



**Staff:** Jeffrey L. Zyontz  
**Purpose:** To make preliminary decisions – straw vote expected  
**Keywords:** #DPS

AGENDA ITEM #30  
 April 30, 2020  
**Action**

**SUBJECT**

FY21 Operating Budget for Department of Permitting Services

**EXPECTED ATTENDEES**

Mitra Pedoeem, Director, Department of Permitting Services (DPS)  
 Barbara Suter, Budget Specialist, DPS  
 Gary Nalven, Budget Analyst, OMB

**EXECUTIVE RECOMMENDATION**

FY21 Executive Recommendation	\$41,447,971	246.9 FTE
Increase (Decrease) from FY20	(\$440,816) (1.1%)	.9 FTE .4%

**COUNCIL STAFF RECOMMENDATION – CONTINUITY OF SERVICES BUDGET**

FY21 Council Staff Recommendation	<b>\$40,752,447</b>	<b>245.9 FTE</b>
Increase (Decrease) from FY20	(\$1,136,340) (2.7%)	0.0 FTE 0.0%
Increase (Decrease) from CE FY21 Rec	(\$695,524) (1.7%)	(1.0 FTE) (0.4%)

**EXECUTIVE RECOMMENDED ITEMS NOT INCLUDED IN CONTINUITY OF SERVICES**

- 1 additional position in the Administration Division

**CONTINUITY OF SERVICES FROM FY20**

- \$922,385 for the Department’s move to Wheaton (possible reductions if move is delayed)
- \$167,428 furniture for Wheaton
- \$961,423 Wheaton building debt service in addition to current rent of \$2.9 million
- \$2.3 million for other professional services (consultants)
- No change to fees

**PROPOSED REDUCTIONS**

- Compensation adjustments (\$588,865)
- Salary for 1 position (\$66,033)
- Deleted capital outlay (\$40,626) cars if temporary employees are converted to term employees
- Revenues from \$41.3 million to \$37.0 million
- Reserves from 18.9% to 9% (standard goal is 20%)

**POTENTIAL ITEMS RELATED TO COVID-19**

- Priority permit applications for health service facilities

**This report contains:**

FY21 Executive Recommended Operating Budget

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# Permitting Services

## RECOMMENDED FY21 BUDGET

\$41,447,971

## FULL TIME EQUIVALENTS

246.90

☀ HADI MANSOURI, ACTING DIRECTOR

## MISSION STATEMENT

The Department of Permitting Services' (DPS) primary mission is to promote the health, safety, welfare, and economic wellbeing of residents, businesses, and communities of Montgomery County with timely, professional, transparent, and consistent review and processing of plans and permits and through inspections of structures, rights-of-way, and development. DPS protects the public through application and enforcement of national, State, and local codes for fire and life safety, electrical, mechanical, energy, accessibility, building, and other public safety and zoning codes. DPS protects residential and business communities and users of public rights-of-way through inspections of work within public rights-of-way to assure adherence to approved site plans and special exceptions. DPS strives to promote economic well-being and customer service through ongoing process improvements, timely response, and service, while ensuring that structures are safe for occupants and visitors, sustainable for future generations and that development is consistent with requirements to protect the environment.

## BUDGET OVERVIEW

The total recommended FY21 Operating Budget for the Department of Permitting Services is \$41,447,971, a decrease of \$440,816 or 1.05 percent from the FY20 Approved Budget of \$41,888,787. Personnel Costs comprise 74.87 percent of the budget for 240 full-time position(s) and two part-time position(s), and a total of 246.90 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 25.13 percent of the FY21 budget.

## COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

- ◆ **Easier Commutes**
- ◆ **A Greener County**
- ◆ **Effective, Sustainable Government**
- ◆ **A Growing Economy**

## INITIATIVES

- ★ Relocate Department of Permitting Services offices to Wheaton as part of a Countywide initiative to centralize government services to support business growth and development. This move was planned as part of the Wheaton Redevelopment Program, which will encourage private reinvestment in Wheaton through targeted, complementary public investment.
- ★ Integrate all communication and outreach and develop a comprehensive communication program to inform and engage Department staff, County agencies, County Council, advocacy groups, news media, and the public about the Department's initiatives, programs, and events. This integration will be achieved through development and implementation of a strategic plan for communications; use of various forms of communication including social media, websites, presentations, and speeches; and outreach to County residents.

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- ★ Participate in the development of National Fire Protection Association (NFPA) code 915 governing remote inspections. Department staff are in the early stages of accepting video inspections for certain permitting jobs including decks and reinspections. Having a staff member on the code development committee allows the Department to contribute to the code and keep aware of the latest developments and requirements for remote inspections.
  - ★ Improve Quality Control (QC) by implementing monthly Department of Permitting Services manager ridealongs to observe and document Residential inspections.
  - ★ Develop a process to implement collaboration between the Department of Permitting Services plans examiners and inspectors prior to permit issuance by identifying complex projects wellsuited for a collaborative approach; coordinating through meetings and on-site inspections before, during, and after plan reviews; and capturing data from the collaboration to measure the impact on customer service.
  - ★ Transition from paper plans to electronic submissions increasing efficiency, decreasing review times, and moving toward a more environmentally-friendly method of processing plans in support of the County Executive's "A Greener County" initiative.

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## INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

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- ✦ Performed over 5,936 Plan Inspections on over 150 Maryland-National Capital Park and Planning Commission (M-NCPPC) Certified Site Plan Projects, including 3,210 Site Plan Inspections, 1,569 Building Inspections, 709 Commercial Building Inspections, and 448 Use & Occupancy Inspections.
- ✦ Other accomplishments include 1,146 Conditional Use and Special Exception Inspections, 28,015 Zoning Reviews, issuing 266 Zoning Confirmation Letters, and serving 20,199 walk-in customers.
- ✦ Implemented OneDrive Solution for Maryland Public Information Act requests.
- ✦ Upgrade to newest Project Dox platform that will allow greater flexibility to move additional permit types to electronic plans submissions.
- ✦ Processed over 210 telecommunication related permits related to ZTA 18-44.

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## PROGRAM CONTACTS

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Contact Barbara Suter of the Department of Permitting Services at 240.777.6244 or Gary Nalven of the Office of Management and Budget at 240.777.2779 for more information regarding this department's operating budget.

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## PROGRAM PERFORMANCE MEASURES

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Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY20 estimates reflect funding based on the FY20 Approved Budget. The FY21 and FY22 figures are performance targets based on the FY21 Recommended Budget and funding for comparable service levels in FY22.

The department combines department and applicant time components when measuring "total time to issue a permit." These times may be impacted by satisfaction of related preconditions such as sediment control submissions, approvals, and outside agency approvals.

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## PROGRAM DESCRIPTIONS

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### ✦ Administration

The Administration program provides policy development and leadership for all programs within the Department. Staff specialists are responsible for a full range of administrative, financial, and budgetary tasks, including daily operations, revenue collection (fees and development taxes and charges), reporting and management, automation, human resources, fleet management, training, safety, quality assurance, legislative coordination, space management, historic files maintenance, and management services. This program provides

outreach, customer service satisfaction, and case management, which coordinates Department disciplines engaged in plan reviews on complex projects or projects needing a higher level of assistance such as "green tape" projects (i.e., affordable housing; and areas such as the Silver Spring, Wheaton, and Long Branch enterprise zones; strategic economic development projects; strategic redevelopment areas such as White Flint, and faith-based institutions). This program receives complaints, processes information requests, maintains the Department of Permitting Services' website, publishes the Department's newsletter, and coordinates outreach events and seminars for residents, civic organizations, and professionals.

