

APPROVAL OF THE PLANNING DEPARTMENT'S PROPOSED FY27 OPERATING BUDGET

Description

Seeking approval of the Planning Department's FY27 Proposed Budget funding and staffing levels.

Completed: 11-14-2025

MCPB
Item No. 5
11-20-2025

Montgomery County
Planning Board
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Summary:

- The Planning Department is seeking approval of its FY27 Proposed Budget funding and staffing levels.
- The FY27 Operating Budget request is **\$30,185,965** which is an **increase of \$2,354,873** or 8.5%, over the FY26 Adjusted Adopted budget.

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SECTION 1: BACKGROUND

The Planning Department had its first FY27 operating budget work session with the Planning Board on October 23, 2025, where leadership presented the department's new initiatives request. The second work session was on November 6 when the Planning Department presented a revised list of new initiatives based on feedback from the Board. The Planning Department also presented information on its FY27 Water Quality Protection Fund (WQPF) request and its FY27 Development Review Special Revenue Fund (DRSRF) request.

Since the November work session, the Planning Department has received new information regarding the personnel projections and has made a change to a major known commitment. These are the changes to the FY27 Proposed Budget since the November 6 meeting.

- 1) Personnel – the pension cost is \$119,155 less per the actuarial report than originally presented.
- 2) Chargebacks – per the revised Continuing Budget Document provided by CAS, the CIO chargeback was lowered by \$12,410.
- 3) Major Known Commitment (MKC) – the Planning Department removed the request for \$20,000 for Digital Outreach. The Department was able to reallocate existing funds for this initiative.

The Planning Department's updated **FY27 Proposed Budget request is \$30,185,965**, which is an **increase of \$2,354,873, or 8.5%**, over the FY26 Adjusted Adopted budget.

The Planning Department prepared its budget request including new initiatives/critical needs its leadership believes are essential for the department's expanding and evolving work program to plan for the future of Montgomery County. The Planning Department is requesting **\$989,741 or 3.6% for on-going new initiatives**, including \$789,741 for six new positions and \$200,000 in on-going master plan support. In addition, the Planning Department is requesting **one-time new initiatives totaling \$275,000, which is offset by the reduction of \$280,000 of FY26 one-time initiatives, for an overall decrease of \$5,000 from the FY26 Adopted Budget.**

[Section 2](#) of this memo includes information about the Planning Department's FY27 proposed lapse and staffing levels, fees and revenues, and special revenue funds. The Development Review Special Revenue Fund (DRSRF) is the largest of these funds. The revenue from development application fees is often not enough to cover the staff chargebacks. The DRSRF receives a transfer from the Administration Fund to cover expenses not covered by fees. For FY27, the Planning Department is requesting to **increase the transfer from the Administration Fund to the DRSRF by \$2,400,000** bringing the total transfer to \$3,900,000. More information is provided in [Attachment D – FY27 Special Revenue Funds – Synopsis Description](#).

[Section 3](#) contains the following attachments for your reference.

Attachment	
A	FY27 Budget Summary Chart with New Initiatives List
B	FY27 Proposed Expenditure Budget by Division
C	FY27 Proposed Positions/Workyears by Division
D	FY27 Special Revenue Funds – Synopsis Description
E	FY27 Master Plan and Major Projects Schedule

SECTION 2: FY27 LAPSE, FEES/REVENUES, AND SPECIAL REVENUE FUNDS

FY27 LAPSE AND STAFFING

In FY24, the Planning Department budgeted lapse rate was increased from 4.5% to 5.5% to both reflect the reality of the department's vacancy rate and to provide a reduction to meet the County Executive's recommendation and the County Council's approved budget. The 5.5% lapse rate continued in FY25 and FY26, and is proposed for FY27. **The FY27 proposed lapse of 8.47 workyears** is based on the FY26 adopted budgeted staffing level of 154 positions and workyears.

