



THE PRINCE GEORGE'S COUNTY GOVERNMENT

(301) 952-3700

County Council

MAR 27 2019

Intra-office Memorandum

TO: Dannielle M. Glaros, Chair
Planning, Housing, and Economic Development Committee

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

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

SUBJECT: Proposed FY2020 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 the Inspector General, Merit System 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, expenditures, and changes in fund balance is provided on page 41 of the Proposed FY20 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, 109-111, and 159 of the budget document.

Summary of Proposed Expenditures: The following is a summary of the actual FY18, approved FY19, and proposed FY20 expenditures for the CAS agencies, the Commissioners' Office and the Planning Department:

County Administration Building — Upper Marlboro, Maryland 20772

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

| Description | Actual FY 2018 | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|--|----------------------|----------------------|----------------------|--------------------|-----------------|
| Revenues: | | | | | |
| Property Taxes | \$ 51,959,281 | \$ 54,444,500 | \$ 54,258,700 | (185,800) | -0.3% |
| Intergovernmental | | | | | |
| Federal | - | - | - | - | N/A |
| State | 157,372 | - | - | - | N/A |
| County - Grant | 156,235 | 147,500 | 147,500 | - | 0.0% |
| County - Non-Grant Permit Fee | 59,760 | 53,000 | 56,000 | 3,000 | 5.7% |
| Sales | 45,881 | 47,000 | 50,000 | 3,000 | 6.4% |
| Charges for Services | 679,344 | 588,000 | 600,000 | 12,000 | 2.0% |
| Interest | 974,371 | 300,000 | 1,000,000 | 700,000 | 233.3% |
| Miscellaneous Revenue | (1,371) | - | - | - | N/A |
| Total Revenues | <u>\$ 54,030,873</u> | <u>\$ 55,580,000</u> | <u>\$ 56,112,200</u> | <u>\$ 532,200</u> | <u>1.0%</u> |
| Expenditures by Major Object: | | | | | |
| Personnel Services | \$ 29,535,955 | \$ 34,697,866 | \$ 35,473,817 | \$ 775,951 | 2.2% |
| Supplies and Materials | 690,958 | 2,106,759 | 2,155,371 | 48,612 | 2.3% |
| Other Services and Charges | 14,500,830 | 17,700,886 | 17,143,345 | (557,541) | -3.1% |
| Capital Outlay | 118,940 | 638,550 | 548,150 | (90,400) | -14.2% |
| Chargebacks | (2,741,787) | (2,774,987) | (3,015,023) | (240,036) | 8.6% |
| Total Expenditures | <u>\$ 42,104,896</u> | <u>\$ 52,369,074</u> | <u>\$ 52,305,660</u> | <u>\$ (63,414)</u> | <u>-0.1%</u> |
| Other Financing Sources (Uses): | | | | | |
| Transfers (Out): | | | | | |
| Park Fund | - | - | (3,000,000) | (3,000,000) | N/A |
| Capital Projects Fund | (30,000) | (30,000) | (30,000) | - | 0.0% |
| Total Other Financing Sources | <u>(30,000)</u> | <u>(30,000)</u> | <u>(3,030,000)</u> | <u>(3,000,000)</u> | <u>10000.0%</u> |
| Total Uses | <u>\$ 42,134,896</u> | <u>\$ 52,399,074</u> | <u>\$ 55,335,660</u> | <u>2,936,586</u> | <u>5.6%</u> |
| Excess of Sources over (under) Uses | 11,895,977 | 3,180,926 | 776,540 | (2,404,386) | -75.6% |
| Fund Balance - Beginning | \$ 32,940,901 | \$ 34,321,499 | \$ 47,986,972 | 13,665,473 | 39.8% |
| Fund Balance - End | <u>\$ 44,836,878</u> | <u>\$ 37,502,425</u> | <u>\$ 48,763,512</u> | <u>11,261,087</u> | <u>30.0%</u> |
| Designated Expenditure Res. | \$ - | \$ 2,618,500 | \$ 2,615,300 | \$ (3,200) | -0.1% |
| Undesignated Fund Balance | \$ 44,836,878 | \$ 34,883,925 | \$ 46,148,212 | \$ 11,264,287 | 32.3% |

| | | | | |
|----------------------------|---------------------------------|---------------------------------|---------------------------------|-----------------|
| Tax Rate (Cents per \$100) | Real: 5.66 Personal: 14.15 | Real: 5.66 Personal: 14.15 | Real: 5.66 Personal: 14.15 | 0.0% 0.0% |
| Assessable Base (Billions) | Real: 84.040 Personal: 2.992 | Real: 88.181 Personal: 3.303 | Real: 88.473 Personal: 3.048 | 0.33% -7.72% |

