



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

Planning Department, Montgomery County, Maryland

8787 Georgia Avenue Silver Spring, Maryland 20910

MCPB Date: 11/17/16

Agenda Item # 3

**MEMORANDUM**

DATE: November 10, 2016

TO: Montgomery County Planning Board

VIA: Gwen Wright, Director, Planning Department *GW*  
Rose Krasnow, Deputy Director, Planning Department *RK*

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

SUBJECT: Approval of Planning Department's FY18 Proposed Budget

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**Action Requested:** Approval of the FY18 Proposed Budget funding and staffing levels.

**Background**

At its September 15 meeting, the Planning Board received a presentation from the Commission's Department of Human Resources and Management (DHRM) on the FY18 budget process including key trends and the budget outlook, strategy, and timeline.

DHRM reported that the assessable base for Montgomery County grew by 13% from FY13-FY17, gradually reversing the declining trends that were encountered in FY11-FY13. The Montgomery County Office of Management and Budget estimates that the assessable base will grow by 5% in FY18.

Following this meeting, the Planning Department had an FY18 operating budget worksession with the Planning Board on October 20 where the Board approved the Department's request to prepare the budget as proposed at the base budget plus new initiative level.

**FY18 Proposed Budget Overview**

The Planning Department's FY18 proposed budget is \$20,278,944 which reflects the base budget plus new initiatives. This proposed budget is an increase of \$73,238 or 0.4% from the FY17 adopted budget.

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

- Attachment A - Updated FY18 Budget Summary Chart with New Initiatives List
- Attachment B - FY18 Proposed Expenditure Budget by Division
- Attachment C - FY18 Proposed Positions/Workyears by Division
- Attachment D - FY18 Work Program Crosswalk of the Workyear Allocation by Division
- Attachment E - FY18 Work Program Crosswalk of the Budget Allocation by Program Element
- Attachment F - FY18 Special Revenue Fund – Synopsis Description
- Attachment G - FY18 Master Plan and Major Projects Schedule

As a reminder, the FY18 personnel costs do not include any assumption for a salary adjustment as those costs and Other Post Employment Benefit (OPEB) costs are included in a Non-Departmental Account.

## Known Operating Commitments

The Planning Department's FY18 known operating commitments, mandated, contractual, and inflationary increases for the operations of the department are:

CPI increase for contracts and supplies	\$77,000
Adjustments in Risk Management	\$31,200
Adjustments in Departmental Chargebacks to CAS	(\$58,000)
Debt Service for Internal Service Fund Capital Equipment	<u>\$95,000</u>
Total of Major Known Operating Commitments	\$145,400

## Lapse and Staffing

For FY18, the Department plans to maintain an approximate 4.5% lapse rate and its current budgeted staffing level of 151 positions (146.85 work years). This level includes: 140.24 funded work years, 6.61 lapsed work years, and three (3) unfunded positions.

## Fees and Revenue Estimates

The majority of the Department's budget is tax supported, funded through the Administration Fund. There are also revenues received through charges for services, fees for materials and established Special Revenue Funds. The Department **anticipates \$203,400 in fees from service charges** and other program fees in FY18.

The Department also receives an appropriation in revenue from the Water Quality Protection Fund to offset costs that will be incurred in FY18 to provide specific activities consistent with the intent of the Fund such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY18, the Department is requesting **an increase of \$10,400** (a 2.8% increase) for an overall **appropriation of \$380,300** to cover the FY17 compensation increases. The appropriation was not increased during the FY17 budget process due to the uncertainty of the requested compensation increases being approved.

## Special Revenue Fund

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

The Special Revenue budget is comprised of several separate funds. Special Revenue Fund budgets are prepared as a proposal for revenues, expenditures, and fund balances. Special Revenue fund balances are not shown consolidated with the tax supported funds to avoid confusing the resources of one fund type with another.

The Special Revenue Fund has an estimated beginning balance of \$3,072,313. The proposed FY18 budget reflects revenues of \$2,119,300 and expenditures of \$3,788,200. The Department is requesting a **transfer in the amount of \$500,000 from the Administration Fund to the Development Review Special Revenue Fund**. This will leave an ending balance of \$1,903,413 (with the \$500,000 transfer).

## Development Review Special Revenue Account – Chargebacks and Transfers Out

The Planning Department is proposing to increase the chargebacks to the Development Revenue Special Revenue Account (DR-SRA) by \$90,078. Of this increase, \$4,878 is from the Legal and Finance Departments for their services. The remaining \$85,200 increase (2.8%) is from the Planning Department to cover the FY17 compensation increases. The chargeback was not increased during the FY17 budget process due to the uncertainty of the requested compensation increases being approved.

