



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Planning Department, Montgomery County, Maryland
2425 Reedie Drive Wheaton, Maryland 20902

MCPB Date: 10/14/2021
Agenda Item 7

MEMORANDUM

DATE: October 7, 2021

TO: Montgomery County Planning Board

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

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

SUBJECT: Planning Department FY23 Operating Budget Planning Discussion

Staff Recommendation

Approval to prepare the FY23 Planning Department's operating budget at the Base Budget plus New Initiatives level.

Background

At its September 9th meeting, the Planning Board received a presentation from the Commission's Department of Human Resources and Management (DHRM) on the FY23 budget process including key trends and the budget outlook, strategy, and timeline.

DHRM reported that the Montgomery County Office of Management and Budget estimates that the assessable base will grow by a modest 2.3% in FY23. The preliminary projections provided by DHRM require a tax rate increase again in FY23 of 0.31 cents for the Administration Fund, prior to the inclusion of new initiatives/critical needs. The leading drivers for the increase in projections are estimated increases in Other Post-Employment Benefits (OPEB) of 5.8%, health benefits of 7.0%, and a substantial increase in retirement expenses of 25.56%.

The Planning Board provided general guidance for developing the FY23 Budget with the recognition that the Planning Department has an expanding and evolving work program. We have prepared our budget request including new initiatives/critical needs we believe are essential to planning for the future of Montgomery County.

Budget Preparation

To prepare for the October 14th Planning Board meeting, Planning staff worked diligently over the past several months identifying new master plans and projects to be started in FY23 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 FY23 work program follows closely with the work program that was approved for FY22. Several of the plans that were approved in previous fiscal years **will begin or carry over into FY23** – these include:

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|--|---|
| • Silver Spring Downtown and Adjacent Communities Sector Plan | Council Review/Commission Adoption |
| • Rustic Roads Functional Master Plan Update | Planning Board Review and Council Review |
| • Takoma Park Minor Master Plan Amendment | Planning Board Review and Council Review |
| • Fairland/Briggs Chaney Master Plan Amendment | Planning Board Review and Council Hearing |
| • Pedestrian Master Plan | Planning Board Review |
| • Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2 | Planning Board Review |
| • University Boulevard Corridor Plan | Staff Work |
| • Clarksburg Master Plan Amendment | Staff Work |
| • Silver Spring Communities Master Plan | Staff Work |

One new master plan is being proposed to begin in FY23 and is being identified for the first time in this budget discussion is:

- Friendship Heights Urban Design Study/Sector Plan

Major Projects

The Planning Department's recommended FY23 work program **carries forward** three projects that are being initiated in the current fiscal year and that will continue into FY23. These include:

- Equity Opportunity Index - Planning Board and Council Review
- Wheaton Downtown Study - Planning Board and Council Review
- Innovative Housing Toolkit - Planning Board and Council Review

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

- Countywide Transportation Data Asset Management Strategy
- Parking Lot Design Study
- Comprehensive Study of Redevelopment Tools
- Update Incentive Density Implementation Guidelines – CR and Employment Zones

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

A draft of the FY23 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. Six of these initiatives are in direct support of the proposed work program, including current and new master plans, and are essential to complete the work program. Four initiatives are studies that would further the efforts of the work program and would keep Montgomery Planning on the cutting edge. Two initiatives are for on-going services for our information technology infrastructure.

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. The past two years have been very lean regarding one-time and ongoing new initiatives due to the pandemic. In FY21, the approved amount was \$360,100 plus \$300,000 approved by special appropriation for the Corridor Forward project in FY20. In FY22, the approved amount for one-time initiatives was \$350,000.

For FY23, the new one-time and on-going requests totals \$937,500. The new one-time initiatives request is \$825,000. The new on-going initiatives request is \$112,500.

