



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

MCPB Date: 10/17/2019
Agenda Item #5

MEMORANDUM

DATE: October 10, 2019

TO: Montgomery County Planning Board

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

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

SUBJECT: Planning Department FY21 Operating Budget Planning Discussion

Staff Recommendation

Approval to prepare the FY21 Planning Department's operating budget at the Base Budget plus New Initiatives level.

Background

At its September 12th meeting, the Planning Board received a presentation from the Commission's Department of Human Resources and Management (DHRM) on the FY21 budget process including key trends and the budget outlook, strategy, and timeline.

DHRM reported that the assessable base for Montgomery County grew by 3% in FY20 and the Montgomery County Office of Management and Budget estimates that the assessable base will grow by 3.56% in FY21. In FY20, the Administration Fund tax rate was increased by 0.14 cents to 1.70 cents. The preliminary projections provided by DHRM require a tax rate increase in FY21 as well. The leading drivers for the increase in projections are a wage increase as well as estimated increases in retirement of 7.15% and in personnel benefits of 9%.

The Planning Board provided general guidance for developing the FY21 Budget with the recognition that the Planning Department has an expanding and evolving work program. We have prepared our budget request including essential needs/new initiatives we believe are critical to planning for the future of Montgomery County. Being cognizant of the County's fiscal challenges, we are presenting our new requests in two priority tiers. In addition, the FY21 budget includes the on-going operating budget impact (OBI) for the new Wheaton Headquarters which is scheduled to be turned over to M-NCPPC for operations in May of 2020 and the Planning Department is projected to move to the new building in August of 2020. This OBI was discussed by the Planning Board on October 10th.

Budget Preparation

To prepare for the October 17th Planning Board meeting, Planning staff worked diligently over the past several months identifying new master plans and projects to be started in FY21 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 FY21 work program follows closely with the work program that was approved for FY20. Several of the plans that we are working on in this fiscal year will carry over into FY21 – these include:

- Germantown Plan for Town Sector Zone – Commission Adoption
- Shady Grove Sector Plan – Minor Master Plan Amendment – Commission Adoption
- Ashton Minor Master Plan Amendment – Council review/action and SMA and Commission Adoption
- Rustic Roads Functional Master Plan Update - Planning Board and Council review/action
- General Plan Update – Planning Board Review and Council Review
- Pedestrian Master Plan – Planning Board Review
- Silver Spring Master Plan – Planning Board Review
- I-270 Corridor Transit Functional Plan – Planning Board Review

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

- Takoma Park Minor Master Plan Amendment
- Fairland-Briggs Chaney Minor Master Plan Amendment

Major Projects

The Planning Department's recommended FY21 work program carries forward three projects that are being initiated in the current fiscal year and that will continue into FY21. These include:

- Preserving Community Value of Ethnically Diverse Retail Centers – Council Review
- Subdivision Staging Policy Update - Planning Board and Council Review
- White Flint Sector Plan's Metrorail Station Area – Ten Year Check Up – Council Review

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

- Equity Opportunity Index
- Historic Preservation at 40
- Bikeway Branding Plan
- Noise Guidelines Update
- Mixed Use Development: Current Status and Future Trends
- Urban Loading and Delivery Management Study
- Countywide Historical Markers

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

A draft of the FY21 Proposed Master Plan and Major Projects Schedule is included as Attachment 2.

New Initiatives

The Planning Director and Deputy Planning Directors reviewed each division's potential new initiatives and narrowed them down to those which addressed the top priorities of the Department. The Priority One initiatives are in direct support of the proposed work program, including two new master plans and the General Plan Update, and are essential to complete the work program. Priority Two initiatives are studies that would further the efforts of the work program and would keep Montgomery Planning on the cutting edge.

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 bringing on consultants who have a breadth of knowledge regarding subject areas in ever more complex planning areas.

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.

Of the Planning Department's \$21M 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 FY20, this amount was to \$715,000 due to difficult budget constraints. For FY21, the Priority One new one-time initiatives request is \$745,000 and new on-going initiatives request is \$110,100. The Priority Two new one-time initiatives request is \$250,000 and the new on-going initiatives request is \$5,000.

