



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

MCPB Date: 11/15/18
Agenda Item # 7

MEMORANDUM

DATE: November 8, 2018
TO: Montgomery County Planning Board
VIA: Gwen Wright, Director, Planning Department *GW*
Tanya Stern, Deputy Director of Planning
Robert Kronenberg, Acting Deputy Director of Planning
FROM: Karen Warnick, Chief, Management Services Division *KW*
Anjali Sood, Budget Manager, Management Services Division *AS*
SUBJECT: Approval of Planning Department's FY20 Proposed Budget

Action Requested: Approval of the FY20 Proposed Budget funding and staffing levels.

Background

At its September 13 meeting, the Planning Board received a presentation from the Commission's Department of Human Resources and Management (DHRM) on the FY20 budget process including key trends and the budget outlook, strategy, and timeline.

DHRM reported that the assessable base for Montgomery County grew by 22% from FY13-FY19, gradually reversing the declining trends that were encountered in FY11-FY13. The Montgomery County Office of Management and Budget estimates that the assessable base will grow by 4.3% in FY20. The preliminary projections provided by DHRM require a property tax rate increase in FY20. A leading driver for the increase in projections is a wage increase as well as personnel benefits which are estimated to increase 13%.

Following this meeting, the Planning Department had two FY20 operating budget work sessions with the Planning Board on October 18 and November 1. At the October 18 meeting, the Planning Board approved the Department's request to prepare the budget as proposed at the base budget plus new initiative level but requested additional information on the proposed funding for 1) the Wheaton Headquarters Audio-Visual (A/V) system and 2) the General Plan Update support. At the November 1 meeting, the Planning Department provided a detailed breakdown of the budget request for the General Plan Update support. For the Wheaton HQ A/V, in addition to providing comparable benchmarks, a revised budget was proposed including financing the equipment through the capital equipment internal service fund to help mitigate the cost impact for FY20. The Board asked about the possibility of requesting a Supplemental Appropriation for the Wheaton HQ A/V expenses. After the November 1st meeting, staff explored that option with OMB and, at their direction, have not pursued the Supplemental Appropriate route. This issue is discussed in greater detail later in the memo.

FY20 Proposed Budget Overview

The Planning Department's **FY20 proposed budget is \$20,863,075** which reflects the base budget plus new initiatives, including the operating budget impacts for the new Wheaton Headquarters building as well as funding for the new initiatives requested by the Office of the Chief Information Officer and the County-Wide IT initiatives. This proposed budget is an **increase of \$682,809 or 3.4%** from the FY19 adopted budget.

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

- Attachment A - Updated FY20 Budget Summary Chart with New Initiatives List (page 5)
- Attachment B - FY20 Proposed Expenditure Budget by Division (pages 6-7)
- Attachment C - FY20 Proposed Positions/Workyears by Division (pages 8-9)
- Attachment D - FY20 Work Program Crosswalk of the Workyear Allocation by Division (page 10)
- Attachment E - FY20 Work Program Crosswalk of the Budget Allocation by Program Element (page 11)
- Attachment F - FY20 Special Revenue Fund – Synopsis Description (page 12)
- Attachment G - FY20 Master Plan and Major Projects Schedule (page 13)

Known Operating Commitments

The Planning Department's FY20 known operating commitments, mandated, contractual, and inflationary increases for the operations of the department are:

Salaries & Benefits *	(\$514,036)
CPI increase for contracts and supplies (1.0%)	\$32,400
Adjustment in Risk Management, Unemployment and Long-Term Disability (LTD)	(\$9,800)
Debt Service for Internal Service Fund Capital Equipment	(\$95,000)
Major Known Commitments	(\$55,000)
Adjustments in Departmental Chargebacks to CIO and Commission Wide IT (CWIT)	(\$62,252)
Chargeback to Development Review – Special Revenue Account (see below)	<u>(\$96,600)</u>
Total of Major Known Operating Commitments	(\$800,288)

- * Salary & Benefits total does not include compensation marker, OPEB PayGo and OPEB prefunding. They are budgeted in the Administration Fund's non-departmental account

Lapse and Staffing

For FY20, the Department plans to maintain an approximate 4.5% lapse rate and its current budgeted staffing level of 151 positions (146.85 work years). This level includes: 140.24 funded work years, 6.61 lapsed work years, and three (3) unfunded positions. Included in the position and work year count is the reduction for the transfer of the MRO Building Maintenance Supervisor position, work year, and salary to the Department of Parks in anticipation of the move to the new Wheaton Headquarters in FY20 when the MRO building will be vacated. The responsibility for the oversight of the maintenance and operation of the new Wheaton HQ rests with the Department of Parks. This transfer contributed to the reduction in the Salaries & Benefits line item of Major Known Commitments. In addition, the November 2018 actuarial report indicated a significant decrease of over \$400,000 in retirement costs for the Planning Department in FY20 and is also reflected in the Salaries & Benefits line item of Major Known Commitments.

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 \$198,400 in fees from service charges** and other program fees in FY20.

The Department also receives an appropriation in revenue from the Water Quality Protection Fund to offset costs that will be incurred in FY20 to provide specific activities consistent with the intent of the Fund such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY20, the Department is requesting an **increase of \$11,800** (a 3.0% increase) for an overall **appropriation of \$403,500** to cover the FY19 compensation increases. The appropriation was not increased during the FY19 budget process due to the uncertainty of the requested compensation increases being approved.

