



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Planning Department, Montgomery County, Maryland
8787 Georgia Avenue Silver Spring, Maryland 20910

MCPB Date: 11/19/15
Agenda Item # 5

MEMORANDUM

DATE: November 12, 2015

TO: Montgomery County Planning Board

VIA: Gwen Wright, Director, Planning Department *GW*
Rose Krasnow, Deputy Director, Planning Department *RKX*

FROM: Karen Warnick, Chief, Management Services Division *KW*
Anjali Sood, Budget Manager, Management Services Division *AS*

SUBJECT: Approval of Planning Department's FY17 Proposed Budget

Action Requested: Approval of the FY17 Proposed Budget funding and staffing levels.

Background

At its September 17 meeting, the Planning Board received a presentation from the Commission's Department of Human Resources and Management (DHRM) on the FY17 budget process including key trends and the budget outlook, strategy, and timeline.

DHRM reminded the Board that, due to Montgomery County's fiscal challenges, Planning's FY16 Adopted Budget had been reduced by over \$600,000 from our proposed budget. In addition, the Commission has already been asked by the County to implement a savings plan for the current year (FY16), and it is anticipated that we will be asked to increase that plan later this fall. Since the County's fiscal issues are projected to continue into FY17, DHRM further expects that the FY17 Proposed Budget will require possible belt tightening.

DHRM reported that the assessable base for Montgomery County is projected to grow by 4% in FY17. This growth would provide an approximate increase of \$1,104,982 in property tax revenue for the Administration Fund without an increase in the tax rate.

Following this meeting, the Planning Department had two FY17 operating budget worksessions with the Planning Board on October 8 and November 5. At the November 5 meeting, the Board approved the Department's request to prepare the budget as proposed at the base budget plus new initiative level, and approved additional funding for 1) on-call services for economic analysis and financial expertise to assist us with projects in FY17; 2) real estate economic pro forma training for staff to better understand development, investment and valuation decisions; and 3) a full-time career position in the Research and Special projects division to perform research and economic analyses.

FY17 Proposed Budget Overview

The Planning Department's FY17 proposed budget is \$19,422,713 which reflects the base budget plus new initiatives. The FY17 proposed budget is a reduction of \$72,080 or (-0.4%) from the FY16 adopted budget.

There are several attachments included with this memo for your reference.

- Attachment A - Updated FY17 Budget Summary Chart with New Initiatives List
- Attachment B - FY17 Proposed Expenditure Budget by Division
- Attachment C - FY17 Proposed Positions/Workyears by Division
- Attachment D - FY17 Work Program Crosswalk of the Workyear Allocation by Division
- Attachment E - FY17 Work Program Crosswalk of the Budget Allocation by Program Element
- Attachment F - FY17 Special Revenue Fund – Synopsis Description
- Attachment G - FY17 Master Plan and Major Projects Schedule

As a reminder, the FY17 personnel costs do not include any assumption for a salary adjustment as those costs and OPEB costs are included in a Non-Departmental Account.

Known Operating Commitments

The Planning Department's FY17 salaries and benefits decreased \$492,713 primarily due to significantly lower projections in the Commission's pension costs based on changes in actuarial assumptions. The costs for risk management and the Commission Wide IT initiatives increased \$145,530. The contractual and inflationary increases for the department are \$83,900.

Staffing and Lapse

The proposed staffing level is shown in summary in the chart below and is broken out by division in **Attachment C**.

Planning Department Staffing Level	FY16 Adopted		FY17 Proposed	
	Positions	Workyears	Positions	Workyears
Full-Time Career	143	143.00	144	144.00
Unfunded Career	4	-	3	-
Part-Time Career	3	2.10	3	2.10
Career Total	150	145.10	150	146.10
Term Contract	1	0.75	1	0.75
Seasonal		-		-
Chargebacks		(23.55)		(23.55)
Less Lapse		(6.00)		(6.00)
TOTAL STAFFING	151	116.30	151	117.30

For FY17, the Department is maintaining an approximate 4.5% lapse rate which equates to six workyears.

For the new research and economic analysis position proposed for FY17, the Department is requesting to fund one of the four positions that have been unfunded since FY11. The total positions will remain the same but the workyears will increase by 1.00.

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 Department **anticipates \$185,000 in fees from service charges** and other program fees in FY17.

The Department also receives an appropriation in revenue from the Water Quality Protection Fund to offset costs that will be incurred in FY17 for undertaking specific activities consistent with the intent of the Fund such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY17, the Department is requesting an increase of \$9,500 (a 2.6% increase) for an overall **appropriation of \$369,900** to cover the FY16 compensation increases. The appropriation was not increased during the FY16 budget process due to the uncertainty of any compensation increases being approved as requested.