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

| Expenditure Summary | Actual FY 2018 | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|---------------------------|----------------------------|----------------------------|----------------------------|-------------------------|-------------|
| Personnel Services | \$ 1,555,870 | \$ 1,827,518 | \$ 1,804,668 | \$ (22,850) | -1.3% |
| Supplies & Materials | 34,403 | 39,000 | 39,000 | - | 0.0% |
| Other Services & Charges* | 1,417,452 | 1,439,770 | 1,444,511 | 4,741 | 0.3% |
| Capital Outlay | - | 12,500 | 90,000 | 77,500 | 620.0% |
| Total | <u>\$ 3,007,725</u> | <u>\$ 3,318,788</u> | <u>\$ 3,378,179</u> | <u>\$ 59,391</u> | 1.8% |
| Positions: | | | | | |
| Full-Time | 11.50 | 12.50 | 12.50 | 0.00 | 0.0% |
| Part-Time | 4.00 | 4.00 | 4.00 | 0.00 | 0.0% |
| Total | <u>15.50</u> | <u>16.50</u> | <u>16.50</u> | <u>0.00</u> | 0.0% |
| Term Contract | - | - | - | 0.00 | N/A |
| Workyears: | | | | | |
| Full-Time | 11.50 | 12.50 | 12.50 | 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 |
| Total | <u>13.50</u> | <u>14.50</u> | <u>14.50</u> | <u>0.00</u> | 0.0% |

* These include project charges to the Prince George's County Government. The proposed FY 2020 project charges are:

| Source | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|--|---------------------|---------------------|------------------|-------------|
| County Council Planning and Zoning Functions | \$ 1,137,300 | \$ 1,137,300 | \$ - | 0.0% |
| Office's Share of Bldg Rent** | 158,035 | 162,776 | 4,741 | 3.0% |
| Total - Commissioners' Office | \$ 1,295,335 | \$ 1,300,076 | \$ 4,741 | 0.4% |

**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

| Expenditure Summary | Actual FY 2018 | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services | \$ 8,563,137 | \$ 9,824,923 | \$ 9,896,581 | \$ 71,658 | 0.7% |
| Supplies & Materials | \$ 281,416 | \$ 214,809 | \$ 239,071 | 24,262 | 11.3% |
| Other Services & Charges | \$ 2,420,123 | \$ 2,406,097 | \$ 2,745,182 | 339,085 | 14.1% |
| Capital Outlay | \$ 6,438 | \$ - | \$ - | - | N/A |
| Sub-Total | \$ 11,271,114 | \$ 12,445,829 | \$ 12,880,834 | \$ 435,005 | 3.5% |
| Chargebacks | \$ (3,041,965) | \$ (3,160,881) | \$ (3,414,909) | (254,028) | 8.0% |
| Total | \$ 8,229,149 | \$ 9,284,948 | \$ 9,465,925 | \$ 180,977 | 1.9% |
| Positions: | | | | | |
| Full-Time | 69.80 | 72.78 | 73.58 | 0.80 | 1.1% |
| Part-Time | 1.10 | 1.06 | 1.06 | 0.00 | 0.0% |
| Total | 70.90 | 73.84 | 74.64 | 0.80 | 1.1% |
| Term Contract | 1.00 | 1.00 | 1.00 | 0.00 | 0.0% |
| Workyears: | | | | | |
| Full-Time | 69.79 | 71.86 | 72.63 | 0.77 | 1.1% |
| Part-Time | 0.55 | 0.53 | 0.25 | -0.28 | -52.8% |
| Term Contract | 1.25 | 1.25 | 1.25 | 0.00 | 0.0% |
| Seasonal/Intermittent | 0.30 | 0.30 | 0.30 | 0.00 | 0.0% |
| Less Lapse | (1.99) | (1.00) | (1.00) | 0.00 | 0.0% |
| Total | 69.90 | 72.94 | 73.43 | 0.49 | 0.7% |

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

| Expenditure Summary | Actual FY 2018 | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|--------------------------|---------------------|---------------------|---------------------|-------------------|--------------|
| Personnel Services | \$ 4,170,943 | \$ 3,020,274 | \$ 3,120,596 | \$ 100,322 | 3.3% |
| Supplies & Materials | 210,776 | 34,062 | 34,062 | - | 0.0% |
| Other Services & Charges | 1,156,029 | 261,017 | 277,334 | 16,317 | 6.3% |
| Capital Outlay | 6,438 | - | - | - | N/A |
| Sub-Total | \$ 5,544,186 | \$ 3,315,353 | \$ 3,431,992 | \$ 116,639 | 3.5% |
| Chargebacks | (1,745,844) | (1,173,100) | (865,017) | 308,083 | -26.3% |
| Total | \$ 3,798,342 | \$ 2,142,253 | \$ 2,566,975 | \$ 424,722 | 19.8% |

Positions:

| | | | | | |
|--------------|--------------|--------------|--------------|-------------|-------------|
| Full-Time | 34.00 | 24.17 | 24.97 | 0.80 | 3.3% |
| Part-Time | 0.60 | 0.56 | 0.56 | 0.00 | 0.0% |
| Total | 34.60 | 24.73 | 25.53 | 0.80 | 3.2% |

| | | | | | |
|---------------|------|------|------|------|-----|
| Term Contract | 0.00 | 0.00 | 0.00 | 0.00 | N/A |
|---------------|------|------|------|------|-----|