The Planning Department is requesting the following positions in the FY27 proposed budget which would bring the staffing level **to 160 positions and workyears**:

1. Climate Initiatives – Planner IV Full-time Position <i>Environmental & Climate Division</i>	1 pos	1.0 WY	\$160,737
2. Cybersecurity – IT/Telecom Specialist III Full-time Position <i>Information Technology & Innovation Division</i>	1 pos	1.0 WY	\$137,819
3. Engagement Specialist – Public Affairs and Marketing Spec III Full-time Position <i>Communications & Engagement Division</i>	1 pos	1.0 WY	\$137,819
4. Master Planning – Cultural Resources Planner I Full-time Position <i>Historic Preservation Division</i>	1 pos	1.0 WY	\$110,058
5. Master Planning and Regulatory – Planner II Full-time Position <i>Upcounty Planning Division</i>	1 pos	1.0 WY	\$121,654
6. Master Planning – Planner II Full-time Position <i>East County Planning Division</i>	1 pos	1.0 WY	\$121,654
Total			\$789,741

FEE AND REVENUE ESTIMATES

ADMINISTRATION FUND REVENUES

The majority of the Department's budget is tax supported, funded through the Administration Fund. The Department anticipates **receiving \$287,400 from service charges and other program fees** in FY27 in the Administration Fund. There are also revenues received through charges for services, fees for materials and established Special Revenue Funds.

WATER QUALITY PROTECTION FUND (WQPF) APPROPRIATION

The Department receives an appropriation in revenue from the Water Quality Protection Fund (WQPF) to offset costs that will be incurred in FY27 to provide specific activities consistent with the 2019 MOU between Montgomery County and the Commission, which states that funds from the WQPF may be disbursed to Montgomery Planning for work performed in the following areas:

- 1) developing and monitoring stream valley buffers;
- 2) review and enforcement of Special Protection Areas;
- 3) review and enforcement of Forest Conservation Plans affecting stream valley buffers; and
- 4) preparation of water quality related sections of area master plans, sector plans, and countywide functional plans.

For FY27, Planning is requesting an increase of \$2,082,985 for an **overall appropriation of \$2,588,004** to cover Planning's 15.5 workyears performing the functions under the WQPF. Previously, Planning was using an outdated formula to calculate the request each year and did not adequately capture the work performed by Planning under the fund.

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 \$975,405. The proposed FY27 budget reflects **revenues of \$1,987,000, expenditures of \$5,115,821, and an ending balance of \$1,746,584**. This includes an **FY27 \$3,900,000 transfer from the Administration Fund to the DRSRF**.

The largest, or most notable, special revenue fund is the Development Review Special Revenue Fund (DRSRF), which was created to account for the fees generated from the submission of development applications. Staff time spent reviewing development applications is charged back from the Administration Fund to the DRSRF. 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, financial 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.

The total chargebacks to the DRSRF for FY27 are \$4,198,421. Central Administrative Services chargebacks from the Legal Department, the Finance Department, and Corporate IT for their services to the DRSRF are proposed to increase \$7,764 to \$318,137 for FY27. The Planning Department is proposing to **keep the same chargeback in FY27 (\$3,880,284) for Planning** staff in recognition that the revenues are significantly lower than budgeted. Planning did not increase the chargeback in the FY26 budget for compensation including COLA, merit, and benefits (\$194K or 5%) either. Planning proposes to reduce the chargebacks in the FY26 Estimated budget by 1.1 workyears to a total of 22.6 workyears. By continuing to keep the chargeback at the FY25 level in FY27, the **FY27 proposed workyears will decrease by 1.1 workyears for a total of 21.5 workyears.**

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 \$300,000 to \$1,700,000 each year. The transfer from the Administration Fund to the DRSRF fund in FY22, FY23 and FY24 was \$500,000 per year. For FY25, the transfer from the Administration Fund to the DR-SRF was increased to a total of \$950,000 to cover increases in the FY25 chargebacks and for part of the workyears for three new Planning staff added in FY25. In FY24, the revenues collected were \$2,399,568, which was \$225,432 less than the budgeted \$2,625,000. At the same time, the chargeback expenditures are consistent. Even with the \$500,000 transfer in, the fund balance was reduced by \$700K to \$1.9M in FY24. At the end of FY25, actual revenues achieved were only \$1.9M and the fund balance was reduced to \$670K.

At the November 6 Planning Board meeting, the Planning Department briefed the Board on the history and current status of the DRSRF. The Planning Department concluded that, if no further action is taken, the expenditures will exceed revenues (including the transfer) by \$1.7M in both FY26 and FY27. In order for the fund balance to be positive at the end of FY27, the DRSRF needs to cover a \$2.8M gap. The Planning Department offered several options to close this gap. Since then, we have further explored the options and offer the following:

1. Budget the **FY26 Estimated and FY27 Proposed revenues at \$1.4M and \$1.5M respectively.** While FY26 revenues to date are sluggish, the Planning Department will be reviewing and increasing development application fees in early 2026 which will, hopefully, increase revenues.
2. The **Planning Department will implement a partial hiring freeze and/or reduce planned non-personnel expenditures to apply \$600K** towards the development review personnel costs and reduce the chargebacks to the DRSRF in FY26.

