

MEMORANDUM

April 27, 2022

TO: Planning, Housing, and Economic Development (PHED) Committee

FROM: Pamela Dunn, Senior Legislative Analyst
 Jeff Zyontz, Council Senior Fellow

SUBJECT: **Maryland-National Capital Park and Planning Commission (M-NCPPC)
 FY23 Operating Budget**

PURPOSE: Make Committee recommendations for Council Consideration

Expected Participants:

- Casey Anderson, Chair, Montgomery Planning Board
- Gwen Wright, Director, Planning Department
- Mike Riley, Director, Parks Department
- John Kroll, Corporate Budget Director, Central Administrative Services, M-NCPPC
- Nancy Steen, Budget Manager, Parks Department
- Shuchi Vera, Chief, Management Services, Parks Department
- Karen Warnick Chief, Management Services, Planning Department
- Shantee Jackson, Budget Analyst, Office of Management and Budget
- Mary Beck, Manager, Office of Management and Budget

Summary of FY23 Recommended Budget and Key Discussion Issues

M-NCPPC	FY22 Approved	FY23 CE Recommended	Change from FY22 Approved
Administrative Fund			
Operating	\$34,052,336	\$36,265,738	6.5%
	191.10 FTEs	190.48 FTEs	(0.3%)
Park Fund			
Operating	\$116,029,055	\$124,031,440	6.9%
	772.60 FTEs	785.00 FTEs	1.6%
Debt Service/ Other	\$19,960,707	\$20,363,468	2.0%
Total Expenditures	\$170,042,098	\$180,660,646	6.2%
FTEs	1,123.25	1,134.38	1.0%

Council staff notes the additional key issues/recommendations for the Committee review:

- The County Executive recommends an FY23 tax-supported appropriation, excluding debt service, of \$153,095,170. This represents an increase of \$9,343,837 or 6.5 percent over the FY22 Approved Operating Budget.
- The County Executive also supports the requested transfer of \$500,000 from the tax-supported Administration Fund to the non-tax supported Special Revenue Fund.
- The County Executive concurs with the M-NCPPC request for funding of the Advance Land Acquisition Debt Service Fund, the Enterprise Fund, the Property Management Fund, the Special Revenue Fund, and the Grant Fund.

OTHER ISSUES

Bi-County Approval - The Montgomery County and Prince George's County Councils must agree on any change to the CAS budget, or the Commission's budget will stand as submitted. Typically, compensation is a significant part of the discussion, and it is not yet clear whether the counties will agree on the proposed funding for compensation adjustments. The bi-county meeting will occur on May 12th before the Council has completed its review of other departments and agency budgets; it is not possible to consider any reductions or additions to the CAS portion of the M-NCPPC budget after May 12th.

A copy of the M-NCPPC Proposed FY23 Annual Budget can be found at the following link:
<https://www.mncppc.org/ArchiveCenter/ViewFile/Item/723>.

This report contains:

	<u>© Pages</u>
Planning Board Chair's Transmittal Letter	1-10
Relevant pages CE's Recommended FY23 Operating Budget	11-18
M-NCPPC responses to Council Staff questions on the budget	19-44
How the M-NCPPC budget promotes racial equity and social justice	45-48
Planning Department proposed FY23 work program	49
Professional Services Funding FY17-FY22	50-51
Schedule A page 112	52
Memo Staff transfer	53-56

Alternative format requests for people with disabilities. If you need assistance accessing this report you may [submit alternative format requests](#) to the ADA Compliance Manager. The ADA Compliance Manager can also be reached at 240-777-6197 (TTY 240-777-6196) or at adacompliance@montgomerycountymd.gov

This memorandum provides an overview of the Maryland-National Capital Park and Planning Commission (M-NCPPC) FY23 Operating Budget and addresses all aspects of the M-NCPPC budget.

All page references are to the M-NCPPC Fiscal Year 2023 Proposed Annual Budget. The Planning Board Chair's transmittal letter is on ©1-10. Relevant pages from the County Executive's Recommended FY23 Operating Budget are attached on ©11-18. M-NCPPC responses to Council Staff questions on the budget are attached on ©19-44.

OVERVIEW OF M-NCPPC BUDGET

The budget for the Maryland-National Capital Park and Planning Commission includes tax supported funds, self-supporting funds, debt service, and reserves. The tax-supported funds-the Administration Fund and the Park Fund-represent the lion's share of the operating budget and of this packet. The Commission's total FY23 budget request is \$182.9 million, which includes Enterprise operations, Property Management, Debt Service, and Special Revenue Funds. The appropriation required to support the operating budget is \$196.2 million¹.

In FY23, the proposed tax-supported operating budget, including debt service, is **\$162.7 million**. This represents an **increase of \$12.4 million (or 8.3%)** over the adopted FY22 tax-supported budget. The Executive has recommended a smaller increase for FY23. For the Administration Fund, the Executive's recommended budget is \$1,045,263 below the Commission's request. For the Park Fund, his recommended budget is \$1,188,127 below the Commission's request. Non-tax supported operating budget items total \$20.4 million, up \$402,761 (2.0%) over FY22.

The table below summarizes the Commission's operating budget appropriation request (by fund or fund type) compared to the adopted FY22 budget.

¹ The appropriation differs from the tax-supported budget due to the Internal Service Funds: Risk Management Fund, Capital Equipment Fund, CIO- IT Initiatives, and Wheaton Headquarters Building.

M-NCPPC BUDGET REQUEST

		FY22 Adopted	FY23 Request	Change
I.	<u>Administration Fund</u>	\$34,052,336	\$37,311,001	\$3,258,665
	Commissioner's Office	\$1,162,945	\$1,144,059	(\$18,886)
	Planning Department	\$21,534,631	\$22,739,084	\$1,204,453
	Central Administrative Services	\$9,228,332	\$9,793,084	\$564,752
	Non-Departmental	\$2,126,428	\$3,634,774	\$1,508,346
II.	<u>Park Fund</u>	\$116,029,055	\$125,219,567	\$111,385,064
	Park Operations	\$102,792,194	\$107,747,876	\$4,955,682
	Non-Departmental	\$6,906,803	\$10,269,683	\$3,362,880
	Debt Service	\$6,330,058	\$7,202,008	\$871,950
III.	<u>Grants</u>	\$550,000	\$550,000	\$0
	Admin Fund Future Grants	\$150,000	\$150,000	\$0
	Park Fund Future grants	\$400,000	\$400,000	\$0
IV.	<u>Self-Supporting Funds</u>	\$12,223,538	\$12,350,878	\$127,340
	Enterprise Fund	\$10,565,938	\$10,613,078	\$47,140
	Property Management	\$1,657,600	\$1,737,800	\$80,200
V.	<u>Advance Land Acquisition Fund</u>	\$135,050	\$132,550	(\$2,500)
	Debt Service	\$135,050	\$132,550	(\$2,500)
VI.	<u>Internal Service Funds</u>	\$11,837,409	\$13,298,048	\$1,460,639
	Risk Management Fund	\$3,503,512	\$3,433,966	(\$69,546)
	Capital Equipment Fund	\$3,059,286	\$3,813,114	\$753,828
	CIO-	\$2,372,016	\$2,467,564	\$95,548
	IT Initiatives		\$646,301	\$646,301
	Wheaton Headquarters Building	\$2,902,595	\$2,937,103	\$34,508
VII.	<u>Special Revenue Funds</u>	\$7,052,119	\$7,330,040	\$277,921
	Pack Activities	\$3,098,536	\$3,177,489	\$78,953
	Planning Activities	\$3,953,583	\$4,152,551	\$198,968
	<i>Total Appropriation Request</i>	\$181,879,507	\$196,192,084	\$14,312,577

SPENDING AFFORDABILITY GUIDELINES

The County's Charter and Code establish a Spending Affordability process that is tied to the approval of the Aggregate Operating Budget. The Aggregate Operating Budget (AOB) excludes enterprise funds, the Washington Suburban Sanitary Commission, tuition and tuition-related charges, and specific grants. For the purposes of the AOB resolution and the related Spending Affordability process, debt service and retiree health pre-funding are accounted for separately from the agency budgets. This can create confusion when comparing the Commission's budget, the Executive's recommended budget, the Council's Spending Affordability Guidelines (SAG), and the annual AOB resolution of approval.

For the upcoming budget year, the Council approved FY23 Spending Affordability Guidelines for M-NCPPC of \$146.2 million, up from \$132.5 million (excluding debt service and retiree health care prefunding) in the approved FY22 Aggregate Operating Budget. The Commission request is about \$151.6 million for SAG/AOB purposes, or about \$5.3 million more than the SAG target amount. The Executive's recommended AOB for the agency is about \$149.4 million. The Spending Affordability Guidelines that the Council adopts in February does not place a limit on the amount that the Council can approve in May, but rather creates procedural requirements for agencies that submit budgets exceeding the approved SAG amount.

M-NCPPC SUMMARY OF TAX SUPPORTED FUNDS COUNTED FOR SAG			
(\$ in millions)			
	FY22 Adopted	FY23 Request	CE Recommended
Admin Fund	34,052,336	37,311,001	36,265,738
Park Fund	116,029,055	125,219,567	124,031,440
Debt Service	(6,330,058)	(7,202,008)	(7,202,008)
OPEB Pre-funding -Admin	(580,706)	(799,026)	(799,026)
OPEB Pre-funding -Park	(2,087,103)	(2,885,182)	(2,885,182)
Total	141,083,524	151,644,362	149,410,962

COMPENSATION

The “compensation marker” represents the largest personnel cost increase, followed by the increased cost for pensions. **The FY23 budget as submitted by M-NCPPC includes an increase for its compensation marker of \$3.9 million; the specific amount and form will be determined after union negotiations are complete.**

In addition to the “compensation marker”, other major personnel costs include an increase (+\$1,009,381) in OPEB Pay-as-you-go and prefunding, a decrease (-\$252,060) in pension costs, a decrease (-\$28,127) in health insurance costs, an increase (+\$768,767) in the reclassification marker and a decrease (-\$9,339) in the minimum wage marker. **Total compensation changes in the FY23 M-NCPPC proposed budget equal \$5.4 million.**

MAJOR CHANGES IN FY23 BUDGET

Significant FY23 changes to the M-NCPPC budget are described in the Chair's cover letter (©1-10). Changes in compensation are summarized above. Non-compensation cost changes include an increase in debt service (+\$871,950), an increase to Parks-National Pollution Discharge Elimination System (+\$231,941), assorted operating budget impacts (OBI) of capital projects (+\$102,849), new initiatives under the subtitle "investment in critical needs" (+\$2,516,610), operating budget major known commitments (+\$3,721,416), and one-time reductions of (-\$404,600). **Total non-compensation changes as compared to the FY22 budget are \$6.8 million or 4.5 percent.**

M-NCPPC PARK FUND

The Montgomery County Parks system includes 421 parks² with more than 37,100 acres of owned or managed land. M-NCPPC has requested **FY23 tax-supported funding of \$118,017,559**, excluding grants, debt service, and reserves. This represents a \$8.3 million or 7.5 percent increase over the FY22 approved budget. **The Executive recommends a 6.5 percent increase over the FY22 M-NCPPC approved budget.**

PARK FUND BUDGET HIGHLIGHTS (Millions)	
FY22 Approved Budget	\$109.7
FY23 Budget Request	\$118.0
FY23 Executive Recommendation	\$116.8
Difference between FY22 Approved and FY23 Request	\$8.3
Difference between FY22 Request and FY23 CE Recommendation	\$1.19

There are funds within M-NCPPC's requested budget that are more difficult to reduce than other funds. The Park's Department assumes that the Executive's recommendation will mean a \$1.7 million reduction from the requested Parks Department budget.

CHANGES FROM FY22 TO FY23

Page 200 of the M-NCPPC proposed budget summarizes the increases proposed for FY23. Unlike other charts, this page includes debt service and Park Police.

Compensation Adjustments (salary, benefits)	\$4,667,726
Known Operating Commitments	\$1,418,206
Program Enhancements	\$1,204,223
NPDES (Water Quality Protection Fund)	\$231,941
Debt Service on General Obligation Bonds	\$871,950
OPEB (Other Post-Employment Benefits) - PAYGO and Pre-funding	\$796,466
TOTAL INCREASES	\$9,190,512

² The Department reported the existence of 424 parks in FY22. Since that report, 4 parks were removed from the inventory: Royce Hanson Urban Park, Montgomery Regional Office, Veteran's Urban Park, and Parkside Headquarters. One new park, Upper Hawlings River Stream Valley, was added to the park inventory.

Compensation Adjustments – 51% of the requested FY22 to FY23 increase

Compensation for all agencies was considered by the Council on April 26 with the Council unanimously supporting collective bargaining agreements for county employees, including raises for first responders and general employees. **Net compensation adjustments for the Park Fund total \$4,667,725. This is a major increase over FY22.**

Known Operating Commitments – 15% of the requested FY22 to FY23 increase

Known Operating Commitments include cost increases such as contractual obligations, information technology software maintenance agreements, utility and telecommunications increases, and inflationary increases. For FY23, the requested increase includes \$467,803 in contractual obligations for known increases based on the Consumer Price Index (CPI), \$15,723 for decreases in telecommunication costs and utilities, as well as \$273,939 for inflationary increases for supplies and materials. **The largest increase in Known Operating Commitments is for the Capital Equipment Internal Service Fund equaling \$685,300.** Costs for CAS charges and chargebacks, and chargebacks to other funds are increasing by \$175,538. The Park Fund transfer to the Risk Management Internal Service Fund is decreasing by \$271,500 (it includes the elimination of one-time funding from FY22). As noted above, the total request for Known Operating Commitments is \$1,418,206.

Program Enhancements – 13% of the requested FY22 to FY23 increase

The FY23 proposed budget includes **\$1,204,223** to address what the Department has identified as deficiencies in the work program, as well as emerging trends aimed at meeting the needs of the future. Included in the funding are several additional positions. For more details on the nature of each position, see page 202 in the budget.

Also included is funding for mechanical system upgrades and retrofits, funding for court maintenance to extend the overall life of tennis and basketball courts, and funding for supplies and materials. For more details on the nature of the increased funding for other services and supplies, see pages 201-202 in the budget.

Operating Budget Impact of New Parks – 9% of the requested FY22 to FY23 increase

Operating Budget Impacts (OBI) are the costs associated with operating, maintaining, and policing new and expanded parks. This expense is recognized and approved as part of the Capital Improvements Program (CIP) when projects are submitted through the CIP budget process. **In FY23, the Department of Parks is requesting \$796,466 to cover OBI, \$198,996 more than in FY22. It includes one new career position in the Southern Parks Division.** It also includes OBI costs associated with the National Pollution Discharge Elimination System (NPDES), covered below.

NPDES Mandate – 2% of the requested FY22 to FY23 increase

For FY23, the Department of Parks is requesting an increase of **\$231,941** to its funding for National Pollution Discharge Elimination System (NPDES), **bringing the total funding to \$3,897,355 for NPDES activities.** Parks' funding request includes \$99,888 for an additional full-time career position for the Native Plant Program. In addition, OBI cost of \$96,147 for one full-time and 0.6 seasonal WYs is included for bio-retention and other stormwater amenities added at Black Hill Regional Park Picnic Area, Colesville Local Par, Dale Drive Neighborhood Park, Glenmont Greenway Urban Park, Hillwood

Manor Neighborhood Park, Maplewood-Alta Vista Local Park, Nolte Local Park, Rock Creek Regional Park, and Sundown Road Local Park.

Debt Service on General Obligation Bonds - 10 % of the requested FY22 to FY23 increase

Debt Service will cost \$7,202,008 in FY23 as compared to \$6,330,058 in FY22, **resulting in a net increase of \$871,950**, see page 264 in the budget. This includes an intergovernmental transfer of \$200,000 from the County’s Water Quality Protection Fund to support the debt service payment amount.

Staffing

	FY22 Adopted		FY23 Proposed		Change from		Total Compensation \$ of FY23 Proposed New Positions
	POS	WYS	POS	WYS	POS	WYS	
TOTAL PARK FUND POSITIONS/WORKYEARS							
Full-Time Career	777.00	777.00	791.00	791.00	14.00	14.00	1,304,219
Part-Time Career	1.00	0.90	2.00	1.40	1.00	0.50	28,468
Career Total	778.00	777.90	793.00	792.40	15.00	14.50	
Term Contract	7.00	6.80	7.00	6.80	-	-	
Seasonal/Intermittent		79.40		82.00	-	2.60	
Chargebacks		(35.70)		(41.10)	-	(5.40)	(503,919)
Less Lapse		(61.60)		(60.90)	-	0.70	
Grand Total Park Fund	785.00	766.80	800.00	779.20	15.00	12.40	828,768

*Note - Compensation cost for new PT position for HFEE is offset by non-personal reductions - net cost to budget is zero.

Position Changes by Category - FY22 to FY23

	PP	SP	PP&S	HFEE	PACP	PDD	Total
OBI		1.0					1.0
Position Changes/Transfers/Chargebacks		1.0	2.0	4.0	(4.0)	2.0	5.0
WQPF		1.0		1.0			2.0
Program Enhancements	4.0		1.0	2.0			7.0
TOTAL	4.0	2.0	3.0	7.0	(4.0)	2.0	15.0

Key: PP- Park Police; SP- Southern Parks; PP&S - Park Planning & Stewardship; HFEE - Horticulture, Forestry & Environmental Education; PACP - Public Affairs & Community Partnership; PDD - Park Development



In total, 15 new positions (including 4 full-time career Park Police and one part-time career position) and 12.4 work years are included in the FY23 proposed budget. A complete table indicating how current and proposed positions will be deployed may be found in responses to staff questions (©19-44).

In addition, on April 11, the Park Budget Manager sent a memorandum to Council staff, via the Director of Parks, regarding the recommended transfer of four position from the Enterprise Division to the Information Technology & Innovation Division. The changes have no budgetary impact. What is now a cost for personnel in the Enterprise Division would become a charge-back cost; what is a chargeback to Enterprise in the ITI budget now becomes a personnel cost. The change would allow for more appropriate management of staff given their duties. A copy of the memorandum is attached on ©53-56.

Salary Lapse

The Department in maintaining the same lapse rate (7.5%) as in the FY22 approved budget. The Department states that “this exceeds our normal attrition rate of 5-7% and requires us to hold positions vacant”, see page 202 in the budget.

The number of vacancies in the Department indicate that they are experiencing a much higher lapse than budgeted. According to the Department’s quarterly vacancy reports, the lowest percentage of vacant positions since January 2019 was 9.7 percent. The highest vacancy rate was over 18 percent, reported in December of 2021.

In response to questions on this issue, the Department reports that prior employee vacancy numbers were influenced by hiring problems related to COVID-19 and a selective hiring freeze (not reported to the Council as frozen in quarterly reports). As of mid-March, the Department reported 157 vacancies, a vacancy rate of more than 20 percent.

The Department provides a detail description of their current hiring efforts in response to the staff question (© 19-44). The Department did not recommend any changes to the assumed lapse.

FEE INCREASES

The proposed budget reflects fee increases approved by the Planning Board some of which have not yet gone into effect. Both general park permits and Enterprise use fees will be increased³. Details on those fee increases are provided by the Department in response to staff questions (©19-44). The Enterprise Fund section in this memorandum also deals with fee increases.

COSTS BY DIVISION

The Parks Department presents its budget by division. Several years ago, the budget was provided in a program-based format. The Department indicated they would consider returning to a program-based budget once the Enterprise Resource Planning (ERP) system is operational and can provide a full year of data under the new system. Implementation of the ERP system is underway.

Once complete and producing reliable information, moving to a program-based budget format should be revisited, as changes to the current budget presented by division are difficult to evaluate in terms of impact to program delivery.

³ The memos detailing these changes can be viewed on the Planning Board website at:
https://montgomeryplanningboard.org/wp-content/uploads/2021/11/revised_Fee-Increase-Memo-Permits.PACP-12.9.21-Meeting-signed.pdf

https://montgomeryplanningboard.org/wp-content/uploads/2021/11/item_3_Montgomery-Parks-FY22-and-FY23-Fee-Increase-Memo-draft-introduction-FINAL-11.23.2021_Enterprise-and-HFEE-signed.pdf

REDUCTIONS TO MEET THE EXECUTIVE-RECOMMENDED FUNDING LEVEL

To meet the Executive-recommended funding level, the Department’s allocated⁴ reduction for the Park Fund is \$1,723,089. The Department has identified reductions grouped in three tiers. In addition, the Department conducted a thorough review of their proposed budget and have identified certain items that can be deferred or prepaid using FY22 funds. Detail on proposed reductions and non-recommended reductions is provided in the chart below.

Tier	Non-Recommended Reductions – TIER 1	Funding	Position	WY
1-1	Athletic Fields Nutrient Management – funding to improve the quality of athletic fields through increased aerification, seeding, and fertilization. Using soil sample technology, staff apply nutrients to improve sustainability, accessibility, and safety resulting in fewer field closures and improved pest management. This funding will cover the most nutrient deficient fields with the goal of at least two applications (two out of the needed four applications) per year on approximately half (about 150 out of 314) of the park athletic fields throughout the County.	\$100,000	0.0	0.0
1-2	Infrastructure – funding for maintenance of existing park amenities and infrastructure. Increased funding will expand efforts for proactive maintenance and reduce reactive and costly emergency repairs resulting in long-term sustainability of park amenities and facilities. Projects will be prioritized based on facility condition and equity focus areas. The current major maintenance backlog of unfunded projects includes six water line replacements and four sewer line replacements along with a backlog of 47 courts in immediate need of renovation to extend court life.	\$100,000	0.0	0.0
1-3	Hard Surface Trails – funding will be used to purchase signs, mile markers, and non-slip paint for coating and coloring bridge surfaces. Initial priority will be to add the non-slip coating in different colors on bridges to improve trail orientation and coordination with first responders. The non-slip coating for bridges also improves safety by improving surface conditions to reduce tripping.	\$50,000	0.0	0.0
Sub-Total Priority for Restoration by PHED Committee		\$250,000	0.0	0.0

Budget Reductions Submitted by Parks to Meet the FY23 CE Recommended Budget	
Add salary lapse for three months for new positions approved in the FY23 requested budget	\$158,309
Debt Service for CIP – reduction based on deferring the timing of bond sale	\$600,000
Debt Service on Capital Equipment Internal Service Fund (ISF) – prepay a portion of the cost using FY22 funding	\$685,300
Reduce funding for inflationary increases for supplies that were purchased using FY22 funding	\$29,480
Sub-Total Parks Proposed Budget Reductions	\$1,473,089
Grand Total Reductions and Non-Recommended Reductions	\$1,723,089

⁴ The Commission prorates the total budget reduction recommended by the County Executive across Central Administrative Services (\$146,226), Parks (\$1,723,089) and the Planning Department (\$364,075).

Except for the use of FY22 funds to pre-pay debt service and the advanced purchasing of supplies, the proposed budget reductions are one-time cost savings. Any newly authorized staff and debt service from the deferred bond sale would still need to be paid in succeeding years.

The three Tier 1 “non-recommended” reductions are components of the proposed FY23 program enhancements. They represent one-time funding for discrete activities related to ballfields, trails, and park amenities and infrastructure. Other program enhancements include new staff positions which are not recommended for reduction. If the Committee restores the proposed Tier 1 reductions listed above, it will not obligate future operating budget expenditures.

FUNDS: PROPERTY MANAGEMENT, ENTERPRISE, AND ALARF

Property Management Fund

The Property Management Fund provides for the oversight, management, maintenance, administration, and leasing of parkland and facilities located on parkland (fiscal summary on page 42, discussion on pages 262-263). In FY23, revenue is proposed to increase by \$80,200 due to an increase in rental revenue. In FY22, the Property Management portfolio experienced requests from tenants for rent forbearance due to the prolonged shutdown caused by COVID-19. While revenue experienced losses from abatement approvals, other unplanned revenue backfilled some of this loss. Personnel costs will increase by \$9,408 due to compensation increases. And Other Services and Charges are expected to increase by \$73,592 due to miscellaneous service costs such as utility costs, and building maintenance and repairs.

The funding request is as follows:

FY22 and FY23 PROPERTY MANAGEMENT FUND⁵			
FY22 Adopted Budgeted	FY23 Request	Change FY22 to FY23	% Change FY22 to FY23
\$1,657,600	\$1,737,800	\$80,200	4.8%
5.80 WY	5.80 WY	(0.0) WY	(0%)

Enterprise Fund

The Enterprise fund accounts for various park facilities and services that are entirely or predominantly supported by user fees (fiscal summary on page 48, discussion on pages 272-274). These facilities include ice rinks, indoor tennis facilities, several event centers, a synthetic turf pavilion, and other park facilities such as miniature trains, boat facilities, campgrounds, mini golf, a driving range, and a carousel.

In FY22 personnel costs for Enterprise fund staff increased by \$120,000 due to the Department’s implementation of a \$15 minimum wage⁶. In FY23, that increase and general wage adjustments are

⁵ Workyears include chargebacks

⁶ Noted in a December 9, 2021 memorandum to the Planning Board justifying increased Enterprise fees.

expected to add \$365,000 in additional expenses⁷. Fee increases were approved by the Planning Board to offset this cost.

Operating profits are reinvested in new and existing Enterprise facilities through the Capital Improvements Program⁸. The FY23 Operating Budget projects overall Fund revenue over expenditures of more than \$1.87 million. Overall, the FY23 proposed budget assumes 3.2 percent lower expenditures on all facilities.

In order to guard against the use of tax supported funds, it is the policy of the Enterprise Fund to retain 10 percent of its operating expenses plus one year of debt service in reserves. The minimum fund reserve required⁹ is \$1,061,308. The proposed budget document does not report the fund reserve¹⁰. As of June 30, 2021, cash (“Equity on Pooled Cash and Investments” reported Schedule A in the Commission’s Annual Comprehensive Finance Report (© 52)) was \$7,922,740¹¹. This is 7.46 times the minimum required by the reserve policy. The FY23 proposed budget estimates an additional \$1.93 million will be in the account by June 30, 2022.

The fee increases allow the for-cash funding of CIP projects instead of debt funding. It charges current users more and future users less¹². Currently, the fund has no debt funding. As it appears the increase in fees was not necessary to cover required reserves, the Committee may or may not question the need for increased fees.

The proposed expenditures for the Enterprise Fund for FY23 are as follows:

⁷ Ibid.

⁸ The Enterprise Fund is responsible for paying for planned CIP projects. The cash balance funds the Department’s daily operational costs and the cost of these major projects. Projects in the pipeline for the Enterprise Fund include:

- Wheaton Sports Pavilion – using \$75k for a feasibility study for this facility on how to best utilize this space – this funding was also reallocated from the FY21 appropriation for the Ridge Road Ice Rink design. An appropriation of \$150k was included in the FY21 budget for the facility design cost for this project. That design project was postponed pending the results from the feasibility study. The design project is now projected to be implemented in FY23. Once the project direction is determined based on the feasibility study and design recommendations, an additional appropriation will need to be added to do the actual facility renovation.
- Carousel replacement – estimated at \$400k – the carousel currently at Wheaton Regional Park will eventually move to Ovid Hazen Wells Recreational Park. As you know, the CIP project for this park has been delayed several times. The carousel replacement was originally planned for FY22 but has now been deferred until FY24.
- Wheaton Ice Arena – refrigeration equipment – the appropriation for the design is planned for the FY25 CIP, with the construction estimated at \$2M to be appropriated in FY26.
- Wheaton Indoor Tennis – appropriation of \$500k in FY25 for replacement of the tennis bubble skin.

⁹ 10% operating expenditures plus debt service of \$0

¹⁰ Staff has been assured that this oversight will be corrected in future budget submissions.

¹¹ There is no line item in Schedule A labeled as fund reserves. Short-term spendable resources is what is most often associated with the terms fund balance or reserves; however, M-NCPPC Staff will determine if cash is the most appropriate indicator of the required fund balance in future reporting.

¹² When fees generate “surplus” cash to pay for future facilities (not usable at the time of payment), fees must be higher than fees that would not accumulate surplus cash. Future users, who get the use of facilities paid in cash, do not have to pay fees that include debt service on bonds because no bonds were needed. The Enterprise Fund currently has no bond funding and therefore no debt serve cost.

FY22 and FY23 ENTERPRISE FUND			
FY22 Adopted Budget	FY23 Request	Change FY22 to FY23	% Change FY22 to FY23
\$10,965,938	\$10,613,078	(\$352,860)	(3.2%)
121.30 WY	121.10 WY	(0.2) WY	(0.2%)

Revenues and Losses by Enterprise Activity

The following chart indicates whether each of the Enterprise Fund activities has generated or is expected to generate a positive return. The net revenues for ice rinks, event centers, indoor tennis and park facilities are calculated based on information on page 273. In FY23, all Enterprise Fund activities are expected to operate with 3.2 percent less expenses than in FY22.

REVENUE IN EXCESS OF EXPENSES – excluding Golf Courses		
	Estimated FY22	Budgeted FY23
Ice Rinks	\$455,334	\$687,704
Indoor Tennis	\$340,195	\$396,599
Event Centers	(\$16,107)	(\$97,538)
Park Facilities	\$705,159	\$843,843
Total	\$1,484,581	\$1,830,608

Golf Courses (pages 274-275)

Golf courses are operated by the Montgomery County Revenue Authority (MCRA). Under the terms of the lease, the MRCA is required to make a percentage rent payment to M-NCPPC when rent revenues generated by the golf courses exceed the lease-stated threshold of \$5.1 million for the three courses (Little Bennett, Northwest, and Needwood). In FY22, the courses exceeded the minimum threshold for the ninth time in thirteen years. The Department estimates that the Revenue Authority will pay \$380,824 in rent in FY22 but is expecting only \$100,000 in FY23.