Special Revenue Fund

The Special Revenue Fund has an estimated beginning balance of \$2,899,437. The proposed FY17 budget reflects revenues of \$1,942,300 and expenditures of \$3,908,122. The Department is requesting a **transfer in the amount of \$500,000 from the Administration Fund to the Development Review Special Revenue Fund**. This will leave an ending balance of \$1,433,615 (with the \$500,000 transfer).

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. The largest or most notable special revenue fund is the Development Review Special Revenue Fund. Special Revenue Fund budgets are prepared as a proposal for revenues, expenditures, and fund balances. Special Revenue fund balances are not shown consolidated with the tax supported funds to avoid confusing the resources of one fund type with another.

Development Review Special Revenue Account – Chargebacks and Transfers Out

The Planning Department is proposing to increase the chargebacks to the Development Revenue Special Revenue Account (DR-SRA) by \$113,089. Of this increase, \$9,089 is from the Legal and Finance Departments for their services. The remaining \$104,000 increase (a 2.6% increase) is from the Planning Department to cover the FY16 compensation increases. The chargeback was not increased during the FY16 budget process due to the uncertainty of the requested compensation increases being approved.

The Department has traditionally requested a transfer from the Administration Fund into the DR-SRA in recognition of the fact that revenues may not cover the costs of our review efforts. The fund performed well in FY12, FY13, and in FY15 primarily due to the fees collected for various large projects in CR zones. Property owners moved quickly to either take advantage of changes to the zoning ordinance or to submit new applications that could move forward using zoning requirements that had been grandfathered. This performance built a significant fund balance. Due to this large balance and due to sufficient fees being collected in each of these fiscal years, the Council did not approve a transfer in FY14, FY15 and FY16. However, in the interest of being prudent and not overestimating revenue that may or may not come in during the remaining ¾ of FY16, we are requesting a transfer of \$500,000 from the Administration Fund into the DR-SRA in FY17 to cover potential shortfalls.

The chart below shows the FY17 proposed revenues, expenditures, and the transfer in for the Special Revenue Fund.

Planning Department FY17 Special Revenue Fund Summary	FY17 Estimated Beginning Balance	FY17 Proposed Revenue	FY17 Proposed Expenditure	FY17 Projected Ending Balance
Traffic Mitigation Program	\$59,690	\$20,200	\$20,000	\$59,890
Historic Preservation	\$8,720	\$6,000	\$6,000	\$8,720
Map Sales	\$142,123	\$1,800	\$130,000	\$13,923
Environmental/Forest Conserv. Penalties	\$86,311	\$25,300	\$24,000	\$87,611
Development Review SRA	\$2,101,705	\$1,836,000	\$3,245,122	\$692,583
Forest Conservation	\$500,888	\$53,000	\$483,000	\$70,888
TOTAL before Transfer In	\$2,899,437	\$1,942,300	\$3,908,122	\$933,615
Development Review SRA Transfer In		\$500,000		
TOTAL after Transfer In	\$2,899,437	\$2,442,300	\$3,908,122	\$1,433,615

A synopsis of the special revenue accounts included in the FY17 proposed budget are included in **Attachment F**.

Work Program Overview

The Planning Department's FY17 Work Program is organized into four major components: (1) Master Planning Program; (2) Regulatory Planning Program; (3) Information Resources; and (4) Management and Administration. See work program details in **Attachment D and Attachment E**.

New Initiatives

There are a number of new initiatives that are being proposed which focus on ways to both reimagine and reinvigorate our master planning activities, as well as ways to address significant planning issues and concerns that face Montgomery County. Details were provided on at the first two budget worksessions (see **Attachment A**).

Summary

The Planning Department has put great thought into preparing the FY17 Proposed Budget. Staff is mindful of the cost pressures facing the County as well as the concerns of the residents in terms of excellent planning, communication and outreach. The FY17 budget request shows our commitment to continue to provide the best services possible to County residents with a (-0.4%) decrease as compared to the FY16 budget.

Staff is requesting approval from the Planning Board to proceed to finalize the FY17 Planning Department's operating budget and Special Revenue Fund budget as proposed.

