

MONTGOMERY COUNTY ARCHIVES

Guide to the Printed Materials of the

COUNTY EXECUTIVE
1971-2005

Record Group 1: Executive Branch

November 9, 1999
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Montgomery County Archives
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**GUIDE TO THE PRINTED MATERIAL OF THE
COUNTY EXECUTIVE
1968-2005
Record Group 1: Executive Branch**

ADMINISTRATIVE HISTORY

Under the provisions of the Montgomery County Charter of 1948, both executive and legislative powers resided in the County Council, which appointed a County Manager to serve at the Council's discretion. However, by the 1960s the County Council-County Manager system was seen to be inadequate for the rapidly growing population of the County who were demanding more services and accountability from the local government. A revised charter passed in 1968 separated the executive and administrative functions from the legislative and gave them to an independent County Executive who was elected for a four year term.

The County Executive holds the same administrative and executive responsibilities and powers as a city mayor, including veto power over some Council actions, and is responsible for administering all Montgomery County Government departments, while day-to-day operations are supervised by a Chief Administrative Officer (CAO) appointed by the County Executive.

Currently, the County Executive is also supported by three Assistant CAOs, a citizen outreach/community relations program, planning and fiscal analysis staff, and an Interagency Coordination office. The County Executive's administrative staff provides budget development and analysis, fiscal and inventory control, personnel and payroll management, training and supervision, contract administration, and procurement. In addition, the staff receives visitors, logs and distributes incoming County Executive mail to appropriate County staff, and drafts responses for the County Executive's signature. Program staff manage the office automation system, and plan and coordinate projects for office technology applications.

Citizen Outreach program staff coordinate responses to correspondence, telephone calls, electronic mail, and walk-in inquiries concerning County programs and services. The staff provide outreach and liaison services to minority, multi-lingual, and multi-cultural communities. Annual programs are sponsored celebrating Black History month, Hispanic Heritage month, Asian and Pacific Islanders Heritage month, Native American Heritage month, and Dr. Martin Luther King, Jr.'s birthday. In addition, this program promotes volunteerism as a community ethic among government, business, religious, civic, and educational segments of the community. This program publishes the Quick Guide, the Directory of Community Resources, and the Directory of Licenses, Permits, and Inspections. The planning and fiscal analysis staff provide analytical support to the Executive on a range of issues, including the Annual Growth Policy, the fiscal impact of master plans, investigation of infrastructure finance methods, input on issues relating to infrastructure costing and the implementation of the County planning process, and limited regulatory support.

EXTENT

5.3 cubic feet (16 Hollinger letter size boxes)

SCOPE AND CONTENT NOTE

These printed materials were produced by or at the request of the County Executive and his staff. The materials include several County Annual Reports, as well as other surveys of conditions within the County. The records also contain information relating to planning and growth, social services, solid waste management, water supply and sewer plans and services, resource conservation, County budgets, and personnel.

The materials have been arranged in 12 series, and chronologically within each series:

Series 1: Water, Sewage, Solid Waste

Series 2: County Executive Reports

Series 3: Annual Reports

Series 4: Budget

Series 5: Public Services Program

Series 6: Minority Affairs

Series 7: Office of State Affairs

Series 8: Community Planning

Series 9: Annual Growth Policies

Series 10: Energy and Environment

Series 11: Committees and Task Forces

Series 12: Chief Administrative Office Publications

 Subseries 1: Community Outreach Newsletters

 Subseries 2: Other CAO Publications

SERIES DESCRIPTIONS

Series 1: Water, Sewage, and Solid Waste, 1972-1987 (1.15 cubic feet)

This series contains documents and printed materials concerning Montgomery County's wastewater, sewer and sewage, and landfill and solid waste disposal policies and programs, including documentation on the Rock Run facility.

Series 2: County Executive Reports, 1973-1992; 2005 (.5 cubic feet)

This series contains reports made by the office of the county executive on diverse topics including economics, demographics, housing, government personnel regulations, and trees.

