

The Maryland-National Capital Park and Planning Commission

www.mncppc.org

Proposed Annual Budget Fiscal Year 2013

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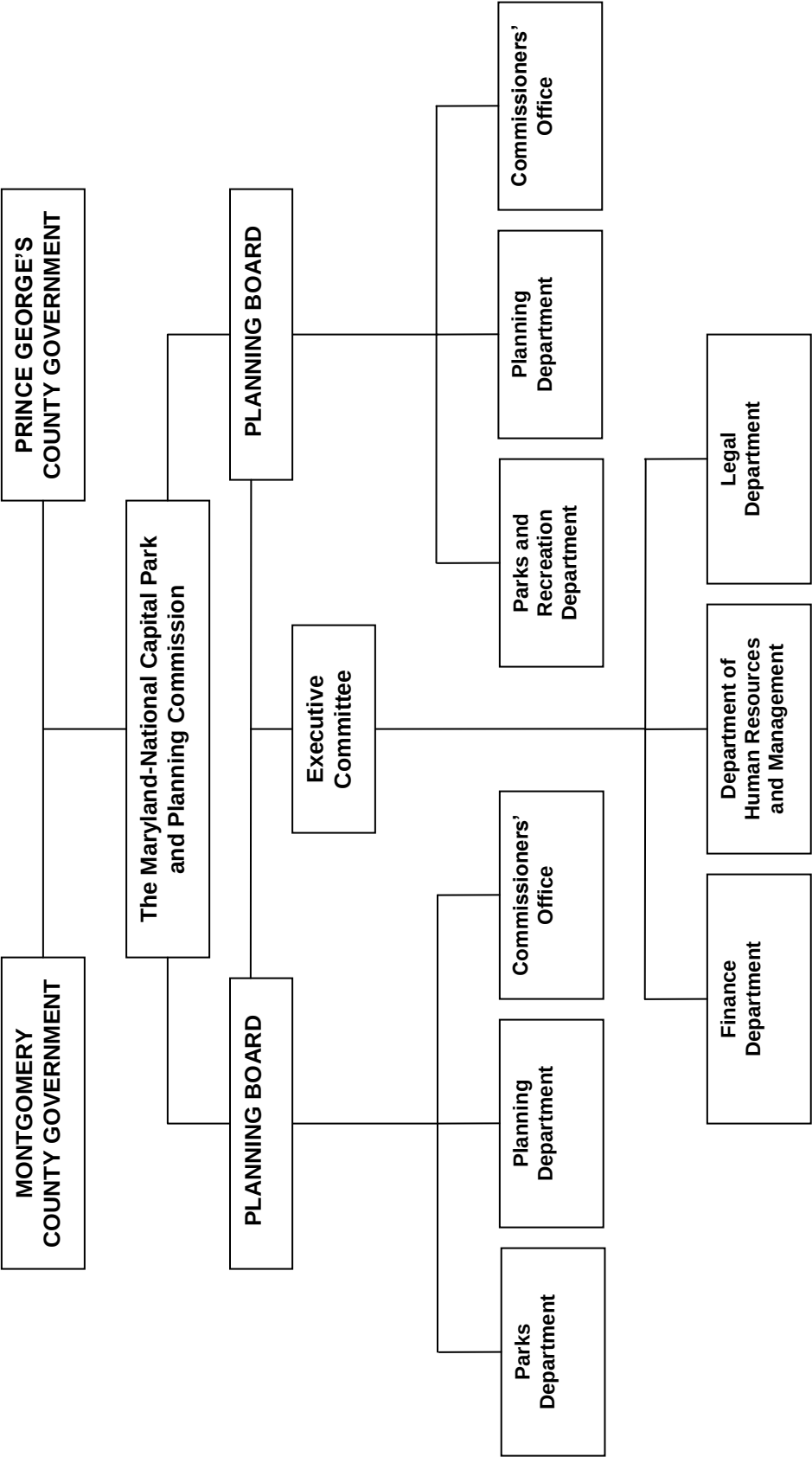
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The Government Finance Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Park and Planning Commission for its annual budget for the fiscal year beginning July 1, 2011. This award is the highest form of recognition in governmental budgeting.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

The Distinguished Budget Presentation Award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION ORGANIZATIONAL CHART



**The Maryland-National Capital Park and Planning
Commission
Proposed Annual Budget Fiscal Year 2013
Prince George's County**

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January 15, 2012

The Honorable Rushern L. Baker
Prince George's County Executive
County Administration Building
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

The Honorable Andrea C. Harrison
Chair, Prince George's County Council
County Administration Building
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

Rushern
Dear Mr. Baker and Ms. Harrison:

Andrea
I am pleased to transmit to you the FY13 proposed budget of The Maryland-National Capital Park and Planning Commission (M-NCPPC) for Prince George's County for your consideration and approval. The proposal is submitted pursuant to §2.118 of Article 28 of the Annotated Code of Maryland. In partnership with County government, M-NCPPC continues to fulfill its mission to plan, fund, and deliver quality, innovative planning and parks and recreation programs, facilities, and services to the more than 863,000-plus residents of Prince George's County, even in the face of significant economic challenges. Through innovative strategies and programs, the Commission proudly continues to build on its long record of accomplishment and leadership, while effectively moving forward into the future with new approaches and ideas to meet the changing needs of a dynamic and diverse community.

The total of tax supported funds for the Commission's FY13 proposed budget (excluding reserves and the Advanced Land Acquisition Revolving Fund) is \$239.5 million, a 2.8% decrease from the FY12 adopted budget. The total FY13 proposed budget for tax and non-tax supported funds (less reserves), including the Enterprise Fund and Special Revenue Fund, is \$267.2 million, a decrease of \$7.9 million, or minus 2.9% from the FY12 budget.

Summary of FY13 Proposed Budget Expenditures (net reserves, ALARF, and Internal Service Funds)

	FY12 Adopted	FY13 Proposed	\$ Change	% Change
Prince George's Funds				
Administration	46,531,150	46,904,600	373,450	0.8%
Park	124,737,800	124,809,200	71,400	0.1%
Recreation	74,992,200	67,756,500	(7,235,700)	-9.6%
ALA Debt	3,784	3,537	(247)	0.0%
Subtotal Tax Supported	246,264,934	239,473,837	(6,791,097)	-2.8%
Enterprise	20,439,000	19,044,000	(1,395,000)	-6.8%
Special Revenue	8,413,000	8,678,900	265,900	3.2%
Total Prince George's	275,116,934	267,196,737	(7,920,197)	-2.9%

Financially Stabilizing a Community Treasure

A tradition of committed partnership with Prince George's County and its communities has led to creation of a nationally acclaimed Parks and Recreation system — first in the nation and a treasure for our community. We are proud of this partnership, and we are proud to be able to provide these valued and needed parks and recreation and high quality planning services to the residents of Prince George's County. It is during difficult fiscal times like these, when the County's citizens rely on the Commission's programs more than ever, that we must take the actions necessary to ensure financial stability to support those programs. With a significant drop in property tax revenue for the second consecutive year, and a bleak future revenue outlook, the Commission will likely face structural deficits for the next six years.

A Proposed Budget that Achieves Financial Stability

Over the next six years, the General Fund in Prince George's County will be strained by structural deficits resulting from the weakened housing market and declining property tax revenues. This fiscal strain will be felt in all of the property tax supported funds, and most deeply felt in the Administration Fund and Recreation Fund. The Park Fund also faces a structural deficit. Fortunately, it has sufficient reserves to weather the property tax declines in the short-run, but not in the long-run.

The FY13 Proposed Budget has been developed using a multi-pronged approach to balance its tax supported funds. The approach aims to manage the structural deficits over the next six years in a manner that sustains as much of current services as is affordable.

Achieving sustainability necessarily means trade-offs: trade-offs in tax rate shifts between funds; trade-offs on project charges and Commission service reductions; trade-offs between CIP and capacity to operate facility expansion; and lastly, trade-offs on compensation costs and service delivery.

The FY13 Proposed Budget prudently balances the Administration, Park, and Recreation Funds using the following strategies:

- ✓ Moving \$1.75 from the Park Fund; shifting .75 cents of that amount to the Administration Fund, and shifting \$1.00 of that amount to the Recreation Fund.
 - The proposed tax rate shift is based on the revenues generated according to the November 2011 State Department of Assessments and Taxation (SDAT) assessable base numbers. When the final assessable base numbers are received in March, the tax rate shift will need to be reevaluated to ensure that the amount is adequate to stabilize the funds over the next six years.
 - Without a tax rate shift, the Administration and Recreation funds may face draconian budget reductions in future years. The sooner this tax rate shift can be accomplished, the more time and financial capacity will be created to reevaluate and restructure costs.
- ✓ Reducing project charges paid to the County by \$4.9 million in FY 2013:
 - Project charges paid by the Administration Fund decrease by \$800,000;
 - Project charges paid by the Park Fund decrease by nearly \$1.3 million; and
 - Project charges paid by the Recreation Fund decrease by \$2.8 million.

- ✓ Cutting operating budgets in all three funds by more than \$3.5 million:
 - Administration Fund eliminates 11 Planning Department positions, cutting more than \$950,000; another five vacancies are held open to create the funding for new proposed projects;
 - Park Fund is reduced by \$1.3 million;
 - Recreation Fund is reduced by \$1.25 million;
 - Enterprise Funds are reduced by \$477,000.
- ✓ Maintaining a smaller CIP with less Paygo and more debt financing:
 - FY13 CIP Paygo is replaced with \$22.5 million with debt financing. This action reduces the FY13 operating budget cost by \$20.5 million.
 - In FY12, the County Council reduced and deferred certain CIP projects into the future. This action freed-up cash in the CIP that had been transferred there to pay for the projects. In FY13, the Proposed Budget transfers this cash back to the Park Fund to help transition the Park Fund through the loss of property tax revenue from the tax rate shift by building up the fund balance. The amount being returned to the Park Fund is \$45.4 million.
- ✓ Reducing employer benefit costs for health insurance and pensions.
- ✓ Managing the cost pressure of wage growth while not allowing wage stagnation.

Taken together over the six-year period, the elements of the proposed plan manage the structural deficit, but do not cure it. Curing the structural deficit will depend on the most important factor affecting the deficit: the relationship between property tax revenue growth and labor cost growth. The Commission continues to explore, develop, and negotiate labor strategies that restructure total compensation costs to a manageable level, given projected property tax revenue growth rates. The wage and benefit assumptions included in our proposal are subject to current labor negotiations.

Understanding and Addressing the Structural Deficit

A structural deficit occurs when not enough new money is coming in each year to pay the costs for that year. In the short run, structural deficits can be managed by tapping into reserves (fund balance). But, in the long run, the relationship between current revenues and current expenditures must be corrected to close a structural deficit.

Structural deficits are being driven by a number of factors on both sides of the revenue and expenditures equation. Most significant on the revenue side is the decline in assessable base and the loss of property tax revenue. Since FY10, the Commission has lost more than \$50 million in annual property tax revenue. On the expenditure side, there are two costs that have contributed to the structural deficits. One is the significant increase in project charges paid to the County, which have grown from \$5 million a year to more than \$22 million a year. In addition, the normal pressure for increases in personnel costs is a significant factor influencing the structural deficits. Personnel costs make up 66% of the operating budgets for the General Fund in Prince George's County. If project charge payments were not included in the operating budgets, then personnel costs make up 72% of the budget. Accordingly, changes in these costs have a material impact on the total budget and structural deficit.

In the FY13 Proposed Budget, the following major known commitments for personnel costs are included, as well as a target amount for wage adjustments and benefit restructuring:

- No cost-of-living increase;
- No merit increases;
- Funding to eliminate the FY12 temporary pay reduction applied to Central Administrative Services (CAS) Departments;
- Medical Insurance and Benefit Costs;
- Other Post-Employment Benefits (OPEB) Pre-Funding at the level necessary to meet the 4th year target amount of the 8 year phase-in plan as determined by the actuarial study;
- OPEB Paygo funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and
- Wage and benefit restructuring targets.

As shown in the table below, the increased cost for personnel expenses is in excess of \$4.4 million. In an economic climate of declining assessable bases and falling property tax revenues, this creates immense fiscal stress in the budget. No inflation growth is budgeted for non-personnel cost increases.

**Summary of Changes in Major Employee Benefit Costs
FY13 Proposed Budget Prince George's County Funds**

	FY12 Adopted	FY13 Proposed	\$\$ Change	% Change
<u>OPEB</u>				
OPEB Prefunding	3,600,550	5,108,700	1,508,150	41.9%
OPEB Paygo	3,939,318	4,903,000	963,682	24.5%
Subtotal OPEB	7,539,868	10,011,700	2,471,832	32.8%
<u>Pension (ERS)</u>				
Subtotal Pension (ERS)	18,960,469	15,754,400	(3,206,069)	-16.9%
<u>Health and Benefits(1)</u>				
Employee Health Benefits	11,360,225	16,483,500	5,123,275	45.1%
<u>Restoration of Temporary Pay Reduction (2)</u>				
TPR	-	74,014	74,014	na
Total Change in Major Personnel Costs	37,860,562	42,323,614	4,463,052	11.8%

(1) Health and Benefits includes medical insurances (health, dental, vision, prescription), long-term disability, accidental death and dismemberment, and life insurance.

(2) Temporary pay reduction applied to the CAS Departments.

The largest personnel cost increase in the FY13 Proposed Budget is for employee health benefits, which are projected to rise by nearly \$5.1 million. In large part, this increase is due to the fact that health insurance rates have not been raised in nearly five years, while the reserves in the Group Insurance Fund were being drawn down.

The next largest cost increase is for OPEB, which is going up nearly \$2.4 million, a 32.8 percent increase. OPEB refers to the long-term costs to provide retiree health benefits. Like pension costs, an annual contribution is determined by an actuary to ensure sufficient funding for current and future retiree health benefits. OPEB is funded through two contributions. One contribution is a prefunding of the long-term liability. The other contribution is referred to as OPEB Paygo. The Paygo contribution pays for the cost of retiree health insurance as the costs are incurred in that year. In other words, it is the "pay as you go" cost of the benefit.

Fortunately, total pension costs are going down by \$3.2 million as a result of favorable market performance and a timing change in recognizing when the employer contribution is made. However, this will be a one-time decline, and it is anticipated that pension cost pressure will be reasserted in coming budget years.

Continued growth in personnel costs presents sustainability challenges given the housing market, property tax revenue outlook, and structural deficits. If these costs continue to grow unabated, the Commission may be cutting one part of its budget to pay for increases in other parts. Moreover, the significance of this dilemma is understated because the personnel cost assumptions for FY13 do not assume cost growth for merits and cost of living adjustments, generally the two largest cost drivers of structural deficits.

The Commission recognizes that it must develop strategies to manage personnel costs without compounding the structural deficits, while simultaneously maintaining wage competitiveness to retain and attract the talent necessary to deliver services. To this end, the FY13 proposed budget contains budget targets to reduce benefit costs by shifting more cost to the employee, but also includes a small increase in employee compensation, intended as a one-time payment rather than an addition to base salary, to mitigate the impact on employees.

The budget contains two strategies to help bend the cost curve for health insurance and pension. Health insurance costs are currently shared 85% employer and 15% employee. A savings target has been budgeted to shift the cost share of health benefits to that which is more comparable to the cost share in Prince George's and Montgomery County governments, consistent with the direction we received from both County Councils. We have also partnered with our labor unions in engaging a health benefits consultant to review our claims history and recommend suggested changes to contain costs. For pension costs, a savings target has also been budgeted to reduce the employer's pension contribution. It is important to state that actual changes to employee compensation are subject to collective bargaining for represented employees, and may result in a different outcome or restructuring.

With regard to wages, the FY13 Proposed Budget contains a one-time salary adjustment amount. Again, it is important to state that actual changes to employee compensation are subject to collective bargaining for represented employees and may result in a different outcome. The net FY13 budget amount for benefit cost restructuring savings and wage adjustments is \$1.52 million. For FY13 the amount budgeted for the wage adjustments is greater than the anticipated first year savings from benefit restructuring. However, in future years the savings will offset the FY13 wage adjustment.

In addition, the proposed budget contains actions to lower operating expenditures. Combined there is more than \$3.5 million in operating budget reductions in the Planning Department and Parks and Recreation Departments.

Another key component of addressing of reducing the structural deficit is reducing the project charges the Commission pays to the County. Since FY08, the project charge payments to the County have grown by 340% from \$5 million to \$22 million. The Commission is proposing to reduce project charges by nearly \$5 million in FY13.

Assessable Base and Tax Rates

The real property assessable base is projected to decrease by -7.1 percent in FY13 based on the November 2011 SDAT figures. The total tax rate in the Proposed Budget remains the same as FY12. That rate is 27.90 cents for real property and 69.75 cents for personal property. However, for each fund, the rates are based on the tax rate shift discussed above. The proposed rates are as follows:

- Administration Fund: 5.41 cents real property and 13.53 cents personal property;
- Park Fund: 15.44 cents real and 38.60 cents personal;
- Recreation Fund: 7.05 cents real and 17.62 cents personal.

Impact of the Property Tax Rate Shift

One of the most important components of the Proposed Budget is the tax rate shift from the Park Fund to the Recreation Fund and Administration Fund. The tax rates supporting these funds are not applied the same to all residents in Prince George's County. Depending on where one lives in the County, the Commission's four tax rates may be levied differently to support operations.

1. Residents of the City of Laurel (as of July 1, 1997 boundary definition) pay the Recreation tax and Advanced Land Acquisition (ALA) tax (currently at zero).
2. Residents of the City of Laurel (annexed between July 1, 1997 and July 1, 2008), pay the Recreation, Park and ALA taxes.
3. Residents of the cities of Greenbelt and District Heights (as of July 1, 1995 boundaries), and elections districts 4 and 8 (as of July 1, 1966 boundaries, pay Recreation, Administration, and ALA tax rates.
4. All other residents in Prince George's County pay the Recreation, Park, Administration, and ALA tax rates.

Because of these differences, the impact of the tax rate shift means a tax reduction for some people, no tax change for others and an increase for some. To help illustrate the impact, the following table shows the impact of the proposed shift based on the taxes paid for a \$100,000 home. The largest impact would be an increase of \$18 per \$100,000 of tax assessable real property. That increase would be in Resident Group 3. It is important to remember that those residents who would see a slight increase in taxes did not have their taxes raised when the rates were increased by 3.5 cents in the Park Fund in FY 04. However, they did receive a benefit. For example, these residents have seen an expansion in community center services and other recreation programs that were financed by bonds with interest and principal paid by the Park Fund. These residents also have access to regional facilities and receive services from the Planning Board and Planning Department. During these difficult times, there are trade-offs and we do not lightly ask residents to pay more for services. The additional investment will help to maintain programs so vital to the quality of life in Prince George's County.

FY13 Proposed Budget
Impact of Proposed Tax Rate Shift per \$100,000 of Tax Assessable Value (Real Property)

	Current Real Property Tax Rate Paid	Proposed Rate with Tax Rate Shift	Dollar Impact of Tax Rate Shift
Resident Group 1: Within Laurel's boundary as it existed as of July 1, 1997	6.05¢	↑ 7.05¢	\$10
Resident Group 2 Within the incorporated limits of Laurel annexed between July 1, 1997 and July 1, 2008	23.24¢	↓ 22.49¢	(\$8)
Resident Group 3 Incorporated limits of Greenbelt or District Heights as of July 1, 1995 or election districts 4 and 8 as of July 1, 1966	10.71¢	↑ 12.46¢	\$18
Resident Group 4 All other residents	27.90¢	27.90¢	\$0

FY13 Work Program Highlights

FY13 Initiatives – Planning Department: The Planning Department's budget proposal is \$34.8 million, a 2.3 percent decrease from the FY12 adopted budget. There is a decrease of eleven career positions which includes ten full-time career positions and one cost shared position with the Prince George's County Planning Board Chairman's Office. The Department's FY13 work program includes funding for ongoing development review, planning, data maintenance activities, community/municipal outreach, and information technology purchases to replace the Department's storage area network server and back-up data systems. The proposed budget also includes funding for eight new projects/programs to begin in FY13 which includes the Anacostia Waterfront Park Pedestrian and Bicycle Area Access Study, Climate Change Study, Prince George's County Food Systems Study, Prince George's County Golf Course Feasibility Study, Central Branch Avenue (MD5) Sectional Map Amendment, College Park/Riverdale Park Transit District Development Plan/Transit District Overlay Zone, Countywide Functional Master Plan for Parks, Recreation and Open Space and a Transit Oriented Development Public Education and Outreach Program. The Planning Department's proposed projects and programs are geared around the Department's core services with a major emphasis towards transit oriented development initiatives and plan implementation. The update to the Prince George's County General Plan continues.

FY13 Initiatives – Department of Parks and Recreation: The general fund budget for Parks and Recreation is \$192.6 million, or -\$7.2 million below the FY12 adopted level. Initiatives for the Department of Parks and Recreation include working with the County Council, Planning Board and citizens of Prince George's County to adopt and approve a Functional Master Plan for Parks and Recreation as well as update our Comprehensive Recreation Plan to better serve our community.

We also plan to enhance our partnership with the USA Swimming Foundation to expand opportunities for Prince George's County Public Schools student participation in the "Make a Splash in School" water safety program.

Another key initiative is to develop and implement a social media marketing plan for Senior Services using the "Changing the Way We Age" campaign to promote senior activity centers, special events, and use of free senior ID cards.

In FY13, the Commission will continue to be part of the historical commemoration of the War of 1812 Bicentennial celebration. In FY13, we will have program initiatives to support commemoration of the War of 1812. The programming will reach its pinnacle in 2014, coinciding with the 200th anniversary of the British march through parts of Prince George's County on their way to attack Washington D.C.

Enterprise Fund

The proposed budget for the Enterprise Fund is \$19.0 million, a decrease of -\$1.4 million or -6.8% from FY12. Restoring funding for the fourth year of the eight year OPEB phase-in costs the Fund \$280,600. The decrease for FY13 includes eliminating two (2) career positions and achieving additional savings from cost reductions of discretionary non-personnel costs, and decreasing expenses for the biennial dredging operations at Bladensburg Waterfront Park.

Cost reductions will enable us to reduce the subsidy transfer from the Recreation Fund, which decreases from \$10.1 million in FY12 to \$9.0 million for FY13, a reduction of -11.7%. Approximately 47% of the revenues in Enterprise operations are transferred to the Fund from the Recreation Fund. The transfer supports programs that provide needed services and activities for County residents, but are unable to be self-sustaining.

Nearly two-thirds of the tax subsidy supports operations and management of such services and activities at the Show Place Arena and the Prince George's Sports and Learning Complex. The Commission's policy remains turning away no participant solely on the basis of ability to pay, and encouraging broad participation and access to services for all County residents and citizens throughout our facilities. The Sports and Learning Complex exemplifies this policy by providing state of the art equipment and facilities, along with world class programs, to a wide range of users for very modest fees.

Spending Affordability

The Commission met with the Spending Affordability Committee in November and provided the Committee an update of our Six Year Operating Plan. We find the Spending Affordability process beneficial, as it focuses our attention on a long-range financial viewpoint and provides a regular opportunity for the useful sharing of information. The six-year projection process highlights potential fiscal problems early on in order to enable identification and implementation of strategies designed to maintain the solid financial position of the Commission. We appreciate the efforts of both branches of government in this process. I am happy to say that our budget proposal complies with the recommendations of the SAC.

The Commission continues to embrace our mission, and employ our collective knowledge, creativity and expertise, to provide the very best in planning, parks and recreation services for the residents of Prince George's County. We also remain committed to working closely with the County to address the impacts of the economic downturn we are all experiencing, within the confines of our agency's long-term financial viability.

We pledge to work with you toward improving the County economy through intelligent growth policies, through the efforts of one of the finest park and recreation operations in the country, and as

a major employer, economic driver, and steward of open space in the County. The Commission owns over 27,000 acres of land, or approximately 9 percent of the total acreage, in the County. We recognize that people moving into the area are attracted to the County in part by the broad range of high quality services we provide. The local economy is stimulated through our capital program, which funds tens of millions of dollars in local planning, design and construction activity and through contracts with local businesses for everything from office supplies to recreational programming to planning consultant contracts. M-NCPPC employs over 700 county residents in career Commission employment and thousands more in seasonal employment.

Thank you for the opportunity to highlight our budget priorities and plans for the continued success of our ongoing partnership. We look forward to working together during the next few months as you review this proposal, and collaborating with you to find mutually beneficial ways to continue vital programs and services for our customers and the residents of Prince George's County.

Sincerely,

A handwritten signature in black ink, appearing to read "Betty", written in a cursive style.

Elizabeth M. Hewlett
Chairman

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One
Commission

Mission

Strategic
Focus

- **A Leader in Managing Public Resources and Delivering Quality Customer-Focused Services**

- **Manage physical growth and plan communities**
 - **Protect and steward natural, cultural and historic resources**
 - **Provide leisure and recreational experiences**
-

- **Mission-driven Core Services:** Delivery of quality, high performance programs and services directly related to the statutory mandates of Article 28.
 - **Revenue Diversification:** Outreach for additional funding sources such as public/private partnerships and grants to diversify revenue sources and reduce reliance on the property taxes as a source of funds; development of fee structure for services and programs with an overall goal of covering cost but also recognizing equity and ability to pay realities; encouraging active volunteer participation to augment programs, services and service delivery.
 - **Customer Focused Programs:** Maintain on-going communication with users, key stakeholders and funders to determine needs, service performance and receive feedback. Use this information to help develop programs, facilities and services.
 - **Management and Employee Accountability:** Establish clear lines of accountability at all levels of the Commission that customers are a priority, innovation is promoted, service capacities are continuously developing and productivity is constantly improving.
 - **Contemporary Technologies:** Facilitate programs and services by advanced information technologies improving the flow of information and access to services by customers and stakeholders.
 - **Prioritized Capital Improvement Program:** Manage and direct the Commission's capital program in a method that permits the operating budget to absorb the impact of implementing new programs, facilities and services.
 - **Performance Measurement:** Promote greater efficiency, increase fiscal responsibility and meet customer and stakeholder expectation through a performance measurement system that reports and produces information to plan, monitor, evaluate and adjust programs and services.
-

BUDGET GUIDE

The Commission generates two budget documents annually – one for Montgomery County and one for Prince George's County. Each budget contains detailed information on the proposed operating budget and summary information on the Commission's proposed capital budget and capital improvement program (CIP).

Budget information is primarily organized by department and division to clearly and consistently show the planned use of resources in a standard layout across the multiple service areas in Montgomery County, Prince George's County, and Central Administrative Services. In prior years, there have been differences between the budget submissions for the two counties, primarily because of issues unique to one County or because one County has requested additional or specific information. One specific request has been from the Montgomery County to provide budget information at the specific program level. In the past this request has been incorporated into the Proposed Budget Book. This year the detailed program budget information will be provided to Montgomery Council and County Executive in a supplemental Program Budget Book covering the Montgomery Planning Department and Parks Department. This supplemental will be delivered to the Montgomery Council before the end of February 2012.

BUDGET STRUCTURE & CONTENT

The budget begins with a **Transmittal Letter** from the Planning Board Chair to the County Executive and Council. The letter provides background information, summarizes the budget request, and highlights pressing issues. It establishes the framework and context under which each department's budget should be considered.

This section is followed by the **Budget Guide**, which introduces the structure and content of the budget book, explains the basis of accounting and budgeting, and also provides a brief description of the budgetary process and timeline.

Background and Policies are next, which provide the following information:

- Historic, geographic and demographic information on the County.
- Discussion of how the Commission defines and serves its customers.
- The Commission's fiscal policies, and fund structure.
- The Commission process for determining long-range fiscal projections.
- The Commission's performance measurement initiatives.

The next section, **Budget Issues**, discusses significant revenue and expenditure issues that impact both the FY13 budget and the Commission's long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget's development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.

The final summary section at the front of the budget, the **Fiscal Summaries**, includes a series of charts and graphs detailing the financial aspects of the proposed budget. They include the following:

- Budget summary for the entire Commission (Montgomery and Prince George's Counties).
- Total revenue and expenditures for all funds shown in pie charts
- Total revenues and expenditures for the tax-supported funds (note: the tax-supported funds include the Advance Land Acquisition Fund, which is a debt service fund and not part of the Commission's General Fund operations)
- Projected end of fiscal year fund balances
- History of General Fund revenues, expenditures and fund balances
- History of recent tax rates and assessable base levels by fund
- Fund structure, broken down by individual fund
- Expenditures by department for all funds
- Summaries of revenues, expenditures, positions and workyears by fund

Department Budget Pages

This section of the document explains the budget for the departments. In Montgomery County it is comprised of:

- The Commissioners' Office
- Central Administrative Services (CAS):
 - Department of Human Resources and Management
 - Department of Finance
 - Legal Department
 - Internal Audit Division
 - Merit System Board
 - CAS Support Services
- Department of Planning
- Department of Parks and Recreation

To the extent possible, departments are grouped by Fund. In Prince George's County, for example, the three component units of the Administration Fund – the Commissioners' Office, CAS and the Planning Department are ordered first. The Department of Parks and Recreation section includes the Park Fund and the Recreation Fund. Program budgets have been combined to show total program budgets for those programs that are cross funded by the Park and Recreation funds. The section also includes Enterprise Funds and a brief discussion of the capital program. Most departments present their budget at different levels:

Department Level

Department level budget pages begin with the Department's organization chart. Key information includes:

- An **executive overview** that describes the department's mission, how it is organized and how it serves its customers.
- A **budget overview** providing highlights of the proposed budget, how it has changed from the previous year, and the impact the budget may have on programs and staffing levels.
- FY13 **major changes** highlighting strategic, operational and budgetary changes.
- **Accomplishments** for the current fiscal year.
- **Charts** detailing expenditures by type (personnel services, supplies and materials), by fund, and by division.

Division Level

Following the departmental level discussion, the budget highlights individual divisions. The general outline for division review is shown below:

- A **divisional organization chart**
- A summary of proposed **divisional budget and workyears**
- A statement of **division goals**
- A short **division overview** explaining the scope of division work
- FY13 **major changes**
- Relevant performance measures

Program Level

At the program level, the following information is provided:

- A description of the **program**
- A **summary of program budget and workyears**
- FY13 **major changes**, if applicable

Other Funds

The Budget Book also provides information on funds that are not included in the department section of the Proposed Budget Book. These are referred to as Other Funds and include the following:

- **Advance Land Acquisition Funds**
- **Internal Service Funds**
- **Special Revenue Funds**

There is an executive overview for each of the Other Funds explaining its structure and purpose, a budget overview identifying relevant information on the proposed budget, a summary table of revenues, expenditures, positions and workyears, and proposed budget year major changes, if any. The Special Revenue Fund also provides information by specific program.

The Advance Land Acquisition Fund, Internal Service Funds and Special Revenue Funds Sections can be found towards the end of the budget document.

Capital Improvement Program

Summary information regarding the CIP is provided in the operating budget books. In the Prince George's County document, the capital budget section includes:

- Executive overview
- Funding summary by funding sources
- Projected annual operating and maintenance costs associated with completed capital projects over the following six years
- Listing of all acquisition and development projects proposed for funding over the next six years
- Charts showing the current stage of completion for all existing projects
- Charts showing the FY13 payment on outstanding bonds, the remaining principal and interest rate, as well as the Commission's payment obligation on these bonds over the life of the bonds.

The Commission does not display dollar amounts for acquisition projects, so as not to influence the purchasing process. The Commission does not publish a separate document for the Capital Budget and CIP. Readers interested in project description detail for individual projects should consult the capital budget documents prepared by the respective County governments. They are generally published by March 15th by both the Montgomery and Prince George's County governments.

Appendix

The final section of the budget provides a glossary of relevant budget terms and other information to help with understanding and interpreting the budget.

BUDGETARY BASIS

Basis of Accounting

The General, Capital Project, Debt Service and Special Revenue Funds are maintained on the current financial resources measurement focus and the modified accrual basis of accounting under Generally Accepted Accounting Principles (GAAP). Revenues and expenditures are recorded in the accounting period in which they become both available and measurable. Tax revenues are recognized when they have been levied, are due on or before June of each year, and collection is expected within 60 days thereafter. All other revenue sources are recorded on the accrual basis of accounting. Expenditures are generally recorded as the liabilities are incurred. The exception to the rule is that principal and interest on general long-term debt are considered expenditures when due. All proprietary funds (Enterprise and Internal Service) are maintained on the accrual basis of accounting under which revenues are recorded when earned and expenses are recorded when incurred.

Basis of Budgeting

The Commission maintains budgetary controls to assure compliance with legal provisions embodied in the annual budget approved by the Montgomery and Prince George's County governments, and in Article 28 of the Annotated Code of Maryland. Formal budgetary integration is employed as a management control device for the General Fund and the Special Revenue Funds. The budget for the General Fund is adopted on a basis consistent with GAAP except that encumbrances are treated as expenditures within the current fiscal year and inventories are treated as expenditures when purchased.

The Commission is authorized to transfer budget appropriations of up to 10% for each account, project, department or function as defined in the approved budget, but may not alter total expenditure authority without approval of the respective County Council through a budget amendment. Budgets may be amended by Resolution by the respective County Council on its initiative, or at the request of the Commission, and only after receipt of recommendations from the County Executive and public hearings.

The Commission's expenditures may not exceed the total approved budget for its General Fund and Special Revenue Funds without prior approval. In Prince George's County, after Council notification, grant funds may constitute an automatic approval of expenditure authority. Unencumbered expenditure authority for the General Fund and Special Revenue Funds lapses at the end of the fiscal year and is rolled into the next year's fund balance. Capital project appropriations do not lapse until the project is completed.

The budget plan for the proprietary funds serves as a guide to the Commission and is not a legally binding limitation. Facilities in the Enterprise Funds must be able to respond to consumer demand; the Commission's enabling legislation does not require strict expenditure limitation, but requires that increasing expenditures are offset by increasing revenues. For example, if increased participation in ice rinks generates more revenue, additional maintenance expenditures may be permitted to support greater attendance.

BUDGET PROCESS

Budget development at the Commission is a collaborative, iterative effort which uses input from many sources. The process involves citizens, agency staff, and appointed and elected officials. The Budget and Management Office of the Department of Human Resources and Management in Central Administrative Services coordinates the preparation, development, defense and monitoring of the operating budget with active participation and contribution from budget coordinators and field staff from all departments.

Planning for the proposed budget begins in July. The Budget and Management Office develops preliminary six-year projections including revenue projections for the next fiscal year after incorporating inputs from the County (Finance Department in Montgomery and Office of Management and Budget in Prince George's) and individual departments. Preliminary salary and benefits projections by position are prepared and distributed to each department. Budget guidelines, including major budget assumptions and other budget development information, are then prepared and disseminated to each department. In the

fall, a rigorous review period is conducted by the respective Planning Boards, which review, modify, and approve each department's budget proposal typically by early December. At its December meeting, the Commission approves the proposed operating budget of the Commission for transmittal to the respective approving bodies.

On or before January 15, the Commission submits to the County Executive and Council of each County the proposed annual operating budget for the respective accounts of the General Fund (including park debt service) and Special Revenue Funds and a budget plan for the respective County Enterprise and Internal Service Funds. The budget of the Capital Projects Funds and six-year expenditures plans are submitted prior to November 1, every other year in Montgomery County as a biennial process. In Prince George's County the Capital Projects Funds and six-year expenditure plans are submitted by January 15. These budgets and plans include the means of financing them.

By April 1, the County Executive transmits the budget, with recommendations, to the County Council. The County Council reviews the budget and conducts one public hearing in April on the operating and capital budgets and plans. State law requires final adoption prior to the beginning of the new fiscal year on July 1.

The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.

Development of the Operating Budget

Staff Develops Budget Parameters	July to Aug 2011
Budget Overview with Planning Board	Sept. to Nov. 2011
Staff Develops Budget	Sept. to Nov. 2011
Planning Board Work Sessions	Sept. to Dec. 2011
Commission Approves Proposed Budget	Dec 15, 2011
Staff Produce Proposed Budget Book	Dec. 2011 to Feb. 2012
Submit Proposed Operating Budget to County Executive and County Council	Jan. 17, 2012
County Executive Makes Recommendations	Jan. 15 to April 1, 2012
County Council Holds Public Hearings	April 2012
County Council Reviews Budget	April 2012
County Councils Meet Jointly	May 2012
County Councils Adopt Budget	By June 1, 2012

BACKGROUND

AUTHORITY AND PURPOSE

The Maryland-National Capital Park and Planning Commission (the Commission) was established by the Maryland General Assembly in 1927. The Commission serves the bi-county area of Prince George's and Montgomery Counties. This area has a population of close to 1.8 million citizens and extends over 1,000 square miles adjacent to the Nation's Capital. The purpose, powers and duties of the Commission are found in Article 28 of the Annotated Code of Maryland. Pursuant to this Article, the Commission is empowered to:

- Acquire, develop, maintain and administer a regional system of parks defined as the Metropolitan District;
- Prepare and administer a general plan for the physical development in the areas of the two counties defined as the Regional District; and
- Conduct a comprehensive recreation program for Prince George's County.

The Commission is a nationally recognized planning, parks and recreation agency. M-NCPPC is the only five-time gold medal winner of the National Park and Recreation Award for Excellence, and is one of 88 park or recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

PRINCE GEORGE'S COUNTY PROFILE

Prince George's County, established on April 23, 1696, was governed by County Commissioners until the election of Charter Home Rule in 1970. Under Home Rule, the elected County Executive forms the executive branch of government, while nine (9) County Council members, each elected from a separate district, comprise the legislative branch.

Prince George's County lies in central Maryland east of the Fall Line, a geographic line of demarcation separating the coastal plain from the upland plateau, which is west of the Line. The County is bounded by Montgomery County and Washington D.C. to the west, Howard County to the north, Anne Arundel and Calvert Counties to the east, and Charles County to the south. The County contains 27 incorporated municipalities within its 487 square miles (311,680 acres). The Commission provides over 27,000 acres of parkland within the County (close to 9% of the total land area in Prince George's County).

THE RESIDENTS WE SERVE

One of the County's greatest resources and strengths is its diverse citizenry. According to the U.S. Census Bureau statistics (2010 Census), the County's population is currently estimated at 863,420 with African-Americans representing 64.5% of that population. Approximately 16.4% of the County population is estimated to be foreign born.

Of the County's population aged five or older, 81.1% speak only English at home. Approximately 18.9% speak other languages, with 9.7% speaking Spanish, 3.7% other Indo-European languages, 2.6% speaking Asian or Pacific Island languages and 2.9% speaking other languages.

Approximately 52% of the County's residents are female. While the median age of a County resident is 34.8 years, approximately 25.4% of County residents are secondary school age or younger (under 18 years old), and approximately 19.4% are age 55 or older. The median household income in the County is \$70,733. While this median level is over 37% greater than the nation household median, it is also the case that 4.9% of households have income below the federal poverty level. Family households account for 66% of County households. The 2009 median value of a home in Prince George's County was \$326,700. Close to 30% of County residents over age 25 have at least a bachelor's degree. Approximately 12.2% of County adults hold a graduate or professional degree. Conversely, approximately 13.1% of County adults did not graduate high school. The County's labor force for 2009

was 477,935 with an unemployment rate of 5.5%. The County's Board of Education's preliminary September 2011 Enrollment Report lists an enrollment of 124,166 pupils in the County's public schools.

CUSTOMER DEFINITION AND FOCUS

It is important for the Commission to justify its operations based on the services it provides to its customers. First we must clearly define our customer base, ascertain their needs and desires, and then communicate the services we can provide. The information that follows defines our customer base and explains the benefits of Commission programs and services.

It is not always clear who is a Commission customer. Many are very visible, while others are not. Commission offices provide services within the Commission itself. For example, the Finance Department serves Commission employees through its payroll function. The Planning Department regularly assists the Parks Department in defining future needs for park acquisition and development. Certain external customers are also easily identified. The County Council and the Office of Management and Budget closely scrutinize and monitor our operations. As part of that process, we supply an annual budget proposal, backed by supporting documentation as requested. We also work closely with other governmental units on a variety of issues, such as working with the County and the Board of Education on identifying adequate sites available for future school user.

There are also the customers who actively seek out, use and enjoy our services. Golfers play our fine courses; ice skating enthusiasts enjoy afternoons at the Wells or Tucker Road facilities; walkers, joggers and bicyclists utilize our vast system of trails; people stop by our information counter seeking assistance in understanding the permitting process or questioning why another housing development is being built in their neighborhood. These are obvious examples of Commission customers.

The Commission provides many services that benefit all citizens and residents indirectly. Consider, for example, our stream valley parks. The Commission actively seeks to acquire land along County streams to serve as a buffer against water pollution due to development. This green infrastructure reduces the levels of pollution and sediment going into the stream, thus improving water quality. Since people no longer get their drinking water directly from streams, it may not sound important. However, these streams flow into rivers that either a) supply the raw water that the Washington Suburban Sanitary Commission utilizes to provide potable water to citizens of both Montgomery and Prince George's County; or b) eventually flow into the Chesapeake Bay. Protecting our stream valleys and reducing the level of silt and pollution entering those water supplies is a major benefit to our communities and to society at large.

Along the same lines, consider the impact that the Commission's reforestation efforts have had on the air quality in the region. Also, consider the time and effort Commission planners spend reviewing requests for housing developments to ensure that they are not built in flood plains, or on ground otherwise unsuitable for development; that they are spaced properly; that there are amenities such as adequate open space and sidewalks; and that existing and planned infrastructure can adequately support the development. When these factors are considered, it becomes clear that all the County's residents, visitors and neighbors (water and air quality know no man-made boundaries) are customers of the Commission.

ORGANIZATION

The Commission is a bi-county agency, serving Montgomery and Prince George's counties. It is empowered under State law to acquire, develop, maintain and administer a regional system of parks in a defined Metropolitan District, and to prepare and administer a general plan for the physical development of a defined Regional District. In Prince George's County, the boundary for the Metropolitan District covers the entire County with the exception of three municipalities (District Heights, Greenbelt and Laurel), and all or part of two (2) election districts centered in Aquasco and Nottingham. The boundary for the Regional District covers the entire County, with the exception of the City of Laurel. Unlike in Montgomery County, the Commission operates recreational programming in Prince George's, and provides these services across the entire County.

The Commission consists of ten (10) members – five (5) from each county. In Prince George's County, the five (5) Commissioners are appointed by the County Executive, subject to confirmation by the County Council. A Commissioner from each county serves as chair and vice-chair of the Commission, and the chairmanship rotates annually between counties. Terms of office are staggered, and no more than three (3) of the five (5) Commissioners from either county can belong to the same political party.

The Commission coordinates and acts collectively on regional and administrative issues, and divides into the two respective County Planning Boards to conduct all other matters. Organizationally, there are seven departments. In Prince George's County, these are the Department of Planning and the Department of Parks and Recreation; in Montgomery County, these are the Department of Planning and the Department of Parks. The Human Resources and Management, Finance, and Legal departments comprise the Central Administrative Services (CAS) that supports operations in both counties.

The budget for the CAS staff functions is divided between the two counties based on service levels where applicable. Other CAS services due to the nature are divided equally, such as Merit Board. The budget for CAS units must be approved jointly by both counties. If the two counties cannot reach agreement on the budget for Central Administrative Services, the budget, as proposed by the Commission, is automatically implemented. Unlike the remainder of the budget, which must be adopted by June 1st, the two counties have until June 15th, under State law, to reach agreement on the budget for CAS.

FUNDS AND FUNDING SOURCES

Under the statutory authority provided by State law, the Commission's park, recreation, planning, and general administrative functions are financed primarily by five (5) statutorily designated property taxes that must be levied on a separate county basis. In Prince George's County, county-assessed property taxes support approximately 94% of the Commission's tax-supported operations. The remainder of the revenues is derived from grants, interest, fees and charges, and fund balance.

The five (5) funds are separated within the General Fund, as follows:

District by County	Tax & Fund	Purpose
Regional District Montgomery County	Administration	Planning, Zoning, and General Administration
Metropolitan District Montgomery County	Park	Park Acquisition, Development and Park Operations
Regional District Prince George's County	Administration	Planning, Zoning, and General Administration
Metropolitan District Prince George's County	Park	Park Acquisition, Development and Park Operations
Prince George's County	Recreation	Comprehensive Public Recreation Program

Note: Park Tax in Montgomery County includes a statutorily required Park Maintenance Tax.

In Prince George's County, there are four tax-supported funds. Three of the four tax-supported funds constitute the Commission's General Fund, which is the Commission's primary operating fund, and is used to account for tax and non-tax revenues that fund general Commission operations. The tax-supported funds are listed below.

The Administration Fund was established to support current operational and administrative expenses. These include the costs necessary to exercise the powers and functions granted to the Commission, as well as the Commission's planning function. Additionally, funds to support staff operations serving the entire Commission, such as human resources, accounting, purchasing, and legal services, are budgeted here.

The Park Fund provides funds to support park maintenance, development and security operations, manage natural resources and provide active and passive recreational opportunities within a park setting. Principal and interest on bonds sold to acquire and develop parkland are supported by the taxes in this Fund. Under State law, Prince George's County is required to levy a tax of at least 4.0 cents per \$100 of real property and 10.0 cents per \$100 of personal property to provide for payment of debt service for park acquisition and development bonds with any excess to be used for park purposes.

The Recreation Fund provides support for a wide range of educational, recreational and leisure activities. Such activities can include aquatics, special programs for persons with disabilities, summer youth programs and community and recreation center operations. This fund operates in Prince George's County only (recreation programs in Montgomery County are operated by the Montgomery County Department of Recreation). Since the Commission assumed operation of recreation programming from the County government in 1970, the property tax supporting recreation is applied to the entire County.