FY23 proposed plans and projects that require new funding include:

FY23 New Initiatives

One-time initiatives in direct support of the proposed work program

1. Fairland/Briggs Chaney Master Plan Support – (\$25,000) – one-time
2. Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2 Support - (\$100,000) – one-time
3. University Boulevard Corridor Plan Support - (\$100,000) – one-time
4. Clarksburg Master Plan Support - (\$100,000) – one-time
5. Silver Spring Communities Plan Support - (\$100,000) – one-time
6. Friendship Heights Urban Design Study/Sector Plan Support - (\$100,000) – one-time

One- time initiatives for studies to further the efforts of the work program and keep Montgomery Planning on the cutting edge

7. Update Incentive Density Implementation Guidelines – CR and Employment Zones – (\$50,000) – one-time
8. Comprehensive Study of Redevelopment Tools - (\$125,000) – one-time
9. Coordinated Development of a Countywide Transportation Data Asset Management Strategy - (\$65,000) – one-time
10. Parking Lot Design Study - (\$60,000) – one-time

On-going initiatives for information technology infrastructure

11. Immutable Cloud Storage - (\$75,000) – on-going
12. Network Analytics and Orchestration - (\$37,500) – 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 *	*\$894,503
CPI increase for Contracts and Supplies (2.0%)	\$47,900
Adjustment - Risk Management, Long-Term Disability and Legal Chargeback	(\$18,870)
Major Known Commitments	\$356,220
Chargeback to Development Review – Special Revenue Account	(\$95,333)
Adjustment - Departmental Chargebacks to CIO and CWIT	(\$31,517)
Total of Major Known Operating Commitments	\$1,152,903

- * This salary and benefits increase is an interim number. It will go up because it does not include the increase from the Classification and Compensation series review for the Planner series. This review has been approved but has not yet been completed. The increase is estimated at \$400,000+ or 1.8%+. A marker for this increase is in the Administration Fund's non-departmental account as a holder for the overall Administration Fund budget but it is not shown specifically in the Planning Department's budget. The reclassification process is scheduled to be completed by the end of October and the salary increase for the affected staff in the Planner series will be added to the budget that is presented to the Planning Board at the November budget session. The marker in the Administration Fund non-departmental account will be reduced commensurately.
- * The salary and benefits number also does not include the FY23 compensation marker, OPEB PayGo and OPEB prefunding as these are included in the Administration Fund's non-departmental account.

Office of the Chief Information Officer (CIO) New Initiative Request - \$28,925

The CIO is requesting two new Commission-wide initiative for FY23 – 1) a Continuity of Operations Plan (COOP and 2) a Learning Management System (LMS).

Planning's portion for these two plans is:

COOP	\$20,000
LMS	\$8,925
Total	\$28,925

These initiatives will be discussed with the Planning Board at the October 14th meeting during the CIO's budget presentation.

Summary

The Planning Department is seeking approval to prepare the FY23 Planning Department's operating budget at the Base Budget plus New Initiatives level.

The Preliminary FY23 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. 7	FY23 Proposed - New Plans and New Initiatives
Attachment 2	p. 13	FY23 Proposed - Master Plan and Major Projects Schedule
Attachment 3	p. 14	FY23 Proposed - Changes to the Base Budget plus Major Known Commitments

**MONTGOMERY COUNTY PLANNING DEPARTMENT
PRELIMINARY FY23 OPERATING BUDGET REQUEST**

% Change

	FY22 Adopted Budget	\$22,184,631	
FY23 BASE BUDGET CHANGES			
	Salaries and Benefits *	\$894,503	
	CPI Increase for Contracts and Supplies (2%)	\$47,900	
	Adjustment - Risk Management, Long - Term Disability, and Legal Chargeback	(\$18,870)	
	Major Known Commitments	\$356,220	
	Chargebacks to Development Review - Special Revenue Account	(\$95,333)	
	Adjustments in Departmental Chargebacks to CIO and Commission Wide IT	(\$31,517)	
	Subtotal - Base Budget Changes	<u>\$1,152,903</u>	<u>5.20%</u>
Less: FY22 One Time Expenses		<u>(\$350,000)</u>	<u>-1.58%</u>
Enhancements / New Funding Request for FY23 (One Time)			
	Fairland/Briggs Chaney Master Plan Support	\$25,000	
	Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2 Support	\$100,000	
	Friendship Heights Urban Design Study/Sector Plan	\$100,000	
	University Boulevard Corridor Plan Support	\$100,000	
	Clarksburg Masterplan Support	\$100,000	
	Silver Spring Communities Plan Support	\$100,000	
	Update Incentive Density Implementation Guidelines for CR and Employment Zones	\$50,000	
	Comprehensive Study of Redevelopment Tools	\$125,000	
	Coordinated Development of a Countywide Transportation Data Asset Management Strategy	\$65,000	
	Parking Lot Design Study	\$60,000	
	Subtotal - Proposed One Time Changes	<u>\$825,000</u>	<u>3.72%</u>
Enhancements / New Funding Request for FY23 (On Going)			
	Immutable Cloud Storage	\$75,000	
	Network Analytics and Orchestration	\$37,500	
	Subtotal - Proposed - On Going Changes	<u>\$112,500</u>	<u>0.51%</u>
	Planning Department's share of CWIT New Initiatives	<u>\$28,925</u>	<u>0.13%</u>
Net Change from FY22 Adopted to FY23 Proposed Budget		<u>\$1,769,328</u>	<u>7.98%</u>