<b>FY21 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY20 Approved</b>	<b>13,180,092</b>	<b>33.10</b>
Increase Cost: Wheaton Relocation Operating Budget Impact	922,385	0.00
Increase Cost: Furniture for Wheaton Move	167,428	0.00
Increase Cost: Senior Executive Administrative Assistant for Chief Operating Officer	66,033	1.00
Technical Adj: Adjust Ombudsman Charges from the Office of the County Executive from 1.0 to 0.9 FTE	0	(0.10)
Decrease Cost: Retiree Health Insurance Pre-Funding	(3,870)	0.00
Decrease Cost: IT Equipment Replacement	(300,000)	0.00
Shift: Transfer Seven FTEs from Administration to Residential Division	(800,852)	(7.00)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(701,977)	0.00
<b>FY21 Recommended</b>	<b>12,529,239</b>	<b>27.00</b>

### ☼ Commercial Building Construction

The Commercial Construction program is responsible for ensuring public safety through the effective application of commercial building, structural, electrical, mechanical, fire-safety, and energy conservation codes and standards. This is accomplished through plan reviews and construction inspections for compliance with approved plans and codes. This program processes applications for and issues Building, Mechanical and Electrical Permits. The program also handles construction complaints during natural and other disasters and provides assistance in disaster recovery.

<b>Program Performance Measures</b>	<b>Actual FY18</b>	<b>Actual FY19</b>	<b>Estimated FY20</b>	<b>Target FY21</b>	<b>Target FY22</b>
Commercial Permits - Number of final permit approvals issued	1,821	2,517	2,200	2,200	2,200
Commercial Permits - Percent of commercial construction inspections completed on the scheduled day	96.7%	97.0%	97.0%	95.0%	95.0%
Percent of commercial plans first full review completed in 30 days	92.0%	92.2%	95.0%	95.0%	95.0%

<b>FY21 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY20 Approved</b>	<b>5,712,807</b>	<b>43.50</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	73,975	1.00
<b>FY21 Recommended</b>	<b>5,786,782</b>	<b>44.50</b>

### ☼ Fire Prevention and Code Compliance

The Fire Prevention and Fire Code Compliance program is responsible for ensuring public safety through enforcement of the National Fire Codes and Standards, the Montgomery County Fire Code and the Maryland State Fire Prevention Codes. For new construction, this is done through plans review, permits issuance, and inspections of fire protection systems and fire alarm systems. For existing occupied facilities, the program is responsible for preventive inspections. This program issues Fire Code Compliance permits and operational permits for all businesses, schools, multi-family buildings, healthcare facilities, places of worship, and all other commercial buildings or occupancies. This program responds to and investigates code violations through a complaints program.

<b>Program Performance Measures</b>	<b>Actual FY18</b>	<b>Actual FY19</b>	<b>Estimated FY20</b>	<b>Target FY21</b>	<b>Target FY22</b>
Number of fire protection systems plans approved	3,034	3,924	3,300	3,300	3,300
Percent of fire systems inspections completed on the scheduled day (Fire Prevention and Code Compliance)	98.5%	90.0%	95.0%	95.0%	95.0%
Percent of commercial establishments compliant with the Fire Code	72.2%	59.7%	70.0%	80.0%	90.0%

<b>FY21 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY20 Approved</b>	<b>4,526,549</b>	<b>33.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	33,995	0.00
<b>FY21 Recommended</b>	<b>4,560,544</b>	<b>33.00</b>

### ☼ Land Development

The Land Development Program ensures the protection of the County's land and water resources, the environment, and the safety of residents and the businesses that operate in the County. This is accomplished through its engineering and inspection functions related to stormwater management; sediment control; floodplain management; special protection areas; well and septic systems approval; storm drain design and construction; roadside tree protection; tree canopy enhancement; record plat approval; and work in the public right-of-way.

