

MEMORANDUM

April 28, 2011

TO: Planning, Housing, and Economic Development (PHED) Committee
FROM: Marlene Michaelson, ^{MM} Senior Legislative Analyst
SUBJECT: Maryland-National Capital Park and Planning Commission FY12 Operating Budget and Workprogram

Those expected for this worksession:

Francoise Carrier, Chairman, Montgomery County Planning Board
Rollin Stanley, Director, Planning Department
Alison Davis, Chief, Management Services Division/Planning
Dan Hardy, Chief, Functional Planning and Policy Division
Mary Bradford, Director, Department of Parks
Mike Riley, Deputy Director of Administration, Department of Parks
Gene Giddens, Deputy Director of Operations, Department of Parks
MaryEllen Venzke, Chief, Management Services Division/Parks
Karen Warnick, Budget Manager, Department of Parks
Patti Barney, Executive Director
Joe Zimmerman, Secretary-Treasurer
Carol Rubin, Associate General Counsel

This memorandum addresses the follow-up issues raised at the Planning, Housing, and Economic Development (PHED) Committee's April 11 discussion of the Maryland-National Capital Park and Planning Commission (M-NCPPC) budget and provides the Committee's first review of the Advance Land Acquisition Revolving Fund, the Property Management Fund, and the Internal Service Funds. Park Police was considered by a joint Public Safety/Planning, Housing, and Economic Development (PHED) Committee meeting on April 25 and their recommendations are attached on © 46 to 51. Attached on © 52 to 61 is a memorandum from the Planning Board Chair addressing questions raised by Committee Members at the earlier worksession.

Relevant pages from the County Executive Recommended FY12 Operating Budget are attached on © 36 to 43. **All page references are to the FY12 M-NCPPC recommended budget; Committee Members may wish to bring a copy to the meeting.**

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 368-369 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 most of the Fund balance will be spent in FY12. Council approval is still required for each ALARF purchase.

Whenever the Fund drops inappropriately low, M-NCPPC issues new bonds to restore the balance. M-NCPPC last issued \$2,000,000 in Advance Land Acquisition (ALA) bonds in FY05, and debt service began in FY05. For FY12 they recommend debt service of \$320,900, a decrease of \$310,800 or 49.2%. They are not requesting any change in the property taxes associated with ALARF, the proceeds of which are used to pay debt service (real property tax rate of \$0.001 per \$100 assessed value and personal property tax rate of \$0.003 per \$100 assessed value).

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 page 325). A private property management firm handles the day-to-day management of residential properties, agricultural leases, and a variety of other uses on park land. M-NCPPC projects a decrease in revenues of \$129,000 (12%), due to the decrease in leased facilities and properties. Although the costs of direct expenditures are shown as matching revenues on page 325, the program description on pages 285-286 indicates that there is a \$761,900 subsidy from the Park Fund. Staff assumes this is for indirect costs allocated to Property Management, such as for police surveillance of properties.

Workyears associated with the Property Management Fund after chargebacks will decrease from 3.5 to 2.5. One-half workyear previously charged to the Fund by the Special Programs Division was discontinued and beginning in FY12 the Property Management Fund will charge 0.5 workyear to the Enterprise Fund for lease administration.

The Executive recommends approval of the Property Management Fund as submitted. The funding request is as follows:

FY11 and FY12 PROPERTY MANAGEMENT FUND			
FY11 Budgeted	FY12 Request	Change from FY11 to FY12	% Change from FY11 to FY12
\$1,067,000	\$938,000	\$129,000	12%
3.5 WY	2.5 WY	0	0%

Staff recommends approval.

INTERNAL SERVICE FUNDS

The M-NCPPC budget includes three Internal Service Funds: Risk Management, SilverPlace, and Capital Equipment. Total expenditures for the Risk Management Fund are projected to decrease by \$468,600, or 12.7%, due to a reduction in commercial insurance claims costs based on experience (pages 370). Expenditures associated with the development of new headquarters for the Montgomery portion of the Commission (SilverPlace) had previously been allocated to the SilverPlace Internal Service Fund (page 373). There is no funding requested for FY12.

The Capital Equipment Service Fund was established to provide an economical method of handling large purchases of equipment (see pages 374-375). The Fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Expenditures and revenues in FY12 are projected to decrease from FY11 by \$154,800.

FY11 and FY12 CAPITAL EQUIPMENT INTERNAL SERVICE FUND				
	FY11 Budgeted	FY12 Request	Change from FY11 to FY12	% Change from FY11 to FY12
Revenues	\$1,168,200	\$1,666,700	\$498,500	42.7%
Expenditures	\$1,821,500	\$1,666,700	-\$154,800	8.5%%
Net Revenue	-\$653,300	0	\$653,300	

Staff recommends approval.

FOLLOW-UP ON ADMINISTRATION AND PARK FUNDS

Attached on © 52 to 61 is the Planning Board Chair's response to questions raised at the April 11 meeting. This memorandum addresses several issues raised by the Committee, including expediting certain studies, ballfield fees, use of bio-diesel fuel, park activity buildings, and the operating costs of new parks, among other issues. The Committee had questions about its ability to change compensation adjustments for M-NCPPC employees. Attached on © 65 to 66 is a memorandum from Council Legislative Attorney Jeff Zyontz addressing this issue. Mr. Zyontz will be at the meeting if the Committee has questions.

Reductions

On April 11, the PHED Committee discussed the reductions to the Administration Fund and Parks Fund that would be necessary to meet the Executive recommended level of funding. The Committee generally agreed with the reductions recommended by Staff for the Planning Department and Department of Parks and wanted to reconsider the list of reductions once Staff was able to identify the amount that would be appropriate for payment from the Water Quality Protection Fund. Attached on © 44 to 45 is a memorandum from Council Legislative Attorney Jeff Zyontz presenting his analysis of the M-NCPPC staff time that he believes could be charged to the Water Quality Protection Fund under state law. He notes that the County Government only charges Staff time directly associated with programs required under a National Pollutant Discharge Elimination System (NPDES); however, Maryland law allows a broader range of activities to be funded.

The Executive-recommended budget included targets for the Administration Fund and the Park Fund but did not specify how the reductions should be allocated among Administration Fund Departments (Planning, Commissioners' Offices, and Central Administrative Services). Originally, the Planning Board decided to allocate them in equal percentages across departments, but later determined that \$94,000 they allocated to the Commissioners' Offices should instead be shared by the Planning Department and Department of Parks (\$47,000 each). In the Staff memorandum for the April 11 meeting, Staff recommended shifting the Planning Department \$47,000 reduction to the Department of Parks, since it would be better able to absorb this reduction. After recalculating all the reductions, Staff now recommends shifting \$22,000 to the Department of Parks so that the Planning Department has a \$25,000 reduction and the Department of Parks has a \$69,000 reduction.

Planning Department Reductions

The chart presented below summarizes the Council Staff recommendations for reductions to meet the Executive-recommended level of funding for the Planning Department. **At this funding level, the Planning Department would be able to complete the workprogram presented to the Council at the Semi-Annual Report meeting**, but would not have any staffing cushion to deal with unexpected issues that may arise. At the April 11 meeting, the Committee agreed conceptually with the Staff recommendations, but asked Staff to do further work to determine the amount that could be charged to the Water Quality Protection Fund (WQPF). The Committee also recognized that estimates of compensation reductions could change, depending on the Council's cross-agency compensation decisions¹. For the purposes of this calculation, Staff has estimated the savings of reducing the Other Post-Employment Benefits (OPEB) at one-half the amount included in the M-NCPPC budget. As noted above, Staff recommends shifting \$22,000 of Commissioners' Office reductions, rather than the \$47,000 earlier recommended by Staff. Included in this list are potential reconciliation list items that are described in greater detail below.

¹ It appears unlikely that the Council will make any final compensation decisions before it reviews the M-NCPPC budget and meets with the Prince George's County Council.

PLANNING REDUCTIONS	
Total Reduction recommended by Executive (including \$47,000 reduction reallocated by Planning Board from Commissioners' Office)	\$2,237,700
Compensation	-\$496,150
Furlough	-\$175,000
1/2 of OPEB	-\$254,150
Freeze 8 vacancies	-\$680,000
WQPF	-\$360,400
Reduce Admin. Fund Transfer to DR Special Revenue Fund	-\$250,000
Commissioners' Office (Transfer \$22,000 of Commissioners' Office Reduction to Department of Parks)	-\$22,000
Further reductions needed to reach Exec Target	\$0
Potential Reconciliation Items	
Expedite TPAR from 8/12 to 4/12 with consultant services	\$150,000
BRT Option 2 (Focus on 5 or 6 corridors to be studied in detail - consultant funds)	\$150,000
BRT Option 3 (Detailed review of 16 corridors - consultant funds)	\$375,000
Funding to fill 4 vacancies	\$340,000

In the table that follows, the Planning Department has provided a description of potential reconciliation list items discussed by the Committee, as well as their request to be able to fill an additional 4 vacancies. Included in the list is the cost to expedite the Transportation Policy Area Review (TPAR) analysis. This issue is addressed in the memorandum from the Planning Board Chair on © 52-53. Staff questions whether it is worth \$150,000 to expedite TPAR by 4 months (from August until April). Also included is the cost of a more detailed analysis of Bus Rapid Transit (BRT) routes. The 3 options proposed by the Planning Board are described on © 53. Finally, the Planning Department has asked that the Committee consider adding funding for 4 vacant positions on the reconciliation list.

PLANNING POTENTIAL RECONCILIATION LIST ITEMS

Submitted by the Planning Department

Expedite TPAR from August 1, 2012 to April 2012 with consultant services	\$150,000	The consulting services enable expediting delivery of the TPAR study by four months. Consultant services include three beta test studies, two of which involve land use scenarios under consideration in the East County Science Center and Chevy Chase Lake Master Plans. Accelerating the TPAR study would facilitate concurrent review of the land use/transportation balance in these two master plans.
BRT Option 2 (Focus on 5 or 6 corridors to be studied in detail - consultant funds)	\$150,000	The FY12 work program as originally proposed included a work program effort that only anticipated a review of the MCDOT BRT report, and no consulting fees were proposed. The request for \$150,000 for consulting services is based on a scope of work that would deliver within one year a limited BRT amendment involving five or 6 corridors, including right-of-way and station locations.
BRT Option 3 (Detailed review of 16 corridors - consultant funds)	\$375,000	The request for \$375,000 for consulting services is based on a scope of work that would deliver within one year a comprehensive BRT amendment involving all 16 MCDOT BRT corridors, including right-of-way and station locations.
Funding for four vacancies	\$340,000	The Department experienced two successive retirement incentive programs (FY08 and FY10) which have strained the leadership, institutional information transfer, and staff development. This, coupled with a RIF of 15 staff members and the abolishment of 31 positions in FY11, has left the Department in a precarious staffing situation. We have lost key, seasoned staff and have not had the ability to replace them. By restoring these vacancies, the Department can initiate the rebuilding of its staff.

Central Administrative Services

The Planning Board allocated \$864,963 of the County Executive recommended reductions to the Administration Fund to the Montgomery County portion of Central Administrative Services (CAS) distributed as follows:

Human Resources and Management	\$276,705
Finance	\$439,780
Legal	\$148,478

Attached on © 20 to 22 is their response to Staff’s request that they identify how they reduced their respective budgets. As with the other parts of the Commission, the changes include compensation adjustments, furloughs, freezing vacancies (including normal lapse), and the loss of 7.15 total workyears (3.65 vacant and 3.5 filled) attributable to Montgomery County (doubled for both Counties). If the Committee applies an OPEB reduction to CAS, this can serve as an offset of some of the reductions in force. One-half CAS OPEB is approximately \$143,000. The Committee did not request any additional information and should confirm whether you support the reductions as proposed by CAS. **Since the Bi-County meeting will occur before the Council considers the reconciliation list, it is not possible to put any of the CAS reductions on the reconciliation list.**

Department of Parks Reductions

The chart presented below summarizes the Council Staff recommendations for reductions to meet the Executive-recommended level of funding for the Department of Parks. As with the Planning Department, the Committee agreed conceptually with the Staff recommendations, with the same directions for further analysis as for the Planning Department. The Department has calculated that \$1.51 million is appropriate to be charged to the WQPF.

The Staff recommendation does not require the Department to layoff any existing employees assuming they are able to take the compensation, furlough and OPEB reductions listed below.

DEPARTMENT OF PARKS REDUCTIONS	
Total Reduction recommended by Executive (including \$47,000 reduction reallocated by Planning Board from Commissioners' Office)	\$10,214,580
Compensation	-\$2,242,100
Furlough	-\$570,000
1/2 of OPEB	-\$846,100
Misc. adjustments with no service impact identified by Parks	-\$638,800
Reduce CIP Current Revenue	-\$250,000
Reduce Debt Service Associated with Germantown TC Park	-\$516,000
Charge personnel to the WQPF	-\$1,509,300
Commissioners office (absorb \$22,000 allocated to the Planning Department)	\$22,000
CIP chargebacks	-\$577,400
Set Park Lapse to be the same as FY11 (Increase from 5% assumed in FY12 budget to 7.5%)	-\$1,430,670
Supplies and Materials	-\$903,200
New positions	
OBI	-\$528,000
Seasonal Maintenance Support (\$553,500 total request)	-\$225,500
Additional Reductions needed to meet Executive Target	-\$490
Potential Reconciliation List:	
1. Restore core seasonal/weekend workers	\$225,500
2. Critical Maintenance and inspection -Tier 1	\$227,200
3. Critical Maintenance and inspection -Tier 2	\$227,200
3. Specialized trade workers for critical repairs	\$276,200
4. Maintenance for unfunded/newly developed parks	\$300,000



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

OFFICE OF THE CHAIRMAN

April 5, 2011

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

FROM: Françoise M. Carrier, Chair, Montgomery County Planning Board 

SUBJECT: FY12 Operating Budget Work Session

In preparation for the upcoming work session on April 11th, the Planning Board directed each department to develop a list of non-recommended reductions to meet the County Executive's target funding level. **To achieve this target, the Commission must identify reductions of approximately 13% or \$13.4 million.** The Montgomery County side of the Commission submitted a budget proposal for FY12 that would allow us to perform the same level of services in FY12 that we have managed to provide with our sharply reduced FY11 budget. This includes funding for mandatory items such as our pension fund contribution, other post-employment benefits, and contractually obligated compensation adjustments, all of which are part of the operating budgets of our departments. The County Executive has recommended a significant reduction for our agency -- even below FY11 funding levels -- that will impair our ability to provide our core services and make RIFs virtually unavoidable.

In FY11, the impact of severe budget cuts was reduced through a retirement incentive program -- that option is not available this year. The Commission is currently in negotiations with both of our unions to try to reduce compensation and benefit costs, but even if we succeed in negotiating such reductions, the extent of the budget cuts recommended by the Executive will cause a devastating impact on the Commission's services and facilities.

The attachments to this transmittal letter provide the list of non-recommended cuts and responses to questions from Council staff.

Planning Work Program Impact

In FY11, the Planning Department staff was reduced by 31 positions or approximately 20%. The Department underwent a layoff of 15 employees. As you are aware, the Planning Department's budget is prepared in a program format. The resource reductions for FY11 on a programmatic level are as follows:

- Master Plan program was cut by 27.8%
- Regulatory program was cut by 16.6%
- Information Services program was reduced by 27.1%
- Management and Administration program went down by 27.2%.

The Department responded by reorganizing, continuing to defer several master plans, and implementing cross-functional work assignments. In FY11, the Planning Department cut to the bone. Further reductions seriously jeopardize the Department's delivery of core functions. By major program level, the impact of the County Executive's recommendations is as follows:

Master Plan Program: In contrast to the timely master plan effort in the I-270 Corridor, a significant reduction in the work years will reduce the number of master plans to be completed in the eastern county areas and inside I-495. No new plans will be started in FY12, leaving a void in the master plans being delivered in late FY13 and in FY14.

Regulatory/Plan Implementation Program: Efforts on regulatory planning will be significantly reduced. We are training as many staff as possible to take on new regulatory tasks. This will take time, and as a result the processing of applications will be affected. The input to the Board of Appeals and Hearing Examiner will be reduced.

Information Resources Program: The loss of additional staffing in the Information Resources program threatens our ability to perform detailed and thorough analysis, identify trends, and provide needed information for decision making. Our Web, outreach activities, and ability to meet and serve the public are jeopardized. Additionally, the Department will reduce hours of operation at the Information Counter. Our ability to produce the demographic, economic, housing, and census analysis will be limited.

The Management and Administration program will be cut in proportion to the Department.

Park Work Program Impact

The FY11 adopted Park Fund budget, was 12.6% below the FY10 adopted budget. The Department was able to avoid a career reduction-in-force by offering a retirement incentive and terminating a number of non-career staff and service contracts. Non-personnel costs were substantially reduced or eliminated. Two divisions were eliminated through a restructuring and 63 positions were abolished. This has kept our work program below the maintenance level of a comprehensive park system. In addition, mid-year savings plans have been implemented for the past three years, further eroding the Department's ability to provide quality park amenities. The Department closed 11 park activity buildings last spring to meet budget reductions.

In consideration of the economic climate, for FY12, the Department of Parks submitted a budget of \$82,604,800 (not including reserves or grants) that includes increases for compensation adjustments called for in union contracts, unfunded obligations for new parks and federal or state mandates, known operating commitments, and the reinstatement of funding for seasonal employees. A significant decrease was also proposed for savings generated by utility efficiencies and rent from consolidating office space.

Even with these increases, the funding for the Department will be below the amount needed to maintain a quality park system. Currently, there is a backlog of more than 1,225 outstanding work orders for repairs and preventive maintenance. In addition, each year the park system continues to grow by adding new parkland (either through dedication, donation, or purchase) with increased management responsibilities such as mowing, amenities to maintain, and resources to protect. The proposed FY12 budget does not provide the resources needed to properly maintain the growing park inventory, and puts us further behind on existing parks.

A major obstacle for the Department is that regardless of priority level, most of the Department's amenities are not able to be closed (ball fields, play grounds, trails, etc.). To "close" them would mean removing amenities (fencing, standards, playground equipment, etc.) and letting nature take over the open space. This would diminish residents' use of the parks and would come with a cost to remove the amenities, increased need for police patrols, and some continued maintenance, reducing the potential savings.

Closing some facilities or curtailing service to those facilities, even for a short period of time, would eventually create a situation where major capital improvements might be needed to restore the facility at a later date. In addition, temporarily suspending the funding for a year or two for some projects, such as the deer management program, would be detrimental and undermine much of the progress that has been gained in recent years. The non-native invasive program was reduced over 75% in FY11. In FY10, 365 acres were treated; only 85 acres will be treated in FY11. This reduced funding will hasten the on-going degradation of the highest quality natural areas in parks such as Blockhouse Point, Rachel Carson, and Little Bennett.

