

## PLANNING DEPARTMENT APPROVAL OF FY24 OPERATING BUDGET

### Description

Seeking approval of the Planning Department's FY24 Proposed Budget funding and staffing levels.

Completed: 11-14-2022

MCPB  
Item No. 4  
11-17-2022

Montgomery County  
Planning Board  
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### Summary:

- The Planning Department is seeking approval of its FY24 Proposed Budget funding and staffing levels.
- The FY24 Operating Budget request is \$25,426,915, which is an increase of \$1,778,514, or 7.52%, over the FY23 Adjusted Adopted budget.

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## SECTION 1: BACKGROUND

### BACKGROUND

The Planning Department had an FY24 operating budget work session with the Planning Board on November 10, 2022. A small adjustment of \$3,500 was made to the Major Known Commitments request as verbally mentioned at the November 10 meeting. The Planning Department's FY24 Proposed Budget request is \$25,426,915. This is an increase of \$1,778,514, or 7.52%, over the FY23 Adjusted Adopted budget.

Of this increase, \$1,223,275 or 5.17% is for known salary and benefit increases for retirement and benefits (\$500K), annualization of the FY23 COLA and merit (\$300K), annualization of the Classification and Compensation planner series review (\$400K), and changes in base salary and lapse (\$25K). Other known increases totaling \$45,270 are for major known operating commitments, inflationary increases in supplies and contracts, and other charges.

The Planning Department prepared our budget request including new initiatives/critical needs we believe are essential for our expanding and evolving work program to plan for the future of Montgomery County. These new initiatives total just over \$500,000, an increase of 2.21% over the FY23 Adopted Budget.

Section 2 of this memo includes information about the Planning Department's FY24 proposed lapse and staffing levels, fees and revenues, and special revenue funds.

Section 3 contains the following attachments for your reference.

Attachment		Pages
A	FY24 Budget Summary Chart with New Initiatives List	6
B	FY24 Proposed Expenditure Budget by Division	7-9
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## SECTION 2: FY24 LAPSE, FEES/REVENUES, AND SPECIAL REVENUE FUNDS

### FY24 LAPSE AND STAFFING

For FY24, the Planning Department proposes to maintain an approximate 4.5% lapse rate based on the FY23 adopted budgeted staffing level of 151 positions (149.60 workyears) which includes 142.87 funded workyears, 6.73 lapsed workyears and one unfunded position.

As presented at the November 10, 2022, Planning Board meeting, the Planning Department is requesting the following 5 new positions in the FY24 budget request:

1. 1.0 workyear and funding for the unfunded position for a full-time Adequate Public Facilities Planner
2. 1 position, 1.0 workyear and funding for a full-time Forest Conservation Planner
3. 1 position, 1.0 workyear and funding for a full-time Downcounty Planner
4. 1 position, 1.0 workyear and funding for full-time Transportation Data Management, and
5. 1 position, 0.75 workyear and funding for a part-time Media & Imaging Specialist.

### FEE 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 receiving \$211,000 from service charges and other program fees in FY24.

### WATER QUALITY PROTECTION FUND (WQPF) APPROPRIATION

The Department also receives an appropriation in revenue from the Water Quality Protection Fund (WQPF) to offset costs that will be incurred in FY24 to provide specific activities consistent with the intent of the WQPF such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements.

For FY24, the Department is requesting an increase of \$21,405 (a 5% increase) for an overall appropriation of \$449,505 to cover the FY23 compensation increases. An increase for FY23 compensation was not included in the FY23 budget request due to the uncertainty of the compensation request being approved.

## SPECIAL REVENUE FUNDS

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.

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 \$3,681,824. The proposed FY24 budget reflects revenues of \$3,135,000, expenditures of \$4,342,398, and an ending balance of \$2,974,426. This includes a \$500K transfer from the Administration Fund to the DR-SRA for FY24.

The largest, or most notable, special revenue fund is the Development Review Special Revenue Fund (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 \$179,847. Of this there is an increase of \$14,433 in chargeback from the Legal Department and increase of \$1,834 in chargeback from the Finance Department for their services. The remaining \$163,580 (5%) is from the Planning Department to cover the FY23 compensation increases. An increase for FY23 compensation was not included in the FY23 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 did not perform well in FY20 or 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 both FY22 and FY23.

