

COMMISSIONERS' OFFICE FY21 SAVINGS PLAN

Action	Impact	Amount
Reduce spending on general office supplies and materials, and reduce contributions to internal events that support diversity.	This reduction would lessen the Commissioners' Office contribution to diversity events.	\$2,000
Reduce spending on professional fees.	This would reduce spending on professional fees, including funds for a Board retreat.	\$2,112

Total **\$4,112**

MONTGOMERY PLANNING DEPARTMENT FY21 SAVINGS PLAN

Action	Impact	Amount
Turnover savings and deferred hiring of anticipated vacancies. These savings are in addition to meeting our budgeted lapse of 6.61 wys.	*To achieve this additional savings in lapse will require additional vacancies of 4.91 wys for a total of 11.52 wys vacant for the year. Impact to our work program is possible and some approved projects may be delayed but not curtailed.	\$600,000
Specific programmatic reductions or elimination of funding for communications support, placemaking, on-call real estate consultants and special projects including Design Excellence events	*Will impact several of our work program initiatives. This reduction will curtail placemaking events that were not funded in FY20 and it may eliminate or scale back events such as the Design Excellence Awards program scheduled for 2021.	\$171,000
Reducing spending on computer equipment, support and services	*Will impact our ability to keep up with current techonology.	\$55,057
Reducing spending for staff training, conference attendance, and travel for conferences and meetings; and reduced employee recognition program.	*Reduction in non-local training, travel, conference, and workshops. This reduction will make it more challenging for our professional staff who are required to earn continuing education credits in order to retain their professional licenses and certifications. *Departmental training programs that will be negatively impacted include leadership and supervisory training; technology and communications training; cultural competency and racial equity training; and health and wellbeing training.	\$119,692
Reducing spending for Wheaton HQ	No impact in FY21 - Reduction in Wheaton HQ spending based on updated substantial completion date and reduced projection for preventative maintenance and repairs based on extended warranties plus deferring the building management contract until mid-year.	\$204,777
Savings on Historical Markers	No impact in FY21 - expense was paid using FY20 funding	\$5,000
Savings on debt service for Capital Equipment Internal Service Fund	No impact in FY21 - expense was paid using FY20 funding	\$144,400