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, FY13, FY15, and in FY16 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 and due to sufficient fees being collected during those fiscal years, the Council did not approve a transfer from the Administration Fund in FY14, FY15 and FY16. A \$500,000 transfer was approved for FY17. In the interest of being prudent and not overestimating revenue that may or may not come in during the remaining three quarters of FY17, we are requesting \$500,000 in FY18 to cover potential shortfalls.



The chart below shows the FY18 proposed revenues, expenditures, and the transfer in for the Special Revenue Fund.

Planning Department FY18 Special Revenue Fund Summary	FY18 Estimated Beginning Balance	FY18 Proposed Revenue	FY18 Proposed Expenditure	FY18 Projected Ending Balance
Traffic Mitigation Program	\$71,045	\$20,200	\$20,000	\$71,245
Historic Preservation	\$5,333	\$2,000	\$6,000	\$1,333
Map Sales	\$121,827	\$1,800	\$100,000	\$23,627
Environmental/Forest Conserv Penalties	\$115,635	\$25,300	\$24,000	\$116,935
Development Review SRA	\$2,041,489	\$2,016,300	\$3,335,200	\$722,589
Forest Conservation	\$716,984	\$53,700	\$303,000	\$467,684
<b>TOTAL before Transfer In</b>	<b>\$3,072,313</b>	<b>\$2,119,300</b>	<b>\$3,788,200</b>	<b>\$1,403,413</b>
DR-SRA Transfer In		\$500,000		\$500,000
<b>TOTAL after Transfer In</b>	<b>\$3,072,313</b>	<b>\$2,619,300</b>	<b>\$3,788,200</b>	<b>\$1,903,413</b>

A synopsis of the special revenue accounts included in the FY18 proposed budget are included in **Attachment F**.

#### **Work Program Overview**

The Planning Department's FY18 Work Program is organized into four major components: (1) Master Planning Program; (2) Regulatory Planning Program; (3) Information Resources; and (4) Management and Administration. See work program details in **Attachment D and Attachment E**.

#### **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. Details were provided at the budget worksession on October 20 (see **Attachment A**).

#### **Summary**

The Planning Department has put great thought into preparing the FY18 Proposed Budget. Staff is mindful of the cost pressures facing the County as well as the concerns of the residents in terms of excellent planning, communication and outreach. The FY18 budget request shows our commitment to continue to provide the best services possible to County residents with a 0.4% increase as compared to the FY17 budget.

Staff is requesting approval from the Planning Board to proceed to finalize the FY18 Planning Department's operating budget and Special Revenue Fund budget as proposed.

**MONTGOMERY COUNTY PLANNING DEPARTMENT  
PRELIMINARY FY18 OPERATING BUDGET REQUEST**

		<b>% Change</b>
	<b>FY17 Adopted Budget</b>	<b>\$20,205,706</b>
<b>FY18 BASE BUDGET CHANGES</b>		
	Salaries & Benefits	(\$23,000)
	Major known commitment – CPI Increase	\$77,000
	Major known commitment – Risk Management	\$31,200
	Debt Service for Internal Service Fund Capital Equipment	\$95,000
	Chargebacks for CAS Services	(\$94,762)
	Increase in Chargebacks to Development Review Special Revenue Fund	(\$85,200)
	<b>Subtotal - Base Budget Changes</b>	<b><u>\$238</u>      <u>0.0%</u></b>
<b>Less: FY17 One-time Expenses</b>		<b><u>(\$787,000)</u>      <u>(3.9%)</u></b>
<b>Add: Proposed One-time Initiatives</b>		
	Assessment/research for a Future General Plan Update	\$75,000
	The Missing Middle – Design and Economics Study	\$50,000
	New Roadway Functional Classification System	\$100,000
	Integrated Multi-Modal GIS Network	\$35,000
	Agri-Tourism Study	\$50,000
	University of Maryland's National Center for Smart Growth partnership for assistance for the assessment/research for a future General Plan Update, Bikeways Plan Update/Monitoring, and Makeover Montgomery 4 Conference	\$300,000
	M-NCPPC 90 <sup>th</sup> Anniversary Celebration	\$10,000
	Transportation and Design Studies - Gaithersburg East Master Plan	\$40,000
	Traffic Generation from Mixed-Use Development Projects Study	\$75,000
	Tools and Analyses for Increased Biennial Transportation Monitoring	\$25,000
	Transportation Analysis Supporting Bicycling Planning (every 2 years)	\$50,000
	<b>Subtotal – Proposed One-Time Changes</b>	<b><u>\$810,000</u>      <u>4.0%</u></b>
<b>Add: Proposed On-going Changes</b>		
	Placemaking Initiatives	\$50,000
	<b>Subtotal – Proposed On-going Changes</b>	<b><u>\$50,000</u>      <u>0.2%</u></b>
	<b>Net Change from FY17 Adopted to FY18 Proposed Budget</b>	<b><u>\$73,238</u>      <u>0.4%</u></b>
	<b>* FY18 Proposed Budget Plus Essential Needs/New Initiatives</b>	<b><u>\$20,278,944</u>      <u>0.4%</u></b>

**Note:**

\*Total includes the \$500K transfer to the Development Review Special Revenue Fund. Total does not include compensation marker, Other Post Employment Benefits (OPEB) PayGo and OPEB prefunding as they are budgeted in the Administration Fund's non-departmental account.