The fourth tax-supported fund is the **Advance Land Acquisition Fund**. Revenues generated by this Fund's property tax rate are dedicated to support debt service payments on bonds sold to acquire land in advance of the need for governmental purposes, including, school and library sites. It is not part of the General Fund. During FY11, the Commission fully paid off all remaining debt service in this fund. As a result, we transferred the 0.13 cent real property tax rate (.32 cents on personal property to the Recreation Fund in FY12. Since the assessable base for both of these funds covers the entire county, there was no adverse impact to any individual county resident.

The Commission has three other types of funds in the operating budget. They include Special Revenue Funds, the Enterprise Fund, and Internal Service Funds. They are discussed in the following sections.

Special Revenue Funds

Special revenue funds account for the proceeds from revenue sources that are legally restricted to expenditures for specific purposes. Special revenue funds are also used when the expenditure of resources is restricted by the Commission or where there is a need to separate the accounting and budgeting for the expenditure of resources. For example, the Park Police have the authority to seize certain assets when making an arrest on drug-related charges. Following conviction, the court can award those assets to the Commission. Pursuant to State law, proceeds are placed in a special revenue fund where they can only be expended for costs associated with drug enforcement activities within the County's park system.

Special Revenue Fund budgets carry a proposal for revenues and expenditures as well as fund balances. But special revenue fund balances will not be shown consolidated with the tax supported (governmental) funds to avoid the appearance of commingling the resources of one fund type with another.

Enterprise Funds

The Commission has determined that certain recreational and cultural facilities should be predominantly self-supporting through user fees. Enterprise Fund accounting and reporting is used to emphasize the self-supporting nature of these activities and to provide improved cost accounting information. The fiscal management of golf courses and ice rinks are good examples of the use of these funds. There are other facilities such as the Sports and Learning Center and the Show Place Arena that are not self-supporting operations, but are included in the Enterprise Fund because they are operated in a manner similar to private business enterprises. Enterprise fund accounting, which uses a commercial accounting accrual basis, more accurately reflects how close these operations come to covering the full program cost.

Internal Service Funds

Internal Service Funds are used to account for the consolidated financing of goods or services that are centrally provided to the operating departments on a cost reimbursement basis. Internal Service Funds are used by the Commission to account for such functions as the Commission's group insurance and risk management programs, the capital equipment funds in both counties, and the funding necessary to operate and maintain the Commission's Executive Office Building.

POLICIES

FISCAL POLICY

Throughout the management of the Commission's fiscal resources, the following policies are maintained for tax-supported funds:

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. Generally, the Commission targets a reserve of 3-5% of operating expenditures in each fund. In FY13, the proposed budget includes designated fund reserve equaling 5% of expenditure in individual funds in Prince George's County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
 1. Be competitive with comparable public and private facilities and services in the area.
 2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission's goal is to maintain reserves equivalent to 10% of operating expenses plus one year of debt service.

CIP IMPACT CONSIDERATION

The Commission pays specific attention to the impact of the Capital Improvement Program (CIP) on the Operating Budget. The capital budget and operating budget must work in tandem. Decisions on the capital budget determine levels of debt service and operating and maintenance expenditures that must be supported by the operating budget, while the operating budget can impose limitations on the level of long-term debt that can be supported. Operating budget resources are governed by Commission revenues and debt management policies, and guide the levels and composition of the capital budget. The capital budget may receive direct project funding from the operating budget in the form of pay-as-you-go (PAYGO) capital financing, which reduces reliance on long-term debt.

Operating and maintenance costs (O&M) inherent in capital acquisition and construction have a direct and continuing effect on the operating budget. New facilities must be staffed, maintained, and provided with supplies. Some CIP projects, such as the purchase of raw parkland, require relatively little O&M funding, but other projects, such as the Sports and Learning Center in Prince George's County, require intensive staffing and maintenance. Additional facilities also place indirect stress on areas such as general maintenance, park police or information technology that support the entire system. Some CIP projects, such as renovations, can result in a decrease of O&M costs. O&M costs are budgeted in the Park Fund and the Recreation Fund.

Knowing that each dollar spent on construction must be funded by taxes, grants, contributions, debt or operating revenue, the Commission reviews each CIP project intensively to minimize short- and long-term operating budget impact. However, through the budget review process, the County has the opportunity to add, delete or modify projects.

INVESTMENT POLICY

The Commission has a comprehensive Investment Policy. Key components of the Policy are presented here. The Commission's Investment Policy applies to the investment of all unexpended or surplus funds held by the Commission and debt proceeds managed by investment management firms. Except for cash in certain restricted and special funds and debt proceeds, the Commission pools cash balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income is allocated to the various funds based on their respective cash balances. These funds are reported in the Commission's Comprehensive Annual Financial Report and include:

1. General Fund
2. Capital Project Funds
3. Enterprise Funds
4. Special Revenue Funds
5. Debt Service Funds
6. Internal Service Funds
7. Trust and Agency Funds
8. New funds authorized by the Commission unless specifically exempted

In accordance with the Annotated Code of Maryland, Article 95, Section 22, the responsibility for conducting investment transactions rests with the Secretary-Treasurer, Department of Finance. The Secretary-Treasurer shall establish written procedures for the operation of the Commission's investment programs consistent with the adopted Investment Policy.

The primary objectives of the Commission's Investment Policy are:

1. Protect investment principal and mitigate credit risk by limiting investments to those investments authorized by State law; pre-qualifying financial institutions, brokers and advisers; diversifying the investing portfolio; and requiring third-party collateralization and safekeeping.
2. The Commission's investment portfolio will remain sufficiently liquid to enable the Commission to meet all operating requirements which might be reasonably anticipated.
3. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, with consideration of investment risk constraints and liquidity needs taking priority over return on investment.

The Secretary-Treasurer shall hold periodic investment strategy meetings with the delegated Treasury Operations Division staff and shall document the resulting investment strategies approved to meet the objectives of the Investment Policy. Monthly investment reports of investment activities will be submitted to the Secretary-Treasurer for review and to the Executive Committee for information. The Secretary-Treasurer shall provide the Commission with quarterly and annual reports summarizing policy compliance, investment activity and the average rates of return.

The Secretary-Treasurer shall establish and maintain a system of internal controls, designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties or imprudent actions by employees and investment officers of the Commission. An Independent Auditor, as part of the Annual Financial Audit, will review the internal controls of the investment program.

In strict accordance with state law, the Commission invests in obligations backed by the federal government, certificates of deposit and time deposits, bankers' acceptances, commercial paper, money market mutual funds, bonds, and other similar instruments. Awards are made on a competitive bid basis whenever possible. Generally, Commission investments will have a maximum maturity of one year to maintain appropriate liquidity. The Commission strictly adheres to policy on diversification, both by type of security and institution to minimize risk. All investment policies are subject to periodic review by the Secretary-Treasurer and amendment with the approval of the Commissioners.

DEBT MANAGEMENT POLICY

The Commission has a comprehensive Debt Management Policy. Key components of the policy are presented here. The Debt Management Policy is intended to provide written guidelines and restrictions that affect the amount and type of debt permitted to be issued, the issuance process, and the management of the debt portfolio. The Policy provides justification for the structure of the debt issuance, identifies policy goals, and demonstrates a commitment to long-term financial planning, including a multi-year capital plan. The Policy is a critical aspect of our efforts to communicate to the Commissioners, County Officials, State Officials, the public, rating agencies and capital markets that the Commission is well managed and capable of meeting its financial obligations within its available resources and in a timely manner.

The Commission has legal authority under Title 6 and Title 7 of Article 28 to issue Park Acquisition and Development Bonds (Park Bonds), Advance Land Acquisition Bonds (ALA Bonds), Revenue Bonds and Refunding Bonds for Park Bonds, ALA Bonds and Revenue Bonds as well as tax anticipation notes. Park and ALA bonds are secured by the full faith and credit of both the Commission and the county in which the bond proceeds will be spent. The Commission has legal authority to issue bond anticipation notes in accordance with Section 12 of Article 31 of the Annotated Code of Maryland (Article 31), and additional legal authority to issue Refunding Bonds in accordance with Section 24 of Article 31. Under the Commission's general powers, it is permitted to issue certificates of participation and to enter into master lease agreements to finance capital equipment, software systems and other assets.

The Commission generally issues fixed-rate debt. Variable rate debt can be issued, but it must be monitored carefully so that the Commission is not subject to undue interest rate, liquidity, remarketing and credit risks. The Commission determines the best form of debt and the most favorable debt structure based on the projects to be financed, market conditions and advice of the Commission's Secretary-Treasurer in consultation with the Commission's Bond Counsel and Financial Advisor. Bond and note issues are approved through the budget process in each county, and resolutions authorizing the issuance are subsequently adopted by the Commission.

The Commission's Debt Management Policy incorporates the following debt limit targets and/or policies:

1. If at any time the planned debt levels of the approved capital budget are projected to be unaffordable based on conservative financial assumptions, the respective Planning Board will slow down the implementation of the capital program to a level that meets the affordability standards of the policy.
2. In both counties, debt service cannot exceed the level of revenue generated by a portion of the Park Fund tax rate designated in state law. In the case of Prince George's, the revenue limit is equivalent to the revenue generated by four cents of real property tax and ten cents of personal property tax, per \$100 of assessed value. For the Advance Land Acquisition Fund, the limit is the equivalent to the revenue generated by a 1.2 cent real property tax rate (three cents personal property).
3. Debt service as a percentage of General Fund expenditures consisting of the Montgomery County Administration Fund and Park Fund should not exceed 10%.
4. Debt service as a percentage of General Fund expenditures consisting of the Prince George's County Administration Fund, Park Fund and Recreation Fund should not exceed 10%.
5. Financing a major project critical to Commission business that will cause the debt service ratio to exceed 10%, may be permitted as a special exception by a vote of the Commission that specifically grants the exception; however the debt ratio will be brought back into conformance with the target within the next six-year period.
6. The percentage of principal to be paid over the next ten years should remain between 60% and 70% of the outstanding debt in each of the Commission's county debt portfolios.

Additionally, the two counties may impose further limitations through their respective spending affordability processes.

With regard to debt issuance, long-term debt will be issued only for acquisition, construction or renovation

of capital assets, not for operation or general maintenance. PAYGO capital financing is utilized when feasible. A competitive bidding process in issuing debt is employed unless there are unusual or complex reasons which justify an alternative method. The Commission's decision is rendered based on the advice of the Secretary-Treasurer after consultation with Bond Counsel and other financial advisors. The Commission also maintains regular communication with the bond rating agencies to keep them informed of the Commission's financial condition. The Commission generally issues debt with a maximum term of 20 years. Dependent upon Commission financial planning, debt may be structured as level principal, equal payment, or another amortization schedule may be used. The Commission generally issues fixed rate debt. Variable rate debt is permissible, but cannot exceed 15% of the Commission's total outstanding debt. These policies are reviewed by the Secretary-Treasurer every three years. Any revisions must be approved by the Commission.

LONG-TERM SUSTAINABILITY

Since 2001, the Commission has worked through budgetary issues with the County through a spending affordability process established by County legislation. As an integral part of that process, the Commission prepares six-year projections of revenues, expenditures, debt service, reserves and changes in uncommitted and available fund balances in the three primary tax-supported funds – the Administration, Park, and Recreation Funds. The projections serve as an early warning device to alert the Commission and the County to any issues that could jeopardize the Commission's long-term fiscal soundness, including structural balance, reserve levels, debt affordability, and stability of the Commission's property tax rates (overall and in the individual funds). It allows for long-term fiscal planning and developing strategies jointly to bring on-going revenues and expenditures into better balance, whether through an overall property tax rate increase, a property tax rate shift between funds, expenditure reductions, changes in capital financing strategies, or other means.

Changes to the Commission's total tax rate as well as shifting tax rates between taxing districts impacts residents and business based on their location. The assessable base for the Recreation Fund covers the entire county, because until the Commission took over operations in the early 1970's, recreation programming was a county governmental function. The assessable base for the Administration Fund (the Regional District), on the other hand, embraces the entire county except for the City of Laurel, which has its own planning function. The assessable base for the Park Fund (Metropolitan District) excludes the incorporated cities of Laurel, Greenbelt and District Heights and several unincorporated areas in the far northern and southeastern portions of the County. As a result, if the Commission, for example, shifts one cent of tax rate from the Park Fund to the Recreation Fund, the result, in effect, is a one cent tax rate increase for those County citizens and residents living in areas of the county not covered by the Park Fund district. For a \$100,000 home, this results in a tax increase of \$10 per year.

With regard to revenues, the Commission generally employs the following assumptions.

- The County's total assessable base for both real and personal property for the budget year is based on the latest available projection from the Maryland Department of Assessment and Taxation, adjusted if necessary to reflect sudden shifts in trends. Adjustments are made to calculate separate assessable bases for the Administration Fund and the Park Fund. Based on historical patterns, a collection factor is calculated (we currently assume collecting slightly over 99.2% for real property taxes and 96.0% for personal property taxes). The assessable base is then divided by \$100, multiplied by the tax rate and then by the collection factor to derive the projection for property tax revenues. Trend analysis factoring in latest information on housing market and commercial property development is then used to project property tax revenues over the six-year cycle.
- Interest and penalties on prior year taxes not paid are generally assumed at no growth from year to year, unless trend changes on collection factors are envisioned.
- Fees and Charges are generally projected with modest annual growth (3-5%), unless trend analysis indicates otherwise.
- Interest income is projected taking into account possible changes in both short and long-term interest rates and anticipated levels of fund balance and other cash available for investment.

On the expenditure side, the following factors are taken into account.

- The projection factors in committed (based on ratified union contracts) annual cost-of-living adjustments and merit increases. Compensation adjustments for projected years without a contract commitment are based on historical trend and other considerations such as annual affordability and long-term sustainability.
- Based on actuarial projections, payroll growth and trend analysis, we separately project changes in social security, retirement, health insurance and retiree health benefit costs over the six years.
- Operating expenses in the categories of supplies and materials, other services and charges, and capital outlay are projected to grow in the future based on anticipated changes in CPI-U (consumer price index- urban) for the Baltimore-Washington MSA (metropolitan service area) and other factors.
- The model also projects changes in direct and indirect support to the County government and other entities.
- Using the assumptions contained in the most recent six-year Capital Improvement Program, projections are developed on debt service and PAYGO requirements, as well as the expected impact to the operating budget as these capital facilities are completed in the future.

These projections are presented to the Spending Affordability Committee in August, and are updated throughout the year as events warrant. This year the presentation to Spending Affordability was done in September due to flooding events.

PERFORMANCE MEASURES

The economic downturn has forced all government agencies to examine how well they meet their financial obligations and demonstrate value to their taxpayers. The Commission is using performance measurement as a means of documenting these efforts. In this budget, performance measures can be found at the end of each division in Planning and in Parks and Recreation and at the Department level for the Central Administrative Services Departments. They are presented graphically to facilitate understanding. Oftentimes, two measures are included in the same graph to highlight linkages between the two measures. So, for example, a chart might show both the number of master plans completed and the percentage completed within relevant time frames. The relationship may exist that, assuming a static work force, an increase in the number of plans to be completed results in a decrease in the percentage of timely completions.

The Commission's performance measures are comprehensive and continue to evolve. The primary focus in this budget document is to present relevant statistics that document the level of success the Commission attains in program delivery and service quality with the financial and staff resources at hand. The Commission, meanwhile, is continuing its efforts of developing more outcome measures to evaluate results of the services delivered. This is an on-going process that will continue in the coming fiscal year.

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission's FY12 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

The Commission's revenue outlook continues to weaken significantly in FY13, largely attributable to a further depression of the housing market and the lagging impact on the Commission's taxable base. The latest projections provided by the Maryland State Department of Assessments and Taxation (SDAT), released in November, show the County's FY13 real assessable base projection to be a 7.1% decrease from the FY12 adopted budget. The assessable base in FY14 could likely experience a decrease as well, before a gradual recovery can be expected, as a result of the three-year phase-in of reassessment growth required under Maryland law. Since the Commission generates over 90% of its General Fund revenues through property tax collections, the Commission must manage its resources carefully and examine various options to address a potentially significant gap between resources and demands in the foreseeable future.

Property Tax Revenue

Total proposed tax revenues in the four tax-supported funds are expected to decrease by \$15.5 million in FY13 or 6.6% from the FY12 budget to \$220.5 million. Since FY10, property tax revenues have fallen by \$50.6 million, nearly a 19% fall. Current SDAT projections for FY13 show a 7.1% decline for real property. For personal property value, staff is estimating an increase of 1.0%. The SDAT will update its assessable base projections at the end of March. Based on those revised projections, we will work with the County government to modify the budgeted property tax revenues if warranted.

Historically, the change in assessable base has been volatile with years of sharp growth and years of decline. FY13 projects to be another year of decline. The Commission actively plans and manages expenditures to maintain adequate reserves which help ensure financial stability through difficult economic times. Recognizing that property tax revenues project to decline again in FY13 and remain highly uncertain for the future, the Commission is challenged to continually manage through structural deficits for the foreseeable future. The challenges of managing through a \$50 million decline of property tax revenue has been made more difficult by various spending pressures, including one-time transfers of \$60 million to the County Government during FY10-FY11, a significant expansion of the Capital Improvement Program (CIP), a significant increase of project charges paid to the County Government and other entities. These factors combined with the imbedded cost pressure of personnel budgets have increased the structural deficit and necessitated the use of fund reserves to balance the budget in the Recreation and Administration funds.

The FY13 Proposed Budget has been developed using a multi-pronged approach to balance its tax supported funds. The approach aims to manage the structural deficits over the next six years in a manner that sustains as much of current services as is affordable by using a combination of tax rate shifts, operating budget reductions, maintaining a sustainable CIP program, and project charge reductions. The proposed tax rate shift is a key stabilization measure in this budget balancing strategy that will help the Commission to manage the larger structural deficits in the Administration and Recreation funds.

The Commission is proposing to maintain its overall real property tax rate at 27.90 cents per \$100 of assessed value and its overall personal property tax rate at 69.75 cents per \$100 of assessed value. However, the proposed budget assumes a tax rate shift of 1.75 cents for real property and 4.375 cents for personal property from the Park Fund. Of this amount, .75 cent real and 1.875 cents personal would be shifted to stabilize the Administration Fund; and 1.00 cents real and 2.50 cents personal would be shifted to stabilize the Recreation Fund. Due to the increasing structural deficits in the Administration and Recreation Funds, a tax rate shift from the Park Fund should occur in FY13, or the Commission will have to enact even greater reductions in FY14.

The loss of tax rate to the Park Fund will impact the fund's structural deficit forcing the fund to use all reserves in the next few years. The Commission is proposing to transfer \$45.4 million in funding back from the CIP fund to the Park Fund to offset the impact of this loss of revenue and as part of the strategy to maintain a sustainable CIP program. These funds are available in the CIP as a result of the FY12 County Council actions to defer nearly a \$100 million in CIP projects into the future (past 2017). These funds will be needed to front load the fund balances in the Park Fund while the Commission pursues strategies to resize its expenditures.

An additional factor affecting structural deficits is Senate Bill 683. In April 2010, the Maryland State Legislature enacted and the Governor signed into law Senate Bill 683 which expanded the application of the Homestead Tax Credit to include the Commission. Since the early 1990's the State, counties and municipalities have had property tax revenue growth restrained by a homestead property tax credit. The annual growth of the assessed value of individual residential properties for taxation purposes cannot exceed 10%. Counties and municipalities may limit growth to a lower percentage. Previously, the law did not address special district governments like the Commission. The bill required that the Commission's assessable base for taxation purposes be reduced to the State's level, which reduced the base from \$96 to \$89 billion. This action resulted in close to \$17 million in tax relief for county residents and reduced revenues to the Commission in FY11. The gap between total assessable base and assessable base for purposes of taxation will shrink over the next few years as the assessable base declines. It is anticipated that by FY14, the gap between the base and the taxable base will have for all practical purposes disappeared.

There are several additional reasons why the Commission, in particular its Administration Fund and the Recreation Fund, is facing a severe fiscal challenge.

- As noted above, revenue growth will likely be weak for years due to stagnant or decreasing property tax revenues, which account for over 90% of revenues.
- The Commission provided \$60 million in one-time transfers to the County government in FY10 and FY11 to assist the County during the recession.
- The Commission's annual CIP expanded from \$48.0 million in FY08 to \$98.9 million in FY10 and \$76.3 million in FY11, which resulted in a significant increase in operating budget expenses, including PAYGO financing, debt service, and costs associated with maintaining and operating new facilities.
- Project charge payments to the County government and other entities increased significantly from \$5.2 million in FY08 to \$22 million in FY13. In FY13, project charges in the Administration Fund reached \$10.4 million, approximately one-fourth of total expenditures in that Fund; project charges in the Recreation Fund reached \$8.6 million, 11.4% of total expenditures in that Fund.
- The Park Fund real property tax rate was increased by 3.5 cents in FY04 to fund the expanded CIP. As these new facilities are completed, often the cost to staff, operate and program the facilities is borne by the Recreation Fund. However, there has not been a tax rate increase to support these new services since FY05, when the rate in the Recreation Fund was increase by .51 cents. Nor has any tax rate increase occurred since FY02 to support the funding demands in the Administration Fund.
- In FY09, the responsibility for subsidizing Enterprise Fund operations was transferred from the Park Fund to the Recreation Fund to better match the nature of the subsidized programs. As part of the budget balancing actions for FY13, the transfer has been reduced to \$8.65 million from \$10.4 million, but still constitutes 12.7% of Recreation Fund expenditures. When this shift occurred, no equalizing tax revenue shift was made.
- Fringe benefit costs have also increased to pre-fund other post-employment benefits (OPEB) for retirees and current employees.

With an uncertain and at best a weak revenue outlook for the foreseeable future, it is critical that various measures be taken to reduce expenditures, manage expectations, and gradually restore a structural balance. The Commission will work collaboratively with the County to develop and implement strategies to achieve long-term financial sustainability.

Fees, Charges, and Rentals

Revenues resulting from operation and functions of the Parks and Recreation and Planning Departments are considered non-tax operating revenues. These revenues are mainly fees and charges for services and programs and revenues from the rental of Commission properties. Some miscellaneous fees are collected, such as parking fines from Park Police enforcement operations. The Recreation Fund generates the lion's share of fee and charge revenues among the tax-supported funds. This support stems from the fact that recreation operations are more strongly supported by user fees than any other programs outside of the Enterprise operations. Program revenues are generated from various activities such as recreation classes, swimming pools/lessons, sports leagues, playground activities, rental of Commission properties, childcare programs and therapeutic recreation services and programs for residents with disabilities.

Service charges and fees of the three major tax-supported funds (Administration, Park, and Recreation) are projected at \$10.7 million for FY13, a slight 1% decrease from the FY12 budget.

The Planning Board continues to review the Commission's fee schedules with the objective of generating fee revenue to lessen the burden on taxpayers, while maintaining programs that are affordable and desirable. The County government and the Planning Board jointly decided that the priority is to provide needed services to residents at an affordable cost, and under certain hardship conditions, to modify or waive fees to encourage participation.

Interest Income

Each tax-supported fund maintains a cash balance, and the balance fluctuates from the effects of tax and program revenue inflows as well as expenditure outflows. The cash balance from each fund is pooled and invested at the highest responsible rate within the constraints of protection of principal and liquidity requirements. Interest income depends on the cash balance in each fund as well as the prevailing interest rate earned throughout the year.

Total General Fund interest income for FY13 is proposed at \$590,000 a decrease of 66% from the FY12 budget. This decrease in interest earnings reflects the decrease of investable cash due to the utilization of fund balances.

Grant Revenues

The Planning Department anticipates grant revenue in FY13 at \$138,000, unchanged from last year. This Prince George's County grant will fund the Department's stormwater management efforts. No grants are budgeted in either the Park or Recreation Funds, although unbudgeted grants in all funds are treated as automatic budget amendments if no tax funded match is necessary to receive the grant and provide the program.

Enterprise Fund Revenues

In FY13, total Enterprise Fund revenues are proposed to decrease by 6.8% to \$19.0 million. Operational revenues are expected to basically remain flat, but the subsidy from the Recreation Fund is budgeted to decline by 11.7% to \$8.96 million. The decline is attributable to budget reductions, cyclical costs that do not have to be paid in FY13 for the Bladensburg marina dredging, and energy cost savings. The subsidy will still fund nearly half (47%) of Fund activities. This decrease in subsidy reverses a multi-year trend of increasing the subsidy, which had grown from \$9.6 million in FY10 to \$10.1 million in FY12.

The Commission operates a number of programs such as golf courses and ice rinks, classified as Enterprise Fund programs, but most are neither wholly nor predominately self-sustaining. As a result, FY13 continues to include subsidies to the Enterprise Fund. Two programs – the Prince George's Sports and Learning Complex and the Show Place Arena/Equestrian Center – account for the majority of the subsidies. The Commission continues to monitor the size of the subsidy and strives to maintain a balance between subsidy and affordability. For example, a decision was made when the Sports and Learning Center was constructed to designate a two-mile radius around the Center, built next to FedEx Field, as an impact area, in which all citizens and residents would be able to use the Center at a

discounted rate. This decision impacts revenues received and increases the subsidy. The Commission places value on the maximum usage and enjoyment of services, which often leads to below market fee structures.

EXPENDITURES

Structural deficits are being driven by a number of factors: declining assessable base, increasing project charges among other factors that were mentioned. However, the normal cost pressure for increases in personnel costs is also a significant factor influencing the structural deficits. Personnel costs make up 66% of the operating budgets for the General Fund in Prince George's County. If project charge payments are netted off the operating budgets then personnel costs make up 72% of the budget. Accordingly, changes in these costs have a material impact on the total budget.

In the FY13 Proposed Budget the following major known commitments for personnel costs are included:

- No cost-of-living increase;
- No merit increases;
- Funding to eliminate the FY12 temporary pay reduction applied to CAS Departments;
- Medical Insurance and Benefit Costs;
- OPEB Pre-Funding at the level necessary to meet the 4th year target amount of the 8 year phase-in plan as determined by the actuarial study;
- OPEB Paygo funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and
- Wage and benefit restructuring targets.

As can be seen in Exhibit 1, the imbedded cost pressure for personnel expenses is in excess of \$4.4 million. In an economic climate of declining assessable base and falling property tax revenues, this creates immense fiscal stress in the budget. No inflation growth is budgeted for non-personnel cost increases.

Exhibit 1

**Summary of Changes in Major Employee Benefit Costs
FY13 Proposed Budget Prince George's County Funds**

	FY12 Adopted	FY13 Proposed	\$\$ Change	% Change
OPEB				
OPEB Prefunding	3,600,550	5,108,700	1,508,150	41.9%
OPEB Paygo	3,939,318	4,903,000	963,682	24.5%
Subtotal OPEB	7,539,868	10,011,700	2,471,832	32.8%
Pension (ERS)				
Subtotal Pension (ERS)	18,960,469	15,754,400	(3,206,069)	-16.9%
Health and Benefits(1)				
Employee Health Benefits	11,360,225	16,483,500	5,123,275	45.1%
Restoration of Temporary Pay Reduction (2)				
TPR	-	74,014	74,014	na
Total Change in Major Personnel Costs	37,860,562	42,323,614	4,463,052	11.8%

(1) Health and Benefits includes medical insurances (health, dental, vision, prescription), long-term disability, accidental death and dismemberment, and life insurance.

(2) Temporary pay reduction applied to the CAS Departments.

The largest personnel cost increase in the FY13 Proposed Budget is for employee health benefits, which project to rise by nearly \$5.1 million. In large part, this increase is due to the fact that health insurance rates have not been raised in nearly five years while the reserves in the Group Insurance Fund were being drawn down.

The next largest cost increase is for OPEB, which is going up nearly \$2.4 million, a 32.8 percent increase. OPEB refers to the long-term costs to provide retiree health benefits. Like pension costs, an annual contribution is determined by an actuary to ensure sufficient funding for current and future retiree health benefits. OPEB is funded through two contributions. One contribution is a prefunding of the long-term liability. The other contribution is referred to as OPEB Paygo. The Paygo contribution pays for the cost of retiree health insurance as the costs are incurred in that year. In other words, it is the pay as you go cost of the benefit.

Currently, less than 10 percent of the total OPEB liability is funded. In 2008, a plan was adopted to gradually increase the OPEB prefunding over 8 years up to fully funding the annual required contribution (ARC). Funding of the phase-in plan was suspended in fiscal years 2010 and 2011 because of the budget situation. However, prefunding was resumed for FY12, which was funded at year 3 of the 8 year phase in plan. The proposed budget contains OPEB prefunding to meet the required 4th year funding of the 8 year phase in plan. OPEB Paygo costs are the "pay as you go" cost for retiree medical insurance and claims in the coming budget year. The costs for both components of OPEB have been budgeted based on the most recent actuarial report. OPEB is shown in Non-Departmental accounts in individual funds rather than being allocated to each department.

Fortunately, total pension costs are going down by \$3.2 million as a result of favorable market performance and a timing change in recognizing when the employer contribution is made. However, this will be a one-time decline, and it is anticipated that pension cost pressure will be reasserted in coming budget years.

Continued growth in personnel costs presents sustainability challenges given the housing market, property tax revenue outlook, and structural deficits. If these costs continue to grow unabated, the Commission may be cutting one part of its budget to pay for increases in other parts. Moreover, the significance of this dilemma is understated because the personnel cost assumptions for FY13 do not assume cost growth for merits and cost of living adjustments, generally the two largest cost drivers of structural deficits.

The Commission recognizes that it must develop strategies to manage personnel costs without compounding the structural deficits and at the same time maintain wage competitiveness to retain and attract the talent necessary to deliver services. To this end, the FY13 proposed budget contains budget targets to reduce benefit costs by shifting more cost to the employee and increase employee compensation to mitigate the impact on employees.

The budget contains two strategies to help bend the cost curve for health insurance and pension. Health insurance costs are currently shared 85% employer and 15% employee. A savings target has been budgeted to shift the cost share of health benefits to that which is more comparable to the cost share in Prince George's and Montgomery County governments. For pension costs, a savings target has also been budgeted to reduce the employer's pension contribution. It is important to state that actual changes to employee compensation are subject to collective bargaining for represented employees and may result in a different outcome or restructuring.

With regard to wages, the FY13 Proposed Budget contains a one-time salary adjustment amount. Again, it is important to state that actual changes to employee compensation are subject to collective bargaining for represented employees and may result in a different outcome.

The total tax supported funds for the FY13 proposed budget (excluding reserves and Advanced Land

Acquisition Revolving Fund) is \$239.5 million, a 2.8% decrease from FY12 adopted budget. Total FY13 proposed budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise Fund and Special Revenue Fund, is \$267.2 million, a decrease of \$7.9 million or 2.9% from the FY12 budget. These figures are shown in exhibit 2.

Exhibit 2

Summary of FY13 Proposed Budget Expenditures (net reserves, ALARF, and Internal Service Funds)

	FY12	FY13		%
	Adopted	Proposed	\$ Change	Change
Prince George's Funds				
Administration	46,531,150	46,904,600	373,450	0.8%
Park	124,737,800	124,809,200	71,400	0.1%
Recreation	74,992,200	67,756,500	(7,235,700)	-9.6%
ALA Debt	3,784	3,537	(247)	0.0%
Subtotal Tax Supported	246,264,934	239,473,837	(6,791,097)	-2.8%
Enterprise	20,439,000	19,044,000	(1,395,000)	-6.8%
Special Revenue	8,413,000	8,678,900	265,900	3.2%
Total Prince George's	275,116,934	267,196,737	(7,920,197)	-2.9%

Included in the proposed budget are specific actions to reduce expenditures as part of the six year plan to create financial stability. Specifically, the Commission is proposing to roll-back project charges paid to the County by nearly \$5 million in FY13. In addition, the proposed budget contains budget reductions in the Administration Fund of nearly \$1 million, the Park Fund of nearly \$1.3 million, and another \$1.3 million of reductions in the Recreation Fund.

FUND BALANCE

The structural deficits in the Administration Fund and Recreation Fund require the use of fund balance to balance the budget and maintain adequate reserves. The budget as proposed including the tax rate shift from Park Fund requires these funds to use \$9.1 million of fund balance for FY13. Were the tax rate shift not included, more than \$23.4 million in fund balance would be needed. On the other hand, the Park Fund (which solely benefited from the 2004 tax increase of 3.5 cents), would not need to use fund balance in FY13 were it not for the loss of property tax rate to the Administration and Recreation funds. However, with the loss of the 1.75 cents of tax rate to these funds, the Park Fund will need to draw down \$6.9 million of fund balance in FY13. The fund has sufficient reserves to absorb this loss in FY13, but it does not have sufficient reserves to weather the property tax shift for multiple years. Therefore, the Commission proposes to shoulder the reserves in the Park Fund with a \$45.4 million transfer from the CIP fund (as explained above). With this additional cash, the fund will not have to use reserves in FY13. In fact, the Park Fund will accrue \$38 million in reserves to stabilize the fund through property tax rate shift over the next six years. Exhibit 3 shows the projected change in fund balances for the three property tax supported funds based on the proposed budget.

Exhibit 3

FY13 Proposed Budget Change in Fund Balance Prince George's County Property Tax Supported Funds

	FY12 Estimated Ending	FY13 Proposed Ending (Uncommitted)	Change in Fund Balance (1)
Administration Fund	15,253,726	10,921,226	(4,332,500)
Park Fund	75,148,758	113,225,258	38,076,500
Recreation Fund	13,591,575	8,778,575	(4,813,000)
Total	103,994,059	132,925,059	28,931,000

(1) Change in fund balance represents the use of fund balance for operations and reserves in the Admin Fund and Rec. Fund, and the accrual of fund balance for future stabilization in the Park Fund.

As part of the spending affordability process, the Commission has provided County Council staff and the County's Office of Management and Budget with a series of sound strategies to be considered and discussed to enable the Commission to manage its resources and expenditures over the next six years in a fiscally responsible manner. The projection models include assumptions related to the following variables:

- Program and service reductions
- PAYGO reductions and CIP deferrals
- Salary adjustments
- Benefit contribution levels
- Inflationary growth in operating expenses
- County project charges
- Property tax shifts
- Phasing of assumption changes

The ability to execute the strategies is dependent on multiple factors. Compensation and benefit adjustments are subject to the collective bargaining process. County leaders must consider the tax rate shift decisions impact on three municipalities (District Heights, Greenbelt and Laurel) as well as unincorporated areas in the far northern and southeastern parts of the County that are exempted from paying the Park property tax, but are not exempted from paying the Recreation property tax. Finally, the extent and timing of economic recovery for the County government may impact the ability to reduce the Commission's funding support. Beginning the painful permanent expenditure reductions now, as opposed to unsustainable cuts such as increased salary lapse, – will reduce the total amount of necessary program, capital, and project charge reductions needed over the next six years.

DEBT

Debt Service in the Park Fund is proposed to be \$17.2 million in FY13, compared to \$11.7 million in FY12. The increase in debt service is part of the budget balancing strategy to substitute \$22.5 million planned CIP Paygo for FY13 with a new bond issuance. Using bond financing is estimated to require \$2 million in new debt for FY13, which saves about \$20 million from using Paygo.

Expenditures for the Advance Land Acquisition Debt Service Fund are proposed at \$0 in FY13, as there will be no outstanding debt in this fund. Any immediate need to purchase land in anticipation of future public uses in the County can be handled by existing fund balance in the revolving fund, currently estimated at \$9.2 million.

Debt service is the amount the Commission must pay each year for the principal and interest on the Commission's bonded indebtedness. The debt limit is established by State law using a formula that is based on projected property tax receipts from the mandatory tax rate over the next 30 years. For Park Acquisition and Development Bonds, the Commission's legal debt margin on June 30, 2011, is estimated

at \$984 million. This represents the excess of anticipated tax revenue from the mandatory 10-cent personal property and 4-cent real property tax rate available during the next 30 years over the debt service on the \$65.9 million of outstanding Park Acquisition and Development Bonds. The Commission's Prince George's County bonds are rated AAA by Standard & Poor's Corporation, AA+ by Fitch Ratings, and Aa1 by Moody's Investor Services, Inc.

SPENDING AFFORDABILITY PROCESS

The Prince George's County Council enacted legislation in 2001 that created a Spending Affordability Committee (SAC) to review the Prince George's portion of the Commission's budget. The Committee consists of the County Auditor, the Director of the Office of Management and Budget, and a private citizen, who is appointed by the Council to a two-year term. The citizen member is required to have a background in budgeting, financial planning, public finance, or a related field.

The Committee submits a preliminary report to the County Executive and Council by August 31st each year. In this report, the SAC provides a preliminary recommended spending level for the three tax-supported funds (Park, Recreation and Administration) constituting the Commission's General Fund, and for the tax-supported Advance Land Acquisition Fund. SAC also provides a guideline for the capital budget. Recommended spending levels must be consistent with the capacity of our revenue sources to finance operating programs and long-term debt.

The final SAC report is completed typically in December each year. In this report, the Committee makes the following recommendations:

- An overall expenditure ceiling (excluding reserves) for all tax supported funds
- An overall expenditure ceiling for the capital budget
- Other areas of interests to the Committee.

If the Commission submits a proposed budget that exceeds these recommendations, the Commission must include an explanation in the budget. The Council considers these recommendations as it deliberates the Commission's proposed budget. If the budget adopted by Council exceeds any of the limits recommended by SAC, the Council must justify this action in writing.

To assist the Committee in its deliberation, the Commission's Department of Human Resources and Management, with assistance from the Finance Department, prepares annual six-year projections of revenues and expenditures in the three tax-supported funds. This projection takes into account anticipated growth in the assessable base for real and personal property taxes, changes in interest rates, projected fee increases, wage adjustments, projected increases in benefit costs, and other factors. These long-range projections assist us in identifying and responding to financial challenges in a timely manner.

This year, in attempting to understand the impact of the latest SDAT assessable base projections and address the financial issues facing the Commission, the SAC issued its final report in January 2012. This proposed budget complies with the recommendations of the SAC. That report can be found in the Appendices section of the Proposed FY13 Budget Book.

THE COMMISSION SUMMARY
MONTGOMERY COUNTY AND PRINCE GEORGE'S COUNTY

REVENUES AND SOURCES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13	% CHANGE
Tax Revenue	378,452,091	343,878,497	335,134,100	325,893,100	-2.8%
Prop. Taxes - Int. & Penalty	1,840,364	1,376,266	1,225,000	1,100,000	-10.2%
Service Charges, User Fees, Concessions	11,690,129	12,295,053	12,636,800	12,555,200	-0.6%
Interest	1,777,978	1,380,862	1,916,000	640,000	-66.6%
Grants	1,491,424	518,188	688,000	960,000	39.5%
Intergovernmental	-	120,806.00	1,869,700.00	1,944,000	4.0%
Miscellaneous Revenue	637,248	710,981	416,700	656,900	57.6%
Transfers in*	-	700,000	-	45,787,100	0.0%
Total Current Revenue	<u>395,889,234</u>	<u>360,980,653</u>	<u>353,886,300</u>	<u>389,536,300</u>	<u>10.1%</u>
Fund Balance from Prior Years	<u>3,842,950</u>	<u>-</u>	<u>28,735,314</u>	<u>12,831,664</u>	<u>-55.3%</u>
Total Tax-Supported Fund Revenue	\$399,732,184	\$360,980,653	\$382,621,614	\$402,367,964	5.2%
Enterprise & Property Mngt. Fund	<u>29,428,340</u>	<u>29,916,872</u>	<u>30,999,300</u>	<u>29,765,430</u>	<u>-4.0%</u>
Special Revenue Fund	<u>10,506,891</u>	<u>11,874,178</u>	<u>14,083,140</u>	<u>14,437,900</u>	<u>2.5%</u>
Total Tax & Non-Tax Supp. Fund	\$439,667,415	\$402,771,703	\$427,704,054	\$446,571,294	4.4%
Allocation by County:					
Prince George's	313,624,992	289,763,479	303,175,934	316,386,137	4.4%
Montgomery	126,042,423	113,008,224	124,528,120	130,185,157	4.5%

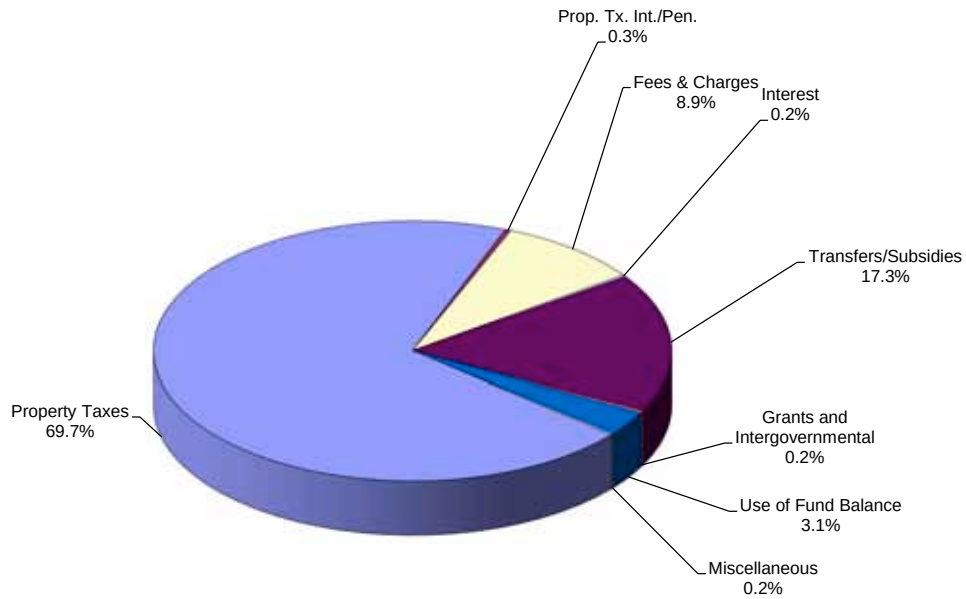
EXPENDITURES AND USES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13	% CHANGE
Administration Funds	70,867,598	66,914,344	73,302,100	74,071,900	1.1%
Designated Reserve (Admin. Fund)	-	-	3,091,300	3,118,500	0.9%
Park Funds	235,607,743	208,593,889	185,550,930	184,909,700	-0.3%
Designated Reserve (Park Fund)	-	-	7,810,700	7,688,800	-1.6%
Excess of Sources over Uses for Stabilization (Park Fund)	-	-	16,331,000	38,076,500	133.2%
Recreation Fund	66,497,008	68,681,819	74,992,200	67,756,500	-9.6%
Designated Reserve (Rec. Fund)	-	-	3,749,600	3,387,800	-9.6%
Debt Service Funds:					
Park Funds	16,493,709	16,981,208	16,049,900	21,654,300	34.9%
Advance Land Acq.	<u>1,980,729</u>	<u>3,028,631</u>	<u>1,743,884</u>	<u>1,703,964</u>	<u>-2.3%</u>
Total Tax-Supported Fund	\$391,446,787	\$364,199,891	\$382,621,614	\$402,367,964	5.2%
Enterprise & Property Mgmt. Fund	<u>28,679,802</u>	<u>28,916,506</u>	<u>30,999,300</u>	<u>29,765,430</u>	<u>-4.0%</u>
Special Revenue Fund	<u>11,035,858</u>	<u>10,276,305</u>	<u>14,083,140</u>	<u>14,437,900</u>	<u>2.5%</u>
Total Tax & Non-Tax Supp. Fund	\$431,162,447	\$403,392,702	\$427,704,054	\$446,571,294	4.4%
Allocation by County:					
Prince George's	306,954,023	289,990,060	303,175,934	316,386,137	4.4%
Montgomery	124,208,424	113,402,642	124,528,120	130,185,157	4.5%

This schedule presents the total budget of the Maryland-National Capital Park and Planning Commission's seven tax-supported funds, self-supporting Enterprise Funds, Property Management Funds and Special Revenue Funds. This schedule excludes Internal Service Funds, Capital Projects Funds and the Advance Land Acquisition Revolving Fund.

* FY13 Transfer in is from Prince George's CIP Fund.

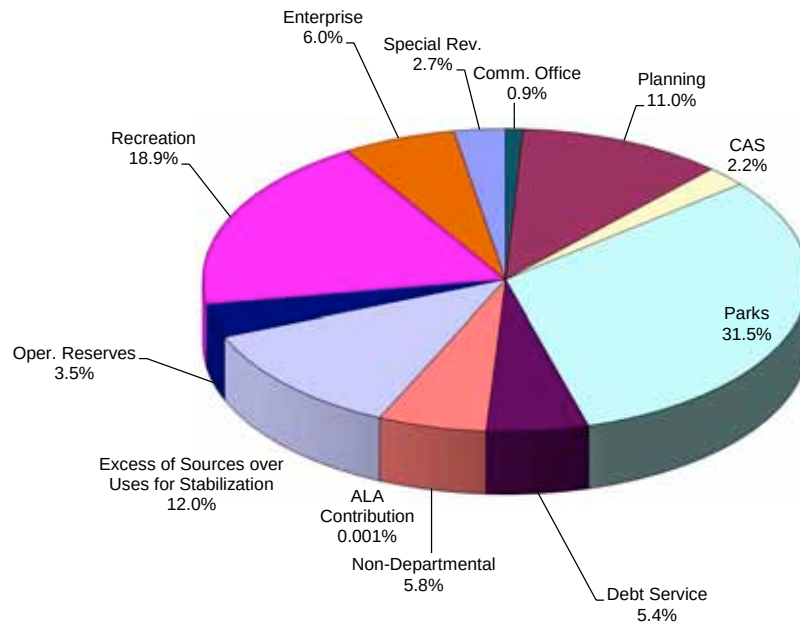
NOTE: For Montgomery County funds, in prior years transfers out were treated as negative revenue. This has been restated to conform to Generally Accepted Accounting Principles (GAAP) requiring Transfers out be treated as other uses. In addition, an excess of sources over uses has been restated to other uses in Prince George's County Park Fund for FY12. Previously, this had been stated as negative revenue. This GAAP conformance has been consistently done on all schedules and noted where applicable.

