

Intra-office Memorandum

TO: Todd M. Turner, Chair
County Council

THRU: Robert J. Williams, Jr.
Council Administrator

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

RE: *Proposed FY 2021 M-NCPPC Budget: Administration Fund - Executive Summary*

This executive summary provides the County Council with a brief summary of the FY 2021 Proposed Budget for the Maryland – National Capital Park and Planning Commission (Administration Fund) for Prince George’s County. A detailed report is attached for reference.

Proposed Revenue and Expenditures

The Proposed Budget of \$57.8 million represents an increase of \$1.6 million (2.9%) over the FY 2020 Approved Budget of \$56.1 million for the Administration Fund. This includes a transfer to the Park and Capital Funds, as shown in the summary of revenues, expenditures, and changes in fund balance below.

Description	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Fund Balance - Beginning	\$ 47,986,972	\$ 61,171,563	13,184,591	27.5%
Revenues:				
Property Taxes	\$ 56,889,100	\$ 58,888,100	1,999,000	3.5%
Other Revenue	1,853,500	2,897,517	1,044,017	56.3%
Total Revenues	\$ 58,742,600	\$ 61,785,617	\$ 3,043,017	5.2%
Expenditures by Major Object:				
Personnel Services	\$ 35,377,396	\$ 37,127,835	\$ 1,750,439	4.9%
Supplies and Materials	2,155,371	2,141,396	(13,975)	-0.6%
Other Services and Charges	18,068,345	18,046,307	(22,038)	-0.1%
Capital Outlay	548,150	642,527	94,377	17.2%
Chargebacks	(3,015,023)	(3,183,878)	(168,855)	5.6%
Transfer to Park Fund	3,000,000	3,000,000	-	0.0%
Transfer to Capital Projects Fund	30,000	30,000	-	0.0%
Total Expenditures/Other Uses	\$ 56,164,239	\$ 57,804,187	\$ 1,639,948	2.9%
Excess of Sources over (under) Uses	2,578,361	3,981,430	1,403,069	54.4%
Fund Balance - End	\$ 50,565,333	\$ 65,152,993	14,587,660	28.8%
Designated Expenditure Res.	\$ 2,656,700	\$ 2,738,700	\$ 82,000	3.1%
Undesignated Fund Balance	\$ 47,908,633	\$ 62,414,293	\$ 14,505,660	30.3%

A summary of the proposed budget, positions and work years for the Commissioners' Office, CAS, and the Planning Department, is provided below.

Department	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Expenditures:				
Commissioners' Office	\$ 3,417,148	\$ 3,426,221	\$ 9,073	0.3%
Planning Department	37,953,992	38,201,024	247,032	0.7%
CAS	9,659,749	10,114,191	454,442	4.7%
Non-Departmental	2,103,350	3,032,751	929,401	44.2%
Transfers Out	3,030,000	3,030,000	-	0.0%
Total Expenditures/Uses	\$ 56,164,239	\$ 57,804,187	1,639,948	2.9%
Positions:				
Commissioners' Office	16.50	16.50	0.00	0.0%
Planning Department	182.50	185.50	3.00	1.6%
CAS	75.64	75.75	0.11	0.1%
Total Positions	274.64	277.75		
Workyears:				
Commissioners' Office	14.50	14.50	0.00	0.0%
Planning Department	182.25	185.25	3.00	1.6%
CAS	73.43	73.55	0.12	0.2%
Total Workyears	270.18	273.30		

Key Changes from the Approved FY 2020 Budget

- Project charge reduction: \$889,246
- Increase funding for employee wage adjustments (subject to negotiations): \$698,700
- Addition of new position in Finance Department (Supplier Diversity Program)
- Addition of new Inspector Position in the Inspector General's Office
- Various new initiatives for Chief Information Officer related to Help Desk, Security, Data Integrity and Access, and Efficiency
- Addition of three (3) new positions in the Planning Department (2 in the Information Management Division; 1 in the Development Review Division)
- Addition of a new position in the Environmental Planning Division (to be requested in an amendment to the proposed budget)

Intra-office Memorandum

TO: Todd M. Turner, Chair
County Council

THRU: Robert J. Williams, Jr.
Council Administrator

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

SUBJECT: Proposed FY2021 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 40 of the Proposed FY21 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, 106-109, and 158 of the budget document.