Special Revenue Fund

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.

The Special Revenue budget is comprised of several separate funds. Each special revenue fund budget includes proposed revenues, expenditures, and fund balances. Special Revenue fund balances are shown separately from the tax supported funds to avoid confusing the resources of one fund type with another.

The Special Revenue Fund has an estimated beginning balance of \$4,198,386. The proposed FY20 budget reflects revenues of \$2,722,800, expenditures of \$4,223,607, and an ending balance of \$3,197,579 (with a \$500,000 transfer in from the Administration Fund).

Development Review Special Revenue Fund (DR-SRF) – Chargebacks and Transfers Out

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The DR-SRF was created to collect fees generated from the submission of development applications. Staff time spent reviewing development applications is charged back from the Administration Fund to the special revenue fund.

The Planning Department is proposing to increase the chargebacks to the DR-SRF by \$131,307. Of this increase, \$4,562 is from the Legal Department and \$30,145 is from the Finance Department for their services. The remaining \$96,600 (3%) is from the Planning Department to cover the FY19 compensation increases. The chargeback was not increased during the FY19 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-SRF in recognition of the fact that revenues may not cover the costs of our review efforts. The fund performed well in FY12, FY13, FY15, and in FY16 primarily due to the fees collected for various large projects in CR zones. This performance built a significant fund balance. Due to this large balance and to sufficient fees being collected in each of these fiscal years, the Council did not approve a transfer in FY14, FY15 and FY16. In FY17 and FY18 respectively, transfers of \$500,000 and \$300,000 were approved. In FY19, the Council did not approve a transfer due to tight fiscal constraints.

In the interest of being prudent and not overestimating revenue that may or may not come in during the remaining three quarters of FY19, the Planning Department is **requesting a transfer in the amount of \$500,000 from the Administration Fund to the DR-SRF in FY20** to cover potential shortfalls and to be a stabilizing force against the volatility in the fund.

The chart below shows the FY20 proposed revenues, expenditures, and the transfer in for the Special Revenue Fund. A synopsis of the special revenue funds included in the FY20 proposed budget are included in **Attachment F** (page 12).

Planning Department FY20 Special Revenue Fund Summary	FY20 Estimated Beginning Balance	FY20 Proposed Revenue	FY20 Proposed Expenditures	FY20 Projected Ending Balance
Traffic Mitigation Program	\$614	\$20,000	\$20,000	\$614
Historic Preservation	\$896	\$1,500	\$2,000	\$396
Map Sales	\$144,397	\$1,600	\$130,000	\$15,997
Environmental/Forest Conserv. Penalties	\$96,440	\$26,200	\$34,000	\$88,640
Development Review SRF	\$3,114,188	\$2,563,400	\$3,567,607	\$2,109,981
Forest Conservation fund	\$841,851	\$110,100	\$470,000	\$481,951
Total Before Transfer In	\$4,198,386	\$2,722,800	\$4,223,607	\$2,697,579
DR-SRF Transfer In		\$500,000		\$500,000
Total after Transfer In	\$4,198,386	\$3,222,800	\$4,223,607	\$3,197,579

Work Program Overview

The Planning Department’s FY20 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** (page 10) and **Attachment E** (page 11).

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.

Included in the FY20 budget request is one-time and on-going funding for the new Wheaton Headquarters which is currently under construction and scheduled to be completed in spring 2020. A joint Parks and Planning committee presented the operating budget impacts (OBI) for the new building for FY20 and beyond at the October 4 Planning Board meeting. For the Planning Department, the total Wheaton HQ OBI for FY20 is \$500,526 including 1) one-time costs of \$289,500; 2) two months operating costs of \$135,026; and 3) debt service costs of \$76,000 for the Auditorium Audio-Visual (AV) system.

At the November 1 Planning Board meeting, the Parks and Planning Departments presented information on the Wheaton Auditorium A/V system including: 1) comparable benchmark projects to ensure our original request was reasonable; and 2) options to fund the Wheaton HQ Auditorium A/V system. At that time, we indicated that MCDOT had \$200,000 earmarked for this project. We have since been informed that the \$200,000 may only be used to complete the turnkey auditorium space and not for the additional A/V fit-out that we are requesting.

Per the Planning Board's direction, the Wheaton HQ committee discussed the possibility of requesting a supplemental in the County's CIP for the Wheaton HQ auditorium A/V project with Montgomery County OMB staff. We have been advised against this method for the following reasons:

1. A/V equipment is not eligible for using bonds.
2. It creates complexity regarding budgeting for OMB.
3. It will have an impact on the project schedule because the project may need to be put on hold while we are getting Council approval, which can be a long process.

OMB staff also informed the committee that if the Wheaton HQ auditorium A/V funding was requested outside of the Park and Planning budget, our budget request may be reduced by the amount of the financing in order for the County to pay for the debt service. The committee expects to have on-going discussions with OMB this fiscal year and will continue to seek alternative funding solutions. In order to be sure the funding is included in the FY20 budget, we are requesting the full \$800,000 for the Auditorium A/V to be financed by M-NCPPC over 6 years for \$76,000 per year for each department beginning in FY20.

The chart in *Attachment A* (page 5) provides the FY20 funding request for the items discussed at the two budget work sessions on October 18 and November 1.