These two steps will reduce the fund balance at the end of FY26 to \$3,409. While this is a positive balance, it is significantly below the minimum fund balance of \$1.2M established by the Planning Board in 2017. To bring the FY27 fund balance to the \$1.2M minimum, the Planning Department is requesting to increase the **transfer from the Administration Fund from \$1.5M to \$3.9M.** In the past five years, larger development applications slowed due to the pandemic, increased interest rates, increased construction costs, and other conditions, and they have not rebounded resulting in the need for larger transfers. In future years, as development projects rebound and the revenues collected increase, the transfer will be adjusted accordingly.

The Development Review Special Revenue Fund has been a highly successful tool to cover a portion of the staff expenses by aligning the expenses with the dedicated non-tax revenue source. From FY06 to FY25, \$52.9M in revenues have been accounted for in the Development Review SRF allowing the Commission to provide \$63.7M in services, costing the taxpayers only \$10.8M.

The Planning Department will review the fee structure and will bring their recommendations to the Planning Board for approval in early 2026. The Planning Department will continue to monitor the DRSRF closely throughout the year and will report back with any significant fluctuations to the fund.

DEVELOPMENT REVIEW SPECIAL REVENUE FUND					
	FY24 Actual	FY25 Actual	FY26 Budget	FY26 Estimated	FY27 Proposed
REVENUES					
Interest	\$ 73,366	\$ 48,415	\$ 35,000	\$ 25,000	\$ 25,000
Miscellaneous - Fees	\$ 2,432,510	\$ 1,944,029	\$ 2,625,000	\$ 1,400,000	\$ 1,500,000
Total Revenues	\$ 2,505,877	\$ 1,992,444	\$ 2,660,000	\$ 1,425,000	\$ 1,525,000
EXPENDITURES					
Other Services and Charges	\$ 4,166	\$ 106	\$ 1,450	\$ 1,450	\$ 1,500
Other Classifications - Chargebacks	\$ 3,692,398	\$ 4,165,238	\$ 4,190,653	\$ 4,190,653	\$ 4,198,421
Planning "Saves" Operating Funds to Reduce Chargebacks in FY26				\$ (600,000)	
Total Expenditures	\$ 3,696,564	\$ 4,165,344	\$ 4,192,103	\$ 3,592,103	\$ 4,199,921
Excess of Revenues over Expenditures	\$ (1,190,687)	\$ (2,172,900)	\$ (1,532,103)	\$ (2,167,103)	\$ (2,674,921)
TRANSFERS IN/(OUT)					
Administration Fund	\$ 500,000	\$ 950,000	\$ 1,500,000	\$ 1,500,000	\$ 3,900,000
Total Transfers In	\$ 500,000	\$ 950,000	\$ 1,500,000	\$ 1,500,000	\$ 3,900,000
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ (690,687)	\$ (1,222,900)	\$ (32,103)	\$ (667,103)	\$ 1,225,079
Fund Balance - Beginning	\$ 2,584,099	\$ 1,893,412	\$ 1,288,589	\$ 670,512	\$ 3,409
Fund Balance - Ending	\$ 1,893,412	\$ 670,512	\$ 1,256,486	\$ 3,409	\$ 1,228,488
Fund balance goal \$1.2M approved by PB in 2017	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000

The chart below shows the FY27 proposed revenues and expenditures for Planning's three Special Revenue Funds. A synopsis description of the special revenue funds included in the FY27 proposed budget are in [Attachment D](#).