The chart below shows the FY24 proposed revenues and expenditures for the Special Revenue Fund. A synopsis description of the special revenue funds included in the FY24 proposed budget are in Attachment D on page 12.

Planning Department FY23 Special Revenue Fund Summary	*FY24 Estimated	FY24 Proposed Revenue	FY24 Proposed Expenditures	FY24 Projected
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	<b>Beginning Balance</b>			<b>Ending Balance</b>
Traffic Mitigation Program	\$2,390	\$5,000	\$5,000	\$2,390
Environmental/Forest Conservation Penalties	\$57,698	\$100	\$25,000	\$32,798
Development Review SRF	\$2,495,035	\$2,628,400	\$3,692,398	\$1,431,037
Forest Conservation Fund	\$1,126,700	\$501,500	\$620,000	1,008,200
<b>Total Before Transfer In</b>	<b>\$3,681,824</b>	<b>\$3,135,000</b>	<b>\$4,342,398</b>	<b>\$2,474,426</b>
DR-SRF Transfer In		\$500,000		\$500,000
<b>Total after Transfer In</b>	<b>\$3,681,824</b>	<b>\$3,635,000</b>	<b>\$4,342,398</b>	<b>\$2,974,426</b>

Note: \* Estimated Beginning FY24 balance is the estimated FY23 Year-end balance

### SECTION 3: ATTACHMENTS

#### ATTACHMENT A - FY24 BUDGET SUMMARY CHART WITH NEW INITIATIVES LIST

**MONTGOMERY COUNTY PLANNING DEPARTMENT  
PRELIMINARY FY24 OPERATING BUDGET REQUEST**

	<b>FY23 Adopted adjusted Budget</b>	<b>23,648,401</b>	<b>% Change</b>
<b><i>FY23 BASE BUDGET CHANGES</i></b>			
Salaries and Benefits *	1,223,275		
CPI Increase for Contracts and Supplies (2%)	47,500		
Adjustment - Risk Management, Long - Term Disability, and Legal Chargeback	26,525		
Major Known Commitments	128,300		
Chargebacks to Development Review - Special Revenue Account	(163,580)		
Adjustments in Departmental Chargebacks to CIO and Commission Wide IT	3,025		
<b>Subtotal - Base Budget Changes</b>	<b><u>1,265,045</u></b>		<b><u>5.35%</u></b>
<b><i>Less: FY23 One Time consulting funding</i></b>	<b><u>(640,000)</u></b>		<b><u>-2.71%</u></b>
<b><i>New Initiatives/New Funding Request for FY24 (One Time)</i></b>			
Randolph Road Corridor Study	\$75,000		
Germantown Employment Corridor Check In	\$50,000		
Thrive Montgomery 2050 Implementation Metrics	\$100,000		
Curbside Management Project	\$100,000		
The Great Seneca Plan - Urban Design Guidelines and Streetscape Standards	\$25,000		
Burial Sites Context Survey	\$65,000		
Regional Travel Demand Model and Transportation Network Database Management Tools	\$75,000		
Redlining/Segregation Mapping Project	\$100,000		
<b>Subtotal - Proposed One Time Changes</b>	<b><u>\$590,000</u></b>		<b><u>2.49%</u></b>
<b><i>New Initiatives/New Funding Request for FY24 (On Going)</i></b>			
Americans with Disabilities Act (ADA) Compliance	\$40,000		
<b>Subtotal - Proposed - On Going Changes</b>	<b><u>\$40,000</u></b>		<b><u>0.17%</u></b>
New Position - Planner III - Adequate Public Facilities	\$132,927		
New Position - Planner II - Forest Conservation	\$116,974		
New Position - Planner II - Downcounty Planner	\$116,974		
New Position - Planner I - Transportation Data Management	\$105,530		
New Position - Visual Media & Imaging Specialist (Part-Time)	\$51,064		
<b>Subtotal - Proposed - On Going New Positions</b>	<b><u>\$523,469</u></b>		<b><u>2.21%</u></b>
<b><i>Total New Initiatives/New Funding Request for FY24</i></b>	<b><u>\$1,153,469</u></b>		<b><u>4.88%</u></b>
<b>Net Change from FY23 Adopted to FY24 Proposed Budget</b>	<b><u>\$1,778,514</u></b>		<b><u>7.52%</u></b>
<b>*FY24 Proposed Budget</b>	<b><u>\$25,426,915</u></b>		
<b>Notes:</b> * 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.			

