



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Planning Department, Montgomery County, Maryland
2425 Reedie Drive Wheaton, Maryland 20902

MCPB Date: 11/18/21
Agenda Item #6

MEMORANDUM

DATE: November 9, 2021

TO: Montgomery County Planning Board

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

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

SUBJECT: Approval of Planning Department's FY23 Proposed Budget

Action Requested: Approval of the FY23 Proposed Budget funding and staffing levels.

Background

At its September 9 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.

Following this meeting, the Planning Department had an FY23 operating budget work session with the Planning Board on October 14 at which the Board approved the Department's request to prepare the budget as proposed at the base budget plus new initiative level.

FY23 Proposed Budget Overview

Since the October 14 meeting with the Planning Board, the Planning Department received updated information regarding the FY23 retirement and health benefits costs which decreased significantly from the originally projection and the risk management costs which increased slightly. The difference from the original projection included in the October 14 memo to the current projection is \$559,292 which equates to a 2.5% decrease in Planning's overall budget request. This additional projection is reflected in all the proposals in this memo, which supersede our previous FY23 proposal.

The salaries and benefits costs included in this memo still do not include the increase from the Classification and Compensation series review for the Planner series. As mentioned in

October, 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 now scheduled to be completed by the end of November. The salary increase for the affected staff in the Planner series may be added to the budget that is presented to the full Commission in December or it may added during the County Council review of the budget. In the worst-case scenario, the FY23 budget may be approved with the Planner series reclassification marker in the Administration Fund's non-departmental account and the Planning Department will have to include the amount as an increase in the FY24 budget.

The Planning Department's **FY23 proposed budget is \$23,394,667** which reflects the base budget plus new initiatives. This proposed budget is an **increase of \$1,210,036 or 5.5%** from the FY22 adopted budget.

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

Attachment		Pages
A	Updated FY23 Budget Summary Chart with New Initiatives List	6
B	FY23 Proposed Expenditure Budget by Division	7-9
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Known Operating Commitments

The Planning Department's FY23 known operating commitments, mandated, contractual, and inflationary increases, and chargeback adjustments for the operations of the department are:

Salaries and Benefits *	*\$330,311
CPI increase for Contracts and Supplies (2.0%)	\$47,900
Adjustment - Risk Management/ Long-Term Disability/Legal Chargeback	(\$13,970)
Major Known Commitments	\$356,220
Chargeback to Development Review – Special Revenue Account	(\$95,333)
Adjustments in Chargebacks to CIO and Commission Wide IT (CWIT)	(\$31,517)
Total of Known Operating Commitments	\$593,611

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

LAPSE AND STAFFING

For FY23, the Department plans to maintain an approximate 4.5% lapse rate and its current budgeted staffing level of 151 positions (149.60 workyears). This level includes: 142.87 funded workyears, 6.73 lapsed workyears and one (1) unfunded position.

Fees and Revenue Estimates

The majority of the Department's budget is tax supported, funded through the Administration Fund. There are also revenues received through charges for services, fees for materials and established Special Revenue Funds. The Department anticipates **\$203,500 from service charges and other program fees** in FY23.

The Department also receives an appropriation in revenue from the Water Quality Protection Fund (WQPF) to offset costs that will be incurred in FY23 to provide specific activities consistent with the intent of the Fund such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY23, the Department is requesting **an increase of \$12,500 (a 3% increase)** for an overall **appropriation of \$428,100** to cover the FY22 compensation increases. An increase for FY22 compensation was not included in the FY22 budget request due to the uncertainty of the compensation request being approved.

Special Revenue Fund

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments. The largest or most notable special revenue fund is the Development Review Special Revenue Account (DR-SRA).

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

The Special Revenue Fund summary has an estimated beginning balance of **\$2,945,200**. **The proposed FY23 budget reflects revenues of \$3,237,400, expenditures of \$4,152,551, and an ending balance of \$2,030,049.** (This includes a \$500K transfer from the Administration Fund to the DR-SRA for FY23).

The chart below shows the FY23 proposed revenues and expenditures for the Special Revenue Fund. A synopsis of the special revenue funds included in the FY23 proposed budget are included in **Attachment F** (page 14).

Planning Department FY23 Special Revenue Fund Summary	*FY23 Estimated beginning balance	FY23 Proposed Revenue	FY23 Proposed Expenditures	FY23 Projected Ending Balance
Traffic Mitigation Program	(\$5,938)	\$5,000	\$5,000	(\$5,938)
Environmental/Forest Conservation Penalties	\$87,896	\$30,100	\$60,000	\$57,996
Development Review SRF	\$2,200,315	\$2,500,800	\$3,517,551	\$1,183,564
Forest Conservation Fund	\$662,927	\$201,500	\$570,000	\$294,427
Total Before Transfer In	\$2,945,200	\$2,737,400	\$4,152,551	\$1,530,049
DR-SRF Transfer In		\$500,000		\$500,000
Total after Transfer In	\$2,945,200	\$3,237,400	\$4,152,551	\$2,030,049

Note: * Estimated Beginning FY23 balance is the estimated FY22 Year-end balance

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

The DR-SRF which was created to collect fees generated from the submission of development applications. Staff time spent reviewing development applications is charged back from the Administration Fund to the DR-SRF.