Planning Department FY27 Special Revenue Fund (SRF) Summary	FY27 Estimated Beginning Balance*	FY27 Proposed Revenue	FY27 Proposed Expenditures	FY27 Projected Ending Balance
Environmental/Forest Conservation Penalties	\$82,380	\$22,000	\$46,000	\$58,380
Development Review SRF	\$3,409	\$1,525,000	\$4,199,921	(\$2,671,512)
Forest Conservation Fund	\$890,951	\$440,000	\$870,000	\$460,951
Total Before Transfer In	\$976,740	\$1,987,000	\$5,115,921	(\$2,152,181)
DR-SRF Transfer In		\$3,900,000		\$3,900,000
Total after Transfer In	\$976,740	\$5,887,000	\$5,115,921	\$1,747,819

* Estimated Beginning FY27 balance is the estimated FY26 Year-end balance

INTERNAL SERVICE FUND (ISF)

The Commission's Capital Equipment Internal Service Fund (CE-ISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Departments use the CE-ISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. The financing authority of the CE-ISF may be carried over from year to year. This means that if the total authorized amount of financing is not utilized during a particular fiscal year, any remaining funding may be carried over to succeeding fiscal years.

For FY27, the Commission is proposing new purchases of \$520,000 for the Montgomery Planning Department:

- \$150,000 – Replace vehicles that are model year 2016 or older. The Planning Department has vehicles that are pool vehicles for all staff to use for Commission business and vehicles that are assigned to staff inspectors and others. 12 of Planning vehicles are model year 2016 or older. Over the next few years, the Planning Department will determine which vehicles need to be replaced in priority order.

The Planning Department has sufficient funds in the CE-ISF that have carried over from previous years to pay for these purchases. The department is asking for approval to spend these funds rather than requesting to finance the purchases.

- \$370,000 – Replace servers and other information technology equipment, including Cisco chassis replacements at King Street and Saddlebrook Data Centers, and Wheaton Headquarters PON, OLTs, ONTs, and splitters replacements that have reached the end of their life. The total cost will be financed over 6 years and will be split 50/50 with MC Parks.

The Planning Board approves these purchases by approving the debt service payment each fiscal year.

SECTION 3: ATTACHMENTS

ATTACHMENT A - FY27 BUDGET SUMMARY CHART WITH NEW INITIATIVES LIST

MONTGOMERY COUNTY PLANNING DEPARTMENT PRELIMINARY FY27 OPERATING BUDGET REQUEST			
FY26 ADOPTED ADJUSTED BUDGET *		\$27,831,092	
FY27 BASE BUDGET CHANGES			
	Salaries and Benefits **	\$602,090	
	Increase for Supplies and Contractual Obligations	\$101,600	
	Adjustment – Risk Management, Long Term Disability, Unemployment, and Legal Chargeback	\$4,497	
	Major Known Commitments	\$697,000	
	Adjustments in Departmental Chargebacks to CIO and Commission Wide IT	(\$35,055)	
	Subtotal – Base Budget Changes	\$1,370,132	+4.9%
ONGOING INITIATIVES – NEW			
FY27 Ongoing New Initiatives		\$200,000.00	
	Ongoing Master Plan Support	\$200,000.00	
FY27 Ongoing New Positions		\$789,741.00	
	Climate Initiatives Planner IV	\$160,737.00	
	Cybersecurity - IT/Telecom Specialist III	\$137,819.00	
	Engagement Specialist - Public Affairs and Marketing Specialist III	\$137,819.00	
	Master Planning - Cultural Resources Planner I	\$110,058.00	
	Master Planning and Regulatory Planner II	\$121,654.00	
	Master Planning - Planner II	\$121,654.00	
	Subtotal – New Ongoing Initiatives	\$989,741.00	+3.6%
ONE-TIME WORK PROGRAM INITIATIVES – NET CHANGE			
Less: FY26 One-Time Work Program Initiatives		(\$280,000)	
FY27 One-Time Work Program Initiatives/New Funding Requests		\$275,000	
	Climate Resilience Functional Plan	\$150,000	
	Diversifying the Economy: Assessing the Future Needs for Industrial Land	\$125,000	
	Subtotal – One-Time Work Program Initiatives	(\$5,000)	-0.0%
NET CHANGE FROM FY26 ADOPTED TO FY27 PROPOSED BUDGET		\$2,354,873	+8.5%
FY27 PROPOSED BUDGET		\$30,185,965	
TRANSFER INCREASE FROM ADMINISTRATION FUND TO DRSRF***		\$2,400,000	
Notes: * The FY26 Adopted Adjusted Budget does not include \$150,000 in Grants as they are accounted for separately. ** Salary and Benefits total does not include compensation marker or OPEB. They are budgeted in the Administration Fund's non-departmental account. *** Increase transfer from Admin Fund to DRSRF of \$2.4M for base budget increase bringing the total transfer request to \$3.9M.			