Prince George's County FY13 Sources - All Operating Funds
Total Sources \$316,386,137



(Excludes Internal Service Funds and the Advance Land Acquisition Revolving Fund)

Prince George's County FY13 Uses - All Operating Funds
Total Uses \$316,386,137



(Excludes Internal Service Funds and the Advance Land Acquisition Revolving Fund)

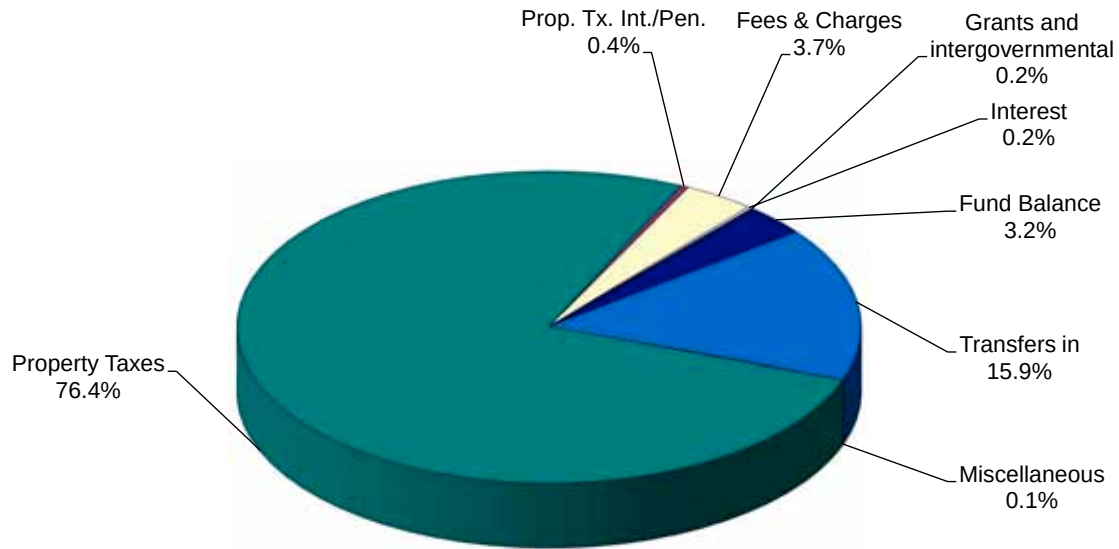
**PRINCE GEORGE'S COUNTY BUDGET IN BRIEF
TAX-SUPPORTED FUNDS**

REVENUES	ACTUAL FY10	ACTUAL FY11	BUDGET* FY12	PROPOSED FY13	% CHANGE
Taxes:					
Administration Tax	46,031,980	42,357,588	40,311,900	43,500,300	7.9%
Park Tax	163,469,641	150,778,757	142,154,200	118,802,700	-16.4%
Recreation Tax	60,381,752	55,668,411	53,635,600	58,281,300	8.7%
Adv. Land Acq Tax	1,331,241	1,226,133	-	-	0.0%
Fees and Charges:					
Service Charges	7,287,446	7,310,271	7,737,500	7,416,000	-4.2%
Plan. Prog Reimburse	54,725	79,134	67,000	67,000	0.0%
Rentals/Concessions	2,676,755	2,993,187	3,000,000	3,217,400	7.2%
Other Revenues:					
Prop Taxes - Int. & Penalty	1,840,364	1,376,266	1,225,000	1,100,000	-10.2%
Grants and Intergovernmental	764,671	422,273	138,000	410,000	197.1%
Interest	1,674,965	1,347,668	1,739,000	590,000	-66.1%
Misc. Revenue	352,271	459,428	275,700	342,400	24.2%
Total Current Revenue	<u>285,865,811</u>	<u>264,019,116</u>	<u>250,283,900</u>	<u>233,727,100</u>	<u>-6.6%</u>
Transfers In			-	45,787,100	
Fund bal. from Prior Years	-	-	24,040,034	9,149,037	-61.9%
Total Sources	285,865,811	264,019,116	274,323,934	288,663,237	5.2%

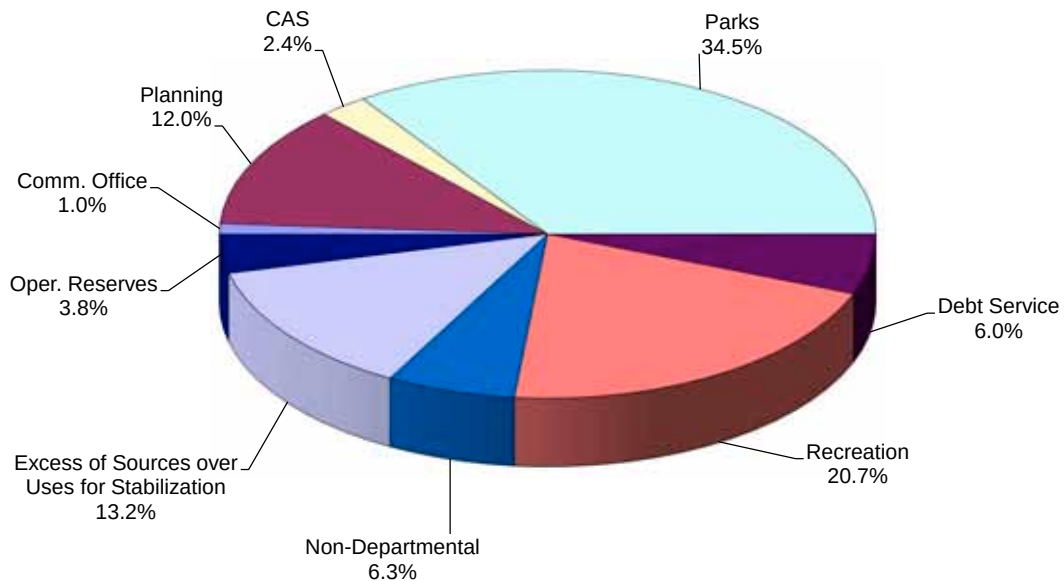
EXPENDITURES	ACTUAL FY10	ACTUAL FY11	BUDGET* FY12	PROPOSED FY13	% CHANGE
Administration Fund	42,956,456	41,836,466	46,531,150	46,904,600	0.8%
Park Fund - Operating	157,639,166	140,490,036	113,039,800	107,597,600	-4.8%
Park Fund - Debt Service	12,834,734	13,018,165	11,698,000	17,211,600	47.1%
Recreation Fund	66,497,008	68,681,819	74,992,200	67,756,500	-9.6%
Adv Land Acq Debt Service Fund	1,330,748	1,240,913	3,784	3,537	-6.5%
Total Expenditures	281,258,112	265,267,399	246,264,934	239,473,837	-2.8%
Expenditure Reserves:					
Administration Fund	-	-	2,326,500	2,345,200	0.8%
Park Fund	-	-	5,651,900	5,379,900	-4.8%
Recreation Fund	-	-	3,749,600	3,387,800	-9.6%
Excess of Sources over Uses for Stabilization (Park Fund)			16,331,000	38,076,500	
Total Uses	281,258,112	265,267,399	274,323,934	288,663,237	5.2%

* In the FY12 Budget excess sources over uses had been stated as negative revenue. In conformance with GAAP, this has been restated as uses.

Prince George's County FY13 Sources - Tax-Supported Funds
Total Sources \$288,663,237



Prince George's County FY13 Uses - Tax-Supported Funds
Total Uses \$288,663,237



**PRINCE GEORGE'S COUNTY
BUDGETARY FUND BALANCE**

Funds	FY11 Ending Fund Balance	Estimated FY12 Fund Balance	Proposed FY13 Revenue	Proposed FY12 Expenses	Projected FY13 Fund Balance
<u>GENERAL FUND (Tax Supported Funds)</u>					
Administration Fund	\$20,765,616	\$15,253,726	\$44,917,300	\$46,904,600	\$13,266,426
Park Fund	\$56,233,342	\$75,148,758	\$168,265,600	\$124,809,200	\$118,605,158
Recreation Fund	\$27,841,687	\$13,591,575	\$66,331,300	\$67,756,500	\$12,166,375
Total General Fund	\$104,840,645	\$103,994,059	\$279,514,200	\$239,470,300	\$144,037,959
<u>NONMAJOR GOVERNMENTAL FUNDS</u>					
Advance Land Acquisition-Debt Service (Tax-Supported Fund)	(\$26)	\$3,537	-	\$3,537	-
Special Revenue Fund	\$4,544,146	\$4,167,246	\$8,115,900	\$8,678,900	\$3,604,246
Total Nonmajor Governmental Funds	\$4,544,120	\$4,170,783	\$8,115,900	\$8,682,437	\$3,604,246
<u>PRIVATE PURPOSE TRUST FUND</u>					
Adv. Land Acquisition-Revolving Fund	\$9,193,054	\$9,213,054	\$23,537	\$9,236,591	-
<u>ENTERPRISE FUND</u>					
Enterprise Fund	\$3,439,708	\$3,439,708	\$19,044,000	\$19,044,000	\$3,439,708
<u>INTERNAL SERVICE FUNDS</u>					
Risk Management ISF	\$6,429,898	\$5,893,698	\$4,850,200	\$4,909,230	\$5,834,668
Capital Equipment ISF	\$3,846,767	\$3,715,167	\$944,200	\$639,900	\$4,019,467
Executive Office Property Mgmt. ISF	\$2,520,053	\$2,389,203	\$962,490	\$977,320	\$2,374,373
Total Internal Service Fund	\$12,796,718	\$11,998,068	\$6,756,890	\$6,526,450	\$12,228,508
<u>GRAND TOTAL FUND BALANCE</u>	<u>\$134,814,245</u>	<u>\$132,815,672</u>	<u>\$313,454,527</u>	<u>\$282,959,778</u>	<u>\$163,310,421</u>

<u>Elements of Ending Fund Balance in General Fund</u>				
	Admin Fund	Park Fund	Rec Fund	Total
Designated Expenditure Reserve (5%)	\$2,345,200	\$5,379,900	\$3,387,800	\$11,112,900
Uncommitted Fund Balance	<u>\$10,921,226</u>	<u>\$113,225,258</u>	<u>\$8,778,575</u>	<u>\$132,925,059</u>
Total	\$13,266,426	\$118,605,158	\$12,166,375	\$144,037,959

Definition of Fund Balance:

Except otherwise noted below, fund balance represents amounts left unexpended or unencumbered in a fund at the end of the fiscal year. It can be used either to support budget amendments for unanticipated projects in the current fiscal year, or to reduce the demand for tax revenue in the next fiscal year.

General Fund:

The general operating fund at the Commission accounts for all revenues and expenditures except those required to be accounted for in other funds. In the Prince George's portion of the Commission, the General Fund consists of three separate funds: the Administration Fund, Park Fund and the Recreation Fund. These funds are tax-supported operations, and property tax revenue constitutes over 90% of current revenue. The remaining funding is derived from grants, interest income, fees and charges.

Non-major Governmental Funds:

This category consists of the Advance Land Acquisition Fund and Special Revenue Fund. Funding to pay debt service is derived from a dedicated property tax. The ALA Debt Service Fund is needed to repay principal and interest on outstanding bonded indebtedness. Special Revenue Funds are used to account for proceeds from specific revenue sources that are legally restricted to support only expenditures for specified purposes.

Private Purpose Trust Fund:

The ALA Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by Bond Issuance.

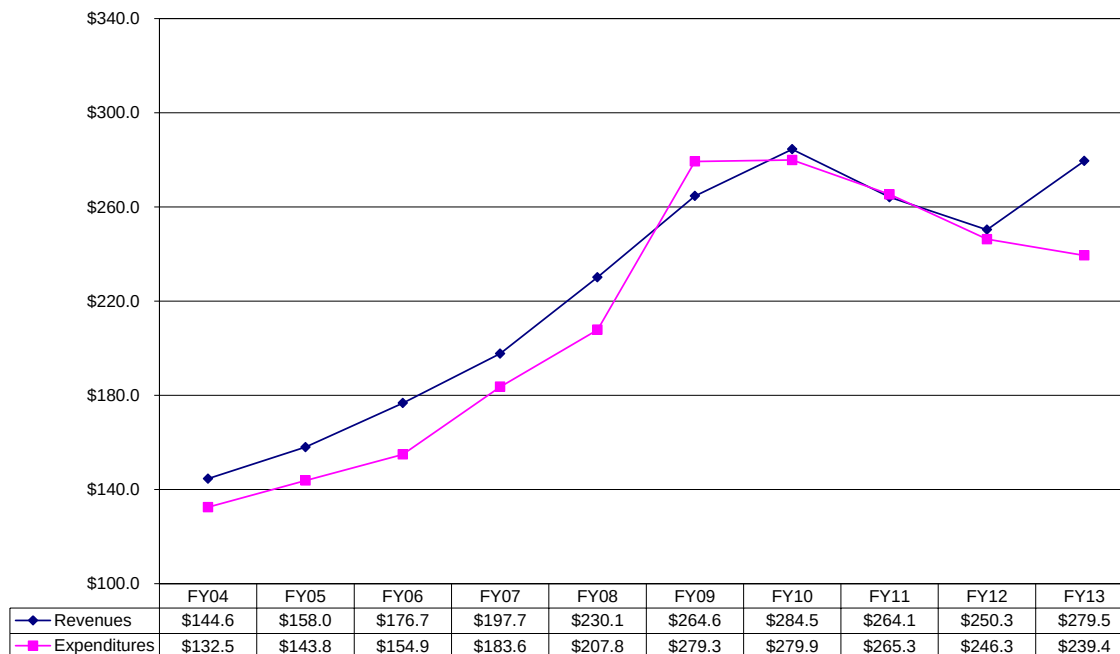
Enterprise Fund:

The Enterprise Fund is designated for the operation and maintenance of various facilities and services such as golf courses and ice rinks that are primarily supported by user fees. These activities are similar to businesses operated by private enterprise, and are accounted for utilizing the commercial accrual basis accounting. The Fund balance shown in the above chart represents available cash, cash equivalents and restricted cash.

Internal Service Funds:

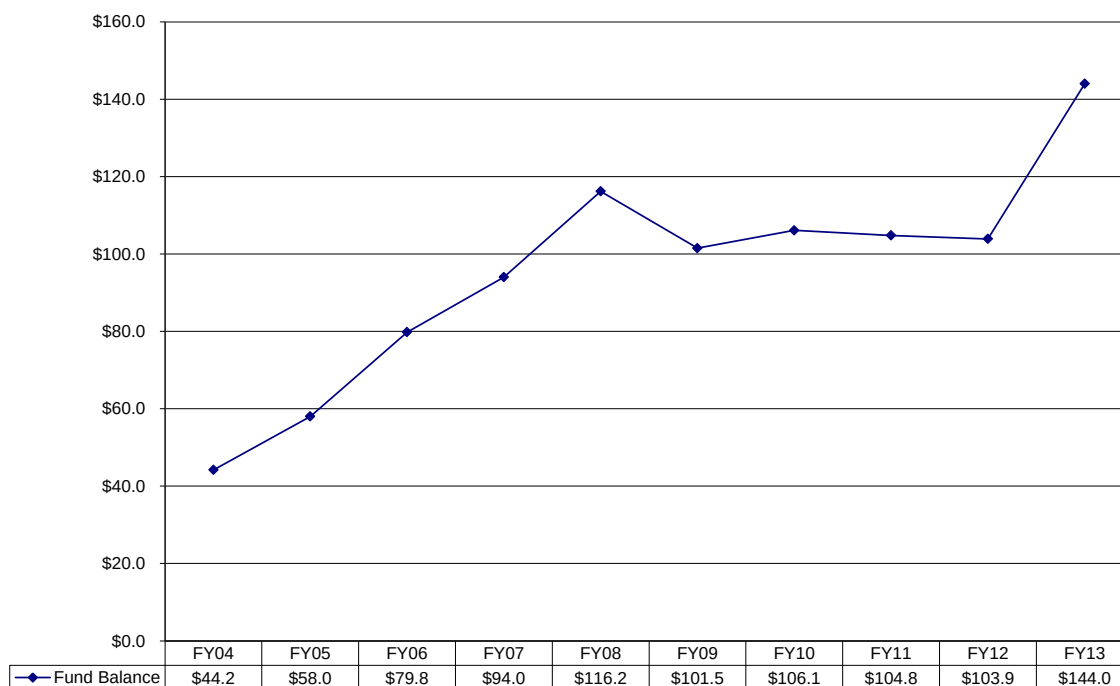
Separate financial accounts are used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis.

**Prince George's County FY04 - FY13 General Fund Revenues and Expenditures
Excluding Reserves (\$ in Millions)**



FY04 - FY11 are actuals; FY12- FY13 are budgeted. Reserves are not included in these numbers.

**Prince George's County FY04-FY13 General Fund Ending Fund Balance
(\$ in Millions)**



FY04 - FY11 are actual; FY12 is estimated and FY13 is budgeted.

**PRINCE GEORGE'S COUNTY BUDGET IN BRIEF
TAX RATES AND ASSESSABLE BASE**

FUNDS	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13

Tax Rates:

(Cents per \$100 of assessed value)

Administration

Real	4.66	4.66	4.66	5.41
Personal	11.65	11.65	11.65	13.53

Park

Real	17.19	17.19	17.19	15.44
Personal	42.98	42.98	42.98	38.60

Recreation

Real	5.92	5.92	6.05	7.05
Personal	14.80	14.80	15.12	17.62

Adv. Land Acquisition

Real	0.13	0.13	0.00	0.00
Personal	0.32	0.32	0.00	0.00

Total Tax Rates (Cents)

Real	<u>27.90</u>	<u>27.90</u>	<u>27.90</u>	<u>27.90</u>
Personal	<u>69.75</u>	<u>69.75</u>	<u>69.75</u>	<u>69.75</u>

Assessable Base:

(in billions)

Regional District

(Administration Fund)

Real	93.081	86.988	80.294	74.033
Personal	2.684	2.846	2.874	2.902

Metropolitan District

(Park Fund)

Real	89.288	83.144	76.746	70.762
Personal	2.602	2.756	2.784	2.811

Entire County

(Recreation Fund and ALA Fund)

Real	95.750	89.402	82.522	76.087
Personal	2.772	2.938	2.967	2.996

The **Regional District** consists of Prince George's County less the area enclosed by the corporate limits of the City of Laurel.

The **Metropolitan District** consists of all of Prince George's County, less the area of: The City of Greenbelt, City of District Heights, City of Laurel, most of Election District #10 (West of Laurel), the Aquasco area (Election District #8), and the Nottingham area (Election District #4).

PRINCE GEORGE'S COUNTY FUND STRUCTURE

REVENUES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13	% CHANGE
General Fund					
Administration Fund	47,539,880	43,598,586	41,720,400	44,917,300	7.7%
Park Fund	168,505,530	155,067,910	146,720,700	168,265,600	14.7%
Recreation Fund	68,489,160	64,126,487	61,842,800	66,331,300	7.3%
Fund Bal Prior Year - General fund			24,036,250	9,145,500	-62.0%
Subtotal	<u>286,502,940</u>	<u>262,792,983</u>	<u>274,320,150</u>	<u>288,659,700</u>	<u>5.2%</u>
NonMajor Governmental Funds					
Adv Land Acq - Debt Service Fund	1,331,241	1,226,133	-	-	0.0%
Special Revenue Fund	6,600,741	6,498,317	8,036,100	8,115,900	1.0%
Fund Bal Prior Year - NonMajor			380,684	566,537	48.8%
Subtotal	<u>7,931,982</u>	<u>7,724,450</u>	<u>8,416,784</u>	<u>8,682,437</u>	<u>3.2%</u>
Private Purpose Trust Fund					
Adv Land Acq- Revolving Fund	1,048,016	983,861	3,784	23,537	522.0%
Fund Bal Prior Year - Trust	-	-	8,209,193	9,213,054	12.2%
Subtotal	<u>1,048,016</u>	<u>983,861</u>	<u>8,212,977</u>	<u>9,236,591</u>	<u>12.5%</u>
Enterprise Fund					
Enterprise Fund	19,190,070	19,246,046	20,439,000	19,044,000	-6.8%
Retained Earnings/Fund Balance	238,407	-	-	-	0.0%
Subtotal	<u>19,428,477</u>	<u>19,246,046</u>	<u>20,439,000</u>	<u>19,044,000</u>	<u>-6.8%</u>
Internal Service Funds					
Risk Management	3,760,082	4,039,004	4,478,700	4,850,200	8.3%
Capital Equipment	2,259,552	903,040	810,900	944,200	16.4%
Executive Office Building	868,986	1,203,248	787,050	962,490	22.3%
(Retained Earnings)/Use of Fund Balance - Internal Service Funds	-	-	798,650	(230,440)	-128.9%
Subtotal	<u>6,888,620</u>	<u>6,145,292</u>	<u>6,875,300</u>	<u>6,526,450</u>	<u>-5.1%</u>
Total Revenues	<u>321,800,035</u>	<u>296,892,632</u>	<u>318,264,211</u>	<u>332,149,178</u>	<u>4.4%</u>
EXPENDITURES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13	% CHANGE
General Fund					
Administration Fund	42,956,456	41,836,466	48,857,650	49,249,800	0.8%
Park Fund	170,473,900	153,508,201	146,720,700	168,265,600	14.7%
Recreation Fund	66,497,008	68,681,819	78,741,800	71,144,300	-9.6%
Subtotal	<u>279,927,364</u>	<u>264,026,486</u>	<u>274,320,150</u>	<u>288,659,700</u>	<u>5.2%</u>
NonMajor Governmental Funds					
Adv Land Acq - Debt Service Fund	1,330,748	1,240,913	3,784	3,537	-6.5%
Special Revenue Fund	6,743,147	5,394,813	8,413,000	8,678,900	3.2%
Subtotal	<u>8,073,895</u>	<u>6,635,726</u>	<u>8,416,784</u>	<u>8,682,437</u>	<u>3.2%</u>
Private Purpose Trust Fund					
Adv Land Acq- Revolving Fund	-	-	8,212,977	9,236,591	12.5%
Enterprise Fund					
Enterprise Fund	18,952,765	19,327,848	20,439,000	19,044,000	-6.8%
Internal Service Funds					
Risk Management	4,812,190	4,622,933	5,014,900	4,909,230	-2.1%
Capital Equipment	2,083,911	1,060,783	942,500	639,900	-32.1%
Executive Office Building	1,001,316	998,348	917,900	977,320	6.5%
Subtotal	<u>7,897,417</u>	<u>6,682,064</u>	<u>6,875,300</u>	<u>6,526,450</u>	<u>-5.1%</u>
Total Expenditures	<u>314,851,441</u>	<u>296,672,124</u>	<u>318,264,211</u>	<u>332,149,178</u>	<u>4.4%</u>

NOTE: Revenues include use of fund balance or retained earnings where applicable; Expenditures include reserves where applicable.

PRINCE GEORGE'S COUNTY
EXPENDITURES BY DEPARTMENT AND OTHER ORGANIZATIONAL UNITS

(EXCLUDING RESERVES)

EXPENDITURES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13	% CHANGE
Planning Department	\$33,627,170	\$32,946,138	\$35,578,300	\$34,773,000	-2.3%
Department of Human. Res. & Mgmt.	2,450,952	1,986,340	2,200,859	2,200,900	0.0%
Department of Finance	3,924,585	3,231,264	3,322,243	3,144,400	-5.4%
Internal Audit Division	0	-	257,218	251,800	-2.1%
Legal Department	1,210,426	876,155	756,516	714,700	-5.5%
Commissioners' Office	2,724,730	2,848,669	3,133,800	2,946,100	-6.0%
Other Units:					
Merit System Board	71,890	57,032	66,750	67,300	0.8%
CAS Support Services	0	441,087.00	443,514	569,600	28.4%
Admin Fund-Non-Departmental	(1,053,297)	(550,219)	771,950	2,236,800	189.8%
Advance Land Acquisition :					
Debt Service	318,216	\$297,431	-	-	
Contributions to Revolving Fund	1,012,532	943,482	3,784	3,537	-6.5%
Parks and Recreation Department:					
Park Operations & Debt Service	170,473,900	153,508,201	124,737,800	124,809,200	0.1%
Recreation	66,497,008	68,681,819	74,992,200	67,756,500	-9.6%
Total Tax Supported Funds	\$281,258,112	\$265,267,399	\$246,264,934	\$239,473,837	-2.8%
Parks and Recreation Dept. - Enterprise	19,428,477	19,327,848	20,439,000	19,044,000	-6.8%
Total Park & Recreation Dept.	256,399,385	241,517,868	220,169,000	211,609,700	-3.9%
Special Revenue Fund	6,743,147	5,394,813	8,413,000	8,678,900	3.2%
Total Tax & Non-Tax Supp. Funds	<u>\$307,429,736</u>	<u>\$289,990,060</u>	<u>\$275,116,934</u>	<u>\$267,196,737</u>	<u>-2.9%</u>

**PRINCE GEORGE'S COUNTY
ADMINISTRATION FUND SUMMARY**

REVENUES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13	% CHANGE
Property Taxes	\$46,031,980	\$42,357,588	\$40,311,900	\$43,500,300	7.9%
Prop. Taxes - Interest & Penalty	305,270	233,979	225,000	150,000	-33.3%
Service Charges	820,336	568,599	737,500	590,000	-20.0%
Planning Prog. Reimbursements	54,725	79,134	67,000	67,000	-
Grants and Intergovernmental	77,469	119,598	138,000	410,000	197.1%
Interest	240,744	173,994	241,000	150,000	-37.8%
Miscellaneous	9,356	65,694	-	50,000	-
Total Current Revenue	<u>\$47,539,880</u>	<u>\$43,598,586</u>	<u>\$41,720,400</u>	<u>\$44,917,300</u>	<u>7.7%</u>
Fund Balance from Prior Years		-	7,137,250	4,332,500	-39.3%
Total Sources	<u>\$47,539,880</u>	<u>\$43,598,586</u>	<u>\$48,857,650</u>	<u>\$49,249,800</u>	<u>0.8%</u>

EXPENDITURES BY DEPARTMENT/OFFICE	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13	% CHANGE
Commissioners' Office	\$2,724,730	\$2,848,669	\$3,133,800	\$2,946,100	-6.0%
Planning Activities:					
Director's Office	4,414,656	4,265,511	4,482,200	4,552,500	1.6%
Development Review	7,462,403	7,529,659	7,739,800	7,294,900	-5.7%
Community Planning North	3,168,250	4,058,724	4,238,800	3,431,100	-19.1%
Community Planning South	3,828,126	2,763,501	3,539,600	3,322,800	-6.1%
Information Management	5,766,054	5,062,924	5,688,100	7,327,900	28.8%
Countywide Planning	7,218,947	7,268,205	7,851,100	6,814,900	-13.2%
Support Services	1,641,265	1,803,291	1,870,700	1,860,900	-0.5%
Grants	77,469	144,323	138,000	138,000	-
Transfer to Special Rev Fund	50,000	50,000	30,000	30,000	-
Total Planning Activities	<u>\$33,627,170</u>	<u>\$32,946,138</u>	<u>\$35,578,300</u>	<u>\$34,773,000</u>	<u>-2.3%</u>
Central Administrative Services:					
Dept. Of Human. Res. & Mgmt.	2,450,952	1,986,340	2,200,859	2,200,900	-
Department Of Finance	3,924,585	3,231,264	3,322,243	3,144,400	-5.4%
Legal Department	1,210,426	876,155	756,516	714,700	-5.5%
Internal Audit Division	-	-	257,218.00	251,800	-
CAS Support Services	-	441,087	443,514	569,600	-
Merit System Board	71,890	57,032	66,750	67,300	0.8%
Total CAS	<u>\$7,657,853</u>	<u>\$6,591,878</u>	<u>\$7,047,100</u>	<u>\$6,948,700</u>	<u>-1.4%</u>
Nondepartmental	<u>(1,053,297)</u>	<u>(550,219)</u>	771,950.00	<u>2,236,800</u>	<u>189.8%</u>
Total Expenditures	<u>\$42,956,456</u>	<u>\$41,836,466</u>	<u>\$46,531,150</u>	<u>\$46,904,600</u>	<u>0.8%</u>
Designated Expenditure Reserve	-	-	2,326,500	2,345,200	0.8%
Total Uses	<u>\$42,956,456</u>	<u>\$41,836,466</u>	<u>\$48,857,650</u>	<u>\$49,249,800</u>	<u>0.8%</u>

Tax Rates (Cents)					
Real	4.66	4.66	4.66	5.41	16.1%
Personal	11.65	11.65	11.65	13.53	16.1%
Assessable Base (Billions)					
Real	93.081	86.988	80.294	74.033	-7.8%
Personal	2.684	2.846	2.874	2.902	1.0%

NOTE: This assessable base covers the Regional District which consists of Prince George's County less the area enclosed by the corporate limits of the City of Laurel.

**PRINCE GEORGE'S COUNTY
PARK FUND SUMMARY**

REVENUES	ACTUAL FY10	ACTUAL FY11	BUDGET* FY12	PROPOSED FY13	% CHANGE
Property Taxes	\$163,469,641	\$150,778,757	\$142,154,200	\$118,802,700	-16.4%
Prop. Taxes - Interest & Penalty	1,158,901	838,146	700,000	675,000	-3.6%
Service Charges & Sales	113,301	116,086	317,600	130,400	-58.9%
Grants- Intergovernmental Revenue	429,910	(44,510)	-	-	0.0%
Income Interest	\$1,183,516	\$968,221	\$1,247,000	\$330,000	-73.5%
Rentals/Concessions	1,897,107	2,101,964	2,115,100	2,336,500	10.5%
Miscellaneous Revenue	253,154	309,246	186,800	203,900	9.2%
Total Current Revenue	<u>\$168,505,530</u>	<u>\$155,067,910</u>	<u>\$146,720,700</u>	<u>\$122,478,500</u>	<u>-16.5%</u>
Transfers in	-	-	-	45,787,100	-
Fund Balance from Prior Years	-	-	-	-	-
Total Sources	<u>\$168,505,530</u>	<u>\$155,067,910</u>	<u>\$146,720,700</u>	<u>\$168,265,600</u>	<u>14.7%</u>

EXPENDITURES	ACTUAL FY10	ACTUAL FY11	BUDGET* FY12	PROPOSED FY13	% CHANGE
Office of the Director	\$16,012,403	\$16,898,004	\$16,592,300	\$18,110,500	9.2%
Administration and Development	19,501,845	21,753,958	27,012,400	30,557,100	13.1%
Facility Operations	30,297,608	31,593,382	33,666,000	32,266,700	-4.2%
Area Operations	17,094,248	16,896,744	18,995,400	18,633,200	-1.9%
Non-Departmental	31,312,812	32,088,458	6,109,700	8,030,100	31.4%
Grants	424,250	(44,510)	-	-	-
Subtotal	<u>\$114,643,166</u>	<u>\$119,186,036</u>	<u>\$102,375,800</u>	<u>\$107,597,600</u>	<u>5.1%</u>
Transfer to C.I.P.	42,996,000	21,304,000	10,664,000	-	-100.0%
Total Operating	<u>\$157,639,166</u>	<u>\$140,490,036</u>	<u>\$113,039,800</u>	<u>\$107,597,600</u>	<u>-4.8%</u>
Debt Service	12,834,734	13,018,165	11,698,000	17,211,600	47.1%
Total Expenditures	<u>\$170,473,900</u>	<u>\$153,508,201</u>	<u>\$124,737,800</u>	<u>\$124,809,200</u>	<u>0.1%</u>
Designated Expenditure Reserve 5%	-	-	5,651,900	5,379,900	-4.8%
Excess of Sources over Uses for Stabilization	-	-	16,331,000	38,076,500	-
Total Uses	<u>\$170,473,900</u>	<u>\$153,508,201</u>	<u>\$146,720,700</u>	<u>\$168,265,600</u>	<u>14.7%</u>

Tax Rate (Cents)					
Real	17.19	17.19	17.19	15.44	-10.2%
Personal	42.98	42.98	42.98	38.60	-10.2%
Assessable Base (Billions)**					
Real	89.288	83.144	76.746	70.762	-7.8%
Personal	2.602	2.756	2.784	2.811	1.0%

* In the FY12 Budget excess sources over uses had been stated as negative revenue. In conformance with GAAP, this has been restated as uses.

** This assessable base covers the Metropolitan District, which consists of all of Prince George's County, less the areas of: The City of Greenbelt, City of District Heights, City of Laurel, most of Election District #10 (West of Laurel), the Aquasco area (Election District #8), and the Nottingham area (Election District #4).

PRINCE GEORGE'S COUNTY
RECREATION FUND SUMMARY

REVENUES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13	% CHANGE
Property Taxes	\$60,381,752	\$55,668,411	\$53,635,600	\$58,281,300	8.7%
Prop. Taxes - Interest & Penalty	376,193	304,141	300,000	275,000	-8.3%
Service Charges & Sales	6,353,809	6,625,586	6,682,400	6,695,600	0.2%
Interest - Operating	250,705	205,453	251,000	110,000	-56.2%
Grants and Intergovernmental	257,292	347,185	-	-	0.0%
Rentals/Concessions	779,648	891,223	884,900	880,900	-0.5%
Miscellaneous	89,761	84,488	88,900	88,500	-0.4%
Total Current Revenue	<u>\$68,489,160</u>	<u>\$64,126,487</u>	<u>\$61,842,800</u>	<u>\$66,331,300</u>	<u>7.3%</u>
Fund Balance from Prior Years		-	16,899,000	4,813,000	-71.5%
Total Sources	<u>\$68,489,160</u>	<u>\$64,126,487</u>	<u>\$78,741,800</u>	<u>\$71,144,300</u>	<u>-9.6%</u>

EXPENDITURES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13	% CHANGE
Operating Divisions	\$53,362,639	\$51,186,543	\$55,555,000	\$50,742,300	-8.7%
Non-Departmental	3,470,469	7,705,726	9,288,200	8,049,200	-13.3%
Total Operating	<u>\$56,833,108</u>	<u>\$58,892,269</u>	<u>\$64,843,200</u>	<u>\$58,791,500</u>	<u>-9.3%</u>
Work Program Transfer:					
Transfer to Enterprise Fund	9,663,900	9,789,550	10,149,000	8,965,000	-11.7%
Total Expenditures	<u>\$66,497,008</u>	<u>\$68,681,819</u>	<u>\$74,992,200</u>	<u>\$67,756,500</u>	<u>-9.6%</u>
Designated Expenditure Reserve 5%	-	-	3,749,600	3,387,800	-9.6%
Total Uses	<u>\$66,497,008</u>	<u>\$68,681,819</u>	<u>\$78,741,800</u>	<u>\$71,144,300</u>	<u>-9.6%</u>

Tax Rate (Cents)					
Real	5.92	5.92	6.05	7.05	16.5%
Personal	14.80	14.80	15.12	17.62	16.5%
Assessable Base (Billions)					
Real	95.750	89.402	82.522	76.087	-7.8%
Personal	2.772	2.938	2.967	2.996	1.0%

**PRINCE GEORGE'S COUNTY
ENTERPRISE FUND SUMMARY**

REVENUES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13
Intergovernmental Revenues	-	2,600	-	-
Sales	2,473,523	2,305,227	2,574,200	2,500,200
Recreation/User Fees	4,324,860	4,274,702	4,663,000	4,630,300
Rentals/Concessions	2,508,131	2,673,576	2,848,000	2,778,000
Interest Revenue	22,703	16,722	23,000	20,000
Miscellaneous Revenue	196,953	183,669	181,800	150,500
Transfers/Subsidies	9,663,900	9,789,550	10,149,000	8,965,000
Total Revenue	<u>\$19,190,070</u>	<u>\$19,246,046</u>	<u>\$20,439,000</u>	<u>\$19,044,000</u>

EXPENDITURES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13
Personnel Services	\$ 10,907,281	\$ 10,963,103	\$11,463,500	\$10,794,300
Supplies & Materials	3,014,086	3,049,404	3,230,700	3,065,400
Other Services & Charges	4,598,705	4,689,497	5,212,000	4,672,500
Capital Outlay	-	238,844.00	236,800	236,800
Other Classification	432,693	387,000	296,000	275,000
Total Expenditure	<u>\$18,952,765</u>	<u>\$19,327,848</u>	<u>\$20,439,000</u>	<u>\$19,044,000</u>
Revenue Over(Under) Expenditure	\$237,305	(\$81,802)	-	-

Positions/Workyears Full-Time Career	78.0	78.0	77.0	77.0	76.0	76.0	72.0	72.0
Positions/Workyears Part-Time Career	<u>2.0</u>	<u>1.0</u>	<u>1.0</u>	<u>0.5</u>	<u>1.0</u>	<u>0.5</u>	<u>1.0</u>	<u>0.5</u>
Positions/Workyears Total Career	80.0	79.0	78.0	77.5	77.0	76.5	73.0	72.5
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent	<u>123.0</u>	<u>123.0</u>	<u>124.0</u>	<u>117.5</u>				
Workyears Total	202.0	200.5	200.5	190.0				

PRINCE GEORGE'S COUNTY POSITION/WORKYEARS BY FUND

FUND	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS
<u>ADMINISTRATION</u>								
Full-Time Career	279.50	279.50	280.50	280.50	274.30	273.50	264.70	263.90
Part-Time Career	13.00	7.05	13.00	7.25	10.50	5.90	8.50	4.90
Career Total	292.50	286.55	293.50	287.75	284.80	279.40	273.20	268.80
Term Contract	1.50	1.25	1.50	1.25	0.00	0.00	0.00	(0.80)
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Less Lapse		(3.20)		(3.50)		(4.25)		(5.00)
Total Workyears		284.60		285.50		275.15		263.00
<u>PARK OPERATION</u>								
Full-Time Career	695.00	695.00	712.00	712.00	713.00	713.00	725.00	725.00
Part-Time Career	11.00	5.90	11.00	5.90	12.00	8.10	9.00	6.30
Career Total	706.00	700.90	723.00	717.90	725.00	721.10	734.00	731.30
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		66.50		71.50	0.00	79.00	0.00	94.00
Total Workyears		767.40		789.40	0.00	800.10	0.00	825.30
<u>RECREATION</u>								
Full-Time Career	293.00	293.00	294.00	294.00	260.00	260.00	243.00	243.00
Part-Time Career	26.00	20.60	27.00	21.10	20.00	15.60	20.00	15.60
Career Total	319.00	313.60	321.00	315.10	280.00	275.60	263.00	258.60
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		438.00		450.70	0.00	434.00	0.00	425.50
Total Workyears		751.60		765.80	0.00	709.60	0.00	684.10
<u>TOTAL TAX SUPPORTED</u>								
Full-Time Career	1267.50	1267.50	1286.50	1286.50	1247.30	1246.50	1232.70	1231.90
Part-Time Career	50.00	33.55	51.00	34.25	42.50	29.60	37.50	26.80
Career Total	1317.50	1301.05	1337.50	1320.75	1289.80	1276.10	1270.20	1258.70
Term Contract	1.50	1.25	1.50	1.25	0.00	0.00	0.00	(0.80)
Seasonal/Intermittent		504.50		522.20		513.00		519.50
Less Lapse		(3.20)		(3.50)		(4.25)		(5.00)
Total Workyears		1803.60		1840.70		1784.85		1772.40
<u>ENTERPRISE</u>								
Full-Time Career	78.00	78.00	77.00	77.00	75.00	75.00	75.00	75.00
Part-Time Career	2.00	1.00	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	80.00	79.00	78.00	77.50	76.00	75.50	76.00	75.50
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		123.00		123.00		117.50		110.50
Total Workyears		202.00		200.50		193.00		186.00
<u>SPECIAL REVENUE FUND</u>								
Seasonal/Intermittent		198.50	0.00	216.50	0.00	216.50	0.00	216.50
<u>INTERNAL SERVICE FUNDS</u>								
Full-Time Career	5.00	5.00	5.00	5.00	6.00	6.00	6.00	6.00
<u>TOTAL TAX & NON-TAX SUPPORTED</u>								
Full-Time Career	1350.50	1350.50	1368.50	1368.50	1328.30	1327.50	1313.70	1312.90
Part-Time Career	52.00	34.55	52.00	34.75	43.50	30.10	38.50	27.30
Career Total	1402.50	1385.05	1420.50	1403.25	1371.80	1357.60	1352.20	1340.20
Term Contract	1.50	1.25	1.50	1.25	0.00	0.00	0.00	(0.80)
Seasonal/Intermittent		826.00		861.70		847.00		846.50
Less Lapse		(3.20)		(3.50)		(4.25)		(5.00)
Total Workyears		2209.10		2262.70		2200.35		2180.90
ADMINISTRATION FUND								
<u>COMMISSIONERS' OFFICE</u>								
Full-Time Career	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Part-Time Career	7.00	3.30	7.00	3.30	6.00	3.00	5.00	2.50
Career Total	18.00	14.30	18.00	14.30	17.00	14.00	16.00	13.50
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		14.30		14.30		14.00		13.50

PRINCE GEORGE'S COUNTY POSITION/WORKYEARS BY FUND

FUND	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS
<u>CENTRAL ADMINISTRATIVE SERVICES</u>								
<u>DEPARTMENT OF HMN. RES. & MGMT.</u>								
Full-Time Career	21.50	21.50	22.00	22.00	22.00	22.00	20.50	20.50
Part-Time Career	0.50	0.25	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	22.00	21.75	22.00	22.00	22.00	22.00	20.50	20.50
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Less Lapse		0.00				0.00		0.00
Less Lapse		(2.00)		(2.75)		(2.75)		(3.00)
Total Workyears		19.75		19.25		19.25		17.50
<u>DEPARTMENT OF FINANCE</u>								
Full-Time Career	35.50	35.50	34.50	34.50	30.50	30.50	30.50	30.50
Part-Time Career	0.50	0.30	0.50	0.30	0.50	0.30	0.50	0.30
Career Total	36.00	35.80	35.00	34.80	31.00	30.80	31.00	30.80
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.80)
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Less Lapse		(1.20)		(1.50)		(1.00)		(1.50)
Total Workyears		34.60		33.30		29.80		28.50
<u>INTERNAL AUDIT DIVISION</u>								
Full-Time Career	0.00	0.00	0.00	0.00	3.00	3.00	3.00	3.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	0.00	0.00	0.00	0.00	3.00	3.00	3.00	3.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Less Lapse		0.00		0.00		(0.50)		(0.50)
Total Workyears		0.00		0.00		2.50		2.50
<u>LEGAL DEPARTMENT</u>								
Full-Time Career	10.50	10.50	12.20	11.65	10.30	9.75	12.20	11.65
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	10.50	10.50	12.20	11.65	10.30	9.75	12.20	11.65
Term Contract	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Less Lapse						0.00		0.00
Total Workyears		11.50		11.65		9.75		11.65
<u>MERIT SYSTEM BOARD</u>								
Full-Time Career	0.00	0.00	0.00	0.00	0.50	0.25	0.50	0.25
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	0.00	0.00	0.00	0.00	0.50	0.25	0.50	0.25
Term Contract	0.50	0.25	0.50	0.25	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		0.25		0.25		0.25		0.25
<u>TOTAL Central Administrative Services</u>								
Full-Time Career	67.50	67.50	68.70	68.15	66.30	65.50	66.70	65.90
Part-Time Career	1.00	0.55	0.50	0.30	0.50	0.30	0.50	0.30
Career Total	68.50	68.05	69.20	68.45	66.80	65.80	67.20	66.20
Term Contract	1.50	1.25	0.50	0.25	0.00	0.00	0.00	(0.80)
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Less Lapse		(3.20)		(4.25)		(4.25)		(5.00)
Total Workyears		66.10		64.45		61.55		60.40
<u>PLANNING</u>								
<u>DIRECTOR'S OFFICE</u>								
Full-Time Career	26.00	26.00	27.00	27.00	27.00	27.00	28.00	28.00
Part-Time Career	2.00	1.00	2.00	1.00	2.00	1.00	1.00	0.50
Career Total	28.00	27.00	29.00	28.00	29.00	28.00	29.00	28.50
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00	0.00	0.00		0.00		0.00
Total Workyears		27.00	0.00	28.00		28.00		28.50