The Planning Department is proposing to increase the chargeback to the DR-SRF by \$91,968. This includes a \$13,365 increase in the chargeback from the Legal Department and a decrease of (-\$16,730) in the chargeback from the Finance Department for their services. The remaining \$95,333 (3%) is from the Planning Department to cover the FY22 compensation increases. An increase for FY22 compensation was not included in the FY22 budget request due to the uncertainty of the compensation request being approved.

The Department has traditionally requested a transfer from the Administration Fund into the DR-SRF in recognition of the fact that revenues may not cover the costs of our review efforts. This transfer has historically been in the range of \$500,000 to \$1,000,000 each year. The fund performed well in FY18 and FY19 primarily due to the fees collected for various large projects in Commercial Residential (CR) zones and development in Bethesda. This performance had built a fund balance. Due to this large balance, no transfer was approved in the FY20 budget and the Planning Department did not request a transfer for FY21. The fund did not perform well in FY20 and FY21 which depleted some of the gains from FY18 and FY19. To stabilize the DR-SRF fund for the next few years, the Planning Department is proposing to continue the \$500,000 transfer from the Administration Fund to the DR-SRF that was approved in FY22. It is included in the FY22 Adopted Budget amount shown on the top of the chart on page 6.

Work Program Overview

The Planning Department’s FY23 Work Program is organized into four major components: (1) Master Planning Program; (2) Regulatory Planning Program; (3) Information Resources; and (4) Management and Administration. See work program details broken out by work years in **Attachment D** (page 12) and by funding amounts in **Attachment E** (page 13).

New Initiatives

There are several 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. **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.

The Planning Department understands these are difficult budget times and makes these requests after a great deal of thought.

The chart in **Attachment A** (page 6) provides the FY23 funding request for the items discussed at the budget work session on October 14.

Master Plan and Major Projects Schedule

The Planning Department's FY23 Proposed Master Plan and Major Projects schedule presented to the Planning Board at the October 14 work session is included in **Attachment G** (page 16).

Summary

The Planning Department has put great thought into preparing the FY23 Proposed Budget. Staff is mindful of the cost pressures facing the County as well as the concerns of residents in terms of the importance of excellent planning, communication, and outreach. The FY23 budget request shows our commitment to continue to provide the best services possible to County residents with **an 5.5% increase for our base budget and new initiatives.**

Staff is requesting approval from the Planning Board to proceed to finalize the FY23 Planning Department's operating budget and special revenue fund budget as proposed.

NEXT STEPS:

The next steps in the FY23 budget process are:

Full Commission approves the FY23 Proposed Budget Resolution	December 15, 2021
M-NCPPC submits Proposed Budget in Brief according to statutory mandate to County Executive and County Council	January 15, 2022
County Executive makes recommendations	March 15, 2022
County Council hold Public Hearings on budget	April 2022
County Council Reviews M-NCPPC Budget	April & May 2022
Montgomery and Prince George's County Councils Meet	May 2022
County Councils Adopt Budget	May 2022

Attachment A

MONTGOMERY COUNTY PLANNING DEPARTMENT PRELIMINARY FY23 OPERATING BUDGET REQUEST			% Change
	FY22 Adopted Budget	\$22,184,631	
<i>FY23 BASE BUDGET CHANGES</i>			
	Salaries and Benefits *	\$330,311	
	CPI Increase for Contracts and Supplies (2%)	\$47,900	
	Adjustment - Risk Management, Long - Term Disability, and Legal Chargeback	(\$13,970)	
	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>\$593,611</u>	<u>2.7%</u>
	<i>Less: FY22 One Time Expenses</i>	<u>(\$350,000)</u>	<u>-1.6%</u>
<i>Enhancements / New Funding Request for FY23 (One Time)</i>			
	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>3.7%</u>
<i>Enhancements / New Funding Request for FY23 (On Going)</i>			
	Immutable Cloud Storage	\$75,000	
	Network Analytics and Orchestration	\$37,500	
	Subtotal - Proposed - On Going Changes	<u>\$112,500</u>	<u>0.5%</u>
	Planning Department's share of CWIT New Initiatives	<u>\$28,925</u>	<u>0.1%</u>
	Net Change from FY22 Adopted to FY23 Proposed Budget	<u>\$1,210,036</u>	<u>5.5%</u>
	*FY23 Proposed Budget	<u>\$23,394,667</u>	<u>5.5%</u>
Notes:			
* Total does not include compensation and Classification markers, OPEB PayGo and OPEB prefunding. They are budgeted in the Administration Fund's non- departmental account.			

