



# THE PRINCE GEORGE'S COUNTY GOVERNMENT

(301) 952-3700

County Council

MAR 27 2017

## Intra-office Memorandum

**TO:** Andrea C. Harrison, Chair  
Planning, Zoning, and Economic Development Committee

**THRU:** Robert J. Williams, Jr. *RJW*  
Council Administrator

**FROM:** Jackie Brown, Director *JB*  
Planning, Zoning, and Economic Development Committee

**SUBJECT:** **Proposed FY2018 M-NCPPC Budget – Administration Fund**

The Administration Fund includes all funds approved to finance planning and administrative support services. Included are the Commissioners' Office, Planning Department, and Central Administrative Services (CAS), which consists of the Department of Human Resources and Management, Department of Finance, Legal Department, Office of Internal Audit, Merit Board and Support Services. The assessable base for the Administration Fund covers the Regional District, which consists of the entire County, except the corporate limits of the City of Laurel. The personal property tax rate for this fund is proposed at \$.1415 and the real property tax rate is \$.0566.

A summary of the revenues and expenditure is provided on page 40 of the Proposed FY18 budget document. In addition, a summary of the proposed positions and workyears for the Commissioners' Office, CAS and Planning Department is provided on pages 61, 101-103, and 154 of the budget document.

**Summary of Proposed Expenditures:** The following is a summary of the actual FY16, approved FY17, and proposed FY18 expenditures for the CAS agencies, the Commissioners' Office and the Planning Department:

**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**  
**PRINCE GEORGE'S COUNTY**  
**ADMINISTRATION FUND SUMMARY**

| Description                            | Actual<br>FY 2016               | Approved<br>FY 2017             | Proposed<br>FY 2018             | Dollar<br>Change    | %<br>Change     |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------|-----------------|
| <b>Revenues:</b>                       |                                 |                                 |                                 |                     |                 |
| Property Taxes                         | \$ 45,830,924                   | \$ 47,129,100                   | \$ 49,259,600                   | 2,130,500           | 4.5%            |
| Intergovernmental                      |                                 |                                 |                                 |                     |                 |
| Federal                                | 85,631                          | -                               | -                               | -                   | N/A             |
| State                                  | -                               | -                               | -                               | -                   | N/A             |
| County - Grant                         | 112,057                         | 149,300                         | 147,500                         | (1,800)             | -1.2%           |
| County - Non-Grant Permit Fee          | 54,650                          | 55,000                          | 55,000                          | -                   | 0.0%            |
| Sales                                  | 47,958                          | 61,000                          | 50,000                          | (11,000)            | -18.0%          |
| Charges for Services                   | 490,918                         | 570,000                         | 573,000                         | 3,000               | 0.5%            |
| Interest                               | 156,768                         | 150,000                         | 160,000                         | 10,000              | 6.7%            |
| Miscellaneous Revenue                  | 43,261                          | -                               | -                               | -                   | N/A             |
| Total Revenues                         | <u>\$ 46,822,167</u>            | <u>\$ 48,114,400</u>            | <u>\$ 50,245,100</u>            | <u>\$ 2,130,700</u> | 4.4%            |
| <b>Expenditures by Major Object:</b>   |                                 |                                 |                                 |                     |                 |
| Personnel Services                     | \$ 30,638,474                   | \$ 31,875,761                   | \$ 33,242,639                   | \$ 1,366,878        | 4.3%            |
| Supplies and Materials                 | 594,489                         | 2,324,500                       | 1,739,326                       | (585,174)           | -25.2%          |
| Other Services and Charges             | 14,732,034                      | 16,450,121                      | 16,633,242                      | 183,121             | 1.1%            |
| Capital Outlay                         | 157,974                         | 654,900                         | 758,400                         | 103,500             | 15.8%           |
| Chargebacks                            | (2,504,723)                     | (2,519,386)                     | (2,669,173)                     | (149,787)           | 5.9%            |
| Total Expenditures                     | <u>\$ 43,618,248</u>            | <u>\$ 48,785,896</u>            | <u>\$ 49,704,434</u>            | <u>\$ 918,538</u>   | 1.9%            |
| <b>Other Financing Sources (Uses):</b> |                                 |                                 |                                 |                     |                 |
| Transfers (Out):                       |                                 |                                 |                                 |                     |                 |
| Special Revenue Fund                   | (30,000)                        | (30,000)                        | -                               | 30,000              | -100.0%         |
| Capital Projects Fund                  | -                               | -                               | (30,000)                        | (30,000)            | N/A             |
| (Uses):                                | <u>(30,000)</u>                 | <u>(30,000)</u>                 | <u>(30,000)</u>                 | <u>-</u>            | 0.0%            |
| Total Uses                             | <u>\$ 43,648,248</u>            | <u>\$ 48,815,896</u>            | <u>\$ 49,734,434</u>            | <u>918,538</u>      | 1.9%            |
| Excess of Sources over (under) Uses    | 3,173,919                       | (701,496)                       | 510,666                         | 1,212,162           | -172.8%         |
| Fund Balance - Beginning               | \$ 20,353,666                   | \$ 16,567,253                   | \$ 22,826,089                   | 6,258,836           | 37.8%           |
| Fund Balance - End                     | <u>\$ 23,527,585</u>            | <u>\$ 15,865,757</u>            | <u>\$ 23,336,755</u>            | <u>7,470,998</u>    | 47.1%           |
| Designated Expenditure Res.            | \$ 2,180,900                    | \$ 2,439,300                    | \$ 2,485,200                    | \$ 45,900           | 1.9%            |
| Undesignated Fund Balance              | \$ 21,346,685                   | \$ 13,426,457                   | \$ 20,851,555                   | \$ 7,425,098        | 55.3%           |
| <b>Tax Rate (Cents per \$100)</b>      | Real: 5.66<br>Personal: 14.15   | Real: 5.66<br>Personal: 14.15   | Real: 5.66<br>Personal: 14.15   |                     | 0.0%<br>0.0%    |
| <b>Assessable Base (Billions)</b>      | Real: 71.840<br>Personal: 2.588 | Real: 77.196<br>Personal: 2.769 | Real: 81.055<br>Personal: 2.760 |                     | 5.00%<br>-0.33% |

Note: This assessable base covers the Regional District which consists of Prince George's County less the area enclosed by the corporate limits of the City of Laurel.