PRINCE GEORGE'S COUNTY POSITION/WORKYEARS BY FUND

FUND	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS
<u>DEVELOPMENT REVIEW</u>								
Full-Time Career	60.00	60.00	59.00	59.00	56.00	56.00	53.00	53.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	60.00	60.00	59.00	59.00	56.00	56.00	53.00	53.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		60.00		59.00		56.00		53.00
<u>COMMUNITY PLANNING NORTH</u>								
Full-Time Career	22.00	22.00	22.00	22.00	21.00	21.00	20.00	20.00
Part-Time Career	1.00	0.80	1.00	0.80	1.00	0.80	1.00	0.80
Career Total	23.00	22.80	23.00	22.80	22.00	21.80	21.00	20.80
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00	0.00	0.00		0.00		0.00
Total Workyears		22.80		22.80		21.80		20.80
<u>COMMUNITY PLANNING SOUTH</u>								
Full-Time Career	20.00	20.00	20.00	20.00	20.00	20.00	18.00	18.00
Part-Time Career	1.00	0.80	1.00	0.80	1.00	0.80	1.00	0.80
Career Total	21.00	20.80	21.00	20.80	21.00	20.80	19.00	18.80
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00	0.00	0.00		0.00		0.00
Total Workyears		20.80		20.80		20.80		18.80
<u>INFORMATION MANAGEMENT</u>								
Full-Time Career	27.00	27.00	27.00	27.00	28.00	28.00	28.00	28.00
Part-Time Career	1.00	0.60	1.00	0.80	0.00	0.00	0.00	0.00
Career Total	28.00	27.60	28.00	27.80	28.00	28.00	28.00	28.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00	0.00	0.00		0.00		0.00
Total Workyears		27.60	0.00	27.80		28.00		28.00
<u>COUNTYWIDE PLANNING</u>								
Full-Time Career	46.00	46.00	46.00	46.00	45.00	45.00	40.00	40.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	46.00	46.00	46.00	46.00	45.00	45.00	40.00	40.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		46.00		46.00		45.00		40.00
<u>INFORMATION CENTER</u>								
Full-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		0.00		0.00		0.00		0.00
<u>TOTAL PLANNING</u>								
Full-Time Career	201.00	201.00	201.00	201.00	197.00	197.00	187.00	187.00
Part-Time Career	5.00	3.20	5.00	3.40	4.00	2.60	3.00	2.10
Career Total	206.00	204.20	206.00	204.40	201.00	199.60	190.00	189.10
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		204.20		204.40		199.60		189.10
<u>TOTAL ADMINISTRATION FUND (Commissioners' Office, CAS, and Planning)</u>								
Full-Time Career	279.50	279.50	280.70	280.15	274.30	273.50	264.70	263.90
Part-Time Career	13.00	7.05	12.50	7.00	10.50	5.90	8.50	4.90
Career Total	292.50	286.55	293.20	287.15	284.80	279.40	273.20	268.80
Term Contract	1.50	1.25	0.50	0.25	0.00	0.00	0.00	(0.80)
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Less Lapse		(3.20)		(4.25)		(4.25)		(5.00)
Total Workyears		284.60		283.15		275.15		263.00

PRINCE GEORGE'S COUNTY POSITION/WORKYEARS BY FUND

FUND	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS
PARK FUND								
<u>OFFICE OF THE DIRECTOR</u>								
Full-Time Career	4.00	4.00	4.00	4.00	3.00	3.00	3.00	3.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	4.00	4.00	4.00	4.00	3.00	3.00	3.00	3.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		4.00		4.00		3.00		3.00
<u>ADMINISTRATIVE SERVICES</u>								
Full-Time Career	13.00	13.00	12.00	12.00	13.00	13.00	28.00	28.00
Part-Time Career	1.00	0.60	1.00	0.60	0.00	0.00	0.00	0.00
Career Total	14.00	13.60	13.00	12.60	13.00	13.00	28.00	28.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		2.50		2.50		2.50		10.50
Total Workyears		16.10		15.10		15.50		38.50
<u>ADMINISTRATION AND DEVELOPMENT</u>								
Full-Time Career	0.00	0.00	0.00	0.00	2.00	2.00	6.00	6.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	0.00	0.00	0.00	0.00	2.00	2.00	6.00	6.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		0.00		0.00		2.00		6.00
<u>PUBLIC AFFAIRS AND MARKETING</u>								
Full-Time Career	12.00	12.00	13.00	13.00	12.00	12.00	12.00	12.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	12.00	12.00	13.00	13.00	12.00	12.00	12.00	12.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		2.00		2.00		2.00
Total Workyears		12.00		15.00		14.00		14.00
<u>IT AND COMMUNICATIONS</u>								
Full-Time Career	15.00	15.00	26.00	26.00	26.00	26.00	25.00	25.00
Part-Time Career	2.00	1.20	2.00	1.20	2.00	1.20	2.00	1.20
Career Total	17.00	16.20	28.00	27.20	28.00	27.20	27.00	26.20
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		2.00		2.00
Total Workyears		16.20		27.20		29.20		28.20
<u>PARK POLICE</u>								
Full-Time Career	146.00	146.00	151.00	151.00	146.00	146.00	146.00	146.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	146.00	146.00	151.00	151.00	146.00	146.00	146.00	146.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.50		0.50		0.50		0.50
Total Workyears		146.50		151.50		146.50		146.50
<u>PARK PLANNING AND DEVELOPMENT</u>								
Full-Time Career	55.00	55.00	55.00	55.00	55.00	55.00	54.00	54.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50	0.00	0.00
Career Total	56.00	55.50	56.00	55.50	56.00	55.50	54.00	54.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		5.50		5.50		1.00		1.00
Total Workyears		61.00		61.00		56.50		55.00
<u>FACILITY OPERATIONS</u>								
Full-Time Career	233.00	233.00	231.00	231.00	243.00	243.00	239.00	239.00
Part-Time Career	6.00	3.00	6.00	3.00	9.00	6.40	7.00	5.10
Career Total	239.00	236.00	237.00	234.00	252.00	249.40	246.00	244.10
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		33.50		32.50		42.50		42.50
Total Workyears		269.50		266.50		291.90		286.60

PRINCE GEORGE'S COUNTY POSITION/WORKYEARS BY FUND

FUND	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS
AREA OPERATIONS								
Full-Time Career	217.00	217.00	220.00	220.00	213.00	213.00	212.00	212.00
Part-Time Career	1.00	0.60	1.00	0.60	0.00	0.00	0.00	0.00
Career Total	218.00	217.60	221.00	220.60	213.00	213.00	212.00	212.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		24.50		28.50		28.50		35.50
Total Workyears		242.10		249.10		241.50		247.50
TOTAL PARK FUND POSITIONS/WORKYEARS								
Full-Time Career	695.00	695.00	712.00	712.00	713.00	713.00	725.00	725.00
Part-Time Career	11.00	5.90	11.00	5.90	12.00	8.10	9.00	6.30
Career Total	706.00	700.90	723.00	717.90	725.00	721.10	734.00	731.30
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		66.50		71.50		79.00		94.00
Total Workyears		767.40		789.40		800.10		825.30
RECREATION FUND								
DIRECTOR'S OFFICE								
Full-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00	0.00	0.00		0.00		0.00
Total Workyears		0.00		0.00		0.00		0.00
ADMINISTRATIVE SERVICES								
Full-Time Career	14.00	14.00	12.00	12.00	10.00	10.00	0.00	0.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	14.00	14.00	12.00	12.00	10.00	10.00	0.00	0.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		6.50		6.50		8.00		0.00
Total Workyears		20.50		18.50		18.00		0.00
ADMINISTRATION AND DEVELOPMENT								
Full-Time Career	2.00	2.00	2.00	2.00	3.00	3.00	0.00	0.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	2.00	2.00	2.00	2.00	3.00	3.00	0.00	0.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		2.00		2.00		3.00		0.00
PUBLIC AFFAIRS AND MARKETING								
Full-Time Career	3.00	3.00	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	3.00	3.00	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		3.00		2.00		2.00		2.00
IT AND COMMUNICATIONS								
Full-Time Career	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		1.00	0.00	0.00		0.00		0.00
Total Workyears		9.00		0.00		0.00		0.00
FACILITY OPERATIONS								
Full-Time Career	95.00	95.00	98.00	98.00	72.00	72.00	75.00	75.00
Part-Time Career	10.00	7.30	11.00	7.80	5.00	2.90	5.00	2.90
Career Total	105.00	102.30	109.00	105.80	77.00	74.90	80.00	77.90
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		115.00	0.00	120.70		104.50		131.50
Total Workyears		217.30		226.50		179.40		209.40

PRINCE GEORGE'S COUNTY POSITION/WORKYEARS BY FUND

FUND	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS
AREA OPERATIONS								
Full-Time Career	174.00	174.00	180.00	180.00	173.00	173.00	166.00	166.00
Part-Time Career	16.00	13.30	16.00	13.30	15.00	12.70	15.00	12.70
Career Total	190.00	187.30	196.00	193.30	188.00	185.70	181.00	178.70
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		315.50	0.00	323.50		321.50		294.00
Total Workyears		502.80		516.80		507.20		472.70
TOTAL RECREATION FUND POSITIONS/WORKYEARS								
Full-Time Career	293.00	293.00	294.00	294.00	260.00	260.00	243.00	243.00
Part-Time Career	26.00	20.60	27.00	21.10	20.00	15.60	20.00	15.60
Career Total	319.00	313.60	321.00	315.10	280.00	275.60	263.00	258.60
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		438.00		450.70		434.00		425.50
Total Workyears		751.60		765.80		709.60		684.10
TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS								
Full-Time Career	988.00	988.00	1006.00	1006.00	973.00	973.00	968.00	968.00
Part-Time Career	37.00	26.50	38.00	27.00	32.00	23.70	29.00	21.90
Career Total	1025.00	1014.50	1044.00	1033.00	1005.00	996.70	997.00	989.90
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		504.50		522.20		513.00		519.50
Total Workyears		1519.00		1555.20		1509.70		1509.40
ENTERPRISE FUND								
SPORTS AND LEARNING COMPLEX								
Full-Time Career	30.00	30.00	30.00	30.00	29.00	29.00	27.00	27.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	31.00	30.50	31.00	30.50	30.00	29.50	28.00	27.50
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		46.00	0.00	46.00		48.00		48.00
Total Workyears		76.50		76.50		77.50		75.50
GOLF COURSES								
Full-Time Career	19.00	19.00	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	1.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	20.00	19.50	18.00	18.00	18.00	18.00	18.00	18.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		26.00		26.00		22.50		22.50
Total Workyears		45.50		44.00		40.50		40.50
INDOOR TENNIS								
Full-Time Career	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		6.50		6.50		6.50		6.50
Total Workyears		7.50		7.50		7.50		7.50
SHOW PLACE ARENA								
Full-Time Career	14.00	14.00	14.00	14.00	13.00	13.00	13.00	13.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	14.00	14.00	14.00	14.00	13.00	13.00	13.00	13.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		21.00		21.00		21.00		21.00
Total Workyears		35.00		35.00		34.00		34.00
TRAP AND SKEET CENTER								
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		7.00		7.00		6.00		6.00
Total Workyears		11.00		11.00		10.00		10.00

PRINCE GEORGE'S COUNTY POSITION/WORKYEARS BY FUND

FUND	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</u>								
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00	3.00	3.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	4.00	4.00	4.00	4.00	4.00	4.00	3.00	3.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		9.00		9.00	0.00	7.00		7.00
Total Workyears		13.00		13.00		11.00		10.00
<u>COLLEGE PARK AIRPORT</u>								
Full-Time Career	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		4.00		4.00		3.00		3.00
Total Workyears		5.00		5.00		4.00		4.00
<u>BLADENBURG WATERFRONT PARK</u>								
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		2.00		2.00		2.00		2.00
Total Workyears		4.00		4.00		4.00		4.00
<u>EQUESTRIAN CENTER</u>								
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		1.50		1.50		1.50		1.50
Total Workyears		4.50		4.50		4.50		4.50
TOTAL ENTERPRISE FUND POSITIONS/WORKYEARS								
Full-Time Career	78.00	78.00	77.00	77.00	75.00	75.00	72.00	72.00
Part-Time Career	2.00	1.00	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	80.00	79.00	78.00	77.50	76.00	75.50	73.00	72.50
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		123.00		123.00		117.50		117.50
Total Workyears		202.00		200.50		193.00		190.00
SPECIAL REVENUE FUND								
Seasonal/Intermittent		198.50		216.50		216.50		216.50
INTERNAL SERVICE FUNDS								
<u>RISK MANAGEMENT</u>								
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
<u>CAPITAL EQUIPMENT</u>								
Full-Time Career	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
<u>EXECUTIVE OFFICE BUILDING</u>								
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
TOTAL INTERNAL SERVICE FUNDS								
Full-Time Career	5.00	5.00	5.00	5.00	6.00	6.00	6.00	6.00
TOTAL TAX AND NON-TAX SUPPORTED FUNDS								
Full-Time Career	1350.50	1350.50	1368.70	1368.15	1328.30	1327.50	1310.70	1309.90
Part-Time Career	52.00	34.55	51.50	34.50	43.50	30.10	38.50	27.30
Career Total	1402.50	1385.05	1420.20	1402.65	1371.80	1357.60	1349.20	1337.20
Term Contract	1.50	1.25	0.50	0.25	0.00	0.00	0.00	(0.80)
Seasonal/Intermittent		826.00		861.70		847.00		853.50
Less Lapse		(3.20)		(3.50)		(4.25)		(5.00)
Total Workyears		2209.10		2261.10		2200.35		2184.90

See Glossary for definitions of "Positions", "Workyears", "Term Contract", and "Seasonal"

Page**COMMISSIONERS' OFFICE AND
CENTRAL ADMINISTRATIVE SERVICES (CAS)**

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COMMISSIONERS' OFFICE

EXECUTIVE OVERVIEW

The mission of the Commissioners' Office is to provide the highest level of professional support to the Prince George's County Planning Board to assist the Board in carrying out its work responsibilities and communicating effectively with County residents, elected officials, other government agencies, and Commission offices and staff.

The Prince George's County Planning Board of the Maryland-National Capital Park and Planning Commission (M-NCPPC) has the responsibility of developing and recommending to the Prince George's County Council land use policies that provide a long-range course of action to guide the orderly growth and development of the County. The Planning Board is also charged with the administration of the County's park system and comprehensive recreation program. The Planning Board carries out its land use planning responsibilities through the adoption of a series of master and functional plans and the application of land use controls (Zoning and Subdivision Regulations). Its oversight of the parks and recreation programs is performed through regular meetings with the Director and his staff, members of the recreation community and recreation advisory support groups, and the development of overall park and recreation service standards. In sum, the Planning Board works with planning professionals, elected and non-elected public officials, and citizens to create, maintain, and promote socially and economically viable communities in the County.

The Planning Board is comprised of five commissioners, appointed by the Prince George's County Executive and confirmed by the Prince George's County Council. One full-time Chairman and four part-time members are supported by ten full-time positions and one part-time position. A Planning Board Administrator and Public Affairs Officer guide the work of the office. The Planning Board conducts formal business through weekly public hearings on planning, zoning, and subdivision activities. It holds scheduled public forums to solicit comments on the Commission's budget and work program. At other times, the Planning Board may conduct forums to discuss various planning, park or recreation matters that may or may not result in immediate solutions but may impact future policies or regulations. Planning Board members often attend and participate in special community events, dedications of new or rehabilitated facilities, groundbreakings and festivals, and serve as members on State or County task forces.

The members of the Prince George's County Planning Board and its staff are committed to providing exemplary customer service and being proactive in outreach programs. These efforts serve to inform and educate the community and general public on the Board's multi-faceted activities and programs and to promote effective public engagement, and feedback from a variety of stakeholders including: the business community, government and educational institutions, faith-based organizations, and the news media.

BUDGET OVERVIEW

In FY 2013, the Commissioners' Office proposed budget decreased by 6% or \$187,700 from the FY12 budget. This decrease is primarily due to reduced retirement costs, the filling of four vacancies at a lower salary, as well as the elimination of a shared position with the Planning department. Also, there is a 3% increase for office space rent.

Legislative Project Charges

This budget also contains \$1,137,300 to reimburse the Prince George's County Council for planning and zoning Functions, and also \$132,355 for the Office's rent in the County Administration Building.



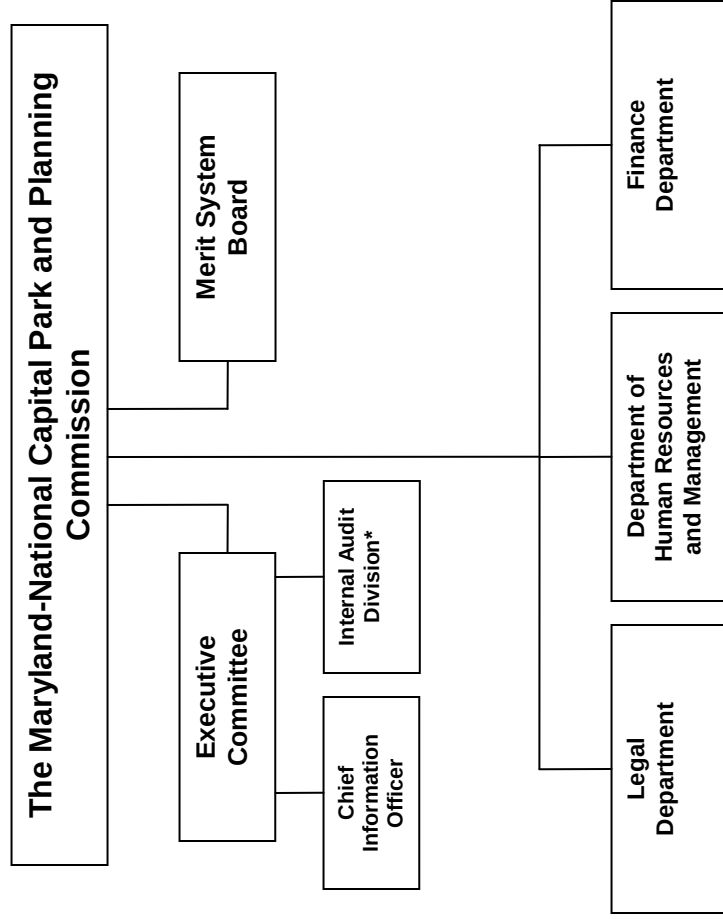
PRINCE GEORGE'S COUNTY COMMISSIONERS' OFFICE

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budgeted FY12		Proposed FY13	
Personnel Services	\$1,498,990		\$1,698,241		\$1,680,765		\$1,480,510	
Supplies & Materials	\$35,592		\$18,649		\$39,000		\$39,000	
Other Services & Charges	\$1,190,148		\$1,131,778		\$1,401,535		\$1,414,090	
Capital Outlay	\$0		\$0		\$12,500		\$12,500	
Sub Total	\$2,724,730		\$2,848,668		\$3,133,800		\$2,946,100	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$2,724,730		\$2,848,668		\$3,133,800		\$2,946,100	
Positions/Workyears Full Time Career	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Positions/Workyears Part-Time Career	<u>7.00</u>	<u>3.30</u>	<u>7.00</u>	<u>3.30</u>	<u>6.00</u>	<u>3.00</u>	<u>5.00</u>	<u>2.50</u>
Positions/Workyears Total Career	18.00	14.30	18.00	14.30	17.00	14.00	16.00	13.50
Positions/Workyears Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent	0.00		0.00		0.00		0.00	
Chargebacks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less Normal Lapse	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	
Workyears Total	14.30		14.30		14.00		13.50	

PERSONNEL COMPLEMENT				
Position Title	No. of FY12	FY12	No. of FY13	FY13
	Positions	Grade	Positions	Grade
Chairman	1	UC	1	UC
Commissioner (PT)	4	UC	4	UC
Administrative Services Division Chief	1	K-A	1	K-A
Public Affairs Specialist IV	1	J-A	1	J-A
Principal Administrative Specialist	1	I-A	1	I-A
Public Affairs Specialist III	1	I-A	1	I-A
Senior Administrative Specialist	1	H-A	1	H-A
Administrative Specialist	1	G-A	1	G-A
Technical Writer/Editor	2	H-A	2	G-A
Principal Administrative Assistant	2	F-A	2	F-A
Inventory Operations Assistant * (PT)	2	E-A	1	E-A
TOTAL	17		16	

* Denotes Shared Position with Planning Dept.

CENTRAL ADMINISTRATIVE SERVICES



*Internal Audit Division reports to Chair and Vice Chair of the Commission and the Audit Committee.

CENTRAL ADMINISTRATIVE SERVICES

EXECUTIVE OVERVIEW

Central Administrative Services (CAS) consists of the following departments and units that provide corporate administrative governance and support to the Commission as a whole:

- Department of Human Resources and Management
- Finance Department
- Legal Department
- Internal Audit Division
- Office of the Chief Information Officer
- Merit System Board
- Support Services

The Commission's three Officers, the Executive Director, the Secretary-Treasurer, and the General Counsel, are responsible for corporate functions as well as leading their respective departments. The Internal Audit Division is overseen by the Chair and Vice Chair along with the Audit Committee to increase independence. Administrative oversight for Internal Audit is provided by the Executive Director. The Chief Information Officer reports to the Executive Committee (Chair, Vice Chair, and Executive Director) to enable focus on Enterprise-wide IT initiatives. CAS also includes funding for the Merit System Board and CAS Support Services. The Office of the Chief Information Officer is shown in the Internal Service Fund section of the FY13 Proposed Budget Document under the Capital Equipment Fund.

CAS services include oversight of enterprise-wide administrative, human resources, and corporate governance; financial business services; legal counsel and representation; internal controls and compliance with rules and regulations; IT strategic planning and Commission-wide systems; and risk mitigation and liability management to safeguard, protect and support the Commission's operations.

BUDGET OVERVIEW

The bi-county proposed FY13 operating budget for Central Administrative Services before chargebacks is \$17,408,300 which is a .8% increase over FY12. The budgets are same service level and incorporate the compensation and benefit assumptions utilized for all operating departments:

- Health benefits increase of approximately 44%
- Restoration of the Temporary Pay Reduction (TPR)
- Pension reduction
- Transfer of other post employment benefits (OPEB) Pay-as-you-Go (PAYGO) into a CAS Non-Departmental account.
- Fourth year of the eight-year phase-in of pre-funding of OPEB costs in Non-Departmental Account
- Marker for potential compensation and benefit restructuring changes in Non-Departmental Account subject to collective bargaining

The level of services and therefore funding allocation by county is tailored to the agency and the individual department needs. Certain functions are allocated based on labor distribution or a cost driver such as number of employees paid. Some functions such as the Merit System Board are funded evenly by both counties.

As indicated in the table below, the FY13 funding allocation is 46% Montgomery County and 54% Prince George's County. The allocation is calculated prior to chargebacks, as chargebacks shift the cost within county to another fund and do not impact each county's funding share.

Proposed FY13 CAS Administrative Fund Budget				
Allocation by County	Montgomery County		Prince George's County	
Department or Unit	Proposed FY13	% of Allocation	Proposed FY13	% of Allocation
DHRM	\$1,907,900	43%	\$2,574,000	57%
Finance	3,463,100	43%	4,537,100	57%
Legal	1,795,200	56%	1,394,600	44%
Internal Audit	149,200	32%	313,400	68%
Merit System Board	67,300	50%	67,300	50%
Support Services	569,600	50%	569,600	50%
Total Before Chargebacks	\$7,952,300	46%	\$9,456,000	54%

Note: The above chart represents the Administration Fund only. The Risk Management, Group Insurance, Office of the Chief Information Officer, and Executive Office Building budgets are shown in the Internal Service Fund portion of the FY13 Proposed Budget Document.

The budget proposal for each department/unit is provided in the individual sections that follow the CAS summary.

Annual Review of Cost Allocation and Chargebacks

Each year cost drivers and labor distribution are analyzed to better reflect county service levels. The FY13 proposal was based on the analysis performed last spring. An updated analysis will be conducted this spring. If major changes are noted, they will be shared with the Council during work sessions.

Separate Group Insurance Fund Proposal

The Commission's Group Insurance Fund accounts for Commission-wide pooled costs associated with providing health benefits to active and retired employees. While the administrative costs in previous budgets were consolidated with the Risk Management Fund, a separate budget has been developed for FY13 incorporating all Group Insurance Program costs and funding sources. The full budget proposal is found in the Internal Service Fund section.

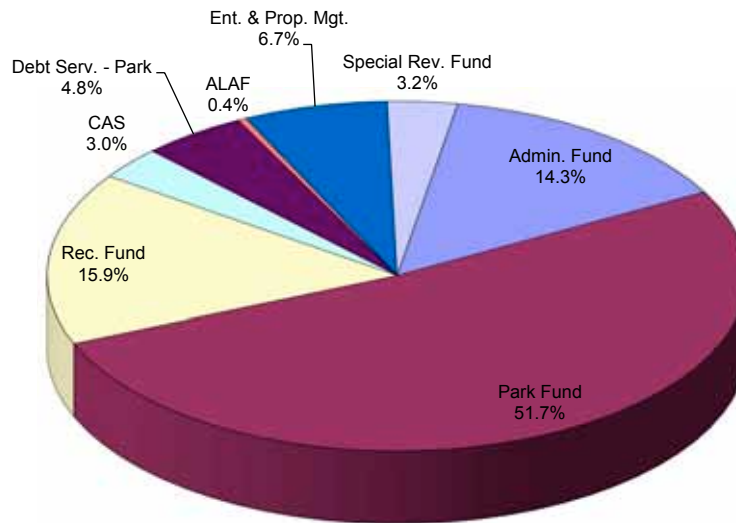
The FY13 Group Insurance Fund proposal totals \$46.6 million. The budget includes 4.7 workyears. Revenues for the fund are primarily the insurance premiums paid by the departments, employees, and retirees. For FY13 the medical insurance rates have been increased to full market cost. The fund's budget is balanced and does not show any planned use of reserves for FY13.

Sustaining a No Growth Budget

In FY13, CAS departments will be embarking on a major overhaul of all corporate financial and human resource systems through the Enterprise wide Resource Planning System (ERP). No additional staffing resources were added to support the implementation of the ERP.

The CAS proposed budget after chargebacks is 3% of the Commission's proposed total bi-county budget. CAS has remained below 4.5% of the budget for over a decade. The CAS budget continues with the reduced workforce based on the FY11 restructuring.

CAS as a Percentage of the Commission's Total FY13 Proposed Budget



CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments and improved service transparency. Below is a list of FY12 accomplishments and highlights of FY13 priorities. More comprehensive details on programs can be found in the individual department sections.

Department of Human Resources and Management **FY13 WORK PROGRAM PRIORITIES**

- Implement new collective bargaining agreements with FOP and MCGEO.
- Implement the recommendations of the Pension Funding & Design Study Work Group - subject to negotiations with collective bargaining units and continue work to contain costs related to employee benefits.
- Lead the Diversity Council in implementing their strategic plan initiatives.
- Implement Enterprise Resource Planning System (ERP) for HR and Budget functions in collaboration with the Finance and Operating Departments.
- Continue full revision and streamlining of agency-wide policy systems; research and develop updated policies in areas including employment, ethics, financial standards, and organizational functions.
- Implement pilot digital records management system in collaboration with departments and the State.
- Design and implement on-line job safety analysis program to assist departments in improving safety compliance.
- Develop online and printed educational tools to improve customer service outreach by Department of Human Resources (i.e. resource pamphlets/contacts for all new hires).
- Rebuild a more effective and efficient budget function. The Budget Office was in transition throughout FY12 due to the complete turnover of staff.
- Prioritize outputs to achieve the best value-add possible within resources.
- Evaluate business processes and reengineer where needed including the processes for salary projections, long-range planning, labor cost modeling, and cost allocation.

- Ensure the new ERP system increases budget automation including, business analytics, flexible budgeting, labor cost modeling, and more efficient budget planning and reporting.
- Implement Federal Health Care Reform as each portion of the law becomes effective.
- Improve recruitment efficiency and effectiveness through greater use of technology such as Facebook and Twitter.
- Expand the use of technology for tracking and gathering data for employee relations issues through use of database system *LaborSoft*.
- Centralize ADA Reasonable Accommodation guidance for all Title I Employment Issues.
- Conduct Park Police Promotional Assessment Center and coordinate selection and promotions with the Divisions.

FY12 STRATEGIC INITIATIVES UPDATE

- Provided analysis and recommendations on Commission's pension program to address issues of portability and cost containment.
- Led contract negotiations with the Commission's two collective bargaining agents.
- Updated and consolidated Commission-wide policies/programs to ensure greater accountability, regulatory compliance, and improved corporate governance/understanding in areas including, but not limited to:
 - vehicle use program policies and standards.
 - preparation, staffing, and compensation during emergency conditions,
 - controlled substance and alcohol free workplace policy and testing requirements,
 - maintenance and privacy of employment records.
 - mobile communication devices.
 - emergency evacuation and emergency response protocols.
 - work/life programs including telework, nursing mother, and alternate work schedules.
 - on-line, employee accessible database of all Commission Resolutions for past 5 years.
- Created budget strategies for long term financial planning, and cost containment of the rising cost of employee benefits.
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for its FY12 Annual Proposed Budget for the 26th consecutive year.
- Received rebate from Early Retiree Reinsurance Program.
- Completed analysis of Commission properties located in flood zones to ensure appropriate protection and prepare application toward National Flood Coverage.

DEPARTMENT OF FINANCE

FY13 WORK PROGRAM PRIORITIES

- Continue implementation of the Enterprise Resource Planning System (ERP). This project will provide a more user friendly corporate financial system which meets the regulatory needs of all finance and accounting activities within the departments.
- Implement a scalable, secure, redundant internet that will consolidate voice, data and video while being able to prioritize data replication and report user Internet activity.
- Enable collaboration, document sharing, user training and empowerment.
- Identify IT investments that will reduce lifecycle costs and improve service.
- Implement tools to support eDiscovery and legal requests for information.
- Support sustainability initiatives as outlined by the Commission's operational initiative.
- Continue to build, test and support the disaster recovery and business continuous operation for critical applications, processes and services of the Commission.
- Pilot virtualization of desktops, servers and critical applications.

FY12 STRATEGIC INITIATIVES UPDATE

- The Department received the Certificate of Achievement for Excellence in Financial Reporting for its 2010 Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada. This represents the 38th consecutive

year in which the Commission has received this award, which is longer than any other organization in its category.

OFFICE OF THE GENERAL COUNSEL (LEGAL DEPARTMENT)**FY13 WORK PROGRAM PRIORITIES**

- Complete implementation of the Pre-Approved for Legal Sufficiency (PALS) program.
- Identify opportunities for service improvements for the Transactions Practice Team.

FY12 STRATEGIC INITIATIVES UPDATE

- Continued to adjust Legal Department's work processes to mitigate ongoing impact of budget reductions.

INTERNAL AUDIT**FY13 WORK PROGRAM PRIORITIES**

- Expand risk-based methodology and develop an audit work plan to include risk or control concerns identified by The Board, Audit Committee, Management, Employees and Citizens. The Plan will be submitted to the Chair and Vice Chair and Audit Committee for review and approval.

FY12 STRATEGIC INITIATIVES UPDATE

- Completed 90% of the audit schedule with only 75% of staffing.
- Performed more than 40 audits and reviews to determine whether controls were in place over critical business processes, including an evaluation of the adequacy and integrity of internal controls, compliance with Commission policies, laws and regulations, and evidence of process efficiencies and effectiveness.
- Generated cost savings for the Commission through recommendations on operational audits.

**CENTRAL ADMINISTRATIVE SERVICES
COMBINED CAS DEPARTMENTS**

SUMMARY OF ANNUAL COMPARISONS				
MAJOR OBJECT/ EXPENDITURES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13

MONTGOMERY COUNTY

Personnel Services	\$6,908,686	\$6,458,113	\$6,136,567	\$6,153,800
Supplies and Materials	249,453	122,781	159,383	159,700
Other Services & Charges	1,593,602	1,469,530	1,497,810	1,638,800
Capital Outlay	<u>0</u>	<u>4,873</u>	<u>0</u>	<u>0</u>
Subtotal	8,751,741	8,055,297	7,793,760	7,952,300
Less Chargebacks	<u>(1,184,975)</u>	<u>(1,494,450)</u>	<u>(1,410,110)</u>	<u>(1,426,800)</u>
Total Expenditures	\$7,566,766	\$6,560,847	\$6,383,650	\$6,525,500

PRINCE GEORGE'S COUNTY

Personnel Services	\$7,262,222	\$6,474,755	\$7,577,619	\$7,414,900
Supplies and Materials	250,089	223,023	187,917	188,100
Other Services & Charges	1,841,617	2,195,239	1,704,915	1,853,000
Capital Outlay	<u>0</u>	<u>21,038</u>	<u>0</u>	<u>0</u>
Subtotal	9,353,928	8,914,055	9,470,451	9,456,000
Less Chargebacks	<u>(1,696,075)</u>	<u>(2,333,400)</u>	<u>(2,423,350)</u>	<u>(2,507,300)</u>
Total Expenditures	\$7,657,853	\$6,580,655	\$7,047,101	\$6,948,700

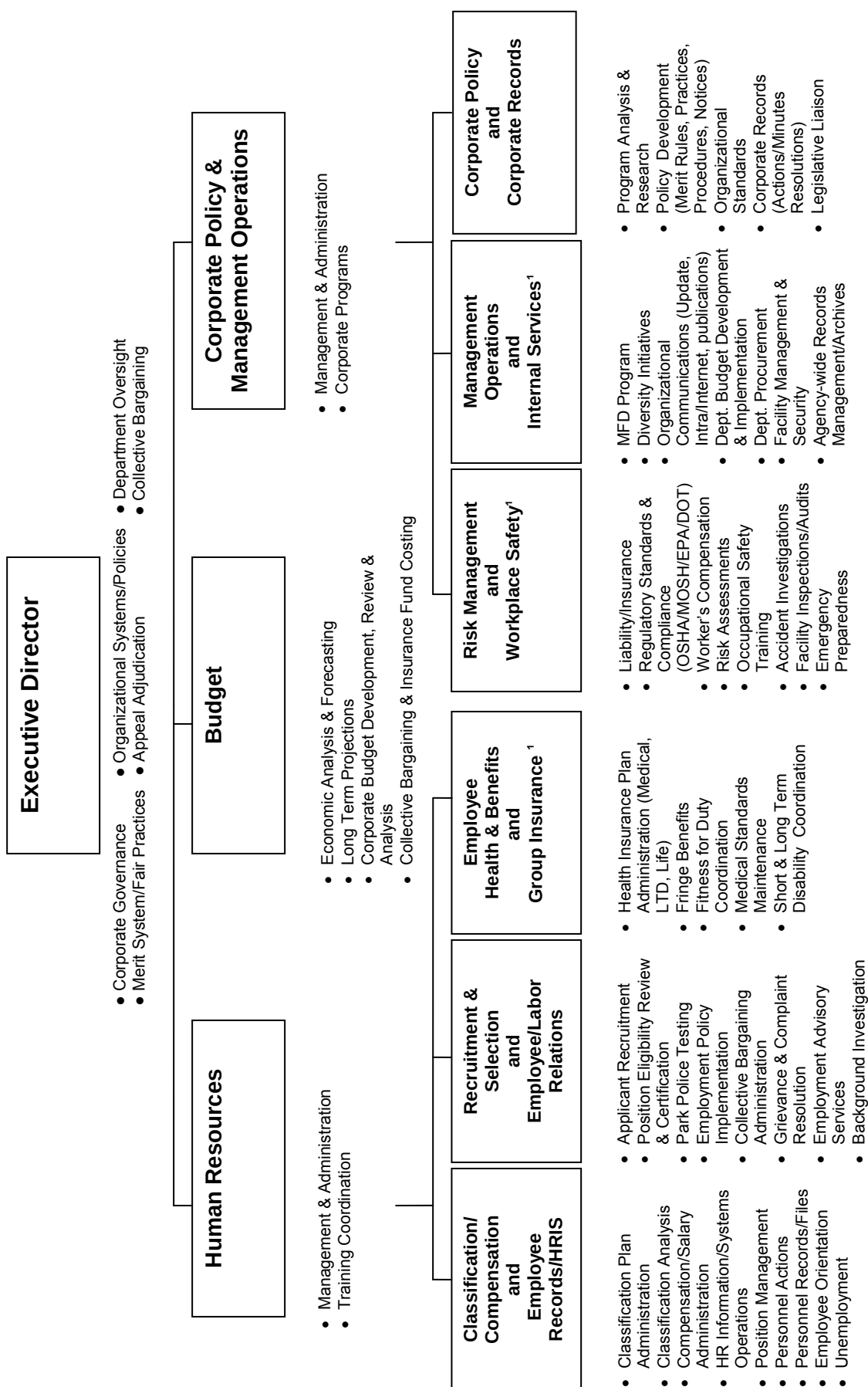
TOTAL CAS

Personnel Services	\$14,170,908	\$12,932,867	\$13,714,186	\$13,568,700
Supplies and Materials	499,542	345,805	347,300	347,800
Other Services & Charges	3,435,219	3,664,768	3,202,725	3,491,800
Capital Outlay	<u>0</u>	<u>25,911</u>	<u>0</u>	<u>0</u>
Subtotal	18,105,669	16,969,351	17,264,211	17,408,300
Less Chargebacks	<u>(2,881,050)</u>	<u>(3,827,850)</u>	<u>(3,833,460)</u>	<u>(3,934,100)</u>
Total Expenditures	\$15,224,619	\$13,141,501	\$13,430,751	\$13,474,200

CENTRAL ADMINISTRATIVE SERVICES
CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY11 Budget	FY12 Adopted	FY13 Proposed	% Change
MONTGOMERY						
	Risk Management	DHRM	\$38,100	\$32,000	\$17,800	-44.4%
	Risk Management	Finance	36,000	31,200	31,160	-0.1%
	Risk Management	Legal	153,200	127,000	177,800	40.0%
	Data Center - Park Fund	Finance	217,700	241,200	255,720	6.0%
	Enterprise Funds	Finance	216,000	216,000	167,000	-22.7%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	225,000	116,900	116,000	-0.8%
	CE Fund/EOB Fund	Finance	45,000	54,500	50,720	-6.9%
	Trust/Agency and Special Revenue Funds	Finance	9,000	7,800	22,000	182.1%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Pension Trust Fund	Legal	30,900	32,140	32,000	-0.4%
	Admin Fund - Dev. Rev.	Legal	134,400	135,450	123,000	-9.2%
	Admin Fund - Planning	Legal	85,000	85,000	85,000	0.0%
	Park Fund	Legal	128,650	140,420	136,000	-3.1%
	Park Police Support	DHRM	50,000	50,000	50,000	0.0%
	Labor Relations - Park	DHRM	33,200	48,200	52,500	8.9%
	Group Insurance	DHRM	-	-	17,800	0.0%
	Subtotal Montgomery		<u>\$1,494,450</u>	<u>\$1,410,110</u>	<u>\$1,426,800</u>	<u>1.2%</u>
PRINCE GEORGE'S						
	Risk Management	DHRM	\$38,100	\$39,100	\$17,800	-54.5%
	Risk Management	Finance	54,000	46,700	46,670	-0.1%
	Risk Management	Legal	153,200	190,000	184,900	-2.7%
	Data Center - Park Fund	Finance	217,700	410,800	526,130	28.1%
	Enterprise Funds	Finance	302,300	231,200	214,800	-7.1%
	Sportsplex	Finance	84,700	64,800	60,200	-7.1%
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	153,000	116,900	116,000	-0.8%
	CE Fund/EOB Fund	Finance	3,600	21,800	11,600	-46.8%
	Trust/Agency and Special Revenue Funds	Finance	153,000	124,600	101,000	-18.9%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Park Fund (5713)	Finance	222,200	108,700	124,000	14.1%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Park Fund	Internal Audit	-	68,100	61,600	-9.5%
	Pension Trust Fund	Legal	30,900	32,100	32,000	-0.3%
	Park Fund - Atty support	Legal	80,000	80,000	94,000	17.5%
	Admin Fund - Planning	Legal	192,450	195,500	204,000	4.3%
	Park Fund	Legal	158,750	164,550	165,000	0.3%
	Adm Fund/PL HRIS/CC	DHRM	20,000	20,000	20,000	0.0%
	Park Fund HRIS/CC	DHRM	50,000	50,000	50,000	0.0%
	Recreation Fund HRIS/CC	DHRM	50,000	50,000	50,000	0.0%
	PG Planning Recruit.	DHRM	14,000	18,000	15,000	-16.7%
	Rec Fund Recruit.	DHRM	47,000	59,000	59,000	0.0%
	Park Fund Recruit	DHRM	33,000	41,000	41,000	0.0%
	Park Police Support	DHRM	50,000	50,000	50,000	0.0%
	Labor Relations - Park	DHRM	33,200	48,200	52,500	8.9%
	Group Insurance	DHRM	-	-	17,800	0.0%
	Subtotal Prince George's		<u>\$2,333,400</u>	<u>\$2,423,350</u>	<u>\$2,507,300</u>	<u>3.5%</u>
	COMBINED TOTAL		<u>\$3,827,850</u>	<u>\$3,833,460</u>	<u>\$3,934,100</u>	<u>2.6%</u>
SUMMARY OF CHARGEBACKS BY SUPPLIER DEPARTMENT						
	DHRM		456,600	505,500	511,200	1.1%
	Finance		2,223,800	2,077,700	2,127,600	2.4%
	Legal		1,147,450	1,182,160	1,233,700	4.4%
	Internal Audit		-	68,100	61,600	-9.5%
	TOTAL		<u>\$3,827,850</u>	<u>\$3,833,460</u>	<u>\$3,934,100</u>	<u>2.6%</u>

DEPARTMENT OF HUMAN RESOURCES & MANAGEMENT



¹Programs funded by tax and non-tax supported funds

DEPARTMENT OF HUMAN RESOURCES AND MANAGEMENT

EXECUTIVE OVERVIEW

The mission of the Department of Human Resources and Management (DHRM) is to provide quality corporate governance and human resource management systems; to perform with integrity, innovation, and responsiveness, and deliver excellent customer service to the Commission, its employees, elected and appointed officials and the communities served in the bi-county region. The Executive Director provides executive functions for the Commission and also oversees the work of DHRM. The Executive Director meets regularly with the two respective Planning Board Chairs as the Executive Committee to support and administer the business of the Commission.

DHRM operates through three cross-functional divisions: Corporate Policy and Management Operations (CPMO), Budget, and Human Resources. Department staff is assigned to teams that provide support in the following program areas: Corporate Policy and Corporate Records, Management Operations and Internal Services, Budget and Fiscal Planning, Risk Management and Workplace Safety, Employee Health and Benefits, Recruitment and Selection Services, Employee/Labor Relations, Classification/Compensation, and Employee Records/Human Resource Information Systems (HRIS).

Responsibilities include balancing public and organizational needs, providing corporate budget services, and creating systemic mechanisms that adhere to local, State, County and Federal regulatory requirements. DHRM also provides human resource operations and services to ensure fair and lawful treatment of all employees, develops administrative and personnel policies and processes aligned with overarching Commission goals and objectives and promulgates a diverse, qualified, healthy, and motivated workforce focused on achieving high quality - park, recreation, and planning programs.

Most of the DHRM functions are funded in the Administration Funds; however the Employee Health and Benefits and Risk and Workplace Safety functions are included in the Group Insurance Internal Service Fund (GIF) and Risk Management Internal Service Fund. The Commission-wide GIF has been used to account for program costs for many years. However, due to the Commission-wide nature of the program, it has not been presented in its entirety in the Commission's County specific Proposed Budget documents. The administrative costs have been presented with the Risk Management Fund budget. To improve transparency, we are now presenting all costs related to the Commission-wide GIF in both Proposed Budgets.

The Management Operations and Internal Services program includes the management of the Executive Office Building Internal Service Fund. The Executive Office Building (EOB) activities include landlord-tenant relations, energy conservation, major maintenance projects, and space planning. EOB houses the Human Resources and Management, Finance and Legal Departments, certain Department of Parks and Recreation offices, the Employees' Retirement System, Internal Audit, Office of the CIO and the Merit System Board.

The Department manages the Support Services account for the Central Administrative Services Departments (CAS), which includes non-discretionary items like office space rent, utilities, and unemployment and liability insurance expenses.

BUDGET OVERVIEW

For FY13, the Department's total proposed budget is \$3,970,700, a decrease of (\$5,460), or -0.14% below the FY12 budget. The budget incorporates salary lapse of 4.5 work years (12.7%) continuing from the FY11 restructuring. The FY13 reduction is primarily attributed to a change in methodology in funding Other Post-Employment Benefits (OPEB) PAYGO of \$114,800 which has been moved into an Administration Fund non-departmental account along with the prefunding amount for the 4th year of an

8-year phase-in. Combined with other miscellaneous personnel compensation adjustments, the Department's budget is flat. Other major assumptions include:

- Restoration of Temporary Pay Reduction for employees.
- No merit or cost of living adjustments are included. However a target amount for a compensation adjustment has been included by all departments in a Non-Departmental account as a placeholder per Commission direction.
- Retirement contribution is funded at recommended actuarial rates.
- Significant increase to group insurance costs for medical benefits to equal market rate cost.
- A reduction to the employers' share of medical and pension costs based on an assumed cost shift to employees has been placed in the Non-Departmental account.
- Reduction in Long Term Disability cost due to retirements.

Major Changes

The only changes include the separate Commission-wide Group Insurance fund, implementation of the ERP, and continued staff realignment between funds to more accurately reflect the work programs and staffing. These do not impact budget expenditures as all workyears have been funded. The changes are as follows:

- 3.0 positions and 3.2 workyears are transferred from the DHRM Administration Fund into the Commission-wide Group Insurance Fund (GIF). The workyears were shown in Administration Fund, but had been funded in GIF.
- 0.5 workyear in the GIF represents a contract term employee.
- Risk Management Internal Service Fund positions (which included a Health Benefits position in FY12) decrease by 0.7 as 1.0 position and 1.0 workyear is transferred to GIF and 0.3 workyears are transferred in from the Administration Fund for program oversight. All workyears were previously funded.
- 0.7 workyears in the Administration Fund are reallocated to the Corporate Policy team to address Commission-wide work program needs.

Personnel costs account for 84% before chargebacks and are the largest portion of the DHRM operating budget. The budget holds 4 vacancies unfilled in anticipation of another challenging fiscal year. FY13 includes 36 positions and funding for 31 workyears for a total cost of \$3,751,500. Considering the 4 frozen positions and additional lapse of .5 workyears, the Department's capacity for new initiatives remains extremely limited.