ATTACHMENT B – FY27 PROPOSED EXPENDITURE BUDGET BY DIVISION

MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2027

	FY 25 Actuals	FY 26 Adopted	FY 26 Adjusted Adopted	FY 27 Proposed	% Change
Planning Department					
Planning Director's Office					
Personnel Services	1,770,889	1,500,318	1,535,317	1,562,490	1.8%
Supplies and Materials	7,500	5,530	5,530	5,530	0.0%
Other Services and Charges	356,200	302,417	302,417	518,300	71.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	2,134,589	1,808,265	1,843,264	2,086,320	13.2%
Management Services					
Personnel Services	1,403,232	1,410,642	1,440,769	1,442,219	0.1%
Supplies and Materials	2,500	1,355	1,355	1,355	0.0%
Other Services and Charges	10,950	8,300	8,300	8,200	-1.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,416,682	1,420,297	1,450,424	1,451,774	0.1%
Communications and Engagement					
Personnel Services	1,677,521	2,010,229	2,052,904	2,190,914	6.7%
Supplies and Materials	16,500	12,120	12,120	12,120	0.0%
Other Services and Charges	397,160	440,990	440,990	532,160	20.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	(409,313)	(409,313)	(409,313)	0.0%
Total	2,091,181	2,054,026	2,096,701	2,325,881	10.9%
Information Technology and Innovation					
Personnel Services	2,965,561	1,473,477	1,499,255	1,790,796	19.4%
Supplies and Materials	321,090	216,528	216,528	161,490	-25.4%
Other Services and Charges	1,257,500	1,007,700	1,007,700	1,165,800	15.7%
Capital Outlay	75,000	75,000	75,000	75,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	4,619,151	2,772,705	2,798,483	3,193,086	14.1%
Research and Strategic Projects					
Personnel Services	1,144,590	2,527,876	2,572,868	2,609,734	1.4%
Supplies and Materials	773	2,220	2,220	2,220	0.0%
Other Services and Charges	125,894	699,350	699,350	895,350	28.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,271,257	3,229,446	3,274,438	3,507,304	7.1%

MONTGOMERY COUNTY ADMINISTRATION FUND
Expenditures by Division by Type
PROPOSED BUDGET FISCAL YEAR 2027

Planning Department	FY 25 Actuals	FY 26 Adopted	FY 26 Adjusted Adopted	FY 27 Proposed	% Change
West County Planning					
Personnel Services	2,470,220	2,757,613	2,755,728	2,772,537	0.6%
Supplies and Materials	5,000	2,345	2,345	2,345	0.0%
Other Services and Charges	66,100	15,300	15,300	17,800	16.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(668,299)	(867,743)	(867,743)	(867,743)	0.0%
Total	1,873,021	1,907,515	1,905,630	1,924,939	1.0%
East County Planning					
Personnel Services	3,163,141	2,093,543	2,194,462	2,406,228	9.7%
Supplies and Materials	1,800	1,985	1,985	1,985	0.0%
Other Services and Charges	143,200	18,500	18,500	16,100	-13.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(668,299)	(622,155)	(622,155)	(622,155)	0.0%
Total	2,639,842	1,491,873	1,592,792	1,802,158	13.1%
Upcounty Planning					
Personnel Services	3,530,767	2,072,779	2,109,271	2,379,725	12.8%
Supplies and Materials	2,500	1,895	1,895	1,895	0.0%
Other Services and Charges	17,100	14,800	14,800	14,700	-0.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(856,419)	(605,783)	(605,783)	(605,783)	0.0%
Total	2,693,948	1,483,691	1,520,183	1,790,537	17.8%
Environment and Climate					
Personnel Services	2,759,285	2,993,869	3,060,816	3,249,817	6.2%
Supplies and Materials	9,505	5,325	5,325	5,425	1.9%
Other Services and Charges	20,900	29,210	29,210	196,850	573.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,687,267)	(802,252)	(802,252)	(802,252)	0.0%
Total	1,102,423	2,226,152	2,293,099	2,649,840	15.6%
Transportation Planning					
Personnel Services	3,754,463	2,581,269	2,642,434	2,512,478	-4.9%
Supplies and Materials	3,950	2,345	2,345	2,345	0.0%
Other Services and Charges	176,300	210,100	310,100	420,800	35.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	(573,038)	(573,038)	(573,038)	0.0%
Total	3,934,713	2,220,676	2,381,841	2,362,585	-0.8%