Summary of Proposed Expenditures: The following is a summary of the actual FY19, approved FY20, and proposed FY21 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 FY 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Revenues:					
Property Taxes	\$ 54,656,774	\$ 56,889,100	\$ 58,888,100	1,999,000	3.5%
Intergovernmental					
Federal	-	-	-	-	N/A
State	-	-	-	-	N/A
County - Grant	113,028	147,500	-	(147,500)	-100.0%
County - Non-Grant Permit Fee	53,650	56,000	55,000	(1,000)	-1.8%
PGC PILOT	193,779	-	192,517	192,517	N/A
Sales	44,137	50,000	50,000	-	0.0%
Charges for Services	556,283	600,000	600,000	-	0.0%
Interest	2,485,431	1,000,000	2,000,000	1,000,000	100.0%
Miscellaneous Revenue	3,109	-	-	-	N/A
Total Revenues	<u>\$ 58,106,191</u>	<u>\$ 58,742,600</u>	<u>\$ 61,785,617</u>	<u>\$ 3,043,017</u>	5.2%
Expenditures by Major Object:					
Personnel Services	\$ 30,984,119	\$ 35,377,396	\$ 37,127,835	\$ 1,750,439	4.9%
Supplies and Materials	609,460	2,155,371	2,141,396	(13,975)	-0.6%
Other Services and Charges	15,474,971	18,068,345	18,046,307	(22,038)	-0.1%
Capital Outlay	331,399	548,150	642,527	94,377	17.2%
Chargebacks	(2,868,313)	(3,015,023)	(3,183,878)	(168,855)	5.6%
Total Expenditures	<u>\$ 44,531,636</u>	<u>\$ 53,134,239</u>	<u>\$ 54,774,187</u>	<u>\$ 1,639,948</u>	3.1%
Other Financing Sources (Uses):					
Transfers (Out):					
Park Fund	-	(3,000,000)	(3,000,000)	-	0.0%
Special Revenue Fund	-	-	-	-	N/A
Capital Projects Fund	(30,000)	(30,000)	(30,000)	-	0.0%
Total Other Financing Sources (Uses):	<u>(30,000)</u>	<u>(3,030,000)</u>	<u>(3,030,000)</u>	<u>-</u>	0.0%
Total Uses	<u>\$ 44,561,636</u>	<u>\$ 56,164,239</u>	<u>\$ 57,804,187</u>	<u>1,639,948</u>	2.9%
Excess of Sources over (under) Uses	13,544,555	2,578,361	3,981,430	1,403,069	54.4%
Fund Balance - Beginning	\$ 44,836,878	\$ 47,986,972	\$ 61,171,563	13,184,591	27.5%
Fund Balance - End	<u>\$ 58,381,433</u>	<u>\$ 50,565,333</u>	<u>\$ 65,152,993</u>	<u>14,587,660</u>	28.8%
Designated Expenditure Res.	\$ -	\$ 2,656,700	\$ 2,738,700	\$ 82,000	3.1%
Undesignated Fund Balance	\$ 58,381,433	\$ 47,908,633	\$ 62,414,293	\$ 14,505,660	30.3%
Tax Rate (Cents per \$100)					
	Real: 5.66	Real: 5.66	Real: 5.66		0.0%
	Personal: 14.15	Personal: 14.15	Personal: 14.15		0.0%
Assessable Base (Billions)					
	Real: 88.181	Real: 92.949	Real: 96.872		4.22%
	Personal: 3.303	Personal: 3.124	Personal: 2.968		-4.99%

