



Committee: PHED
Committee Review: Completed
Staff: Pamela Dunn, Senior Legislative Analyst
Purpose: To make preliminary decisions – straw vote expected
Keywords: #M-NCPPC, Operating Budget, State Aid

AGENDA ITEM #2
May 10, 2021
Worksession

SUBJECT

The Maryland-National Capital Park and Planning Commission (M-NCPPC) FY22 Operating Budget and Amendments to the FY21-26 Capital Improvements Program (CIP) to accommodate State Aid.

EXPECTED ATTENDEES

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
Rich Harris, Budget Analyst, Office of Management and Budget
Mary Beck, Manager, Office of Management and Budget

FY22 COUNTY EXECUTIVE RECOMMENDATION

M-NCPPC	FY21 Approved	FY22 CE Recommended	Change from FY21 Approved
Total Expenditures (General Fund)	\$164,519,721	\$168,585,754	2.5%
FTEs	1,111.94	1,129.95	1.6%
Administration Fund			
Operating	\$32,484,966	\$33,596,872	3.4%
	187.39 FTEs	191.10 FTEs	2.0%
Park Fund			
Operating	\$104,698,536	\$108,227,117	3.4%
	758.70 FTEs	772.50 FTEs	1.8%
Debt Service/ Other	\$27,336,219	\$26,761,765	(2.1%)

COMMITTEE RECOMMENDATIONS

- For the Park Fund, support restoration of items deemed critical base budget expenditures under Category #3 totaling \$817,485 for items considered essential and noted as Tier 1 items, and \$450,547 for items considered important base budget expenditures noted as Tier 2 items. Combined, this represents a total restoration of \$1,268,032 in Category #3 critical base budget expenditures to the Park Fund.

- For the Administration Fund, support restoration of items deemed critical base budget expenditures under Category #3 totaling \$312,767¹.
- Support the \$100,000 transfer from the Cable Fund to the Park Fund for the Connected Parks Initiative and the transfer of \$500,000 from the tax-supported Administration Fund to the Development Review Special Revenue Fund.
- Support offered reductions of \$58,737 and non-recommended reductions to the Central Administrative Services (CAS) budget of \$113,910.
- Support M-NCPPC's proposed budget reductions of \$2,718,220, offered to meet the CE's Recommended Budget.
- Support the appropriation necessary to accommodate State Aid provided for several capital projects, including \$10 million for the Power Line Trail (P872202).

SUMMARY OF KEY ISSUES

- The M-NCPPC proposed tax-supported operating budget, including debt service, is \$152.9 million. This represents an increase of \$8.6 million (or 5.9%) over the adopted FY21 tax-supported budget. The Executive has recommended a smaller increase for FY22.
- For the Administration Fund, the Executive's recommended budget is \$1,141,071 below the Commission's request. For the Park Fund, his recommended budget is \$3,157,947 below the Commission's request. Non-tax supported operating budget items total \$19.8 million, down \$202,552 (1.0%) over FY21.
- The County Executive supports the requested transfer of \$100,000 from the Cable Fund to the Park Fund for the Connected Parks project and the requested transfer of \$500,000 from the tax-supported Administration Fund to the non-tax supported Special Revenue Fund.
- 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. The bi-county meeting will occur on May 13th, 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 13th.
- A copy of the M-NCPPC Proposed FY22 Annual Budget can be found at the following link:
<http://www.mncppc.org/ArchiveCenter/ViewFile/Item/644>

¹ For Planning and CAS there is only one tier of expenditures recommended for restoration.

This report contains:

FY22 Operating Budget Staff Report	1-21
FY21-26 CIP Amendments Staff Report	22-25
Planning Board Chair's Transmittal Letter	©1-10
Relevant pages CE's Recommended FY20 Operating Budget	©11-20
M-NCPPC responses to Council Staff questions on the budget	©21-39
Parks proposed funding for ARPA reimbursement	©40
How the M-NCPPC budget promotes racial equity and social justice	©41-44
Planning Department proposed FY22 work program	©45
Planning Board Chair's letter regarding compensation	©46-47
Revised Project Description Forms	©48-54
Power Line Trail (P872202) PDF	©55
County Executive Letter	©56-60

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MEMORANDUM

May 5, 2021

TO: County Council

FROM: Pamela Dunn, Senior Legislative Analyst

SUBJECT: **Maryland-National Capital Park and Planning Commission (M-NCPPC)
FY22 Operating Budget and FY21-26 CIP Amendments for State Aid**

PURPOSE: To make preliminary decisions on the FY22 Operating Budget for M-NCPPC

This memorandum provides an overview of the Maryland-National Capital Park and Planning Commission (M-NCPPC) FY22 Operating Budget and addresses all aspects of the M-NCPPC budget.

All page references are to the M-NCPPC Fiscal Year 2022 Proposed Annual Budget. The Planning Board Chair's transmittal letter is on ©1-10. Relevant pages from the County Executive's Recommended FY22 Operating Budget are attached on ©11-20. M-NCPPC responses to Council Staff questions on the budget are attached on ©21-39.

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 FY22 budget request is \$172.9 million, which includes Enterprise operations, Property Management, Debt Service, and Special Revenue Funds. The appropriation required to support the operating budget is \$185.1 million.¹

In FY22, the proposed tax-supported operating budget, including debt service, is **\$152.9 million**. This represents an **increase of \$8.6 million (or 5.9%)** over the adopted FY21 tax-supported budget. The Executive has recommended a smaller increase for FY22. For the Administration Fund, the Executive's recommended budget is \$1,141,071 below the Commission's request. For the Park Fund, his recommended budget is \$3,157,947 below the Commission's request. Non-tax supported operating budget items total \$19.8 million, down \$202,552 (1.0%) over FY21.

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

The table below summarizes the Commission's operating budget appropriation request (by fund or fund type) compared to the adopted FY21 budget.

M-NCPPC BUDGET REQUEST				
		FY21	FY22 Request	Change
I.	<u>Administration Fund</u>	\$32,484,966	\$34,737,944	\$2,252,978
	Commissioner's Office	\$1,235,196	\$1,277,993	\$42,797
	Planning Department	\$20,498,771	\$21,691,798	\$1,193,027
	Central Administrative Services	\$9,014,484	\$9,263,403	\$248,919
	Non-Departmental	\$1,736,515	\$2,504,750	\$768,235
II.	<u>Park Fund</u>	\$111,863,946	\$118,186,122	\$6,322,176
	Park Operations	\$98,600,598	\$103,383,284	\$4,782,686
	Non-Departmental	\$6,097,938	\$8,001,780	\$1,903,842
	Debt Service	\$7,165,410	\$6,801,058	(\$364,352)
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>	\$12,125,780	\$12,223,538	\$97,758
	Enterprise Fund	\$10,549,109	\$10,565,938	\$16,829
	Property Management	\$1,576,671	\$1,657,600	\$80,929
V.	<u>Advance Land Acquisition Fund</u>	\$142,600	\$135,050	(\$7,550)
	Debt Service	\$142,600	\$135,050	(\$7,550)
VI.	<u>Internal Service Funds</u>	\$12,005,972	\$12,211,209	\$205,237
	Risk Management Fund	\$3,603,324	\$3,503,512	(\$99,812)
	Capital Equipment Fund	\$3,656,413	\$3,059,286	(\$597,127)
	CIO- IT Initiatives	\$1,951,835	\$2,745,816	\$793,981
	Wheaton Headquarters Building	\$2,794,400	\$2,902,595	\$108,195
VII.	<u>Special Revenue Funds</u>	\$7,352,429	\$7,052,119	(\$300,310)
	Pack Activities	\$2,967,428	\$3,098,536	\$131,108
	Planning Activities	\$4,385,001	\$3,953,583	(\$431,418)
	<i>Total Operating Budget Request</i>	\$176,525,693	\$185,095,982	\$8,570,289

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 FY22 Spending Affordability Guidelines for M-NCPPC of \$132.5 million, up from \$128.6 million (excluding debt service and retiree health care prefunding) in the approved FY21 Aggregate Operating Budget. The Commission request is about \$136.7 million for SAG/AOB purposes, or about \$4.2 million more than the SAG target amount. The Executive's recommended AOB for the agency is about \$132.4 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)			
	FY21 Adopted	FY22 Request	CE-Recommended
Admin Fund	32,484,966	34,737,944	33,596,872
Park Fund	104,698,536	111,385,064	108,227,117
Debt Service	(7,165,410)	(6,801,058)	(6,801,058)
OPEB Pre-funding - Admin	(646,812)	(580,706)	(580,706)
OPEB Pre-funding - Park	(2,345,581)	(2,087,103)	(2,087,103)
Total	127,025,699	136,654,141	132,355,122

COMPENSATION

Compensation for all agencies will be considered by the full Council in May, which occurs after the posting date for this memorandum; therefore, this issue is touched upon only briefly below.

The "compensation marker" represents the largest personnel cost increase, followed by the increased cost for pensions. The FY22 budget as submitted by M-NCPPC includes an increase for its compensation marker of \$2.3 million; the specific amount and form will be determined after union negotiations are completed. A letter from the Planning Board Chair regarding compensation increases is attached on ©46-47.

In addition to the "compensation marker", other major personnel costs include an increase (+\$1,510,110) in pension costs, an increase (+\$980,006) in health insurance costs, an increase (+\$361,576) in the reclassification marker and a decrease (-\$3,366) in OPEB Pay-as-you-go and prefunding. **Total compensation changes in the FY22 M-NCPPC proposed budget equal \$5,133,272.**

MAJOR CHANGES IN FY22 BUDGET

Significant FY22 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 a decrease in debt service (-\$364,352), an increase to Parks-National Pollution Discharge Elimination System (+\$79,518), assorted operating budget impacts (OBI) of capital projects (+\$239,606), new initiatives under the subtitle “investment in critical needs” (+\$2,609,250), and operating budget major known commitments (+\$1,222,860). **Total non-compensation changes as compared to the FY21 budget are \$4.0 million or 2.8 percent.**

M-NCPPC PARK FUND

The Montgomery County Parks system includes 424 parks with more than 37,000 acres of land. M-NCPPC has requested **FY22 tax-supported funding of \$111,385,064**, excluding grants, debt service, and reserves. This represents a \$6.7 million or 6.4 percent increase over the FY21 approved budget. **The Executive recommends \$108,227,117, a reduction of \$3,157,947 from the M-NCPPC request.**

PARK FUND BUDGET HIGHLIGHTS (Millions)	
FY21 Approved Budget	\$104.7
FY22 Budget Request	\$111.4
FY22 Executive Recommendation	\$108.2
Difference between FY21 Approved and FY22 Request	\$6.4
Difference between FY21 Request and FY22 CE Recommendation	\$3.2

CHANGES FROM FY21 TO FY22

Page 192 of the budget summarizes the major changes proposed for FY22. Since this page includes debt service (unlike the previous chart), it shows a smaller difference between the FY22 proposed budget and the FY21 approved budget because debt service decreases slightly. Major changes in the FY22 budget include the following:

Compensation Adjustments (salary, benefits)	\$2,875,778
Known Operating Commitments	\$2,090,670
Program Enhancements	\$1,654,695
NPDES (Water Quality Protection Fund)	\$79,518
Debt Service on General Obligation Bonds	(\$364,352)
CIP PayGo	100,000
Other Post-Employment Benefits (PAYGO and Pre-funding)	(\$14,133)
TOTAL INCREASES	\$6,422,176

Compensation Adjustments

Net compensation adjustments for the Park Fund total \$2,861,655 and represent a major increase over the FY21 “Continuity of Services” approved budget, which only allowed for annualized compensation costs.

Operating Budget Impact of New Parks

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 FY22, the Department of Parks is requesting \$251,228 in additional funding for OBI.**² This total includes \$11,622 for Water Quality Protection Fund projects. It also includes two (2) new career positions and 0.4 WYs for seasonal staff.

NPDES Mandate

For FY22, the Department of Parks is requesting an increase of \$79,518 to its funding for National Pollution Discharge Elimination System (NPDES), bringing the total funding to \$3,665,414 for NPDES activities. Parks’ funding request includes \$135,792 for the addition of two (2) full-time career positions. This personnel cost is offset by a reduction of \$67,896 in seasonal costs. In addition, an OBI cost of \$11,622 (including 0.2 seasonal WYs) is included for bioretention and other stormwater amenities added at Cherrywood Local Park, General Getty Neighborhood Park, and Piedmont Woods Local Park. **The County Executive supports the \$79,518 increase in funding for NPDES.**

Known Operating Commitments

Known Operating Commitments include cost increases such as contractual obligations, information technology software maintenance agreements, utility and telecommunications increases, and inflationary increases. For FY22, the requested increase includes \$353,895 in contractual obligations for known increases based on the Consumer Price Index (CPI), \$13,403 for decreases in telecommunications costs and utilities, as well as \$257,035 for inflationary increases for supplies and materials. **The largest increase in Known Operating Commitments is for debt service, equaling \$1,054,357 for the Capital Equipment Internal Service Fund.** Costs for CAS charges and chargebacks and chargebacks to other funds are decreasing by \$219,380. The Park Fund transfer to the Risk Management Internal Service Fund is decreasing by \$20,200; however, the transfer to the CIP is increasing by \$100,000.

Program Enhancements Addressing Deficiencies and Emerging Trends

The FY22 proposed budget includes \$1,654,695 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 seven (7) full-time career positions, one (1) part-time career position, and (2) term contract positions, where some of the WYs are filled as seasonal.

Also included is funding for mechanical system upgrades and retrofits, funding for tennis and basketball court maintenance, funding for supplies and materials to add trail amenities to existing trails, and funding to improve communication to communities and to expand the number of park activation “Pop-Up” programs and events offered throughout the County. For more details on the nature of each position or more information regarding increased funding for other services and supplies, see pages 193-194 in the budget.

² And is included under Known Operating Commitments.

Expanding Wi-Fi Technology in Public Spaces

The FY22 budget includes a \$100,000 transfer from the County's Cable Plan. The Cable plan will be taken up by the Government Operations and Fiscal Policy (GO) Committee on May 6 (as Consent item, after the posting of this report). It is expected that the GO Committee will approve the CE's recommendation to invest \$100,000 of Cable Plan revenues to continue the Wi-Fi in the Parks initiative.

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.

REDUCTIONS TO MEET THE EXECUTIVE-RECOMMENDED FUNDING LEVEL

To meet the Executive-recommended funding level, the Department of Parks would have to reduce their proposed budget by a little more than **\$3.1 million**. Before reviewing the non-recommended reductions proposed by the Department, it should be noted that the Commission prorates the total budget reduction recommended by the County Executive across Central Administrative Services, Parks, and the Planning Department as follows:

Share of Commission Reductions to meet the FY20 County Executive Recommendation	
Central Administrative Service	\$330,828
Commission's Office	\$35,927
Planning Department	\$609,802
Parks Department	\$3,322,462
Total	\$4,299,019

Thus, to meet the Executive's Recommended Budget, the Park Fund must be reduced by \$3,322,462. Staff asked the Department to indicate the reductions they would make to reach the Executive-recommended funding level. In addition, the Department conducted a thorough review of their proposed budget and have identified certain items that can be deferred or removed from their FY22 budget request. They have also identified savings in FY21 that can be used to cover costs originally planned for FY22 (recall that the Department prepared their FY22 budget request late in the Fall of 2020; thus, certain costs and savings were not known at that time). **For the Park Fund, offered reductions due to things like pre-payment or cost savings total \$1,275,221, reducing the amount of reduction required to meet the CE budget to \$2,047,241.**

In typical budget years, it is customary for the Council to consider retaining some amount of funding for non-recommended reductions offered to meet the Executive's budget, using the funding priority provided by the departments as a guide. Last year, however, due to the unique circumstances of the COVID-19 pandemic, the Council focused on a "continuity of services" budget. This year, continuing budgetary impacts of the COVID-19 pandemic remain a concern; therefore, any increases in funding over the CE-recommended budget are being considered under the following:

- **Category #1: Is the funding a one-time, non-recurring expenditure related to COVID-19 response and recovery that should be considered for unallocated American Rescue Plan Act (ARPA) funding?** Since a portion of the ARPA funds will not become available until later in FY22, the Council will have time to make the final determination on use of these funds. After the FY22 budget process is completed, the Council will work with the Executive to determine priorities for ARPA funding.
- **Category #2: Is this funding an addition to the base budget that should be considered as soon as additional resources are available?** During FY22, perhaps as early as this summer, the Council can consider adding items from this list to the base budget if additional resources become available.
- **Category #3: Is this a critical expenditure that should be considered for funding in the FY22 base budget?** Due to uncertainties for future-year revenues, only the most urgent ongoing expenditures should be considered for addition to the base budget, and they should be limited. The Council will need to identify potential offsetting reductions to the base that could help fund these critical needs while still meeting its fiscal policy goals.

The PHED Committee evaluated the prioritized list of non-recommended reductions provided by the Department and recommends (3-0) the following items as Category #3 critical base budget expenditures that should be funded over the CE's recommended budget.³

³ For the full list of non-recommended reductions see the PHED Committee Staff Report of April 21, 2021.

Committee-Recommended Category #3 Critical Base Budget Items - Park Fund	
Category #3 Items (Tier 1)	\$ 817,485
Contractual increases - major known commitment (MKC)	\$ 156,705
Inflationary increases - MKC	\$ 107,035
Reclassification marker - MKC	\$ 133,126
Seasonal cost marker for benefits - MKC	\$ 27,739
Full-time and seasonal positions for facility assessments	\$ 148,600
Project Manager assist with Facility Assessments	\$ 29,280
Event management, communication, data assistance	\$ 65,000
Meet County 100% elimination of GHG emissions by 2035	\$ 150,000
Category #3 Items (Tier 2)	\$ 450,547
Upgrade trails system amenities	\$ 60,000
Internship program for diverse talent pipeline	\$ 30,000
ADA Publications Manager	\$ 97,890
2 Full-time Maintenance Workers to operate Foamstream machine	\$ 150,792
Program Access Program Assistant to reach underserved groups	\$ 111,865
Park Fund Subtotal	\$ 1,268,032

With restoration of \$1,268,032 in Category #3 funding, the remaining non-recommended reductions to the Park Fund to meet the Executive's Recommended Budget would be \$779,209. This is in addition to the offered reductions/savings of \$1,275,221 for a total reduction of \$2,054,430 from the FY22 Park Fund budget request from M-NCPPC.

In addition to identifying Category #3 expenditures, the Committee also identified Category #2 expenditures, items that should be considered for funding should resources become available during the fiscal year. These items are noted in the following table.

Committee-Recommended Category #2 Items for Future Funding Consideration – Park Fund	
Part-time position for Information Counter	\$ 64,610
Full-time Ballfield Renovation Inspector	\$ 32,060
Full-time and seasonal position to improve athletic fields	\$ 218,239
Park Fund Subtotal	\$ 314,909

The Department has also submitted a preliminary list of 16 items totaling \$5.7 million to be considered for potential ARPA funding, or **Category #1 budget items** (see ©40). The Council's process for potential ARPA funding requests is to place those items on a list for future consideration. After the FY22 budget process is completed, the Council will work with the Executive to determine priorities for ARPA funding.

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 255-256). In FY22, revenue is proposed to increase by \$80,929 due to an increase in larger homes coming into the rental portfolio and the addition of one new commercial building, which will increase rental revenue. In FY21, 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 \$6,478 due to compensation increases. And Other Services and Charges are expected to increase by \$74,451 due to miscellaneous service costs such as utility costs and building maintenance and repairs.

The funding request is as follows:

FY21 and FY22 PROPERTY MANAGEMENT FUND			
FY21 Budgeted	FY22 Request	Change FY21 to FY22	% Change FY21 to FY22
\$1,576,671	\$1,657,600	\$80,929	5.1%
5.80 WY	5.80 WY	(0.0) WY	(0%)
(Workyears include chargebacks)			

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 265-283). 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. Operating profits are reinvested in new and existing Enterprise facilities through the Capital Improvements Program. The FY22 Budget projects overall Fund revenue over expenditures of more than \$1.6 million, allowing for the allocation of \$400,000 to the capital projects fund, with the remaining revenue placed in reserves. Overall, the FY22 proposed budget assumes no major changes from the FY21 budget other than a decrease of \$93,000 in interest income which is expected to be offset by increased rental and concession income.

The proposed expenditures for the Enterprise Fund for FY22 are as follows:

FY21 and FY22 ENTERPRISE FUND			
FY21 Budgeted	FY22 Request	Change FY21 to FY22	% Change FY21 to FY22
\$13,099,109	\$10,965,938	(\$2,133,171)	(16.2%)
121.80 WY	121.30 WY	(0.5) WY	(0.4%)

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 266. In FY22, all Enterprise Fund activities are expected to operate with slightly less revenue than in FY21.

