



MONTGOMERY COUNTY PLANNING DEPARTMENT
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MCPB Date: 11/13/2014
Agenda Item # 6

MEMORANDUM

DATE: November 10, 2014

TO: Montgomery County Planning Board

VIA: Gwen Wright, Director, Montgomery County Planning Department *Gwen*
Rose Krasnow, Deputy Director, Montgomery County Planning Department

FROM: Mark Wulff, Acting Division Chief, Management Services
Anjali Sood, Budget Manager, Management Services

SUBJECT: Planning Department FY16 Operating Budget Planning Discussion &
Approval of Special Revenue Funds

Staff Recommendation

Approval to prepare the FY16 Planning Department's operating budget at the Base Budget plus Essential Needs/New Initiatives level.

FY16 Proposed Budget Approval of Non-Tax Supported Special Revenue Funds

Background

The Planning Board has had two worksessions that have touched on the Planning Department budget: an introductory session on September 18 and a detailed worksession on October 23. The November 13 worksession will be the final one prior to Board action on November 20.

At its September 18 meeting, the Planning Board received a presentation from the Commission's Department of Human Resources and Management (DHRM) on the FY16 budget process including key trends and the budget outlook, strategy, and timeline.

DHRM reported that the assessable base for Montgomery County grew a modest 2% in FY15 after falling for several years, and that, in February, 2014, the Montgomery County Office of Management and Budget (OMB) estimated that the assessable base will grow by 4.25% in FY16. This growth would provide an approximate increase of \$1,049,700 in property tax revenue for the Administration Fund without an increase in the tax rate. The County Council reduced the tax rate last year in favor of using more of the fund balance to balance the expenditure budget. The tax rate was reduced from 1.8 cents to 1.7 cents, and \$1.1M of fund balance was transferred to the Park Fund with most of the remainder utilized to balance expenditures for the Administration Fund in FY15.

At the November 13 worksession, the Planning Board provided general guidance for developing the FY16 budget with the recognition that we have both mandated requirements and essential needs/new initiatives to meet our expanding and evolving work program. The Board agreed that we should include the

identified critical essential needs/new initiatives in our FY 16 budget request; however, the Board also asked staff to go back and reframe the scope of some of the proposed projects.

This memorandum for the November 13 worksession covers the same material that was discussed at the October 23 worksession. Additionally, new information that has been prepared in response to Planning Board direction regarding several specific projects is highlighted in yellow. Finally, information about Special Revenue Funds, which was not covered in the previous worksessions, is also included and highlighted in yellow.

Budget Preparation

To prepare for the November 13 Planning Board worksession, Planning staff worked diligently over the past several months identifying new master plans and projects to be started in FY16 and elements of our current work program that are inadequately funded. We looked at emerging trends to determine the needs of the future.

Master Plans

In terms of master plans, our recommended FY16 work program follows closely with the work program that was approved for FY15. Several of the plans that we are working on in this fiscal year will carry over into FY16 – these include:

- Bethesda Downtown Plan,
- Greater Lyttonsville Plan,
- Westbard Plan,
- Montgomery Village Master Plan, and
- Highways Master Plan /Technical Corrections and Updates.

We also continue to propose a number of master plans for FY16 that were contemplated in last year's budget discussion – these include:

- White Flint II Plan
- Aspen Hill and Vicinity Plan,
- Gaithersburg East Master Plan, and
- Rock Spring Plan

New master plans that are being proposed for the first time in this budget discussion include:

- A Shady Grove Minor Master Plan (MMP) Amendment for the area near the Shady Grove Metro that is being proposed for an event center. This amendment is necessary in order to assess the proposal for an event center and how this fulfills the vision for a mixed-use development near transit and in order to reconsider some of the detailed staging limits in the current master plan.
- A MARC Rail Stations Plan, which will focus on the Germantown and Boyds stations where some level of change is contemplated. The use of MARC trains for commuting is becoming a more and more essential part of our transit system. The two stations referenced in this proposal are seeing more use as there is more residential development in the areas near them. It is important to stay ahead of the curve on any potential changes contemplated for these stations – both of which are located in designated historic districts.
- A Master Plan of Bikeways Update. Biking is another form of transportation that is becoming more and more important to the county's overall transportation system – it is becoming a very real mode for commuting and can significantly increase Non-Auto Driver Mode Share (NADMS) numbers. The Master Plan of Bikeways has not been updated for a number of years and deserves an updated review.
- A combined Montgomery Hills/Forest Glen Metro Station Area Master Plan. There have been ongoing discussions about ways to enhance the walkability and pedestrian improvements in the Montgomery Hills area and ways to deal with vehicular congestion in the area. There is also an ongoing State Study of MD 97 from Forest Glen Road to 16th street in Montgomery Hills. In

addition, there may be opportunities to consider new development options around the Forest Glen Metro Station, which is one of the most underdeveloped transit station locations in the county. It is time to look at these two areas comprehensively as part of the Department's effort to do finer-grained planning.

A draft of the FY16 Proposed Master Plan and Major Projects Schedule is included as Attachment #1.

Essential Needs/New Initiatives

Again, our recommended FY16 work program carries forward a number of projects that are being initiated in the current fiscal year and that will continue into FY16. These include:

- Zoning Ordinance Refinements,
- Subdivision Staging 2016,
- Recreation Guidelines Update,
- Rental Housing Study,
- Colocation of Public Facilities Study, and
- Assessment of Transportation Modeling Tools.

Two new projects are being recommended for FY16:

- A study of Evolving Retail Trends. With the focus on mixed-use development as a desirable way of addressing place-making objectives, it is imperative that we understand the retail trends influencing Montgomery County – including e-commerce, demographic changes, and economic changes – and position commercial areas, through the master planning process, for the future.
- A Master Plan Reality Check. As we plan for the future, it is essential that we understand how our previous planning activities have played out. This will include looking at new development and transportation levels that were projected in older master plans to see if what was contemplated has actually happened in reality. It will provide a quantitative analysis and a qualitative analysis that will help to inform future countywide planning and decision-making.

