

MEMORANDUM

April 18, 2013

TO: Planning, Housing, and Economic Development (PHED) Committee

FROM: Marlene Michaelson, Senior Legislative Analyst 

SUBJECT: Maryland-National Capital Park and Planning Commission FY15 Operating Budget:
Administration Fund

Those expected for this worksession:

Francoise Carrier, Chair, Montgomery County Planning Board

Planning Gwen Wright, Director
Rose Krasnow, Deputy Director

CAS Patti Barney, M-NCPPC Executive Director
Joe Zimmerman, M-NCPPC Secretary Treasurer
Adrian Gardner, M-NCPPC General Counsel
John Kroll, M-NCPPC Corporate Budget Manager
Renee Kenney, Chief Internal Auditor

This memorandum addresses the Planning Department workprogram and the Administration Fund (The Planning Department, Commissioners' Office, and Central Administrative Services) of the Maryland-National Capital Park and Planning Commission (M-NCPPC) budget. On April 21, the Committee will continue its discussion of the M-NCPPC budget, focusing on the Park Fund, Enterprise Fund, Special Revenue Funds, Advance Land Acquisition Revolving Fund, the Property Management Fund, and the Internal Service Funds. Park Police will be considered separately at a Public Safety Committees meeting on April 30.

All page references are to the M-NCPPC Fiscal Year 2015 Proposed Annual Budget; Committee Members may wish to bring a copy to the meeting. The Planning Board Chair's transmittal letter is on © 1 to 9. Relevant pages from the County Executive Recommended FY15 Operating Budget are attached on © 10 to 16. M-NCPPC responses to Council Staff questions on the budget are attached at © 17 to 30.

PLANNING DEPARTMENT WORKPROGRAM

On April 1, the Planning Board presented their Semi-Annual Report to the Council, including their recommended schedule for master plans. The summary chart below was in the Council packet for the Semi-Annual Report.

DATE FOR COUNCIL PUBLIC HEARING
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Master Plan/Study	October 2014 Approved	Proposed (FY15 Budget)	Alternative Proposed (April Semi-Annual Report)
White Oak Science Gateway	Has Occurred	Has Occurred	Has Occurred
Sandy Spring Rural Village	January 2015	January 2015	January 2015
Aspen Hill- Vitro	January 2015	January 2015	January 2015
Bethesda CBD	June 2015	June 2015	June 2015
Greater Lyttonsville	September 2015	September 2015	September 2015
Westbard	September 2017	September 2016	November 2015
Subdivision Staging	June 2016	February 2015 August 2016	February 2015 August 2016
Gaithersburg East -- Montgomery Village	January 2016	May 2016	September 2016
Rock Spring	n/a	December 2016	December 2016
Aspen Hill and Vicinity	January 2017	April 2017	April 2017
White Flint Phase II	September 2016	September 2017	September 2017
Montgomery Hills/TBD	n/a	November 2017	November 2017
Master Plan of Highways Technical Corrections	n/a	January 2016	January 2016
Functional Plan for Housing	n/a	February 2016	February 2016
Functional Plan for Co-location of Public Facilities	n/a	May 2016	April 2016
Master Plan of Highways -- Land Use Near Transit	June 2017	June 2017	Not included

At the meeting, the Council agreed with the recommendation in the alternative workprogram to accelerate the Westbard Master Plan so that the Planning Department can begin work on it this July, with a tentative Council hearing in November 2015. The Council also asked that the Planning Department attempt to expedite their initiation of work on the Gaithersburg East Plan; the Planning Director indicated that they could probably begin work in October 2014, instead of December. The Planning Department also asked for input on priorities among the White Flint, Rock Spring, or Aspen Hill Plans. Several Councilmembers indicated an interest in switching the schedules for Rock Spring and White Flint Phase II with others, cautioning that the Council should not take actions in White

Flint II that could jeopardize the buildout of properties closer to Metro in White Flint I. The Committee should confirm that Staff has correctly summarized the Council intent.

OVERVIEW OF M-NCPPC BUDGET

The total requested FY15 budget for the agency for **all funds**, including self-supporting funds, debt service, and reserve is \$146.7 million, an increase of \$12.7 million, **or 9.5 percent**, as compared to the FY14 budget (see page 30). This figure includes tax-supported funds (the Administration Fund and Park Fund) and non-tax supported funds (Special Revenue Funds, Internal Services Funds (Capital Equipment and Risk Management), the Enterprise Fund, the Advance Land Acquisition Revolving Fund (ALARF), the Property Management Fund), and reserves.

The table below summarizes the **tax-supported request as calculated for Spending Affordability Guideline (SAG) purposes**. In February 2014, the Council approved an FY15 SAG for M-NCPPC of \$103.7 million, or \$1,608,030 (1.5%) below the \$105,308,030 approved FY14 budget. For FY15, the Commission has requested \$113,028,012 (**excluding debt service, grants, reserves and Other Post-Employment Benefits (OPEB) prefunding**), approximately \$9.3 million above the February SAG amount target. The County Executive recommended funding of \$109,328,623, \$3.7 million or 3.2% less than the request.

M-NCPPC SUMMARY OF TAX SUPPORTED FUNDS COUNTED FOR SAG¹			
(Millions)			
		Increase/Decrease Over Approved FY14 Budget	
		Dollars	Percent
Approved FY14 Budget	\$105.3		
M-NCPPC FY15 Request	\$113.0	\$7.7	7.3%
February Spending Affordability Guideline (SAG)	\$103.7	-\$1.6	-1.5%
Executive Recommendation	\$109.3	\$4.0	3.8%

COMPENSATION

Compensation for all agencies will be considered by the Government Operations and Fiscal Policy (GO) Committee in a meeting also on April 24, so this issue is touched upon only briefly in this memorandum. The FY15 budget as submitted by M-NCPPC includes a “compensation marker” of \$2.4 million, with the specific amount and form to be determined after union negotiations are completed. Major personnel

¹ This chart does not include the cost of OPEB pre-funding, which is part of the tax-supported request, but is not counted for SAG since it is accounted for elsewhere in the budget for SAG purposes.

costs also include a 14.5 percent increase in OPEB, which is fully funded in the FY15 budget; a 0.3 percent decrease in pension costs; and an 11.6 percent increase in employee health benefits. Since submission of their budget, M-NCPPC has determined that OPEB costs are less than anticipated. The GO Committee will make recommendations regarding this portion of the M-NCPPC budget.

MAJOR CHANGES IN THE FY15 BUDGET

Significant FY15 changes to the M-NCPPC budget are described on pages in the Chair’s Cover letter (© 1 to 8). Changes in compensation include increases in OPEB, health insurance and compensation and a decrease in pension, for a total change in personnel costs of \$4.6 million or 4.1%.

Non-personnel cost changes include increases for Debt Service (\$1,255,638), National Pollution Discharge Elimination System (NPDES) (\$276,900), the operating budget impact of new parks (\$448,038) and investments in new initiatives (\$2,031,929), and major known operating commitments (\$874,393), for total non-personnel changes as compared to the FY14 budget of \$4.9 million or 4.3 percent. As noted above, compensation will be addressed by the GO Committee. Other major changes in the budget are addressed below in the discussion of the relevant department.

ADMINISTRATION FUND

The Administration Fund of M-NCPPC includes the bi-county Central Administrative Services (CAS), the Commissioners’ Office, and the Planning Department. M-NCPPC’s total budget request for the Administration Fund for FY15 is **\$29,368,337**, representing a \$1,687,343 or **6.1% increase** over the FY13 budget. **The Executive recommends a reduction of \$914,443 from the Commission’s request.**

ADMINISTRATIVE FUND BUDGET HIGHLIGHTS (Millions)	
FY14 Approved Budget	\$27.68
FY15 Request	\$29.37
FY15 Executive Recommendation	\$28.45
Difference between FY14 Approved and FY15 Request	\$1.69

PLANNING DEPARTMENT

M-NCPPC has proposed 144.1 workyears (before lapse and chargebacks) for FY15 (138.85 after lapse and chargebacks), **which is one workyear greater than the amount in the approved FY12-14 budgets.** The four major components of the Planning Department program budget are as follows: (1) Master Plans; (2) Plan Implementation; (3) Information Resources; and (4) Management and Administration.

WORKYEARS

The charts attached on © 31 to 34 provide a comparison between the Planning Department’s FY14 and FY15 workyears and summary information about the FY15 costs for personnel and other costs. As the chart highlights, the Planning Department master plan resources will shift as they complete work on

some plans and begin work on new ones. A new Information Technology and Innovation Division was created, and technology staff from the Management Services Division was moved here. The only increase in staffing is associated with the funding of an existing unfunded position for travel demand forecasting, described in detail below.

Program	FY14 workyears	FY15 workyears
Master Planning (includes Plans, Public Policies Planning Coordination, and Special Projects)	44.50	47.67
Regulatory Planning (includes Regulatory Policy Development/Amendment and Land Use Regulations)	52.70	50.46
Information Resources	18.50	14.47
Management/Administration (includes Governance and Agency Support)	22.15	26.25
TOTAL	137.85	138.85

PROFESSIONAL SERVICES

Pages 110-111 of the Budget lists the Professional Services, which are proposed to increase from \$1,040,900 in FY14 to \$1,086,300 in FY15. Highlights are summarized below, followed by a description of new projects the Committee may want to discuss:

Professional Services	FY14	FY15
Special Project/Funding for Special Council Requests	\$72,000	\$60,000
Functional Master Plan for Co-Location of Public Facilities	\$50,000	\$100,000
Consulting Services for green building and neighborhood planning	0	\$20,000
Master Plan Consulting Services		
Bethesda Purple Line	\$100,000	0
Greater Lyttonsville land/industrial use analyses	0	\$20,000
Bethesda CBD retail and office analysis	0	\$50,000
Gaithersburg East feasibility/economic analyses	0	\$18,000
Gaithersburg East community outreach	0	\$32,000
Functional Plan for Housing	0	\$250,000
Traffic Counts and Modeling for master plans	\$59,000	\$59,000
Historic Area Work Permits	\$12,900	\$10,900
TPAR 2014/2016 Analysis Update	\$100,000	\$50,000
BRT Network and travel time modification	\$200,000	0
Regional Transportation Modeling. Conversion to Travel 14 Model and Trip Generation Study	\$175,000	0
Exploration of Dynamic Traffic Model to combine policy area and local area analysis	0	\$75,000
Special Study – Consulting funding for analysis and data collection related to economic development and land use to serve the needs of Planning Board, Council, or DED	\$100,000	0
Technology		
Network Maintenance and Security (WAN/LAN Habernet consulting)	\$50,000	\$65,000
Consulting for Telephone Support	\$30,000	\$30,000
Microsoft email Cloud. Email annual license fee	\$18,000	\$20,000
L3 Helpdesk/Inventory support	\$59,000	\$65,000
Consulting support miscellaneous		\$10,000
Desktop Visualization		\$50,000
Mobile device management		\$10,000
Outside help for IT Strategic Plan		\$20,000
Avaya monitoring system		\$20,000
UPS Maintenance		\$15,000
E911 ongoing support		\$2,400
Mutare ongoing support (voice mail to email conversion)		\$2,000
Black Box licenses for constant upgrades for video conference units		\$4,000
Master Plan Transcriptions and Noticing	\$10,000	\$20,000
Translation Services	\$5,000	\$8,000
	\$1,040,900	\$1,086,300

NEW INITIATIVES

The Planning Department has asked for 4 major new initiatives and then some less significant ones (represented by increases in professional services listed above). The justification for the new initiatives is presented on page 7 of the budget book and in additional information in answers to Staff questions to M-NCPPC on © 26 to 30.

Information Technology

The Planning Department has asked for an increase in spending for information technology (IT) improvements, increasing the cost of professional services for IT from \$157,000 to \$313,400. The upgrades include desktop virtualization software that will help them eliminate the need for desktop PCs, software to remotely manage their mobile devices, a system that will enable them to monitor communication servers in real-time, and upgrades to their video conferencing units, among other improvements.

Staff has reviewed these requests with the Council analyst responsible for IT issues and recommends approval. (A reduction in funding is on the Planning Board's list of non-recommended reductions.)

Travel Demand Forecasting

This effort would allow the Department to explore options to the existing transportation models (such as the University of Maryland micro-simulation travel demand modeling tool). Additional detail on this request appears on © 26. In the sole request for new staffing, the Planning Department is requesting money for an existing but unfunded position and \$75,000 in consultant resources. **Staff supports this request.**

Functional Master Plan for Co-Location of Public Facilities (\$100,000)

This proposed functional master plan would examine ways the public can benefit from collocation as a way to more efficiently and cost-effectively provide facilities such as parks, schools, community health centers, libraries, or other public amenities or services. In addition, the collocated facilities could help build and sustain active, healthy communities and vibrant neighborhoods. Additional information about this effort is included on © 29 to 30.

