



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

MCPB Date: 10/18/2018
Agenda Item #2

MEMORANDUM

DATE: October 15, 2018

TO: Montgomery County Planning Board

VIA: Gwen Wright, Planning Director *GW*
Tanya Stern, Deputy Director of Planning *TS*
Robert Kronenberg, Acting Deputy Director of Planning

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

SUBJECT: Planning Department FY20 Operating Budget Planning Discussion

Staff Recommendation

Approval to prepare the FY20 Planning Department's operating budget at the Base Budget plus New Initiatives level.

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%.

The Planning Board provided general guidance for developing the FY20 Budget with the recognition that the Planning Department has an expanding and evolving work program. We have prepared our budget request including critical essential needs/new initiatives while being cognizant of the County's fiscal challenges and the likely impact that these challenges will have on our eventual budget. In addition, the FY20 budget includes the on-going operating budget impact and one-time expenses for the new Wheaton Headquarters which is scheduled to be turned over to M-NCPPC for operations in May of 2020.

Budget Preparation

To prepare for the October 18th Planning Board meeting, Planning staff worked diligently over the past several months identifying new master plans and projects to be started in FY20 and elements of our current work program that are inadequately funded. We looked at emerging trends in the County to determine the needs of the future in order to prepare strategic and forward-thinking planning and development guidance.

Master Plans

In terms of master plans, our recommended FY20 work program follows closely with the work program that was approved for FY19. Several of the plans that we are working on in this fiscal year will carry over into FY20 – these include:

- MARC Rail Communities Plan – Commission Adoption
- Veirs Mill Road Corridor Plan (Wheaton to Rockville) – Commission Adoption
- Montgomery Hills and Forest Glen – Council review/action and SMA
- Germantown Plan for Town Sector Zone – Council review/action and SMA
- Shady Grove Sector Plan – Minor Master Plan Amendment – Planning Board and Council review/action and SMA
- Ashton Minor Master Plan Amendment – Planning Board and Council review/action and SMA
- General Plan Update – Planning Board Review

New master plans that are being proposed for the first time in this budget discussion include:

- Pedestrian Master Plan
- Rustic Roads Functional Master Plan Update

Major Projects

The Planning Department's recommended FY20 work program carries forward a number of projects that are being initiated in the current fiscal year and that will continue into FY20. These include:

- Roadway Functional Classification System – Planning Board and Council review
- Aspen Hill Vision Zero Study and Zoning Analysis - Planning Board and Council review
- Integrated Multi-Modal GIS Network – Planning Board review and Council Briefing

New major projects that are being proposed for the first time in this budget discussion include:

- Ten-Year Check-Up on the White Flint Sector Plan's Metrorail Station Area
- Affordable Housing Preservation and Redevelopment Feasibility
- Preserving Community Value of Ethnically Diverse Retail Centers

Detailed information on these new master plan and major project efforts is included in Attachment 1.

A draft of the FY20 Proposed Master Plan and Major Projects Schedule is included as Attachment 2.

New Initiatives

The Director and Deputy Directors reviewed each division's potential new initiatives and narrowed them down to those which addressed the top priorities of the Department. Many of these initiatives are in direct support of the proposed work program, including new master plans and the General Plan Update, and are essential to complete the work program.

Each year, the Planning Department uses consultant contracts to assist staff in accomplishing the work program. Contracts are used for short term technical assistance or training, or for their breadth of knowledge regarding subject areas in ever more complex planning areas.

Of the Planning Department's \$20M annual operating budget, historically we have allocated about \$800,000 per year for one-time initiatives, the majority of which are for consultant studies. In FY19, this amount was reduced to \$425,000 due to difficult budget constraints. For FY20, the cost of these one-time new initiatives is \$715,000 and for new on-going initiatives is \$93,400. This funding level is necessary in FY20 in order

for the Planning Department to successfully undertake planning initiatives to address critical needs in the county. These include identifying new strategies to provide affordable housing; furthering the County's implementation of Vision Zero; updating planning guidance for communities; and implementing improvements that support planning and development review processes. The FY20 request for New Initiatives also includes funding to support the General Plan Update. FY20 is a critical year for this project, which will focus on robust community outreach and engagement and technical analysis on issues affecting the long-term future of the County.