**MONTGOMERY COUNTY PLANNING DEPARTMENT
PROPOSED BUDGET FISCAL YEAR 2023 - Expenditures by Division by Type**

	FY 21 Actual	FY 22 Adopted Adjusted	FY23 Proposed	% Change
<u>Office of the Planning Director</u>				
Personnel Services	1,281,943	1,460,687	1,445,662	-1.0%
Supplies and Materials	106	7,500	7,500	0.0%
Other Services and Charges	70,605	73,200	73,200	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(21,800)	-	-	-
Total	1,330,854	1,541,387	1,526,362	-1.0%
<u>Management Services</u>				
Personnel Services	1,095,418	1,132,157	1,143,097	1.0%
Supplies and Materials	-	2,500	2,500	0.0%
Other Services and Charges	2,735	14,550	14,550	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,098,153	1,149,207	1,160,147	1.0%
<u>Communications Division</u>				
Personnel Services	1,173,186	1,216,720	1,246,767	2.5%
Supplies and Materials	4,966	16,500	16,500	0.0%
Other Services and Charges	317,644	356,782	402,782	12.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,495,796	1,590,002	1,666,049	4.8%
<u>Countywide Planning & Policy</u>				
Personnel Services	2,908,169	2,831,269	2,861,296	1.1%
Supplies and Materials	45	4,600	4,600	0.0%
Other Services and Charges	90,039	275,350	384,400	39.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(21,800)	-	-	-
Total	2,976,454	3,111,219	3,250,296	4.5%
<u>Downcounty Planning</u>				
Personnel Services	2,020,823	2,016,607	2,060,968	2.2%
Supplies and Materials	20	5,000	5,000	0.0%
Other Services and Charges	123,313	151,000	292,000	93.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(587,600)	(680,010)	(639,400)	-6.0%
Total	1,556,556	1,492,597	1,718,568	15.1%

Attachment B (Con't)

**MONTGOMERY COUNTY PLANNING DEPARTMENT
PROPOSED BUDGET FISCAL YEAR 2023 - Expenditures by Division by Type**

	FY 21 Actual	FY 22 Adopted Adjusted	FY23 Proposed	% Change
<u>Mid-County Planning</u>				
Personnel Services	2,617,691	2,595,389	2,664,844	2.7%
Supplies and Materials	414	1,150	1,150	0.0%
Other Services and Charges	3,598	91,400	256,400	180.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(645,600)	(649,691)	(731,600)	12.6%
Total	1,976,103	2,038,248	2,190,794	7.5%
<u>Upcounty Planning</u>				
Personnel Services	2,403,509	2,676,732	2,736,137	2.2%
Supplies and Materials	1,386	2,500	2,500	0.0%
Other Services and Charges	12,181	86,600	126,600	46.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(855,900)	(837,379)	(698,900)	-16.5%
Total	1,561,177	1,928,453	2,166,337	12.3%
<u>Intake & Regulatory Coordination</u>				
Personnel Services	2,087,256	2,213,982	2,256,482	1.9%
Supplies and Materials	1,439	8,950	9,000	0.6%
Other Services and Charges	6,907	19,950	20,500	2.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,160,500)	(1,009,187)	(1,201,700)	19.1%
Total	935,101	1,233,695	1,084,282	-12.1%
<u>Information Technology & Innovation</u>				
Personnel Services	2,290,596	2,456,970	2,430,181	-1.1%
Supplies and Materials	454,563	247,192	247,192	0.0%
Other Services and Charges	880,146	1,131,605	1,369,105	21.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(123,300)	-	-	-
Total	3,502,005	3,835,767	4,046,478	5.5%
<u>Research and Strategic Projects</u>				
Personnel Services	850,007	934,841	1,011,862	8.2%
Supplies and Materials	-	750	750	0.0%
Other Services and Charges	50,537	125,121	252,121	101.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	900,544	1,060,712	1,264,733	19.2%

Attachment B (Con't)

**MONTGOMERY COUNTY PLANNING DEPARTMENT
PROPOSED BUDGET FISCAL YEAR 2023 - Expenditures by Division by Type**

	FY 21 Actual	FY 22 Adopted Adjusted	FY23 Proposed	% Change
<u>Support Services</u>				
Personnel Services	30,979	250,969	249,838	-0.5%
Supplies and Materials	17,337	128,100	128,100	0.0%
Other Services and Charges	2,257,412	2,081,393	2,192,371	5.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	90,177	92,882	100,312	8.0%
Total	2,395,905	2,553,344	2,670,621	4.6%
<u>Grants</u>				
Personnel Services	-	-	-	-
Supplies and Materials	2,715	-	-	-
Other Services and Charges	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	-	-	-	-
Total	2,715	150,000	150,000	0.0%
<u>Total Planning Department</u>				
Personnel Services	17,586,391	19,786,323	20,107,134	1.6%
Supplies and Materials	475,310	424,742	424,792	0.0%
Other Services and Charges	3,497,473	4,406,951	5,384,029	22.2%
Capital Outlay	-	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	(3,326,323)	(3,083,385)	(3,171,288)	2.9%
Total	18,232,850	21,684,631	22,894,667	5.6%
Transfer to DR Special Revenue Fund	-	500,000	500,000	0.0%
Total Budget including transfer to DR-SRF	18,232,850	22,184,631	23,394,667	5.5%