Staff believes that this is an important effort that can both improve efficiency and help create destinations that create or enhance a sense of community. Staff's only question is whether the effort in FY15 will result in a functional master plan or whether this is a study that may (or may not) lead to a future functional planning effort. (A reduction in funding is on the Planning Board's list of non-recommended reductions.)

Staff recommends approval, but recommended that this be called a study rather than a functional master plan.

Functional Plan for Housing (\$250,000)

A description of the Functional Plan for Housing is attached at © 27 to 28. The Council has been asking for additional analysis of the existing stock of naturally occurring affordable housing for several years. Among the many questions that have been raised are the following:

1. Under what circumstances should the County encourage the redevelopment of the existing housing stock (e.g., if buildings are vacant or unable to meet building codes with reasonably

- priced repairs)? Under what circumstances should the County design strategies to encourage investments in existing buildings and discourage redevelopment?
2. What are the best strategies to encourage investments in existing buildings so that they remain affordable?
 3. What are the best strategies to ensure that affordable housing that is demolished is replaced with a greater amount of affordable housing than required by law?
 4. Should the County strive to ensure that each sector plan and master plan results in no net loss of affordable housing? If so, should such a policy differ depending on the existing stock of affordable housing in the area, particularly if most of the affordable housing is “naturally occurring” rather than income-restricted?
 5. What County policies and programs should be developed to deal with displaced residents or displaced businesses when their homes or the locations of their businesses redevelop?

Staff very strongly believes that additional work on this issue is needed, but questions whether what is needed is a Functional Master Plan. Staff believes that the goals and the scope of this effort need to be more clearly defined – perhaps with a focus on rental housing. The Council also needs to understand the role of other agencies involved in housing issues, as well as how consultants will be used. It is unclear why \$250,000 is needed to support this effort. **Staff recommends that the Committee provide input to the Planning Department and ask them to revise the scope of this effort for the next Committee meeting on the M-NCPPC budget.**

Sustainability and Planning

New this year, M-NCPPC has asked for sustainability and planning professional services. They have asked for \$10,000 for services related to the environmental issues associated with the Lyttonsville Plan, where environmental remediation efforts may be required. They have also asked for \$10,000 for professional services to provide the Planning Department with the most up-to-date technical experience in planning for energy conservation and generation. This is described in more detail on © 21 to 22. (A reduction in funding is on the Planning Board’s list of non-recommended reductions.)

Staff supports this request.

NON-RECOMMENDED REDUCTIONS

The Executive has recommended a \$914,443 reduction from the Commission’s request. M-NCPPC now believes that they will need \$313,552 less than originally allocated for OPEB. They have chosen to allocate the remaining reduction as follows:

Allocation of Non-Recommended Reductions	
Planning Department	\$461,775
CAS	\$139,116
Change in OPEB contribution	\$313,552
Total	\$914,443

The Planning Department reductions are discussed below, and the Central Administrative Services (CAS) reductions in the section of this memorandum that presents their budget. In the Planning Department, they have presented their non-recommended reductions in two tiers, with Tier 1 being their highest priority for restoration.

Planning Department Tier 1 Non-Recommended Reductions		
1	TPAR 16 Traffic Analysis for Subdivision Staging Policy	\$50,000
2	Retail & Office Market Analysis/Bethesda Downtown Plan	\$50,000
3	Co-location of Public Facilities – delay project and reduce by 50% for FY15/ additional funding will be proposed in FY16	\$50,000
4	Reduce by one-third – Community Outreach for Gaithersburg East/Montgomery Village Master Plan	\$11,975
5	Reduce by 50% - Consulting support for Green Buildings and Neighborhood Planning	\$5,000
Total		\$166,975

Planning Department Tier 2 Non-Recommended Reductions		
1	Building Maintenance for MRO	\$194,800
2	IT Initiative (joint with Parks): Desktop virtualization (implementation and software) - deferral	\$100,000
Total		\$294,800

The impact of these reductions is described on © 18. Should the Committee decide not to fund one of the new initiatives described above, that could serve as an offset for one of the Tier 1 Non-Recommended Reductions. **If the Committee fully funds their new initiatives, then Staff agrees with the Planning Board’s selection of non-recommended reductions and their assessment of the relative priority of the reductions, as well as their request to put all reductions on the reconciliation list.**

COMMISSIONERS’ OFFICE

The Montgomery County Commissioners’ Office includes the Chair’s Office and the technical writers unit. The description of this Office and the requested budget appear on pages 56 to 58 of the M-NCPPC Budget. The requested budget for FY15 is \$1,203,020. This is a \$60,419 increase (5.3 percent) in personnel services from the FY14 budget. They have proposed the restoration of a part-time office clerk position, which would increase workyears from 9 to 9.5.

Staff recommends approval as submitted.

CENTRAL ADMINISTRATIVE SERVICES

Central Administrative Services (CAS) provides the administrative functions for both the Montgomery and Prince George’s portions of this bi-county agency through three departments: Human Resources and Management (DHRM), Finance, and Legal. The FY15 Montgomery County portion of the

proposed CAS budget **before chargebacks** is \$8,731,886, an increase of \$242,055 or 2.9% over the approved FY14 budget (page 41).

The total Montgomery County CAS workyears are proposed to **increase** by 1 workyear from 53.55 to 54.55 (see page 97 in the Budget). The budget includes one new workyear (unfreezing an existing vacant position) in the Department of Human Resources and Management (shared by the two counties with 0.5 workyears in each) to implement the recommendations from the recent Classification and Compensation Survey study to support the Commission-wide recruitment and retention efforts. A second new workyear is requested in the Office of Internal Audit to increase the number and complexity of audits. This is also an existing frozen position and the workyear would be shared by the two counties.

The allocation of costs by Department within CAS after chargebacks is as follows:

CENTRAL ADMINISTRATIVE SERVICES (Excluding Non-Departmental)					
Department	Actual FY13	Budget FY14	Proposed FY15	Change FY14 to FY15	% Change FY14 to FY15
Human Resources & Mgmt.	\$1,593,949	\$1,911,431	\$1,985,804	\$74,373	3.9%
Finance	\$2,762,259	\$2,918,359	\$2,988,299	\$69,940	2.4%
Legal	\$1,200,588	\$1,466,216	\$1,456,846	(\$9,370)	-0.6%
Internal Audit	\$108,566	\$155,839	\$194,354	\$38,515	24.7%
CAS Support Services	\$508,511	\$559,550	\$536,957	(\$22,593)	-4.0%
Merit System Board	\$69,630	\$79,396	\$80,914	\$1,518	1.9%
TOTAL CAS	\$6,243,503	\$7,090,791	\$7,243,174	\$152,383	2.1%

Non-Recommended Reductions

As noted earlier, the Planning Board has allocated \$139,116 of the total \$914,443 reduction the Executive recommended for the Administration Fund to CAS. CAS proposes to meet that target by delaying filling the new auditor position (\$23,598); delaying hiring of the restored Classification and Compensation position by 3 months (\$12,689); reducing funding for seasonal interns (\$8,760); removing funding for a leadership development program (\$18,360); eliminating start-up costs for the ERP Help Desk, which they indicate is already underway (\$22,900); reducing support for ERP applications (\$21,490); and reducing funding for outside legal counsel (\$31,319). While Staff generally supports these non-recommended reductions, the Committee should note that the hiring of staff for the two new workyears will be delayed, not eliminated, and therefore the costs will be greater in FY16.

CAS Study

Four years ago, staffs from the Montgomery County and Prince George's County Councils undertook a study of CAS and presented a number of recommendations to improve CAS services to the departments they serve in the Commission. **Staff believes it would be appropriate to do a follow-up review to determine whether the study's recommendations have been implemented and whether concerns raised at that time still exist.**

The Montgomery County and Prince George's County Councils must agree on any changes to the CAS budget, or the Commission's budget will stand as submitted. Typically, compensation is a significant part of this discussion and it is not yet clear whether the counties will agree on the proposed funding for compensation adjustments. Staff notes that the Bi-County meeting will occur before the Council has completed its review of other departments and agency budgets (tentatively May 8); therefore, it is not possible to consider any reductions or additions to the **CAS portion** of the M-NCPPC budget after May 8.

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

OFFICE OF THE CHAIR

January 10, 2014

The Honorable Isiah Leggett
 Montgomery County Executive
 Executive Office Building
 101 Monroe Street
 Rockville, MD 20850

The Honorable Craig Rice
 President, Montgomery County Council
 Stella B. Werner Council Office Building
 100 Maryland Avenue
 Rockville, MD 20850

Dear Mr. Leggett and Mr. Rice:

Pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland, the Montgomery County Planning Board is pleased to transmit the FY15 Proposed Operating Budget for the operations of the Maryland-National Capital Park and Planning Commission in Montgomery County. This document contains the comprehensive budget presented at the budget appropriate levels of department and division, including lists of the programs and services provided by each division.

On-going Service Provision

Over the past few years, the Commission has worked with the County to balance limited resources with service delivery demands. Our FY14 Budget was based on a stabilization of resources necessary to provide investment in our critical infrastructure, maintenance and essential service needs. Our FY15 Proposed Budget is, of necessity, focused on rebuilding our ability to address service backlogs and respond to federal/state/local mandates.

Our primary mission remains unchanged: providing clean and safe parks, and delivering a timely, comprehensive development review program, key master plans, and other critical planning programs which drive economic development.

The FY15 proposed tax-supported operating budget is \$123.8 million. This is \$9.6 million more than the FY14 adopted budget, an 8.4 percent change, nearly all due to non-discretionary costs. The total proposed budget, including Enterprise operations, Property Management, Park Debt Service and Special Revenue funds, is \$145.2 million, an increase of \$10.4 million or 7.7 percent from the FY14 adopted budget.

Summary of FY15 Proposed Budget Expenditures
 (net reserves, ALARF, and Internal Service Funds)

	FY14 Adopted	FY15 Proposed	\$ Change	% Change
Montgomery Funds				
Administration	27,830,994	29,518,337	1,687,343	6.1%
Park (1)	84,738,567	92,586,636	7,848,069	9.3%
ALA Debt	1,684,300	1,724,400	40,100	2.4%
Subtotal Tax Supported	114,253,861	123,829,373	9,575,512	8.4%
Enterprise (2)	10,038,226	9,467,675	(570,551)	-5.7%
Property Management	906,458	1,026,320	119,862	13.2%
Special Revenue	5,754,671	5,744,249	(10,422)	-0.2%
Park Debt (3)	3,887,100	5,142,738	1,255,638	32.3%
Total Montgomery	134,840,316	145,210,355	10,370,039	7.7%

(1) Includes transfer to Debt Service and CIP

(2) Includes transfer to CIP

(3) While Park bond debt service has been adopted as a transfer out of the Park Fund to the Park Debt Service Fund, FY15 is the first year the Debt Service Fund is being presented. FY14 is shown for comparison purposes.



Although there is a somewhat brighter horizon in front of us, challenges remain. Montgomery County is continuing to recover from the Recession. For FY15, assessable base is projected to grow at a rate of about 3.5 percent, and general economic indicators show job growth, declining rates of unemployment, and low inflation. These positive indicators are welcome after the declines experienced in recent years, but at the same time do not mean that the Commission is relieved of fiscal stress. Costs, particularly benefit costs, continue to grow at higher rates than the revenues that support them. Secondly, mandates (NPDES, ADA Compliance, Consolidated Registration System), and Operating Budget Impact (OBI) and debt service from previously approved CIP projects impact the base budget. Thirdly, the Commission has budget needs that have been deferred over the last few years, particularly maintenance needs that grow more expensive to address the longer they are deferred. With property tax revenue making up more than 90 percent of the operating budget, slow growth means the Commission must manage its resources carefully to sustain a stable financial position.

Like most state and local government agencies, managing the cost pressure of personnel expenses remains a challenge. The cost pressure for major known personnel commitments constitutes nearly half of the 8.5 percent increase in the FY15 General Fund proposed budget. The table below begins with our FY14 adopted budget total and adds each of the elements that make up the proposed 8.5 percent increase.

M-NCPPC
Summary of FY15 Proposed Budget Major Changes
Montgomery County General Fund Accounts
Administration and Park Funds (excludes property management and reserves)

	<u>Budget Amount</u>	<u>% Change</u>
FY 14 Adopted Budget	\$ 112,569,561	
<i>FY15 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
OPEB Paygo	391,944	
OPEB Prefunding	559,792	
Health Insurance	1,336,948	
Pension (ERS)	(35,847)	
Employee Compensation Marker	2,395,677	
Subtotal Major Personnel Changes	4,648,514	4.1%
<u>Major Non-Personnel Cost Changes</u>		
Debt Service	1,255,638	
Park- NPDES	276,900	
OBI	448,038	
Investment in New Initiatives	2,031,929	
Operating Major Known Commitments	874,393	
Subtotal FY15 Major NonPersonnel Changes	4,886,898	4.3%
Total Dollar Change for Major Changes	9,535,412	8.5%
TOTAL FY15 Proposed Budget	\$ 122,104,973	8.5%

OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY15 that includes increases for major known commitments and investments in new initiatives, and seeks to begin to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY15:

- Medical insurance and benefit costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and
- A dollar marker to adjust employee compensation which is subject to negotiations.