Series 3: Annual Reports, 1972-1998 (.25 cubic feet)

This series contains the county executive's annual reports, documenting goals and achievements of the county government, published at the end of each year and reporting on the previous. Reports from 1994 and 1995 are missing from the collection.

Series 4: Budget, 1971-1977; 1984; 1993-1997 (.35 cubic feet)

This series contains material related to the operating budget of the county executive.

Series 5: Public Services Program, 1971-1973 (.4 cubic feet)

This series contains material related to the county's public services programs, including community recreation and recreational facilities, public transit, economic support and development programs, and budget.

Series 6: Minority Affairs, 1986-1991; 1994 (.25 cubic feet)

This series contains material relating to minority affairs in the county, including reports on the annual ethnic heritage festival, a report for action from the Black leadership roundtable, and a report on services available to county residents with limited English proficiency.

Series 7: Office of State Affairs, 1980-1990 (.15 cubic feet)

This series contains material from the Office of State Affairs, including Summaries of General Assembly Legislation for years in question. 1984, 1985, and 1986 are missing from the series.

Series 8: Community Planning, 1992-1995; 1998 (.15 cubic feet)

This series contains community planning materials, including capital improvement plans and proposed plans for the redevelopment of downtown Silver Spring.

Series 9: Annual Growth Policies, 1987-1993 (.3 cubic feet)

This series contains the county executive's recommended annual growth policies, along with occasional addenda and memoranda.

Series 10: Energy and Environment, 1976-1978; 1985; 1989-1991 (.15 cubic feet)

This series contains material on energy and the environment, including energy conservation plans, an environmental impact statement, and material relating to the consolidation of the Nuclear Regulatory Commission in 1978.

Series 11: Committees and Task Forces, 1968; 1972-1999 (1.15 cubic feet)

This series contains documents that the many and varied county committees and task forces provided to the county executive's office concerning their various duties, including but not limited to weapons control, cable television, housing policy, substance abuse, AIDS, technology in higher education, emergency management, and committees.

Series 12: Chief Administrative Office Publications (.3 cubic feet total)

Subseries 1: Community Outreach Newsletters, 1984-1985; 1988-2002

This subseries contains community outreach newsletters, including the Montgomery County Government Register and In Touch.

Subseries 2: Other CAO Publications, 1974-1978; 1989

This subseries contains miscellaneous other community outreach publications, including information on county government structure, function, and powers, as well as county land use.

Two documents separated from the series that located within Flat File 16 are:

- 1972 Annual Report Montgomery County
- 1973 Annual Report Montgomery County

LANGUAGE

English

CONDITIONS OF ACCESS

This collection is open for research.

USING THESE RECORDS

To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 1, Printed Material of the Office of the County Executive, Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 1: County Executive.
Records Title: Printed Material of the Office of the County Executive. Box number and folder title, if appropriate.

PROVENANCE

This material was culled from several different accessions.

PROCESSING PROCEDURES

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. If records contained oversized documents and photographs, they were removed from the original location in their assigned series and placed in separate containers. Separation sheets would then be inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

PROCESSING STAFF/FINDING AID AUTHORS

MCA Staff

Roxanne Beels

Sarah Hedlund

BOX INVENTORY

Series 1: Water, Sewage, Solid Waste, 1972-1987

Box 1

Preliminary Site Selection, Advanced Wastewater Treatment Facility, 1972
Solid Waste Management Ten Year Plan: Volume 5, Alternatives Considered, 1973
Solid Waste Management Ten Year Plan: Volume 6, Analysis, Recommendations and Plan of Action, 1973
Solid Waste Management Ten Year Plan: Volume 7, Appendices, 1973
Procedures for Allocating Sewer Service against the Seneca Interim Sewage Treatment Plant, 1974
Comprehensive Ten Year Water and Sewerage Plan, FYs 1975 - 1984 (Recommended), 1974

