

DW.01
Maryland Department of Planning

Operating Budget Data

(\$ in Thousands)

	<u>FY 00</u> <u>Actual</u>	<u>FY 01</u> <u>Working</u>	<u>FY 02</u> <u>Allowance</u>	<u>Change</u>	<u>% Change</u> <u>Prior Year</u>
General Fund	\$7,522	\$7,038	\$9,078	\$2,040	29.0%
Special Fund	310	354	235	(119)	(33.6%)
Reimbursable Fund	<u>2,104</u>	<u>1,622</u>	<u>1,248</u>	<u>(374)</u>	<u>(23.1%)</u>
Total Funds	\$9,936	\$9,014	\$10,561	\$1,547	17.2%

- The agency received one deficiency item in the allowance for fiscal 2001: a position dedicated to reviewing school construction projects. The position is listed as a Capital Budget Analyst II, and the deficiency amount for this positions totals \$16,995. The position was recently approved by the Board of Public Works within the Rule of 50.
- In the fiscal 2002 allowance, the agency experienced an increase of \$663,000 in personnel expenses. The agency also received an additional \$657,000 for redistricting and census initiatives, \$250,000 for the public school construction program, and \$211,000 for the City of Westminster to assist with a revitalization plan and streetscape project.

Personnel Data

	<u>FY 00</u> <u>Actual</u>	<u>FY 01</u> <u>Working</u>	<u>FY 02</u> <u>Allowance</u>	<u>Change</u>
Regular Positions	125.00	126.00	138.00	12.00
Contractual FTEs	<u>19.00</u>	<u>2.00</u>	<u>15.50</u> *	<u>13.50</u>
Total Personnel	144.00	128.00	153.50	25.50

Vacancy Data: Regular

Budgeted Turnover: FY 02	10.35	7.50%
Positions Vacant as of 12/31/00	5.50	4.37%

- The Maryland Department of Planning (MDP) receives seven planners in this allowance to staff the department's field offices and to provide technical planning assistance to Maryland municipalities and counties. Two planners would be located in the Upper Eastern Shore, and five planners would be located in the Baltimore and Washington Metropolitan Areas.

* The Department of Budget and Management advises that there is no money in MDP's budget for six of the contractual FTEs shown.

Note: Numbers may not sum to total due to rounding.

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DW.01 - Maryland Department of Planning

- The allowance also includes one public school construction budget analyst and three transportation planners. As mentioned above, the allowance also includes a fiscal 2001 deficiency item for another school construction analyst, which carries forward into fiscal 2002.
- Six and a half of the new contractual positions are for the redistricting and census activities. Five of the new contractual full-time equivalent (FTE) positions were intended to be located in General Administration, which is responsible for school construction and the agency's administration. While the Governor's Budget Books indicate that the FTEs will be located here, there is no money budgeted in this program for those FTEs. One new contractual position will assist in State Clearinghouse activities, and half of a position is located in the Parcel Mapping program.

Analysis in Brief

Issues

MDP Continues To Be Plagued by Financial Management Problems: Since 1996, the Office of Legislative Audits (OLA) has been tracking problems in the Maryland Department of Planning's (MDP) financial management. The problems again resurface in the fiscal 2000 close-out performed by the OLA. The OLA reports that for the fiscal 2000 close-out, MDP had unsubstantiated revenues in the amount of \$993,000 in special funds and \$1,918,000 in reimbursable funds. **DLS recommends deleting MDP's special and reimbursable funds and asking the Governor to fund the agency with a general fund deficiency for fiscal year 2002 to make up the loss of these funds. DLS also recommends that the General Accounting Division debit the general fund in an amount equal to the agency's outstanding reimbursable fund and special fund balance. Lastly, DLS recommends committee narrative requiring MDP to submit its budget allowance in writing every year to DBM in accordance with DBM requirements.**

MDP Has Not Completed the 1998 Maryland Land Preservation and Recreation Plan: The Maryland Land Preservation and Recreation Plan (LPRP) has only been completed by MDP and the Department of Natural Resources (DNR) one time, in 1993. The 1998 plan is still a work in progress, and the deadline for the 2003 plan looms. **MDP should brief the committees on the outcome of meetings with local government officials regarding the LPRP and when the results of these meetings will come to fruition. MDP should also explain why it has not proposed legislation to alter the current statutory requirements.**