***FY23 Proposed Budget** **\$23,953,959** **7.98%**

Notes:

* This salary and benefits increase is an interim number. It will go up because it does not include the increase from the Classification and Compensation series review for the Planner series. This review has been approved but has not yet been completed. The increase is estimated at \$400,000+ or 1.8%+. A marker for this increase is in the Administration Fund's non-departmental account as a holder for the overall Administration Fund budget but it is not shown specifically in the Planning Department's budget. The reclassification process is scheduled to be completed by the end of October and the salary increase for the affected staff in the Planner series will be added to the budget that is presented to the Planning Board at the November budget session. The marker in the Administration Fund non-departmental account will be reduced commensurately.

* The salary and benefits number also does not include the FY23 compensation marker, OPEB PayGo and OPEB prefunding as these are included in the Administration Fund's non-departmental account.

FY23 Proposed New Plans and New Initiatives

NEW PLAN TO BEGIN IN FY23

This year, one new plan is proposed to begin in FY23.

Friendship Heights Urban Design Study/Sector Plan

The Friendship Heights Sector Plan will update the 1998 Friendship Heights Sector Plan. Friendship Heights is one of the few cross-jurisdictional urban centers in the county and has been deeply impacted by the many changes in economic and demographic conditions that have taken place over the last 25 years. This update will build on similar concurrent efforts by the DC Office of Planning to reposition this community for the next 25 years.

NEW INITIATIVES IN FY23

There are a number of new initiatives, both one-time and on-going, 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.

As a reminder, last year four new plans were approved with initial staff planning and coordination to begin in the second half of FY22. Funding for those plans was not requested in last year and is needed in FY23. These plans include 1) Life Sciences/Great Seneca Science Corridor Plan Amendment Phase II, 2) University Boulevard Corridor Plan, 3) Clarksburg Masterplan, and 4) Silver Spring Communities Plan.

New Initiatives in FY23 – One-Time

1. Fairland/Briggs Chaney Master Plan Support – (\$25,000) – one-time

(Request includes \$20,000 to Upcounty Planning and \$5,000 to Support Services*)

The Fairland and Briggs Chaney Master Plan Amendment is an on-going project. In FY22, \$75,000 was approved for translation services, community engagement assistance, and transportation analysis. In FY23, \$25,000 is needed for additional translation services, a Vision Zero/placemaking study, and a retail and employment market analysis.

2. Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2 Support - (\$100,000) – one-time

(Request includes \$95,000 to Mid-County Planning and \$5,000 to Support Services*)

This is a comprehensive amendment to the 2010 Great Seneca Science Corridor Master Plan to address departures and barriers from the 2010 Plan's vision identified through the 2021 Great Seneca Science Corridor Minor Master Plan Amendment, as well as changes to or potential eliminate of staging requirements. The comprehensive amendment will also integrate advancements in policy and practice, based on

recommendations from Thrive Montgomery 2050, Corridor Forward, the County Growth Policy, and the Climate Action Plan as well as racial equity, social justice and Vision Zero. The 2010 Plan acknowledged that fulfillment of the plan's vision would occur incrementally over time, and periodic reviews of the plan's recommendations were necessary. Based on this guidance, as well as the anticipated recommendations of Corridor Forward, a comprehensive review of the plan's vision and recommendations is desired.

Funding will continue expanded outreach services adopted in response to the pandemic that better enable staff to meet residents and other stakeholders where they are, including in-person and virtual engagement, additional advertising, canvassing, and translation services, and engagement platforms. Additionally, consultant funds will support critical Vision Zero analyses to improve pedestrian and bicycle comfort and access to transit.