**MONTGOMERY COUNTY PLANNING DEPARTMENT**  
**Expenditures by Division by Type**  
**PROPOSED BUDGET FISCAL YEAR 2018**

	<b>FY 16 Actual</b>	<b>FY 17 Adopted</b>	<b>FY18 Proposed</b>	<b>% Change</b>
<b><u>Office of The Planning Director</u></b>				
Personnel Services	702,913	887,101	1,005,098	13.3%
Supplies and Materials	8,702	10,700	10,000	-6.5%
Other Services and Charges	255,110	60,450	100,600	66.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>966,726</b>	<b>958,251</b>	<b>1,115,698</b>	<b>16.4%</b>
<b><u>Management Services</u></b>				
Personnel Services	1,920,068	2,030,320	2,070,310	2.0%
Supplies and Materials	44,538	9,510	15,250	60.4%
Other Services and Charges	290,691	139,340	218,200	56.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>2,255,297</b>	<b>2,179,170</b>	<b>2,303,760</b>	<b>5.7%</b>
<b><u>Functional Planning &amp; Policy</u></b>				
Personnel Services	2,201,079	2,539,607	2,440,915	-3.9%
Supplies and Materials	2,634	5,800	5,000	-13.8%
Other Services and Charges	383,836	532,725	541,925	1.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>2,587,549</b>	<b>3,078,132</b>	<b>2,987,840</b>	<b>-2.9%</b>
<b><u>Area 1</u></b>				
Personnel Services	2,017,937	1,914,744	1,925,202	0.5%
Supplies and Materials	892	7,000	6,000	-14.3%
Other Services and Charges	61,946	256,900	65,400	-74.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(623,600)	(716,700)	(776,700)	8.4%
<b>Total</b>	<b>1,457,174</b>	<b>1,461,944</b>	<b>1,219,902</b>	<b>-16.6%</b>
<b><u>Area 2</u></b>				
Personnel Services	2,508,258	2,543,799	2,630,678	3.4%
Supplies and Materials	9,244	5,700	1,500	-73.7%
Other Services and Charges	76,149	100,200	54,700	-45.4%
Capital Outlay	32,999	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(604,900)	(632,900)	(544,400)	-14.0%
<b>Total</b>	<b>2,021,749</b>	<b>2,016,799</b>	<b>2,142,478</b>	<b>6.2%</b>
<b><u>Area 3</u></b>				
Personnel Services	2,311,464	2,653,319	2,450,270	-7.7%
Supplies and Materials	2,120	4,000	4,000	0.0%
Other Services and Charges	201,162	100,650	64,450	-36.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(561,300)	(716,700)	(776,700)	8.4%
<b>Total</b>	<b>1,953,446</b>	<b>2,041,269</b>	<b>1,742,020</b>	<b>-14.7%</b>



**MONTGOMERY COUNTY PLANNING DEPARTMENT**  
**Expenditures by Division by Type**  
**PROPOSED BUDGET FISCAL YEAR 2018**

	<b>FY 16 Actual</b>	<b>FY 17 Adopted</b>	<b>FY18 Proposed</b>	<b>% Change</b>
<b><u>Dev. Applications &amp; Regulatory Coordination</u></b>				
Personnel Services	1,876,198	2,064,365	1,931,812	-6.4%
Supplies and Materials	2,129	9,400	10,150	8.0%
Other Services and Charges	11,189	19,600	18,000	-8.2%
Capital Outlay	84,180	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,147,700)	(975,200)	(1,028,900)	5.5%
<b>Total</b>	<b>825,997</b>	<b>1,118,165</b>	<b>931,062</b>	<b>-16.7%</b>
<b><u>Information Technology and Innovation</u></b>				
Personnel Services	2,014,392	2,111,953	2,273,042	7.6%
Supplies and Materials	411,486	248,291	247,169	-0.5%
Other Services and Charges	934,884	857,475	957,184	11.6%
Capital Outlay	113,163	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>3,473,925</b>	<b>3,217,719</b>	<b>3,477,395</b>	<b>8.1%</b>
<b><u>Research and Special Projects</u></b>				
Personnel Services	786,410	1,046,656	1,026,537	-1.9%
Supplies and Materials	876	600	750	25.0%
Other Services and Charges	276,002	299,900	441,640	47.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>1,063,288</b>	<b>1,347,156</b>	<b>1,468,927</b>	<b>9.0%</b>
<b><u>Support Services</u></b>				
Personnel Services	6,691	38,800	53,800	38.7%
Supplies and Materials	152,680	143,700	141,300	-1.7%
Other Services and Charges	1,605,386	1,869,601	1,959,763	4.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	85,000	85,000	85,000	0.0%
<b>Total</b>	<b>1,849,757</b>	<b>2,137,101</b>	<b>2,239,863</b>	<b>4.8%</b>
<b><u>Grants</u></b>				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	-	-	-	-
<b>Total</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>
<b><u>Total Planning Department</u></b>				
Personnel Services	16,345,409	17,830,664	17,807,664	-0.1%
Supplies and Materials	635,300	444,701	441,119	-0.8%
Other Services and Charges	4,096,355	4,236,841	4,421,862	4.4%
Capital Outlay	230,342	-	-	-
Other Classifications	-	150,000	150,000	0.0%
Chargebacks	(2,852,500)	(2,956,500)	(3,041,700)	2.9%
<b>Total</b>	<b>18,454,906</b>	<b>19,705,706</b>	<b>19,778,944</b>	<b>0.4%</b>



