

MEMORANDUM

April 26, 2022

TO: Planning, Housing, and Economic Development Committee

FROM: Vivian Yao, Legislative Analyst

SUBJECT: FY23 Operating Budget, Department of Recreation

PURPOSE: Review and make recommendations for FY23 Operating Budget for the Department of Recreation

Those expected to attend this worksession:

- Robin Riley, Acting Director, Montgomery County Recreation Department (MCRD)
- Adriane Clutter, Division Chief, MCRD
- Melanie Sasse, Division Chief, MCRD
- Charlotte Keys, Administrative Specialist, MCRD
- Shantee Jackson, Office of Management and Budget (OMB)

Relevant pages from the Executive's Recommended FY23 Operating Budget are attached on ©1-11.

I. OVERVIEW

For FY23, the Executive recommended total expenditures of \$55,191,084, for MCRD, an increase of \$6,477,257 or 13.3% from the FY22 approved budget. The following table provides comparative information on expenditures by funding source, positions, and FTEs for FY21 through FY23.

(in \$000's)	FY21 Budget	FY22 Budget	FY23 Rec	Change FY22-FY23
Expenditures:				
Recreation Fund	\$43,116,097	\$45,034,754	\$51,436,988	14.2%
Non-Tax Supported	\$3,600,000	\$3,600,000	\$3,600,000	0.0%
Grant Fund	\$79,073	\$79,073	\$154,096	94.9%
Total Expenditures	\$46,795,170	\$48,713,827	\$55,191,084	13.3%
Positions:				
Full-time	148	148	181	22.3%
Part-time	11	11	1	-90.9%
TOTAL Positions	159	159	182	14.5%
FTEs	493.09	499.04	569.39	14.1%

The Executive's recommended adjustments are shown on the following table:

Changes with Service Impact	Amount	FTEs
South County Recreation and Aquatic Center staffing and support	\$ 2,312,000	28.21
Enhanced Excel Beyond the Bell Elementary Program and Support	\$ 667,564	8.38
Community-Based Program Support	\$ 530,000	-
Enhanced Summer Fun Centers Programming	\$ 520,000	-
Excel Beyond the Bell Expansion	\$ 384,891	1.00
Community Liaison support	\$ 335,120	4.00
Kids Day Out Program	\$ 333,320	7.24
Excel Beyond the Bell and RecXtra-Reopenings	\$ 330,000	-
Increase for Newcomers Enhancements and Assistance	\$ 300,000	1.00
Enhanced RecZone High School Program and Support	\$ 259,631	8.26
Enhanced Senior Adult Programs	\$ 250,000	-
Conversion of 10 Recreation Coordinators from Part-time to Full-time	\$ 216,079	3.00
Enhanced Contract Management and Human Resources Support	\$ 152,456	2.00
Independence Day Celebration Fireworks Displays at Germantown and Wheaton	\$ 135,198	-
Extended Summer Camp Program	\$ 103,750	2.56
Enhanced Communications Support	\$ 86,422	1.00
Enhanced RecZone High School Program Support	\$ 81,394	1.00
Enhanced Senior Programs Support	\$ 71,630	1.00
Nurse for Summer Camps to meet State-mandated health supervision requirements	\$ 52,853	0.50
Subtotal	\$ 7,122,308	69.15
Adjustments without Service Impacts		
FY23 Compensation Adjustment	\$ 693,880	-
Annualization of FY22 Compensation Increases	\$ 378,336	-
6% inflationary increase for contracts	\$ 146,341	-
Annualization of FY22 Personnel Costs	\$ 125,751	-
Risk Management Adjustment	\$ 110,479	-
Printing and Mail Adjustment	\$ 2,613	-
Motor Pool Adjustment	\$ (1,931)	-
Technical Adjustment: Personnel Costs Charged to Capital Fund	\$ (71,152)	(0.50)
Retirement Adjustment	\$ (262,206)	-
Elimination of One-Time Items Approved in FY22	\$ (1,842,185)	-
Subtotal	\$ (720,074)	(0.50)

The Committee will review MCRD Operating Budget items that do not involve the public school system and out of school time activities.

II. FY23 OPERATING BUDGET EXPENDITURE ISSUES

A. STAFFING

Update

Like other departments and programs in County Government, MCRD is carrying a number of vacancies. Council staff understands that it has been challenging to recruit and retain

positions since the start of the pandemic. The following table shows the Department’s vacancies as of April 2022.

VACANCY LISTING AS OF APRIL 2022						
Position#	Job Class	Internal Unit	Grade	FT/PT	FTE	Status
006820	001015.Recreation Specialist	Youth Development	OPT-21	FT	1.00	Candidate selected; anticipated start date 5/9/2022
006821	001015.Recreation Specialist	Recreation Community Centers	OPT-21	FT	1.00	Candidate selected; start date 4/25/2022
006865	009273.Office Services Coordinator	Countywide	OPT-16	FT	1.00	Candidate selected; start date 4/25/2022
006887	001012.Recreation Supervisor	Countywide	NU-23	FT	1.00	Advertised; pending selection
006891	001015.Recreation Specialist	Youth Development	OPT-21	FT	1.00	Candidate selected; anticipated start date 5/9/2022
006901	000112.Manager III	Countywide	M3	FT	1.00	Reclassification; pending advertisement
012882	001012.Recreation Supervisor	Aquatics	NU-23	FT	1.00	Pending advertisement
016983	000663.Program Aide	Business Svcs	OPT-14	FT	1.00	Advertised; pending selection
018068	001018.Recreation Coordinator	Countywide	OPT-18	PT	0.50	Candidate selected; pending offer
018086	001015.Recreation Specialist	Recreation Community Centers	OPT-21	FT	1.00	Pending advertisement
018089	001015.Recreation Specialist	Youth Development	OPT-21	FT	1.00	Candidate selected; anticipated start date 5/9/2022
018153	001018.Recreation Coordinator	Recreation Community Centers	OPT-18	FT	1.00	Advertised; open until filled
018156	001018.Recreation Coordinator	Recreation Community Centers	OPT-18	FT	1.00	Candidate selected; pending offer
018163	001018.Recreation Coordinator	Recreation Community Centers	OPT-18	FT	1.00	Advertised; open until filled
018167	001018.Recreation Coordinator	Senior Adults	OPT-18	PT	0.75	Advertised; open until filled
018169	001018.Recreation Coordinator	Recreation Community Centers	OPT-18	PT	0.70	Candidate selected; start date TBD
018172	001018.Recreation Coordinator	Recreation Community Centers	OPT-18	PT	0.70	Advertised; open until filled
018355	001018.Recreation Coordinator	Youth Development	OPT-18	FT	1.00	Candidate selected; anticipated start date 5/9/2022
018706	000663.Program Aide	Business Svcs	OPT-14	FT	1.00	Candidate selected; start date TBD
019078	001015.Recreation Specialist	Youth Development	OPT-21	FT	1.00	Candidate selected; pending offer
019108	000151.Administrative Specialist II	Business Svcs	NU-21	FT	1.00	Pending advertisement
NEW	009274:PRINCIPAL ADMIN AIDE	Business Svcs	OPT-13	PT	0.5	Pending advertisement
018506	001018.Recreation Coordinator	Youth Development	OPT-18	PT	0.70	Pending advertisement
TOTAL				23	20.85	

Of the 23 vacancies shown on the list, the following summarize the status of these positions:

- Eight have candidates selected with an anticipated state date or one to be determined.
- Three have candidates selected with offer pending.
- Two are advertised pending selection
- Four are advertised and open until filled
- Six are pending advertisement

Lapse Assumption:

The Executive's recommended budget assumes \$117,924 in unspent personnel costs for FY23, which is consistent with the level assumed for FY22. The following table shows historic data on unspent personnel costs and vacancies:

Fiscal Year	Actual or Projected Unspent Personnel Cost from Vacancies	# of vacancies	New Positions
FY22	\$782,000 (3 rd Q, career staff)	23 (April 2022)	0
FY21	\$1,159,541	18	0

FY20	\$758,403	15	7
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The Department reports that it is moving forward aggressively to recruit and fill positions and anticipates that the majority of vacancies will be filled by the start of May.

Council staff recommends increasing the lapse assumption by \$782,057 for a total of \$899,981 in projected unspent personnel costs for FY23, which equals the 3-year average between FY20-FY22. Council staff believes that the actual unspent personnel costs in FY23 are likely to be greater than this amount given the large number of new positions for the Department in FY23 – 22 positions are recommended by the County Executive, plus any additional positions added by Council.

Staffing Adjustments

The Executive is recommending the following staffing adjustments that improve the administration and infrastructure of the Department:

Item	Description	Amount
Community Liaison Support	4 Recreation Specialists will engage residents, community leaders to identify priorities and deliver responsive services. Work will initially focus on underserved communities.	\$335,120
Conversion of 10 PT Rec. Coordinators to FT	Conversion will allow the Department to better staff centers and provide responsive services for seniors.	\$216,079
Contract Management & Human Resources Support	2 Program Manager positions will lead and implement key program elements associated with human resource functions and financial/contractual services.	\$152,456
Communications Support	1 Manager III position will provide comprehensive communication, outreach, and engagement services to promote the County’s recreation and leisure agenda and target engagement by communities in need.	\$86,422

The Council has expressed concern about adequate oversight and administrative functioning of the Department’s programs, facilities, and services given the number of vacancies and limited Departmental infrastructure, as a result of reductions taken during the Great Recession. The recommended improvements will support critical functions that will allow the Department to better engage the community, respond to its needs, and deliver services efficiently. **Council staff recommends approval of the recommended staffing adjustments.**

B. PROGRAM ENHANCEMENTS

- 1. **Enhanced Seniors Programs and Senior Program Support** **\$250,000**
\$72,630

The Executive’s recommended budget continues funding for enhanced Senior programming added by special appropriation in response to the pandemic. An additional staff is needed to support the enhanced level of service. Council staff recommends approval. **The Joint Committee may want to request an update on senior programming enhancement.**

2. Add Independence Day Fireworks Displays at Germantown and Wheaton \$135,198

The recommended adjustments restore funding for July 4th fireworks displays that were cancelled during the COVID-19 pandemic. **Council staff recommends approval.**

3. Open the South County Regional Recreation and Aquatic Center \$515,543

The Executive has recommended funding to open the new South County Regional Recreation and Aquatic Center. Council staff understands that the budget for the center is based on an opening in January and includes funding for 10 FTEs. The latest information provided to the Council about the schedule suggests that the center will open in the late spring or early summer of 2023.