Summary

The Planning Department has put great thought into preparing the FY20 Proposed Budget. Staff is mindful of the cost pressures facing the County as well as the concerns of residents in terms of the importance of excellent planning, communication and outreach. The FY20 budget request shows our commitment to continue to provide the best services possible to County residents with a **3.4% increase for our base budget and new initiatives**. This includes a 2.5% increase for the new Wheaton HQ OBI, including for one-time costs in FY20, and a 2.5% increase for the transfer to the Development Review Special Revenue Fund.

Staff is requesting approval from the Planning Board to proceed to finalize the FY20 Planning Department's operating budget and special revenue fund budget as proposed.

NEXT STEPS:

The next steps in the FY20 budget process are:

Full Commission approves the FY20 Proposed Budget Resolution	December 19, 2018
M-NCPPC submits Proposed Budget in Brief according to statutory mandate to County Executive and County Council	January 15, 2019
County Executive makes recommendations	March 15, 2019
County Council hold Public Hearings on budget	April 2019
County Council Reviews M-NCPPC Budget	April & May 2019
Montgomery and Prince George's County Councils Meet	May 2019
County Councils Adopt Budget	May 2019

**MONTGOMERY COUNTY PLANNING DEPARTMENT
PRELIMINARY FY20 OPERATING BUDGET REQUEST**

		FY19 Adopted Budget	\$20,180,266	% Change
FY20 BASE BUDGET CHANGES				
	Salaries & Benefits *		(\$514,036)	
	CPI Increase for Contracts and Supplies (1%)		\$32,400	
	Adjustments to Risk Management/Unemployment/LTD		(\$9,800)	
	Debt Service for Internal Service Fund Capital Equipment		(\$95,000)	
	Major Known Commitments		(\$55,000)	
	Adjustments in Departmental Chargebacks to CIO and Commission Wide IT		(\$62,252)	
	Increase in Chargebacks to Development Review Special Revenue Fund		(\$96,600)	
	<u>Subtotal - Base Budget Changes</u>		<u>(\$800,288)</u>	<u>(4.0%)</u>
	Less: FY19 One-time Expenses		(\$425,000)	<u>(2.1%)</u>
FY20 NEW INITIATIVES				
Add: Departmental Proposed One-time Initiatives				
	Pedestrian Master Plan Support	\$100,000		
	Rustic Roads Functional Master Plan Update	\$25,000		
	General Plan Update Support	\$300,000		
	Ten-Year Check-Up on the White Flint Sector Plan's Metrorail Station Area	\$50,000		
	Architectural Field Surveys	\$25,000		
	Archival Assistance	\$30,000		
	Data for Vision Zero	\$50,000		
	Affordable Housing Preservation and Redevelopment Feasibility	\$75,000		
	Preserving Community Value of Ethnically Diverse Retail Centers	\$60,000		
	<u>Subtotal – Departmental Proposed One-Time Changes</u>		<u>\$715,000</u>	<u>3.5%</u>
Add: Departmental Proposed On-going Changes				
	Project Dox Upgrade (financed over six years)	\$68,400		
	Comprehensive Park and Planning Placemaking Initiative	\$25,000		
	<u>Subtotal – Proposed On-going Changes</u>		<u>\$93,400</u>	<u>0.5%</u>
Add: Proposed Chief Information Officer & County-Wide IT Initiatives			<u>\$99,171</u>	<u>0.5%</u>
Add: Wheaton HQ Operating Budget Impact (OBI)			<u>\$500,526</u>	<u>2.5%</u>
Add: Transfer to Development Review Special Revenue Fund			<u>\$500,000</u>	<u>2.5%</u>
	Net Change from FY19 Adopted to FY20 Proposed Budget		<u>\$682,809</u>	<u>3.4%</u>
* FY20 PROPOSED BUDGET PLUS NEW INITIATIVES			\$20,863,809	<u>3.4%</u>

*Total does not include compensation marker, OPEB PayGo and OPEB prefunding. They are in the Admin Fund's non-departmental account.

MONTGOMERY COUNTY PLANNING DEPARTMENT
Expenditures by Division by Type
PROPOSED BUDGET FISCAL YEAR 2019

	FY18 Actual	FY19 Adopted	FY20 Proposed	% Change
<u>Office of The Planning Director</u>				
Personnel Services	1,012,782	1,044,840	1,295,899	24.0%
Supplies and Materials	4,422	7,500	7,500	0.0%
Other Services and Charges	96,764	74,100	372,100	402.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(15,000)	(32,600)	117.3%
Total	1,113,968	1,111,440	1,642,899	47.8%
<u>Management Services</u>				
Personnel Services	2,127,372	2,206,066	1,998,454	-9.4%
Supplies and Materials	9,417	21,250	21,350	0.5%
Other Services and Charges	228,485	256,718	316,481	23.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(37,000)	-	-100.0%
Total	2,365,274	2,447,034	2,336,285	-4.5%
<u>Functional Planning & Policy</u>				
Personnel Services	2,182,714	2,491,659	2,391,391	-4.0%
Supplies and Materials	2,840	4,600	6,100	32.6%
Other Services and Charges	695,732	474,450	390,500	-17.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(14,100)	-
Total	2,881,287	2,970,709	2,773,891	-6.6%
<u>Area 1</u>				
Personnel Services	1,928,425	2,277,273	1,934,561	-15.0%
Supplies and Materials	40,067	6,000	7,000	16.7%
Other Services and Charges	161,967	140,400	115,400	-17.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(776,700)	(581,200)	(492,900)	-15.2%
Total	1,353,759	1,842,473	1,564,061	-15.1%
<u>Area 2</u>				
Personnel Services	2,379,462	2,514,340	2,618,701	4.2%
Supplies and Materials	98,651	1,500	1,500	0.0%
Other Services and Charges	132,967	115,350	65,700	-43.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(544,400)	(731,700)	(676,000)	-7.6%
Total	2,066,680	1,899,490	2,009,901	5.8%
<u>Area 3</u>				
Personnel Services	2,134,911	2,538,290	2,419,446	-4.7%
Supplies and Materials	992	2,000	2,000	0.0%
Other Services and Charges	231,461	38,200	35,850	-6.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(776,700)	(782,100)	(795,700)	1.7%
Total	1,590,664	1,796,390	1,661,596	-7.5%

