



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Planning Department, Montgomery County, Maryland
8787 Georgia Avenue Silver Spring, Maryland 20910

MCPB Date: 5/25/2017
Agenda Item # 11

MEMORANDUM

DATE: May 18, 2017
TO: Montgomery County Planning Board
VIA: Gwen Wright, Planning Director *GW*
Rose Krasnow, Deputy Director, Planning Department *RK*
FROM: Karen Warnick, Chief, Management Services *Kaw*
Anjali Sood, Budget Manager, Management Services *AS*
SUBJECT: FY17 Budget Adjustments for the Planning Department

STAFF RECOMMENDATION:

Approval of the Request for FY17 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 FY17 divisional line item budgets, as shown below, to accommodate needed information technology upgrades, professional development for staff, performance management coaching, American Disabilities Act (ADA) initiatives, an historic African American communities publication, a study of senior housing in Montgomery County, LEED Gold certification for the Parks and Planning interiors at the new Wheaton Headquarters, and a replacement fleet vehicle.

At the May 18, 2017 Planning Board meeting, the Finance Department presented the Three-Month Projections which indicated that the Planning Department will have an estimated savings in FY17 of approximately \$1.6M due to delays in filling vacant positions, retirements, and promotions from within. This budget adjustment request reallocates \$1,064,200 of those savings to meet the needs detailed below.

DETAILS OF BUDGET ADJUSTMENTS:

This request is seeking the Board's approval to transfer \$1,064,200 from the Personnel Services to Other Services & Charges, Supplies & Materials, and Capital Outlay to fund the following operational needs:

Technology Upgrades - \$530,000 Total

- **Technology Upgrades - Virtual Desktop Implementation - \$10,000**

This request is to add additional licenses for Virtual Desktop implementation to continue the Department's efforts to replace high-powered and expensive desktops and laptops with simple less expensive machines. This will result in reducing the number of PC replacements and increasing the performance of our devices.

- **Technology Upgrades - Additional Interactive Displays - \$16,000**
This request is to add two additional touch screen displays to replace the outdated AV equipment that still remains in two of our conference rooms. These new displays have been very successful, and the rooms that have them are frequently overbooked. Now that plans are reviewed electronically, the updated technology offered by these new screens is a must. Our Project Plan for Collaborative Conference Rooms indicates the need to upgrade these final two rooms from being "basic" level rooms to "enhanced" rooms.
- **Technology Upgrades - Additional Licenses and Workflows for SharePoint - \$18,000**
This request is to add additional licenses to our Microsoft collaborative tools so that all Planning staff are licensed for MCPulse, the Department's new SharePoint presence. SharePoint is currently being launched in both Departments, and end-use demand is expected to be high. All Planning Department staff are expected to begin using SharePoint for on-line document editing, collaboration among teams, and library storage of ongoing and completed projects that is both searchable and secure.
- **Technology Upgrades - Additional Customer Relationship Management (CRM) Licenses - \$11,000**
This request is to add additional licenses to our recently implemented CRM system that replaced Ctrack, our correspondence tracking system. In addition, CRM will be used for customer management and outreach. It is anticipated that most staff in Planning will become regular users of CRM in their daily work in the coming year, so these additional licenses will be needed. This project will be complete and fully operational by the end of May 2017.
- **Technology Upgrades - New GIS database - \$60,500**
The new GIS database will greatly improve performance for the over 200 desktop GIS users in both the Planning and Parks departments. The high cost of this server is due to having an extremely large memory component which will allow the database to pre-load its data in memory for much faster service. It will also leverage the faster SAN subsystem which also increases speed and capacity.
- **Technology Upgrades - Backbone Upgrade - \$364,500**
This request is for the replacement of the IT backbone infrastructure that is needed to improve the foundation for communication with all of our systems including e-mail, Office 365, GIS and other applications. The IT infrastructure backbone provides the foundation for all data transport within and external to the organization. Effectively, it is a digital superhighway that allows for the exchange of information. This backbone replacement consists of hardware, including routers and switches, and software, operating systems, layers of communication protocols, and security components. This backbone replacement includes the latest technology that will be used in the new Wheaton headquarters by all co-located County agencies and is our first step toward our migration of the IT infrastructure to the new headquarters.
- **Technology Upgrades - Video Library Server - \$50,000**
This request is for a video library solution to organize and store video files that are used to promote Planning Department master planning efforts. This would provide storage of large video files off our network drives, freeing up valuable space for other uses; an organized system that includes the ability to metadata tag video files creating a structure that allows for more efficient use of time and resources during the video production process; additional capabilities for staff to meet the growing demand for video productions that can capture and promote master planning efforts; and a scalable solution that can grow as our production capabilities increase. The Planning Department already has invested significant resources in our audio and video system and this new hardware and software can be integrated into our existing audio and video system configuration to enhance productivity.