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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>Office of the Planning Director</u>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	7.00	7.00	7.00	7.00
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		(0.15)		-		-
Less Lapse		-		-		-
Subtotal Director's Office	7.00	6.85	7.00	7.00	7.00	7.00
<u>Management Services</u>						
Full-Time Career	9.00	9.00	9.00	9.00	9.00	9.00
Part-Time Career	2.00	1.60	2.00	1.60	2.00	1.60
Career Total	11.00	10.60	11.00	10.60	11.00	10.60
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		-		-		-
Less Lapse		(0.97)		(2.24)		(2.41)
Subtotal Management Services	11.00	9.63	11.00	8.36	11.00	8.19
<u>Communications Division</u>						
Full-Time Career	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.00	10.00	10.00	10.00	10.00	10.00
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		-		-		-
Less Lapse		-		(0.16)		(0.17)
Subtotal Communications Division	10.00	10.00	10.00	9.84	10.00	9.83
<u>Countywide Planning & Policy</u>						
Full-Time Career	20.00	20.00	21.00	21.00	21.00	21.00
Part-Time Career	1.00	0.50	-	-	-	-
Career Total	21.00	20.50	21.00	21.00	21.00	21.00
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		(0.15)		-		-
Less Lapse		(1.00)		(0.51)		(0.43)
Subtotal Countywide Planning & Policy	21.00	19.35	21.00	20.49	21.00	20.57
<u>Downcounty Planning</u>						
Full-Time Career	16.00	16.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	16.00	16.00
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		(4.05)		(4.71)		(4.30)
Less Lapse		(0.80)		(0.56)		(0.55)
Subtotal Downcounty Planning	16.00	11.15	16.00	10.73	16.00	11.15

Attachment C (Con't)

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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>Mid-County Planning</u>						
Full-Time Career	21.00	21.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	20.00	20.00	20.00	20.00
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		(4.45)		(4.50)		(4.92)
Less Lapse		(1.07)		(0.90)		(0.83)
Subtotal Mid-County Planning	21.00	15.48	20.00	14.60	20.00	14.25
<u>Upcounty Planning</u>						
Full-Time Career	20.00	20.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	21.00	21.00	21.00	21.00
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		(5.90)		(5.80)		(4.70)
Less Lapse		(0.99)		(0.82)		(0.85)
Subtotal Upcounty Planning	20.00	13.11	21.00	14.38	21.00	15.45
<u>Intake & Regulatory Coordination</u>						
Full-Time Career	18.00	18.00	19.00	19.00	19.00	19.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	19.00	19.00	19.00	19.00
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		(8.00)		(6.99)		(8.08)
Less Lapse		(0.83)		(0.59)		(0.77)
Subtotal Intake & Regulatory Coord	18.00	9.17	19.00	11.42	19.00	10.15
<u>Information Technology & Innovation</u>						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	18.00	18.00
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		(0.85)		-		-
Less Lapse		(0.95)		(0.68)		(0.72)
Subtotal Information Tech & Innovation	18.00	16.20	18.00	17.32	18.00	17.28
<u>Research & Strategic Projects</u>						
Full-Time Career	6.00	6.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	7.00	7.00	7.00	7.00
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		-		-		-
Less Lapse		-		(0.16)		-
Subtotal Research & Strategic Projects	6.00	6.00	7.00	6.84	7.00	7.00
<u>Total Planning Department</u>						
Full-Time Career	145.00	145.00	148.00	148.00	148.00	148.00
Unfunded Career	3.00	-	1.00	-	1.00	-
Part-Time Career	3.00	2.10	2.00	1.60	2.00	1.60
Career Total	151.00	147.10	151.00	149.60	151.00	149.60
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		(23.55)		(22.00)		(22.00)
Less Lapse		(6.61)		(6.62)		(6.73)
Grand Total Planning Department	151.00	116.94	151.00	120.98	151.00	120.87