**MONTGOMERY COUNTY PLANNING DEPARTMENT
PRELIMINARY FY17 OPERATING BUDGET REQUEST**

			% Change
	FY16 Adopted Budget	\$19,494,792	
FY17 BASE BUDGET CHANGES			
	Salaries & Benefits	(\$492,713)	
	Known Operating Commitments	\$83,900	
	Risk Management and Commission Wide IT Initiatives	\$145,530	
	Increase in Chargebacks to Development Review Special Revenue Fund	(\$104,000)	
	Subtotal - Base Budget Changes	<u>(\$367,283)</u>	<u>(-1.9%)</u>
Less: FY16 One-time Expenses		<u>(\$835,000)</u>	<u>(-4.3%)</u>
Add: Proposed One-time Initiatives			
	Consulting assistance for the Bikeways Plan Update – Univ of MD	\$125,000	
	Partnership with Univ of MD for Master Plan Reality Check	\$82,000	
	Consulting funding for Study of Employment Trends – Univ of MD	\$125,000	
	Continuation of New Dynamic Transportation Modeling Tool	\$75,000	
	Multi-modal Transportation Analysis for Montgomery Hills/Forest Glen Sector Plan	\$60,000	
	Consulting funding for Silver Spring Streetscape	\$75,000	
	Consulting funds for Design Studies for Veirs Mill Corridor Small Area Plan	\$40,000	
	Retail and Economic Study for Montgomery Hills/Forest Glen Sector Plan	\$50,000	
	Consulting funding for Retail Study in South Silver Spring	\$50,000	
	Consulting funding for Corridor Study for MD 355 from Gaithersburg to COMSAT	\$75,000	
	Placemaking Initiatives	\$50,000	
	Consulting funding for Regional Transportation Model Network Development/Mgmt	\$30,000	
	Subtotal – Proposed One-Time Changes	<u>\$837,000</u>	<u>4.3%</u>
Add: Proposed On-going Changes			
	Design Excellence Initiative	\$10,000	
	Consulting funding for Bicycle Plan Implementation Activities	\$80,000	
	On-Call Economic Services	\$54,400	
	Real Estate Development Process Training	\$12,650	
	Funding for One Existing but Unfunded Full Time Career position - Economic Analysis	\$136,153	
	Subtotal – Proposed On-going Changes	<u>\$293,203</u>	<u>1.5 %</u>
	Net Change from FY16 Adopted to FY17 Proposed Budget	<u>(\$72,080)</u>	<u>(-0.4%)</u>
	** FY17 Proposed Budget Plus Essential Needs/New Initiatives	<u>\$19,422,713</u>	<u>(-0.4%)</u>

Notes:

**Total does not include the transfer to the Development Review Special Revenue Fund, compensation marker, OPEB PayGo and OPEB prefunding. They are budgeted in the Administration Fund's non-departmental account.

MONTGOMERY COUNTY PLANNING DEPARTMENT				
Expenditures by Division by Type				
PROPOSED BUDGET FISCAL YEAR 2017				
	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
<u>Office of The Planning Director</u>				
Personnel Services	700,996	750,630	857,349	14.2%
Supplies and Materials	9,175	2,200	10,700	386.4%
Other Services and Charges	82,437	194,950	60,450	-69.0%
Capital Outlay				-
Other Classifications				-
Chargebacks				-
Total	792,608	947,780	928,499	-2.0%
<u>Management Services</u>				
Personnel Services	1,662,263	2,065,127	2,012,924	-2.5%
Supplies and Materials	68,185	9,760	9,510	-2.6%
Other Services and Charges	238,967	189,340	139,340	-26.4%
Capital Outlay	(4,121)			-
Other Classifications				-
Chargebacks	(37,400)	-	-	-
Total	1,927,893	2,264,227	2,161,774	-4.5%
<u>Functional Planning & Policy</u>				
Personnel Services	2,131,099	2,442,232	2,497,356	2.3%
Supplies and Materials	3,537	6,750	5,800	-14.1%
Other Services and Charges	257,969	460,750	497,725	8.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(12,500)	-	-	-
Total	2,380,104	2,909,732	3,000,881	3.1%
<u>Area 1</u>				
Personnel Services	1,971,259	2,071,457	1,878,501	-9.3%
Supplies and Materials	6,945	7,250	7,000	-3.4%
Other Services and Charges	154,473	41,000	306,900	648.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(498,900)	(623,600)	(716,700)	14.9%
Total	1,633,777	1,496,107	1,475,701	-1.4%
<u>Area 2</u>				
Personnel Services	2,353,973	2,590,002	2,502,452	-3.4%
Supplies and Materials	2,220	6,450	5,700	-11.6%
Other Services and Charges	146,596	234,300	100,200	-57.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(561,300)	(604,900)	(632,900)	4.6%
Total	1,941,489	2,225,852	1,975,452	-11.2%
<u>Area 3</u>				
Personnel Services	2,405,230	2,656,882	2,606,755	-1.9%
Supplies and Materials	77	3,800	4,000	5.3%
Other Services and Charges	170,529	25,150	100,650	300.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(561,300)	(561,300)	(716,700)	27.7%
Total	2,014,536	2,124,532	1,994,705	-6.1%