Budget Items in Support of Work Program and Essential Needs/New Initiatives

The Director and Deputy Director reviewed each division's potential new initiatives and narrowed them down to those which addressed the top priorities of the Department.

The total of Essential Needs/New Initiatives, equals \$1,291,600, including funding for one (1) unfunded position. The combined total of major known commitments and Essential Needs/New Initiatives is \$679,734 or 3.6% above the FY15 budget. As demonstrated in the chart below, this proposed increase is actually a bit less than the increase received last year.

The chart below gives a historical perspective on the Planning Department's appropriation and career positions for the past seven (7) years. FY11 was a particularly difficult year when the budget was reduced almost 14%, 31 career positions were eliminated and seven (7) additional positions were defunded. Since that time, two (2) of the unfunded positions have been re-funded and none of the 31 abolished positions have been restored. For FY16, we are requesting funding for one of the five (5) remaining unfunded positions. Even with this funding, the Planning Department's complement is still 31 positions and 30.80 work years below the FY10 level.

History of the Planning Department's Budget changes FY10-FY16

	Adopted FY10	Adopted FY11**	Adopted FY12	Adopted FY13	Adopted FY14	Adopted FY15	Proposed FY16	Change FY16 over FY10
Budget	\$18,681,800	\$16,055,880	\$17,196,150	\$16,572,100	\$18,033,605	\$18,721,599	\$19,401,333	
\$ Change		(\$2,625,920)	\$1,140,270	(\$624,050)	\$1,461,505	\$687,994	\$679,734	\$719,533
% Change		(14.06%)	7.10%	(3.63%)	8.8%	3.8%	3.63%	3.85%
Career Positions	182	151	151	151	151	151	151	
# change		(31.00)	0.00	0.00	0.00	0.00	0.00	(31.00)
% Change		(17.03%)	0.00%	0.00%	0.00%	0.00%	0.00%	(17.03%)
Funded Workyear	170.65	136.85	137.85	137.85	137.85	138.85	139.85	
# change		(33.80)	1.00	0.00	0.00	1.00	1.00	(30.80)
% Change		(19.81%)	0.7%	0.0%	0.0%	0.7%	0.7%	(18.05%)

Note**: In FY11 31 positions were abolished and 7 additional positions were defunded

Base Budget

Known Operating Commitments

The preliminary known increases in the Planning Department for salaries, benefits, retirement, other post-employment benefits (OPEB), were reviewed by DHRM at the September 18 meeting.

Information regarding the known operating commitments, mandated, contractual, and inflationary increases for the operations of the Planning Department are provided in the chart below.

The information in this memo does not include adjustments in expenses such as risk management, long term disability payments, and unemployment nor Departmental chargebacks to the Planning Department for CAS services. The Department of Finance expects to provide this information by the end of the October or early November in the Schedule of Fees and Charges. As a result, the Planning Department has not yet included any increases for these expenses in the proposed FY16 budget.

Chargebacks

Chargeback costs are pending from the Commission's Central Administrative Services (CAS).

Transfers (Out)

The Department has traditionally requested a transfer from the Administration Fund into the Development Review (DR) Special Revenue Fund in recognition of the fact that revenues may not cover the costs of our review efforts. The fund performed well in FY12 and FY13, primarily due to the fees collected for various large projects in CR zones. This performance built a significant fund balance. Due to this large balance, the Council did not approve a transfer in FY14 and we also did not request a transfer in FY15.

The Development Review Special Revenue Fund is particularly difficult to project. Initially, we projected that ongoing revenue in the Development Review Special Revenue Fund would not cover projected expenditures, necessitating the continued use of fund balance and, to date, we have recommended a transfer of \$500,000 for FY16. In the past couple of months, though, we have had an influx of applications due to the recent change to the new Zoning Code and, at this time, the FY15 revenue may indeed meet projected expenditures. We do, however, anticipate that there may be a significant slowdown in revenue over the winter months and, thus, cannot say definitively that the revenues will meet

expenditures. Given how important it is for the Development Review Special Revenue Fund balance to not approach the minimum responsible level of 15% of expenditures, we believe that it is prudent to continue to recommend reinstating a transfer at a level of \$500,000 for FY16. With current projections, this will allow for future transfers to rise more gradually to the \$1.5M level that might be needed in the future to maintain the current level of expenditures. But, if revenues continue to be high into the Spring, then we could revise our recommendation about this \$500,000 transfer when the FY16 budget is being considered by the Council.

FY16 Proposed Base Plus Essential Needs/New Initiatives (before compensation marker and Transfer to Development Review Special Revenue Fund)	\$19,401,333
Transfers (out) to Development Review Special Revenue Fund	\$500,000
<i>FY16 Proposed Base plus Essential Needs/New Initiatives and Transfer to Development Review Special Revenue Fund (before compensation marker)</i>	\$19,901,333
<i>Estimated Percent Change in FY16 Proposed budget vs. FY15 Adopted budget including transfer to Development Review Special Revenue Fund and before compensation marker</i>	6.3%

Special Revenue Funds

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 established Special Revenue Funds. The Department anticipates the following fees and revenues from non-tax supported sources in FY16 which does not include interest revenues:

- \$1,825,000 Development Review Special Revenue Account
 - \$50,000 Forest Conservation
 - \$25,000 Environmental/Forest Conservation Penalties
 - \$24,000 Traffic Mitigation Program
 - \$5,000 Historic Preservation – County Non-Departmental Account
 - \$2,000 GIS Data Sales
- \$1,931,000 Total**

Detailed schedules related to these funds are contained in Attachment # 2.

Summary

The chart below outlines the increases for known operating commitments and gives a snapshot of the base budget and the **proposed essential needs/new initiatives**. The chart is followed by specific descriptions for each initiative.

