

# The Maryland-National Capital Park and Planning Commission



**Proposed Annual Budget  
Fiscal Year 2027**

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**Montgomery County**

# The Maryland-National Capital Park and Planning Commission

[www.mncppc.org](http://www.mncppc.org)

## Proposed Annual Budget Fiscal Year 2027

### **Commissioners**

Darryl Barnes, Chairman of the Commission  
Artie Harris, Vice-Chair of the Commission

Manuel R. Geraldo  
Billy Okoye  
Vacant  
Vacant

Mitra Pedoeem  
Shawn Bartley  
James Hedrick  
Josh Linden



### **Officers**

William Spencer, Acting Executive Director  
Gavin Cohen, Secretary-Treasurer  
Debra S. Borden, General Counsel

#### **Prince George's County Directors**

James Hunt  
*Director of Planning*

Darius A. Stanton  
*Director of Parks and Recreation*

#### **Montgomery County Directors**

Jason Sartori  
*Director of Planning*

Miti Figueredo  
*Director of Parks*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished*  
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PRESENTED TO

**Maryland-National Capital Park  
and Planning Commission**

For the Fiscal Year Beginning

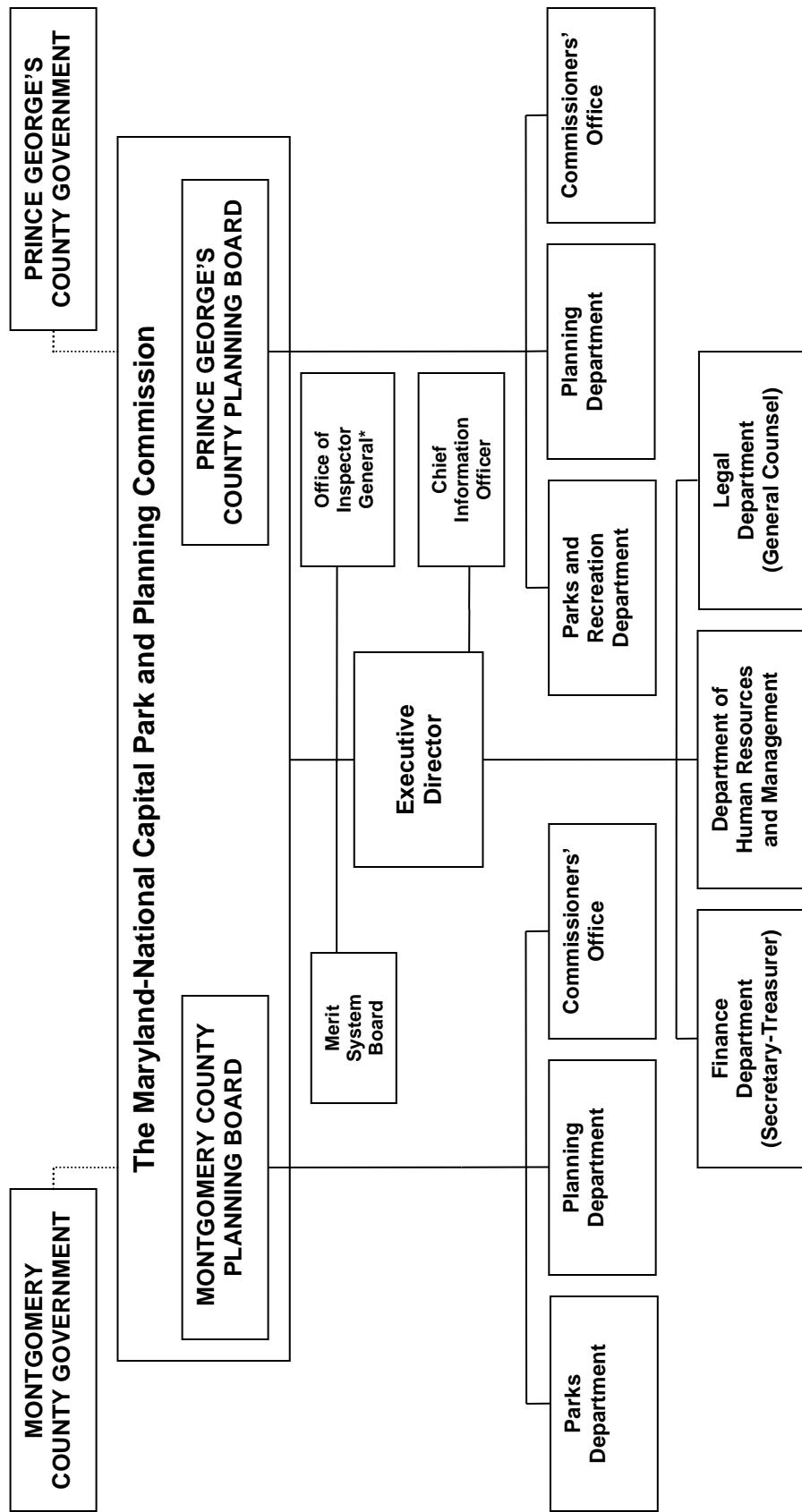
**July 01, 2025**

*Christopher P. Morill*

**Executive Director**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Park and Planning Commission for its annual budget for the fiscal year beginning July 1, 2025. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



\*Office of Inspector General reports to the Audit Committee.

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January 15, 2026

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

**The Honorable Natali Fani-Gonzalez**  
President, Montgomery County Council  
Stella B. Werner Council Office Building  
100 Maryland Avenue  
Rockville, MD 20850

Dear Mr. Elrich and Ms. Fani-Gonzalez:

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 FY27 Proposed Budget for the operations of the Maryland-National Capital Park and Planning Commission in Montgomery County. This comprehensive document is presented at the budget appropriate departmental and divisional levels, including lists of the programs and services provided by each division.

We fully understand the county's commitment to delivering quality services while focusing on fiscal responsibility. We have developed this budget with that same commitment in mind and have proposed increases only where necessary to continue providing essential services, and a very small request of \$1.3 million in program enhancements.

### On-going Service Provision

The Commission's primary mission remains unchanged: enhancing the quality of life of all individuals through our award-winning system of parks and maintaining great communities while also driving economic development through our comprehensive development review program, key master plans, and other critical planning programs. It is our goal to continue to enhance the lives of our customers and residents by providing excellent service.

We are very proud to be an unprecedented six-time winner of the National Gold Medal Award for excellence in Parks and Recreation Management from the American Academy for Park and Recreation Administration, and a finalist for the Gold Medal in 2025. During 2025, our work was recognized with many awards, including: a Merit Award for Placemaking for the *Damascus Festival* from the American Society of Landscape Architects, and a recognition for Digital Preservation from the Maryland Historical Trust for *Oakley Cabin Augmented Reality*. We were also awarded numerous accolades from the Association of Marketing and Communications Professionals in their international MarCom Awards competition. These included three Platinum Awards, seven Gold Awards, and two honorable mentions. Awarded initiatives included: *The Butterfly Experience at Brookside Gardens*, *How Rethinking Stairwells Could Boost Housing in Montgomery County*, *Timberlawn Historic Designation*, *Parks Ale Trail campaign*, *Ask the Expert: Sahle Barren Conservation Park*, *Long Branch Fish Passage*, *Great Seneca Science Corridor Plan*, *Damascus*



*Placemaking Recap Video, University Boulevard Corridor Tour Brochure, and the Community Planning Academy Promotional Campaign.*

The FY27 Proposed Budget for the Park fund includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain service levels. The FY27 Proposed Budget for the Admin Fund includes increases related to personnel costs, critical equipment investments, and programmatic, legislative, maintenance, and essential service needs.

The FY27 proposed tax-supported operating budget is \$213.0 million. This is \$14.5 million more than the FY26 adopted budget, a 7.3 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 \$246.8 million, an increase of \$14.9 million or 6.4 percent from the FY26 adopted budget.

The following tables reflect different components of the budget, including inclusion or exclusion of certain funds and/or reserve requirements. Specific notes are included with each table. Together, they represent the total Commission operating obligations.

**Summary of FY27 Proposed Operating Budget Expenditures  
(net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	<b>FY26 Adjusted Adopted</b>	<b>FY27 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Montgomery Funds</b>				
Administration (1)	\$ 47,312,242	\$ 52,903,808	\$ 5,591,566	11.8%
Park (2)	148,628,891	157,452,155	8,823,264	5.9%
ALA Debt	2,534,958	2,625,876	90,918	3.6%
<b>Subtotal Tax Supported</b>	<b>198,476,091</b>	<b>212,981,839</b>	<b>14,505,748</b>	<b>7.3%</b>
Enterprise	13,848,355	13,109,771	(738,584)	-5.3%
Property Management	1,962,600	2,135,664	173,064	8.8%
Special Revenue	9,455,222	10,158,182	702,960	7.4%
Park Debt	8,226,057	8,445,810	219,753	2.7%
<b>Total Montgomery</b>	<b>\$ 231,968,325</b>	<b>\$ 246,831,266</b>	<b>\$ 14,862,941</b>	<b>6.4%</b>

(1) Includes transfer to Special Revenue Fund & Park Fund

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

As 95 percent of our operating revenue comes from property taxes, to provide sufficient revenue, the FY27 Proposed Budget reflects the need for tax rate increase in the real and personal property tax rates for the Administration and Park Fund over those set for the FY26 Adopted Budget. While we have made every effort to maintain and reduce costs, revenue growth is not keeping pace with necessary expenditures to maintain current services and programs.

Costs continue to annually grow at a higher rate than revenues. Impacts to the base budget include: the rise in personnel costs, and The National Pollutant Discharge Elimination System (NPDES)



The Honorable Marc Elrich, County Executive  
 The Honorable Natali Fani-Gonzalez, President, Montgomery County Council  
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mandate, along with Operating Budget Impacts (OBI) from previously approved CIP projects and the continued support of the Development Review Special Revenue Fund.

The following table begins with our FY26 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 7.4 percent.

**M-NCPBC**  
**Summary of FY27 Proposed Budget Major Changes**  
**Montgomery County General Fund Accounts**  
**Administration and Park Funds (excludes property management and reserves)**

	<b>Budget Amount</b>	<b>% Change</b>
<b>FY26 Adjusted Adopted Budget</b>	<b>\$ 195,941,133</b>	
<b><i>FY27 Major Changes- increase (decrease)</i></b>		
<b><u>Major Known Commitments -Personnel Cost Changes</u></b>		
Compensation Annualization	4,910,166	
Health Insurance	1,487,449	
Retirement	425,077	
OPEB	(498,847)	
Employee Compensation Marker	(322,326)	
Reclassification Marker	(46,608)	
Salary Lapse	<u>1,583,968</u>	
<b>Subtotal Major Personnel Changes</b>	<b>7,538,879</b>	<b>3.8%</b>
<b><u>Major Known Commitments-Non-Personnel Cost Changes</u></b>		
Transfer to Debt Service	27,378	
Transfer to Development Review	2,400,000	
One Time Reductions	(853,658)	
Park- NPDES	324,740	
OBI (non-NPDES)	274,810	
Operating Major Known Commitments	<u>3,355,276</u>	
<b>Subtotal Major NonPersonnel Changes</b>	<b>5,528,546</b>	<b>2.8%</b>
<b><u>Critical Needs and Program Enhancements</u></b>		
Commissioners' Office	-	
Planning	1,264,741	
Parks	-	
CAS	<u>82,664</u>	
<b>Subtotal Critical Needs and Program Enhancements</b>	<b>1,347,405</b>	<b>0.7%</b>
<b>Total Changes</b>	<b><u>14,414,830</u></b>	<b><u>7.4%</u></b>
<b>TOTAL FY27 Proposed Budget</b>	<b><u>\$ 210,355,963</u></b>	<b><u>7.4%</u></b>



## OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY27 that includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY27:

- Medical Insurance and Benefit Costs;
- Full funding of Other Post-Employment Benefits (OPEB) PayGo and Pre-Funding as determined by the current actuarial study;
- Full funding of pension contribution as determined by the current actuarial study; and
- Compensation adjustment marker and a reclassification adjustment marker.

As shown in the following table, personnel expenses are proposed to increase by \$1.0 million, mostly due to the increased pension and health insurance costs.

**FY27 Proposed Budget**  
**Summary of Changes in Major Personnel Costs**  
**Montgomery County Administration Fund and Park Fund**

	<b>FY26 Adjusted Adopted</b>	<b>FY27 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>OPEB</b>				
OPEB PayGo & Prefunding	\$ 8,654,057	\$ 8,155,210	\$ (498,847)	-5.8%
<b>Pension (ERS)</b>				
Pension (ERS)	15,621,229	16,046,306	425,077	2.7%
<b>Health and Benefits(1)</b>				
Employee Health Benefits	21,063,738	22,551,187	1,487,449	7.1%
<b>Subtotal Personnel Costs</b>	<b>\$ 45,339,024</b>	<b>\$ 46,752,703</b>	<b>\$ 1,413,679</b>	<b>3.1%</b>
<b>Employee Compensation</b>				
Marker for Changes to Employee Comp.	5,792,774	5,470,448	(322,326)	-5.6%
Marker for Possible Reclassifications	371,608	325,000	(46,608)	-12.5%
Marker for Minimum Wage Increase	-	-	-	-
<b>Total Change in Major Personnel Costs</b>			<b>\$ 1,044,745</b>	

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

The net change for total OPEB costs is a \$499 thousand decrease or 5.8 percent below the FY26 adopted budget. Total OPEB funding is \$8.16 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.



Pension costs are increasing by 2.7 percent in FY27. This represents an increased cost of \$425 thousand over the FY26 adopted budget. Health insurance and benefit costs are projected to increase by 7.1 percent in FY27, or \$1.4 million over the FY26 adopted budget.

For employee compensation, the budget includes a compensation adjustment marker of \$5.5 million. The Commission will be in full contract negotiations with the Fraternal Order of Police (FOP) and in a wage reopeners with Municipal and County Government Employees Organization (MCGEO), the results of which will be presented for Commission approval. Also included is a marker for possible reclassification adjustments (\$325,000).

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

Included in the funding levels of the Administration Fund and Park Fund is a funding request of approximately \$1.3 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.

<b>Fund</b>	<b>Department</b>	<b>Critical Needs and Program Enhancements</b>
Administration	Commissioners' Office	\$ 0
Administration	Planning	1,264,741
Administration	CAS	82,664
Park	Parks	0
<b>Total</b>		<b>\$ 1,347,405</b>



## Summary of FY27 Proposed Budget for the General Fund

The following table provides a comparative summary of the FY27 proposed budget to the FY26 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.

**M-NCPPC**  
**Summary of FY27 Proposed Budget General Fund Accounts**  
**By Fund by Department (excludes reserves)**

	<b>FY26 Adjusted</b>	<b>FY27 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Montgomery</b>				
<b>Administration Fund</b>				
Commissioners' Office	\$ 1,340,527	\$ 1,424,744	\$ 84,217	6.3%
Planning Department Operating	27,831,092	30,185,965	2,354,873	8.5%
CAS Departments	13,556,965	13,743,137	186,172	1.4%
Transfer to Development Review	1,500,000	3,900,000	2,400,000	160.0%
Transfer to Park	50,000	50,000	-	0.0%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	2,883,658	3,449,962	566,304	19.6%
<b>Subtotal Admin Fund</b>	<b>47,312,242</b>	<b>52,903,808</b>	<b>5,591,566</b>	<b>11.8%</b>
<b>Park Fund</b>				
Park Department Operating	130,805,731	138,113,467	7,307,736	5.6%
Transfer to Debt Service	7,936,057	7,963,435	27,378	0.3%
Transfer to Capital Projects	450,000	450,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	9,037,103	10,525,253	1,488,150	16.5%
<b>Subtotal Park Operating</b>	<b>148,628,891</b>	<b>157,452,155</b>	<b>8,823,264</b>	<b>5.9%</b>
<b>Montgomery Operating Subtotal</b>	<b>195,941,133</b>	<b>210,355,963</b>	<b>14,414,830</b>	<b>7.4%</b>
Property Management	1,962,600	2,135,664	173,064	8.8%
<b>Montgomery General Fund Total</b>	<b>\$ 197,903,733</b>	<b>\$ 212,491,627</b>	<b>\$ 14,587,894</b>	<b>7.4%</b>

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

## PROGRAM HIGHLIGHTS

We are committed to an FY27 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live while also being cognizant of fiscal challenges. One of the primary objectives in the FY27 proposed budget is to continue to provide the services that the Planning Board and the County Council have requested as core public service needs in the present and future. Below are some highlights of the program budget focus in each of the departments. A more detailed discussion of department budgets is provided in each Department's section of the Budget Book.



## **Parks Department**

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

Parks offer affordable opportunities for recreation, exercise, and social connection, supporting active and healthy lifestyles across all ages and income levels. Montgomery County boasts one of the largest and most diverse park systems in the United States, encompassing over 37,350 acres spread across 414 parks. This expansive system accounts for nearly 12 percent of the county's total land area. Montgomery Parks plays a crucial role in protecting local watersheds and serves as the county's "backyard," offering safe, green spaces for outdoor activities, educational programs, community events, and a wide array of recreational opportunities tailored to residents of all ages and interests. These parks contribute significantly to community-building and place-making within the county.

Montgomery Parks enriches the lives of county residents by providing both programmed and unprogrammed recreational resources. In addition to enhancing leisure opportunities, parks serve as important social gathering spaces. Research indicates that organizations fostering human connections help neighborhoods become stronger and safer. The social capital generated by community engagement in parks also delivers economic advantages by attracting new residents and businesses. Parks, whether they feature playgrounds, sports fields, benches, or trails, offer spaces for people of all ages to interact, compete, communicate, learn, and grow. Furthermore, proximity to parks has been shown to increase property values.

To address a growing population and evolving environmental protection needs, Montgomery Parks continues to acquire, renovate and develop parks, introduces innovative programming to activate existing parks, and applies an equity lens to its planning and design processes. The department manages its operating budget with a focus on safety and maintenance, and utilizes the Equity Focus Areas Analysis Tool, developed with Montgomery Planning, to advance racial equity and social justice in programs, projects, policies, resource allocation, and budget decisions.

The Department's FY27 budget includes provisions for:

- Compensation adjustments, to include a lapse rate of 8%
- Unfunded obligations associated with new parks and amenities
- Known operating commitment for maintaining existing services/programs; and
- Debt service for capital equipment
- Commission-wide information technology initiatives, and compliance with National Pollutant Discharge Elimination System (NPDES) mandates

In addition, the FY27 budget requests are designed to secure the ongoing funding necessary to fulfill our mission and address the key priorities outlined in the PROS plan--a focus on maintaining high-quality park services and enabling the implementation of strategic initiatives.



## **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 FY27 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

### One-Time funding requests:

- Climate Resilience Functional Plan
- Diversifying the Economy study – Assessing the Future Needs for Industrial Land

### On-going funding requests:

- Master Plan Support – Kensington Sector Plan Amendment, Georgia Avenue Corridor Plan, Burtonsville Area Minor Master Plan and Damascus Main Street Sector Plan Amendment
- Six new positions: Planner for Climate Initiatives, an IT/Telecom Specialist for Cybersecurity, Public Affairs and Marketing Specialist for Communications & Engagement, Cultural Resource Planner for Historic Preservation, and Planner for Upcounty Planning and East County Planning Divisions.

### Work Programs without budgetary implications

- A Greater North Bethesda implementation study
- Master Plan for Historic Preservation amendment for Locational Atlas resources
- Master Plan for Historic Preservation amendment for Burial Sites

## **Central Administrative Services (CAS)**

CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. For FY27, critical needs are proposed as follows:

- Finance Department:
  - Restoration of the department's Professional Services Budget to support mandated reporting requirements
- The Office of the Inspector General:
  - One-time expense to support the Peer Review process
- Corporate IT Division of the Office of the CIO:
  - Funding to support annual inflation costs in computer equipment and user license and software and hardware maintenance support
  - Restoration of the department's Professional Services budget to meet capital equipment contribution



## **Commissioners' Office**

The role of the Commissioners' Office staff is to support the Chair and Planning Board Commissioners 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.

The Commissioners' Office budget includes maintenance-of-effort, ensuring continuity of current service levels. The increase is primarily driven by inflationary adjustments, benefit increases and modest enhancements to existing expenditure line items. These changes are essential to sustain operations without introducing significant new programs or discretionary spending.

## **Capital Budget**

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

## **TAX RATES AND LONG-TERM FISCAL SUSTAINABILITY**

Beyond meeting the immediate FY27 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise approximately 96.2 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 the Administration and Park Fund.

The FY27 Proposed Budget reflects a total tax rate for property tax supported funds of 8.73 cents real property and 21.82 cents personal property. The breakdown by fund is:

- Administration Fund: 2.13 cents real and 5.32 cents personal, an increase of 0.23 and 0.57 respectively; and
- Park Fund: 6.50 cents real and 16.25 cents personal, an increase of 0.36 and 0.90, respectively; and
- Advanced Land Acquisition Fund: 0.10 cent real and 0.25 cent personal, unchanged.

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



The Honorable Marc Elrich, County Executive  
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FUNDS	MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)										
	ACTUAL FY17	ACTUAL FY18	ACTUAL FY19	ACTUAL FY20	ACTUAL FY21	ACTUAL FY22	ACTUAL FY23	ACTUAL FY24	ACTUAL FY25	ADOPTED FY26	PROPOSED FY27
<b>Administration Fund</b>											
Real	1.70	1.72	1.56	1.70	1.76	1.74	1.90	2.06	1.98	1.90	2.13
Personal	4.25	4.30	3.90	4.25	4.40	4.35	4.75	5.15	4.95	4.75	5.32
<b>Park Fund</b>											
Real	5.48	5.54	5.30	5.60	6.00	5.56	6.12	6.50	6.02	6.14	6.50
Personal	13.70	13.85	13.25	14.00	15.00	13.90	15.30	16.25	15.05	15.35	16.25
<b>Advance Land Acquisition Fund</b>											
Real	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Personal	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
<b>Total Tax Rates (Cents)</b>											
Real	7.28	7.36	6.96	7.40	7.86	7.40	8.12	8.66	8.10	8.14	8.73
Personal	18.20	18.40	17.40	18.50	19.65	18.50	20.30	21.65	20.25	20.35	21.82

## CONCLUSION

The Proposed FY27 Budget is respectfully submitted for your consideration. In this document, we are proposing a budget that addresses critical needs for planning and parks. 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,



Artie L. Harris  
Chair



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# Montgomery County Overview

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One  
Commission

- **A Leader in Managing Public Resources and Delivering Quality Customer-Focused Services**

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Mission

- **Manage physical growth and plan communities**
- **Protect and steward natural, cultural and historic resources**
- **Provide leisure and recreational experiences**

---

Strategic  
Focus

- **Mission-driven Core Services:** Delivery of quality, high performance programs and services directly related to the statutory mandates of the Land Use Article.

- **Revenue Diversification:** Outreach for additional funding sources such as public/private partnerships and grants to diversify revenue sources and reduce reliance on the property taxes as a source of funds; development of fee structure for services and programs with an overall goal of covering cost but also recognizing equity and ability to pay realities; encouraging active volunteer participation to augment programs, services and service delivery.

- **Customer Focused Programs:** Maintain on-going communication with users, key stakeholders and funders to determine needs, service performance and receive feedback. Use this information to help develop programs, facilities and services.

- **Management and Employee Accountability:** Establish clear lines of accountability at all levels of the Commission that customers are a priority, innovation is promoted, service capacities are continuously developing, and productivity is constantly improving.

- **Contemporary Technologies:** Facilitate programs and services by advanced information technologies improving the flow of information and access to services by customers and stakeholders.

- **Prioritized Capital Improvement Program:** Manage and direct the Commission's capital program in a method that permits the operating budget to absorb the impact of implementing new programs, facilities and services.

- **Performance Measurement:** Promote greater efficiency, increase fiscal responsibility and meet customer and stakeholder expectation through a performance measurement system that reports and produces information to plan, monitor, evaluate, and adjust programs and services.

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# Montgomery County Overview - Budget Guide

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## BUDGET GUIDE

The Commission generates two budget documents annually – one for Montgomery County and one for Prince George's County. Each budget document contains detailed information on the proposed operating budget and summary information on the Commission's proposed capital budget and capital improvement program (CIP).

The Commission's budget is adopted and managed by Fund, Department, and Division. Accordingly, the Budget Book is primarily organized by fund, department and division to clearly and consistently show the planned use of resources in a standard layout across the multiple service areas in Montgomery County, Prince George's County, and Central Administrative Services.

## BUDGET STRUCTURE AND CONTENT

The Budget Book can be read in an unfolding manner with each section first providing higher level information followed by the supporting and more detailed information. The **Overview, Fiscal and Budget Summary Schedules** sections of the Book are intended to provide "the big picture" of the Commission and information on the budget as a fiscal plan. The **Department Budget Pages** are intended to present the budget as an operations and policy guide and provide more targeted information about specific departments, the services they provide, and the resources needed to deliver services.

The Budget Book begins with a **Transmittal Letter** from the Planning Board Chair to the County Executive and Council Chair. The letter provides background information, summarizes the budget request, and highlights pressing issues. It establishes the framework and context under which each department's budget should be considered.

This section is followed by the **Overview Section**, which is made up of four subsections:

- Budget Guide
- Background and Policies
- Budget Issues
- Fiscal and Budget Summary Schedules

The **Budget Guide** introduces the structure and content of the budget book, explains the basis of accounting and budgeting, and also provides a brief description of the budgetary process and timeline.

**Background and Policies** provide the following information:

- Historic, geographic, and demographic information on the County.
- Discussion of how the Commission defines and serves its customers.
- The Commission's fiscal policies and fund structure.
- The Commission's process for preparing long-range fiscal projections.
- The Commission's performance measurement initiatives.

The next subsection is **Budget Issues**, which discusses significant revenue and expenditure issues that impact both the FY27 budget and the Commission's long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget's development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



## Montgomery County Overview - Budget Guide

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The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide summary level information about the budget as a fiscal plan for the coming year, along with historical data from prior fiscal years for comparison purposes. **The Administration and Park Fund schedules present an adjusted version of the Fiscal Year 2026 budget to account for further distribution of personnel funding from the Non-Departmental section of each fund to specific departments, divisions, and programs. Fund totals remain the same. The adjustment is only reflected in department and division totals and is presented as *FY26 Adjusted Adopted* where applicable.**

Included in this section are a series of schedules and charts detailing the financial aspects of the proposed budget. The following schedules and charts for the Proposed Budget Fiscal Year 2027 are included:

- Commission Summary of FY27 Proposed Budget by County and Fund Type
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY25 and Budgeted Use of Fund Balance/Net Position for FY26 and FY27
- Montgomery County FY27 Proposed Budget Summary - Fund Summary by Department and by Division
- Montgomery County FY27 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$257,988,651
- Montgomery County FY27 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$256,452,122
- Montgomery County FY27 Proposed Budget Expenditure Summary by Major Object
- Montgomery County FY27 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$256,452,122
- Montgomery County Budget Presentation in County Council Resolution Format and Groupings
- Montgomery County Governmental Funds Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Revenues and Expenditures General Fund Accounts FY18 Actual to FY27 Proposed
- Montgomery County Ending Fund Balance General Fund Accounts FY18 Actual to FY27 Proposed
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object
- Montgomery County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Property Management Subfund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position
- Montgomery County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance



# Montgomery County Overview - Budget Guide

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- Montgomery County Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Wheaton Headquarters Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Commission-wide CIO Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Commission-wide IT Initiatives Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Commission-wide Executive Office Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Commission-wide Group Health Insurance Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Tax Rates and Assessable Base
- Montgomery County Positions/Workyears Summary by Fund

## Department Budget Section

This section of the Budget Book provides specific information about each department and division operations and policies.

The Department sections are comprised of:

- The Commissioners' Office
- Central Administrative Services (CAS):
  - Department of Human Resources and Management
  - Department of Finance
  - Legal Department
  - Office of the Inspector General
  - Corporate IT
  - Merit System Board
  - CAS Support Services
- Planning Department
- Department of Parks

To the extent possible, departments are grouped by Fund. In Montgomery County, for example, the three component units of the Administration Fund – the Commissioners' Office, CAS and the Planning Department are presented first. The Department of Parks section includes the Park Fund, Enterprise Fund and Property Management subfund, a brief discussion of the capital improvement program and the Capital Projects Fund.

Department budget sections are organized at two levels: department summary level and division detail level. The same basic budget information is reported for both levels. The department level is intended to provide a high-level overview of what services the department provides and the budget for those services. The division level reports the same information types but focuses on the services



# Montgomery County Overview - Budget Guide

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provided only by that division. Not all departments have division level budgets. The basic information included in each level is outlined below.

- An **Organization Chart** that illustrates the structure of the department or division.
- An **Overview**, department or division as is appropriate, that describes the department or division, how it is organized and how it serves its customers.
- A **Mission** or purpose statement.
- A list of the **Services and Programs Provided** and, where appropriate, a description.
- **Accomplishments** attained during the prior fiscal year and fiscal year to date.
- **Goals and Performance Measures**, actual and planned, for the budget year. This information is provided in multiple formats including narrative description, tables, and charts.
- Summary budget information at two levels: department level and division level. Department level information is labeled **Summary of Department Budget**, and Division level is referred to as **Budget at a Glance**. Summary information includes the total budgeted expenditures with year over year change from the prior year Adjusted Adopted Budget, along with a staffing summary.
- Following each budget summary section is the **Highlights and Major Changes in the FY27 Proposed Budget**. This section points out significant changes in the budget and any additional information about major budget plans for the budget year.
- Special sections, as needed, are included in the department pages. These sections provide further explanation about a significant aspect of department operations. For example, the Planning Department's pages will include information about the planning work program.
- The last section for each department's budget pages provides detailed budget and position information. There is a **Summary of Division Budgets** that shows expenditure information by major object for the budget year and two previous years. This section is followed by **Summary of Positions and Workyears**, which shows detailed staffing information by position type for the budget year and two previous years.

## Other Funds

The Budget Book also provides information on funds that are not included in the department section of the Proposed Budget Book. These are referred to as Other Funds and include the following:

- **Special Revenue Funds**
- **Advance Land Acquisition (ALA) Funds**
  - ALA Debt Service Fund
  - ALA Revolving Fund
- **Park Debt Service Fund**
- **Internal Service Funds**
  - Risk Management Fund
  - Capital Equipment Fund
  - Wheaton Headquarters Building Fund
  - Chief Information Officer (CIO) Fund
  - Commission-wide IT Initiatives (CWIT) Fund
  - Commission-wide Executive Office Building Fund
  - Commission-wide Group Insurance Fund



# Montgomery County Overview - Budget Guide

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There is an executive overview for each of the Other Funds explaining its structure and purpose, a budget overview identifying relevant information on the proposed budget, a summary table of revenues, expenditures, positions and workyears, and proposed budget year major changes, if any. The Special Revenue Fund also provides information by specific program.

This Other Funds Section can be found towards the end of the budget document.

## **Capital Improvement Program**

Summary information regarding the CIP is provided in the operating budget books. In the Montgomery County document, the capital budget section includes a brief overview and highlights. The Capital Projects Fund, representing the capital budget, or first year of the CIP, is included in this section. The Commission does not publish a separate document for the Capital Budget and CIP. Project description details for individual projects are included in the capital budget documents prepared by the respective County governments. They are generally published by March 15 by both the Montgomery and Prince George's County governments.

## **Appendices**

The final section of the Budget Book provides a glossary of relevant budget terms, other helpful information to understand and interpret the budget, as well as selected historical data and position pay schedule information.

## **BUDGETARY BASIS**

### **Basis of Accounting**

The General, Debt Service, Special Revenue, and Capital Projects Funds are maintained on the current financial resources measurement focus and the modified accrual basis of accounting under Generally Accepted Accounting Principles (GAAP). Revenues and expenditures are recorded in the accounting period in which they become both available and measurable. Tax revenues, which are recognized when they have been levied, are due on or before June of each year and collection is expected within 60 days thereafter. All other revenue sources are recorded on the accrual basis of accounting. Expenditures are generally recorded as the liabilities are incurred. The exception is that principal and interest on general long-term debt are considered expenditures when due. All proprietary funds (Enterprise and Internal Service) are maintained on the accrual basis of accounting under which revenues are recorded when earned and expenses are recorded when incurred.

### **Basis of Budgeting**

The Commission maintains budgetary controls to ensure compliance with legal provisions embodied in the annual budget approved by the Montgomery and Prince George's County governments, and in the Land Use Article of the Annotated Code of Maryland. Formal budgetary integration is employed as a management control device for the General Fund, the Special Revenue Funds, the Debt Service Fund, and the Capital Projects Fund. The budget for the General Fund is adopted on a basis consistent with GAAP except that encumbrances are treated as expenditures within the current fiscal year and inventories are treated as expenditures when purchased.

The Commission is authorized to transfer budget appropriations of up to 10 percent for each account, project, department or function as defined in the approved budget, but may not alter total expenditure authority without approval of the respective County Council through a budget amendment. Budgets may be amended by Resolution by the respective County Council on its



# **Montgomery County Overview - Budget Guide**

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initiative, or at the request of the Commission, and only after receipt of recommendations from the County Executive and public hearings.

The Commission's expenditures may not exceed the total approved budget for its General Fund and Special Revenue Funds without prior approval. Unencumbered expenditure authority for the General Fund, Special Revenue Funds, and the Debt Service Fund lapses at the end of the fiscal year and is rolled into the next year's fund balance. Capital project appropriations do not lapse until the project is completed.

The budget plan for the proprietary funds serves as a guide to the Commission and is not a legally binding limitation. Facilities in the Enterprise Funds must be able to respond to consumer demand; the Commission's enabling legislation does not require strict expense limitation but requires that increasing expenses are offset by increasing revenues. For example, if increased participation in ice rinks generates more revenue, additional maintenance expenses may be permitted to support greater attendance.

## **BUDGET PROCESS**

Budget development at the Commission is a collaborative, iterative effort that uses input from many sources. The process involves citizens, agency staff, and appointed and elected officials. The Corporate Budget Office, part of the Department of Human Resources and Management in Central Administrative Services, coordinates the preparation, development, and monitoring of the operating budget in a cooperative and collaborative relationship with department management and budget staff.

Planning for the proposed budget begins in July. The Corporate Budget Office develops preliminary six-year projections including revenue projections for the next fiscal year after incorporating input from the Counties (Finance Department in Montgomery and Office of Management and Budget in Prince George's) and individual departments. Preliminary salary and benefits projections by position are prepared and distributed to each department. Budget guidelines, including major budget assumptions and other budget development information are then prepared and disseminated to each department. In autumn, a rigorous review period is conducted by the respective Planning Boards. The Boards review, modify, and approve each department's budget proposal typically by early December. At its December meeting, the Commission approves the proposed operating budget of the Commission for transmittal to the respective approving bodies.

On or before January 15, the Commission submits to the County Executive and County Council of each County the proposed annual operating budget for the respective accounts of the General Fund, Special Revenue Funds, and the Debt Service Fund and a budget plan for the respective Enterprise and Internal Service Funds. The budget of the Capital Projects Fund and six-year expenditure plan are submitted prior to November 1, every other year in Montgomery County as a biennial process. In Prince George's County, the Capital Projects Fund and six-year expenditure plan are submitted by January 15. These budgets and plans include the means of financing them.

By March 1, the County Executive transmits the budget, with recommendations, to the County Council. The County Council and County budget staff review the budget and conduct at least one public hearing on the operating and capital budgets and plans. State law requires final adoption prior to the beginning of the new fiscal year on July 1.

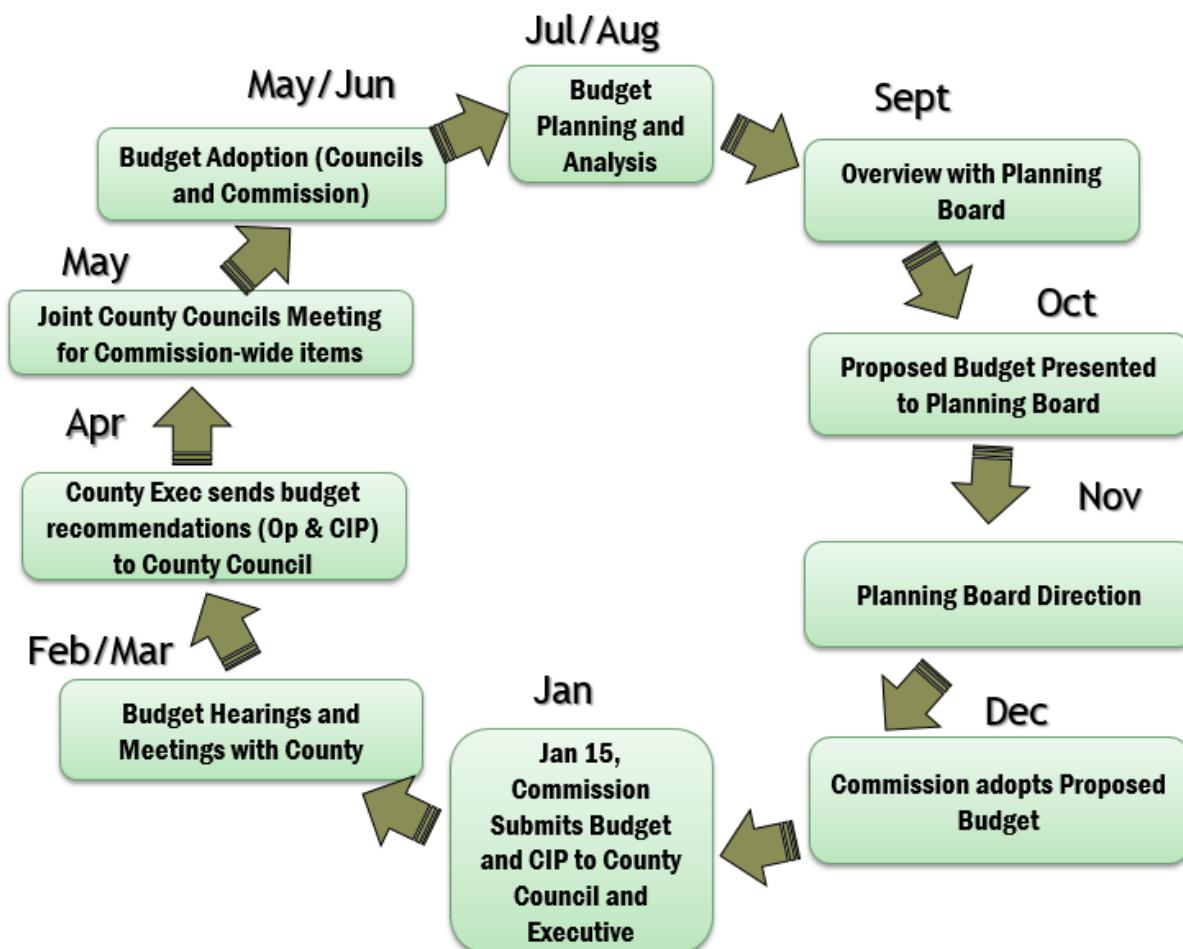


# Montgomery County Overview - Budget Guide

The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.

## Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2025
• Budget Overview with Planning Board	September to November 2025
• Staff Develops Budget	September to November 2025
• Planning Board Work Sessions	September to December 2025
• Commission Approves Proposed Budget	December 17, 2025
• Staff Produce Proposed Budget Book	December 2025 to January 2026
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2026
• County Executive Makes Recommendations	January 15 to March 1, 2026
• County Council Holds Public Hearings	April 2026
• County Council Reviews Budget	April 2026
• County Councils Meet Jointly	May 2026
• County Councils Adopt Budget	By June 1, 2026
• Commission Adopts Budget Resolution	June 17, 2026



# **Montgomery County**

## **Overview – Background**

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### **BACKGROUND**

#### **AUTHORITY AND PURPOSE**

The Maryland-National Capital Park and Planning Commission (M-NCPPC) was established by the Maryland General Assembly in 1927 to serve the bi-county area of Prince George's and Montgomery Counties. This area has a population of approximately 2.05 million citizens and extends over 1,000 square miles of Maryland, adjacent to the Nation's Capital. The purpose, powers and duties of the Commission are found in the Land Use Article of the Annotated Code of Maryland. Pursuant to this Article, the Commission is empowered to:

- Acquire, develop, maintain and administer a regional system of parks defined as the Metropolitan District;
- Prepare and administer a general plan for physical development in the areas of the two Counties defined as the Regional District; and
- Conduct a comprehensive recreation program for Prince George's County.

The Commission is a nationally recognized planning, parks and recreation agency. M-NCPPC is the only six-time gold medal winner of the National Parks and Recreation Association Award for Excellence and is one of 220 park or recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

### **MONTGOMERY COUNTY PROFILE**

Montgomery County was established by the State Convention in 1776; and from its establishment until 1948, the Montgomery County government functioned under the County Commission system. In 1948, the voters adopted a charter giving the county home rule and a council-manager form of government. In 1968, the voters approved a new charter providing separate legislative and executive branches of government, with legislative power vested in an elected County Council and executive power in an elected County Executive. The new charter became effective with the election of the County Executive and County Council in November 1970. The Montgomery County Council is composed of eleven members, four of whom are elected by all voters in the county (at large). The remaining seven Council members are each elected from one of seven Councilmanic districts.

Montgomery County contains 493 square miles (or 315,590 acres) of land area, with the Commission providing approximately 37,000 acres of parkland (over 11.7 percent of total acreage) within the County. Montgomery County lies in central Maryland west of the Fall Line, a geographic line of demarcation separating the upland plateau from the coastal plain, east of the Line. The topography of the upland plateau is rolling, with small hills. The County is bounded by the Potomac River to the west, Frederick County and Howard County to the north, Prince George's County to the east, and Fairfax County, Virginia and the District of Columbia to the south.

### **THE RESIDENTS WE SERVE**

With an estimated population of 1,082,273 as of July 1, 2024, Montgomery County is the most populous county in Maryland. One of the County's greatest resources and strengths lies in the diversity of its population. According to most recent Census Bureau data, minorities comprise about 59.1 percent of the population; 21.7 percent of residents are Hispanic or Latino; 21.0 percent are black or African American; 16.4 percent are Asian; and 39.6 percent are non-Hispanic white. About



## **Montgomery County Overview – Background**

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33.4 percent are foreign born, compared to the state of Maryland which shows about 16.3 percent. According to the United States Census Bureau, of the population above age 5, over 42.5 percent speak a language other than English at home. This is substantially greater than it is statewide (20.6 percent).

The median age of the county's was 40.6 in 2024. About 22.5 percent of the population is under 18 years old and another 18.0 percent is age 65 or older. American Community Survey 2024 estimates of student enrollment in public grades K-12 was approximately 183,000 in Montgomery County. One of the most highly educated counties in the nation, 60.3 percent of adults aged 25 and over have at least a bachelor's degree. Only 8.8 percent did not graduate from high school.

Based on the Census Bureau, the 2019-2023 median household income was \$128,733 compared to the state median household income of \$101,652. The median value of owner-occupied housing units between 2019 and 2023 in Montgomery County was \$615,200 compared to the state median of \$381,900.

### **CUSTOMER DEFINITION AND FOCUS**

It is important for the Commission to justify its operations based on the services it provides to its customers. We must clearly define our customer base, ascertain their needs and desires, and then communicate what services we can provide. The information that follows defines our customer base and explains the benefits of Commission programs and services.

A primary customer of the Commission is the County Council, who in their role, want to ensure that constituent needs for planning and park services are met. This customer relationship is a collaborative and ongoing relationship, where the Commission strives to be responsive to the Council and the Council strives to be responsive to its constituents. The service expectation relationship with the Council takes form in the Annual Budget and the Semi-Annual Report, both of which establish the Commission's work program. The Commission also maintains a customer relationship with other governmental units on a variety of issues, from renovating and maintaining athletic fields at some County schools to participating in the County's geographic information system consortium, to working with the Department of Public Works and Transportation on issues of road design and pedestrian safety.

Residents and visitors to Montgomery County, who actively use and enjoy our services, are primary Commission customers. Skating enthusiasts enjoy afternoons at Cabin John or Wheaton ice rinks; walkers, joggers, and bicyclists utilize our system of trails; people seek assistance in understanding the permitting process or with questions regarding new housing developments in their neighborhood.

The services provided by the Department of Parks and the Planning Department are vital to maintaining and enhancing the quality of life and economic vitality of the County. In this respect all the residents of, and visitors to, Montgomery County benefit from the services provided. Consider, for example, our stream valley parks. The Commission actively seeks to acquire land along County streams to serve as a buffer against development. This buffer serves to reduce the levels of pollution and sediment going into the stream, thus improving the water quality of the stream. Since citizens do not get their drinking water from streams, it may not sound important. However, these streams flow into rivers that either supply the raw water that the Washington Suburban Sanitary Commission utilizes to provide potable water to citizens of both Montgomery and Prince George's



## **Montgomery County Overview – Background**

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Counties; or eventually flow into Chesapeake Bay. Protecting our stream valleys and reducing the level of silt and pollution entering those waters is a major benefit to our communities and to society at large.

The Commission's reforestation efforts have had a major impact on air quality in the region. Consider the time and effort Commission planners spend reviewing requests for housing developments to ensure that they are not built on flood plains or ground otherwise unsuitable for development; that they are spaced properly; that there are amenities such as adequate open space and sidewalks; and that existing and planned infrastructure can adequately support the development. When these factors are considered, it becomes clear that all the County's residents, visitors, and neighbors are customers of the Commission.

## **ORGANIZATION**

The Commission is a bi-county agency, serving Montgomery County and Prince George's County. It is empowered under State law to acquire, develop, maintain and administer a regional system of parks in a defined Metropolitan District, and to prepare and administer a general plan for the physical development of a defined Regional District. In Montgomery County, the boundaries of the Metropolitan and Regional Districts are coterminous and include the entire County except for the incorporated municipalities of Rockville, Gaithersburg, Barnesville, Brookeville, Laytonsville, Poolesville, and Washington Grove.

The Commission consists of ten members – five from each county. In Montgomery County, the five Commissioners are appointed by the County Council, subject to approval by the County Executive. A Commissioner from each county serves as chair and vice-chair of the Commission, and the chairmanship rotates annually between counties. Terms of office are staggered, and no more than three of the five Commissioners from either county can belong to the same political party.

The Commission coordinates and acts collectively on regional and administrative issues and divides into the two respective County Planning Boards to conduct all other matters. Organizationally, there are seven departments. In Prince George's County, these are the Department of Planning and the Department of Parks and Recreation; in Montgomery County, these are the Department of Planning and the Department of Parks. The Human Resources and Management, Finance, and Legal departments comprise the Central Administrative Services (CAS) that support operations in both counties along with the Office of the Inspector General, the Office of the Chief Information Officer, and the Merit System Board.

The budget for the CAS staff functions is divided between the two counties based on service levels where applicable. Other CAS services are divided equally, such as the Merit System Board, due to their nature. The budget for CAS units must be approved jointly by both counties. If the two counties cannot reach agreement on the budget for Central Administrative Services, the budget, as proposed by the Commission, is automatically implemented. Unlike the remainder of the budget, which must be adopted by June 1, the two counties have until June 15, under State law, to reach agreement on the budget for CAS.



# Montgomery County Overview – Background

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## FUNDS AND FUNDING SOURCES

Under the statutory authority provided by State law, the Commission's park, recreation, planning and general administrative functions are financed primarily by five statutorily designated property taxes that must be levied on a separate county basis. In Montgomery County, county-assessed property taxes support more than 94 percent of the Commission's tax-supported operations. Remaining funding is derived from grants, interest income, fees and charges, and fund balance.

The five accounts (funds) are separately maintained within the General Fund, as follows:

District by County	Tax & Fund	Purpose
Regional District Montgomery County	Administration	Planning, Zoning, and General Administration
Metropolitan District Montgomery County	Park	Park Acquisition, Development and Park Operations
Regional District Prince George's County	Administration	Planning, Zoning, and General Administration
Metropolitan District Prince George's County	Park	Park Acquisition, Development and Park Operations
Prince George's County	Recreation	Comprehensive Public Recreation Program

Note: Park Tax in Montgomery County includes a statutorily required Park Maintenance Tax.

In Montgomery County, there are three tax-supported funds. Two of the three tax-supported funds constitute the Commission's General Fund and are used to account for tax and non-tax revenues that fund general Commission operations. They are listed below.

**The Administration Fund** provides funds to support current operational and administrative expenses. These include the costs necessary to exercise the powers and functions granted to the Commission, as well as the Commission's planning function. Additionally, funds to support staff operations serving the entire Commission, such as human resources, accounting, purchasing, and legal services, are budgeted in this Fund. Under State law, Montgomery County is required to levy a tax of at least 1.2 cents per \$100 of real property and 3.0 cents per \$100 of personal property to support operations paid from this Fund.

**The Park Fund** provides funds to support park maintenance, development and security operations; manage natural resources; and provide active and passive recreational opportunities. Payment of principal and interest on bonds sold to acquire and develop parkland is supported by the taxes from this Fund. Under State law, Montgomery County is required to levy a tax of at least 3.6 cents per \$100 of real property and 9.0 cents per \$100 of personal property first dedicated to support debt service with the balance available for operations paid from this Fund.

The third tax-supported fund is the **Advance Land Acquisition Debt Service Fund**. Revenues generated by this Fund's property tax rate support debt service payment on bonds sold to acquire land in advance of the need for governmental purposes, including school sites, and rights-of-way for State highways. This Fund is classified as a Debt Service Fund and is supported by a dedicated property tax rate which is currently 0.1 cent per \$100 of real property and 0.25 cent per \$100 of personal property. It is not part of the General Fund.

The Commission has five other types of funds in the budget. They are the Special Revenue Funds, Park Debt Service Fund, Capital Projects Fund, Enterprise Fund, and Internal Service Funds. They are discussed in the following sections.



# Montgomery County

## Overview – Background

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### **Special Revenue Funds**

Special Revenue Funds account for revenue sources that are restricted or committed for specific purposes other than capital projects or debt service if that revenue is a substantial portion of the fund's resources. Special Revenue Funds are used when the revenue is restricted or committed by grantors, contributors, laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. For example, the Park Police have the authority to seize certain assets when making an arrest on drug-related charges. Following conviction, the court can award those assets to the Commission. Pursuant to State law, proceeds are placed in a Special Revenue Fund where they can only be expended for costs associated with drug enforcement activities within the County's park system.

### **Park Debt Service Fund**

The Park Debt Service Fund is used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs of bonds issued to fund the acquisition and development of parkland and park facilities.

### **Capital Projects Fund**

The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities. This fund's budget consists of the first year of the 6-year CIP.

### **Enterprise Fund**

The Commission has determined that certain recreational and cultural facilities should be predominantly self-supporting through user fees. Enterprise Fund accounting and reporting is used to emphasize the self-supporting nature of these activities and to provide improved cost accounting information. The fiscal management of ice rinks and indoor tennis facilities are good examples of the use of these funds.

### **Internal Service Funds**

Internal Service Funds are used to account for the consolidated funding of goods or services that are provided centrally to departments on a cost reimbursement basis. Internal Service Funds are used by the Commission to account for such functions as the Commission's group insurance and risk management programs, financing of capital equipment purchases, and the enterprise-wide information systems operations.



# Montgomery County Overview – Policies

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## POLICIES

The Commission abides by the following policies in the development and execution of its budget.

### FISCAL POLICY

Throughout the management of the Commission's fiscal resources, the following policies are maintained for tax-supported funds:

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. We have different reserve levels for different fund types. The Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund and Park Fund. In FY26, the proposed budget includes a designated fund reserve equaling 3 percent of expenditures in the General Fund accounts in Montgomery County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
  1. Be competitive with comparable public and private facilities and services in the area.
  2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability, and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission's policy is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

### CIP IMPACT CONSIDERATION

The Commission pays specific attention to the impact of the CIP on the Operating Budget. The capital budget and operating budget must work in tandem. Decisions on the capital budget determine levels of debt service and operating and maintenance expenditures that must be supported by the operating budget, while the operating budget can impose limitations on the level of long-term debt that can be supported. Operating budget resources are governed by Commission revenues and debt management policies and guide the levels and composition of the capital budget. The capital budget may receive direct project funding from the operating budget in the form of pay-as-you-go (PayGo), which reduces reliance on long-term debt.

Operating and maintenance costs (O&M) inherent in capital acquisition and construction have a direct and continuing effect on the operating budget. New facilities must be staffed, maintained, and provided with supplies. Some CIP projects, such as the purchase of raw parkland, require relatively little O&M funding, but other projects, such as the Sports and Learning Center in Prince George's County, require intensive staffing and maintenance. Additional facilities also place indirect stress on areas such as general maintenance, Park Police or information technology that support the entire



## **Montgomery County Overview – Policies**

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system. Some CIP projects, such as renovations, can result in a decrease of O&M costs. O&M costs are budgeted in the Park Fund and Enterprise Fund.

Knowing that each dollar spent on construction must be funded by taxes, grants, contributions, debt or operating revenue, the Commission reviews each CIP project intensively to minimize short- and long-term operating budget impact. However, through the budget review process, the County has the opportunity to add, delete or modify projects.

### **INVESTMENT POLICY**

The Commission applies a comprehensive Investment Policy to unexpended or surplus funds held by the Commission and debt proceeds managed by investment management firms. Except for cash in certain restricted and special funds and debt proceeds, the Commission pools cash balances from all funds to maximize investment earnings and to increase efficiency with regard to investment pricing, safekeeping and administration. Investment income is allocated to the various funds based on their respective cash balances. These funds are reported in the Commission's Annual Comprehensive Financial Report and include:

1. General Fund
2. Capital Project Funds
3. Enterprise Funds
4. Special Revenue Funds
5. Debt Service Funds
6. Internal Service Funds
7. Trust and Agency Funds
8. New funds authorized by the Commission unless specifically exempted

In accordance with the Annotated Code of Maryland, Article 95, Section 22, the responsibility for conducting investment transactions rests with the Secretary-Treasurer in the Department of Finance. The Secretary-Treasurer shall establish written procedures for the operation of the Commission's investment programs consistent with the adopted Investment Policy.

The primary objectives of the Commission's Investment Policy are:

1. Protecting investment principal and mitigating credit risk by limiting investments to those investments authorized by State law; pre-qualifying financial institutions, brokers and advisers; diversifying the investing portfolio; and requiring third-party collateralization and safekeeping.
2. The Commission's investment portfolio will remain sufficiently liquid to enable the Commission to meet all operating requirements which might be reasonably anticipated.
3. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, with consideration of investment risk constraints and liquidity needs taking priority over return on investment.

The Secretary-Treasurer shall hold periodic investment strategy meetings with the delegated Accounting Division staff and shall document the resulting investment strategies approved to meet the objectives of the Investment Policy. Monthly investment reports of investment activities will be submitted to the Secretary-Treasurer for review and to the Executive Committee for information. The Secretary-Treasurer shall provide the Commission with quarterly and annual reports summarizing policy compliance, investment activity and the average rates of return.



## **Montgomery County Overview – Policies**

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The Secretary-Treasurer shall establish and maintain a system of internal controls designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties or imprudent actions by employees and investment officers of the Commission. An independent auditor will review the internal controls of the investment program as part of the annual financial audit.

In strict accordance with state law, the Commission invests in obligations backed by the federal government, certificates of deposit and time deposits, bankers' acceptances, commercial paper, money market mutual funds, bonds, and other similar instruments. Awards are made on a competitive bid basis whenever possible. Generally, Commission investments will have a maximum maturity of one year to maintain appropriate liquidity. The Commission strictly adheres to policy on diversification, both by type of security and institution to minimize risk. All investment policies are subject to periodic review by the Secretary-Treasurer and amendment with the approval of the Commissioners.

### **DEBT MANAGEMENT POLICY**

The Commission's comprehensive Debt Management Policy provides written guidelines and restrictions that affect the amount and type of debt permitted to be issued, the issuance process, and the management of the debt portfolio. The Policy provides justification for the structure of the debt issuance, identifies policy goals, and demonstrates a commitment to long-term financial planning, including a multi-year capital plan. The Policy is a critical aspect of our efforts to communicate to the Commissioners, County Officials, State Officials, the public, rating agencies and capital markets that the Commission is well managed and capable of meeting its financial obligations within its available resources and in a timely manner.

The Commission has legal authority under the Land Use Article of the Annotated Code of Maryland to issue Park Acquisition and Development Bonds (Park Bonds), Advance Land Acquisition Bonds (ALA Bonds), Revenue Bonds and Refunding Bonds for Park Bonds, ALA Bonds and Revenue Bonds as well as tax anticipation notes. Park and ALA bonds are secured by the full faith and credit of both the Commission and the county in which the bond proceeds will be spent. The Commission has legal authority to issue bond anticipation notes in accordance with Section 12 of Article 31 of the Annotated Code of Maryland (Article 31), and additional legal authority to issue Refunding Bonds in accordance with Section 24 of Article 31. Under the Commission's general powers, it is permitted to issue certificates of participation and to enter into master lease agreements to finance capital equipment, software systems, and other assets.

The Commission generally issues fixed-rate debt. Variable rate debt can be issued, but it must be monitored carefully so that the Commission is not subject to undue interest rate, liquidity, remarketing, and credit risks. The Commission determines the best form of debt, and the most favorable debt structure based on the projects to be financed, market conditions and advice of the Commission's Secretary-Treasurer in consultation with the Commission's Bond Counsel and Financial Advisor. Bond and note issues are approved through the budget process in each county, and resolutions authorizing the issuance are subsequently adopted by the Commission.

The Commission's Debt Management Policy incorporates the following debt limit targets and/or policies:

1. If, at any time, the planned debt levels of the approved capital budget are projected to be unaffordable based on conservative financial assumptions, the respective Planning Board



## **Montgomery County Overview – Policies**

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will slow down the implementation of the capital program to a level that meets the affordability standards of the policy.

2. In both counties, debt service cannot exceed the level of revenue generated by a portion of the Park Fund tax rate designated in state law. In the case of Montgomery County, the revenue limit is equivalent to the revenue generated by 3.6 cents of real property tax and 9 cents of personal property tax, per \$100 of assessed value. For the Advance Land Acquisition Fund, the limit is the equivalent to the revenue generated by a 1.2 cents real property tax rate (3 cents personal property).
3. Debt service as a percentage of General Fund expenditures in the Montgomery County Administration Fund and Park Fund should not exceed 10 percent.
4. Debt service as a percentage of General Fund expenditures in the Prince George's County Administration Fund, Park Fund and Recreation Fund should not exceed 10 percent.
5. Financing a major project critical to Commission business that will cause the debt service ratio to exceed 10 percent may be permitted as a special exception by a vote of the Commission that specifically grants the exception; however, the debt ratio will be brought back into conformance with the target within the next six-year period.
6. The percentage of principal to be paid over the next ten years should remain between 60 percent and 70 percent of the outstanding debt in each of the Commission's county debt portfolios.

Additionally, the two counties may impose further limitations through their respective spending affordability processes.

With regard to debt issuance, long-term debt will be issued only for acquisition, construction or renovation of capital assets, not for operation or general maintenance. PayGo capital financing is utilized when feasible. A competitive bidding process in issuing debt is employed unless there are unusual or complex reasons which justify an alternative method. The Commission's decision is rendered based on the advice of the Secretary-Treasurer after consultation with Bond Counsel and other financial advisors. The Commission also maintains regular communication with the bond rating agencies to keep them informed of the Commission's financial condition.

The Commission generally issues debt with a maximum term of 20 years. Dependent upon Commission financial planning, debt may be structured as level principal, equal payment, or another amortization schedule may be used. The Commission generally issues fixed rate debt. Variable rate debt is permissible but cannot exceed 15 percent of the Commission's total outstanding debt. These policies are reviewed by the Secretary-Treasurer every three years. Any revisions must be approved by the Commission.

### **LONG-TERM SUSTAINABILITY**

In 2009, the Commission re-initiated the development of a six-year model with projections of revenues, expenditures, debt service, reserves and changes in uncommitted and available fund balances in the two primary tax-supported funds – the Administration Fund and the Park Fund. The projections serve as an early warning device to alert the Commission and the County to any issues that could jeopardize the Commission's long-term fiscal soundness, including structural balance, reserve levels, debt affordability, and stability of the Commission's property tax rates (overall and in the individual funds). It allows for long-term fiscal planning and developing strategies jointly to bring on-going revenues and expenditures into better balance.



## **Montgomery County Overview – Policies**

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With regard to revenues, the Commission generally employs the following assumptions.

- The County's total assessable base for both real and personal property for the budget year is based on the latest available projection from the Maryland Department of Assessment and Taxation and Montgomery County Finance Department. Based on historical patterns, a collection factor is calculated (we currently assume collecting 99.4 percent for real property taxes and 99.8 percent for personal property taxes). The assessable base is then divided by \$100, multiplied by the tax rate and then by the collection factor to derive the projection for property tax revenues. Trend analysis factoring in latest information on housing market and commercial property development is then used to project property tax revenues over the six-year cycle.
- Interest and penalties on prior year taxes not paid are generally assumed at no growth from year to year unless trend changes on collection factors warrant modifications.
- Fees and Charges are generally projected with modest annual growth (2-4 percent) unless trend analysis indicates otherwise.
- Interest income is projected taking into account possible changes in both short and long-term interest rates and anticipated levels of fund balance and other cash available for investment.

On the expenditure side, the following factors are taken into account.

- The projection factors in committed (based on ratified union contracts) annual cost-of-living adjustments and merit increases. Compensation adjustments for projected years without a contract commitment are based on historical trend and other considerations such as annual affordability and long-term sustainability.
- Based on actuarial projections, payroll growth and trend analysis, we separately project changes in social security, retirement, health insurance, and retiree health benefit costs over the six years.
- Operating expenses in the categories of supplies and materials, other services and charges, and capital outlay are projected to grow in the future based on anticipated changes in CPI-U (consumer price index - urban) for the Baltimore-Washington MSA (metropolitan service area) and other factors.
- Using the assumptions contained in the most recent six-year CIP, projections are developed on debt service and PayGo requirements, as well as the expected impact to the operating budget as these capital facilities are completed in the future.

These projections are presented to the Planning Board in September and are updated during the year as events warrant.

## **PERFORMANCE MEASURES**

All government agencies must examine how well they meet their financial obligations and continually demonstrate value to their taxpayers. The Commission is using performance measurements as a means of documenting these efforts. In each of the department pages of the budget book, performance measurement information and data are provided. The Commission's performance measures are comprehensive and continue to evolve, including a continued effort to develop more outcome measures to evaluate the results of the services delivered.



# Montgomery County Overview – Budget Issues

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## BUDGET ISSUES

This section of the budget provides the global context underlying the Commission's FY27 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

## REVENUES

Property tax revenues constitute approximately 93.9 percent of the General Fund operating revenues in Montgomery County. The latest projections provided by the State Department Assessments & Taxation (SDAT) show the County's FY27 assessable base (both real and personal) projected to grow by 5.7 percent next year. The remaining 6.0 percent of General Fund revenues are projected to increase by 21.5 percent in FY27 due primarily to Water Quality Protection funds from the County.

### Property Tax Revenue and Tax Rates

To provide sufficient revenues, the FY27 Proposed Budget reflects the need for tax rate increases in the real and personal property tax rates for both the Administration Fund and the Park Fund over those set for the FY26 Adopted Budget.

Total proposed tax revenues in the three tax-supported funds are budgeted to increase by \$20.1 million or 11.2 percent in FY27 to \$199.3 million.

The FY27 Proposed Budget reflects a total tax rate for property tax supported funds of 8.73 cents real property and 21.82 cents personal property. The breakdown by fund is:

- Administration Fund: 2.13 cents real and 5.32 cents personal, an increase of 0.23 cent real and 0.57, respectively; and
- Park Fund: 6.5 cents real and 16.25 cents personal, an increase of 0.36 and 0.90, respectively; and
- Advanced Land Acquisition Fund: 0.10 cent real and 0.25 cent personal, unchanged.

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

The State Department of Assessments and Taxation (SDAT) will update its assessable base projections at the end of March. Based on those revised projections, we will work with the County government to modify the projected property tax revenues if warranted.

### Fees, Charges, and Rentals

Revenues resulting from operations and functions of the Parks and Planning Departments are considered non-tax operating revenues. These are mainly fees and charges from services and programs, and revenues from the rental of Commission properties. Some small miscellaneous fees are collected, such as parking fines from Park Police enforcement operations. Service charges and fees of the two major tax-supported funds (Administration and Park) are projected at \$3.1 million in FY27, unchanged from the FY26 budget.

The Planning Board continues to review the Commission's fee schedules with the objective of generating fee revenue to lessen the burden on taxpayers, while maintaining programs that are



## **Montgomery County Overview – Budget Issues**

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affordable and desirable. FY27 numbers reflect the ongoing effort and cost recovery pyramid approach to setting fees.

### **Interest Income**

Each tax-supported fund maintains a cash balance, and the balance fluctuates from the effects of tax and program revenue inflows as well as expenditure outflows. The cash balance from each fund is held in a cash pool, and cash in the pool is invested at the highest responsible rate within the constraints of protection of principal and liquidity requirements. Interest income depends on the cash balance in each fund as well as the prevailing interest rates earned throughout the year. In past years, bank fees have been netted against interest revenue. They are now being shown separately as an expenditure.

Total General Fund interest income for FY27 is proposed at \$650,000, a decrease of \$125,000 under the FY26 budgeted amount.

### **Grant Revenues**

Total grant revenue is projected at \$550,000 in the Administration and Park funds, the same as last year.

### **Other Revenues**

The FY27 Proposed Budget includes \$2,588,004 of continued funding from the Water Quality Protection Fund for the Administration Fund, an increase of \$2.08 million. The increase is based on updating an outdated formula that adequately captures the work performed by Planning under the fund. In the Park Fund, funding from the Water Quality Protection Fund increased to \$4,962,580. This is a total increase of 7.0 percent from FY26. The increase is necessary to cover staffing and other costs for the Parks Department to meet the National Pollutant Discharge Elimination System (NPDES) requirements. \$50,000 is proposed from the County Cable fund to continue the extension of Wi-Fi in additional parks. The budget also includes \$393,500 of miscellaneous revenue in the Park Fund.

### **Enterprise Fund Revenues**

In FY27, total Enterprise Fund revenues are proposed at \$14.2 million and expenses at \$13.1 million. Not only does the Enterprise Fund budget no longer depend on a subsidy from the Park Fund, but fund balance is also being accumulated for future capital projects.

## **EXPENDITURES**

The Commission is putting forth a budget for FY27 that includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY27:

- Medical Insurance and Benefit costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the current actuarial study;
- Full funding of pension contribution as determined by the current actuarial study; and
- A dollar marker to adjust employee compensation and possible reclassification adjustments.

As can be seen in Exhibit 1, personnel expenses are proposed to increase by \$1.0 million, mostly due to increased employee pension and health and benefit costs.



# Montgomery County Overview – Budget Issues

## Exhibit 1

### FY27 Proposed Budget Summary of Changes in Major Personnel Costs Montgomery County Administration Fund and Park Fund

	FY26 Adjusted Adopted	FY27 Proposed	\$ Change	% Change
<b>OPEB</b>				
OPEB PayGo & Prefunding	\$ 8,654,057	\$ 8,155,210	\$ (498,847)	-5.8%
<b>Pension (ERS)</b>				
Pension (ERS)	15,621,229	16,046,306	425,077	2.7%
<b>Health and Benefits(1)</b>				
Employee Health Benefits	21,063,738	22,551,187	1,487,449	7.1%
<b>Subtotal Personnel Costs</b>	<b>\$ 45,339,024</b>	<b>\$ 46,752,703</b>	<b>\$ 1,413,679</b>	<b>3.1%</b>
<b>Employee Compensation</b>				
Marker for Changes to Employee Comp.	5,792,774	5,470,448	(322,326)	-5.6%
Marker for Possible Reclassifications	371,608	325,000	(46,608)	-12.5%
Marker for Minimum Wage Increase	-	-	-	-
<b>Total Change in Major Personnel Costs</b>			<b>\$ 1,044,745</b>	

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

An overview of the changes for each major personnel category is provided below.

#### ***OPEB***

OPEB costs for FY27 have been determined by the actuary. The net change for total OPEB costs is a \$499 thousand decrease or 5.8 percent under the FY26 Adopted Budget.

Total OPEB funding is \$8.2 million. At this level of funding, we continue to be essentially at full funding of the annual determined contribution.

#### ***Pension (ERS)***

As determined by the actuary, pension costs are increasing by 2.7 percent in FY27. This represents an increased cost of \$425 thousand over the FY26 Adopted Budget.

#### ***Health Insurance and Benefits***

On average, health insurance and benefit costs are projected to increase by 7.1 percent in FY27, for an increased cost of \$1.5 million over the FY26 Adopted Budget.

#### ***Employee Compensation***

The Commission's FY27 Proposed Budget includes a compensation adjustment marker of \$5.5 million in the General Fund. The Commission will be in full contract negotiations with the Fraternal Order of Police (FOP) and in a wage reopeners with Municipal and County Government Employees Organization (MCGEO). Also included is a marker for possible reclassification adjustments (\$325 thousand).



## Montgomery County Overview – Budget Issues

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Total expenditures for tax supported funds in the FY27 Proposed Budget (excluding reserves) are \$213.0 million, a 7.3 percent increase over FY26. The total FY27 Proposed Budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise Fund, the Park Debt Service Fund, the Property Management subfund and the Special Revenue Fund, is \$246.8 million, 6.4 percent higher than the FY26 Budget. Exhibit 2 provides a comparative total funds summary.

### Exhibit 2

**Summary of FY27 Proposed Operating Budget Expenditures  
(net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	<b>FY26 Adjusted Adopted</b>	<b>FY27 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Montgomery Funds</b>				
Administration (1)	\$ 47,312,242	\$ 52,903,808	\$ 5,591,566	11.8%
Park (2)	148,628,891	157,452,155	8,823,264	5.9%
ALA Debt	2,534,958	2,625,876	90,918	3.6%
<b>Subtotal Tax Supported</b>	<b>198,476,091</b>	<b>212,981,839</b>	<b>14,505,748</b>	<b>7.3%</b>
Enterprise	13,848,355	13,109,771	(738,584)	-5.3%
Property Management	1,962,600	2,135,664	173,064	8.8%
Special Revenue	9,455,222	10,158,182	702,960	7.4%
Park Debt	8,226,057	8,445,810	219,753	2.7%
<b>Total Montgomery</b>	<b>\$ 231,968,325</b>	<b>\$ 246,831,266</b>	<b>\$ 14,862,941</b>	<b>6.4%</b>

(1) Includes transfer to Special Revenue Fund & Park Fund

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

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

One of the primary objectives in the FY27 Proposed Budget is to meet core public service needs in the present and future. Included in the funding levels of the Administration Fund and the Park Fund is a funding request of \$1.3 million to address critical maintenance, equipment and essential service needs.

This investment will be made primarily in the Planning Department. In the Planning Department, new initiatives include various planning studies and analyses; and additional staff to accomplish these.

In CAS, the proposed budget includes funding for maintenance of effort, including technology inflationary costs and a one-time Peer Review request in the Office of Inspector General.

Each department's budget section provides detailed information on how this increased investment will be used. Below is a summary of the investment by department.



## Montgomery County Overview – Budget Issues

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Fund	Department	Critical Needs and Program Enhancements
Administration	Commissioners' Office	\$ 0
Administration	Planning	1,264,741
Administration	CAS	82,664
Park	Parks	0
<b>Total</b>		<b>\$ 1,347,405</b>

Some of these costs will be offset with savings and removal of one-time requests from the prior year.

### FUND BALANCE

At the end of FY25, the Commission had \$7.0 million in fund balance in the Administration Fund and \$9.3 million in fund balance in the Park Fund. Based on current estimates, which reflect the budgeted use of a portion of these balances in FY26, \$7.0 million in the Administration Fund and \$9.3 million in the Park Fund is expected going into FY26. Therefore, coupled with the proposed tax rate changes, the fund balance in the Administration Fund and Park Fund is anticipated to be adequate to meet the proposed budgeted revenue, expenditure, and reserve requirements for both funds. This is based on the FY27 Proposed Budget being developed in accordance with the Commission's Fund Balance Policy of a 3 percent reserve requirement. Based on projected revenues from property taxes and other sources, with the requested rate increases, projected expenditures and other uses, the ending fund balances after meeting reserve requirements for FY27 are projected to be \$1.4 million in both the Administration Fund and the Park Fund (not including \$934,620 in the Property Management subfund).

### DEBT

Debt Service in the Park Fund is proposed to be \$8.0 million in FY27. Tax rates for the ALA debt service fund are proposed without change from the FY26 rates of personal property tax rate at 0.25 cent and real property tax rate at 0.10 cent.

Debt service is the amount the Commission must pay each year for the principal and interest on the Commission's bonded indebtedness. The debt limit is established by State law using a formula that is based on the mandatory tax rate over the next 30 years. For Park Acquisition and Development Bonds, the Commission's legal debt margin on June 30, 2025 is estimated at \$2.15 billion. This represents the excess of anticipated tax revenue from the mandatory 9 cents personal property and 3.6 cents real property tax available during the next 30 years over the debt service on the \$65.9 million of outstanding Park Acquisition and Development bonds. The Commission's Montgomery County bonds are rated AAA by Standard & Poor's Rating Services and Fitch Ratings, and Aaa by Moody's Investor Services Inc.



# **Montgomery County Overview – Budget Issues**

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## **SPENDING AFFORDABILITY PROCESS**

The Montgomery County Council annually adopts spending affordability guidelines (SAG) for the operating budgets of all County agencies as well as the Commission. The law stipulates that the Council set three preliminary guidelines for the upcoming fiscal year's budget no later than the third Tuesday in February, including:

- A ceiling on property tax revenues.
- A ceiling on the aggregate operating budget. This is defined as the total appropriation from current operating revenues, including current revenue funding for capital projects, but excluding grants and Enterprise Fund operations.
- An allocation of the budget among operating expenses, current revenue funding for the capital budget, and debt service for the County government, the County's school system, the Community College and the Commission.

Because the Commission is mandated to submit its proposed budget by January 15, the Commission's proposed budget is produced while the SAG is still being developed.

## **DEVELOPMENT REVIEW**

The Development Review Special Revenue Fund was created in recognition of the fact that a certain portion of the costs associated with the review of plans would be recovered through fees. However, there was always an understanding that a certain percentage of the costs of development review would continue to be covered by the Administration Fund. This was an acknowledgement of the fact that the regulatory review of plans was necessary to protect the public's interest and that it was not reasonable to expect fees to cover 100 percent of such review.

In past years, fee collections have been greater than anticipated and allowed the fund balance to grow. This allowed for the discontinuance of the subsidy from the Administration Fund in FY14 through FY16. However, in anticipation of needing a larger subsidy in future years, a partial subsidy was restored in FY17 and FY18, was proposed but not funded for FY19 and FY20, and not requested in FY21. The subsidy was funded in FY22 through FY26 and is requested to increase in FY27.



**Montgomery County  
Overview – Fiscal and Budget Summary Schedules**

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**FY27 Proposed Budget  
Fiscal and Budget Summary Schedules**



## Montgomery County

### Overview – Fiscal and Budget Summary Schedules

#### COMMISSION SUMMARY of FY27 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			% Change	
	FY 25 Actual	FY 26 Adjusted Adopted	FY 27 Proposed	FY 25 Actual	FY 26 Adjusted Adopted	FY 27 Proposed	FY 25 Actual	FY 26 Adjusted Adopted	FY 27 Proposed		
<b>Total Sources: (excluding use of fund balance)</b>											
<b>Governmental Funds:</b>											
General Funds:											
Administration Fund	\$ 79,783,505	\$ 81,460,509	\$ 88,002,664	\$ 42,508,871	\$ 42,960,940	\$ 51,737,432	\$ 122,292,376	\$ 124,421,449	\$ 139,740,096	12.3%	
Park Fund	224,024,643	220,322,076	236,154,517	132,936,824	144,596,096	157,956,864	356,961,467	364,918,172	394,111,381	8.0%	
Recreation Fund	123,411,155	127,176,632	134,693,141				123,411,155	127,176,632	134,693,141	5.9%	
General Funds Total	427,219,303	428,959,217	458,850,322	175,445,695	187,557,036	209,694,296	602,664,998	616,516,253	668,544,618	8.4%	
ALA Debt Service Fund	161	-	-	2,359,429	2,534,958	2,625,876	2,359,590	2,534,958	2,625,876	3.6%	
Tax Supported Funds Total	427,219,464	428,959,217	458,850,322	177,805,124	190,091,994	212,320,172	605,024,588	619,051,211	671,170,494	8.4%	
Park Debt Service Fund	12,240,954	15,717,154	20,745,588	6,862,940	8,226,057	8,445,810	19,103,894	23,943,211	29,191,398	21.9%	
Capital Projects Fund	74,641,381	150,290,000	96,650,000	26,006,780	48,348,000	54,626,000	100,648,161	198,638,000	151,276,000	-23.8%	
Special Revenue Funds	8,049,248	8,232,414	8,327,532	6,753,630	8,525,834	10,589,162	14,802,878	16,758,248	18,916,694	12.9%	
Governmental Funds Total	522,151,047	603,198,785	584,573,442	217,428,474	255,191,885	285,981,144	739,579,521	858,390,670	870,554,586	1.4%	
<b>Proprietary Funds:</b>											
Enterprise Fund	18,442,705	16,598,915	19,114,346	14,562,437	14,246,584	14,215,320	33,005,142	30,845,499	33,329,666	8.1%	
Wheaton Headquarters Bldg Fund	-	-	-	5,108,154	2,952,103	3,681,056	5,108,154	2,952,103	3,681,056	24.7%	
Property Management Fund	-	-	-	2,075,420	1,829,600	1,886,800	2,075,420	1,829,600	1,886,800	3.1%	
Internal Service Funds:											
Risk Management Fund	6,018,508	4,396,600	4,370,525	4,017,993	3,404,800	3,643,400	10,036,501	7,801,400	8,013,925	2.7%	
Capital Equipment Fund	370,732	102,125	112,500	2,153,854	1,899,725	2,250,100	2,524,586	2,001,850	2,362,600	18.0%	
CIO Fund	4,256,263	4,669,543	4,395,038	3,214,054	3,274,460	3,100,504	7,470,317	7,944,003	7,495,542	-5.6%	
Comm-wide IT Initiatives Fund	3,151,795	455,789	455,789	1,999,570	287,198	287,198	5,151,365	742,987	742,987	0.0%	
Largo Headquarters Bldg Fund	38,644,338	5,886,332	5,781,208	-	-	-	38,644,338	5,886,332	5,781,208	-1.8%	
Executive Office Building Fund*	-	-	-	-	-	-	-	1,831,145	1,555,232	1,148,000	-26.2%
Group Insurance Fund*	-	-	-	-	-	-	49,972,424	87,515,680	93,459,600	6.8%	
Internal Service Funds Total	52,441,636	15,510,389	15,115,060	11,385,471	8,866,183	9,281,202	115,630,676	113,447,484	119,003,862	4.9%	
Proprietary Funds Total	70,884,341	32,109,304	34,229,406	33,131,482	27,894,470	29,064,378	155,819,392	149,074,686	157,901,384	5.9%	
<b>Private Purpose Trust Funds:</b>											
ALA Revolving Fund	15,993	-	-	2,459,559	2,534,958	2,626,876	2,475,552	2,534,958	2,626,876	3.6%	
<b>GRAND TOTAL</b>	<b>\$ 593,051,381</b>	<b>\$ 635,308,089</b>	<b>\$ 618,802,848</b>	<b>\$ 253,019,515</b>	<b>\$ 285,621,313</b>	<b>\$ 317,672,398</b>	<b>\$ 897,874,465</b>	<b>\$ 1,010,000,314</b>	<b>\$ 1,031,082,846</b>	<b>2.1%</b>	

\* The Executive Office Building Fund and the Group Insurance Fund are Commission-wide Internal Service Funds.

**Explanatory Note:** This schedule summarizes the total revenues and total funds required for FY27. The revenues do not include the use or gain in fund balance. Therefore, the schedule intentionally does not balance. The amount of fund balance used or gained is summarized in the schedule on the following page. The two schedules are intended to be read together to provide a fuller picture of the financial condition of each fund.

# Montgomery County Overview – Fiscal and Budget Summary Schedules

## COMMISSION SUMMARY Summary of Changes in Actual Fund Balance/Net Position for FY25 and Budgeted Use of Fund Balance/Net Position for FY26 and FY27

	Prince George's County			Montgomery County			Total Commission		
	FY 25	FY 26	FY 27	FY 25	FY 26	FY 27	FY 25	FY 26	FY 27
	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed
<b>Governmental Funds:</b>									
Administration Fund	(13,774,853)	(3,476,309)	(10,616,471)	(1,656,929)	(5,721,202)	(2,634,976)	(15,431,782)	(9,197,511)	(13,251,447)
Park Fund	10,103,663	(40,444,999)	(18,119,240)	(9,632,578)	(8,240,095)	(3,966,491)	471,085	(48,685,094)	(22,085,731)
Recreation Fund	(4,854,142)	(34,850,647)	(7,844,773)	-	-	-	(4,854,142)	(34,850,647)	(7,844,773)
General Funds Total	(8,525,332)	(78,771,955)	(36,580,484)	(11,289,507)	(13,961,297)	(6,601,467)	(19,814,839)	(92,733,252)	(43,181,951)
ALA Debt Service Fund	(1)	-	-	1,590	-	-	1,589	-	-
Tax Supported Funds Total	(8,525,333)	(78,771,955)	(36,580,484)	(11,287,917)	(13,961,297)	(6,601,467)	(19,813,250)	(92,733,252)	(43,181,951)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Capital Projects Fund	2,435,210	-	-	(7,213,377)	-	-	(4,778,167)	-	-
Special Revenue Funds	1,683,574	(3,087)	(158,125)	(833,983)	(929,388)	430,980	849,591	(932,475)	272,855
Governmental Funds Total	(4,406,549)	(78,775,042)	(36,738,609)	(19,335,277)	(14,890,685)	(6,170,487)	(23,741,826)	(93,665,727)	(42,909,096)
<b>Proprietary Funds:</b>									
Enterprise Fund	637,154	(657,623)	-	3,144,966	398,229	1,105,549	3,782,120	(259,394)	1,105,549
Wheaton Headquarters Bldg Fund	-	-	-	(2,312,152)	-	-	(2,312,152)	-	-
Property Management Fund	-	-	-	538,850	(133,000)	(248,864)	538,850	(133,000)	(248,864)
Risk Management Fund	(1,645,679)	(815,356)	(931,453)	(1,247,830)	(867,179)	(999,454)	(2,893,509)	(1,682,535)	(1,930,907)
Capital Equipment Fund	(877,259)	(22,782)	(7,516)	(981,562)	(1,900,971)	(1,920,776)	(1,858,820)	(1,923,753)	(1,928,292)
CIO Fund	1,157,556	-	-	115,347	-	-	1,272,903	-	-
Comm-wide IT Initiatives Fund	2,744,281	-	-	1,761,875	-	-	4,506,156	-	-
Largo Headquarters Bldg Fund	34,087,718	(27,931,846)	-	-	-	-	34,087,718	(27,931,846)	-
Executive Office Building Fund*	-	-	-	-	-	-	194,002	(139,277)	(127,785)
Group Insurance Fund *	-	-	-	-	-	-	(2,163,159)	-	199,118
Internal Service Funds Total	35,466,617	(28,769,984)	(938,969)	(352,169)	(2,768,150)	(2,920,230)	33,145,291	(31,677,411)	(3,787,866)
Proprietary Funds Total	36,103,771	(29,427,607)	(938,969)	1,019,495	(2,502,921)	(2,063,545)	35,154,109	(32,069,805)	(2,931,181)
<b>Private Purpose Trust Funds:</b>									
ALA Revolving Fund	15,959	(325,510)	-	2,459,089	(152,045)	40,947	2,475,048	(477,555)	40,947
GRAND TOTAL	31,713,181	(108,528,159)	(37,677,578)	(15,856,693)	(17,545,651)	(8,193,085)	13,887,331	(126,213,087)	(45,799,330)

\* The Executive Office Building Fund and the Group Insurance Fund are Commission-wide Internal Service Funds.

**Explanatory Note:** This schedule summarizes the change in fund balances and net position for FY25 Actual. For the current and proposed budget amounts, the change represents the gain (use) of fund balance necessary to balance the budget. This includes any fund balance needed to fund the reserve requirement. Fund balance used to fund the budgeted reserve requirements will not actually be spent. Therefore, the actual change in fund balance will be less.

## Montgomery County

### Overview – Fiscal and Budget Summary Schedules

#### MONTGOMERY COUNTY FY27 PROPOSED BUDGET SUMMARY

##### FUND SUMMARY BY DEPARTMENT AND BY DIVISION

	Administration Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management		Capital Equipment		Commission-wide IT Initiatives		Wheaton Headquarters		Total
									Internal Service Fund	CIO Internal Service Fund	Internal Service Fund	CIO Internal Service Fund	Internal Service Fund	Headquarters Building Fund	Internal Service Fund	Headquarters Building Fund	
<b>Sources:</b>																	
Property Taxes	\$ 48,537,028	\$ 148,123,405	-	-	\$ 2,625,876	-	-	-	-	-	-	-	-	-	-	-	\$ 199,286,309
Intergovernmental	\$ 2,738,004	\$ 5,112,580	-	-	-	-	\$ 45,001,000	\$ 3,613,380	-	-	-	-	-	-	-	\$ 2,099,358	\$ 58,564,322
Sales	\$ 400	\$ 11,941	-	-	-	-	-	\$ 144,382	\$ 844,860	-	-	-	-	-	-	-	\$ 1,001,583
Charges for Services	\$ 287,000	\$ 2,828,395	-	-	-	-	-	\$ 2,063,300	\$ 7,917,465	\$ 3,443,400	\$ 2,150,100	\$ 3,100,504	\$ 287,198	\$ 1,551,698	\$ 23,629,060		
Rentals and Concessions	-	\$ 787,043	\$ 1,846,800	-	-	-	-	\$ 125,000	\$ 4,061,211	-	-	-	-	-	-	-	\$ 6,820,054
Interest	\$ 175,000	\$ 475,000	\$ 40,000	-	-	\$ 1,000	\$ 175,000	\$ 187,100	\$ 365,570	\$ 200,000	\$ 100,000	-	-	\$ 30,000	-	\$ 1,748,670	
Miscellaneous	-	\$ 393,500	-	-	\$ 2,625,876	\$ 1	-	\$ 556,000	\$ 1,026,214	-	-	-	-	-	-	-	\$ 4,601,590
<b>Total Revenues</b>	<b>\$ 51,737,432</b>	<b>\$ 157,731,864</b>	<b>\$ 1,886,800</b>	-	<b>\$ 2,625,876</b>	<b>\$ 2,626,876</b>	<b>\$ 45,176,000</b>	<b>\$ 6,689,162</b>	<b>\$ 14,215,320</b>	<b>\$ 3,643,400</b>	<b>\$ 2,250,100</b>	<b>\$ 3,100,504</b>	<b>\$ 287,198</b>	<b>\$ 3,681,056</b>	<b>\$ 295,651,588</b>		
Transfers In	-	\$ 225,000	-	\$ 7,963,435	-	-	\$ 450,000	\$ 3,900,000	-	-	-	-	-	-	-	\$ 12,538,435	
Bond Proceeds	-	-	-	\$ 482,375	-	-	\$ 9,000,000	-	-	-	-	-	-	-	-	\$ 9,482,375	
Use of Fund Balance/Net Assets	\$ 2,634,976	\$ 3,966,491	\$ 248,864	-	-	-	-	-	\$ 999,454	\$ 1,920,776	-	-	-	-	-	\$ 9,770,561	
<b>Total Available Funds</b>	<b>\$ 54,372,408</b>	<b>\$ 161,923,355</b>	<b>\$ 2,135,664</b>	<b>\$ 8,445,810</b>	<b>\$ 2,625,876</b>	<b>\$ 2,626,876</b>	<b>\$ 54,626,000</b>	<b>\$ 10,589,162</b>	<b>\$ 14,215,320</b>	<b>\$ 4,642,854</b>	<b>\$ 4,170,876</b>	<b>\$ 3,100,504</b>	<b>\$ 287,198</b>	<b>\$ 3,681,056</b>	<b>\$ 327,442,959</b>		
<b>Uses:</b>																	
Commissioners' Office	\$ 1,424,744	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 1,424,744	
Planning Department:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Planning Director's Office	\$ 2,086,320	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 2,086,320	
Management Services	\$ 1,451,774	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 1,451,774	
Communications Division	\$ 2,325,881	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 2,325,881	
Transportation Planning	\$ 2,362,585	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 2,362,585	
West County Planning	\$ 1,924,939	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 1,924,939	
East County Planning	\$ 1,802,158	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 1,802,158	
Upcounty Planning	\$ 1,790,537	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 1,790,537	
Environment and Climate	\$ 2,649,840	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 2,649,840	
Information Technology and Innovation	\$ 3,193,086	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 3,193,086	
Research and Strategic Projects	\$ 3,507,304	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 3,507,304	
Historic Preservation	\$ 1,614,812	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 1,614,812	
Design, Placemaking and Policy	\$ 2,342,272	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 2,342,272	
Support Services	\$ 3,134,457	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 3,134,457	
Grants	\$ 150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 150,000	
Special Revenue Operations	\$ -	-	-	-	-	-	\$ 5,115,821	-	-	-	-	-	-	-	-	\$ 5,115,821	
<b>Planning Operations Total</b>	<b>\$ 30,335,965</b>	-	-	-	-	-	<b>\$ 5,115,821</b>	-	-	-	-	-	-	-	-	<b>\$ 35,451,786</b>	
Central Administrative Services (CAS):	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Dept. of Human Resources and Mgmt.	\$ 4,601,235	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 4,601,235	
Department of Finance	\$ 3,319,170	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 3,319,170	
Legal Department	\$ 2,038,741	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 2,038,741	
Merit System Board	\$ 98,118	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 98,118	
Office of Inspector General	\$ 653,237	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 653,237	
Corporate IT	\$ 2,396,979	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 2,396,979	
Support Services	\$ 635,657	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 635,657	
<b>CAS Total</b>	<b>\$ 13,743,137</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>\$ 13,743,137</b>	

# Montgomery County Overview – Fiscal and Budget Summary Schedules

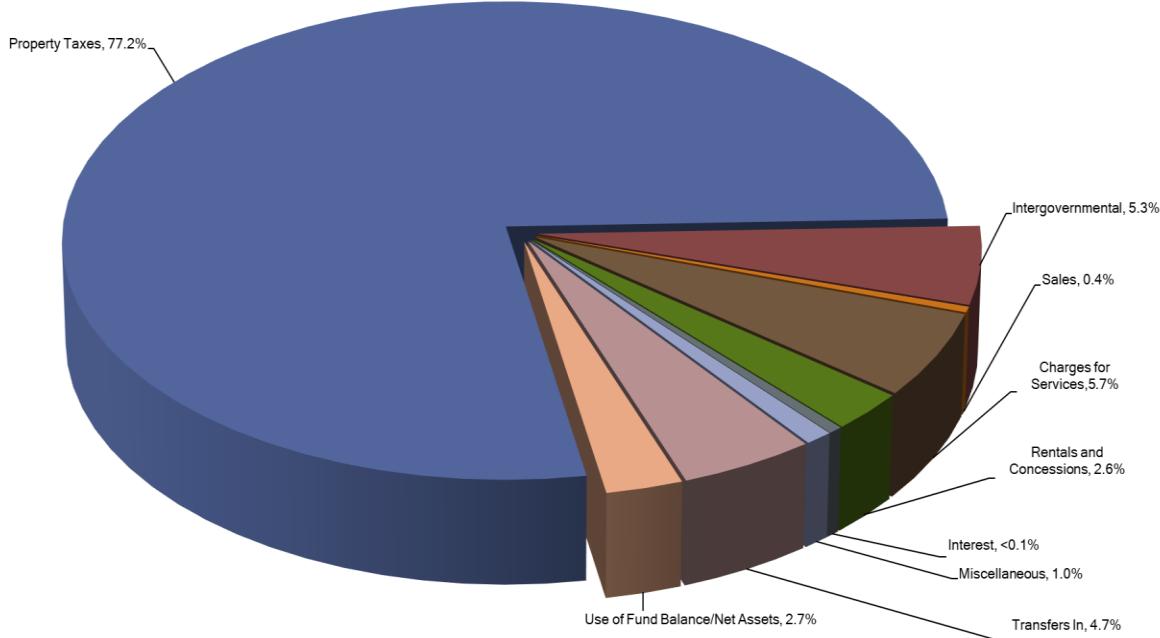
## MONTGOMERY COUNTY FY27 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

	Administration Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	Commission-wide IT Initiatives Internal Service Fund	Wheaton Headquarters Building Fund	Total		
<b>Park Department Operating Divisions:</b>															
Office of the Director													\$ 1,814,830		
Public Affairs & Community Partnerships													\$ 4,707,553		
Management Services													\$ 4,251,596		
Information Technology & Innovation													\$ 4,336,844		
Park Planning & Stewardship													\$ 10,465,880		
Park Development													\$ 5,396,476		
Park Police													\$ 22,934,735		
Horticulture, Forestry & Environmental Ec													\$ 16,220,940		
Facilities Management													\$ 17,523,645		
Northern Parks													\$ 14,790,143		
Southern Parks													\$ 19,297,131		
Support Services													\$ 16,373,694		
Special Revenue Operations							\$ 5,042,361						\$ 5,042,361		
Grants													\$ 400,000		
Property Management													\$ 2,135,664		
Enterprise Operations													\$ 13,109,771		
Wheaton Headquarters Building													\$ 3,681,056		
<b>Total Park Department Operations</b>	<b>\$ 138,513,467</b>	<b>\$ 2,135,664</b>					<b>\$ 5,042,361</b>	<b>\$ 13,109,771</b>					<b>\$ 162,482,319</b>		
NonDepartmental	<b>\$ 3,449,962</b>	<b>\$ 10,525,253</b>											<b>\$ 13,975,215</b>		
Debt Service							<b>\$ 8,445,810</b>						<b>\$ 8,445,810</b>		
Capital Projects													<b>\$ 54,451,000</b>		
Transfer to Debt Service													<b>\$ 7,963,435</b>		
Advanced Land Acquisition							<b>\$ 2,625,876</b>	<b>\$ 2,585,929</b>					<b>\$ 5,211,805</b>		
Risk Management Operating													<b>\$ 4,642,854</b>		
Capital Equipment Operating													<b>\$ 4,170,876</b>		
CIO Internal Service Fund													<b>\$ 3,100,504</b>		
Commission-wide IT Initiatives Internal Ser													<b>\$ 287,198</b>		
Transfers Out	<b>\$ 3,950,000</b>	<b>\$ 450,000</b>					<b>\$ 175,000</b>	<b>\$</b>					<b>\$ 4,575,000</b>		
<b>Total Uses</b>	<b>\$ 52,903,808</b>	<b>\$ 157,452,155</b>	<b>\$ 2,135,664</b>	<b>\$ 8,445,810</b>	<b>\$ 2,625,876</b>	<b>\$ 2,585,929</b>	<b>\$ 54,626,000</b>	<b>\$ 10,158,182</b>	<b>\$ 13,109,771</b>	<b>\$ 4,642,854</b>	<b>\$ 4,170,876</b>	<b>\$ 3,100,504</b>	<b>\$ 287,198</b>	<b>\$ 3,681,056</b>	<b>\$ 319,925,683</b>
Designated Expenditure Reserve @ 3%	<b>\$ 1,468,600</b>	<b>\$ 4,471,200</b>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<b>\$ 5,939,800</b>		
<b>Total Required Funds</b>	<b>\$ 54,372,408</b>	<b>\$ 161,923,355</b>	<b>\$ 2,135,664</b>	<b>\$ 8,445,810</b>	<b>\$ 2,625,876</b>	<b>\$ 2,585,929</b>	<b>\$ 54,626,000</b>	<b>\$ 10,158,182</b>	<b>\$ 13,109,771</b>	<b>\$ 4,642,854</b>	<b>\$ 4,170,876</b>	<b>\$ 3,100,504</b>	<b>\$ 287,198</b>	<b>\$ 3,681,056</b>	<b>\$ 325,865,483</b>
Excess of Sources over Uses							<b>\$ 40,947</b>		<b>\$ 430,980</b>	<b>\$ 1,105,549</b>					<b>\$ 1,577,476</b>
Total Funded Career/Term Positions	243.42	841.00	4.00	-	-	-			39.00	4.00	-	3.50	-	-	1,134.92
Total Funded Workyears	210.83	814.60	4.30	-	-	-			42.20	119.40	4.00	-	3.50	-	1,198.83

# Montgomery County Overview – Fiscal and Budget Summary Schedules

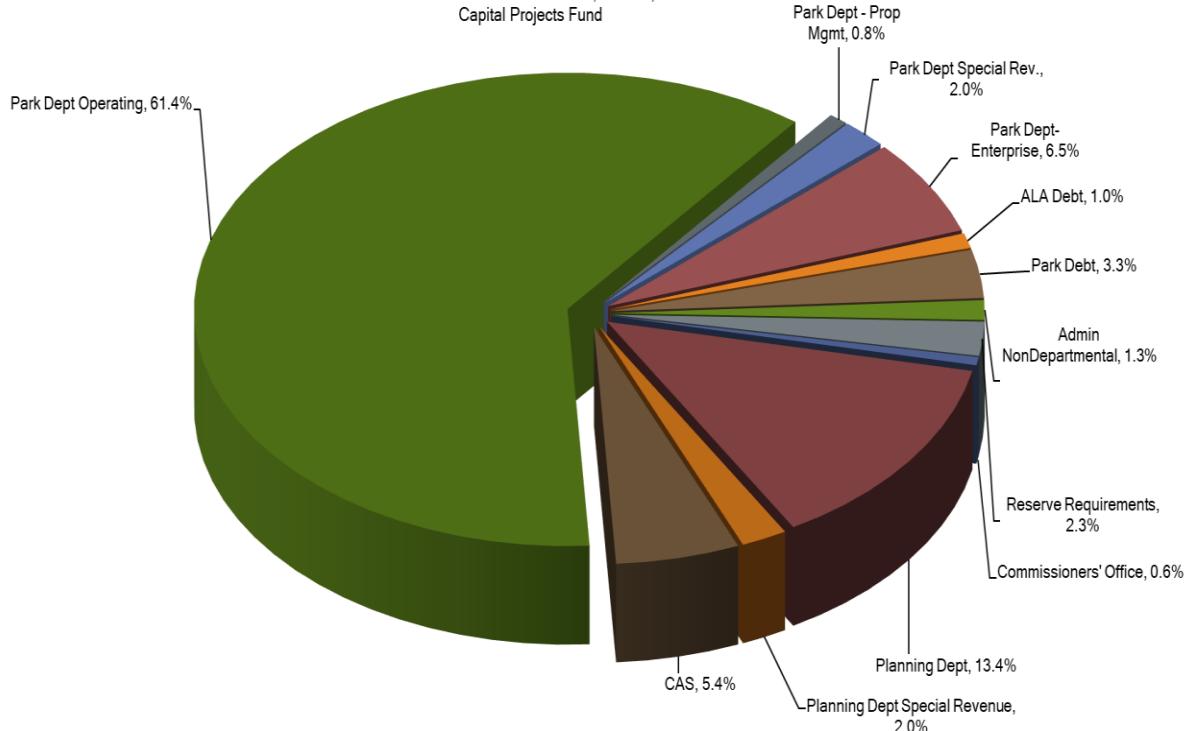
Montgomery County FY27 Proposed Budget  
Revenue Sources (Percent of Total by Type)  
Operating Funds Total \$257,988,651

Excludes Internal Service Funds, ALARF, and  
Capital Projects Fund



Montgomery County FY27 Proposed Budget  
Funds Required (Percent of Total by Function)  
Total Operating Funds \$256,452,122

Excludes Internal Service Funds, ALARF, and  
Capital Projects Fund



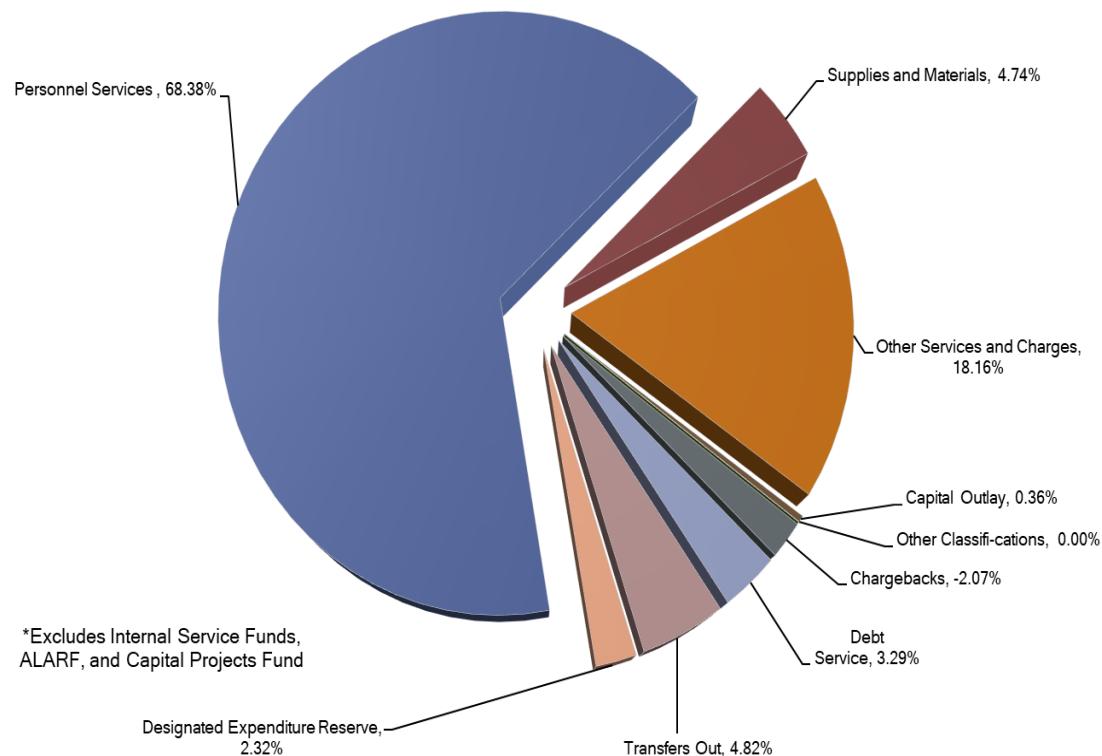
# Montgomery County Overview – Fiscal and Budget Summary Schedules

## MONTGOMERY COUNTY FY27 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Other Classifications	Charge-backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
<b>Governmental Funds:</b>										
General Funds:										
Administration Fund										
Commissioners' Office	\$ 1,076,479	\$ 27,075	\$ 56,174	-	-	\$ 265,016	-	-	-	\$ 1,424,744
Planning Department	\$ 26,950,042	\$ 350,470	\$ 6,704,263	\$ 75,000	-	\$ (3,743,810)	-	-	-	\$ 30,335,965
DHRM	\$ 4,396,772	\$ 30,368	\$ 532,658	-	-	\$ (358,563)	-	-	-	\$ 4,601,235
Department of Finance	\$ 3,700,141	\$ 28,429	\$ 176,500	-	-	\$ (585,900)	-	-	-	\$ 3,319,170
Legal Department	\$ 2,951,196	\$ 8,330	\$ 302,267	-	-	\$ (1,223,052)	-	-	-	\$ 2,038,741
Merit System Board	\$ 88,468	\$ 500	\$ 9,150	-	-	-	-	-	-	\$ 98,118
Office of Inspector General	\$ 583,411	\$ 2,181	\$ 67,645	-	-	-	-	-	-	\$ 653,237
Corporate IT	\$ 1,945,650	\$ 88,450	\$ 1,082,776	-	-	\$ (719,897)	-	-	-	\$ 2,396,979
CAS Support Services	\$ 5,062	\$ 12,631	\$ 617,964	-	-	-	-	-	-	\$ 635,657
Non-Departmental	\$ 3,448,662	-	\$ 1,300	-	-	-	\$ 3,950,000	-	-	\$ 7,399,962
Budgetary Reserve	-	-	-	-	-	-	-	-	\$ 1,468,600	\$ 1,468,600
Administration Fund Total	\$ 45,145,883	\$ 548,434	\$ 9,550,697	\$ 75,000	-	\$ (6,366,206)	-	\$ 3,950,000	\$ 1,468,600	\$ 54,372,408
Park Fund										
Parks Department	\$ 119,672,260	\$ 10,181,076	\$ 22,957,130	\$ 847,000	-	\$ (4,618,746)	-	\$ 8,413,435	\$ 4,471,200	\$ 161,923,355
Park Fund Total	\$ 119,672,260	\$ 10,181,076	\$ 22,957,130	\$ 847,000	-	\$ (4,618,746)	-	\$ 8,413,435	\$ 4,471,200	\$ 161,923,355
General Funds Total	\$ 164,818,143	\$ 10,729,510	\$ 32,507,827	\$ 922,000	-	\$ (10,984,952)	-	\$ 12,363,435	\$ 5,939,800	\$ 216,295,763
ALA Debt Service Fund	-	-	\$ 2,625,876	-	-	-	-	-	-	\$ 2,625,876
Tax Supported Funds Total	\$ 164,818,143	\$ 10,729,510	\$ 35,133,703	\$ 922,000	-	\$ (10,984,952)	-	\$ 12,363,435	\$ 5,939,800	\$ 218,921,639
Park Debt Service Fund	-	-	-	-	-	-	\$ 8,445,810	-	-	\$ 8,445,810
Property Management Fund										
Parks Department	\$ 614,289	\$ 121,675	\$ 1,372,400	-	-	\$ 27,300	-	-	-	\$ 2,135,664
Property Management Fund Total	\$ 614,289	\$ 121,675	\$ 1,372,400	-	-	\$ 27,300	-	-	-	\$ 2,135,664
Capital Projects Fund	-	-	-	\$ 54,451,000	-	-	-	\$ 175,000	-	\$ 54,626,000
Special Revenue Funds										
Planning Department	\$ 20,000	\$ 29,000	\$ 868,400	-	-	\$ 4,198,421	-	-	-	\$ 5,115,821
Parks Department	\$ 1,093,338	\$ 322,100	\$ 3,193,076	-	-	\$ 433,847	-	-	-	\$ 5,042,361
Special Revenue Funds Total	\$ 1,113,338	\$ 351,100	\$ 4,061,476	-	-	\$ 4,632,268	-	-	-	\$ 10,158,182
Governmental Funds Total	\$ 166,545,770	\$ 11,202,285	\$ 40,567,579	\$ 55,373,000	-	\$ (6,325,384)	\$ 8,445,810	\$ 12,538,435	\$ 5,939,800	\$ 294,287,295
<b>Proprietary Funds:</b>										
Enterprise Funds										
Parks Department	\$ 8,768,791	\$ 885,120	\$ 2,541,754	-	-	\$ 914,106	-	-	-	\$ 13,109,771
Wheaton Headquarters Building Fund	\$ 40,000	\$ 74,000	\$ 3,455,756	-	-	\$ 111,300	-	-	-	\$ 3,681,056
Enterprise Funds Total	\$ 8,808,791	\$ 959,120	\$ 5,997,510	-	-	\$ 1,025,406	-	-	-	\$ 16,790,827
Internal Service Funds:										
Risk Management Fund	\$ 782,014	\$ 25,000	\$ 3,392,257	-	-	\$ 443,583	-	-	-	\$ 4,642,854
Capital Equipment Internal Service Fund	-	-	\$ 500	\$ 2,832,500	-	\$ 60,276	\$ 1,277,600	-	-	\$ 4,170,876
CIO Internal Service Fund	\$ 735,812	\$ 22,119	\$ 2,342,573	-	-	-	-	-	-	\$ 3,100,504
Commission-wide IT Initiatives Fund	-	-	\$ 287,198	-	-	-	-	-	-	\$ 287,198
Internal Service Funds Total	\$ 1,517,826	\$ 47,119	\$ 6,022,528	\$ 2,832,500	-	\$ 503,859	\$ 1,277,600	-	-	\$ 12,201,432
Proprietary Funds Total	\$ 10,326,617	\$ 1,006,239	\$ 12,020,038	\$ 2,832,500	-	\$ 1,529,265	\$ 1,277,600	-	-	\$ 28,992,259
<b>Private Purpose Trust Funds:</b>										
ALA Revolving Fund	-	-	\$ 500	\$ 2,585,429	-	-	-	-	-	\$ 2,585,929
Private Purpose Trust Funds Total	-	-	\$ 500	\$ 2,585,429	-	-	-	-	-	\$ 2,585,929
GRAND TOTAL	\$ 176,872,387	\$ 12,208,524	\$ 52,588,117	\$ 60,790,929	-	\$ (4,796,119)	\$ 9,723,410	\$ 12,538,435	\$ 5,939,800	\$ 325,865,483

# Montgomery County Overview – Fiscal and Budget Summary Schedules

Montgomery County FY27 Proposed Budget  
Summary of Funds Required (Percent of Total by Major Object)  
Total Operating Funds\* \$256,452,122



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY**  
**BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS**  
**PROPOSED BUDGET FISCAL YEAR 2027**

<b>Part I: Administration Fund</b>		<b>FY 26 Adopted</b>	<b>FY 26 Adjusted Adopted</b>	<b>FY 27 Proposed</b>
Commissioners' Office		1,330,001	1,340,527	1,424,744
<b>Planning Department</b>				
Planning Director's Office		1,808,265	1,843,264	2,086,320
Management Services		1,420,297	1,450,424	1,451,774
Communications and Engagement		2,054,026	2,096,701	2,325,881
Transportation Planning		2,220,676	2,381,841	2,362,585
West County Planning		1,907,515	1,905,630	1,924,939
East County Planning		1,491,873	1,592,792	1,802,158
Upcounty Planning		1,483,691	1,520,183	1,790,537
Environment and Climate		2,226,152	2,293,099	2,649,840
Information Technology and Innovation		2,772,705	2,798,483	3,193,086
Research and Strategic Projects		3,229,446	3,274,438	3,507,304
Historic Preservation		1,354,827	1,378,699	1,614,812
Design, Placemaking and Policy		2,314,225	2,358,798	2,342,272
Support Services		2,936,740	2,936,740	3,134,457
<b>Subtotal Planning</b>		27,220,438	27,831,092	30,185,965
<b>Central Administrative Services</b>				
Department of Human Resources and Management		4,377,604	4,452,251	4,601,235
Department of Finance		3,272,787	3,279,266	3,319,170
Legal Department		1,996,565	2,051,413	2,038,741
Merit System Board		85,437	87,737	98,118
Office of Inspector General		668,119	678,110	653,237
Corporate IT		2,161,382	2,258,303	2,396,979
Support Services		749,885	749,885	635,657
<b>Subtotal Central Administrative Services</b>		13,311,779	13,556,965	13,743,137
Non-Departmental		3,650,024	2,883,658	3,449,962
<b>Total Expenditures</b>		45,512,242	45,612,242	48,803,808
<b>Part II: Park Fund</b>		<b>FY 26 Adopted</b>	<b>FY 26 Adjusted Adopted</b>	<b>FY 27 Proposed</b>
Director of Parks		1,712,193	1,756,057	1,814,830
Public Affairs & Community Partnerships		4,276,778	4,519,375	4,707,553
Management Services		4,055,306	4,126,256	4,251,596
Information Technology & Innovation		3,925,476	3,977,137	4,336,844
Park Planning and Stewardship		9,864,583	9,882,237	10,465,880
Park Development		4,962,091	5,145,232	5,396,476
Park Police		21,498,889	21,905,361	22,934,735
Horticulture, Forestry & Environmental Education		15,483,899	15,771,967	16,220,940
Facilities Management		16,505,022	16,811,182	17,523,645
Northern Parks		13,674,587	13,901,216	14,790,143
Southern Parks		17,993,906	18,312,579	19,297,131
Support Services		14,697,132	14,697,132	16,373,694
<b>Subtotal Park Operations</b>		128,649,862	130,805,731	138,113,467
Non-Departmental		11,192,972	9,037,103	10,525,253
Debt Service		7,936,057	7,936,057	7,963,435
<b>Total Expenditures</b>		147,778,891	147,778,891	156,602,155



# Montgomery County Overview – Fiscal and Budget Summary Schedules

**-CONTINUED-**  
**MONTGOMERY COUNTY**  
**BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS**  
**PROPOSED BUDGET FISCAL YEAR 2027**

<b>Part III: Grants</b>			
	<b>FY 26 Adopted</b>	<b>FY 26 Adjusted Adopted</b>	<b>FY 27 Proposed</b>
Admin Fund Future Grants	150,000	150,000	150,000
Park Fund Future Grants	400,000	400,000	400,000
<b>Total Expenditures</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>
<b>Part IV: Self Supporting Funds</b>			
	<b>FY 26 Adopted</b>	<b>FY 26 Adjusted Adopted</b>	<b>FY 27 Proposed</b>
Enterprise Fund	12,598,355	12,598,355	13,109,771
Wheaton Headquarters Building	2,952,103	2,952,103	3,681,056
Property Management	1,962,600	1,962,600	2,135,664
<b>Total Expenditures</b>	<b>17,513,058</b>	<b>17,513,058</b>	<b>18,926,491</b>
<b>Part V: Advance Land Acquisition Debt Service Fund</b>			
	<b>FY 26 Adopted</b>	<b>FY 26 Adjusted Adopted</b>	<b>FY 27 Proposed</b>
Debt Service	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Part VI: Internal Service Funds</b>			
	<b>FY 26 Adopted</b>	<b>FY 26 Adjusted Adopted</b>	<b>FY 27 Proposed</b>
Risk Management Fund	4,271,979	4,271,979	4,642,854
Capital Equipment Fund	3,800,696	3,800,696	4,170,876
CIO Fund	3,274,460	3,274,460	3,100,504
CWIT Fund	287,198	287,198	287,198
<b>Total Expenditures</b>	<b>11,634,333</b>	<b>11,634,333</b>	<b>12,201,432</b>
<b>Part VII: Special Revenue Funds</b>			
	<b>FY 26 Adopted</b>	<b>FY 26 Adjusted Adopted</b>	<b>FY 27 Proposed</b>
Park Activities	4,501,519	4,501,519	5,042,361
Planning Activities	4,953,703	4,953,703	5,115,821
<b>Total Expenditures</b>	<b>9,455,222</b>	<b>9,455,222</b>	<b>10,158,182</b>

**Explanatory Notes to Reconcile to Commission Budget Resolution:**

*This schedule differs from the budget resolution adopted by the Commission. The budget resolution adopted by the County Council does not include all the funds required to operate the Commission as presented in the Commission Budget Resolution, and it groups certain budget units differently. The Commission's Budget Resolution is organized by the fund and organization structure of the Commission's accounting system. The table summarizes the different treatment between the two resolutions.*

	<b><i>County Resolution</i></b>
* Budgetary Reserve Requirements	<i>Not included</i>
* Administration Fund Transfer to Special Revenue Fund and to Park Fund	<i>Not included</i>
* Park Fund Transfer to the Capital Projects Fund	<i>Not included</i>
* Grants	<i>Included as separate section</i>
* Advance Land Acquisition - Revolving Fund	<i>Not Included</i>
* Enterprise Fund Transfers to Capital Projects	<i>Not Included</i>
* Park Debt Service Fund	<i>Not Included</i>
* Capital Projects Fund	<i>Not Included</i>

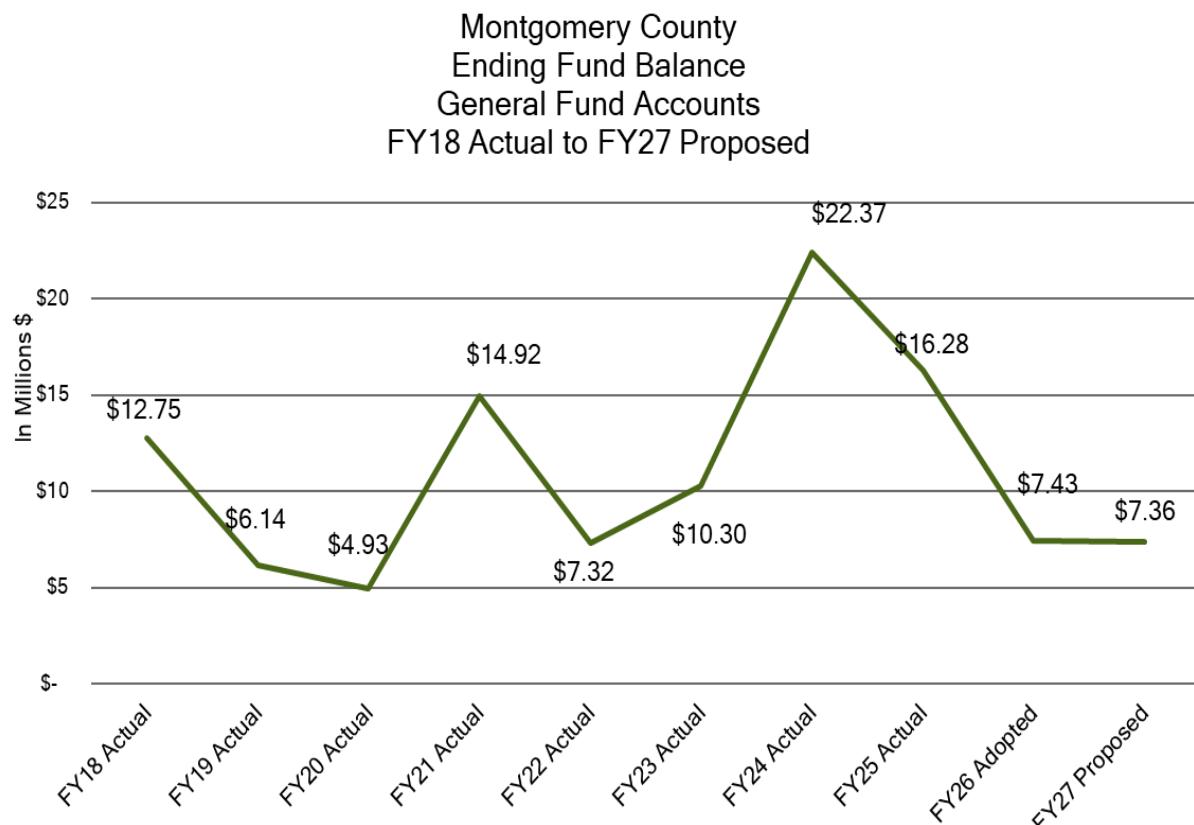
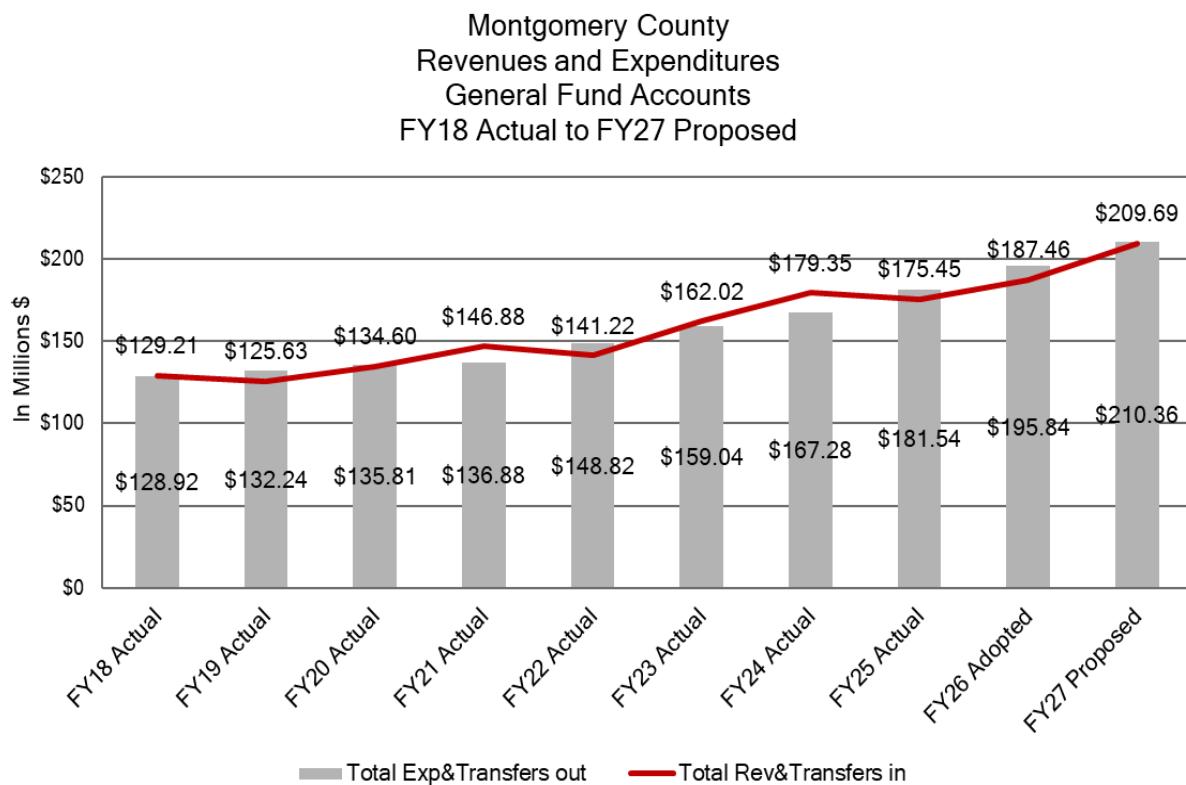


# Montgomery County Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2027																
	General Fund Accounts		Advance Land Acquisition Debt Service Fund		Total Tax Supported Funds		Park Debt Service Fund		Capital Projects Fund		Special Revenue Funds		Total Governmental Funds			
	FY 26 Adjusted Adopted	FY 27 Proposed	FY 26 Adjusted Adopted	FY 27 Proposed	FY 26 Adjusted Adopted	FY 27 Proposed	FY 26 Adjusted Adopted	FY 27 Proposed	FY 26 Adjusted Adopted	FY 27 Proposed	FY 26 Adjusted Adopted	FY 27 Proposed	FY 26 Adjusted Adopted	FY 27 Proposed	Change	
Revenues:																
Property Taxes	\$176,688,401	\$196,660,433	\$2,534,958	\$2,625,876	\$179,223,359	\$199,286,309	-	-	-	-	-	\$179,223,359	\$199,286,309	11.2%		
Intergovernmental -												\$2,716,002	\$3,613,380	\$2,716,002	\$3,613,380	33.0%
Federal	\$ 400,000	\$ 250,000	-	-	\$ 400,000	\$ 250,000	-	-	\$ 11,528,000	\$ 4,875,000	-	-	\$ 11,928,000	\$ 5,125,000	-57.0%	
State	\$ 150,000	\$ 50,000	-	-	\$ 150,000	\$ 50,000	\$ 200,000	\$	\$ 22,430,000	\$ 28,901,000	-	-	\$ 22,780,000	\$ 28,951,000	27.1%	
County- Other	\$ 5,292,859	\$ 7,550,584	-	-	\$ 5,292,859	\$ 7,550,584	-	-	-	-	-	\$ 5,292,859	\$ 7,550,584	42.7%		
County - Water Quality Protection	\$ 18,700	\$ 12,341	-	-	\$ 18,700	\$ 12,341	-	-	-	-	\$ 152,582	\$ 144,382	\$ 171,282	\$ 156,723	-8.5%	
Sales	\$ 3,127,801	\$ 3,115,395	-	-	\$ 3,127,801	\$ 3,115,395	-	-	-	-	\$ 3,184,000	\$ 2,063,300	\$ 631,1801	\$ 5,178,695	-18.0%	
Charges for Services	\$ 783,275	\$ 787,043	-	-	\$ 783,275	\$ 787,043	-	-	-	-	\$ 157,800	\$ 125,000	\$ 941,075	\$ 912,043	-3.1%	
Rentals and Concessions	\$ 775,000	\$ 650,000	-	-	\$ 775,000	\$ 650,000	-	-	\$ 175,000	\$ 175,000	\$ 92,950	\$ 187,100	\$ 1,042,950	\$ 1,012,100	-3.0%	
Interest	\$ 96,000	\$ 393,500	-	-	\$ 96,000	\$ 393,500	-	-	\$ 4,600,000	\$ -	\$ 722,500	\$ 556,000	\$ 5,418,500	\$ 949,500	-82.5%	
Miscellaneous																
Total Revenues	\$187,332,036	\$209,469,296	\$2,534,958	\$2,625,876	\$189,866,994	\$212,095,172	\$200,000	\$	\$ 38,733,000	\$ 45,176,000	\$ 7,025,834	\$ 6,689,162	\$ 235,825,828	\$ 263,960,334	11.9%	
Expenditures by Major Object:																
Personnel Services	\$156,489,523	\$ 164,818,143	-	-	\$ 156,489,523	\$ 164,818,143	-	-	-	-	\$ 1,017,033	\$ 1,113,338	\$ 157,506,556	\$ 165,931,481	5.3%	
Supplies and Materials	\$ 10,415,376	\$ 10,729,510	-	-	\$ 10,415,376	\$ 10,729,510	-	-	-	-	\$ 351,969	\$ 351,100	\$ 10,767,345	\$ 11,080,610	2.9%	
Other Services and Charges	\$ 29,378,455	\$ 32,507,827	\$ 2,534,958	\$ 2,625,876	\$ 31,913,413	\$ 35,133,703	-	-	-	-	\$ 3,482,777	\$ 4,061,476	\$ 35,396,190	\$ 39,195,179	10.7%	
Debt Service	\$ 879,256	\$ 922,000	-	-	\$ 879,256	\$ 922,000	-	-	\$ 48,173,000	\$ 54,451,000	-	-	\$ 8,226,057	\$ 8,445,810	2.7%	
Capital Outlay																
Other Classifications																
Chargebacks	\$ (11,57,534)	\$ (10,984,952)	-	-	\$ (11,57,534)	\$ (10,984,952)	-	-	-	-	\$ 4,603,443	\$ 4,632,268	\$ (6,554,091)	\$ (6,352,684)	-3.1%	
Total Expenditures	\$186,005,076	\$197,992,528	\$2,534,958	\$2,625,876	\$188,540,034	\$200,618,404	\$8,226,057	\$8,445,810	\$48,173,000	\$54,451,000	\$ 9,455,222	\$ 10,158,182	\$ 254,394,313	\$ 273,673,396	7.6%	
Excess of Revenues over Expenditures	\$ 1,326,960	\$ 11,476,768	-	-	\$ 1,326,960	\$ 11,476,768	\$ (8,026,057)	\$ (8,445,810)	\$ (9,440,000)	\$ (9,275,000)	\$ (2,429,388)	\$ (3,469,020)	\$ (18,568,485)	\$ (9,713,062)	-47.7%	
Other Financing Sources (Uses):																
Bond Proceeds	-	-	-	-	-	-	\$ 90,000	\$ 482,375	\$ 7,915,000	\$ 9,000,000	-	-	\$ 8,005,000	\$ 9,482,375	18.5%	
Transfers In																
Park Fund	-	-	-	-	-	-	\$ 7,936,057	\$ 7,963,435	\$ 450,000	\$ 450,000	-	-	\$ 8,386,057	\$ 8,413,435	0.3%	
Capital Projects Fund	\$ 175,000	\$ 175,000	-	-	\$ 175,000	\$ 175,000	-	-	-	-	-	-	\$ 175,000	\$ 175,000	0.0%	
Enterprise Fund	-	-	-	-	-	-	-	-	\$ 1,250,000	\$ -	-	-	\$ 1,250,000	-	-100.0%	
Administration Fund	\$ 50,000	\$ 50,000	-	-	\$ 50,000	\$ 50,000	-	-	\$ -	\$ 1,500,000	\$ 3,900,000	\$ 1,550,000	\$ 3,950,000	\$ 3,950,000	154.8%	
Total Transfers In	\$ 225,000	\$ 225,000	-	-	\$ 225,000	\$ 225,000	\$ 7,936,057	\$ 7,963,435	\$ 1,700,000	\$ 450,000	\$ 1,500,000	\$ 3,900,000	\$ 11,361,057	\$ 12,538,435	10.4%	
Transfers (Out) To:																
Park Fund	\$ (50,000)	\$ (50,000)	-	-	\$ (50,000)	\$ (50,000)	-	-	\$ (175,000)	\$ (175,000)	-	-	\$ (225,000)	\$ (225,000)	0.0%	
Special Revenue Fund	\$ (1,500,000)	\$ (3,900,000)	-	-	\$ (1,500,000)	\$ (3,900,000)	-	-	-	-	-	-	\$ (1,500,000)	\$ (3,900,000)	160.0%	
Capital Projects Fund	\$ (450,000)	\$ (450,000)	-	-	\$ (450,000)	\$ (450,000)	-	-	-	-	-	-	\$ (450,000)	\$ (450,000)	0.0%	
Debt Service Fund	\$ (7,936,057)	\$ (7,963,435)	-	-	\$ (7,936,057)	\$ (7,963,435)	-	-	-	-	-	-	\$ (7,936,057)	\$ (7,963,435)	0.3%	
Total Transfers (Out)	\$ (9,936,057)	\$ (12,363,435)	-	-	\$ (9,936,057)	\$ (12,363,435)	-	-	\$ (175,000)	\$ (175,000)	-	-	\$ (10,111,057)	\$ (12,538,435)	24.0%	
Total Other Financing Sources (Uses)	\$ (9,711,057)	\$ (12,138,435)	-	-	\$ (9,711,057)	\$ (12,138,435)	\$ 8,026,057	\$ 8,445,810	\$ 9,440,000	\$ 9,275,000	\$ 1,500,000	\$ 3,900,000	\$ 9,255,000	\$ 9,482,375	2.5%	
Total Uses	\$195,941,133	\$210,355,963	\$2,534,958	\$2,625,876	\$198,476,091	\$212,981,839	\$ 8,226,057	\$ 8,445,810	\$ 48,348,000	\$ 54,626,000	\$ 9,455,222	\$ 10,158,182	\$ 264,505,370	\$ 286,211,831	8.2%	
Excess of Sources over (under) Total Uses	\$ (8,384,097)	\$ (661,667)	-	-	\$ (8,384,097)	\$ (661,667)	-	-	-	-	\$ (929,388)	\$ 430,980	\$ (9,313,485)	\$ (230,687)	-97.5%	
Designated Expenditure Reserve @ 3%	\$ 5,577,200	\$ 5,939,800	-	-	\$ 5,577,200	\$ 5,939,800	-	-	-	-	-	-	\$ 5,577,200	\$ 5,939,800	6.5%	
Total Required Funds	\$201,518,333	\$216,295,763	\$2,534,958	\$2,625,876	\$204,053,291	\$218,921,639	\$ 8,226,057	\$ 8,445,810	\$ 48,348,000	\$ 54,626,000	\$ 9,455,222	\$ 10,158,182	\$ 270,082,570	\$ 292,151,631	8.2%	
Excess of Sources over (under) Total Funds Required	\$ (13,961,297)	\$ (6,601,467)	-	-	\$ (13,961,297)	\$ (6,601,467)	-	-	\$ -	\$ -	\$ (929,388)	\$ 430,980	\$ (14,890,685)	\$ (6,170,487)	-58.6%	
Fund Balance - Beginning	\$ 15,812,264	\$ 8,020,521	\$ 5,736	\$ 7,326	\$ 15,818,000	\$ 8,027,847	-	-	\$ 18,584,834	\$ 11,371,457	\$ 3,926,439	\$ 2,236,748	\$ 38,329,273	\$ 21,636,052	-43.6%	
Fund Balance - Ending	\$ 7,428,167	\$ 7,358,854	\$ 5,736	\$ 7,326	\$ 7,433,903	\$ 7,366,180	-	-	\$ 18,584,834	\$ 11,371,457	\$ 2,997,051	\$ 2,667,728	\$ 29,015,788	\$ 21,405,365	-26.2%	
Classification of Ending Fund Balance:																
Designated Expenditure Reserve	\$ 5,577,200	\$ 5,939,800	not applicable	not applicable	\$ 5,577,200	\$ 5,939,800	not applicable	not applicable	not applicable	not applicable	\$ 1,418,283	\$ 1,523,727	\$ 6,995,483	\$ 7,463,527	6.7%	
Undesignated Fund Balance	\$ 1,850,967	\$ 1,419,054	-	-	\$ 1,856,703	\$ 1,426,380	-	-	\$ 18,584,834	\$ 11,371,457	\$ 1,578,768	\$ 1,144,000	\$ 22,020,305	\$ 13,941,838	-36.7%	
Total Ending Fund Balance	\$ 7,428,167	\$ 7,358,854	\$ 5,736	\$ 7,326	\$ 7,433,903	\$ 7,366,180	-	-	\$ 18,584,834	\$ 11,371,457	\$ 2,997,051	\$ 2,667,728	\$ 29,015,788	\$ 21,405,365	-26.2%	

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.