The Committee should confirm the most current completion and opening dates projected for South County and adjust the amount budgeted for operating the center if final completion and opening are delayed.

C. Multiprogram Adjustments

Each program has a multi-program adjustment that reflects compensation changes, benefit changes, staff turnover, reorganizations, and other changes that affect multiple programs. The following table shows the multiprogram adjustments included for each Recreation program.

Program	Expenditure	FTE
Administration	\$1,421,920	4.20
Aquatics	\$416,947	5.00
Countywide Programs	(\$1,026,764)	-9.50
Recreation Community & Neighborhood Centers	\$1,743,382	31.21
Senior Adult Programs	\$96,957	2.50
Youth Development	(\$398,262)	0.50

Expenditures that affect multiple Recreation programs include opening South County Recreation Center, continuing the Bienvenidos Newcomers Initiative, and increasing Part-Time Recreation Coordinators to Full-Time. Other changes involve shifts in personnel allocation due to internal structural changes and shared inter-departmental functions.

Council staff recommends approval of the multi-program adjustments as proposed.

III. FY23 REVENUES

Total County FY23 revenues for the Recreation Department are expected to increase by about \$10.4 million or 21.1% from the FY22 budget. There is projected growth in property tax and recreation fees. The Department anticipates a consistent level of financial assistance through RecAssist of \$800,000.

Revenues	FY21 Actual	FY22 Budget	FY23 Rec	Change FY22- FY23
Property Tax	\$47,070,414	48,298,521	54,343,542	12.5%
Recreation Fees	\$2,082,888	1,450,000	5,800,000	300.0%
Facility Rental Fees	(\$5,305)	120,000	120,000	0.0%
Miscellaneous Revenues	\$63,158	129,597	129,597	0.0%
Miscellaneous-Parks ActiveNet	\$0	45,232	45,232	0.0%
Recreation Fee Subsidy	\$0	-800000	-800000	0.0%
Total Revenues	\$49,211,155	\$49,243,350	\$59,638,371	21.1%

Council staff recommends approval of Executive recommended revenues for the Department.

The packet contains the following attachments:

Excerpts from the County Executive’s Recommended FY23 Operating Budget
MCRD responses to Council staff questions

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Recreation

RECOMMENDED FY23 BUDGET

\$55,191,084

FULL TIME EQUIVALENTS

569.39

☀️ ROBIN RILEY, DIRECTOR

MISSION STATEMENT

The mission of the Department of Recreation is to provide high quality, diverse, and accessible programs, services, and facilities that enhance the quality of life for all ages, cultures, and abilities.

BUDGET OVERVIEW

The total recommended FY23 Operating Budget for the Department of Recreation is \$55,191,084, an increase of \$6,477,257 or 13.30 percent from the FY22 Approved Budget of \$48,713,827. Personnel Costs comprise 59.79 percent of the budget for 181 full-time position(s) and one part-time position(s), and a total of 569.39 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 40.21 percent of the FY23 budget.

The Debt Service for the Recreation Fund is appropriated in the Debt Service Fund and is, therefore, not displayed in this section. To pay for the Debt Service, a transfer of funds from the Recreation Fund to the Debt Service Fund of \$10,653,890 is required to cover General Obligation bond costs.

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

COUNTY PRIORITY OUTCOMES

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

- ❖ **Thriving Youth and Families**
- ❖ **A Greener County**

INITIATIVES

- ★ Summer School Wrap Around Program (Funded by the Early Care and Education Non-Departmental Account.): A program that creates a pathway between summer school and summer camp, establishing a full day of classroom and experiential opportunities.
- ★ Kids Day Out: A partnership with Montgomery County Public Schools at 13 Recreation Centers across the County. This ongoing initiative was established to address the needs of working families on days when school is not in session by providing safe, affordable, enriching, and well-organized recreation activities.
- ★ PLAYMontgomery: A campaign focusing on equity and access to youth sports, expanding no cost or low-cost opportunities to lifetime leisure sports such as swimming lessons and creating opportunities for youth in underserved communities to try out new sports that may otherwise be unattainable such as lacrosse, volleyball, skateboarding, biking, and kayaking.
- ★ Fit N Fun: A program pairing free swim lessons, skateboard instruction, bike safety, and rock climbing instruction at Long Branch, Plum Gar, White Oak, and Upper County Community Center.

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- ★ Fire Fit - Fire Smart: A program for teenage girls providing fitness and wellness activities, fire safety, nutrition, and an opportunity to create an introduction to fire and rescue as a career pathway. Partners included Montgomery County Fire and Rescue and the University of Maryland Nutrition Extension program.
 - ★ The Department is participating in a three-year research project and grant opportunity with the American Camp Association to increase career pathways for camp, recreation, and related out-of-school time fields.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ✦ Launched a new, fully integrated recreation and parks management software solution in partnership with Community Use of Public Facilities and Montgomery Parks. This new platform is designed to increase efficiency and productivity while providing extensive reporting and statistical data, and a more intuitive and interactive experience for customers.
- ✦ Converted the printed Recreation Guide to a more environmentally friendly, cost efficient, and interactive "Build Your Own Guide", creating a more impactful and customizable customer experience.
- ✦ Implemented REC ZIP, an improvement strategy designed to digitize and automate several business processes allowing internal and external customers to interact virtually with Recreation's administrative team without delay. Customer refunds, contractor and vendor invoices, and bank deposits are examples of improvements which allowed for seamless continuation of financial services throughout the pandemic. The result is a more customer friendly, environmentally responsible, and financially accountable operation.
- ✦ Launched a weekly newsletter to share information about programs and services, and provide health and wellness information.

PROGRAM CONTACTS

Contact Traci Anderson of the Department of Recreation at 240.777.6801 or Shantee Jackson of the Office of Management and Budget at 240.777.2751 for more information regarding this department's operating budget.

PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY22 estimates reflect funding based on the FY22 Approved Budget. The FY23 and FY24 figures are performance targets based on the FY23 Recommended Budget and funding for comparable service levels in FY24.

PROGRAM DESCRIPTIONS

✦ Administration

The Administration Program provides oversight, leadership, management, and supervision to accomplish the Department's mission. The Administration Program includes the Department's senior management, the Director's Office and staff, as well as business and information technology services, communications and outreach, facility planning, asset replacement, and fixed-cost management.

The Business Services and Information Technology Teams provide key infrastructure and support to the Department's operations. The Business Services Team provides human resource management, procurement and contracting services, budget and financial administration, and customer services. The Information Technology Team assures availability and efficiency of technical tools, equipment and interfaces, responds to help tickets from the Department's centers and other satellite locations, and delivers training related to the Department's business operations software. Both teams collaborate with agencies of County government, community, and other partners, to address the needs of internal and external constituencies.

The Administration Program includes development and management of the Department's capital improvement projects, and plans and implements the lifecycle asset replacement activities to protect the Department's investments and assure efficient, reliable operations of all facilities and equipment in service to County residents. The Program also includes fixed costs associated with utilities, property insurance, Workers' Compensation Insurance, and community grants. This Program also includes Communications and Public Outreach, which supports

marketing of, and media relations concerning, all recreation and leisure activities in collaboration with the County's Public Information Office (PIO), Maryland-National Capital Park and Planning Commission (M-NCPPC), and Community Use of Public Facilities (CUPF). Outreach activities include summer camps and employment fairs, holiday events and commemorations, and coordination of visits from local, State and Federal dignitaries and agencies as requested.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Number of administrative services transactions ¹	20,385	9,135	22,000	22,000	22,000
Number of human resources transactions ²	1,579	760	1,600	1,700	1,700
Number of seasonal employees ³	2,140	1,988	1,900	1,900	1,900
Percent of allocated recreation financial assistance dollars used ⁴	90.0%	29.6%	65.0%	80.0%	90.0%

¹ Recreation Administrative Transactions include a variety of complex processes such as contract administration, proposal development, and solicitations. In FY20, changes and trends in the number of transactions were related to the extension of wellness passes to MCPS employees, as well as adjustments in services due to COVID-19. Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County. The reduced volume of FY21 transactions is related to limitations on the numbers of recreation-specific activities, programs, and services provided due to COVID-19 restrictions. During this period, Department operations were limited to small numbers of programs at pools, virtual programs, and limited outdoor classes. The projected increase is based on expected restoration of programming to FY20 service levels, expansion of Excel Beyond the Bell (EBB) program sites, and implementation of the Youth Sports Initiative.

² In addition to hiring a high volume of seasonal staff, as part of the Department's safety plan, REC conducts background checks for staff, volunteers, coaches, youth services providers, non-profit partners, and contractors. Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County. The reduced volume FY 21 transactions reflect limitations on Departmental operations, as community recreation centers and senior centers were closed for 10 months during the closed period and operating on a limited basis thereafter. Aquatics services remained open via a reservation system throughout this time, and there were COVID-19 restrictions, which impacted the delivery of recreation-specific programs. The projected increase is based on staffing needs associated with the expected restoration of programming to FY20 service levels, expansion of Excel Beyond the Bell (EBB) program sites, and implementation of the Youth Sports Initiative.

³ Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County. FY21 changes reflect reductions in hiring and related activities, due to COVID-19 pandemic.

⁴ Dollars used vs dollars allocated FY20 and FY21 changes and trends are largely due to COVID-19 safety related cancellations, closures, and restrictions. Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County. FY21 changes in the financial dollars used reflects limitations on the numbers of recreation-specific activities, programs, and services provided dur to COVID-19 pandemic.

FY23 Recommended Changes	Expenditures	FTEs
FY22 Approved	10,171,105	37.73
Enhance: Contract Management and Human Resources Support	152,456	2.00
Enhance: Communications Support	86,422	1.00
Enhance: Out-of-School-Time Programming: RecZone High School Program Support	81,394	1.00
Technical Adj: Personnel Costs Charged to Capital Fund	(71,152)	(0.50)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	1,421,920	4.20
FY23 Recommended	11,842,145	45.43

☀ Aquatics

The Aquatics programs provide recreational, fitness, instructional, competitive, therapeutic, and rehabilitative water activities that serve all residents. The broad ranges of programming include lessons, instructional wellness classes, and competitive programming such as dive and swim teams. Facilities also host a wide variety of local, regional, and national events and competitions each year. The Department operates seven regional outdoor pools, four indoor aquatics facilities, and partners with Adventist Community Services to operate the Piney Branch Elementary School pool.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Revenue generated by aquatics programs ¹	\$5,888,685	\$1,865,440	\$5,000,000	\$5,500,000	\$6,000,000
Percent of total aquatics programs capacity enrolled ²	47.5%	34.3%	34.3%	43.0%	57.0%

¹ FY20 changes and future trends are due to COVID-19 safety related cancellations, closures, restrictions, and impacts. Despite the pandemic

the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County.

² FY20 changes and trends are due to COVID-19 safety related cancellations, closures, and restrictions. Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County.

FY23 Recommended Changes	Expenditures	FTEs
FY22 Approved	9,156,365	121.18
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	416,947	5.00
FY23 Recommended	9,573,312	126.18

☼ Countywide Programs

Countywide Programs offers essential and universally accessible recreation and leisure services to all residents across the region--an indicator of a healthy, affordable, and welcoming community. Program staff generates partnerships with local small businesses and non-profit organizations to activate key public and private spaces and to offer culturally responsive programs, activities, and services such as classes, performing arts, camps, sports, workshops, therapeutic recreation, inclusion services, trips and tours, and special events which provide a wide range of economic, health, and social benefits. Additionally, community outreach such as events and festivals provide a wide platform to bridge diverse groups of people, generate social networks, and create community cohesion. Countywide programs promote positive social capital through the provision of equal access to programs, which cultivates community ties through programs and services for all that produces public benefits by connecting people more deeply to the fabric of the community. The benefits include public enjoyment and engagement; improved perception of community performance; economic well-being; quality recreation time with family and friends; strengthening social and familial bonds; improvement of mental and physical health thus reducing the impacts of chronic diseases; and measurable decreases in rates of crime and other detrimental activities making our communities safer.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Number of participants registered in countywide recreation programs ¹	27,163	12,122	12,122	22,000	36,000
Percent of recreation customers who report having a disability ²	1.39%	0.99%	0.99	1.25%	1.60%
Percent of planned countywide recreation programs completed ³	52.74%	44.74%	44.74%	52.00%	65.00%

¹ FY20 changes and trends are due to COVID-19 safety related cancellations, closures, and restrictions.

² FY20 changes and trends are due to COVID-19 safety related cancellations, closures, and restrictions. Individuals with disabilities faced significantly greater challenges as result of the pandemic.

³ Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County.

FY23 Recommended Changes	Expenditures	FTEs
FY22 Approved	8,864,549	84.01
Add: Independence Day Celebrations: Fireworks Display at Germantown and Wheaton	135,198	0.00
Add: Out-of-School-Time Programming: Extended Summer Camp Program	103,750	2.56
Add: Nurse for Summer Camps to Meet State Mandated Health Supervision Requirements	52,853	0.50
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(1,026,764)	(9.50)
FY23 Recommended	8,129,586	77.57

☼ Recreation Community & Neighborhood Centers

The Department of Recreation has 23 recreation centers throughout the County. These facilities provide affordable programs featuring leisure activities, social interaction, family participation, and community civic involvement, as well as promote community cohesion and identity for all ages.

Centers are designed to support sports, fitness, dance, community/social activities, and art programs. Activities include instructional programs, organized competitions, performances and exhibitions, recreational clubs and hobby groups, and accessibility initiatives for special populations. Center spaces are available for community activities, party rentals, receptions, and civic group meetings. Designated sites offer afterschool programs for children and youth, such as Club Adventure and Club Friday, at affordable pricing. The centers are a place where individuals, families, communities, and government are connected, as well as a thriving hub of activities.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Number of recreation facility bookings ¹	3,766	38,409*	1,000	2,000	3,500
Percent of planned programs in recreation centers completed ²	48.29%	48.85%	48.85	54.00%	62.00%

¹ FY20 changes and trends are due to COVID-19 safety related cancellations, closures and restrictions. Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County. *38,409 total. 37,700 were pool reservations (for laps) and 709 were facility usage (fields and rooms).

² FY20 changes and trends are due to COVID-19 safety related cancellations, closures and restrictions. Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County.

FY23 Recommended Changes	Expenditures	FTEs
FY22 Approved	6,938,480	104.44
Enhance: Summer Fun Centers and Enhanced Programming	520,000	0.00
Add: Community Liaison Support	335,120	4.00
Add: Out-of-School-Time Programming: Kids Day Out Program	333,320	7.24
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	1,743,382	31.21
FY23 Recommended	9,870,302	146.89

☀ Senior Adult Programs

The Senior Programs Team offers a wide range of supports, opportunities, programs, services, and facilities, which are designed to enhance the quality of life and help community members 55 and over remain active, engaged, and independent in their communities. Lifestyle and leisure program offerings such as fitness & wellness, sports, arts and culture, social clubs, trips, and special events help to attract and retain active retirees while providing critical tools and resources to improve and maintain the health span and independence of those who are isolated or more vulnerable.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Number of senior meals served ¹	132,432	194,736	120,000	120,000	120,000
Number of senior program registrants 55 or better ²	19,891	8,535	8,535	12,000	15,000
Percent of senior program resources leveraged from partners ³	27.96%	16.36%	16.36%	20.00%	24.00%

¹ In March of FY20, the Department, with support from partners, began widespread meal delivery and distribution to vulnerable citizens 55 years of age or older to address food insecurity of older adults resulting from COVID-19. The Department traditionally operates an on-site congregate meal program for vulnerable adults in partnership with HHS. Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County.

² FY20 changes and future trends are due to COVID-19 safety related cancellations, closures, restrictions, and impacts. Senior Centers were ordered to remain closed until after termination of the state of emergency and the proclamation of the catastrophic health emergency has been rescinded. Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County. FY21 number does not include senior meal delivery programs

³ FY20 changes and future trends are due to COVID-19 safety related cancellations, closures, restrictions, and impacts. Senior Centers were ordered to remain closed until after termination of the state of emergency and the proclamation of the catastrophic health emergency has been rescinded. Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County.

FY23 Recommended Changes	Expenditures	FTEs
FY22 Approved	2,962,663	29.89
Enhance: Senior Adult Programs	250,000	0.00
Enhance: Senior Programs Support	71,630	1.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	96,957	2.50
FY23 Recommended	3,381,250	33.39

☀ Youth Development

The Youth Development team uses recreation to ensure young people are healthy, connected, and productive during out-of-school time.

Program staff work to change the landscape of communities by tackling pressing and diverse issues, reducing barriers to participation, and improving equitable access to high quality out-of-school time opportunities which improve outcomes for young people. Positive youth development strategies are used to meet youth where they are and include opportunities, programs, and services which emphasize active and healthy living, youth leadership and social equity, engagement in learning, workforce readiness, and connection to caring adult role models.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Number of participants registered in youth development programs ¹	10,990	1,171	1,171	4,000	7,000
Average daily attendance in youth development programs ²	70.00%	66.86%	66.86%	68.00%	71.00%
Percent of youth development program participants who attend 11 or more sessions ³	47.94%	81.13%	81.13%	45.00%	50.00%

¹ FY21 projected trends in participation are due to COVID-19 related cancellations, closures, restrictions, and fiscal impacts. Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County.

² Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County.

³ FY20 changes and trends are due to COVID-19 related cancellations, closures, and restrictions. Many youth development programs were unable to complete 11 or more sessions. Despite the pandemic the Department has continued some programs, which have been a lifeline for the well-being of people who live in the County.