<b>Program Performance Measures</b>	<b>Actual FY18</b>	<b>Actual FY19</b>	<b>Estimated FY20</b>	<b>Target FY21</b>	<b>Target FY22</b>
Land Development permits issued	4,293	4,127	4,200	4,200	4,200
Percent of record plat reviews completed 2 business days or less	99%	99%	99%	99%	99%
Successful Maryland Department of the Environment (MDE) Delegation of Review of Sediment Control and Storm-Water Management <sup>1</sup>	Yes	N/A	Yes	N/A	Yes

<sup>1</sup> Sediment Control Delegation reviews are performed biennially, with the next review scheduled in July 2020.

<b>FY21 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY20 Approved</b>	<b>8,568,224</b>	<b>63.50</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(26,541)	0.00
<b>FY21 Recommended</b>	<b>8,541,683</b>	<b>63.50</b>

### ☼ Residential Building Construction & Intake

The Residential Building and Intake Program is responsible for ensuring public safety through plan review of applications and inspections services during construction. This program issues all commercial, fire protection, and residential permits and is responsible for code enforcement activities and abatement of dangerous or substandard buildings or structures; aids in recovery during natural and other disasters and incidents; assists in project completions, reduces un-permitted construction activities, collects impact fees to support a growing economy while safeguarding homeowners' life and property.

<b>Program Performance Measures</b>	<b>Actual FY18</b>	<b>Actual FY19</b>	<b>Estimated FY20</b>	<b>Target FY21</b>	<b>Target FY22</b>
Residential Permits - Number of permits issued <sup>1</sup>	34,552	34,204	35,770	35,000	35,000
Residential Permits - Percent of inspections completed on the scheduled day	98.9%	97.8%	98.0%	95.0%	95.0%
Residential (Home) Fast Track -- Percent of permits serviced within 2.5 hours	95.44%	92.44%	93.00%	95.00%	95.00%

<sup>1</sup> This is total number of permits issued by DPS permitting technicians under the Residential Program as totaled by a current report; this report is not limited to residential permits nor is it a count of all DPS permits.

<b>FY21 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY20 Approved</b>	<b>5,285,023</b>	<b>40.90</b>
Shift: Transfer Seven FTEs from Administration to Residential Division	800,852	7.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(462,759)	(1.00)
<b>FY21 Recommended</b>	<b>5,623,116</b>	<b>46.90</b>

### ☼ Zoning and Site Plan Enforcement

The Zoning and Site Plan Enforcement program protects the quality of life in Montgomery County and the public health, safety, welfare, and comfort through the effective application and enforcement of zoning code standards and Maryland-National Capital Park and Planning Commission certified site plan requirements. This division reviews plans prior to permit issuance, conducts inspections, and investigates and responds to complaints to administer and enforce the zoning standards established by Chapter 59 of the Montgomery County Code. This

program regulates the size, shape, height, and mass of a building; the uses that are allowed on the property; and signage.

Program Performance Measures	Actual FY18	Actual FY19	Estimated FY20	Target FY21	Target FY22
Number of signs approved	553	531	550	575	600
Percent of plans approved for compliance with Zoning Ordinance	92.9%	92.3%	92.0%	90.0%	90.0%
Percent of sites compliant with zoning ordinance within 14 days of initial inspection	97%	98%	95%	90%	90%

FY21 Recommended Changes	Expenditures	FTEs
<b>FY20 Approved</b>	<b>4,616,092</b>	<b>32.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(209,485)	0.00
<b>FY21 Recommended</b>	<b>4,406,607</b>	<b>32.00</b>