## Montgomery County Overview – Fiscal and Budget Summary Schedules



## Montgomery County Overview – Fiscal and Budget Summary Schedules

**CENTRAL ADMINISTRATIVE SERVICES  
BUDGET SUMMARY**  
**Expenditures by County, by Department and by Object**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	Montgomery County				Prince George's County				Combined Department Total		
	FY 26 Adjusted Adopted	FY 27 Proposed	% Change	% Allocation*	FY 26 Adjusted Adopted	FY 27 Proposed	% Change	% Allocation*	FY 26 Adjusted Adopted	FY 27 Proposed	% Change
<b>DHRM</b>											
Personnel Services	4,215,896	4,396,772	4.3%	43.6%	5,559,450	5,687,625	2.3%	56.4%	9,775,346	10,084,397	3.2%
Supplies and Materials	33,004	30,368	-8.0%	43.6%	42,347	39,282	-7.2%	56.4%	75,351	69,650	-7.6%
Other Services and Charges	528,746	532,658	0.7%	44.5%	678,436	665,210	-1.9%	55.5%	1,207,182	1,197,868	-0.8%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	4,777,646	4,959,798	3.8%	43.7%	6,280,233	6,392,117	1.8%	56.3%	11,057,879	11,351,915	2.7%
Chargebacks	(325,395)	(358,563)	10.2%	27.6%	(866,734)	(942,086)	8.7%	72.4%	(1,192,129)	(1,300,649)	9.1%
<b>Total</b>	<b>4,452,251</b>	<b>4,601,235</b>	<b>3.3%</b>	<b>45.8%</b>	<b>5,413,499</b>	<b>5,450,031</b>	<b>0.7%</b>	<b>54.2%</b>	<b>9,865,750</b>	<b>10,051,266</b>	<b>1.9%</b>
<b>Department of Finance</b>											
Personnel Services	3,635,927	3,700,141	1.8%	43.1%	4,862,469	4,885,285	0.5%	56.9%	8,498,396	8,585,426	1.0%
Supplies and Materials	28,429	28,429	0.0%	42.8%	37,992	37,992	0.0%	57.2%	66,421	66,421	0.0%
Other Services and Charges	162,310	176,500	8.7%	45.8%	189,919	208,729	9.9%	54.2%	352,229	385,229	9.4%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,826,666	3,905,070	2.0%	43.2%	5,090,380	5,132,006	0.8%	56.8%	8,917,046	9,037,076	1.3%
Chargebacks	(547,400)	(585,900)	7.0%	36.1%	(966,000)	(1,038,200)	7.5%	63.9%	(1,513,400)	(1,624,100)	7.3%
<b>Total</b>	<b>3,279,266</b>	<b>3,319,170</b>	<b>1.2%</b>	<b>44.8%</b>	<b>4,124,380</b>	<b>4,093,806</b>	<b>-0.7%</b>	<b>55.2%</b>	<b>7,403,646</b>	<b>7,412,976</b>	<b>0.1%</b>
<b>Legal Department</b>											
Personnel Services	2,889,257	2,951,196	2.1%	50.9%	2,742,446	2,846,860	3.8%	49.1%	5,631,703	5,798,056	3.0%
Supplies and Materials	8,279	8,330	0.6%	49.0%	8,721	8,670	-0.6%	51.0%	17,000	17,000	0.0%
Other Services and Charges	299,899	302,267	0.8%	49.4%	315,910	309,426	-2.1%	50.6%	615,809	611,693	-0.7%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,197,435	3,261,793	2.0%	50.8%	3,067,077	3,164,956	3.2%	49.2%	6,264,512	6,426,749	2.6%
Chargebacks	(1,146,022)	(1,223,052)	6.7%	49.5%	(1,157,843)	(1,248,943)	7.9%	50.5%	(2,303,865)	(2,471,995)	7.3%
<b>Total</b>	<b>2,051,413</b>	<b>2,038,741</b>	<b>-0.6%</b>	<b>51.6%</b>	<b>1,909,234</b>	<b>1,916,013</b>	<b>0.4%</b>	<b>48.4%</b>	<b>3,960,647</b>	<b>3,954,754</b>	<b>-0.1%</b>
<b>Merit System Board</b>											
Personnel Services	76,487	88,468	15.7%	50.0%	76,487	88,468	15.7%	50.0%	152,974	176,936	15.7%
Supplies and Materials	750	500	-33.3%	50.0%	750	500	-33.3%	50.0%	1,500	1,000	-33.3%
Other Services and Charges	10,500	9,150	-12.9%	50.0%	10,500	9,150	-12.9%	50.0%	21,000	18,300	-12.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	87,737	98,118	11.8%	50.0%	87,737	98,118	11.8%	50.0%	175,474	196,236	11.8%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>87,737</b>	<b>98,118</b>	<b>11.8%</b>	<b>50.0%</b>	<b>87,737</b>	<b>98,118</b>	<b>11.8%</b>	<b>50.0%</b>	<b>175,474</b>	<b>196,236</b>	<b>11.8%</b>

# Montgomery County Overview – Fiscal and Budget Summary Schedules



**-CONTINUED-**  
**CENTRAL ADMINISTRATIVE SERVICES**  
**BUDGET SUMMARY**  
**Expenditures by County, by Department and by Object**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	Montgomery County				Prince George's County				Combined Department Total		
	FY 26 Adjusted Adopted	FY 27 Proposed	% Change	% Allocation*	FY 26 Adjusted Adopted	FY 27 Proposed	% Change	% Allocation*	FY 26 Adjusted Adopted	FY 27 Proposed	% Change
<b>Office of Inspector General</b>											
Personnel Services	609,521	583,411	-4.3%	35.3%	956,683	1,071,226	12.0%	64.7%	1,566,204	1,654,637	5.6%
Supplies and Materials	2,406	2,181	-9.4%	38.6%	3,243	3,468	6.9%	61.4%	5,649	5,649	0.0%
Other Services and Charges	66,183	67,645	2.2%	40.2%	86,602	100,518	16.1%	59.8%	152,785	168,163	10.1%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	678,110	653,237	-3.7%	35.7%	1,046,528	1,175,212	12.3%	64.3%	1,724,638	1,828,449	6.0%
Chargebacks	-	-	-	0.0%	(131,943)	(145,240)	10.1%	100.0%	(131,943)	(145,240)	10.1%
<b>Total</b>	<b>678,110</b>	<b>653,237</b>	<b>-3.7%</b>	<b>38.8%</b>	<b>914,585</b>	<b>1,029,972</b>	<b>12.6%</b>	<b>61.2%</b>	<b>1,592,695</b>	<b>1,683,209</b>	<b>5.7%</b>
<b>Corporate IT</b>											
Personnel Services	1,884,499	1,945,650	3.2%	50.0%	1,886,690	1,945,650	3.1%	50.0%	3,771,189	3,891,300	3.2%
Supplies and Materials	63,450	88,450	39.4%	50.0%	63,450	88,450	39.4%	50.0%	126,900	176,900	39.4%
Other Services and Charges	920,663	1,082,776	17.6%	50.1%	903,918	1,078,031	19.3%	49.9%	1,824,581	2,160,807	18.4%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,868,612	3,116,876	8.7%	50.0%	2,854,058	3,112,131	9.0%	50.0%	5,722,670	6,229,007	8.8%
Chargebacks	(610,309)	(719,897)	18.0%	36.3%	(1,124,529)	(1,261,395)	12.2%	63.7%	(1,734,838)	(1,981,292)	14.2%
<b>Total</b>	<b>2,258,303</b>	<b>2,396,979</b>	<b>6.1%</b>	<b>56.4%</b>	<b>1,729,529</b>	<b>1,850,736</b>	<b>7.0%</b>	<b>43.6%</b>	<b>3,987,832</b>	<b>4,247,715</b>	<b>6.5%</b>
<b>CAS Support Services</b>											
Personnel Services	5,051	5,062	0.2%	45.6%	6,199	6,038	-2.6%	54.4%	11,250	11,100	-1.3%
Supplies and Materials	11,113	12,631	13.7%	45.6%	13,637	15,069	10.5%	54.4%	24,750	27,700	11.9%
Other Services and Charges	733,721	617,964	-15.8%	46.0%	887,270	725,256	-18.3%	54.0%	1,620,991	1,343,220	-17.1%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	749,885	635,657	-15.2%	46.0%	907,106	746,363	-17.7%	54.0%	1,656,991	1,382,020	-16.6%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>749,885</b>	<b>635,657</b>	<b>-15.2%</b>	<b>46.0%</b>	<b>907,106</b>	<b>746,363</b>	<b>-17.7%</b>	<b>54.0%</b>	<b>1,656,991</b>	<b>1,382,020</b>	<b>-16.6%</b>
<b>Total Central Administrative Services</b>											
Personnel Services	13,316,638	13,670,700	2.7%	45.3%	16,090,424	16,531,152	2.7%	54.7%	29,407,062	30,201,852	2.7%
Supplies and Materials	147,431	170,889	15.9%	46.9%	170,140	193,431	13.7%	53.1%	317,571	364,320	14.7%
Other Services and Charges	2,722,022	2,788,960	2.5%	47.4%	3,072,555	3,096,320	0.8%	52.6%	5,794,577	5,885,280	1.6%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	16,186,091	16,630,549	2.7%	45.6%	19,333,119	19,820,903	2.5%	54.4%	35,519,210	36,451,452	2.6%
Chargebacks	(2,629,126)	(2,887,412)	9.8%	38.4%	(4,247,049)	(4,635,864)	9.2%	61.6%	(6,876,175)	(7,523,276)	9.4%
<b>Total</b>	<b>13,556,965</b>	<b>13,743,137</b>	<b>1.4%</b>	<b>47.5%</b>	<b>15,086,070</b>	<b>15,185,039</b>	<b>0.7%</b>	<b>52.5%</b>	<b>28,643,035</b>	<b>28,928,176</b>	<b>1.0%</b>

\* % Allocation is the amount of budget funded by each County.

# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY ADMINISTRATION FUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 40,827,271	\$ 41,754,721	\$ 41,754,721	\$ 48,537,028	16.2%
Intergovernmental -					
Federal	-	-	-	-	-
State	\$ -	\$ -	\$ -	\$ 150,000	-
County - Other	\$ -	\$ 100,000	\$ 100,000	\$ -	-100.0%
County - Water Quality Protection	\$ 480,970	\$ 655,019	\$ 655,019	\$ 2,588,004	295.1%
Sales	\$ -	\$ 200	\$ 200	\$ 400	100.0%
Charges for Services	\$ 411,653	\$ 276,000	\$ 276,000	\$ 287,000	4.0%
Rentals and Concessions	-	-	-	-	-
Interest	\$ 786,309	\$ 175,000	\$ 300,000	\$ 175,000	0.0%
Miscellaneous	\$ 2,668.00	-	-	-	-
<b>Total Revenues</b>	<b>\$ 42,508,871</b>	<b>\$ 42,960,940</b>	<b>\$ 43,085,940</b>	<b>\$ 51,737,432</b>	<b>20.4%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	\$ 38,468,746	\$ 42,771,658	\$ 42,771,658	\$ 45,145,883	5.6%
Supplies and Materials	\$ 433,102	\$ 579,211	\$ 579,211	\$ 548,434	-5.3%
Other Services and Charges	\$ 9,008,592	\$ 8,474,033	\$ 8,474,033	\$ 9,550,697	12.7%
Capital Outlay	\$ 106,769	\$ 75,000	\$ 75,000	\$ 75,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	\$ (6,157,209)	\$ (6,137,660)	\$ (6,137,660)	\$ (6,366,206)	3.7%
<b>Total Expenditures</b>	<b>\$ 41,860,000</b>	<b>\$ 45,762,242</b>	<b>\$ 45,762,242</b>	<b>\$ 48,953,808</b>	<b>7.0%</b>
<b>Excess of Revenues over (under) Expenditures</b>	<b>\$ 648,871</b>	<b>\$ (2,801,302)</b>	<b>\$ (2,676,302)</b>	<b>\$ 2,783,624</b>	<b>-199.4%</b>
<b>Other Financing Sources (Uses):</b>					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out)-					
Park Fund	\$ (100,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	0.0%
Special Revenue Fund	\$ (950,000)	\$ (1,500,000)	\$ (1,500,000)	\$ (3,900,000)	160.0%
Total Transfers (Out)	\$ (1,050,000)	\$ (1,550,000)	\$ (1,550,000)	\$ (3,950,000)	154.8%
Total Other Financing Sources (Uses)	\$ (1,050,000)	\$ (1,550,000)	\$ (1,550,000)	\$ (3,950,000)	154.8%
<b>Total Uses</b>	<b>\$ 42,910,000</b>	<b>\$ 47,312,242</b>	<b>\$ 47,312,242</b>	<b>\$ 52,903,808</b>	<b>11.8%</b>
<b>Excess of Sources over (under) Total Uses</b>	<b>\$ (401,129)</b>	<b>\$ (4,351,302)</b>	<b>\$ (4,226,302)</b>	<b>\$ (1,166,376)</b>	<b>-73.2%</b>
Designated Expenditure Reserve @ 3%	\$ 1,255,800	\$ 1,369,900	\$ 1,372,900	\$ 1,468,600	7.2%
Total Required Funds	\$ 44,165,800	\$ 48,682,142	\$ 48,685,142	\$ 54,372,408	11.7%
Excess of Sources over (under) Total Funds Required	\$ (1,656,929)	\$ (5,721,202)	\$ (5,599,202)	\$ (2,634,976)	-53.9%
Fund Balance - Beginning	\$ 7,373,782	\$ 5,908,382	\$ 6,972,653	\$ 2,746,351	-53.5%
Fund Balance - Ending	\$ 6,972,653	\$ 1,557,081	\$ 2,746,351	\$ 1,579,975	1.5%
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	\$ 1,255,800	\$ 1,369,900	\$ 1,372,900	\$ 1,468,600	7.2%
Undesignated Fund Balance	\$ 5,716,853	\$ 187,181	\$ 1,373,451	\$ 111,375	-40.5%
<b>Total Ending Fund Balance</b>	<b>\$ 6,972,653</b>	<b>\$ 1,557,081</b>	<b>\$ 2,746,351</b>	<b>\$ 1,579,975</b>	<b>1.5%</b>

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY PARK FUND**  
 Summary of Revenues, Expenditures, and Changes in Fund Balance  
 PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 122,913,998	\$ 134,933,680	\$ 134,933,680	\$ 148,123,405	9.8%
Intergovernmental:					
Federal	\$ 12,440	\$ -	\$ -	\$ -	-75.0%
State	\$ -	\$ 400,000	\$ 400,000	\$ 100,000	0.0%
County - Other	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	7.0%
County - Water Quality Protection	\$ 4,289,641	\$ 4,637,840	\$ 4,637,840	\$ 4,962,580	-35.5%
Local	\$ -	\$ -	\$ -	\$ -	-35.5%
Sales	\$ -	\$ 18,500	\$ 18,500	\$ 11,941	-0.8%
Charges for Services	\$ 2,912,001	\$ 2,851,801	\$ 2,851,801	\$ 2,828,395	0.5%
Rentals and Concessions	\$ 820,513	\$ 783,275	\$ 783,275	\$ 787,043	-20.8%
Interest	\$ 1,417,626	\$ 600,000	\$ 600,000	\$ 475,000	-30.9%
Miscellaneous	\$ 164,866	\$ 96,000	\$ 96,000	\$ 393,500	309.9%
<b>Total Revenues</b>	<b>\$ 132,581,085</b>	<b>\$ 144,371,096</b>	<b>\$ 144,371,096</b>	<b>\$ 157,731,864</b>	<b>9.3%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	\$ 104,869,564	\$ 113,717,865	\$ 113,717,865	\$ 119,672,260	5.2%
Supplies and Materials	\$ 8,741,889	\$ 9,836,165	\$ 9,836,165	\$ 10,181,076	3.5%
Other Services and Charges	\$ 20,556,207	\$ 20,904,422	\$ 20,904,422	\$ 22,957,130	9.8%
Capital Outlay	\$ 2,045,137	\$ 804,256	\$ 804,256	\$ 847,000	5.3%
Other Classifications	\$ -	\$ -	\$ -	\$ -	-8.0%
Chargebacks	\$ (4,895,835)	\$ (5,019,874)	\$ (5,019,874)	\$ (4,618,746)	0.06
<b>Total Expenditures</b>	<b>\$ 131,316,962</b>	<b>\$ 140,242,834</b>	<b>\$ 140,242,834</b>	<b>\$ 149,038,720</b>	<b>0.06</b>
<b>Excess of Revenues over (under) Expenditures</b>	<b>\$ 1,264,123</b>	<b>\$ 4,128,262</b>	<b>\$ 4,128,262</b>	<b>\$ 8,693,144</b>	<b>110.6%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Capital Projects Funds	\$ 255,739	\$ 175,000	\$ 175,000	\$ 175,000	0.0%
Capital Equipment Fund	\$ -	\$ -	\$ -	\$ -	-0.0%
Administration Fund	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	0.0%
Total Transfers In	<b>\$ 355,739</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>0.0%</b>
Transfers(Out)					
Capital Projects Funds	\$ (450,000)	\$ (450,000)	\$ (450,000)	\$ (450,000)	0.0%
Debt Service Fund	\$ (6,862,940)	\$ (7,936,057)	\$ (7,936,057)	\$ (7,963,435)	0.3%
Total Transfers (Out)	<b>\$ (7,312,940)</b>	<b>\$ (8,386,057)</b>	<b>\$ (8,386,057)</b>	<b>\$ (8,413,435)</b>	<b>0.3%</b>
Total Other Financing Sources (Uses)	<b>\$ (6,957,201)</b>	<b>\$ (8,161,057)</b>	<b>\$ (8,161,057)</b>	<b>\$ (8,188,435)</b>	<b>0.3%</b>
<b>Total Uses</b>	<b>\$ 138,629,902</b>	<b>\$ 148,628,891</b>	<b>\$ 148,628,891</b>	<b>\$ 157,452,155</b>	<b>5.9%</b>
<b>Excess of Sources over (under) Total Uses</b>	<b>\$ (5,693,078)</b>	<b>\$ (4,032,795)</b>	<b>\$ (4,032,795)</b>	<b>\$ 504,709</b>	<b>-112.5%</b>
Designated Expenditure Reserve @ 3%	\$ 3,939,500	\$ 4,207,300	\$ 4,207,300	\$ 4,471,200	6.3%
Total Required Funds	<b>\$ 142,569,402</b>	<b>\$ 152,836,191</b>	<b>\$ 152,836,191</b>	<b>\$ 161,923,355</b>	<b>5.9%</b>
<b>Excess of Sources over (under) Total Funds Required</b>	<b>\$ (9,632,578)</b>	<b>\$ (8,240,095)</b>	<b>\$ (8,240,095)</b>	<b>\$ (3,966,491)</b>	<b>-51.9%</b>
Fund Balance - Beginning	\$ 15,000,043	\$ 9,903,882	\$ 9,306,965	\$ 5,274,170	-46.7%
Fund Balance - Ending	<b>\$ 9,306,965</b>	<b>\$ 5,871,087</b>	<b>\$ 5,274,170</b>	<b>\$ 5,778,879</b>	<b>-1.6%</b>
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	\$ 3,939,500	\$ 4,207,300	\$ 4,207,300	\$ 4,471,200	6.3%
Undesignated Fund Balance	\$ 5,367,465	\$ 1,663,787	\$ 1,066,870	\$ 1,307,679	-21.4%
<b>Total Ending Fund Balance</b>	<b>\$ 9,306,965</b>	<b>\$ 5,871,087</b>	<b>\$ 5,274,170</b>	<b>\$ 5,778,879</b>	<b>-1.6%</b>

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY PROPERTY MANAGEMENT SUBFUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	\$ 2,009,371	\$ 1,799,600	\$ 1,799,600	\$ 1,846,800	2.6%
Interest	\$ 63,049	\$ 30,000	\$ 30,000	\$ 40,000	33.3%
Miscellaneous	\$ 3,000	\$ -	\$ -	\$ -	-
<b>Total Revenues</b>	<b>\$ 2,075,420</b>	<b>\$ 1,829,600</b>	<b>\$ 1,829,600</b>	<b>\$ 1,886,800</b>	<b>3.1%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	\$ 552,193	\$ 589,261	\$ 589,261	\$ 614,289	4.2%
Supplies and Materials	\$ 45,253	\$ 124,862	\$ 124,862	\$ 121,675	-2.6%
Other Services and Charges	\$ 788,024	\$ 1,095,177	\$ 1,095,177	\$ 1,372,400	25.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	\$ 151,100	\$ 153,300	\$ 153,300	\$ 27,300	-82.2%
<b>Total Expenditures</b>	<b>\$ 1,536,570</b>	<b>\$ 1,962,600</b>	<b>\$ 1,962,600</b>	<b>\$ 2,135,664</b>	<b>8.8%</b>
<b>Excess of Revenues over Expenditures</b>	<b>\$ 538,850</b>	<b>\$ (133,000)</b>	<b>\$ (133,000)</b>	<b>\$ (248,864)</b>	<b>87.1%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In	-	-	-	-	-
Transfer to Special Revenue Fund	-	-	-	-	-
Use of Fund Balance	-	-	-	-	-
Transfers In/(Out)	-	-	-	-	-
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>\$ 538,850</b>	<b>\$ (133,000)</b>	<b>\$ (133,000)</b>	<b>\$ (248,864)</b>	<b>87.1%</b>
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 538,850</b>	<b>\$ (133,000)</b>	<b>\$ (133,000)</b>	<b>\$ (248,864)</b>	<b>87.1%</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>\$ 777,634</b>	<b>\$ 577,634</b>	<b>\$ 1,316,484</b>	<b>\$ 1,183,484</b>	<b>104.9%</b>
<b>Fund Balance - Beginning</b>	<b>\$ 1,316,484</b>	<b>\$ 444,634</b>	<b>\$ 1,183,484</b>	<b>\$ 934,620</b>	<b>110.2%</b>
<b>Fund Balance - Ending</b>	<b>\$ 777,634</b>	<b>\$ 577,634</b>	<b>\$ 1,316,484</b>	<b>\$ 1,183,484</b>	<b>104.9%</b>



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 2,359,429	\$ 2,534,958	\$ 2,534,958	\$ 2,625,876	3.6%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	\$ 2,359,429	\$ 2,534,958	\$ 2,534,958	\$ 2,625,876	3.6%
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	\$ 2,236,639	\$ 2,534,958	\$ 2,534,958	\$ 2,625,876	3.6%
Debt Service:	\$ 121,200	-	-	-	-
Debt Service Principal	\$ 120,000	-	-	-	-
Debt Service Interest	\$ 1,200	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	\$ 2,357,839	\$ 2,534,958	\$ 2,534,958	\$ 2,625,876	3.6%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	\$ 1,590	-	-	-	-
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	-	-	-	-	-
Premiums, Bond Issued	-	-	-	-	-
Proceeds, Refunding Bond	-	-	-	-	-
Payment, Refunded Bond Esc Agent	-	-	-	-	-
Transfers In/Out-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 1,590	-	-	-	-
Fund Balance, Beginning	\$ 5,736	\$ 5,736	\$ 7,326	\$ 7,326	27.7%
Fund Balance, Ending	\$ 7,326	\$ 5,736	\$ 7,326	\$ 7,326	27.7%



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
Revenues:					
Property Taxes	-	-	-	-	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	\$ 222,920	-	-	\$ 1,000	-
Miscellaneous (Contributions)	\$ 2,236,639	\$ 2,534,958	\$ 2,534,958	\$ 2,625,876	3.6%
<b>Total Revenues</b>	<b>\$ 2,459,559</b>	<b>\$ 2,534,958</b>	<b>\$ 2,534,958</b>	<b>\$ 2,626,876</b>	<b>3.6%</b>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	\$ 470	\$ 300	\$ 300	\$ 500	66.7%
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	\$ 2,686,703	\$ 2,686,703	\$ 2,585,429	-3.8%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 470</b>	<b>\$ 2,687,003</b>	<b>\$ 2,687,003</b>	<b>\$ 2,585,929</b>	<b>-3.8%</b>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	\$ 2,459,089	\$ (152,045)	\$ (152,045)	\$ 40,947	-126.9%
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 2,459,089	\$ (152,045)	\$ (152,045)	\$ 40,947	-126.9%
Total Net Position - Beginning	\$ 6,240,021	\$ 152,045	\$ 8,699,110	\$ 8,547,065	5521.4%
Total Net Position - Ending	\$ 8,699,110	\$ -	\$ 8,547,065	\$ 8,588,012	-



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY PARK DEBT SERVICE FUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	-	\$ 200,000	\$ 200,000	-	-100.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	-	200,000	200,000	-	-100.0%
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	\$ 6,862,940	\$ 8,226,057	\$ 8,226,057	\$ 8,445,810	2.7%
Debt Service Principal	\$ 4,916,880	\$ 5,561,269	\$ 5,561,269	\$ 5,652,507	1.6%
Debt Service Interest	\$ 1,946,060	\$ 2,454,788	\$ 2,454,788	\$ 2,358,303	-3.9%
Debt Service Fees	-	\$ 210,000	\$ 210,000	\$ 435,000	107.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	\$ 6,862,940	\$ 8,226,057	\$ 8,226,057	\$ 8,445,810	2.7%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	\$ (6,862,940)	\$ (8,026,057)	\$ (8,026,057)	\$ (8,445,810)	5.2%
<b>Other Financing Sources (Uses):</b>					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	\$ -	\$ 90,000	\$ 90,000	\$ 482,375	436.0%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
<b>Transfers In/Out:</b>					
Transfer from Park Fund	\$ 6,862,940	\$ 7,936,057	\$ 7,936,057	\$ 7,963,435	0.3%
Total Transfers In	\$ 6,862,940	\$ 7,936,057	\$ 7,936,057	\$ 7,963,435	0.3%
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	\$ 6,862,940	\$ 8,026,057	\$ 8,026,057	\$ 8,445,810	5.2%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	-	-	-	-	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	-	-	-	-	-



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY CAPITAL PROJECTS FUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental:					
Federal	-	-	-	11,225,000	-
State (POS)	6,003,384	11,528,000	11,528,000	4,575,000	-60.3%
State (Other)	-	-	-	300,000	-
County	19,095,757	22,430,000	22,430,000	28,901,000	28.8%
Interest	255,019	175,000	175,000	175,000	0.0%
Contributions	202,620	4,600,000	4,600,000	-	-100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	25,556,780	38,733,000	38,733,000	45,176,000	16.6%
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	32,964,418	48,173,000	48,173,000	54,451,000	13.0%
Park Acquisition	292,800	9,800,000	9,800,000	4,226,000	-56.9%
Park Development	32,671,618	38,373,000	38,373,000	50,225,000	30.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	32,964,418	48,173,000	48,173,000	54,451,000	13.0%
Excess of Revenues over Expenditures	(7,407,638)	(9,440,000)	(9,440,000)	(9,275,000)	-1.7%
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	-	7,915,000	7,915,000	9,000,000	13.7%
Transfers In					
Transfer from Park Fund (Pay-Go)	450,000	450,000	450,000	450,000	0.0%
Transfer from Enterprise Fund	-	1,250,000	1,250,000	-	-100.0%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	450,000	1,700,000	1,700,000	450,000	-73.5%
Transfers Out					
Transfer to Park Fund	(255,739)	(175,000)	(175,000)	(175,000)	0.0%
Total Transfers Out	(255,739)	(175,000)	(175,000)	(175,000)	0.0%
Total Other Financing Sources (Uses)	194,261	9,440,000	9,440,000	9,275,000	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(7,213,377)	-	-	-	-
Fund Balance, Beginning	18,584,834	18,584,834	11,371,457	11,371,457	-38.8%
Fund Balance, Ending	11,371,457	18,584,834	11,371,457	11,371,457	-38.8%



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### MONTGOMERY COUNTY SPECIAL REVENUE FUNDS

#### Summary of Revenues, Expenditures, and Changes in Fund Balance

#### Proposed Budget Fiscal Year 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ 2,350,003	\$ 2,716,002	\$ 2,753,325	\$ 3,613,380	33.0%
Sales	\$ 277,548	\$ 152,582	\$ 137,882	\$ 144,382	-5.4%
Charges for Services	\$ 2,384,761	\$ 3,184,000	\$ 1,877,300	\$ 2,063,300	-35.2%
Rentals and Concessions	\$ 113,273	\$ 157,800	\$ 124,850	\$ 125,000	-20.8%
Interest	\$ 263,736	\$ 92,950	\$ 190,760	\$ 187,100	101.3%
Miscellaneous	\$ 414,309	\$ 722,500	\$ 532,000	\$ 556,000	-23.0%
<b>Total Revenues</b>	<b>\$ 5,803,630</b>	<b>\$ 7,025,834</b>	<b>\$ 5,616,117</b>	<b>\$ 6,689,162</b>	<b>-4.8%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	\$ 578,557	\$ 1,017,033	\$ 981,661	\$ 1,113,338	9.5%
Supplies and Materials	\$ 225,500	\$ 351,969	\$ 331,413	\$ 351,100	-0.2%
Other Services and Charges	\$ 2,217,186	\$ 3,482,777	\$ 3,530,703	\$ 4,061,476	16.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	\$ 4,566,370	\$ 4,603,443	\$ 4,003,443	\$ 4,632,268	0.6%
<b>Total Expenditures</b>	<b>\$ 7,587,613</b>	<b>\$ 9,455,222</b>	<b>\$ 8,847,220</b>	<b>\$ 10,158,182</b>	<b>7.4%</b>
<b>Excess of Revenues over Expenditures</b>	<b>\$ (1,783,983)</b>	<b>\$ (2,429,388)</b>	<b>\$ (3,231,103)</b>	<b>\$ (3,469,020)</b>	<b>42.8%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	\$ 950,000	\$ 1,500,000	\$ 1,500,000	\$ 3,900,000	160.0%
Property Management Fund	-	-	-	-	-
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<b>\$ 950,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 3,900,000</b>	<b>160.0%</b>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 950,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 3,900,000</b>	<b>160.0%</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>\$ (833,983)</b>	<b>\$ (929,388)</b>	<b>\$ (1,731,103)</b>	<b>\$ 430,980</b>	<b>-146.4%</b>
<b>Fund Balance - Beginning</b>	<b>\$ 4,801,833</b>	<b>\$ 3,926,439</b>	<b>\$ 3,967,850</b>	<b>\$ 2,236,748</b>	<b>-43.0%</b>
<b>Fund Balance - Ending</b>	<b>\$ 3,967,850</b>	<b>\$ 2,997,051</b>	<b>\$ 2,236,748</b>	<b>\$ 2,667,728</b>	<b>-11.0%</b>
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	\$ 1,138,142	\$ 1,418,283	\$ 1,327,083	\$ 1,523,727	7.4%
Undesignated Fund Balance	\$ 2,829,708	\$ 1,578,768	\$ 909,665	\$ 1,144,000	-27.5%
<b>Total Ending Fund Balance</b>	<b>\$ 3,967,850</b>	<b>\$ 2,997,051</b>	<b>\$ 2,236,748</b>	<b>\$ 2,667,728</b>	<b>-11.0%</b>

*Commission policy requires a designated expenditure reserve of 15 percent of budgeted expenditures.*



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY ENTERPRISE FUND**  
 Summary of Revenues, Expenses, and Changes in Fund Net Position  
 Proposed Budget Fiscal Year 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental					
Sales	\$ 725,236	\$ 829,750	\$ 801,210	\$ 844,860	1.8%
Charges for Services	\$ 8,513,245	\$ 7,807,860	\$ 7,730,050	\$ 7,917,465	1.4%
Rentals and Concessions	\$ 4,228,941	\$ 4,321,294	\$ 4,421,915	\$ 4,061,211	-6.0%
Miscellaneous	\$ -	\$ 905,390	\$ 1,012,816	\$ 1,026,214	13.3%
<b>Total Operating Revenues</b>	<b>\$ 13,467,422</b>	<b>\$ 13,864,294</b>	<b>\$ 13,965,991</b>	<b>\$ 13,849,750</b>	<b>-0.1%</b>
<b>Operating Expenses:</b>					
Personnel Services	\$ 7,451,252	\$ 8,316,640	\$ 8,250,811	\$ 8,768,791	5.4%
Goods for Resale	\$ 389,647	\$ 397,290	\$ 381,135	\$ 403,950	1.7%
Supplies and Materials	\$ 541,563	\$ 513,047	\$ 563,163	\$ 481,170	-6.2%
Other Services and Charges	\$ 2,649,925	\$ 2,486,237	\$ 2,703,021	\$ 2,541,754	2.2%
Depreciation & Amortization Expense	\$ 277,055	-	-	-	-
<b>Debt Service</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	\$ 65,027	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	\$ 370,373	\$ 370,373	\$ 370,373	0.0%
Indirect Charges (Admin Chargeback)	-	\$ 514,768	\$ (103,919)	\$ 543,733	5.6%
<b>Total Operating Expenses</b>	<b>\$ 11,309,442</b>	<b>\$ 12,598,355</b>	<b>\$ 12,229,611</b>	<b>\$ 13,109,771</b>	<b>4.1%</b>
<b>Operating Income (Loss)</b>	<b>\$ 2,157,980</b>	<b>\$ 1,265,939</b>	<b>\$ 1,736,380</b>	<b>\$ 739,979</b>	<b>-41.5%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	\$ 1,095,015	\$ 382,290	\$ 381,870	\$ 365,570	-4.4%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	\$ (108,029)	-	-	-	-
<b>Total Nonoperating Revenues (Expenses)</b>	<b>\$ 986,986</b>	<b>\$ 382,290</b>	<b>\$ 381,870</b>	<b>\$ 365,570</b>	<b>-4.4%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>\$ 3,144,966</b>	<b>\$ 1,648,229</b>	<b>\$ 2,118,250</b>	<b>\$ 1,105,549</b>	<b>-32.9%</b>
<b>Operating Transfers In (Out):</b>					
Transfer in - Park Fund	-	-	-	-	-
Transfer in - Group Insurance	-	-	-	-	-
Transfer - Other	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer Out - Capital Projects Funds	-	\$ (1,250,000)	\$ (1,250,000)	-	-100.0%
Net Operating Transfer	-	\$ (1,250,000)	\$ (1,250,000)	-	-100.0%
Change in Net Position	\$ 3,144,966	\$ 398,229	\$ 868,250	\$ 1,105,549	177.6%
<b>Total Net Position - Beginning</b>	<b>\$ 34,518,114</b>	<b>\$ 36,553,398</b>	<b>\$ 37,663,080</b>	<b>\$ 38,531,330</b>	<b>5.4%</b>
<b>Total Net Position - Ending</b>	<b>\$ 37,663,080</b>	<b>\$ 36,951,627</b>	<b>\$ 38,531,330</b>	<b>\$ 39,636,879</b>	<b>7.3%</b>

*Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**WHEATON HEADQUARTERS BUILDING FUND**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental					
Montgomery County	\$ 1,500,000	\$ 1,688,833	\$ 1,688,833	\$ 2,099,358	24.3%
Charges for Services (Office Space Rental):					
MC Planning	\$ 644,422	\$ 624,135	\$ 624,135	\$ 775,849	24.3%
MC Parks	\$ 644,462	\$ 624,135	\$ 624,135	\$ 775,849	24.3%
Rental Revenues	\$ 1,728,888	-	-	-	-
Miscellaneous	\$ 52,801	-	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 4,570,573</b>	<b>\$ 2,937,103</b>	<b>\$ 2,937,103</b>	<b>\$ 3,651,056</b>	<b>24.3%</b>
<b>Operating Expenses:</b>					
Personnel Services	\$ 38,410	\$ 45,000	\$ 45,000	\$ 40,000	-11.1%
Supplies and Materials	\$ 65,760	\$ 100,000	\$ 100,000	\$ 74,000	-26.0%
Other Services and Charges	\$ 2,639,288	\$ 2,567,103	\$ 2,567,103	\$ 3,455,756	34.6%
Depreciation & Amortization Expense	\$ 4,454,248	-	-	-	-
Capital Outlay	-	-	-	-	-
Chargebacks	\$ 222,600	\$ 240,000	\$ 240,000	\$ 111,300	-53.6%
<b>Total Operating Expenses</b>	<b>\$ 7,420,306</b>	<b>\$ 2,952,103</b>	<b>\$ 2,952,103</b>	<b>\$ 3,681,056</b>	<b>24.7%</b>
<b>Operating Income (Loss)</b>	<b>\$ (2,849,733)</b>	<b>\$ (15,000)</b>	<b>\$ (15,000)</b>	<b>\$ (30,000)</b>	<b>100.0%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	\$ 37,581	\$ 15,000	\$ 15,000	\$ 30,000	100.0%
<b>Total Nonoperating Revenue (Expenses):</b>	<b>\$ 37,581</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 30,000</b>	<b>100.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>\$ (2,812,152)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	\$ 500,000	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	\$ 500,000	-	-	-	-
Income (Loss) Before Capital Contributions	\$ (2,312,152)	-	-	-	-
Capital Contributions	-	-	-	-	-
Change in Net Position	\$ (2,312,152)	-	-	-	-
<b>Total Net Position - Beginning</b>	<b>\$ 118,310,173</b>	<b>\$ 118,310,173</b>	<b>\$ 115,998,021</b>	<b>\$ 115,998,021</b>	<b>-2.0%</b>
<b>Total Net Position - Ending</b>	<b>\$ 115,998,021</b>	<b>\$ 118,310,173</b>	<b>\$ 115,998,021</b>	<b>\$ 115,998,021</b>	<b>-2.0%</b>

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	-	-	-	-	-
Charges for Services:					
Parks	\$ 3,025,600	\$ 3,088,100	\$ 3,088,100	\$ 3,329,000	7.8%
Planning	\$ 58,900	\$ 58,900	\$ 58,900	\$ 52,400	-11.0%
CAS	\$ 50,100	\$ 57,800	\$ 57,800	\$ 62,000	7.3%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	\$ 418,369	-	-	-	-
Total Operating Revenues	<u>\$ 3,552,969</u>	<u>\$ 3,204,800</u>	<u>\$ 3,204,800</u>	<u>\$ 3,443,400</u>	<u>7.4%</u>
<b>Operating Expenses:</b>					
Personnel Services	\$ 830,520	\$ 766,805	\$ 766,805	\$ 782,014	2.0%
Supplies and Materials	\$ 1,739	\$ 31,000	\$ 31,000	\$ 25,000	-19.4%
Other Services and Charges:					
Insurance Claims:					
Parks	\$ 3,208,015	\$ 2,161,800	\$ 2,161,800	\$ 2,478,100	14.6%
Planning	\$ 12,432	\$ 49,100	\$ 49,100	\$ 51,000	3.9%
CAS	\$ 15,748	\$ 22,100	\$ 22,100	\$ 18,900	-14.5%
Enterprise	\$ 464	\$ 200	\$ 200	-	-100.0%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	\$ 790,662	\$ 816,371	\$ 816,371	\$ 844,257	3.4%
Depreciation & Amortization Expense	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	\$ 406,244	\$ 424,603	\$ 424,603	\$ 443,583	4.5%
Total Operating Expenses	<u>\$ 5,265,823</u>	<u>\$ 4,271,979</u>	<u>\$ 4,271,979</u>	<u>\$ 4,642,854</u>	<u>8.7%</u>
Operating Income (Loss)	<u><u>\$ (1,712,854)</u></u>	<u><u>\$ (1,067,179)</u></u>	<u><u>\$ (1,067,179)</u></u>	<u><u>\$ (1,199,454)</u></u>	<u><u>12.4%</u></u>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	\$ 465,024	\$ 200,000	\$ 200,000	\$ 200,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>\$ 465,024</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u><u>\$ (1,247,830)</u></u>	<u><u>\$ (867,179)</u></u>	<u><u>\$ (867,179)</u></u>	<u><u>\$ (999,454)</u></u>	<u><u>15.3%</u></u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	<u><u>\$ (1,247,830)</u></u>	<u><u>\$ (867,179)</u></u>	<u><u>\$ (867,179)</u></u>	<u><u>\$ (999,454)</u></u>	<u><u>15.3%</u></u>
Total Net Position - Beginning	<u><u>\$ 5,999,552</u></u>	<u><u>\$ 5,592,924</u></u>	<u><u>\$ 4,751,722</u></u>	<u><u>\$ 3,884,543</u></u>	<u><u>-30.5%</u></u>
Total Net Position - Ending	<u><u>\$ 4,751,722</u></u>	<u><u>\$ 4,725,745</u></u>	<u><u>\$ 3,884,543</u></u>	<u><u>\$ 2,885,089</u></u>	<u><u>-38.9%</u></u>
Designated Position	\$ 1,049,998	\$ 1,747,767	\$ 1,208,052	\$ 2,001,315	14.5%
Unrestricted Position	\$ 3,701,724	\$ 2,977,978	\$ 2,676,491	\$ 883,774	-70.3%
Total Net Position, June 30	<u><u>\$ 4,751,722</u></u>	<u><u>\$ 4,725,745</u></u>	<u><u>\$ 3,884,543</u></u>	<u><u>\$ 2,885,089</u></u>	<u><u>-38.9%</u></u>
Note: Allocation of administrative expense paid to Montgomery County for insurance pool management					
Parks	\$ 638,000	\$ 675,200	\$ 675,200	\$ 718,202	6.4%
Planning	\$ 13,900	\$ 15,300	\$ 15,300	\$ 14,800	-3.3%
CAS	\$ 5,200	\$ 6,100	\$ 6,100	\$ 5,500	-9.8%
Enterprise	\$ 100	\$ 100	\$ 100	-	-100.0%
Total	<u><u>\$ 657,200</u></u>	<u><u>\$ 696,700</u></u>	<u><u>\$ 696,700</u></u>	<u><u>\$ 738,502</u></u>	<u><u>6.0%</u></u>

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	-	-	-	-	-
Charges to Departments					
Planning	-	-	-	-	-
Parks	\$ 1,505,000	\$ 1,697,600	\$ 1,697,600	\$ 2,037,600	20.0%
Finance	-	-	-	-	-
Corporate IT	\$ 222,400	\$ 102,125	-	\$ 112,500	10.2%
Miscellaneous (Sale of Equipment, etc.)	\$ 232,194	-	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 1,959,594</b>	<b>\$ 1,799,725</b>	<b>\$ 1,697,600</b>	<b>\$ 2,150,100</b>	<b>19.5%</b>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	\$ 15,428	-	-	-	-
Other Services and Charges:	\$ 24,049	\$ 495	\$ 495	\$ 500	1.0%
Debt Service:					
Debt Service Principal	\$ -	\$ 781,300	\$ 781,300	\$ 1,121,300	43.5%
Debt Service Interest	\$ 74,375	\$ 156,300	\$ 156,300	\$ 156,300	0.0%
Depreciation & Amortization Expense	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	\$ 2,447,707	\$ 2,810,000	\$ 2,810,000	\$ 2,832,500	0.8%
Other Classifications					
Chargebacks	\$ 65,309	\$ 52,601	\$ 52,601	\$ 60,276	14.6%
<b>Total Operating Expenses</b>	<b>\$ 2,626,868</b>	<b>\$ 3,800,696</b>	<b>\$ 3,800,696</b>	<b>\$ 4,170,876</b>	<b>9.7%</b>
<b>Operating Income (Loss)</b>	<b>\$ (667,274)</b>	<b>\$ (2,000,971)</b>	<b>\$ (2,103,096)</b>	<b>\$ (2,020,776)</b>	<b>1.0%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	\$ 34,754	-	-	-	-
Interest Income	\$ 159,506	\$ 100,000	\$ 100,000	\$ 100,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Gain (Loss) on Sale/Disposal Assets	\$ (8,548)	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>\$ 185,713</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>\$ (481,562)</b>	<b>\$ (1,900,971)</b>	<b>\$ (2,003,096)</b>	<b>\$ (1,920,776)</b>	<b>1.0%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	\$ (500,000)	-	-	-	-
<b>Net Operating Transfer</b>	<b>\$ (500,000)</b>	-	-	-	-
Change in Net Position	\$ (981,562)	\$ (1,900,971)	\$ (2,003,096)	\$ (1,920,776)	1.0%
<b>Total Net Position - Beginning</b>	<b>\$ 10,830,812</b>	<b>\$ 9,378,198</b>	<b>\$ 9,849,251</b>	<b>\$ 7,846,155</b>	<b>-16.3%</b>
<b>Total Net Position - Ending</b>	<b>\$ 9,849,251</b>	<b>\$ 7,477,227</b>	<b>\$ 7,846,155</b>	<b>\$ 5,925,379</b>	<b>-20.8%</b>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for Planning	\$ -	\$ 497,500	\$ 497,500	\$ 520,000	
Capital equipment financed for Parks	\$ 2,000,000	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	
Capital equipment financed for Finance	\$ -	\$ -	\$ -	\$ -	
Capital equipment financed for Corporate IT	\$ 175,000	\$ 112,500	\$ 112,500	\$ 112,500	

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY COMMISSION-WIDE CIO INTERNAL SERVICE FUND**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
<b>Intergovernmental:</b>					
Federal Grant	-	-	-	-	-
Charges to Departments/Funds;					
DHRM	\$ 62,574	\$ 69,743	\$ 69,743	\$ 62,296	-10.7%
CIO	\$ 3,089	\$ 3,123	\$ 3,123	\$ 3,150	0.9%
Finance	\$ 121,197	\$ 65,267	\$ 65,267	\$ 58,824	-9.9%
Legal	\$ 30,089	\$ 33,813	\$ 33,813	\$ 29,982	-11.3%
Inspector General	\$ 6,065	\$ 6,530	\$ 6,530	\$ 10,121	55.0%
Corporate IT	\$ 166,593	\$ 204,985	\$ 204,985	\$ 222,926	8.8%
Parks	\$ 2,205,358	\$ 2,252,986	\$ 2,252,986	\$ 2,109,151	-6.4%
Planning	\$ 552,724	\$ 638,013	\$ 638,013	\$ 604,054	-5.3%
Enterprise	-	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>3,147,688</u>	<u>3,274,460</u>	<u>3,274,460</u>	<u>3,100,504</u>	<u>-5.3%</u>
<b>Operating Expenses:</b>					
Personnel Services	\$ 606,602	\$ 722,343	\$ 722,343	\$ 735,812	1.9%
Supplies and Materials	\$ 3,162	\$ 22,319	\$ 22,319	\$ 22,119	-0.9%
Other Services and Charges:	\$ 2,488,944	\$ 2,529,798	\$ 2,529,798	\$ 2,342,573	-7.4%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>\$ 3,098,707</u>	<u>\$ 3,274,460</u>	<u>\$ 3,274,460</u>	<u>\$ 3,100,504</u>	<u>-5.3%</u>
Operating Income (Loss)	<u>\$ 48,981</u>	-	-	-	-
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	\$ 66,367	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>\$ 66,367</u>	-	-	-	-
Income (Loss) Before Operating Transfers	<u>\$ 115,347</u>	-	-	-	-
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	<u>\$ 115,347</u>	-	-	-	-
Total Net Position - Beginning	<u>\$ 533,042</u>	<u>\$ 518,637</u>	<u>\$ 648,389</u>	<u>\$ 648,389</u>	<u>25.0%</u>
Total Net Position - Ending	<u>\$ 648,389</u>	<u>\$ 518,637</u>	<u>\$ 648,389</u>	<u>\$ 648,389</u>	<u>25.0%</u>

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND  
 Summary of Revenues, Expenses, and Changes in Fund Net Position  
 PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments/Funds;					
Merit Board	\$ 4,500				
CAS Support Services	\$ 4,250				
DHRM	\$ 500,000				
CIO	-				
Finance	\$ 200,000				
Legal	\$ 50,000				
Inspector General	\$ 28,850				
Corporate IT	-				
Parks	\$ 728,564	\$ 278,564	\$ 278,564	\$ 278,564	0.0%
Planning	\$ 275,000	\$ 8,634	\$ 8,634	\$ 8,634	0.0%
Enterprise	-	-	-	-	
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	
<b>Total Operating Revenues</b>	<b>\$ 1,791,164</b>	<b>\$ 287,198</b>	<b>\$ 287,198</b>	<b>\$ 287,198</b>	<b>0.0%</b>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	
Supplies and Materials	-	-	-	-	
Other Services and Charges:	\$ 234,774	\$ 287,198	\$ 287,198	\$ 287,198	0.0%
Debt Service:					
Debt Service Principal	-	-	-	-	
Debt Service Interest	-	-	-	-	
Depreciation & Amortization Expense	-	-	-	-	
Capital Outlay	\$ 2,921	-	-	-	
Other Classifications	-	-	-	-	
Chargebacks	-	-	-	-	
<b>Total Operating Expenses</b>	<b>\$ 237,695</b>	<b>\$ 287,198</b>	<b>\$ 287,198</b>	<b>\$ 287,198</b>	<b>0.0%</b>
<b>Operating Income (Loss)</b>	<b>\$ 1,553,469</b>				
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	
Interest Income	\$ 208,406	-	-	-	
Interest Expense, Net of Amortization	-	-	-	-	
Loss on Sale/Disposal Assets	-	-	-	-	
<b>Total Nonoperating Revenue (Expenses):</b>	<b>\$ 208,406</b>				
<b>Income (Loss) Before Operating Transfers</b>	<b>\$ 1,761,875</b>				
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	
Transfer (Out)	-	-	-	-	
Net Operating Transfer	-	-	-	-	
Change in Net Position	\$ 1,761,875	-	-	-	
<b>Total Net Position - Beginning</b>	<b>\$ 3,301,657</b>	<b>\$ 3,301,657</b>	<b>\$ 5,063,532</b>	<b>\$ 5,063,532</b>	<b>53.4%</b>
<b>Total Net Position - Ending</b>	<b>\$ 5,063,532</b>	<b>\$ 3,301,657</b>	<b>\$ 5,063,532</b>	<b>\$ 5,063,532</b>	<b>53.4%</b>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for IT Initiatives	-	-	-	-	

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND  
 Summary of Revenues, Expenses, and Changes in Fund Net Position  
 PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	-	-	-	-	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	-	-	-	-	-
Retirement System	\$ 130,716	\$ 126,396	\$ 126,396	\$ 93,214	-26.3%
Chief Information Office	\$ 44,807	\$ 14,975	\$ 14,975	\$ 11,044	-26.3%
Risk Management	\$ 66,792	\$ 66,792	\$ 66,792	\$ 49,258	-26.3%
Group Insurance	\$ 81,738	\$ 81,738	\$ 81,738	\$ 60,280	-26.3%
CAS Departments	\$ 1,231,500	\$ 1,261,331	\$ 1,261,331	\$ 930,204	-26.3%
Miscellaneous (Claim Recoveries, etc.)	\$ -	\$ -	\$ -	\$ -	-
Total Operating Revenues	<b>\$ 1,555,553</b>	<b>\$ 1,551,232</b>	<b>\$ 1,551,232</b>	<b>\$ 1,144,000</b>	<b>-26.3%</b>
Operating Expenses:					
Personnel Services	\$ 226,899	\$ 323,432	\$ 323,432	\$ 311,140	-3.8%
Supplies and Materials	\$ 47,435	\$ 68,500	\$ 68,500	\$ 52,500	-23.4%
Other Services and Charges:	\$ 1,328,718	\$ 1,071,700	\$ 1,071,700	\$ 756,950	-29.4%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	\$ 34,091	\$ 90,000	\$ 90,000	\$ 30,000	-66.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	\$ 140,877	\$ 140,877	\$ 125,195	-11.1%
Total Operating Expenses	<b>\$ 1,637,143</b>	<b>\$ 1,694,509</b>	<b>\$ 1,694,509</b>	<b>\$ 1,275,785</b>	<b>-24.7%</b>
Operating Income (Loss)	<b>\$ (81,590)</b>	<b>\$ (143,277)</b>	<b>\$ (143,277)</b>	<b>\$ (131,785)</b>	<b>-8.0%</b>
Nonoperating Revenue (Expenses):					
Interest Income	\$ 275,592	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<b>\$ 275,592</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>0.0%</b>
Income (Loss) Before Operating Transfers	<b>\$ 194,002</b>	<b>\$ (139,277)</b>	<b>\$ (139,277)</b>	<b>\$ (127,785)</b>	<b>-8.3%</b>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	\$ 194,002	\$ (139,277)	\$ (139,277)	\$ (127,785)	-8.3%
Total Net Position - Beginning	<b>\$ 6,631,101</b>	<b>\$ 6,500,839</b>	<b>\$ 6,825,103</b>	<b>\$ 6,685,826</b>	<b>2.8%</b>
Total Net Position - Ending	<b>\$ 6,825,103</b>	<b>\$ 6,361,562</b>	<b>\$ 6,685,826</b>	<b>\$ 6,558,041</b>	<b>3.1%</b>

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND  
Summary of Revenues, Expenses, and Changes in Fund Net Position  
PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental:					
Grant-Medicare Part D Subsidy	\$ -	\$ -	\$ -	\$ -	-
EGWP Subsidy	\$ -	\$ 5,600,000	\$ 5,600,000	\$ 6,554,300	17.0%
Charges for Services:					
Employer Contributions, Other	\$ -	\$ -	\$ -	\$ -	-
Employee/Retiree Contributions	\$ 11,494,352	\$ 16,581,700	\$ 16,581,700	\$ 17,950,700	8.3%
Employer Contributions/Premiums	\$ 37,181,580	\$ 64,858,980	\$ 64,858,980	\$ 68,479,600	5.6%
Miscellaneous (Claim Recoveries, etc.)	\$ 443,700	\$ -	\$ -	\$ -	-
<b>Total Operating Revenues</b>	<b>\$ 49,119,632</b>	<b>\$ 87,040,680</b>	<b>\$ 87,040,680</b>	<b>\$ 92,984,600</b>	<b>6.8%</b>
Operating Expenses:					
Personnel Services	\$ 685,863	\$ 1,258,538	\$ 1,258,538	\$ 1,333,364	5.9%
Supplies and Materials	\$ 6,128	\$ 40,200	\$ 40,200	\$ 19,700	-51.0%
Other Services and Charges:					
Professional Services	\$ 1,130,080	\$ 1,184,999	\$ 1,184,999	\$ 1,206,655	1.8%
Insurance Claims and Fees	\$ 40,914,394	\$ 73,699,300	\$ 73,699,300	\$ 76,138,800	3.3%
Insurance Premiums	\$ 9,399,118	\$ 10,810,000	\$ 10,810,000	\$ 14,000,600	29.5%
Change in IBNR	\$ -	\$ -	\$ -	\$ -	-
Other Classifications	\$ -	\$ -	\$ -	\$ -	-
Chargebacks	\$ -	\$ 522,643	\$ 522,643	\$ 561,363	7.4%
<b>Total Operating Expenses</b>	<b>\$ 52,135,583</b>	<b>\$ 87,515,680</b>	<b>\$ 87,515,680</b>	<b>\$ 93,260,482</b>	<b>6.6%</b>
<b>Operating Income (Loss)</b>	<b>\$ (3,015,951)</b>	<b>\$ (475,000)</b>	<b>\$ (475,000)</b>	<b>\$ (275,882)</b>	<b>-41.9%</b>
<b>Non-operating Revenue (Expenses):</b>					
Interest Income	\$ 852,792	\$ 475,000	\$ 475,000	\$ 475,000	0.0%
<b>Total Non-operating Revenue (Expenses)</b>	<b>\$ 852,792</b>	<b>\$ 475,000</b>	<b>\$ 475,000</b>	<b>\$ 475,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers:</b>	<b>\$ (2,163,159)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 199,118</b>	<b>-</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	\$ -	\$ -	\$ -	\$ -	-
Transfer (Out)	\$ -	\$ -	\$ -	\$ -	-
Net Operating Transfer	\$ -	\$ -	\$ -	\$ -	-
Change in Net Position	\$ (2,163,159)	\$ -	\$ -	\$ 199,118	-
<b>Total Net Position, Beginning</b>	<b>\$ 14,147,107</b>	<b>\$ 14,131,046</b>	<b>\$ 11,983,948</b>	<b>\$ 11,983,948</b>	<b>-15.2%</b>
<b>Total Net Position, Ending</b>	<b>\$ 11,983,948</b>	<b>\$ 14,131,046</b>	<b>\$ 11,983,948</b>	<b>\$ 12,183,066</b>	<b>-13.8%</b>
Designated Position	\$ 5,213,558	\$ 10,501,882	\$ 10,501,882	\$ 11,191,258	6.6%
Unrestricted Position	\$ 6,770,390	\$ 3,629,164	\$ 1,482,066	\$ 991,808	-72.7%
<b>Total Net Position, June 30</b>	<b>\$ 11,983,948</b>	<b>\$ 14,131,046</b>	<b>\$ 11,983,948</b>	<b>\$ 12,183,066</b>	<b>-13.8%</b>

Policy requires a reserve equal to 12% of Total Operating Expense



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### MONTGOMERY COUNTY TAX RATES AND ASSESSABLE BASE

<u><b>Tax Rates:</b></u> (Cents per \$100 of assessed value)		FY 25 Actual	FY 26 Adopted	FY 27 Proposed	Rate Change
Administration					
	Real	1.98	1.90	2.13	0.23
	Personal	4.95	4.75	5.32	0.57
Park					
	Real	6.02	6.14	6.50	0.36
	Personal	15.05	15.35	16.25	0.90
Adv. Land Acquisition					
	Real	0.10	0.10	0.10	-
	Personal	0.25	0.25	0.25	-
Total Tax Rates (Cents)					
	Real	8.10	8.14	8.73	0.59
	Personal	20.25	20.35	21.82	1.47

<u><b>Assessable Base:</b></u> (in billions \$)		FY 25 Actual	FY 26 Adopted	FY 27 Proposed	% Change
Administration Fund*					
	Real	199.982	212.023	220.746	4.11%
	Personal	3.521	3.611	3.629	0.50%
Park Fund*					
	Real	199.982	212.023	220.746	4.11%
	Personal	3.521	3.611	3.629	0.50%
Adv. Land Acquisition (Entire County)					
	Real	230.683	244.093	254.195	4.14%
	Personal	4.243	4.355	4.363	0.18%

\* The assessable base for both the Administration Fund and the Park Fund covers all of Montgomery County except the municipalities of Rockville, Gaithersburg, Washington Grove, Barnesville, Brookeville, Poolesville, and Laytonsville.



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### MONTGOMERY COUNTY POSITIONS/WORKYEARS SUMMARY BY FUND

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION FUND</b>						
Full-Time Career	224.72	224.72	228.74	228.74	235.11	235.11
Unfunded Career (Planning Dept)	-	-	-	-	-	-
Part-Time Career	8.42	5.39	7.44	4.10	7.44	4.10
<b>Career Total</b>	<b>233.14</b>	<b>230.11</b>	<b>236.18</b>	<b>232.84</b>	<b>242.55</b>	<b>239.21</b>
Term Contract	0.84	0.79	0.88	0.82	0.87	0.82
Seasonal/Intermittent		0.35		0.60		1.10
Chargebacks		(23.70)		(23.70)		(21.50)
Less Lapse		(8.78)		(8.97)		(8.80)
<b>TOTAL ADMINISTRATION FUND</b>	<b>233.98</b>	<b>198.77</b>	<b>237.06</b>	<b>201.59</b>	<b>243.42</b>	<b>210.83</b>
<b>PARK FUND</b>						
Full-Time Career	821.00	821.00	836.00	836.00	836.00	836.00
Part-Time Career	2.00	1.30	-	-	-	-
<b>Career Total</b>	<b>823.00</b>	<b>822.30</b>	<b>836.00</b>	<b>836.00</b>	<b>836.00</b>	<b>836.00</b>
Term Contract	6.00	5.70	5.00	4.50	5.00	4.50
Seasonal/Intermittent		80.50		76.50		83.80
Chargebacks		(40.20)		(40.10)		(40.10)
Less Lapse		(84.90)		(85.80)		(69.60)
<b>TOTAL PARK FUND</b>	<b>829.00</b>	<b>783.40</b>	<b>841.00</b>	<b>791.10</b>	<b>841.00</b>	<b>814.60</b>
<b>TOTAL TAX SUPPORTED (Admin. and Park)</b>						
Full-Time Career	1,045.72	1,045.72	1,064.74	1,064.74	1,071.11	1,071.11
Unfunded Career (Planning Dept)	-	-	-	-	-	-
Part-Time Career	10.42	6.69	7.44	4.10	7.44	4.10
<b>Career Total</b>	<b>1,056.14</b>	<b>1,052.41</b>	<b>1,072.18</b>	<b>1,068.84</b>	<b>1,078.55</b>	<b>1,075.21</b>
Term Contract	6.84	6.49	5.88	5.32	5.87	5.32
Seasonal/Intermittent		80.85		77.10		84.90
Chargebacks		(63.90)		(63.80)		(61.60)
Less Lapse		(93.68)		(94.77)		(78.40)
<b>TOTAL TAX SUPPORTED (Admin. and Park)</b>	<b>1,062.98</b>	<b>982.17</b>	<b>1,078.06</b>	<b>992.69</b>	<b>1,084.42</b>	<b>1,025.43</b>
<b>ENTERPRISE FUND</b>						
Full-Time Career	37.00	37.00	38.00	38.00	39.00	39.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>37.00</b>	<b>37.00</b>	<b>38.00</b>	<b>38.00</b>	<b>39.00</b>	<b>39.00</b>
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent		72.10		72.00		75.00
Chargebacks		5.70		5.40		5.40
Less Lapse		-		-		-
<b>TOTAL ENTERPRISE FUND</b>	<b>38.00</b>	<b>115.80</b>	<b>38.00</b>	<b>115.40</b>	<b>39.00</b>	<b>119.40</b>
<b>PROPERTY MANAGEMENT FUND</b>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		1.80		1.80		0.30
Less Lapse		-		-		-
<b>TOTAL PROPERTY MANAGEMENT FUND</b>	<b>4.00</b>	<b>5.80</b>	<b>4.00</b>	<b>5.80</b>	<b>4.00</b>	<b>4.30</b>
<b>SPECIAL REVENUE FUND</b>						
Seasonal/Intermittent		41.60		42.30		42.20
<b>INTERNAL SERVICE FUNDS</b>						
Full-Time Career	7.50	7.50	7.50	7.50	7.50	7.50
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>
<b>TOTAL TAX &amp; NON-TAX SUPPORTED FUNDS</b>						
Full-Time Career	1,094.22	1,094.22	1,114.24	1,114.24	1,121.61	1,121.61
Unfunded Career (Planning Dept)	-	-	-	-	-	-
Part-Time Career	10.42	6.69	7.44	4.10	7.44	4.10
<b>Career Total</b>	<b>1,104.64</b>	<b>1,100.91</b>	<b>1,121.68</b>	<b>1,118.34</b>	<b>1,129.05</b>	<b>1,125.71</b>
Term Contract	7.84	7.49	5.88	5.32	5.87	5.32
Seasonal/Intermittent		194.55		191.40		202.10
Chargebacks		(56.40)		(56.60)		(55.90)
Less Lapse		(93.68)		(94.77)		(78.40)
<b>GRAND TOTAL</b>	<b>1,112.48</b>	<b>1,152.87</b>	<b>1,127.56</b>	<b>1,163.69</b>	<b>1,134.92</b>	<b>1,198.83</b>

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# **Montgomery County Commissioners' Office**

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## **EXECUTIVE OVERVIEW**

Appointed by the Montgomery County Council, the Planning Board consists of one full-time Chair and four Commissioners who meet weekly (or more often, as needed) as the Montgomery County Planning Board. The Board plans for livable communities by developing large- and small- scale plans, providing guidelines for the pattern and pace of future development, preserving historic resources throughout the 323,000-acre county, and developing and managing Montgomery County's more than 37,386 acre nationally recognized park system, including 415 parks.

The Planning Board sets policy on planning and parks issues, prepares master plans for County Council action, and acts as the final decision-maker in subdivision reviews and for sketch, preliminary, and site project plans. The Planning Board makes recommendations to the County Council, the Board of Appeals, Montgomery County Public Schools, and other local, county, state, and federal agencies on projects affecting land use. The Planning Board reviews and makes recommendations on the County's Capital Improvements Program and reviews and approves land acquisitions and major park development plans. The Planning Board also exercises oversight authority over the Planning Department and Department of Parks, including operating and capital budget requests.

## **COMMISSIONERS' OFFICE PROGRAMS AND SERVICES**

The Commissioners' Office staff supports the Chair and Commissioners in the performance of their official duties; serves as the point of contact for meeting-related issues; and coordinates responses to issues and inquiries from agencies and the general public. In FY27, the Commissioners' Office will continue to carry out the following responsibilities:

- Coordinate and provide administrative, technical, and public support at Planning Board hearings.
- Develop and manage the Planning Board meeting agenda.
- Post the Planning Board's meeting agenda, approved meeting minutes, and adopted resolutions on the web.
- Receive, acknowledge, track, and distribute incoming correspondence directed to the Chair and Planning Board members for hearings and outgoing correspondence on behalf of the Chair.
- Assist members of the public in accessing online Planning Board hearings and related documents.
- Serve as point of contact for local, county, state, regional, and federal officials and agencies.
- Manage the correspondence tracking system in the Commissioners' Office and ensure timely response to inquiries.
- Act as liaison to the public to assist with resolution of issues, as needed.
- Develop and manage the budget for the Commissioners' Office.
- Manage the human resource functions for the Commissioners' Office.
- Serve as liaison for callers and visitors to the Chair and Planning Board.
- Provide technical advisement on state legislative action.
- Coordinate regional conversations and special events for the Commission.
- Coordinate Planning Board members meeting schedules and activities.
- Represent the Commission on internal committees related to outreach, diversity, and special events.



# **Montgomery County Commissioners' Office**

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## **ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)**

Achievements by the Commissioners' Office in FY25 include the following:

- Approved 43 development plans and 62 amendments which will result in 3,010 dwelling units and 216,994 square feet of commercial space.
- Approved the following in support of the Master Plan process:
  - Glenmont Corridors Opportunity Study
  - Scope of Work for the Friendship Heights Sector Plan
  - Master Plan of Highways and Transitways Technical Update
  - Scope of Work for the Germantown Sector Plan Amendment
  - University Boulevard Corridor Plan
- Adopted the Great Seneca Plan: Connecting Life and Science
- Adoption of the Bethesda Downtown Plan Minor Master Plan Amendment
- Added Timberlawn and the Romeo and Elsie Horad House to the Master Plan for Historic Preservation.
- Approved the 2024 Update to the Growth and Infrastructure Policy
- Approved the updated Local Area Transportation (LATR) Guidelines
- Certified the FY2026 Annual School Test
- Received briefings on demographic profiles, industry specific economics, area plans existing conditions, monitoring reports on development and transportation/travel, parks initiatives, and more.
- Appointed members to Implementation Advisory Committees and Montgomery Parks Foundation.
- Successfully responded to and closed 250 public requests.
- Supported 930 speakers to provide oral testimony at Planning Board hearings. This includes providing detailed instructions and practice sessions for those testifying virtually.
- Hosted a three-part speaker series bringing in experts from around the Country to talk about housing policy, best practices and innovative approaches to addressing missing middle housing.
- Coordinated with the Montgomery County State Delegation to host their local bill hearing in our auditorium.
- Coordinated regional opportunities for planning board chairs, and their equivalents, to collaborate.
- Approved the FY26 Operating Budgets for the Park and Planning departments, and the FY25-30 Biennial Capital Improvement Budget for Parks.
- Supported many Parks and Planning department events, such as tours, parades, ribbon cuttings, community engagement meetings, stakeholder events, and more.
- Served on various Maryland, Montgomery and bi-county internal planning committees and work groups, including: Emory Grove Task Force, Racial Equity and Social Justice Advisory Committee, M-NCPPC Diversity Council and commemorative month committees (Black History Month, Women's History Month, Jewish American Heritage Month, Hispanic Heritage Month, and Native American Heritage Month).



# Montgomery County Commissioners' Office

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The Montgomery County Commissioners' Office proposes a FY27 Operating Budget of \$1,424,744, an increase of \$84,217 or 6.3%, from the FY26 adjusted adopted budget. This is a same services budget, with no new initiatives requested.

The proposed FY27 Operating Budget includes the following major categories:

- \$1,076,479 in Personnel Services, an increase of \$61,240 or 6% for increases in benefits, retirement, and annualization of prior year's salary adjustments,
- \$27,075 in Supplies and Materials, an increase of \$703, for general inflation costs.
- \$56,174 for Other Services and Charges, an increase of \$2,643, for general inflation costs
- \$265,016 in Chargebacks, an increase of \$19,631, to Legal for technical writing support.

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<hr/>					
Commissioners' Office					
Personnel Services	941,779	1,015,239	1,015,239	1,076,479	6.0%
Supplies and Materials	14,830	26,372	26,372	27,075	2.7%
Other Services and Charges	63,835	53,531	53,531	56,174	4.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	227,208	245,385	245,385	265,016	8.0%
Total	1,247,652	1,340,527	1,340,527	1,424,744	6.3%

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

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION FUND</b>						
<b><u>COMMISSIONERS' OFFICE</u></b>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	5.00	2.50	5.00	2.00	5.00	2.00
<b>Career Total</b>	<b>9.00</b>	<b>6.50</b>	<b>9.00</b>	<b>6.00</b>	<b>9.00</b>	<b>6.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.15		0.40		0.90
<b>Subtotal Commissioner's Office</b>	<b>9.00</b>	<b>6.65</b>	<b>9.00</b>	<b>6.40</b>	<b>9.00</b>	<b>6.90</b>



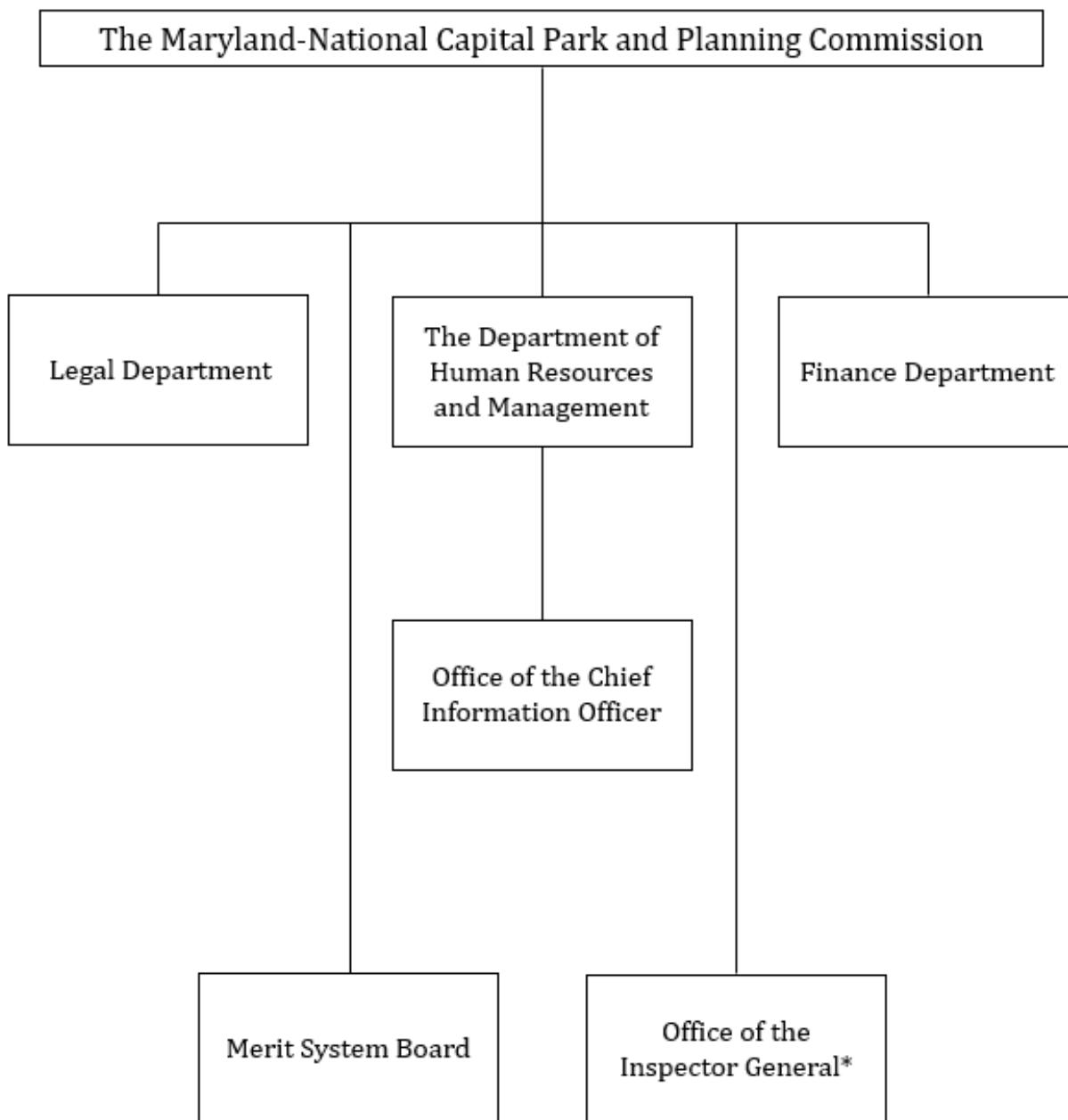
# Central Administrative Services

## Overview

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### ORGANIZATIONAL STRUCTURE

## CENTRAL ADMINISTRATIVE SERVICES



\*The Inspector General reports to the Audit Committee



# Central Administrative Services Overview

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## EXECUTIVE OVERVIEW

Central Administrative Services (CAS) consists of the following departments and units that provide corporate administrative governance and support to the agency as a whole:

- Department of Human Resources and Management
- Finance Department
- Legal Department
- Office of the Inspector General
- Office of the Chief Information Officer
- Merit System Board
- Support Services

CAS provides oversight of enterprise-wide administrative, human resources, corporate budgeting and governance functions, financial business services, legal counsel and representation, application of internal controls to ensure regulatory compliance, IT strategic planning and agency-wide systems, and risk mitigation and workplace safety to protect and support the agency's employees and patrons.

The Commission's three Officers – the Executive Director, the Secretary-Treasurer, and the General Counsel – are responsible for corporate functions as well as leading their respective departments. To enhance independence, the Office of the Inspector General is overseen by the Audit Committee, while administrative oversight is provided by the Executive Director. The Chief Information Officer (CIO) reports to the Executive Director to enable focus on Enterprise-wide Information Technology (IT) initiatives recommended by the IT Council.

CAS also includes funding for the Merit System Board and CAS Support Services. The budget for the Office of the Chief Information Officer and Commission-wide IT initiatives is shown in the Internal Service Fund section of the FY27 Proposed Budget Document.

## PROGRAMS AND SERVICES PROVIDED

### Department of Human Resources and Management

The Department of Human Resources and Management (DHRM), which operates under the direction of the Executive Director, provides enterprise-wide administrative and human resource management, corporate governance and quality corporate budgeting and forecasting. The Department delivers executive and operational leadership through a set of best management practices, strong fiscal planning, and fair employment and compensation programs. It is composed of five cross-functional divisions including the Office of the Executive Director, Corporate Budget, Corporate Policy and Management Operations, Corporate Human Resources and Communications.

### Finance Department

The Finance Department operates under the direction of the Secretary-Treasurer, and is organized into three divisions: Administrative Services, Accounting, and Corporate Procurement. The Department is responsible for corporate financial policy, management of debt and investments, payroll administration and disbursements, accounting and financial reporting, and procurement and ERP Business Operations Management.



# Central Administrative Services

## Overview

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### Legal Department

The Office of the General Counsel (OGC or Legal Department) provides a comprehensive program of legal services to the agency, supporting almost every facet of the agency's work program. The OGC guides the agency's internal corporate operations, advises staff and the Planning Boards as they navigate their important quasi-judicial and regulatory responsibilities, advocates on the agency's behalf in litigation before state and federal courts, and participates in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the agency.

### Office of the Inspector General

The Office of the Inspector General provides a systematic disciplined approach to evaluating and improving the effectiveness of governance, risk management, internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting.

### Office of the Chief Information Officer

The Office of the Chief Information Officer strategically plans and implements enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the agency's Chief Technology Security Officer, ensuring confidentiality, availability, integrity of the agency's data, and Enterprise Resource Planning (ERP) program management.

### Merit System Board

The Merit System Board, which is authorized by the agency's enabling legislation, is an impartial board comprised of three appointed members. The Board is responsible for making recommendations to the agency's Merit System, hearing appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.) and hearing appeals on administrative grievances. With support of the Department of Human Resources and Management, the Board recommends changes to Merit System Rules and Regulations, reviews proposed changes to compensation and classification plans and submits recommendations to the Commission.

### Support Services

CAS Support Services accounts for non-discretionary shared operating expenses attributable to the departments and units that make up CAS. These expenses include the costs associated with housing (office rent), unemployment insurance, shared document production, centralized office supplies, and insurance premiums.

Full descriptions of the CAS departments and units are provided in their respective sections.



# Central Administrative Services Overview

## CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY25 Budget	FY26 Adopted	FY27 Proposed	% Change
<b>MONTGOMERY</b>						
	Park Fund - Labor Relations	DHRM	75,000	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	50,000	50,000	87,500	75.0%
	Risk Management	DHRM	87,072	91,158	93,668	2.8%
	Capital Equipment Fund	Finance	45,900	38,500	38,500	0.0%
	Enterprise Funds	Finance	134,000	144,800	155,400	7.3%
	Park Fund - ERP Operations	Finance	130,700	125,800	143,100	13.8%
	Park Fund - P/P Prtnshps.	Finance	61,200	-	-	-
	Risk Management	Finance	19,500	29,200	31,200	6.8%
	Special Revenue Funds (multiple)	Finance	76,900	82,500	83,800	1.6%
	Capital Equipment Fund	Corporate IT	19,409	14,101	21,776	54.4%
	Enterprise Funds	Corporate IT	51,610	57,966	79,345	36.9%
	Park Fund - Data Center	Corporate IT	329,489	303,076	360,915	19.1%
	Pension Trust Fund	Corporate IT	72,986	72,986	72,986	0.0%
	Risk Management	Corporate IT	16,662	19,898	23,716	19.2%
	Spec Rev Fund - Planning	Corporate IT	20,687	25,347	28,270	11.5%
	Spec Rev Fund - Parks	Corporate IT	17,144	21,012	25,905	23.3%
	Admin Fund - Commissioners' Office	Legal	227,208	245,385	265,016	8.0%
	Admin Fund - Planning	Legal	117,004	126,365	136,474	8.0%
	Park Fund	Legal	211,583	228,510	246,791	8.0%
	Pension Trust Fund	Legal	32,100	33,191	34,319	3.4%
	Risk Management	Legal	264,166	285,299	294,999	3.4%
	Spec Rev Fund - Development Review	Legal	210,437	227,272	245,453	8.0%
	<b>Subtotal Montgomery</b>		<b>2,270,757</b>	<b>2,297,366</b>	<b>2,544,133</b>	<b>10.7%</b>
<b>PRINCE GEORGE'S</b>						
	Admin Fund - Planning - HRIS/CC	DHRM	27,830	32,909	34,607	5.2%
	Admin Fund - Planning - Recruitment	DHRM	21,831	29,307	33,240	13.4%
	Park Fund - HRIS/CC	DHRM	115,894	141,927	147,103	3.6%
	Park Fund - Labor Relations	DHRM	75,000	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	50,000	50,000	87,500	75.0%
	Park Fund - Recruitment	DHRM	72,728	97,634	110,735	13.4%
	Recreation Fund - Recruitment	DHRM	72,728	97,634	110,735	13.4%
	Recreation Fund - HRIS/CC	DHRM	162,032	141,927	147,103	3.6%
	Risk Management	DHRM	87,072	91,158	93,668	2.8%
	Capital Equipment Fund	Finance	9,400	6,300	6,300	0.0%
	Enterprise Funds	Finance	169,700	166,600	162,200	-2.6%
	Park Fund - New Positions	Finance	160,000	177,000	185,000	4.5%
	Park Fund - ERP Operations	Finance	176,800	178,400	205,000	14.9%
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Park Fund - P/P Prtnshps.	Finance	61,200	-	-	-
	Recreation Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Recreation Fund - ERP Operations	Finance	112,400	120,000	146,200	21.8%
	Risk Management	Finance	23,800	35,200	30,100	-14.5%
	Special Revenue Funds (multiple)	Finance	49,600	55,900	69,500	24.3%
	Capital Equipment Fund	Corporate IT	75	5,737	716	-87.5%
	Enterprise Funds	Corporate IT	71,780	87,398	98,873	13.1%
	Park Fund - Data Center	Corporate IT	519,185	534,632	595,086	11.3%
	Recreation Fund - Data Center	Corporate IT	277,797	302,010	357,927	18.5%
	Pension Trust Fund	Corporate IT	72,986	72,986	72,986	0.0%
	Risk Management	Corporate IT	23,965	25,843	28,823	11.5%
	Park Fund	Inspector General	126,504	131,943	145,240	10.1%
	Admin Fund - Planning	Legal	376,332	406,439	438,953	8.0%
	Admin Fund - Planning - Atty support	Legal	110,122	118,931	128,446	8.0%
	Park Fund	Legal	264,640	285,811	308,676	8.0%
	Pension Trust Fund	Legal	32,100	33,191	34,319	3.4%
	Risk Management	Legal	290,251	313,471	338,549	8.0%
	<b>Subtotal Prince George's</b>		<b>3,713,752</b>	<b>3,915,288</b>	<b>4,292,585</b>	<b>9.6%</b>
<b>Commission-Wide</b>						
	EOB	DHRM	131,164	140,877	125,194	-11.1%
	Group Insurance	DHRM	82,391	77,598	79,596	2.6%
	Group Insurance	Corporate IT	177,910	191,846	213,968	11.5%
	Group Insurance	Finance	241,800	253,200	267,800	5.8%
	<b>Subtotal Commission-Wide</b>		<b>633,265</b>	<b>663,521</b>	<b>686,558</b>	<b>3.5%</b>
<b>COMBINED TOTAL</b>						
			<b>6,617,774</b>	<b>6,876,175</b>	<b>7,523,276</b>	<b>9.4%</b>
<b>SUMMARY BY SUPPLIER DEPARTMENT</b>						
	DHRM		1,110,742	1,192,129	1,300,649	9.1%
	Finance		1,572,900	1,513,400	1,624,100	7.3%
	Corporate IT		1,671,685	1,734,838	1,981,292	14.2%
	Legal		2,135,943	2,303,865	2,471,995	7.3%
	Inspector General		126,504	131,943	145,240	10.1%
	<b>TOTAL</b>		<b>6,617,774</b>	<b>6,876,175</b>	<b>7,523,276</b>	<b>9.4%</b>



# Central Administrative Services Overview

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## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The bi-county proposed FY27 operating budget for Central Administrative Services before chargebacks is \$36,451,452, which is a 2.6% increase over FY26. The budget sustains, at a minimum, the same service level as FY26, and incorporates the compensation and benefit assumptions utilized for all operating departments. The level of services, and therefore, funding allocation by county, is tailored to the agency and the individual department needs. Certain functions are allocated based on labor distribution or a cost driver, such as number of employees paid. Some functions, such as the Merit System Board, are funded evenly by both counties.

### Annual Review of Cost Allocation and Chargebacks

Each year, cost drivers and labor distribution are analyzed to better reflect county service levels. The FY27 proposed budget is based on the analysis performed in the Fall of 2025.

The FY27 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 45.6% Montgomery County and 54.4% Prince George's County. The allocation is calculated prior to chargebacks, as chargebacks shift the cost within county to another fund and do not impact each county's funding share. The Merit System Board's budget is allocated at 50% for each county.

The proposed budget for each Department/Unit is provided in the individual sections that follow the CAS summary.

### Investing in an Essential Needs Budget

In FY27, the proposed budget addresses major known commitments and essential needs. The proposed budget focuses on such core needs as identified in each department's budgets.

The CAS budget proposal reflects positions and workyears comparable to FY11 levels, even while work program demands have increased over the past ten years. Work program demands such as implementation of regulatory updates, required policy reviews, legal advice, zoning ordinance review, and continued rollout of ERP functionality increase the demand for CAS departments' services.

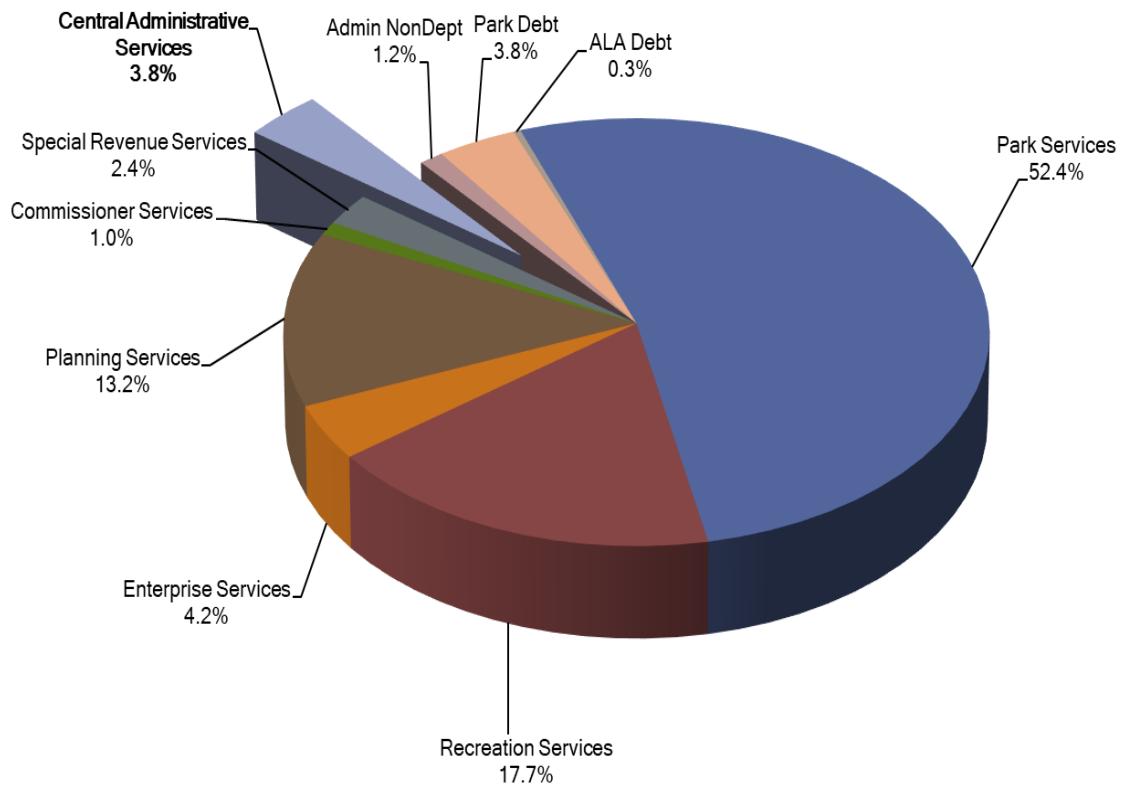
The CAS proposed budget is 3.8% of the Commission's proposed total bi-county operating budget.



# Central Administrative Services Overview

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**Central Administrative Services (CAS)**  
**FY27 Proposed Budget as a Percent of Total Operating Budget**  
(excludes reserves, ISF, ALARF, and Capital Projects Fund)

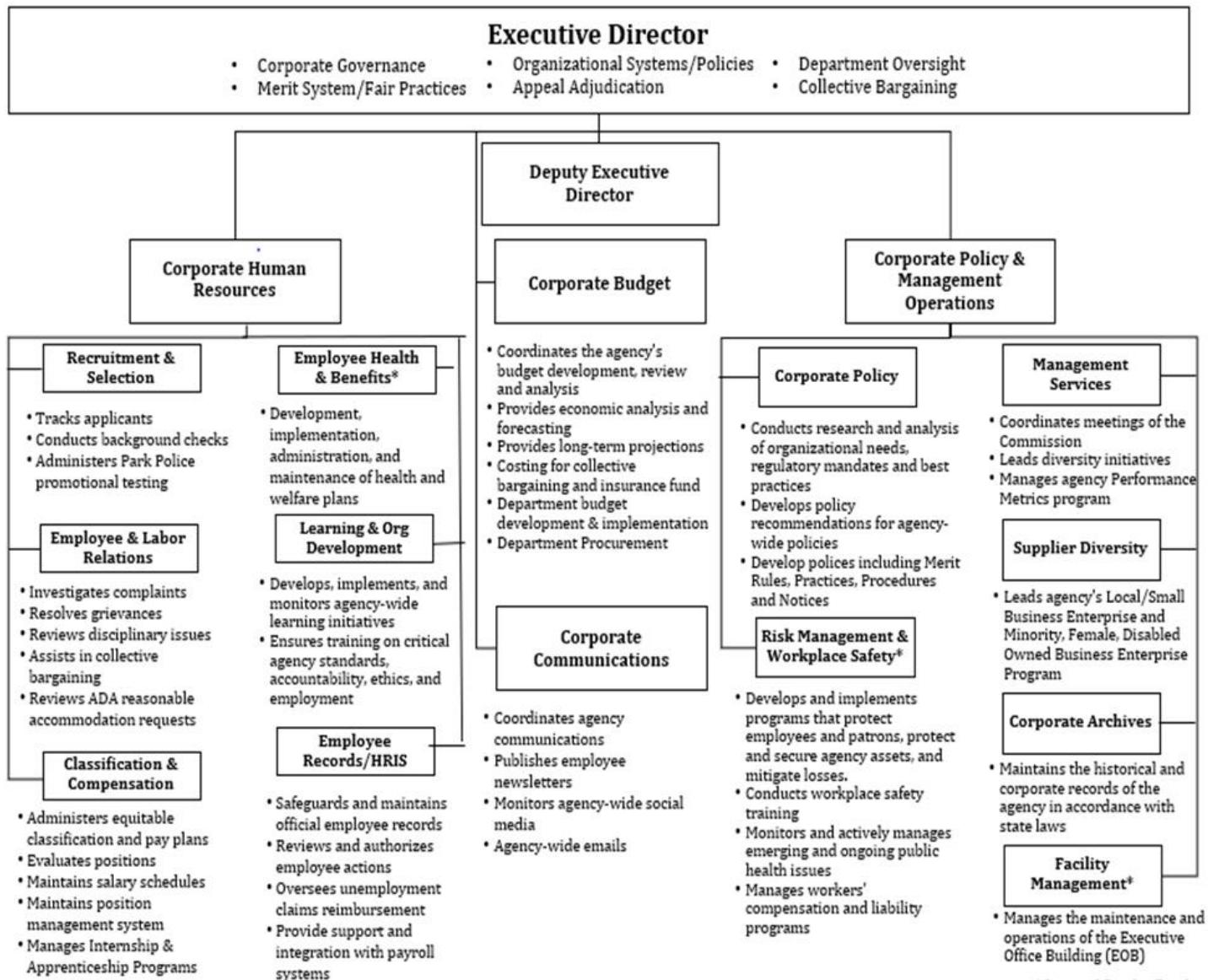


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



## Central Administrative Services Department of Human Resources and Management

### ORGANIZATIONAL STRUCTURE



\* Internal Service Fund

# Central Administrative Services

## Department of Human Resources and Management

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### OVERVIEW

The Department of Human Resources and Management (DHRM) delivers executive and operational leadership through corporate governance for the agency through:

- Corporate budgeting and prudent fiscal planning,
- Human resources administration and programs that ensure equal employment opportunities, fair practices, employee career development, diversity, equity, and inclusion,
- Administration of the agency's supplier diversity program, and
- Organizational standards and Continuation of Operations plans, promoting public accountability, organizational effectiveness, workplace safety and a preferred workplace.

The Department is led by the Executive Director, who also carries out chief administrative officer duties for the agency.

Most of the Department's functions are funded in the Administration Fund. However, the Risk Management and Workplace Safety program, Employee Health and Benefits functions, and operation of the Executive Office Building (EOB) are funded through Internal Service Funds. Full details for these programs and budgets can be found in the *Other Funds* section.

### MISSION

DHRM operations provide corporate governance and administer agency-wide initiatives to ensure fair and equitable practices and programs, competitive and cost-effective employment compensation and benefits, prudent fiscal planning, and sound workplace and liability protections.

### PROGRAMS AND SERVICES PROVIDED

#### Office of the Executive Director

The Office of the Executive Director (OED) provides leadership, coordination, and administrative direction for the agency. The Executive Director ensures public accountability through fair and sensible workplace practices, implementing the Merit System Rules and Regulations, and overseeing organizational policies and union contracts. The Office serves as liaison with both County Councils and County Executives, coordinates meetings of the agency, executes all agency contracts, reviews employment concerns, handles adjudication of grievance appeals, and leads diversity, equity and inclusion initiatives for the agency.

#### Corporate Budget

The Corporate Budget Division oversees the agency's budget preparation process, delivering accurate, timely, and transparent fiscal information to facilitate effective resource allocation, consistency, and accuracy throughout the organization. The Division guides the prudent and sustainable management of public funds to address the needs of bi-county residents through in-depth fiscal and budget analysis, revenue forecasting, and the development of long-term fiscal policies and strategies.

#### Corporate Communications

The Corporate Communications Office assists DHRM and other CAS departments with writing, editing, graphic design, desktop publishing, marketing, and presentations. This office handles agency-wide newsletters for employees and retirees, and monitors, routing and responding to agency-wide emails and social media. The Office also coordinates with the OED and operating departments' Public Affairs Offices and assists DHRM Divisions with reviewing the Commission's internal and external websites.



# Central Administrative Services

## Department of Human Resources and Management

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### Corporate Policy and Management Operations

This Division is responsible for managing the system of agency-wide policies, implementing programs which safeguard employees, patrons and agency assets, and administering corporate programs which support the mission of the agency and best practices. This Division conducts management studies, research and analysis to promote public accountability, transparency, and workplace efficiency; and recommends/develops programs and standards for best practices and workplace initiatives with these work groups:

#### ***Agency Policies and Procedures***

The Corporate Policy Office conducts research and analysis of organizational needs, regulatory mandates, and best practices for greater efficiency, cost containment, and effective programs. The Office develops recommendations for agency-wide policies in areas such as organizational functions, employment regulations, workplace standards, and internal controls. Policies are developed through a collaborative review with input from departments, the Merit System Board, union representatives, and other stakeholders.

#### ***Corporate Records and Archives***

This function ensures official records are safeguarded and retained in accordance with federal and state public record mandates. The Archives Office formally retains the documented actions of the Commission and conducts research into historical records and actions. In addition, this office manages the inquiries and responses to requests for public information.

#### ***Risk Management and Workplace Safety***

The Risk Management and Workplace Safety Office develops and implements programs that protect employees and patrons, protect and secure the agency's assets, and mitigate losses. In addition, the Office is responsible for the Continuation of Operations plans for the Commission and coordination with local jurisdictions. This program is funded through an Internal Service Fund. Further details can be found in the *Other Funds* section.

#### ***Administrative Services and Facility Operations***

This function carries out agency-wide and departmental operational activities, which include coordinating and supporting corporate meetings of the Commission, Directors, and other ad hoc or standing committees, ensuring smooth operations of the Office of the Executive Director, and maintaining EOB facility operations. EOB operations are funded through an Internal Service Fund. Further details can be found in the *Other Funds* section.

#### ***Performance Measurement and Management***

This program enables agency leaders to make data-driven decisions regarding the services the agency provides, ensuring a robust return on investment. A performance management framework improves gap identification, accountability, decision-making, and organizational effectiveness. This program provides easily understandable analysis of metrics; and monitors and interprets performance trends to disseminate to relevant stakeholders and agency leadership.

#### ***Supplier Diversity and Inclusion***

This program was developed to ensure that minority, female, and disabled-owned business enterprises (MFDs) and locally owned, small business enterprises (LSBEs) have equal opportunities to succeed in pursuing business with the Commission as any other potential vendors. Focused outreach, education, and training seminars will increase participation and move us toward full compliance with existing state benchmarks and reporting requirements.



# **Central Administrative Services**

## **Department of Human Resources and Management**

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### **Corporate Human Resources**

This Division provides expert guidance and advice on human resources matters across the Commission and manages the following programs relating to employment and employee working conditions:

#### ***Classification and Compensation***

This team is responsible for the development, implementation, administration, and maintenance of classification and pay plans for agency employees and positions. They provide guidance and customer service to the departments and administer the classification plan by analyzing and evaluating positions based upon duties, responsibilities, and minimum qualifications. The team maintains salary schedules, conducts salary surveys, updates and maintains the position management system, reviews and assists in reorganizations, and manages the Internship and Apprenticeship Programs.

#### ***Employee Health and Benefits***

This team is responsible for the development, implementation, administration, and maintenance of medical, dental, vision, disability, life insurance, deferred compensation, and prescription benefit plans for employees and retirees, and their eligible dependents. They also administer the agency's occupational health services. This program is funded through an Internal Service Fund. Further details can be found in the *Other Funds* section.

#### ***Employee and Labor Relations***

Employee and Labor Relations fosters management/employee partnerships and assists management in handling complex employment concerns. Staff investigates complaints and resolves grievances, reviews disciplinary and performance issues, provides alternate dispute resolution, supports the Park Police Chief's Committee and Grievance Mediation Boards, and administers the Performance Recognition and Performance Management Programs. Labor Relations' functions include assistance with negotiation, administration of employment policy and collective bargaining contracts, and ongoing training on updated and current Commission policies for managers and employees. This unit also reviews reasonable accommodation requests for compliance with the Americans with Disabilities Act (ADA).

#### ***Human Resources Information Systems***

This team maintains and safeguards official employee records according to federal and state regulations. The staff uses Human Resources Information Systems (HRIS) to maintain the employee/employment database, and to review, enter, authorize, and/or approve employee actions in accordance with policy and collective bargaining agreements. Responsibilities include custodianship of employee records, oversight and coordination for state unemployment actions, employment verification and legal garnishments tracking, provision of employee-data reporting, and support and integration with timekeeping and payroll systems.

#### ***Recruitment and Selection Services***

This team supports the M-NCPPC's efforts to attract and maintain a diverse, skilled, and effective workforce. Staff provide recruitment activities to the agency through advertising, testing, application processing, selection, and offers of employment. This team manages an online applicant tracking system. Related tasks are facilitating background/reference checks, language proficiency testing, and Park Police entry, lateral, and advancement testing.

#### ***Learning and Organizational Development***

This agency-wide training program educates all employees in policies and procedures, respectful workplaces, diversity and inclusion, leadership development, and prevention of fraud, waste and abuse. This program leads Succession Planning efforts and administers the agency's Learning Management System.



# Central Administrative Services

## Department of Human Resources and Management

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### FY25 ACCOMPLISHMENTS



Processed **69,905** job applications (35% increase).



Processed **30,500** Personnel Actions.



Managed **22,922** benefit plan enrollments for employees, retirees, survivors, and their dependents.



Processed **9,340** compensation changes, a 100% increase.



Trained **3,152** employees in Safety Awareness / Emergency Preparedness.



Processed **2,080** Employment Verifications.



Reviewed and processed **475** workers' compensation and liability claims.



Hosted/ offered 350 Instructor-led Training Sessions on the LMS platform.



Reviewed **167** Emergency Action / Continuity of Operations Plans



**68** Safety Inspections / Investigations



Received the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the **39th consecutive year**.



**18** Policies / Notices Issued / Updated



**12** Agency-wide, Employee Newsletters Published



# Central Administrative Services

## Department of Human Resources and Management

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### FY26-27 STRATEGIC GOALS

The Department of Human Resource Management (DHRM) does not request new funding in FY27 but expects to be fully engaged in supporting the FY26 strategic goals as well as the implementation stage of Project Mosaic - our new ERP. This project will require staff resources across the Commission.

Updates for existing programs are below.

**Supplier Diversity and Inclusion Program:** The Supplier Diversity and Inclusion Program will continue its endeavors to increase the proportion of agency spend directed toward local, small, and diverse suppliers while expanding the pool of identified and actively engaged suppliers. These efforts include implementing supplier development programs to build capacity to enable such businesses to compete for larger contracts while ensuring quality standards are upheld. These efforts will generate measurable economic impact within the bi-county region. With the recent completion of the Maryland Department of Transportation's disparity study, our agency will implement the Minority Business Enterprise portion of the Supplier Diversity and Inclusion work program in FY26.

**American With Disabilities Act (ADA) Program Coordination:** This position was filled in FY25 following a six-month lapse and is effectively coordinating the response protocols for customer and employee complaints, replying to requests for aid plus providing leadership with the implementation of agency-wide Web Content Accessibility.

**Training and Leadership Development:** DHRM has enhanced the collaboration of learning content across the Commission Departments. During FY26, we launched the Impact Academy which offers three different skill tracks and cohorts to support learners at various stages of their professional career. We also expanded the employee use of LinkedIn Learning for other training opportunities they may be interested in pursuing.

**Apprenticeship and Internship Program:** We filled our vacant Apprenticeship Specialist position. We have developed a Youth Apprenticeship program that has been approved by Maryland Department of Labor. We are currently exploring ways to partner with local high schools, local workforce development agencies and local youth organizations.

**Paid Family Medical Leave Insurance (PFML) Program:** The agency is participating in a joint RFP with the **Maryland Public Sector Time to Care Act Collaborative** to find a private insurance carrier who will administer the PFML benefit on behalf of employers. We anticipate the premiums will be lower than the State-run default program and expect further updates as early as April 2026. Benefits for the program are set to begin no later than January 2028 (as determined by the Maryland Secretary of Labor).

**Compliance with Secure Act 2.0:** The Agency is making the necessary preparations to comply with provisions of the Secure Act 2.0 for the Mandatory Plan 457 Roth Age 50 Catch-up contributions and the Adopt Plan 457 Super Catch-up Deferrals for Participants age 60-63



# Central Administrative Services

## Department of Human Resources and Management

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### BUDGET AT A GLANCE

#### Summary of DHRM Budget

	FY26 <u>Adjusted Adopted</u>	FY27 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated*</u>
<b>Montgomery County Budget</b>				
Expenditures	\$4,452,251	\$4,601,235	3.3%	45.8%
<b>Staffing</b>				
Funded Career Positions	22.78	23.11	1.4%	43.6%
Term Contract Positions	0.88	0.87	-1.1%	43.5%
Funded Workyears	23.34	23.84	2.1%	43.6%
<b>Prince George's County Budget</b>				
Expenditures	\$5,413,499	\$5,450,031	0.7%	54.2%
<b>Staffing</b>				
Funded Career Positions	30.22	29.89	-1.1%	56.4%
Term Contract Positions	1.12	1.13	0.9%	56.5%
Funded Workyears	30.99	30.84	-0.5%	56.4%
<b>Combined Department Total Budget</b>				
Expenditures	\$9,865,750	\$10,051,266	1.9%	100.0%
<b>Staffing</b>				
Funded Career Positions	53.00	53.00	0.0%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	54.33	54.68	0.6%	100.0%

\* Percent Allocated is the amount of the Department's budget funded by each county.

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The FY27 proposed budget is \$10,051,266, representing an increase of 1.9% over FY26.

The FY27 funding allocation before chargebacks is 43.6% to Montgomery and 56.4% to Prince George's, which is a shift of .2% from Prince George's to Montgomery, compared to FY26.

**Personnel Services:** This category reflects a 3.2% increase and includes adjustments for compensation, benefit elections, pensions and the annualization of FY26 compensation increases in FY27. DHRM does not request funding for additional positions in FY27.

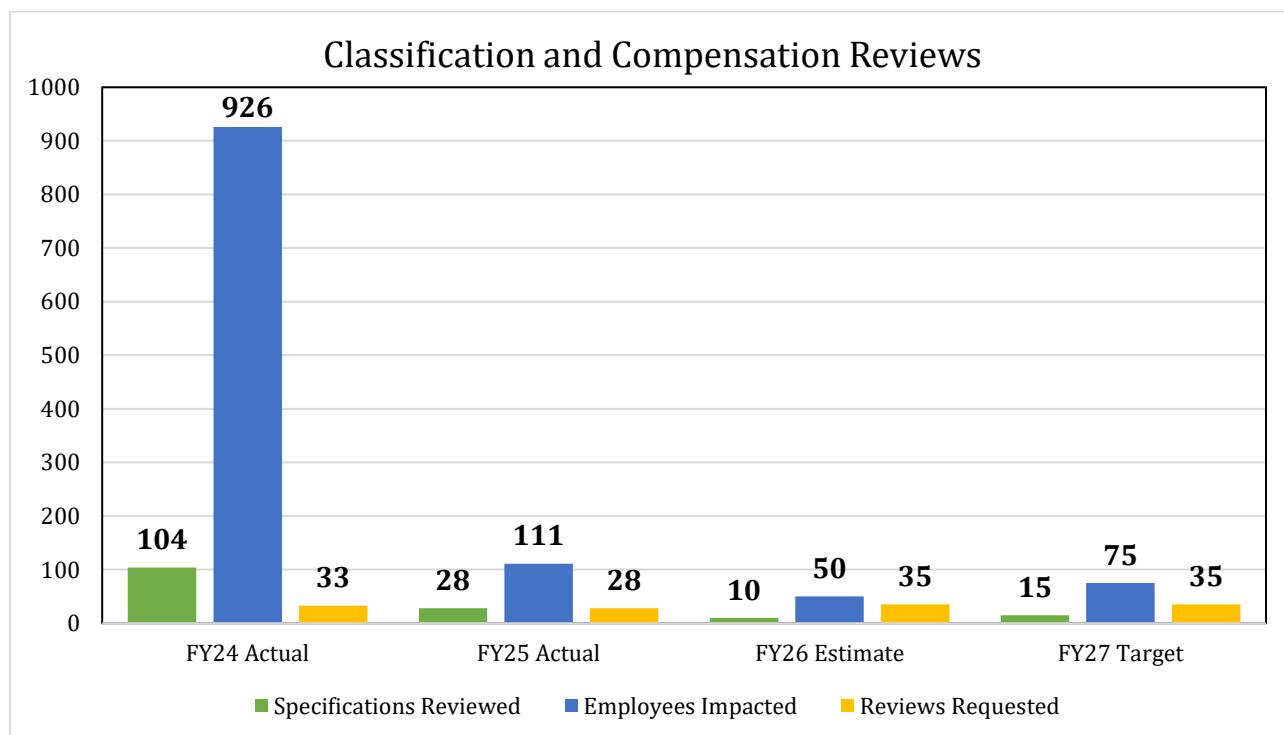
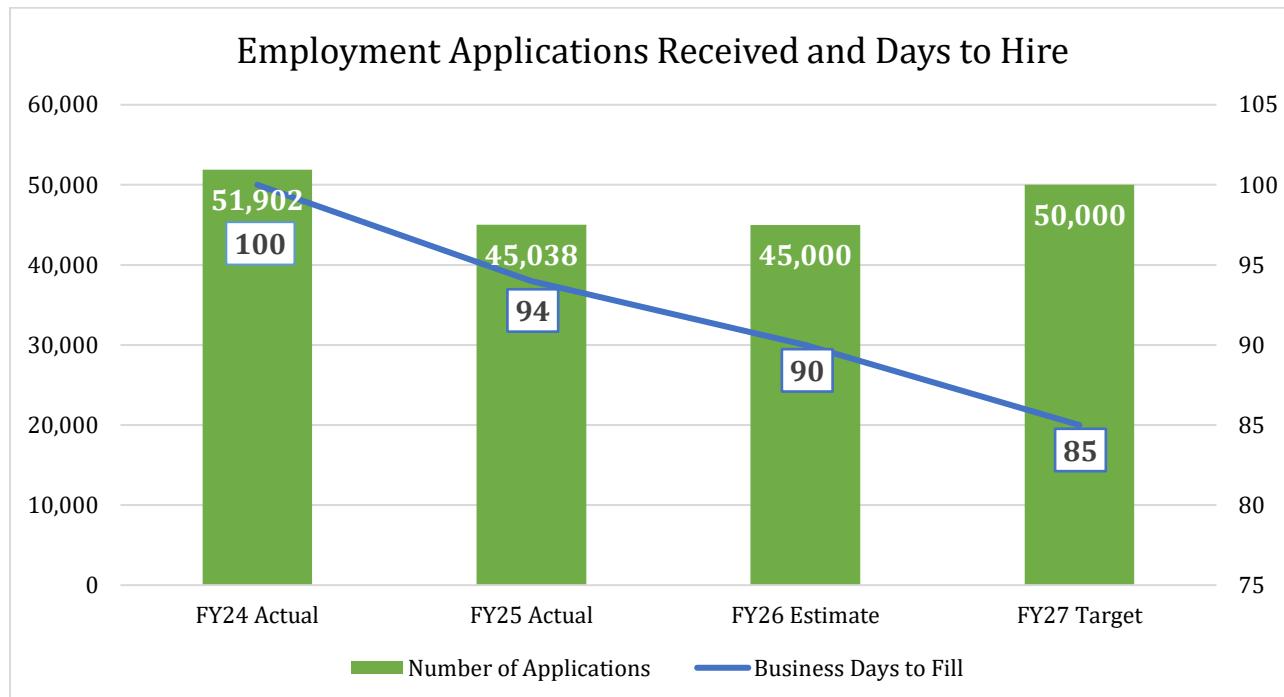
**Other Operating Charges:** This category shows a modest decrease of 1.2% for ongoing Department programs in FY27 with cost savings in supplies, professional services, and trainings and workshops.