As shown in the table below, imbedded cost pressure for personnel expenses is \$4.65 million.

		FY15 Proposed Budget			
		Summary of Changes in Major Personnel Costs			
		Montgomery County Administration Fund and Park Fund			
		FY14	FY15	\$	%
		Adopted	Proposed	Change	Change
Besides the compensation marker, the largest personnel cost increase in the FY15 Proposed Budget is for health and benefits, the cost of which is projected to rise by \$1.3 million, an increase of 11.6%. Growth in health care costs continues to be partially offset by increased cost share paid by employees for certain health plans and plan design changes. The increased cost share is now fully phased in, effective January 1, 2014.	OPEB				
	OPEB Prefunding	2,474,431	3,034,223	559,792	22.6%
	OPEB Paygo	4,100,264	4,492,208	391,944	9.6%
	Subtotal OPEB	6,574,695	7,526,431	951,736	14.5%
	Pension (ERS)				
	Pension (ERS)	11,550,774	11,514,927	(35,847)	-0.3%
	Health and Benefits(1)				
	Employee Health Benefits	11,561,835	12,898,783	1,336,948	11.6%
	Subtotal Personnel Costs	29,687,304	31,940,141	2,252,837	7.6%
	Employee Compensation				
Marker for Changes to Employee Comp.		2,395,677	2,395,677		
Total Major Personnel Costs			4,648,514		

(1) Health and Benefits includes medical insurances (health, dental, vision, prescription), long-term disability, accidental death and dismemberment, and life insurance.

Note: The year over year difference in pension and health insurance cost is based on total cost and may exclude a reduction of that cost by salary lapse.

The next largest cost increase is for OPEB. OPEB refers to the costs to provide retiree health benefits. The costs for FY15 have been actuarially determined taking into consideration the plan design changes that went into effect this fiscal year. These changes include cost share increases for retirees and employees, and the adoption of a credited service model for new employees to gain retiree health benefits on a graduated cost schedule over time. The net change for total OPEB costs is about \$952,000, an increase of 14.5 percent. Total OPEB funding is \$7.5 million. As a positive consequence of the benefit restructuring changes, we are at 100 percent of the annual required contribution. OPEB is shown in Non-Departmental accounts in individual funds rather than being allocated to each department.

Pension costs, however, are decreasing. As determined by the actuary, these costs will decrease by 0.3 percent in FY15, representing a savings of \$36 thousand from the FY14 budget. This decrease is

due to the change in the methodology of amortizing the unfunded liability, as well as increased employee contributions to the non-police pension plans, effective July 1, 2014.

As for employee compensation, with negotiations pending, the budget includes a dollar marker for possible wage increases for non-represented and represented employees. For FY15, this amounts to \$2.4 million. The specific form of employee compensation adjustment will be determined through negotiations, and presented for approval at the Joint County Council Meeting in May 2014.

Investing to Meet Critical Equipment, Maintenance, and Essential Service Needs

Included in the funding levels of the Administration Fund and Park Fund is a funding request of \$2.0 million to address critical equipment, maintenance, and essential service needs. Each department's budget pages provide detailed information on how this increased investment will be used. Below is summary of the requests by department.

<u>Fund</u>	<u>Department</u>	<u>Essential Needs Investment Amount</u>
Administration	Planning	\$ 798,400
Administration	DHRM	68,829
Administration	Legal	40,800
Administration	Finance	76,750
Administration	Internal Audit	54,150
Park Fund	Parks	<u>993,000</u>
Total		\$2,031,929

Summary of FY15 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY15 proposed budget to the FY14 adopted budget for the General Fund. Specific changes in each of the departments are explained in full detail in the Department pages of the Budget Book.

M-NCPPC
Summary of FY15 Proposed Budget General Fund Accounts
By Fund by Department (excludes reserves)

	FY14 Adopted	FY15 Proposed	\$ Change	% Change
Administration Fund				
Commissioners' Office	1,142,601	1,203,020	60,419	5.3%
Planning Department Operating	17,883,605	18,475,244	591,639	3.3%
CAS	7,090,791	7,243,174	152,383	2.1%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	1,563,997	2,446,899	882,902	56.5%
Subtotal Admin Fund	27,830,994	29,518,337	1,687,343	6.1%
Park Fund				
Park Department Operating	75,090,769	79,218,689	4,127,920	5.5%
Transfer to Debt Service	3,887,100	5,142,738	1,255,638	32.3%
Transfer to CIP	350,000	350,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	5,010,698	7,475,209	2,464,511	49.2%
Subtotal Park Operating	84,738,567	92,586,636	7,848,069	9.3%
Montgomery Operating Subtotal	112,569,561	122,104,973	9,535,412	8.5%
Property Management	906,458	1,026,320	119,862	13.2%
Montgomery General Fund Total	113,476,019	123,131,293	9,655,274	8.5%

(1) Non-Departmental for FY14 Adopted includes OPEB prefunding and OPEB paygo. For FY15 Non-Departmental includes OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.

PROGRAM HIGHLIGHTS

We are committed to a FY15 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live. Below are some highlights of the program budget focus in each of the departments. A more detailed discussion of department budgets is provided in the Department pages of the Budget Book.

Parks Department

The Department of Parks will focus on delivering core services to properly operate, maintain and protect our park system.

The Commission continues to develop and maintain one of the largest and most diverse park systems in the nation with over 35,000 acres in 420 parks. Montgomery Parks has balanced the dual roles of providing developed parkland for active and passive recreational opportunities that promote healthy, active life styles, and serving as stewards and interpreters of Montgomery County's natural and cultural resources by conserving parkland.

Montgomery Parks offers leisure and recreational opportunities through an array of programmed and unprogrammed resources which enrich the quality of life for County residents. Ninety-one percent of Montgomery County households are park users. Like schools, churches, and other social gathering places, parks promote a sense of community. Studies show that institutions that foster the web of human relationships can make a neighborhood stronger, safer, and more successful. The social value of people caring about their communities provides economic benefits to help attract residents and businesses. From playgrounds and sports fields to park benches and trails, parks offer opportunities for people of all ages to communicate, compete, interact, learn and grow. Proximity to parks has been shown to increase property values.

Delivering high-quality service in parks is an important focus for Montgomery Parks as demand and usage continue to grow. Montgomery Parks seeks to provide quality recreational and educational opportunities through its operation, construction, development, and maintenance of a wide variety of facilities to meet the varied needs and interests of the County's residents. Montgomery Parks' Vision 2030 plan, prepared together with the County's Department of Recreation, is a comprehensive planning effort to develop long range plans and serves as a guide for future park development and resource protection to better address changing needs and growth forecasts through 2030.

Through the tough economic times in the past few years, Montgomery Parks continued to increase park acreage to accommodate growing population and environmental protection needs, incorporated more stringent regulatory mandates into our work program, and covered rising employee healthcare and risk management costs in the operating budget. In addition, resident demand for services continues to grow with the changing needs and diversity of the community. Montgomery Parks has strived to manage its operating budget with a focus on providing safe and well-maintained parks for our residents.

The Department's FY15 budget includes increases for compensation adjustments, unfunded obligations for new parks and amenities, known operating commitments, debt service on general obligation park bonds, risk management, information technology upgrades, and National Pollutant Discharge Elimination System (NPDES), Americans with Disabilities Act (ADA) and Consolidated Registration System mandates.

During the recent economic downturn, Department of Parks funding was reduced, as was funding for other County agencies. For the past few years, the Department has been operating at a same services level, while the economy has sluggishly improved. Our staff work years remain below the FY05 level. Over the last decade, park acreage increased 9 percent, but staffing is lower by nearly 1 percent. In addition, the Park tax rate has decreased 13 percent from its highest point of this timeframe. The deferred maintenance backlog is growing for buildings, grounds, and facilities (including trails, roads, and bridges). In FY08, there was a backlog of over 500 outstanding work orders for repairs and preventive maintenance. By FY12, that number had grown to 2,000, and last year, after the derecho in June 2013 and Super Storm Sandy in October 2013, that number had grown to 2,500. This year, the number of outstanding work orders has modestly increased to 2,550.

The FY15 proposed budget includes incremental increases for essential needs to begin to address the backlog of work requests and reverse the trend of the past few years. There is very little that is new about the incremental increases proposed for FY15. Rather, these are all efforts required to bring our infrastructure and amenities to acceptable standards, ensure patron and tenant safety, and preserve what we already have for the enjoyment of current and future generations.

Together, we have created a highly popular, valued, and nationally-recognized park system. Our entire team remains committed to honoring our core vision to provide "...an enjoyable, accessible,

safe, and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves." We will continue to aggressively seek new funding opportunities and improve work program efficiencies. We remain committed to forming viable partnerships and strong relationships with our stakeholders and within our communities. The FY15 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and maintain the quality of life for which Montgomery County is renowned.

Planning Department

The Planning Department continues to deliver its core services to improve the quality of life in Montgomery County by conserving and enhancing both natural and man-made environments for current and future generations. Central to this role, the Department develops master plans, reviews development applications, and researches, analyzes and presents information to the community and public officials to aid in planning for Montgomery County's future.

In addition to the FY15 work plan that is detailed in the department's budget section, the following new initiatives are proposed:

- Information Technology
Advances in software and communications systems allow staff to perform more intricate analysis and provide better customer support. Therefore, we are seeking funding for several upgrades including desktop virtualization software that will help us eliminate the need for desktop PCs, software to remotely manage our mobile devices, a system that will enable us to monitor our communications servers in real-time, and upgrades to our video conferencing units, among others. We also are looking to update our IT Strategic Plan, which has not been done since 2005.
- Co-location of public facilities
In these difficult economic times, we are looking for innovative ways to help government agencies share key public assets. During FY14, we began to look at ways in which schools and parks could co-locate their facilities; now we wish to extend this effort to look at other types of public facilities that might benefit from this approach, such as police and fire stations or libraries and neighborhood services centers. This initiative will involve a wide variety of public and private stakeholders.
- Functional Plan for Housing
Montgomery County continues to see an influx of new residents but finds that its housing stock has not always kept up with demand, particularly for more affordable housing. At the same time, it has become clear that some of our older, more affordable units, such as post World War II garden apartments, are reaching a stage where they need to be rehabilitated or replaced. Although the county is working toward finalizing a new housing policy that includes several admirable goals, this plan would seek to identify the actual tools that could help us reach these goals.
- Travel Demand Forecasting
Transportation modeling is essential to our master planning and subdivision staging work. In order to accommodate a growing population, we must seek to understand the role that new means of transportation, such as rapid vehicle transit and light rail, can play in reducing automobile congestion. Our existing models are based on an older paradigm and need to be re-examined. Staff will explore options, such as the University of Maryland micro-simulation travel demand modeling tool, to replace our current process, which focuses on Critical Lane Volume (CLV) and Highway Capacity Manual (HCM) analysis. To identify the most appropriate tool, we will need consultant resources. We are requesting

ongoing funding for one existing, but currently unfunded position and one-time consulting funding for Travel Demand Forecasting.

Central Administrative Services (CAS)

For FY15, CAS Departments' work priorities will center on the following:

- Complete implementation of the Enterprise Resource Planning System (ERP) overhaul of all corporate financial and human resource systems.
- Implement management supported recommendations from the FY13 Classification and Compensation Survey.
- Negotiate the full MCGEO collective bargaining agreement and implement contract changes from the full FY14 FOP negotiations.

New initiatives requested include:

DHRM

- Funding of one existing but unfunded Human Resources position to address classification and compensation program priorities.
- Reestablishment of a formal leadership development and workforce training program
- Expansion of the existing online training on internal standards and policies.

Finance

- Start-up costs for ERP help desk
- Upgrade in ERP vendor support

Internal Audit

- Funding of one existing but unfunded auditor position to increase the number and complexity of internal audits and reviews.

Legal

- Anticipated reclassification costs

TAX RATES AND LONG-TERM FISCAL SUSTAINABILITY

In addition to meeting the immediate FY15 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise more than 95 percent of revenue in the tax-supported funds. The moderate increases of property assessments present the Commission with a projected revenue growth that continues to lag the projected growth in expenditures. The Commission, in proposing this budget, has proposed a change in the real and personal property tax rates for the Park Fund of 0.4 and 1.0 cents, respectively. At this level, the Park tax rate is still below that of FY06.

The FY15 Proposed Budget requests a total tax rate for property tax supported funds of 7.60 cents real property and 19.10 cents personal property. The breakdown by fund is:

- Administration Fund: 1.80 cents real and 4.50 cents personal;
- Park Fund: 5.70 cents real and 14.30 cents personal; and
- Advanced Land Acquisition Fund: 0.10 cents real and 0.30 cents personal.

At these tax rates, the Commission will have sufficient property tax revenues to meet the FY15 proposed expenditures and reserve requirements for the Park Fund. The Administration Fund will

not require a tax increase in FY15 but will utilize about half of its undesignated fund balance to meet its proposed expenditures.

MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)										
FUNDS	ACTUAL FY06	ACTUAL FY07	ACTUAL FY08	ACTUAL FY09	ACTUAL FY10	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	ADOPTED FY14	Proposed FY15
Administration Fund										
Real	2.2	2.0	1.9	1.9	1.8	1.5	1.7	1.8	1.8	1.8
Personal	5.5	5.0	4.7	4.7	4.5	3.8	4.3	4.5	4.5	4.5
Park Fund										
Real	6.1	5.7	5.8	5.3	5.0	4.5	4.8	5.4	5.3	5.7
Personal	15.3	14.3	14.5	13.2	12.5	11.2	12.0	13.5	13.3	14.3
Advance Land Acquisition Fund										
Real	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Personal	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Total Tax Rates (Cents)										
Real	8.4	7.8	7.8	7.3	6.9	6.1	6.6	7.3	7.2	7.6
Personal	21.1	19.6	19.5	18.2	17.3	15.3	16.6	18.3	18.1	19.1

CONCLUSION

In summary, the Commission is proposing a budget that will incrementally move us forward and will allow us to address several planning initiatives and previously scaled back parks maintenance. Although we have proposed increases where needed to address critical needs, we fully understand the ongoing economic challenges and look forward to working with the Council and Executive to incorporate adjustments where needed.

We look forward to working with you and your staffs on our FY15 budget proposal.

Sincerely,



Françoise M. Carrier
Chair

Maryland-National Capital Park and Planning Commission

MISSION STATEMENT

The Maryland-National Capital Park and Planning Commission (M-NCPPC) in Montgomery County manages physical growth and plans communities, protects and stewards natural, cultural and historical resources, and provides leisure and recreational experiences.

BUDGET OVERVIEW

The M-NCPPC was established by the General Assembly of Maryland in 1927. As a bi-county agency, the Commission is a corporate body of, and an agency created by, the State of Maryland. The Commission operates in each county through a Planning Board and, in Montgomery County, a Park Commission. Five board members, appointed by the County Council, serve as the Montgomery County members of the Commission. The Planning Board exercises policy oversight to the Commissioners' Office, the Department of Parks, the Planning Department, and Central Administrative Services.

On January 15 each year, M-NCPPC submits to the County Council and the County Executive the M-NCPPC proposed budget for the upcoming fiscal year. That document is a statement of mission and goals, justification of resources requested, description of work items accomplished in the prior fiscal year, and a source of important statistical and historical data. The M-NCPPC proposed budget can be obtained by contacting the M-NCPPC Budget Office at 301.454.1731 or visiting the Commission's website at www.mncppc.org. Summary data only are included in this presentation.

Tax Supported Funds

The M-NCPPC tax supported Operating Budget consists of the Administration Fund, the Park Fund, and the Advance Land Acquisition (ALA) Debt Service Fund. The Administration Fund supports the Commissioners' Office, the Montgomery County-funded portion of the Central Administrative Services (CAS) offices, and the Planning Department. The Administration Fund is supported by the Regional District Tax, which includes Montgomery County, less the municipalities of Barnesville, Brookeville, Gaithersburg, Laytonsville, Poolesville, Rockville, and Washington Grove.

The Park Fund supports the activities of the Department of Parks and Park Debt Service. The Park Fund is supported by the Metropolitan District Tax, whose taxing area is identical to the Regional District.

The Advance Land Acquisition (ALA) Debt Service Fund supports the payment of debt service on bonds issued to purchase land for a variety of public purposes. The Advance Land Acquisition Debt Service Fund has a countywide taxing area.

Non-Tax Supported Funds

There are three non-tax supported funds within the M-NCPPC that are financed and operated in a manner similar to private enterprise. These self-supporting operations are the Enterprise Fund, the Property Management Fund, and the Special Revenue Fund.

Grants are extracted from the tax supported portion of the fund displays and displayed in the Grant Fund. The Grant Fund, as displayed, consists of grants from the Park and Administration Funds.

Special Revenue Funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes. The budgets are associated with Planning and Parks operations throughout the Commission.

Spending Affordability Guidelines

In February 2014, the Council approved FY15 Spending Affordability Guidelines (SAG) of \$103,700,000 for the tax-supported funds of the M-NCPPC, which is a 1.5 percent decrease from the \$105,308,030 approved FY14 budget. For FY15, the Commission has requested \$113,028,012 excluding debt service and retiree health insurance prefunding, \$9,328,012 above the total SAG amount of \$103,700,000.

The total requested budgets for the Enterprise Fund, Property Management Fund, Special Revenue Funds, ALA Debt Service Fund, and Grant Fund, are \$16,286,104, a 3.9 percent decrease from the \$16,946,955 total FY14 approved budget.

Commissioners' Office

The Commissioners' Office supports the five Planning Board members and enhances communication among the Planning Board, County Council, County residents, other governmental agencies, and other Commission departments.

Planning Department

The Planning Department provides information, analysis, recommendations and other staffing services to the Montgomery County Planning Board, the County Council, the County Executive, other governmental agencies, and the public. The Department prepares master and sector plans for Planning Board review and approval by the County Council. The Department reviews development applications for conformance with existing laws, regulations, master plans and policies, and presents its recommendations to the Planning Board for action. The Department gathers, analyzes and reports various data (such as housing, employment, population growth and other topics of interest) to the County Council, County government, other agencies, the business community, and the public.

Central Administrative Services

The mission of Central Administrative Services is to provide quality corporate services in the areas of corporate governance; human resources; finance and budget; legal counsel; information technology; and internal audit; and to deliver these services with integrity, innovation, responsiveness, and excellent customer service to the Commission, its employees, elected and appointed officials and the communities served in the bi-county region. The level of services and therefore funding allocation by county is tailored to the agency and the individual department needs. Certain functions are allocated based on labor distribution or a cost driver such as number of employees paid. Some functions such as the Merit System Board are funded evenly by both counties.

Department of Parks

The Department of Parks provides recommendations, information, analysis, and services to the Montgomery County Planning Board (who also serve as the Park Commission), the County Council, the County Executive, other government agencies, and the general public. The Department also oversees the acquisition, development, and management of a nationally recognized, award winning park system providing County residents with open space for recreational opportunities and natural resources stewardship. The Department oversees a comprehensive park system of over 35,300 acres in 420 parks of different sizes, types, and functions that feature Stream Valley and Conservation Parks, Regional and Special Parks, Recreational Parks, and Local and Community Parks. The Department serves County residents as the primary provider of open space for recreational opportunities and maintains and provides security for the park system.

Debt Service - Park Fund

Park Debt Service pays principal and interest on the Commission's acquisition and development bonds. The proceeds of these bonds are used to fund the Local Parks portion of the M-NCPPC Capital Improvements Program.

Debt Service - Advance Land Acquisition Debt Service Fund and Revolving Fund

The Advance Land Acquisition Debt Service Fund pays principal and interest on the Commission's Advance Land Acquisition bonds. The proceeds of the Advance Land Acquisition bonds support the Advanced Land Acquisition Revolving Fund (ALARF).

ALARF activities include the acquisition of land needed for State highways, streets, roads, school sites, and other public uses. The Commission may only purchase land through the ALARF at the request of another government agency, with the approval of the Montgomery County Council.

Enterprise Fund

The Enterprise Fund accounts for various park facilities and services which are entirely supported by user fees. Recreational activities include: ice rinks, indoor tennis, event centers, boating, camping, trains, carousel, mini-golf, driving range, and splash and skate parks. Operating profits are reinvested in new or existing public revenue-producing facilities through the operating budget and Capital Improvements Program.

Property Management Fund

The Property Management Fund manages leased facilities located on parkland throughout the County, including single family houses, apartment units, businesses, farmland, and facilities which house County programs.

COUNTY EXECUTIVE RECOMMENDATIONS

The County Executive recommends an FY15 tax supported appropriation for M-NCPPC of \$112,362,846, 4.2 percent above the FY14 approved budget for tax supported funds, exclusive of debt service.

Park Fund

The County Executive recommends funding of \$83,908,952, excluding debt service. This proposed funding represents a \$3,807,485 or 4.8 percent increase from the FY14 approved budget and a reduction of \$2,784,946 from the Commission's request. Park Fund debt service increased by \$1,255,638 from \$3,887,100 in FY14 to \$5,142,738 in FY15.

The recommendation includes \$219,065 to support the joint development of the interagency class registration system ActiveNet. Implementation of the system will improve customer service to residents by allowing a one-stop access location between Parks, Community Use of Public Facilities (CUPF), the Charles W. Gilchrist Center for Cultural Diversity, and Department of Recreation.

Administration Fund

The County Executive recommends funding of \$28,453,894. This represents a \$772,900 or 2.8 percent increase from the FY14 approved budget and a reduction of \$914,443 from the Commission's request.

ALA Debt Service

The County Executive concurs with the M-NCPPC request for funding of \$282,860. This represents a decrease of \$14,740 or 5.0 percent from the FY14 approved budget.

Enterprise Fund

The County Executive concurs with the M-NCPPC request for funding of \$8,682,675. This represents a \$755,551 or 8.0 percent decrease from the FY14 approved budget of \$9,438,226.

Property Management Fund

The County Executive concurs with the M-NCPPC request for funding of \$1,026,320. This represents a \$119,862 or 13.2 percent increase from the FY14 approved budget of \$906,458.

Special Revenue Fund

The County Executive concurs with the M-NCPPC request for funding of \$5,744,249. This represents a \$10,422 or 0.2 percent decrease from the FY14 approved budget. The Executive recommends a transfer of \$866,800 from the General Fund to cover costs associated with the maintenance of MCPS Ballfields.

In addition, this agency's Capital Improvement Program (CIP) requires Current Revenue funding.

PROGRAM CONTACTS

Contact John Kroll of the M-NCPPC at 301.454.1731 or Amy Wilson of the Office of Management and Budget at 240.777.2775 for more information regarding this agency's operating budget.