## BUDGET SUMMARY

	Actual FY19	Budget FY20	Estimate FY20	Recommended FY21	%Chg Bud/Rec
<b>PERMITTING SERVICES</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	22,611,457	23,531,841	23,012,458	23,921,656	1.7 %
Employee Benefits	7,636,152	8,020,750	7,993,755	7,109,592	-11.4 %
<b>Permitting Services Personnel Costs</b>	<b>30,247,609</b>	<b>31,552,591</b>	<b>31,006,213</b>	<b>31,031,248</b>	<b>-1.7 %</b>
Operating Expenses	8,029,079	10,295,570	9,202,684	10,376,097	0.8 %
Capital Outlay	0	40,626	40,626	40,626	---
<b>Permitting Services Expenditures</b>	<b>38,276,688</b>	<b>41,888,787</b>	<b>40,249,523</b>	<b>41,447,971</b>	<b>-1.1 %</b>
<b>PERSONNEL</b>					
Full-Time	236	239	239	240	0.4 %
Part-Time	2	2	2	2	---
FTEs	243.75	246.00	246.00	246.90	0.4 %
<b>REVENUES</b>					
Automation Enhancement Fee	89,571	0	0	0	---
Building Permits	25,032,702	24,261,450	22,814,403	23,208,332	-4.3 %
Electrical Permits and Licenses	4,418,780	4,200,000	4,440,021	4,200,000	---
Fire Code Compliance	0	1,187,437	0	0	-100.0 %
Fire Code Enforcement Permits	2,572,530	2,405,943	3,004,166	2,975,042	23.7 %
Grading/Storm Drains/Paving/Driveway Permits	3,881,390	4,200,000	3,222,294	3,500,000	-16.7 %
Information Requests	0	0	145,525	110,000	---
Investment Income	904,945	880,000	756,400	200,000	-77.3 %
Mechanical Construction Permit	1,576,079	1,648,328	2,405,684	1,670,000	1.3 %
Miscellaneous Revenues	4,432	0	0	0	---
Occupancy Permits	597,011	633,880	600,756	600,000	-5.3 %
Other Charges/Fees	718,395	1,661,907	1,418,696	1,400,000	-15.8 %
Other Fines/Forfeitures	87,008	89,772	41,400	90,000	0.3 %
Other Licenses/Permits	492,741	638,329	699,136	507,845	-20.4 %
Sediment Control Permits	3,171,598	3,101,270	2,894,976	3,101,270	---
Sign Permits	207,873	262,500	232,634	260,500	-0.8 %
Special Exception Fee	281,153	242,076	242,076	242,076	---
Stormwater Mgmt and Water Quality Plan Fee	263,167	288,814	263,344	288,814	---
Well and Septic	410,462	274,308	295,362	274,308	---
<b>Permitting Services Revenues</b>	<b>44,709,837</b>	<b>45,976,014</b>	<b>43,476,873</b>	<b>42,628,187</b>	<b>-7.3 %</b>

## GRANT FUND - MCG

### EXPENDITURES

Salaries and Wages	0	0	0	0	---
Employee Benefits	0	0	0	0	---
<b>Grant Fund - MCG Personnel Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>
Operating Expenses	2,218	0	0	0	---
<b>Grant Fund - MCG Expenditures</b>	<b>2,218</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>

## BUDGET SUMMARY

	Actual FY19	Budget FY20	Estimate FY20	Recommended FY21	%Chg Bud/Rec
<b>PERSONNEL</b>					
Full-Time	0	0	0	0	---
Part-Time	0	0	0	0	---
FTEs	0.00	0.00	0.00	0.00	---
<b>REVENUES</b>					
State Grants	2,218	0	0	0	---
<b>Grant Fund - MCG Revenues</b>	<b>2,218</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>38,278,906</b>	<b>41,888,787</b>	<b>40,249,523</b>	<b>41,447,971</b>	<b>-1.1 %</b>
<b>Total Full-Time Positions</b>	<b>236</b>	<b>239</b>	<b>239</b>	<b>240</b>	<b>0.4 %</b>
<b>Total Part-Time Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>---</b>
<b>Total FTEs</b>	<b>243.75</b>	<b>246.00</b>	<b>246.00</b>	<b>246.90</b>	<b>0.4 %</b>
<b>Total Revenues</b>	<b>44,712,055</b>	<b>45,976,014</b>	<b>43,476,873</b>	<b>42,628,187</b>	<b>-7.3 %</b>