CAS Work Program Impact

The Commission's Departments of Human Resources and Management, Finance, and Legal provide corporate functions for seven departments of the agency in Montgomery and Prince George's operations. These departments provide mandated agency-wide functions in administration, policy, personnel management, financial accountability, legal advice and court representation, workplace and public safety, and risk mitigation. The independent Merit System Board is also part of Central Administration Services (CAS). CAS has already been doing more with less.

In FY11, CAS was required to absorb significant cuts and restructured operations in response to a 15% budget reduction. Hiring and compensation was frozen, a 10-day furlough was instituted, a retirement incentive program was instituted, and a reduction in force was imposed for occupied positions. Real people lost their jobs. Overall, Human Resources and Management and Finance staff was reduced by approximately 15% in FY11.

The County Executive's FY12 recommendation of another potential reduction of \$2 million to CAS (the \$1 million cut recommended on the Montgomery County side translates into a total \$2 million cut as applied to CAS as a whole, unless Prince George's

County decides to provide supplemental monies to fund CAS positions that will serve Prince George's County) presents a serious issue as to whether CAS will be able to continue providing required administrative functions sufficiently to support the operating departments. The Human Resources and Management and Finance Departments' staffing levels will decline another 7% for a total of 22% equal to the FY09 level and leading to reductions in force. Fortunately, the Legal Department may be able to avoid another RIF this year however, the Department lost more than \$630,000 from budget reductions in FY11 while assuming new programs in workers compensation and tort litigation to save overall expense.

Second Year of Deepest Reductions

The Planning Board fully understands the fiscal challenges faced by the County, and we are prepared to work together with the PHED Committee and Council to achieve a responsible level of reductions. However, the County Executive's recommendation would again result in the Commission receiving the most severe reduction in funding of any County funded agency. Although some County Government departments are recommended for reductions, the Commission is the only agency recommended for an overall decrease below FY11. The County Government, MCPS and the College are recommended to increase by 1.0%, 3.5% and .7% respectively; the Commission's budget is recommended to decline by 2.2%. This reduction would follow the 13% reduction adopted in FY11, which was almost twice the 7% reduction of County Government in FY11 and almost three times the 5% reduction of MCPS.

The following table summarizes the past and projected rates of growth for the four county-funded agencies starting in FY10 and is based on the County Executive's latest recommended FY12 – FY17 fiscal plan.

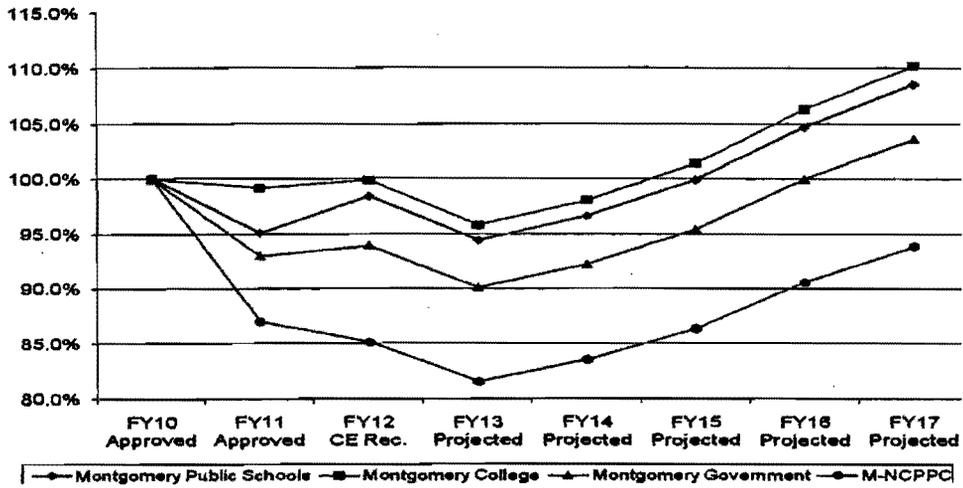
FY10-17 Funding Levels for Major Montgomery County Funding Entities

(\$ in Millions)	Approved	Approved	Chg. %	CE Rec.	Chg. %	Projected	Chg. (%)	Chg.
	FY10	FY11	FY10-11	FY12	FY11-12	FY17	FY10-17	(FY10-17)
Montgomery Co. Public Schools	2,020.1	1,919.8	-5.0%	1,987.6	3.5%	2,192.3	8.5%	172.2
Montgomery College	217.5	215.8	-0.8%	217.3	0.7%	239.6	10.2%	22.1
M-NCPPC	106.6	92.7	-13.0%	90.7	-2.2%	100.0	-6.2%	(6.6)
Montgomery Co. Government	1,251.2	1,163.6	-7.0%	1,175.5	1.0%	1,296.5	3.6%	45.3
Total	3,595.4	3,391.9		3,471.1		3,828.4		233.0
M-NCPPC as a % of Total	3.0%	2.7%		2.6%		2.6%		

Sources - FY10-11 (approved budgets); FY12-17 (County Executive's Recommended FY12-17 Public Services Program)

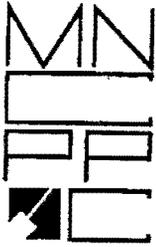
The disparity in growth is shown clearly in the following graph, which utilizes FY10 as the base year and presents spending in future years as a percent of the FY10 budget. The Commission will experience the lowest growth in the coming six years per the fiscal plan and in fact is the only agency that would, at the end of the period, remain below FY10 funding levels.

**County Executive's Recommended FY12-17 Public Service Program
(In Proportion to FY10 Adopted Budget)**



Summary

The important missions of this agency are at risk of being compromised in a very serious manner if the County Executive's recommended budget is adopted. We hope to work with the County Council and its staff to find ways to arrive at a responsible level of budget cuts that will keep our planning efforts moving forward and allow us to continue providing safe and clean parks.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

PCB11-25

April 05, 2011

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

FROM: Patricia C. Barney, Executive Director 

SUBJECT: FY12 M-NCPPC Budget Work Session

Below please find Maryland-National Capital Park and Planning Commission responses to Council Staff questions in preparation for the budget work Session of April 11:

1. Identify reductions necessary to meet the County Executive recommended budget.

Attached are schedules from each department/unit presenting non-recommended reductions along with the cost, workyears, and service impacts. Note that the following units' non-recommended reductions are small and therefore summarized below:

Internal Audit - \$9,454
Support Services - \$65,286

Also note that \$47,700 of non-recommended reductions was shifted to the Park Fund and the CAS Departments absorbed \$8,565 for the Merit Board and \$17,883 for Internal Audit.

2. Identify current vacancies in each department (frozen positions and other vacancies occurring through attrition).

Attached is the 3rd Quarter Vacancy Report for each department.

3. Update FY11 revenues and any changes in fee/revenue policies recommended or being considered for FY12. Have any changes in policies resulted from the Vision 2030 effort?

The following responses were provided by the Departments noted below:

Finance Department on Taxes and Interest Income

Decreasing assessments due to appeals have resulted in the loss of over \$600 million in tax base since July 1. This translates to a loss of property tax revenue of \$246,900 in the Administration

Fund and \$708,400 in the Park Fund. Interest income is expected to be \$50,000 and \$281,500 below budget in the Administration and Park Funds respectively.

The declines in revenue are projected to be partially compensated for with expenditure reductions in each fund. The projected reduction in fund balance is \$167,650 for the Administration Fund and \$716,400 for the Park Fund. These estimates are considered worse case, and are expected to be revised upwards as additional information is available.

Planning Department – Revenues

The Administration Fund revenues related to the Planning Department come from fees for Pre-Application Fees, Natural Resources Inventory/Forest Stand Delineation Fees, Forest Conservation Plan Fees, Forest Conservation Plan Exemption Fees and fees associated with Special Protection Areas (other fees are revenue for the Special Revenue Fund). Administration Fund revenues were budgeted at \$350,000 in FY11. Actual revenue is projected to be \$123,200 below budget due to the drop in the number of applications. Accordingly, FY12 budget is proposed at \$230,000--a 34% reduction from FY11.

Parks Department

1. Have any changes in policies resulted from the Vision 2030 effort?

The Vision 2030 process included developing a Cost Recovery Pyramid using cost-based or activity-based principles to determine the cost of providing a service and appropriate recovery target based on where the service fell on one of the five levels of the pyramid. The five levels range between “Mostly Community Benefit” (mostly tax-supported) to “Mostly Individual Benefit” (little to no tax support).

A target range and minimum cost recovery goal will be adopted for each category of service. This process will require the programs to track and meet these goals through cost reductions, recommended pricing strategies and/or use of alternative funding sources as appropriate. The process will also require the Department to review all fees, rentals and leases to assure compliance with cost recovery goals in relation to the cost to provide the service and the category of service level on the pyramid. The final cost recovery goals and pricing strategies will be included in the final Vision 2030 plan at the end of this fiscal year. In addition, Parks will certainly use the feedback from the Park & Recreation User Survey and the numerous stakeholder public meetings and summits conducted as part of Vision 2030 in the shaping of its next Capital Improvements Program, which will be underway in a matter of weeks. In particular, the theme of “protect what you already have” that came out of Vision 2030 will be a priority for the CIP.

2. New Fees and Revenue Sources

The Department will take new fees to the Board in May. Once the Vision 2030 plan is complete, we may additional fees to the Board for approval. At this time the Department is proposing additional revenue in FY12 of \$260,000 from additional programming at the nature centers, and sale of trees at Pope Farm. We are also anticipating additional revenue through sponsorships to cover the cost of the Garden of Light Show and other special events in the parks.

We expect the Property Management Fund to continue to renegotiate lease agreements as appropriate to meet cost recovery goals set by the Vision 2030 plan.

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Attachments: Item 1. Reduction Impact Templates for all Departments
Item 2. Vacancy Report for all Departments

M-NCPPC Department of Parks – FY12 Budget
Non-Recommended Reductions in Priority Order from Lowest Impact to Greatest Impact

FY12 Proposed Budget (without reserves or grants)		\$73,357,880
FY11 Budget	FY11 Proposed Budget (Excluding reserves, grants) (No OPEB budgeted)	\$87,037,100
	FY11 Adopted Budget (Excluding reserves, grants) (No OPEB Budgeted)	\$73,357,880
	FY 11 Adopted Impact (\$ reduction between Proposed & Adopted FY 11)	(\$13,679,220)
	FY11 Adopted Impact (% reduction between Proposed & Adopted FY11)	-15.7%
FY12 Proposed Budget	FY12 Proposed Budget (Excluding reserves, grants, OPEB and Debt Service)	\$76,044,700
	FY 12 Proposed Budget OPEB	\$1,692,200
	FY 12 Proposed Budget Debt Service	\$4,867,900
	FY 12 Proposed Total Budget (Excluding reserves and grants)	\$82,604,800
	FY12 County Executive (CEX) Recommendation	\$72,437,720
	Reductions Required to Achieve CEX Recommendation	(\$10,167,080)
	50% of CEX Reduction Recommended for Commissioner's Office	\$47,500
	Reductions Required to Achieve CEX Recommendation + Commissioner's Office Reduction	(\$10,214,580)
FY12 CEX Impact (% reduction between Proposed & CEX Recommendation)	-12.4%	

Item	Savings	WY Reduction	Impact
REVENUE REPLACEMENTS OR REDUCTIONS WITH MINIMAL SERVICE IMPACTS			
1	Adjustments since proposed budget was prepared	\$137,900	No impact.
2	New revenue opportunities Offsetting Expenditure Reductions	\$260,000	Newly identified revenue generating opportunities with nature center programs and facilities; park, program and facility sponsorships, and the sale of trees from Pope Farm Nursery.
3	Move CIP Current Revenue Reductions to Operating Budget	\$250,000	Relatively minor impact to several CIP projects, as long as reductions are limited to FY 11 balances. Impacted projects include PLAR, Legacy Open Space, Historic Structures, Pollution Prevention, and Natural Trails.
4	Compensation/Benefit Adjustment Proposals	\$2,242,100	Certain employee compensation adjustments and benefit contributions require negotiations with the affected employee representatives. If full agreement cannot be reached, the impact is the equivalent of a reduction of 49 positions.
5	Reduce Debt Service Payment based on Revised CIP	\$516,000	The proposed two-year delay to Germantown Town Center Urban Park will allow a significant reduction in debt service payments in FY 12. If the two year delay is not approved, the impact will be to eliminate an equivalent of

Item	Savings	WY Reduction	Impact
			13 positions.
6	Reductions in Supplies, Materials and Contractual Services through Increased Efficiencies \$75,100		Minimal impact. Reduction of office supplies and copy machines through the consolidation of staff in one location and the renegotiation of contracts will produce significant savings.
7	Reductions in Personnel through Increased Efficiencies \$165,800	2.8	Minimal impact. Eliminating 3 work years where duties can be efficiently transferred to other staff, volunteers, or another agency. Reduction in overtime due to change in State law affecting Park Police court appearances.
REDUCTIONS WITH SERVICE IMPACTS			
8	Establish a Public Affairs & Community Partnerships Chargeback to the Corporate Sponsorship Special Revenue Account \$35,600	0.3	Corporate sponsorships is a new initiative being introduced in FY12 and the revenue generated through this program is expected to be sufficient to cover the staff time needed to manage it.
9	Increase Park Planning & Stewardship Chargeback to the Capital Improvements Program (CIP) \$52,700	0.5	Increased CIP chargebacks for direct work on legacy and natural surface trails. Planning work programs not eligible for CIP chargeback will be impacted.
10	Increase Park Development Chargeback to CIP \$204,700	1.5	Increased CIP chargebacks for staff working on CIP projects. Work programs not eligible for CIP chargeback will be impacted.
11	Increase Chargeback to the Enterprise Fund for Brookside Gardens \$44,000	0.5	This will result in less funding available in the Enterprise Fund for seasonal staff that supports the management and training of volunteers and garden maintenance. Duties will be transferred to existing staff who have been heavily burdened with additional duties from previous budget cuts. The ability to grow the volunteer program and to maintain the appearance of the gardens to attract visitors, rentals, and donors will be diminished.
12	Increase Lapse through Departmental Hiring Freeze from 5% to 6.5% (9.8 wy increase from 33.5 wy to 43.3 wy) \$858,400	9.8	As vacancies accrue through attrition, positions will not be filled and work programs where the attrition occurs will be adversely impacted.
13	Establish Two New Horticulture, Forestry, & Environmental Education Chargebacks to the CIP \$60,000	1.0	Park staff will assume responsibility for renovating 10 to 15 ball fields each year which is currently accomplished through contract. Reforestation projects, community gardens installations, and tree planting will be delayed.
	\$100,000	1.5	The Pope Farm growing program will focus solely on trees and shrubs. The perennial program that supplies plants for plant replacement in parks and around park facilities will be eliminated.
14	Establish an Exhibit Shop Chargeback to the \$10,000	0.1	Reduced support for Brookside Gardens and Nature Center programs and events.

Item		Savings	WY Reduction	Impact
	CIP			
15	Eliminate Professional Architectural and Engineering Services for Historic Properties	\$45,200		100% cut in contract services (architectural & engineering) supporting acquisition of Historic Area Work Permits for on-going maintenance and repair of the Darby House, Kensington Cabin and Red Door Store. Critical repairs will be delayed at least one year or more. This problem is long-term and growing.
16	Eliminate Seasonal Resource Analysis Staff for Water Quality Monitoring and Environmental Review	\$28,500	0.6	<p>This represents a 50% reduction in stream monitoring. Water quality data were collected from 24 sites in FY11. 14 sites will be monitored in FY12. The sites that will not be monitored include six sites in Little Bennett Regional Park and two sites in Northwest Branch Unit 3 and two sites in Northwest Branch Unit 4. Expected outcomes include less complete data for setting CIP priorities for stormwater retrofit and stream restoration projects and for evaluating the effectiveness of completed projects.</p> <p>There will be a 50% reduction in time spent on environmental review of park development projects with the expected outcome of more impacts to aquatic resources in parks.</p>
17	Reduce Non-Native Invasive Plant Program	\$55,000		<p>\$15,000 (75%) cut in supplies and \$40,000 (48%) cut in herbicide for treating non-native invasive (NNI) plants in M-NCPPC parks. NNI plants out-compete many native plant species, especially those that are rare, threatened, or endangered.</p> <p>In FY10, Parks staff treated 365 acres. 85 acres will be treated in FY11. Approximately 45 acres will be treated in FY12.</p> <p>The proposed reductions will hasten on-going degradation of the highest quality natural areas in parks such as Blockhouse Point, Rachel Carson, and Little Bennett. This reduction will allow NNIs to re-grow in previously treated areas thereby negating the benefits of previous management efforts. Experience has shown that three years of successive treatment is necessary to achieve moderate control.</p>
18	Reduce FY12 Equipment Lease Payment	\$256,000		Reduction in amount of equipment financed to reduce the lease payments in FY12 and beyond. The equipment remaining will be older, less efficient, and often out of service.
19	Reduce Operations of Nature Centers	\$92,500	1	Reduction in teen programs and diminished ability of the nature centers to work with Montgomery County Public Schools on the State's mandatory environmental literacy requirement.
20	Reduce Capital	\$109,700	1.5	Delay the construction and/or opening of several approved

	Item	Savings	WY Reduction	Impact
	Investment Support			<p>projects in the Parks CIP, particularly projects that add large operating costs when completed. Also, extend the time to review external agency projects that impact parkland and require issuance of a permit for construction on park property. Projects include:</p> <ul style="list-style-type: none"> • Trail projects <ul style="list-style-type: none"> * Trail connectors, i.e., trail connector from North Gate Drive to Matthew Henson Trail * Trail Renovations • Bridge and culvert replacements <ul style="list-style-type: none"> * Next group of inspected vehicular and pedestrian bridges that are need of replacement/repair. • Stream Protection projects <ul style="list-style-type: none"> * Various stream restoration projects, including those at Valley Mill and Ken-Gar Local Parks
21	Reduce Administrative Support	\$113,700	2	Managers will spend more time on clerical duties. Reduced customer service and response time to public.
22	Reduce Human Resources Support	\$76,400	1	Compromises the quality assurance monitoring of employee evaluations, personnel actions, and Commission mandated employee programs such as Defensive Driving, fingerprinting, First Aid/CPR.
23	Reduce Grants Support	\$45,600	1	Reduced ability to research, secure and monitor grants.
24	Reduce Technology Support	\$78,400	1	Substantially reduces support for technology causing downtime of computers and printers impacting employee productivity.
25	Reduced Ability to Manage Horticulture and Arboriculture Programs at Brookside Gardens	\$41,300	1	Essential daily managerial oversight, support and direction for programs will diminish leading to an increase in personnel matters and program inefficiencies and a decrease in program quality and amount of work accomplished.
26	Eliminate Historic Tree Program	\$41,300	1	Decline in health and possible loss of over 200 significant and champion trees on park property which include 3 state champions (Goshen Elm) and 10 county champions (Linden Oak).
27	Reduce Facility Maintenance at Brookside Gardens	\$41,300	1	Buildings cleanliness and safety will diminish and have a negative impact on over 400,000 visitors and over 600 events, programs and rentals annually.
28	Establish a Facilities Management Chargeback to the Property Management Fund	\$150,000	2.5	Park staff will assume the responsibility of maintaining park houses in the Property Management Fund which is currently accomplished through contract. The impact is less resources to work on park repairs and maintenance. Emergency repair response in parks will be delayed.
29	Furlough	\$570,000		This reduction of lost productivity would have a broad brushed, cross cutting impact across all work programs. Certain employee compensation adjustments require negotiations with the affected employee representatives. If full agreement cannot be reached, the impact is the equivalent of a reduction of 14 positions.