The Planning Department works closely with the CAS Purchasing Division in hiring consultants by making the most efficient and effective use of our on-call contracts, the continuation of contracts already in place, or contracts for studies similar to ones already completed such that we only need to modify the scope work for the request for proposals.

FY20 proposed plans and projects that require consulting or other non-personnel funding include:

1. Pedestrian Master Plan Support - (\$100,000) – one-time
2. Rustic Roads Functional Master Plan Update – (\$25,000) – one-time
3. General Plan Update Support - (\$300,000) – one-time
4. Ten-Year Check-Up on the White Flint Sector Plan's Metrorail Station Area – (\$50,000) – one-time
5. Architectural Field Surveys – (\$25,000) – one-time
6. Archival Assistance - (\$30,000) – one-time
7. Data for Vision Zero (\$50,000) – one-time
8. Affordable Housing Preservation and Redevelopment Feasibility – (\$75,000) – one-time
9. Preserving Community Value of Ethnically Diverse Retail Centers – (\$60,000) – one-time
10. Project Dox Upgrade - (\$68,400) – on-going for six years (finance \$360,000 total)
11. Comprehensive Park and Planning Placemaking Initiative – (\$25,000) – on-going

Office of the Chief Information Officer (CIO) Request

The Office of the Chief Information Officer has proposed new requests for FY20, in addition to their base budget increase requests which were discussed with the Planning Board at the October 11th meeting. There is ongoing discussion of these topics. The numbers in this memo are placeholders using the numbers in the CIO's memo for the October 11th Board meeting and may be revised in the future.

The budget for the Office of the Chief Information Officer is divided into three areas:

1. **Corporate IT** - which Planning contributes to via a chargeback from the Development Review Special Revenue Fund. For FY20, the proposed chargeback is \$21,873. This will be addressed later in the memo.
2. **CIO Internal Service Fund (ISF)** – which Planning contributes to via a chargeback from our operating fund. For FY20, the total proposed chargeback is \$103,284.
3. **Commission-wide IT (CWIT) ISF** – which Planning contributes to via a chargeback from our operating fund. For FY20, the total proposed chargeback is \$238,160.

For the CIO and CWIT, Planning contributes to both their new initiatives and their base budget via a chargeback. The breakdown is as follows:

MC Planning's Portion of the CIO ISF and CWIT ISF Budget						Total CIO/CWIT Request Commission Wide
	FY19 Adopted	FY20 New Initiatives	FY20 Base Budget	FY20 Total Request	Variance from FY19	
CIO ISF	\$151,785	\$10,111	\$93,173	\$103,284	(\$48,501)	\$1,497,797
CWIT ISF	\$147,900	\$105,520	\$132,640	\$238,160	\$90,260	\$3,005,525
Total	\$299,685	\$115,631	\$225,813	\$341,444	\$41,759	\$4,503,322

Planning's FY20 base budget adjustment to the departmental chargeback to the CIO and CWIT is the variance between the FY19 adopted and the FY20 base budget request [\$299,685 - \$225,813= \$73,872].

Base Budget

Known Operating Commitments

Information regarding the known operating commitments, mandated, contractual, and inflationary increases for the operations of the Planning Department are provided in the chart below.

Detailed information on each of these known operating commitments is included in Attachment 3.

Salaries & Benefits *	(\$101,209)
CPI increase for contracts and supplies (1.0%)	\$32,400
Adjustment in Risk Management, Unemployment and Long-Term Disability (LTD)	(\$9,200)
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)	(\$73,872)
Chargeback to Development Review – Special Revenue Account (see below)	<u>(\$96,600)</u>
Total of Major Known Operating Commitments	(\$398,481)

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

Development Review Special Revenue Account – Major Known Commitment - (\$96,600) and New Initiative - \$500,000

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

Chargeback to DR-SRA (Major Known Commitment)	(\$96,600)
Increase in Transfer from Admin Fund to DR-SRA (New Initiative)	<u>\$500,000</u>
Total Changes – Development Review Special Revenue Account	\$403,400

The Planning Department is requesting to increase the chargeback to the DR-SRA by \$96,600 (3%) 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.