Recommended Actions

	<u>Funds</u>	<u>Positions</u>
1. Strike language authorizing the Maryland Department of Planning to use funds from other agencies.		
2. Delete special funds from MDP's budget.	\$ 235,000	
3. Add Budget Bill language requiring the Maryland Department of Planning to be funded only with general funds.		
4. Add committee narrative requiring an annual written budget request submission from MDP.		
5. Eliminate new school construction position.	37,178	1.0
6. Eliminate three new planner positions for local planning assistance.	111,534	3.0
7. Eliminate three new transportation planners.	111,534	3.0
8. Reduce outside contractual services for Redistricting and Census.	70,088	

DW.01 - Maryland Department of Planning

9.	Eliminate a portion of the Local Planning Assistance Initiative.	36,334	
	Total Reductions	\$ 601,668	7.0

DW.01
Maryland Department of Planning

Operating Budget Analysis

Program Description

The Maryland Department of Planning (MDP) develops, coordinates, reviews, and monitors public and private sector plans for growth and development in the State. The office consists of an administrative unit and the following five programmatic units:

- **State Clearinghouse for Intergovernmental Assistance** facilitates intergovernmental review. The clearinghouse also coordinates applications for financial assistance, nominations to the National Register of Historic Places, direct federal development programs, draft environmental impact statements, State plans requiring gubernatorial review, and other actions requiring intergovernmental coordination.
- **Planning Data Services** collects, analyzes, and publishes social, economic, and geographic information relating to the State and its political subdivisions, identifies and evaluates development issues, and prepares reports and studies on specific topics for the Governor and General Assembly. The program also disseminates U.S. Census and U.S. Department of Commerce information to State and local governments and the private sector.
- **Local Planning Assistance** provides technical services to improve the planning and management capacity of local governments. The program's Centreville, Cumberland, Salisbury, and Charlotte Hall offices provide technical assistance to local governments.
- **Comprehensive Planning Program** prepares studies and plans to guide the State's development. The program also provides technical support for the Patuxent River Commission and the State Economic Growth, Resource Protection, and Planning Commission.
- **Parcel Mapping** prepares computerized property maps. The program develops and sells maps on CD-ROMs to the public. This function was transferred from the Department of Assessments and Taxation to MDP in fiscal 1998.

Proposed Deficiency

The agency received one deficiency item in the allowance for fiscal 2001: a position dedicated to reviewing school construction projects. The position is listed as an Administrator II, and the deficiency amount for this position totals \$16,995. The position was recently approved by the Board of Public Works within the Rule of 50.

Governor's Proposed Budget

As shown in **Exhibit 1**, the Governor's fiscal 2002 allowance for MDP is \$1.5 million over the agency's fiscal 2001 working appropriation. The largest increases can be found in personnel expenses (\$663,000), new initiatives (\$278,000), and increases in current programs like the public school construction program (\$250,000) and the redistricting and census program (\$657,000).

Exhibit 1

**Governor's Proposed Budget
Maryland Department of Planning
(\$ in Thousands)**

How Much It Grows:	General Fund	Special Fund	Reimbursable Fund	Total
2001 Working Appropriation	\$7,038	\$354	\$1,622	\$9,014
2002 Governor's Allowance	9,078	235	1,248	10,561
Amount Change	\$2,040	(\$119)	(\$374)	\$1,547
Percent Change	29.0%	(33.6%)	(23.1%)	17.2%

Where It Goes:

Personnel Expenses

New positions	\$455
Fiscal 2002 general salary increase	134
Increments, fiscal 2001 increase phase-in and other	430
Employee and retiree health insurance rate change	(46)
Retirement contribution rate change	(59)
Workers' compensation premium assessment	(8)
Turnover adjustments	(255)
Other fringe benefit adjustments	12

New Initiatives

Local Planning Assistance Initiative	67
Grant to the City of Westminster	211

DW.01 - Maryland Department of Planning

Where It Goes:

Increases in Current Programs

Contractual Services for Public School Construction Initiative	250
Redistricting and Census Initiatives	657

Miscellaneous Operating Expenses

Decrease in supplies and materials	(53)
Decrease in equipment replacement for Planning Data Services	(122)
Decrease in equipment replacement for General Administration and Parcel Mapping . . .	(37)
Decrease in contractual services for Comprehensive Planning	(31)

Other	(58)
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Total	\$1,547
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Note: Numbers may not sum to total due to rounding.

