin patching, and crack sealing); shoulder maintenance; and storm drain maintenance, including erosion repairs, roadway ditch and channel repairs, cleaning enclosed storm drains, and repair and/or replacement of drainage pipes. Related activities include: mowing; roadside vegetation clearing and grubbing; traffic barrier repair and replacement; street cleaning; regrading and reshaping dirt/gravel roads; and temporary maintenance of curbs, gutters, and sidewalks. Starting in FY07, DOT began providing routine maintenance of roadway, bridges, and storm drain surfaces and other miscellaneous items for Park roads.

<b>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>16,077,505</b>	<b>122.72</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	708,169	1.01
<b>FY20 Recommended</b>	<b>16,785,674</b>	<b>123.73</b>

## Snow Removal/Wind/Rain Storms

This program is responsible for the removal of storm debris within County right-of-ways and snow from County roadways. This includes plowing and applying salt and sand; equipment preparation and cleanup from snow storms; and wind and rain storm cleanup. Efforts to improve the County's snow removal operation have included public snow plow mapping and snow summit conferences; equipping other County vehicles with plows; and using a variety of contracts to assist in clearing streets.

Expenditures over the budgeted program amount for this purpose will be covered by the Snow Removal and Storm Cleanup NDA.

<b>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>3,417,377</b>	<b>24.78</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	50,801	0.00
<b>FY20 Recommended</b>	<b>3,468,178</b>	<b>24.78</b>

## Streetlighting

This program is responsible for investigation of citizen requests for new or upgraded streetlights; design or review of plans for streetlight installations on existing roads, bikeways and pedestrian facilities, and projects that are included in the CIP; coordination and inspection of streetlight installations and maintenance by utility companies; maintenance of all County-owned streetlights by contract; and inspection of contractual maintenance and repair work.

<b>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>618,767</b>	<b>0.30</b>
Decrease Cost: Savings from Lower Maintenance Costs for LED Streetlights	(100,000)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	482	0.00
<b>FY20 Recommended</b>	<b>519,249</b>	<b>0.30</b>

## ☀ Traffic Planning

This program provides for traffic engineering and safety review of road construction projects in the CIP and for review of master plans, preliminary development plans, and road geometric standards from a pedestrian, bicycle, and traffic engineering and safety standpoint. The program also conducts studies to identify small scale projects to improve the capacity and safety of intersections at spot locations throughout the County, the design of conceptual plans for such improvements, as well as the review of development plans and coordination of all such reviews within the Department of Transportation; reviews traffic and pedestrian impact studies for the Local Transportation Area Review process; and oversees the preparation, review, approval, and monitoring of development-related transportation mitigation agreements.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>650,495</b>	<b>5.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	9,025	1.00
<b>FY20 Recommended</b>	<b>659,520</b>	<b>6.00</b>

## ☀ Traffic and Pedestrian Safety

This program provides for engineering studies to evaluate and address concerns about pedestrian and traffic safety and parking issues on neighborhood streets, arterial roads, and major roadways. Data on speed, vehicular and pedestrian volumes, geometric conditions, and collision records are collected and analyzed. Plans are developed to enhance neighborhood and school zone safety, maintain livable residential environments, and provide safe and efficient traffic flow as well as safe pedestrian access on arterial and major roads.

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Average number of days to respond to requests for traffic studies	62	22	25	30	35
Number of traffic studies pending	265	273	270	270	270

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>1,998,579</b>	<b>12.60</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(144,301)	(1.07)
<b>FY20 Recommended</b>	<b>1,854,278</b>	<b>11.53</b>

## ☀ Traffic Sign and Marking

This program provides for engineering investigations of citizen complaints about traffic signs, street names, pavement markings (centerline, lane lines, edge lines, crosswalks, raised pavement markers, etc.) and inadequate visibility at intersections. It also designs, reviews, and inspects traffic control plans for CIP road projects and for permit work performed in right-of-ways. This program includes fabrication and/or purchase of signs; installation and maintenance of all traffic and pedestrian signs and street name signs (including special advance street name signs); repair or replacement of damaged signs; installation and maintenance of all pavement markings; safety-related trimming of roadside foliage obstructing traffic control devices; and day-to-day management of the traffic materials and supplies inventory. This program is also responsible for the issuance of permits for use of County roads and rights-of-ways for special events such as parades, races, and block parties.