FY23 Recommended Changes	Expenditures	FTEs
FY22 Approved	10,620,665	121.79
Enhance: Out-of-School-Time Programming: Excel Beyond the Bell Elementary Program and Support	667,564	8.38
Enhance: Community-Based Program Support	530,000	0.00
Enhance: Excel Beyond the Bell - Expansion	384,891	1.00
Enhance: Excel Beyond the Bell and RecXtra - Reopenings	330,000	0.00
Enhance: Out-of-School-Time Programming: RecZone High School Program and Support	259,631	8.26
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(398,262)	0.50
FY23 Recommended	12,394,489	139.93

BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
RECREATION					
EXPENDITURES					
Salaries and Wages	14,202,227	24,030,928	23,950,142	27,602,162	14.9 %
Employee Benefits	3,787,405	4,846,990	4,923,748	5,241,161	8.1 %
Recreation Personnel Costs	17,989,632	28,877,918	28,873,890	32,843,323	13.7 %
Operating Expenses	7,691,419	16,156,836	16,676,636	18,593,665	15.1 %
Recreation Expenditures	25,681,051	45,034,754	45,550,526	51,436,988	14.2 %
PERSONNEL					
Full-Time	148	148	148	181	22.3 %
Part-Time	11	11	11	1	-90.9 %
FTEs	490.38	496.33	496.33	564.98	13.8 %
REVENUES					
Facility Rental Fees	(5,305)	120,000	120,000	120,000	---
Miscellaneous Revenues	63,158	129,597	129,597	129,597	---
Miscellaneous Revenues - Parks ActiveNet	0	45,232	45,232	45,232	---
Property Tax	47,070,414	48,298,521	48,742,128	54,343,542	12.5 %
Recreation Fee Subsidy	0	(800,000)	(800,000)	(800,000)	---
Recreation Fees	2,082,888	1,450,000	3,000,000	5,800,000	300.0 %
Recreation Revenues	49,211,155	49,243,350	51,236,957	59,638,371	21.1 %

RECREATION NON-TAX SUPPORTED

EXPENDITURES					
Salaries and Wages	0	0	0	0	---

BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
Employee Benefits	0	0	0	0	---
Recreation Non-Tax Supported Personnel Costs	0	0	0	0	---
Operating Expenses	1,666,493	3,600,000	3,566,694	3,600,000	---
Recreation Non-Tax Supported Expenditures	1,666,493	3,600,000	3,566,694	3,600,000	---
PERSONNEL					
Full-Time	0	0	0	0	---
Part-Time	0	0	0	0	---
FTEs	0.00	0.00	0.00	0.00	---
REVENUES					
Investment Income	589	0	520	3,100	%
Recreation Fees	3,716,462	8,100,000	8,100,000	8,100,000	---
Recreation Non-Tax Supported Revenues	3,717,051	8,100,000	8,100,520	8,103,100	---

GRANT FUND - MCG

EXPENDITURES

Salaries and Wages	727,653	73,454	73,454	143,145	94.9 %
Employee Benefits	20,513	5,619	5,619	10,951	94.9 %
Grant Fund - MCG Personnel Costs	748,166	79,073	79,073	154,096	94.9 %
Operating Expenses	14,847	0	0	0	---
Grant Fund - MCG Expenditures	763,013	79,073	79,073	154,096	94.9 %

PERSONNEL

Full-Time	0	0	0	0	---
Part-Time	0	0	0	0	---
FTEs	2.71	2.71	2.71	4.41	62.7 %

REVENUES

Federal Grants	760,040	79,073	79,073	154,096	94.9 %
Grant Fund - MCG Revenues	760,040	79,073	79,073	154,096	94.9 %

DEPARTMENT TOTALS

Total Expenditures	28,110,557	48,713,827	49,196,293	55,191,084	13.3 %
Total Full-Time Positions	148	148	148	181	22.3 %
Total Part-Time Positions	11	11	11	1	-90.9 %
Total FTEs	493.09	499.04	499.04	569.39	14.1 %
Total Revenues	53,688,246	57,422,423	59,416,550	67,895,567	18.2 %

FY23 RECOMMENDED CHANGES

	Expenditures	FTEs
RECREATION		
FY22 ORIGINAL APPROPRIATION	45,034,754	496.33
Changes (with service impacts)		
Add: South County Regional Recreation and Aquatic Center Staffing and Support	2,312,000	28.21
Enhance: Out-of-School-Time Programming: Excel Beyond the Bell Elementary Program and Support [Youth Development]	667,564	8.38
Enhance: Community-Based Program Support [Youth Development]	530,000	0.00
Enhance: Summer Fun Centers and Enhanced Programming [Recreation Community & Neighborhood Centers]	520,000	0.00
Enhance: Excel Beyond the Bell - Expansion [Youth Development]	384,891	1.00
Add: Community Liaison Support [Recreation Community & Neighborhood Centers]	335,120	4.00
Add: Out-of-School-Time Programming: Kids Day Out Program [Recreation Community & Neighborhood Centers]	333,320	7.24
Enhance: Excel Beyond the Bell and RecXtra - Reopenings [Youth Development]	330,000	0.00
Enhance: FY22 Increase for Newcomers Enhancements and Assistance	300,000	1.00
Enhance: Out-of-School-Time Programming: RecZone High School Program and Support [Youth Development]	259,631	8.26
Enhance: Senior Adult Programs [Senior Adult Programs]	250,000	0.00
Enhance: Conversion of Ten Recreation Coordinators from Part-time to Full-time	216,079	3.00
Enhance: Contract Management and Human Resources Support [Administration]	152,456	2.00
Add: Independence Day Celebrations: Fireworks Display at Germantown and Wheaton [Countywide Programs]	135,198	0.00
Add: Out-of-School-Time Programming: Extended Summer Camp Program [Countywide Programs]	103,750	2.56

FY23 RECOMMENDED CHANGES

	Expenditures	FTEs
Enhance: Communications Support [Administration]	86,422	1.00
Enhance: Out-of-School-Time Programming: RecZone High School Program Support [Administration]	81,394	1.00
Enhance: Senior Programs Support [Senior Adult Programs]	71,630	1.00
Add: Nurse for Summer Camps to Meet State Mandated Health Supervision Requirements [Countywide Programs]	52,853	0.50
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY23 Compensation Adjustment	693,880	0.00
Increase Cost: Annualization of FY22 Compensation Increases	378,336	0.00
Increase Cost: Six Percent Inflationary Increase to Non-Profit Service Provider Contracts	146,341	0.00
Increase Cost: Annualization of FY22 Personnel Costs	125,751	0.00
Increase Cost: Risk Management Adjustment	110,479	0.00
Increase Cost: Printing and Mail Adjustment	2,613	0.00
Decrease Cost: Motor Pool Adjustment	(1,931)	0.00
Technical Adj: Personnel Costs Charged to Capital Fund [Administration]	(71,152)	(0.50)
Decrease Cost: Retirement Adjustment	(262,206)	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY22	(1,842,185)	0.00
FY23 RECOMMENDED	51,436,988	564.98

RECREATION NON-TAX SUPPORTED

FY22 ORIGINAL APPROPRIATION	3,600,000	0.00
FY23 RECOMMENDED	3,600,000	0.00

GRANT FUND - MCG

FY22 ORIGINAL APPROPRIATION	79,073	2.71
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Annualization of FY22 Personnel Costs	75,023	1.70
FY23 RECOMMENDED	154,096	4.41

PROGRAM SUMMARY

Program Name	FY22 APPR Expenditures	FY22 APPR FTEs	FY23 REC Expenditures	FY23 REC FTEs
Administration	10,171,105	37.73	11,842,145	45.43
Aquatics	9,156,365	121.18	9,573,312	126.18
Countywide Programs	8,864,549	84.01	8,129,586	77.57
Recreation Community & Neighborhood Centers	6,938,480	104.44	9,870,302	146.89
Senior Adult Programs	2,962,663	29.89	3,381,250	33.39
Youth Development	10,620,665	121.79	12,394,489	139.93
Total	48,713,827	499.04	55,191,084	569.39

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY22 Total\$	FY22 FTEs	FY23 Total\$	FY23 FTEs
RECREATION					
Community Use of Public Facilities	Community Use of Public Facilities	29,249	0.20	32,212	0.20
CIP	Capital Fund	70,070	0.50	71,152	0.50
Total		99,319	0.70	103,364	0.70

FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY23	FY24	FY25	FY26	FY27	FY28
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FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY23	FY24	FY25	FY26	FY27	FY28
RECREATION						
EXPENDITURES						
FY23 Recommended	51,437	51,437	51,437	51,437	51,437	51,437
No inflation or compensation change is included in outyear projections.						
Annualization of Positions Recommended in FY23	0	463	463	463	463	463
New positions in the FY23 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
Elimination of One-Time Items Recommended in FY23	0	(44)	(44)	(44)	(44)	(44)
Items recommended for one-time funding in FY23, including Communications, Senior Programs, Community Liaison, Contract Management and Human Resources Supports, will be eliminated from the base in the outyears.						
Labor Contracts	0	834	834	834	834	834
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
South County Regional Recreation and Aquatic Center (P721701)	0	1,098	1,098	1,098	1,098	1,098
Subtotal Expenditures	51,437	53,788	53,788	53,788	53,788	53,788

RECREATION NON-TAX SUPPORTED

EXPENDITURES

FY23 Recommended	3,600	3,600	3,600	3,600	3,600	3,600
No inflation or compensation change is included in outyear projections.						
Subtotal Expenditures	3,600	3,600	3,600	3,600	3,600	3,600

ANNUALIZATION OF FULL PERSONNEL COSTS

	FY23 Recommended		FY24 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
Community Liaison Support	302,104	4.00	377,056	4.00
Senior Programs Support	61,747	1.00	101,826	1.00
Contract Management and Human Resources Support	132,690	2.00	220,308	2.00
Communications Support	76,539	1.00	128,614	1.00
Out-of-School-Time Programming: RecZone High School Program Support	75,526	1.00	94,264	1.00
South County Regional Recreation and Aquatic Center Staffing and Support	1,123,000	28.21	1,273,768	28.21
Out-of-School-Time Programming: RecZone High School Program Support	81,394	1.00	101,826	1.00
Out-of-School-Time Programming: Excel Beyond the Bell Elementary Program Support	75,526	1.00	94,264	1.00
Total	1,928,526	39.21	2,391,926	39.21