Performance Analysis: Managing for Results

MDP has made tremendous strides in its Managing for Results (MFR) preparation. As shown by the measures listed in **Exhibit 2**, the agency truly recognizes its role as a provider of information and advice and nicely incorporates user satisfaction measures in its MFR. MDP is responsible for an enormous amount of data processing that must be done in a timely manner. MDP has performance indicators for this as well. In all, MDP has done a credible job attempting to capture all aspects of the agency's performance in its fiscal 2002 MFR submission.

Exhibit 2

**Program Measurement Data
Maryland Department of Planning
Fiscal Years**

	<u>Actual 1998</u>	<u>Actual 1999</u>	<u>Est. 2000</u>	<u>Actual 2000</u>	<u>Est. 2001</u>	<u>Est. 2002</u>	<u>Ann. Chg. 98-00</u>	<u>Ann. Chg. 00-02</u>
Percentage of local requesters that are satisfied with the information and services provided	n/a	n/a	n/a	n/a	70%	80%	n/a	n/a
Percentage of local governments responding that the infrastructure survey has improved their planning	n/a	n/a	n/a	n/a	n/a	50%	n/a	n/a
Number of parcel records processed and updated	n/a	2,022	n/a	2,046	2,060	2,080	n/a	0.8%
Number of public school projects approved within Smart Growth areas	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Source: Governor's Fiscal 2001 and 2002 Budget Books

MDP's Budget May Not Adequately Cover Baseline Expenditures

As shown in **Exhibit 3**, the agency seems to have a 17.2 percent increase over its fiscal 2001 working appropriation. However, once the costs of program increases (the redistricting and census initiative and the public school construction program), new positions, and one-time expenditures are removed from the fiscal 2002 allowance, MDP's fiscal 2002 allowance for operations is actually slightly lower than it was for fiscal 2001.

Exhibit 3

**Maryland Department of Planning
Adjusted Operating Budget**

	<u>Fiscal 2001 Working</u>	<u>Fiscal 2002 Allowance</u>	<u>Change</u>	<u>Percent Change</u>
	\$9,014	\$10,561	\$1,547	17.200%
Minus increases in programs, new positions, and one-time expenses		(1,552)		
Total	\$9,014	\$9,009	(\$5)	-0.001%

Source: The Department of Legislative Services

MDP should explain how it will fund baseline operations without using money provided for new or expanded programs.

Issues

1. MDP Continues To Be Plagued by Financial Management Problems

MDP sells its products and services to other State agencies, and funds from the sale of these items are reflected in its budget as reimbursable funds. Other State agencies' budgets have the same amount of funds for MDP's goods and services, and these funds appear as general, special, or federal funds in their budgets. Reimbursable funds help to fund three of MDP's programs: Local Planning Assistance, Comprehensive Planning, and Parcel Mapping. Under § 5-304 of the State Finance and Procurement Article, MDP is also authorized to charge fees for its products and services that do not exceed the cost of providing the product or service. All fees collected are to be deposited in a non-lapsing fund and are to be used (subject to amounts appropriated) for the costs of operating MDP. This section authorizes MDP to sell its goods and services to private individuals. The funds from these items are deemed special funds and are only appropriated in the Parcel Mapping Program. MDP's billing and collecting practices in accruing and recovering special and reimbursable funds are the foundation for this issue.

Since 1996, the Office of Legislative Audits (OLA) has been tracking problems in MDP's financial management. The problems again resurface in the OLA's fiscal 2000 close-out. The OLA reports that for the fiscal 2000 close-out, MDP had unsubstantiated revenues in the amount of \$993,000 in special funds and \$1,918,000 in reimbursable funds, for a total deficit of \$2.9 million. MDP advises that from fiscal 1997 to 2000, \$1.2 million may have been inadvertently credited to the general fund. However, the General Accounting Division advises that only \$113,000 was credited to the general fund from MDP between fiscal 1997 and 2000.

While it is easy to be distracted by the reimbursable fund deficits and what amounts of money MDP is owed by other agencies, the financial management problem inherent in the agency is the main issue. When a problem in the agency is uncovered, the standard MDP response to every finding is almost always agreement with the finding and a promise to improve. Yet every audit uncovers conditions that are markedly worse than when the problems were originally noted by the OLA.