<b>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>2,129,446</b>	<b>10.20</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	197,067	0.57
<b>FY20 Recommended</b>	<b>2,326,513</b>	<b>10.77</b>

## Traffic Signals & Advanced Transportation Mgmt System

This program provides for the general engineering and maintenance activities associated with the design, construction, and maintenance of traffic signals, the Advanced Transportation Management System (ATMS), and the communication infrastructure that supports these programs and the County's fiber optic network. Included in this program are proactive and reactive maintenance of the field devices and related components such as traffic signals, flashers, traffic surveillance cameras, variable message signs, travelers' advisory radio sites, twisted pair copper interconnect, and fiber optic cable and hub sites; and support of the Traffic Signal, ATMS, and FiberNet CIP projects. This includes provision of testimony for the County in court cases involving traffic signals.

<b>Program Performance Measures</b>	<b>Actual FY17</b>	<b>Actual FY18</b>	<b>Estimated FY19</b>	<b>Target FY20</b>	<b>Target FY21</b>
The backlog of signalized intersections with a malfunctioning sensor	136	93	110	110	110

<b>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>1,944,269</b>	<b>8.12</b>
Decrease Cost: Extend Replacement Cycle of LED Traffic Signals by One Year Based on Experience	(405,500)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(31,837)	0.00
<b>FY20 Recommended</b>	<b>1,506,932</b>	<b>8.12</b>

## Transportation Community Outreach

The Transportation Community Outreach program's objective is to inform County residents of DOT's services, programs, and procedures; enhance their understanding of the Department's organization and responsibilities; enhance their ability to contact directly the appropriate DOT office; and provide feedback so DOT can improve its services. Staff works with the Public Information Office to respond to media inquiries. Staff refers and follows up on residents' concerns; attends community meetings; and convenes action group meetings at the request of the Regional Services Center directors. Significant components of this program are the coordination of Renew Montgomery, a neighborhood revitalization program, and the Keep Montgomery County Beautiful program, which includes the Adopt-A-Road program, a beautification grants program, and annual beautification awards.

<b>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>238,120</b>	<b>1.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	5,928	0.00
<b>FY20 Recommended</b>	<b>244,048</b>	<b>1.00</b>

## ☀ Property Acquisition

This program is responsible for acquiring land for transportation capital projects. Property Acquisition staff works with licensed real estate appraisers and other real estate professionals to assess a property's fair market value and provide just compensation to property owners from whom land and/or other property rights are taken for public use. In addition to land acquisition, this program administers the abandonment of rights-of-ways that are no longer needed for present or anticipated future public use.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>89,256</b>	<b>0.60</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	3,493	0.00
<b>FY20 Recommended</b>	<b>92,749</b>	<b>0.60</b>

## ☀ Transportation Planning

The Transportation Engineering Planning Unit manages the Facility Planning, Bicycle and Pedestrian Priority Area and the Annual Bikeways programs. Prior to a capital project being funded for design and construction, it must first undergo Facility Planning. The planning process examines multi-modal transportation improvements that are in compliance with area master plans to meet the forecasted conditions. These analyses are performed at a higher level of detail than what is provided during the master plan process. Facility Planning culminates with a project prospectus report and preliminary design plan which allows projects to compete for funding as a stand-alone CIP. Bicycle and Pedestrian Priority Areas (BIPPA) are identified geographical areas in Montgomery County, where the enhancement of pedestrian and bicyclist traffic and safety is a priority. The objective of the BIPPA program is to improve safe bicyclist and pedestrian access to support cohesive neighborhoods and vibrant communities. The Annual Bikeways Program plans, designs and constructs bikeways, shared use paths, and wayfinding throughout the County. The purpose of this project is to develop the bikeway network specified by master plans and those requested by the community to provide access to commuter rail, mass transit, employment centers, recreational and educational facilities, and other major attractions.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>79,830</b>	<b>0.55</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	3,497	0.00
<b>FY20 Recommended</b>	<b>83,327</b>	<b>0.55</b>