Ice Rinks (pages 276-278)

In FY22, there is expected to be positive net revenue for the ice rinks of approximately \$455,334. Revenues in FY23 are expected to increase faster than the increase in expected expenditures, thus resulting in an expected revenue surplus of \$687,704.

Indoor Tennis (pages 279-281)

Similar to the Ice Rinks, revenues over expenditures for FY23 for Indoor Tennis are expected to increase by \$56,404 due to a projected increase in interest revenue compared to FY22. The FY22 data estimates a surplus of \$340,195.

Event Centers (pages 282-284)

Revenues for the event centers are expected to increase in FY23 from \$505,731 to \$565,395; however, expenditures are expected to increase from \$521,839 to \$662,933. Net revenue is negative in FY22 (\$16,107) and that deficit is expected to increase in FY23 (\$97,538).

Park Facilities (pages 285-287)

Park facilities are anticipated to generate more than \$843,843 in net revenue (FY23), compared to \$705,159 (FY22). The increase is mainly due to a restoration of events at Brookside Gardens.

Administration (pages 289-290)

The administration of Enterprise operations is funded via chargebacks to the other Enterprise activities. Personnel costs are expected to increase to \$1,956,146 in FY23 from \$1,730,371 in FY22. Of that increase, \$140,294 is the result of increased compensation of current staff. The remaining increase in cost is from the request for one full-time position and one additional work year.

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 314-316). 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 revolving, 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 was ultimately repaid by the state. To provide the appropriation authority, the budget assumes that the entire fund balance will be spent in FY23. Council approval is still required for each ALARF purchase.

Whenever the fund balance drops inappropriately low, M-NCPPC issues new bonds to restore the balance. For FY23 they recommend total expenditures of \$2,193,100 in the debt service fund, an increase of \$67,934 or 3.2 percent, and recommend total expenditures in the Revolving Fund of \$3,735,280 compared to \$10,711,200 in total expenditures in FY22.

ADMINISTRATION FUND

The Administration Fund of M-NCPPC includes the bi-county Central Administrative Services (CAS), the Commissioner’s Office, and the Planning Department. M-NCPPC’s total budget request for the Administration Fund for FY23 is **\$37,311,001**, representing a \$3,258,665 increase of 9.6% over the FY22 adopted budget.

The tax supported budget request for the Administration Fund, which excludes grants (\$150,000) and the transfer to the Development Review Special Fund (\$500,000) is \$37,311,001. **The Executive recommends \$36,265,738** – a difference of \$1,045,263 from the Commission’s request.

Administration Fund			
	FY22 Approved	FY23 Request	Change
Commissioner’s Office	\$1,162,945	\$1,144,059	(\$18,886)
Planning Department	\$21,534,631	\$22,739,084	\$1,204,453
CAS	\$9,228,332	\$9,793,084	\$564,752
Non-Departmental	\$2,126,428	\$3,634,774	\$1,508,346
Total	\$34,052,336	\$37,311,001	\$3,258,665

COMMISSIONER’S OFFICE

The Montgomery County Commissioner’s Office includes the Chair’s Office and the technical writers’ unit. The description of this Office and the requested budget appear on pages 60-62 of the M-NCPPC Budget. For FY23, the Office would include 9.0 funded career positions and 6.50 funded workyears. The requested budget for FY23 is \$1,144,059. This is a \$18,886 decrease from the FY22 budget due primarily to a shift in personnel from the Commissioner’s Office to Legal.

To meet the Executive’s FY23 Recommended Budget, the allocated amount of reduction to the Commissioner’s Office is \$17,082. To assist the Commissioners’ Office in their reductions, the Planning Department has included \$11,773 in its proposed reductions. To achieve the \$17,082 needed to meet the CE’s Budget, the Commissioner’s Office will reduce its requested increase in Supplies and Materials by \$309 and reduce its requested increase for staff training and conferences by \$5,000.

PLANNING DEPARTMENT

OVERVIEW

The Planning Department is staffed and managed through eight divisions. A summary of the FY22 adopted and FY23 requested budgets for those divisions is below.

Planning Department			
	FY22 Adopted	FY23 Request	% Change
Director’s Office	\$1,541,387	\$1,526,362	-1.0%
Management Services	\$1,149,207	\$1,160,147	1.0%
Communications Division	\$1,590,002	\$1,666,049	4.8%
IT and Innovation	\$3,835,767	\$4,046,478	5.5%
Research/Strategic Projects	\$1,060,712	\$1,264,733	19.2%
Countywide Planning and Policy	\$3,111,219	\$3,250,296	4.5%
Downcounty Planning	\$1,492,597	\$1,718,568	15.1%
Mid-County Planning	\$2,038,248	\$2,190,794	7.5%
Upcounty Planning	\$1,928,453	\$2,166,337	12.3%
Intake and Applications Regulatory Coordination	\$1,233,695	\$1,084,282	-12.1%
Support Services	\$2,553,344	\$2,665,038	4.4%
Grants	\$150,000	\$150,000	0.0%
Total	\$21,684,631	\$22,889,084	5.6%

WORKYEARS (WYs)

For the Planning Department, M-NCPPC has proposed 151.0 positions and 149.6 workyears (before lapse and chargebacks) for FY23. The number of positions remains unchanged from FY22 to FY23, and

similar to FY22, the FY23 budget included one unfunded career position. After chargebacks of -22.0 WYs and lapse of -6.73, the grand total for the Planning Department is 120.87 WYs, almost identical to FY22 WYs of 120.98.

The Planning Department’s work program is organized into four programs: (1) Master Planning; (2) Regulatory Planning; (3) Information Resources; and (4) Management and Administration. The table below shows the number of workyears associated with each component of the work program.

Workyears (by program area, net of lapse)		
	FY22 Adopted	FY23 Request
Master Planning – (planning, public policy coordination, and research)	54.20	52.51
Regulatory Planning – (intake and land use regulations and policies)	42.01	43.68
Information Resources – (information technology and communications)	13.64	13.38
Management and Administration – (governance/agency support)	33.13	33.30
Total	142.98	142.87

There are no proposed changes in staffing for FY23.

WORK PROGRAM

Pages 139-140 in the Commission’s budget provide summary information about the FY23 personnel compliment as well as personnel and operating costs on a program basis. Staff’s analysis of the work program and associated budget issues is structured around the master plan schedule, new initiatives, and the professional services budget.

MASTER PLAN SCHEDULE

The Council began discussing potential changes/additions to the work program during the Semi-Annual presentation by the Planning Board on April 5th but did not make any decisions at that time and agreed that the PHED Committee should continue the discussion (see page 138 in the budget or ©49).

Below are the Planning Board’s FY23 proposed additions to the Planning Department’s work program.

Master Plan Work Program Initiatives Proposed by the Planning Board
Friendship Heights Urban Design Study/Sector Plan
Other Planning Initiatives and Studies proposed by the Board
Countywide Transportation Data Asset Management Strategy
Parking Lot Design Study
Comprehensive Study of Redevelopment Tools
Update Incentive Density Implementation Guidelines – CR & Employment Zones

A quick note, in the FY23 Proposed Budget the delivery date for the Friendship Heights Plan is December 2023. In the work program chart updated in the Spring Semi-Annual Report, the delivery date is March 2024 and the work program item is no longer shown as a sector plan as it is shown without a public hearing and without an SMA.

For context, below are master plans in the current work program scheduled to be delivered to the Council in the next couple of years.

Master Plans to be Delivered to Council		Month
2022		
Rustic Roads Functional Master Plan Update		November
Edward U. Taylor Historic Site, Amendment to the Master Plan for Historic Preservation		November
Takoma Park Minor Master Plan Amendment		December
2023		
Fairland and Briggs Chaney Master Plan		April
Pedestrian Master Plan		May
Great Seneca Science Corridor Plan Amendment/ Phase 2		August
2024		
University Boulevard Corridor Plan		April
Clarksburg Master Plan Amendment		May

Below is the list of initiatives and studies Planning included in their work program chart presented at the April 5 Semi-Annual.

Planning Initiatives & Studies Proposed for Delivery to Council¹³		Month
2022		
Predictive Safety Analysis		July
Access Management Study		July
Equity Opportunity Index		August
Wheaton Downtown Study		September
Redlining/Segregation Mapping Tool		November
Attainable Housing Strategies Initiative		December
2023		
Innovative Housing Toolkit		May
Countywide Transportation Data Asset Management Strategy		June
Comprehensive Study of Redevelopment Tools		September
Parking Lot Design Study		October
Update Incentive Density Implementation Guidelines – CR & Employment Zones		December

INITIATIVES AND PROFESSIONAL SERVICES

The Planning Department has asked for several new initiatives described below. A more detailed justification for the initiatives is presented on pages 128-133 of the budget book.

¹³ Several of the delivery dates for Initiatives and Studies have been updated in the Spring Semi-Annual Report.

New Initiatives in FY23 – One-time¹⁴

1. Fairland/Briggs Chaney Master Plan Support – (\$25,000)
The Fairland and Briggs Chaney Master Plan Amendment is an on-going project. In FY21, \$50,000 was approved for initial consulting services to support design, circulation, and environmental studies in the vicinity of the existing center. In FY22, \$75,000 was approved for translation services, community engagement assistance, and transportation analysis. In FY23, an additional \$25,000 is requested for translation services, a Vision Zero/placemaking study, and a retail and employment market analysis.
2. Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2 Support – (\$100,000)
This is a comprehensive amendment to the 2010 Great Seneca Science Corridor Master Plan to address departures and barriers from the 2010 Plan’s vision identified through the 2021 Great Seneca Science Corridor Minor Master Plan Amendment (Phases1), as well as changes to or potential elimination of staging requirements.
3. Friendship Heights Urban Design Study/Sector Plan Support – (\$100,000)
New one-time consulting funding for the Friendship Heights Sector Plan will help meet the unique outreach needs of this small, high-density multi-jurisdictional community and perform essential Vision Zero analyses.
4. University Boulevard Corridor Plan Support – (\$100,000)
The plan seeks to reimagine busy University Boulevard as an integral component of the surrounding neighborhoods by improving safety, connectivity and livability between Langley and Wheaton. The plan builds upon the major themes of Thrive Montgomery 2050 by analyzing the potential for attainable and affordable housing, neighborhood-serving uses and placemaking opportunities along the corridor. It also advances Vision Zero through short-term and long-term strategies to improve safety for everyone, whether they travel by foot, bicycle, transit, or car.
5. Clarksburg Master Plan Amendment Support – (\$100,000)
This amendment will look at predominantly undeveloped portions of the Clarksburg employment area on the east side of I-270, from the bottom of the study area north to just north of Shawnee Ln. This area has largely remained unchanged since the original plan was published in 1994 because of a lack of employment demand and inadequate transportation options. The Amendment will evaluate land use, zoning, transportation, and environmental recommendations for the study area to determine if a new mix of land uses and zoning would be more appropriate for this area.
6. Silver Spring Communities Plan Support – (\$100,000)
The Silver Spring Communities Master Plan will update and replace both the 2000 North and West Silver Spring Master Plan and the 2000 East Silver Spring Master Plan. Over the last 20 years, sector plans for Forest Glen-Montgomery Hills, Long Branch, Lyttonsville, Takoma-Langley, and the Silver Spring Downtown and Adjacent Communities have together significantly reshaped the larger Silver Spring community addressed by these original plans. This update will revisit this larger community.

¹⁴ Each new master plan-related initiative (#1-6) includes a \$5,000 request for translation services. The Planning Department will consolidate these budget requests in Support Services to streamline the procurement process and have one department wide contract for translation services that can be used for the plans as needed.

7. Update Incentive Density Implementation Guidelines – (\$50,000)
The guidelines for Commercial/Residential and Employment Zones are intended to ensure a high quality of design under the optional method of development. They enlist eligible categories for public benefits, describe expectations and outline formulas for calculating public benefit points for each category. Given changes in market preference towards walkable places near transit, lower demand for retail and commercial space, new building code and environmental performance requirements and evolving best practices in urban design and architecture, many of these categories need to be updated.
8. Comprehensive Study of Redevelopment Tools – (\$125,000)
This project would look comprehensively at local, state, and federal tools and resources available to advance redevelopment. It would start by cataloging the challenges to redevelopment in different parts of the county and cataloging property types appropriate for infill/redevelopment. The project would inventory the local and state tools used in the past, building on the 2018 Reinvest Maryland Toolkit compiled by the State. It would consider the successes and failures of redevelopment efforts and tools used in the past, such as the revitalization of Downtown Silver Spring. Additionally, the project would look for national precedents to identify new or modified tools that could enhance redevelopment efforts in Montgomery County.
9. Countywide Transportation Data Asset Management Strategy – (\$65,000)
This project would be the first step in developing a collaborative data asset management strategy to facilitate the flow of transportation asset information from MCDOT and MD SHA to the Planning Department. Planning’s Bicycle Level of Traffic Stress and Pedestrian Level of Comfort networks, which are now integrated in the development review process, are extremely reliant on accurate transportation asset information from across the county. Predictive safety performance functions currently under development as part of the Department’s Vision Zero Workplan depend on these data as well.
10. Parking Lot Design Study – (\$60,000)
This study would update parking lot design standards to ensure new or rebuilt lots prioritize safety and provide convenient, accessible parking for people with disabilities, bikes, and micro-mobility. This study is called for in Vision Zero Action Plan (Action T-9: Parking Lot Design and Construction). The scope of the study, which would use consultant services as well as in-house staff work, would include: 1) evaluating existing best practices, 2) evaluating Montgomery County practices, 3) proposing changes to policies/regulations/code, and 4) providing design options for parking lots.

New Initiatives in FY23 – On-Going

11. Immutable Cloud Storage for IT Disaster Recovery – (\$75,000)
There have been several high-profile Ransomware attacks recently including Colonial Pipeline, Baltimore City, JBS Foods, and Kaseya (1500 companies affected). The best practices for protecting backups is to follow the 3-2-1 rule. Keep 3 copies of your data (production and at least two backups), have 2 storage mediums, and keep 1 copy off-site (cloud or tape). This funding is for Phase I of III to store the off-site copy in cloud storage and take advantage of immutability. Immutability protects against Ransomware by marking backup files as read only until a time

stamp expires (example 90 days). The total cost is \$150,000 and will be split 50/50 between Parks and Planning.

12. Network Analytics and Orchestration – (\$37,500)

Like the previous initiative, moving into network analytics and orchestration will improve our ability to configure, deploy, and maintain our assets. This funding will procure a Cisco Digital Network Architecture (DNA) Center to provide centralized command-and-control in automating the configuration, deployment, and asset management for our Cisco network devices. The total cost is \$75,000 and will be split 50/50 between Parks and Planning.

Page 136 of the Budget lists the professional services, which are proposed to **increase by 153 percent from \$483,300 in FY22 to \$1,223,300 in FY23 (a \$740,000 increase)**. The following are additional professional service efforts previously approved by the Council as on-going or periodic endeavors: \$30,000 for Special Council Projects, \$83,300 for Placemaking, \$20,000 for Historic Preservation Master Plan Updates, \$125,000 for Growth & Infrastructure Policy Updates, and \$125,000 for GIS Map Update.

REDUCTIONS TO MEET THE EXECUTIVE-RECOMMENDED FUNDING LEVEL

The Planning Department must reduce its proposed FY23 Budget by \$358,766¹⁵ to meet the Executive’s Recommended Budget. Like the Parks Department, the Planning Department conducted a thorough review of their proposed budget and have identified savings in FY22 that can be used to cover certain costs originally planned for FY23.

Reductions/Savings Proposed to Meet the CE Recommended Budget	Funding
Growth and Infrastructure Policy Update – Funded \$50,000 of the \$125,000 requested using FY22 savings, \$75,000 remains in the FY23 budget.	\$50,000
Commission-wide IT initiative – ERP upgrade – Funded using FY22 savings.	\$45,220
Commuter Subsidy for Wheaton Headquarters Staff – Reduced based on savings from increased telework.	\$39,296
Sub-Total Offered Reductions (not considered essential/for reconciliation)	\$134,516

After taking into account the offered reductions to meet the Executive’s Recommended Budget, funding for the Planning Department must be further reduced by **\$224,250**. To this end, the Department has identified reductions grouped in two tiers as shown in the table below (for a more detailed description see ©30).

Tier 1 – Planning Department Priority for Restoration		Funding
1-1	Comprehensive Study of Redevelopment Tools – detailed description on pages 131-132 in the proposed budget, and above on page 19.	\$125,000
1-2	Parking Lot Design Study – detailed description on page 132 in the proposed budget and above on page 20.	\$60,000
Sub-Total Tier 1 - Departmental Priority for Reconciliation List		\$185,000

¹⁵ Planning Department’s prorated share of Commission required reductions plus \$11,773 offered to cover a portion of the Commissioner’s Office reduction.

Tier 2 – Planning Department Priority for Restoration		Funding
2-1	Professional Development – management and work-related seminars and trainings.	\$34,523
2-2	2% CPI Increase for Supplies and Materials	\$4,727
	Sub-Total Tier 2 - Departmental Priority for Reconciliation List	\$39,250
Total All Tiers		\$224,250

The Tier 1 items proposed for restoration are for professional services, consultant services performed outside the agency. While not without merit, neither of these professional service contracts are critical to the base budget.¹⁶ **The total Professional Services funding request for FY23 is more than \$1.2 million. Attached on ©50-51 is a table showing Council approved funds for professional services since FY17.**

CENTRAL ADMINISTRATIVE SERVICES

Central Administrative Services (CAS) provides the administrative functions for both the Montgomery and Prince George’s portions of this bi-county agency through three departments: Human Resources and Management (DHRM), Finance, and Legal. Within CAS are the following offices/functions: Office of the Inspector General, Office of the Chief Information Officer (also referred to as Corporate IT), the Merit System Board, and general support services. The FY23 Montgomery County portion of the proposed CAS budget before chargebacks is **\$9,793,084, an increase of \$564,752 or 6.1 percent** over the FY22 adopted budget.

Each year CAS recalculates the allocation of costs between the two counties based on cost drivers and labor distribution. For FY23, the allocation of costs between the two counties is approximately 45 percent Montgomery County and 55 percent Prince George’s County (except for the Merit System Board which is split evenly each year).

The total Montgomery County portion of CAS workyears is proposed to be 63.11 workyears (see page 112 in the Budget), an increase of 2.49 workyears from FY22. Prince George’s County workyears are proposed to increase by 4.52 workyears.

The allocation of Montgomery County costs by Department within CAS after chargebacks is as follows:

Central Administrative Services Budget (after chargebacks)			
	FY22	FY23	Change
DHRM	\$2,578,932	\$2,789,940	\$211,008
Finance	\$2,393,314	\$2,465,034	\$71,720
Legal	\$1,611,525	\$1,648,250	\$36,725
Merit System Board	\$82,274	\$83,888	\$1,614
Inspector General	\$371,243	\$463,981	\$92,738
Corporate IT	\$1,556,708	\$1,651,772	\$95,064
Support Services	\$634,336	\$690,219	\$55,883
Total	\$9,228,332	\$9,793,084	\$564,752

¹⁶ Critical professional services provide direct support for master planning such as traffic modeling and network counts.

The Montgomery County and Prince George’s County Councils must agree on any change to the CAS budget, or the Commission’s budget will stand as submitted. Typically, compensation is a significant part of the discussion, and it is not yet clear whether the counties will agree on the proposed funding for compensation adjustments. The bi-county meeting will occur on May 12th, before the Council has completed its review of other departments and agency budgets; consequently, it is not possible to consider any reductions or additions to the CAS portion of the M-NCPPC budget after May 12th.

CAS must reduce its proposed FY23 Budget by \$313,732¹⁷ (the prorated share of Commission required reductions) to meet the Executive’s FY23 Recommended Budget. Like Parks and Planning, CAS conducted a thorough review of their proposed budget and identified certain items that can be deferred or removed from their FY23 budget request equaling \$99,230¹⁸. To meet the Executive’s Recommended Budget, CAS proposed non-recommended reductions in the amount of \$46,996¹⁹ (see ©38-41). CAS would allocate the non-recommended reductions to DHRM and Merit Board (-\$13,956), Finance (-\$13,319), and Legal (-\$19,721).

All of the items proposed as a non-recommended reduction within the various CAS departments have been categorized as Tier 1 reductions.

Central Administrative Services – Tier 1 Item to Consider for Restoration		
Department/Office	Non-Recommended Reduction	Montgomery Portion
DHRM	Temporary Services – needed to address gaps from unanticipated attrition and extended leave circumstances.	\$10,903
Merit Board	Professional Services – needed to assist the three- member board with increasingly complex appeal matters.	\$3,053
Finance	Staffing – delay hiring of Accountant III for 3 months.	\$13,319
Legal	Staffing – delay hiring Administrative Assistant for 4.5 months.	\$19,721
Total		\$46,996

CAS has offered combined reductions/savings of \$216,753 for Montgomery and Prince George’s County. This is more than **two-thirds** the reductions needed to meet the County Executive’s recommended budget. The other non-recommended, or Tier 1, reductions for Montgomery County include delays in hiring and cuts in professional services that support staffing.

After the agency response to the CE Recommended Budget was transmitted, CAS Staff informed Council Staff of an unanticipated increase in the need for legal assistance/expertise that would be challenging to address without the Tier 1 associated restoration.

SPECIAL REVENUE FUNDS

¹⁷ CAS provided administrative Services to Montgomery and Prince Georges County. The program reductions for Montgomery County need also be approved by Prince Georges County, where the reduction to their portion of the CAS budget would be \$167,506.

¹⁸ For Prince George’s County reductions/savings total \$117,523.

¹⁹ For Prince George’s County the non-recommended reductions would total \$49,983.

“Special Revenue Funds” are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes (see pages 298-313 in the Budget). Programs that appear in the Special Revenue Fund are funded in total or in part by non-tax sources, while Enterprise Fund activities have traditionally been funded entirely (with some limited exceptions) by non-tax sources (fees).

Some Special Revenue Funds use revenues only to the extent they are obtained – for example, the Park Police Federally Forfeited Property Fund does not expend funds in the absence of resources. Other Special Revenue Funds support programs or activities for which there is an ongoing need – for example, the Development Review Special Revenue Fund supports development review activities, and transfers from tax supported funds are sometimes necessary to support ongoing development review activities. The Development Review Special Revenue Fund represents more than half of both revenue and expenditure in the Special Revenue Funds.

The Special Revenue Fund in the FY23 Budget includes the following funds:

- **Traffic Mitigation Program:** This fund supports the regulatory process to ensure compliance with traffic mitigation agreements. Revenues are received from developers on an annual basis.
- **Historic Preservation– County Non-Departmental Account:** In recent years fund has been for grants received related to historic preservation and the sale of historic preservation publications. The proceeds from the sale of publications and the receipt of grants will be tracked through the operating budget without the need for this account. The remaining fund balance will be used to scan Historic Preservation files and the account closed at the end of FY22.
- **Map Sales:** This fund was formerly known as the GIS Data Sales Special Revenue Fund. This fund was created to accumulate the revenue needed to contract for countywide GIS data updates.
- **Environmental/Forest Conservation Penalties:** Monies collected from fines imposed for violation of the County Forest Conservation Law may be spent on authorized forest-related projects and enforcement and administration of the Forest Conservation Program.
- **Development Review Special Review Fund:** Fees associated with the development review process are spent on staff who administer the application and review process. (This fund has been self-sufficient in some years, while requiring significant County subsidies from the Administration Fund in other years.)
- **Forest Conservation:** Fees paid by developers in lieu of planting forests are used by M-NCPPC for forest planting, protection and maintenance.
- **Historic Renovations– Property Management:** Any excess revenues from property management of Commission rental properties are used for work associated with historic park properties.
- **Park Police – Drug Enforcement:** Revenues from the sale of property seized as a result of drug-related crime convictions may be used for the purchase of equipment and other resources to combat drug-related crimes in the parks (state law authorization).
- **Park Police – Federally Forfeited Property:** Revenues from the sale of property seized as a result of drug-related crime convictions may be used for the purchase of equipment and other resources to combat drug-related crimes in the parks (federal law authorization).
- **Interagency Agreements:** Revenues transferred from other agencies, used primarily to fund ballfield maintenance and seasonal policing and to assist with snow removal.

- **Park Cultural Resources:** Revenues and expenditures associated with historical and archeological programs and camps.
- **Special Events:** This fund provides for work done by the Commission on a reimbursement basis for special events in the parks sponsored by outside entities (e.g. the Avon Breast Cancer Walk).
- **Nature Programs and Facilities:** For nature and environmental education programs, projects, and camps at nature facilities.
- **Special Donations and Programs:** This account allows for the expenditure of donations and contributions for specific purposes or projects that are not part of the normal tax-supported programs in the Park Fund (e.g. funds donated to the Parks Foundation).

The total FY23 Special Revenue Fund expects revenues of \$6,107,056, an increase of \$175,263 (3.0%) over the FY22 adopted budget. Total FY23 proposed expenditures equal \$7,330,040, an increase of \$277,921 (3.9%) over FY22. Projected expenditures exceed revenues by \$1,222,984. This shortfall would result in a reduction to the fund balance, bringing it to \$2.5 million.

FY23 projected revenues, expenditures, and fund balances are shown below:

Special Revenue Funds						
	Projected Beginning Fund Balance	Proposed FY23 Revenue	Proposed FY23 Expenditures	Net FY23 Revenue	FY23 General Fund Transfer	Projected Year End Fund Balance
Traffic Mitigation	(\$5,938)	\$11,000	\$5,000	\$6,000	-	\$62
Historic Preservation	\$0	\$0	\$0	\$0	-	\$0
Map Sales	\$0	\$0	\$0	\$0	-	\$0
Environmental/Forest Conservation Penalties	\$87,895	\$30,100	\$60,000	(\$29,900)	-	\$57,995
Development Review	\$2,200,315	\$2,501,700	\$3,517,551	(\$1,015,851)	\$500,000	\$1,684,464
Forest Conservation	\$662,927	\$200,600	\$570,000	(\$369,400)	-	\$293,527
Historic Renovation - Property Management	\$81,301	\$5	\$70,000	(\$69,995)	-	\$11,306
Park Police – Drug Enforcement Fund	\$2,327	\$5	\$2,300	(\$2,295)	-	\$32
Park Police – Federally Forfeited Property	\$50,318	\$28	\$50,345	(\$50,317)	-	\$1
Interagency Agreements	\$284,986	\$2,106,530	\$2,316,437	(\$209,907)	-	\$75,079
Park Cultural Resources	\$46,898	\$155,220	\$160,228	(\$5,008)	-	\$41,890
Special Events	\$13,645	\$143,035	\$131,024	\$12,011	-	\$25,656
Nature Programs and Facilities	\$274,213	\$353,576	\$297,563	\$56,013	-	\$330,226
Special Donations and Programs	\$54,425	\$105,257	\$149,592	(\$44,335)	-	\$10,090

In some cases, the funds show a large expenditure that will use a significant portion of the fund balance to achieve the objectives of the fund. For example, in FY23, M-NCPPC has asked for a **\$500,000 transfer** from the Administration Fund to support the Development Review Special Revenue Fund, which is showing a projected fund balance close to the \$1.7 million. **The Executive supports this request.** This will affect the appropriation amount approved by the Council but does not impact the operating budget.

RACIAL EQUITY AND SOCIAL JUSTICE CONSIDERATIONS

For the FY23 operating budget development process, OMB, working with the Office of Racial Equity and Social Justice (ORESJ), developed and dedicated a section of the program proposal form to addressing racial equity. County Departments were asked to answer a list of specific questions regarding attention to racial equity and social justice considerations in the budget process.

As the Commission is not a county agency, they were not asked to provide a response; however, they did provide comments on how their budgets/work programs promote racial equity and social justice (see ©45-48).



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

January 15, 2022

The Honorable Marc Elrich
Montgomery County Executive
Executive Office Building
101 Monroe Street
Rockville, MD 20850

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

Dear Mr. Elrich and Mr. Albornoz:

Pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland, the Montgomery County Planning Board is pleased to transmit the FY23 Proposed Budget for the operations of the Maryland-National Capital Park and Planning Commission in Montgomery County. This comprehensive document is presented at the budget appropriate departmental and divisional levels, including lists of the programs and services provided by each division.

We fully understand the county's commitment to delivering quality services while focusing on fiscal responsibility. We have developed this budget with that same commitment in mind and have proposed increases only where necessary to ensure we can continue providing essential services.

On-going Service Provision

The Commission's primary mission remains unchanged: enhancing the quality of life of all individuals through our award-winning system of parks and maintaining great communities while also driving economic development through our comprehensive development review program, key master plans, and other critical planning programs. It is our goal to continue to enhance the lives our customers and residents by providing excellent service. We are proud to have been recognized for the sixth time by the American Academy for Park and Recreation Administration and the National Recreation and Park Association with the National Gold Medal Award for excellence in Parks and Recreation Management. In addition, our Planning efforts were recognized in 2021 with awards from the American Planning Association County Planning Division/National Association of County Planners for our Growth and Infrastructure Policy, a 2021 Maryland Sustainable Growth Award from the Maryland Office of Planning for the Complete Street Design Guide, and a NAIOP award for our Wheaton Headquarters.

The FY23 Proposed Budget includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain service levels. The FY23 Proposed Budget includes increases related to personnel costs, necessary planning studies, critical equipment investments, programmatic, legislative, maintenance, and essential service needs.