Total \$1,299,926

MONTGOMERY COUNTY DEPARTMENT OF PARKS FY21 SAVINGS PLAN

Action	Impacts	Amount
Defer hiring career positions and reduce spending for seasonal staff. These savings are in addition to meeting our budgeted lapse of \$5,482,000 (59 positions)	<p>Deferring hiring will greatly impact the safety and functionality of our parks and our ability to meet our work program. This will impact:</p> <ul style="list-style-type: none"> *maintenance of the parks which will result in a degraded appearance in the parks such as increased litter, taller grass, deteriorated play and park equipment, non-functioning water fountains, etc.; *ability to complete major maintenance projects will be reduced by 10%. *preventative maintenance, which increases service life and decreases emergency repairs, will be decreased by 40%; *ability for Park Police Rangers to be able to assist patrol officers with opening and closing ballfields, traffic control and direction at large events; *patrolling of parks, the ability to investigate crimes, and community outreach. Reducing overtime by 33% will limit police support for events, outreach or backfilling when park police officers are on leave; *seasonal staffing by a reduction of 28%. This will reduce programming and maintenance and also employment opportunities for residents. Reduction in seasonal staffing will impact programs, such as: (1) deer management; (2) ability to comply with our NPDES reforestation inspection requirements; (3) public programs for the Josiah Henson Museum; (4) virtual and in person programs at Woodlawn Special Park, Agricultural History Farm Park, Oakley Cabin, and Kingsley Schoolhouse. Reduction in seasonal staff will also impact maintenance services, such as: nighttime staffing of lighted ballfields at Little Bennett, Black Hill, South Germantown, Rock Creek and Olney Manor. Coverage will be handled by career staff, thus reducing ability to meet maintenance standards for trash removal and mowing/string trimming. 	\$947,508
Reduce spending on office supplies, maintenance supplies, small equipment, parts, tools and equipment	<ul style="list-style-type: none"> *This will defer maintenance and landscaping projects. Replacement of benches, picnic tables, grills, fencing and other park amenities will be deferred. *Reduced funding for ballfield maintenance supplies (seeding, aerating, and warning track materials). Infield renovations at Norwood Local Park and Whittier Woods Local Park will be deferred to FY22. Goal mouth renovations at multiple parks will be deferred. *Maintenance standards for ballfields will be reduced, e.g. over-seeding will go from 2X/year to 1X/year for local park athletic fields, fertilization will go from 4X/year to 2X/year for local park athletic fields. These reductions will result in degraded turf and worn look in high usage areas and possibly compromise player safety. *The reduction in horticultural supplies, fertilizers, seed and sod will mean that we will fall behind in the production and maintenance of native plants, shrubs and trees grown for various parks. *Reduction in the purchase of nursery and containerized plant material at Pope Farm Nursery will negatively impact availability for future park plantings. *We will also fall behind on the maintenance of turf at Brookside Gardens. These cuts will cost the Department more in the long run to bring these areas back up to standard. *The tulip display at Brookside Gardens that draws thousands of visitors to Brookside every year will be reduced by 80%. *Efforts to utilize alternative practices for pesticide-free control of weeds and pests will be adversely impacted. *Supplies will be severely cut for deer management, NNI and nuisance wildlife controls; Cultural Resources Programming; Biological Monitoring; and trail maintenance and construction. *This reduction will impede timely repair of park assets including buildings, paved surfaces, graffiti removal and lock replacement. *There will be delays in replacing tattered tennis nets, broken picnic tables/benches, and playground boarders. Safety issues will be prioritized. *Cut sustainability efforts including recycling, electrical upgrades and solar projects. Two solar projects at South Germantown Recreational Park to power restroom buildings will be deferred. 	\$1,203,153
Reduce spending on contractual services	<ul style="list-style-type: none"> *Cuts will cause us to substantially fall behind in the removal of hazardous trees. Approx. 70 to 125 hazardous trees will remain standing in parks which will increase the potential for property damage and patron injury. *Bio-retention services contract will be cancelled, further straining our ability to manage the bio-retention facilities at the Trolley Museum, McKnew Local Park, SE Olney Local Park, Batchellors Forest Local Park, East Norbeck Local Park, Woodlawn Manor, NW Branch Recreation Park, Woodstock Special Park and Darby Store. This contract saves 1,040 career hours to be utilized towards other maintenance work. *Cuts to contracts for NNI plant management, nuisance wildlife trapping and mitigation will impact those programs. *Contracted services for structural assessments, artifact preservation, and remediation of historic buildings will be deferred. 	\$479,417
Reduce spending on infrastructure maintenance	<ul style="list-style-type: none"> *This will defer the maintenance and renovation of various park amenities that are beyond their useful life. Infrastructure improvements for electrical, plumbing and HVAC systems will be deferred. *Defer three court color coating projects planned for Indian Spring Terrace Local Pickleball Court, Cabin John Local Park Tennis Court and Saddlebrook Local Park Basketball Court. This program has proven to defer major renovations by 5-7 years. 	\$372,322