Item		Savings	WY Reduction	Impact
30	Curtail Park Police Patrols from 2AM-6AM	\$395,000	5	Curtailed patrol of parks and the 24 hour Capital Crescent Trail between 2AM-6AM. Genuine emergency and life safety calls would be transferred to MCP through 911. Park Police Communications would still operate 24/7 due to National Crime Information Center (NCIC) requirements, and they will handle call processing to MCP or explain the delay to the caller and coordinate the day shift response.
31	Eliminate Seasonal Staff for Deer Management Sharp Shooting Program in Down County Area/Urban Zones	\$43,700	1	In FY11, 596 deer were removed from 11 parks and two M-NCPPC owned golf courses through sharp-shooting. The parks included Black Hill Regional, Rock Creek Regional, Wheaton Regional, Northwest Branch Recreational, Woodlawn Special, North Branch Stream Valley Units 2, 3, and 4, Rock Creek Stream Valley Unit 7, Northwest Branch Stream Valley Unit 7, Layhill Local, Northwest Golf Course, and Needwood Golf Course. These deer (596 animals) account for 45% of total number of deer removed from parks through M-NCPPC's deer management program. Expected outcomes in FY12 include more deer-vehicle collisions, more impacts to park natural areas, more home-owner complaints, and increased concerns regarding Lyme disease in the down-county area.
	Eliminate Associated Supplies and Contractual Services	\$69,500		
32	Forfeit New Positions for Unfunded Federal Mandates for the National Pollutant Discharge Elimination System (NPDES) (4 career wy)	\$228,000	4	The Department of Parks must implement a series of new best management practices to address the legally mandated National Pollutant Discharge Elimination System (NPDES) regulatory requirements. If new resources are not provided, the work must be absorbed at the expense of existing programs. Staff currently assigned to implement CIP projects, manage environmental stewardship programs, and perform general park maintenance work will be assigned to NPDES compliance diminishing those programs further.
33	Forfeit New Positions for Operating Budget Impacts (OBI) for CIP and Developer Built projects (2 career wy and 1.1 seasonal wy)	\$300,000	3.1	The proposed budget included the funding required to adequately address increased maintenance and patrols for new parks and facilities that have opened or will open by FY11. The new parks and facilities are added through the CIP and through dedications of developer-built parks and amenities. If new resources are not provided, the work must be absorbed at the expense of existing programs. Staff currently assigned to perform general park maintenance and police functions will dedicate time to these parks at the expense of others. Projects that produce OBI in FY 12 include: <ul style="list-style-type: none"> • Black Hill Trails Renovation and Extension • Darnestown Square Heritage Park • Elmhirst Parkway Neighborhood Park • Legacy Open Space • Minor Construction: Local Parks • Minor Construction: Non-Local Parks • Pollution Prevention & Repairs to Ponds and Lakes • Rock Creek Trail Pedestrian Bridge • Trails Hard Surface Design and Construction • Trails Natural Surface Design and Construction
	Forfeit Supplies and Materials Funding for OBI for CIP and Developer Built projects	\$271,000		

Item	Savings	WY Reduction	Impact
34	Eliminate or Reduce Contracts and Services \$319,700		<p>Cancel or reduce repair, maintenance and service contracts in many of the program work elements. Some of the services will be performed by existing staff or deferred.</p> <p>Some of the significant program impact areas are:</p> <ul style="list-style-type: none"> • reduction of maintenance contracts • demolition services • abatement services • mobile communications. <p>In many instances, staff will be redirected to perform necessary tasks which may limit our ability to respond to unforeseen events, emergencies and customer requests in a timely manner.</p>
35	Eliminate or Reduce Supplies and Materials \$583,500		<p>This action will reduce or eliminate supplies and maintenance materials across all of the program work elements. It includes maintenance materials, computer and printer replacements, signage, construction and fleet supplies, and smaller maintenance equipment all with a direct impact on operations and the appearance of parks. This is approximately a 10% overall reduction in supplies and materials, on top of similar reductions over the past two years.</p> <p>Some of the significant impacts are:</p> <ol style="list-style-type: none"> 1. Delay computer and laptop purchases/upgrades – computers and printers will be held passed their normal replacement cycles and less efficient. This reduces computer replacement by 50%. 2. Reduce/eliminate small maintenance equipment purchases – increase downtime, reduce frequency of maintenance in parks, and decrease worker efficiency by using aging equipment. 3. Reduce or eliminate the fertilizers and pest management for turf and garden areas. Degradation of green spaces.
36	Reduce or Eliminate Specialized Trades Maintenance Work (Carpenter, Plumber, Security Systems Technician, Heavy Equipment Operator)	\$276,200	<p>4</p> <p>Substantially reduce preventive and reactive facility maintenance and repair functions. Park facilities may have to be temporarily closed awaiting repair, particularly if deemed unsafe. Deferral of major maintenance projects including playground renovations, roof replacements, window replacements, and park activity building renovations. Response time to maintenance calls will be increased.</p> <p>Repairs to water mains, sewer mains, electrical systems, grinder pumps, restroom facilities will be delayed or deferred. Limited ability to repair equipment resulting in greater downtime for vehicles, heavy equipment, and mowers. Water fountains may be removed from service rather than repaired. Reduced inspections and preventative maintenance leading to premature failures of capital equipment such as HVAC systems, plumbing systems and electric systems.</p>

Item	Savings	WY Reduction	Impact
37	Reduce General Park Maintenance \$454,400	8	<p>Significant reductions in general park maintenance resources over the past several years have left many parks at a tipping point where park or facility closures are inevitable if the trend continues. Basic maintenance services can only be curtailed so far before parks become undesirable and potentially hazardous places.</p> <p>General park maintenance includes turf management and mowing, athletic field maintenance, playground inspection and repair, trash and litter removal, regular facility inspections, storm clean-up, storm water facility inspection and maintenance, trail and walkway maintenance, landscape maintenance, hardscape maintenance, snow removal, tennis and basketball court maintenance, staffing special events, building custodial services, gazebo and shelter maintenance, and general park management services.</p> <p>This reduction will impact all those programs and may necessitate the temporary or permanent closure of park facilities and /or entire parks if they are deemed unsafe due to facilities in disrepair. It is difficult to keep people out of a closed park. Park Police presence will still be required.</p>
38	Eliminate Seasonal Staff for Maintenance Operations \$516,400	25.2	<p>Employment of seasonal workers is a common and highly cost effective method of delivering park maintenance and programming services during peak usage periods.</p> <p>Seasonal staff augment maintenance crews allowing career staff to perform functions which require a broader skill set. Additionally, seasonal employees cover many evening and weekend hours controlling athletic field lighting at parks such as Ridge Road Recreational Park and Wheaton Regional Park and performing late evening custodial functions in Park Activity Buildings and picnic shelters.</p> <p>Without a seasonal complement, career staff will be required to perform these duties further reducing staffing levels during optimum maintenance hours and potentially necessitating overtime pay for career staff working longer hours. This reduction will mean the termination of 50-75 intermittent employees.</p>
	\$10,214,600	81.9	

Planning Department

Non Recommended Cuts to Reach County Executive Recommendation

	WY	\$
FY11 Proposed Budget		\$19,796,900
FY11 Adopted Budget (Excluding reserves, grants)		\$15,905,880
FY 11 Adopted impact (\$ reduction between Proposed & Adopted FY 11)		(\$3,891,020)
FY11 Adopted Impact (% reduction between Proposed & Adopted FY11)		-19.7%
FY12 Proposed Budget (exclusive of reserves and grants)		\$17,067,300
FY12 Proposed OPEB		\$508,300
FY12 Total Budget		\$17,575,600
Amount of Reduction		-\$2,189,955
Absorb portion of reduction to Commissioners' Office		-\$47,700
CE Recommended Budget		\$15,337,900
Total Reduction		-\$2,237,700

Reductions Required to Achieve County Executive Recommendations

Work Program Item	WY	\$	Impact
Five Day Furlough		-\$175,000	Subject to bargaining; equivalent to 3 workyears
Eliminate available vacancies	-4	-\$360,000	
Compensation and Benefit Adjustments		-\$496,152	Subject to bargaining; equivalent to 9 workyears
Subtotal		-\$1,031,152	

Impact on Master Plan Program

Reductions to Master Plan Program	-7.50	-\$463,730
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1. Defer all plans scheduled to start in FY12: This is in addition to Battery Lane and Westbard which already are proposed for deferral in FY12. Only one neighborhood plan will be funded which limits our ability to respond to opportunities.

- a. Brookville Road/Lyttonsville Purple Line Area Master Plan
- b. Glenmont Sector Plan

- c. White Flint, Phase II, Master Plan
- d. Gaithersburg East/Montgomery Village Sector Plan

- e. Defer Master Plan of Highways Functional Plan

2. Delay of plans in progress

- Delay Chevy Chase Lake

Reduce Level of Effort for Long Branch

Would create large gaps in the Council receiving plans in FY13 and 14; requests for piecemeal fixes would mushroom.

Delays completion of the Purple Line area master plans.
 Delays capitalization on metro assets and current infrastructure investments.
 Slows down a cohesive vision of Rockville Pike.
 Prolongs community uncertainty; out of sync with Montgomery Village initiatives; opens door for piecemeal rezoning requests in TS zone as of 2015.
 Defer implementation: Rustic Roads, Minor arterials.

Prolongs community uncertainty; drops initiative resulting from recent public outreach; delays in completing the long range planning needed in anticipation of the Purple Line.

Prolongs community uncertainty; delays in completing the long range planning needed in anticipation of the Purple Line; slows increases in tax revenues that would result from redevelopment.

Plans scheduled to be delivered to Council in FY12

(Kensington and Vicinity Sector Plan; Takoma/Langley Crossroads Plan; Wheaton CBD and Vicinity Sector Plan; Burtonsville Neighborhood Plan and Clarksburg Amendment)

Not recommended to be considered for reduction.

Impact on Regulatory/Plan Implementation Program

Reductions in Regulatory/Plan Implementation	-6.70	-\$393,290
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Reduce Level of Effort for Preliminary Plans; Sketch, Site and Project Plans; Forest Conservation; Zoning Text Amendments (ZTA), Local Map Amendments (LMA), Special Exceptions

Reduce Level of Effort for Zoning Code Rewrite

Reduced level of effort for master plan staging and monitoring, review of Capital Projects and mandatory referrals

Fewer reviewers results in slower processing and less comprehensive reviews and less staff input. This would hinder development opportunities and slow construction schedules resulting in reduction of tax dollars that would result from redevelopment. For LMAs and ZTAs, staff would engage in fewer meeting with the public and provide less staff input to Hearing Examiner and Board of Appeals.

Delay delivery and less staff comprehensive review; longer to realize cost savings through newer and simpler code.

Limit efforts to only White Flint and Greater Seneca Science Center; eliminate monitoring of rest of County; reduced inter-agency coordination. Consider limiting Mandatory Referrals to administrative review, unless an FCP is required.

Reductions Required to Achieve County Executive Recommendations

Work Program Item	WY	\$	Impact
Impact on Information Resources Program			
Reduction to Information Resources	-3.6	-\$211,320	
Reduce Level of Effort for Research Program			Cuts this program by nearly 75%; no trend analysis, demographic and economic data publications. Limits basis for planning and implementation decisions particularly necessary for good long range planning. Cuts in this area jeopardize such services as "Snapshots" and the analysis of census changes.
Reduce Information Counter/Web Services			Reduce accessibility of public to Information Counter to 2 days per week or reduce hours of operation per day to 3. Limits accessibility to users—the public, developers, land holders. The Department is effectively using its technology for outreach and transparency. Reliability of links and ability to ensure current information is jeopardized.
Impact on Administration and Special Projects			
Reduction to Administration and Special Projects	-2.80	-\$164,360	
Reduce work program oversight			Proportional reduction due to work program cuts.
Reduce work program support			Proportional reduction due to work program cuts and efficiency gained by outsourcing Help Desk.
Special Projects			Eliminates capacity to respond to Council requests.
Subtotal Work Program Impacts	-21	-\$1,232,700	
Total	-25	-\$2,263,852	

Montgomery County - Commissioners' Office - Administration Fund
FY12 Proposed Budget / Non Recommended Actions to County Executive Recommendation
4/11/2011

	Description	Amount	% Change from FY12	# Workyears Equivalent Reductions
	Summary	FY11 Proposed Budget	\$1,281,600	
FY11 Adopted Budget (Excluding reserves, grants)		\$1,022,660		
FY 11 Adopted Impact (\$ reduction between Proposed & Adopted FY 11)		(\$258,940)		
FY11 Adopted Impact (% reduction between Proposed & Adopted FY11)		-20.2%		
FY12 Proposed Budget (Excluding reserves and grants)		\$1,136,400		
FY 12 Proposed Budget OPEB		\$37,800		
FY 12 Proposed Budget Debt Service		\$0		
FY 12 Proposed Total Budget (Excluding reserves and grants)		\$1,174,200		
FY12 County Executive (CEX) Recommendation		\$1,023,550		
Reductions Required to Achieve CEX Recommendation		(\$150,650)	-12.8%	(3)
Commissioners' Office Reductions	(\$55,000)	-4.7%	(1)	
Parks and Planning Department Reductions on behalf of Comm. Office	(\$95,650)	-8.1%	(2)	
Non-Recommended Reductions	Reduction Items	Savings	Equivalent WY Reduction	Impact
	Compensation/Benefit Adjustment Proposals	(\$29,600)		Certain employee compensation adjustments and benefit contributions require negotiations with the affected employee representatives. If full agreement cannot be reached, the impact is the equivalent of a reduction of 0.7 position.
	Furlough (50% of current)	(\$14,400)		This reduction of lost productivity would have a broad brushed, cross cutting impact across all work programs. Certain employee compensation adjustments require negotiations with the affected employee representatives. If full agreement cannot be reached, the impact is the equivalent of a reduction of 0.3 position.
	Reduce Supplies and Materials	(\$4,000)		Eliminate computer upgrades and office furniture replacement.
	Reduce OSC	(\$7,000)		Eliminate outside consultant services proposed for Chair and Planning Board support.
	Total	(\$55,000)		

BiCounty - Department of Human Resources and Management - Montgomery Administration Fund
FY12 Proposed Budget / Non Recommended Actions to County Executive Recommendation
4/11/2011

	Description		Amount	% Change from	# Workyears	BiCounty #
				FY12	Equivalent	Workyears
Summary					Reductions	Equivalent
	FY11 Proposed Budget		\$2,485,900			
	FY11 Adopted Budget (Excluding reserves, grants)		\$1,968,900			
	FY 11 Adopted Impact (\$ reduction between Proposed & Adopted FY 11)		(\$517,000)			
	FY11 Adopted Impact (% reduction between Proposed & Adopted FY11)		-20.8%			
	FY12 Proposed Budget (Excluding reserves and grants)		\$2,090,550			
	FY 12 Proposed Budget OPEB		\$85,250			
	FY 12 Proposed Budget Debt Service		\$0			
	FY 12 Proposed Total Budget (Excluding reserves and grants)		\$2,175,800			
	FY12 County Executive (CEX) Recommendation		\$1,899,095			
	Reductions Required to Achieve CEX Recommendation		(\$276,705)	-12.7%	(4.9)	(8.5)
	Total BiCounty Reductions to Achieve MC CEX Recommendation		(\$474,726)	-10.8%	(8.0)	(8.0)
Non-Recommended Reductions	Reduction Items	Savings	Equivalent WY Reduction	Impact		
	Compensation/Benefit Adjustment Proposals	(\$47,010)		Certain employee compensation adjustments and benefit contributions require negotiations with the affected employee representatives. If full agreement cannot be reached, the impact is the equivalent of a reduction of 1.0 position.		
	Furlough (50% of current)	(\$28,889)		This reduction of lost productivity would have a broad brushed, cross cutting impact across all work programs. Certain employee compensation adjustments require negotiations with the affected employee representatives. If full agreement cannot be reached, the impact is the equivalent of a reduction of 1.0 position.		
	Eliminate funding for Class/Comp Study	(\$22,500)		Eliminate outside consultant services proposed to review our classification methodology used to assign positions to job classifications.		
	Freeze one position in Class/Comp	(\$60,000)	(0.5)	Lapse 1.0 position. Imposed budgeted lapse impacts the teams ability to provide timely services for class series analysis, reviews, and salary parity studies. Increases the difficulty to meet the needs for the two contract reopeners and scheduled union contract negotiations.		
	Freeze one position HR Director's Office	(\$55,000)	(0.5)	Lapse 1.0 position. Imposed budgeted lapse will reduce the division's administrative support and reduce the ability of the HR Director to respond timely to unemployment compensation cases, payments to vendors that provide external HR services, and research projects assigned by the Director. Eliminates phone coverage. Plan is to partially mitigate the impact by reassigning existing duties and referring visitors through signage directly to team cubicles.		
	Subtotal	(\$213,399)	(1.0)			
	Human Resources and Corporate Policy and Management Services	(\$63,306)	(1.0)	Reduced support will significantly impact services provided in the areas of administrative management, program support, research/analysis for Commission-wide programs and timely response to requests made by the Commission, its various operating departments, and the respective county governments. To mitigate the impact, critical services and tasks will be reassigned to remaining staff to the extent possible. Less critical duties will be delayed or postponed until resources are available.		
Subtotal Montgomery County	(\$276,705)	(2)				
Bi-County Total	\$ (474,726)	(4)				

BiCounty - Department of Finance - Montgomery Administration Fund
FY12 Proposed Budget / Non Recommended Actions to County Executive Recommendation

