

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 | <u>12,924</u> | - | - | - | N/A | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Revenues | <u>\$ 62,711,549</u> | <u>\$ 64,511,317</u> | <u>\$ 66,727,517</u> | <u>\$ 2,216,200</u> | <u>3.4%</u> | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | <u>(3,184,338)</u> | <u>(3,198,594)</u> | <u>(3,277,423)</u> | <u>(78,829)</u> | <u>2.5%</u> | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Expenditures | <u>\$ 47,169,164</u> | <u>\$ 58,732,287</u> | <u>\$ 64,001,276</u> | <u>\$ 5,268,989</u> | <u>9.0%</u> | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Financing Sources (Uses): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfers (Out): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Park Fund | (3,000,000) | - | - | - | N/A | | | | | | | | | | | | | | | | | | | | | | | | |
| Largo HQ Building | (60,000,000) | - | - | - | N/A | | | | | | | | | | | | | | | | | | | | | | | | |
| Capital Projects Fund | <u>(30,000)</u> | <u>(30,000)</u> | <u>(30,000)</u> | <u>-</u> | <u>0.0%</u> | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Other Financing Sources | <u>(63,030,000)</u> | <u>(30,000)</u> | <u>(30,000)</u> | <u>-</u> | <u>0.0%</u> | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Uses | <u>\$ 110,199,164</u> | <u>\$ 58,762,287</u> | <u>\$ 64,031,276</u> | <u>\$ 5,268,989</u> | <u>9.0%</u> | | | | | | | | | | | | | | | | | | | | | | | | |
| 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> | <u>107.5%</u> | | | | | | | | | | | | | | | | | | | | | | | | |
| Fund Balance - End | <u>\$ 20,657,260</u> | <u>\$ 18,476,719</u> | <u>\$ 29,102,531</u> | <u>\$ 10,625,812</u> | <u>57.5%</u> | | | | | | | | | | | | | | | | | | | | | | | | |
| 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% | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%;">Tax Rate (Cents per \$100)</td> <td style="width: 33.33%;">Real: 5.66</td> <td style="width: 33.33%;">Real: 5.66</td> <td style="width: 33.33%;">Real: 5.66</td> <td style="width: 33.33%;">Real: 5.66</td> <td style="width: 33.33%;">0.0%</td> </tr> <tr> <td></td> <td>Personal: 14.15</td> <td>Personal: 14.15</td> <td>Personal: 14.15</td> <td>Personal: 14.15</td> <td>0.0%</td> </tr> <tr> <td>Assessable Base (Billions)</td> <td>Real: 98.411</td> <td>Real: 102.907</td> <td>Real: 108.150</td> <td>Real: 108.150</td> <td>5.09%</td> </tr> <tr> <td></td> <td>Personal: 2.887</td> <td>Personal: 3.219</td> <td>Personal: 3.279</td> <td>Personal: 3.279</td> <td>1.86%</td> </tr> </table> | | | | | | Tax Rate (Cents per \$100) | Real: 5.66 | Real: 5.66 | Real: 5.66 | Real: 5.66 | 0.0% | | Personal: 14.15 | Personal: 14.15 | Personal: 14.15 | Personal: 14.15 | 0.0% | Assessable Base (Billions) | Real: 98.411 | Real: 102.907 | Real: 108.150 | Real: 108.150 | 5.09% | | Personal: 2.887 | Personal: 3.219 | Personal: 3.279 | Personal: 3.279 | 1.86% |
| Tax Rate (Cents per \$100) | Real: 5.66 | Real: 5.66 | Real: 5.66 | Real: 5.66 | 0.0% | | | | | | | | | | | | | | | | | | | | | | | | |
| | Personal: 14.15 | Personal: 14.15 | Personal: 14.15 | Personal: 14.15 | 0.0% | | | | | | | | | | | | | | | | | | | | | | | | |
| Assessable Base (Billions) | Real: 98.411 | Real: 102.907 | Real: 108.150 | Real: 108.150 | 5.09% | | | | | | | | | | | | | | | | | | | | | | | | |
| | Personal: 2.887 | Personal: 3.219 | Personal: 3.279 | 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 | | 90,000 | 90,000 | | 0.0% |
| Total | \$ 2,944,690 | \$ 3,658,743 | \$ 3,641,176 | \$ (17,567) | -0.5% |
| 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 | 16.50 | 16.50 | 16.50 | 0.00 | 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 | - | - | - | 0.00 | N/A |
| Total | 14.50 | 14.50 | 14.50 | 0.00 | 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** | 172,690 | 177,871 | 5,181 | 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 | \$ 9,198,930 | \$ 10,156,229 | \$ 11,218,280 | \$ 1,062,051 | 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 | 74.25 | 75.74 | 80.36 | 4.62 | 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 | 73.05 | 74.38 | 78.90 | 4.52 | 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 | 0.50 | 0.50 | 0.50 | - | 0.0% |
| Total | <u>23.51</u> | <u>24.08</u> | <u>26.86</u> | <u>2.78</u> | 11.5% |

