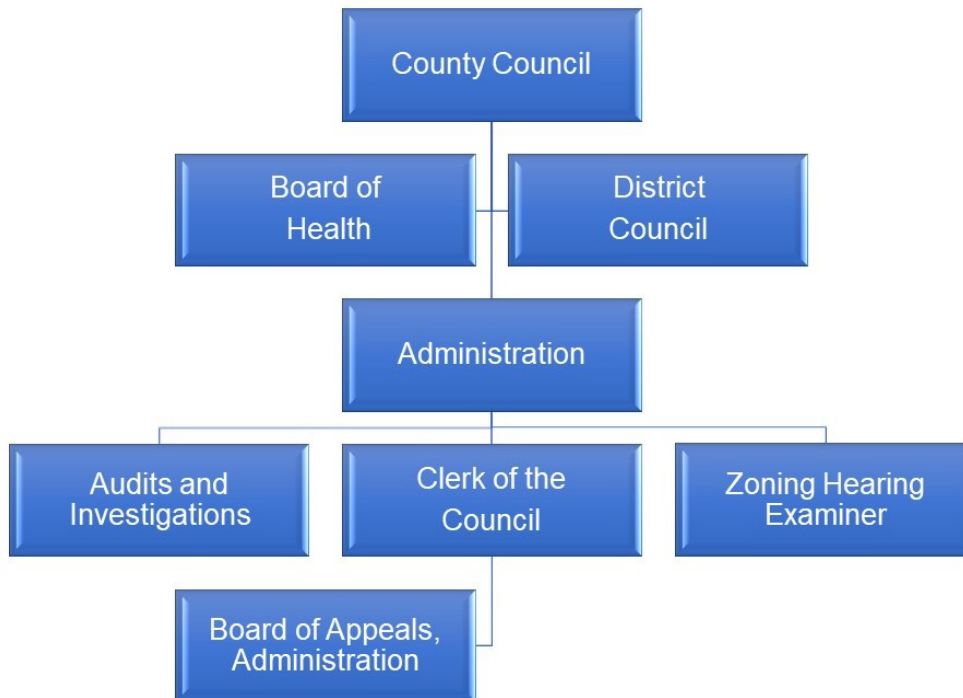


# Legislative Branch



## MISSION AND SERVICES

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.

### CORE SERVICES

- 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
- Exercise fiduciary responsibility to fund the best possible public health, safety, education and government service programs at an affordable cost

## FY 2022 BUDGET SUMMARY

The FY 2022 proposed budget for the Legislative Branch is \$24,198,000, a decrease of \$4,700 or 0.0% under the FY 2021 approved budget.

### Expenditures by Fund Type

Fund Types	FY 2020 Actual		FY 2021 Budget		FY 2021 Estimate		FY 2022 Proposed	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$18,603,132	100.0%	\$24,202,700	100.0%	\$24,202,700	100.0%	\$24,198,000	100.0%
<b>Total</b>	<b>\$18,603,132</b>	<b>100.0%</b>	<b>\$24,202,700</b>	<b>100.0%</b>	<b>\$24,202,700</b>	<b>100.0%</b>	<b>\$24,198,000</b>	<b>100.0%</b>

### Reconciliation from Prior Year

	Expenditures
<b>FY 2021 Approved Budget</b>	<b>\$24,202,700</b>
<b>Increase Cost: Technology Cost Allocation</b> — Increase in OIT charges based on anticipated countywide costs for technology	\$145,300
<b>Decrease Cost: Recoveries</b> — Increase in recoveries to reflect actual expenditures	(150,000)
<b>FY 2022 Proposed Budget</b>	<b>\$24,198,000</b>

**STAFF AND BUDGET RESOURCES**

Authorized Positions	FY 2020 Budget	FY 2021 Budget	FY 2022 Proposed	Change FY21-FY22
<b>General Fund</b>				
Full Time - Civilian	177	177	177	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	177	177	177	0
Part Time	12	12	12	0
Limited Term	0	0	0	0
<b>TOTAL</b>				
Full Time - Civilian	177	177	177	0
Full Time - Sworn	0	0	0	0
Subtotal - FT	177	177	177	0
Part Time	12	12	12	0
Limited Term	0	0	0	0

Positions By Classification	FY 2022		
	Full Time	Part Time	Limited Term
Administrative Aide	40	3	0
Administrative Assistant	25	0	0
Administrative Specialist	19	1	0
Administrator to County Council	1	0	0
Auditor	20	0	0
Chief Zoning Hearing Examiner	1	0	0
Citizens Services Intern	3	0	0
Citizens Services Specialist	27	4	0
Communications Specialist	4	0	0
Councilman	11	0	0
County Auditor	1	0	0
Deputy Administrator to County Council	1	0	0
Legislative Aide to Council Member	17	0	0
Principal Counsel to District Council	1	0	0
Public Service Aide	4	4	0
Systems Analyst	1	0	0
Zoning Hearing Examiner	1	0	0
<b>TOTAL</b>	<b>177</b>	<b>12</b>	<b>0</b>