Attachment D

Montgomery County Planning Department: FY23 Proposed Work Program Crosswalk of Work Years													
(Division to Work Program Elements)													
		FY22 Adopted	FY23 Proposed	Director's Office	Management Services	Communications	Countywide Planning & Policy	Downcounty Planning	Mid-County Planning	Upcounty Planning	Intake & Regulatory Coordination	Information Technology & Innovation	Research & Strategic Projects
	Total Workyears	149.60	149.60	7.00	10.60	10.00	21.00	16.00	20.00	21.00	19.00	18.00	7.00
	Less: Lapse	(6.62)	(6.73)	0.00	(2.41)	(0.17)	(0.43)	(0.55)	(0.83)	(0.85)	(0.77)	(0.72)	0.00
	Funded WY	142.98	142.87	7.00	8.19	9.83	20.57	15.45	19.17	20.15	18.23	17.28	7.00
Program: MASTER PLANNING PROGRAM													
Plans													
Programs projected to end in FY22	Shady Grove Sector Plan - Minor Master Plan Amendment	0.28	0.00										
	Ashton Village Center Sector Plan	0.32	0.00										
	Thrive Montgomery 2050 General Plan Update	1.18	0.00										
	Great Seneca Science Corridor Plan Amendment Phase 1	1.40	0.00										
	Corridor Forward: The I-270 Transit Plan	2.69	0.00										
New for FY23	Friendship Heights Urban Design Study / Sector Plan	2.52	0.08			0.50	0.05	1.75				0.04	0.10
	Silver Spring Downtown and Adjacent Communities Sector Plan	4.02	1.11	0.08		0.50	0.10	0.25				0.08	0.10
	Rustic Roads Functional Master Plan Update	2.01	0.72	0.05		0.12	0.25			0.25			0.05
	Takoma Park Minor Master Plan Amendment	3.90	3.88	0.08		0.25	0.30	3.13				0.02	0.10
	Fairland and Briggs Chaney Master Plan	3.72	3.50	0.08		0.50	0.30			2.50		0.02	0.10
	Pedestrian Master Plan	1.47	1.72	0.08		0.50	1.00					0.04	0.10
	Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2	1.18	1.89	0.08		0.50	0.20		1.00			0.01	0.10
	University Boulevard Corridor Plan	1.57	3.29	0.08		0.50	0.30	0.20	2.00			0.01	0.20
	Clarksburg Master Plan Amendment	1.67	3.49	0.08		0.50	0.30			2.50		0.01	0.10
	Silver Spring Communities Master Plan	0.77	2.68	0.08		0.50	0.30	1.49	0.10			0.01	0.20
	Historic Preservation Functional Master Plan - Updates and Implementation	2.14	2.58	0.02		0.45	2.00					0.01	0.10
	Public Policies Planning and Coordination												
	Master Plan Staging/Monitoring	1.27	1.19	0.10			0.82	0.10	0.05	0.10			0.02
	Public Project Support including Mandatory Referrals	3.21	3.26	0.10			1.50	0.10	0.30	1.25			0.01
	Special Projects												
Programs projected to end in FY22	Complete Streets Design Guide/Roadway Functional Classification System	0.08	0.00										
	Mixed Use Development: Current Status and Future Trends	0.10	0.00										
	Attainable Housing Strategies Initiative	2.54	0.00										
	Predictive Safety Analysis	0.66	0.00										
	Access Management Study	0.63	0.00										
	Redlining/Segregation Mapping Tool	2.26	0.00										
	White Flint Sector Plan/Advancing the Pike District	0.29	0.00										
New for FY23	Countywide Transportation Data Asset Management Strategy		1.17	0.06		0.09	1.00					0.02	
	Parking Lot Design Study		0.76	0.06		0.20	0.50						
	Comprehensive Study of Redevelopment Tools		1.24	0.08		0.15		0.01					1.00
	Update Incentive Density Implementation Guidelines - CR & Employment Zones		1.95	0.08		0.15		0.02	1.50				0.20
