



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
Planning Department, Montgomery County, Maryland  
8787 Georgia Avenue Silver Spring, Maryland 20910

MCPB Date: 5/19/2016  
Agenda Item # 3

**MEMORANDUM**

**DATE:** May 12, 2016  
**TO:** Montgomery County Planning Board  
**VIA:** Gwen Wright, Planning Director *GW*  
**FROM:** Karen Warnick, Chief, Management Services *Kaw*  
**SUBJECT:** FY16 Budget Adjustments for the Planning Department

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**STAFF RECOMMENDATION:**

Approval of the Request for FY16 Budget Adjustments for the Planning Department.

**BACKGROUND:**

All budget adjustments over \$50,000 require Planning Board approval. The budget resolution approving the Planning Department's operating budget is appropriated at the divisional level. The Planning Board has authority to transfer appropriations between divisions as long each divisional appropriation is not exceeded by 10%. The recommended transfers do not exceed 10% in any division.

The Department requests approval to adjust the FY16 divisional line item budgets, as shown below, to accommodate needed information technology upgrades, professional development for staff, support for Rock Spring activation initiatives, and maintenance projects.

At the May 19, 2016 Planning Board meeting, the Finance Department will present the Three Month Projections which indicated that the Planning Department will have an estimated savings in FY16 of almost \$1.3M due to delays in filling vacant positions, retirements, and promotions from within. This budget adjustment request reallocates \$916,000 of those savings to meet the needs detailed below.

The Planning Department was successful in defending our FY17 budget and the County Council funded our new initiatives and critical needs.

**DETAILS OF BUDGET ADJUSTMENTS:**

This request is seeking the Board's approval to transfer \$916,000 from the Personnel Services to Other Services & Charges, Supplies & Materials, and Capital Outlay to fund the following operational needs:

**Technology Upgrade - Infor Hansen Upgrade & Point of Sale Integration - \$200,000**

This request is to provide the remaining funds needed by the ITI Division to complete a software and capability upgrade to the department's 'Hansen' regulatory system. These upgrades will provide two new capabilities. First, development applicants will not only be able to submit their plans online, but would now also be able to pay for them online by credit card and e-checks. Second, Hansen will replace the cash register (point of sale) system being retired at the Planning Information Counter.

**Technology Upgrade - GIS License Expansion - \$49,000**

This request is to add 5 GIS software licenses to the pool, bringing the total from 45 to 50 shared licenses. The GIS license pool serves over 200 distinct people in both the Parks and Planning departments. GIS use in both departments has increased over the past couple years and current users have encountered regular license shortages. Additional licenses will increase the capacity and reduce the shortage situation.

**Leadership Institute Training - \$110,000**

The Planning Department wants to initiate a Leadership Institute designed to help our managers and supervisors acquire and/or enhance managerial skills. This effort will be modeled on a similar and very successful effort implemented by the Department of Parks. Quite often we promote staff because they are an excellent specialist. However, we usually do not provide them any formal managerial training. This funding is for the curriculum development and implementation for the Leadership Institute. The Planning Department will partner with organizations that have worked with the Department of Parks and/or other county agencies that have successfully developed management and succession planning training programs.

**General Staff Training - \$25,000**

Recognizing the importance of continued training in attracting and retaining employees, the Department is requesting funding for general training for the entire department that will focus on attaining and developing skills required to function at any level, including negotiation skills, economic analysis, technical skills and soft skills.

**Support for Rock Spring Activation Initiative - \$75,000**

In partnership with the Department of Parks, the Planning Department is requesting funding to expand the activation of the Rock Spring area, where we have an active master plan ongoing. This request includes hosting events and programs and adding trending amenities in Rock Spring.

**Miscellaneous Repairs to the MRO Building and Parking Lot - \$377,000**

Staff is very mindful that we will be moving to a new headquarters in 2019, however, there are a variety of maintenance issues that need to be addressed now for the general maintenance of the building and the safety of our employees that are included in this budget adjustment request.

The Planning Department has identified several repair needs for the MRO building including:

- Replace the 20+ year old roof over the mezzanine area to address multiple leaking issues.
- Replace the 16-year-old rooftop HVAC unit #3. It has exceeded its life cycle replacement and is not working well. New units are more energy efficient.
- Enhance the existing parking lot lights by replacing the current light fixtures and adding additional light fixtures with brighter, energy efficient fixtures to provide enhanced lighting when it is dark outside for the safety of our staff. This is part of a continuing effort in improve security for our employees.
- Replace the peeling and cracking dais top in the auditorium and remodel the door to the AV closet in the auditorium to allow easier access to the AV equipment.
- Remodel the Research and Special Projects office area to provide additional office space for the new career position as well as 2 interns, and to replace the outdated heating system with an energy efficient system.
- Replace the inefficient windows in the 3<sup>rd</sup> floor Production Team area. During this past winter, the surface area temperature was 16 degrees warmer on a 20-degree winter day next to recently replaced windows than next to the Production Team windows, and Production Team staff have had to wear coats and outerwear at their desks.

**Replace 3 Vehicles - \$80,000**

The Planning Department is requesting to replace three vehicles that were purchased in the early 2000's and have exceeded their life cycle replacement span.

The Planning Board's approval of this transfer is requested.

Approved by the Planning Board: \_\_\_\_\_ Date: \_\_\_\_\_