**Chargebacks:** This category includes a 9.1% increase attributable to the increase in wage and benefit allocations and expenses for services directly impacting specific programs or departments outside of DHRM.

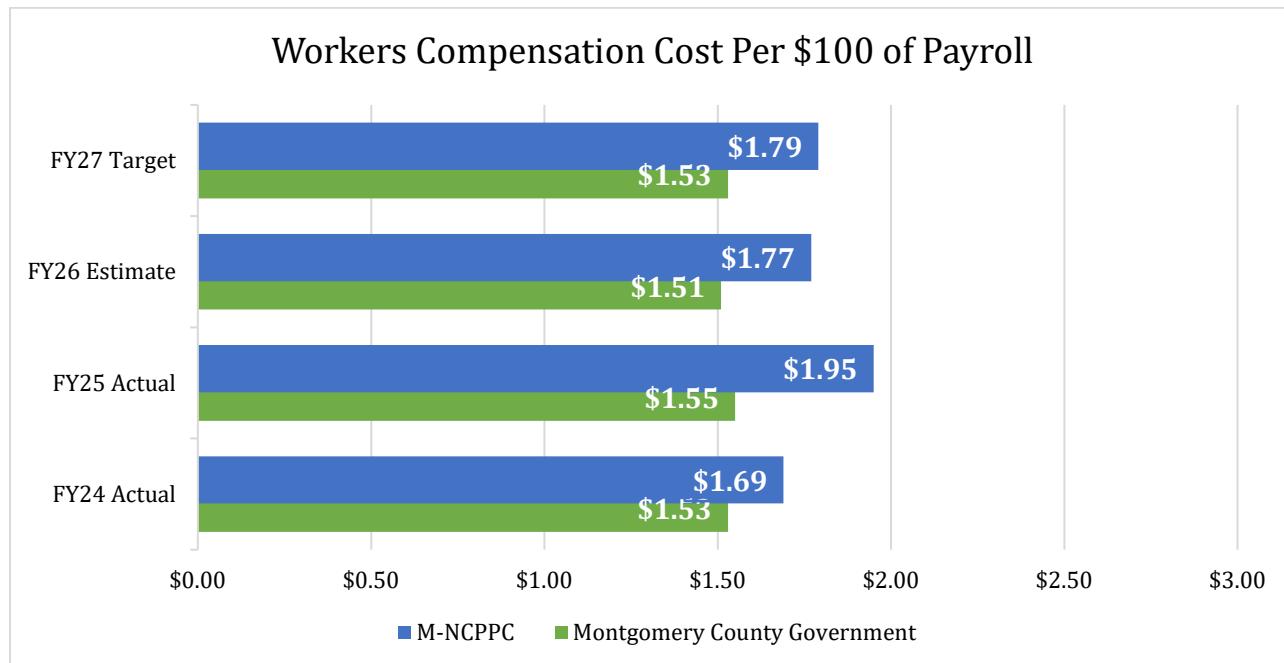


**Central Administrative Services**  
**Department of Human Resources and Management**

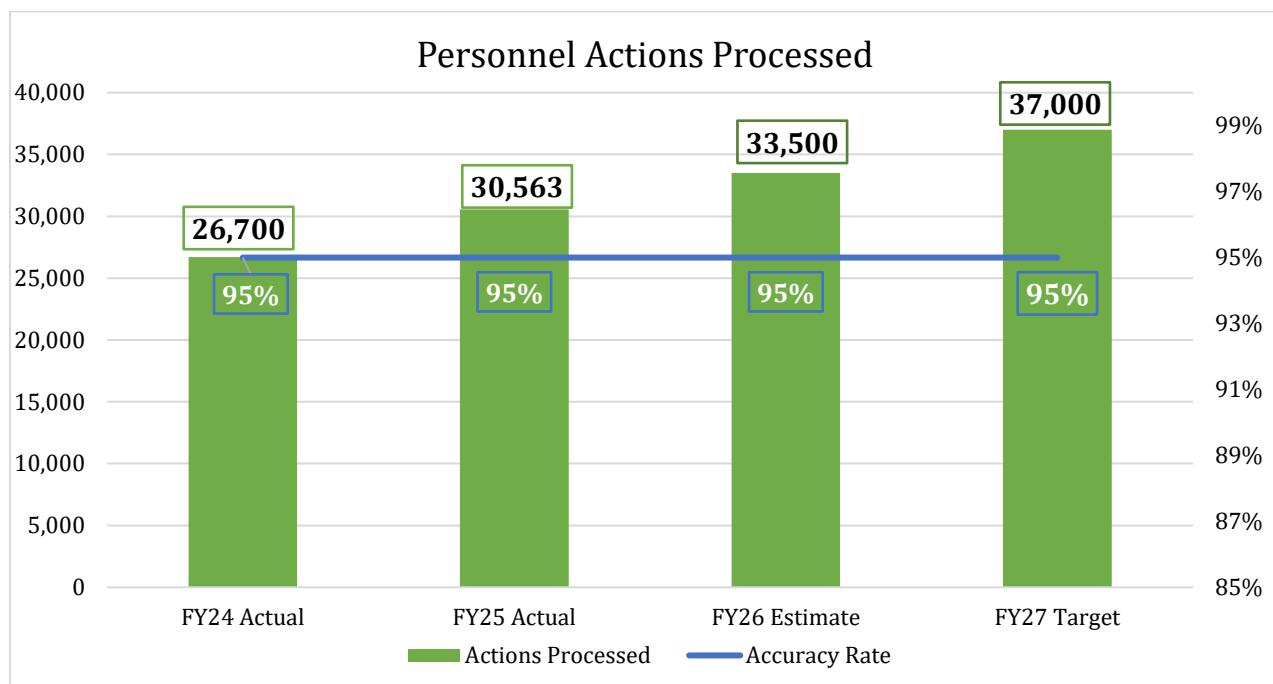
**PERFORMANCE MEASURES**



**Central Administrative Services**  
**Department of Human Resources and Management**



Workers' Compensation data from Prince George's County has not been provided to the Commission.

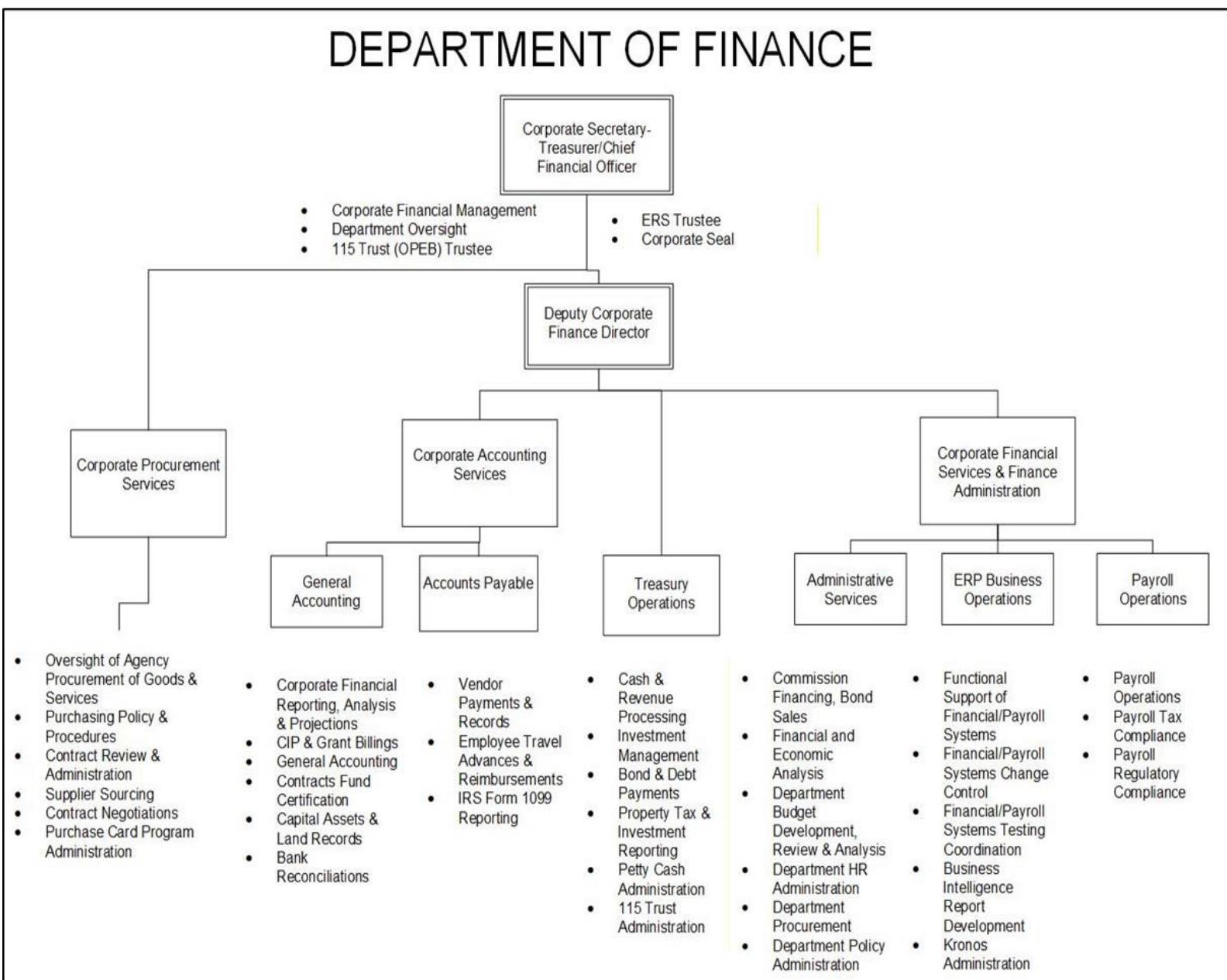


These actions include hiring, seasonal contract renewals, merit increases and terminations.



## Central Administrative Services Department of Finance

### ORGANIZATIONAL STRUCTURE



# Central Administrative Services

## Department of Finance

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### OVERVIEW

The **Department of Finance**, led by the Secretary-Treasurer and guided by the Commission, is responsible for aligning agency-wide duties and responsibilities with the strategic priorities set by the Commission and the approved annual budget. Staff assignments often involve collaboration across divisions, departments, and agencies. The Department is structured into four major service areas:

1. **Corporate Financial Services & Finance Administration**
2. **Corporate Treasury Operations**
3. **Corporate Accounting Services**
4. **Corporate Procurement Services**

The Department administers the organization's financial systems to maintain fiscal stability, ensure public accountability, and uphold the integrity of fiscal activities. It delivers comprehensive financial services, including analysis, debt management, payroll, accounting, procurement, investments, treasury operations, internal controls, and the administration of corporate financial system platforms. Departmental objectives are guided by the priorities of the Commission and the Secretary-Treasurer. Additionally, the Department provides financial expertise and support to M-NCPPC operating departments and serves as a technical resource to Montgomery and Prince George's County governments and other external entities, ensuring the organization's financial soundness.

### MISSION

The mission of the **Department of Finance** is to uphold a financially sound organization by implementing robust financial planning and controls to support Commission programs, ensure fiscal accountability, and deliver comprehensive financial services to Commission management. Central to this mission is maintaining strong internal controls and leveraging advanced technologies to implement and administer corporate financial systems effectively.

### PROGRAMS AND SERVICES PROVIDED

The **Secretary-Treasurer**, appointed to serve at the pleasure of the Commission, serves as the Commission's fiscal advisor and leads the Department of Finance. This role encompasses overseeing departmental duties and responsibilities to ensure alignment with programs and initiatives approved in the annual budget. The Secretary-Treasurer coordinates financial activities, services, and reports for various internal and external stakeholders, including the Commission, Planning Boards, Executive Director, M-NCPPC departments, County Councils, County Executive offices, state and federal agencies, and external auditors. They are responsible for safeguarding public assets through the establishment and maintenance of robust internal controls.

In addition, the Secretary-Treasurer develops, implements, and monitors compliance with financial policies and programs, ensuring adherence to authoritative standards such as those established by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA), as well as applicable state and federal laws. This position oversees the monitoring of revenues and expenditures to ensure compliance with Division II of the Land Use Article of the Annotated Code of Maryland and formally adopted budgets. Furthermore, the



## Central Administrative Services Department of Finance

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Secretary-Treasurer serves as Ex-Officio on both the Retirement Plan Board of Trustees and the 115 Other Post-Employment Benefits (OPEB) Trust Fund, ensuring comprehensive oversight and fiscal accountability.

**The Corporate Financial Services and Finance Administration Division** has four (4) major work programs: Finance Administration, Payroll Operations, ERP Business Operations Management and Treasury Operations.

**Finance Administration** oversees the Department's administration and management, providing corporate financial oversight and directing the overall operations of the Finance Department. Responsibilities include budget development and monitoring, managing the debt program to finance capital equipment and the Commission's capital improvement projects, coordinating departmental procurement and human resources, reviewing departmental policies and procedures, and managing property tax assessments.

**Payroll Operations** processes payroll in strict adherence to Merit System Rules and Regulations, collective bargaining agreements, and applicable federal, state, and local laws. The team ensures compliance with IRS regulations, including the reconciliation and submission of payroll taxes and required regulatory reporting. Payroll Operations manages one bi-weekly payroll for all agency employees, generates payroll-related reports, and maintains full compliance with payroll tax requirements.

**ERP Business Operations Management** is tasked with overseeing and managing business intelligence reporting and coordinating financial system projects and change control in collaboration with the Project Management Office (PMO). The team provides operational support for critical systems, including payroll, timekeeping, general ledger, and procurement. Additionally, it offers financial analysis and reporting expertise to other Commission departments, empowering them to make informed decisions and strategic financial plans.

**Treasury Operations** is responsible for managing banking operations; managing cash and investments in accordance with Commission investment policies, which emphasize the protection of investment principal, sufficient liquidity to meet all cash flow requirements, and maximum return on investments subject to the first two objectives; Post-Retirement Insurance Benefits Program (115 Trust) Administration; Petty Cash Administration; Escheat Property Program management; processing and submission of tax filings; processing and recording property tax and other revenue and cash transactions; bond and other debt payments; and bond proceeds and drawdowns; preparing financial reports to provide historical and projected information on property tax collections and other revenue sources; and preparing investment reconciliations and reports to inform management of investment returns and compliance with investment policy.

**The Corporate Accounting Services Division** has two (2) major programs: General Accounting and Accounts Payable.

**General Accounting** is responsible for recording and reporting financial transactions, and preparing financial statements in accordance with Generally Accepted Accounting Principles (GAAP); maintaining formal accounting, land, and capital asset records; preparing financial schedules and documents for Commission financings; preparing quarterly budget projections; generating grant and other billings; providing Capital Improvement Program (CIP) accounting, analysis, reporting, and billings; providing contract fund certifications; reviewing actual



## Central Administrative Services Department of Finance

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expenditure and budget data in the Accounting System; coordinating the annual external audit; and preparing the Annual Comprehensive Financial Report (ACFR) and Uniform Financial Report for the State. This function also develops and provides Commission-wide end-user training and functional support for the Enterprise Financial Management (EFM) system, facilitates reporting and business requirements, and provides administrator services for other ancillary software and systems.

**Accounts Payable** is responsible for the processing and recording of vendor payments in accordance with Commission practices, policies, and procedures; maintaining proper file management and vendor records; responding to internal and external payment status inquiries; and preparing Form 1099s for vendors and submission to the IRS.

**The Corporate Procurement Division** oversees the procurement of all necessary commodities, supplies, equipment, and services that support the Commission's mission. As components of this primary function, the Division is responsible for the development of procurement policy and procedures in accordance with Commission procedures and applicable state and federal laws, as well as contract review and processing; administering and monitoring the Commission's central procurement function in compliance with Commission procurement policies and practices; implementing the provisions of the Commission's Non-Discrimination Policy, which promotes equal and fair competition between all vendors; fostering and maintaining relationships between the community, vendors, and Commission departments; ensuring the equitable treatment of all regarding the procurement of goods and services; and reviewing all contracts for availability of funds, compliance with bidding procedures, and financial acceptability of vendors.

### FY25 ACCOMPLISHMENTS

- Completed Phase I of the Kronos-to-UKG ProWorkforce Management migration, transitioning the Commission's legacy timekeeping system to a modern SaaS platform. The system went live in December 2024.
- Updated the Commission's Debt Policy and Post Compliance Policy.
- An analysis and recalculation was done of the cost for the Montgomery Parks vanpool program. This resulted in three routes closing due to not being viable and the employee deductions were updated for the two remaining routes.
- An RFP was issued for a new ERP system.
- A competitive RFP was issued for an asset manager.
- Brought onboard an Intern to support the ERP Operations team.
- 52nd consecutive year to receive GFOA Certificate of Achievement for Excellence in Financial Reporting for the Annual Comprehensive Financial Report (ACFR).
- Launched the Corporate Procurement Insite Page
- Launched Procurement Training Series: Procurement Overview, Introduction to Public Procurement, Procurement Ethics, and Introduction to Commission Procurement.
- Updated the Procurement Card Manual, Processes, and Training Materials.
- Conducted 15 Procurement trainings, 14 Purchase Card trainings, and 16 Requisition (RQC)trainings.
- 6,795 Purchase Orders issued with \$1.75 million in documented cost savings.
- Attended 5 Outreach Events.



# Central Administrative Services

## Department of Finance

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- Participated in the Inaugural Procurement 360 event with PGEDC.
- Total number of W-2s issued was 7,564.
- Paychecks issued in FY 2025 totaled 137,779 of which 94% were Direct Deposits.
- A \$22 million bond was issued for Prince George's County.
- Alias Payment Pilot program launched in April 2025, reducing the time it takes employees to receive reimbursements under \$200.
- Receipts by ACH/Wire: 55%
- Offered 67 Infor Enterprise Financial Management (EFM) Training courses for 573 attendees.
- There were 742 ACH signups for Accounts Payable (AP).
- A total of 91% of invoices were processed in 30 days or less.
- A total of \$451,485,312 was processed in invoice payments.
- A total 16,813 payments processed; 55% by ACH/Wire transfer.
- A total of \$117,027,319 was processed in 36,012 purchase cards transactions.
- Eight hundred and nineteen (819) new vendors registered and onboarded.
- 61 RFP solicitations processed across seven Commission departments.
- 806 contracts routed.
- Total active vendors for fiscal year 2025 -13,721.

### BUDGET AT A GLANCE

		FY26 <u>Adjusted Adopted</u>	FY27 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<b><i>Montgomery County Budget</i></b>					
	Expenditures	\$3,279,266	\$3,319,170	1.2%	44.8%
<b><i>Staffing</i></b>					
	Funded Career Positions	20.54	20.69	0.7%	43.1%
	Funded Workyears	20.54	20.69	0.7%	43.1%
<b><i>Prince George's County Budget</i></b>					
	Expenditures	\$4,124,380	\$4,093,806	-0.7%	55.2%
<b><i>Staffing</i></b>					
	Funded Career Positions	27.46	27.31	-0.5%	56.9%
	Funded Workyears	27.46	27.31	-0.5%	56.9%
<b><i>Combined Department Total Budget</i></b>					
	Expenditures	\$7,403,646	\$7,412,976	0.1%	100.0%
<b><i>Staffing</i></b>					
	Funded Career Positions	48.00	48.00	0.0%	100.0%
	Funded Workyears	48.00	48.00	0.0%	100.0%

\* Percent Allocated is the amount of the Department's budget funded by each county.



# Central Administrative Services

## Department of Finance

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### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The proposed FY27 budget is \$7,412,976, representing a 0.1% increase, equivalent to \$9,330 from the FY26 adopted budget. This increase includes

- \$87,030 (0.12%) to support core personnel needs associated with COLAs, merit increases, and benefits.
- \$33,000 (0.44%) to strengthen professional services capacity necessary for mandated reporting, audit preparation, and regulatory compliance.
- A (\$110,700) increase to chargebacks due to reclassification/transfer of positions to the financial system support team.

The Department of Finance is requesting three term-contract positions.

1. Sr. Corporate Applications Analyst – Accounting: This term-contract position ensures uninterrupted processing of financial transactions and reporting even during staff absence, turnover, or leave. Analysts provide ERP training across the Commission so that every department can adopt business processes effectively. The position safeguards financial integrity, audit readiness, and timely compliance with accounting standards. This position is a term-contract and will be funded through CWIT.
2. Sr. Corporate Application Analyst – Procurement: This term-contract position provides continuity of procurement operations — purchasing, vendor payments, and contract management — without disruption. Analysts provide ERP training across the agency, enabling them to request, track, and manage purchases correctly under the new system. This position will strengthen compliance, reduce procurement errors, enhance vendor relationships, and address audit findings through systemic oversight. This position is a term-contract and will be funded through CWIT.
3. Corporate Accountant I – Accounts Payable: This term-contract position streamlines the accounts payable process; dedicates staff to County-specific work programs; and supports implementation of the ERP program through Commission-wide training. This position is a term-contract and will be funded through CWIT.

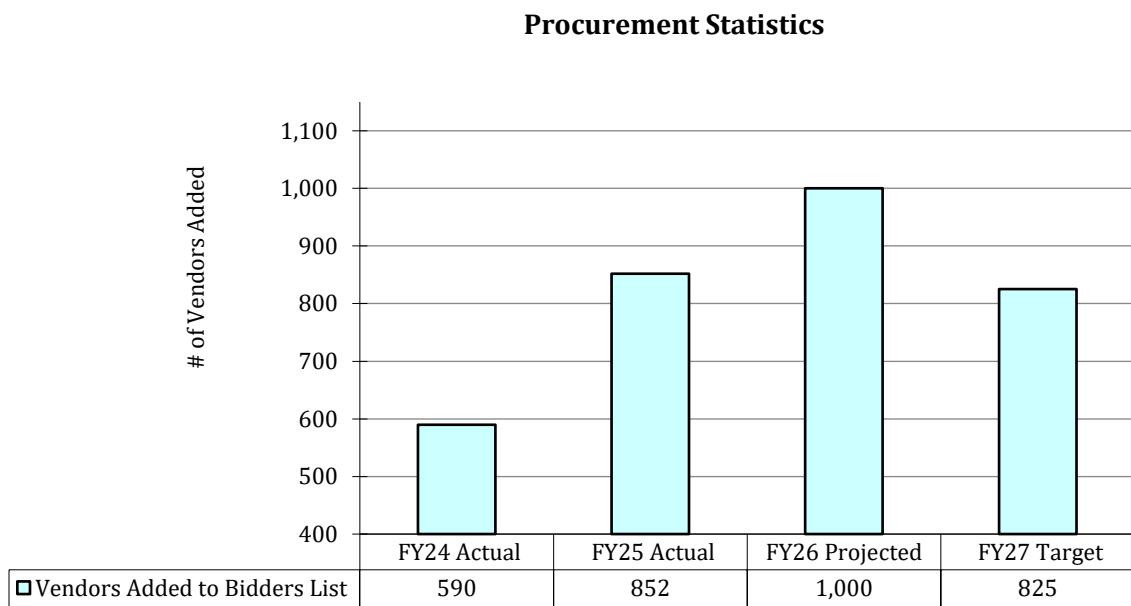
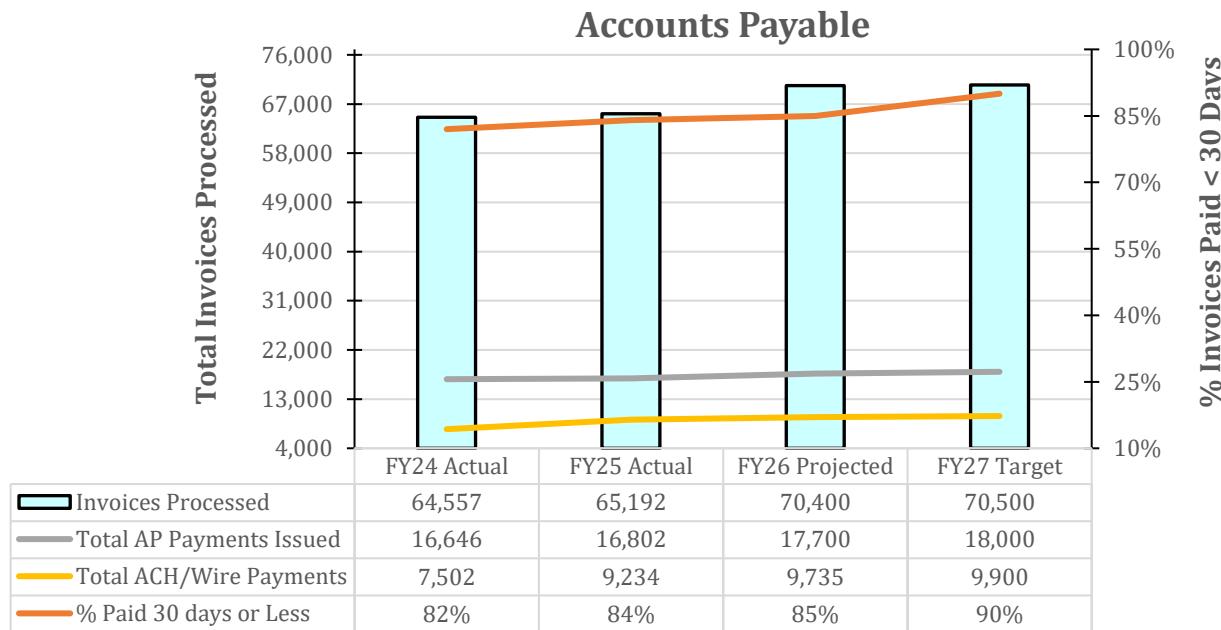
In summary, the budget increase is primarily driven by adjustments for employee compensation and benefits and the request for the restoration of professional services.



# Central Administrative Services

## Department of Finance

### GOALS AND PERFORMANCE MEASURES



## Central Administrative Services Department of Finance

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### Commission Bond Ratings

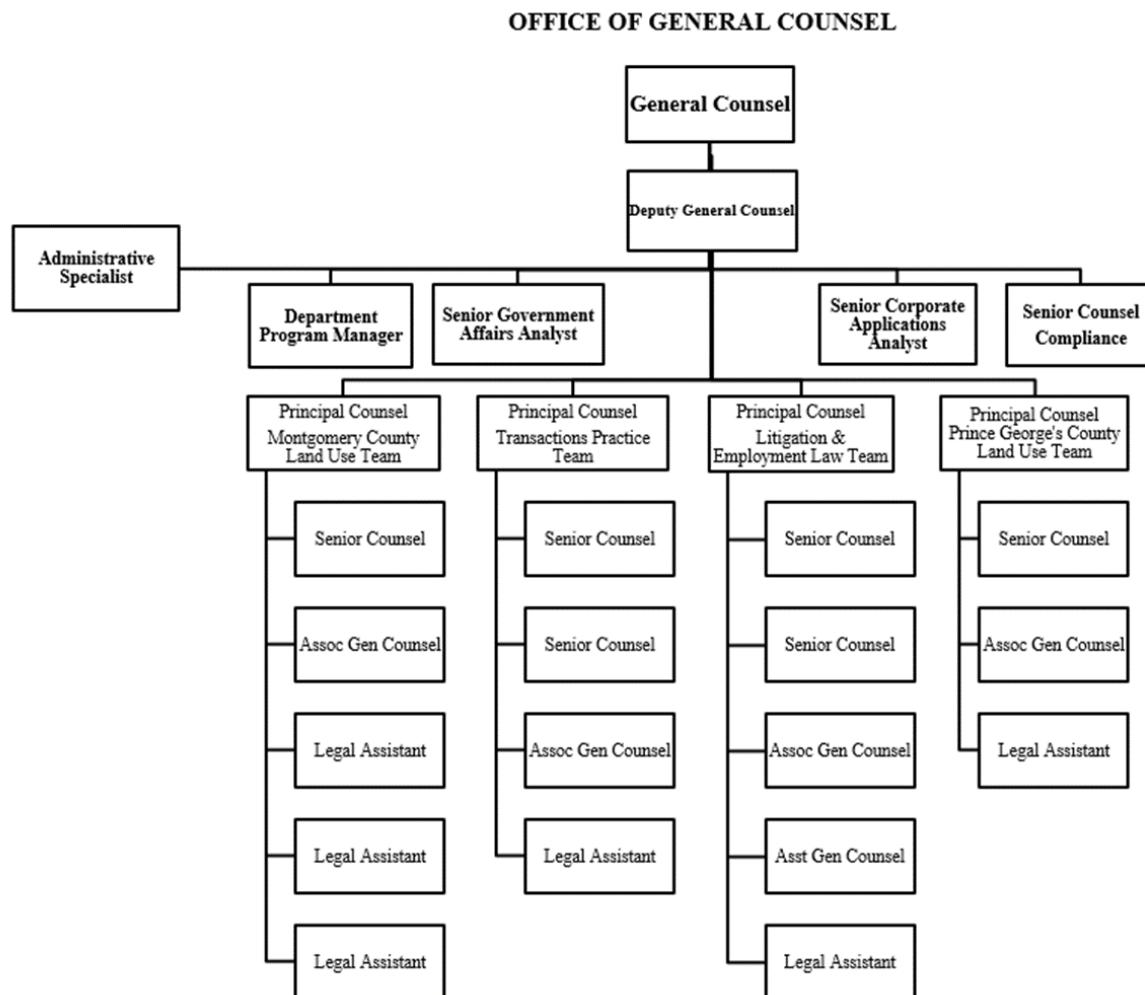
Rating Agency Information	FY24 Actual	FY25 Actual	FY26 Projected	FY27 Target
<b>Commission Montgomery County Bonds:</b> Fitch Ratings Moody's Investor Services Inc. Standard & Poor's Rating Services	AAA Aaa AAA	AAA Aaa AAA	AAA Aaa AAA	AAA Aaa AAA
<b>Commission Prince George's County Bonds:</b> Fitch Ratings Moody's Investor Services Inc. Standard & Poor's Rating Services	AAA Aaa AAA	AAA Aa1 AAA	AAA Aa1 AAA	AAA Aa1 AAA



# Central Administrative Services

## Legal Department

### ORGANIZATIONAL STRUCTURE



# **Central Administrative Services**

## **Legal Department**

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### **OVERVIEW**

The Office of the General Counsel (OGC) is headed by the General Counsel, and its mission is to provide cost effective legal guidance, advice, and representation to the Commission. To achieve that mission, OGC's primary focus is to provide proactive counsel, preventive advice, and early intervention to support decision makers with a clear picture of all their lawful options.

### **MISSION**

The mission of the Office of the General Counsel is to provide cost effective legal advice and representation of the highest quality to The Maryland-National Capital Park and Planning Commission as a corporate entity. The primary emphases of the work program are providing proactive counsel, preventive advice, and early intervention to support decision-makers with a clear picture of all their lawful options.

### **GOALS AND OBJECTIVES**

To advance its overall mission, the OGC established the following strategic goals and objectives for FY26:

#### **Strategic Goal 1 – Enhancing client service level experiences**

Objective A – Continue to build a library of training modules on major legal topics that impact the Commission to ensure that Commission staff and leadership has easy access to information concerning legal matters.

Objective B – Continue to build a library of contracts and legal forms/documents templates for use by all Commission departments to create greater efficiency and uniformity in the contracts and legal forms/documents used Commission wide for the procurement.

Objective C – Resolve 75% or greater of lawsuits within 365 days of the complaint being served on all defendants.

Objective D – Build a library of legal guidance memos and opinions for use by all Commission departments to ensure that they are aware of, and have access to, legal guidance on matters of high importance and/or issues that are regularly raised by staff

#### **Strategic Goal 2 – Implementation of Special Projects**

Objective A – Participate in leadership meetings, quarterly, to identify Commission wide issues and problems that need to be solved and addressed.

Objective B – Create and/or participate in special working groups to solve issues and problems that have been identified by Commission leadership.

#### **Strategic Goal 3 – Taking a Budget Saving Approach**

Objective A – Reduce permanency awards, including worsening but excluding settlements, by 3.5%.



# Central Administrative Services

## Legal Department

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Objective B –Limit OGC's expenditure on outside counsel to 85% of budget or less.

### **Strategic Goal 4 – Implementation of Legal Technology**

Objective A – Initiate transition from current legal case management platform to a new legal case management platform by the end of FY25

Objective B – Improve the lobbyist registration portal capabilities.

## **PROGRAMS AND SERVICES PROVIDED**

The OGC consists of the following five teams: (1) Litigation, (2) Transactions, (3) Prince George's County Land Use, (4) Montgomery County Land Use, (5) Legislative Management and (6) Compliance. Through each of these teams, the OGC provides a comprehensive program of legal services to the Commission. The Litigation team handles civil litigation, appellate litigation, administrative hearings, and ancillary civil court proceedings. The Transactions team provides advice, legal support, and preparation of legal documents for the effective transaction of public business. The Prince George's County and Montgomery County Land Use teams provide advice and legal support to their respective County Planning Boards and Planning Departments and defend and enforce land use decisions. The Legislative Management team provides guidance concerning legislation proposed by the General Assembly and County Councils and advocates for or on behalf of the Commission. The Compliance practice team ensures that the Commission complies with federal, state, and local laws and with the Commission's practices, policies, and procedures

## **ACCOMPLISHMENTS**

**Protecting the Public Interest in Litigation:** During FY 2025, the OGC registered 11 new litigation cases and closed 23 cases – ending the year with seven (7) cases pending in state and federal courts. The cases closed during the year included four (4) tort claims, four (4) employment claims, one (1) contract dispute, seven (7) judicial reviews, two (2) debt collection matters, and two (2) matters where the Commission is seeking to recover for damages. The OGC also defended 14 workers' compensation claims and eight (8) Merit Board appeals.

The Litigation Team consistently delivered successful results for our clients, including employment discrimination claims, property and contract disputes, and unique workers' compensation and liability matters. There was a total of 43 separate matters, including Merit Board appeals, EEOC filings, and lawsuits filed against the Commission, and in no matter did any finder of fact determine that the Commission's vaccination policy, or relating discipline, violated any local, state, or federal law. In addition, among other notable highlights, in cooperation with the Montgomery County Council and the Montgomery County State's Attorney's Office, the OGC pursued and successfully recovered funds owed to Montgomery Parks in a litigated matter that received media attention. The OGC continues to provide trainings and legal updates to Commission clients, taking a proactive and preventative approach that benefits the Commission as a whole.



## Central Administrative Services Legal Department

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**Proactive Legal Support for Commission Policy Makers:** During FY25, the Montgomery County Land Use Team supported Planning Board efforts to amend the Land Use Article to allow educational tours during review of master plans, which will allow the Board to have more productive and engaging experiences throughout the County. In collaboration with the M-NCPCC Policy Team, and because of observations during Planning Board hearings and experiences within the Montgomery Planning Department, the Legal Team initiated review and creation of Commission-wide policies related to the use of Artificial Intelligence (AI), Access to Electronic Data and revisions to Procurement Regulations.

The Montgomery Legal Team advised the Montgomery Planning Department in the creation and adoption by the Planning Board of policies designed to simplify or streamline the development review process including adequate public facilities review for certain building permits, allowing concurrent processing of conditional use and preliminary plan applications, as well as defining situations for staff review of certain conditional use applications. The Legal Team intervened on behalf of the Planning Board in two solar facility cases pending before the Maryland Public Service Commission and assisted the Planning Department in reviewing and commenting on solar legislation at the State level. Further, the Legal Team defended the Board's decisions in two development projects appealed to the Circuit Court and one which advanced to the Appellate Court.

The Montgomery Legal Team provided training to the Planning Board and Directors on Ethics Policies, the Open Meetings Act and social media, as well as substantive topics such as eminent domain, homeowner association law and sectional map amendments. The Legal office continued to work closely with the Commissioners' Office to assure agenda items are properly posted, minutes are accurately reported, and resolutions are timely processed. The Team hosted a summer intern who helped provide research for various policy decisions.

In Fiscal Year 2025, the Prince George's County Land Use Team successfully completed a major revision to the County's new Zoning Ordinance that furthered many of the goals, strategies, and policies in the County's General Plan (Plan 2035). A major accomplishment was preparing language that increased densities and other development opportunities around the County's transit centers and ensuring planned development zoning provided the County with comparable public benefits. The Legal Team was also instrumental in providing guidance and review for the Planning Department's new Master Plan of Transportation; the first major rewrite of the County's transportation plan in 15 years.

The Prince George's County Land Use Team also continued to obtain favorable decisions at the Circuit and Appellate Court level in every litigation matter in FY25 as well as assisted the County Office of Law in successful defense of zoning enforcement decisions at the County's Board of Appeals. The Team also further improved its coordination with counsel to the District Council by regularly engaging for the first time in the preparation of legislation and appearing before Council committees on behalf of the Planning Department.

A three-year effort to overhaul and modernize Planning Board and Planning Department procedures culminated in the successful adoption of a new package of Board policies in May. Shortly thereafter, the Team welcomed a new Planning Board Chair and began the process of orienting him to the Office of General Counsel and the work of the Planning Department.



## Central Administrative Services Legal Department

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**Building Quality of Life – One Transaction at a Time:** The Transactions Practice Team represented staff in all departments and the Planning Boards in the negotiation and development of various complex agreements, procurement agreements, memoranda of understanding (MOUs), and policies related to the Commission's Park and Recreation functions. Examples of important projects initiated or completed during FY 2025 include: a land exchange with the City of Bowie in which Commission received 61 acres; acquisition of a portion of the Hollywood Shopping Center in North College Park for a future community center; acquisition of 13 acres of the Autoville property which is adjacent to the Paint Branch Stream Valley Park; the long awaited acquisition of 1.8 acres of waterfront parcel at National Harbor; a license agreement with Prince George's County for new fire station on Commission property; completion of the sale and condominium regime establishment for a residential condominium and park at Warner Circle Special Park; acquisition of approximately 33 acres of land for historically significant Ednor Stone Quarry park; completion of development agreement and lease to bring a long awaited childcare services to the Wheaton Regional HQ; capital improvements to the Prince George's Stadium which included new video game scoreboards resulting in improved fan experience; opening of the new hiker/biker bridge over the Patuxent River which was a joint project with Anne Arundel County; providing assistance to the CAPRA team (the Commission was reaccredited); and developing the first Software as a Service (SaaS) contract template which was used in the Enterprise Resource Planning RFP.

**Legislative Support:** The legislative team worked on various legislative issues this year: housing, solar, economic development, land use, and government operations just to name a few.

During the **90-day MGA legislative session**, the legislative team tracked various bills, offered verbal in person testimony, and drafted several written position statements in addition to engaging members of the general assembly. Our team helped the Montgomery Planning Board Chair successfully coordinate with the legislature to introduce a bill that would allow the Montgomery County Planning Board and the Washington Suburban Sanitary Commission to conduct site visits and educational field tours without streaming the tour as an open meeting. The bill successfully passed. Our team also helped the Commission oppose legislation that would chip away at Prince George's Planning Board's authority. The various bills that would have negatively impact the Commission, did not pass.

In terms of fiscal priorities, the legislative team advocated in support of the Commission's budget priorities before budget and appropriation leadership. We helped obtain legislative bond initiatives and grants totaling over \$6 Million combined for both parks departments. Project highlights include \$3 Million we received for Wheaton Regional Park in Montgomery County and \$1.2 Million for Publick Playhouse in Prince George's County. In Program Open Space funds, the Commission received a total of \$8,386,360 combined for both Prince George's and Montgomery Counties.

**After the legislative session**, the legislative team prepared the Annual Legislative Report and briefed the full Commission. We also debriefed the operating departments on the 90-day session and discussed strategic takeaways. From July until the end of November, our team met with stakeholders, elected officials, and attended various community events to get a gauge on what the legislative climate for the upcoming legislative session.

Annually, the legislative team alongside other Commission staff attends the **MACo Summer Conference**. In FY25 the Commission hosted a full commission exhibit booth with participation from all the departments, both parks and planning.



## Central Administrative Services Legal Department

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**Compliance and Ethics Support:** Introduction of Commission-wide training programs: Over the past year, the Compliance program has instituted several commission-wide training opportunities starting with the Commission Ethics Policy (Practice 2-24). In FY26, OGC conducted 41 live Ethics trainings and published online video on Learning Central for whole staff to access and is also available in French and Spanish. Seasonal employees received a shorter video as part of their onboarding process in spring of 2025.

Established a library of training modules on major legal topics that impact the Commission to ensure that Commission staff and leadership has easy access to information concerning legal matters. To date, thirteen (13) training modules have been uploaded to the OGC's SharePoint page.

A library of legal guidance memos and opinions for use by all Commission departments covering legal guidance on matters frequent requested by staff have been prepared and posted to the OGC's SharePoint page, available to all Commission employees.

In addition to considerable ethics training, the Compliance program has offered trainings in: Facilitating Difficult Conversations, the Americans with Disabilities Act, the Family Medical Leave Act, Age Discrimination in Employment Act, Title VII and State Civil Rights Laws, and Equal Pay for Equal Work.

The latest additions to the Compliance program relate to Artificial Intelligence (AI) and ADA Web Accessibility (WCAG) Standards implementation. Regarding Artificial Intelligence, the OGC has partnered with the Corporate Policy Team and the Office of the Chief Information Officer (OCIO) to develop policies and procedures to ensure the safe, ethical use of AI, while navigating this emerging technology. Pursuant to US Justice Department regulations, WCAG requires M-NCPPC to make all Commission websites, including all documents on the websites, accessible in accordance with WCAG 2.1AA standards by April 2026.

### BUDGET AT A GLANCE

The Office of the General Counsel (OGC) is proposing a maintenance budget in FY27 with no new positions requested and all increases accounted for in personnel and pension costs. The fiscal impact of our personnel budget is a net decrease of \$5,893 resulting in personnel services allocated to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$2,038,741 (-0.6% decrease)
- Prince George's County Administration Fund: \$1,916,013 (0.4% increase)

These figures reflect the updated labor allocation formula between Montgomery Count (49%) and Prince George's Counties (51%) respectively, as well as any changes in non- departmental charges passed through for capital equipment, the CIO allocation, CWIT charges, etc. Please refer to those non-departmental CAS budget estimates for specific details and amounts.



# Central Administrative Services

## Legal Department

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### Summary of Legal Department Budget

	FY26 <u>Adjusted Adopted</u>	FY27 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<b><i>Montgomery County Budget</i></b>				
Expenditures	\$2,051,413	\$2,038,741	-0.6%	51.6%
<b>Staffing</b>				
Funded Career Positions	14.36	14.25	-0.8%	50.9%
Funded Workyears	14.36	14.25	-0.8%	50.9%
<b><i>Prince George's County Budget</i></b>				
Expenditures	\$1,909,234	\$1,916,013	0.4%	48.4%
<b>Staffing</b>				
Funded Career Positions	13.64	13.75	0.8%	49.1%
Funded Workyears	13.64	13.75	0.8%	49.1%
<b><i>Combined Department Total Budget</i></b>				
Expenditures	\$3,960,647	\$3,954,754	-0.1%	100.0%
<b>Staffing</b>				
Funded Career Positions	28.00	28.00	0.0%	100.0%
Funded Workyears	28.00	28.00	0.0%	100.0%

\* Percent Allocated is the amount of the Department's budget funded by each county.

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The OGC's total proposed budget of \$3.95 million includes \$5.9 thousand (0.1%) in decreased funding requests compared to FY26.



# **Central Administrative Services Office of the Inspector General**

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## **OVERVIEW**

The Office of the Inspector General (OIG) obtains its authority through the Annotated Code of Maryland §15-501-508. The OIG assists the Maryland-National Capital Park and Planning Commission (Commission) by providing independent evaluations and recommendations regarding opportunities to preserve the Commission's reputation and improve the effectiveness, productivity, and efficiency of Commission programs, policies, practices, and operations. The OIG also investigates and reports on instances of fraud, waste, and abuse of Commission property or funds.

The Inspector General is appointed by and reports to the Commission's Audit Committee (AC). The AC is comprised of four voting members, one Commissioner from each of the Planning Boards, and two public members. The Commission Chair serves as an ex officio nonvoting member of the AC.

## **MISSION**

The mission of the OIG is to provide independent objective audit/review and risk assessment services designed to add value and improve the operations of the Commission.

## **ACCOMPLISHMENTS**

The completion of numerous audit engagements furthered the OIG's obligation to timely identify the most critical risks and vulnerabilities in Commission programs and operations. FY25 completed engagements included:

- The OIG completed 15 performance audits in FY25. Performance audits provide objective analysis to assist management and those charged with governance and oversight. Identified issues, risks, and recommendations resulted in improved program performance and operations, and a stronger internal control environment.
- The OIG completed 8 fraud, waste, and abuse investigations, 2 limited investigations, and 1 management advisory (i.e., consulting service) in FY25. In fiscal year 2025, the OIG also expanded its portfolio of services to include inspections and reviews.
- The OIG completed 24 follow-up reviews in FY25. The 18 reviews included assessment and testing of 57 high and medium risk audit recommendations. The OIG concluded management resolved 47 of the 57 (82%) recommendations.

The OIG facilitated a Commission-wide risk assessment in May 2025. The assessment identified auditable units, inherent risks, and mitigating controls. The results of the assessment provided the basis for the FY26 Work Plan, which was subsequently approved by the AC.



# Central Administrative Services Office of the Inspector General

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## BUDGET AT A GLANCE

### Summary of Office of the Inspector General Budget

	<b>FY26 Adjusted Adopted</b>	<b>FY27 Proposed</b>	<b>% Change</b>	<b>% Allocated*</b>
<b>Montgomery County Budget</b>				
Expenditures	\$678,110	\$653,237	-3.7%	38.8%
<b>Staffing</b>				
Funded Career Positions	3.00	3.00	0.0%	37.5%
Funded Workyears	3.20	3.20	0.0%	37.6%
<b>Prince George's County Budget</b>				
Expenditures	\$914,585	\$1,029,972	12.6%	61.2%
<b>Staffing</b>				
Funded Career Positions	5.00	5.00	0.0%	62.5%
Funded Workyears	5.30	5.30	0.0%	62.4%
<b>Combined Department Total Budget</b>				
Expenditures	\$1,592,695	\$1,683,209	5.7%	100.0%
<b>Staffing</b>				
Funded Career Positions	8.00	8.00	0.0%	100.0%
Funded Workyears	8.50	8.50	0.0%	100.0%

\* Percent Allocated is the amount of the Department's budget funded by each county.

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The OIG provides Commission-wide professional auditing, investigation, and advisory services. The FY27 proposed operating budget is split between Montgomery County and Prince George's County 38.8%/61.2% respectively. The majority (89.7%) of OIG's FY27 budget covers personnel costs of \$1.5M\*, with the remaining 10.3% allocated to operating costs and professional services.

(\*\$1,654,637 total personnel costs, offset with \$145,240 of Prince George's County chargebacks.)

OIG's total proposed budget of \$1.68M includes \$90,514 (5.7%) in increased funding requests when compared to FY26 adjusted adopted budget. Total salary, benefits, and pension costs increased \$88,433. This does not include any new positions, rather approved salary increases of \$37,881 (3.2%) and approved benefit and pension increases of \$50,552 (13.6%). The OIG is requesting an additional \$9,000 in one-time funding to cover anticipated peer review costs in FY27.

The OIG's FY27 labor cost allocation, calculated by the Corporate Budget Office, reflected a 4% adjustment between Prince George's and Montgomery County. The calculation uses a three-year period to consider various cost drivers and trends. The adjusted labor cost allocations are primarily responsible for the overall decrease in costs for Montgomery County and increased costs for Prince George's County.



# Central Administrative Services Office of the Inspector General

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## GOALS AND PERFORMANCE MEASURES

### Goals:

- The Inspector General shall coordinate with the Audit Committee to develop a written annual Work Plan based on an assessment of relative risks.
- Provide independent objective audit/review and consulting services designed to add value and improve the operations of the Commission.
- Maintain a systematic disciplined approach to evaluate and improve the effectiveness of governance, risk management, internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting.
- Promote fiduciary responsibility throughout the Commission.

### Performance Measures:

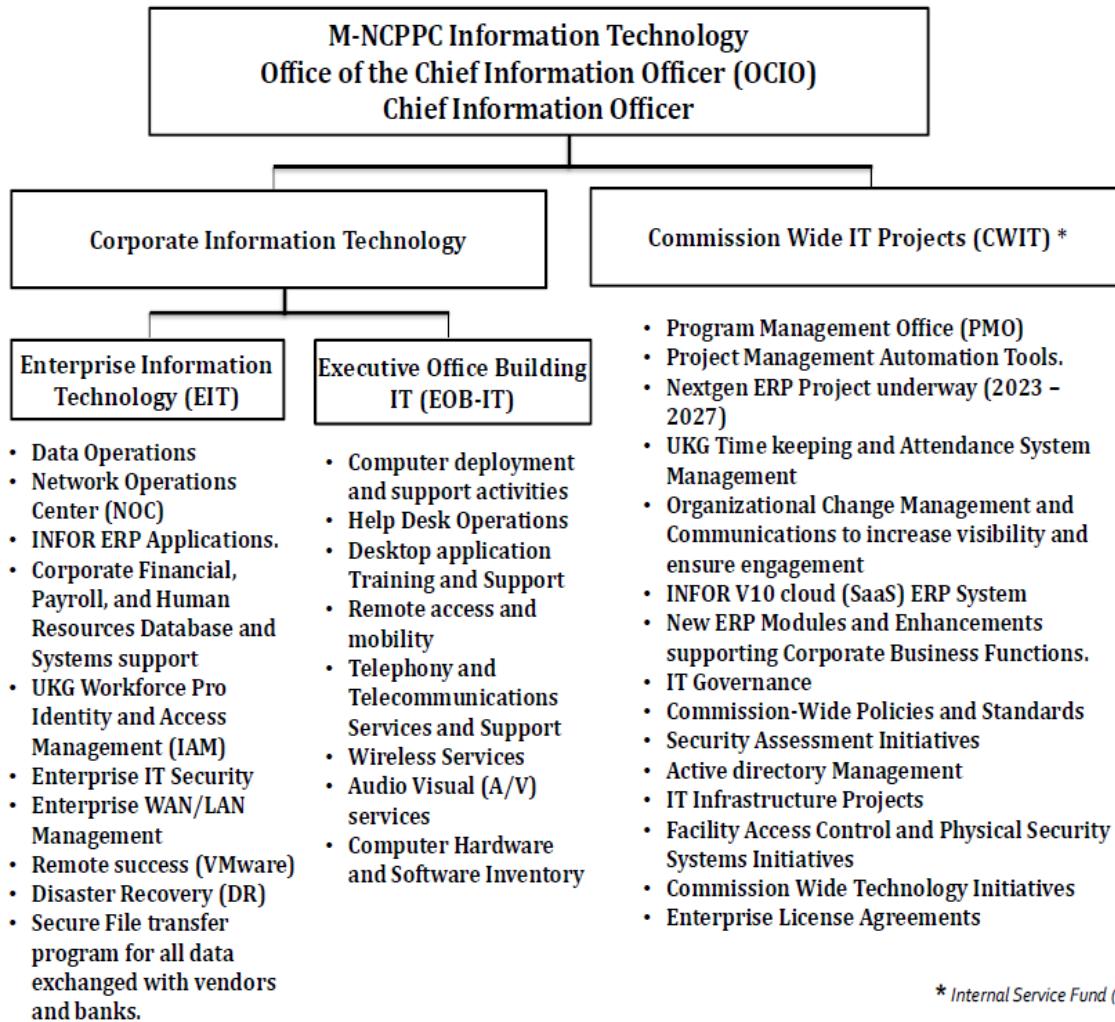
- Completion of annual risk assessment to assist in identifying critical risks and vulnerabilities in the Commission's programs and operations.
- Development and approval of the annual Work Plan based on the results of the risk assessment.
- Completion of performance audits in accordance with *Government Auditing Standards* issued by the Government Accountability Office. Completion of fraud, waste, and abuse investigations in accordance with *Generally Accepted Principles and Quality Standards* issued by the Association of Inspectors General.
- Promulgation of Audit Reports promoting accountability, efficiency, and effectiveness of Commission programs and operations, while keeping management fully and currently informed about deficiencies in Commission activities, as well as the necessity for, and progress of, corrective action.



# Central Administrative Services

## Corporate IT

### ORGANIZATIONAL STRUCTURE



# Central Administrative Services

## Corporate IT

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### OVERVIEW

**Corporate IT** provides Commission-wide Information Technology infrastructure standards, core business systems, data security, service and support to all departments in the agency. Corporate IT also implements and administers IT governance policies established by the Chief Information Officer (CIO) to ensure accountability and protection of the agency's data.

Corporate IT is comprised of two Divisions: Enterprise IT (**EIT**) and Executive Office Building IT (**EOB-IT**).

**EIT** manages agency-wide systems, applications, IT standards, and procedures. It oversees security policies to protect Commission data, provides cybersecurity monitoring, security training, supports intranet/internet use, offers application support, and handles enterprise change and single sign-on access management.

**EOB-IT** is responsible for delivering applications and end user services to CAS staff. This includes providing help desk services, managing virtual desktop environments, and providing support solutions for agencywide systems including Enterprise Resource Planning (ERP), timekeeping, payroll, and support Human Resource (HR) operations.

### MISSION

Corporate IT's mission is to ensure the delivery of cutting-edge technology-based solutions to address Commission requirements, to integrate and automate information systems, and to protect the agency's data.

### PROGRAMS AND SERVICES PROVIDED

Corporate IT is responsible for supporting and maintaining the following systems and processes:

AGENCY-WIDE SYSTEMS	
UKG Time Keeping System	Commission Internet Websites
EnergyCap Utility Management	NEOGOV Recruitment and Onboarding
Sympro Investment and Debt Management	Learning Management System (LMS)
Lawson Budgeting and Planning	Accounts Payable Online Processing
Microsoft 365	SharePoint Intranet (INSITE)

INFOR ENTERPRISE RESOURCE PLANNING (ERP)	
Accounting	Employee Records
Procurement	Benefits Administration
Fixed Assets Management	Salary Administration
Strategic Sourcing	Training & Development
Contracts Management	Safety & Health

AGENCY-WIDE PROCESSES & PROGRAMS	
MHC Document Management	Archive Records Management System



# Central Administrative Services

## Corporate IT

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Kinsey Reporting	FileHold archiving software
Purchase Card System	SharePoint services
Safety Shoe program	Verdiem Surveyor system
Employees' Retirement System	
DSS Employee Document Self Service	Facility Security Systems (Lenel)
Oracle & SQL Databases	Symantec Enterprise Backup System
Personnel Action Automation	Labor Soft Grievance hosted service

CENTRAL ADMINISTRATIVE SERVICES IT MANAGEMENT	
Help Desk Services	VMWARE Virtual Servers
Microsoft 365	VMWARE Virtual Desktops
Mobile Device Management	

## FY25-26 ACCOMPLISHMENTS

### Expansion of the Help Desk System

EOB IT has broadened the help desk system to cover both Payroll/Finance and DHRM departments. This expansion supports better task and request tracking, helps the team prioritize issues effectively, and streamlines cross-departmental processes. Enhanced reporting features contribute to decision-making and ongoing service improvements.

### User Equipment Security Upgrade

To boost security across Central Administrative Services (CAS) Departments, we completed a major user equipment upgrade. Staff received laptops with advanced security features, updated monitors, and necessary peripherals. These updates give users reliable technology while providing robust protection against threats, creating a safer and more efficient workplace.

### Cybersecurity Enhancements

To further strengthen digital defenses, EIT rolled out a comprehensive set of advanced cybersecurity measures. This includes implementing an adaptive endpoint security solution that proactively protects infrastructure and networks from a range of threats. New cybersecurity policies and procedures also guide the organization in securing its data and preserving a safe digital environment. Together, these actions keep agency systems and information well-protected and resilient.

### Microsoft 365 Enhancements

The agency upgraded Microsoft 365 security as it remains the primary cloud platform for document sharing and workflows. A major improvement is advanced email encryption, which keeps sensitive communications confidential during transmission. Additional measures protect files and data in OneDrive, SharePoint, and Teams through strict policies that promote secure handling and sharing.

### Enhanced Employee Security Awareness

The security awareness training program has had a noticeable positive effect, reducing IT security risks as employees become more vigilant and follow established protocols. Continuous



# Central Administrative Services

## Corporate IT

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collaboration with individual departments ensures ongoing protection of data and equips the workforce to address new security challenges as they arise.

### BUDGET AT A GLANCE

#### Summary of Corporate IT Budget

		<u>FY26</u> <u>Adjusted</u> <u>Adopted</u>	<u>FY 27</u> <u>Proposed</u>	<u>%</u> <u>Change</u>	<u>%</u> <u>Allocated *</u>
<b>Montgomery County Budget</b>					
	Expenditures	\$2,258,303	\$2,396,979	6.1%	56.4%
<b>Staffing</b>					
	Funded Career Positions	10.50	10.50	0.0%	50.0%
	Funded Workyears	10.50	10.50	0.0%	50.0%
<b>Prince George's County Budget</b>					
	Expenditures	\$1,729,529	\$1,850,736	7.0%	43.6%
<b>Staffing</b>					
	Funded Career Positions	10.50	10.50	0.0%	50.0%
	Funded Workyears	10.50	10.50	0.0%	50.0%
<b>Combined Department Total Budget</b>					
	Expenditures	\$3,987,832	\$4,247,715	6.5%	100.0%
<b>Staffing</b>					
	Funded Career Positions	21.00	21.00	0.0%	100.0%
	Funded Workyears	21.00	21.00	0.0%	100.0%

\* Percent Allocated is the amount of the Department's budget funded by each county.

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The proposed FY27 budget is \$4,247,715, representing a \$259,883 (or 6.5%) increase from FY26 adopted adjusted levels. Changes in the budget categories are as follows

**Personnel Services** – A decrease in compensation and benefits of \$120,111 (3.2%).

**Supplies and Materials** – The FY27 budget includes additional funding of \$50,000 for inflationary increases and tariffs on IT equipment for CAS employees and technology operations in the Executive Office Building.

**Other Services and Charges** – This budget includes software licenses, hardware and software maintenance, professional services, and training for our IT professionals to refresh their skills as technology advances. The proposed increase of \$336,226 includes contractual escalation in annual renewals and restoration of the capital equipment fund contribution that was removed for the FY26 budget reductions.

**Chargebacks** – FY27 Chargebacks to the departments increased by \$246,454 due to the mix of labor included in Commission-wide systems support.



# Central Administrative Services

## Corporate IT

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### FY26-27 STRATEGIC GOALS

**ERP Replacement Implementation** – As the Commission implements a new Enterprise Resource Program (ERP) in late FY26 and FY27, Corporate IT will play a critical role in providing comprehensive support throughout the transition. The EIT group will be tasked with developing and optimizing workflows that enhance organizational decision-making. By creating processes that streamline operations, the EIT group will also enable real-time reporting and advanced analytics of the new system. The efforts will be designed to ensure that the new ERP system delivers measurable improvements in efficiency, transparency, and insight for all departments across the Commission.

**Digital ADA Compliance:** To ensure that digital documents adhere to ADA requirements, Corporate IT has launched an ADA Compliance Training Program. The success of this initiative will be supported by several key measures:

**Training:** Staff will receive dedicated training focused on ADA digital compliance standards and practices.

**Teaching Materials:** Instructional materials will be developed to guide employees in creating and maintaining accessible digital content.

**Department Gatekeepers:** Specific individuals within each department will be designated as Gatekeepers, responsible for overseeing compliance efforts and supporting staff.

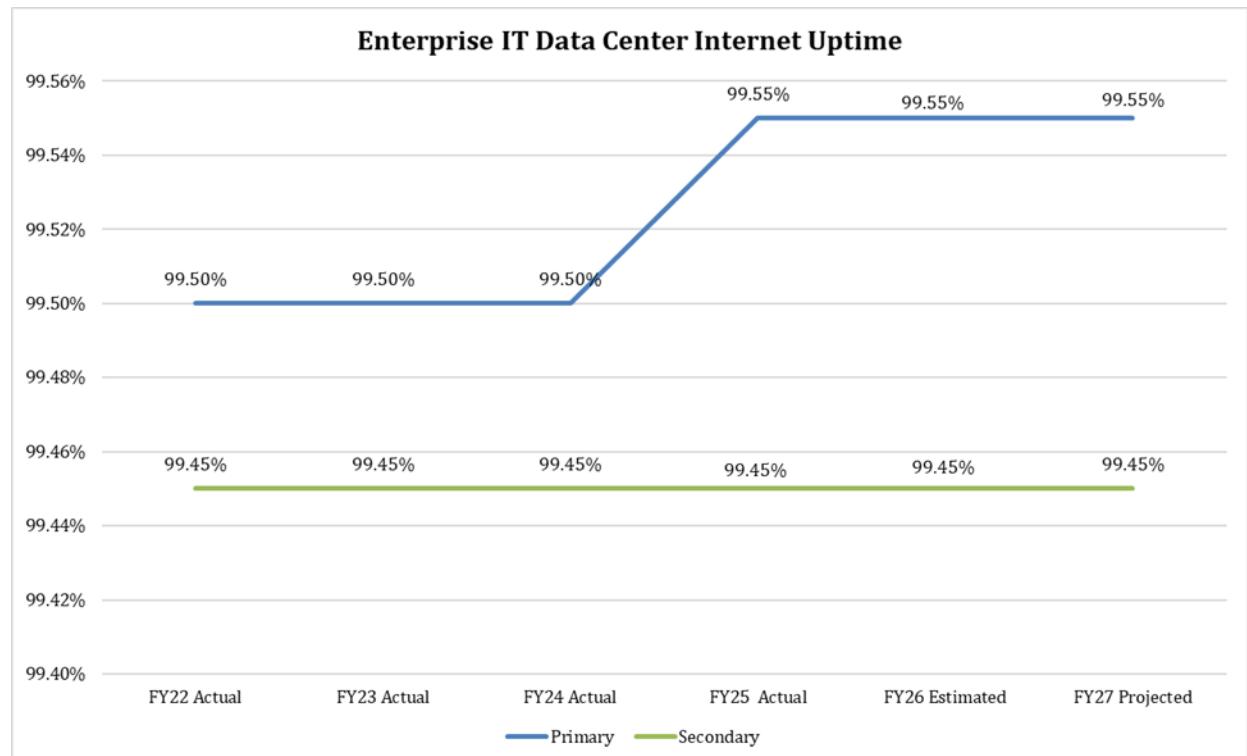
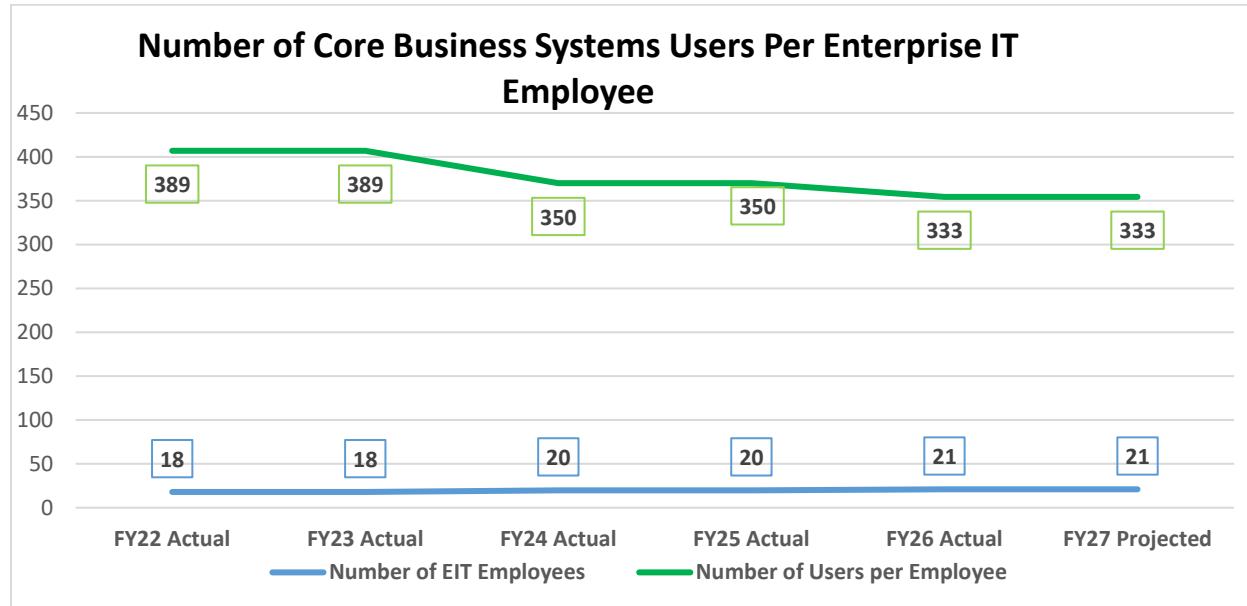
**Regular Auditing:** Corporate IT will conduct ongoing audits to monitor adherence to ADA requirements and ensure continued compliance.



# Central Administrative Services

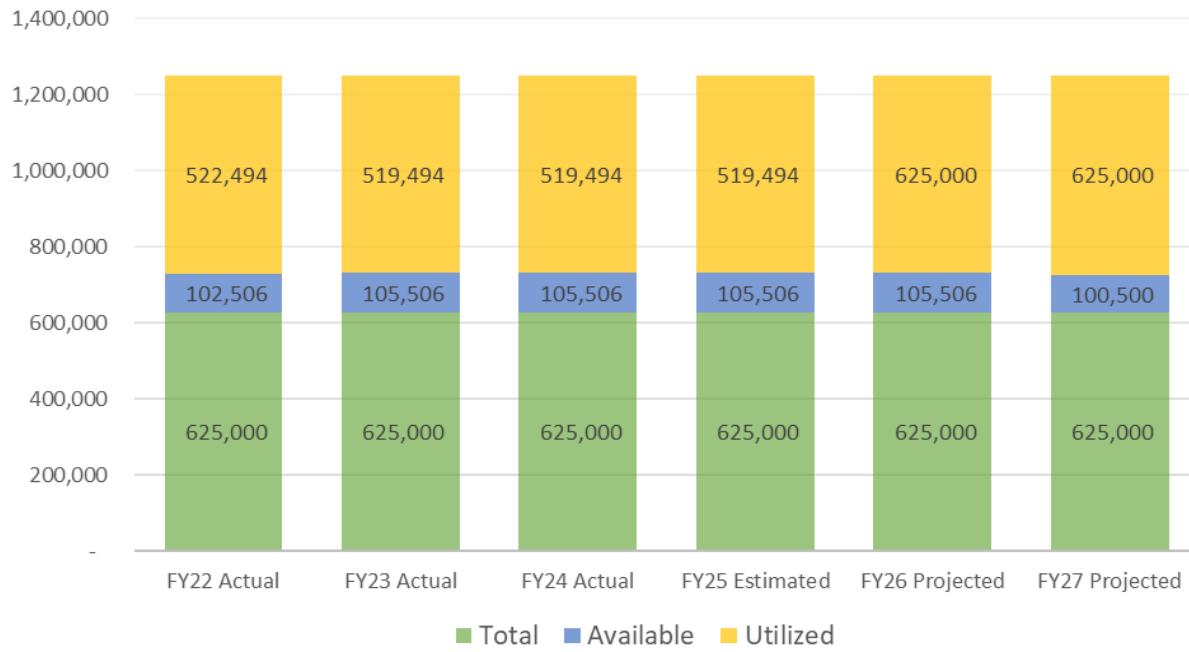
## Corporate IT

### GOALS AND PERFORMANCE MEASURES

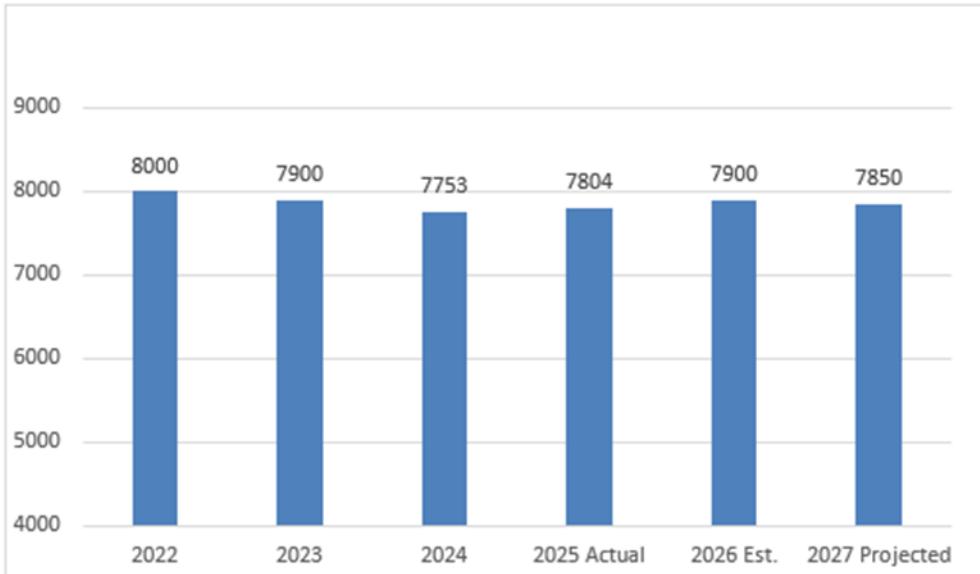


## Central Administrative Services Corporate IT

### ENTERPRISE IT/EOB IT STORAGE CAPACITY IN GIGABYTES



### Completed Work Orders



# Central Administrative Services

## CAS Support Services

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### MISSION AND OVERVIEW

The mission of the Central Administrative Services Support Services is to provide support to the departments that make up the Central Administrative Services (CAS).

### PROGRAMS AND SERVICES PROVIDED

The Central Administrative Services Support Services budget accounts for non-discretionary shared operating expenses attributable to the Department of Human Resources and Management, Finance Department, Legal Department, and the Office of the Inspector General, Office of the Chief Information Officer, and Merit System Board as they provide corporate administrative governance and support to the agency as a whole.

### FY25 ACCOMPLISHMENTS

- Improved cost containment and reduced expenditures through managing shared resources across all offices within Central Administrative Services.

### FY27 PRIORITIES

- Continue to effectively manage shared resources (e.g., telecommunications, postage, printing services, utilities, etc.) to maximize efficiency and cost containment.

### BUDGET AT A GLANCE

#### Summary of CAS Support Services Budget

		<u>FY26 Adjusted</u>	<u>FY27 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<b><i>Montgomery County Budget</i></b>					
Expenditures		\$ 749,885	\$ 635,657	-15.2%	46.0%
<b><i>Prince George's County Budget</i></b>					
Expenditures		\$ 907,106	\$ 746,363	-17.7%	54.0%
<b><i>Combined Department Total Budget</i></b>					
Expenditures		\$ 1,656,991	\$ 1,382,020	-16.6%	100.0%

\*Percent allocated is the amount of the Department's budget funded by each county.



# Central Administrative Services

## CAS Support Services

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### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The total FY27 proposed budget is \$1,382,020, which reflects a decrease of 16.6% (\$274,971) from the FY26 adopted budget levels.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY27 budget funding allocation between the counties. The allocations will shift by 0.3% from FY26 with 45.6% to Montgomery County and 54.4% to Prince George's County. Major components of the budget are described below:

**Personnel Services:** The CAS Support Services budget does not include personnel position funding, however mobile phone stipends, unemployment payments, and minimal employer FICA payments are recorded here.

**Supplies and Materials:** This category covers shared technology and equipment, minor office fixtures, and office supplies shared by departments and units.

**Other Services and Charges:** This category covers telecommunications, utilities, postage, document production, occupancy, and insurance.

The main cost driver (67% or \$930,210) of the Support Services budget is for occupancy at EOB, which has decreased 26.3% compared to FY26 levels. This is due to a reduction in the EOB Building rental fees after a recent market price adjustment.



# **Central Administrative Services**

## **Merit System Board**

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### **MISSION AND OVERVIEW**

The Merit System Board is authorized by the Commission's enabling legislation. It is an impartial Board composed of three public members.

The Merit System Board's mission is to oversee the Commission's Merit System, uphold employee rights guaranteed under the Merit System, recommend employment and compensation policies to the Commission, and serve as the final administrative appellate body for employment matters pertaining to non-represented Merit System employees.

### **PROGRAMS AND SERVICES PROVIDED**

The duties of the Merit System Board are to:

- Review, hear, and make decisions on appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.).
- Review, hear, and make decisions on appeals of concerns that have not been resolved through the agency's administrative grievance process.
- Consider input from employees and management on issues pertaining to the Merit System.
- Propose recommended changes to Merit System Rules and Regulations, with support of the agency's Corporate Policy Division and input from employees and management to the Commission for adoption.
- Propose recommended changes to compensation and classification plans, with support of the Human Resources Division, to the Commission.
- Report on matters relating to the Merit System to the Commission.

### **FY25 ACCOMPLISHMENTS**

The Merit System Board received 51 new appeals, carried over 37 appeals to FY26, and reviewed and approved 3 classifications series and 2 individual position classification reviews submitted by the Department of Human Resources and Management.

### **FY26-FY27 PRIORITIES**

Continue to provide:

- Timely review of cases.
- Objective review of matters and policy recommendations before the Board.
- Quality services to the agency and employees.



# Central Administrative Services

## Merit System Board

### BUDGET AT A GLANCE

#### Summary of Merit System Board Budget

	<u>FY26</u> <u>Adjusted Adopted</u>	<u>FY27</u> <u>Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
<b><i>Montgomery County Budget</i></b>				
Expenditures	\$87,737	\$98,118	11.8%	50.0%
<b>Staffing</b>				
Funded Career Positions	2.00	2.00	0.00%	50.0%
Funded Workyears	1.75	1.75	0.00%	50.0%
<b><i>Prince George's County Budget</i></b>				
Expenditures	\$87,737	\$98,118	11.8%	50.0%
<b>Staffing</b>				
Funded Career Positions	2.00	2.00	0.00%	50.0%
Funded Workyears	1.75	1.75	0.00%	50.0%
<b><i>Combined Department Total Budget</i></b>				
Expenditures	\$175,474	\$196,236	11.8%	100.0%
<b>Staffing</b>				
Funded Career Positions	4.00	4.00	0.00%	100.0%
Funded Workyears	3.50	3.50	0.00%	100.0%

\* Percent Allocated is the amount of the Department's budget funded by each county.

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The Merit System Board Budget is proposed at \$196,236 which reflects an increase of 11.8% (\$20,762) from FY26. Both counties fund the Merit Board's budget equally.

Projected expenditures vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may need to request supplemental funding. Major components of the budget are listed below.

**Personnel Services:** This category includes salary and benefits for one part-time Merit System administrator and three part-time contract Board members. Salaries of the appointed Board members are determined by the Commission. Total funded career positions remain unchanged from FY26 however benefit elections were the driver of the increase of \$23,962 in FY27 personnel costs.

**Supplies and Materials:** This category supports the operations of the Board and has been reduced to \$1,000, a decrease of \$500 from FY26.

**Other Services and Charges:** This category supports outside legal counsel and transcription services and is projected to decrease by \$2,700 compared to FY26.



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Department of Human Resources and Management</b>					
Montgomery County					
Personnel Services	3,628,606	4,215,896	4,215,896	4,396,772	4.3%
Supplies and Materials	8,444	33,004	33,004	30,368	-8.0%
Other Services and Charges	631,477	528,746	528,746	532,658	0.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(318,850)	(325,395)	(325,395)	(358,563)	10.2%
<b>Total</b>	<b>3,949,677</b>	<b>4,452,251</b>	<b>4,452,251</b>	<b>4,601,235</b>	<b>3.3%</b>
Prince George's County					
Personnel Services	5,125,056	5,559,450	5,559,450	5,687,625	2.3%
Supplies and Materials	11,613	42,347	42,347	39,282	-7.2%
Other Services and Charges	835,347	678,436	678,436	665,210	-1.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(791,892)	(866,734)	(866,734)	(942,086)	8.7%
<b>Total</b>	<b>5,180,124</b>	<b>5,413,499</b>	<b>5,413,499</b>	<b>5,450,031</b>	<b>0.7%</b>
<b>Combined Total</b>					
Personnel Services	8,753,662	9,775,346	9,775,346	10,084,397	3.2%
Supplies and Materials	20,057	75,351	75,351	69,650	-7.6%
Other Services and Charges	1,466,824	1,207,182	1,207,182	1,197,868	-0.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,110,742)	(1,192,129)	(1,192,129)	(1,300,649)	9.1%
<b>Total</b>	<b>9,129,801</b>	<b>9,865,750</b>	<b>9,865,750</b>	<b>10,051,266</b>	<b>1.9%</b>
<b>Department of Finance</b>					
Montgomery County					
Personnel Services	3,066,457	3,635,927	3,635,927	3,700,141	1.8%
Supplies and Materials	24,300	28,429	28,429	28,429	0.0%
Other Services and Charges	530,272	162,310	162,310	176,500	8.7%
Capital Outlay	3,545	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(629,294)	(547,400)	(547,400)	(585,900)	7.0%
<b>Total</b>	<b>2,995,280</b>	<b>3,279,266</b>	<b>3,279,266</b>	<b>3,319,170</b>	<b>1.2%</b>
Prince George's County					
Personnel Services	4,085,181	4,862,469	4,862,469	4,885,285	0.5%
Supplies and Materials	32,344	37,992	37,992	37,992	0.0%
Other Services and Charges	651,884	189,919	189,919	208,729	9.9%
Capital Outlay	4,860	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(943,606)	(966,000)	(966,000)	(1,038,200)	7.5%
<b>Total</b>	<b>3,830,663</b>	<b>4,124,380</b>	<b>4,124,380</b>	<b>4,093,806</b>	<b>-0.7%</b>
<b>Combined Total</b>					
Personnel Services	7,151,638	8,498,396	8,498,396	8,585,426	1.0%
Supplies and Materials	56,644	66,421	66,421	66,421	0.0%
Other Services and Charges	1,182,156	352,229	352,229	385,229	9.4%
Capital Outlay	8,405	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,572,900)	(1,513,400)	(1,513,400)	(1,624,100)	7.3%
<b>Total</b>	<b>6,825,943</b>	<b>7,403,646</b>	<b>7,403,646</b>	<b>7,412,976</b>	<b>0.1%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Legal Department</b>					
Montgomery County					
Personnel Services	2,736,817	2,889,257	2,889,257	2,951,196	2.1%
Supplies and Materials	11,151	8,279	8,279	8,330	0.6%
Other Services and Charges	263,344	299,899	299,899	302,267	0.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,056,051)	(1,146,022)	(1,146,022)	(1,223,052)	6.7%
<b>Total</b>	<b>1,955,261</b>	<b>2,051,413</b>	<b>2,051,413</b>	<b>2,038,741</b>	<b>-0.6%</b>
Prince George's County					
Personnel Services	2,661,012	2,742,446	2,742,446	2,846,860	3.8%
Supplies and Materials	10,840	8,721	8,721	8,670	-0.6%
Other Services and Charges	253,609	315,910	315,910	309,426	-2.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,066,932)	(1,157,843)	(1,157,843)	(1,248,943)	7.9%
<b>Total</b>	<b>1,858,529</b>	<b>1,909,234</b>	<b>1,909,234</b>	<b>1,916,013</b>	<b>0.4%</b>
<b>Combined Total</b>					
Personnel Services	5,397,829	5,631,703	5,631,703	5,798,056	3.0%
Supplies and Materials	21,991	17,000	17,000	17,000	0.0%
Other Services and Charges	516,953	615,809	615,809	611,693	-0.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,122,983)	(2,303,865)	(2,303,865)	(2,471,995)	7.3%
<b>Total</b>	<b>3,813,790</b>	<b>3,960,647</b>	<b>3,960,647</b>	<b>3,954,754</b>	<b>-0.1%</b>
Merit System Board					
Montgomery County					
Personnel Services	71,200	76,487	76,487	88,468	15.7%
Supplies and Materials	-	750	750	500	-33.3%
Other Services and Charges	10,138	10,500	10,500	9,150	-12.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>81,338</b>	<b>87,737</b>	<b>87,737</b>	<b>98,118</b>	<b>11.8%</b>
Prince George's County					
Personnel Services	71,200	76,487	76,487	88,468	15.7%
Supplies and Materials	-	750	750	500	-33.3%
Other Services and Charges	10,138	10,500	10,500	9,150	-12.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>81,338</b>	<b>87,737</b>	<b>87,737</b>	<b>98,118</b>	<b>11.8%</b>
<b>Combined Total</b>					
Personnel Services	142,400	152,974	152,974	176,936	15.7%
Supplies and Materials	-	1,500	1,500	1,000	-33.3%
Other Services and Charges	20,276	21,000	21,000	18,300	-12.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>162,676</b>	<b>175,474</b>	<b>175,474</b>	<b>196,236</b>	<b>11.8%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Office of Inspector General</b>					
Montgomery County					
Personnel Services	501,825	609,521	609,521	583,411	-4.3%
Supplies and Materials	2,027	2,406	2,406	2,181	-9.4%
Other Services and Charges	63,592	66,183	66,183	67,645	2.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>567,444</b>	<b>678,110</b>	<b>678,110</b>	<b>653,237</b>	<b>-3.7%</b>
<b>Prince George's County</b>					
Personnel Services	854,145	956,683	956,683	1,071,226	12.0%
Supplies and Materials	2,930	3,243	3,243	3,468	6.9%
Other Services and Charges	91,024	86,602	86,602	100,518	16.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(126,504)	(131,943)	(131,943)	(145,240)	10.1%
<b>Total</b>	<b>821,595</b>	<b>914,585</b>	<b>914,585</b>	<b>1,029,972</b>	<b>12.6%</b>
<b>Combined Total</b>					
Personnel Services	1,355,970	1,566,204	1,566,204	1,654,637	5.6%
Supplies and Materials	4,957	5,649	5,649	5,649	0.0%
Other Services and Charges	154,616	152,785	152,785	168,163	10.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(126,504)	(131,943)	(131,943)	(145,240)	10.1%
<b>Total</b>	<b>1,389,039</b>	<b>1,592,695</b>	<b>1,592,695</b>	<b>1,683,209</b>	<b>5.7%</b>
<b>Corporate IT</b>					
Montgomery County					
Personnel Services	1,568,085	1,884,499	1,884,499	1,945,650	3.2%
Supplies and Materials	126,412	63,450	63,450	88,450	39.4%
Other Services and Charges	1,041,023	920,663	920,663	1,082,776	17.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(616,942)	(610,309)	(610,309)	(719,897)	18.0%
<b>Total</b>	<b>2,118,578</b>	<b>2,258,303</b>	<b>2,258,303</b>	<b>2,396,979</b>	<b>6.1%</b>
Prince George's County					
Personnel Services	1,568,085	1,886,690	1,886,690	1,945,650	3.1%
Supplies and Materials	126,412	63,450	63,450	88,450	39.4%
Other Services and Charges	1,035,912	903,918	903,918	1,078,031	19.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,054,743)	(1,124,529)	(1,124,529)	(1,261,395)	12.2%
<b>Total</b>	<b>1,675,666</b>	<b>1,729,529</b>	<b>1,729,529</b>	<b>1,850,736</b>	<b>7.0%</b>
<b>Combined Total</b>					
Personnel Services	3,136,170	3,771,189	3,771,189	3,891,300	3.2%
Supplies and Materials	252,824	126,900	126,900	176,900	39.4%
Other Services and Charges	2,076,935	1,824,581	1,824,581	2,160,807	18.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,671,685)	(1,734,838)	(1,734,838)	(1,981,292)	14.2%
<b>Total</b>	<b>3,794,244</b>	<b>3,987,832</b>	<b>3,987,832</b>	<b>4,247,715</b>	<b>6.5%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>CAS Support Services</b>					
Montgomery County					
Personnel Services	3,256	5,051	5,051	5,062	0.2%
Supplies and Materials	2,312	11,113	11,113	12,631	13.7%
Other Services and Charges	712,227	733,721	733,721	617,964	-15.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>717,795</b>	<b>749,885</b>	<b>749,885</b>	<b>635,657</b>	<b>-15.2%</b>
Prince George's County					
Personnel Services	3,996	6,199	6,199	6,038	-2.6%
Supplies and Materials	2,837	13,637	13,637	15,069	10.5%
Other Services and Charges	862,781	887,270	887,270	725,256	-18.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>869,614</b>	<b>907,106</b>	<b>907,106</b>	<b>746,363</b>	<b>-17.7%</b>
<b>Combined Total</b>					
Personnel Services	7,252	11,250	11,250	11,100	-1.3%
Supplies and Materials	5,149	24,750	24,750	27,700	11.9%
Other Services and Charges	1,575,008	1,620,991	1,620,991	1,343,220	-17.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,587,409</b>	<b>1,656,991</b>	<b>1,656,991</b>	<b>1,382,020</b>	<b>-16.6%</b>
<b>COMBINED SUMMARY FOR CAS DEPARTMENTS</b>					
Montgomery County					
Personnel Services	11,576,246	13,316,638	13,316,638	13,670,700	2.7%
Supplies and Materials	174,646	147,431	147,431	170,889	15.9%
Other Services and Charges	3,252,073	2,722,022	2,722,022	2,788,960	2.5%
Capital Outlay	3,545	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,621,137)	(2,629,126)	(2,629,126)	(2,887,412)	9.8%
<b>Total</b>	<b>12,385,373</b>	<b>13,556,965</b>	<b>13,556,965</b>	<b>13,743,137</b>	<b>1.4%</b>
Prince George's County					
Personnel Services	14,368,675	16,090,424	16,090,424	16,531,152	2.7%
Supplies and Materials	186,976	170,140	170,140	193,431	13.7%
Other Services and Charges	3,740,695	3,072,555	3,072,555	3,096,320	0.8%
Capital Outlay	4,860	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,983,677)	(4,247,049)	(4,247,049)	(4,635,864)	9.2%
<b>Total</b>	<b>14,317,529</b>	<b>15,086,070</b>	<b>15,086,070</b>	<b>15,185,039</b>	<b>0.7%</b>
<b>Combined Total</b>					
Personnel Services	25,944,921	29,407,062	29,407,062	30,201,852	2.7%
Supplies and Materials	361,622	317,571	317,571	364,320	14.7%
Other Services and Charges	6,992,768	5,794,577	5,794,577	5,885,280	1.6%
Capital Outlay	8,405	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(6,604,814)	(6,876,175)	(6,876,175)	(7,523,276)	9.4%
<b>Total</b>	<b>26,702,902</b>	<b>28,643,035</b>	<b>28,643,035</b>	<b>28,928,176</b>	<b>1.0%</b>

# Central Administrative Services

## Summary of CAS Positions and Workyears

### CENTRAL ADMINISTRATIVE SERVICES POSITIONS/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

DEPARTMENT OF HMN. RES. & MGMT.	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<i>Montgomery County</i>						
Full-Time Career	21.47	21.47	22.34	22.34	22.67	22.67
Part-Time Career	0.42	0.34	0.44	0.35	0.44	0.35
Career Total	21.89	21.81	22.78	22.69	23.11	23.02
Term Contract	0.84	0.79	0.88	0.82	0.87	0.82
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(0.55)		(0.17)		-
Subtotal Dept of Hmn. Res. & Mgmt.	22.73	22.05	23.66	23.34	23.98	23.84
<i>Prince George's County</i>						
Full-Time Career	30.53	30.53	29.66	29.66	29.33	29.33
Part-Time Career	0.58	0.46	0.56	0.45	0.56	0.45
Career Total	31.11	30.99	30.22	30.11	29.89	29.78
Term Contract	1.16	1.09	1.12	1.05	1.13	1.06
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(0.69)		(0.17)		-
Subtotal Dept of Hmn. Res. & Mgmt.	32.27	31.39	31.34	30.99	31.02	30.84
<b>TOTAL</b>						
Full-Time Career	52.00	52.00	52.00	52.00	52.00	52.00
Part-Time Career	1.00	0.80	1.00	0.80	1.00	0.80
Career Total	53.00	52.80	53.00	52.80	53.00	52.80
Term Contract	2.00	1.88	2.00	1.87	2.00	1.88
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(1.24)		(0.34)		-
Total Dept of Hmn. Res. & Mgmt.	55.00	53.44	55.00	54.33	55.00	54.68
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	20.59	20.59	20.54	20.54	20.69	20.69
Part-Time Career	-	-	-	-	-	-
Career Total	20.59	20.59	20.54	20.54	20.69	20.69
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Department of Finance	20.59	20.59	20.54	20.54	20.69	20.69
<i>Prince George's County</i>						
Full-Time Career	27.41	27.41	27.46	27.46	27.31	27.31
Part-Time Career	-	-	-	-	-	-
Career Total	27.41	27.41	27.46	27.46	27.31	27.31
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Department of Finance	27.41	27.41	27.46	27.46	27.31	27.31
<b>TOTAL</b>						
Full-Time Career	48.00	48.00	48.00	48.00	48.00	48.00
Part-Time Career	-	-	-	-	-	-
Career Total	48.00	48.00	48.00	48.00	48.00	48.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Department of Finance	48.00	48.00	48.00	48.00	48.00	48.00



# Central Administrative Services

## Summary of CAS Positions and Workyears

### CENTRAL ADMINISTRATIVE SERVICES POSITIONS/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>LEGAL DEPARTMENT</b>						
<i>Montgomery County</i>						
Full-Time Career	14.20	14.20	14.36	14.36	14.25	14.25
Part-Time Career	-	-	-	-	-	-
Career Total	14.20	14.20	14.36	14.36	14.25	14.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	14.20	14.20	14.36	14.36	14.25	14.25
<i>Prince George's County</i>						
Full-Time Career	13.80	13.80	13.64	13.64	13.75	13.75
Part-Time Career	-	-	-	-	-	-
Career Total	13.80	13.80	13.64	13.64	13.75	13.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.80	13.80	13.64	13.64	13.75	13.75
<b>TOTAL</b>						
Full-Time Career	28.00	28.00	28.00	28.00	28.00	28.00
Part-Time Career	-	-	-	-	-	-
Career Total	28.00	28.00	28.00	28.00	28.00	28.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	28.00	28.00	28.00	28.00	28.00	28.00
<b>MERIT SYSTEM BOARD</b>						
<i>Montgomery County</i>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	2.00	1.75	2.00	1.75	2.00	1.75
Career Total	2.00	1.75	2.00	1.75	2.00	1.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	2.00	1.75	2.00	1.75	2.00	1.75
<i>Prince George's County</i>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	2.00	1.75	2.00	1.75	2.00	1.75
Career Total	2.00	1.75	2.00	1.75	2.00	1.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	2.00	1.75	2.00	1.75	2.00	1.75
<b>TOTAL</b>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	4.00	3.50	4.00	3.50	4.00	3.50
Career Total	4.00	3.50	4.00	3.50	4.00	3.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	4.00	3.50	4.00	3.50	4.00	3.50



# Central Administrative Services

## Summary of CAS Positions and Workyears

### CENTRAL ADMINISTRATIVE SERVICES POSITIONS/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>OFFICE OF INSPECTOR GENERAL</b>						
<i>Montgomery County</i>						
Full-Time Career	2.46	2.46	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.46	2.46	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		-		-		-
Subtotal Inspector General	2.46	2.66	3.00	3.20	3.00	3.20
<i>Prince George's County</i>						
Full-Time Career	4.54	4.54	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.54	4.54	5.00	5.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		-		-		-
Subtotal Inspector General	4.54	4.84	5.00	5.30	5.00	5.30
<b>TOTAL</b>						
Full-Time Career	7.00	7.00	8.00	8.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	8.00	8.00	8.00	8.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		-		-		-
Total Inspector General	7.00	7.50	8.00	8.50	8.00	8.50
<b>CORPORATE IT</b>						
<i>Montgomery County</i>						
Full-Time Career	10.00	10.00	10.50	10.50	10.50	10.50
Part-Time Career	-	-	-	-	-	-
Career Total	10.00	10.00	10.50	10.50	10.50	10.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Corporate IT	10.00	10.00	10.50	10.50	10.50	10.50
<i>Prince George's County</i>						
Full-Time Career	10.00	10.00	10.50	10.50	10.50	10.50
Part-Time Career	-	-	-	-	-	-
Career Total	10.00	10.00	10.50	10.50	10.50	10.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Corporate IT	10.00	10.00	10.50	10.50	10.50	10.50
<b>TOTAL</b>						
Full-Time Career	20.00	20.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	21.00	21.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Total Corporate IT	20.00	20.00	21.00	21.00	21.00	21.00



# Central Administrative Services

## Summary of CAS Positions and Workyears

### CENTRAL ADMINISTRATIVE SERVICES POSITIONS/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>TOTAL CENTRAL ADMINISTRATIVE SERVICES</b>						
<i>Montgomery County</i>						
Full-Time Career	68.72	68.72	70.74	70.74	71.11	71.11
Part-Time Career	2.42	2.09	2.44	2.10	2.44	2.10
Career Total	71.14	70.81	73.18	72.84	73.55	73.21
Term Contract	0.84	0.79	0.88	0.82	0.87	0.82
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		(0.55)		(0.17)		-
Subtotal CAS	71.98	71.25	74.06	73.69	74.42	74.23
<i>Prince George's County</i>						
Full-Time Career	86.28	86.28	86.26	86.26	85.89	85.89
Part-Time Career	2.58	2.21	2.56	2.20	2.56	2.20
Career Total	88.86	88.49	88.82	88.46	88.45	88.09
Term Contract	1.16	1.09	1.12	1.05	1.13	1.06
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(0.69)		(0.17)		-
Subtotal CAS	90.02	89.19	89.94	89.64	89.58	89.45
<b>TOTAL</b>						
Full-Time Career	155.00	155.00	157.00	157.00	157.00	157.00
Part-Time Career	5.00	4.30	5.00	4.30	5.00	4.30
Career Total	160.00	159.30	162.00	161.30	162.00	161.30
Term Contract	2.00	1.88	2.00	1.87	2.00	1.88
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		(1.24)		(0.34)		-
Total CAS	162.00	160.44	164.00	163.33	164.00	163.68



# Central Administrative Services

## Administration Fund – Non-Departmental, Other and Transfers

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### OVERVIEW

This Section accounts for those items that are included in the Administration Fund's budget but are not allocated to specific departments or units:

- Other Post-Employment Benefits (OPEB)
- Compensation increases (compensation markers for total Administration Fund)
- Inter-fund transfers
- Reserve accounts

### BUDGET AT A GLANCE

#### Summary of Non Departmental, Transfers, and Other Budget

<b>Budget</b>	<b>FY26</b>		<b>FY27</b>		<b>% Change</b>
	<u>Adjusted</u>	<u>Adopted</u>	<u>Proposed</u>		
OPEB Prefunding	\$ 613,765	\$ 437,189			-28.8%
OPEB PayGo	1,280,529	1,353,223			5.7%
Marker for Changes to Employee Comp.	813,064	1,483,250			82.4%
Marker for Possible Reclassifications	175,000	175,000			0.0%
Bank Fees	1,300	1,300			0.0%
Transfer to Special Revenue Fund	1,500,000	3,900,000			160.0%
Transfer to Park Fund	50,000	50,000			0.0%
Operating Expenditure Reserve @ 3%	1,369,900		1,468,600		7.2%
<b>Total Expenditures</b>	<b>\$ 5,803,558</b>		<b>\$ 8,868,562</b>		<b>52.8%</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo decreased by \$103,882 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$1,658,250 is included for:
  - 1) A compensation marker. We are in full contract negotiations with FOP and a wage re-opener with MCGEO;
  - 2) Funding for possible reclassification adjustments based on the study that is currently being completed,



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**MONTGOMERY COUNTY PLANNING DEPARTMENT****Page**

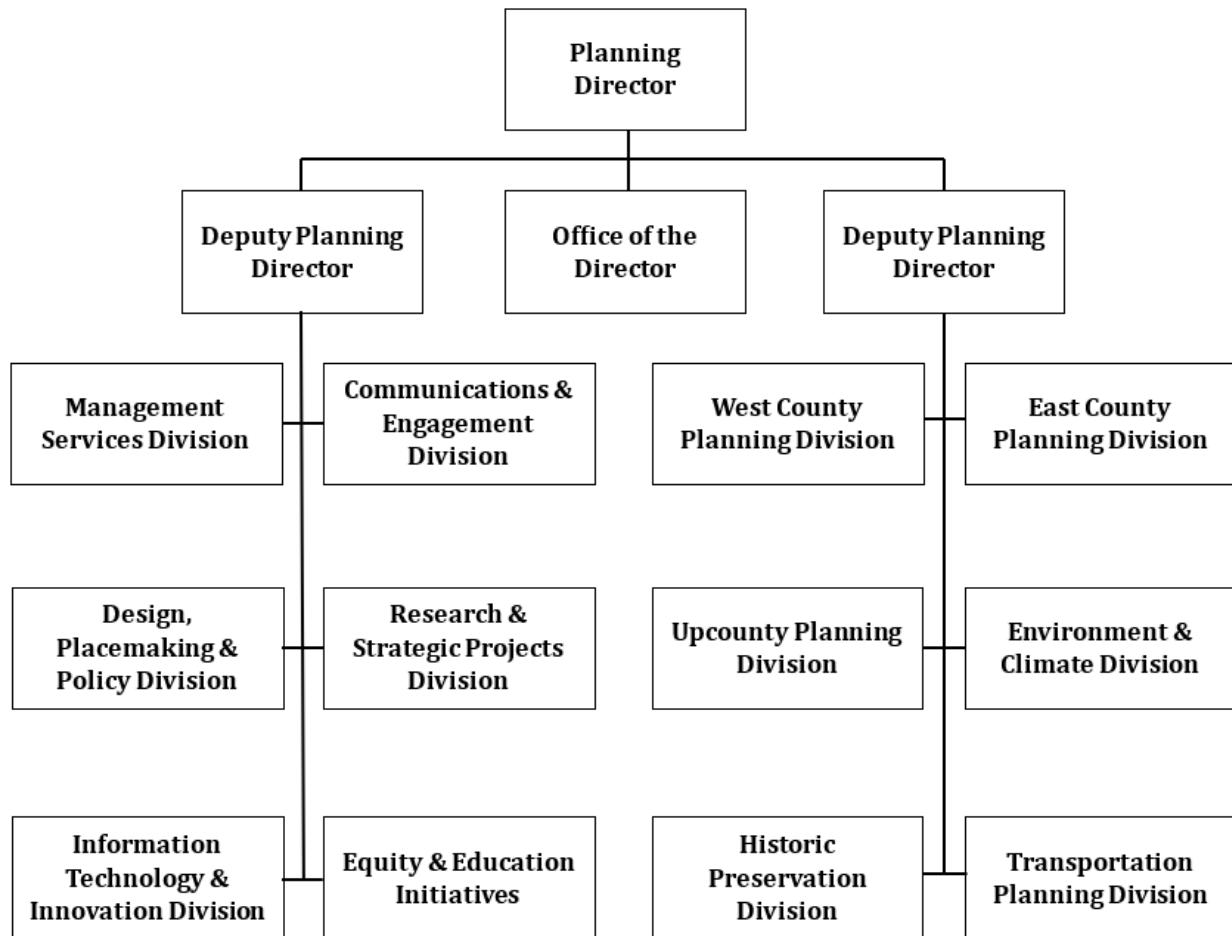
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# Montgomery County Planning Department

## ORGANIZATIONAL STRUCTURE

### MONTGOMERY COUNTY PLANNING DEPARTMENT



# Montgomery County Planning Department

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## OVERVIEW

Montgomery Planning adopted its Strategic Plan in 2024 to guide the agency's priorities and strengthen its role in shaping a more equitable, sustainable, and resilient future for Montgomery County. Now, one year into the plan, the focus has shifted from vision-setting to implementation. Staff are advancing key initiatives across housing, transportation, parks, environmental sustainability, and community engagement, ensuring that the plan's goals translate into measurable outcomes.

The Strategic Plan provides a framework for aligning resources with community needs, fostering collaboration across departments, and embedding equity into all planning processes. Early implementation has emphasized building capacity, modernizing tools and practices, and strengthening partnerships with state and local agencies. As we move forward, Montgomery Planning remains committed to delivering on the plan's priorities: expanding housing opportunities, addressing climate challenges, enhancing mobility, and ensuring all residents can participate in and benefit from the county's growth.

To support this work, the Department recently underwent a reorganization designed to better align staff capacity with Strategic Plan priorities. This restructuring enhances collaboration across divisions, modernizes tools and practices, and positions Montgomery Planning to deliver more effectively on its commitments. By combining the Strategic Plan's framework with a refreshed organizational structure, the agency is ensuring resources are directed where they are most needed and that equity is embedded in all planning processes.

### Strategic Plan Elements

- The plan highlights five **values** or guiding principles that continue to define how we execute our work:
  - Transparency + integrity
  - Diversity + inclusion
  - People + the environment
  - Objective, data-driven decision making
  - Equitable outcomes
- Department **Mission**: We collaboratively plan for equitable, sustainable, and economically healthy communities.
- Department **Vision**: Thriving, resilient communities for everyone, today and in the future.
- **Priority Areas**: With implementation underway, we are advancing five priorities aligned with our values:
  1. **Employees**: Investing in the development and advancement of our teams to increase impact
  2. **Communities and Partners**: Collaborating with intention, transparency, and integrity to increase our impact and overcome historic inequities.
  3. **Efficiency**: Streamlining processes for clear and consistent planning and development operations
  4. **Innovation**: Empowering staff to envision and develop strategies and tools that advance planning.
  5. **Leadership**: Driving departmental excellence



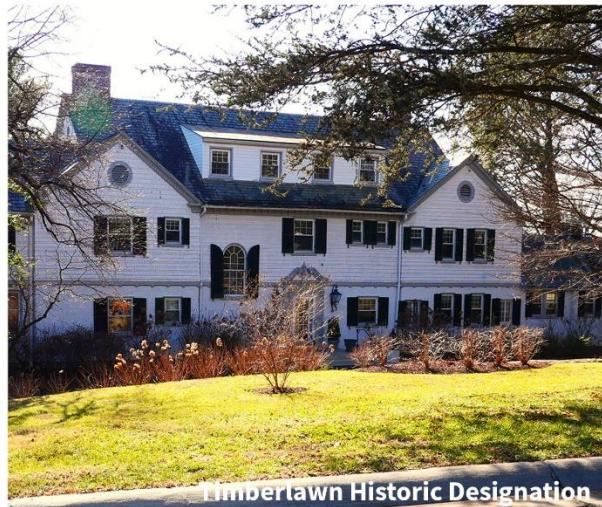
# Montgomery County Planning Department

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- **Expected Outcomes:** Through these strategies, we are delivering:
  - Accessible options for housing, employment, recreation, transportation, and services
  - Engaged residents with a shared sense of belonging and purpose
  - A healthy economy benefiting businesses and individuals
  - Environmental health and resilience through land use, development, and improved infrastructure



# Montgomery County Planning Department



## Montgomery Planning

### Vision

Thriving, resilient communities for everyone, today and in the future.

### Mission

We collaboratively plan for equitable, sustainable and economically healthy communities.



# Montgomery County Planning Department

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## PROGRAMS AND SERVICES PROVIDED

The Planning Department's work program is organized into four major programs:

- (1) Master Planning,
- (2) Regulatory Planning,
- (3) Information Resources, and
- (4) Management and Administration.

Eleven divisions contribute planning expertise to these programs through a matrix management structure.

**Countywide functional divisions** provide specialized expertise across all planning initiatives:

- **Design, Placemaking & Policy Division (DPP)** develops and evaluates zoning standards, housing and school-related policies, and design guidelines. It also manages placemaking initiatives and reviews development applications to advance design excellence.
- **Transportation Planning Division (TPD)** leads integrated transportation planning aligned with Complete Streets and Vision Zero priorities, supporting master plans, development reviews, and countywide transportation programs.
- **Environment & Climate Division (ENV)** drives environmental resilience and climate action, managing policies and programs that protect natural resources, implement the Climate Action Plan, and promote sustainability.
- **Historic Preservation Division (HP)** manages the County's historic sites and districts, regulatory reviews, and initiatives such as Mapping Segregation and heritage site projects, ensuring the past informs future planning.
- **Research & Strategic Projects Division (RSP)** provides data-driven analysis and GIS tools to support planning and policy decisions, offering demographic, economic, and land use research and interactive mapping resources.
- **Communications & Engagement Division (COM)** ensures transparent, inclusive outreach and engagement, removes barriers to participation, and manages the Information Counter. The division fosters meaningful community involvement in planning processes through equitable engagement and clear, timely communication.

**Regional Planning Divisions—Upcounty Planning (UCP), East County Planning (ECP), and West County Planning (WCP)**—lead community-informed master planning and development review for their respective areas. These divisions collaborate across the Department to create livable, equitable communities with diverse housing, multimodal transportation, and environmentally conscious growth.

Two additional divisions provide foundational support:

- **Management Services Division (MSD)** oversees administrative functions, personnel, budget, and procurement.
- **Information Technology & Innovation Division (ITI)** maintains IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.

## MASTER PLANNING

The Master Planning Program encompasses all aspects of land use planning, including *Thrive Montgomery 2050* (the County's General Plan), master, sector, community, and neighborhood plans, minor plan amendments, functional plans, policy planning and coordination, and state and regional planning coordination.



# Montgomery County Planning Department

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Following the reorganization, the program is now delivered through **Regional Planning Divisions**: Upcounty, East County, and West County. These divisions work in collaboration with countywide functional divisions. These divisions lead community-informed master planning and development review for their respective areas while integrating expertise in transportation, environment, design, and historic preservation.

The program also includes **implementation of adopted plans** through monitoring development approvals, staging, and public projects to ensure alignment with long-term goals for growth, equity, and sustainability.

## ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

### Plans Approved by the Council (Sectional Map Amendment Complete)

1. Bethesda Downtown Minor Master Plan Amendment (Downcounty Planning)
2. Great Seneca: Connecting Life and Science (Midcounty Planning)

### Plans Underway in FY25

1. Master Plan of Highways and Transitways Technical Update (Countywide Planning & Policy)
2. Timberlawn Master Plan for Historic Preservation Amendment (Countywide Planning & Policy)
3. 18583 Brooke Road-Master Plan for Historic Preservation Amendment (Countywide Planning & Policy)
4. Friendship Heights Sector Plan (Downcounty Planning)
5. Eastern Silver Spring Communities Plan (Downcounty Planning)
6. University Boulevard Corridor Plan (Midcounty Planning)
7. Clarksburg Gateway Sector Plan (Upcounty Planning)
8. Germantown Sector Plan Amendment (Upcounty Planning)

### Studies/Initiatives/Guidelines Completed in FY25

1. Annual Schools Test and Utilization Report and MCPS's Boundary Study Options Review (Countywide Planning & Policy)
2. Access Management Study (Countywide Planning & Policy)
3. Bethesda Downtown Plan Annual Monitoring Report (Downcounty Planning)
4. Incentive Density Implementation Guidelines-CR & Employment Zones (Dir Office)
5. Attainable Housing Strategies (AHS) (Countywide Planning & Policy)
6. Growth and Infrastructure Policy (GIP) (Countywide Planning & Policy)
7. Master Plan Reality Check Potomac (Research & Strategic Projects)
8. Placemaking Regulatory Guidebook (Midcounty Planning)
9. Glenmont Corridors Opportunity Study (Midcounty Planning)
10. Germantown Employment Area Study (Upcounty Planning)
11. Countywide Transportation Data Asset Mgmt Strategy (Countywide Planning & Policy)
12. Community Trends Analysis (Research & Strategic Projects)
13. Hospitality Market Study (Research & Strategic Projects)
14. Local Area Transportation Review (LATR) Guidelines Phase II (Countywide Planning & Policy)



# Montgomery County Planning Department

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## Studies/Initiatives Worked on in FY25

1. Incentive Zoning Update (Directors Office)
2. *Thrive Montgomery 2050* Implementation Metrics (Directors Office)
3. Local Housing Targets (Countywide Planning & Policy)
4. Housing Needs Assessment and Preferences (Countywide Planning & Policy)
5. Curbside Management (Countywide Planning & Policy)
6. Burial Sites Context Study (Countywide Planning & Policy)
7. Parking Lot Design Study (Countywide Planning & Policy)
8. Retail Market Analysis and Strategy Update (Research & Strategic Projects)

## Placemaking Initiatives

1. Long Branch Days Festival (Downcounty Planning)
2. Damascus Placemaking Festival (Upcounty Planning)
3. Wheaton Placemaking Initiative (Midcounty Planning)

## Mandatory Referrals Completed in FY25

### Countywide Planning & Policy

1. MR2025019 Forest Glen Passageway
2. MR2025001 Maple Avenue Connectivity Project
3. MR2025012 Norwood Road Shared Use Path MD 108 and Ashton Forest Way
4. MR2025014 Burnt Hill Bridge over Little Bennett Creek
5. MR2025010 Good Hope Road Shared Use Path Extension between Rainbow Drive and Spencerville Local Park
6. MR2025004 Carroll Avenue Separated Bike Lanes
7. MR2024019 East Silver Spring Neighborhood Greenway
8. MR2024120 North High Street Extended Project

### Downcounty Planning

1. MR2025016 Highland View Elementary School
2. MR2025005 PLD Lot 25 Redevelopment
3. MR2024018 Silver Spring Fiber Hub
4. MR20240920 Garage 22 Georgia Avenue

### Midcounty Planning

1. MR2025018 Yeandle Park
2. MR2025003 White Flint Fire Station
3. MR2023015 Wheaton Arts and Cultural Center

### Upcounty Planning

1. MR2025020 Olney Community Building. The public acquisition and use of a property at 17831 Georgia Avenue, Olney
2. MR2024010 MECCA Business Learning Institute (MBLI) Public Charter School
3. MR2024017 Chaberton Solar Ramiere
4. MR2025024 Brighton Station STATCOM Expansion
5. MR2024016 Chaberton Solar Sugarloaf



# Montgomery County Planning Department

## GOALS AND PERFORMANCE MEASURES – MASTER PLANNING

<b>Goal</b>	<b>Promote the orderly development of livable, safe, inclusive, accessible, and economically viable communities and employment centers by fostering public participation in the preparation, approval and implementation of master plans, sector plans, functional plans, special studies, and public projects.</b>		
<b>Objective</b>	Deliver master/sector plans/special studies/functional plans (Plans) consistent with countywide goals and the approved work program in coordination with local, state, and regional planning agencies and adjoining jurisdictions (where applicable).		
Program Indicators	FY25 Actuals	FY26 Estimated	FY27 Proposed
# of Master Plans approved by Council (Commission Adoption/ SMA Completed)	2	5	2
Downcounty Planning	1		
Midcounty Planning	1		
Upcounty Planning	-		
Countywide Planning & Policy	-		
West County Planning		-	1
East County Planning		1	-
Upcounty Planning		1	1
Transportation Planning		1	-
Historic Preservation		2	-
# of Master Plans Underway	7	6	7
Downcounty Planning	2		
Midcounty Planning	-		
Upcounty Planning	2		
Countywide Planning	3		
West County Planning		1	-
East County Planning		4	3
Upcounty Planning		1	1
Environment & Climate		-	1
Historic Preservation		-	2
# of Studies/Initiatives/Guidelines Completed	16	5	7
Downcounty Planning	1		
Midcounty Planning	2		
Upcounty Planning	3		
Countywide Planning	6		
Research & Strategic Projects	3		
Director's Office	1		
Transportation Planning		2	4
Design, Placemaking & Policy		1	1
Historic Preservation		2	-
Research & Strategic Projects		-	1
Environment & Climate		-	1



# Montgomery County Planning Department

# of Studies/Initiatives/Guidelines Underway	8	6	4
Midcounty Planning	-		
Upcounty Planning	-		
Countywide Planning	5		
Research & Strategic Projects	1		
Director's Office	2		
Transportation Planning		4	-
Design, Placemaking & Policy		1	-
Historic Preservation		-	1
Research & Strategic Projects		1	2
West County Planning		-	1
Objective			
Review and comment on mandatory referrals submitted to ensure timely provision of infrastructure and achievement of master plan recommendations including mandatory referrals for on-the-ground Federal, State, and local projects.			
Program Indicators	Target	FY25 Actuals	FY26 Estimated
Mandatory referrals completed within the 60-day review period			
% Completed	100%	90%	90%
# Received		14	25
# Completed		22*	22
*FY25 Actuals – Some of the referrals completed were received in the prior year.			

## REGULATORY PLANNING

The Regulatory Planning Program implements our strategic goals by ensuring compliance with applicable zoning and subdivision requirements, adopted master plans, Planning Board and County Council actions.

The Planning Department provides:

1. Planning and urban design expertise for the regulatory caseload (review of project plans, sketch plans, preliminary plans, site plans, and amendments to these plans).
2. Technical expertise on zoning matters including special exceptions/conditional uses, local map amendments, and development map amendments; and
3. Review of historic area work permits, water quality plans in special protection areas, forest conservation plans, and forest conservation exemptions, inspection, and enforcement.

The accomplishments, goals, objectives, and performance measures below illustrate how the department has achieved the vision of the master or sector plans.

## ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

- Created expedited plans for mixed income community housing and commercial to residential conversion.
- Created an expedited plan process in ePlans to allow all expedited plan types to be processed the same way. Updated the website, application forms, and ePlans to make this change.



# Montgomery County Planning Department

- Developed a new online system for applicants to book pre-submittal meetings increasing the efficiency and predictability of the review process.
- Continued work on digitizing plat signatures and processing.
- Developed a digital notary system to process post approval documents quickly and remotely.
- Launched our regulatory credit card service at our in-person Information Counter.

## GOALS AND PERFORMANCE MEASURES – REGULATORY PLANNING

<b>Goal</b>	<b>Provide timely analysis and evaluation of development applications in accordance and consistent with planning policies, master plans, and regulatory requirements for the benefit of residents and applicants in Montgomery County.</b>
<b>Objective</b>	
Provide zoning and regulatory expertise and recommendations to the Planning Board, Zoning Hearing Examiners, Board of Appeals, and County Council to guide decisions related to land use, zoning, and development.	
<b>Program Indicators</b>	<b>FY25 Actuals</b>
# Applications received and processed (Subdivisions, Project, Sketch, Site Plan, Amendments, Natural Resources Inventory (NRI)/ Forest Stand Delineation (FSD), Forest Conservation Plans (FCPs) and Exemptions, Record Plats)	528
Regulatory cases decided within 4-6 months after they are accepted	153
# Special Exceptions/Conditional Uses Applications Received and Processed in FY (they may or may not be approved)	12
# of local map amendments and development plans/ amendments received and processed	0
	<b>FY26 Estimated</b>
	600
	120
	10
	1
	<b>FY27 Proposed</b>
	555
	10
	1

<b>Objective</b>
Complete permit reviews required by Section 24A (HP Ordinance).
<b>Program Indicator</b>
<b>Target</b>
<b>FY25 Actual</b>
<b>FY26 Estimated</b>
<b>FY27 Proposed</b>
Percent of reviews completed within the required review period
Total number of reviews completed in FY25:
- Historic Area Work Permit (HAWP): <b>238</b>
- Staff Level Approvals: <b>87</b>
○ <b>Total Applications: 325</b>
Locational Atlas/No Material Effect
- Determinations: <b>82</b>
- Tree Removal Waivers: <b>87</b>
- Section 106 Reviews: <b>29</b>
- Historic Tax Credit Reviews: <b>134</b>
○ <b>Total Tax Credit Applications:138</b>



# Montgomery County Planning Department

## INFORMATION RESOURCES

The Information Resources Program implements our strategic goals by providing current statistical, economic, and demographic information to the public. Public access to information is available through the website, in print and electronic formats, and through walk-in and phone services.

The accomplishments, goals, objectives, and performance measures below illustrate how the department provides the necessary data and analysis to support the master and sector plans, and the resources for regulatory planning.

### ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2024)

- Nearly completed comprehensive report of demographic changes across 37 communities between 2016 and 2022, including creating accompanying interactive dashboard.
- Completed study of the hotel market in Montgomery County.
- Completed profile of senior housing in Montgomery County and updated database.
- Provided presentations on demographic and economic trends to outside groups, including County Council staff, Visit Montgomery members, National Capital Area APA Conference attendees, and Strathmore Arts Center staff.
- Continued to produce quarterly economic indicators reports with the Montgomery County Economic Development Corporation (MCEDC). Provided updates on economic conditions to the County Council ECON Subcommittee.
- Created interactive maps showing the location of federal property and highly vacant office in Montgomery County.
- Responded to requests for demographic, economic, housing, GIS and land use data by various agencies and members of the public.
- Authored blogs on a series of topics, including demographic characteristics, federal property, and inclusive growth.
- Delivered our three-year Light Detection and Ranging (LiDAR), Tree Canopy, and Planimetric data update from the FY23 cycle. Additional documentation and applications for each of these items were added to our [montgomeryplanning.org](http://montgomeryplanning.org) website. This includes new dynamic impervious calculators.