The Supplies and Materials category reflects no change from FY13 due to cost control measures and is proposed at \$82,900. The Other Services and Charges category decreases by a net of \$27,400 or 4.1% primarily due to a decrease for labor counsel services required to assist with collective bargaining negotiations partially offset by including some ERP professional services, and savings from copier contract renegotiation. The remaining DHRM costs in this category cover specialized supplies, small office equipment, employment advertisements, professional services (e.g., arbitrators, park police testing services), temporary personnel services, corporate records management/archives, and a portion of the Document Production Services center.

County Allocation Review

In FY11 the Department participated in developing a possible new model for cost allocation between the two counties, which was based on labor distribution data and cost drivers. The results of the analysis indicated that although DHRM program costs would shift slightly more to Prince George's County funding, for CAS as a whole, the allocation had minor implications. As a result, the Commission approved the current allocation methodology and directed that it be tested for reasonableness each year against the labor distribution and cost driver data. For FY13, the Department applied the results of the May 2011 labor distribution analysis with slight adjustments to allocate DHRM budget proposal between Montgomery and Prince George's County based on service levels. The DHRM allocation is 57% Prince George's and 43% Montgomery.

DHRM's ongoing work mandates include maintaining a Merit System, insurance programs, risk management and workplace safety, corporate governance, compensation and pay plans, equal employment rights and protection, and efficient budget planning and reporting. In FY13, the Department will continue to meet customer demands during the implementation of two union contracts, pension and benefit changes if successful in labor negotiations, and the Commission-wide Enterprise Resource Planning system.

Risk Management Fund

The DHRM Risk Management Internal Service Fund (RMISF) provides funding for two DHRM programs, Risk Management and Workplace Safety in the total amount of \$1,021,500 including internal chargebacks of \$35,600. This budget funds expenses, including personnel and operating expenses, that are exclusively related to the management and provision of Risk and Safety Programs and is part of the Commission's Risk Management Internal Service Fund. Personnel Services includes 5.0 positions and 5.3 workyears. Budgetary changes address restoration of the Temporary Pay Reduction, pension, retiree medical prefunding, PAYGO, and increases in group insurance. Professional Services increases by \$215,000 due to transferring the occupational medical test costs for all employees, (pre- and post-offer physicals, post-accident drug/alcohol testing) from the Group Insurance Fund to the Risk Management Fund.

Group Insurance Fund

The DHRM Group Insurance Internal Service Fund, a program housed and managed in DHRM, can be found in the new Commission-wide Internal Service Fund Section of the FY13 Proposed Budget Document.

**CENTRAL ADMINISTRATIVE SERVICES
DEPARTMENT OF HUMAN RESOURCES AND MANAGEMENT**

SUMMARY OF ANNUAL COMPARISONS				
COUNTY/MAJOR OBJECT EXPENDITURES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13
<u>MONTGOMERY COUNTY</u>				
Personnel Services	1,945,536	1,631,695	1,541,650	1,557,700
Supplies & Materials	52,711	23,596	41,450	41,500
Other Services & Charges	535,511	418,735	322,400	308,700
Capital Outlay	-	1,875	-	-
Subtotal	<u>2,533,758</u>	<u>2,075,901</u>	<u>1,905,500</u>	<u>1,907,900</u>
Less Chargebacks	(142,500)	(121,300)	(130,200)	(138,100)
Total	<u>2,391,258</u>	<u>1,954,601</u>	<u>1,775,300</u>	<u>1,769,800</u>
Positions/Workyears	21.0/18.75	17.0/15.25	17.0/15.25	15.25/13.75
<u>PRINCE GEORGE'S COUNTY</u>				
Personnel Services	2,009,019	1,717,768	2,182,310	2,193,900
Supplies & Materials	52,229	23,271	41,450	41,400
Other Services & Charges	624,304	560,790	352,400	338,700
Capital Outlay	-	18,040	-	-
Subtotal	<u>2,685,552</u>	<u>2,319,869</u>	<u>2,576,160</u>	<u>2,574,000</u>
Less Chargebacks	(234,600)	(335,300)	(375,300)	(373,100)
Total	<u>2,450,952</u>	<u>1,984,569</u>	<u>2,200,860</u>	<u>2,200,900</u>
Positions/Workyears	22.0/19.75	22.0/19.25	22.0/19.25	20.5/17.75
<u>TOTAL EXPENDITURES</u>				
Personnel Services	3,954,555	3,349,463	3,723,960	3,751,600
Supplies & Materials	104,940	46,867	82,900	82,900
Other Services & Charges	1,159,815	979,525	674,800	647,400
Capital Outlay	-	19,915	-	-
Subtotal	<u>5,219,310</u>	<u>4,395,770</u>	<u>4,481,660</u>	<u>4,481,900</u>
Less Chargebacks	(377,100)	(456,600)	(505,500)	(511,200)
Total	<u>4,842,210</u>	<u>3,939,170</u>	<u>3,976,160</u>	<u>3,970,700</u>

CENTRAL ADMINISTRATIVE SERVICES
DEPARTMENT OF HUMAN RESOURCES AND MANAGEMENT

SUMMARY OF ANNUAL COMPARISONS										
COUNTY/WORKYEARS	ACTUAL*		BUDGET		RESTATED**		ADOPTED		PROPOSED	
	FY10		FY11		FY11		FY12		FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS	POS	WYS
<u>MONTGOMERY COUNTY</u>										
Full-Time Career	20.50	20.50	20.50	20.50	17.00	17.00	17.00	17.00	15.50	15.25
Part-Time Career	0.50	0.25	0.50	0.25	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	21.00	20.75	21.00	20.75	17.00	17.00	17.00	17.00	15.50	15.25
Term Contract	0.00	0.00	0.00	0.00		0.00		0.00		0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00		0.00
Less Lapse		(2.00)		(2.00)		(1.75)		(1.75)		(1.75)
Total Workyears		18.75		18.75		15.25		15.25		13.50
<u>PRINCE GEORGE'S COUNTY</u>										
Full-Time Career	21.50	21.50	21.50	21.50	22.00	22.00	22.00	22.00	20.50	20.25
Part-Time Career	0.50	0.25	0.50	0.25	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	22.00	21.75	22.00	21.75	22.00	22.00	22.00	22.00	20.50	20.25
Term Contract	0.00	0.00	0.00	0.00		0.00		0.00		0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00		0.00
Less Lapse		(2.00)		(2.00)		(2.75)		(2.75)		(2.75)
Total Workyears		19.75		19.75		19.25		19.25		17.50
<u>TOTAL</u>										
Full-Time Career	42.00	42.00	42.00	42.00	39.00	39.00	39.00	39.00	36.00	35.50
Part-Time Career	1.00	0.50	1.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	43.00	42.50	43.00	42.50	39.00	39.00	39.00	39.00	36.00	35.50
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00		0.00
Less Lapse		(4.00)		(4.00)		(4.50)		(4.50)		(4.50)
Total Workyears		38.50		38.50		34.50		34.50		31.00
	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>
Risk Management Fund	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	5.00	5.30
Group Ins. Fund (reallocated)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	4.70
EOB Fund	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Control Total	<u>51.00</u>	<u>46.50</u>	<u>51.00</u>	<u>46.50</u>	<u>47.00</u>	<u>42.50</u>	<u>47.00</u>	<u>42.50</u>	<u>47.00</u>	<u>43.00</u>
MC Pos/WkYrs	25.00	22.75	25.00	22.75	21.00	19.25	21.00	19.25	21.00	19.50
PGC Pos/WkYrs	26.00	23.75	26.00	23.75	26.00	23.25	26.00	23.25	26.00	23.50
	51.00	46.50	51.00	46.50	47.00	42.50	47.00	42.50	47.00	43.00

* Decrease reflects merging DHRM IT unit with Finance IT Division.

** FY11 positions and work years restated per restructuring plan submitted to the County Councils.

**** FY13 reflects shift of 3.5 pos./workyears from DHRM Admin to Internal Service Funds

Central Administrative Services

Proposed FY13 Budget

OFFICE OF THE EXECUTIVE DIRECTOR	Actual FY11	Adopted FY12	Proposed FY13
Personnel Services	\$343,554	\$350,860	\$351,000
Supplies & Materials	\$2,488	\$4,800	\$4,800
Other Services & Charges	\$94,704	\$30,000	\$75,000
Capital Outlay	\$0	\$0	\$0
Chargebacks	<u>-\$76,200</u>	<u>-\$71,100</u>	<u>-\$71,200</u>
Total Expenditures	\$364,547	\$314,560	\$359,600
Workyears	2.00	2.00	2.00

HUMAN RESOURCES DIR. OFFICE	Actual FY11	Adopted FY12	Proposed FY13
Personnel Services	\$272,179	\$339,100	\$342,000
Supplies & Materials	\$5,161	\$7,200	\$7,200
Other Services & Charges	\$140,348	\$19,000	\$19,000
Capital Outlay	\$0	\$0	\$0
Chargebacks	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$417,688	\$365,300	\$368,200
Workyears	3.00	3.00	2.80

CORPORATE POLICY	Actual FY11	Adopted FY12	Proposed FY13
Personnel Services	\$380,674	\$514,800	\$569,400
Supplies & Materials	\$7,235	\$12,000	\$12,100
Other Services & Charges	\$12,705	\$10,000	\$20,000
Capital Outlay	\$0	\$0	\$0
Chargebacks	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$400,614	\$536,800	\$601,500
Workyears	4.00	4.00	4.70

CLASSIFICATION & COMPENSATION	Actual FY11	Adopted FY12	Proposed FY13
Personnel Services	\$353,894	\$466,000	\$479,000
Supplies & Materials	\$3,252	\$6,000	\$6,000
Other Services & Charges	\$102,803	\$45,000	\$75,000
Capital Outlay	\$0	\$0	\$0
Chargebacks	<u>-\$60,000</u>	<u>-\$60,000</u>	<u>-\$60,000</u>
Total Expenditures	\$399,948	\$457,000	\$500,000
Workyears	3.50	3.50	3.50

MANAGEMENT OPERATIONS INTERNAL SERVICES	Actual FY11	Adopted FY12	Proposed FY13
Personnel Services	\$578,860	\$588,800	\$583,000
Supplies & Materials	\$6,637	\$18,000	\$18,000
Other Services & Charges	\$269,281	\$285,800	\$265,800
Capital Outlay	\$19,915	\$0	\$0
Chargebacks	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$874,693	\$892,600	\$866,800
Workyears	5.00	5.00	5.00

EMPLOYEE RECORDS & HRIS	Actual FY11	Adopted FY12	Proposed FY13
Personnel Services	\$377,362	\$400,200	\$395,000
Supplies & Materials	\$6,504	\$13,200	\$13,200
Other Services & Charges	\$33,318	\$0	\$5,000
Capital Outlay	\$0	\$0	\$0
Chargebacks	<u>-\$60,000</u>	<u>-\$60,000</u>	<u>-\$60,000</u>
Total Expenditures	\$357,184	\$353,400	\$353,200
Workyears	4.50	4.50	4.50

RISK MANAGEMENT WORKPLACE SAFETY**	Actual FY11	Adopted FY12	Proposed FY13
Personnel Services	\$583,387	\$643,700	\$690,900
Supplies & Materials	\$30,293	\$45,100	\$45,000
Other Services & Charges	\$79,615	\$35,000	\$250,000
Capital Outlay	\$0	\$0	\$0
Chargebacks (DHRM only)	<u>\$38,100</u>	<u>\$35,550</u>	<u>\$35,600</u>
Total Expenditures	\$731,395	\$759,350	\$1,021,500
Workyears	5.00	5.00	5.30

RECRUITMENT	Actual FY11	Adopted FY12	Proposed FY13
Personnel Services	\$380,238	\$348,000	\$340,100
Supplies & Materials	\$12,720	\$8,000	\$8,000
Other Services & Charges	\$92,552	\$95,000	\$85,000
Capital Outlay	\$0	\$0	\$0
Chargebacks	<u>-\$148,000</u>	<u>-\$148,000</u>	<u>-\$115,000</u>
Total Expenditures	\$337,510	\$303,000	\$318,100
Workyears	3.50	3.50	3.50

BUDGET MANAGEMENT	Actual FY11	Adopted FY12	Proposed FY13
Personnel Services	\$395,585	\$401,500	\$406,000
Supplies & Materials	\$1,621	\$5,500	\$5,500
Other Services & Charges	\$65,528	\$60,000	\$12,600
Capital Outlay	\$0	\$0	\$0
Chargebacks	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$462,734	\$467,000	\$424,100
Workyears	3.00	3.00	3.00

EMPLOYEE & LABOR RELATIONS	Actual FY11	Adopted FY12	Proposed FY13
Personnel Services	\$267,116	\$314,700	\$286,000
Supplies & Materials	\$1,248	\$8,200	\$8,200
Other Services & Charges	\$168,288	\$130,000	\$90,000
Capital Outlay	\$0	\$0	\$0
Chargebacks	<u>-\$112,400</u>	<u>-\$166,400</u>	<u>-\$205,000</u>
Total Expenditures	\$324,252	\$286,500	\$179,200
Workyears	2.50	2.50	2.50

* FY13 freezes 4.0 positions and 4.0 workyears in the Admin Fund and are not shown here. An additional lapse of 0.5 workyears is anticipated but not included in workyear totals.

**Risk Management and Employee Benefits Programs are funded through Internal Service Funds and shown in full in the ISF sections of the Proposed Budget. DHRM work program includes oversight and administration but are not included in the Admin Fund. Program costs shown here for reference only.

GROUP INSURANCE (EMPLOYEE BENEFITS)**	Actual FY11	Adopted FY12	Proposed FY13
Personnel Services	\$575,554	\$608,800	\$616,000
Supplies & Materials	\$5,727	\$20,000	\$20,000
Other Services & Charges	\$296,141	\$345,000	\$275,000
Capital Outlay	\$0	\$0	\$0
Chargebacks (DHRM only)	<u>\$38,100</u>	<u>\$35,550</u>	<u>\$35,600</u>
Total Expenditures	\$915,522	\$1,009,350	\$946,600
Workyears	4.50	4.50	4.70

OFFICE OF THE EXECUTIVE DIRECTOR

The Office of Executive Director provides executive leadership, coordination, and administrative direction for the operation of the Commission and the Department of Human Resources and Management. The Executive Director assures public accountability through a set of responsible best management practices, systems and programs to meet local, State, County, and Federal regulatory requirements and sustain the agency and its employees of the bi-county region. Services provided by the Office include ensuring fair and prudent workplace practices, implementation of the Merit System Rules and Regulations, and oversight of the organizational policies and union contracts. The Office ensures compliance with adopted policies, monitors effectiveness of the Minority, Female, and Disabled (MFD) procurement program, conducts contract execution and procurement waiver review, handles review of employment concerns and appeal adjudication, negotiates collective bargaining agreements, serves as liaison with both County Councils and County Executives, and provides oversight of Commission-wide initiatives such as the Diversity Council. The Office oversees other corporate functions of the agency including policy development, administration of workforce programs/benefits/insurance, budget development and fiscal planning, and coordination of meetings of the Commission, Executive Committee, and Department Directors. The Executive Director and both Planning Board Chairs comprise the Executive Committee. The Executive Committee operates pursuant to Commission practices, meets regularly to conduct business and effectively lead the administrative bi-county operations of the Commission.

CORPORATE POLICY AND MANAGEMENT OPERATIONS DIVISION

The Corporate Policy and Management Operations Division was created in FY11 through consolidation and restructuring to emphasize governance, employee communications, and corporate programs and to enhance the support to the Office of the Executive Director, Executive Committee, and the Commission. This division provides services to ensure that business operations are efficiently utilizing resources and effectively meeting customer requirements. Staff incorporates general management principles of responsibility and transparency into everyday guidelines, recommends operational standards and workplace policy, and provides systems analysis and resource planning. Federal, State, and local mandates are implemented through policies and procedures to assure compliance and due diligence in business operations. The Division operates under three cross-functional teams – Corporate Policy and Corporate Records, Management Operations and Internal Services, and Risk Management and Workplace Safety.

Corporate Policy and Corporate Records conducts research and analysis of organizational needs and processes with respect to functional, employment, and business principles. The office conducts regular business analysis of organizational standards/programs and develops recommendations for agency-wide policy. Recommendations ensure alignment with current law, legislation, best practices/industry standards and operational needs. The office implements collaborative review of policy recommendations with departments, Merit System Board, and union representatives. Other responsibilities include safeguarding custody of official Commission records through managing the Commission's archives in accordance with State and federal mandates; coordinating corporate meetings of the full Commission, the Executive Committee, Department Directors, and other ad hoc or standing committees; and preparing and publishing the Commission calendar, agendas, and minutes to formally document the actions of the Commission. The Office maintains the Commission's policy systems including the Merit System Rules and Regulations, Notices, Administrative Practices, Administrative Procedures, and Resolutions.

Management Operations and Internal Services provides regular corporate communications (dissemination of Commission-wide directives, Update newsletters, facility and emergency closing information, telephone directories). Provides budget/procurement for the Department including Risk Management, Group Insurance, the Executive Office Building, and CAS Support Services; and administrative oversight for programs such as document production/mailroom. In addition, this team operates the Executive Office Building, which provides office space for the Central Administrative Services departments, certain divisions of Prince George's Department of Parks and Recreation, the Employees' Retirement System, and the Merit System Board.

Risk Management and Workplace Safety administers risk activities including a comprehensive insurance program, designed to protect and secure Commission assets and keep the cost of managing risk to a prudent minimum; workers' compensation administration; and general liability programs. Risk management activities include risk assessments to ensure adequate protection of Commission assets and minimize risks to patrons and employees, review of vendor contracts to mitigate liability, and risk analysis of workplace facilities, accidents and loss. The office also administers the agency's workplace safety programs and ensures compliance with Federal and State statutes and regulations including OSHA, MOSH, EPA and DOT. The Office facilitates a safe work environment through a comprehensive training program on safety regulations and standards, hazard recognition, accident prevention and on-site inspections. The team is also responsible for administering a number of agency-wide safety programs including but not limited to, drug and alcohol testing, drivers' license monitoring, personal protective equipment, and defensive driving.

BUDGET DIVISION

The Budget Office exists to promote the responsible and sustainable use of public resources to meet the needs of the bi-county residents by providing the Commission and department's strategic information, central budget coordination, and forward planning on the agency budget. The Office delivers an array of services including:

- Comprehensive fiscal and budget analysis.
- Coordination of Commission-wide budget needs.
- Strategic information regarding the development of the Commission's annual operating budget.
- Long-term fiscal policies and strategies.

It is the strategic goal of the Budget Office to make the budget function a value-added service by working collaboratively with all customers and by providing sound, timely, and transparent fiscal information to support effective resource allocation decisions. The Office provides Commission-wide planning, analysis, and reporting. In addition, the Budget Office works to understand its customers varied budget needs and apply creative analysis to develop information that helps governance and operations to better fulfill their purposes. It is not the role of the Budget Office to oversee and manage department operating budgets, that role is assumed by the department Directors and their budget staff.

HUMAN RESOURCES DIVISION

The Human Resources (HR) Division strives to ensure fair and equitable treatment of all employees and administers a personnel system to create and maintain a diverse, qualified, healthy, and motivated workforce. The Merit System Rules and Regulations, Administrative Practices, and Administrative Procedures and union contracts are the foundation for this work. The two collective bargaining agreements cover Park Police Officers through the rank of Sergeant (FOP), and general service career employees in the Service/Labor, Skilled Trades, and Office/Clerical classifications (MCGEO). The Division includes the Human Resources Director and three cross-functional teams to carry out the HR employee and employment services activities.

Human Resources Director provides expert guidance and advice on human resources management for the Commission. The HR Director also provides supervision of all programs and activities provided to the Commission relating to employment and working conditions. Services include training coordination, employment for disabled persons, personnel management review, and areas described below.

Classification and Compensation establishes and administers a personnel system to assure equal pay for equal work. Staff analyzes and evaluates positions based on duties, responsibilities, and minimum qualifications and recommends the Commission's compensation (salary) schedule. Related work includes benchmarking, salary exception review, classification specification development and maintenance, and position control in accordance with adopted budgets.

Employment Records (HRIS) safeguards and maintains official employee records (physical and electronic) according to Federal and State regulations. Staff uses the Human Resources Information System (HRIS) to maintain the employee/employment database, and review, enter, authorize, and/or approve employee actions (e.g., hire, pay, termination) in accordance with personnel policy and

collective bargaining agreements. Responsibilities include custodianship of employee records, oversight and coordination for State unemployment reimbursement or claims, employment verification and tracking legal garnishments, provision of ad hoc and regular employee-data reporting, and support and integration with existing timekeeping and payroll systems.

Recruitment and Selection Services supports the provision of a diverse, skilled, and effective workforce. Staff provides whole-cycle recruitment activities to the Commission from advertising, testing, application processing, selection, employment/promotion offers, and orientation. This team manages an outsourced on-line applicant tracking system. Two options are provided to the operating departments: either full-service recruitment or on-line recruitment support as requested. Related tasks involve administration of background/reference checks, and Park Police entry and advancement testing.

Employee and Labor Relations provides Merit System Rules and Regulations and collective bargaining contract administration, monitors employee relations activities, investigates complaints and resolves grievances. Duties include fostering management/employee partnerships and assisting management in handling complex employment concerns. Staff reviews disciplinary and performance issues, provides alternate dispute resolution, supports the Park Police Chief's Committee and Grievance Mediation Boards, and administers the Performance Recognition and Performance Management Programs. Labor relations' functions include assistance on negotiation, implementation and administration of collective bargaining contracts, and on-going training on updated and current Commission policies for managers and employees. This unit also reviews reasonable accommodation requests for compliance with the Americans with Disabilities Act.

Employee Benefits administers a comprehensive health benefits program including medical, dental, vision service, prescription drug plans and life and long-term disability insurance programs. Related work covers administration of the flexible spending account program, Consolidated Omnibus Budget Reconciliation Act (COBRA), the employee assistance program, critical incident support, long-term care, childcare and elder care referral networks, Employees' Sick Leave Bank, a blood bank, deferred compensation plans, and a tuition assistance program. The team also coordinates specialized medical testing and monitoring such as return to work, pre-employment, police physicals, fitness for duty examinations, psychological evaluations, and oversees the family medical leave program (FMLA). Other services include workshops and presentations, benefit processing, records and eligibility maintenance, health benefit communications, and legal compliance with federal and state mandates.

MAJOR CHANGES

In FY13 the Commission developed a separate budget proposal for the Commission-wide Group Insurance Internal Service Fund (ISF). The Employee Benefits unit staff is included in the fund. The oversight and work program will continue to be a part of the Human Resources Division in the Department of Human Resources and Management. The financial details of the Fund are shown in the ISF Section of the FY13 Proposed Budget Document.

PERSONNEL COMPLEMENT

DEPARTMENT OF HUMAN RESOURCES AND MANAGEMENT

Title	Grade	Adopted Positions FY12	Proposed Positions FY13
Administrative Specialist I	G	1	1
Administrative Supervisor (Policy Manager)	J	1	1
Budget Manager (Division Chief)	K	1	1
Corporate Policy and Management Ops Div. Chief	K	1	1
Executive Director	UC	1	1
Human Resources Director	K	1	1
Human Resources Manager	J	3	3
Human Resources Specialist	G	2	2
Human Resources Technician	E	1	0
Management Analyst II	H	2	2
Management Analyst III	I	0	1
Principal Administrative Specialist	I	3	3
Principal Human Resource Specialist	I	5	5
Records Management Specialist	G	1	1
Risk Manager	J	1	1
Senior Safety Specialist	H	3	2
Safety & Health Specialist	H	0	1
Senior Administrative Asst.	E	3	2
Senior Budget Analyst	I	2	2
Senior Graphic Designer	H	1	1
Senior Human Resource Specialist	H	7	7
Senior Human Resources Technician	F	4	5
Workers Compensation Specialist	H	1	1
TOTAL PERSONNEL COMPLEMENT		45	45

Executive Office Building*
(EOB Internal Service Fund)

EXECUTIVE OFFICE BUILDING (EOB Internal Service Fund) *	Grade	Adopted Positions FY12	Proposed Positions FY13
Title			
Building Superintendent	G	1	1
Park General Maintenance Worker II	LO3	1	1
TOTAL PERSONNEL COMPLEMENT		2	2

* The EOB ISF budget appears under the Internal Service Funds but is detailed here because DHRM provides supervision for these employees.

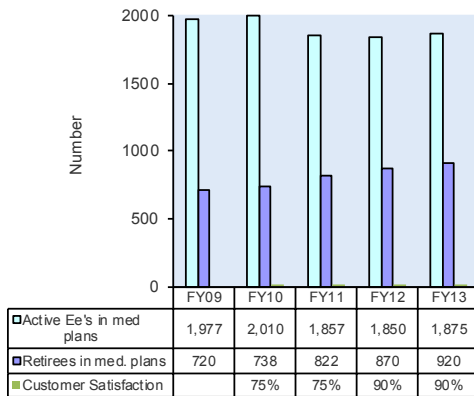
Department of Human Resources and Management

Goal: To perform with integrity, innovation, responsiveness; and to provide caring customer service.

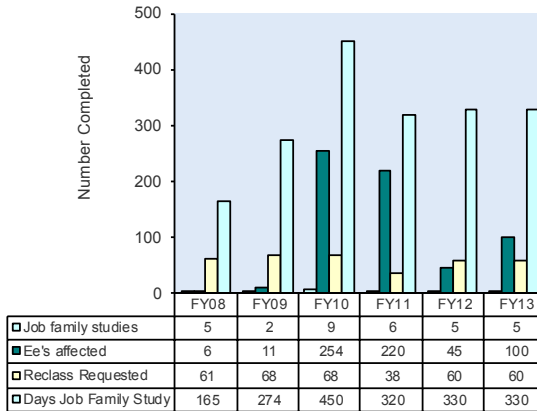
Objective: To provide quality corporate management and human resource systems.

Outcome for Human Resources: An affordable, responsive, attractive and diverse array of benefits and health programs with effective service delivery; an applicant pool that is diverse, qualified and available; employee recognition and compensation that reflect performance; a safe work environment.

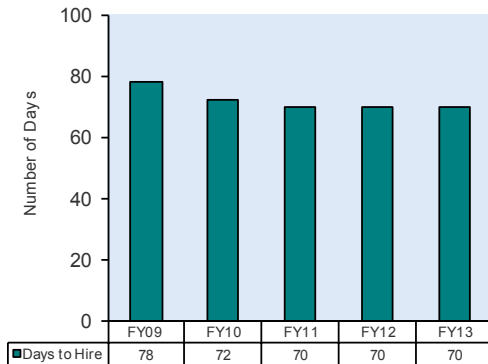
Employee Health and Benefits



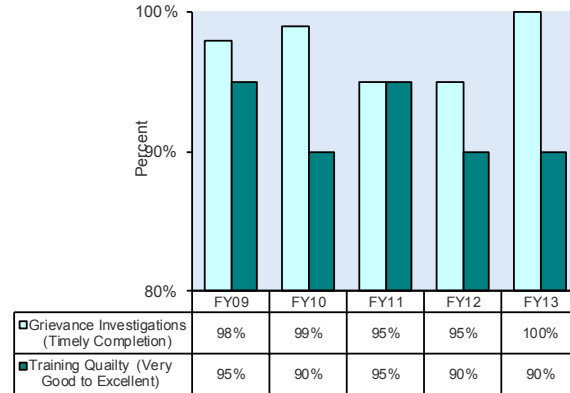
Classification and Compensation



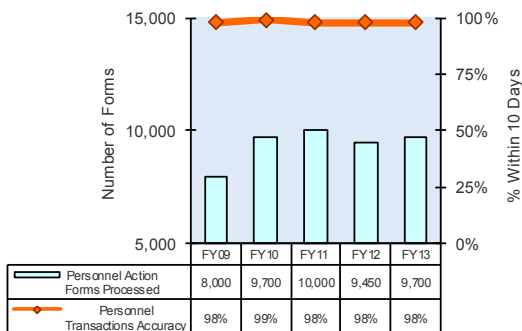
Recruitment and Selection



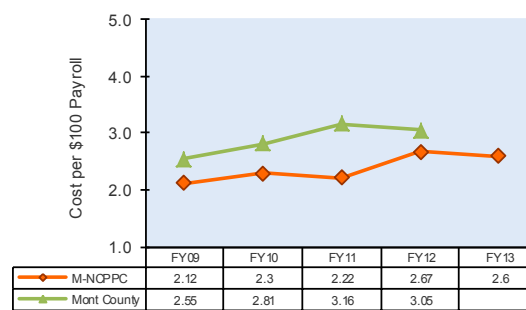
Employee and Labor Relations



Human Resource Records



Risk and Safety Management Claims and Workers' Compensation Costs



Commission participates in same self-insurance fund & claims admin as Mont. Co. Govt.

FINANCE DEPARTMENT

Secretary-Treasurer

Accounting Division

- Financial Reporting, Analysis and Projections
- CIP and Grant Billings
- Accounts Payable
- General Accounting
- Contracts Fund Certification
- Fixed Assets
- Revenue Processing
- Investment Management
- Property Tax and Investment Reporting
- Debt Management
- Bank Reconciliations

Purchasing Division

- Procurement of Goods and Services
- Purchasing Policy and Procedures Development
- Contract Review and Processing
- Anti-Discrimination Program
- Purchase Card Program Administration

Administrative Division

- Corporate Financial Management
- Commission Financing, Bond Sales
- Financial and Economic Analysis
- Public/Private Partnership Analysis
- Department Management
- Department Budget
- Corporate Financial Systems Administration
- Payroll Operations

Information Technology Division Finance, DHRM, Legal & ERS

- Computer Operations Center
- Micro-computer Support and Maintenance
- Desktop Application Support and Training
- Mobile Voice, Remote Access and Video Support and Maintenance
- Corporate Financial, Payroll and Human Resources Database and Systems Support
- WAN/LAN Network Administration
- KRONOS Administration
- Data Security
- Disaster Recovery and Business Continuity
- Internet, Internet Connectivity

FINANCE DEPARTMENT

EXECUTIVE OVERVIEW

The Finance Department operates under the direction of the Secretary-Treasurer and is organized into four divisions: Administrative Services, Accounting, Central Purchasing, and Information Technology. The Department is responsible for Corporate Financial Policy, Management of Debt and Investments, Payroll Administration and Disbursements, Accounting and Financial Reporting, Procurement, and Information Technology Administration and Systems Support for Central Administrative Services and ERS.

The Finance Department's mission is to provide comprehensive financial services, maintain strong internal controls, and implement and administer corporate management information systems using advanced technologies for Commission management and staff, Montgomery and Prince George's County governments, and other relevant outside entities in order to maintain a financially sound organization and support Commission's delivery of services to the bi-county region.

The Finance Department serves the Commission by providing sound oversight of financial operations. The Administrative Services Division establishes and revises fiscal policy to assure that control mechanisms adapt to the ever-changing environment. Staff analyzes proposed public private partnerships and other complex contractual transactions to evaluate economic feasibility and assure fair financial terms. The public interest is served by maintaining the internal controls needed to safeguard Commission assets and maintain fiduciary responsibility for funds. Staff implements accounting standards to assure accurate financial reporting and prepares interim financial projections to support budget compliance. All of these efforts support the sound financial position of the Commission. The Department received the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada for the 38th consecutive year in FY2010. The Commission has received this award longer than any other organization in its category.

BUDGET OVERVIEW

The FY13 Proposed Budget is \$5,872,563 which reflects a -3.94% decrease from the FY12 adopted budget after chargebacks.

The Personnel Services budget decreases by (\$190,731) or -2.87%. This includes retirement contributions, increased medical benefits costs, and elimination of Temporary Pay Reduction. There are no merit or cost of living increases for the third consecutive year.

Supplies and Materials are proposed to remain at FY12 levels with a 0% change. Other Services and Charges are proposed to remain at FY12 levels with a 0% change, despite the necessity to fund increased maintenance on the ERP software.

The Department's only major initiative is to continue the Enterprise Resource Planning System (ERP) project to implement a more efficient and user-friendly corporate financial systems that will better meet the needs of the Commission for accurate, timely management information.

**CENTRAL ADMINISTRATIVE SERVICES
FINANCE DEPARTMENT**

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Personnel Services	\$7,623,113		\$6,969,523		\$6,644,809		\$6,454,078	
Supplies & Materials	\$360,027		\$194,678		\$184,200		\$184,200	
Other Services & Charges	\$1,594,195		\$1,456,241		\$1,361,950		\$1,361,950	
Capital Outlay	\$0		\$5,996		\$0		\$0	
Other Classifications	\$0		\$0		\$0		\$0	
Sub Total	\$9,577,335		\$8,626,438		\$8,190,959		\$8,000,228	
Chargebacks	(\$1,788,400)		(\$2,223,800)		(\$2,077,700)		(\$2,127,665)	
Total	\$7,788,935		\$6,402,638		\$6,113,259		\$5,872,563	
Positions/Workyears Full Time Career	69.00	69.00	67.00	67.00	60.00	60.00	60.00	60.00
Positions/Workyears Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60	1.00	0.60
Positions/Workyears Total Career	70.00	69.60	68.00	67.60	61.00	60.60	61.00	60.60
Positions/Workyears Term Contract	0.00		0.00		0.00		0.00	
Temp. Frozen Positions	0.00		0.00		0.00		-1.60	
Chargebacks	0.00		0.00		0.00		0.00	
Less Normal Lapse	-2.40		-3.00		-2.00		-3.00	
Workyears Total	67.20		64.60		58.60		56.00	

**CENTRAL ADMINISTRATIVE SERVICES
DEPARTMENT OF FINANCE**

SUMMARY OF ANNUAL COMPARISONS				
COUNTY/MAJOR OBJECT EXPENDITURES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13
<u>MONTGOMERY COUNTY</u>				
Personnel Services	3,679,768	3,463,294	2,880,636	2,792,771
Supplies & Materials	179,877	47,252	79,853	79,853
Other Services & Charges	749,905	498,760	590,427	590,427
Capital Outlay	-	2,998	-	-
Subtotal	4,609,550	4,012,304	3,550,916	3,463,051
Less Chargebacks	(745,200)	(841,000)	(759,900)	(734,940)
Total	\$3,864,350	\$3,171,304	\$ 2,791,016	\$ 2,728,111
Positions/Workyears	34/32.6	34/32.3	30/28.8	30/27.5
<u>PRINCE GEORGE'S COUNTY</u>				
Personnel Services	3,943,345	3,506,229	3,764,173	3,661,307
Supplies & Materials	180,149	147,426	104,347	104,347
Other Services & Charges	844,291	957,341	771,523	771,523
Capital Outlay	-	2,998	-	-
Subtotal	4,967,785	4,613,994	4,640,043	4,537,177
Less Chargebacks	(1,043,200)	(1,382,800)	(1,317,800)	(1,392,725)
Total	\$3,924,585	\$3,231,194	\$ 3,322,243	\$ 3,144,452
Positions/Workyears	36/34.6	34/32.3	31/29.8	31/28.5
<u>TOTAL EXPENDITURES</u>				
Personnel Services	7,623,113	6,969,523	6,644,809	6,454,078
Supplies & Materials	360,026	194,678	184,200	184,200
Other Services & Charges	1,594,196	1,456,101	1,361,950	1,361,950
Capital Outlay	-	5,996	-	-
Subtotal	9,577,335	8,626,298	8,190,959	8,000,228
Less Chargebacks	(1,788,400)	(2,223,800)	(2,077,700)	(2,127,665)
Total	\$7,788,935	\$6,402,498	\$ 6,113,259	\$ 5,872,563
Positions/Workyears	70/67.2	67/64.6	61/58.6	61/56

**CENTRAL ADMINISTRATIVE SERVICES
DEPARTMENT OF FINANCE**

SUMMARY OF ANNUAL COMPARISONS								
COUNTY/WORKYEARS	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS

MONTGOMERY COUNTY

Full-Time Career	33.50	33.50	32.50	32.50	29.00	29.00	29.50	29.50
Part-Time Career	0.50	0.30	0.50	0.30	0.50	0.30	0.50	0.30
Career Total	34.00	33.80	33.00	32.80	29.50	29.30	30.00	29.80
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temp. Frozen Positions		0.00		0.00		0.00		-0.80
Less Normal Lapse		-1.20		-1.50		-1.50		-1.50
Total Workyears		32.60		31.30		27.80		27.50

PRINCE GEORGE'S COUNTY

Full-Time Career	35.50	35.50	34.50	34.50	31.00	31.00	30.50	30.50
Part-Time Career	0.50	0.30	0.50	0.30	0.50	0.30	0.50	0.30
Career Total	36.00	35.80	35.00	34.80	31.50	31.30	31.00	30.80
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temp. Frozen Positions		0.00		0.00		0.00		-0.80
Less Normal Lapse		-1.20		-1.50		-1.50		-1.50
Total Workyears		34.60		33.30		29.80		28.50

TOTAL

Full-Time Career	69.00	69.00	67.00	67.00	60.00	60.00	60.00	60.00
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60	1.00	0.60
Career Total	70.00	69.60	68.00	67.60	61.00	60.60	61.00	60.60
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temp. Frozen Positions		0.00		0.00		0.00		-1.60
Less Normal Lapse		-2.40		-3.00		-2.00		-3.00
Total Workyears		67.20		64.60		58.60		56.00

See Glossary for definitions of "Positions", "Workyears", "Term Contract", and "Seasonal"

OFFICE OF THE SECRETARY-TREASURER

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budgeted FY12		Proposed FY13	
Personnel Services	\$1,040,271		\$992,108		\$1,575,032		\$1,558,000	
Supplies & Materials	\$73,083		\$12,119		\$29,600		\$29,600	
Other Services & Charges	\$415,345		\$120,677		\$123,430		\$123,430	
Capital Outlay	\$0		\$0		\$0		\$0	
Other Classifications	\$0		\$0		\$0		\$0	
Sub Total	\$1,528,701		\$1,124,905		\$1,728,062		\$1,711,030	
Chargebacks	(\$182,400)		(\$294,800)		(\$359,800)		(\$350,468)	
Total Net	\$1,346,301		\$830,105		\$1,368,262		\$1,360,562	
Positions/Workyears Full Time Career	8.0	8.0	12.0	12.0	12.0	12.0	12.0	12.0
Positions/Workyears Part-Time Career	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Positions/Workyears Total Career	8.0	8.0	12.0	12.0	12.0	12.0	12.0	12.0
Positions/Workyears Term Contract		0.0		0.0		0.0		0.0
Temp. Frozen Positions		0.0		0.0		0.0		0.0
Chargebacks		0.0		0.0		0.0		0.0
Less Normal Lapse		0.0		0.0		0.0		0.0
Workyears Total		8.0		12.0		12.0		12.0

DIVISION OVERVIEW

The Office of the Secretary-Treasurer provides corporate financial oversight and directs the overall operations of the Finance Department. The Division manages the debt program to finance capital equipment and the Commission's capital improvement projects; administers the Performance Series System (Accounting, Budget, Fixed Asset and Purchasing modules) and manages the Payroll function. The Division also offers financial advice and financial analysis expertise to other Commission departments to enable them to make informed judgments and strategic financial planning decisions.

FY13 MAJOR CHANGES

- No major changes other than the implementation of a new ERP System is planned. This project will impact every facet of Commission accounting and finance and is expected to take a minimum of two years to complete.

ACCOUNTING

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budgeted FY12		Proposed FY13	
Personnel Services	\$2,216,949		\$2,047,751		\$2,059,584		\$2,008,600	
Supplies & Materials	\$28,058		\$28,040		\$13,000		\$13,000	
Other Services & Charges	\$45,262		\$129,278		\$158,720		\$158,720	
Capital Outlay	\$0		\$0		\$0		\$0	
Other Classifications	<u>\$0</u>		<u>\$0</u>		<u>\$0</u>		<u>\$0</u>	
Sub Total	\$2,290,270		\$2,205,070		\$2,231,304		\$2,180,320	
Chargebacks	(\$400,600)		(\$499,700)		(\$433,300)		(\$432,058)	
Total	\$1,889,670		\$1,705,370		\$1,922,970		\$1,748,262	
Positions/Workyears Full Time Career	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00
Positions/Workyears Part-Time Career	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Positions/Workyears Total Career	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00
Positions/Workyears Term Contract	0.00		0.00		0.00		0.00	
Temp. Frozen Positions	0.00		0.00		0.00		0.00	
Chargebacks	0.00		0.00		0.00		0.00	
Less Normal Lapse	<u>(1.20)</u>		<u>(1.00)</u>		<u>(1.00)</u>		<u>(2.00)</u>	
Workyears Total	20.80		21.00		21.00		20.00	

DIVISION OVERVIEW

The Accounting Division has three (3) major programs: Financial Accounting and Reporting, Accounts Payable and Treasury Operations. The Financial Accounting and Reporting function consists of recording and reporting financial transactions, preparing financial statements, preparing quarterly budget projections, generating billings, processing grants, reviewing actual expenditure and budget data in the Performance Accounting System, coordination of the annual external audit, preparation of the Comprehensive Annual Financial Report (CAFR) and preparation of the Uniform Financial Report for the State. The Accounts Payable function covers the processing of all vendor payments, responding to all questions regarding payment status, and preparation of 1099 Forms. Treasury Operations has three (3) major functions: processing of revenue transactions, management of investments, and financial reporting of investments and revenue. Treasury manages cash and investments in accordance with Commission investment policies, which emphasize the protection of investment principal, sufficient liquidity to meet all cash flow requirements, and maximum return on investments subject to the first two objectives. Financial reports are prepared to provide historical and projected information on property tax collections and other revenue sources. Investment reports are prepared to inform management of investment returns and compliance with investment policy.

FY13 MAJOR CHANGES

- No major changes other than the implementation of a new ERP System is planned (see above).

TREASURY OPERATIONS

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Personnel Services	\$337,962		\$310,425		\$0		\$0	
Supplies & Materials	\$6,897		\$4,539		\$0		\$0	
Other Services & Charges	\$12,821		\$631		\$0		\$0	
Capital Outlay	\$0		\$0		\$0		\$0	
Other Classifications	\$0		\$0		\$0		\$0	
Sub Total	\$357,680		\$315,595		\$0		\$0	
Chargebacks	(\$75,100)		(\$62,800)		\$0		\$0	
Total	\$282,580		\$252,795		\$0		\$0	
Positions/Workyears Full Time Career	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00
Positions/Workyears Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Positions/Workyears Total Career	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00
Positions/Workyears Term Contract	0.00		0.00		0.00		0.00	
Seasonal/Intermittent	0.00		0.00		0.00		0.00	
Chargebacks	0.00		0.00		0.00		0.00	
Less Normal Lapse	0.00		0.00		0.00		0.00	
Workyears Total	4.00		0.00		0.00		0.00	

DIVISION OVERVIEW

See the Accounting Division.

CENTRAL PURCHASING

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Personnel Services	\$622,605		\$547,864		\$610,107		\$589,800	
Supplies & Materials	\$2,622		\$1,607		\$9,400		\$9,400	
Other Services & Charges	\$48,640		\$17,630		\$32,800		\$32,800	
Capital Outlay	\$0		\$0		\$0		\$0	
Other Classifications	\$0		\$0		\$0		\$0	
Sub Total	\$673,866		\$567,100		\$652,307		\$632,000	
Chargebacks	(\$116,300)		(\$161,900)		(\$186,900)		(\$176,381)	
Total	\$557,566		\$405,200		\$539,670		\$455,619	
Positions/Workyears Full Time Career	6.00	6.00	5.00	5.00	5.00	5.00	5.00	5.00
Positions/Workyears Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60	1.00	0.60
Positions/Workyears Total Career	7.00	6.60	6.00	5.60	6.00	5.60	6.00	5.60
Positions/Workyears Term Contract								
Temp. Frozen Positions								
Chargebacks								
Less Normal Lapse								
Workyears Total								

DIVISION OVERVIEW

The major function of the Central Purchasing Division is to oversee the procurement of all necessary commodities, supplies, equipment and services that support the Commission's mission. As components of this primary function, the Division is responsible for purchasing policy and procedure development as well as contract review and processing. By implementing the provisions of the Commission's Non-Discrimination Policy, the Division promotes equal and fair competition between all vendors.

FY13 MAJOR CHANGES

- No major changes other than the implementation of a new ERP System is planned (see above).