MONTGOMERY COUNTY PLANNING DEPARTMENT
Expenditures by Division by Type
PROPOSED BUDGET FISCAL YEAR 2018

	FY18 Actual	FY19 Adopted	FY20 Proposed	% Change
<u>Dev. Applications & Regulatory Coordination</u>				
Personnel Services	1,927,088	2,065,684	2,036,549	-1.4%
Supplies and Materials	4,681	9,600	10,250	6.8%
Other Services and Charges	7,954	18,700	19,800	5.9%
Capital Outlay	29,037	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,028,900)	(1,073,400)	(1,305,700)	21.6%
Total	939,860	1,020,584	760,899	-25.4%
<u>Information Technology and Innovation</u>				
Personnel Services	2,113,080	2,342,845	2,294,332	-2.1%
Supplies and Materials	620,370	247,169	194,233	-21.4%
Other Services and Charges	835,885	981,527	1,076,464	9.7%
Capital Outlay	(62)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,569,274	3,571,541	3,565,029	-0.2%
<u>Research and Special Projects</u>				
Personnel Services	878,966	945,841	918,069	-2.9%
Supplies and Materials	501	750	750	0.0%
Other Services and Charges	416,082	221,414	256,359	15.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,295,549	1,168,005	1,175,178	0.6%
<u>Support Services</u>				
Personnel Services	32,220	67,100	83,900	25.0%
Supplies and Materials	159,722	142,800	136,000	-4.8%
Other Services and Charges	1,974,556	1,907,700	2,415,887	26.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	85,000	85,000	87,550	3.0%
Total	2,251,498	2,202,600	2,723,337	23.6%
<u>Grants</u>				
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%
<u>Total Planning Department</u>				
Personnel Services	16,717,020	18,493,938	17,991,302	-2.7%
Supplies and Materials	941,664	443,169	386,683	-12.7%
Other Services and Charges	4,781,853	4,228,559	5,064,540	19.8%
Capital Outlay	28,975	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	(3,041,700)	(3,135,400)	(3,229,450)	3.0%
Total Budget*	19,427,812	20,180,266	20,363,075	0.9%
Transfer to Dev Review Special Revenue Acct			500,000	
Total Budget (incl transfer to Dev Rev SRF)*	19,427,812	20,180,266	20,863,075	3.4%

*FY20 Budget Does not include compensation marker, OPEB PayGo, and OPEB Prefunding. They're in the non-departmental account.

**MONTGOMERY COUNTY PLANNING DEPARTMENT POSITIONS/WORKYEARS
POSITION DETAIL BY DIVISION BY FUND**

	FY18 Actual		FY19 Adopted		FY20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>Office of The Planning Director</u>						
Full-Time Career	6.00	6.00	6.00	6.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	6.00	6.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	(0.11)	-	(0.23)
Subtotal Director's Office	6.00	6.00	6.00	5.89	7.00	6.77
<u>Management Services</u>						
Full-Time Career	17.00	17.00	18.00	18.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
Career Total	17.00	17.00	18.00	18.00	17.00	17.00
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	(0.27)	-	-
Less Lapse	-	(0.87)	-	(0.88)	-	(0.84)
Subtotal Management Services	18.00	16.88	19.00	17.60	18.00	16.91
<u>Functional Planning and Policy</u>						
Full-Time Career	19.00	19.00	19.00	19.00	19.00	19.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	20.00	19.50	20.00	19.50	20.00	19.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	(0.10)
Less Lapse	-	(1.03)	-	(1.01)	-	(1.01)
Subtotal Functional Planning & Policy	20.00	18.47	20.00	18.49	20.00	18.349
<u>AREA 1</u>						
Full-Time Career	16.00	16.00	18.00	18.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	18.00	18.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(5.85)	-	(4.25)	-	(3.50)
Less Lapse	-	(0.80)	-	(0.89)	-	(0.81)
Subtotal Area 1	16.00	9.35	18.00	12.86	16.00	11.69
<u>AREA 2</u>						
Full-Time Career	21.00	21.00	20.00	20.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	20.00	20.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.10)	-	(5.35)	-	(4.80)
Less Lapse	-	(1.11)	-	(1.03)	-	(1.10)
Subtotal Area 2	21.00	15.79	20.00	13.62	21.00	15.10

