



Intra-office Memorandum

April 7, 2022

TO: Mel Franklin, Chair
Planning, Housing and Economic Development Committee

THRU: Turkessa M. Green 
County Auditor

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

SUBJECT: Proposed FY2023 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 FY2023 budget document. In addition, a summary of the proposed positions and workyears for the Commissioners' Office, CAS and Planning Department is provided on pages 64, 114, and 179 of the budget document.

Summary of Proposed Expenditures: The following is a summary of the actual FY2021, approved FY2022, and proposed FY2023 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 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Revenues:					
Property Taxes	\$ 61,417,123	\$ 62,638,800	\$ 65,680,000	3,041,200	4.9%
Intergovernmental					
Federal	34,139	-	-	-	N/A
State	-	-	-	-	N/A
County - Grant	-	-	-	-	N/A
County - Non-Grant Permit Fee	56,370	55,000	55,000	-	0.0%
PGC PILOT	175,373	192,517	192,517	-	0.0%
Sales	29,512	50,000	50,000	-	0.0%
Charges for Services	922,505	575,000	650,000	75,000	13.0%
Interest	63,603	1,000,000	100,000	(900,000)	-90.0%
Miscellaneous Revenue	12,924	-	-	-	N/A
Total Revenues	<u>\$ 62,711,549</u>	<u>\$ 64,511,317</u>	<u>\$ 66,727,517</u>	<u>\$ 2,216,200</u>	3.4%
Expenditures by Major Object:					
Personnel Services	\$ 34,332,164	\$ 39,482,950	\$ 43,459,048	\$ 3,976,098	10.1%
Supplies and Materials	945,256	1,084,504	1,145,732	61,228	5.6%
Other Services and Charges	14,916,199	21,017,427	22,092,919	1,075,492	5.1%
Capital Outlay	159,883	346,000	581,000	235,000	67.9%
Chargebacks	(3,184,338)	(3,198,594)	(3,277,423)	(78,829)	2.5%
Total Expenditures	<u>\$ 47,169,164</u>	<u>\$ 58,732,287</u>	<u>\$ 64,001,276</u>	<u>\$ 5,268,989</u>	9.0%
Other Financing Sources (Uses):					
Transfers (Out):					
Park Fund	(3,000,000)	-	-	-	N/A
Largo HQ Building	(60,000,000)	-	-	-	N/A
Capital Projects Fund	(30,000)	(30,000)	(30,000)	-	0.0%
Total Other Financing Sources	<u>(63,030,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>-</u>	0.0%
Total Uses	<u>\$ 110,199,164</u>	<u>\$ 58,762,287</u>	<u>\$ 64,031,276</u>	<u>5,268,989</u>	9.0%
Excess of Sources over (under) Uses	(47,487,615)	5,749,030	2,696,241	(3,052,789)	-53.1%
Fund Balance - Beginning	<u>\$ 68,144,875</u>	<u>\$ 12,727,689</u>	<u>\$ 26,406,290</u>	<u>13,678,601</u>	107.5%
Fund Balance - End	<u>\$ 20,657,260</u>	<u>\$ 18,476,719</u>	<u>\$ 29,102,531</u>	<u>10,625,812</u>	57.5%
Designated Expenditure Res.	\$ 2,358,500	\$ 2,936,600	\$ 3,200,100	\$ 263,500	9.0%
Undesignated Fund Balance	\$ 18,298,760	\$ 15,540,119	\$ 25,902,431	\$ 10,362,312	66.7%
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: 98.411	Real: 102.907	Real: 108.150		5.09%
	Personal: 2.887	Personal: 3.219	Personal: 3.279		1.86%

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 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Personnel Services	\$ 1,546,746	\$ 1,925,398	\$ 1,902,650	\$(22,748)	-1.2%
Supplies & Materials	26,612	37,500	37,500	-	0.0%
Other Services & Charges*	1,371,332	1,605,845	1,611,026	5,181	0.3%
Capital Outlay		<u>90,000</u>	<u>90,000</u>		0.0%
Total	<u>\$ 2,944,690</u>	<u>\$ 3,658,743</u>	<u>\$ 3,641,176</u>	<u>\$(17,567)</u>	-0.5%
Positions:					
Full-Time	12.50	12.50	12.50	0.00	0.0%
Part-Time	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>	0.0%
Total	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>	<u>0.00</u>	0.0%
Term Contract	-	-	-	0.00	N/A
Workyears:					
Full-Time	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	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00</u>	N/A
Total	<u>14.50</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 2023 project charges are:

Source	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
County Council Planning and Zoning Functions	\$ 1,287,300	\$ 1,287,300	\$ -	0.0%
Office's Share of Bldg Rent**	<u>172,690</u>	<u>177,871</u>	<u>5,181</u>	3.0%
Total - Commissioners' Office	\$ 1,459,990	\$ 1,465,171	\$ 5,181	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 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Personnel Services	\$ 9,690,742	\$ 11,061,254	\$ 11,953,346	\$ 892,092	8.1%
Supplies & Materials	184,934	175,004	174,332	(672)	-0.4%
Other Services & Charges	2,886,286	2,543,970	2,879,797	335,827	13.2%
Capital Outlay	31,943	-	-	-	N/A
Sub-Total	\$ 12,793,905	\$ 13,780,228	\$ 15,007,475	\$ 1,227,247	8.9%
Chargebacks	(3,594,975)	(3,623,999)	(3,789,195)	(165,196)	4.6%
Total	<u>\$ 9,198,930</u>	<u>\$ 10,156,229</u>	<u>\$ 11,218,280</u>	<u>\$ 1,062,051</u>	10.5%
Positions:					
Full-Time	73.20	74.67	79.29	4.62	6.2%
Part-Time	1.05	1.07	1.07	-	0.0%
Total	<u>74.25</u>	<u>75.74</u>	<u>80.36</u>	<u>4.62</u>	6.1%
Term Contract	1.00	1.00	1.00	0.00	0.0%
Workyears:					
Full-Time	72.25	73.58	78.10	4.52	6.1%
Part-Time	0.25	0.25	0.25	-	0.0%
Term Contract	1.25	1.25	1.25	-	0.0%
Seasonal/Intermittent	0.30	0.30	0.30	-	N/A
Less Lapse	(1.00)	(1.00)	(1.00)	-	0.0%
Total	<u>73.05</u>	<u>74.38</u>	<u>78.90</u>	<u>4.52</u>	6.1%

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

Expenditure Summary	Actual FY 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Personnel Services	\$ 2,984,072	\$ 3,591,032	\$ 3,998,109	\$ 407,077	11.3%
Supplies & Materials	10,148	42,257	44,027	1,770	4.2%
Other Services & Charges	465,180	495,169	539,249	44,080	8.9%
Capital Outlay	-	-	-	-	N/A
Sub-Total	\$ 3,459,400	\$ 4,128,458	\$ 4,581,385	\$ 452,927	11.0%
Chargebacks	(484,540)	(743,583)	(751,168)	(7,585)	1.0%
Total	<u>\$ 2,974,860</u>	<u>\$ 3,384,875</u>	<u>\$ 3,830,217</u>	<u>\$ 445,342</u>	13.2%
Positions:					
Full-Time	23.01	23.58	26.36	2.78	11.8%
Part-Time	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	-	0.0%
Total	<u>23.51</u>	<u>24.08</u>	<u>26.86</u>	<u>2.78</u>	11.5%
Term Contract	1.00	1.00	1.00	-	0.0%
Workyears:					
Full-Time	22.86	23.43	26.06	2.63	11.2%
Part-Time	0.25	0.25	0.25	-	0.0%
Term Contract	1.25	1.25	1.25	-	0.0%
Seasonal/Intermittent	-	-	-	-	N/A
Less Lapse	<u>-1.00</u>	<u>-1.00</u>	<u>-1.00</u>	-	0.0%
Total	<u>23.36</u>	<u>23.93</u>	<u>26.56</u>	<u>2.63</u>	11.0%