FINANCE INFORMATION TECHNOLOGY

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Personnel Services	\$2,919,783		\$2,630,060		\$2,400,086		\$2,297,678	
Supplies & Materials	\$247,776		\$147,180		\$132,200		\$132,200	
Other Services & Charges	\$941,743		\$1,128,392		\$1,047,000		\$1,047,000	
Capital Outlay			\$5,996		\$0		\$0	
Other Classifications	\$0		\$0		\$0		\$0	
Sub Total	\$4,109,301		\$3,911,628		\$3,579,286		\$3,476,878	
Chargebacks	(\$863,800)		(\$1,027,100)		(\$1,097,700)		(\$1,168,758)	
Total	\$3,245,501		\$2,884,528		\$2,481,586		\$2,308,120	
Positions/Workyears Full Time Career	24.00	24.00	23.00	23.00	21.00	21.00	21.00	21.00
Positions/Workyears Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Positions/Workyears Total Career	24.00	24.00	23.00	23.00	21.00	21.00	21.00	21.00
Positions/Workyears Term Contract		0.00		0.00		0.00		0.00
Temp. Frozen Positions		0.00		0.00		0.00		0.00
Chargebacks		0.00		0.00		0.00		0.00
Less Normal Lapse		(1.20)		(1.00)		(1.00)		(1.00)
Workyears Total		22.80		22.00		20.00		20.00

DIVISION OVERVIEW

The Finance Information Technology Division is responsible for managing the operations and support for the Commission financial and human resources systems, timekeeping system, Internet and Intranet services, wide area and local area network, electronic mail, and desktop computers. Staff provides systems analysis, performance metrics and recommends system security policies and procedures. The Division participates with the CIO's Innovative and Collaborative Technology Group to identify and address Commission-wide technology issues and recommend solutions. The Division is also responsible for supporting and maintaining the following systems:

Financial Systems

- Financial Management (4 Performance Series Modules--Accounting, Budgeting, Purchasing, Fixed Assets)
- Highline ePersonality ® (Payroll)
- Purchasing Bidders List and Contract Log
- MFD Vendor System
- EnergyCAP Utility/Energy Management
- EMPHYSIS Investment Management
- Works Purchase Card System

Human Resources Systems

- Highline ePersonality ® (modules include: HR, Foundation, Benefits Administration, Salary Administration, Forecasting & Costing, Training & Development, Safety & Health)
- Employees' Retirement System

Program Support Systems

- Commission contract management
- Cell phone policy and program administration
- eCounsel hosted service
- NeoGov hosted service
- Performance metric system
- Symantec Enterprise Backup System
- Archive Records Management System
- Computer Tape/Media Library System
- Contract Routing System
- Disaster recovery and Business Continuity program
- Kronos timekeeping system
- Sharepoint service
- Active Directory and Email services
- Verdiem Surveyor system

FY13 MAJOR CHANGES

- Implement a scalable, secure, redundant Internet that will consolidate voice, data and video while being able to prioritize data replication and report user Internet activity
- Enable collaboration, document sharing, user training and empowerment.
- Identify IT investments that will reduce lifecycle costs and improve service.
- Ensure process controls and resources are implemented to achieve PCI compliance.
- Implement tools to support eDiscovery and Legal requests for information.
- Support Sustainability initiatives as outlined by the Commission Operational Initiative.
- Continue to build, test and support the disaster recovery and business continuous operation for critical applications, processes and services of the Commission.
- Pilot virtualization of desktops, servers and critical applications.
- Provide data center services to support the installation of the new ERP System.

PERSONNEL COMPLEMENT

POSITION TITLE	GRADE	FY12 Positions	Proposed FY13 Positions
OFFICE OF THE SECRETARY-TREASURER			
Secretary-Treasurer	U/C	1	1
Director – Administration (Fin Mgr II)	K-A	1	1
Financial Systems Manager (IT Mgr/Ldr)	JIT-A	1	1
Payroll Services Manager (Fin Mgr I)	J-A	1	1
Financial Systems Administrator (Acct III)	I-A	1	1
Principal Administrative Specialist	I-A	2	2
Payroll Supervisor (Acct III)	I-A	1	1
Payroll Accountant II	H-A	1	1
Senior Administrative Specialist	H-A	1	1
Payroll Specialist	G-A	<u>2</u>	<u>2</u>
		12	12
ACCOUNTING DIVISION¹			
Director - Accounting (Fin Mgr II)	K-A	1	1
Finance Manager I	J-A	1	1
Investment Manager	J-A	1	1
Accountant III	I-A	3	3
Accountant II	H-A	6	6
Accountant I	G-A	3	3
Accounting Technician II	C-06	6	6
Senior Administrative Assistant	C-05	<u>1</u>	<u>1</u>
		22	22

PERSONNEL COMPLEMENT

POSITION TITLE	GRADE	FY12 POSITIONS	FY13 POSITIONS
FINANCE INFORMATION TECHNOLOGY DIVISION			
Director – Information Technology (Fin Mgr II)	K-A	1	1
IT Systems Manager/Leader	JIT-A	5	5
Programmer Analyst III	IIT-A	2	2
Senior IT Support Specialist	IIT-A	2	2
Principal Administrative Specialist	I-A	1	1
Programmer Analyst II	HIT-A	4	4
IT Support Specialist II	H-A	4	4
IT Support Specialist I	G-A	<u>2</u>	<u>2</u>
		21	21
PURCHASING DIVISION²			
Director – Purchasing (Fin Mgr II)	K-A	1	1
Principal Procurement Specialist	I-A	3	3
Senior Procurement Specialist	H-A	1	1
Principal Administrative Assistant	C-06	<u>1</u>	<u>1</u>
		6	6
DEPARTMENT TOTAL		61	61

¹ One Accounting position is fully charged back to the Prince George's Department of Parks and Recreation

² Two additional Purchasing positions are budgeted directly in the Prince George's Department of Parks and Recreation. One position, funded by Prince George's Parks and Recreation, was transferred to Audit to reflect change in priorities from CIP procurement to internal audits.

Finance Department Performance Measures

Goal: Provide comprehensive financial services and planning, financial controls, and management information systems using advanced technologies to Commission management and staff, Montgomery and Prince George's County governments, and other relevant outside entities.

Objective: Maintain a financially sound organization to support Commission programs and to assure fiscal accountability.

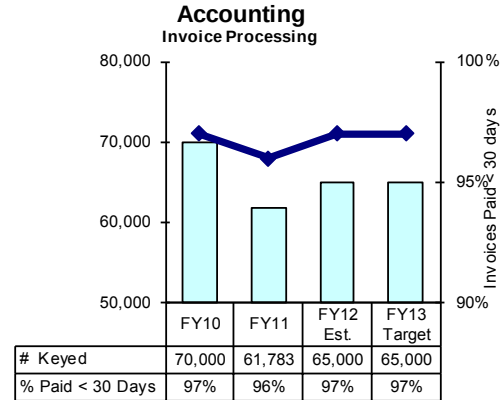
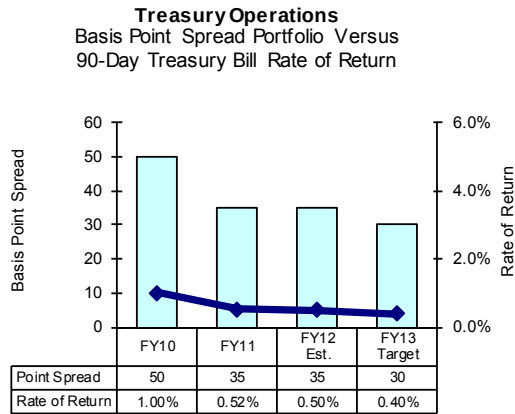
Outcome Office of the Secretary-Treasurer: Maintenance of the strong financial position of the Commission through comprehensive analysis of and guidance on financial transactions, generation of financial projections, responsible debt management, oversight of all financial operations, and efficient allocation of Departmental resources.

Bond Ratings

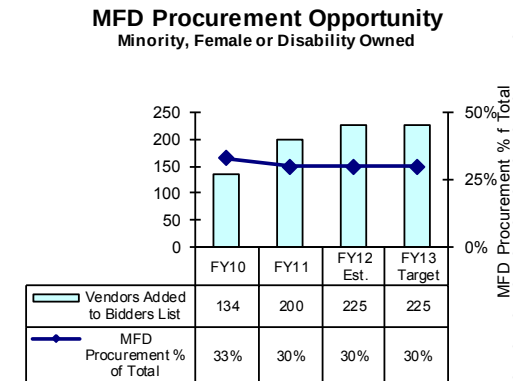
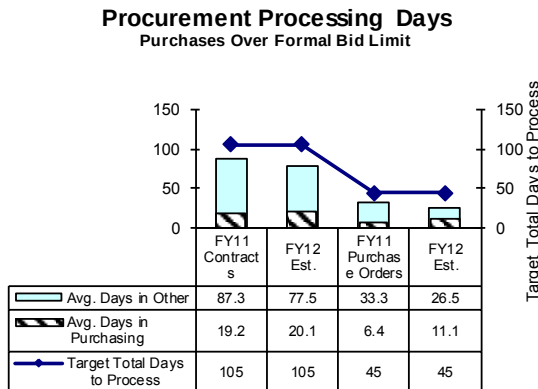
	FY10	FY11 Est.	FY12 Est.	FY13 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AA+	AA+	AA+	AA+
Moody's Investor Services Inc.	Aa1	Aa1	Aa1	Aa1
Standard & Poors Rating Services	AAA	AAA	AAA	AAA

Finance Department Performance Measures

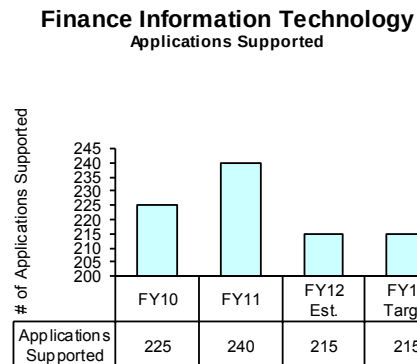
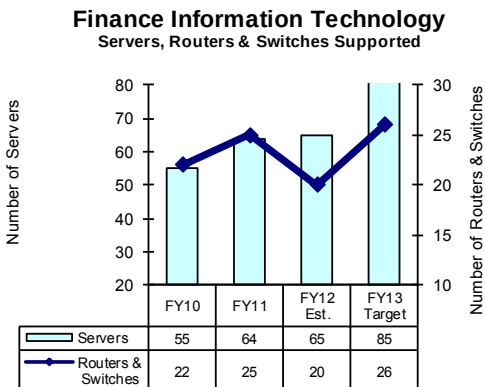
Outcome Accounting: Reliable financial reporting, payroll and disbursement processing, and budget controls. Revenue transactions and investment management that protects principal, provides liquidity and maximizes investment return.



Outcome Central Purchasing: Achieving the best value at the lowest price through public competition when purchasing commodities, supplies, equipment and services.

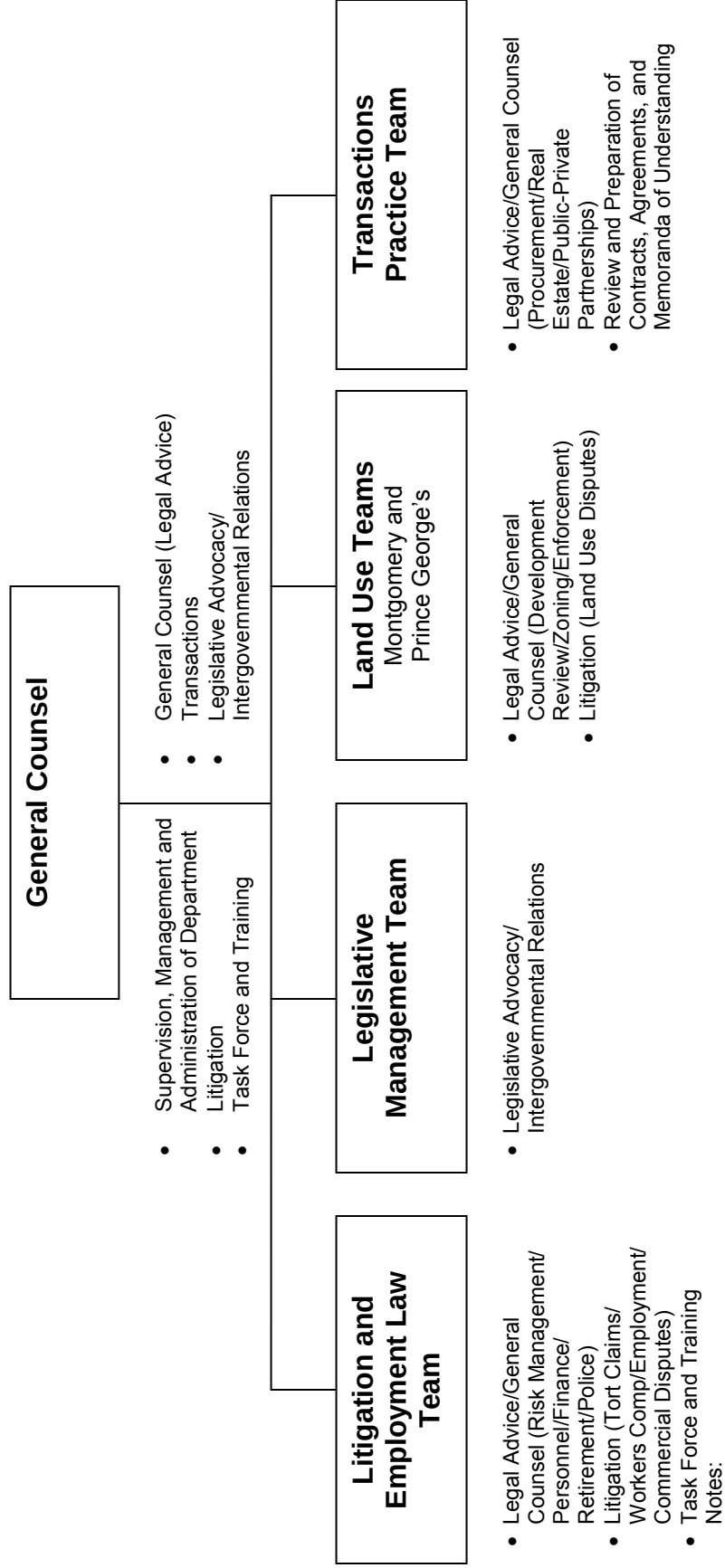


Outcome Finance Information Technology: Reliable information technology services in support of automated financial systems.



Note: The Commission has received the Government Finance Officers Association certificate of achievement in financial reporting for 38 consecutive years.

LEGAL DEPARTMENT



LEGAL DEPARTMENT

EXECUTIVE OVERVIEW

The mission of the Office of the General Counsel is to provide cost effective legal advice and representation of the highest quality to The Maryland-National Capital Park and Planning Commission as a corporate entity. Primary emphasis of the work program is providing proactive counsel, preventive advice and early intervention to support decision-makers with a clear picture of all their lawful options.

Under the direction of the General Counsel, the Office of the General Counsel (Legal Department) provides a comprehensive program of legal services to the Commission, supporting virtually every facet of the Commission's work program. The Office of the General Counsel (OGC) guides the Commission's internal corporate operations; advises staff and the Planning Boards in judicial and regulatory responsibilities; advocates on the Commission's behalf in litigation before the State and Federal courts; and participates in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the Commission.

The OGC's four work programs are: General Counsel, Litigation, Legislation and Task Force Participation. To support these programs, staff attorneys are primarily grouped into five specialized work teams: Litigation and Employment Law; Transactions Practice; Legislative Management; Montgomery County Land Use; and Prince George's County Land Use. Each team is assigned responsibility for work through a matrix management model that includes the following eleven functional elements:

- Advice (Counsel)
- Support to Commission Hearings
- Civil Trial Litigation
- Judicial Review Litigation
- Administrative Litigation
- Appellate Litigation
- Business Transactions
- Property Management Transactions
- Procurement Transactions
- Regulatory Transactions
- Legislative Management

These Teams work in a coordinated environment from offices in five locations: the Commission's Executive Office Building in Riverdale; Montgomery Regional Office Building in Silver Spring; the Prince George's County Administration Building in Upper Marlboro; the Park and Recreation Administration Building in Riverdale; and the Parkside Headquarters facility in Silver Spring. The networking arrangement enables staff attorneys to respond to the specific needs of each County or Commission department, while maintaining an overall cohesive approach to the Commission's legal requirements.

BUDGET OVERVIEW

The proposed same service level budget for FY13 is \$1,956,100, an increase of 2.1%, or \$40,560 over FY12 funding. Personnel costs continue to comprise 88% of the FY13 budget and operating expenses account for 12% before chargebacks. The budget includes 23.0 positions and 22.0 workyears.

LEGAL DEPARTMENT

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Personnel Services	\$2,822,200		\$2,505,944		\$2,745,351		\$2,792,000	
Supplies & Materials	\$32,200		\$29,291		\$29,700		\$29,800	
Other Services & Charges	\$569,700		\$434,575		\$322,647		\$368,000	
Capital Outlay	\$0		\$0		\$0		\$0	
Sub Total	\$3,424,100		\$2,969,810		\$3,097,698		\$3,189,800	
Chargebacks	\$ (899,900)		\$ (1,147,450)		\$ (1,182,160)		\$ (1,233,700)	
Total	\$2,524,200		\$1,822,360		\$1,915,538		\$1,956,100	
Positions/Workyears Full Time Career	22.00	22.00	23.00	22.00	23.00	22.00	23.00	22.00
Positions/Workyears Part-Time Career	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Positions/Workyears Total Career	22.00	22.00	23.00	22.00	23.00	22.00	23.00	22.00
Positions/Workyears Term Contract	2.00	1.75	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Chargebacks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less Normal Lapse		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Workyears Total		23.75		22.00		22.00		22.00

**CENTRAL ADMINISTRATIVE SERVICES
LEGAL DEPARTMENT**

SUMMARY OF ANNUAL COMPARISONS				
COUNTY/MAJOR OBJECT EXPENDITURES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13
<u>MONTGOMERY COUNTY</u>				
Personnel Services	\$1,407,650	\$1,309,155	\$1,499,341	\$1,596,300
Supplies & Materials	16,100	14,449	14,850	14,900
Other Services & Charges	334,850	154,751	164,841	184,000
Capital Outlay	0	0	0	0
	1,758,600	1,478,355	1,679,032	1,795,200
Less Chargebacks	(466,550)	(532,150)	(520,010)	(553,800)
Total	<u>\$1,292,050</u>	<u>\$946,205</u>	<u>\$1,159,022</u>	<u>\$1,241,400</u>
<u>PRINCE GEORGE'S COUNTY</u>				
Personnel Services	\$1,414,550	\$1,196,789	\$1,246,010	\$1,195,700
Supplies & Materials	16,100	14,842	14,850	14,900
Other Services & Charges	234,850	279,824	157,806	184,000
Capital Outlay	0	0	0	0
	1,665,500	1,491,455	1,418,666	1,394,600
Less Chargebacks	(433,350)	(615,300)	(662,150)	(679,900)
Total	<u>\$1,232,150</u>	<u>\$876,155</u>	<u>\$756,516</u>	<u>\$714,700</u>
<u>TOTAL</u>				
Personnel Services	\$2,822,200	\$2,505,944	\$2,745,351	\$2,792,000
Supplies & Materials	\$32,200	\$29,291	\$29,700	\$29,800
Other Services & Charges	\$569,700	\$434,575	\$322,647	\$368,000
Capital Outlay	\$0	\$0	\$0	\$0
	3,424,100	2,969,810	3,097,698	3,189,800
Less Chargebacks	(\$899,900)	(\$1,147,450)	(\$1,182,160)	(\$1,233,700)
Total	<u>\$2,524,200</u>	<u>\$1,822,360</u>	<u>\$1,915,538</u>	<u>\$1,956,100</u>

**CENTRAL ADMINISTRATIVE SERVICES
LEGAL DEPARTMENT**

SUMMARY OF ANNUAL COMPARISONS								
COUNTY/WORKYEARS	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS

MONTGOMERY COUNTY

Full-Time Career	11.50	11.50	10.80	10.35	10.80	10.35	10.80	10.35
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	11.50	11.50	10.80	10.35	10.80	10.35	10.80	10.35
Term Contract	1.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		12.25		10.35		10.35		10.35

PRINCE GEORGE'S COUNTY

Full-Time Career	10.50	10.50	12.20	11.65	12.20	11.65	12.20	11.65
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	10.50	10.50	12.20	11.65	12.20	11.65	12.20	11.65
Term Contract	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		11.50		11.65		11.65		11.65

TOTAL

Full-Time Career	22.00	22.00	23.00	22.00	23.00	22.00	23.00	22.00
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	22.00	22.00	23.00	22.00	23.00	22.00	23.00	22.00
Term Contract	2.00	1.75	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		23.75		22.00		22.00		22.00

See Glossary for definitions of "Positions", "Workyears", "Term Contract", and "Seasonal"

DEPARTMENT PROGRAMS

GENERAL COUNSEL	Actual FY11	Budget FY12	Proposed FY13
Personnel Services	\$1202,855	\$1,317,768	\$1,340,160
Supplies & Materials	\$14,060	\$14,256	\$14,304
Other Services & Charges	\$208,596	\$154,871	\$176,640
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$550,776)	(\$567,437)	(\$592,176)
Total Expenditures	\$874,735	\$919,458	\$938,928
Workyears	11.00	11.00	11.00

LEGISLATION	Actual FY11	Budget FY12	Proposed FY13
Personnel Services	\$175,416	\$192,175	\$195,440
Supplies & Materials	\$2,050	\$2,079	\$2,086
Other Services & Charges	\$30,420	\$22,585	\$25,760
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$80,322)	(\$82,751)	(\$86,359)
Total Expenditures	\$127,565	\$134,088	\$136,927
Workyears	0.80	0.80	0.80

LITIGATION	Actual FY11	Budget FY12	Proposed FY13
Personnel Services	\$1,052,496	\$1,153,047	\$1,172,640
Supplies & Materials	\$12,302	\$12,474	\$12,516
Other Services & Charges	\$182,522	\$135,512	\$154,560
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$481,929)	(\$496,507)	(\$518,154)
Total Expenditures	\$765,391	\$804,526	\$821,562
Workyears	9.50	9.50	9.50

TASK FORCE	Actual FY11	Budget FY12	Proposed FY13
Personnel Services	\$75,178	\$82,361	\$83,760
Supplies & Materials	\$879	\$891	\$894
Other Services & Charges	\$13,037	\$9,679	\$11,040
Capital Outlay	\$0	\$0	\$0
Chargebacks	(\$34,424)	(\$35,465)	(\$37,011)
Total Expenditures	\$54,671	\$57,466	\$58,683
Workyears	0.70	0.70	0.70

GENERAL COUNSEL

The legal offices provide advice and counsel to the operating departments of the Commission, the Montgomery and Prince George's County Planning Boards and internal Commission committees. Legal Department attorneys provide oral and written advice on local, State, and Federal law; draft and review agreements, memoranda of understanding, contracts, regulations, other legal documents; and conduct various negotiations. The Legal Department advises the Commission on employment law, and advises the Park Police on issues involving the Law Enforcement Officers Bill of Rights (LEOBR). The Department oversees outside counsel in areas of specialized legal services such as construction litigation, real estate settlements, employment and discrimination law, bankruptcy, and areas in which there may be an in-house conflict of interest.

FY13 Major Changes

None

LITIGATION

The Legal Department's attorneys represent the Commission and the Planning Boards before all courts and various administrative bodies. The Legal Department appears before Federal courts, Montgomery and Prince George's County District and Circuit Courts, the Maryland Court of Special Appeals, and the Court of Appeals, and represents the Commission in administrative actions before the Montgomery and Prince George's County Board of Appeals, the Maryland Public Service Commission, the United States Environmental Protection Agency, the Maryland Department of Labor, Licensing and Regulation, and the Department of the Interior. The Legal Department represents the Commission in proceedings before the EEOC, the Maryland Human Relations Commission, the Commission's independent Merit System Board and various LEOBR police disciplinary bodies. The Legal Department represents the Commission in tort and workers' compensation litigation.

FY13 Major Changes

None

LEGISLATION

The Office of the General Counsel serves as the Commission's liaison to the Maryland General Assembly. The OGC, in conjunction with specially selected staff, provide the Commission with a thorough analysis of all local, bi-county and statewide legislation of interest to the Commission.

FY13 Major Changes

None

TASK FORCE PARTICIPATION

Legal Department attorneys participate on state and local committees and task forces charged with analyzing and responding to specific needs within or concerning the Commission, the counties and the State. Current examples include time devoted to the Commission's Diversity Council, the ad hoc Social Networking Technology Group, and the Maryland Code Revision Task Force that is now completing its work to create a new Maryland Land Use Article.

FY13 Major Changes

None

PERSONNEL COMPLEMENT

Title	Grade	Adopted FY12 Positions	Proposed FY13 Positions
General Counsel	U/C	1	1
Associate General Counsel III	K	4	4
Associate General Counsel II	J	10	10
Associate General Counsel I	I	3	3
Administrative Specialist	H	1	1
Administrative Specialist	G	3	3
Legal Secretary	F	1	1
TOTAL		23	23

LEGAL DEPARTMENT PERFORMANCE MEASURES

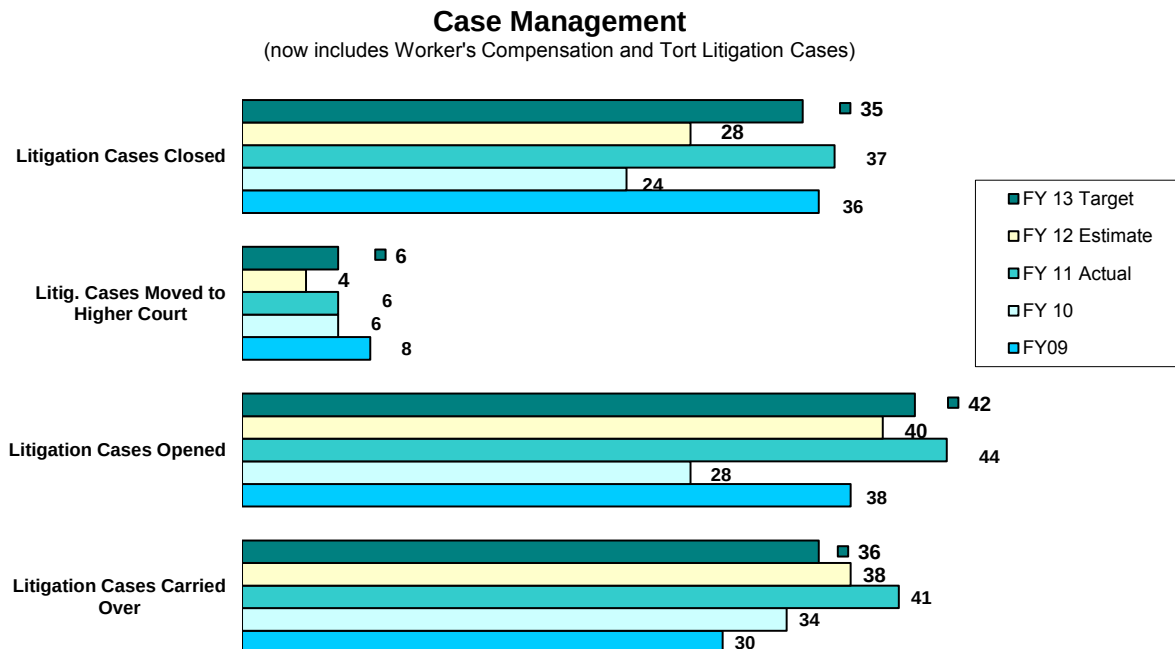
Departmental Goal: To provide cost effective legal advice and representation of the highest quality to The Maryland-National Capital Park and Planning commission as a corporate entity. Our lawyers place their primary emphasis of providing proactive counsel, preventive advice and early intervention to support decisions-makers with a clear picture of all their lawful options.

Departmental Objective: To effectively and efficiently provide legal services to the Commission through accurate, timely and competent advice and counsel; legal representation in county, state and federal courts and other administrative proceedings; legislative representation; and task force participation.

Outcome: Delivery of a broad range of legal services performed expeditiously and to client's satisfaction.

Client Ratings

Survey Results: As indicated in a recent independent questionnaire and study, operating departments of the Commission report that users are "highly satisfied" with the services provided by the Legal Department. The leadership indicates they are "extremely satisfied" with the embedded staff model utilized by the Legal Department where legal staff is designated to work within the user departments on issues specific to each County. This method has developed a good customer orientation and a solid information foundation for service delivery. Based on the study questionnaire completed by user departments, the Legal Department's overall rating was 1.95 out of a possible 2.0. The client departments indicate: (1) they are well served; (2) they are kept well informed; (3) the Legal Department is timely in providing legal advice; (4) is always available; and (5) legal staff is knowledgeable and has the ability to work in various areas within the legal division.



INTERNAL AUDIT DIVISION

EXECUTIVE OVERVIEW

The mission of the Office of Internal Audit is to provide independent objective audit/review and risk assessment services designed to add value and improve the operations of the Commission. This Chief Internal Auditor reports directly to the Chair and Vice Chair of the Commission. The Division provides a systematic disciplined approach to evaluating and improving the effectiveness of governance, risk management, and internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting. The scope of work includes interaction with the various governance groups; and evaluation of significant financial, managerial, and operating information to determine compliance with the Commission's policies, standards, and procedures, and applicable laws and regulations. Staff analyzes resources to determine efficient use, assure adequate safeguarding, and recommend continuous improvements to control processes.

BUDGET OVERVIEW

The FY13 proposed budget is \$401,000, which reflects a reduction from the unit's FY12 budget.

FY13 PROGRAM PRIORITIES

Expand risk-based methodology and develop an audit work plan to include any risk or control concerns identified by The Board, Audit Committee, Management, Employees and Citizens. Submit the plan to the Chair and Vice Chair and Audit Committee for review and approval. Work planning is a dynamic process, and adjustments are made throughout the year to meet priorities and to anticipate and respond to emerging issues with the resources available.

FY13 MAJOR CHANGES

As previously noted, we have experienced a marked increase in the number of internal investigations and audits which we must conduct; a work activity that requires the direct involvement of the responsible manager. The increase in the number of investigations, and audits coupled with the reduction of resources and budget cuts, has resulted in a significant capacity issue, creating a backlog in our completion of audit projects and degraded our ability to conduct audits.

Because we have fewer resources to begin with, coupled with the increased time being devoted to investigative work, we have had to decline requests for 1) audit services, and 2) our participation on committees, task forces, etc.

INTERNAL AUDIT DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budgeted FY12		Proposed FY13	
Personnel Services	\$0		\$0		\$447,066		\$436,300	
Supplies & Materials	\$0		\$0		\$15,000		\$15,000	
Other Services & Charges	\$0		\$0		\$11,300		\$11,300	
Capital Outlay	\$0		\$0		\$0		\$0	
Sub Total	\$0		\$0		\$473,366		\$462,600	
Chargebacks	\$0		\$0		(\$68,100)		(\$61,600)	
Total	\$0		\$0		\$405,266		\$401,000	
Positions/Workyears Full Time Career	0.0	0.0	0.0	0.0	5.0	5.0	5.0	5.0
Positions/Workyears Part-Time Career	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	0.0	0.0	0.0	0.0	5.0	5.0	5.0	5.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse	0.0	<u>0.0</u>	0.0	<u>0.0</u>	0.0	(1.0)	0.0	(1.0)
Workyears Total	0.0	0.0	0.0	0.0	0.0	4.0	0.0	4.0

**CENTRAL ADMINISTRATIVE SERVICES
INTERNAL AUDIT BY MAJOR OBJECT**

SUMMARY OF ANNUAL COMPARISONS				
COUNTY/MAJOR OBJECT EXPENDITURES	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13
<u>MONTGOMERY COUNTY</u>				
Personnel Services	-	-	\$138,440	\$139,600
Supplies & Materials	-	-	5,480	5,500
Other Services & Charges	-	-	4,128	4,100
Capital Outlay	-	-	-	-
Subtotal	-	-	<u>148,048</u>	<u>149,200</u>
Less Chargebacks	-	-	-	-
Total	-	-	<u>\$148,048</u>	<u>\$149,200</u>
Positions/Workyears	-	-	2/1.5	2/1.5
<u>PRINCE GEORGE'S COUNTY</u>				
Personnel Services	-	-	\$308,626	\$296,700
Supplies & Materials	-	-	9,520	9,500
Other Services & Charges	-	-	7,172	7,200
Capital Outlay	-	-	-	-
Subtotal	-	-	<u>325,318</u>	<u>313,400</u>
Less Chargebacks	-	-	(68,100)	(61,600)
Total	-	-	<u>\$257,218</u>	<u>\$251,800</u>
Positions/Workyears	-	-	3/2.5	3/2.5
<u>TOTAL EXPENDITURES</u>				
Personnel Services	-	-	\$447,066	\$436,300
Supplies & Materials	-	-	15,000	15,000
Other Services & Charges	-	-	11,300	11,300
Capital Outlay	-	-	-	-
Subtotal	-	-	<u>473,366</u>	<u>462,600</u>
Less Chargebacks	-	-	<u>(68,100)</u>	<u>(61,600)</u>
Total	-	-	<u>\$405,266</u>	<u>\$401,000</u>
Positions/Workyears	-	-	5/4.0	5/4.0

Note: Prior to FY12, the Internal Audit budget was included in the Finance Department

CENTRAL ADMINISTRATIVE SERVICES
INTERNAL AUDIT DIVISION

SUMMARY OF ANNUAL COMPARISONS									
COUNTY/WORKYEARS	ACTUAL FY10*		ACTUAL FY11		BUDGET FY12		PROPOSED FY13		
	POS	WYS	POS	WYS	POS	WYS	POS	WYS	

MONTGOMERY COUNTY

Full-Time Career	0.00	0.00	2.00	2.00	2.00	2.00	2.00	2.00	
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Career Total	0.00	0.00	2.00	2.00	2.00	2.00	2.00	2.00	
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Seasonal/Intermittent		0.00		0.00		0.00		0.00	
Less Normal Lapse		0.00		(0.50)		(0.50)		(0.50)	
Total Workyears		0.00		1.50		1.50		1.50	

PRINCE GEORGE'S COUNTY

Full-Time Career	0.00	0.00	3.00	3.00	3.00	3.00	3.00	3.00	
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Career Total	0.00	0.00	3.00	3.00	3.00	3.00	3.00	3.00	
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Seasonal/Intermittent		0.00		0.00		0.00		0.00	
Less Normal Lapse		0.00		(0.50)		(0.50)		(0.50)	
Total Workyears		0.00		2.50		2.50		2.50	

TOTAL

Full-Time Career	0.00	0.00	5.00	5.00	5.00	5.00	5.00	5.00	
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Career Total	0.00	0.00	5.00	5.00	5.00	5.00	5.00	5.00	
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Seasonal/Intermittent		0.00		0.00		0.00		0.00	
Less Normal Lapse		0.00		(1.00)		(1.00)		(1.00)	
Total Workyears		0.00		4.00		4.00		4.00	

The Division's FY10 actual positions and work years (5.0/5.0) were included in Finance Department.

PERSONNEL COMPLEMENT INTERNAL AUDIT

POSITION TITLE	Grade	Adopted Positions FY12	Proposed Positions FY13
Director - Internal Audit (fin Mgr II)	K-A	1	1
Auditor III	I-A	2	2
Auditor II	H-A	2	2
TOTAL PERSONNEL		5	5

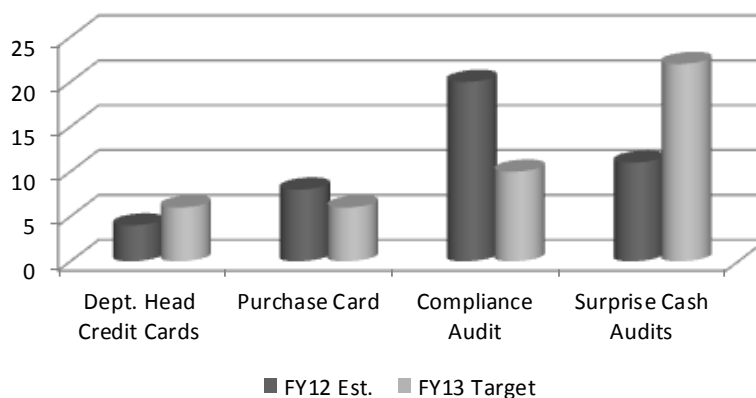
Office of the Internal Auditor Performance Measures

Goal: Provide independent objective audit/review and consulting services designed to add value and improve the operations of the Commission.

Objective: Maintain a systematic disciplined approach to evaluate and improve the effectiveness of governance, risk management, and internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting.

Outcome Internal Auditor: High quality audit services.

Internal Audit Performance Measures FY12 EST. and FY13 Target



MERIT SYSTEM BOARD

EXECUTIVE OVERVIEW

The Merit System Board is authorized by the Commission's enabling legislation (Article 28, Annotated Code of Maryland Section 2-112). It is an impartial Board composed of three members: the Chair, appointed to a four year term; the Vice Chair, appointed to a three year term; and a Board Member, appointed to a two year term. They are responsible for making recommendations and decisions regarding the Commission's Merit System. Board members are experienced in personnel and employment issues; and commit to fair and impartial research, investigation and decisions on Commission policy and systems that adhere to best practices in employment.

The duties of the Merit System Board are to:

- Oversee and monitor the administration of the Merit System.
- Hold periodic open meetings to hear proposals for improving the Merit System Rules and Regulations (MSRR) and/or on working conditions and make appropriate recommendations to the Commission.
- Consult with employees and management, prepare and recommend changes to rules and regulations and provide comments on the operation of the Merit System. The Board submits its recommendations to the Commission for adoption.
- Review proposed changes to compensation and classification plans and submit recommendations to the Commission.
- Review, hear and decide appeals of adverse actions and other actions identified as open to appeal in the Merit System Rules and Regulations (MSRR).
- Review, hear and decide appeals unresolved during the administrative grievance process.
- Conduct or direct, as changing conditions dictate, surveys or investigations of apparent problems relating to the management of the Merit System as identified in the course of reviewing employee appeals.
- Report periodically, or as requested, to the Commission on matters relating to the Merit System.
- Perform such duties as may be specified by the Commission under the Administrative Plans.

BUDGET OVERVIEW

Both counties fund the Merit Board's budget equally. The Commission has discretionary powers to set the rate of pay for each of the Merit System Board members. In order to maintain its impartiality, the Merit Board has its own funding and office space in the Executive Office Building. The Board's operating budget provides for a small amount of supplies and materials specifically for the Board and its office. Other Services and Charges fund mostly outside legal counsel fees and the cost of transcription for Board hearings. The projected expenditures in this category vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may have to request supplemental funding.

The FY13 Merit System Board Budget is proposed at \$134,600, a slight increase over FY12 attributable to supplies and materials and professional services. Personnel Services costs stay stable based on actual salary and fringe benefit data, transfer of other post-employment benefits PAYGO to a Non-Departmental account, increases in the cost of pension, elimination of Temporary Pay Reduction, and group insurance increases. The budget provides for one part-time administrator, one part-time chair, and two part-time board members. Supplies and Materials costs are \$1,800, an increase of \$300. The Other Services and Charges category increases by \$2,000 entirely for outside legal counsel. A budget amendment was necessary in FY10 and FY11 to deliver mandatory services of the Board.

FY13 Budget Priorities and Strategies

- Continue to maintain timely caseload and quality services to the Commission and employees.

**CENTRAL ADMINISTRATIVE SERVICES
MERIT SYSTEM BOARD BY MAJOR OBJECT**

SUMMARY OF ANNUAL COMPARISONS

COUNTY/MAJOR OBJECT EXPENDITURES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13
<u>MONTGOMERY COUNTY</u>				
Personnel Services	50,427	41,250	55,000	54,400
Supplies & Materials	282	700	750	900
Other Services & Charges	21,186	5,700	11,000	12,000
Capital Outlay	-	-	-	-
Subtotal	<u>71,895</u>	<u>47,650</u>	<u>66,750</u>	<u>67,300</u>
Less Chargebacks	-	-	-	-
Total	71,895	47,650	66,750	67,300
Positions/Workyears	0/.25	0/.25	.5/.25	.5/.25
<u>PRINCE GEORGE'S COUNTY</u>				
Personnel Services	50,430	41,250	55,000	54,400
Supplies & Materials	274	700	750	900
Other Services & Charges	21,186	5,700	11,000	12,000
Capital Outlay	-	-	-	-
Subtotal	<u>71,890</u>	<u>47,650</u>	<u>66,750</u>	<u>67,300</u>
Less Chargebacks	-	-	-	-
Total	71,890	47,650	66,750	67,300
Positions/Workyears	0/.25	0/.25	.5/.25	.5/.25
<u>TOTAL EXPENDITURES</u>				
Personnel Services	100,857	82,500	110,000	108,800
Supplies & Materials	556	1,400	1,500	1,800
Other Services & Charges	42,372	11,400	22,000	24,000
Capital Outlay	-	-	-	-
Subtotal	<u>143,785</u>	<u>95,300</u>	<u>133,500</u>	<u>134,600</u>
Less Chargebacks	-	-	-	-
Total	143,785	95,300	133,500	134,600
Positions/Workyears	0/.50	0/.50	1/.50	1/.5

CENTRAL ADMINISTRATIVE SERVICES
MERIT SYSTEM BOARD

SUMMARY OF ANNUAL COMPARISONS								
COUNTY/WORKYEARS	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS

MONTGOMERY COUNTY

Full-Time Career	0.00	0.00	0.00	0.00	0.50	0.25	0.50	0.25
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	0.00	0.00	0.00	0.00	0.50	0.25	0.50	0.25
Term Contract	0.50	0.25	0.50	0.25	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Less Normal Lapse		0.00		0.00		0.00		0.00
Total Workyears		0.25		0.25		0.25		0.25

PRINCE GEORGE'S COUNTY

Full-Time Career	0.00	0.00	0.00	0.00	0.50	0.25	0.50	0.25
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	0.00	0.00	0.00	0.00	0.50	0.25	0.50	0.25
Term Contract	0.50	0.25	0.50	0.25	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Less Normal Lapse		0.00		0.00		0.00		0.00
Total Workyears		0.25		0.25		0.25		0.25

TOTAL

Full-Time Career	0.00	0.00	0.00	0.00	1.00	0.50	1.00	0.50
Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	0.00	0.00	0.00	0.00	1.00	0.50	1.00	0.50
Term Contract	1.00	0.50	1.00	0.50	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Less Normal Lapse		0.00		0.00		0.00		0.00
Total Workyears		0.50		0.50		0.50		0.50

CAS SUPPORT SERVICES

EXECUTIVE OVERVIEW

Central Administrative Services Support Services accounts for non-discretionary shared operating expenses attributable to the Departments of Human Resources and Management, Finance, Legal, the Merit System Board, and the Internal Audit Division, collectively known as the Central Administrative Services (CAS). These expenses include unemployment insurance, workers' compensation costs, document production services (the print and reproduction center), centralized office supplies, and the costs associated with housing the CAS Departments and Offices.

BUDGET OVERVIEW

In FY13 Support Services' largest expenditure is for rental office space for CAS in the Executive Office Building (EOB). Personnel Services costs cover Maryland reimbursement of unemployment insurance for CAS Departments. The Other Services and Charges (OS&C) category includes expenses for technology (LAN/WAN lines); utilities; postage; copiers, repair, and maintenance of equipment. OS&C also provides risk management insurance premiums and partial funds for the contract for equipment and services for the Document Production Services Center.

Excluding the expense of CAS rent from the budget, the FY13 budget proposes a reduction of 3% from FY12. FY13 incorporates savings from renegotiation of the Commission-wide copier contract, lower anticipated unemployment costs and risk management expense due to a positive claims experience. However, the total proposed FY13 budget is \$ 1,139,200, an increase of 28% over FY12. The increase is due entirely to reinstatement of "normal" rent rate for EOB. In recent history, the EOB fund reserve has subsidized rent for CAS, Parks and Recreation offices and the Employees' Retirement System through use of EOB fund balance. This has helped the tax-supported Administration Fund during economic downturn. In FY12, \$131,000 was utilized to supplement expenses. The FY13 rent rate request (\$19.11 per square foot) is similar to the surrounding market rates which average \$19.30/square foot.

FY13 Budget Priorities and Strategies

- Cost containment of shared expenses (unemployment, telecommunications, postage, risk management) through continued review and analysis, pooled purchasing and using economies of scale.