Box 2

Executive Recommendation Damascus Sewer Service Policy, 1975
Interim Sewerage Program, 1975
Recommended FYs 1977-1986 Comprehensive Water Supply and Sewerage System Plan, 1976
(2 folders)
Solid Waste Management Ten Year Plan FY 1978-1987, 1976
Annual Update of Comprehensive Water Supply and Sewerage Systems Plan for FY's 1979 - 1988, 1977
Unsafe at Any Price? A Report on Rock Run, Proposed Sewage Treatment Plant in Montgomery County, Maryland, 1979
Report of the Citizens Advisory Committee for the Rock Run AWT Project, 1980
Comprehensive Water Supply and Sewerage Systems Plan, Annual Update 1981 [Part I], 1980
(Folder 1/2)

Box 3

Comprehensive Water Supply and Sewerage Systems Plan, Annual Update 1981 [Part I], 1980
(Folder 2/2)
Comprehensive Water Supply and Sewerage Systems Plan, Annual Update 1981 [Part II], 1980
(2 folders)
Rock Run Advanced Wastewater Treatment Facility Citizens Advisory Committee Workbook, [1981] (3 folders)
Report on the Wastewater Treatment Workshop for the Rock Run AWT Facilities Project, 1981

Box 4

Rock Run AWT Facilities Project: Citizens Advisory Committee Report, 1982
Oaks Landfill Questions and Answers, 1982
Recommendations for the Reuse of the Dickerson Interim Composting Facility, 1983
Placement of the Adequate Public Facilities Test in Montgomery County's Development Process, 1987

Series 2: County Executive Reports, 1973-1992; 2005

Box 4, cont.

Economic Report of the County Executive, 1973
Window to the Future, 1973
Statistical Profile of Montgomery County, Maryland, February 1974
Beyond the Mid-Million Mark: Life, Change and Government in Montgomery County,
Maryland, 1974
Statistical Profile of Montgomery County, MD Supplement, 1977
Reorganization Proposals for the Executive Branch (Second draft), 1979
Directory to Boards, Committees, and Commissions, Office of the County Executive, 1981
Employees Handbook, 1982

Box 5

Fair Housing Conference: "Understanding the True Meaning of Fair Housing", 1984
Boards, Committees, and Commissions Report, 1985
Personnel Regulations, 1986, 1985
Directory to Boards, Committees, and Commissions, 1985
Tree Report, 1990
Personnel Management Review, 1991
Trees: Technical Manual, 1992
Talking Papers Presented by Montgomery County Executive Neal Potter to Maryland General
Assembly Fiscal Chairman, 1991
Directory of Licenses, Permits and Inspections, 1992
Personnel Management Review, 1992
County Executive's Report on the Spending Reductions Achieved in the last Two Montgomery
County Budgets, 1992
Montgomery County Government Initiatives, Mid-Term Report, December 1990-December
1992

Box 6

Personnel Management Review, 1993
County Executive's Report on the Spending Reductions Achieved in the Last Three Montgomery
County Budgets, 1993
Personnel Management Review, 1994
Continuing a Commitment to Excellence: A Report of the Corporate Partnership for Quality
Government in Montgomery County, MD, 1995
Register of Champion Trees, 2005

Series 3: Annual Reports, 1972-1998

Box 6, cont.

Annual Report for 1971, 1972
Annual Report for 1972, 1973
Annual Report for 1973, 1974

Series 3: Annual Reports, 1972-1998

Box 6, cont.

Annual Report for 1974, 1975
Annual Report for 1975, 1976
Annual Report for 1976, 1977
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Annual Report for 1988, 1989
Annual Report for 1989, 1990
Annual Report for 1990, 1991
Annual Report for 1991, 1992
Annual Report for 1992, 1993
Annual Report, 1996
Annual Report, 1997
Annual Report, 1998

Series 4: Budget, 1971-1977; 1984; 1993-1997

Box 6, cont.