MONTGOMERY COUNTY DEPARTMENT OF PARKS FY21 SAVINGS PLAN

Action	Impacts	Amount
Reduce spending for staff training, conference attendance, and travel for conferences and meetings	<p>*Reduce our budget for training and travel by 51%. We are curtailing all non-local training, travel, conference, and workshops. Staff will continue to participate in remote training such as webinars. This reduction will make it more challenging for our professional staff to earn continuing education credits to maintain their professional licenses and certifications.</p> <p>*Departmental training programs that are negatively impacted include the Language and Literacy Program, Strategic Leadership and Supervisory training; Technology, Communications, Cultural Competency and Customer Service training. New training initiatives in Succession Planning, Public Health Foundations, Green Infrastructure and Asset Management courses will have to be postponed.</p>	\$219,280
Reduce spending on vehicle and equipment parts and fuel; defer replacement of vehicles and equipment	<p>*Reduce repairs of small equipment and defer repairs on older equipment and vehicles. Body work will be deferred unless it is a safety requirement.</p> <p>*Reduce spending on gasoline and diesel fuel based on decreased fleet usage due to increased staff teleworking.</p> <p>*Our Department has a large backlog (nearly \$11M) of equipment and vehicles deemed as being past their useful life and which exceed the recommended ceilings for age, mileage, and maintenance costs. The continued use of older equipment increases repair costs, increases downtime which results in lost productivity, decreases reliability and may compromise operator and public safety.</p> <p>*Plans to replace fuel-powered equipment with electrical equipment will be delayed, impacting sustainability efforts.</p>	\$389,798
Defer ParksConnect Program (formerly known as "Wi-Fi in the Parks")	Defer expanding Wi-Fi connectivity and security technology in parks. This program provides free public Wi-Fi to patrons and funding for security infrastructure. In FY21, Wi-Fi will not be installed in Dewey Local Park as planned.	\$100,000
Defer computer replacements and maintenance services	This reduction would require employees to utilize obsolete software and hardware. It will also affect ITI's ability to maintain service level expectations of our end users.	\$56,356
Increase chargebacks to CIP projects	Increase charges for staff time on CIP projects - no impact on CIP as Facilities Management staff will be used to complete playground renovations rather than using contracted services. However, this further limits staff availability to manage the department's backlog of major maintenance projects.	\$100,000
Reduce spending for Wheaton HQ	Reduce Wheaton HQ spending based on updated substantial completion date and reduced projection for preventative maintenance and repairs based on extended warranties plus deferring the building management contract until mid-year.	\$204,777
Reduce spending on utilities and communications	Reduce spending for utilities based on decreased usage with limited public access to buildings and increased staff teleworking. Savings in cell phone cost with increased number of positions being held vacant.	\$76,505
Reduce the Risk Management Transfer	Use of fund balance to reduce FY21 cost for the Park Fund payment to the Risk Management Internal Service Fund.	\$131,600
Savings on reclassification marker	No impact - Reclassification study savings based on current projected timing of the completion of the study.	\$93,779
Savings on debt service for Capital Equipment Internal Service Fund	No impact - A portion of the FY21 cost was paid using FY20 funding.	\$654,743
Savings on debt service for CIP	No impact - CIP Debt Service - savings from favorable rates and administrative costs and deferral of the principal payment for the loan until next fiscal year.	\$896,750

Total \$5,925,988

DEPARTMENT OF HUMAN RESOURCES & MANAGEMENT, CAS SUPPORT, MERIT BOARD, ADMIN FUND NON-DEPT

	Action	Impact	Montgomery County	Prince George's County	Total
DHRM	Delay the hiring of open positions for 2 months to include budget analyst, management analysts, records management specialist and human resources specialist.	The hiring of the positions has been delayed due to COVID-19 and earlier savings plans. Continued delays will further overburden staff who are having to regularly put in extra hours to maintain current service levels and reduce our ability to maintain service levels.	\$ 40,345	\$ 53,131	\$ 93,476
DHRM	Delay the implementation of necessary agency-wide and Departmental training initiatives.	This cut will further delay the full implementation of policy and ethics trainings for the agency and significantly reduce important Departmental staff training. The department has sought to minimize impact by utilizing salary savings from position vacancies through prefunding of online tools and heavier reliance on cross functional teams. This will place a greater burden on already stretched personnel and funding is critical in FY22.	\$ 31,491	\$ 41,405	\$ 72,896
DHRM	Reduce funding for outside legal counsel and management consulting.	These funds are primarily used to fund legal support for collective bargaining negotiations, union grievance reviews, and consulting services for agency-wide priorities. Since this funding is needed to support these critical needs, the department has strategically diverted FY20 funds primarily from position vacancies to prefund these critical services in order to maintain appropriate service levels. - no impact in FY21, however funding will be needed for FY22.	\$ 43,200	\$ 56,800	\$ 100,000
DHRM	Reduce funding for temporary services.	These funds are needed to maintain service levels due to the delay in hiring open positions and additional workforce development projects requested by operating departments that cannot be achieved by current staffing. FY20 funds have been strategically used to prefund this expense in FY21. - no impact in FY21	\$ 32,400	\$ 42,600	\$ 75,000
CAS SUPPORT	Delay implementation of State recommended records digitization.	The digitization of records is being done to improve the protection of state mandated records, provide much improved records research for public information requests, and reduce costs with physical housing of record. This cut will further delay these improvements.	\$ 21,426	\$ 26,721	\$ 48,147
CAS SUPPORT	Reduction in postage fees.	The postage fees for critical benefits documents mailed employees and retirees will be allocated to our Group Insurance Fund based on the improved ability to delineate costs. - no impact	\$ 17,760	\$ 22,240	\$ 40,000
CAS SUPPORT	Reduction in employee recognition program.	The agency-wide employee recognition program, which honors employee milestone anniversaries, will eliminate the in-person ceremony due to COVID-19 protocols. Savings from prior fiscal years to honor employees with anniversary milestones in 2020.	\$ 8,035	\$ 9,528	\$ 17,563
MERIT BOARD	Reduction in outside legal counsel.	Savings from prior fiscal years have been strategically used to prefund these expenses in FY21 in order to ensure the ability of the Board to address the steadily increasing and complex appeal matters in a timely basis. - no impact in FY21	\$ 4,000	\$ 4,000	\$ 8,000
MERIT BOARD	Reduction in transcription services.	Savings from prior fiscal years have been strategically used to ensure support to the Board's hearings is available. - no impact in FY21	\$ 1,232	\$ 1,232	\$ 2,464