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BUDGET SUMMARY

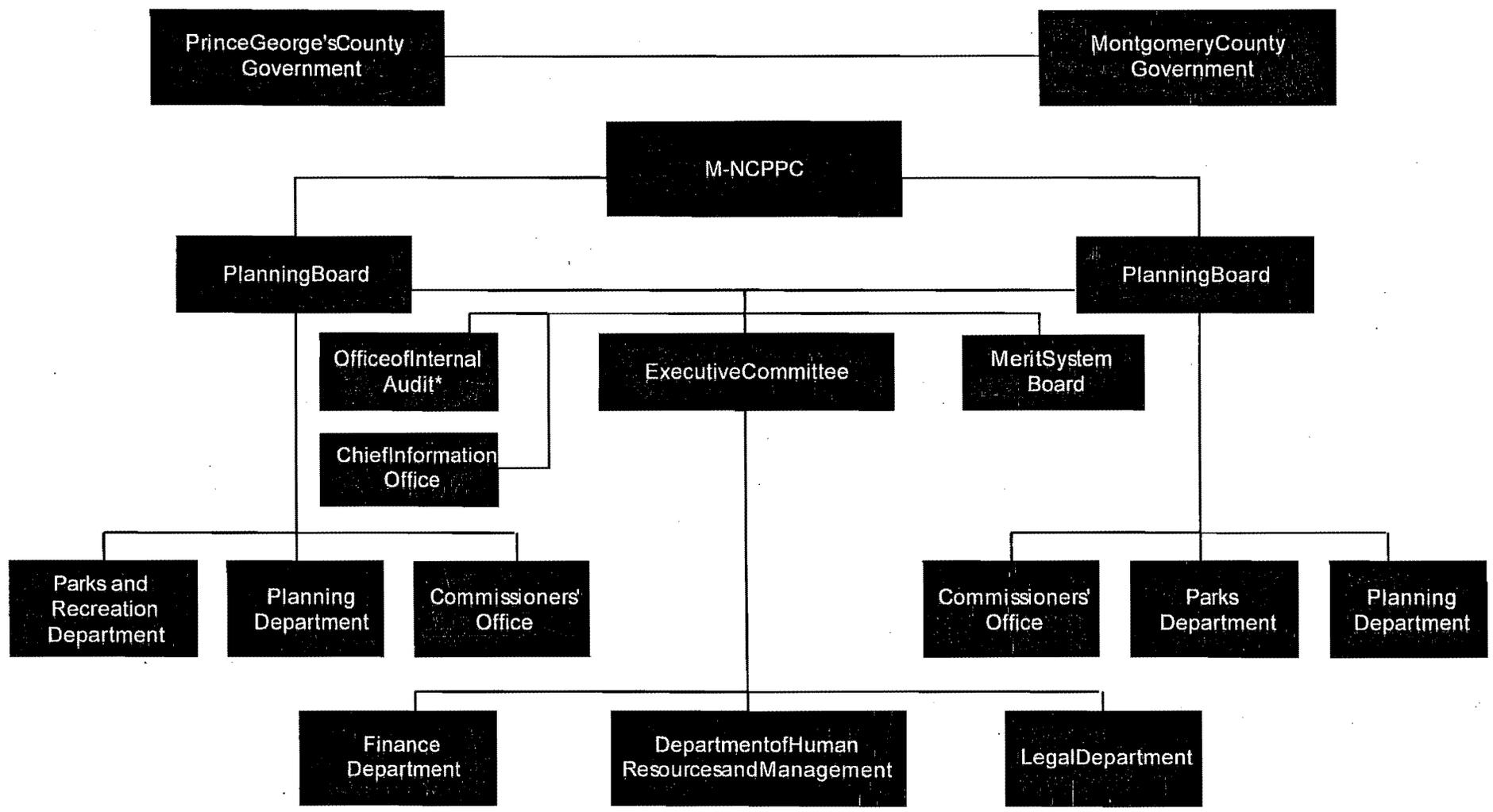
	Actual FY13	Budget FY14	Estimated FY14	Recommended FY15	% Chg Bud/
ADMINISTRATION FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Administration Fund Personnel Costs	0	0	0	0	—
Operating Expenses	23,397,963	27,680,994	27,600,994	28,453,894	2.8%
Capital Outlay	0	0	0	0	—
Administration Fund Expenditures	23,397,963	27,680,994	27,600,994	28,453,894	2.8%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	174.28	174.28	179.35	2.9%
REVENUES					
Intergovernmental	435,988	400,400	400,400	400,400	—
Investment Income	15,963	54,000	21,000	20,500	-62.0%
Property Tax	25,853,216	25,965,553	26,031,084	23,902,107	-7.9%
User Fees	390,430	235,000	236,000	240,580	2.4%
Administration Fund Revenues	26,695,597	26,654,953	26,688,484	24,563,587	-7.8%
PARK FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Park Fund Personnel Costs	0	0	0	0	—
Operating Expenses	75,758,557	80,101,467	80,101,467	83,908,952	4.8%
Debt Service Other	4,433,012	3,887,100	3,887,100	5,142,738	32.3%
Capital Outlay	0	0	0	0	—
Park Fund Expenditures	80,191,569	83,988,567	83,988,567	89,051,690	6.0%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	5.00	635.10	635.10	657.10	3.5%
REVENUES					
Facility User Fees	1,955,682	2,048,939	2,048,939	2,356,200	15.0%
Intergovernmental	2,146,460	2,037,862	2,037,862	2,314,762	13.6%
Investment Income	-68,776	5,000	5,000	5,000	—
Miscellaneous	220,289	106,500	106,500	122,000	14.6%
Property Tax	77,724,077	76,468,661	76,661,178	83,657,376	9.4%
Park Fund Revenues	81,977,732	80,666,962	80,859,479	88,455,338	9.7%
ALA DEBT SERVICE FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
ALA Debt Service Fund Personnel Costs	0	0	0	0	—
Operating Expenses	0	0	0	0	—
Debt Service Other	310,710	297,600	297,600	282,860	-5.0%
Capital Outlay	0	0	0	0	—
ALA Debt Service Fund Expenditures	310,710	297,600	297,600	282,860	-5.0%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	28.55	0.00	0.00	0.00	—
REVENUES					
Property Tax	1,680,687	1,686,287	1,685,497	1,723,014	2.2%
ALA Debt Service Fund Revenues	1,680,687	1,686,287	1,685,497	1,723,014	2.2%
GRANT FUND MNCPPC					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Grant Fund MNCPPC Personnel Costs	0	0	0	0	—
Operating Expenses	78,296	550,000	550,000	550,000	—
Capital Outlay	0	0	0	0	—
Grant Fund MNCPPC Expenditures	78,296	550,000	550,000	550,000	—

	Actual FY13	Budget FY14	Estimated FY14	Recommended FY15	% Chg Bud/Rec
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	118.90	0.00	0.00	0.00	—
REVENUES					
Administration Fund Grants	0	150,000	150,000	150,000	—
Park Fund Grants	78,296	400,000	400,000	400,000	—
Grant Fund MNCPPC Revenues	78,296	550,000	550,000	550,000	—
ENTERPRISE FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Enterprise Fund Personnel Costs	0	0	0	0	—
Operating Expenses	8,048,757	9,210,269	8,676,081	8,682,675	-5.7%
Debt Service Other	870,956	227,957	227,957	0	—
Capital Outlay	0	0	0	0	—
Enterprise Fund Expenditures	8,919,713	9,438,226	8,904,038	8,682,675	-8.0%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	173.40	116.00	116.00	110.30	-4.9%
REVENUES					
Fees and Charges	6,284,292	6,323,008	6,007,855	6,055,910	-4.2%
Intergovernmental	11,883	0	0	0	—
Merchandise Sales	640,199	722,100	622,800	627,350	-13.1%
Non-Operating Revenues/Interest	7,983	22,200	22,200	8,000	-64.0%
Rentals	2,896,220	2,963,500	2,987,925	3,036,245	2.5%
Enterprise Fund Revenues	9,840,577	10,030,808	9,640,780	9,727,505	-3.0%
PROP MGMT MNCPPC					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Prop Mgmt MNCPPC Personnel Costs	0	0	0	0	—
Operating Expenses	839,471	906,458	906,458	1,026,320	13.2%
Capital Outlay	0	0	0	0	—
Prop Mgmt MNCPPC Expenditures	839,471	906,458	906,458	1,026,320	13.2%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	6.00	6.00	7.00	16.7%
REVENUES					
Investment Income	1,820	5,600	1,800	1,820	-67.5%
Rental Income	927,095	900,000	900,000	1,024,500	13.8%
Prop Mgmt MNCPPC Revenues	928,915	905,600	901,800	1,026,320	13.3%
SPECIAL REVENUE FUNDS					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Special Revenue Funds Personnel Costs	0	0	0	0	—
Operating Expenses	4,897,488	5,754,671	5,393,428	5,744,249	-0.2%
Capital Outlay	0	0	0	0	—
Special Revenue Funds Expenditures	4,897,488	5,754,671	5,393,428	5,744,249	-0.2%
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	625.60	27.17	27.17	24.85	-8.5%
REVENUES					
Intergovernmental	303,431	55,000	55,000	55,000	—
Investment Income	7,811	20,800	20,500	8,300	-60.1%
Miscellaneous	92,492	0	0	0	—
Service Charges	3,970,589	2,719,476	2,675,800	2,634,700	-3.1%
Special Revenue Funds Revenues	4,374,323	2,795,276	2,751,300	2,698,000	-3.5%

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	Actual FY13	Budget FY14	Estimated FY14	Recommended FY15	% Chg Bud/Rec
DEPARTMENT TOTALS					
Total Expenditures	118,635,210	128,616,516	127,641,085	133,791,688	
Total Full-Time Positions	0	0	0	0	
Total Part-Time Positions	0	0	0	0	
Total FTEs	951.45	958.55	958.55	978.60	2.1%
Total Revenues	125,576,127	123,289,886	123,077,340	128,743,764	4.4%

Maryland-National Capital Park and Planning Commission



*The Office of Internal Audit reports to Chair and Vice Chair of the Commission and the Audit Committee.

1. My primary question is what reductions you would need to take to reach the Executive recommended budget and what the impact would be of those reductions.

First, here is summary of the Administration Fund proposed budget and comparison to the Executive's recommendation.

Administration Fund

FY 15 Proposed Budget	29,518,337
Less Grants	<u>(150,000)</u>
Total Request (OMB format)	29,368,337
CE Recommendation	<u>28,453,894</u>
Reduction from Request	914,443
Less retiree health (OPEB) reduction	<u>(313,552)</u>
Reduction necessary to reach CE recommendation	600,891
Planning share	461,775
CAS (DHRM, Finance, Legal, Internal Audit) share	139,116

Please note the reduction for OPEB – this is the result of a revised actuarial valuation that takes into consideration the Commission's conversion of the prescription plan we offer to Medicare eligible retirees to a Medicare approved Part D prescription plan.

PLANNING

M-NCPPC undertook an internal analysis on allocation of the overall CE recommended reduction. For the MC Planning Department, the total reduction allocation is: **\$461,775**. The Department analyzed a set of cuts to reach that target and asks the Council that, while these reductions are *not recommended by either the Department or the Planning Board*, they be considered in the following manner:

Tier 1. Non-recommended Reductions which Planning will ask to be placed on the Council's Reconciliation List (no new positions involved):

1.	TPAR 16 Traffic Analysis for Subdivision Staging Policy	50,000
2.	Retail & Office Market Analysis/Bethesda Downtown Plan	50,000
3.	Co-location of Public Facilities – delay project and reduce by 50% for FY15/additional funding will be proposed in FY16	50,000
4.	Community Outreach for Gaithersburg E./Montgomery Village Master plan – reduced by approximately one third	11,975
5.	Consulting Support for Green Building and Neighborhood Planning – reduced by 50%	5,000
	SUBTOTAL – Will be asked to go on Reconciliation List	166,975

Tier 2. *Non-recommended Reductions* which Planning will also ask to be placed on the Council's Reconciliation List (no new positions involved) but with a priority lower than those in Tier1:

1.	Building Maintenance for MRO	194,800
2.	IT Initiative (joint w Parks): Desktop virtualization (implementation & software) - deferral	100,000
	SUBTOTAL – Will be asked to go on Reconciliation List	294,800

Impact statements for these *non-recommended reductions* are as follows:

- a) TPAR 16 Traffic Analysis for Subdivision Staging Policy **(\$50,000)** -
Impact Statement: Biannual study needed for SSP. Possible deferral, but work product is necessary.
- b) Retail & Office Market Analysis (\$50,000) -
Impact Statement: Would be useful for Bethesda Downtown Plan.
- c) Consultant Study for Colocation of Public Facilities –reduced by 50% for FY15 **(\$50,000)** -
Impact Statement: Would delay the schedule of the project (halves FY15 proposed funding) & would extend project into FY16
- d) Community Outreach for Gaithersburg E. /Montgomery Village Master plan – reduced by 37% **(\$11,975)** –
Impact Statement: \$32,000 was in budget for Gaithersburg East/Mont. Village Master Plan. The reduction will curtail some outreach and will mean that not all new outreach tools will be achieved.
- e) Consulting Support for Green Building and Neighborhood Planning – reduced by 50% **(\$5,000)** –
Impact Statement: Halved the requested \$10,000 for consulting support for green building and neighborhood planning. Project will need to be reframed.
- f) Building Maintenance for MRO eliminated **(\$194,800)** –
Impact Statement: Will result in deferred and limited maintenance to MRO pending move to new HQ; old building with ongoing problems ; this reduces our ability to handle unplanned, misc. services for operation of MRO.
- g) IT Initiative: Desktop virtualization implementation, deferral (\$50,000) -
Impact Statement: Deferred jointly with Parks; will slow development of staff efficiencies and delay the move away from desktop PCs.
- h) IT Initiative: Desktop virtualization software, deferral (\$50,000) -
Impact Statement: Deferred jointly with Parks; will slow development of staff efficiencies and delay the move away from desktop PCs.

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CAS

CAS reduction targets were allocated as follows (Montgomery County share shown):

DHRM	\$39,809
Legal	\$31,319
Finance	\$44,390
Internal Audit	\$23,598

The CAS departments with direction from the Planning Board have identified the following non-recommended reductions to meet these targets. These cuts are primarily proposed in new initiatives, however, it should be noted that any cuts will have a significant impact on our ability to carry out critical objectives identified by the agency.

Internal Audit: Delay filling Auditor III position from July to March (\$23,598). Impact: Current staffing levels limit the Office of Internal Audit from completing critical audits for Montgomery County. Currently Montgomery County is only supported by approximately 1.2 FTE including the Chief Internal Auditor. Delay in funding would result in a lower number of compliance, information technology and fraud, waste & abuse audits for Montgomery County. Failure to complete audits may result in increased fines and penalties, financial loss to the Commission and possible reputational damage.

DHRM: Remove funding request for Leadership Development Program (\$18,360). This program was supported by operating departments to address significant succession planning concerns as 30% of the workforce is eligible to retire in 5 years. This agency-wide program was eliminated a few years ago due to past budget reductions. However, the succession planning needs are reaching a critical point as 70% of senior professional/administrator positions are eligible to retire, thus highlighting the need for knowledge transfer and skill building.

Delay hiring of the restored Classification and Compensation position by approximately 3 months (\$12,689). The FY15 budget requested the restoration of this position to meet continuing and increasing work demands within the classification and compensation program. Departments expressed the need for greater position series reviews, classification analysis, and market studies. The need for this work was initially identified in a classification and compensation study conducted by external consultants who found extensive and ongoing work was needed to better align positions with market and retain qualified employees. The position is critical to accomplishment of this program.

Reduce funding of seasonal positions/interns (\$8,760). This funding was needed to provide assistance during the implementation of the Enterprise Resource Program to current staff so they could maintain existing work programs while conducting ERP system integration/testing/training. This reduction will place a heavier burden on existing staff some of whom are already overly taxed. However, the reduction is preferable to a greater

delay in the restoration of the much-needed Classification and Compensation position.