Summary	Description (Excluding reserves, debt service, grants & OPEB prefunding)	Amount	\$ Change from FY12	% Change from FY12	# Positions Equivalent Reductions	BiCounty # Positions Equivalent
		FY11 Proposed Budget	\$ 3,827,700			
	FY11 Adopted Budget (Excluding reserves, debt service, grants, OPEB)	\$ 3,174,450				
	FY 11 Adopted Impact (\$ reduction between Proposed & Adopted FY 11)	\$ (653,250)				
	FY11 Adopted Impact (% reduction between Proposed & Adopted FY11)	-17.1%				
	FY12 Proposed Budget (Excluding reserves, debt service, grants, OPEB)	\$ 3,322,600				
	FY 12 Proposed Budget OPEB*	\$ 151,100				
	FY 12 Proposed Budget Debt Service	\$ -				
	FY 12 Proposed Total Budget (Excluding reserves and grants)	\$ 3,473,700				
	FY12 County Executive (CEX) Recommendation	\$ 3,033,920	\$ (439,780)	-12.66%	(8.2)	(16.5)
	Reductions Required to Achieve MC CEX Recommendation	\$ (439,780)				
	BiCounty Reductions to Achieve MC CEX Recommendation	(879,560)			(16.5)	(16.5)

Non-Recommended Reductions	Reduction Items	Cuts	Equivalent WY Reduction	Impact
		Compensation/Benefit Adjustment Proposals	(103,100)	
	Furlough enactment (excluding retirement costs) assume 50% of current	(50,250)		Lower employee morale, decreased productivity, increased sick leave usage and attrition. If full agreement cannot be reached, the impact is the equivalent of a reduction of ~1.0 position(s).
	Freeze ERP IT Mgr Vacancy (Fund from ERP Project)	(58,485)	0.5	No long term funding to retain position when ERP project ends. This is a stop-gap measure only as this position will need to be funded in the future.
	Reduce Professional Services IT	(15,000)		Will not be able to implement employee self service. Cost savings will be deferred to completion of ERP.
	Defer IT Training	(15,000)		Staff knowledge to maintain existing systems and implement improvements will not be realized. Increased reliance on consultants with additional costs. Staff training on new systems will be impaired.
	Reduce IT Licensing (Contingent on move to Cloud)	(15,000)		Kronos must move to Cloud or savings will not be realized
	Lapse Accountant Vacancy 6 Mo.	(22,325)	0.25	Continued overburden of workload on existing staff and delay of needed ERP proj resource
	Xerox Contract Savings (Assume contract signed by 7/1/11)	(4,000)		CIO/Purchasing efforts reduced contracts costs by 20%
	Freeze Purchasing Prin Admn Asst Vacancy	(34,726)	0.5	Reduced ability to provide procurement assistance to field operating departments
	Subtotal	(317,885)	1.25	
	RIF to reach CE Reductions	(121,895)	2.5	A total loss of five (actual BiCty #) employees will significantly impact the ability of finance to provide basic accounting services such as payroll, cash receipt posting, vendor payments, purchasing (RFP/RFI's, contract processing, field training, etc.), ad-hoc help requests, general program support, financial system access, accounting entry adjustments, research/analysis for Commission-wide and department programs/statistical reports; representation and participation on Commission task forces, and internal training, to mention a few. The FY11 reductions resulted in the loss, via RIP, of five experienced & tenured staff members with two of these positions later abolished with the workloads redistributed to remaining staff. Eliminating additional staff will severely affect the capacity of the remaining staff to address special projects or respond timely to employees', management's, or the public's needs. In addition, remaining staff will be further stretched to meet the demands of implementing the ERP system. Low morale and a significant reduction, elimination and delay in service delivery are to be expected; detailed service impact to be more fully determined upon identifying the class specifications and specific duties impacted by the RIF.
	Subtotal Montgomery County	(439,780)	3.75	
	Bi-County Total	(879,560)	7.5	

BiCounty - Legal Department - Montgomery Administration Fund
FY12 Proposed Budget /Recommended Actions to County Executive Recommendation
4/11/2011

PHED 4.11.11

	Description	Amount	% Change from FY12	# Workyears Equivalent Reductions	BiCounty # Workyears Equivalent
	Summary	FY11 Proposed Budget	\$1,365,250		
FY11 Adopted Budget (Excluding reserves, grants)		\$1,038,850			
FY 11 Adopted Impact (\$ reduction between Proposed & Adopted FY 11)		(\$326,400)			
FY11 Adopted Impact (% reduction between Proposed & Adopted FY11)		-23.9%			
FY12 Proposed Budget (Excluding reserves and grants)		\$1,121,638			
FY 12 Proposed Budget OPEB		\$49,322			
FY 12 Proposed Budget Debt Service		\$0			
FY 12 Proposed Total Budget (Excluding reserves and grants)		\$1,170,960			
FY12 County Executive (CEX) Recommendation		\$1,022,482			
Montgomery County Reductions Required to Achieve CEX Recommendation		(\$148,478)	-12.7%	(1.4)	(1.7)
BiCounty Reductions Required to Achieve CEX Recommendation		(\$227,462)	-10.1%	(1.7)	(1.7)
Non Recommended Reductions Detail		Savings	Equivalent WY Reduction	Impact	
	Compensation/Benefit Adjustment Proposal	(\$42,189)		Certain employee compensation adjustments and benefit contributions require negotiations with the affected employee representatives. (However, the Legal Department does not include any represented employees.) Action on compensation for non-represented employees requires approval of both Montgomery and Prince George's County Councils. If full agreement cannot be reached, the impact is the equivalent of a reduction of 0.7 wy.	
	Furlough enactment (excluding retirement costs) assume 50% of current	(\$20,000)		This reduction of lost productivity would have a broad brushed, cross cutting impact across all work programs. If full agreement cannot be reached, the impact is the equivalent of a reduction of 0.3 wy.	
	Eliminate outside counsel allocated to certain case	(\$67,705)	(1.1)	This funding decrease amplifies a risk that in-house resources may be insufficient to manage a pending multiple-plaintiff lawsuit initiated in Montgomery County while the Commission was represented by the Montgomery County Attorney's Office. If motions filed by the Commission's are resolved favorably, the need for the outside counsel – already approved by the Montgomery County Council – would likely be abated. If those motions are not resolved favorably, the Commission may need to consider a supplemental appropriation. The General Counsel is reasonably optimistic about a favorable result.	
	Reductions/Concessions/Prepayments on contract services	(\$18,584)	(0.3)	This funding decrease is predicated on curtailing the proposed FY 2012 cost of online legal subscriptions and data services for the Office of the General Counsel. The General Counsel anticipates using a combination of approaches to achieve this reduction; including review and analysis to evaluate existing use of online legal libraries, renegotiation of subscription rates and terms of service, and prefunding FY 2012 cost from available salary lapse. This reduction may increase the cost associated with legal staff to search, locate and travel to remote locations where necessary resources are available for review off-line.	
	Subtotal	(\$148,478)	(1.4)		
	RIF to reach CE Reductions	\$0	0.0		
	Subtotal Montgomery County	(\$148,478)	(1.4)		
	Bi-County Total	(\$227,462)	(1.7)		

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(Authorized positions reflect re-organization presented to County Council in Oct 2010)

Parks Department 3rd Quarter

Authorized Positions		669	
Quarters		Vacancies	Vacancy Rate
1	Sept.2010	50	7.47%
	Recruitable Vacancies	12	1.79%
	Frozen Vacancies	34	5.08%
	Contract Working Against Vacancy	4	0.60%
	Lapse	0	0.00%
2	Dec.2010	48	7.17%
	Recruitable Vacancies	12	1.79%
	Frozen Vacancies	33	4.93%
	Contract Working Against Vacancy	3	0.45%
	Lapse	0	0.00%
3	Mar.2011	51	7.62%
	Recruitable Vacancies	15	2.24%
	Frozen Vacancies	33	4.93%
	Contract Working Against Vacancy	3	0.45%
	Lapse		
4	Jun.2011		0.00%
	Recruitable Vacancies		
	Frozen Vacancies		
	Contract Working Against Vacancy		
	Lapse		

FY2011

(Authorized positions reflect re-organization presented to County Council in Oct 2010)

Planning Department 3rd Quarter

Authorized Positions		151	
Quarters		Vacancies	Vacancy Rate
1	Sept. 2010	24	15.89%
Effective Vacancy Rate		10	6.62%
Unfunded Vacancies		7	4.64%
Contract Working Against Vacancy		1	0.66%
Lapse		6	3.97%
2	Dec. 2010	49	32.45%
Recruitable Vacancies		10	6.62%
Frozen Vacancies		7	4.64%
Contract Working Against Vacancy		1	0.66%
Lapse		6	3.97%
3	Mar. 2011	25	16.56%
Recruitable Vacancies		5*	3.31%
Frozen Vacancies		5*	3.31%
Unfunded Vacancies		7	4.64%
Contract Working Against Vacancy		2	1.32%
Lapse		6	3.97%
4	Jun. 2011		0.00%
Recruitable Vacancies			
Frozen Vacancies			
Contract Working Against Vacancy			
Lapse			

FY2011

* Five positions are held because of "acting" positions.

** Vacant positions are frozen due to potential staff reductions.

(Authorized positions reflect re-organization presented to County Council in Oct 2010)

Finance Department 3rd Quarter

Authorized Positions		33	
		Vacancies	Vacancy Rate
Quarters			
1	Sept. 2010	3.5	10.61%
	Recruitable Vacancies	1.5	4.55%
	Frozen Vacancies	2	6.06%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
2	Dec. 2010	3.5	10.61%
	Recruitable Vacancies	1.5	4.55%
	Frozen Vacancies	2	6.06%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
3	Mar. 2011	3.5	10.61%
	Recruitable Vacancies	2.5	7.58%
	Frozen Vacancies	0	0.00%
	Contract Working Against Vacancy	0	0.00%
	Lapse	1	3.03%
4	Jun. 2011		0.00%
	Recruitable Vacancies		
	Frozen Vacancies		
	Contract Working Against Vacancy		
	Lapse		

FY2011

(Authorized positions reflect re-organization presented to County Council in Oct 2010)

DHRM 3rd Quarter

Authorized Positions		17	
		Vacancies	Vacancy Rate
Quarters			
1	Sept.2010	3.5	20.59%
	Recruitable Vacancies	1.5	8.82%
	Frozen Vacancies	2	11.76%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
2	Dec.2010	3.5	20.59%
	Recruitable Vacancies	1.5	8.82%
	Frozen Vacancies	2	11.76%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
3	Mar.2011	4	23.53%
	Recruitable Vacancies	1	5.88%
	Frozen Vacancies	3	17.65%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
4	Jun.2011		0.00%
	Recruitable Vacancies		
	Frozen Vacancies		
	Contract Working Against Vacancy		
	Lapse		

FY2011

(Authorized positions reflect re-organization presented to County Council in Oct 2010)

Legal Department 3rd Quarter

Authorized Positions		10.80	
Quarters		Vacancies	Vacancy Rate
1	Sept.2010	0	0.00%
	Recruitable Vacancies	0	0.00%
	Frozen Vacancies	0	0.00%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
2	Dec.2010	0	0.00%
	Recruitable Vacancies	0	0.00%
	Frozen Vacancies	0	0.00%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
3	Mar.2011	0	0.00%
	Recruitable Vacancies	0	0.00%
	Frozen Vacancies	0	0.00%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
4	Jun.2011		0.00%
	Recruitable Vacancies		
	Frozen Vacancies		
	Contract Working Against Vacancy		
	Lapse		

FY2011

(Authorized positions reflect re-organization presented to County Council in Oct 2010)

Commissioners' Office 3rd Quarter

Authorized Positions		12	
Quarters		Vacancies	Vacancy Rate
1	Sept.2010	1	8.33%
	Recruitable Vacancies	0	0.00%
	Frozen Vacancies	1	8.33%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
2	Dec.2010	1	8.33%
	Recruitable Vacancies	0	0.00%
	Frozen Vacancies	1	8.33%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
3	Mar.2011	1	8.33%
	Recruitable Vacancies	0	0.00%
	Frozen Vacancies	1	8.33%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
4	Jun.2011		0.00%
	Recruitable Vacancies		
	Frozen Vacancies		
	Contract Working Against Vacancy		
	Lapse		

FY2011

(Authorized positions reflect re-organization presented to County Council in Oct 2010)

Merit Board Office 3rd Quarter

Authorized Positions		0.5	
Quarters		Vacancies	Vacancy Rate
1	Sept. 2010	0	0.00%
	Recruitable Vacancies	0	0.00%
	Frozen Vacancies	0	0.00%
	Contract Working Against Vacancy	0	0.00%
	Lapse	0	0.00%
2	Dec. 2010	0	0.00%
	Recruitable Vacancies	0	0.00%
	Frozen Vacancies	0	0.00%
	Contract Working Against Vacancy	0	0.00%
	Lapse		
3	Mar. 2011		0.00%
	Recruitable Vacancies	0	0.00%
	Frozen Vacancies	0	0.00%
	Contract Working Against Vacancy	0	0.00%
	Lapse		
4	Jun. 2011		0.00%
	Recruitable Vacancies		
	Frozen Vacancies		
	Contract Working Against Vacancy		
	Lapse		

FY2011

(Authorized positions reflect re-organization presented to County Council in Oct 2010)

Office of Internal Audit 3rd Quarter

Authorized Positions		5	
Quarters		Vacancies	Vacancy Rate
1	Sept.2010	1	20.00%
Recruitable Vacancies		0	0.00%
Frozen Vacancies		0	0.00%
Contract Working Against Vacancy		0	0.00%
Lapse		1	20.00%
2	Dec.2010	1	20.00%
Recruitable Vacancies		0	0.00%
Frozen Vacancies		0	0.00%
Contract Working Against Vacancy		0	0.00%
Lapse		1	20.00%
3	Mar.2011	1	20.00%
Recruitable Vacancies		0	0.00%
Frozen Vacancies		0	0.00%
Contract Working Against Vacancy		0	0.00%
Lapse		1	20.00%
4	Jun.2011		0.00%
Recruitable Vacancies			
Frozen Vacancies			
Contract Working Against Vacancy			
Lapse			

FY2011

April 4, 2011

TO: Planning, Zoning and Economic Development Committee
Marlene Michaelson, Senior Legislative Analyst

FROM: Alison B. Davis, Management and Technology Chief

SUBJECT: Development Review Special Revenue Fund Revision

Attached, please find revised budget for the Development Review Special Revenue Funds. In the fall of this fiscal year, the Department received the newly implemented sketch plan fees. The sketch plan reviews are newly implemented as a result of the C-R Zone. The fees were initially incorporated and projected into the review stream as were the existing fees (site, project, and preliminary, etc.). This presented two problems.

1. The sketch fee is up front and capped, and when the applicant comes back to move the project along, fees for regular preliminary and site plans have offsets built in. The long term effect is that there may be an actual reduction because of this process. However, for FY11 revenues for the Development Review Special Revenue Fund may be artificially high because of sketch plans, when, as the development application process moves forward, we could face deficits in out years. Pursuant to standard accounting practices, revenue should only be recognized when a phase has actually occurred; therefore the adjusted budget tracks the sketch fees as a separate line item.
2. The original revenue projections were based as if sketch plans fees were repeating when in fact the three that were filed in the fall will be the only three filed in FY11 and the foreseeable future. Therefore, the projections needed to be adjusted.

The adjusted FY12 budget for the Development Review Special Revenue fund shows a projected fund balance of \$588,300. At the inception of this revenue fund, a reserve fund balance of 15% was intended because of the types of expenditures that the fund covers (e.g. workyears and rent). Until this year, the fund has never attained the recommended reserve. However, it should be cautioned that attaining this level of fund balance level may be short term and due to effect of the sketch fees which may well be only in FY11.

Attachment

DEV AUTOMATION PROCESS (DAP) AND DEVELOPMENT REVIEW FUND	Actual	Budget	Estimated	Proposed
	FY10	FY11	FY11	FY12
BEGINNING FUND BALANCE	461,211	(25,289)	482,532	608,709
REVENUE				
Intergovernmental Revenues	0	0		
Sales	0	0		
Charges for Service/User fees/DAP	1,606,550	25,000	15,000	15,000
Recreation/User Fees	0	0		0
Sketch Plan Fees			238,377	
Rentals/Concessions	0	0		0
Interest	4,230	2,000	2,000	7,500
Miscellaneous Revenues	500	1,810,000	1,769,000	1,810,000
Transfer from Administration Fund	1,528,000	1,528,000	1,528,000	1,528,000
TOTAL REVENUE	3,139,280	3,365,000	3,552,377	3,360,500
EXPENDITURE				
Personnel Services	0	0	0	0
Supplies and Materials	0	0	0	0
Other Services and Charges	359	75,000	84,000	307,900
Capital Outlay	0	0		0
Other Classifications	3,117,600	3,342,200	3,342,200	3,073,000
TOTAL EXPENDITURE	3,117,959	3,417,200	3,426,200	3,380,900
Total Revenue Less Expenditure	21,321	(52,200)	126,177	(20,400)
ENDING FUND BALANCE	\$482,532	(\$77,489)	608,709	588,309
Workyears	23.42	23.55	23.55	23.55

Responses from Department of Parks:

1. Can you provide more detail on the 4.5 new workyears proposed for OBI for Non-CIP projects and new mandates (see page 343)? What are the non-CIP projects and new mandates?

Non-CIP Projects - 0.5 wy/\$215,000 = OBI for Developer projects – Arora Hills Local Park, Dowden's Ordinary Special Park, and Olney Manor Dog Park.

New mandate - 4.0 wy/\$228,000 = National Pollutant Discharge Elimination System (NPDES) federal mandate – more detail below.

To implement the new NPDES MS4 Phase II permit requirements, a request was made to fund 4 work years (WYs) and \$228,000 in OBI. The permit requirements and responsibilities of the new positions were presented to the Planning Board on October 29, 2009. The main responsibilities of these new positions are summarized below. The responsibilities associated with the positions below are currently unfunded initiatives not part of any work program but are required in order to fully comply with the new NPDES MS4 Phase II permit.

Natural Resources Specialist (1 WY, \$73,895 OBI)

- Develop training materials and programs for Best Environmental Practices related to improving environmental practices related to maintenance and operations of parkland. Topics to be included are pollution prevention, sustainable landscaping, and stormwater reduction techniques.
- Create and maintain webpage that provides the general public with educational materials and information on park-specific concerns related to water quality and pollution prevention.
- Develop a stormwater outfall monitoring program to detect illicit discharges in the park storm drain system.

Environmental Engineer (1 WY, \$37,995 OBI including 60 percent CIP chargebacks)

- Manage the mapping of all storm drain infrastructure on parkland.
- Identify, inventory, and prioritize areas that do not currently have stormwater management structures treating runoff.
- Manage design and construction of stormwater retrofits to treat uncontrolled runoff from these areas based on prioritization.