**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**  
**PRINCE GEORGE'S COUNTY**  
**COMMISSIONERS' OFFICE**

| <b>Expenditure Summary</b> | <b>Actual<br/>FY 2016</b> | <b>Approved<br/>FY 2017</b> | <b>Proposed<br/>FY 2018</b> | <b>Dollar<br/>Change</b> | <b>%<br/>Change</b> |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services         | \$ 1,586,300              | \$ 1,643,023                | \$ 1,664,217                | \$ 21,194                | 1.3%                |
| Supplies & Materials       | 119,397                   | 39,000                      | 39,000                      | -                        | 0.0%                |
| Other Services & Charges*  | 1,248,261                 | 1,430,698                   | 1,435,167                   | 4,469                    | 0.3%                |
| Capital Outlay             | -                         | 12,500                      | 12,500                      | -                        | 0.0%                |
| <b>Total</b>               | <b>\$ 2,953,958</b>       | <b>\$ 3,125,221</b>         | <b>\$ 3,150,884</b>         | <b>\$ 25,663</b>         | <b>0.8%</b>         |
| <b>Positions:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 11.50                     | 11.50                       | 11.50                       | 0.00                     | 0.0%                |
| Part-Time                  | 4.00                      | 4.00                        | 4.00                        | 0.00                     | 0.0%                |
| <b>Total</b>               | <b>15.50</b>              | <b>15.50</b>                | <b>15.50</b>                | <b>0.00</b>              | <b>0.0%</b>         |
| Term Contract              | -                         | -                           | -                           | 0.00                     | N/A                 |
| <b>Workyears:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 11.50                     | 11.50                       | 11.50                       | 0.00                     | 0.0%                |
| Part-Time                  | 2.00                      | 2.00                        | 2.00                        | 0.00                     | 0.0%                |
| Term Contract              | -                         | -                           | -                           | 0.00                     | N/A                 |
| Seasonal/Intermittent      | -                         | -                           | -                           | 0.00                     | N/A                 |
| <b>Total</b>               | <b>13.50</b>              | <b>13.50</b>                | <b>13.50</b>                | <b>0.00</b>              | <b>0.0%</b>         |

\* These include project charges to the Prince George's County Government. The proposed FY 2018 project charges are:

| <b>Source</b>                                | <b>Approved<br/>FY 2017</b> | <b>Proposed<br/>FY 2018</b> | <b>Dollar<br/>Change</b> | <b>%<br/>Change</b> |
|--|-----------------------------|-----------------------------|--------------------------|---------------------|
| County Council Planning and Zoning Functions | \$ 1,137,300                | \$ 1,137,300                | \$ -                     | 0.0%                |
| Office's Share of Bldg Rent**                | 148,963                     | 153,432                     | 4,469                    | 3.0%                |
| <b>Total - Commissioners' Office</b>         | <b>\$ 1,286,263</b>         | <b>\$ 1,290,732</b>         | <b>\$ 4,469</b>          | <b>0.3%</b>         |

\*\*Project charges reimbursed directly to Prince George's County Government and included in the County's General Fund revenue.



**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**  
**PRINCE GEORGE'S COUNTY**  
**CENTRAL ADMINISTRATIVE SERVICES**

| <b>Expenditure Summary</b> | <b>Actual<br/>FY 2016</b> | <b>Approved<br/>FY 2017</b> | <b>Proposed<br/>FY 2018</b> | <b>Dollar<br/>Change</b> | <b>%<br/>Change</b> |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services         | \$ 8,096,937              | \$ 8,906,863                | \$ 9,258,272                | \$ 351,409               | 3.9%                |
| Supplies & Materials       | 204,764                   | 190,600                     | 203,776                     | 13,176                   | 6.9%                |
| Other Services & Charges   | 2,611,932                 | 2,403,032                   | 2,620,130                   | 217,098                  | 9.0%                |
| Capital Outlay             | 41,889                    | -                           | -                           | -                        | N/A                 |
| Sub-Total                  | \$ 10,955,522             | \$ 11,500,495               | \$ 12,082,178               | \$ 581,683               | 5.1%                |
| Chargebacks                | (2,778,111)               | (2,813,307)                 | (3,049,351)                 | (236,044)                | 8.4%                |
| Total                      | <u>\$ 8,177,411</u>       | <u>\$ 8,687,188</u>         | <u>\$ 9,032,827</u>         | <u>\$ 345,639</u>        | <u>4.0%</u>         |
| <b>Positions:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 69.05                     | 69.30                       | 69.80                       | 0.50                     | 0.7%                |
| Part-Time                  | 1.10                      | 1.10                        | 1.10                        | 0.00                     | 0.0%                |
| Total                      | <u>70.15</u>              | <u>70.40</u>                | <u>70.90</u>                | <u>0.50</u>              | <u>0.7%</u>         |
| Term Contract              | 0.50                      | 0.50                        | 1.00                        | 0.50                     | 100.0%              |
| <b>Workyears:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 68.00                     | 68.00                       | 69.49                       | 1.49                     | 2.2%                |
| Part-Time                  | 0.55                      | 0.55                        | 0.55                        | 0.00                     | 0.0%                |
| Term Contract              | 0.50                      | 0.50                        | 1.25                        | 0.75                     | 150.0%              |
| Seasonal/Intermittent      | -                         | -                           | 0.30                        | 0.30                     | N/A                 |
| Less Lapse                 | (2.99)                    | (1.99)                      | (1.99)                      | 0.00                     | 0.0%                |
| Total                      | <u>66.06</u>              | <u>67.06</u>                | <u>69.60</u>                | <u>2.54</u>              | <u>3.8%</u>         |