Term Contract

| | | | | | |
|---------------|------|------|------|---|------|
| 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 | -1.00 | -1.00 | -1.00 | - | 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 | 0.55 | 0.57 | 0.57 | - | 0.0% |
| Total | <u>26.08</u> | <u>27.00</u> | <u>27.00</u> | <u>-</u> | 0.0% |

Term Contract

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

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> | <u>-</u> | 0.0% |

Term Contract

| | | | | | |
|-----------------------|--------------------|--------------------|--------------------|-----------------|-------------|
| 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> | <u>-</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 | \$ 372,034 | \$ 370,144 | \$ 666,055 | \$ 295,911 | 79.9% |
| Positions: | | | | | |
| Full-Time | 3.00 | 3.00 | 4.00 | 1.00 | 33.3% |
| Part-Time | - | - | - | - | N/A |
| Total | 3.00 | 3.00 | 4.00 | 1.00 | 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 | 3.30 | 3.30 | 4.30 | 1.00 | 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 | - | - | - | - | N/A |
| Total | <u>9.16</u> | <u>9.16</u> | <u>9.00</u> | <u>-0.16</u> | -1.7% |

Term Contract

| | | | | | |
|-----------------------|--------------------|--------------------|--------------------|---------------------|--------------|
| 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 | - | - | - | - | 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 | \$ 751,709 | \$ 792,514 | \$ 874,807 | \$ 82,293 | 10.4% |
| Chargebacks | | - | | | N/A |
| Total | \$ 751,709 | \$ 792,514 | \$ 874,807 | \$ 82,293 | 10.4% |

Positions:

| | | | | | |
|--------------|----------|----------|----------|----------|------------|
| Full-Time | - | - | - | - | N/A |
| Part-Time | - | - | - | - | N/A |
| Total | - | - | - | - | N/A |

Term Contract

| | | | | | |
|---------------|---|---|---|---|-----|
| 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 | - | - | - | - | 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> | <u>6.3%</u> |
| 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> | <u>6.2%</u> |

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> | <u>1.0%</u> |

| | | | | | |
|---------------|------|------|------|------|--------|
| 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> | <u>2.0%</u> |

**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-NCPBC - 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> | <u>0.0%</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** | \$ 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>\$ 1,983,77</u> | <u>\$ 2,369,71</u> | <u>\$ 385,94</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>\$ 3,270,63</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>\$ 5,558,28</u> | <u>\$ 6,780,74</u> | <u>\$ 7,045,04</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>\$ 4,804,63</u> | <u>\$ 6,958,97</u> | <u>\$ 7,009,61</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>\$ 6,884,26</u> | <u>\$ 8,515,264</u> | <u>\$ 1,631,00</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>\$ 6,750,19</u> | <u>\$ 9,447,88</u> | <u>\$ 9,556,27</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).