### GOALS AND PERFORMANCE MEASURES - INFORMATION RESOURCES

<b>Goal</b>	<b>To support the development of data-driven master plans by providing data and analysis on existing demographic, economic, and housing conditions and market potential.</b>							
<b>Objective</b>								
Provide socioeconomic analyses and market research for master plans and departmentwide								
<b>Program Indicator</b>	<b>Target</b>	<b>FY25 Actuals</b>	<b>FY26 Estimated</b>	<b>FY27 Proposed</b>				
Master plans and departmentwide studies for which the RSP Division provides demographic, commercial, or housing analysis.	Varies per Council directive	9	11	10				



# Montgomery County Planning Department

<b>Goal</b>	<b>To provide on-going thought leadership on data trends and relevant issues by providing timely analyses of land development change and economic, demographic, and market components.</b>							
<b>Objective</b>								
Regularly publish the County regional forecast, the County Council District Demographic Snapshot, topical demographic, employment, and housing trend sheets, short policy papers, and blog posts on relevant topical issues.								
Program Indicator	Target	FY25 Actuals	FY26 Estimated	FY27 Proposed				
Number of division-initiated research publications, trend sheets, blogposts, and/or policy briefs published.	12	15	12	12				

<b>Goal</b>	<b>To serve as a technical expert on data and economic analysis for Department of Parks, County Council, other government agencies, MCEDC and the public.</b>							
<b>Objective</b>								
Respond to requests for information in a timely manner and provide thoughtful and accurate information. Provide additional demographic, housing, economic, market, feasibility, and other ad hoc analyses to support public policy and program decisions.								
Program Indicator	Target	FY25 Actuals	FY26 Estimated	FY27 Proposed				
Information request responses.	Varies per Council directive	25	50	50				

<b>Goal</b>	<b>To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.</b>							
<b>Objective</b>								
Maintain uninterrupted network services 24/7.								
Program Indicators	Target	FY25 Actuals	FY26 Estimated	FY27 Proposed				
% of network uptime	99.9%	99.9%	99.9%	99.9%				
<b>Objective</b>								
To respond to IT help desk calls as quickly as possible to reduce end-user downtime.								
Program Indicators	Target	FY25 Actuals	FY26 Estimated	FY27 Proposed				
% of trouble tickets resolved on the first call	97.9%	96.4%	97.3%	97.9%				
<b>Objective</b>								
Maintain uninterrupted access to enterprise email.								
Program Indicators	Target	FY25 Actuals	FY26 Estimated	FY27 Proposed				
% of email uptime	99.8%	99.9%	99.9%	99.9%				



# Montgomery County Planning Department

## MANAGEMENT AND ADMINISTRATION

The Management and Administration Program supports the strategic goals by providing all aspects of operational support for the effective and efficient coordination and communication of the Department's day-to-day operations.

### ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

- Continued to support the stream cast of virtual Planning Board, Historic Preservation Commission and special event meetings utilizing the technology at the new Wheaton Headquarters auditorium allowing residents and staff to participate remotely and in-person.
- Developed and executed communications and outreach plans for the Clarksburg Gateway Sector Plan, Friendship Heights Sector Plan, Eastern Silver Spring Communities Plan, University Corridor Boulevard Plan, Germantown Employment Area Study, and the Glenmont Corridors Opportunity Study.
- Partnered with A Wider Circle to give back to the community by providing canned goods and other food staples at Thanksgiving and with Hearts and Homes for Youth to provide gifts purchased virtually to children during the holiday season.
- Tracked and reported implementation of the Planning Department's contributions to the County's Climate Action Plan including quarterly updates and regular participation in the County's Climate Leadership Group.
- Participated in creating a more sustainable work environment by working with the M-NCPPC Sustainability Committee to sponsor events for Earth Month, engaging staff in sustainability activities and initiatives (e.g., Bike To Work Day, Car Free Day, and Walktober), and providing support and activities for the Montgomery GreenFest.
- Contributed to an accessible workplace with training sessions focused on creating accessible documents in Microsoft Word and remediation of PDF documents.
- Contributed to the safety of staff by providing educational articles throughout the year.

### GOALS AND PERFORMANCE MEASURES – MANAGEMENT AND ADMINISTRATION

<b>Goal</b>	<b>To implement processes in recruitment and onboarding to positively impact employee morale, turnover rate, and diversification of our staff.</b>			
<b>Objective</b>	To increase awareness of our recruitment process and to improve the new hire's onboarding experience.			
Program Indicators	Target	FY25 Actuals	FY26 Estimated	FY27 Proposed
% of hiring managers receive training on the recruitment process	100%	100%	100%	100%
<b>Comprehensive Onboarding for New Hires</b>				
Comprehensive Onboarding for New Hires				
% of new hires onboarded on the first day	100%	100%	100%	100%
% of new hires rating our onboarding process at meets or exceeds on our onboarding survey that new hires receive after the first 30 days of employment.	80%	N/A	75%	80%



# Montgomery County Planning Department

<b>Goal</b>	<b>To use the website as an accessible communication tool to reach the stakeholders of the Planning Department.</b>							
<b>Objective</b>								
To continually provide transparency in our work and produce interesting, consistent, and engaging content by promoting planning updates, videos, photos, and montgomeryplanning.org.								
Program Indicators	Target	FY25 Actuals	FY26 Estimated	FY27 Proposed				
Total annual number of page views for the Planning Department websites (including MCAtlas)	950,000	949,325	960,000	1,000,000				
Total annual number of page views for the Planning Board websites	175,000	176,424	180,000	190,000				
Open rate of eletters*	21%	52%	40%	45%				
Click rate of eletters*	8%	5%	6%	7%				
Number of views per video per year**	19,000	71,853	75,000	80,000				
* Industry open rate is 17%, click-rate is 4% for government agencies.								
** Total # views of videos posted on Granicus, Facebook, Twitter, YouTube, Instagram.								

<b>Goal</b>	<b>To provide quality learning opportunities that meet the needs of the Planning Department's diverse workforces and support the Commission's initiatives.</b>							
<b>Objective</b>								
To increase staff efficiency and effectiveness by increasing their knowledge base by offering a well-rounded, comprehensive training program.								
Program Indicators	Target	FY25 Actuals	FY26 Estimated	FY27 Proposed				
Provide Comprehensive Training Program - Total Trainings Offered in FY25 = 47								
% Career Development <sup>1</sup> Trainings Offered # of Trainings in FY25 = 16	40%	34%	40%	40%				
% Leadership/Managerial <sup>2</sup> Trainings Offered # of trainings in FY25= 12	30%	25%	30%	30%				
% Technical <sup>3</sup> Trainings Offered # of trainings in FY25 = 4	15%	8%	15%	15%				
% Health and Wellness <sup>4</sup> Programs Offered # of trainings in FY26 = 15	15%	33%	15%	15%				
% of Participants Rating Training as good or excellent based on survey results	100%	0%*	25%*	85%				
% of Planning Department employees attending non-mandatory training	90%	N/A	75%**	80%				
1Career Development Training - includes presentations, communication, negotiation, writing, etc.								
2Leadership/Managerial Training - includes supervisory skills, managing diverse populations, etc.								
3Technical Training – includes Microsoft products, Adobe products, ADA document training, etc.								
4Health and Wellness Training – includes stress management, financial management, etc.								
*New learning management system launched in FY24. Survey component not configured until FY25.								
**This measure will be tracked starting in FY26.								



# Montgomery County Planning Department

## SUMMARY OF DEPARTMENT BUDGET

	FY26 Adjusted Adopted	FY27 Proposed Budget	% Change
<b>Planning Department</b>			
Office of The Planning Director	\$ 1,843,264	\$ 2,086,320	13.2%
Management Services	1,450,424	1,451,774	0.1%
Communications & Engagement	2,096,701	2,325,881	10.9%
Information Technology & Innovation	2,798,483	3,193,086	14.1%
Research & Strategic Projects	3,274,438	3,507,304	7.1%
West County Planning	1,905,630	1,924,939	1.0%
East County Planning	1,592,792	1,802,158	13.1%
Upcounty Planning	1,520,183	1,790,537	17.8%
Environment & Climate	2,293,099	2,649,840	15.6%
Transportation Planning	2,381,841	2,362,585	-0.8%
Historic Preservation	1,378,699	1,614,812	17.1%
Design, Placemaking & Policy	2,358,798	2,342,272	-0.7%
Support Services	2,936,740	3,134,457	6.7%
Grants	150,000	150,000	0.0%
<b>Total Planning Department Operating</b>	<b>\$ 27,981,092</b>	<b>\$ 30,335,965</b>	<b>8.4%</b>
Transfer to Development Review Special Revenue Fund (DRSRF)	1,500,000	3,900,000	160.0%
<b>Total Planning Departments Budget including base transfer to DRSRF</b>	<b>\$ 29,481,092</b>	<b>\$ 34,235,965</b>	<b>16.1%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

### ESSENTIAL NEEDS/NEW INITIATIVES

**NEW PLAN TO BEGIN IN FY27** - The Planning Department is proposing one new sector plan amendment to begin in FY27.

#### **Damascus Main Street Sector Plan Amendment**

Damascus is a strong, historic community with deep agricultural roots and a strong sense of identity, but its last master plan was adopted nearly two decades ago with the approval and adoption of the 2006 Damascus Master Plan. Since then, the region has experienced significant shifts in demographics, infrastructure needs, housing pressures, and environmental priorities. A new master plan is not just timely, it's essential.

Montgomery County's population has grown by over 150,000 since 2006, with new demands for housing, transportation, and services. Damascus remains one of the few rural town centers without a modern plan that reflects current realities and future opportunities. A new plan can explore context-sensitive housing options that maintain rural character while supporting young families, aging residents, and workforce needs. Also, Damascus lacks a cohesive pedestrian and bike network. An updated plan can prioritize safer streets, better transit access, and connections to regional trails, aligning with Vision Zero and climate goals.



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Following the successful Fall 2024 Damascus Placemaking Festival, there is urgent interest by the Damascus community to improve Main Street and downtown Damascus. Damascus is due for a refresh, as the current plan approaches 20 years, and has under delivered on its long-term vision. With renewed interest from state and local leaders, there is an opportunity to better align the goals and priorities of the plan with *Thrive* and the many new laws, plans and policies that have been adopted since the 2006 Damascus Master Plan was approved.

In addition to advancing *Thrive*, the county's Climate Action Plan, and the county's Vision Zero Action Plan, this plan amendment aligns with the following strategies and actions from the Planning Department's Strategic Plan:

## *Priority 1: Employees*

- Strategy 1.5: Promote pride in public service
  - Action 1.5.3: Celebrate the positive impacts our work has in the community. Continuing the momentum created by the award-winning Damascus Placemaking Festival.

## *Priority 2: Communities and Partners*

- Strategy 2.1: Increase transparency with residents throughout the planning process.
  - Action 2.1.6: Leverage and maintain Planning staff relationships built through masterplan efforts.
  - Action 2.1.7: Prioritize strategic communications planning for every plan, project, and policy initiative.
  - Action 2.1.8: Remove barriers to participation by non-English speakers.
- Strategy 2.5: Strengthen collaboration with partner agencies
  - Action 2.5.2: Strengthen relationships with partner agencies at various levels of the Department.
  - Action 2.5.3: Build relationships with nonprofits to better engage them in Planning efforts.
  - Action 2.5.5: Increase awareness about how the Department collaborates with partners.

Residents are ready to shape their future. A new planning process would invite broad participation, ensuring the plan reflects local values and aspirations by engaging an energized community resulting from the placemaking initiative. The planning team will also collaborate with MDOT SHA, MCDOT, DGS, MCPS, and Montgomery Parks to prepare a new vision for the Damascus community.

## **ON-GOING NEW INITIATIVES**

For FY27, the Planning Department's new ongoing initiative request is for additional consultant funding for master plans. The Montgomery County Council's recognition of master planning as a core function of Montgomery Planning was reflected in the establishment of ongoing Master Plan Support funding in the FY26 budget. The department had requested \$300,000 in FY26; the Council approved \$203,617. This ongoing funding has allowed the Department to take a more flexible, efficient, and equitable approach to planning, supporting critical consultant services for engagement, translation, transportation modeling, and economic analysis at appropriate times in the planning process. For FY27, the Planning Department is requesting an additional \$200,000 in ongoing master plan support funding.

Specifically, for FY27, it is anticipated that this funding will support engagement efforts, translation services, historic analyses, economic analyses, environmental analyses, and transportation analyses for the Georgia Avenue Corridor Plan, Burtonsville Area Minor Master Plan, Kensington Sector Plan, in addition to one new area master plan effort – the Damascus Main Street Sector Plan Amendment.



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## **Master Plan Support - Director's Office - \$200,000 - on-going**

### **Description**

The Montgomery County Council's recognition of master planning as a core function of Montgomery Planning was reflected in the establishment of an ongoing Master Plan Support fund in the FY26 budget. This fund has allowed the Department to take a more flexible, efficient, and equitable approach to planning, supporting critical consultant services for engagement, translation, transportation modeling, and economic analysis.

However, the expectations for what master plans must deliver have grown significantly. Today's planning efforts are expected to be:

- More inclusive: Reaching historically underrepresented communities through culturally responsive engagement.
- More data-driven: Incorporating sophisticated modeling and analysis to guide land use, transportation, and housing decisions.
- More adaptive: Responding to real-time community feedback and evolving conditions.

In addition to the growing expectations of master plan efforts, the cost of services has increased with inflation. Recent individual master plans have ranged in cost from \$150,000 to \$300,000, depending on the scope and context of the plan. The current level of funding for master plan support - \$203,617 - is not sufficient to maintain the department's master plan work program. The impact has been to delay current master plan efforts and without this funding Montgomery Planning anticipates additional master plan delays.

To meet these expectations, the Department is requesting an additional \$200,000 in FY27, bringing the total ongoing Master Plan Support budget to slightly over \$400,000.

### **Why this increase is essential**

Engagement costs are rising. Montgomery Planning has embraced an audience-centric model that meets people where they are (and then doesn't leave them there) through translated materials, hybrid meetings, accessible locations, and culturally responsive facilitation. These efforts are vital, but they require sustained investment.

### **Analytical demands are growing**

Transportation modeling, economic analysis, and demographic studies are no longer optional, they're foundational. As the Department strives for more precise, equitable planning, the cost of these technical services continues to climb.

### **Equity requires depth, not just access**

Advancing the department's Equity Agenda for Planning means understanding not just who lives in an area, but how they experience it. That takes time, tools, and trust-building, none of which come without cost.

### **What this funding supports:**

- Interpretation and translation services
- Hybrid and in-person engagement logistics
- Transportation and land use modeling
- Economic and demographic analysis
- Environmental analysis



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- Historic research and analysis
- Communications strategy development
- Responsive engagement adjustments based on community feedback

This increase is not about doing more for the sake of volume; it's about doing better. It's about delivering master plans that are inclusive, informed, and impactful. With this additional funding, Montgomery Planning can continue to meet the moment and build a county where every voice shapes the future.

## **What Objectives/Metrics/Equity Goals Will Be Achieved?**

An increase in the ongoing funding for master planning efforts would allow the department to keep master plan efforts on schedule, ensure the completion of necessary technical analyses, and have deeper and more meaningful engagement with residents and audiences.

This request aligns with the following Strategies and Actions from the Department's Strategic Plan:

### *Priority 2: Communities and Partners*

- Strategy 2.1: Increase transparency with residents throughout the planning process.
- Strategy 2.2: Intentionally engage residents in all planning efforts, with a focus on people who are underrepresented.
  - Action 2.2.4: Employ and enhance the Equitable Engagement Guide to integrate social equity and cultural diversity through master planning and placemaking practices.
- Strategy 2.4: Focus on historically underinvested regions and vulnerable communities.
- Strategy 2.6: Foster community capacity to participate in the planning process.

### *Priority 5: Leadership*

- Strategy: 5.2: Serve as an independent advisor on land use decisions and policies to implement *Thrive Montgomery 2050*.
- Strategy: 5.4: Advance the recommendations for the county's Climate Action Plan and environmental recommendations in *Thrive*.
- Strategy: 5.5: Advance the housing recommendations in *Thrive*.
- Strategy: 5.6: Advance the recommendation of the county's Vision Zero Action Plan and the transportation recommendations in *Thrive*.
- Strategy 5.7: Advance design excellence and the place-based planning recommendations in *Thrive*.

## **Project Resources**

While exact master plan needs will be determined in FY27, below are some anticipated uses of the master plan support funding:

### Georgia Avenue Corridor Plan

- Outreach and engagement around Planning staff recommendations

### Kensington Sector Plan Amendment

- A historic survey and analyses of historical resources
- Parking planning expertise to evaluate the feasibility of parking structure(s) for a "park once community"
- Engineering expertise for storm water management issues
- Community engagement efforts

### Burtonsville Area Minor Master Plan

- Community outreach and engagement



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- Employment and economic analysis
- Scenario modeling of potential alternative futures for Burtonsville activity centers along US 29

## Damascus Main Street Sector Plan Amendment

- Strategic engagement support to reach residents and business owners
- Graphic renderings and visuals to complement the plan language and recommendations

Without this increased funding approach, the master plans might not have the exact support that is needed for audience-centric engagement and for the studies and modeling work. It is a main strategy of the department's strategic plan to "increase transparency with residents through the planning process" and this approach to funding master plans will allow the department to further this strategy.

## **What Measure of Success will be Achieved?**

Using guidance from *Thrive* and the department's new strategic plan, the success of this additional funding will be measured by the department's ability to keep master plan schedules on track, meet the analytical needs of the master plan efforts, and maintain effective engagement with master plan stakeholders.

## **ON-GOING NEW PERSONNEL**

Additional staff are needed to focus on ways to reimagine and reinvigorate our master planning activities, to address an increased workload and staffing deficiencies, and to be in alignment with the department's strategic plan.

### **1. New Position, Workyear and Funding – Climate Initiatives Planner IV – Environmental & Climate Division - 1.0 wys - \$160,737 - on-going**

#### **Description**

Climate change is an existential threat to the planet but efforts to address and adapt must occur at all community levels, including the local level. As the department tasked with planning the future growth and development of the county, it is imperative that Montgomery Planning employ an expert on the planning industry's response to climate change to ensure staff are incorporating the best viable solutions in the department's plans and policy recommendations.

This climate specialist position would ensure climate-related initiatives and recommendations are integrated throughout the department's work program, including the development of climate policies and master plans. It would also be responsible for conducting the climate assessments as required under Section 2-81D of County Code for all zoning text amendments and master plans.

As an expert in the field of climate change and how planning efforts can respond to it, this position would also lead the Planning Department's climate change resiliency and vulnerability efforts in support of *Thrive* and the county's Climate Action Plan. The position would serve as a liaison to other county agencies and their related efforts and be an integral part of the Department's Environment & Climate Division, which has a high level of workload. Specific work products and responsibilities would include:

- Conducting the climate assessments as required under Section 2-81D of county Code for all zoning text amendments and master plans.



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- Leading the creation and execution of the Department's climate tools such as heat mapping and tree inventories.
- Preparing a Climate Resilience Functional Master Plan.
- Conducting an Area Climate Change Vulnerability Study.
- Coordinating with county agencies on Climate Action Plan efforts.
- Managing the update to the Climate Assessment Quantitative Tool.

## **What Objectives/Metrics/Equity Goals Will Be Achieved?**

This position will lead the department's climate initiatives, including the development of climate policies and studies, implementing the department's climate assessment responsibilities under county code to ensure they are completed in a consistent and thorough manner, and ensuring climate recommendations are integrated throughout each master plan and through the development review process.

Climate change affects everyone, but disproportionately affects people of color, vulnerable populations, and low-income households. This position will have a focus on delivering climate policies and programs that achieve equitable outcomes.

## **What Measure of Success will be Achieved?**

The success of the planning process will be measured by climate discussions being consistently integrated throughout master planning efforts, and community resilience will be a central focus of the department's planning efforts.

One of the main outcomes of *Thrive* is environmental resilience. By dedicating one position to lead the department's coordination on climate initiatives and policy efforts, we will be advancing the department's work to reach the climate goals of the county.

This position request is in alignment with the Planning Department's strategic plan, specifically,

### *Priority 1: Employees*

- Strategy 1.3: Create and promote pathways for professional growth

### *Priority 2: Communities and Partners*

- Strategy 2.5: Strengthen collaboration with partner agencies

### *Priority 4: Innovation*

- Strategy 4.3: Share and exchange information and best practices within the agency, regionally, and nationally

### *Priority 5: Leadership*

- Strategy 5.2: Serve as an independent advisor on land use decisions and policies to implement *Thrive Montgomery 2050*
  - Action 5.2.10: Prepare a comprehensive resilience functional master plan
- Strategy 5.4: Advance the recommendations of the county's Climate Action Plan and environmental recommendations in *Thrive*
  - Action 5.4.1: Fund a new FTE focused on climate initiatives
  - Action 5.4.5: Develop environmental design guidelines to incorporate nature-based design solutions that will mitigate climate impacts, increase climate-resiliency and adaptation, and support biodiversity
  - Action 5.4.8: Incorporate sustainable development standards into planning efforts
  - Action 5.4.9: Study the impacts of climate change on farming and the environmental resources in the Ag Reserve; develop recommendations and identify best practices to address these impacts



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## 2. New Position, Workyear and Funding – Cybersecurity – IT/Telecom Specialist III – Information Technology & Innovation (ITI) Division - 1.0wy - \$137,819 – on-going

### Description

At its core, the measure of cybersecurity success lies in the organization's ability to protect assets, maintain operational continuity, and nurture user trust, all while adapting to new threats and business models. It is Montgomery Planning Department's best interest to invest in a cybersecurity team to leverage cybersecurity tools and resources to safeguard the integrity, availability, and reliability of the systems and data that underpin every interaction.

As the department's reliance on digital infrastructure grows, so does the urgency to strengthen its cybersecurity posture. The Cybersecurity Specialist III position will safeguard the department's growing digital infrastructure and ensure secure, equitable access to planning services for all residents. This investment is not just technical, it's foundational to achieving the goals outlined in *Thrive Montgomery 2050*, the Climate Action Plan, Vision Zero, and the County Technology Strategic Plan.

This role is critical because Montgomery Planning's websites and portals are essential tools for public engagement, transparency, and service delivery. They host:

- Sector and master plans
- Housing data and policy updates
- Planning Board schedules and public hearings
- Development application forms and fee schedules
- GIS maps, ePlans, and interactive tools
- Virtual town halls, surveys, and equity-focused planning resources

As digital engagement expands, so do the risks. A Cybersecurity Specialist III would:

- Monitor and respond to threats across planning systems and platforms
- Ensure compliance with county and state cybersecurity frameworks
- Protect sensitive data from breaches, manipulation, or unauthorized access
- Safeguard public trust in digital engagement tools, especially for marginalized communities
- Support secure inter-agency communication during emergencies or traffic incidents

This position is not a luxury, it's a necessity. It ensures that Montgomery Planning can continue to deliver secure, inclusive, and resilient services in an increasingly digital and data-driven environment.

Given the growing complexity and frequency of cybersecurity threats, it is essential that we establish a dedicated cybersecurity position within the Planning Department in the ITI division. The nature of our operations, systems, and data flows are distinct from enterprise-wide concerns and require specialized, embedded oversight.

ITI manages a suite of systems and platforms that are tailored to our department's mission-critical functions. These include:

- Custom-built planning and permitting applications
- GIS platforms and spatial data services
- Public engagement tools and portals
- Legacy systems with specialized integrations
- Sensitive datasets tied to land use, development, and infrastructure



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These systems are not only unique, but they are also high-value targets. Recently the department has experienced:

- Phishing attempts targeting planning staff credentials
- Bot-driven scraping of public-facing datasets
- Unauthorized API access attempts on mapping platforms
- Malware probes on legacy systems with limited vendor support
- Denial-of-service attempts during public comment periods

These are not generic threats; they are tailored to the systems and workflows we manage. A specialized cybersecurity position within the Planning Department would have the operational proximity and domain-specific insight to respond effectively and proactively.

## **What Objectives/Metrics/Equity Goals Will Be Achieved?**

This community and county rely upon robust access to Montgomery Planning websites and portals for communications on Planning initiatives and updates, sector and master plans, housing data and policy updates, Planning Board meeting schedules and agendas, public hearings, the Development Applications Guide and application forms and fee schedules, GIS maps, ePlans, and more.

Strengthening Montgomery County's cybersecurity posture directly supports the goals and metrics outlined in several strategic plans, including *Thrive Montgomery 2050*, the Climate Action Plan, and the Vision Zero Action Plan. Specifically, *Thrive* emphasizes modernizing infrastructure and services to support a vibrant economy. Cybersecurity ensures the reliability and safety of digital systems that underpin housing, transit, and economic development initiatives. Secure digital access is essential for equitable service delivery, especially in underserved communities. Cybersecurity helps protect sensitive data and ensures trust in online services. *Thrive* relies on data to guide land use and development. Cybersecurity safeguards the integrity of planning data and systems. The Climate Action Plan includes strategies like Building Energy Performance Standards and electric vehicle infrastructure. These rely on secure digital systems to monitor and manage energy use. Cybersecurity protects critical infrastructure (e.g., water, energy, transportation) from cyber threats that could disrupt climate resilience efforts.

Secure systems ensure safe and trustworthy communication with residents about climate initiatives and emergency alerts. Vision Zero relies on crash data, predictive analytics, and smart traffic systems. Cybersecurity ensures this data is accurate and protected from tampering. As the county deploys smart signals, bike lane sensors, and pedestrian safety tech, cybersecurity is essential to prevent system failures or malicious interference. Cybersecurity supports secure communication between agencies during traffic incidents and public safety emergencies. The County Technology Strategic Plan calls for upgrading legacy systems to reduce vulnerabilities and improve efficiency and to provide all residents with safe, equitable access to secure platforms. Cybersecurity frameworks support transparency, accountability, and alignment with county-wide strategic goals.

Montgomery Planning is committed to engaging diverse communities through digital platforms—such as virtual town halls, online surveys, and interactive maps. Cybersecurity ensures these tools are secure from breaches, protecting user data and participation, especially in marginalized communities who may rely more heavily on mobile or public internet access. Cybersecurity helps to prevent unauthorized access or manipulation of data in tools including the Community Equity Index, Equity Focus Areas, and historical segregation maps which inform



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planning decisions. Strong cybersecurity also prevents disruptions or misinformation in public engagement and reinforces confidence in Montgomery Planning Department's commitment to fair and inclusive planning.

## **What Measure of Success will be Achieved?**

Success will be measured through 1) the prevention of system outages or data breaches that could delay development reviews, permit processing, or public engagement, and 2) the avoidance of costly recovery efforts, legal issues, and reputational damage which would free up resources for planning priorities.

This position request is in alignment with the Planning Department's strategic plan, specifically,

### *Priority 4: Innovation*

- Strategy 4.1: Advance use of cutting-edge technology to push and stay ahead of the industry
  - Action 4.1.1: Enhance cyber security posture and improve cyber resilience
  - Action 4.1.2: Invest in technologies that improve efficiency and resilience, and allow the Department to employ cutting-edge approaches to our work

### **3. *New Position, Workyear and Funding – Engagement Specialist – Public Affairs and Marketing Specialist III – Communications & Engagement (COM) Division - 1.0wy - \$137,819 – on-going***

#### **Description**

This new Engagement Specialist position will support the department's expanding public engagement efforts and ensure equitable, consistent, and impactful community involvement across all planning initiatives.

This role is essential to:

- Coordinate engagement activities across planning teams to ensure alignment with the department's Equitable Engagement Guide and strategic goals.
- Support and sustain the Community Planning Academy (CPA), a flagship initiative designed to educate and empower residents to participate meaningfully in the planning process.
- Develop communications content that raises awareness of engagement opportunities and highlights community voices and planning outcomes.
- Strengthen inclusive outreach by identifying and removing barriers to participation, especially for historically underrepresented communities.

This position will fulfill many critical functions:

- *Growing Demand for Engagement* - As planning projects increasingly emphasize community-driven outcomes, the volume and complexity of engagement activities have grown. A dedicated specialist will ensure these efforts are well-coordinated, culturally responsive, and accessible.
- *Equity in Action* - Understanding the planning process is a key barrier to participation. The Engagement Specialist will help bridge that gap by managing the CPA and developing tools that foster transparency and trust.
- *Strategic Communications* - This role will create targeted messaging and outreach strategies that reflect the diversity of Montgomery County's communities and ensure residents are informed and invited to participate.



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- *Sustaining the Community Planning Academy* - The Community Planning Academy cannot be maintained or expanded without dedicated staff. This position ensures continuity, quality, and growth of the program.

## **What Objectives/Metrics/Equity Goals Will Be Achieved?**

This position will assist with community engagement and the Community Planning Academy. Understanding the planning process is essential to removing the barriers that prevent residents from participating in the planning process. In addition to maintaining the Community Planning Academy, which fosters understanding of the planning and development review process, this position would coordinate the engagement happening across the department and develop communications to raise awareness about the department's engagement efforts.

## **What Measures of Success will be Achieved?**

This position will track key performance data on department communications and coordinate with planning teams to determine whether engagement efforts are successful.

This position request is in alignment with the Planning Department's strategic plan, specifically,

### *Priority 2: Communities and Partners*

- Strategy 2.1 Increase transparency with residents throughout the planning process
  - Action 2.1.2: Dedicate a point person within each applicable division to focus on community building and resident engagement
  - Action 2.1.3: Collect baseline data through a survey on perception of county residents about planning, development and engagement preferences.
  - Action 2.1.6: Leverage and maintain Planning staff relationships built through master plan efforts
  - Action 2.1.7: Prioritize strategic communications planning for each plan, project and policy initiative
  - Action 2.1.8: Remove barriers to participation by non-English speakers
- Strategy 2.2 Intentionally engage residents in all planning efforts, with a focus on people who are underrepresented
  - Action 2.2.1: Support and strengthen resident participation in planning efforts
  - Action 2.2.4: Employ and enhance the Equitable Engagement Guide to integrate social equity and cultural diversity through master planning and placemaking practices
- Strategy 2.6 Foster community capacity to participate in planning processes
  - Action 2.6.1: Develop and launch customer relationship management tool to document staff relationships with community-based organizations
  - Action 2.6.2: Crowdsource ideas/conduct competitions for community members to submit ideas
  - Action 2.6.4: Launch and sustain the Planning Academy

### *Priority 4: Innovation*

- Strategy 4.1 Advance use of cutting-edge technology to push and stay ahead of the industry
  - Action 4.1.5: Develop internal communications and training protocols for dissemination of new technology and tools
  - Action 4.2.1: Improve communications across the Department to promote innovation topic areas that different Divisions are focused on



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## *Priority 5: Leadership*

- Strategy 5.8 Communicate the Department's unique role and impact throughout the county and region
  - Action 5.8.1: Launch education campaign to raise awareness for the Department's role and branding
  - Action 5.8.3: Strengthen relationships with the media, bloggers, and influencers focused on the work of the Department

## **New Position, Workyear and Funding – Master Planning – Cultural Resources Planner I - Historic Preservation (HP) Division - \$110,058 – 1.0wy – on-going**

### **Description**

This position will expand the capacity of the Historic Preservation Division and meet growing public demand for inclusive, timely, and equitable preservation services.

*Current staffing limitations* - The HP Division is currently staffed with two Cultural Resource Planners who serve as historians supporting three area master plan teams in addition to sole responsibility for the Master Plan for Historic Preservation and the Locational Atlas & Index of Historic Sites. At this staffing level:

- Properties have remained on the Locational Atlas for over 50 years without a final determination on historic designation.
- Public requests for designation to the Master Plan for Historic Preservation (MPHP) often face multi-year delays.
- New research or standalone MPHP amendments cannot be prepared in a timely manner.

*Growing demand for inclusive preservation* - Recent community requests have focused on recognizing sites tied to:

- Women's history
- African American heritage
- Midcentury modern architecture

The current team lacks the capacity to proactively address additional underrepresented narratives, including:

- LGBTQ+ history
- Asian American and Pacific Islander heritage
- Hispanic heritage
- Other culturally significant sites are currently absent from the MPHP

*Purpose and impact of the new position* - This new Cultural Resource Planner would:

- Accelerate public designation requests, reducing wait times and improving responsiveness to community interest.
- Advance equity in preservation by researching and preparing MPHP amendments that reflect the full diversity of Montgomery County's history.
- Support area master plans with timely and thorough historic resource analysis.
- Complete and expand special projects including the Mapping Segregation Project Phase 2 and other initiatives.
- Ensure compliance with preservation policies and strengthen the county's ability to protect its cultural assets.



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This position is essential to modernizing Montgomery County's preservation program, honoring the stories of all communities, and ensuring that the county's built environment reflects the richness of its shared history.

## **What Objectives/Metrics/Equity Goals Will Be Achieved?**

With an additional Cultural Resources Planner, new equity portions of master planning chapters and other new histories will be produced entirely in-house instead of relying on any additional consultant funds.

## **What Measure of Success will be Achieved?**

The Locational Atlas resurvey and Mapping Segregation will be entirely completed within three to four years. Additionally, the department will be able to research and write new histories focused on racial equity and diversity for all area master plans, in addition to new and inclusive stand-alone MPHPS amendments.

This position request is in alignment with the Planning Department's strategic plan, specifically,

### *Priority 1: Employees*

- Strategy 1.3: Create and promote pathways for professional growth, career advancement, and succession planning

### *Priority 2: Communities & Partners*

- Strategy 2.4: Focus on historically underinvested regions and vulnerable communities
  - Action 2.4.6: Complete Mapping Segregation Phase 2

### *Priority 3: Efficiency*

#### **4. New Position, Workyear and Funding – Master Planning and Regulatory Planner II – Upcounty Planning Division - \$121,654 - 1.0wy - on-going**

### **Description**

To better support master planning efforts and implementation while processing the anticipated surge in development applications from Germantown and Clarksburg over the next 5 to 10 years, the division urgently needs additional staff capacity to:

- Lead and support new master planning efforts
- Implement adopted plans more effectively
- Keep pace with regulatory review demands

This Planner II position will serve as a "second chair" on master plans—an essential role that allows newer staff to build experience while relieving pressure on senior planners:

- Prevents burnout among experienced staff by distributing workload more sustainably
- Builds a pipeline of planning leadership by allowing junior staff to grow into lead roles
- Improves plan quality and continuity by ensuring consistent staffing from visioning through implementation

The Planning Department does an excellent job at producing plans, but limited resources and increasing master plan demands make it difficult to sustain current efforts while also focusing on plan implementation efforts. Implementation often takes a backseat as staff turns its attention to the next plan in the department's work program. Implementation of complex master plans requires sustained and deliberate effort if the plans are to come to fruition and deliver on the vision and expectations that were cultivated through the master plan process by the public and decision makers.



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This is a critical investment in the future of the northern area of the county. With this Planner II position, Montgomery Planning will be better equipped to manage growth, implement community visions, and deliver on the promise of inclusive and responsive planning.

## **What Objectives/Metrics/Equity Goals Will Be Achieved?**

The new position will allow staff to be more responsive, more accessible, and more embedded within the communities they serve. Staff will be more efficient at conducting master plans in a timely manner, while allowing more public participation and engagement throughout the master planning, implementation, and regulatory processes. Additional staff will allow the department to better deliver on the vision of community plans, rather than solely relying on market conditions and other forces and trends to determine a plan's outcome and allow the department to continue to address equity and diversity of staff.

## **What Measure of Success will be Achieved?**

- Stronger presence in Upcounty communities, with staff more embedded and responsive to local needs
- Improved public trust and satisfaction, reflected in feedback and participation metrics
- More equitable outcomes in plan implementation, especially in historically underserved areas
- Reduced turnaround time for master plan deliverables and regulatory reviews
- Increased public engagement in Upcounty master plans (e.g., number of participants, feedback submissions, outreach events)
- Higher percentage of master plan recommendations implemented within 2-3 years of adoption
- Improved regulatory throughput: ability to process more applications without delays, especially in Germantown and Clarksburg
- Shortened wait-time for community-requested planning initiatives or amendments

This position request is in alignment with the Planning Department's strategic plan, specifically,

### *Priority 2: Communities and Partners*

- Strategy 2.1 Increase transparency with residents throughout the planning process
  - Action 2.1.6: Leverage and maintain Planning staff relationships built through master plan efforts
- Strategy 2.2 Intentionally engage residents in all planning efforts, with a focus on people who are underrepresented
  - Action 2.2.1: Support and strengthen resident participation in planning efforts
  - Action 2.2.5: Advance and fund the Department's Placemaking Strategic Plan
- Strategy 2.6 Foster community capacity to participate in planning processes
  - Action 2.6.3: Identify neighborhood liaisons within each planning division to serve as a point of contact with local civic associations and other neighborhood organizations

### *Priority 3: Efficiency*

- Strategy 3.3 Work with the development community, government agency partners, and other stakeholders to implement clear, efficient, and consistent processes for planning
  - Action 3.3.7: Update and enforce the Lead Agency MOU to facilitate review of development applications
  - Action 3.3.8: Enforce the Planning Process MOU with MCPS to ensure early coordination on each agency's planning efforts



5. **New Position, Workyear and Funding – Master Planning Planner II – East County Planning Division - \$121,654 – 1.0wy – on-going**

**Description**

This new Community Engagement Planner position will support major master plan efforts in East County. This position is essential to ensuring more robust, inclusive, and effective resident participation in the planning process - especially in communities that have historically been underrepresented. *Thrive* calls for a focus on East County. This position supports this priority and helps ensure that historically underrepresented populations have increased community engagement. Of the three geographic planning regions, East County has the largest population and needs an additional master planner with planning technical expertise to serve this larger population.

This position is not just about outreach; it's about impact. It ensures that East County residents are not only heard, but actively shaping the future of their communities. With this investment, Montgomery Planning can deliver on its promise of equitable, community-driven planning.

This position addresses two key priorities:

- *Growing Demand for Engagement* - As planning projects increasingly emphasize community-driven outcomes, the volume and complexity of engagement activities have grown. A dedicated specialist will ensure these efforts are well-coordinated, culturally responsive, grounded in planning best practices and technical expertise, and accessible.
- *Equity in Action* - Understanding the planning process is a key barrier to participation. The Planner II will engage with the community in the master plan process to foster transparency and trust.

**What Objectives/Metrics/Equity Goals Will Be Achieved?**

- More comprehensive engagement across all East County master plans, with tailored outreach strategies that reflect the diversity of each community
- Improved equity outcomes by embedding inclusive engagement practices that align with Montgomery Planning's Equity Agenda and the Equitable Engagement Guide
- Stronger public trust and transparency through consistent, accessible communication and opportunities for meaningful input
- Better alignment between community vision and plan outcomes, ensuring that master plans reflect lived experiences and local priorities

**What Measure of Success will be Achieved?**

- Increased number and diversity of residents participating in East County master plan engagement activities, (e.g., number of participants, feedback submissions, outreach events)
- Higher satisfaction and trust in the planning process, measured through post-engagement surveys and feedback
- More equitable representation in plan recommendations and implementation strategies
- Timely delivery of engagement milestones across all four master plans
- Stronger presence in East County communities, with staff more embedded and responsive to local needs
- Improved public trust and satisfaction, reflected in feedback and participation metrics
- More equitable outcomes in plan implementation, especially in historically underserved areas



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- Higher percentage of master plan recommendations implemented within two to three years of adoption
- Improved regulatory throughput: ability to craft master plan recommendations that make the regulatory process more efficient
- Shortened wait-time for community-requested planning initiatives or amendments

This position request is in alignment with the Planning Department's strategic plan, specifically,

## *Priority 1: Employees*

- Strategy 1.3: Create and promote pathways for professional growth

## *Priority 2: Communities and Partners*

- Strategy 2.1 Increase transparency with residents throughout the planning process
  - Action 2.1.6: Leverage and maintain Planning staff relationships built through master plan efforts
- Strategy 2.2 Intentionally engage residents in all planning efforts, with a focus on people who are underrepresented
  - Action 2.2.1: Support and strengthen resident participation in planning efforts
- Strategy 2.5: Strengthen collaboration with partner agencies
- Strategy 2.6 Foster community capacity to participate in planning processes
  - Action 2.6.3: Identify neighborhood liaisons within each planning division to serve as a point of contact with local civic associations and other neighborhood organizations

## *Priority 4: Innovation*

- Strategy 4.3: Share and exchange information and best practices within the agency, regionally, and nationally

## **ONE-TIME NEW INITIATIVES**

There are several new proposed one-time initiatives which focus on ways to address significant planning issues and concerns that face Montgomery County. Two of the initiatives have a funding request and three initiatives are work program requests with no funding requested.

### **6. Climate Resilience Functional Plan: \$150,000 – one-time**

#### **Description**

The Climate and Resilience Master Plan will identify infrastructure and climate related weaknesses in the County and develop specific strategies for adaptation and resilience to climate impacts including extreme heat, flooding, and other extreme weather events. This plan will focus on improving infrastructure and community resilience both during extreme weather events and throughout everyday life with a focus on equity.

Extreme heat is the number one climate related death in Maryland. As of July 29, 2025, 13 people in Maryland died of heat related illnesses this summer. This plan should be included in the FY27 budget because the time is now to address the resilience of Montgomery County. Other executive agencies, such as DEP, are examining climate issues like flooding. The Planning Department is uniquely positioned to not only examine the issues but also provide mitigation solutions that can be implemented through development while balancing the other needs of the county, such as housing.



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## **What Objectives/Metrics/Equity Goals Will Be Achieved?**

This master plan would be in alignment with the environmental recommendations of *Thrive*, the entire focus of the Climate Action Plan, and provide co-benefits of meeting Vision Zero goals.

Underrepresented communities have historically less climate resilience due to less resources, past zoning and land use decisions, and infrastructure allocation. This master plan will study these issues and provide a roadmap for rectifying these inequities through future mitigation and investments.

This master plan is in alignment with the Planning Department's strategic plan, specifically,

### *Priority 2: Communities and Partners*

- Strategy 2.4: Focus on historically underinvested regions and vulnerable communities
  - Action 2.4.2: Conduct study to identify boundaries, players and issues in East County
  - Action 2.4.4: Study the disproportionate distribution of land uses from a racial equity and social justice perspective
  - Action 2.4.8: Integrate CEI throughout the Department's planning efforts
- Strategy 2.5: Strengthen collaboration with partner agencies
  - Action 2.5.2: Strengthen relationships with partner agencies at various levels of the Department
  - Action 2.5.3: Build relationships with nonprofits to better engage them in Planning efforts
  - Action 2.5.6: Engage agencies that have been less active in the planning and development review process

### *Priority 4: Innovation*

- Strategy 4.2: Support opportunities for staff to propose, pilot, and evaluate creative solutions to address critical issues
  - Action 4.2.1: Improve communications across the Department to promote innovation topic areas that different Divisions are focused on
- Strategy 4.3: Share and exchange information and best practices within the agency, regionally, and nationally
  - Action 4.3.5: Identify opportunities to increase collaboration and knowledge sharing with regional peers

### *Priority 5: Leadership*

- Strategy 5.2: Serve as an independent advisor on land use decisions and policies to implement *Thrive Montgomery 2050*
  - Action 5.2.10: Prepare a comprehensive resilience functional master plan
- Strategy 5.4: Advance the recommendations of the county's Climate Action Plan and environmental recommendations in *Thrive*
  - Action 5.4.5: Develop environmental design guidelines to incorporate nature-based design solutions that will mitigate climate impacts, increase climate-resiliency and adaptation and support biodiversity
  - Action 5.4.6: Identify strategies for incorporating more clean/renewable energy generation in different parts of the county, with a focus on developed areas
  - Action 5.4.8: Incorporate sustainable development standards into planning efforts
  - Action 5.4.9: Study the impacts of climate change on farming and the environmental resources in the Ag Reserve; develop recommendations and identify best practices to address these impacts
  - Action 5.4.10: Develop countywide streetscape standards to preserve and plant large canopy shade trees to mitigate heat island effects within public rights-of-way



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- Strategy 5.6: Advance the recommendations of the county's Vision Zero Action Plan and the transportation recommendations in *Thrive*
  - Action 5.6.8: Develop comprehensive transportation development review procedures that provide guidelines for street layout, site access/frontage improvements and offsite improvements

## **Project Resources**

Planning staff would perform most of the work, including leading and drafting the plan, collaborating with stakeholders, identifying existing and future climate issues, and recommending detailed proposed mitigation. Consultants would help measure items such as air quality, where staff do not have the equipment, and provide technical expertise for modeling the existing conditions and how the proposed solutions would mitigate the existing and future conditions. If the plan did include the modeling analysis and data needed to provide the impact specific to Montgomery County, the plan would be too broad and not as effective.

## **What Measure of Success will be Achieved?**

One measure of success would be the collaboration internally among divisions and externally with other agencies to develop a cohesive approach to improving the County's climate resiliency. Another measure of success is increasing public awareness of climate issues and their personal investment through participation in the plan. Future measures of success would be decreased health impacts and mortality from climate issues, providing greater risk management for the County, and the development of reliable and equitably distributed infrastructure during extreme weather events.

## **7. Diversifying the Economy: Assessing the Future Needs for Industrial Land in Montgomery County - \$125,000 – one-time**

### **Description**

While the industrial sector accounts for only about ten percent of the county's total private sector employment (almost 33,500 jobs), it is an important sector in contributing to the diversification of the economy. The industrial sector pays wages that are slightly above the average private sector wage (\$83,500/year for industrial jobs compared to \$82,500/year for all the private sector) in the county for jobs that often do not require bachelor's degrees.

Within the industrial sector, Montgomery County also has two highly competitive advanced manufacturing sectors—Satellite and Communications Technologies and Biotechnology—that employ over 4,000 people and pay an average annual wage of over \$123,000.

Manufacturing is also closely linked to research and development (R&D) in these fields, and some firms conduct both types of activities in the same building. Evidence from various sources including the real estate industry, local developers, and the Montgomery County Economic Development Corporation suggests that demand is strong for large flexible industrial space (often called "flex" space) that can accommodate flexible arrangements of manufacturing and R&D under the same roof.

However, the ability of the county's industrial and flex space to accommodate these trends remains unclear. An initial assessment published in the Montgomery Quarterly Economic Indicators report for the first quarter of 2025 suggests that the county's aging industrial building inventory will be difficult to retrofit for contemporary advanced manufacturing and



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research and development (R&D) activities, and that the County has few sites with both the zoning and size for new construction of these kinds of spaces.

The condition and size of the county's existing industrial and flex space inventory is also in question as the last countywide industrial land study was done in 2013. This study showed that traditional industrial space and the occupancy of this space had been declining for several years, often to be replaced by other land uses, while the inventory of newer and more adaptable flex space was increasing. Anecdotal analysis from master plans also suggests that flex space in the county has also become important for non-industrial uses like party and entertainment venues and sports training facilities. There is also interest in the potential for a local food production facility, which would support the agricultural sector, but requires industrial-zoned land. This study will look broadly at all areas of manufacturing that could enhance the county's economy.

## Study Questions

The Planning Department proposes a study to answer four questions related to industrial space in the county

1. How much industrial and flex space does the county have in various size and age categories?
2. What trends characterize the last ten years of industrial and flex real estate in Montgomery County?
3. What types of industrial uses are in demand and can the county's industrial and flex real estate accommodate this demand?
4. If there are current or projected shortfalls in some types of industrial and flex real estate, what land use or zoning measures may help meet demand?

## **What Objectives/Metrics/Equity Goals Will Be Achieved?**

The study will help enhance the County's economic competitiveness by identifying land use needs to support a potential growth sector and aligns with the economic development strategic plan. As it becomes more imperative that Montgomery County diversify its economy, this study is important in assessing whether we have enough zoned land to support new economic opportunities. Further, as we aspire to provide living wage jobs for people at all education levels, industrial sector jobs provide opportunities for people with less education.

This study is in alignment with the Planning Department's strategic plan, specifically,

*Priority 2: Communities and Partners*

*Priority 4: Innovation*

*Priority 5: Leadership*

- Strategy 5.2: Serve as an independent advisor on land use decisions and policies to implement *Thrive Montgomery 2050*
  - Action 5.2.3: Update studies on demographic, economic, housing, and real estate trends
- Strategy 5.3: Pursue transformative change through legislation
  - Action 5.3.2: Review county code to identify updates needed to better achieve *Thrive* and other county goals" because of the county's urgent need for economic growth and diversification.



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## **Project Resources**

Staff will provide oversight of the consultant work, access to department data (such as the parcel file), and help coordinate stakeholder interviews. The consultant will do all of the data analysis, research, interviews, mapping, etc. The consultant will provide industry expertise on industrial real estate and economic development that we lack in-house. In addition, the Montgomery County Economic Development Corporation (MCEDC) supports the Planning Department in doing the study and will collaborate to lend their expertise.

## **What Measure of Success will be Achieved?**

Success will be a study that provides information on land use requirements for new economic development opportunities and supports policy recommendations to make this land available.

The following three projects are requested to be included in the Planning Department's work program budgetary implications.

### **8. Greater North Bethesda Implementation Study – No Funding Requested**

#### **Description**

Montgomery Planning proposes a cross-divisional study to assess whether the implementation tools from the 2010 White Flint Sector Plan and 2018 White Flint 2 Sector Plan continue to support the vision of those plans. Building on the findings of the latest North Bethesda Biennial Monitoring Report and the Advancing the Pike District initiative, the study will explore potential alternative approaches to better align with current conditions and community priorities. Led collaboratively by the West County Planning Division, the Research & Strategic Projects Division, and the Transportation Planning Division, the effort will include engagement with relevant government agencies and stakeholder groups to ensure a comprehensive and inclusive evaluation.

#### **What Objectives/Metrics/Equity Goals Will Be Achieved?**

This study will evaluate effectiveness of existing tools from the 2010 White Flint Sector Plan and 2018 White Flint 2 Sector Plan in meeting long-term planning goals. It will Identify gaps and misalignments between current implementation strategies and evolving community needs, market conditions, and development patterns. Insights from recent efforts, including the North Bethesda Biennial Monitoring Report and Advancing the Pike District initiative, will be synthesized to inform future planning. Interdepartmental collaboration will be facilitated across the West County Planning, Research & Strategic Projects, and Transportation Planning Divisions. Key stakeholders and agencies will be engaged to ensure inclusive input and alignment with broader county priorities. The study will outline potential alternative approaches to improve implementation outcomes and better support the sector plan visions moving forward.

This study is in alignment with the Planning Department's strategic plan, specifically,

#### *Priority 2: Communities and Partners*

- Strategy 2.5: Strengthen collaboration with partner agencies
  - Action 2.5.2: Strengthen relationships with partner agencies at various levels of the Department
  - Action 2.5.3: Build relationships with nonprofits to better engage them in Planning efforts



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## *Priority 3: Efficiency*

- Strategy 3.3: Work with the development community, government agency partners, and other stakeholders to implement clear, efficient, and consistent processes for planning
  - Action 3.3.3: Complete comprehensive studies of redevelopment tools and infrastructure funding strategies to incentivize infill development and achieve density goals
  - Action 3.3.5: Identify zoning modifications and incentives to facilitate the conversion of planned and existing office and retail sites to residential uses

## *Priority 4: Innovation*

- Strategy 4.2: Support opportunities for staff to propose, pilot, and evaluate creative solutions to address critical issues
  - Action 4.2.1: Improve communications across the Department to promote innovation topic areas that different Divisions are focused on
  - Action 4.2.2: Create opportunities for staff to propose study and project ideas
- Strategy 4.3: Share and exchange information and best practices within the agency, regionally, and nationally

## *Priority 5: Leadership*

- Strategy 5.2: Serve as an independent advisor on land use decisions and policies to implement *Thrive Montgomery 2050*
  - Action 5.2.3: Update studies on demographic, economic, housing, and real estate trends
  - Action 5.2.4: Identify strategies to increase the economic competitiveness of the county's downtowns
  - Action 5.2.6: Identify strategies to plan for complete communities in different land use contexts
- Strategy 5.6: Advance the recommendations of the county's Vision Zero Action Plan and the transportation recommendations in *Thrive*
  - Action 5.6.3: Study and reconsider transportation policies based on the impacts of remote work
  - Action 5.6.9: Assess transit station areas and ways to ensure there is sufficient ridership to support desired transit service

## **What Measure of Success will be Achieved?**

- Completion of a comprehensive evaluation report that clearly assesses the effectiveness of current implementation tools and identifies areas for improvement.
- Development of actionable recommendations for alternative or updated implementation strategies aligned with the sector plan visions.
- Engagement of key stakeholders, including government agencies, community groups, and property owners, with documented feedback and participation.
- Cross-divisional collaboration resulting in integrated insights from planning, research, and transportation perspectives.
- Improved alignment between planning tools and current development trends, as evidenced by stakeholder support and feasibility assessments.
- Presentation of findings to the Planning Board and County Council, with positive reception and potential incorporation into future planning efforts.



**9. Master Plan for Historic Preservation: Locational Atlas Sites and Districts – No Funding Requested**

**Description**

This countywide Master Plan for Historic Preservation (MPHP) amendment would build off the initial Locational Atlas update review that is currently underway for FY26/27. This MPHP amendment would evaluate all individual properties and selected districts currently on the Locational Atlas and bring those that are found to meet the designation criteria forward for listing to the MPHP. This work item would be proposed to start in late FY27 and would be completed in FY30 with a total of 30 working months.

There are 129 individual property owners (for individual sites) and hundreds more (including the Districts) whose properties have been languishing on the Locational Atlas for nearly 50 years. The Locational Atlas was adopted in 1976, and it was intended to be a temporary hold on demolition until the properties could be evaluated for designation to the MPHP. These owners deserve closure after so many decades as to the final determination on their properties. These owners, many of whom have been excellent stewards of their properties, have been unable to access historic preservation tax credits as Locational Atlas properties do not qualify.

Designation would assist these owners with their stewardship responsibilities while relieving others of the regulatory burden of HP review with no tangible benefit.

**What Objectives/Metrics/Equity Goals Will Be Achieved?**

A key goal of the MPHP is to evaluate all properties on the Locational Atlas for designation or removal. The majority of properties still on the Locational Atlas are located in the Agricultural Reserve. Many of these properties are associated with the county's history of enslavement and the establishment of free black communities. Listing these properties to the MPHP would promote their stewardship and would allow us to promote and publicize these histories as part of the public outreach and writing histories for the Plan.

Completing the review of the remaining Locational Atlas individual properties and districts will bring certainty to these property owners as to the final determination on their properties. Many of these properties are associated with African American history and agricultural history. Completing this research will allow for new MPHP amendments that will highlight these histories and allow for funding via tax credits and other programs for these property owners to assist in the preservation of their historic resources. It will also relieve the burden of regulatory review for property owners and the staff for all the properties that will be removed from the Locational Atlas at the conclusion of the project.

This plan is in alignment with the Planning Department's strategic plan, specifically,

*Priority 2: Communities and Partners*

- Strategy 2.2: Intentionally engage residents in all planning efforts, with a focus on people who are underrepresented
- Strategy 2.4: Focus on historically underinvested regions and vulnerable communities

*Priority 5: Leadership*

- Strategy 5.2: Serve as an independent advisor on land use decisions and policies to implement *Thrive Montgomery 2050*
  - Action 5.2.8: Resurvey sites and districts identified on the Locational Atlas and prepare updates to the Master Plan for Historic Preservation



# Montgomery County Planning Department

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## **Project Resources**

The project will utilize internal staff resources and will seek outside funding through grants as available. This plan is contingent on full funding of the Cultural Resources Planner I position.

## **What Measure of Success will be Achieved?**

Locational Atlas sites and districts will all be surveyed and evaluated by the HPC, Planning Board, and County Council for inclusion in the MPHP. Then the Locational Atlas will only exist as a truly temporary listing for properties recommended for listing by the Planning Board as they await final consideration by the County Council as part of future master plan amendments.

## **10. Master Plan for Historic Preservation: Burial Sites - No Funding Requested**

### **Description**

This countywide amendment to the Master Plan for Historic Preservation (MPHP) will build on the Burial Sites Context Survey that will wrap up in January 2026. Staff will build on the information from the context survey and the Planning Board's Burial Sites Inventory to complete the first MPHP update that will focus exclusively on burial sites. The Plan Amendment would also include a comprehensive history of burial sites and their context within Montgomery County, new information regarding policies and best practices for Burial Sites preservation, guidance for regulatory review of existing designated cemeteries as well as for newly proposed designations, guidance for historic preservation tax credit applicability, and other items that may be identified as part of the public outreach process. This work item would be proposed to start in FY27 and would be completed in FY29 with a total of 30 working months.

### **What Objectives/Metrics/Equity Goals Will Be Achieved?**

A new MPHP amendment focusing on burial sites would promote the goals of the county's Burial Sites Inventory and the MPHP by raising awareness of sites associated with underrepresented histories and communities.

Burial sites and cemeteries are of considerable interest to the public in Montgomery County. There are strong advocacy networks that support cemetery preservation that include the department's regular preservation partners, but also faith groups, genealogical societies, descendant communities, and interested property owners. In addition to listing burial sites to the Planning Board's Inventory, staff are regularly asked to help protect sites that are not listed, and to help promote awareness of and resources for the preservation of cemeteries and burial sites. Designation of the most important burial sites in the County would promote awareness, preservation, and help to tell histories (of the enslaved, Native Americans, and other underrepresented groups) that are not included in current MPHP listings.

African American and Native American burial sites and cemeteries are not well documented in the current MPHP. A stand-alone amendment would offer protection for these sites under Chapter 24A of the County Code. It would also enable these sites to take advantage of the historic preservation tax credit which would promote greater preservation and stewardship by private property owners.

This plan is in alignment with the Planning Department's strategic plan, specifically,

#### *Priority 2: Communities and Partners*

- Strategy 2.2: Intentionally engage residents in all planning efforts, with a focus on people who are underrepresented
- Strategy 2.4: Focus on historically underinvested regions and vulnerable communities



# Montgomery County Planning Department

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## *Priority 4: Innovation*

- Strategy 4.2: Support opportunities for staff to propose, pilot and evaluate creative solutions to address critical issues

## *Priority 5: Leadership*

- Strategy 5.8: Communicate the Department's unique role and impact throughout the county and region

## **Project Resources**

This work will be done entirely in-house with HP Division staff with support from the Communications & Engagement Division on graphics layout and design and the GIS team as needed for mapping.

## **What Measure of Success will be Achieved?**

The County Council approval and adoption of the Plan Amendment would be the measure of success.



# Montgomery County Planning Department

## YEAR OVER YEAR BUDGET SUMMARY

The Planning Department's FY27 Proposed Budget is \$30,185,965 which is an 8.5% increase from the FY26 Adopted Adjusted Budget. It does not include grant funding. It also does not include the current \$1.5M transfer to Development Review Special Revenue Fund (DRSRF) nor the new request to increase the transfer to the DRSRF by \$2.4M, which brings the total request for transfer to DRSRF to \$3.9M in FY27.

MONTGOMERY COUNTY PLANNING DEPARTMENT PRELIMINARY FY27 OPERATING BUDGET REQUEST			
<b>FY26 ADOPTED ADJUSTED BUDGET *</b>			<b>\$27,831,092</b>
<b>FY27 BASE BUDGET CHANGES</b>			
Salaries and Benefits **		\$602,090	
Increase for Supplies and Contractual Obligations		\$101,600	
Adjustment – Risk Management, Long Term Disability, Unemployment, and Legal Chargeback		\$4,497	
Major Known Commitments		\$697,000	
Adjustments in Departmental Chargebacks to CIO and Commission Wide IT		(\$35,055)	
<b>Subtotal – Base Budget Changes</b>		<b>\$1,370,132</b>	<b>+4.9%</b>
<b>ONGOING INITIATIVES – NEW</b>			
FY27 Ongoing New Initiatives		\$200,000.00	
Ongoing Master Plan Support		\$200,000.00	
<b>Subtotal – New Ongoing Initiatives</b>		<b>\$989,741.00</b>	<b>+3.6%</b>
<b>ONE-TIME WORK PROGRAM INITIATIVES – NET CHANGE</b>			
Less: FY26 One-Time Work Program Initiatives		(\$280,000)	
FY27 One-Time Work Program Initiatives/New Funding Requests		\$275,000	
Climate Resilience Functional Plan		\$150,000	
Diversifying the Economy: Assessing the Future Needs for Industrial Land		\$125,000	
<b>Subtotal – One-Time Work Program Initiatives</b>		<b>(\$5,000)</b>	<b>-0.0%</b>
<b>NET CHANGE FROM FY26 ADOPTED TO FY27 PROPOSED BUDGET</b>			
<b>FY27 PROPOSED BUDGET</b>		<b>\$30,185,965</b>	
<b>TRANSFER INCREASE FROM ADMINISTRATION FUND TO DRSRF***</b>		<b>\$2,400,000</b>	
<b>Notes:</b>			
* The FY26 Adopted Adjusted Budget does not include \$150,000 in Grants as they are accounted for separately.			
** Salary and Benefits total does not include compensation marker or OPEB. They are budgeted in the Administration Fund's non-departmental account.			
*** Increase transfer from Admin Fund to DRSRF of \$2.4M for base budget increase bringing the total transfer request to \$3.9M.			



# **Montgomery County Planning Department**

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## **LAPSE AND STAFFING**

For FY27, the Department plans to maintain an approximate 5.5% lapse rate based on the FY26 adopted budgeted staffing level of 154 positions (154 workyears) which includes 145.2 funded workyears and 8.8 lapsed workyears.

For the FY27 new on-going request, the Planning Department is requesting 6 new positions:

- 1 position, 1.0 wy and funding for a Climate Initiatives position
- 1 position, 1.0 wy and funding for a Cybersecurity position
- 1 position, 1.0 wy and funding for an Engagement Specialist position
- 1 position, 1.0 wy and funding for a Cultural Resources Master Planning position
- 1 position, 1.0 wy and funding for a Master Planning and Regulatory position
- 1 position, 1.0 wy and funding for a Master Planning position

This would bring the position count to 160 positions and 151.2 funded workyears.

## **FEES AND REVENUE ESTIMATES**

The majority of the Department's budget is tax supported, funded through the Administration Fund. There are also revenues received through charges for services, fees for materials and established Special Revenue Funds. The Planning Department anticipates receiving \$287,400 in the Administration Fund from service charges and other program fees in FY27.

## **WATER QUALITY PROTECTION FUND (WQPF)**

The Department receives an appropriation in revenue from the Water Quality Protection Fund (WQPF) to offset costs that will be incurred in FY27 to provide specific activities consistent with the 2019 MOU between Montgomery County and the Commission, which states that funds from the WQPF may be disbursed to Montgomery Planning for work performed in the following areas:

- 1) developing and monitoring stream valley buffers;
- 2) review and enforcement of Special Protection Areas;
- 3) review and enforcement of Forest Conservation Plans affecting stream valley buffers; and
- 4) preparation of water quality related sections of area master plans, sector plans, and countywide functional plans.

For FY27, Planning is requesting an increase of \$2,082,985 for an overall appropriation of \$2,588,004 to cover Planning's 15.5 workyears performing the functions under the WQPF. Previously, Planning was using an outdated formula to calculate the request each year and did not adequately capture the work performed by Planning under the fund. Although appropriate payment has not been pursued previously for these activities, it does not change the fact that the Planning Department has performed, and will continue to perform, them. The Planning Department is requesting compensation in FY27 in accordance with the terms of the MOU.

## **SPECIAL REVENUE FUNDS**

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments.



## Montgomery County Planning Department

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Each special revenue fund budget includes proposed revenues, expenditures, and fund balances. Special Revenue Fund balances are shown separately from the tax supported funds to avoid confusing the resources of one fund type with another.

The Special Revenue Fund summary has an estimated beginning balance of \$975,405. The proposed FY27 budget reflects revenues of \$1,987,000, expenditures of \$5,115,821, and an ending balance of \$1,746,584. This includes a \$3,900,000 transfer in FY27 from the Administration Fund to the Development Review Special Revenue Fund (DRSRF).

The largest, or most notable, special revenue fund is the Development Review Special Revenue Fund, which was created to collect fees generated from the submission of development applications. Staff time spent reviewing development applications is charged back from the Administration Fund to the DRSRF. A certain portion of the costs associated with the review of plans may be recovered through fees. Treating this portion separately from the remainder of the Planning Department's budget served to reduce pressure on both the Administration Fund and the Spending Affordability Guidelines. Costs have been defined broadly to reflect not only the time spent by reviewers in the analysis of development applications, but also additional support costs associated with administrative and tech team staff, public information staff, legal staff, financial staff, and a certain portion of other support services, such as technology support and GIS. Revenues are defined as the fees received for record plats, preliminary plans of subdivisions, administrative subdivisions, sketch plans, project plans, and site plans and amendments to those plans.

The total chargebacks to the DRSRF for FY27 are \$4,198,421. Of this, the chargeback for Planning staff is \$3,880,284. The Planning Department is not proposing an increase in chargebacks in FY27. Planning did not increase the chargeback in the FY26 budget for compensation either. The increase would have been \$194K, or 5%, which is equivalent to 1.1 workyears. Planning proposes to reduce the chargebacks in the FY26 Estimated budget by 1.1 workyears to a total of 22.6 workyears. By continuing to keep the chargeback at the FY25 level in FY27, the FY27 proposed workyears will decrease by 1.1 workyears for a total of 21.5 workyears. Central Administrative Services chargebacks from the Legal Department, the Finance Department, and Corporate IT for their services to the DR-SRF are proposed to increase by \$7,764 for FY27.

The Department has traditionally requested a transfer from the Administration Fund into the DRSRF in recognition of the fact that revenues may not cover the costs of our review efforts. This transfer has historically been in the range of \$300,000 to \$1,700,000 each year. The fund did not perform well in FY20, FY21 and FY24, which depleted some of the gains from previous years. The transfer from the Administration Fund to the DRSRF fund in FY22, FY23 and FY24 was \$500,000 per year. In FY25, the transfer from the Administration Fund to the DRSRF was increased to a total of \$950,000 to cover increases in the FY25 chargebacks and for part of the workyears for three new Planning staff added in FY25. In FY24, the revenues collected were \$2,399,568, which was \$225,432 less than the budgeted \$2,625,000. At the same time, the chargeback expenditures are consistent. Even with the \$500,000 transfer in, the fund balance was reduced by \$700K to \$1.9M in FY24. At the end of FY25, actual revenues achieved were only \$1.9M and the fund balance was reduced to \$670K. For FY27, the department proposes reducing the budgeted revenue to \$1.5M based on current development conditions, and increasing the transfer from \$1.5M to \$3.9M to maintain the approved minimum fund balance reserve of \$1.2M.



# Montgomery County Planning Department

## PROFESSIONAL SERVICES

The Planning Department's proposed FY27 budget includes \$1,270,850 for the professional services outlined in the table below.

PROFESSIONAL SERVICES				
Division	Program Element	Description	FY26 Adopted Budget	FY27 Proposed Budget
<b>Director's Office</b>				
	Special Projects	Funding for Special Council Request (+\$1,200 inflationary increase)	\$30,000	\$31,200
	Master Plan Support	Consultant funding (e.g. consultants for engagement, translation, transportation modeling, retail and economic studies, etc.) for all master plans. (+\$8,083 inflationary increase; \$200,000 additional as a new initiative)	\$203,617	\$411,700
	Planning Academy	Funding to provide education on community participation during the planning process.	\$16,000	\$16,000
<b>Design, Placemaking &amp; Policy</b>				
	Housing Needs Preference Survey	Consultant funding to conduct a survey to inform future housing policy work and to support future work program items.	\$100,000	
<b>Environment &amp; Climate</b>				
	Climate Resilience Functional Plan	Consulting funding to measure items such as air quality, where staff do not have the equipment, and provide technical expertise for modeling the existing conditions and how the proposed solutions would mitigate the existing and future conditions. One-time new initiative.		\$150,000
<b>Historic Preservation</b>				
	Historic Preservation Functional Master Plan – Updates/ Implementation	Master plan support for historic preservation designations.	\$40,000	\$40,000
<b>Research &amp; Special Projects</b>				
	Real Estate and Financial Analysis	Consultant funding for real estate and financial analysis to support department plans and initiatives. (+\$1,950 inflationary increase)	\$65,000	\$66,950
	Diversifying the Economy: Assessing the Future Needs for Industrial Land	Consultant funding to provide industry expertise on industrial real estate and economic development. One-time new initiative.		\$125,000



**Montgomery County  
Planning Department**

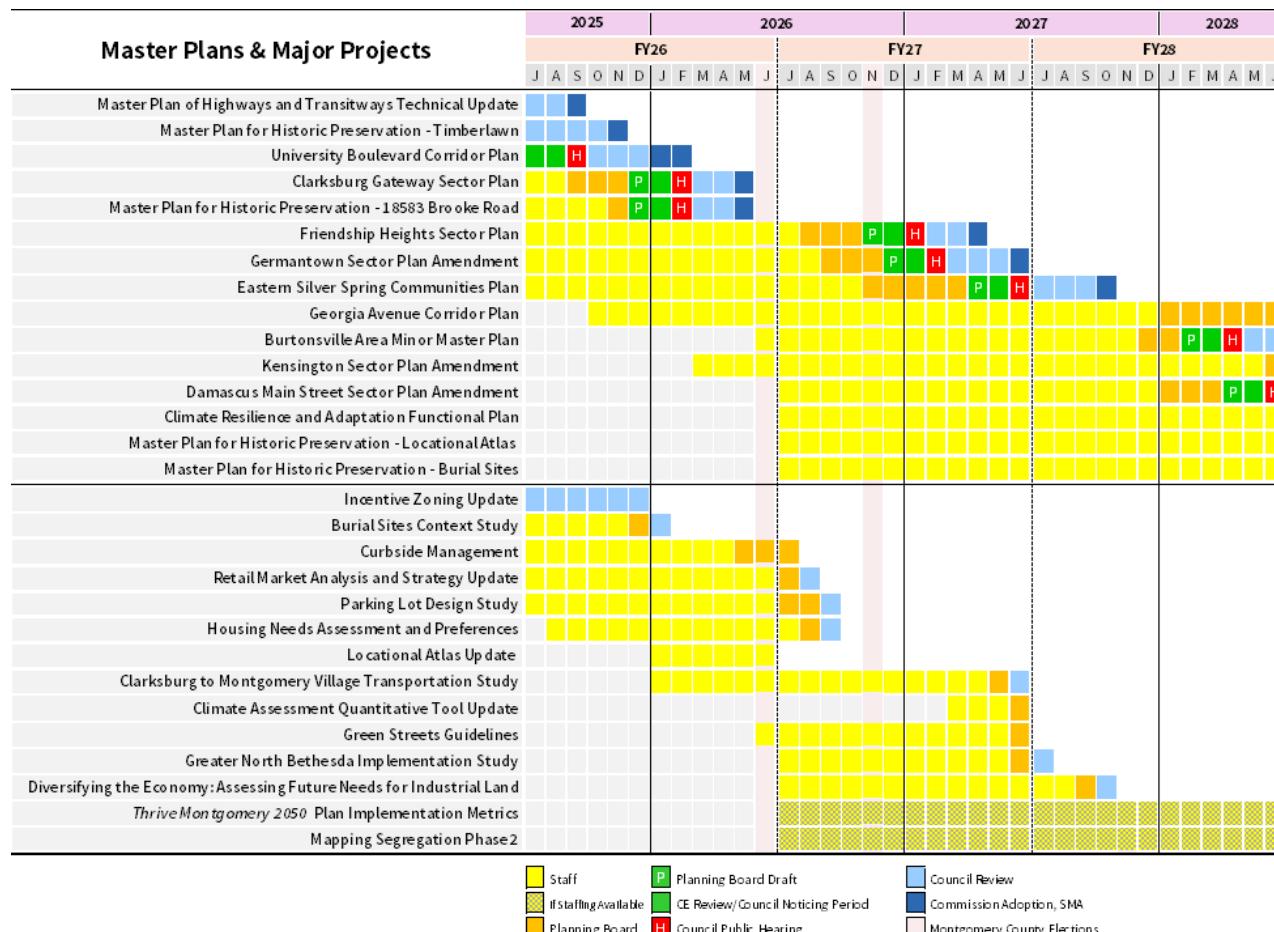
<b>PROFESSIONAL SERVICES</b>				
<b>Division</b>	<b>Program Element</b>	<b>Description</b>	<b>FY26 Adopted Budget</b>	<b>FY27 Proposed Budget</b>
<b>Transportation Planning</b>				
	Master Plan Staging/ Monitoring	Tools and analyses for annual transportation monitoring efforts including collecting traffic counts that are needed to satisfy requirements in the Bethesda Downtown Plan and the White Flint Sector Plan.	\$30,000	\$30,000
	Travel Demand Model	Maintenance for travel demand model used to conduct transportation adequacy analyses for each master plan.	\$35,000	\$35,000
	Bicycle/Pedestrian Plan, Implementation, and Monitoring	Bicycle/pedestrian planning efforts, plan implementation, monitoring	\$35,000	\$35,000
	Growth and Infrastructure Policy Update	Policy and Local Area transportation test update every four years. Last done in FY23. Major known commitment.		\$170,000
	Biennial Travel Monitoring Report	Required by the Growth and Infrastructure Policy, Bicycle Master Plan and Pedestrian Master Plan. Consultant funding to gather extensive amounts of data, including traffic counts, to comprehensively evaluate the state of multimodal travel in the county and monitor implementation of the master plans. Every other year. Major known commitment.		\$120,000
	Green Streets Guidelines	Consultant funding to assist developing guidelines for green street design, helping to mitigate the impacts of climate change.	\$80,000	
<b>Support Services</b>				
	American with Disabilities Act (ADA) Compliance	On-going support for accessibility efforts for the Planning Department, Planning Board and Office of the General Counsel with a focus on online and in-person accommodations.	\$40,000	\$40,000
<b>Planning Department Total</b>			<b>\$674,617</b>	<b>\$1,270,850</b>



# Montgomery County Planning Department

## WORK PROGRAM OVERVIEW

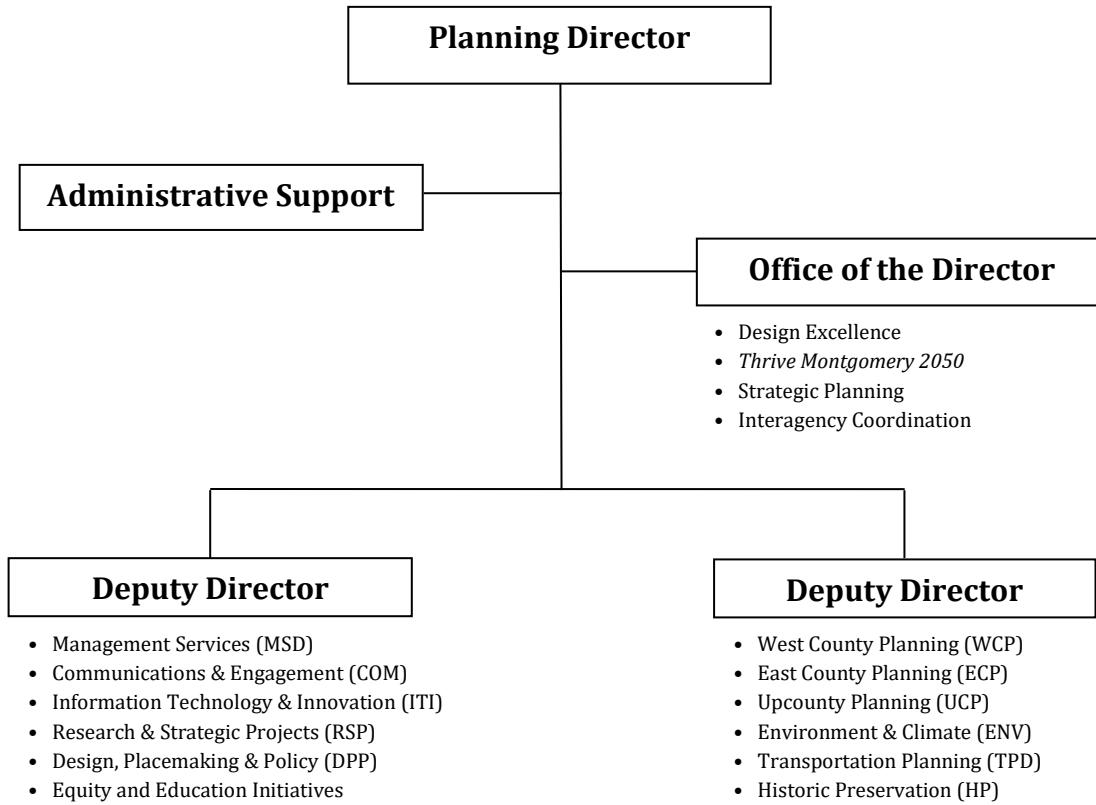
### FY27 Proposed Master Plan and Major Projects Schedule



# Montgomery County Planning Department - Office of The Planning Director

## ORGANIZATIONAL STRUCTURE AND FUNCTIONS

### OFFICE OF THE PLANNING DIRECTOR



# Montgomery County Planning Department - Office of The Planning Director

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## OVERVIEW

The Director's Office provides leadership and executive oversight of the Department's work program, policies, procedures, and strategic planning.

## MISSION

Montgomery Planning's Mission: We collaboratively plan for equitable, sustainable and economically healthy communities. The Director's Office is focused on implementing Montgomery Planning's Strategic Plan (FY2025-2030) which lays out a clear vision for advancing the recommendations of *Thrive Montgomery 2050* which calls for creating thriving, resilient communities. This is achieved by:

- Investing in our people
- Strengthening transparency and engagement
- Improving efficiency and processes
- Driving innovation
- Leading with purpose

We are committed to advancing the Department towards reaching the following results:

- Offering accessible options for housing, employment, complete communities and services
- Ensuring that engaged residents have a shared sense of belonging and purpose
- Experiencing a healthy economy benefiting businesses and individuals
- Realizing environmental health and resilience enhanced through land use, development, and improved infrastructure.

## PROGRAMS AND SERVICES PROVIDED

- Leadership on Strategic Planning and Design Issues
- Coordination with County Agency Department Heads
- Community Engagement Oversight
- Legislative Oversight
- Budget
- Semiannual presentations to County Council
- Coordination with the Office of State Planning
- Coordination with the Council of Governments (COG) Planning
- Coordination with Maryland Department of Planning and Montgomery County Delegation
- Work Program Oversight
- Community Planning Academy

## ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

### *Innovative Planning*

- Montgomery Planning implemented a **department-wide restructuring** to improve efficiency, collaboration, and alignment with strategic priorities. The reorganization streamlined divisions, clarified roles, and enhanced cross-department coordination, ensuring resources were better positioned to support planning initiatives and community engagement. This effort was a direct reflection of the newly adopted Department Strategic Plan.



## **Montgomery County Planning Department - Office of The Planning Director**

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- Montgomery Planning advanced its **Equity Agenda for Planning** by integrating racial equity and social justice into master plans, applying tools such as Equity Focus Areas mapping and the Community Equity Index. The Equity Peer Review Group guided projects and engagement strategies, while staff completed required equity trainings. The Department also coordinated with the Office of Legislative Oversight on reviews of zoning text amendments.
- Montgomery Planning launched the **Community Planning Academy** Summer Learner Program in Spring 2025, following a recommendation from the 2023 state-led Development Review Process Workgroup. The program introduced residents to planning concepts and County growth strategies through eight learning modules on land use, housing, transportation, and sustainability. Participants gained a 101-level understanding of the planning process and provided feedback that helped refine the course content for the December 2025 official launch
- Montgomery Planning completed the **Bethesda Downtown Plan Minor Master Plan Amendment** in May 2025 to refine recommendations from the 2017 plan. The amendment addressed implementation challenges, updated policies to reflect current conditions, including removing the development cap, and incorporated racial equity and social justice considerations. This work ensured that the plan continues to guide growth, development, and community priorities in downtown Bethesda.
- Continued to expand the **Reforest Montgomery** program to provide more reforestation projects on both public and private property including Releaf the Reserve, existing conservation easements on private property, and an increase in free shade trees.
- The Department was recognized by the MARCOM organization for the following **awards** in communications, engagement, design and publication categories:
  - Platinum Awards:
    - How rethinking stairwells could boost housing in Montgomery County blog post – for Industry Focused Single Post Publication
    - Timberlawn Historic Designation – for Government Publications
  - Gold Awards:
    - Great Seneca Science Corridor Plan – for Government Publications
    - Damascus Placemaking recap video – for Government Video
    - University Boulevard Corridor tour brochure – for Creativity in Illustration/Graphic Design
    - Community Planning Academy promotional campaign – for Marketing/Promotional Campaign
- Provided quarterly updates on the Planning Department's action items in the **Climate Action Plan** (CAP) FY25 Work Plan and participated in several inter-agency CAP implementation projects.
- Montgomery Planning continued to prioritize equitable engagement by offering both in-person and virtual opportunities as a standard practice for all master plans. These approaches expanded access, reduced barriers to participation, and ensured that diverse voices across the county were represented in the planning process.

### ***Placemaking & Design***

- **Wheels in Wheaton** was a free, family-friendly event that demonstrated the power of placemaking by transforming a downtown Wheaton parking lot into a vibrant roller-skating rink and community gathering space. Held in partnership with the Wheaton Urban District, the event featured skating, art, food, and entertainment, showing how underutilized spaces can be reimaged into places that foster connection and community pride.



# Montgomery County Planning Department - Office of The Planning Director

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## **Quality Development**

- Continued to emphasize the efficient review of all regulatory applications with an emphasis on the highest quality of design and public realm in all development projects.
- Montgomery Planning advanced work on the **Incentive Zoning Update** to modernize policies that guide public benefits in exchange for additional development capacity. The update reviewed existing practices, incorporated equity considerations, and refined tools to better align growth with community priorities.
- Staff worked through the spring and summer of 2025 on the **Development Pipeline Analysis Project** which tracked approved and proposed development to provide data-driven insights on housing and commercial growth, helping inform planning decisions and resource allocation.
- Hosted a Development Review Committee (DRC) Retreat in the fall of 2024 with the development community and consultants focusing on streamlining the development review process. Short-term to long-term action items emerged, most of which have been implemented by the Planning Department. One of the key improvements that came from this meeting was an inter-agency standing meeting for applicants after the DRC to resolve any outstanding issues.
- Kept development projects on track by continuing to offer in-person and virtual Development Review Committee meetings and Planning Board meetings.
- Continued to promote and execute numerous affordable housing and biohealth projects within the county under the Speed to Market initiative.

## **BUDGET AT A GLANCE**

### **Summary of Division Budget**

		<b>FY26</b>	<b>FY27</b>	<b>%</b>
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
<b>Budget</b>	<b>Expenditures</b>			
	Expenditures	\$1,843,264	\$2,086,320	13.2%
<b>Staffing</b>				
Funded Career Positions		6.00	6.00	0.0%
Funded Term Positions		0.00	0.00	0.0%
Funded Workyears		6.00	6.00	0.0%

## **HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

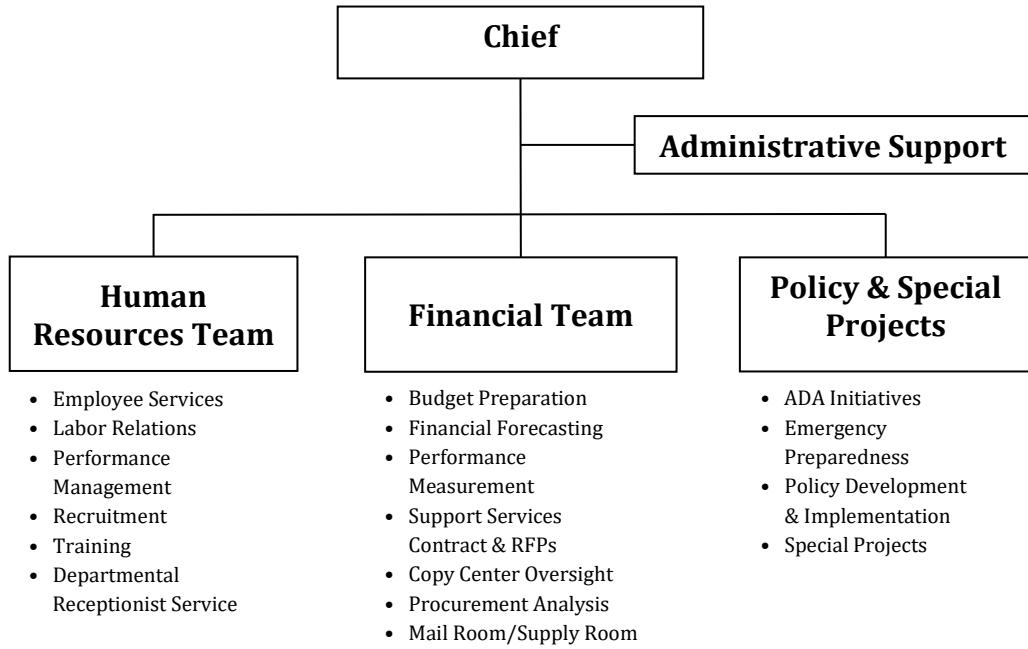
- Includes new funding request of \$200,000 for ongoing Maser Plan Support.



# Montgomery County Planning Department - Management Services

## ORGANIZATIONAL STRUCTURE

### MANAGEMENT SERVICES DIVISION



# Montgomery County Planning Department - Management Services

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## OVERVIEW

The Management Services Division's (MSD) activities support a variety of policy, financial, budgetary, procurement, and personnel needs, while ensuring the department's ability to attain its goals and objectives. In addition, the division leads the department's organizational development program and diversity efforts. MSD provides a variety of services that directly support the Planning divisions to allow them to achieve their mission and responsiveness to the public and assists the Director's Office with implementing internal policies and procedures to support the administrative functions within the department. The MSD consists of the following sections:

The **Human Resources Team** delivers comprehensive personnel services, including recruitment, performance management, labor and employee relations, and coordination of the department's intern program. The team also facilitates workforce planning, training initiatives, and organizational development efforts designed to enhance staff competencies and support the delivery of high-quality planning services. In addition to these strategic functions, the team oversees the receptionist operations, ensuring efficient and professional administrative support.

The **Financial Team** manages a \$28 million annual operating budget, prepares the department's annual budget, guides the development and monitoring of performance measures, assists the department with the County Council review and approval process, monitors budget performance during the fiscal year, and develops and monitors the Support Services program. It also directs department-wide procurement activities including contract development and administration, invoice processing, vendor oversight for compliance and performance as well as leads efforts to propose, evaluate, and implement departmental procurement policies, practices, and procedures. In addition to these functions, the team manages oversight of the department's copy center, mail room and supply room.

**Policy & Special Projects** is responsible for the development, implementation, and administration of departmental policies and procedures. This includes oversight of key plans and initiatives including the continuity of operations plan, emergency action plan, safety awareness program, recycling and sustainability planning, and the Americans with Disabilities Act (ADA) compliance plan. In addition, this section leads efforts to advance new initiatives at the Commission and department and supports short and long-term projects and strategic analyses that contribute to the department's continuous improvement and organizational effectiveness.

## MISSION

To provide comprehensive support and strategic oversight across financial management, procurement, human resources, and organizational development functions for the department. In addition, the division serves as the lead for the continuity of operations and emergency action planning, safety awareness initiatives, sustainability efforts, and implementation of the department's Americans with Disabilities Act (ADA) compliance plan.



# **Montgomery County**

## **Planning Department – Management Services**

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### **PROGRAMS AND SERVICES PROVIDED**

- Management and Administration
- Human Resources Management
- Training and Development
- Copy Center, Mail Room, Supply Room
- Budget Development and Fiscal Oversight
- Financial Management
- Procurement
- Sustainability Initiatives
- ADA Initiatives
- Emergency Preparedness

### **ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)**

- Offered a successful summer intern program with 11 college-level interns and three high school-level interns. This diverse and dynamic group from seven colleges and three high schools represented a wide array of disciplines, talents, and backgrounds. The success of this program is reflected not only in the quality of work produced, but in the enthusiasm, professionalism, and growth demonstrated by each student throughout the summer.
- Increased the tuition assistance program participants by 200%. This is major boost that reflects strategic outreach enabling more staff members to invest in their education and development while strengthening the talent pipeline across the department.
- Sourced a new mentoring software for reviving the mentoring initiative. This software paves the way for relaunching an engaging, structured mentoring program that encourages career progression, peer guidance, long-term retention, and reinvigorating a key pillar of staff support.
- Collaborated with the Department of Human Resources and Management's Organizational Development Team to increase offered training opportunities. This partnership expanded the menu of learning experiences available to staff, fostering a culture of growth and adaptability across all departments.
- Acquired Laborsoft licenses to assist with tracking employee/labor relations issues. These tools enhance the ability to manage sensitive workplace matters with accuracy, consistency, and compliance, helping to promote a more transparent and responsive organizational climate.
- Revised the employee onboarding program to enhance engagement and retention. This refresh prioritized clarity, connection, and culture while welcoming new hires with streamlined materials, tailored orientation content, and stronger peer support.
- Partnered to lead the department's Americans with Disabilities Act (ADA) and accessibility initiatives, providing trainings to Planning Department staff, updating document templates, and enhancing capabilities for in-person and digital accessibility needs. This work reflects a strong team effort between the Communications & Engagement Division and the Management Services Division.



# Montgomery County Planning Department - Management Services

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## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY26</b>	<b>FY27</b>	<b>%</b>
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
<b>Budget</b>	<b>Expenditures</b>			
	Expenditures	\$1,450,424	\$1,451,774	0.1%
<b>Staffing</b>				
	Funded Career Positions	8.00	8.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	8.00	8.00	0.0%

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

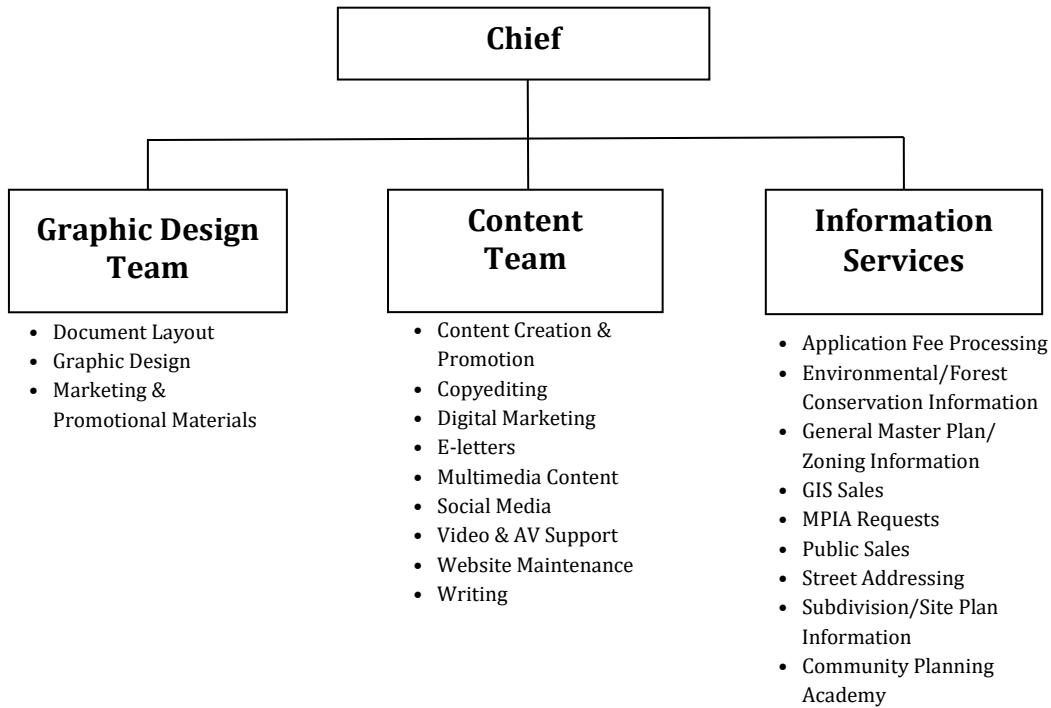
- None.



# Montgomery County Planning Department - Communications & Engagement

## ORGANIZATIONAL STRUCTURE

### COMMUNICATIONS & ENGAGEMENT DIVISION



# Montgomery County Planning Department - Communications & Engagement

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## OVERVIEW

The Communications & Engagement Division is a resource for the department, empowering leadership, planners, and staff to effectively engage all members of the community and to gain public and private understanding, approval, and consensus on planning work. The division plans, develops and facilitates communication and promotion of Montgomery Planning's identity, purpose, priorities, projects, and research. The division crafts strategic communication approaches and campaigns by working with planners first to understand Montgomery Planning's diverse audiences, then to design and activate audience-focused outreach, prioritizing equitable engagement. The division serves a high-level coordination function, looking across the organization to pose questions of how projects intersect and where potential efficiencies exist, to seek ways of better connecting with audiences, and to avoid audience confusion and alienation by fostering coordination. Our communications system provides consultation, advice, training, tools, and resources to enable staff to communicate in a unified voice about the Department's mission and value.

The division also manages the Information Counter and provides the public with access to current and historic development application records, zoning maps, plats, and department publications.

## MISSION

The Communications & Engagement Division is dedicated to fostering transparent, accessible and meaningful community involvement in the planning process. We strive to ensure that Montgomery County residents are informed, engaged to shape the future of their communities by providing clear, timely, and inclusive communication about plans and projects. Through innovation, a commitment to open dialogue, and equitable engagement, the Communications & Engagement Division seeks to remove barriers to participation and make the planning and development review process accessible and responsive to the diverse voices of our county.

## PROGRAMS AND SERVICES PROVIDED

- Communications, outreach and equitable engagement strategy and planning
- Audience analysis and profiling
- Media relations
- Community outreach
- Messaging and content development
- Publication development
- Manage the Department's Information Counter
- Writing and editing
- Marketing and promotional support
- Graphic design including mapping support
- Digital outreach services and content management (web, blog, social, video, advertising)
- Respond to Maryland Public Information Act (MPIA) requests

## ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

- Redesigned MontgomeryPlanning.org and MontgomeryPlanningBoard.org to improve user experience and accessibility.
- Launched Montgomery Planning's Community Planning Academy. This program is designed to make the planning and development review process more accessible for residents and stakeholders. The Community Planning Academy was initially launched to the Summer 2025 class of 50 residents who took the course and provided feedback on the curriculum and experience. The course will be available to the public in fall 2025.



# Montgomery County Planning Department - Communications & Engagement

- Successfully implementing media strategies to raise awareness for Planning Department efforts, such as the Development Pipelines Analysis project, Growth and Infrastructure Policy, Historic Preservation work, and more coverage appeared in WJLA, WUSA, WTOP, WMAL, The Washington Post, MyMCMedia, Bethesda Magazine, Bethesda Today, the MocoShow, Source of the Spring, Washington Business Journal and Greater Greater Washington.
- Provided support for master plans including the Eastern Silver Spring Communities Plan, the University Boulevard Corridor Plan, the Clarksburg Gateway Sector Plan, the Friendship Heights Sector Plan and more.
- Partnered to lead the department's Americans with Disabilities Act (ADA) and accessibility initiatives, including implementing website remediation, providing trainings to Planning Department staff, updating document templates, and enhancing capabilities for in-person and digital accessibility needs. This work reflects a strong team effort between the Communications & Engagement Division and the Management Services Division.
- Provided a renewed effort on the production of online videos as part of the engagement strategy to inform residents and decision makers on Montgomery Planning plans, projects, news, and events.
- Continued to support the streaming and AV of Planning Board meetings, Historic Preservation Commission meetings, Development Review Committee Meetings and other Commission meetings and rentals.
- Updated the M-NCPPC Wheaton Headquarters Auditorium AV equipment.
- Updated the Development Review Signage template to increase transparency for development projects in Montgomery County.

## BUDGET AT A GLANCE

### Summary of Division Budget

<b>Budget</b>		<b>FY26</b>		<b>FY27</b>		<b>% Change</b>
		<u>Adjusted Adopted</u>	<u>Proposed</u>			
<b>Budget</b>						
	Expenditures	\$2,096,701		\$2,325,881		10.9%
<b>Staffing</b>						
	Funded Career Positions	15.00		16.00		6.7%
	Funded Term Positions	0.00		0.00		0.0%
	Funded Workyears	11.50		12.70		10.4%

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

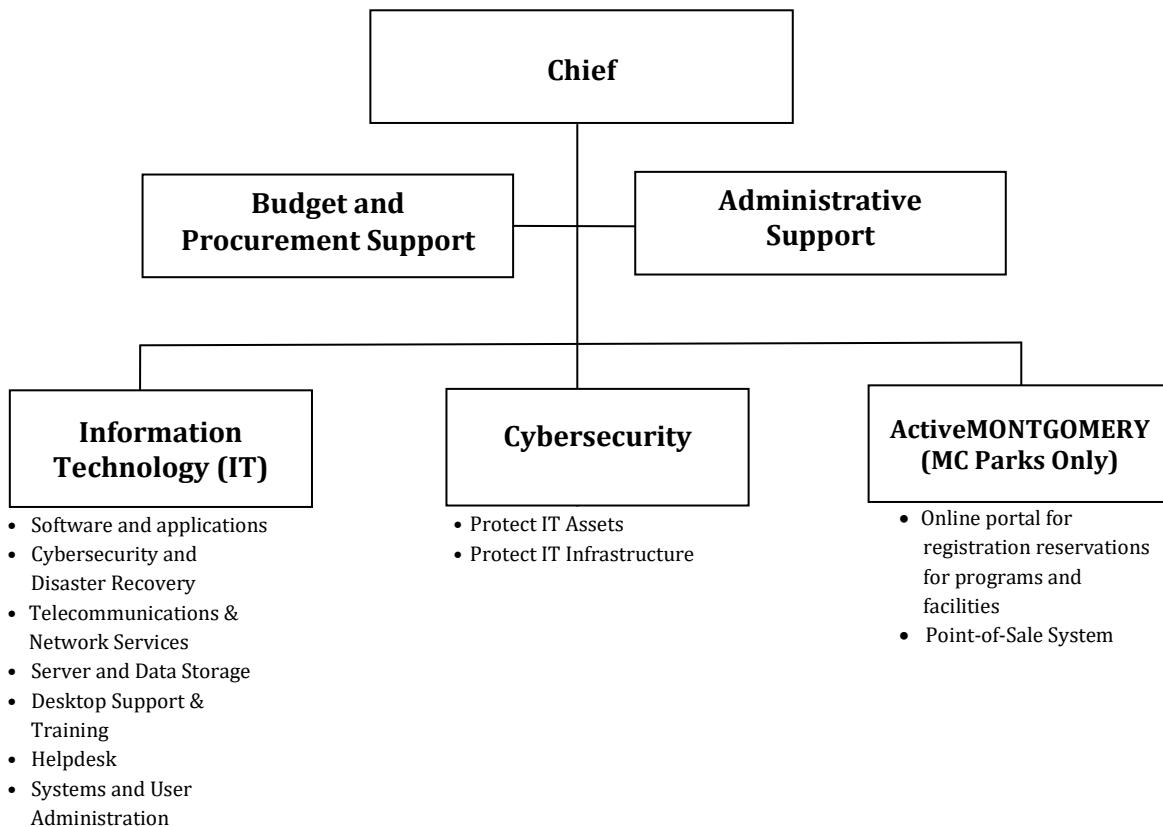
- Includes \$50,000 for the Community Planning Academy Platform and Maintenance as an ongoing major known commitment.
- Includes one (1) full-time funded career position, 1 workyear and \$137,819 in Personnel funding for an Engagement Specialist.
- Redistributions personnel lapse funding and commensurate workyears to reflect current staffing complement.



# Montgomery County Planning Department - Information Technology & Innovation

## ORGANIZATIONAL STRUCTURE

### INFORMATION TECHNOLOGY & INNOVATION DIVISION



# Montgomery County Planning Department - Information Technology & Innovation

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## OVERVIEW

The Information Technology & Innovation (ITI) Division serves both the Planning Department and the Department of Parks. The ITI Division for Planning consists of four units:

1. **Information Technology (IT):** The IT unit provides a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices.
2. **Cybersecurity:** A dedicated Cybersecurity Team is focused on protecting the Planning and Parks IT infrastructure and assets.

## MISSION

To provide business-enabling value through integrated technology solutions.

## PROGRAMS AND SERVICES PROVIDED

- Provide network infrastructure to handle data, voice, and wireless connectivity
- Provide robust infrastructure for video streaming for Planning Board Live, Historic Preservation Commission, and Development Review Committee (DRC) meetings
- Provide best practices in cybersecurity
- Maintain secure and redundant data centers to support departmental applications for maximum resiliency
- Enable safe and reliable remote access and tools for teleworking

## ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

- Migrated our mcatlas.org web infrastructure to a new proxy service by F5 - this new cloud proxy service allows for enhanced security, and load balancing setup.
- Supported County Zoning workflows. We have adopted two Master Plan zoning Sectional Map Amendments (SMAs), adopted three Local Map Amendments (LMAs), and prepared two Corrective Map Amendment (CMA) exhibits and two more SMA exhibits to be approved.
- Migrated the Montgomery Planning Department's Hansen regulatory systems to new servers due to server end-of-life support.
- Participated in Montgomery County Network Operation Center (NOC) Synack scans which identified over a dozen SQL injection vulnerabilities. These injection points were all addressed and successfully passed a county re-scan.
- Prepared and approved our 2024 Maryland Land Use Report with the newly mandated Maryland House Bill 131 (HB131) development processing time requirements. This involved additional coordination with the Montgomery County Department of Permitting Services. HB131 updates how funding is prioritized and who is eligible for grants from the Bay Restoration Fund's Septics Account, which supports septic system upgrades to reduce nitrogen pollution in Maryland waterways.
- Implemented a backup system for ArcGIS Online (AGOL) hosted GIS data. The Parks GIS team prefers to host their data in the cloud requiring a new backup regimen.
- Secured a prime location in a top-tier data center to enhance our Disaster Recovery and Business Continuity efforts. Our commitment to improving these critical areas remains steadfast as we continue to make significant advancements.



# Montgomery County Planning Department - Information Technology & Innovation

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- Enhanced the infrastructure and equipment to better support our Planning Board meetings, ensuring a more effective and engaging experience for all participants.
- Implemented a new help desk system, conducted user training sessions, and successfully decommissioned the legacy platform.
- Updated multiple systems and reviewed user permissions during the Planning Department's reorganization to ensure a smooth transition, improve workflow, and enhance security.
- Conducted a software licensing audit and secured a three-year renewal, optimizing license allocation to effectively meet the Commission's requirements and achieving cost savings and procurement efficiencies.
- Cybersecurity is a continuous effort, and we are consistently implementing new solutions and measures to enhance our cyber posture.

## BUDGET AT A GLANCE

### Summary of Division Budget

<b>Budget</b>		<b>FY26</b>	<b>FY27</b>	<b>%</b>
		<u>Adjusted Adopted</u>	<u>Proposed</u>	<u>Change</u>
<b>Budget</b>	Expenditures	\$2,798,483	\$3,193,086	14.1%
<b>Staffing</b>				
	Funded Career Positions	9.00	10.00	11.1%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	8.50	9.50	11.8%

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

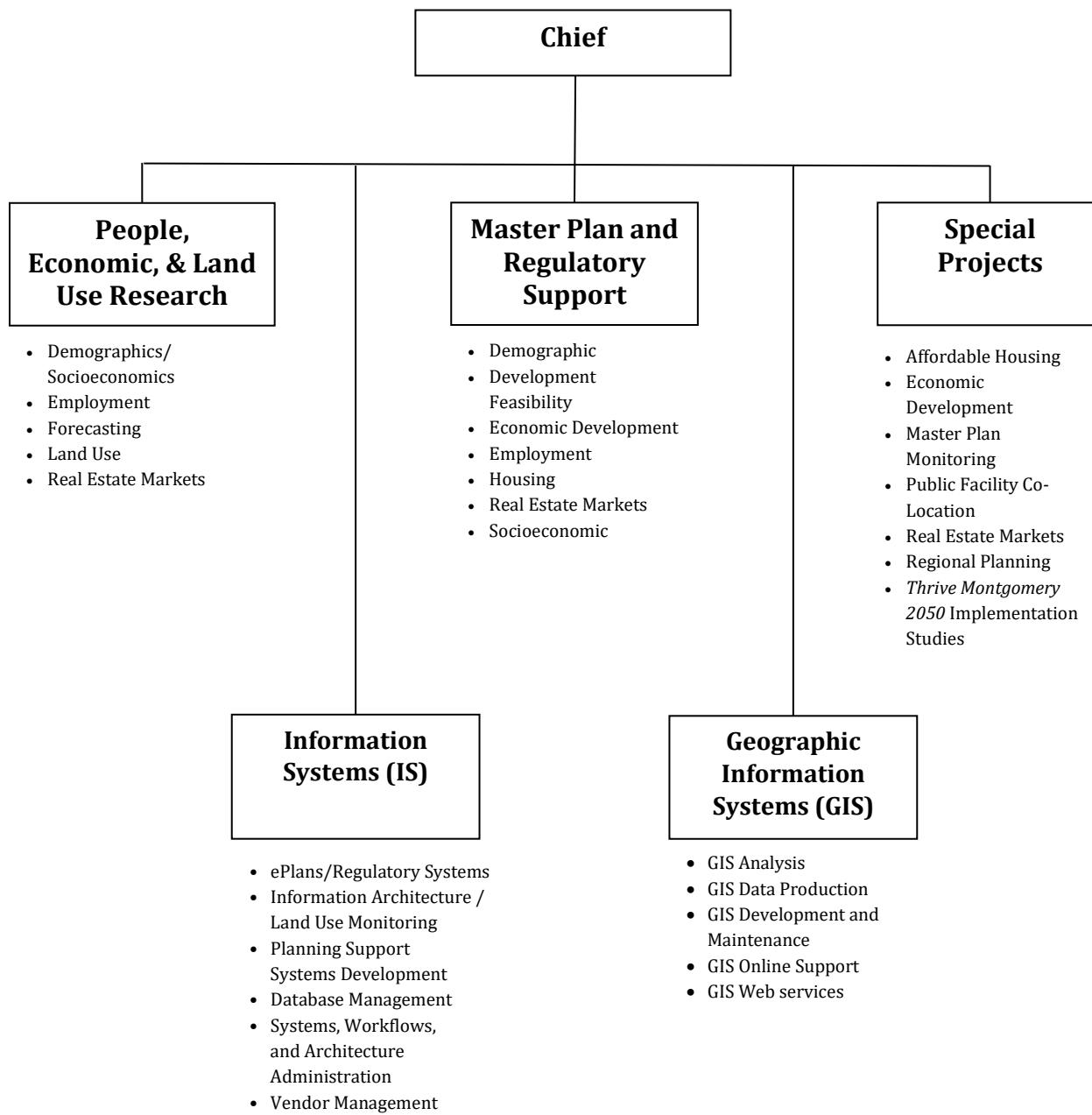
- Includes \$65,000 for cybersecurity tools, an ongoing major known commitment shared 50/50 with MC Parks.
- Includes one (1) full-time funded career position, 1 workyear and \$137,819 in Personnel funding for a Cybersecurity Engagement Specialist.
- Redistributions personnel lapse funding and commensurate workyears to reflect current staffing complement.



# Montgomery County Planning Department - Research and Strategic Projects

## ORGANIZATIONAL STRUCTURE

### RESEARCH & STRATEGIC PROJECTS DIVISION



# Montgomery County Planning Department - Research & Strategic Projects

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## OVERVIEW

The Research & Strategic Projects (RSP) Division conducts policy-relevant research and special projects for the Planning Department. It supports the development of master plans and land use policy decisions by gathering and analyzing data on a range of topics, including demographics, housing, local economy, development, employment, and real estate market dynamics. It also oversees special studies requiring outside expertise. These efforts inform and help guide decisions by Planning staff, the Planning Board, the County Council, and the public on policy and planning questions.

The division is also responsible for developing the County's small area forecast of jobs, households, and population. It provides analyses of census demographics, residential and commercial markets, and land use trends as well as research and analyses of trends, economic impacts, and public policy issues for the Planning Board, Planning Department, County Council, and County Executive departments. Additionally, this division provides information on land use that is useful to the County's fiscal impact analyses for master plans and text amendments.

The Information Systems (IS)/ Geographic Information Systems (GIS) unit designs, implements, and maintains the information system architecture and all land use applications for planning analysis in the Planning Department, including Hansen and ProjectDox (ePlans). The unit also provides quality GIS data for decision making throughout all levels of County government. The IS/GIS unit maintains the County's land use and geographic databases, such as County zoning, parcels, buildings, and topography. Furthermore, the IS/GIS unit provides web architecture that enables this information to inform the public and planning communities alike. RSP manages the GIS software and data for the Department of Parks and the Planning Department, which includes the server, licensing, and web infrastructures.

## MISSION

To help inform decisions by Planning staff, the Planning Board, and County Council by providing insightful data-driven analysis and policy-relevant research on land use, economic, demographic, and other related issues affecting Montgomery County.

## PROGRAMS AND SERVICES PROVIDED

- Undertake special assignments that help inform the development of public policy and land use decisions.
- Assemble and analyze demographic, socio-economic, and real estate market data in support of master plans.
- Analyze real estate market trends and assess master plan economic and financial feasibility to inform the development of plan implementation strategies.
- Analyze and report on the housing needs of current and future County residents and methods to best accommodate those.
- Provide GIS desktop and server software and Cloud platform access to end-users
- Assess commercial, employment, and housing impacts arising from new or proposed development.
- Report on demographic, housing, employment, commercial space, and economic trends.
- Support development review process by reviewing developer proformas and conducting financial feasibility assessments.
- Develop and implement a forecast model to calculate the County's future small area populations, households, and employment.
- Develop innovative ways of mapping data and putting it on the web



# Montgomery County Planning Department - Research & Strategic Projects

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- Prepare 'white papers' that address topics and questions posed by Planning staff, the Planning Board, or County Council.
- Stewardship of the County's land-use GIS dataset including the County's property, zoning, address, impervious, and elevation datasets

## ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

### *People, Economy, and Land Use Team*

- Provided demographic, economic, housing, real estate, and land use subject-matter expertise to support master plans and special planning studies, including the Clarksburg Gateway Sector Plan, Eastern Silver Spring Communities Plan, Downtown Bethesda Minor Master Plan Amendment (MMA), Glenmont Corridor Opportunity Study, Germantown Sector Plan Amendment, Friendship Heights Sector Plan, quadrennial Growth and Infrastructure Policy (GIP) update, and Incentive Density Study.
- Completed study of the hospitality industry in Montgomery County.
- Completed development feasibility and fiscal impact studies for the Downtown Bethesda MMA with consultants.
- Completed development feasibility study for the Clarksburg Gateway Sector Plan with consultants.
- Made substantial progress on major demographic study of 37 communities in Montgomery County, collecting data and analyzing changes to population, housing, and place since 2010. Developed interactive dashboard and report, which will be released in Fall 2025.
- Completed research brief on the self-storage industry in Montgomery County.
- Completed comprehensive master plan reality check study of the 2002 Potomac Subregion master plan. Presented to the Planning Board and community groups
- Completed a minor Round 10.1 update to the forecast in collaboration with the Metropolitan Washington Council of Governments
- Participated in development pipeline study. Conducted analysis of pipeline data, designed survey questionnaire and interviewed development industry members to identify trends and root causes of development delays.
- Provided guidance to planning staff and outside partners about how to use the Community Equity Index.
- Completed update to senior housing data files and produced profile of the senior population in Montgomery County.
- Continued collaboration with MCEDC to produce a quarterly economic indicators report and briefings to the County Council ECON committee.
- Completed interactive maps on most frequently spoken foreign languages and federal property in Montgomery County.
- Wrote 5 blogs on a variety of topics related to development, housing, and population change.
- Responded to data requests from the Planning Board, Montgomery Parks, county agencies, MCEDC, County Council, and other organizations.



# Montgomery County Planning Department - Research & Strategic Projects

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## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY26</b>	<b>FY27</b>	<b>%</b>
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
<b>Budget</b>		<u>Adopted</u>		
	Expenditures	\$3,274,438	\$3,507,304	7.1%
<b>Staffing</b>				
	Funded Career Positions	15.00	15.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	14.50	14.50	0.0%

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Includes a decrease of \$150,000 for an FY26 one-time major known commitment for the GIS Base Map Planimetric update done every 3 years.
- Includes \$200,000 for a one-time major known commitment for the GIS Base Map LiDAR update done every 3 years.
- Includes \$125,000 for consulting funding for a one-time new initiative on Diversifying the Economy: Assessing the Future Needs for Industrial Land



# Montgomery County Planning Department - West County Planning

## ORGANIZATIONAL STRUCTURE

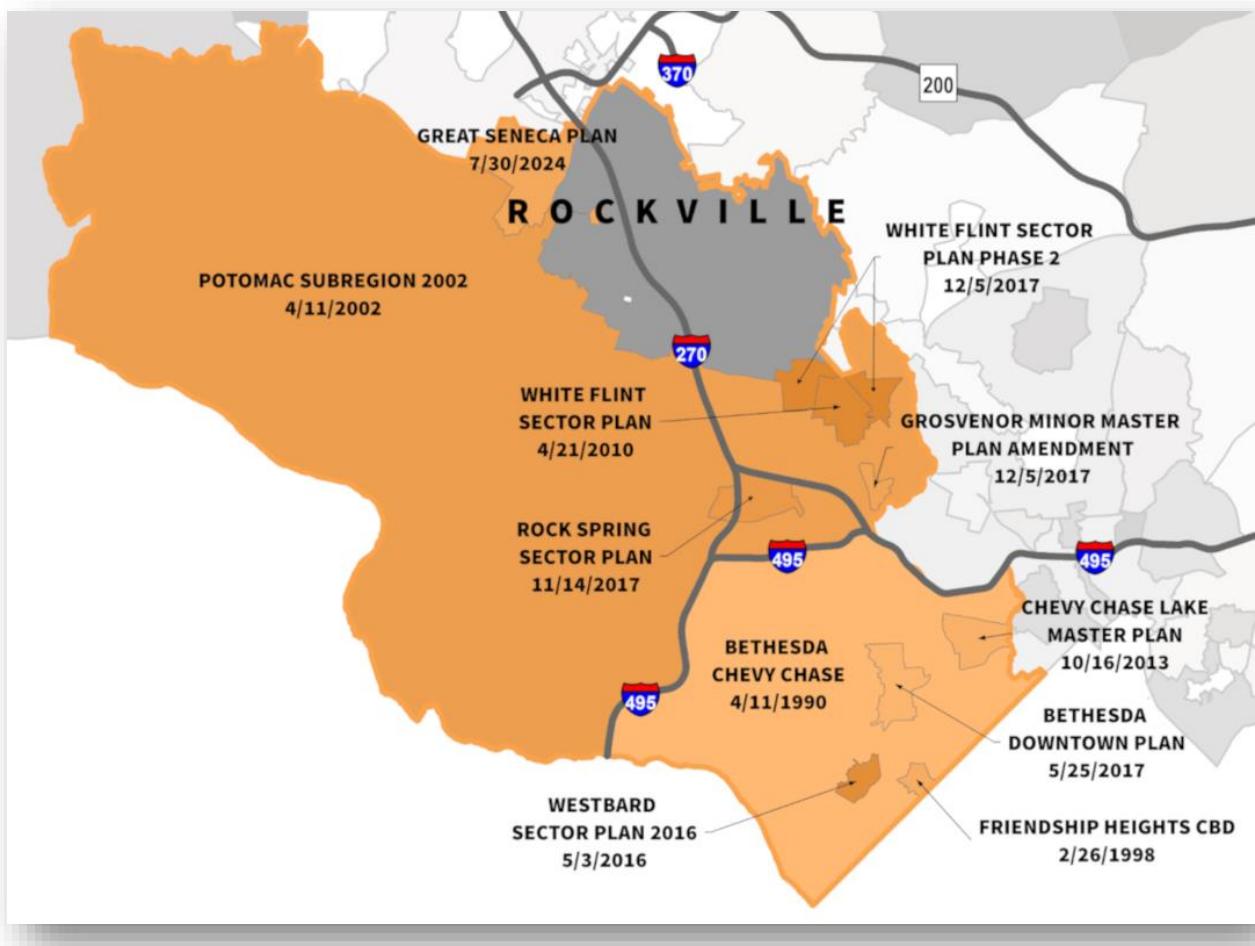
### WEST COUNTY PLANNING DIVISION



# Montgomery County Planning Department - West County Planning

## OVERVIEW

The West County Planning (WCP) division covers the geographical portion of the county west of Rock Creek Park and I-270, between Washington, DC, and Seneca Creek. This area includes Friendship Heights, Chevy Chase Lake, Bethesda, Westbard, North Bethesda, the Great Seneca Science Corridor, and Potomac. Many of these areas contain stations for the Metro Red Line, as well as future Purple Line transit stops in Bethesda and Chevy Chase Lake, providing new opportunities for additional transit-oriented housing, jobs, urban parks, and other community facilities and amenities for county residents. The map below shows the planning areas in the West County community:



The WCP team provides planning expertise to established urban centers, emerging transit nodes, bio-health industry centers, and the residential communities in between. Our sustainable and equity-oriented approach to planning and development promotes economic growth that improves the health of our natural resources and enhances the quality of life for current and future residents.

### The West County Planning Division:

- Prepares master plans and sector plans.
- Prepares and coordinates on guidelines to implement the recommendations of the master and sector plans.
- Provides orderly, functional, and attractive development consistent with sector or master plans.



# Montgomery County Planning Department - West County Planning

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- Provides timely and coordinated analysis of development applications, including sketch, preliminary, and site plans, as well as conditional uses and zoning to implement area master plans, sector plans, and other public plans and policies.
- Conducts studies on emerging planning and development issues, providing valuable information and direction for future planning efforts.
- Provides assistance as liaisons to implementation committees, including the Bethesda Downtown Design Advisory Panel, the Bethesda Downtown Plan Implementation Advisory Committee, and the North Bethesda Implementation Advisory Committee.
- Reviews proposed public projects for consistency with County plans, policies, and guidelines and compatibility with surrounding development.
- Administers the Development Review Committee.
- Reviews Record Plat applications for Planning Board approval.
- Administers the ePlans electronic application system.

## MISSION

To manage areas of growth within the urban and suburban areas of Montgomery County by visualizing comprehensive master plans that focus on equity, land use and zoning, environment, placemaking, parks and open space and multi-modal transportation systems, and to implement development and public facilities through the review process that result in vibrant, connected, and engaged communities.

## PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
  - Regulatory Coordination
  - Environmental Coordination
  - Transportation Coordination
  - Parks and Open Space Coordination
  - Community Facilities Coordination
  - Schools Coordination
  - Urban Design Coordination
  - Streetscape Standards
  - Design Guidelines
  - Sectional Map Amendments
- Technical Staff support to the Board of Appeals and Hearing Examiner
- Tracks *Bethesda Downtown Plan* Park Impact Payments (PIP)
- Mandatory Referrals
- Interagency Coordination
- Inter-jurisdictional coordination
- Coordination with Park Planning
- Coordination with Site Plan Enforcement
- Community Outreach
- Conditional Use Reviews
- Amenity Fund Coordination
- Development Plan Amendments
- Regulatory Reviews
- Public/Private Partnership Coordination
- Record Plat Review
- ePlans Application and System Administration
- Development Review Committee Administration
- Local Map Amendments (Zoning)

## ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

### *Quality Development:*

- PLD Lot 44 & 4702 West Virginia Ave. Mandatory Referral, Sketch Plan, Preliminary Plan, and Site Plan were approved under a consolidated “Speed to Market” for a mixed-use building with up to 59 units with 15% MPDUs, and construction of a portion the Eastern Greenway public park in downtown Bethesda.



## **Montgomery County Planning Department - West County Planning**

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- PLD Lot 25 Redevelopment Mandatory Referral, Preliminary Plan, and Site Plan were approved for a mixed-use building with up to 235 units with 20% MPDUs and construction of a portion of the Eastern Greenway public park in downtown Bethesda.
- 7749 Old Georgetown Road Preliminary Plan and Site Plan were approved for a mixed-use building with up to 270 units with 15% MPDUs and 6,000 square feet of retail in downtown Bethesda.
- The Brownstones at Westbard Square Site Plan was approved for 32 townhouses with 15% MPDUs in Westbard.
- Shops at Sumner Place Preliminary Plan Amendment and Site Plan were approved for a new multifamily building with up to 118 multi-family dwelling units, a minimum of 15.2% MPDU's, replacing an existing bank building on the shopping center site in greater Bethesda.
- ELP Bethesda at Rock Spring Site Plan Amendment was approved for Phase 2 of this project, including 1,150,100 square feet of total development with up to 700 residential units, with 15% MPDUs, in four multi-family building and 5,300 square feet of retail in Rock Spring.
- Democracy Center Preliminary Plan and Site Plan were approved for up to 386 multifamily residential dwelling units with 15% MPDUs in Rock Spring.
- Loehmann's Plaza Preliminary Plan and Site Plan was approved to redevelop an existing shopping center with up to 750,000 square feet of mixed-use development, including up to 546 multi-family units and 134 townhouses, with 15% MPDUs in North Bethesda.
- Wilgus II/Northpark Sketch Plan Amendment was approved for 138 condominiums with 15% MPDUs in North Bethesda.
- Tevis Place, the County's first Mixed Income Housing Community Plan, was approved to redevelop a commercial property with a 100% affordable 154-unit multi-family building in North Bethesda.
- Pike Center Local Map Amendment was approved to allow up to 760 units with 15% MPDUs and up to 90,000 square feet of commercial uses in North Bethesda.
- Parklawn Self-Storage Local Map Amendment was approved to allow up to 104,628 square feet of self-storage use in North Bethesda.
- Yeandle Park Mandatory Referral recommended creating a new park in the Town of Garrett Park.
- Presentation of 2024 Bethesda Annual Monitoring Report.
- The Planning Board appointed a new member to the Bethesda Downtown Plan Design Advisory Panel, a Landscape Architect.
- Continued to support the Bethesda Downtown Plan and White Flint/North Bethesda Implementation Advisory Committees.