Workyears:

| | | | | | |
|-----------------------|--------------|--------------|--------------|-------------|-------------|
| Full-Time | 34.00 | 23.65 | 24.42 | 0.77 | 3.3% |
| Part-Time | 0.30 | 0.28 | 0.00 | -0.28 | -100.0% |
| 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 | 0.00 | 0.00 | 0.00 | N/A |
| Total | 32.81 | 23.93 | 24.42 | 0.49 | 2.0% |

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

| Expenditure Summary | Actual FY 2018 | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|--------------------------|---------------------|---------------------|---------------------|------------------|-------------|
| Personnel Services | \$ 2,355,403 | \$ 2,933,712 | \$ 2,963,079 | \$ 29,367 | 1.0% |
| Supplies & Materials | 20,767 | 36,985 | 39,939 | 2,954 | 8.0% |
| Other Services & Charges | 290,190 | 344,531 | 427,319 | 82,788 | 24.0% |
| Capital Outlay | - | - | - | - | N/A |
| Sub-Total | \$ 2,666,360 | \$ 3,315,228 | \$ 3,430,337 | \$ 115,109 | 3.5% |
| Chargebacks | (399,069) | (436,089) | (472,776) | (36,687) | 8.4% |
| Total | <u>\$ 2,267,291</u> | <u>\$ 2,879,139</u> | <u>\$ 2,957,561</u> | <u>\$ 78,422</u> | <u>2.7%</u> |
| Positions: | | | | | |
| Full-Time | 22.00 | 23.01 | 23.01 | 0.00 | 0.0% |
| Part-Time | 0.50 | 0.50 | 0.50 | 0.00 | 0.0% |
| Total | <u>22.50</u> | <u>23.51</u> | <u>23.51</u> | <u>0.00</u> | <u>0.0%</u> |
| Term Contract | 1.00 | 1.00 | 1.00 | 0.00 | 0.0% |
| Workyears: | | | | | |
| Full-Time | 22.24 | 22.86 | 22.86 | 0.00 | 0.0% |
| Part-Time | 0.25 | 0.25 | 0.25 | 0.00 | 0.0% |
| Term Contract | 1.25 | 1.25 | 1.25 | 0.00 | 0.0% |
| Seasonal/Intermittent | 0.00 | 0.00 | 0.00 | 0.00 | N/A |
| Less Lapse | -0.50 | -1.00 | -1.00 | 0.00 | 0.0% |
| Total | <u>23.24</u> | <u>23.36</u> | <u>23.36</u> | <u>0.00</u> | <u>0.0%</u> |

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

| Expenditure Summary | Actual FY 2018 | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|----------------------------|----------------------------|-----------------------------|-----------------------------|---------------------------|---------------------|
| Personnel Services | \$ 1,548,547 | \$ 1,900,468 | \$ 1,847,861 | \$ (52,607) | -2.8% |
| Supplies & Materials | 13,867 | 16,543 | 16,543 | - | 0.0% |
| Other Services & Charges | 238,601 | 141,068 | 188,559 | 47,491 | 33.7% |
| Capital Outlay | - | - | - | - | N/A |
| Sub-Total | \$ 1,801,015 | \$ 2,058,079 | \$ 2,052,963 | \$ (5,116) | -0.2% |
| Chargebacks | (775,720) | (788,604) | (811,299) | (22,695) | 2.9% |
| Total | <u>\$ 1,025,295</u> | <u>\$ 1,269,475</u> | <u>\$ 1,241,664</u> | <u>\$ (27,811)</u> | -2.2% |

Positions:

| | | | | | |
|--------------|---------------------|---------------------|---------------------|--------------------|-------------|
| Full-Time | 10.30 | 12.00 | 12.00 | 0.00 | 0.0% |
| Part-Time | 0.00 | 0.00 | 0.00 | 0.00 | N/A |
| Total | <u>10.30</u> | <u>12.00</u> | <u>12.00</u> | <u>0.00</u> | 0.0% |

| | | | | | |
|---------------|------|------|------|------|-----|
| Term Contract | 0.00 | 0.00 | 0.00 | 0.00 | N/A |
|---------------|------|------|------|------|-----|

Workyears:

| | | | | | |
|-----------------------|---------------------|---------------------|---------------------|--------------------|-------------|
| Full-Time | 10.30 | 12.00 | 12.00 | 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>10.30</u> | <u>12.00</u> | <u>12.00</u> | <u>0.00</u> | 0.0% |

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

| Expenditure Summary | Actual FY 2018 | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|--------------------------|-------------------|---------------------|---------------------|------------------|-------------|
| Personnel Services | \$ 57,877 | \$ 64,828 | \$ 65,095 | \$ 267 | 0.4% |
| Supplies & Materials | 74 | 918 | 900 | (18) | -2.0% |
| Other Services & Charges | 11,231 | 16,107 | 16,070 | (37) | -0.2% |
| Capital Outlay | - | - | - | - | N/A |
| Sub-Total | <u>\$ 69,182</u> | <u>\$ 81,853</u> | <u>\$ 82,065</u> | <u>\$ 212</u> | 0.3% |
| Chargebacks | - | - | - | - | N/A |
| Total | <u>\$ 69,182</u> | <u>\$ 81,853</u> | <u>\$ 82,065</u> | <u>\$ 212</u> | 0.3% |

