

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT- 168

MISSION AND SERVICES

Mission - The Department of Permitting, Inspections and Enforcement (DPIE) promotes economic development and redevelopment in Prince George's County and protects the health and safety of County residents, businesses and visitors through highly integrated and efficient permitting, inspection and licensing services that ensure compliance with established building codes and property standards.

Core Services:

- Ensure compliance of proposed plans with established codes and standards for new construction and alteration of residential and commercial buildings
- Inspect residential and commercial properties to enforce compliance with County property standards, zoning requirements and building codes
- Issue licenses for various business activities regulated under applicable County and other codes

Strategic Focus in FY 2019 -

- Replace outdated ePermits system with a comprehensive electronic permitting system that integrates permit processing, plan review, inspections, licensing and enforcement functions
- Maintain gains and work towards further reducing the amount of time between permit application and issuance (including plan review and permit processing) for new Building and Site/Road development projects
- Use legislative authority to conduct administrative hearings versus court hearings to adjudicate violations regarding property standards violations and fines
- Convert extensive paper files to a digital document management and screening system
- Expand on-line permitting and licensing applications

FY 2019 BUDGET SUMMARY

GENERAL FUNDS

The FY 2019 approved General Fund budget for the Department of Permitting, Inspections and Enforcement is \$10,423,300 a decrease of \$707,700 or 6.4% under the FY 2018 approved budget.

**DEPARTMENT OF PERMITTING, INSPECTIONS
AND ENFORCEMENT - 168**

GENERAL FUND

Budgetary Changes -

FY 2018 APPROVED BUDGET	\$11,131,000
Increase Cost: Compensation - Mandated Salary Requirements	\$748,800
Increase Cost: Fringe Benefits - Increase in the fringe benefits rate from 33.1% to 33.3% and compensation adjustments	\$377,400
Add: Operating - Software and Hosting for the new ProjectFlow system	\$265,400
Add: Initiatives - Expansion - Subscription, Hosting and Hardware for the Administrative Hearing Board's new Adjudication Processing System	\$197,700
Add: Compensation - New Positions - Transfer of two plan review positions from the Department of the Environment to DPIE	\$187,500
Increase Cost: Compensation - Overtime	\$66,000
Add: Operating - Purchase of noise meters and related staff training	\$25,000
Decrease Cost: Operating - Primarily a decrease in office automation and fleet maintenance charges, offset by increases in other operating categories such as periodicals and telephones	(\$114,200)
Decrease Cost: Removal of One-Time Cost - Hardware for the Permitting and Licensing System	(\$437,000)
Decrease Cost: Recovery Increase - An increase in recoverable expenditures from the Stormwater and Solid Waste Enterprise Funds while maintaining historical recovery rates	(\$762,100)
Decrease Cost: Operating - Primarily a decrease in the spending that is needed to implement the Permitting and Licensing System	(\$1,262,200)
FY 2019 APPROVED BUDGET	\$10,423,300

SERVICE DELIVERY PLAN AND PERFORMANCE

GOAL 1 - To provide for site, road and building sustainability services for new construction and alteration of residential/commercial buildings and properties.

Objective 1.1 - Reduce the average number of days to review permit applications for new building projects and Site/Road development projects.					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
14.0	16.5	22.0	22.5	21.0	↔

Trend and Analysis

DPIE's Permitting and Licensing Division is responsible for the administration of the County's permitting functions, including permit application review and issuance related to new construction, alterations and additions as well as Site/Road permits. The Building Plan Review and the Site/Road Plan Review divisions perform plan reviews. The County's legacy permitting system collects only enough information to measure the time between permit application and issuance and does not provide the ability to track intermediate steps associated with plan screening, review and revision. DPIE began development of a fully-integrated permit and license system to replace the current system in early 2017. This new

Permitting and Licensing System will collect necessary data to track permit processing, plan review and inspection times, while providing greater accountability and transparency.

DPIE reported a modest slow-down in local building and renovations in FY 2017 that is reflected in the total revenues generated from permits and licenses. For FY 2018, there is already a building and renovation increase which is expected to continue in FY 2019 and FY 2020 as the national and regional economies rebound.

**DEPARTMENT OF PERMITTING, INSPECTIONS
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GENERAL FUND

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of site/road plan reviewers	25	24	24	28	32
Number of outside individuals certified for Peer Review Program - Site/Road	12	18	20	23	26
Number of outside individuals certified for Third-Party Plan Review - Site/Road	0	0	1	1	1
Number of outside individuals certified for Peer Review Program - Building	35	36	46	50	50
Number of outside individuals certified for Third-Party Plan Review - Building	1	1	1	1	2
Number of building plan reviewers	25	24	23	27	30
Workload, Demand and Production (output)					
Number of site/road plan applications submitted	2,702	3,184	3,360	3,400	4,900
Number of site/road plans reviewed (by cycle) by plan reviewers	7,640	5,730	4,594	6,000	9,600
Number of site/road permits issued	1,910	1,910	1,914	2,500	4,000
Number of building plan applications submitted	55,128	48,686	45,148	47,500	50,000
Number of building plan applications reviewed (by cycle)	138,882	115,735	97,819	102,000	108,000
Number of building plan permits issued	46,294	46,294	40,758	40,758	40,758
Efficiency					
Average number of Site/Road District/Utility/NPDES plans and permits reviewed per site/road plan review staff	108	133	140	121	153
Average number of building plan reviews completed per building plan review staff	2,205	2,029	1,963	1,759	1,667
Quality					
Average time (days) for DPIE building plan review	18.0	19.0	22.0	22.0	22.0
Average time (days) for DPIE site/road plan review	16.0	14.0	22.0	23.0	20.0
Average time (days) for DPIE to review permit applications for new building projects and site/road development projects	17.0	16.5	22.0	22.5	21.0
Impact (outcome)					
Reported value of site/road construction approved (in millions)	33.80	42.20	16.50	16.50	17.00
Reported value of building construction for approved plans (in millions)	\$1,020	\$1,298	\$2,003	\$2,100	\$2,500