In the following pages, the Department of Legislative Services (DLS) will outline the trail of unaddressed problems that the OLA claims to have contributed to the current financial state of MDP.

Special Fund and Reimbursable Fund Problems Are Chronic

The 1996 Audit

In 1996, the OLA examined the accounts and records of the then Office of Planning for the period beginning May 24, 1993, and ending December 3, 1995. The audit found several problems, and the first two problems listed below continue to contribute to MDP's current fiscal problems. The OLA found that:

DW.01 - Maryland Department of Planning

- amounts totaling \$204,686 were due from another State agency since fiscal 1992 for the reimbursement of certain grant expenditures. However, the OLA found a lack of documentation to support any substantive efforts made by MDP to collect these funds. Therefore, the OLA recommended that MDP collection efforts be performed on a timely basis, including compliance with the Central Collection Unit's regulations. MDP stated that the agency would continue efforts to resolve the debt collection efforts.
- MDP had not established a formal process for determining the fees to be charged for its products and services which ensured that all related costs (direct and indirect) were recovered. The OLA recommended that MDP develop a formal process for determining the fees to be charged for its products and services that ensures that all related costs are recovered. The OLA further recommended that MDP maintain documentation to support the basis for all fees charged. MDP agreed with the auditor's findings and stated that "the appropriate action will be to implement the recommendations."
- MDP had not established grant records for the Local Transportation Planning Assistance Grant Program that reflected the total grant authorizations, receipts, expenditures, and available balance. The OLA concluded that expenditures charged to the grant program by MDP exceeded the authorized funding for the program by \$114,656. The OLA recommended that MDP establish adequate grant records and that the grant activity be periodically reconciled with the records of the Comptroller. MDP agreed with the auditor's findings and recommendations, and stated that it was reconciling and establishing proper grant records.

The 1999 Audit

The 1999 audit included a review to determine the status of the six fiscal/compliance findings that were included in the 1996 audit report. The OLA determined that MDP satisfactorily addressed only *one* of the items in the 1996 report, and the problems had greatly worsened by 1999. Deficit fund balances grew as a result of these problems not being adequately addressed as promised by MDP. In general, MDP agreed with the analysis presented in the 1999 audit report but disagreed with the possible causes for the deficit balances and the amount of the potential deficit balances. MDP believed that the potential deficit fund balances totaled \$1.6 million, not \$2.8 million. The agency attributed the difference to a problem related to conversion from the old State financial system to R*STARS.

The 1999 audit uncovered that MDP could not substantiate fiscal year end revenue accruals totaling \$1.75 million that were processed to eliminate a reimbursable fund deficit. Also, MDP recorded additional reimbursable fund revenue accruals totaling approximately \$548,000, which were supported by invoices from fiscal 1996 and 1997. As these were old invoices, the collectability of the receivables seems doubtful. The audit also uncovered a special fund deficit balance of approximately \$530,000 on June 30, 1998.

The OLA recommended that MDP investigate the causes of the potential deficits and take appropriate corrective action. The OLA also recommended again that fund balances be monitored to ensure that costs do not exceed revenues. Finally, the OLA recommended that MDP ensure the propriety of fiscal year close-out transactions and maintain adequate supporting documentation. MDP agreed with the OLA's recommendation and, according to MDP, has "already taken steps to implement this suggestion." In

DW.01 - Maryland Department of Planning

addition, MDP "hired a Fiscal Specialist scheduled to begin October 1999." According to MDP "this position will provide the necessary support for our accounting department to rectify the issue."

Fiscal 2000 Close-out Review

The OLA reports that for the fiscal 2000 close-out, MDP had unsubstantiated revenues in the amount of \$993,000 in special funds and \$1,918,000 in reimbursable funds. The OLA concluded that MDP could not provide evidence at the time of the close-out review that the special and reimbursable fund revenues would be received. The OLA states that MDP's reimbursable fund deficits "were due, in part, to its inability to collect all amounts billed" and indicated that "poor record keeping" was a contributing factor.