**ATTACHMENT B – FY24 PROPOSED EXPENDITURE BUDGET BY DIVISION**



**MONTGOMERY COUNTY ADMINISTRATION FUND**  
**Expenditures by Division by Type**  
**PROPOSED BUDGET FISCAL YEAR 2024**

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Planning Department					
Office of The Planning Director					
Personnel Services	1,255,090	1,499,320	1,499,320	1,545,422	3.1%
Supplies and Materials	2,273	7,500	7,500	7,500	0.0%
Other Services and Charges	144,178	156,500	156,500	156,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,401,541	1,663,320	1,663,320	1,709,422	2.8%
Management Services					
Personnel Services	1,044,832	1,183,069	1,183,069	1,247,103	5.4%
Supplies and Materials	-	2,500	2,500	2,500	0.0%
Other Services and Charges	11,776	10,950	10,950	10,950	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,056,608	1,196,519	1,196,519	1,260,553	5.4%
Communications Division					
Personnel Services	1,265,287	1,286,245	1,286,245	1,417,005	10.2%
Supplies and Materials	13,547	16,500	16,500	16,500	0.0%
Other Services and Charges	303,039	400,782	400,782	445,960	11.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,581,873	1,703,527	1,703,527	1,879,465	10.3%
Countywide Planning & Policy					
Personnel Services	3,173,482	2,954,598	2,954,598	3,438,813	16.4%
Supplies and Materials	11,524	4,600	4,600	4,200	-8.7%
Other Services and Charges	230,996	270,800	270,800	478,000	76.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	3,416,002	3,229,998	3,229,998	3,921,013	21.4%

**MONTGOMERY COUNTY ADMINISTRATION FUND**  
**Expenditures by Division by Type**  
**PROPOSED BUDGET FISCAL YEAR 2024**

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Planning Department					
Downcounty Planning					
Personnel Services	1,894,500	2,128,416	2,128,416	2,410,419	13.2%
Supplies and Materials	971	5,000	5,000	5,000	0.0%
Other Services and Charges	267,605	205,600	205,600	15,600	-92.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(680,010)	(639,400)	(639,400)	(624,578)	-2.3%
Total	1,483,066	1,699,616	1,699,616	1,806,441	6.3%
Midcounty Planning					
Personnel Services	2,535,117	2,745,657	2,745,657	2,894,329	5.4%
Supplies and Materials	1,891	1,150	1,150	1,250	8.7%
Other Services and Charges	121,541	258,600	258,600	113,800	-56.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(649,691)	(731,600)	(731,600)	(624,578)	-14.6%
Total	2,008,859	2,273,807	2,273,807	2,384,801	4.9%
Upcounty Planning					
Personnel Services	2,548,432	2,817,158	2,817,158	2,994,740	6.3%
Supplies and Materials	1,791	2,500	2,500	2,500	0.0%
Other Services and Charges	64,054	132,100	132,100	62,100	-53.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(837,379)	(698,900)	(698,900)	(702,650)	0.5%
Total	1,776,898	2,252,858	2,252,858	2,356,690	4.6%
Intake & Regulatory Coordination					
Personnel Services	2,151,753	2,321,153	2,321,153	2,567,242	10.6%
Supplies and Materials	5,939	9,000	9,000	8,500	-5.6%
Other Services and Charges	7,993	22,800	22,800	21,400	-6.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,009,187)	(1,201,700)	(1,201,700)	(1,483,374)	23.4%
Total	1,156,497	1,151,253	1,151,253	1,113,768	-3.3%