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GENERAL FUND

Objective 1.2 - Improve the quality of permit applications submitted for review by performing building plan screening for all projects.

FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
100%	5.8%	12.5%	15.0%	18.0%	↑

Trend and Analysis

The pre-screening of plans submitted for review was initiated with the implementation of DPIE. The purpose of pre-screening is to ensure that plan packages are complete prior to beginning the plan review process. This reduces the turnaround time for plan review because the review process is not interrupted due to incomplete plans having to be sent back to the applicant for completion. DPIE continues to make progress in expanding the screening of major building projects submitted thru ePlan for Building Plan review and major Site/Road Plan review.

Currently, DPIE screens all site/road plans as well as all building commercial plans valued at over \$200,000. The target is to screen 100% of all plans regardless of value.

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GENERAL FUND

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Total Building Plan reviewers	25	24	23	27	30
Number of outside individuals certified for Peer Review Program - Building	35	36	46	50	50
Number of outside firms certified for Third-Party Plan Review - Building	1	1	1	1	2
Number of Site/Road Plan reviewers	25	24	24	28	32
Number of outside individuals certified for Peer Review Program - Site/Road	12	18	20	23	26
Workload, Demand and Production (output)					
Number of Building Plan applications submitted	40,221	48,646	45,148	47,500	50,000
Number of Building Plan permits issued	37,100	46,294	40,758	42,500	45,000
Number of Site/Road Plan applications submitted	2,702	3,184	3,360	3,400	4,900
Total number of Site/Road permits issued	1,385	1,910	1,914	2,500	4,000
Efficiency					
Average number of Building plan functional cycle reviews completed per Building Plan review staff	4,022	5,067	4,711	4,222	4,000
Average number of Site/Road plan cycle reviews completed per Site/Road Plan Review staff	422	398	336	291	368
Quality					
Average number of cycles for major Building Plan review	2.5	2.5	2.4	2.4	2.4
Average number of cycles for major Site/Road Plan review	3.9	3.0	2.4	2.4	2.4
Average time (days) for DPIE Building Plan review per cycle	18.0	19.0	22.0	22.0	22.0
Average time (days) for DPIE Site/Road Plan review per cycle	16.0	14.0	22.0	23.0	20.0
Average time (days) for DPIE to review permit applications for new building projects and Site/Road development projects	17.0	16.5	22.0	22.5	21.0
Percent of Building plans screened (based on structural plans)	5.4%	5.8%	12.5%	15.0%	18.0%
Percent of Site/Road plans screened (new submissions)	100%	100%	100%	100%	100%
Impact (outcome)					
Reported value of Site/Road construction approved (in millions)	\$33.80	\$43.20	\$16.45	\$16.50	\$17.00
Reported value of building construction for approved plans (in millions)	\$960.92	\$1,298.00	\$2,003.16	\$2,100.00	\$2,500.00
Reported value of total construction for approved plans (in millions)	\$994.72	\$1,341.20	\$2,019.61	\$2,116.50	\$2,517.00

**DEPARTMENT OF PERMITTING, INSPECTIONS
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GENERAL FUND

Objective 1.3 - Increase the percentage of Building and Site/Road development inspections completed in one day after requested.

FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
100%	85%	85%	100%	100%	↑

Trend and Analysis

The Inspections Division combines the resources of the Building and Site/Road Inspection sections. By providing greater training/cross-training opportunities, the agency is better able to deploy inspectors to where the workload is in terms of geographic location and type of inspection. This will enhance the ability to schedule and perform requested inspections within a day of request and also address unscheduled inspections relating to damaged structures.

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Total number of construction inspectors	56	50	56	61	61
Workload, Demand and Production (output)					
Number of Building inspections performed	59,658	77,425	82,500	85,000	90,000
Number of Site/Road inspections performed	31,099	36,874	33,516	37,000	40,000
Number of inspections due to complaints	2,923	6,753	8,507	9,000	9,400
Number of rescheduled inspections	14,497	15,856	16,981	18,000	18,500
Total number of inspections conducted	126,795	161,211	165,448	180,000	195,000
Number of violations issued	524	663	543	900	1,000
Efficiency					
Average number of inspections per inspector	2,264	3,224	2,959	2,951	3,197
Quality					
Average number of business days to conduct an inspection after requested by Building Inspections Section	1.0	1.0	1.0	1.0	1.0
Percentage of Building and Site/Road development inspections completed in one day after requested	83%	85%	85%	100%	100%
Impact (outcome)					
Customer satisfaction ratings for inspection services (based on a 4.0 scale)	2.08	2.17	2.97	2.98	2.99

FY 2015 and FY 2016 prior year actuals restated.