Finance: Eliminate start-up costs for ERP Help Desk (\$22,900). Impact would be negligible as efforts are underway to complete this work in the current fiscal year.

Reduce managed services by 50% (\$21,490). Impact would be negligible as current contract covers first half of FY15. FY16 budget will require full year's funding.

Legal: Reduce flexibility and availability of funding for outside counsel (\$31,319). Impact would be a reduction in the service level of outside counsel in Montgomery County.

2. In FY14 there was consulting funding for the housing and co-location studies. How were those funds spent?

In the FY14 budget, a requested garden apartment study was not funded; \$50,000 was approved for the colocation study. During FY14, staff began working in collaboration with the Montgomery County Public Schools on opportunities for co-locating facilities. One of the work products staff have already completed is a thorough inventory and Geographical Information System (GIS) mapping tool showing publicly owned property and facilities. This visual and interactive map will be presented to Council during the Semi-Annual Report.

To continue this important study, and utilizing the dollars budgeted in FY14, Planning recently hired Bolin Smart (BSA), a recognized research firm, to help staff explore state-of-the-art practices for colocating facilities – both regionally, and nationally. To accomplish this, together with Planning staff, BSA will conduct extensive research regarding the colocation of public facilities, define how the concept could apply to Montgomery County, and document case studies noting current practices, examples of partnerships, and what aspects of the programs have been successful, or failed. In addition, they will help us identify public and private stakeholders and stakeholder goals, and determine how these partnerships can share resources and generate cost savings for future site development. This White Paper, to be completed this summer, will become the basis for the more comprehensive Plan for Colocation, scheduled to start in FY15, which will look at co-locating other public facilities such as libraries and service centers, police and fire stations, in addition to schools and parks.

3. Will all the proposed FY15 funds for these projects be used entirely for consultants? What work would be done by in-house staff?

The funds will be primarily used for consultant services. There will also be significant staff resources devoted to these projects.

Work Plans

Achieving the goals of these two critical projects will require a partnership, not only between the Planning staff and a consultant team, but also with various County agencies, including the Department of Housing and Community Affairs (DHCA), housing providers, and housing

advocates for the housing initiative and Department of General Services (DGS), schools and others for the colocation study. Both projects are closely connected, since they will require a good hard look at the way we think about utilizing public land and for what purposes.

Both efforts also require assistance from a well-informed consultant team; one that is up-to-speed on the latest trends, techniques, and tools regarding both critical planning efforts. While staff will rely on consultant teams for this important knowledge, we will nevertheless also be very involved. Combined staff time for both of these efforts is significant – approximately 5 work years are anticipated. While the detailed work plans for these projects have yet to be fully developed, staff will define the planning processes, establish and nurture partnerships, manage both plans and consultant teams, seek public input, identify and test alternative approaches, organize and participate in all related meetings, coordinate all work efforts with other agencies and organizations, craft reports and recommendations, author the draft plans and then shepherd them through the approval process with the Planning Board and Council.

4. Provide the annual update on costs and revenues associated with the development review process.

Development Review Special Revenue Fund revenues are down because the number of applications is down. Last year was an exceptional year where property owners were rushing to take advantage of new zones created by the White Flint and Germantown Sector Plans. To date this year, we have not received as many applications, nor as many applications that generated large application fees. Based on the fees received through the first 9 months of FY14, we believe that we may not meet our budgeted revenue of \$1,810,000 in the Special Revenue Fund.

FY	Beginning Fund Balance	Revenues	Transfers in	Expenditures	Year End Fund Balance
FY12	\$741,313	\$4,034,058	\$1,278,000	(\$3,213,447)	\$2,839,924
FY13	\$2,839,924	\$3,534,385	\$1,390,000	(\$3,129,380)	\$4,634,929
FY14 as of February	\$4,634,929	\$1,237,363	-	(\$3,256,620)	\$2,615,671

5. Provide a description of professional services that are new to the FY15 budget (e.g., what are the consulting services for green buildings and neighborhood planning).

Please see the descriptions in the chart below.

PROFESSIONAL SERVICES			
Division	Program Element	Description	FY15 Proposed Budget
Area 1			
	Sustainability & Planning Activity	Consulting Service for Green Building and Neighborhood Planning: Given the many documented and undocumented environmental issues within the Greater Lyttonsville Sector Plan will be requesting	\$10,000

PROFESSIONAL SERVICES			
		<p>environmental consultant services to perform the following:</p> <ul style="list-style-type: none"> • Locate and identify environmental issues and contaminants • Classify and prioritize the environmental issues on a lot by lot basis (information can be used to inform Commercial Viability Study) • Delineate environmental effects to adjacent areas • Formulate area wide environmental remediation options 	
	Greater Lyttonsville	<p>Land/retail/industrial use analysis: Staff will need a Commercial Viability study that would look at the effects of commercial redevelopment in the area on:</p> <ol style="list-style-type: none"> 1) workforce retention of industrial businesses 2) Opportunities for redevelopment and adaptive reuse along Brookville Road and the Spring Center property associated with the two purple line stations in the plan. 	\$20,000
	Bethesda CBD	<p>Retail and office market analysis: Bethesda Retail Study – Consultant to conduct study ground floor retail market viability and identify primary ground floor retail streets. The information will inform the development of Bethesda Downtown Plan regarding potential locations/streets of neighborhood retail centers. The Retail Planning Strategy will guide the formation of development, zoning and growth policies under Bethesda Downtown Plan. The strategy will identify market-supported strategies to improve the area's retail environment, develop synergies with other land use functions, and promote the three core themes of sustainable development, in a graphic, easy-to-understand format.</p> <p><u>(Non-recommended Reduction, will be asked to go on reconciliation list)</u></p>	\$50,000
Area 2			
	Gaithersburg East/ Montgomery Village Master Plan	<p>Feasibility studies and/or economic analyses: The economic studies for Gaithersburg east will be identified after we do the project work scope; they may include a feasibility study for redevelopment of the Montgomery village golf course.</p>	\$18,000
	Gaithersburg East/ Montgomery Village Master Plan	<p>The community outreach funding is to utilize a consultant for a community visioning process similar to the successful process used in Glenmont in lieu of a Citizens Advisory Committee (CAC).</p> <p><u>(Non-recommended Reduction of \$11,975, will be asked to go on reconciliation list)</u></p>	\$32,000
Area 3			
	Sustainability & Planning Activity	<p>The funds for professional services will provide the Planning Department with the most up-to-date technical experience in planning for energy conservation and generation. The services will be applied to the preparation of master plans and the review of development projects to improve the implementation of the requirements and options in the new Commercial Residential (CR) Zones and the new energy bills. The services will improve the link between the carbon foot print analysis presently required for each master plan and the review of projects to minimize carbon foot print.</p> <p><u>(Non-recommended Reduction, of \$5K will be asked to go on reconciliation list)</u></p>	\$10,000
Research and Special Projects			

PROFESSIONAL SERVICES			
		<p>Functional Master Plan for Housing</p> <p>While Montgomery County has been at the forefront of exploring and implementing new and innovative ways to provide affordable housing, there is still much to do. The median mortgage and the percent of owner-occupied households in the County burdened by excessive mortgage costs declined between 2008 and 2012; however, an estimated 43,606 owner-occupied households still met the guidelines for being mortgage-burdened in 2012. Burdensome housing costs are when a household spends 35 percent or more of its income on a mortgage or rent.</p> <p>The County's renter households meeting the housing cost burden threshold remained unchanged between 2008 and 2012, but were still a significant 40.5%; while median rent stabilized over the last three years. Montgomery County also did not see an increase in its regional share of burdened renter households during the four years, but it was one of four jurisdictions in the region where the percentage of rent-burdened households was at least 40 percent.</p> <p>In April 2011, the County Council approved the Housing Element of the General Plan and in May the Housing Element was adopted by the Maryland National Capital Park and Planning Commission. The Housing Element of the General Plan is an amendment to the Housing Element of the 1993 General Plan Refinement; it makes recommendations for housing in Montgomery County and identifies policy objectives, regulatory reforms, and land use strategies needed to accomplish the recommendations.</p> <p>In October 2012, the Department of Housing and Community Affairs (DHCA) forwarded the Draft 2012 Housing Policy to the Montgomery County Council for consideration. The Planning, Housing, and Economic Development Committee (PHED) of the County Council held several worksessions on the proposed draft during 2013. In the coming year, the PHED Committee will resume its discussion and review of the Draft 2012 Housing Policy.</p> <p>Given this background and previous work, a county-wide functional plan for housing would address a wide variety of issues these policy documents have touched on, but not provided the specifics for implementation. These include developing new models to preserve existing affordable units, looking at ways to appropriately address existing older garden apartments, providing more opportunities and incentives to create new affordable units, and addressing housing as an economic development issue. The proposed Functional Plan for Housing will build upon the excellent work already undertaken by these and other previous studies and provide specific recommendations for implementation tools. Such an effort will require collaboration and partnerships between various agencies, private sector housing developers, and the broader community. Key participants would also include Planning, DHCA, Housing Opportunities Commission (HOC), and other not-for-profit housing groups.</p>	\$250,000
	Functional Plan for Housing		
		<p>Functional Plan for Colocation of Public Facilities</p> <p>The recent economic downturn has been viewed in many jurisdictions as a wake-up call for the way government agencies consider the use of public assets, including parks and schools. More and more public agencies are looking at innovative ways to efficiently use and share the resources they do have; since for example, local governments, parks, and school districts serve the same families and communities. By looking at sharing assets, both capital and real estate, the public can benefit from collocation as a way to more efficiently and cost-effectively provide facilities such as parks, schools, community health centers, swimming pools, libraries, or other public amenities or services. By expanding the approach, other important public policy goals, such as affordable housing, could also begin to be addressed. As in many other jurisdictions, collocation of public facilities in Montgomery County could help provide various benefits to more efficiently use public land assets, and capital funds, and reduce overall operating costs. In addition, the collocated and shared use of public assets could further help build and sustain active, healthy communities and vibrant neighborhoods. Smart growth advocates a new conversation around the idea of creating "complete communities." Complete communities provide a variety of homes, jobs, shops, services and amenities close to transit and rail stations, or bus stops. This approach allows people the option to walk, bicycle, or take transit rather than drive a car to run errands, visit friends, exercise, or get to work or school. Collocating public facilities could help support this approach.</p> <p>During FY14, staff began working in collaboration with the</p>	\$100,000
	Functional Master Plan for Colocation of Public Facilities		

PROFESSIONAL SERVICES			
		Montgomery County Public Schools on a study about collocating facilities. The Council budgeted \$50,000 towards this effort and staff has been actively working on this project. Most recently GIS mapping of publicly owned property and facilities was completed. A natural and important extension of this effort is looking at other types of public facilities in the County that could benefit from collocation, in support of the concept of building complete communities. There are many exciting projects in the region and across the country that demonstrate how the creative use of public facilities and collocation of different uses can provide the public with multiple benefits. Just as mixing commercial and residential uses is becoming the norm for new development in Montgomery County, finding ways to go beyond stand-alone public facilities to create a mix of beneficial uses on public land is a worthwhile issue to study. Staff anticipates that this effort would involve many different public and private sector stakeholders – including Department of General Services (DGS), the Police, the Fire Department, Montgomery County Public Schools (MCPS), Department of Permitting Services (DPS), and others. <u>(Non-recommended Reduction of \$50K. Will be asked to go on reconciliation list)</u>	
Functional Planning and Policy			
	Subdivision Staging Growth Policy /COG Master Plan Local Area Modeling Support	TPAR 2016 Analysis <u>(Non-recommended Reduction, will be asked to go on reconciliation list)</u>	\$50,000
	Subdivision Staging Growth Policy /COG Master Plan Local Area Modeling Support	Travel Demand Forecasting: Transportation modeling is essential to our master planning and subdivision staging work. In order to accommodate a growing population, we must seek to understand the role that new means of transportation, such as rapid vehicle transit and light rail, can play in reducing automobile congestion. Our existing models are based on an older paradigm and need to be re-examined. Staff will explore options, such as the University of Maryland micro-simulation travel demand modeling tool, to replace our current process which focuses on Critical Lane Volume (CLV) and Highway Capacity Manual (HCM) analysis. To identify the most appropriate tool, we will need consultant resources. We are requesting ongoing funding for one existing, but currently unfunded position and one-time consulting funding for Travel Demand Forecasting.	\$75,000
Information Technology & Innovation			
	Consulting Support Miscellaneous	Advances in software and communications systems allow staff to perform more intricate analysis and provide better customer support. Therefore, we are seeking funding for several upgrades including desktop virtualization software that will help us eliminate the need for desktop PCs, software to remotely manage our mobile devices, a system that will enable us to monitor our communications servers in real-time, and upgrades to our video conferencing units, among others. <u>(Non-recommended Reduction (\$50K for desktop virtualization), will be asked to go on reconciliation list)</u>	\$10,000
	Desktop Virtualization		\$50,000
	Mobile device management		\$10,000
	Outside help for IT strategic plan		\$20,000
	Avaya monitoring system		\$20,000
	UPS Maintenance		\$15,000
	E911 ongoing support		\$2,400
	Mutare ongoing support (voice mail to email conversion)		\$2,000
	Black Box licenses for constant upgrades for videoconference units		\$4,000

Note: Extracted from Professional Services chart on pages 110-111 of FY15 proposed Budget Book

If this question was also directed at CAS, the following is provided.

