Agency Summary

Office of Planning (BD0)

FY 2004 Recommended Baseline Budget

Fund Type	(A) Proposed 2003 Budget	(B) Agency 2004 Request	(C) OBP Baseline Scrub	(D) Agency Appeals	(E) OBP Centralized Adjustments	(F) OBP Recommended Baseline	(G)=(F)-(B) Net Baseline Adjustment
Personal Services	$4,661,920	$5,088,354	$0	$0	$0	$5,088,354	$0
Non Personal Services	$1,940,961	$1,514,527	$0	$0	$324,189	$1,838,716	$324,189
Local Fund	$6,602,881	$6,602,881	$0	$0	$324,189	$6,927,070	$324,189
Personal Services	$143,330	$170,172	$0	$0	$0	$170,172	$0
Non Personal Services	$412,177	$279,828	$0	$0	$0	$279,828	$0
Federal Grant	$555,507	$450,000	$0	$0	$0	$450,000	$0
Total for PS	$4,805,250	$5,258,526	$0	$0	$0	$5,258,526	$0
Total for NPS	$2,353,138	$1,794,355	$0	$0	$324,189	$2,118,544	$324,189
Gross Total	$7,158,388	$7,052,881	$0	$0	$324,189	$7,377,070	$324,189
FULL TIME EQUIVALENTS							
Local Fund	64.00	63.90	0.00	0.00	0.00	63.90	0.00
Federal Grant	3.00	3.00	0.00	0.00	0.00	3.00	0.00
TOTAL	67.00	66.90	0.00	0.00	0.00	66.90	0.00

Agency Summary
Office of Planning (BD0)

Revised Budget Recommendation

SUMMARY:
OBP recommends an overall funding level of $7,377,070 for the Office of Planning in FY 2004. The major adjustments included in the OBP recommendation are outlined below:

OBP SCRUB:
There are no additional adjustments to the preliminary recommendation. (For further detail on OBP's scrub please refer to the OBP preliminary recommendation provided below).

OBP CENTRALIZED ADJUSTMENTS:
The agency's budget was increased by $324,189 in Local funds for Object Classes 31 (Telecommunications), and 32 (Rent) to reflect revised cost estimates provided by the Office of Financial and Resource Management (OFRM).

APPEAL:
The agency did not submit an appeal to the OBP preliminary budget recommendation.

Preliminary Budget Recommendation

The agency requested, and OBP recommends, an overall funding level of $7,052,881 for the Office of Planning (OP) in FY 2004. This is a net decrease of $105,507, or 1.5 percent, from the FY 2003 proposed budget of $7,158,388. This decrease is due primarily to a reduction in the anticipated funding from the Federal grant awarded by the National Park Service. The recommended budget includes expenditures of $6,602,881 in Local funds and $450,000 in Federal funds. Of the overall amount recommended, personal services is $5,258,526 and nonpersonal services is $1,794,355. The proposed budget supports 67 FTEs, which is essentially the same as FY 2003.

The following reflects the agency's submission by fund type:

LOCAL
-An increase of $426,434 in personal services to fund grade and step increases and accurately reflect salaries based on the revised Schedule A.
-A decrease of $426,434 in nonpersonal services to support the personnel services increase in FY 2004.

OBP Scrub
- An increase of .10 FTE in Local funds to correct the FTE count inadvertently reduced in the agency's data load.

FEDERAL
- An increase of $26,822 in personal services to fund grade and step increases.
- A decrease of $132,349 due primarily to the agency's estimation that half of each annual grant awarded by the National Park Service will be spent in FY 2004.

ADDENDUM
The agency requested three addenda totaling $1,720,000 as follows:
- An amount of $1,400,000 to update the Comprehensive Plan for the District of Columbia.
- An amount of $220,000 for the Neighborhood Planning Initiative-Strategic Neighborhood Plans.
- An amount of $100,000 for Historic Preservation.

Per budgetary guidelines, OBP has not funded these requests. All addendum requests will be reviewed for funding consideration by the Budget Review Team.