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GENERAL FUND

GOAL 2 - To provide for sustainability of existing residential and commercial properties through inspection and enforcement to ensure properties in the County are in compliance with established regulations.

Objective 2.1 - Increase the percentage of properties in compliance with County codes (property standards).					
FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
75%	59%	47%	53%	38%	↔

Trend and Analysis

The Enforcement Division is responsible for inspecting both residential and commercial properties to ensure compliance with applicable property standards codes, zoning ordinances and reduce instances of blight, which undermine property values and safety.

It is the intent of the Enforcement Division to re-inspect all properties/cases found in violation of County Code within 30 days of the legal compliance date. The agency escalates cases not in compliance with County Code for legal action (sent to Office of Law, create a tax lien, etc.) within 60 days of the compliance date.

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GENERAL FUND

Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of property standards enforcement inspectors	55	58	60	60	60
Workload, Demand and Production (output)					
Number of inspections	86,795	111,386	117,969	119,032	123,000
Number of single-family and multi-family rental housing license inspections	5,602	5,427	5,385	5,400	5,600
Number of violation notices issued	26,920	25,298	19,082	15,700	12,000
Number of re-inspections	25,590	21,814	17,048	15,083	12,000
Number of re-inspections in compliance upon re-inspection	15,098	12,788	8,073	7,965	4,500
Efficiency					
Average number of inspections and re-inspections per inspector	2,145	2,390	2,340	2,325	2,343
Quality					
Average number of calendar days to complete an inspection after receipt of request	30	30	30	30	30
Number of 311 complaints open or in-progress	307	490	1,908	600	600
Impact (outcome)					
Percent of total re-inspection cases found in compliance	59%	59%	47%	53%	38%

GOAL 3 - To provide for the timely issuance of licenses in compliance with the County Code.

Objective 3.1 - Increase the percentage of licenses processed on-line, transitioning towards a paperless environment.

FY 2023 Target	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected	Trend
100%	75%	80%	80%	80%	↑

Trend and Analysis

The Licensing Section integrates the licensing process with the ePermits system for license processing, tracking and payment; the Govolution system for credit card payment; and ID Works for prompt issuance of identification cards. DPIE's top six license types consistently generate the largest monthly revenue and are currently automated year to date. Licenses that require identification pictures and other legal documentation cannot be fully automated.

**DEPARTMENT OF PERMITTING, INSPECTIONS
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GENERAL FUND

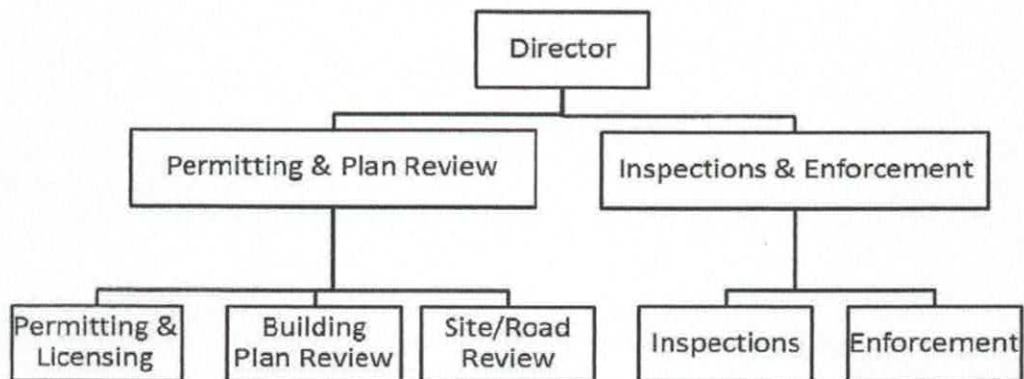
Performance Measures

Measure Name	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Resources (input)					
Number of business license staff	5	6	6	6	6
Workload, Demand and Production (output)					
Number of business licenses issued	2,206	2,668	2,237	3,000	3,300
Number of health licenses/permits issued	8,765	9,211	8,269	11,000	12,000
Efficiency					
Number of licenses/permits issued per reviewer	2,194	1,980	1,751	2,333	2,550
Quality					
Average number of business days to issues a license/permit	2	1	1	1	1
Impact (outcome)					
Percent of licenses inssued in one day	65%	75%	80%	80%	80%

FY 2018 KEY ACCOMPLISHMENTS

- Expanded the Peer Review Program to enable developers of residential and commercial properties and public facilities (i.e., County school facilities, etc.) to retain County-certified peer reviewers to expedite proposed technical plan reviews.
- Established Residential Third-Party Inspection Program to allow larger builders to utilize approved engineering firms to expedite inspections.
- Utilized Third-Party and/or Peer Plan Review teams and Third-Party inspectors to expedite numerous major projects in the County.
- Created the Administrative Hearing Unit to adjudicate property standards cases instead of sending cases to court. The new unit will reduce adjudication time and allow for faster enforcement/abatement of violations.