**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**  
**PRINCE GEORGE'S COUNTY**  
**CENTRAL ADMINISTRATIVE SERVICES**  
**DEPARTMENT OF FINANCE**

| <b>Expenditure Summary</b> | <b>Actual<br/>FY 2016</b> | <b>Approved<br/>FY 2017</b> | <b>Proposed<br/>FY 2018</b> | <b>Dollar<br/>Change</b> | <b>%<br/>Change</b> |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services         | \$ 3,950,585              | \$ 4,206,431                | \$ 4,257,778                | \$ 51,347                | 1.2%                |
| Supplies & Materials       | 123,765                   | 104,300                     | 104,300                     | -                        | 0.0%                |
| Other Services & Charges   | 1,173,075                 | 1,043,986                   | 1,197,218                   | 153,232                  | 14.7%               |
| Capital Outlay             | 27,826                    | -                           | -                           | -                        | N/A                 |
| Sub-Total                  | \$ 5,275,251              | \$ 5,354,717                | \$ 5,559,296                | \$ 204,579               | 3.8%                |
| Chargebacks                | (1,525,281)               | (1,518,860)                 | (1,753,765)                 | (234,905)                | 15.5%               |
| Total                      | <u>\$ 3,749,970</u>       | <u>\$ 3,835,857</u>         | <u>\$ 3,805,531</u>         | <u>\$ (30,326)</u>       | -0.8%               |
| <b>Positions:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 34.00                     | 34.00                       | 34.00                       | 0.00                     | 0.0%                |
| Part-Time                  | 0.60                      | 0.60                        | 0.60                        | 0.00                     | 0.0%                |
| Total                      | <u>34.60</u>              | <u>34.60</u>                | <u>34.60</u>                | <u>0.00</u>              | 0.0%                |
| Term Contract              | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| <b>Workyears:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 34.00                     | 34.00                       | 34.00                       | 0.00                     | 0.0%                |
| Part-Time                  | 0.30                      | 0.30                        | 0.30                        | 0.00                     | 0.0%                |
| Term Contract              | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Seasonal/Intermittent      | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Less Lapse                 | -1.49                     | -1.49                       | -1.49                       | 0.00                     | 0.0%                |
| Total                      | <u>32.81</u>              | <u>32.81</u>                | <u>32.81</u>                | <u>0.00</u>              | 0.0%                |

**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**  
**PRINCE GEORGE'S COUNTY**  
**CENTRAL ADMINISTRATIVE SERVICES**  
**DEPARTMENT OF HUMAN RESOURCES & MANAGEMENT**

| <b>Expenditure Summary</b> | <b>Actual<br/>FY 2016</b> | <b>Approved<br/>FY 2017</b> | <b>Proposed<br/>FY 2018</b> | <b>Dollar<br/>Change</b> | <b>%<br/>Change</b> |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services         | \$ 2,198,737              | \$ 2,606,157                | \$ 2,755,295                | \$ 149,138               | 5.7%                |
| Supplies & Materials       | 38,699                    | 49,097                      | 52,917                      | 3,820                    | 7.8%                |
| Other Services & Charges   | 495,888                   | 379,111                     | 386,511                     | 7,400                    | 2.0%                |
| Capital Outlay             | 14,063                    | -                           | -                           | -                        | N/A                 |
| Sub-Total                  | \$ 2,747,387              | \$ 3,034,365                | \$ 3,194,723                | \$ 160,358               | 5.3%                |
| Chargebacks                | (423,123)                 | (438,278)                   | (399,213)                   | 39,065                   | -8.9%               |
| Total                      | <u>\$ 2,324,264</u>       | <u>\$ 2,596,087</u>         | <u>\$ 2,795,510</u>         | <u>\$ 199,423</u>        | 7.7%                |
| <b>Positions:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 21.25                     | 21.50                       | 22.00                       | 0.50                     | 2.3%                |
| Part-Time                  | 0.50                      | 0.50                        | 0.50                        | 0.00                     | 0.0%                |
| Total                      | <u>21.75</u>              | <u>22.00</u>                | <u>22.50</u>                | <u>0.50</u>              | 2.3%                |
| Term Contract              | 0.50                      | 0.50                        | 1.00                        | 0.50                     | 100.0%              |
| <b>Workyears:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 20.75                     | 20.75                       | 22.24                       | 1.49                     | 7.2%                |
| Part-Time                  | 0.25                      | 0.25                        | 0.25                        | 0.00                     | 0.0%                |
| Term Contract              | 0.50                      | 0.50                        | 1.25                        | 0.75                     | 150.0%              |
| Seasonal/Intermittent      | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Less Lapse                 | -1.50                     | -0.50                       | -0.50                       | 0.00                     | 0.0%                |
| Total                      | <u>20.00</u>              | <u>21.00</u>                | <u>23.24</u>                | <u>2.24</u>              | 10.7%               |