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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>Office of The Planning Director</u></b>						
Full-Time Career	4.00	4.00	5.00	5.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>
Term Contract		-		-		-
Seasonal/Intermittent		-		-		-
Chargebacks		-		-		-
Less Lapse		-		-		-
<b>Subtotal Director's Office</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>
<b><u>Management Services</u></b>						
Full-Time Career	17.00	17.00	17.00	17.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Chargebacks		-		-		-
Less Lapse		(1.00)		(1.00)		(0.87)
<b>Subtotal Management Services</b>	<b>18.00</b>	<b>16.75</b>	<b>18.00</b>	<b>16.75</b>	<b>18.00</b>	<b>16.88</b>
<b><u>Functional Planning and Policy</u></b>						
Full-Time Career	18.00	18.00	19.00	19.00	19.00	19.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
<b>Career Total</b>	<b>19.00</b>	<b>18.50</b>	<b>20.00</b>	<b>19.50</b>	<b>20.00</b>	<b>19.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		-		-		-
Less Lapse		-		-		(1.03)
<b>Subtotal Functional Planning &amp; Policy</b>	<b>19.00</b>	<b>18.50</b>	<b>20.00</b>	<b>19.50</b>	<b>20.00</b>	<b>18.47</b>
<b><u>AREA 1</u></b>						
Full-Time Career	17.00	17.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>17.00</b>	<b>17.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(5.00)		(5.55)		(5.85)
Less Lapse		(1.00)		(1.00)		(0.80)
<b>Subtotal Area 1</b>	<b>17.00</b>	<b>11.00</b>	<b>16.00</b>	<b>9.45</b>	<b>16.00</b>	<b>9.35</b>
<b><u>AREA 2</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		(4.85)		(4.90)		(4.10)
Less Lapse		(1.00)		(1.00)		(1.11)
<b>Subtotal Area 2</b>	<b>21.00</b>	<b>15.15</b>	<b>21.00</b>	<b>15.10</b>	<b>21.00</b>	<b>15.79</b>

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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>AREA 3</u></b>						
Full-Time Career	21.00	21.00	21.00	21.00	20.00	20.00
Part-Time Career	1.00	0.70	1.00	0.70	1.00	0.70
<b>Career Total</b>	<b>22.00</b>	<b>21.70</b>	<b>22.00</b>	<b>21.70</b>	<b>21.00</b>	<b>20.70</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.50)	-	(5.55)	-	(5.85)
Less Lapse	-	(1.00)	-	(1.00)	-	(1.03)
<b>Subtotal Area 3</b>	<b>22.00</b>	<b>16.20</b>	<b>22.00</b>	<b>15.15</b>	<b>21.00</b>	<b>13.82</b>
<b><u>Dev Applications &amp; Regulatory Coord</u></b>						
Full-Time Career	20.00	20.00	20.00	20.00	19.00	19.00
Part-Time Career	1.00	0.90	1.00	0.90	1.00	0.90
<b>Career Total</b>	<b>21.00</b>	<b>20.90</b>	<b>21.00</b>	<b>20.90</b>	<b>20.00</b>	<b>19.90</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(9.20)	-	(7.55)	-	(7.75)
Less Lapse	-	(1.00)	-	(1.00)	-	(0.81)
<b>Subtotal Dev Applicat. &amp; Reg. Coord.</b>	<b>21.00</b>	<b>10.70</b>	<b>21.00</b>	<b>12.35</b>	<b>20.00</b>	<b>11.34</b>
<b><u>Information Technology &amp; Innovation</u></b>						
Full-Time Career	17.00	17.00	17.00	17.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>18.00</b>	<b>18.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(1.00)	-	(1.00)	-	(0.96)
<b>Subtotal Info Tech &amp; Innovation</b>	<b>17.00</b>	<b>16.00</b>	<b>17.00</b>	<b>16.00</b>	<b>18.00</b>	<b>17.04</b>
<b><u>Research &amp; Special Projects</u></b>						
Full-Time Career	8.00	8.00	8.00	8.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Research &amp; Special Proj</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b><u>TOTAL PLANNING</u></b>						
Full-Time Career	143.00	143.00	144.00	144.00	144.00	144.00
Unfunded Career	4.00	-	3.00	-	3.00	-
Part-Time Career	3.00	2.10	3.00	2.10	3.00	2.10
<b>Career Total</b>	<b>150.00</b>	<b>145.10</b>	<b>150.00</b>	<b>146.10</b>	<b>150.00</b>	<b>146.10</b>
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(23.55)	-	(23.55)	-	(23.55)
Less Lapse	-	(6.00)	-	(6.00)	-	(6.61)
<b>Grand Total Planning Department</b>	<b>151.00</b>	<b>116.30</b>	<b>151.00</b>	<b>117.30</b>	<b>151.00</b>	<b>116.69</b>