## ☀ Transportation Design

This program provides for the development of engineering construction plans and specifications for all transportation-related projects in the County's Capital Improvements Program (CIP). This includes the planning, surveying, and designing of roads, bridges, traffic improvements, pedestrian, bicycle and mass transit facilities, and storm drains; as well as the inventory, inspection, renovation, preservation, and rehabilitation of existing bridges. All of these plans are environmentally sound and aesthetically pleasing and meet applicable local, State, and Federal laws and regulations.

Program Performance Measures	Actual	Actual	Estimated	Target	Target
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	FY17	FY18	FY19	FY20	FY21
Linear feet of sidewalk construction completed (000) <sup>1</sup>	24	27	20	20	20

<sup>1</sup> The cost per linear foot of sidewalk can increase dramatically if retaining walls or the acquisition of right-of-way is required. This significantly impacts the linear feet constructed per year.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>770,162</b>	<b>1.86</b>
Decrease Cost: Adjust Bridge Load Testing Based on Testing Needs	(150,000)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	83,615	0.43
<b>FY20 Recommended</b>	<b>703,777</b>	<b>2.29</b>

## Transportation Construction

This program provides overall construction contract administration, construction management and inspection of the Department's transportation CIP projects. This includes performing constructability reviews, preparing and awarding construction contracts, monitoring construction expenditures and schedules, processing contract payments, providing construction inspection, and inspecting and testing materials used in capital projects. It measures and controls the quality of manufactured construction materials incorporated into the transportation infrastructure.

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Transportation capital improvement projects completed within 10% of the cost estimate	75%	75%	90%	90%	90%
Transportation capital improvement projects completed within 3 months of projected timeline	50%	25%	75%	75%	75%

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>172,417</b>	<b>0.85</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	14,022	0.00
<b>FY20 Recommended</b>	<b>186,439</b>	<b>0.85</b>

## Traffic Management and Operations

The Traffic Management and Operations program provides for the daily operations of the County's transportation management program that includes operations of the Transportation Management Center (TMC), the computerized traffic signal system, and multi-agency incident management response and special event traffic management. This program also provides hardware and software for the TMC's computer and network infrastructure and investigation of citizen complaints about traffic signal timing, synchronization, and optimization.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>1,674,956</b>	<b>7.30</b>
Increase Cost: Uninterrupted Power Supply (UPS) Unit Maintenance	11,250	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	141,911	0.50
<b>FY20 Recommended</b>	<b>1,828,117</b>	<b>7.80</b>

## ☀ Transportation Policy

This program provides for the integration of all transportation plans, projects, and programs to ensure Department-wide coordination and consistency. The program provides a strategic planning framework for the identification and prioritization of new County and State capital operating transportation projects and programs. The program advocates and explains the County's transportation priorities to the Council and State Delegation. This program also includes a liaison role and active participation with local and regional bodies such as WMATA, M-NCPPC, the Metropolitan Washington Council of Governments (COG), the Transportation Planning Board (TPB), and the Maryland Department of Transportation. This program involves active participation in the master planning process in order to advance transportation priorities and ensure the ability to implement proposed initiatives. The development of transportation policy, legislation, and infrastructure financing proposals are included in this program, such as administration of the Impact Tax Program, development and negotiation of participation agreements with private developers, and the Development Approval Payment program.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>556,660</b>	<b>3.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	17,680	0.75
<b>FY20 Recommended</b>	<b>574,340</b>	<b>3.75</b>