MONTGOMERY COUNTY PLANNING DEPARTMENT				
Expenditures by Division by Type				
PROPOSED BUDGET FISCAL YEAR 2017				
	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
<i>Dev. Applications & Regulatory Coordination</i>				
Personnel Services	1,755,770	2,098,455	2,030,048	-3.3%
Supplies and Materials	7,481	4,900	9,400	91.8%
Other Services and Charges	79,312	24,000	19,600	-18.3%
Capital Outlay	77,647	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,266,100)	(1,147,700)	(975,200)	-15.0%
Total	654,109	979,655	1,083,848	10.6%
<i>Information Technology and Innovation</i>				
Personnel Services	1,818,587	2,125,914	2,080,477	-2.1%
Supplies and Materials	346,910	241,100	248,291	3.0%
Other Services and Charges	874,882	957,900	857,475	-10.5%
Capital Outlay	84,450	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,124,829	3,324,914	3,186,244	-4.2%
<i>Research and Special Projects</i>				
Personnel Services	911,125	1,049,789	1,028,008	-2.1%
Supplies and Materials	65	600	600	0.0%
Other Services and Charges	438,375	200,100	299,900	49.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,349,565	1,250,489	1,328,508	6.2%
<i>Support Services</i>				
Personnel Services	-	38,742	38,800	0.1%
Supplies and Materials	146,127	135,600	143,700	6.0%
Other Services and Charges	1,349,572	1,562,162	1,869,601	19.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	85,000	85,000	85,000	0.0%
Total	1,580,699	1,821,504	2,137,101	17.3%
<i>Grants</i>				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	-	-	-	-
Total	-	150,000	150,000	0.0%
<i>Total Planning Department</i>				
Personnel Services	15,710,301	17,889,230	17,532,670	-2.0%
Supplies and Materials	590,721	418,410	444,701	6.3%
Other Services and Charges	3,793,112	3,889,652	4,251,841	9.3%
Capital Outlay	157,976	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	(2,852,500)	(2,852,500)	(2,956,500)	3.6%
Total	17,399,610	19,494,792	19,422,712	-0.4%

MONTGOMERY COUNTY PLANNING DEPARTMENT POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND						
	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>OFFICE OF THE PLANNING DIRECTOR</u>						
Full-Time Career	4.00	4.00	4.00	4.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Director's Office	4.00	4.00	4.00	4.00	5.00	5.00
<u>MANAGEMENT SERVICES</u>						
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	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.30)	-	-	-	-
Less Lapse	-	(1.00)	-	(1.00)	-	(1.00)
Subtotal Management Services	17.00	15.45	18.00	16.75	18.00	16.75
<u>FUNCTIONAL PLANNING AND POLICY</u>						
Full-Time Career	18.00	18.00	18.00	18.00	19.00	19.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	19.00	18.50	19.00	18.50	20.00	19.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.10)	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Functional Planning and Policy	19.00	18.40	19.00	18.50	20.00	19.50
<u>AREA 1</u>						
Full-Time Career	17.00	17.00	17.00	17.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	17.00	17.00	17.00	17.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.00)	-	(5.00)	-	(5.55)
Less Lapse	-	(1.00)	-	(1.00)	-	(1.00)
Subtotal Area 1	17.00	12.00	17.00	11.00	16.00	9.45
<u>AREA 2</u>						
Full-Time Career	21.00	21.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	21.00	21.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.50)	-	(4.85)	-	(4.90)
Less Lapse	-	(1.00)	-	(1.00)	-	(1.00)
Subtotal Area 2	21.00	15.50	21.00	15.15	21.00	15.10

