



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

To: Montgomery County Planning Board
 From: John Kroll, Corporate Budget Director
 Date: March 24, 2021
 Subject: Non-Recommended Reductions to Meet Montgomery County Executive's Recommended Budget

Background:

On March 15th, Montgomery County Executive Elrich released his recommended budget. That budget for the Montgomery County portion of the Commission included reductions from our proposed budget for both the Administration and Park Funds. A total reduction of \$4,299,019, or 2.81% was recommended.

After prorating to the various departments, the table below shows the amounts that needed to be reduced from each.

A	B	C	D	E	F	G	H	I	J	K
Fund	Department		FY22 Proposed - MC	% of Total Budget	MC Reduction	Cuts as % of Budget		FY22 Proposed - PGC	PGC Reduction	Total Bi-County Reduction
Admin			34,737,944	22.72%	976,557	2.81%				
	Commissioners' Office		1,277,993	3.68%	35,927	2.81%				
	Dept of Planning		21,691,798	62.44%	609,802	2.81%				
	CAS - DHRM		2,572,736	7.41%	72,325	2.81%	3,372,429	94,806		167,131
	- Finance		2,387,159	6.87%	67,108	2.81%	2,945,326	82,799		149,907
	- Legal		1,586,615	4.57%	44,603	2.81%	1,361,563	38,276		82,880
	- Merit Board		83,426	0.24%	2,345	2.81%	83,426	2,345		4,691
	- Inspector General		367,346	1.06%	10,327	2.81%	364,718	10,253		20,580
	- Corporate IT		1,573,048	4.53%	44,222	2.81%	1,200,296	33,743		77,965
	- Support Svcs		693,073	2.00%	19,484	2.81%	865,002	24,317		43,801
	Non-Departmental		2,504,750	7.21%	70,414	2.81%				
			34,737,944		976,557					546,954
Park	Parks		118,186,122	77.28%	3,322,462	2.81%				
Total			152,924,066		4,299,019	2.81%				

For the Commissioners' Office, Department of Planning, Administration Fund Non-Departmental, and the Parks Department, the reduction targets are highlighted in Column F. For the bi-county CAS departments, those targets are highlighted in Column K.

Detailed lists and descriptions of the proposed non-recommended reductions, by department, are provided below. As you may note, additional reductions in the Commissioners’ Office are being used to cover the Administration Fund Non-Departmental (which, otherwise, would have impacted compensation and reclass markers). Additional reductions in CAS Support Services are being used to help cover Department of Human Resources and Management (DHRM) and to cover the Inspector General’s portion.

Commissioners’ Office

		MC
Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)		
Department		
Subtotal Tier 1 - Departmental Priority for Restoration		\$ -
Tier 2 - Departmental Top Priority for Restoration (Non-Recommended Reductions)		
Subtotal Tier 2 - Departmental Priorities for Restoration		\$ -
Budget Reductions to Meet the FY22 County Executive Recommendation		
Commissioners' Office	Reduce personnel funding due to Commissioners' Office staffing restructuring <i>No operational impact is expected.</i>	\$ 122,313
Subtotal - Reductions		\$ 122,313
Total of all Tiers		\$ 122,313