The FY23 proposed tax-supported operating budget is \$166.2 million. This is \$12.3 million more than the FY22 adopted budget, an 8.0 percent change, reflecting both on-going and critical needs requests. The total proposed budget, including Enterprise operations, Property Management, Park

Debt Service and Special Revenue funds, is \$190.2 million, an increase of \$13.1 million or 7.4 percent from the FY22 adopted budget.

**Summary of FY23 Proposed Operating Budget Expenditures
(net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY22 Adjusted Adopted	FY23 Proposed	\$ Change	% Change
Montgomery Funds				
Administration (1)	\$ 34,927,336	\$ 37,961,001	\$ 3,033,665	8.7%
Park (2)	116,879,055	126,069,567	9,190,512	7.9%
ALA Debt	2,125,166	2,193,100	67,934	3.2%
Subtotal Tax Supported	153,931,557	166,223,668	12,292,111	8.0%
Enterprise (3)	10,965,938	10,613,078	(352,860)	-3.2%
Property Management	1,657,600	1,737,800	80,200	4.8%
Special Revenue	3,953,583	4,152,551	198,968	5.0%
Park Debt	6,580,058	7,492,008	911,950	13.9%
Total Montgomery	\$ 177,088,736	\$ 190,219,105	\$ 13,130,369	7.4%

- (1) Includes transfer to Special Revenue Fund
- (2) Includes transfer to Park Debt Service and Capital Projects
- (3) Includes transfer to Capital Projects (FY22 only)

To provide sufficient revenues, the FY23 Proposed Budget reflects the need for tax rate increases in the real and personal property tax rates for both the Administration Fund and the Park Fund over those set for the FY22 Adopted Budget.

Costs, however, continue to grow at a higher rate. National Pollutant Discharge Elimination System (NPDES) and American with Disabilities Act (ADA) mandates and Operating Budget Impacts (OBI) from previously approved CIP projects impact the base budget. Maintenance needs are more expensive to address the longer they are deferred. With property tax revenue making up approximately 94 percent of operating revenues, growth, although modest, means the Commission must manage its resources carefully to sustain a stable financial position.

The following table begins with our FY23 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 8.0 percent.

**Summary of FY23 Proposed Budget Major Changes
 Montgomery County General Fund Accounts
 Administration and Park Funds (excludes property management and reserves)**

	<u>Budget Amount</u>	<u>% Change</u>
FY22 Adopted Budget	\$ 151,806,391	
<i>FY23 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
OPEB Paygo and prefunding	1,009,381	
Health Insurance	(28,127)	
Pension (ERS)	(252,060)	
Employee Compensation Marker	3,920,386	
Reclassification Marker	768,767	
Minimum Wage Marker	(9,336)	
Subtotal Major Personnel Changes	5,409,011	3.6%
<u>Major Non-Personnel Cost Changes</u>		
Debt Service	871,950	
One Time Reductions	(404,600)	
Park- NPDES	231,941	
OBI (non-NPDES)	102,849	
Investment in Critical Needs	2,516,610	
Operating Major Known Commitments	3,721,416	
Subtotal FY23 Major NonPersonnel Changes	6,815,166	4.5%
Total Dollar Change for Major Changes	12,224,177	8.1%
 TOTAL FY23 Proposed Budget	 \$ 164,030,568	 8.1%

OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY23 that includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY23:

- Medical Insurance and Benefit Costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and

- A dollar marker to adjust employee compensation and possible reclassifications due to a multi-year classification study.

As shown in the following table, personnel expenses are proposed to increase by \$5.4 million, mostly due to increased employee compensation markers and OPEB costs.

FY23 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Montgomery County Administration Fund and Park Fund					
	FY22				
	Adjusted	FY23	\$	%	
	Adopted	Proposed	Change	Change	
OPEB					
OPEB Paygo & Prefunding	\$ 7,564,519	\$ 8,573,900	\$ 1,009,381		13.3%
Pension (ERS)					
Pension (ERS)	10,486,248	10,234,188	(252,060)		-2.4%
Health and Benefits(1)					
Employee Health Benefits	16,801,255	16,773,128	(28,127)		-0.2%
Subtotal Personnel Costs	<u>\$ 34,852,022</u>	<u>\$ 35,581,216</u>	<u>\$ 729,194</u>		<u>2.1%</u>
Employee Compensation					
Marker for Changes to Employee Comp.		3,920,386	3,920,386		-
Marker for Possible Reclassifications	545,887	1,314,654	768,767		140.8%
Marker for Minimum Wage Increase	9,336	-	(9,336)		-100.0%
Total Major Personnel Costs			<u>\$ 5,409,011</u>		

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

The compensation marker represents the largest cost increase, followed by the increased cost for OPEB.

The net change for total OPEB costs is a \$1.0 million increase or 13.3 percent more than the FY22 adopted budget. Total OPEB funding is \$8.6 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

Pension costs are decreasing by 2.4 percent in FY23. This represents a savings of \$252,000 from the FY22 adopted budget. Health insurance and benefit costs are projected to decrease by less than 1 percent in FY22, for a savings of \$28,000 from the FY22 adopted budget.

Employee compensation includes a compensation adjustment marker of \$3.9 million in the General Fund. The Commission will be in wage and benefit re-openers with the Municipal and County Government Employees Organization (MCGEO) and the Fraternal Order of Police (FOP). Also

included is a marker for possible reclassification adjustments based on the multi-year classification study that is nearing completion (\$769,000).

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

Included in the funding levels of the Administration Fund and Park Fund is a funding request of approximately \$2.5 million to address critical maintenance, equipment, and essential service needs. Each department’s budget sections provide detailed information on how this increased investment is proposed to be used. The following is a summary of the requests by department.

Fund	Department	Essential Needs Investment Amount
Administration	Planning	\$ 937,500
Administration	Commissioners' Office	5,000
Administration	DHRM	86,303
Administration	Legal	-
Administration	Finance	48,231
Administration	Inspector General	153,938
Administration	Corporate IT	-
Administration	Share of CIO/CWIT Initiatives	81,415
Park	Parks	<u>1,204,223</u>
Total		\$ 2,516,610

Summary of FY23 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY23 proposed budget to the FY22 adopted budget for the General Fund. Specific changes in each of the departments are explained in full detail in the Department sections of the Budget Book.

**Summary of FY23 Proposed Budget General Fund Accounts
 By Fund by Department (excludes reserves)**

	FY22 Adjusted Adopted	FY23 Proposed	\$ Change	% Change
Montgomery				
Administration Fund				
Commissioners' Office	\$ 1,162,945	\$ 1,144,059	\$ (18,886)	-1.6%
Planning Department Operating	21,534,631	22,739,084	1,204,453	5.6%
CAS Departments	9,228,332	9,793,084	564,752	6.1%
Transfer to Development Review	500,000	500,000	-	0.0%
Transfer to Park	225,000	-	(225,000)	-100.0%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	2,126,428	3,634,774	1,508,346	70.9%
Subtotal Admin Fund	34,927,336	37,961,001	3,033,665	8.7%
Park Fund				
Park Department Operating	102,792,194	107,747,876	4,955,682	4.8%
Transfer to Debt Service	6,330,058	7,202,008	871,950	13.8%
Transfer to Capital Projects	450,000	450,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	6,906,803	10,269,683	3,362,880	48.7%
Subtotal Park Operating	116,879,055	126,069,567	9,190,512	7.9%
Montgomery Operating Subtotal	151,806,391	164,030,568	12,224,177	8.1%
Property Management	1,657,600	1,737,800	80,200	4.8%
Montgomery General Fund Total	\$ 153,463,991	\$ 165,768,368	\$ 12,304,377	8.0%

(1) Non-Departmental for both years include OPEB prefunding and OPEB paygo, and budget markers for compensation adjustments.

PROGRAM HIGHLIGHTS

We are committed to a FY23 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live. One of the primary objectives in the FY23 proposed budget is to meet core public service needs in the present and future. Below are some highlights of the program budget focus in each of the departments. A more detailed discussion of department budgets is provided in each Department's section of the Budget Book.

Parks Department

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

The Commission continues to develop and maintain one of the largest and most diverse park systems in the nation with over 37,000 acres in 421 parks. Montgomery Parks has balanced the dual roles of providing developed parkland for active and passive recreational opportunities that promote healthy, active lifestyles, and serving as stewards and interpreters of Montgomery County's natural and cultural resources by conserving parkland. From playgrounds and sports fields to park benches and trails, parks offer opportunities for people of all ages to communicate, compete, interact, learn, and grow. Proximity to parks has been shown to increase property values.

Montgomery Parks seeks to provide quality recreational and educational opportunities through its operation, construction, development, and maintenance of a wide variety of facilities to meet the varied needs and interests of the County's residents. Montgomery Parks' Vision 2030 plan, prepared together with the County's Department of Recreation, is a comprehensive planning effort to develop long range plans and serves as a guide for future park development and resource protection to better address changing needs and growth forecasts. The Vision 2030 plan is supplemented by the Parks, Recreation and Open Space (PROS) Master Plan which guides future development and management of the park system. This plan is updated every five years, and the department is currently working on the 2022 PROS update. This plan focuses on providing equitable, active, and central community spaces that meet the public's recreational needs and protect the natural and cultural resources of parkland for future generations.

The Department's FY23 budget includes increases for:

- Unfunded Operating Budget Obligations, including Operating Budget Impacts from Capital Improvement Projects;
- National Pollutant Discharge Elimination System (NPDES) mandates;
- Known operating commitments; and
- Debt service on general obligation park bonds and capital equipment.

In addition, the FY23 budget includes funding to address identified deficiencies in our work program as well as emerging trends aimed at meeting the needs of the future such as:

- Improving the quality and playability of ballfields and courts;
- Improving our trails and creating equitable experiences;
- Enhancing technology;
- Maintaining and improving existing equipment, facilities and services;
- Expanding cultural and historic programming; and
- Improving public safety.

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

The FY23 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and maintain the quality of life for which Montgomery County is renowned.

Planning Department

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

In addition to the FY23 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

One-Time funding requests:

- Fairland-Briggs Chaney Master Plan Support
- Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2
- Friendship Heights Urban Design Study/Sector Plan
- University Boulevard Corridor Plan
- Clarksburg Master Plan Amendment
- Silver Spring Communities Plan
- Update Incentive Density Implementation Guidelines
- Comprehensive Study of Redevelopment Tools
- Coordinated Development of a Countywide Transportation Data Asset Management Strategy
- Parking Lot Design Study

On-going funding requests:

- Immutable Cloud Storage for IT Disaster Recovery
- Network Analytics and Orchestration

Central Administrative Services (CAS)

For FY23, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Department of Human Resources and Management (DHRM): two additional positions – one to bring IT technical expertise to our HR Information Systems team, and one to address increased workload and succession planning in the Archives section.
- Finance Department: one position in Payroll to ensure continuity of operations.
- Inspector General: two positions, one of which would provide a Deputy to address succession planning, while both would address increased workload, and funding for professional services related to information security assessments.
- Chief Information Officer:

- Increased costs of Microsoft operational licenses
- Funding for the following IT initiatives
 - ERP Upgrade (second year funding)
 - Learning Management System
 - Continuation of Operations Planning Update

Commissioners' Office

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

In addition to known operating commitments, the FY23 Proposed Budget for the Commissioners' Office includes increased funding for staff and Planning Board training.

Capital Budget

This transmittal also includes the Capital Budget (which, by definition, is the first year of the six-year Capital Improvements Program (CIP). Highlights of this budget can be found within the Department of Parks detail pages.

TAX RATES AND LONG-TERM FISCAL SUSTAINABILITY

Beyond meeting the immediate FY23 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise approximately 95 percent of operating revenue in the tax-supported funds. The Commission, in proposing this budget, is requesting a change in the property tax rates for both the Administration Fund and the Park Fund.

The FY23 Proposed Budget reflects a total tax rate for property tax supported funds of 8.31 cents real property and 20.78 cents personal property. The breakdown by fund is:

- Administration Fund: 1.96 cents real and 4.90 cents personal, an increase of .22 and .55, respectively;
- Park Fund: 6.25 cents real and 15.63 cents personal, an increase of .69 and 1.73, respectively; and
- Advanced Land Acquisition Fund: 0.10 cent real and 0.25 cent personal, unchanged.

At these tax rates, the Commission will have sufficient property tax revenues to meet the proposed expenditures and maintain the reserve requirements for the Administration Fund and the Park Fund.

MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)

FUNDS	ACTUAL FY13	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	ADOPTED FY19	ADOPTED FY20	ADOPTED FY21	ADOPTED FY22	PROPOSED FY23
Administration Fund											
Real	1.80	1.80	1.70	1.80	1.70	1.72	1.56	1.70	1.76	1.78	1.78
Personal	4.50	4.50	4.25	4.50	4.25	4.30	3.90	4.25	4.40	4.45	4.45
Park Fund											
Real	5.40	5.30	5.60	5.52	5.48	5.54	5.30	5.60	6.00	5.70	5.70
Personal	13.50	13.25	14.00	13.80	13.70	13.85	13.25	14.00	15.00	14.25	14.25
Advance Land Acquisition Fund											
Real	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Personal	0.30	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Total Tax Rates (Cents)											
Real	7.30	7.20	7.40	7.42	7.28	7.36	6.96	7.40	7.86	7.58	7.58
Personal	18.30	18.00	18.50	18.55	18.20	18.40	17.40	18.50	19.65	18.95	18.95

CONCLUSION

The Proposed FY23 Budget is respectfully submitted for your consideration. In this document, we are proposing a budget that addresses critical needs and planning and parks initiatives. We continue to explore potential collaborative efforts across departments and counties in our effort to provide efficient, effective quality service, while maintaining our fiscal responsibility and commitment to the community we serve.

We continue to strive to find new ways to save taxpayer dollars while providing quality service and achieving progress in our many areas of focus. Working together, we will do everything in our power to ensure that taxpayer dollars are invested wisely in our collective future.

Sincerely,



Casey Anderson
 Chair



Maryland-National Capital Park and Planning Commission

RECOMMENDED FY23 BUDGET

\$180,660,646

FULL TIME EQUIVALENTS

1,134.38

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 the State of Maryland. The Commission operates in each county through a Planning Board and, in Montgomery County, a Park Commission. Five board members, appointed by the County Council, serve as the Montgomery County members of the Commission. The Planning Board exercises policy oversight to the Commissioners' Office, the Department of Parks, the Planning Department, and Central Administrative Services.

On January 15 each year, M-NCPPC submits to the County Council and County Executive the M-NCPPC proposed budget for the upcoming fiscal year. That document is a statement of mission and goals, justification of resources requested, description of work items accomplished in the prior fiscal year, and a source of important statistical and historical data. The M-NCPPC proposed budget can be obtained by contacting the M-NCPPC budget office at 301-454-1740 or visiting the Commission's website at www.mncppc.org. Summary data only are included in this presentation.

Office and Department Overviews

Commissioners' Office

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

Planning Department

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

Central Administrative Services (CAS)

The mission of CAS is to provide quality corporate services in the areas of corporate governance, human resources, finance and budget, legal counsel, information technology, and internal audit. CAS strives to deliver these services with integrity, innovation, responsiveness, and excellent customer service to the Commission, its employees, elected and appointed officials, and the communities served in the bi-county region. The level of services, and therefore funding allocation, by county, is tailored to the agency and individual department needs. Certain

functions are allocated based on labor distribution or a cost driver such as the number of employees paid. Some functions, such as the Merit System Board, are funded equally by both counties.

Department of Parks

The Department of Parks provides recommendations, information, analysis, and services to the Montgomery County Planning Board (which also serves as the Park Commission), the County Council, the County Executive, other government agencies, and the general public. The Department also oversees acquisition, development, and management of a nationally recognized, award-winning park system providing County residents with open space for recreational opportunities and natural resources stewardship. The Department oversees a comprehensive park system of over 36,000 acres in 421 parks of different sizes, types, and functions that feature Stream Valley and Conservation Parks, Regional and Special Parks, Recreational Parks, and Local and Community Parks. The Department serves County residents as the primary provider of open space for recreational opportunities and security and maintenance of the park system.

Fund Information

Tax Supported Funds

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

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

The ALA Debt Service Fund supports the payment of debt service on bonds issued to purchase land for a variety of public purposes. The ALA 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 to the fund displays and are displayed in the Grant Fund. The Grant Fund, as displayed, consists of grants from the Park and Administration Funds.

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

Debt Service - Park Fund

Park Debt Service pays principal and interest in 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 (CIP).

Debt Service - ALA Debt Service and Revolving Fund

The ALA Debt Service Fund pays principal and interest on the Commission's ALA bonds. The proceeds of the ALA bonds support the ALA Revolving Fund (ALARF). ALARF activities include 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 approval of the Montgomery County Council.

Enterprise Fund

The Enterprise Fund accounts for various park facilities and services which are entirely supported by user fees. Recreational activities include: ice rinks, indoor tennis, event centers, boating, camping, trains, carousel, mini-golf, driving range, and sports pavilion. Operating profits are reinvested in new or existing public revenue-producing facilities through the operating budget and CIP.

Property Management Fund

The Property Management Fund manages leased facilities located on parkland throughout the County, including single-family homes,

apartment units, businesses, farmland, and facilities that house County programs.

FY23 Budget Information

Spending Affordability Guidelines

In January 2022, the Council approved the FY23 Spending Affordability Guidelines (SAG) of \$146,200,000 for the tax-supported Administration and Park Funds of M-NCPPC, which represents a \$5,116,476, a 3.6 percent decrease from the FY22 Approved budget of \$141,083,524, excluding debt service and retiree health insurance prefunding (which are excluded from the SAG calculation). The Commission proposed a FY23 tax-supported budget of \$151,644,352, excluding debt service and retiree health insurance prefunding, \$5,444,352 above the FY23 SAG.

County Executive Recommendations

The County Executive recommends a FY23 tax-supported appropriation, excluding debt service, of \$153,095,170 for M-NCPPC. This represents an increase of \$9,343,837, or 6.5 percent, over the FY22 Approved.

Park Fund

The County Executive recommends funding of \$116,829,432, excluding debt service. This represents an increase of \$7,130,435, or 6.5 percent, over FY22. The Executive concurs with M-NCPPC's request for \$7,202,008 in the Park Fund Debt Service Budget, an increase of \$871,950, or 13.8 percent, from the FY22 Approved budget. Additionally, the Executive concurs with the M-NCPPC requested transfer of \$100,000 from the Cable Fund to support the Department of Parks Connected Parks initiative.

Administration Fund

The County Executive recommends funding of \$36,265,738. This represents an increase of \$2,213,402, or 6.5 percent, over FY22 Approved. The County Executive additionally concurs with M-NCPPC's transfer of \$500,000 from the Administration Fund to the Document Review Special Revenue Fund.

ALA Debt Service Fund

The County Executive concurs with the M-NCPPC request for funding of \$132,550. This represents a decrease of \$2,500, or 1.9 percent.

Enterprise Fund

The County Executive concurs with the M-NCPPC request for funding of \$10,613,078. This represents a \$47,140, or 0.4 percent, increase from the FY22 Approved budget.

Property Management Fund

The County Executive concurs with the M-NCPPC request for funding of \$1,737,800. This represents a \$80,200, or 4.8 percent, increase from the FY22 Approved budget.

Special Revenue Fund

The County Executive concurs with the M-NCPPC request for funding of \$7,330,040. This represents a \$277,921, or 3.9 percent, increase from the FY22 Approved budget.

The County Executive concurs with the M-NCPPC request to transfer \$1,803,300 from the General Fund to cover costs associated with the maintenance of Montgomery County Public Schools' ballfields. This represents an increase of \$66,777, or 3.8 percent, from the FY22 Approved budget, reflecting additional ballfields that will be maintained.

The County Executive additionally concurs with the M-NCPPC request to transfer of \$500,000 from the Administration Fund to the Document Review Special Revenue Fund.

Grant Fund

The County Executive concurs with the M-NCPPC request for funding of \$550,000. This maintains the level of support in the FY22 Approved budget.

In addition, this agency's CIP requires Current Revenue funding.

COUNTY PRIORITY OUTCOMES

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

- ❖ An Affordable, Welcoming County for a Lifetime
- ❖ Thriving Youth and Families
- ❖ Easier Commutes
- ❖ A Greener County
- ❖ Effective, Sustainable Government
- ❖ Safe Neighborhoods
- ❖ A Growing Economy

PROGRAM CONTACTS

Contact John Kroll of the Maryland-National Capital Park and Planning Commission at 301.454.1731 or Shantee Jackson of the Office of Management and Budget at 240.777.2751 for more information regarding this agency's operating budget.

BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%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	30,611,157	34,052,336	34,052,336	36,265,738	6.5 %
Administration Fund Expenditures	30,611,157	34,052,336	34,052,336	36,265,738	6.5 %
PERSONNEL					
Full-Time	0	0	0	0	---
Part-Time	0	0	0	0	---
FTEs	187.39	191.10	191.10	190.48	-0.3 %
REVENUES					
Intergovernmental	506,481	415,600	415,600	428,100	3.0 %
Investment Income	8,285	100,000	100,000	10,000	-90.0 %
Miscellaneous	(2,639)	0	0	0	---
Property Tax	31,696,373	31,996,604	32,289,038	35,746,227	11.7 %
User Fees	250,274	204,700	204,700	204,700	---
Administration Fund Revenues	32,458,774	32,716,904	33,009,338	36,389,027	11.2 %
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	99,844,387	109,698,997	109,698,997	116,829,432	6.5 %
Debt Service Other	5,935,523	6,330,058	6,330,058	7,202,008	13.8 %
Park Fund Expenditures	105,779,910	116,029,055	116,029,055	124,031,440	6.9 %
PERSONNEL					
Full-Time	0	0	0	0	---
Part-Time	0	0	0	0	---
FTEs	758.70	766.80	766.80	779.20	1.6 %

BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
REVENUES					
Facility User Fees	2,105,612	3,240,547	3,240,547	3,163,663	-2.4 %
Intergovernmental	4,155,244	3,665,414	3,665,414	3,897,355	6.3 %
Investment Income	(67,202)	25,000	100,000	5,000	-80.0 %
Investment Income: CIP	7,816	40,000	25,000	10,000	-75.0 %
Miscellaneous	43,548	75,000	75,000	55,500	-26.0 %
Property Tax	108,032,360	102,242,019	103,176,465	115,604,819	13.1 %
Park Fund Revenues	114,277,378	109,287,980	110,282,426	122,736,337	12.3 %

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	---
Debt Service Other	141,100	135,050	135,050	132,550	-1.9 %
ALA Debt Service Fund Expenditures	141,100	135,050	135,050	132,550	-1.9 %

PERSONNEL

Full-Time	0	0	0	0	---
Part-Time	0	0	0	0	---
FTEs	0.00	0.00	0.00	0.00	---

REVENUES

Property Tax	2,085,302	2,125,166	2,144,894	2,197,763	3.4 %
ALA Debt Service Fund Revenues	2,085,302	2,125,166	2,144,894	2,197,763	3.4 %

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	140,809	550,000	550,000	550,000	---
Grant Fund MNCPPC Expenditures	140,809	550,000	550,000	550,000	---

PERSONNEL

Full-Time	0	0	0	0	---
Part-Time	0	0	0	0	---
FTEs	0.00	0.00	0.00	0.00	---

REVENUES

Administration Fund Grants	2,715	150,000	150,000	150,000	---
Park Fund Grants	138,094	400,000	400,000	400,000	---
Grant Fund MNCPPC Revenues	140,809	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	7,424,359	10,565,938	9,476,560	10,613,078	0.5 %
Enterprise Fund Expenditures	7,424,359	10,565,938	9,476,560	10,613,078	0.4 %

PERSONNEL

Full-Time	0	0	0	0	---
Part-Time	0	0	0	0	---
FTEs	121.80	121.30	121.30	121.10	-0.2 %

REVENUES

Fees and Charges	4,672,559	7,016,889	6,451,931	7,165,394	2.1 %
Intergovernmental	175,470	0	0	0	---
Merchandise Sales	334,316	885,700	672,400	870,750	-1.7 %

BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
Miscellaneous	25,203	773,461	800,566	800,496	3.5 %
Non-Operating Revenues/Interest	13,303	300,000	14,000	15,000	-95.0 %
Rentals	1,671,549	3,612,014	3,403,065	3,692,046	2.2 %
Enterprise Fund Revenues	6,892,400	12,588,064	11,341,962	12,543,686	-0.4 %

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	1,439,815	1,657,600	1,657,600	1,737,800	4.8 %
Prop Mgmt MNCPPC Expenditures	1,439,815	1,657,600	1,657,600	1,737,800	4.8 %

PERSONNEL

Full-Time	0	0	0	0	---
Part-Time	0	0	0	0	---
FTEs	5.80	5.80	5.80	5.80	---

REVENUES

Investment Income	743	8,000	10,000	1,000	-87.5 %
Other Intergovernmental	125	0	0	0	---
Rental Income	1,502,908	1,647,600	1,647,600	1,736,800	5.4 %
Prop Mgmt MNCPPC Revenues	1,503,776	1,655,600	1,657,600	1,737,800	5.0 %

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	5,933,657	7,052,119	6,805,394	7,330,040	3.9 %
Special Revenue Funds Expenditures	5,933,657	7,052,119	6,805,394	7,330,040	3.9 %

PERSONNEL

Full-Time	0	0	0	0	---
Part-Time	0	0	0	0	---
FTEs	38.25	38.25	38.25	37.80	-1.2 %

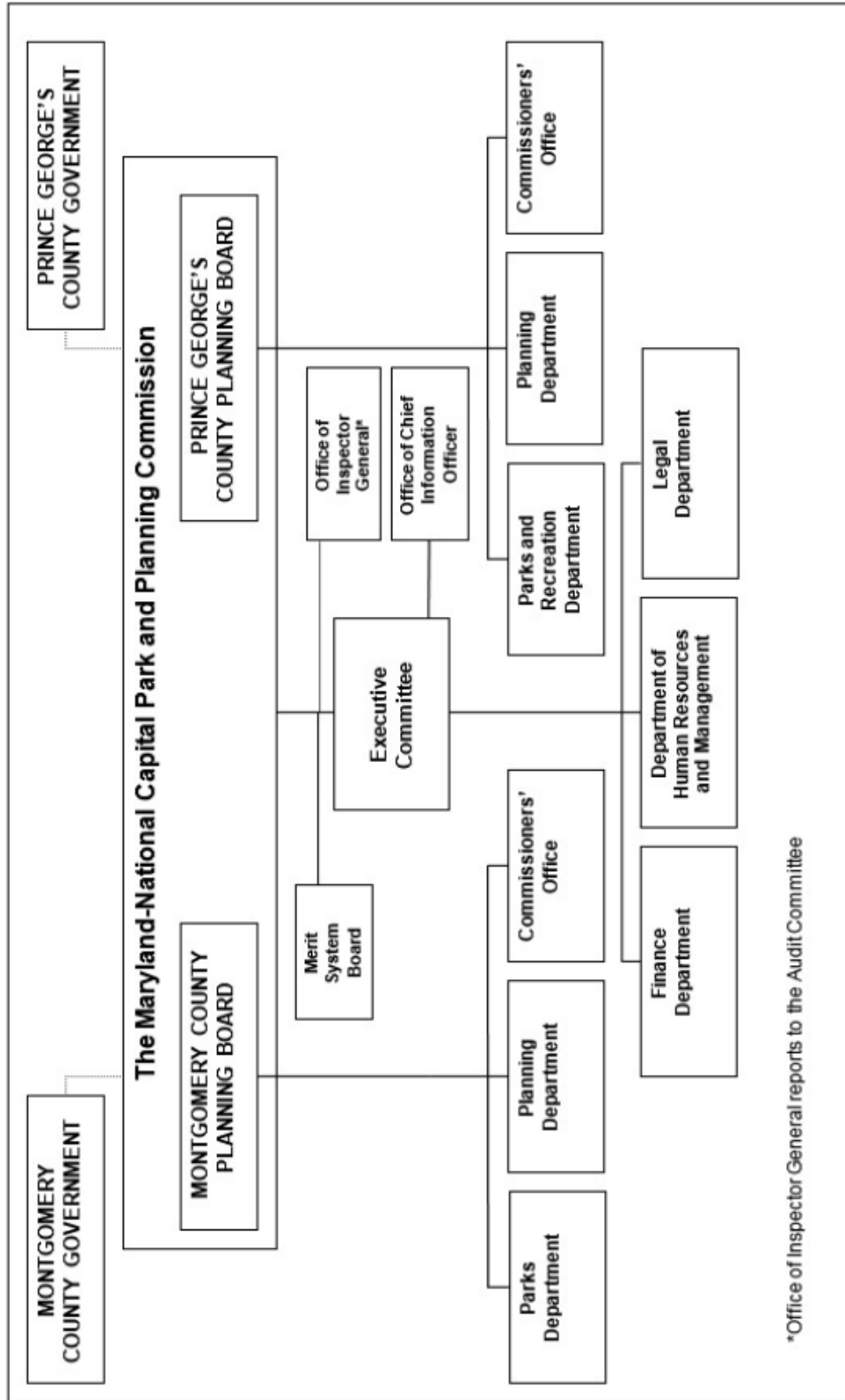
REVENUES

Intergovernmental	127,596	205,850	304,000	229,960	11.7 %
Investment Income	4,497	28,000	3,707	3,400	-87.9 %
Miscellaneous	205,253	268,500	265,678	325,407	21.2 %
Service Charges	2,904,040	3,160,920	2,905,339	3,244,989	2.7 %
Special Revenue Funds Revenues	3,241,386	3,663,270	3,478,724	3,803,756	3.8 %

DEPARTMENT TOTALS

Total Expenditures	151,470,807	170,042,098	168,705,995	180,660,646	6.2 %
Total Full-Time Positions	0	0	0	0	---
Total Part-Time Positions	0	0	0	0	---
Total FTEs	1,111.94	1,123.25	1,123.25	1,134.38	1.0 %
Total Revenues	160,599,825	162,586,984	162,464,944	179,958,369	10.7 %

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



THIS PAGE INTENTIONALLY LEFT BLANK

M-NCPPC

The County Executive's recommended reductions to the Administration and Park Funds total \$2,233,390. We have chosen to prorate this total across all departments. As you can see, I have included the full effect on the bi-county CAS departments in the chart below.