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

Expenditure Summary	Actual FY 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Personnel Services	\$ 3,083,268	\$ 3,520,756	\$ 3,605,546	\$ 84,790	2.4%
Supplies & Materials	25,562	34,606	34,606	-	0.0%
Other Services & Charges	387,098	304,643	330,590	25,947	8.5%
Capital Outlay	-	-	-	-	N/A
Sub-Total	\$ 3,495,928	\$ 3,860,005	\$ 3,970,742	\$ 110,737	2.9%
Chargebacks	(867,300)	(911,262)	(932,600)	(21,338)	2.3%
Total	<u>\$ 2,628,628</u>	<u>\$ 2,948,743</u>	<u>\$ 3,038,142</u>	<u>\$ 89,399</u>	3.0%
Positions:					
Full-Time	25.53	26.43	26.43	-	0.0%
Part-Time	<u>0.55</u>	<u>0.57</u>	<u>0.57</u>	-	0.0%
Total	<u>26.08</u>	<u>27.00</u>	<u>27.00</u>	-	0.0%
Term Contract	-	-	-	-	N/A
Workyears:					
Full-Time	24.98	25.74	25.79	0.05	0.2%
Part-Time	-	-	-	-	N/A
Term Contract	-	-	-	-	N/A
Seasonal/Intermittent	-	-	-	-	N/A
Less Lapse	-	-	-	-	N/A
Total	<u>24.98</u>	<u>25.74</u>	<u>25.79</u>	<u>0.05</u>	0.2%

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

Expenditure Summary	Actual FY 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Personnel Services	\$ 1,856,948	\$ 2,035,583	\$ 2,196,012	\$ 160,429	7.9%
Supplies & Materials	6,838	16,147	16,147	-	0.0%
Other Services & Charges	238,711	193,007	226,274	33,267	17.2%
Capital Outlay	-	-	-	-	N/A
Sub-Total	\$ 2,102,497	\$ 2,244,737	\$ 2,438,433	\$ 193,696	8.6%
Chargebacks	(834,674)	(858,752)	(924,885)	(66,133)	7.7%
Total	<u>\$ 1,267,823</u>	<u>\$ 1,385,985</u>	<u>\$ 1,513,548</u>	<u>\$ 127,563</u>	9.2%
Positions:					
Full-Time	12.00	12.00	13.00	1.00	8.3%
Part-Time	-	-	-	-	N/A
Total	<u>12.00</u>	<u>12.00</u>	<u>13.00</u>	<u>1.00</u>	8.3%
Term Contract	-	-	-	-	N/A
Workyears:					
Full-Time	12.00	12.00	13.00	1.00	8.3%
Part-Time	-	-	-	-	N/A
Term Contract	-	-	-	-	N/A
Seasonal/Intermittent	-	-	-	-	N/A
Less Lapse	-	-	-	-	N/A
Total	<u>12.00</u>	<u>12.00</u>	<u>13.00</u>	<u>1.00</u>	8.3%

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

Expenditure Summary	Actual FY 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Personnel Services	\$ 61,086	\$ 67,569	\$ 66,838	\$ (731)	-1.1%
Supplies & Materials	-	900	900	-	0.0%
Other Services & Charges	10,496	13,805	16,150	2,345	17.0%
Capital Outlay		-			N/A
Sub-Total	\$ 71,582	\$ 82,274	\$ 83,888	\$ 1,614	2.0%
Chargebacks		-			N/A
Total	<u>\$ 71,582</u>	<u>\$ 82,274</u>	<u>\$ 83,888</u>	<u>\$ 1,614</u>	2.0%
Positions:					
Full-Time	0.50	0.50	0.50	-	0.0%
Part-Time	-	-	-	-	N/A
Total	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	-	0.0%
Term Contract	-	-	-	-	N/A
Workyears:					
Full-Time	0.25	0.25	0.25	-	0.0%
Part-Time	-	-	-	-	N/A
Term Contract	-	-	-	-	N/A
Seasonal/Intermittent	-	-	-	-	N/A
Less Lapse	-	-	-	-	N/A
Total	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	-	0.0%

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

Expenditure Summary	Actual FY 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Personnel Services	\$ 495,665	\$ 492,707	\$ 730,461	\$ 237,754	48.3%
Supplies & Materials	1,570	3,695	3,752	57	1.5%
Other Services & Charges	18,088	19,592	81,528	61,936	316.1%
Capital Outlay	-	-	-	-	N/A
Sub-Total	\$ 515,323	\$ 515,994	\$ 815,741	\$ 299,747	58.1%
Chargebacks	(143,289)	(145,850)	(149,686)	(3,836)	2.6%
Total	<u>\$ 372,034</u>	<u>\$ 370,144</u>	<u>\$ 666,055</u>	<u>\$ 295,911</u>	79.9%
Positions:					
Full-Time	3.00	3.00	4.00	1.00	33.3%
Part-Time	-	-	-	-	N/A
Total	<u>3.00</u>	<u>3.00</u>	<u>4.00</u>	<u>1.00</u>	33.3%
Term Contract	-	-	-	-	N/A
Workyears:					
Full-Time	3.00	3.00	4.00	1.00	33.3%
Part-Time	-	-	-	-	N/A
Term Contract	-	-	-	-	N/A
Seasonal/Intermittent	0.30	0.30	0.30	-	0.0%
Less Lapse	-	-	-	-	N/A
Total	<u>3.30</u>	<u>3.30</u>	<u>4.30</u>	<u>1.00</u>	30.3%