ORGANIZATIONAL CHART

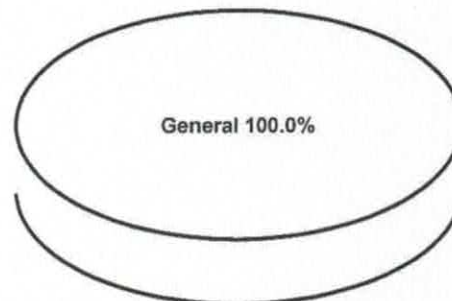


FUNDS SUMMARY

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
TOTAL EXPENDITURES	\$ 8,518,700	\$ 11,131,000	\$ 10,562,300	\$ 10,423,300	-6.4%
EXPENDITURE DETAIL					
Director's Office	2,691,636	3,743,700	3,122,400	4,243,700	13.4%
Permitting And Licensing	4,849,758	7,868,000	7,289,400	7,165,600	-8.9%
Site/road Plan Review	3,465,358	3,952,000	3,791,200	4,560,600	15.4%
Building Plan Review	2,971,377	3,441,100	3,580,600	3,470,500	0.9%
Inspections	6,080,446	6,405,200	6,237,800	6,477,100	1.1%
Enforcement	6,916,360	7,743,200	6,860,800	7,290,100	-5.9%
Recoveries	(18,456,235)	(22,022,200)	(20,319,900)	(22,784,300)	3.5%
TOTAL	\$ 8,518,700	\$ 11,131,000	\$ 10,562,300	\$ 10,423,300	-6.4%
SOURCES OF FUNDS					
General Fund	\$ 8,518,700	\$ 11,131,000	\$ 10,562,300	\$ 10,423,300	-6.4%
Other County Operating Funds:					
TOTAL	\$ 8,518,700	\$ 11,131,000	\$ 10,562,300	\$ 10,423,300	-6.4%

FY2019 SOURCES OF FUNDS

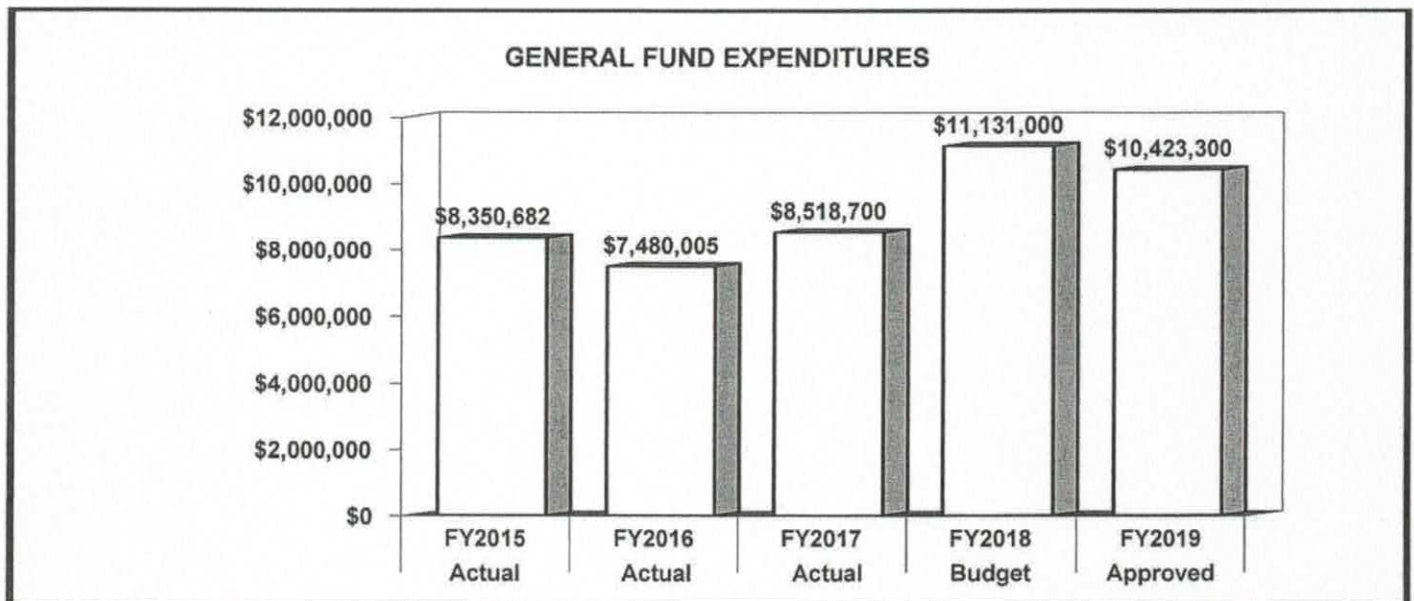
This agency's funding is derived solely from the County's General Fund and partially recoverable from the Stormwater Management Fund and Solid Waste Management Fund.