3. Friendship Heights Urban Design Study/Sector Plan Support - (\$100,000) – one-time

(Request includes \$95,000 to Downcounty Planning and \$5,000 to Support Services*)
New one-time consulting funding for the Friendship Heights Sector Plan will help meet the unique outreach needs of this small, high-density multi-jurisdictional community and perform essential Vision Zero analyses. Outreach funds will be used to hold events in the parks and urban spaces of Friendship Heights and will be an effective way of spreading the word about the plan and inviting residents and other stakeholders to participate. Beyond these events, funds will allow Staff will continue expanded outreach services adopted in response to the pandemic that meet residents and other stakeholders where they are, including in-person and virtual engagement, additional advertising, canvassing, and translation services as needed, and purchasing online engagement platforms that enable stakeholders to engage in the process around the clock, with geo-tagged comments. Additionally, consultant funds will support critical Vision Zero analysis of this transit- and pedestrian-oriented community at the crossroads of heavily trafficked Wisconsin and Eastern Avenues.

4. University Boulevard Corridor Plan Support - (\$100,000) – one-time

(Request includes \$95,000 to Mid-County Planning and \$5,000 to Support Services*)
The plan seeks to reimagine busy University Boulevard as an integral component of the surrounding neighborhoods by improving safety, connectivity and livability between Langley and Wheaton. The plan builds upon the major themes of Thrive Montgomery 2050 by analyzing the potential for attainable and affordable housing, neighborhood-serving uses and placemaking opportunities along the corridor. It also advances Vision Zero through short-term and long-term strategies to improve safety for everyone, whether they travel by foot, bicycle, transit or car.

As the University Boulevard Corridor Plan will be the first corridor plan that is predominantly residential to follow the adoption of Thrive, funding will go toward assistance to explore the regulations, policies and tools necessary to implement the vision of Thrive, as well as further our goals for vision zero, equity and climate action. It will also assist with continued outreach services adopted in response to the

pandemic that better enable staff to meet residents and other stakeholders where they are, including in-person and virtual engagement, additional advertising, canvassing, and translation services, and purchasing engagement platforms.

5. Clarksburg Master Plan Amendment Support - (\$100,000) – one-time

(Request includes \$95,000 to Upcounty Planning and \$5,000 to Support Services*)

This amendment will look at predominantly undeveloped portions of the Clarksburg employment area on the east side of I-270, from the bottom of the study area north to just north of Shawnee Ln. This area has largely remained unchanged since the original plan was published in 1994 because of a lack of employment demand and inadequate transportation options. The Amendment will evaluate land use, zoning, transportation, and environmental recommendations for the study area to determine if a new mix of land uses and zoning would be more appropriate for this area. This Amendment may require adjustments to other portions of the existing Master Plan including Interchange design and recommendations, staging on retail development and environmental recommendations.

The work on the Clarksburg Master Plan Amendment is scheduled to begin in the last month of FY22 and had no FY22 funding. For FY23, funding is needed for initial consulting services to support general design and circulation, environmental studies, translation services, community engagement assistance, transportation assistance and a retail and employment market analysis.

6. Silver Spring Communities Plan Support - (\$100,000) – one-time

(Request includes \$95,000 to Downcounty Planning and \$5,000 to Support Services*)

The Silver Spring Communities Master Plan will update and replace both the 2000 *North and West Silver Spring Master Plan* and the 2000 *East Silver Spring Master Plan*. Over the last 20 years, sector plans for Forest Glen-Montgomery Hills, Long Branch, Lyttonsville, Takoma-Langley, and the Silver Spring Downtown and Adjacent Communities have together significantly reshaped the larger Silver Spring community addressed by these original plans. This update will revisit this larger community.

New one-time consulting funding for the Silver Spring Communities Master Plan will help meet the unique outreach needs of this broad and diverse community and perform essential Vision Zero analyses. Outreach funds will be used to reach the large number of neighborhoods in the plan with in-person and virtual engagement, additional advertising, and canvassing, with a greater need for translation services throughout. Funds will also allow purchase of online tools that enable stakeholders to engage in the process around the clock, geo-coded to where they live or have a comment. Additionally, consultant funds will support critical Vision Zero analyses to improve pedestrian and bicycle comfort in these auto-oriented communities.

* Each new initiative above (#1-6) includes a \$5,000 request for translation services. The Planning Department will consolidate these budget requests in Support Services to streamline the procurement process and have one department wide contract for translation services that can be used for the plans as needed.

7. Update Incentive Density Implementation Guidelines – CR and Employment Zones – (\$50,000) – one-time

The guidelines for Commercial/Residential and Employment Zones are intended to ensure a high quality of design under the optional method of development. They enlist eligible categories for public benefits, describe expectations and outline formulas for calculating public benefit points for each category. These guidelines help ensure the balance between the additional density and height "given" to the developer and the public amenity "received" for that additional value.