**MONTGOMERY COUNTY PLANNING DEPARTMENT POSITIONS/WORKYEARS
POSITION DETAIL BY DIVISION BY FUND**

	FY18 Actual		FY19 Adopted		FY20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>AREA 3</u>						
Full-Time Career	20.00	20.00	20.00	20.00	20.00	20.00
Part-Time Career	1.00	0.70	1.00	0.70	1.00	0.70
Career Total	21.00	20.70	21.00	20.70	21.00	20.70
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(5.85)	-	(5.72)	-	(5.65)
Less Lapse	-	(1.03)	-	(1.04)	-	(1.02)
Subtotal Area 3	21.00	13.82	21.00	13.94	21.00	14.03
<u>Dev Applications & Regulatory Coord</u>						
Full-Time Career	19.00	19.00	19.00	19.00	19.00	19.00
Part-Time Career	1.00	0.90	1.00	0.90	1.00	0.90
Career Total	20.00	19.90	20.00	19.90	20.00	19.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(7.75)	-	(7.85)	-	(9.27)
Less Lapse	-	(0.81)	-	(0.82)	-	(0.86)
Subtotal Dev Applicat. & Reg. Coord.	21.00	11.34	20.00	11.23	20.00	9.77
<u>Information Technology & Innovation</u>						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.96)	-	(0.94)	-	(0.97)
Subtotal Info Tech & Innovation	18.00	17.04	18.00	17.06	18.00	17.03
<u>Research & Special Projects</u>						
Full-Time Career	8.00	8.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	8.00	8.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Research & Special Proj	8.00	8.00	7.00	7.00	7.00	7.00
<u>TOTAL PLANNING</u>						
Full-Time Career	144.00	144.00	145.00	145.00	144.00	144.00
Unfunded Career	3.00	-	3.00	-	3.00	-
Part-Time Career	3.00	2.10	3.00	2.10	3.00	2.10
Career Total	150.00	146.10	151.00	147.10	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	-	(6.61)	-	(6.61)	-	(6.61)
Grand Total Planning Department	151.00	116.69	152.00	117.69	151.00	116.69

