

# LEGISLATIVE BRANCH - 02

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## MISSION AND SERVICES

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**Mission** – The Legislative Branch establishes laws, regulations and policies that balance the diverse needs and interests of those individuals who live and work in Prince George’s County.

**The branch is responsible for –**

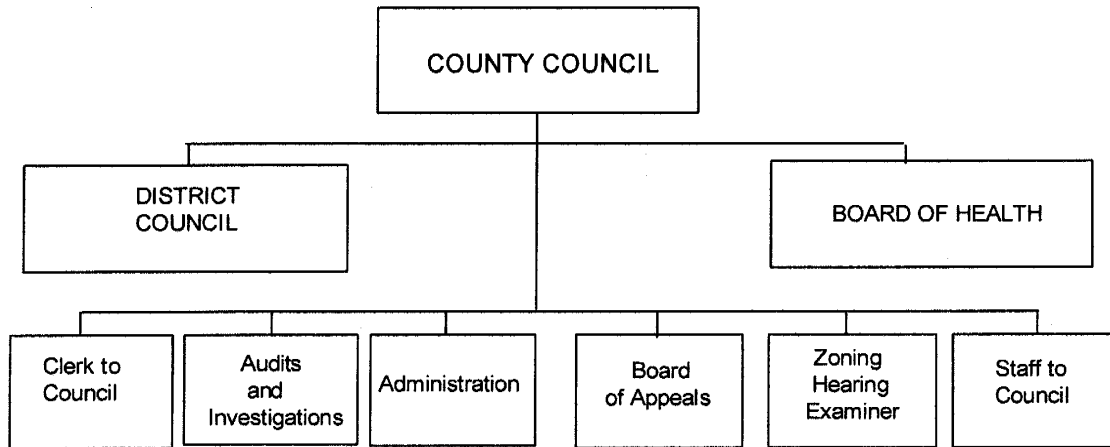
- Exercise legislative powers under the Maryland constitution including those previously exercised by the General Assembly of Maryland but transferred to the people of the County by virtue of the adoption of the County Charter
- Evaluate the performance and effectiveness of county programs to assure citizen satisfaction
- Plan diverse, safe and functional communities
- Encourage public participation in all governmental policy actions
- Deliver the best possible public health, safety, education and government service programs at an affordable cost

## FY 2009 KEY ACCOMPLISHMENTS:

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- The County Council continues to work with the State and the Hospital Authority to pursue public and private partnerships which will provide quality health care services to the County in a cost effective manner.
- Supported the County Executive and Board of Education request to stabilize the County’s FY 2009 budget to reflect the national and international economic downturn.
- Established ban on the sale and distribution of single cigar products.
- Amended Annual Action Plan to support application of \$10.8 million in Federal funding for the Neighborhood Stabilization Program (NSP) to address housing foreclosures in the County.
- Initiated an amendment to the 1992 Prince Georges County Historic Sites and Districts Plan and the 2002 General Plan and approved the following: Master Plan for Langley Park-College Park-Greenbelt and Vicinity, the Capitol Heights Transit District Development Plan and the Sector Plan and the Sectional Map Amendment for the Branch Avenue Corridor.
- Adopted temporary provisions that resulted in a taxi cab rate adjustment pending legislation to permanently amend the taxi cab rates.
- Established an energy tax credit for the installation of energy efficient solar energy or geothermal energy devices.