DHRM Leadership Training (\$18,360). **(Non-recommended reduction)**
Webinars (\$7,884), primarily IT software and support

Finance Managed services from Infor to support the ERP applications (\$42,980).
Provides front line support for system administration tasks necessary to

ensure that ERP software is kept up to date and fully operational. **(Non-recommended reduction (\$21,490) to reduce to half year coverage.)**

6. What specific audits will be completed in FY14 and what is the workprogram for audits for FY15?

As of March 31, 2014, the Office of Internal Audit (OIA) has issued 10 audit reports in fiscal year 2014; and 3 audit reports are in draft form, to be issued – these numbers only reflect audits specific to Montgomery County, CAS, or Commission-wide operations. The breakdown is as follows:

Petty Cash Audits - 1

Purchase Card Audits - 2

Fraud, Waste & Abuse Reviews - 3

Agency Wide Process Audits - 2

Follow Up Reviews - 2

Audits Currently In Process - 3

Additional Audits Planned for FY14 - 2

The Chief Internal Auditor will develop the FY15 audit plan upon the completion of the agency's risk assessment. The OIA has identified approximately 46 auditable units, Commission-wide.

An auditable unit may be a process, a unit, or IT systems and applications. Commission management has been asked to rank (likelihood and impact) various risk scenarios for each auditable unit. The result of the risk assessment will be basis for the FY15 audit plan. The OIA would like to shift from smaller, facility audits focused on specific processes (e.g. petty cash or purchase card) and move towards commission wide reviews. Some possible audits for FY15 may include: Email Security, Network Security, and PCI Compliance. In addition, based on current trends, the FY15 audit plan will contain a significant number of hours to complete fraud, waste and abuse reviews submitted via the confidential hot-line or by management. Per policy requirements, the FY15 audit plan to be approved by the Audit Committee.

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Request for One Additional Position in Functional Planning & Policy

IN FY 13 and FY 14 consultants were retained in large part as a result of (1) the Council adopting a new Subdivision Staging Policy that required intersection analysis using Highway Capacity Manual methodology and (2) the need to begin the examination of how to enhance our regional and local area travel forecasting and intersection analysis related to master plans and subdivision staging. Central to the enhancements is the ability to have work completed by personnel well versed in the Synchro software that provides output consistent with the HCM methodology as it relates to travel delay.

The FY 14 approved budget includes \$35,000 to continue this type of work in support of our master plans. The FY 15 budget request also includes \$35,000 to continue this type of work in support of our master plans.

We are beginning work on three master plans – Bethesda Downtown, Gaithersburg East / Montgomery Village, and Greater Lyttonsville Sector Plan. The first two in particular are significant efforts with complicated issues. While we have the Synchro software in-house we do not have anyone on staff that is well versed in its use. We have had some initial training for our staff but they have not been able to allocate time for on-going concentrated training that leads to proficiency using the software. Two of the staff positions (one in Area Two and one in Area Three) for individuals that were designated for training are vacant.

Our recommended approach is to add a position dedicated to this function (local area modeling, intersection analysis, micro-simulation, etc.) and have them eventually compliment the role of the consultant work – eventually reducing (but not necessarily eliminating) the role of the consultant involvement. It is important, however, to note that we estimate we will continue to need the assistance of outside technical assistance in support of regional and sub-area travel forecasting in the estimated range of \$50,000 to \$75,000 per year for the next 3-5 years as we enhance our forecasting capability in response to our work program needs, changing travel patterns, new technologies, more complex plan settings, bike and pedestrian facility planning, and Council and Planning Board inquiries.

Finally, it should be noted that if approved, the new position would not likely be filled until fall 2014 and the individual (a Planner Coordinator) would likely not be at a level of productivity similar to that delivered by a consultant until January 2015.

Functional Plan For Housing (3.05 WY)

Description

While Montgomery County has been at the forefront of exploring and implementing new and innovative ways to provide affordable housing, there is still much to do. The median mortgage and the percent of owner-occupied households in the County burdened by excessive mortgage costs declined between 2008 and 2012; however, an estimated 43,606 owner-occupied households still met the guidelines for being mortgage-burdened in 2012. Burdensome housing costs are when a household spends 35 percent or more of its income on a mortgage or rent.

The County's renter households meeting the housing cost burden threshold remained unchanged between 2008 and 2012, but were still a significant 40.5%; while median rent stabilized over the last three years. Montgomery County also did not see an increase in its regional share of burdened renter households during the four years, but it was one of four jurisdictions in the region where the percentage of rent-burdened households was at least 40 percent.

In April 2011, the County Council approved the Housing Element of the General Plan and in May the Housing Element was adopted by the Maryland National Capital Park and Planning Commission. The Housing Element of the General Plan is an amendment to the Housing Element of the 1993 General Plan Refinement; it makes recommendations for housing in Montgomery County and identifies policy objectives, regulatory reforms, and land use strategies needed to accomplish the recommendations.

In October 2012, the Department of Housing and Community Affairs (DHCA) forwarded the Draft 2012 Housing Policy to the Montgomery County Council for consideration. The Planning, Housing, and Economic Development Committee (PHED) of the County Council held several worksessions on the proposed draft during 2013. In the coming year, the PHED Committee will resume its discussion and review of the Draft 2012 Housing Policy.

Given this background and previous work, a county-wide functional plan for housing would address a wide variety of issues these policy documents have touched on, but not provided, the specifics for implementation. These include developing new models to preserve existing affordable units, looking at ways to appropriately address existing older garden apartments, providing more opportunities and incentives to create new affordable units, and addressing housing as an economic development issue. The proposed Functional Plan for Housing will build upon the excellent work already undertaken by these and other previous studies and provide specific recommendations for implementation tools. Such an effort will require collaboration and partnerships between various agencies, private sector housing developers, and the broader community. Key participants would also include Planning, Department of Housing and Community Affairs (DHCA), Housing Opportunities Commission (HOC), and other not-for-profit housing groups.

Lead Division: Research and Special Projects

Goals

- Develop new models to preserve existing affordable units, in particular looking at ways to appropriately address existing older garden apartments.
- Provide more opportunities and incentives to create new affordable units, and addressing housing as an economic development issue.
- Provide specific recommendations for implementation tools requiring collaboration and partnerships between various agencies, private sector housing developers, and the broader community.

Specific Tasks/Products for FY15

- Research economic and housing trends and review all pertinent County housing plans and policies.
- Prepare White Paper findings on affordable housing and seek Planning Board input.
- Prepare scope of work for professional services and selection process.
- Begin outreach and planning process.

Program Milestones	FY13 Target	FY13- Actual	FY14 Target	FY14 Estimated	FY15 Target	Comments
Research economic and housing trends and review all pertinent County housing plans and policies					July 2014	Findings to help inform the development of a scope of services
Scope of work for Plan and consultant services					July 2014	Present draft to Board
Select consultant					November 2014	Anticipate 2-3 month selection process

Major Changes

- This is a new program element that was derived from issues regarding affordable housing that arose during the development of various sector plans completed in FY13-14.

Professional Services

- Funding for consulting services to assist in the development of a Functional Master Plan for Housing.
- Consultant support on research reports relevant to economic competitiveness and housing needs

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Functional Master Plan for Colocation of Public Facilities (3.35 WY)

Description

The recent economic downturn has been viewed in many jurisdictions as a wake-up call for the way government agencies consider the use of public assets, including parks and schools. More and more public agencies are looking at innovative ways to efficiently use and share the resources they do have; since for example, local governments, parks, and school districts serve the same families and communities. By looking at sharing assets, both capital and real estate, the public can benefit from colocation as a way to more efficiently and cost-effectively provide facilities such as parks, schools, community health centers, swimming pools, libraries, or other public amenities or services. By expanding this approach, other important public policy goals, such as affordable housing, could also begin to be addressed.

As in many other jurisdictions, colocation of public facilities in Montgomery County could help provide various benefits to more efficiently use public land assets, and capital funds, and reduce overall operating costs. In addition, the collocated and shared use of public assets could further help build and sustain active, healthy communities and vibrant neighborhoods. Smart growth advocates a new conversation around the idea of creating "complete communities." Complete communities provide a variety of homes, jobs, shops, services and amenities close to transit and rail stations and bus stops. This approach allows people the option to walk, bicycle, or take transit rather than drive a car to run errands, visit friends, exercise, or get to work or school. colocating public facilities could help support this approach.

During FY14, staff began working in collaboration with the Montgomery County Public Schools on a study about colocating facilities. The Council budgeted \$50,000 towards this effort and staff has been actively working on this project. Most recently, GIS mapping of publicly owned property and facilities was completed. A natural and important extension of this effort is looking at other types of public facilities in the County that could benefit from colocation in support of the concept of building complete communities. There are many exciting projects in the region and across the country that demonstrate how the creative use of public facilities and colocation of different uses can provide the public with multiple benefits. Just as mixing commercial and residential uses is becoming the norm for new development in Montgomery County, finding ways to go beyond stand-alone public facilities to create a mix of beneficial uses on public land is a worthwhile issue to study.

Staff anticipates that this effort would involve many different public and private sector stakeholders – including the County Department of General Services (DGS), the Police Department, the Department of Fire and Rescue Services (DFRS), Montgomery County Public Schools (MCPS), the Department of Permitting Services (DPS), and others.

Lead Division: Research and Special Projects

Goals

- Identify stakeholders and stakeholder goals and develop a process to prepare a plan for colocation.
- Determine which public agencies/facilities have potential to share resources and generate cost savings for site development.
- Identify existing publicly owned sites appropriate for colocation.
- Identify other sites that may be appropriate for colocation.
- Prepare a plan for colocation and implementation strategies.

Specific Tasks/Products for FY15

- Review County departmental and MCPS long range facility/strategic plans.

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- Hire a consultant to prepare a White Paper on colocation of public facilities trends and experiences in other communities; present findings to the Planning Board.
- Prepare scope of work for professional services and selection process.
- Begin outreach and planning process.

Program Milestones	FY13 Target	FY13 Actual	FY14 Target	FY14 Estimated	FY15 Target	Comments
Review county agency and MCPS long range facility/strategic plans, select consultant to prepare White Paper			January - June 2014	January - June 2014		Review in light of White Paper regarding colocation to be completed by June/July 2014
Prepare scope of work based on White Paper findings and Planning Board input					July - September 2014	White Paper presentation and discussion with Planning Board to help guide development of scope
Scope of work for Plan and consultant services					September 2014	Anticipate 2-3 month selection process
Select a consultant					November 2014	

Major Changes

- This is a new program element that was derived from issues regarding new school site locations in parkland that arose during FY12.

Professional Services

- Funding for consulting services to assist in the analysis of the viability for facility/service colocation.
- Consultant support for research and analysis of the state of the practice regarding the sharing and colocation of public facilities.