Montgomery County Planning Department: FY20 Proposed Work Program Crosswalk of Work Years (Division to Work Program Elements)													
		FY19 Adopted	FY20 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	
	Total Workyears for FY20	147.85	146.85	7.00	17.75	19.50	16.00	21.00	20.70	19.90	18.00	7.00	
	Less: Lapse	(6.61)	(6.61)	0.00	(0.84)	(1.01)	(0.81)	(1.10)	(1.02)	(0.86)	(0.97)	0.00	
	Funded W/Y	141.24	140.24	7.00	16.91	18.49	15.19	19.90	19.68	19.04	17.03	7.00	
	Program: MASTER PLAN/STAGING PROGRAMS												
	Plans												
	Master Plan of Highways & Transitways/Technical Corrections & Updates	0.57	0.00										
	Rock Spring Implementation	0.75	0.00										
New For FY20	Pedestrian Master Plan	1.62	0.10	0.22	1.00			0.10	0.10		0.10		
	Rustic Roads Functional Master Plan Update	1.69	0.06	0.22	0.25				0.40		0.10		
Carried over from prior years. Will continue in FY20	Greater Lyttonsville Plan Implementation	0.10	0.02	0.02									
	Bicycle Master Plan Implementation	0.73	0.10		0.10								
	Bethesda Downtown Plan Implementation	0.10	0.02	0.02									
	Veirs Mill Corridor Master Plan (Wheaton to Rockville)	0.78	0.33	0.03	0.10	0.10						0.10	
	MARC Rail Communities Plan	0.48	0.27	0.02	0.10	0.05			0.10				
	Germantown Plan for Town Sector Zone	2.24	0.83	0.08	0.10	0.20			0.25			0.20	
	Montgomery Hills and Forest Glen Master Plan	1.64	1.09	0.09	0.10	0.20	0.50					0.20	
	Shady Grove Sector Plan - Minor Master Plan Amendment	2.17	1.48	0.08	0.10	0.10		1.00				0.20	
	Ashton Minor Master Plan Amendment	2.19	1.53	0.08	0.10	0.10			1.05			0.20	
	General Plan Update	7.64	9.75	0.30	2.40	1.00	1.00	1.75	1.00		0.30	2.00	
	Historic Preservation Functional Master Plan	1.60	1.02	0.05	0.22	0.75							
	Public Policies Planning and Coordination												
		Master Plan Staging/Monitoring	1.71	0.92	0.12	0.00	0.25	0.25	0.10				0.20
		Public Project Support including Mandatory Referrals	2.57	4.28	0.14	0.00	1.04	1.00	1.00	1.00			0.10
	Special Projects												
Programs projected to end in FY19	Agri-Tourism Study	0.00	0.00										
	Traffic Generation from Mixed Use Development Projects Implementation	0.68	0.00										
	Open Space Benefits and Values Assessment	0.61	0.00										
	The Missing Middle - Design and Economics Study	0.10	0.00										
	Study of Employment Trends	0.20	0.00										
	Silver Spring Streetscape	0.10	0.00										
	Colocation of Public Facilities Study Implementation	0.10	0.00										
New For FY20	Affordable Housing Preservation and Redevelopment Feasibility	0.69	0.09	0.10			0.10	0.10	0.05			0.25	
	Preserving Community Value of Ethnically Diverse Retail Centers	0.69	0.09	0.10			0.10	0.10	0.05			0.25	
	Top-Year Check-Up on the White Flint Sector Plan's Metrolink Station Area	1.27	0.07	0.10		0.10		1.00					
Carried over from prior years. Will continue in FY20	Purple Line Impacts to Small Business	1.65	0.05	0.05									
	White Flint II Implementation	0.53	0.01	0.01									
	Roadway Functional Classification System	0.71	1.39	0.09	0.10	0.75	0.20	0.10	0.15				
	Integrated Multi-Modal GIS Network / Pedestrian Connectivity	2.04	1.73	0.06	0.22	1.00	0.20	0.10	0.15				
	Burial Sites	1.28	1.29	0.04	0.10	1.15							
	Aspen Hill Vision Zero Study and Zoning Analysis	1.48	1.43	0.06	0.22	0.15		1.00					
	Placemaking Initiatives	1.09	1.57	0.20	0.22		0.50	0.50	0.15				
	Agriculture Initiatives	0.60	0.34	0.04	0.10	0.10			0.10				
	Design Excellence Initiatives	1.61	1.27	0.59	0.23		0.20	0.10	0.15				
	Environmental Policy, Planning & Sustainability	1.57	1.57	0.02	0.25	1.00	0.10	0.10	0.10				
	Special Projects	4.84	4.42	1.43	1.84	0.10	0.10	0.10	0.10		0.55	0.20	
	Subdivision Staging Policy - Updates and Implementation	3.08	3.70	0.13	0.22	2.25	0.50	0.25	0.10			0.25	
	SUB-TOTAL MASTER PLANNING	67.54	68.71	4.18	7.46	11.74	4.75	7.40	5.00	0.00	1.05	4.15	
		Regulatory Policy Development/Amendment											
Carried over from prior years. Will continue in FY20	Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.63	1.76	0.06	0.00	1.00	0.20	0.15	0.10	0.20	0.05		
	Land Use Regulations												
	Concept, Sketch, Project and Site Plan Reviews and Amendments	10.32	10.32	0.07	0.60	0.05	2.75	2.90	2.75	1.20			
	Conditional Use (Special Exceptions)	3.95	3.43	0.03		0.10	0.70	0.90	1.25	0.45			
	Forest Conservation Reviews, Inspections & Enforcement	8.47	8.72	0.02			0.75	1.40	1.85	4.70			
	Historic Area Work Permits	2.58	2.00			2.00							
	Local and Corrective Map Amendments and Development Plan Amendments	1.83	1.02	0.02		0.10	0.10	0.10	0.10	0.30	0.30		
	Pre-Application Meetings (Pre-Application Meetings/Guidance)	3.53	4.29	0.04		0.05	1.00	1.40	1.40	0.40			
	Regulatory Enforcement and Building Permit Review	2.55	2.21	0.01		0.25	0.15	0.15	0.15	1.65			
	Subdivision Plans (Preliminary, Administrative, Minor) and Amendments	10.65	12.22	0.07		0.05	1.25	2.40	3.40	4.75	0.30		
	SUB-TOTAL REGULATORY PLANNING	45.51	45.97	0.32	0.60	3.35	7.00	9.40	11.00	13.65	0.65	0.00	
		Program: INFORMATION SERVICES											
		Public Information											
		Information Services	5.48	5.71	0.06		0.05	0.25	0.10	0.20	1.70	3.15	0.20
		Information Systems/Geographic Information Systems (IS/GIS)	5.56	5.79	0.02		0.10	0.18	0.10	0.13	0.20	4.86	0.20
		Research - Demographics, Housing and Other (Research Projects)	3.09	2.41	0.06		0.05	0.10	0.10	0.10			2.00
	SUB-TOTAL INFORMATION RESOURCES	14.13	13.91	0.14	0.00	0.20	0.53	0.50	0.43	1.90	8.01	2.40	
	Program: MANAGEMENT/ADMINISTRATION												
	Governance												
	Work Program Management	8.48	10.45	0.80	1.15	1.35	1.45	1.40	1.75	1.35	1.00	0.20	
	Work Program Support	19.54	18.49	1.50	7.70	1.85	1.46	1.40	1.50	2.14	0.69	0.25	
	Agency Support												
	Information Technology	6.04	5.71	0.08								5.63	
SUB-TOTAL MANAGEMENT/ADMINISTRATION	34.06	34.65	2.38	8.85	3.20	2.91	2.80	3.25	3.49	7.33	0.45		
TOTAL	141.24	140.24	7.00	16.91	18.49	15.19	19.90	19.68	19.04	17.03	7.00		
	Funded workyears												
	Variance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Montgomery County Planning Department: FY20 Proposed Work Program Crosswalk of Work Years (Division to Work Program Elements)										