Positions:

| | | | | | |
|-----------|-------------|-------------|-------------|-------------|------|
| 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 |
|------|------|------|------|-----|

Workyears:

| | | | | | |
|-----------------------|-------------|-------------|-------------|-------------|------|
| 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

| Expenditure Summary | Actual FY 2018 | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services | \$ 8,542 | \$ 2,785 | \$ 5,540 | \$ 2,755 | 98.9% |
| Supplies & Materials | 31,638 | 26,808 | 27,374 | 566 | 2.1% |
| Other Services & Charges | 705,740 | 759,927 | 761,574 | 1,647 | 0.2% |
| Capital Outlay | - | - | - | - | N/A |
| Sub-Total | <u>\$ 745,920</u> | <u>\$ 789,520</u> | <u>\$ 794,488</u> | <u>\$ 4,968</u> | 0.6% |
| Chargebacks | - | - | - | - | N/A |
| Total | <u>\$ 745,920</u> | <u>\$ 789,520</u> | <u>\$ 794,488</u> | <u>\$ 4,968</u> | 0.6% |
| Positions: | | | | | |
| 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 |
| Workyears: | | | | | |
| 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
OFFICE OF INSPECTOR GENERAL

| Expenditure Summary | Actual | Approved | Proposed | Dollar | % |
|----------------------------|-------------------|-------------------|-------------------|-----------------|---------------|
| | FY 2018 | FY 2019 | FY 2020 | Change | Change |
| Personnel Services | \$ 421,825 | \$ 489,101 | \$ 503,162 | \$ 14,061 | 2.9% |
| Supplies & Materials | 4,294 | 4,100 | 4,147 | 47 | 1.1% |
| Other Services & Charges | 18,332 | 15,827 | 16,460 | 633 | 4.0% |
| Capital Outlay | - | - | - | - | N/A |
| Sub-Total | \$ 444,451 | \$ 509,028 | \$ 523,769 | \$ 14,741 | 2.9% |
| Chargebacks | (121,332) | (127,118) | (135,138) | (8,020) | 6.3% |
| Total | \$ 323,119 | \$ 381,910 | \$ 388,631 | \$ 6,721 | 1.8% |
| Positions: | | | | | |
| 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 | 3.00 | 3.00 | 3.00 | 0.00 | 0.0% |
| Term Contract | 0.00 | 0.00 | 0.00 | 0.00 | N/A |
| Workyears: | | | | | |
| 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 | 0.30 | 0.30 | 0.30 | 0.00 | 0.0% |
| Less Lapse | 0.00 | 0.00 | 0.00 | 0.00 | N/A |
| Total | 3.30 | 3.30 | 3.30 | 0.00 | 0.0% |

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

| Expenditure Summary | Actual FY 2018 | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|----------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services | \$ - | \$ 1,413,755 | \$ 1,391,248 | \$ (22,507) | -1.6% |
| Supplies & Materials | - | 95,393 | 116,106 | 20,713 | 21.7% |
| Other Services & Charges | - | 867,620 | 1,057,866 | 190,246 | 21.9% |
| Capital Outlay | - | - | - | - | N/A |
| Sub-Total | \$ - | \$ 2,376,768 | \$ 2,565,220 | \$ 188,452 | 7.9% |
| Chargebacks | - | (635,970) | (1,130,679) | (494,709) | 77.8% |
| Total | \$ - | \$ 1,740,798 | \$ 1,434,541 | \$ (306,257) | -17.6% |

Positions:

| | | | | | |
|--------------|-------------|--------------|--------------|-------------|-------------|
| Full-Time | 0.00 | 10.10 | 10.10 | 0.00 | 0.0% |
| Part-Time | 0.00 | 0.00 | 0.00 | 0.00 | N/A |
| Total | 0.00 | 10.10 | 10.10 | 0.00 | 0.0% |

| | | | | | |
|---------------|------|------|------|------|-----|
| Term Contract | 0.00 | 0.00 | 0.00 | 0.00 | N/A |
|---------------|------|------|------|------|-----|

Workyears:

| | | | | | |
|-----------------------|-------------|--------------|--------------|-------------|-------------|
| Full-Time | 0.00 | 10.10 | 10.10 | 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 | 0.00 | 10.10 | 10.10 | 0.00 | 0.0% |