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 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Personnel Services	\$ 1,549,723	\$ 1,843,637	\$ 1,847,826	\$ 4,189	0.2%
Supplies & Materials	78,104	39,000	39,000	-	0.0%
Other Services & Charges*	1,408,725	1,444,511	1,449,395	4,884	0.3%
Capital Outlay	-	90,000	90,000	-	0.0%
Total	<u>\$ 3,036,552</u>	<u>\$ 3,417,148</u>	<u>\$ 3,426,221</u>	<u>\$ 9,073</u>	<u>0.3%</u>
Positions:					
Full-Time	12.50	12.50	12.50	0.00	0.0%
Part-Time	4.00	4.00	4.00	0.00	0.0%
Total	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>	<u>0.00</u>	<u>0.0%</u>
Term Contract	-	-	-	0.00	N/A
Workyears:					
Full-Time	12.50	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>14.50</u>	<u>14.50</u>	<u>14.50</u>	<u>0.00</u>	<u>0.0%</u>

* These include project charges to the Prince George's County Government. The proposed FY 2021 project charges are:

Source	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
County Council Planning and Zoning Functions	\$ 1,137,300	\$ 1,137,300	\$ -	0.0%
Office's Share of Bldg Rent**	162,776	167,660	4,884	3.0%
Total - Commissioners' Office	<u>\$ 1,300,076</u>	<u>\$ 1,304,960</u>	<u>\$ 4,884</u>	<u>0.4%</u>

**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 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Personnel Services	\$ 8,954,025	\$ 10,090,405	\$ 10,648,138	\$ 557,733	5.5%
Supplies & Materials	\$ 227,969	\$ 239,071	\$ 205,896	(33,175)	-13.9%
Other Services & Charges	\$ 3,014,756	\$ 2,745,182	\$ 2,853,145	107,963	3.9%
Capital Outlay	\$ 107,502	\$ -	\$ 1,527	1,527	N/A
Sub-Total	\$ 12,304,252	\$ 13,074,658	\$ 13,708,706	\$ 634,048	4.8%
Chargebacks	\$ (3,174,207)	\$ (3,414,909)	\$ (3,594,515)	(179,606)	5.3%
Total	\$ 9,130,045	\$ 9,659,749	\$ 10,114,191	\$ 454,442	4.7%
Positions:					
Full-Time	72.78	73.58	73.70	0.12	0.2%
Part-Time	1.06	1.06	1.05	-0.01	-0.9%
Total	73.84	74.64	74.75	0.11	0.1%
Term Contract	1.00	1.00	1.00	0.00	0.0%
Workyears:					
Full-Time	71.86	72.63	72.75	0.12	0.2%
Part-Time	0.53	0.25	0.25	0.00	0.0%
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	(1.00)	(1.00)	(1.00)	0.00	0.0%
Total	72.94	73.43	73.55	0.12	0.2%

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

Expenditure Summary	Actual FY 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Personnel Services	\$ 2,831,558	\$ 3,176,738	\$ 3,391,196	\$ 214,458	6.8%
Supplies & Materials	71,077	34,062	34,908	846	2.5%
Other Services & Charges	327,501	277,334	288,433	11,099	4.0%
Capital Outlay	74,797	-	-	-	N/A
Sub-Total	\$ 3,304,933	\$ 3,488,134	\$ 3,714,537	\$ 226,403	6.5%
Chargebacks	(1,173,100)	(865,017)	(867,300)	(2,283)	0.3%
Total	<u>\$ 2,131,833</u>	<u>\$ 2,623,117</u>	<u>\$ 2,847,237</u>	<u>\$ 224,120</u>	8.5%
Positions:					
Full-Time	24.17	24.97	25.53	0.56	2.2%
Part-Time	0.56	0.56	0.55	-0.01	-1.8%
Total	<u>24.73</u>	<u>25.53</u>	<u>26.08</u>	<u>0.55</u>	2.2%
Term Contract	0.00	0.00	0.00	0.00	N/A
Workyears:					
Full-Time	23.65	24.42	24.98	0.56	2.3%
Part-Time	0.28	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>23.93</u>	<u>24.42</u>	<u>24.98</u>	<u>0.56</u>	2.3%