FY21 proposed plans and projects that require new funding include:

Priority One Initiatives

1. Takoma Park Minor Master Plan Amendment - (\$125,000) – one-time
2. Fairland-Briggs Chaney Minor Master Plan Amendment – (\$50,000) – one-time
3. General Plan Update Support - (\$50,000) – one-time
4. Mixed-Use Trip Generation Tool - (\$125,000) – one-time
5. I-270 Transit Corridor Functional Master Plan Support – (\$300,000) – one-time
6. Silver Spring Master Plan Support – (\$20,000) – one-time
7. Equity Opportunity Index – (\$75,000) – one-time
8. Convert Term Contract Position to Full Time Position for Wheaton Headquarters – (\$40,100) – on-going
9. Strategic Communications Consulting – (\$70,000) – on-going

Priority Two Initiatives

10. Historic Preservation at 40 – (\$50,000) – one-time
11. Bikeway Branding Plan – (\$50,000) – one-time
12. Noise Guidelines Update – (\$25,000) – one-time
13. Mixed-Use Development: Current Status and Future Trends – (\$100,000) – one-time
14. Urban Loading and Delivery Management Study – (\$25,000) – one-time
15. Countywide Historical Markers - \$5,000 – on-going

Base Budget

Known Operating Commitments

Information regarding the known operating commitments, mandated, contractual, and inflationary increases, and chargeback adjustments for the operations of the Planning Department are shown below.

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

Salaries and Benefits *	\$315,427
CPI increase for Contracts and Supplies (2.0%)	\$33,300
Adjustment - Risk Management, Flexible Spending, Long-Term Disability and Legal Chargeback	\$12,997
Major Known Commitments	\$56,000
Chargeback to Development Review – Special Revenue Account (see below)	(\$99,500)
Adjustments in Departmental Chargebacks to CIO and Commission Wide IT (CWIT)	(\$31,311)
Total of Major Known Operating Commitments	\$286,913

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

Wheaton Headquarters (HQ) Operating Budget Impact (OBI) (-\$140,743)

The operating budget impact (OBI) request for the Wheaton HQ was discussed with the Planning Board at the October 10th meeting. The FY20 Approved OBI amount for the Parks and Planning Departments is \$787,592, the majority of which were one-time costs related to building completion. For FY21, the Parks and Planning Departments are asking for a combined \$1,128,253. After taking out the Planning Department's current maintenance expenses for MRO, Planning's operating maintenance budget FY21 decreased by (\$140,743).

Office of the Chief Information Officer (CIO) New Initiative Request - \$46,120

The CIO is requesting an increase in the chargeback from the Planning Department of \$46,120 for the Commission-wide IT (CWIT) Internal Service Fund (ISF). This increase was initially discussed with the full Commission at the September 18th meeting and will be further discussed with the Planning Board at the October 17th meeting.

Reorganization – Creation of a Communications Division – No Budgetary Impact

Montgomery Planning's Communications Team is currently part of the Management Services Division. The role of the Communications Team has evolved significantly in the past six years where the team has successfully moved from functioning as implementers to serving as strategic marketing communications advisors to Montgomery Planning staff and leadership. The Communications Team frequently reports directly to the two Deputy Directors, the Director and the Planning Board Chair who guide and approve the team's work.

The Communications Team has a role in nearly every project on the Department's work plan and many outside the work plan. Communications staff help the Department's gears run more smoothly. The Team has their ears to the ground and reflects leadership's stated priorities and preferences to project teams and reflects to leadership potential opportunities and obstacles for teams.

Marketing, Public Affairs and Communications are management-level functions of highly successful organizations and this includes our sister departments of Montgomery Parks and Prince George's Parks and Recreation. With new needs emerging, the Montgomery Planning is requesting to form a Communications Division, reporting to a Deputy Director, effective January 1, 2020. Elevating the Communications Team to the Communications Division signals that community engagement and outreach is a priority for the department, not an afterthought or considered a low-level function. This will help with public perception and is in keeping with the Department's desire to be an innovative and forward-thinking agency.

There is no personnel or budgetary impact to creating the Communications Division. We will use the department's current staffing complement for this new division and absorb any salary differential in FY21.

Summary

The Planning Department is seeking approval to prepare the FY21 Planning Department's operating budget at the Base Budget plus New Initiatives level.