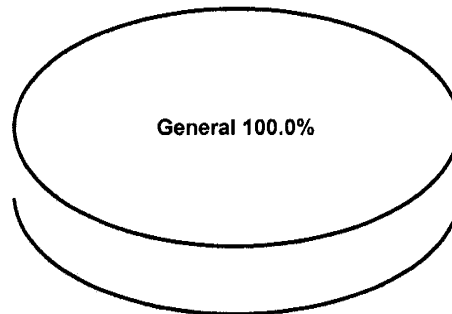
ORGANIZATIONAL CHART



	FY2008 ACTUAL	FY2009 BUDGET	FY2009 ESTIMATED	FY2010 APPROVED	CHANGE FY09-FY10
<b>TOTAL EXPENDITURES</b>	\$ 13,087,286	\$ 14,041,000	\$ 13,456,400	\$ 12,638,400	-10%
<b>EXPENDITURE DETAIL</b>					
The County Council	1,383,872	1,594,300	1,602,200	1,653,100	3.7%
Council Administration	6,684,077	7,330,300	7,091,300	7,048,300	-3.8%
Clerk To The Council	860,818	1,050,600	1,020,400	864,500	-17.7%
Audits & Investigations	2,055,394	2,429,600	2,315,600	1,978,600	-18.6%
Zoning Hearing Examiner	615,156	664,800	645,000	643,900	-3.1%
Non-divisional	2,079,940	1,895,200	1,676,700	1,373,800	-27.5%
Board Of Appeals	51,006	67,200	67,200	67,200	0%
Recoveries	(642,977)	(991,000)	(962,000)	(991,000)	0%
<b>TOTAL</b>	\$ 13,087,286	\$ 14,041,000	\$ 13,456,400	\$ 12,638,400	-10%
<b>SOURCES OF FUNDS</b>					
General Fund	\$ 13,087,286	\$ 14,041,000	\$ 13,456,400	\$ 12,638,400	-10%
Other County Operating Funds:					
<b>TOTAL</b>	\$ 13,087,286	\$ 14,041,000	\$ 13,456,400	\$ 12,638,400	-10%

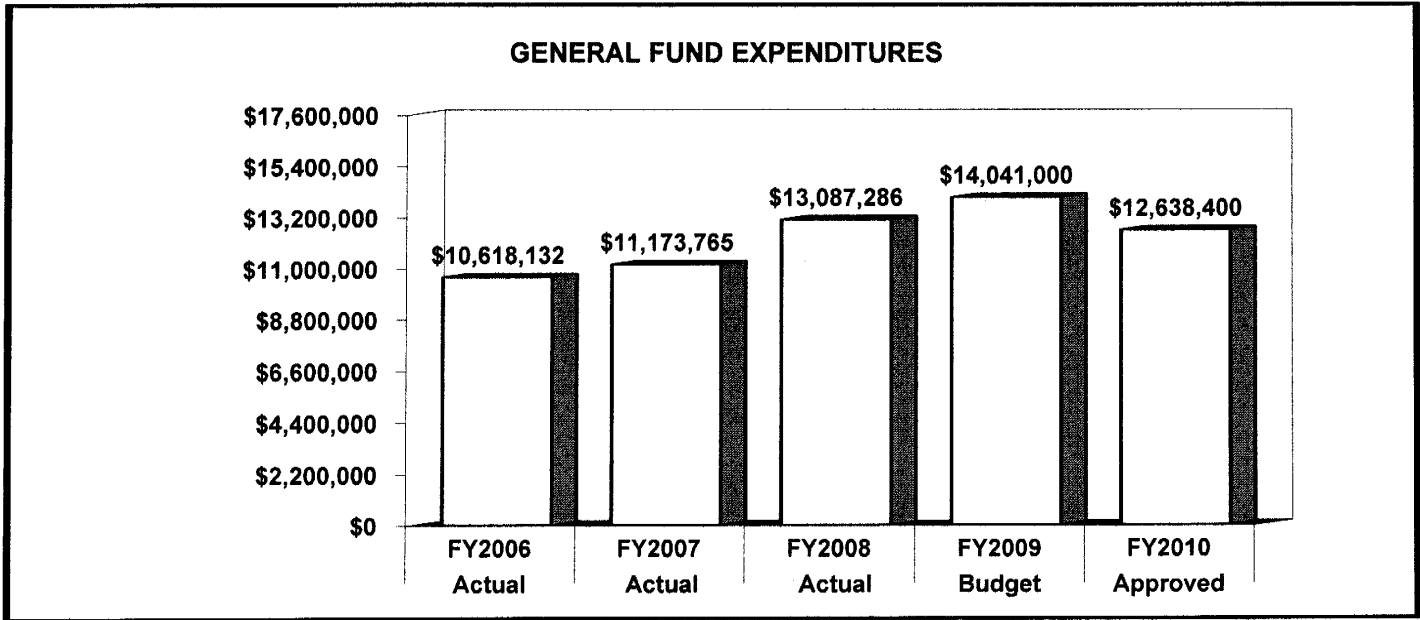
**FY2010 SOURCES OF FUNDS**

This agency's funding is derived solely from the County's General Fund.