	FY15 Adopted Budget	\$18,721,599
FY16 BASE BUDGET		
Major Known Commitment Changes		
	Salaries and health benefits	(\$87,581)
	Retirement	(\$202,485)
	Chargebacks	TBD
	Other operating budget changes	\$223,200
Reduction of one time budget items from FY15 Budget		
	Information Technology (IT) Upgrades	(\$70,000)
	Consulting funding for Colocation Of Public Facilities	(\$100,000)
	Consulting Funding for Functional Plan for Housing	(\$250,000)
	Consulting Funding For Travel Demand Forecasting	(\$125,000)
	<u>Subtotal onetime FY15 budget reductions</u>	<u>(\$545,000)</u>
	<u>Subtotal changes to the FY16 Proposed Base Budget</u>	<u>(\$611,866)</u>
	<u>Subtotal Base Budget FY16</u>	<u>\$18,109,733</u>
	<u>Estimated Percent Change in FY16 Base budget vs. FY15 Adopted budget</u>	<u>(3.27%)</u>
<u>Proposed Essential Needs/New Initiatives</u>		
Funding Request to Support Proposed Work Program		<u>\$500,000</u>
	Onetime funding for University Of Maryland (UMD) Contract for Master Plan Reality Check	\$150,000
	Onetime funding request for Continued Analysis and Implementation of New Transportation Tools	\$175,000
	Onetime funding request for Consulting assistance with Bikeways Plan Update	\$75,000
	Onetime funding request for White Flint II Plan(transportation and feasibility analysis)	\$60,000
	Onetime funding request for Montgomery Hills/Forest Glen Master Plan (Development, feasibility analysis and design studies)	\$40,000
Funding Request for Improvements to the Department Website		<u>\$158,000</u>
	Onetime funding request for Website Redesign	\$75,000
	Ongoing funding for one currently unfunded position in FY16 for Web Team	\$83,000
Funding request for Enhanced Community Outreach		<u>\$127,800</u>
	Ongoing funding request for Community Outreach expansion initiative	\$77,800
	Onetime general consulting funding request for professional services for Community Outreach	\$50,000
Funding request for Information Technology Upgrades		<u>\$180,000</u>
	Funding for SAN Server replacement to be financed and paid over six years	\$80,000
	Onetime funding request for Initiation of Desktop Virtualization	\$60,000
	Ongoing funding request for Project Docx for Professional Services	\$40,000
Onetime Consulting funding for Evolving Retail Trends Study		\$150,000
Ongoing Facility Repairs restoration		\$175,800
	<u>Subtotal proposed Essential Needs/New Initiatives</u>	<u>\$1,291,600</u>
Net Change in FY16 Base Budget Plus Essential Needs/New Initiatives		\$679,734
FY16 Proposed Base plus Essential Needs/New Initiatives (before compensation marker and transfer to Development Review Special Revenue Fund)		\$19,401,333
Estimated Percent Change in FY16 Proposed budget vs. FY15 Adopted budget		<u>3.6%</u>

Essential Needs/New Initiatives

There are a number of 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.

The essential needs/new initiatives fall into six categories:

- Contractual support for plans and projects in the proposed work program,
- Major improvements to communications through the Departmental website,
- Enhanced community outreach,
- Important IT upgrades,
- Initiation of a study of Evolving Retail Trends, and
- Facility repairs to the Montgomery Regional Office (MRO) Building.

The Department has listed our essential needs/new initiatives as follows:

Contractual support for plans and projects in the proposed FY16 work program	Total: \$500,000
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Partnership with University of Maryland for Master Plan Reality Check: \$150,000 (one time)

In 2008, we 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. In addition, the Department and the University agreed to collaborate on a biennial planning conference that would highlight innovative planning practices and trends and generate innovative thinking on topics of mutual interest. As it turned out, the individuals hired through this effort ended up doing a substantial amount of the work on the Zoning Code rewrite and comprehensive mapping effort. More recently, they have been training others on the use of the new Code, and in FY15, they will be our subject matter experts as we begin implementing the new Code. Although the Zoning Code effort is about to wind down, we believe that a continued partnership with the University is in everyone’s interest. The primary project that would be assigned in FY16 would be helping with the proposed Master Plan Reality Check. In addition, they will provide consulting assistance on the Bikeways Plan Update, the Analysis of New Transportation Tools, the White Flint II Plan, and the Montgomery Hills/Forest Glen Plan. Although, for the past several years, we have been able to continue contracting for these valuable services by encumbering available end-of-the-year funds, we recognize that these funds cannot be counted on. Therefore, in order to ensure that this partnership will continue moving forward, we are requesting funds to cover the costs of three contractual staff from the University of Maryland. In addition, this funding will enable us to continue offering a valuable planning conference – the next of which would be in spring 2016.

Continued Analysis and Implementation of New Transportation Tools: \$175,000 (one time)

During FY15, Functional Planning & Policy (FPP) is investigating the feasibility of incorporating various new transportation tools into the Department’s transportation modeling work. This one-time request is for consultant assistance during FY16 with the technical aspects of establishing new transportation tools for use by FPP in support of master plan analysis and subdivision staging.

Consulting assistance for the Bikeways Plan Update: \$75,000 (one time)

FPP will be updating the Countywide Bikeways Master Plan during FY16. New bicycle planning guidance has been developed with assistance from a Council of Governments Transportation/Land Use Connections (COG TLC) grant. This guidance or methodology emphasizes the development of connections that would attract those who do not ride bicycles now, but would likely ride in certain conditions, with facilities that offer more separation from vehicular traffic. This one-time request would assist FPP in using the planning guidance tool to develop an updated Countywide Bikeways Master Plan.

This will require a comprehensive evaluation of the level of traffic stress along current bikeways countywide, assigning a stress level to each bikeway link, analyzing the connections between bikeways, and evaluating the potential to increase ridership along bikeways of a certain type, through better connectivity and/or better design.