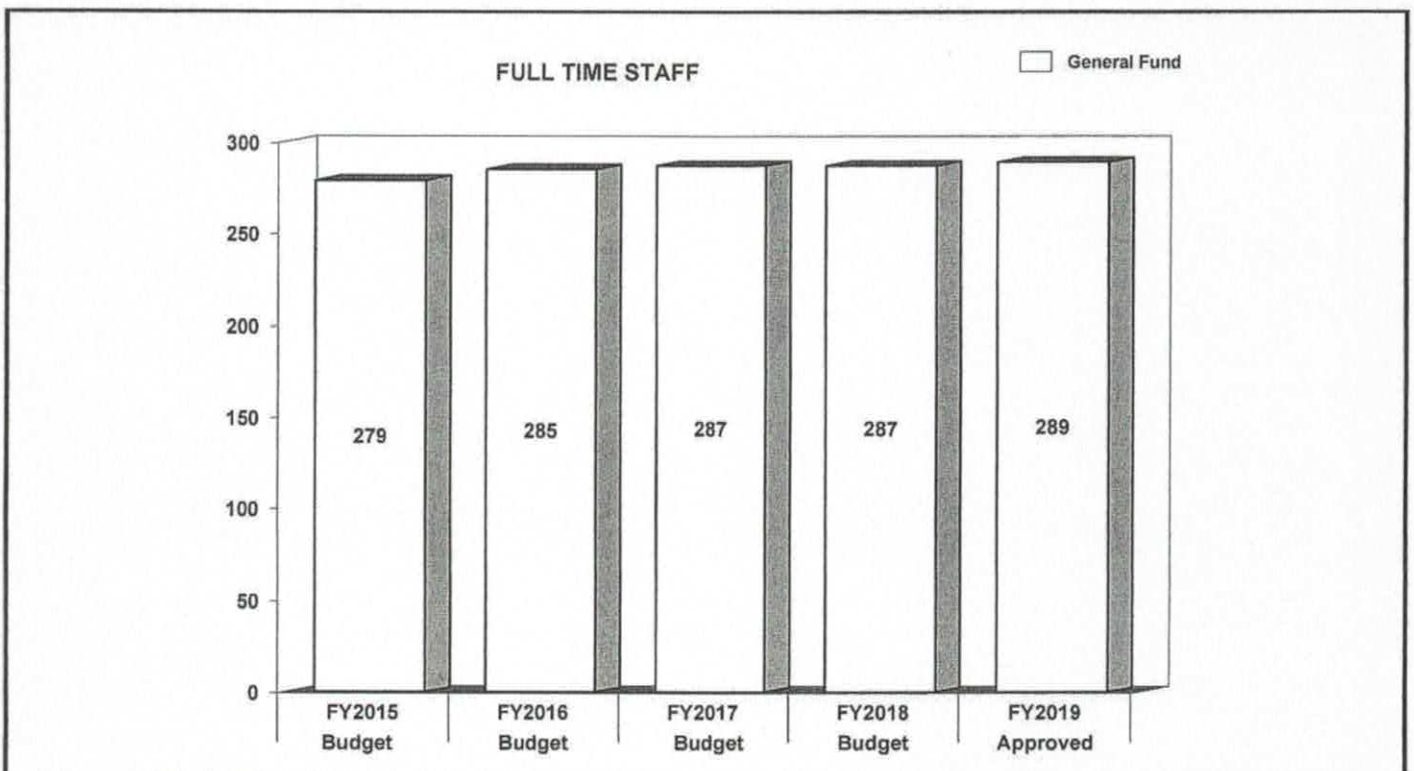
STAFF SUMMARY

	FY2017 BUDGET	FY2018 BUDGET	FY2019 APPROVED	CHANGE FY18-FY19
GENERAL FUND STAFF				
Full Time - Civilian	287	287	289	2
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian	0	0	0	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
TOTAL				
Full Time - Civilian	287	287	289	2
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Account Clerks	2	0	0
Accountant	1	0	0
Administrative Aides	22	0	0
Administrative Assistants	7	0	0
Administrative Specialists	7	0	0
Associate Directors	6	0	0
Budget Analysts	3	0	0
Construction Enforcement Officers	4	0	0
Construction Standard Inspectors	61	0	0
Deputy Director	2	0	0
Director	1	0	0
Engineering Technicians	21	0	0
Engineers	53	0	0
Environmental Health Specialist	5	0	0
General Clerks	5	0	0
Other	9	0	0
Permit Specialists	8	0	0
Permit Supervisors	5	0	0
Personnel Analysts	3	0	0
Property Standard Enforcement Officers	3	0	0
Property Standard Inspectors	60	0	0
Realty Specialists	1	0	0
TOTAL	289	0	0



The agency's expenditures increased 2.0% from FY 2015 to FY 2017. This increase is primarily driven by implementation of the Permitting and Licensing System, which is partially recoverable from the Stormwater Fund. The FY 2019 approved budget is 6.4% under the FY 2018 budget.



The agency's authorized staffing complement increased by eight positions from FY 2015 to FY 2018. This increase is the result of six engineers for plan review and two positions for the Administrative Hearing Board. The FY 2019 staffing total increases by two positions from the FY 2018 budget due to a transfer of two positions from DOE.