Baseline and Adjustments Agency by Fund and Object Class

BD0 OFFICE OF PLANNING

Fund 0100 Local Fund

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	4,108,520	4,425,426	0	0	0	4,425,426	0	0	0	4,425,426	316,906
0014 Fringe Benefits - Curr Personnel	553,400	662,928	0	0	0	662,928	0	0	0	662,928	109,528
Total: **Personal Services**	4,661,920	5,088,354	0	0	0	5,088,354	0	0	0	5,088,354	426,434
0020 Supplies And Materials	49,760	49,760	0	0	0	49,760	0	0	0	49,760	0
0030 Energy, Comm. And Bldg Rentals	33,850	0	0	0	0	0	0	0	0	0	-33,850
0031 Telephone, Telegraph, Telegram, Etc	9,200	60,884	0	0	11,676	72,560	0	0	0	72,560	63,360
0032 Rentals - Land And Structures	670,313	702,554	0	0	312,513	1,015,067	0	0	0	1,015,067	344,754
0040 Other Services And Charges	222,038	222,038	0	0	0	222,038	0	0	0	222,038	0
0041 Contractual Services - Other	840,000	363,491	0	0	0	363,491	0	0	0	363,491	-476,509
0070 Equipment & Equipment Rental	115,800	115,800	0	0	0	115,800	0	0	0	115,800	0
Total: **Non Personal Services**	1,940,961	1,514,527	0	0	324,189	1,838,716	0	0	0	1,838,716	-102,245
Fund Total 0100 Local Fund	6,602,881	6,602,881	0	0	324,189	6,927,070	0	0	0	6,927,070	324,189

Baseline and Adjustments Agency by Fund and Object Class

BD0 OFFICE OF PLANNING

Fund 0200 Federal Grant

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	34,366	148,000	0	0	0	148,000	0	0	0	148,000	113,634
0012 Regular Pay - Other	93,132	0	0	0	0	0	0	0	0	0	-93,132
0014 Fringe Benefits - Curr Personnel	15,832	22,172	0	0	0	22,172	0	0	0	22,172	6,340
Total: **Personal Services**	143,330	170,172	0	0	0	170,172	0	0	0	170,172	26,842
0020 Supplies And Materials	3,000	1,000	0	0	0	1,000	0	0	0	1,000	-2,000
0040 Other Services And Charges	5,177	24,828	0	0	0	24,828	0	0	0	24,828	19,651
0041 Contractual Services - Other	384,000	250,000	0	0	0	250,000	0	0	0	250,000	-134,000
0070 Equipment & Equipment Rental	20,000	4,000	0	0	0	4,000	0	0	0	4,000	-16,000
Total: **Non Personal Services**	412,177	279,828	0	0	0	279,828	0	0	0	279,828	-132,349
Fund Total 0200 Federal Grant	555,507	450,000	0	0	0	450,000	0	0	0	450,000	-105,507
Total for BD0 Office of Planning	7,158,388	7,052,881	0	0	324,189	7,377,070	0	0	0	7,377,070	218,682

Baseline and Adjustments Agency by Program, and Object Class

BD0 OFFICE OF PLANNING

Program 1000 AGENCY MANAGEMENT

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	599,443	0	0	0	599,443	0	0	0	599,443	599,443
0014 Fringe Benefits - Curr Personnel	0	89,797	0	0	0	89,797	0	0	0	89,797	89,797
Total: **Personal Services**	0	689,240	0	0	0	689,240	0	0	0	689,240	689,240
0020 Supplies And Materials	0	49,760	0	0	0	49,760	0	0	0	49,760	49,760
0031 Telephone, Telegraph, Telegram, Etc	0	60,884	0	0	11,676	72,560	0	0	0	72,560	72,560
0032 Rentals - Land And Structures	0	702,554	0	0	312,513	1,015,067	0	0	0	1,015,067	1,015,067
0040 Other Services And Charges	0	222,038	0	0	0	222,038	0	0	0	222,038	222,038
0041 Contractual Services - Other	0	178,607	0	0	0	178,607	0	0	0	178,607	178,607
0070 Equipment & Equipment Rental	0	115,800	0	0	0	115,800	0	0	0	115,800	115,800
Total: **Non Personal Services**	0	1,329,643	0	0	324,189	1,653,832	0	0	0	1,653,832	1,653,832
Program 1000 AGENCY MANAGEMENT	0	2,018,883	0	0	324,189	2,343,072	0	0	0	2,343,072	2,343,072

Baseline and Adjustments Agency by Program, and Object Class

BD0 OFFICE OF PLANNING

Program 1100 ADMINISTRTION

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	4,108,520	0	0	0	0	0	0	0	0	0	-4,108,520
0014 Fringe Benefits - Curr Personnel	553,400	0	0	0	0	0	0	0	0	0	-553,400
Total: **Personal Services**	4,661,920	0	0	0	0	0	0	0	0	0	-4,661,920
0020 Supplies And Materials	49,760	0	0	0	0	0	0	0	0	0	-49,760
0030 Energy, Comm. And Bldg Rentals	33,850	0	0	0	0	0	0	0	0	0	-33,850
0031 Telephone, Telegraph, Telegram, Etc	9,200	0	0	0	0	0	0	0	0	0	-9,200
0032 Rentals - Land And Structures	670,313	0	0	0	0	0	0	0	0	0	-670,313
0040 Other Services And Charges	222,038	0	0	0	0	0	0	0	0	0	-222,038
0041 Contractual Services - Other	840,000	0	0	0	0	0	0	0	0	0	-840,000
0070 Equipment & Equipment Rental	115,800	0	0	0	0	0	0	0	0	0	-115,800
Total: **Non Personal Services**	1,940,961	0	0	0	0	0	0	0	0	0	-1,940,961
Program 1100 ADMINISTRTION	6,602,881	0	0	0	0	0	0	0	0	0	-6,602,881