The Preliminary FY21 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 p. 6 FY21 Proposed New Plans and New Initiatives
- Attachment 2 p. 11 FY21 Proposed Master Plan and Major Projects Schedule
- Attachment 3 p. 12 FY21 Proposed Changes to the Base Budget plus Major Known Commitments
- Attachment 4 p. 14 Letter of Support from Historic Preservation Commission (HPC) for the Historic Preservation at 40 Project
- Attachment 5 p. 15 Letter of Support from MCDOT for the Bikeway Branding Plan

**MONTGOMERY COUNTY PLANNING DEPARTMENT
PRELIMINARY FY21 OPERATING BUDGET REQUEST**

	FY20 Adopted Budget	\$20,723,790	% Change
FY21 BASE BUDGET CHANGES			
Salaries and Benefits*	\$315,427		
CPI Increase for Contracts and Supplies (2%)	\$33,300		
Adjustment - Risk Management, Flexible Spending, Long - Term Disability and Legal Chargeback	\$12,997		
Major Known Commitments	\$56,000		
Chargebacks to Development Review - Special Revenue Account	(\$99,500)		
Adjustments in Departmental Chargebacks to CIO and Commission Wide IT	(\$31,311)		
Subtotal - Base Budget Changes	<u>\$286,913</u>		<u>1.4%</u>
Less: FY20 One Time Expenses	<u>(\$715,000)</u>		<u>(3.5%)</u>
Enhancements / New Funding Request for FY21 (Priority 1- One Time)			
Takoma Park Minor Master Plan Amendment	\$125,000		
Fairland-Briggs Chaney Minor Master Plan Amendment	\$50,000		
General Plan Update Support	\$50,000		
Mixed - Use Trip Generation Tool	\$125,000		
I-270 Transit Corridor Functional Master Plan Support	\$300,000		
Silver Spring Master Plan Support	\$20,000		
Equity Opportunity Index	\$75,000		
Subtotal - Proposed Priority 1 - One Time Changes	<u>\$745,000</u>		<u>3.6%</u>
Enhancements / New Funding Request for FY21 (Priority 1- On Going)			
Convert Term Maintenance Position to Full Time Career - Receptionist for WHQ	\$40,100		
Strategic Communications Consulting	\$70,000		
Subtotal - Proposed Priority 1 - On Going Changes	<u>\$110,100</u>		<u>0.5%</u>
Net Change from FY20 Adopted to FY21 Proposed Budget Including Priority 1	<u>\$427,013</u>		<u>2.1%</u>
Enhancements / New Funding Request for FY21 (Priority 2- One Time)			
Historic Preservation at 40	\$50,000		
Bikeway Branding Plan	\$50,000		
Noise Guidelines Update	\$25,000		
Mixed Use Development: Current Status and Future Trends	\$100,000		
Urban Loading and Delivery Management Study	\$25,000		
Enhancements / New Funding Request for FY21 (Priority 2- On Going)			
Countywide Historical Markers	\$5,000		
Subtotal - Proposed Priority 2 - One Time & On Going Changes	<u>\$255,000</u>		<u>1.2%</u>
Net Change from FY20 Adopted to FY21 Proposed Budget Including Priorities 1 and 2	<u>\$682,013</u>		<u>3.3%</u>
Wheaton Headquarters Operating Budget Impact (OBI)	<u>(\$140,743)</u>		<u>(0.7%)</u>
Planning Department's share of CIO/CWIT New Initiatives	<u>\$46,120</u>		<u>0.2%</u>
*FY21 Proposed Budget	<u>\$21,311,180</u>		<u>2.8%</u>

Notes:

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

FY21 Proposed New Plans and New Initiatives

PRIORITY 1 INITIATIVES – ONE-TIME

New Plans to Begin in FY21

1. Takoma Park Minor Master Plan Amendment Support - \$125,000 – One-Time

With the development of the new Washington Adventist Hospital in White Oak, the Washington Adventist University and Hospital campus in the City of Takoma Park is at a turning point. Centrally located in the City, the campus site has strong connections to the Long Branch community, University Boulevard, Sligo Creek Park, and the high-density residential development along Maple Avenue approaching City Hall.

