



Angela D. Alsobrooks  
County Executive

# PRINCE GEORGE'S COUNTY GOVERNMENT

## OFFICE OF MANAGEMENT AND BUDGET

### MEMORANDUM

**DATE:** April 3, 2023

**TO:** Josh Hamlin  
Director of Budget and Policy Analysis Division

**FROM:** Stanley A. Earley Director *SAE*  
Office of Management and Budget

**RE:** First Round FY 2024 Proposed Budget Responses

*In an effort to facilitate an efficient and effective budget review and reporting process, we are submitting a request for budgetary information. Please respond to the questions and complete the following tables with the appropriate information. In some cases we have populated the tables with available known data. In instances where the tables need to be re-sized or modified to accommodate additional information, please feel free to do so.*

### OVERALL BUDGET

1. According to the FY 2023 Proposed Operating Budget book your office's FY 2022 budget is estimated to be below FY 2022 approved budget level. Is this still the case? If not, please provide the following pertaining to whether a supplemental budget request for FY 2022 may be necessary.
  - a. If so, how much does the Office expect to request?

**A supplemental request was not needed in FY 2022.**

- b. Please identify the specific factors, conditions, and trends that may necessitate the need for a supplemental appropriation for FY 2022.

N/A

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**COMPENSATION**

*Staffing*

2. Please complete the following table on FY 2023 authorized and actual staffing levels:

FY 2023 Authorized and Actual Staffing Levels									
	Full-Time			Part-Time			Limited Term		
	Authorized	Filled Positions	Vacancies	Authorized	Filled Positions	Vacancies	Authorized	Filled Positions	Vacancies
<b>General Fund</b>									
	28	21	7	0			2		2
	28	21	7	0	0	0	2	0	2
YTD as of:									

FY 2024 Budget Review – Office of Management and Budget

First Round Questions

3. For each currently vacant position, please complete the following table by identifying the position title, position number, grade, salary information, date the vacancy or creation of position occurred, organizational assignment, the status of recruitment efforts, and funding source (General Fund (GF), Internal Service Fund (IS), Enterprise Fund (EF), or Grants) for FY2023.

Vacancies, FY 2023 YTD										
#	Position Title	Position Number	Grade	Salary			Date Vacated or Created	Organizational Assignment	Status of Recruitment Efforts	Funding Source
				Budgeted	Expended (Est.)	Lapse (Est.)				
1	Administrative Aide 4G	30005203	G19	\$66,500	\$ 5,115	\$ (61,385)	April 2020	Administrative Support	Interviews scheduled. Plan to fill by June 2023.	1000
2	Budget Management Analyst 1G	30052476	G18	\$ 67,000	\$ -	\$ (67,000)	November 2021	Performance Management	Plan to advertise in June 2023.	1000
3	Budget Management Analyst 5G	30001708	G29	\$ 136,300	\$ 5,242	\$ (131,058)	Dec 2021	CIP Manager	Plan to re-advertise in April 2023. Plan to fill by June 2023.	1000
4	Budget Management Analyst 3G	30006134	G24	\$ 87,900	\$ 3,381	\$ (84,519)	June 2021	CIP Analyst	Plan to re-advertise in April 2023. Plan to fill by June 2023.	1000
5	Budget Management Analyst 2G	30053127	G21	\$ 77,100	\$ 26,817	\$ (50,283)	September 2022	General Analyst	Plan to re-advertise in April 2023. Plan to fill by June 2023.	1000
6	Budget Management Analyst 1G	30002634	G18	\$ 67,000	\$ 2,577	\$ (64,423)	September 2021	General Analyst	Plan to re-advertise in April 2023. Plan to fill by June 2023.	1000
7	Budget Management Analyst 3G	30005799	G24	\$ 84,600	\$ 59,647	\$ (24,953)	March 2023	General Analyst	Plan to advertise April 2023. Fill by June 2023.	1000
8	Budget Management Analyst 3G (LTGF)	TBD	G24	\$ 87,000	\$ 3,346	\$ (83,654)		ARPA	Plan to advertise April 2023. Fill by June 2023.	Grants
9	Budget Management Analyst 3G (LTGF)	TBD	G24	\$ 87,000	\$ 3,346	\$ (83,654)		ARPA	Plan to advertise April 2023. Fill by June 2023.	Grants