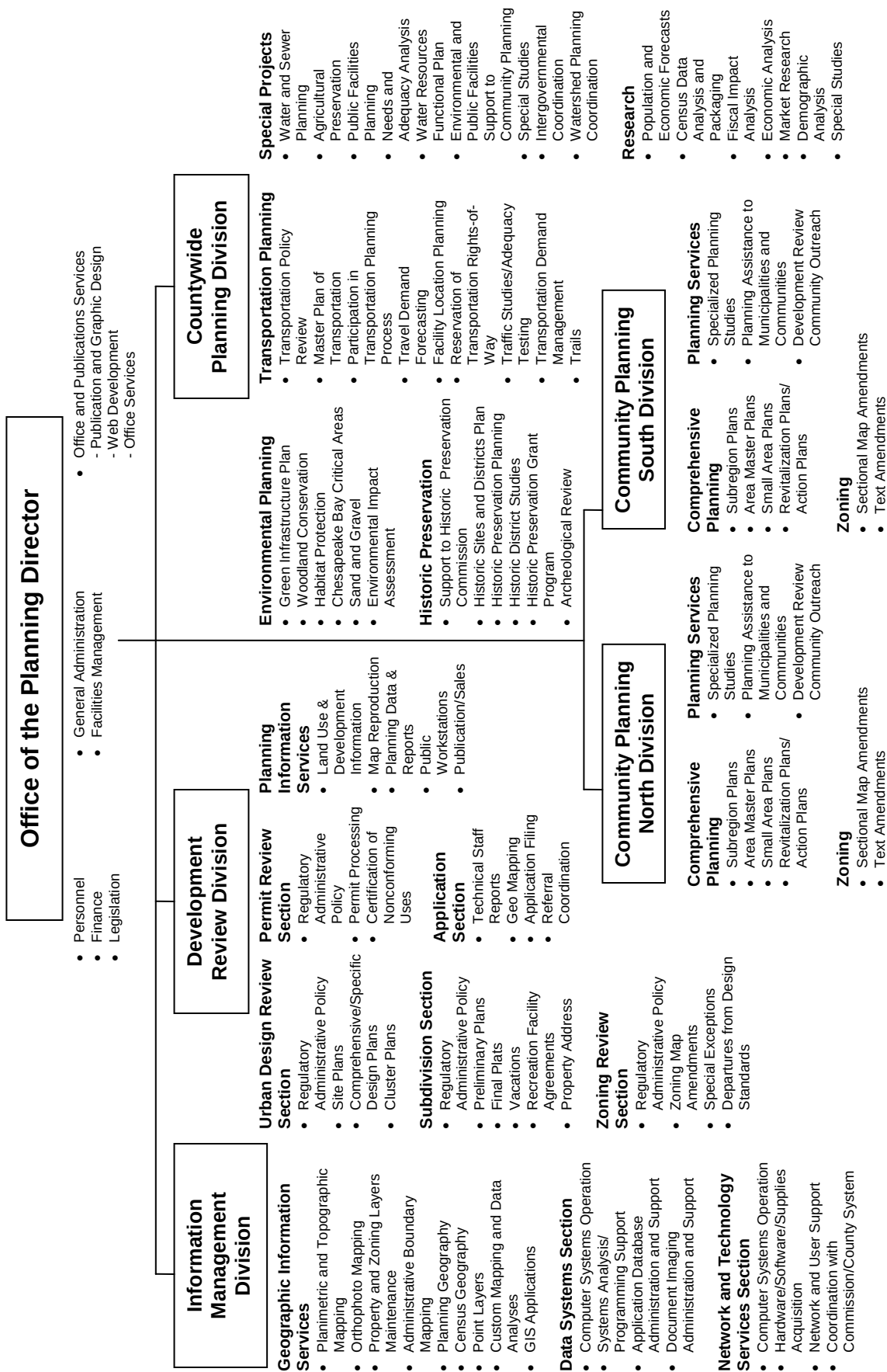
**CENTRAL ADMINISTRATIVE SERVICES
SUPPORT SERVICES BY MAJOR OBJECT**

SUMMARY OF ANNUAL COMPARISONS				
COUNTY/MAJOR OBJECT EXPENDITURES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13
<u>MONTGOMERY COUNTY</u>				
Personnel Services	-	12,719	21,500	13,000
Supplies & Materials	-	36,784	17,000	17,000
Other Services & Charges	-	391,584	405,014	539,600
Capital Outlay	-	-	-	-
Subtotal	-	441,087	443,514	569,600
Less Chargebacks	-	-	-	-
Total	-	441,087	443,514	569,600
Positions/Workyears	0/0	0/0	0/0	0/0
<u>PRINCE GEORGE'S COUNTY</u>				
Personnel Services	-	12,719	21,500	13,000
Supplies & Materials	-	36,784	17,000	17,000
Other Services & Charges	-	391,584	405,014	539,600
Capital Outlay	-	-	-	-
Subtotal	-	441,087	443,514	569,600
Less Chargebacks	-	-	-	-
Total	-	441,087	443,514	569,600
Positions/Workyears	0/0	0/0	0/0	0/0
<u>TOTAL EXPENDITURES</u>				
Personnel Services	-	25,437	43,000	26,000
Supplies & Materials	-	73,569	34,000	34,000
Other Services & Charges	-	783,167	810,028	1,079,200
Capital Outlay	-	-	-	-
Subtotal	-	882,173	887,028	1,139,200
Less Chargebacks	-	-	-	-
Total	-	882,173	887,028	1,139,200
Positions/Workyears	0/0	0/0	0/0	0/0

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PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT



PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT

EXECUTIVE OVERVIEW

The Prince George's County Planning Department is under the leadership of the Prince George's County Planning Director, with program assistance from a deputy director and five division chiefs. The Planning Director reports to the Prince George's County Planning Board. Planning Department staff are grouped into offices, divisions, and sections as described in the narrative.

The Prince George's County Planning Department:

- Develops plans to guide new development while protecting adjacent properties and significant environmental, historic, or cultural features. This process uses extensive public participation to ensure collaboration, and places a primary focus on customer service. Traffic analyses are also conducted to determine whether existing roads are adequate to accommodate new development. Strategies are developed to strengthen neighborhoods and protect them from deterioration. Data analysis and forecasts are used to identify population and other trends.
- Analyzes proposals for development in a manner that enables the Planning Board and County Council to make informed decisions, balancing different needs and values within the community at large.
- Collects, maintains, and makes available significant public information about the county, land development, and the planning process. The department provides information through community outreach, a user-friendly information center that provides data in a variety of ways, and an interactive web site (<http://www.mncppc.org/pgco>).
- Performs technical analyses, offers advice and recommendations, and responds to emerging issues at the request of elected and appointed officials, staff, and citizens regarding matters relating to existing and future use of land. Much of this effort is performed in collaboration with county, municipal, and state agencies.
- Performs public outreach to enhance knowledge of, and participation in, planning, zoning and development programs, processes, and decisions.
- Supports the programs of the Department of Parks and Recreation and works closely with the Central Administrative Services Departments and the Montgomery County Departments of Parks and Planning to implement commission policy.
- Works under the direction of the Prince George's County Planning Board on a set of specific projects and tasks annually set forth in the budget adopted by the Prince George's County Council—with input from the County Executive—and performs other requested tasks, as resources permit, in response to issues.
- Maintains highly professional and competent staff to best perform duties and responsibilities.
- Serves people—elected and appointed officials, municipalities, fellow staff, and citizens.

BUDGET OVERVIEW

The proposed total budget is \$34,773,000, which represents a decrease of \$805,300 or 2.3 percent under FY12. Included in the totals are:

- \$19,469,000 for personnel compensation and benefits costs, a decrease of \$1,418,400 or 6.8 percent under FY12.
- \$13,305,100 for non-personnel costs, an increase of \$556,400 or 4.4 percent over FY12.
- \$1,860,900 for Support Services, a decrease of \$9,800 or 0.5 percent under FY12.
- \$138,000 for grants.

The primary reasons for the differences in the FY13 budget are as follows:

- Personnel compensation and benefit decreases that are the result of the following:
 - Elimination of 10 full-time career positions and one (fifty percent) cost shared position that was split between the Planning Department and the Planning Board Commissioners' Office.
 - Unfunded salary for 5 vacant positions that will remain frozen through FY13 in order to fund information technology initiatives related to updating the county's Geographic Information System through acquiring new orthophotography and planimetric updates.
- Non-personnel cost increases are the result of the following:
 - Additional Capital Outlay funding to replace the department's storage area network server and to update the Virtual Library System (VLS).

The Planning Department's proposed FY13 personnel budget includes 189.1 work years, 10.5 less than were approved for FY12. This is due to the elimination of 10 full-time career positions and one cost shared position that was split between the Planning Department and the Planning Board Commissioners' Office.

The Planning Department Support Services budget contains costs attributed to all Planning Department Divisions. These include costs associated with unemployment insurance, employee recruitment, communications (i.e., telephones and internet access), utilities, postage, office space rental, lease and maintenance of copy equipment, and capital equipment. The primary reason for the proposed budget decrease in support services is a reduction in estimated funding needed for unemployment insurance.

The FY13 work program contains resources for ongoing development review, planning, data maintenance activities, community/municipal outreach, and the completion of projects begun in prior years. The FY13 budget continues plan development and studies approved for FY13. These include the Largo-Lottsford Master Plan and Sectional Map Amendment (SMA), Metro Green Line Transit-Oriented Development (TOD) Corridor Action Plan, Priority Preservation Areas Functional Master Plan, Mellwood-Old Marlboro Pike Industrial Area Study, Purple Line Corridor TOD Station Design and Access Study, and several area sector plans and SMAs, including Eastover/Forest Heights/MD 210 Corridor, Greenbelt Metro Area, Landover Metro/MD 202 Corridor and Langley Park/Takoma Park Area.

In FY13 the Planning Department will continue plan implementation efforts that began in prior years. These include the Bowie State MARC Station Implementation Plan; Branch Avenue in Bloom; Community Legacy/Sustainable Communities Plans; Historic Preservation Implementation Strategy; Joint Base Andrews Joint Land Use Study (JLUS) Implementation Committee assignments; Mount Vernon Viewshed Overlay Zone; Master Plan of Transportation (MPOT), Strategic Transportation Implementation; Mt. Rainier Mixed-Use Town Center Zone Implementation; Rural Villages Design Study Implementation; Subregion 4 Transit-Oriented Development (TOD) Implementation Plan; Town of Upper Marlboro Action Plan Implementation; Trails Policy Implementation; Water Resources Implementation; and Westphalia Sector Plan Implementation.

New work programs and projects proposed to begin in FY13 include the following, which are described in detail within the division narrative of this proposal.

- Anacostia Waterfront Park Pedestrian and Bicycle Access Study.
- Climate Change Study.
- Central Branch Avenue (MD5) SMA.
- College Park/Riverdale Park.
- Countywide Functional Master Plan for Parks, Recreation, and Open Space.
- Golf Course Study (to be conducted under the Special Research Studies work program).
- Prince George's County Food Systems Study.

- Transit-Oriented Development Public Education and Outreach.

Planning Department

The non-personnel budget includes funding to support department and commission needs. Major fixed costs include:

- \$616,400 for maintenance agreements for major equipment, including computer hardware, computer software, geographic information systems, workstations, printers, etc.
- \$40,000 for janitorial services at the Lakeside offices.
- \$42,300 for Lakeside office condominium fees.
- \$658,800 for County Administration Building (CAB) office space rent (including utilities).
- \$250,500 for telephones and postage.
- \$276,100 for the lease, service, supplies, and maintenance of printing/copying equipment.
- \$65,300 for utilities at the Lakeside offices.
- \$7,708,500 in project charges paid to the county government other than CAB rent, including:
 - \$200,000 for the People's Zoning Counsel.
 - \$1,891,600 for the Zoning Enforcement Unit (this includes inspections for new construction).
 - \$155,300 for the Water and Sewer Planning Unit.
 - \$78,500 for administering tax collection.
 - \$340,500 for the GIS program.
 - \$65,000 to administer the county's Enterprise Zones.
 - \$2,536,200 for permits and inspection for M-NCPPC (Department of Environmental Resources Inspection Division).
 - \$1,620,000 for Engineering Inspection; Permitting—Department of Public Works and Transportation (DPW&T).
 - \$1,016,700 support for redevelopment projects.
 - \$254,700 for DPW&T Director's Office.
 - \$350,000 for Economic Development Corporation General Plan Goals.
 - (\$800,000) for proposed reductions to county project charges.

STAFF WEEKS

The following chart breaks down each project in the department's work plan into the number of staff weeks projected in the proposed budget request. For most projects, staff-week estimates involve more than one division or section of the Planning Department. For example, for any given project, the department may require staff services from the Community Planning Division, the Development Review Division, the Transportation Planning Section, and the Publications and Graphics Section. Therefore, a staff resources (labor) code is used to derive an estimate of the total staff services and the costs required for each project. One staff year equates to 42.6 working staff weeks, which is the standard set by the department (excluding holidays, vacations, sick leave, and other types of nonworking leave). The department periodically reviews leave statistics to update the calculation if necessary.

The work programs described herein by Division are also aggregated under the eight major functional program areas in the Planning Department, which are:

- (I) Countywide Planning.
- (II) Community and Small Area Planning.
- (III) Plan Implementation.
- (IV) Intergovernmental Coordination.
- (V) Development Review Activities and Initiatives.
- (VI) Managing Countywide Databases.
- (VII) Provision of Public Information.
- (VIII) Management, General Administration, and Supporting Services.

Every proposed project is also grouped (with an abbreviated letter code) into one of the following four categories:

C—Continuing—Projects/activities that are basically of an ongoing nature.

M—Multiyear—Projects that began in a previous fiscal year and are not yet completed.

N—New One Year—Projects that are anticipated to begin and be completed in FY13.

NM—New Multiyear—Projects that are proposed to begin in FY13 and will not be completed in that year.

Staff Week Summary

PROGRAMS AND PROJECTS	Adopted FY12	Proposed FY13	Net Change	Percent Change
I. COUNTYWIDE PLANNING	843	1088	245	29.1%
Agriculture Preservation Support [C]	11	19	8	
Archeological Review [C]	20	18	-2	
Chesapeake Bay Total Maximum Daily Load (TMDL) Strategy [M]	40	2	-38	
Climate Change Study (NOAA Grant) [N]	0	32	32	
Countywide Functional Master Plan for Parks, Recreation and Open Space [NM]	0	29	29	
Environmental Management [C]	30	15	-15	
General Plan Update [M]	302	547	245	
Historic Area Work Permit Review [C]	20	41	21	
Historic Preservation Grant Program Administration [C]	16	16	0	
Historic Preservation Planning Activities [M]	16	15	-1	
MDP Annual Report [C]	20	26	6	
Participation in Transport. Planning [C]	120	139	19	
Priority Preservation Areas Functional Master Plan [M]	73	21	-52	
Public Facilities Planning Process [C]	24	36	12	
Support to Historic Preservation Commission [C]	86	57	-29	
Water and Sewer Planning [C]	14	26	12	
Watershed Planning [C]	51	49	-2	
II. COMMUNITY/SMALL AREA PLANNING	936	1128	192	20.5%
Anacostia Waterfront Park Pedestrian and Bicycle Area Access Study [N]	0	73	73	
Central Branch Avenue (MD5) Sector Plan [M]	120	83	-37	
Central Branch Avenue (MD5) SMA [NM]	0	13	13	
Comprehensive Mixed-Use Zone Tool Handbook (Printing) [M]	0	8	8	
College Park/Riverdale Park TDDP/TDOZ [NM]	0	60	60	
Eastover/Forest Heights/MD 210 Sector Plan/SMA [M]	60	99	39	
Greenbelt Metro Area Sector Plan/SMA [M]	74	125	51	
Landover Metro/MD 202 Corridor Sector Plan/SMA [M]	75	147	72	
Langley Park - Takoma Park Area SMA [M]	49	81	32	
Largo - Lottsford Master Plan/SMA [M]	169	135	-34	
Melwood - Old Marlboro Pike Industrial Area Study [M]	5	18	13	
Metro Green line Transit Oriented Development Corridor Action Plan (Challenge Grant) [M]	213	141	-72	
Planning Assistance to Municipalities and Communities Program [C]	59	51	-8	
Purple Line Corridor TOD, Station Design and Access Study [M]	112	90	-22	
Upper Marlboro MD 301 Revitalization Study Brochure (Printing) [M]	0	4	4	
III. IMPLEMENTATION	1041	886	-155	-14.9%
Bowie State University/Bowie MARC Station Implementation Plan [M]	59	28	-31	
Branch Ave. in Bloom [M]	44	22	-22	
Community Legacy/Sustainable Communities Plans [M]	23	59	36	
Historic Preservation Implementation Strategy [M]	60	31	-29	
Joint Base Andrews JLUS Implementation Committee [M]	50	79	29	
Landover Gateway Sector Plan Implementation [M]	13	8	-5	
Mount Vernon Viewshed Overlay Zone [M]	24	54	30	
MPOT, Strategic Transportation Implementation [M]	156	60	-96	
Mt. Rainier Mixed-Use Town Center Zone Implementation [M]	16	20	4	
New Carrollton Metro TDDDP/TDOZ Implementation [M]	18	7	-11	
Rural Villages Design Study Implementation [M]	28	20	-8	
Special Roadways View shed Protection Guidelines/Ordinance [M]	8	5	-3	
Subregion I Master Plan/SMA Implementation [M]	15	6	-9	
Subregion 4 Transit Oriented Development Implementation Plan [M]	192	196	4	
Takoma-Langley Crossroads Plan Implementation [M]	28	37	9	
Town of Upper Marlboro Action Plan Implementation [M]	14	28	14	
Trails Policies Implementation [M]	84	60	-24	
Water Resources Implementation [M]	24	3	-21	
Westphalia Sector Plan Implementation [M]	42	24	-18	
Woodland Conservation Program Management and Enforcement [C]	143	139	-4	

PROGRAMS AND PROJECTS	Adopted FY12	Proposed FY13	Net Change	Percent Change
IV. INTERGOVERNMENTAL COORDINATION	316	295	-21	-6.6%
Intergovernmental and Private Sector Coordination [C]	162	122	-40	
Requests from Other Departments/Agencies [C]	154	173	19	
V. DEVELOPMENT REVIEW ACTIVITIES	2738	2673	-65	-2.4%
Assigning Street Names/House Numbers [C]	59	52	-7	
Information Planning Services Counter [C]	224	220	-4	
Major Revision of Zoning Ord. & Other Reg [M]	143	117	-26	
Processing of All Permits [C]	761	771	10	
Processing Alternative Compliance [C]	75	69	-6	
Processing Chesapeake Bay Critical Area Plans [C]	53	52	-1	
Processing CDPs and SDPs [C]	187	165	-22	
Processing Concept./Detail. Site Plans [C]	440	480	40	
Processing Subdivision Applications [C]	454	398	-56	
Processing Zoning, Special Exceptions & Departure Applications [C]	342	349	7	
VI. MANAGING COUNTYWIDE DATABASES	640	605	-35	-5.5%
Community Organization Monitoring Sys. [C]	6	13	7	
Data/Map Sales and Production [C]	59	58	-1	
Development Activity Monitoring System [C]	31	23	-8	
GIS: 3D GIS Implementation [M]	41	13	-28	
GIS: Applications [C]	25	46	21	
GIS: Development [C]	169	66	-103	
GIS: Land Use Layer Maintenance [C]	26	18	-8	
GIS: Maintenance [C]	209	312	103	
Land Data File Maintenance [C]	68	54	-14	
Public Lands & Facilities Inventory [C]	6	2	-4	
VII. PROVISION OF PUBLIC INFORMATION	485	448	-37	-7.6%
2010 Census and American Community Survey [M]	47	33	-14	
Communication w/ Public: Public Info. [C]	61	59	-2	
Demographic, Economic Analysis & Trends [C]	25	19	-6	
Federal/State Statistical Analysis [C]	7	18	11	
Housing, Population, Employment Forecasts [C]	87	55	-32	
Master Address Database [M]	9	8	-1	
Pipeline Maintenance and Implementation [M]	19	42	23	
Prince George's County Community Indicators Update [M]	8	10	2	
Prince George's County Food Systems Study [N]	0	16	16	
Public Participation/ Public Engagement Initiative [C]	68	15	-53	
Real Estate Research and Analysis [C]	13	10	-3	
Special Research Studies [C]	106	62	-44	
State of Housing Market & Foreclosure M]	10	9	-1	
TOD Public Education and Outreach [N]	0	9	9	
Urban Agriculture Study [M]	5	21	16	
Web Site Development/Management [C]	20	62	42	
VIII. MANAGEMENT/ADMINISTRATION/SUPPORT	822	721	-101	-12.3%
Computer Systems Operation/Maintenance [C]	399	402	3	
Culture Change Initiative [C]	211	111	-100	
Data Systems: Document Management [C]	115	95	-20	
Department Training [C]	51	72	21	
Records Management [C]	46	41	-5	

FY12 WORK PROGRAM PRIORITY

PLANNING

Implementing the General Plan through:

- Completing a variety of area master, sector, or transit district development plans begun in previous years. This includes the Subregion I Master Plan and Sectional Map Amendment (SMA), Subregion 4 Master Plan and SMA, Bowie State MARC Station Sector Plan and SMA, US 1 Corridor minor plan amendment, Central Annapolis Road Sector Plan and SMA, and the Melwood-Old Marlboro Pike Commercial Area SMA.
- Continuing work on the Greater Upper Marlboro Industrial Area Study and the Greenbelt Metro Area Sector Plan and SMA.
- Initiating the Largo-Lottsford Master Plan and SMA, and the Central Branch Avenue (MD5) Sector Plan.
- Completing the Purple Line Corridor Transit-Oriented Development (TOD) Station Design and Access Study.

PLAN IMPLEMENTATION

Ensuring strong coordination among planning, regulatory, and implementation functions through:

- Completing implementation functions for a variety of area master, sector or transit district development plans completed in previous fiscal years. This includes Joint Base Andrews JLUS implementation and the Westphalia Sector Plan implementation.
- Initiating the Subregion 1, Landover Gateway, Mount Rainier, and Branch Avenue in Bloom implementation programs.

Helping to shape livable communities through implementation of the Approved Countywide Green Infrastructure Plan by:

- Completing an urban agriculture study.

Helping to improve economic development around metro stations by:

- Initiating transit-oriented development (TOD) plan implementation projects for New Carrollton Metro, Subregion 4, and Bowie State MARC Station.

DEVELOPMENT REVIEW

Enhancing the efficiency and effectiveness of the development review process by:

- Completing the rewrite of the Zoning Ordinance and Subdivision Regulations to improve the development review process through the following: A series of research efforts, interviews with stakeholders, written reports, participation in community meetings, and work sessions with the Planning Board and District Council.
- Continuing technology and automation to secure record keeping, improve status reporting and customer information by using a digital format, and implementing a new business process to build a repository of digital files starting at the time an application is filed.

COMMUNITY PARTICIPATION AND OUTREACH

Expanding community and agency outreach and the seamless delivery of services to our customers through:

- Using outreach techniques during the master plan process that meet the specific needs of each group of residents and other customers by continuing to build citizens' capacity to become involved in the master plan/SMA process and maintaining a high level of community participation within compressed time frames.
- Educating the public on the work of the Planning Department.
- Using participatory processes that balance the needs of existing communities with the policies for growth and development contemplated by the General Plan.
- Providing accurate and timely responses to inquiries about planning, zoning, and development, including an annual assessment of customer satisfaction throughout the department.

ADMINISTRATION

- Continuing to explore ways of retaining, training, and recruiting sufficient staff to meet program demands, in collaboration with the central Human Resources function.
- Continuing to ensure that the Culture Change Initiative is reflected in the manner in which the work is administered.
- Keeping abreast of changing technology and strategically planning and implementing new solutions to meet the priorities of our customers.

FY13 WORK PROGRAM PRIORITIES

PLANNING

Implementing the General Plan through work on:

- Completing a variety of area master, sector, transit district development plans, or studies begun in previous years. This includes the Central Branch Avenue (MD5) Sector Plan, Eastover/Forest Heights/MD210 Sector Plan and SMA, and the Langley Park/Takoma Park Area Sector Plan and SMA.
- Continuing work on the Greenbelt Metro Area Sector Plan and SMA, Landover Metro/MD202 Corridor Sector Plan and SMA and the Largo-Lottsford Master Plan and SMA.
- Initiating the Central Branch Avenue (MD5) SMA, College Park/Riverdale Park Transit District Development Plan/Transit District Overlay Zone (TDDP/TDOZ), Countywide Functional Master Plan for Parks, Recreation and Open Space, and a climate change study.
- Completing work on the Priority Preservation Areas Functional Master Plan and the Purple Line Corridor Transit-oriented Development (TOD), Station Design and Access Study.

PLAN IMPLEMENTATION

Ensuring strong coordination among planning, regulatory, and implementation functions through:

- Completing implementation functions for a variety of area master, sector or transit district development plans begun in previous fiscal years. This includes work on the Mount Rainier Mixed-Use Town Center Zone implementation, Mount Vernon Viewshed Overlay Zone, Rural Villages Design Study implementation, Takoma/Langley Crossroads Plan implementation, and the Westphalia Sector Plan implementation.
- Continuing plan implementation functions for areas that include Branch Avenue Corridor, Landover Gateway, Subregion 1, and Town of Upper Marlboro.

Helping to shape livable communities through implementation of the Green Infrastructure Plan including:

- Completing an urban agriculture study.
- Initiating a Prince George's County food study.

Helping to improve economic development around area Metro stations:

- Continuing transit-oriented development (TOD) plan implementation projects for Bowie State University/Bowie MARC Station, Metro Green Line, New Carrollton Metro and Subregion 4.

DEVELOPMENT REVIEW

Enhancing the efficiency and effectiveness of the development review process by:

- Completing the rewrite of the Zoning Ordinance and Subdivision Regulations to improve the development review process.
- Continuing technology and automation to secure record keeping, improve status reporting and customer information by using a digital format, and implementing a new business process to build a repository of digital files starting at the time an application is filed.

COMMUNITY PARTICIPATION AND OUTREACH

Expanding community and agency outreach and the seamless delivery of services to our customers, through:

- Initiating a TOD public outreach and education program.
- Using outreach techniques during the master plan process that meet the specific needs of each group of residents and other customers by continuing to build citizens' capacity to become involved in the master plan/SMA process and to maintain a high level of community participation within compressed time frames.
- Educating the public on the work of the Planning Department.
- Using participatory processes that balance the needs of existing communities with the policies for growth and development contemplated by the General Plan.
- Providing accurate and timely responses to inquiries about planning, zoning, and development, including an annual assessment of customer satisfaction throughout the department.

ADMINISTRATION

- Continuing to explore ways of retaining, training, and recruiting sufficient staff to meet program demands in collaboration with the central Human Resources function.
- Continuing to ensure that the Culture Change Initiative is reflected in the manner in which the work is administered.
- Keeping abreast of changing technology, strategically planning and implementing new solutions to meet the priorities of our customers.

**PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT SUMMARY
EXPENDITURE BY MAJOR OBJECT**

Division/Major Units	Actual FY10	Actual FY11	Budget FY12	Proposed FY13
<u>Directors Office</u>				
Personnel Services	2,645,905	2,625,554	2,943,600	2,974,100
Supplies & Materials	143,509	84,313	48,500	86,500
Other Services & Charges	1,596,946	1,515,543	1,405,800	1,431,900
Capital Outlay	28,296	40,101	84,300	60,000
Total	4,414,656	4,265,511	4,482,200	4,552,500
<u>Development Review</u>				
Personnel Services	4,967,205	4,902,343	5,134,000	4,821,000
Supplies & Materials	9,127	9,593	62,200	51,900
Other Services & Charges	2,486,071	2,617,723	2,543,600	2,422,000
Capital Outlay	-	-	-	-
Total	7,462,403	7,529,659	7,739,800	7,294,900
<u>Community Planning North</u>				
Personnel Services	2,229,252	2,229,567	2,305,500	2,071,300
Supplies & Materials	34,653	1,603	35,700	24,400
Other Services & Charges	904,345	1,827,554	1,897,600	1,335,400
Capital Outlay	-	-	-	-
Total	3,168,250	4,058,724	4,238,800	3,431,100
<u>Community Planning South</u>				
Personnel Services	1,863,252	1,774,288	2,139,100	1,865,400
Supplies & Materials	14,551	560	36,400	27,800
Other Services & Charges	1,950,323	988,653	1,351,200	1,429,600
Capital Outlay	-	-	12,900	-
Total	3,828,126	2,763,501	3,539,600	3,322,800
<u>Information Management</u>				
Personnel Services	3,733,638	3,663,544	3,396,800	3,435,400
Supplies & Materials	198,942	193,450	167,200	182,400
Other Services & Charges	1,743,133	1,192,242	1,952,300	2,980,100
Capital Outlay	90,341	13,688	171,800	730,000
Total	5,766,054	5,062,924	5,688,100	7,327,900

**PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT SUMMARY
EXPENDITURE BY MAJOR OBJECT**

Division/Major Units	Actual FY10	Actual FY11	Budget FY12	Proposed FY13
<u>County-Wide Planning</u>				
Personnel Services	4,356,103	4,339,065	4,901,900	4,301,800
Supplies & Materials	2,957	10,412	52,900	37,300
Other Services & Charges	2,859,887	2,918,728	2,896,300	2,460,800
Capital Outlay	-	-	-	15,000
Total	7,218,947	7,268,205	7,851,100	6,814,900
<u>Support Services</u>				
Personnel Services	16,051	241,011	16,000	6,600
Supplies & Materials	10,343	24,349	50,300	42,000
Other Services & Charges	1,394,071	1,311,481	1,510,900	1,499,500
Capital Outlay	-	-	-	-
Chargebacks	220,800	226,450	293,500	312,800
Total	1,641,265	1,803,291	1,870,700	1,860,900
<u>Planning Dept. Total</u>				
Personnel Services	19,811,406	19,775,372	20,836,900	19,475,600
Supplies & Materials	414,082	324,280	453,200	452,300
Other Services & Charges	12,934,776	12,371,924	13,557,700	13,559,300
Capital Outlay	118,637	53,789	269,000	805,000
Chargebacks	220,800	226,450	293,500	312,800
Grants	77,469	144,323	138,000	138,000
Transfer to Special Revenue Fund	50,000	50,000	30,000	30,000
Total	33,627,170	32,946,138	35,578,300	34,773,000

**PRINCE GEORGE'S COUNTY—PLANNING DEPARTMENT SUMMARY
POSITIONS/WORKYEARS BY DIVISION**

DIVISIONS	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS
<u>Directors Office</u>								
Full-Time Career	26.00	26.00	27.00	27.00	27.00	27.00	28.00	28.00
Part-Time career	2.00	1.00	2.00	1.00	2.00	1.00	1.00	0.50
Career Total	28.00	27.00	29.00	28.00	29.00	28.00	29.00	28.50
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		27.00		28.00		28.00		28.50
<u>Development Review</u>								
Full-Time Career	60.00	60.00	59.00	59.00	56.00	56.00	53.00	53.00
Part-Time career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	60.00	60.00	59.00	59.00	56.00	56.00	53.00	53.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		60.00		59.00		56.00		53.00
<u>Community Planning North</u>								
Full-Time Career	22.00	22.00	22.00	22.00	21.00	21.00	20.00	20.00
Part-Time career	1.00	0.80	1.00	0.80	1.00	0.80	1.00	0.80
Career Total	23.00	22.80	23.00	22.80	22.00	21.80	21.00	20.80
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		22.80		22.80		21.80		20.80
<u>Community Planning South</u>								
Full-Time Career	20.00	20.00	20.00	20.00	20.00	20.00	18.00	18.00
Part-Time career	1.00	0.80	1.00	0.80	1.00	0.80	1.00	0.80
Career Total	21.00	20.80	21.00	20.80	21.00	20.80	19.00	18.80
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		20.80		20.80		20.80		18.80
<u>Information Management</u>								
Full-Time Career	27.00	27.00	27.00	27.00	28.00	28.00	28.00	28.00
Part-Time career	1.00	0.60	1.00	0.80	0.00	0.00	0.00	0.00
Career Total	28.00	27.60	28.00	27.80	28.00	28.00	28.00	28.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		27.60		27.80		28.00		28.00

**PRINCE GEORGE'S COUNTY—PLANNING DEPARTMENT SUMMARY
POSITIONS/WORKYEARS BY DIVISION**

DIVISIONS	ACTUAL FY10		ACTUAL FY11		BUDGET FY12		PROPOSED FY13	
	POS	WYS	POS	WYS	POS	WYS	POS	WYS

Countywide Planning

Full-Time Career	46.00	46.00	46.00	46.00	45.00	45.00	40.00	40.00
Part-Time career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Total	46.00	46.00	46.00	46.00	45.00	45.00	40.00	40.00
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		46.00		46.00		45.00		40.00

Total Positions/Workyears

Full-Time Career	201.00	201.00	201.00	201.00	197.00	197.00	187.00	187.00
Part-Time career	5.00	3.20	5.00	3.40	4.00	2.60	3.00	2.10
Career Total	206.00	204.20	206.00	204.40	201.00	199.60	190.00	189.10
Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Total Workyears		204.20		204.40		199.60		189.10

GLOSSARY OF PLANNING TERMINOLOGY

In the Planning Department budget pages that follow, many specific terms are used that may be unfamiliar to the reader. To facilitate better understanding of the information and descriptions of Planning Department work efforts, the following terms are listed and defined. A more complete list of defined terminology can be found on the web site, www.mncppc.org/pgco.

Adequate Public Facilities (APF) Ordinance and Test: The ordinance requiring a determination of the adequacy of public facilities to accommodate growth resulting from approval of a subdivision application and used as the benchmark or test.

Agritourism: In general, this is the practice of attracting travelers or visitors to an area or areas used primarily for agricultural purposes.

Alternative Compliance: An administrative process created to give relief to owners of properties in established communities by allowing them to achieve the intent of the Landscape Manual standards through an alternative design, as long as it is equal to or better than a standard design.

Area Master Plan or Area Plan: Area master plans consist of a plan map along with supporting data, text, and other maps. They provide specific recommendations for a planning area or subregion on the environment, historic preservation, living areas, housing, commercial areas, employment areas, urban design, circulation, and transportation. (See also **Master Plan**.)

Basic Plan: Phase 1 of the Comprehensive Design Zone process. It sets forth general land use relationships, including the approximate number of dwelling units and building intensity. Proposed land uses are also described.

BRAC—Defense Base Closure and Realignment Commission: Appointed by the U.S. President, this commission was formed to provide an objective, non-partisan, and independent review and analysis of the list of military installation recommendations issued by the U.S. Department of Defense in May 2005.

Charrette: A brief, intense design workshop in which community teams work together with municipal staff, city council members, the landowner, the developer, and all interested citizens in order to produce a plan that addresses the needs of the community.

Chesapeake Bay Critical Area: All waters of and lands under the Chesapeake Bay and its tributaries to the head of tide as indicated on the state wetlands maps, and all land and water areas within 1,000 feet beyond the landward boundaries of and heads of tides as indicated on approved Chesapeake Bay Critical Area Overlay Zoning Map Amendments.

Community Centers: Concentration of activities, services and land uses that serve, and are focal points for, the immediate neighborhoods. (See also **Metropolitan Centers**.)

Cooperative Forecasts: A series of population, household, and employment forecasts prepared by local jurisdictions through the auspices of the Metropolitan-Washington Council of Governments (COG).

Density: The number of dwelling units or persons per acre of land, usually expressed in units per gross acre.

- Single-family detached dwellings (range from less than 1 to 6 per acre) on a single lot.
- Townhouses (range from 7 to 12 per acre) attached in a row.
- Multifamily apartments (range from 12 to 48 per acre) in one structure.
- Garden apartments: Multiple-unit structures (2 to 4 stories high) with no elevator.
- High-rise apartments: Multiple-unit structures (5 or more stories high) with elevator.

Density Bonus Zones: Floating or mixed-use zones that allow additional density in exchange for public benefit features such as public buildings, recreational facilities, plazas, trails, and open space.

Departure: A process that provides a waiver of the regulations for landscaping, signs, and parking spaces. A Planning Board hearing is required.

Developed Tier: The subarea of the County consisting primarily of inner-county areas that are largely developed.

Developing Tier: The largely suburban subarea of the County located primarily in the central portion of the County.

Euclidean Zoning: Also known as “building block” zoning, Euclidean zoning is characterized by the segregation of land uses into specified geographic districts and dimensional standards stipulating limitations on the magnitude of development activity that is allowed to take place on lots within each type of district. Typical types of land-use districts in Euclidean zoning are residential (single-family), residential (multifamily), commercial, and industrial.

Forecast: As defined for use in the Council of Governments (COG) Cooperative Forecasting Program, a projection tempered by stated policy considerations, including the reconciliation of past and current trends with current and future policies. Ideally, forecasts reflect the best professional judgment concerning the impact of trends and present conditions on the future trend of development and the likely effectiveness of policies to alter this trend. Therefore, forecasts should represent the most realistic assessment of the future.

Form-Based Code: A method of regulating development to achieve a specific urban form. Form-based codes create a predictable public realm by controlling physical form primarily, with less focus on land use, through city or county regulations.

Functional Plans: Maps and supporting text that comprehensively cover a specific topic (such as public safety, transportation, or historic preservation) for the entire County.

General Plan: The Prince George's County General Plan, approved by the County Council in October 2002, provides long-range guidance for the future growth of the County. It identifies centers and corridors where intensive mixed use (residential, commercial, and employment development) is to be encouraged. The plan also divides the County into three development tiers (Developed, Developing, Rural) recognizing the different development goals and needs of different parts of the County. The plan also makes recommendations for infrastructure elements: green infrastructure, transportation systems, and public facilities. The plan includes guidance for economic development, revitalization, housing, urban design, and historic preservation. Future implementation efforts are outlined.

Geographic Information System (GIS): An organized collection of computer hardware, software and geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information.

Geo-spatial: A term widely used to describe the combination of spatial software and analytical methods with terrestrial or geographic datasets.

Historic District: A group of historic resources comprising two or more properties that are significant as a cohesive unit and contribute to the historical, architectural, archeological, or cultural values within the Maryland-Washington Regional District and that have been so classified in the County's Historic Sites and Districts Plan.

Historic Site: An individual historic resource that is significant in American history, architecture, archeology, or culture and is so designated on the County's Historic Sites and Districts Plan. A historic site is protected by the Prince George's County Historic Preservation Ordinance.

Intensity: A term referring to the gross (total) floor area and/or the degree to which commercial and industrial land uses generate traffic, noise, air pollution, and other potential problems for commercial and industrial uses.

Master Plan: A document that guides the way an area should be developed. It includes a compilation of policy statements, goals, standards, maps, and pertinent data relative to the past, present, and future trends of a particular area of the County including, but not limited to, its population, housing, economics, social patterns, land use, water resources and their use, transportation facilities, and public facilities. In Prince George's County, master plans amend the County's General Plan.

Metropolitan Centers: Areas of the County with a high concentration of land uses (such as government service or major employment, major educational complexes, and high-intensity commercial uses) that attract employers and customers from other parts of the Washington metropolitan area. Metropolitan centers are, or may be, cost-effectively served by mass transit. (See also **Community Centers**.)

Mixed-Use Zoning: Zoning that permits a combination of uses within a single development. For example, many zoning districts specify permitted combinations of residential and office/commercial uses. The term has also been applied to major developments, often with several high-rise buildings, that may contain offices, shops, hotels, apartments, and related uses.

Nonconforming Use: A use that is prohibited by, or does not conform to, the Zoning Ordinance. Except when construction has occurred in outright violation of the code, nonconforming uses are generally ones that were allowed under the original zoning but have not been allowed since the land was rezoned or the law changed. The use may continue to operate subject to limitations.

Orthorectify: Processing an aerial photograph to geometrically correct it so that the scale of the photograph is uniform and can be measured in the same way as a map.

Planimetric: A two dimensional representation of geographical space using aerial photography.

Planning Area: A district geographically defined by natural or manmade boundaries as described in the Zoning Ordinance. It is the smallest geographical area for which a master plan is prepared. Prince George's County is divided into 37 planning areas, covering all of the County with the exception of the City of Laurel (which is not under M-NCPPC jurisdiction).

Plat: A plat of subdivision is the plan that includes metes and bounds for lots, parcels, public road, land dedication, and conditions of approval.

Preliminary Plan of Subdivision: The preliminary detailed drawing (to scale) of a tract of land, depicting its proposed division into lots, blocks, streets, alleys, or other designated areas within a proposed subdivision.

Sectional Map Amendment (SMA): (A) The rezoning of a planning area (or a combination of planning areas, municipalities, those areas subject to a master plan, or areas subject to an adopted urban renewal plan), either selectively or in its entirety, to implement a master plan and policies to achieve specified planning goals. (B) A legislative act that implements the land use recommendations contained in a master plan by comprehensively rezoning property to reflect master plan policies, but not necessarily to follow all master plan land use policies or recommendations.

Special Exception: A process by which special specific uses are permitted in zones where they would not otherwise be allowed. A special exception requires a hearing by the Zoning Hearing Examiner and may include specific regulations addressing screening, buffering, noise, hours of operation, appearance, and other issues dealing with impact and compatibility.

Stormwater Management: The collection, conveyance, storage, treatment, and disposal of stormwater runoff in a manner to prevent accelerated channel erosion, increased flood damage, and/or degradation of water quality.

Subdivision: The division by plat or deed of a piece of property into two or more lots, plots, sites, tracts, parcels, or other land divisions in accordance with Subtitle 24 of the Prince George's County Code.

Transfer of Development Rights (TDR): A growth management tool used to protect designated rural and environmentally sensitive areas by allowing development rights to be transferred to properties in other parts of the County.

Transit District Development Plan (TDDP): A legally binding plan that establishes development requirements both for specific parcels of land and for the entire transit district.

Transit District Overlay Zone (TDOZ): A mapped zone superimposed over other zones in a designated area around a Metro station. The TDOZ may modify certain requirements for development within those underlying zones. Permitted uses of the underlying zones are unaffected. However, underlying zones can be changed via the TDOZ.

Transit-Oriented Development (TOD): Land uses that are sited, designed, and combined to maximize transit, particularly rail and ridership.

Tree Conservation Plan: A site map that delineates tree-save areas and text that details the requirements, penalties, or mitigation negotiated during the development and/or permit review process.

Use Tables: Tables of uses allowed in different zones in the Zoning Ordinance.

Woodland Conservation Ordinance: A state and county regulation that seeks to preserve high-priority woodlands through the land development process. It includes the designation and protection of woodland conservation areas, as well as mitigation measures and penalties.

Zoning: The classification of land by types of uses permitted and prohibited in a district and by densities and intensities permitted and prohibited, including regulations regarding building location on lots.

DIRECTOR'S OFFICE

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budgeted FY12		Proposed FY13	
Personnel Services	\$2,645,905		\$2,625,554		\$2,943,600		\$2,974,100	
Supplies & Materials	\$143,509		\$84,313		\$48,500		\$86,500	
Other Services & Charges	\$1,596,946		\$1,515,543		\$1,405,800		\$1,431,900	
Capital Outlay	\$28,296		\$40,101		\$84,300		\$60,000	
Sub Total	\$4,414,656		\$4,265,511		\$4,482,200		\$4,552,500	
Chargebacks	<u>\$0</u>		<u>\$0</u>		<u>\$0</u>		<u>\$0</u>	
Total	\$4,414,656		\$4,265,511		\$4,482,200		\$4,552,500	
Positions/Workyears Full Time Career	26.00	26.00	27.00	27.00	27.00	27.00	28.00	28.00
Positions/Workyears Part-Time Career	<u>2.00</u>	<u>1.00</u>	<u>2.00</u>	<u>1.00</u>	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>
Positions/Workyears Total Career	28.00	27.00	29.00	28.00	29.00	28.00	29.00	28.50
Positions/Workyears Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Chargebacks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less Normal Lapse		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Workyears Total		27.00		28.00		28.00		28.50

DIVISION OVERVIEW

The Planning Director's Office provides overall direction and administration for the Planning Department. This responsibility includes the planning, supervision, and coordination of all planning services. The Director's Office encompasses personnel and administrative services, legislative services, budget and financial management, facilities management, and office and publications support functions. The office and publications section is responsible for publications, graphics, web page, and office services. This section supports the production of planning studies, reports, and other documents; delivers information to the public via the World-Wide Web; provides set-up and logistical support to the department's public outreach and public engagements initiatives; and provides reproduction and in-house scanning and printing services, mail and courier service, fleet management, office supply services, and office equipment support. The section provides primary support services to the department and Planning Board, as well as Prince George's County Government and other commission facilities. Additionally, the Director's Office is directing a public participation/public engagement work program, an update of the 2002 General Plan, and a climate change study.

FY13 MAJOR CHANGES

Increase in Work Years: The Planning Director's Office work years increased by 0.5. This is the result of transferring two full-time career positions from the Countywide Planning Division and one full-time career position from the Community Planning North Division to the Director's Office to support efforts to update the 2002 General Plan and to lead a climate change study in the county. These additions were offset by the elimination of two full-time career positions and one 50/50 cost shared position that is split with the Planning Board Commissioners' Office.

Video Streaming and Archiving: The web development and publications team will continue to work on the Planning Board's video streaming and archiving project via our website. This initiative was launched

in February 2011 and the team continues to add functionality to the website. In FY13 the staff will assist this effort by working to produce video “How To” segments and public service announcements for our webpage. Both the web development and publications team will work jointly to develop procedures and a program for providing a video archive of community meetings and workshops via the webpage. Both teams will also work jointly to expand our social media capabilities.

- During the first quarter, staff will begin to produce “How To” segments on our most frequently asked questions such as: how to become a person of record, how do I find out the zoning of my property, how can I obtain a copy of a staff report and resolution, what are subregion and area plans, and how to use PGAtlas. During the second quarter of the FY, staff will continue to produce “How To” and education segments including detailed instruction on using PGAtlas, how can I find out what can be built on my property, how do I apply for a building permit, and what is a site plan. Staff will also produce public service announcements inviting the public to participate in community planning programs and public hearings. During the third and fourth quarters of the FY13 staff will begin videotaping community meetings so that segments can be streamed via our website. Staff will also continue to produce and upload “How To” and educational segments.

Climate Change Study—National Oceanic and Atmospheric Administration (NOAA) Grant:

In partnership with the Maryland Department of Natural Resources (DNR), this multiyear grant will perform an analysis on climate change vulnerability for Prince George's County, specifically related to the impacts of predicted sea level rise.

- In its first year, this grant will fund a sea level rise vulnerability assessment. The Planning Department will perform this assessment in-house with the financial assistance of the grant, and will utilize data from the department's enterprise database along with data from the State of Maryland.

General Plan Update. This multiyear program activity will plan for the 499 square miles (320,000 acres) that encompass the entire county and will provide policy direction, development priorities, and broad strategies for future community plans, functional plans, and implementation programs. The 2035 General Plan will establish an overall vision for the County with goals, objectives, and strategies for the major elements of the plan. An overall goal is to create a vibrant, sustainable, and diverse economy that will provide a high quality of life for all residents. Following every decennial census, the County is required to evaluate the General Plan. This update is envisioned as a refinement to include new elements—such as Health; the State of Maryland's 12 Planning Visions; and 2010 census data—and to incorporate elements from recently adopted functional plans as well as master and sector plans adopted since 2002. In FY13, the project will seek initiation and approval of the goals, concepts, and guidelines from the Planning Board and District Council.

- In the first quarter of FY13, the Planning Board will grant permission to print the preliminary plan. In the third quarter, the Planning Board and County Council will hold a public hearing. In the fourth quarter, staff will prepare a digest of testimony and the Council will hold a work session. Council approval will take place in the first quarter of FY14.

Transit-oriented Development (TOD) Public Education and Outreach: The Planning Department will undertake a broad-ranging community outreach program in collaboration with County Government to educate citizens, local officials, and property and business owners about TOD's role in realizing the General Plan vision for Prince George's County. The department will also engage civic and community associations in affected neighborhoods in discussions to review specific TOD proposals for each station area and market the County's TOD potential to the development community.

- In FY13 staff will host major TOD forums during the second, third and fourth quarters in different parts of the County. The forums will focus on three transitway modal options—bus rapid transit (M-5 Corridor), heavy rail (Metrorail and MARC) and light rail (Purple Line)—and how they can network with the growth and development pattern envisioned in County plans.