## FY21 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>PERMITTING SERVICES</b>		
<b>FY20 ORIGINAL APPROPRIATION</b>	<b>41,888,787</b>	<b>246.00</b>
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: Wheaton Relocation Operating Budget Impact [Administration]	922,385	0.00
Shift: Transfer Seven FTEs from Administration to Residential Division [Residential Building Construction & Intake]	800,852	7.00
Increase Cost: FY21 Compensation Adjustment	588,865	0.00
Increase Cost: Annualization of FY20 Compensation Increases	273,138	0.00
Increase Cost: Furniture for Wheaton Move [Administration]	167,428	0.00
Increase Cost: Risk Management Adjustment	84,648	0.00
Increase Cost: Annualization of FY20 Lapsed Positions	79,114	0.00
Increase Cost: Senior Executive Administrative Assistant for Chief Operating Officer [Administration]	66,033	1.00
Increase Cost: MLS Pay for Performance (Increase to Base Pay)	27,078	0.00
Increase Cost: Print and Mail Adjustment	3,873	0.00
Technical Adj: Adjust Ombudsman Charges from the Office of the County Executive from 1.0 to 0.9 FTE [Administration]	0	(0.10)
Decrease Cost: Retiree Health Insurance Pre-Funding [Administration]	(3,870)	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY20	(12,000)	0.00
Decrease Cost: Motor Pool Adjustment	(175,957)	0.00
Decrease Cost: IT Equipment Replacement [Administration]	(300,000)	0.00
Decrease Cost: OPEB Adjustment	(610,320)	0.00
Decrease Cost: Retirement Adjustment	(665,948)	0.00
Shift: Transfer Seven FTEs from Administration to Residential Division [Administration]	(800,852)	(7.00)
Decrease Cost: Annualization of FY20 Personnel Costs	(885,283)	0.00
<b>FY21 RECOMMENDED</b>	<b>41,447,971</b>	<b>246.90</b>

## PROGRAM SUMMARY

Program Name	FY20 APPR Expenditures	FY20 APPR FTEs	FY21 REC Expenditures	FY21 REC FTEs
Administration	13,180,092	33.10	12,529,239	27.00
Commercial Building Construction	5,712,807	43.50	5,786,782	44.50
Fire Prevention and Code Compliance	4,526,549	33.00	4,560,544	33.00
Land Development	8,568,224	63.50	8,541,683	63.50
Residential Building Construction & Intake	5,285,023	40.90	5,623,116	46.90
Zoning and Site Plan Enforcement	4,616,092	32.00	4,406,607	32.00
<b>Total</b>	<b>41,888,787</b>	<b>246.00</b>	<b>41,447,971</b>	<b>246.90</b>

## FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY21	FY22	FY23	FY24	FY25	FY26
<b>PERMITTING SERVICES</b>						
<b>EXPENDITURES</b>						
<b>FY21 Recommended</b>	<b>41,448</b>	<b>41,448</b>	<b>41,448</b>	<b>41,448</b>	<b>41,448</b>	<b>41,448</b>
No inflation or compensation change is included in outyear projections.						
<b>Annualization of Positions Recommended in FY21</b>	<b>0</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
New positions in the FY21 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
<b>Elimination of One-Time Items Recommended in FY21</b>	<b>0</b>	<b>(170)</b>	<b>(170)</b>	<b>(170)</b>	<b>(170)</b>	<b>(170)</b>
Items recommended for one-time funding in FY21 will be eliminated from the base in the outyears.						
<b>IT Maintenance Costs</b>	<b>0</b>	<b>7</b>	<b>15</b>	<b>24</b>	<b>33</b>	<b>43</b>
Represents additional maintenance costs for the system upgrades and post-warranty maintenance for servers, scanners, and printers.						
<b>IT Replacement Plan</b>	<b>0</b>	<b>(100)</b>	<b>(160)</b>	<b>(160)</b>	<b>115</b>	<b>515</b>
Key components of Permitting Service's technology replacement plan include: FY21 \$160,000 in Scanners, and FY22 \$60,000 in printers.						
<b>Retiree Health Insurance Pre-funding</b>	<b>0</b>	<b>(39)</b>	<b>(91)</b>	<b>(89)</b>	<b>(96)</b>	<b>(20)</b>
<b>Labor Contracts</b>	<b>0</b>	<b>154</b>	<b>154</b>	<b>154</b>	<b>154</b>	<b>154</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Wheaton Move Operating Budget Impact</b>	<b>0</b>	<b>(2,890)</b>	<b>(2,891)</b>	<b>(2,890)</b>	<b>(2,875)</b>	<b>(2,875)</b>
OBs for Wheaton move include elimination of rent payment at 255 Rockville Pike and maintenance and utility expenses at Wheaton Building.						
<b>Subtotal Expenditures</b>	<b>41,448</b>	<b>38,431</b>	<b>38,326</b>	<b>38,338</b>	<b>38,630</b>	<b>39,116</b>

ANNUALIZATION OF FULL PERSONNEL COSTS

	FY21 Recommended		FY22 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
Senior Executive Administrative Assistant for Chief Operating Officer	61,693	1.00	82,258	1.00
<b>Total</b>	<b>61,693</b>	<b>1.00</b>	<b>82,258</b>	<b>1.00</b>