NET RETURN			
	Actual FY20	Budgeted FY21	Proposed FY22
Ice Rinks	(\$706,970)	\$479,208	\$878,742
Indoor Tennis	\$357,545	\$525,437	\$488,111
Event Centers	(\$185,949)	(\$149,559)	(\$136,413)
Park Facilities	\$468,573	(\$421,181)	\$316,677
Total	-\$66,801	\$433,905	\$1,547,117

Golf Courses - Golf courses are operated by the Montgomery County Revenue Authority (MCRA). Under the terms of the lease, the MCRA 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 FY21, the courses exceeded the minimum threshold for the eighth time in twelve years and paid \$79,400 to the Commission's Enterprise Fund.

Ice Rinks - In FY22, decreases in transfers to capital expenditures, Supplies and Materials, and Other Services and Charges result in positive net revenues for the ice rinks of approximately \$879,000. Revenues for FY22 are expected to decrease by \$27,800 due to a projected decrease in interest revenue.

Indoor Tennis – Revenues for FY22 are expected to decrease by \$30,200 due to a projected decrease in interest revenue. Increases in personnel costs and retirement benefits result in lower net revenue expected for FY22.

Event Centers - Revenues for the event centers are expected to remain steady in FY22, with only a minor decrease due to a projected decrease in interest income. Personnel costs are expected to increase to cover increases for compensation, while Supplies and Materials and Other Services and Charges are expected to increase. While net revenue is still negative, it is less so and continues to improve each year.

Park Facilities - Park facilities are anticipated to generate more than \$300,000 in net revenue, after a \$400,000 transfer to the Capital Projects fund.

Administration - The administration of Enterprise operations is funded via chargebacks to the other Enterprise activities. In FY22, administration costs are projected to increase primarily due to increases in personnel costs.

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 307-309 for a discussion of ALARF). 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 FY22. 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 FY22 they recommend total expenditures of \$2,117,000 in the debt service fund, an increase of \$42,025 or 2.4 percent, and recommend total expenditures in the Revolving Fund of \$10,467,399 or 24.3 percent more than in FY21.

The PHED Committee supports (3-0) the proposed FY22 budget for the Property Management, Enterprise, and ALARF Funds.

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 FY22 is **\$34,737,944**, representing a \$2,252,978 increase of 6.9% over the FY21 adopted budget.

The tax-supported budget request for the Administration Fund, which excludes grants (\$150,000) and a transfer to the Development Review Special Fund (\$500,000) is \$34,737,944. **The Executive recommends \$33,596,872 – a reduction of \$1,141,072 from the Commission's request.**

Administration Fund			
	FY21 Approved	FY22 Request	Change
Commissioner's Office	\$1,235,196	\$1,277,993	\$42,797
Planning Department	\$20,498,771	\$21,691,798	\$1,193,027
CAS	\$9,014,484	\$9,263,403	\$248,919
Non-Departmental	\$1,736,515	\$2,504,750	\$768,235
Total	\$32,484,966	\$34,737,944	\$2,252,978

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 58-60 of the M-NCPPC Budget. The Office includes 11.0 funded career positions, 1.0 funded term contract position, and 9.50 funded workyears. The requested budget for FY22 is \$1,277,993. This is a \$42,797 increase over the FY21 budget due primarily to increases in retirement costs, and an increase in Other Services and Charges for a Planning Board retreat, Board and staff trainings and conferences, plus a minor increase for general inflation costs (\$575).

To meet the Executive's FY22 Recommended Budget, the Commissioner's Office must reduce its proposed FY22 budget by \$35,927. In the Department's review of the Commissioner's Office budget, it was found that a restructuring of office staffing would result in sufficient savings to cover the prorated reductions to the Commissioners' Office and the Administration Fund Non-Departmental, as well as to add \$15,972 to the Administration Fund reclass marker.

PLANNING DEPARTMENT

OVERVIEW

The Planning Department is staffed and managed through ten divisions. A summary of the FY21 adopted and FY22 requested budgets for those divisions is below.

Planning Department			
	FY21 Adopted	FY22 Request	% Change
Director's Office	\$1,441,992	\$1,450,261	0.6%
Management Services	\$1,270,426	\$1,131,982	-10.9%
Communications Division	\$1,575,036	\$1,569,622	-0.3%
IT and Innovation	\$3,611,371	\$3,856,262	6.8%
Research/Strategic Projects	\$964,647	\$1,211,559	25.6%
Countywide Planning and Policy	\$2,729,058	\$3,175,918	16.4%
Downcounty Planning	\$1,667,059	\$1,476,314	-11.4%
Mid-County Planning	\$2,050,563	\$2,214,037	8.0%
Upcounty Planning	\$1,668,553	\$1,756,597	5.3%
Intake and Applications Regulatory Coordination	\$919,206	\$1,227,261	33.5%
Support Services	\$2,600,860	\$2,621,985	0.8%
Grants	\$150,000	\$150,000	0.0%
Total	\$20,648,771	\$21,841,798	5.8%

WORKYEARS (WYs)

For the Planning Department, M-NCPPC has proposed 151.0 positions and 149.6 workyears (before lapse and chargebacks) for FY22. The number of positions remains unchanged from FY21 to FY22; however, the FY21 budget included three unfunded career positions and three part-time career positions, while for FY22 there remains only one unfunded position and two part-time positions. After chargebacks of -22.0 WYs and lapse of -6.62, **the grand total for the Planning Department is 120.98 WYs, an increase of 4.0 WYs over the FY21 adopted budget.**

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)		
	FY21 Adopted	FY22 Request
Master Planning – (planning, public policy coordination, and research)	45.74	46.55
Regulatory Planning – (intake and land use regulations and policies)	28.52	31.91
Information Resources – (information technology and communications)	26.20	27.16
Management and Administration – (governance/agency support)	16.48	15.36
Total	116.94	120.98

The changes proposed for FY22 include one (1) full-time funded career position for a research analyst, one (1) full-time funded career position for a Forest Conservation Inspector, and one (1) full-time position converted from a part-time funded career position for additional historic preservation analyst support.

WORK PROGRAM

Pages 136-137 in the Commission’s budget provide summary information about the FY22 personnel complement, 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 to the Council on April 12, but did not make any decisions at that time and agreed that the PHED Committee should continue the discussion (see page 135 in the budget or ©45). Below are the Planning Board’s FY22 proposed additions to the Planning Department’s work program.

Master Plan Work Program Initiatives Proposed by the Planning Board
Silver Spring Communities Master Plan
University Boulevard Corridor Plan
Great Seneca Science Corridor Plan Amendment Phase 2
Clarksburg Master Plan Amendment
Other Planning Initiatives and Studies proposed by the Board
Access Management Study
Innovative Housing Tool Kit
Redlining/Segregation Mapping Tool
Commercial Space Adaptability Study
E-commerce and Logistics Industry Trends
Wheaton Downtown Study

For context, below are the current work program plans and initiatives still to be delivered to the Council. The Germantown Plan for the Town Sector Zone, the Shady Grove Sector Plan Minor Master Plan Amendment, and the Ashton Village Center Sector Plan have been delivered to Council and are in the process of the plan and/or Sectional Map Amendment being approved.

Master Plans to be Delivered to Council	Delivery to Council
FY21	Month
Thrive Montgomery 2050	April
FY22	Month
Complete Streets Design Guide/Roadway Functional Classification System	July
Rustic Roads Functional Master Plan Update	August
Great Seneca Science Corridor Plan Amendment Phase 1	August
Corridor Forward - I-270 Transit Plan	December
Silver Spring Downtown and Adjacent Communities Sector Plan	March
Pedestrian Master Plan	May
FY23	Month
Takoma Park Minor Master Plan Amendment	November
Fairland and Briggs Chaney Master Plan	April
Other Planning Initiatives & Studies Proposed for Delivery to Council	
FY21/22	Month
Advancing the Pike District	March
Retail in Diverse Communities Study	May
Urban Loading and Delivery Management Study	June
Attainable Housing Strategies	July
Mixed-Use Development Trends	August
Equity Opportunity Index	September
Predictive Safety Analysis	December

It should be noted that the Urban Loading and Delivery Management, Mixed-Use Development Trends, Equity Opportunity Index, and Predictive Safety Analysis studies did not receive funding for professional services under the FY21 “continuity of services” adopted budget. The Attainable Housing Strategies initiative was added to the Department’s work program since their last budget review.

The PHED Committee supports (3-0) the proposed work program for the Planning Department.⁴

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 125-130 of the budget book. The new proposals are as follows:

1. Takoma Park Minor Master Plan Amendment Support - \$50,000

The requested supplemental funds in FY22 will cover additional costs unanticipated before the COVID-19 pandemic for transportation analysis and community engagement.

⁴ Recommendations for funding of Professional Service Contracts related to proposed studies is covered below.

2. Fairland/Briggs Chaney Minor Master Plan Amendment Support - \$75,000
In FY21, \$50,000 was approved for initial consulting services. For FY22, additional funding is needed to provide translation services, community engagement assistance, and transportation analysis.
3. Bikeway Branding Plan Support - \$25,000
This project is a placemaking effort to develop a branding plan for neighborhood greenways and breezeways, including logos and signs, as well as an approach for incorporating public art into these types of bicycle facilities.
4. Commercial Space Adaptability Study - \$60,000
This study will build on the 2016 Adaptive Reuse Study and the Mixed-Use Development Study currently underway to provide more guidance on how different types of commercial spaces could be adaptively reused.
5. E-Commerce and Logistics Industry Trends and Needs Assessment - \$75,000
This study will provide an overview of how the industry works, trends in demand for space, current supply, and estimates of future supply needs.
6. Wheaton Downtown Study - \$75,000
The Wheaton Downtown Study seeks to explore tools to encourage revitalization and redevelopment consistent with the Sector Plan's vision, while maintaining Wheaton's unique character.
7. Access Management Study - \$50,000
This FY22 funding request would expand current UMD intern research, bringing in a consultant to work with Planning and other County agencies (MCDOT, DPS and others), to further evaluate existing policies and make recommendations on how to improve them.
8. Innovative Housing Toolkit - \$50,000
In an effort to enhance the production of housing, the Mid-County Planning and Countywide Planning & Policy divisions will work with the Department of Permitting Services (DPS), Department of Housing and Community Affairs (DHCA), and the Housing Opportunities Commission (HOC) to develop guidelines focused on best practices for housing production.
9. Redlining/Segregation Mapping Tool - \$100,000
To advance the County's commitment to Racial Equity, the Historic Preservation Office, Research and Strategic Projects Division, and the GIS Team will work with a consultant to conduct parcel/deed analysis and build a mapping tool showing the historical and cultural effects of redlining and segregation in Montgomery County.

Pages 133-134 of the Budget lists the Professional Services, which are proposed to **increase by \$360,000 (131%) from \$275,000 in FY21**. Two proposed professional service efforts not included under new one-time or ongoing initiatives are \$30,000 for Special Council Requests and \$25,000 for updates to tools and analyses required for biennial transportation modeling; this effort is a major known commitment funded every other year.

REDUCTIONS TO MEET THE EXECUTIVE-RECOMMENDED FUNDING LEVEL

To meet the Executive's FY22 Recommended Budget, the Planning Department must reduce its proposed FY22 Budget by \$609,802 (the prorated share of Commission-required reductions). Like the Parks Department, the Planning Department conducted a thorough review of their proposed budget and

has identified certain items that can be deferred or removed from their FY22 budget request. They have also identified savings in FY21 that can be used to cover costs originally planned for FY22. **After taking into account the offered reductions (totaling \$158,102) to meet the Executive’s Recommended Budget, funding for the Planning Department must be reduced by \$451,700.**

As stated under the Park Fund review, continuing budgetary impacts of the COVID-19 pandemic remain a concern for the County; therefore, any increases in funding over the CE-recommended budget should be considered under the following:

- **Category #1:** Is the funding a one-time, non-recurring expenditure related to COVID-19 response and recovery that should be considered for unallocated ARPA funding?
- **Category #2:** Is this funding an addition to the base budget that should be considered as soon as additional resources are available?
- **Category #3:** Is this a critical expenditure that should be considered for funding in the FY22 base budget?

For the Planning Department, all of the items proposed for restoration are for professional services (consultant services performed outside the agency), with the exception of the non-recommended reduction of \$16,700 in the Placemaking Initiative budget.

While not without merit, none of the listed professional service contracts are critical to the base budget⁵; however, three of these initiatives do provide meaningful support for planning and policy interests of the Council. **The PHED Committee recommends (3-0) the Innovative Housing Tool Kit, the Redlining/Segregation Mapping Tool, and the Wheaton Downtown Study be included as Category #3 expenditures that should be funded over the CE’s Recommended Budget. This would restore \$225,000 in professional services contract funding to the Planning Department.**

In addition to identifying Category #3 expenditures, **the Committee also identified Category #2 expenditures**, items that should be considered for funding should resources become available during the fiscal year. These items are noted in the following table.

Committee-Recommended Category #2 Items Future Funding Considerations for the Planning Department	
Commercial Space Adaptability Study	\$ 60,000
E-Commerce and Logistics Trends and Needs Assessment	\$ 75,000
Placemaking Initiatives	\$ 16,700
Access Management Study	\$ 50,000
Bikeway Branding	\$ 25,000
Administration Fund Subtotal	\$ 226,700

The Department has also submitted a preliminary estimate **of lost revenue due to COVID-19 closures, totaling \$261,086**, to be considered for potential ARPA funding or **Category #1 budget items**. After the FY22 budget process is completed, the Council will work with the Executive to determine priorities for ARPA funding.

⁵ Critical professional services provide direct support for master planning such as traffic modeling and network counts.

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, the Merit System Board, Corporate IT (split from Finance), and general support services. The FY22 Montgomery County portion of the proposed CAS budget before chargebacks is **\$9,263,403, an increase of \$248,919 or 2.8 percent** over the FY21 adopted budget.

Each year CAS recalculates the allocation of costs between the two counties based on cost drivers and labor distribution. For FY22, 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 60.62 workyears (see page 109 in the Budget), down 0.33 workyears from FY21. Prince George's County workyears are proposed to increase by 1.33 workyears.

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

Central Administrative Services Budget (after chargebacks)			
	FY21	FY22	Change
DHRM	\$2,457,267	\$2,572,736	\$115,469
Finance	\$2,226,035	\$2,387,159	\$161,124
Legal	\$1,578,645	\$1,586,615	\$7,970
Merit System Board	\$87,200	\$83,426	(\$3,774)
Inspector General	\$327,545	\$367,346	\$39,801
Corporate IT	\$1,684,700	\$1,573,048	(\$111,652)
Support Services	\$653,092	\$693,073	\$39,981
Total	\$9,014,484	\$9,263,403	\$248,919

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. Compensation is usually 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 13th, 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 13th.

CAS must reduce its proposed FY22 Budget by \$260,414⁶ (the prorated share of Commission-required reductions) to meet the Executive's FY22 Recommended Budget. Like Parks and Planning, CAS

⁶ CAS provides administrative services to Montgomery and Prince Georges County. The program reductions for Montgomery County need to also be approved by Prince Georges County, where the reduction to their portion of the CAS budget (prior to offered reductions and restoration) would be \$286,540.

conducted a thorough review of their proposed budget and identified certain items that can be deferred or removed from their FY22 budget request equaling **\$58,737**. After taking into account the offered reductions to meet the Executive's Recommended Budget, funding for CAS must be reduced by **\$201,677**.

Below is the list of non-recommended reductions submitted by CAS.

CAS Department	Non-Recommended Reduction	Mont. Co. Portion of the Cost
DHRM	Necessary agency-wide trainings	\$19,474
DHRM	Actuarial services for collective bargaining	\$6,491
DHRM	Temporary services due to attrition, extended leaves, etc.	\$17,434
Merit Board	Professional services to assist limited staff with appeals	\$2,345
Finance	Delayed service improvements to MC Parks and PGC Parks & Rec	\$67,108
Legal	Freeze vacant Administrative Specialist position for 12 months	\$44,603
Corporate IT	Reduce PC and other IT equipment replacement	\$28,233
Corporate IT	Delay hiring IT Systems Manager position	\$12,586
Corporate IT	Travel Expense reduction	\$3,403
Total – all Tier 1 items		\$201,677

For this year's budget, the question is whether any of the non-recommended reductions are critical base budget expenditures. There is no question these items support valuable work of the Commission; however, only those non-recommended reductions that represent **critical** base budget work should be considered for funding (Category #3). Delaying the replacement of aging IT equipment and the hiring of an IT Systems Manager position, freezing the Legal Administrative Specialist position, and eliminating professional assistance to the Merit Board would all seem to impact vital core work required to support the Commission.

Several of the other non-recommended reductions involve the management of lapse and professional service funding to achieve reductions in funding rather than elimination. In addition, to fund two essential new initiatives—a DHRM's Diversity, Equity, Inclusion position and the Inspector General's audit analysis software—CAS offered reductions to items typically included in their base budget. Funding for these efforts and programs should be considered for full funding in the next budget. If these were items under the Park or Administration Fund, they would be deemed Category #2 items and considered for funding if and when resources become available⁷.

The PHED Committee supports (3-0) retaining funding (as Category #3 critical expenditures) for the first two items listed under the Corporate IT Department, the Legal Administrative Specialist position and the professional services support for the Merit Board. Restoring these items would decrease CAS required reductions by \$87,767, resulting in a reduction of \$113,910 for the Montgomery County portion and a reduction of \$142,284 for the Prince George's portion of the CAS budget.

⁷ However, items under the CAS budget are shared with Prince George's County and the joint budget is adopted prior to Council's action.

SPECIAL REVENUE FUNDS

“Special Revenue Funds” are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes (see pages 290-306 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 FY22 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:** This fund is for grants received related to historic preservation and the sale of historic preservation publications.
- **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 FY22 Special Revenue Fund expects total revenues of \$5,931,793, an increase of \$351,083 (6.3%) over the FY21 adopted budget. Total FY22 proposed expenditures equal \$7,052,119, a decrease of \$300,310 (4.1%) over FY21. However, projected expenditures are expected to exceed projected revenues by \$1,120,326. This shortfall would result in significant reduction to the fund balance, bringing it to \$2.7 million.

FY22 projected revenues, expenditures, and fund balances are shown below:

Special Revenue Funds						
	Projected Beginning Fund Balance	Proposed FY22 Revenue	Proposed FY22 Expenditures	Net FY22 Revenue	FY22 General Fund Transfer	Projected Year End Fund Balance
Traffic Mitigation	(\$5,938)	\$20,000	\$14,000	\$6,000	-	\$62
Historic Preservation	\$0	\$0	\$0	\$0	-	\$0
Map Sales	\$0	\$0	\$0	\$0	-	\$0
Environmental/Forest Conservation Penalties	\$96,037	\$25,800	\$44,000	(\$18,200)	-	\$77,837
Development Review	\$2,145,912	\$2,535,800	\$3,425,583	(\$889,783)	\$500,000	\$1,756,129
Forest Conservation	\$794,728	\$163,400	\$470,000	(\$306,600)	-	\$488,128
Historic Renovation - Property Management	\$11,389	\$100	\$0	\$0	-	\$11,489
Park Police – Drug Enforcement Fund	\$41,076	\$800	\$10,000	(\$9,200)	-	\$31,876
Park Police – Federally Forfeited Property	\$30,761	\$500	\$20,000	(\$19,500)	-	\$11,261
Interagency Agreements	\$262,605	\$1,984,523	\$2,216,846	(\$232,323)	-	\$30,282
Park Cultural Resources	\$83,857	\$124,700	\$203,826	(\$79,126)	-	\$4,731
Special Events	\$29,406	\$174,200	\$176,646	(\$2,446)	-	\$26,960
Nature Programs and Facilities	\$294,026	\$293,020	\$340,065	(\$47,045)	-	\$246,981
Special Donations and Programs	\$77,089	\$108,950	\$131,153	(\$22,203)	-	\$54,886

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 FY22, 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 \$1.2 million minimum fund balance reserve. **The Executive supports this request.** This will affect the appropriation amount approved by the Council but does not impact the operating budget.

The PHED Committee supports (3-0) the \$500,000 transfer from the Administration Fund to the Development Review Special Revenue Fund.

RACIAL EQUITY AND SOCIAL JUSTICE CONSIDERATIONS

For the FY22 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 the following questions:

- Does your department use quantitative and qualitative data to track program access and/or service outcomes for different population groups?
- Which community residents will potentially benefit the most from your program proposal or be burdened by your program proposal?
- How does the program promote racial equity?