**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**  
**PRINCE GEORGE'S COUNTY**  
**CENTRAL ADMINISTRATIVE SERVICES**  
**LEGAL DEPARTMENT**

| <b>Expenditure Summary</b> | <b>Actual<br/>FY 2016</b> | <b>Approved<br/>FY 2017</b> | <b>Proposed<br/>FY 2018</b> | <b>Dollar<br/>Change</b> | <b>%<br/>Change</b> |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services         | \$ 1,472,889              | \$ 1,606,686                | \$ 1,729,890                | \$ 123,204               | 7.7%                |
| Supplies & Materials       | 11,724                    | 14,334                      | 14,781                      | 447                      | 3.1%                |
| Other Services & Charges   | 244,946                   | 183,945                     | 202,636                     | 18,691                   | 10.2%               |
| Capital Outlay             | -                         | -                           | -                           | -                        | N/A                 |
| Sub-Total                  | \$ 1,729,559              | \$ 1,804,965                | \$ 1,947,307                | \$ 142,342               | 7.9%                |
| Chargebacks                | (734,707)                 | (758,667)                   | (775,041)                   | (16,374)                 | 2.2%                |
| Total                      | <u>\$ 994,852</u>         | <u>\$ 1,046,298</u>         | <u>\$ 1,172,266</u>         | <u>\$ 125,968</u>        | 12.0%               |
| <b>Positions:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 10.30                     | 10.30                       | 10.30                       | 0.00                     | 0.0%                |
| Part-Time                  | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Total                      | <u>10.30</u>              | <u>10.30</u>                | <u>10.30</u>                | <u>0.00</u>              | 0.0%                |
| Term Contract              | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| <b>Workyears:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 10.00                     | 10.00                       | 10.00                       | 0.00                     | 0.0%                |
| Part-Time                  | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Term Contract              | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Seasonal/Intermittent      | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Less Lapse                 | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Total                      | <u>10.00</u>              | <u>10.00</u>                | <u>10.00</u>                | <u>0.00</u>              | 0.0%                |

**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**  
**PRINCE GEORGE'S COUNTY**  
**CENTRAL ADMINISTRATIVE SERVICES**  
**MERIT SYSTEM BOARD**

| <b>Expenditure Summary</b> | <b>Actual<br/>FY 2016</b> | <b>Approved<br/>FY 2017</b> | <b>Proposed<br/>FY 2018</b> | <b>Dollar<br/>Change</b> | <b>%<br/>Change</b> |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services         | \$ 55,727                 | \$ 60,765                   | \$ 62,314                   | \$ 1,549                 | 2.5%                |
| Supplies & Materials       | 1,653                     | 917                         | 918                         | 1                        | 0.1%                |
| Other Services & Charges   | 9,578                     | 19,889                      | 19,889                      | -                        | 0.0%                |
| Capital Outlay             | -                         | -                           | -                           | -                        | N/A                 |
| Sub-Total                  | \$ 66,958                 | \$ 81,571                   | \$ 83,121                   | \$ 1,550                 | 1.9%                |
| Chargebacks                | -                         | -                           | -                           | -                        | N/A                 |
| Total                      | <u>\$ 66,958</u>          | <u>\$ 81,571</u>            | <u>\$ 83,121</u>            | <u>\$ 1,550</u>          | 1.9%                |
| <b>Positions:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 0.50                      | 0.50                        | 0.50                        | 0.00                     | 0.0%                |
| Part-Time                  | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Total                      | <u>0.50</u>               | <u>0.50</u>                 | <u>0.50</u>                 | <u>0.00</u>              | 0.0%                |
| Term Contract              | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| <b>Workyears:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 0.25                      | 0.25                        | 0.25                        | 0.00                     | 0.0%                |
| Part-Time                  | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Term Contract              | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Seasonal/Intermittent      | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Less Lapse                 | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Total                      | <u>0.25</u>               | <u>0.25</u>                 | <u>0.25</u>                 | <u>0.00</u>              | 0.0%                |



**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**  
**PRINCE GEORGE'S COUNTY**  
**CENTRAL ADMINISTRATIVE SERVICES**  
**SUPPORT SERVICES**

| <b>Expenditure Summary</b> | <b>Actual<br/>FY 2016</b> | <b>Approved<br/>FY 2017</b> | <b>Proposed<br/>FY 2018</b> | <b>Dollar<br/>Change</b> | <b>%<br/>Change</b> |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services         | \$ 1,392                  | \$ 4,408                    | \$ 2,770                    | \$ (1,638)               | -37.2%              |
| Supplies & Materials       | 22,904                    | 12,292                      | 26,760                      | 14,468                   | 117.7%              |
| Other Services & Charges   | 676,358                   | 765,591                     | 791,258                     | 25,667                   | 3.4%                |
| Capital Outlay             | -                         | -                           | -                           | -                        | N/A                 |
| Sub-Total                  | \$ 700,654                | \$ 782,291                  | \$ 820,788                  | \$ 38,497                | 4.9%                |
| Chargebacks                | -                         | -                           | -                           | -                        | N/A                 |
| Total                      | <u>\$ 700,654</u>         | <u>\$ 782,291</u>           | <u>\$ 820,788</u>           | <u>\$ 38,497</u>         | 4.9%                |
| <b>Positions:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Part-Time                  | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Total                      | <u>0.00</u>               | <u>0.00</u>                 | <u>0.00</u>                 | <u>0.00</u>              | N/A                 |
| Term Contract              | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| <b>Workyears:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Part-Time                  | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Term Contract              | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Seasonal/Intermittent      | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Less Lapse                 | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Total                      | <u>0.00</u>               | <u>0.00</u>                 | <u>0.00</u>                 | <u>0.00</u>              | N/A                 |