Department of Planning

MC Planning Department's Non-Recommended Reductions		
	FY21 Adopted Budget	\$ 20,498,771
	FY22 Proposed Budget	\$ 21,691,798
	Reduction to FY22 Proposed Budget to Meet County Executive's Recommendation	\$ 609,802
	% Reduction from FY22 Proposed Budget	2.80%
Tier 1 – Departmental Top Priority (Non-Recommended Reductions)		Funding
1-1	CUT - Innovative Housing Tool Kit <i>Impact – As we push for more diverse housing options in the county, this toolkit will provide guidance to developers on best practices for building Missing Middle and other attainable housing types. If this is not funded, we also lose the opportunity to create pre-approved permit sets that would expedite the permit process for desired housing types.</i>	\$ 50,000
1-2	CUT - Redlining/Segregation Mapping Tool <i>Impact – Will prevent us from more fully understanding the continued impacts and cultural effects of redlining and racially restrictive covenants of our past.</i>	\$ 100,000
1-3	CUT - Consultant Funding for Wheaton Downtown Study <i>Impact – Will prevent the Department from exploring tools 1) to encourage revitalization and redevelopment consistent with the sector plan's vision while maintaining Wheaton's unique multi-cultural character or 2) to update the Wheaton Streetscape Standards to reflect Vision Zero objectives.</i>	\$ 75,000
SUB-TOTAL TIER 1 - Departmental Priority		\$ 225,000
Tier 2 - Departmental Priority (Non-Recommended Reductions)		Funding
2-1	CUT - Commercial Space Adaptability Study <i>Impact – The pandemic has exerted significant pressures on the commercial real estate industry, accelerating disruptions in the use of office and retail space that were already underway. Eliminating this study impedes on our ability be responsive to industry needs in repositioning spaces for new uses, which may hinder economic development efforts.</i>	\$ 60,000
2-2	CUT - E-Commerce & Logistics Industry Trends and Needs Assessment <i>Impact – The goal of this study was to provide an overview of how the industry works, trends in demand for space, current supply, and estimates of future supply needs. The study would also look at trends in the mode of distribution and impacts on local traffic. Canceling this study would impede our ability to plan for the growth of e-commerce in the county.</i>	\$ 75,000
2-3	REDUCE - Placemaking Initiatives from \$100,000 to \$83,300 <i>Impact – Will limit our ability to install and provide placemaking activities around the county.</i>	\$ 16,700
2-4	CUT - Access Management Study <i>Impact –Will prevent us from developing a systemic and comprehensive approach to access management (looking at intersections, driveways, and median and other curb openings from a roadway). The project would improve the safety and efficiency of moving people and goods by identifying ways to reduce conflicts between all modes using and crossing the roadway, including cars, heavy vehicles, transit, bicycles and pedestrians.</i>	\$ 50,000
2-5	CUT - Bikeway Branding Plan <i>Impact – Branding effort for bikeways in Neighborhood Greenways and Breezeways will be unrealized.</i>	\$ 25,000
SUB-TOTAL TIER 2 - Departmental Priority		\$ 226,700
Tier 3 - Budget Reductions to Meet the FY22 County Executive Recommendation		Funding
3-1	Biennial Transportation Monitoring <i>Funded using FY21 savings.</i>	\$ 25,000
3-2	1% CPI Increase for Contracts and Supplies <i>Cost increases will be absorbed in current budget through reductions in supplies.</i>	\$ 41,961
3-3	Commuter Subsidy for Wheaton Headquarters Staff <i>Reduced based on savings from vacancies.</i>	\$ 9,141
3-4	Commission Wide IT initiatives <i>First year funding for upgrade of ERP System</i>	\$ 59,500
3-5	Reduce Duplicate Budget Items	\$ 22,500
SUB-TOTAL TIER 3 - Reductions		\$ 158,102
TOTAL OF ALL TIERS		\$ 609,802

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

		MC	PGC	Total
Department	Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)			
DHRM	Delay of Necessary Agency-Wide Trainings <i>Impact - This reduction will yet again delay the full implementation of the agency-wide training program and significantly reduce agency employee's access to critical trainings such as diversity and inclusion, respectful workplace, fraud and abuse, mission and values, and policy awareness and compliance. The \$19,474 cut only represents the amount allocated to Montgomery County. The bi-county cut is \$45,000.</i>	\$ 19,474	\$ 25,526	\$ 45,000
DHRM	Reduction in Funding for Actuarial Services <i>Impact - This reduction will hinder the agency's ability to engage necessary actuarial services for collective bargaining negotiations and may cause difficulty for the Department to pursue any specific requests of the Commission related to benefits. The \$6,491 cut only represents the amount allocated to Montgomery County. The bi-county cut is \$15,000.</i>	\$ 6,491	\$ 8,509	\$ 15,000
DHRM	Reduction in Funding for Temporary Services <i>Impact - This reduction will significantly diminish the department's resources allocated to addressing gaps created from unanticipated attrition, extended leave circumstances, and future budget impacts. The \$17,434 cut only represents the amount allocated to Montgomery County. The bi-county cut is \$40,287.</i>	\$ 17,434	\$ 22,853	\$ 40,287
Merit Board	Reduce funding for Professional Services <i>Impact - The Merit System Board is our separate civil service system required by law. The Board's budget is very small and primarily funds three public members, one part-time employee, legal counsel, and nominal supplies. Funding encumbered in prior fiscal years will be strategically utilized to ensure the Board is able to address steadily increasing and complex appeal matters in a timely manner through the use of outside counsel when necessary. The \$2,345 cut only represents the amount allocated to Montgomery County. The bi-county cut is \$4,691.</i>	\$ 2,345	\$ 2,345	\$ 4,691
Subtotal Tier 1 - Departmental Priority for Restoration		\$ 45,744	\$ 59,233	\$ 104,978
	Tier 2 - Departmental Top Priority for Restoration (Non-Recommended Reductions)			
Subtotal Tier 2 - Departmental Priorities for Restoration		\$ -	\$ -	\$ -
Budget Reductions to Meet the FY22 County Executive Recommendation				
CAS Support Services	Application of Budget Rebalancing for EOB Housing <i>Impact - The FY22 budget was built under the assumption that CAS Departments would be taking over the space in the Executive Office Building (EOB) vacated by the Prince George's Department of Parks and Recreation Information Technology and Communications Division. However, Prince George's Parks and Recreation will be retaining this space in FY22, reducing the rent CAS Departments will need to pay in FY22. This budget reallocation will cover CAS Support Services, the Office of the Inspector General, and a portion of the Department of Human Resources and Management reductions.</i>	\$ 58,737	\$ 72,488	\$ 131,225
Subtotal - Reductions		\$ 58,737	\$ 72,488	\$ 131,225
Total of all Tiers		\$ 104,481	\$ 131,721	\$ 236,203