RECREATION

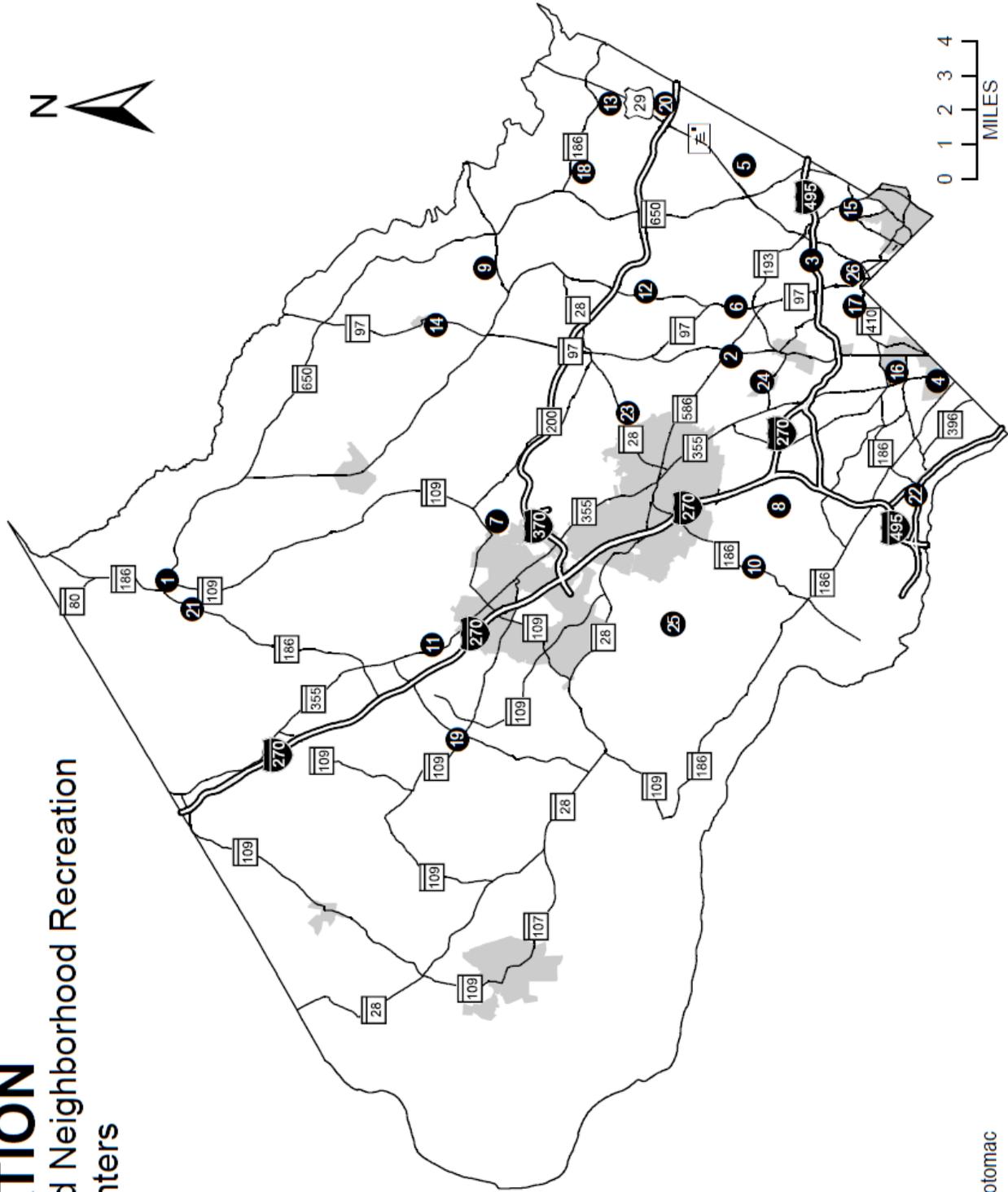
Community and Neighborhood Recreation and Senior Centers

Senior Centers

1. Damascus
2. Holiday Park
3. Margaret Schweinhaut
5. White Oak
6. Wheaton
15. Long Branch
25. North Potomac

Recreation Centers

4. Wisconsin Place
5. White Oak
6. Wheaton
7. Upper County
8. Scotland
9. Ross Boddy
10. Potomac
11. Plum Gar
12. Mid-County
13. Marilyn Praisner
14. Longwood
15. Long Branch
16. Jane Lawton
17. Gwendolyn Coffield
18. Good Hope
19. Germantown
20. East County
21. Damascus
22. Clara Barton
23. Bauer Drive
24. Ken Gar
25. Nancy H. Dacek North Potomac
26. South County



Map produced by: Montgomery County TEBS GIS Team, Jan. 2022

**FY23 Montgomery County Recreation
Operating Budget Responses**

Staffing

1. **Please provide a vacancy list. What is their recruitment status, when are they expected to be filled? Are any vacant positions proposed for elimination in FY23?**

VACANCY LISTING AS OF APRIL 2022						
Position#	Job Class	Internal Unit	Grade	FT/PT	FTE	Status
006820	001015.Recreation Specialist	Youth Development	OPT-21	FT	1.00	Candidate selected; anticipated start date 5/9/2022
006821	001015.Recreation Specialist	Recreation Community Centers	OPT-21	FT	1.00	Candidate selected; start date 4/25/2022
006865	009273.Office Services Coordinator	Countywide	OPT-16	FT	1.00	Candidate selected; start date 4/25/2022
006887	001012.Recreation Supervisor	Countywide	NU-23	FT	1.00	Advertised; pending selection
006891	001015.Recreation Specialist	Youth Development	OPT-21	FT	1.00	Candidate selected; anticipated start date 5/9/2022
006901	000112.Manager III	Countywide	M3	FT	1.00	Reclassification; pending advertisement
012882	001012.Recreation Supervisor	Aquatics	NU-23	FT	1.00	Pending advertisement
016983	000663.Program Aide	Business Svcs	OPT-14	FT	1.00	Advertised; pending selection
018068	001018.Recreation Coordinator	Countywide	OPT-18	PT	0.50	Candidate selected; pending offer
018086	001015.Recreation Specialist	Recreation Community Centers	OPT-21	FT	1.00	Pending advertisement
018089	001015.Recreation Specialist	Youth Development	OPT-21	FT	1.00	Candidate selected; anticipated start date 5/9/2022
018153	001018.Recreation Coordinator	Recreation Community Centers	OPT-18	FT	1.00	Advertised; open until filled
018156	001018.Recreation Coordinator	Recreation Community Centers	OPT-18	FT	1.00	Candidate selected; pending offer
018163	001018.Recreation Coordinator	Recreation Community Centers	OPT-18	FT	1.00	Advertised; open until filled
018167	001018.Recreation Coordinator	Senior Adults	OPT-18	PT	0.75	Advertised; open until filled
018169	001018.Recreation Coordinator	Recreation Community Centers	OPT-18	PT	0.70	Candidate selected; start date TBD
018172	001018.Recreation Coordinator	Recreation Community Centers	OPT-18	PT	0.70	Advertised; open until filled
018355	001018.Recreation Coordinator	Youth Development	OPT-18	FT	1.00	Candidate selected; anticipated start date 5/9/2022
018706	000663.Program Aide	Business Svcs	OPT-14	FT	1.00	Candidate selected; start date TBD
019078	001015.Recreation Specialist	Youth Development	OPT-21	FT	1.00	Candidate selected; pending offer
019108	000151.Administrative Specialist II	Business Svcs	NU-21	FT	1.00	Pending advertisement
NEW	009274:PRINCIPAL ADMIN AIDE	Business Svcs	OPT-13	PT	0.5	Pending advertisement
018506	001018.Recreation Coordinator	Youth Development	OPT-18	PT	0.70	Pending advertisement
TOTAL				23	20.85	

No vacancies are proposed for elimination.

2. **What amount of lapse is assumed for the budget? Please provide the actual amounts of unspent personnel costs resulting from vacancies for FY20 and FY21. What is the projected lapse savings for FY22?**

FY22 Budgeted lapse amount = \$117,924

Actual Unspent PC from Vacancies in FY20 = \$758,403 (15 vacancies)

Actual Unspent PC from Vacancies in FY21 = \$1,159,541 (18 vacancies)

Projected Lapse Savings for FY22 = \$278,300 (2nd Qtr analysis - 23 vacancies to be filled by year-end)

3. **Please provide the current organizational and staffing chart for the Department and highlight any recommend changes for FY23?**

See Attachment REC-A

Recreation Facilities

4. Please provide a schedule of current center hours of operation and staffing plan for each recreation facility and whether there are anticipated changes for FY23, including the status/timing of closures.

Recreation Centers – Hours of Operations Range: Sundays to Saturdays 9am to 11pm. Closed two weeks each summer and (10) Observed US Holidays: New Year’s Day, Martin L. King, Jr Day, President’s Day, Easter Sunday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas. Limited hours of operation are implemented for Early Voting at select sites.

(See Attachment REC-B for facility hours of operation)

Staffing Plan:

5 County Areas: 1 Recreation Supervisor per area (*total 5*); 1-Recreation Specialist per site; 1-Recreation Coordinator per site with the exception of 3 sites: Good Hope, Clara Barton & Scotland; 3 Recreation Specialists specializing in Therapeutics Recreation: Germantown, White Oak & Potomac

Aquatics Centers – Hours of Operations Range: Sundays to Saturdays 6 am to 10 pm. Closed two weeks each summer and Easter Sunday, Thanksgiving, New Year’s Day, and Christmas Day.

Outdoor Pools - Open Memorial Weekend Saturday to Labor Day each summer. The pools operate on a pre, full and post season schedule. Full season operations - Sundays to Saturdays - 7 am to 9 pm.

Staffing Plan:

1 Aquatics Supervisor for all sites; 1- Recreation Supervisor per indoor site (*total 4*); 2-Recreation Specialists per indoor facility with the exception of Germantown with 3 – Recreation Specialist; 1-Senior Pool Manager per indoor pool site (*total 4*).

5. When is South County Recreation and Aquatic Center scheduled to open? What will be the scheduled hours of operation? Please provide staffing and FTEs budgeted for operation of the facility.