Professional Development Initiatives - \$175,000

This request builds on staff training efforts over the past year and consists of four components:

- The Planning Department conducted a well-received Leadership Institute this past year which was designed to help our managers and supervisors acquire and/or enhance managerial skills. As a follow-up to this program, this request is to provide individual coaching sessions for the members of the Leadership Institute to reinforce the lessons learned and to encourage areas of opportunities.
- The Planning Department is requesting funding to develop a mentoring program. There are many benefits of a mentoring program including creating a more positive work environment, developing mentor's leadership skills, conveying to staff that management is willing to invest in its employees, and fostering loyalty among staff which can lead to a reduction in turnover rates.
- At times, conflicts arise in every workplace. Most can be resolved internally. Some conflicts may require outside assistance. The Planning Department is requesting funding for coaching and mediation services to assist us in developing mutually acceptable improvements to working relationships between staff members.
- 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.

Performance Management Coaching - \$50,000

Performance management, in theory, is an ongoing process that provides feedback, accountability, and documentation of an employee's work product and helps employees focus on achieving organizational goals. In reality, most supervisors find it difficult to provide feedback even once a year in the evaluation process. This request is to provide performance management coaching for supervisors both in 1) general terms including how to support and encourage employees as well as how to provide progressive counseling, and 2) specific terms related to the Commission's performance evaluation methodology.

American Disabilities Act (ADA) Initiatives - \$90,000 Total

- **ADA Training - \$30,000**

The Federal Government has set an effective date of January, 2018 for state and local governments to comply with the updated standards for ADA - Title II, Section 508 Update, Section 255 Guidelines incorporating the Information and Communications Technology (ICT) Final Rule. This update impacts documents (web, PowerPoint presentations, plan documents, letters, memos, and forms, etc.) and how they are prepared for use by persons with disabilities. This request is for staff training on how to develop accessible template documents and forms, and how to apply these to the creation of general use documents and PDF files. Training will include guidance on recognizing documents that are not accessible and how to use available (free) or other procured accessible compliance software.

- **Closed Captioning for Planning Board Meetings - \$60,000**

To ensure a higher level of ADA compliance for our Planning Board meetings, the Planning department is requesting 1) \$15,000 to replace our media vault server in order to improve both the consistency and quality of all Planning Board meetings streamed from the Auditorium and 2) (\$45,000) to enable Planning Board meetings to be close-captioned to achieve a higher level of ADA compliance for our on-screen viewing audience.

Historic African American Communities Publication - \$63,200

In the 1970s, Dr. George McDaniel did extensive research on historic African American kinship communities in the north and west parts of Montgomery County. This research was published in a rough form by Sugarloaf Regional Trails, but is now out of print and merits updating. Some of the communities have been preserved and designated as historic. Other communities have lost buildings and are significantly changed. One such community is Jonesville – where the historic Jones House had been located until it was dismantled and moved to the National Museum of African American History and Culture. This request is for funding to work with and publish Dr. George McDaniel's unpublished manuscript, *Reflections of Black Heritage: A Social and Architectural History of Montgomery County, Maryland*. This publication builds on the research that Dr. McDaniel did in the 1970s. An Advisory Group of local residents and historians will be invited to work with our staff and Dr. McDaniel on this project. This budget request includes funding for the author, graphic designer, editor, and photographer.

Senior Housing Market Study - \$65,000

This request is for a study of Montgomery County's senior housing market in recognition of the anticipated increase in the numbers of senior residents with specific housing needs, and as a response to strong interest in senior housing information. The purpose of this study is to collect data on the current and planned supply of senior housing, look for trends in the drivers of demand, and identify implications for land use policy and master planning. The goal is to update previous Department reports completed in 2001 and 2006. This study will not develop any formal recommendations or tools, rather it will be an issues paper.

LEED Gold Certification for the Interiors at the Wheaton Headquarters - \$66,000

This request is for the LEED Gold certification for the Parks and Planning interiors of the new Wheaton Headquarters Building (floors 3 and 11 through 14). The certification for the interior was not included in the CIP request/PDF for the building, although the certification for LEED Platinum for the core and shell of the overall building is included in the CIP request/PDF.

Replace One Fleet Vehicle - \$25,000

The Planning Department is requesting to replace one fleet vehicle that was purchased in 2007 and has exceeded its life cycle replacement span.

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

Approved by the Planning Board: _____ Date: _____