## ☀ Tree Maintenance

The operating budget portion of the Tree Maintenance program provides for emergency tree maintenance services in the public rights-of-way. The program provides priority area-wide emergency tree and stump removal and pruning to ensure the safety of pedestrians and cyclists, minimize damage to property, and provide adequate road clearance and sign, signal, and streetlight visibility for motorists. Starting in FY07, the street tree planting function was transferred to DOT as part of the overall Tree Maintenance program.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>4,697,223</b>	<b>18.37</b>
Reduce: Stump Removal - 421 Stumps will still be Removed	(79,000)	0.00
Reduce: Tree Planting - 1,622 Trees will still be Planted	(175,000)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	82,408	0.00
<b>FY20 Recommended</b>	<b>4,525,631</b>	<b>18.37</b>

**Note(s):** Total tree maintenance program reductions across all budgets and the Street Tree Preservation CIP project amount to only 4 percent in FY20.

## ☀ Vacuum Leaf Collection

The Vacuum Leaf Collection program provides two vacuum leaf collections to the residents in the Leaf Vacuuming District during the late fall/winter months. Vacuum leaf collection is an enhanced service which complements homeowner responsibilities related to the collection of the high volume of leaves generated in this part of the County. This program is supported by a separate leaf vacuum collection fee that is charged to residential property owners in the Leaf Vacuuming District.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>6,204,721</b>	<b>31.03</b>
Increase Cost: Finance Chargeback for Property Tax Billing	4,375	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	329,568	0.00
<b>FY20 Recommended</b>	<b>6,538,664</b>	<b>31.03</b>

## ☀ Administration

The Director's Office provides overall leadership for the Department, including policy development, planning, accountability, service integration, customer service, and the formation of partnerships. It also handles administration of the day-to-day operations of the Department, including direct service delivery, budget and fiscal management oversight (capital and operating), training, contract management, logistics and facilities support, human resources management, and information technology. In addition, administration staff coordinates the departmental review of proposed State legislation and provides a liaison between the County and WMATA. As previously mentioned, the Department consists of five divisions: the Division of Traffic Engineering and Operations, the Division of Parking Management, the Division of Highway Maintenance, the Division of Transportation Planning, and the Division of Transit Services.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>3,505,024</b>	<b>20.53</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	394,334	0.31
<b>FY20 Recommended</b>	<b>3,899,358</b>	<b>20.84</b>

## BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	%Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	17,608,668	16,246,455	14,994,427	17,269,698	6.3 %
Employee Benefits	6,201,790	6,404,906	6,016,677	6,608,815	3.2 %
<b>County General Fund Personnel Costs</b>	<b>23,810,458</b>	<b>22,651,361</b>	<b>21,011,104</b>	<b>23,878,513</b>	<b>5.4 %</b>
Operating Expenses	38,354,080	23,162,721	24,307,448	22,342,285	-3.5 %
Capital Outlay	24,770	0	0	0	—
<b>County General Fund Expenditures</b>	<b>62,189,308</b>	<b>45,814,082</b>	<b>45,318,552</b>	<b>46,220,798</b>	<b>0.9 %</b>
<b>PERSONNEL</b>					
Full-Time	457	457	457	457	—
Part-Time	8	8	8	8	—
FTEs	252.27	252.27	252.27	255.02	1.1 %

## BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	%Chg Bud/Rec
<b>REVENUES</b>					
Bus Advertising	6,250	0	18,750	0	—
Federal Grants	733,750	0	0	0	—
Miscellaneous Revenues	403,408	230,900	230,900	230,900	—
Motor Pool Charges/Fees	7,432	0	4,377	0	—
Other Charges/Fees	914,226	800,000	875,000	675,000	-15.6 %
Other Fines/Forfeitures	6,325	0	0	0	—
Other Intergovernmental	1,727,668	4,043,312	4,043,312	0	-100.0 %
Parking Fees	187,423	210,000	210,000	210,000	—
Parking Fines	1,472,405	0	0	0	—
Residential Parking Permits	14,331	24,000	24,000	24,000	—
State Aid: Highway User	3,674,021	3,764,808	3,821,454	8,218,086	118.3 %
State Grants	0	650,000	650,000	650,000	—
Street Tree Planting	147,676	75,000	75,000	75,000	—
Subdivision Plan Review	258,074	300,000	300,000	300,000	—
Traffic Signals Maintenance	0	994,000	994,000	994,000	—
<b>County General Fund Revenues</b>	<b>9,552,989</b>	<b>11,092,020</b>	<b>11,246,793</b>	<b>11,376,986</b>	<b>2.6 %</b>

## LEAF VACUUMING

### EXPENDITURES

Salaries and Wages	2,487,831	2,599,150	2,396,255	2,703,359	4.0 %
Employee Benefits	712,171	811,998	725,343	845,949	4.2 %
<b>Leaf Vacuuming Personnel Costs</b>	<b>3,200,002</b>	<b>3,411,148</b>	<b>3,121,598</b>	<b>3,549,308</b>	<b>4.1 %</b>
Operating Expenses	3,058,227	2,793,573	3,080,616	2,989,356	7.0 %
<b>Leaf Vacuuming Expenditures</b>	<b>6,258,229</b>	<b>6,204,721</b>	<b>6,202,214</b>	<b>6,538,664</b>	<b>5.4 %</b>

### PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	31.03	31.03	31.03	31.03	—

### REVENUES

Investment Income	16,350	20,750	20,750	26,850	29.4 %
Leaf Vacuum Collection Fees	7,229,947	7,595,788	7,595,788	7,988,714	5.2 %
Other Charges/Fees	11,332	0	0	0	—
Systems Benefit Charge	(12)	0	0	0	—
<b>Leaf Vacuuming Revenues</b>	<b>7,257,617</b>	<b>7,616,538</b>	<b>7,616,538</b>	<b>8,015,564</b>	<b>5.2 %</b>

## GRANT FUND - MCG

### EXPENDITURES

Salaries and Wages	0	0	0	82,120	—
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## BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	%Chg Bud/Rec
Employee Benefits	0	0	0	22,822	—
<b>Grant Fund - MCG Personnel Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104,942</b>	<b>—</b>
<b>Grant Fund - MCG Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104,942</b>	<b>—</b>
PERSONNEL					
Full-Time	0	0	0	1	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.75	—
REVENUES					
State Grants	0	0	0	104,942	—
<b>Grant Fund - MCG Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104,942</b>	<b>—</b>
DEPARTMENT TOTALS					
<b>Total Expenditures</b>	<b>68,447,537</b>	<b>52,018,803</b>	<b>51,520,766</b>	<b>52,864,404</b>	<b>1.6 %</b>
<b>Total Full-Time Positions</b>	<b>457</b>	<b>457</b>	<b>457</b>	<b>458</b>	<b>0.2 %</b>
<b>Total Part-Time Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>—</b>
<b>Total FTEs</b>	<b>283.30</b>	<b>283.30</b>	<b>283.30</b>	<b>286.80</b>	<b>1.2 %</b>
<b>Total Revenues</b>	<b>16,810,606</b>	<b>18,708,558</b>	<b>18,863,331</b>	<b>19,497,492</b>	<b>4.2 %</b>