**Montgomery County Planning Department: FY18 Proposed Work Program Crosswalk of Work Years  
(Division to Work Program Elements)**

	FY17 Adopted	FY18 Proposed	Director's Office	Management Services Division	Functional Planning & Policy	Area 1	Area 2	Area 3	Dev Applications & Regulatory Coord	Info Technology & Innovation	Research & Special Projects
<b>Funded WY</b>	<b>140.85</b>	<b>140.24</b>	<b>6.00</b>	<b>16.88</b>	<b>18.47</b>	<b>15.20</b>	<b>19.89</b>	<b>19.67</b>	<b>19.09</b>	<b>17.04</b>	<b>8.00</b>
<b>Program: MASTER PLANNING PROGRAM</b>											
<b>Plans</b>											
Montgomery Village Master Plan	0.49										
Montgomery Hills and Forest Glen Master Plan		2.44	0.05	0.34	0.50	1.00	0.30			0.15	0.10
Germantown Plan for Town Sector Zone		1.84	0.05	0.34	0.20			1.00		0.15	0.10
Assessment/Research for future General Plan Update		3.89	0.40	0.34	0.40	0.40	0.40	0.40		0.15	1.40
Aspen Hill and Vicinity Plan		1.41	0.05	0.11	0.50		0.50			0.15	0.10
Westbard Sector Plan	0.60	0.10				0.10					
Bethesda Downtown Sector Plan	1.97	0.25				0.25					
Gaithersburg East Master Plan	1.64	2.99	0.15	0.34			2.40				0.10
Veirs Mill Road Corridor Plan (Wheaton to Rockville)	2.94	3.29	0.15	0.34	0.30		2.40				0.10
Grosvenor Metro Area Minor Master Plan	2.29	1.08	0.05	0.23	0.10		0.50			0.10	0.10
MARC Rail Communities Plan	2.72	0.46	0.10	0.11				0.25			
Greater Lyttonville Sector Plan	1.39	0.31		0.11		0.20					
Highways Master Plan /Technical Corrections & Updates	1.61	1.06	0.05	0.11	0.50	0.20	0.10	0.10			
White Flint II Sector Plan	3.73	1.36	0.15	0.11			1.00				0.10
Rock Spring Sector Plan	4.13	1.36	0.15	0.11			1.00				0.10
Historic Preservation Functional Master Plan	2.29	1.98	0.10	0.23	1.45	0.10		0.10			
<b>Public Policies Planning and Coordination</b>											
Public Project Coordination	3.13	3.39	0.10	0.34	0.90	0.65	0.70	0.50			0.20
Master Plan Staging/Monitoring	1.20	3.42	0.05	0.23	1.85	0.40	0.39	0.40			0.10
<b>Special Projects</b>											
Recreation Guidelines	0.46	0.00		0.00							
Rental Housing Study	1.19	0.00		0.00							
Master Plan Reality Check	1.52	0.00		0.00							
The Missing Middle - Design and Economics Study		1.26	0.10	0.11		0.10	0.10	0.05			0.80
Roadway Functional Classification System		1.21	0.05	0.11	0.50	0.20	0.20	0.10		0.05	
Integrated Multi-Modal GIS Network		1.25	0.05	0.00	1.05	0.10		0.05			
Agri-Tourism Study		1.53	0.10	0.23				1.00			0.20
Traffic Generation from Mixed Use Development Projects		1.26	0.10	0.11	0.75	0.10	0.10				0.10
Subdivision Staging (Growth Policy)	4.49	0.65		0.00	0.65						
Colocation of Public Facilities Study	0.70	0.36	0.05	0.11							0.20
Corridor Study for MD 355	2.87	1.51	0.10	0.11	0.20			1.00			0.10
Silver Spring Street Scape	1.24	0.69	0.10	0.34		0.25					
Study of Employment Trends	1.24	0.71	0.10	0.11		0.05	0.10	0.05			0.30
Placemaking Initiatives	1.14	2.19	0.10	0.34	0.10	1.25	0.10	0.30			