**MONTGOMERY COUNTY ADMINISTRATION FUND****Expenditures by Division by Type****PROPOSED BUDGET FISCAL YEAR 2024**

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Information Technology and Innovation					
Personnel Services	2,123,834	2,498,462	2,498,462	2,724,671	9.1%
Supplies and Materials	454,816	242,465	242,465	321,090	32.4%
Other Services and Charges	1,163,202	1,344,603	1,344,603	1,469,278	9.3%
Capital Outlay	86,610	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	<u>3,828,462</u>	<u>4,085,530</u>	<u>4,085,530</u>	<u>4,515,039</u>	<u>10.5%</u>
Research and Strategic Projects					
Personnel Services	803,271	1,041,301	1,041,301	1,012,579	-2.8%
Supplies and Materials	159	750	750	750	0.0%
Other Services and Charges	200,549	119,400	119,400	222,975	86.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	<u>1,003,979</u>	<u>1,161,451</u>	<u>1,161,451</u>	<u>1,236,304</u>	<u>6.4%</u>
Support Services					
Personnel Services	115,040	210,542	210,542	212,681	1.0%
Supplies and Materials	87,548	128,100	128,100	128,100	0.0%
Other Services and Charges	2,146,337	2,141,568	2,141,568	2,144,301	0.1%
Capital Outlay	30,545	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	107,458	100,312	100,312	108,337	8.0%
Total	<u>2,486,929</u>	<u>2,580,522</u>	<u>2,580,522</u>	<u>2,593,419</u>	<u>0.5%</u>
Grants					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	25,961	150,000	150,000	150,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	<u>25,961</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>0.0%</u>
Total Planning Department					
Personnel Services	18,910,639	20,685,921	20,685,921	22,465,004	8.6%
Supplies and Materials	580,459	420,065	420,065	497,890	18.5%
Other Services and Charges	4,687,232	5,213,703	5,213,703	5,290,864	1.5%
Capital Outlay	117,154	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,068,809)	(3,171,288)	(3,171,288)	(3,326,843)	4.9%
Total	<u>21,226,676</u>	<u>23,148,401</u>	<u>23,148,401</u>	<u>24,926,915</u>	<u>7.7%</u>
Transfer to DR-SRF		500,000		500,000	
Total after Transfer to DR-SRF		23,648,401		25,426,915	7.5%

## ATTACHMENT C – FY24 PROPOSED POSITIONS/WORKYEARS BY DIVISION

### MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>PLANNING DEPARTMENT</u></b>						
<b><u>DIRECTOR'S OFFICE</u></b>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Director's Office</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b><u>MANAGEMENT SERVICES</u></b>						
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
<b>Career Total</b>	<b>11.00</b>	<b>10.60</b>	<b>11.00</b>	<b>10.60</b>	<b>11.00</b>	<b>10.60</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(2.24)	-	(2.41)	-	(2.34)
<b>Subtotal Management Services</b>	<b>11.00</b>	<b>8.36</b>	<b>11.00</b>	<b>8.19</b>	<b>11.00</b>	<b>8.26</b>
<b><u>COMMUNICATIONS DIVISION</u></b>						
Full-Time Career	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	1.00	0.75
<b>Career Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>11.00</b>	<b>10.75</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.16)	-	(0.17)	-	(0.34)
<b>Subtotal Communications Division</b>	<b>10.00</b>	<b>9.84</b>	<b>10.00</b>	<b>9.83</b>	<b>11.00</b>	<b>10.41</b>
<b><u>COUNTYWIDE PLANNING AND POLICY</u></b>						
Full-Time Career	21.00	21.00	21.00	21.00	22.00	22.00
Unfunded Position	-	-	-	-	1.00	1.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>23.00</b>	<b>23.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.51)	-	(0.43)	-	(0.78)
<b>Subtotal Countywide Planning and Policy</b>	<b>21.00</b>	<b>20.49</b>	<b>21.00</b>	<b>20.57</b>	<b>23.00</b>	<b>22.22</b>
<b><u>DOWNCOUNTY PLANNING</u></b>						
Full-Time Career	16.00	16.00	16.00	16.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>17.00</b>	<b>17.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.71)	-	(4.30)	-	(4.00)
Less Lapse	-	(0.56)	-	(0.55)	-	(0.56)
<b>Subtotal Downcounty Planning</b>	<b>16.00</b>	<b>10.73</b>	<b>16.00</b>	<b>11.15</b>	<b>17.00</b>	<b>12.44</b>