Given that the County is still in the process of training staff on applying a racial equity and social justice lens to programming and budget decisions, OMB received a variety of responses. 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 ©41-44).

MEMORANDUM

May 5, 2021

TO: County Council

FROM: Pamela Dunn, Senior Legislative Analyst

SUBJECT: **Amendments to the M-NCPPC FY21-26 Capital Improvements Program to account for State Aid**

PURPOSE: To make preliminary decisions regarding appropriations to accommodate State Aid

Background

On March 4, the Committee reviewed M-NCPPC's proposed amendments to the FY21-26 CIP. As the State tends to make decisions regarding capital funding for Commission projects late in the budget process, it is not uncommon for there to be more than one review of amendments to M-NCPPC's FY21-26 CIP.

The State's General Assembly adjourned Sine Die on April 12, 2021. Included in their work are grants of State Aid totaling \$1,625,000¹, an allocation of \$8.8 million² in Program Open Space (POS) funding, and an additional \$10,000,000 in funding for trails. To receive and spend State revenues and contributions, the CIP must be amended to include appropriations for the additional funding.

Additional Appropriation for State Aid Funding

The currently-proposed CIP, tentatively approved by the Council, requires additional appropriation for the following types of projects.

¹ Planning staff recently learned that [HB 590](#), the Capital Budget Bill, had two lists; one for Senate initiatives and one for House initiatives. The Wheaton project and the Long Branch projects appeared only to be half-funded-but we learned that these projects were included on *both* lists. The PDFs in the Planning staff report as well as the Executive's correspondence do not include the additional \$200k.

² 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 repayments from prior years where the state diverted revenues to fund other parts of the State budget. Staff will return to the Board with final numbers.

Grant/Bond Bill-funded Projects

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	Legislative District	Project	Description	Amount
Ballfield Initiatives (P008720)	14	Damascus Recreational Park	Athletic field lighting installed at Field 3 or 4	\$225,000
PLAR NL: Minor Renovations (P998708)	15	South Germantown Recreational Park	Recreational Park upgrade including the installation of a parking lot at the bike skills area with ADA enhancements	\$150,000
Legacy Urban Space (P872104)	16	Willett Branch Greenway	Acquire land to create the planned Willett Branch Greenway in the Westbard community	\$550,000
Trails Hard Surface: Renovation (P888754)	18	Randolph Hills Local Parks	Replace trail bridge and renovate the hard surface trail connector from Randolph Hills LP to Rock Creek Trail	\$150,000
Trails Hard Surface: Renovation (P888754)	19	Wheaton Regional Park Trail Renovation	Renovate the hard surface trail from Narin Road to the dog park access road	\$200,000
PLAR NL: Minor Renovations (P998708)	20	Long Branch/Domer Ave Signature Bridge	Replace existing trail bridge with a new signature bridge at Long Branch Trail near Domer Avenue with trail head	\$200,000
PLAR LP: Play Equipment (P998703)	39	Fox Chapel Neighborhood Park	Playground replacement and ADA improvements, removal of rubber surfacing	\$150,000
Total				\$1,625,000

Regarding the Willett Branch Greenway project, in FY21 the State also awarded \$400,000 that was placed in the Acquisition: Local Parks (P767828) capital project. To consolidate all State funding for the Willett Branch Greenway into one capital project, the Planning Board is also proposing to transfer the FY21 award from the Acquisition: Local Parks (P767828) capital project to Legacy Urban Space (P872104).

Revised project description forms (PDFs) for this transfer and all FY22 State-funded capital projects can be found on ©48-54. Below is a summary table indicating the location of funding information for each project within the State's Capital Budget Bill HB590 ([2021 Regular Session - House Bill 590 Chapter \(maryland.gov\)](#)).

Project	Amount	Page in HB 590
Damascus Recreational Park	\$225,000	72-73
South Germantown Recreational Park	\$150,000	74-75
Willet Branch Greenway	\$550,000	45
Randolph Hills Local Park	\$150,000	86
Wheaton Regional Park Trail Renovation (two grants at \$100k each)	\$200,000	92 & 75
Long Branch/Domer Ave Signature Bridge (two grants at \$100k each)	\$200,000	90 & 74
Fox Chapel Neighborhood Park	\$150,000	90

The PHED Committee supports (3-0) allocating the appropriation needed to accommodate State Aid as noted.

Program Open Space

The State Budget includes \$8,800,000 in POS revenue. In FY22, the CIP has programmed \$7,875,000 in the following projects:

- Acquisition: Local Parks, \$1,500,000
- Acquisition: Non-Local Parks, \$500,000
- Hillandale Local Park, \$375,000
- Legacy Urban Space, \$3,000,000
- Park Refreshers, \$2,500,000

The State generally prioritizes Program Open Space funding for acquisitions before development projects. In addition to requiring that at least half of the funding be earmarked for acquisitions before funding development, acquisitions can be funded fully by POS where development projects require a local funding match of 25%. Consistent with this and the Department’s focus on urban acquisitions that are the most costly, the Planning Board has recommended that the excess \$925,000 of revenue be applied to the Legacy Urban Space (872104) capital project; see ©50.

The PHED Committee supports (3-0) the transfer of excess Program Open Space funds to the Legacy Urban Space (872104) PDF.

Power Line Trail Grant

The State Budget includes \$10,000,000 of grant funding for Montgomery County to build the Powerline Trail project. When complete, the 13-mile natural-surface and paved trail will connect South Germantown Recreational Park to Cabin John Regional Park. The initial portion of the trail, a six-mile, single-track, natural-surface trail, opened in 2018 connecting South Germantown Recreational Park to Muddy Branch Stream Valley Park in North Potomac. Ultimately, the trail will extend as a paved trail from the Muddy Branch Trailhead into Cabin John Regional Park.

Funding for this project is part of a larger, \$85,000,000 pool of state funding for counties “to construct, and capital equip park infrastructure and site development projects” that to the greatest extent possible can be encumbered in FY22. To receive this into the CIP, the Board initially recommended the funding be placed in the Trails: Hard Surface Design and Construction (P768673) capital project (see ©54). However, at the Committee worksession, the creation of a standalone PDF was raised.

The Committee supports (3-0) the allocation of appropriation needed to accept State Aid for this project. The Committee also supports the idea of a standalone PDF, as long as the process for its establishment does not delay use of the funds.

Following the Committee worksession, M-NCPPC staff worked with the Office of Management and Budget to create a new Project Description Form titled Power Line Trail (P872202) (see ©55). A public hearing on the Power Line Trail PDF is scheduled for May 14.

Below is a summary of the PHED Committee-supported amendments for State Aid funding:

1. Grants/Bond Bills FY22 – Add appropriation for \$1,625,000 of State Aid funding in the following capital projects:
 - \$225,000, Ballfield Initiatives (P008720)
 - \$350,000, PLAR NL: Minor Renovations (P998708)
 - \$550,000, Legacy Urban Space (872104)
 - \$350,000, Trails Hard Surface: Renovation (P888754)
 - \$150,000, PLAR LP Play Equipment (P998703).
2. Appropriation Transfer – Move \$400,000 of FY21 State Aid funding appropriation for the Willett Branch Greenway from the Acquisition: Local Parks (P767828) capital project to Legacy Urban Space (872104).
3. Program Open Space FY21 – Add appropriation for \$925,000 of Program Open Space to the Legacy Urban Space (P872104) capital project.
4. Power Line Trail – Add \$10,000,000 of State Aid funding to the Power Line Trail (P872202) PDF in lieu of adding it to Trails: Hard Surface Design & Construction (P768673).

In his April 12 letter to the Council, the County Executive expressed his support for the amendments necessitated by the State Aid funding.



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

January 15, 2021

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

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

Dear Mr. Elrich and Mr. Hucker:

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 FY22 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 have been made aware of the County's potential fiscal challenges in FY22. We fully understand the county's financial challenges and have proposed increases only where needed to address critical needs.

On-going Service Provision

The Commission's primary mission remains unchanged: providing clean and safe parks, and delivering a timely, comprehensive development review program, key master plans, and other critical planning programs, which drive economic development. It is our goal to continue to give our customers/residents excellent service. We are proud to have been awarded the National Gold Medal Award for excellence in Parks and Recreation Management in 2015. This is the sixth time we have been so recognized by the American Academy for Park and Recreation Administration in partnership with the National Recreation and Park Association. In addition, our Planning efforts were recognized in 2018 with awards from the National Capital Area Chapter of the American Planning Association for the Bethesda Downtown Plan and for our outreach efforts on the Veirs Mill Corridor Plan.

The FY22 Proposed Budget focuses on maintaining service levels, responding to federal/state/local mandates, and addressing a limited number of critical needs. The FY22 Proposed Budget includes increases related to necessary planning studies, legislative mandates, and operating costs of new parks.

The FY22 proposed tax-supported operating budget is \$156.5 million. This is \$9.2 million more than the FY21 adopted budget, a 6.3 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 \$183.3 million, an increase of \$6.5 million or 3.7 percent from the FY21 adopted budget.

**Summary of FY22 Proposed Operating Budget Expenditures
(net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY21 Adopted	FY22 Proposed	\$ Change	% Change
Montgomery Funds				
Administration	\$ 32,634,966	\$ 35,387,944	\$ 2,752,978	8.4%
Park (1)	112,613,946	119,036,122	6,422,176	5.7%
ALA Debt	2,068,181	2,117,000	48,819	2.4%
Subtotal Tax Supported	147,317,093	156,541,066	9,223,973	6.3%
Enterprise (2)	13,099,109	10,965,938	(2,133,171)	-16.3%
Property Management	1,576,671	1,657,600	80,929	5.1%
Special Revenue	7,352,429	7,052,119	(300,310)	-4.1%
Park Debt	7,440,410	7,051,058	(389,352)	-5.2%
Total Montgomery	\$ 176,785,712	\$ 183,267,781	\$ 6,482,069	3.7%

(1) Includes transfer to Park Debt Service and Capital Projects

(2) Includes transfer to Capital Projects

Fiscal challenges remain at all levels of government, including the Commission. The latest projections provided by Montgomery County's Finance Department show the County's FY22 assessable base (both real and personal) projected to grow by 2.4 percent next year.

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 FY21 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 6.3 percent.

M-NCPPC
Summary of FY22 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>
FY21 Adopted Budget	\$ 145,248,912	
<i>FY22 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
OPEB Paygo and prefunding	(3,366)	
Health Insurance	980,006	
Pension (ERS)	1,510,110	
Employee Compensation Marker	2,284,946	
Reclassification Marker	361,576	
Subtotal Major Personnel Changes	5,133,272	3.5%
<u>Major Non-Personnel Cost Changes</u>		
Debt Service	(364,352)	
Transfer to Development Review	500,000	
One Time Reductions	(245,000)	
Park- NPDES	79,518	
OBI (non-NPDES)	239,606	
Investment in Critical Needs	2,609,250	
Operating Major Known Commitments	1,222,860	
Subtotal FY22 Major NonPersonnel Changes	4,041,882	2.8%
Total Dollar Change for Major Changes	9,175,154	6.3%
TOTAL FY22 Proposed Budget	\$ 154,424,066	6.3%

OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY22 that includes increases for major known commitments and investments in critical needs and seeks to continue to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY22:

- Medical insurance and benefit costs;
- Full funding of OPEB Pay-Go and Pre-Funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and

- Dollar markers to adjust employee compensation, and possible position reclassification due to a multi-year classification study of the workforce.

As shown in the following table, personnel expenses reflect an increase of \$5.1 million.

FY22 Proposed Budget Summary of Changes in Major Personnel Costs Montgomery County Administration Fund and Park Fund					
	FY21 Adopted	FY22 Proposed	\$ Change	% Change	
OPEB					
OPEB Paygo & Prefunding	\$ 7,567,885	\$ 7,564,519	\$ (3,366)	0.0%	
Pension (ERS)					
Pension (ERS)	8,976,138	10,486,248	1,510,110	16.8%	
Health and Benefits(1)					
Employee Health Benefits	15,902,002	16,882,008	980,006	6.2%	
Subtotal Personnel Costs	\$ 32,446,025	\$ 34,932,775	\$ 2,486,750	7.7%	
Employee Compensation					
Marker for Changes to Employee Comp.		2,284,946	2,284,946	-	
Marker for Possible Reclassifications	257,318	618,894	361,576	140.5%	
Total Major Personnel Costs			\$ 5,133,272		

(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 pensions and health insurance. Health costs are increasing due to increased utilization and cost trends.

The net change for total OPEB costs is a decrease of \$3,300, or less than 1 percent. Total OPEB funding is \$7.6 million. OPEB is shown in the Non-Departmental accounts in individual funds rather than being allocated to each department.

As determined by the actuary, pension costs will increase by 16.8 percent in FY22, representing an additional cost of \$1.5 million above the FY21 budget. Health benefit costs are projected to increase by 6.2 percent, resulting in additional cost of \$980 thousand over the FY21 Budget.

As for employee compensation, the budget includes a dollar marker of \$2.3 million in the General Fund. The Commission is in full contract negotiations with the MCGEO and will begin shortly a wage and benefit re-opener with the FOP, the results of which will be presented for approval at the

Joint County Council Meeting in May 2021. Also included is \$362,000 for possible reclassification adjustments based on the multi-year classification study that is under way.

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 \$2.6 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	\$	798,854
Administration	Commissioners' Office		10,000
Administration	DHRM		44,268
Administration	Legal		-
Administration	Finance		4,280
Administration	Inspector General		1,053
Administration	Corporate IT		-
Administration	Share of CIO/CWIT Initiatives		96,100
Park	Parks		1,654,695
Total		\$	2,609,250

Summary of FY22 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY22 proposed budget to the FY21 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 FY22 Proposed Budget General Fund Accounts
By Fund by Department (excludes reserves)**

	FY21 Adopted	FY22 Proposed	\$ Change	% Change
Administration Fund				
Commissioners' Office	\$ 1,235,196	\$ 1,277,993	\$ 42,797	3.5%
Planning Department Operating	20,498,771	21,691,798	1,193,027	5.8%
CAS Departments	9,014,484	9,263,403	248,919	2.8%
Transfer to Development Review	-	500,000	500,000	-
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	1,736,515	2,504,750	768,235	44.2%
Subtotal Admin Fund	32,634,966	35,387,944	2,752,978	8.4%
Park Fund				
Park Department Operating	98,600,598	103,383,284	4,782,686	4.9%
Transfer to Debt Service	7,165,410	6,801,058	(364,352)	-5.1%
Transfer to Capital Projects	350,000	450,000	100,000	28.6%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	6,097,938	8,001,780	1,903,842	31.2%
Subtotal Park Operating	112,613,946	119,036,122	6,422,176	5.7%
Montgomery Operating Subtotal	145,248,912	154,424,066	9,175,154	6.3%
Property Management	1,576,671	1,657,600	80,929	5.1%
Montgomery General Fund Total	\$ 146,825,583	\$ 156,081,666	\$ 9,256,083	6.3%

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

PROGRAM HIGHLIGHTS

We are committed to a FY22 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live. Below are some highlights of the program budget focus in each of the departments. A more detailed discussion of department budgets is provided in each Department's section of the Budget Book.

Parks Department

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

The Commission continues to develop and maintain one of the largest and most diverse park systems in the nation with over 37,000 acres in 424 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 through 2030.

The Department's FY22 budget includes increases for:

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

In addition, the FY22 budget includes funding to address identified deficiencies in our work program as well as emerging trends aimed at meeting the future needs of the department such as:

- Improving customer service;
- Improving the quality and playability of ballfields;
- Maintaining and improving existing equipment, facilities and services;
- Addressing social equity; and
- Responding to legislative mandates.

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. We remain committed to forming viable partnerships and strong relationships with our stakeholders and within our communities.

The FY22 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 FY22 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

One-Time funding requests:

- Continuation of Modeling for Takoma Park Master Plan
- Fairland-Briggs Chaney Master Plan Support
- Bikeways Branding Plan
- Commercial Space Adaptability Study
- E-Commerce and Logistics Industry Trends and Needs Assessment
- Wheaton Downtown Study
- Access Management Study
- Innovative Housing Tool Kit
- Redlining/Segregation Mapping Tool

On-going funding requests:

- Master Plan Support for Historic Preservation Designations
- Full-time Position for Forest Conservation
- Full-time Position for Research
- Conversion of a Part-time position to Full-Time in the Historic Preservation Section

Other Initiatives:

- Provide subsidy transfer to Development Review Special Revenue Fund

Central Administrative Services (CAS)

For FY22, 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): one career position to address Commission-wide Diversity, Equity and Inclusion training and compliance as part of our Labor Relations team.
- Finance Department: dedicated funding for employee recognition awards.
- Inspector General: funding for analytical software.
- Chief Information Officer:
 - Increased costs of Microsoft operational licenses
 - Funding for the following IT initiative
 - ERP Upgrade (first year funding)

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 FY22 Proposed Budget for the Commissioners' Office includes increased funding for staff and Planning Board training.

Capital Budget

This transmittal also includes the Capital Budget (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 FY22 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise approximately 94 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 requested increase in the real property tax rate is 0.02 cent for the Administration Fund and a decrease of 0.30 cent for the Park Fund.

The FY22 Proposed Budget reflects a total tax rate for property tax supported funds of 7.58 cents real property and 18.95 cents personal property. The breakdown by fund is:

- Administration Fund: 1.78 cents real and 4.45 cents personal, an increase of 0.02 and 0.05, respectively;
- Park Fund: 5.70 cents real and 14.25 cents personal, a decrease of 0.30 and 0.75, respectively; and
- Advanced Land Acquisition Fund: 0.10 cents real and 0.25 cents personal, unchanged.

At these tax rates, the Commission will have sufficient property tax revenues to meet the proposed expenditures and reserve requirements for the Administration Fund and the Park Fund although both funds will continue to utilize fund balance in FY22.

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

FUNDS	ACTUAL FY10	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	ACTUAL FY19	ACTUAL FY20	ADOPTED FY21	PROPOSED FY22
Administration Fund													
Real	1.80	1.50	1.70	1.80	1.80	1.70	1.80	1.70	1.72	1.56	1.70	1.76	1.78
Personal	4.50	3.80	4.30	4.50	4.50	4.25	4.50	4.25	4.30	3.90	4.25	4.40	4.45
Park Fund													
Real	5.00	4.50	4.80	5.40	5.30	5.60	5.52	5.48	5.54	5.30	5.60	6.00	5.70
Personal	12.50	11.20	12.00	13.50	13.25	14.00	13.80	13.70	13.85	13.25	14.00	15.00	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	0.10	0.10
Personal	0.30	0.30	0.30	0.30	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Total Tax Rates (Cents)													
Real	6.90	6.10	6.60	7.30	7.20	7.40	7.42	7.28	7.36	6.96	7.40	7.86	7.58
Personal	17.30	15.30	16.60	18.30	18.00	18.50	18.55	18.20	18.40	17.40	18.50	19.65	18.95

CONCLUSION

The Proposed FY22 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 FY22 BUDGET

\$168,585,754

FULL TIME EQUIVALENTS

1,129.95

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

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 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 Commissions 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.

FY22 Budget Information

Spending Affordability Guidelines

In February 2021, the Council approved the FY22 Spending Affordability Guidelines (SAG) of \$132,500,000 for the tax-supported Administration and Park Funds of M-NCPPC, which represents a \$1,691,109, or 1.3 percent decrease from the FY21 Approved budget of \$134,191,109, excluding debt service and retiree health insurance prefunding (which are excluded from the SAG calculation). The Commission proposed a FY22 tax-supported budget of \$143,445,199, excluding debt service and retiree health insurance prefunding, \$10,955,199 above the FY22 SAG.

County Executive Recommendations

The County Executive recommends an FY22 tax-supported appropriation, excluding debt service, of \$141,823,989 for M-NCPPC. This represents an increase of \$4,640,487, or 3.4 percent, over the FY21 Approved.

Park Fund

The County Executive recommends funding of \$108,227,117, excluding debt service. This represents an increase of \$3,528,581, or 3.4 percent, over FY21. The Executive concurs with M-NCPPC's request for \$6,801,058 in the Park Fund Debt Service Budget, a decrease of \$364,352, or 5.1 percent, from the FY21 Approved budget.

Administration Fund

The County Executive recommends funding of \$33,596,872. This represents an increase of \$1,111,906, or 3.4 percent, over FY21 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 \$135,050. This represents a decrease of \$7,550, or 5.3 percent.