Per Commission policy, approved by the Planning Board, the minimum fund balance reserve for the DR-SRA must be 15% of expenditures, which is approximately \$500,000. In FY19, the Planning Department proposed to keep at least a \$1.2M fund balance as a stabilizing force against the volatility in the fund. This proposed budget transfer will allow the fund to remain slightly above this proposed fund balance.

The Department has traditionally requested a transfer from the Administration Fund into the Development Review (DR) Special Revenue Fund 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, we are requesting a transfer of \$500,000 in FY20 to cover potential shortfalls. In addition, this transfer will cover the chargeback increase from \$28,000 in FY19 to \$58,145 in FY20 from the Finance Department and Corporate IT (CIO). This is a combined increase of \$30,145 (108%). The Finance Department and CIO will discuss the changes in chargebacks/allocations in their budget presentations to the Planning Board.

Wheaton Headquarters (HQ) Operating Budget Impact (OBI)

The Wheaton HQ will consolidate the Montgomery Parks and Planning Departments from three office facilities into one new joint headquarters, as well as house several County departments and agencies. The Wheaton HQ, designed as a Class A, LEED-Platinum facility, will be located at a prime Metro-accessible site to help spur additional investment in the Wheaton Central Business District. This 14-floor, 308,000 square foot building, which will be owned by M-NCPPC, will accommodate nearly 1,000 staff, including approximately 360 M-NCPPC staff. All the staff moving into this building will be relocated from existing government-owned or leased property. Since M-NCPPC will be the owner of the building, the Commission will need to include funding for the maintenance and operation of the building in our budget. The Wheaton HQ is currently under construction and scheduled to be completed in spring 2020; therefore, we will need to include OBI costs for the building beginning in the FY20 budget.

The OBI request for the Wheaton HQ was discussed with the Planning Board at the October 11th meeting. The full OBI amount for Parks and Planning is \$1,649,000, the majority of which are one-time costs related to building completion and occupation will occur only in FY20. **This amount will be split between the two departments with each proposing \$824,500 for FY20.**

Staff is conducting further research into the one-time Auditorium A/V costs included in this OBI amount and will bring this information and any adjustments, if warranted, to the Planning Board either at the October 18th meeting or at a future meeting.

Summary

The Planning Department is seeking approval to prepare the FY20 Planning Department's operating budget at the Base Budget plus New Initiatives level.

The Preliminary FY20 Operating Budget Request chart showing the dollar and percent increase is shown on the next page.

The following attachments provide additional information on the increases to the base budget including known operating commitments and give a snapshot of the proposed new plans and initiatives.

Attachment 1 – FY20 Proposed New Plans and New Initiatives

Attachment 2 – FY20 Proposed Master Plan and Major Projects Schedule

Attachment 3 – FY20 Proposed Changes to the Base Budget plus Major Known Commitments

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

		% Change
	FY19 Adopted Budget	\$20,180,266
FY20 BASE BUDGET CHANGES		
Salaries & Benefits *	(\$101,209)	
CPI Increase for Contracts and Supplies (1%)	\$32,400	
Adjustments to Risk Management/Unemployment/LTD	(\$9,200)	
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	(\$73,872)	
Increase in Chargebacks to Development Review Special Revenue Fund	(\$96,600)	
<u>Subtotal - Base Budget Changes</u>	<u>(\$398,481)</u>	<u>(2.0%)</u>
Less: FY19 One-time Expenses	(\$425,000)	<u>(2.1%)</u>
FY20 NEW INITIATIVES		
<i>Add: Departmental Proposed One-time Initiatives</i>		
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>
<i>Add: Departmental Proposed On-going Changes</i>		
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>
Transfer to Development Review Special Revenue Fund	<u>\$500,000</u>	<u>2.5%</u>
Proposed Chief Information Officer & County-Wide IT Initiatives	<u>\$115,631</u>	<u>0.6%</u>
<u>FY20 Proposed Budget including New Initiatives</u>	<u>\$20,780,816</u>	<u>3.0%</u>
FY20 WHEATON HQ OPERATING BUDGET IMPACT		
Wheaton HQ Operating Budget Impact (OBI)	<u>\$824,500</u>	<u>4.1%</u>
<u>* FY20 Proposed Budget Plus New Initiatives and Wheaton HQ OBI</u>	<u>\$21,605,316</u>	<u>7.1%</u>