Park Maintenance Workers (2 WYs, \$116,110 OBI)

- Assist in implementing Best Environmental Practices programs. This may include regional implementation of a composting program, soil management program, and development of a road salt reduction program.
- Assist with extra maintenance and specialized landscaping requirements associated with non-structural stormwater retrofits (e.g., bioretention areas) that are constructed as part of the permit requirements.
- Coordinate with Environmental Engineer on projects within the region related to permit implementation, including stormwater retrofits and stream restoration projects.

2. Why are some enterprise activities shown as being funded to a significant degree by the Park Fund (e.g., Regional Park Amenities - \$2.4 M, Ice Skating – \$1.3M)

This really is an issue pointing out one of the shortcomings of the program budget. The program budget does not take into account chargebacks (\$2.7M in the Park Fund) or that Support Services (\$12.6M) is

allocated across all program elements. Each program element has some very precise direct costs, and various indirect costs that are not as easily assigned to a program.

Regarding chargebacks, Park Fund employees in several divisions provide work for the ice rinks and those divisions receive a chargeback from the Enterprise Fund. However, these chargebacks are not shown in the program budget. For example, Public Affairs and Community Partnerships provide marketing support, Management Services provides technology support, Facilities Management provides trades work, and the Southern Parks provide some general maintenance support. All these divisions receive a chargeback from Enterprise for work done but is it not shown in the program budget.

A few of these divisions allocate their supplies, materials and services budgets proportionately to each program element based on the workyears allocated the other divisions. For example, a percentage of Management Services technology non personnel budget is charged to the ice rink program element even though Enterprise pays for their own technology supplies and contracts merely because of the Park Fund work years allocated to the Ice Rink program element. Also, Park Police patrol and provide support to the ice rinks, however, Park Police are responsible to patrol all park property regardless of the facility operator. For example, Park Police patrol the swim centers run by MCRD on Park property.

Then there is the \$12.6M Support Services budget which is proportionately allocated to each program element based on Park Fund work years assigned to each element. Support Services includes the Park Fund utilities, insurance, risk management, trash collection, ISF Equipment payments, the COLA/Merit for Park Fund employees, the OBI request, etc. The Enterprise Fund budgets/pays for each of these items through the Enterprise Fund as appropriate for each of the Enterprise facilities. It is very difficult to find the best way to spread Support Services charges precisely, therefore, we use this method and stick with it for consistency.

As we stated above, your question brings to light a shortcoming of the way we allocate expenses in the program budget. But until we have a fully integrated financial tracking system in place, we will continue with the current methodology even if the data is somewhat skewed. We feel it is better to have slightly skewed data rather than no data at all.

3. Shouldn't the funding for park activity buildings have decreased in light of the closure or transfer of 11 buildings? Instead it shows an increase from 3.94M to 4.28M

The FY12 proposed budget include lower lapse, COLA, merit, retirement and other increases. This program element also includes the addition of one seasonal work year in FY2.

The FY11 proposed budget for the park activity building program element was \$4.47M and 39.55 wys. Through budget cuts, 11 buildings were closed and the funding and wys were reduced to \$3.94M and 35.2 wys. The FY12 budget increased 0.8 wys to include seasonal staff to assist the evening custodians.

The FY12 proposed budget includes a 5% lapse, down from 7.5% in FY11, and increases for COLA, Merit, and retirement. Those increases raised the average salary by 7%. So the 36.0 wys in FY12 Proposed cost \$270,000 more than 35.2 wys cost in FY11 Adopted.

The supplies/materials and services actually decreased over \$60,000 from FY11 adopted to FY12 proposed.

There have been savings in utilities at these facilities but that is shown in Support Services budget which is allocated out proportionately by wys to the program elements. So the park activity building savings lowered the overall utility budget but only a percentage of that was allocated to the program element.

(Note: Parks lowered the overall utility projection by \$640K and showed that as a net decrease in our budget on pg 239 along with rent reductions).

4. When does debt service end on the ice rinks?

Wheaton Ice – FY12
Cabin John Ice – FY14

5. Am I correct in understanding that you are recommending adding back some seasonal as additions to the FY11 number of workyears (and not in place of existing full time employees)?

Yes. We are adding 31.7 seasonal wks to the FY12 budget. Seasonal workers augment the work done by the career staff and can help reduce necessitating overtime by our career staff.

6. What is the average cost of a seasonal employee?

The average seasonal salary is \$9.85/hour (incl FICA) or \$20,500 per year.

7. What is the average cost of a full time park maintenance worker?

The average MCGEO employee \$21.35/hour (incl FICA) or \$44,600 per year. Adding in average medical benefits = \$53,400.

8. Last year the Council asked that "Further work should be done to compare the Department of Parks' fleet management policies and practices to other agencies or industry standards to determine whether any changes are warranted". What has been done to follow-up on this request?

See the attached report – FLEET MANAGEMENT April 2011.

9. Do you have any sense of how the maintenance standards in the budget (beginning on page 235) compare to the standards of other jurisdictions?

In 2005, MC Parks conducted a national park maintenance standards survey study that was used to justify all of our park maintenance standards (including ballfields) by benchmarking the results in a comparative study. That study showed we were actually one of the leaders in established maintenance standards for a large park system.

In addition, MC Parks used detailed recommendations from FEA, our facility assessment contractor. We used the attached narratives that describe the programs and one sample of the actual standards.

Information provided by the Department of Parks:

FLEET MANAGEMENT - The Parks Department's Fleet Manager, along with the Department's Energy Consultant, CQI Associates, Inc. continue to research other agencies and be proactive in implementing best management practices for the Fleet. Our fleet program has undergone some significant changes over the past year and we continue to examine these improvements to determine what additional implementation can be achieved:

VEHICLE CONSOLIDATION/DOWNSIZING - Our Fleet Manager conducted an internal study to determine rate of on-road usage to analyze what savings could be achieved by removing underutilized vehicles from the fleet. The study is an on-going process and we are currently evaluating our fleet mileage quarterly to identify potential underutilized vehicles. Results to date identified seventy-five vehicles that did not meet our utilization guidelines. Twenty-five of these vehicles were moved to new work locations and the remaining fifty were disposed of at auction.

Savings from these vehicle disposals vs. savings from vehicle acquisition: Average vehicle cost is approximately \$26,000 with a replacement cycle of ten years. Over a ten year period the replacement cost would have been \$1.3 million or \$130,000 per year. Potential savings from maintenance costs is \$1,470 per year or \$73,500 for fifty vehicles. Combined savings (maintenance and replacement) per year equals a reduction for vehicles of \$203,500.

VEHICLE PURCHASE MORATORIUM - The Department for the past two years has placed a moratorium on purchasing small vehicles such as Sedans, SUVs, and pick-up trucks. When these types of vehicles are purchased in the future they will be based on the best in class fuel economy standards when fueled by gasoline or B5 Bio-diesel.

BIO-DIESEL USAGE - Over the past few years the Department has gone from 25% bio-diesel consumption to 100% consumption

PARK POLICE MOTORCYCLE REPAIR - Over the past nine months, mechanics at Shady Grove have assumed the responsibility for repair and maintenance of the park police motorcycle fleet. A team of three mechanics have completed the spring preventative maintenance on all the motorcycles in addition to all needed repairs. Several of the motorcycles were in disrepair due to years of service at the local dealership. Our mechanics found several critical safety related parts that were in the process of failing or were about to fail. This included front axle seals, tires, brakes, etc. Our mechanics also diagnosed an engine issue (that the local dealership wanted to charge \$4000 to repair) which included two worn out lifters and a camshaft and completed the repair for \$1000.

FUELMASTER - Since 2009 we have been upgrading our fueling sites. Our first two sites (Shady Grove and Meadowbrook) have an additional Fuel-master computer for 24 hour security and inventory control. These sites have also had new dispensers and associated hardware installed. The underground tanks were not removed at Shady Grove due to cost and possibility of moving to another location and at Meadowbrook, the three underground tanks were cost prohibited to be removed. Our two latest sites have had their underground tanks removed and replaced with above ground fuel storage along with a Fuel-master fuel computer and new dispensers. The two new sites (Saddlebrook and Cabin John) are state of the art fueling sites that are

environmentally friendly and offer 24 hour security. Our goal is to have all Department of Parks fueling sites upgraded to the Fuel-master computer system and all below ground fuel tanks removed and replaced with above ground tanks by 2014. This time table depends of available appropriations. These upgrades are necessary for the Department's fuel sites to meet Maryland Department of the Environment guidelines for fuel dispensing systems.

PARTS INVENTORY/AFTERMARKET PARTS PROGRAM – Another initiative staff has been working towards for the forthcoming year is: Restructuring vehicle parts purchasing and establishing a distribution network. We currently stock very few parts at our garage locations for repairs. We are working on analyzing what parts are used on a high frequency and will commence purchasing these parts in bulk to obtain bulk discount from our vendors. By doing this, a 10% savings is not an unrealistic number. Another benefit of warehousing is that the parts are on hand when repairs are being performed, saving mechanics down time in tracking parts. We are also investigating aftermarket parts purchasing. Many of the parts use are available in the aftermarket (generic) and depending on the situation may be used in the repair of our vehicles. (Aftermarket parts are not used on police vehicles). The cost savings for purchasing aftermarket parts is approximately 5% to 20%.

HEAVY EQUIPMENT RENTAL – Another initiative being looked into is combining Departmental resources for large equipment usage. The Department has equipment spread out across the park system which is sometime used on a seasonal or emergency basis only. We are reviewing the feasibility of “pooling” large equipment in a central location and implementing a program that will enable park staff to reserve on an “as needed” basis. This will reduce the number of pieces of large equipment needed and increase utilization of stock on-hand.

C.A.R.S – The Parks Department has been an active member in the CARS Fleet Management Committee (Cross Agency Resource Sharing). Our Fleet Manager, working with Fleet managers from the following agencies: Montgomery County (DGS), WSSC, Montgomery College, Montgomery County Public Schools, and the Housing Opportunities Commission have developed and presented programs that will utilize current county resources that may be proprietary to one agency that could provide benefits to all fleet agencies across Montgomery County. Ideas include: Sharing parts purchasing solicitation, sharing maintenance space, combining resources for grants solicitation, sharing and reducing fueling sites through-out the county, other agencies implementing a computerized fuel-master program like the Department of Parks is implementing, and combining training for technical staff. In regards to the latter point, the committee is currently working to formulate a curriculum with Montgomery College regarding the feasibility of classes to be offered.

Maryland-National Capital Park and Planning Commission

MISSION STATEMENT

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

BUDGET OVERVIEW

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

On January 15 each year, M-NCPPC submits to the County Council and the County Executive the M-NCPPC proposed budget for the upcoming fiscal year. That document is a statement of mission and goals, justification of resources requested, description of work items accomplished in the prior fiscal year, and a source of important statistical and historical data. The M-NCPPC proposed budget is available for review in Montgomery County Public Libraries and can be obtained by contacting the M-NCPPC Budget Office at 301.454.1761 or visiting the Commission's website at www.mncppc.org. Summary data only are included in this presentation.

Tax Supported Funds

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

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

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

Non-Tax Supported Funds

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

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

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

Spending Affordability Guidelines

In February 2011, the Council approved FY12 Spending Affordability Guidelines (SAG) of \$90,000,000 for the tax-supported funds of the M-NCPPC, which is a 2.9 percent decrease from the \$92,653,170 approved FY11 budget. For FY12, the Commission has requested \$104,095,700 excluding debt service, \$14,095,700 above the total SAG amount of \$90,000,000. The County Executive commends approval of \$90,653,170.

The total requested budgets for the Enterprise Fund, Property Management Fund, Special Revenue Funds, ALA Debt Service Fund, and Grant Fund, are \$17,001,340, a 2.2 percent decrease from the \$17,386,700 total FY11 approved budget. The County Executive

recommends approval of \$17,001,340.

Commissioners' Office

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

Planning Department

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

Planning Activities

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

Central Administrative Services

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

Parks Department

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

Montgomery Parks

Montgomery Parks oversees a comprehensive park system of 414 parks of different sizes, types, and functions that feature Stream Valley and Conservation Parks, Regional and Special Parks, and Local and Community Parks. Montgomery Parks serves County residents as the primary provider of open space for recreational opportunities and maintains and provides security for the park system.

Debt Service - Park Fund

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

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

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

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

Enterprise Fund

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

Property Management Fund

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

COUNTY EXECUTIVE RECOMMENDATIONS

The County Executive's recommended FY12 level of expenditure for M-NCPPC is \$90,653,170, 2.2 percent below the FY11 approved budget for tax supported funds, exclusive of debt service. The Executive's recommended total is \$653,170 or 0.73 percent above the Council Spending Affordability Guidelines (SAG). To promote equity among locally funded public employees and produce sustainable savings across the entire government, I recommend that the governing boards of the other county funded agencies, including the Park and Planning Commission, support an approach to restructuring employee compensation as I am recommending for the County Government.

Park Fund

The County Executive recommends a Park Fund budget of \$67,569,820, excluding debt service. This proposed funding represents a \$1,480,260 or 2.1 percent decrease from the FY11 approved budget. The Executive recommends a reduction of \$10,167,080 from the Commission's request. The Commission will determine how to implement the reduction. Park Fund debt service increased by \$560,100 from \$4,307,800 in FY11 to \$4,867,900 in FY12.

Administration Fund

The County Executive recommends an Administration Fund budget of \$23,083,350. This represents a \$519,740 or 2.2 percent decrease from the FY11 approved budget. The Executive recommends a reduction of \$3,275,450 from the Commission's request. The Commission will determine how to implement the reduction. The Executive recommends a transfer from the Administration Fund to cover costs in the Special Revenue Fund in the amount of \$1,528,000, the same amount as in FY11.

ALA Debt Service

The County Executive concurs with the M-NCPPC request for funding of \$320,900. This represents a decrease of \$310,800 or 49.2 percent from the FY11 approved budget.

Enterprise Fund

The County Executive concurs with the M-NCPPC request for funding of \$9,522,300. This represents a \$343,700 or 3.7 percent increase from the FY11 approved budget of \$9,178,600.

Property Management Fund

The County Executive concurs with the M-NCPPC request for funding of \$938,000. This represents a \$129,000 or 12.1 percent decrease from the FY11 approved budget of \$1,067,000.

Special Revenue Fund

The County Executive concurs with the M-NCPPC request for funding of \$5,670,140. This represents a \$289,260 or 4.9 percent decrease from the FY11 approved budget. The Executive recommends a transfer from the Administration Fund to cover costs in the Special Revenue Fund in the amount of \$1,528,000, the same level as FY11, and a transfer of \$785,000 from the General Fund to cover costs associated with the maintenance of MCPS Ballfields.

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

Reorganization

The County Executive supports the recommendation of the Organizational Reform Commission to transfer all parks user services from the Maryland National Capital Park and Planning Commission (M-NCPPC) to County government and retain at M-NCPPC park planning and environmental stewardship and ownership of park property. Implementation of this recommendation will lead to greater efficiencies, improved customer service and eventual savings. The largest share of savings would likely come from consolidation of parks maintenance functions. However, the environmental stewardship and ownership of Park property must remain with M-NCPPC. In addition, this restructuring should include the transfer of programming functions from the M-NCPPC Parks Department to the County Government through the Department of Recreation.

The Executive recommends the creation of a joint committee of County Government and M-NCPPC staff be formed for a six-twelve month period to develop a transition plan to begin the consolidation in a phased manner starting in FY12 and carrying through to FY13 with a full integration to be completed by FY14. This committee would need to be led by a neutral party and have active participation by County Council staff.

The County Executive supports merging the M-NCPPC Park Police into the Montgomery County Police Department. This reorganization was also supported by the County Council's Organizational Reform Commission. This merger would provide our residents and visitors with a more effective and efficient police system. The parks would see an improvement in police service, as would the rest of the County. This recommendation is not included in the FY12 Budget because the state legislation necessary for this restructuring will not be in place for the FY12 budget. The Executive will continue to work with the County Council and M-NCPPC to implement this important reorganization.

PROGRAM CONTACTS

Contact Jasmine Prepetit of the M-NCPPC at 301.454.1761 or Amy Wilson of the Office of Management and Budget at 240.777.2775 for more information regarding this agency's operating budget.