Fund	Department	MC Reduction	PGC Reduction	Total Bi-County Reductions
Administration Fund		\$ 510,301		
	Commissioners' Office	17,082		
	Dept of Planning	346,993		
	CAS - DHRM	41,658	57,191	98,849
	- Finance	36,807	45,364	82,171
	- Legal	24,611	22,600	47,211
	- Merit Board	1,253	1,253	2,506
	- Inspector General	6,928	9,945	16,873
	- Corporate IT	24,663	18,091	42,754
	- Support Svcs	10,306	13,062	23,368
		\$ 510,301	\$ 167,506	\$ 313,732
Park Fund	Parks	\$ 1,723,089		
Total		\$ 2,233,390		

Park Questions

1. The Department states on page 202 of the FY23 Proposed Operating Budget:

“The Department is maintaining the same lapse rate at 7.5% in FY23 although this exceeds our normal attrition rate of 5-7% and requires us to hold positions vacant.”

Previous information shared with the Council does not support that statement. According to the Department’s quarterly vacancy reports, the lowest percentage of vacate positions since January 2019 was 9.7%. (The highest vacancy rate was over 17%. The height of pandemic effect was during December of 2021.) Since 2019 there were never any frozen positions in the Parks Department.

- Is there any evidence that the normal attrition rate will revert to pre-2019 levels in the next year?
- Why are the additional positions needed for OBI (2 full time and .6 seasonal) when existing authorized positions go unfilled?

We believe the vacancy trend for the last couple of years is an anomaly that has been compounded by the pandemic. During the early stages of the pandemic, we deliberately deferred hiring some of

our positions because of the County's mandated savings plan and other budget impacts from the pandemic including having to provide emergency pay to certain staff. In addition, because hiring managers had to shift focus to overhauling operations in response to the pandemic, there was less time to focus on hiring. Shifting to a completely virtual hiring process further delayed recruitment and exacerbated our vacancy rate.

The 6% savings plan that was implemented by the County Executive for FY21 further compounded the problem. Although we didn't officially freeze positions in the budget, we did implement a selective hiring freeze for the Department of Parks. The FY21 budget already included a budgeted lapse of nearly \$5.5M. To meet the savings plan, we agreed to defer hiring plus reduce seasonal staffing and overtime to produce \$948K of additional savings. For the first half of the fiscal year, the department's recruitment process was limited to meet both the large lapse target plus the required additional savings. We released the selective hiring freeze during the second half of FY21, which was also around the same time we started seeing a steady uptick in resignations/retirements due to the pandemic.

The volatile job market attributable to the pandemic continues to impact our department. Our staff turnover for the first six months of FY22 exceeded the twelve-month totals experienced in FY19 and in FY20. We have already had more retirements in the first eight months of FY22 than we typically have in a full fiscal year, and our total turnover for FY22 through the eight months has exceeded the full year totals for any of the prior six fiscal years. We are attributing this to the competitive job market, staff leaving now because they deferred the decision to leave during the pandemic, and in small part due to the vaccine mandate implemented by M-NCPPC.

Since we noticed this gradual increase in vacancies for the past year, we have been actively focusing on recruitment and filling these vacant positions that are critical to successfully delivering our work program. As of 3/19/22, our department has already filled 107 positions this fiscal year. That total includes 57 external hires, 5 intermittent staff promoted to merit positions, and 45 internal merit staff promotions. While the internal promotions provide career advancement opportunities for our staff and allow us to take advantage of the internal staff expertise, it does not reduce the net number of vacant positions. Currently, we have 117 positions out of the 153 vacancies that are in the active recruitment stage, and managers are working on job specifications and advertisement preparation needed to start the recruitment process for the remaining vacancies.

We have taken numerous steps to improve and speed up the recruitment process. These steps include:

- *Increasing training for managers and human resource (HR) staff on writing effective job advertisements and on interview techniques.*
- *Exponentially increasing our presence on social media including on Facebook and LinkedIn.*
- *Sending regular e-mail blasts to our parks staff listing current job openings.*
- *Participating in Job Fairs, i.e., East County Job Fair, WorkSource Montgomery Job Fair, Wheaton Job Center, Transitioning Youth Resource Fair.*
- *Starting on-site Open Houses, (e.g. with a focus on hard to fill positions like trades)*
- *Using online tools like LinkedIn Recruiter, Indeed, Professional job boards*
- *Repurposing a position to hire a Talent Acquisition Partner to improve recruitment efforts for our department.*

- *Actively working on building a talent pipeline launching an intern program that was approved in the FY22 budget and networking with Veterans groups and local colleges.*
- *Working with central recruitment staff to identify ways to expedite the recruitment process, including considering options to offer more competitive salaries and referral bonuses.*

Additional positions are needed to support the increased work associated with the new amenities or upgrades added through CIP. Although we currently have many vacancies, those positions are needed to support the maintenance and operations that already exist in our current base. As mentioned above, we are constantly evaluating our work program and repurposing positions as needed, updating duties, and looking for efficiencies to improve performance. The large number of vacancies have created many gaps in our service delivery. Obviously, we have adjusted our work program to focus on critical duties and program priorities. Priorities for the maintenance areas include:

- *Health and safety of visitors and staff first (trash collection, cleaning, and repairs of hazardous conditions),*
- *Revenue generating amenities/facilities second (athletic field mowing and maintenance, picnic shelters, park activity buildings, and Enterprise facility support),*
- *Plant health and aesthetics third (landscape maintenance, mulching tree rings, limb pruning, common area mowing, and general amenity cleaning and painting).*

However, the impacts from the large number of vacancies are many. Examples include:

- *Deferring projects including major maintenance projects, renovations, and non-critical repairs.*
- *Preventive maintenance – critical tasks are performed, but we are not achieving the desirable level defined in our maintenance standards. While the short-term needs are being met, there is a long-term impact if preventive tasks are deferred or skipped.*
- *Maintenance tasks including mulching, weeding, pruning, tree planting, and stormwater management are being done in the core areas, but the work is lagging in other park areas, adding to the maintenance backlog.*
- *Increased outsourcing is being done to handle repairs and other services; however, this is more costly and has a budgetary impact.*
- *Planning activities suffer or get deferred when you have limited staffing resources and are forced to be more reactive than proactive.*
- *Professional development – staff time constraints limit the opportunity to pursue enrichment and other learning at a time when many of our workers are getting promoted and the enhanced training is beneficial.*

Based on our Work Order Management system that tracks a great deal of our maintenance activities, the average monthly rate of incomplete work orders in 2019 (pre-pandemic) was roughly 16% compared to about 27% in 2021.

2. Please provide a single table for all Divisions within the Parks Department:

- **the number of approved FY22 positions;**
- **the number of FY23 requested number of positions, and**

- the compensation (\$) required to fund new positions.

MONTGOMERY COUNTY POSITIONS/WORKYEARS

	FY22 Adopted			FY23 Proposed		Change from		Total Compensation \$ of FY23 Proposed New Positions
	POS	WYS		POS	WYS	POS	WYS	
PARK FUND								
<u>DIRECTOR OF PARKS</u>								
Full-Time Career	5.00	5.00		5.00	5.00	-	-	
Part-Time Career	-	-		-	-	-	-	
Career Total	5.00	5.00		5.00	5.00	-	-	
Term Contract	5.00	4.80		5.00	4.80	-	-	
Seasonal/Intermittent		1.50			1.50	-	-	
Chargebacks		-			-	-	-	
Less Lapse		-			(0.10)	-	(0.10)	
Subtotal Director of Parks	10.00	11.30		10.00	11.20	-	(0.10)	-
<u>PUBLIC AFFAIRS & COMMUNITY PARTNERSHIPS</u>								
Full-Time Career	25.00	25.00		21.00	21.00	(4.00)	(4.00)	
Part-Time Career	-	-		-	-	-	-	
Career Total	25.00	25.00		21.00	21.00	(4.00)	(4.00)	
Term Contract	1.00	1.00		1.00	1.00	-	-	
Seasonal/Intermittent		3.50			2.50	-	(1.00)	
Chargebacks		(0.90)			(0.80)	-	0.10	
Less Lapse		(2.20)			(1.80)	-	0.40	
Subtotal PACP	26.00	26.40		22.00	21.90	(4.00)	(4.50)	-
<u>MANAGEMENT SERVICES</u>								
Full-Time Career	21.00	21.00		21.00	21.00	-	-	
Part-Time Career	-	-		-	-	-	-	
Career Total	21.00	21.00		21.00	21.00	-	-	
Term Contract	1.00	1.00		1.00	1.00	-	-	
Seasonal/Intermittent		1.60			1.60	-	-	
Chargebacks		-			-	-	-	
Less Lapse		(0.30)			(0.30)	-	-	
Subtotal MSD	22.00	23.30		22.00	23.30	-	-	-

	FY22 Adopted		FY23 Proposed		Change from		Total Compensation \$ of FY23 Proposed New Positions
	POS	WYS	POS	WYS	POS	WYS	
<u>INFORMATION TECHNOLOGY & INNOVATION</u>							
Full-Time Career	12.00	12.00	12.00	12.00	-	-	
Part-Time Career	-	-	-	-	-	-	
Career Total	12.00	12.00	12.00	12.00	-	-	
Term Contract	-	-	-	-	-	-	
Seasonal/Intermittent		-		-	-	-	
Chargebacks		(0.60)		(0.60)	-	-	
Less Lapse		(0.10)		(0.20)	-	(0.10)	
Subtotal ITI	12.00	11.30	12.00	11.20	-	(0.10)	-
<u>PARK PLANNING AND STEWARDSHIP</u>							
Full-Time Career	51.00	51.00	54.00	54.00	3.00	3.00	277,674
Part-Time Career	-	-	-	-	-	-	
Career Total	51.00	51.00	54.00	54.00	3.00	3.00	
Term Contract	-	-	-	-	-	-	
Seasonal/Intermittent		8.70		10.70	-	2.00	
Chargebacks		(1.70)		(4.00)	-	(2.30)	(167,342)
Less Lapse		(3.80)		(4.00)	-	(0.20)	
Subtotal PPSD	51.00	54.20	54.00	56.70	3.00	2.50	110,332
<u>PARK DEVELOPMENT</u>							
Full-Time Career	48.00	48.00	50.00	50.00	2.00	2.00	246,689
Part-Time Career	1.00	0.90	1.00	0.90	-	-	
Career Total	49.00	48.90	51.00	50.90	2.00	2.00	
Term Contract	-	-	-	-	-	-	
Seasonal/Intermittent		-		-	-	-	
Chargebacks		(20.10)		(21.50)	-	(1.40)	(246,689)
Less Lapse		(3.80)		(3.90)	-	(0.10)	
Subtotal PDD	49.00	25.00	51.00	25.50	2.00	0.50	-
<u>PARK POLICE</u>							
Full-Time Career	122.00	122.00	126.00	126.00	4.00	4.00	366,613
Part-Time Career	-	-	-	-	-	-	
Career Total	122.00	122.00	126.00	126.00	4.00	4.00	
Term Contract	-	-	-	-	-	-	
Seasonal/Intermittent		5.60		5.60	-	-	
Chargebacks		(2.00)		(2.00)	-	-	
Less Lapse		(7.60)		(7.60)	-	-	
Subtotal Park Police	122.00	118.00	126.00	122.00	4.00	4.00	366,613
<u>HORTICULTURE, FORESTRY & ENVIR. ED</u>							
Full-Time Career	89.00	89.00	95.00	95.00	6.00	6.00	179,776
Part-Time Career *	-	-	1.00	0.50	1.00	0.50	28,468
Career Total	89.00	89.00	96.00	95.50	7.00	6.50	
Term Contract	-	-	-	-	-	-	
Seasonal/Intermittent		11.30		11.80	-	0.50	
Chargebacks		(1.40)		(1.30)	-	0.10	
Less Lapse		(6.30)		(7.00)	-	(0.70)	
Subtotal HFEE	89.00	92.60	96.00	99.00	7.00	6.40	179,776

	FY22 Adopted		FY23 Proposed		Change from		Total Compensation \$ of FY23 Proposed New Positions
	POS	WYS	POS	WYS	POS	WYS	
<u>FACILITIES MANAGEMENT</u>							
Full-Time Career	118.00	118.00	118.00	118.00	-	-	
Part-Time Career	-	-	-	-	-	-	
Career Total	118.00	118.00	118.00	118.00	-	-	
Term Contract	-	-	-	-	-	-	
Seasonal/Intermittent		5.80		5.80	-	-	
Chargebacks		(8.90)		(10.00)	-	(1.10)	
Less Lapse		(10.40)		(10.20)	-	0.20	
Subtotal FM	118.00	104.50	118.00	103.60	-	(0.90)	-
<u>NORTHERN PARKS</u>							
Full-Time Career	122.00	122.00	122.00	122.00	-	-	
Part-Time Career	-	-	-	-	-	-	
Career Total	122.00	122.00	122.00	122.00	-	-	
Term Contract	-	-	-	-	-	-	
Seasonal/Intermittent		16.10		16.90	-	0.80	
Chargebacks		(0.50)		(0.40)	-	0.10	
Less Lapse		(12.40)		(11.80)	-	0.60	
Subtotal NP	122.00	125.20	122.00	126.70	-	1.50	-
<u>SOUTHERN PARKS</u>							
Full-Time Career	164.00	164.00	167.00	167.00	3.00	3.00	233,467
Part-Time Career	-	-	-	-	-	-	
Career Total	164.00	164.00	167.00	167.00	3.00	3.00	
Term Contract	-	-	-	-	-	-	
Seasonal/Intermittent		24.30		24.60	-	0.30	
Chargebacks		(3.10)		(4.50)	-	(1.40)	(89,888)
Less Lapse		(14.70)		(14.00)	-	0.70	
Subtotal SP	164.00	170.50	167.00	173.10	3.00	2.60	143,579
<u>SUPPORT SERVICES</u>							
Full-Time Career	-	-	-	-	-	-	
Part-Time Career	-	-	-	-	-	-	
Career Total	-	-	-	-	-	-	
Term Contract	-	-	-	-	-	-	
Seasonal/Intermittent		1.00		1.00	-	-	
Chargebacks		3.50		4.00	-	0.50	
Less Lapse		-		-	-	-	
Subtotal Support Services	-	4.50	-	5.00	-	0.50	

	FY22 Adopted			FY23 Proposed		Change from		Total Compensation \$ of FY23 Proposed New Positions
	POS	WYS		POS	WYS	POS	WYS	
<u>TOTAL PARK FUND POSITIONS/WORKYEARS</u>								
Full-Time Career	777.00	777.00		791.00	791.00	14.00	14.00	1,304,219
Part-Time Career	1.00	0.90		2.00	1.40	1.00	0.50	28,468
Career Total	778.00	777.90		793.00	792.40	15.00	14.50	
Term Contract	7.00	6.80		7.00	6.80	-	-	
Seasonal/Intermittent		79.40			82.00	-	2.60	
Chargebacks		(35.70)			(41.10)	-	(5.40)	(503,919)
Less Lapse		(61.60)			(60.90)	-	0.70	
Grand Total Park Fund	785.00	766.80		800.00	779.20	15.00	12.40	828,768

*Note - Compensation cost for new PT position for HFEE is offset by non-personnel reductions - net cost to budget is zero.

Position Changes by Category - FY22 to FY23

	PP	SP	PP&S	HFEE	PACP	PDD	Total
OBI		1.0					1.0
Position Changes/Transfers/Chargebacks		1.0	2.0	4.0	(4.0)	2.0	5.0
WQPF		1.0		1.0			2.0
Program Enhancements	4.0		1.0	2.0			7.0
TOTAL	4.0	3.0	3.0	7.0	(4.0)	2.0	15.0

Note that in our department's reductions to meet the County Executive's recommended budget, we will be adding \$158,309 of lapse to the budget for new positions included in the FY23 budget.

- The County Executive recommends funding of \$116,829,432, excluding debt service. This represents an increase of \$7,130,435, or 6.5 percent, over FY22. That would be a reduction of approximately \$1.19 million from your proposed budget. How would you accomplish that reduction?**

See opening note and chart on page one of this submission for the revised pro-rata distribution of the reductions needed to meet the County Executive's recommendation. The total allocated reduction for the Park Fund is \$1,723,089. Detail on the non-recommended reductions and reductions is provided in the chart below.

TIER	Non-Recommended Reductions - TIER 1	Funding	# of Positions	# of Workyears
Tier 1-1	Athletic Fields Nutrient Management - funding to improve the quality of athletic fields through increased aerification, seeding, and fertilization. Using soil sample technology, staff will apply nutrients to improve sustainability, accessibility, and safety resulting in fewer field closures and improved pest management. This funding will cover the most nutrient deficient fields with the goal of at least two applications (two applications out of the needed four applications) per year on approximately half (about 150 out of the 314) of the park athletic fields throughout the County.	100,000	0.0	0.0
Tier 1-2	Infrastructure - funding for maintenance of existing park amenities and infrastructure. Increased funding will expand efforts for proactive maintenance and reduce reactive and costly emergency repairs resulting in the long-term sustainability of park amenities and facilities. Projects will be prioritized based on facility condition and equity focus areas. The current major maintenance backlog of unfunded projects includes six water line replacements and four sewer line replacements along with a backlog of 47 courts in immediate need of renovations to extend court life.	100,000	0.0	0.0
Tier 1-3	Hard Surface Trails - funding will be used to purchase signs, mile markers, and non-slip paint for coating and coloring of bridge surfaces. Initial priority will be to add the non-slip coating in different colors on bridges to improve trail orientation and coordination with first responders. The non-slip coating for bridges also improves safety by improving surface condition to reduce tripping.	50,000	0.0	0.0
SUB-TOTAL PRIORITY FOR RESTORATION BY PHED COMMITTEE - TIER 1		\$ 250,000	0.0	0.0
Budget Reductions Submitted by Parks to Meet the FY23 County Executive Recommendation				
Add salary lapse for three months for new positions approved in the FY23 recommended budget		\$158,309		
Debt Service for CIP - reduction based on deferring the timing of bond sale		\$600,000		
Debt Service on Capital Equipment Internal Service Fund (ISF) - prepay a portion of cost using FY22		\$685,300		
Reduce funding for inflationary increases for supplies that were purchased using FY22 funding		\$29,480		
SUB-TOTAL - Budget Reductions		1,473,089	0.0	0.0
GRAND TOTAL - Non-Recommended Reductions and Reductions		1,723,089	0.0	0.0

4. Does this budget include any changes in fees/revenues? If so, please indicate which fees/revenues changed and the nature of the change?

At the December 9, 2021 Planning Board meeting, various fee increases were approved by the Planning Board. The memos detailing these changes can be viewed on the Planning Board website at:

- [revised Fee-Increase-Memo-Permits.PACP-12.9.21-Meeting-signed.pdf \(montgomeryplanningboard.org\)](#)
- [item 3 Montgomery-Parks-FY22-and-FY23-Fee-Increase-Memo-draft-introduction-FINAL-11.23.2021 Enterprise-and-HFEE-signed.pdf \(montgomeryplanningboard.org\)](#)

The requested increases include the following:

- *Increases for various athletic field permit fees were added effective 7/1/22. However, based on the effective date, we will not see changes in the fees paid until the latter part of fiscal year FY23 since the summer FY22 permits will be booked prior to the effective date of the increase. This timing also allows our customers (e.g., CUPF) to plan for this fee change in their future budgets. Our permitting revenue was severely impacted during the pandemic. While we have seen a significant increase in the permits issued this fiscal year, we still have*

not attained the pre-pandemic level. Therefore, these fee increases are not projected to generate enough of an increase in revenue for FY23 to overcome the reductions based on trend. We do anticipate that the fee changes will lead to an uptick in the FY24 total revenue for the Park Fund.

- *Fee adjustments added for various Enterprise locations including programs and rental rates at ice rinks, trains and the carousel, Little Bennett Campground, South Germantown Splash Park, South Germantown Driving Range and Brookside Gardens. These increases take effect at various dates in 2022. The impact of these increases was factored into the FY23 Enterprise Fund budget. However, other adjustments based on trend negated some of the overall impact.*
- *Fee Increases went into effect on 1/1/22 for selected rentals at nature centers (birthday parties, campfire rings, Nature on Wheels). These increases were reflected in the FY23 Special Revenue Fund budget. Although we have added some fee increases, the overall rental budget in the Nature Center Special Revenue Fund is decreasing as the frequency and size of rentals is still being impacted by the pandemic. In addition, renovations being done at nature centers may still be impacting revenue in the early part of FY23.*

5. Does the Department’s average response time to park maintenance complaints for subareas of the County differ significantly? If there is a significant difference, please explain why.

The average response time for maintenance complaints does not vary significantly across our ten maintenance areas. We analyzed the data in our Customer Relationship Management and Enterprise Asset Management systems from July 2020 through mid-March 2022 and determined that while there is some variation in the response time for resident-generated maintenance work orders across our maintenance areas, that is expected as we receive a wide range of maintenance inquiries. The average response time for completion of the work ranged from 12 days in one maintenance area to 41 days in another maintenance area. In a review of the median response times, however, which generally eliminate the anomalies, the span for completion of the work ranged from 5 to 23 days. The differences can be attributed to the number of work orders and the types of maintenance inquiries we received. Examples of resident-generated maintenance complaints/requests include mowing overgrown path, leaky water foundation, power washing tennis court, removal of animal carcasses and faulty athletic field lighting.

6. Parks is requesting \$1,204,223 to “meet critical equipment, maintenance, and essential service needs” (also titled “Program Enhancements addressing Deficiencies and Emerging Trends”), please provide brief description of the elements that are funded, the dollar amount of funding, any changes to the personnel work compliment, and work years.

See the chart below for the summary of our program enhancement requests:

MC Parks - Program Enhancements for FY23 Proposed Budget							
Division	Expenditure Category	Item & Description	Amount	# of New Positions	Career Wkys	Term Wkys	Seasonal Wkys
IMPROVING OUR TRAILS AND CREATING EQUITABLE EXPERIENCES							
FM	Supplies	Increased funding for hard surface trails. Adding funding to purchase signs, mile markers, and paint non-slip surfaces on bridge. Adding these critical amenities will notably improve safety and the trail user experience.	\$ 50,000				
PPSD	Personnel, Supplies	Trails Equity Engagement Program. The Trail Equity Engagement Program will knock down barriers to trails use for underserved communities in the County. This program will integrate our new fleet of mountain bikes to expand event offerings that spark park activation and integrate use of our extensive trails network. The program staff will also develop relationship with high schools and community organizations. The first planned program will be a High School Volunteering and Leadership Development Program designed to foster a generation of trail ambassadors and advocates. Overall, the program will increase awareness of our park trails and help make them welcoming places for underserved communities. This request includes \$64,000 of seasonal funding and \$55,000 of supplies funding.	\$ 119,000				2.0
IMPROVING QUALITY AND PLAYABILITY OF BALLFIELDS							
SP	Personnel, Supplies, Capital Outlay	Athletic Fields Nutrient Management and Turf Improvement Program. This request is add supplies funding of \$100,000 to continue to improve the quality of athletic fields through increased aerification, seeding, and fertilization.	\$ 100,000				
ENHANCING TECHNOLOGY							
ITI	Services	Enhancing IT disaster recovery by purchasing immutable Cloud Storage. This request is for phase I of III and includes Ransomware protection and immutable and hybrid storage solutions for improved data protection and data recovery capability in the event of a malware attack. Total cost is \$150,000 which will be split 50/50 with MC Planning .	\$ 75,000				
ITI	Services	Network Analytics and Orchestration. This will fund the purchase of a Cisco Digital Network Architecture (DNA) Center to provide centralized command-and-control in automating the configuration, deployment, and asset management to our Cisco network devices. Total cost is \$75,000 which will be split 50/50 with MC Planning .	\$ 37,500				
MAINTAINING AND IMPROVING WHAT WE HAVE							
FM	Services	Request additional funding for increased maintenance of existing parkland amenities and infrastructure. Funding would expand efforts for proactive maintenance and reduce reactive emergency repairs (break & fix). Expansion of efforts would allow for completion of more projects, reduction of unplanned downtime and would include prioritization of projects in equity-focus areas. Also included are repair and renovation of sports courts with crack seal, color coating, striping, and performing other necessary repairs for our inventory of over 300 tennis courts and 225 basketball courts.	\$ 100,000				
HFEF	Personnel	Addition of a Horticulturist position for the community garden program. Duties would include program expansion/maintenance, food recovery/food waste, education, equity in services, addressing food insecurity in the county, internal and external partnerships, and ADA/accessibility. Adding another position will enable the program manager to have additional time to focus on: expansion in coordination with the PPSD and PDD Division, including site visits, plan reviews, attending community meetings, monitoring Open Town Hall postings, reaching out to strong community advocates/community members in equity focus areas to address food insecurity by placing gardens in the most impactful areas.	\$ 89,888	1.0	1.0		

Division	Expenditure Category	Item & Description	Amount	# of New Positions	Career Wkys	Term Wkys	Seasonal Wkys
HFEF	Personnel	Addition of a Visitor Services Specialist for the nature centers. This part-time position will primarily provide support for the Locust Grove Nature Center, Maydale Nature Classroom, and the Nature on Wheels (NOW) program. This request is a net zero cost request as the cost for this position will be offset by reductions in seasonal and non-personnel cost savings.	\$ -	1.0	0.5		(0.5)
EXPANDING INNOVATIVE CULTURAL AND HISTORIC PROGRAMMING							
PPSD	Personnel	Funding to add a Cultural Resources Stewardship Equity Program that will increase and augment the existing interpretive program to provide greater access to the community of underserved park users. There are multiple parks, trails, cemeteries, etc. within Parks that have no historical facility to rehabilitate or interpret, yet there are rich and powerful stories of African American, Hispanic and Latino communities, Native Americans and new immigrant communities that have yet to be told and properly interpreted. This request is for one full-time position to fill this need for development of cultural context and interpretation of underrepresented groups in the county's history.	\$ 110,332	1.0	1.0		
IMPROVING PUBLIC SAFETY							
PP	Personnel, Supplies, Capital Outlay	Adding one sergeant and three police officers who will be assigned as the Northern Region Community Service Team. In northern Montgomery County, population increases have been very pronounced and expected to remain consistent for the foreseeable future. Adjusting public safety staffing levels to population and demand levels helps to maintain high levels of service delivery, timely responses, and the prevention of crime before it occurs. The proactive presence of uniformed officers adds to the perception of safety which impacts park usage, property values, and community satisfaction. This frequent also includes costs for outfitting the officers and for vehicles.	\$ 450,613	4.0	4.0		
DEPARTMENT SHARE OF COMMISSION-WIDE IT INITIATIVES (CWIT)							
Support Services	Other Services & Charges	Commission-wide IT Initiatives - Department Share	\$ 71,890				

TOTAL PROGRAM ENHANCEMENTS \$1,204,223 7.00 6.50 0.00 1.50

Planning Questions

- The County Executive recommends funding of \$ \$36,265,738 for the Administration Fund. This represents an increase of \$ \$2,213,402, or 6.5 percent, over FY22. It would also be a reduction of approximately \$1.05 million from your proposed budget. How would you accomplish that reduction?**

See opening note and chart on page 1. To meet the County Executive's FY23 recommended budget, the budget of the Planning Department must be reduced by \$346,993. To assist the Commissioners' Office in their reductions, the Planning Department provided addition reductions of \$11,773. The total reductions provided below equal \$358,766.

Tier 1 – Departmental Top Priority (Non-Recommended Reductions)		Funding
1-1	CUT - Comprehensive Study of Redevelopment Tools <i>Impact – Will hinder Department plans to review and revise tools supporting redevelopment in the county. Could result in continuing delays on long stalled sites and in parts of the county with soft markets.</i>	\$125,000
1-2	CUT - Parking Lot Design Study <i>Impact – Will delay action toward the goals of the county's Vision Zero program. This effort to update parking lot design standards to ensure new or rebuilt lots prioritize safety and provide convenient, accessible parking for people with disabilities, bikes, and micromobility, is identified as Action T-9 in the County's FY2022-23 Vision Zero work plan. Link to FY22-23 Vision Zero Workplan</i>	\$60,000
SUB-TOTAL TIER 1 - Departmental Priority		\$185,000
Tier 2 - Departmental Priority (Non-Recommended Reductions)		Funding
2-1	REDUCE - Professional Development <i>Impact – Will reduce, defer, or eliminate management and work-related seminars and training which can result in lower job satisfaction and lower innovation in the workplace.</i>	\$34,523
2-2	REDUCE - 2% CPI Increase for Contracts and Supplies <i>Impact – Will have to absorb some contractual inflationary increases with current funding and will reduce ability to purchase supplies.</i>	\$4,727
SUB-TOTAL TIER 2 - Departmental Priority		\$39,250
Tier 3 - Budget Reductions to Meet the FY22 County Executive Recommendation		Funding
	Growth and Infrastructure Policy Update <i>Funded \$50,000 of \$125,000 requested using FY22 savings. \$75,000 remains in FY23 budget.</i>	\$50,000
	Major Known Commitment - Commission Wide IT Initiative - ERP Upgrade <i>Funded using FY22 savings.</i>	\$45,220
	Commuter Subsidy for Wheaton Headquarters Staff <i>Reduced based on savings from increased staff teleworking.</i>	\$39,296
SUB-TOTAL TIER 3 - Reductions		\$134,516
TOTAL OF ALL TIERS		\$358,766

2. What are your priorities for restoration of funding (including enhancements one-time and on-going)?

The Planning Department has categorized its non-recommended reductions in the order that it would wish them to be restored. Please see the lists provided in answer to the previous question.