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

FY20 Proposed New Plans and New Initiatives

New Plans to Begin in FY20

1. Pedestrian Master Plan Support - \$100,000 – One-Time

The Bicycle Master Plan is a visionary proposal to create a world-class bicycling community in Montgomery County. Using sophisticated planning analyses that are redefining bicycle planning nationwide, it has already been recognized with multiple awards, including the highest award in transportation planning – the 2017 National Planning Achievement Award for Transportation Planning – Gold from the American Planning Association. When implemented, it will enable everyone in Montgomery County to travel by bicycle on a comfortable, safe and connected bicycle network. During the creation of the Bicycle Master Plan it became clear that a Pedestrian Master Plan should follow providing the same focus and attention on the pedestrian network and experience. During many of the outreach meetings and through the Department's online comment board, the desire for a Pedestrian Master Plan was voiced repeatedly. In addition, the Pedestrian Master Plan is a recommended activity in the County's Vision Zero Two-Year Action Plan with a target completion date of November 1, 2019.

In a similar way that the bicycle stress map was created to understand bicycle connectivity and became an integral tool in developing recommendations in the plan, Planning staff are already working on context sensitive criteria to evaluate the pedestrian network throughout the county.

This project will be led by multi-modal transportation planners in the Functional Planning & Policy division. Consultant assistance is needed to identify national and international best practices in:

- 1) Creating pedestrian master plans,
- 2) Identifying goals, objectives and performance metrics, and
- 3) Developing pedestrian-supportive programs and policies.

A similar effort was undertaken for the award-winning Bicycle Master Plan. Consulting assistance will help with further development and evaluation of pedestrian connectivity criteria and will provide needed technological assistance with creation of connectivity-mapping tools and data.

2. Rustic Roads Functional Master Plan Update - \$25,000 – One-Time

The Rustic Roads Advisory Committee (RRAC) has requested an update to the 1996 and 2004 Rustic Roads Functional Master Plans (RRFMP) to include an evaluation of several nominated roads and a comprehensive review of the existing roads in the program. Staff supports the committee's request given the changes that have occurred in the area since many of the roads were designated, and because of nominations that have been pending for several years.

There are currently 98 roads in the Rustic Roads Program, and an additional 13 nominated roads pending review. In addition to the 66 roads designated in the 1996 RRFMP and the four roads designated in the 2004 RRFMP Amendment, roads have been added to the program through ten area master plans. The scope of the 2004 amendment was limited to reviewing nine roads, so no comprehensive review has been done in some years.

To initiate the RRFMP update, consultant assistance for the roadway inventories is proposed. This inventory will include the physical characteristics that are part of the RRFMP descriptions including each road's carriageway (e.g., width, materials, pavement markings), structures (bridges, culverts) and adjacent areas (historic sites and districts, roadside walls, streams, hedgerows, forests, views). Consultant services may include state-of-the-art technologies to improve efficiency and reduce the time required for the inventory. Staff road history research, analysis of the inventories and coordination with the RRAC, MCDOT, SHA and other stakeholders will follow the consultant work, possibly beginning in FY21.

New Initiatives in FY20

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. Some may be completed with in-house staff while others require consulting funding. If a plan or study requires consulting funding, it is noted next to the plan/project name.

3. General Plan Update Support - \$300,000 – One-Time

The update the General Plan began in FY19 and is a major work effort. “A General Plan for the Maryland-Washington Regional District in Montgomery and Prince George’s Counties”, also called the 1964 General Plan or the Wedges and Corridors Plan, is widely recognized as one of the country’s most significant long-range planning documents of the past 50 years.

Montgomery County has stayed true to the concept of wedges and corridors, but a lot has changed since the General Plan was adopted. In 1960, the County’s population was 340,928 people who lived in 97,141 housing units. Current population projections estimate that the County will have a population of 1.17 million by 2040. In 1964, the major land use challenge was the development of green fields. Today’s development is mostly infill and the conversion of large, single use developments into denser, mixed-use, walkable communities.

In FY19, a consultant team was tasked to develop a strategic framework for the plan update and a comprehensive communication and community outreach strategy to gather input at the local, county and regional level. In FY20, staff will continue the visioning and community outreach, and conduct detailed analyses of issues that will arise from the community input as well dialogue with experts in practice and academia.