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

Expenditure Summary	Actual FY 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Personnel Services	\$ 1,207,241	\$ 1,348,047	\$ 1,350,780	\$ 2,733	0.2%
Supplies & Materials	133,237	57,939	55,300	(2,639)	-4.6%
Other Services & Charges	1,025,045	750,260	836,399	86,139	11.5%
Capital Outlay	<u>31,943</u>				N/A
Sub-Total	\$ 2,397,466	\$ 2,156,246	\$ 2,242,479	\$ 86,233	4.0%
Chargebacks	<u>(1,265,172)</u>	<u>(964,552)</u>	<u>(1,030,856)</u>	<u>(66,304)</u>	6.9%
Total	<u>\$ 1,132,294</u>	<u>\$ 1,191,694</u>	<u>\$ 1,211,623</u>	<u>\$ 19,929</u>	1.7%
Positions:					
Full-Time	9.16	9.16	9.00	-0.16	-1.7%
Part-Time	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A
Total	<u>9.16</u>	<u>9.16</u>	<u>9.00</u>	<u>-0.16</u>	-1.7%
Term Contract	-	-	-	-	N/A
Workyears:					
Full-Time	9.16	9.16	9.00	-0.16	-1.7%
Part-Time	-	-	-	-	N/A
Term Contract	-	-	-	-	N/A
Seasonal/Intermittent	-	-	-	-	N/A
Less Lapse	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A
Total	<u>9.16</u>	<u>9.16</u>	<u>9.00</u>	<u>-0.16</u>	-1.7%

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

Expenditure Summary	Actual FY 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Personnel Services	\$ 2,462	\$ 5,560	\$ 5,600	\$ 40	0.7%
Supplies & Materials	7,579	19,460	19,600	140	0.7%
Other Services & Charges	741,668	767,494	849,607	82,113	10.7%
Capital Outlay		-			N/A
Sub-Total	<u>\$ 751,709</u>	<u>\$ 792,514</u>	<u>\$ 874,807</u>	<u>\$ 82,293</u>	10.4%
Chargebacks		-			N/A
Total	<u><u>\$ 751,709</u></u>	<u><u>\$ 792,514</u></u>	<u><u>\$ 874,807</u></u>	<u><u>\$ 82,293</u></u>	10.4%
Positions:					
Full-Time	-	-	-	-	N/A
Part-Time	-	-	-	-	N/A
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A
Term Contract	-	-	-	-	N/A
Workyears:					
Full-Time	-	-	-	-	N/A
Part-Time	-	-	-	-	N/A
Term Contract	-	-	-	-	N/A
Seasonal/Intermittent	-	-	-	-	N/A
Less Lapse	-	-	-	-	N/A
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A

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

Expenditure Summary	Actual FY 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Personnel Services	\$ 21,018,060	\$ 23,557,380	\$ 25,063,718	\$ 1,506,338	6.4%
Supplies & Materials	740,277	872,000	933,900	61,900	7.1%
Other Services & Charges*	10,758,261	16,867,612	17,602,096	734,484	4.4%
Capital Outlay	127,940	256,000	491,000	235,000	91.8%
Chargebacks	410,637	425,405	511,772	86,367	20.3%
Subtotal	<u>\$ 33,055,175</u>	<u>\$ 41,978,397</u>	<u>\$ 44,602,486</u>	<u>\$ 2,624,089</u>	6.3%
Transfer Out	30,000	30,000	30,000	-	0.0%
Total	<u>\$ 33,085,175</u>	<u>\$ 42,008,397</u>	<u>\$ 44,632,486</u>	<u>\$ 2,624,089</u>	6.2%
Positions:					
Full-Time	184.50	197.50	199.50	2.00	1.0%
Part-Time	1.00	-	-	0.00	N/A
Total	<u>185.50</u>	<u>197.50</u>	<u>199.50</u>	<u>2.00</u>	1.0%
Term Contract	1.00	1.00	2.00	1.00	100.0%
Workyears:					
Full-Time	184.50	197.50	199.50	2.00	1.0%
Part-Time	0.75	-	-	0.00	N/A
Term Contract	1.00	1.00	2.00	1.00	100.0%
Seasonal/Intermittent	-	-	1.00	1.00	N/A
Total	<u>186.25</u>	<u>198.50</u>	<u>202.50</u>	<u>4.00</u>	2.0%