YTD as of: 3/28/2023

4. Please complete the following table on the FY 2024 authorized and actual staffing levels:

FY 2024 Authorized and Actual Staffing Levels									
	Full-Time			Part-Time			Limited Term		
	Authorized	Filled Positions	Vacancies	Authorized	Filled Positions	Vacancies	Authorized	Filled Positions	Vacancies
<b>General Fund</b>									
	29	21	8	0			2		2
	29	21	8	0	0	0	2	0	2
YTD as of:									

FY 2024 Budget Review – Office of Management and Budget

First Round Questions

5. For each currently vacant position, please complete the following table by identifying the position title, position number, grade, salary information, date the vacancy or creation of position occurred, organizational assignment, the status of recruitment efforts, and funding source (General Fund (GF), Internal Service Fund (IS), Enterprise Fund (EF), or Grants) for FY2023.

Vacancies, FY 2024										
#	Position Title	Position Number	Grade	Salary			Date Vacated or Created	Organizational Assignment	Status of Recruitment Efforts	Funding Source
				Budgeted	Expended (Est.)	Lapse (Est.)				
1	Administrative Aide 4G	30005203	G19	\$66,500	\$ 66,500	\$0	April 2020	Administrative Support	Interviews scheduled. Plan to fill by June 2023.	1000
2	Budget Management Analyst 1G	30052476	G18	\$ 67,000	\$ 67,000	\$0	November 2021	Performance Management	Will be filled in FY 2024	1000
3	Budget Management Analyst 5G	30001708	G29	\$ 136,300	\$ 136,300	\$0	Dec 2021	CIP Manager	Plan to re-advertise in April 2023. Plan to fill by June 2023.	1000
4	Budget Management Analyst 3G	30006134	G24	\$ 91,600	\$ 91,600	\$0	June 2021	CIP Analyst	Plan to re-advertise in April 2023. Plan to fill by June 2023.	1000
5	Budget Management Analyst 1G	30053127	G21	\$ 67,000	\$ 67,000	\$0	September 2022	General Analyst	Plan to re-advertise in April 2023. Plan to fill by June 2023.	1000
6	Budget Management Analyst 1G	30002634	G18	\$ 67,000	\$ 67,000	\$0	September 2021	General Analyst	Plan to re-advertise in April 2023. Plan to fill by June 2023.	1000
7	Budget Management Analyst 3G	30005799	G24	\$ 94,000	\$ 94,000	\$0	March 2023	General Analyst	Plan to advertise April 2023. Fill by June 2023.	1000
8	Budget Management Analyst 4G	TBD	G27	\$ 112,400	\$ 112,400	\$0	New in FY 2024	Performance Improvement	N/A	1000
9	Budget Management Analyst 3G (LTGF)	TBD	G24	\$ 91,600	\$ 91,600	\$0		ARPA	Plan to advertise April 2023. Fill by June 2023.	Grants
10	Budget Management Analyst 3G (LTGF)	TBD	G24	\$ 91,600	\$ 91,600	\$0		ARPA	Plan to advertise April 2023. Fill by June 2023.	Grants

YTD as of: 3/28/2023

6. Please discuss the Office’s FY 2023 attrition rate and provide the following information:

a. To date, how many people have resigned from the Office in FY 2023?

Two

b. To date, what is the attrition rate in FY 2023?

9.5%

- c. Identify the key factors that contribute to the current attrition levels.

**New job opportunities**

- d. What positions and/or position classification and grades are the most affected by attrition?

**Budget Management Analyst 1G and 3G**

- e. What impact has attrition had or is having on the Office’s operations?

**Increased workload for other staff.**

- 7. Please provide the following for your current authorized staffing complement for all funds:

Positions By Category	Total County Employees	Percentage eligible for retirement FY 2023-FY 2025	Projected Hires for Mission Critical Jobs in FY 2023-FY 2025
Director	1	100%	1
Deputy Director	1		
Budget Management Analysts	15	6.7%	1
Managers	5	20%	
Administrative Support	4	25%	1
Systems Analyst	1		
<b>Total</b>	<b>27</b>	<b>15%</b>	<b>3</b>

- 8. How many of the Office’s employees have been or are expected to be assigned to another County agency or to another organization in FY 2023? Please identify each position by completing and updating the table below.