The Planning Department is requesting \$300,000 for consulting work and other project resources to:

- 1) Support the Department’s countywide visioning and community outreach and engagement efforts and
- 2) Conduct data and policy research to support the update of the critical elements of the general plan, including on major issues and drivers that will affect the county’s development and growth in the next 30 years.

General Plan Community Outreach and Engagement

FY20 funding is needed to support robust countywide community outreach and engagement activities to promote and encourage a wide range of countywide stakeholder participation in the update.

Consulting funds will be used to develop comprehensive communication and community outreach and engagement strategies to encourage stakeholders across the county to participate in the General Plan Update and gather input at the local, county and regional level. The communication strategy will include an education and awareness/marketing program that will be guided by the conceptual framework created in FY19 and will publicize the General Plan Update effort in print and social media for widest dissemination to county residents and workers and regional entities, as well as experts in the field of long range planning, urban studies, transportation, environment, and related fields who might be tapped to provide input in the process.

A comprehensive engagement program will target all stakeholders including local civic and homeowners’ associations, umbrella and countywide civic groups, business groups, religious institutions, ethnic and social activist groups, development entities, parents’ associations, and all others who are concerned about the future of the county. In addition to traditional engagement methods, the Planning Department will use social media and other venues (dedicated web site, press releases, Facebook, twitter, blog posts, surveys) to facilitate stakeholders input. Engagement activities may require new software and/or online tools and external assistance to conduct community workshops and special events to solicit advice from the community and seminars and conferences with thought leaders who could provide unique insight and guidance for the General Plan Update.

A Technical Advisory Committee composed of staff from State and County agencies with expertise in transportation, environment, economic, housing and infrastructure issues will also be established. The Planning Department will organize interviews and panel discussions with experts on topics relevant to the General Plan Update.

Research on Critical Elements of the General Plan Update:

The Planning Department will use consulting funds to complete the following research items:

- An analysis of the county's transportation and mobility network and its regional context, and its ability to provide the most desirable and adequate accessibility/mobility choices to future residents, workers, and visitors in the county;
- An exploration of strategies to increase the county's economic competitiveness in an uncertain future given its strengths and weakness and where to focus its efforts to create the economy of the future and increase its tax base. It may hone in on a specific issue, e.g. if Amazon HQ2 comes to the county or the region, or the impacts of shared economy on the county's future employment growth.
- Other topics and issues that may arise from the pre-planning currently underway that will define the focus of the General Plan Update and a need for tasks that may require outside expert help.

4. Ten-Year Check-Up on the White Flint Sector Plan's Metrorail Station Area - \$50,000 – One-Time

To perform a ten-year check-up, this study will step back and evaluate one of the key sites in the White Flint Sector Plan - the White Flint Metrorail Station area - to inform any adjustments to the urban design guidelines. This study will provide urban design concepts, including transportation safety improvements for people that walk and bike. To complete the urban design study, which may include market analysis and transportation analysis, staff will work with the Washington Metropolitan Area Transit Authority (WMATA), the Montgomery County Department of Transportation, the State Highway Administration, the Montgomery County Department of Economic Development, and the community to develop urban design concepts. Under FY19, staff is currently developing urban design guidelines for the White Flint 2 Sector Plan and the Rock Spring Master Plan, and this study would lead to an update to the urban design guidelines for the White Flint Sector Plan area and further the Planning Department's goals of transit-oriented development.

5. Architectural Field Surveys - \$25,000 – One-Time

Since FY14, the Historic Preservation (HP) program's research and survey efforts have focused largely on supporting the work of the midcentury modern survey initiative and Montgomery Modern book. Comprehensive survey efforts to support master plans and other planning studies have not been routinely completed, and areas with older sector or master plans have not been comprehensively resurveyed. Typically, field surveys can take a number of weeks to complete, particularly if the survey areas are new or if the baseline data is older than 20 years, as is the case with the proposed FY20 master/sector plan study areas.