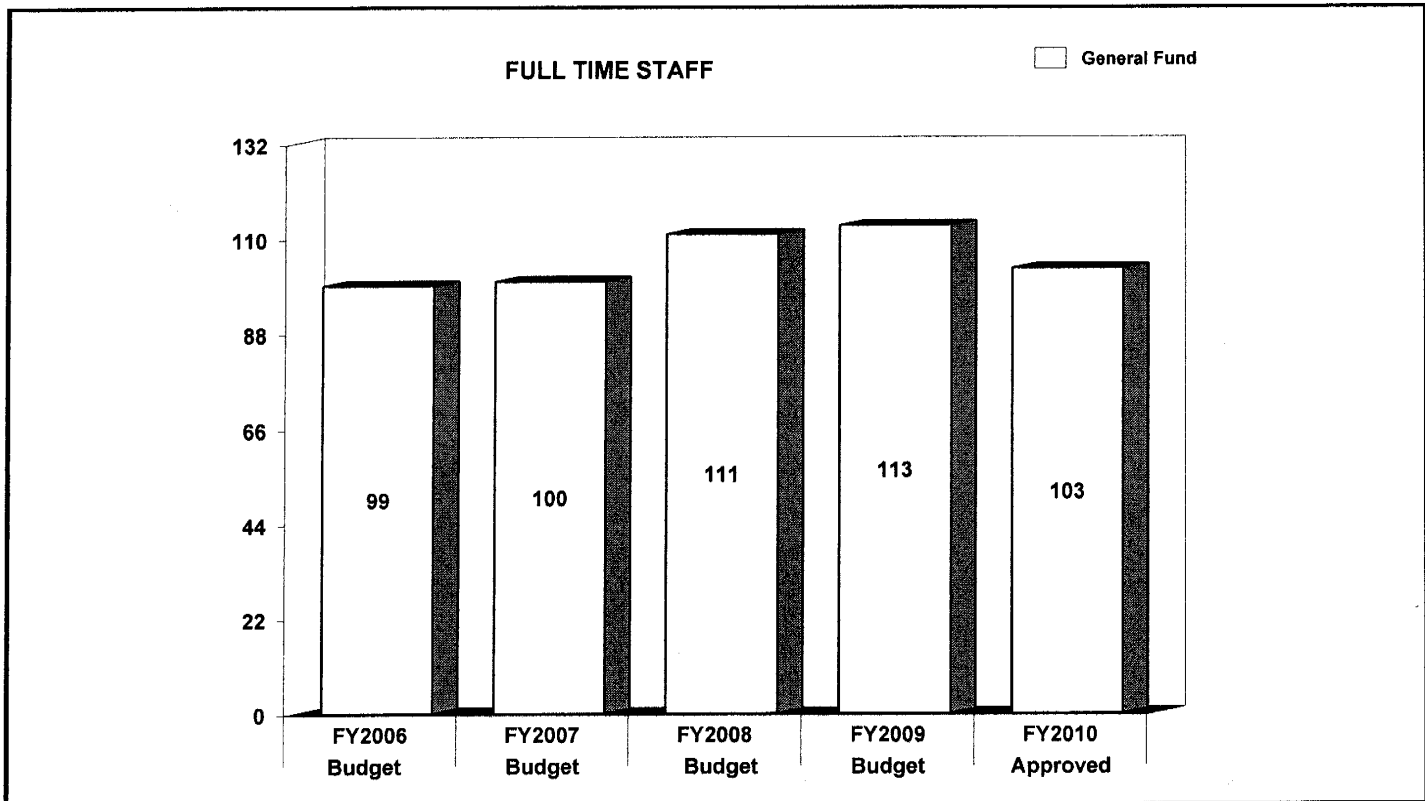


	<b>FY2008 BUDGET</b>	<b>FY2009 BUDGET</b>	<b>FY2010 APPROVED</b>	<b>CHANGE FY09-FY10</b>
<b>GENERAL FUND STAFF</b>				
Full Time - Civilian	111	113	103	(10)
Full Time - Sworn	0	0	0	0
Part Time	5	6	9	3
Limited Term	0	0	0	0
<b>OTHER STAFF</b>				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
<b>TOTAL</b>				
Full Time - Civilian	111	113	103	(10)
Full Time - Sworn	0	0	0	0
Part Time	5	6	9	3
Limited Term	0	0	0	0