## FY20 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
	<b>FY19 ORIGINAL APPROPRIATION</b>	<b>45,814,082 252.27</b>
<b><u>Changes (with service impacts)</u></b>		
Reduce: Stump Removal - 421 Stumps will still be Removed [Tree Maintenance]	(79,000)	0.00
Reduce: Tree Planting - 1,622 Trees will still be Planted [Tree Maintenance]	(175,000)	0.00
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: FY20 Compensation Adjustment	957,071	0.00
Increase Cost: Annualization of FY19 Personnel Costs	315,090	2.75
Increase Cost: Motor Pool Adjustment	287,308	0.00
Increase Cost: Residential Permit Program [Parking Outside the Parking Districts]	50,000	0.00
Increase Cost: Retirement Adjustment	28,020	0.00
Increase Cost: Uninterrupted Power Supply (UPS) Unit Maintenance [Traffic Management and Operations]	11,250	0.00
Increase Cost: Maintenance of Newly Accepted Subdivision Roads	7,740	0.00
Shift: Annualization of ESRI Enterprise Agreement - Shift to DTS	(17,200)	0.00
Decrease Cost: Software Maintenance [Parking Outside the Parking Districts]	(50,034)	0.00
Decrease Cost: Personnel Savings	(73,029)	0.00
Decrease Cost: Savings from Lower Maintenance Costs for LED Streetlights [Streetlighting]	(100,000)	0.00
Decrease Cost: Adjust Bridge Load Testing Based on Testing Needs [Transportation Design]	(150,000)	0.00

## FY20 RECOMMENDED CHANGES

	Expenditures	FTEs
Decrease Cost: Improve Bikeshare Program Efficiency [Bike Share]	(200,000)	0.00
Decrease Cost: Extend Replacement Cycle of LED Traffic Signals by One Year Based on Experience [Traffic Signals & Advanced Transportation Mgmt System]	(405,500)	0.00
<b>FY20 RECOMMENDED</b>	<b>46,220,798</b>	<b>255.02</b>

### LEAF VACUUMING

	FY19 ORIGINAL APPROPRIATION	6,204,721	31.03
<b><u>Other Adjustments (with no service impacts)</u></b>			
Increase Cost: Motor Pool Adjustment		191,408	0.00
Increase Cost: FY20 Compensation Adjustment		98,797	0.00
Increase Cost: Annualization of FY19 Personnel Costs		36,113	0.00
Increase Cost: Finance Chargeback for Property Tax Billing [Vacuum Leaf Collection]		4,375	0.00
Increase Cost: Retirement Adjustment		3,250	0.00
<b>FY20 RECOMMENDED</b>		<b>6,538,664</b>	<b>31.03</b>

### GRANT FUND - MCG

	FY19 ORIGINAL APPROPRIATION	0	0.00
<b><u>Federal/State Programs</u></b>			
Enhance: Base Realignment and Closure (BRAC) Grant Increase		104,942	0.75
<b>FY20 RECOMMENDED</b>		<b>104,942</b>	<b>0.75</b>

## PROGRAM SUMMARY

Program Name	FY19 APPR Expenditures	FY19 APPR FTEs	FY20 REC Expenditures	FY20 REC FTEs
Automation	505,585	2.85	529,084	2.85
Bike Share	1,808,106	1.00	1,609,726	1.00
Bridge Maintenance	182,423	1.04	186,000	1.04
Transportation Engineering and Management Services	1,005,845	8.00	1,047,924	8.00
Parking Outside the Parking Districts	1,077,627	1.60	1,080,466	1.60
Resurfacing	2,614,410	0.00	2,614,410	0.00
Roadway and Related Maintenance	16,077,505	122.72	16,785,674	123.73
Snow Removal/Wind/Rain Storms	3,417,377	24.78	3,468,178	24.78
Streetlighting	618,767	0.30	519,249	0.30
Traffic Planning	650,495	5.00	659,520	6.00
Traffic and Pedestrian Safety	1,998,579	12.60	1,854,278	11.53
Traffic Sign and Marking	2,129,446	10.20	2,326,513	10.77
Traffic Signals & Advanced Transportation Mgmt System	1,944,269	8.12	1,506,932	8.12