3. Please provide a single table for all Divisions within the Planning Department:

- the number of approved FY22 positions;
- the number of FY23 requested number of positions, and

- the compensation (\$) required to fund new positions.

The Planning Department has not proposed any new positions in FY23.

The chart below shows the number of FY22 approved position and the number of FY23 requested position. The chart can be found in the Proposed Annual FY23 Budget book on pages 180-181.

**MONTGOMERY COUNTY POSITIONS/WORKYEARS
POSITION DETAIL BY DIVISION BY FUND**

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.15)	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Director's Office	7.00	6.85	7.00	7.00	7.00	7.00
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	9.00	9.00	9.00	9.00	9.00	9.00
Part-Time Career	2.00	1.60	2.00	1.60	2.00	1.60
Career Total	11.00	10.60	11.00	10.60	11.00	10.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.97)	-	(2.24)	-	(2.41)
Subtotal Management Services	11.00	9.63	11.00	8.36	11.00	8.19
<u>COMMUNICATIONS DIVISION</u>						
Full-Time Career	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.00	10.00	10.00	10.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	(0.16)	-	(0.17)
Subtotal Communications Division	10.00	10.00	10.00	9.84	10.00	9.83
<u>COUNTYWIDE PLANNING AND POLICY</u>						
Full-Time Career	20.00	20.00	21.00	21.00	21.00	21.00
Part-Time Career	1.00	0.50	-	-	-	-
Career Total	21.00	20.50	21.00	21.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.15)	-	-	-	-
Less Lapse	-	(1.00)	-	(0.51)	-	(0.43)
Subtotal Countywide Planning and Policy	21.00	19.35	21.00	20.49	21.00	20.57
<u>DOWNCOUNTY PLANNING</u>						
Full-Time Career	16.00	16.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.05)	-	(4.71)	-	(4.30)
Less Lapse	-	(0.80)	-	(0.56)	-	(0.55)
Subtotal Downcounty Planning	16.00	11.15	16.00	10.73	16.00	11.15

**MONTGOMERY COUNTY POSITIONS/WORKYEARS
POSITION DETAIL BY DIVISION BY FUND**

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>MID-COUNTY PLANNING</u>						
Full-Time Career	21.00	21.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	20.00	20.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(4.45)		(4.50)		(4.92)
Less Lapse		(1.07)		(0.90)		(0.83)
Subtotal Mid-County Planning	21.00	15.48	20.00	14.60	20.00	14.25
<u>UPCOUNTY PLANNING</u>						
Full-Time Career	20.00	20.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	21.00	21.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(5.90)		(5.80)		(4.70)
Less Lapse		(0.99)		(0.82)		(0.85)
Subtotal Upcounty Planning	20.00	13.11	21.00	14.38	21.00	15.45
<u>INTAKE & REGULATORY COORDINATION</u>						
Full-Time Career	18.00	18.00	19.00	19.00	19.00	19.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	19.00	19.00	19.00	19.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(8.00)		(6.99)		(8.08)
Less Lapse		(0.83)		(0.59)		(0.77)
Subtotal Intake & Regulatory Coordination	18.00	9.17	19.00	11.42	19.00	10.15
<u>INFORMATION TECHNOLOGY AND INNOVATION</u>						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(0.85)		-		-
Less Lapse		(0.95)		(0.68)		(0.72)
Subtotal Information Technology & Innovation	18.00	16.20	18.00	17.32	18.00	17.28
<u>RESEARCH AND STRATEGIC PROJECTS</u>						
Full-Time Career	6.00	6.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		-		(0.16)		-
Subtotal Research & Strategic Projects	6.00	6.00	7.00	6.84	7.00	7.00
<u>TOTAL PLANNING</u>						
Full-Time Career	145.00	145.00	148.00	148.00	148.00	148.00
Unfunded Career	3.00	-	1.00	-	1.00	-
Part-Time Career	3.00	2.10	2.00	1.60	2.00	1.60
Career Total	151.00	147.10	151.00	149.60	151.00	149.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(23.55)		(22.00)		(22.00)
Less Lapse		(6.61)		(6.62)		(6.73)
Grand Total Planning Department	151.00	116.94	151.00	120.98	151.00	120.87

4. Planning is requesting \$937,500 to “meet critical equipment, maintenance, and essential service needs” (also titled “Essential Needs/New Initiatives”), please provide brief description of the elements that are funded, the dollar amount of funding, any changes to the personnel work compliment, and work years.

The Planning Department has not proposed any changes to the personnel work compliment or work years in FY23. Below are descriptions of Planning’s FY23 Essential Needs/New Initiatives – both one-time and on-going – and the dollar amount requested for each initiative. The information can be found in the Proposed Annual FY23 Budget book on pages 128-133.

ESSENTIAL NEEDS/NEW INITIATIVES

NEW PLANS TO BEGIN IN FY23

One new planning project: the Friendship Heights Urban Design Study is being proposed to begin in FY23.

Friendship Heights Urban Design Study

The Friendship Heights Urban Design Study will build on the 1998 Friendship Heights Sector Plan. Friendship Heights is one of the few cross-jurisdictional urban centers in the county and has been deeply impacted by the many changes in economic and demographic conditions that have taken place over the last 25 years. This study will build on similar concurrent efforts by the DC Office of Planning to reposition this community for the next 25 years.

NEW INITIATIVES IN FY23

There are a number of new initiatives, both one-time and on-going, that are being proposed which focus on ways to both reimagine and reinvigorate our master planning activities, as well as ways to address significant planning issues and concerns that face Montgomery County.

As a reminder, last year four new plans were approved with initial staff planning and coordination to begin in the second half of FY22. Funding for those plans was not requested in last year and is needed in FY23. These plans include 1) Life Sciences/Great Seneca Science Corridor Plan Amendment Phase II, 2) University Boulevard Corridor Plan, 3) Clarksburg Masterplan, and 4) Silver Spring Communities Plan.

New Initiatives in FY23 - One-Time

1. **Fairland/Briggs Chaney Master Plan Support – (\$25,000) – one-time**

(Request includes \$20,000 to Upcounty Planning and \$5,000 to Support Services)*

The Fairland and Briggs Chaney Master Plan Amendment is an on-going project. In FY22, \$75,000 was approved for translation services, community engagement assistance, and transportation analysis. In FY23, \$25,000 is needed for additional translation services, a Vision Zero/placemaking study, and a retail and employment market analysis.

2. **Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2 Support - (\$100,000) – one-time**

(Request includes \$95,000 to Mid-County Planning and \$5,000 to Support Services)*

This is a comprehensive amendment to the 2010 Great Seneca Science Corridor Master Plan to address departures and barriers from the 2010 Plan’s vision identified through the 2021 Great Seneca Science Corridor Minor Master Plan Amendment, as well as changes to or potential eliminate of staging requirements. The comprehensive amendment will also integrate advancements in policy and practice, based on recommendations from Thrive Montgomery 2050, Corridor Forward, the

County Growth Policy, and the Climate Action Plan as well as racial equity, social justice and Vision Zero.

The 2010 Plan acknowledged that fulfillment of the plan's vision would occur incrementally over time, and periodic reviews of the plan's recommendations were necessary. Based on this guidance, as well as the anticipated recommendations of Corridor Forward, a comprehensive review of the plan's vision and recommendations is desired.

Funding will continue expanded outreach services adopted in response to the pandemic that better enable staff to meet residents and other stakeholders where they are, including in-person and virtual engagement, additional advertising, canvassing, and translation services, and engagement platforms. Additionally, consultant funds will support critical Vision Zero analyses to improve pedestrian and bicycle comfort and access to transit.

3. Friendship Heights Urban Design Study Support - (\$100,000) – one-time

(Request includes \$95,000 to Downcounty Planning and \$5,000 to Support Services)*

New one-time consulting funding for the Friendship Heights Urban Design Study will help meet the unique outreach needs of this small, high-density multi-jurisdictional community and perform essential Vision Zero analyses. Outreach funds will be used to hold events in the parks and urban spaces of Friendship Heights and will be an effective way of spreading the word about the study and inviting residents and other stakeholders to participate. Beyond these events, funds will allow Staff will continue expanded outreach services adopted in response to the pandemic that meet residents and other stakeholders where they are, including in-person and virtual engagement, additional advertising, canvassing, and translation services as needed, and purchasing online engagement platforms that enable stakeholders to engage in the process around the clock, with geo-tagged comments. Additionally, consultant funds will support critical Vision Zero analysis of this transit- and pedestrian-oriented community at the crossroads of heavily trafficked Wisconsin and Eastern Avenues.

4. University Boulevard Corridor Plan Support - (\$100,000) – one-time

(Request includes \$95,000 to Mid-County Planning and \$5,000 to Support Services)*

The plan seeks to reimagine busy University Boulevard as an integral component of the surrounding neighborhoods by improving safety, connectivity and livability between Langley and Wheaton. The plan builds upon the major themes of Thrive Montgomery 2050 by analyzing the potential for attainable and affordable housing, neighborhood-serving uses and placemaking opportunities along the corridor. It also advances Vision Zero through short-term and long-term strategies to improve safety for everyone, whether they travel by foot, bicycle, transit, or car.

As the University Boulevard Corridor Plan will be the first corridor plan that is predominantly residential to follow the adoption of Thrive, funding will go toward assistance to explore the regulations, policies and tools necessary to implement the vision of Thrive, as well as further our goals for vision zero, equity and climate action. It will also assist with continued outreach services adopted in response to the pandemic that better enable staff to meet residents and other stakeholders where they are, including in-person and virtual engagement, additional advertising, canvassing, and translation services, and purchasing engagement platforms.

5. Clarksburg Master Plan Amendment Support - (\$100,000) – one-time

(Request includes \$95,000 to Upcounty Planning and \$5,000 to Support Services)*

This amendment will look at predominantly undeveloped portions of the Clarksburg employment area on the east side of I-270, from the bottom of the study area north to just north of Shawnee Ln.

This area has largely remained unchanged since the original plan was published in 1994 because of a lack of employment demand and inadequate transportation options. The Amendment will evaluate land use, zoning, transportation, and environmental recommendations for the study area to determine if a new mix of land uses and zoning would be more appropriate for this area. This Amendment may require adjustments to other portions of the existing Master Plan including Interchange design and recommendations, staging on retail development and environmental recommendations.

The work on the Clarksburg Master Plan Amendment is scheduled to begin in the last month of FY22 and had no FY22 funding. For FY23, funding is needed for initial consulting services to support general design and circulation, environmental studies, translation services, community engagement assistance, transportation assistance and a retail and employment market analysis.

6. Silver Spring Communities Plan Support - (\$100,000) – one-time

(Request includes \$95,000 to Downcounty Planning and \$5,000 to Support Services)*

The Silver Spring Communities Master Plan will update and replace both the 2000 North and West Silver Spring Master Plan and the 2000 East Silver Spring Master Plan. Over the last 20 years, sector plans for Forest Glen-Montgomery Hills, Long Branch, Lyttonsville, Takoma-Langley, and the Silver Spring Downtown and Adjacent Communities have together significantly reshaped the larger Silver Spring community addressed by these original plans. This update will revisit this larger community.

New one-time consulting funding for the Silver Spring Communities Master Plan will help meet the unique outreach needs of this broad and diverse community and perform essential Vision Zero analyses. Outreach funds will be used to reach the large number of neighborhoods in the plan with in-person and virtual engagement, additional advertising, and canvassing, with a greater need for translation services throughout. Funds will also allow purchase of online tools that enable stakeholders to engage in the process around the clock, geo-coded to where they live or have a comment. Additionally, consultant funds will support critical Vision Zero analyses to improve pedestrian and bicycle comfort in these auto-oriented communities.

** Each new initiative above (#1-6) includes a \$5,000 request for translation services. The Planning Department will consolidate these budget requests in Support Services to streamline the procurement process and have one department wide contract for translation services that can be used for the plans as needed.*

7. Update Incentive Density Implementation Guidelines – CR and Employment Zones – (\$50,000) – one-time

The guidelines for Commercial/Residential and Employment Zones are intended to ensure a high quality of design under the optional method of development. They enlist eligible categories for public benefits, describe expectations and outline formulas for calculating public benefit points for each category. These guidelines help ensure the balance between the additional density and height "given" to the developer and the public amenity "received" for that additional value.

The guidelines have generally proven to be a successful tool to implement the optional method of development but have remained largely unchanged since their conception. The 2017 update provided minor modifications to the original document. Given changes in market preference towards walkable places near transit, lower demand for retail and commercial space, new building code and environmental performance requirements and evolving best practices in urban design and architecture, many of these categories need to be updated.

Several policy proposals in Thrive Montgomery 2050 such as Complete Communities, Corridor Focused Growth and a greater emphasis on quality design and infill development also recommend a recalibration of the points awarded for public benefits.

Working with a consultant, the Mid-County Planning staff will coordinate with other area teams, Countywide Planning & Policy, Research & Strategic Projects and the Director's Office to create an updated set of categories and criteria for the allocation of public benefit points that better align with market realities and the Thrive Montgomery 2050 vision. Recommendations will be vetted with partner agencies including MCDOT, MCDPS, and the Arts & Humanities Council. The effort will result in an updated guidelines document as well as identification of any changes required to the zoning. The consultant will provide a high-level "cost-benefit analysis" of what it takes for a developer to "claim" a category and what benefit it has for the county, in today's market and within current planning policy framework.

8. Comprehensive Study of Innovative Development Tools - (\$125,000) – one-time

Changing real estate practices will require a new suite of tools and systems to support development. As we have seen already, development in urban areas can be more expensive as the costs of demolition and increased complexity of construction may not be justified by higher rents. At the same time, the County is prioritizing increased density in areas around transit as a critical land use move to increase housing supply and develop in a way that mitigates the impacts of climate change. We have already seen some moves towards new tools in the PILOT legislation Council passed last year, but we think further research is needed to investigate how other urban communities advance development initiatives.

This project would look comprehensively at local, state, and federal tools and resources available to advance development. It would also explore innovative construction techniques that make development more viable. It would start by cataloging the challenges to development in different parts of the county and cataloging property types appropriate for infill/redevelopment. For example, in some areas the issues might be land assemblage, while in others it is rents not covering development costs. The project would inventory the local and state tools used in the past, building on the 2018 Reinvest Maryland Toolkit compiled by the State. It would consider the successes and failures of redevelopment efforts and tools used in the past, such as the revitalization of Downtown Silver Spring. Additionally, the project would look for national precedents to identify new or modified tools that could enhance development efforts in Montgomery County. For example, New Jersey, New York State, and California also have many older suburban communities that have necessitated public support to facilitate redevelopment efforts. The case studies will also consider organizational issues and the roles of different types of entities, such as redevelopment authorities, in facilitating successful redevelopment.

Following the outside case study research, the consultant will look at several sites in Montgomery County potentially in need of redevelopment and conduct several site-specific analyses considering project phasing, zoning, financial feasibility, design, etc. These analyses will help demonstrate the barriers sites face and potential new tools to overcome these barriers. The site analyses will provide tangible illustrations of how common redevelopment challenges can be overcome with new tools.

Montgomery Planning would lead the work developing an inventory of Maryland state and local tools and cataloging potential property typologies suitable for infill/ redevelopment. A consultant would help review national practices, recommend new tools or modifications, and perform site-specific analyses.

9. Coordinated Development of a Countywide Transportation Data Asset Management Strategy - (\$65,000) – one-time

This project would be the first step in developing a collaborative data asset management strategy to facilitate the flow of transportation asset information from MCDOT and MD SHA to the Planning Department. Planning's Bicycle Level of Traffic Stress and Pedestrian Level of Comfort networks, which are now integrated in the development review process, are extremely reliant on accurate transportation asset information from across the county. Predictive safety performance functions currently under development as part of the Department's Vision Zero Workplan depend on these data as well. Countless hours have been expended to collect and maintain transportation asset information throughout the county. This project would bring all parties together to identify individual agencies' data needs, inventory available data, and develop methods to share, store, and collect transportation data assets. This initial effort will provide the Department with a roadmap to improve access to information such as speed limit changes, centerline striping, intersection reconfigurations, sidewalk installations, and other daily changes to the transportation network. The sooner the county can identify an appropriate strategy to develop and implement an effective transportation data asset management system, the sooner the Department (and partner agencies) can implement that strategy to enhance the application of Vision Zero-related resources and analysis tools to support the achievement of goals identified in the county's 2030 Vision Zero Action Plan.

10. Parking Lot Design Study - (\$60,000) – one-time

This study would update parking lot design standards to ensure new or rebuilt lots prioritize safety and provide convenient, accessible parking for people with disabilities, bikes, and micromobility. This study is called for in Vision Zero Action Plan (Action T-9: Parking Lot Design and Construction).

The scope of the study, which would use consultant services as well as in-house staff work, would include: 1) evaluating existing best practices, 2) evaluating Montgomery County practices, 3) proposing changes to policies/regulations/code, and 4) providing design options for parking lots.

New Initiatives in FY23 – On-Going

11. Immutable Cloud Storage for IT Disaster Recovery - (\$75,000) – on-going

There have been several high-profile Ransomware attacks recently including Colonial Pipeline, Baltimore City, JBS Foods, and Kaseya (1500 companies affected). The best practices for protecting backups is to follow the 3-2-1 rule. Keep 3 copies of your data (production and at least two backups), have 2 storage mediums, and keep 1 copy off-site (cloud or tape).

This funding is for Phase I of III to store the off-site copy in cloud storage and take advantage of immutability. Immutability protects against Ransomware by marking backup files as read only until a time stamp expires (example 90 days). This ensures that, in the event of a successful Ransomware attack, the Parks and Planning Departments will be able to restore their data. The total cost is \$150,000 and will be split 50/50 between Parks and Planning.

12. Network Analytics and Orchestration - (\$37,500) – on-going

Like the previous initiative, moving into network analytics and orchestration will improve our ability to configure, deploy, and maintain our assets. This funding will procure a Cisco Digital Network Architecture (DNA) Center to provide centralized command-and-control in automating the configuration, deployment, and asset management for our Cisco network devices. The total cost is \$75,000 and will be split 50/50 between Parks and Planning.

Commissioners' Office Questions

1. What is the impact of the County Executive's recommended reductions on the Commissioners' Office?

See opening note and chart on page 1. The allocated amount of reductions for the Commissioners' Office is \$17,082. As noted above, the Planning Department assisted in meeting this reduction, leaving the \$5,309 reduction shown below.

Commissioner's Office	Tier 1 - Department Top Priority for Restoration (Non-Recommended Reductions)	\$ -
Commissioner's Office	Tier 2 - Department Top Priority for Restoration (Non-Recommended Reductions)	\$ -
Commissioner's Office	Budget Reductions to Meet the Commissioner's Portion of the FY23 County Executive Recommendation	
	Cut - requested increase to Supplies & Materials for general inflation costs.	\$ 309
	Cut - requested increase for staff training and conferences.	\$ 5,000
	Subtotal - Reductions	\$ 5,309
TOTAL ALL TIERS - Pro-Rated Reduction to Commissioner's Office		\$ 5,309

CAS Questions

1. What is the impact of the County Executive's recommended reductions on CAS?

See opening note and chart on page 1. To meet the County Executive's FY23 recommended budget, the budgets of the departments, collectively known as Central Administrative Services (CAS) must be reduced by \$146,226 in Montgomery County funding. However, because most services are provided on a bi-county basis, reductions must also be taken in the amount of \$167,506 from Prince George's County funding, for a total bi-county reduction of \$313,732. As the CAS is not a single entity, each department is shown separately.

Department of Human Resources and Management (DHRM), Merit Board and CAS Support Services

Department	Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)		MC	PGC	TOTAL
DHRM	1-a	Temporary Services <i>Impact: This reduction will significantly diminish the department's resources allocated to addressing gaps created from unanticipated attrition, extended leave circumstances, and future budget impacts.</i>	\$ 10,903	\$ 14,879	\$ 25,782
Merit Board	1-b	Professional Services <i>Impact: The Merit System Board is our separate civil service system required by law. The Board's budget is very small and primarily funds three public members, one part-time employee, legal counsel, and nominal supplies. Funding encumbered in prior fiscal years will be strategically utilized to ensure the Board is able to address steadily increasing and complex appeal matters in a timely manner using outside counsel when necessary.</i>	\$ 3,053	\$ 3,053	\$ 6,106
Subtotal Tier 1 - Departmental Priority for Restoration			\$ 13,956	\$ 17,932	\$ 31,888
Department	Tier 2 - Departmental Top Priority for Restoration (Non-Recommended Reductions)		MC	PGC	TOTAL
N/A	No Tier 2 Reductions				
Subtotal Tier 2 - Departmental Priority for Restoration			\$ -	\$ -	\$ -
Department	Tier 3 - Budget Reductions to Meet the FY23 County Executive Recommendation		MC	PGC	TOTAL
DHRM	3-a	Delay in Hiring for ERP Automation Position (2 months) <i>Impact: This will delay our ability to train staff on our Commission-wide human resource system and regulations so they can properly interface with the IT department on the ERP project.</i>	\$ 8,735	\$ 11,919	\$ 20,654
Support Services	3-b	Rental Expense <i>Impact: Due to space restrictions in the Executive Office Building, additional space has been leased at an offsite location for the past several years. Rental rates for this space have been renegotiated resulting in a reduction of the rent for FY23.</i>	\$ 6,873	\$ 9,379	\$ 16,252
Support Services	3-c	Payroll Postage <i>Impact: This process changed due to the pandemic, and pay stubs are no longer being mailed. Service will not be impacted.</i>	\$ 17,218	\$ 23,495	\$ 40,713
Subtotal Tier 3 - Reductions			\$ 32,826	\$ 44,793	\$ 77,619
Total of all Tiers			\$ 46,782	\$ 62,725	\$ 109,507

Finance Department

Department	Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)		MC	PGC	TOTAL
Finance	1-a	Postpone Hiring of Accountant III for 3 months <i>This will impact support and service levels of the general and special revenue funds in both counties, mitigation of succession planning risk, and reduce the ability of the CIP Accountants to focus on CIP. We will also be less able to support required GASB implementations, GL account reconciliations, journal entries, year-end allocations and timely closing of fiscal year end and financial reporting.</i>	\$ 13,319	\$ 14,480	\$ 27,799
Subtotal Tier 1 - Departmental Priority for Restoration			\$ 13,319	\$ 14,480	\$ 27,799
Department	Tier 2 - Departmental Top Priority for Restoration (Non-Recommended Reductions)		MC	PGC	TOTAL
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Subtotal Tier 2 - Departmental Priority for Restoration			\$ -	\$ -	\$ -
Department	Tier 3 - Budget Reductions to Meet the FY23 County Executive Recommendation		MC	PGC	TOTAL
Finance	3-a	Delay Hiring of New Corp Payroll Accountant II for 3 months <i>This will increase the risk associated with not having a payroll tax accountant to back up the current lone position responsible for Commission payroll tax compliance. We will be unable to mitigate the succession planning risk for the lone payroll tax accountant on staff who is eligible for retirement. Failure to meet payroll regulatory requirements carries significant financial penalties that this position would mitigate.</i>	\$ 13,370	\$ 13,915	\$ 27,285
			\$ -	\$ -	\$ -
Subtotal Tier 3 - Reductions			\$ 13,370	\$ 13,915	\$ 27,285
Total of all Tiers			\$ 26,689	\$ 28,395	\$ 55,084

Legal Department

Department	Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)		MC	PGC	TOTAL
Legal	1-a	Administrative Assistant - Legislative, bi-county (4.5 month hold)	\$ 19,721	\$ 17,571	\$ 37,292
		<i>This position became vacant due to prior admin passing the bar and beginning her career practicing law. Delaying hiring for this position will leave the department with no administrative support for the legislative team and could severely impact this team's effectiveness in the face of increasingly complex legislative issues facing the Commission. The reduction numbers represent a 4.5 month delay in hiring for this position.</i>			
Subtotal Tier 1 - Departmental Priority for Restoration			\$ 19,721	\$ 17,571	\$ 37,292
Department	Tier 2 - Departmental Top Priority for Restoration (Non-Recommended Reductions)		MC	PGC	TOTAL
Subtotal Tier 2 - Departmental Priority for Restoration			\$ -	\$ -	\$ -
Department	Tier 3 - Budget Reductions to Meet the FY23 County Executive Recommendation		MC	PGC	TOTAL
Subtotal Tier 3 - Reductions			\$ -	\$ -	\$ -
Total of all Tiers			\$ 19,721	\$ 17,571	\$ 37,292

Corporate IT

Department	Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)		MC	PGC	TOTAL
Subtotal Tier 1 - Departmental Priority for Restoration			\$ -	\$ -	\$ -
Department	Tier 2 - Departmental Top Priority for Restoration (Non-Recommended Reductions)		MC	PGC	TOTAL
Subtotal Tier 2 - Departmental Priority for Restoration			\$ -	\$ -	\$ -
Department	Tier 3 - Budget Reductions to Meet the FY23 County Executive Recommendation		MC	PGC	TOTAL
Corporate IT	3-a	Office 365 Enhancements	\$ 24,663	\$ 18,091	\$ 42,754
		<i>Impact: These enhancements will be prefunded through one-time savings realized after another initiative was completed under budget and ahead of schedule.</i>			
Subtotal Tier 3 - Reductions			\$ 24,663	\$ 18,091	\$ 42,754
Total of all Tiers			\$ 24,663	\$ 18,091	\$ 42,754

Office of Inspector General

Department	Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)	MC	PGC	TOTAL
		\$ -	\$ -	\$ -
Subtotal Tier 1 - Departmental Priority for Restoration		\$ -	\$ -	\$ -
	Tier 2 - Departmental Top Priority for Restoration (Non-Recommended Reductions)			
Subtotal Tier 2 - Departmental Priorities for Restoration		\$ -	\$ -	\$ -
Department	Tier 3 - Departmental Top Priority for Restoration (Non-Recommended Reductions)			
OIG	3-a Delay Hiring Inspector III New Position (3 months)	\$ 12,007	\$ 17,235	\$ 29,242
	<i>Impact - Delayed hiring of Inspector III position until October 1, 2022. The current staffing level prohibits the OIG from completing audits of areas and processes identified as high risk by Commission management. This includes information technology security audits and fraud, waste, and abuse investigations. A delay in hiring may result in non-completion of critical reviews and investigations.</i>			
OIG	3-b Delay Hiring Deputy Inspector General New Position (3 months)	\$ 16,364	\$ 23,489	\$ 39,853
	<i>Impact - Delay hiring of Deputy Inspector General an additional 3 months until January 1, 2023. The current workforce does not provide opportunity for leadership development and succession planning. Approval of the Deputy Inspector General position will help ensure the OIG benefits from strong and continuous leadership. A delay in hiring may result in the non-completion of critical reviews and investigations.</i>			
Subtotal - Reductions		\$ 28,371	\$ 40,724	\$ 69,095
Total of all Tiers		\$ 28,371	\$ 40,724	\$ 69,095

2. What are your priorities for restoration of funding?

Each department in the Central Administrative Services has categorized their non-recommended reductions in the order that they would wish them to be restored. Please see the lists provided in answer to the previous question.

3. CAS is requesting \$374,887 to “meet critical equipment, maintenance, and essential service needs” (also titled “Investing in an Essential Needs Budget”), please provide brief description of the elements that are funded, the dollar amount of funding, any changes to the personnel work compliment, and work years.

First, a correction. The \$374,887 figure you quote includes the Commissioners’ Office and the Department of Planning’s share of the CIO/CWIT initiatives, as well as the CAS departments’ requests. The table below should provide you with the necessary detail.