Baseline and Adjustments Agency by Program, and Object Class

BD0 OFFICE OF PLANNING

Program 2000 ZONING REVIEW AND HISTORIC PRESERVATION

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	34,366	1,648,192	0	0	0	1,648,192	0	0	0	1,648,192	1,613,826
0012 Regular Pay - Other	93,132	0	0	0	0	0	0	0	0	0	-93,132
0014 Fringe Benefits - Curr Personnel	15,832	246,900	0	0	0	246,900	0	0	0	246,900	231,068
Total: **Personal Services**	143,330	1,895,092	0	0	0	1,895,092	0	0	0	1,895,092	1,751,762
0020 Supplies And Materials	3,000	1,000	0	0	0	1,000	0	0	0	1,000	-2,000
0040 Other Services And Charges	5,177	24,828	0	0	0	24,828	0	0	0	24,828	19,651
0041 Contractual Services - Other	384,000	300,000	0	0	0	300,000	0	0	0	300,000	-84,000
0070 Equipment & Equipment Rental	20,000	4,000	0	0	0	4,000	0	0	0	4,000	-16,000
Total: **Non Personal Services**	412,177	329,828	0	0	0	329,828	0	0	0	329,828	-82,349
Program 2000 ZONING REVIEW AND HISTO	555,507	2,224,920	0	0	0	2,224,920	0	0	0	2,224,920	1,669,413

Baseline and Adjustments Agency by Program, and Object Class

BD0 OFFICE OF PLANNING

Program 3000 NEIGHBORHOOD PLANNING

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	647,207	0	0	0	647,207	0	0	0	647,207	647,207
0014 Fringe Benefits - Curr Personnel	0	96,951	0	0	0	96,951	0	0	0	96,951	96,951
Total: **Personal Services**	0	744,158	0	0	0	744,158	0	0	0	744,158	744,158
0041 Contractual Services - Other	0	45,000	0	0	0	45,000	0	0	0	45,000	45,000
Total: **Non Personal Services**	0	45,000	0	0	0	45,000	0	0	0	45,000	45,000
Program 3000 NEIGHBORHOOD PLANNING	0	789,158	0	0	0	789,158	0	0	0	789,158	789,158

Baseline and Adjustments Agency by Program, and Object Class

BD0 OFFICE OF PLANNING

Program 4000 REVITALIZATION PLANNING

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	965,858	0	0	0	965,858	0	0	0	965,858	965,858
0014 Fringe Benefits - Curr Personnel	0	144,685	0	0	0	144,685	0	0	0	144,685	144,685
Total: **Personal Services**	0	1,110,543	0	0	0	1,110,543	0	0	0	1,110,543	1,110,543
0041 Contractual Services - Other	0	45,000	0	0	0	45,000	0	0	0	45,000	45,000
Total: **Non Personal Services**	0	45,000	0	0	0	45,000	0	0	0	45,000	45,000
Program 4000 REVITALIZATION PLANNING	0	1,155,543	0	0	0	1,155,543	0	0	0	1,155,543	1,155,543

Baseline and Adjustments Agency by Program, and Object Class

BD0 OFFICE OF PLANNING

Program 5000 LONG-RANGE PLANNING

Comptroller Source Group (Object Class 2)	(A)	(B)	(C)	(D)	(E)	(F)= B+C+D+E	(G)	(H)	(I)	(J)= F+G+H+I	(K)= J-A
	FY 2003 Proposed	Agency 2004 Request	OBP Baseline Scrub	Agency Appeals	OBP Centralized Adjustments	OBP Recommended Baseline	Spending Pressures	Target Adjustment	Mayors Adjustment	Mayors Proposed Budget)	Change from FY 03
0011 Regular Pay - Cont Full Time	0	712,726	0	0	0	712,726	0	0	0	712,726	712,726
0014 Fringe Benefits - Curr Personnel	0	106,767	0	0	0	106,767	0	0	0	106,767	106,767
Total: **Personal Services**	0	819,493	0	0	0	819,493	0	0	0	819,493	819,493
0041 Contractual Services - Other	0	44,884	0	0	0	44,884	0	0	0	44,884	44,884
Total: **Non Personal Services**	0	44,884	0	0	0	44,884	0	0	0	44,884	44,884
Program 5000 LONG-RANGE PLANNING	0	864,377	0	0	0	864,377	0	0	0	864,377	864,377
Total Office of Planning	7,158,388	7,052,881	0	0	324,189	7,377,070	0	0	0	7,377,070	218,682