	Innovative Housing Tool Kit	1.67	2.00	0.08		0.50	0.30	0.01	1.00			0.01	0.10
Carried over from prior years. Will continue in FY23	Equity Opportunity Index	1.29	0.88	0.06		0.50	0.15	0.01	0.01	0.02		0.03	0.10
	Wheaton Downtown Study	2.08	2.11	0.06		0.50	0.50		1.00				0.05
	Bikeway Branding Plan	0.41	0.67	0.06		0.50	0.10		0.01				
	Agriculture Initiatives	0.20	0.70			0.20				0.50			
	Burial Sites	0.65	0.93	0.02		0.20	0.70						0.01
	Placemaking Initiatives	0.57	0.69	0.20		0.20		0.01	0.01	0.25			0.02
	Design Excellence Initiatives	0.96	0.83	0.60		0.20		0.01	0.01	0.01			
	Growth & Infrastructure Policy - Updates and Implementation	1.65	1.79	0.05		0.20	1.50	0.01	0.01				0.02
	Environmental Policy, Planning & Sustainability	1.41	1.46	0.02	0.10	0.20	1.00	0.01	0.01	0.10			0.02
	Special Projects	3.95	3.50	1.50	0.25	0.20	1.00	0.01	0.01	0.01			0.02
		0.50											
	SUB-TOTAL MASTER PLANNING	54.20	52.51	3.92	0.35	8.81	14.17	7.12	7.02	7.49	0.00	0.43	3.20
	Program: REGULATORY PLANNING												
	Regulatory Policy Development/Amendment												
	Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.05	1.55	0.06			1.00	0.02	0.10	0.05	0.20	0.02	0.10
Land Use Regulations													
Concept, Sketch, Project and Site Plan Reviews and Amendments	9.93	10.27	0.07		0.02	0.30	2.47	3.20	2.50	1.70	0.01		
Conditional Use (Special Exceptions)	2.63	2.89	0.03			0.05	0.20	0.75	1.50	0.35	0.01		
Forest Conservation Reviews, Inspections & Enforcement	9.68	10.18	0.02				0.70	2.00	2.00	5.45	0.01		
Historic Area Work Permits	2.07	2.09				2.00	0.01	0.02	0.05		0.01		
Local and Corrective Map Amendments and Development Plan Amendments	0.49	0.49	0.02				0.10	0.10	0.10	0.15	0.02		
Pre-Application Meetings (Pre-Application Meetings/Guidance)	3.15	2.75	0.04				0.50	1.00	1.00	0.20	0.01		
Regulatory Enforcement and Building Permit Review	2.22	2.17	0.01				0.50	0.20	0.25	1.20	0.01		
Subdivision Plans (Preliminary, Administrative, Minor) and Amendments	10.79	11.29	0.07			0.30	2.00	2.50	2.50	3.90	0.02		
SUB-TOTAL REGULATORY PLANNING	42.01	43.68	0.32	0.00	0.02	3.65	6.50	9.87	9.95	13.15	0.12	0.10	
Program: INFORMATION RESOURCES													
Public Information													
Information Services	5.99	5.76	0.06			0.05	0.01	0.01	0.15	1.88	3.50	0.10	
Information Systems/Geographic Information Systems (IS/GIS)	4.81	4.47	0.04			0.10	0.01	0.01	0.01	0.20	4.00	0.10	
Research - Demographics, Housing and Other (Research Projects)	2.84	3.15	0.08			0.50	0.01	0.01	0.05			2.50	
SUB-TOTAL INFORMATION RESOURCES	13.64	13.38	0.18	0.00	0.00	0.65	0.03	0.03	0.21	2.08	7.50	2.70	
Program: MANAGEMENT/ADMINISTRATION													
Governance													
Work Program Management	10.24	10.55	1.00	0.90	0.50	1.00	0.90	1.25	1.50	1.50	1.50	0.50	
Work Program Support	16.51	16.44	1.50	6.94	0.50	1.10	0.90	1.00	1.00	1.50	1.50	0.50	
Agency Support													
Information Technology	6.38	6.31	0.08									6.23	
SUB-TOTAL MANAGEMENT/ADMINISTRATION	33.13	33.30	2.58	7.84	1.00	2.10	1.80	2.25	2.50	3.00	9.23	1.00	
TOTAL	142.98	142.87	7.00	8.19	9.83	20.57	15.45	19.17	20.15	18.23	17.28	7.00	
	Funded Workyears	142.98	142.87	7.00	8.19	9.83	20.57	15.45	19.17	20.15	18.23	17.28	7.00
	Variance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Attachment E