GENERAL FUND

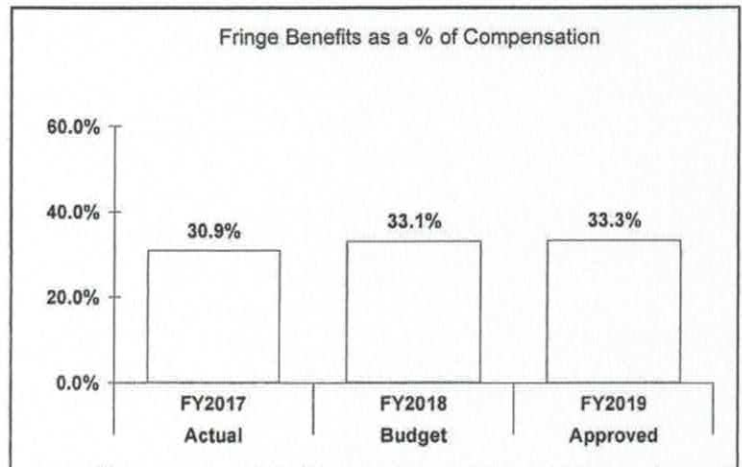
	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 16,930,244	\$ 18,522,800	\$ 17,741,900	\$ 19,525,100	5.4%
Fringe Benefits	5,230,559	6,131,000	5,479,000	6,508,400	6.2%
Operating Expenses	4,814,132	8,499,400	7,661,300	7,174,100	-15.6%
Capital Outlay	0	0	0	0	0%
	\$ 26,974,935	\$ 33,153,200	\$ 30,882,200	\$ 33,207,600	0.2%
Recoveries	(18,456,235)	(22,022,200)	(20,319,900)	(22,784,300)	3.5%
TOTAL	\$ 8,518,700	\$ 11,131,000	\$ 10,562,300	\$ 10,423,300	-6.4%
STAFF					
Full Time - Civilian	-	287	-	289	0.7%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In FY 2019, compensation expenditures increase 5.4% over the FY 2018 budget due to the transfer of two positions from the Department of the Environment and increases for merit and cost of living adjustments. Compensation costs includes funding for 289 full-time positions and two temporary/seasonal employees. Fringe benefit expenditures increase 6.2% over the FY 2018 budget due to compensation adjustments.

Operating expenditures decrease 15.6% under the FY 2018 budget, primarily due to a decrease in expenditures needed to implement the Permitting and Licensing System, which is partially offset by additional spending to implement the Administrative Hearing Board and the new ProjectFlow system.

Recoveries increase 3.5% over the FY 2018 budget to align to actual historical recovery rates from the Stormwater Fund in Site/Road Plan Review and to fully recover the costs of setting up the Administrative Hearing Board from the Solid Waste Fund.

MAJOR OPERATING EXPENDITURES		
FY2019		
Operational Contracts	\$	5,029,600
Office Automation	\$	892,500
Vehicle and Heavy Equip Main.	\$	345,200
Vehicle-Gas and Oil	\$	150,000
Telephones	\$	150,000



PERMITTING, INSPECTIONS & ENFORCEMENT - 68

GENERAL FUND

DIRECTOR'S OFFICE - 01

The Office of the Director is responsible for the direction, planning, implementation and administration of services provided by the agency's five operating divisions which include the Division of Permitting and Licensing, Division of Site/Road Plan Review, Division of Building Plan Review, Division of Inspections and Division of Enforcement. The Director works collaboratively with utility companies, State Highway Administration, Maryland National Capital Park and Planning Commission (M-NCPPC) and other government agencies to address interagency concerns.

Division Summary:

In FY 2019, compensation expenditures increase 6.0% over the FY 2018 budget due to the transfer of two positions from other DPIE divisions as well as merit and cost of living adjustments for employees. Fringe benefit expenditures increase 6.0% over the FY 2018 budget to align with compensation adjustments.

Operating expenses increase 110.3% over the FY 2018 budget due to transferring the Administrative Hearing Board funding from the Enforcement Division to the Office of the Director and funding software needs.

Recoveries increase 39.5% over the FY 2018 budget due to fully recovering new set-up costs associated with the new Administrative Hearing Board and aligning to historical recovery rates from the Solid Waste and Stormwater Management Enterprise Funds.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 1,801,692	\$ 2,590,600	\$ 2,161,400	\$ 2,747,300	6%
Fringe Benefits	576,191	890,400	721,400	943,900	6%
Operating Expenses	313,753	262,700	239,600	552,500	110.3%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,691,636	\$ 3,743,700	\$ 3,122,400	\$ 4,243,700	13.4%
Recoveries	(1,073,235)	(1,439,800)	(1,196,000)	(2,008,100)	39.5%
TOTAL	\$ 1,618,401	\$ 2,303,900	\$ 1,926,400	\$ 2,235,600	-3%
STAFF					
Full Time - Civilian	-	27	-	29	7.4%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

PERMITTING AND LICENSING - 02

This division is comprised of four sections: the Permits Administration Section, Special Services (Homeowners and Mega Projects) Suite, Business Licensing Center and Cashier's Office.

The Permits Administration Section is responsible for the core services of the agency such as application processing, plan intake and distribution, telephone coverage, records management, permit renewals, responses to public information requests, dissemination of accurate information and permit issuance. The adopted building code and the State of Maryland require that all permit records, including all paperwork and plans, must be archived in accordance with the State's regulations for file retention. In order to enhance customer service by shortening the time that it takes for the agency to perform a permit issuance, a controlled point of entry is established and intake personnel will be cross-trained for all aspects of permit applications and submittals.

The Special Services Suite was established to fast track permit processing for major projects that will enhance economic growth in the County and provide support for homeowners with smaller projects. This unit will coordinate meetings with customers and the appropriate reviewing disciplines.

The Cashier's Office accepts cash and check payments from customers paying for business licenses and all permit types, ensuring County policies and procedures are adhered to for revenue intake.

Division Summary:

In FY 2019, compensation expenditures increase 1.0% over the FY 2018 budget due to additional incumbent attrition, offset by merit and cost of living adjustments. Fringe benefit expenditures increase 5.6% over the FY 2018 budget to reflect actual expenses.