Consultant support for White Flint II Plan: \$60,000 (one time)

The requested technical assistance for White Flint II would likely support the evaluation of local modeling analysis, which could be done using a more traditional analysis tool or a more advanced approach. (). In collaboration with the consultant, a specific analysis approach will be determined. Further, the consultant will assist the project team in analyzing three transportation studies (STV, Stantec and Sabra Wang), either completed or currently underway, for the White Flint area and the City of Rockville. The funds may also be utilized to provide feasibility analyses for the redevelopment of industrial and aging commercial properties in the master plan area.

Consultant support for Montgomery Hills/Forest Glen Master Plan: \$40,000 (one time)

The requested funding is needed to develop feasibility studies and design options for transit-oriented development near the Forest Glen Metro station. Design options will be prepared that accommodate the planned pedestrian tunnel under Georgia Avenue and improvements to Georgia Avenue. The analyses will inform the zoning recommendations and design guidelines in the proposed master plan.

Improvements to the Department Website	Total: \$158,000
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Website Redesign for Montgomery Planning, Parks, and Board: \$75,000 (one time)

The Montgomery County Planning and Parks Departments are proposing a website redesign for FY16 which will involve a new content management system, migration of content, training, and support. This upgrade will allow for more information transparency, website management efficiency and more current technology for visitors, staff and users of the Parks, Planning and Board sites. Through a recent focus group facilitated as part of the Commission's rebranding initiative, the feedback for the Montgomery County Parks as well as Planning Department websites was unfavorable. Upgrades to the website were consistently mentioned when asked which recommendations they would make to improve the organization. This request is in support of the Planning and Board portions of this initiative.

Request for a New Web Team Position - IT Support Specialist I: \$83,000, 1.0 WY (ongoing)

Starting in FY10, the Web Team lost three positions during a restructuring, narrowing the Web Team staff to only two positions to handle the websites for Montgomery's Planning Department, Parks Department

and Planning Board. Since that time, the Web Team has become a part of the Communications Section within the Management Services Division of the Planning Department. Recently, more emphasis and expectations have been placed on the quality and quantity of product coming from the Web Team. This is a direct reflection of the expanding degree to which the community depends on web-based communications and information searching and the growing number of tools and sources being made available to (and expected by) the rapidly expanding on-line, web-focused community. There is an urgent need to add one (1) more full-time, career position to the Web Team to allow for quality control of content, regular web maintenance, service to the planning teams, and growth and implementation of new outreach tools such as social media, interactive maps, and video tools. The addition of this position to the Web Team (accomplished by funding a currently unfunded position within the Planning Department) would support the current Web Team staff and would help to better serve the organization by providing information and access to staff and the public on the Department's on-line offerings. As the Department

continues to grow and expand its community outreach efforts, additional resources for the Web Team are critical to the maintenance of our expanding and valuable public interface.

Enhanced Community Outreach	Total: \$127,800
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Community Outreach expansion initiative: \$77,800 (ongoing)

In an effort to be more transparent and to present all elements of the new community outreach initiative as a whole, all proposed cost increases across the entire Department have been aggregated into a single cost item for your consideration. Division chiefs have examined the proposed work program and projected expenditures for each project and master plan that would benefit from expanded engagement with the community. The Department has been introducing new outreach methods in an attempt to reach all segments of the population. The outreach budget includes, but is not limited to, costs for mailings, online social media outreach, special meeting exhibits and banners, as well as videography. This focused budgeting will allow for a more strategic approach when assessing return on investment and the appropriate mix of outreach tools that a planning team can use to reach their intended audience. The communication outreach budget reflects the work coming out of the Communications Team (publications, web and media) working in collaboration with the rest of the Montgomery Planning divisions.

General consulting funding request: \$50,000 (onetime)

Funding request for outside professional services for Community Outreach that will be used to facilitate the Aspen Hill and Vicinity Plan or other applicable planning projects.

Information Technology Upgrades	Total: \$180,000
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SAN Server Upgrade: \$80,000 (ongoing - annual cost for six years)

Total cost to upgrade the SAN server is \$400,000 for the Planning Department. This initiative would be funded through the Internal Service Fund (ISF) for six (6) years at an annual cost of approximately \$80,000 per year.

Funding will be used to replace existing SAN (Storage Area Network) servers, located in the MRO and Saddle Brook data centers, which have exceeded their expected lifecycle. These SAN servers provide

the data storage foundation for M-NCPPC's projects including Hansen, ProjectDox, EAM, Data Server and Virtualization, among others.

Desktop Virtualization: \$60,000 (one time)

End users are demanding more productivity from anywhere ... on any device ... at any time. and desktop virtualization is emerging as the solution. In this fiscal year, we are assessing which desktop virtualization technology is best for our Departments. In FY16, we expect to begin desktop virtualization by replacing aging PCs with inexpensive thin clients, or zero clients, as they are called. A thin client, essentially, is a remote console that provides a user interface to the virtual desktop. The entire computing takes place in the virtual environment in our data center, where virtual desktops reside, and provides these benefits:

- a consistent end-user experience, regardless of device,
- a secure and reliable backup and data recovery capability, and
- reduced support and hardware costs compared to maintaining individual desktops.

We are excited to strategically implement desktop virtualization over the next several years to meet our end user computing needs.

Professional services support for Project Docx: \$40,000 (ongoing)

Regulatory Application Review Software. Several years ago, the Planning Department embarked on an ambitious new effort that would allow us to accept and review regulatory applications and amendments online. Our contract with the vendor called for them to do the programming for three plan types, and we have now gone live with electronic review for preliminary plans, site plans and record plats. However, we still have several other plan types that we want to review electronically, such as Forest Conservation Plans, Water Quality Plans and others. Although the vendor has worked with us to train our IT staff so that they can continue the programming effort for these other plan types, we still rely on the vendor to help us with debugging the errors, to test the final product before it goes live, and to provide other types of support on an as needed basis. We are requesting \$40,000 annually to cover these costs.