Montgomery County Planning Department: FY23 Analytic Allocation of cost by Program										
(Division to Work Program Elements)										
		FY23 Proposed	Personnel *	Professional Services	Publication	Other Costs	Sub Total	DR Chargeback	Total	
	Total Funded Workyears for FY23	149.60								
	Lapse Funded WY	-6.73								
		142.87								
Program: MASTER PLANNING PROGRAM										
Plans										
Programs projected to end in FY22	Shady Grove Sector Plan - Minor Master Plan Amendment									
	Ashton Village Center Sector Plan									
	Thrive Montgomery 2050 General Plan Update									
	Great Seneca Science Corridor Plan Amendment Phase 1									
	Corridor Forward: The I-270 Transit Plan									
New for FY23	Friendship Heights Urban Design Study / Sector Plan	2.52	\$354,658	\$100,000		\$60,513	\$515,171		\$515,171	
	Carried over from prior years. Will continue in FY23	Silver Spring Downtown and Adjacent Communities Sector Plan	1.11	\$156,218			\$26,654	\$182,873		\$182,873
		Rustic Roads Functional Master Plan Update	0.72	\$101,331			\$17,289	\$118,620		\$118,620
		Takoma Park Minor Master Plan Amendment	3.88	\$546,061			\$93,170	\$639,231		\$639,231
		Fairland and Briggs Chaney Master Plan	3.50	\$492,580	\$25,000		\$84,045	\$601,626		\$601,626
		Pedestrian Master Plan	1.72	\$242,068			\$41,302	\$283,370		\$283,370
		Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2	1.89	\$265,993	\$100,000		\$45,384	\$411,378		\$411,378
		University Boulevard Corridor Plan	3.29	\$463,026	\$100,000		\$79,003	\$642,028		\$642,028
		Clarksburg Master Plan Amendment	3.49	\$491,173	\$100,000		\$83,805	\$674,978		\$674,978
		Silver Spring Communities Master Plan	2.68	\$377,176	\$100,000		\$64,355	\$541,531		\$541,531
		Historic Preservation Functional Master Plan - Updates and Implementation	2.58	\$363,102	\$20,000		\$61,953	\$445,056		\$445,056
	Public Policies Planning and Coordination									
	Master Plan Staging/Monitoring	1.19	\$167,477	\$15,000		\$28,575	\$211,053		\$211,053	
	Public Project Support including Mandatory Referrals	3.26	\$458,804			\$78,282	\$537,086		\$537,086	
	Special Projects									
Programs projected to end in FY22	Complete Streets Design Guide/Roadway Functional Classification System									
	Mixed Use Development: Current Status and Future Trends									
	Attainable Housing Strategies Initiative									
	Predictive Safety Analysis									
	Access Management Study									
	Redlining/Segregation Mapping Tool									
	White Flint Sector Plan/Advancing the Pike District									
	Countywide Transportation Data Asset Management Strategy	1.17	\$164,663	\$65,000		\$28,095	\$257,758		\$257,758	
	Parking Lot Design Study	0.76	\$106,960	\$60,000		\$18,250	\$185,210		\$185,210	
	Comprehensive Study of Redevelopment Tools	1.24	\$174,514	\$125,000		\$29,776	\$329,290		\$329,290	
Update Incentive Density Implementation Guidelines - CR & Employment	1.95	\$274,438	\$50,000		\$46,825	\$371,263		\$371,263		
New for FY23	Innovative Housing Tool Kit	2.00	\$281,475			\$48,026	\$329,500		\$329,500	
	Equity Opportunity Index	0.88	\$123,849			\$21,131	\$144,980		\$144,980	
	Wheaton Downtown Study	2.11	\$296,956			\$50,667	\$347,623		\$347,623	
	Bikeway Branding Plan	0.67	\$94,294			\$16,089	\$110,383		\$110,383	
	Agriculture Initiatives	0.70	\$98,516			\$16,809	\$115,325		\$115,325	
	Burial Sites	0.93	\$130,886			\$22,332	\$153,218		\$153,218	
	Placemaking Initiatives	0.69	\$97,109	\$83,300		\$16,569	\$196,978		\$196,978	
	Design Excellence Initiatives	0.83	\$116,812			\$19,931	\$136,743		\$136,743	
	Growth & Infrastructure Policy - Updates and Implementation	1.79	\$251,920	\$125,000		\$42,983	\$419,903		\$419,903	
	Environmental Policy, Planning & Sustainability	1.46	\$205,476			\$35,059	\$240,535		\$240,535	
Special Projects	3.50	\$492,580	\$30,000		\$84,045	\$606,626		\$606,626		
SUB-TOTAL MASTER PLANNING		52.51	\$7,390,114	\$1,098,300	\$0	\$1,260,919	\$9,749,333	\$0	\$9,749,333	
Program: REGULATORY PLANNING										
Carried over from prior years. Will continue in FY23	Regulatory Policy Development/Amendment									
	Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.55	\$218,143			\$37,220	\$255,363		\$255,363	
	Land Use Regulations									
	Concept, Sketch, Project and Site Plan Reviews and Amendments	10.27	\$1,445,372			\$246,613	\$1,691,985	(\$1,237,300)	\$454,685	
	Conditional Use (Special Exceptions)	2.89	\$406,731		\$11,000	\$69,397	\$487,128		\$487,128	
	Forest Conservation Reviews, Inspections & Enforcement	10.18	\$1,432,705			\$244,452	\$1,677,157		\$1,677,157	
	Historic Area Work Permits	2.09	\$294,141			\$50,187	\$344,328		\$344,328	
	Local and Corrective Map Amendments and Development Plan Amendments	0.49	\$68,961			\$11,766	\$80,728		\$80,728	
	Pre-Application Meetings (Pre-Application Meetings/Guidance)	2.75	\$387,027			\$66,036	\$453,063		\$453,063	
	Regulatory Enforcement and Building Permit Review	2.17	\$305,400			\$52,108	\$357,508	(\$267,600)	\$89,908	
	Subdivision Plans (Preliminary, Administrative, Minor) and Amendments	11.29	\$1,588,924			\$271,106	\$1,860,030	(\$1,487,100)	\$372,930	
	SUB-TOTAL REGULATORY PLANNING		43.68	\$6,147,404	\$0	\$11,000	\$1,048,885	\$7,207,289	(\$2,992,000)	\$4,215,289
	Program: INFORMATION RESOURCES									
	Public Information									
	Information Services	5.76	\$810,647			\$138,315	\$948,961	(\$279,600)	\$669,361	
Information Systems/Geographic Information Systems (IS/GIS)	4.47	\$629,096	\$205,000		\$329,433	\$1,163,528		\$1,163,528		
Research - Demographics, Housing and Other (Research Projects)	3.15	\$443,322			\$75,641	\$518,963		\$518,963		
SUB-TOTAL INFORMATION RESOURCES		13.38	\$1,883,065	\$205,000	\$0	\$543,388	\$2,631,453	(\$279,600)	\$2,351,853	
Program: MANAGEMENT/ADMINISTRATION										
Governance										
Work Program Management	10.55	\$1,484,778			\$253,336	\$1,738,115		\$1,738,115		
Work Program Support	16.44	\$2,313,721			\$394,773	\$2,708,493		\$2,708,493		
Agency Support										
Information Technology	6.31	\$888,052	\$364,440		\$729,092	\$1,981,584		\$1,981,584		
SUB-TOTAL MANAGEMENT/ADMINISTRATION		33.30	\$4,686,551	\$364,440	\$0	\$1,377,201	\$6,428,192	\$0	\$6,428,192	
									\$150,000	
TOTAL		142.87	\$20,107,134	\$1,667,740	\$11,000	\$4,230,393	\$26,016,267	(\$3,271,600)	\$22,894,667	
									Transfer To Development Review Special Revenue Fund	
									\$500,000	
*FY23 Proposed Budget including Transfer to Development Review Special Revenue Fund \$23,394,667										
* Proposed Budget does not include compensation marker, OPEB PayGo and OPEB prefunding. They are budgeted in the Administration Fund's non- departmental account.										