MDP again concurred with the finding, analysis, and recommendations made by the OLA. Despite earlier disagreements with the amount of the deficit fund balances, MDP agrees that the deficit balance totals approximately \$3.3 million. Also, MDP's response points to a totally different cause than the one listed in the 1999 audit for some of the deficit: that revenues from prior fiscal years were incorrectly posted to general funds instead of proper special or reimbursable funds. MDP also states that the agency will "enter into an agreement with an independent certified public accounting firm" to "facilitate determination of expedient and comprehensive corrective actions essential for solutions to eliminate the potential deficit balances." As mentioned above, the General Accounting Division only had \$113,000 in general fund revenues from MDP during the period in question.

Other Problems Exist in MDP That Are Not Stated in the Audit Reports

The OLA also discovered another troubling item during its fiscal 2000 close-out review. MDP received a fiscal 2000 deficiency last session to help to alleviate past reimbursable and special fund deficits. However, MDP inadvertently reverted \$101,300 of its general fund appropriation in another budgetary program instead of processing a budget amendment to further offset MDP's past deficits. MDP advises that it is trying to regain the funds lost to reversion.

Language from the fiscal 2001 budget bill required MDP to enter into written agreements with State agencies that purchase goods or services from MDP. Despite some efforts to secure these written agreements, MDP still does not have all of its written agreements finalized.

Lastly, MDP is an agency with a reputation for unique billing practices. For instance, MDP is alleged to have billed agencies for work and services after the fiscal years in which the work was done were closed and may have billed another State agency for work that was never authorized. In addition, MDP may have also billed a State agency for work after it specifically asked MDP not to incur any further costs on the agency's behalf.

Consequently, MDP seems unable to administer the billing and collection of payments for its services. **Therefore, DLS recommends deleting MDP's special and reimbursable funds and asking the Governor to fund the agency with a general fund deficiency for fiscal year 2002 to make up the loss of these funds. DLS also recommends that the General Accounting Division debit the general fund**

DW.01 - Maryland Department of Planning

in an amount equal to the agency's outstanding reimbursable fund and special fund balance at the end of fiscal 2001 as, in all likelihood, these funds are uncollectible. DLS also recommends that MDP not use \$250,000 in general funds earmarked for deficit fund repayment, but to fund baseline operations.

2. MDP Has Not Completed the 1998 Maryland Land Preservation and Recreation Plan

§5-906 of the Natural Resources Article provides the following:

"Every acquisition and development project funded by the State in whole or in part shall meet needs identified in the Maryland Land Preservation and Recreation Plan prepared and revised every 5 years, beginning in 1993, by the Department of Planning in cooperation with the Department [of Natural Resources]. The document shall identify and recommend for State acquisition efforts those resource areas facing the most intense or immediate development pressure. These resource areas shall be designated as targeted areas. The document and any changes to it shall be distributed to every local governing body."

The Maryland Land Preservation and Recreation Plan (LPRP) has only been completed by MDP and the Department of Natural Resources (DNR) one time, in 1993. The 1998 plan is still a work in progress, and the deadline for the 2003 plan looms.

Delayed County Plans hinder State Plan Completion

Each county is required, under §5-905(b)(2) of the Natural Resources Article to "revise its local land preservation and recreation plan at least every five years concurrently with the revision of the Maryland Land Preservation and Recreation Plan and submit the revised local plan to the Department and to the Department of Planning for joint approval." MDP contends that it cannot complete the LPRP without the counties' completed and approved plans. However, the language of the statute does not give the agency much time to complete the plan, if the county plans are to be done "concurrently." Therefore, either the statute has a flaw which needs to be addressed through legislation, or the department is misconstruing its job. Perhaps the LPRP should be a plan created not from an aggregate of county plans, but a separately created document.

DLS has been advised that MDP and DNR have met with the counties in an attempt to make the LPRP more than a paper exercise that merely satisfies a statutory requirement. **MDP should be able to brief the committees on the outcome of these meetings and when the results of these meetings will come to fruition.**

The department should explain why the LPRP is not a separate and distinct document from the county plans and why MDP is dependent on the county plans to complete the LPRP. Furthermore, MDP should explain why it has not proposed legislation to alter the current

DW.01 - Maryland Department of Planning

statutory requirements, if the plans cannot be done in a timely manner under the current statutory configuration. MDP should also address whether consideration should be given to having DNR assume primary responsibility for the LPRP.