The guidelines have generally proven to be a successful tool to implement the optional method of development but have remained largely unchanged since their conception. The 2017 update provided minor modifications to the original document. Given changes in market preference towards walkable places near transit, lower demand for retail and commercial space, new building code and environmental performance requirements and evolving best practices in urban design and architecture, many of these categories need to be updated.

Several policy proposals in Thrive Montgomery 2050 such as Complete Communities, Corridor Focused Growth and a greater emphasis on quality design and infill development also recommend a recalibration of the points awarded for public benefits.

Working with a consultant, the Mid-County Planning staff will coordinate with other area teams, Countywide Planning & Policy, Research & Strategic Projects and the Director's Office to create an updated set of categories and criteria for the allocation of public benefit points that better align with market realities and the Thrive Montgomery 2050 vision. Recommendations will be vetted with partner agencies including MCDOT, MCDPS, and the Arts & Humanities Council. The effort will result in an updated guidelines document as well as identification of any changes required to the zoning.

The consultant will provide a high-level "cost-benefit analysis" of what it takes for a developer to "claim" a category and what benefit it has for the county, in today's market and within current planning policy framework.

8. Comprehensive Study of Redevelopment Tools - (\$125,000) – one-time

The implementation of Thrive 2050 will require new suite of tools and systems to support redevelopment. As we have seen already, redevelopment in urban areas can be more expensive as the costs of demolition and increased complexity of construction may not be justified by higher rents. At the same time, the County is prioritizing increased density in areas around transit as a critical land use move to increase housing supply and develop in a way that mitigates the impacts of climate change. We have already seen some moves towards new tools in the PILOT legislation Council passed last year, but we think further research is needed to investigate how other urban communities advance redevelopment initiatives.

This project would look comprehensively at local, state, and federal tools and resources available to advance redevelopment. It would start by cataloging the challenges to redevelopment in different parts of the county and cataloging property types appropriate for infill/redevelopment. For example, in some areas the issues might be land assemblage, while in others it is rents not covering development costs. The project would inventory the local and state tools used in the past, building on the 2018 Reinvest Maryland Toolkit compiled by the State. It would consider the successes and failures of redevelopment efforts and tools used in the past, such as the revitalization of Downtown Silver Spring. Additionally, the project would look for national precedents to identify new or modified tools that could enhance redevelopment efforts in Montgomery County. For example, New Jersey, New York State, and California also have many older suburban communities that have necessitated public support to facilitate redevelopment efforts. The case studies will also consider organizational issues and the roles of different types of entities, such as redevelopment authorities, in facilitating successful redevelopment.

Following the outside case study research, the consultant will look at several sites in Montgomery County potentially in need of redevelopment and conduct several site-specific analyses considering project phasing, zoning, financial feasibility, design, etc. These analyses will help demonstrate the barriers sites face and potential new tools to overcome these barriers. The site analyses will provide tangible illustrations of how common redevelopment challenges can be overcome with new tools.

Montgomery Planning would lead the work developing an inventory of Maryland state and local tools and cataloging potential property typologies suitable for infill/redevelopment. A consultant would help review national practices, recommend new tools or modifications, and perform site-specific analyses.

9. Coordinated Development of a Countywide Transportation Data Asset Management Strategy - (\$65,000) – one-time

This project would be the first step in developing a collaborative data asset management strategy to facilitate the flow of transportation asset information from MCDOT and MD SHA to the Planning Department. Planning's Bicycle Level of Traffic Stress and Pedestrian Level of Comfort networks, which are now integrated in the development review process, are extremely reliant on accurate transportation asset information from across the county. Predictive safety performance functions currently under development as part of the Department's Vision Zero Workplan depend on these data as well. Countless hours have been expended to collect and maintain transportation asset information throughout the county. This project would bring all parties together to identify individual agencies' data needs, inventory available data, and develop methods to share, store, and collect transportation data assets. This initial effort will provide the Department with a roadmap to improve access to information such as speed limit changes, centerline striping, intersection reconfigurations, sidewalk installations, and other daily changes to the transportation network. The sooner the county can identify an appropriate strategy to develop and implement an effective transportation data asset management system, the sooner the

Department (and partner agencies) can implement that strategy to enhance the application of Vision Zero-related resources and analysis tools to support the achievement of goals identified in the county's 2030 Vision Zero Action Plan.