FY21-26 PUBLIC SERVICES PROGRAM: FISCAL PLAN			Permitting Services				
FISCAL PROJECTIONS	FY20 ESTIMATE	FY21 REC	FY22 PROJECTION	FY23 PROJECTION	FY24 PROJECTION	FY25 PROJECTION	FY26 PROJECTION
<b>ASSUMPTIONS</b>							
CPI (Fiscal Year)	1.4%	1.6%	1.6%	1.6%	1.6%	1.6%	1.5%
Investment Income Yield	1.9%	1.4%	1.4%	1.4%	1.4%	1.4%	1.4%
Enterprise Fund Stabilization Factor (EFSF)	1.05	1.05	1.05	1.11	1.12	1.12	1.13
<b>BEGINNING FUND BALANCE</b>	<b>19,053,351</b>	<b>15,549,415</b>	<b>9,731,813</b>	<b>6,903,440</b>	<b>6,413,657</b>	<b>6,340,148</b>	<b>6,329,232</b>
<b>REVENUES</b>							
Licenses & Permits	41,114,852	40,828,187	40,828,187	40,828,187	40,828,187	40,828,187	40,828,187
Charges For Services	1,564,221	1,510,000	1,510,000	1,510,000	1,510,000	1,510,000	1,510,000
Fines & Forfeitures	41,400	90,000	90,000	90,000	90,000	90,000	90,000
Miscellaneous	756,400	200,000	200,000	200,000	200,000	200,000	200,000
<b>Subtotal Revenues</b>	<b>43,476,873</b>	<b>42,628,187</b>	<b>42,628,187</b>	<b>42,628,187</b>	<b>42,628,187</b>	<b>42,628,187</b>	<b>42,628,187</b>
<b>EFSF Fee Increase</b>		<b>0</b>	<b>0</b>	<b>2,232,941</b>	<b>2,660,633</b>	<b>2,763,802</b>	<b>3,258,869</b>
<b>INTERFUND TRANSFERS (Net Non-CIP)</b>							
Transfers To The General Fund	(6,479,116)	(5,784,225)	(5,812,859)	(5,812,859)	(5,812,859)	(5,812,859)	(5,812,859)
Indirect Costs	(6,479,116)	(5,784,225)	(5,812,859)	(5,812,859)	(5,812,859)	(5,812,859)	(5,812,859)
Transfers To Debt Service Fund	0	(961,423)	(961,639)	(961,055)	(961,331)	(960,596)	(960,688)
Wheaton Debt Service	0	(961,423)	(961,639)	(961,055)	(961,331)	(960,596)	(960,688)
<b>TOTAL RESOURCES</b>	<b>56,051,108</b>	<b>51,431,954</b>	<b>45,585,442</b>	<b>42,757,712</b>	<b>42,267,654</b>	<b>42,194,880</b>	<b>42,183,873</b>
<b>PSP OPER. BUDGET APPROP/ EXP'S.</b>							
Operating Budget	(40,249,523)	(41,447,971)	(41,447,971)	(41,447,971)	(41,447,971)	(41,447,971)	(41,447,971)
FFI - Labor Agreement	0	0	(153,618)	(153,618)	(153,618)	(153,618)	(153,618)
FFI - Retiree Health Insurance Pre-Funding	0	0	38,850	90,890	89,010	95,560	19,660
FFI - Annualizations and One-Time	0	0	149,813	149,813	149,813	149,813	149,813
FFI -Wheaton Move Operating Budget Impact	n/a	n/a	2,890,247	2,890,615	2,890,339	2,874,653	2,874,561
FFI - IT Replacement Plan	n/a	n/a	100,000	160,000	160,000	(115,000)	(515,000)
FFI -IT Maintenance Costs	n/a	n/a	(7,153)	(14,556)	(23,541)	(32,887)	(42,606)
<b>Subtotal PSP Oper Budget Approp / Exp's</b>	<b>(40,249,523)</b>	<b>(41,447,971)</b>	<b>(38,429,832)</b>	<b>(38,324,827)</b>	<b>(38,335,968)</b>	<b>(38,629,450)</b>	<b>(39,115,161)</b>
<b>OTHER CLAIMS ON FUND BALANCE</b>	<b>(252,170)</b>	<b>(252,170)</b>	<b>(252,170)</b>	<b>(252,170)</b>	<b>(252,170)</b>	<b>0</b>	<b>0</b>
<b>TOTAL USE OF RESOURCES</b>	<b>(40,501,693)</b>	<b>(41,700,141)</b>	<b>(38,682,002)</b>	<b>(38,576,997)</b>	<b>(38,588,138)</b>	<b>(38,629,450)</b>	<b>(39,115,161)</b>
<b>YEAR END FUND BALANCE</b>	<b>15,549,415</b>	<b>9,731,813</b>	<b>6,903,440</b>	<b>6,413,657</b>	<b>6,340,148</b>	<b>6,329,232</b>	<b>6,327,581</b>
<b>END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES</b>							
	<b>27.7%</b>	<b>18.9%</b>	<b>15.1%</b>	<b>15.0%</b>	<b>15.0%</b>	<b>15.0%</b>	<b>15.0%</b>
<b>Assumptions:</b>							
1. The Enterprise Fund Stabilization Factor (EFSF) is the factor by which the fee calculation is adjusted to cover DPS labor and operating expenses in accordance with the DPS reserve policy of 15 to 20 percent of total resources, as set by the 2002 Principles of the Fiscal Management of the Permitting Services Fund.							
2. It is assumed there will be no change in the EFSF in FY21. The EFSF in FY20 was 1.05, a 5% increase over the previous year.							
3. The projections are based on the Executive's recommended budget and include CPI, revenue, and resource assumptions in that budget. The projected future revenues and fund balances may vary based on changes to the EFSF, future labor agreements, increases in County administrative expenses, lease and maintenance expenses, and other factors not assumed here.							
4. DPS contributed \$21 million in current revenue in prior years to fund its proportional share of the Wheaton Redevelopment CIP# P361701. DPS will support \$14.6 million in non-taxable debt for this project.							
5. Other claims on fund balance represents GASB 75 OPEB liability.							