**These include project charges to the Prince George's County Government. The proposed FY 2023 project charges*

Source	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
People's Zoning Counsel**	250,000	250,000	-	0.0%
Zoning Enforcement Unit**	1,537,099	1,537,099	-	0.0%
Water & Sewer Planning Unit**	155,300	155,300	-	0.0%
GIS Program**	340,500	340,500	-	0.0%
Tax Collection Fee**	34,400	34,400	-	0.0%
Economic Development Corp	65,000	65,000	-	0.0%
EDC - General Plan Goals**	250,400	250,400	-	0.0%
Redevelopment Authority**	544,000	544,000	-	0.0%
Permits & Inspection for M-NCPPC - DPIE**	376,200	376,200	-	0.0%
Engineering, Inspection, & Permitting - DPW&T**	205,600	205,600	-	0.0%
Total - Planning Department	<u>\$ 3,758,499</u>	<u>\$ 3,758,499</u>	<u>\$ -</u>	0.0%

**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.

CAB Office Space Rent** \$ 859,661 \$ 885,771 26,110 3.0%

MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION
PRINCE GEORGE'S COUNTY
PLANNING DEPARTMENT - EXPENDITURES BY DIVISION BY TYPE

Division/Major Units	Actual FY 2021	Approved FY 2022	Proposed FY 2023	Dollar Change	% Change
Director's Office					
Personnel Services	\$ 2,308,976	\$ 1,791,074	\$ 2,167,316	\$ 376,242	21.0%
Supplies & Materials	204,803	31,800	38,200	6,400	20.1%
Other Services & Charges	658,141	160,900	164,200	3,300	2.1%
Capital Outlay	88,488	-	-	-	N/A
Chargebacks	-	-	-	-	N/A
Total Director's Office	<u>\$ 3,260,408</u>	<u>\$ 1,983,774</u>	<u>\$ 2,369,716</u>	<u>\$ 385,942</u>	19.5%
Management Services					
Personnel Services	\$ 1,328,339	\$ 2,176,035	\$ 2,314,226	\$ 138,191	6.4%
Supplies & Materials	17,311	177,100	243,400	66,300	37.4%
Other Services & Charges	-	701,500	890,150	188,650	26.9%
Capital Outlay	-	216,000	71,000	(145,000)	-67.1%
Chargebacks	(321)	-	-	-	N/A
Total Management Services	<u>\$ 1,345,329</u>	<u>\$ 3,270,635</u>	<u>\$ 3,518,776</u>	<u>\$ 248,141</u>	7.6%
Development Review					
Personnel Services	\$ 5,523,187	\$ 6,008,540	\$ 6,302,440	\$ 293,900	4.9%
Supplies & Materials	30,396	145,800	149,800	4,000	2.7%
Other Services & Charges	4,698	626,400	592,800	(33,600)	-5.4%
Capital Outlay	-	-	-	-	N/A
Chargebacks	-	-	-	-	N/A
Total Development Review	<u>\$ 5,558,281</u>	<u>\$ 6,780,740</u>	<u>\$ 7,045,040</u>	<u>\$ 264,300</u>	3.9%
Community Planning					
Personnel Services	\$ 3,265,467	\$ 3,786,284	\$ 3,911,510	\$ 125,226	3.3%
Supplies & Materials	325	78,900	91,900	13,000	16.5%
Other Services & Charges*	1,538,847	3,093,793	3,006,200	(87,593)	-2.8%
Capital Outlay	-	-	-	-	N/A
Chargebacks	-	-	-	-	N/A
Total Community Planning	<u>\$ 4,804,639</u>	<u>\$ 6,958,977</u>	<u>\$ 7,009,610</u>	<u>\$ 50,633</u>	0.7%
Information Management					
Personnel Services	\$ 3,621,907	\$ 4,172,060	\$ 4,483,564	\$ 311,504	7.5%
Supplies & Materials	432,477	248,000	253,100	5,100	2.1%
Other Services & Charges	1,230,973	2,424,200	3,358,600	934,400	38.5%
Capital Outlay	39,452	40,000	420,000	380,000	950.0%
Chargebacks	-	-	-	-	N/A
Total Information Management	<u>\$ 5,324,809</u>	<u>\$ 6,884,260</u>	<u>\$ 8,515,264</u>	<u>\$ 1,631,000</u>	23.7%
County-Wide Planning					
Personnel Services	\$ 4,938,943	\$ 5,603,687	\$ 5,874,662	\$ 270,975	4.8%
Supplies & Materials	20,074	117,700	123,900	6,200	5.3%
Other Services & Charges	1,791,181	3,726,500	3,557,715	(168,785)	-4.5%
Capital Outlay	-	-	-	-	N/A
Chargebacks	-	-	-	-	N/A
Total County-Wide Planning	<u>\$ 6,750,198</u>	<u>\$ 9,447,887</u>	<u>\$ 9,556,277</u>	<u>\$ 108,390</u>	1.1%
Support Services					
Personnel Services	\$ 31,241	\$ 19,700	\$ 10,000	\$ (9,700)	-49.2%
Supplies & Materials	33,187	72,700	33,600	(39,100)	-53.8%
Other Services & Charges	5,534,421	6,134,319	6,032,431	(101,888)	-1.7%
Chargebacks	410,637	425,40	511,772	86,367	20.3%
Total Support Services	<u>\$ 6,009,486</u>	<u>\$ 6,652,12</u>	<u>\$ 6,587,803</u>	<u>\$ (64,321)</u>	-1.0%
Grants					
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies & Materials	1,704	-	-	-	N/A
Chargebacks	32	-	-	-	N/A
Total Grants	<u>\$ 2,02</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	N/A