## PROGRAM SUMMARY

Program Name	FY19 APPR Expenditures	FY19 APPR FTEs	FY20 REC Expenditures	FY20 REC FTEs
Transportation Community Outreach	238,120	1.00	244,048	1.00
Property Acquisition	89,256	0.60	92,749	0.60
Transportation Planning	79,830	0.55	83,327	0.55
Transportation Design	770,162	1.86	703,777	2.29
Transportation Construction	172,417	0.85	186,439	0.85
Traffic Management and Operations	1,674,956	7.30	1,828,117	7.80
Transportation Policy	556,660	3.00	574,340	3.75
Tree Maintenance	4,697,223	18.37	4,525,631	18.37
Vacuum Leaf Collection	6,204,721	31.03	6,538,664	31.03
Administration	3,505,024	20.53	3,899,358	20.84
<b>Total</b>	<b>52,018,803</b>	<b>283.30</b>	<b>52,864,404</b>	<b>286.80</b>

## CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY19 Total\$	FY19 FTES	FY20 Total\$	FY20 FTES
<b>COUNTY GENERAL FUND</b>					
Urban Districts	Bethesda Urban District	30,000	0.00	30,000	0.00
Urban Districts	Silver Spring Urban District	25,000	0.00	25,000	0.00
Urban Districts	Wheaton Urban District	12,900	0.00	12,900	0.00
Transit Services	Mass Transit	194,640	1.00	0	1.00
Permitting Services	Permitting Services	207,203	0.75	0	0.00
Environmental Protection	Water Quality Protection	4,103,822	32.29	4,122,161	32.29
Solid Waste Services	Solid Waste Disposal	278,502	2.90	283,891	2.90
CIP	Capital Fund	14,798,044	148.24	14,988,338	146.23
Cable Television Communications Plan	Cable TV	1,226,768	0.75	1,230,300	0.75
<b>Total</b>		<b>20,876,879</b>	<b>185.93</b>	<b>20,692,590</b>	<b>183.17</b>

## FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

Title	FY20	FY21	FY22	FY23	FY24	FY25
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY20 Recommended</b>	<b>46,221</b>	<b>46,221</b>	<b>46,221</b>	<b>46,221</b>	<b>46,221</b>	<b>46,221</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>293</b>	<b>293</b>	<b>293</b>	<b>293</b>	<b>293</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						

## FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

Title	FY20	FY21	FY22	FY23	FY24	FY25
<b>Subtotal Expenditures</b>	<b>46,221</b>	<b>46,515</b>	<b>46,515</b>	<b>46,515</b>	<b>46,515</b>	<b>46,515</b>

### LEAF VACUUMING

#### EXPENDITURES

<b>FY20 Recommended</b>	<b>6,539</b>	<b>6,539</b>	<b>6,539</b>	<b>6,539</b>	<b>6,539</b>	<b>6,539</b>
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No inflation or compensation change is included in outyear projections.

<b>Labor Contracts</b>	<b>0</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>
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These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.

<b>Subtotal Expenditures</b>	<b>6,539</b>	<b>6,574</b>	<b>6,574</b>	<b>6,574</b>	<b>6,574</b>	<b>6,574</b>
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**FY20-25 PUBLIC SERVICES PROGRAM: FISCAL PLAN**