10. Parking Lot Design Study - (\$60,000) – one-time

This study would update parking lot design standards to ensure new or rebuilt lots prioritize safety and provide convenient, accessible parking for people with disabilities, bikes, and micromobility. This study is called for in Vision Zero Action Plan (Action T-9: Parking Lot Design and Construction).

The scope of the study, which would use consultant services as well as in-house staff work, would include: 1) evaluating existing best practices, 2) evaluating Montgomery County practices, 3) proposing changes to policies/regulations/code, and 4) providing design options for parking lots.

New Initiatives in FY23 – On-Going

11. Immutable Cloud Storage for IT Disaster Recovery - (\$75,000) – on-going

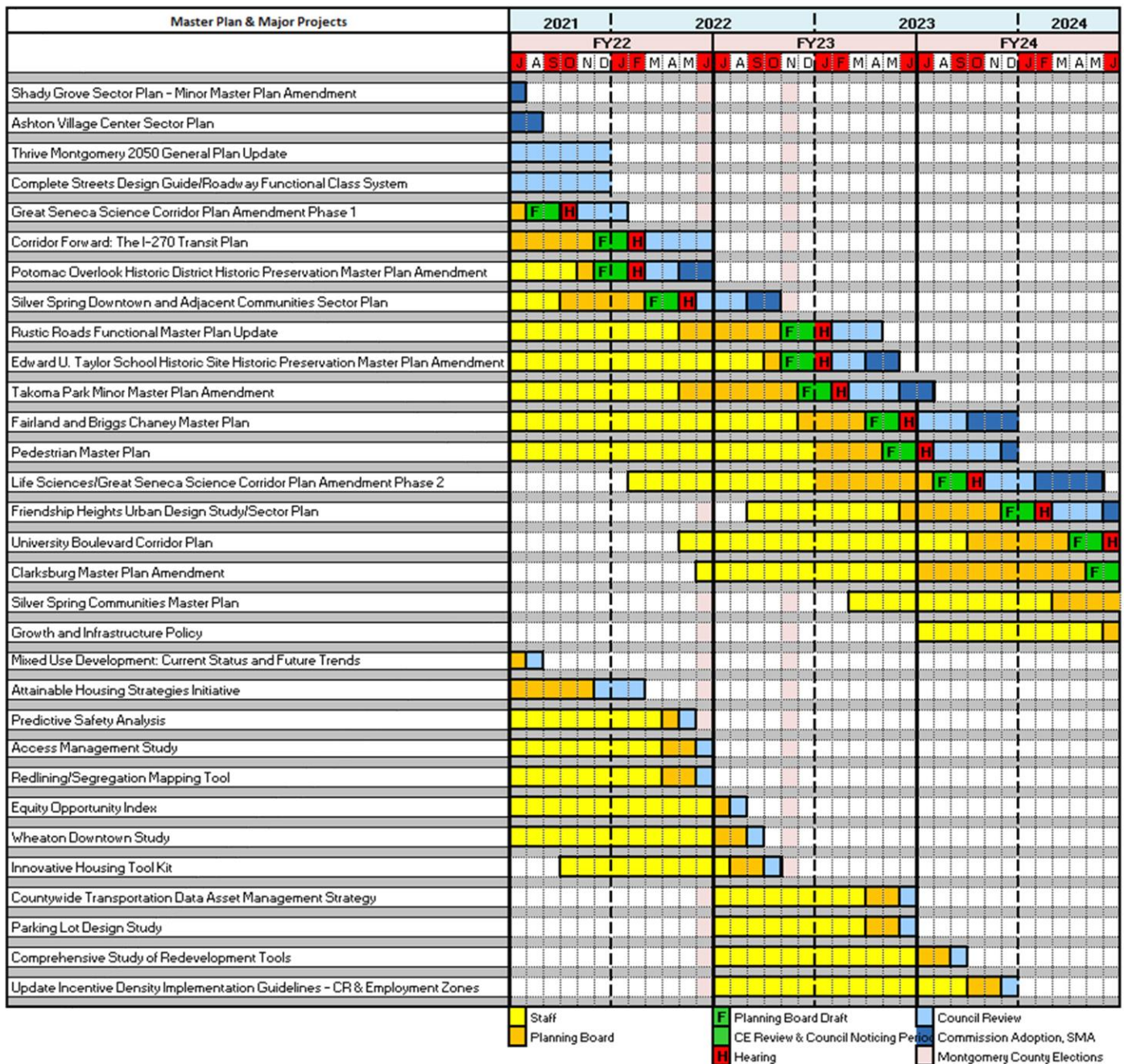
There have been several high-profile Ransomware attacks recently including Colonial Pipeline, Baltimore City, JBS Foods, and Kaseya (1500 companies affected). The best practices for protecting backups is to follow the 3-2-1 rule. Keep 3 copies of your data (production and at least two backups), have 2 storage mediums, and keep 1 copy off-site (cloud or tape).