MONTGOMERY COUNTY ADMINISTRATION FUND
Expenditures by Division by Type
PROPOSED BUDGET FISCAL YEAR 2027

Planning Department	FY 25 Actuals	FY 26 Adopted	FY 26 Adjusted Adopted	FY 27 Proposed	% Change
Historic Preservation					
Personnel Services	-	1,274,872	1,298,744	1,534,857	18.2%
Supplies and Materials	-	2,755	2,755	2,755	0.0%
Other Services and Charges	-	77,200	77,200	77,200	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total		1,354,827	1,378,699	1,614,812	17.1%
Design, Placemaking and Policy					
Personnel Services	-	2,070,620	2,115,193	2,196,267	3.8%
Supplies and Materials	-	1,805	1,805	1,805	0.0%
Other Services and Charges	-	241,800	241,800	144,200	-40.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total		2,314,225	2,358,798	2,342,272	-0.7%
Support Services					
Personnel Services	215,229	279,662	279,662	301,980	8.0%
Supplies and Materials	128,100	149,200	149,200	149,200	0.0%
Other Services and Charges	2,314,564	2,381,513	2,381,513	2,546,803	6.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	117,004	126,365	126,365	136,474	8.0%
Total	2,774,897	2,936,740	2,936,740	3,134,457	6.7%
Grants					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	150,000	150,000	150,000	150,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	150,000	150,000	150,000	150,000	0.0%
Total Planning Department					
Personnel Services	24,854,898	25,046,769	25,557,423	26,950,042	5.4%
Supplies and Materials	499,218	405,408	405,408	350,470	-13.6%
Other Services and Charges	5,035,868	5,597,180	5,697,180	6,704,263	17.7%
Capital Outlay	75,000	75,000	75,000	75,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	(3,763,280)	(3,753,919)	(3,753,919)	(3,743,810)	-0.3%
Total	26,701,704	27,370,438	27,981,092	30,335,965	8.4%

ATTACHMENT C – FY27 PROPOSED POSITIONS/WORKYEARS BY DIVISION

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PLANNING DEPARTMENT						
DIRECTOR'S OFFICE						
Full-Time Career	7.00	7.00	6.00	6.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	6.00	6.00	6.00	6.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Director's Office	7.00	7.00	6.00	6.00	6.00	6.00
MANAGEMENT SERVICES						
Full-Time Career	8.00	8.00	8.00	8.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
Career Total	8.00	8.00	8.00	8.00	8.00	8.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.75	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Management Services	8.00	8.75	8.00	8.00	8.00	8.00
COMMUNICATIONS AND ENGAGEMENT						
Full-Time Career	10.00	10.00	15.00	15.00	16.00	16.00
Part-Time Career	1.00	0.80	-	-	-	-
Career Total	11.00	10.80	15.00	15.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	(2.50)	-	(2.30)
Less Lapse	-	-	-	(1.00)	-	(1.00)
Subtotal Communications and Engagement	11.00	10.80	15.00	11.50	16.00	12.70
INFORMATION TECHNOLOGY AND INNOVATION						
Full-Time Career	18.00	18.00	9.00	9.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	9.00	9.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(1.34)	-	(0.50)	-	(0.50)
Subtotal Information Technology and Innovation	18.00	16.66	9.00	8.50	10.00	9.50
RESEARCH AND STRATEGIC PROJECTS						
Full-Time Career	7.00	7.00	15.00	15.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	15.00	15.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	(0.50)	-	(0.50)
Subtotal Research and Strategic Projects	7.00	7.00	15.00	14.50	15.00	14.50