**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**  
**PRINCE GEORGE'S COUNTY**  
**CENTRAL ADMINISTRATIVE SERVICES**  
**INTERNAL AUDIT**

| <b>Expenditure Summary</b> | <b>Actual<br/>FY 2016</b> | <b>Approved<br/>FY 2017</b> | <b>Proposed<br/>FY 2018</b> | <b>Dollar<br/>Change</b> | <b>%<br/>Change</b> |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services         | \$ 417,607                | \$ 422,416                  | \$ 450,225                  | \$ 27,809                | 6.6%                |
| Supplies & Materials       | 6,019                     | 9,660                       | 4,100                       | (5,560)                  | -57.6%              |
| Other Services & Charges   | 12,087                    | 10,510                      | 22,618                      | 12,108                   | 115.2%              |
| Capital Outlay             | -                         | -                           | -                           | -                        | N/A                 |
| Sub-Total                  | \$ 435,713                | \$ 442,586                  | \$ 476,943                  | \$ 34,357                | 7.8%                |
| Chargebacks                | (95,000)                  | (97,502)                    | (121,332)                   | (23,830)                 | 24.4%               |
| Total                      | <u>\$ 340,713</u>         | <u>\$ 345,084</u>           | <u>\$ 355,611</u>           | <u>\$ 10,527</u>         | 3.1%                |
| <b>Positions:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 3.00                      | 3.00                        | 3.00                        | 0.00                     | 0.0%                |
| Part-Time                  | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Total                      | <u>3.00</u>               | <u>3.00</u>                 | <u>3.00</u>                 | <u>0.00</u>              | 0.0%                |
| Term Contract              | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| <b>Workyears:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 3.00                      | 3.00                        | 3.00                        | 0.00                     | 0.0%                |
| Part-Time                  | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Term Contract              | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Seasonal/Intermittent      | 0.00                      | 0.00                        | 0.30                        | 0.30                     | N/A                 |
| Less Lapse                 | 0.00                      | 0.00                        | 0.00                        | 0.00                     | N/A                 |
| Total                      | <u>3.00</u>               | <u>3.00</u>                 | <u>3.30</u>                 | <u>0.30</u>              | 10.0%               |

**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**  
**PRINCE GEORGE'S COUNTY**  
**PLANNING DEPARTMENT - ADMINISTRATION FUND**

| <b>Expenditure Summary</b> | <b>Actual<br/>FY 2016</b> | <b>Approved<br/>FY 2017</b> | <b>Proposed<br/>FY 2018</b> | <b>Dollar<br/>Change</b> | <b>%<br/>Change</b> |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services         | \$ 19,241,988             | \$ 19,523,028               | \$ 19,665,983               | \$ 142,955               | 0.7%                |
| Supplies & Materials       | 269,528                   | 2,094,900                   | 1,496,550                   | (598,350)                | -28.6%              |
| Other Services & Charges*  | 10,876,908                | 12,616,391                  | 12,577,945                  | (38,446)                 | -0.3%               |
| Capital Outlay             | 116,085                   | 642,400                     | 745,900                     | 103,500                  | 16.1%               |
| Chargebacks                | 273,388                   | 293,921                     | 380,178                     | 86,257                   | 29.3%               |
| <b>Total</b>               | <b>\$ 30,777,897</b>      | <b>\$ 35,170,640</b>        | <b>\$ 34,866,556</b>        | <b>\$ (304,084)</b>      | <b>-0.9%</b>        |
| <b>Positions:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 176.50                    | 173.50                      | 173.50                      | 0.00                     | 0.0%                |
| Part-Time                  | 1.00                      | 1.00                        | 1.00                        | 0.00                     | 0.0%                |
| <b>Total</b>               | <b>177.50</b>             | <b>174.50</b>               | <b>174.50</b>               | <b>0.00</b>              | <b>0.0%</b>         |
| Term Contract              | -                         | -                           | -                           | 0.00                     | N/A                 |
| <b>Workyears:</b>          |                           |                             |                             |                          |                     |
| Full-Time                  | 176.50                    | 169.50                      | 169.50                      | 0.00                     | 0.0%                |
| Part-Time                  | 0.63                      | 0.75                        | 0.75                        | 0.00                     | 0.0%                |
| <b>Total</b>               | <b>177.13</b>             | <b>170.25</b>               | <b>170.25</b>               | <b>0.00</b>              | <b>0.0%</b>         |