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

Expenditure Summary	Actual FY 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Personnel Services	\$ 2,622,895	\$ 3,022,981	\$ 3,212,007	\$ 189,026	6.3%
Supplies & Materials	50,500	39,939	41,289	1,350	3.4%
Other Services & Charges	579,190	427,319	465,439	38,120	8.9%
Capital Outlay	-	-	-	-	N/A
Sub-Total	<u>\$ 3,252,585</u>	<u>\$ 3,490,239</u>	<u>\$ 3,718,735</u>	<u>\$ 228,496</u>	6.5%
Chargebacks	(436,089)	(472,776)	(484,080)	(11,304)	2.4%
Total	<u><u>\$ 2,816,496</u></u>	<u><u>\$ 3,017,463</u></u>	<u><u>\$ 3,234,655</u></u>	<u><u>\$ 217,192</u></u>	7.2%
Positions:					
Full-Time	23.01	23.01	23.01	0.00	0.0%
Part-Time	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.00</u>	0.0%
Total	<u><u>23.51</u></u>	<u><u>23.51</u></u>	<u><u>23.51</u></u>	<u><u>0.00</u></u>	0.0%
Term Contract	1.00	1.00	1.00	0.00	0.0%
Workyears:					
Full-Time	22.86	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	<u>(1.00)</u>	<u>(1.00)</u>	<u>(1.00)</u>	<u>0.00</u>	0.0%
Total	<u><u>23.36</u></u>	<u><u>23.36</u></u>	<u><u>23.36</u></u>	<u><u>0.00</u></u>	0.0%

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

Expenditure Summary	Actual FY 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Personnel Services	\$ 1,582,269	\$ 1,888,978	\$ 1,987,772	\$ 98,794	5.2%
Supplies & Materials	15,627	16,543	16,147	(396)	-2.4%
Other Services & Charges	449,895	188,559	196,339	7,780	4.1%
Capital Outlay	-	-	-	-	N/A
Sub-Total	<u>\$ 2,047,791</u>	<u>\$ 2,094,080</u>	<u>\$ 2,200,258</u>	<u>\$ 106,178</u>	5.1%
Chargebacks	(788,604)	(811,299)	(834,674)	(23,375)	2.9%
Total	<u><u>\$ 1,259,187</u></u>	<u><u>\$ 1,282,781</u></u>	<u><u>\$ 1,365,584</u></u>	<u><u>\$ 82,803</u></u>	6.5%
Positions:					
Full-Time	12.00	12.00	12.00	0.00	0.0%
Part-Time	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	N/A
Total	<u><u>12.00</u></u>	<u><u>12.00</u></u>	<u><u>12.00</u></u>	<u><u>0.00</u></u>	0.0%
Term Contract	0.00	0.00	0.00	0.00	N/A
Workyears:					
Full-Time	12.00	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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	N/A
Total	<u><u>12.00</u></u>	<u><u>12.00</u></u>	<u><u>12.00</u></u>	<u><u>0.00</u></u>	0.0%

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

Expenditure Summary	Actual FY 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Personnel Services	\$ 61,725	\$ 67,310	\$ 70,155	\$ 2,845	4.2%
Supplies & Materials	567	900	900	-	0.0%
Other Services & Charges	8,930	16,070	16,145	75	0.5%
Capital Outlay	-	-	-	-	N/A
Sub-Total	<u>\$ 71,222</u>	<u>\$ 84,280</u>	<u>\$ 87,200</u>	<u>\$ 2,920</u>	3.5%
Chargebacks	-	-	-	-	N/A
Total	<u><u>\$ 71,222</u></u>	<u><u>\$ 84,280</u></u>	<u><u>\$ 87,200</u></u>	<u><u>\$ 2,920</u></u>	3.5%
Positions:					
Full-Time	0.50	0.50	0.50	0.00	0.0%
Part-Time	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	N/A
Total	<u><u>0.50</u></u>	<u><u>0.50</u></u>	<u><u>0.50</u></u>	<u><u>0.00</u></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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	N/A
Total	<u><u>0.25</u></u>	<u><u>0.25</u></u>	<u><u>0.25</u></u>	<u><u>0.00</u></u>	0.0%