Bikeways Plan Update	1.78	1.29	0.10	0.34	0.55	0.10				0.20	
Evolving Retail Trends Study	0.69	0.31	0.10	0.11			0.10				
Sustainability and Planning Activity	1.07	1.41	0.10	0.11	0.75	0.10	0.10	0.25			
Agriculture Initiatives	1.75	0.91	0.05	0.11	0.15			0.50			0.10
Special Projects	1.18	3.46	0.20	0.34	0.20	0.60	0.10	0.72		0.70	0.60
<b>SUB-TOTAL MASTER PLANNING</b>	<b>51.45</b>	<b>50.63</b>	<b>3.00</b>	<b>5.97</b>	<b>11.60</b>	<b>6.15</b>	<b>10.59</b>	<b>6.77</b>	<b>0.00</b>	<b>1.65</b>	<b>4.90</b>
<b>Program: REGULATORY PLANNING PROGRAM</b>											
<b>Regulatory Policy Development/Amendment</b>											
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	2.19	2.13	0.05	0.23	1.15	0.30	0.20	0.20			
Zoning Ordinance Revisions and Refinements	0.80	0.78	0.05	0.23		0.20		0.10		0.20	
<b>Land Use Regulations</b>											
Conditional Uses (Special Exceptions)	2.88	3.91	0.05	0.11	0.50	0.25	0.60	2.00	0.40		
Local Map Amendments & Development Plan Amendments	2.44	1.93	0.05	0.11	0.47	0.20	0.40	0.20	0.40	0.10	
Preliminary Plans/Subdivision Plans	13.27	11.45	0.30	0.21	0.25	2.65	2.00	3.00	2.94	0.10	
Sketch and Site Plan Reviews	12.34	12.06	0.30	0.11		3.50	2.00	3.00	3.05	0.10	
Pre-Application Meetings/Guidance	2.85	3.16	0.10	0.11		0.25	1.00	1.00	0.30	0.10	0.30
Regulatory Enforcement and Building Permit Review	2.29	3.16	0.05	0.11		0.25		1.00	1.55	0.20	
Historic Area Work Permits	3.83	2.91	0.05	0.11	2.70	0.05					
Forest Conservation Reviews, Inspections & Enforcement	8.68	8.76	0.05	0.11		0.50	2.00	1.00	5.10		
<b>SUB-TOTAL REGULATORY PLANNING</b>	<b>51.57</b>	<b>50.25</b>	<b>1.05</b>	<b>1.44</b>	<b>5.07</b>	<b>8.15</b>	<b>8.20</b>	<b>11.50</b>	<b>13.74</b>	<b>0.80</b>	<b>0.30</b>
<b>Program: INFORMATION RESOURCES</b>											
<b>Public Information</b>											
Research Projects	2.82	3.54	0.10	0.34	0.20		0.20	0.20	0.10		2.40
Info Systems/Geographic Information Systems (IS/GIS)	7.44	6.53	0.10	0.23	0.10	0.10		0.10	0.10	5.70	0.1
Information Services	3.94	4.28	0.05	0.23		0.20	0.10	0.20	2.25	1.25	
<b>SUB-TOTAL INFORMATION RESOURCES</b>	<b>14.20</b>	<b>14.35</b>	<b>0.25</b>	<b>0.80</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.50</b>	<b>2.45</b>	<b>6.95</b>	<b>2.50</b>
<b>Program: MANAGEMENT/ADMINISTRATION</b>											
<b>Governance</b>											
Work Program Management	6.52	7.59	0.65	1.24	0.50	0.30	0.40	0.40	2.60	1.20	0.30
Work Program Support	10.55	12.04	1.00	7.20	1.00	0.30	0.40	0.50	0.30	1.34	
<b>Agency Support</b>											
Information Technology	6.56	5.38	0.05	0.23						5.10	
<b>SUB-TOTAL MANAGEMENT/ADMINISTRATION</b>	<b>23.63</b>	<b>25.01</b>	<b>1.70</b>	<b>8.67</b>	<b>1.50</b>	<b>0.60</b>	<b>0.80</b>	<b>0.90</b>	<b>2.90</b>	<b>7.64</b>	<b>0.30</b>
<b>TOTAL</b>	<b>140.85</b>	<b>140.24</b>	<b>6.00</b>	<b>16.88</b>	<b>18.47</b>	<b>15.20</b>	<b>19.89</b>	<b>19.67</b>	<b>19.09</b>	<b>17.04</b>	<b>8.00</b>
Variance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