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

| Expenditure Summary | Actual FY 2018 | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|------------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------|---------------------|
| Personnel Services | \$ 17,893,989 | \$ 20,572,177 | \$ 20,795,352 | \$ 223,175 | 1.1% |
| Supplies & Materials | 388,370 | 1,852,950 | 1,877,300 | 24,350 | 1.3% |
| Other Services & Charges* | 10,760,715 | 13,855,019 | 12,953,652 | (901,367) | -6.5% |
| Capital Outlay | 123,692 | 626,050 | 458,150 | (167,900) | -26.8% |
| Chargebacks | 300,178 | 385,894 | 399,886 | 13,992 | 3.6% |
| Subtotal | <u>\$ 29,466,944</u> | <u>\$ 37,292,090</u> | <u>\$ 36,484,340</u> | <u>\$ (807,750)</u> | <u>-2.2%</u> |
| Transfer to Capital Projects | 30,000 | 30,000 | 30,000 | - | 0.0% |
| Total | <u>\$ 29,496,944</u> | <u>\$ 37,322,090</u> | <u>\$ 36,514,340</u> | <u>\$ (807,750)</u> | <u>-2.2%</u> |
| Positions: | | | | | |
| Full-Time | 175.50 | 175.50 | 179.50 | 4.00 | 2.3% |
| Part-Time | 1.00 | 1.00 | 1.00 | 0.00 | - |
| Total | <u>176.50</u> | <u>176.50</u> | <u>180.50</u> | <u>4.00</u> | <u>2.3%</u> |
| Term Contract | - | - | - | 0.00 | N/A |
| Workyears: | | | | | |
| Full-Time | 171.50 | 175.50 | 179.50 | 4.00 | 2.3% |
| Part-Time | 0.75 | 0.75 | 0.75 | 0.00 | 0.0% |
| Total | <u>172.25</u> | <u>176.25</u> | <u>180.25</u> | <u>4.00</u> | <u>2.3%</u> |

* These include project charges to the Prince George's County Government. The proposed FY 2020 project charges are:

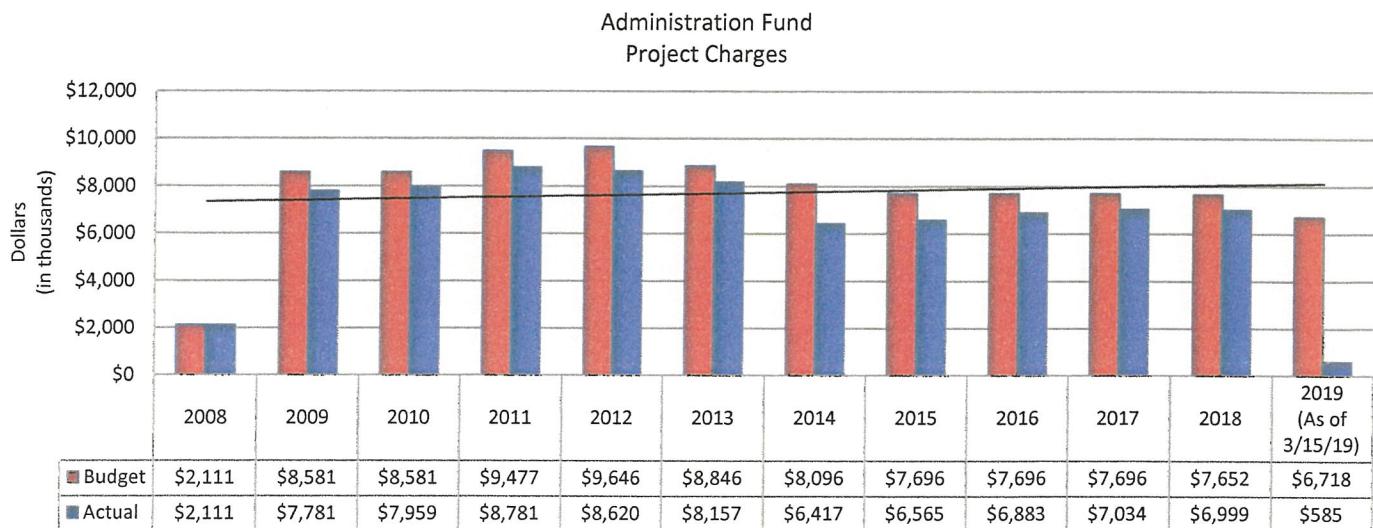
| Source | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|--|-----------------------------|-----------------------------|--------------------------|---------------------|
| People's Zoning Counsel** | \$ 250,000 | \$ 250,000 | \$ - | 0.0% |
| Zoning Enforcement Unit** | 1,675,433 | 1,588,967 | (86,466) | -5.2% |
| Water & Sewer Planning Unit** | 155,300 | 155,300 | - | 0.0% |
| GIS Program** | 340,500 | 340,500 | - | 0.0% |
| Tax Collection Fee** | 34,411 | 34,411 | - | 0.0% |
| Economic Development Corp | 65,000 | 65,000 | - | 0.0% |
| EDC - General Plan Goals** | 294,667 | 272,534 | (22,133) | -7.5% |
| Redevelopment Authority** | 729,700 | 614,900 | (114,800) | -15.7% |
| Permits & Inspection for M-NCPPC - DPIE** | 1,336,200 | 856,200 | (480,000) | -35.9% |
| Engineering, Inspection, & Permitting - DPW&T** | 699,867 | 469,933 | (229,934) | -32.9% |
| Total - Planning Department | <u>\$ 5,581,078</u> | <u>\$ 4,647,745</u> | <u>\$ (933,333)</u> | <u>-16.7%</u> |

**Project charges reimbursed directly to Prince George's County Government and included in the County's General Fund revenue.
Note, the GIS Program project charge is included in the County's Information Technology Fund revenue.

