

MCPB Date:5/5/2022
Agenda Item #11**MEMORANDUM**

DATE: April 28, 2022

TO: Montgomery County Planning Board

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

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

SUBJECT: FY22 Budget Adjustments for the Planning Department

STAFF RECOMMENDATION:

Approval of the Request for FY22 Budget Adjustments for the Planning Department.

BACKGROUND:

All budget adjustments over \$100,000 require Planning Board approval. The budget resolution approving the Planning Department's operating budget is appropriated at the divisional level. The Planning Board has authority to transfer appropriations between divisions as long each divisional appropriation is not exceeded by 10%. The recommended transfers do not exceed 10% in any division.

The Planning Department estimates it will have personnel savings in FY22 and is requesting to reallocate these savings to better position the department regarding the upcoming FY23 budget year and to continue to meet their commitment to the County residents to provide the best services possible. The Planning Department requests approval to adjust the FY22 divisional line-item budgets as shown below.

DETAILS OF BUDGET ADJUSTMENTS:

The Planning Department is seeking the Board's approval to transfer \$700,000 from the Personnel Services category to Other Services & Charges and Supplies & Materials:

Work Program - University of Maryland National Center for Smart Growth - \$268,300

In 2008, the Planning Department initiated a partnership with the University of Maryland that was designed to be a win-win for both parties. Through a contract with the University's National Center for Smart Growth, the Planning Department was able to hire a number of planning students or recent graduates to help us on a variety of projects as assigned. We believe that a continued partnership with the University is in everyone's interest. This funding request will continue the relationship with the University's National Center for Smart Growth.

Work Program– Climate Assessment Methodology - \$61,200

This funding is for consulting services to develop methodologies for the Planning Department to produce climate assessments for zoning text amendments (ZTAs), master plans and master plan amendments. The Montgomery County Council recently introduced Bill 3-22, Climate Assessments, to require climate assessments for bills, ZTAs, master plans and master plan amendments. The Planning Board recommended to the Council that Montgomery Planning be responsible for climate assessments for ZTAs and master plans. This proposed amendment has been preliminarily accepted at the Council committee level. Bill 3-22 is anticipated to be passed by the Council sometime in 2022.

Capital Equipment Debt Service Payments for FY25 - \$144,400

In FY19, the Planning Department and Department of Parks financed the purchase of the audio-visual (AV) upgrade for the Wheaton Headquarters and the upgrade of Project Docs through the capital equipment internal service fund. The Planning Department's debt service payment on these purchases is \$144,400 per year for six years (FY20-FY25). The Planning Department has already pre-paid the FY23 and FY24 payments. This funding would pay off with the final payment to reduce this obligated amount from the FY25 budget.

Commission-Wide IT Initiative - ERP Upgrade Payments for FY23-FY27 - \$226,100

The Commission is financing the ERP upgrade project over six years (similar to equipment purchased through the capital equipment internal service fund). The Planning Department's portion is \$45,220 per year for years FY22-FY27. The Planning Department included the FY23 payment as part of our reductions to meet the County Executive's FY23 recommended budget. We are asking to pay off the full amount of \$226,100 (5 x \$45,220) to reduce this obligated amount from the budget for the next 5 years.

The Planning Board's approval of this transfer is requested.

Approved by the Planning Board: _____ Date: _____