**MONTGOMERY COUNTY POSITIONS/WORKYEARS  
POSITION DETAIL BY DIVISION BY FUND**

	<b>FY 22 Budget</b>		<b>FY 23 Adopted</b>		<b>FY 24 Proposed</b>	
	<b>POS</b>	<b>WYS</b>	<b>POS</b>	<b>WYS</b>	<b>POS</b>	<b>WYS</b>
<b><u>PLANNING DEPARTMENT</u></b>						
<b><u>MID-COUNTY PLANNING</u></b>						
Full-Time Career	20.00	20.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(4.50)		(4.92)		(4.00)
Less Lapse		(0.90)		(0.83)		(0.71)
<b>Subtotal Mid-County Planning</b>	<b>20.00</b>	<b>14.60</b>	<b>20.00</b>	<b>14.25</b>	<b>20.00</b>	<b>15.29</b>
<b><u>UPCOUNTY PLANNING</u></b>						
Full-Time Career	21.00	21.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(5.80)		(4.70)		(4.50)
Less Lapse		(0.82)		(0.85)		(0.73)
<b>Subtotal Upcounty Planning</b>	<b>21.00</b>	<b>14.38</b>	<b>21.00</b>	<b>15.45</b>	<b>21.00</b>	<b>15.77</b>
<b><u>INTAKE &amp; REGULATORY COORDINATION</u></b>						
Full-Time Career	19.00	19.00	19.00	19.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>20.00</b>	<b>20.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(6.99)		(8.08)		(9.50)
Less Lapse		(0.59)		(0.77)		(0.60)
<b>Subtotal Intake &amp; Regulatory Coordination</b>	<b>19.00</b>	<b>11.42</b>	<b>19.00</b>	<b>10.15</b>	<b>20.00</b>	<b>9.90</b>
<b><u>INFORMATION TECHNOLOGY AND INNOVATION</u></b>						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		(0.68)		(0.72)		(0.67)
<b>Subtotal Information Technology &amp; Innovation</b>	<b>18.00</b>	<b>17.32</b>	<b>18.00</b>	<b>17.28</b>	<b>18.00</b>	<b>17.33</b>
<b><u>RESEARCH AND STRATEGIC PROJECTS</u></b>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		(0.16)		-		-
<b>Subtotal Research &amp; Strategic Projects</b>	<b>7.00</b>	<b>6.84</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b><u>TOTAL PLANNING</u></b>						
Full-Time Career	148.00	148.00	148.00	148.00	151.00	151.00
Unfunded Career	1.00	-	1.00	-	1.00	1.00
Part-Time Career	2.00	1.60	2.00	1.60	3.00	2.35
<b>Career Total</b>	<b>151.00</b>	<b>149.60</b>	<b>151.00</b>	<b>149.60</b>	<b>155.00</b>	<b>154.35</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(22.00)		(22.00)		(22.00)
Less Lapse		(6.62)		(6.73)		(6.73)
<b>Grand Total Planning Department</b>	<b>151.00</b>	<b>120.98</b>	<b>151.00</b>	<b>120.87</b>	<b>155.00</b>	<b>125.62</b>

## ATTACHMENT D – FY24 SPECIAL REVENUE FUNDS (SRF) – SYNOPSIS DESCRIPTION

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 FY24 proposed revenue budget is \$3,135,000 and the FY24 proposed expenditure budget is \$4,342,398.

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 FY24, the Planning Department is proposing to increase the chargeback to the DR-SRF by \$179,847. This includes an increase of \$14,433 in chargebacks from the Legal Department and an increase in chargebacks of \$1,834 from the Finance Department for their services. The remaining \$163,580 (5%) is from the Planning Department to cover the FY23 compensation