### ***Innovative Planning:***

- Bethesda Downtown Minor Master Plan Amendment:
  - In-person community meetings Summer 2024 to hear and discuss issues and concerns and present master plan implementation tools.
  - Present Preliminary Recommendations to the Community and Planning Board in September 2024.
  - Present Working Draft Plan to Planning Board in October 2024. Planning Board approves as Public Hearing Draft.



# Montgomery County Planning Department - West County Planning

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- Planning Board Virtual Tour, Public Hearing, Worksessions, and approval and transmittal of Planning Board Draft Plan in December 2024.
- Planning Board approves Draft Zoning Text Amendment for submittal to County Council in January 2025.
- Briefing of County Council on Plan Recommendations and County Council Public Hearing February 2025.
- County Council Committee Worksessions March 2025
- Full Council Worksession and County Council Plan Approval April 2025
- Commission Adoption of Approved Plan and Council Public Hearing on Plan ZTA May 2025
- Council approval of Plan ZTA June 2025.
- Friendship Heights Sector Plan
  - Community engagement, virtual and in-person begins September 2024.
  - Planning Board approves Scope of Work and plan boundary February 2025.
  - Staff briefed the community and the Planning Board on Existing Conditions May 2025.
  - Visioning workshops begin June 2025.
- Great Seneca Plan: Connecting Life and Science
  - County Council approves Plan July 2024.
  - Commission Adoption of approved Plan September 2024.
  - The Planning Board approves request to file the SMA October 2024.
  - District Council approval of SMA April 2025.
  - County Council approves ZTA to implement Plan February 2025.
  - Awarded the APA MD/MPCA Award for Community Engagement/Education for the Great Seneca Plan: Connecting Life and Science.
  - Team members presented “Connecting Life and Science: Transforming the Life Sciences Center” at the 2024 National Capital Area American Planning Association’s annual conference.

## BUDGET AT GLANCE

### Summary of Division Budget

<b>Budget</b>	<b>FY26 Adjusted Adopted</b>	<b>FY27</b>	<b>%</b>
		<b>Proposed</b>	<b>Change</b>
<b>Expenditures</b>	\$1,905,630	\$1,924,939	1.0%
<b>Staffing</b>			
Funded Career Positions	17.00	17.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	10.70	11.20	4.7%

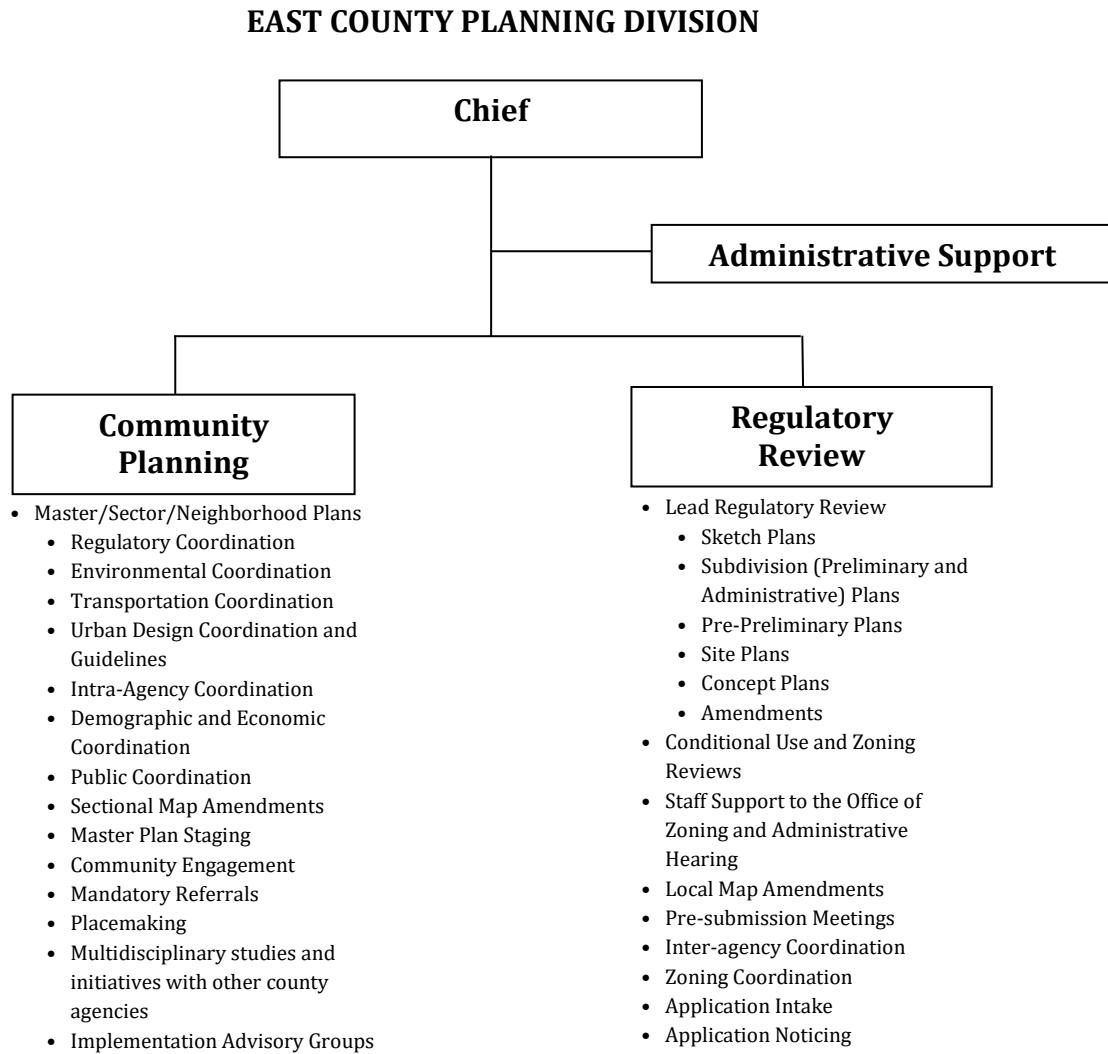
## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



# Montgomery County Planning Department - East County Planning

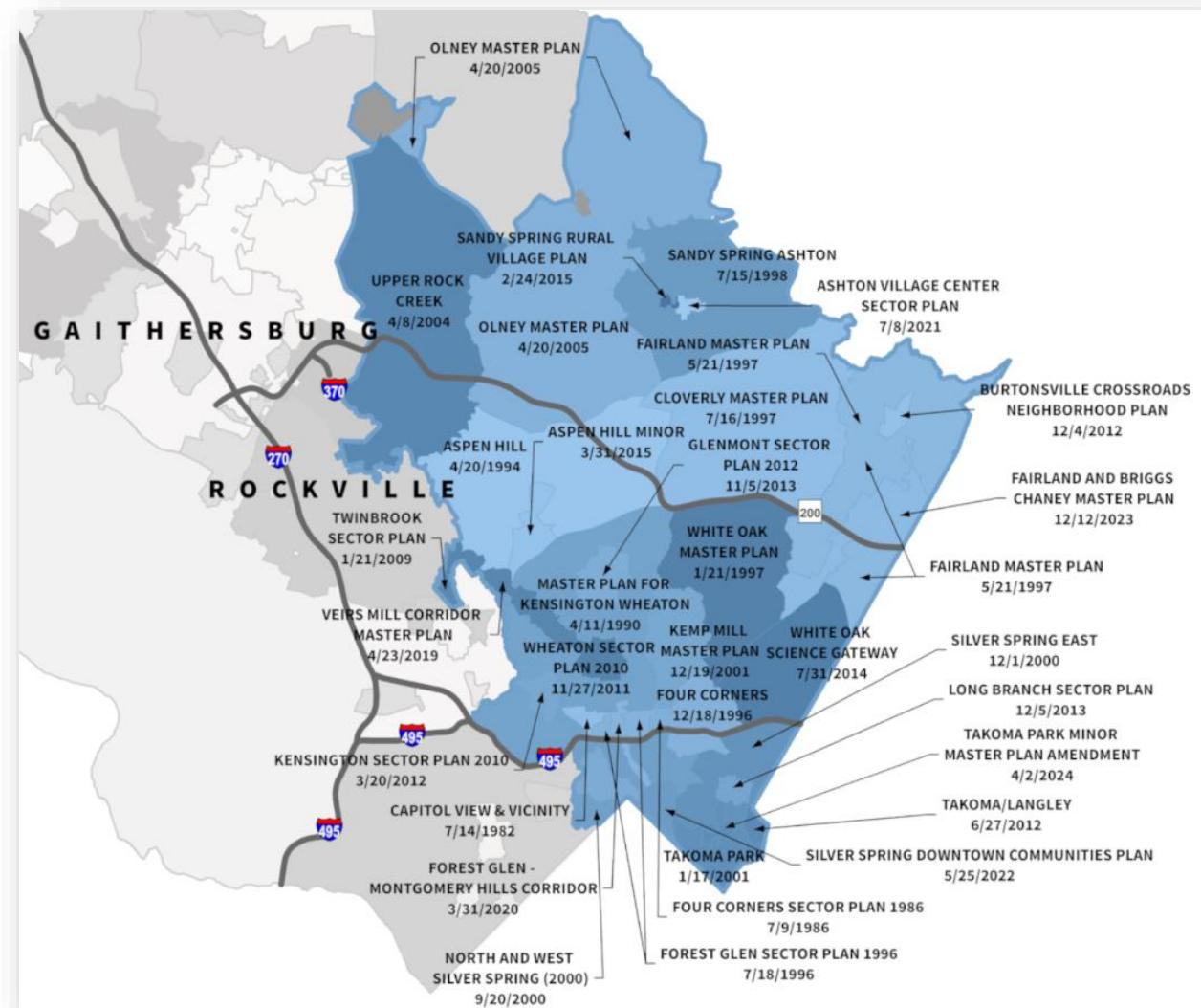
## ORGANIZATIONAL STRUCTURE



# Montgomery County Planning Department - East County Planning

## OVERVIEW

East County Planning is located northeast of Washington, DC, and east of Rock Creek Park. It shares a border with Prince George's County. The map below shows the planning areas in the East County community:



This area of the county presents the opportunity to create communities that improve the quality of life, have a sense of place, and balance growth with the infrastructure to support it along major opportunity corridors.

### The East County Planning Division:

- Prepares master plans, sector plans, studies, and guidelines.
- Provides orderly, functional, and well-designed development consistent with sector or master plans.



# **Montgomery County**

## **Planning Department - East County Planning**

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- Provides timely and coordinated analysis of development applications, including zoning, conditional uses, and regulatory reviews, to implement area master plans, sector plans, and other public plans and policies.
- Provides recommendations to assist in conserving environmental resources.
- Provides recommendations for innovative environmental practices.
- Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process.
- Provides guidance on multiple modes of transportation consistent with the best land use development and planning practices.
- Reviews proposed public projects for consistency with County plans, policies, and guidelines and compatibility with surrounding development through the mandatory referral process.

### **MISSION**

To create equitable interconnected communities that are livable, affordable, and healthy, offer transportation choices, and have a mix of housing types. To engage our diverse citizenry to guide change and creatively apply traditional planning approaches to achieve these goals. To integrate innovative urban design solutions with multimodal transportation, and environmentally sensitive growth.

### **PROGRAMS AND SERVICES PROVIDED**

- Master/Area/Neighborhood Planning
  - Regulatory Input
  - Environmental Input
  - Transportation Input
  - Urban Design Input
- Sectional Map Amendments
- Local Map Amendments
- Monitor and Report on Master Plan Implementation and Strategy
- Development Plan Amendments
- Mandatory Referrals
- Capital Improvements Program Review
- Technical Staff Support to the Board of Appeals and Hearing Examiner
- Conditional Use and Zoning Reviews
- Interagency Coordination
- Community Outreach
- Inter-jurisdictional coordination
- Urban Design Coordination
- Zoning Coordination
- Coordination with Enforcement Agencies
- Regulatory Reviews—Sketch Plans, Preliminary Plans, Site Plans,
- Park Planning Coordination
- Environmental Planning Coordination
- Transportation Planning Coordination
- Public/Private Coordination

### **ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)**

- Completed the Glenmont Corridors Opportunity Study. Work included the development and presentation of a scope of work to the Planning Board, research, analysis, and community outreach.
- Completed the Wheaton Placemaking Initiative, an effort that sought to advance implementation of the 2012 Wheaton CBD and Vicinity Sector Plan, as well as the Wheaton



## **Montgomery County Planning Department - East County Planning**

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Downtown Study. Work included background research and scoping, community outreach, interagency coordination, event planning and management, and event implementation.

- Continued work on the University Boulevard Corridor Plan, to build on previous planning initiatives and policies including the 2013 Countywide Transit Corridors Functional Master Plan, *Thrive Montgomery 2050*, and Vision Zero. Work included continued outreach and engagement, development and presentation of preliminary recommendations and Working Draft Plan, Planning Board public hearing and work sessions, and transmittal of the Planning Board Draft Plan to the County Council.
- Developed the University Boulevard Corridor Overlay Zone in parallel with the Draft Plan to implement that Draft Plan's recommendations. Transmitted the Draft Zoning Text Amendment to the County Council on July 1, 2025.
- Completed legislation to implement the Takoma Park Minor Master Plan (ZTA 24-04 adopted on October 15, 2024, and SMA H-152 adopted on Jan 14, 2025).
- Completed Sectional Amendment Process for the Takoma Park Minor Master Plan Amendment.
- Began the visioning phase of the Eastern Silver Spring Communities Plan. Reached 1,000+ community members to date through an online questionnaire, community events and pop-ups, open houses and engagement with business owners. All engagement materials and activities available in Spanish and English.
- Approval of Wheaton Regional Park Forest Conservation Plan for implementation of the 2022 Wheaton Regional Park Master Plan, maintenance projects, and environmental improvements within the 1989 Master Plan for Kensington-Wheaton and 2001 Kemp Mill Master Plan
- Approval of the Northwest Branch Disc Golf Course Forest Conservation Plan to create a disc golf course on the Northwest Branch Recreation Park. Located in the northeast quadrant of the Layhill Road and the Inter County Connector interchange within the 1994 Aspen Hill Master Plan area.
- Approval of Viva White Oak Sketch Plan, Preliminary Plan Amendment, and Forest Conservation Plan for up to 2,180,270 square feet of mixed-use development and approval to subdivide for construction of a public road network; 279.62 acres. Located west of the Cherry Hill Rd. and FDA Blvd. Intersection, White Oak within the 2014 White Oak Science Gateway Master Plan.
- Approval of MHP Amherst Preliminary Plan, Site Plan, and Forest Conservation Plan to create a mixed-income, affordable, residential development containing up to 272 multifamily dwelling units and 39 townhomes, structured parking, a County Arts & Cultural Center comprised of up to 42,000 square feet, and up to 20,000 square feet of commercial space. Located in downtown Wheaton, north of Blueridge Avenue, between Georgia Avenue and Elkin Street within the 2012 Wheaton CBD and Vicinity Sector Plan.
- Approval of 8676 Georgia Avenue, Sketch Plan and Preliminary Plan No. 120230150 for up to 550,000 total square feet of density for a mixed-use development with up to 525,000 square feet of residential density and up to 25,000 square feet of retail/service establishment density, with 15 percent MPDUs, and adaptive reuse of designated Historic Tastee Diner located in Downtown Silver Spring Overlay Zone and 2022 Silver Spring Downtown and Adjacent Communities Plan.
- Approval of the Silver Spring Fiber Hub Mandatory Referral, to redevelop a surface parking lot, located at 8904 Fairview Road in Silver Spring and to relocate the County's existing fiber hub from Public Parking Garage 2, located at 8700 Cameron Street, within the 2000 North and West Silver Spring Master Plan.
- Approval of Garage 22 Georgia Ave Garage Mandatory Referral and associated Forest Conservation Plan Amendment for the construction of a new public parking garage containing



# Montgomery County Planning Department - East County Planning

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675 spaces and 3,000 square feet of ground floor uses within the 2022 Silver Spring Downtown and Adjacent Communities Plan.

- Approval of Sonina Properties Apartments Sketch Plan for up to 130,840 square feet of residential density on 2.72 acres in the 2013 Long Branch Sector Plan.
- Approval of 8676 Georgia Avenue Site Plan and Preliminary Plan Amendment for a mixed-use building with a maximum density of 500,000 total square feet, including up to 20,000 square feet of ground floor commercial uses and up to 480,000 square feet of residential uses for a maximum of 493 units, with 15.1 percent MPDUs, utilizing 226,500 square feet of Downtown Silver Spring Overlay Zone Density with an associated Civic Improvement Fund contribution, and adaptive reuse of designated Historic Tastee Diner.

## BUDGET AT A GLANCE

### Summary of Division Budget

		FY26 <u>Adjusted Adopted</u>	FY27 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>				
	Expenditures	\$1,592,792	\$1,802,158	13.1%
<b>Staffing</b>				
	Funded Career Positions	14.00	15.00	7.1%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	9.20	10.6	15.2%

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

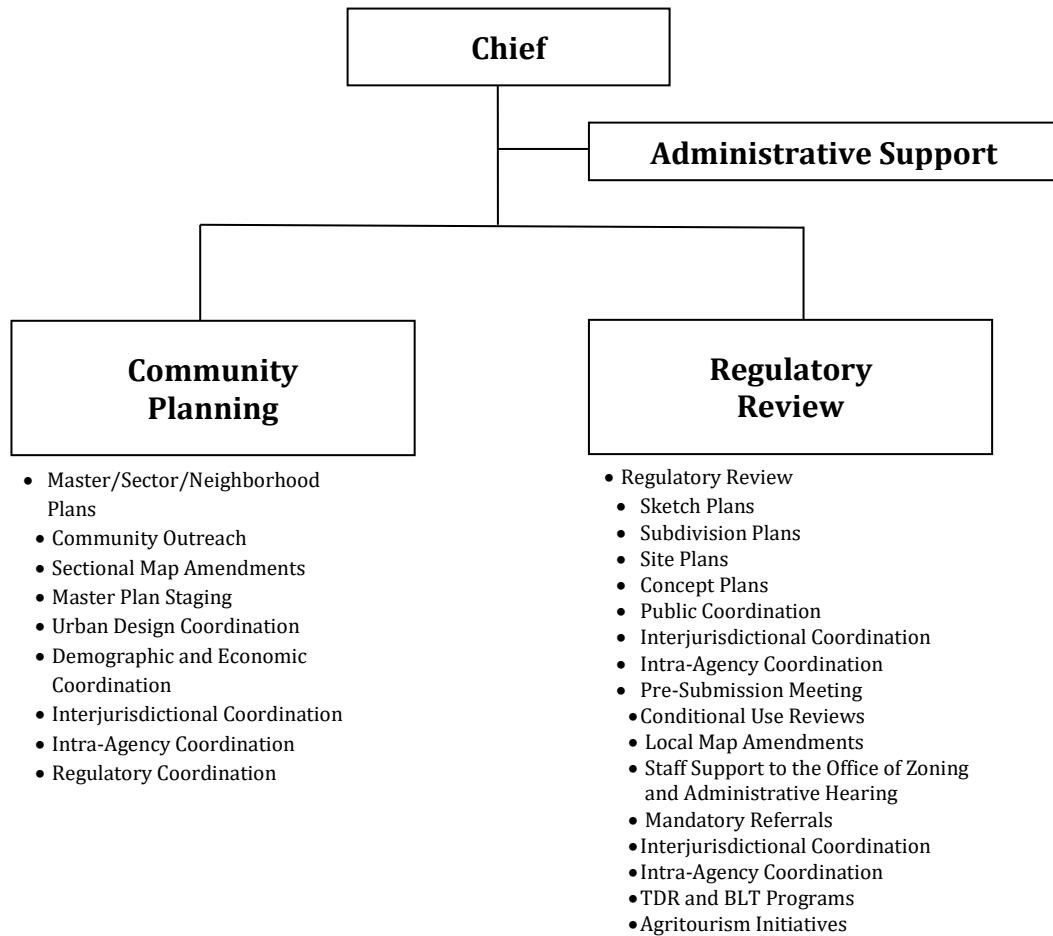
- Includes one (1) full-time funded career position, 1 workyear and \$121,654 in Personnel funding for a Planner II specializing in Master Planning.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



# Montgomery County Planning Department - Upcounty Planning

## ORGANIZATIONAL STRUCTURE

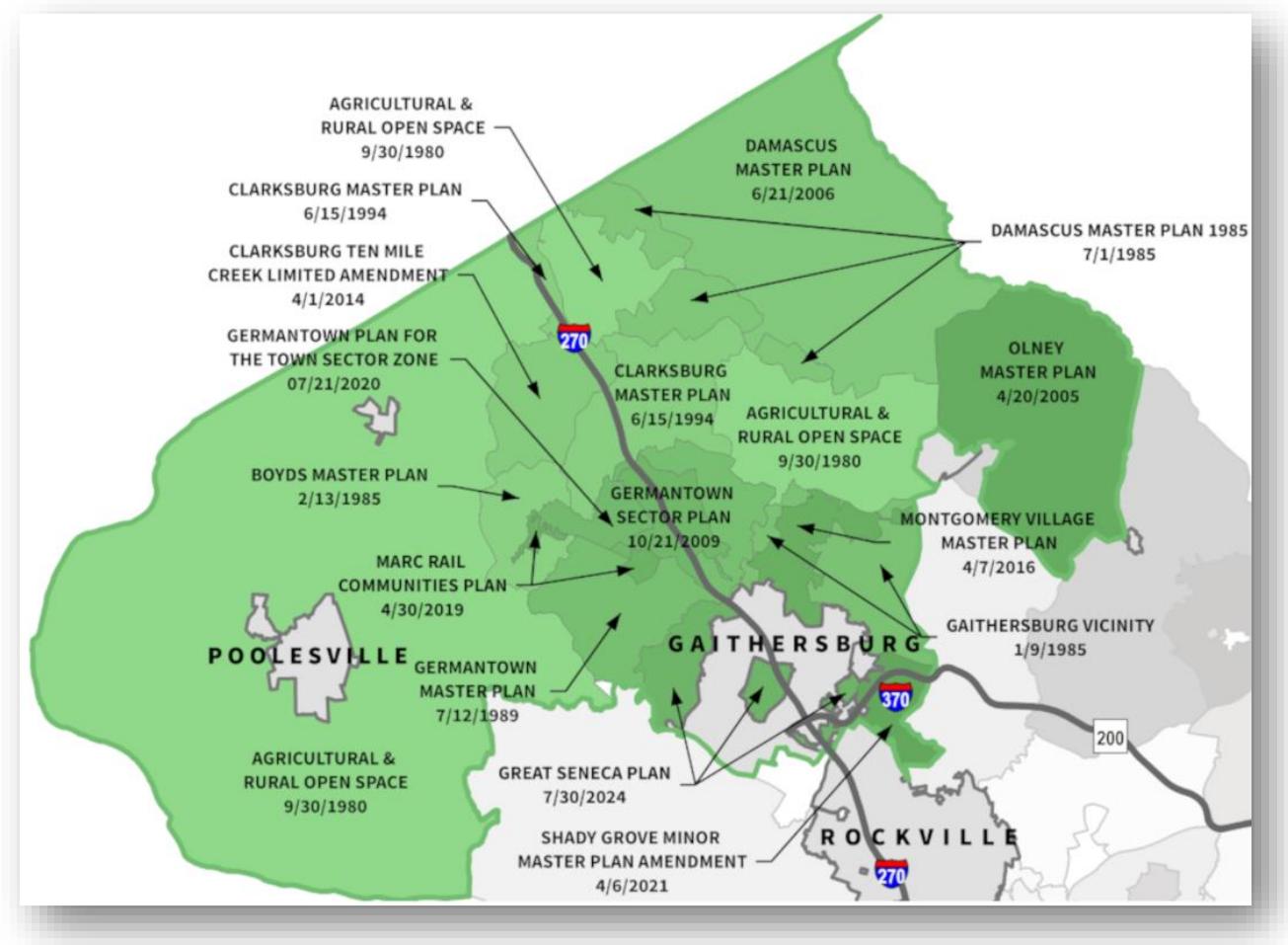
### UPCOUNTY PLANNING DIVISION



# Montgomery County Planning Department - Upcounty Planning

## OVERVIEW

Upcounty is comprised of a diverse range of communities, such as, Damascus, Clarksburg, Germantown, Boyds, Beallsville, Barnesville, Comus, Laytonsville, the Agricultural Reserve, environmentally sensitive Special Protection Areas, and the majority of the county's rural areas. The map below shows the planning areas in the Upcounty community:



### The Upcounty Planning Division:

- Prepares master plans, sector plans, and the Preservation of Agriculture and Rural Open Space Functional Master Plan.
- Provides orderly, functional, and well-designed development consistent with sector or master plans.
- Provides timely and coordinated analysis of regulatory applications, including various zoning applications and Mandatory Referrals to implement area master plans, sector plans, and other public plans and policies.
- Coordinates the integration of design, environmental, and transportation considerations from the earliest phases of the planning and development process.
- Coordinates guidance on multiple modes of transportation consistent with the land use and planning development process.
- Reviews proposed public projects for consistency with County plans, policies, and guidelines and compatibility with surrounding development.



# Montgomery County Planning Department - Upcounty Planning

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- Assists the Office of Agriculture and the County in implementing the Transfer of Development Rights and Building Lot Termination Programs.
- Serves as liaison with the Office of Agriculture and the agricultural community.
- Provides assistance to various community advisory committees, such as the Shady Grove Advisory Committee, Agricultural Preservation Advisory Board, Agricultural Advisory Committee, and the Dickerson Area Facilities Implementation Group.

## MISSION

To plan for and manage growth within the Upcounty by creating diverse, equitable, vibrant, sustainable, and resilient communities that are inclusive, interconnected through multi-modal transportation networks, and offer a variety of affordable and attainable housing types. To promote and support the many forms of agriculture and agritourism in the various communities and contexts within Upcounty. To engage and include input from the diverse residents of Upcounty, while applying traditional and progressive planning approaches, which lead to meaningful recommendations and outcomes in our plans and the natural and built environment.

## PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
  - Community Outreach
  - Regulatory Coordination
  - Urban Design Coordination
  - Environmental Coordination
  - Transportation Coordination
  - Parks and Open Space Coordination
  - Community Facilities Coordination
  - Schools Coordination
  - Streetscape Standards
  - Design Guidelines
  - Sectional Map Amendments
- Public/Private Coordination
- Assisting Advisory Committees
- Coordination with Park Planning
- Inter-jurisdictional coordination
- Interagency coordination
- Mandatory Referrals
- Regulatory Reviews
- Conditional Use and Rezoning Reviews
- Local Map Amendments
- Development Plan Amendments
- Support of Agricultural and Agritourism Initiatives

## ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

### *Quality Development:*

- Approval of 1,169,449 square feet of commercial uses and 823 dwelling units (221 Moderately Priced Dwelling Units (MPDUs); 26.9% average)
- Approval of 211 beds of senior living/assisted living
- 82 Natural Resource Inventory/Forest Stand Delineations (NRI/FSD) & Exemptions Completed
- 9 Concept Plans Completed
- 11 Conditional Use Plans Completed
- 78 Development Applications, including Planning Board approval of:
  - Dickerson Powerplant
  - Conditional Use and Forest Conservation Plan for a Cable Communications System (Data Centers) and a Public Utility Structure (Battery Storage) comprised of three land bays on approximately half of the 758-acre property.



## Montgomery County Planning Department - Upcounty Planning

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- Land Bay 1, approximately 47.44 to 67.77 acres in size, will consist of two Data Centers (74,122 total square feet), two Administration Buildings (31,070 total square feet), and two warehouses (14,772 total square feet) with associated parking lots which will be approximately 120 feet from the rear property line.
- Land bay 2, approximately 28.45 to 40.64 acres in size, will consist of a Battery Energy Storage System- BESS (40.64 acres), a substation (46,168 square feet), an office building (900 square feet), fencing and associated ring road around the BESS which will be approximately 350 feet from the rear property line and approximately 3,400 feet from the east property line.
- Land Bay 3, approximately 76.26 to 108.94 acres in size, will consist of five Data Centers (185,305 total square feet), five Administration Buildings (77,765 total square feet), and five warehouses (36,930 total square feet) with associated parking lots which will be approximately 1,000 feet from the rear property line and approximately 2,000 feet from the right property line. Land Bay 3 will also consist of a power transmission substation (118.969 square feet) and a fire safety storage area. The fire safety storage area is proposed to satisfy the future Fire Department Access Plan for water storage and fire apparatus setup area.

### ***Innovative Planning:***

- Completed the highly successful Damascus Placemaking Festival in October 2024.
- The Montgomery County Planning Department's Damascus Placemaking Festival received a Merit Award from the Maryland Chapter of the American Society of Landscape Architects (ASLA). The award recognizes the festival's success in temporarily transforming a portion of Main Street in Damascus, Maryland, into a vibrant community space through collaborative placemaking efforts. The festival, which took place in October 2024, was the result of a collaborative effort between Montgomery Planning, Design Collective, Inc. and Graham Projects. It focused on engaging the Damascus community to reimagine and revitalize a section of Main Street. The project aimed to strengthen community ties, embrace the town's agrarian past, and address future needs through temporary, cost-effective interventions. The festival featured local vendors, entertainment, and a shared vision for the future of Main Street.
- *Fairland and Briggs Chaney Master Plan* was recognized with a Long-Range Planning Award from the American Planning Association (APA) Maryland Chapter. This award acknowledges plans that effectively involve stakeholders, particularly underrepresented groups, in the planning process and demonstrate how community input shaped the plan. The plan focuses on improving quality of life, creating a sense of place, and promoting equity in the Fairland and Briggs Chaney area of Montgomery County, Maryland.
- Continued the Clarksburg Gateway Sector Plan:
  - Conducted several in-person and virtual community listening and visioning sessions.
  - Produced the Emerging Ideas Report, the Preliminary Recommendations Report, and the Working Draft.
- Concluded the Germantown Employment Corridor Study by:
  - Conducted several in-person community outreach events.
  - Produced an Existing Conditions Report to commence the Germantown Sector Plan Amendment.
- Commenced work on the Germantown Sector Plan Amendment:



# Montgomery County Planning Department - Upcounty Planning

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- Conducted in-person outreach events for the visioning phase of the Sector Plan Amendment.
- Will produce Emerging Ideas and Preliminary Recommendations this coming fall/winter 2025, anticipating a Working Draft to be produced in early 2026.

## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY26 Adjusted Adopted</b>	<b>FY27 Proposed</b>	<b>% Change</b>
<b>Budget</b>	Expenditures	\$1,520,183	\$1,790,537	17.8%
<b>Staffing</b>				
	Funded Career Positions	13.00	14.00	7.7%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	8.30	9.60	15.7%

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

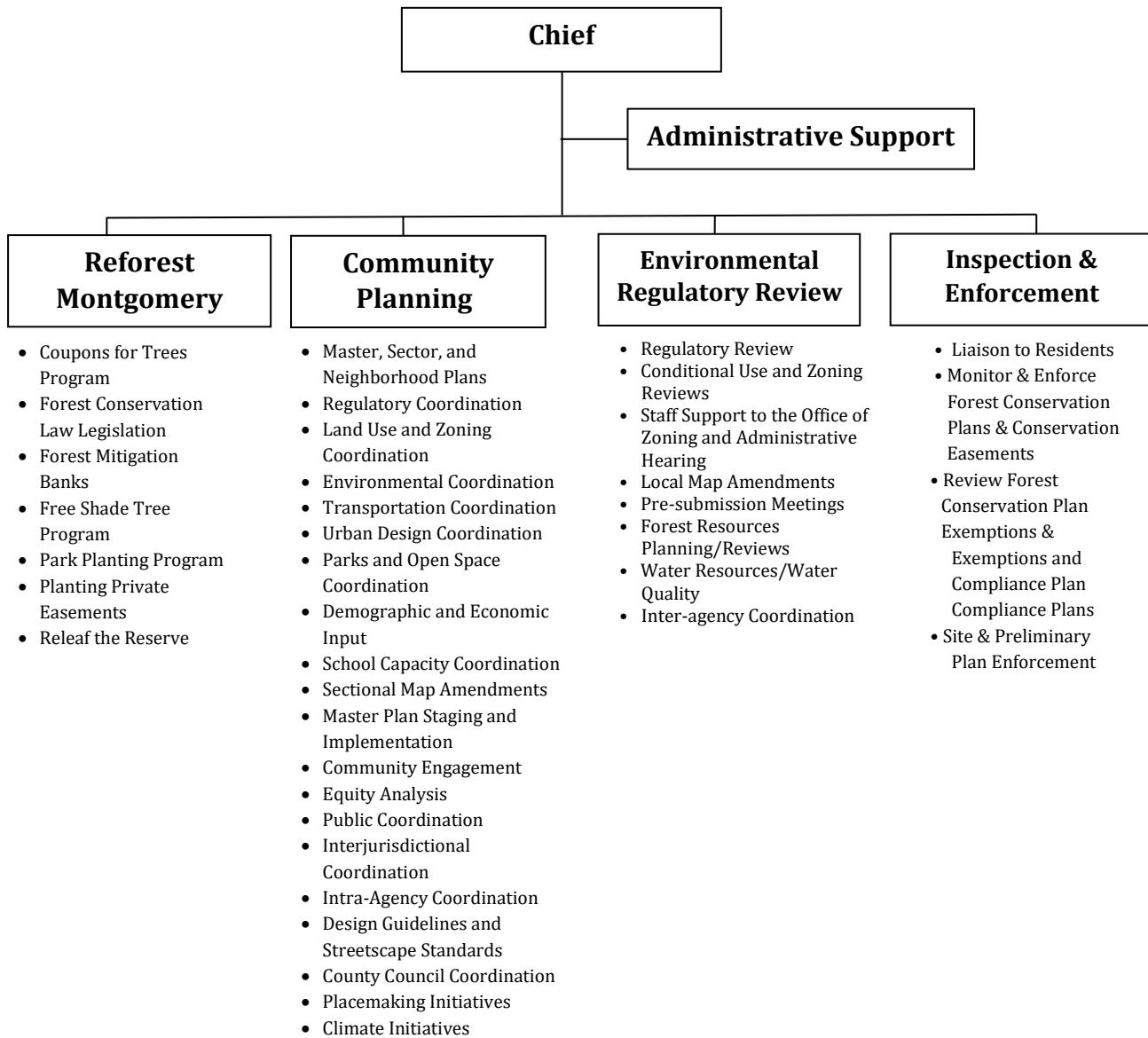
- Includes one (1) full-time funded career position, 1 workyear and \$121,654 in Personnel funding for a Planner II specializing in Master Planning and Regulatory Planning.
- Redistributions personnel lapse funding and commensurate workyears to reflect current staffing complement.



# Montgomery County Planning Department - Environment & Climate

## ORGANIZATIONAL STRUCTURE

### ENVIRONMENT & CLIMATE DIVISION



# **Montgomery County Planning Department - Environment & Climate**

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## **OVERVIEW**

Environment & Climate (ENV) is the environmental arm of the Planning Department. ENV reviews environmental regulatory plans, drafts environmental Master Plans, plans for climate resilience, provides public guidance on managing trees and easements, and enforces the forest conservation law and other plan approvals.

ENV is involved in the countywide group addressing the Climate Action Plan and other countywide environmental initiatives including floodplain designations, water quality, and heat mapping.

ENV also performs inspections and enforcement actions to comply with the Forest Conservation Law, Subdivision Plans and Site Plans. ENV inspectors are all certified arborists and provide expert tree and forest advice to residents with conservation easements.

The division also manages the Reforest Montgomery Program to increase the tree and forest canopy in the County. This program identifies places to plant forest on public land and within recorded but unforested conservation easements, provides resources to support planting trees on individual lots or parcels, and manages contractors to ensure the plantings occur and are maintained. The division is responsible for Forest Conservation legislation and Subdivision Regulations legislation.

## **MISSION**

To provide creative and data-driven resolutions for climate and environmental issues while achieving no net loss of forest in the County.

## **PROGRAMS AND SERVICES PROVIDED**

- Enforce the Forest Conservation Law, Forest Conservation Plans, Conservation Easements, Preliminary Plans, and Site Plans.
- Draft and manage Forest Conservation legislation.
- Review Natural Resources Inventories and existing conditions plans.
- Implement the Climate Action Plan.
- Draft environmental Master Plans and conduct community outreach throughout the Master Plan process.
- Manage the Reforest Montgomery Program
- Review and approve all environmental post approval documents including maintenance and management agreements, easements, bonds, and certificates of compliance.
- Review and Approve Forest Conservation Plan Exemptions
- Review Forest Conservation Plans and associated Amendments
- Perform Climate Assessments of legislation.
- Review water sewer category changes
- Review cost estimates for Site and Forest Conservation Plans.

## **ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)**

- Completed Forest Conservation Law updates implementing law changes passed by the State impacting Solar Facilities, Priority Urban Forests, and other priority areas for protection.
- Completed numerous community outreach events including Green Fest, educational sessions with HOA's, and informational presentations to the Board.



# Montgomery County

## Planning Department - Environment & Climate

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- ENV planted 10.5 acres and 189 trees through the Reforest Montgomery and large caliper and free shade tree programs.
- The Division also reimbursed 1238 tree coupons for residents planting trees in Montgomery County.
- Completion of environmental assessment for Friendship Heights. Completion of Silver Spring Streetscape Design Guidelines including implementation of cool streets principles.
- Completion of existing conditions for East Silver Spring Master Plan.
- Approval of the Great Seneca Plan with recommendations to increase on-site clean energy generation, incorporate environmentally sustainable development strategies into all development, and incorporate strategies to increase building energy efficiency.
- Included recommendations in the University Boulevard Corridor Plan to make the University Boulevard a cool corridor.

### BUDGET AT A GLANCE

#### Summary of Division Budget

<b>Budget</b>		<b>FY26</b>	<b>FY27</b>	<b>%</b>
		<u>Adjusted Adopted</u>	<u>Proposed</u>	<u>Change</u>
<b>Expenditures</b>		\$2,293,099	\$2,649,840	15.6%
<b>Staffing</b>				
Funded Career Positions		19.00	20.00	5.3%
Funded Term Positions		0.00	0.00	0.0%
Funded Workyears		12.80	14.30	11.7%

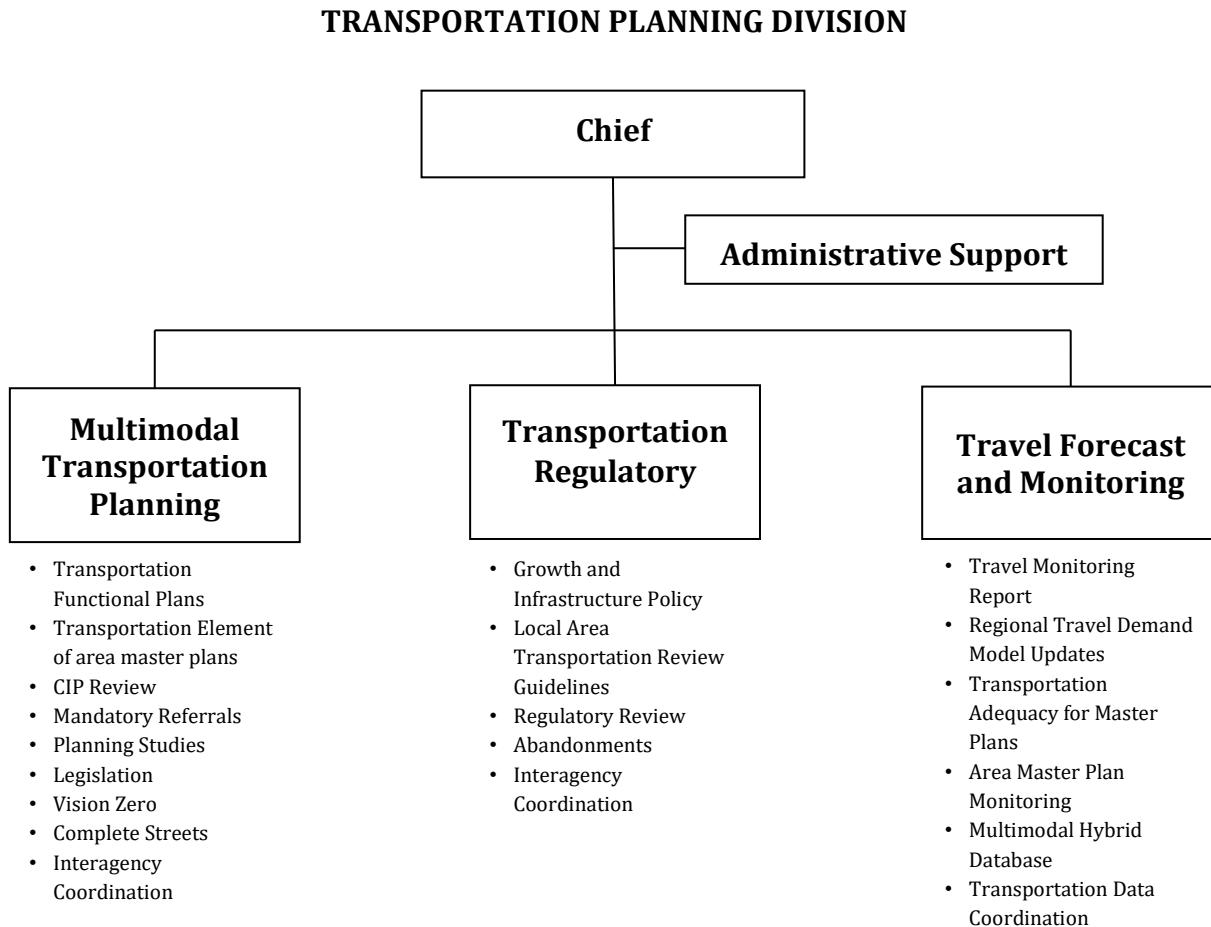
### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Includes \$20,000 for a Climate Assessment Quantitative Tool, a major known commitment that is mandated to be reviewed and updated every two years.
- Includes \$150,000 for consulting funding for a one-time new initiative – Climate Resilience Functional Plan.
- Includes one (1) full-time funded career position, 1 workyear and \$160,737 in Personnel funding for a Climate Initiatives Planner IV.
- Redistributions personnel lapse funding and commensurate workyears to reflect current staffing complement.



# Montgomery County Planning Department - Transportation Planning

## ORGANIZATIONAL STRUCTURE



# Montgomery County Planning Department - Transportation Planning

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## OVERVIEW

The Transportation Planning Division (TPD) leads all transportation planning activities for the Department and coordinates with the Montgomery County Department of Transportation and the Maryland State Highway Administration on the development and review of transportation planning studies and capital projects.

## MISSION

To prepare, review, and implement transportation functional plans, the transportation element of areas master plans, transportation policies and legislation, the transportation element of regulatory projects and transportation planning studies and mandatory referrals.

## PROGRAMS AND SERVICES PROVIDED

- Transportation functional plans
- Transportation element of area master plans
- Transportation element of the Growth and Infrastructure Policy
- Local Area Transportation Review Guidelines
- Review transportation alternative analyses and mandatory referrals
- Intra- and inter-agency coordination and collaboration on transportation planning issues and initiatives
- Transportation element of regulatory projects
- Biennial Travel Monitoring Report, including the *Bicycle Master Plan* and *Pedestrian Master Plan* reports
- Transportation policy guidance on Vision Zero and Complete Streets
- Transportation Capital Improvements Program and Consolidated Transportation Program
- Transportation adequacy of master plans

## ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

### ***Master Plans***

- Transmitted the Planning Board Draft of the Master Plan of Highways and Transitways – 2025 Technical Update to the County Council and County Executive.
- Prepared the master plan transportation adequacy assessment for the following plans: Clarksburg Gateway Sector Plan, Bethesda Downtown Plan Minor Master Plan Amendment and University Boulevard Corridor Plan.

### ***Policies and Guidelines***

- Finalized the 2024-2028 Growth and Infrastructure Policy.
- Updated the Local Area Transportation Review Guidelines, Phase 1 and 2.
- Complete the Curbless and Shared Streets Design Guide.
- Completed the Vehicle Miles Traveled TLC Grant project.

### ***Regulatory Projects***

- 1 Mixed Income Housing Community Plan review
- 22 Administrative Subdivision reviews
- 24 Concept Plan reviews
- 20 Mandatory Referral reviews



# Montgomery County Planning Department - Transportation Planning

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- 46 Preliminary Plan reviews
- 36 Site Plan reviews
- 5 Sketch Plan reviews

## ***Travel Monitoring***

- Prepared analysis for the biennial Travel Monitoring Report.
- Conducted a pedestrian and bicycle monitoring survey.
- Completed the traffic analysis for the Bethesda monitoring report.

## ***Capital Projects***

- Completed mandatory referral review and coordination for seven transportation projects.
- Completed planning study reviews for three transportation projects.
- Evaluated, prioritized, and provided comments to the County Council on Capital Improvements Program projects.

## **BUDGET AT A GLANCE**

### **Summary of Division Budget**

<b>Budget</b>		<b>FY26</b>	<b>FY27</b>	<b>%</b>
		<u>Adjusted Adopted</u>	<u>Proposed</u>	<u>Change</u>
<b>Expenditures</b>		\$2,381,841	\$2,362,585	-0.8%
<b>Staffing</b>				
Funded Career Positions		17.00	16.00	-5.9%
Funded Term Positions		0.00	0.00	0.0%
Funded Workyears		12.00	11.30	-5.8%

## **HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

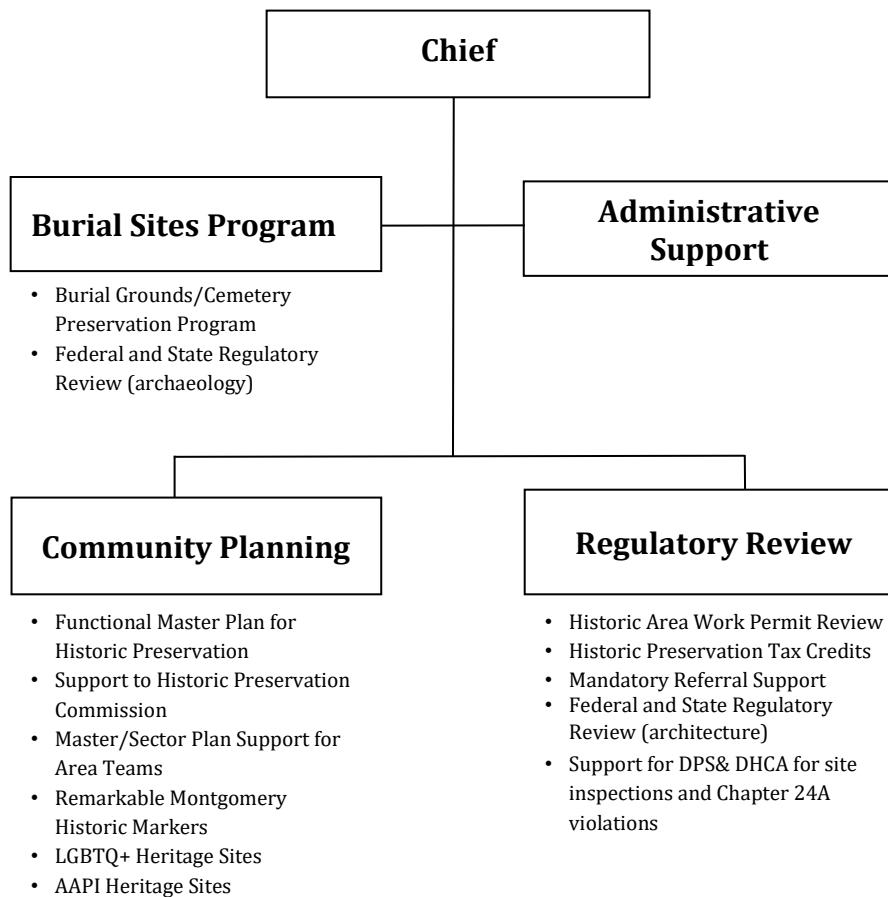
- Includes a decrease of \$100,000 for an FY26 one-time Special Appropriation for the Clarksburg to Montgomery Village Corridor Transportation Study.
- Includes a decrease of \$80,000 for an FY26 one-time new initiative for the Green Streets Guidelines
- Includes \$170,000 for the Growth and Infrastructure Policy update, a major known commitment that is mandated to be reviewed and updated every four years.
- Includes \$120,000 for the Biennial Travel Monitoring Report, a major known commitment that is required to be reviewed and updated every other year.
- Includes the reduction of one (1) full-time funded career position, 1 workyear and \$107,109 in Personnel funding transferred to the Historic Preservation Division.
- Redistributions personnel lapse funding and commensurate workyears to reflect current staffing complement.



# Montgomery County Planning Department - Historic Preservation

## ORGANIZATIONAL STRUCTURE

### HISTORIC PRESERVATION DIVISION



# Montgomery County Planning Department - Historic Preservation

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## OVERVIEW

The Historic Preservation (HP) Division is comprised of cultural resources planners that are involved in regulatory, master planning, and archaeological work, that address all historic preservation, cultural resources, and burial sites/archaeological matters countywide. The division's work includes serving as the staff for the Historic Preservation Commission, reviewing and processing of Historic Area Work Permits, administering the County's historic preservation tax credit, managing the Planning Board's Burial Sites Inventory & Burial Sites program, managing historic preservation planning and capital grants, overseeing the county's historic preservation easement program, and coordinating all matters involving the countywide Master Plan for Historic Preservation. In addition, division staff provide specialized expertise, analysis, and policy coordination (as needed) to the geographic Area divisions., maintain current knowledge of policies and regulations affecting historic preservation, evaluate zoning and subdivision text amendments, prepare legislative responses, and manage the Certified Local Government accreditation for the Department.

The division also coordinates with the Department of Permitting Services (DPS) and the Department on Housing and Community Affairs (DHCA) regarding violations of Chapter 24A, site inspections, and other permitting and enforcement matters concerning historically designated properties and sites on the Burial Sites inventory.

## MISSION

To implement programming related to the countywide functional Master Plan for Historic Preservation and the Locational Atlas & Index of Historic Sites, staff and support the Historic Preservation Commission, and manage all historic preservation functions under county, state, and federal laws related to historic preservation activities in Montgomery County.

## PROGRAMS AND SERVICES PROVIDED

- Intra- and inter-agency coordination and collaboration on countywide cultural resources issues and initiatives
- Historic Area Work Permits and all associated building permits
- Identify, research, and designate historic resources, maintain Certified Local Government status (CLG), and Provide Section 106/ National Environmental Policy Act (NEPA) review
- Regulatory review and tax credit information for construction involving historic properties
- Planning Board's Burial Sites Inventory & Burial Sites program
- County's historic preservation easements
- Histories and historic preservation information for area master planning efforts and special studies
- Mandatory referrals, zoning text amendments, and CIP items as they relate to historic preservation
- Report potential 24A and housing code violations regarding historic properties to DPS and DHCA. Coordinate on compliance and remediation with agencies.

## ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

### *General*

- Managed the work of the Historic Preservation Commission including Historic Area Work Permit reviews, amendments to the Master Plan for Historic Preservation and the Locational Atlas & Index of Historic Properties, administered the historic preservation tax



# Montgomery County Planning Department - Historic Preservation

credit program, and provided comment on all development review applications for the Planning Board.

## ***Historic Preservation***

- Completed the Historic Preservation Commission and Planning Board reviews for two Master Plan for Historic Preservation Amendment process that exemplify African American history and Women's History, and outstanding architecture as part of the larger University Boulevard Corridor Plan (Horad House) and with one standalone amendment to the Master Plan for Historic Preservation (Timberlawn). The County Council will review these amendments in FY26.
- Completed the Historic Preservation Commission reviews for two additional resources associated with African American history and one associated with midcentury modern architecture for the Planning Board's consideration in the Master Plan for Historic Preservation. These resources will be reviewed by the Planning Board and County Council as part of the Clarksburg Gateway Sector Plan Amendment in FY26.
- Completed the Historic Preservation Commission and Planning Board reviews for the delisting of two properties from the Locational Atlas & Index of Historic Sites.
- Reviewed and evaluated 278 Historic Area Work Permit applications and more than 138 Historic Tax Credit applications.
- Provided outreach, engagement, and public lectures on the LGBTQ+ Heritage Initiative. Provided additional free copies of Planting the Rainbow Flag to every county secondary school library. Collaborated with Montgomery Parks, Prince George's Parks, and Prince George's Planning to complete the Commission's first bi-county LGBTQ+ Heritage brochure. The brochure was published in both English and Spanish for Pride Month.
- Successfully completed publishing of an additional 250 copies of Planting the Rainbow Flag utilizing grant funds from the Maryland Historical Trust.
- Provided review and comments on 30 Section 106 undertakings in coordination with Federal and State agencies as the Certified Local Government for Montgomery County.
- Prepared and received Planning Board approval for updates to the countywide burial sites inventory.
- Advanced the Scotland AME Zion Church rehabilitation project to the ribbon cutting and reopening in April 2025.
- Participated in 22 enforcement cases with DPS and DHCA and successfully closed out eight cases within the fiscal year.

## **BUDGET AT A GLANCE**

### **Summary of Division Budget**

<b>Budget</b>	<b>FY26 Adjusted Adopted</b>	<b>FY27 Proposed</b>	<b>% Change</b>
Expenditures	\$1,378,699	\$1,614,812	17.1%
<b>Staffing</b>			
Funded Career Positions	8.00	10.00	25.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	8.00	10.00	25.0%



# **Montgomery County Planning Department - Historic Preservation**

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## **HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

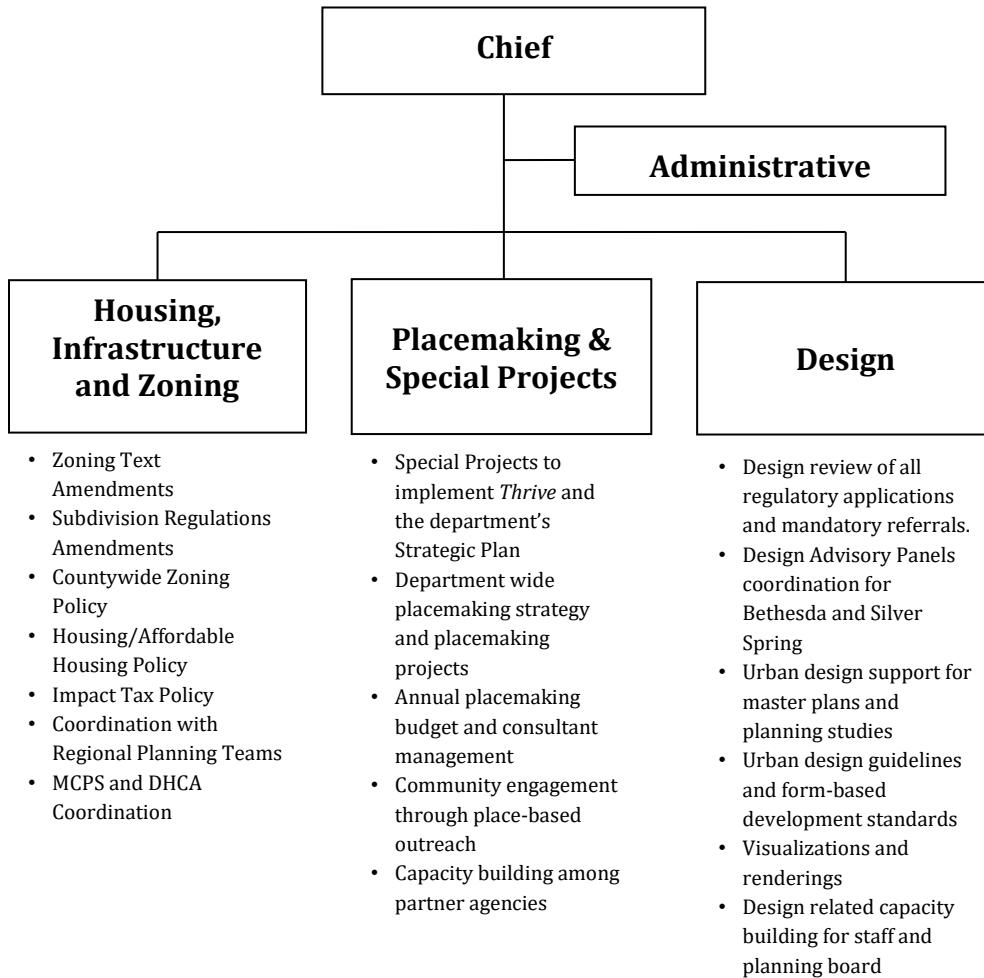
- Includes one (1) full-time funded career position, 1 workyear and \$110,058 in Personnel funding for a Cultural Resources Planner I.
- Includes one (1) full-time funded career position, 1 workyear and \$107,109 in Personnel funding transferred from the Transportation Planning Division.
- Redistributions personnel lapse funding and commensurate workyears to reflect current staffing complement.



# Montgomery County Planning Department - Design, Placemaking, & Policy

## ORGANIZATIONAL STRUCTURE

### DESIGN, PLACEMAKING, & POLICY DIVISION



# Montgomery County Planning Department - Design, Placemaking, & Policy

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## OVERVIEW

The Design, Placemaking & Policy (DPP) Division provides department wide expertise on matters related to design, placemaking, zoning and countywide policy addressing housing, schools, and impact taxes. DPP staff collaborate with all Regional Planning teams and other divisions to advance masterplans, studies and initiatives approved as a part of the department's annual work program. The DPP Division is committed to creating communities where good design, placemaking and zoning policies orient our buildings, streets, public spaces and civic institutions around people and their natural settings, attracting businesses, residents, and social activity, and elevating the experience of daily life.

The division's services include developing and evaluating countywide zoning standards and policies, participating in studies conducted by local, state, or regional agencies, keeping current on housing and schools-related policies and regulations affecting the county, preparing and/or evaluating zoning and subdivision text amendments, and preparing legislative responses. In addition, division staff provide specialized design expertise, analysis, and policy coordination to the geographic Regional Planning teams. DPP staff manage the department's overall placemaking budget and initiatives and partner with county agencies, resident groups and private property owners to implement short term public space improvements that demonstrate the potential of recommendations developed within ongoing masterplans. The DPP Division takes the lead in developing design guidelines, conducting design review of development applications and ensuring masterplans, studies and countywide initiatives meet the goals of the department's Design Excellence program.

## MISSION

Create great places in urban, suburban, and rural settings in the county through excellent design, vibrant placemaking, and strategic policies and regulations. Serve as county-wide experts for zoning, housing, school planning, design and placemaking, collaborating to accelerate the implementation of *Thrive*'s key recommendations, expand Placemaking's impact and reach, and ensuring all county residents benefit equitably from smart countywide policies and excellent design.

## PROGRAMS AND SERVICES PROVIDED

- Growth and Infrastructure Policy
- Montgomery County Public Schools coordination to analyze school adequacy and potential capacity solutions for master/sector plans
- Review and guidance on housing policy
- Urban Design Coordination for masterplans, studies and Urban Design Guidelines
- Placemaking Strategy and Initiatives
- Capital Improvements Program Review
- Annual School Test and School Utilization Report
- Staff recommendations on Zoning Text Amendments and Subdivision Regulation Amendments
- Updates to the county's MPDU requirements
- Regulatory Design Review and Design Advisory Panel Coordination
- Technical Staff Support to the Planning Board and County Council
- Interagency and Inter-Jurisdictional Coordination



# Montgomery County Planning Department - Design, Placemaking, & Policy

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## ACCOMPLISHMENTS FOR FY25 (FROM JULY 2024 THROUGH JUNE 2025)

### *Housing, Infrastructure and Zoning*

- Began work on the Development Pipeline Analysis, which will give insight into key impediments that inhibit a project's progress to construction.
- Reviewed and analyzed several key ZTAs and bills, including the More Housing NOW package, which included ZTA 25-02 (Workforce Housing - Development Standards) and ZTA 25-03 (Expedited Approvals - Commercial to Residential Reconstruction).
- Drafted several ZTAs, including Incentive Zoning and Overlay Zones for Master Plans.
- Prepared and completed the Annual Schools Test and Utilization Report for FY26.
- Completed the 2024 Growth and Infrastructure Policy update (November 2024), including related impact tax bills.
- Provided analysis and recommendations in support of key department Master Plans.

### *Placemaking & Special Projects*

- Continued implementing the Placemaking Strategic Plan to guide the department's initiatives and engage community members in various projects and placemaking activities.
- Partnered with state and county agencies to initiate a Main Street placemaking activity in downtown Damascus for the Damascus Placemaking Festival (October 2024). The Planning Department and its partners transformed outdoor space, hosted retail vendors, provided park activities and features and provided a welcoming space for nearby residents.
- Partnered with the Wheaton Urban District to transform Parking Lot 13 (behind the M-NCPPC Wheaton Headquarters) into a multiuse public space and roller-skating rink during the Taste of Wheaton event.
- Initiated work on developing "Cultural Hubs" for neighborhoods within the East Silver Spring Communities Plan.
- Presented recommendations to the Planning Board and County Council to update the county's public benefits point system as a part of the Incentive Zoning Update project. Final approval by Council expected in the fall of 2025.

### *Design*

- Provided design support to various area teams for regulatory and master planning projects. Conducted interdisciplinary design charrettes, attended community meetings to discuss design recommendations for plans and reviewed several high-density mixed-use proposals for development in the CR family of zones near transit.
- Supported the Planning Board's and Council review of the planning department's masterplans, countywide initiatives and planning related ZTAs through the creation of visually compelling graphics and presentations.



# Montgomery County Planning Department - Design, Placemaking, & Policy

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## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY26</b>	<b>FY27</b>	<b>%</b>
		<b>Adjusted Adopted</b>	<b>Proposed</b>	<b>Change</b>
<b>Budget</b>				
	Expenditures	\$2,358,798	\$2,342,272	-0.7%
<b>Staffing</b>				
	Funded Career Positions	13.00	13.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	12.00	12.00	0.0%

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Includes a decrease of \$100,000 for the FY26 one-time initiative Housing Needs Assessment and Preferences (HNAP).



# Montgomery County Planning Department - Support Services

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## OVERVIEW

The Support Services budget contains department-wide expenses that are essential to the management and operation of the Department. Significant items included in Support Services are advertising, office supplies, copying, mailing, insurance, workers compensation premiums, shared building maintenance for the headquarters building, and professional services including translation services, diversity initiative activities, Americans with Disability Act (ADA) compliance programming, including related training and services, as well as employee, leadership, and executive training.

There are no staff assigned to Support Services. The personnel costs primarily relate to unemployment insurance, group long term disability (LTD) insurance, salaries and FICA for interns, employee transit assistance, and other personnel related costs. Responsibility for administration and monitoring of this program is assigned to the Management Services Division.

## BUDGET AT A GLANCE

### Summary of Division Budget

	FY26 <u>Adjusted Adopted</u>	FY27 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$2,936,740	\$3,134,457	6.7%
<b>Staffing</b>			
Funded Career Positions	0.00	0.00	-
Funded Term Positions	0.00	0.00	-
Funded Workyears	0.00	0.00	-

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Includes an overall decrease of -\$30,558 in departmental chargebacks to the Office of the Chief Information Officer (OCIO), Commission Wide IT, Legal Department, Group Long Term Disability Insurance, Unemployment Insurance, and Risk Management.
- Includes an increase of \$70,300, a major known commitment, for the debt service payment for the IT equipment replacements purchased through the capital equipment internal service fund.
- Includes an increase of \$151,700, a major known commitment, for Wheaton Head Quarters operating and maintenance expenses.



# Montgomery County

## Planning Department - Summary of Division Budgets

**MONTGOMERY COUNTY ADMINISTRATION FUND**  
**Expenditures by Division by Type**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
Planning Department					
Planning Director's Office					
Personnel Services	1,805,898	1,535,317	1,535,317	1,562,490	1.8%
Supplies and Materials	14,532	5,530	5,530	5,530	0.0%
Other Services and Charges	346,416	302,417	302,417	518,300	71.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	<b>2,166,846</b>	<b>1,843,264</b>	<b>1,843,264</b>	<b>2,086,320</b>	<b>13.2%</b>
Management Services					
Personnel Services	1,379,275	1,440,769	1,440,769	1,442,219	0.1%
Supplies and Materials	1,172	1,355	1,355	1,355	0.0%
Other Services and Charges	9,314	8,300	8,300	8,200	-1.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	<b>1,389,761</b>	<b>1,450,424</b>	<b>1,450,424</b>	<b>1,451,774</b>	<b>0.1%</b>
Communications and Engagement					
Personnel Services	1,476,293	2,052,904	2,052,904	2,190,914	6.7%
Supplies and Materials	7,621	12,120	12,120	12,120	0.0%
Other Services and Charges	580,556	440,990	440,990	532,160	20.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	(409,313)	(409,313)	(409,313)	0.0%
Total	<b>2,064,470</b>	<b>2,096,701</b>	<b>2,096,701</b>	<b>2,325,881</b>	<b>10.9%</b>
Information Technology and Innovation					
Personnel Services	2,760,628	1,499,255	1,499,255	1,790,796	19.4%
Supplies and Materials	103,102	216,528	216,528	161,490	-25.4%
Other Services and Charges	1,628,752	1,007,700	1,007,700	1,165,800	15.7%
Capital Outlay	64,724	75,000	75,000	75,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	<b>4,557,206</b>	<b>2,798,483</b>	<b>2,798,483</b>	<b>3,193,086</b>	<b>14.1%</b>
Research and Strategic Projects					
Personnel Services	1,055,806	2,572,868	2,572,868	2,609,734	1.4%
Supplies and Materials	773	2,220	2,220	2,220	0.0%
Other Services and Charges	168,894	699,350	699,350	895,350	28.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	<b>1,225,473</b>	<b>3,274,438</b>	<b>3,274,438</b>	<b>3,507,304</b>	<b>7.1%</b>
West County Planning					
Personnel Services	2,518,339	2,755,728	2,755,728	2,772,537	0.6%
Supplies and Materials	6,229	2,345	2,345	2,345	0.0%
Other Services and Charges	128,966	15,300	15,300	17,800	16.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(668,299)	(867,743)	(867,743)	(867,743)	0.0%
Total	<b>1,985,235</b>	<b>1,905,630</b>	<b>1,905,630</b>	<b>1,924,939</b>	<b>1.0%</b>



# Montgomery County Planning Department - Summary of Division Budgets

## MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>East County Planning</b>					
Personnel Services	3,088,516	2,194,462	2,194,462	2,406,228	9.7%
Supplies and Materials	2,914	1,985	1,985	1,985	0.0%
Other Services and Charges	310,275	18,500	18,500	16,100	-13.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(668,299)	(622,155)	(622,155)	(622,155)	0.0%
<b>Total</b>	<b>2,733,406</b>	<b>1,592,792</b>	<b>1,592,792</b>	<b>1,802,158</b>	<b>13.1%</b>
<b>Upcounty Planning</b>					
Personnel Services	3,392,886	2,109,271	2,109,271	2,379,725	12.8%
Supplies and Materials	2,339	1,895	1,895	1,895	0.0%
Other Services and Charges	123,858	14,800	14,800	14,700	-0.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(856,419)	(605,783)	(605,783)	(605,783)	0.0%
<b>Total</b>	<b>2,662,664</b>	<b>1,520,183</b>	<b>1,520,183</b>	<b>1,790,537</b>	<b>17.8%</b>
<b>Environment and Climate</b>					
Personnel Services	2,844,882	3,060,816	3,060,816	3,249,817	6.2%
Supplies and Materials	8,187	5,325	5,325	5,425	1.9%
Other Services and Charges	18,958	29,210	29,210	196,850	573.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,687,267)	(802,252)	(802,252)	(802,252)	0.0%
<b>Total</b>	<b>1,184,760</b>	<b>2,293,099</b>	<b>2,293,099</b>	<b>2,649,840</b>	<b>15.6%</b>
<b>Transportation Planning</b>					
Personnel Services	3,380,323	2,642,434	2,642,434	2,512,478	-4.9%
Supplies and Materials	1,593	2,345	2,345	2,345	0.0%
Other Services and Charges	277,419	310,100	310,100	420,800	35.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	(573,038)	(573,038)	(573,038)	0.0%
<b>Total</b>	<b>3,659,335</b>	<b>2,381,841</b>	<b>2,381,841</b>	<b>2,362,585</b>	<b>-0.8%</b>
<b>Historic Preservation</b>					
Personnel Services	-	1,298,744	1,298,744	1,534,857	18.2%
Supplies and Materials	-	2,755	2,755	2,755	0.0%
Other Services and Charges	-	77,200	77,200	77,200	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>		<b>1,378,699</b>	<b>1,378,699</b>	<b>1,614,812</b>	<b>17.1%</b>
<b>Design, Placemaking and Policy</b>					
Personnel Services	-	2,115,193	2,115,193	2,196,267	3.8%
Supplies and Materials	-	1,805	1,805	1,805	0.0%
Other Services and Charges	-	241,800	241,800	144,200	-40.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>		<b>2,358,798</b>	<b>2,358,798</b>	<b>2,342,272</b>	<b>-0.7%</b>



# Montgomery County Planning Department - Summary of Division Budgets

## MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Support Services</b>					
Personnel Services	235,367	279,662	279,662	301,980	8.0%
Supplies and Materials	107,542	149,200	149,200	149,200	0.0%
Other Services and Charges	2,505,036	2,381,513	2,381,513	2,546,803	6.9%
Capital Outlay	38,500	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	117,004	126,365	126,365	136,474	8.0%
<b>Total</b>	<b>3,003,449</b>	<b>2,936,740</b>	<b>2,936,740</b>	<b>3,134,457</b>	<b>6.7%</b>
<b>Grants</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	150,000	150,000	150,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>
<b>Total Planning Department</b>					
Personnel Services	23,938,213	25,557,423	25,557,423	26,950,042	5.4%
Supplies and Materials	256,004	405,408	405,408	350,470	-13.6%
Other Services and Charges	6,098,444	5,697,180	5,697,180	6,704,263	17.7%
Capital Outlay	103,224	75,000	75,000	75,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	(3,763,280)	(3,753,919)	(3,753,919)	(3,743,810)	-0.3%
<b>Total</b>	<b>26,632,605</b>	<b>27,981,092</b>	<b>27,981,092</b>	<b>30,335,965</b>	<b>8.4%</b>



# Montgomery County

## Planning Department - Summary of Positions and Workyears

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

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>PLANNING DEPARTMENT</u></b>						
<b><u>DIRECTOR'S OFFICE</u></b>						
Full-Time Career	7.00	7.00	6.00	6.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	6.00	6.00	6.00	6.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Director's Office	7.00	7.00	6.00	6.00	6.00	6.00
<b><u>MANAGEMENT SERVICES</u></b>						
Full-Time Career	8.00	8.00	8.00	8.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
Career Total	8.00	8.00	8.00	8.00	8.00	8.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.75	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Management Services	8.00	8.75	8.00	8.00	8.00	8.00
<b><u>COMMUNICATIONS AND ENGAGEMENT</u></b>						
Full-Time Career	10.00	10.00	15.00	15.00	16.00	16.00
Part-Time Career	1.00	0.80	-	-	-	-
Career Total	11.00	10.80	15.00	15.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	(2.50)	-	(2.30)
Less Lapse	-	-	-	(1.00)	-	(1.00)
Subtotal Communications and Engagement	11.00	10.80	15.00	11.50	16.00	12.70
<b><u>INFORMATION TECHNOLOGY AND INNOVATION</u></b>						
Full-Time Career	18.00	18.00	9.00	9.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	9.00	9.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(1.34)	-	(0.50)	-	(0.50)
Subtotal Information Technology and Innovation	18.00	16.66	9.00	8.50	10.00	9.50
<b><u>RESEARCH AND STRATEGIC PROJECTS</u></b>						
Full-Time Career	7.00	7.00	15.00	15.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	15.00	15.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	(0.50)	-	(0.50)
Subtotal Research and Strategic Projects	7.00	7.00	15.00	14.50	15.00	14.50
<b><u>WEST COUNTY PLANNING</u></b>						
Full-Time Career	16.00	16.00	17.00	17.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	17.00	17.00	17.00	17.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	(4.00)	(5.30)	-	(4.80)
Less Lapse	-	(1.12)	-	(1.00)	-	(1.00)
Subtotal West County Planning	16.00	10.88	17.00	10.70	17.00	11.20



# Montgomery County Planning Department - Summary of Positions and Workyears

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

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>PLANNING DEPARTMENT</u></b>						
<b><u>EAST COUNTY PLANNING</u></b>						
Full-Time Career	20.00	20.00	14.00	14.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	14.00	14.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(4.00)		(3.80)		(3.40)
Less Lapse		(1.42)		(1.00)		(1.00)
Subtotal East County Planning	20.00	14.58	14.00	9.20	15.00	10.60
<b><u>UPCOUNTRY PLANNING</u></b>						
Full-Time Career	23.00	23.00	13.00	13.00	14.00	14.00
Part-Time Career	-	-	-	-	-	-
Career Total	23.00	23.00	13.00	13.00	14.00	14.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(5.30)		(3.70)		(3.40)
Less Lapse		(1.48)		(1.00)		(1.00)
Subtotal Upcounty Planning	23.00	16.22	13.00	8.30	14.00	9.60
<b><u>ENVIRONMENT AND CLIMATE</u></b>						
Full-Time Career	20.00	20.00	19.00	19.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	19.00	19.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(10.40)		(4.90)		(4.40)
Less Lapse		(1.19)		(1.30)		(1.30)
Subtotal Environment and Climate	20.00	8.41	19.00	12.80	20.00	14.30
<b><u>TRANSPORTATION PLANNING</u></b>						
Full-Time Career	23.00	23.00	17.00	17.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	23.00	23.00	17.00	17.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		(3.50)		(3.20)
Less Lapse		(1.68)		(1.50)		(1.50)
Subtotal Transportation Planning	23.00	21.32	17.00	12.00	16.00	11.30
<b><u>HISTORIC PRESERVATION</u></b>						
Full-Time Career	-	-	8.00	8.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	8.00	8.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Historic Preservation	-	-	8.00	8.00	10.00	10.00
<b><u>DESIGN, PLACEMAKING, AND POLICY</u></b>						
Full-Time Career	-	-	13.00	13.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	13.00	13.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-		(1.00)		(1.00)
Subtotal Design, Placemaking, and Policy	-	-	13.00	12.00	13.00	12.00
<b><u>TOTAL PLANNING</u></b>						
Full-Time Career	152.00	152.00	154.00	154.00	160.00	160.00
Unfunded Career	-	-	-	-	-	-
Part-Time Career	1.00	0.80	-	-	-	-
Career Total	153.00	152.80	154.00	154.00	160.00	160.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(23.70)		(23.70)		(21.50)
Less Lapse		(8.23)		(8.80)		(8.80)
Grand Total Planning Department	153.00	120.87	154.00	121.50	160.00	129.70



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# Montgomery County Department of Parks



WHEATON REGIONAL PARK – NEW CAROUSEL OPENING

MONTGOMERY PARKS



**MONTGOMERY  
EXPLORERS**

WALKING CLUB FOR AGE 50+,  
ALL FITNESS LEVELS

MONTGOMERY EXPLORERS CLUB

## OUR VISION

An enjoyable, accessible, safe, and green park system that promotes community through shared spaces and treasured experiences.

## OUR MISSION

Protect and interpret our valuable natural and cultural resources; balance demand for recreation with the need for conservation; offer various enjoyable recreational activities that encourage healthy lifestyles; to provide clean, safe, and accessible places.



MCCRILLIS GARDENS



SLIGO CREEK PARKWAY - SLIGO CREEK FEST



VALLEYWOOD NEIGHBORHOOD PARK OPENING



Maryland-National Capital Park and Planning Commission | FY27 PROPOSED BUDGET

# Montgomery County Department of Parks



## Green Tree Report

### OUR MISSION

Protect and interpret our valuable natural and cultural resources; balance the demand for recreation with the need for conservation; offer a variety of enjoyable recreational activities that encourage healthy lifestyles; and provide clean, safe, and accessible places for leisure-time activities.

### PARK SYSTEM HIGHLIGHTS

Total number of parks: 414  
Montgomery Parks System Acreage: ≈37,386 Ac.

Linear Miles of Streams: 602.84 miles  
Total Park Boundary: 894.75 miles

### TYPES OF PARKS

Conservation: 20  
Local: 156  
Neighborhood: 98  
Neighborhood Conservation Areas: 40  
Recreational: 11

Regional: 5  
Special: 24  
Stream Valley: 37  
Urban: 23

### PARK FACILITIES

Archery: 2  
Athletic fields: 275  
    Baseball Fields: 23  
    Softball Fields: 88  
    Rectangle Fields: 123  
    Cricket Fields: 8  
    Overlay (Shared) fields: 35  
Bike Parks: 3  
Boating Facility – Rentals: 2  
Boating Landing Ramps: 3  
Campgrounds – Full Service: 1  
Campgrounds – Primitive: 2  
Campsites: 102  
Carousel: 1  
Community Gardens: 14  
Courts  
    Basketball courts: 227  
    Futsal Courts: 10  
        Dedicated: 4  
        Shared: 4  
    Tennis Courts (Dedicated): 227  
    Pickleball Courts (Dedicated): 18  
    Shared Tennis/Pickleball Courts: 60  
    Tai Chi Courts: 1  
    Volleyball Courts: 19  
        Sand: 13  
        Grass: 5  
        Asphalt: 1  
Dog Parks: 10  
Driving Range (Stand Alone): 1  
Equestrian Centers: 6  
Event Centers: 3  
Exercise Stations: 53  
Formal Botanical Gardens: 2  
Golf Courses: 4  
Gymnasiums: 1  
Historic Buildings: 106  
Historic Properties: 43  
Ice Rinks: 2  
Large Group Picnic Areas: 2  
Miniature Golf: 1  
Miniature Trains: 2  
Nature Centers/Classrooms: 6  
Outdoor Rope Courses: 1  
Park Activity Buildings: 29  
Picnic Shelters – Non-Permitted: 48  
Picnic Shelters – Permitted: 88  
Playgrounds: 275  
Skate Parks: 3  
Splash Playground: 1  
Trails – Canoe: 5.4 miles  
Trails – Natural Surface: 212.6 miles  
Trails – Paved: 78 miles

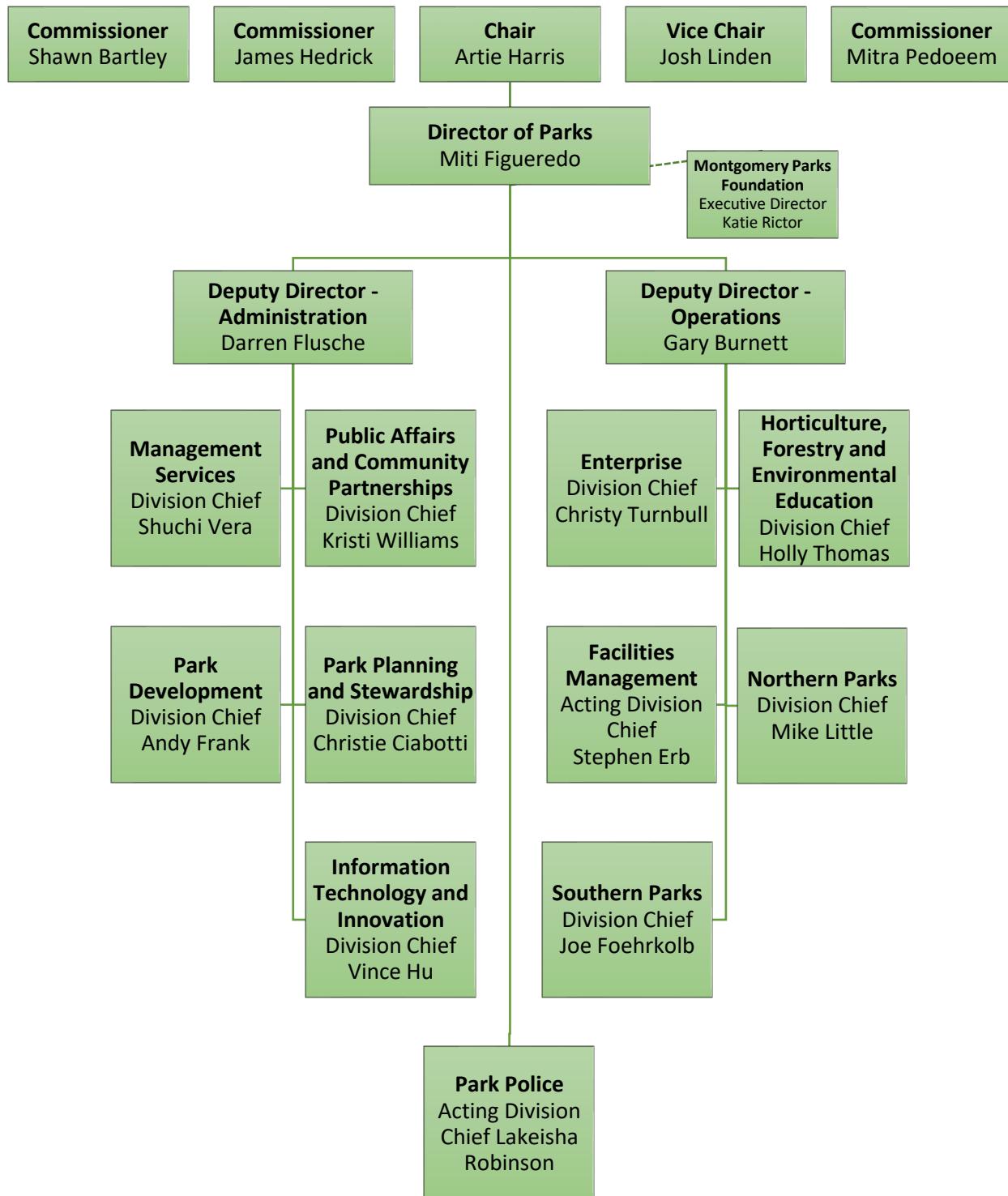
AUG 2025 | Source: EAM, GIS, and the Parks Acquisition Ledger



Maryland-National Capital Park and Planning Commission | FY27 PROPOSED BUDGET

# Montgomery County Department of Parks

## ORGANIZATIONAL STRUCTURE



# Montgomery County Department of Parks

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## EXECUTIVE OVERVIEW

The Land Use Article of the Annotated Code of Maryland provides the statutory framework for the Department of Parks. This legislation defines the Department's essential roles, which include the acquisition, development, operation, and maintenance of a public park system.

Parks offer affordable opportunities for recreation, exercise, and social connection, supporting active and healthy lifestyles across all ages and income levels. Montgomery County boasts one of the largest and most diverse park systems in the United States, encompassing over 37,350 acres spread across 414 parks. This expansive system accounts for nearly 12 percent of the county's total land area. Montgomery Parks plays a crucial role in protecting local watersheds and serves as the county's "backyard," offering safe, green spaces for outdoor activities, educational programs, community events, and a wide array of recreational opportunities tailored to residents of all ages and interests. These parks contribute significantly to community-building and place-making within the county.

Montgomery Parks enriches the lives of county residents by providing both programmed and unprogrammed recreational resources. In addition to enhancing leisure opportunities, parks serve as important social gathering spaces, like schools, churches, and other communal institutions. Research indicates that organizations fostering human connections help neighborhoods become stronger, safer, and more successful. The social capital generated by community engagement in parks also delivers economic advantages by attracting new residents and businesses. Parks, whether they feature playgrounds, sports fields, benches, or trails, offer spaces for people of all ages to interact, compete, communicate, learn, and grow. Furthermore, proximity to parks has been shown to increase property values.

According to the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) Division of Nutrition, Physical Activity, and Obesity, a significant portion of the nation's population faces challenges related to obesity, with more than two in five adults. In addition, the National Center for Health Statistics reports that 12.1% of adults experience chronic anxiety, 4.8% experience depression, and as of the latest update (2019), 57.2 million visits to physician offices were reported where mental disorders were the primary diagnosis. With hundreds of amenities, programs, and events, and the majority of county residents living within two miles of a park, Montgomery Parks plays a vital role in promoting public health. The importance of parks was further highlighted during the COVID-19 pandemic, as they provided safe outdoor settings while many businesses and indoor facilities were closed or had limited operations. Even in the post-pandemic, parks continue to be valued spaces for new and returning users.

To address a growing population and evolving environmental protection needs, Montgomery Parks continues to acquire, renovate and develop parks, introduces innovative programming to activate existing parks, and applies an equity lens to its planning and design processes. The department manages its operating budget with a focus on safety and maintenance, and utilizes the Equity Focus Areas Analysis Tool, developed with Montgomery Planning, to advance racial equity and social justice in programs, projects, policies, resource allocation, and budget decisions.

The Department's Fiscal Year 2027 budget includes provisions for compensation adjustments, unfunded obligations associated with new parks and amenities, known operating commitments, debt service for capital equipment, Commission-wide information technology initiatives, and compliance with National Pollutant Discharge Elimination System (NPDES) mandates.

Montgomery County has developed a popular, valued, and nationally recognized park system. The department remains committed to its core vision: providing "an enjoyable, accessible, safe, and green park system that promotes community through shared spaces and treasured experiences." Going forward, the team will continue to pursue new funding opportunities, enhance work program



# Montgomery County Department of Parks

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efficiencies, build effective partnerships, and strengthen relationships with stakeholders and community members. The FY27 budget request supports the continued provision of safe, clean parks, accessible and affordable programs and facilities, and the maintenance of the high quality of life for which Montgomery County is known.

## MISSION

Protect and interpret our valuable natural and cultural resources; balance the demand for recreation with the need for conservation; offer a variety of enjoyable recreational activities that encourage healthy lifestyles; and provide clean, safe, and accessible places for leisure-time activities.

## VALUES

Stewardship	Manage the county park system, so it best meets the needs of current and future generations.
Recreation	Offer a range of leisure activities that strengthen the body, sharpen the mind, and renew the spirit.
Excellence	Deliver the highest quality product, service, and experience possible.
Integrity	Operate with an objective, honest, and balanced perspective.
Service	Be courteous, helpful, and accessible to each other and the public we serve.
Education	Promote opportunities for continuous learning among staff and the public we serve.
Collaboration	Work in cooperation with all stakeholders including residents, communities, public and private organizations, and policy makers, as well as interdepartmentally.
Diversity	Support and embrace the differences among our employees and the public we serve, and offer suitable programs, activities, and services.
Dedication	Commit to getting the job done the right way, no matter what it takes.

## STRATEGIC GOALS

The Parks, Recreation and Open Space (PROS) Master Plan serves as a guiding document for the future development and management of our community's park system. The most recent update to the PROS plan is available for review at:

<https://montgomeryparks.org/projects/directory/powerd-by-parks-2022-park-recreation-and-open-space-plan/>

The PROS plan clearly defines the essential roles parks play in our community. It highlights three primary purposes:

- Encouraging physical activity among residents through accessible and well-maintained recreational spaces.
- Facilitating social interaction by providing gathering places and opportunities for community engagement.
- Protecting our environment by preserving open spaces and promoting sustainable practices within park areas.

Our core budget requests are designed to secure the ongoing funding necessary to fulfill our mission and address the key priorities outlined in the PROS plan. These requests focus on maintaining high-quality park services and enabling the implementation of strategic initiatives.



## **Montgomery County Department of Parks**

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Below is a condensed list of the main recommendations from the PROS plan, as detailed on pages 18-20 of the document:

1. Design parks to fulfill several functions instead of focusing on just one.
2. Create public spaces that meet diverse needs, such as recreation, education, community-building, and resource stewardship, by encouraging co-location, adaptive reuse, joint programs, and shared facilities to support Parks Department objectives.
3. Refrain from forming partnerships or sharing land and facilities when it does not benefit the park system or its visitors.
4. Acquire and develop parks that are easily accessible via reliable transportation.
5. Uphold high standards in every aspect of managing and operating parks.
6. Work to make parks and recreation widely available and fair, continually assessing and addressing the evolving needs and preferences of the community.
7. Offer recreational amenities and parks that reflect the wide-ranging interests of all residents.
8. Focus efforts on expanding and enhancing urban park spaces.
9. Adapt management, programming, and operations to maximize urban park effectiveness.
10. Use lighting thoughtfully to boost both security and visitation in parks.

When evaluating our various funding requirements for the budget submission, we prioritized requests that directly address our continuous efforts to maintain park safety and quality. We also considered each request's alignment with the recommendations in our PROS plan, selecting those most closely matching these objectives.

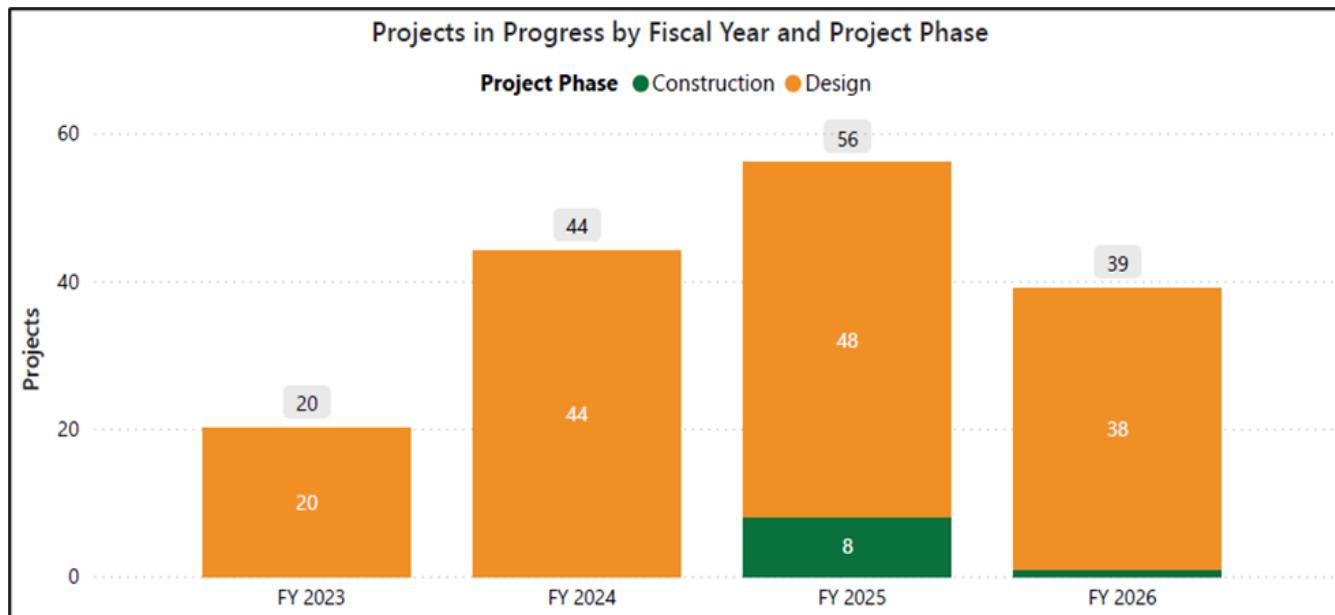


# Montgomery County Department of Parks

## GOALS AND PERFORMANCE MEASURES

### Vision Zero Projects

The Department's goal is to support the Montgomery County Vision Zero Action Plan in reducing severe pedestrian injuries and fatalities. The Park Development Division's Vision Zero Program focuses on projects to improve park, road, and trail safety, accessibility, and connectivity. Projects require coordination with internal stakeholders and other County agencies including Maryland Department of Transportation State Highway Administration and Montgomery County Department of Transportation.



**Projects in Progress by Fiscal Year and Project Phase**

Phase	FY 2023	FY 2024	FY 2025	FY 2026
Construction	0	0	8	1
Design	20	44	48	38
<b>Total</b>	<b>20</b>	<b>44</b>	<b>56</b>	<b>39</b>



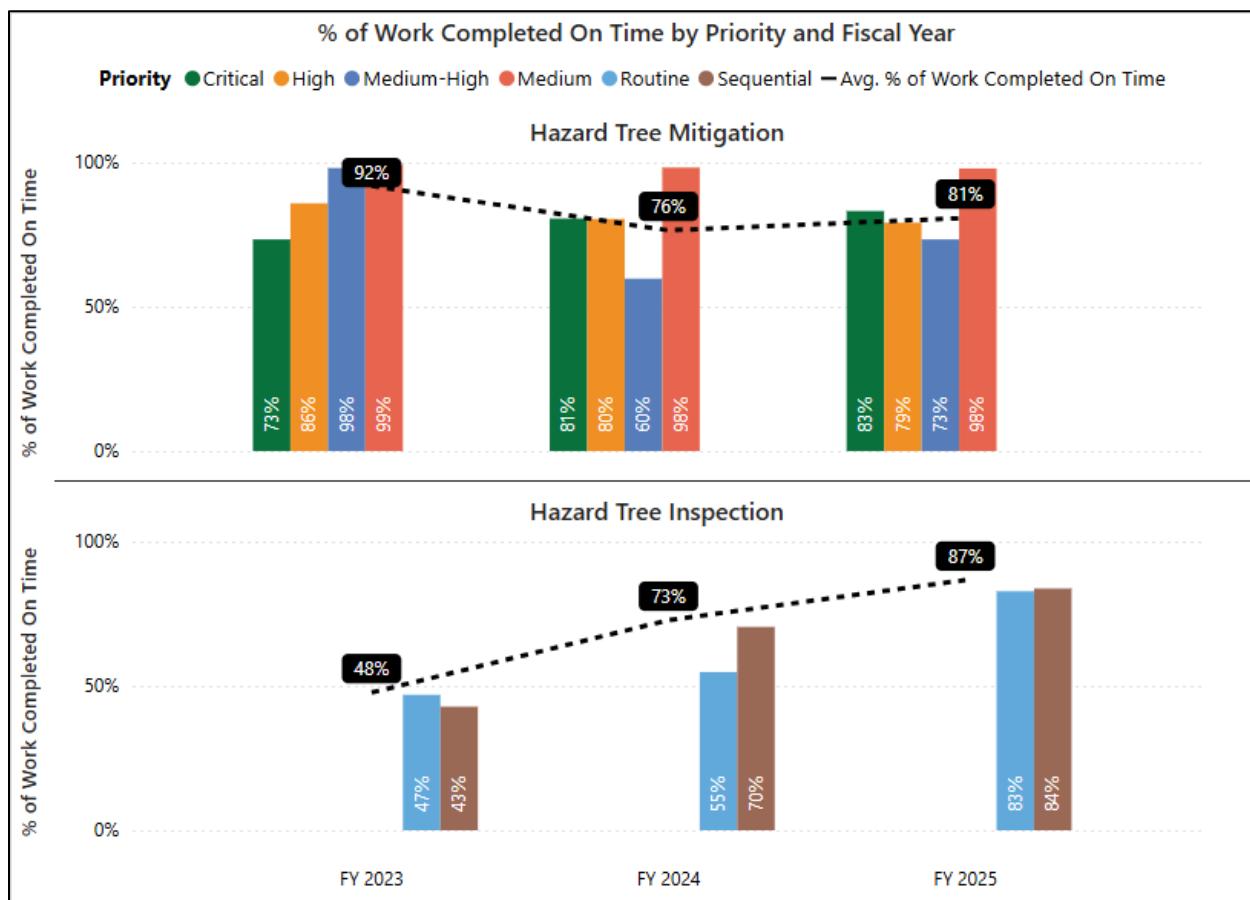
# Montgomery County Department of Parks

## Hazard Tree Inspection and Mitigation

The Department's goal is to enhance the safety of park patrons and reduce the risk of property damage by implementing a hazard tree inspection and mitigation program. The Department proposes to complete 100% of the assigned work orders for hazard tree removal and pruning within the timeframes associated with each assigned tree risk level.

The risk level of failure associated with any given tree is determined based on the American National Standards Institute (ANSI) A300 Tree Risk Assessment Standard and the International Society of Arboriculture's Best Management Practices for Tree Risk Assessment. Timeframes were determined based on the risk rating of the tree combined with the number of staff on the tree crews. All Parks are routinely inspected either every 1 year, every 3 years, or every 5 years based on the tree condition/age and frequency of use for that park.

Work Priorities & Risk Level	
Priority	Risk Level
Critical	Critical Risk Tree Work completed within 4 days
High	High Risk Tree Work completed within 30 days
Medium-High	Medium-High Risk Tree Work completed within 90 days
Medium	Medium Risk Tree Work completed within 1 year
Routine	Scheduled Inspections
Sequential	Initial Requested Inspection completed within 30 days



## Montgomery County Department of Parks

<b>% of Work Completed On Time by Priority and Fiscal Year</b>			
<b>Fiscal Year</b>	<b>FY 2023</b>		
<b>Work Priority</b>	<b># of Completed Inspections</b>	<b># of Timely Completed Inspections</b>	<b>% of Timely Inspections Completed</b>
Critical	45	33	73%
High	374	321	86%
Medium	118	117	99%
Med-High	361	354	98%
Routine	147	69	47%
Sequential	738	316	43%

<b>% of Work Completed On Time by Priority and Fiscal Year</b>			
<b>Fiscal Year</b>	<b>FY 2024</b>		
<b>Work Priority</b>	<b># of Completed Inspections</b>	<b># of Timely Completed Inspections</b>	<b>% of Timely Inspections Completed</b>
Critical	72	58	81%
High	271	218	80%
Medium	170	167	98%
Med-High	303	181	60%
Routine	135	74	55%
Sequential	829	584	70%

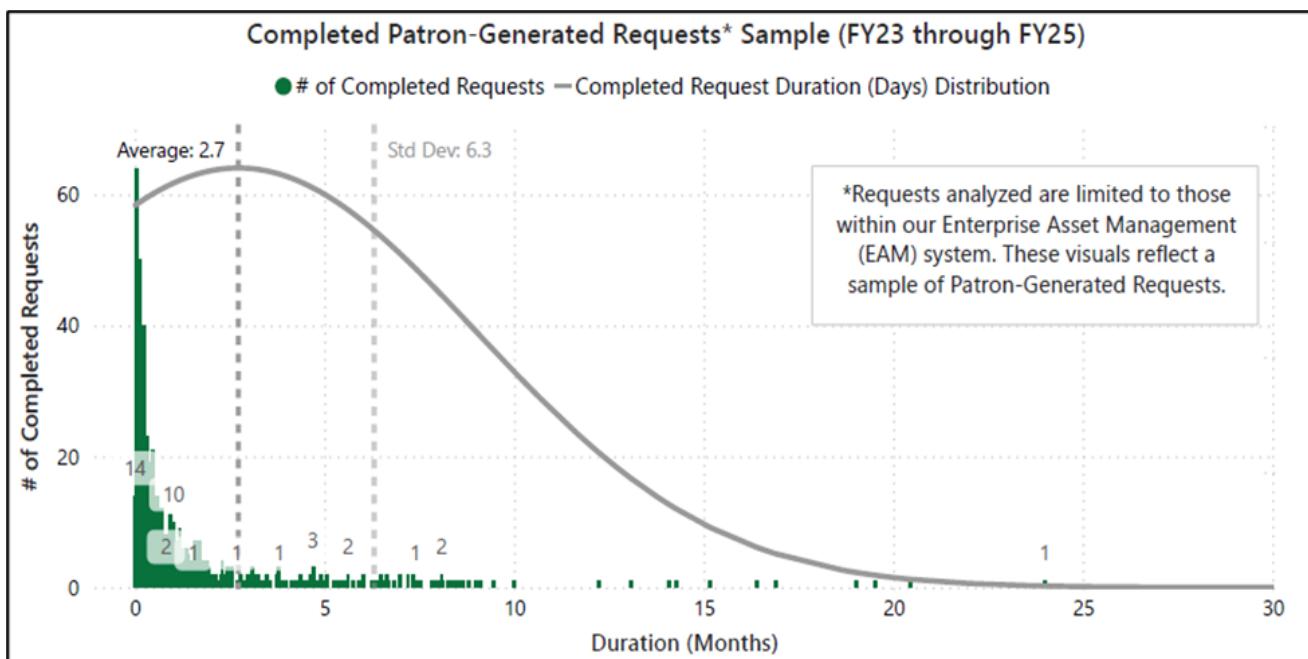
<b>% of Work Completed On Time by Priority and Fiscal Year</b>			
<b>Fiscal Year</b>	<b>FY 2025</b>		
<b>Work Priority</b>	<b># of Completed Inspections</b>	<b># of Timely Completed Inspections</b>	<b>% of Timely Inspections Completed</b>
Critical	101	84	83%
High	206	163	79%
Medium	96	94	98%
Med-High	210	154	73%
Routine	186	154	83%
Sequential	702	588	84%



# Montgomery County Department of Parks

## Patron-Generated Maintenance Requests

The Department's goal is to increase staff responsiveness in addressing park maintenance concerns from patrons by reducing the time it takes to address park issues that are reasonable, viable and relevant to the Parks Department, submitted by patrons through the Customer Relationship Management system. This sample is representative of park issues that are completed by maintenance staff as work orders through the Enterprise Asset Management system. Standard deviation is used to measure how spread out, or varied issue resolution times are. This data set has a high standard deviation, which indicates that these issues vary in complexity as the time it takes to resolve an issue varies. Requests are completed, on average, within 2.7 months of being reported, and over 75% of work orders are completed within 6.3 months of being reported.



Completed Patron-Generated Requests* Sample (FY23-FY25)			
# of Completed Requests*	Average Duration (Months)	Standard Deviation Duration (Months)	% Requests Completed Within One Standard Deviation
894	2.7	6.3	76.4%

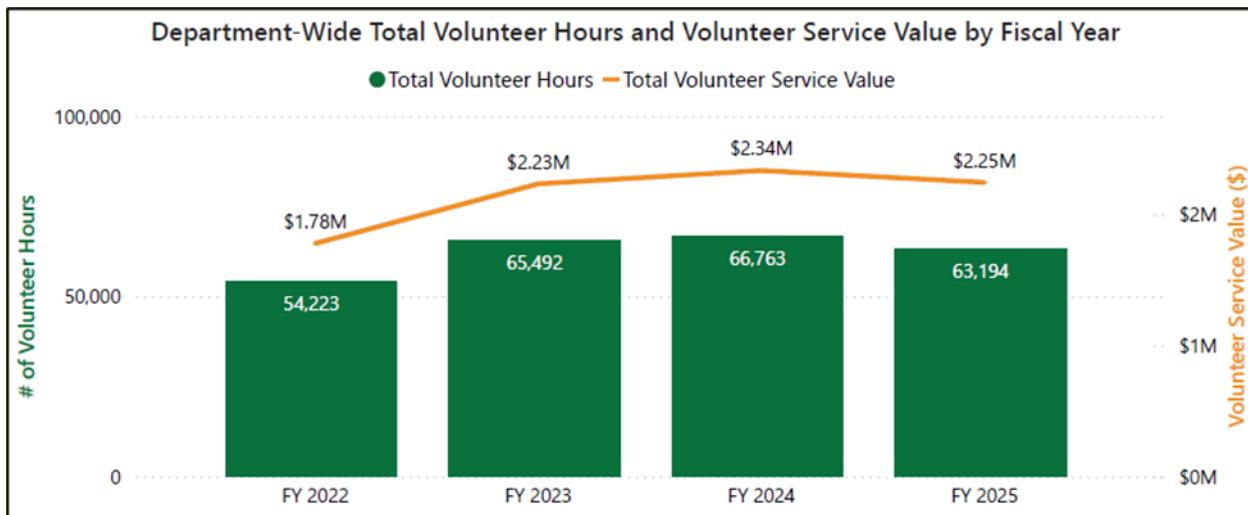


# Montgomery County Department of Parks

## Volunteer Support

The Department's goal is to generate alternative, non-tax supported resources to support our work program by increasing volunteer support for Department facilities, programs, and events.

A new performance metric was added in FY25 to measure volunteer experience. The Volunteer Services Office aims to achieve at least 80% positive feedback through surveys regarding volunteer satisfaction.

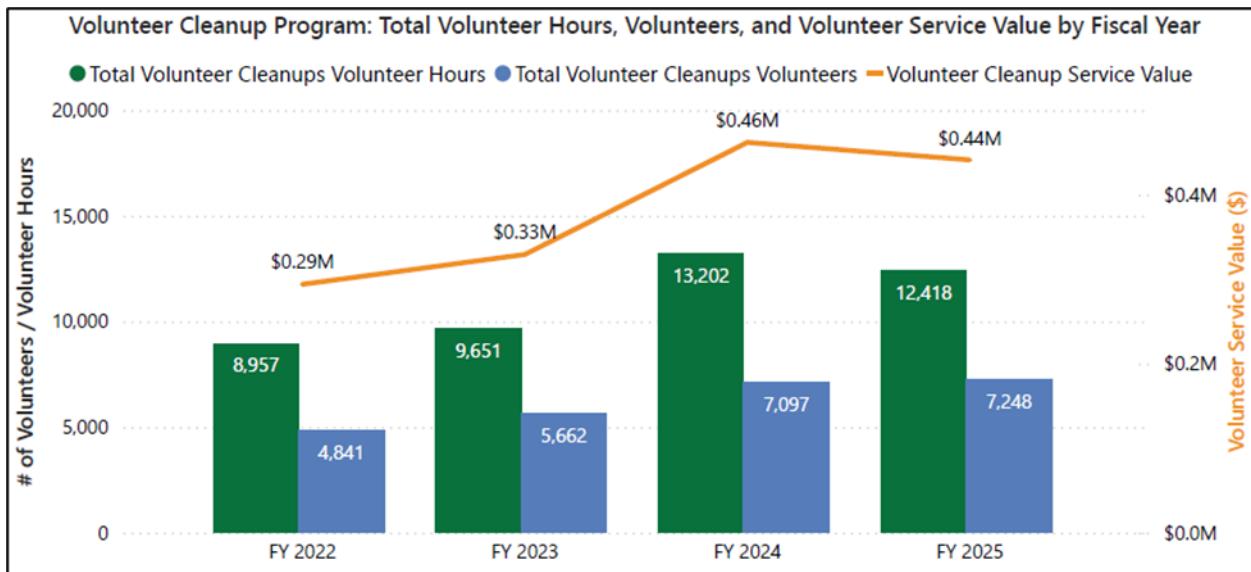


**Department-Wide Total Volunteer Hours and Volunteer Service Value by Fiscal Year**

Fiscal Year	Overall Volunteer Service Value	Total Overall Volunteer Hours	Total Overall Volunteers	Overall FTE Equivalency
FY 2022	\$1,779,598.86	54,223	9,242	26.06
FY 2023	\$2,234,587.04	65,492	11,142	31.48
FY 2024	\$2,336,041.92	66,763	11,435	32.09
FY 2025	\$2,245,290.64	63,194	10,839	30.38



# Montgomery County Department of Parks



**Volunteer Cleanup Program: Total Volunteer Hours, Volunteers, and Volunteer Service Value by Fiscal Year**

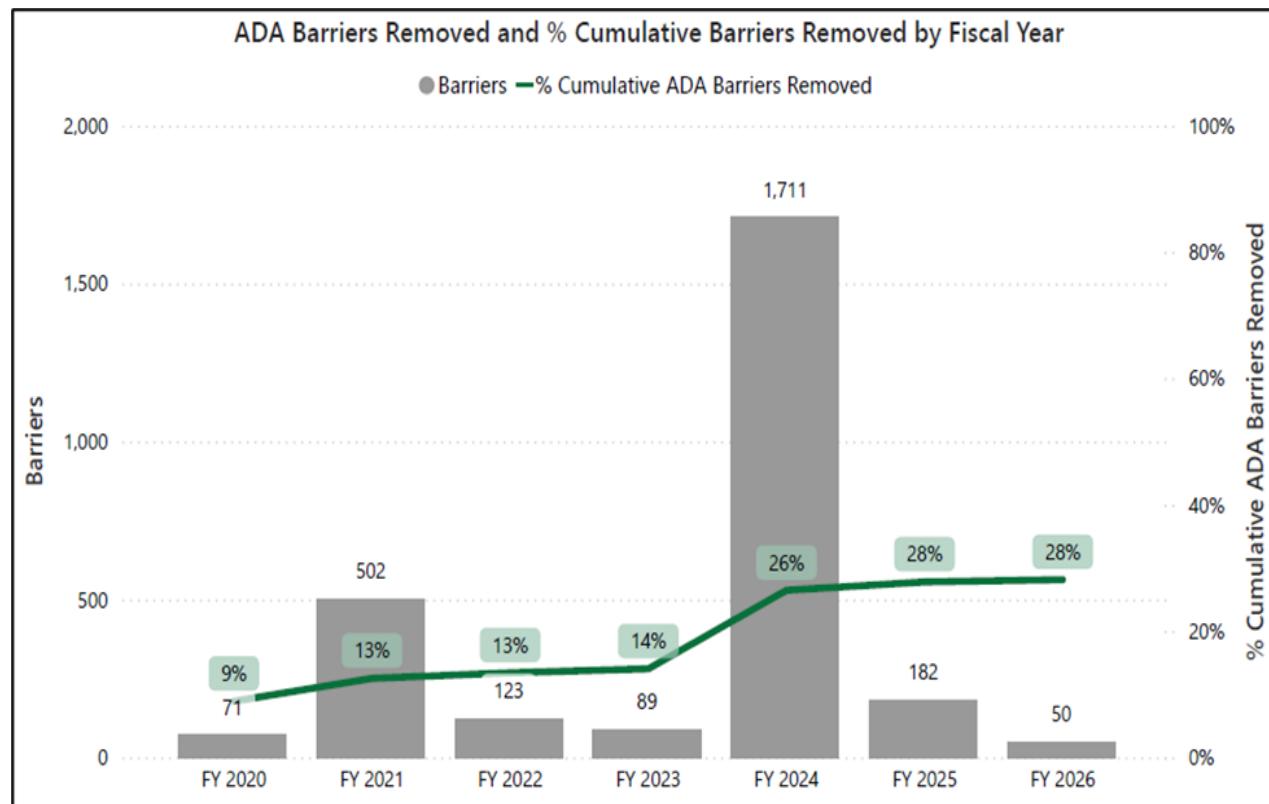
Fiscal Year	Volunteer Cleanup Service Value	Total Volunteer Cleanups Volunteer Hours	Total Volunteer Cleanups Volunteers	Volunteer Cleanups FTE Equivalency
FY 2022	\$293,968.74	8,957	4,841	4.31
FY 2023	\$329,292.12	9,651	5,662	4.64
FY 2024	\$461,937.98	13,202	7,097	6.35
FY 2025	\$441,211.54	12,418	7,248	5.97



# Montgomery County Department of Parks

## ADA Barrier Removal

The Department's goal is to make parks, facilities, and/or amenities ADA (Americans with Disabilities Act)-accessible to all individuals in accordance with the Final Transition Plan (dated August 2016) as submitted to and accepted by the U.S. Department of Justice. New parks/facilities/amenities will be fully ADA compliant. Making existing facilities ADA compliant will be pending barrier removal effort. Based on the Final Transition Plan, a total of 13,770 barriers were identified throughout all parks in the Department. The Department's cumulative goal for barrier removal completion to date is 22.5%. As of FY 2025, 28% of barriers have been removed. Notably, there was a spike in barrier removal in FY 2024 due to increased staff availability and completion of a backlog of barrier removals.



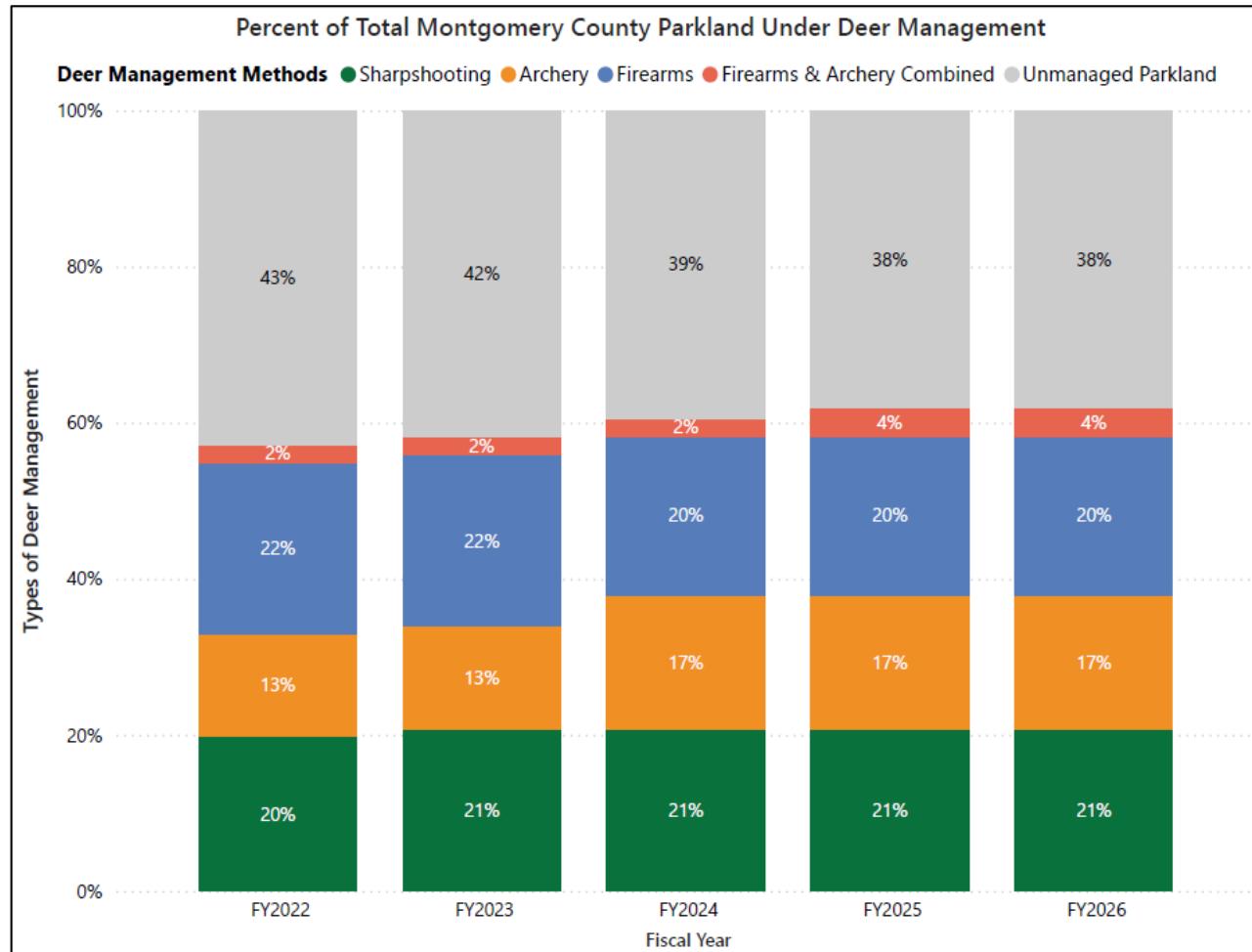
ADA Barriers Removed and % Cumulative Barriers Removed by Fiscal Year		
Fiscal Year	ADA Barriers Removed	% Cumulative ADA Barriers Removed
FY 2020	71	9%
FY 2021	502	13%
FY 2022	123	13%
FY 2023	89	14%
FY 2024	1,711	26%
FY 2025	182	28%
FY 2026	50	28%



# Montgomery County Department of Parks

## Deer Management

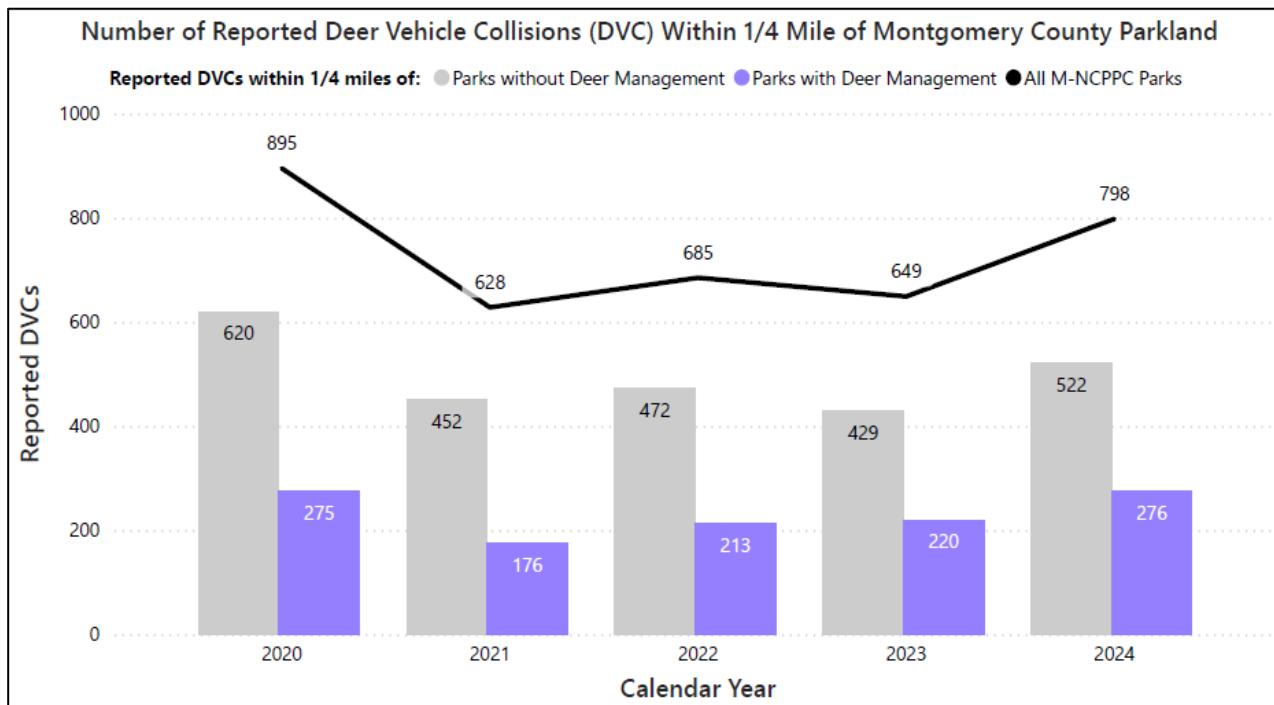
Programming is now inclusive of 75 park units, totaling approximately 23,700 acres of parkland. Each management method is selected through a comprehensive evaluation process that considers public safety, site access, ecological impact, sustainability, and historical success. This adaptive management approach allows staff to adjust strategies as conditions evolve, ensuring that each park receives the most effective and sustainable population management approach.



Research shows a direct correlation between deer density and deer vehicle collision rates. Illustrating the relationship between deer population management and associated outcomes, such as deer-vehicle collisions, reduced local deer populations have coincided with measurable decreases in deer-vehicle collisions near managed parkland. These outcomes demonstrate the broader value of the program in improving public safety, economic and natural resources protection, and addressing other citizen concerns related to deer impacts.