CAB Office Space Rent** \$ 786,700 \$ 810,300 23,600 3.0%

Project Charges

The proposed project charges for FY 2020 for the Administration Fund is \$5.79 million, a decrease of \$933,333, or 13.9%, compared to the Approved FY 2019 level. A history of the Administration Fund's budgeted versus actual project charges is provided below.



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

| Division/Major Units | Actual FY 2018 | Approved FY 2019 | Proposed FY 2020 | Dollar Change | % Change |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| Director's Office | | | | | |
| Personnel Services | \$ 2,990,303 | \$ 3,615,429 | \$ 3,485,267 | \$ (130,162) | -3.6% |
| Supplies & Materials | 78,370 | 360,800 | 331,100 | (29,700) | -8.2% |
| Other Services & Charges | 212,626 | 448,400 | 459,490 | 11,090 | 2.5% |
| Capital Outlay | - | 106,650 | 102,650 | (4,000) | -3.8% |
| Chargebacks | - | - | - | - | N/A |
| Total Director's Office | <u>\$ 3,281,299</u> | <u>\$ 4,531,279</u> | <u>\$ 4,378,507</u> | <u>\$ (152,772)</u> | <u>-3.4%</u> |
| Development Review | | | | | |
| Personnel Services | \$ 4,783,153 | \$ 5,507,870 | \$ 5,485,875 | \$ (21,995) | -0.4% |
| Supplies & Materials | 15,877 | 430,700 | 444,900 | 14,200 | 3.3% |
| Other Services & Charges | 448,279 | 446,100 | 491,575 | 45,475 | 10.2% |
| Capital Outlay | - | 75,600 | 76,300 | 700 | 0.9% |
| Chargebacks | - | - | - | - | N/A |
| Total Development Review | <u>\$ 5,247,309</u> | <u>\$ 6,460,270</u> | <u>\$ 6,498,650</u> | <u>\$ 38,380</u> | <u>0.6%</u> |
| Community Planning | | | | | |
| Personnel Services | \$ 2,194,613 | \$ 3,234,347 | \$ 3,130,953 | \$ (103,394) | -3.2% |
| Supplies & Materials | 7,569 | 220,500 | 227,900 | 7,400 | 3.4% |
| Other Services & Charges* | 210,146 | 2,092,700 | 1,525,849 | (566,851) | -27.1% |
| Capital Outlay | - | 38,200 | 38,500 | 300 | 0.8% |
| Chargebacks | - | - | - | - | N/A |
| Total Community Planning | <u>\$ 2,412,328</u> | <u>\$ 5,585,747</u> | <u>\$ 4,923,202</u> | <u>\$ (662,545)</u> | <u>-11.9%</u> |
| Information Management | | | | | |
| Personnel Services | \$ 3,172,973 | \$ 3,303,822 | \$ 3,433,462 | \$ 129,640 | 3.9% |
| Supplies & Materials | 274,477 | 317,500 | 330,700 | 13,200 | 4.2% |
| Other Services & Charges | 1,151,207 | 1,599,900 | 2,003,980 | 404,080 | 25.3% |
| Capital Outlay | 123,692 | 347,100 | 179,700 | (167,400) | -48.2% |
| Chargebacks | - | - | - | - | N/A |
| Total Information Management | <u>\$ 4,722,349</u> | <u>\$ 5,568,322</u> | <u>\$ 5,947,842</u> | <u>\$ 379,520</u> | <u>6.8%</u> |
| County-Wide Planning | | | | | |
| Personnel Services | \$ 4,627,519 | \$ 4,756,262 | \$ 5,083,328 | \$ 327,066 | 6.9% |
| Supplies & Materials | 7,525 | 341,450 | 360,400 | 18,950 | 5.5% |
| Other Services & Charges | 590,042 | 1,663,826 | 1,797,808 | 133,982 | 8.1% |
| Capital Outlay | - | 58,500 | 61,000 | 2,500 | 4.3% |
| Chargebacks | - | - | - | - | N/A |
| Total County-Wide Planning | <u>\$ 5,225,086</u> | <u>\$ 6,820,038</u> | <u>\$ 7,302,536</u> | <u>\$ 482,498</u> | <u>7.1%</u> |
| Support Services | | | | | |
| Personnel Services | \$ 26,790 | \$ 14,100 | \$ 34,800 | \$ 20,700 | 146.8% |
| Supplies & Materials | 4,552 | 182,000 | 182,300 | 300 | 0.2% |
| Other Services & Charges | 7,991,042 | 7,596,940 | 6,669,117 | (927,823) | -12.2% |
| Chargebacks | 300,178 | 385,894 | 399,886 | 13,992 | 3.6% |
| Total Support Services | <u>\$ 8,322,562</u> | <u>\$ 8,178,934</u> | <u>\$ 7,286,103</u> | <u>\$ (892,831)</u> | <u>-10.9%</u> |
| Grants | | | | | |
| Personnel Services | \$ 98,638 | \$ 140,347 | \$ 141,667 | \$ 1,320 | 0.9% |
| Other Services & Charges | 157,372 | 7,153 | 5,833 | (1,320) | -18.5% |
| Total Grants | <u>\$ 256,010</u> | <u>\$ 147,500</u> | <u>\$ 147,500</u> | <u>\$ -</u> | <u>0.0%</u> |

Planning Department: The Planning Department's proposed budget totals \$36,514,340 a 2.2% decrease from FY19. The proposed budget includes \$147,500 in grants in FY20. Personnel costs are budgeted at \$20,795,352, an increase of \$223,175 over FY19. The Planning Department is proposing to add four full-time career positions in FY20 and will include three full-time career positions to assist with anticipated work program loads in the Community and Countywide Planning Divisions, as well as one term contract position in the Planning Director's Office to support the 2020 Census Update work program. In addition, the Department anticipates an increase in medical insurance costs. The increases are offset by reductions in costs in FY20. The FY20 proposed budget includes a dollar marker for employee compensation.