**Expenditures by Category - General Fund**

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Proposed	Change FY21-FY22	
					Amount (\$)	Percent (%)
Compensation	\$12,392,980	\$13,870,600	\$13,870,600	\$13,870,600	\$—	0.0%
Fringe Benefits	3,556,036	3,951,300	3,951,300	3,951,300	—	0.0%
Operating	4,419,063	7,680,800	7,680,800	7,826,100	145,300	1.9%
Capital Outlay	—	29,400	29,400	29,400	—	0.0%
<b>SubTotal</b>	<b>\$20,368,079</b>	<b>\$25,532,100</b>	<b>\$25,532,100</b>	<b>\$25,677,400</b>	<b>\$145,300</b>	<b>0.6%</b>
Recoveries	(1,764,947)	(1,329,400)	(1,329,400)	(1,479,400)	(150,000)	11.3%
<b>Total</b>	<b>\$18,603,132</b>	<b>\$24,202,700</b>	<b>\$24,202,700</b>	<b>\$24,198,000</b>	<b>\$(4,700)</b>	<b>0.0%</b>

In FY 2022, compensation expenditures remain unchanged from the FY 2021 budget. The FY 2022 proposed budget includes funding for 177 full time and 12 part time positions. Fringe benefit expenditures remain unchanged from the FY 2021 budget.

Operating expenditures increase 1.9% over the FY 2021 budget due to an increase in OIT charges based on anticipated countywide costs for technology.

Capital outlay expenses remained unchanged.

Recoveries increase 11.3% over the FY 2021 budget to reflect the increase in expenditures for a planner position which was initially added in FY 2020.

**Expenditures by Division - General Fund**

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Proposed	Change FY21-FY22	
					Amount (\$)	Percent (%)
The County Council	\$2,710,165	\$3,357,000	\$3,357,000	\$3,357,000	\$—	0.0%
Council Administration	9,223,062	11,385,800	11,385,800	11,381,100	(4,700)	0.0%
Clerk to the Council	1,063,175	1,324,000	1,324,000	1,324,000	—	0.0%
Audits and Investigations	2,370,070	2,614,000	2,614,000	2,614,000	—	0.0%
Zoning Hearing Examiner	734,257	833,000	833,000	833,000	—	0.0%
Non-Divisional	2,451,054	4,614,100	4,614,100	4,614,100	—	0.0%
Board of Appeals	51,349	74,800	74,800	74,800	—	0.0%
<b>Total</b>	<b>\$18,603,132</b>	<b>\$24,202,700</b>	<b>\$24,202,700</b>	<b>\$24,198,000</b>	<b>\$(4,700)</b>	<b>0.0%</b>

**General Fund - Division Summary**

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Proposed	Change FY21-FY22	
					Amount (\$)	Percent (%)
<b>The County Council</b>						
Compensation	\$1,490,683	\$1,492,100	\$1,492,100	\$1,492,100	\$—	0.0%
Fringe Benefits	335,238	435,700	435,700	435,700	—	0.0%
Operating	884,244	1,429,200	1,429,200	1,429,200	—	0.0%
Capital Outlay	—	—	—	—	—	—
<b>SubTotal</b>	<b>\$2,710,165</b>	<b>\$3,357,000</b>	<b>\$3,357,000</b>	<b>\$3,357,000</b>	<b>\$—</b>	<b>0.0%</b>
Recoveries	—	—	—	—	—	—
<b>Total The County Council</b>	<b>\$2,710,165</b>	<b>\$3,357,000</b>	<b>\$3,357,000</b>	<b>\$3,357,000</b>	<b>\$—</b>	<b>0.0%</b>
<b>Council Administration</b>						
Compensation	\$7,964,142	\$9,087,900	\$9,087,900	\$9,087,900	\$—	0.0%
Fringe Benefits	2,301,611	2,595,600	2,595,600	2,595,600	—	0.0%
Operating	679,552	989,600	989,600	1,134,900	145,300	14.7%
Capital Outlay	—	—	—	—	—	—
<b>SubTotal</b>	<b>\$10,945,305</b>	<b>\$12,673,100</b>	<b>\$12,673,100</b>	<b>\$12,818,400</b>	<b>\$145,300</b>	<b>1.1%</b>
Recoveries	(1,722,243)	(1,287,300)	(1,287,300)	(1,437,300)	(150,000)	11.7%
<b>Total Council Administration</b>	<b>\$9,223,062</b>	<b>\$11,385,800</b>	<b>\$11,385,800</b>	<b>\$11,381,100</b>	<b>\$(4,700)</b>	<b>0.0%</b>
<b>Clerk to the Council</b>						
Compensation	\$654,611	\$775,100	\$775,100	\$775,100	\$—	0.0%
Fringe Benefits	236,509	226,600	226,600	226,600	—	0.0%
Operating	172,055	322,300	322,300	322,300	—	0.0%
Capital Outlay	—	—	—	—	—	—
<b>SubTotal</b>	<b>\$1,063,175</b>	<b>\$1,324,000</b>	<b>\$1,324,000</b>	<b>\$1,324,000</b>	<b>\$—</b>	<b>0.0%</b>
Recoveries	—	—	—	—	—	—
<b>Total Clerk to the Council</b>	<b>\$1,063,175</b>	<b>\$1,324,000</b>	<b>\$1,324,000</b>	<b>\$1,324,000</b>	<b>\$—</b>	<b>0.0%</b>
<b>Audits and Investigations</b>						
Compensation	\$1,728,822	\$1,883,000	\$1,883,000	\$1,883,000	\$—	0.0%
Fringe Benefits	516,685	521,600	521,600	521,600	—	0.0%
Operating	124,563	209,400	209,400	209,400	—	0.0%
Capital Outlay	—	—	—	—	—	—
<b>SubTotal</b>	<b>\$2,370,070</b>	<b>\$2,614,000</b>	<b>\$2,614,000</b>	<b>\$2,614,000</b>	<b>\$—</b>	<b>0.0%</b>
Recoveries	—	—	—	—	—	—
<b>Total Audits and Investigations</b>	<b>\$2,370,070</b>	<b>\$2,614,000</b>	<b>\$2,614,000</b>	<b>\$2,614,000</b>	<b>\$—</b>	<b>0.0%</b>