Operating expenses decrease 16.9% under the FY 2018 budget due to a reduction in expenditures associated with the Permitting and Licensing System, offset by funding for the new ProjectFlow system.

Recoveries decrease 7.8% under the FY 2018 budget due to fewer recoverable expenditures from the Stormwater Fund associated with the Permitting and Licensing System.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 2,187,484	\$ 2,452,600	\$ 1,946,800	\$ 2,476,600	1%
Fringe Benefits	719,648	828,500	628,700	875,300	5.6%
Operating Expenses	1,942,626	4,586,900	4,713,900	3,813,700	-16.9%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 4,849,758	\$ 7,868,000	\$ 7,289,400	\$ 7,165,600	-8.9%
Recoveries	(2,349,693)	(4,191,000)	(3,809,200)	(3,864,800)	-7.8%
TOTAL	\$ 2,500,065	\$ 3,677,000	\$ 3,480,200	\$ 3,300,800	-10.2%
STAFF					
Full Time - Civilian	-	43	-	43	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

SITE/ROAD PLAN REVIEW - 03

The Division of Site/Road Plan Review performs engineering plan and permit review and approval services pertaining to site grading, drainage, storm water management, floodplain, traffic, County public and private roads and site work. This division interacts with developers, engineers, architects, citizens, homeowners, County and State CIP teams, utility companies and others to assist in the issuance of approvals and permits for site related activities. This division interacts with other agencies (M-NCPPC, Soil Conservation District, WSSC, SHA, Maryland Department of the Environment (MDE) and U.S. Army Corps of Engineers) to coordinate approvals and permits compatible with approvals issued by these agencies.

Site and sound plan review previously was conducted by the Department of the Environment (DOE) and the Department of Public Works and Transportation. With the restructuring for DPIE, this division no longer provides inspection and enforcement of site related work as these functions are organized under the Inspections Division of DPIE.

The Utility/Technical Support Section implements the policy and specification for utility installation and maintenance in order to enhance the safety and convenience for the traveling public and mitigates the impact of utility work on local community residents.

Division Summary:

In FY 2019, compensation expenditures increase 18.3% over the FY 2018 budget due to the transfer of two positions from the Department of the Environment and the movement of two positions from other divisions within DPIE. Fringe benefit expenditures increase 17.3% over the FY 2018 budget to reflect the additional positions in this division.

Operating expenses decrease 24.3% under the FY 2018 budget due to removing an FY 2018 cost for hardware associated with the Permitting and Licensing System that was distributed among several divisions.

Recoveries increase 18.3% over the FY 2018 budget due to aligning to historical recovery rates from the Stormwater Fund.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 2,470,924	\$ 2,749,100	\$ 2,712,500	\$ 3,252,100	18.3%
Fringe Benefits	793,703	956,900	877,900	1,122,200	17.3%
Operating Expenses	200,731	246,000	200,800	186,300	-24.3%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 3,465,358	\$ 3,952,000	\$ 3,791,200	\$ 4,560,600	15.4%
Recoveries	(2,970,169)	(3,276,000)	(3,138,000)	(3,876,600)	18.3%
TOTAL	\$ 495,189	\$ 676,000	\$ 653,200	\$ 684,000	1.2%
STAFF					
Full Time - Civilian	-	35	-	39	11.4%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

BUILDING PLAN REVIEW - 04

The Division of Building Plan Review contains two sections that include Building Plan Review and Health Review.

The Building Plan Review Section is responsible for the following activities:

- Commercial building plan reviews for fire, structural, electrical, mechanical, ADA, energy and accessibility
- Residential building plan reviews for structural and energy compliance
- Commercial and residential sprinkler reviews
- Commercial fire alarm reviews
- Building code variances and waivers
- Administration of the Electrical Code

Staff from the Health Review Section reviews plans and performs inspections related to new well and septic systems, swimming pools and licensed food establishments.

The Water and Sewer/Plumbing/Gas Connection Review Section is included within this division and is funded by the Washington Suburban Sanitary Commission (WSSC).

Division Summary:

In FY 2019, compensation expenditures increase 0.5% over the FY 2018 budget due to the transfer of one position to another division in DPIE, offset by merit and cost of living adjustments. Fringe benefit expenditures increase 9.3% over the FY 2018 budget to reflect actual expenses.

Operating expenses decrease 20.1% under the FY 2018 budget due to removing an FY 2018 cost for hardware associated with the Permitting and Licensing System that was distributed among several divisions.

Recoveries increase 1.0% over the FY 2018 budget due to aligning to historical recovery rates from the Stormwater Fund.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 2,127,252	\$ 2,432,900	\$ 2,417,700	\$ 2,445,300	0.5%
Fringe Benefits	660,626	746,100	731,900	815,800	9.3%
Operating Expenses	183,499	262,100	431,000	209,400	-20.1%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,971,377	\$ 3,441,100	\$ 3,580,600	\$ 3,470,500	0.9%
Recoveries	(1,688,913)	(1,992,700)	(1,939,600)	(2,013,000)	1%
TOTAL	\$ 1,282,464	\$ 1,448,400	\$ 1,641,000	\$ 1,457,500	0.6%
STAFF					
Full Time - Civilian	-	33	-	32	-3%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

INSPECTIONS - 05

The Division of Inspections provides regulation of construction, development and grading activity in the County, with the exception of the City of Laurel. Division personnel perform inspections to assure community members and related stakeholders achieve the standards set by the community through the legislature and adopted as County law. This division ensures inspections of all horizontal (site grading, storm water management, road/bridge and utility) and vertical (structural, electrical, mechanical, fire-life safety, energy, and accessibility) elements of new development or improved projects.