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

Expenditure Summary	Actual FY 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Personnel Services	\$ 1,601	\$ 5,540	\$ 5,560	\$ 20	0.4%
Supplies & Materials	25,409	27,374	28,078	704	2.6%
Other Services & Charges	706,978	761,574	782,382	20,808	2.7%
Capital Outlay	-	-	-	-	N/A
Sub-Total	<u>\$ 733,988</u>	<u>\$ 794,488</u>	<u>\$ 816,020</u>	<u>\$ 21,532</u>	2.7%
Chargebacks	-	-	-	-	N/A
Total	<u><u>\$ 733,988</u></u>	<u><u>\$ 794,488</u></u>	<u><u>\$ 816,020</u></u>	<u><u>\$ 21,532</u></u>	2.7%
Positions:					
Full-Time	0.00	0.00	0.00	0.00	N/A
Part-Time	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	N/A
Total	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	N/A
Total	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	N/A

MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION
PRINCE GEORGE'S COUNTY
CENTRAL ADMINISTRATIVE SERVICES
OFFICE OF INSPECTOR GENERAL

Expenditure Summary	Actual FY 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Personnel Services	\$ 485,465	\$ 513,613	\$ 602,699	\$ 89,086	17.3%
Supplies & Materials	2,350	4,147	3,948	(199)	-4.8%
Other Services & Charges	15,857	16,460	30,302	13,842	84.1%
Capital Outlay	-	-	-	-	N/A
Sub-Total	<u>\$ 503,672</u>	<u>\$ 534,220</u>	<u>\$ 636,949</u>	<u>\$ 102,729</u>	19.2%
Chargebacks	<u>(127,118)</u>	<u>(135,138)</u>	<u>(143,289)</u>	<u>(8,151)</u>	6.0%
Total	<u><u>\$ 376,554</u></u>	<u><u>\$ 399,082</u></u>	<u><u>\$ 493,660</u></u>	<u><u>\$ 94,578</u></u>	23.7%
Positions:					
Full-Time	3.00	3.00	3.50	0.50	16.7%
Part-Time	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	N/A
Total	<u><u>3.00</u></u>	<u><u>3.00</u></u>	<u><u>3.50</u></u>	<u><u>0.50</u></u>	16.7%
Term Contract	0.00	0.00	0.00	0.00	N/A
Workyears:					
Full-Time	3.00	3.00	3.50	0.50	16.7%
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	N/A
Total	<u><u>3.30</u></u>	<u><u>3.30</u></u>	<u><u>3.80</u></u>	<u><u>0.50</u></u>	15.2%

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

Expenditure Summary	Actual FY 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Personnel Services	\$ 1,368,512	\$ 1,415,245	\$ 1,378,749	\$ (36,496)	-2.6%
Supplies & Materials	62,439	116,106	80,626	(35,480)	-30.6%
Other Services & Charges	926,405	1,057,866	1,074,105	16,239	1.5%
Capital Outlay	32,705	-	1,527	1,527	N/A
Sub-Total	<u>\$ 2,390,061</u>	<u>\$ 2,589,217</u>	<u>\$ 2,535,007</u>	<u>\$ (54,210)</u>	-2.1%
Chargebacks	(649,296)	(1,130,679)	(1,265,172)	(134,493)	11.9%
Total	<u><u>\$ 1,740,765</u></u>	<u><u>\$ 1,458,538</u></u>	<u><u>\$ 1,269,835</u></u>	<u><u>\$ (188,703)</u></u>	-12.9%
Positions:					
Full-Time	10.10	10.10	9.16	-0.94	-9.3%
Part-Time	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	N/A
Total	<u><u>10.10</u></u>	<u><u>10.10</u></u>	<u><u>9.16</u></u>	<u><u>-0.94</u></u>	-9.3%
Term Contract	0.00	0.00	0.00	0.00	N/A
Workyears:					
Full-Time	10.10	10.10	9.16	-0.94	-9.3%
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	N/A
Total	<u><u>10.10</u></u>	<u><u>10.10</u></u>	<u><u>9.16</u></u>	<u><u>-0.94</u></u>	-9.3%