Recommended Actions

1. Strike the following language in the budget bill on page 20 in lines 18 through 23 and lines 26 through 31, and page 21 in lines 3 through 8:

~~Funds are appropriated in various State agency budgets to pay for technical support services provided by this program. Authorization is hereby granted to use these receipts as special funds for operating expenses.~~

Explanation: This language removes the Maryland Department of Planning's (MDP) authority to use funds appropriated in other agency budgets to pay for technical support services provided by the Local Planning Assistance, Comprehensive Planning, and Parcel Mapping programs. The result is to remove reimbursable funds from MDP's budget. The Governor should give MDP a general fund deficiency for fiscal 2002 to cover the loss of reimbursable funding.

- | | <u>Amount
Reduction</u> | <u>Position
Reduction</u> |
|---|-----------------------------|-------------------------------|
| 2. Delete all of the special funds from MDP's budget because this agency has had considerable difficulty billing and collecting special funds and is running an almost \$1 million special fund deficit. The Governor should provide the agency a general fund deficiency to cover this reduction in special funds. | \$ 235,000 | SF |
| 3. Add the following language: | | |

Provided that it is the intent of the General Assembly that the Maryland Department of Planning from fiscal 2002 onward shall only be funded with general funds.

Explanation: The Maryland Department of Planning (MDP) has had difficulties fulfilling its billing and collection responsibilities relating to a special fund or reimbursable fund appropriation. This language states that it is the intent of the General Assembly that MDP be funded only with general funds so as to avoid further special or reimbursable fund deficits in the agency.

4. Adopt the following narrative:

Submission of Written Budget Request: The Committees are concerned that the Maryland Department of Planning was not required to submit a written budget request for fiscal year 2002. As a written request would make the review of the agency's budget more

DW.01 - Maryland Department of Planning

complete, the committees request that the agency submit its budget allowance in writing every year to the Department of Budget and Management (DBM) in accordance with DBM requirements.

	<u>Amount Reduction</u>		<u>Position Reduction</u>
5. Eliminate new school construction position from MDP's budget. The agency has already received a school construction position from the Board of Public Works, and school construction planning is supported by the Interagency Committee on School Construction.	37,178	GF	1.0
6. Eliminate three new planner positions for local planning assistance. Currently, MDP has one planner for the Baltimore and Washington Areas, three planners for Western Maryland, one planner for Southern Maryland, three planners for the Lower Eastern Shore, and one planner for the Upper Eastern Shore. Local planners provide technical planning assistance to local governments. This reduction will still give MDP four planners to increase its current staff of nine without too greatly increasing the baseline operations of MDP.	111,534	GF	3.0
7. Eliminate three new transportation planners. MDP should consider exploiting the resources available in the Maryland Department of Transportation before attempting to increase the scope of its expertise in the area. Having redundant experts in the State on transportation matters is not an efficient way to aid the State in the pursuit of Smart Growth.	111,534	GF	3.0
8. Reduce by \$70,088 in general funds the amount in the fiscal 2002 allowance dedicated to other non-data processing contractual services for redistricting and census activities. The agency only requested \$14,785 for this item and the fiscal 2001 working appropriation is budgeted at a level of \$68,293. The agency will still have \$216,504 to expend after the reduction.	70,088	GF	
9. Eliminate a portion of the Local Planning Assistance Initiative to reflect the decrease in the total number of positions added to the initiative.	36,334	GF	

DW.01 - Maryland Department of Planning

Total Reductions	\$ 601,668	7.0
Total General Fund Reductions	\$ 366,668	
Total Special Fund Reductions	\$ 235,000	

Current and Prior Year Budgets

**Current and Prior Year Budgets
Maryland Department of Planning
(\$ in Thousands)**

	<u>General Fund</u>	<u>Special Fund</u>	<u>Federal Fund</u>	<u>Reimb. Fund</u>	<u>Total</u>
Fiscal 2000					
Legislative Appropriation	\$5,428	\$310	\$0	\$2,104	\$7,842
Deficiency Appropriation	2,094	0	0	0	2,094
Budget Amendments	0	0	0	0	0
Reversions and Cancellations	(101)	0	0	0	(101)
Actual Expenditures	\$7,522	\$310	\$0	\$2,104	\$9,936
Fiscal 2001					
Legislative Appropriation	\$6,994	\$354	\$0	\$1,622	\$8,970
Budget Amendments	43	0	0	0	43
Working Appropriation	\$7,038	\$354	\$0	\$1,622	\$9,014

Note: Numbers may not sum to total due to rounding.