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

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PLANNING DEPARTMENT						
WEST COUNTY PLANNING						
Full-Time Career	16.00	16.00	17.00	17.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	17.00	17.00	17.00	17.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.00)	-	(5.30)	-	(4.80)
Less Lapse	-	(1.12)	-	(1.00)	-	(1.00)
Subtotal West County Planning	16.00	10.88	17.00	10.70	17.00	11.20
EAST COUNTY PLANNING						
Full-Time Career	20.00	20.00	14.00	14.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	14.00	14.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.00)	-	(3.80)	-	(3.40)
Less Lapse	-	(1.42)	-	(1.00)	-	(1.00)
Subtotal East County Planning	20.00	14.58	14.00	9.20	15.00	10.60
UPCOUNTY PLANNING						
Full-Time Career	23.00	23.00	13.00	13.00	14.00	14.00
Part-Time Career	-	-	-	-	-	-
Career Total	23.00	23.00	13.00	13.00	14.00	14.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(5.30)	-	(3.70)	-	(3.40)
Less Lapse	-	(1.48)	-	(1.00)	-	(1.00)
Subtotal Upcounty Planning	23.00	16.22	13.00	8.30	14.00	9.60
ENVIRONMENT AND CLIMATE						
Full-Time Career	20.00	20.00	19.00	19.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	19.00	19.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(10.40)	-	(4.90)	-	(4.40)
Less Lapse	-	(1.19)	-	(1.30)	-	(1.30)
Subtotal Environment and Climate	20.00	8.41	19.00	12.80	20.00	14.30
TRANSPORTATION PLANNING						
Full-Time Career	23.00	23.00	17.00	17.00	16.00	16.00
Unfunded Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	23.00	23.00	17.00	17.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	(3.50)	-	(3.20)
Less Lapse	-	(1.68)	-	(1.50)	-	(1.50)
Subtotal Transportation Planning	23.00	21.32	17.00	12.00	16.00	11.30

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

	FY 25 Budget		FY 26 Adopted		FY 27 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PLANNING DEPARTMENT						
HISTORIC PRESERVATION						
Full-Time Career	-	-	8.00	8.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	8.00	8.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Historic Preservation	-	-	8.00	8.00	10.00	10.00
DESIGN, PLACEMAKING, AND POLICY						
Full-Time Career	-	-	13.00	13.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	13.00	13.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		-		-		-
Less Lapse		-		(1.00)		(1.00)
Subtotal Design, Placemaking, and Policy	-	-	13.00	12.00	13.00	12.00
TOTAL PLANNING						
Full-Time Career	152.00	152.00	154.00	154.00	160.00	160.00
Unfunded Career	-	-	-	-	-	-
Part-Time Career	1.00	0.80	-	-	-	-
Career Total	153.00	152.80	154.00	154.00	160.00	160.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(23.70)		(23.70)		(21.50)
Less Lapse		(8.23)		(8.80)		(8.80)
Grand Total Planning Department	153.00	120.87	154.00	121.50	160.00	129.70
SPECIAL REVENUE FUNDS						
Workyears		23.70		23.70		21.50

ATTACHMENT D – FY27 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 FY27 proposed revenue budget for Planning's Special Revenue Funds is \$1,987,000 and the FY27 proposed expenditure budget is \$5,115,821.**

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.