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

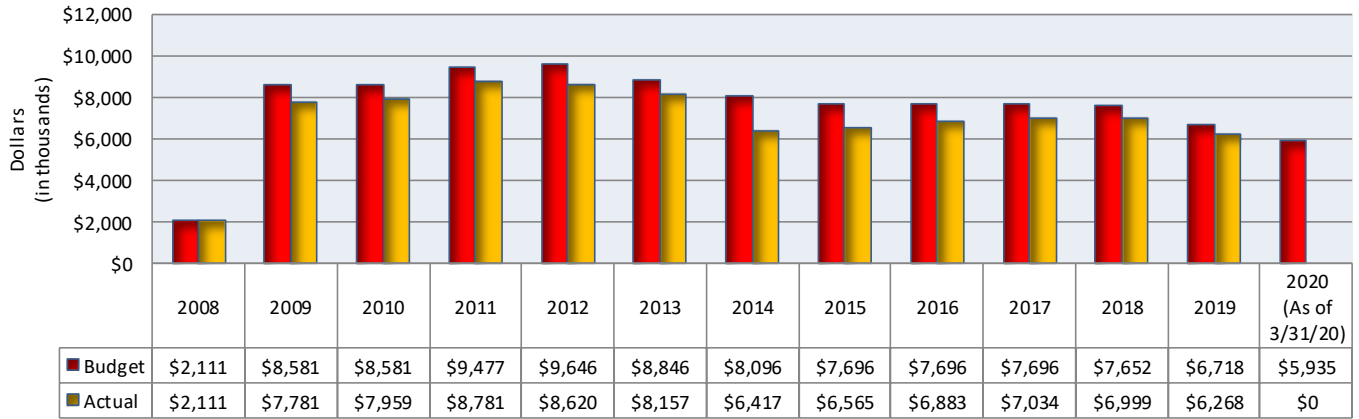
Expenditure Summary	Actual FY 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Personnel Services	\$ 18,644,981	\$ 21,340,004	\$ 21,599,120	\$ 259,116	1.2%
Supplies & Materials	333,186	1,877,300	1,896,500	19,200	1.0%
Other Services & Charges*	10,892,771	13,878,652	13,743,767	(134,885)	-1.0%
Capital Outlay	223,897	458,150	551,000	92,850	20.3%
Chargebacks	305,894	399,886	410,637	10,751	2.7%
Total	<u>\$ 30,400,729</u>	<u>\$ 37,953,992</u>	<u>\$ 38,201,024</u>	<u>\$ 247,032</u>	0.7%
Positions:					
Full-Time	175.50	180.50	183.50	3.00	1.7%
Part-Time	1.00	1.00	1.00	0.00	0.0%
Total	<u>176.50</u>	<u>181.50</u>	<u>184.50</u>	<u>3.00</u>	1.7%
					N/A
Term Contract	-	1.00	1.00	0.00	0.0%
Workyears:					
Full-Time	175.50	180.50	183.50	3.00	1.7%
Part-Time	0.75	0.75	0.75	0.00	0.0%
Term Contract	0.00	1.00	1.00	0.00	0.0%
Total	<u>176.25</u>	<u>182.25</u>	<u>185.25</u>	<u>3.00</u>	1.6%

* These include project charges to the Prince George's County Government. The proposed FY 2021 project charges are:

Source	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
People's Zoning Counsel**	\$ 250,000	\$ 250,000	\$ -	0.0%
Zoning Enforcement Unit**	1,588,967	1,537,099	(51,868)	-3.3%
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)	-100.0%
Economic Development Corp	65,000	65,000	-	0.0%
EDC - General Plan Goals**	272,534	250,400	(22,134)	-8.1%
Redevelopment Authority**	614,900	544,000	(70,900)	-11.5%
Permits & Inspection for M-NCPPC - DPIE**	856,200	376,200	(480,000)	-56.1%
Engineering, Inspection, & Permitting - DPW&T**	469,933	240,000	(229,933)	-48.9%
Prince George's County Council Planning Position	150,000	150,000	-	0.0%
Total - Planning Department	<u>\$ 4,797,745</u>	<u>\$ 3,908,499</u>	<u>\$ (889,246)</u>	-18.5%
CAB Office Space Rent**	\$ 810,300	\$ 834,600	24,300	3.0%