Planning Department: The Planning Department's proposed budget totals \$44,602,486 a 6.3% increase over FY2022. Personnel costs are budgeted at \$25,063,718 an increase of \$1,506,338 over FY2022. The Planning Department is proposing to add two full-time career positions, one term contract position, and one seasonal position. The two new full-time positions proposed are in the Planning Director's Office (Administrative Specialist II) and Development Review Division (Planner III). The seasonal position is also in the Development Review Division and the contract position is in the Countywide Planning Division. Fringe benefits increased primarily due to projected increases to pension and medical insurance costs. The FY2023 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 \$19,026,996. The supplies and materials proposed budget of \$933,900 represents an increase of \$61,900 above the FY2022 total. This increase results primarily from a request to increase funding for costs to purchase personal protective equipment (PPE) in anticipation of transitioning back to onsite work from the current telework environment. One-time costs are also included in the proposed FY2023 budget for purchasing teleconferencing monitors for up to six conference rooms located at County Administration Building (CAB) and Lakeside Offices.

An increase of \$235,000 is proposed in the capital outlay budget which totals \$491,000 and includes costs in FY2023, similar to the approved FY2022 request, for HVAC replacement at Lakeside Offices, server replacement, large format scanner and plotter machine replacement. In FY2023, the budget also includes VOIP System Infrastructure and HP Blade/Increase Virtual Environment.

The other services and charges proposed budget is \$17,602,096, which is an increase of \$734,484, or 4% over the FY2022 total due to the following:

- Proposed increase to professional services/consulting services for Community and Countywide Planning work programs totaling \$1,310,000.
- Proposed increases for professional/consulting services for two new information technology initiatives totaling \$480,000.
- Proposed increases to fund enhancements to the Department's web applications totaling \$90,000.
- The proposed increases in the other services and charges budget are offset by proposed decreases in requested funding for one-time costs included in the FY2022 adopted budget for the Countywide mailings associated with the newly adopted Countywide Map Amendment Project and one-time costs for space planning and design services associated with the new Park and Planning Headquarters being developed in Largo.

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

- \$885,771 for CAB office space rent (including utilities).
- \$433,000 for telephones and postage.

- \$1,333,700 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).