Non-personnel costs, which include supplies and materials, other services and charges, and capital outlays are budgeted at \$16,782,558. The supplies and materials proposed budget of \$1,877,300 represents an increase of \$24,350 over FY19 as a result of inflationary cost increases.

A decrease of \$167,900 is proposed in the capital outlay budget which totals \$458,150 and includes costs for carpet and flooring for the new office location, HVAC replacement for Lakeside Offices, large format scanner and plotter machine, as well as infrastructure for new active directory migration. The other services and charges proposed budget of \$12,953,652 represents a 6.5% decrease from FY19. This is a result of a decrease in funding needed for professional/consulting services for Planning Department work programs as well as a decrease in funding for County project charges.

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

- \$810,300 for County Administration Building (CAB) office space rent (including utilities).
- \$419,200 for telephones and postage.
- \$856,100 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.
- \$4,647,745 in project charges to the County government other than CAB rent (Note: project charges are listed on page 12 and a history of budgeted versus actual project charges is provided on page 13).

The Planning Department's proposed budget includes "Continuing" projects, those projects/activities that are basically of an ongoing nature, "Multiyear" projects, those projects that began in a previous fiscal year and are not yet completed, "New One Year" projects, those projects that are anticipated to begin, and be completed in FY20, and "New Multiyear" projects which are proposed to begin in FY20 but will not be completed in that year. 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** This program consists of five major program activities: countywide comprehensive planning services, historic preservation, environmental planning, transportation planning, and special county projects and research services. The proposed budget for this program includes 469 staff weeks, a decrease of 91 staff weeks from the approved FY19 budget. The total proposed budget for the Countywide Planning Division is \$7,302,536.

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, watershed planning, and archeological review.

In FY20, the Transportation Revised Guidelines Update is proposed as a new one-year project with 18 staff weeks. The Guidelines used by the Planning Board to review development projects for transportation adequacy will be updated to improve vehicular transit, pedestrian and bicycle infrastructure in the County and to comply with the new Zoning Ordinance. Also, in FY20, the Comprehensive Revisions to the Zoning Ordinance and Subdivision Regulations project will continue with training and education programs to explain the new ordinance to residents and the business community. It will also support the Council's anticipated adoption of a countywide map amendment to implement the new zones, including a proposed decision matrix and countywide remapping.

The New Transportation Model is a five-year project within Countywide Planning to overhaul the computer model used to predict vehicular, transit, bicycle, and pedestrian trips. The current model used to predict traffic is based on a four-step modeling process that dates to the 1950s that is not appropriate for modern trip patterns, transit-oriented communities, or bicycle and pedestrian movements. The Department is in the fourth year of this project.

II. **Community Planning and Downtown Development** The Community Planning work program has a proposed budget of \$4,923,202 a decrease of 12% from the approved FY19 budget. This program includes all the activities associated with preparing comprehensive plans (master and sector 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. The Community Planning Division is organized into three operating sections, the Neighborhood Revitalization Section, the Long-Range Planning Section, and the Administration Section.

This work program includes several multiyear, three continuing as well as three new multiyear projects. The continuing Planning Assistance to Communities and

Municipalities project is proposed to increase from 105 staff weeks to 256 staff weeks. The goal of this program is to help communities implement the recommendations in Plan 2035 and the master and sector plans. In FY20, the guidelines, policies, and procedures for this program will be updated and revised to better support the Department's municipal and community partners. The multiyear Master Plan Evaluations and Six Year Program, with an additional 9 staff weeks proposed for a total of 35 staff weeks in FY20, includes Community Planning Division conducting a Master Plan Evaluation project that analyzes the County's master, sector, and transit district development plans for consistency with Plan 2035 and to identify priority implementation projects. The Department will use the evaluations to prepare a six-year planning work program primarily focusing on plans, studies, and priority implementation activities.

The Downtown Development Programs, a multiyear project, is proposed at 48 staff weeks in FY20. Plan 2035 identifies eight Regional Transit Districts. Prince George's Plaza, New Carrollton, and Largo Town Center are designated as downtowns, where County funding and program support should be targeted. The Planning Department will continue to work with elected officials, partner agencies, and community partners to implement Plan 2035 and master/sector plans at the three downtowns. The Department will create and lead a Plan Implementation Committee to facilitate and monitor progress on critical implementation action items and continue to serve on advisory committees. Specifically, in FY20, the Plan 2035 Local Centers Advisory and Implementation Committee Support continuing project includes 29 staff weeks. This project involves working on implementation items, coordinating with staff on grant resources and participating on committees to implement strategic initiatives in local centers.