**Vacuum Leaf Collection**

<b>FISCAL PROJECTIONS</b>	<b>FY19 ESTIMATE</b>	<b>FY20 REC</b>	<b>FY21 PROJECTION</b>	<b>FY22 PROJECTION</b>	<b>FY23 PROJECTION</b>	<b>FY24 PROJECTION</b>	<b>FY25 PROJECTION</b>
<b>ASSUMPTIONS</b>							
Indirect Cost Rate	18.23%	20.45%	20.45%	20.45%	20.45%	20.45%	20.45%
CPI (Fiscal Year)	2.2%	2.3%	2.5%	2.7%	2.7%	2.7%	2.7%
Investment Income Yield	2.3%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
% of leaves attributed to single-family households	97.2%	97.2%	97.2%	97.2%	97.2%	97.2%	97.2%
% of leave attributed to multi-family units and townhome units	2.8%	2.8%	2.8%	2.8%	2.8%	2.8%	2.8%
Charges per single-family household	\$ 102.93	\$ 108.16	\$ 120.31	\$ 124.09	\$ 127.10	\$ 129.64	\$ 132.74
<b>BEGINNING FUND BALANCE</b>	<b>356,062</b>	<b>393,534</b>	<b>214,601</b>	<b>246,779</b>	<b>238,672</b>	<b>270,565</b>	<b>302,458</b>
<b>REVENUES</b>							
Charges For Services	7,595,788	7,988,714	8,886,176	9,165,350	9,387,871	9,575,176	9,804,922
Miscellaneous	20,750	26,850	32,950	39,050	39,050	39,050	39,050
<b>Subtotal Revenues</b>	<b>7,616,538</b>	<b>8,015,564</b>	<b>8,919,126</b>	<b>9,204,400</b>	<b>9,426,921</b>	<b>9,614,226</b>	<b>9,843,972</b>
<b>INTERFUND TRANSFERS (Net Non-CIP)</b>							
Transfers To The General Fund	(1,376,852)	(1,655,833)	(2,379,152)	(2,515,985)	(2,504,307)	(2,491,781)	(2,515,311)
Indirect Costs	(621,852)	(725,833)	(751,862)	(773,459)	(795,681)	(818,549)	(842,079)
Transfers To Special Fds: Non-Tax + ISF	(755,000)	(930,000)	(1,627,290)	(1,742,526)	(1,708,626)	(1,673,232)	(1,673,232)
To Solid Waste Disposal Fund	(755,000)	(930,000)	(1,627,290)	(1,742,526)	(1,708,626)	(1,673,232)	(1,673,232)
<b>TOTAL RESOURCES</b>	<b>6,595,748</b>	<b>6,753,265</b>	<b>6,754,575</b>	<b>6,935,194</b>	<b>7,161,286</b>	<b>7,393,010</b>	<b>7,631,119</b>
<b>PSP OPER. BUDGET APPROP/ EXP'S.</b>							
Operating Budget	(6,202,214)	(6,538,664)	(6,472,798)	(6,661,524)	(6,855,723)	(7,055,554)	(7,261,180)
Labor Agreement	n/a	0	(34,998)	(34,998)	(34,998)	(34,998)	(34,998)
<b>Subtotal PSP Oper Budget Approp / Exp's</b>	<b>(6,202,214)</b>	<b>(6,538,664)</b>	<b>(6,507,796)</b>	<b>(6,696,522)</b>	<b>(6,890,721)</b>	<b>(7,090,552)</b>	<b>(7,296,178)</b>
<b>TOTAL USE OF RESOURCES</b>	<b>(6,202,214)</b>	<b>(6,538,664)</b>	<b>(6,507,796)</b>	<b>(6,696,522)</b>	<b>(6,890,721)</b>	<b>(7,090,552)</b>	<b>(7,296,178)</b>
<b>YEAR END FUND BALANCE</b>	<b>393,534</b>	<b>214,601</b>	<b>246,779</b>	<b>238,672</b>	<b>270,565</b>	<b>302,458</b>	<b>334,941</b>
<b>END-OF-YEAR RESERVES AS A</b>							
<b>PERCENT OF RESOURCES</b>	<b>6.0%</b>	<b>3.2%</b>	<b>3.7%</b>	<b>3.4%</b>	<b>3.8%</b>	<b>4.1%</b>	<b>4.4%</b>

**Assumptions:**

Assumptions:

1. Leaf Vacuuming rates are adjusted to achieve cost recovery.
2. The Vacuum Leaf Collection fund balance policy target is \$250,000. In future years, rates will be adjusted annually to fund the approved service program and to maintain the appropriate ending balance.

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