Four sections comprise this division, including Site/Road Inspection, Residential Building Inspection, Commercial Building Inspection and Fire Prevention and Life Safety Inspection.

The Site/Road Inspection Section inspects horizontal related permits broken down into three districts, North, Central and South. In addition, site/road inspectors evaluate the existing infrastructure (bridges, sidewalks, driveway aprons, roadways and storm drainage structures) and make recommendations for modifications and the repair of these infrastructures for inclusion in the Capital Improvement Program. Utility inspectors ensure that utility work conducted in the public right-of-way is performed in a manner consistent with the County's policy and specification for utility installation and maintenance.

The Residential Building Inspection Section conducts inspections of residential construction and light commercial projects. Through the use of a combination of inspectors, staff evaluates new construction for compliance with structural, life safety, mechanical, electrical and grading requirements.

Division Summary:

In FY 2019, compensation expenditures increase 3.9% over the FY 2018 budget due to merit and cost of living adjustments. Fringe benefit expenditures increase 0.8% over the FY 2018 budget to reflect actual expenses.

Operating expenses decrease 15.8% under the FY 2018 budget due to removing an FY 2018 cost for hardware associated with the Permitting and Licensing System that was distributed among several divisions.

Recoveries increase 5.3% over the FY 2018 budget due to aligning to historical recovery rates from the Stormwater Fund.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 4,095,489	\$ 4,285,400	\$ 4,316,100	\$ 4,452,800	3.9%
Fringe Benefits	1,245,017	1,442,800	1,293,600	1,454,200	0.8%
Operating Expenses	739,940	677,000	628,100	570,100	-15.8%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 6,080,446	\$ 6,405,200	\$ 6,237,800	\$ 6,477,100	1.1%
Recoveries	(3,422,010)	(3,566,000)	(3,376,300)	(3,756,700)	5.3%
TOTAL	\$ 2,658,436	\$ 2,839,200	\$ 2,861,500	\$ 2,720,400	-4.2%
STAFF					
Full Time - Civilian	-	70	-	70	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

ENFORCEMENT - 06

The Division of Enforcement contains several sections that include Administrative Support, Residential Property Standards and Zoning and Commercial Property Standards.

This division enforces the zoning ordinance, use and occupancy permits, anti-litter and weed ordinances and the Property Maintenance Ordinance and Housing Code. It also educates residents and homeowner/civic associations about the County's community initiatives. This division's focus is on sustaining the existing structures in Prince George's County.

The Administrative Section consists of administrative aides, general clerks and public service aides who perform administrative functions.

The Residential Property Standards Section includes the Multi-Family Unit and Single-Family Unit. The function of this section is to enforce the minimum standards of the Prince George's County Housing Code. The Multi-Family Unit focuses on multi-family / common ownership housing properties. This unit responds to interior and exterior apartment complex and condominium complaints and conducts surveys of these properties. In addition, violation notices are issued to property owners for any deficiencies noted. The Single-Family Unit focuses on single-family homes.

The Zoning and Commercial Property Standards Section focuses on commercial property, responding to commercial complaints and conducting surveys. In addition, violation notices will be issued to property owners for any deficiencies noted by the inspection staff. The purpose is to enforce the minimum standards of the Prince George's County Code.

Division Summary:

In FY 2019, compensation expenditures increase 3.5% over the FY 2018 budget due to merit and cost of living adjustments. Fringe benefit expenditures increase 2.4% over the FY 2018 budget to reflect anticipated expenses.

Operating expenses decrease 25.3% under the FY 2018 budget due to transferring Administrative Hearing Board funding from the Enforcement Division to the Office of the Director and removing an FY 2018 cost associated with hardware for Citizen Service Request integration with the Permitting and Licensing System. This decrease is partially offset by additional funding for the purchase of noise meters and related staff training.

Recoveries decrease 3.9% under the FY 2018 budget due to fewer recoverable expenditures from the Solid Waste Fund related to the functions of the Administrative Hearing Board, which is now under the Office of the Director.

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 ESTIMATED	FY2019 APPROVED	CHANGE FY18-FY19
EXPENDITURE SUMMARY					
Compensation	\$ 4,247,403	\$ 4,012,200	\$ 4,187,400	\$ 4,151,000	3.5%
Fringe Benefits	1,235,374	1,266,300	1,225,500	1,297,000	2.4%
Operating Expenses	1,433,583	2,464,700	1,447,900	1,842,100	-25.3%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 6,916,360	\$ 7,743,200	\$ 6,860,800	\$ 7,290,100	-5.9%
Recoveries	(6,952,215)	(7,556,700)	(6,860,800)	(7,265,100)	-3.9%
TOTAL	\$ (35,855)	\$ 186,500	\$ 0	\$ 25,000	-86.6%
STAFF					
Full Time - Civilian	-	79	-	76	-3.8%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%