Finance Department

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

Legal Department

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

Corporate IT

		MC	PGC	Total
Department	Tier 1 - Departmental Top Priority for Restoration (Non-Recommended Reductions)			
		\$ -	\$ -	\$ -
Corporate IT	<p>Reduce PC & peripheral refresh <i>Impact - Our PC replacements will be delayed resulting in a challenge of keeping our laptop inventory current. Some laptops and other peripherals will soon be below our minimum acceptable performance level. Additionally, the reduction will hamper our ability to proactively replace aging equipment prior to breaking down. The reduction of \$28,233 only reflects the Montgomery portion. Reductions to agency-wide programs also necessitate a reduction to Prince George's funding by \$21,542, bringing the total reduction to \$49,755.</i></p>	\$ 28,233	\$ 21,542	\$ 49,775
Corporate IT	<p>Delay hiring for the IT Systems Manager position <i>Impact -The reduction is carried out at the same time of increased need for support for new and existing projects. However, the delay in some of the new projects will make much easier to absorb the impact. The reduction of \$12,586 only reflects the Montgomery portion. Reductions to agency-wide programs also necessitate a reduction to Prince George's funding, by \$9,604, bringing the total reduction to \$22,190.</i></p>	\$ 12,586	\$ 9,604	\$ 22,190
Corporate IT	<p>Travel Expense <i>Impact -The reduction comes at the time of nearly no required travel. The reduction of \$3,403 only reflects the Montgomery portion. Reductions to agency-wide programs also necessitate a reduction to Prince George's funding, by \$2,597, bringing the total reduction to \$6,000.</i></p>	\$ 3,403	\$ 2,597	\$ 6,000
Subtotal Tier 1 - Departmental Priority for Restoration				
Subtotal - Reductions		\$ 44,222	\$ 33,743	\$ 77,965
Total of all Tiers		\$ 44,222	\$ 33,743	\$ 77,965