Evolving Retail Trends Study	Total: \$150,000
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Evolving Retail Trends Study: \$150,000 (onetime)

With the focus on mixed-use development as a desirable way of addressing place-making objectives, it is imperative that we understand the retail trends influencing Montgomery County and position commercial areas, through the master planning process, for the future. E-commerce is among the trends shaping the retail environment. Other trends - including changing economic conditions, a drop in real earning power, changing demographics, and an aging population - already influence the way people shop. These trends will further influence land use change and the long term viability of many commercial areas in Montgomery County. It is essential to future planning activities to reflect these trends and incorporate changes into the vision for communities.

Facility Repairs to MRO Building	Total: \$175,800
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Facility Repairs Budget Requirements: \$175,800 (ongoing)

The FY15 Adopted budget reflects a significant reduction in funding (\$194,800) for the maintenance of and critical repairs to the MRO Building. This reduction was in response to the Executive’s requirement that we reduce the M-NCPPC proposed FY15 budget by \$344,800.

The MRO Building is an aging facility and, although we hope to be moving to the new Wheaton Headquarters by early 2019, we must maintain a functional, comfortable and safe work environment for our employees. We anticipate a number of small expenses in terms of general contracting for painting, electrical repairs, and maintenance.

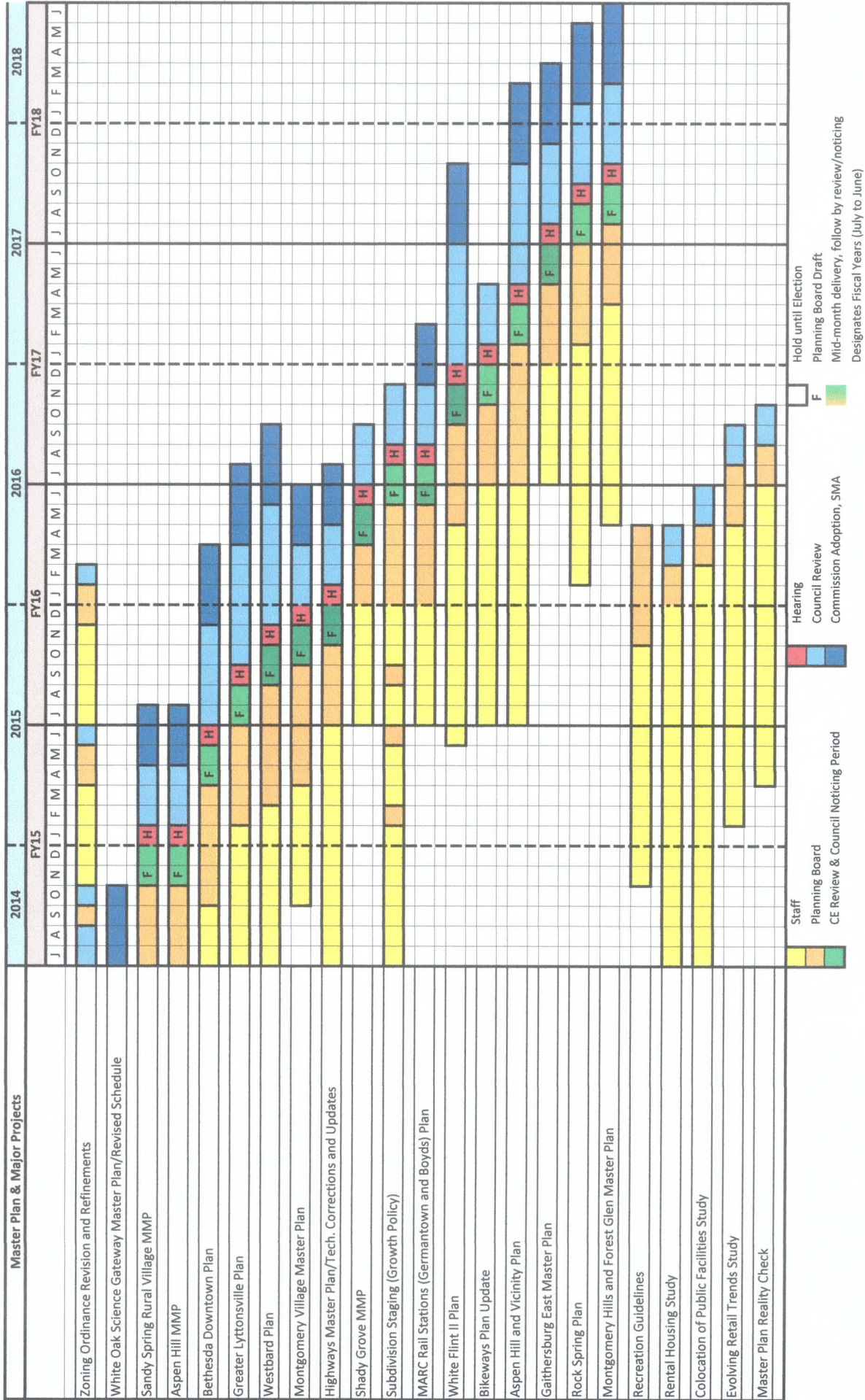
Conclusion

The Planning Department has put great thought into preparing the FY16 Proposed Budget. Staff is mindful of the cost pressures facing the Planning Department from benefits, retirement, and mandated obligations, as well as the concerns of the residents in terms of excellent planning, communication and outreach. The FY16 budget request shows our commitment to continue to provide the best services possible to County residents with a 3.6% increase over the FY15 budget.

Staff is requesting approval from the Planning Board to proceed to finalize the FY16 Planning Department’s operating budget at the Base Budget plus Essential Needs/New Initiatives level.

The Planning Department is currently scheduled to return on November 20 to seek final approval of specific funding levels for the FY16 Proposed Budgets for the Planning Department and Special Revenue Funds.