<b>POSITIONS BY CATEGORY</b>	<b>FULL TIME</b>	<b>PART TIME</b>	<b>LIMITED TERM</b>
Officials	9	3	0
Managers	4	0	0
Administrative Specialist, Administrative Assistant	23	1	0
Attorneys	6	0	0
Zoning Hearing Examiners	2	0	0
Council Member Aides	9	0	0
Auditors	11	0	0
Administrative Aides	32	1	0
Citizen Services Specialist	6	3	0
Public Service Aides	1	1	0
<b>TOTAL</b>	<b>103</b>	<b>9</b>	<b>0</b>



Operating expenditures increased from FY 2006 to FY 2008 as the result of onetime costs associated with renovation projects. The FY 2010 approved budget is 10% below the FY 2009 approved budget level.



The staffing complement increased by an average of four positions between FY 2006 and FY 2009. In FY 2010, staffing complement decreases by ten positions.

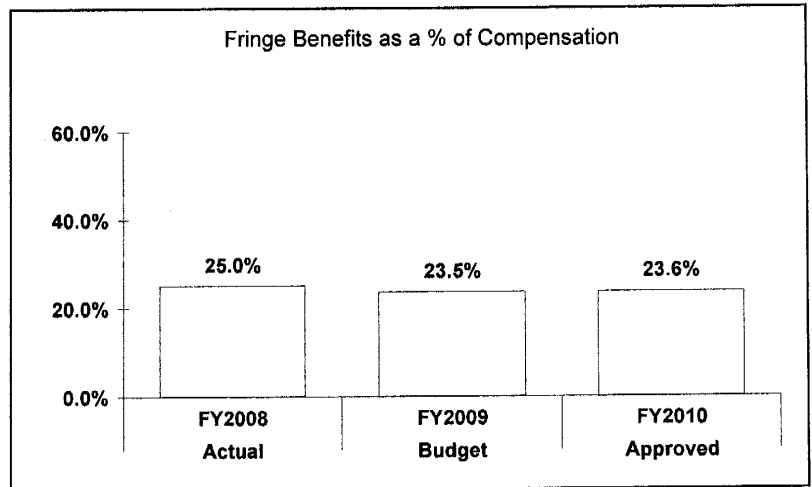
	<b>FY2008 ACTUAL</b>	<b>FY2009 BUDGET</b>	<b>FY2009 ESTIMATED</b>	<b>FY2010 APPROVED</b>	<b>CHANGE FY09-FY10</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 8,147,170	\$ 9,230,600	\$ 8,863,500	\$ 8,514,100	-7.8%
Fringe Benefits	2,034,698	2,172,000	2,144,000	2,007,300	-7.6%
Operating Expenses	3,499,206	3,533,500	3,315,000	3,012,100	-14.8%
Capital Outlay	49,189	95,900	95,900	95,900	0%
	<b>\$ 13,730,263</b>	<b>\$ 15,032,000</b>	<b>\$ 14,418,400</b>	<b>\$ 13,629,400</b>	<b>-9.3%</b>
Recoveries	(642,977)	(991,000)	(962,000)	(991,000)	0%
<b>TOTAL</b>	<b>\$ 13,087,286</b>	<b>\$ 14,041,000</b>	<b>\$ 13,456,400</b>	<b>\$ 12,638,400</b>	<b>-10%</b>
<b>STAFF</b>					
Full Time - Civilian	-	113	-	103	-8.8%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	6	-	9	50%
Limited Term	-	0	-	0	0%

In FY2010, the budget decreases 10% below FY 2009 primarily as a result of the staffing reduction of nine vacant positions. Compensation funds 103 full time positions, nine part time positions and temporary/seasonal staff. Fringe benefits decrease by \$164,700 under the FY2009 budget as a result of the decrease in compensation.

Operating expenses for FY2010 continue to provide operating contracts, equipment replacements, building improvements and consultant services.

Capital outlay represents continued funding for vehicle replacements.

<b>MAJOR OPERATING EXPENDITURES FY2010</b>	
General and Administrative	\$ 675,400
Contracts	
Miscellaneous	\$ 608,800
Operating Equipment-Non-Capital	\$ 530,700
Office Automation	\$ 484,800
Building Repair and Maintenance	\$ 144,000



**THE COUNTY COUNCIL - 01**

The County Council consists of nine Council Members, each of whom is elected from one of the nine Councilmanic Districts in Prince George's County for terms of four years each. The Chair, or in the Chair's absence the Vice Chair, presides at all meetings. Members of the Council serve in three distinct capacities:

- \* County Council
- \* District Council
- \* Board of Health

Sitting as the County Council, the members consider all legislative and administrative matters including bills amending County Code provisions, resolutions addressing County issues, budget matters, water and sewer plan amendments, and other administrative actions.