## General Fund - Division Summary (continued)

Category	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Proposed	Change FY21-FY22	
					Amount (\$)	Percent (%)
<b>Zoning Hearing Examiner</b>						
Compensation	\$525,732	\$603,700	\$603,700	\$603,700	\$—	0.0%
Fringe Benefits	163,803	163,300	163,300	163,300	—	0.0%
Operating	44,722	66,000	66,000	66,000	—	0.0%
Capital Outlay	—	—	—	—	—	—
<b>SubTotal</b>	<b>\$734,257</b>	<b>\$833,000</b>	<b>\$833,000</b>	<b>\$833,000</b>	<b>\$—</b>	<b>0.0%</b>
Recoveries	—	—	—	—	—	—
<b>Total Zoning Hearing Examiner</b>	<b>\$734,257</b>	<b>\$833,000</b>	<b>\$833,000</b>	<b>\$833,000</b>	<b>\$—</b>	<b>0.0%</b>
<b>Non-Divisional</b>						
Compensation	\$—	\$—	\$—	\$—	\$—	—
Fringe Benefits	—	—	—	—	—	—
Operating	2,493,758	4,626,800	4,626,800	4,626,800	—	0.0%
Capital Outlay	—	29,400	29,400	29,400	—	0.0%
<b>SubTotal</b>	<b>\$2,493,758</b>	<b>\$4,656,200</b>	<b>\$4,656,200</b>	<b>\$4,656,200</b>	<b>\$—</b>	<b>0.0%</b>
Recoveries	(42,704)	(42,100)	(42,100)	(42,100)	—	0.0%
<b>Total Non-Divisional</b>	<b>\$2,451,054</b>	<b>\$4,614,100</b>	<b>\$4,614,100</b>	<b>\$4,614,100</b>	<b>\$—</b>	<b>0.0%</b>
<b>Board of Appeals</b>						
Compensation	\$28,990	\$28,800	\$28,800	\$28,800	\$—	0.0%
Fringe Benefits	2,190	8,500	8,500	8,500	—	0.0%
Operating	20,169	37,500	37,500	37,500	—	0.0%
Capital Outlay	—	—	—	—	—	—
<b>SubTotal</b>	<b>\$51,349</b>	<b>\$74,800</b>	<b>\$74,800</b>	<b>\$74,800</b>	<b>\$—</b>	<b>0.0%</b>
Recoveries	—	—	—	—	—	—
<b>Total Board of Appeals</b>	<b>\$51,349</b>	<b>\$74,800</b>	<b>\$74,800</b>	<b>\$74,800</b>	<b>\$—</b>	<b>0.0%</b>
<b>Total</b>	<b>\$18,603,132</b>	<b>\$24,202,700</b>	<b>\$24,202,700</b>	<b>\$24,198,000</b>	<b>\$(4,700)</b>	<b>0.0%</b>

## DIVISION OVERVIEW

### The County Council

The County Council consists of eleven Council Members, nine councilmanic district members and two at-large members. The nine members are elected from one of each nine councilmanic districts in Prince George’s County with the at-large being elected from the entire County, all members serve for a term of four years. 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.