FY16 Proposed Master Plan and Major Projects Schedule



Hold until Election
 Planning Board Draft
 Mid-month delivery, follow by review/noticing
 Designates Fiscal Years (July to June)

Hearing
 Council Review
 Commission Adoption, SMA

Staff
 Planning Board
 CE Review & Council Noticing Period

Staff
 Planning Board
 CE Review & Council Noticing Period

SUMMARY OF 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. The largest or most notable special revenue fund is Development Review Special Revenue Fund.

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PLANNING DEPARTMENT TOTAL
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2016**

	<u>FY 14 Actual</u>	<u>FY 15 Budget</u>	<u>FY 15 Estimate</u>	<u>FY 16 Proposed</u>	<u>% Change</u>
Revenues:					
Intergovernmental	\$ 15,000	\$ -	\$ -	\$ -	na
Sales	16,282	20,000	4,500	7,000	(65.0%)
Charges for Services	1,916,335	1,825,000	1,825,000	1,825,000	0.0%
Rentals and Concessions	-	-	-	-	na
Interest	16,020	7,800	6,800	5,300	(32.1%)
Miscellaneous	154,595	90,000	90,000	99,000	10.0%
Total Revenues	<u>2,118,232</u>	<u>1,942,800</u>	<u>1,926,300</u>	<u>1,936,300</u>	<u>(0.3%)</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	na
Supplies and Materials	2,660	4,700	4,700	7,000	48.9%
Other Services and Charges	241,699	750,250	470,000	718,000	(4.3%)
Capital Outlay	-	45,000	45,000	-	(100.0%)
Other Classifications	-	-	-	-	na
Chargebacks	3,076,800	3,095,254	3,095,254	3,097,033	0.1%
Total Expenditures	<u>3,321,159</u>	<u>3,895,204</u>	<u>3,614,954</u>	<u>3,822,033</u>	<u>(1.9%)</u>
Excess of Revenues over Expenditures	<u>(1,202,927)</u>	<u>(1,952,404)</u>	<u>(1,688,654)</u>	<u>(1,885,733)</u>	<u>(3.4%)</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	500,000	na
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>na</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	na
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>na</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>na</u>
Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>\$ (1,202,927)</u>	<u>\$ (1,952,404)</u>	<u>\$ (1,688,654)</u>	<u>\$ (1,385,733)</u>	<u>(29.0%)</u>
Fund Balance - Beginning	5,770,929	4,076,348	4,568,002	2,879,348	(29.4%)
Fund Balance - Ending	<u>\$ 4,568,002</u>	<u>\$ 2,123,944</u>	<u>\$ 2,879,348</u>	<u>\$ 1,493,615</u>	<u>(29.7%)</u>

Montgomery County

Special Revenue Funds: Traffic Mitigation Program

The Traffic Mitigation Special Revenue Fund account supports the regulatory process to ensure compliance with traffic mitigation agreements from approved development. Revenues are received from developers on an annual basis. This account is designated to pay for the independent monitoring of development agreements and to ensure that each meets and maintains its trip reduction goal.

SUMMARY OF FY16 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS TRAFFIC MITIGATION PROGRAM					
Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016					
	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	na
Sales	-	-	-	-	na
Charges for Services	-	-	-	-	na
Rentals and Concessions	-	-	-	-	na
Interest	195	-	-	100	na
Miscellaneous	7,136	20,000	20,000	24,000	20.0%
Total Revenues	<u>7,331</u>	<u>20,000</u>	<u>20,000</u>	<u>24,100</u>	<u>20.5%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	na
Supplies and Materials	-	-	-	-	na
Other Services and Charges	27,432	20,000	20,000	24,000	20.0%
Capital Outlay	-	-	-	-	na
Other Classifications	-	-	-	-	na
Chargebacks	-	-	-	-	na
Total Expenditures	<u>27,432</u>	<u>20,000</u>	<u>20,000</u>	<u>24,000</u>	<u>20.0%</u>
Excess of Revenues over Expenditures	<u>(20,101)</u>	<u>-</u>	<u>-</u>	<u>100</u>	<u>na</u>
Other Financing Sources (Uses):					
Transfers In	-	-	-	-	na
Administration Fund	-	-	-	-	na
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>na</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	na
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>na</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>na</u>
Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (20,101)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100</u>	<u>na</u>
Fund Balance - Beginning	<u>75,385</u>	<u>75,485</u>	<u>55,284</u>	<u>55,284</u>	<u>(26.8%)</u>
Fund Balance - Ending	<u>\$ 55,284</u>	<u>\$ 75,485</u>	<u>\$ 55,284</u>	<u>\$ 55,384</u>	<u>(26.6%)</u>

Montgomery County

Special Revenue Funds: Historic Preservation - County

The Historic Preservation Special Revenue Fund account was established to manage funds derived from the annual contract between Montgomery County and the Planning Department to partially fund staff support to the Montgomery County Historic Preservation Commission (HPC). In FY14, the County Council ended the practice of funding historic preservation activities through the historic preservation NDA, instead increasing the appropriation for MNCPPC Administration Fund by \$254,840 to fund these activities. The historic preservation special revenue fund remains in place as a source of funding for grant projects and sale of publications. Staff also administers additional grants from the State of Maryland, in support of historic preservation functions.