Enterprise Fund

The County Executive concurs with the M-NCPPC request for funding of \$10,565,938. This represents a \$16,829, or 0.2 percent, increase from the FY21 Approved budget.

Property Management Fund

The County Executive concurs with the M-NCPPC request for funding of \$1,657,600. This represents a \$80,929, or 5.1 percent, increase from the FY21 Approved budget.

Special Revenue Fund

The County Executive concurs with the M-NCPPC request for funding of \$7,052,119. This represents a \$300,310, or 4.1 percent, decrease from the FY21 Approved budget.

The County Executive concurs with the M-NCPPC request to transfer \$1,736,523 from the General Fund to cover costs associated with the maintenance of Montgomery County Public Schools' ballfields. This represents an increase of \$131,403, or 8.2 percent, from the FY21 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.

Although the County Executive typically recommends M-NCPPC's requested use of Community Use of Public Facilities (CUPF) funds for the Ballfields Initiative (P008720) project in in the County's CIP, a shortfall of CUPF revenue led the recommendation of using G.O. Bonds in its place for FY22.

Grant Fund

The County Executive concurs with the M-NCPPC request for funding of \$550,000. This maintains the level of support in the FY21 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:

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

PROGRAM CONTACTS

Contact John Kroll of the Maryland-National Capital Park and Planning Commission at 301.454.1731 or Richard H. Harris of the Office of Management and Budget at 240.777.2795 for more information regarding this agency's operating budget.

BUDGET SUMMARY

	Actual FY20	Budget FY21	Estimate FY21	Recommended FY22	%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	32,313,578	32,484,966	30,634,016	33,596,872	3.4 %
Administration Fund Expenditures	32,313,578	32,484,966	30,634,016	33,596,872	3.4 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	185.76	187.39	187.39	191.10	2.0 %
REVENUES					
Intergovernmental	740,500	415,600	415,600	415,600	—
Investment Income	236,700	100,000	13,810	100,000	—
Miscellaneous	21,250	0	0	0	—
Property Tax	29,603,191	31,512,507	31,417,401	31,628,826	0.4 %
User Fees	485,405	204,700	204,700	204,700	—
Administration Fund Revenues	31,087,046	32,232,807	32,051,511	32,349,126	0.4 %

PARK FUND

BUDGET SUMMARY

	Actual FY20	Budget FY21	Estimate FY21	Recommended FY22	%Chg Bud/Rec
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Park Fund Personnel Costs	0	0	0	0	—
Operating Expenses	96,543,631	104,698,536	99,965,022	108,227,117	3.4 %
Debt Service Other	6,209,906	7,165,410	6,268,660	6,801,058	-5.1 %
Park Fund Expenditures	102,753,537	111,863,946	106,233,682	115,028,175	2.8 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	756.00	758.70	758.70	772.50	1.8 %
REVENUES					
Facility User Fees	1,595,887	3,233,793	3,233,793	3,240,547	0.2 %
Intergovernmental	3,422,473	3,585,896	3,585,896	3,665,414	2.2 %
Investment Income	261,815	100,000	7,370	25,000	-75.0 %
Investment Income: CIP	126,431	25,000	15,270	40,000	60.0 %
Miscellaneous	86,514	102,100	102,100	75,000	-26.5 %
Property Tax	97,525,522	107,429,001	107,104,778	102,242,019	-4.8 %
Park Fund Revenues	103,018,642	114,475,790	114,049,207	109,287,980	-4.5 %

ALA DEBT SERVICE FUND

EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
ALA Debt Service Fund Personnel Costs	0	0	0	0	—
Debt Service Other	143,700	142,600	142,600	135,050	-5.3 %
ALA Debt Service Fund Expenditures	143,700	142,600	142,600	135,050	-5.3 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—
REVENUES					
Property Tax	2,013,927	2,068,181	2,063,051	2,125,166	2.8 %
ALA Debt Service Fund Revenues	2,013,927	2,068,181	2,063,051	2,125,166	2.8 %

GRANT FUND MNCPPC

EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—

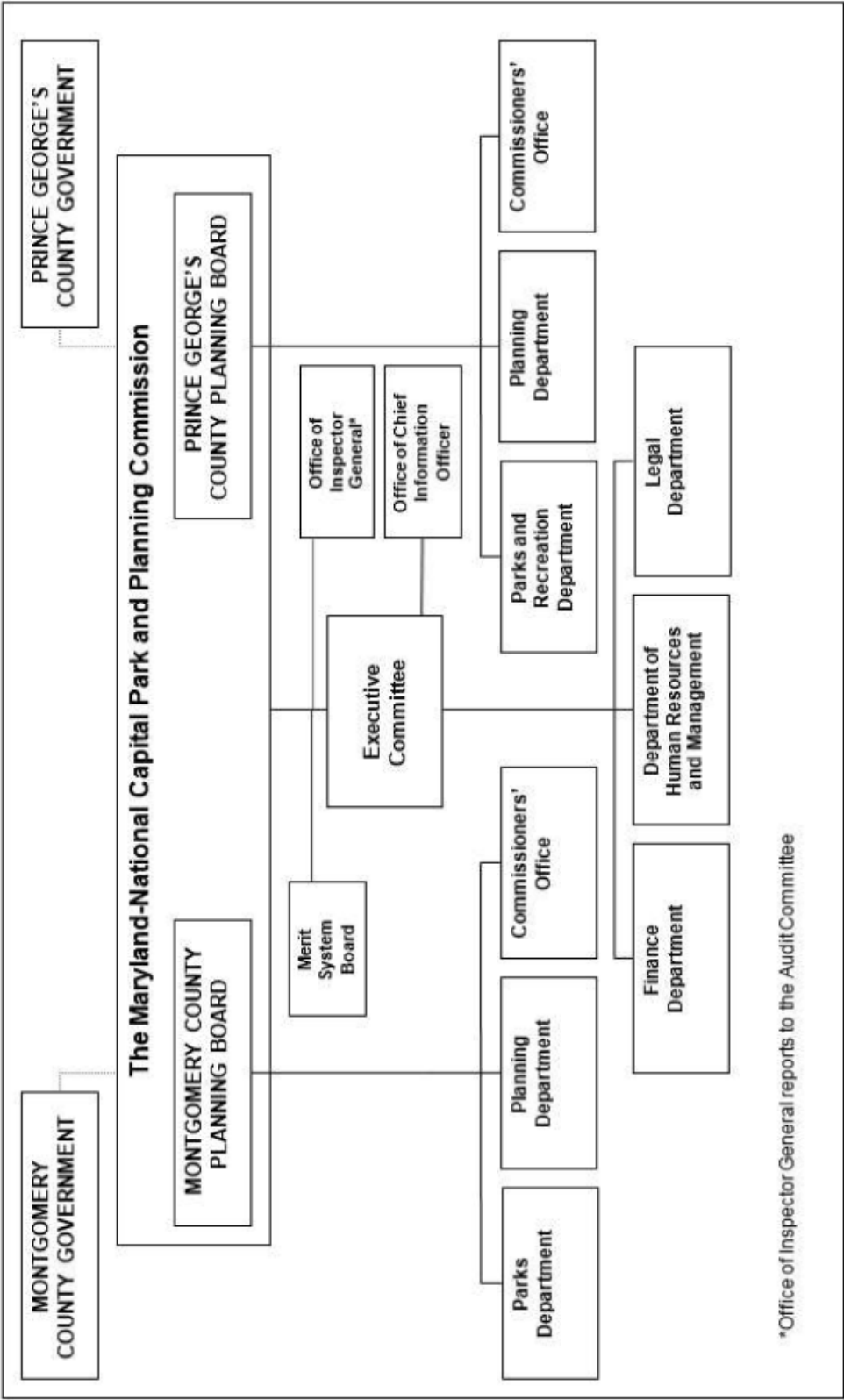
BUDGET SUMMARY

	Actual FY20	Budget FY21	Estimate FY21	Recommended FY22	%Chg Bud/Rec
Grant Fund MNCPPC Personnel Costs	0	0	0	0	—
Operating Expenses	282,630	550,000	550,000	550,000	—
Grant Fund MNCPPC Expenditures	282,630	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	12,670	150,000	150,000	150,000	—
Park Fund Grants	269,960	400,000	400,000	400,000	—
Grant Fund MNCPPC Revenues	282,630	550,000	550,000	550,000	—
ENTERPRISE FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Enterprise Fund Personnel Costs	0	0	0	0	—
Operating Expenses	8,603,648	10,549,109	7,412,906	10,565,938	0.2 %
Enterprise Fund Expenditures	8,603,648	10,549,109	7,412,906	10,565,938	0.2 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	120.70	121.80	121.80	121.30	-0.4 %
REVENUES					
Fees and Charges	5,718,383	7,015,600	3,861,200	7,016,889	—
Intergovernmental	15,513	0	0	0	—
Merchandise Sales	606,247	886,500	394,937	885,700	-0.1 %
Miscellaneous	(2,836)	777,241	801,754	773,461	-0.5 %
Non-Operating Revenues/Interest	361,372	393,000	289,900	300,000	-23.7 %
Rentals	2,690,239	3,535,795	2,232,820	3,612,014	2.2 %
Enterprise Fund Revenues	9,388,918	12,608,136	7,580,611	12,588,064	-0.2 %
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	1,562,170	1,576,671	1,576,671	1,657,600	5.1 %
Prop Mgmt MNCPPC Expenditures	1,562,170	1,576,671	1,576,671	1,657,600	5.1 %

BUDGET SUMMARY

	Actual FY20	Budget FY21	Estimate FY21	Recommended FY22	%Chg Bud/Rec
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	20,100	25,000	1,170	8,000	-68.0 %
Miscellaneous	4,500	0	0	0	—
Other Intergovernmental	375	0	0	0	—
Rental Income	1,387,725	1,561,500	1,541,085	1,647,600	5.5 %
Prop Mgmt MNCPPC Revenues	1,412,700	1,586,500	1,542,255	1,655,600	4.4 %
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	6,334,676	7,352,429	6,459,797	7,052,119	-4.1 %
Special Revenue Funds Expenditures	6,334,676	7,352,429	6,459,797	7,052,119	-4.1 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	34.15	38.25	38.25	39.25	2.6 %
REVENUES					
Intergovernmental	266,426	510,750	165,850	205,850	-59.7 %
Investment Income	118,353	110,000	6,900	28,000	-74.5 %
Miscellaneous	288,136	283,000	228,500	268,500	-5.1 %
Service Charges	2,658,486	3,285,260	2,391,821	3,160,920	-3.8 %
Special Revenue Funds Revenues	3,331,401	4,189,010	2,793,071	3,663,270	-12.6 %
DEPARTMENT TOTALS					
Total Expenditures	151,993,939	164,519,721	153,009,672	168,585,754	2.5 %
Total Full-Time Positions	0	0	0	0	—
Total Part-Time Positions	0	0	0	0	—
Total FTEs	1,102.41	1,111.94	1,111.94	1,129.95	1.6 %
Total Revenues	150,535,264	167,710,424	160,629,706	162,219,206	-3.3 %

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



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M-NCPPC

The County Executive's recommended reductions to the Administration and Park Funds total \$4,299,019. 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 Reduction
Administration Fund		\$ 976,557		
	Commissioners' Office	35,927		
	Dept of Planning	609,802		
	CAS - DHRM	72,325	94,806	167,131
	- Finance	67,108	82,799	149,907
	- Legal	44,603	38,276	82,880
	- Merit Board	2,345	2,345	4,691
	- Inspector General	10,327	10,253	20,580
	- Corporate IT	44,222	33,743	77,965
	- Support Svcs	19,484	24,317	43,801
	Non-Departmental	<u>70,414</u>	<u>-</u>	<u>-</u>
		\$ 976,557	\$ 286,540	\$ 546,954
Park Fund	Parks	\$ 3,322,462		
Total		\$ 4,299,019		

A restructuring of the Commissioners' Office staffing results in sufficient savings to both cover the prorated reductions to the Commissioners' Office and the Administration Fund Non-Departmental, as well as to add \$15,972 to the Administration Fund reclass marker, which we've now determined will be substantially short of potentially needed funding.

Park Questions

1. What reductions do you propose to meet the Executive's recommended reduction to the Park Fund?

The chart below shows the Department of Parks FY22 Proposed Budget in comparison to the County Executive's recommendation, and the overall amount of reductions required to achieve the County Executive's (CE) recommendation.

Montgomery County FY 22 Park Fund Budget

	\$	% Change
FY21 Adopted Budget (excluding grants, CIP debt service transfer, and CIP transfer)	104,698,536	
Compensation Adjustments (salary, retirement, benefits, merit/COLA marker, reclassification marker, OPEB)	2,861,645	2.7%
Known Operating Commitments Excl Compensation	2,090,670	2.0%
WQPF Mandate	79,518	0.1%
Program Enhancements	1,654,695	1.6%
FY 22 Requested Budget (excluding grants, CIP debt service transfer, and CIP transfer)	111,385,064	6.4%
County Executive's Recommended Budget	108,227,117	
Difference between Adopted FY 21 and Recommended FY 22	3,528,581	3.4%
Pro rata adjustments Montgomery County all departments (CAS, Planning, Parks)	164,515	
Difference between Requested FY 22 and Recommended FY 22	3,322,462	3.2%

In preparing the FY22 proposed budget, the Department of Parks included major known commitments and program enhancements that addressed the top priorities of the department and focused on meeting critical needs including:

- maintaining and improving current assets and services;
- activating parks;
- improving the playability and quality of ballfields;
- improving customer service; and
- continuing to achieve a more equitable park system.

To meet the Executive's recommended budget, the Department of Parks will have to make cuts across several park programs that impact our delivery of core services including general park maintenance, athletic field maintenance, non-native invasive plant control, and stormwater management. The Department will also have to forego requested resources to enhance existing park programs and to fix aging and failing park infrastructure.

The Department of Parks has compiled a set of reductions to meet the County Executive's target and divided the requested restoration into tiers. Items included in Tier 1 are the Department's highest priority for restoration followed by the items listed in Tier 2 and Tier 3.

Our Department has also conducted a thorough review of our FY22 proposed budget and identified certain items that can be deferred or removed from our budget request. In addition, we have identified savings in FY21 that can be used to cover costs planned for FY22.

The detail for these tiers and reductions can be found below:

Tier	Non-Recommended Reductions	Funding	# of Positions	# of Workyears
Tier 1-1	Contractual increases - meeting the Department's contractual obligations	\$ 156,705	0.0	0.0
Tier 1-2	Inflationary increases - sustaining the current level of service at existing parks and facilities	\$ 107,035	0.0	0.0
Tier 1-3	Reclassification marker - additional reduction of funding for current and projected salary increases based on the classification and compensation study.	\$ 133,126	0.0	0.0
Tier 1-4	Seasonal cost marker for benefits and minimum wage impact	\$ 27,739	0.0	0.0
Tier 1-5	A full-time position and seasonal staff to conduct and document facility condition assessments of our Department's aging infrastructure, which requires the replacement and upgrade of major systems to ensure code compliance and a safe environment for all patrons.	\$ 148,600	1.0	2.7
Tier 1-6	A Project Manager I (Engineer) to work in conjunction with the proposed position for facility condition assessments (Tier 1-5) to focus on rehabilitation of aging park infrastructure, including responding quickly to requests from operations for investigation of and solutions to problems such as flooding concerns, sink holes, failing pipes, and erosion that threatens trails or other infrastructure. This position will be funded partially by CIP (70%).	\$ 29,280	1.0	0.3
Tier 1-7	This funding will improve event management, communication and data collection at park activation events. Funds will be used to purchase temporary signage, kiosks, tablets and other equipment that will be used to manage events, survey visitors and capture metrics on park users that will help expand outreach.	\$ 65,000	0.0	0.0
Tier 1-8	This funding will be used to meet the County's mandate (Resolution 18-974) to reach 100% elimination of greenhouse gas emissions by 2035. This funding will cover phased facility heating system retrofits, replacing on-site fossil fuel combustion (eliminating GHG emissions from approximately 100 natural gas, propane, and oil accounts) with electrified alternatives. Additionally, electrical upgrades will be completed to enable our department to accommodate the infrastructure necessary for increased adoption of electric vehicles and equipment at staffed sites, further reducing reliance on fossil fuel combustion and associated emissions of our operations.	\$ 150,000	0.0	0.0
Total Tier 1 Non-Recommended Reductions		\$817,485	2.0	3.00
Tier 2-1	This funding will upgrade our existing trail system by adding a dedicated budget to add trail amenities for existing trails including benches, bike racks, fix-it stations, trail network maps, kiosk content, interpretive signs, etiquette signs and other materials. The funds will be prioritized based on new trail and renovation projects, the trails most lacking in amenities, and equity areas.	\$60,000	0.0	0.0
Tier 2-2	This funding will cover an internship program that will focus on building diverse talent pipelines for maintenance trades and marketing positions. While the Department generally has a diverse workforce, there are certain positions that have traditionally lacked diversity so this concerted effort will aim to attract candidates through targeted partnerships with schools, non-profit institutions, and other affinity groups. Funds would cover the cost of six (6) internships available year-round at 12 weeks each.	\$30,000	0.0	1.0
Tier 2-3	An ADA Publications Manager, as a term contract position, to manage web content and public documents for compliance with The Americans with Disability Act (ADA).	\$ 97,890	1.0	1.0
Tier 2-4	Two full-time Park Maintenance Workers to operate the Foamstream machine, which serves as a herbicide-free solution for controlling unwanted vegetation at playgrounds and other park amenities. Adding dedicated staffing to use these machines will lead to familiarity with the equipment and knowledge of field conditions and weed identification which creates work program efficiencies and less down time for the equipment. Since the Foamstream machine is less effective to use during freezing weather, during the late fall to early spring period, these new positions will be assigned to work on non-native invasive (NNI) plant control and meadow mowing.	\$ 150,792	2.0	2.0
Tier 2-5	A part-time position for the Parks Information and Customer Service (PICS) office to expand service hours during evenings and weekends when park use is at its highest.	\$ 64,610	1.0	0.8
Tier 2-6	A full-time renovation inspector position for the athletic field team to support on-going field renovation and upgrade projects and meet the every-growing demand for high quality athletic fields. This position will be partially funded (75%) through the CIP. This request also includes \$10,000 of supplies & materials funding.	\$32,060	1.0	0.25
Total Tier 2 Non-Recommended Reductions		\$435,352	5.0	5.05
Tier 3-1	This funding will be used to improve court maintenance by extending the overall life of tennis and basketball courts by repairing cracks, replacing color coating, and performing other necessary repairs for our inventory of over 300 tennis courts and 229 basketball courts.	\$150,000	0.0	0.0
Tier 3-2	A term contract position for a Program Access Program Assistant to increase programming for underserved populations including 55+ senior adults and veterans. This request also adds funding for seasonal staff to provide support to individuals with disabilities attending programs and camps, assist with marketing and outreach, and assist in the organization, coordination and installation of accessible equipment.	\$ 111,865	1.0	2.1
Tier 3-3	A full-time career position, seasonal funding of \$30,000, and \$100,000 of supplies and materials funding to improve the quality of athletic fields through increased aerification, seeding, and fertilization.	\$ 218,239	1.0	2.0
Tier 3-4	Commission-Wide IT initiative - First year funding for upgrade of ERP System	\$314,300	0.0	0.0
Total Tier 3 Non-Recommended Reductions		\$794,404	2.0	4.10
SUB-TOTAL - Non-Recommended Reductions		2,047,241	9.0	12.2

Budget Reductions to Meet the FY22 County Executive Recommendation				Funding	Positions	Workyears
Add salary lapse for three months for new OBI positions based on updated project completion dates				\$40,356	0.0	0.0
Debt Service for CIP - reduction based on deferring the timing of bond sale				\$471,000	0.0	0.0
Debt Service on Capital Equipment Internal Service Fund (ISF) - prepay a portion of cost using FY21 funding				\$513,000	0.0	0.0
Mobile data terminals for Park Police - purchase using FY21 funding				\$75,000	0.0	0.0
Reclassification marker - reduction based on current and projected timing of completion of the classification and compensation study				\$88,979	0.0	0.0
Reduce seasonal funding for the athletic field team to fund a design and construction project manager position				\$33,000	1.0	(0.75)
Reduce funding for telecommunications cost - additional savings from circuit disconnects based on upgrades to TEAMS and Vesta plus modernization of the alarm systems				\$36,000	0.0	0.0
Transit subsidy for Wheaton Headquarters staff parking cost - reduce funding based on projected savings from vacant positions				\$17,886	0.0	0.0
SUB-TOTAL - Budget Reductions				1,275,221	1.0	(0.8)
GRAND TOTAL - Non-Recommended Reduction and Reductions				3,322,462	10.0	11.4

2. Please list your priorities for restoration of funding; however, more in line with the Continuity of Services budget passed last year. Staff have been informed that the Council will not be creating tiers for consideration of restoration a in prior years. In order to propose the restoration of funding for a program or initiative, an offsetting cut must also be proposed.