Sitting as the District Council, the Council exercises its powers relating to planning, subdivision control, and zoning. This includes the review and adoption of Master Plans and Sectional Map Amendments, rezonings, special exceptions, and requests for variances from the Zoning Ordinance. The District Council also considers requests for amendments to the Zoning Ordinance and requests from municipalities for amendments to their local ordinances.

Sitting as the Board of Health, the Council considers health policies and procedures.

Division Summary:

In FY 2010, the increase for compensation reflects the annualized cost of FY 2009 merit and cost of living adjustments. The fringe benefits increase reflects higher health care and pension costs.

	<b>FY2008 ACTUAL</b>	<b>FY2009 BUDGET</b>	<b>FY2009 ESTIMATED</b>	<b>FY2010 APPROVED</b>	<b>CHANGE FY09-FY10</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 835,411	\$ 895,100	\$ 907,000	\$ 942,900	5.3%
Fringe Benefits	166,913	210,600	206,600	221,600	5.2%
Operating Expenses	381,548	488,600	488,600	488,600	0%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 1,383,872</b>	<b>\$ 1,594,300</b>	<b>\$ 1,602,200</b>	<b>\$ 1,653,100</b>	<b>3.7%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 1,383,872</b>	<b>\$ 1,594,300</b>	<b>\$ 1,602,200</b>	<b>\$ 1,653,100</b>	<b>3.7%</b>
<b>STAFF</b>					
Full Time - Civilian	-	9	-	9	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

**COUNCIL ADMINISTRATION - 02**

The Council Administration provides staff support for Council activities. This includes the research, drafting, and review of Council legislation, assuring its proper format, legal sufficiency, and Code compliance. Staff are assigned to the four standing committees - Health, Education and Human Services; Planning, Zoning and Economic Development; Public Safety and Fiscal Management; and Transportation, Housing and the Environment, as well as any special committees which may be established by the Council.

In FY 2010, staff is also responsible for reviewing and making recommendations on annual operating and capital budgets of the County Government, Board of Education, Maryland-National Capital Park and Planning Commission, Washington Suburban Sanitary Commission, Washington Suburban Transit Commission, and periodic amendments to these budgets.

Other staff responsibilities include coordinating the activities of the District Council in its deliberation of planning and zoning action, including piecemeal rezonings, special exceptions, and variances, as well as long range planning efforts such as the County General Plan, Area Master Plans and Sectional Map Amendments.

**Division Summary:**

In FY 2010, the full time staffing complement is reduced. Operating expenses remain at the FY 2009 budgeted amount.

	<b>FY2008 ACTUAL</b>	<b>FY2009 BUDGET</b>	<b>FY2009 ESTIMATED</b>	<b>FY2010 APPROVED</b>	<b>CHANGE FY09-FY10</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 4,665,694	\$ 5,195,400	\$ 4,967,300	\$ 4,961,500	-4.5%
Fringe Benefits	1,181,181	1,222,500	1,211,600	1,174,400	-3.9%
Operating Expenses	837,202	912,400	912,400	912,400	0%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 6,684,077</b>	<b>\$ 7,330,300</b>	<b>\$ 7,091,300</b>	<b>\$ 7,048,300</b>	<b>-3.8%</b>
Recoveries	(600,000)	(918,000)	(918,000)	(918,000)	0%
<b>TOTAL</b>	<b>\$ 6,084,077</b>	<b>\$ 6,412,300</b>	<b>\$ 6,173,300</b>	<b>\$ 6,130,300</b>	<b>-4.4%</b>
<b>STAFF</b>					
Full Time - Civilian	-	67	-	61	-9%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	2	-	6	200%
Limited Term	-	0	-	0	0%

**CLERK TO THE COUNCIL - 03**

The Clerk of the Council renders essential support services to the County Council in its capacities as the County's legislative body, the District Council in planning and zoning matters, the Board of Health and the Board of Appeals.