Department	Item & Description	Amount	# of New Positions			
COMMISSIONERS' OFFICE						
Commissioners' Office	Increased budget for a Planning Board retreat, and staff training and conferences	\$ 5,000				

Department	Item & Description	MC Amount	PGC Amount	# of New Positions	MC Workyears	PGC Workyears
DEPARTMENT OF HUMAN RESOURCES AND MANAGEMENT						
DHRM	Technical Specialist to the HR Records Team: The HR Records and Information Systems (HRIS) team is responsible for securely updating, maintaining, and safeguarding records for every person who has been and is currently employed by the Commission. This responsibility includes manually updating employee records each time a change is requested, including COLA and merit increases, additions, terminations, reclassifications, and personal information changes. These records include personally identifiable information (PII) and must be maintained and processed in compliance with Federal and State laws, agency policies, and collective bargaining agreements. The key element to maintaining this compliance is to ensure upgrades to the ERP system properly incorporate the needs of this division. A representative to champion and properly translate these requirements at the onset of the project is vital to the operations of the agency, and the success of the ERP update.	\$ 49,694	\$ 74,230	1.00	0.40	0.60
DHRM	Records Specialist to the Corporate Archives and Records Management Team: Corporate Archives executes several programs mandated by State law including physically protecting the agency's official records, adhering to public recordkeeping requirements, modernizing document storage through digitization, and responding to the Maryland Public Information Act (MPIA) requests received within mandated timeframes. Internally, each Department relies heavily on this division to house and care for their records and provide expertise to identify which records are required to be kept permanently and which records should be disposed of. Current priorities include accelerating the digitization of records to improve public access to governmental records, assisting with the transition away from the creation and storage of more paper and its impact on the environment, and supporting the increased need from the Departments to store documents that are not taken to new locations. This program only has one full-time career employee and one part-time career employee assigned. With only one full-time employee, this small team is not equipped to continue to meet State mandates, current priorities, and increased responsibilities. Additionally, disruptions in current staffing could result in large amounts of risk to our agency without a second full-time career position to provide essential program backup.	\$ 36,609	\$ 54,686	1.00	0.40	0.60
DHRM (Risk Mgmt ISF)	Risk Management Specialist position: this would centralize Commission-wide COOP, ensure that it is regularly reviewed and updated, conduct desktop training, address emergency responses with each department, and coordinate the practical application between the agency and both county governments in all emergencies. Additionally, this position would provide additional coverage/backup for safety specialists on routine Risk Management work program activities. (Budget costs are part of each department's budget)	\$ 64,301	\$ 64,301	1.00	0.50	0.50
FINANCE DEPARTMENT						
Finance	Payroll Accountant position: to decrease the high risk associated with a single position ensuring we stay in tax compliance and assist with the extensive work program.	\$ 48,231	\$ 64,163	1.00	0.43	0.57
OFFICE OF THE INSPECTOR GENERAL						
OIG	Assistant Inspector General position: The current staffing level prohibits the OIG from completing audits of areas and processes identified as high risk by Commission management. This includes information technology security audits and fraud, waste, and abuse investigations.	\$ 47,839	\$ 69,128	1.00	0.41	0.59
OIG	Deputy Inspector General position: The current workforce does not provide opportunity for leadership development and succession planning. Approval of the Deputy Inspector General position will help ensure the OIG benefits from strong and continuous leadership. A delay in hiring may result in the non-completion of critical reviews and investigations.	\$ 65,199	\$ 94,211	1.00	0.41	0.59
OIG	Professional service funds: to complete complex information security assessments resulting from attacks and breaches (internal and external). To protect the integrity of investigations, the requested professional services should be outside of departmental oversight.	\$ 40,900	\$ 59,100			

Department	Item & Description	MC Amount	PGC Amount	# of New Positions	MC Workyears	PGC Workyears			
DEPARTMENT SHARE OF COMMISSION-WIDE IT INITIATIVES (CWIT)									
CIO/CWIT	Learning Management System (LMS) (\$150,000) – An agency-wide LMS platform will provide a single unified place where a variety of professional training can be offered. The system will efficiently allow common training materials to be shared across the Commission, enable employees to be uniformly trained on important subjects like respectful workplace, diversity and inclusion, and fraud, waste, and abuse. The new platform will also improve the internal instructor and user training experiences and reduce the high cost for the multiple platforms currently used by different parts of the Commission.	\$ 64,350	\$ 85,650						
	Montgomery								
	Planning	Parks	DHRM	Finance	Legal	Corp IT	OIG	CIO	Total
	8,925	49,890	2,430	1,500	765	750	45	45	64,350
CIO/CWIT	Continuation of Operations Plan (COOP) (\$200,000) – COOP is the comprehensive plan to ensure continuation of critical business functions should a disruption occur. It includes contingencies for physical, data/intellectual as well as staffing. An updated COOP plan is needed not only to provide immediate disaster recovery from an event but ensure operations can continue throughout an unexpected scenario. Research and experience show that backups are not enough to restore operations after an incident, and insurance cannot protect our data. The Commission Business Impact Analysis and Disaster Recovery Plan will be re-evaluated and updated to incorporate threats from emergency situations and events, such as a global pandemic, that have long reaching impacts to personnel and operations.	\$ 89,000	\$ 111,000						
	Montgomery								
	Planning	Parks	DHRM	Finance	Legal	Corp IT	OIG	CIO	Total
	16,000	22,000	18,000	23,000	2,000	6,000	2,000	-	89,000

M-NCPPC Questions

Major Personnel Costs are proposed to increase by \$5.4 million over FY22. And Major Known Operating Commitments by \$3.7 million. Please provide a chart, by department (Parks, Planning, CAS), that includes a brief description, the dollar amount of funding, any changes to the personnel work compliment, and work years- for each element that makes up these changes.

Major Personnel Cost Changes

OPEB Paygo and prefunding	1,009,381
Health Insurance	(28,127)
Pension (ERS)	(252,060)
Employee Compensation Marker	3,920,386
Reclassification Marker	768,767
Minimum Wage Marker	(9,336)
Total Major Personnel Changes	5,409,011

The table above is found on page iii and again on page iv of the transmittal letter. The detail behind these summary figures is found on pages 113 and 264 of the proposed budget book. OPEB and compensation markers are determined, and presented, by fund, not by department. So, Park Fund is broken out on page 264, but page 113 only shows the entire Administration Fund, which funds the Commissioners' Office, Department of Planning and the departments that make up the Central Administrative Services.

Major Known Commitments				
	Planning	Parks	CAS + Comm's Office	
Annualization of compensation + benefit selection changes	363,711	1,783,434	67,942	
Increased salary lapse	(42,900)	(219,907)	27,382	
Supplies CPI	50	217,771	5,656	
Non-Contractual Services CPI		31,410		
Contractual increases (note 1)	413,270	467,803	121,928	
Capital Equipment CPI		24,758		
Capital Equipment ISF debt service		685,300	(23,750)	
Building rent			73,306	
Utilities & Telecommunications		(15,723)		
Risk Mgmt charges, Unemployment, LTD	(21,100)	(234,400)	1,960	
IT (CIO/CWIT) charges	(33,100)	530,260	23,028	
CAS (DHRM/Finance/Legal/Corp IT) chargebacks	7,430	48,797	(101,548)	
MCPS SRF chargebacks		(106,362)		
Development Review SRF chargebacks	(95,333)			
Wheaton chargebacks		(8,000)		
CIP / Enterprise chargebacks		(271,657)		
Total	592,028	2,933,484	195,904	3,721,416
Note 1: Planning's largest portion = GIS base map update (every 3 yrs), Growth & Infrastructure Policy update (every 4 yrs)				
Parks: no major areas; a lot of smaller ones				
CAS's largest portion = IT software contracts				



Racial Equity and Social Justice in Montgomery Planning's FY23 Operating Budget

The FY23 Operating Budget for the Montgomery Planning Department supports the programming and staff of an agency committed to advancing racial equity and social justice. The Planning Department is committed to transforming the way we work as we seek to address, mitigate, and eliminate inequities from the past and develop planning solutions to create equitable communities in the future.

This commitment to equity is reflected in all aspects of our work including a number of specific ongoing and newly proposed projects:

- **Community Equity Index and Equity Emphasis Areas** – the Department's Research and Strategic Projects Division focuses heavily on understanding the dynamics of Equity Emphasis Areas and we continue to develop a Community Equity Index as part of the equity lens we use in our work.
- **Thrive 2025** - one of the three main outcomes of Thrive Montgomery 2050 is community equity and continues to be a focus in *all* of our master plans, studies and policies.
- **Fairland/Briggs Chaney Plan and Takoma Park Minor Master Plan Amendment** – these plans are underway and have a specific focus on equity, including using unique outreach activities such as door-to-door canvassing to meet residents where they are and gain valuable input.
- **Equitable Historic Preservation** – We have a number of important preservation projects helping us advance our equity goals including:
 - Josiah Henson Parkway and other Street Renaming efforts
 - Segregation Mapping Project
 - Potomac Overlook Historic District
 - AAPI Heritage Project
 - LGBTQ+ Heritage Sites
- **Neighborhood Change Analysis** – the Department's Research and Strategic Projects Division is undertaking a new study of the issues of gentrification and neighborhood-level concentration of poverty. This study builds on national studies of these trends and is focusing on more equitable and data-driven research.
- **Ongoing Vision Zero Efforts** - we continue to move forward with our Vision Zero efforts and projects such as the Pedestrian Master Plan and the Complete Streets Design Guide are advancing these efforts. In FY23, we are specifically proposing a study of parking lot design to help avoid pedestrian accidents.

In addition to the projects noted above, the Planning Department is taking action on our internal processes to make sure that racial equity and social justice is a part of all we do:

- **Communications and engagement** in master planning and special projects with a focus on understanding audiences – especially diverse and traditionally hard-to-reach audiences. We have been employing an equity lens as we have recently engaged with communities in Fairland/Briggs Chaney, Takoma Park and as well as in our work on a recent Asian American

Pacific Islander Heritage Project feedback map, and in placemaking events, and canvassing of plan areas. We are also providing translation for master plan materials.

- **Looking Inward** – We continue to develop a staff that is increasingly savvy and innovative in addressing equity through training and collaboration.
 - **Equity Peer Review Group** – Our Equity Peer Review Group is made up of a diverse group of Planning Department staff and has reviewed/provided input on 13 plans and projects over the last 15 months.
 - **Staff training on equity and Performance Evaluations** - The Planning Department has a robust training program that focuses on equity issues. All staff have been required to participate in equity training. In addition, racial equity and social justice performance measures have been incorporated into all staff's annual evaluation including being evaluated on their participation in Department-wide diversity, equity, and inclusion training and events.
- **Viewing management and operations through an equity lens.** Our efforts are not limited to the master planning process. Management and operational functions like communications and human resources are developing approaches, tools, plans, and training to ensure that we look at everything through an equity lens.

We are always available to address additional questions that the Council may have and provide more information. You may also find additional detail and insights in the following links:

- [Developing an Equity Agenda for Planning](#)
- [Equity in Master Planning Framework](#)
- [Equity Focus Areas analysis and mapping](#)
- [Thrive Montgomery 2050](#)
- [Thrive Montgomery 2050 + Racial Equity and Social Justice as an outcome](#)
- [Community Equity Index analysis](#)
- [Street Renaming Project](#)

Montgomery Parks

How does the Montgomery Parks budget promote racial equity and social justice?

The Parks and Planning Departments collaborated on the Equity Focus Area (EFA) project which developed a data driven, analytical tool to identify marginalized populations for analysis of racial equity and social justice issues for supporting ongoing and future planning efforts. The result is a screening tool based on simple analysis of core equity variables to define the highest concentrations of marginalized populations, Equity Focus Areas. The approach confines the scope to income, race, and ethnicity, and limited English language skills to define EFA. Our department continues to apply the Equity Focus Area tool for analysis of racial equity and social justice issues to support our programing, park activation, and planning efforts. This tool is also used to assist in our prioritization in allocating resources for our Capital Improvement projects and for major maintenance and other renovation projects throughout the department.

In our FY23 Proposed Budget, most of our program enhancements incorporate an equity focus:

1. Trails Equity Engagement Program (Roots to Rocks) - this program will expand event offerings that spark park activation and integrate use of our extensive trails network. Incorporating the new fleet of 16 mountain bikes (acquired in FY21 at the request of the County Council) into our programs will provide residents, who don't otherwise have access to mountain bikes, with bikes so they can participate in these events.
2. Infrastructure Funding for Existing Park Amenities - this request is for additional funding for maintenance of existing parkland amenities and infrastructure. Increased funding will expand efforts for proactive maintenance and reduce reactive and costly emergency repairs (break & fix). Prioritization of projects will include review of both amenity condition in conjunction with analysis using the equity focus area tool.
3. Horticulturist Position for the Community Garden Program - duties for this new position will include program expansion/maintenance, coordination with volunteer and seasonal support staff, food recovery/food waste, education, equity in services, addressing food insecurity in the county, internal and external partnerships, and ADA/accessibility. Adding another position to this program will enable staff to reach out to community advocates and community members in equity focus areas to address food insecurity by placing gardens in the most impactful areas. An additional position will also allow staff to collect more detailed demographic data about our program users and potential gardeners, highlighting our strengths and our opportunities for growth. In addition to creating more space, the program offers reduced or waived plot fees for low-income families or organizations, by request. The program has also offered waived plot fees in exchange for translation services or other opportunities to bridge the gaps of cultural engagement.

4. Visitor Services Specialist for the Nature Centers - this part-time position will primarily provide support for the Locust Grove Nature Center, Maydale Nature Classroom, and the Nature on Wheels (NOW) program. This position will also assist with scheduling and deploying the recently added NOW mobile nature center and science field station increasing our ability to bring a variety of programming to the community and audiences where they live and play and to provide special programs in parks that do not have nature facilities. By taking this program to community spaces, we reach local community members who are not as likely or as able to visit the center.

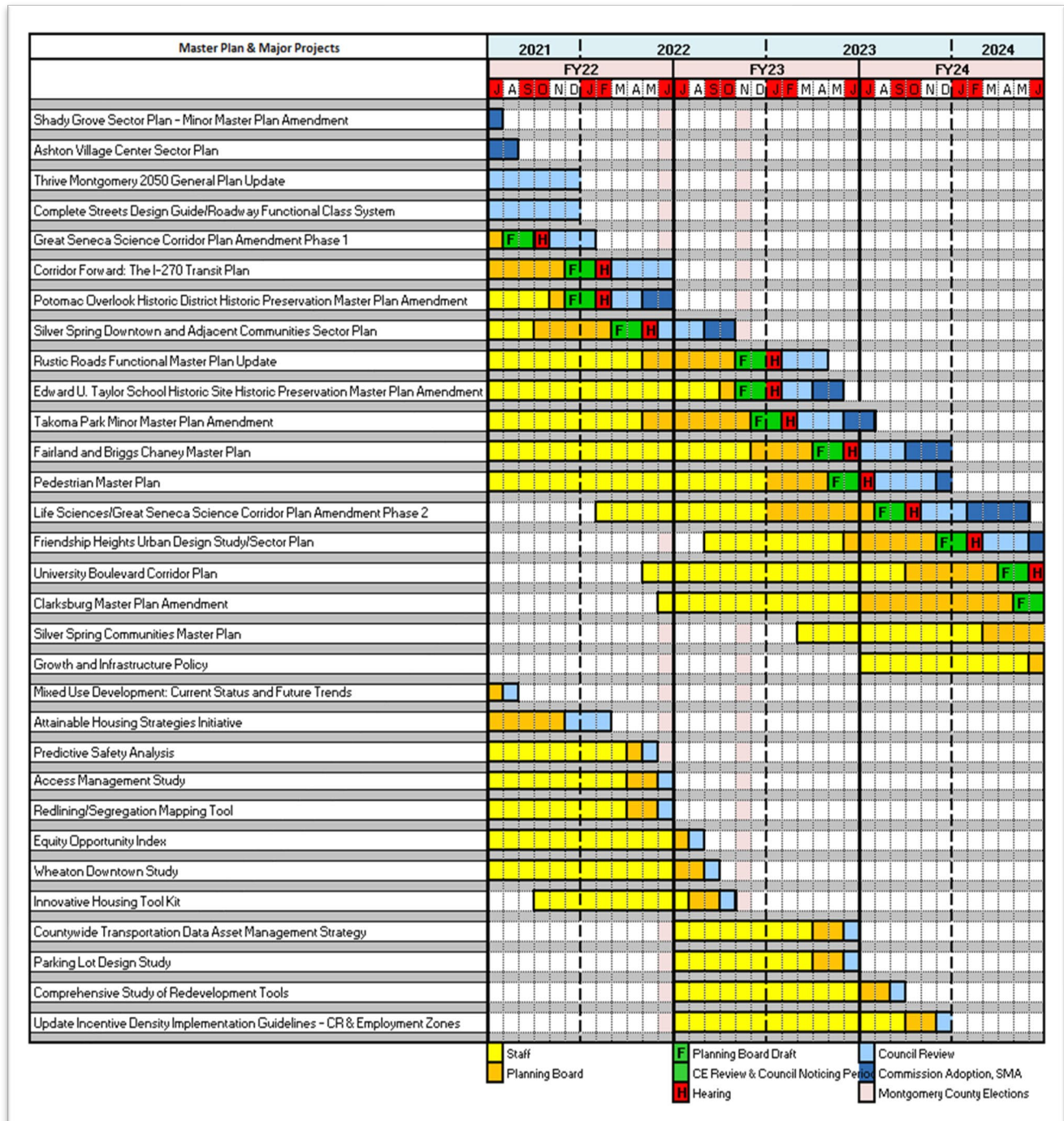
5. Cultural Resources Stewardship Equity Program (Untold Stories) - this full-time position will help address an immediate need for the development of cultural context and interpretation of underrepresented groups in the county's history. Adding the Cultural Resources Stewardship Equity Program will augment the existing interpretive program to provide greater access to the community of underserved park users. There are numerous parks, trails, and cemeteries within Parks that have no historical facility to rehabilitate or interpret, yet there are rich and powerful stories of African American, Asian, Hispanic and Latino communities, and Native Americans and new immigrant communities that have yet to be told and properly interpreted. Using data from historical and archaeological research, the proposed position will implement projects that convert that technical information into accessible and engaging products that show the diversity of experience for county residents.

6. Park Police – Northern Region Community Service Team - staff hired for this team will have advanced training in Crime Prevention Through Environmental Design (CPTED), project management and conflict resolution, cultural competency and media relations and will be bilingual with language proficiency in conversational Spanish or another non-English language.

Montgomery County Planning Department

WORK PROGRAM OVERVIEW

FY23 Proposed Master Plan and Major Projects Schedule



Profession Services Funding¹	FY17	FY18	FY19	FY20	FY21	FY22	FY23 Request
To Support Master Plans							
Mont Hills/Forest Glen Plan	139,000		18,000				
Gaithersburg East	17,000	40,000					
Bicycle Master Plan	125,000	120,000	75,000				
General Plan		275,000 ²	100,000	325,000	50,000		
Germantown Plan		12,000					
Aspen Hill Plan		16,000	101,000				
Shady Grove Plan			40,000				
Ashton Plan			40,000				
Pedestrian Master Plan			75,000	125,000			
I-270 Transit Corridor ³				300,000			
Rustic Roads				25,000			
Silver Spring Downtown Plan					20,000		
Takoma Park Plan					125,000	50,000	
Fairland-Briggs Chaney					50,000	75,000	25,000
Friendship Heights Study/Plan							100,000
Life Science Plan Phase 2							100,000
University Boulevard Plan							100,000
Silver Spring Communities Plan							100,000
Clarksburg MP Amendment							100,000
To Support On-Going/Recurring Project							
Council Special Projects	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Placemaking	50,000	50,000	75,000	100,000		83,300	83,300
Subdivision Staging/Growth and Infrastructure	105,000	25,000	125,000	25,000			125,000

¹The following items were approved by the Council; however, the list is not exhaustive of all items receiving professional services funding

² Research and Assessment: Pre-General Plan Update

³ Approved off-cycle in 1/2020

For Individual Studies/Analyses							
Silver Spring Streetscape	75,000						
Master Plan Reality Check	82,000						
Employment Trends Study	125,000						
Agri-Tourism Study		50,000					
Traffic Generation from Mixed-Use		75,000					
Roadway Functional Classification		100,000					
Purple Impacts on Small Business			50,000				
Affordable Housing Preservation				75,000			
Preserving Ethnic Retail				60,000			
Wheaton Downtown Study						75,000	
Innovative Housing Toolkit						50,000	
Redlining/Segregation Mapping						100,000	
Update CR Guidelines							50,000
Parking Lot Design							60,000
Transportation Data Asset Management							65,000
Study of Redevelopment Tools							125,000

Schedule 4

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 Schedule of Net Position
 Enterprise Funds
 June 30, 2021 and 2020

	Western Headquarters		Montgomery County		Prince George's County		Totals	
	June 30, 2021	June 30, 2020	June 30, 2021	June 30, 2020	June 30, 2021	June 30, 2020	June 30, 2021	June 30, 2020
ASSETS								
Current Assets:								
Equity in Pooled Cash and Investments	\$ 571,838	\$ 116,191	\$ 7,922,740	\$ 8,382,143	\$ 3,564,294	\$ 3,264	\$ 12,058,872	\$ 8,501,598
Accounts Receivable	-	-	800	16,962	167,821	186,405	168,721	203,367
Due from Other Government	-	-	-	15,513	-	7,280	-	22,793
Inventories	-	-	152,466	215,501	373,319	420,510	525,795	636,011
Total Current Assets	571,838	116,191	8,076,006	8,630,119	4,105,534	617,459	12,753,378	9,363,769
Noncurrent Assets:								
Capital Assets:								
Land	-	-	11,584,468	11,584,468	6,459,131	6,459,131	18,043,589	18,043,589
Buildings and Improvements	133,627,454	-	27,285,274	27,290,630	72,358,592	72,358,592	233,271,320	99,649,222
Infrastructure	-	-	33,685	26,610	146,461	146,461	180,146	173,071
Machinery, Equipment and Intangibles	-	-	3,222,663	3,088,588	5,104,524	5,004,375	8,327,187	8,092,933
Construction in Progress	-	-	9,525,061	9,043,367	-	-	9,525,061	9,043,367
Less - Accumulated Depreciation	133,627,454	-	(27,755,790)	(27,755,790)	(60,734,794)	(48,988,927)	(80,717,628)	(76,296,919)
Total Capital Assets (net of depreciation)	(2,227,124)	-	23,895,401	23,703,641	33,333,954	34,999,632	188,629,685	98,703,273
Total Noncurrent Assets	131,400,330	-	23,895,401	23,703,641	33,333,954	34,999,632	188,629,685	98,703,273
Total Assets	131,972,168	116,191	31,971,407	32,333,760	37,439,488	35,617,091	201,383,063	68,067,042
DEFERRED OUTFLOWS OF RESOURCES								
Pension Deferrals	-	-	461,908	742,666	827,787	1,534,389	1,289,695	2,277,055
OPEB Deferrals	-	-	668,769	916,565	1,244,646	1,691,126	1,913,415	2,607,691
Total Deferred Outflows of Resources	-	-	1,130,677	1,659,231	2,072,433	3,225,515	3,203,110	4,884,746
LIABILITIES								
Current Liabilities:								
Accounts Payable	156,315	-	171,030	219,707	262,442	367,657	589,787	587,364
Accrued Salaries and Benefits	1,469	-	290,294	169,664	502,842	315,966	794,605	485,630
Compensated Absences	-	-	62,327	92,601	122,212	230,007	184,539	322,608
Due to Other Government	327,054	-	-	-	-	-	327,054	-
Revenue Collected in Advance	-	-	735,952	717,447	72,005	101,960	807,957	819,407
Total Current Liabilities	484,838	-	1,259,603	1,199,419	959,501	1,015,590	2,703,942	2,215,009
Noncurrent Liabilities:								
Compensated Absences	-	-	398,237	237,661	674,827	460,266	1,073,064	697,927
Net Other Post Employment Benefit Liability	-	-	4,256,713	4,191,121	7,922,169	9,465,930	12,178,882	13,657,051
Net Pension Liability	-	-	241,568	1,558,765	432,918	3,272,339	674,486	4,831,104
Total Noncurrent Liabilities	-	-	4,896,518	5,929,914	9,029,914	13,198,535	13,926,432	19,186,082
Total Liabilities	484,838	-	6,156,121	7,186,966	9,989,415	14,214,125	16,630,374	21,401,091
DEFERRED INFLOWS OF RESOURCES								
Pension Deferrals	-	-	1,207,472	423,683	2,163,928	856,566	3,371,400	1,280,249
OPEB Deferrals	-	-	480,192	104,785	893,685	196,762	1,373,877	301,547
Total Deferred Inflows of Resources	-	-	1,687,664	528,468	3,057,613	1,053,328	4,745,277	1,581,796
NET POSITION								
Net Investment in Capital Assets	131,400,330	-	23,895,401	23,703,641	33,333,954	34,999,632	188,629,685	58,703,273
Unrestricted	87,000	116,191	1,362,898	2,573,916	(6,869,061)	(11,424,479)	(5,419,183)	(8,734,372)
Total Net Position	\$ 131,487,330	\$ 116,191	\$ 25,258,299	\$ 26,277,557	\$ 26,464,893	\$ 23,575,153	\$ 183,210,502	\$ 49,968,901



MONTGOMERY PARKS

The Maryland-National Capital Park and Planning Commission
2425 Reedie Drive | Wheaton, MD 20902
MontgomeryParks.org

MEMORANDUM

DATE: April 11, 2022

TO: Pam Dunn, Senior Legislative Analyst, Montgomery County Council

VIA: Michael F. Riley, Director of Parks 

FROM: Nancy Steen, Budget Manager, Management Services Division 

SUBJECT: FY23 Operating Budget – Request to Transfer Positions for ActiveMONTGOMERY Support

We have a minor change that we would like to include in the Department of Parks' FY23 budget based on an administrative decision that occurred after we submitted our proposed budget. This request is to move positions from the Enterprise Fund to the Park Fund. Note that the impact of this change will have zero impact to the budgeted cost for these funds.

By way of background, the cost for the ActiveMONTGOMERY support is currently split between the Park Fund and the Enterprise Fund. The staff providing direct support for the system including the help desk function are currently budgeted in the Enterprise Fund. However, since ActiveMONTGOMERY is used by multiple divisions throughout the department for program registrations, rentals, and permitting, the cost is shared by the Park Fund via a chargeback.

When staff began working on the transition to the new software (VSI) for ActiveMONTGOMERY, Information Technology and Innovation Division (ITI) staff ended up assisting the Enterprise Division staff with the software migration by supporting hardware and software configurations, verifying equipment compatibility etc. During the software migration process, it became apparent that having increased and ongoing ITI staff involvement in the administration of ActiveMONTGOMERY would be beneficial for the department. During this transition, Christy Turnbull, Enterprise Division Chief and Barbara O'Donnell, who was the acting ITI Division Chief at the time began having further discussions about the work program and possible synergies. Subsequently, the decision was made to transfer the staff and the management of this program from the Enterprise Division to the ITI Division. We believe that there are some efficiencies that can be achieved by bringing this function into the ITI group. We also plan to do some cross training of existing ITI staff so that we can improve our knowledge base in the event of attrition or unavailability of an employee on the team.

Therefore, we would like to include moving the four positions providing direct support for ActiveMONTGOMERY from the Enterprise Fund to the Park Fund. There is no operational cost impact for the FY23 budget (or for future years) for this position shift. See the table below for a summary of this cost reallocation and validating that there will be no change to the cost at the fund levels. However, since this change does include transferring the positions, the request should go through the Council approval process. If possible, we would like you to include this position transfer as a brief note in the upcoming Council budget packet memo with a recommended approval by the County Council so that we can implement this change effective FY23.

CC: Miti Figueredo, Deputy Director of Administration
Gary Burnett, Acting Deputy Director of Operations
John Kroll, Corporate Budget Director, M-NCPPC
Vince Hu, Chief, Information Technology and Innovation Division
Christy Turnbull, Chief, Enterprise Division
Shuchi Vera, Chief, Management Services Division

MONTGOMERY COUNTY PARK FUND
Expenditures by Division by Type
FY 2023 Budget

	FY23 Proposed Budget	Move ActiveMONTGOMERY Staff from Ent to Park Fund	FY23 Adopted Budget	
Personnel Services	1,500,264	431,105	1,931,369	Adds 4 positions moved from Enterprise Fund for ActiveMONTGOMERY Staff
Supplies and Materials	287,105		287,105	
Other Services and Charges	1,285,491		1,285,491	
Capital Outlay	-		-	
Other Classifications	-		-	
Chargebacks	(68,100)		(68,100)	
	<u>3,004,760</u>	<u>431,105</u>	<u>3,435,865</u>	
Support Services				
Personnel Services	407,648	-	407,648	
Supplies and Materials	1,564,687	-	1,564,687	
Other Services and Charges	11,594,314	-	11,594,314	
Capital Outlay	-	-	-	
Other Classifications	-	-	-	
Chargebacks	963,359	(431,105)	532,254	Reduces Chargeback between Support Services for shared cost
Total	<u>14,530,008</u>	<u>(431,105)</u>	<u>14,098,903</u>	
Net Total for these Divivions After Change	17,534,768		17,534,768	

MONTGOMERY COUNTY ENTERPRISE FUND
FY 2023 Budget

Personnel Services	7,106,292	(431,105)	6,675,187	Reduces cost for 4 positions moved to Park Fund
Goods for Resale	434,760	-	434,760	
Supplies and Materials	432,581	-	432,581	
Other Services and Charges	2,229,199	-	2,229,199	
Capital Outlay	-		-	
Other Classifications	-		-	
Chargebacks	410,246	431,105	841,351	Increases Chargeback between Enterprise and Support Servcies for shared cost
Total	<u>10,613,078</u>	<u>-</u>	<u>10,613,078</u>	

MEMORANDUM

April 28, 2022

TO: Planning, Housing, and Economic Development (PHED) Committee

FROM: Pamela Dunn, Senior Legislative Analyst

SUBJECT: **Amendments to the M-NCPPC FY23-28 Capital Improvements Program**

PURPOSE: Discuss Amendments to the M-NCPPC FY23-28 CIP to account for State Aid

Expected Attendees

Casey Anderson, Chair, Montgomery Planning Board
Mike Riley, Director, Montgomery Parks
Miti Figueredo, Deputy Director, Administration
Andrew Frank, Chief, Park Development Division
Carl Morgan, Special Projects and Policy Manager, Planning Department
Phil Gallegos, Assistant CIP Manager, Park Development Division
Mary Beck, Manager, Office of Management and Budget
Shantee Jackson, Fiscal & Policy Analyst, Office of Management and Budget

Background

On April 5, the Council reviewed M-NCPPC's proposed amendments to the FY23-28 CIP. The State tends to make decisions regarding capital funding for Commission projects later in the budget process, which results in more than one review of M-NCPPC's FY23-28 CIP.

The State's General Assembly adjourned Sine Die on April 11, 2022. Included in their work are grants of State Aid totaling \$12,287,701. The State Legislators also approved a budget that provides an allocation of \$14,759,000¹ in Program Open Space (POS) funding.