In partnership with the City of Takoma Park and the Washington Adventist University, this minor master plan amendment is a targeted update of the 2000 Takoma Park Master Plan to re-envision this critical resource within the City and the surrounding community. This plan amendment will address, among other issues, expanding the current Washington Adventist University facilities, expanding affordable housing options, a potential school site, environmental stewardship, cultural resources, transportation infrastructure, community identity, and public space.

The Minor Master Plan Amendment includes \$125,000 in one-time consultant funding for transportation, environmental, and economic analyses.

2. Fairland-Briggs Chaney Minor Master Plan Amendment- \$50,000 – One-Time

This portion of Fairland is immediately adjacent to the rapidly evolving Tech Road Industrial Park in the White Oak Plan. Last revised in the 1997 Fairland Master Plan, the Inter-County Connector now bisects this study area and includes the large Automobile Sales Park on Briggs Chaney Road, the outdated Briggs Chaney Shopping Center, a smaller shopping center at Briggs Chaney and Old Columbia Pike, the East County Government Center including the Willow Manor public/private senior project, and other county- and SHA-owned land. Large campuses include the Verizon buildings on both sides of US 29 and the Seventh Day Adventist headquarters building. The Bus Rapid Transit (BRT) is planned to expand in the near future and opportunities for fresh redevelopment abound considering the growth in the White Oak plan to the south. Consultant funds associated with this project will support design, circulation, and environmental studies in the vicinity of the existing center and help integrate new development in the area.

New Initiatives in FY21

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 - \$50,000 – One-Time

Starting in July 2020, staff will be finalizing the draft goals and policies for the General Plan Update and presenting them to the Planning Board for review and comments. We expect that feedback from the community, Technical Advisory Group and the Planning Board will likely generate some questions that will require detailed analyses of more than one set of draft policies and alternatives in the areas of 1) economic growth (a more in-depth analysis of drivers of change influencing economic competitiveness), 2) transportation analysis (impact of certain policy choices on land use, environment

and/or equity), or 3) growth management alternatives that will need consultant help in FY 21 to shed more light on the policy choices. This will help the Planning Board and the County Council make final decisions based on more informed and focused analyses. We will also need additional funding for advertising, translation and other specific outreach tasks during FY 21.

4. Mixed-Use Trip Generation Tool - \$125,000 – One-Time

Current tools do not estimate well the trip generation impacts of mixed-use development. As a follow-up to the FY19 effort to review different mixed-use development trip generation evaluation tools, these funds will support the development of a customized trip generation analysis tool for application in Montgomery County reflecting sensitivity to mixed-use development trip making characteristics and parking policy. The tool will be used by developers to estimate the trip generation impacts of their mixed-use developments and by regulatory staff and MCDOT staff to review these studies. As master plans continue to move in the direction of recommending more mixed-use, transit-oriented development, the tool could also be used to better estimate a plan's impact on trip generation. This involves a great deal of data collection, collaboration to use data from other similar jurisdictions, and tool development.

5. I-270 Transit Corridor Functional Master Plan Support - \$300,000 – One-Time

Jointly led by our Area 2 and Functional Planning and Policy Divisions, this master plan effort will require studying existing and long-term travel demand throughout the I-270 corridor—from Frederick through Bethesda to Tysons—including major activity centers along the corridor that are not served by Metrorail. It will also entail identifying transit solutions to address the modeled travel demand and will include analysis of the following key transportation considerations:

- Transit service along the I-270 corridor, including express bus, bus rapid transit, light rail and monorail
- Transit service from Bethesda to Tysons, including an extension of the Purple Line and bus rapid transit
- Alignment of the Corridor Cities Transitway
- MARC third rail, increased frequency, and station locations
- Extension of the Red Line
- Potential Park and Ride locations

This budget request is for consultant services to conduct the necessary transit modeling, planning-level feasibility analysis, including origin/destination, forecasting, travel times and a detailed evaluation of potential solution alternatives. The funding would also cover additional consultant services to assist with outreach and community engagement efforts.

6. Silver Spring Master Plan Support - \$20,000 – One-Time

Consultant funding to conduct local area traffic modeling and traffic counts in support of the Silver Spring Master Plan.