Attachment C Continuation

MONTGOMERY COUNTY PLANNING DEPARTMENT POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND						
	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
Subtotal Area 2	21.00	15.50	21.00	15.15	21.00	15.10
AREA 3						
Full-Time Career	21.00	21.00	21.00	21.00	21.00	21.00
Part-Time Career	1.00	0.70	1.00	0.70	1.00	0.70
Career Total	22.00	21.70	22.00	21.70	22.00	21.70
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(4.50)		(4.50)		(5.55)
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Area 3	22.00	16.20	22.00	16.20	22.00	15.15
DEV APPLICATIONS & REGULATORY COORDINATION						
Full-Time Career	21.00	21.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	1.00	0.90	1.00	0.90
Career Total	21.00	21.00	21.00	20.90	21.00	20.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(10.15)		(9.20)		(7.55)
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Dev Applicat. & Reg. Coord.	21.00	9.85	21.00	10.70	21.00	12.35
INFORMATION TECHNOLOGY AND INNOVATION						
Full-Time Career	16.00	16.00	17.00	17.00	17.00	17.00
Part-Time Career	1.00	0.90	-	-	-	-
Career Total	17.00	16.90	17.00	17.00	17.00	17.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Information Technology & Innovation	17.00	15.90	17.00	16.00	17.00	16.00
RESEARCH AND SPECIAL PROJECTS						
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	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Research & Special Projects	8.00	8.00	8.00	8.00	8.00	8.00
TOTAL PLANNING						
Full-Time Career	142.00	142.00	143.00	143.00	144.00	144.00
Unfunded Career	5.00	-	4.00	-	3.00	-
Part-Time Career	3.00	2.10	3.00	2.10	3.00	2.10
Career Total	150.00	144.10	150.00	145.10	150.00	146.10
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(23.55)		(23.55)		(23.55)
Less Lapse		(6.00)		(6.00)		(6.00)
Grand Total Planning Department	151.00	115.30	151.00	116.30	151.00	117.30