Silver Spring Rec and Aquatic Center is scheduled for opening late spring or early summer of 2023. Hours will most likely be Sundays to Saturdays from 6 am to 10 pm (*due to the pool operations*).

Current approved budgeted staffing and FTE’s are as followed:

Career Staffing Plan: 10 FTEs

1 - Program Manager
2 – Recreation Supervisors
4 – Recreation Specialists
1 – Recreation Coordinator
1 – Senior Pool Manager
1 – Administrative Aide

Seasonal: 18.2 FTEs to support facility front desk, programs, events, aquatics staffing, senior programs & OST programming

Seniors

- 6. Please provide an update on recreation programming for seniors in FY21 and FY22. When does the Department anticipate the number of senior program registrants reaching pre-pandemic levels?**

All Senior facility hours have been restored to normal operations with the exception of Long Branch with an anticipated return on May 16, 2022, which will return with extended hours compared to pre-pandemic schedules. Programming for Seniors has surpassed pre-pandemic levels from 7,659 hrs of programming in FY19 to 11,555 hrs of programming in FY22 with 11,299 registrations, and over 186 full and/or waitlisted activities. Health and safety confidence in the 55+ community continues to steadily improve. The Department has recently begun pop up booster clinics in partnership with HHS to help foster increased confidence and recovery in the older adult community.

Youth and OST Programming

7. Please identify the programs site and budget for the following programs in FY22 and what is recommended in FY23. For proposed program expansion sites, please identify the positions and FTEs associated with each site.

- EBB Elementary
- EBB Middle
- RecZone
- Rec Extra
- Club Adventure
- Summer School Wrap Around (Does this include Food, Fun & Fitness? How much funding is proposed to support the services from ECE NDA? Will any part of the Department budget also support these services?)
- Community-Based Programming

Career Staff provide oversight and support to the OST programs and funding is allocated centrally.

Our career complement for Youth Development sponsored OST Programming allocations are as follows:

FY22 Approved	
Position Category	Headcount
000112: MANAGER III	1.00
000151: ADMINISTRATIVE SPEC II	1.00
001012: RECREATION SUPERVISOR	3.00
001015: RECREATION SPECIALIST	17.00
001018: RECREATION COORDINATOR	2.00
009273: OFFICE SERVICES COORD	1.00
Grand Total	25.00

FY23 CE Recommended	
Position Category	Headcount
000112: MANAGER III	1.00
000151: ADMINISTRATIVE SPEC II	1.00
001012: RECREATION SUPERVISOR	3.00
001015: RECREATION SPECIALIST	19.00
001018: RECREATION COORDINATOR	2.00
009273: OFFICE SERVICES COORD	1.00
Grand Total	27.00

OST Program Area <i>(Excludes Career Support)</i>	FY22 Approved <i>(Seasonal PC & OE)</i>	FY23 CE Recommended <i>(Seasonal PC & OE)</i>
EBB Elementary	\$3,759,793	\$4,732,720
EBB Middle **	\$1,885,163	\$1,979,771
RecZone	\$554,520	\$769,985
RecXtra	\$318,234	\$356,206
Summer School Wrap Around *	\$212,185	\$504,360
Club Adventure <i>(incl Kids Day Out-23)</i>	\$367,361	\$725,582
Summer Camps	\$1,894,461	\$2,034,600
TOTAL	\$8,991,717	\$11,103,224

***Funding to support Montgomery County Collaboration Council is allocated/paid under EBB Middle
Summer School Wrap Around funded in FY23 by ECE*

FY23 Montgomery County Recreation Operating Budget Responses

The following chart summarizes a comparison from FY22 to FY23:

OST Program	# Sites	Position** Requirement/FTE	FY22 Approved	FY23 Recommended
EBB Elementary Burnt Mills, South Lake, Harmony Hills, JoAnn Laleck Gaithersburg, Oak View, New Hampshire Estates, Roscoe Nix, Weller Road, Whetstone, Wheaton Woods*, Cresthaven*	12	1 - Recreation Specialist (G21) per 2 sites; Seasonal support	2 New sites launched	Continuation of 4 sites in FY21; Annualization of 2 sites; Addition of 2 sites and 1 Rec Spec (G21) added
EBB Middle School Forest Oak, Montgomery Village, FS Key, Odessa Shannon, Argyle, Roberto Clemente, Neelsville, A. Mario Loederman	8	1 - Recreation Specialist (G21) per 2 sites; Seasonal support	Same Level Service	Continuation of Community-based Support
RecZone Springbrook, Blair, Watkins Mill, Kennedy	4	1 - Recreation Specialist (G21) per 2 sites; Seasonal support	Same Level Service	Addition of new sites and 1 Rec Spec (G21) and 1 Admin Spec 3 (G23)
RecXtra White Oak, Redland, Wood, Briggs Chaney, Parkland, Takoma Park, Hallie Wells, MLK, SSI, Sligo, Banneker Kingsview, John Poole, Farquhar, Rocky Hill, Rosa Parks	16	1 - Recreation Specialist (G21) per 5 sites; Seasonal support	Same Level Service	Continuation of 3 RecExtra sites
Club Adventure Long Branch, Coffield, Upper County, Plum Gar, Damascus, Mid County, Praisner, East County, White Oak, North Potomac	10	Seasonal support only: 1 S7; 3-4 S1-S5	Same Level Service	Kids Day Out Extension: Add Lawton, Bauer, Good Hope & Germantown
Summer Camps	varies	Seasonal support only	Extended camps	Extended Summer Camps to 5 locations

*New in FY22 Wheaton Woods, Cresthaven (Annualized in FY23)
 Potential Recommended Sites EBBE: Jackson Road, Georgian Forest, Twinbrook, Daly, Greencastle, Fox Chapel
 Potential Recommended Sites RecZone: Seneca Valley, Magruder, Paint Branch, Einstein, Clarksburg Quince Orchard
 **Continued program growth may result in the need for additional administrative and/or supervisory level supports

Attachment REC-C shows the standard models for our OST programs.

Summer School Wrap Around includes costs for Fun Food Fitness Program and the addition of Summer extended camps. This program is designed to move beyond the traditional foundations of summer and help families experience both learning engagement and summer camp without having to make the tough decision between one option or the other. This new model combines the benefits of traditional camp and the health and well-being benefits of Fun, Food, Fitness by creating a pathway between summer school and summer camp—establishing a full day opportunity for working families.
(Model shown in Attachment REC-C)

The ECE agreed upon support amount for FY23 only is \$504,360 *(funded through NDA)*

8. What funding in the Executive’s recommended FY23 operating budget is targeted to build the system of OST programming (rather than provide funding for direct services.)

Excel Beyond the Bell was established to reshape the after-school environment for young people addressing three aspects:

1. System—Collective Impact (Community of Practice and Engagement)
2. Program Level—High Quality Environments/ Service Delivery
3. Individual—Better Outcomes/ SEL (increased knowledge, skill, attitude, beliefs, well-being)

Approximately \$284,475 portion of Excel Beyond the Bell funding is provided to MCCC for Community of Practice (includes salaries, admin) and \$312,644 is used for direct service to EBB providers.

\$530,000 is proposed FY23 for additional community-based program support to provide funding through Collaboration Council to community-based providers serving low-income children and/or deliver programs in Title I Communities.

9. Please describe the American Camp Association research project and the Department’s participation in the project and grant funding provided by the project.

ACA has prioritized equitable access to camps in its current strategic plan. Knowing the barriers that many young people face to attend camp, the Leadership Pathways Project was designed to help address barriers by considering the overall pathway and ensuring youth can relate to camp staff and feel like they belong (*Diversity, Equity, and Inclusion*). ACA hypothesizes that the best way to achieve access to camp is to create more entry points onto the pathway and the best tool to achieve inclusion is to recruit and retain diverse camp staff. The project focuses on CIT (*or youth leadership/Jr Counselor*) programs as an entry point. MCR was selected as a grantee for the 3-year project with provided grant funding of \$37,500. MCR selected staff from across the department to work on this initiative and the program designed ran a pilot in Summer 2021. Department representatives engage in ACA grantee meetings virtually every few months, attend regional and national ACA conferences, submit project reports, and contribute to findings that will be included in the ACAs final report on the project.

10. When does the Department project the number of participants registered in youth development programs will reach pre-pandemic levels? What accounts for the lower targeted number for FY23 and FY24?

While the effects of COVID will be long-lasting, we projected next school years numbers to be at full capacity.

FY23 Montgomery County Recreation Operating Budget Responses

The below TIMELINE shows the operating impact of COVID-19

JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
Schools Closed to outside use. Camps held in Rec, Parks and Senior Centers	Schools Closed to outside use	Admin readiness varies by school, schools face transportation issues, meals limited, vaccine requirements impact workforce	Programs face delayed openings and reduced capacity	Schools see peak following holiday travel.	Omicron Variant/ holiday travel peak	Omicron peaks schools and program closure/ delays	Programs & sports return/ season shorten/ schools cautious	Mask mandate lifted, cases fall, programs return to sense of normal	Current, participation trends up, capacities remain lower

Programs faced system-wide cancellations as well as cancellations by individual school and/or program which had significant impact on participation rates.

Additional barriers/ COVID related impacts inhibiting participation include:

- Vaccine availability for ages 5-12/ number of youth fully vaccinated
- Administration and community readiness—fear, risk-v-reward
- Staffing shortages—availability of qualified staff
- School Transportation was inconsistent, reduced
- Afterschool Snacks- for some locations were limited. MCPS required a minimum number of students to stay afterschool before serving hot meals.
(ex. Kennedy RecZone does not provide afterschool meals or snacks regardless of number while most EBBE sites only received snacks as opposed to the hot meals served in the past)
- Vaccination requirements & mask mandates required for teachers, providers and students
(i.e. Gaithersburg EBBE lost 2 staff members and 3 instructors due to the vaccine requirement issued in September impacting the start of the program)
- South Lake and Burnt Mills moved to holding schools in January 2022. Programs operated on a 3-week delayed start returning from winter break to accommodate the transition. Previously both schools were highly walkable and embedded in the community. Additionally, the holding schools have very limited space and rely heavily on portable classrooms. Staff have been instrumental in helping students adjust to the move. Recreation’s bi-lingual staff are highly valued to support the school system in parent and community outreach efforts.