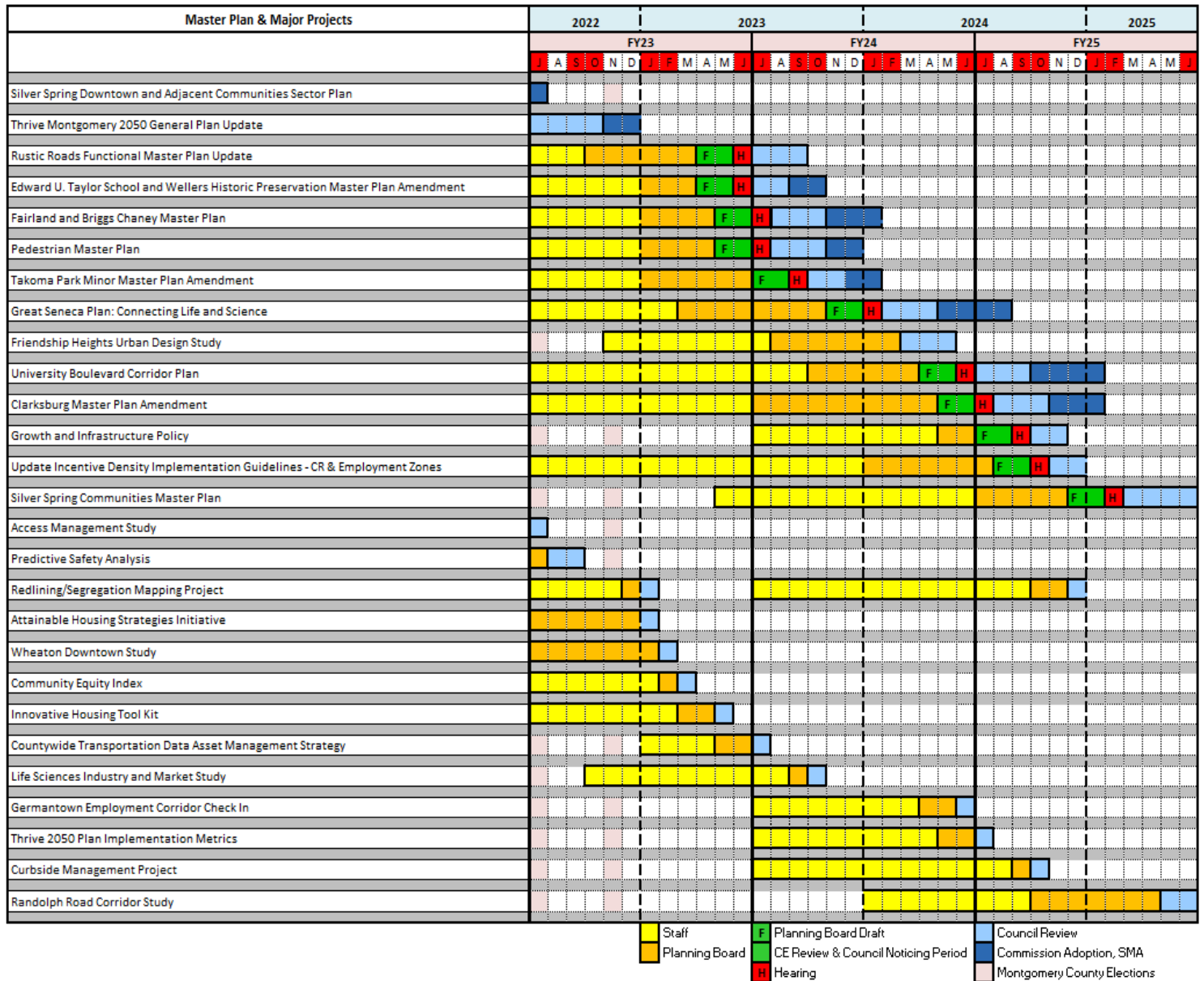
increases. An increase for FY23 compensation was not included in the FY23 budget request due to the uncertainty of the compensation request being approved.

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 did not perform well in FY20 and FY21 which depleted some of the gains from previous years. The transfer from the Administration Fund to the DR-SRF fund in FY22 and FY23 was \$500,000 per year. The Planning Department is proposing a \$500,000 transfer from the Administration Fund to the DR-SRF again for FY24.

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.



## ATTACHMENT E – FY24 PROPOSED MASTER PLAN/MAJOR PROJECT SCHEDULE



## SECTION 4: SUMMARY AND NEXT STEPS

### SUMMARY

The Planning Department has put great thought into preparing the FY24 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 FY24 budget request shows our commitment to continue to provide the best services possible to County residents with an 7.54% increase for our base budget and new initiatives.

### NEXT STEPS

Full Commission approves the FY23 Proposed Budget Resolution	December 21, 2022
M-NCPPC submits Proposed Budget in Brief according to statutory mandate to County Executive and County Council	January 15, 2023
County Executive makes recommendations	March 15, 2023
County Council hold Public Hearings on budget	April 2023
County Council Reviews M-NCPPC Budget	April & May 2023
Montgomery and Prince George's County Councils Meet	May 2023
County Councils Adopt Budget	May 2023











# MCPB FY24 Budget Memo - MC Planning - 11-17-22 Final


Final Audit Report

2022-11-14

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