As required by Charter, the Clerk maintains the Journal of Legislation to assure the efficient functioning of the legislative and zoning processes. Additionally, the Clerk's Office makes available copies of legislation, resolutions, and other documents, and maintains a paid subscription list for copies of this material. Other functions of the office include responsibility for all legal advertising mandated for legislative and zoning matters.

Division Summary:

In FY 2010, the full time staffing level is reduced. Operating expenses remain at the FY 2009 budgeted amount.

	<b>FY2008 ACTUAL</b>	<b>FY2009 BUDGET</b>	<b>FY2009 ESTIMATED</b>	<b>FY2010 APPROVED</b>	<b>CHANGE FY09-FY10</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 591,564	\$ 741,600	\$ 713,300	\$ 593,500	-20%
Fringe Benefits	167,935	174,500	172,600	136,500	-21.8%
Operating Expenses	101,319	134,500	134,500	134,500	0%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 860,818</b>	<b>\$ 1,050,600</b>	<b>\$ 1,020,400</b>	<b>\$ 864,500</b>	<b>-17.7%</b>
Recoveries	(5,013)	(6,000)	(6,000)	(6,000)	0%
<b>TOTAL</b>	<b>\$ 855,805</b>	<b>\$ 1,044,600</b>	<b>\$ 1,014,400</b>	<b>\$ 858,500</b>	<b>-17.8%</b>
<b>STAFF</b>					
Full Time - Civilian	-	12	-	11	-8.3%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

**AUDITS & INVESTIGATIONS - 04**

The Office of Audits & Investigations conducts performance (operational) audits and financial audits of all County agencies that receive or disburse County funds. The Office also reviews accounts of an agency when its director terminates his/her position with the County, or when the director transfers from one County position to another.

In addition, the Office of Audits and Investigations performs special reviews and audits as requested by the County Council. This Office also performs budget review and analysis; research as to the possible fiscal impact of pending County legislation; review and appraisal of accounting and financial controls; and review of data and reports developed throughout the various County agencies.

Division Summary:

In FY 2010, staffing complement is reduced. Operating expenses remain at the prior year amount.

	<b>FY2008 ACTUAL</b>	<b>FY2009 BUDGET</b>	<b>FY2009 ESTIMATED</b>	<b>FY2010 APPROVED</b>	<b>CHANGE FY09-FY10</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 1,541,952	\$ 1,861,800	\$ 1,758,800	\$ 1,497,400	-19.6%
Fringe Benefits	401,745	438,100	427,100	351,500	-19.8%
Operating Expenses	111,697	129,700	129,700	129,700	0%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 2,055,394</b>	<b>\$ 2,429,600</b>	<b>\$ 2,315,600</b>	<b>\$ 1,978,600</b>	<b>-18.6%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 2,055,394</b>	<b>\$ 2,429,600</b>	<b>\$ 2,315,600</b>	<b>\$ 1,978,600</b>	<b>-18.6%</b>
<b>STAFF</b>					
Full Time - Civilian	-	20	-	17	-15%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	1	-	0	-100%
Limited Term	-	0	-	0	0%

**ZONING HEARING EXAMINER - 05**

The Zoning Hearing Examiner Division consists of attorneys who hold public hearings on applications for special exceptions or rezoning of a single parcel of land. Typically, applications are submitted to the Planning Board, which reviews them through its technical staff and, at its discretion, before the Planning Board itself.

The Chief Examiner then sets a date of hearing on each application and gives notice to all persons of record and in all newspapers of record. Notice is also posted on the property, and adjoining property owners are given written notice of the pending application. A copy of the application and the complete file are made available for inspection by the public before the hearing.

The public hearing is conducted according to informal procedural rules approved by the County Council. The hearing examiner is required to prepare a written decision and send a copy to all persons of record. This decision is based on the facts established at the hearing. Conclusions of law are determined, and either a final decision, which may be appealed to Council, or a recommended disposition is prepared for final Council action. All final decisions of the Council may be appealed to the Circuit Court.

Division Summary:

In FY 2010, operating expenses remain at prior year amounts and staffing levels remain constant.