		FY20 Proposed	Personnel	Professional Services	Publication	Other Costs	Sub Total	DR Chargeback	Total	
		Total Funded Workyears for FY19		146.85						
		Lapse		(6.61)						
		Funded WY		140.24						
		Program - MASTER PLANNING PROGRAM								
		Plans								
	End in FY19	Master Plan of Highways & Transitways/Technical Corrections & Updates Rock Spring Implementation								
	New for FY20	Pedestrian Master Plan	1.62	\$207,829	\$125,000		\$39,532	\$372,361		\$372,361
		Rustic Roads Functional Master Plan Update	1.03	\$132,138	\$25,000		\$25,135	\$182,273		\$182,273
		Bicycle Master Plan	0.10	\$12,829	\$25,000		\$2,440	\$40,269		\$40,269
		Greater Lyttonsville Plan Implementation	0.02	\$2,566			\$488	\$3,054		\$3,054
		Bethesda Downtown Plan Implementation	0.02	\$2,566			\$488	\$3,054		\$3,054
		Veirs Mill Corridor Master Plan (Wheaton to Rockville)	0.33	\$42,335			\$8,053	\$50,388		\$50,388
		MARC Rail Communities Plan	0.27	\$34,638			\$6,589	\$41,227		\$41,227
		Germantown Plan for Town Sector Zone	0.83	\$106,480			\$20,254	\$126,734		\$126,734
		Montgomery Hills and Forest Glen Master Plan	1.09	\$139,835			\$26,599	\$166,434		\$166,434
		Shady Grove Sector Plan - Minor Master Plan Amendment	1.48	\$189,868			\$36,116	\$225,984		\$225,984
		Ashton Minor Master Plan Amendment	1.53	\$196,283			\$37,336	\$233,619		\$233,619
		General Plan Update	9.75	\$1,250,821	\$325,000		\$237,926	\$1,813,747		\$1,813,747
		Historic Preservation Functional Master Plan	1.02	\$130,855	\$25,000		\$54,891	\$210,746		\$210,746
		Public Policies Planning and Coordination								
		Master Plan Staging/Monitoring	0.92	\$118,026				\$140,477		\$140,477
		Public Project Support including Mandatory Referrals	4.28	\$549,079			\$104,443	\$653,522		\$653,522
		Special Projects								
		Agri-Tourism Study								
		Traffic Generation from Mixed Use Development Projects Implementation								
		Open Space Benefits and Values Assessment								
		The Missing Middle - Design and Economics Study								
		Study of Employment Trends								
		Silver Spring Streetscape								
		Colocation of Public Facilities Study Implementation								
	End in FY19	Affordable Housing Preservation and Redevelopment Feasibility								
		Preserving Community Value of Ethnically Diverse Retail Centers	0.69	\$88,520	\$75,000		\$16,900	\$180,420		\$180,420
		Ten-Year Check-Up on the White Flint Sector Plan's Metrorail Station Area	0.69	\$88,520	\$60,000		\$16,900	\$165,420		\$165,420
		Roadway Functional Classification System	1.27	\$162,928	\$50,000		\$31,000	\$243,928		\$243,928
		Purple Line Impacts to Small Business	1.39	\$178,322			\$33,920	\$212,242		\$212,242
		White Flint II Implementation	0.05	\$6,414			\$1,220	\$7,634		\$7,634
		Integrated Multi-Modal GIS Network / Pedestrian Connectivity	0.01	\$1,283			\$244	\$1,527		\$1,527
		Burial Sites	1.73	\$221,941			\$42,217	\$264,158		\$264,158
		Aspen Hill Vision Zero Study and Zoning Analysis	1.29	\$165,493			\$31,479	\$196,972		\$196,972
		Placemaking Initiatives	1.43	\$183,454	\$50,000		\$34,896	\$268,350		\$268,350
		Agriculture Initiatives	1.57	\$201,414	\$100,000		\$38,312	\$339,726		\$339,726
		Design Excellence Initiatives	0.34	\$43,618			\$8,297	\$51,915		\$51,915
		Environmental Policy, Planning & Sustainability	1.27	\$162,928			\$30,991	\$193,919		\$193,919
		Special Projects	1.57	\$201,414			\$38,312	\$239,726		\$239,726
		Subdivision Staging Policy - Updates and Implementation	4.42	\$567,039	\$30,000		\$107,860	\$704,899		\$704,899
			3.70	\$474,671	\$25,000		\$90,290	\$589,961		\$589,961
		SUB-TOTAL MASTER PLANNING	45.71	\$5,864,107	\$915,000	\$0	\$1,145,579	\$7,924,686	\$0	\$7,924,686
		Program - REGULATORY PLANNING PROGRAM								
		Regulatory Policy Development/Amendment								
		Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.76	\$225,789			\$42,949	\$268,738		\$268,738
		Land Use Regulations								
		Concept, Sketch, Project and Site Plan Reviews and Amendments	10.32	\$1,323,946			\$251,835	\$1,575,781	(\$1,109,900)	\$465,881
		Conditional Uses (Special Exceptions)	3.43	\$440,033			\$83,701	\$523,734		\$523,734
		Forest Conservation Reviews, Inspections & Enforcement	8.72	\$1,118,683			\$212,791	\$1,331,474		\$1,331,474
		Historic Area Work Permits	2.00	\$256,579		\$11,000	\$48,805	\$316,384		\$316,384
		Local and Corrective Map Amendments and Development Plan Amendments	1.02	\$130,855			\$24,891	\$155,746		\$155,746
		Pre-Application Meetings (Pre-Application Meetings/Guidance)	4.29	\$550,361			\$104,687	\$655,048		\$655,048
		Regulatory Enforcement and Building Permit Review	2.21	\$283,520			\$53,930	\$337,450	(\$250,700)	\$86,750
		Subdivision Plans (Preliminary, Administrative, Minor) and Amendments	12.22	\$1,567,696			\$298,201	\$1,865,897	(\$1,680,300)	\$185,597
		SUB-TOTAL REGULATORY PLANNING	45.97	\$5,897,463	\$0	\$11,000	\$1,121,790	\$7,030,253	(\$3,040,900)	\$3,989,353
		Program - INFORMATION RESOURCES								
		Public Information								
		Information Services	5.71	\$732,532			\$139,339	\$871,871	(\$276,100)	\$595,771
		Information Systems/Geographic Information Systems (IS/GIS)	5.79	\$742,795	\$80,000		\$400,398	\$1,223,193		\$1,223,193
		Research - Demographics, Housing and Other (Research Projects)	2.41	\$309,177	\$57,680		\$58,810	\$425,668		\$425,668
		SUB-TOTAL INFORMATION RESOURCES	13.91	\$1,784,505	\$137,680	\$0	\$598,548	\$2,520,733	(\$276,100)	\$2,244,633
		Program - MANAGEMENT/ADMINISTRATION								
		Governance								
		Work Program Management	10.45	\$1,340,624			\$255,008	\$1,595,632		\$1,595,632
		Work Program Support	18.49	\$2,372,071			\$451,205	\$2,823,276		\$2,823,276
		Agency Support								
		Information Technology	5.71	\$732,532	\$243,240		\$659,723	\$1,635,495		\$1,635,495
		SUB-TOTAL MANAGEMENT/ADMINISTRATION	34.65	\$4,445,227	\$243,240	\$0	\$1,365,936	\$6,054,403	\$0	\$6,054,403
		TOTAL	140.24	\$17,991,302	\$1,295,920	\$11,000	\$4,231,853	\$23,530,075	(\$3,317,000)	\$20,213,075
								Grant	\$150,000	
								Transfer to development Review Special Revenue Fund	\$500,000	
								*FY20 Proposed Budget:	\$20,863,075	