The Tier 1 items, in the order listed above, represent our department's top priorities for restoration of funding, followed by the items in Tier 2 and then in Tier 3.

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

There were no fee change impacts included in the FY22 proposed budget. There were some fee changes being considered, but they were deferred due to the pandemic.

4. Please provide the vacancies by quarter for the past year.

Please refer to vacancy reports already sent to your office on a quarterly basis.

5. Parks is requesting \$1,654,695 to address deficiencies in the work program and emerging trends, please provide the following related to new positions:

- Expenditure associated with each of the thirteen listed line items, and
- Whether a new position is needed due to growth in the park system, new legislative/regulatory mandates, or improved service delivery.

Tier for Restoration	Item & Description	Need Category	Amount	Positions	Career Wkys	Term Wkys	Seasonal Wkys	Comments
N/A	A full-time design and construction project manager position for the athletic field team to support on-going field renovation and upgrade projects and meet the ever-growing demand for high quality athletic fields.	Improved Service Delivery	\$32,059	1.0	0.3	0.0	0.0	This position will be partially funded (75%) through the CIP. Seasonal funding be reduced by \$33k to fund this initiative.
Tier 1-5	A full-time position and seasonal staff to conduct and document facility condition assessments of our Department's aging infrastructure, which requires the replacement and upgrade of major systems to ensure code compliance and a safe environment for all patrons.	Improved Service Delivery	\$148,600	1.0	1.0	0.0	1.7	The position cost is \$97,600 of the total.

Tier for Restoration	Item & Description	Need Category	Amount	Positions	Career Wkyrs	Term Wkyrs	Seasonal Wkyrs	Comments
Tier 1-6	A Project Manager I (Engineer) to work in conjunction with the proposed position for facility condition assessments (Tier 1-5) to focus on rehabilitation of aging park infrastructure, including responding quickly to requests from operations for investigation of and solutions to problems such as flooding concerns, sink holes, failing pipes, and erosion that threatens trails or other infrastructure. This position will be funded partially by CIP (70%).	Improved Service Delivery	\$29,280	1.0	0.3	0.0	0.0	This position will be partially funded (70%) through the CIP.
Tier 1-7	This funding will improve event management, communication and data collection at park activation events . Funds will be used to purchase temporary signage, kiosks, tablets and other equipment that will be used to manage events, survey visitors and capture metrics on park users that will help expand outreach.	Improved Service Delivery	\$65,000	0.0	0.0	0.0	0.0	
Tier 1-8	This funding will be used to meet the County's mandate (Resolution 18-974) to reach 100% elimination of greenhouse gas emissions by 2035. This funding will cover phased facility heating system retrofits, replacing on-site fossil fuel combustion (eliminating GHG emissions from approximately 100 natural gas, propane, and oil accounts) with electrified alternatives. Additionally, electrical upgrades will be completed to enable our department to accommodate the infrastructure necessary for increased adoption of electric vehicles and equipment at staffed sites, further reducing reliance on fossil fuel combustion and associated emissions of our operations.	Legislative/Regulatory Mandates	\$150,000	0.0	0.0	0.0	0.0	
Tier 2-1	This funding will upgrade our existing trail system by adding a dedicated budget to add trail amenities for existing trails including benches, bike racks, fix-it stations, trail network maps, kiosk content, interpretive signs, etiquette signs and other materials. The funds will be prioritized based on new trail and renovation projects, the trails most lacking in amenities, and equity areas.	Improved Service Delivery	\$60,000	0.0	0.0	0.0	0.0	
Tier 2-2	This funding will cover an internship program that will focus on building diverse talent pipelines for maintenance trades and marketing positions. While the Department generally has a diverse workforce, there are certain positions that have traditionally lacked diversity so this concerted effort will aim to attract candidates through targeted partnerships with schools, non-profit institutions, and other affinity groups. Funds would cover the cost of six (6) internships available year-round at 12 weeks each.	Improved Service Delivery	\$30,000	0.0	0.0	0.0	1.0	
Tier 2-3	An ADA Publications Manager, as a term contract position , to manage web content and public documents for compliance with The Americans with Disability Act (ADA).	Legislative/Regulatory Mandates	\$97,890	1.0	0.0	1.0	0.0	
Tier 2-4	Two full-time Park Maintenance Workers to operate the Foamstream machine, which serves as a herbicide-free solution for controlling unwanted vegetation at playgrounds and other park amenities. Adding dedicated staffing to use these machines will lead to familiarity with the equipment and knowledge of field conditions and weed identification which creates work program efficiencies and less down time for the equipment. Since the <i>Foamstream</i> machine is less effective to use during freezing weather, during the late fall to early spring period, these new positions will be assigned to work on non-native invasive (NNI) plant control and meadow mowing.	Legislative/Regulatory Mandates	\$150,792	2.0	2.0	0.0	0.0	The position cost is \$135,792 of the total.

Tier for Restoration	Item & Description	Need Category	Amount	Positions	Career Wkys	Term Wkys	Seasonal Wkys	Comments
Tier 2-5	A part-time position for the Parks Information and Customer Service (PICS) office to expand service hours during evenings and weekends when park use is at its highest.	Improved Service Delivery	\$64,610	1.0	0.8	0.0	0.0	
Tier 2-6	A full-time renovation inspector position for the athletic field team to support on-going field renovation and upgrade projects and meet the every-growing demand for high quality athletic fields. This position will be partially funded (75%) through the CIP. This request also includes \$10,000 of supplies & materials funding.	Improved Service Delivery	\$32,060	1.0	0.3	0.0	0.0	This position will be partially funded (75%) through the CIP. The position cost to the Park Fund is \$22,060 of this total.
Tier 3-1	This funding will be used to improve court maintenance by extending the overall life of tennis and basketball courts by repairing cracks, replacing color coating, and performing other necessary repairs for our inventory of over 300 tennis courts and 229 basketball courts.	Improved Service Delivery	\$150,000	0.0	0.0	0.0	0.0	
Tier 3-2	A term contract position for a Program Access Program Assistant to increase programming for underserved populations including 55+ senior adults and veterans. This request also adds funding for seasonal staff to provide support to individuals with disabilities attending programs and camps, assist with marketing and outreach, and assist in the organization, coordination and installation of accessible equipment.	Growth in the Park System	\$111,865	1.0	0.0	1.0	1.1	The position cost is \$79,265 of the total.
Tier 3-3	A full-time career position, seasonal funding of \$30,000, and \$100,000 of supplies and materials funding to improve the quality of athletic fields through increased aerification, seeding, and fertilization.	Improved Service Delivery	\$218,239	1.0	1.0	0.0	1.0	The position cost is \$88,239 of the total.
Tier 3-4	Commission-Wide IT initiative - First year funding for upgrade of ERP System	Improved Service Delivery	\$314,300	0.0	0.0	0.0	0.0	
Grand Total			\$1,654,695	10.0	5.6	2.0	4.8	

Planning Questions

1. **As it has been M-NCPPC practice to address shortfalls in the proposed budget by distributing the reductions across Parks, Planning and CAS. What is the impact of the County Executive's recommended reductions on Planning?**

See opening note and chart on page 1.

2. **What are your priorities for restoration of funding (including enhancements one-time and on-going); however, it is important to note that more in line with the Continuity of Services budget approach, staff have been informed that restoration of funding for any program or initiative must be met with an offsetting proposed reduction elsewhere.**

In order to meet the County Executive's (CE) FY22 recommended budget, **the Planning Department's FY22 proposed budget request must be reduced by \$609,802 or 2.8%.** This reduced amount is \$583,255 or 2.9% above the FY21 Adopted Budget.

In preparing the FY22 proposed budget, the Planning Department included funding for new initiatives that focus on ways to both reimagine and reinvigorate our master planning activities

as well as ways to address significant planning issues and concerns that face Montgomery County.

To meet the County Executive's recommended budget, the Planning Department will have to cut most of the consultant funding for the new initiatives including development of planning tools for housing and equity, studies on cutting-edge issues such as e-commerce and commercial space adaption, and analyses to improve road and bikeway visibility/safety. These cuts will hamper our ability to accomplish our work program and address critical issues that are ahead. In addition, our placemaking program, supply budget, and Commission-wide IT initiatives will be reduced. At the same time, the Planning Department will have to stretch staff further to accomplish projects specifically requested by the County Council but with no additional funding (i.e., the attainable housing strategies and street renaming effort.)

The charts below show the Planning Department's reductions to reach the County Executive's target. The list is divided into tiers by priority. The items in Tier 1 are the department's highest priority followed by the items listed in Tier 2.

The Planning Department has conducted a thorough review of our FY22 proposed budget and identified certain items that can be deferred or removed from our budget request. In addition, we have identified savings in FY21 that can be used to cover costs originally planned for FY22. These reductions are shown in the 3rd section of the chart below.

Tier 1 – Departmental Top Priority (Non-Recommended Reductions)		Funding
1-1	Innovative Housing Tool Kit <i>Impact – As we push for more diverse housing options in the county, this toolkit will provide guidance to developers on best practices for building Missing Middle and other attainable housing types. If this is not funded, we also lose the opportunity to create pre-approved permit sets that would expedite the permit process for desired housing types.</i>	\$50,000
1-2	Redlining/Segregation Mapping Tool <i>Impact – Will prevent us from more fully understanding the continued impacts and cultural effects of redlining and racially restrictive covenants of our past.</i>	\$100,000
1-3	Consultant Funding for Wheaton Downtown Study <i>Impact – Will prevent the Department from exploring tools 1) to encourage revitalization and redevelopment consistent with the sector plan's vision while maintaining Wheaton's unique multi-cultural character or 2) to update the Wheaton Streetscape Standards to reflect Vision Zero objectives.</i>	\$75,000
SUB-TOTAL TIER 1 - Departmental Priority for Restoration		\$225,000

Tier 2 - Departmental Priority (Non-Recommended Reductions)		Funding
2-1	Commercial Space Adaptability Study <i>Impact – The pandemic has exerted significant pressures on the commercial real estate industry, accelerating disruptions in the use of office and retail space that were already underway. Eliminating this study impedes on our ability be responsive to industry needs in repositioning spaces for new uses, which may hinder economic development efforts.</i>	\$60,000
2-2	E-Commerce & Logistics Industry Trends and Needs Assessment <i>Impact – The goal of this study was to provide an overview of how the industry works, trends in demand for space, current supply, and estimates of future supply needs. The study would also look at trends in the mode of distribution and impacts on local traffic. Canceling this study would impede our ability to plan for the growth of e-commerce in the county.</i>	\$75,000
2-3	Reduce Placemaking Initiatives from \$100,000 to \$83,300 <i>Impact – Will limit our ability to install and provide placemaking activities around the county.</i>	\$16,700
2-4	Access Management Study <i>Impact –Will prevent us from developing a systemic and comprehensive approach to access management (looking at intersections, driveways, and median and other curb openings from a roadway). The project would improve the safety and efficiency of moving people and goods by identifying ways to reduce conflicts between all modes using and crossing the roadway, including cars, heavy vehicles, transit, bicycles and pedestrians.</i>	\$50,000
2-5	Bikeway Branding Plan <i>Impact – Branding effort for bikeways in Neighborhood Greenways and Breezeways will be unrealized.</i>	\$25,000
SUB-TOTAL TIER 2 - Departmental Priority to go on Reconciliation List		\$226,700

Budget Reductions to Meet the FY22 County Executive Recommendation		Funding
3-1	Biennial Transportation Monitoring <i>Funded using FY21 savings.</i>	\$25,000
3-2	1% CPI Increase for Contracts and Supplies <i>Cost increases will be absorbed through reductions in supplies.</i>	\$41,961
3-3	Commuter Subsidy for Wheaton Headquarters Staff <i>Reduced based on savings from vacancies.</i>	\$9,141
3-4	CIO Office and Commission Wide IT initiatives <i>First year funding for upgrade of ERP System</i>	\$59,500
3-5	Reduce Duplicate Budget Items	\$22,500
SUB-TOTAL - Reductions		\$158,102

TOTAL OF ALL TIERS	\$609,802
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3. Please provide vacancy data by quarter for the past year.

Please refer to vacancy reports already sent to your office on a quarterly basis.

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 FY22 recommended budget, the budgets of the departments, collectively known as Central Administrative Services (CAS) must be reduced by \$260,414 in Montgomery County funding. However, because most services are provided on a bi-county basis, reductions must also be taken in the amount of \$286,540 from Prince George's County funding, for a total bi-county reduction of \$546,954. 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 of Human Resources and Management (DHRM), Merit Board and CAS Support Services			MC	PGC	Total
Department	Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)				
DHRM	Delay of Necessary Agency-Wide Trainings		\$ 19,474	\$ 25,526	\$ 45,000
	Impact - This reduction will yet again delay the full implementation of the agency-wide training program and significantly reduce agency employee's access to critical trainings such as diversity and inclusion, respectful workplace, fraud and abuse, mission and values, and policy awareness and compliance. The \$19,474 cut only represents the amount allocated to Montgomery County. The bi-county cut is \$45,000.				
DHRM	Reduction in Funding for Actuarial Services		\$ 6,491	\$ 8,509	\$ 15,000
	Impact - This reduction will hinder the agency's ability to engage necessary actuarial services for collective bargaining negotiations and may cause difficulty for the Department to pursue any specific requests of the Commission related to benefits. The \$6,491 cut only represents the amount allocated to Montgomery County. The bi-county cut is \$15,000.				
DHRM	Reduction in Funding for Temporary Services		\$ 17,434	\$ 22,853	\$ 40,287
	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. The \$17,434 cut only represents the amount allocated to Montgomery County. The bi-county cut is \$40,287.				
Merit Board	Reduce funding for Professional Services		\$ 2,345	\$ 2,345	\$ 4,691
	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 through the use of outside counsel when necessary. The \$2,345 cut only represents the amount allocated to Montgomery County. The bi-county cut is \$4,691.				
Subtotal Tier 1 - Departmental Priority for Restoration			\$ 45,744	\$ 59,233	\$ 104,978
	Tier 2 - Departmental Top Priority for Restoration (Non-Recommended Reductions)				
Subtotal Tier 2 - Departmental Priorities for Restoration			\$ -	\$ -	\$ -
Budget Reductions to Meet the FY22 County Executive Recommendation					
CAS Support Services	Application of Budget Rebalancing for EOB Housing		\$ 58,737	\$ 72,488	\$ 131,225
	Impact - The FY22 budget was built under the assumption that CAS Departments would be taking over the space in the Executive Office Building (EOB) vacated by the Prince George's Department of Parks and Recreation Information Technology and Communications Division. However, Prince George's Parks and Recreation will be retaining this space in FY22, reducing the rent CAS Departments will need to pay in FY22. This budget reallocation will cover CAS Support Services, the Office of the Inspector General, and a portion of the Department of Human Resources and Management reductions.				
Subtotal - Reductions			\$ 58,737	\$ 72,488	\$ 131,225
Total of all Tiers			\$ 104,481	\$ 131,721	\$ 236,203

Finance Department

			MC	PGC	Total
Department	Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)				
Finance		Manage lapse as needed to meet reductions	\$ 67,108	\$ 82,799	\$ 149,907
		Impacts- Delayed service improvement to the MC Parks and PGC Parks & Recreation departments related to CIP project accounting, delayed implementation of the supplier diversity program, decrease in service level for ERP Reporting services, delayed improvements to current service levels.			
Subtotal Tier 1 - Departmental Priority for Restoration			\$ 67,108	\$ 82,799	\$ 149,907
	Tier 2 - Departmental Top Priority for Restoration (Non-Recommended Reductions)				
Subtotal Tier 2 - Departmental Priorities for Restoration			\$ -	\$ -	\$ -
	Budget Reductions to Meet the FY22 County Executive Recommendation				
Subtotal - Reductions			\$ -	\$ -	\$ -
Total of all Tiers			\$ 67,108	\$ 82,799	\$ 149,907

Legal Department

			MC	PGC	Total
Department	Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)				
Legal		Freeze one vacant Admin Specialist position for 12 months	\$ 44,603	\$ 38,277	\$ 82,880
		<i>Impact - Reduction will impact service levels of the Transactions Team. The resulting reduction of dedicated administrative support needed for our Bi-County contracts and legislative matters may result in delays with contract routing, contract review, RFP's and purchasing administration. Further, the department's plan to consolidate administrative support for two work programs may temporarily slow or disrupt the contract review process for certain transactions during a transition period.</i>			
Subtotal Tier 1 - Departmental Priority for Restoration			\$ 44,603	\$ 38,277	\$ 82,880
	Tier 2 - Departmental Top Priority for Restoration (Non-Recommended Reductions)				
Subtotal Tier 2 - Departmental Priorities for Restoration			\$ -	\$ -	\$ -
	Budget Reductions to Meet the FY22 County Executive Recommendation				
Subtotal - Reductions			\$ -	\$ -	\$ -
Total of all Tiers			\$ 44,603	\$ 38,277	\$ 82,880

Corporate IT

		MC	PGC	Total
Department	Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)			
		\$ -	\$ -	\$ -
Corporate IT	Reduce PC & peripheral refresh <i>Impact - Our PC replacements will be delayed resulting in a challenge of keeping our laptop inventory current. Some laptops and other peripherals will soon be below our minimum acceptable performance level. Additionally, the reduction will hamper our ability to proactively replace aging equipment prior to breaking down. The reduction of \$28,233 only reflects the Montgomery portion. Reductions to agency-wide programs also necessitate a reduction to Prince George's funding by \$21,542, bringing the total reduction to \$49,775.</i>	\$ 28,233	\$ 21,542	\$ 49,775
Corporate IT	Delay hiring for the IT Systems Manager position <i>Impact -The reduction is carried out at the same time of increased need for support for new and existing projects. However, the delay in some of the new projects will make much easier to absorb the impact. The reduction of \$12,586 only reflects the Montgomery portion. Reductions to agency-wide programs also necessitate a reduction to Prince George's funding, by \$9,604, bringing the total reduction to \$22,190.</i>	\$ 12,586	\$ 9,604	\$ 22,190
Corporate IT	Travel Expense <i>Impact -The reduction comes at the time of nearly no required travel. The reduction of \$3,403 only reflects the Montgomery portion. Reductions to agency-wide programs also necessitate a reduction to Prince George's funding, by \$2,597, bringing the total reduction to \$6,000.</i>	\$ 3,403	\$ 2,597	\$ 6,000
Subtotal Tier 1 - Departmental Priority for Restoration				
Subtotal - Reductions		\$ 44,222	\$ 33,743	\$ 77,965
Total of all Tiers		\$ 44,222	\$ 33,743	\$ 77,965

Reductions in CAS Support Services above the prorated amount are being used to help cover Department of Human Resources and Management (DHRM) and to cover the Inspector General's portion.

2. What are your priorities for restoration of funding (see note above regarding this question)?

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

3. Please provide greater detail for Other Operating Charges, increasing by 12.7%, indicating the amount needed for each element listed under Other Operating Charges.