7. Equity Opportunity Index - \$75,000 – One-Time

This project would build on the equity work in the General Plan to determine how to bring equity considerations into the master planning process and develop tools to facilitate equity considerations. For example, Seattle developed composite displacement risk and opportunity access indices that have helped the city make decisions about growth and assess investment strategies to maximize equitable development. Consultant assistance would be needed for the data collection, analysis, and development of the indices and framework.

PRIORITY 1 INITIATIVES – ON-GOING

8. Convert Term Contract Position (Maintenance) to Full-Time Career Position (Receptionist) for Wheaton Headquarters - \$40,100 and 0.25wy – On-Going

Montgomery Planning's current personnel complement includes a term contract position to assist with maintenance for the MRO building. When we move to the Wheaton Headquarters, the maintenance functions will be contracted out. Montgomery Planning is requesting to convert this term contract position (1 position; 0.75 wy) to a full-time career (1 position; 1.0 wy) position. At MRO, visitors go to the Information Counter. In the Wheaton Headquarters, the Information Counter will be on the 2nd floor. Montgomery Planning will need a receptionist on the 14th floor to greet visitors. The receptionist will be assigned other non-sensitive duties that can be performed outside the secured employee area. The additional salary and benefits to convert this position total \$40,100 and 0.25wy.

9. Strategic Communications Consulting - \$70,000 – On-Going

This funding request is for on-going support for communications strategy and planning to develop and implement plans for audience-focused equitable and transparent communications. This work includes supporting the Communications Division for master and sector plans including the development of messaging, marketing, outreach, media relations and advertising plans to further the mission of Montgomery Planning to help the Montgomery County community to understand, value and engage in the planning process.

PRIORITY 2 INITIATIVES – ONE-TIME

10. Historic Preservation (HP) at 40 - \$50,000 – One-Time

The project includes an evaluation and analysis of the 40-year history of Montgomery County's Historic Preservation program through the lens of equity and environmental sustainability. Project deliverables will include:

1. A list/annotated bibliography of all the County's adopted historic preservation/cultural resources focused plans, guidelines, ordinance and policies;
2. An analysis showing how these resources build on or inform other adopted functional plans, area plans, policies, and ordinances; and,
3. Research to determine opportunities for expanding historic preservation program tools into other policy or planning areas.

The contracted consultant will partner with HP staff to examine the range and types of architectural, historical, cultural, and archaeological resources that have been surveyed and listed on the Master Plan for Historic Preservation to determine what histories are over- and under-represented, and to examine the full range of resources from an equity perspective. The consultant will also review other efforts occurring at the national, state and local level across the country involving cultural resources such as sustainability, disaster and hazard mitigation planning, heritage tourism/agritourism, and other topics to be identified. Funding for the project would include consultant services for outreach and education, mapping, and programmatic archival research. A letter from the Historic Preservation Commission (HPC) in support of this project is included in Attachment 4.

11. Bikeway Branding Plan - \$50,000 – One-Time

The Bicycle Master Plan introduced two new types of bikeways – neighborhood greenways and breezeways – that incorporate branding as a unifying element. This project is a placemaking effort to develop a branding plan for neighborhood greenways and breezeways, including logos and signs, as well as an approach for incorporating public art into these types of bicycle facilities. It will also pilot this approach to incorporating public art into one neighborhood greenway project. This is a design effort. Montgomery County Department of Transportation (MCDOT) would be responsible for implementing the major branding elements along neighborhood greenways and breezeways as they are constructed. A letter from MCDOT confirming their desire to partner with Montgomery Planning on these efforts is included in Attachment 5.

12. Noise Guidelines Update - \$25,000 – One-Time

The current Noise Guidelines were drafted in 1983 and were based on assumptions and references from the 1970s. The Noise Guidelines were never adopted by the Planning Board. As a rapidly urbanizing county, the current Guidelines do not comport well with modern planning theory and often cannot be applied in a meaningful way where residential buildings and open spaces are now encouraged to frame our transportation routes. In many cases, because of the growth and activity experienced since the early 1980s, current ambient noise levels often already exceed the noise level goals established in the now outdated Guidelines thus making their application infeasible. An update would include a study that re-examines current methodologies used in other jurisdictions and make recommendations on standards that are now appropriate to protect the health safety and welfare of county residents.