\* These include project charges to the Prince George's County Government. It should be noted that program support included in the County's proposed FY 2018 General Fund Revenue does not align with the project charges and program support proposed by the M-NCPPC for FY 2018. The proposed FY 2018 project charges are:

| <b>Source</b>                                      | <b>Approved<br/>FY 2017</b> | <b>Proposed<br/>FY 2018</b> | <b>Dollar<br/>Change</b> | <b>%<br/>Change</b> |
|--|-----------------------------|-----------------------------|--------------------------|---------------------|
| People's Zoning Counsel                            | \$ 250,000                  | \$ 250,000                  | \$ -                     | 0.0%                |
| Zoning Enforcement Unit**                          | 1,761,900                   | 1,675,433                   | (86,467)                 | -4.9%               |
| Water & Sewer Planning Unit**                      | 155,300                     | 155,300                     | -                        | 0.0%                |
| GIS Program  | 340,500                     | 340,500                     | -                        | 0.0%                |
| Tax Collection Fee**                               | 78,500                      | 78,500                      | -                        | 0.0%                |
| Economic Development Corp                          | 65,000                      | 65,000                      | -                        | 0.0%                |
| EDC - General Plan Goals                           | 316,800                     | 294,666                     | (22,134)                 | -7.0%               |
| Redevelopment Authority**                          | 844,500                     | 729,700                     | (114,800)                | -13.6%              |
| Permits & Inspection for<br>M-NCPPC - DPIE**       | 1,816,200                   | 1,336,200                   | (480,000)                | -26.4%              |
| Engineering, Inspection, &<br>Permitting - DPW&T** | 929,800                     | 699,867                     | (229,933)                | -24.7%              |
| <b>Total - Planning Department</b>                 | <b>\$ 6,558,500</b>         | <b>\$ 5,625,166</b>         | <b>\$ (933,334)</b>      | <b>-14.2%</b>       |

\*\*Project charges reimbursed directly to Prince George's County Government and included in the County's General Fund revenue.

|                         |            |            |        |      |
|-------------------------|------------|------------|--------|------|
| CAB Office Space Rent** | \$ 741,500 | \$ 763,800 | 22,300 | 3.0% |
|-------------------------|------------|------------|--------|------|



**MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION**  
**PRINCE GEORGE'S COUNTY**  
**PLANNING DEPARTMENT - EXPENDITURE BY MAJOR OBJECT**

| Division/Major Units          | Actual<br>FY 2016 | Approved<br>FY 2017 | Proposed<br>FY 2018 | Dollar<br>Change | % Change |
|-------------------------------|-------------------|---------------------|---------------------|------------------|----------|
| <b>Director's Office</b>      |                   |                     |                     |                  |          |
| Personnel Services            | \$ 3,216,160      | \$ 3,226,781        | \$ 3,308,279        | \$ 81,498        | 2.5%     |
| Supplies & Materials          | 68,922            | 400,700             | 281,700             | (119,000)        | -29.7%   |
| Other Services & Charges      | 714,354           | 458,900             | 587,500             | 128,600          | 28.0%    |
| Capital Outlay                | 59,039            | 62,500              | 124,900             | 62,400           | 99.8%    |
| Chargebacks                   | -                 | -                   | -                   | -                | N/A      |
| Total Director's Office       | \$ 4,058,475      | \$ 4,148,881        | \$ 4,302,379        | \$ 153,498       | 3.7%     |
| <b>Development Review</b>     |                   |                     |                     |                  |          |
| Personnel Services            | \$ 5,089,268      | \$ 5,336,208        | \$ 5,341,807        | \$ 5,599         | 0.1%     |
| Supplies & Materials          | 27,836            | 520,500             | 308,200             | (212,300)        | -40.8%   |
| Other Services & Charges      | 75,424            | 309,300             | 424,800             | 115,500          | 37.3%    |
| Capital Outlay                | -                 | -                   | 76,000              | 76,000           | N/A      |
| Chargebacks                   | -                 | -                   | -                   | -                | N/A      |
| Total Development Review      | \$ 5,192,528      | \$ 6,166,008        | \$ 6,150,807        | \$ (15,201)      | -0.2%    |
| <b>Community Planning</b>     |                   |                     |                     |                  |          |
| Personnel Services            | \$ 2,739,444      | \$ 2,915,441        | \$ 2,853,028        | \$ (62,413)      | -2.1%    |
| Supplies & Materials          | 689               | 291,000             | 166,800             | (124,200)        | -42.7%   |
| Other Services & Charges*     | 514,627           | 730,100             | 653,300             | (76,800)         | -10.5%   |
| Capital Outlay                | -                 | -                   | 38,400              | 38,400           | N/A      |
| Chargebacks                   | -                 | -                   | -                   | -                | N/A      |
| Total Community Planning      | \$ 3,254,760      | \$ 3,936,541        | \$ 3,711,528        | \$ (225,013)     | -5.7%    |
| <b>Information Management</b> |                   |                     |                     |                  |          |
| Personnel Services            | \$ 3,182,097      | \$ 3,115,409        | \$ 3,169,049        | \$ 53,640        | 1.7%     |
| Supplies & Materials          | 125,916           | 418,700             | 311,900             | (106,800)        | -25.5%   |
| Other Services & Charges      | 628,147           | 1,141,400           | 1,334,400           | 193,000          | 16.9%    |
| Capital Outlay                | 57,046            | 579,900             | 447,800             | (132,100)        | -22.8%   |
| Chargebacks                   | -                 | -                   | -                   | -                | N/A      |
| Total Information Management  | \$ 3,993,206      | \$ 5,255,409        | \$ 5,263,149        | \$ 7,740         | 0.1%     |
| <b>County-Wide Planning</b>   |                   |                     |                     |                  |          |
| Personnel Services            | \$ 4,891,585      | \$ 4,761,066        | \$ 4,835,617        | \$ 74,551        | 1.6%     |
| Supplies & Materials          | 17,275            | 433,200             | 246,550             | (186,650)        | -43.1%   |
| Other Services & Charges      | 1,577,833         | 1,666,400           | 1,542,205           | (124,195)        | -7.5%    |
| Capital Outlay                | -                 | -                   | 58,800              | 58,800           | N/A      |
| Chargebacks                   | -                 | -                   | -                   | -                | N/A      |
| Total County-Wide Planning    | \$ 6,486,693      | \$ 6,860,666        | \$ 6,683,172        | \$ (177,494)     | -2.6%    |
| <b>Support Services</b>       |                   |                     |                     |                  |          |
| Personnel Services            | \$ 11,377         | \$ 18,823           | \$ 10,703           | \$ (8,120)       | -43.1%   |
| Supplies & Materials          | 28,890            | 30,800              | 181,400             | 150,600          | 489.0%   |
| Other Services & Charges      | 7,237,755         | 8,310,291           | 8,035,740           | (274,551)        | -3.3%    |
| Capital Outlay                | -                 | -                   | -                   | -                | N/A      |
| Chargebacks                   | 273,388           | 293,921             | 380,178             | 86,257           | 29.3%    |
| Total Support Services        | \$ 7,551,410      | \$ 8,653,835        | \$ 8,608,021        | \$ (45,814)      | -0.5%    |
| <b>Grants</b>                 |                   |                     |                     |                  |          |
| Personnel Services            | \$ 112,057        | \$ 149,300          | \$ 147,500          | \$ (1,800)       | -1.2%    |
| Supplies & Materials          | -                 | -                   | -                   | -                | N/A      |
| Other Services & Charges      | 128,768           | -                   | -                   | -                | N/A      |
| Capital Outlay                | -                 | -                   | -                   | -                | N/A      |
| Chargebacks                   | -                 | -                   | -                   | -                | N/A      |
| Total Grants                  | \$ 240,825        | \$ 149,300          | \$ 147,500          | \$ (1,800)       | -1.2%    |