**Montgomery County Planning Department: FY18 Estimated Work Program cost**  
**An Estimated cost of the FY18 Planning Department Work Program Based on Analytical Allocation of the Budget**

	FY18 Proposed	Personnel **	Professional Services	Publication	Other Costs	Sub Total	DR Chargeback	Total
<b>Total Funded Workyears</b>	<b>140.24</b>							
<b>Program: MASTER PLANNING PROGRAM</b>								
<b>Plans</b>								
Montgomery Village Master Plan								
Montgomery Hills and Forest Glen Master Plan	2.44	\$309,831			\$48,066	\$357,897		\$357,897
Germantown Plan for Town Sector Zone	1.84	\$233,643	\$12,000		\$36,247	\$281,890		\$281,890
Assessment and Research for future General Plan Update	3.89	\$493,952	\$275,000		\$76,630	\$845,582		\$845,582
Aspen Hill and Vicinity Plan	1.41	\$179,042	\$16,000		\$27,776	\$222,818		\$222,818
Westbard Sector Plan	0.10	\$12,698			\$1,970	\$14,668		\$14,668
Bethesda Downtown Sector Plan	0.25	\$31,745			\$4,925	\$36,670		\$36,670
Gaithersburg East Master Plan	2.99	\$379,670	\$60,000		\$58,901	\$498,571		\$498,571
Veirs Mill Road Corridor Plan (Wheaton to Rockville)	3.29	\$417,764			\$64,811	\$482,575		\$482,575
Grosvenor Metro Area Minor Master Plan	1.08	\$137,138			\$21,275	\$158,414		\$158,414
MARC Rail Communities Plan	0.46	\$58,411			\$9,062	\$67,472		\$67,472
Greater Lyttonville Sector Plan	0.31	\$39,364			\$6,107	\$45,471		\$45,471
Highways Master Plan / Technical Corrections & Updates	1.06	\$134,599			\$20,881	\$155,480		\$155,480
White Flint II Sector Plan	1.36	\$172,693			\$26,791	\$199,484		\$199,484
Rock Spring Sector Plan	1.36	\$172,693			\$26,791	\$199,484		\$199,484
Historic Preservation Functional Master Plan	1.98	\$251,420			\$39,005	\$290,425		\$290,425
<b>Public Policies Planning and Coordination</b>								
Public Project Coordination	3.39	\$430,462			\$66,781	\$497,242		\$497,242
Master Plan Staging/Monitoring	3.42	\$434,271	\$16,000		\$67,372	\$517,643		\$517,643
<b>Special Projects</b>								
Recreation Guidelines								
Rental Housing Study								
Master Plan Reality Check								
The Missing Middle - Design and Economics Study	1.26	\$159,995	\$50,000		\$24,821	\$234,816		\$234,816
Roadway Functional Classification System	1.21	\$153,646	\$100,000		\$23,836	\$277,482		\$277,482
Integrated Multi-Modal GIS Network	1.25	\$158,725	\$35,000		\$24,624	\$218,349		\$218,349
Agri-Tourism Study	1.53	\$194,279	\$50,000		\$30,140	\$274,419		\$274,419
Traffic Generation from Mixed Use Development Projects	1.26	\$159,995	\$75,000		\$24,821	\$259,816		\$259,816
Subdivision Staging (Growth Policy)	0.65	\$82,537	\$25,000		\$12,805	\$120,341		\$120,341
Colocation of Public Facilities Study	0.36	\$45,713			\$7,092	\$52,805		\$52,805
Corridor Study for MD 355	1.51	\$191,740			\$29,746	\$221,486		\$221,486
Silver Spring Street Scape	0.69	\$87,616			\$13,593	\$101,209		\$101,209
Study of Employment Trends	0.71	\$90,156			\$13,986	\$104,142		\$104,142
Placemaking Initiatives	2.19	\$278,086	\$50,000		\$43,141	\$371,227		\$371,227
Bikeways Plan Update	1.29	\$163,804	\$120,000		\$25,412	\$309,216		\$309,216
Evolving Retail Trends Study	0.31	\$39,364			\$6,107	\$45,471		\$45,471
Sustainability and Planning Activity	1.41	\$179,042			\$27,776	\$206,818		\$206,818
Agriculture Initiatives	0.91	\$115,552			\$17,926	\$133,478		\$133,478
Special Projects	3.46	\$439,351	\$30,000		\$68,160	\$537,510		\$537,510
<b>SUB-TOTAL MASTER PLANNING</b>	<b>50.63</b>	<b>\$6,428,993</b>	<b>\$914,000</b>	<b>\$0</b>	<b>\$997,375</b>	<b>\$8,340,368</b>	<b>\$0</b>	<b>\$8,340,368</b>
New Work Program Efforts in FY17		Expected to end in FY16						
<b>Program: REGULATORY PLANNING PROGRAM</b>								
<b>Regulatory Policy Development/Amendment</b>								
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	2.13	\$270,467			\$41,959	\$312,427		\$312,427