### Fiscal Summary

In FY 2022, the division expenditures remain unchanged from the FY 2021 budget. Staffing resources remain unchanged from the FY 2021 budget.

	FY 2021 Budget	FY 2022 Proposed	Change FY21-FY22	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$3,357,000</b>	<b>\$3,357,000</b>	<b>\$-</b>	<b>0.0%</b>
<b>STAFFING</b>				
Full Time - Civilian	11	11	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

### Council Administration

The Council Administration provides staff direction and support for the Legislative Branch 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 six standing committees – Education and Workforce Development (EWD), Government Operations and Fiscal Policy (GOFP), Health, Human Services and Public Safety (HHSPS), Planning, Housing and Economic Development (PHED), Transportation/Infrastructure/Energy & Environment (TIEE) and General Assembly (GA) as well as any special committees that may be established by the Council.

### Fiscal Summary

In FY 2022, the division expenditures decrease \$4,700 or 0.0% under the FY 2021 budget. Staffing resources

remain unchanged from the FY 2021 budget. The primary budget changes include:

- An increase in operating to reflect the increase in OIT charges based on anticipated countywide costs for technology
- An increase in recoveries expenditures for a planner position which was initially added in FY 2020

	FY 2021 Budget	FY 2022 Proposed	Change FY21-FY22	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$11,385,800</b>	<b>\$11,381,100</b>	<b>\$(4,700)</b>	<b>0.0%</b>
<b>STAFFING</b>				
Full Time - Civilian	121	121	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>121</b>	<b>121</b>	<b>0</b>	<b>0.0%</b>
Part Time	9	9	0	0.0%
Limited Term	0	0	0	0.0%



### Clerk to the Council

The Clerk to 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. Other functions of the office include responsibility for all legal advertising mandated for legislative and zoning matters.

### Fiscal Summary

In FY 2022, the division expenditures remain unchanged from the FY 2021 budget. Staffing resources remain unchanged from the FY 2021 budget.

	FY 2021 Budget	FY 2022 Proposed	Change FY21-FY22	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$1,324,000</b>	<b>\$1,324,000</b>	<b>\$-</b>	<b>0.0%</b>
<b>STAFFING</b>				
Full Time - Civilian	15	15	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

### Audits and Investigations

The Office of Audits and 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.

### Fiscal Summary

In FY 2022, the division expenditures remain unchanged from the FY 2021 budget. Staffing resources remain unchanged from the FY 2021 budget.

	FY 2021 Budget	FY 2022 Proposed	Change FY21-FY22	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$2,614,000</b>	<b>\$2,614,000</b>	<b>\$-</b>	<b>0.0%</b>
<b>STAFFING</b>				
Full Time - Civilian	25	25	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

### Zoning Hearing Examiner

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 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.

### Fiscal Summary

In FY 2022, the division expenditures remain unchanged from the FY 2021 budget. Staffing resources remain unchanged from the FY 2021 budget.

	FY 2021 Budget	FY 2022 Proposed	Change FY21-FY22	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$833,000</b>	<b>\$833,000</b>	<b>\$-</b>	<b>0.0%</b>
<b>STAFFING</b>				
Full Time - Civilian	5	5	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

**Non-Divisional**

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

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

**Fiscal Summary**

In FY 2022, the division expenditures remains constant. Operating expenditures remain unchanged from the FY 2021 budget.

	FY 2021 Budget	FY 2022 Proposed	Change FY21-FY22	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$4,614,100</b>	<b>\$4,614,100</b>	<b>\$-</b>	<b>0.0%</b>
<b>STAFFING</b>				
Full Time - Civilian	0	0	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Part Time	0	0	0	0.0%
Limited Term	0	0	0	0.0%

### Board of Appeals

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 the Environment, the Fire Marshal, 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, to remove litter and to demolish unsafe structures.

As the Board of Zoning Appeals, the Board is empowered to grant a variance when property owners will suffer unusual hardships from or in 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 the Environment 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.

### Fiscal Summary

In FY 2022, the division expenditures remain unchanged from the FY 2021 budget. Staffing resources remain unchanged from the FY 2021 budget.

	FY 2021 Budget	FY 2022 Proposed	Change FY21-FY22	
			Amount (\$)	Percent (%)
<b>Total Budget</b>	<b>\$74,800</b>	<b>\$74,800</b>	<b>\$-</b>	<b>0.0%</b>
<b>STAFFING</b>				
Full Time - Civilian	0	0	0	0.0%
Full Time - Sworn	0	0	0	0.0%
<b>Subtotal - FT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Part Time	3	3	0	0.0%
Limited Term	0	0	0	0.0%