Recommended Operating Budget FY 1971-1972, 1971 (2 folders)

Box 7

Approved Operating Budget FY 1971-1972, 1971
Program Impact and Cost Savings Resulting from 10% Reduction from FY 1977 Level, 1976
FY 1977 Budget in Review, 1976
Budget Background Data FY 1978, 1976
Budget Background Data FY 1979, 1977
Impact of Price Increases on Family Budgets in the Washington Metropolitan Area, August 1976
August 1977
Program Options FY 1979, 1977
Recommended FY 1985 Operating Budget and Public Services Program, 1984
Budget in Brief: County Executive's FY 1994 Recommended Operating Budget, 1993
Office of Procurement – Various Guides, c. 1995
Record of Procurements, FY 1997 Annual Report, 1997

Series 5: Public Services Program, 1971-1973

Box 8

- Six Year Public Services Program, Introduction, Feb 1971
- Six Year Public Services Program: Category III, Intellectual Development, March 1971
- Six Year Public Services Program: Category V, Community and Home Environment, March 1971
- Six Year Public Services Program: Category VI, Community Recreational and Cultural Opportunities, March 1971
- Six Year Public Services Program: Category VII, Community Transportation System, March 1971
- Six Year Public Services Program: Category IV, Economic Support, Development, and Protection, April 1971
- Six Year Public Services Program: Category VIII, Management and Supporting Services, April 1971
- Six Year Public Services Program: Category I: Protection of Person, Rights and Property of the Individual (1 of 2), May 1971
- Six Year Public Services Program: Category II: Promotion of the Individual's Physical and Mental Well Being (2 of 2), May 1971
- Plan for Progress: Public Services Program FYs 1973 - 1978 and Approved Annual Budget FY 1973, 1972 (2 folders)

Box 9

- Manual for Preparation of the Annual Budget, Six Year Public Services and Capital Improvements Program, 1973
- Public Services Program: Plan for Progress: FYs 1974 - 1979 and Annual Budget FY 1974, 1973 (Folder 1 of 2)
- Public Services Program: Plan for Progress: FYs 1974 - 1979 and Annual Budget FY 1974, 1973 (Folder 2 of 2)

Series 6: Minority Affairs, 1986-1991; 1994

Box 9, cont.

- Ethnic Heritage Festival, Final Report, 1986
- 1987 Montgomery County Ethnic Heritage Festival, Final Report, 1987
- Fifth Annual Ethnic Heritage Festival, 1988 Final Report, 1988
- Black Leadership Roundtable I Report for Action: Facing the Challenge of the 21st Century, [1989]
- Sixth Annual Ethnic Heritage Festival, Final Report, 1989
- Primer Foro Comunitario Hispano del Condado de Montgomery, Hispanos en Accion I, 1990
- Seventh Annual Ethnic Heritage Festival Flyer, 1990
- Seventh Annual Heritage Festival Final Report, 1990
- National Forum for Black Public Administrators, 1990
- Making a Difference...Leading the Way: A Salute to Outstanding Black Women in Montgomery County, 1991

Series 6: Minority Affairs, cont.

Box 9, cont.

Services to Residents with Limited English Proficiency: Report of the Interagency Quality Action Team, 1994

Series 7: Office of State Affairs, 1980-1990

Box 10

Summary of General Assembly Legislation: 1980 Regular Session, 1980
Summary of General Assembly Legislation: 1981 Regular Session, 1981
Summary of General Assembly Legislation: 1982 Regular Session, 1982
Summary of General Assembly Legislation: 1983 Regular Session, 1983
Summary of General Assembly Legislation: 1987 Regular Session, 1987
Summary of General Assembly Legislation: 1988 Regular Session, 1988
Summary of General Assembly Legislation: 1989 Regular Session, 1989
Summary of General Assembly Legislation: 1990 Regular Session, 1990