**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.

Administration Fund
Project Charges



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

Division/Major Units	Actual FY 2019	Approved FY 2020	Proposed FY 2021	Dollar Change	% Change
Director's Office					
Personnel Services	\$ 3,001,392	\$ 3,546,117	\$ 3,619,997	\$ 73,880	2.1%
Supplies & Materials	94,284	331,100	340,000	8,900	2.7%
Other Services & Charges	227,984	459,490	625,200	165,710	36.1%
Capital Outlay	53,230	102,650	254,500	151,850	147.9%
Chargebacks	-	-	-	-	N/A
Total Director's Office	\$ 3,376,890	\$ 4,439,357	\$ 4,839,697	\$ 400,340	9.0%
Development Review					
Personnel Services	\$ 4,960,348	\$ 5,595,428	\$ 5,641,596	\$ 46,168	0.8%
Supplies & Materials	8,768	444,900	435,600	(9,300)	-2.1%
Other Services & Charges	110,905	491,575	460,100	(31,475)	-6.4%
Capital Outlay	-	76,300	74,200	(2,100)	-2.8%
Chargebacks	-	-	-	-	N/A
Total Development Review	\$ 5,080,021	\$ 6,608,203	\$ 6,611,496	\$ 3,293	0.0%
Community Planning					
Personnel Services	\$ 2,566,132	\$ 3,279,120	\$ 3,158,047	\$ (121,073)	-3.7%
Supplies & Materials	2,269	227,900	230,100	2,200	1.0%
Other Services & Charges*	1,554,831	1,950,849	1,393,100	(557,749)	-28.6%
Capital Outlay	-	38,500	38,800	300	0.8%
Chargebacks	-	-	-	-	N/A
Total Community Planning	\$ 4,123,232	\$ 5,496,369	\$ 4,820,047	\$ (676,322)	-12.3%
Information Management					
Personnel Services	\$ 3,370,334	\$ 3,570,213	\$ 3,887,625	\$ 317,412	8.9%
Supplies & Materials	215,358	330,700	358,200	27,500	8.3%
Other Services & Charges	1,266,371	2,003,980	2,525,000	521,020	26.0%
Capital Outlay	170,667	179,700	124,100	(55,600)	-30.9%
Chargebacks	-	-	-	-	N/A
Total Information Management	\$ 5,022,730	\$ 6,084,593	\$ 6,894,925	\$ 810,332	13.3%
County-Wide Planning					
Personnel Services	\$ 4,620,622	\$ 5,172,659	\$ 5,254,755	\$ 82,096	1.6%
Supplies & Materials	4,202	360,400	350,000	(10,400)	-2.9%
Other Services & Charges	488,271	2,147,808	2,800,600	652,792	30.4%
Capital Outlay	-	61,000	59,400	(1,600)	-2.6%
Chargebacks	-	-	-	-	N/A
Total County-Wide Planning	\$ 5,113,095	\$ 7,741,867	\$ 8,464,755	\$ 722,888	9.3%
Support Services					
Personnel Services	\$ 13,125	\$ 34,800	\$ 37,100	\$ 2,300	6.6%
Supplies & Materials	8,305	182,300	182,600	300	0.2%
Other Services & Charges	7,244,409	6,819,117	5,939,767	(879,350)	-12.9%
Chargebacks	305,894	399,886	410,637	10,751	2.7%
Total Support Services	\$ 7,571,733	\$ 7,436,103	\$ 6,570,104	\$ (865,999)	-11.6%
Grants					
Personnel Services	\$ 113,028	\$ 141,667	\$ -	\$ (141,667)	-100.0%
Other Services & Charges	-	5,833	-	(5,833)	-100.0%
Total Grants	\$ 113,028	\$ 147,500	\$ -	\$ (147,500)	-100.0%

Planning Department: The Planning Department's proposed budget totals \$38,231,024 a 0.7% increase over FY20. The proposed budget includes \$147,500 in grants in FY21. Personnel costs are budgeted at \$21,599,120, an increase of \$259,116 over FY20. The Planning Department is proposing to add three full-time career positions in FY21 and will include two positions in the Information Management Division and one position in the Development Review Division. The Department's proposed budget for salary lapse is \$300,000 more than the FY20 level. The FY21 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 \$16,191,267. The supplies and materials proposed budget of \$1,896,500 represents an increase of \$19,200 over FY20 as a result of inflationary cost increases.