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Montgomery County Planning Department: FY15 Work Program Crosswalk of Work Years
(Division to Work Program Elements)

	FY14 Adopted	FY15 Proposed	Director's Office	Management Services Division	Functional Planning & Policy	Area 1	Area 2	Area 3	Development Applications & Regulatory Coordination	Information Technology & Innovation**	Research & Special Projects***
Funded Workyears	137.85	138.85	4.00	15.75	18.50	16.00	20.00	20.70	20.00	15.90	8.00
Program: MASTER PLANNING PROGRAM											
Plans											
Chew Chase Lake Sector Plan (Purple Line Station Plan)	1.22	0.00									
Long Branch Sector Plan (Purple Line Station Plan)	1.16	0.00									
Countywide Transit Corridors Functional Master Plan	1.73	0.00									
Glenmont Sector Plan	1.91	0.00									
Clarksburg Master Plan Limited Amendment -Ten Mile Creek Watershed	2.20	0.00									
Purple Line at Terminus (Apex)	2.36	0.00									
White Oak Science Gateway Master Plan/Remand	3.35	0.81	0.01	0.40			0.40				
Sandy Spring Rural Village	1.06	1.80	0.01	0.40				1.30		0.04	0.05
Aspen Hill Property(Vitro)	1.91	1.80	0.01	0.40	0.10		1.15			0.04	0.10
Bethesda CBD Sector Plan	0.91	3.30	0.01	0.40	0.50	2.25				0.04	0.10
Greater Lyttonsville	1.16	2.05	0.01	0.40	0.20	1.30				0.04	0.10
One Limited Master Plan Amendment (TBD)	0.30	1.80	0.01	0.40	0.10	1.20				0.04	0.05
Gaithersburg East/Montgomery Village Master Plan	2.81	3.80	0.01	0.40	1.30		2.00			0.04	0.05
Potomac Village or Westbard (TBD)	0.00	0.80	0.01	0.40	0.10			0.15		0.04	0.10
Rock Spring	0.00	0.80	0.01	0.40	0.10			0.15		0.04	0.10
Functional Plan For Housing	0.00	3.05	0.01	0.40	0.55	0.10	0.10	0.10		0.04	1.75
Master Plan Of Highways/Technical Corrections & Updates		1.30	0.01	0.40	0.50		0.10	0.20		0.04	0.05
Functional Master Plan for Historic Preservation	1.76	3.15	0.05	0.20	2.50	0.10	0.10	0.10		0.05	0.05
Functional Plan For Co-Location of Public Facilities	0.40	3.35	0.20	0.40	0.20	0.10	0.10	0.10		0.25	2.00
Public Policies Planning and Coordination											
Public Project Coordination	7.35	7.65	0.20	0.20	2.05	1.20	1.50	2.30	0.20		
Master Plan Staging/Monitoring	4.15	2.40		0.05	0.20	0.05	1.20	0.50	0.20	0.10	0.10
Special Projects											
Subdivision Staging Growth Policy /COG Master Plan Local Area	3.10	4.25	0.20	0.10	2.80	0.10	0.10	0.10	0.05	0.05	0.75
Modeling Support											
Sustainability and Planning Activity	1.60	1.81	0.01	0.20	0.60	0.10	0.10	0.20		0.10	0.50
Agriculture Initiatives	1.91	2.00		0.10				1.80		0.10	
Special Projects	2.15	1.75	0.20	0.50	0.10	0.20	0.20	0.30		0.10	0.15
SUBTOTAL MASTER PLANNING	44.50	47.67	0.97	6.45	11.90	6.70	7.20	7.15	0.45	1.15	6.00
New Work Program Efforts in FY15											
Expected to end in FY 14											

Montgomery County Planning Department: FY15 Work Program Crosswalk of Work Years
(Division to Work Program Elements)

	FY14 Adopted	FY15 Proposed	Director's Office	Management Services Division	Functional Planning & Policy	Area 1	Area 2	Area 3	Development Applications & Regulatory Coordination	Information Technology & Innovation**	Research & Special Projects***
Funded Workyears	137.85	138.85	4.00	15.75	18.50	16.00	20.00	20.70	20.00	15.90	8.00
Program: MASTER PLANNING PROGRAM											
Plans											
Chevy Chase Lake Sector Plan (Purple Line Station Plan)	1.22	0.00									
Long Branch Sector Plan (Purple Line Station Plan)	1.16	0.00									
Countywide Transit Corridors Functional Master Plan	1.73	0.00									
Glenmont Sector Plan	1.91	0.00									
Program: REGULATORY PLANNING PROGRAM											
Regulatory Policy Development/Amendment											
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.75	1.60			0.80	0.20	0.20	0.25	0.10	0.05	
Zoning Ordinance Revisions and Refinements	5.10	0.78	0.03	0.10	0.25	0.10		0.30			
Land Use Regulations											
Special Exceptions	3.85	4.10		0.20		1.15	1.20	1.30	0.20	0.05	
Local Map Amendments and Development Plan Amendments	3.00	3.30		0.10		1.00	1.00	1.00	0.20		
Preliminary Plans/Subdivision Plans	12.20	12.09		0.10	0.10	1.40	2.80	3.40	4.25	0.04	
Project, Sketch and Site Plan Reviews and Site Plan Enforcement	9.20	11.59		0.10		2.75	3.20	3.00	2.50	0.04	
Pre-Application Meetings/Guidance	0.90	0.90				0.40	0.20	0.20	0.10		
Site Plan Enforcement and Building Permit Review	1.80	0.90		0.20		0.20			0.50		
Historic Area Work Permits	4.00	4.20		0.20	4.00						
Forest Conservation Reviews, Inspections & Enforcement	10.90	11.00		0.20		0.90	2.10	3.00	4.80		
SUB-TOTAL REGULATORY PLANNING	52.70	50.46	0.06	1.20	5.15	6.10	10.70	12.45	12.65	0.18	0.00
Program: INFORMATION RESOURCES											
Public Information											
Research	4.90	2.40		0.30			0.10				2.00
Information Systems/Geographic Information Systems (IS/GIS)	6.80	7.17		0.10	0.30				0.10	6.67	
Information Services	6.80	4.90		1.10		0.10	0.10		3.60		
SUB-TOTAL INFORMATION RESOURCES	18.50	14.47	0.00	1.50	0.30	0.10	0.20	0.00	3.70	6.67	2.00
Program: MANAGEMENT/ADMINISTRATION											
Governance											
Work Program Management	7.15	7.30	2.00	1.35	0.40	0.40	0.90	0.40	1.10	0.75	
Work Program Support	9.40	11.65	0.70	5.25	0.75	0.60	0.90	0.60	2.10	0.75	
Agency Support											
Information Technology	5.60	7.30	0.30	0.30		0.10	0.10	0.10		6.40	
SUB-TOTAL MANAGEMENT/ADMINISTRATION	22.15	26.25	3.00	6.90	1.15	1.10	1.90	1.10	3.20	7.90	0.00
TOTAL	137.85	138.85	4.00	15.75	18.50	16.00	20.00	20.70	20.00	15.90	8.00
New Work Program Efforts in FY15											
Expected to end in FY14											
<small>** The 2015 Center for Research Programs will include work from the Information Technology Innovation Division and the new Research and Special Projects Division. Funding for the Information Technology Division also moved from the Information Technology Innovation Division.</small>											

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Montgomery County Planning Department: FY15 Estimated Work Program cost

An Estimated cost of the FY15 Planning Department Work Program Based on Analytical Allocation of the Budget

	FY14 Adopted	FY15 Proposed	Personnel **	Professional Services	Publication	Other Costs	Sub Total	DR Chargeback	Total
Total Funded Workyears	137.85	138.85							
Program: MASTER PLANNING PROGRAM									
Plans									
Chevy Chase Lake Sector Plan (Purple Line Station Plan)	1.22	0.00	\$0			\$0	\$0		\$0
Long Branch Sector Plan (Purple Line Station Plan)	1.16	0.00	\$0			\$0	\$0		\$0
Countywide Transit Corridors Functional Master Plan	1.73	0.00	\$0			\$0	\$0		\$0
Glenmont Sector Plan	1.91	0.00	\$0			\$0	\$0		\$0
Clarksburg Master Plan Limited Amendment -Ten Mile Creek Watershed	2.20	0.00	\$0			\$0	\$0		\$0
Purple Line at Terminus (Apex)	2.36	0.00	\$0			\$0	\$0		\$0
White Oak Science Gateway Master Plan/Remand	3.35	0.81	\$100,880			\$12,550	\$113,429		\$113,429
Sandy Spring Rural Village	1.06	1.80	\$224,177			\$27,889	\$252,065		\$252,065
Aspen Hill Property(Vitro)	1.91	1.80	\$224,177			\$27,889	\$252,065		\$252,065
Bethesda CBD Sector Plan	0.91	3.30	\$410,991	\$79,500		\$51,129	\$541,620		\$541,620
Greater Lyttonsville	1.16	2.05	\$255,312	\$20,000		\$31,762	\$307,074		\$307,074
One Limited Master Plan Amendment (TBD)	0.30	1.80	\$224,177			\$27,889	\$252,065		\$252,065
Gaithersburg East/Montgomery Village Master Plan	2.81	3.80	\$473,262	\$79,500		\$58,876	\$611,638		\$611,638
Potomac Village or Westbard (TBD)	0.00	0.80	\$99,634			\$12,395	\$112,029		\$112,029
Rock Spring	0.00	0.80	\$99,634			\$12,395	\$112,029		\$112,029
Functional Plan For Housing	0.00	3.05	\$379,855	\$250,000		\$47,256	\$677,111		\$677,111
Master Plan Of Highways/Technical Corrections & Updates		1.30	\$161,905			\$20,142	\$182,047		\$182,047
Functional Master Plan for Historic Preservation	1.76	3.15	\$392,309			\$48,805	\$441,114		\$441,114
Functional Plan For Co-Location of Public Facilities	0.40	3.35	\$417,218	\$100,000		\$51,904	\$569,122		\$569,122
Public Policies Planning and Coordination									
Public Project Coordination	7.35	7.65	\$952,751			\$118,527	\$1,071,278		\$1,071,278
Master Plan Staging/Monitoring	4.15	2.40	\$298,902			\$37,185	\$336,087		\$336,087
Special Projects									
Subdivision Staging Growth Policy /COG Master Plan Local Area Modeling Support	3.10	4.25	\$529,306	\$125,000		\$65,848	\$720,154		\$720,154
Sustainability and Planning Activity	1.60	1.81	\$225,422	\$20,000		\$28,044	\$273,466		\$273,466
Agriculture Initiatives	1.91	2.00	\$249,085			\$30,987	\$280,073		\$280,073
Special Projects	2.15	1.75	\$217,950	\$60,000		\$27,114	\$305,064		\$305,064
SUB-TOTAL MASTER PLANNING	44.90	47.67	\$5,936,947	\$734,000	\$0	\$738,585	\$7,409,532	\$0	\$7,409,532
New Work Program Efforts in FY15									
Expected to end in FY14									

Montgomery County Planning Department: FY15 Estimated Work Program cost										
An Estimated cost of the FY15 Planning Department Work Program Based on Analytical Allocation of the Budget										
	FY14 Adopted	FY15 Proposed	Personnel **	Professional Services	Publication	Other Costs	Sub Total	DR Chargeback	Total	
Program: REGULATORY PLANNING PROGRAM										
Regulatory Policy Development/Amendment										
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.75	1.60	\$199,268			\$24,790	\$224,058		\$224,058	
Zoning Ordinance Revisions and Refinements	5.10	0.78	\$97,143			\$12,085	\$109,228		\$109,228	
Land Use Regulations										
Special Exceptions	3.85	4.10	\$510,625			\$63,524	\$574,149		\$574,149	
Local Map Amendments and Development Plan Amendments	3.00	3.30	\$410,991			\$51,129	\$462,120	(\$286,900)	\$175,220	
Preliminary Plans/Subdivision Plans	12.20	12.09	\$1,505,720			\$187,319	\$1,693,039	(\$1,178,700)	\$514,339	
Project, Sketch and Site Plan Reviews and Site Plan Enforcement	9.20	11.59	\$1,443,449			\$179,572	\$1,623,021	(\$1,072,700)	\$550,321	
Pre-Application Meetings/Guidance	0.90	0.90	\$112,088			\$13,944	\$126,033		\$126,033	
Site Plan Enforcement and Building Permit Review	1.80	0.90	\$112,088			\$13,944	\$126,033		\$126,033	
Historic Area Work Permits	4.00	4.20	\$523,079	\$10,900	\$10,000	\$65,074	\$609,053		\$609,053	
Forest Conservation Reviews, Inspections & Enforcement	10.90	11.00	\$1,369,969			\$170,431	\$1,540,400		\$1,540,400	
SUB-TOTAL REGULATORY PLANNING	52.70	50.46	\$6,284,421	\$10,900	\$10,000	\$781,812	\$7,087,139	(\$2,548,300)	\$4,548,839	
Program: INFORMATION RESOURCES										
Public Information										
Research	4.90	2.40	\$298,902			\$37,185	\$336,087		\$336,087	
Information Systems/Geographic Information Systems (IS/GIS)	6.80	7.17	\$892,971			\$341,890	\$1,234,860	(\$12,500)	\$1,222,360	
Information Services	6.80	4.90	\$610,259			\$75,919	\$686,178	(\$386,700)	\$299,478	
SUB-TOTAL INFORMATION RESOURCES	18.50	14.47	\$1,802,132	\$0	\$0	\$454,994	\$2,257,126	(\$389,200)	\$1,867,926	
Program: MANAGEMENT/ADMINISTRATION										
Governance										
Work Program Management	7.15	7.30	\$909,161			\$113,104	\$1,022,265		\$1,022,265	
Work Program Support	9.40	11.65	\$1,450,922			\$180,502	\$1,631,423		\$1,631,423	
Agency Support										
Information Technology	5.60	7.30	\$909,161	\$313,400		\$782,704	\$2,005,265		\$2,005,265	
SUB-TOTAL MANAGEMENT/ADMINISTRATION	22.15	26.25	\$3,269,244	\$313,400	\$0	\$1,076,310	\$4,658,954	\$0	\$4,658,954	
TOTAL	137.85	138.85	\$17,292,744	\$1,058,300	\$10,000	\$3,051,700	\$21,412,744	(\$2,937,500)	\$18,475,244	
New Work Program Efforts in FY 15										
Expected to end in FY 14										
									Grant	\$150,000
									Subtotal	\$18,625,244
									Compensation Marker (est. Planning Dept. Share of Non-Departmental	\$441,155
									Total FY15 Proposed Budget for the Planning Department	\$19,066,399

**Personnel cost does not include OPEB PreFunding and OPEB pay go.

Maryland-National Capital Park and Planning Commission | FY15 PROPOSED BUDGET

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