Series 8: Community Planning, 1992-1995; 1998

Box 10

Long Range Capital Improvements Plan, Work, 1992
North Bethesda – Garrett Park, Master Plan Implementation, 1992
Silver Spring CBD Sector Plan Fiscal Impact Analysis, October 26, 1992
Aspen Hill Master Plan, Fiscal Impact Analysis, 1993
Bethesda Central Business District, Fiscal Impact Analysis, 1993
North Bethesda – Garrett Park Master Plan, Fiscal Impact Analysis for the 1992 Staging Impact, 1993
Silver Spring CBD, Sector Plan, Fiscal Impact Analysis, Rev. Jan. 22, 1993, 1993
Alternatives for Retail Development of Central Silver Spring, 1994
Long Range Capital Facilities Plan, 1994
Long Range Capital Facilities Plan, 1995
The Silver Spring Agenda, A Report by the Greater Silver Spring Committee, 1995
General Development Agreement for the Redevelopment of Downtown Silver Spring, 1998

Series 9: Annual Growth Policies, 1987-1993

Box 11

FY88 Annual Growth Policy, County Executive's Recommended, 1987
Amendment to the Annual Growth Policy, July 1987
Memo: Recommended Amendments to the FY88 Annual Growth Policy, 1987
Annual Growth Policy FY 1989, 1988
FY90 Annual Growth Policy, County Executive's Recommended, 1989
FY91 Annual Growth Policy, County Executive Recommended, 1990
FY92 Annual Growth Policy, County Executive's Recommended, 1991
County Executive's Recommendations of FY94 Annual Growth Policy, 1993

Series 10: Energy and Environment, 1976-1978; 1985; 1989-1991

Box 12

Montgomery County Energy Conservation Plan, July 1976
Draft Environmental Impact Statement, 1978
Study of the Proposed Consolidation of the Nuclear Regulatory Commission, 1978
Three Potential Consolidation Sites for the Nuclear Regulatory Commission, 1978
Comprehensive Energy Plan, 1985
County Executive Recommended 1989-1990 Montgomery County Comprehensive Energy Plan,
November 1989
Montgomery County Government Agency Resource Conservation Plans FY92 in Support of
Energy Management CIPs and Utility Operating Budgets, 1991

Series 11: Committees and Task Forces, 1968; 1972-1999

Box 12, cont.

Report of the Ad Hoc Committee to Evaluate Means for Weapons Control in Montgomery
County, 1968
Committee to Study Alcoholic Beverage Laws, Report to the County Executive, 1972
Report to the President, Cabinet Committee on Cable Television, 1974
Report of the Citizens Advisory Task Force on Scattered Site Mobile Home Use, 1977
Strategy and Recommended Action Program for the Revitalization of the Silver Spring Central
Business District, 1978
Housing Policy Document "Framework for Decision," Preliminary Draft, 1978
Heating Fuel Assistance Task Force, Report to the County Executive and Chief Administrative
Officer, 1979

Box 13

Committee on Committees, Jan. 1979
Report of the Task Force on Condominium Conversion, 1979
Report of the Interagency Planning Committee on Drug and Alcohol Abuse and Summary, 1980
Quantitative Evaluation Syst Vol II: Manual of Procedures for Administering the System, 1980
Top Level Salaries in the Montgomery County Government, 1980
Deinstitutionalization and Preventing Institutionalization of Mentally Retarded and Other
Developmentally Disabled Citizens of Montgomery County, Maryland, 1981
Deinstitutionalization Task Force: Substance Abuse Subcommittee, 1981
Report of the Ad Hoc Task Force on Drinking and Driving, 1982
Consensus Conference of Montgomery County Corporate Executives: Montgomery County in
the 1980s: Meeting the Challenge of Lower Population Growth and Changing Economic
Environment, 1982
Report and Recommendations Concerning Executive Council, State's Attorney and Sheriff
Salaries for 1982-1986 Term, 1982
Recommendation for Establishing and Implementing a Comprehensive Anti Arson Program in
Montgomery County, Report of the Arson Task Force, 1983
Information Resource Management Strategic Planning Team Final Report, 1984
Maryland 350 Committee of Montgomery County Final Report, 1984

Series 11: Committees and Task Forces, cont.