Department of Human Resources and Management - Other Services and Charges Breakdown			
Category	Total Request	Increase / Decrease	Description
Maintenance Agreements	10,400	(23,196)	This category funds maintenance and licensing agreements specific to DHRM. The decrease in FY22 was generated by the transfer of an agency-wide license agreement to the CWIT budget. We've made every effort to reduce these costs as much as possible while still maintaining current service levels.
OCIO ISF IT Services	131,196	56,559	The CIO's Office and Commission-wide IT Initiatives (CWIT) charges for service consists of three parts: a small decrease (\$2,587) in the CIO Office budget; an increase of \$31,546 of CWIT base (as noted under Maintenance Agreements above - an agency-wide software license agreement in DHRM, and others in Corporate IT, were transferred to CWIT for better management and allocation); and the department's share, \$27,600, of the single CWIT new initiative - First year funding for the upgrade of our ERP.
Operational Costs	40,500	(4,720)	This category includes funding for ADA and configuration accommodations in the Department's suites to ensure a safe and healthy workspace, want ads, benefits charged to the Department, professional memberships, and other services necessary to ensure our employees have the resources needed to effectively execute their work programs. We've made every effort to reduce these costs as much as possible while still maintaining current service levels.
Actuarial Services	15,000	15,000	These funds provide the agency the ability to engage in actuarial services for collective bargaining negotiations and any specific analytical requests made by the Commission.
Professional Services	475,000	50,000	This category funds the Department's ability to deliver the programs and services that enable the entire agency to function. These include: <ul style="list-style-type: none"> •Outside Counsel: Legal support for negotiating contracts with two unions including a full contract and a wage reopener, implementing those agreements, and continuing monthly agreements with both Unions to address COVID-19 response and maintain safe working conditions. •Performance Metrics: Standing up the agency's robust set of metrics to quantify overall agency performance. •Succession Planning: Enabling the agency to address impending vacancies over the next five years as 33% employees and 67% of officials/administrators become eligible to retire. •Continuing Operations (COOP): Enhancing our continuity of business capabilities through a hosted system to create real-time access/updates, centralize policy and safety operations, unify crisis responses across the agency, and institute multi-level communications capabilities to notify staff and Unions of COVID-19 response operations. •Communications: Continue analysis and development of the agency's coordinated communications processes and messaging with a focus on crises messaging, rapid response and management.
Supplies	71,500	800	This category covers supplies and materials needed to conduct meetings of the agency and collective bargaining negotiations, funding for office supplies, minor equipment, and employee ADA or medical furniture or equipment accommodations.
Temporary Services	100,000	25,000	These funds provide the funding for DHRM to engage in temporary services. DHRM is committed to maintaining established service levels and this funding is essential to ensure we can quickly bring those resources in should we experience employment gaps from extended leave, attrition, or need additional assistance with ongoing projects.
Training	145,000	(8,000)	This category encompasses agency-wide training (respectful workplace, diversity and inclusion, fraud and abuse, mission and values, and policy awareness and compliance) and departmental training (Department-wide training, conferences, individual trainings, and travel). We've made every effort to reduce these costs as much as possible while still maintaining current service levels.
	988,596	111,443	

M-NCPPC Questions

Provide a chart that shows all program enhancements by department (Parks, Planning, CAS), brief description, the dollar amount and fund, the changes to the personnel work compliment, and work years.

FY22 PROPOSED NEW INITIATIVES / PROGRAM ENHANCEMENTS						
		Amount	Career Positions	Career Workyears	Term Workyears	Seasonal Workyears
Fund						
Administration Fund						
Commissioners' Office						
	Funding for Planning Board and staff training, and a Board retreat. The training and/or retreat may also include department leadership.	\$ 5,000				
	Funding for Planning Board members and staff to attend conferences. Planning Board members are often invited to serve as speakers, presenters, and panel members at national conferences. In addition to the contributions that Board members provide to other jurisdictions at events, interacting with other jurisdictions also provides opportunities to consider different solutions that would assist with addressing issues that impact planning and parks in Montgomery County. The FY21 Commissioner's Office budget does not include any funding for training.	\$ 5,000				
Total Commissioners' Office		\$ 10,000	-	-	-	-
Planning						
One-time						
	Continuation of Modeling for Takoma Park Master Plan - Funds will address expanded consultancy scopes of work and deliverables necessitated both by the disruptions from the pandemic regarding traffic counts, modeling, and Vision Zero, as well as new recommended procedures outlined in the updated Subdivision Staging Policy/ Growth and Infrastructure Policy.	\$ 50,000				
	Fairland-Briggs Chaney Minor Master Plan Support - Funding to provide translation services, community engagement assistance, and transportation analysis.	\$ 75,000				
	Bikeways Branding Plan - A placemaking effort to develop a branding plan for neighborhood greenways and breezeways, including logos and signs, as well as an approach for incorporating public art into these types of bicycle facilities. It will also pilot this approach to incorporating public art into one neighborhood greenway project.	\$ 25,000				
	Commercial Space Adaptability Study - Funding to provide more guidance on how different types of commercial spaces could be adaptively reused. As the county recovers from the pandemic, we will continue to need to look for creative ways to support real estate repositions to reduce vacancy and support economic growth.	\$ 60,000				
	E-Commerce and Logistics Industry Trends and Needs Assessment - Funding to provide an overview of how the industry works, trends in demand for space, current supply, and estimates of future supply needs. The study will also look at trends in the mode of distribution and impacts on local traffic.	\$ 75,000				

FY22 PROPOSED NEW INITIATIVES / PROGRAM ENHANCEMENTS						
		Amount	Career Positions	Career Workyears	Term Workyears	Seasonal Workyears
	Wheaton Downtown Study - A decade following the approval of the Wheaton Central Business District and Vicinity Sector Plan, the Wheaton Downtown Study seeks to explore tools to encourage revitalization and redevelopment consistent with the sector plan's vision, while maintaining Wheaton's unique character.	\$ 75,000				
	Access Management Study - Funding to dig deeper into our existing policies on access management and make recommendations on how to improvement them with the potential to significantly improve the consistency of access-related decisions through the site plan review/DRC process and to more effectively obtain access consolidation from developers during redevelopment.	\$ 50,000				
	Innovative Housing Tool Kit - Funding to develop guidelines focused on best practices for building housing. It will operate under the growing recognition that the design of housing projects can help developers respond to site challenges, control development costs, and improve resident outcomes. It will provide research, analysis, and guidance on the limitations and cost ranges for various existing and emerging construction types, with the overall goal to illustrate principles that deliver excellent design while keeping costs down and ensuring quality and compatibility.	\$ 50,000				
	Redlining/Segregation Mapping Tool - To advance the County's commitment to racial equity, the Historic Preservation Office, Research and Strategic Projects Division, and the GIS Team will work with a consultant to conduct parcel/deed analysis and build a mapping tool showing the historical and cultural effects of redlining and segregation in Montgomery County.	\$ 100,000				
On-going						
	Master Plan Support for Historic Preservation Designations - Funding to research new properties for historic designation for new sector and master plans. On-going funding allows for annual leveraging with grant support from the State for additional survey work.	\$ 20,000				
	Convert Part-time Position to Full-time - By converting this position to a full-time position would enable the Historic Preservation program to undertake the required historical research for each master planning effort, maintain our high level of customer service for permit review, and keep pace with mandatory federal compliance for cultural resources without having to routinely rely on contractual architectural historians.	\$ 23,654	-	0.5		
	Workyear and Funding for Full-time Forest Conservation position - New full time postion would allow for a timelier evaluation of existing conservation easements to document compliance with the terms of the easements granted to the Commission.	\$ 97,600	1.0	1.0		

FY22 PROPOSED NEW INITIATIVES / PROGRAM ENHANCEMENTS						
		Amount	Career Positions	Career Workyears	Term Workyears	Seasonal Workyears
	Workyear and Funding for Full-time Research position - New full time position would increase the department's capacity to provide data and other analysis related to housing issues to inform master plans, public policy initiatives and research studies and provide thought leadership.	\$ 97,600	1.0	1.0		
	Planning Department share of CWIT Initiative - First year funding for ERP Upgrade	\$ 59,500				
Total Planning		\$ 858,354	2.0	2.5	-	-
CAS - All Departments						
	Departmental ISF charges for CIO/CWIT initiatives (see note below for detail)	\$ 36,600				
Department of Human Resources & Management (DHRM)						
	Funding for a Diversity, Equity and Inclusion Specialist in our Human Resources Division. This position will be responsible for proactively mitigating these impacts on workplace situations before they become grievances; educating managers and employees on acceptable behavior in the workplace; and ensuring Diversity, Equity and Inclusion efforts are effectively coordinated across the agency.	\$ 44,268	0.4	0.4		
Finance						
	Funding for Employee Recognition Awards as a separately budgeted item, as opposed to using lapsed salary savings	\$ 4,280				
Inspector General						
	Licensing costs of analytical software used in audits and investigations	\$ 1,053				
Total Administration Fund		954,555	2.4	2.9	-	-

FY22 PROPOSED NEW INITIATIVES / PROGRAM ENHANCEMENTS						
		Amount	Career Positions	Career Workyears	Term Workyears	Seasonal Workyears
Park Fund						
Category						
Improving Customer Service	A part-time position for the Parks Information and Customer Service (PICS) office to expand service hours during evenings and weekends when park use is at its	\$ 64,610	1.0	0.8	-	-
Improving Quality and Playability of Ballfields	A full-time design and construction project manager position for the athletic field team to support on-going field renovation and upgrade projects and meet the ever-growing demand for high quality athletic fields.	\$ 32,059	1.0	0.3	-	-
	A full-time renovation inspector position for the athletic field team to support on-going field renovation and upgrade projects and meet the every-growing demand for high quality athletic fields. This position will be partially funded (75%) through the CIP. This request also includes \$10,000 of supplies & materials funding.	\$ 32,060	1.0	0.3	-	-
	A full-time career position, seasonal funding of \$30,000, and \$100,000 of supplies and materials funding to improve the quality of athletic fields through increased aerification, seeding, and fertilization.	\$ 218,239	1.0	1.0	-	1.00
Legislative Mandates	An ADA Publications Manager, as a term contract position , to manage web content and public documents for compliance with The Americans with Disability Act (ADA).	\$ 97,890	0.0	0.0	1.00	-
	Two full-time Park Maintenance Workers to operate the Foamstream machine, which serves as a herbicide-free solution for controlling unwanted vegetation at playgrounds and other park amenities. Adding dedicated staffing to use these machines will lead to familiarity with the equipment and knowledge of field conditions and weed identification which creates work program efficiencies and less down time for the equipment. Since the <i>Foamstream</i> machine is less effective to use during freezing weather, during the late fall to early spring period, these new positions will be assigned to work on non-native invasive (NNI) plant control and meadow mowing.	\$ 150,792	2.0	2.0	-	-

FY22 PROPOSED NEW INITIATIVES / PROGRAM ENHANCEMENTS						
		Amount	Career Positions	Career Workyears	Term Workyears	Seasonal Workyears
Maintaining and Improving What We Have	A Project Manager I (Engineer) to work in conjunction with the proposed position for facility condition assessments (Tier 1-5) to focus on rehabilitation of aging park infrastructure, including responding quickly to requests from operations for investigation of and solutions to problems such as flooding concerns, sink holes, failing pipes, and erosion that threatens trails or other infrastructure. This position will be funded partially by CIP (70%).	\$ 29,280	1.0	0.3	-	-
	A full-time position and seasonal staff to conduct and document facility condition assessments of our Department's aging infrastructure, which requires the replacement and upgrade of major systems to ensure code compliance and a safe environment for all patrons.	\$ 148,600	1.0	1.0	-	1.70
	This funding will be used to improve court maintenance by extending the overall life of tennis and basketball courts by repairing cracks, replacing color coating, and performing other necessary repairs for our inventory of over 300 tennis courts and 229 basketball courts.	\$ 150,000	0.0	0.0	-	-
	This funding will be used to meet the County's mandate (Resolution 18-974) to reach 100% elimination of greenhouse gas emissions by 2035. This funding will cover phased facility heating system retrofits, replacing on-site fossil fuel combustion (eliminating GHG emissions from approximately 100 natural gas, propane, and oil accounts) with electrified alternatives. Additionally, electrical upgrades will be completed to enable our department to accommodate the infrastructure necessary for increased adoption of electric vehicles and equipment at staffed sites, further reducing reliance on fossil fuel combustion and associated emissions of our operations.	\$ 150,000	0.0	0.0	-	-
	This funding will upgrade our existing trail system by adding a dedicated budget to add trail amenities for existing trails including benches, bike racks, fix-it stations, trail network maps, kiosk content, interpretive signs, etiquette signs and other materials. The funds will be prioritized based on new trail and renovation projects, the trails most lacking in amenities, and equity areas.	\$ 60,000	0.0	0.0	-	-
Park Activation	This funding will improve event management, communication and data collection at park activation events . Funds will be used to purchase temporary signage, kiosks, tablets and other equipment that will be used to manage events, survey visitors and capture metrics on park users that will help expand outreach.	\$ 65,000	0.0	0.0	-	-

FY22 PROPOSED NEW INITIATIVES / PROGRAM ENHANCEMENTS						
		Amount	Career Positions	Career Workyears	Term Workyears	Seasonal Workyears
Social Equity	A term contract position for a Program Access Program Assistant to increase programming for underserved populations including 55+ senior adults and veterans. This request also adds funding for seasonal staff to provide support to individuals with disabilities attending programs and camps, assist with marketing and outreach, and assist in the organization, coordination and installation of accessible equipment.	\$ 111,865	0.0	0.0	1.00	1.10
	This funding will cover an internship program that will focus on building diverse talent pipelines for maintenance trades and marketing positions. While the Department generally has a diverse workforce, there are certain positions that have traditionally lacked diversity so this concerted effort will aim to attract candidates through targeted partnerships with schools, non-profit institutions, and other affinity groups. Funds would cover the cost of six (6) internships available year-round at 12 weeks each.	\$ 30,000	0.0	0.0	-	1.00
Commission-Wide IT	Commission-Wide IT initiative - First year funding for upgrade of ERP System	\$ 314,300	0.0	0.0	0.0	0.0
Total Park Fund		\$ 1,654,695	8.0	5.6	2.0	4.8
Total Administration and Park Funds		\$ 2,609,250	10.4	8.5	2.0	4.8
Note: You will see references to these noted in Planning, Parks and CAS. Shown below are the Commission-wide costs for the single new Commission-wide IT initiative.						
	First year funding for upgrade to Infor ERP software		Commission-Wide Budget			
	The current version of the Enterprise Resource Planning (ERP) will reach end of life by 2026, meaning that the Initiative to upgrade must begin no later than July 1, 2023. This request will begin to build a reserve of funds, so a Request for Proposal (RFP) can be issued for the necessary upgrade. Further funding will be sought in FY23.		\$ 1,000,000			

**MONTGOMERY COUNTY DEPARTMENT OF PARKS
REQUESTED FUNDING - AMERICAN RESCUE PLAN ACT**

REVENUE IMPACTED BY CLOSURES FROM COVID - REQUESTING FUNDS TO OFFSET REVENUE LOSSES

FUND	Comments/Groups Impacted	FY19	FY20	Difference
Park	Nature Centers, Park Permits, Lease Rent Abatement	2,813,115	1,603,590	(1,209,525)
Property Management	Tenant rent abatement	209,948	179,835	(30,113)
Enterprise	Impact overall operating revenue from Covid	11,950,860	9,061,771	(2,889,089)
Special Revenue	Cultural Resources, Special Events, Nature Centers	510,285	388,386	(121,899)
Total Revenue Impact				(4,250,626)

BROADBAND PROJECT

Location	Description	Estimated Cost
Wheaton HQ	The Montgomery County Office of Broadband and M-NCPPC are teaming up to expand the Wi-Fi network and improve digital equity by deploying Millimeter Wave Radio Connectivity within a 10-mile radius of the Wheaton HQ via rooftop radio equipment. Millimeter waves propagate solely by line-of-sight paths, so the rooftop is preferred for unobstructed pathways. To implement this technology, we are requesting funding for building infrastructure and deploying this system. This technology replaces the need for running fiber in the area which comes with a high price tag. It will provide expanded high speed Wi-Fi access to Parks and County facilities while also providing free access to local residents within a 10-mile of the Wheaton HQ.	550,000

INFRASTRUCTURE PROJECTS - WATER/SEWER

Location	Description	Estimated Cost
Agricultural History Farm Park	Waterline replacement to farmhouse	6,000
Damascus Recreational Park	Septic tank replacement at ballfield #1	20,000
Darby Store	Septic tie-in	30,000
Garrett-Waverly Neighborhood Park	Water fountain replacement	20,000
Little Bennett Campground	Loop upgrade of waterline to loop B, C, E	250,000
McCrillis House and Gardens	Waterline replacement	20,000
North Chevy Chase Local Park	Sewer Replacement	40,000
Norwood Local Park	Sewer and waterline replacement (plus adding waterline for dog park)	150,000
Rock Creek Regional Park	Waterline replacement to restroom on hill near boathouse	15,000
Wheaton Regional Park	Waterline replacement, water fountain replacement	225,000
Wheaton Stables	Waterline and sewer replacement	125,000
Total		901,000

GRAND TOTAL - PRELIMINARY REQUEST FOR ARPA FUNDING 5,701,626

How does M-NCPPC Budget promote racial equity?

Parks Department

In our FY22 Proposed Budget, we have two specific program enhancements categorized under Equity:

1. An internship program that will focus on building diverse talent pipelines for maintenance trades and marketing positions. While the Department generally has a diverse workforce, there are certain positions that have traditionally lacked diversity so this concerted effort will aim to attract candidates through targeted partnerships with schools, non-profit institutions, and other affinity groups. Funds would cover the cost of six (6) internships available year-round at 12 weeks each.
2. A term contract position for a Program Access Program Assistant to increase programming for underserved populations including 55+ senior adults and veterans. This request also adds funding for seasonal staff to provide support to individuals with disabilities attending programs and camps, assist with marketing and outreach, and assist in the organization, coordination and installation of accessible equipment.

In addition, the Montgomery Parks' budget funds several tools, programs and projects to promote racial equity. A sampling of these can be found below.

Equity Program Coordinator

We have repurposed a position to hire an Equity Program Coordinator who will be responsible for setting and implementing an overarching vision of racial equity, diversity, and inclusion.

Equity Focus Areas Tool

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. This tool will assist analysis of EFA access to opportunity and resources, for example employment, transportation, education, healthy communities, and government services.

How are we using the Equity Focus Areas Tool?

Tree Diversity and Community Gardens

We are reviewing data on tree diversity in Parks. Data is being reviewed for urban parks and parks in Equity Focus Areas (EFA) first to determine changes that we need to make to increase species diversity for long-term sustainability of our tree canopy. We are also prioritizing our park visits for planting efforts for the upcoming season in parks that are in equity focus areas to determine tree planting needs. The community gardens program is looking at equity focus areas for placement of new gardens as well.

Park Activation

- Mobile Play Program will bring active and creative outdoor activities to Equity Focus Areas during the summer. This program will bring more play opportunities to areas where activities for families are limited.
- The Community Grant Programs will fund events and programs organized by Montgomery County community groups. The program will prioritize funding for Equity Focus Areas and areas where there is little access to park experiences. Funding will support safe, diverse, and unique programming in the parks that is free to the public.

CIP Projects and State Bond Bills

- We are focusing CIP resources on EFAs such as Hillandale Local Park, Germantown Square Urban Park, Dewey Local Park, Gene Lynch Urban Park, Ken-Gar Palisades Local Park, Edith Throckmorton Neighborhood Park, Long Branch Stream Valley Park (SVP), Sligo SVP, Wheaton Regional Park, and Edgewood Neighborhood Park.
- Our State Bond Bill requests also target EFAs such as Fox Chapel Neighborhood Park, Long Branch Garland Neighborhood Park, Randolph Hills Local Park, and Wheaton Regional Park.

Park Acquisitions

We are pursuing acquisitions in EFA such as Long Branch Local, Seek Lane Neighborhood Park, and Fenton Street Urban Park

Park/Trail Planning

- We are working on Trail Rehabilitation in Long Branch SVP, Sligo SVP, and Rock Creek SVP.
- We are working on the Silver Spring Sector Plan which is in the EFA.

Cultural/Historical Programming and Projects

- We continue to provide top notch programming interpreting slavery in the County at our cultural and interpretive sites
- Working on an ‘untold stories’ project to tell the unknown history of BIPOC in our County
- Worked diligently to open the Josiah Henson Museum
- Co-lead for the Streets and Parks re-naming project

Recruitment and Employee Development

- Equity and Recruitment/Hiring process changes training for a large portion of our workforce
- Technology tool (*Textio*) to increase equity and diversity in our written communications – job descriptions, job advertisements, other internal and external communications
- Translations and Interpretation Services for job applicants and employees
- Social Media and other Job Advertising services that include Diversity Job Boards and LinkedIn have been expanded
- Job Fairs targeting diverse populations, HBCU’s, and underrepresented job classifications in the Parks
- The addition of a dedicated position for a purposeful effort to increase the hiring, promotion, and integration of Diverse populations into our workforce
- The addition of another Employee Relations (ER)/HR Business Partner to work with Divisions on ER issues that often include disparate treatment in employment, promotion and training
- Racial Equity Training for employees

Nature Centers and Brookside Gardens

Our Nature Centers are working to grow a workforce that reflects and connects with the diversity of Montgomery County and to identify and breakdown access barriers and overcome racial and economic disparities that prevent many members of our community from benefiting from our programs having a meaningful relationship with nature. Here are some examples of programs and efforts at Nature Centers and Brookside Gardens:

- Afterschool Nature Program at the Boys and Girls Club in Germantown – Naturalists meet 4th and 5th grade students at the Boys and Girls Club in Germantown for an afterschool nature program.