# Montgomery County Department of Parks



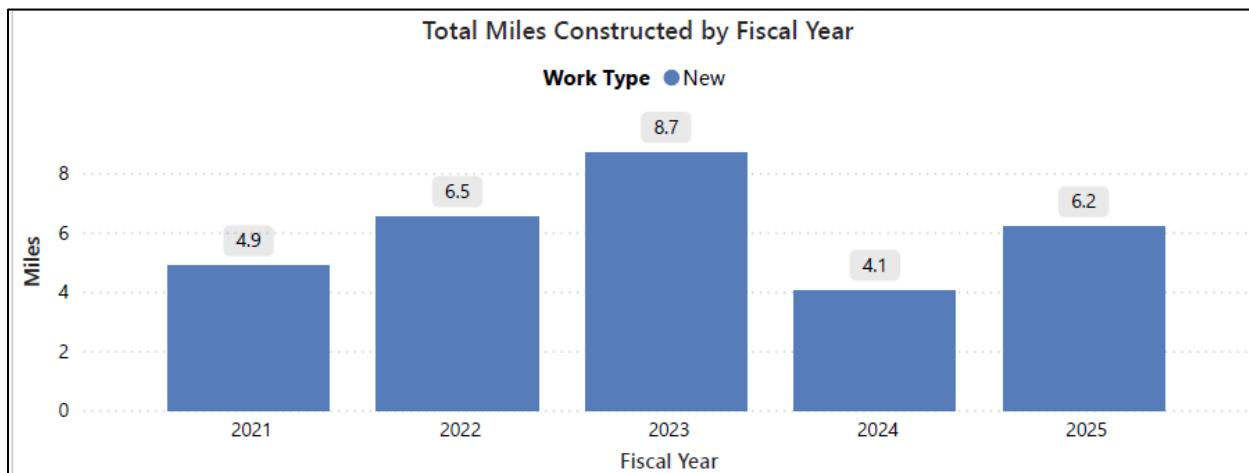
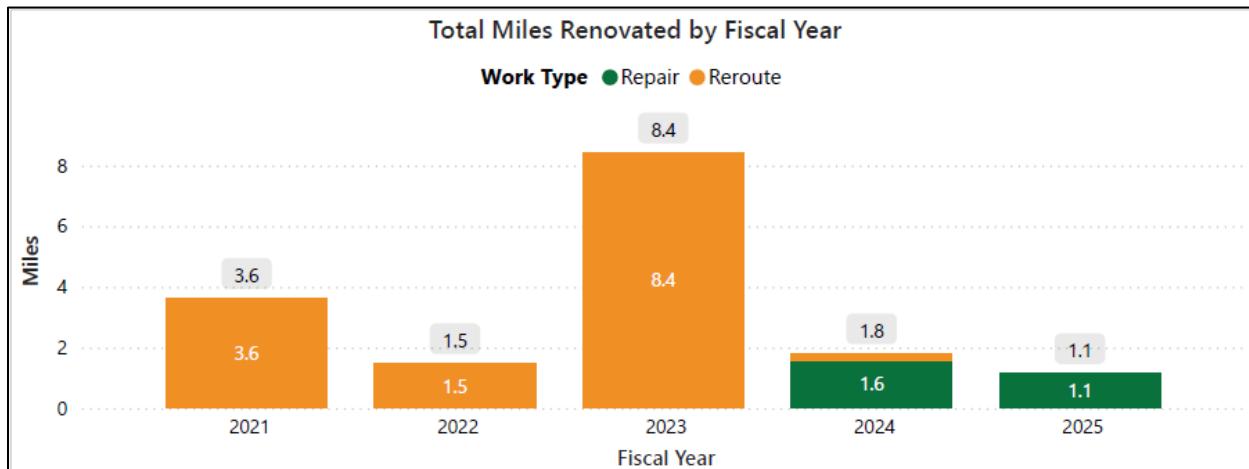
In this way, MC Parks' Deer Population Management Program aligns with the goals of the Comprehensive Management Plan for White-tailed Deer in Montgomery County, MD, working to mitigate deer impacts on parkland in the most effective and sustainable manner—supporting public safety, protecting park natural resources and agricultural interests, and addressing the concerns of landowners and residents countywide



# Montgomery County Department of Parks

## Natural Surface Trails

The Department's goal is to ensure the sustainability of our current and future natural surface trail system. In FY 2025, 1.1 miles of natural surface trails were repaired, and 6.2 miles of natural surface trails were added. Beyond renovating and constructing natural surface trails, staff attended to more than 250 downed tree reports along the 215 plus mile natural surface trail system.



Total Miles Constructed and Renovated (FY21-FY25)					
Work Type	2021	2022	2023	2024	2025
Reroute	3.6	1.5	8.4	0.2	0.0
Repair	0.0	0.0	0.0	1.6	1.1
New	4.9	6.5	8.7	4.1	6.2
<b>Total</b>	<b>8.5</b>	<b>8.0</b>	<b>17.1</b>	<b>5.9</b>	<b>7.3</b>



# Montgomery County Department of Parks

## SUMMARY OF DEPARTMENT BUDGET

### DEPARTMENT OF PARKS PROPOSED BUDGET FISCAL YEAR 2027

	FY 26 Adopted Adjusted	FY 27 Proposed	% Change
Expenditures by Division/Function:			
Office of the Director	\$ 1,756,057	\$ 1,814,830	3.3%
Public Affairs & Community Partnerships	\$ 4,519,375	\$ 4,707,553	4.2%
Management Services	\$ 4,126,256	\$ 4,251,596	3.0%
Information Technology & Innovation	\$ 3,977,137	\$ 4,336,844	9.0%
Park Planning & Stewardship	\$ 9,882,237	\$ 10,465,880	5.9%
Park Development	\$ 5,145,232	\$ 5,396,476	4.9%
Park Police	\$ 21,905,361	\$ 22,934,735	4.7%
Horticulture, Forestry & Environmental Education	\$ 15,771,967	\$ 16,220,940	2.8%
Facilities Management	\$ 16,811,182	\$ 17,523,645	4.2%
Northern Parks	\$ 13,901,216	\$ 14,790,143	6.4%
Southern Parks	\$ 18,312,579	\$ 19,297,131	5.4%
Support Services	\$ 14,697,132	\$ 16,373,694	11.4%
Non-Departmental	\$ 9,037,103	\$ 10,525,253	16.5%
Grants	\$ 400,000	\$ 400,000	0.0%
Transfer to CIP	\$ 7,936,057	\$ 7,963,435	0.3%
Transfer to Debt Service Fund	\$ 450,000	\$ 450,000	0.0%
<b>Total Expenditures by Department</b>	<b>\$ 148,628,891</b>	<b>\$ 157,452,155</b>	<b>5.9%</b>
Property Management	\$ 1,962,600	\$ 2,135,664	8.8%
Special Revenue Funds	\$ 4,501,519	\$ 5,042,361	12.0%
Enterprise Funds	\$ 16,800,458	\$ 16,790,827	-0.1%
<b>Total Department of Parks</b>	<b>\$ 171,893,468</b>	<b>\$ 181,421,007</b>	<b>5.5%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The Department of Parks total FY27 proposed budget request is \$181,421,007 and includes the Park Fund, Property Management subfund, the Enterprise Fund, and the Parks portion of the Special Revenue Fund.

The total Park Fund tax-supported expenditure budget, less reserves, is \$157,452,155 and includes grants, non-departmental, and debt service. This represents an increase of \$8,823,264 or 5.9% over the FY26 adopted budget. This increase is summarized as follows:

Compensation Adjustments (salary, benefits)	\$6,429,590
Known Operating Commitments	\$2,831,486
Program Enhancements	-
Water Quality Protection Fund	\$324,740
Debt Service on General Obligation Bonds	\$27,378
OPEB (PayGo and Pre-Funding)	<u>\$394,965)</u>
<b>Total</b>	<b>\$9,218,229</b>



# Montgomery County Department of Parks

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## Unfunded Operating Budget Obligations

Operating Budget Impacts (OBI) are the costs associated with the operating, maintaining and policing of new and expanded parks and park amenities. This increase is recognized and approved as part of the Capital Improvement Program (CIP) when the project is submitted through the CIP budget process.

In FY27, Montgomery Parks is requesting \$474,739 in additional funding for OBI to implement CIP projects associated with new or expanded park infrastructure. This total includes \$199,929 for Water Quality Protection Fund projects. In addition, this OBI request includes 5.1 WYs for seasonal staff.

## National Pollutant Discharge Elimination System (NPDES) Mandate

In FY12, the Parks Department received funding from the Montgomery County Water Quality Protection Fund (WQPF) to help offset costs associated with implementing the NPDES permits and other water quality initiatives across the M-NCPPC's 37,386-acre park system. These funds support compliance with both NPDES permits, including stream restoration and stewardship activities, stormwater management facility maintenance, and volunteer stream clean-up programs. As permit requirements have expanded over time, funding has steadily increased from the initial FY12 allocation to a budgeted amount of \$4,637,840 in FY26. For FY27, the Department is requesting an increase of \$324,740, bringing the total to \$4,962,580 for NPDES activities.

The funding includes \$48,346 for additional funding of contractual services to support work program needs. In addition, OBI cost of \$199,929, and 1.6 seasonal WYs is included for bioretention and other stormwater amenities added at the New North Branch Trail at Rock Creek Regional Park, Picnic Area #2 at Rock Creek Regional Park, Wheaton Athletic Area, Greenwood Local Park, Woodside Urban Park, Long Branch Local Park, Maplewood-Alta Vista Local Park, Valley Mill Special Park, Black Hill Regional Park, Aspen Hill Local Park, Dalewood Drive Park and Playground, Elm Street Urban Park, Gene Lynch Urban Park, Rosemary Hills-Lyttonsville Local Park, Olney Mill Neighborhood Park, Glen Hills Local Park, Sligo Creek Stream Valley Unit #5, and Olney Manor Maintenance Yard Property. The NPDES request also includes \$72,965 for the impact of compensation increases approved in the FY26 budget.

## Known Operating Commitments

The Known Operating Commitments include cost increases such as contractual obligations, information technology software maintenance agreements, utility and telecommunications increases, and inflationary increases.

The Department has \$502,999 in contractual obligations for known increases based on the consumer price index (CPI) or other contract terms and \$388,151 for inflationary increases for supplies and materials, non-contracted services and capital outlay. Costs for utilities and telecommunications services are increasing by \$108,442. The debt service for the Capital Equipment Internal Service Fund (ISF) is increasing by \$340,000 based on proposed spending for vehicle and equipment purchases. Costs for CAS charges and for chargebacks to other funds (e.g. Special Revenue and Enterprise) are decreasing by \$16,938 while the Park Fund transfer to the Risk Management Internal Service Fund is increasing by \$812,100.

## Salary Lapse

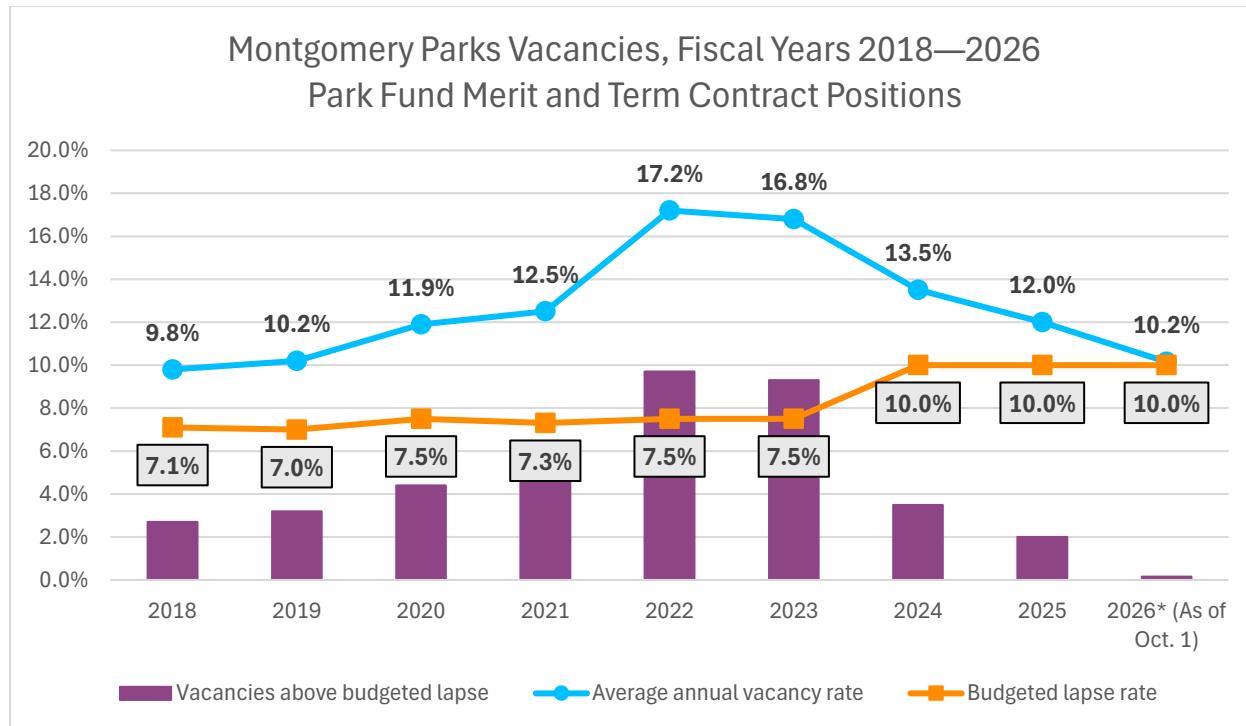
The Department has prioritized its FY27 budget request to ensure base budget needs, both non-personnel and personnel, are addressed. To this end, the Department is not requesting funding for any new positions or initiatives and instead proposes reducing its salary lapse rate to 8%.



## Montgomery County Department of Parks

The Department currently has a budgeted lapse requirement set at 10%. For the FY26 Adopted Budget, this equates to \$9,382,506. The lapse rate is a standard feature in public sector budgeting, designed to account for ongoing staff vacancies and natural attrition, thereby helping departments maintain spending within program-level appropriations. However, the 10% lapse rate has increasingly posed challenges, making it difficult for the Department to fill critical positions and maintain necessary services for Montgomery County residents.

Prior to FY19, the budgeted lapse rate ranged between 6.5% and 7.1%, depending on staffing levels and hiring fluctuations. From FY20 to FY23, the budgeted rate was gradually raised to 7.5% to reflect increased vacancies related to the COVID-19 pandemic. For the Proposed FY24 Budget, the lapse rate was set to increase to 9% due to exceptionally high vacancy rates seen in FY22 and FY23. During FY24 Council budget work sessions, the rate was further raised to the current 10%.



In FY26 terms, the 10% lapse rate equates to 85.8 workyears that cannot be filled across the Department. Since FY24, there has been notable progress in filling vacancies. At the time of this writing, the Park Fund vacancy count stands at 90 positions, giving a vacancy rate of 10.64%. This leaves just 4.2 workyears separating the Department from its personnel budget limits. The magnitude of vacancies that cannot be hired has created strain on the divisions' ability to operate. The minimal gap between the current vacancy rate and the lapse rate also means that, despite a strong local job market and an influx of well-qualified former federal employee candidates, the Department has been forced to delay hiring for critical and hard-to-fill roles.

Given these challenges, the Department proposes reducing the lapse rate to 8%. This change would lower the number of lapsed workyears to 69.6, enabling divisions to hire an additional 14 positions. The expectation is that, by lowering the lapse rate and allowing for appropriate hiring, the vacancy rate will stabilize closer to the lapse rate, enabling more routine hiring and preventing large year-end spending balances.

The total fiscal impact of this request is \$1,409,239, which would be allocated across all 10 Park Fund divisions. It is important to note that the lapse rate adjustment would not affect positions funded by Enterprise or Property Management.



# Montgomery County Department of Parks

## MAINTENANCE STANDARDS

The following chart illustrates actual maintenance frequency versus the optimal maintenance standards for our parks. The Department has focused on maintenance standards that preserve customer safety, such as playgrounds, and has taken deeper cuts in areas, such as landscape maintenance, that, while important to the overall quality of a park, will not compromise customer safety.

Optimal frequency standard is a benchmark from other park agencies of similar size and complement.

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY24 Actual	FY25 Actual	FY26 Estimated	FY27 Proposed
<b>ATHLETIC FIELDS</b>						
All athletic fields shall be safe and maintained to support the level of play identified for public use, the amenities developed to support the activity, and the age of the users and/or the level of play.						
<b>Aerating</b> Using mechanical means, aerate athletic fields.	Regional / Recreational Parks	8x per year	3x per year	2.5x per year	3x per year	4x per year
	Local Parks	3x per year	2x per year	2x per year	2x per year	3x per year
<b>Over-seeding</b> Using mechanical means, over-seed athletic fields.	Regional / Recreational Parks	4x per year	2x per year	2.5x per year	3x per year	3x per year
	Local Parks	2x per year	1x per year	1x per year	2x per year	2x per year
<b>Nutrient Management</b> Application of nutrients for plant sustainability based on soil sample results.	Regional / Recreational Parks	5x per year	2x per year	3x per year	3x per year	4x per year
	Local Parks	4x per year	2x per year	2x per year	2x per year	3x per year
<b>Diamond Fields, Infield Maintenance</b> Dragging, leveling, and lining infield, maintenance of plates, bases and pitcher's mound where appropriate.	Regional / Recreational Parks	Daily	Daily	Daily when permitted	Daily	Daily
	Local Parks	Weekly	Weekly	Weekly	Weekly	Weekly
<b>Rectangle Fields</b> Lining of rectangle fields *When permitted play	Regional / Recreational Parks	Weekly	Weekly	Weekly	Weekly	Weekly
	Local Parks	Weekly	2x per month	3x per month	3x per month	3x per month



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY24 Actual	FY25 Actual	FY26 Estimated	FY27 Proposed
<b>TURF MAINTENANCE</b>						
<b>Mowing</b> Maintain turf in a horticulturally sound manner and recommended mowing height for the cultivar in place. Trim around fixed amenities, edge walkways and blow chipping.	Local Parks	34 cuts per season	28 cuts per season	23 cuts per season	34 cuts per season	34 cuts per season
	Urban Parks	34 cuts per season	25 cuts per season	26 cuts per season	34 cuts per season	34 cuts per season
	Local Park Athletic	34 cuts per season	30 cuts per season	26 cuts per season	34 cuts per season	34 cuts per season
	Regional / Recreational Parks <i>Managed Turf</i>	34 cuts per season	32 cuts per season	34 cuts per season	34 cuts per season	34 cuts per season
	Regional / Recreational Parks <i>Athletic Fields</i>	68 cuts per season	42 cuts per season	41 cuts per season	58 cuts per season	58 cuts per season
<b>LANDSCAPE MAINTENANCE</b>						
<b>Landscape Maintenance</b> Pruning, mulching, replacement of plant material, seasonal rotation of plants, Integrated Pest Management (IPM), and tree planting.	Urban Parks	Weekly	Weekly	Weekly	Weekly	Weekly
	Park Office Buildings	4x per year	3x per year	4x per year	4x per year	4x per year
	Local Parks	2x per year	1x per year	2x per year	2x per year	2x per year
	Regional / Recreational Parks	3x per year	3x per year	4x per year	2x per year	2x per year



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY24 Actual	FY25 Actual	FY26 Estimated	FY27 Proposed
<b>PLAYGROUNDS</b>						
<b>Playground Inspections</b> Inspect playground facilities in compliance with Consumer Product Safety Council guidelines, to include inspection for head entrapment potential, checking of wood, protrusion of bolts or other sharp objects, proper depth of surfacing, and overall condition of equipment. Request repairs or replace as appropriate based on results of inspection.	All Park Categories	12x per year	12x per year	12x per year	12x per year	12x per year
<b>Playground Surfacing</b> Playgrounds with Wood Carpet Fiber Surfacing will be hand tilled to keep playground weed free without the use of pesticides. Active service season is March – November (9 months).	All Park Categories	18x per year	12x per year	12x per year	12x per year	12x per year



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY24 Actual	FY25 Actual	FY26 Estimated	FY27 Proposed
<b>TRAILS</b>						
All hard and natural surface trails shall be routinely maintained to be safe to use, clear of debris, clearly marked and graded for public use, and easily accessible for a wide range of trail users within the park system.						
<b>Trails Inspections and Maintenance</b> Visually inspect trail surface and adjacent areas for hazards, excessive wear and tear, vandalism, washouts, etc. and repair as appropriate.	Hard Surface	Weekly	Monthly (or after storm event)			
	Natural Surface	Monthly	Quarterly (or after storm event)			
<b>COURTS</b>						
To include tennis, basketball, volleyball, and multi-use courts						
<b>Courts Inspections</b> Inspect court surface for hazards, proper lining. Inspect hardware, including nets, standards, backboards, cranks, etc. for hazards, wear and tear, or vandalism. Inspect fencing for hazards, wear and tear, or vandalism. Request appropriate repairs or replacements as dictated by the result of the inspection.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly



# Montgomery County

## Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY24 Actual	FY25 Actual	FY26 Estimated	FY27 Proposed
<b>STORMWATER MANAGEMENT</b>						
			All storm water management assets shall be inspected, maintained, and free of trash and debris in order to comply with U.S. Environmental Protection Agency (NPDES) regulations and Montgomery County Department of Environmental Protection (DEP) guidelines.			
<b>All Stormwater Facilities</b> Keep all stormwater management assets free of trash and debris.	All Park Categories	Monthly	9x per year	Monthly	Monthly	Monthly
<b>All Stormwater Facilities</b> Check for erosion, sediment accumulation, clogging, seeps, animal burrows.	All Park Categories	Monthly and after storm events	Seasonally and after storm events	Seasonally and after storm events	Seasonally and after storm events	Seasonally and after storm events
<b>Bioretention Site/Rain Garden Inspections and Maintenance</b> Remove weeds and other undesirable vegetation. Remove debris and trash.	All Park Categories	Monthly	10x per year	10x per year	Monthly	Monthly
<b>Sand Filter Inspections and Maintenance</b> Inspect for standing water, clogging of surface aggregate. Remove grass, algae, leaves, and sediment.	All Park Categories	6x per year	6x per year	7.5x per year	6x per year	6x per year
<b>Infiltration Practices-Gravel or Sod Surface</b> Inspect for clogging of surface aggregate. Remove weeds, and other undesirable vegetation. Mow sod surface to no lower than 4 inches. Remove trash.	All Park Categories	4x per year	4x per year	5x per year	4x per year	4x per year

# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY24 Actual	FY25 Actual	FY26 Estimated	FY27 Proposed
<b>Wet and Dry Ponds</b> Mow grass and remove woody vegetation in the pond areas downstream slope of dams, top of dams, upstream slope of dams (dry ponds only), twenty-five feet around the control structures (dry ponds only), inlet channels, around headwalls, pipes within pond areas, and outlet channels.	All Park Categories	2x per year minimum	2x per year	7x per year	2x per year	2x per year
<b>Oil Grit Separators</b> Inspect once per year or after any known spills have occurred.	All Park Categories	1x per year minimum	1x per year	1.5x per year	1x per year	1x per year



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY24 Actual	FY25 Actual	FY26 Estimated	FY27 Proposed
<b>TREES</b>						
To provide healthy, sustainable trees in our parks.						
<b>Annual Tree Inspections:</b> Inspect all developed parks with amenities for tree hazards. Inspection cycles on 1, 3 or 5-year rotation	Approx. 150 Parks per year	100% of parks in inspection cycle	55% of parks	95% of parks	95% of parks	95% of parks
<b>Service Requests for Tree Crew:</b> Complete all service requests for tree work in the same fiscal year they were requested	All Park Areas	95% of requests	95% of requests	85% of requests	85% of requests	85% of requests
<b>Tree Emergency Requests:</b> Emergency requests responded to in 3 hours during off hours (often after the hazard is cleared, the remaining work that is lower priority becomes part of the backlog).	All Park Areas	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests
<b>Green Waste Recycling</b> Complete three grindings of green waste material to produce mulch, compost and wood chips for tree planting and landscape projects	All Park Areas	3 grindings per year	3	3	3	3



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY24 Actual	FY25 Actual	FY26 Estimated	FY27 Proposed
<b>TRASH AND RECYCLING REMOVAL</b>						
Provide The removal of trash and recycling within the park system shall support the need to keep all parks clean and trash free. The level of trash and recycling removal maintenance shall support the level of public use and accessibility assigned to each park type.						
Trash Removal: Empty all trash and recycling cans within park into trash or recycling packer and pick up ground litter within 10 feet of cans and as otherwise seen. *COVID-19 Impact *PAB permit states pack in pack out	<b>In Season</b>					
	Regional/Recreational Parks	Daily	Daily	Daily	Daily	Daily
	Local Parks	4x per week	2x per week	2x per week	2x per week	2x per week
	Urban Parks	Daily	2x per week	2x per week	2x per week	2x per week
	PABs	As permitted	As permitted	As permitted	Daily / as permitted	Daily / as permitted
	Shelters	Daily	Daily	4x per week	Daily	Daily
	Parkways	Daily	1x per week	1x per week	Daily	Daily
	<b>Off Season</b>					
	Regional/Recreational Parks	3x per week	2x per week	2x per week	2x per week	2x per week
	Local Parks	2x per week	1x per week	1x per week	1x per week	1x per week
	Urban Parks	5x per week	1x per week	1x per week	1x per week	1x per week
	PABs	As permitted	As permitted	As permitted	2x per week	2x per week (permit states pack in pack out)
	Shelters	As permitted	2x per week	2x per week	2x per week	2x per week
	Parkways	2x per week	1x per week	1x per week	1x per week	1x per week



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY24 Actual	FY25 Actual	FY26 Estimated	FY27 Proposed
<b>CUSTODIAL</b> All park activity buildings (PABs), regional/recreational restrooms and park office buildings shall be cleaned weekly.						
<b>PABs:</b> Clean once per rental.	<b>In Season</b>					
	Park Activity Buildings	1x per rental	1x per rental	1x per rental	1x per rental	Daily / as permitted
<b>Regional/Recreational Restrooms:</b> Clean seven days per week.	Regional Restrooms	Daily	4x per week	3.5x per week	Daily	Daily
	Recreational Restrooms	Daily	4x per week	3.5x per week	Daily	Daily
<b>Office &amp; Other Park Buildings:</b> Clean Daily	Office Buildings	Daily	3x per week	2.5x per week	3x per week	3x per week
	<b>Off Season</b>					
	Park Activity Buildings	2x per rental	2X per week	Daily / as permitted	Daily / as permitted	Daily / as permitted
	Regional Restrooms	Closed	Closed	Closed	Closed	Closed
	Recreational Restrooms	Closed	Closed	Closed	Closed	Closed
	Office Buildings	Daily	3x per week	2.5x per week	3x per week	3x per week



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY24 Actual	FY25 Actual	FY26 Estimated	FY27 Proposed
<b>FLEET MAINTENANCE</b>						
To assure available, reliable, and safe equipment and vehicles for staff.						
<b>On-Road Vehicle Uptime</b> Repair vehicles in a timely manner to keep vehicles available to staff		94.7%	97%	96%	95%	95%
Vehicle Preventive Maintenance performed annually or at 6,000 miles.		75% Done on time	75%	80%	80%	80%
<b>Service Requests</b> Completed projects costing under \$3,000. Avg. annual service work orders generated = 3,350.		85% of requests	3,500	3,200	3,500	3,500
<b>TRADES/CONSTRUCTION</b>						
To help provide a comprehensive, cost efficient and effective maintenance, construction, and repair services for park buildings and facilities.						
<b>*C.I.P. Projects:</b> Completed projects costing \$25,000 or more Average annual C.I.P. Projects requested = 30.		90% of Projects	28 of 30 or 93%	19 of 30 or 63%	27 of 30 or 90%	27 of 30 or 90%
<b>Major Maintenance:</b> Completed projects costing \$3,000 or more Average annual major maintenance projects requested = 130.		90% of Projects	118 of 130 or 91%	113 of 130 or 87%	118 of 130 or 91%	118 of 130 or 91%
<b>Service Requests:</b> Completed services costing under \$3,000 Avg. annual services requested = **3,800.		85% of Requests	2,981 of 3,800 or 78%	2,710 of 3,271 or 83%	3,000 of 3,400 or 88%	3,000 of 3,400 or 88%
Preventive Maintenance: periodic service of assets intended to increase service life and decrease emergency repairs Avg. annual preventative maintenance requests = ***3,200.		100% of Requests	2,608 of 3,200 or 82%	3,087 of 3,461 or 89%	2,800 of 3,200 or 88%	2,800 of 3,200 or 88%
**Service Requests average increased from 3,200 to 3,800.						
***Preventative Maintenance Requests decreased 7,400 to 3,200 due to increased management of EAM activity.						



# Montgomery County Department of Parks

## DETAIL BUDGET SCHEDULE: CONTRACTUAL SERVICES

The total for contractual services department wide in FY27 is \$7,848,598. The following chart is a listing of Contractual Services by fund.

Division	Section	Description	FY26 Adopted	FY27 Proposed
<b><u>Park Fund</u></b>				
<b>Facilities Management</b>	Trades Units	Emergency design and architectural/engineering services	4,747	4,747
<b>Facilities Management</b>	Trades Units	Major maintenance - Greenfarm precision HVAC, Fleet air monitoring, Exhibit Shop interpretive sign services, Grinder pump maintenance	64,629	64,629
<b>Facilities Management</b>	Trades Units	GPS Transponders	67,650	117,650
<b>Facilities Management</b>	Trades Units	Ballfield lighting services/replacement	76,000	76,000
<b>Facilities Management/Horticulture, Forestry and Environmental Education/Park Planning &amp; Stewardship</b>	Building Management	Custodial/Janitorial Contract	351,261	338,725
<b>Horticulture, Forestry and Environmental Education</b>	Arboriculture	Tree Contracts	732,562	732,562
<b>Horticulture, Forestry and Environmental Education</b>	Arboriculture	Emergency tree removal	7,039	7,039
<b>Horticulture, Forestry and Environmental Education</b>	Arboriculture	Licensing agreements - Treekeeper and Arbordrone software	4,300	4,300
<b>Horticulture, Forestry and Environmental Education</b>	Brookside Gardens	Annual inspection, winterization and repairs of irrigation system	16,500	16,500
<b>Horticulture, Forestry and Environmental Education/Park Planning &amp; Stewardship/Public Affairs &amp; Community Partnerships</b>	Nature Centers/Activating Parks/Cultural Resources	Licensing agreements	1,915	2,298
<b>Horticulture, Forestry and Environmental Education / Northern Parks/ Park Police</b>	Nature Centers / Agricultural History Farm Park/ Park Police Stables	Veterinary services/Animal Care	110,869	109,869
<b>Information Technology &amp; Innovation</b>	Technology	Telephone Support/Maintenance contracts	20,000	20,000



# Montgomery County Department of Parks

<b>Information Technology &amp; Innovation</b>	Technology	WAN/LAN and CISCO Smartnet Emergencies	278,500	278,500
<b>Information Technology &amp; Innovation</b>	Technology	Help Desk Support	59,742	59,742
<b>Information Technology &amp; Innovation</b>	Technology	Hardware/Software Maintenance for Servers/Printers	145,000	145,000
<b>Information Technology &amp; Innovation</b>	Technology	ESRI Enterprise License	60,000	60,000
<b>Information Technology &amp; Innovation</b>	Technology	Software Maintenance for Fleet Management System (Faster)	70,704	70,704
<b>Information Technology &amp; Innovation</b>	Technology	Cybersecurity software (SIEM)	75,000	75,000
<b>Information Technology &amp; Innovation</b>	Technology	Adobe Cloud License	68,000	68,000
<b>Information Technology &amp; Innovation</b>	Technology	UPS Preventive Maint	11,200	11,200
<b>Information Technology &amp; Innovation</b>	Technology	Data backup and replication software license and technical support	21,386	21,386
<b>Information Technology &amp; Innovation</b>	Technology	Telecommunications support/contract review/pricing analysis	6,000	6,000
<b>Information Technology &amp; Innovation</b>	Technology	CRM and SharePoint Support	28,000	28,000
<b>Management Services</b>	Data Analytics	Enterprise Asset Management Maintenance and Webhosting	109,751	200,289
<b>Northern Parks</b>	Little Bennett	Bermuda Turf Field Maintenance	23,480	23,480
<b>Northern Parks</b>	Stormwater Management	Stormwater management	172,845	177,512
<b>Park Planning &amp; Stewardship</b>	Cultural Resources	Architectural services for historic properties	51,000	58,000
<b>Park Planning &amp; Stewardship</b>	Cultural Resources	Interpretive program	34,663	38,663
<b>Park Planning &amp; Stewardship</b>	Natural Resources Stewardship	Deer population control/Professional Trapping Service	65,160	45,945
<b>Park Planning &amp; Stewardship</b>	Resource Analysis	Ground water/methane monitoring	62,356	62,356
<b>Park Planning &amp; Stewardship/Northern Parks</b>	Natural Resources Stewardship/Northern Parks/Southern Parks	Non-native plant control	235,392	256,201
<b>Park Police</b>	Admin	Maintenance/Licensing Agreements	277,500	491,586



# Montgomery County Department of Parks

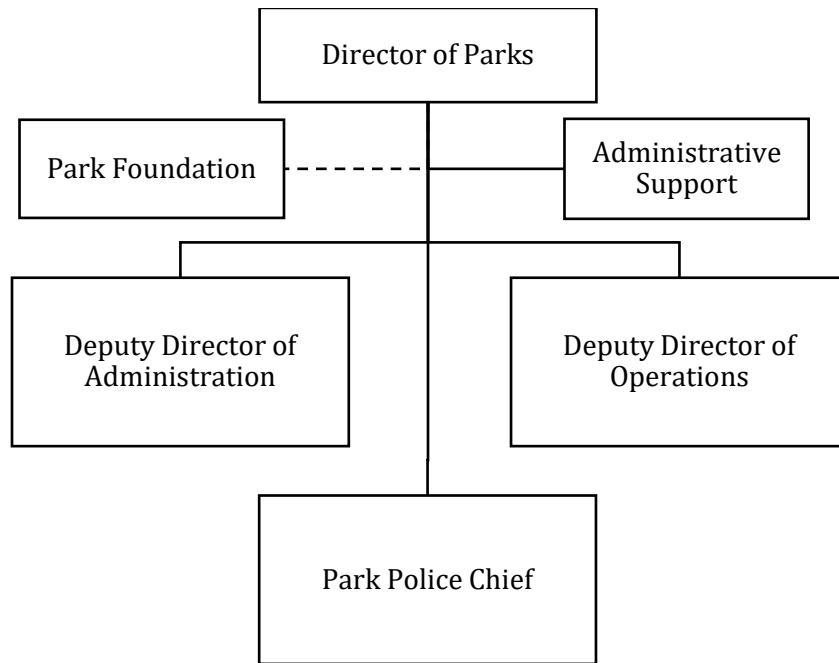
<b>Park Police</b>	Admin	Leased Equipment (Tasers)	82,404	83,404
<b>Public Affairs &amp; Community Partnerships</b>	Public Information and Marketing	Graphic design and web maintenance services	118,522	28,522
<b>Public Affairs &amp; Community Partnerships</b>	Public Information and Marketing	Media management software	33,790	39,790
<b>Public Affairs &amp; Community Partnerships</b>	Volunteer Services	Continued development of the Web-based Training Initiative for Volunteers and background screening	42,500	12,500
<b>Public Affairs &amp; Community Partnerships</b>	Volunteer Services	Data base for volunteer services	22,101	47,101
<b>Southern Parks</b>	Administration	Miscellaneous consulting (turf, radon abatement, structural/ environmental engineer, legal investigation experts)	16,261	16,261
<b>Support Services</b>	Support Services	Consolidated registration support	164,960	178,969
<b>Support Services</b>	Support Services	Sign Language Interpretation and Translation Services	32,000	60,000
<b>Support Services</b>	Support Services	Maintenance for Audio-Visual System for Wheaton HQ Auditorium	12,500	20,000
<b>Support Services</b>	Support Services	Rental fees - portable toilets	446,492	449,992
<b>Director's Office/Park Police/Support Services</b>	Legal Services	Legal Services	99,000	99,000
<b>Total - Park Fund</b>			<b>\$4,383,681</b>	<b>\$4,707,422</b>
<b><u>Property Management subfund</u></b>				
<b>Facilities Management</b>	Property Management	Custodial/Janitorial Contract	64,272	88,500
	<b>Total - Property Management subfund</b>		<b>\$64,272</b>	<b>\$88,500</b>
<b><u>Special Revenue Fund</u></b>				
<b>Southern Region</b>	Athletic Fields	MCPS Ballfield maintenance for designated Elementary and Middle Schools	2,520,602	3,000,000
<b>Southern Region</b>	Athletic Fields	Ballfield Maintenance - MCRD - White Oak	60,000	52,676
	<b>Special Revenue Fund</b>		<b>\$2,580,602</b>	<b>\$3,052,676</b>
	<b>Total Contract Services - All Funds</b>		<b>\$7,028,555</b>	<b>\$7,848,598</b>



# Montgomery County Department of Parks – Director of Parks

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## ORGANIZATIONAL STRUCTURE



# **Montgomery County Department of Parks – Director of Parks**

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## **OVERVIEW**

Major responsibilities of this office include implementing the work program as approved by the Montgomery County Planning Board and the County Council; advising the Planning Board on matters of park policy; acting as a liaison between the public and local, state, and federal agencies and officials; overseeing and supporting the Montgomery Parks Foundation; developing and administering internal management policies, procedures, and practices; and overseeing the work program of park employees.

## **MISSION**

To establish clear accountability and standards to effectively manage the more than 37,350 acres and facilities within the Montgomery County Park system.

## **PROGRAMS AND SERVICES PROVIDED**

- Management and Administration
- Park Foundation Oversight and Support

## **ACCOMPLISHMENTS**

### **The Foundation:**

- Granted over \$300,000 back to the Parks Department to support various park initiatives and programming.
- Provided funding to construct overlook terrace at Brookside Gardens.
- Funded the Trail Ambassador program for a fourth year.
- Funded a mural in Glenmont Local Park.
- Provided 14 scholarships for children with financial need to attend summer camps.
- Installed 40 benches throughout the park system.
- Secured Corporate Sponsors to support various events throughout the parks.
- Raised \$100,000 in support of initiatives at the Royce Hanson Conservation Park.
- Opened online store. Proceeds support Parks Department initiatives.
- Provided funding for enhancements to Cabin John Dog Park.
- Sponsored Bike Valet at Sligo Creek Fest.



# Montgomery County Department of Parks – Director of Parks

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## BUDGET AT A GLANCE

### Summary of Division Budget

	FY26 Adopted Adjusted	FY27 Proposed	% Change
<b>Budget</b>			
Expenditures	\$1,756,057	\$1,814,830	3.3%
<b>Staffing</b>			
Funded Career Positions	5.00	5.00	0.0%
Funded Term Positions	4.00	4.00	0.0%
Funded Workyears	9.50	8.50	0.0%

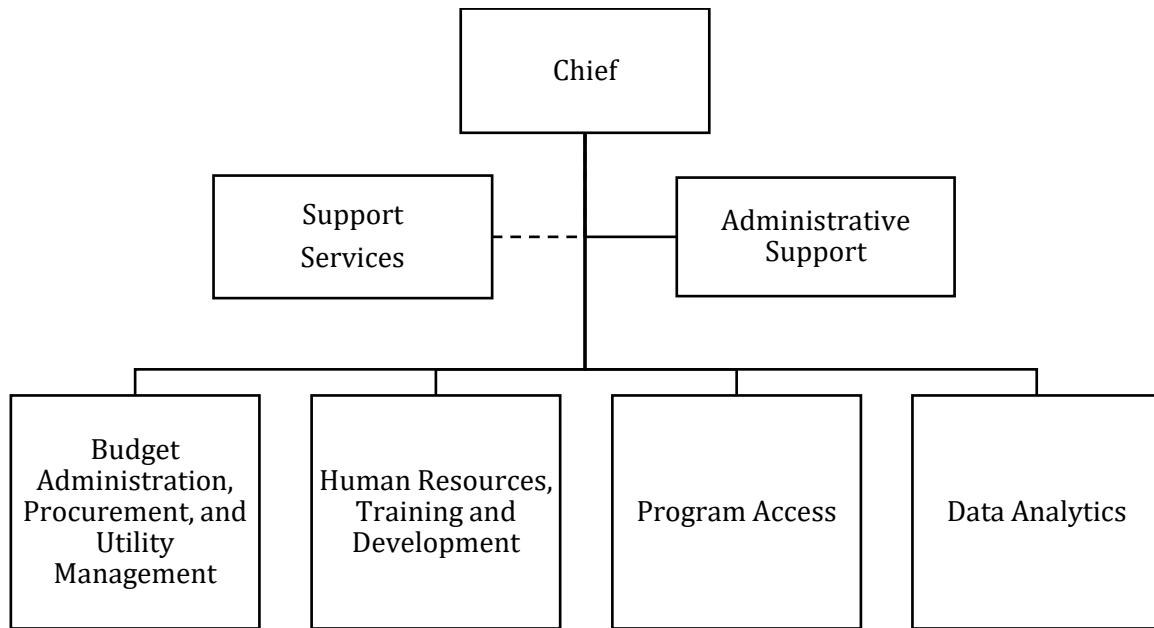
## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Moves \$36,426 in Seasonal funding to the budget for Employee Recognition Awards to allow the Director's Office to reward Departmental staff that go above and beyond in their work programs.



# Montgomery County Department of Parks – Management Services

## ORGANIZATIONAL STRUCTURE



# **Montgomery County**

## **Department of Parks – Management Services**

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### **OVERVIEW**

The Division's activities support the Department's mission, goals and objectives by providing financial, budgetary, procurement, personnel, data analytics and accessibility services. The Management Services Division provides direct support to Parks divisions enabling them to achieve their individual missions and remain responsive to the public; and assists the Director's Office with implementing internal policies and procedures. The Management Services Division consists of the following sections:

**Budget Administration, Procurement and Utility Management** uses a coordinated financial management system that handles over \$160 million in annual operating funds; prepares the Department's annual budget; assists the Department with the Council review and approval process and monitors budget and financial performance during the fiscal year; determines operating budget impacts of capital improvements and new programs; develops and monitors the Support Services program; provides management analysis of programs and utility costs; and guides department-wide procurement activity.

**Human Resources and Employment Development** provides human resource services to the divisions in the areas of talent acquisition, workforce diversity, performance management and employee/labor relation services. This section also provides Departmental training, workforce planning and organizational development programs, and activities that increase the competencies of Department employees to enable them to provide the highest quality and most cost-effective services to the users of Montgomery County parks. Training promotes increased accountability, performance, and improved expertise of managers and supervisors.

**Data Analytics** empowers divisions to make informed business decisions by creating an infrastructure built on utilizing database systems like the Enterprise Asset Management (EAM) System, Geographic Information System (GIS), and Microsoft Power BI. The EAM system includes preventative maintenance and reactive work orders, facility condition assessments, and the park asset/amenity inventory. GIS enables the department to inventory our park assets, perform spatial analysis, and create visualizations. Microsoft Power BI enables the organization to take the information from EAM, GIS, and other databases to create visual trends to help with Departmental Initiatives. This section oversees the administration of the EAM and GIS systems and consults with other Divisions on how to effectively utilize data derived from the EAM system, GIS, and Microsoft Power BI.

**Program Access Office** assists in ADA interpretation, policy and procedure development for the Department and provides training and awareness programs for staff. This office also facilitates the coordination of reasonable modifications for program participants with disabilities. This unit fosters outreach and community engagement by participating in meetings and community fairs; and develops and implements inclusive and adaptive special events and adaptive sports. The Program Access office also offers programs for the 55+ senior community.

### **MISSION**

To provide comprehensive support and oversight for financial management, procurement, human resources services, organizational development, and technology applications for the Department. In addition, Management Services provides inclusionary services and modifications for participants of park programs.



# Montgomery County Department of Parks – Management Services

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## PROGRAMS AND SERVICES PROVIDED

- Organizational Development
- Employee/Labor Relations
- Budget Preparation
- Financial Management
- Department-Wide Procurements
- Dashboard Creation, Mapping, and Visualizations
- Geographic Information System (GIS)
- Talent Acquisition
- Workforce Diversity
- Position Control and Tracking
- Policy Guidance
- Enterprise Asset Management
- Adaptive Sports
- 55+ Senior Programs
- Program Access/Inclusion Services

## ACCOMPLISHMENTS

- Over the past two years, the Data Analytics Team partnered with the Community Gardens team to improve data collection and use. This included mapping over 500 garden plots in ArcGIS, developing a hybrid inspection process with Survey123 and Power Automate, and analyzing 2024 demographic survey data in Power BI. These efforts have boosted program efficiency for over 520 participants. The partnership will continue, with plans to create a comprehensive dashboard to track emerging trends.
- The Data Analytics Team created the Asset Request Tool (ART), a browser-based map that lets park staff submit and update asset information directly, streamlining data collection—especially for Capital Improvement Program assets. Updates are crowdsourced, integrated promptly, and made public after construction. During its pilot, ART collected over 650 new assets and 200 updates. A full rollout to all Montgomery Parks employees will occur in FY26 and FY27.
- In August 2024, the Program Access Team hosted Montgomery Parks' first Adaptive Mountain Biking event at Wheaton Regional Park, with 15 riders and 30+ volunteers. The event, led by a certified adaptive mountain bike instructor in partnership with the Trails team, created an inclusive experience for adaptive riders. Program Access will continue collaborating to provide adaptive bikes, including the new TerraTrike, at regular Roots to Rocks rides for families.
- The Program Access Team launched Meaningful Day Programs to provide weekday leisure opportunities for adults with developmental and intellectual disabilities in Montgomery County. These programs foster social connection, skill development, and inclusion, and include activities such as Trail Trekkers (inclusive hiking), Bocce (with Special Olympics), Campfire Chats, and indoor Boccia during winter months.
- The Program Access Team led initiatives to earn recognition for the department's commitment to supporting individuals with disabilities through local and national professional presentations such as Maryland Recreation and Parks Association, National Recreation and Parks Association, and the Mid-Atlantic ADA Network.
- The Program Access Team proudly celebrated the 35th Anniversary of the Americans with Disabilities Act. In partnership with Montgomery County Government, we hosted our first family-friendly "Disability Pride Outside" event on Saturday, July 26, 2025, at Black Hill Regional Park. Program Access welcomed over 100 participants to enjoy adaptive activities



## **Montgomery County Department of Parks – Management Services**

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such as kayaking, mountain bikes and fishing, accessible pontoon boat rides, and sensory-friendly activities

- The Program Access Team purchased two GRIT Freedom Chairs for public use. The GRIT Freedom Chair is a cross between a manual wheelchair and a mountain bike designed for use on natural surface and paved trails. One is available free by reservation at Brookside Nature Center, and the second will be available in early 2026 at Woodlawn Manor Cultural Park.
- The Program Access Team remains dedicated to fostering inclusion through partnerships and innovative programming. Highlights include:
  - Collaborating with Black Hill Discovery Center to host an annual Inclusive Fishing Rodeo and Adaptive Fishing Programs.
  - Partnering with each Nature Center to offer a week of inclusive birding opportunities to celebrate Birdability Week.
  - Working with Meadowside Nature Center to host Sense-Sational Summer Camp, a camp specifically designed for neurodiverse individuals.
- The Human Resources Team has maintained the number of applicants applying to our vacant positions at 12,000+ per year. Vacancy rates have dropped 17.3% since FY24 to 10%, and ongoing talent acquisition efforts focus on strategically filling positions to support budget goals. Workforce diversity among underrepresented groups is within 10% of Montgomery County's demographics.
- The Human Resources Team has strengthened talent acquisition and partnerships to recruit diverse candidates and interns. Expanded interpretation and translation services have reduced employment barriers for English as a Second Language job seekers. The department now offers seven internship programs—six through community partnerships at no cost—hosting over 50 interns last season.
- The Human Resources Team completed the customization and implementation of the new Montgomery Parks new hire Onboarding Program and curriculum. Continuous learning curriculums for Management staff and all current employees were also developed and implemented. These programs will ensure a good start for newly hired employees and positively affect the employment retention for all employee groups.
- The Budget Team developed a strong FY26 operating budget proposal that secured funding for major known commitments including compensation and a program enhancement. The Planning Board requested a 7.5% increase over FY25, the County Executive recommended a 3.2% increase and the Council adopted a 5.8% increase. The budget team's well-justified proposal contributed to a successful budget year.
- The Budget Team launched an initiative to move the Parks Department toward Program Based Budgeting (PBB). PBB is a budgeting method that organizes financial resources around specific programs, rather than line items. This approach will work alongside our current line-item budgeting, allowing the Department to track and report divisional spending against a series of programs. The Department has begun the process of creating and prioritizing the list of



# Montgomery County Department of Parks – Management Services

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programs to ensure strategic alignment and coherence. The goal of PBB is to tell the stories inherent in the budget. It will enable the Department to move beyond simply asking, "How much are we spending?" and instead communicate to the public and elected officials what we are achieving with the money we spend. PBB aligns performance measures and metrics with spending, allowing for real-time adjustments and resource allocation where they are most needed. This method increases transparency, accountability, and flexibility, ensuring that spending decisions are data-driven.

## BUDGET AT A GLANCE

### Summary of Division Budget

	FY26 Adopted Adjusted	FY27 Proposed	% Change
<b>Budget</b>			
Expenditures	\$4,126,256	\$4,251,596	3.0%
<b>Staffing</b>			
Funded Career Positions	23.00	23.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	24.80	25.80	0.0%

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

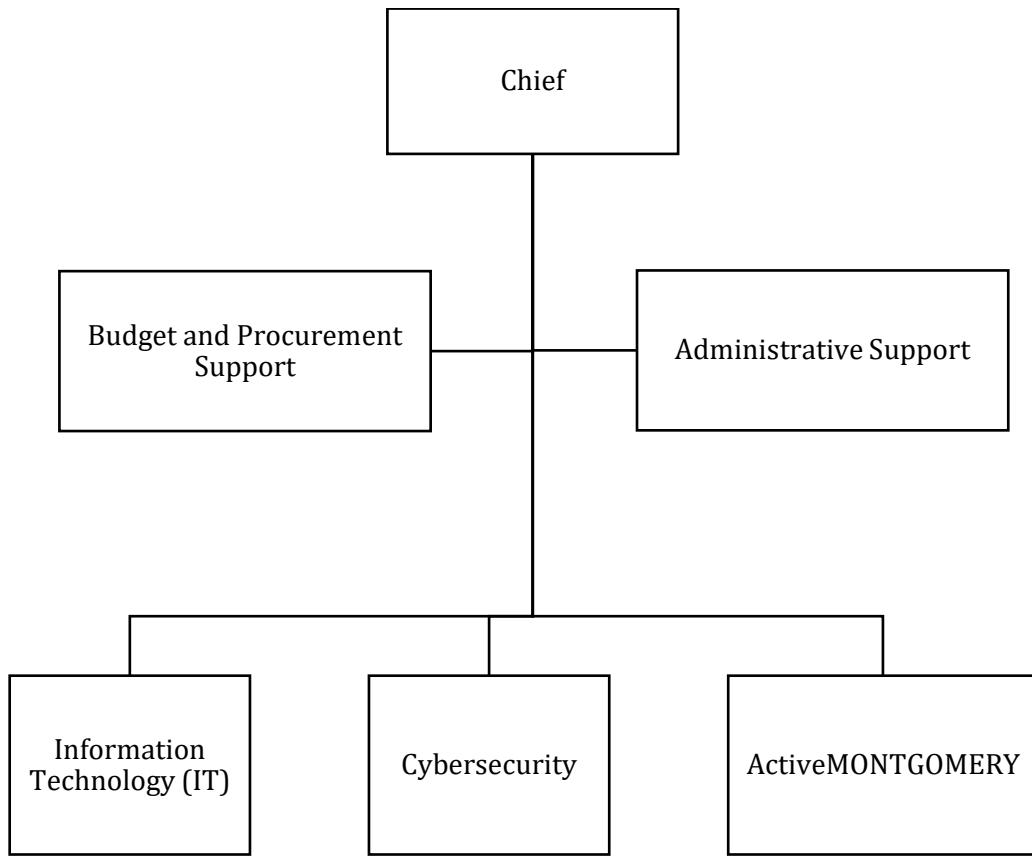
- Adds \$22,800 in Personnel funding for Seasonal support for the Training and Program Access teams.
- Adds \$12,001 in Other Services & Charges funding for inflationary increases to support data storage and consulting services.
- Decreases budgeted Salary Lapse by \$3,000.



**Montgomery County**  
**Department of Parks – Information Technology and Innovation**

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Information Technology and Innovation

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### OVERVIEW

The Information Technology and Innovation (ITI) Division serves both the Planning Department and the Department of Parks. The ITI Division for Parks consists of several units:

The **Information Technology (IT)** unit provides a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices.

The dedicated **Cybersecurity Team** is focused on protecting the Parks and Planning IT infrastructure and assets.

The **ActiveMONTGOMERY Team** manages the registration and reservation system used by 32 locations within the Montgomery County Parks system to track sales and associated revenues.

### MISSION

To provide business-enabling value through integrated technology solutions.

### PROGRAMS AND SERVICES PROVIDED

- Provide network infrastructure to handle data, voice, and wireless connectivity
- Provide robust infrastructure for video streaming for Planning Board Live, Historic Preservation Commission, and Development Review Committee (DRC) meetings
- Enable safe and reliable remote access and tools for teleworking
- Provide best practices in cybersecurity

### ACCOMPLISHMENTS

- Conducted a software licensing audit and secured a three-year renewal, optimizing license allocation to effectively meet the Commission's requirements and achieving cost savings and procurement efficiencies.
- Cybersecurity is a continuous effort, and we are consistently implementing new solutions and measures to enhance our cyber posture.
- Delivered our three-year Light Detection and Ranging (LiDAR), Tree Canopy, and Planimetric data update. Additional documentation and applications for each of these items were added to our [montgomeryplanning.org](http://montgomeryplanning.org) website. This includes new dynamic impervious calculators.
- Implemented a backup system for ArcGIS Online (AGOL) hosted GIS data. The Parks GIS team prefers to host their data in the cloud requiring a new backup regimen.
- Secured a prime location in a top-tier data center to enhance our Disaster Recovery and Business Continuity efforts. Our commitment to improving these critical areas remains steadfast as we continue to make significant advancements.
- Enhanced the infrastructure and equipment to better support our Planning Board meetings, ensuring a more effective and engaging experience for all participants.
- Implemented a new help desk system, conducted user training sessions, and successfully decommissioned the legacy platform.



# Montgomery County

## Department of Parks – Information Technology and Innovation

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### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY26 Adopted Adjusted	FY27 Proposed	% Change
<b>Budget</b>			
Expenditures	\$3,977,137	\$4,336,844	9.0%
<b>Staffing</b>			
Funded Career Positions	17.00	17.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	13.60	13.80	1.5%

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

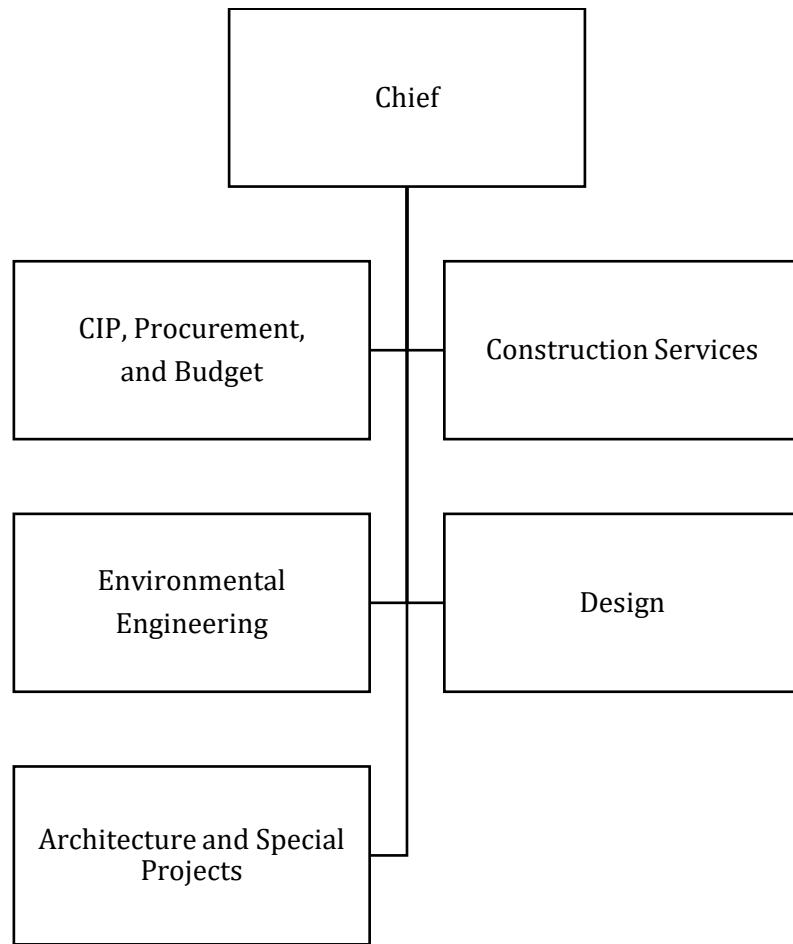
- Moves \$50,015 of contractual costs for various software licenses and ActiveMONTGOMERY consulting from Other Services & Charges to Supplies & Materials to support end user communications and computer equipment needs and inflationary pricing increases.
- Decreases budgeted Salary Lapse by \$20,000.



# Montgomery County Department of Parks – Park Development

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## ORGANIZATIONAL STRUCTURE



# **Montgomery County**

## **Department of Parks – Park Development**

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### **OVERVIEW**

The Park Development Division is responsible for the implementation of the six-year Capital Improvements Program (CIP), which includes the following functions: developing the CIP budget, preparing design and construction documents, procuring design and construction services, managing the maintenance and renovation of most of the County's public school athletic fields, and managing construction for new parks as well as renovation of existing facilities. Projects are developed to conserve natural resources, modernize the park system, and enhance park user experiences for residents and visitors of Montgomery County.

In addition, the Division reviews and inspects other development projects on parkland through the Park Construction Permit Process that would not appear in the CIP. Examples include developer-built parks, public-private partnerships, and projects implemented by other County agencies. The Division also manages the parkland encroachment process.

The Division consists of the following sections: CIP/Administration, Design, Environmental Engineering, Construction Services, and Architecture & Special Projects.

### **MISSION**

To protect and restore natural resources and create/rehabilitate park facilities in an environmentally sustainable way to meet the needs of Montgomery County.

### **PROGRAMS AND SERVICES PROVIDED**

- CIP Development and Management
- MCPS Athletic Field Maintenance
- Architectural Design Services
- Park Encroachment Program Support
- ADA Compliance and Barrier Removal
- Construction Management Services
- Inspection Services
- Landscape Architectural Design Services
- Engineering Design Services
- Park Construction Permit Process
- Procurement for CIP Projects
- Park Construction/Renovation
- Infrastructure Condition Assessments
- Water Resources and MS4 Permit Implementation

### **ACCOMPLISHMENTS**

The Park Development Division work program operates primarily out of the Capital Budget:

- Completed Park Refresher construction projects at Caroline Freeland Urban Park, Columbia Local Park, and Strathmore Local Park. Began construction for the Ovid Hazen Wells Recreational Park Expansion.
- Completed construction of the Long Branch Bridge Replacement and Stream Restoration.
- Completed permitting for the new North Branch Trail near Lake Frank and for the Powerline Trail Phase 1 SWM Retrofit and Trailhead in Cabin John Regional Park.
- Completed the facility plan for a new park at Lyttonsville Neighborhood Green. Initiated design for Bethesda Market Park, Elm Street Urban Park, and Wheaton Regional Park Action Sports Park.
- Continued detailed design for Park Refreshers at Carroll Knolls Local Park, Long Branch-Wayne Local Park, Long Branch Local Park, Long Branch-Garland Neighborhood Park, Gunner's Lake Local Park, Stonehedge Local Park, Fox Chapel Local Park, Greenwood Local Park, Jessup Blair



## **Montgomery County Department of Parks – Park Development**

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Local Park, Wheaton Regional Park Rubini Area Complex, and Valley Mill Special Park group picnic area.

- Completed design and began demolition work for a new park at South Silver Spring Urban Recreational Park. Continued design for mini-refresher projects for North End Courts at Fairland Rec Park, Ellsworth Dog Park Renovation, and the renovation of South Germantown Adventure Playground. Began design for a new Disc Golf Course at Northwest Branch Recreational Park.
- Began construction of building envelope improvements at the historic Waters House.
- Completed multiple ADA improvement projects that involved trails, parking lots, sidewalks, and numerous amenities.
- Completed multiple sports court renovations, constructed two new soccer courts, and completed multiple athletic field renovations. Created 6 dedicated pickleball courts at East Norbeck Local Park.
- Began construction on playgrounds at Olney Manor Recreational Park, Olney Mill Neighborhood Park, McKnew Local Park, and Valleywood Neighborhood Park. Completed a playground renovation at Centerway Local Park.
- Began construction on the Athletic Field Team Building at Laytonia Recreational Park. Completed locker room renovations at the Olney Manor Maintenance Yard.
- Completed the NCPC process for Vision Zero and Traffic Calming along northern portions of Little Falls Parkway.
- Completed restoration of streams and outfalls in various Stream Valley Parks.

### **BUDGET AT A GLANCE**

#### **Summary of Division Budget**

	<b>FY26 Adopted Adjusted</b>	<b>FY27 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$5,145,232	\$5,396,476	4.9%
<b>Staffing</b>			
Funded Career Positions	59.00	59.00	0.0%
Funded Term Positions	1.00	1.00	0.0%
Funded Workyears	26.40	27.30	3.4%

### **HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

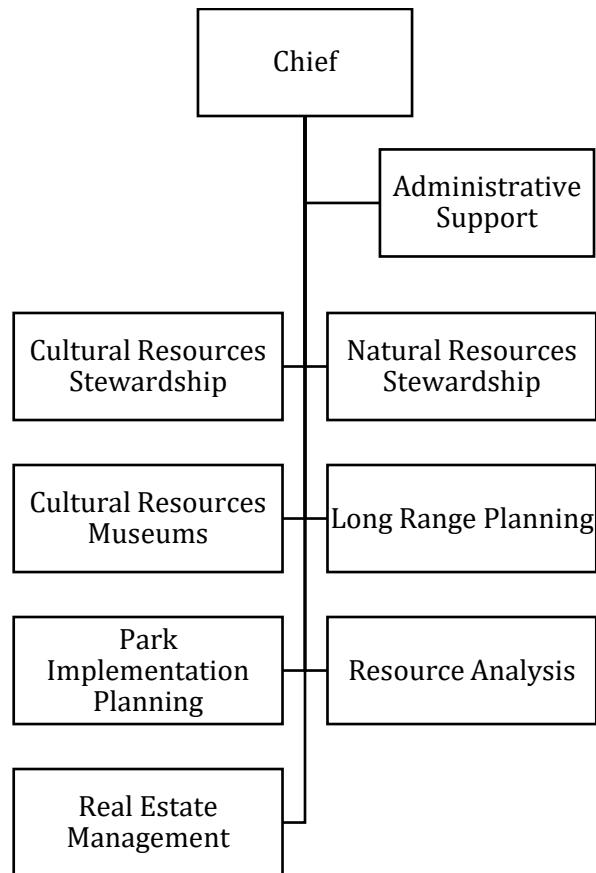
- Decreases CIP Chargebacks by \$31,820.
- Decreases budgeted Salary Lapse by \$100,000.



# Montgomery County Department of Parks – Park Planning and Stewardship

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## ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks – Park Planning and Stewardship

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### OVERVIEW

The Division's activities support a variety of planning and stewardship functions on both the administrative and operational sides of the Department of Parks.

### MISSION

To achieve the right balance between stewardship and recreation through a comprehensive park and trail planning program that is closely aligned with management and protection of our County's best natural and cultural resources on M-NCPPC parkland.

**Long Range Planning** (LRP) coordinates and manages park planning efforts with a focus on inventorying, mapping, and analyzing existing parkland and park facilities in order to determine current and future needs. Regular projects include leading park related aspects of community master plans, developing park master plans, conducting suitability studies, developing programs of requirements for park facility plans, and managing Parks development review efforts. LRP staff also conducts research, prepare studies, and compiles reports including the Land Preservation, Parks and Recreation Plan (LPPRP) and Parks, Recreation, and Open Space (PROS) Plan on a five-year cycle.

**Park Implementation Planning** coordinates and manages near-term park planning efforts with a focus on prioritizing and implementing park projects to meet current needs. Staff in this section bridge the gap between Long Range Planning and Park Development by identifying new projects for implementation. Specific programs led by this section include trail planning, construction, and renovation (both natural surface and paved), athletic field planning, and site planning. In addition to these planning and implementation tasks, staff in this section also coordinate with volunteers and lead programming, such as the Roots to Rocks rides and Trail Ambassador program.

**Cultural Resources Stewardship** coordinates the research, preservation, and interpretation of 106 historic structures, approximately 300 known archaeological sites, and 16 cemeteries on Montgomery Parks parkland. A new initiative for the section is the Untold Stories program, aimed at expanding historical and community interpretation of significant stories from the county's past. CRSS staff conducts all forms of cultural resource inventories, interprets historical and archaeological sites, coordinates restoration and/or rehabilitation projects for historic structures and landscapes, develops interpretive signage, and prepares oral histories and a wide variety of reports.

**Cultural Resources Museums** develops and manages public, educational interpretative programming at Parks' museums and historic sites. These sites include Bussard Farmstead at Agricultural History Farm Park; Josiah Henson Museum and Park; Kingsley Schoolhouse; Oakley Cabin African American Museum and Park; Woodlawn Museum and the Underground Railroad Experience Trail at Woodlawn Manor Cultural Park; and the Thomas Harper Cabin at Brookside Nature Center. Programming includes exhibitions, guided tours, hikes, workshops, classes, community events, and annual special events such as Parks' Harvest Festival and Maryland's Emancipation Day celebrations. Parks museums and historic sites host several annual family reunions for descendant families: the Newmans, Bussards, Harpers, Palmers, and Hensons. This unit also coordinates museum projects with outside organizations on parkland.

**Natural Resource Stewardship** coordinates the stewardship of natural resources on M-NCPPC parkland. Major program emphases include natural resources inventory and mapping, white-tailed deer management, nuisance wildlife management, non-native invasive plant management, habitat restoration in environmentally sensitive areas, and the preparation of natural resources management plans for Best Natural Areas and Biodiversity Areas.



# **Montgomery County**

## **Department of Parks – Park Planning and Stewardship**

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**Resource Analysis** manages aquatic resources on Montgomery Parks parkland and works to identify, avoid, minimize, or mitigate the negative effects of land-use change on all natural resources in the Department's inventory. Major program emphases are on the biological monitoring of aquatic resources, environmental review of various development projects affecting parkland, environmental stewardship training for operations staff, development and implementation of pollution prevention programs, interagency watershed restoration coordination, and prioritization of environmental restoration and stormwater retrofit projects. Resource Analysis staff also manage the Department's two NPDES stormwater programs, the NPDES MS-4 Phase II Permit and the NPDES Industrial Permit.

**Real Estate Management** implements land acquisition programs to provide new property for improved levels of recreational and natural resources on parkland and manages the Commission's existing real estate portfolio to preserve recreational and conservation resources while accommodating public infrastructure and approved private development.

### **PROGRAMS AND SERVICES PROVIDED**

- Trails Planning – Natural Surface and Paved Trails
- Construction / Rehabilitation of Natural Surface Trails
- Non-native Invasive Plant Management
- Museum management and Historical Stewardship
- Environmental Review and Assessment
- Land Acquisition
- National Pollutant Discharge Elimination System (NPDES) Permit Compliance Volunteer Management
- Long Range and Site Planning
- Development Review Coordination
- Wildlife Management
- Habitat Restoration
- Aquatic Resources Management
- Stewardship Training
- Property Rights Management

### **ACCOMPLISHMENTS**

- Expanded the deer population management program to include the addition of 267 acres in the Little Bennett Stream Valley and Oak Ridge Conservation Parks totaling 27,300 acres in service.
- Collected aquatic resources monitoring data at 26 stream locations in 11 county watersheds and applied results to the assessment of Best Natural/Biodiversity Areas, pollution event response, and ongoing evaluation of long-term trend, restoration, and planning priorities. Three seasonal staff and 65 different staff volunteers were instrumental in the completion of the data collection.
- Completed three outfall stabilization projects that transformed failing stormwater outfall structures into channels designed to mimic natural hydrologic characteristics.
- Completed initial phases of the Parks Bathroom Study which seeks to understand existing bathroom conditions and user needs across the park system. The study will make recommendations on how to provide the best bathroom experience in parks given available resources.
- Began work on the 2027 LPPRP and PROS Plan.
- Added over 464 acres of land to the park system in FY25 and the first half of FY26, including additions to Upper Paint Branch SVP, Great Seneca SVP, Hoyles Mill CP, and the developer-built Hickory Grove Local Park.
- Corrected property boundaries via a land exchange in Black Hill Regional Park.



## **Montgomery County Department of Parks – Park Planning and Stewardship**

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- Coordinated with State and County agencies to incorporate appropriate portions of unused ROW in adjacent parks (Long Branch-Garland NP, Greenwood LP).
- Completed disposition of two historic buildings within Warner Circle Special Park to allow rehabilitation into residential units while preserving the majority of the park for public use.
- Designed and constructed the Royce Hanson Conservation Park at Broad Run, including 5 miles of new natural surface trail, and constructed 0.5 miles of new trail at Oak Ridge Conservation Park.
- Constructed a new expert (double black diamond) jump line at the South Germantown Bike Park and renovated the Blue Line at the Pit Bike Park at Fairland Recreational Park.
- Completed trail programming including Roots to Rocks Mountain biking, natural surface trail volunteer workdays, and Trail Ambassadors youth program.
- Executed Magruder Branch Trail Extension Design grant agreement with MDSHA.
- Finalized Beach Drive Open Parkway Permanent Operating Hours.
- Developed a draft Athletic Field User Policy update to promote equity and enhance community access to park facilities. The finalized draft is scheduled for a presentation to the Planning Board in spring 2026.
- Received a \$10,000 grant from the state's African American Heritage Preservation Program to successfully document and interpret Montgomery Chapel Cemetery through a GPR survey and interpretive, signage sharing the history of the community and those buried there, while ensuring its protection for the future. Received preservation excellence award from the Maryland Historical Trust for the Oakley Cabin AR Project, combining historical and archaeological research with innovative public interpretation.
- Contributed key elements to new Royce Hanson Conservation Park design and historical interpretation, including two interpretive signs and an audio post playing interview clips from Royce Hanson.
- Installed first three interpretive signs honoring the Indigenous experience, focusing on Native Farming, Native Veterans, and the continued presence of Native groups in Montgomery County, as part of the Untold Stories Program.

### **BUDGET AT A GLANCE**

#### **Summary of Division Budget**

<b>Budget</b>	<b>FY26 Adopted Adjusted</b>	<b>FY27 Proposed</b>	<b>% Change</b>
Expenditures	\$9,882,237	\$10,465,880	5.9%
<b>Staffing</b>			
Funded Career Positions	63.00	63.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	62.50	62.80	0.5%



**Montgomery County  
Department of Parks – Park Planning and Stewardship**

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**HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

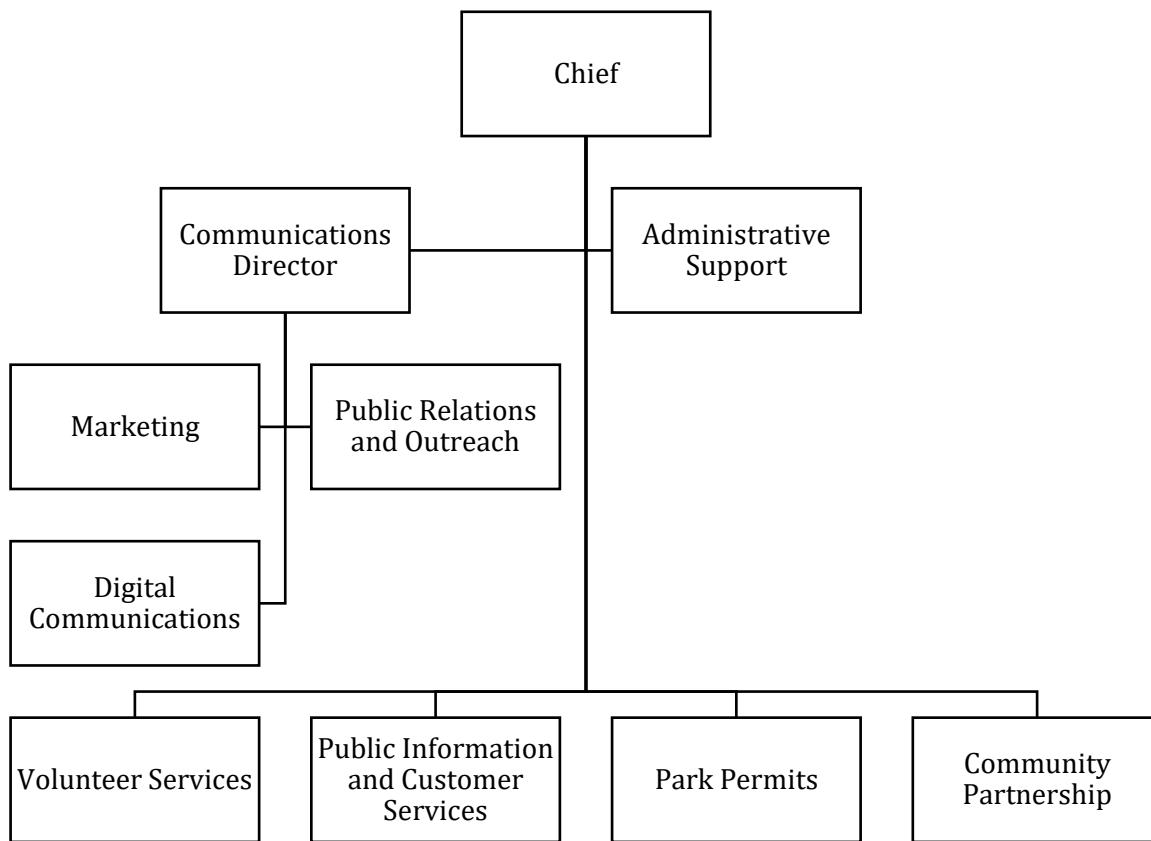
- Increases Supplies funding by \$14,030 for horticultural supplies for NNI management, signage and uniforms for an increasing number of public facing events, and replacement parts for water quality sampling equipment.
- Increases Other Services and Charges funding by \$27,187 for interpretation services and for repairs and maintenance for equipment and cultural resources properties.
- Decreases budgeted Salary Lapse by \$96,000.



**Montgomery County**  
**Department of Parks – Public Affairs and Community Partnerships**

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Public Affairs and Community Partnerships

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### OVERVIEW

The Public Affairs and Community Partnership Division (PACP) supports external marketing and communications, public information requests, community outreach, public relations, volunteer management, community partnership management, and the permitting of some park amenities and facilities through its seven sections.

The **Community Partnerships** section is dedicated to building and strengthening collaborations with local organizations to expand community access, enhance programming, promote environmental sustainability, and advance other key Parks priorities. These partnerships are formalized through agreements, which ensure alignment with shared priorities, vision, and mission. In addition, the section facilitates effective communication, coordination, and reporting to maintain transparency and accountability, and public benefit.

The **Public Relations and Outreach** section provides management, consultation, and coordination of public outreach strategies and responses, special event planning, communications, media relations, and public relations.

The **Marketing** section provides marketing and advertising, design and development, photography and videography, media and public relations, website content support, reports and presentations, and branding efforts.

The **Digital Communications** section provides oversight of the department's website, including content governance, publishing standards, search engine optimization, digital accessibility compliance, site layout, and ongoing maintenance. The section also collaborates across departments to ensure a consistent, accessible, and user-focused web experience.

The **Parks Information and Customer Service (PICS)** section provides central management and coordination for public correspondence, customer feedback, and public information. Functions include researching and responding to public inquiries via phone lines, email, and the Montgomery Parks website. The Customer Relationship Management (CRM) tool tracks and coordinates responses and various projects.

The **Volunteer Services** section connects people with opportunities to make a difference in Montgomery Parks. We coordinate volunteer programs and community service projects, handling everything from recruitment and training to recognition and support. Our volunteers include students, corporate partners, and community members who help care for parks and natural resources. We also work closely with friends' groups, watershed organizations, and nonprofits to strengthen community partnerships. Through these efforts, we ensure public involvement in protecting water quality as part of the Department's NPDES MS4 permit requirements.

The **Park Permits** section manages public access and usage of a portfolio of permitted spaces including athletic fields, park activity buildings, picnic shelters, etc. Functions include issuing reservations and permits; special permits for community gardens; evaluating and coordinating third party special event requests; coordinating calendars and managing conflicting use among Departmental divisions and activities, assessing, and developing related fee schedules, processes, policies, and transfer of recovered fees to affected divisions.

### MISSION

To increase Montgomery Parks' brand and usage of the Park Fund and Enterprise Fund programs, facilities, and services through strategic marketing and communications work. Provide timely public responses in a friendly and efficient way, and support the Department's vision by generating alternative, non-tax supported resources.



# **Montgomery County**

## **Department of Parks – Public Affairs and Community Partnerships**

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### **PROGRAMS AND SERVICES PROVIDED**

- Special Event Management
- Park Facility Rentals/Permits
- Advocacy Coordination
- Public Outreach
- Marketing and Advertising
- Graphic Design and Publications
- Customer Service and Public Response
- Public and Media Relations
- Community Partnerships Development

### **ACCOMPLISHMENTS**

- The Media Relations team generated extensive media coverage for the department in a variety of local, regional, national, and industry outlets. Approximately 125 press releases were issued in FY25, and more than 2,000 stories, interviews and mentions were secured with media outlets. Examples of media coverage included a series of placements on the department's annual Garden of Lights display, the augmented reality experience at Oakley Cabin for Black History month coverage, and a new fish passage in the Long Branch community during Earth Month.
- The Outreach team conducted 68 outreach events, gathered feedback from 4,388 participants through 13 community surveys, and distributed 22,294 postcards to support eight different projects.
- The Marketing team manages 19 different social media channels across Facebook, X, Instagram, LinkedIn, NextDoor, and YouTube. During FY25, the team wrote or moderated more than 5,000 posts that had more than 6 million impressions. On Montgomery Parks' main channels, the Team continues to develop unique and engaging content as we look to make the channels more engaging and to resonate with our audience. Our focus has been increasing Instagram Reels video content and we have seen an increase in followers over the past fiscal year.
- The Marketing team manages and improves the department's website to ensure engaging, accessible, and WCAG 2.1 AA-compliant content. Recent efforts include a refreshed homepage, enhanced events calendar, and new landing pages that strengthen the MontgomeryParks.org digital presence established in FY24.
- The PICS office handled an average of 275 - 350 calls and dozens of emails per week from residents in FY25, with case volume especially high from March-October when park facilities see heightened use.
- The PICS office fielded resident inquiries about all significant Parks initiatives in FY25, including events and ongoing programs throughout the year.
- In FY25, Park Permits processed over 90,000 permits for the system's park activity buildings, picnic shelters, outdoor courts, and athletic fields. Generated over \$3.9 million in revenue between the Park Fund and the Special Revenue Fund through rentals of public facilities and Special Events. This total exceeded the budgeted revenue by 9%.
- The Volunteer Service Office continued to coordinate with our vibrant volunteer community. Organized over 709 successful volunteer events through the VSO managed program, Parks Clean Up Program. This 1 program worked with 7,200 volunteers totaling more than 12,400 hours. Removed 135,337 lbs. of trash and recycling from parks in FY25.



**Montgomery County**  
**Department of Parks – Public Affairs and Community Partnerships**

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b>FY26 Adopted Adjusted</b>	<b>FY27 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$4,519,375	\$4,707,553	4.2%
<b>Staffing</b>			
Funded Career Positions	26.00	26.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	28.40	28.50	0.4%

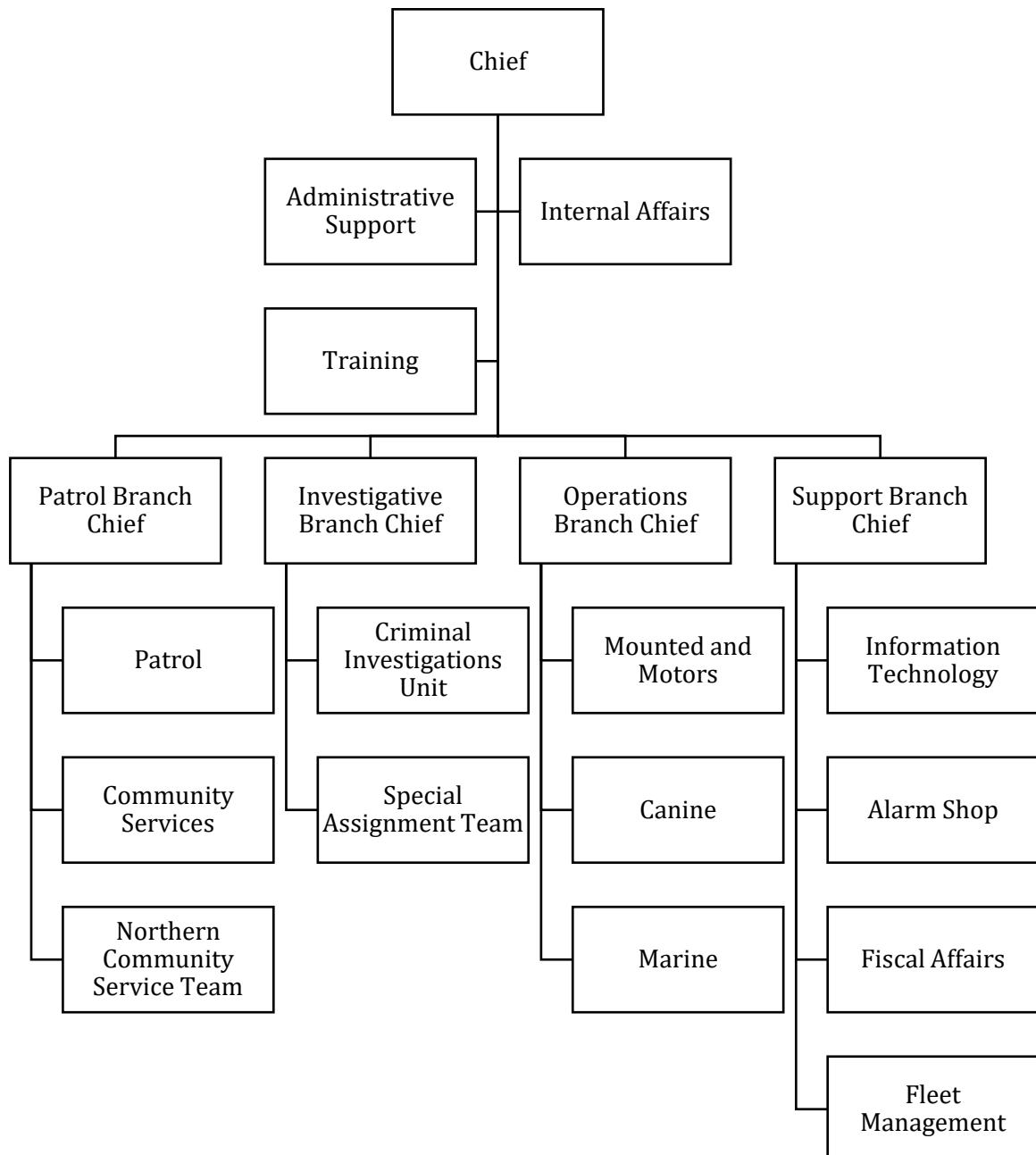
**HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

- Increases Supplies and Materials by \$16,550 based on inflationary increases.
- Increases Other Services and Charges by \$14,000 for expansion in programs and advertisements
- Decreases budgeted Salary Lapse by \$5,000.



# Montgomery County Department of Parks – Park Police

## ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks – Park Police

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### OVERVIEW

The division is committed to providing professional public safety services with a focus on crime prevention and detection through statistical analysis of citizen-based calls for service and officer observations to ensure a safe park system. The division is committed to working in partnership with the community to improve the quality of life for the citizens of Montgomery County.

The park land is diverse in its terrain. The use of bicycles, ATVs, marine, canine, motorcycle and horse-mounted officers demonstrate the unique resources the Park Police deploy to ensure that all areas of the park system are patrolled.

The Park Police division is divided into four operational branches and an Administrative Section. The operational components are the **Patrol Branch** comprised of Patrol Services and Community Services; the **Support Operations Branch** is comprised of Management and Technology, Communications, and Fiscal Affairs; and the **Operations Branch** is comprised of Special Operations, Canine, Marine, Horse Mounted, and Motorcycle Unit. The **Investigative Branch** is comprised of Investigative Services, Special Assignment Team, and Criminal Investigations Unit. The **Office of the Chief** includes Internal Affairs and the Public Information Officer. Approximately 24 volunteers augment the Division's personnel complement.

### MISSION

The Maryland-National Capital Park Police, Montgomery County Division is committed to working in partnership with the community to provide quality public safety services in a professional and timely manner. We value the attendance of all community members and visitors to the park system. We endeavor to facilitate a safe, peaceful, and joyous experience for everyone.

### PROGRAMS AND SERVICES PROVIDED

- Proactive Patrols
- Undercover Investigations
- Wildlife Management
- Community Involvement
- Property and Evidence
- Radio System Management
- Media Relations
- Special Event Planning
- Background Investigations
- Alarm Shop
- Crime Scene Management
- Public Safety Education
- Fleet Management
- Mobile Data Network
- Computer Aided Dispatch
- Strategic Planning
- Recruitment
- Park Facility Assessments
- Crime Prevention Through Environmental Design

### ACCOMPLISHMENTS

- Park Police were invited to assist with public safety during the 47th Presidential Inauguration. Park Police Montgomery County Division assisted the United States Park Police with the activities and monitored the crowd throughout the day. Our officers patrolled different sectors of the National Mall on horseback and foot in areas around the Capitol.
- Sergeant Snyder and canine Robert received the National Detection Case of the Year by the United States Police Canine Association (USPCA). This honor stems from their role in a case involving the recovery of human remains in Prince George's County, which had gone undiscovered for 18 months. The case was selected by the USPCA Executive Committee as the



## **Montgomery County Department of Parks – Park Police**

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top case nationwide. Canine Robert is the only law enforcement cadaver dog in the state of Maryland.

- A Park Police patrol officer was assigned to the first Montgomery County Police Summer DUI Task Force for additional education and enforcement.
- Park Police graduated five canine teams of different specialties including Patrol Explosives, and Bloodhound after completing weeks of extensive training. The canine team's training culminated in successfully navigating a challenging 1.5-mile trail with a set time of 1 hour. The trail featured three turns and included a demanding 500-foot hard surface crossing.
- A Park Police volunteer worked to update the bicycle fleet. The fleet was updated with five new pedal bikes and five donated electric bikes. Three Park Police officers were certified as bicycle officers.
- The GIS Dashboard project was created for Park Police Officers to use for reference in the field. The map contains various layers such as parks, trails, parcels, county operated facilities, agreements, and more.
- Successfully migrated mobile phone provider from Verizon to T-Mobile. The switch to T-Mobile provides all employees with cell phones for multifactor authentication while lowering our cell phone expenses.

### **BUDGET AT A GLANCE**

#### **Summary of Division Budget**

<b>Budget</b>	<b>FY26 Adopted Adjusted</b>	<b>FY27 Proposed</b>	<b>% Change</b>
Expenditures	\$21,905,361	\$22,934,735	4.7%
<b>Staffing</b>			
Funded Career Positions	127.00	127.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	116.90	117.60	0.6%

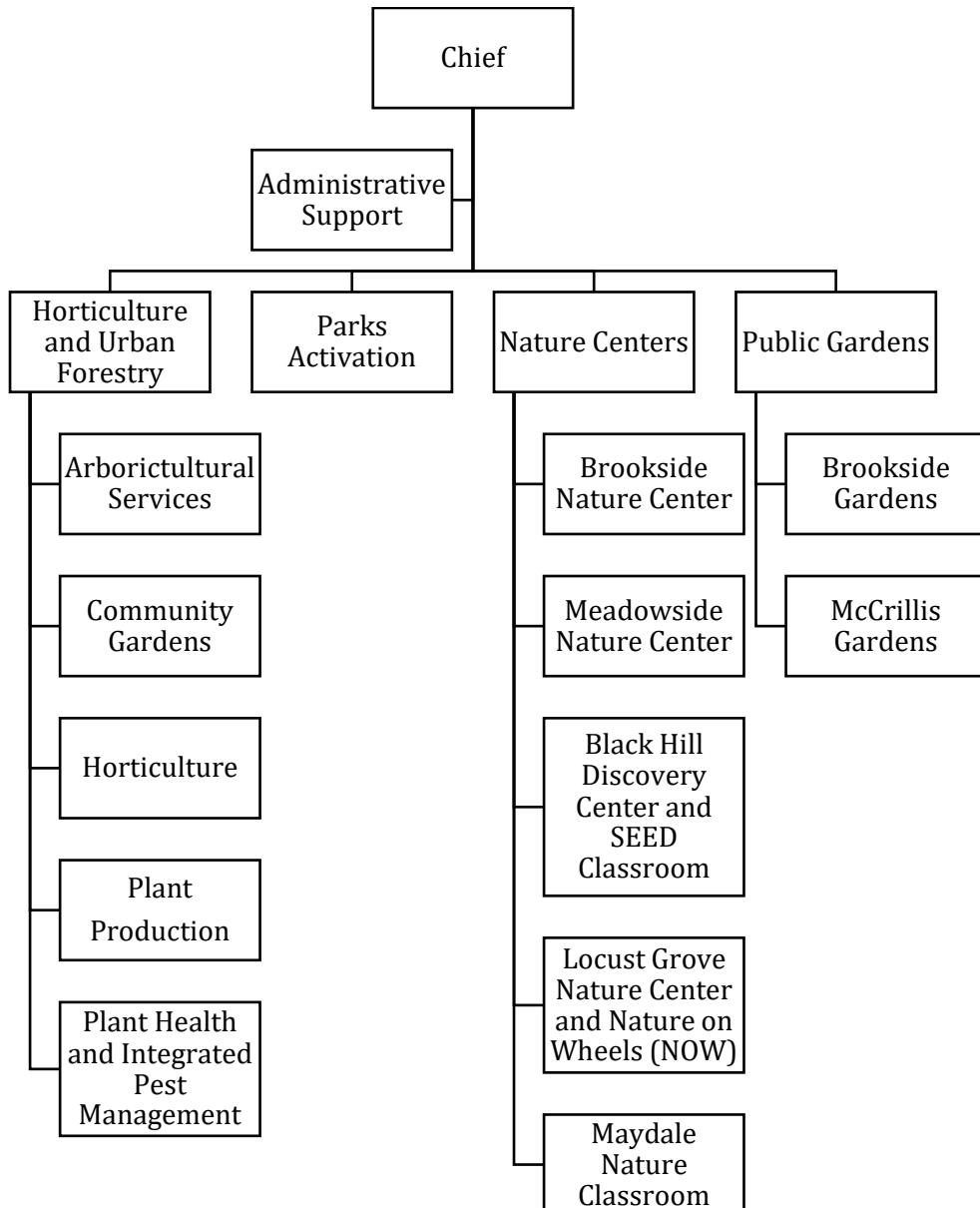
### **HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

- Increases Overtime funding by \$30,070.
- Increases Supplies & Materials by \$38,000 for increases in technology expenses.
- Increases Other Services & Charges by \$226,286, increases for various maintenance and software licenses, contractual services, veterinary services.
- Decreases budgeted Salary Lapse by \$32,500.



**Montgomery County**  
**Department of Parks – Horticulture, Forestry and Environmental**  
**Education**

**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Horticulture, Forestry and Environmental Education

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### OVERVIEW

The Horticulture, Forestry and Environmental Education Division is committed to preserving and maintaining the natural and cultural resources of parkland. The Division manages facilities, ensures visitor safety, promotes park usage, and enhances the natural and environmental features of parks. Through a diverse range of programming, events, interpretation, training, and consultation, the Division fosters lifelong learning, inspires appreciation for the natural world, encourages healthy habits for mental and physical well-being, and strengthens community connections. Staff play a vital role in park operations, contributing expertise in event planning, plant care and maintenance, environmental stewardship, horticulture, arboriculture, landscape management and design, plant production, plant health, integrated pest management (IPM), and green waste recycling. This comprehensive approach ensures that parks remain vibrant, safe, inclusive and accessible spaces for all residents, supporting both ecological sustainability and community engagement and well-being.

The Division is comprised of the following sections:

**Arboriculture** administers a comprehensive tree care program dedicated to safeguarding, managing, and promoting the long-term health of trees on parkland. The program ensures public safety by assessing tree risk through inventory and evaluation, and mitigating risk through pruning, and removal of high-risk trees and limbs. This section participates in the park development review process to ensure trees are preserved during construction of park development and renovation projects. This unit includes the Green Waste Recycling team, which takes in green, organic waste generated from parkland maintenance and recycles it to produce compost, soil conditioners, and wood products for reuse during park projects.

The **Community Gardens** program advances the cultivation of locally grown produce and flowers through the administration and management of approximately 500 garden plots across 14 neighborhood gardening sites located on parkland, privately owned properties, and Montgomery County Public School sites. These plots serve as the foundation for a vibrant network of community garden spaces that promote healthy living, support physical activity, and encourage social interaction. Educational and outreach initiatives further support community engagement and sustainable gardening practices. In addition to plot management, the program contributes to food recovery efforts by encouraging gardeners to donate surplus produce to local food assistance organizations. It also oversees the Grown@Pope initiative, a volunteer-driven grow-to-donate effort that educates participants in gardening practices and cultivates fresh food for distribution to local food assistance providers.

**Horticulture Services** offers expert consultation in horticulture, providing design, installation, and maintenance of select landscape beds throughout the county. This unit helps maintain interpretive gardens at several nature centers. They lead the county-wide tree planting initiative, which involves planting in developed areas of parkland. This initiative includes a two-year aftercare program where staff care for the trees by pruning, weeding, mulching, supplemental watering, and maintaining deer protection fencing for each tree planted. This unit also provides operational support to the community garden program.

**Nature Centers** offer a wide range of programs and experiences designed to meet the unique needs of individuals, from opportunities to explore and enjoy the outdoors and participate in recreational activities, to interpretive and environmental education programs, as well as initiatives that empower participants to take meaningful action and create a positive impact within their communities. Our nature centers cultivate enduring relationships with individuals of all ages—from babies to adults 55 and older—by offering interactive exhibits, diverse programs, meaningful



# **Montgomery County**

## **Department of Parks – Horticulture, Forestry and Environmental Education**

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volunteer opportunities, and engaging events. We nurture lifelong stewards and passionate park advocates, all while strengthening our sense of place and community. What truly sets us apart is the depth and breadth of our programming, along with our exceptional commitment to community engagement. Nature Centers oversee the operations, maintenance, program delivery, and ongoing development of Black Hill Discovery Center and Seed Classroom, Brookside Nature Center, Locust Grove Nature Center, Nature On Wheels (NOW), Maydale Nature Classroom, and Meadowside Nature Center.

**Parks Activation** provides opportunities for Montgomery County residents and visitors to use parks through a wide variety of programming, including festivals, events, and recreational opportunities. The Parks Activation section fosters a sense of community while highlighting the park system; engages in partnerships with like-minded organizations; and produces signature, regional, and community-based events and programming.

**Plant Production at Pope Farm Nursery** plays a vital role in sustaining and enhancing our extensive park system. This program delivers comprehensive, cost-effective production of high-quality plant material that directly supports the development, maintenance, beautification, and ecological conservation of parkland. The nursery operations are anchored in three core growing programs, each tailored to meet diverse horticultural and environmental needs. The Field-grown nursery cultivates trees for long-term landscape use across park properties, contributing to shade, habitat creation, and aesthetic value. The program emphasizes diversity and resilience in response to local climate conditions. The Container-grown section produces a wide variety of shrubs, perennials, and reforestation-grade native trees for seasonal interest, garden installations, and ecological restoration projects. The Native Plant section specializes in propagating local ecotype native-sourced seed stock, ensuring genetic integrity and ecological compatibility. These plants are essential for habitat restoration, pollinator support, and stormwater management initiatives. As a leader in innovation and forward-thinking horticultural practices, the nursery serves as a hub for environmental stewardship and education.

The **Public Gardens** team is responsible for the maintenance, programming, interpretation, and development of Brookside Gardens in Wheaton and McCrillis Gardens in Bethesda. Horticultural exhibits and displays are designed, installed, and maintained using ecological landscape practices as a model and inspiration to more than 1.2 million visitors per year. The wide variety of educational programs for children and adults are planned to excite curiosity and encourage lifelong learning, with the vision of mobilizing residents of Montgomery County as dedicated stewards of the natural world. We cultivate relationships with volunteers, donors, community partners, and sponsors to enhance the beauty of the Gardens and expand the reach of our programs.

The **Plant Health and Integrated Pest Management** program oversees county-wide programs, which include plant health and integrated pest management, staff engagement and education on pest identification and management strategies, ensures regulatory compliance with federal, state, and local pesticide laws, and coordinates tree planting site and species selection with a focus on equity, species diversity, and climate change. Within the Horticulture, Forestry, and Environmental Education Division, the Plant Health Horticulturist coordinates and guides staff on sustainability efforts to ensure all facilities and programs meet climate action standards.

### **MISSION**

To support the acquisition, conservation, stewardship, development, maintenance, and management of Montgomery County Parks and to educate and inspire park patrons about plants, nature, and the environment.



# **Montgomery County**

## **Department of Parks – Horticulture, Forestry and Environmental Education**

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### **PROGRAMS AND SERVICES PROVIDED**

- Community Gardens installation and program management
- Summer camps
- Adult and children's horticultural and conservation education and school programs
- Operation, maintenance, and programming of five nature centers and two public gardens, Brookside Gardens in Wheaton and McCrillis Gardens in Bethesda.
- Activation of parks through signature events, festivals, regional and community-based programming, and special events
- High school and college internships and Community Engagement Fellowship program
- Visual and performing arts
- Nature and garden-based wellness programs
- Natural, cultural, and garden interpretation
- Park Academy Series
- Exhibits and self-guided experiences
- Tree inspection, maintenance, protection and conservation
- 24-hour Tree emergency response
- Plant health care and integrated pest management (IPM) program
- Comprehensive nursery and greenhouse plant propagation and production programs including a native plant program, container reforestation program and large tree moving program
- Tree planting, aftercare, and maintenance programs with a focus on equity areas, urban heat remediation and diversity of species
- Sustainable green business practices and green waste recycling program
- Robust volunteer programs
- Horticulture and arboriculture consultation services for park development and renovation projects

### **ACCOMPLISHMENTS**

- Teens Engaged and Empowered in Nature Stewardship (T.E.E.N.S) is an internship program developed for high school students in Montgomery County to explore green careers in nature and environmental science. Interns receive a stipend, complete a project and are provided hands-on training to prepare them for future employment opportunities with Parks. This program launched in January 2025 and was funded by the Parks Foundation. In the fall of FY26, we engaged our second cohort in the program with funding provided by Locust Grove Nature Center from generated revenue. We are seeking funding support to continue this program in future years.
- Black Hill Discovery Center (BHDC) held several events this year, including a Share Fair in April, focused on communal reuse and repurpose, with over 200 people attending. In June, they hosted the 5th Annual Mudfest Event at Woodstock Equestrian Park. This event brought together over 1,000 attendees who frolicked in the mud and made lifelong memories. In July, they partnered with the Program Access team to host Disability Pride Outside – an event celebrating the 35th Anniversary of the Americans with Disabilities Act. Attendees with disabilities were able to try out several outdoor activities, thanks to the modifications and support provided by Parks. In October 2025, they partnered with Parks Activation to host Witchy Paddle: Acoustics and Ales Edition. A boating experience combined with a fall concert at Black Hill Regional Park.
- Maydale Nature Classroom has Montgomery Parks' first accessible campfire ring. This incredible facility upgrade creates a welcoming environment for park patrons to enjoy



**Montgomery County**  
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memorable programming opportunities with the naturalist staff. In addition, Program Access offered a series of campfire chats, a therapeutic recreation program for transition-age youth and adults that blends the warmth of nature with supportive social engagement.

- Youth Education at Brookside Gardens served 5,109 students through on-site and school-based outreach programs. This was a 38% increase in students over the previous year. This included 76 days of on-site programming and 10 days of outreach to schools. Youth Education also supported three schools with their Maryland Green Schools application through the Maryland Association for Environmental Outreach Education (MAEOE) by providing activities, documentation, and subject matter support to teachers. Staff facilitated 76 public programs and two large events, Children's Day and Earth Day, that served 3,545 participants (children and their families). Teen audiences continued to be a focus through working with 5 Schools Out Teen Programs, a Climate Action Camp, participation in the Youth Climate Institute, and an internship opportunity for a Summer Rise student.
- Spring 2025 heralded the return of The Butterfly Experience to the South Conservatory at Brookside Gardens. Running from April to September 2025, the exhibit welcomed over 38,000 visitors to the exhibit. While most visitors were from Maryland (85%), we saw visitors from 41 other states and US territories and 4 countries (Canada, Mexico, Australia and France). With colorful butterflies from the US and around the world, the exhibit teaches about the importance of butterflies to healthy ecosystems, and the actions that individuals can take to protect these delicate insects.
- Brookside Gardens hosted the 21st annual GreenScapes Symposium in February. This virtual event was attended by 1,200 registrants from 26 states and the District of Columbia. GreenScapes offered Continuing Education Units from 11 organizations and Master Gardener programs in seven states. The audience consisted of landscape professionals (43%), homeowners & master gardeners (53%), and M-NCPPC employees (4%).
- Parks Activation produced and planned over 80 events and programs, including the Parks Ale Trail, Pride Comedy, Sunday Serenade, Acoustics and Ales, Parks Playhouse Jr., Shakespeare Beyond, Parks Summer Concert Series, Sligo Creek Fest, All-Star Comedy, and the Park Academy Series.
- The 2nd annual Sligo Creek Fest on the Sligo Creek Parkway attracted an estimated 10,000 attendees. The signature event, hosted by Parks Activation, highlighted the open parkway program and featured multiple stages of entertainment, kids' activities, food and drink vendors and roving entertainers and performers. Over 20 Montgomery Parks and community groups participated in the event, showcasing their work and programs throughout the county.
- The Arboriculture Section held its annual Urban Tree Summit in September 2025, attended by 270 participants. Hosted by Montgomery Parks in collaboration with Casey Trees, the event gathered arborists, planners, and community leaders to discuss innovative approaches to urban forest preservation and climate resilience.



**Montgomery County**  
**Department of Parks – Horticulture, Forestry and Environmental**  
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- The Community Garden Program served the community with 544 plots over 14 sites in FY26. The Program successfully secured a \$300,000 grant from the Maryland Department of Natural Resources' Greenspace Equity Program to develop an ADA-accessible Community Garden at Wheaton Regional Park, located on Henderson Avenue.
- The Community Gardens Program has donated over 19,000 pounds of fresh food to food assistance providers in the county between 2021 and 2025. This year the program donated 3,000 pounds. The donation program has seen a 64% increase in participation by gardeners.
- The Community Garden Program completed a demographic study to establish a foundational understanding of who participates, how they engage with the program, and their overall experience, enabling better-informed decisions for future improvements and resource allocation. Building on this baseline, the program has expanded its data collection to include insights from gardener satisfaction surveys and usage patterns.
- The Arboriculture Section's Urban Foresters conducted 704 hazard tree inspections on parkland and removed 890 hazard trees to reduce the risk of tree damage to private and public property.
- The Arboriculture Section updated its landscape tree inventory in the Wheaton Management Area, inspecting over 3,000 individual trees. This effort enhances our ability to monitor tree health, plan proactive maintenance, and support urban forestry initiatives, including identifying and prioritizing future planting sites.
- The Arboriculture Section held a volunteer tree planting event at Waverly Schuylkill Neighborhood Park, where 180 trees were installed to enhance tree regeneration in an urban forest patch.
- Horticulture Services dug and planted 529 landscape trees in developed areas of parks this year. They provided two years of aftercare for over 1,200 landscape trees to ensure long-term health and sustainability in the landscape. They installed new landscaping at Rockwood Manor, Wheaton Tennis Center, Pauline Betz Addie Tennis Center, Cabin John Ice Rink, Little Bennett Campground, Springfield Local Park, and Ellsworth Dog Park.
- The Plant Health and Integrated Pest Management program trained 97 employees to be Registered Pesticide Applicators with the Maryland Department of Agriculture. This unit has successfully obtained the 17-PE Pesticide Discharge National Pollutant Discharge Elimination System (NPDES) permit, allowing for the continued use of pesticides in accordance with our IPM program. Pesticides are an important tool in the management of non-native invasive plants and to protect critical infrastructure.
- Brookside Nature Center staff worked with Wheaton Regional and the Park, Planning and Stewardship Division staff to rehabilitate a 2-acre meadow that has been a part of the Nature Center campus since the 1980s. Over 80% of the meadow had been overtaken by non-native invasive plants, leading to the potential spread of these plants throughout the park and a decrease in valuable wildlife habitat within the Nature Center campus. This project included mowing, eradicating invasive plants, and seeding with a showy northeastern seed mix. This



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project is part of a three-year initiative to restore the meadow to a healthy habitat and create an educational space for visitors to appreciate the beauty of native plants while learning about the crucial role these plants play in supporting local species.

- Horticulturists at Brookside Gardens and Volunteers added a grove of 23 cherry trees in the Gude Garden, a six-acre Japanese-style landscape. The trees were donated by Warner Brothers and The Discovery Channel and planted by company volunteers. The grove, at the western end of the garden, invites visitors to stroll under a canopy of pink flowers, enhancing Brookside Gardens' appeal as a regional destination for cherry blossom viewing in the spring.
- This year, Brookside Gardens' Plant Production team cultivated nearly 30,000 specialty crops for displays, exhibits, and educational programs. A highlight was the 12-foot "Mumpkin"—a metal pumpkin-shaped topiary frame, crafted by Parks' Welding Staff and adorned with vibrant orange mums. Beyond seasonal features, the team expanded permanent collections: our orchid collection doubled through partnerships with other public gardens, and we're developing an Amorphophallus collection with plans for our first giant corpse flower bloom next year.
- Pope Farm Nursery supplied 676 balled and burlapped trees for park project sites. The Nursery's container production program provided 8,498 perennials and shrubs and 1,194 container-grown trees. The Native Plant Production program grew 68,298 plants for stormwater management projects, Weed Warrior replanting efforts, displays at Brookside Gardens and other restoration projects.
- At Pope Farm Nursery, our in-ground nursery team and container section have collaborated to implement an in-ground root bag operation, allowing us to expand the selection of tree sizes available for park projects to include 1–2" caliper specimens. This approach addresses gaps in plant material offerings and improves operational efficiency by providing easily transportable, portable trees. Currently, the program maintains 935 trees in active production using this new growing system.

### BUDGET AT A GLANCE

#### Summary of Division Budget

Budget	FY26 Adopted Adjusted	FY27 Proposed	% Change
Expenditures	\$15,771,967	\$16,220,940	2.8%
<b>Staffing</b>			
Funded Career Positions	104.00	104.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	115.60	118.10	2.2%



**Montgomery County**  
**Department of Parks – Horticulture, Forestry and Environmental**  
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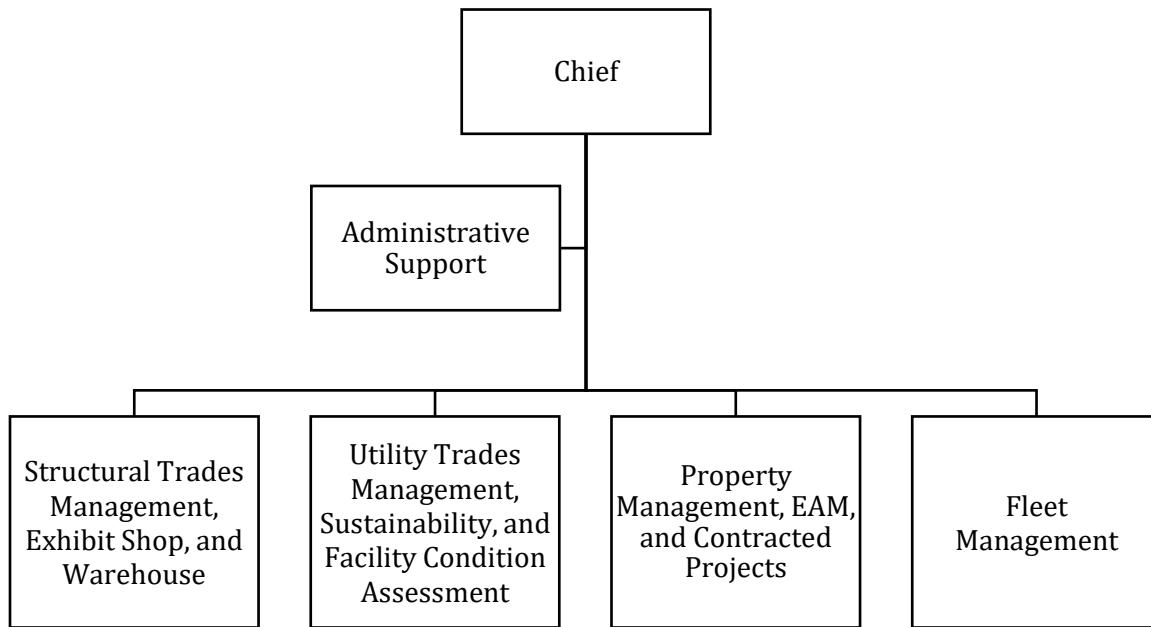
**HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

- Adds \$12,000 to increase the capital outlay budget for replacement vehicles.
- Increases Other Services and Charges by \$14,623 for greenhouse maintenance, performers for Parks Activation events, and contracts for required staff safety and plant management trainings.
- Increase Supplies and Materials by \$7,960 for custodial supplies and supplies related to Operating Budget Impact of CIP renovations.
- Decreases budgeted Salary Lapse by \$4,000.



# Montgomery County Department of Parks – Facilities Management

## ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks – Facilities Management

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### OVERVIEW

The Facilities Management division provides for the care and maintenance of the Department's physical assets: facilities, pavement, fleet, playground construction and major building systems. Facilities Management maintains critical Park infrastructure in coordination with other divisions to accomplish the Department's mission. The division is responsible for facility condition assessments, major and minor maintenance programs, serving as primary support to the Department's Capital Improvement Program, and performs capital construction projects throughout Montgomery Parks. The division provides routine and planned maintenance services, 24-hour/365-day emergency response after hours, and critical support during extreme weather events.

The division strives to achieve a balance between the upkeep of aging facilities and new construction by integrating several CIP and major maintenance projects into the daily work program each year. The division utilizes the Enterprise Asset Management System for processing work requests and tracking projects.

The Facilities Management division is comprised of five functional units:

**Administration** provides administrative support for the division including human resources, budgeting, purchasing, training, and other administrative duties.

**Structural Trades Management, Exhibit Shop, and Warehouse** is comprised of five shops including Carpentry/Locksmith, Mason/Paint, Heavy Equipment/Asphalt, Exhibit, and our Warehouse. This unit provides support for forecasting, planning, construction, renovation, maintenance, and repairs for department facilities and parks concerning structural work. The work program involves CIP and Major Maintenance projects, routine, and unplanned work requests, and 24/7 maintenance response. Additionally, this unit serves as an in-house shop for exhibits, signage, and graphic design work; provides replenishment management through the Warehouse, and oversees vehicle EZPASS accounts, on-site pest control services, and general facility requests.

**Utility Trades Management, Sustainability, and Facility Condition Assessment** is comprised of six shops including Heating, Ventilation, and Air Conditioning (HVAC), Electric, Plumbing, and Survey, all requiring specific licenses and certifications, Sustainability and Facility Condition Analyst (FCA). This unit provides support for forecasting, planning, construction, renovation, maintenance, and repairs for department facilities and parks concerning utility construction. The work program involves CIP and Major Maintenance projects, routine, and unplanned work requests, and 24/7 maintenance response. The Sustainability Shop integrates principles of sustainability and climate change mitigation into park operations, including energy and water conservation/efficiency, decarbonization, and implementation of renewable energy projects, and additionally oversees the department's sustainability and recycling program. The Survey and FCA shops provide inventory, inspection, and facility condition assessment of department facilities while ensuring the timely completion of preventive maintenance tasks.

**Properties Management, EAM, and Contracted Projects** provides oversight of the Department's leased properties and the associated rental revenue budget, the Wheaton Headquarters (WHQ) and MASP multi-agency collocation office buildings, EAM, contract project management, and demolition. The leased properties are supported by the maintenance efforts of in-house divisional staff who also provide 24/7 response to tenant calls.

**Fleet Management** is responsible for the care and maintenance of our large vehicle fleet and nearly 2,000 pieces of equipment. This unit manages vehicle acquisition, centralized maintenance and repair for all motorized equipment and oversees fueling stations across the Department.



# **Montgomery County**

## **Department of Parks – Facilities Management**

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### **MISSION**

To build, maintain, and protect facilities (bricks and mortar), which provide the residents and visitors of Montgomery County with a safe park experience.

### **PROGRAMS AND SERVICES PROVIDED**

- Work Order Requests
- Routine and Preventative Maintenance
- Fueling Stations
- CIP Implementation
- Utilities
- Regulatory Compliance
- Inspection and Repairs
- Hazardous Material Surveys
- Facility Condition Assessments
- Develop, Renovate, Design, Construct
- Planned Lifetime Asset Replacement (PLAR)
- Fleet Acquisition and Maintenance
- Property Management Services
- Property Management Demolition
- Environmental Stewardship through Sustainability and Energy Management
- Departmental Warehouse for uniforms, sustainable products, and safety equipment

### **ACCOMPLISHMENTS**

- Installed new car chargers at the Martin Luther King Maintenance Yard.
- Completed ADA improvements at Maydale Conversation Park, Cloverly Local Park, Nike Missile Local Park, Black Hill Regional Dog Park and the restrooms located in Meadowbrook Maintenance Yard's auto shop.
- Replaced the damaged parking lot at Black Hills Regional Park Office and completed repairs to the parking lots located at Nike Missile Local Park and Brookside Nature Center.
- Installed a new water fountain at Olney Family Neighborhood Park, and Black Hill Regional Dog Park
- Completed a full renovation of the Norbeck-Muncaster Mill Activity Building
- Replaced a pathway at Brookside Gardens Conservatory, a bridge at Brookside Nature Center, a roadway at Little Bennet Golf Course, and a parking lot at Black Hill Regional Park.
- Installed an additional storage facility at Olney Maintenance Yard
- Upgrades the electrical services at Pope Farm Nursery to handle modern energy demands
- Expanded the GoFleet GPS vehicle tracking system from 200 to 250 park vehicles.
- Provided primary operations support for special events: Half Marathon in the Parks, Thanksgiving Day Parade, Park Activations, and the Garden of Lights Show.



# Montgomery County

## Department of Parks – Facilities Management

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### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY26 Adopted Adjusted	FY27 Proposed	% Change
<b>Budget</b>			
Expenditures	\$16,811,182	\$17,523,645	4.2%
<b>Staffing</b>			
Funded Career Positions	118.00	118.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	99.80	103.20	3.4%

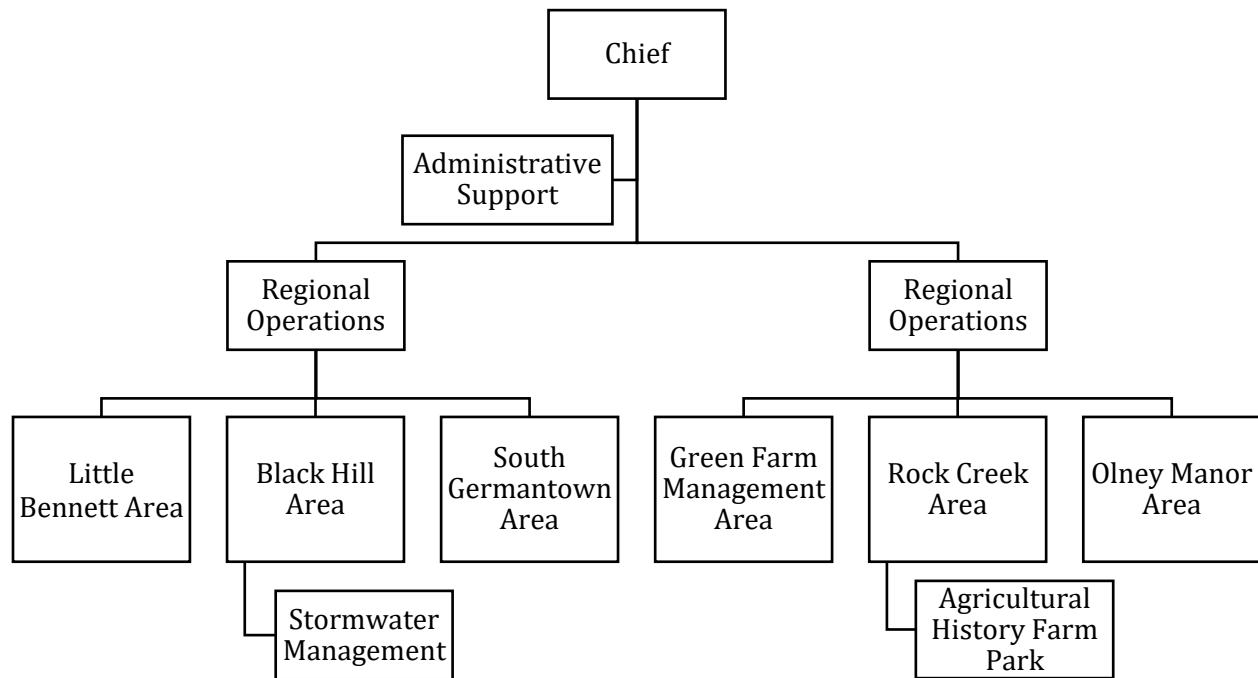
### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Increases Supplies & Materials by \$80,246 for inflationary increases, including \$50,000 for vehicle and equipment parts based on trend and rising costs.
- Increases Other Services & Charges by \$13,161 for various contractual increases, including the expansion of GoFleet, a vehicle GPS tracking system.
- Decreases budgeted Salary Lapse by \$338,000.



# Montgomery County Department of Parks – Northern Parks

## ORGANIZATIONAL STRUCTURE



# **Montgomery County**

## **Department of Parks – Northern Parks**

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### **OVERVIEW**

The Northern Parks Division encompasses the portion of Montgomery County north of Rockville and from the Potomac River to the Howard County line. The Division manages and maintains a large variety of parks, including regional and recreational parks, local parks, urban parks, conservation areas, stream valley and neighborhood parks. The Northern Parks Division also contains two large lakes with boating operations, one historical farm park, three equestrian centers, one full-service campground, a splash playground, a miniature golf operation, a driving range, and three nature centers operated by other divisions or partners.

The Northern Parks management areas are based out of Little Bennett Regional Park, Black Hill Regional Park, Green Farm Maintenance Area, Rock Creek Regional Park, Olney Manor Recreational Park, and South Germantown Recreational Park.

The Northern Parks Division meets both local and regional recreational and leisure needs by providing opportunities for outdoor recreation, and the conservation and preservation of stream valleys and natural areas. Passive and active recreational activities include picnicking, league sports, camping, hiking, biking, boating, fishing, playgrounds, basketball, tennis and disc golf.

One of the Division's focuses, beyond those listed above, is water quality protection. The Stormwater Management team ensures compliance with all applicable stormwater management regulations and NPDES requirements and strives to expand those efforts to better protect our natural resources.

Additional services and amenities are provided by both public and private partners including the Miracle League, Maryland Soccer Foundation, Montgomery TennisPlex, King Farm Dairy MOOseum, and the Montgomery County Little League at South Germantown, Go Ape at Rock Creek Regional Park, the Montgomery County Recreation Department, and the Montgomery County Public Schools to name a few. The Division also supports several large events sponsored by Montgomery Parks or its Partners.

### **MISSION**

Maintain and manage the department's natural, cultural, and recreational resources, while providing clean, safe, and accessible places for leisure time activities.