**Planning Department:** The Planning Department's proposed budget totals \$34,866,556, a 0.9% decrease from FY17. The proposed budget includes \$147,500 in grants in FY18. This is a 1.2% decrease from FY17. Personnel costs are budgeted at \$19,665,983, an increase of \$142,955 over FY17. The increase is a result of increases in costs for pension and medical insurance offset by a slight decrease in group insurance costs for long-term disability. The FY18 proposed budget includes a dollar marker for employee compensation.

Non-personnel costs, which include supplies and materials, other service and charges, capital outlays, and support services, are budgeted at \$14,820,395. The supplies and materials proposed budget of \$1,496,550 represents a decrease of \$598,350 from FY17 as a result of prior anticipated costs for replacement of office building furnishings related to relocating the Planning Department to Largo, MD. The FY17 budget included full funding for new office furnishings; however, it is now anticipated that the Department will only incur half of the budgeted cost in FY17 and the remaining half in FY18. There is also a decrease in the FY18 budget totaling \$23,950 that is related to IT software costs budgeted in FY17 that will not be necessary for FY18.

An increase of \$103,500, or 16.1%, is proposed in the capital outlay budget which includes costs for carpet and flooring for the new office location, large format scanner and plotter machine, mail folder and inserter machine for the mail room as well as IT equipment. The other services and charges proposed budget of \$12,577,945 represents a decrease of \$38,446 from FY17. This decrease is primarily related to County project charge reductions and reduced funding for professional services. The reductions in funding are offset by increases in the budget related to one-time expenses for relocation costs, as well as increase in funding for Department training needs, the Historic Preservation Grant Program, and to services for two countywide mailings related to the Zoning Ordinance Rewrite project and the Countywide Map Amendment. Support services has a proposed budget of \$8,608,021, or \$45,814 less than the adopted FY17 total which is primarily the result of proposed reductions totaling \$933,334 for County project charges and reduced funding for professional services.

The Planning Department's non-personnel budget is comprised of fixed costs. Major fixed costs include:

- \$763,800 for County Administration Building (CAB) office space rent.
- \$832,000 for telephones and postage (an increase of \$656,700 over FY17) .
- \$610,000 for maintenance agreements for major equipment including computer hardware and software, geographic information systems, workstations, printers, etc.
- \$38,000 for janitorial services at the Lakeside offices.
- \$47,900 for the Lakeside office condominium fees.
- \$5,625,166 in project charges to the County government other than CAB rent (Note: project charges are listed on page 11).

The Planning Department's proposed budget includes "Continuing" projects, those projects/activities that are basically of an ongoing nature and "Multiyear" projects, those projects that began in a previous fiscal year and are not yet completed. There are no new workprograms proposed in FY18. The budget includes resources for continued planning efforts for multiyear small community plans and studies approved in prior years as well as continued implementation efforts that began in prior years. The following programs and projects are included in the proposed budget:

I. **Countywide Planning (pages 124, 140-144)** This program consists of five major program activities: Countywide Comprehensive Planning, Historic Preservation, Environmental Planning, Transportation Planning, and Special County Projects and Research Services. The proposed budget for this program includes 491 staff weeks, a decrease of 43 staff weeks from the approved FY17 budget. The total proposed budget for the Countywide Planning Division is \$6,683,172.

Activities within this program include the continuing environmental, transportation, historic preservation, and public facilities planning projects, water and sewer planning, agriculture preservation support, support to Historic Preservation Commission, and the Primary Healthcare Plan and TMD Study projects.

The Countywide Planning program also includes the Comprehensive Revisions of Zoning Ordinance and Subdivision Regulations project with 456 staff weeks proposed in FY18, an increase of 216 staff weeks from FY17, and the Countywide Map Amendment with 373 staff weeks, an increase of 177 staff weeks from FY17. In FY18, the budget includes staff weeks to produce a complete second draft in response to stakeholder comments along with District Council review and decision making for the Zoning Ordinance as well as initiation of a countywide map amendment to implement the new zones.