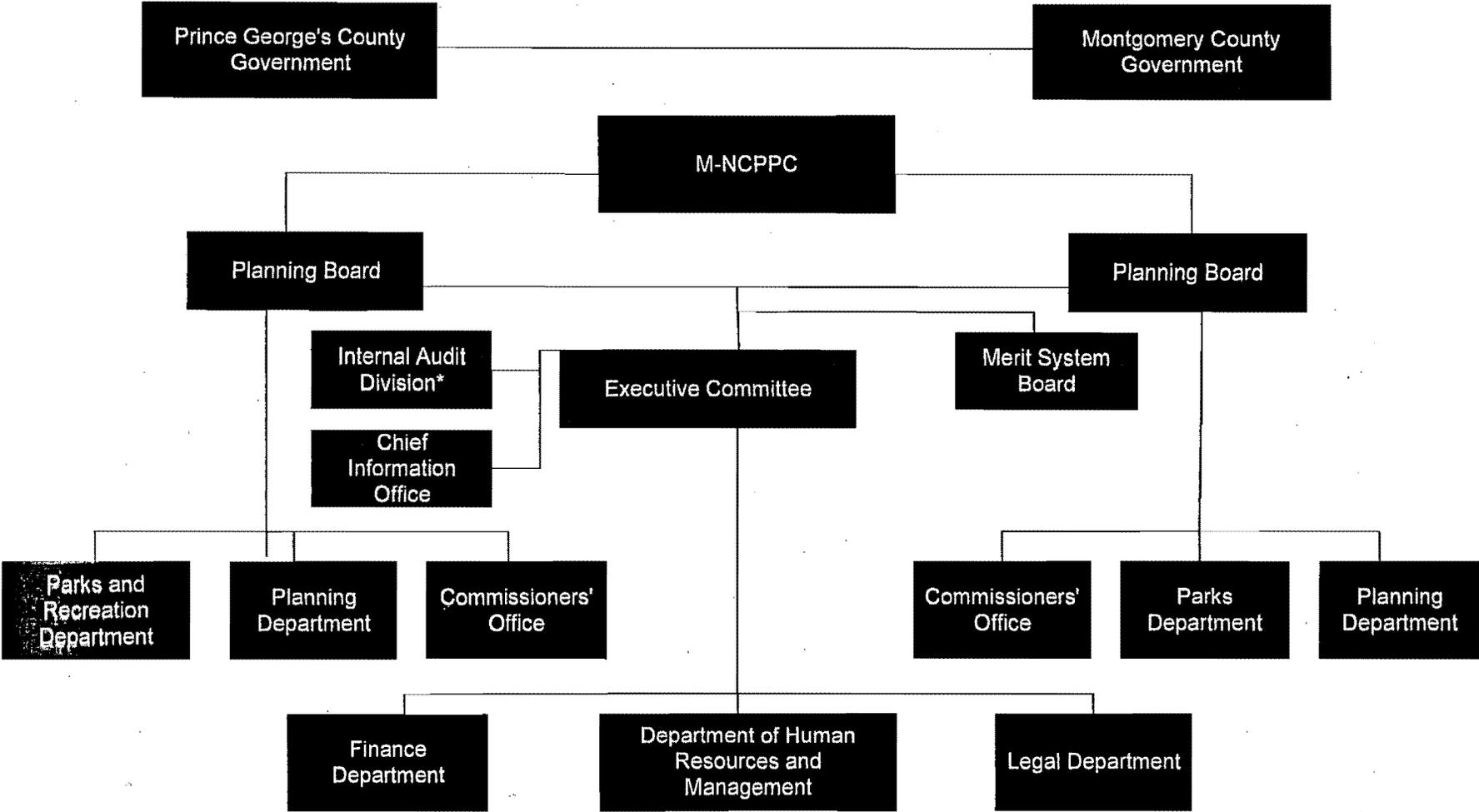
BUDGET SUMMARY

	Actual FY10	Budget FY11	Estimated FY11	Recommended FY12	% 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	26,383,142	23,603,090	23,410,740	23,083,350	-2.2%
Capital Outlay	0	0	0	0	—
Administration Fund Expenditures	26,383,142	23,603,090	23,410,740	23,083,350	-2.2%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
Workyears	216.9	217.0	177.0	175.9	-18.9%
REVENUES					
Intergovernmental	137,382	0	48,000	0	—
Property Tax	27,893,688	23,220,970	23,069,250	23,944,650	3.1%
User Fees	353,989	350,000	233,600	230,000	-34.3%
Investment Income	60,468	90,000	40,000	60,000	-33.3%
Miscellaneous	0	0	5,300	0	—
Administration Fund Revenues	28,445,527	23,660,970	23,396,150	24,234,650	2.4%
PARK FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Park Fund Personnel Costs	0	0	0	0	—
Operating Expenses	77,147,812	69,050,080	68,758,080	67,569,820	-2.1%
Debt Service Other	3,658,975	4,307,800	4,307,800	4,867,900	13.0%
Capital Outlay	0	0	0	0	—
Park Fund Expenditures	80,806,787	73,357,880	73,065,880	72,437,720	-1.3%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
Workyears	688.5	687.9	602.9	641.0	-6.8%
REVENUES					
Property Tax	77,539,025	69,596,600	69,142,340	70,321,140	1.0%
Facility User Fees	1,506,807	1,845,000	1,782,600	1,669,300	-9.5%
Investment Income	40,584	110,000	50,000	115,000	4.5%
Investment Income: CIP	1,961	170,000	3,500	2,000	-98.8%
Miscellaneous	168,990	85,600	120,500	74,000	-13.6%
Park Fund Revenues	79,257,367	71,807,200	71,098,940	72,181,440	0.5%
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	1,824,924	631,700	631,700	320,900	-49.2%
Capital Outlay	0	0	0	0	—
ALA Debt Service Fund Expenditures	1,824,924	631,700	631,700	320,900	-49.2%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
Workyears	0.0	0.0	0.0	0.0	—
REVENUES					
Property Tax	1,804,764	1,810,670	1,786,870	1,740,560	-3.9%
ALA Debt Service Fund Revenues	1,804,764	1,810,670	1,786,870	1,740,560	-3.9%
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	515,765	550,000	550,000	550,000	

	Actual FY10	Budget FY11	Estimated FY11	Recommended FY12	% Chg Bud/Rec
Capital Outlay	0	0	0	0	—
Grant Fund MNCPPC Expenditures	515,765	550,000	550,000	550,000	—
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
Workyears	0.0	0.0	0.0	0.0	—
REVENUES					
Administration Fund Grants	0	150,000	150,000	150,000	—
Park Fund Grants	515,765	400,000	400,000	400,000	—
Grant Fund MNCPPC Revenues	515,765	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	7,764,076	7,903,500	7,602,300	8,262,600	4.5%
Debt Service Other	1,298,312	1,275,100	1,275,100	1,259,700	-1.2%
Capital Outlay	0	0	0	0	—
Enterprise Fund Expenditures	9,062,388	9,178,600	8,877,400	9,522,300	3.7%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
Workyears	113.1	110.9	110.9	118.8	7.1%
REVENUES					
Rentals	2,647,483	2,586,400	2,754,500	3,018,500	16.7%
Fees and Charges	5,908,744	6,372,000	5,957,900	6,065,100	-4.8%
Merchandise Sales	637,367	761,200	645,900	649,300	-14.7%
Concessions	55,850	88,500	28,700	29,200	-67.0%
Non-Operating Revenues/Interest	11,918	30,000	10,500	12,000	-60.0%
Enterprise Fund Revenues	9,261,362	9,838,100	9,397,500	9,774,100	-0.7%
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	791,908	1,067,000	1,027,200	938,000	-12.1%
Capital Outlay	0	0	0	0	—
Prop Mgmt MNCPPC Expenditures	791,908	1,067,000	1,027,200	938,000	-12.1%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
Workyears	3.5	3.5	3.5	2.5	-28.6%
REVENUES					
Investment Income	5,515	10,000	5,000	5,000	-50.0%
Rental Income	786,393	807,000	772,200	733,000	-9.2%
Prop Mgmt MNCPPC Revenues	791,908	817,000	777,200	738,000	-9.7%
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	4,292,711	5,959,400	5,587,950	5,670,140	-4.9%
Capital Outlay	0	0	0	0	—
Special Revenue Funds Expenditures	4,292,711	5,959,400	5,587,950	5,670,140	-4.9%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
Workyears	27.1	27.5	27.5	28.5	3.6%
REVENUES					
Intergovernmental	512,275	484,800	484,840	434,840	-10.3%
Miscellaneous	143,902	0	0	0	—
Investment Income	13,654	30,000	0	0	—
Service Charges	1,758,319	2,572,400	2,783,600	2,660,400	3.4%
Special Revenue Funds Revenues	2,428,150	3,087,200	3,268,440	3,095,240	0.3%

	Actual FY10	Budget FY11	Estimated FY11	Recommended FY12	% Chg Bud/Rec
DEPARTMENT TOTALS					
Total Expenditures	123,677,625	114,347,670	113,150,870	112,522,410	-1.6%
Total Full-Time Positions	0	0	0	0	—
Total Part-Time Positions	0	0	0	0	—
Total Workyears	1,049.1	1,046.8	921.8	966.7	-7.7%
Total Revenues	122,504,843	111,571,140	110,275,100	112,313,990	0.7%

Maryland-National Capital Park and Planning Commission



*Internal Audit Division reports to Chair and Vice Chair of the Commission and the Audit Committee.

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MEMORANDUM

April 28, 2011

TO: Marlene Michaelson
FROM: Jeff Zyontz, Legislative Attorney
SUBJECT: M-NCPPC Expenditures within the scope of the Water Quality Protection Charge (WQPC)

The scope of the WQPC is found in County Code Section 1-35(f):

- (f) ...Funds in the stormwater management fund may be applied and pledged to pay debt service on debt obligations to finance the construction and related expenses of stormwater management facilities as approved in the Capital Improvements Program. Funds in the stormwater management fund must only be used for:
- (1) construction, operation, financing, and maintenance of stormwater management facilities, and related expenses, including debt service payments related to construction and related expenses of stormwater management facilities;
 - (2) enforcement and administration of this Article; and
 - (3) any other activity authorized by this Article or Maryland Code, Environment Art., §4-204.

Maryland Code, Environment Article §4-204 allows the fund to be used for implementing stormwater management programs, including:

- (i) Reviewing stormwater management plans;
- (ii) Inspection and enforcement activities;
- (iii) Watershed planning;
- (iv) Planning, design, land acquisition, and construction of stormwater management systems and structures;
- (v) Retrofitting developed areas for pollution control;
- (vi) Water quality monitoring and water quality programs;
- (vii) Operation and maintenance of facilities; and
- (viii) Program development of these activities.

Currently, the Department of Environmental Protection only uses the fund for programs required under its NPDES permit. Currently, the charge is \$49 for every household every year. DEP estimates that permitting activities alone will require a charge of \$230 over the next several years. The DEP Director acknowledges that the scope of the WQPC is broader than his Department's permit activities.

Parks Department

The Parks Department must comply with 2 water quality permits: 1) industrial site (maintenance yards); and 2) small separate storm sewer systems. Beyond these permits, the Department maintains streams, lakes, ponds, and stormwater management facilities. All these activities are within the scope of the WQPC; however, some 50 percent of this activity is not directly related to activities required by a water quality permit.¹ The total dollar amount (salaries and contracts of all qualified activities) equals \$1,509,300. It would require a \$6.29 increase in the WQPC to pay for this activity.²

Planning Department

None of the water quality work in the Planning Department is directly related to compliance with a water quality permit; however, their planning and water quality related activities are within the scope of the WQPC. The qualifying water quality efforts total \$360,400.³ It would require a \$1.50 increase in the WQPC to pay for this activity.

¹ Of the 14.9 workyears devoted to water quality activity by the Parks department (excluding administrative overhead), 5.1 workyears are associated with the permit for small separate systems and 2.35 workyears are associated with the permit for maintenance yards. The remaining 7.45 workyears protect water quality but are not associated with a permit.

² The DEP Director reported that every \$1 increase in the WQPC per home equivalent would yield \$240,000 in revenue.

³ The Planning Department produced numbers by tiers. The first tier, \$255,830, unquestionably qualifies for WQPC funding. It includes forest conservation efforts in stream valley buffers (establishing easement, monitoring, and enforcement effects). The second tier, \$104,600, includes a portion of the environmental work on master plans and forest conservation efforts abutting stream valley buffers. A good argument can be made that the second tier activities also qualify for WQPC funding.

Park Police (follow-up from PHED/PS Committee session)

From: Linda McMillan, Senior Legislative Analyst

The PHED and PS Committees met jointly on April 25 to review the budget for the Park Police. At that session the joint Committee agreed to forward the following comments back to the PHED Committee for its worksession on the Park and Planning budget.

The joint Committee agreed (4-0; Councilmember Leventhal absent) that the \$113,200 non-recommended reduction for deer management should be placed on the reconciliation list for funding.

PHED Committee Chair Floreen supported placing the non-recommended reduction of \$395,000 for park patrol on the reconciliation list; Councilmember Andrews said that he is willing to see how the reduction works and believes given the budget constraints it is not likely to be restored through the reconciliation list; Councilmember Elrich does not support restoring funds for park patrol saying that he continues to believe there are additional opportunities for savings through this type of coordination; and, Councilmember Berliner said he was not prepared to make a decision until he could review the information on the number of police calls during the 2:00 a.m. to 6:00 a.m. hours.

The joint Committee asked for the following:

1. The value of a furlough day for Park Police broken down by sworn and non-sworn staff.

One day of furlough:

FOP represented employees	\$18,000
MCGEO represented in Park Police	\$ 1,400
<u>Non-represented in Park Police</u>	<u>\$ 6,200</u>
Total	\$25,600

2. Overtime expenditures by category and estimated savings that will be achieved from change in State law regarding court appearances.

Response: Based on the changes to State law regarding the processing of traffic citations and the assignment of court dates, we conservatively projected to save approximately \$40,000 the first year. It could be more or less depending on the number of older citations that are still in the court process and have not been initially scheduled or are being rescheduled without violator input. See the spreadsheets at © 48-49 for the full overtime breakdown. In summary:

FY10 – Actual Overtime Expenses

	Court OT	OT (regular)	Holiday	Call Back
Chief's Office	\$0	\$0	\$0	\$0
Patrol	\$160,575	\$194,268	\$124,944	\$196
Support Operations	\$972	\$52,305	\$2,128	\$0
Communications	\$0	\$12,111	\$18,874	\$0
Barn Staff	\$0	\$1,626	\$3,733	\$0
Total before reimbursement	\$161,547	\$260,310	\$149,679	\$196
Total after reimbursement*	\$161,547	\$34,680	\$149,679	\$196

*Overtime reimbursement of \$225,630 was received for details and University of Maryland, Safe Summers, Showplace Arena, Wheaton Garage detail, and SHA Grant.

In FY10, court overtime was about 47% of all non-reimbursable overtime/holiday pay (total = \$346,102)

FY11 – Actual Overtime Through March 31, 2011

	Court OT	OT (regular)	Holiday	Call Back
Chief's Office	\$0	\$2,156	\$0	\$0
Patrol	\$81,451	\$72,213	\$111,289	\$0
Support Operations	\$274	\$13,936	\$1,716	\$4,334
Communications	\$0	\$27,741	\$13,073	\$0
Barn Staff	\$0	\$1,913	\$1,641	\$0
Total before reimbursement	\$81,726	\$117,960	\$127,719	\$4,334
Total after reimbursement*	\$81,726	\$66,780	\$127,719	\$4,334

*Overtime reimbursement of \$51,180 was received for details and University of Maryland, Safe Summers, and SHA Grant.

For FY11 through March, court overtime is about 29% of all non-reimbursable overtime/holiday pay (total = \$280,559)

3. Current Authorized Complement and Actual Filled Strength

This information is attached at © 50. The Park Police's authorized complement is 92 officers; currently there are 77 officer positions filled.

4. Calls for Service from 2:00 a.m. to 6:00 a.m.

Attached at © 51 is a chart showing the calls for service during the hours that park patrol would be curtailed if the non-recommended reduction is implemented. For calendar year 2010, there were 71 citizen initiated calls and 32 calls through the Montgomery County ECC/911. None of these calls were for the Capital Crescent Trail or campgrounds. Two of the calls were for regional parks. The information also shows the number of pro-active reports and responses to alarm calls.

**MNCPPC PARK POLICE
FISCAL YEAR 2010 OT COSTS**

Division	JOB CLASS	JOB TITLE	Position	COURT OT HOURS	COURT OT COSTS	OT HOURS	OT COSTS	HOLIDAY HOURS	HOLIDAY PAY COSTS	CALL BACK HOURS	CALL BACK PAY COSTS	
Chief's Office												
COMMANDER	PO9	COMMANDER	1	0	\$0	0	\$0	0	\$0	0	\$0	
PLANNING/POLICY	PO6	LIEUTENANT	1	0	\$0	0	\$0	0	\$0	0	\$0	
PROFESSIONAL STANDARDS	PO6	LIEUTENANT	1	0	\$0	0	\$0	0	\$0	0	\$0	
PROFESSIONAL STANDARDS	PO5	SERGEANT	1	0	\$0	0	\$0	0	\$0	0	\$0	
FOP PRESIDENT	PO5	SERGEANT	0	0	\$0	0	\$0	0	\$0	0	\$0	
Chief's Total			4	0	0	0	\$0	0	0	0	\$0	
Patrol Operations												
ASSISTANT CHIEF	PO7	CAPTAIN	1	0	\$0	8	\$703	8	\$703	0	\$0	
SPECIAL OPERATIONS COMMANDER	PO6	LIEUTENANT	1	0	\$0	0	\$0	8	\$609	0	\$0	
SPECIAL OPERATIONS SUPERVISOR	PO5	SERGEANT	2	0	\$0	20	\$1,418	78	\$5,540	0	\$0	
SPECIAL OPERATIONS	PO4	POLICE OFFICER IV	6	47.5	\$2,809	423	\$25,131	356	\$19,409	0	\$0	
SPECIAL OPERATIONS	PO3	POLICE OFFICER III	3	11	\$455	22	\$899	150	\$6,151	0	\$0	
SPECIAL OPERATIONS	PO2	POLICE OFFICER II	1	3	\$123	7	\$286	50	\$2,044	0	\$0	
PATROL COMMANDERS	PO6	LIEUTENANT	2	0	\$0	124	\$8,554	44	\$3,043	0	\$0	
PATROL SUPERVISOR	PO5	SERGEANT	6	102	\$6,736	357	\$23,027	307	\$19,916	0	\$0	
PATROL	PO4	POLICE OFFICER IV	27	1799.5	\$91,956	1627.75	\$86,154	1092	\$56,601	0	\$0	
PATROL	PO3	POLICE OFFICER III	4	261	\$10,657	179.5	\$7,281	224	\$9,225	0	\$0	
PATROL	PO2	POLICE OFFICER II	18	1262.5	\$47,839	1043.5	\$38,694	824	\$378	0	\$0	
COMMUNITY SERVICES SUPERVISOR	PO5	SERGEANT	1	0	\$0	10.5	\$685	10	\$378	3	\$196	
COMMUNITY SERVICES	PO4	POLICE OFFICER IV	1	0	\$0	22	\$1,058	0	\$0	0	\$0	
COMMUNITY SERVICES	PO2/PO3	POLICE OFFICER III	1	0	\$0	10	\$378	10	\$947	0	\$0	
Patrol Operations			74	3486.5	\$160,575	3854.25	\$194,268	3161	\$124,944	3	\$196	
Support Operations												
ASSISTANT CHIEF(VACANT)	PO7	CAPTAIN	0	0	\$0	0	\$0	0	\$0	0	\$0	
INVESTIGATIONS COMMANDER	PO6	LIEUTENANT	1	0	\$0	130	\$9,970	0	\$0	0	\$0	
INVESTIGATIONS SUPERVISOR	PO5	SERGEANT	1	3	\$211	63.5	\$4,474	0	\$0	0	\$0	
INVESTIGATIONS	PO4	POLICE OFFICER IV	4	6.5	\$318	486.5	\$25,421	20	\$947	0	\$0	
SUPPORT OPERATIONS COMMANDER	PO6	LIEUTENANT	1	6	\$443	161.5	\$11,924	16	\$1,181	0	\$0	
SUPPORT OPEARATIONS SUPERVISOR	PO5	SERGEANT	1	0	\$0	7.5	\$516	0	\$0	0	\$0	
			8	15.5	\$972	849	\$52,305	36	\$2,128	0	\$0	
Communications												
SUPERVISOR			1	0	\$0	73	\$3,724	43	\$2,194	0	\$0	
COMMUNICATION TECHS*			10	0	\$0	211.5	\$8,387	454	\$16,680	0	\$0	
* supplemented by civilian, sworn & term contract staff			11	0	0	284.5	\$12,111	497	\$18,874	0	0	
Barn Staff												
BARN MANAGER			1	0	\$0	40	\$1,534	33	\$2,110	0	\$0	
MAINTENANCE WORKER			1	0	\$0	3	\$91	32	\$1,624	0	\$0	
			2	0	\$0	43	\$1,626	65	\$3,733	0	0	
							\$260,310					
Reimburement for OT*							\$225,630					
OT Totals				3502	\$161,547	5030.75	\$34,680	3759	\$149,679	3	\$196	