The state of the current environment at the time budget performance data was collected in August/ September of 2022 accounts for lower targeted numbers in FY23 and FY24. School year programs had not yet begun, camps were operating at significantly reduced capacity and the Department was forecasting with a great deal of uncertainty.

11. Please describe how funding for the Youth Sport Initiative appropriation was used, including a description of services provided and number of youth served for Play Montgomery, Soccer 4 Change, etc. What is the recommended funding for these services in FY23? How much funding would be required to maintain the level of services provided in FY21 or FY22? How much is required to support the development and implementation of girls sports leagues for volleyball, softball, lacrosse, and expansion of Soccer 4 Change for girls?

The Department launched a campaign called PLAYMontgomery to address an alarming and growing trend in the area of youth sports, which is the sharp increase in disparities and declining access to participation—often summarized as “pay to play.” The Department is committed to equalizing access and increasing participation rates, particularly for historically marginalized groups.

- Despite COVID related challenges the Department offered sports programs for 6,399 youth at low cost to now cost
- Significantly lowered fees to make access to sports more affordable and provided enhanced public education on RecAssist scholarship availability. In example, lowered basketball fees 23%. Historically \$110 to \$85 in 2022.
- Added Middle School league to Soccer4Change program which accommodated 526 youth
- Held additional soccer clinics for 175 Elementary and Middle School youth

Goals include:

- Localizing play—bringing sports into neighborhoods and communities such as Broad Acres Local Park, Long Branch Outdoor Pool, Montgomery Village Middle School, White Oak Community Recreation Center, Arcola Local Park, Plum Gar Neighborhood Recreation Center, etc.
- Teaming up with local youth sports providers--engaged with 27 providers and contracted with 19 to provide services. Providers include: Jeff Wagner MoCo Lacrosse, 480 Club, Douglas Remer, Burtonsville Athletic Association, Coach Parker Basketball ETC, Unity Youth Development, etc.
- Sport exposure—addressing historical and racial barriers to non-traditional and lifetime leisure sports such as swimming, biking, snowboarding, rock climbing, skateboarding, lacrosse, etc.
- Emphasizing equal access for girls in sports—introducing “Her Time to Shine,” and providing opportunities based on the principals and foundations of Title IX.

The Department received one-time \$500,000 funding for the Youth Sports Initiative (YSI) and would require annualization of this funding in order to continue PLAYMontgomery. The development and implementation of girls sports leagues (*i.e. volleyball, softball, soccer*) will require approximately \$250,000 of YSI funding. We would request a sustained annualization of this funding to continue support of both initiatives.



Miscellaneous

12. Please provide a list of contracts that administered by the Department for FY22, a description of the services and funded amounts, and those proposed for FY23.

The Department administers at total of 407 contracts (*See Attached Chart REC-D for full list*)

Contract Type	Number	\$ Value
NDA	49	\$4,017,361
Instructors	264	\$2,161,213
Swim coaches	45	\$1,242,562
Good and Services	49	\$1,024,339
Total	407	\$8,445,466

General description of services:

NDA: Non-Competitive contracts where the County awards some level of operating support to grantees who offer programs that support the Department’s mission/function. Value shown reflects funding amount awarded for FY22 (4.14.22)

Instructors and Swim Coaches: Contracts to individuals or businesses who provide instruction for Recreation activities. Instructors are paid via revenue share and/or encumbered funds. Value shown reflects encumbrances and expenses to date for FY22 (4.14.22)

Goods and Services: Contracts to individuals or businesses who provide goods or services for the Recreation Department. Value shown reflects encumbrances and expenses to date for FY22 (4.14.22)

13. For each of the recommended increases to administrative support for the Department (Contract Management and Human Resources, communications, OST, Community Liaison) please provide an explanation supporting the need for the services, including any anticipated increase to workload, need to provide improved services to the community or address any existing deficiencies in staffing or support to carry out the Department’s functions appropriately. Which of these are one-time items and why are they needed for only one year?

- 2-Program Manager II positions (G-25): The Department requests two Program Manager II positions, to both lead and implement key program elements associated with human resources functions and financial/contractual services. The Business Services team consists of 15-FTEs, delivering disparate functions (*e.g., customer service, procurement/contracting, accounts receivable/payable, accounting, purchase cards, risk/volunteer management, budgeting, and human resources*), under the day-to-day supervision of one position. The Business Services Team provides the operational infrastructure critical to keeping the Department’s programs and services available to the public. These positions will address increasing compliance and service demands and will be responsible for delivering important enhancements to contract monitoring and background checks management, as well as increased focus on the Department’s recruitment/retention efforts.

FY23 Montgomery County Recreation Operating Budget Responses

- 1-Manager III (M-3): The Department requests one Manager III to deliver comprehensive communications, outreach, and engagement services, to promote the County's recreation and leisure agenda, and to target engagement in communities of need (*underrepresented communities, equity zones*). This position will craft a community outreach and engagement strategy, leading four Community Liaisons (Recreation Specialists, G-21 – new in FY23), working directly with residents to build connections, gather feedback re: interests and needs, and assure delivery of activities and services relevant to the community.
- 4-Recreation Specialists (G-21): The Department's budget request includes 4 Recreation Specialists, who will serve as Community Liaisons and will be responsible for creating networks of collaboration and engagement with residents. The work of Community Liaisons will initially be focused on underserved communities (*such as East County, Long Branch, Coffield, and Upper County*), and will engage with residents, community leaders (formal and informal) to identify community priorities and areas of interest and deliver responsive services.
- 1-Administrative Specialist III (G-23): The Department requests an Administrative Specialist III to support its business services infrastructure as a response to the growing programs for our Youth Development area, which includes the addition of new RecZone sites in FY23. Over the years, and in this budget, the Department's portfolio of programs and services have grown, and the Department increasingly involved in collaborative activities supporting other agencies of the County, as well as community organizations. As these responsibilities have grown, the attending administrative/operational infrastructure has remained static, challenging the small human resources and financial operations team. This position will provide important operational support in those areas.
- *None of these positions are one time or one year positions.*

14. Please identify the one-time items approved in FY22 proposed for elimination in FY23.

While several items were identified as one-time approvals, the CE's Recommended budget supports restoration of all items received in FY22.

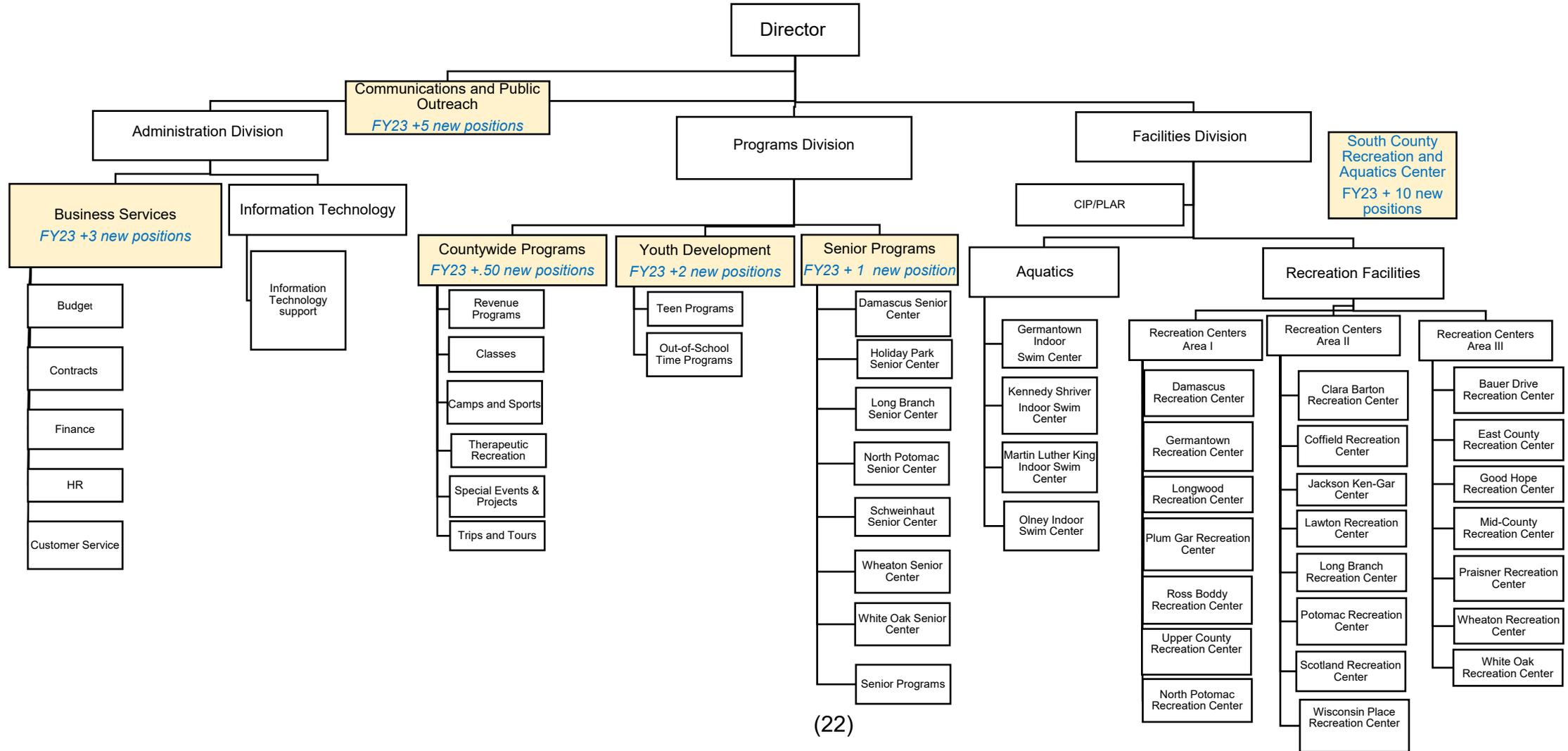
15. How much in financial aid has been made available in 2022? How much will be made available for financial aid in 2023?