SUMMARY OF FY16 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
 HISTORIC PRESERVATION - COUNTY NON-DEPARTMENTAL ACCOUNT
 Summary of Revenues, Expenditures, and Changes in Fund Balance
 PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Intergovernmental	\$ 15,000	\$ -	\$ -	\$ -	na
Sales	60	-	2,500	5,000	na
Charges for Services	-	-	-	-	na
Rentals and Concessions	-	-	-	-	na
Interest	-	-	-	100	na
Miscellaneous	-	-	-	-	na
Total Revenues	15,060	-	2,500	5,100	na
Expenditures by Major Object:					
Personnel Services	-	-	-	-	na
Supplies and Materials	-	-	-	-	na
Other Services and Charges	9,000	61,000	30,000	39,000	(36.1%)
Capital Outlay	-	-	-	-	na
Other Classifications	-	-	-	-	na
Chargebacks	-	-	-	-	na
Total Expenditures	9,000	61,000	30,000	39,000	(36.1%)
Excess of Revenues over Expenditures	6,060	(61,000)	(27,500)	(33,900)	(44.4%)
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	na
Total Transfers In	-	-	-	-	na
Transfers In/(Out)-					
Administration Account	-	-	-	-	na
Total Transfers (Out)	-	-	-	-	na
Total Other Financing Sources (Uses)	-	-	-	-	na
Financing Sources over (under)					
Expenditures and Other Financing					
Uses	\$ 6,060	\$ (61,000)	\$ (27,500)	\$ (33,900)	(44.4%)
Fund Balance - Beginning	60,625	60,725	66,685	39,185	(35.5%)
Fund Balance - Ending	\$ 66,685	\$ (275)	\$ 39,185	\$ 5,285	NA

Montgomery County

Special Revenue Funds: GIS Data Sales

Council directed the Commission to set up the GIS Data Sales Special Revenue Fund in order to recover the costs of maintaining key GIS data on a routine basis as dictated by the County GIS strategic plan. The account is administered by the IS/GIS team within the ITI division (Information Technology and Innovation). These funds are then used for consultant services which update those plan/topographic map layers. Revenue for this fund used to come from the sale of GIS data to the development community. In fiscal year 2015, the sale of digital GIS data was ended at the request of the Montgomery County Council and by State law enacted for the purpose of providing open data to the public. Map sales, not digital data, is the remaining revenue source for this fund.

SUMMARY OF FY16 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
GIS DATA SALES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	na
Sales	16,222	20,000	2,000	2,000	(90.0%)
Charges for Services	-	-	-	-	na
Rentals and Concessions	-	-	-	-	na
Interest	349	-	-	100	na
Miscellaneous	-	-	-	-	na
Total Revenues	<u>16,571</u>	<u>20,000</u>	<u>2,000</u>	<u>2,100</u>	<u>(89.5%)</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	na
Supplies and Materials	-	-	-	-	na
Other Services and Charges	(9,316)	120,000	-	120,000	0.0%
Capital Outlay	-	-	-	-	na
Other Classifications	-	-	-	-	na
Chargebacks	-	-	-	-	na
Total Expenditures	<u>(9,316)</u>	<u>120,000</u>	<u>-</u>	<u>120,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>25,887</u>	<u>(100,000)</u>	<u>2,000</u>	<u>(117,900)</u>	<u>17.9%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	na
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>na</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	na
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>na</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>na</u>
Financing Sources over (under)					
Expenditures and Other Financing					
Uses	<u>\$ 25,887</u>	<u>\$ (100,000)</u>	<u>\$ 2,000</u>	<u>\$ (117,900)</u>	<u>17.9%</u>
Fund Balance - Beginning	<u>123,890</u>	<u>139,990</u>	<u>149,777</u>	<u>151,777</u>	<u>8.4%</u>
Fund Balance - Ending	<u>\$ 149,777</u>	<u>\$ 39,990</u>	<u>\$ 151,777</u>	<u>\$ 33,877</u>	<u>(15.3%)</u>

Montgomery County

Special Revenue Funds: Environmental/Forest Conservation Penalties

The Forest Conservation Penalty Fund receives 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, contractual help to digitize easements for posting on the web site and obtaining equipment and training necessary for the forest conservation inspectors to perform their duties. FY16 expenditures will be less than FY15 expenditures because FY15 included the purchase of a new vehicle for an inspector.

SUMMARY OF FY16 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
ENVIRONMENTAL/FOREST CONSERVATION PENALTIES**
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	na
Sales	-	-	-	-	na
Charges for Services	-	-	-	-	na
Rentals and Concessions	-	-	-	-	na
Interest	131	-	-	-	na
Miscellaneous	23,875	25,000	25,000	25,000	0.0%
Total Revenues	<u>24,006</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services					
Supplies and Materials	418	2,200	2,200	4,000	81.8%
Other Services and Charges	6,180	20,000	20,000	20,000	0.0%
Capital Outlay	-	45,000	45,000	-	(100.0%)
Other Classifications	-	-	-	-	na
Chargebacks	-	-	-	-	na
Total Expenditures	<u>6,598</u>	<u>67,200</u>	<u>67,200</u>	<u>24,000</u>	<u>(64.3%)</u>
Excess of Revenues over Expenditures	<u>17,408</u>	<u>(42,200)</u>	<u>(42,200)</u>	<u>1,000</u>	<u>NA</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	na
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>na</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	na
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>na</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>na</u>
Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>\$ 17,408</u>	<u>\$ (42,200)</u>	<u>\$ (42,200)</u>	<u>\$ 1,000</u>	<u>NA</u>
Fund Balance - Beginning	<u>44,798</u>	<u>47,898</u>	<u>62,206</u>	<u>20,006</u>	<u>(58.2%)</u>
Fund Balance - Ending	<u>\$ 62,206</u>	<u>\$ 5,698</u>	<u>\$ 20,006</u>	<u>\$ 21,006</u>	<u>268.7%</u>

Montgomery County Special Revenue Funds: Development Review Special Revenue Account

The Development Review Special Revenue Fund 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, sketch plans, project plans, and site plans.

It was originally anticipated that fees could be adjusted as necessary to recover the necessary costs. However, the slowdown in the economy led to a widening gap between costs incurred and fees received. Moreover, fees could not be raised to inordinately high levels to cover the gap. Therefore, transfers were made from the Administration Fund to cover the gap in years of low economic development. However, after a string of exceptional revenue years in fiscal years 12 and 13 transfers were not needed from the Administrative Fund for fiscal years 14 and 15.