Montgomery County Planning Department: FY17 Proposed Adopted Work Program Crosswalk of Work Years (Division to Work Program Elements)												
	Lead Division	FY16 Adopted	FY17 Proposed	Director's Office	Management Services Division	Functional Planning & Policy	Area 1	Area 2	Area 3	Development Applications & Regulatory Coordination	Information Technology & Innovation	Research & Special Projects
Funded Workyears		139.85	140.85	5.00	16.75	19.50	15.00	20.00	20.70	19.90	16.00	8.00
Program: MASTER PLANNING PROGRAM												
Plans												
Sandy Spring Rural Village MMP	Area 3	0.23	0.00									
Aspen Hill MMP	Area 2	0.23	0.00									
Gaithersburg East Master Plan	Area 2	0.00	1.63	0.10	0.23	0.50		0.50	0.10			0.20
Grosvenor Metro Area Minor Master Plan Amendment	Area 2	2.34	2.28	0.10	0.23	0.25		1.50				0.20
South Silver Spring Small Area Plan	Area 1	0.00	2.18	0.10	0.23	0.25	1.60					
Viers Mill Road Corridor Small Area Plan	Area 2	0.00	2.93	0.10	0.23	0.50		1.90				0.20
Montgomery Hills and Forest Glen Master Plan	Area 1	0.75	1.53	0.10	0.23	0.10	1.00	0.10				
MARC Rail Stations (Germantown and Boyds) Plan	Area 3	2.44	2.71	0.10	0.23	0.10			2.04		0.24	
Bethesda Downtown Plan	Area 1	1.78	0.87	0.10	0.23		0.30				0.24	
Greater Lyttonsville Plan	Area 1	1.59	0.83	0.10	0.23		0.50					
Westbard Plan	Area 1	1.59	0.59	0.05	0.23		0.30		0.01			
Montgomery Village Master Plan	Area 2	2.29	0.48	0.05	0.23			0.10			0.10	
Highways Master Plan /Technical Corrections & Updates	FPP	1.14	1.60		0.23	1.00	0.05		0.32			
White Flint II Plan	Area 2	4.86	3.72	0.10	0.23	0.50		2.30			0.34	0.25
Rock Spring Plan	Area 2	3.53	4.02	0.10	0.23	0.50		2.20	0.40		0.34	0.25
Historic Preservation Functional Master Plan	FPP	2.40	2.28		0.23	2.00	0.05					
Public Policies Planning and Coordination												
Public Project Coordination	All	5.18	2.82	0.10	0.23	1.10	0.20	1.00	0.19			
Master Plan Staging/Monitoring	FPP	2.48	1.20	0.05	0.15	0.50	0.20	0.30				
Special Projects												
Assis with OLO School Study	FPP	0.50	0.00									
Corridor Study for MD 355	Area 3	0.00	2.86	0.05	0.23		0.05		2.23			0.30
Silver Spring Street Scene	Area 1	0.00	1.13	0.10	0.23		0.60					0.20
Study of Employment Trends	RSP	0.00	1.23	0.10	0.23		0.05	0.10				0.75
Placemaking Initiatives	Area 1	0.00	0.83	0.20	0.23		0.30	0.10				
Colocation of Public Facilities Study	RSP	1.13	0.70									0.70
Recreation Guidelines	Area 3	1.29	0.46				0.10	0.10	0.26			
Bikeways Plan Update	FPP	1.37	1.77	0.10	0.23	1.00	0.10	0.20	0.04		0.10	
Evolving Retail Trends Study	RSP	1.27	0.68	0.10	0.23		0.05					0.30
Master Plan Reality Check	RSP	1.82	1.31	0.10	0.23		0.05	0.20	0.23			0.50
Rental Housing Study	RSP	1.23	1.18	0.05	0.23		0.05	0.10				0.75
Subdivision Staging (Growth Policy)	FPP	4.58	4.48	0.15	0.23	3.00	0.10	0.20	0.20		0.20	0.40
Sustainability and Planning Activity	Area 3/FPP	1.28	1.07	0.05	0.15	0.75	0.05		0.07			
Agriculture Initiatives	Area 3	2.13	1.75	0.05	0.15	0.60			0.95			
Special Projects	All	1.68	1.03	0.20	0.23	0.10	0.05	0.10	0.35			
SUB-TOTAL MASTER PLANNING		51.11	52.15	2.50	6.20	12.75	5.75	11.00	7.39	0.00	1.56	5.00
Program: REGULATORY PLANNING PROGRAM												
Regulatory Policy Development/Amendment												
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	FPP	1.78	2.09	0.05	0.15	1.50	0.05	0.20	0.14			
Zoning Ordinance Revisions and Refinements	DO	0.64	0.80	0.05	0.15	0.25	0.10		0.25			
Land Use Regulations												
Conditional Uses (Special Exceptions)	Area teams	2.58	2.88	0.05	0.08	0.10	0.20	0.50	1.45	0.50		
Local Map Amendments and Development Plan Amendments	Area teams	1.98	2.44	0.05	0.08	0.15	0.20	0.40	0.81	0.65	0.10	
Preliminary Plans/Subdivision Plans	DARC	12.92	13.17	0.20	0.18	0.10	3.05	1.90	3.10	4.30	0.34	
Sketch and Site Plan Reviews	DARC	11.97	12.14	0.20	0.08		4.50	3.00	2.91	1.45		
Pre-Application Meetings/Guidance	DARC	1.78	2.65	0.10	0.08		0.25	0.40	1.07	0.45		0.30
Regulatory Enforcement and Building Permit Review	DARC	1.18	2.19	0.05	0.08		0.25		0.51	1.30		
Historic Area Work Permits	FPP	3.91	3.83		0.08	3.75						
Forest Conservation Reviews, Inspections & Enforcement	DARC	11.98	8.68	0.05	0.08		0.30	1.60	1.20	5.45		
SUB-TOTAL REGULATORY PLANNING		50.72	50.87	0.80	1.04	5.85	8.90	8.00	11.44	14.10	0.44	0.30
Program: INFORMATION RESOURCES												
Public Information												
Research Projects	RSP	0.89	2.82	0.05	0.30		0.05	0.10	0.12	0.10		2.10
Information Systems/Geographic Information Systems (IS/GIS)	ITI	7.05	7.44	0.05	0.20		0.05		0.64	0.50	6.00	
Information Services	DARC	3.69	3.94	0.05	0.20		0.05	0.10	0.24	2.20	1.10	
SUB-TOTAL INFORMATION RESOURCES		11.63	14.20	0.15	0.70	0.00	0.15	0.20	1.00	2.80	7.10	2.10
Program: MANAGEMENT/ADMINISTRATION												
Governance												
Work Program Management	DO	6.50	6.52	0.50	1.30	0.40	0.10	0.40	0.32	2.60	0.30	0.60
Work Program Support	MS	13.55	10.55	1.00	7.35	0.50	0.05	0.40	0.55	0.40	0.30	
Agency Support												
Information Technology	ITI	6.34	6.56	0.05	0.16		0.05				6.30	
SUB-TOTAL MANAGEMENT/ADMINISTRATION		26.39	23.63	1.55	8.81	0.90	0.20	0.80	0.87	3.00	6.90	0.60
TOTAL		139.85	140.85	5.00	16.75	19.50	15.00	20.00	20.70	19.90	16.00	8.00
<i>New Work Program Efforts in FY 17</i>												
<i>Expected to end in FY 16</i>												