The department awards \$800,000 annually for RecAssist. We anticipate the same level for FY23.

16. Please identify the amounts in multiprogram adjustments that are related to reorganization and other budget changes that affect multiple programs that are not related to negotiated compensation, employee benefit changes and staff turnover.

The multi-program adjustments that are not due to negotiated compensation, employee benefit changes and staff turnover are due to the addition of programs and staff that cross over departmental divisions. Other changes that impact the multi-program adjustments for FY23 are increased funding for South County facility, shifts in personnel allocations due to internal structural changes, and inter departmental shared functions.

Montgomery County Recreation FY23 Organizational Chart



FY 2022

AREA 1

Center Hours of Operation

Damascus Community Recreation Center

Hours of Operation:

Monday	10:00am-9:00pm
Tuesday	10:00am-9:00pm
Wednesday	10:00am-9:00pm
Thursday	10:00am-9:00pm
Friday	10:00pm-6:00pm
Saturday	10:00am-3:00pm
Sunday	CLOSED

Weekly Hours: 57

Germantown Community Recreation Center

Hours of Operation:

Monday	9:00am-9:00pm
Tuesday	9:00am-9:00pm
Wednesday	9:00am-9:00pm
Thursday	9:00am-9:00pm
Friday	10:00pm-5:00pm
Saturday	9:00am-3:00pm
Sunday	12:00pm-5:00pm

Weekly Hours: 67

Longwood Community Recreation Center

Hours of Operation:

Monday	10:00am-9:00pm
Tuesday	10:00am-9:00pm
Wednesday	10:00am-9:00pm
Thursday	10:00am-9:00pm
Friday	2:00pm-6:00pm
Saturday	10:00am-5:00pm
Sunday	CLOSED

Weekly Hours: 55

Plum Gar Neighborhood Recreation Center

Hours of Operation:

Monday	9:00am-9:00pm
Tuesday	9:00am-9:00pm
Wednesday	9:00am-9:00pm
Thursday	9:00am-9:00pm
Friday	9:00am-11:00pm
Saturday	10:00am-10:00pm
Sunday	CLOSED

Weekly Hours: 74

Extended Hours: 11

Upper County Community Recreation Center

Hours of Operation:

Monday	9:00am-9:00pm
Tuesday	9:00am-9:00pm
Wednesday	9:00am-9:00pm
Thursday	9:00am-9:00pm
Friday	12:00pm-6:00pm
Saturday	9:00am-5:00pm
Sunday	CLOSED

Weekly Hours: 63

Yellow Highlight = Change in Workday Hours
Blue Highlight = Change in CLOSING Hours

FY 2022

AREA 2

Center Hours of Operation

Clara Barton Neighborhood Recreation Center

Hours of Operation:

Monday	9:00am-8:00pm
Tuesday	9:00am-8:00pm
Wednesday	9:00am-8:00pm
Thursday	9:00am-8:00pm
Friday	9:00am-3:00pm
Saturday	CLOSED
Sunday	CLOSED

Weekly Hours: 50

Nancy H. Dacek North Potomac Community Recreation Center

Hours of Operation:

Monday	9:00am-9:00pm
Tuesday	9:00am-9:00pm
Wednesday	9:00am-9:00pm
Thursday	9:00am-9:00pm
Friday	9:00 am-6:00 pm
Saturday	9:00 am-3:00 pm
Sunday	12:00-pm-5:00 pm

Weekly Hours: 68

Potomac Community Recreation Center

Hours of Operation:

Monday	9:00am-9:00pm
Tuesday	9:00am-9:00pm
Wednesday	9:00am-9:00pm
Thursday	9:00am-9:00pm
Friday	9:00am-6:00pm
Saturday	9:30am-5:00pm
Sunday	9:30am-5:00pm

Weekly Hours: 72

Scotland Neighborhood Recreation Center

Hours of Operation:

Monday	2:00pm-8:00pm
Tuesday	2:00pm-8:00pm
Wednesday	2:00pm-8:00pm
Thursday	2:00pm-8:00pm
Friday	2:00pm-6:00pm
Saturday	2:00pm-7:00pm
Sunday	CLOSED

Weekly Hours: 33

Yellow Highlight = Change in Workday Hours
Blue Highlight – Change in CLOSING Hours

FY 2022

AREA 3

Center Hours of Operation

East County Community Recreation Center

Hours of Operation:

Monday	10:00am-9:00pm
Tuesday	10:00am-9:00pm
Wednesday	10:00am-9:00pm
Thursday	10:00am-9:00pm
Friday	10:00am-11:00pm
Saturday	10:00am-10:00pm
Sunday	CLOSED

Weekly Hours: 69

Extended Hours: 12

Good Hope Neighborhood Recreation Center

Hours of Operation:

Monday	10:00am-6:30pm
Tuesday	10:00am-8:00pm
Wednesday	10:00am-8:00pm
Thursday	10:00am-8:00pm
Friday	12:00pm-11:00pm
Saturday	12:00pm-10:00pm
Sunday	CLOSED

Weekly Hours: 59.5

Extended Hours: 11

Marilyn J Praisner Community Recreation Center

Hours of Operation:

Monday	9:00am-9:00pm
Tuesday	9:00am-9:00pm
Wednesday	9:00am-9:00pm
Thursday	9:00am-9:00pm
Friday	9:00am-6:00pm
Saturday	10:00am-3:00pm
Sunday	CLOSED

Weekly Hours: 62

White Oak Community Recreation Center

Hours of Operation:

Monday	9:00am-9:00pm
Tuesday	9:00am-9:00pm
Wednesday	9:00am-9:00pm
Thursday	9:00am-9:00pm
Friday	9:00 am-11:00 pm
Saturday	9:00 am-10:00 pm
Sunday	10:00pm-6:00 pm

Weekly Hours: 83

Extended Hours: 6

Yellow Highlight = Change in Workday Hours
Blue Highlight – Change in CLOSING Hours

FY 2022

AREA 4

Center Hours of Operation

Bauer Drive Community Recreation Center

Hours of Operation:

Monday	9:00am-9:00pm
Tuesday	9:00am-9:00pm
Wednesday	9:00am-9:30pm
Thursday	9:00am-9:00pm
Friday	9:00am-6:00pm
Saturday	9:00am-4:00pm
Sunday	CLOSED

Weekly Hours: 64.5

Mid-County Community Recreation Center

Hours of Operation:

Monday	9:00am-9:00pm
Tuesday	9:00am-9:00pm
Wednesday	9:00am-9:00pm
Thursday	9:00am-9:00pm
Friday	9:00am-7:00pm
Saturday	9:00am-7:00pm
Sunday	CLOSED

Weekly Hours: 68

Ross Boddy Community Recreation Center

Hours of Operation:

Monday	10:00am-9:00pm
Tuesday	10:00am-9:00pm
Wednesday	10:00am-9:00pm
Thursday	10:00am-9:00pm
Friday	2:00pm-6:00pm
Saturday	10:00am-3:00pm
Sunday	CLOSED

Weekly Hours: 53

Wheaton Neighborhood Recreation Center

Hours of Operation:

Monday	9:00am-9:00pm
Tuesday	9:00am-9:00pm
Wednesday	9:00am-9:00pm
Thursday	9:00am-9:00pm
Friday	9:00am-11:00pm
Saturday	9:00am-10:00pm
Sunday	10:00pm-6:00pm

Weekly Hours: 83

Extended Hours: 9

Yellow Highlight = Change in Workday Hours
Blue Highlight – Change in CLOSING Hours

FY 2022

AREA 5

Center Hours of Operation

**Gwendolyn E. Coffield
Community Recreation Center**

Hours of Operation:

Monday	9:30am-9:00pm
Tuesday	9:30am-9:00pm
Wednesday	9:30am-9:00pm
Thursday	9:30am-9:00pm
Friday	9:30am-6:00pm
Saturday	9:30am-6:00pm
Sunday	12:00pm-5:00pm

Weekly Hours: 68

**Jane E Lawton Community
Recreation Center**

Hours of Operation:

Monday	9:30am-9:00pm
Tuesday	9:30am-9:00pm
Wednesday	9:30am-9:00pm
Thursday	9:30am-9:00pm
Friday	9:30am-5:30pm
Saturday	9:30am-5:30pm
Sunday	12:00pm-5:00pm

Weekly Hours: 67

**Long Branch Community
Recreation Center**

Hours of Operation:

Monday	10:00am-9:30pm
Tuesday	10:00am-9:30pm
Wednesday	10:00am-9:30pm
Thursday	10:00am-9:30pm
Friday	10:00am-11:00pm
Saturday	10:00am-10:00pm
Sunday	CLOSED

Weekly Hours: 71

**Wisconsin Place Community
Recreation Center**

Hours of Operation:

Monday	9:00am-9:00pm
Tuesday	9:00am-9:00pm
Wednesday	9:00am-9:00pm
Thursday	9:00am-9:00pm
Friday	9:00am-5:00pm
Saturday	9:30am-5:00pm
Sunday	12:00pm-5:00pm

Weekly Hours: 68.5

Yellow Highlight = Change in Workday Hours
Blue Highlight – Change in CLOSING Hours