Additional Appropriation for State Aid Funding

¹ According to the Planning staff report, this was the amount that was included in the Governor's budget. At the time of printing this report for the Planning Board, staff is still conferring with the Department of Natural Resources on the final allocation as it is determined by a complex formula and a series of re-payments from prior years where the state diverted revenues to fund other parts of the State budget. Staff will confirm the final number with the State and communicate back to Council via the Chair.

To accommodate State Aid and the allocation of Program Open Space funds, the currently proposed CIP tentatively approved by the Council, requires additional appropriation for the projects listed in the table below.

Legislative Bond Initiatives and Local Parks and Playgrounds Infrastructure Grants²

Legislative Bond Initiative (LBI) funding and Local Parks and Playgrounds Infrastructure (LPPI) grants are tied to specific projects listed in the State’s Capital Budget Bill, SB 291. As such they cannot be used for other projects in the CIP. In order to receive and spend these additional revenues, the proposed CIP must be amended to include appropriation for “State Aid” in the following CIP Projects:

CIP Project/PDF	Grant Project	Description	Amount	Type of Grant	Legislative District
Bethesda Park Impact Payment (P872002)	Bethesda Market - Lots 10 and 24	This grant would partially fund construction of park enhancements on portions of Bethesda Parking Lot District lots 10 and 24, such as a dog park, amphitheater, multi-age playground, placemaking pavilions, site furnishings, public art, specialty landscaping and paving, lighting and other enhancements, or other park-related amenities and infrastructure in downtown Bethesda.	\$2,500,000	LPPI	18
Minor New Construction – Local Parks (P998799)	Long Branch - Arliss Neighborhood Park	This project will design and construct a skate park within the Long Branch-Arliss Neighborhood Park. The addition of this amenity will provide a destination where users can improve their skateboarding skills and enjoy this increasingly popular activity.	\$362,701	LBI	20
Minor New Construction – Local Parks (P998799)	Newport Mill Local Park	This project will design and construct a skate park within Newport Mill Local Park. The addition of this amenity will provide a destination where users can improve their skateboarding skills and enjoy this increasingly popular activity.	\$300,000	LBI	18
Minor New Construction – Local Parks (P998799)	Strathmore Local Park	This project will renovate Strathmore Local Park, including the renovation of the playground, conversion of tennis courts to soccer and basketball (or similar) courts, the creation of off-street parking, improved accessibility, picnic shelter replacement with new plaza and seating area, and the creation of a looped walking path.	\$250,000	LBI	19
Minor New Construction – Non-Local Parks (P998763)	South Germantown Recreational Park	This project will completely renovate the aging adventure playground at South Germantown Recreational Park. The project will include the installation of new playground equipment and supporting	\$1,000,000	LBI	39

² Local Parks and Playgrounds Infrastructure are administered in a similar manner to Program Open Space local grant and provide funds for grants to the county administrative units managing local parks to acquire, design, construct, and capital equip indoor and outdoor park infrastructure and other capital-eligible projects that enhance recreational amenities, including but not limited to trails, playgrounds, and recreational facilities.

		amenities. This funding will also support additional enhancements for the Bike Park facilities.			
Park Refreshers (P871902)	Long Branch Park Renovations	This project will renovate the existing park, including rehabbing the loop trail and connections, upgrade and modernize existing courts, provide environmental restoration efforts, improve playability of the athletic fields, and provide amenities such as seating areas, shade structures, bike racks, etc. within Long Branch Local Park.	\$250,000	LBI	20
Park Refreshers (P871902)	Long Branch Parks Initiative	The Long Branch Parks Initiative is an effort to strategically and holistically address the park, recreation, and public space needs of the Long Branch community.	\$2,500,000	LPPI	20
PLAR – Local Parks: Minor Renovations (P998702)	McKnew Local Park	The purpose of the project is to replace the aging playground equipment at McKnew Local Park.	\$250,000	LPPI	14
PLAR – Local Parks: Minor Renovations (P998702)	Rosemary Hills - Lyttonsville Local Park	This project will renovate the existing loop trail and connections, upgrade and modernize existing courts, provide environmental restoration efforts, improve playability of the athletic fields, and provide amenities such as seating areas, shade structures, bike racks, etc. within Rosemary-Lyttonsville Local Park.	\$800,000	LPPI	18
PLAR – Local Parks: Play Equipment (P998703)	Greenwood Local Park	This project will replace the aging playground equipment at Greenwood Local Park, including installation of new playground equipment, as well as accessible pathways and amenities to comply with current Americans with Disabilities Act Guidelines.	\$250,000	LBI	14
PLAR – Local Parks: Play Equipment (P998703)	Laytonsville Local Park	This project will replace the aging playground equipment with wood decks at Laytonsville Local Park. The playground was last renovated in 1993 and is well beyond its lifecycle for replacement.	\$150,000	LPPI	19
PLAR – Local Parks: Play Equipment (P998703)	Olney Family Neighborhood Park	This project will replace the aging playground equipment at the main playground in Olney Family Neighborhood Park. The playground was last renovated in 1990 and is beyond its lifecycle for replacement.	\$125,000	LBI	14
PLAR – Local Parks: Play Equipment (P998703)	Olney Mill Neighborhood Park	This project will replace the aging playground equipment at Olney Mill Neighborhood Park. The playground was last renovated in 1998 and is beyond its lifecycle for replacement.	\$150,000	LBI	14
PLAR – Non-local Parks: Minor Renovations	Clayborne Avenue Trail	The purpose of this project is to install an upgraded bridge to replace an existing narrow bridge crossing on the Long Branch Trail at Clayborne Avenue. The bridge is an	\$300,000	LBI	20

(P998708)		important component of the overall trail corridor rehabilitation along the Long Branch Stream Valley.			
Trails: Hard Surface Renovation (P888754)	Little Falls Stream Valley Park	This project will renovate the existing Little Falls paved trail from its connection at Hillandale Road near the Bethesda Pool to the intersection of Dorset Avenue. The existing trail is in poor condition with significant drainage issues.	\$600,000	LPPI	16
Wheaton Regional Park Improvements (P871904)	Wheaton Regional Park Action Sports Center	The action sports park will be a world class, multi-generational attraction that can accommodate both casual use and also be designed for competitions. It will offer something for all ages and skill levels. It will be a family destination, as well as a destination for teens and adults. It will encourage physical fitness and accommodate social gatherings. It will include observation decks for spectators. It will have lighting to encourage use during evenings. It will become a premier adventure sports facility that not only serves county residents, but also visitors from throughout the Mid-Atlantic.	\$2,500,000	LPPI	19
Total			\$12,287,701		

Revised project description forms (PDFs) for projects receiving State Aid in FY23 can be found on pages ©9-20.

Program Open Space

The State Budget includes \$14,759,000 in Program Open Space (POS) revenue. In FY23, the CIP as approved so far has allocated \$9,500,000 in the following projects:

- Hillandale Local Park, \$500,000
- Legacy Urban Space, \$3,500,000
- Ovid Hazen Wells Recreational Park, \$1,430,000
- Park Acquisitions, \$1,000,000
- Park Refreshers, \$3,070,000

When allocating POS funding to projects, the Maryland Code prioritizes Program Open Space funding for acquisitions before development projects. The statute requires that at least half of the funding be earmarked for acquisitions before funding development. It also allows acquisitions to be funded fully by POS, whereas development projects require a local funding match of 25%.

The FY23 revenue coming in as per the recent passing of SB290 is \$5.259 million above current programming and is to be divided equally among acquisition and development. Additionally, while reviewing the history of State POS revenues against appropriations, there is also an excess of \$844,000 of POS revenue through FY22 that is unappropriated for development projects. As such, an additional \$2,880,000 must be appropriated to CIP acquisitions while \$3,223,000 may be appropriated to development projects.

The Planning Board recommends the addition of POS appropriation in the following CIP Projects³:

- Hillandale Local Park (P871742), \$800,000 to address project cost increases;
- North Branch Trail (P871541), \$600,000 to address project cost increases;
- Park Acquisitions (872301), \$2,880,000 to provide flexibility for high priority acquisitions;
- Park Refreshers (P871902), \$823,000 to address rising renovation costs and a growing list of candidate projects for park renovations, including Strathmore Local Park; and,
- Wheaton Regional Park Improvements (P871904), \$1,000,000 for improvements and trail renovations

Council staff supports the recommendations outlined above, amending the Board’s proposed CIP submission reviewed by the Council on April 5. The nature of these grants is such that they cannot be used for other projects in the CIP. Almost all provide additional funding for local projects that are primarily funded through M-NCPPC Bonds and Program Open Space. The few regional park projects awarded grant funding are chosen to provide specific program enhancements tied to the grant which does not lend itself to the replacement of existing funding for other needs.

Contained in this Staff Report
Staff Report to the Montgomery County Planning Board

© Pages
1-20

³ Park staff considered other factors to allocate POS funds including:

1. Acquisition requirements pertaining to POS in the Land Use Article
2. Projects that maintain and renovate the existing park system
3. Projects serving Equity Focus Areas, and
4. Existing POS-supported projects experiencing cost increases due to inflation and market escalations.



MCPB Item #6

April 21, 2022

MEMORANDUM

DATE: April 15, 2022

TO: Montgomery County Planning Board

VIA: Michael F. Riley, Director of Parks ^{MR}
Miti Figueredo, Deputy Director, Administration ^{MF}
Andrew Frank, Division Chief, Park Development Division (PDD) ^{AF}

FROM: Carl Morgan, Special Projects & Policy Manager, Montgomery County Planning Department
(former CIP Manager, Park Development Division, Montgomery Parks) ^{CM}

SUBJECT: FY23-28 Capital Improvements Program and FY23 Capital Budget, Department of Parks, State Funding Amendments

STAFF RECOMMENDATION

Approve amendments to the proposed FY23-28 Capital Improvements Program (CIP) and FY23 Capital Budget to receive additional state and federal funding and transmit to the County Executive and County Council.

- FY23 Legislative Bond Initiatives (LBI) and Local Parks and Playgrounds Infrastructure Grants (LPPI) – Add appropriation for \$12,287,701 of State Aid funding in the following capital projects:
 - Bethesda Park Impact Payment (P872002), \$2,500,000
 - Bethesda Market – Lots 10 and 24
 - Minor New Construction – Local Parks (P998799), \$912,701
 - Long Branch - Arliss Neighborhood Park, \$362,701
 - Newport Mill Local Park, \$300,000
 - Strathmore Local Park, \$250,000
 - Minor New Construction – Non-Local Parks (P998763), \$1,000,000
 - South Germantown Recreational Park
 - Park Refreshers (P871902), \$2,750,000
 - Long Branch Park Renovations
 - Planned Lifecycle Asset Replacement – Local Parks: Minor Renovations (P998702), \$1,050,000
 - McKnew Local Park, \$250,000
 - Rosemary Hills - Lyttonsville Local Park, \$800,000
 - Planned Lifecycle Asset Replacement – Local Parks: Play Equipment (P998703), \$675,000
 - Greenwood Local Park, \$250,000
 - Laytonsville Local Park, \$150,000
 - Olney Family Neighborhood Park, \$125,000
 - Olney Mill Neighborhood Park, \$150,000

- Planned Lifecycle Asset Replacement – Non-local Parks: Minor Renovations (P998708), \$300,000
 - Clayborne Avenue Trail (Long Branch area)
- Trails: Hard Surface Renovation (P888754), \$600,000
 - Little Falls Stream Valley Park
- Wheaton Regional Park Improvements (P871904), \$2,500,000
 - Wheaton Regional Park Action Sports Center
- Program Open Space FY21 – Add appropriation for \$6.103M of Program Open Space to the following capital projects
 - Hillandale Local Park (P871742), \$800,000
 - North Branch Trail (P871541), \$600,000
 - Park Acquisitions (872301), \$2,880,000
 - Park Refreshers (P871902), \$823,000

Wheaton Regional Park Improvements (P871904), \$1,000,000

Background

On April 7, the Board was made aware of upcoming amendments to the CIP to receive State Funding from the General Assembly’s 2022 Legislative session as well as a transfer into the CIP of funds from the Silver Spring Amenity Fund. Because the transfer from the amenity fund is into a CIP project that already has sufficient excess appropriation, Small Grant/Donor-Assisted Capital Improvements (P058755), there is no need for further action.

Regarding state funding, the General Assembly adjourned Sine Die on April 11, 2022. Included in their work are Legislative Bond Initiatives and Local Parks and Playgrounds Infrastructure grants providing \$12,287,701 of State Aid. Legislators also approved a budget that provides an allocation of \$14,759,000¹ in Program Open Space (POS) funding. In order to receive and spend State revenues, the CIP will need to be amended to include appropriations for the additional funding.

Additional Appropriations

The Current CIP as proposed and tentatively approved by the County Council requires additional appropriation for the following types of projects. Revised project description forms (PDFs) for these capital projects/PDFs are attached at the end of this report.

Legislative Bond Initiatives and Local Parks and Playgrounds Infrastructure Grants²

Legislative Bond Initiative (LBI) funding and Local Parks and Playgrounds Infrastructure (LPPI) grants are tied to specific projects listed in the State’s Capital Budget Bill, SB 291. As such they cannot be used for

¹ This is the amount that was included in the Governor’s budget in January. At the time of printing this report, staff have been conferring with the Department of Natural Resources on the final allocation as it is determined by a complex formula and a series of re-payments from prior years where the State “borrowed” POS to fund other parts of the State budget. As the Department understands, the approval of Senate Bill 290 was consistent with the Governor’s Budget, but staff will continue to confirm the final number with the State and communicate back to the Commission by way of the Chair.

² Local Parks and Playgrounds Infrastructure are administered in a similar manner to Program Open Space local grant and provide funds for grants to the county administrative units managing local parks to acquire, design, construct, and capital equip indoor and outdoor park infrastructure and other capital-eligible projects that enhance recreational amenities, including but not limited to trails, playgrounds, and recreational facilities

other projects in the CIP. In order to receive and spend these additional revenues, the proposed CIP must be amended to include appropriation for “State Aid” in the following CIP Projects:

CIP Project/PDF	Project	Description	Legislative District	Type	Amount (\$)
Bethesda Park Impact Payment (P872002)	Bethesda Market - Lots 10 and 24	Approved plans for the redevelopment of Bethesda Market include a 3.5 acre urban park in the heart of downtown Bethesda, as envisioned in the Bethesda Downtown Plan. This grant would partially fund construction of park enhancements on portions of Bethesda Parking Lot District lots 10 and 24, such as a dog park, amphitheater, multi-age playground, placemaking pavilions, site furnishings, public art, specialty landscaping and paving, lighting and other enhancements, or other park-related amenities and infrastructure in downtown Bethesda.	LPP1	18	2,500,000
Minor New Construction – Local Parks (P998799)	Long Branch - Arliss Neighborhood Park	The purpose of the project is to design and construct a skate park within Long Branch-Arliss Neighborhood Park. The addition of this amenity will provide families and adults in the area with a destination where they can improve their skateboarding skills and enjoy this increasingly popular activity.	LBI	20	362,701
Minor New Construction – Local Parks (P998799)	Newport Mill Local Park	The purpose of the project is to design and construct a skate park within Newport Mill Local Park. The addition of this amenity will provide students, families and adults in the area with a destination where they can improve their skateboarding skills and enjoy this increasingly popular activity.	LBI	18	300,000
Minor New Construction – Local Parks (P998799)	Strathmore Local Park	The purpose of the project is to renovate deteriorating facilities, improve accessibility, provide stormwater management enhancements, and address community concerns at Strathmore Local Park. Renovations planned include, but are not limited to, playground renovation, conversion of tennis courts to soccer and basketball (or similar) courts, the creation of off-street parking, improved accessibility, picnic shelter replacement with new plaza and seating area, and the creation of a looped walking path. The park may include other amenities such as futsal, adult (or teen) exercise equipment, and a neighborhood trail connection. This project will also include funding from Program Open Space in the Park Refresher Program.	LBI	19	250,000

CIP Project/PDF	Project	Description	Legislative District	Type	Amount (\$)
Minor New Construction – Non-Local Parks (P998763)	South Germantown Recreational Park	The purpose of the project is to completely renovate the aging adventure playground at South Germantown Recreational Park. This destination playground was initially built in 2000 and is deteriorating and beyond its lifecycle for replacement. The project will include the installation of new playground equipment and supporting amenities. This funding will also support additional enhancements for the Bike Park facilities.	LBI	39	1,000,000
Park Refreshers (P871902)	Long Branch Park Renovations	The purpose of the project is to renovate the existing park, including rehabbing the loop trail and connections, upgrade and modernize existing courts, provide environmental restoration efforts, improve playability of the athletic fields, and provide amenities such as seating areas, shade structures, bike racks, etc. within Long Branch Local Park. Renovations will improve compliance with the Americans with Disabilities Act Standards and retrofit stormwater management treatment to better protect receiving waters.	LBI	20	250,000
Park Refreshers (P871902)	Long Branch Parks Initiative	The Long Branch Parks Initiative is an effort to strategically and holistically address the park, recreation, and public space needs of the Long Branch community. By planning and designing these parks together, we have opportunities to meet the varied park needs of the community using all of the parks in the area.	LPPI	20	2,500,000
PLAR – Local Parks: Minor Renovations (P998702)	McKnew Local Park	The purpose of the project is to replace the aging playground equipment at McKnew Local Park. The project will include the installation of new playground equipment, as well as renovations to other park features, including resurfacing the courts, providing accessible walkways, and improving the park drainage. These additions would improve a greater portion of the park for all users to enjoy.	LPPI	14	250,000
PLAR – Local Parks: Minor Renovations (P998702)	Rosemary Hills - Lyttonsville Local Park	The purpose of the project is to renovate the existing loop trail and connections, upgrade and modernize existing courts, provide environmental restoration efforts, improve playability of the athletic fields, and provide amenities such as seating areas, shade structures, bike racks, etc. within Rosemary-Lyttonsville Local Park. Renovations will improve compliance with	LPPI	18	800,000

CIP Project/PDF	Project	Description	Legislative District	Type	Amount (\$)
		the Americans with Disabilities Act Standards and retrofit stormwater management treatment to better protect receiving waters.			
PLAR – Local Parks: Play Equipment (P998703)	Greenwood Local Park	The purpose of the project is to replace the aging playground equipment at Greenwood Local Park. This project will include the installation of new playground equipment, as well as accessible pathways and amenities to comply with current Americans with Disabilities Act Guidelines. If funding allows, renovations to other park features may be included, such as the courts, gazebo, parking lot and pathways throughout the park.	LBI	14	250,000
PLAR – Local Parks: Play Equipment (P998703)	Laytonsville Local Park	The purpose of the project is to replace the aging playground equipment with wood decks at Laytonsville Local Park. The playground was last renovated in 1993 and is well beyond its lifecycle for replacement. The project will include the installation of new playground equipment and accessible pathways to comply with current Americans with Disabilities Act Guidelines.	LPPI	19	150,000
PLAR – Local Parks: Play Equipment (P998703)	Olney Family Neighborhood Park	The purpose of the project is to replace the aging playground equipment at the main playground in Olney Family Neighborhood Park. The playground was last renovated in 1990 and is beyond its lifecycle for replacement. The project will include the installation of new playground equipment and accessible pathways from the parking lot to comply with current Americans with Disabilities Act Guidelines.	LBI	14	125,000
PLAR – Local Parks: Play Equipment (P998703)	Olney Mill Neighborhood Park	The purpose of the project is to replace the aging playground equipment at Olney Mill Neighborhood Park. The playground was last renovated in 1998 and is beyond its lifecycle for replacement. The project will include the installation of new playground equipment and accessible pathways to comply with current Americans with Disabilities Act Guidelines.	LBI	14	150,000
PLAR – Non-local Parks: Minor Renovations (P998708)	Clayborne Avenue Trail	The purpose of this project is to install an upgraded bridge to replace an existing narrow bridge crossing on the Long Branch Trail at Clayborne Avenue. The bridge is an important component of the overall trail corridor rehabilitation along the Long Branch Stream Valley. The bridge is heavily used by school children, their families, and	LBI	20	300,000

CIP Project/PDF	Project	Description	Legislative District	Type	Amount (\$)
		the community. The existing bridge serves as a vital connection across the stream valley between schools, parks, retail centers, and the neighborhoods they serve. In addition, two new nearby transit stations, planned as part of the Purple Line, are expected to increase foot and bicycle traffic crossing this corridor. The bridge will increase the safety, quality and comfort of the residents using the trail and visiting the adjacent park. Additional benefits of the project will be an improvement to water quality by restoring two stormwater outfalls and the Long Branch stream within the bridge's viewshed.			
Trails: Hard Surface Renovation (P888754)	Little Falls Stream Valley Park	The purpose of the project is to renovate the existing Little Falls paved trail from its connection at Hillandale Road near the Bethesda Pool to the intersection of Dorset Avenue. The existing trail is in poor condition with significant drainage issues. This project will renovate the existing trail, improve community connections, ensure ADA compliance, retrofit stormwater management, and enhance adjacent riparian conditions.	LPPI	16	600,000
Wheaton Regional Park Improvements (P871904)	Wheaton Regional Park Action Sports Center	The action sports park will be a world class, multi-generational attraction that can accommodate both casual use and also be designed for competitions. It will offer something for all ages and skill levels. It will be a family destination, as well as a destination for teens and adults. It will encourage physical fitness and accommodate social gatherings. It will include observation decks for spectators. It will have lighting to encourage use during evenings. It will become a premier adventure sports facility that not only serves county residents, but also visitors from throughout the Mid-Atlantic. Envisioned facilities include: <ul style="list-style-type: none"> • Skate Park • Bicycle Pump Track • Climbing Wall • Parkour/Obstacle Course • Bicycle Skills Area • Traffic Safety Garden • Splash Pad • Social Gathering Areas • Children’s play area 	LPPI	19	2,500,000

CIP Project/PDF	Project	Description	Legislative District	Type	Amount (\$)
		<ul style="list-style-type: none"> • Food Truck Area Initial work will include POR development and Facility Planning for full design. Implementation may need to be phased depending on funding availability.			

Program Open Space

The State Budget includes \$14,759,000 in Program Open Space (POS) revenue. The Operating Budget Bill (SB 290) funded POS fully this year, although at the time of drafting this report, the Department of Natural Resources is still confirming the exact amount as it depends on the application of the State’s distribution formula and upon the Governor signing the Bill. In any case, it appears that the estimated amount has a margin of error is less than \$500k or 3%. Should there be changes, staff will report back to the Board directly on April 21 or through the Planning Board Chair when information becomes available.

In FY23, the CIP as approved so far has \$9,500,000 in the following projects:

- Hillandale Local Park, \$500,000
- Legacy Urban Space, \$3,500,000
- Ovid Hazen Wells Recreational Park, \$1,430,000
- Park Acquisitions, \$1,000,000
- Park Refreshers, \$3,070,000

When allocating POS funding to projects, the Maryland Code prioritizes Program Open Space funding for acquisitions before development projects. The statute requires that at least half of the funding be earmarked for acquisitions before funding development. It also allows acquisitions to be funded fully by POS, whereas development projects require a local funding match of 25%.

The FY23 revenue coming in as per the recent passing of SB290 is \$5.259M above current programming and is to be divided equally among acquisition and development. Additionally, while reviewing the history of State POS revenues against appropriations, there is also an excess of \$844,000 of POS revenue through FY22 that is unappropriated for development projects. As such, an additional \$2,880,000 must be appropriated to CIP acquisitions while \$3,223,000 may be appropriated to development projects.

Among all guiding and prioritizing principles we have used in creating the CIP, staff considered other factors to allocate POS funds including:

1. Acquisition requirements pertaining to POS in the Land Use Article
2. Projects that maintain and renovate the existing park system
3. Projects serving Equity Focus Areas
4. Existing POS-supported projects that are experiencing cost increases due to inflation and market escalations

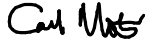
More specifically, staff recommends the addition of POS appropriation in the following CIP Projects:

- Hillandale Local Park (P871742), \$800,000 to address project cost increases
- North Branch Trail (P871541), \$600,000 to address project cost increases
- Park Acquisitions (872301), \$2,880,000 to provide maximum flexibility for high priority acquisitions

- Park Refreshers (P871902), \$823,000 to address rising renovation costs and a growing list of candidate projects for park renovations, including Strathmore Local Park
- Wheaton Regional Park Improvements (P871904), \$1,000,000 for improvements and trail renovations

Conclusion

Staff seeks approval of recommendations outlined in this report that amend the Department's submission of the FY23-28 Capital Improvements Program (CIP).



04/15/2022



04/15/2022



04/15/2022



04/15/2022



Bethesda Park Impact Payment (P872002)

Category	M-NCPPC	Date Last Modified	10/07/24 04/21/2022
SubCategory	Acquisition	Administering Agency	M-NCPPC
Planning Area	Bethesda-Chevy Chase and Vicinity	Status	Ongoing

	Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
--	-------	-----------	----------	---------------	-------	-------	-------	-------	-------	-------	----------------

EXPENDITURE SCHEDULE (\$000s)

Land	18,000	7,050	7,950	3,000	3,000	-	-	-	-	-	-
TOTAL EXPENDITURES	18,000	7,050	7,950	3,000	3,000	-	-	-	-	-	-
Planning, Design, & Supervision	375	0	0	375	375	-	-	-	-	-	-
Site Improvements & Utilities	2125	0	0	2175	2175	-	-	-	-	-	-

FUNDING SCHEDULE (\$000s)

State Aid	2500	0	0	2500	2500	-	-	-	-	-	-
Contributions: Bethesda Park Impact Payments	18,000	7,050	7,950	3,000	3,000	-	-	-	-	-	-
TOTAL FUNDING SOURCES	18,000	7,050	7,950	3,000	3,000	-	-	-	-	-	-
	20,500	0	0	5500	5500	-	-	-	-	-	-

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request	3,000	5500	Year First Appropriation	FY20
Appropriation FY 24 Request	-	-	Last FY's Cost Estimate	15,000
Cumulative Appropriation	15,000			
Expenditure / Encumbrances	7,181			
Unencumbered Balance	7,819			

PROJECT DESCRIPTION

The Bethesda Downtown Plan creates a new approach to providing funds for parks that are critical to livable and healthy communities for the residents of Bethesda and the county. With an increasing population of residents and workers in the Bethesda Downtown Plan area, parks and open spaces have become "outdoor living rooms" and de facto backyards that play an increasingly important role in promoting healthy living, social interaction, and equity. The Bethesda Overlay Zone requires a Park Impact Payment for portions of certain development approvals within the Downtown Plan boundary. Park Impact Payments submitted to the M-NCPPC as a condition of Planning Board development approvals will be placed into this project for appropriation and expenditure. Bethesda PIP funds may be used for acquisition of parkland, site cleanup and interim improvements, renovation/modification of existing parks, and development of new facilities and new parks within the Bethesda Downtown Plan boundary. PIP funds that will be used for full planning, design, and construction of Bethesda parks will be allocated to the appropriate development PDF within the CIP. PIP funds will be allocated based on the park priorities in the Bethesda Downtown Sector Plan, availability of land for acquisition, site improvement needs, and the Parks Departments' design and construction schedule.

COST CHANGE

Addition of expenditures in FY23 in anticipation of future contributions. **FY23 addition of \$2.5M State Aid, Local Parks and Playground Improvement grant, for Development of the Bethesda Market, Lots 10 and 24**

PROJECT JUSTIFICATION

The Bethesda Overlay Zone (ZTA 16-20; adopted 7/18/2017, effective date 8/7/2017) was created to implement the innovative zoning and community development recommendations in the Bethesda Downtown Plan (2017). This project will serve to hold, appropriate and expend Park Impact Payments made to the M-NCPPC per the requirements of the zoning ordinance.

OTHER

Appropriations for payments received above the approved capital budget will be requested through supplemental appropriations or future CIP approvals.

DISCLOSURES

Expenditures will continue indefinitely.

COORDINATION

Park Acquisitions 872301, Acquisition: Local Parks PDF 767828, Acquisition: Non-Local Parks PDF 998798, ALARF: M-NCPPC PDF 727007, Facility Planning: Local Parks PDF 957775, Facility Planning: Non-Local Parks PDF 958776



Hillandale Local Park (P871742)

Category	M-NCPPC	Date Last Modified	4/04/21 04/21/2022
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Colesville-White Oak and Vicinity	Status	Under Construction

Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
-------	-----------	----------	---------------	-------	-------	-------	-------	-------	-------	----------------

EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	1,352	250	1,102	-	-	-	-	-	-	-
Site Improvements and Utilities	5148 4,348	803	3,045	1300 500	1300 500	-	-	-	-	-
TOTAL EXPENDITURES	5,700 6500	1,053	4,147	500 1300	500 1300	-	-	-	-	-

FUNDING SCHEDULE (\$000s)

M-NCPPC Bonds	1,789	589	1,200	-	-	-	-	-	-	-
Program Open Space	4711 3,911	464	2,947	1300 500	1300 500	-	-	-	-	-
TOTAL FUNDING SOURCES	5,700 6500	1,053	4,147	500 1300	500 1300	-	-	-	-	-

OPERATING BUDGET IMPACT (\$000s)

Maintenance				1,212	202	202	202	202	202	202
NET IMPACT				1,212	202	202	202	202	202	202

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request	- 800	Year First Appropriation	FY17
Appropriation FY 24 Request	-	Last FY's Cost Estimate	5,700
Cumulative Appropriation	5,700		
Expenditure / Encumbrances	1,259		
Unencumbered Balance	4,441		

PROJECT DESCRIPTION

This project renovates the existing 25.35-acre Hillandale Local Park. The plan removes and/or renovates deteriorating facilities and reconfigures the park to improve access and circulation. Project scope was updated for the FY19-24 CIP to include the following elements: demolition of the Hillandale office building in order to provide an improved, safer, and realigned park entrance and reconfigured roadway, additional parking, shared use trail and frontage improvements along New Hampshire Avenue, hard surface internal trail loop, restroom facility, improved full-size soccer field, multi-age playground, one picnic shelter, two basketball courts with lighting, stormwater management facilities, and landscaping.