Montgomery County Planning Department: FY16 Estimated Work Program cost								
An Estimated cost of the FY17 Planning Department Work Program Based on Analytical Allocation of the Budget								
	FY17 Proposed	Personnel **	Professional Services	Publication	Other Costs	Sub Total	DR Chargeback	Total
Total Funded Workyears	140.85							
Program: MASTER PLANNING PROGRAM								
Plans								
Sandy Spring Rural Village MMP								
Aspen Hill MMP								
Gaithersburg East Master Plan	1.63	\$202,898	\$17,000		\$29,028	\$248,927		\$248,927
Grosvenor Metro Area Minor Master Plan Amendment	2.28	\$283,809	\$15,000		\$40,604	\$339,413		\$339,413
South Silver Spring Small Area Plan	2.18	\$271,361	\$65,000		\$38,823	\$375,184		\$375,184
Viers Mill Road Corridor Small Area Plan	2.93	\$364,719	\$55,000		\$52,180	\$471,899		\$471,899
Montgomery Hills and Forest Glen Master Plan	1.53	\$190,451	\$139,000		\$27,248	\$356,698		\$356,698
MARC Rail Stations (Germantown and Boyds) Plan	2.71	\$337,334			\$48,262	\$385,596		\$385,596
Bethesda Downtown Plan	0.87	\$108,296	\$15,000		\$15,494	\$138,789		\$138,789
Greater Lyttonsville Plan	0.83	\$103,316			\$14,781	\$118,098		\$118,098
Westbard Plan	0.59	\$73,442			\$10,507	\$83,949		\$83,949
Montgomery Village Master Plan	0.48	\$59,749			\$8,548	\$68,297		\$68,297
Highways Master Plan /Technical Corrections & Updates	1.60	\$199,164			\$28,494	\$227,658		\$227,658
White Flint II Plan	3.72	\$463,057	\$8,000		\$66,249	\$537,306		\$537,306
Rock Spring Plan	4.02	\$500,400			\$71,592	\$571,992		\$571,992
Historic Preservation Functional Master Plan	2.28	\$283,809			\$40,604	\$324,413		\$324,413
Public Policies Planning and Coordination								
Public Project Coordination	2.82	\$351,027			\$50,221	\$401,248		\$401,248
Master Plan Staging/Monitoring	1.20	\$149,373			\$21,371	\$170,744		\$170,744
Special Projects								
Assis with OLO School Study								
Corridor Study for MD 355	2.86	\$356,006	\$75,000		\$50,933	\$481,939		\$481,939
Silver Spring Street Scape	1.13	\$140,660	\$75,000		\$20,124	\$235,784		\$235,784
Study of Employment Trends	1.23	\$153,107	\$125,000		\$21,905	\$300,012		\$300,012
Placemaking Initiatives	0.83	\$103,316	\$50,000		\$14,781	\$168,098		\$168,098
Colocation of Public Facilities Study	0.70	\$87,134			\$12,466	\$99,601		\$99,601
Recreation Guidelines	0.46	\$57,260			\$8,192	\$65,452		\$65,452
Bikeways Plan Update	1.77	\$220,325	\$125,000		\$31,522	\$376,847		\$376,847
Evolving Retail Trends Study	0.68	\$84,645			\$12,110	\$96,755		\$96,755
Master Plan Reality Check	1.31	\$163,066	\$82,000		\$23,330	\$268,395		\$268,395
Rental Housing Study	1.18	\$146,884			\$21,014	\$167,898		\$167,898
Subdivision Staging (Growth Policy)	4.48	\$557,660	\$113,000		\$79,784	\$750,443		\$750,443
Sustainability and Planning Activity	1.07	\$133,191			\$19,055	\$152,246		\$152,246
Agriculture Initiatives	1.75	\$217,836			\$31,165	\$249,001		\$249,001
Special Projects	1.03	\$128,212	\$30,000		\$18,343	\$176,555		\$176,555
SUB-TOTAL MASTER PLANNING	52.15	\$6,491,507	\$989,000	\$0	\$928,731	\$8,409,238	\$0	\$8,409,238
Program: REGULATORY PLANNING PROGRAM								
Regulatory Policy Development/Amendment								
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	2.09	\$260,158			\$37,220	\$297,379		\$297,379
Zoning Ordinance Revisions and Refinements	0.80	\$99,582			\$14,247	\$113,829		\$113,829
Land Use Regulations								
Conditional Uses (Special Exceptions)	2.88	\$358,495			\$51,289	\$409,785		\$409,785
Local Map Amendments and Development Plan Amendments	2.44	\$303,725			\$43,454	\$347,179		\$347,179
Preliminary Plans/Subdivision Plans	13.17	\$1,639,370			\$234,543	\$1,873,913	(\$1,414,200)	\$459,713
Sketch and Site Plan Reviews	12.14	\$1,511,158			\$216,199	\$1,727,357	(\$1,343,200)	\$384,157
Pre-Application Meetings/Guidance	2.65	\$329,866			\$47,193	\$377,059		\$377,059
Regulatory Enforcement and Building Permit Review	2.19	\$272,606			\$39,001	\$311,607		\$311,607
Historic Area Work Permits	3.83	\$476,749	\$13,000	\$11,000	\$68,208	\$568,957		\$568,957
Forest Conservation Reviews, Inspections & Enforcement	8.68	\$1,080,466			\$154,581	\$1,235,046		\$1,235,046
SUB-TOTAL REGULATORY PLANNING	50.87	\$6,332,176	\$13,000	\$11,000	\$905,936	\$7,262,112	(\$2,767,400)	\$4,504,712
Program: INFORMATION RESOURCES								
Public Information								
Research Projects	2.82	\$351,027	\$54,400		\$50,221	\$455,648		\$455,648
Information Systems/Geographic Information Systems (IS/GIS)	7.44	\$926,113	\$40,000		\$379,748	\$1,345,861		\$1,345,861
Information Services	3.94	\$490,442			\$70,167	\$560,609	(\$284,100)	\$276,509
SUB-TOTAL INFORMATION RESOURCES	14.20	\$1,767,582	\$94,400	\$0	\$500,136	\$2,362,118	(\$284,100)	\$2,078,018
Program: MANAGEMENT/ADMINISTRATION								
Governance								
Work Program Management	6.52	\$811,594			\$116,114	\$927,708		\$927,708
Work Program Support	10.55	\$1,313,239			\$187,883	\$1,501,122		\$1,501,122
Agency Support								
Information Technology	6.56	\$816,573	\$222,100		\$813,242	\$1,851,915		\$1,851,915
SUB-TOTAL MANAGEMENT/ADMINISTRATION	23.63	\$2,941,406	\$222,100	\$0	\$1,117,239	\$4,280,745	\$0	\$4,280,745
TOTAL	140.85	\$17,632,670	\$1,318,500	\$11,000	\$3,462,042	\$22,314,212	(\$3,041,600)	\$19,272,712
New Work Program Efforts in FY17								
Expected to end in FY16								
						Grant		\$160,000
**Personnel cost does not include OPEB Prefunding ,OPEB pay go and compensation. These are included in non-departmental account						FY17 Proposed Budget		\$19,422,712