Department of Parks

NON-RECOMMENDED REDUCTIONS TO MEET COUNTY EXECUTIVE'S BUDGET

M-NCPPC

Montgomery County FY 22 Park Fund Budget

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

Tier	Non-Recommended Reductions	Funding	# of Positions	# of Workyears
Tier 1-1	Contractual increases - meeting the Department's contractual obligations	\$ 156,705	0.00	0.00
Tier 1-2	Inflationary increases - sustaining the current level of service at existing parks and facilities	\$ 107,035	0.00	0.00
Tier 1-3	Reclassification marker - additional reduction of funding for current and projected salary increases based on the classification and compensation study.	\$ 133,126	0.00	0.00
Tier 1-4	Seasonal cost marker for benefits and minimum wage impact	\$ 27,739	0.00	0.00
Tier 1-5	A full-time position and seasonal staff to conduct and document facility condition assessments of our Department's aging infrastructure, which requires the replacement and upgrade of major systems to ensure code compliance and a safe environment for all patrons.	\$ 148,600	1.00	2.70
Tier 1-6	A Project Manager I (Engineer) to work in conjunction with the proposed position for facility condition assessments (Tier 1-5) to focus on rehabilitation of aging park infrastructure , including responding quickly to requests from operations for investigation of and solutions to problems such as flooding concerns, sink holes, failing pipes, and erosion that threatens trails or other infrastructure. This position will be funded partially by CIP (70%).	\$ 29,280	1.00	0.30
Tier 1-7	This funding will improve event management, communication and data collection at park activation events . Funds will be used to purchase temporary signage, kiosks, tablets and other equipment that will be used to manage events, survey visitors and capture metrics on park users that will help expand outreach.	\$ 65,000	0.00	0.00
Tier 1-8	This funding will be used to meet the County's mandate (Resolution 18-974) to reach 100% elimination of greenhouse gas emissions by 2035 . This funding will cover phased facility heating system retrofits, replacing on-site fossil fuel combustion (eliminating GHG emissions from approximately 100 natural gas, propane, and oil accounts) with electrified alternatives. Additionally, electrical upgrades will be completed to enable our department to accommodate the infrastructure necessary for increased adoption of electric vehicles and equipment at staffed sites, further reducing reliance on fossil fuel combustion and associated emissions of our operations.	\$ 150,000	0.00	0.00
Total Tier 1 Non-Recommended Reductions		\$ 817,485	2.00	3.00
Tier 2-1	This funding will upgrade our existing trail system by adding a dedicated budget to add trail amenities for existing trails including benches, bike racks, fix-it stations, trail network maps, kiosk content, interpretive signs, etiquette signs and other materials. The funds will be prioritized based on new trail and renovation projects, the trails most lacking in amenities, and equity areas.	\$ 60,000	0.00	0.00
Tier 2-2	This funding will cover an internship program that will focus on building diverse talent pipelines for maintenance trades and marketing positions. While the Department generally has a diverse workforce, there are certain positions that have traditionally lacked diversity so this concerted effort will aim to attract candidates through targeted partnerships with schools, non-profit institutions, and other affinity groups. Funds would cover the cost of six (6) internships available year-round at 12 weeks each.	\$ 30,000	0.00	1.00
Tier 2-3	An ADA Publications Manager, as a term contract position , to manage web content and public documents for compliance with The Americans with Disability Act (ADA).	\$ 97,890	1.00	1.00
Tier 2-4	Two full-time Park Maintenance Workers to operate the Foamstream machine, which serves as a herbicide-free solution for controlling unwanted vegetation at playgrounds and other park amenities . Adding dedicated staffing to use these machines will lead to familiarity with the equipment and knowledge of field conditions and weed identification which creates work program efficiencies and less down time for the equipment. Since the <i>Foamstream</i> machine is less effective to use during freezing weather, during the late fall to early spring period, these new positions will be assigned to work on non-native invasive (NNI) plant control and meadow mowing.	\$ 150,792	2.00	2.00
Tier 2-5	A part-time position for the Parks Information and Customer Service (PICS) office to expand service hours during evenings and weekends when park use is at its highest.	\$ 64,610	1.00	0.80
Tier 2-6	A full-time renovation inspector position for the athletic field team to support on-going field renovation and upgrade projects and meet the every-growing demand for high quality athletic fields. This position will be partially funded (75%) through the CIP. This request also includes \$10,000 of supplies & materials funding.	\$ 32,060	1.00	0.25
Total Tier 2 Non-Recommended Reductions		\$ 435,352	5.00	5.05

Tier 3-1	This funding will be used to improve court maintenance by extending the overall life of tennis and basketball courts by repairing cracks, replacing color coating, and performing other necessary repairs for our inventory of over 300 tennis courts and 229 basketball courts.	\$ 150,000	0.00	0.00
Tier 3-2	A term contract position for a Program Access Program Assistant to increase programming for underserved populations including 55+ senior adults and veterans. This request also adds funding for seasonal staff to provide support to individuals with disabilities attending programs and camps, assist with marketing and outreach, and assist in the organization, coordination and installation of accessible equipment.	\$ 111,865	1.00	2.10
Tier 3-3	A full-time career position, seasonal funding of \$30,000, and \$100,000 of supplies and materials funding to improve the quality of athletic fields through increased aerification, seeding, and fertilization.	\$ 218,239	1.00	2.00
Tier 3-4	Commission-Wide IT initiative - First year funding for upgrade of ERP System	\$ 314,300	0.00	0.00
Total Tier 3 Non-Recommended Reductions		\$ 794,404	2.00	4.10
SUB-TOTAL - Non-Recommended Reductions		\$ 2,047,241	9.00	12.15

Budget Reductions to Meet the FY22 County Executive Recommendation		Funding	Positions	Workyears
Add salary lapse for three months for new OBI positions based on updated project completion dates		\$ 40,356	0.00	0.00
Debt Service for CIP - reduction based on deferring the timing of bond sale		\$ 471,000	0.00	0.00
Debt Service on Capital Equipment Internal Service Fund (ISF) - prepay a portion of cost using FY21 funding		\$ 513,000	0.00	0.00
Mobile data terminals for Park Police - purchase using FY21 funding		\$ 75,000	0.00	0.00
Reclassification marker - reduction based on current and projected timing of completion of the classification and compensation study		\$ 88,979	0.00	0.00
Reduce seasonal funding for the athletic field team to fund a design and construction project manager position		\$ 33,000	1.00	-0.75
Reduce funding for telecommunications cost - additional savings from circuit disconnects based on upgrades to TEAMS and Vesta plus modernization of the alarm systems		\$ 36,000	0.00	0.00
Transit subsidy for Wheaton Headquarters staff parking cost - reduce funding based on projected savings from vacant positions		\$ 17,886	0.00	0.00
SUB-TOTAL - Budget Reductions		\$ 1,275,221	1.00	-0.75
GRAND TOTAL - Non-Recommended Reduction and Reductions		\$ 3,322,462	10.00	11.40