Office Employee Assignments to Other Agencies							
Name	Title	Grade	Salary	Function	Assigned Agency	Date Assigned	Assignment likely to continue in FY 2024 (Y/N)
Brandon Starkes	Budget Management Analyst 4G	G27		CountyStat	Office of the County Executive		Y
Madison Gray	Budget Management Analyst 3G	G24		CountyStat	Office of the County Executive		Y

- 9. Please identify staff members who are currently assigned to the Office from other County agencies. Please identify each position by completing the table below.

N/A

10. Please provide a breakdown of how proposed FY 2024 compensation was derived by completing the following reconciliation. Please include all pertinent assumptions and compensation adjustments (+/-) in your response, adding specific line items for each adjustment when applicable, to ensure final compensation total agrees with the proposed compensation amount.

<b>General Fund Compensation</b>	
<b>Description</b>	<b>Amount</b>
FY2023 Approved Compensation	2,618,800
Funding for New Positions Above the Authorized FY2023 Complement (+)	112,400
Funding for FY 2024 COLA (+)	36,900
Funding for FY 2024 Merits (+)	57,600
Net changes - prior year salary adjustments, budgeted attrition, salary lapse and other changes in the staffing complement	71,700
<b>FY 2024 Proposed Compensation</b>	<b>2,897,400</b>

11. Are all positions included in the FY 2024 Proposed Budget fully funded?

Yes

**OPERATING EXPENSES**

12. Please complete the chart below regarding the FY 2022 actual, FY 2023 approved, and FY 2024 proposed operating budgets. Please add operating categories, as needed, to ensure the total operating budget is presented.

Operating Objects	FY 2022 Actual	FY 2023 Budget	FY 2024 Proposed	\$ Change BvP
Telephone	\$4,626	5,300	5,200	(100)
Printing	\$11,501	7,500	12,000	4,500
Office Automation	\$367,200	397,700	527,100	129,400
Training	\$7,578	12,700	12,700	-
Advertising	\$526	800	800	-
Travel: Non-Training	\$461	6,000	6,000	-
Membership Fees		1,000	1,000	-
Mileage Reimbursement	\$198	1,000	1,000	-
General & Administrative Contracts	\$14,083	18,000	14,600	(3,400)
General Office Supplies	\$8,138	12,000	12,000	-
Office and Operating Equipment Non-Capital		1,500	500	(1,000)
Miscellaneous	\$ 72	3,000	3,000	-
<b>TOTAL</b>	<b>\$ 414,383</b>	<b>\$ 466,500</b>	<b>\$ 595,900</b>	<b>\$ 129,400</b>

**RECOVERIES AND FUND BALANCE**

13. Please provide a list of anticipated recoveries due to the Office for each Fund (General Fund (GF), Internal Service (IS), Enterprise Fund (EF), or Grants) in FY 2023 and FY 2024 proposed budget.

Recoveries, FY 2023 and FY 2024					
	Description	FY 2023 YTD	FY 2023 Estimate	FY 2024 Proposed Budget	Fund (GF, IS, EF, Grants)
1	CIP Budget Development and Management	\$ -	\$ (70,900)	\$ (206,900)	CIP
	<b>Total</b>	<b>\$ -</b>	<b>\$ (70,900)</b>	<b>\$ (206,900)</b>	



14. Please indicate what the contributing factors are for any increases/decreases in projected recoveries.

**Vacant positions will impact the total amount of recoveries during the fiscal year.**

15. Please provide the details of the County’s fund balance level for the period FY 2020 to Projected FY 2024 using the table below. Feel free to modify the table as appropriate to reflect any new designations.