13. Mixed-Use Development: Current Status and Future Trends – \$100,000 – One-Time

The goal of this study is to help us collect better data on the supply and location of this type of product, understand the economic performance of these building types, and assess whether this type of development is living up to expectations in the master plans and development approvals. The amount of mixed-use development (defined as a single building combining more than one use, such as office with retail on the ground floor) in the County has increased significantly as we have allowed higher density development around transit and created the flexible Commercial/Residential (C/R) Zone. However, collecting data on this type of development is challenging. Maryland State Department of Assessments and Taxation (SDAT) does not have a land use category for mixed use development, so researchers must sort out individual uses on the same parcel. Similarly, Costar data is organized by product type and often misses ground floor retail. The parcel file check on the Bethesda Plan required a significant amount of work to confirm the square footages and uses in mixed use projects.

A second issue related to the performance of mixed-use development is the issue of ground floor retail. While our plans often require ground floor retail, are we attracting the type of retail envisioned? What happens as buildings age and leases turn over? The 2017 Montgomery County Retail Study mentioned, but did not provide an in-depth look at, retail spaces being used for non-retail uses such as offices. Some office building owners are converting unleased retail space to office tenant conference and lounge spaces.

And finally, a third issue question about the future of mixed-use development is related to declining demand for office space and growing interest in even more complex mixes of uses throughout the buildings (e.g., combined residential/hotels, mixed use/light industrial, etc.). Are there additional mixed-use opportunities the county should be promoting to encourage new development? Are there regulatory barriers we need to address to enable mixed use development to continue to succeed in the county? This project would build on our previous studies of the office market, retail market, and adaptive reuse.

14. Urban Loading and Delivery Management Study - \$25,000 – One-Time

As the county's urban centers continue to develop, accommodation of loading, service, and delivery vehicles on development sites and public streets becomes ever more challenging. Cities across the country and around the world are beginning to investigate innovative approaches to reducing the negative impacts of these vital services.

In cooperation with County and State Agencies and private sector partners, this study will investigate the developing best practices and how they may be applied at the policy, planning, design, and implementation levels, using Downtown Bethesda as a case study. The request for \$25,000 in one-time consultant funds will assist with transportation-related analysis.

PRIORITY 2 INITIATIVES – ON-GOING

15. Countywide Historical Markers - \$5,000 – On-Going

This program would allow Historic Preservation staff to research, write, manufacture, and install up to three (3) historical markers on an annual basis. The requested funds will be sufficient to manufacture and install this number of historical markers using a tabletop, or similar, design following National Park Service standards. Staff time for research, writing, and project management is not included with this budget request and can be accommodated with current staffing levels. The marker locations would be chosen on an annual basis to provide historical information about neighborhoods, sites, people, places, or topics and themes in history that have not been well documented or highlighted for the benefit of the public.

FY21 Proposed Master Plan and Major Projects Schedule October 2019

Master Plan & Major Projects	2019				2020				2021				2022										
	FY20												FY21				FY22						
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
Forest Glen/Montgomery Hills Sector Plan																							
Germantown Plan for Town Sector Zone																							
Shady Grove Sector Plan - Minor Master Plan Amendment																							
Ashton Minor Master Plan Amendment																							
Complete Streets Design Guide/Roadway Functional Class System																							
Rustic Roads Functional Master Plan Update																							
General Plan Update																							
Pedestrian Master Plan																							
Silver Spring Master Plan																							
Takoma Park Minor Master Plan Amendment																							
I-270 Corridor Transit Plan																							
Fairland/Briggs Chaney Minor Master Plan Amendment																							
Integrated Multi-Modal GIS Network/Pedestrian Connectivity																							
Aspen Hill Vision Zero Study																							
Affordable Housing Preservation and Redevelopment Feasibility																							
Preserving Community Value of Ethnically Diverse Retail Centers																							
Subdivision Staging Policy Update																							
White Flint Sector Plan's Metrorail Station Area - Ten Year Check Up																							
Equity Opportunity Index																							
Historic Preservation at 40																							
Bikeway Branding Plan																							
Noise Guidelines Update																							
Mixed Use Development: Current Status and Future Trends																							
Urban Loading and Delivery Management Study																							

<p> Staff</p> <p> Planning Board</p>	<p> Planning Board Draft</p> <p> CE Review & Council Noticing Period</p> <p> Hearing</p>	<p> Council Review</p> <p> Commission Adoption, SMA</p> <p> Montgomery County Elections</p>
--	--	--

FY21 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, and chargeback adjustments for the operations of the Planning Department are shown below.