- SOAR Partnership – Partnership with Clarksburg High School Student Occupational and Academic Readiness (SOAR) program, which targets students at high risk for dropping out of school.
- School Programs in Spanish – One of our goals is to provide programming that is approachable, welcoming, and comfortable to our Hispanic community. All the existing programs for visiting school groups and the general public are now offered in English and Spanish at Meadowside Nature Center.
- Nature on Wheels Library Visits – By taking this program to community spaces, such as libraries, we reach local community members who are not as likely or as able to visit the center as others.
- Youth on Earth Program – Led by a bilingual Naturalist, this is a subset of the overall Spanish language nature program initiative.
- Internship Program for Diversity –This internship, coordinated with the help of the student’s Academic Advisor, allows students the chance to gain exposure to many different aspects of working at a Nature Center.
- Developed the Community Engagement Fellows for young people of color as part of an emerging Green jobs Pathway

Policing

Training

- Sponsored several Park Police Officers to attend the “Train the Trainer” course of the nationally recognized Fair and Impartial Policing® curriculum.
- Contracted a Doctor of Education/Social Scientist from the University of Maryland to train staff on recognizing, addressing, and minimizing the impact of implicit biases to facilitate productive and high-quality interactions for all parties.

Recruitment

- In pursuit of our goal to better diversify our workforce, we revamped every aspect of the recruiting process nearly two (2) years ago. Our concerted efforts are producing measurable results. Over the past two (2) years, 66% of our police recruits have been people of color and/or women and 75% of our non-sworn staff hires has been a person of color and/or woman.
- The Operations Branch has filmed several videos designed to enhance our recruitment and retention with an emphasis on improving the cultural diversity, language skill, and gender distribution of our sworn staff. We received a \$34,500 grant from the Governor’s Office on Crime Control and Retention which was utilized to better attract diverse applicants with advanced degrees, military experience, and/or bilingual skills.

Planning Department

Montgomery Planning recognizes and acknowledges the role that our plans and policies have played in creating and perpetuating racial inequity in Montgomery County. 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. While it will take time to fully develop a new methodology for equity in the planning process, we cannot delay applying an equity lens to our work. Efforts to date include:

- **Developing an Equity Agenda for Planning.** The Planning Board approved Equity in Master Planning Framework, and staff is working on action items.
- **Prioritizing equity in Thrive Montgomery 2050.** Community Equity is one of the three priority areas of our county General Plan update, Thrive Montgomery 2050.
- **Focusing on equity in upcoming plans.** Equity is a central focus of the Silver Spring Downtown and Adjacent Communities Plan, the first master plan to launch since Montgomery County’s

Racial Equity & Social Justice Act passed. All upcoming plans and studies will have an equity focus.

- **Created an Equity Areas mapping tool and are developing an Equity Opportunity Index**
- **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.

Accordingly, Montgomery Planning's FY22 budget request was designed to advance equity through multiple plans and studies and through its operational budget. Given the Planning Department's commitment to making equity a foundational component of its master planning process and the Planning Board's requirement under the Racial Equity and Social Justice Act to consider equity in reviewing master plans, all proposed FY22 plans and studies include a focus on equity as part of the scope of work. An equity lens will be applied in all planning phases, including community outreach, analysis of existing conditions and recommendations development. To support their work, planners will be applying equity tools developed in-house, including equitable communications strategies, the Equity Focus Areas analysis and mapping, the Equity Peer Review Group, and the soon-to-be-developed Equity Opportunity Index. Additionally, the Planning Department's operational budget requests supports equity training for staff, funding for translating planning documents into Spanish and other languages, and other resources to support equitable planning.

Central Administrative Services (CAS)

The following provide countywide support racial equity and social justice policies:

- We are putting in place an **MBE** position and an updated program that is currently being written (approved in last year's budget)
- This year we are asking for a **DEI** position within labor relations to train and also handle grievances dealing with DEI (including racial equity).
- We have the annual Personnel demographics report (PMR) that does use quantitative data to track employment of different populations.
- We are putting together metrics to measure performance of programs and can incorporate racial equity/ track outcomes for different populations.

Master Plan & Major Projects	2020					2021					2022					2023								
	FY21					FY22					FY23													
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Germantown Plan for Town Sector Zone																								
Shady Grove Sector Plan - Minor Master Plan Amendment																								
Ashton Village Center Sector Plan																								
Thrive Montgomery 2050 General Plan Update																								
Complete Streets Design Guide/Roadway Functional Class System																								
Rustic Roads Functional Master Plan Update																								
Great Seneca Science Corridor Plan Amendment Phase 1																								
Corridor Forward: The I-270 Transit Plan																								
Silver Spring Downtown and Adjacent Communities Sector Plan																								
Pedestrian Master Plan																								
Takoma Park Minor Master Plan Amendment																								
Fairland and Briggs Chaney Master Plan																								
Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2																								
Silver Spring Communities Master Plan																								
University Boulevard Corridor Plan																								
Clarksburg Master Plan Amendment																								
Subdivision Staging Policy/Growth and Infrastructure Policy																								
Advancing the Pike District																								
Retail in Diverse Communities Study																								
Urban Loading and Delivery Management Study																								
Attainable Housing Strategies Initiative (NEW)																								
Mixed Use Development: Current Status and Future Trends																								
Equity Opportunity Index																								
Predictive Safety Analysis																								
Access Management Study																								
Innovative Housing Tool Kit																								
Redlining/Segregation Mapping Tool																								
Commercial Space Adaptability Study																								
E-Commerce and Logistics Industry Trends and Needs Assessment																								
Wheaton Downtown Study																								

Staff

Planning Board

F

Planning Board Draft

CE

CE Review & Council Noticing Period

H

Hearing

Council Review

Commission Adoption, SMA

Montgomery County Elections

 Staff
 Planning Board
F Planning Board Draft
H CE Review & Council Noticing Period
H Hearing
 Council Review
 Commission Adoption, SMA
 Montgomery County Elections



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

April 19, 2021

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

Dear Mr. Hucker,

I write to alert the Council to the potential impact of decisions about compensation increases for employees of Montgomery County Government on the budget of the Maryland-National Capital Park and Planning Commission. Our management team has been closely following Montgomery County Government's compensation decisions for Fiscal Years 2021 and those proposed for Fiscal Year 2022, and we are concerned that the salary marker incorporated into M-NCPPC's FY22 operating budget will be insufficient if the Commission is compelled to provide similar wage increases to our employees.

As you may know, for a variety of reasons M-NCPPC typically negotiates compensation increases for employees represented by MCGEO and the Fraternal Order of Police at a point between the levels negotiated by Montgomery and Prince George's County Governments.

The budget the Commission has submitted for your consideration includes a salary marker based solely on assumptions about raises for FY22. If we had known that Montgomery County Government might add "makeup" step increases and cost-of-living adjustments for FY21 we would have built these wage increases into our base budget for FY22. The addition of makeup increases for FY21 inflates the compensation base, which has the effect of raising the cost impact of any step increase or COLA applied in FY22. The salary marker in our budget proposal was based on adopted FY21 salaries and would be insufficient to cover the FY21 makeup merit/COLA contemplated by the agreements reached by the Elrich administration, much less further increases for FY22.

The Commission is now in the middle of negotiations with both unions. If our negotiations result in compensation increases at levels similar to what Montgomery has granted for FY21, let alone any additional negotiated increases for FY22, we will have to amend our proposed budget request by more than \$1 million to cover the FY21 increases and a similar amount for FY22, for a total increase approaching \$2.5 million. If the Council is unable to provide these additional sums, we will have no choice but to make reductions in services.

The Honorable Tom Hucker
April 19, 2021
Page Two

We recognize that assessing the affordability of budget decisions is the Council's prerogative. We ask only that if you approve the contracts negotiated by the Elrich administration that you consider the implications for our agency and provide appropriate levels of resources so we can continue to provide the services that you and your constituents expect.

Thank you for your consideration of our proposed budget and the predicament we find ourselves in regarding compensation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Casey Anderson', with a stylized, cursive flourish.

Casey Anderson
Chair

cc: Montgomery County Council
 Montgomery County Planning Board



Ballfield Initiatives

(P008720)

M-NCPPC REVISED-4-15-2021--FY22 STATE FUNDING ADJ
Transmittal to Council

Category	M-NCPPC	Date Last Modified	09/28/20 4-15-2021
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

	Total	Thru FY20	Rem FY20	Total 6 Years	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	1,153	395	110	648	118	130	100	100	100	100	-
Site Improvements and Utilities	18,269	18,044	4,414	12,228	12,402	2,395	2,170	2,200	2,200	2,200	-
TOTAL EXPENDITURES	19,197	4,809	1,338	13,050	1,550	2,300	2,300	2,300	2,300	2,300	-
	19,422			13,275		2525					

FUNDING SCHEDULE (\$000s)											
State Aid	225	0	0	225	0	225	0	0	0	0	
Current Revenue: CUPF	3,050	908	342	1,800	300	300	300	300	300	300	-
Current Revenue: General	174	107	67	-	-	-	-	-	-	-	-
G.O. Bonds	14,098	1,919	929	11,250	1,250	2,000	2,000	2,000	2,000	2,000	-
PAYGO	1,875	1,875	-	-	-	-	-	-	-	-	-
TOTAL FUNDING SOURCES	19,197	4,809	1,338	13,050	1,550	2,300	2,300	2,300	2,300	2,300	-
	19,422			13,275		2525					

APPROPRIATION AND EXPENDITURE DATA (\$000s)				
Appropriation FY 22 Request	2,300	2525	Year First Appropriation	FY99
Cumulative Appropriation	7,697		Last FY's Cost Estimate	19,197
Expenditure / Encumbrances	5,569			
Unencumbered Balance	2,128			

PROJECT DESCRIPTION

This project addresses countywide ballfield needs by funding ballfield-related improvements on parkland, school sites, and other public sites. Improvements may include, but are not limited to, ballfield lighting, irrigation, drainage improvements, bleachers, fencing, backstops, soil improvements, turf and infield establishment/renovation, reconfigurations, program support elements, and field upgrades. Generally, ballfields to be constructed as part of new park construction or reconstruction will be shown in the individual new park construction and/or reconstruction PDFs.

COST CHANGE

Increased scope to meet County needs and the addition of two fiscal years to this ongoing project. **FY22 Bond Bill, \$225k**

PROJECT JUSTIFICATION

2012 Parks, Recreation and Open Space (PROS) Plan. Montgomery County users of parks and recreation facilities identified a serious shortage of ballfields throughout the County. The Ballfield Work Group Reports, Phases 1 and 2, 1999.

FISCAL NOTE

FY21-26 \$300k in CUPF Current Revenues. FY21 reduction of \$500k in G.O. Bonds for affordability. FY20 \$250k in CUPF Current Revenues approved for renovations of non-synthetic turf school fields and \$174k in Current Revenue - General approved to renovate the White Oak Recreation Center ballfield. FY19 funding source for MCPS ballfield improvement switched from Intergovernmental to Current Revenue: CUPF. FY17-19 \$1m in Community Use of Public Facilities (CUPF) operating funds transferred in to renovate MCPS ballfields. Prior year partial capitalization of expenditures through FY16 totaled \$15,642,000. FY15-16 transfer out \$250k GO Bonds to Urban Park Elements P871540. FY14 transfer in \$40K GO bonds from Pollution Prevention P078701.

Addition of \$225k FY22 State Aid, FY22 Bond Bill for Damascus Recreational Park athletic fields

DISCLOSURES

Expenditures will continue indefinitely.

COORDINATION

In January 1999, the Planning Board established a Work Group comprised of major sport user groups, public agencies and the Countywide Recreation Advisory Board to address the acute shortages of ballfields in the County.



PLAR: NL - Minor Renovations (P998708)

M-NCPPC REVISED-4-15-2021--FY22 STATE FUNDING ADJ
Transmittal to Council

Category	M-NCPPC	Date Last Modified	10/02/20 4-15-2021
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

Total	Thru FY20	Rem FY20	Total 6 Years	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Beyond 6 Years
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EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	3,714	902	427	2,385	385	400	400	400	400	400	-
Site Improvements and Utilities	18,684	18,419	4,704	2,097	11,618	1,878	1,948	1,948	1,948	1,948	-
TOTAL EXPENDITURES	22,133	5,606	2,524	14,003	2,263	2,348	2,348	2,348	2,348	2,348	-
	22,398			14,268		2613					

FUNDING SCHEDULE (\$000s)

State Aid	350	0	0	350	0	350	0	0	0	0	
Current Revenue: General	20,313	20,398	4,195	2,200	14,003	2,263	2,348	2,348	2,348	2,348	-
G.O. Bonds		996	672	324	-	-	-	-	-	-	-
PAYGO		739	739	-	-	-	-	-	-	-	-
TOTAL FUNDING SOURCES	22,133	5,606	2,524	14,003	2,263	2,348	2,348	2,348	2,348	2,348	-
	22,398			14,268		2613					

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 22 Request	2,348	2613	Year First Appropriation	FY99
Cumulative Appropriation	10,393	Last FY's Cost Estimate	22,266	
Expenditure / Encumbrances	6,241			
Unencumbered Balance	4,152			

PROJECT DESCRIPTION

Provides for infrastructure improvements for a wide range of park amenities and infrastructure, such as drainage systems, utilities, non-SWM ponds, maintenance facilities, picnic shelters, bridges, etc.

COST CHANGE

Increase due to program escalation and the addition of two fiscal years to this ongoing project. FY20 Transfer of \$133 Current Revenue: General to PLAR:NL - Boundary Markings, 998707 from this PDF. No change to overall Master Project. **FY22 reduction of \$85k in Current Revenue and addition of \$350k State Aid for two FY22 Bond Bills**

FISCAL NOTE

Prior year partial capitalization of expenditures through FY16 totaled \$20,562,000. FY18 current revenue reduced \$530k to reflect the FY18 Savings Plan. FY21 reduction of \$135k in Current Revenue to meet the reduction target. **FY22 reduction of \$85k in Current Revenue to meet reduction target and addition of \$350k FY22 State Aid for two FY22 Bond Bills: S Germantown Recreational Park Bike Skills area and Parking (\$150k) and Long Banch/Dormer Ave bridge**

DISCLOSURES

Expenditures will continue indefinitely.

COORDINATION

Planned Lifecycle Asset Replacement: NL Parks PDF 968755



Legacy Urban Space (P872104)

M-NCPPC REVISED-4-15-2021--FY22 STATE FUNDING ADJ
Transmittal to Council

Category	M-NCPPC	Date Last Modified	10/12/20 4-15-2021
SubCategory	Acquisition	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

	Total	Thru FY20	Rem FY20	Total 6 Years	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Beyond 6 Years
EXPENDITURE SCHEDULE (\$000s)											
Land	150,000	-	19,875	18,000	3,000	3,000	3,000	3,000	3,000	3,000	132,000
TOTAL EXPENDITURES	150,000	-	-	18,000	3,000	3,000	3,000	3,000	3,000	3,000	132,000
				19,875		4875					130,125

FUNDING SCHEDULE (\$000s)											
State Aid	950		950	0	950	0	0	0	0	0	0
Program Open Space	149,050	150,000	-	18,925	18,000	3,000	3,000	3,000	3,000	3,000	132,000
TOTAL FUNDING SOURCES	150,000	-	-	18,000	3,000	3,000	3,000	3,000	3,000	3,000	132,000
				19,875		4875					130,125

APPROPRIATION AND EXPENDITURE DATA (\$000s)											
Appropriation FY 22 Request	3,000	4875	Year First Appropriation								
Cumulative Appropriation	3,000		Last FY's Cost Estimate								
Expenditure / Encumbrances	-		FY21								
Unencumbered Balance	3,000		150,000								

PROJECT DESCRIPTION

The Energized Public Spaces Functional Master Plan (EPS Plan) is a countywide plan to provide public spaces within walking distance in the county's most densely populated areas. With rising populations in mixed use and higher density residential neighborhoods, parks and open space serve as "outdoor living rooms" that play a critical role in promoting livable and healthy communities, social interaction, and equity for residents of all ages and incomes. The EPS methodology provides data driven analysis that measures and prioritizes the park amenities needed to support contemplative, active recreation, and social gathering activities. The EPS Plan identifies multiple strategies to fill identified public space deficits with park activation programs, alternative providers, public-private partnerships, repurposing and improving access to existing public parkland, and acquisition of new parkland. This PDF provides the funding to acquire parkland to fill needs identified in the EPS Study Area using State of Maryland Program Open Space grants. Acquisitions will be prioritized based on multiple factors, including providing service to lower income and racially diverse areas, addressing the largest public space deficits, seizing on opportunity acquisitions, and locations of highest population growth and associated park needs. Sites within the EPS Study Area that are identified for park acquisition in other sector, master or functional plans also may be acquired with this PDF. The County Council encourages the Commission to seek supplemental appropriations if approved CIP funding is insufficient.

PROJECT JUSTIFICATION

Designing Public Spaces - Energized Public Spaces Design Guidelines, 2019 Energized Public Spaces Functional Master Plan, 2018 2017 Park, Recreation and Open Space (PROS) Plan, 2017 Vision 2030 Strategic Plan for Parks and Recreation, 2011 Legacy Open Space Functional Master Plan, 2001

DISCLOSURES

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: Local Parks 767828, Acquisition: Non-Local Parks 998798, ALARF: M-NCPPC 727007, Bethesda Park Impact Payment 872002, Legacy Open Space 018710, Urban Parks Elements 871540, State of Maryland

FISCAL NOTE

FY22 transfer in \$400k of FY21 State Aid from Acquisition: Local Parks (P767828) for the Willett Branch Greenway Bond Bill. In FY22, added \$550k State Aid for a FY22 Bond Bill for the Willett Branch Greenway and \$925k Program Open Space in FY22.

Acquisition: Local Parks (P767828)

M-NCPPC REVISED-4-15-2021--FY22 STATE FUNDING ADJ
Transmittal to Council

Category	M-NCPPC	Date Last Modified	09/28/20 4-15-2021
SubCategory	Acquisition	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

Total	Thru FY20	Rem FY20	Total 6 Years	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Beyond 6 Years
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EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	1,011	315	96	600	100	100	100	100	100	100	-
Land	10,680	11,080	5,008	1,522	4,150	4,550	525	925	1,525	525	525
Other	278	98	30	150	25	25	25	25	25	25	-
TOTAL EXPENDITURES	12,369	5,421	1,648	5,300	1,050	1,650	650	650	650	650	-
	11,969			4900	650						

FUNDING SCHEDULE (\$000s)

Land Sale (M-NCPPC Only)	513	513	-	-	-	-	-	-	-	-	-
M-NCPPC Bonds	1,329	422	7	900	150	150	150	150	150	150	-
Program Open Space	10,127	4,486	1,641	4,000	500	1,500	500	500	500	500	-
State Aid	0	400	-	0	400	0	400	-	-	-	-
TOTAL FUNDING SOURCES	12,369	5,421	1,648	5,300	1,050	1,650	650	650	650	650	-
	11,969			4900	650						

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 22 Request	1,650	1250	Year First Appropriation	FY21
Cumulative Appropriation	8,119	Last FY's Cost Estimate	12,369	
Expenditure / Encumbrances	19			
Unencumbered Balance	8,100			

PROJECT DESCRIPTION

This project funds parkland acquisitions that serve county residents on a neighborhood or community basis. The acquisitions funded under this project include local, neighborhood, neighborhood conservation area, and community-use urban parks. This project also includes funds for land surveys, appraisals, settlement expenses, site restoration, and other related acquisition costs. Acquisitions can include new parkland or additions to existing parks, and are pursued when they become available, if sufficient funds exist. To the extent possible, the Commission acquires parkland through dedication at the time of subdivision; however, to meet all parkland needs, this method must be supplemented by a direct land purchase program.

COST CHANGE

Decrease due to shift of Program Open Space (POS) to Legacy Urban Space (LUS) and other projects, partially offset in FY22 by \$1 million POS capacity made available with the delay of the Little Bennett Day Use Area to Beyond Six Years. Also reflects State Aid increase for Willett Branch Greenway acquisitions in the Westbard community. **\$400k of FY21 State Aid for the Willett Branch Bond Bill transferred to Legacy Urban Space (P872104)**

PROJECT JUSTIFICATION

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

OTHER

Project includes one-time costs to secure properties, e.g. removing attractive nuisances, posting properties, cleaning up sites, etc.