Fiscal 2000

The agency received a \$2 million deficiency appropriation. Of the total, \$1.34 million was received to cover operating expenses associated with census activities. The remaining \$750,000 was

designed to cover special and reimbursable fund deficits.

Object/Fund Difference Report
Maryland Department of Planning

Object/Fund	FY01		FY02	FY01 - FY02	Percent
	FY00 Actual	Working Appropriation			
Positions					
01 Regular	125.00	126.00	138.00	12.00	9.5%
02 Contractual	19.00	2.00	15.50	13.50	675.0%
Total Positions	144.00	128.00	153.50	25.50	19.9%
Objects					
01 Salaries and Wages	\$ 7,005,837	\$ 7,453,845	\$ 8,116,678	\$ 662,833	8.9%
02 Technical & Spec Fees	913,595	152,008	340,955	188,947	124.3%
03 Communication	184,271	153,053	203,162	50,109	32.7%
04 Travel	152,029	79,133	175,854	96,721	122.2%
07 Motor Vehicles	61,260	17,323	19,132	1,809	10.4%
08 Contractual Services	975,824	674,237	1,031,379	357,142	53.0%
09 Supplies & Materials	217,522	195,938	151,941	(43,997)	(22.5%)
10 Equip - Replacement	10,660	194,602	22,710	(171,892)	(88.3%)
11 Equip - Additional	361,418	36,212	261,721	225,509	622.7%
12 Grants,Subsidies,Contr	24,582	0	200,000	200,000	N/A
13 Fixed Charges	28,795	57,389	37,168	(20,221)	(35.2%)
Total Objects	\$ 9,935,793	\$ 9,013,740	\$ 10,560,700	\$ 1,546,960	17.2%
Funds					
01 General Fund	\$ 7,522,457	\$ 7,038,187	\$ 9,078,001	\$ 2,039,814	29.0%
03 Special Fund	309,813	353,842	235,000	(118,842)	(33.6%)
09 Reimbursable Fund	2,103,523	1,621,711	1,247,699	(374,012)	(23.1%)
Total Funds	\$ 9,935,793	\$ 9,013,740	\$ 10,560,700	\$ 1,546,960	17.2%

* The Department of Budget and Management advises that there is no money in MDP's budget for six of the contractual FTEs shown.

Note: Full-time and contractual positions and salaries are reflected for operating budget programs only.

**Fiscal Summary
Maryland Department of Planning**

<u>Unit/Program</u>	FY00	FY01	FY01	FY00 - FY01	FY02	FY01 - FY02
	<u>Actual</u>	<u>Legislative Appropriation</u>	<u>Working Appropriation</u>	<u>% Change</u>	<u>Allowance</u>	<u>% Change</u>
01 General Administration	\$ 3,176,101	\$ 2,673,428	\$ 2,717,569	(14.4%)	\$ 2,953,269	8.7%
02 State Clearinghouse	453,087	531,571	531,571	17.3%	574,681	8.1%
03 Planning Data Services	2,776,642	1,988,888	1,988,888	(28.4%)	2,253,861	13.3%
04 Local Planning Assistance	1,023,734	1,438,947	1,438,947	40.6%	1,750,736	21.7%
05 Comprehensive Planning	1,939,816	1,694,708	1,694,708	(12.6%)	2,306,153	36.1%
06 Parcel Mapping	566,413	642,057	642,057	13.4%	722,000	12.5%
Total Expenditures	\$ 9,935,793	\$ 8,969,599	\$ 9,013,740	(9.3%)	\$ 10,560,700	17.2%
General Fund	\$ 7,522,457	\$ 6,994,046	\$ 7,038,187	(6.4%)	\$ 9,078,001	29.0%
Special Fund	309,813	353,842	353,842	14.2%	235,000	(33.6%)
Total Appropriations	\$ 7,832,270	\$ 7,347,888	\$ 7,392,029	(5.6%)	\$ 9,313,001	26.0%
Reimbursable Fund	\$ 2,103,523	\$ 1,621,711	\$ 1,621,711	(22.9%)	\$ 1,247,699	(23.1%)
Total Funds	\$ 9,935,793	\$ 8,969,599	\$ 9,013,740	(9.3%)	\$ 10,560,700	17.2%