Salaries and Benefits	\$315,427
CPI Increase for Contracts and Supplies (2.0%)	\$33,300
Adjustment - Risk Management, Flexible Spending, Long-Term Disability and Legal Chargeback	\$12,997
Major Known Commitments	\$56,000
Chargeback to Development Review – Special Revenue Account (see below)	(\$99,500)
Adjustments in Departmental Chargebacks to CIO and Commission Wide IT (CWIT)	<u>(\$31,311)</u>
Total of Major Known Operating Commitments	\$286,913

Salary and Benefits – (\$315,427)

Adjustment to personnel costs based on changes in current staffing including the preliminary retirement estimate and benefit cost increases. This number 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 - \$33,300

The Planning Department is requesting to increase the contracts and supplies budget by \$33,300 or 2.0% over the FY20 Adopted Budget to keep up with inflation.

Adjustment - Risk Management, Flexible Spending, Long-Term Disability and Legal Chargeback – \$12,997

Risk Management, Flexible Spending, Long-Term Disability, and Legal Department Chargebacks are adjusted based on actual expenses on behalf of the Planning Department.

Major Known Commitments – \$56,000

- *Transportation Modeling Tool and Software - \$10,000 (On-going)*
Annual expenses for software, tools and assistance required to run and update our transportation modeling tools. This was previously a biannual commitment, but expenses tend to occur regularly on an annual basis.
- *Web Security for Wheaton Headquarters - \$50,000 (On-going)*
This funding will extend licenses for Wheaton Headquarters for Cisco security tools and devices, and for WiFi for Montgomery Parks and Planning staff and guests.
- *Microsoft Licenses - \$21,000 (On-going)*
This funding will cover the cost of the telephone feature and integration to Microsoft Teams licenses for all Montgomery Parks and Planning staff and common areas. This is Montgomery Planning's portion.
- *Biennial Transportation Monitoring – (-\$25,000) (One-time expense every other year)*
This was a one-time expense in FY20 for tools and analyses for increased biennial transportation system performance monitoring. This monitoring is conducted every two years. FY21 shows a reduction of \$25,000 because this is the off year.

Development Review Special Revenue Account (DR-SRA)

Major Known Commitment - (\$99,500)

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 from Admin Fund to DR-SRA (Major Known Commitment) (\$99,500)

The Planning Department is requesting to increase the chargeback to the DR-SRA by \$99,500 (3%) to cover the FY20 compensation increases. The chargeback was not increased during the FY20 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 has performed well in the past few years primarily due to the fees collected for various large projects in CR zones. This performance built a fund balance. Due to this large balance, no transfer was approved in the FY20 budget and the Planning Department is not requesting a transfer for FY21. The Planning Department will monitor the special revenue fund closely throughout the year. If revenues collected do not meet our projected amounts, the Planning Department will go to the Planning Board and County Council with a supplemental appropriation request.

Although this memo addresses the Planning Department’s operating budget (we will present the special revenue fund request at the November 14th Planning Board meeting), we did want to mention additional chargebacks to the Development Review Special Revenue Account from the Finance Department and Corporate IT (CIO). For FY21, the proposed chargebacks to the DR-SRA from the Finance Department increased from \$36,272 to \$44,300, a \$8,028 increase and the Corporate IT (CIO) increases from \$21,873 to \$27,015, a \$5,142 increase. This is a combined increase of \$13,170 or 23%. The Finance Department and CIO will discuss the changes in chargebacks/allocations in their budget presentations.

Office of the Chief Information Officer (CIO) Base Budget Request

The Office of the Chief Information Officer proposed changes to Montgomery Planning’s base budget as shown in the chart below. These changes were initially discussed with the full Commission at the September 18th meeting and will be further discussed at the Planning Board meeting on October 17th.