### **PROGRAMS AND SERVICES PROVIDED**

- Hiking, Biking and Equestrian Trail Maintenance
- Athletic Field and Court Maintenance
- Grounds Maintenance
- Trash/Litter Removal and Recycling
- Turf Management and Maintenance
- Landscape Maintenance
- Natural Resource Management
- Regional Park Attractions and Enterprise Support
- Snow Removal/Storm Response
- Special Event Management
- Playground Maintenance and Inspections
- Public Private Partnerships
- Storm Water Management and NPDES Compliance

### **ACCOMPLISHMENTS**

- Northern Parks staff partnered with Dallas City Parks to hold workshops at the Maryland Recreation and Parks Association (MRPA) and the National Recreation and Park Association (NRPA) on fleet electrification for maintenance.
- The Black Hill Regional Park Dog Park added new ADA accessible parking, a park entrance, a drinking fountain, and a picnic table. Northern Parks staff partnered with Facilities



## **Montgomery County Department of Parks – Northern Parks**

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Management (FM) to fix erosion issues and successfully removed underused impervious parking spaces, improving stormwater management.

- Black Hill Regional Park hosted the Fall Festival for over 550 Montgomery Parks and Planning staff and retirees in September 2025.
- Northern Parks (NOPK) staff contributed to the project management team for the Ovid Hazen Wells Carousel, Playground, and Skatepark construction. The park is on track to be substantially completed by the end of November and is expected to open to the public by June 2026.
- NOPK staff collaborated with the Park Development Division (PDD) to ensure that the South Germantown Playground remains accessible for children with disabilities by creating a plan to replace damaged poured-in-place (PIP) surfacing. The work was finished in October 2025, including replacing damaged landscape timbers by South Germantown Recreational Park (SGRP) staff.
- Vision Zero projects were completed with Northern Parks' support and recommendations at Damascus Regional, South Germantown Recreational Park, and Black Hill Regional Park. Additional traffic calming measures were installed at Black Hill to enhance safety for pedestrians on Lake Ridge Drive.
- NOPK staff partnered with PDD to revitalize Waters Landing Local Park by adding a new picnic pavilion, ADA improvements, and impervious surface upgrades, including a mural of native fish. This project is expected to be completed by the end of November 2025.
- NOPK staff assisted the Park Planning and Stewardship Division (PPSD) with meadow management in the Little Bennett, South Germantown, Olney, and Black Hill areas.
- SGRP staff continues collaborating with Maryland Soccer Foundation and the Property Management Group (FM) to address traffic congestion and infrastructure issues. In summer 2025, park staff helped the traffic study consultants, STV, conduct a traffic pattern test during a busy lacrosse tournament.
- NOPK staff supported logistics, setup, and teardown for special events such as Germantown Glory fireworks, Ale Trails, Sligo Creek Fest, MudFest, Harvest Fest at the Ag Farm, MoCo Epic, Burtonsville Days, Olney Days, and Kites and Colors Festival.
- Inspected and maintained over 455 stormwater facilities, including dry and wet ponds, bioretention areas, sand filters, swales, and trenches.
- The five-year high-hazard dam inspections at Rock Creek Regional Parks, Lake Needwood, and Lake Frank occurred in late summer and early fall 2025.
- Greenbriar Local Park's playground renovation was finished in November 2025. The playground had been closed due to damage from a fire in 2024.
- NOPK collaborated closely with PDD to develop and implement Montgomery Parks' first disc golf course, located within Northwest Branch Recreation Park.



# Montgomery County Department of Parks – Northern Parks

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## BUDGET AT A GLANCE

### Summary of Division Budget

	FY26 Adopted Adjusted	FY27 Proposed	% Change
<b>Budget</b>			
Expenditures	\$13,901,216	\$14,790,143	6.4%
<b>Staffing</b>			
Funded Career Positions	128.00	128.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	119.90	126.40	5.4%

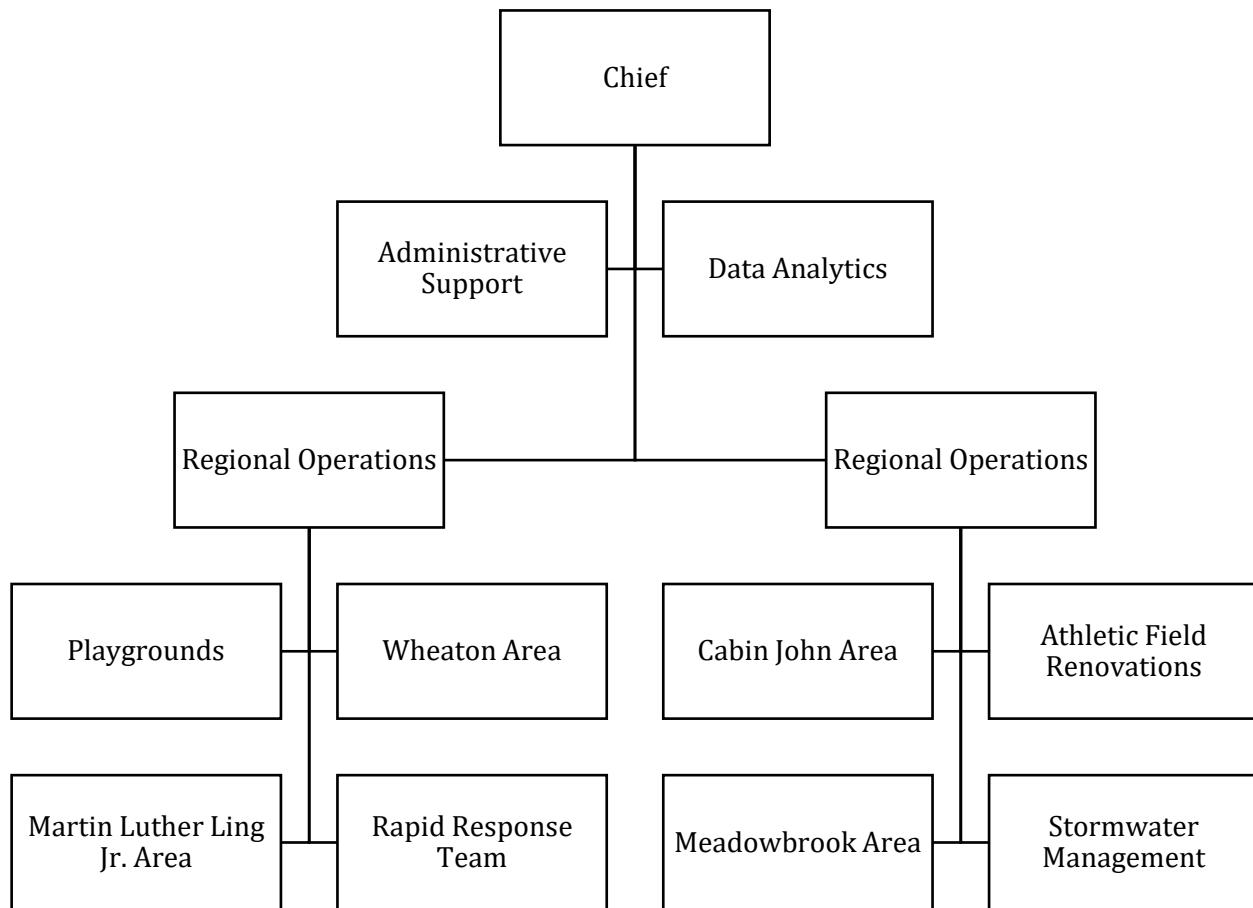
## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Increases overtime funding by \$2,550 based on trend and increased personnel costs.
- Includes \$44,332 of seasonal costs and .93 seasonal WY's, \$30,025 for Supplies & Materials and \$879 for Other Services & Charges for OBI associated with the following parks: Waters Landing Local Park, Laytonia Recreational Park Maintenance Building, Rock Creek Regional Park Needwood Mansion, Rock Creek Regional Park North Branch Trail, Rock Creek Regional Park Picnic Area #2, Greenwood Local Park, Olney Manor Maintenance Yard and Maydale Conservation Park.
- Includes \$20,056 of seasonal costs and .39 seasonal WY's, \$2,492 for Supplies & Materials and \$102,094 for Other Services & Charges for OBI associated with the following parks: Olney Mill Neighborhood Park, Greenwood Local Park, Black Hill Seed Classroom, Olney Manor Maintenance Yard, Rock Creek North Branch Trail, and Rock Creek Regional Park Picnic Area #2. This funding is requested using Water Quality Protection Funds.
- Increases Supplies & Materials by \$7,200 and Other Services & Charges by \$8,640 for the purchase of iPads to support efficient data entry into the Enterprise Asset Management (EAM) system.
- Increases Other Services & Charges by \$2,500 for the replacement of portable mound carpets every two years at Nike Missile Local Park and Centerway Local Park.
- Increases Supplies & Materials by \$3,094 and Capital Outlay by \$10,386 to adjust for inflation in the prices of goods and equipment.
- Includes \$36,914 in Other Services & Charges for permeable paving contracts. This funding is requested using Water Quality Protection Funds.
- Includes \$80 in Supplies & Materials and \$4,667 in Other Services & Charges to account for inflationary increases associated with stormwater management. This funding is also requested using Water Quality Protection Funds.
- Increases Enterprise chargeback by \$1,400 based on trend and personnel costs.
- Decreases budgeted Salary Lapse by \$400,000.



# Montgomery County Department of Parks – Southern Parks

## ORGANIZATIONAL STRUCTURE



# **Montgomery County**

## **Department of Parks – Southern Parks**

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### **OVERVIEW**

The Southern Parks Division's leadership team oversees all activities within Southern Parks. The Division's boundaries are Rockville to the north, the District of Columbia to the south, Prince George's County to the east, and the Potomac River to the west. The Division's maintenance management areas are broken into 4 management areas; Cabin John Management Area, Wheaton Management Area, Martin Luther King, Jr. Management Area, and Meadowbrook Management Area where the Southern Region Headquarters is located.

The Southern Parks Division has a large mixture of developed parks and stream valleys. The Division houses many high use amenities such as Shirley Povich Stadium, Meadowbrook and Wheaton Riding Stables, Josiah Henson Historical Property, Rockwood Manor, Brookside Gardens, Martin Luther King Jr. Heart Smart Trail, Capital Crescent Trail, Matthew Henson Trail, Beach Drive, and Sligo Creek Parkways.

The Southern Parks Division also contains conservation areas, green spaces, trails, parkways, Stormwater management structures, two miniature train operations, one carousel, one sports pavilion, two skateboard parks, twelve indoor tennis courts, three nature centers, 212 playgrounds, 94 basketball pads, 84 tennis pads, and five dog parks.

This Division meets both local and regional leisure needs by providing opportunities for a wide variety of outdoor recreational activities in the most densely populated areas of Montgomery County. In addition to preserving over 4,500 acres of stream valley parks, the Southern Parks Division staff manages and maintains three Regional/Recreational Parks, 19 Urban Parks, 72 Neighborhood Parks, and 83 Local Parks.

### **MISSION**

To provide users with choices of active and passive recreation in parks and facilities that are safe and well-managed; and to apply best practices of stormwater management and stewardship for both undeveloped land and our built resources located within the natural environment.

### **PROGRAMS AND SERVICES PROVIDED**

- Athletic Field and Court Maintenance
- Playground Maintenance and Inspections
- Trash/Litter Removal and Recycling
- Snow Removal
- Community/internal Special Event and Activation Support
- Custodial Services
- Storm Response
- Regional Park Attractions and Enterprise Support
- Integrated Pest Management
- Grounds Maintenance
- Non-Native Invasive Species Management
- Athletic Field Renovations (Regional and Local)
- Turf Management
- Conservation and Natural Resource Management
- Trail Inspection and Maintenance
- Parkway and Roadway Maintenance
- Stormwater Management/NPDES permit compliance

### **ACCOMPLISHMENTS**

- The Athletic Fields Renovation and Construction Team (AFRT) plays a crucial role in enhancing community athletic programs through effective field management and maintenance. Its central mission is to renovate athletic fields in accordance with USA Athletic Field Standards and Measurements, catering to a variety of user groups while adhering to regional regulations in both the Southern and Northern Regions. The AFRT's initiatives focus on several key objectives: addressing safety concerns, enhancing playability, reducing maintenance time, extending



## **Montgomery County Department of Parks – Southern Parks**

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allowable play hours, and minimizing field closures during rainy weather. This year, the team has completed renovations on twelve athletic fields, with plans to renovate three additional fields by year-end.

- In addition to field renovations, the AFRT also implements a comprehensive nutrient management program to ensure optimal maintenance of all athletic fields. This program includes aeration, seeding, and fertilization for over 50 fields and is performed twice a year in both the Southern and Northern regions. This program is essential for promoting healthy grass coverage, controlling weed growth, and preventing bare patches, which enhances playability and reduces potential injury risks. Over time, this program also creates cost savings as it further mitigates issues related to erosion and soil compaction.
- Through these strategic efforts, the AFRT is significantly improving the quality of athletic facilities within the community and creating long-term efficiencies for both the Commission and the community by fostering ideal conditions for sports participation and community engagement.
- The Southern Region Playground Team has demonstrated exceptional dedication and craftsmanship in improving the safety and quality of our community playgrounds. Through their hard work, the team successfully removed and replaced over 773 wooden borders totaling more than 1.1 miles of new playground borders installed across the Southern Region. Along with keeping up with routine playground maintenance, playground inspections and emergency playground repairs.
- This significant effort has enhanced the safety, accessibility, and appearance of numerous parks, including Becca Lilly Neighborhood Park, Cabin John Local Park, Cannon Road Local Park, Concord Local Park, Gregerscroft Neighborhood Park, Seven Locks Local Park, Viers Mill Local Park, Georgian Forest Local Park, Montgomery Hills Neighborhood Park, Norwood Local Park, Takoma Urban Park, and many more. The team's commitment to excellence, efficiency, and community service reflects the highest standards of our organization. Their work ensures that families across the region can enjoy clean, safe, and welcoming play spaces for years to come.
- The Stormwater Management Team oversees the regular upkeep of 330 facilities in the Southern Region, including 94 vegetated bioretention areas and rain gardens that need ongoing hand weeding and supplemental planting to maintain their peak functionality and appearance. Recently, many of these facilities have also taken on an aesthetic role in parks, especially at the front entrance and near play areas. This year, staff added 9000 native plants from Pope Farm to 40 bioretention areas. These native plants reduce mulching needs and help ground cover to prevent weed regrowth.
- The team operates in separate groups: one maintains vegetated facilities, while the other cares for 236 assets such as dry ponds, wet ponds, sand filters, bioswales, infiltration trenches, dry wells, and underground facility inspections.
- A new bioswale on Clayborn Ave, Silver Spring, and two new bioretention facilities at Kemp Mill Estates Local Park have been installed; three more bioretention areas are in progress at the new parks, White Flint Civic Green and South Silver Spring Urban Parks. These stormwater



## **Montgomery County Department of Parks – Southern Parks**

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systems are designed to capture and filter pollutants from rainwater runoff before it enters natural waterways.

- Utilizing Park Police Crime Data, Wheaton has made improvements to environmental designs to ensure clear lines of sight (or CPTED) in areas of concern. Specifically, along the Twinbrook Connector and the foot bridge overpass @ Aspen Hill Road, Harmony Hills, and Veirs mill Road.
- In Wheaton Regional Park, staff installed stone borders and tree rings to protect tree roots from soil compaction caused by vehicles illegally parking beneath the dripline of large trees and renovated the overflow lot to allow vehicles to park freely, avoiding parking on turf and beneath the dripline.
- Wheaton staff continues to conduct cleanups and address homeless encampments throughout the Wheaton Management Area.
- The Meadowbrook Management Area Team has been moving in a positive direction by providing support for several locations in the Meadowbrook area. Some of the projects on the Beach Drive side that we have been working on include flood cleanup along Beach Drive, including Meadowbrook Park and Candy Cane. We removed flood debris and sediment from the parking areas, trail, and playground along Rock Creek. The team also cleaned up and removed NNI at Ray Meadow Park. This area had been overgrown, and visitors were continuously throwing trash and other items in the overgrown area. The team came in and removed the NNI's along with all the trash to open the area up for a clear line of sight. They also moved the picnic tables away from this area to the correct side of the park, closer to the trash cans and benches. This has helped reduce the amount of trash and will help curb visitors from drinking alcohol in the park.
- On the Sligo side, the team worked to clean up the historical flooding that occurred. The team works with MCDOT, Purple Line contractors, and the City of Takoma Park to remove and retrieve items from Sligo Creek. The tennis court at Dale Drive was heavily impacted by the flooding. We worked with PDD, Facilities Management, and outside contractors to clean up the debris and sediment, replace the fencing, and install new nets. This has been a bad year for dead wildlife along Sligo Creek Parkway. The team has received several complaints about dead and decaying animals that they removed. The team is working diligently to remove NNI vegetation along the roadway to provide a better line of sight.
- The Athletic Field team has been busy with seasonal maintenance. We are in our second year of applying Enhanced Efficiency Fertilizer. We are beginning to see the result with our field retaining more turf throughout the season. This is exciting news for our aeration and seeding programs. We are hopeful that this trend will continue to improve the playability of our fields.
- The Urban Team has been working on a facelift project at Takoma Urban Park. We have been working closely with the Rapid Response team, Facilities Management, and the playground teams to make improvements to the park. This has motivated the team to look at other areas where we can make small investments with huge returns. One area that we are looking into is Ellsworth Park. PDD just finished the large project to make improvements to the Dog Park. The



## **Montgomery County Department of Parks – Southern Parks**

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Urban Team will continue these improvements by refurbishing the benches, tables, signs, and tree beds. This will have a positive impact on the park and the community.

- Over the last year, our custodial team has seen an increase in permits for the facilities which they service. The program has been so highly successful that now our in-house programs are taking place in our facilities. We have been working with Facilities Management on renovations and improvements to continue providing a great location for all our permit holders, internally and externally.
- As we close out the busy season, we will start looking forward to doing some much-needed maintenance that includes leaf removal, bench and table repairs, fence repair, and tree maintenance. We are also gearing up for the snow season. This may be the last Year for the Farmers' Almanac, but they are calling for a cold, snowy season.
- Rapid Response has supported numerous events throughout the year, including internal events such as the Fall Fest. For this event, the RRT was responsible for providing all tables and chairs for the combined Northern and Southern Division gathering, as well as managing trash collection and post-event cleanup. In preparation, we coordinated with each maintenance area in the Southern Division to assist with cleanup efforts. The event was successful, and the support provided by all participating maintenance areas was greatly appreciated.
- The Rapid Response Team (RRT) has been in ongoing collaboration with Management Services to support transportation and storage needs for the ADA cart used during special events. In addition, RRT is actively obtaining quotes for the potential purchase of a new ADA cart to better accommodate the growing number of events requiring ADA assistance. This acquisition would help alleviate tight transportation timelines and improve overall service efficiency as the number of events continue to increase.
- RRT's most recent project this year has been the Takoma Urban Park Facelift Project, which highlighted strong collaboration across multiple divisions. RRT worked with the Playgrounds Team to install new borders and with the Meadowbrook Maintenance Area to install new picnic tables and benches. The team also removed outdated kiosks, replenished wood fiber in the playgrounds, and power-washed the walls, gazebo, and walkways in preparation for Facilities Management to complete structural repairs. Facilities Management additionally repainted all handrails, refreshed the electrical box, and installed a new light fixture. RRT is currently progressing through Phase Two of the project, which includes installing multi-color privacy fence slats to enhance the visual appeal of the park and placing an additional set of benches and a picnic table. Based on the positive impact and success of this effort, similar facelift projects are anticipated to become a growing part of RRT's future workload.
- The regional teams have been replacing old wooden picnic tables and benches with new, metal, plastic-covered ones. They have also been doing trail maintenance by cutting back overgrown vegetation and maintaining a mowed strip from the trail to the tree line.
- All athletic fields were aerated, seeded, and fertilized, with the addition of soil amendments to help adjust the soil PH. We added 60 tons of infield mix to three fields at Calverton Galway Local



## **Montgomery County Department of Parks – Southern Parks**

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Park to improve drainage conditions and players' safety, ensuring a secure environment for all sports activities.

- All play lots were topped off with wood fiber to ensure a safe playing area, significantly improving the playing conditions and ensuring the satisfaction of our young visitors.
- Storm cleanup on the Northwest Branch Trail #3 and Paint Branch Trail, sections #5 and #6. Crews used the skid loader to scrape and brush mud and debris from the trails after heavy rain events. Some tree removal was necessary during these events.
- Added three new no-mow areas; these new sites will reduce mowing and add beneficial cover for wildlife, promoting our commitment to environmental conservation.

### **BUDGET AT A GLANCE**

#### **Summary of Division Budget**

<b>Budget</b>	<b>FY26 Adopted Adjusted</b>	<b>FY27 Proposed</b>	<b>% Change</b>
Expenditures	\$18,312,579	\$19,297,131	5.4%
<b>Staffing</b>			
Funded Career Positions	166.00	166.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	164.30	174.10	6.0%

### **HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

- Increased overtime funding by \$5,772 based on trend and increased personnel costs.
- Includes \$64,985 of seasonal cost and 1.25 seasonal WY, \$41,476 for Supplies & Materials, \$30,318 for Other services and Charges for OBI for Cabin John Regional Park- Power Line Trailheads, Elm Street Urban Park, Dalewood Drive Park and Playground, Long Branch Local Park, Maplewood-Alta Vista LP, Rock Creek Stream Valley Unit #3, Rosemary Hills-Lyttonsville Local Park, Valley Mill Special Park, Woodside Urban Park.
- Includes \$60,287 of seasonal cost and 1.23 seasonal WY, \$15,000 for Supplies & Materials for OBI for Aspen Hill Local Park, Dalewood Drive Park and Playground, Elm Street Urban Park, Gene Lynch Urban Park, Glen Hills Local Park, Long Branch Local Park, Maplewood-Alta Vista Local Park, Rosemary Hills-Lyttonsville Local Park, Sligo Creek Stream Valley Mill Unit #5, Valley Mill Special Park, Wheaton Athletic Area and Woodside Urban Park. This is funded by Water Quality Protection Fund (WQPF).
- Increases Supplies & Materials by \$7,200 and Other Services & Charges by \$8,640 for the purchase of iPads to support efficient data entry into the Enterprise Asset Management (EAM) system.
- Increases Supplies & Materials by \$22,024, Other Services & Charges by \$19,760, and Capital Outlay funding by \$14,286 for inflationary increases.



## **Montgomery County Department of Parks – Southern Parks**

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- Reduction in Enterprise chargeback by \$4,300 based on trend and personnel costs.
- Decreases budgeted Salary Lapse by \$420,739.



# Montgomery County

## Department of Parks – Support Services

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### OVERVIEW

The Support Services program contains department-wide expenses including utilities, gasoline, telephone, insurance, and workers compensation premiums.

The Personnel Services costs primarily relate to payments due to unemployment insurance costs and group long-term disability insurance premiums. Responsibility for monitoring this program is assigned to the Management Services Division.

### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY26 Adopted Adjusted	FY27 Proposed	% Change
<b>Budget</b>			
Expenditures	\$14,697,132	\$16,373,694	11.4%
<b>Staffing</b>			
Funded Career Positions	0.00	0.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	9.40	8.50	-9.6%

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Increases Personnel Services by \$102,239 for departmental payment of the employer's share of insurance premiums for staff on long-term disability.
- Increases Personnel Services by \$31,000 for departmental share of unemployment payments.
- Increases Supplies & Materials funding for gasoline for fleet vehicles and equipment by \$30,000 based on higher prices.
- Increases Supplies & Materials funding for uniform allowances for MCCEO represented staff by \$46,000 based on higher prices and increased need.
- Increases Other Services & Charges by \$177,426 to cover higher utility costs, including water and sewer, electricity, landfill tipping fees, and solar photovoltaic account charges
- Increases Other Services & Charges by \$28,000 to respond to increased need for internal and external translation and interpretation services.
- Increases Capital Equipment ISF Debt Service by \$340,000.
- Increases Risk Management charges by \$812,100.
- Increases Other Services & Charges funding by \$151,714 for the Parks share of rents for Wheaton Headquarters building operations.
- Increases Other Services & Charges funding by \$25,073 for various contracts and programs.
- Increases chargebacks from the Finance, Legal Departments, IT and ERP support by \$130,920.



# **Montgomery County**

## **Department of Parks – Property Management**

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### **OVERVIEW**

The Property Management Fund is a self-sustaining program financed by the revenue derived from the rentals of park houses and a variety of other leases. Currently, this program administers approximately 150 legal agreements: residential and commercial property leases, office space, agriculture, daycare, parking lots, equestrian, telecommunications, athletic fields, and special use permits.

The Property Management unit provides oversight of leased property, which often involves keeping pace with market activity, such as an increased demand for rental space, rental housing, commercial use, and land for parking. The Property Management Unit also oversees a range of other agreements, including leases for newly acquired commercial buildings, athletic fields, and inter-agency operations agreements.

The Property Management unit establishes rental rates, advertises vacancies, negotiates, prepares, and administers legal agreements for the use of Park property, and serves as the landlord representative to the public and tenants.

Looking forward to FY27, Property Management projects a decrease in revenue due to a projected loss of rental income from buildings operated as rentals for an interim period. Additionally, Park Houses continue to be removed from the rental portfolio in preparation for demolition, as the cost for extensive repairs exceeds their overall value.

### **MISSION**

To provide lease administration and property management services for a diverse portfolio of rental properties, including commercial buildings, residences, equestrian facilities, agriculture, telecommunications, athletic fields, special use permits, and to promote the use of properties as sources of revenue for public benefit and as a means of land stewardship.

### **PROGRAMS AND SERVICES PROVIDED**

- Oversight of Leased Park Property
- Demolition of Candidate Structures
- Property Management Services

### **ACCOMPLISHMENTS**

- Demolished 9 structures, including 2 commercial sites, 3 residential houses and 2 equestrian centers.
- Renovated the Clarksburg Neighborhood Park Activity Building and the park house located at the Darby Store Cultural Park
- Completed a roof replacement at Little Bennett Maintenance Yard
- Painted the roof and exterior of the Bussard Farmhouse located at the Agricultural History Farm Park
- Oversaw fuel canopy installations Cabin John Maintenance Yard and South Germantown Maintenance Yard.
- Upgraded sewer lines at Wheaton Riding Stables
- Completed interior baseboard repairs and exterior painting at Glenmont Local Park Activity Building



# Montgomery County

## Department of Parks – Property Management

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- Provided department-wide preparation of legal agreements involving the use of Park property at 18 leased properties.

### BUDGET AT A GLANCE

#### Summary of Division Budget

Budget	FY26 Adopted Adjusted	FY27 Proposed	% Change
Expenditures	\$1,962,600	\$2,135,664	8.8%
<b>Staffing</b>			
Funded Career Positions	4.00	4.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	5.80	4.30	-25.9%

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Rental revenue is projected to increase by \$47,200.
- Utilizing \$248,864 of fund balance and additional revenue to increase Other Services & Charges by \$277,223. This increase will be used primarily to fund costs of renovation or demolitions of older properties, including the renovation of the Zeigler house in FY27. Other costs include increased custodial agreement dues, and heightened service needs at tenant properties including pest control and asbestos inspections.
- Personnel costs are projected to increase by \$25,028 based on the assumption of full staffing.



# Montgomery County

## Department of Parks – Non-Departmental, Other & Transfers

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### OVERVIEW

This Section accounts for those items that are included in the Park Fund's budget but are not allocated to specific divisions:

- Other Post-Employment Benefits (OPEB)
- Compensation increases (compensation marker for total Park Fund)
- Inter-fund transfers
- Reserve accounts

### BUDGET AT A GLANCE

#### Summary of Non-Departmental, Transfers, and Other Budget

Budget	FY26 Adjusted Adopted	FY27 Proposed	% Change
OPEB Prefunding	\$2,190,213	\$1,554,178	-29.0%
OPEB PayGo	\$4,569,550	\$4,810,620	5.3%
Marker for Changes to Employee Comp.	\$2,057,475	\$3,987,198	93.8%
Marker for Possible Reclassifications	\$196,608	\$150,000	-23.7%
Marker for Benefits for Seasonal	\$19,957	\$19,957	0.0%
Bank Fees	\$3,300	\$3,300	0.0%
Transfer to Capital Projects Fund	\$450,000	\$450,000	0.0%
Transfer to Debt Service Fund	\$7,936,057	\$7,963,435	0.3%
Operating Expenditure Reserve @ 3%	<u>\$4,207,300</u>	<u>\$4,471,200</u>	<u>6.3%</u>
	\$21,630,460	\$23,409,888	8.2%

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Includes compensation funding for wage adjustments for Park Fund of \$3,987,198 (subject to negotiations). Also includes \$150,000 budgeted for cost impacts from on-going classification and compensation study, and \$19,957 budgeted for a benefits marker for seasonal employees.
- Reduces OPEB Pre-funding and OPEB PayGo by \$394,965 per the latest actuarial study.
- Increases the debt service transfer by \$27,378.



# Montgomery County

## Department of Parks – Summary of Division Budgets

**MONTGOMERY COUNTY PARK FUND**  
**Expenditures by Division by Type**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Office of the Director</b>					
Personnel Services	1,500,819	1,668,727	1,668,727	1,723,195	3.3%
Supplies and Materials	14,103	4,098	4,098	6,260	52.8%
Other Services and Charges	38,108	83,232	83,232	85,375	2.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,553,030</b>	<b>1,756,057</b>	<b>1,756,057</b>	<b>1,814,830</b>	<b>3.3%</b>
<b>Management Services</b>					
Personnel Services	3,552,112	3,755,415	3,755,415	3,869,954	3.0%
Supplies and Materials	26,858	27,793	27,793	29,793	7.2%
Other Services and Charges	301,993	343,048	343,048	351,849	2.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>3,880,963</b>	<b>4,126,256</b>	<b>4,126,256</b>	<b>4,251,596</b>	<b>3.0%</b>
<b>Information Technology &amp; Innovation</b>					
Personnel Services	2,239,101	2,415,678	2,415,678	2,510,461	3.9%
Supplies and Materials	374,832	401,029	401,029	453,029	13.0%
Other Services and Charges	1,740,482	1,448,478	1,448,478	1,574,873	8.7%
Capital Outlay	30,560	77,625	77,625	81,000	4.3%
Other Classifications	-	-	-	-	-
Chargebacks	(316,906)	(365,673)	(365,673)	(282,519)	-22.7%
<b>Total</b>	<b>4,068,069</b>	<b>3,977,137</b>	<b>3,977,137</b>	<b>4,336,844</b>	<b>9.0%</b>
<b>Park Development</b>					
Personnel Services	7,728,373	8,572,606	8,572,606	8,792,556	2.6%
Supplies and Materials	29,274	30,387	30,387	30,387	0.0%
Other Services and Charges	60,313	91,301	91,301	92,301	1.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,714,160)	(3,549,062)	(3,549,062)	(3,518,768)	-0.9%
<b>Total</b>	<b>4,103,800</b>	<b>5,145,232</b>	<b>5,145,232</b>	<b>5,396,476</b>	<b>4.9%</b>



# Montgomery County

## Department of Parks – Summary of Division Budgets

### MONTGOMERY COUNTY PARK FUND

#### Expenditures by Division by Type

#### PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Park Planning &amp; Stewardship</b>					
Personnel Services	8,708,881	9,156,450	9,156,450	9,698,876	5.9%
Supplies and Materials	275,667	253,373	253,373	267,403	5.5%
Other Services and Charges	756,865	804,454	804,454	829,524	3.1%
Capital Outlay	159,640	40,883	40,883	43,000	5.2%
Other Classifications	-	-	-	-	-
Chargebacks	(390,470)	(372,923)	(372,923)	(372,923)	0.0%
<b>Total</b>	<b>9,510,583</b>	<b>9,882,237</b>	<b>9,882,237</b>	<b>10,465,880</b>	<b>5.9%</b>
<b>Public Affairs &amp; Community Partnerships</b>					
Personnel Services	3,148,138	3,859,889	3,859,889	4,017,517	4.1%
Supplies and Materials	75,640	69,073	69,073	85,623	24.0%
Other Services and Charges	662,712	677,413	677,413	691,413	2.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(87,000)	(87,000)	(87,000)	(87,000)	0.0%
<b>Total</b>	<b>3,799,490</b>	<b>4,519,375</b>	<b>4,519,375</b>	<b>4,707,553</b>	<b>4.2%</b>
<b>Park Police</b>					
Personnel Services	19,449,221	20,363,120	20,363,120	21,019,908	3.2%
Supplies and Materials	992,683	921,437	921,437	956,437	3.8%
Other Services and Charges	804,915	866,304	866,304	1,092,590	26.1%
Capital Outlay	1,463	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(227,900)	(245,500)	(245,500)	(134,200)	-45.3%
<b>Total</b>	<b>21,020,382</b>	<b>21,905,361</b>	<b>21,905,361</b>	<b>22,934,735</b>	<b>4.7%</b>
<b>Horticulture, Forestry &amp; Environmental Education</b>					
Personnel Services	12,636,839	13,567,524	13,567,524	13,938,454	2.7%
Supplies and Materials	803,827	784,236	784,236	792,296	1.0%
Other Services and Charges	1,439,677	1,498,609	1,498,609	1,513,132	1.0%
Capital Outlay	199,058	12,000	12,000	24,000	100.0%
Other Classifications	-	-	-	-	-
Chargebacks	(116,047)	(90,402)	(90,402)	(46,942)	-48.1%
<b>Total</b>	<b>14,963,354</b>	<b>15,771,967</b>	<b>15,771,967</b>	<b>16,220,940</b>	<b>2.8%</b>



# Montgomery County

## Department of Parks – Summary of Division Budgets

**MONTGOMERY COUNTY PARK FUND**  
**Expenditures by Division by Type**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Facilities Management</b>					
Personnel Services	13,485,205	13,920,986	13,920,986	14,540,362	4.4%
Supplies and Materials	2,078,131	2,169,421	2,169,421	2,249,667	3.7%
Other Services and Charges	1,738,291	1,724,755	1,724,755	1,737,916	0.8%
Capital Outlay	95,110	12,420	12,420	13,000	4.7%
Other Classifications	-	-	-	-	-
Chargebacks	(827,624)	(1,016,400)	(1,016,400)	(1,017,300)	0.1%
<b>Total</b>	<b>16,569,113</b>	<b>16,811,182</b>	<b>16,811,182</b>	<b>17,523,645</b>	<b>4.2%</b>
<b>Northern Parks</b>					
Personnel Services	10,689,232	11,710,988	11,710,988	12,392,344	5.8%
Supplies and Materials	950,512	1,221,004	1,221,004	1,264,895	3.6%
Other Services and Charges	805,624	733,410	733,410	888,104	21.1%
Capital Outlay	625,703	270,614	270,614	281,000	3.8%
Other Classifications	-	-	-	-	-
Chargebacks	(34,800)	(34,800)	(34,800)	(36,200)	4.0%
<b>Total</b>	<b>13,036,271</b>	<b>13,901,216</b>	<b>13,901,216</b>	<b>14,790,143</b>	<b>6.4%</b>
<b>Southern Parks</b>					
Personnel Services	14,038,327	15,167,446	15,167,446	15,988,995	5.4%
Supplies and Materials	1,480,337	1,979,627	1,979,627	1,994,326	0.7%
Other Services and Charges	827,317	815,292	815,292	945,010	15.9%
Capital Outlay	933,603	390,714	390,714	405,000	3.7%
Other Classifications	-	-	-	-	-
Chargebacks	(38,900)	(40,500)	(40,500)	(36,200)	-10.6%
<b>Total</b>	<b>17,240,684</b>	<b>18,312,579</b>	<b>18,312,579</b>	<b>19,297,131</b>	<b>5.4%</b>
<b>Support Services</b>					
Personnel Services	422,917	525,233	525,233	657,685	25.2%
Supplies and Materials	1,660,506	1,974,687	1,974,687	2,050,960	3.9%
Other Services and Charges	11,685,353	11,414,826	11,414,826	12,751,743	11.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	857,972	782,386	782,386	913,306	16.7%
<b>Total</b>	<b>14,626,748</b>	<b>14,697,132</b>	<b>14,697,132</b>	<b>16,373,694</b>	<b>11.4%</b>



# Montgomery County

## Department of Parks – Summary of Division Budgets

### MONTGOMERY COUNTY PARK FUND

#### Expenditures by Division by Type

#### PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Non-Departmental</b>					
Personnel Services	7,199,549	9,033,803	9,033,803	10,521,953	16.5%
Salary Adjustment Marker	-	2,254,083	2,254,083	4,137,198	83.5%
Other Personnel Costs	-	19,957	19,957	19,957	0.0%
OPEB PreFunding	2,733,064	2,190,213	2,190,213	1,554,178	-29.0%
OPEB Paygo	4,466,485	4,569,550	4,569,550	4,810,620	5.3%
Supplies and Materials	(59,399)	-	-	-	-
Other Services and Charges	(305,709)	3,300	3,300	3,300	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>6,834,441</b>	<b>9,037,103</b>	<b>9,037,103</b>	<b>10,525,253</b>	<b>16.5%</b>
<b>Grants</b>					
Personnel Services	70,850	-	-	-	-
Supplies and Materials	38,918	-	-	-	-
Other Services and Charges	266	400,000	400,000	400,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>110,034</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>0.0%</b>
<b>Other Financing Uses/Transfers Out</b>					
Capital Projects Funds	450,000	450,000	450,000	450,000	0.0%
Debt Service Fund	6,862,940	7,936,057	7,936,057	7,963,435	0.3%
<b>Total</b>	<b>7,312,940</b>	<b>8,386,057</b>	<b>8,386,057</b>	<b>8,413,435</b>	<b>0.3%</b>
Budgetary Reserve @ 3%	3,939,500	4,207,300	4,207,300	4,471,200	6.3%
<b>Fund Total</b>	<b>142,569,402</b>	<b>152,836,191</b>	<b>152,836,191</b>	<b>161,923,355</b>	<b>5.9%</b>



**Montgomery County  
Department of Parks – Summary of Division Budgets**

**MONTGOMERY COUNTY PARK FUND  
Expenditures by Division by Type  
PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
Total Park Fund					
Personnel Services	104,869,564	113,717,865	113,717,865	119,672,260	5.2%
Supplies and Materials	8,741,889	9,836,165	9,836,165	10,181,076	3.5%
Other Services and Charges	20,556,207	20,904,422	20,904,422	22,957,130	9.8%
Capital Outlay	2,045,137	804,256	804,256	847,000	5.3%
Other Classifications	-	-	-	-	-
Chargebacks	(4,895,835)	(5,019,874)	(5,019,874)	(4,618,746)	-8.0%
Subtotal Park Fund	131,316,965	140,242,834	140,242,834	149,038,720	6.3%
Transfers Out	7,312,940	8,386,057	8,386,057	8,413,435	0.3%
Budgetary Reserve	3,939,500	4,207,300	4,207,300	4,471,200	6.3%
Total Park Fund	142,569,402	152,836,191	152,836,191	161,923,355	5.9%



# Montgomery County

## Department of Parks – Summary of Positions and Workyears

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

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK FUND</b>						
<b><u>DIRECTOR OF PARKS</u></b>						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
Term Contract	5.00	4.80	4.00	3.60	4.00	3.60
Seasonal/Intermittent		1.20	-	1.00	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse		(0.10)	-	(0.10)	-	(0.10)
<b>Subtotal Director of Parks</b>	<b>10.00</b>	<b>10.90</b>	<b>9.00</b>	<b>9.50</b>	<b>9.00</b>	<b>8.50</b>
<b><u>MANAGEMENT SERVICES</u></b>						
Full-Time Career	23.00	23.00	23.00	23.00	23.00	23.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		2.20		2.60		3.60
Chargebacks	-	-	-	-	-	-
Less Lapse		(0.80)		(0.80)		(0.80)
<b>Subtotal Management Services</b>	<b>23.00</b>	<b>24.40</b>	<b>23.00</b>	<b>24.80</b>	<b>23.00</b>	<b>25.80</b>
<b><u>INFORMATION TECHNOLOGY &amp; INNOVATION</u></b>						
Full-Time Career	17.00	17.00	17.00	17.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		0.10		0.10
Chargebacks		(2.60)		(2.60)		(2.60)
Less Lapse		(0.90)		(0.90)		(0.70)
<b>Subtotal Information Technology &amp; Innovation</b>	<b>17.00</b>	<b>13.50</b>	<b>17.00</b>	<b>13.60</b>	<b>17.00</b>	<b>13.80</b>
<b><u>PARK DEVELOPMENT</u></b>						
Full-Time Career	59.00	59.00	59.00	59.00	59.00	59.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>
Term Contract	1.00	0.90	1.00	0.90	1.00	0.90
Seasonal/Intermittent		-		-		-
Chargebacks		(26.40)		(26.40)		(26.40)
Less Lapse		(6.90)		(7.10)		(6.20)
<b>Subtotal Park Development</b>	<b>60.00</b>	<b>26.60</b>	<b>60.00</b>	<b>26.40</b>	<b>60.00</b>	<b>27.30</b>



**Montgomery County**  
**Department of Parks – Summary of Positions and Workyears**

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

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK PLANNING &amp; STEWARDSHIP</b>						
Full-Time Career	61.00	61.00	63.00	63.00	63.00	63.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>61.00</b>	<b>61.00</b>	<b>63.00</b>	<b>63.00</b>	<b>63.00</b>	<b>63.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		11.50		9.50		8.80
Chargebacks		(4.00)		(4.00)		(4.00)
Less Lapse		(5.60)		(6.00)		(5.00)
<b>Subtotal Planning &amp; Stewardship</b>	<b>61.00</b>	<b>62.90</b>	<b>63.00</b>	<b>62.50</b>	<b>63.00</b>	<b>62.80</b>
<b>PUBLIC AFFAIRS &amp; COMMUNITY PARTNERSHIPS</b>						
Full-Time Career	24.00	24.00	26.00	26.00	26.00	26.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>24.00</b>	<b>24.00</b>	<b>26.00</b>	<b>26.00</b>	<b>26.00</b>	<b>26.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		3.70		3.70		3.80
Chargebacks		(0.70)		(0.70)		(0.70)
Less Lapse		(0.60)		(0.60)		(0.60)
<b>Subtotal Public Affairs &amp; Comm. Partner.</b>	<b>24.00</b>	<b>26.40</b>	<b>26.00</b>	<b>28.40</b>	<b>26.00</b>	<b>28.50</b>
<b>PARK POLICE</b>						
Full-Time Career	127.00	127.00	127.00	127.00	127.00	127.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>127.00</b>	<b>127.00</b>	<b>127.00</b>	<b>127.00</b>	<b>127.00</b>	<b>127.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		1.10		1.10		1.10
Chargebacks		(2.00)		(2.00)		(2.00)
Less Lapse		(9.70)		(9.20)		(8.50)
<b>Subtotal Park Police</b>	<b>127.00</b>	<b>116.40</b>	<b>127.00</b>	<b>116.90</b>	<b>127.00</b>	<b>117.60</b>
<b>HORTICULTURE, FORESTRY &amp; ENVIRONMENTAL EDUCATION</b>						
Full-Time Career	99.00	99.00	104.00	104.00	104.00	104.00
Part-Time Career	2.00	1.30	-	-	-	-
<b>Career Total</b>	<b>101.00</b>	<b>100.30</b>	<b>104.00</b>	<b>104.00</b>	<b>104.00</b>	<b>104.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		20.70		21.00		23.20
Chargebacks		(1.00)		(0.90)		(0.90)
Less Lapse		(8.50)		(8.50)		(8.20)
<b>Subtotal Hort., Forestry &amp; Enviro. Ed.</b>	<b>101.00</b>	<b>111.50</b>	<b>104.00</b>	<b>115.60</b>	<b>104.00</b>	<b>118.10</b>



**Montgomery County**  
**Department of Parks – Summary of Positions and Workyears**

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

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>FACILITIES MANAGEMENT</u></b>						
Full-Time Career	118.00	118.00	118.00	118.00	118.00	118.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		5.30		5.40		5.80
Chargebacks		(9.60)		(9.60)		(9.60)
Less Lapse		(14.00)		(14.00)		(11.00)
<b>Subtotal Facilities Management</b>	<b>118.00</b>	<b>99.70</b>	<b>118.00</b>	<b>99.80</b>	<b>118.00</b>	<b>103.20</b>
<b><u>NORTHERN PARKS</u></b>						
Full-Time Career	125.00	125.00	128.00	128.00	128.00	128.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>125.00</b>	<b>125.00</b>	<b>128.00</b>	<b>128.00</b>	<b>128.00</b>	<b>128.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		9.40		9.90		11.70
Chargebacks		(0.40)		(0.40)		(0.40)
Less Lapse		(17.60)		(17.60)		(12.90)
<b>Subtotal Northern Parks</b>	<b>125.00</b>	<b>116.40</b>	<b>128.00</b>	<b>119.90</b>	<b>128.00</b>	<b>126.40</b>
<b><u>SOUTHERN PARKS</u></b>						
Full-Time Career	163.00	163.00	166.00	166.00	166.00	166.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>163.00</b>	<b>163.00</b>	<b>166.00</b>	<b>166.00</b>	<b>166.00</b>	<b>166.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		23.00		19.80		24.20
Chargebacks		(0.50)		(0.50)		(0.50)
Less Lapse		(20.20)		(21.00)		(15.60)
<b>Subtotal Southern Parks</b>	<b>163.00</b>	<b>165.30</b>	<b>166.00</b>	<b>164.30</b>	<b>166.00</b>	<b>174.10</b>
<b><u>SUPPORT SERVICES</u></b>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		2.40		2.40		1.50
Chargebacks		7.00		7.00		7.00
Less Lapse		-		-		-
<b>Subtotal Support Services</b>	<b>-</b>	<b>9.40</b>	<b>-</b>	<b>9.40</b>	<b>-</b>	<b>8.50</b>



**Montgomery County**  
**Department of Parks – Summary of Positions and Workyears**

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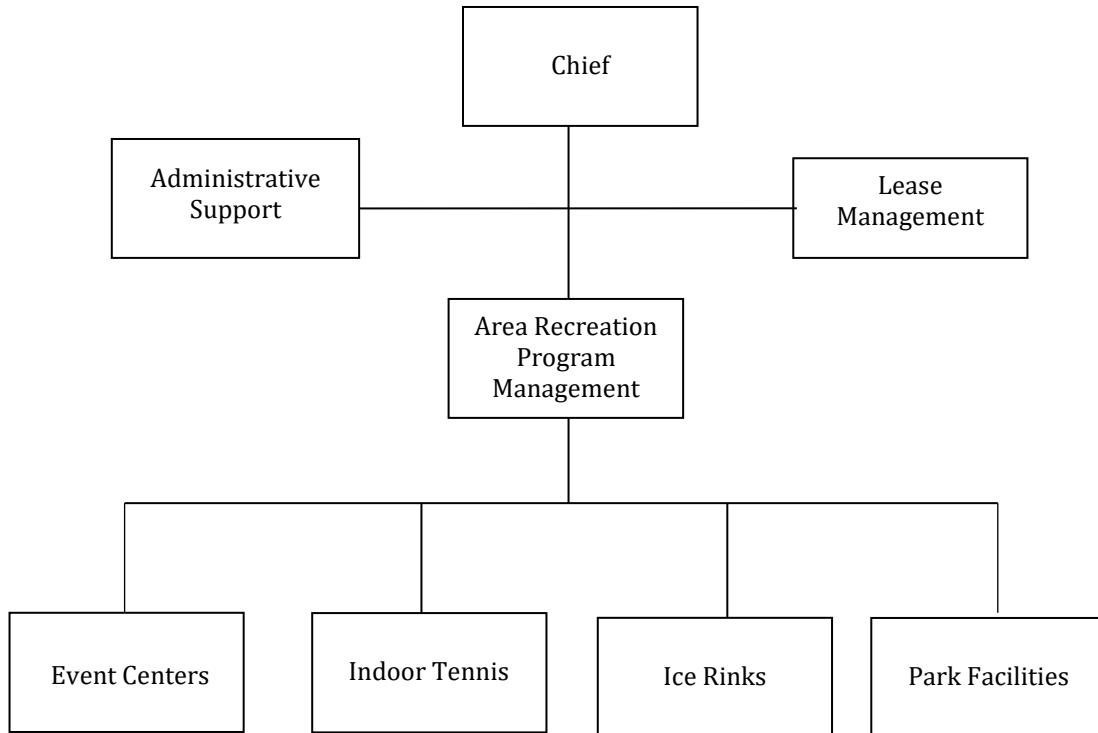
**MONTGOMERY COUNTY POSITIONS/WORKYEARS**  
**POSITION DETAIL BY DIVISION BY FUND**

	FY 25		FY 26		FY 27		
	Budget	Adopted	Proposed	POS	WYS	POS	WYS
<b>TOTAL PARK FUND POSITIONS / WORKYEARS</b>							
Full-Time Career	821.00	821.00		836.00	836.00	836.00	836.00
Part-Time Career	2.00	1.30		-	-	-	-
<b>Career Total</b>	<b>823.00</b>	<b>822.30</b>		<b>836.00</b>	<b>836.00</b>	<b>836.00</b>	<b>836.00</b>
Term Contract	6.00	5.70		5.00	4.50	5.00	4.50
Seasonal/Intermittent		80.50			76.50		83.80
Chargebacks		(40.20)			(40.10)		(40.10)
Less Lapse		(84.90)			(85.80)		(69.60)
<b>Grand Total Park Fund</b>	<b>829.00</b>	<b>783.40</b>		<b>841.00</b>	<b>791.10</b>	<b>841.00</b>	<b>814.60</b>



# Montgomery County Department of Parks – Enterprise Operations Summary

## ORGANIZATIONAL STRUCTURE



# **Montgomery County**

## **Department of Parks – Enterprise Operations Summary**

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### **OVERVIEW**

The Enterprise Division manages or oversees the operation of 17 distinct facilities that are entirely funded through user fees, rentals, and other non-tax revenue sources.

The facilities include ice rinks, indoor tennis facilities, event centers, a synthetic turf pavilion, and other park facilities such as miniature trains, carousels, boat facilities, a campground, a splash playground, a mini golf course, a driving range, as well as oversight of several recreation facility leases. In May 2026, the Ovid Hazen Wells Carousel facility will open.

Realizing that some of these recreational experiences are more focused on individual benefit than others, such as ice skating, indoor tennis, or a campground, a fee is charged to provide these experiences. These exclusive-use facilities are included in the Department's Enterprise Fund, which, by policy, must be self-sustaining. The user fees charged cover all operating costs, maintenance, renovations, capital improvements, administrative costs, and debt service payments. The Division balances financial obligations while meeting the recreation needs of the public, keeping fees at a reasonable rate while making improvements and upgrades to the facilities.

### **MISSION**

To provide a positive park experience, achieve an appropriate balance among fees and public service, develop new programs, expand existing programs, maintain, repurpose, and/or enhance current facilities, and continue to operate Enterprise facilities in a fiscally responsible manner.

### **ACCOMPLISHMENTS**

- In FY25, gross revenues reached \$14,562,437 with reduced expenses providing a net profit excluding CIP transfers of \$3,144,966.
- Overall attendance at Enterprise facilities exceeded two million visitors in FY25.



# Montgomery County

## Department of Parks – Enterprise Operations Summary

### SUMMARY OF ENTEPRISE OPERATIONS BUDGETS

#### MONTGOMERY COUNTY ENTERPRISE FUND - SUMMARY BY PROGRAMS

##### Summary of Revenues, Expenses, and Changes in Fund Net Position

Proposed Budget Fiscal Year 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
Revenues and Transfers In:					
Golf Courses	581,533	300,000	550,331	300,000	0.0%
Ice Rinks	5,375,155	5,502,325	5,396,247	5,284,750	-4.0%
Indoor Tennis	2,643,681	2,363,525	2,321,075	2,350,576	-0.5%
Event Centers	556,414	561,255	591,165	621,160	10.7%
Park Facilities	5,405,654	5,519,479	5,489,043	5,658,834	2.5%
Administration	-	-	-	-	-
<b>Total Revenues</b>	<b>14,562,437</b>	<b>14,246,584</b>	<b>14,347,861</b>	<b>14,215,320</b>	<b>-0.2%</b>
Expenses and Transfers Out:					
Golf Courses	4,324	-	-	-	-
Ice Rinks	4,684,817	5,051,752	5,155,413	5,202,059	3.0%
Indoor Tennis	1,624,330	2,438,016	2,484,736	2,038,306	-16.4%
Event Centers	797,521	744,003	758,511	764,242	2.7%
Park Facilities	4,306,479	5,514,584	5,599,637	5,105,164	-7.4%
Administration	-	100,000	(518,686)	-	-100.0%
<b>Total Expenses</b>	<b>11,417,471</b>	<b>13,848,355</b>	<b>13,479,611</b>	<b>13,109,771</b>	<b>-5.3%</b>
Change in Net Position	3,144,966	398,229	868,250	1,105,549	177.6%
<b>Total Net Position - Beginning</b>	<b>34,518,114</b>	<b>36,553,398</b>	<b>37,663,080</b>	<b>38,531,330</b>	<b>5.4%</b>
<b>Total Net Position - Ending</b>	<b>37,663,080</b>	<b>36,951,627</b>	<b>38,531,330</b>	<b>39,636,879</b>	<b>7.3%</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- The Enterprise Fund Balance Policy directs the fund balance to be 10% of the operating expenses plus one year's debt service. Through positive management changes, facility improvements, continued marketing efforts, and no debt service, the FY27 proposed fund balance will be above the reserve requirement.



# **Montgomery County**

## **Department of Parks – Enterprise Operations – Golf Courses**

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### **OVERVIEW**

The Department of Parks has a long-term lease with the Montgomery County Revenue Authority (MCRA) for the operation of three of our golf courses, Little Bennett, Needwood, and Northwest. This contract expires October 31, 2036.

MCRA also manages Sligo Creek Golf Course through an Operational Agreement. In October of 2012, MCRA agreed to extend the Operating Agreement for an additional five years. This agreement was originally due to expire in November 2017; however, the agreement is currently continuing to operate on a month-to-month basis.

According to the terms of the contract, the MCRA pays a percentage of revenue received in excess of \$5,100,000 for Little Bennett, Northwest, and Needwood golf courses. These courses reached that minimum threshold and exceeded it for the thirteenth time in seventeen years and paid \$550,331.10 to the Enterprise Fund in FY26. There is no revenue payment stipulation in the lease agreement for Sligo Golf Course.

### **MISSION**

To provide consistently high-quality golf experiences for the golfing public with no taxpayer money subsidizing the operation or the capital investment in the courses pursuant to the lease agreement between the MCRA and the M-NCPPC.

### **PROGRAMS AND SERVICES PROVIDED**

- Golf
- Tournaments
- Lessons
- Special Events

### **ACCOMPLISHMENTS**

- Received \$550,331 from MCRA in FY26, which was 10% percent of net proceeds from Little Bennett, Northwest and Needwood Golf Courses that exceeded the \$5,100,000 revenue threshold for FY25.



# Montgomery County

## Department of Parks – Enterprise Operations – Golf Courses

### SUMMARY OF FY27 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses Proposed Budget Fiscal Year 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	581,533	300,000	550,331	300,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>581,533</b>	<b>300,000</b>	<b>550,331</b>	<b>300,000</b>	<b>0.0%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	-	-	-	-	-
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	10	-	-	-	-
Depreciation & Amortization Expense	4,314	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>4,324</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain (Loss)</b>	<b>577,209</b>	<b>300,000</b>	<b>550,331</b>	<b>300,000</b>	<b>0.0%</b>

*Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay, and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>GOLF COURSES</u></b>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Golf Courses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

- Increases revenue based on historical trend.



# **Montgomery County**

## **Department of Parks – Enterprise Operations – Ice Rinks**

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### **OVERVIEW**

The Department operates two indoor ice rink facilities seven days a week, year-round. At Cabin John, there is one National Hockey League (NHL) ice surface, one Olympic size ice surface, and one studio sheet. Wheaton Ice Arena has one NHL ice surface. Both facilities feature hockey and figure skating sessions and camps, programs, group and private lessons, general and special public sessions, therapeutic skating, and special events. The Ice Rinks also offer figure and hockey skate rentals, leased ice rentals, birthday parties, meetings, snack bars, pro shops, and off-ice conditioning space for training.

### **MISSION**

To provide a balance of public and specialty skating sessions, instructional classes and rental opportunities for the ice-skating community and the general public.

### **PROGRAMS AND SERVICES PROVIDED**

- Recreational Skating (Public Sessions)
- Camps (Winter, Spring, Summer)
- Special Events
- Snack Bar
- Dance/Off-ice Conditioning Room
- Birthday Parties/Meetings
- Instructional Figure Skating and Hockey Classes
- Leased Ice
- Skating Shows/Exhibitions
- Tournaments
- Pro shop
- Leagues
- Competitions

### **ACCOMPLISHMENTS**

- In FY25, 8,874 participants were enrolled in a multi-week group lesson series, and 1,115 children in summer camps.
- A weekend skating clinic was held at the Cabin John Ice Rink with Olympic Figure Skater Polina Edmunds and 2013 US Figure Skating Champion Max Aaron with 51 skaters participating in on and off ice sessions as well as a one-hour Q & A session.
- Wheaton Ice Arena reopened October 4, 2025, after being closed for six months to install an Ammonia Refrigeration System.
- New security camera systems were installed at both rinks.



**Montgomery County**  
**Department of Parks – Enterprise Operations – Ice Rinks**

**SUMMARY OF FY27 PROPOSED BUDGET**

**MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS**

**Summary of Revenues and Expenses**

**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	-	-	-	-	-
Sales	292,982	365,000	345,000	362,000	-0.8%
Charges for Services	3,096,566	2,981,500	3,005,000	3,020,500	1.3%
Rentals and Concessions	1,948,856	2,147,825	2,038,250	1,894,250	-11.8%
Miscellaneous	-	-	-	-	-
Interest	36,751	8,000	7,997	8,000	0.0%
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>5,375,155</b>	<b>5,502,325</b>	<b>5,396,247</b>	<b>5,284,750</b>	<b>-4.0%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	2,635,998	2,370,950	2,333,366	2,421,658	2.1%
Goods for Resale	195,550	174,200	176,600	188,100	8.0%
Supplies and Materials	124,576	105,850	111,390	88,700	-16.2%
Other Services and Charges	1,482,962	1,396,422	1,530,600	1,411,532	1.1%
Depreciation & Amortization Expense	199,882	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	1,004,330	1,003,457	1,092,069	8.7%
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>4,638,968</b>	<b>5,051,752</b>	<b>5,155,413</b>	<b>5,202,059</b>	<b>3.0%</b>
<b>Gain (Loss)</b>	<b>736,187</b>	<b>450,573</b>	<b>240,834</b>	<b>82,691</b>	<b>-81.6%</b>

*Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



**Montgomery County**  
**Department of Parks – Enterprise Operations – Ice Rinks**

	FY 25		FY 26		FY 27	
	Budget	WYS	Adopted	WYS	Proposed	WYS
<b>ICE RINKS</b>	<b>POS</b>	<b>WYS</b>	<b>POS</b>	<b>WYS</b>	<b>POS</b>	<b>WYS</b>
Full-Time Career	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		27.70		25.60		26.00
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Ice Rinks</b>	<b>10.00</b>	<b>37.70</b>	<b>10.00</b>	<b>35.60</b>	<b>10.00</b>	<b>36.00</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

- Decreases in Revenue by \$217,575 due to Cabin John Ice Rink partial closure for the renovation of the Olympic refrigeration system, April 2027 to June 2027. This has a direct effect on leased ice bookings.
- Increases in Personnel costs by \$50,708 for the compensation marker and increased benefits costs.
- Increases in Goods for Resale by \$13,900 due to an increase in Pro Shop and Snack Bar inventory.
- Decreases in Supplies & Materials cost by \$17,150 due to the partial closing of the Cabin John Ice Rink.
- Increases in Other Services & Charges by \$15,110 due to the full year operations at Wheaton Ice Arena, which results in more instructor and janitorial costs.
- Cabin John Ice Rink capital improvement project starts in Spring FY27, with the Olympic Rink refrigeration system being upgraded to an Ammonia plant.



# **Montgomery County**

## **Department of Parks – Enterprise Operations – Indoor Tennis**

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### **OVERVIEW**

The Department operates two indoor tennis facilities, one in Cabin John Regional Park and the other in Wheaton Regional Park. The Pauline Betz Addie Tennis Center at Cabin John Regional Park is air conditioned and includes six tennis courts, restrooms, showers, lockers, and a large customer lounge. The Wheaton Indoor Tennis facility is also air conditioned and includes six courts that are covered by a fabric skin over a rigid frame structure. The facility has an attached service building that contains restrooms, showers, lockers, party/meeting room, kitchenette, and a waiting area.

Each tennis facility operates seven days per week from as early as 6:00 am to midnight. Each facility offers seasonal court time, spot time play, year-round leagues in partnership with the Montgomery County Tennis Association (MCTA), and clinics and camps. The Wheaton Indoor Tennis facility also offers drop-in pickleball.

The tennis facilities offer a wide variety of classes and camps for many levels and abilities. The six-week class sessions are offered year-round. A sampling of classes offered include Parent & Child, Beginner, Intermediate, Advanced, and Match Play. Additional offerings are Round Robin and tennis tournaments for various levels. Private instruction and birthday party packages are also available.

In addition, the Indoor Tennis fund includes the concession operation of the Montgomery TennisPlex in South Germantown Recreational Park.

### **MISSION**

To offer diverse programming opportunities to all levels and abilities of players. This includes instructional classes, singles, doubles, match play, tournament play, private lessons, and camps.

### **PROGRAMS AND SERVICES PROVIDED**

- Seasonal play
- Match play
- Classes
- Camps
- Meeting Space
- Pickleball (at WIT)
- Spot time play
- Clinics
- Private Lessons
- Tournaments
- Birthday Parties

### **ACCOMPLISHMENTS**

- Pauline Betz Addie and Wheaton Indoor Tennis had a total attendance of 147,577 for group lessons, spot time, and seasonal contracted court time.
- Pauline Betz Addie and Wheaton Indoor Tennis held 795 classes over six multi-week group lesson series.
- Facility improvements completed at Pauline Betz Addie include additional storage space added to the men's locker room, interior painting, new LED lights installed over the courts, and cleaning of tennis curtains. Wheaton Indoor Tennis had new LED lights installed throughout the facility. Both facilities had new security camera systems installed.
- Wheaton Indoor Tennis added pickleball classes for all skill levels.
- In FY25, spring break and summer camps were held with 659 participants in attendance.



**Montgomery County**  
**Department of Parks – Enterprise Operations – Indoor Tennis**

**SUMMARY OF FY27 PROPOSED BUDGET**

**MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS**  
**Summary of Revenues and Expenses**  
**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	-	-	-	-	-
Sales	6,957	5,100	7,700	8,200	60.8%
Charges for Services	1,949,646	1,955,200	1,920,200	1,942,000	-0.7%
Rentals and Concessions	217,612	226,019	225,969	234,676	3.8%
Miscellaneous	-	-	-	-	-
Interest	469,466	177,206	167,206	165,700	-6.5%
Other	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>2,643,681</b>	<b>2,363,525</b>	<b>2,321,075</b>	<b>2,350,576</b>	<b>-0.5%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	1,161,856	961,715	936,387	943,100	-1.9%
Goods for Resale	5,819	4,900	6,000	6,400	30.6%
Supplies and Materials	28,214	25,702	34,273	23,000	-10.5%
Other Services and Charges	381,608	391,793	454,652	420,567	7.3%
Depreciation & Amortization Expense	46,833	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	553,906	553,424	645,239	16.5%
Transfers Out	-	500,000	500,000	-	-100.0%
<b>Total Oper. Exp and Other Uses</b>	<b>1,624,330</b>	<b>2,438,016</b>	<b>2,484,736</b>	<b>2,038,306</b>	<b>-16.4%</b>
<b>Gain (Loss)</b>	<b>1,019,351</b>	<b>(74,491)</b>	<b>(163,661)</b>	<b>312,270</b>	<b>-519.2%</b>

*Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



**Montgomery County**  
**Department of Parks – Enterprise Operations – Indoor Tennis**

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	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>INDOOR TENNIS</u></b>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		12.70		12.20		12.40
Chargebacks		-		-		-
Less Lapse		-		-		-
<b>Subtotal Indoor Tennis</b>	<b>4.00</b>	<b>16.70</b>	<b>4.00</b>	<b>16.20</b>	<b>4.00</b>	<b>16.40</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

- Slight decrease in Revenue by \$12,949 based on lower projections for court contracts.
- Decreases in Personnel costs by \$18,615 due to lower career salaries at Pauline Betz Addie Tennis due to changes in management.
- Increase in Goods for Resale of \$1,500 due to an increase in retail inventory.
- Slight decrease in Supplies & Materials by \$2,702 is attributable to the reduction of supplies to support facility operations.
- Increases to Other Services & Charges by \$28,774 due to higher utility costs and janitorial contracts.
- Increases to Chargebacks by \$91,333 for the tennis facilities' share of the divisional allocation.



# **Montgomery County**

## **Department of Parks – Enterprise Operations – Event Centers**

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### **OVERVIEW**

This program includes the operation of Rockwood Manor and the Lodge at Little Seneca Creek.

### **MISSION**

To provide versatile indoor and outdoor rental venues in a park setting for meetings, social events, educational offerings, and other group, family, or community activities.

### **PROGRAMS AND SERVICES PROVIDED**

These facilities are used for social and business functions. Rockwood Manor offers overnight accommodation, which is utilized for family, business, and wedding retreats. Seneca Lodge, a log cabin with cathedral ceilings, a towering wood-burning fireplace, and a reception tent which continues to be a popular facility for social events.

- Meeting space
- Social events
- Educational offerings
- Community activities
- Overnight accommodations

### **ACCOMPLISHMENTS**

- Rockwood Manor improvements include a new roof for the catering kitchen of the manor house; upgrades to overnight accommodation; new banquet chairs; and continued landscaping upgrades across the property.
- Seneca Lodge improvements include landscaping upgrades; replaced boards, risers, and painted back deck; HVAC heat pump replacement; and new vinyl tent walls.
- The Event Centers hosted over 293 events in FY25 with a total attendance of 19,378.



**Montgomery County**  
**Department of Parks – Enterprise Operations – Event Centers**

**SUMMARY OF FY27 PROPOSED BUDGET**

**MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS**

**Summary of Revenues and Expenses**

**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	-	-	-	-	-
Sales	80	250	160	160	-36.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	544,959	560,000	590,000	620,000	10.7%
Miscellaneous	-	-	-	-	-
Interest	11,375	1,005	1,005	1,000	-0.5%
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>556,414</b>	<b>561,255</b>	<b>591,165</b>	<b>621,160</b>	<b>10.7%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	620,887	473,962	477,478	494,695	4.4%
Goods for Resale	219	175	200	200	14.3%
Supplies and Materials	46,267	26,450	47,025	27,000	2.1%
Other Services and Charges	128,148	142,190	132,670	132,279	-7.0%
Depreciation & Amortization Expense	2,000	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	101,226	101,138	110,068	8.7%
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>797,521</b>	<b>744,003</b>	<b>758,511</b>	<b>764,242</b>	<b>2.7%</b>
<b>Gain (Loss)</b>	<b>(241,107)</b>	<b>(182,748)</b>	<b>(167,346)</b>	<b>(143,082)</b>	<b>-21.7%</b>

*Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



**Montgomery County**  
**Department of Parks – Enterprise Operations – Event Centers**

	FY 25		FY 26		FY 27	
	Budget		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>EVENT CENTERS</u></b>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		3.30		2.80		2.90
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Event Centers</b>	<b>3.00</b>	<b>6.30</b>	<b>3.00</b>	<b>5.80</b>	<b>3.00</b>	<b>5.90</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

- Increases in Revenue by \$59,905 based on projected rentals at the Lodge at Little Seneca Creek and overnight accommodation at Rockwood Manor.
- Increases in Personnel cost by \$20,733 due to compensation costs, including benefit increases and the salary marker for merit/COLA.
- Decreases in Other Services and Charges by \$9,911 due to savings in landscaping contractor services at Seneca Lodge.
- Increases Chargebacks by \$8,842 for the event center's share of the divisional allocation.



# **Montgomery County**

## **Department of Parks – Enterprise Operations – Park Facilities**

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### **OVERVIEW**

Enterprise Park facilities located in the Northern Parks include Lake Needwood and Black Hill boating facilities, the Campground at Little Bennett, Ovid Hazen Wells Carousel (open May 2026) the South Germantown Splash Park and Miniature Golf Course and the South Germantown Driving Range.

In the Southern Parks, Enterprise Park facilities include the Cabin John and Wheaton Miniature Trains, Wheaton Carousel, Wheaton Sports Pavilion, and fee-based activities (tours, special events, facility rentals, educational programs) at Brookside Gardens.

### **MISSION**

To provide seasonal operations that enhance the park patrons' recreation experience.

### **PROGRAMS AND SERVICES PROVIDED**

Each of the park amenities provides a service such as camping, riding the train, riding the carousel, renting a boat, going on pontoon boat rides, or enjoying an afternoon at the Splash Park. In addition, the Driving Range offers golf instruction (camps/clinics) and archery lessons. The Wheaton Sports Pavilion offers camps, clinics, field rentals, and special events. Also, there are party rental opportunities at the facilities for special occasions.

- Laser Tag at Campground
- Golf Lessons/Camps/Clinics
- Train Rides
- Eye Spy Train Rides in April and October
- Party Room Rentals
- Cabin and Yurt Rentals
- Camp Store and Game Room at Campground
- Archery Lessons at South Germantown
- Canoe, Kayak, Paddleboard, Pedal Boat Rentals
- Special Events
- Carousel Rides
- Tent Rental Areas at Splash Park
- Camper Ready Tent Rentals
- Pedal Karts at Campground
- Mining Sluice at Campground
- Pontoon Boat Tours
- Jumping Pillow at Splash Park and Campground

### **ACCOMPLISHMENTS**

- South Germantown Splash Park completed repairs on pumps and purchased a shade canopy.
- South Germantown Driving Range made improvements to the clubhouse and purchased a Kubota to pull a picker.
- In FY25, South Germantown Driving Range conducted golf and archery classes with over 419 participants and 142 participants in Golf camps.
- Cabin John Train and the Wheaton Train and Carousel held successful Eye Spy events during the spring and fall with 34,159 riders. Throughout the season over 117,400 riders enjoyed the train and carousel amenities.
- In FY25, a new Carousel was designed, purchased and installed at Wheaton Regional Park in February 2025.
- The Little Bennett Campground purchased new electric equipment to include a lawn mower, weed trimmer, and leaf blower; regraded 15 tent pads and resurfaced the campground entrance roadway. An additional group camping site was created at the activity area to accommodate more campers.



## **Montgomery County Department of Parks – Enterprise Operations – Park Facilities**

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- New security camera systems were installed at the trains, boats, driving range, splash park, and campground.
- The roof was replaced at the Wheaton Sports Pavilion as well as a new HVAC system installed in the facility.
- The Gift Shop benefited from additional visits brought on by The Butterfly Experience and saw an increase in sales. At the same time, the Gift Shop experienced a decline in purchasing power due to the implementation of widespread tariffs on goods imported to the United States. This required additional work to identify new suppliers as well as map out a plan to remove or replace items that fit within our budget and customer profile. We anticipate the impact of tariffs to continue to be an issue throughout the remainder of the fiscal year.
- In FY25, our Rental program realized 149 paid public rentals, 79 internal rentals (meaning an internal Parks, Commission, or county government group), 20 meetings or plant shows for horticultural related non-profit organizations and 991 photo permits. Interestingly, on average, Brookside Gardens host 3.8 programs each day of the year (educational, rentals and photo permits combined but not including Garden of Lights or The Butterfly Experience).



# Montgomery County

## Department of Parks – Enterprise Operations – Park Facilities

### SUMMARY OF FY27 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES

##### Summary of Revenues and Expenses

##### Proposed Budget Fiscal Year 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	-	-	-	-	-
Sales	425,217	459,400	448,350	474,500	3.3%
Charges for Services	3,467,033	2,871,160	2,804,850	2,954,965	2.9%
Rentals and Concessions	935,981	1,087,450	1,017,365	1,012,285	-6.9%
Miscellaneous	-	905,390	1,012,816	1,026,214	13.3%
Interest	577,423	196,079	205,662	190,870	-2.7%
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>5,405,654</b>	<b>5,519,479</b>	<b>5,489,043</b>	<b>5,658,834</b>	<b>2.5%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	3,247,874	2,572,942	2,566,437	2,616,145	1.7%
Goods for Resale	188,059	218,015	198,335	209,250	-4.0%
Supplies and Materials	307,373	321,845	333,654	313,120	-2.7%
Other Services and Charges	476,967	406,432	441,938	432,842	6.5%
Depreciation & Amortization Expense	24,026	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	65,027	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	1,345,350	1,344,246	1,533,807	14.0%
Transfers Out	-	650,000	650,000	-	-100.0%
<b>Total Oper. Exp and Other Uses</b>	<b>4,244,299</b>	<b>5,514,584</b>	<b>5,599,637</b>	<b>5,105,164</b>	<b>-7.4%</b>
<b>Gain (Loss)</b>	<b>1,161,355</b>	<b>4,895</b>	<b>(110,594)</b>	<b>553,670</b>	<b>11210.9%</b>

*Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



**Montgomery County**  
**Department of Parks – Enterprise Operations – Park Facilities**

	FY 25		FY 26		FY 27	
	Budget		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK FACILITIES</b>						
Full-Time Career	8.00	8.00	9.00	9.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent		28.30		31.40		33.70
Chargebacks		0.70		0.40		0.40
Less Lapse		-		-		-
<b>Subtotal Park Facilities</b>	<b>9.00</b>	<b>38.00</b>	<b>9.00</b>	<b>40.80</b>	<b>8.00</b>	<b>42.10</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

- Increases in Revenue by \$139,355 due to admissions, camps, and classes. Also, an increase in Foundation Contributions.
- Increases in Personnel cost by \$43,203 due to hiring seasonals for the year-round Butterfly Exhibit at Brookside Gardens as well as compensation costs, including benefit increases and the salary marker for merit/COLA.
- Decrease of \$8,765 in Goods for Resale due to less inventory needed at Little Bennett Campground Camp Store.
- Decrease in Supplies and Materials of \$8,725 due to no longer utilizing propane at Wheaton Sports Pavilion.
- Increase in Other Services & Charges of \$26,410 includes higher utility costs because of Wheaton Sports Pavilion's new HVAC system and increased camp transportation.
- Increases in Chargebacks by \$188,457 for the park facilities' share of the divisional allocation.



# **Montgomery County**

## **Department of Parks – Enterprise Operations – Administration**

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### **OVERVIEW**

The Enterprise Division's Administrative Office oversees and coordinates all the activities of the Enterprise Fund. The Enterprise Division budget includes: an administrative office budget; recreation facility leases; insurance fund costs; and chargebacks for support from the Northern and Southern Parks, Facilities Management trades personnel, Central Administrative Services, Information Technology costs, Pope Farm nursery services for landscaping materials around Enterprise facilities, Public Affairs and Community Partnerships for marketing support, and Support Services. These costs are allocated on a percentage basis to the various Enterprise facilities.

### **MISSION**

To provide administrative support including personnel, budget, and procurement for the Enterprise facilities.

### **PROGRAMS AND SERVICES PROVIDED**

- Budget Preparation and Oversight
- Marketing and Promotion
- Concession Lease Management

### **ACCOMPLISHMENTS**

- Career staff attended a yearlong Leadership Training Course "Adventure Leadership: Embracing Leadership as a Journey". The six-part training series discussed leadership through three core lenses: Leadership of Self, Leadership of Others, and Leadership of the Organization. Strategies utilized in the training will assist in equipping participants with the skills, mindset, and strategies needed to foster trust, build cohesive teams, promote accountability and drive growth.



**Montgomery County**  
**Department of Parks – Enterprise Operations – Administration**

**SUMMARY OF FY27 PROPOSED BUDGET**

**MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION**

**Summary of Revenues and Expenses**

**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	(215,363)	1,937,071	1,937,143	2,293,193	18.4%
Goods for Resale	-	-	-	-	-
Supplies and Materials	35,133	33,200	36,821	29,350	-11.6%
Other Services and Charges	180,230	149,400	143,161	144,534	-3.3%
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	291,173	291,173	291,173	0.0%
Indirect Charges (Admin Chargeback)	-	(2,410,844)	(3,026,984)	(2,758,250)	14.4%
Transfers Out	-	100,000	100,000	-	-100.0%
<b>Total Oper. Exp and Other Uses</b>	<b>-</b>	<b>100,000</b>	<b>(518,686)</b>	<b>-</b>	<b>-100.0%</b>
<b>Gain (Loss)</b>	<b>-</b>	<b>(100,000)</b>	<b>518,686</b>	<b>-</b>	<b>-100.0%</b>

*Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay, and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



**Montgomery County**  
**Department of Parks – Enterprise Operations – Administration**

	FY 25		FY 26		FY 27	
	Budget		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION</b>						
Full-Time Career	12.00	12.00	12.00	12.00	14.00	14.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>14.00</b>	<b>14.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.10		-		-
Chargebacks		5.00		5.00		5.00
Less Lapse		-		-		-
<b>Subtotal</b>						
<b>Administration</b>	<b>12.00</b>	<b>17.10</b>	<b>12.00</b>	<b>17.00</b>	<b>14.00</b>	<b>19.00</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

- Increases personnel cost by \$356,122 due to compensation costs, including benefit increases and the salary marker for merit/COLA.
- Transferred one career (WY) from Little Bennett Campground to the Administration Fund to serve the needs of the division.
- Added one career (WY) Active Montgomery Training and Support Analyst.



# Montgomery County

## Department of Parks – Wheaton Headquarters Building Fund

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### OVERVIEW

Construction of the Wheaton Headquarters Building (Wheaton HQ) was completed in August 2020. This Commission-owned facility consolidated the headquarters of both the Montgomery Department of Parks and the Montgomery Planning Department from three office facilities into a single, new, joint headquarters. In this fourteen-floor, 308,020 square foot building, the Commission utilizes 133,969 sq. ft. or 42.5% of the building. The remainder of the building houses several Montgomery County departments and agencies, plus some planned retail space on the first floor and a childcare facility on the 3<sup>rd</sup> floor. This building accommodates nearly 1,000 staff, including approximately 360 Commission employees.

To account for this Commission-owned facility that is being utilized by both the Commission and the County, an enterprise fund was created. The Wheaton Headquarters Building Enterprise Fund accounts for all building-related expenses and is funded by rental charges of the building's shared cost for the Planning Department, the Parks Department, and Montgomery County.

The rental charges for the respective organizations are based on the estimated costs for each fiscal year. These charges are then reconciled at the end of each fiscal year against the actual incurred expenses and any unspent funds less than \$87,000 are added to a Capital Reserve Fund for the building. Unspent funds exceeding \$87,000 are returned as credit.

### HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

For FY27, the Wheaton HQ budget is increasing by \$728,953 for a total of \$3,681,056. This total includes \$30,000 of budgeted interest revenue based on the fund balance and current market.

- **Expenditures in the Fund:**

- **Personnel Services:** The total proposed budget for personnel services is \$40,000. This cost is for seasonal staff to assist with building management duties and with building security card access updates.
- **Supplies and Materials:** The total proposed supplies budget for FY27 is decreasing to \$74,000. This cost is for miscellaneous supplies needed for maintenance of the building that are not included in the contracted services for building management and custodial support. \$26,000 is being moved to Other Services and Charges as building operations shift from self-performance by Parks staff to the building management contract.
- **Other Services and Charges:** The total proposed services budget for FY27 is \$3,455,756, an increase of \$888,653. Included in this cost is contractual services for a management services company that handles daily building support including project management, building engineering, custodial, maintenance and repair services, and guest services, as well as costs for services include building costs for utilities, telecommunications, and refuse and recycling. Also included is the cost of 24-hr security which will be implemented beginning in FY27.
- **Capital Outlay:** No capital outlay is proposed here.
- **Chargebacks:** The chargeback cost of \$111,300 is for salaries, uniform allowance, and equipment for one Park Police position. This constitutes a decrease of \$128,700 from the FY26 budget as security is shifted to contracted 24-hr security.



# Montgomery County

## Department of Parks – Wheaton Headquarters Building Fund

### SUMMARY OF FY27 PROPOSED BUDGET

**WHEATON HEADQUARTERS BUILDING FUND**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental					
Montgomery County	\$ 1,500,000	\$ 1,688,833	\$ 1,688,833	\$ 2,099,358	24.3%
Charges for Services (Office Space Rental):					
MC Planning	\$ 644,422	\$ 624,135	\$ 624,135	\$ 775,849	24.3%
MC Parks	\$ 644,462	\$ 624,135	\$ 624,135	\$ 775,849	24.3%
Rental Revenues	\$ 1,728,888	-	-	-	-
Miscellaneous	\$ 52,801	-	-	-	-
Total Operating Revenues	\$ 4,570,573	\$ 2,937,103	\$ 2,937,103	\$ 3,651,056	24.3%
<b>Operating Expenses:</b>					
Personnel Services	\$ 38,410	\$ 45,000	\$ 45,000	\$ 40,000	-11.1%
Supplies and Materials	\$ 65,760	\$ 100,000	\$ 100,000	\$ 74,000	-26.0%
Other Services and Charges	\$ 2,639,288	\$ 2,567,103	\$ 2,567,103	\$ 3,455,756	34.6%
Depreciation & Amortization Expense	\$ 4,454,248	-	-	-	-
Capital Outlay	-	-	-	-	-
Chargebacks	\$ 222,600	\$ 240,000	\$ 240,000	\$ 111,300	-53.6%
Total Operating Expenses	\$ 7,420,306	\$ 2,952,103	\$ 2,952,103	\$ 3,681,056	24.7%
Operating Income (Loss)	\$ (2,849,733)	\$ (15,000)	\$ (15,000)	\$ (30,000)	100.0%
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	\$ 37,581	\$ 15,000	\$ 15,000	\$ 30,000	100.0%
Total Nonoperating Revenue (Expenses):	\$ 37,581	\$ 15,000	\$ 15,000	\$ 30,000	100.0%
Income (Loss) Before Operating Transfers	\$ (2,812,152)	-	-	-	-
<b>Operating Transfers In (Out):</b>					
Transfer In	\$ 500,000	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	\$ 500,000	-	-	-	-
Income (Loss) Before Capital Contributions	\$ (2,312,152)	-	-	-	-
Capital Contributions	-	-	-	-	-
Change in Net Position	\$ (2,312,152)	-	-	-	-
Total Net Position - Beginning	\$ 118,310,173	\$ 118,310,173	\$ 115,998,021	\$ 115,998,021	-2.0%
Total Net Position - Ending	\$ 115,998,021	\$ 118,310,173	\$ 115,998,021	\$ 115,998,021	-2.0%

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay, and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# **Montgomery County**

## **Department of Parks – Capital Improvement Program**

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### **OVERVIEW**

The Capital Improvement Program (CIP) implements the County's master plans, functional plans, park plans, Land Preservation, Parks and Recreation Plan, Montgomery County 2022 PROS Plan, and other studies. The six-year CIP recommends planning, acquisition, design, construction, and funding schedules for projects in Montgomery Parks. It is based on a careful analysis of public recreation, open space, conservation, and management needs and a realistic assessment of resources available to meet those needs. The Commission balances needs and resources in the context of a participatory process involving various Department of Parks divisions, the Planning Board, Parks leadership, other County agencies, and the public.

The Land Use Article of the Annotated Code of Maryland provides the authority for the Commission's CIP. The CIP, Operating Budget, and Capital Budget are also prepared in coordination with the fiscal and capital program requirements of the Montgomery County Charter. Montgomery County enjoys over 37,200 acres of parkland and 421 parks maintained by the Commission. The FY27-32 CIP totals \$294,004,000.

The priorities in the capital improvement program are:

**Infrastructure Maintenance/Renovation** – Repair, renovation, and lifecycle replacement of existing park facilities and supporting infrastructure. Also, protection and enhancement of natural, historical, and cultural resources on parkland.

**Land Acquisition** – Continue creation of new parkland through multiple acquisition programs to address the changing needs of the County for active, contemplative, and social gathering spaces, with a focus on providing new parkland to conserve natural areas and serve urban and dense suburban communities.

**New Parks and Park Facilities** – Proactively responding to unmet stewardship and recreation needs.

### **HIGHLIGHTS AND MAJOR CHANGES IN FY27 CAPITAL BUDGET**

The major highlights of the FY27 Capital Budget include:

- Completed construction of the Ovid Hazen Wells Recreational Park Expansion, including a new skate park and carousel roundhouse for relocation of historic carousel.
- Began Park Refresher construction projects at Carroll Knolls Local Park, Long Branch-Garland Neighborhood Park, Fox Chapel Neighborhood Park, Stonehedge Local Park, Long Branch-Wayne Local Park, and Greenwood Local Park.
- Completed construction of the Glenallan Tributary Stream Restoration and Pebble Hill, Parker Ave, and Flower Ave outfall restorations. Upgraded bridge for Brookside Nature Center Annex with stream restoration.
- Completed approval process and bidding for the new North Branch Trail near Lake Frank. Completed construction for the Powerline Trail Phase 1 SWM Retrofit and Trailhead in Cabin John Regional Park and continued detailed design for the overall trail.
- Continued facility planning for Jessup Blair Local Park and initiated facility planning for New Hampshire Estates Neighborhood Park Refresher, rehabilitation of the Capital Crescent Trail, and for a new park at the Capital Crescent Civic Green.



## **Montgomery County Department of Parks – Capital Improvement Program**

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- Initiated detailed design for the Wheaton Regional Park Action Sports Park and Rubini Maintenance Yard Upgrades. Completed design and began construction of the Nairn Trail and Outfall Restoration and the Rubini Parking Lots and Court Renovations.
- Continued detailed design for Park Refreshers at Long Branch Local Park, Gunner's Lake Local Park, Woodside Urban Park, and Valley Mill Special Park Group Picnic Area.
- Began construction for the new Bottleworks Lane Urban Park. Began construction of mini-refresher project for North End Courts at Fairland Rec Park and the renovation of South Germantown Recreational Park Adventure Playground.
- Completed construction of a new Disc Golf Course at Northwest Branch Recreational Park and upgrades for the Ellsworth Urban Park Dog Park. Completed construction of restoration and building envelope improvements at the historic Waters House. Continued construction of developer-built restoration of Warner Circle Mansion.
- Completed multiple ADA improvement projects that involve trails, parking lots, sidewalks, and numerous amenities.
- Completed multiple sports court and athletic field renovations. Completed refrigeration system upgrade at Wheaton Ice Rink.
- Completed construction on playgrounds at Olney Manor Recreational Park, Olney Mill Neighborhood Park, McKnew Local Park, Indian Spring Terrace Local Park, and Valleywood Neighborhood Park.
- Completed construction of new Athletic Field Team Building at Laytonia Recreational Park. Began construction of new maintenance building at the Olney Manor Maintenance Yard.
- Completed construction of Vision Zero and Traffic Calming for portions of Little Falls Parkway, Beach Drive, and Sligo Creek Parkway. Constructed Vision Zero safety improvements as various trail crossings.
- Completed construction of new developer-built parks at Rock Spring Park and Springfield Neighborhood Green.

### **OPERATING BUDGET IMPACTS (OBIs)**

OBIs are the costs associated with the operating, maintaining, and policing of new and expanded parks. M-NCPPC continually adds new facilities, open space, land, and trails to its existing inventory. Much of the land is acquired and developed through the CIP, while some is obtained through partnerships and developers. New and expanded park facilities require additional operating, maintenance, and safety resources. The chart below details the added resources necessary to implement completed CIP and non-CIP work programs associated with new or expanded park infrastructure.



# Montgomery County

## Department of Parks – Capital Improvement Program

Project Name	FY27 OBI Expenditures	FY27 Career Workyears	FY27 Seasonal Workyears
<b>CIP PROJECTS</b>			
<b>Black Hill Regional Park - Water utility to the Dog Park</b>	<b>\$1,179</b>	<b>0.0</b>	<b>0.0</b>
<b>Brookside Gardens - Gude Garden terrace and stone weir rehabilitation</b>	<b>\$8,690</b>	<b>0.0</b>	<b>0.2</b>
<b>Brookside Gardens - New Lath House</b>	<b>\$5,722</b>	<b>0.0</b>	<b>0.1</b>
<b>Cabin John Regional Park - Power Line Trail - Phase 1</b>	<b>\$16,718</b>	<b>0.0</b>	<b>0.3</b>
<b>Dalewood Drive Local Park - New playground and amenities on county land</b>	<b>\$21,600</b>	<b>0.0</b>	<b>0.2</b>
<b>Elm Street Urban Park - Park improvements as part of DOT Surface Route</b>	<b>\$9,087</b>	<b>0.0</b>	<b>0.2</b>
<b>Gene Lynch Urban Park - Artwork project in new park</b>	<b>\$203</b>	<b>0.0</b>	<b>0.0</b>
<b>Greenwood Local Park - Park Refresher</b>	<b>\$37,010</b>	<b>0.0</b>	<b>0.3</b>
<b>Laytonia Recreational Park - New Athletic Field Team Maintenance Building</b>	<b>\$5,952</b>	<b>0.0</b>	<b>0.1</b>
<b>Long Branch Local Park - Park Refresher</b>	<b>\$29,748</b>	<b>0.0</b>	<b>0.4</b>
<b>Maplewood-Alta Vista Local Park - Mini-Refresher</b>	<b>\$7,646</b>	<b>0.0</b>	<b>0.1</b>
<b>Matthew Henson State Park Unit #1 - Matthew Henson Trail Underpass</b>	<b>\$1,200</b>	<b>0.0</b>	<b>0.0</b>
<b>Maydale Conservation Park - New accessible path</b>	<b>\$8,167</b>	<b>0.0</b>	<b>0.2</b>
<b>Olney Manor Maintenance Yard - New Storage Building Addition</b>	<b>\$13,138</b>	<b>0.0</b>	<b>0.1</b>
<b>Pope Farm Nursery - Electrical Heavy Up - New greenwaste electrical service</b>	<b>\$1,679</b>	<b>0.0</b>	<b>0.0</b>
<b>Rock Creek Regional Park - New North Branch Trail</b>	<b>\$7,561</b>	<b>0.0</b>	<b>0.1</b>
<b>Rock Creek Regional Park - Picnic Area #2</b>	<b>\$22,678</b>	<b>0.0</b>	<b>0.4</b>
<b>Rock Creek Regional Park - Historic Needwood Mansion</b>	<b>\$2,549</b>	<b>0.0</b>	<b>0.1</b>
<b>Rock Creek Stream Valley Unit #3 - New parking lot and trail rehab</b>	<b>\$200</b>	<b>0.0</b>	<b>0.0</b>
<b>Rosemary Hills-Lyttonsville Local Park - Mini-Refresher</b>	<b>\$14,966</b>	<b>0.0</b>	<b>0.2</b>
<b>Valley Mill Special Park - Mini-Refresher</b>	<b>\$17,226</b>	<b>0.0</b>	<b>0.2</b>
<b>Waters Landing Local Park - Picnic Shelter and Terrace Renovation</b>	<b>\$4,193</b>	<b>0.0</b>	<b>0.1</b>
<b>Wheaton Athletic Area - Rubini Complex</b>	<b>\$1,600</b>	<b>0.0</b>	<b>0.0</b>
<b>Woodside Urban Park - Park Refresher</b>	<b>\$36,098</b>	<b>0.0</b>	<b>0.2</b>
<b>SUB-TOTAL</b>	<b>\$274,810</b>	<b>0.0</b>	<b>3.5</b>
<b>CIP - WQPF PROJECTS (Stormwater Management)</b>			
<b>Aspen Hill Local Park - Impervious Removal and SWM Retrofit</b>	<b>\$5,019</b>	<b>0.0</b>	<b>0.1</b>
<b>Black Hill Regional Park - Old Maintenance Yard SWM Retrofit</b>	<b>\$5,228</b>	<b>0.0</b>	<b>0.1</b>
<b>Dalewood Drive Local Park - New playground and amenities on county land</b>	<b>\$5,019</b>	<b>0.0</b>	<b>0.1</b>
<b>Elm Street Urban Park - Park improvements as part of DOT Surface Route</b>	<b>\$5,019</b>	<b>0.0</b>	<b>0.0</b>
<b>Gene Lynch Urban Park - Artwork project in new park</b>	<b>\$5,019</b>	<b>0.0</b>	<b>0.1</b>
<b>Glen Hills Local Park - SWM Retrofit</b>	<b>\$2,510</b>	<b>0.0</b>	<b>0.0</b>
<b>Greenwood Local Park - Park Refresher</b>	<b>\$11,950</b>	<b>0.0</b>	<b>0.2</b>
<b>Long Branch Local Park - Park Refresher</b>	<b>\$7,529</b>	<b>0.0</b>	<b>0.1</b>
<b>Maplewood-Alta Vista Local Park - Mini-Refresher</b>	<b>\$7,529</b>	<b>0.0</b>	<b>0.1</b>
<b>Olney Manor Maintenance Yard - New Storage Building Addition</b>	<b>\$1,700</b>	<b>0.0</b>	<b>0.0</b>
<b>Olney Mill Neighborhood Park - Playground renovation</b>	<b>\$3,561</b>	<b>0.0</b>	<b>0.1</b>
<b>Rock Creek Regional Park - New North Branch Trail</b>	<b>\$79,428</b>	<b>0.0</b>	<b>0.0</b>
<b>Rock Creek Regional Park - Picnic Area #2</b>	<b>\$22,775</b>	<b>0.0</b>	<b>0.0</b>
<b>Rosemary Hills-Lyttonsville Local Park - Mini-Refresher</b>	<b>\$5,019</b>	<b>0.0</b>	<b>0.1</b>
<b>Sligo Creek Stream Valley Unit #5 - Trail Relocation</b>	<b>\$2,510</b>	<b>0.0</b>	<b>0.0</b>
<b>Valley Mill Special Park - Mini-Refresher</b>	<b>\$7,529</b>	<b>0.0</b>	<b>0.1</b>
<b>Wheaton Athletic Area - Rubini Complex</b>	<b>\$12,547</b>	<b>0.0</b>	<b>0.2</b>
<b>Woodside Urban Park - Park Refresher</b>	<b>\$10,038</b>	<b>0.0</b>	<b>0.2</b>
<b>SUB-TOTAL</b>	<b>\$199,929</b>	<b>0.0</b>	<b>1.5</b>
<b>GRAND TOTAL</b>	<b>\$474,739</b>	<b>0.0</b>	<b>5.0</b>



## **Montgomery County Department of Parks – Capital Improvement Program**

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The following schedule shows the expected CIP expenditures by project by year. While the capital budget is often considered to be the funding schedule of the first year of the CIP, the resolution for the capital budget approved by the Montgomery County Council is drafted with respect to the appropriations requested for that fiscal year. This is because the budget must include enough funding to cover contracts that may extend beyond the current fiscal year. As such, the appropriation request of the current fiscal year rarely matches the funding schedule of that same fiscal year.



# Montgomery County Department of Parks - Capital Improvement Program

M-NCPPC, Montgomery Department of Parks FY27-32 Capital Improvement Program - Expenditure Schedule, FY27 Request (\$000)													
		Total	Thru FY25	Rem FY26	6 Yr Total	FY27	FY28	FY29	FY30	FY31	FY32	Beyond 6 Years	FY27 Approp
<b>Acquisition</b>													
P767828	Acquisition: Local Parks	9,369	8,110	1,259	0	0	0	0	0	0	0	0	0
P998798	Acquisition: Non-Local Parks *	22,105	10,316	11,789	0	0	0	0	0	0	0	0	0
P727007	ALARF: M-NCPPC	36,598	16,798	7,200	12,600	2,100	2,100	2,100	2,100	2,100	2,100	0	0
P872002	Bethesda Park Impact Payment	22,000	9,731	12,269	0	0	0	0	0	0	0	0	0
P018710	Legacy Open Space	100,000	79,962	5,675	7,290	1,215	1,215	1,215	1,215	1,215	1,215	7,073	1,215
P872104	Legacy Urban Space	145,000	15,333	7,427	9,111	1,611	1,500	1,500	1,500	1,500	1,500	113,129	1,611
P872201	Mid-County Park Benefit Payments	3,500	0	3,500	0	0	0	0	0	0	0	0	0
P872301	Park Acquisitions	16,091	3,045	4,788	8,258	1,400	1,400	1,360	1,366	1,366	1,366	0	1,400
P872502	Silver Spring Park Benefit Payment	2,000	0	2,000	0	0	0	0	0	0	0	0	0
<b>Acquisition Subtotal:</b>		<b>356,663</b>	<b>143,295</b>	<b>55,907</b>	<b>37,259</b>	<b>6,326</b>	<b>6,215</b>	<b>6,175</b>	<b>6,181</b>	<b>6,181</b>	<b>6,181</b>	<b>120,202</b>	<b>4,226</b>
<b>Development</b>													
P128701	ADA Compliance: Local Parks	13,267	6,543	2,224	4,500	750	750	750	750	750	750	0	750
P128702	ADA Compliance: Non-Local Parks	16,748	7,325	3,423	6,000	1,000	1,000	1,000	1,000	1,000	1,000	0	1,000
P008720	Balfield Initiatives	34,322	13,309	7,213	13,800	2,300	2,300	2,300	2,300	2,300	2,300	0	2,300
P872302	Bethesda Lots 10 - 24 Parks	9,432	259	4,173	5,000	3,600	1,400	0	0	0	0	0	0
P872101	Black Hill Regional Park: SEED Classroom *	650	485	165	0	0	0	0	0	0	0	0	0
P872105	Blair HS Field Renovations and Lights *	2,900	1,945	955	0	0	0	0	0	0	0	0	0
P078702	Brookside Gardens Master Plan Implementation	11,911	10,589	1,322	0	0	0	0	0	0	0	0	0
P977748	Cost Sharing: Local Parks	1,301	776	75	450	75	75	75	75	75	75	0	75
P761682	Cost Sharing: Non-Local Parks	856	495	61	300	50	50	50	50	50	50	0	50
P138701	Elm Street Urban Park *	1,613	372	299	0	0	0	0	0	0	0	0	942
P998710	Energy Conservation - Local Parks	1,847	532	565	750	125	125	125	125	125	125	0	125
P998711	Energy Conservation - Non-Local Parks	5,620	504	916	4,200	700	700	700	700	700	700	0	700
P998773	Enterprise Facilities' Improvements	47,312	11,655	7,357	8,300	0	4,200	3,600	500	0	0	20,000	0
P957775	Facility Planning: Local Parks	6,729	2,958	1,371	2,400	400	400	400	400	400	400	0	400
P958776	Facility Planning: Non-Local Parks	5,508	2,025	1,683	1,800	300	300	300	300	300	300	0	300
P078704	Germantown Town Center Urban Park *	7,806	7,602	204	0	0	0	0	0	0	0	0	0
P871742	Hillandale Local Park *	6,500	6,420	80	0	0	0	0	0	0	0	0	0
P871552	Josiah Henson Historic Park *	7,712	6,927	785	0	0	0	0	0	0	0	0	0
P038703	Laytonia Recreational Park *	12,579	12,517	62	0	0	0	0	0	0	0	0	0
P872501	Lyttonsville Civic Green	1,900	0	0	1,900	300	1,000	600	0	0	0	0	300
P998799	Minor New Construction - Local Parks	10,042	3,162	3,880	3,000	500	500	500	500	500	500	0	500
P998763	Minor New Construction - Non-Local Parks	14,985	4,947	4,638	5,400	900	900	900	900	900	900	0	900
P871541	North Branch Trail *	5,272	901	4,371	0	0	0	0	0	0	0	0	0
P118704	Northwest Branch Recreational Park-Athletic Area	5,200	350	0	250	0	250	0	0	0	0	0	4,600
P871745	Ovid Hazen Wells Recreational Park	9,500	1,286	8,214	0	0	0	0	0	0	0	0	0
P871902	Park Refreshers	73,973	9,953	29,891	32,246	6,363	4,949	5,109	5,275	5,275	5,275	1,883	6,363
P872701	Parkway Improvements	2,454	0	0	2,454	409	409	409	409	409	409	0	409
P872503	Planned Lifecycle Asset Replacement (PLAR): Local Parks	31,603	1,161	7,307	23,135	4,001	4,026	3,906	3,734	3,734	3,734	0	4,001
P872504	Planned Lifecycle Asset Replacement (PLAR): Non-Local Parks	57,589	1,566	12,194	43,829	7,130	7,129	7,280	7,530	7,380	7,380	0	7,130
P967754	Planned Lifecycle Asset Replacement: Local Parks	38,267	32,821	5,446	0	0	0	0	0	0	0	0	0
P968755	Planned Lifecycle Asset Replacement: NL Parks	35,532	29,429	6,103	0	0	0	0	0	0	0	0	0
P078701	Pollution Prevention and Repairs to Ponds & Lakes	20,139	6,769	6,108	7,262	1,262	1,200	1,200	1,200	1,200	1,200	0	1,262
P872202	Power Line Trail	11,700	348	11,352	0	0	0	0	0	0	0	0	0
P808494	Restoration Of Historic Structures	9,566	4,184	1,572	3,810	635	635	635	635	635	635	0	635
P118702	Rock Creek Maintenance Facility *	9,655	9,635	20	0	0	0	0	0	0	0	0	0
P048703	Rock Creek Trail Pedestrian Bridge *	7,943	7,094	849	0	0	0	0	0	0	0	0	0
P871746	S. Germantown Recreational Park: Cricket Field	3,531	2,399	1,132	0	0	0	0	0	0	0	0	0
P058755	Small Grant/Donor-Assisted Capital Improvements	10,786	4,149	6,037	600	100	100	100	100	100	100	0	100
P818571	Stream Protection: SVP	43,699	7,982	10,883	24,834	4,234	4,150	4,150	4,100	4,100	4,100	0	4,150
P768673	Trails: Hard Surface Design & Construction	15,458	4,414	5,644	5,400	1,650	750	750	750	750	750	0	1,650
P888754	Trails: Hard Surface Renovation	32,961	5,309	6,827	20,825	10,825	2,000	2,000	2,000	2,000	2,000	0	10,825
P858710	Trails: Natural Surface & Resource-based Recreation	11,888	4,631	1,257	6,000	1,000	1,000	1,000	1,000	1,000	1,000	0	1,000
P871540	Urban Park Elements	10,050	2,520	3,030	4,500	750	750	750	750	750	750	0	750
P871905	Vision Zero	12,300	1,911	5,889	4,500	750	750	750	750	750	750	0	750
P118703	Warner Circle Special Park	6,377	975	450	0	0	0	0	0	0	0	0	4,952
P871904	Wheaton Regional Park Improvements	45,809	183	16,054	19,300	3,800	3,000	3,500	3,000	3,000	3,000	10,272	3,800
P138705	Woodside Urban Park *	885	804	81	0	0	0	0	0	0	0	0	0
<b>Development Subtotal:</b>		<b>733,677</b>	<b>242,121</b>	<b>192,162</b>	<b>256,745</b>	<b>53,909</b>	<b>44,798</b>	<b>42,839</b>	<b>38,833</b>	<b>38,183</b>	<b>38,183</b>	<b>42,649</b>	<b>50,225</b>
<b>M-NCPPC Total:</b>		<b>1,090,340</b>	<b>385,416</b>	<b>248,069</b>	<b>294,004</b>	<b>60,235</b>	<b>51,013</b>	<b>49,014</b>	<b>45,014</b>	<b>44,364</b>	<b>44,364</b>	<b>162,851</b>	<b>54,451</b>

As the CIP is considered to be a subset of Montgomery County's capital program, detailed project descriptions can be found on the County's website. [Montgomery County Maryland Capital Budget](http://MontgomeryCountyMarylandCapitalBudget)

# Montgomery County

## Department of Parks – Capital Projects Fund

### OVERVIEW

The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities. This fund's budget consists of the first year of the six-year Capital Improvement Program (CIP).

### SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY CAPITAL PROJECTS FUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental:					
Federal	-	-	-	11,225,000	-
State (POS)	6,003,384	11,528,000	11,528,000	4,575,000	-60.3%
State (Other)	-	-	-	300,000	-
County	19,095,757	22,430,000	22,430,000	28,901,000	28.8%
Interest	255,019	175,000	175,000	175,000	0.0%
Contributions	202,620	4,600,000	4,600,000	-	-100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<b>25,556,780</b>	<b>38,733,000</b>	<b>38,733,000</b>	<b>45,176,000</b>	<b>16.6%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	32,964,418	48,173,000	48,173,000	54,451,000	13.0%
Park Acquisition	292,800	9,800,000	9,800,000	4,226,000	-56.9%
Park Development	32,671,618	38,373,000	38,373,000	50,225,000	30.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<b>32,964,418</b>	<b>48,173,000</b>	<b>48,173,000</b>	<b>54,451,000</b>	<b>13.0%</b>
Excess of Revenues over Expenditures	<b>(7,407,638)</b>	<b>(9,440,000)</b>	<b>(9,440,000)</b>	<b>(9,275,000)</b>	<b>-1.7%</b>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	-	7,915,000	7,915,000	9,000,000	13.7%
Transfers In					
Transfer from Park Fund (Pay-Go)	450,000	450,000	450,000	450,000	0.0%
Transfer from Enterprise Fund	-	1,250,000	1,250,000	-	-100.0%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<b>450,000</b>	<b>1,700,000</b>	<b>1,700,000</b>	<b>450,000</b>	<b>-73.5%</b>
Transfers Out					
Transfer to Park Fund	(255,739)	(175,000)	(175,000)	(175,000)	0.0%
Total Transfers Out	<b>(255,739)</b>	<b>(175,000)</b>	<b>(175,000)</b>	<b>(175,000)</b>	<b>0.0%</b>
Total Other Financing Sources (Uses)	<b>194,261</b>	<b>9,440,000</b>	<b>9,440,000</b>	<b>9,275,000</b>	<b>-</b>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<b>(7,213,377)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance, Beginning	<b>18,584,834</b>	<b>18,584,834</b>	<b>11,371,457</b>	<b>11,371,457</b>	<b>-38.8%</b>
Fund Balance, Ending	<b>11,371,457</b>	<b>18,584,834</b>	<b>11,371,457</b>	<b>11,371,457</b>	<b>-38.8%</b>



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# Montgomery County Special Revenue Funds

## SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds (SRF) account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments. The largest or most notable special revenue fund is the Development Review (Planning Department). The FY27 proposed revenue budget is \$10,589,162, representing a 24.2% increase from the FY26 Adopted Budget. FY27 expenditures are proposed at \$10,158,182, representing a 7.4% increase from the FY26 Adopted Budget.

## SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**SUMMARY BY SPECIAL REVENUE PROGRAMS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues and Other Sources:</b>					
Planning Department:					
Environmental/Forest Conserv. Penalties	42,143	10,800	22,000	22,000	103.7%
Development Review	2,942,445	4,160,000	2,940,000	5,425,000	30.4%
Forest Conservation	465,594	510,000	440,000	440,000	-13.7%
Subtotal Planning:	3,450,182	4,680,800	3,402,000	5,887,000	25.8%
Parks Department:					
Historic Renovations- Property Mngmt.	689	60	100	113	88.3%
Park Police- Drug Enforcement	536	150	150	285	90.0%
Park Police- Federally Forfeited Prop.	346	100,400	100,400	100,100	-0.3%
Interagency Agreements	2,609,522	2,860,684	2,886,507	3,746,062	30.9%
Park Cultural Resources	78,855	219,650	135,300	208,044	-5.3%
Special Events	294,401	217,900	242,900	285,503	31.0%
Nature Programs and Facilities	223,142	314,750	266,560	264,260	-16.0%
Special Donations and Programs	95,957	131,440	82,200	97,795	-25.6%
Subtotal Parks:	3,303,448	3,845,034	3,714,117	4,702,162	22.3%
Total Revenues and Other Sources	6,753,630	8,525,834	7,116,117	10,589,162	24.2%
<b>Expenditures and Other Uses:</b>					
Planning Department:					
Environmental/Forest Conserv. Penalties	4,506	41,000	46,000	46,000	12.2%
Development Review	4,165,344	4,192,103	3,592,103	4,199,821	0.2%
Forest Conservation	655,363	720,600	720,600	870,000	20.7%
Subtotal Planning:	4,822,603	4,953,703	4,358,703	5,115,821	3.3%
Parks Department:					
Historic Renovations- Property Mngmt.	1	1	2	1	0.0%
Park Police- Drug Enforcement	1	2	2	2	0.0%
Park Police- Federally Forfeited Prop.	1	100,005	100,005	100,000	0.0%
Interagency Agreements	2,236,184	3,422,368	3,443,044	3,902,355	14.0%
Park Cultural Resources	100,122	271,830	187,480	225,066	-17.2%
Special Events	190,189	244,572	264,572	293,274	19.9%
Nature Programs and Facilities	182,825	338,635	412,363	424,736	25.4%
Special Donations and Programs	55,687	124,106	81,049	96,927	-21.9%
Subtotal Parks:	2,765,010	4,501,519	4,488,517	5,042,361	12.0%
Total Expenditures and Other Uses	7,587,613	9,455,222	8,847,220	10,158,182	7.4%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(833,983)	(929,388)	(1,731,103)	430,980	-146.4%
Fund Balance - Beginning	4,801,835	3,926,439	3,967,850	2,236,748	-43.0%
Fund Balance - Ending	3,967,852	2,997,051	2,236,748	2,667,728	-11.0%



# Montgomery County

## Special Revenue Funds – Environmental/Forest Conservation Penalties

### OVERVIEW

The **Environmental/Forest Conservation Penalty SRF** collects funds from property owners that have received administration citations and administrative civil penalties. By law, the money collected in this fund must be used to administer the program. Funds have been used to reimburse hearing examiners used in violation cases, obtain transcripts for appeals, planting of new trees and forests, and obtaining equipment and training necessary for the forest conservation inspectors to perform their duties.

### SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**ENVIRONMENTAL/FOREST CONSERVATION PENALTIES**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY25 Actuals	FY26 Adjusted Adopted	FY26 Estimate	FY27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,093	1,300	2,000	2,000	53.8%
Miscellaneous	39,050	9,500	20,000	20,000	110.5%
<b>Total Revenues</b>	<b>42,143</b>	<b>10,800</b>	<b>22,000</b>	<b>22,000</b>	<b>103.7%</b>
 <b>Expenditures by Major Object:</b>					
Personnel Services	-	20,000	20,000	20,000	0.0%
Supplies and Materials	-	9,000	9,000	9,000	0.0%
Other Services and Charges	4,506	12,000	17,000	17,000	41.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>4,506</b>	<b>41,000</b>	<b>46,000</b>	<b>46,000</b>	<b>12.2%</b>
 <b>Excess of Revenues over Expenditures</b>	<b>37,637</b>	<b>(30,200)</b>	<b>(24,000)</b>	<b>(24,000)</b>	<b>-20.5%</b>
 <b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
 <b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>37,637</b>	<b>(30,200)</b>	<b>(24,000)</b>	<b>(24,000)</b>	<b>-20.5%</b>
 <b>Fund Balance - Beginning</b>	<b>68,743</b>	<b>643</b>	<b>106,380</b>	<b>82,380</b>	<b>12711.8%</b>
<b>Fund Balance - Ending</b>	<b>106,380</b>	<b>(29,557)</b>	<b>82,380</b>	<b>58,380</b>	<b>-297.5%</b>



# Montgomery County Special Revenue Funds: Development Review

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## OVERVIEW

The **Development Review SRF** was created to collect fees generated from the submission of development applications. A certain portion of the costs associated with the review of plans may be recovered through fees. Treating this portion separately from the remainder of the Planning Department's budget served to reduce pressure on both the Administration Fund and the Spending Affordability Guidelines. Costs have been defined broadly to reflect not only the time spent by reviewers in the analysis of development applications, but also additional support costs associated with administrative and tech team staff, public information staff, legal staff, and a certain portion of other support services, such as technology support and GIS. Revenues are defined as the fees received for record plats, preliminary plans of subdivisions, administrative subdivisions, sketch plans, project plans, and site plans and amendments to those plans.

For FY27, the Planning Department is proposing to increase the chargeback to the DRSRF by \$7,768. This includes chargeback increases of \$18,181 from the Legal Department, \$2,923 from Corporate IT, and a decrease of \$13,336 from the Finance Department for their services. The Planning Department is not proposing to increase the chargebacks in FY27. This is effectively an increase to the Planning Department's operating budget since it will absorb compensation increases for staff charged to the DRSRF. Planning proposes to reduce the chargebacks in the FY26 Estimated budget by 1.1 workyears to a total of 22.6 workyears. By continuing to keep the chargeback at the FY25 level in FY27, the FY27 proposed workyears will decrease by 1.1 workyears for a total of 21.5 workyears. The total chargebacks to the DRSRF for FY27 are \$4,198,421.

The Department has traditionally requested a transfer from the Administration Fund into the DRSRF in recognition of the fact that revenues may not cover the costs of our review efforts. This transfer has historically been in the range of \$300,000 to \$1,700,000 each year. The transfer from the Administration Fund to the DRSRF in FY22, FY23 and FY24 was \$500,000 per year. In FY25, the transfer was increased to \$950,000 to cover compensation increases and new work years added in FY25. In FY26, the transfer increased to \$1,500,000. In FY24, the revenues collected were \$2,399,568, which was \$225,432 less than the budgeted \$2,625,000. At the same time, the chargeback expenditures are consistent. Even with the \$500,000 transfer in, the fund balance was reduced by \$700K to \$1.9M in FY24. At the end of FY25, actual revenues achieved were only \$1.9M and the fund balance was reduced to \$670K. The FY26 revenues are sluggish and the FY26 Estimated revenues are optimistically projected at \$1.4M. The FY27 Proposed revenues are \$1.5M.

In order for the fund balance to be positive at the end of FY27, the DRSRF needs to cover a \$2.8M gap. The Planning Department proposes a FY26 savings plan up to \$600K, if needed, to apply towards the development review personnel costs to reduce the chargebacks to the DRSRF in FY26. This will reduce the fund balance at the end of FY26 to \$3,409. While this is a positive balance, it is significantly below the minimum fund balance of \$1.2M established by the Planning Board in 2017.

To bring the FY27 fund balance to the \$1.2M minimum, the Planning Department is requesting to increase the transfer from the Administration Fund from \$1.5M to \$3.9M. In the past five years, larger development applications slowed due to the pandemic, increased interest rates, increased construction costs, and other conditions, and they have not rebounded resulting in the need for larger transfers. In future years, as development projects rebound and the revenues collected increase, the transfer will be adjusted accordingly. For FY27, the Planning Department is requesting a transfer of \$3,900,000 to cover the difference between the budgeted revenues and the budgeted chargebacks and to leave a fund balance of just over \$1,200,000, the minimum fund balance for the DRSRF approved by the Planning Board in 2017.



# Montgomery County Special Revenue Funds: Development Review

## SUMMARY OF FY27 PROPOSAL BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
DEVELOPMENT REVIEW**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	1,944,029	2,625,000	1,400,000	1,500,000	-42.9%
Rentals and Concessions	-	-	-	-	-
Interest	48,416	35,000	40,000	25,000	-28.6%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>1,992,445</b>	<b>2,660,000</b>	<b>1,440,000</b>	<b>1,525,000</b>	<b>-42.7%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	106	1,450	1,450	1,400	-3.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	4,165,238	4,190,653	3,590,653	4,198,421	0.2%
<b>Total Expenditures</b>	<b>4,165,344</b>	<b>4,192,103</b>	<b>3,592,103</b>	<b>4,199,821</b>	<b>0.2%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(2,172,899)</b>	<b>(1,532,103)</b>	<b>(2,152,103)</b>	<b>(2,674,821)</b>	<b>74.6%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	950,000	1,500,000	1,500,000	3,900,000	160.0%
Total Transfers In	950,000	1,500,000	1,500,000	3,900,000	160.0%
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>950,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>3,900,000</b>	<b>160.0%</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(1,222,899)</b>	<b>(32,103)</b>	<b>(652,103)</b>	<b>1,225,179</b>	<b>-3916.4%</b>
<b>Fund Balance - Beginning</b>	<b>1,877,077</b>	<b>1,288,589</b>	<b>654,178</b>	<b>2,075</b>	<b>-99.8%</b>
<b>Fund Balance - Ending</b>	<b>654,178</b>	<b>1,256,486</b>	<b>2,075</b>	<b>1,227,254</b>	<b>-2.3%</b>



## **Montgomery County Special Revenue Funds: Forest Conservation**

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### **OVERVIEW**

The **Forest Conservation SRF** was created in response to the implementation of the Montgomery County Forest Conservation Law. This fund was created to allow developers to pay into a fund in lieu of finding an off-site location to meet the forest planting requirements. Developers using the fund must pay for reforestation. Funds are used to meet the reforestation obligations that developers pass onto M-NCPPC through the planting of new forests, maintenance of planted forests and planting urban canopy trees. Funds are occasionally used as leverage to help secure grants from the Maryland Department of Natural Resources and other organizations to enable additional forest planting and habitat restoration. In 2020, the Planning Department consolidated and expanded the planting programs under the Reforest Montgomery umbrella. By leveraging relationships with the Montgomery County Department of Parks, nurseries, non-profit organizations and private land owners, the Forest Conservation SRF is being used to: meet the forest planting obligations passed from applicants to the Planning Department through an in-lieu fee payment; provide free shade trees, on a limited basis, to private property owners within priority funding areas; fund a \$50 rebate coupon for trees purchased from participating nurseries; plant conservation easements that never contained forest; and partner with organizations in the county to create new forests on private land.



# Montgomery County Special Revenue Funds: Forest Conservation

## SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
FOREST CONSERVATION**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY25 Actuals	FY26 Adjusted Adopted	FY26 Estimate	FY27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	118,520	10,000	100,000	100,000	900.0%
Miscellaneous	347,075	500,000	340,000	340,000	-32.0%
<b>Total Revenues</b>	<b>465,595</b>	<b>510,000</b>	<b>440,000</b>	<b>440,000</b>	<b>-13.7%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	21,038	20,000	20,000	20,000	0.0%
Other Services and Charges	634,326	700,600	700,600	850,000	21.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>655,364</b>	<b>720,600</b>	<b>720,600</b>	<b>870,000</b>	<b>20.7%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(189,769)</b>	<b>(210,600)</b>	<b>(280,600)</b>	<b>(430,000)</b>	<b>104.2%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(189,769)</b>	<b>(210,600)</b>	<b>(280,600)</b>	<b>(430,000)</b>	<b>104.2%</b>
<b>Fund Balance - Beginning</b>	<b>1,361,320</b>	<b>1,150,720</b>	<b>1,171,551</b>	<b>890,951</b>	<b>-22.6%</b>
<b>Fund Balance - Ending</b>	<b>1,171,551</b>	<b>940,120</b>	<b>890,951</b>	<b>460,951</b>	<b>-51.0%</b>



# Montgomery County

## Special Revenue Funds: Historic Renovations – Property Management

### OVERVIEW

The **Historic Renovations – Property Management Fund** contains property management revenues and other fees for preservation of historic properties owned or managed by Montgomery County Parks. The funds are earmarked for historic park properties.

### SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**HISTORIC RENOVATIONS - PROPERTY MANAGEMENT**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	689	60	100	113	88.3%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>689</b>	<b>60</b>	<b>100</b>	<b>113</b>	<b>88.3%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	1	1	2	1	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>688</b>	<b>59</b>	<b>98</b>	<b>112</b>	<b>89.8%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In	-	-	-	-	-
Property Management Fund	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>688</b>	<b>59</b>	<b>98</b>	<b>112</b>	<b>89.8%</b>
<b>Fund Balance - Beginning</b>	<b>19,277</b>	<b>422</b>	<b>19,965</b>	<b>20,063</b>	<b>4654.3%</b>
<b>Fund Balance - Ending</b>	<b>19,965</b>	<b>481</b>	<b>20,063</b>	<b>20,175</b>	<b>4094.4%</b>



# Montgomery County

## Special Revenue Funds: Park Police – Drug Enforcement Fund

### OVERVIEW

The **Park Police Drug Enforcement Fund** was established pursuant to Maryland law and provides the authority to seize property as a result of drug-related crime conviction. The funds may only be used specifically for the purchase of equipment and other resources to combat drug-related crimes in the parks.

### SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**PARK POLICE - DRUG ENFORCEMENT**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	536	150	150	285	90.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>536</b>	<b>150</b>	<b>150</b>	<b>285</b>	<b>90.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	1	2	2	2	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>535</b>	<b>148</b>	<b>148</b>	<b>283</b>	<b>91.2%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>535</b>	<b>148</b>	<b>148</b>	<b>283</b>	<b>91.2%</b>
<b>Fund Balance - Beginning</b>	<b>2,597</b>	<b>2,795</b>	<b>3,132</b>	<b>3,280</b>	<b>17.4%</b>
<b>Fund Balance - Ending</b>	<b>3,132</b>	<b>2,943</b>	<b>3,280</b>	<b>3,563</b>	<b>21.1%</b>



# Montgomery County

## Special Revenue Funds: Park Police – Federally Forfeited Property

### OVERVIEW

The **Federal Forfeited Property Fund** was established pursuant to Federal law. This fund allows for certain drug-crime related assets to be seized and forfeited to the agency. When forfeiture is approved by the court, the seized assets may then be used to purchase equipment and other resources to combat drug-related crimes in the park system.

### SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**PARK POLICE - FEDERALLY FORFEITED PROPERTY**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	346	400	400	100	-75.0%
Miscellaneous	-	100,000	100,000	100,000	0.0%
<b>Total Revenues</b>	<b>346</b>	<b>100,400</b>	<b>100,400</b>	<b>100,100</b>	<b>-0.3%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	100,000	100,000	100,000	0.0%
Other Services and Charges	1	5	5	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>1</b>	<b>100,005</b>	<b>100,005</b>	<b>100,000</b>	<b>0.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>345</b>	<b>395</b>	<b>395</b>	<b>100</b>	<b>-74.7%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>345</b>	<b>395</b>	<b>395</b>	<b>100</b>	<b>-74.7%</b>
<b>Fund Balance - Beginning</b>	<b>9,684</b>	<b>10,180</b>	<b>10,029</b>	<b>10,424</b>	<b>2.4%</b>
<b>Fund Balance - Ending</b>	<b>10,029</b>	<b>10,575</b>	<b>10,424</b>	<b>10,524</b>	<b>-0.5%</b>



# Montgomery County

## Special Revenue Funds: Interagency Agreements

### OVERVIEW

The Special Revenue Fund account for **Interagency Agreements Fund** includes revenues from other agencies and governments for work the Commission performs on a “reimbursement for service” basis. The Commission maintains agreements with Montgomery County to assist with snow removal and playground equipment maintenance, and with other agencies for seasonal policing and ballfield maintenance.

### SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**INTERAGENCY AGREEMENTS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	2,350,003	2,716,002	2,753,325	3,613,380	33.0%
Sales	182,271	52,682	52,682	52,682	0.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	58,284	30,000	30,000	30,000	0.0%
Miscellaneous	18,964	62,000	50,500	50,000	-19.4%
<b>Total Revenues</b>	<b>2,609,522</b>	<b>2,860,684</b>	<b>2,886,507</b>	<b>3,746,062</b>	<b>30.9%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	194,111	263,650	243,650	317,000	20.2%
Supplies and Materials	145,838	62,000	50,500	55,000	-11.3%
Other Services and Charges	1,523,666	2,716,602	2,768,778	3,143,276	15.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	372,569	380,116	380,116	387,079	1.8%
<b>Total Expenditures</b>	<b>2,236,184</b>	<b>3,422,368</b>	<b>3,443,044</b>	<b>3,902,355</b>	<b>14.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>373,338</b>	<b>(561,684)</b>	<b>(556,537)</b>	<b>(156,293)</b>	<b>-72.2%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>					
	<b>373,338</b>	<b>(561,684)</b>	<b>(556,537)</b>	<b>(156,293)</b>	<b>-72.2%</b>
Fund Balance - Beginning	641,890	743,516	1,015,228	458,691	-38.3%
Fund Balance - Ending	1,015,228	181,832	458,691	302,398	66.3%



# Montgomery County Special Revenue Funds: Park Cultural Resources

## OVERVIEW

The **Park Cultural Resources Fund** provides supplemental funding for expanding and enhancing historic interpretation and archaeology-educational camps and programs. Revenues are generated through seasonal employee-led archaeological programs, archaeological camps, special events and admissions at public historic sites, guided historical tours, and school programs. Expenditures are used for seasonal salaries as well as other expenses such as supplies and materials, performers, scholars, interpretive displays, and volunteer docent materials related to historic and archaeological programs.

## SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**PARK CULTURAL RESOURCES**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	-	-	-	-	-
Sales	245	1,650	500	2,000	21.2%
Charges for Services	63,934	175,000	98,300	160,800	-8.1%
Rentals and Concessions	750	21,500	17,500	21,500	0.0%
Interest	4,706	2,500	2,500	4,744	89.8%
Miscellaneous	9,220	19,000	16,500	19,000	0.0%
<b>Total Revenues</b>	<b>78,855</b>	<b>219,650</b>	<b>135,300</b>	<b>208,044</b>	<b>-5.3%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	77,060	233,041	155,691	182,691	-21.6%
Supplies and Materials	13,051	22,000	17,000	22,000	0.0%
Other Services and Charges	3,928	8,000	6,000	7,790	-2.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	6,083	8,789	8,789	12,585	43.2%
<b>Total Expenditures</b>	<b>100,122</b>	<b>271,830</b>	<b>187,480</b>	<b>225,066</b>	<b>-17.2%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(21,267)</b>	<b>(52,180)</b>	<b>(52,180)</b>	<b>(17,022)</b>	<b>-67.4%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(21,267)</b>	<b>(52,180)</b>	<b>(52,180)</b>	<b>(17,022)</b>	<b>-67.4%</b>
<b>Fund Balance - Beginning</b>	<b>137,332</b>	<b>107,480</b>	<b>116,065</b>	<b>63,885</b>	<b>-40.6%</b>
<b>Fund Balance - Ending</b>	<b>116,065</b>	<b>55,300</b>	<b>63,885</b>	<b>46,863</b>	<b>-15.3%</b>



# Montgomery County

## Special Revenue Funds: Special Events

### OVERVIEW

The **Special Events Fund** is for work the Commission performs on a “reimbursement for service” basis for special events and tournaments in the parks. Examples include the Avon Breast Cancer Walk and the Half Marathon in the Parks.

### SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**SPECIAL EVENTS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	272,364	205,000	225,000	265,000	29.3%
Rentals and Concessions	15,288	10,000	15,000	15,000	50.0%
Interest	6,749	2,900	2,900	5,503	89.8%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>294,401</b>	<b>217,900</b>	<b>242,900</b>	<b>285,503</b>	<b>31.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	159,359	217,102	237,102	256,000	17.9%
Supplies and Materials	451	3,000	3,000	3,000	0.0%
Other Services and Charges	22,832	15,750	15,750	21,795	38.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	7,547	8,720	8,720	12,479	43.1%
<b>Total Expenditures</b>	<b>190,189</b>	<b>244,572</b>	<b>264,572</b>	<b>293,274</b>	<b>19.9%</b>
<b>Excess of Revenues over Expenditures</b>	<b>104,212</b>	<b>(26,672)</b>	<b>(21,672)</b>	<b>(7,771)</b>	<b>-70.9%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>104,212</b>	<b>(26,672)</b>	<b>(21,672)</b>	<b>(7,771)</b>	<b>-70.9%</b>
<b>Fund Balance - Beginning</b>	<b>118,614</b>	<b>107,067</b>	<b>222,826</b>	<b>201,154</b>	<b>87.9%</b>
<b>Fund Balance - Ending</b>	<b>222,826</b>	<b>80,395</b>	<b>201,154</b>	<b>193,383</b>	<b>140.5%</b>



# Montgomery County

## Special Revenue Funds: Nature Programs and Facilities

### OVERVIEW

The **Nature Programs and Facilities Fund** provides supplemental funding for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated through nature center camps, programs, and special events. Expenditures are used for seasonal salaries as well as supplies and materials, performers, interpretive displays, and animal supplies/services related to the camps, programs, and special events. Revenues and expenses for camps or programs offered by career staff are accounted for in the Park Fund.

### SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**NATURE PROGRAMS AND FACILITIES**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	-	-	-	-	-
Sales	60,683	63,250	49,700	54,700	-13.5%
Charges for Services	102,314	179,000	154,000	137,500	-23.2%
Rentals and Concessions	42,590	64,300	52,350	56,500	-12.1%
Interest	17,555	8,200	10,510	15,560	89.8%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>223,142</b>	<b>314,750</b>	<b>266,560</b>	<b>264,260</b>	<b>-16.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	140,694	214,240	257,218	270,432	26.2%
Supplies and Materials	4,763	95,500	128,500	122,100	27.9%
Other Services and Charges	24,790	16,300	14,050	14,180	-13.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	12,578	12,595	12,595	18,024	43.1%
<b>Total Expenditures</b>	<b>182,825</b>	<b>338,635</b>	<b>412,363</b>	<b>424,736</b>	<b>25.4%</b>
 <b>Excess of Revenues over Expenditures</b>	 <b>40,317</b>	 <b>(23,885)</b>	 <b>(145,803)</b>	 <b>(160,476)</b>	 <b>571.9%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
 <b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	 <b>40,317</b>	 <b>(23,885)</b>	 <b>(145,803)</b>	 <b>(160,476)</b>	 <b>571.9%</b>
 <b>Fund Balance - Beginning</b>	 <b>457,447</b>	 <b>433,819</b>	 <b>497,764</b>	 <b>351,961</b>	 <b>-18.9%</b>
 <b>Fund Balance - Ending</b>	 <b>497,764</b>	 <b>409,934</b>	 <b>351,961</b>	 <b>191,485</b>	 <b>-53.3%</b>



# Montgomery County

## Special Revenue Funds: Special Donations and Programs

### OVERVIEW

The **Special Donations and Programs Fund** includes donations and contributions designated for specific purposes or projects that are not part of the normal tax-supported programs in the Park Fund.

### SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**SPECIAL DONATIONS AND PROGRAMS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**Proposed Budget Fiscal Year 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	-	-	-	-	-
Sales	34,349	35,000	35,000	35,000	0.0%
Charges for Services	2,120	-	-	-	-
Rentals and Concessions	54,645	62,000	40,000	32,000	-48.4%
Interest	4,843	2,440	2,200	3,795	55.5%
Miscellaneous	-	32,000	5,000	27,000	-15.6%
<b>Total Revenues</b>	<b>95,957</b>	<b>131,440</b>	<b>82,200</b>	<b>97,795</b>	<b>-25.6%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	7,333	69,000	68,000	67,215	-2.6%
Supplies and Materials	40,359	40,469	3,413	20,000	-50.6%
Other Services and Charges	5,640	12,067	7,066	6,032	-50.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	2,355	2,570	2,570	3,680	43.2%
<b>Total Expenditures</b>	<b>55,687</b>	<b>124,106</b>	<b>81,049</b>	<b>96,927</b>	<b>-21.9%</b>
<b>Excess of Revenues over Expenditures</b>	<b>40,270</b>	<b>7,334</b>	<b>1,151</b>	<b>868</b>	<b>-88.2%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>40,270</b>	<b>7,334</b>	<b>1,151</b>	<b>868</b>	<b>-88.2%</b>
<b>Fund Balance - Beginning</b>	<b>110,464</b>	<b>53,620</b>	<b>150,734</b>	<b>151,885</b>	<b>183.3%</b>
<b>Fund Balance - Ending</b>	<b>150,734</b>	<b>60,954</b>	<b>151,885</b>	<b>152,753</b>	<b>150.6%</b>



# **Montgomery County Advance Land Acquisition Funds**

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## **EXECUTIVE OVERVIEW**

The Land Use Article of the Annotated Code of Maryland empowers the Maryland National Capital Park and Planning Commission to include funding in its annual budget for the acquisition of lands needed for State highways, streets, or roads as well as for school sites and other public uses in Montgomery County. The Commission established a continuing land acquisition revolving fund from which disbursements for such purchases may be made. The purchase must be shown in the Commission's general plan for the physical development of the regional district or in an adopted plan. The acquisition requires the approval of the District Council of Montgomery County. The acquisition of school sites also requires the prior approval of the Montgomery County Board of Education.

The Commission may transfer the land to the County or agency for which it was acquired upon repayment of funds disbursed for the land, plus interest. Any repayment is placed in the land acquisition revolving fund for future purchases. If an agency later determines that the land is not needed for public use, the Commission may use the land as part of its park system. Alternatively, it may sell, exchange, or otherwise dispose of it under its general authority covering the disposition of park and recreation properties.

## **HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

The Advance Land Acquisition Revolving Fund (ALARF) is financed from the proceeds of bonds issued and sold by the Commission from time to time in amounts deemed necessary for the purpose stated above. The payment of principal and interest on these bonds is provided by a special tax levied by the Montgomery County Council against all property assessed for the purposes of County taxation. The Commission first issued bonds on September 1, 1971, in the amount of \$7,000,000 to establish the size of the revolving fund. Since 1970, bonds have been issued in 1990 and 1994, with some of the total refunded in FY96 and FY03 to lower the interest rate charged to the Commission. The Commission established a debt service fund to pay the principal and interest payments on outstanding bond issues using proceeds from the property tax levy and FY25 is the final year of payment. In FY27, the contribution to the Advance Land Acquisition Revolving Fund is proposed at \$2,625,876.

The Land Use Article limits the annual rate of the Advance Land Acquisition tax to a maximum of 3.0 cents personal property tax and 1.2 cents real property tax on each \$100 of assessed valuation. There is no minimum noted under State law. Coupled with continuing annual increases in the assessable base, the tax rate has been sufficient to pay the debt service.

Since the Commission cannot fully anticipate the future needs and requests of other governmental agencies for specific acquisitions, the Commission proposes, in accordance with its authority as prescribed by Land Use Article, Sections 18-401 and 18-402 to expend the entire balance in the ALARF for Advance Land purchases. Since, by law, the District Council has final approval for all land acquisitions by the ALARF, the proposed expenditures from this fund should serve as an estimate only. If no request for land acquisition comes from other agencies and the Commission does not make subsequent purchases, the proposed expenditures will not be made, and therefore will not affect fund balance. Total appropriated funds in the ALA Revolving Fund for FY27 are \$2,585,929.



# Montgomery County Advance Land Acquisition Funds

## SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 2,359,429	\$ 2,534,958	\$ 2,534,958	\$ 2,625,876	3.6%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	\$ 2,359,429	\$ 2,534,958	\$ 2,534,958	\$ 2,625,876	3.6%
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contributions	\$ 2,236,639	\$ 2,534,958	\$ 2,534,958	\$ 2,625,876	3.6%
Debt Service:					
Debt Service Principal	\$ 121,200	-	-	-	-
Debt Service Interest	\$ 120,000	-	-	-	-
Debt Service Fees	\$ 1,200	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	\$ 2,357,839	\$ 2,534,958	\$ 2,534,958	\$ 2,625,876	3.6%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	\$ 1,590	-	-	-	-
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds					
Premiums, Bond Issued	-	-	-	-	-
Proceeds, Refunding Bond	-	-	-	-	-
Payment, Refunded Bond Esc Agent	-	-	-	-	-
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 1,590	-	-	-	-
Fund Balance, Beginning	\$ 5,736	\$ 5,736	\$ 7,326	\$ 7,326	27.7%
Fund Balance, Ending	<u>\$ 7,326</u>	<u>\$ 5,736</u>	<u>\$ 7,326</u>	<u>\$ 7,326</u>	<u>27.7%</u>



# Montgomery County Advance Land Acquisition Funds

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
Revenues:					
Property Taxes	-	-	-	-	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	\$ 222,920	-	-	\$ 1,000	-
Miscellaneous (Contributions)	\$ 2,236,639	\$ 2,534,958	\$ 2,534,958	\$ 2,625,876	3.6%
Total Revenues	\$ 2,459,559	\$ 2,534,958	\$ 2,534,958	\$ 2,626,876	3.6%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	\$ 470	\$ 300	\$ 300	\$ 500	66.7%
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	- \$ 2,686,703	\$ 2,686,703	\$ 2,686,703	\$ 2,585,429	-3.8%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	\$ 470	\$ 2,687,003	\$ 2,687,003	\$ 2,585,929	-3.8%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	\$ 2,459,089	\$ (152,045)	\$ (152,045)	\$ 40,947	-126.9%
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 2,459,089	\$ (152,045)	\$ (152,045)	\$ 40,947	-126.9%
Total Net Position - Beginning	\$ 6,240,021	\$ 152,045	\$ 8,699,110	\$ 8,547,065	5521.4%
Total Net Position - Ending	\$ 8,699,110	\$ -	\$ 8,547,065	\$ 8,588,012	-



# Montgomery County Park Debt Service Fund

## EXECUTIVE OVERVIEW

The Park Debt Service Fund is used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs. Resources consist of the annual transfer from the Park Fund.

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The FY27 Proposed Budget includes debt service on an expected \$9.0 million issue in the spring of 2027.

## SUMMARY OF FY27 PROPOSED BUDGET

### MONTGOMERY COUNTY PARK DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
Revenues:					
Property Taxes	-	-	-	-	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	- \$ 200,000	\$ 200,000	\$ 200,000	-	-100.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>- 200,000</b>	<b>200,000</b>	<b>200,000</b>	-	<b>-100.0%</b>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges					
Debt Service -	\$ 6,862,940	\$ 8,226,057	\$ 8,226,057	\$ 8,445,810	2.7%
Debt Service Principal	\$ 4,916,880	\$ 5,561,269	\$ 5,561,269	\$ 5,652,507	1.6%
Debt Service Interest	\$ 1,946,060	\$ 2,454,788	\$ 2,454,788	\$ 2,358,303	-3.9%
Debt Service Fees	- \$ 210,000	\$ 210,000	\$ 210,000	\$ 435,000	107.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 6,862,940</b>	<b>\$ 8,226,057</b>	<b>\$ 8,226,057</b>	<b>\$ 8,445,810</b>	<b>2.7%</b>
Designated Expenditure Reserve					
Excess of Revenues over Expenditures	<b>\$ (6,862,940)</b>	<b>\$ (8,026,057)</b>	<b>\$ (8,026,057)</b>	<b>\$ (8,445,810)</b>	<b>5.2%</b>
Other Financing Sources (Uses):					
Refunding Bonds Issued					
Premiums on Bonds Issued	\$ -	\$ 90,000	\$ 90,000	\$ 482,375	436.0%
Payment to Refunding Bond Escrow Agent					
Transfers In/(Out):					
Transfer from Park Fund	\$ 6,862,940	\$ 7,936,057	\$ 7,936,057	\$ 7,963,435	0.3%
Total Transfers In	<b>\$ 6,862,940</b>	<b>\$ 7,936,057</b>	<b>\$ 7,936,057</b>	<b>\$ 7,963,435</b>	<b>0.3%</b>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<b>\$ 6,862,940</b>	<b>\$ 8,026,057</b>	<b>\$ 8,026,057</b>	<b>\$ 8,445,810</b>	<b>5.2%</b>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	-	-	-	-	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	-	-	-	-	-



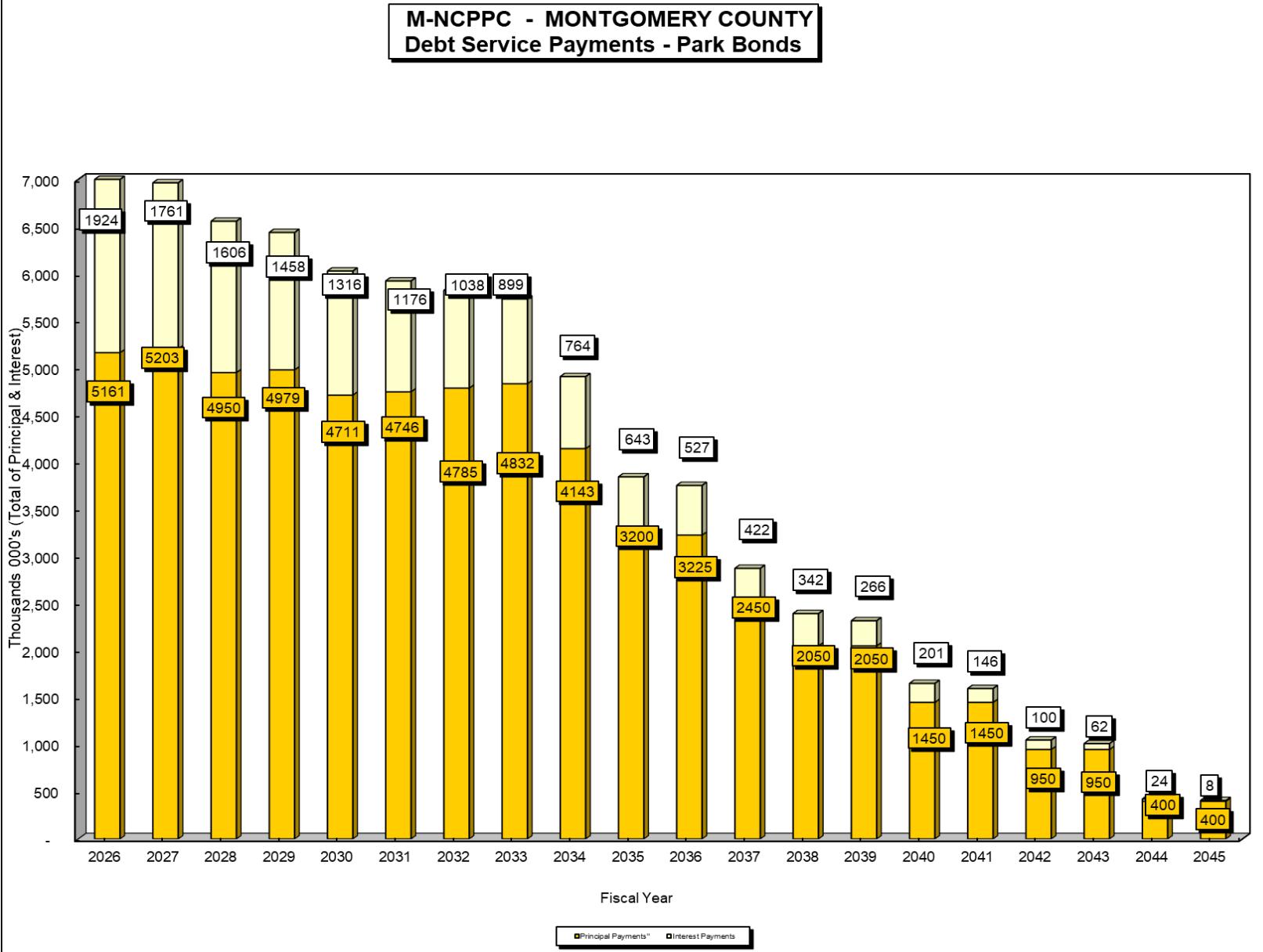
## Montgomery County Debt Service Requirements for FY27

### THE MARYLAND- NATIONAL CAPITAL PARK AND PLANNING COMMISSION

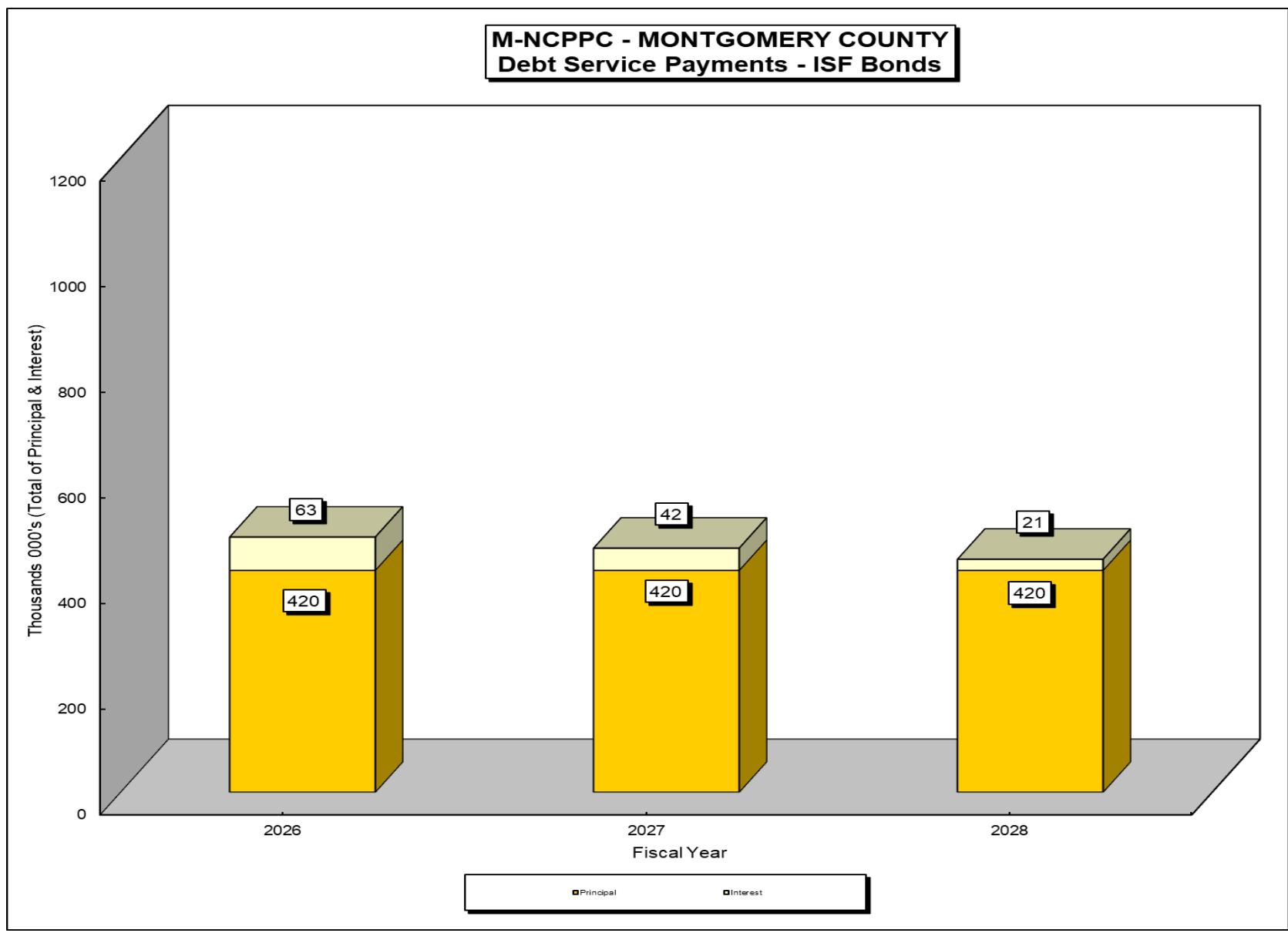
#### MONTGOMERY COUNTY DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2027

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/26	FY 2027 Payments			Balance	
						Principal	Interest	Total		
MC- 2016A Park Acquisition and Development	2.2959%	04/14/16	11/01/35	12,000,000	6,890,000	620,000	165,506	785,506	6,270,000	
MC-2016B Park Acquisition and Development	1.5876%	04/14/16	11/01/28	6,120,000	1,235,000	610,000	18,600	628,600	625,000	
MC-2017A Park Acquisition and Development	2.5862%	05/04/17	11/01/36	8,000,000	4,400,000	400,000	138,000	538,000	4,000,000	
MC-2018A Park Acquisition and Development	3.1590%	10/04/18	11/01/38	12,000,000	7,800,000	600,000	306,750	906,750	7,200,000	
MC-2020A Park Acquisition and Development	2.4901%	06/01/20	11/01/40	10,000,000	7,500,000	500,000	180,525	680,525	7,000,000	
MC-2020B Park Acquisition and Development Project Refunding Bond	1.4500%	10/01/20	12/01/32	4,895,487	3,508,625	481,320	47,385	528,705	3,027,305	
MC-2020C Park Acquisition and Development Project Refunding Bond	1.4500%	10/01/20	12/01/32	1,866,095	1,360,503	187,393	18,369	205,762	1,173,110	
MC-2020D Park Acquisition and Development Project Refunding Bond	1.5000%	10/01/20	12/01/33	9,655,588	7,279,739	853,794	102,793	956,587	6,425,945	
MC-2022A Park Acquisition and Development	3.4323%	09/13/22	01/15/43	11,000,000	9,350,000	550,000	429,000	979,000	8,800,000	
MC-2024A Park Acquisition and Development	3.5866%	05/31/24	07/15/24	8,000,000	7,600,000	400,000	354,000	754,000	7,200,000	
Proposed Debt Service- \$9.0M Spring 2026				9,000,000	9,000,000	450,000	394,875	844,875	8,550,000	
Proposed Debt Service- \$9.0M Spring 2027				9,000,000	-	-	202,500	202,500	9,000,000	
					101,537,170	65,923,867	5,652,507	2,358,303	8,010,810	69,271,360
Issuance Costs (includes underwriters disc.)								435,000	-	
Total Park Fund Debt Service								8,445,810	69,271,360	

## Montgomery County Debt Service Payments – Park Bonds



## Montgomery County Debt Service Payments – ISF Bonds



# Montgomery County Risk Management Internal Service Fund

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## MISSION AND OVERVIEW

The Risk Management and Workplace Safety Office develops and implements programs that protect employees and patrons; protect and secure the agency's assets; and mitigate losses. The Office:

- Conducts training on workplace safety, regulatory compliance, and accident prevention,
- Develops and administers safety and loss control programs,
- Ensures compliance with federal and state safety regulations,
- Manages the workers' compensation claims program and the liability program,
- Performs risk analysis, inspections, and accident investigations,
- Manages agency-wide insurance portfolio (self-insurance and commercial policies), and

## FY25 WORK PROGRAM ACCOMPLISHMENTS

The Office continued to address occupational health and workers' compensation claims:

- Reviewed and processed 309 workers' compensation cases.
- Tracked 4,176 workers' compensation loss workdays.
- Reviewed and/or processed 166 liability claims (property, auto and general liability).
- Received and reviewed 1,054 Drug and Alcohol test results.

The Office also continued to address ongoing safety throughout our locations and facilities:

- Reviewed 167 Emergency Action/Continuity of Operations Plans.
- Provided Safety Awareness, Compliance, and Emergency Preparedness training to 3,152 employees.
- Reviewed and addressed 17 safety complaints.
- Conducted 68 safety inspections and investigations.

## FY26-27 WORK PROGRAM PRIORITIES

- **Loss Monitoring:** Conduct regular assessments of workers' compensation and liability claims, property losses, and recommend strategies for containing costs, improving safety, and reducing liability to the agency.
- **Regulatory Compliance:** Continue comprehensive compliance training and facility inspections to provide safe spaces for employees and patrons. Conduct regular audits of losses and accidents to identify areas of focus, coordinated return to work strategies, and proper case reserves.
- **Hazardous Spill Response Program:** Implement updated hazardous spill response procedures for agency facilities and operations.
- **Conduct Commission-wide Active Assailant Training:** Continue implementation of agency-wide Active Assailant Training in partnership with Park Police.



# Montgomery County Risk Management Internal Service Fund

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- **Training:** Conduct specialized agency-wide Controlled Substance training to incorporate changes in laws and relevant policies.

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The Risk Management budget is made up of three components:

- **Insurance Claims:** Workers' compensation claims are compensable under state law and include medical and wage reimbursements for employees with work-related injuries and illnesses. Fluctuations in the overall budget are largely driven by the quantity, severity, and complexity of these claims. Proposed budget figures are based on actual payments and projected expenses for open claims and an actuarial estimate for claims incurred but not yet reported. The remaining projected claim expenses are liability claims related to property damage, general liability, and auto claims. While the Risk and Safety Office manages the program, these expenses are funded directly by the Department that incurs the expense.
- **Risk and Safety Office Program Expenses:** These expenses include personnel services, insurance policies, staff training resources, accident prevention costs, and chargebacks to fund the Risk and Safety Office programs that protect employees and patrons, secure the agency's assets, and mitigate losses.
- **Administrative Expenses:** The agency participates in the Montgomery County Self Insurance Program (MCSIP). MCSIP provides claims adjudication services, group coverage for commercial insurance, and actuarial services which are utilized to develop the workers' compensation and liability claims budget.

The total FY27 Proposed Budget is \$7,313,925, which is a 3.0% over FY26 due to:

- Increase in total workers compensation claims with decreased costs of medical treatment (surgeries, increases in medical treatment expenses/wages, etc.).

To offset the total expense, unrestricted fund balance totaling \$1,930,907 has been applied against the respective expenses for both counties.



# Montgomery County Risk Management Internal Service Fund

## BUDGET AT A GLANCE

		<u>FY26 Adjusted Adopted</u>	<u>FY27 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
<b><i>Montgomery County Budget</i></b>					
<b>Budget</b>	Expenditures	\$4,271,979	\$4,642,854	8.7%	46.7%
<b>Staffing</b>					
	Funded Career Positions	4.00	4.00	0.0%	50.0%
	Funded Workyears	4.00	4.00	0.0%	50.0%
<b><i>Prince George's County Budget</i></b>					
<b>Budget</b>	Expenditures	\$5,211,956	\$5,301,978	1.7%	53.3%
<b>Staffing</b>					
	Funded Career Positions	4.00	4.00	0.0%	50.0%
	Funded Workyears	4.00	4.00	0.0%	50.0%
<b><i>Combined Department Total Budget</i></b>					
<b>Budget</b>	Expenditures	\$9,483,935	\$9,944,832	4.9%	100.0%
<b>Staffing</b>					
	Funded Career Positions	8.00	8.00	0.0%	100.0%
	Funded Workyears	8.00	8.00	0.0%	100.0%

\* Percent Allocated is the amount of the Department's budget funded by each county.



# Montgomery County

## Risk Management Internal Service Fund

### SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND**  
 Summary of Revenues, Expenses, and Changes in Fund Net Position  
 PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	-	-	-	-	-
Charges for Services:					
Parks	\$ 3,025,600	\$ 3,088,100	\$ 3,088,100	\$ 3,329,000	7.8%
Planning	\$ 58,900	\$ 58,900	\$ 58,900	\$ 52,400	-11.0%
CAS	\$ 50,100	\$ 57,800	\$ 57,800	\$ 62,000	7.3%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	\$ 418,369	-	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 3,552,969</b>	<b>\$ 3,204,800</b>	<b>\$ 3,204,800</b>	<b>\$ 3,443,400</b>	<b>7.4%</b>
<b>Operating Expenses:</b>					
Personnel Services	\$ 830,520	\$ 766,805	\$ 766,805	\$ 782,014	2.0%
Supplies and Materials	\$ 1,739	\$ 31,000	\$ 31,000	\$ 25,000	-19.4%
Other Services and Charges:					
Insurance Claims:					
Parks	\$ 3,208,015	\$ 2,161,800	\$ 2,161,800	\$ 2,478,100	14.6%
Planning	\$ 12,432	\$ 49,100	\$ 49,100	\$ 51,000	3.9%
CAS	\$ 15,748	\$ 22,100	\$ 22,100	\$ 18,900	-14.5%
Enterprise	\$ 464	\$ 200	\$ 200	-	-100.0%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	\$ 790,662	\$ 816,371	\$ 816,371	\$ 844,257	3.4%
Depreciation & Amortization Expense	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications					
Chargebacks	\$ 406,244	\$ 424,603	\$ 424,603	\$ 443,583	4.5%
<b>Total Operating Expenses</b>	<b>\$ 5,265,823</b>	<b>\$ 4,271,979</b>	<b>\$ 4,271,979</b>	<b>\$ 4,642,854</b>	<b>8.7%</b>
<b>Operating Income (Loss)</b>	<b>\$ (1,712,854)</b>	<b>\$ (1,067,179)</b>	<b>\$ (1,067,179)</b>	<b>\$ (1,199,454)</b>	<b>12.4%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	\$ 465,024	\$ 200,000	\$ 200,000	\$ 200,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>\$ 465,024</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>\$ (1,247,830)</b>	<b>\$ (867,179)</b>	<b>\$ (867,179)</b>	<b>\$ (999,454)</b>	<b>15.3%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	\$ (1,247,830)	\$ (867,179)	\$ (867,179)	\$ (999,454)	15.3%
<b>Total Net Position - Beginning</b>	<b>\$ 5,999,552</b>	<b>\$ 5,592,924</b>	<b>\$ 4,751,722</b>	<b>\$ 3,884,543</b>	<b>-30.5%</b>
<b>Total Net Position - Ending</b>	<b>\$ 4,751,722</b>	<b>\$ 4,725,745</b>	<b>\$ 3,884,543</b>	<b>\$ 2,885,089</b>	<b>-38.9%</b>
Designated Position	\$ 1,049,998	\$ 1,747,767	\$ 1,208,052	\$ 2,001,315	14.5%
Unrestricted Position	\$ 3,701,724	\$ 2,977,978	\$ 2,676,491	\$ 883,774	-70.3%
<b>Total Net Position, June 30</b>	<b>\$ 4,751,722</b>	<b>\$ 4,725,745</b>	<b>\$ 3,884,543</b>	<b>\$ 2,885,089</b>	<b>-38.9%</b>
<b>Note: Allocation of administrative expense paid to Montgomery County for insurance pool management</b>					
Parks	\$ 638,000	\$ 675,200	\$ 675,200	\$ 718,202	6.4%
Planning	\$ 13,900	\$ 15,300	\$ 15,300	\$ 14,800	-3.3%
CAS	\$ 5,200	\$ 6,100	\$ 6,100	\$ 5,500	-9.8%
Enterprise	\$ 100	\$ 100	\$ 100	-	-100.0%
<b>Total</b>	<b>\$ 657,200</b>	<b>\$ 696,700</b>	<b>\$ 696,700</b>	<b>\$ 738,502</b>	<b>6.0%</b>

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# **Montgomery County Capital Equipment Internal Service Fund**

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## **EXECUTIVE OVERVIEW**

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax-exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

## **HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET**

The financing authority of the CEISF may be carried over from year to year. This means that if the total authorized amount of financing is not utilized during a particular fiscal year any remaining funding may be carried over to succeeding fiscal years. Approval of the budget gives the Commission's Secretary-Treasurer and other officers authority to carry out financing for this fund at such time and on such terms as is believed to be advantageous to the Commission without additional action by the Commission or a Planning Board.

For FY27, the Commission is proposing new ISF purchases of \$520,000 for the Montgomery Department of Planning, consisting of:

- \$150,000 for the replacement of vehicles that are model year 2016 or older.

The Planning Department has sufficient funds in the CE-ISF that have carried over from previous years to pay for these purchases. The department is asking for approval to spend these funds rather than requesting to finance the purchases.

- \$370,000 for the replacement of servers and other information technology equipment, including Cisco chassis replacements at King Street and Saddlebrook Data Centers, and Wheaton Headquarters PON, OLTs, ONTs, and splitters replacements that have reached the end of their life. The cost will be split 50/50 with MC Parks.

For FY27, the Commission is proposing new purchases of \$2,200,000 for the Montgomery Department of Parks, consisting of:

- \$200,000 for Information Technology (IT) cabling and infrastructure improvements and networking and communication switch replacements.
- \$2,000,000 for replacement of older vehicles and equipment that have exceeded their useful life cycle.

For FY27, the Corporate IT Division of the OCIO is proposing \$225,000 of new capital purchases, split 50/50 between Montgomery and Prince George's, for a new firewall.



# Montgomery County Capital Equipment Internal Service Fund

## SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND**  
Summary of Revenues, Expenses, and Changes in Fund Net Position  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	-	-	-	-	-
Charges to Departments					
Planning	-	-	-	-	-
Parks	\$ 1,505,000	\$ 1,697,600	\$ 1,697,600	\$ 2,037,600	20.0%
Finance	-	-	-	-	-
Corporate IT	\$ 222,400	\$ 102,125	\$ 112,500	\$ 112,500	10.2%
Miscellaneous (Sale of Equipment, etc.)	\$ 232,194	-	-	-	-
Total Operating Revenues	<u>\$ 1,959,594</u>	<u>\$ 1,799,725</u>	<u>\$ 1,697,600</u>	<u>\$ 2,150,100</u>	<u>19.5%</u>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	\$ 15,428	-	-	-	-
Other Services and Charges:	\$ 24,049	\$ 495	\$ 495	\$ 500	1.0%
Debt Service:					
Debt Service Principal	\$ -	\$ 781,300	\$ 781,300	\$ 1,121,300	43.5%
Debt Service Interest	\$ 74,375	\$ 156,300	\$ 156,300	\$ 156,300	0.0%
Depreciation & Amortization Expense	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	\$ 2,447,707	\$ 2,810,000	\$ 2,810,000	\$ 2,832,500	0.8%
Other Classifications	-	-	-	-	-
Chargebacks	\$ 65,309	\$ 52,601	\$ 52,601	\$ 60,276	14.6%
Total Operating Expenses	<u>\$ 2,626,868</u>	<u>\$ 3,800,696</u>	<u>\$ 3,800,696</u>	<u>\$ 4,170,876</u>	<u>9.7%</u>
Operating Income (Loss)	<u>\$ (667,274)</u>	<u>\$ (2,000,971)</u>	<u>\$ (2,103,096)</u>	<u>\$ (2,020,776)</u>	<u>1.0%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	\$ 34,754	-	-	-	-
Interest Income	\$ 159,506	\$ 100,000	\$ 100,000	\$ 100,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Gain (Loss) on Sale/Disposal Assets	\$ (8,548)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>\$ 185,713</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>\$ (481,562)</u>	<u>\$ (1,900,971)</u>	<u>\$ (2,003,096)</u>	<u>\$ (1,920,776)</u>	<u>1.0%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	<u>\$ (500,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Operating Transfer	<u>\$ (500,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>\$ (981,562)</u>	<u>\$ (1,900,971)</u>	<u>\$ (2,003,096)</u>	<u>\$ (1,920,776)</u>	<u>1.0%</u>
Total Net Position - Beginning	<u>\$ 10,830,812</u>	<u>\$ 9,378,198</u>	<u>\$ 9,849,251</u>	<u>\$ 7,846,155</u>	<u>-16.3%</u>
Total Net Position - Ending	<u>\$ 9,849,251</u>	<u>\$ 7,477,227</u>	<u>\$ 7,846,155</u>	<u>\$ 5,925,379</u>	<u>-20.8%</u>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for Planning	\$ -	\$ 497,500	\$ 497,500	\$ 520,000	
Capital equipment financed for Parks	\$ 2,000,000	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	
Capital equipment financed for Finance	\$ -	\$ -	\$ -	\$ -	
Capital equipment financed for Corporate IT	\$ 175,000	\$ 112,500	\$ 112,500	\$ 112,500	

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# Montgomery County OCIO Commission-wide IT Internal Service Fund

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## EXECUTIVE OVERVIEW

**The OCIO Internal Service Fund (ISF)** budget finances the activities of the Office of the Chief Information Officer (OCIO), the Program Management Office (PMO), and the purchase and use of Commission-wide licenses (CWL). It also provides funding for Commission-wide IT (CWIT) projects and initiatives. These resources ensure that technology investments align with the agency's mission and strategic objectives.

The Chief Information Officer (CIO) provides strategic leadership for IT initiatives, ensuring systems align with organizational goals. Acting also as Chief Technology Officer, the CIO balances innovation with security, advancing agency performance and improving customer service delivery. Collaboration across departments ensures technology solutions meet operational needs and enhance efficiency.

### **Program Management Office (PMO)**

The Program Management Office (PMO), operating under the direction of the Chief Information Officer, is responsible for overseeing the agency's IT projects. The PMO takes a leading role in coordinating IT initiatives across departments, ensuring that these efforts are closely aligned. By driving collaboration and efficient project execution, the PMO supports the agency's mission to improve operational performance.

The PMO promotes adaptability within project teams and encourages the adoption of innovative, cost-effective solutions. This approach helps maximize the value of IT investments, allowing the agency to achieve greater efficiency and responsiveness in its technology operations.

### **Commission-wide Licenses (CWL)**

The OCIO manages Commission-wide licenses and applications such as Kronos/UKG, Cornerstone, and Microsoft 365. Costs are allocated to departments based on user counts, ensuring equitable distribution and efficient budgeting.

### **Commission-wide IT Initiatives (New Projects)**

The Commission-wide IT (CWIT) Internal Service Fund (ISF) budget is collaboratively developed with input from the IT Council to ensure that new agency-wide programs and technology systems are advanced appropriately. Through this partnership, the agency can support critical initiatives across departments. Regular updating of our systems protects the agency's assets and ensures a secure IT environment. Efficient systems are vital for business continuity, enabling staff to operate effectively and quickly respond to new challenges.

## **FY25-26 OCIO ACCOMPLISHMENTS**

### **Enterprise Resource Planning (ERP) Project Mosaic Progress**

#### **Project Initiation and Planning**

Commission leadership approved the Enterprise Project Roadmap, initiating the planning process for an open solicitation to replace the current Enterprise Resource Planning (ERP) system. This forward-thinking action has set the stage for a comprehensive modernization of the agency's



# **Montgomery County OCIO Commission-wide IT Internal Service Fund**

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essential business infrastructure, ensuring continued improvement and adaptability to future needs. The approved multi-year internal project funding is scheduled to conclude with the FY27 contribution and has been a successful collaboration between the five agency Departments. The vendor choice and award should be completed by third-quarter FY26.

## **Cybersecurity Improvements**

### **Enterprise Security Enhancements**

Significant progress has been made in enhancing the capabilities of the agency's enterprise IT systems to address evolving security threats and breaches. Guided by the Chief Information Officer and the Chief Information Security Officer, the organization has undertaken a focused review and update of Security Policies and Standard Operating Procedures. These efforts are closely aligned with National Security Standards, ensuring that the latest governance initiatives are in place to provide a robust framework for safeguarding information and operations.

The agency's commitment to strengthening security is further demonstrated through ongoing upgrades to security settings within the Microsoft 365 environment, the completion of annual cybersecurity assessments, and the delivery of comprehensive security awareness training for all network users. These initiatives collectively reinforce a secure and compliant IT infrastructure across the organization, ensuring protection against emerging threats and fostering a security-conscious culture among staff.

### **Collaborations with the Inspector General**

The Chief Information Officer (CIO) has worked closely with the Inspector General to strengthen the agency's information technology systems and policies. This partnership plays a crucial role in safeguarding sensitive data and maintaining confidentiality across all operations. By joining efforts, both teams have focused on enhancing security protocols and ensuring that information remains protected from unauthorized access. These ongoing collaborations support the agency's commitment to a secure and robust IT environment, reinforcing trust and accountability throughout the organization.

## **FY26-27 Strategic Goals**

### **Enterprise Resource Planning (ERP) Replacement Project**

#### **Project Timeline and Scope**

The Agency will initiate its transition to a new ERP system in FY27, with the project encompassing key business areas such as payroll, human resources, procurement, budgeting, and finance. The implementation is scheduled to begin in summer 2026 and is expected to reach completion by summer 2028.

#### **Strategic Benefits and Organizational Impact**

M-NCPPC is committed to strengthening organizational operations, and the new ERP system is a major step forward. By automating many of today's manual tasks, it will increase efficiency, boost staff confidence, and reshape how teams collaborate in support of the agency's mission. The system will enhance cross-departmental information sharing and provide faster access to accurate data, enabling quicker, more informed decision-making. With repetitive work reduced, staff can focus on higher-value activities, improving organizational agility and responsiveness to change.



# Montgomery County OCIO Commission-wide IT Internal Service Fund

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## Business Objectives and Benefits

The primary business objectives for the ERP replacement project are to simplify Commission processes, improve efficiency, and reduce costs. The agency aims to maintain flexibility and empower decision-making by delivering timely and accurate data. These efforts are expected to boost productivity, enhance service quality, and cultivate effective resource management with strong community support.

## Cybersecurity Systems Enhancements and Upgrades

### Data and Information Security

Protecting confidential information is a core responsibility of the Office of the Chief Information Officer (OCIO). To prevent unauthorized access, the OCIO has established robust security measures designed to safeguard sensitive data throughout the organization. These protocols are essential for maintaining the integrity and confidentiality of information, ensuring that only authorized personnel with the appropriate clearance can access what they need to perform their duties.

The CIO's strategy is built on balancing two primary objectives: maintaining stringent security standards and ensuring necessary accessibility for stakeholders. By carefully managing access controls and regularly updating security procedures, the office fosters a secure environment that supports both operational effectiveness and the protection of critical information assets.

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

Combined, the CIO and CWIT funds decreased 5.2% from FY26:

	FY26		\$	%
	Adjusted Adopted	FY27 Proposed		
CIO & Licenses	\$ 7,944,003	\$ 7,495,542	\$(448,461)	-5.6%
CWIT	\$ 742,987	\$ 742,987	\$ -	0.00%
Total	\$ 8,686,990	\$ 8,238,529	\$(448,461)	-5.2%

## Chief Information Officer Internal Service Fund

The proposed FY27 budget is \$7,495,542 and funds the OCIO operations and agency-wide licenses and subscriptions.

### OCIO Base Budget Request

The proposed budget for the OCIO is \$2,171,788 and includes an increase of 3.6% over FY26 adopted levels. This increase can be attributed to changes in compensation and the escalation of expert consulting costs. No new initiatives are proposed for FY27.



## **Montgomery County OCIO Commission-wide IT Internal Service Fund**

The FY27 CIO budget allocation is 43.8% to Montgomery and 56.2% to Prince George's, which moves .4% from Montgomery allocations to Prince Georges compared to FY26. This equates to \$950,530 to Montgomery and \$1,221,258 for Prince George's.

### **Commission-wide Licenses and Subscriptions**

The proposed budget for licenses and subscriptions is \$5,323,754 and shows a decrease of 9.0%. This decrease is mainly due to a one-time reduction in the contribution of license fees for the new ERP which expected to be online in late FY26. The cost allocation for licenses and subscriptions is calculated based on license and/or employee counts. The FY27 distribution is \$2,149,975 to Montgomery and \$3,173,779 to Prince George's.

### **BUDGET AT A GLANCE**

	<b>FY26 Adjusted Adopted</b>	<b>FY27 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b><i>Montgomery County Budget Budget</i></b>				
Expenditures	\$3,108,225	\$3,100,504	-0.25%	41.4%
<b><i>Staffing</i></b>				
Funded Career Positions	3.50	3.50	0.00%	50.0%
Funded Work Years	3.50	3.50	0.00%	50.0%
<b><i>Prince George's County Budget Budget</i></b>				
Expenditures	\$4,136,313	\$4,395,038	6.25%	58.6%
<b><i>Staffing</i></b>				
Funded Career Positions	3.50	3.50	0.00%	50.0%
Funded Work Years	3.50	3.50	0.00%	50.0%
<b><i>Combined Department Total Budget Budget</i></b>				
Expenditures	\$7,244,538	\$7,495,542	3.46%	100.0%
<b><i>Staffing</i></b>				
Funded Career Positions	7.00	7.00	0.00%	100.0%
Funded Work Years	7.00	7.00	0.00%	100.0%

\* Percent Allocated is the amount of the Department's budget funded by each county.



# Montgomery County OCIO Commission-wide IT Internal Service Fund

## SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY COMMISSION-WIDE CIO INTERNAL SERVICE FUND**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental:					
Federal Grant	-	-	-	-	-
Charges to Departments/Funds:					
DHRM	\$ 62,574	\$ 69,743	\$ 69,743	\$ 62,296	-10.7%
CIO	\$ 3,089	\$ 3,123	\$ 3,123	\$ 3,150	0.9%
Finance	\$ 121,197	\$ 65,267	\$ 65,267	\$ 58,824	-9.9%
Legal	\$ 30,089	\$ 33,813	\$ 33,813	\$ 29,982	-11.3%
Inspector General	\$ 6,065	\$ 6,530	\$ 6,530	\$ 10,121	55.0%
Corporate IT	\$ 166,593	\$ 204,985	\$ 204,985	\$ 222,926	8.8%
Parks	\$ 2,205,358	\$ 2,252,986	\$ 2,252,986	\$ 2,109,151	-6.4%
Planning	\$ 552,724	\$ 638,013	\$ 638,013	\$ 604,054	-5.3%
Enterprise	-	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)					
Total Operating Revenues	<u>3,147,688</u>	<u>3,274,460</u>	<u>3,274,460</u>	<u>3,100,504</u>	<u>-5.3%</u>
<b>Operating Expenses:</b>					
Personnel Services	\$ 606,602	\$ 722,343	\$ 722,343	\$ 735,812	1.9%
Supplies and Materials	\$ 3,162	\$ 22,319	\$ 22,319	\$ 22,119	-0.9%
Other Services and Charges:	\$ 2,488,944	\$ 2,529,798	\$ 2,529,798	\$ 2,342,573	-7.4%
Debt Service:	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>\$ 3,098,707</u>	<u>\$ 3,274,460</u>	<u>\$ 3,274,460</u>	<u>\$ 3,100,504</u>	<u>-5.3%</u>
Operating Income (Loss)	<u>\$ 48,981</u>	-	-	-	-
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	\$ 66,367	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>\$ 66,367</u>	-	-	-	-
Income (Loss) Before Operating Transfers	<u>\$ 115,347</u>	-	-	-	-
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	<u>\$ 115,347</u>	-	-	-	-
Total Net Position - Beginning	<u>\$ 533,042</u>	<u>\$ 518,637</u>	<u>\$ 648,389</u>	<u>\$ 648,389</u>	<u>25.0%</u>
Total Net Position - Ending	<u>\$ 648,389</u>	<u>\$ 518,637</u>	<u>\$ 648,389</u>	<u>\$ 648,389</u>	<u>25.0%</u>

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# Montgomery County OCIO Commission-wide IT Internal Service Fund

## Commission-wide IT (CWIT) Projects and Initiatives

This budget is developed by the Chief Information Officer (CIO) and presented to the IT Council to support agency-wide programs and systems. Continuous evaluation and updates to these systems are essential to ensure the security of the agency's assets, improve the efficiency of systems that enhance employee productivity, and maintain effective operations during times of crisis. The budget is funded through direct contributions from departments based on usage allocations.

### Financed Continuing Project Budget Requests

The only financed project is the ERP Replacement Project. The requested budget for FY27 is \$742,987, representing the last year of six financed years.

### New Project Budget Requests

There are no new project requests in FY27.

## BUDGET AT A GLANCE

	<b>FY26 Adjusted Adopted</b>	<b>FY27 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b><i>Montgomery County Budget</i></b>				
Expenditures	\$287,198	\$287,198	0.0%	38.7%
<b><i>Prince George's County Budget</i></b>				
Expenditures	\$455,789	\$455,789	0.0%	61.3%
<b><i>Combined Department Total Budget</i></b>				
Expenditures	\$742,987	\$742,987	0.0%	100.0%

\* Percent Allocated is the amount of the Department's budget funded by each county.

Montgomery Planning prepaid the FY27 contribution in FY24 as reflected in the multi-year project funding summary below:

<b>ERP Project Mosaic</b>	<b>Contributions (FY22-FY25)</b>	<b>FY26 Contribution</b>	<b>FY27 Contribution</b>	<b>Total Projected Contributions</b>
Prince George's Planning	\$638,363	\$64,193	\$64,193	\$766,749
Prince George's Parks	\$1,686,447	\$195,798	\$195,798	\$2,078,043
Prince George's Recreation	\$1,665,416	\$195,798	\$195,798	\$2,057,012
Montgomery Planning	\$625,768			\$625,768
Montgomery Parks	\$1,615,258	\$278,564	\$278,564	\$2,172,386
CAS	5,793,217			\$5,793,217
Interest Revenue		506,825		\$506,825
<b>Total</b>	<b>\$12,024,469</b>	<b>\$1,241,178</b>	<b>\$734,353</b>	<b>\$14,000,000</b>



## **Montgomery County OCIO Commission-wide IT Internal Service Fund**

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The CAS Departments have requested (8) two- year Term Contract positions to support their ongoing operational activities. Position funding will be provided through the CWIT ERP Project Mosaic. The funding for positions and projected costs is summarized below.

<b>Position Title</b>	<b>Grade</b>	<b>Hours</b>	<b>Gross</b>	<b>Benefits</b>	<b>Total FY27</b>
Term-Sr. Corporate Application Analyst – Accounting/Gen	E28	1,560.00	79,246	24,009	103,255
Term-Sr. Corporate Application Analyst – Procurement	E28	1,560.00	79,246	24,009	103,255
Term-Corporate Accountant I	E18	1,462.50	53,605	22,048	75,653
Term-Corporate Human Resources Specialist III	E28	1,950.00	99,057	25,525	124,582
Term-Corporate Human Resources Specialist III	E28	1,950.00	99,057	25,525	124,582
Term-Corporate Human Resources Specialist II	E24	1,950.00	85,076	24,456	109,532
Term-Corporate Health and Benefits Specialist II	E24	1,950.00	85,076	24,456	109,532
*Term-ERP Security Administrator	E30	1,950.00	122,850	27,345	150,195
					<b>900,586</b>

\*Career funding for the ERP Security Administrator will be requested in FY28.



# Montgomery County OCIO Commission-wide IT Internal Service Fund

## SUMMARY OF FY27 PROPOSED BUDGET

**MONTGOMERY COUNTY COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND**  
 Summary of Revenues, Expenses, and Changes in Fund Net Position  
 PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments/Funds:					
Merit Board	\$ 4,500				
CAS Support Services	\$ 4,250				
DHRM	\$ 500,000				
CIO	-				
Finance	\$ 200,000				
Legal	\$ 50,000				
Inspector General	\$ 28,850				
Corporate IT	-				
Parks	\$ 728,564	\$ 278,564	\$ 278,564	\$ 278,564	0.0%
Planning	\$ 275,000	\$ 8,634	\$ 8,634	\$ 8,634	0.0%
Enterprise	-				
Miscellaneous (Sale of Equipment, etc.)					
Total Operating Revenues	<u>\$ 1,791,164</u>	<u>\$ 287,198</u>	<u>\$ 287,198</u>	<u>\$ 287,198</u>	<u>0.0%</u>
<b>Operating Expenses:</b>					
Personnel Services					
Supplies and Materials					
Other Services and Charges:	\$ 234,774	\$ 287,198	\$ 287,198	\$ 287,198	0.0%
Debt Service:					
Debt Service Principal	-				
Debt Service Interest	-				
Depreciation & Amortization Expense					
Capital Outlay	\$ 2,921				
Other Classifications					
Chargebacks					
Total Operating Expenses	<u>\$ 237,695</u>	<u>\$ 287,198</u>	<u>\$ 287,198</u>	<u>\$ 287,198</u>	<u>0.0%</u>
Operating Income (Loss)	<u>\$ 1,553,469</u>				
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds					
Interest Income	\$ 208,406				
Interest Expense, Net of Amortization	-				
Loss on Sale/Disposal Assets	-				
Total Nonoperating Revenue (Expenses):	<u>\$ 208,406</u>				
Income (Loss) Before Operating Transfers	<u>\$ 1,761,875</u>				
<b>Operating Transfers In (Out):</b>					
Transfer In					
Transfer (Out)					
Net Operating Transfer					
Change in Net Position	<u>\$ 1,761,875</u>				
Total Net Position - Beginning	<u>\$ 3,301,657</u>	<u>\$ 3,301,657</u>	<u>\$ 5,063,532</u>	<u>\$ 5,063,532</u>	<u>53.4%</u>
Total Net Position - Ending	<u>\$ 5,063,532</u>	<u>\$ 3,301,657</u>	<u>\$ 5,063,532</u>	<u>\$ 5,063,532</u>	<u>53.4%</u>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for IT Initiatives					

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# Montgomery County Commission-wide Executive Office Building Internal Service Fund

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## MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for the expenses of operating the Executive Office Building (EOB) in Riverdale, MD. This facility houses the bi-county operations of the agency including the departments of Finance, Legal, Human Resources and Management ("DHRM"), the Office of the Chief Information Officer (OCIO), the Office of the Inspector General (OIG), the Merit System Board, and the Employees' Retirement System (ERS). The Recruitment and Selection Office of DHRM and the agency-wide Archives program are located offsite.

## HIGHLIGHTS AND MAJOR CHANGES IN FY27 PROPOSED BUDGET

The FY27 Proposed Budget is \$1,275,785 and includes a decrease of 24.7% (or \$418,724) under FY26 levels.

### Revenue

**Occupancy:** Revenue to the fund is provided annually through operational occupancy charges to the tenants based on allocated space. The occupancy rate is based on the per square footage cost of facility maintenance and repairs, mechanical systems, janitorial services, security, electronic access systems, and grounds maintenance. Due to increased financial constraints of the tenants as well as recent market and lease rate analysis of comparable buildings in the immediate area, the proposed budget includes an occupancy rate of \$22.0 per square foot, a decrease of 26.2% compared to the FY26 adopted rate.

**Interest:** Interest income is projected to remain flat compared to FY26.

**Fund Balance:** Fund balance of \$127,785 will be used to absorb the proposed FY27 budget balance.

### Expenditures

**Personnel Services:** This category includes remains flat compared to FY26. The proposed budget includes two career positions and workyears as well as one seasonal contract position. The career positions manage the day-to-day operations of building mechanical systems, perform necessary repairs, and address occupant concerns. Extensive daily maintenance is required to operate a multi-story building and its grounds, thus requiring the facility staff to focus primarily on technical repairs and maintenance. The seasonal position provides main lobby desk receptionist services and security.

**Other Operating Charges:** This category includes a 29.4% decrease compared to FY26 and covers utilities, preventative maintenance, parts and equipment, repairs, maintenance supplies, and professional services including janitorial and pest control services. This reduction is to compensate for the reduction in rental income.

**Capital Projects:** This category includes a 66.7% decrease compared to FY26 levels and provides funding for any major structural building improvements, machinery, or equipment necessary to maintain the building and grounds. As with Operating Charges, this reduction is to compensate for reduction in rental income.



# Montgomery County Commission-wide Executive Office Building Internal Service Fund

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**Chargebacks:** This category includes a decrease of 11.1% (\$15,682) for salary and benefit allocations of DHRM staff time. These allocations have been adjusted to more accurately reflect the DHRM staff time required to support the facility's operations.

## FY27 WORK PROGRAM PRIORITIES

**Maintain Operations:** Continue to ensure the facility is clean, safe, and functional. This includes preventative measures such as routine cleaning, HVAC system servicing, plumbing checks, and electrical inspections that help prevent costly repairs and maintain a comfortable working environment. Routine maintenance also includes monitoring and updating safety systems, managing waste disposal, and addressing any wear and tear to infrastructure systems such as the elevators, water and sewage, and the HVAC systems to ensure compliance with health and safety regulations.

**Building Infrastructure Repairs and Upgrades:** Make upgrades to building infrastructure to ensure adequate building operations and employee safety. This would include:

- Upgrades and repairs of the electrical systems, many of which are past their expected lifespan.
- Modernize building infrastructure such as installing high-efficiency LED light fixtures, low-flow sinks and toilets, and HVAC systems.
- Make incremental and needed upgrades to the building ductwork and vents to provide improved airflow and heating/cooling.

**Management of Office Space:** The building is approaching full capacity and with an anticipated growth in the workforce, new and effective ways to manage existing space will be needed.

### Program Goals & Objectives

The primary goal of the Executive Office Building Fund is the continued effective operation of building systems to ensure that employees have a safe, healthy, and productive work environment. To reach this goal, the fund covers expenses related to the ongoing maintenance and repairs of the facility and grounds. Due to the age of the building, over the next several years, additional building infrastructure issues will be addressed through incremental upgrades such as those to HVAC and electrical systems.

### FY27 Staffing

No changes in positions or workyears are proposed.

### Executive Office Building

	<u>FY26 Adjusted Adopted</u>	<u>FY27 Proposed</u>	<u>% Change</u>
<b>Staffing</b>			
Funded Career Positions	2.00	2.00	-
Funded Workyears	2.00	2.00	-



# Montgomery County

## Commission-wide Executive Office Building Internal Service Fund

### SUMMARY OF FY27 PROPOSED BUDGET

**COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	-	-	-	-	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	\$ 130,716	\$ 126,396	\$ 126,396	\$ 93,214	-26.3%
Retirement System	\$ 44,807	\$ 14,975	\$ 14,975	\$ 11,044	-26.3%
Chief Information Office	\$ 66,792	\$ 66,792	\$ 66,792	\$ 49,258	-26.3%
Risk Management	\$ 81,738	\$ 81,738	\$ 81,738	\$ 60,280	-26.3%
Group Insurance	\$ 1,231,500	\$ 1,261,331	\$ 1,261,331	\$ 930,204	-26.3%
CAS Departments	\$ -	\$ -	\$ -	\$ -	-
Miscellaneous (Claim Recoveries, etc.)	\$ 1,555,553	\$ 1,551,232	\$ 1,551,232	\$ 1,144,000	-26.3%
Total Operating Revenues	\$ 1,555,553	\$ 1,551,232	\$ 1,551,232	\$ 1,144,000	-26.3%
<b>Operating Expenses:</b>					
Personnel Services	\$ 226,899	\$ 323,432	\$ 323,432	\$ 311,140	-3.8%
Supplies and Materials	\$ 47,435	\$ 68,500	\$ 68,500	\$ 52,500	-23.4%
Other Services and Charges:	\$ 1,328,718	\$ 1,071,700	\$ 1,071,700	\$ 756,950	-29.4%
Debt Service:					
Debt Service Principal	\$ -	\$ -	\$ -	\$ -	-
Debt Service Interest	\$ -	\$ -	\$ -	\$ -	-
Depreciation & Amortization Expense	\$ -	\$ -	\$ -	\$ -	-
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	-
Capital Outlay	\$ 34,091	\$ 90,000	\$ 90,000	\$ 30,000	-66.7%
Other Classifications	\$ -	\$ 140,877	\$ 140,877	\$ 125,195	-11.1%
Chargebacks	\$ 1,637,143	\$ 1,694,509	\$ 1,694,509	\$ 1,275,785	-24.7%
Total Operating Expenses	\$ (81,590)	\$ (143,277)	\$ (143,277)	\$ (131,785)	-8.0%
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	\$ 275,592	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
Interest Expense, Net of Amortization	\$ -	\$ -	\$ -	\$ -	-
Loss on Sale/Disposal Assets	\$ -	\$ -	\$ -	\$ -	-
Total Nonoperating Revenue (Expenses):	\$ 275,592	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
Income (Loss) Before Operating Transfers	\$ 194,002	\$ (139,277)	\$ (139,277)	\$ (127,785)	-8.3%
Operating Transfers In (Out):					
Transfer In	\$ -	\$ -	\$ -	\$ -	-
Transfer (Out)	\$ -	\$ -	\$ -	\$ -	-
Net Operating Transfer	\$ -	\$ -	\$ -	\$ -	-
Change in Net Position	\$ 194,002	\$ (139,277)	\$ (139,277)	\$ (127,785)	-8.3%
Total Net Position - Beginning	\$ 6,631,101	\$ 6,500,839	\$ 6,825,103	\$ 6,685,826	2.8%
Total Net Position - Ending	\$ 6,825,103	\$ 6,361,562	\$ 6,685,826	\$ 6,558,041	3.1%

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; however, the budget for these funds is prepared on a cash requirements basis.*



# Montgomery County Commission-wide Group Insurance Internal Service Fund

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## EXECUTIVE OVERVIEW

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include the employer, employee and retiree share of insurance premiums. The Flexible Spending program is also accounted for in this fund.

The Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The Fund is treated as a Commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Pay-go costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed of seven full-time positions.

## HIGHLIGHTS AND MAJOR CHANGES IN THE FY27 PROPOSED BUDGET

The proposed FY27 expenditure budget is \$93.4 million, which reflects a 6.7% increase over FY26 budget levels.

The FY27 Proposed Budget reflects the Commission-adopted employee health insurance cost share. The administrative expenses are factored into the health insurance rates and paid through the employer and employee contributions for health care premiums. Additionally, funds are allocated for a one term contract position to support the ERP implementation.

The FY27 Proposed Budget contains a designated reserve of \$11.2 million, which is enough to meet the 12.0% of total operating expenses reserve policy.

### Proposed New Initiatives

There are no new initiatives for FY27.

<u>Staffing</u>	FY26 Adjusted <u>Adopted</u>	FY27 Proposed	% Change
Funded Career Positions	7.00	7.00	-
Funded Workyears	7.00	7.00	-



# Montgomery County

## Commission-wide Group Insurance Internal Service Fund

### SUMMARY OF FY27 PROPOSED BUDGET

**COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2027**

	FY 25 Actuals	FY 26 Adjusted Adopted	FY 26 Estimate	FY 27 Proposed	% Change
<b>Operating Revenues:</b>					
<b>Intergovernmental:</b>					
Grant-Medicare Part D Subsidy	\$ -	\$ -	\$ -	\$ -	-
EGWP Subsidy	\$ -	\$ 5,600,000	\$ 5,600,000	\$ 6,554,300	17.0%
<b>Charges for Services:</b>					
Employer Contributions, Other	\$ -	\$ -	\$ -	\$ -	-
Employee/Retiree Contributions	\$ 11,494,352	\$ 16,581,700	\$ 16,581,700	\$ 17,950,700	8.3%
Employer Contributions/Premiums	\$ 37,181,580	\$ 64,858,980	\$ 64,858,980	\$ 68,479,600	5.6%
Miscellaneous (Claim Recoveries, etc.)	\$ 443,700	\$ -	\$ -	\$ -	-
<b>Total Operating Revenues</b>	<b>\$ 49,119,632</b>	<b>\$ 87,040,680</b>	<b>\$ 87,040,680</b>	<b>\$ 92,984,600</b>	<b>6.8%</b>
<b>Operating Expenses:</b>					
Personnel Services	\$ 685,863	\$ 1,258,538	\$ 1,258,538	\$ 1,333,364	5.9%
Supplies and Materials	\$ 6,128	\$ 40,200	\$ 40,200	\$ 19,700	-51.0%
<b>Other Services and Charges:</b>					
Professional Services	\$ 1,130,080	\$ 1,184,999	\$ 1,184,999	\$ 1,206,655	1.8%
Insurance Claims and Fees	\$ 40,914,394	\$ 73,699,300	\$ 73,699,300	\$ 76,138,800	3.3%
Insurance Premiums	\$ 9,399,118	\$ 10,810,000	\$ 10,810,000	\$ 14,000,600	29.5%
Change in IBNR	\$ -	\$ -	\$ -	\$ -	-
Other Classifications	\$ -	\$ -	\$ -	\$ -	-
Chargebacks	\$ -	\$ 522,643	\$ 522,643	\$ 561,363	7.4%
<b>Total Operating Expenses</b>	<b>\$ 52,135,583</b>	<b>\$ 87,515,680</b>	<b>\$ 87,515,680</b>	<b>\$ 93,260,482</b>	<b>6.6%</b>
<b>Operating Income (Loss)</b>	<b>\$ (3,015,951)</b>	<b>\$ (475,000)</b>	<b>\$ (475,000)</b>	<b>\$ (275,882)</b>	<b>-41.9%</b>
<b>Non-operating Revenue (Expenses):</b>					
Interest Income	\$ 852,792	\$ 475,000	\$ 475,000	\$ 475,000	0.0%
<b>Total Non-operating Revenue (Expenses)</b>	<b>\$ 852,792</b>	<b>\$ 475,000</b>	<b>\$ 475,000</b>	<b>\$ 475,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>\$ (2,163,159)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 199,118</b>	<b>-</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	\$ -	\$ -	\$ -	\$ -	-
Transfer (Out)	\$ -	\$ -	\$ -	\$ -	-
Net Operating Transfer	\$ -	\$ -	\$ -	\$ -	-
Change in Net Position	\$ (2,163,159)	\$ -	\$ -	\$ 199,118	-
<b>Total Net Position, Beginning</b>	<b>\$ 14,147,107</b>	<b>\$ 14,131,046</b>	<b>\$ 11,983,948</b>	<b>\$ 11,983,948</b>	<b>-15.2%</b>
<b>Total Net Position, Ending</b>	<b>\$ 11,983,948</b>	<b>\$ 14,131,046</b>	<b>\$ 11,983,948</b>	<b>\$ 12,183,066</b>	<b>-13.8%</b>
Designated Position	\$ 5,213,558	\$ 10,501,882	\$ 10,501,882	\$ 11,191,258	6.6%
Unrestricted Position	\$ 6,770,390	\$ 3,629,164	\$ 1,482,066	\$ 991,808	-72.7%
<b>Total Net Position, June 30</b>	<b>\$ 11,983,948</b>	<b>\$ 14,131,046</b>	<b>\$ 11,983,948</b>	<b>\$ 12,183,066</b>	<b>-13.8%</b>

Policy requires a reserve equal to 12% of Total Operating Expense



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# Montgomery County Appendices - Glossary

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**Accrual Basis of Accounting** – Method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

**Administration Fund/Tax** – Funds approved to finance planning and administrative support activities.

**Adopted Budget** – The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without detailed description.

**Advance Land Acquisition Revolving Fund (ALARF)** – Source of disbursements for highways, streets, school sites, and other public purposes. Originally financed by a Bond Issuance and is serviced through a dedicated property tax. Maintained by reimbursements from agencies for which the Commission bought the land.

**Appropriation** – Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

**Assessable Base** – Total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue (see *Tax Rate*). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

**Authorized Positions** – Number of approved positions in the Adopted Budget.

**Balanced Budget** – When revenues and other financing sources equal the expenditures, other uses, and required funds in a budget.

**Bonds** – Debt issued for a period of more than one year by governments, municipalities, and companies. Investors purchase the bonds and the

seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

**Budget** – A detailed schedule of estimated revenues and expenditures for a specified period (see *Operating Budget*).

**Career Employee** – An employment status for full and part time employees. Career employees occupy positions and their work effort is measured in workyears (see *Workyears*).

**Capital Improvement Program (CIP)** – A six-year program describing major real property purchases, renovation and construction projects. The first year of the CIP is designated the Capital Budget. Years two through six reflect the capital program and are subject to future modification. The Commission submits its CIP annually to Prince George's County by January 15 and every odd numbered year to Montgomery County by November 1.

**Capital Outlay** – Funds in the operating budget for capital purchases other than land and improvements to the land, such as furniture, vehicles, and equipment. To qualify as capital outlay, an item must be a fixed asset and have a unit cost of \$10,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

**Central Administrative Services (CAS)** – The Commission's centralized core administrative departments (Human Resources and Management, Finance, Legal) and units (Inspector General, Chief Information Officer, Merit System Board) that are funded jointly by Prince George's and Montgomery Counties.

**Chargebacks** – Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may be from one fund to another. The expense appears under Other Classifications in the Commission structure.

**Chief Information Officer (CIO)/Commission-Wide IT (CWIT) Initiatives** – The Commission's unit responsible for enterprise-wide information technology systems, security, and strategic planning.

**Collective Bargaining Agreement** – A legally binding contract between the Commission as an



# Montgomery County Appendices - Glossary

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employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

**Cost of Living Adjustment (COLA)** – An upward increment in an employee's rate of pay to make up for the annual change in the Cost-of-Living rate.

**Debt Service** – Amount of funds needed to repay principal and interest on outstanding bonded indebtedness.

**Depreciation** – Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

**Enterprise Funds** – Funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees.

**Fiscal Year (FY)** – The time period designed by the Commission signifying the beginning and ending period for recording financial transactions. The Commission's fiscal year begins on July 1 and ends on June 30.

**Fund** – A set of accounts reserved for types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear legal compliance with accounting standards and practices.

**Fund Balance** – Amounts left unexpended or unencumbered in a fund at the end of a fiscal year.

**General Fund** – Fund used to account for all assets and liabilities of an entity except those particularly assigned for other purposes in another more specialized fund. The Commission's General Fund is made up of five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's County Administration Fund, Prince George's County Park Fund, and Prince George's County Recreation Fund.

**Generally Accepted Accounting Principles (GAAP)** – The minimum standards governing financial reporting in both the public and private sector.

**Governmental Accounting Standards Board (GASB)** – The independent organization that establishes and improves standards of financial

accounting and reporting for state and local governments.

**Governmental Funds** – All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.

**Internal Service Funds** – Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, information systems, and risk management.

**Land Use Article of the Annotated Code of Maryland** – Establishes the purpose, powers, and duties of the Commission.

**Merit Increase** – An upward increment in an employee's rate of pay within the salary range for a given class of work recognizing the completion of a period of satisfactory service.

**Modified Accrual Method** – Method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt service, claims and judgments are recorded only when payment has matured and is due.

**Net Position** – The residual of assets, deferred outflows of resources, liabilities, and deferred inflows of resources. This amount is broken out into three components: net investment in capital assets, restricted and unrestricted.

**Operating Budget** – A comprehensive financial plan by which the Commission's operating programs are funded for a single fiscal year.

**Operating Budget Impact (OBI)** – The increase (or possible decrease) in cost in the operating budget attributable to the addition of a new facility or program, or the renovation or expansion of an existing facility.

**Other Services and Charges** – Category of expenditure reflecting services, fees, repairs or



# Montgomery County Appendices - Glossary

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**maintenance** on equipment, rents and leases, and insurance.

**Park Fund/Tax** – Funds approved to finance park operating expenses and debt service.

**Pay-As-You-Go (PAYGO)** – Concept of utilizing available current revenues or fund balance to pay for capital projects in lieu of the use of bond proceeds, thus eliminating the need to pay interest charges on those bonds.

**Personal Property Tax** – A charge on movable property not attached to the land and improvements classified for purposes of assessment. This tax is imposed on businesses within the Commission's boundaries.

**Personnel Services** – Category of expenditure reflecting salaries, wages and benefits.

**Position** – An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period.

**Program Budget** – Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line-item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

**Program Open Space (POS)** – A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

**Property Management Fund** – An entity created to account for income and expenditures associated with the rental of park properties.

**Proprietary Funds** – A fund having profit and loss aspects. These funds use the accrual rather than modified accrual method of accounting. The two types of proprietary funds are the enterprise fund and internal service fund.

**Real Property Tax** – A charge on real estate, including land and improvements (buildings, fences, etc.) classified for purposes of assessment.

**Recreation Fund/Tax** – Those funds approved to finance recreation programs (Prince George's County only).

**Reserve** – A portion of funds in a budget that is legally restricted for a certain purpose.

**Salary Lapse** – Amount deducted from Personnel Services to account for assumed savings resulting from vacancies.

**Seasonal/Intermittent** – An employment status for temporary, intermittent, seasonal, or as-needed employees. Employees do not occupy positions but their work is measured in workyears (see *Workyear*).

**Service Charge/User Fee** – A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "user fee."

**Special Revenue Funds** – Funds used to account for, and report on, the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

**Spending Affordability** – A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George's County, a three-member Spending Affordability Committee (SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

**Structural Deficit** – When current revenue from taxes, fees, investments, grants, and other sources is less than current expenditures. If available, fund balance is employed to cover the difference.

**Support Services** – Budget accounting for expenses that are shared by more than one division within a department or by more than one department. These expenses cannot be appropriately or feasibly allocated to the budgets of departments or their sub-units.

**Tax Rate** – The rate, expressed in cents per \$100.00 of assessed valuation (see *Assessable*



## Montgomery County Appendices - Glossary

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*Base*), applied to real and commercial personal property to determine taxes levied to fund Commission operations.

**Term Contract** - An employment status of at least 30 hours per week for a period of less than two years. Term contract employees occupy positions and their work effort is measured in workyears.

**User Fee** - A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term *service charge*.

**Workyear** - A standardized unit for measurement of government personnel efforts and costs usually equivalent to 2,080 work hours per year.



# Montgomery County Appendices - Acronyms

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## ACRONYMS

Asian American and Pacific Islander	AAPI
Audit Committee	AC
Annual Comprehensive Financial Report	ACFR
Automated Clearing House	ACH
Americans with Disabilities Act	ADA
Athletic Fields Renovation Team	AFRT
American Institute of Architects	AIA
Advance Land Acquisition	ALA
American National Standards Institute	ANSI
All-Terrain Vehicle	ATV
Climate Action Plan	CAP
Commission for Accreditation of Park and Recreation Agencies	CAPRA
Central Administrative Services	CAS
Central Business District	CBD
Corridor Cities Transitway	CCT
Centers for Disease Control and Prevention	CDC
Community Equity Index	CEI
Chief Information Officer	CIO
Capital Improvement Program	CIP
Certified Local Government	CLG
Cost of Living Adjustment	COLA
Continuity of Operations	COOP
Consumer Price Index	CPI
Consumer Price Index - Urban	CPI-U
Countywide Planning and Policy	CPP
Census Question Resolution	CQR
Customer Relationship Management	CRM
Commercial Residential Neighborhood	CRN
Community Use of Public Facilities	CUPF
Commission-wide Information Technology	CWIT
Development Applications Information Center	DAIC
Diversity, Equity and Inclusion	DEI
Department of Environmental Protection	DEP
Department of Housing and Community Affairs	DHCA
Department of Human Resources and Management	DHRM
Development Review Committee	DRC
Development Review Committee Special Revenue Fund	DR-SRF
Enterprise Asset Management	EAM
Enterprise Financial Management	EFM



# Montgomery County

## Appendices - Acronyms

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Enterprise Information Technology	EIT
Executive Office Building	EOB
Executive Office Building IT	EOB-IT
Enterprise Resource Planning	ERP
Employees' Retirement System (Pension)	ERS
Engineered Terminal Air Conditioner	ETAC
Facility Condition Analyst	FCA
Facilities Management Division	FM
Fraternal Order of Police	FOP
Forest Stand Delineations	FSD
Generally Accepted Accounting Principles	GAAP
Governmental Accounting Standards Board	GASB
Government Finance Officers Association	GFOA
Growth and Infrastructure Policy	GIP
Geographic Information System	GIS
Global Positioning System	GPS
Highway Capacity Manual	HCM
Horticulture Forestry and Environmental Education Division	HFEE
Human Resources	HR
Human Resources Information Systems	HRIS
Heating, Ventilation, and Air Conditioning	HVAC
Integrated Pest Management	IPM
Intake and Regulatory Coordination	IRC
Indexing, Referencing and Review	IRR
Internal Revenue Service	IRS
Information Systems	IS
Internal Service Fund	ISF
Information Technology	IT
Information Technology and Innovation	ITI
Key Performance Indicators	KPIs
Local Area Transportation Review	LATR
Leadership in Environmental Education Design	LEED
Lesbian, Gay, Bisexual, Transgender, Queer or Questioning	LGBTQ+
Local Map Amendment	LMA
Learning Management System	LMS
Long-Term Disability	LTD
Minority, Female, and Disabled-Owned Business Enterprise	MBE
Montgomery County Department of Economic Development	MCEDC
Municipal and County Government Employees Organization/UFCWU Local 1994	MCGEO
Montgomery County Public Schools	MCPS
Maryland Department of Transportation	MDOT



# Montgomery County Appendices - Acronyms

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Montgomery County Self Insurance Program	MCSIP
Maryland General Assembly	MGA
Major Maintenance	MM
Maryland-National Capital Park and Planning Commission	M-NCPPC
Memorandum of Understanding	MOU
Moderately Priced Dwelling Unit	MPDU
Maryland Public Information Act	MPIA
Maryland Recreation and Parks Association	MRPA
Metropolitan Service Area	MSA
Metropolitan Washington Council of Governments	MWCOG
National Environmental Policy Act	NEPA
Nature on Wheels	NOW
National Pollutant Discharge Elimination System	NPDES
Natural Resources Inventory	NRI
Microsoft Office 365	O365
Operating and Maintenance Costs	O&M
Operating Budget Impacts	OBI
Office of the Chief Information Officer	OCIO
Office of the General Counsel	OGC
Office of the Inspector General	OIG
Maryland Open Meetings Act	OMA
Other Post-Employment Benefits	OPEB
Park Activity Buildings	PAB
Public Affairs and Community Partnership Division	PACP
Park Development Division	PDD
Paid Family and Medical Leave	PFML
Parks Information and Customer Service	PICS
Park Impact Payments	PIP
Program Management Office	PMO
Park Planning and Stewardship Division	PPSD
Park, Recreation, and Open Space	PROS
Part Time	PT
Research and Strategic Projects Division	R&SP
Recruit Entry and Lateral Mentorship Program	R.E.A.L.M.
Request for Proposal	RFP
Routine and Preventative Maintenance	RPM
Spending Affordability Guidelines	SAG
Storage Area Network	SAN
State Department of Assessments and Taxation	SDAT
Sustainable Education Every Day	SEED
Small-Local-Owned Business Enterprise	SLBE



## **Montgomery County Appendices - Acronyms**

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Special Revenue Fund	SRF
Stream Valley Unit	SVU
Transferable Development Rights	TDR
Web Content Accessibility Guidelines	WCAG
Water Quality Protection Fund	WQPF



# Montgomery County Appendices – Historical Data

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratio of Net General Obligation Bonded Debt  
To Assessed Value and Net General Obligation Bonded Debt Per Capita  
Last Ten Fiscal Years

### MONTGOMERY COUNTY

Year	Population	Park Acquisition and Development Bonds					Advance Land Acquisition Bonds					Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to <u>Assessed Value</u>	Net Bonded Debt Per Capita	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to <u>Assessed Value</u>	Net Bonded Debt Per Capita	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to <u>Assessed Value</u>	
2015	1,033,370	\$ 142,418,524	41,464	0.03	\$ 40.13	\$ 163,656,758	\$ 1,200	0.001	\$ 1.16			
2016	1,039,327	151,113,059	51,857	0.03	49.89	174,057,795	1,075	0.001	1.03			
2017	1,047,239	157,476,558	56,953	0.04	54.38	181,546,725	1,020	0.001	0.97			
2018	1,048,794	163,053,038	52,924	0.03	50.46	188,182,436	885	0.000	0.84			
2019	1,051,129	167,427,077	64,917	0.04	61.76	193,106,472	750	0.000	0.71			
2020	1,062,061	171,202,657	69,749	0.04	65.67	197,588,106	620	0.000	0.58			
2021	1,069,095	175,812,274	65,965	0.04	61.70	203,030,055	490	0.000	0.46			
2022	1,076,176	178,388,570	60,728	0.03	56.43	206,800,000	365	0.000	0.34			
2023	1,068,846	185,401,357	69,719	0.04	65.23	214,054,758	240	0.000	0.22			
2024	1,061,096	192,685,651	72,448	0.04	68.28	222,629,770	120	0.000	0.11			
2025	1,067,097	201,925,887	66,808	0.03	62.61	233,472,565	-	0.000	0.00			

### PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds					Advance Land Acquisition Bonds					Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to <u>Assessed Value</u>	Net Bonded Debt Per Capita	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to <u>Assessed Value</u>	Net Bonded Debt Per Capita	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to <u>Assessed Value</u>	
2015	909,535	\$ 71,578,363	\$ 58,860	0.08	\$ 64.71	\$ 76,747,781	\$ -	-	-	-	-	n.a.
2016	908,049	74,240,911	73,329	0.10	80.75	79,385,919	-	-	-	-	-	n.a.
2017	912,756	78,488,744	64,534	0.08	70.70	83,863,174	-	-	-	-	-	n.a.
2018	909,308	84,361,738	92,162	0.11	101.35	90,065,188	-	-	-	-	-	n.a.
2019	909,327	89,052,828	110,946	0.12	122.01	95,038,631	-	-	-	-	-	n.a.
2020	909,612	100,289,916	110,946	0.11	121.97	100,289,916	-	-	-	-	-	n.a.
2021	910,551	99,283,346	103,467	0.10	113.63	105,862,549	-	-	-	-	-	n.a.
2022	946,971	110,821,221	125,092	0.11	132.10	110,821,221	-	-	-	-	-	n.a.
2023	947,430	116,239,006	129,297	0.11	136.47	116,239,005	-	-	-	-	-	n.a.
2024	967,201	122,936,839	119,870	0.10	123.93	122,936,839	-	-	-	-	-	n.a.
2025	n.a.	131,049,937	151,033	0.12	n.a.	131,049,936	-	-	-	-	-	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated.

(1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums.

(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments.

Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch.

## Montgomery County Appendices – Historical Data

### THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

#### Ratios of Outstanding Debt by Type Last Ten Fiscal Years

##### MONTGOMERY COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Ratios			Advance Land Acquisition General Obligation Bonds(1)			Ratios		
	General Obligation Bonds	Revenue Bonds and Notes	Total Primary Government(1)	Percentage Of Personal Income	Outstanding Debt Per Capita			Total Debt (1)	Percentage Of Personal Income	Outstanding Debt Per Capita			
2016	51,857	-	51,857	0.06	49.52		1,075	52,932	0.06	50.54			
2017	56,953	-	56,953	0.06	54.30		1,020	57,973	0.06	55.28			
2018	52,924	-	52,924	0.06	50.35		885	53,809	0.06	51.19			
2019	64,917	-	64,917	0.07	61.12		750	65,667	0.07	61.83			
2020	69,749	-	69,749	0.07	65.24		620	70,369	0.07	65.82			
2021	65,965	-	65,965	0.07	61.70		490	66,455	0.07	62.16			
2022	60,728	-	60,728	0.06	56.43		365	61,093	0.06	56.77			
2023	69,719	-	69,719	0.07	65.23		240	69,959	0.07	65.45			
2024	72,448	-	72,448	0.07	68.28		120	72,568	0.07	68.39			
2025	66,808	-	66,808	0.06	62.61		-	66,808	0.06	62.61			
					-								

##### PRINCE GEORGE'S COUNTY

Year	Business-Type Activities (1)		Ratios			Advance Land Acquisition General Obligation Bonds(1)			Ratios		
	Governmental Activities (1)	Revenue Bonds and Notes	Total Primary Government(1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)			Total Debt (1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)	
2016	73,329	-	73,329	0.17	80.75	-	73,329	0.17	80.75		
2017	64,534	-	64,534	0.15	71.70	-	64,534	0.15	71.70		
2018	92,162	-	92,162	0.21	101.35	-	92,162	0.21	101.35		
2019	119,227	-	119,227	0.26	131.12	-	119,227	0.26	131.12		
2020	110,946	-	110,946	0.23	121.97	-	110,946	0.23	121.97		
2021	103,467	-	103,467	0.20	113.63	-	103,467	0.20	113.63		
2022	125,092	-	125,092	0.25	132.10	-	125,092	0.25	132.10		
2023	129,297	-	129,297	0.24	136.47	-	129,297	0.24	136.47		
2024	119,870	-	119,870	na	na	-	119,870	na	na		
2025	133,220	-	133,220	na	na	-	133,220	na	na		

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Table 18 for personal income and population data. Data are not available for Prince George's County for FY 2024 -2025.

Source: The Maryland-National Capital Park and Planning Commission, Montgomery and Prince George's County Governments.

# Montgomery County

## Appendices – Historical Data

### THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

#### Principal Employers

Current Fiscal Year and Nine Years Ago

#### MONTGOMERY COUNTY

<u>Employer</u>	2025			2016		
	Employees (1)	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	25,000 - 30,000	1	5.98 %	25,000 - 30,000	1	5.92 %
Montgomery County Public Schools	25,000 - 30,000	2	5.98	25,000 - 30,000	2	5.92
Montgomery County Government	10,000-15,000	3	2.72	10,000 - 15,000	3	2.69
U.S. Department of Commerce	5,000-10,000	4	1.63	5,000 - 10,000	4	1.61
U.S. Department of Defense	5,000-10,000	5	1.63	10,000 - 15,000	5	1.61
Adventist Healthcare	5,000-10,000	6	1.63	2,500 - 5,000	6	0.81
AstraZeneca Pharmaceuticals LP	2,500-5,000	7	1.63	*	-	-
Holy Cross Hospital of Silver Spring	2,500-5,000	8	0.81	2,500 - 5,000	8	0.81
Montgomery College	2,500-5,000	9	0.81	2,500 - 5,000	9	0.81
Giant of Maryland, LLC	2,500-5,000	10	0.81	*	-	-
Marriott International Admin Svrs, Inc.	*	-	-	2,500 - 5,000	7	0.81
Lockheed Martin Corporation	*	-	-	2,500 - 5,000	10	0.81
Total			23.63% %			21.80% %

#### PRINCE GEORGE'S COUNTY

<u>Employer</u>	2024 <sup>(1)</sup>			2015		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
University System of Maryland (2)	15,257	1	3.03 %	18,726	1	3.99 %
NASA/Goddard Space Flight Center *	14,683	2	2.92	3,397	5	0.72
Joint Base Andrews Naval Air Facility Washington*	13,125	3	2.61	17,500	2	3.73
Prince George's County Government	7,691	4	1.53	-	-	-
U.S. Internal Revenue Service *	5,500	5	1.09	5,539	3	1.18
United States Census Bureau *	4,559	6	0.91	4,414	4	0.94
US Department of Agriculture*	3,322	7	0.66	1,061	10	0.23
Atmospheric Administration (NOAA)*	3,227	8	0.64	1,350	8	0.29
National Maritime Intelligence-Integration Office*	3,000	9	0.60	1,724	7	0.37
Washington Suburban Sanitation Commission (WSSC)	1,700	10	0.34	-	-	-
Prince George's Community College**				2,785	6	0.59
Adephri Laboratory Center**				1,200	9	0.26
Total	72,064		14.33 %	31,588		6.74 %

#### Note:

- (1) 2025 Information is not yet available.
- (2) Includes UMPG, UMUC and Bowie State University
- (\*) Employee counts for federal and military facilities exclude contractors.
- (\*\*) Employee counts for federal and military facilities exclude contractors to the extent possible, embeddd contractors may be included

Source: Montgomery County and Maryland Department of Commerce, revised 2025



# Montgomery County

## Appendices – Historical Data

### THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

#### Demographic Statistics Last Ten Fiscal Years

#### MONTGOMERY COUNTY

Year	Population (1)	Total Personal Income 000's omitted (2,3)	Per Capita Income (4)	Labor Force (5)	Unemployment Rate (6)	Registered Pupils (7)
2016	1,045,476	86,856,827	83,079	544,650	3.3	156,447
2017	1,054,403	89,327,351	84,718	561,370	3.2	159,010
2018	1,056,926	90,438,012	85,567	565,885	3.1	161,545
2019	1,060,230	91,221,261	86,039	577,497	2.8	162,680
2020	1,061,243	92,866,711	85,373	557,256	6.0	165,267
2021	1,054,827	97,825,022	91,042	543,085	5.0	160,564
2022	1,061,814	97,170,000	93,395	542,900	2.7	158,232
2023	1,068,846	101,660,000	96,177	548,381	1.9	160,554
2024	1,061,096	104,270,000	98,266	552,627	2.5	160,223
2025	1,067,097	115,110,000	107,872	574,680	3.3	159,671

#### PRINCE GEORGE'S COUNTY

Year	Population (8)	Total Personal Income 000's omitted (2)	Per Capita Income (2) (4)	Labor Force (9)	Unemployment Rate (6)	Registered Pupils (10)
2015	909,535	40,806,805	44,866	495,449	4.7	127,576
2016	908,049	41,922,938	46,168	498,002	4.4	128,936
2017	912,756	43,232,981	47,365	513,393	4.7	130,814
2018	909,308	44,938,165	49,420	504,423	4.1	132,322
2019	909,327	46,034,388	50,625	515,140	4.0	132,667
2020	909,612	49,296,368	54,195	493,988	7.9	135,962
2021	910,551	52,461,141	57,615	502,401	6.1	131,657
2022	946,971	49,958,493	52,756	497,930	2.9	128,777
2023	947,430	54,094,675	57,096	500,481	2.6	131,143
2024	967,201	n. a.	n. a.	510,149	n.a	131,325
2025	n.a	n. a.	n. a.	n.a	n.a	n.a

Notes: n.a. represents information that was unavailable at the time the tables were updated.

- (1) Source: Data for 2016-2025 estimated by the Montgomery County, Department of Finance.
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2025 is not currently available for Prince George's County).
- (3) Source: Data for 2016-2025 estimated by the Montgomery County, Department of Finance.
- (4) Source: Per Capita Income is derived by dividing personal income by population.
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor.
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Data for 2016-2025 estimated by the Montgomery County, Department of Finance.
- (8) Source: Data for 2016-2024 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Updated July 1 2025.
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated June 2025.
- (10) Source: [www.mdreportcard.org](http://www.mdreportcard.org), updated July 2025.



# Montgomery County

## Appendices – Historical Data

### MONTGOMERY COUNTY TAX RATES BY FUND: FY13 THRU FY27

YEAR	ADMINISTRATION	PARK	PARK MAINTENANCE	ADVANCE LAND ACQUISITION	COMMISSION TOTAL
<u>FY13</u>					
	Real	0.0180	0.0460	0.0080	0.0010
	Personal	0.0450	0.1150	0.0200	0.0030
<u>FY14</u>					
	Real	0.0180	0.0450	0.0080	0.0010
	Personal	0.0450	0.1125	0.0200	0.0025
<u>FY15</u>					
	Real	0.0170	0.0480	0.0080	0.0010
	Personal	0.0425	0.1200	0.0200	0.0025
<u>FY16</u>					
	Real	0.0180	0.0472	0.0080	0.0010
	Personal	0.0450	0.1180	0.0200	0.0025
<u>FY17</u>					
	Real	0.0170	0.0468	0.0080	0.0010
	Personal	0.0425	0.1170	0.0200	0.0025
<u>FY18</u>					
	Real	0.0172	0.0474	0.0080	0.0010
	Personal	0.0430	0.1185	0.0200	0.0025
<u>FY19</u>					
	Real	0.0156	0.0450	0.0080	0.0010
	Personal	0.0390	0.1125	0.0200	0.0025
<u>FY20</u>					
	Real	0.0170	0.0480	0.0080	0.0010
	Personal	0.0425	0.1200	0.0200	0.0025
<u>FY21</u>					
	Real	0.0176	0.0520	0.0080	0.0010
	Personal	0.0440	0.1300	0.0200	0.0025
<u>FY22</u>					
	Real	0.0174	0.0476	0.0080	0.0010
	Personal	0.0435	0.1190	0.0200	0.0025
<u>FY23</u>					
	Real	0.0190	0.0532	0.0080	0.0010
	Personal	0.0475	0.1330	0.0200	0.0025
<u>FY24</u>					
	Real	0.0206	0.0570	0.0080	0.0010
	Personal	0.0515	0.1425	0.0200	0.0025
<u>FY25</u>					
	Real	0.0198	0.0522	0.0080	0.0010
	Personal	0.0495	0.1305	0.0200	0.0025
<u>FY26 ADOPTED</u>					
	Real	0.0190	0.0534	0.0080	0.0010
	Personal	0.0475	0.1335	0.0200	0.0025
<u>FY27 PROPOSED</u>					
	Real	0.0213	0.0570	0.0080	0.0010
	Personal	0.0532	0.1425	0.0200	0.0025

NOTE: Rates are per \$100 of assessed valuation



## Montgomery County Appendices – Historical Data

### MONTGOMERY COUNTY REVENUES BY FUND: FY13 THRU FY27

YEAR	ADMINISTRATION	PARK*	ADVANCE LAND ACQUISITION	ENTERPRISE	SPECIAL REVENUE	TOTAL
FY13	\$26,945,597	\$82,984,943	\$1,680,687	\$9,840,577	\$6,728,370	\$128,180,174
FY14	\$27,056,857	\$83,226,578	\$1,704,476	\$10,096,922	\$3,501,277	\$125,586,110
FY15	\$26,223,319	\$89,840,349	\$1,738,887	\$9,867,991	\$4,799,972	\$132,470,518
FY16	\$28,807,434	\$94,034,599	\$2,911,625	\$10,470,211	\$4,531,216	\$140,755,085
FY17	\$28,230,072	\$95,220,227	\$1,859,162	\$10,779,619	\$5,054,657	\$141,143,737
FY18	\$29,608,451	\$100,123,666	\$1,929,019	\$11,724,952	\$6,655,296	\$150,041,384
FY19	\$27,710,840	\$99,310,655	\$1,976,076	\$14,667,285	\$6,274,868	\$149,939,724
FY20	\$31,087,046	\$104,926,302	\$2,013,927	\$9,281,155	\$4,723,100	\$152,031,530
FY21	\$32,461,489	\$115,919,248	\$2,085,302	\$6,892,400	\$4,918,656	\$162,277,095
FY22	\$32,444,688	\$110,515,738	\$2,109,635	\$12,659,192	\$6,991,819	\$164,721,072
FY23	\$37,206,518	\$126,377,844	\$2,194,795	\$13,056,222	\$6,556,423	\$185,391,802
FY24	\$41,994,995	\$139,220,774	\$2,257,191	\$14,476,551	\$6,512,628	\$204,462,139
FY25	\$41,959,358	\$135,066,148	\$2,398,786	\$12,918,910	\$7,539,313	\$199,882,515
FY26 ADOPTED	\$42,960,940	\$146,425,696	\$2,534,958	\$14,246,584	\$8,525,834	\$214,694,012
FY27 PROPOSED	\$51,737,432	\$159,843,664	\$2,625,876	\$14,215,320	\$10,589,162	\$239,011,454

\*Includes Property Management Fund



# Montgomery County

## Appendices – Historical Data

### MONTGOMERY COUNTY EXPENDITURES BY FUND: FY13 THRU FY27

YEAR	ADMINISTRATION	PARK*	ADVANCE LAND ACQUISITION	ENTERPRISE	SPECIAL REVENUE	TOTAL
FY13	\$24,787,963	\$81,579,090	\$1,677,529	\$9,251,742	\$4,897,488	\$122,193,812
FY14	\$25,750,754	\$85,190,538	\$1,700,704	\$9,508,592	\$4,529,732	\$126,680,320
FY15	\$27,972,803	\$90,478,486	\$1,748,460	\$9,402,804	\$4,613,867	\$134,216,420
FY16	\$28,639,076	\$92,605,695	\$2,912,617	\$9,754,146	\$4,460,089	\$138,371,623
FY17	\$27,825,322	\$95,568,452	\$1,861,720	\$9,898,025	\$5,352,881	\$140,506,400
FY18	\$29,729,197	\$100,454,633	\$1,929,466	\$10,543,655	\$5,379,406	\$148,036,357
FY19	\$30,343,807	\$103,428,722	\$1,973,388	\$12,704,304	\$5,234,046	\$153,684,267
FY20	\$32,313,578	\$104,935,668	\$2,014,990	\$9,409,636	\$6,334,676	\$155,008,548
FY21	\$30,613,872	\$107,777,819	\$2,079,346	\$7,911,658	\$5,933,657	\$154,316,352
FY22	\$32,921,125	\$116,920,654	\$2,111,759	\$9,402,120	\$6,106,316	\$167,461,974
FY23	\$36,476,536	\$124,281,807	\$2,200,040	\$10,266,539	\$6,867,364	\$180,092,286
FY24	\$38,817,117	\$134,863,585	\$2,256,836	\$11,352,886	\$7,128,805	\$194,419,229
FY25	\$45,705,150	\$146,245,484	\$2,398,786	\$11,283,610	\$9,024,081	\$214,657,111
FY26 ADOPTED**	\$48,682,142	\$154,798,791	\$2,534,958	\$13,848,355	\$9,455,222	\$229,319,468
FY27 PROPOSED**	\$54,372,408	\$164,059,019	\$2,625,876	\$13,109,771	\$10,158,182	\$244,325,256

\*Includes Property Management Fund

\*\*Includes Reserves for Administration & Park Funds



## Montgomery County Appendices – Historical Data

### MONTGOMERY COUNTY WORKYEARS BY FUND: FY13 THRU FY27

YEAR	ADMINISTRATION	PARK*	ENTERPRISE	SPECIAL REVENUE	TOTAL
FY13	175.30	630.60	111.40	28.55	945.85
FY14	174.53	641.10	116.00	27.17	958.80
FY15	179.60	665.00	110.30	24.85	979.75
FY16	181.74	691.00	110.00	24.85	1,007.59
FY17	182.74	714.60	119.30	29.55	1,046.19
FY18	183.79	732.30	126.70	32.05	1,074.84
FY19	185.75	739.60	133.20	34.15	1,092.70
FY20	185.76	759.80	120.70	34.65	1,100.91
FY21	187.39	764.50	121.80	38.25	1,111.94
FY22	191.85	772.60	121.30	38.25	1,124.00
FY23	191.98	789.00	117.10	37.80	1,135.88
FY24	193.14	778.10	121.70	43.40	1,136.34
FY25	198.77	789.20	115.80	41.60	1,145.37
FY26 ADOPTED	201.59	796.90	115.40	42.30	1,156.19
FY27 PROPOSED	210.83	818.90	119.40	42.20	1,191.33

\*Includes Property Management Fund



# Montgomery County Appendices – Pay Schedules

**The Maryland-National Capital Park and Planning Commission  
General Service Pay Schedule  
Effective February 1, 2026  
1.20% COLA**

<b>New Grade</b>	<b>Lawson Grade</b>	<b>ePersonality Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
10	HC	C	\$34,818 \$16.7394	\$49,797 \$23.9409	\$64,777 \$31.1428
12	HD	D	\$39,117 \$18.8063	\$54,196 \$26.0558	\$69,276 \$33.3058
14	HE	E	\$43,278 \$20.8067	\$59,964 \$28.8288	\$76,649 \$36.8505
16	HF	F	\$48,563 \$23.3476	\$67,285 \$32.3486	\$86,008 \$41.3500
18	HG/EG	G	\$54,998 \$26.4413	\$76,200 \$36.6346	\$97,403 \$46.8284
20			\$57,747 \$27.7630	\$80,011 \$38.4668	\$102,275 \$49.1707
22	HH/EH	H	\$62,349 \$29.9755	\$86,386 \$41.5317	\$110,425 \$53.0889
24			\$65,465 \$31.4736	\$90,704 \$43.6077	\$115,941 \$55.7409
26	EI	I	\$70,611 \$33.9476	\$97,955 \$47.0938	\$125,300 \$60.2404
28			\$75,336 \$36.2192	\$105,609 \$50.7736	\$135,882 \$65.3279
30	EJ	J	\$82,183 \$39.5111	\$115,214 \$55.3913	\$148,244 \$71.2712
32			\$91,288 \$43.8885	\$126,436 \$60.7865	\$161,584 \$77.6846
34	EK	K	\$98,420 \$47.3173	\$136,362 \$65.5587	\$174,305 \$83.8005
36			\$108,899 \$52.3553	\$150,882 \$72.5394	\$192,867 \$92.7245
38	EL	L	\$119,377 \$57.3928	\$165,402 \$79.5202	\$211,426 \$101.6471
40			\$131,314 \$63.1317	\$176,655 \$84.9303	\$221,996 \$106.7288

**Approved by the Commission  
September 24, 2025**



# Montgomery County Appendices – Pay Schedules

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Service/Labor Bargaining Unit Pay Schedule Effective July 7, 2024

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$30,351	\$42,054	\$53,756	\$55,503
	\$14.5918	\$20.2183	\$25.8442	\$26.6841
HL2	\$33,896	\$48,480	\$63,064	\$65,113
	\$16.2962	\$23.3077	\$30.3192	\$31.3043
HL3/HL4	\$38,083	\$52,764	\$67,448	\$69,640
	\$18.3091	\$25.3673	\$32.4269	\$33.4808
HL5/HL6	\$42,135	\$58,379	\$74,625	\$77,050
	\$20.2572	\$28.0668	\$35.8774	\$37.0433
HL7	\$47,281	\$65,508	\$83,737	\$86,458
	\$22.7313	\$31.4942	\$40.2582	\$41.5663

Approved by the Commission  
July 17, 2024



# Montgomery County Appendices – Pay Schedules

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Office/Clerical Bargaining Unit Pay Schedule Effective July 7, 2024

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Longevity</b>
HC1	\$30,441 \$14.6351	\$42,177 \$20.2774	\$53,914 \$25.9202	\$55,666 \$26.7625
HC2	\$32,517 \$15.6332	\$45,054 \$21.6606	\$57,588 \$27.6865	\$59,460 \$28.5865
HC3	\$33,996 \$16.3442	\$48,623 \$23.3764	\$63,250 \$30.4087	\$65,306 \$31.3971
HC4	\$38,195 \$18.3630	\$52,917 \$25.4409	\$67,641 \$32.5197	\$69,840 \$33.5769
HC5	\$42,260 \$20.3173	\$58,552 \$28.1500	\$74,845 \$35.9832	\$77,277 \$37.1524
HC6	\$47,419 \$22.7976	\$65,701 \$31.5870	\$83,983 \$40.3764	\$86,712 \$41.6885
HC7	\$51,236 \$24.6327	\$70,989 \$34.1293	\$90,739 \$43.6245	\$93,689 \$45.0428

Approved by the Commission  
July 17, 2024



# Montgomery County Appendices – Pay Schedules

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Trades Bargaining Unit Pay Schedule Effective July 7, 2024

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Longevity</b>
HT1	\$32,517 \$15.6332	\$45,054 \$21.6606	\$57,588 \$27.6865	\$59,460 \$28.5865
HT2	\$38,195 \$18.3630	\$52,917 \$25.4409	\$67,641 \$32.5197	\$69,840 \$33.5769
HT3	\$42,260 \$20.3173	\$58,551 \$28.1495	\$74,843 \$35.9822	\$77,275 \$37.1514
HT4	\$47,419 \$22.7976	\$65,701 \$31.5870	\$83,983 \$40.3764	\$86,712 \$41.6885
HT5	\$51,235 \$24.6322	\$70,989 \$34.1293	\$90,741 \$43.6255	\$93,690 \$45.0433

Approved by the Commission  
July 17, 2024



## Montgomery County Appendices - Pay Schedules

**The Maryland-National Capital Park and Planning Commission  
FOP Park Police**

**Effective 1/4/26 - Hiring Bonuses "Extra Into Base" plus 1.25% COLA plus 6.25% promotional increase from P03 to P04**

Step Step	1 A	2 B	3 C	4 D	5 E	6 F	7 G	8 H	9 I	10 J	11 K	12 L	13 M	14 N	15 O	16 P	17 Q
<b>Rank</b>																	
P02 (annual)	\$65,016	\$67,297	\$69,654	\$72,093	\$74,609	\$77,225	\$79,926	\$82,724	\$85,616	\$88,618	\$91,722	\$94,925	\$98,248	\$101,687	\$105,246		
	<b>\$4,000</b>	<b>\$3,000</b>	<b>\$2,000</b>	<b>\$1,000</b>													
<b>1.4.26 Newhire Rate</b>	\$69,016	\$70,297	\$71,654	\$73,093													
(hourly 7.1.25 new hire)	\$33.1808	\$33.7966	\$34.4490	\$35.1409													
	\$31.2577	\$32.3543	\$33.4875	\$34.6601	\$35.8697	\$37.1274	\$38.4260	\$39.7712	\$41.1615	\$42.6048	\$44.0971	\$45.6370	\$47.2346	\$48.8880	\$50.5990		
P03 (annual)	\$64,990	\$68,269	\$70,662	\$73,144	\$75,695	\$78,333	\$81,086	\$83,920	\$86,864	\$89,901	\$93,048	\$96,310	\$99,682	\$103,164	\$106,773	\$110,510	
(hourly)	\$31.2452	\$32.8216	\$33.9721	\$35.1654	\$36.3918	\$37.6601	\$38.9837	\$40.3462	\$41.7615	\$43.2216	\$44.7346	\$46.3029	\$47.9240	\$49.5981	\$51.3332	\$53.1298	
	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	
P04 (annual)	\$69,052	\$72,536	\$75,078	\$77,716	\$80,426	\$83,229	\$86,154	\$89,165	\$92,293	\$95,520	\$98,864	\$102,329	\$105,912	\$109,612	\$113,446	\$117,417	
(hourly)	\$33.1981	\$34.8731	\$36.0952	\$37.3635	\$38.6663	\$40.0139	\$41.4202	\$42.8678	\$44.3716	\$45.9231	\$47.5308	\$49.1966	\$50.9192	\$52.6981	\$54.5413	\$56.4505	
	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	
P05 (annual)	\$76,130	\$79,971	\$82,773	\$85,682	\$88,670	\$91,760	\$94,985	\$98,304	\$101,753	\$105,311	\$108,998	\$112,818	\$116,768	\$120,847	\$125,074	\$129,452	\$133,983
(hourly)	\$36.6010	\$38.4476	\$39.7947	\$41.1933	\$42.6298	\$44.1154	\$45.6659	\$47.2615	\$48.9197	\$50.6303	\$52.4029	\$54.2394	\$56.1385	\$58.0995	\$60.1317	\$62.2365	\$64.4149
<b>Rank</b>																	
	<b>ASI 1 (3.5%)</b>	<b>ASI 2 (3.5%)</b>	<b>ASI 3 (3.5%)</b>														
P02 (annual)	\$108,930	\$112,743	\$116,689														
(hourly)	\$52.3702	\$54.2034	\$56.1005														
P03 (annual)	\$114,378	\$118,381	\$122,524														
(hourly)	\$54.9894	\$56.9139	\$58.9059														
P04 (annual)	\$121,527	\$125,780	\$130,182														
(hourly)	\$58.4264	\$60.4712	\$62.5876														
P05 (annual)	\$138,672	\$143,526	\$148,549														
(hourly)	\$66.6692	\$69.0029	\$71.4180														

ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.

ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 18 years. (changed from 19 years)

ASI 3 Applies to all officers on the first anniversary date on which the officer has completed 21 years. (new)

# **Montgomery County Appendices – Pay Schedules**

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**Park Police Command Officers**  
**Effective January 4, 2026**  
**1.25% COLA**

<b>Title</b>		<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Lieutenant [P06]	(annual) (hourly)	\$88,133 \$ 42.3716	\$124,430 \$ 59.8221	\$160,727 \$ 77.2726
Captain [P07]	(annual) (hourly)	\$101,966 \$ 49.0221	\$143,954 \$ 69.2087	\$185,941 \$ 89.3947
Commander [P09]	(annual) (hourly)	\$124,563 \$ 59.8861	\$168,979 \$ 81.2399	\$213,397 \$ 102.5947

**Officer Candidate Pay Scale**  
**Effective January 4, 2026**  
**1.25% COLA**

<b><u>Position</u></b>	<b><u>Scale</u></b>
Candidate [PC]	(annual)    \$65,016 (hourly)    \$ 31.2577

**Approved by the Commission June 18, 2025**



# Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
Seasonal/Intermittent Pay Schedule  
Minimum Wage Adjustment Effective April 27, 2025

	<b>FORMER GRADE</b>	<b>LAWSON GRADE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
PFA I (920) and RCI/Instructor I (950)	N01	S1	\$15.4500	\$17.5531	\$19.7313
PFA II (921)	N02	S2	\$15.4500	\$17.6884	\$19.9875
PFA III (922)	N03	S3	\$15.4775	\$17.8606	\$20.2438
PFMA I (930) and RCI/Instructor II (951)	N04	S4	\$15.6313	\$18.1323	\$20.6333
PFMA II (931)	N05	S5	\$16.1438	\$18.8075	\$21.4712
PFMA III (932)	N07	S7	\$16.4000	\$19.1880	\$21.9760
Call Center/Help Desk Rep 1 - 936 and RCI/Instructor III (952)	N08	S8	\$16.6563	\$19.6544	\$22.6525
Not in Use	N10	S10	\$16.7793	\$19.8835	\$22.9876
Intern I, Playground Manager and RCI/Instructor IV (953)	N11	S11	\$16.9125	\$20.1259	\$23.3393
Call Center/Help Desk Rep 2 (937)	N12	S12	\$17.1688	\$20.6025	\$24.0363
Intern II, Call Center-Help Desk Rep 3 (938) and RCI/Instructor V (954)	N13	S13	\$17.4250	\$22.0426	\$26.6603
Not in Use	N14	S14	\$17.9780	\$22.9223	\$27.8665
Camp Health Supv (941) and RCI/Instructor VI (955)	N15	S15	\$20.6754	\$26.3608	\$32.0463

**NOTES:**

Pay Schedule was updated to include Call Center/Help Desk specs approved 11/9/2017

Commission Approved April 16, 2025



# Montgomery County Appendices – Pay Schedules

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**The Maryland-National Capital Park and Planning Commission  
2025 Aquatics Seasonal/Intermittent Pay Schedule  
Minimum Wage Adjustment Effective April 27, 2025**

	<b><u>Grade</u></b>	<b><u>First Year</u></b>	<b><u>Second Year</u></b>	<b><u>Third Year</u></b>	<b><u>Fourth Year</u></b>
900 - Ramp Guard/Slide Attendant	AQ2	\$16.40	\$17.22	\$18.08	\$18.98
906 - Shallow Water Lifeguard	AQ3	\$17.63	\$18.51	\$19.43	\$20.41
901 - Lifeguard	AQ4	\$18.96	\$19.92	\$20.91	\$21.96
902 - Instructor Aide/Swim Lessons	AQ5	\$19.99	\$20.99	\$22.04	\$23.13
903 - Assistant Pool Manager	AQ6	\$21.53	\$22.60	\$23.73	\$24.92
905 - Water Safety Instructor or 904 - Pool	AQ7	\$23.58	\$24.75	\$25.99	\$27.30
907 - Senior Pool Manager	AQ8	\$26.65	\$27.98	\$29.39	\$30.85

Commission Approved April 16, 2025



# Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
Specialty Services Pay Schedule  
Minimum Wage Adjustment Effective April 27, 2025

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$15.4500	\$18.9625	\$22.5500
Spec Svcs Instructor 2	SS2	\$16.4000	\$22.0375	\$27.6750
Spec Svcs Instructor 3	SS3	\$17.4250	\$26.1375	\$34.8500
Spec Svcs Instructor 4	SS4	\$21.5250	\$34.3375	\$47.1500
Spec Svcs Instructor 5*	SS5	\$34.8500	\$55.8625	\$76.8750

\* Use of Specialty Services Instructor 5 requires Human Resources Director approval

Commission Approved April 16, 2025



# **Montgomery County Appendices – Pay Schedules**

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## **THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Tennis Instructor Pay Schedule Minimum Wage Adjustment Effective April 27, 2025**

	<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MIDPOINT</u></b>	<b><u>MAXIMUM</u></b>
Tennis Instructor 1	TI1	\$15.4500	\$17.9375	\$20.5000
Tennis Instructor 2	TI2	\$17.9375	\$21.9094	\$25.8813
Tennis Instructor 3	TI3	\$20.5000	\$29.4688	\$38.4375
Tennis Instructor 4	TI4	\$32.8000	\$36.9000	\$41.0000

For Commission Approval April 16, 2025



# Montgomery County Appendices – Pay Schedules

2025 Summer Camp/Playground/Playtime and Safe Summer Staff  
2.5% COLA Effective April 13, 2025

JOB TITLE	QUALIFICATIONS	JOB CODE	GRADE	2024 RATES	2025 RATES
Playground Manager/Camp Director*	age 21 plus 24 mos exp as admin or supv	940	S11	\$22.25	\$22.25
Camp Health Supervisor*	Licensed by State as physician, certified nurse practitioner, or RN; driver's license; First Aide, CPR & AED Certs	941	S15	\$20.1711 - \$31.2647	\$20.6754 - \$32.0463
Camp/Playground Asst Director*	age 21 plus 1 year experience working with youth	943	S7	\$19.25	\$19.25
Camp/Playground Administrator*	age 18 plus 1 year college + 1 year experience or two years equivalency	944	S5	\$18.00	\$18.00
Camp/Playground Senior Counselor*	age 18 plus 1 year college + 1 year experience or two years equivalency	945	S4	\$17.25	\$17.25
Camp/Playground Counselor*	age 18 plus HS Diploma + 1 year experience or equivalency	946	S3	\$16.75	\$16.75
Camp/Playground Assistant Counselor*	age 16	947	S1	\$16.50	\$16.50
Safe Summer Staff	Bach plus 2 years experience in recreation, youth development, sports, physical education or related field or equivalent combination of edu and exp.	948	S13	\$21.75	\$21.75

\*Positions are subject to pre-employment and random drug testing

Commission Approved April 16, 2025