DEPARTMENT OF HUMAN RESOURCES & MANAGEMENT, CAS SUPPORT, MERIT BOARD, ADMIN FUND NON-DEPT

	Action	Impact	Montgomery County	Prince George's County	Total
ADMIN FUND NON- DEPT	Reduction in reclassification marker.	As the multi-year reclassification process continues, less funds will be available to assist departmental budgets for the costs associated with any resulting reclassifications.	\$ 6,042	\$ -	\$ 6,042
Total			\$ 205,931	\$ 257,657	\$ 463,588

FINANCE FY21 SAVINGS PLAN

Action	Impact	Montgomery County	Prince George's County	Total
Deferred hiring of current vacancies.	<p>Delayed implementation of AP Invoice automation project. AP Invoice automation project, which will reduce the time and effort of both approving invoices for payment by the departments, expediting vendor payments, and online invoice image availability.</p> <p>ERP business reports - delays in meeting the current and future reporting needs of the departments and the risk of losing existing support due to attrition is greatly increased.</p> <p>Delays in the implementation of the Kronos SPA project due to decreased capacity of existing staff.</p> <p>Delays in improving CIP Accounting Program including accounting processes, essential report development/updates, and critical historical reconciling/restructuring due to reduced staff capacity</p>	\$ 111,250	\$ 139,855	\$ 251,105
Reduction in Professional Services	No impact in FY21 - FY20 savings allowed for prepayment	\$ 30,348	\$ 38,152	\$ 68,500
Total		\$ 141,598	\$ 178,007	\$ 319,605

LEGAL FY21 SAVINGS PLAN

Action	Impact	Montgomery County	Prince George's County	Total
Freeze vacancy until start of legislative session.	Minor efficiency impact as a result of deferred training for new functions.	\$ 6,994	\$ 6,006	\$ 13,000
Trim training and non-local travel expenses.	Minor/insignificant impact as a result of additional online opportunities and savings resulting from less travel.	\$ 5,380	\$ 4,620	\$ 10,000
Capture savings from Commission-approved FY20 year-end plan and cut prior commitments by liquidating encumbrances.	No operating impact	\$ 82,345	\$ 70,719	\$ 153,064
		Total \$ 94,719	\$ 81,345	\$ 176,064

CORPORATE IT FY21 SAVINGS PLAN

Action	Impact	Montgomery County	Prince George's County	Total
Substantially delayed filling of positions	Initial assessment suggests that Corp IT operation will not be impacted. However, ad hoc requests that are not part of the division's work program may be challenging to meet short of negatively impact the ability to maintain adequate service levels to the departments.	\$ 101,082	\$ 73,244	\$ 174,326
		Total \$ 101,082	\$ 73,244	\$ 174,326

OFFICE OF INSPECTOR GENERAL FY21 SAVINGS PLAN

Action	Impact	Montgomery County	Prince George's County	Total
Utilizing FY20 salary lapse, prepaid administration costs for Commission's Ethics and Fraud Hotline	No impact in FY21. If not restored in FY22 the Commission will NOT have have an independent Ethics and Fraud Hotline. Currently, the hotline is used by internal and external stakeholders to report fraud, waste, and abuse.	\$ 2,034	\$ 2,566	\$ 4,600
Utilizing FY20 salary lapse, prepaid Workpaper Software license and maintenance costs	No impact in FY21. Software used to manage Office of Inspector General audit workpapers. Software provides auditor logging and supervisor approval tracking as required by Generally Accepted Auditing Standards. If not restored in FY22 the OIG will need to revert to manual paper workpapers. A manual process will require additional expenditures in fixtures (e.g. filecabinets), folders, and papers. In addition, the time required for a manual process will limit the number of audits to be completed.	\$ 1,548	\$ 1,953	\$ 3,501
		Total \$	3,582 \$	4,519 \$ 8,101