FISCAL NOTE

FY19 Special Appr. of \$117k Program Open Space reflecting actual revenues from the State. Prior year partial capitalization of expenditures through FY16 totaled \$25,963,000. FY13 Supplemental Appr. of \$600k in Program Open Space. FY12 Supplemental Appr. of \$1.059m Land Sale Proceeds. FY21, shifted \$1.5m/yr in Program Open Space to Legacy Urban Space (P872104). **\$400k of FY21 State Aid for the Willett Branch Bond Bill transferred to Legacy Urban Space (P872104)**

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, Legacy Open Space PDF 018710, ALARF: M-NCPPC PDF 727007, Bethesda Park Impact Payment PDF 872002



Trails: Hard Surface Renovation (P888754)

M-NCPPC REVISED-4-15-2021--FY22 STATE FUNDING ADJ
Transmittal to Council

Category	M-NCPPC	Date Last Modified	09/29/20	4-15-2021
SubCategory	Development	Administering Agency	M-NCPPC	
Planning Area	Countywide	Status	Ongoing	

Total	Thru FY20	Rem FY20	Total 6 Years	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Beyond 6 Years
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EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	1,373	447	184	742	118	118	118	118	135	135	-
Site Improvements and Utilities	6813	6,463	2,028	832	3953	3,603	527	932	582	582	-
TOTAL EXPENDITURES	7,836	2,475	1,016	4,345	645	700	700	700	800	800	-
	8186			4695		1050					

FUNDING SCHEDULE (\$000s)

State Aid	350			350	0	350	0	0	0	0	
G.O. Bonds	7,336	2,026	965	4,345	645	700	700	700	800	800	-
Program Open Space	500	449	51	-	-	-	-	-	-	-	-
TOTAL FUNDING SOURCES	7,836	2,475	1,016	4,345	645	700	700	700	800	800	-
	8186			4695		1050					

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 22 Request	645	995	Year First Appropriation	FY88
Cumulative Appropriation	4,191	Last FY's Cost Estimate	7,891	
Expenditure / Encumbrances	2,816			
Unencumbered Balance	1,375			

PROJECT DESCRIPTION

This PDF funds design and construction of hard surface trail renovations. Hard surface trails will accommodate bicyclists, pedestrians, strollers, inline skaters, and people with disabilities, where feasible. Projects include improvements to trails of countywide significance, throughout the Stream Valley Parks and Recreational/Regional Parks. These improvements include the renovation of trails including trail signage, safety improvements, minor relocations, drainage improvements, site restoration, amenities (i.e. drinking fountains, benches, trailheads), etc. Trail design will use Americans with Disabilities Act (ADA) Outdoor Recreation Guidelines and American Association of State Highway and Transportation standards while protecting natural resources.

COST CHANGE

Increase due to program scope increase and the addition of two fiscal years to this ongoing project. July 2020, reduced GO Bonds \$55k for affordability, FY21 Reduced Spending Plan. **FY22 Bond Bills add 350k.**

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. 2008 Countywide Park Trails 2005 Land Preservation, Park and Recreation 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



PLAR: LP - Play Equipment (P998703)

M-NCPPC REVISED-4-15-2021--FY22 STATE FUNDING ADJ
Transmittal to Council

Category	M-NCPPC	Date Last Modified	09/29/20 4-15-2021
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Ongoing

Total	Thru FY20	Rem FY20	Total 6 Years	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Beyond 6 Years
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EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	2,269	739	259	1,271	225	225	203	205	206	207	-			
Site Improvements and Utilities	13,216	13,066	4,196	1,468	7,552	7,402	1,475	1,425	1,275	1,151	1,164	1,167	1,170	-
TOTAL EXPENDITURES	15,335	4,935	1,727	8,673	1,700	1,500	1,354	1,369	1,373	1,377	-			
	15,485			8823		1650								

FUNDING SCHEDULE (\$000s)

State Aid	150	0	0	150	0	150	0	0	0	0	
M-NCPPC Bonds	14,885	4,935	1,477	8,473	1,500	1,500	1,354	1,369	1,373	1,377	-
State Aid	450	-	250	200	200	-	-	-	-	-	-
TOTAL FUNDING SOURCES	15,335	4,935	1,727	8,673	1,700	1,500	1,354	1,369	1,373	1,377	-
	15,485			8823		1650					

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 22 Request	1,500	1650	Year First Appropriation	FY99
Cumulative Appropriation	8,362	Last FY's Cost Estimate	15,335	
Expenditure / Encumbrances	5,351			
Unencumbered Balance	3,011			

PROJECT DESCRIPTION

Renovation of local park playground equipment, surfacing, site amenities, drainage, access, edging, etc.

COST CHANGE

Increase due to program escalation and the addition of two fiscal years to this ongoing project and FY21 bond bill. **FY22 Bond Bill adds \$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



Trails: Hard Surface Design & Construction

(P768673)

M-NCPPC REVISED-4-15-2021--FY22 STATE FUNDING ADJ
Transmittal to Council

Category	M-NCPPC	Date Last Modified	09/29/20	4-15-2021
SubCategory	Development	Administering Agency	M-NCPPC	
Planning Area	Countywide	Status	Ongoing	

Total	Thru FY20	Rem FY20	Total 6 Years	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Beyond 6 Years
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EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	2081	1,081	514	177	1390	300	65	1065	65	65	65	65
Site Improvements and Utilities	13,127	4,127	2,022	695	10410	1,410	235	9235	235	235	235	235
TOTAL EXPENDITURES	5,208		2,536	872	1,800	300	300	300	300	300	300	300
	15,208				11,800			10,300				

FUNDING SCHEDULE (\$000s)

State Aid	0	0	0	10,000	0	10,000	0	0	0	0	0	0
Contributions	900	900	-	-	-	-	-	-	-	-	-	-
G.O. Bonds	4,308	1,636	872	1,800	300	300	300	300	300	300	300	-
TOTAL FUNDING SOURCES	5,208	2,536	872	1,800	300	300	300	300	300	300	300	-
	15,208			11,800		10,300						

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 22 Request	300	10,300	Year First Appropriation	FY16
Cumulative Appropriation	3,708	Last FY's Cost Estimate	5,208	
Expenditure / Encumbrances	2,929			
Unencumbered Balance	779			

PROJECT DESCRIPTION

This PDF funds design and construction of improvements to the hard surface trail system. Hard surface trails will accommodate bicyclists, pedestrians, strollers, inline skaters, and people with disabilities, where feasible. Projects include improvements to trails of countywide significance, throughout the Stream Valley Parks and Recreational/Regional Parks. These improvements include the development of connector trails that link to the trails, trail signage, safety improvements, SWM, drainage improvements, amenities (i.e. drinking fountains, benches, trailheads), etc. Trail design will use Americans with Disabilities Act (ADA) Outdoor Recreation Guidelines and American Association of State Highway and Transportation standards while protecting natural resources.

The \$10M State Aid (Local Parks and Playgrounds grant) in FY22 was specifically earmarked by the State of Maryland for the PEPCO Powerline Trail development. These grant funds will be used to design, construct, and equip portions of a 13-mile hard surface trail within the powerline corridor that connects South Germantown Recreational Park to Cabin John Regional Park as well as community connectors along the corridor.

COST CHANGE

Increase due to the addition of two fiscal years to this ongoing project.

FY22 Local Parks and Playgrounds Infrastructure state grant for the PEPCO Powerline Trail.

PROJECT JUSTIFICATION

Connectors, safety improvements, signage, and amenities increase trail usage for recreation and promote walking and biking as alternatives to vehicular transportation. 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. 2008 Countywide Park Trails 2005 Land Preservation, Park and Recreation Plan

Thrive Montgomery 2050, envisions a world-class trail network that is integrated into transportation planning and connecting residents to jobs and centers of activity. The 2015 Pepco/Exelon merger agreement granted access to transmission line property for recreational and transportation use by the public. This northwest to southeast corridor connects existing natural surface stream valley park trails and contributes to east-west trail connectivity which is rare in the county.

FISCAL NOTE

Prior year partial capitalization of expenditures through FY16 totaled \$11,542,000. FY15 Supplemental Appropriation for developer contribution of \$900,000.

FY15 transferred out \$300,000 of GO bonds to Brookside Gardens Master Plan, #078702. FY22 Local Parks and Playgrounds Infrastructure state grant will fund two positions (Engineer and Project Manager) to implement the program.

DISCLOSURES

Expenditures will continue indefinitely.

COORDINATION

State of Maryland, Montgomery County Department of Transportation, Washington Suburban Sanitary Commission and other utilities, Montgomery County Department of Environmental Protection, Maryland Department of Natural Resources, Trails: Hard Surface Renovation PDF 888754, Municipal Governments, Montgomery County Department of Permitting Services Exelon, Maryland Department of the Environment



Power Line Trail (P872202)

Category	M-NCPPC	Date Last Modified	04/23/21
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Countywide	Status	Preliminary Design Stage

Total	Thru FY20	Rem FY20	Total 6 Years	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Beyond 6 Years
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EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	1,000	-	-	1,000	-	300	350	200	150	-	-
Site Improvements and Utilities	9,000	-	-	9,000	-	500	3,000	3,500	2,000	-	-
TOTAL EXPENDITURES	10,000	-	-	10,000	-	800	3,350	3,700	2,150	-	-

FUNDING SCHEDULE (\$000s)

State Aid	10,000	-	-	10,000	-	800	3,350	3,700	2,150	-	-
TOTAL FUNDING SOURCES	10,000	-	-	10,000	-	800	3,350	3,700	2,150	-	-

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 22 Request	10,000	Year First Appropriation	
Cumulative Appropriation	-	Last FY's Cost Estimate	-
Expenditure / Encumbrances	-		
Unencumbered Balance	-		

PROJECT DESCRIPTION

Funded in FY22 by a Maryland Local Parks and Playgrounds grant earmarked by the State of Maryland for the "Pepco Powerline Trail project," this project will design, construct and equip portions of the ultimate 13-mile paved and natural surface trail within the Pepco powerline corridor that connects South Germantown Recreational Park to Cabin John Regional Park as well as community and park connectors along the corridor. Improvements include grading, paving, trail signage, Vision Zero road crossings, Stormwater Management (SWM), drainage improvements, bridges, boardwalks, environmental restoration, amenities (i.e. drinking fountains, benches, trailheads), etc. along priority segments between Muddy Branch SVP and Cabin John Regional Park. While this project will only build a portion of the paved trail section, preliminary engineering will be completed for full buildout. Trail design will use Americans with Disabilities Act (ADA) Outdoor Recreation Guidelines and American Association of State Highway and Transportation standards while protecting natural resources.

PROJECT JUSTIFICATION

Thrive Montgomery 2050 envisions a world-class trail network that is integrated into transportation planning and connecting residents to jobs and centers of activity. The 2015 Pepco/Exelon merger agreement granted access to transmission line property for recreational and transportation use by the public. This northwest to southeast corridor connects existing natural surface stream valley park trails and contributes to east-west trail connectivity which is rare in the county. Trails, connectors, improvements, signage, trailheads, and amenities increase trail usage for recreation and promote walking and biking as alternatives to vehicular transportation. 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. This project also implements goals and objectives of the 2017 Park, Recreation and Open Space (PROS) Plan and the 2016 Countywide Park Trails Plan.

DISCLOSURES

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

State of Maryland, Montgomery County Department of Transportation, Exelon and other utilities, Maryland Department of the Environment, Washington Suburban Sanitary Commission, Pepco, Maryland Department of Natural Resources, Trails: Hard Surface Design & Construction (P768673), Trails: Hard Surface Renovation PDF (P888754), Montgomery County Department of Permitting Services




OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Marc Elrich
County Executive

April 12, 2021

TO: Tom Hucker, Council President

FROM: Marc Elrich, County Executive 

SUBJECT: Amendments to the Recommended FY22 Capital Budget and FY21-26 Capital Improvements Program (CIP)

Since I submitted recommended amendments to the FY21-26 Capital Improvements Program (CIP) in January and March, we have been able to work with the County's State delegation to secure additional State funding for a number of critical projects.

Bus Rapid Transit: MD 355

This important project will ultimately design and construct a new Bus Rapid Transit (BRT) line on MD355 between Clarksburg and Bethesda to improve traffic flow and air quality on this important corridor. Six million dollars (\$6,000,000) in State funding will allow us to complete preliminary engineering work by FY23 with final design for select segments to be completed in FY24. This accelerated schedule will improve the project's eligibility for earlier entry into the Federal Transit Administration's Capital Investment Grant program. This project will also support White Flint redevelopment activities.

Burtonsville Park and Ride Improvements

The new FLASH transit service is estimated to require 1,000 park-and-ride spaces at the Burtonsville Park-and-Ride by 2040 but the current capacity is only 475 spaces. At the same time, an adjacent commercial property has struggled to remain viable. A \$500,000 initial State grant will be used to conduct a feasibility study to assess what improvements could be made to best meet parking needs while also stimulating economic redevelopment in Burtonsville. An additional \$4.5 million in State Aid has also been awarded to fund improvements once the study is completed.

Maryland National Capital Park and Planning Projects

The Maryland National Capital Park and Planning Commission was successful in securing \$12,350,000 more in State Aid to support:

- A Pepco Powerline Trail Project (\$10,000,000);
- Additional funding for parks acquisitions (\$925,000);
- Land acquisition for the Willett Branch Greenway in the Westbard community (\$550,000);

- Athletic field lighting at Damascus Recreational Park (\$225,000);
- South Germantown Recreational Park upgrades including the installation of a parking lot at the bike skills area and ADA enhancements (\$150,000);
- Replacement of a trail bridge and renovation of the hard surface trail connector from Randolph Hills Local Park to Rock Creek Trail (\$150,000);
- Playground enhancement and ADA improvements (\$150,000);
- Renovation of the hard surface trail from Narin Road to the dog park access road at Wheaton Regional Park (\$100,000); and
- Replacement of the existing trail bridge with a new signature bridge at the Long Branch Trail near Domer Avenue (\$100,000).

The Commission and our legislative delegation are to be commended for securing these improvements, and I will support CIP amendments for these projects once the Commission has formally transmitted them to Council.

In March, the Commission asked the Council to support an amendment to the Warner Circle project to facilitate an adaptive reuse of the historic buildings and park. I support this request as a means of efficiently facilitating this public-private partnership to maintain the grounds and portions of the building for public use, to provide additional housing, and to ensure the property is in good repair.

Technical Amendments

The following projects are also recommended for amendments.

- Ride On Bus Route Restructuring Study – these activities have been incorporated into the Reimagining Ride On Transit System analysis that is recommended to be funded out of the operating budget instead.
- Facility Planning Parking: Silver Spring – this amendment updates the planned spending schedule and maintains total funding at the previously approved levels.
- Emergency Homeless Shelter – this amendment reflects an updated schedule and cost share allocation between General Obligation bonds and Community Development Block Grant funding based on a final negotiated purchase agreement.

I have made other adjustments that would shift more set-aside into FY22 to facilitate some important investments that are not yet ready for formal CIP amendments. Office of Management and Budget and Department of General Services staff will reach out to discuss these items in more detail.

I want to thank all those who contributed to these projects – particularly Montgomery County’s representatives in the Maryland General Assembly. We are eager to partner with the State to provide important facilities for our residents.

Department staff will be happy to answer any questions you may have about these projects as we work together to finalize the FY22 capital and operating budgets.

Attachments: Amendment Summary & Project Description Forms

**FY 21-26 Biennial Recommended CIP
April Budget Amendments Summary (\$000s)**

Project #	Project Name	Explanation of Adjustment	FY21-26 Change (\$000s)	Funding Sources
New Projects				
P502203	Burtonsville Park and Ride Improvements	Added funding for a feasibility study for Park and Ride improvements. Project will address future FLASH and other commuter parking needs and facilitate economic revitalization of the area.	500	State Aid
Scope Change				
P502005	Bus Rapid Transit: MD 355	Reflects State Aid added to accelerate design efforts.	6,000	State Aid
P502107	Ride On Bus Route Restructuring Study	Expenditures will be shifted to the FY22 operating budget instead.	(1,500)	Current Revenue: Mass Transit
P118703	Warner Circle Special Park	Adjusted project description to reflect pending sale of property to facilitate public-private partnership adaptive reuse.	0	
Technical Adjustments				
P501314	Facility Planning Parking: Silver Spring Parking Lot District	Deferred expenses from FY21 are reallocated to FY22-26. Total project costs are maintained at previously approved levels.	184	Current Revenue: Parking - Silver Spring
P602103	Emergency Homeless Shelter	Adjusted funding mix and schedule to reflect final negotiations.	13,647	Community Development Block Grant, G.O. Bonds



Warner Circle Special Park (P118703)

Category	M-NCPPC	Date Last Modified	04/08/21
SubCategory	Development	Administering Agency	M-NCPPC
Planning Area	Kensington-Wheaton	Status	Ongoing

Total	Thru FY20	Rem FY20	Total 6 Years	FY 23	FY 23	FY 23	FY 23	FY 23	FY 23	Beyond 6 Years
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EXPENDITURE SCHEDULE (\$000s)

Planning, Design and Supervision	695	76	19	-	-	-	-	-	-	600
Site Improvements and Utilities	5,482	899	231	-	-	-	-	-	-	4,352
TOTAL EXPENDITURES	6,177	975	250	-	-	-	-	-	-	4,952

FUNDING SCHEDULE (\$000s)

G.O. Bonds	5,013	61	-	-	-	-	-	-	-	4,952
PAYGO	139	139	-	-	-	-	-	-	-	-
State Bonds (M-NCPPC Only)	1,025	775	250	-	-	-	-	-	-	-
TOTAL FUNDING SOURCES	6,177	975	250	-	-	-	-	-	-	4,952

APPROPRIATION AND EXPENDITURE DATA (\$000s)

Appropriation FY 22 Request	-	Year First Appropriation	FY11
Cumulative Appropriation	1,225	Last FY's Cost Estimate	6,177
Expenditure / Encumbrances	1,225		
Unencumbered Balance	-		

PROJECT DESCRIPTION

Warner Circle Special Park (WCSP), located in the heart of the Kensington Historic District, was the home of Brainard Warner, the founder of the Town of Kensington and a significant figure in the development of Montgomery County. This 4.5-acre park was acquired through the Legacy Open Space program to preserve historic structures and valuable public open space in a downtown location. This PDF funds (1) repair work to stabilize the manor house and carriage house in preparation for adaptive reuse and (2) improvements to the parkland surrounding the historic structures to create an attractive and functional park. Park improvements funded by this project to date include: demolished nursing home wings and restored associated parkland; addressed deferred maintenance of significant trees and landscaping; re-created the historic loop road; and stabilized the main house by reconstructing historic exterior walls, repairing damaged porches and roof areas, and rebuilding the rear stone terrace.

After a lengthy search for an appropriate adaptive reuse, the historic structures are proposed to be sold to a residential developer specializing in historic structures via a condominium regime that would retain the park in public ownership save for an approximate 6-foot buffer around the buildings. The disposition and conversion of the buildings into private residences will be governed by an existing Maryland Historical Trust preservation easement, Historic Preservation Commission review, and other binding legal contracts to ensure the preservation of the historic resources and appropriate integration of the private units into a well-used and well-loved public park, including full public access to the park grounds and some public access to the historic buildings and terraces for special events. If disposition of the buildings for residential conversion does not proceed, public private partnerships or other tools to achieve appropriate adaptive reuse will be pursued. This PDF will continue to fund improvement to the public amenities on this significant historic park.

ESTIMATED SCHEDULE

Phase I completed in FY14. Structural stabilization complete in 2017. Negotiations are ongoing with potential unsolicited partner.

PROJECT JUSTIFICATION

Montgomery County Master Plan for Historic Preservation (1979); Kensington Historic District listed in 1986; From Artifact to Attraction: A Strategic Plan for Cultural Resources in Parks (2006); National Register of Historic Places: Kensington Historic District (1980); Vision for Kensington: A Long-Range Preservation Plan (1992); Legacy Open Space Functional Master Plan (2001); Facility Plan approved by Planning Board (2011)

FISCAL NOTE

In 2004, 2006, 2010, 2011 and 2015 a total of \$725,000 in state bond bills was awarded to M-NCPPC for this project. State Board of Public Works has approved consent that Parks, via County approval, may dispose of two buildings while retaining ownership of all ground and has forgiven loan repayment, affirming that all bonds were used for permanent historic preservation improvements to the property.

DISCLOSURES

A pedestrian impact analysis has been completed for this project. 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

Restoration of Historic Structures, PDF# 808494, Maryland Historical Trust, Town of Kensington, Montgomery County Historic Preservation Commission. Parks has committed to a great deal of community outreach on this project as well as research into uses that can be accommodated by the building code. Agreeing on an appropriate and necessary use for this building is essential at this time to prevent further vandalism and the unnecessarily rapid deterioration that accompanies vacant structures.