FY14 revenues were lower than FY12 and FY13 revenues and FY15 revenues are also anticipated to be lower than FY12 and FY13 revenues. Revenues for FY 12 and FY 13 were higher than normal because there was a first time demand by property owners to take advantage of the CR zone in White Flint and the Great Seneca Science Corridor. Also, the Planning Department lowered its application fees in the second half of FY12 for applicants that submit combined project plans/preliminary plans or site plans. At the end of FY14, the fund was projected to have sufficient fund balance to meet reserve needs for FY15. Therefore, the Department did not request a transfer from the Administration Fund in FY15. As previously projected, ongoing revenue in the DR SRF will not cover projected expenditures, necessitating the continued use of fund balance. Without restoring the transfer from the Administration Fund to the SRF, the fund balance will approach the minimum responsible level of 15% of expenditures. With the volatility of development review activity and the fact that activity that generates revenues in this fund is going down, it is proposed that the transfer be reinstated at a level of \$500,000 for FY16. With current projections, this will allow for future transfers to rise more gradually to the \$1.5M level that would be needed to maintain the current level of expenditures.

FY15 interest income is based on Montgomery County government figures.

Montgomery County Special Revenue Funds: Development Review Special Revenue Account

SUMMARY OF FY16 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS DEVELOPMENT REVIEW

Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16* Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	na
Sales	-	-	-	-	na
Charges for Services	1,916,335	1,825,000	1,825,000	1,825,000	0.0%
Rentals and Concessions	-	-	-	-	na
Interest	13,360	7,000	6,000	4,000	(42.9%)
Miscellaneous	-	-	-	-	na
Total Revenues	1,929,696	1,832,000	1,831,000	1,829,000	(0.2%)
Expenditures by Major Object:					
Personnel Services	-	-	-	-	na
Supplies and Materials	-	-	-	-	na
Other Services and Charges	50,755	129,250	-	35,000	(72.9%)
Capital Outlay	-	-	-	-	na
Other Classifications	-	-	-	-	na
Chargebacks	3,076,800	3,095,254	3,095,254	3,097,033	0.1%
Total Expenditures	3,127,555	3,224,504	3,095,254	3,132,033	(2.9%)
Excess of Revenues over Expenditures	(1,197,859)	(1,392,504)	(1,264,254)	(1,303,033)	(6.4%)
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	500,000	na
Total Transfers In	-	-	-	500,000	na
Transfers In/(Out)-					
Administration Account	-	-	-	-	na
Total Transfers (Out)	-	-	-	-	na
Total Other Financing Sources (Uses)	-	-	-	500,000	na
Financing Sources over (under) Expenditures and Other Financing Uses					
	\$ (1,197,859)	\$ (1,392,504)	(1,264,254)	(803,033)	(42.3%)
Fund Balance - Beginning	4,634,929	3,268,848	3,437,070	2,172,816	(33.5%)
Fund Balance - Ending	\$ 3,437,070	\$ 1,876,344	\$ 2,172,816	\$ 1,369,783	(27.0%)

Notes:

* New proposed expenditure (\$35K). Transaction charges for new Point of Sale (POS) system. Charges incur based on percentage of revenues collected. Actual cost will be distributed among all the Special Revenue Funds based on the revenues collected in each fund.

* We received higher than expected revenues in the early part of FY15 which could be due to expanded development applications following the approval of the new Zoning Ordinance. Staff feels that this will drop off in the latter part of FY15, but the degree and timing are uncertain. If revenue collection continues to be at this level for the next few months of FY15 we will retract our request for the transfer of \$500,000 from the Administration Fund to Development Review Special Revenue Fund.

Montgomery County

Special Revenue Funds: Forest Conservation

The Forest Conservation Special Revenue Fund account collects fees paid by developers in lieu of planting forest. By law, this fund can only be used for forest planting, protection, and maintenance and for planting trees to create a canopy in urban areas. Examples of past expenditures include the planting and maintenance of riparian forests in the Reddy Branch Stream Valley Park; along Beach Drive in Meadowbrook Park; along Watts Branch near Lake Potomac Drive, and at Rachel Carson Park. In FY16, we anticipate expanding the planting areas in all of these environmental sensitive areas; planting between the ICC and Lake Needwood; and planting within the Oak Ridge Conservation Park that is in the Little Bennett watershed. The Fund supports the Planning Department's "Leaves for Neighborhoods" project, which provides a coupon to Montgomery County residents for the purchase of native canopy trees, and for the "Shades of Green" program, which funds planting of new canopy trees on private lands in central business districts. The Fund finances work by University of Vermont researchers to detail the amount of forest and tree cover in Montgomery County. Funds in the account are also 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.

SUMMARY OF FY16 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS FOREST CONSERVATION					
Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016					
	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	na
Sales	-	-	-	-	na
Charges for Services	-	-	-	-	na
Rentals and Concessions	-	-	-	-	na
Interest	1,984	800	800	1,000	25.0%
Miscellaneous	123,584	45,000	45,000	50,000	11.1%
Total Revenues	125,568	45,800	45,800	51,000	11.4%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	na
Supplies and Materials	2,242	2,500	2,500	3,000	20.0%
Other Services and Charges	157,648	400,000	400,000	480,000	20.0%
Capital Outlay	-	-	-	-	na
Other Classifications	-	-	-	-	na
Chargebacks	-	-	-	-	na
Total Expenditures	159,890	402,500	402,500	483,000	20.0%
Excess of Revenues over Expenditures	(34,322)	(356,700)	(356,700)	(432,000)	21.1%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	na
Total Transfers In	-	-	-	-	na
Transfers In/(Out)-					
Administration Account	-	-	-	-	na
Total Transfers (Out)	-	-	-	-	na
Total Other Financing Sources (Uses)	-	-	-	-	na
Financing Sources over (under) Expenditures and Other Financing Uses	\$ (34,322)	\$ (356,700)	\$ (356,700)	\$ (432,000)	21.1%
Fund Balance - Beginning	831,302	483,402	796,980	440,280	(8.9%)
Fund Balance - Ending	\$ 796,980	\$ 126,702	\$ 440,280	\$ 8,280	(93.5%)