Utilizing one-time consultant funds at the beginning of the planning studies will better enable HP staff to support deeper research and synthesis of data during the planning process, and will bring the program work up-to-date, providing continual support of master plan teams as they begin new planning studies for FY20. The proposed master plan/sector plans for FY20 and continuing from FY19 are in urban areas and/or areas of the county that have not been surveyed by architectural historians for over 20 years, and some have not been surveyed at all. The Planning Department proposes using a qualified cultural resources firm to re-evaluate and create new survey forms for properties within and adjacent to FY20 proposed Master Plan/Sector Plan initiatives. The requested funds for these field surveys will allow the HP staff to use this baseline survey data at the beginning of the plan initiatives, and, during plan development, to use their time more efficiently on community outreach and analysis of preservation alternatives based on the field surveys.

6. Archival Assistance - \$30,000 – One-Time

The Planning Department's Historic Preservation (HP) Program is the archival repository for many original and fragile historical primary source materials including maps, photographs, photographic negatives, and slides. These files form the basis of the property files used to designate properties and districts to the Master Plan for Historic Preservation. Currently, the HP office retains an estimated 50,000 slides that have been generated from the 1970s-2000s and were used for educational purposes and are a resource to the general public and M-NCPPC staff.

The move to the new Wheaton Headquarters necessitates that we look at our storage needs and determine what can physically move to the new space, and what can be permanently stored in Archives. The slides are a valuable research tool for staff and the public, but are not usable without dedicated slide-viewing equipment, which is obsolete in the digital age. The HP program began Phase 1 of the archival project in FY18 by scanning 15,000 slides at a cost of \$22,000 through an outside contractor using specialized equipment. The Planning Department does not have the technology or staff available to undertake this work. This request of \$30,000 will scan the remainder of the 25,000 slides in the office. This will form the basis for a digital research library that will be available for the public and M-NCPPC staff to use. The slides will then be boxed and sent to Archives instead of taking up limited storage space in the new Wheaton Headquarters that will be needed to store critical files and records that get daily use by staff.

7. Data for Vision Zero - \$50,000 – One-Time

Adopted unanimously by the County Council in early 2016, the Vision Zero policy established a commitment to eliminate all severe traffic injuries and fatalities involving motorists, pedestrians and bicyclists and directed the County Executive to establish a date and create a plan to achieve Vision Zero. In November 2017, the County Executive released an initial two-year action plan of activities to advance the County toward Vision Zero. Upon completion of the two-year action plan, the County will put forth a ten-year action plan to achieve Vision Zero by 2030.

Vision Zero represents a fundamental change in thinking about roadway planning and design priorities: changing the focus from mobility to safety for all people regardless of their mode of transportation. Whether applied to an urban, suburban or rural area, the Vision Zero policy fundamentals are the same: saving lives means reducing speeds and decreasing the chance for collisions.

Master plans can support Vision Zero in many areas of the County with comprehensive land use, urban design and transportation recommendations that aim to reduce vehicular speeds and eliminate conflicts. Data collection and analysis is a key component of Vision Zero. While SHA does collect motor vehicle, pedestrian and bicycle counts, their data collection is focused on state highways and is not always current. For example, as part of the Aspen Hill Vision Zero Study, the team is collecting count data at 16 locations – each signalized and unsignalized intersection in the study area. SHA has only conducted counts at 5 of these locations since 2015. Furthermore, since traffic speed is a fundamental predictor of safety, we are conducting speed studies at 9 locations. While INRIX data provides average speeds between two points, it does not provide an accurate assessment of speeds at crossings. This project will help to inform recommendations in master plans using several data sources such as counts of motor vehicle turn movement counts, pedestrian and bicycle counts, and speed data.

8. Affordable Housing Preservation and Redevelopment Feasibility - \$75,000 – One-Time

Building upon the preservation recommendations of the Rental Housing Study, the Planning Department seeks to identify challenges, best practices and strategies for the preservation of affordable housing. The Rental Housing Study recommended the creation of an at-risk properties inventory to identify which properties were at most risk for a loss of existing affordable rental housing. This project will be done in close coordination with the County Department of Housing and Community Affairs.

This project would implement the recommendation by identifying potential properties and the factors such as building age, location, market pressures, construction style, zoning, and subsidy expiration date that lead to a loss of existing affordable housing. The outcome of the work will help us be better equipped to be more proactive during the regulatory and master plan process to assess redevelopment or preservation feasibility. A deeper understanding of the factors affecting the feasibility of preservation will help us determine potential strategies, incentives and interventions to help encourage preservation through redevelopment and/or rehabilitation. Outside consultant support is requested for this work because it requires real estate, architecture, construction, and best practice expertise that we do not have in house.