Special Revenue Accounts (SRA) Synopsis

The **Traffic Mitigation SRA** supports the regulatory process to ensure compliance with traffic mitigation agreements from approved development. Revenues are received from developers on an annual basis. This account is designated to pay for the independent monitoring of development agreements and to ensure that each meets and maintains its trip reduction goal.

The **Historic Preservation SRA** was established to manage funds derived from the annual contract between Montgomery County and the Planning Department to partially fund staff support to the Montgomery County Historic Preservation Commission (HPC) and other activities. The historic preservation special revenue fund remains in place as a source of funding for grant projects and sale of publications. Staff also administers additional grants from the State of Maryland, in support of historic preservation functions.

The **Map Sales SRA** was formerly known as the GIS Data Sales SRA. The GIS Data SRA was up in order to recover the costs of maintaining key GIS data on a routine basis as dictated by the County GIS strategic plan. Revenue for this fund used to come from the sale of GIS data to the development community. In FY15, the sale of digital GIS data was ended at the request of the Montgomery County Council and by State law enacted for the purpose of providing open data to the public. Now map sales are the remaining revenue source for this fund.

The **Forest Conservation Penalty SRA** receives 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, contractual help to digitize easements for posting on the web site and obtaining equipment and training necessary for the forest conservation inspectors to perform their duties.

The **Development Review SRA** 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, sketch plans, project plans, and site plans.

The **Forest Conservation SRA** collects fees paid by developers in lieu of planting forest. By law, this fund can only be used for forest planting, protection, and maintenance and for planting trees to create a canopy in urban areas. Examples of past expenditures include: the planting and maintenance of riparian forests in the Reddy Branch Stream Valley Park; along Beach Drive in Meadowbrook Park; along Watts Branch near Lake Potomac Drive; at Rachel Carson Park; and at the Oak Ridge Conservation Park in the Little Bennett watershed. In FY17, we anticipate expanding the planting areas in all of these environmental sensitive areas. The Fund supports the Planning Department's "Leaves for Neighborhoods" project, which provides a coupon to Montgomery County residents for the purchase of native canopy trees, and for the "Shades of Green" program, which funds planting of new canopy trees on private lands in central business districts. The Fund finances work by University of Vermont researchers to detail the amount of forest and tree cover in Montgomery County. Funds in the account are also 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.

FY17 Master Plan and Major Projects Schedule

Master Plan & Major Projects	2015												2016												2017												2018												2019											
	FY16												FY17												FY18												FY19																							
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Montgomery Village Master Plan																																																												
Westbard Plan																																																												
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Silver Spring Street Scape																																																												
Staff																																																												
Planning Board																																																												
CE Review & Council Noticing Period																																																												
Hearing																																																												
Planning Board Draft																																																												
Council Review																																																												
Commission Adoption, SMA																																																												