Budgeted OT		\$480,000
Actual OT	\$346,101	
Emergency Pay /OT at 1.0	\$84,617	
Under Budget OT		\$49,282

*University of Maryland Details, Safe Summers, Showplace Arena, Wheaton Garage Detail, SHA Grant



**MNCPPC PARK POLICE JOB CLASS COMPARISONS
FISCAL YEAR 2011 TO 03/31/2011 OT COSTS**

Division	JOB CLASS	JOB TITLE	Position	COURT OT HOURS	COURT OT COSTS	OT HOURS	OT COSTS	HOLIDAY HOURS	HOLIDAY PAY COSTS	CALL BACK HOURS	CALL BACK PAY COSTS
Chief's Office											
COMMANDER	PO9	COMMANDER	1	0	\$0	0	\$0	0	\$0	0	\$0
PLANNING/POLICY	PO6	LIEUTENANT	1	0	\$0	0	\$0	0	\$0	0	\$0
PROFESSIONAL STANDARDS	PO6	LIEUTENANT	1	0	\$0	31	\$2,156	0	\$0	0	\$0
PROFESSIONAL STANDARDS	PO5	SERGEANT	1	0	\$0	0	\$0	0	\$0	0	\$0
FOP PRESIDENT	PO5	SERGEANT	0	0	\$0	0	\$0	0	\$0	0	\$0
Chief's Total			4	0	0	31	\$2,156	0	0	0	\$0
Patrol Operations											
ASSISTANT CHIEF	PO7	CAPTAIN	1	0	\$0	0	\$0	0	\$0	0	\$0
SPECIAL OPERATIONS COMMANDER	PO6	LIEUTENANT	1	0	\$0	0	\$0	10	\$761	0	\$0
SPECIAL OPERATIONS SUPERVISOR	PO5	SERGEANT	2	0	\$0	0	\$0	30	\$2,105	0	\$0
SPECIAL OPERATIONS	PO4	POLICE OFFICER IV	6	3	\$171	112	\$6,126	230	\$12,641	0	\$0
SPECIAL OPERATIONS	PO3	POLICE OFFICER III	3	6.5	\$269	23	\$948	110	\$4,510	0	\$0
SPECIAL OPERATIONS	PO2	POLICE OFFICER II	1	0	\$0	145	\$5,927	50	\$2,044	0	\$0
PATROL COMMADNERS	PO6	LIEUTENANT	2	0	\$0	40	\$2,756	55	\$3,815	0	\$0
PATROL SUPERVISOR	PO5	SERGEANT	6	27	\$1,774	102.5	\$6,376	193	\$11,918	0	\$0
PATROL	PO4	POLICE OFFICER IV	21	1019.5	\$52,613	524	\$26,914	824	\$41,837	0	\$0
PATROL	PO3	POLICE OFFICER III	4	87	\$3,500	76	\$3,083	201	\$8,274	0	\$0
PATROL	PO2	POLICE OFFICER II	18	630.25	\$23,124	542	\$19,826	616	\$22,346	0	\$0
COMMUNITY SERVICES SUPERVISOR	PO5	SERGEANT	1	0	\$0	1	\$65	10	\$653	0	\$0
COMMUNITY SERVICES	PO4	POLICE OFFICER IV	1	0	\$0	4	\$192	8	\$385	0	\$0
COMMUNITY SERVICES	PO2/PO3	POLICE OFFICER III	1	0	\$0	0	\$0	0	\$0	0	\$0
Patrol Operations			68	1773.26	\$81,451	1569.5	\$72,213	2337	\$111,289	0	\$0
Support Operations											
ASSISTANT CHIEF(VACANT)	PO7	CAPTAIN	0	0	\$0	0	\$0	0	\$0	0	\$0
INVESTIGATIONS COMMANDER	PO6	LIEUTENANT	1	0	\$0	65	\$4,985	0	\$0	0	\$0
INVESTIGATIONS SUPERVISOR	PO5	SERGEANT	1	0	\$0	0	\$0	0	\$0	3	\$211
INVESTIGATIONS	PO4	POLICE OFFICER IV	5	6	\$274	121	\$6,478	20	\$978	76.5	\$4,123
SUPPORT OPERATIONS COMMANDER	PO6	LIEUTENANT	1	0	\$0	33.5	\$2,473	10	\$738	0	\$0
SUPPORT OPEARATIONS SUPERVISOR	PO5	SERGEANT	1	0	\$0	0	\$0	0	\$0	0	\$0
			9	6	\$274	219.5	\$13,936	30	\$1,716	79.5	\$4,334
Communications											
SUPERVISOR			1	0	\$0	207	\$10,561	38	\$1,939	0	\$0
COMMUNICATION TECHS*			10	0	\$0	514	\$17,181	354.5	\$11,134	0	\$0
* supplemented by civilian, sworn & term contract staff			11	0	0	721	\$27,741	392.5	\$13,073	0	\$0
Barn Staff											
BARN MANAGER			1	0	\$0	47.5	\$91	28.5	\$1,093	0	\$0
MAINTENANCE WORKER			1	0	\$0	3	\$1,822	18	\$548	0	\$0
			2	0	\$0	50.5	\$1,913	46.5	\$1,641	0	\$0
							\$117,960				
Reimbursement for OT*							\$51,180				
OT Totals				1779.25	\$81,726	2591.5	\$66,780	2806	\$127,719	79.5	\$4,334
Budgeted OT											\$480,000
Actual OT											\$280,559
Emergency Pay /OT at 1.0											\$65,440
Under Budget OT											\$134,001

*University of Maryland Detail/SHA Grants/ Safe Summer

**Maryland-National Capital Park Police
Montgomery County Division**

4/27/2011

	Sworn	Civilians	Total
Authorized Strength	92	22	114
Vacancies - Sworn			
Park Police Captain	1		
Park Police Lieutenants	1		
Park Police POC/POII	13		
Vacant Sworn Positions	15		
Vacancies - Civilian			
Lead Park Police Communications Technician		1	
Park Maintenance Worker (Barn Staff) (Filled by Seasonal Contract)		1	
Senior Park Ranger		1	
Vacant Civilian Positions		3	
Actual Strength	77	19	96

**CALLS FOR SERVICE
MNC PARK POLICE
MONTGOMERY COUNTY DIVISION
CALLS FROM 0200 TO 0600**

	2011 1/1 TO 4/25	2010
CITIZEN INITIATED CALLS:		
CAPTIAL CRESCENT	0	0
CAMPGROUNDS	0	0
REGIONAL PARKS	0	2 *
CITIZEN INITATED	20	71
MC ECC	6	32
SELF INITIATED	1826	4789
ALARMS	18	97
TOTAL CALLS	1870	4989

* Citizen Initated Calls Details
 3/26/2010 Little Bennett - Property Damage
 7/5/2010 Fairland Regional - Trespass



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

OFFICE OF THE CHAIRMAN

April 26, 2011

MEMORANDUM

TO: Planning, Housing and Economic Development (PHED) Committee
Marlene Michaelson, Senior Legislative Analyst
Montgomery County Council

FROM: Françoise M. Carrier, Chair, Montgomery County Planning Board 

SUBJECT: FY12 Operating Budget Work Session #2

On April 11, 2011, the PHED Committee held its first work session for The Maryland-National Capital Park and Planning Commission (M-NCPPC). The various departments of the Commission were asked to provide additional information before the next scheduled session on May 2. The information below provides staff responses for the additional information as requested.

In addition to the information provided below, there are various attachments to provide explanations for some of the issues discussed at the last work session. The attachments are as follows:

- Attachment 1: Map of Germantown Town Center Urban Park
- Attachment 2: Department of Parks NPDES MS4 Water Quality Program
- Attachment 3: CAS Departments' Funding by County and Fiscal and Staffing Impacts of the County Executive's Recommended Budget (Departments of Human Resources and Management, Legal, and Finance)

Council staff has requested information on which aspects of the planning and parks work program might be eligible for the Water Quality Protection Fund. Information from the Parks Department is included in Attachment #2 to this memo. Information from the Planning Department has been sent directly to Council staff under separate cover.

In addition, legal staff has collaborated with Council staff on an explanation of certain portions of Article 28 that will appear in the Council staff report for the May 2 worksession. Staff will be available at the next work session to answer any additional questions.

Question #1: Provide specifics on the resources needed to expedite TPAR and BRT

The County Council has indicated a desire to accelerate the Bus Rapid Transit (BRT) study and the Transportation Policy Area Review (TPAR) analysis to replace the Policy Area Mobility

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Review, both to be completed in FY12. The Planning Department could expedite the TPAR and BRT work program elements by: (1) redirecting to BRT resources that are scheduled in the FY12 work program for the Master Plan of Highways, currently proposed to address rural roads and arterial roads; and (2) obtaining the assistance of consultants.

The imminent departure of the Chief of the Functional Planning and Policy Division, the division tasked with both projects, leaves a large gap, particularly for the TPAR effort. This, coupled with the desired time frame for delivery of the TPAR effort, requires that much of the project be completed with consultant services. On the other hand, the BRT effort can be broken down into three options that are managed by redirected resources from the Master Plan of Highways effort, currently assigned 3.1 WY, plus consultant services for Options 2 and 3.

BRT

There are three options for accommodating the proposed BRT alignments into the work program. Option 1 is already the proposed work program: coordinate with MCDOT on a review of the MCDOT County-wide BRT proposal prepared by Parsons Brinckerhoff, which identified 16 corridors. Option 2 would be to focus on five or six corridors to be studied in greater detail, to be completed within FY12. This option requires consultant services. Option 3 would be to complete, within one fiscal year, a detailed review of the 16 corridors identified as feasible by the MCDOT study, with the assistance of consultant services.

The MCDOT study set aside eight other corridors from consideration. If these were to be added to the work program element, a considerable amount of consultant services resources would be necessary to complete the effort within a single fiscal year. Cost estimates have not been prepared at this time.

Consultant Fees: Option 1: None Option 2: \$150,000 Option 3: \$375,000

TPAR

Expediting TPAR will require the services of a consultant, as well as staff time to manage the contract and shepherd the delivery through the planning process, including Planning Board work sessions, as required by the County Code.

Consultant Fees: \$150,000

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Question #2: How much are we spending on the maintenance of school ballfields outside of the school ballfield contract?

The Department of Parks has approximately 81 local, 3 neighborhood, and 13 recreational park fields that are considered park school sites, which are maintained outside the school ballfield contract. The SmartParks data shows the average labor cost per field is about \$2,500 for local fields, \$1,500 for neighborhood fields, and \$8,000 for recreational fields. The total average maintenance cost is about \$350,000 annually for all school site fields. Although these fields are used by schools, we do not specifically track school usage versus open public usage. Per park managers, the usage varies greatly depending on the park.

In addition to the park school sites above, the Department maintains five fields at Blair High School. The school owns two of the fields and M-NCPPC owns three, including the synthetic turf field. The total cost to maintain these fields is about \$130,000 per year. The total revenue generated from permitting the 3 fields owned by M-NCPPC to the public is about \$70,000 per year.

Question #3: How much revenue is received from ballfield fees? Can the hourly rate be increased?

Prior to FY09, field users paid \$48 for local field permits that included the use of multiple fields for multiple days for the length of each 8-12 week season. In FY09, the Department of Parks introduced a new hourly fee structure for the spring/summer season. The new fees were \$3 per hour for local parks and \$15-\$35 per hour for regional and recreational fields. Although the increase was contested by many user groups, it was ultimately approved by the Planning Board. As a result, the field revenue increased by \$86,000 in FY09, from \$580,000 to \$666,000. The fees were kept steady for FY10. Several months ago, Park staff proposed local park field fees to be increased to \$5 per hour for FY11. Again, user groups contested the increase, and again, the new fee was approved by the Planning Board.

The Office of Community Use of Public Facilities (CUPF) recently approved a fee increase to \$5 per hour for FY12 so that school field fees would be consistent with Park field fees. This consistency is particularly important as CUPF is now the central permitting agency for all park and school athletic fields. Comparative research shows local Park athletic field fees are still well below other regional agencies. Since CUPF is still playing "catch up" with its field fees, no additional increases were planned in FY12. Additional field fee increases could be considered by FY13 but are likely to meet with the usual objection from field users and would be subject to approval by both the Planning Board and the Interagency Coordinating Board (ICB).

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It is difficult to raise fees for athletic fields while simultaneously cutting the budget for field maintenance. User groups indicated a willingness to pay more as long as there is a commensurate increase in quality of the fields. Providing a projection for an increased fee of \$10 per hour is difficult as we cannot predict the impact of such a large percentage increase on permitted hours.

Questions #4: What type of bio-diesel fuel is being used (B-5 or B-20) and how much?

The Department of Parks uses B-5 bio-diesel fuel for approximately 120 large trucks and various maintenance equipment, e.g. 580D mowers, generators, tractors, etc. We used 98,000 gallons in 2009 and 126,238 gallons in 2010 (converting more each year). Similar to the experience described by the County, the Department tried B-20 and encountered problems with clogging, despite attempts to use recommended additives to reduce the production of solids. In 2009, we converted to B-5.

Question #5: Do Park Police patrol parkland that is not an active park or land area? Would Parks consider turning over patrols of these types of areas to County Police since there likely would not be a conflict of enforcing park regulations?

Much of the land the Department of Parks is responsible for falls into this category to include: stream valleys, neighborhood conservation areas, and the wooded areas within our regional, recreational, and local parks. This is where we must actively patrol using horse mounted, mountain bike, foot, and ATV patrols because of the access issues related to this type of park setting. These areas are also where we have the most frequent occurrences of hunting, vagrancy, encroachment, youth gathering spots, dumping, and marijuana eradication, and where much of our deer management efforts take place. These areas are also where we need our unique patrol/response capabilities and where we often issue parks regulation violations, with the exception, of course, for the more serious offenses for which criminal charges are issued.

Question #6: Provide details on costs for park activity buildings for FY11 and FY12 to explain why there is little change in the park activity budget when the Parks Department closed so many buildings.

The Department of Parks owns 29 park activity buildings which provide public indoor meeting space. In the spring of 2009, 11 of these buildings were closed for rental to the general public.

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As a result, the Park Activity Building program budget has changed considerably over the past several years as seen below.

Park Activity Building Program Element Budget				
	FY09 Adopted	FY10 Adopted	FY11 Adopted	FY12 Proposed
Workyears	48.10	41.56	35.20	36.00
Total Budget	\$4,773,000	\$4,460,100	\$3,937,000	\$4,277,600

Significant reductions in work years and expenses occurred in the fiscal years directly after the buildings closed. Since FY09, workyears have been reduced by over 25% (over 12 work years). This reduction has been offset by a slight increase for career Park staff taking over the weekend custodial work from a contractor in FY11. And from FY09 to FY11, the overall expenditure budget decreased \$836,000 or 18%.

Based on the closure date of the buildings, no reductions should be expected between FY11 and FY12. However, since the largest component of the expenses for the park activity buildings is personnel, increases due to COLA, merit, furlough restoration, retirement, and other health benefits have caused the overall cost to rise.

The overall increase in the program element from FY11 adopted to FY12 proposed is \$340,600. Of this, personnel costs account for \$273,600, or 80% of the increase, with only \$20,500 attributed to the increase of 0.8 wy for addition seasonal help. Much, but not all, of this overall increase can be eliminated through the reductions identified to reach the County Executive's recommended budget.

The other \$67,000 increase in non-personnel expenses in the Park Activity Buildings program element can be attributed to the methodology of how indirect expenses and support services are allocated to program elements. The support services budget, as well as a few other divisional budgets, is allocated proportionally by the direct work years charged to the various program work elements. With an increase of 0.8 wys, the non-personnel expenses also increase proportionately. If the seasonal workyear and salary is eliminated through the reductions proposed to reach the County Executive's recommended budget, then the non-personnel expenses will be reduced as well.

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Question # 7: What new parkland was acquired in FY10 and FY11 and what are the OBI Costs for FY12?

Parkland Acquired Since March 11, 2011

1.67 acres added to Fairland Regional Park
.15 acres added to Paint Branch SVU#4
.14 acres added to Upper Paint Branch SV Park
2.07 acres added to Sligo Creek SVU#4
2.85 Blockhouse Point Conservation Park
6.88 acres

Parkland Acquired between September 2010- March 2011

- 1) 1.75 acres was added to Great Seneca Stream Valley Park, Unit 9
- 2) 5.20 acres was added to Magruder Branch Stream Valley Park, Unit 2
- 3) 2.73 acres was added to Ridge Road Recreational Park
- 4) 2.73 acres were acquired as the initial acquisition for Germantown Town Center Urban Park
- 5) 0.46 acres was added to Upper Paint Branch Stream Valley Park

New acquisitions totaled 12.87 acres

Parkland Disposed of:

- 1) 9.29 acres were conveyed to the Board of Education out of Clarksburg Village North Local Park for a new elementary school site in the Clarksburg Village Cluster.
- 2) 0.75 acres, including the Park Activities Building in Garrett Park Estates Local Park, were conveyed to the Town of Garrett Park (the acreage difference in exchange for parkland elsewhere in the town).

Land dispositions totaled 10.04 acres

Parkland Acquired between March 2010 and September 2010

0.08 acres added to Watts Branch Stream Valley Park, Unit 1
2.93 acres added to Rachel Carson Conservation Park
13.12 acres added to Piedmont Crossing Local Park
191.03 acres added to North Branch Stream Valley Park, Unit 4
114.82 acres added to Oak Ridge Conservation Park
3.72 acres added to McKnew Conservation Park

0.11 acres added to Black Hill Regional Park
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4.50 acres added to South Germantown Recreational Park
8.71 acres added to Little Seneca Greenway
4.27 acres initial purchase for Ovid Hazen Wells Greenway
16.00 acres added to Blockhouse Point Conservation Park
2.75 acres initial purchase for Dowden's Ordinary Special Park
25.01 acres added to Northwest Branch Stream Valley Park, Unit 7

Total: 387+ acres

Parkland Acquired between September 2009 and March 2010

Net gain in parkland since the last semi-annual report totaled 2.83 acres.