9. Preserving Community Value of Ethnically Diverse Retail Centers- \$60,000 – One-Time

Montgomery County's growing ethnic diversity has meant changes to the retail market, as different consumer groups have different preferences for goods and services. The 2017 Retail Trends Study found that ethnic-oriented retail serves as more than just a marketplace to buy interesting and hard-to-find goods; it often serves as community anchors and social support networks for foreign-born populations and communities of color. Aside from commerce, these centers also serve as gathering places where people can comfortably engage with others in daily life, such as celebrating holidays, joining pickup sports leagues, finding referrals for medical professionals, etc. As a result, these retail clusters strengthen community and neighborhood identity.

Building on the previous study, the goal of this study is to identify how to both preserve and enhance the value of these centers and support equitable access to retail services for different consumer groups as Montgomery County moves forward into the future, particularly as many centers face pressures for change and redevelopment. The study will first provide an overview of the geographic distribution of the County's ethnic retail clusters, a history of their growth and development, the communities they serve, and the social value they contribute. The study will then focus on 4-5 well-established clusters in Montgomery County to identify how they have become successful and/or factors that have limited them. Subsequently, after conducting a strengths, weaknesses, opportunities, and challenges (S.W.O.C) analysis, the study will develop targeted strategies to help preserve and enhance ethnic-oriented retail clusters that will serve as a tool kit as the Planning Department plans for change in these areas. Additionally, this project will engage with other County agencies, such as the County Executive's Small Business Services offices and MCEDC's Small and Minority Business Development initiative, involved with assistance to small businesses, which encompasses the majority of ethnic retailers.

10. ProjectDox Upgrade – \$68,400 – ISF – Financed over 6 Years - Shared with MC Parks– On-Going (Total Amount Financed - Planning = \$360,000 and Parks = \$90,000)

ProjectDox is the regulatory system software that manages the workflow tasks required to process 13 main Planning regulatory projects such as Preliminary and Site Plans. It allows for electronic submittal, review, and correction of required plans and documents by staff and applicants. ProjectDox is integrated with the Planning Department's enterprise regulatory system (Hansen). Staff and applicants complete their tasks in ProjectDox and the data is transferred to the Hansen system.

The Planning Department was informed by the vendor that our current ProjectDox software, as well as workflows developed using this system, will no longer be supported beginning December 31, 2019. The new workflow has improved features that allow Administrators to control steps that we currently do not have. Currently, if a regulatory case gets corrupted, Administrators must completely start the process over which can cause hours of rework and lost productivity. ProjectFlow offers greatly improved usability, management and self-service capabilities. By upgrading to ProjectDox 8.6 and converting our workflows to ProjectFlow, we will be able to take advantage of our latest, Best-in-Class workflows for Building and Planning/Zoning – including the new Quick Review ad-hoc workflow.

11. Comprehensive Park and Planning Placemaking Initiative - \$25,000 – On-Going

The Planning Department began its Placemaking Program in late FY15 at the request of the County Council. After our series of successful workshops in Silver Spring, the Planning Department built on this success by focusing on placemaking opportunities in Silver Spring and Bethesda since many of the activities included partnering with the respective urban districts and promoting the activities in the downtown areas. The funding has contributed toward activities and events in the downtown intended to promote the arts and entertainment such as life-size games in Silver Spring and a mural in Bethesda.

We have explored a greater implementation strategy to support the initiatives, however, other areas within the county are promoting placemaking initiatives such as the Better Block event in White Flint. The Department is proposing to build on past successes and to expand the overall placemaking initiative to the entire county by requesting an additional \$25,000 to program events and activities in areas like White Flint, Germantown, Long Branch and Burtonsville where we have engaged with interested parties in promoting their communities.