ESTIMATED SCHEDULE

Design ongoing, construction ongoing FY22.

PROJECT JUSTIFICATION

The park facility plan was approved by the Montgomery County Planning Board on July 9, 2015. Specific recommendations for the renovation of this park are included in the White Oak Science Gateway Master Plan, approved and adopted July 2014. Additional applicable recommendations are included in the Countywide bikeways functional master plan (2005), vision 2030 strategic plan for parks and recreation, Montgomery County, Maryland (2011), and the 2012 Park Recreation and Open Space (PROS) plan.

OTHER

A pedestrian impact analysis has been completed for this project.

DISCLOSURES

A pedestrian impact analysis will be performed during design or is in progress. M-NCPPC asserts that this project conforms to the requirement of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

COORDINATION

The project requires coordination with the Hillandale volunteer fire station to ensure that access and Entrance requirements for the fire station are met. The removal of the Hillandale office building requires coordination with the timing of staff relocation to the Wheaton headquarters building.

COST CHANGE

FY23 addition of \$800k of Program Open Space funding to address cost increases.



Minor New Construction - Local Parks (P998799)

Category	M-NCPPC	Date Last Modified	10/06/21 04/21/2022
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
-------	-----------	----------	---------------	-------	-------	-------	-------	-------	-------	----------------

EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	970	262	265	443	68	75	75	75	75	75	-
Site Improvements and Utilities	6,422	5,509	1,498	1,504	3,420	2,507	1,295	382	425	425	425
TOTAL EXPENDITURES	6,479	1,760	1,769	2,950	450	500	500	500	500	500	-
	7392			3863	1363						

FUNDING SCHEDULE (\$000s)

State Aid	913	0	0	913	913						
M-NCPPC Bonds	6,479	1,760	1,769	2,950	450	500	500	500	500	500	-
TOTAL FUNDING SOURCES	6,479	1,760	1,769	2,950	450	500	500	500	500	500	-
	7392			3863	1363						

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request	450	1363	Year First Appropriation	FY01
Appropriation FY 24 Request	500		Last FY's Cost Estimate	4,984
Cumulative Appropriation	3,529			
Expenditure / Encumbrances	2,068			
Unencumbered Balance	1,461			

PROJECT DESCRIPTION

This project funds design and construction of new park facilities and amenities. Improvements may include, but are not limited to, picnic shelters, seating, courts, hardscape, activation support features, parking, signage, landscaping, walkways, exercise equipment, recreational and site amenities, retaining walls, dog exercise areas, park management support elements, utilities, site work, buildings and other park structures, signage, etc. and are often combined with other projects.

COST CHANGE

Level-of-effort increase to address improvements and new elements that are generally part of other coordinated capital projects in parks. Also, increase due to the addition of two fiscal years to this ongoing project. **FY23 addition of \$912,701 State Aid for capital projects at Long Branch - Arliss Neighborhood Park (\$362,701), Newport Mill Local Park (\$300,000), Strathmore Local Park (\$250,000).**

PROJECT JUSTIFICATION

2017 Parks, Recreation and Open Space (PROS) Plan. The 2005 Land Preservation, Parks and Recreation Plan. Individual Area Master Plans. Community requests.

FISCAL NOTE

Prior year partial capitalization of expenditures through FY16 totaled \$2,345,000.

DISCLOSURES

Expenditures will continue indefinitely.



Minor New Construction - Non-Local Parks (P998763)

Category	M-NCPPC	Date Last Modified	10/06/21 04/21/2022
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
-------	-----------	----------	---------------	-------	-------	-------	-------	-------	-------	----------------

EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	1,380	388	182	810	135	135	135	135	135	135	-
Site Improvements and Utilities	9,105	8,405	2,391	1,124	5,590	4,590	1,765	765	765	765	-
TOTAL EXPENDITURES	9,485	2,779	1,306	5,400	900	900	900	900	900	900	-
	10,485			6,400	1,900						

FUNDING SCHEDULE (\$000s)

G.O. Bonds	8,279	1,593	1,286	5,400	900	900	900	900	900	900	-
PAYGO	1,131	1,131	-	-	-	-	-	-	-	-	-
State Aid	1,075	75	55	20	1,000	-	1,000	-	-	-	-
TOTAL FUNDING SOURCES	9,485	2,779	1,306	5,400	900	900	900	900	900	900	-
	10,485			6,400	1,900						

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request	900	1,900	Year First Appropriation	FY01
Appropriation FY 24 Request	900		Last FY's Cost Estimate	7,235
Cumulative Appropriation	4,085			
Expenditure / Encumbrances	3,311			
Unencumbered Balance	774			

PROJECT DESCRIPTION

This project funds design and construction of new park facilities and amenities. Improvements may include, but are not limited to, picnic shelters, seating, courts, hardscape, activation support features, parking, signage, landscaping, walkways, exercise equipment, recreational and site amenities, retaining walls, dog exercise areas, park management support elements, utilities, site work, buildings and other park structures, signage, etc. and are often combined with other projects.

COST CHANGE

Level-of-effort increase to address improvements and new elements that are generally part of other coordinated capital projects in parks. Also, increase due to the addition of FY27-28 of this ongoing project. **FY23 addition of \$1M State Aid for improvements and renovations at S. Germantown Recreational Park.**

PROJECT JUSTIFICATION

2017 Parks, Recreation, and Open Space (PROS) Plan. 2005 Land Preservation, Park and Recreation Plan. Individual park master plans.

FISCAL NOTE

FY20 Supplemental Appropriation of \$250k in State Aid for Black Hill Regional Park: SEED Classroom. July 2020, reduced GO Bonds \$80k for affordability, FY21 Savings Plan. FY19 Special Appropriation of \$180k in G.O. Bonds for Maydale Nature Center. Addition of a Bond Bill (\$75,000) in FY18 for Maydale Nature Center. Added \$250k in FY17 for Maydale Nature Center. In FY13, supplemental appropriation added \$200,000 in State Aid funding. Prior year partial capitalization of expenditures through FY16 total \$2,703,000. In FY20, transferred \$250k in State Aid to the Black Hill Regional Park SEED Classroom (P872101).

DISCLOSURES

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



North Branch Trail (P871541)

Category	M-NCPPC	Date Last Modified	11/01/21	04/21/2022
SubCategory	Development	Administering Agency	M-NCPPC	
Planning Area	Rockville	Status	Under Construction	

Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
-------	-----------	----------	---------------	-------	-------	-------	-------	-------	-------	----------------

EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	491	100	391	-	-	-	-	-	-	-
Construction	4781	4,484	661	2,568	1552	952	1552	952	-	-
TOTAL EXPENDITURES	4,672	761	2,959	1552	952	1552	952	-	-	-
	5272									

FUNDING SCHEDULE (\$000s)

Program Open Space	600	0	0	600	600	-	-	-	-	-
Contributions	282	282	-	-	-	-	-	-	-	-
Federal Aid	2,000	-	2,000	-	-	-	-	-	-	-
G.O. Bonds	2,390	479	959	952	952	-	-	-	-	-
TOTAL FUNDING SOURCES	4,672	761	2,959	952	952	-	-	-	-	-
	5272			1552	1552					

OPERATING BUDGET IMPACT (\$000s)

Maintenance				156	26	26	26	26	26	26
Program-Staff				-	-	-	-	-	-	-
NET IMPACT				156	26	26	26	26	26	26
FULL TIME EQUIVALENT (FTE)					-	-	-	-	-	-

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request	- 600	Year First Appropriation	FY17
Appropriation FY 24 Request	-	Last FY's Cost Estimate	4,672
Cumulative Appropriation	4,672		
Expenditure / Encumbrances	879		
Unencumbered Balance	3,793		

PROJECT DESCRIPTION

The North Branch Hiker-Biker Trail will be a new trail located within Rock Creek Regional Park and the North Branch Stream Valley Park Unit 4 and is approximately 2.2 miles in length including connector trails. There are two segments of this trail. The first will connect the Lake Frank Lakeside Trail to the Emory Lane Bikeway at the intersection of Muncaster Mill Road. A 20 space parking lot will be built off of Muncaster Mill Road for trailhead parking. Improvements to the intersection of Muncaster Mill Road and Emory Lane are proposed and coordinated jointly between MC-DOT, SHA and M-NCPPC. The second segment connects the Route 200 Bikeway to the future trail being built by the developer at the Preserve at Rock Creek.

ESTIMATED SCHEDULE

Construction ongoing FY22.

PROJECT JUSTIFICATION

The Facility Plan was approved by the MCPB on June 27, 2013. The trail has been recommended in multiple master plans including the 2005 Olney Master Plan, 2004 Upper Rock Creek Area Master Plan, the 2008 Countywide Park Trails Plan, the 2000 Rock Creek Regional Park Master Plan and the 2008 Upper Rock Creek Trail Corridor Plan.

FISCAL NOTE

M-NCPPC was awarded a federal pass-through Transportation Alternatives Program Grant for the amount of \$2,000,000 from the Maryland State Highway Administration in July 2015. \$282k WSSC reimbursement for disturbances in the North Branch Area.

DISCLOSURES

A pedestrian impact analysis has been completed for this project.

COORDINATION

Montgomery County Department of Transportation, Maryland State Highway Administration, Montgomery County Department of Permitting Services, M-NCPPC Department of Planning and Maryland Transportation Authority, Project #768673 Trails Hard Surface Design & Construction.

COST CHANGE

FY23 addition of \$600k Program Open Space funding for project cost increases



Park Acquisitions (P872301)

Category	M-NCPPC	Date Last Modified	10/07/21	04/21/2022
SubCategory	Acquisition	Administering Agency	M-NCPPC	
Planning Area	Countywide	Status	Ongoing	

Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
-------	-----------	----------	---------------	-------	-------	-------	-------	-------	-------	----------------

EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	750	-	-	750	125	125	125	125	125	125	-
Land	9330	6,450	-	3990	6,450	3,954	1,075	1,075	1,075	1,075	-
Other	1,200	-	-	1,200	200	200	200	200	200	200	-
TOTAL EXPENDITURES	8,400	-	-	8,400	1,400	1,400	1,400	1,400	1,400	1,400	-
	11,280			11,280	4280						

FUNDING SCHEDULE (\$000s)

Current Revenue: General	1,500	-	-	1,500	250	250	250	250	250	250	-
M-NCPPC Bonds	900	-	-	900	150	150	150	150	150	150	-
Program Open Space	8880	6,000	-	8880	6,000	3880	1,000	1,000	1,000	1,000	-
TOTAL FUNDING SOURCES	8,400	-	-	8,400	1,400	1,400	1,400	1,400	1,400	1,400	-
	11,280			11,280	4280						

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request		1,400	4280	Year First Appropriation	
Appropriation FY 24 Request		1,400		Last FY's Cost Estimate	-
Cumulative Appropriation		-			
Expenditure / Encumbrances		-			
Unencumbered Balance		-			

PROJECT DESCRIPTION

This project funds parkland acquisitions that serve residents in all areas of the County and in all park types. This project covers the cost of land plus acquisition expenses such as land surveys, appraisals, settlement expenses, and other acquisition-related costs. The project also funds expenses to make new parkland safe and secure upon acquisition, e.g. removing attractive nuisances, posting properties, securing or removing structures, cleaning up sites, etc. Acquisitions can include new parks or additions to existing parks. To the extent possible, the Commission acquires parkland through dedication at the time of subdivision; however, to meet all parkland needs in a growing and changing County, this method must be supplemented by a direct land purchase program.

PROJECT JUSTIFICATION

2017 Park, Recreation, and Open Space (PROS) Plan, approved by the Montgomery County Planning Board, adopted area master plans, and functional master plans guide the parkland acquisition program. This PDF provides latitude to acquire properties consistent with master plans and Commission policies.

DISCLOSURES

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

COORDINATION

Acquisition: Non-Local PDF 998798 (Pending Closeout FY23), Acquisition: Local Parks (Pending Closeout FY23), Legacy Open Space PDF 018710, ALARF: M-NCPPC PDF 727007, Bethesda Park Impact Payment PDF 872002, Mid-County Park Benefit Payments PDF872201.



Park Refreshers

(P871902)

Category	M-NCPPC	Date Last Modified	11/01/21 04/21/2022
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

	Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
--	-------	-----------	----------	---------------	-------	-------	-------	-------	-------	-------	----------------

EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	41,368	518	2,585	8,265	2443	1,374	1,281	1,318	1,476	1,439	1,380	-
Site Improvements and Utilities	31,692	2,074	10,328	19,290	570	3,199	2,990	3,077	3,444	3,360	3,220	-
TOTAL EXPENDITURES	43,060	2,592	12,913	27,555	4,570	4,271	4,395	4,920	4,799	4,600	-	
	46,633			31,128	8143							

FUNDING SCHEDULE (\$000s)

State Aid	2750			2750	2750							
M-NCPPC Bonds	12,737	648	4,128	7,961	1,500	1,500	1,425	1,137	1,299	1,100	-	
Program Open Space	31,146	1,944	8,785	20,387	3893	3,079	2,771	2,970	3,783	3,500	3,500	
TOTAL FUNDING SOURCES	43,060	2,592	12,913	27,555	4,570	4,271	4,395	4,920	4,799	4,600	-	
	46,633			31,128	8143							

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request	4,570	8143	Year First Appropriation	FY19
Appropriation FY 24 Request	4,271		Last FY's Cost Estimate	28,645
Cumulative Appropriation	15,505			
Expenditure / Encumbrances	3,918			
Unencumbered Balance	11,587			

PROJECT DESCRIPTION

This project funds design and construction of renovations, modifications, and modernizations of local parks, with projects generally between \$1 to \$3.5 M. These renovation projects are typically more complex and/or extensive than Level-of-Effort PDFs will support, and may require planning, public outreach, and Planning Board approval where POS funds are used. Improvements may include, but are not limited to, renovating and/or converting existing amenities, adding new park elements and features, modernizing facilities, improving infrastructure, etc.

COST CHANGE

Increased level-of-effort to reflect rising renovation costs and growing candidate list for park renovations. Also, increase due to the addition of two fiscal years to this ongoing project. **FY23, addition of \$2.75M State Aid for the Long Branch Parks Initiative that will coordinate renovations and improvements in Long Branch-area Parks (\$250k Legislative Bond Initiative and \$2.5M Local Parks and Playground Infrastructure grant).**

PROJECT JUSTIFICATION

This project responds to the challenge of maintaining an aging park system while meeting increasing demands from a growing population, escalating costs, and tightening fiscal conditions. The traditional method of large-scale renovations utilizing facility planning and stand-alone CIP projects is not a one-size-fits-all approach to delivering a modern park system at a reasonable cost. This provides the agency an additional tool that streamlines the park development process with smaller scale projects, allowing the agency to be more responsive to life-cycles of infrastructure and meeting goals and objectives of the PROS 2017 plan and individual master plans.

OTHER

The goal of this project is to fund 1-2 renovation projects each year during all years of the CIP.

DISCLOSURES

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

COORDINATION

M-NCPPC Planning Department; Montgomery County Departments of Transportation, Permitting Services, Environmental Protection; Regional Services Centers and Urban Districts.



PLAR: LP - Minor Renovations (P998702)

Category	M-NCPPC	Date Last Modified	10/06/21 04/21/2022
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
-------	-----------	----------	---------------	-------	-------	-------	-------	-------	-------	----------------

EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	1,226	487	115	624	104	104	104	104	104	104	-
Site Improvements and Utilities	12,269	4,249	5,713	1,330	522	4,176	1,746	696	696	696	-
TOTAL EXPENDITURES	12,445	6,200	1,445	4,800	800	800	800	800	800	800	-
	13,495			5850	1850						

FUNDING SCHEDULE (\$000s)

M-NCPPC Bonds	10,345	4,702	843	4,800	800	800	800	800	800	800	-
Program Open Space	1,500	1,373	127	-	-	-	-	-	-	-	-
State Aid	1,650	600	125	475	1,050	-	1,050	-	-	-	-
TOTAL FUNDING SOURCES	12,445	6,200	1,445	4,800	800	800	800	800	800	800	-
	13,495			5850	1850						

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request	800	1850	Year First Appropriation	FY99
Appropriation FY 24 Request	800		Last FY's Cost Estimate	10,619
Cumulative Appropriation	7,645			
Expenditure / Encumbrances	7,286			
Unencumbered Balance	359			

PROJECT DESCRIPTION

This project provides design and construction of renovation, protection, conversion, and modernization of a wide range of park amenities and infrastructure, such as drainage systems, utilities, ponds, maintenance facilities, , hardscapes, landscapes, structures, bridges, recreational and site amenities, etc. Improvements may include, but are not limited to, renovating and/or converting existing amenities, modernizing facilities, improving infrastructure, accessibility improvements, etc. and are often combined with other projects.

COST CHANGE

Increased level-of-effort to reflect rising renovation costs and growing candidate list of infrastructure renovation projects. Also, increase due to the addition of two fiscal years to this ongoing project **FY23 addition of \$1.05M State Aid, Local Parks and Playgrounds Infrastructure grants, for capital improvements and renovations at McKnew Local Park (\$250k) and Rosemary Hills-Lyttonsville Local Park (\$800k).**

FISCAL NOTE

Prior year partial capitalization of expenditures through FY16 totaled \$6,213,000. MNCPPC was awarded two State Bond Bills in FY18 of \$50,000 for Good Hope LP and \$125,000 for Stewartown LP. FY21 State Aid of \$350,000 added for improvements at Longbranch-Garland Neighborhood Park. FY20 Transfer of \$114,000 M-NCPPC Bonds to PLAR:LP - Boundary Markings, 998701.

DISCLOSURES

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

COORDINATION

Planned Lifecycle Asset Replacement: Local Parks PDF 967754



PLAR: LP - Play Equipment (P998703)

Category	M-NCPPC	Date Last Modified	10/07/21 04/21/2022
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

	Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	2,835	855	645	1,335	225	225	225	225	213	222	-
Site Improvements and Utilities	16,756	16,084	4,854	8,244	7,669	1,950	1,275	1,275	1,275	1,208	1,261
TOTAL EXPENDITURES	18,916	5,709	4,303	8,904	1,500	1,500	1,500	1,500	1,421	1,483	-
	19,591			9,579	2,175						

	Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
FUNDING SCHEDULE (\$000s)											
M-NCPPC Bonds	18,316	5,709	3,703	8,904	1,500	1,500	1,500	1,500	1,421	1,483	-
State Aid	600	-	600	675	-	-	-	-	-	-	-
TOTAL FUNDING SOURCES	18,916	5,709	4,303	8,904	1,500	1,500	1,500	1,500	1,421	1,483	-
	19,891			9,579	2,175						

APPROPRIATION AND EXPENDITURE DATA (\$000s)					
Appropriation FY 23 Request		1,500	2,175	Year First Appropriation	FY99
Appropriation FY 24 Request		1,500		Last FY's Cost Estimate	15,485
Cumulative Appropriation		10,012			
Expenditure / Encumbrances		6,048			
Unencumbered Balance		3,964			

PROJECT DESCRIPTION

This project provides design and construction for renovation, conversion, and modernization of playgrounds in local parks. Improvements may include, but are not limited to, playground and recreational equipment, safety surfacing, site amenities, accessibility and drainage improvements, edging, grading, site work, signage, etc. and are often combined with other projects.

COST CHANGE

Increased level-of-effort to reflect rising renovation costs and growing candidate list of infrastructure renovation projects. Also, increase due to the addition of two fiscal years to this ongoing project. **FY23 addition of \$675k State Aid for capital improvements at Greenwood Local Park (\$250k), Laytonsville Local Park (\$150k, Local Parks and Playgrounds Infrastructure grant), Olney Family Neighborhood Park (\$125k), and Olney Mill Neighborhood Park (\$150k).**

FISCAL NOTE

Prior year partial capitalization of expenditures through FY16 totaled \$18,468,000. MNCPPC was awarded a State Bond Bill in FY15 of \$75,000 for West Fairland LP. In FY09, the Town of Chevy Chase donated \$30,000 for playground improvements at Leland Local Park. In FY20, a Supplemental Appropriation of \$250k in State Aid for Centerway Local Park. FY21 bond bill of \$200k in improvements to Olney Family Neighborhood Park. FY22 bond bill of \$150k for Fox Chapel Neighborhood Park.

DISCLOSURES

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

COORDINATION

Planned Lifecycle Asset Replacement: Local Parks PDF 967754



PLAR: NL - Minor Renovations (P998708)

Category	M-NCPPC	Date Last Modified	04/01/22 4/21/2022
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

	Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	5,746	1,103	1,040	3,603	580	576	587	618	619	623	-
Site Improvements and Utilities	25,573	5,755	5,108	14,710	2,324	2,303	2,348	2,473	2,475	2,490	-
TOTAL EXPENDITURES	31,019	6,858	6,148	18,013	2,901	2,879	2,935	3,091	3,094	3,113	-
	31,319			18,313	3201						

	Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
FUNDING SCHEDULE (\$000s)											
Current Revenue: General	28,934	5,400	5,521	18,013	2,901	2,879	2,935	3,091	3,094	3,113	-
G.O. Bonds	996	719	277	-	-	-	-	-	-	-	-
PAYGO	739	739	-	-	-	-	-	-	-	-	-
State Aid	650	360	350	300	300	-	-	-	-	-	-
TOTAL FUNDING SOURCES	31,019	6,858	6,148	18,013	2,901	2,879	2,935	3,091	3,094	3,113	-
	31,319			18,313	3201						

APPROPRIATION AND EXPENDITURE DATA (\$000s)											
Appropriation FY 23 Request			2,901	3,201	Year First Appropriation						FY99
Appropriation FY 24 Request			2,879		Last FY's Cost Estimate						22,398
Cumulative Appropriation			13,006								
Expenditure / Encumbrances			8,560								
Unencumbered Balance			4,446								

PROJECT DESCRIPTION

This project provides design and construction of renovation, protection, conversion, and modernization of a wide range of park amenities and infrastructure, such as drainage systems, utilities, ponds, maintenance facilities, hardscapes, landscapes, structures, recreational and site amenities, bridges, etc. Improvements may include, but are not limited to, renovating and/or converting existing amenities, modernizing facilities, improving infrastructure, accessibility improvements, etc. and are often combined with other projects.

COST CHANGE

Increased level-of-effort to reflect rising renovation costs and growing candidate list of infrastructure renovation projects. Also, increase due to the addition of two fiscal years to this ongoing project. **Addition of \$300k State Aid for a bridge replacement on the Long Branch Trail near Clayborn Avenue.**

FISCAL NOTE

FY22 reduction of \$85k in Current Revenue: General and addition of \$350k from State Bond Bills. Prior year partial capitalization of expenditures through FY16 totaled \$20,562,000. FY18 current revenue reduced \$530,000 to reflect the FY18 Savings Plan. FY21 reduction of \$135,000 in Current Revenue to meet the reduction target. \$85,000 reduction in FY22 Current Revenue: General from non-recommended reductions. FY22 reduction of \$85k to meet reduction target and addition of \$350k in FY22 from two State bond bills: S. Germantown Recreational park Bike Skills Area and Parking (\$150k) and Long Branch/Dorner Ave bridge replacement (\$200k).

DISCLOSURES

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

COORDINATION

Planned Lifecycle Asset Replacement: NL Parks PDF 968755



Trails: Hard Surface Renovation (P888754)

Category	M-NCPPC	Date Last Modified	4/06/21 04/21/2022
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years
-------	-----------	----------	---------------	-------	-------	-------	-------	-------	-------	----------------

EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	1,976	501	437	1,038	153	162	170	179	187	187	-
Site Improvements and Utilities	9,340	2,274	1,974	5,662	1,347	747	788	830	871	913	913
TOTAL EXPENDITURES	11,286	2,775	2,411	6,400	900	950	1,000	1,050	1,100	1,100	-
	11,886			6,700	1,500						

FUNDING SCHEDULE (\$000s)

G.O. Bonds	10,436	2,326	2,010	6,100	900	950	1,000	1,050	1,100	1,100	-
Program Open Space	500	449	51	-	-	-	-	-	-	-	-
State Aid	950	350	350	600	600	-	-	-	-	-	-
TOTAL FUNDING SOURCES	11,286	2,775	2,411	6,400	900	950	1,000	1,050	1,100	1,100	-
	11,886			6,700	1,500						

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 23 Request	900	1500	Year First Appropriation	FY88
Appropriation FY 24 Request	950		Last FY's Cost Estimate	8,186
Cumulative Appropriation	5,186			
Expenditure / Encumbrances	3,234			
Unencumbered Balance	1,952			

PROJECT DESCRIPTION

This project provides design and construction of renovation, reconfiguration, and modernization of the hard surface trail system and connectors on parkland. Improvements may include, but are not limited to, pavements, bridges and boardwalks, site amenities (i.e. drinking fountains, benches, bike racks, bike repair stations, trailheads, etc.), safety improvements, barriers, accessibility and drainage improvements, grading, site work, signage, etc. and are often combined with other projects.

COST CHANGE

Increase due to the addition of two fiscal years to this ongoing project and to reflect rising construction costs and aging infrastructure requiring renovation. **FY23 addition of \$600k State Aid, Local Parks and Playgrounds Infrastructure grant, for trail renovations in Little Falls Stream Valley Park.**

PROJECT JUSTIFICATION

Scheduled maintenance and renovation promotes safety and reduces long-term maintenance costs. In park user surveys, hiking and biking on trails is the most frequent recreation activity reported. Biking and walking paths top respondents' lists of desired facilities or greatest facility shortages. 2016 Countywide Park Trails Plan, 2017 Park, Recreation, and Open Space Plan.

FISCAL NOTE

Prior year partial capitalization of expenditures through FY16 totaled \$5,284,000. FY22 added \$350k State Aid for Wheaton Regional Park Bond Bill (\$200k) and Randolph Hills Local Park (\$150k).

DISCLOSURES

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

COORDINATION

Trails: Hard Surface Design & Construction PDF 768673



Wheaton Regional Park Improvements (P871904)

Category	M-NCPPC	Date Last Modified	04/01/22 04/21/2022
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Kensington-Wheaton	Status	Planning Stage

	Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years		
EXPENDITURE SCHEDULE (\$000s)													
Planning, Design and Supervision	2402	2,202	-	1640	1,440	540	340	90	85	350	300	275	762
Site Improvements and Utilities	15,108	14,908	-	10,170	6,870	3,310	40	797	721	1,976	1,715	1,651	4,938
TOTAL EXPENDITURES	14,010			8,310	350	887	806	2,326	2,015	1,926	5,700		
	17,510			11,810	3850								

	Total	Thru FY21	Est FY22	Total 6 Years	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond 6 Years		
FUNDING SCHEDULE (\$000s)													
State Aid	2500			2500	2500								
G.O. Bonds	13,650			7,950	350	887	806	1,966	2,015	1,926	5,700		
Program Open Space	1360	360		1360	360	1000		360					
TOTAL FUNDING SOURCES	14,010			8,310	350	887	806	2,326	2,015	1,926	5,700		
	17,510			11,810	3850								

APPROPRIATION AND EXPENDITURE DATA (\$000s)			
Appropriation FY 23 Request		4,237	3850
Appropriation FY 24 Request		-	-
Cumulative Appropriation		-	-
Expenditure / Encumbrances		-	-
Unencumbered Balance		-	-
		Year First Appropriation	
		Last FY's Cost Estimate	5,000

PROJECT DESCRIPTION

This project provides planning, design and construction for the renovation, conversion, and modernization of a wide range of park amenities and infrastructure throughout Wheaton Regional Park, including new facilities. Projects include bicycle and pedestrian improvements, entrance enhancements, wayfinding, parking lot renovations/expansions, community gardens, dog park facilities, court renovations and conversions, restroom building improvements, active recreational facilities, picnic shelter areas, site and recreational amenities, activation of the Shorefield House and Henderson Avenue areas, environmental restorations, maintenance facilities, natural and cultural interpretation facilities and signage, hardscapes, landscapes, structures, trails, bridges, etc. Improvements may include, but are not limited to, renovating and/or converting existing amenities, modernizing facilities, improving infrastructure, etc. and may be combined with other projects. Projects will be added based on the Wheaton Master Plan update and ongoing needs assessments.

ESTIMATED SCHEDULE

Design FY23. Construction to begin in FY25.

COST CHANGE

Increase reflects introduction of funding that was being held beyond the six years of the prior CIP and to implement the recommendations of the Wheaton Regional Park Master Plan. **FY23 addition of \$2.5M State Aid, Local Parks and Playground Infrastructure grant for the Wheaton Regional Park Action Sports Center and addition of \$1.0M Program Open Space for improvements and renovations including the Nairn Trail.**

PROJECT JUSTIFICATION

This project is within the recommendations of the Wheaton Regional Park Master Plan, VISION 2030: Strategic Plan for Parks and Recreation in Montgomery County, Maryland, 2017 Park, Recreation and Open Space (PROS) Plan as well as ADA Transition Plan that was submitted to the Department of Justice (DOJ).

FISCAL NOTE

In FY22, \$250k slipped from FY24 to FY25 for fiscal capacity.

DISCLOSURES

A pedestrian impact analysis will be performed during design or is in progress. M-NCPPC asserts that this project conforms to the requirement of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

COORDINATION

Montgomery County Departments of Transportation, Permitting Services, Environmental Protection;