General Fund - Fund Balance					
Fund Balance Designation	FY 2020 Actual	FY 2021 Actual	FY 2022 Unaudited	FY 2023 Estimated	FY 2024 Projected
<b>Restricted</b>					
Economic Stabilization- 5%	\$ 172,149,835	\$ 188,595,465	\$ 214,897,250	\$ 213,565,455	\$ 225,328,690
Equipment Purchases	36,326,106	56,017,874	49,915,132		
Real Estate Purchases					
<b>Total Restricted</b>	<b>\$ 208,475,941</b>	<b>\$ 244,613,339</b>	<b>\$ 264,812,382</b>	<b>\$ 213,565,455</b>	<b>\$ 225,328,690</b>
Committed - Operating Reserve (2%)	72,839,796	75,438,186	85,958,900	85,426,182	135,197,214
<b>Assigned</b>					
Economic Development	32,432,547	26,868,493	28,544,346	27,244,346	19,894,346
Local Impact Grant	1,949,425	3,242,990	4,603,234		
Summer Youth Enrichment Program	1,588,760	1,043,551	316,390		
Property Sales and Acquisition and Housing Investment Trust Fund	5,488,549	5,551,807	5,524,450		
Other	26,798,414	45,269,765	50,400,681		
<b>Total Assigned</b>	<b>\$ 68,257,695</b>	<b>\$ 81,976,606</b>	<b>\$ 89,389,101</b>	<b>\$ 27,244,346</b>	<b>\$ 19,894,346</b>
Unassigned	176,189,105	235,411,143	337,038,849	326,937,162	235,480,495
<b>Total Fund Balance</b>	<b>\$ 525,762,537</b>	<b>\$ 637,439,274</b>	<b>\$ 777,199,232</b>	<b>\$ 653,173,145</b>	<b>\$ 615,900,745</b>

Annual Change Amount	111,676,737	139,759,958	(124,026,087)	(37,272,400)
Annual Percentage Change	21.2%	21.9%	-16.0%	-5.7%

\* The FY 2023 estimate and FY 2024 projected totals reflect the most recent revenue and expenditure projections as of March 2023.

The FY 2023 estimate and FY 2024 projected restricted (equipment purchases and real estate purchases) and assigned fund balance designations are determined during the closeout process. It is not possible to provide estimates for these components at this time.

16. Please provide details related to the Use of Fund Balance:
- Differences, if any, between approved and estimated FY 2023 amounts and explain any differences.

**The FY 2023 budget does not include the use of fund balance.**

- b. The purpose and amount of proposed FY 2024 Use of Fund Balance.

The FY 2024 Proposed budget includes the Use of Fund Balance as detailed below:

<u>Item</u>	<u>Amount</u>
OHS - Body Cameras	\$950,000
<u>Non-Departmental</u>	
RDA CIP - Glenarden	686,000
RDA CIP - Suitland	314,000
OIT - CIP	3,000,000
Local Business Assistance Program	3,000,000
County Surety Bond Program	3,000,000
UMMS - Dept Payment	3,954,800
EDC – Tradeshow Display Booth	56,400
<b>Total</b>	<b>\$14,961,200</b>

## WORKLOAD AND PROGRAM IMPACT

17. Please identify and quantify any known or anticipated operational or fiscal impacts that the proposed Maryland State Budget, or other action taken or being considered by the Maryland General Assembly, may have on the Office’s programs and operations?

N/A

18. Please provide an update on the CountyStat program, reasons for any changes to staffing dedicated to the CountyStat program, and the known benefits it has provided to Agencies and to the County.

In FY 2023, the program continued its revamped CountyStat Sessions to address priority issues related to beautification, flooding, permitting, procurement, reducing time to fill, and reducing violent crime. CountyStat works to refine reporting strategies and data collected to more efficiently monitor progress related to the elevated priorities. By convening all the relevant agencies which play a part in each of these priorities, we have broken down information silos and identified new ways to address issues which impede process improvement and efficient delivery of services to residents. Additionally, the CountyStat is overseeing data collection and monitoring of prompt payments made to vendors doing business with the County.

The only staffing change that occurred was the hiring of a new CountyStat manager after the former manager left the administration for another job opportunity.

19. Please provide a current listing of FY 2023 CountyStat projects and discuss follow-up efforts conducted in FY 2023 (YTD).

- As mentioned in #18, CountyStat will continue to focus on the elevated priorities; beautification, flooding, permitting, procurement, reducing time to fill and reducing violent crime; via the convening of CountyStat Sessions and ongoing monitoring/recommendation building with the appropriate agencies.
- CountyStat will continue to monitor payments made to County vendors and help develop policies to ensure payment processes are efficient and timely.
- CountyStat will continue to monitor, maintain and report required performance management data related to the American Rescue Plan Act to the U.S. Treasury. A dashboard has also been developed to launch soon which will keep leadership and the public informed on progress related to the approved projects.