This funding is for Phase I of III to store the off-site copy in cloud storage and take advantage of immutability. Immutability protects against Ransomware by marking backup files as read only until a time stamp expires (example 90 days). This ensures that, in the event of a successful Ransomware attack, the Parks and Planning Departments will be able to restore their data. The total cost is \$150,000 and will be split 50/50 between Parks and Planning.

12. Network Analytics and Orchestration - (\$37,500) – on-going

Like the previous initiative, moving into network analytics and orchestration will improve our ability to configure, deploy, and maintain our assets. This funding will procure a Cisco Digital Network Architecture (DNA) Center to provide centralized command-and-control in automating the configuration, deployment, and asset management for our Cisco network devices. The total cost is \$75,000 and will be split 50/50 between Parks and Planning.

FY23 Proposed Master Plan and Major Projects Schedule October 2021



FY23 Changes to the Base Budget plus Major Known Commitments

Base Budget

Known Operating Commitments

The preliminary known increases and decreases in the Planning Department budget for salaries, benefits, retirement, and other post-employment benefits (OPEB) were reviewed by DHRM at the September 9 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 *	*\$894,503
CPI increase for Contracts and Supplies (2.0%)	\$47,900
Adjustment - Risk Management, Long-Term Disability and Legal Chargeback	(\$18,870)
Major Known Commitments	\$356,220
Chargeback to Development Review – Special Revenue Account	(\$95,333)
Adjustment - Departmental Chargebacks to CIO and CWIT	(\$31,517)
Total of Major Known Operating Commitments	\$1,152,903

Salary and Benefits * – \$894,503

Personnel costs are adjusted based on changes in current staffing, annualization of previous year's merit increases, retirement estimate, and benefit cost increases.

Salary adjustments based on current staffing plus the annualization of FY21 Makeup Merit Increase and FY22 Merit Increase	\$406,638
Retirement (25.56% increase)	\$415,350
Benefits	\$64,146
Adjustment due to Seasonal Minimum Wage Increase	\$8,369
Total Salaries & Benefits Increase *	\$894,503

- * This salary and benefits increase is an interim number. It will go up because it does not include the increase from the Classification and Compensation series review for the Planner series. This review has been approved but has not yet been completed. The increase is estimated at \$400,000+ or 1.8%+. A marker for this increase is in the Administration Fund's non-departmental account as a holder for the overall Administration Fund budget but it is not shown specifically in the Planning Department's budget. The reclassification process is scheduled to be completed by the end of October and the salary increase for the affected staff in the Planner series will be added to the budget that is presented to the Planning Board at the November

budget session. The marker in the Administration Fund non-departmental account will be reduced commensurately.

- * The salary and benefits number also does not include the FY23 compensation marker, OPEB PayGo and OPEB prefunding as these are included in the Administration Fund's non-departmental account.

CPI Increase for Contracts and Supplies - \$47,900

The Planning Department is requesting to increase the contracts and supplies budget by \$47,900 or 2.0% over the FY22 Adopted Budget to keep up with inflation.

Adjustment -Risk Management, Long-Term Disability, & Legal Chargeback – (\$18,870)

Risk Management (-\$16,800), Long-Term Disability (-\$9,500), and Legal Department Chargebacks (+\$7,430) are adjusted based on actual expenses on behalf of the Planning Department.