Special Revenue Funds (SRF) Synopsis

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments. The largest or most notable special revenue fund is Development Review (Planning Department). The FY23 proposed revenue budget is \$2,737,400 and is 0.3% lower compared to the FY22 adopted budget. FY23 expenditures are proposed at \$4,152,551 representing a 5% decrease from the FY22 adopted budget.

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

The **Environmental/Forest Conservation Penalty SRF** collects funds from property owners that have received administration citations and administrative civil penalties. By law, the money collected in this fund must be used to administer the program. Funds have been used to reimburse hearing examiners used in violation cases, obtain transcripts for appeals, planting of new trees and forests, and obtaining equipment and training necessary for the forest conservation inspectors to perform their duties.

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

For FY23 the Planning Department is proposing to increase the chargeback to the DR-SRF by \$91,968. This includes an increase of \$13,365 in chargeback from the Legal Department and a decrease in chargeback of (-\$16,730) from the Finance Department for their services. The remaining \$95,333 (3%) is from the Planning Department to cover the FY22 compensation increases. An increase for FY22 compensation was not included in the FY22 budget request due to the uncertainty of the compensation request being approved.

The Department has traditionally requested a transfer from the Administration Fund into the DR-SRF in recognition of the fact that revenues may not cover the costs of our review efforts. This transfer has historically been in the range of \$500,000 to \$1,000,000 each year. The fund performed well in FY18 and FY19 primarily due to the fees collected for various large projects in Commercial Residential (CR) zones and development in Bethesda. This

performance built a fund balance. Due to this large balance, no transfer was approved in the FY20 budget and the Planning Department did not request a transfer for FY21. The fund did not perform well in FY20 and FY21 which depleted some of the gains from FY18 and FY19. To stabilize the DR-SRF fund for the next few years, the Planning Department is proposing to continue the \$500,000 transfer from the Administration Fund to the DR-SRF that was approved in FY22. It is included in the FY22 Adopted Budget amount shown on the top of the chart on page 6.

The **Forest Conservation SRF** was created in response to the implementation of the Montgomery County Forest Conservation Law. This fund was created to allow developers to pay into a fund in lieu of finding an off-site location to meet the forest planting requirements. Developers using the fund must pay for reforestation. Funds are used to meet the reforestation obligations that developers pass onto M-NCPPC through the planting of new forests, maintenance of planted forests and planting urban canopy trees. Funds are occasionally used as leverage to help secure grants from the Maryland Department of Natural Resources and other organizations to enable additional forest planting and habitat restoration. In 2020, the Planning Department consolidated and expanded the planting programs under the Reforest Montgomery umbrella. By leveraging relationships with the Montgomery County Department of Parks, nurseries, non-profit organizations and private land owners, the Forest Conservation SRF is being used to: meet the forest planting obligations passed from applicants to the Planning Department through an in-lieu fee payment; provide free shade trees, on a limited basis, to private property owners within priority funding areas; fund a \$40 rebate coupon for trees purchased from participating nurseries; plant conservation easements that never contained forest; and partner with organizations in the county to create new forests on private land.

FY23 Master Plan and Major Projects Schedule

Master Plan & Major Projects	2021					2022					2023					2024																	
	FY22					FY23					FY24					FY25																	
	J	A	S	O	N	D	J	F	M	A	M	J	A	S	O	N	D	J	F	M	A	M	J	A	S	O	N	D	J	F	M	A	M
Shady Grove Sector Plan - Minor Master Plan Amendment	■																																
Ashton Village Center Sector Plan	■	■																															
Thrive Montgomery 2050 General Plan Update	■	■	■	■	■																												
Complete Streets Design Guide/Roadway Functional Class System	■	■	■	■	■																												
Great Seneca Science Corridor Plan Amendment Phase 1		■	■	■	■																												
Corridor Forward: The I-270 Transit Plan		■	■	■	■																												
Potomac Overlook Historic District Historic Preservation Master Plan Amendment																																	
Silver Spring Downtown and Adjacent Communities Sector Plan																																	
Rustic Roads Functional Master Plan Update																																	
Edward U. Taylor School Historic Site Historic Preservation Master Plan Amendment																																	
Takoma Park Minor Master Plan Amendment																																	
Fairland and Briggs Chaney Master Plan																																	
Pedestrian Master Plan																																	
Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2																																	
Friendship Heights Urban Design Study/Sector Plan																																	
University Boulevard Corridor Plan																																	
Clarksburg Master Plan Amendment																																	
Silver Spring Communities Master Plan																																	
Growth and Infrastructure Policy																																	
Mixed Use Development: Current Status and Future Trends																																	
Attainable Housing Strategies Initiative																																	
Predictive Safety Analysis																																	
Access Management Study																																	
Redlining/Segregation Mapping Tool																																	
Equity Opportunity Index																																	
Wheaton Downtown Study																																	
Innovative Housing Tool Kit																																	
Countywide Transportation Data Asset Management Strategy																																	
Parking Lot Design Study																																	
Comprehensive Study of Redevelopment Tools																																	
Update Incentive Density Implementation Guidelines - CR & Employment Zones																																	

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