* Proposed Budget does not include compensation marker, OPEB PayGo and OPEB prefunding. They are budgeted in the Administration Fund's non-departmental account.

Special Revenue Fund (SRF) Synopsis

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

The **Historic Preservation SRF** 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 SRF** was formerly known as the GIS Data Sales SRF. The GIS Data SRF was created to accumulate the revenue needed to contract for countywide GIS data updates. These updates occur on a three-year basis for Planimetric data, and a six-year basis for topographic data(LiDAR) 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 providing open data to the public. Map sales are now the remaining revenue source for this fund.

The **Forest Conservation Penalty SRF** 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, and obtaining equipment and training necessary for the forest conservation inspectors to perform their duties.

The **Development Review SRF** was created to collect fees generated from the submission of development applications. A certain portion of the costs associated with the review of plans may be recovered through fees. Treating this portion separately from the remainder of the Planning Department's budget served to reduce pressure on both the Administration Fund and the Spending Affordability Guidelines. Costs have been defined broadly to reflect not only the time spent by reviewers in the analysis of development applications, but also additional support costs associated with administrative and tech team staff, public information staff, legal staff, and a certain portion of other support services, such as technology support and GIS. Revenues are defined as the fees received for record plats, preliminary plans of subdivisions, administrative subdivisions, sketch plans, project plans, and site plans and amendments to those plans.

The **Forest Conservation SRF** 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 Watts Branch near Lake Potomac Drive; at Rachel Carson Park; and at the Oak Ridge Conservation Park in the Little Bennett watershed. In FY19, we anticipate expanding the planting to environmentally sensitive areas at Oak Ridge Conservation Park and onto private lands already under conservation easements but not forested. The Fund supports the Planning Department's "Leaves for Neighborhoods" project, which provides a \$40 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 continues to finance the transplanting of large trees from the Pope Farm nursery to areas of immediate visual and ecological impact along Beach Drive and on other parkland. Funds in the account are occasionally used as leverage to help secure grants from the Maryland Department of Natural Resources and other organizations to enable additional forest planting and habitat restoration.

FY20 Master Plan and Major Projects Schedule

Master Plan & Major Projects	2018			2019					2020					2021									
	FY19					FY20					FY21												
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
Bicycle Master Plan	■	■	■	■																			
Master Plan of Highways & Transitways Updates	■	■	■	■																			
Veirs Mill Corridor Master Plan (Wheaton to Rockville)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
MARC Rail Communities Plan	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Germantown Plan for Town Sector Zone	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Montgomery Hills and Forest Glen Master Plan	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Shady Grove Sector Plan - Minor Master Plan Amendment																							
Ashton Minor Master Plan Amendment																							
General Plan Update	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Roadway Functional Classification System																							
Pedestrian Master Plan																							
Rustic Roads Functional Master Plan Update																							
Aspen Hill Vision Zero Study and Zoning Analysis	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Agri-Tourism Study	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Integrated Multi-Modal GIS Network/Pedestrian Connectivity	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Purple Line Impacts to Small Businesses	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Traffic Generation from Mixed Use Develop Implementation	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Open Space Benefits and Values Assessment	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Affordable Housing Presevation and Redevelopment Feasibility																							
Preserving Community Value of Ethnically Diverse Retail Centers																							
White Flint Sector Plan's Metrorail Station Area																							

Staff
 Planning Board
 Planning Board Draft
 CE Review & Council Noticing Period
 Council Review
 Commission Adoption, SMA
 Montgomery County Elections