An increase of \$92,850 is proposed in the capital outlay budget which totals \$551,000 and includes costs for carpet and flooring for the new office location, HVAC replacement for Lakeside Offices, server replacement, wireless upgrade, and Network Access Control Infrastructure. The other services and charges proposed budget of \$13,743,767 represents a 1% decrease from FY20.

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

- \$834,600 for County Administration Building (CAB) office space rent (including utilities).
- \$465,900 for telephones and postage.
- \$955,800 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.
- \$50,000 for the Lakeside office condominium fees.
- \$3,908,499 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).

Summary of New Initiatives in the FY21 Proposed Budget

Commissioners' Office - none

Planning Department –

- 3 positions – 2 in the Information Management Division; 1 in the Development Review Division
- 1 position – in the Environmental Planning Division (to be requested in an amendment to the proposed budget)
- Software – \$100,000 funding to purchase commercial off-the-shelf software to provide a robust cloud-based land use management program
- Professional services - \$284,000 for new work programs, including updates to the Master Plan of Transportation and Transportation Review Guidelines, and implementation of a new land development activity monitoring system.
- Printing - \$90,500 for printing zoning rewrite code books, and production of plans and studies.
- Marketing - \$190,000 to cover printing and postage required for a Countywide mailing for public notification for the anticipated approval of the Countywide Map Amendment.
- Largo - \$100,000 for the buildout of a server room at the new Largo headquarters.
- Capital – 20% increase to \$551,000 for the following:
 - o Carpet and flooring for the new office location
 - o HVAC replacement at Lakeside offices
 - o Server replacement
 - o Wireless upgrade
 - o Network Access Control Infrastructure

CAS Departments:

DHRM – none

Finance

- New Position to monitor and administer the Supplier Diversity Program currently under development, as mandated by recent legislation (Total - \$138,330; split PGC - \$79,816, MC - \$58,514)

Legal

- None on the Prince George's side; restoration of operating cut on the Montgomery side (MC - \$50,942)

Inspector General

- Additional Inspector Position; needed due to increased workload (Total - \$139,652; split PGC - \$86,864, MC - \$52,788)

- Additional training budget to comply with Government Auditing standards (Total - \$8,800; split PGC - \$5,474, MC - \$3,326)
- Peer Review Contract (Total - \$3,000; split PGC - \$1,866, MC - \$1,134)

Chief Information Officer:

Corporate IT

- New Help Desk Initiative (Total - \$85,000; split PGC - \$41,735, MC - \$43,265)

CWIT (Commission-wide IT Initiatives)

- Security Initiatives
 - o Facility Access Control – Continue multiyear project to improve physical security and access to Commission buildings (Total - \$300,000; split PGC - \$250,790, MC - \$49,220, based on number of access controllers in facilities)
 - o Cyber Security – Securing our systems and ensuring compliance with state and federal data protection guidelines (Total - \$50,000; split PGC - \$29,490, MC - \$20,650)
- Data Integrity and Access
 - o External Website and ADA Compliance – Our websites are the Commission’s window to the community; a more user friendly and ADA compliant website is a must have for our premier agency (Total - \$305,000; split PGC - \$236,400, MC - \$68,650)
 - o Enterprise Content Management (ECM) – The ECM solution is needed to help the agency meet state mandates for public records access. This phase addresses the need for Prince George’s Parks and Recreation and CAS departments. (Total - \$100,000; split PGC - \$87,500, MC – \$12,500)
- Efficiency Initiatives
 - o Timecard System – Streamline and digitize seasonal workers’ time entry through biometric technology. (Total - \$75,000; split PGC – \$44,220, MC - \$30,810)
 - o Financial Systems: Payroll, Purchasing, HR, and others – Address the evolving need to digitize many paper-based processes. (Total - \$200,000; split PGC - \$117,860, MC - \$82,140)
 - o Financial System Planning Study – The evaluation of the current system is needed to ensure current and future needs are identified. (Total - \$100,000; split PGC - \$58,930, MC - \$41,070)