Box 14

- Final Report of the Montgomery County Blue Ribbon Committee on the Planning Process, 1985, Volume 1, Report, 1985
- Final Report of the Montgomery County Blue Ribbon Committee on the Planning Process, 1985, Volume 2, Appendices, 1985
- Policy on AIDS, Montgomery County Intergovernmental Task Force on AIDS, 1985
- Finance and Intergovernmental Affairs Committee Request for Information, 1985
- Montgomery High Technology Council on Higher Education: Commission on Higher Education Report to the County Executive, 1985
- Rights of Passage: Final Report of the Task Force on the Transition from School to Work for Montgomery County Students with Disabilities, 1985
- Report of the Montgomery County Telecommunications Organization Task Force, 1985
- Report to the County Executive - Emergency Management Group Progress Report for 1987, 1987
- Executive Task Force on Conference Centers, 1987
- Red Ribbon Committee Report to Montgomery County Executive Sidney Kramer, 1987
- Report to the County Executive and Council for Montgomery County, Maryland on Radon, 1987

Box 15

- Report on the Immigration Reform and Control Act of 1986, May 1988
- Report to the County Executive by the Commission on the Structure of Montgomery County Government: Analysis and Recommendations, 1988
- Building a Drug-Free County, 1989
- Local Emergency Planning Council, Report to the County Executive, 1989
- A Generation of Change in Montgomery County: 1960 to 1990. A Review of Demographic, Land Use, Economic, Budget, and Public Service Indicators, 1990
- Preliminary Report of the Working Group to Identify Barriers to Alternative Housing Options, 1990
- Emergency Management Group Progress Report to the County Executive for 1990, 1990
- Emergency Management Group, Progress Report for 1991
- Streamlining Montgomery County's Development Authorization Process (DAP) Policy Level Report, April 1992
- Streamlining Montgomery County's Development Authorization Process (DAP), The Implementation, draft, September 1992
- Economic Advisory Council Report on the Subcommittee on Health Insurance for Small Employers, 1990
- Energy Assistance Task Force Report, 1992
- Committee on Committees: Final Report, Dec. 1992
- Emergency Management Progress Report, 1997
- Silver Spring Redevelopment Steering Committee Ad Hoc Service Task Force Report on Fire and Rescue Service for Silver Spring/Takoma Park, Jun. 1997
- Policies and Procedures for Citizen Boards, Committees and Commissions, 1997-1999

Series 11: Committees and Task Forces, cont.

Box 15, cont.

Montgomery County Task Force on Computer Literacy for Seniors, 1999

Series 12: Chief Administrative Office Publications

Subseries 1: Community Outreach Newsletters, 1984-1985; 1988-2002

Box 16

Register, Volume 1, Issue 2, Aug. 1984

Register: Volume 2, Issue 8, Aug. 1985

Montgomery County Government Register: Volume 5, Issues 1-12, Pages 245-349, 1988

Mo. Co. Government Register: Volume 6, Issues 1-12, Pages 350-483, 1989

Mo. Co. Government Register: Volume 7, Issues 1-12, Pages 490-622, 1990

Mo. Co. Government Register: Volume 8, Issues 1-12, Pages 623-754, 1991

In Touch, Community Activities Newsletters, 1987, 1993-1994

In Touch, Community Activities Newsletters, 1996-2002

Subseries 2: Other CAO Publications, 1974-1978; 1989

Box 16, cont.

Major Functions of Departments and Offices in FY 1975, 1974

Major Functions of Departments and Offices in FY 1977, 1976

Major Functions of Departments and Offices, FY 1978, 1977

Public Land Management within the Montgomery County Government, 1977

Legal Powers, Authorities and Responsibilities of the Chief Administrative Officer, Nov. 1978

1978 Transition in the Office of the County Executive, Dec. 1978

Employees' Retirement System of Montgomery County, Maryland, Annual Report, 1989

Staff Report to the County Executive: Cable TV Montgomery Performance Evaluation Review
(November 14, 1986 - July 30, 1989), 1989