The multiyear Bowie and Vicinity Master Plan includes an additional 17 staff weeks for a total of 212 staff weeks in FY20. This multiyear project, with initial research and pre-planning activities which began in FY19, includes preparation of a new plan to refine, expand, and implement the Plan 2035 vision for key areas in and around the City of Bowie. The proposed budget document indicates that research, stakeholder engagement, and the initial phases of public participation will begin in FY19; however, the project will recommence following approval of the Countywide Map Amendment.

Three new multiyear projects within this work program include the Cultural Arts Strategic Study, the Neighborhood Conservation Overlay Zones, and the West Hyattsville Sector Plan. There are 56 staff weeks proposed for the Cultural Arts Strategic Study. The goal of the study is to develop a vision and recommendations for how the County and its partners can build upon, strengthen, and invest in the people, places, communities, and ideas that define cultural arts within Prince George's County. In FY19, the County Council enacted the new Zoning Ordinance and directed the Planning Board to initiate two new Neighborhood Conservation Overlay Zones in Mount Rainier and Greenbelt. In FY20, with 28 staff weeks proposed for this project, Planning Department staff will work closely with residents and stakeholders in the two municipalities to develop Neighborhood Plans and zoning legislation. There are 84 staff weeks proposed for the West Hyattsville Sector Plan. In FY20, the Planning Department will begin pre-planning

activities, public outreach to stakeholders and identification of any constituent services needed to assist with the plan development.

The County has a number of residential communities located in floodplains some of which are or are planned to be served by convenient transit. The Floodplain Impacts on Housing Study will follow completion of the County's Comprehensive Housing Strategy and will focus on location-specific strategies to mitigate flood risks to residential communities. This project began in FY19 and will continue in FY20 with 22 staff weeks proposed, a decrease of 28 staff weeks.

The Community Planning workprogram also includes the multiyear Minor Plan Amendments project with 31 staff weeks proposed in FY20. Minor amendments allow for older master plans to be amended to address issues that may not warrant a comprehensive update and can address minor issues identified by the community or update policies and goals that are no longer applicable.

The Countywide Map Amendment project, with 492 staff weeks proposed in FY20, is a continuing multiyear project. The following FY19 projects have been incorporated into the Countywide Map Amendment: Central Branch Avenue Corridor Revitalization SMA, East Riverdale-Beacon Heights SMA, and Greater Cheverly SMA.

III. Transforming Neighborhoods Initiative (TNI) This program remains at 31 staff weeks in FY20 with no increase in staff weeks proposed over the FY19 approved budget. The TNI is a multiyear County effort to improve the quality of life in vulnerable communities. In FY20, Planning Department staff will continue to be assigned and support six TNI communities and carrying out initiatives as requested.

IV. Intergovernmental Coordination This work program includes 264 staff weeks in the proposed FY20 budget, a decrease of 141 staff weeks from the approved FY19 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 A total of 2,725 staff weeks are proposed for this program. This represents a 1% increase in staff weeks over the approved FY19 budget. The Development Review Division is responsible for the review of development proposals, including zoning map amendments, subdivision plans, site plans, special exceptions, departures, and permits. 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** In FY20, 471 staff weeks are proposed, which is a minimal increase of 0.2% in staff weeks over FY19. 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 FY20, the Department will continue its upgrade of their document imaging environment. This will include upgrading the FileNET software and its user surface and continued support of scanning multiple databases (DAMS, Historic Resources, Address Books, Community Plans, etc.) in anticipation of the Planning Department move and to have the records more widely accessible. Also, in preparation of the Department's relocation to Largo in calendar year 2020, this workprogram includes working with all responsible parties to design and implement a new data center to support network servers/services, including a new phone system that will be procured.

In FY20, the Pipeline Needs Assessment project is included for Planning Department staff to complete the design of an application to develop a pipeline database and will begin development of the pipeline tracking application. Also, in FY20, the staff will initiate and complete the procurement of electronic document submission and plan review software for the Development Review Division. This will involve the acquisition, installation, training, and support of ProjectDox software.

VII. **Provision of Public Information** This work program involves communication with the public/public information, preparation of demographic, economic and federal/state statistical analytical services. An overall decrease of 12 staff weeks is proposed for projects in this work program in FY20; however, additional staff weeks are proposed for the following projects: Approved Plan Publications, Communication with the Public/Public Information, Pipeline Maintenance and Implementation, Real Estate Research and Analysis, Website Development/Management, and Census 2020 Support.

The Census 2020 Support project continues from FY19 with an additional 14 staff weeks in preparation for the 2020 census. As budgeted in FY19, the project continues to include completing the Boundary Annexation Survey updates, beginning the 2020 Census Local Update of Address Operations and beginning the establishment of a Complete Count Committee in coordination with the County.

VIII. **Management, Administration and Support** This program includes a total of 499 staff weeks, an increase of 48 staff weeks over the approved FY19 budget. This workprogram supports the records and data systems document management, department training, and computer systems operation/maintenance functions of the Planning Department.