5.5788 acres added to Mill Creek Stream Valley Park
83.0337 acres added to Upper Paint Branch Stream Valley Park
1.5424 acres added to Rock Creek Stream Valley Park, Unit 12
0.0287 acres added to Seneca Landing Special Park
52.8743 acres added to McKnew Conservation Park (was originally going to be added to Fairland Recreational Park)
77.5510 acres added to Little Bennett Creek Stream Valley Park

Total: 220 acres +

Parkland Acquired between March 2009 and September 2009

0.14 acres added to North Branch Stream Valley Park, Unit 2
17.65 acres added to Rock Creek Regional Park
4.44 acres added to Nike Missile Local Park
149.92 acres added to Upper Paint Branch Stream Valley Park
0.40 acres added to Fenton Street Urban Park
0.48 acres added to Rock Creek Stream Valley Park, Unit 2
4.5 acres added to South Germantown Recreational Park
76.8 acres added to Black Hill Regional Park
96.99 acres added to Ten Mile Creek Conservation Park
13.05 acres for the new Clarksburg Village North Local Park
0.93 acres added to Clarksburg Triangle Urban Park

Total: 365 acres +

Total: 991.75 acres acquired, 10.04 disposed

FY12 Requested OBI

Stand-Alone PDFs	FY11 and FY12 Expenditures	FY11 and FY12 Work Years
Black Hill Trail Renovation and Extension	37,000	0.4
Rock Creek Trail Pedestrian Bridge	35,000	0.2
Darnestown Square Heritage Park	6,000	0.1
Elmhirst Parkway Neighborhood Park	17,000	0.2
Level-of-Effort PDFs		
Legacy Open Space	6,000	0.0
Minor New Construction – Local Parks Randolph Hills Picnic Shelter	42,000	0.5
Minor New Construction - Non-Local Parks Little Bennett Day Use Area (0.5 wy) Pope Farm Potting Room (0.1 wy) Ridge Road Double-basketball Court (0.1 wy) Cabin John Dog Park (0.4 wy)	139,000	1.1
Pollution Prevention and Repairs to Ponds & Lakes 4 Maintenance Yards	27,000	0.0
Trails: Hard Surface Design & Construction Short Trail Connectors	3,000	0.0
Trails: Natural Surface Design, Construction & Renovation	45,000	0.1
Developer Projects		
Arora Hills Local Park	151,000	0.4
Dowden's Ordinary Special Park	42,000	0.1
Olney Manor Dog Park	21,000	0.0
New Mandates		
BMPs for Phase II NPDES Permit	228,000	4.0
TOTAL FY11-12 OBI	799,000	7.1

Although these workyears were requested to support the operating budget impacts, much of this requested amount was never received. Also, a number of these parks were not acquired with land acquisition dollars, but were developer-built parks that came into the system without an associated endowment to cover the associated operating costs.

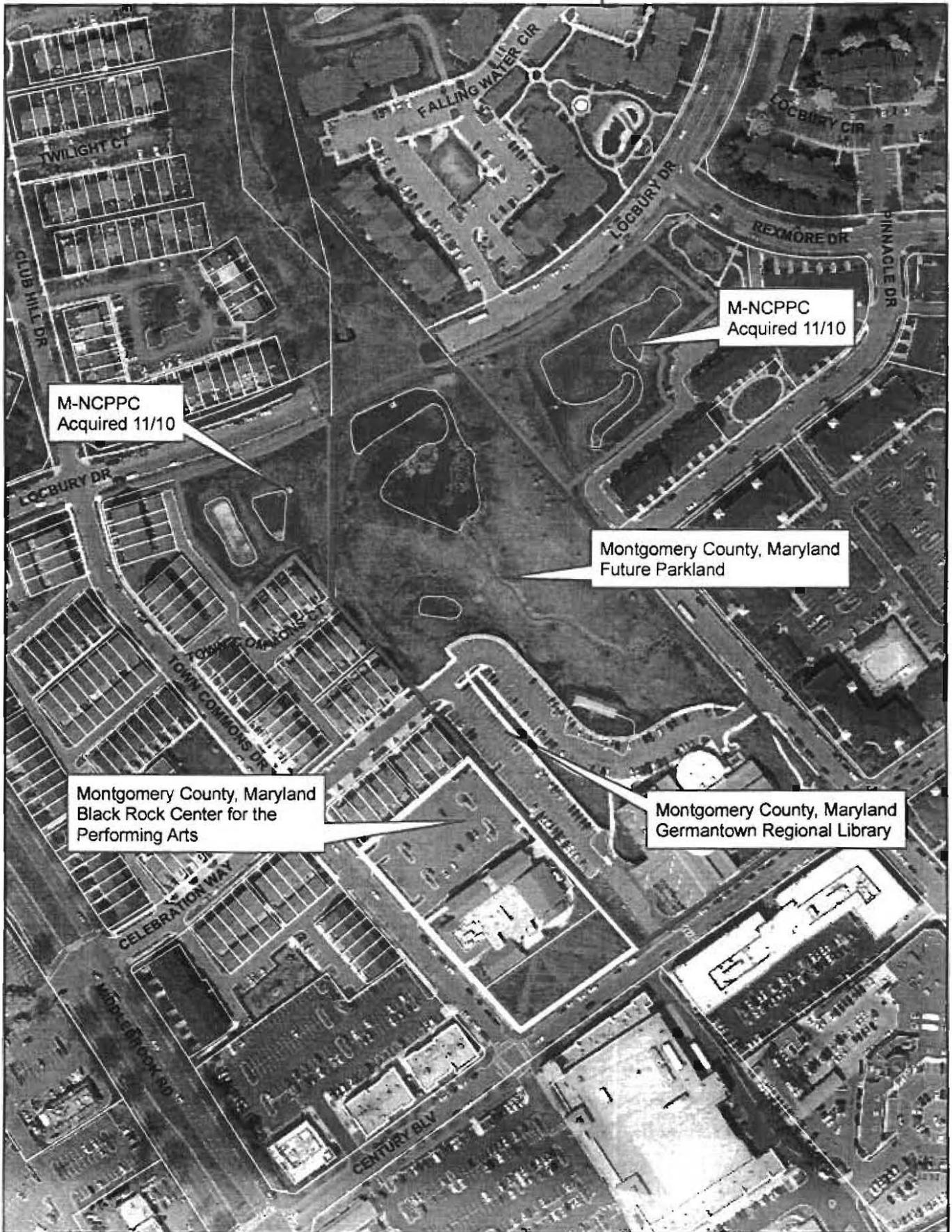
Question #8: What is the current level of maintenance of the parkland at Germantown Town Center and is the area currently being patrolled?

The site where the park will be built is comprised of three parcels (see Attachment #1, Map of Germantown Town Center Urban Park). The central parcel is owned by Montgomery County and includes the Germantown Library in the front of the parcel, along Century Boulevard, and a wetland pond in the rear of the parcel which will become part of the park. Montgomery County is currently responsible for maintenance and security of this entire parcel. The County intends to issue an Executive Order shortly to transfer management and maintenance of the rear of this parcel to M-NCPPC for park purposes. Until that time, the County owns and maintains the central parcel.

Two additional parcels along Locbury Drive, including stormwater management facilities built to serve private development, were recently transferred to M-NCPPC to be used for park purposes. M-NCPPC is now responsible for management and maintenance of those parcels and will conduct routine patrols, inspections, mowing, and litter removal until such time as the park is developed.

- Attachment 1: Map of Germantown Town Center Urban Park
- Attachment 2: Department of Parks NPDES MS4 Water Quality Program
- Attachment 3: CAS Departments Fiscal and Staffing Impacts of the County Executive's Recommended Budget (Departments of Human Resources and Management, Legal, and Finance)

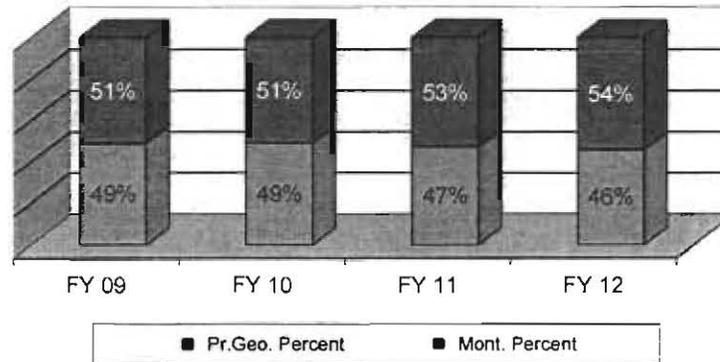
Germantown Town Center Urban Park Current Ownership



1" = 200'

Department of Human Resources and Management

Aggregate Funding Before Chargebacks including OPEB (By County and Fiscal Year)



	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>
Proposed Budget (000)	6,076.30	5,586.0	5,308.4	4,887.1
Adopted Budget (000)	5,751.7	5,410.2	4,424.4	4,412.4
Percent Approved	94.7%	96.9%	83.3%	90.3%
▲ Montgomery County Funding (000)	2,819.9	2,659.0	2,090.2	2,029.3
Pr.Geo. County Funding (000)	2,931.9	2,751.2	2,334.2	2,383.1
	5,751.7	5,410.2	4,424.4	4,412.4
Mont. Percent	49.0%	49.1%	47.2%	46.0%
Pr.Geo. Percent	51.0%	50.9%	52.8%	54.0%
Budgeted Workforce	50.00	43.00	39.00	37.00
Funded Workforce	48.50	38.50	35.00	30.50
Workforce % Funded	97.0%	89.5%	89.7%	82.4%
Budgeted MC Positions	24.50	21.00	17.00	16.00
Funded MC Workyears	23.75	18.75	15.25	13.25
Workforce % Funded	97%	89%	90%	83%
Budgeted PGC Positions	25.50	22.00	22.00	21.00
Funded PGC Workyears	24.75	19.75	19.75	17.25
Workforce % Funded	97%	90%	90%	82%
Workforce RIF (Merit System)	0.0	0.0	0.0	(2.0)
Workforce RIF (Seasonal/Contract)	0.0	0.0	(2.0)	(2.0)
Workforce Retirement Reductions	0.0	0.0	(2.0)	0.0

Notes:

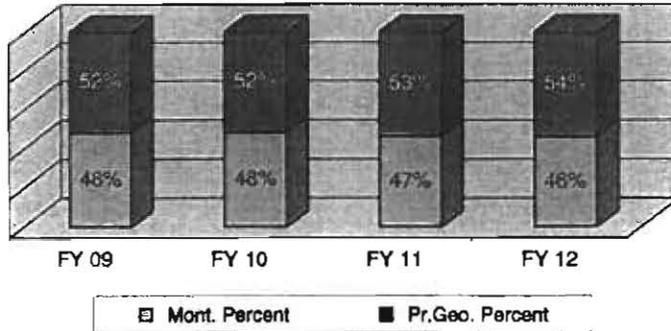
- ◆ FY 12 "Adopted" reflects non-recommended reductions to reach MCEX target.
- ▲ Repective "County Funding" figures reflect all funding sources, including chargebacks.
- ✦ Workyears reflects non-recommended reductions to reach MCEX target.
- FY 10 Reflects transfer of CIO Unit to Finance
- * Note Prince George's County also provides in-kind services to DHRM/EOB (e.g., grounds maintenance, snow removal, telecomm technology, etc.) not captured here.

(62)

Finance Department

Aggregate Funding Contributions Before Chargebacks Including OPEB

(By County and Fiscal Year)



	FY 09	FY 10	FY 11	FY 12
Proposed Budget (000)	8,281.7	10,226.8	9,779.2	9,105.1
Adopted Budget (000)	8,144.0	9,832.2	8,632.8	8,197.9
Percent Approved	98.3%	98.1%	88.3%	90.0%
Montgomery County Funding (000)	3,932.8	4,787.1	4,015.4	3,793.8
Pr. Geo. County Funding (000)	4,211.2	5,085.1	4,617.2	4,404.1
	8,144.0	9,832.2	8,632.8	8,197.9
Mont. Percent	48.3%	48.5%	48.5%	46.3%
Pr. Geo. Percent	51.7%	51.5%	53.5%	53.7%
Budgeted Workforce	62.80	69.60	67.30	60.60
Funded Workforce	60.20	87.20	64.60	58.60
Workforce % Funded	96.2%	96.6%	96.0%	96.7%
Budgeted MC Positions	30.30	33.60	32.60	29.80
Funded MC Workyears	29.10	32.60	31.30	28.80
Workforce % Funded	96.0%	96.4%	95.4%	96.6%
Budgeted PGC Positions	32.30	35.80	34.80	30.80
Funded PGC Workyears	31.10	34.80	33.30	29.80
Workforce % Funded	96.3%	96.6%	95.7%	96.8%

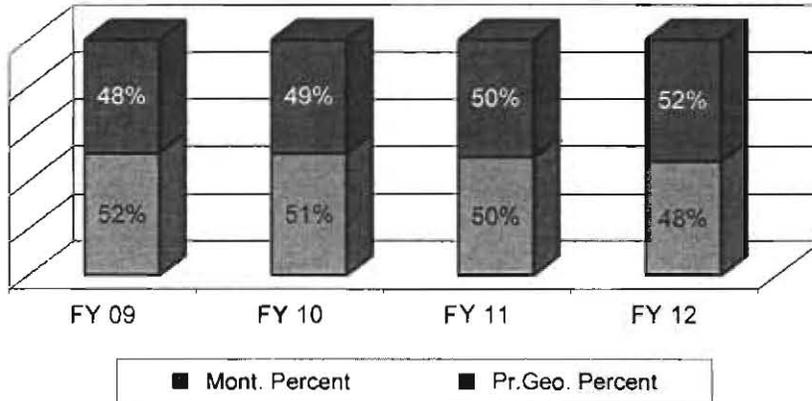
Workforce RIF (Merit System)				(5.0)
Workforce RIF (Seasonal/Contract)				
Workforce Retirement Reductions			(2.0)	

Notes:

- ◆ FY 12 "Adopted" reflects non-recommended reductions to reach MCEX target.
- ◆ Respective "County Funding" figures reflect all funding sources, including chargebacks.
- ◆ FY 12 "Budgeted Workforce" reflects transfer of Audit and CIO functions out of Finance
- FY 10 Reflects transfer of CIO to Finance
- FY 12 Requires 2.5 additional lapsed positions to meet the reduction
- FY 12 Positions are the requested budget
- FY 11 Amounts do not include two positions paid for by Prince Georges Park Fund directly.
If included, the % would be 54.61% PGC and 45.39% MOCO

Legal Department

Aggregate Funding Contributions (By County and Fiscal Year)



	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>
Proposed Budget (000)	3,318.3	3,548.1	3,610.5	3,423.8
Adopted Budget (000)	3,028.3	3,424.1	3,147.7	3,196.3 ♦
Percent Approved	91.3%	96.5%	87.2%	93.4%
▲ Montgomery County Funding (000)	1,563.4	1,758.6	1,571.0	1,542.5
Pr. Geo. County Funding (000)	1,464.9	1,665.5	1,576.7	1,653.9
	3,028.3	3,424.1	3,147.7	3,196.3
Mont. Percent	51.6%	51.4%	49.9%	48.3%
Pr. Geo. Percent	48.4%	48.6%	50.1%	51.7%
Montgomery County	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>
Budgeted Positions	12.75	12.25	13.25	10.80 †
Funded Workyears	11.00	11.00	10.35	10.35
Workforce % Funded	86.3%	89.8%	78.1%	95.8%
Prince George's County	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>
Budgeted Positions	11.00	11.50	12.50	12.20 †
Funded Workyears	10.50	11.50	11.65	11.65
Workforce % Funded	95.5%	100.0%	93.2%	95.5%
Workforce RIF (Merit System)			(3.0)	
Workforce RIF (Seasonal/Contract)				
Workforce Retirement Reductions				

Notes:

- ♦ FY 12 "Adopted" reflects non-recommended reductions to reach MCEX target.
- ▲ Repective "County Funding" figures reflect all funding sources, including chargebacks.
- † FY 12 "Budgeted Workforce" reflects 2.75 w/ys abolished following RIF.

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MEMORANDUM

April 27, 2011

TO: Marlene Michaelson
FROM: Jeff Zyontz, Legislative Attorney
SUBJECT: Unfunded economic provision of MNCPPC's collective bargaining agreements

The proposed budget submitted by MNCPPC includes all the funding needed to satisfy the economic provisions of its existing collective bargaining commitments to all represented employees.¹ This is a requirement of Article 28.²

Article 28 includes separate collective bargaining provisions for police officers and non-police officers. The effects of a Council not funding an economic provision of a collective bargaining agreement is addressed differently for police officers and non-police officers. The statements below represent the efforts of Council staff and the M-NCPPC General Counsel to make sense out of Article 28.³

1. All represented employees except police officers – Article 28 §2-112.1

Both the Montgomery County Council and Prince George's County Council must approve funding sufficient to cover the economic provisions of a non-police collective bargaining agreement for those provisions to take effect in any year. If either council declines to approve adequate funding for a specific economic provision, the Commission and the union(s) must "reopen" negotiations pertaining to a specific provision that is not funded by either council. The

¹ The budget submitted by the County Executive did not include the economic provisions of issues "settled" through arbitration.

² Article 28 § 2-112.1(o)(1) and § 5-114.1(f)(5)(ii).

³ Article 28 § 2-112.1;

(o)(2) Unless the Montgomery County and Prince George's County councils approve the Commission's budget so as to approve the terms of the collective bargaining agreement, the Commission and the employee organization, within 5 days after the joint county council meeting, shall reopen the negotiated agreement and bargain with respect to the provisions of the agreement not approved by the county councils.

(p) If a provision in a collective bargaining agreement is ruled invalid or is not funded by Montgomery County or Prince George's County, the remainder of the agreement remains in effect unless reopened under subsection (o)(2) of this section. Article 28 § 5-114.1(f);

(6) If the request for funds necessary to implement the agreement is reduced, modified, or rejected by the governing bodies of Prince George's County and Montgomery County, either party to the agreement, no later than 5 days after final budget action by the governing bodies, shall reopen the negotiated agreement and bargain with respect to the provisions of the agreement not approved by the county councils.

(7) If a provision in a collective bargaining agreement is ruled invalid or is not funded by Montgomery County and Prince George's County, the remainder of the agreement remains in effect unless reopened under paragraph (6) of this subsection.

law is silent on what happens if the reopened negotiations are unsuccessful in this context; but binding interest arbitration is not expressly authorized. The Commission cannot spend funds necessary for a provision of the collective bargaining agreement inconsistent with its budget authorization. Ultimately, the county councils acting jointly retain the authority to approve funding for the economic provisions of a collective bargaining agreement for represented non-police employees.

2. All represented police officers (below the rank of lieutenant) – Article 28 §5-114.1

Either the Montgomery County Council or the Prince George's County Council must approve funding sufficient to cover the economic provisions of the police collective bargaining agreement in order for those provisions to take effect in any year. Only if both councils decline to approve adequate funding, the Commission and the union then must "reopen" negotiations pertaining to a specific provision that is not funded by either council in this manner. The law is silent on what happens if the reopened negotiations are unsuccessful in this context; but binding interest arbitration is not expressly authorized. Ultimately, the county councils acting severally retain the authority to approve funding for the economic provisions of a collective bargaining agreement for represented police officers.