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 DR-SRA. For FY21, the proposed chargeback is \$27,015. (This was discussed above in the DR-SRA section).
2. **CIO Internal Service Fund (ISF)** – which Planning contributes to via a chargeback from Planning’s operating fund. For FY21, the total proposed chargeback is \$105,051.
3. **Commission-wide IT (CWIT) ISF** – which Planning contributes to via a chargeback from Planning’s operating fund. For FY21, the total proposed chargeback is \$347,670.

For the CIO and CWIT, Planning’s operating budget (Admin Fund) contributes to both their new initiatives and their base budget via a chargeback. The breakdown is as follows:

MC Planning’s Operating Budget Chargeback to the CIO ISF and CWIT ISF Budget					
	FY20 Adopted	FY21 Base Budget	FY21 Base Budget Variance	FY21 New Initiatives	FY21 Base Budget and New Initiatives Variance
CIO ISF	\$101,482	\$105,051	\$3,569	\$0	\$3,569
CWIT ISF	<u>\$382,550</u>	<u>\$347,670</u>	<u>(\$34,880)</u>	<u>\$46,120</u>	<u>\$11,240</u>
Total	\$484,032	\$452,721	<u>(\$31,311)</u>	\$46,120	\$14,809



HISTORIC PRESERVATION COMMISSION

Marc Elrich
County Executive

Sandra I. Heiler
Chairman

October 9, 2019

Mr. Casey Anderson
Chair, Montgomery County Planning Board
8787 Georgia Avenue
Silver Spring, MD 20910

RE: Historic Preservation @ 40 Budget Item

Dear Chairman Anderson and Members of the Planning Board:

I am writing in support of the Planning Department's budget request to study the 40-year history of the Historic Preservation Program. The approval and adoption of the countywide Master Plan for Historic Preservation in 1979 represented the culmination of many years of dedicated work by the Planning Department to comprehensively survey historical and cultural resources, and to protect these resources via means of an historic preservation ordinance. The Historic Preservation Commission has worked for many years with staff from the Planning Department to carry out the goals and policies of our comprehensive master plan. After 40 years, every plan deserves a new look with fresh eyes; the times change, and we have accomplished a great deal since 1979. The HP@40 initiative will allow us to take stock of how far we have come and help create a new map for where we need to go. This programmatic check-in is due, and I wholeheartedly support this effort.

Very Sincerely,

Sandra I. Heiler, Chairman
Historic Preservation Commission





DEPARTMENT OF TRANSPORTATION

Marc Elrich
County Executive

Al R. Roshdich
Director

September 27, 2019

Ms. Gwen Wright, Director
Montgomery County Planning Department
8787 Georgia Avenue
Silver Spring, Maryland 20910

Dear Ms. Wright:

The passage of the Montgomery County Bicycle Master Plan introduced two new types of bikeways; "neighborhood greenways" and "breezeways". For both new bikeway types, branding is a central element used to distinguish routes from other bike infrastructure through wayfinding, public art, naming, signage, and more.

I was recently informed that the Montgomery County Planning Department is drafting a scope of work to develop countywide bikeway branding program guidelines and a supporting toolkit. As the Montgomery County Department of Transportation will ultimately be responsible for implementing the major branding elements along neighborhood greenways and breezeways as they are constructed, I am writing to confirm that we would like to partner on these efforts. Staff from the Division of Transportation Engineering (DTE) and Division of Traffic Engineering & Operations will be available for these efforts.

Currently, DTE is conducting a pilot study for the Aspen Hill Neighborhood Greenway, which will connect Aspen Hill to the Glenmont Metro Station as a part of the breezeway network. A study of Grove Street as a neighborhood greenway will follow in the coming months.

Partnering with the Planning Department on the Bikeway Branding Program Plan will ensure that our projects meet the goals and vision of the Bicycle Master Plan and the Planning Department. If you have any questions concerning this partnership, please call me at 240-777-7198, or John "JT" Thomas at 240-777-7240.

Sincerely,

Chris Conklin, Deputy Director
Transportation Policy

Office of the Director

101 Monroe Street, 10th Floor • Rockville, Maryland 20850 • 240-777-7170 • 240-777-7178 Fax
www.montgomerycountymd.gov/mcdot