In FY18, the Retail Strategic Action Plan project continues within this work program. This study has already assessed the size, strength, and character of retail consumption in the County and the Action Plan will recommend strategies to strengthen, redevelop, or re-purpose underperforming retail centers and recommend strategies for attracting high-end retail to the County.

The Parking and Transportation Demand Management Study is a new study requested by several municipalities. The study will identify best practices for managing parking and traffic congestion in College Park, Riverdale Park, University Park and Hyattsville. The goal is to support vibrant mixed-use development in the Route 1 corridor, while also protecting the quality of life in the adjacent residential neighborhoods.

College Park Airport Land Use Compatibility is also a new study in FY18 to provide comprehensive information on building height limitations in the area near College Park Airport. In addition to protecting flight operations at the airport, the goal is



to support critical new real estate investment in College Park, M Square and the University of Maryland campus.

II. **Community Planning** (pages 125-126, 131-139) The Community Planning work program has a proposed budget of \$3,711,528 a decrease of 5.7% from the approved FY17 budget. This program includes all of the activities associated with preparing comprehensive plans (master and sector plans) revitalization action plans, sectional map amendments, specialized planning studies, reviewing development proposals for consistency with approved plans, as well as supporting the Planning Assistance to Municipalities and Communities Program.

This workprogram includes several multiyear projects that will continue as well as the following two projects with additional staff weeks proposed in FY18. The Bowie and Vicinity Master Plan, with an additional 76 staff weeks proposed, will include the initiation of the planning process and a complete draft of the preliminary plan. Key stakeholder outreach and engagement activities will take place during the fiscal year. The Subregion 4 TOD Implementation – Central Avenue/Blue Line Corridor project that commenced in FY17 is proposed with an additional 59 staff weeks in FY18. The project will include continued activities focusing on coordination of implementation strategies, the identification and securing of additional funding sources that will support the Central Avenue Connector Trail Project, Central Avenue-Metro Blue Line Corridor TOD Neighborhood Conservation Program and neighborhood and economic development in this corridor and surrounding area.

III. **Transforming Neighborhoods Initiative (TNI)** (page 125) This program includes 65 staff weeks in FY18, a decrease of 11 staff weeks from FY17. The TNI is a multiyear county effort spearheaded by the County Executive to improve the quality of life in vulnerable communities. In FY18, Planning Department staff will continue working with the five working groups to address issues related to Public Safety, Technology and Information Management, Economic Development and Infrastructure, Community Engagement, and Health/Human Services/Education.

IV. **Intergovernmental Coordination** This work program includes 393 staff weeks in the proposed FY18 budget, a decrease of 54 staff weeks from the approved FY17 budget. There are two continuing activities in this work program: Requests from Other Departments/Agencies and Intergovernmental/Private Sector Coordination. The Planning staff responds to requests for information from other departments and agencies (county, regional, state and federal). This program also includes responding to requests for presentations to school groups, community, and professional organizations.

V. **Development Review Activities** (pages 127-130) A total of 2,897 staff weeks are proposed for this program. This represents a 7.7% increase in staff weeks over the approved FY17 budget. The Development Review Division is responsible for the review of development proposals, including zoning map amendment and alternative compliance applications, subdivision plans, site plans, special exceptions, departures, and processing of permits. Between the first and second quarters of FY17, there was a 27%



increase in the number of permits that were processed. This work program also includes assigning street names/house numbers, mandatory referral review, and woodland conservation program management and enforcement. The Development Review staff also analyzes and comments on proposed text amendments to the Zoning Ordinance and Subdivision Regulations as part of the Intergovernmental Coordination Activity and provides support to Countywide and Community Planning efforts as resource members for master plan teams.

VI. **Managing Countywide Databases (pages 145-149)** In FY18, 422 staff weeks are proposed, which is a decrease of 74 staff weeks from FY17. This work program provides computer systems and personal computer (PC) support, database management and Geographic Information System (GIS) services. The Information Management Division (IMD) manages the Planning Department's GIS, data processing services, and network communications.

During FY18, the Department will continue GIS Application Development including development of specialized GIS services, such as 3D Modeling, ArcGIS Online applications and development decision support application (Community Viz®). An automated mailing address application will be developed along with an ArcGIS Online Development Pipeline application. The Information Management Division staff continues to work with all responsible parties to design and implement a new datacenter to support all network servers/services including a new phone system for the planned office relocation to Largo, MD.

Also in FY18, an RFP for planimetric and topographic data updates will be drafted and this comprehensive data update program will begin. Information Management Division staff will also assist with reviewing imagery from the State of Maryland. The staff will also implement a local government GIS user group with the goal of building relationships, sharing information, and avoiding duplication of efforts. In addition, a formal needs assessment will be performed for building a development pipeline database.

VII. **Provision of Public Information** This workprogram involves communication with the public/public information, preparation of demographic, economic and federal/state statistical analytical services. A decrease of 18 staff weeks, or 4.7%, is proposed for this workprogram in FY18. Website Development/Management is the only project within this workprogram with an increase in staff weeks. An additional 5 staff weeks are proposed for a total of 70 staff weeks in FY18.

VIII. **Management, Administration and Support** This program includes a total of 483 staff weeks, an increase of 51 staff weeks over the approved FY17 budget. This work program supports the records management, department training, and computer systems operation/maintenance functions of the Planning Department. The multiyear Strategic Plan 2018 project includes 39 staff weeks, an increase of 33 staff weeks in FY18.