Zoning Ordinance Revisions and Refinements	0.78	\$99,044			\$15,365	\$114,410		\$114,410
<b>Land Use Regulations</b>								
Conditional Uses (Special Exceptions)	3.91	\$496,491			\$77,024	\$573,516		\$573,516
Local Map Amendments and Development Plan Amendments	1.93	\$245,071			\$38,020	\$283,091		\$283,091
Preliminary Plans/Subdivision Plans	11.45	\$1,453,920			\$225,557	\$1,679,477	(\$1,327,600)	\$351,877
Sketch and Site Plan Reviews	12.06	\$1,531,378			\$237,573	\$1,768,951	(\$1,427,300)	\$341,651
Pre-Application Meetings/Guidance	3.16	\$401,257			\$62,250	\$463,506		\$463,506
Regulatory Enforcement and Building Permit Review	3.16	\$401,257			\$62,250	\$463,506		\$463,506
Historic Area Work Permits	2.91	\$369,512		\$11,000	\$57,325	\$437,836		\$437,836
Forest Conservation Reviews, Inspections & Enforcement	8.76	\$1,112,344			\$172,566	\$1,284,910		\$1,284,910
<b>SUB-TOTAL REGULATORY PLANNING</b>	<b>50.25</b>	<b>\$6,380,741</b>	<b>\$0</b>	<b>\$11,000</b>	<b>\$989,889</b>	<b>\$7,381,630</b>	<b>(\$2,754,900)</b>	<b>\$4,626,730</b>
<b>Program: INFORMATION RESOURCES</b>								
<b>Public Information</b>								
Research Projects	3.54	\$449,509	\$56,000		\$69,735	\$575,244		\$575,244
Information Systems/Geographic Information Systems (IS/GIS)	6.53	\$829,179	\$40,000		\$376,178	\$1,245,357		\$1,245,357
Information Services	4.28	\$543,474			\$84,313	\$627,787	(\$371,800)	\$255,987
<b>SUB-TOTAL INFORMATION RESOURCES</b>	<b>14.35</b>	<b>\$1,822,162</b>	<b>\$96,000</b>	<b>\$0</b>	<b>\$530,227</b>	<b>\$2,448,389</b>	<b>(\$371,800)</b>	<b>\$2,076,589</b>
<b>Program: MANAGEMENT/ADMINISTRATION</b>								
<b>Governance</b>								
Work Program Management	7.59	\$963,778			\$149,518	\$1,113,295		\$1,113,295
Work Program Support	12.04	\$1,528,838			\$237,179	\$1,766,018		\$1,766,018
<b>Agency Support</b>								
Information Technology	5.38	\$683,152	\$209,100		\$813,693	\$1,705,945		\$1,705,945
<b>SUB-TOTAL MANAGEMENT/ADMINISTRATION</b>	<b>25.01</b>	<b>\$3,175,768</b>	<b>\$209,100</b>	<b>\$0</b>	<b>\$1,200,390</b>	<b>\$4,585,258</b>	<b>\$0</b>	<b>\$4,585,258</b>
<b>TOTAL</b>	<b>140.24</b>	<b>\$17,807,664</b>	<b>\$1,219,100</b>	<b>\$11,000</b>	<b>\$3,717,880</b>	<b>\$22,755,644</b>	<b>(\$3,126,700)</b>	<b>\$19,628,944</b>
New Work Program Efforts in FY18		Expected to end in FY17						
Transfer to DR Special Revenue Fund								\$500,000
Grant								\$150,000
FY18 Proposed Budget								\$20,278,944

\*\*Personnel cost does not include OPEB Prefunding ,OPEB Pay Go and compensation. These are included in non-departmental account



## **Special Revenue Accounts (SRA) Synopsis**

The **Traffic Mitigation SRA** 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.

The **Historic Preservation SRA** 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) and other 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.

The **Map Sales SRA** was formerly known as the GIS Data Sales SRA. The GIS Data SRA was up in order to recover the costs of maintaining key GIS data on a routine basis as dictated by the County GIS strategic plan. Revenue for this fund used to come from the sale of GIS data to the development community. In FY15, 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. Now map sales are the remaining revenue source for this fund.

The **Forest Conservation Penalty SRA** 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.

The **Development Review SRA** 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.

The **Forest Conservation SRA** 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; at Rachel Carson Park; and at the Oak Ridge Conservation Park in the Little Bennett watershed. In FY17, we expanded the planting areas in all these environmental sensitive areas. 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.



### FY18 Master Plan and Major Projects Schedule

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