	<b>FY2008 ACTUAL</b>	<b>FY2009 BUDGET</b>	<b>FY2009 ESTIMATED</b>	<b>FY2010 APPROVED</b>	<b>CHANGE FY09-FY10</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 483,940	\$ 508,200	\$ 488,600	\$ 490,300	-3.5%
Fringe Benefits	114,736	119,600	119,400	116,600	-2.5%
Operating Expenses	16,480	37,000	37,000	37,000	0%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 615,156</b>	<b>\$ 664,800</b>	<b>\$ 645,000</b>	<b>\$ 643,900</b>	<b>-3.1%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 615,156</b>	<b>\$ 664,800</b>	<b>\$ 645,000</b>	<b>\$ 643,900</b>	<b>-3.1%</b>
<b>STAFF</b>					
Full Time - Civilian	-	5	-	5	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

**NON-DIVISIONAL - 06**

The Non-Divisional Division provides funds for the independent audit of County finances as outlined in Article IV, Section 402 of the charter for Prince George's County and other designated operating expenses.

A majority of the funding for operating expenses is earmarked for building improvements which includes renovations for Legislative Branch offices. The balance provides resources for general and administrative contracts.

Division Summary:

In FY 2010, operating expenses decrease a result of contract reductions.

	<b>FY2008 ACTUAL</b>	<b>FY2009 BUDGET</b>	<b>FY2009 ESTIMATED</b>	<b>FY2010 APPROVED</b>	<b>CHANGE FY09-FY10</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 0	\$ 0	\$ 0	0	0%
Fringe Benefits	0	0	0	0	0%
Operating Expenses	2,030,751	1,799,300	1,580,800	1,277,900	-29%
Capital Outlay	49,189	95,900	95,900	95,900	0%
<b>Sub-Total</b>	<b>\$ 2,079,940</b>	<b>\$ 1,895,200</b>	<b>\$ 1,676,700</b>	<b>\$ 1,373,800</b>	<b>-27.5%</b>
Recoveries	(37,964)	(67,000)	(38,000)	(67,000)	0%
<b>TOTAL</b>	<b>\$ 2,041,976</b>	<b>\$ 1,828,200</b>	<b>\$ 1,638,700</b>	<b>\$ 1,306,800</b>	<b>-28.5%</b>

**BOARD OF APPEALS - 07**

The Board of Appeals consists of three members appointed by the County Council. All appeals relating to the respective jurisdictions of the Board of Administrative Appeals and the Board of Zoning Appeals are filed and heard separately.

The Board of Administrative Appeals hears appeals from the decisions of the Director of Environmental Resources, the Fire Marshall, the Chief Housing Inspector, the Clean Lot Inspector, the Licensing Officer, the Chief Building Inspector, and the Director of the Department of Public Works and Transportation, as well as other similar administrative agencies. The typical types of appeals are denials of building permits, and orders to install fire sprinklers, remove litter and to demolish unsafe structures.

As the Board of Zoning Appeals, the Board is empowered to grant a variance when unusual hardships will be caused to property owners by the strict interpretation of the Zoning Ordinance; review actions and decisions of the Zoning Enforcement Officer; grant extensions of the grace period for the correction or cessation of zoning violations; and review the determinations and decisions of the Maryland-National Capital Park and Planning Commission, the Department of Environmental Resources, and other County departments and agencies relating to provisions of the Zoning Ordinance. Examples of types of decisions are: variances from setback requirements for construction of building additions, decks and garages; variances from maximum lot coverage requirements; and extension of grace periods to comply with citations for failure to obtain a Use and Occupancy permit.

Division Summary:

In FY 2010, part-time staffing remains constant. Operating costs remain at prior year amounts.

	<b>FY2008 ACTUAL</b>	<b>FY2009 BUDGET</b>	<b>FY2009 ESTIMATED</b>	<b>FY2010 APPROVED</b>	<b>CHANGE FY09-FY10</b>
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 28,609	\$ 28,500	\$ 28,500	\$ 28,500	0%
Fringe Benefits	2,188	6,700	6,700	6,700	0%
Operating Expenses	20,209	32,000	32,000	32,000	0%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 51,006</b>	<b>\$ 67,200</b>	<b>\$ 67,200</b>	<b>\$ 67,200</b>	<b>0%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 51,006</b>	<b>\$ 67,200</b>	<b>\$ 67,200</b>	<b>\$ 67,200</b>	<b>0%</b>
<b>STAFF</b>					
Full Time - Civilian	-	0	-	0	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	3	-	3	0%
Limited Term	-	0	-	0	0%