FY20 Proposed Master Plan and Major Projects Schedule
October 2018

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 Mapping	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Purple Line Impacts to Small Businesses	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Implementation-Traffic Generation from Mixed Use Develop	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Open Space Benefits and Values Assessment	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Policy Area & Local Area Transportation Test Update	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
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 Draft	■ Council Review
■ Planning Board	■ CE Review & Council Noticing Period	■ Commission Adoption, SMA
	■ Hearing	■ Montgomery County Elections

FY20 Changes to the Base Budget plus Major Known Commitments

Base Budget

Known Operating Commitments

The preliminary known increases in the Planning Department for salaries, benefits, retirement, and other post-employment benefits (OPEB) were reviewed by DHRM at the September 14 meeting.

Information regarding the known operating commitments, mandated, contractual, and inflationary increases for the operations of the Planning Department are provided in the chart below.

Salaries & Benefits	(\$101,209)
CPI increase for contracts and supplies (1.0%)	\$32,400
Adjustments in Risk Management/Unemployment/LTD	(\$9,200)
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	(\$73,872)
Chargeback to Development Review – Special Revenue Account	(\$96,600)
Total of Major Known Operating Commitments	(\$398,481)

Salary & Benefits – (\$101,209)

Adjustment to personnel costs based on changes in current staffing including the preliminary retirement estimate and benefit cost increases.

The Planning Department request includes 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 Building Maintenance Supervisor will continue to oversee maintenance operations at MRO as it winds down and to assume responsibility for the Wheaton HQ during the final phases of construction to gain a thorough understanding of the new building's systems. The responsibility for the oversight of the maintenance and operation of the new Wheaton HQ rests with the Department of Parks.

Does not include compensation marker, OPEB PayGo and OPEB prefunding as they are included in the Administration Fund's non-departmental account.

CPI Increase for Contracts and Supplies and Materials - \$32,400

The Planning Department is requesting to increase the contracts and supplies budget by \$32,400 or 1.0% over the FY19 Adopted Budget to keep up with inflation.

Adjustments for Risk Management/Unemployment/LTD – (\$9,200)

The decreases in Risk Management, Unemployment and Long-Term Disability (LTD) are based on actual expenses on behalf of the Planning Department.

Debt Service for Internal Service Fund Capital Equipment – (\$95,000)

The Planning Department purchases equipment through the internal service fund (ISF) which finances equipment costing more than \$10,000 that has a life expectancy of greater than six years (the length of the financing term). For the Planning Department, ISF funding may cover computer and information technology system upgrades, large mechanical systems, and passenger vehicles when needed. The Planning Board approves these purchases by approving the debt service payment for the six years of financing.

In FY18, the Planning Department financed the purchase of IT equipment with a debt service payment of \$95,000 for six years. In FY19, the Planning Department was able to use yearend savings to pay off the remaining balance of this debt. The result was a savings of \$95,000 per year in FY20-FY23.

Major Known Commitments – (\$55,000)

- o FY19 One-time Expenses (\$145,000)

- o Biennial Transportation Monitoring - \$25,000 (One-time expense every two years)

One-time funding in FY20 for tools and analyses for increased biennial transportation system performance monitoring in support of the implementation of the 2010 White Flint Sector Plan, the 2010 Great Seneca Science Corridor Master Plan, and the 2006 Shady Grove Sector Plan. As staging recommendations are implemented, development proceeds, and public facilities and amenities are provided, the Planning Board, County Council, and County Executive will use this information to make decisions about public expenditures and future development. Monitoring conducted every two years.

- o Transportation Analysis for Development Review - \$25,000 (On-going)

On-going funding for consultant assistance with transportation analysis for development review. The intent of this project is to supplement staff time and experience with cutting edge expertise in multimodal planning and design and could include the incorporation of Vision Zero treatments, separated bike lanes and protected intersections, and high-quality transit integration.

- o MRO Custodial Contract - \$40,000 (On-going)

The custodial contract for MRO was re-bid in FY18 and the lowest bid was \$40,000 higher per year than the previous contract.

Adjustments to Departmental Chargebacks to CIO and Commission Wide IT – (\$73,872)

The CIO and CWIT requests for new initiatives and base budget adjustments were discussed with the Planning Board at the October 11th meeting. This section, Attachment 3, includes the base budget only.

The base budget in chargebacks to the CIO is proposed to decrease by (\$58,612) and the chargeback to the CWIT is proposed to decrease by (\$15,260) for an overall decrease in the base budget request of (\$73,872). This information was included in the chart of the bottom of page 3 of this memo.