Major Known Commitments (MKC) – \$356,220

- *MKC #1 - Sprout Social Media Management - \$16,000 - On-going*
On-going funding for a social media management tool to analyze and track trends on social media to support equitable engagement, ensure our content is resonating, and make a deeper connection with our audience. The ongoing cost includes the “listening” feature to Montgomery Planning’s license. This tool would allow the tracking of topics on social media to gain insights on sentiment toward those topics. This tool would allow staff to accurately understand how the public feels about certain topics so that we can more accurately target outreach and responses for master plans, projects and initiatives.
- *MKC #2 - WHQ Auditorium Meeting Support – \$30,000 - On-going*
Additional audio/visual (A/V) support at the Wheaton Headquarters Auditorium is needed due to the new way of holding meetings and events in a hybrid format (both in-person and virtual) that have become the norm during the pandemic. All events in the room will need A/V support to ensure they are run smoothly, and that the specialized A/V equipment is operated properly and left in working order.
- *MKC #3 - Growth and Infrastructure Policy Update - \$125,000 (One-time expense every four years)*
One-time consulting funding needed to prepare various aspects of the quadrennial update to the Growth and Infrastructure Policy, including updates to the local area transportation tests. The next update to the Growth and Infrastructure Policy is required by Council Resolution to occur by November 15, 2024 and most staff work will occur in FY24. Consultant contracting, however, will occur in FY23.
- *MKC #4 - GIS Base Map Update - \$125,000 (One-time expense every three years)*
Countywide GIS data updates occur on a three-year basis for planimetric data as dictated by the County GIS strategic plan. Various county agencies rely on the

M-NCPPC planimetric GIS data including using the data to inform e911 public safety and the DEP water quality protection charge.

- *MKC #5 - Master Plan Transportation Monitoring - \$15,000 – On-going*
On-going funding for transportation system performance monitoring tools and analyses. As master plan 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. Previously, this monitoring was conducted every two years with a budget of \$25,000 every other year. However, monitoring efforts have increased in recent years as more plans require regular monitoring, therefore we are now requesting \$15,000 on an on-going annual basis.
- *MKC #6 - ERP Upgrade - \$45,220 - On-going*
This cost is for Planning's portion of the ERP project which is being financed over six years (similar to equipment purchased through the capital equipment internal service fund). This is the second year of the six-year financing cost. The department was able to use FY21 year-end savings to cover the cost of the first year's payment.

Development Review Special Revenue Account (DR-SRA)

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.

Major Known Commitment - Chargeback from Admin Fund to DR-SRA – (\$95,333)

Staff time spent on reviewing development applications is charged back from the Administration Fund to the special revenue fund. The Planning Department is requesting to increase the chargeback to the DR-SRA by \$95,333 (3%) to cover the FY22 compensation increases. The chargeback was not increased during the FY22 budget process due to the uncertainty of the requested compensation increases being approved. This request does not include the FY21 make up merit increase. This fund can be highly volatile, and the department did not want to overburden the special revenue fund in one year. The Planning Department will monitor the special revenue fund closely throughout the year and make any adjustments necessary.

DR-SRA Chargeback from Legal and Finance Departments, and Corporate IT (CIO)

Although this memo addresses the Planning Department's operating budget (we will present the special revenue fund request at the November 18 Planning Board meeting), we did want to mention additional chargebacks to the Development Review Special Revenue Account from the Legal Department, Finance Department and Corporate IT.

Chargebacks to the Development Review Special Revenue Account				
Department	FY22 Budget	FY23 Proposed	\$ Increase/ Decrease	% Increase/ Decrease
Legal	\$167,051	\$180,416	\$13,365	8.0%
Finance	\$47,272	\$39,840	(\$7,432)	-15.7%
Corporate IT (CIO)	\$29,993	\$20,695	(\$9,298)	-31.0%
Combined Total	\$244,316	\$241,951	(\$3,365)	-1.4%

The Legal Department, 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 will be discussed at the Planning Board meeting on October 14 during the CIO's budget presentation.

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 FY23, the proposed chargeback is \$20,695. (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 FY23, the total proposed chargeback is \$145,000.
3. **Commission-wide IT (CWIT) ISF** – which Planning contributes to via a chargeback from Planning's operating fund. For FY23, the total proposed chargeback is \$383,947.

For the CIO and CWIT, the Planning Department'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						
	FY22 Adopted	FY23 Proposed	FY23 Base Budget Variance		FY23 New Initiatives	FY23 Base Budget and New Initiatives Variance
CIO ISF	\$90,145	\$145,000	\$54,855		\$0	\$54,855
CWIT ISF	<u>\$470,319</u>	<u>\$383,947</u>	<u>(\$86,372)</u>		<u>\$28,925</u>	<u>(\$57,447)</u>
Total	\$560,464	\$528,947	<u>(\$31,517)</u>		\$28,925	<u>(\$2,592)</u>