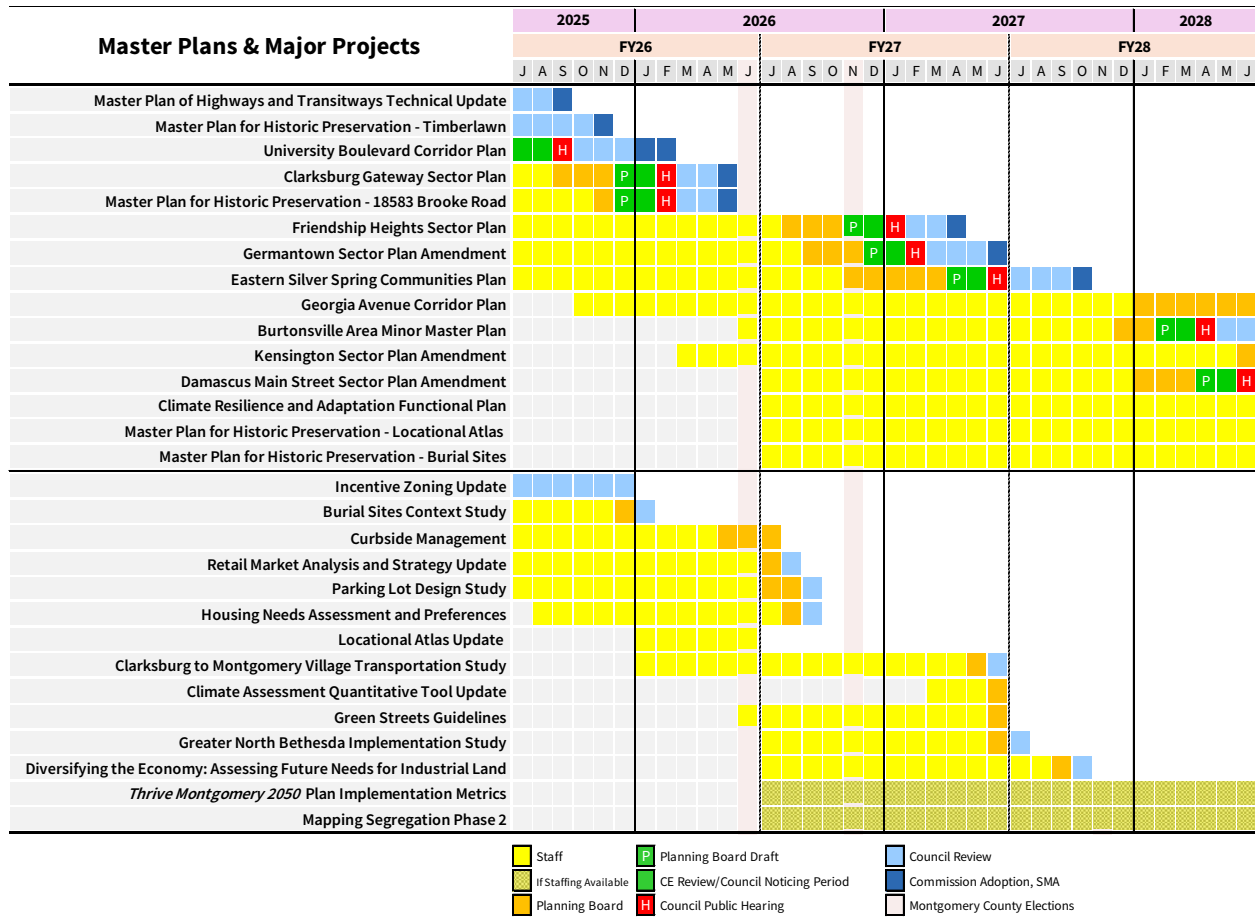
The Forest Conservation SRF was created in response to the implementation of the Montgomery County Forest Conservation Law. This fund was created to allow developers to pay into a fund in lieu of finding an off-site location to meet the forest planting requirements. Developers using the fund must pay 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 \$50 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.

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, finance 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 FY27, the Planning Department is proposing to increase the chargeback to the DRSRF by \$7,768. This includes chargeback increases of \$18,181 from the Legal Department, \$2,923 from Corporate IT, and a decrease of \$13,336 from the Finance Department for their services. The Planning Department is not proposing to increase the chargebacks in FY27. This is effectively an increase to the Planning Department's operating budget since it will absorb compensation increases for staff charged to the DRSRF.

The Department has traditionally requested a transfer from the Administration Fund into the DRSRF 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 \$300,000 to \$1,700,000 each year. The transfer from the Administration Fund to the DRSRF fund in FY22, FY23 and FY24 was \$500,000 per year. In FY25, the transfer was increased to \$950,000 to cover compensation increases and new work years added in FY25. In FY26, the transfer increased to \$1,500,000. For FY27, the Planning Department is requesting a transfer of \$3,900,000 to cover the difference between the budgeted revenues and the budgeted chargebacks and to leave a fund balance of just over \$1,200,000, the minimum fund balance for the DRSRF approved by the Planning Board in 2017.

ATTACHMENT E – FY27 PROPOSED MASTER PLAN/MAJOR PROJECT SCHEDULE



SECTION 4: SUMMARY AND NEXT STEPS

SUMMARY

The Planning Department has put great thought and care into preparing the FY27 Proposed Budget. We recognize the fiscal challenges facing the county and remain deeply attuned to the priorities of our residents, especially the need for excellent planning and meaningful engagement.

Our FY27 budget request reflects this commitment. With an 8.5% increase to our base budget and new initiatives, we aim to continue delivering high-quality services that support vibrant, equitable, and sustainable communities across Montgomery County. This proposal is not just about numbers, it's about investing in the people, tools, and strategies that make our work impactful.

NEXT STEPS

Full Commission approves the FY27 Proposed Budget Resolution	December 17, 2025
M-NCPPC submits Proposed Budget in Brief according to statutory mandate to County Executive and County Council	January 15, 2026
County Executive makes recommendations	March 15, 2026
County Council hold Public Hearings on budget	April 2026
County Council Reviews M-NCPPC Budget	April and May 2026
Montgomery and Prince George's County Councils Meet	May 2026
County Council Adopts Budget	May 2026