20. Please indicate the top (5) issues that the CountyStat team has assisted various County Agencies within FY 2023 (to date). If applicable, please complete the table below to list the data set that was utilized, what types of issues were noted, and any improvements that have been made in response to the data provided.

Please keep in mind that the issues listed below are projects that CountyStat has addressed in addition to annual duties to maintain, analyze and prepare performance data for every agency in the County before, during, and after budget season.

- **Beautification** - The CountyStat team organized numerous in-person and remote CountyStat sessions to discuss challenges experienced by agencies and customers to develop solutions to improve service delivery for litter and illegal dumping throughout the County. CountyStat is presently engaged in aligning agencies on a comprehensive policy to pursue civil and criminal enforcement of illegal dumping. CountyStat will continue to conduct re-occurring CountyStat session in FY 2024 to address policy challenges and operational deficiencies.
- **ARPA** - The CountyStat team worked collaboratively with OMB and agencies to develop performance measures for each SLFRF expenditure and will continue to collect data from agencies on a quarterly basis until the end of the Treasury Department reporting period. Agencies aided include: The County Executive's Office, DHCD, DOE, DPWT, DSS, EPG, Health, OCR, OCS, OIT, EDC, FSC First and PGAHC.
- **Time to fill** - In FY 2023, CountyStat convened a small group of internal experts to develop strategies to improve the County's Time to Fill timeframe. In FY 2024, CountyStat will continue this work.
- **Flooding** - The CountyStat team continues its CountyStat sessions to address flood mitigation in FY 2023 and will continue this work into FY 2024.
- **Permitting** - The CountyStat team began its first round of CountyStat sessions to address permitting and will continue this work into FY 2024.

- **311 – The CountyStat team will review and refine 311 processes from service request to delivery to ensure agency service level agreements are appropriate and adequately set and meet public expectations.**

Agency Affected	Data Set	Issues Revealed	Improvements Made
DOE, DPWT, and DPIE	Litter and illegal dumping Customer Service Requests.	Identification of enforcement blind spots.	<p>A refined process to ensure accountability for illegal dumping incidents.</p> <p>A GIS map indicating primary illegal dumping locations that will dictate where monitoring and enforcement resources should be sent.</p>

**GRANTS MANAGEMENT**

21. Please elaborate on the Office’s efforts as it relates to Grant Management for FY 2023 and FY 2024 to ensure a more transparent and accountable process.

**No changes have been implemented in FY 2023 nor FY 2024.**

**OTHER ISSUES**

22. What is the status of the planned steps intended to reduce and eliminate the Worker’s Compensation deficit?

**The Office of Finance - Risk Management coordinates with the Office of Law, Corvel (Claims Administrator) and OHRM to improve claim payment and reserves. Staff are seeking loss prevention input from agencies to focus on more specific loss prevention training needs of the agencies in-order reduce accidents. These partnering agencies will continue to work together in FY 2023. The County will continue to fund claims on a PAYGO basis.**

## **COVID-19 PANDEMIC IMPACTS**

23. Does the Office receive funding related to the COVID-19 pandemic other than ARPA and CARES Act? If so, please detail the program and how the agency is spending the funds.

**The Office is allocated ARPA funding to support two LTGF staff positions and any other contractual needs related to administrative ARPA requirements.**

24. In response to the COVID-19 pandemic many County agencies implemented telework arrangements for their non-essential personnel. To what extent does the Board continue to have any non-essential employees who are teleworking?

**The Office is operating under a hybrid in-person/teleworking module. Managers are in the office 2-5 times a week, analysts are required to be in the office once a week, the support team is in the office 2-5 times a week. Although there is a telework schedule, it is understood and stated in the agreements that a staff member must come into the office on scheduled telework day if work demands require it.**

25. How, if at all, does the COVID-19 pandemic continue to affect budget and/or operations of the office?

**The Office continues to operate effectively in the post-COVID-19 environment. Staff have adapted well to the hybrid model, and we anticipate continuing in the manner operationally.**