DEVELOPMENT REVIEW DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budgeted FY12		Proposed FY13	
Personnel Services	\$4,967,205		\$4,902,343		\$5,134,000		\$4,821,000	
Supplies & Materials	\$9,127		\$9,593		\$62,200		\$51,900	
Other Services & Charges	\$2,486,071		\$2,617,723		\$2,543,600		\$2,422,000	
Capital Outlay	\$0		\$0		\$0		\$0	
Transfer to Special Revenue Fund	\$50,000		\$50,000		\$30,000		\$30,000	
Sub Total	\$7,512,403		\$7,579,659		\$7,769,800		\$7,324,900	
Chargebacks	<u>\$0</u>		<u>\$0</u>		<u>\$0</u>		<u>\$0</u>	
Total	\$7,512,403		\$7,579,659		\$7,769,800		\$7,324,900	
Positions/Workyears Full Time Career	60.00	60.00	59.00	59.00	56.00	56.00	53.00	53.00
Positions/Workyears Part-Time Career	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Positions/Workyears Total Career	60.00	60.00	59.00	59.00	56.00	56.00	53.00	53.00
Positions/Workyears Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Chargebacks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less Normal Lapse		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Workyears Total		60.00		59.00		56.00		53.00

DIVISION GOAL

The goal of the Development Review Division (DRD) is to provide professional analysis and evaluation of development proposals as mandated by law for the benefit of applicants, citizens, public officials, and government agencies in order to implement public plans and policies concerning land use and design, and to improve the quality of development in Prince George's County.

DIVISION OVERVIEW

DRD is responsible for the review of development proposals, including zoning map amendments, subdivision plans, site plans, special exceptions, departures, and permits. This review is required by the County Zoning Ordinance and Subdivision Regulations, as authorized by the Maryland Annotated Code Article 28.

DRD provides technical review and best professional recommendations on new development proposals. In addition it provides notice of hearings to the public, mediation for opposing parties, and assistance and information to officials, municipalities, civic organizations, citizens, business owners, engineers, developers, and builders.

DRD also provides support to the intergovernmental coordination activity by analyzing and commenting on proposed text amendments to the Zoning Ordinance and Subdivision Regulations, and support to the Countywide Planning Division and Community Planning Divisions in the form of resource members for master plan teams.

Web access to the Development Activity Monitoring System (DAMS) provides citizens with more convenient access to information on development activities. DAMS has been significantly improved

through integration with the Geographic Information System (GIS) database. Web access to report backup has also been significantly improved.

FY13 MAJOR CHANGES

Decrease to personnel services: A decrease of \$313,000 in Personnel Services due primarily to the elimination of three full-time career positions through downsizing. One planner position and one principal planning technician position were eliminated from the Subdivision Section and one principal planning technician position was eliminated from the Applications Section.

DIVISION PROGRAMS

SUBDIVISION SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$930,614	\$916,800	\$727,700
Supplies & Materials	\$1,821	\$11,100	\$7,800
Other Services & Charges	\$496,924	\$454,200	\$365,600
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,429,359	\$1,382,100	\$1,101,100
Workyears	11.2	10	8

PERMIT REVIEW SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$1,262,976	\$1,375,200	\$1,364,400
Supplies & Materials	\$2,472	\$16,700	\$14,700
Other Services & Charges	\$674,396	\$681,300	\$685,400
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,939,844	\$2,073,200	\$2,064,500
Workyears	15.2	15	15

ZONING SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$681,343	\$733,400	\$727,700
Supplies & Materials	\$1,333	\$8,900	\$7,800
Other Services & Charges	\$363,819	\$363,400	\$365,600
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,046,495	\$1,105,700	\$1,101,100
Workyears	8.2	8	8

APPLICATIONS SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$673,034	\$733,400	\$636,700
Supplies & Materials	\$1,317	\$8,800	\$6,900
Other Services & Charges	\$359,382	\$363,400	\$319,900
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,033,733	\$1,105,600	\$963,500
Workyears	8.1	8	7

URBAN DESIGN REVIEW SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$839,215	\$825,100	\$818,700
Supplies & Materials	\$1,642	\$10,000	\$8,800
Other Services & Charges	\$448,119	\$408,800	\$411,300
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,288,976	\$1,243,900	\$1,238,800
Workyears	10.1	9	9

PLANNING INFORMATION SERVICES	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$515,161	\$550,100	\$545,800
Supplies & Materials	\$1,008	\$6,700	\$5,900
Other Services & Charges	\$275,083	\$272,500	\$274,200
Capital Outlay	\$0	\$0	\$0
Transfers to Special Revenue Fund	\$50,000	\$30,000	\$30,000
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$841,252	\$859,300	\$855,900
Workyears	6.2	6	6

Subdivision Section

The subdivision application process establishes the circulation and lotting patterns necessary to support future development. Staff review preliminary plans for conformance with master plans, Subdivision Regulations, the Zoning Ordinance, the Woodland Conservation and Tree Preservation Ordinance, and other Planning Department guidelines. Adequate public facility tests, particularly for roads, occur through the preliminary plan. Plans are processed through an interagency Subdivision and Development Review Committee, issues are identified and resolved, and recommendations are prepared for the Planning Board public hearings. Staff also administer the final platting process.

Staff assign property address numbers and street names, consistent with official Planning Board regulations. Assignment of street names and property address numbers avoids confusion and provides for essential services such as mail delivery, police and fire protection, school attendance, and voter registration.

FY13 MAJOR CHANGES

Decrease to work years: One planner coordinator position and one principal planning technician position were eliminated from the Subdivision Section to effect downsizing.

Zoning Section

The zoning application process establishes maximum development potential of property based upon the recommendations of approved master plans. Staff review owner-initiated zoning map amendment applications, special exceptions, departures, and other types of cases for conformance with applicable master plans, the Zoning Ordinance, the Woodland Conservation and Tree Preservation Ordinance, and other Planning Department policies and guidelines. These reviews involve extensive coordination with other agencies, municipalities, the public, and the applicants. Issues are identified and resolved, and recommendations are prepared for public hearings before the Planning Board, Zoning Hearing Examiner, and District Council.

FY13 MAJOR CHANGES

- None.

Urban Design Review Section

The site and design plan review process helps determine the aesthetic, visual, and functional aspects of development. Staff review plans for conformance with applicable law, conditions of previous approvals, and other policies and guidelines. These reviews involve extensive coordination with other agencies, citizens, and applicants. Issues are identified and resolved, and recommendations are prepared for Planning Board public hearings. Conceptual site plans are schematic in nature and comprehensively portray large, complex development proposals such as mixed-use projects or planned employment parks. Comprehensive design plans establish design standards, approve public benefit features (e.g., recreational facilities and open space), density and intensity increments, and ensure conformance with the land use relationships shown on approved basic plans. Specific design and detailed site plans are land development proposals that provide information and design details of a development project. They are required for a variety of reasons and specified uses including high-density residential development (office parks, townhouses, and multifamily) and other special uses such as day care for children and private schools.

Staff also process alternative compliance and development techniques applications in conjunction with permits and other development applications, such as site plans, subdivisions, special permits, and special exceptions. These processes were developed to recognize the fact that, in some cases, strict application of prescriptive development standards may be unnecessary to meet regulatory goals, and places an undue burden on properties, especially those in older areas. The Planning Director is delegated the responsibility to make the final decision on alternative compliance requests filed with a permit. A five-member team reviews alternative compliance applications and makes a recommendation. This allows applicants to receive relief quickly and inexpensively.

FY13 MAJOR CHANGES

Major revisions to zoning ordinances and other regulations: A continuation of the Major Revision of Zoning Ordinance and Other Regulations work program is anticipated for this budget year. The work products resulting from efforts in FY12 are expected to provide guidance and detail for the work products expected in FY13.

Permit Review Section

Through the permit process, staff ensure that all grading, building, use and occupancy permits, sign permits, and nonconforming use applications:

- Comply with County zoning and subdivision code standards and with State laws and regulations.
- Reflect compliance with approved site development and landscape plans, woodland conservation plans, and Chesapeake Bay Critical Area conservation plans.
- Respond to the policies and technical requirements of other interested agencies.
- Reflect conditions attached to rezoning, special exception, departures, alternative compliance, subdivision, site plan, and variance approvals.

FY13 MAJOR CHANGES

- None.

Applications Technical Support Section

This work unit provides centralized technical support services directly related to the acceptance and processing of development review applications. These services, essential to the processing of applications reviewed by the Zoning, Urban Design, and Subdivision Sections, include the following:

- Assistance to applicants with the pre-application procedures and formal acceptance requirements, ensuring conformance with the filing requirements of the Zoning Ordinance and Subdivision Regulations.
- Assigning case numbers to new applications for the applicants' informational mailings and preparing public hearing signs.
- Coordinating referrals for distribution within the Planning Department, to municipalities, and to other County and State agencies.
- Maintaining the current applications data in the development activity monitoring system (DAMS) database.
- Transmitting application record files to the Zoning Hearing Examiner and to the County Council for appeals and call-up hearings.
- Preparing certificates of approval for processed applications in accordance with Planning Board resolutions and District Council ordinances.
- Creating, maintaining, and providing secured access to application record files.
- Preparing maps and graphics for technical reports for Planning Board hearings.
- Providing public assistance on the development review process, history, and pending applications.

FY13 MAJOR CHANGES

Decrease to work years: One principal planning technician position was eliminated from the Applications Section through downsizing.

Planning Information Services Office

The Planning Information Services Office is located on the lower level of the County Administration Building in Upper Marlboro, and it serves approximately 11,000 customers annually. Service is provided to walk-in customers, in writing, via the internet, by telephone, fax, and electronic mail. Information is provided on a variety of planning programs and development review activities. Publications, including master plans, sector plans, sectional map amendments, demographic studies, census bulletins, and technical staff reports are also available, as are a variety of map products based upon the geographic information system database.

With advancements in the department's web site, customers may also access a variety of information and documents on a 24-hour basis (at www.mncppc.org and www.pgatlas.com). Customers requiring assistance with this web-based service are shown how to use the system in a step-by-step manner.

FY13 MAJOR CHANGES

- None

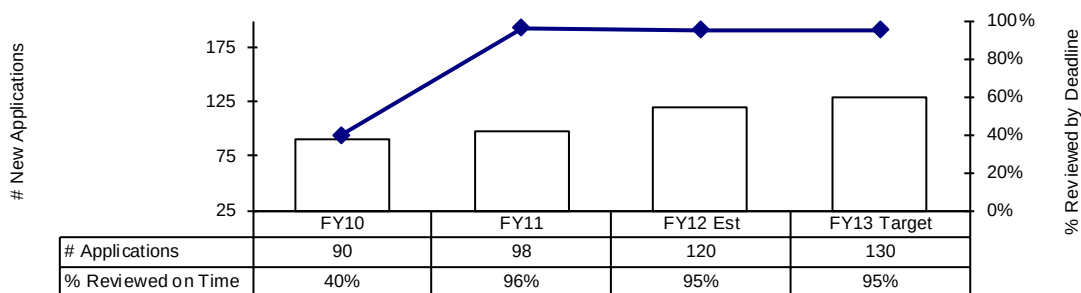
Development Review Division Performance Measures

Divisional Goal: Provide professional, objective analysis and evaluation of development proposals as mandated by law for the benefit of applicants, citizens, public officials and government agencies in order to implement public plans and policies concerning land use and design, and to improve the quality of development in Prince George's County.

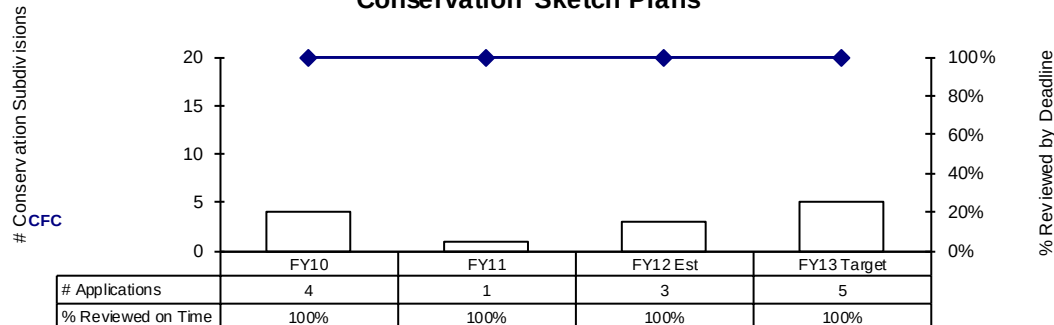
Divisional Objective: Providing a factual and legal basis for decisions on public plans and policies concerning the use and design of land.

Outcome Subdivision, Zoning, Urban Design: Information and recommendations for the public and decision-makers. *Charter for Change* highlights efforts to preserve the Rural Tier in accordance with the guidelines of the General Plan.

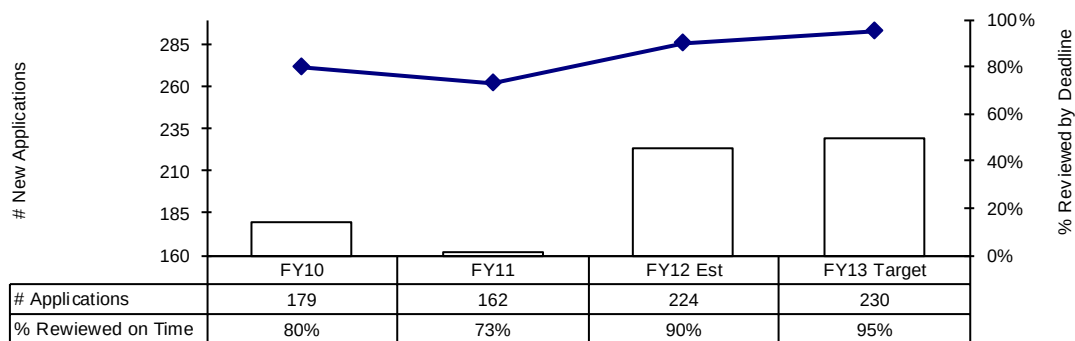
Preliminary Plans of Subdivision



Conservation Sketch Plans

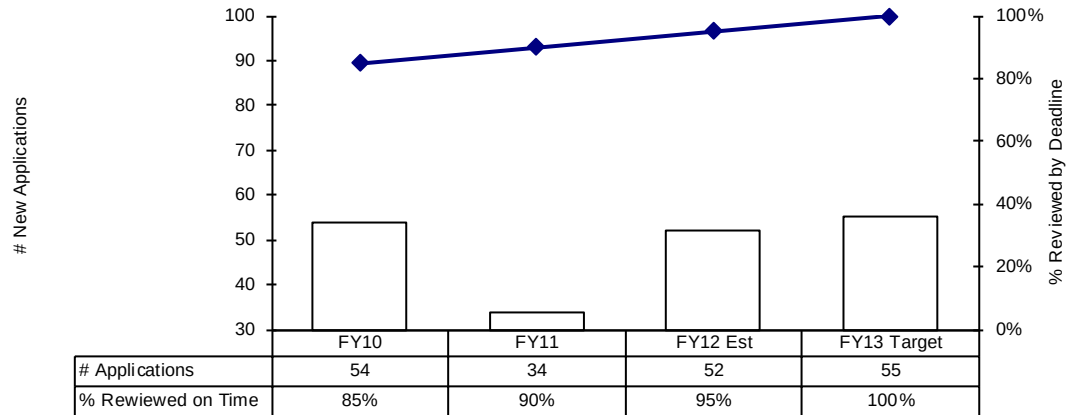


Urban Design



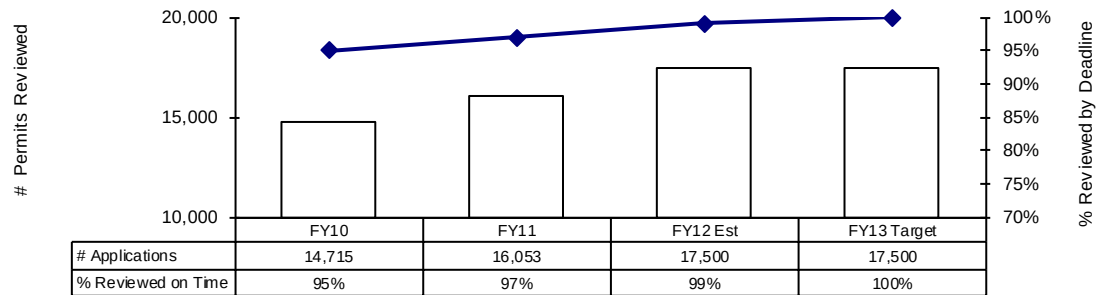
Development Review Division Performance Measures

Zoning

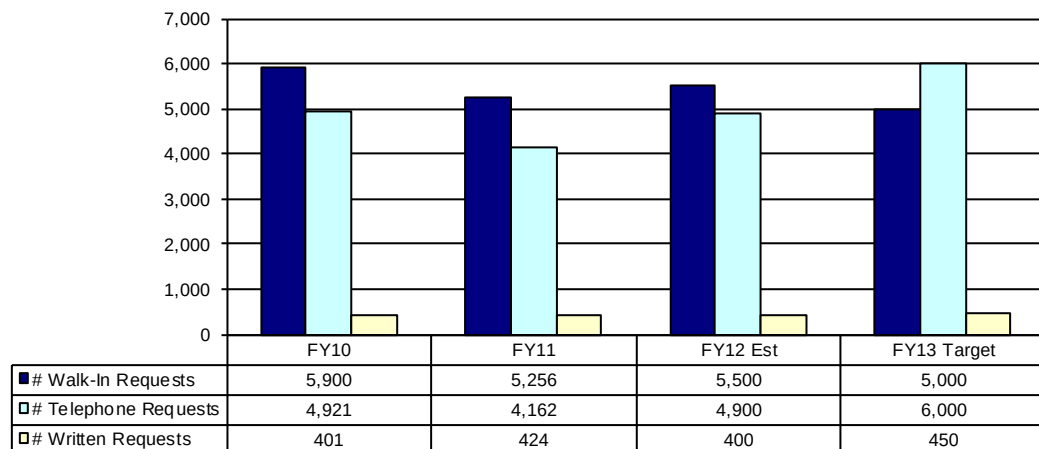


Outcome Permit Review Section: Accurate and timely permit review.

Permits



Modes of Delivery of Planning and Development Information Service



COMMUNITY PLANNING NORTH DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budgeted FY12		Proposed FY13	
Personnel Services	\$2,229,252		\$2,229,567		\$2,305,500		\$2,071,300	
Supplies & Materials	\$34,653		\$1,603		\$35,700		\$24,400	
Other Services & Charges	\$904,345		\$1,827,554		\$1,897,600		\$1,335,400	
Capital Outlay	\$0		\$0		\$0		\$0	
Sub Total	\$3,168,250		\$4,058,724		\$4,238,800		\$3,431,100	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$3,168,250		\$4,058,724		\$4,238,800		\$3,431,100	
Positions/Workyears Full Time Career	22.00	22.00	22.00	22.00	21.00	21.00	20.00	20.00
Positions/Workyears Part-Time Career	<u>1.00</u>	<u>0.80</u>	<u>1.00</u>	<u>0.80</u>	<u>1.00</u>	<u>0.80</u>	<u>1.00</u>	<u>0.80</u>
Positions/Workyears Total Career	23.00	22.80	23.00	22.80	22.00	21.80	21.00	20.80
Positions/Workyears Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent	0.00		0.00		0.00		0.00	
Chargebacks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less Normal Lapse	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>	
Workyears Total	22.80		22.80		21.80		20.80	

DIVISION GOAL

To implement the 2002 Prince George's County Approved General Plan through community-based plans and sectional map amendments that provide extensive opportunities for community involvement, focus resources on local priorities, and provide relevant, accurate, and updated planning information to help decision-makers meet the physical, social, and economic opportunities and challenges facing the county.

DIVISION OVERVIEW

The Community Planning North Division (CPND) is the planning team for the northern portion of the county. US 50 inside the Capital Beltway and Central Avenue outside the Capital Beltway serve as the dividing line for management and workload responsibilities and staff assignments for the North and South Divisions, except that the Community Planning North Division has workload responsibilities for the City of Bowie. Division staff prepare comprehensive plans, zoning amendments, and planning studies; review development proposals; support the department's Planning Assistance to Municipalities and Communities (PAMC) Program; participate in intergovernmental coordination with neighboring jurisdictions; and respond to requests for information from other departments and agencies (county, regional, state, and federal), community groups, citizens, and residents. The Division is organized into two work units or sections: Northwest and Northeast.

The Division's mission is to plan for livable communities and provide the highest quality community planning services. Meeting customer needs is its top priority. Community-based plans and zoning amendments are visionary, but realistic, guides for future growth and development. Planning studies provide accurate and timely information to county citizens, residents, and public officials on planning, zoning, and development issues. Community planners review development applications for conformance to the General Plan and master plans and for the implications of proposed zoning changes for existing and planned land uses in the area.

Community planners also support the work of other Divisions. Staff provide information on county land use policy, development activity, and community organizations. Staff are assigned to the Development Review Division's Alternative Compliance Committee and the Countywide Planning Division's research studies and public facilities, water resources, and transportation functional master plans.

FY13 MAJOR CHANGES

- **Decrease in Work Years.** The Community Planning North Division's work years decreased by one work year. This is the result of eliminating one full-time career position within the Community Planning Northeast Section through downsizing.
- **Decrease in Other Services and Charges.** The Other Services and Charges line item in the Community Planning North Division decreased by \$562,200, primarily due to a significant decrease in professional services dollars needed to fund the planning efforts within the Division.

DIVISION PROGRAMS

NORTH WEST SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$1,173,456	\$1,163,300	\$1,244,800
Supplies & Materials	\$844	\$18,000	\$14,700
Other Services & Charges	\$961,871	\$957,500	\$802,500
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$2,136,171	\$2,138,800	\$2,062,000
Workyears	12	11	12

NORTH EAST SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$1,056,111	\$1,142,200	\$826,500
Supplies & Materials	\$759	\$17,700	\$9,700
Other Services & Charges	\$865,683	\$940,100	\$532,900
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,922,553	\$2,100,000	\$1,369,100
Workyears	10.8	10.8	8.8

Northwest Section

Staff serve on interdisciplinary planning teams and work with citizen advisory groups and the general public to prepare subregion, area, and small area master plans, zoning map and text amendments, or other development implementation strategies.

FY13 MAJOR CHANGES

Comprehensive Mixed-Use Zoning Tool Handbook: Prince George's County has adopted an innovative Urban Centers and Corridor Nodes Development and Zoning Code to support transit-oriented and mixed-use development at strategic locations. The information brochure will be produced to provide a guide to the new regulations for citizens, property owners, attorneys, architects, engineers, and development interests. The guide will be made available in both print and electronic form. It will also assist with the Planning Department's transit-oriented development (TOD) public outreach program, which is to be initiated in FY13.

- Staff will begin preparation of the draft brochure in the first quarter of FY13. The brochure will be printed and the project completed in the second quarter of FY13.

Greenbelt Metro Area Sector Plan and Sectional Map Amendment: This sector plan will update and amend portions of the 2001 Greenbelt Metro Area Sector Plan and Sectional Map Amendment. The sector plan area will incorporate land generally located within one-half mile north, east, and south of the Greenbelt Metro Station, including the Metro station core area, Springhill Lake (Empirian Village) Transit Village, Beltway Plaza and Greenbelt Road Commercial Corridor, and Capital Office Park and Federal Courthouse areas identified by the 2001 Greenbelt Metro Area Sector Plan. This project will include community outreach efforts and analysis of existing conditions to identify and address broader issues impacting the designated Greenbelt Metropolitan Center. These issues include, but are not limited to, the need to conduct a comprehensive reevaluation of zoning and land use policy, local transportation issues; environmental infrastructure issues impacting the Indian Creek stream valley, economic feasibility, public

facilities, and other functional infrastructure elements. The sector plan will also set the stage for redevelopment of the Greenbelt Metro Station area as a pedestrian- and transit-oriented, mixed-use community that is respectful and reflective of the unique and celebrated history of Old Town Greenbelt.

- In the first quarter of FY13 the Planning Board and County Council will hold a joint public hearing and the Planning Board will hold a work session. In the second quarter, the Planning Board will adopt the plan/SMA. In the third quarter, County Council will hold a work session and approve the plan/SMA.

Mount Rainier Mixed-Use Town Center (M-U-TC) Zone Implementation: This project will provide ongoing assistance to the City of Mt. Rainier in its efforts to implement goals identified in the approved 2010 Approved City of Mount Rainier Mixed-Use Town Center Zone Development Plan. This assistance will include the following: staff support to the M-U-TC Committee; assistance with the formulation and operation of a not for profit "main street" organization that will focus on commercial district revitalization and marketing; initial support to advance the city's redevelopment priorities; preparation of a parking strategy for the commercial district; grant writing; and assistance with intergovernmental coordination.

- In the first quarter of FY13, an application will be submitted for a Transportation-Land Use Connection (TLC) grant from the Metropolitan Washington Council of Governments (COG) for a parking, sidewalk, and streetscape improvement study. In the second quarter, the parking, sidewalk, and streetscape improvement study will be initiated (subject to receipt of the TLC grant). In the third quarter, the draft study will be completed. In the fourth quarter, the final study will be completed.

Planning Assistance to Municipalities and Communities Program (PAMC): This ongoing program is available to the 26 municipalities, excluding Laurel, in the Regional District of Prince George's County and to unincorporated areas throughout the county represented by community groups and civic or business associations. Planning, design, mapping, and graphic assistance will be provided for approved projects in the northwest portion of the county.

Takoma/Langley Crossroads Sector Plan: This multiyear program activity began with amending the 1989 Approved Master Plan for Langley Park-College Park-Greenbelt and Vicinity and Adopted Sectional Map Amendment for Planning Areas 65, 66, and 67 and the 2002 Prince George's County Approved General Plan.

- In FY13, post-approval work and final printing of the Approved Takoma/Langley Crossroads Sector Plan and Sectional Map Amendment will be completed.

Takoma/Langley Crossroads Plan Implementation: This multiyear program activity will implement key recommendations of the recently approved Takoma/Langley Crossroads Sector Plan project, focusing on strategies to strengthen existing neighborhoods; preserve existing housing stock; provide for future housing choices; establish healthy, safe, attractive, and diverse living environments; and support appropriately designed and scaled mixed-use, transit-oriented development. Ongoing work with existing businesses, state, and county economic development staff, and Takoma/Langley business and community organizations, will assist in the development of a comprehensive set of business stabilization strategies for the area.

- In the first quarter of FY13, a guide to the Takoma/Langley Crossroads business district will be completed and an application will be submitted for a Transportation-Land Use Connection (TLC) grant from the Metropolitan Washington Council of Governments (COG) for a sidewalk and streetscape improvement design study for University Boulevard and New Hampshire Avenue. In the second quarter, the sidewalk and streetscape improvement design study will be initiated (subject to receipt of the TLC grant) and the Planning Board will complete the public hearing, work session, and adoption milestones for a proposed sectional map amendment (SMA). In the third quarter, the draft sidewalk and streetscape improvement design study will be completed and County Council will complete the public hearing, work session, and approval milestones for the SMA. In the fourth quarter, the final sidewalk and streetscape improvement design study will be completed.

Northeast Section

Staff serve on interdisciplinary planning teams and work with citizen advisory groups and the general public to prepare subregion, area, and small area master plans, zoning map and text amendments, and other development implementation strategies.

FY13 MAJOR CHANGES

Bowie State University/Bowie MARC Station Sector Plan Implementation: This multiyear program activity will implement the recommendations of the Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment which identified a future community center in the vicinity of Bowie State University and the Bowie Maryland Area Rail Commuter (MARC) Station. The sector plan evaluated land use and design issues, including the impact of the nearby Old Town Bowie Development District; identified the appropriate land use mix and intensities for a transit-supportive community center; and evaluated transportation, environmental, public facilities, historic preservation, and economic issues. Policies and strategies were recommended to promote development of a compact, vertical mixed-use, pedestrian-oriented, and transit-supportive development, and the SMA proposed necessary zoning amendments to implement the plan. In FY13, staff will continue its work with the Bowie MARC Development Board and various agencies in the coordination of implementation activities among the Planning Department, county agencies, state agencies, the university, and civic organizations.

- In the first quarter of FY13 a final scope of work will be completed for a request for quotation/request for proposal (RFQ/RFP) for master developer solicitation.

College Park/Riverdale Park TDDP/TDOZ: This multiyear program will focus on the Green Line's College Park Metro Station area—which was the subject of a 2010 report prepared by a ULI Technical Assistance Panel—and the Planning Department's current Purple Line study. A sector plan and SMA was previously prepared for this area in 1989 and 1990 respectively. The TDDP/TDOZ will be prepared in cooperation with the City of College Park's Planning Department staff. An extensive community participation program is planned. Conformity with the University of Maryland's facilities master plan will be a high priority. WMATA and the Maryland Transit Administration (MTA) will also be engaged as part of a state and county agency planning support team. The TDDP/TDOZ will recognize the strategic location of this Metro and future Purple Line station and the related research and development and office development planned for the M Square area. The plan will address economic and transit-oriented development, mixed use, pedestrian accessibility, and overall transportation issues and opportunities. The Purple Line study, now in progress, will provide essential preplanning analysis that will serve as a foundation for the TDDP/TDOZ.

- In the first quarter of FY13 staff will prepare a project charter and define core and resource teams; prepare the preliminary goals, concepts and guidelines report; and convene state and county agencies for an initial project meeting. In the second quarter staff will initiate the plan and proceed with traffic and transportation conditions analysis as warranted. Staff will prepare the preliminary plan and public facilities reports in the fourth quarter of FY13.

Landover Gateway Sector Plan Implementation: This multiyear program consists of several plan implementation efforts associated with the 2009 Approved Landover Gateway Sector Plan and Sectional Map Amendment. The Lerner Company is proceeding with predevelopment efforts to support redevelopment of the former Landover Mall site.

- In FY13 staff will work with various stakeholders to include county agencies in implementing the goals and policies of the Approved Landover Gateway Sector Plan.

Landover Metro Station Area and MD 202 Corridor Sector Plan and SMA: This multiyear program activity will complete planning for the MD 202 corridor. It will address pedestrian safety, connections to the Metro station, and streetscape improvements; shopping center improvements and revitalization; future feasibility of Metro station area development; and housing and neighborhood improvements and

reinvestment.

- In the first quarter of FY 13 The Planning Board will grant permission to print the preliminary sector plan/SMA. In the second quarter the Planning Board and County Council will hold a public hearing, staff will prepare a digest of testimony, and the Planning Board will hold a work session. In the third quarter the Planning Board and the County Council will approve the master plan/SMA. Post approval work will begin in the fourth quarter.

Largo-Lottsford Master Plan and Sectional Map Amendment: This multiyear program activity will be coordinated with the Subregion 4 TOD Implementation Program (which will focus on the portion of Central Avenue and the Metro Blue Line that includes the Morgan Boulevard and Largo Metro Stations). The Largo-Lottsford master plan update will include the portion of the county east of the Capital Beltway, south of US 50, west of Enterprise Road, and north of Largo and White House Roads.

The master plan update will assess current land use patterns, past and planned development activity, and future opportunities, particularly TOD. Commercial growth and corridor revitalization opportunities will be examined. Neighborhood and housing conservation and improvement strategies will be a high priority. Transportation, public facility, park, recreation, and other supporting infrastructure conditions and needs will be defined to support future growth. An SMA will be prepared to address zoning revisions necessary to support the master plan update's land use recommendations.

At the conclusion of the master plan update in FY12, the following specific products will be completed: preplanning reports addressing recent completed and approved development activity and pertinent existing conditions; a plan initiation report defining goals, concepts and guidelines; a public facilities report and resolution; a revised GIS zoning layer and TDOZ standards as warranted; supporting products necessary to facilitate community outreach and participation; draft and approved TDDP/TDOZ plan and brochure; digest of testimony from a joint District Council and Planning Board public hearing; and resolutions for plan adoption and approval.

- In the first quarter of FY13, the Planning Board will grant permission to print the preliminary master plan/SMA. In the second quarter, the Planning Board and County Council will hold a public hearing, staff will prepare the digest of testimony, and the Planning Board will hold a work session. In the third quarter, the Planning Board and the County Council will approve the master plan/SMA

New Carrollton Metro Transit District Development Plan and Transit District Overlay Zone (TDDP/TDOZ) Implementation: This multiyear program activity will implement the recommendations of the 2010 Approved New Carrollton Transit District Development Plan and Transit District Overlay Zoning Map Amendment. Section staff will support efforts by Prince George's County, the Maryland Department of Transportation (MDOT), Washington Metropolitan Area Transit Authority (WMATA), and private development interests to construct approximately 6.1 million square feet of office and retail space, 5,500 housing units, an extensive system of civic spaces, and a supporting network of "complete streets" at the New Carrollton Metro Station. In FY13 staff will support the pre-development efforts of the "Master Developer," and assist with the coordination of the Purple Line's preliminary engineering (PE) and final environmental impact statement (FEIS) phase with New Carrollton TOD.

Planning Assistance to Municipalities and Communities Program (PAMC): This ongoing program is available to the 26 municipalities, excluding Laurel, in the Regional District of Prince George's County as well as unincorporated areas throughout the county represented by community groups and civic or business associations. Planning, design, mapping, and graphic assistance will be provided for approved projects in the northeast portion of the county.

Purple Line Corridor TOD Station Design and Access Study: In this multiyear program activity the Planning Department will work with local residents, business owners, and other key community stakeholders to develop transit-oriented community plans for five Purple Line station areas. Community Planning North Division staff will work with community residents and businesses to prepare development strategy plans for

five proposed Purple Line stations, including one to be located in the Riverdale Road (Beacon Heights) area. Completion of the study will include the following products: A final study report and recommendations for the West Campus (University Hills), College Park—University of Maryland, River Road (M Square), Riverdale Park, and Riverdale Road (Beacon Heights) station areas; a recommended zoning template to guide the formulation of future Purple Line related TOD zoning and design standards; corridor and station area economic and market analyses; and TOD implementation strategies. Staff will coordinate preparation of the final report with the Maryland Transit Administration's completion of the preliminary engineering (PE) and final environmental impact statement (FEIS) for the Purple Line. The study's recommendations will also be presented to the Planning Board, County Council, corridor residents and businesses, and county and state agencies. Staff will also begin to support implementation of Purple Line TOD study recommendations. These efforts will include: drafting of specific zoning regulations to support TOD based on the study's recommended zoning template and in coordination with the Planning Department's comprehensive zoning ordinance revision process; coordination with the Maryland Transit Administration (MTA) to ensure that the final PE and FEIS will reflect the study's recommendations; and ongoing community outreach and engagement during the completion of the PE and FEIS.

- In the first quarter of FY13 staff will complete a preliminary draft of the study report in conjunction with the department's Publications and Graphics Section, present a preliminary report to Planning Board, and present the preliminary report to the County Council. In the second quarter staff will prepare a final study report in conjunction with Publications and release this final report to the public. In the third quarter staff will initiate preparation of alternative zoning and urban design standards as part of the comprehensive zoning ordinance revision process. In the fourth quarter staff will complete preparation of preliminary alternative zoning and urban design standards as part of the comprehensive zoning ordinance revision process.

Subregion I Master Plan and Sectional Map Amendment (SMA) Implementation: This multiyear program activity produced a master plan and SMA for Subregion I. The plan/SMA replaced the 1990 Approved Master Plan and Sectional Map Amendment for Subregion I Planning Areas 60, 61, and 62 and amends the 2002 Prince George's County Approved General Plan. The area for Subregion I includes the county's four northernmost planning areas—South Laurel-Montpelier, Northwestern, Fairland-Beltsville, and the Agriculture Research Center—and borders on the City of Laurel. The goal of the master plan and SMA is to create a long-range plan for land use that enhances the quality and character of communities and neighborhoods, encourages quality economic development, preserves/protects rural, scenic, and environmentally sensitive lands, and makes efficient use of existing and proposed county infrastructure and investment. The master plan set development policies, consistent with the intent of the 2002 General Plan, for the US 1 Corridor and the future Konterra Regional Center. The program activity will be coordinated with the State Highway Administration to implement recommendations from the countywide functional master plans for Transportation and Green Infrastructure. In FY13, staff will continue to work on the coordination of implementation activities of the Planning Department, county agencies, state agencies, Howard University, stakeholders, and civic organizations.

Subregion 4 Transit-Oriented Development Implementation: This multiyear program activity will implement the recommendations of the 2010 Subregion 4 Master Plan and SMA. A key recommendation of the Subregion 4 master plan is to provide implementation assistance to support the delivery of transit-oriented development at the Capitol Heights, Addison Road, Morgan Boulevard, and Largo Metro Stations. The plan will produce key marketing, economic development, community organization, and related recommendations. In FY13 Planning Department staff—working with state and county agencies and municipalities—will continue to identify and coordinate implementation strategies/activities in the Capitol Heights and Addison Road Metro Station. Specific recommendations will also be developed to support the delivery of transit-oriented development. Staff will also focus on corridorwide TOD marketing and economic development efforts to expand the work program into the Morgan Boulevard and Largo Metro Station area.

- In the first quarter of FY13, a final implementation strategy and action report will be completed and presented to the Planning Board and County Council. An application to the State of Maryland for Sustainable Community designation will also be submitted. In the second quarter, a corridor sector

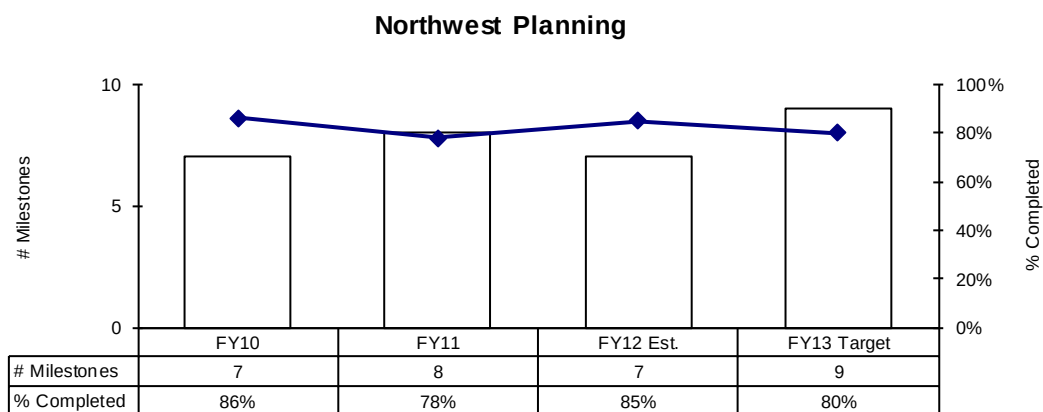
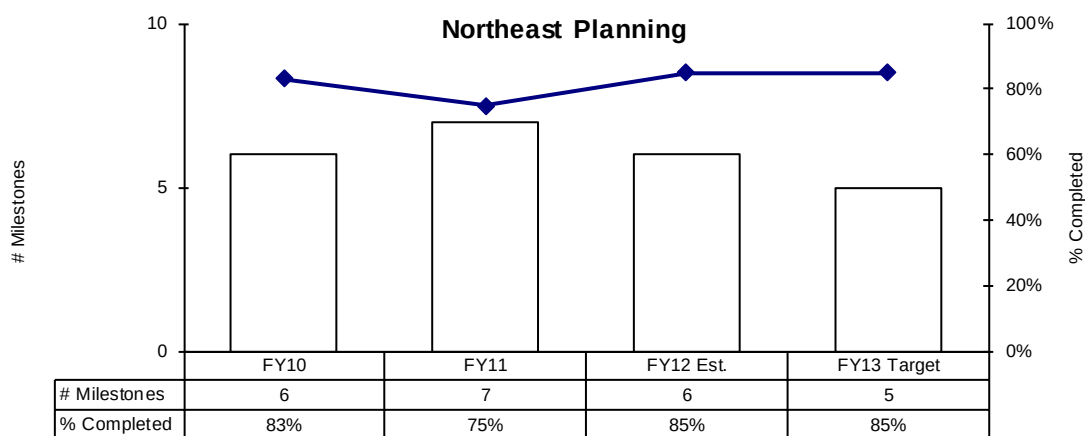
plan and sectional map amendment (SMA) will be initiated and a draft SMA report completed. In the third quarter, a final SMA report will be completed. In the fourth quarter, the Planning Board will hold a public hearing and work session and approve the SMA.

Community Planning North Division Performance Measures

Divisional Goal: Provide opportunities for community involvement, to focus resources on issues of local concern and to provide relevant, accurate and updated planning information in order to help decision makers meet physical, social and economic challenges facing the northern sector of the County.

Divisional Objective: Provide the highest quality plans and planning services to the general public, communities, and elected and appointed officials, and to encourage citizen and community involvement in planning in order to enhance and protect community resources (natural and manmade) and to guide future development.

Outcome Community Planning North: Planning studies, Master Plans, Sector Plan, Sectional Map Amendments and Planning Assistance to Municipalities.



COMMUNITY PLANNING SOUTH DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budgeted FY12		Proposed FY13	
Personnel Services	\$1,863,252		\$1,774,288		\$2,139,100		\$1,865,400	
Supplies & Materials	\$14,551		\$560		\$36,400		\$27,800	
Other Services & Charges	\$1,950,323		\$988,653		\$1,351,200		\$1,429,600	
Capital Outlay	\$0		\$0		\$12,900		\$0	
Sub Total	\$3,828,126		\$2,763,501		\$3,539,600		\$3,322,800	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$3,828,126		\$2,763,501		\$3,539,600		\$3,322,800	
Positions/Workyears Full Time Career	20.00	20.00	20.00	20.00	20.00	20.00	18.00	18.00
Positions/Workyears Part-Time Career	<u>1.00</u>	<u>0.80</u>	<u>1.00</u>	<u>0.80</u>	<u>1.00</u>	<u>0.80</u>	<u>1.00</u>	<u>0.80</u>
Positions/Workyears Total Career	21.00	20.80	21.00	20.80	21.00	20.80	19.00	18.80
Positions/Workyears Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Chargebacks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less Normal Lapse		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Workyears Total		20.80		20.80		20.80		18.80

DIVISION GOAL

To implement the 2002 Prince George's County Approved General Plan through community-based plans and sectional map amendments that provide extensive opportunities for community involvement, focus resources on local priorities, and provide relevant, accurate, and updated planning information to help decision-makers meet the physical, social, and economic opportunities and challenges facing the county.

DIVISION OVERVIEW

The Community Planning South Division is the planning team for the southern portion of the county. US 50 inside the Capital Beltway and Central Avenue outside the Capital Beltway serve as the dividing line for management and workload responsibilities and staff assignments for the North and South Divisions. Staff prepare comprehensive plans, revitalization action plans, zoning amendments, and planning studies; review development proposals; support the Department's Planning Assistance to Municipalities and Communities (PAMC) Program; participate in intergovernmental coordination with neighboring jurisdictions; and respond to requests for information from other departments and agencies (county, regional, state and federal), community groups, citizens, and residents. Increasingly the division plays a role in implementing approved plans by facilitating the development of new program activity as appropriate, facilitating collaboration and action among implementing agencies and community organizations, and carrying out activities to develop organizational capacity among civic groups. The division is organized into two work units or sections: Southwest and Southeast.

The Division's mission is to plan for livable communities, provide the highest quality community planning services, and facilitate implementation of approved plans among stakeholders. Meeting customer needs is its top priority. Community-based plans and sectional map amendments are visionary but realistic guides for future growth and development. Planning studies provide accurate and timely information to county citizens, residents, and public officials on planning, zoning, and development issues. Community planners review development applications for conformance to the General Plan, master and sector plans,

and for the implications of proposed zoning changes for existing and planned land uses in an area.

Community planners also support the work of other Divisions. Staff provide information on county land use policy, development activity, and community organizations. Staff are assigned as resource members on development review committees, special projects, and the Countywide Planning Division's research studies and functional master plans.

FY13 MAJOR CHANGES

- **Decrease in Work Years:** The Community Planning South Division work years decreased by two work years. This is the result of eliminating one full-time career senior planner in the Southeast Section and one full-time career senior planner position in the Southwest Section. Both positions were eliminated through downsizing.
- **Increase in Other Services and Charges:** The Other Services and Charges line item in the Community Planning South Division increased by \$78,400, primarily due to a slight increase in professional services dollars needed to fund the planning efforts within the Division.

DIVISION PROGRAMS

SOUTH WEST SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$835,934	\$1,007,800	\$1,071,600
Supplies & Materials	\$264	\$17,100	\$16,000
Other Services & Charges	\$465,838	\$636,600	\$821,300
Capital Outlay	\$0	\$12,900	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,302,036	\$1,674,400	\$1,908,900
Workyears	9.8	9.8	10.8

SOUTH EAST SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$938,294	\$1,131,300	\$793,800
Supplies & Materials	\$296	\$19,300	\$11,800
Other Services & Charges	\$522,875	\$714,600	\$608,300
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,461,465	\$1,865,200	\$1,413,900
Workyears	11	11	8

Southwest Section

Staff lead and serve on interdisciplinary/interagency planning teams and work with citizen advisory groups and the general public to prepare and facilitate implementation of subregion, area, and small area master plans and studies, zoning map and text amendments, and other implementation development strategies.

FY13 MAJOR CHANGES

Branch Avenue in Bloom: This FY11 program will continue in FY13 to implement the commercial revitalization program resulting from the Approved Branch Avenue Corridor Sector Plan and Sectional Map Amendment. The program encompasses the Branch Avenue commercial corridor from Suitland Parkway to Colebrooke Drive and St. Barnabas Road from Branch Avenue to Temple Hill Road. The program will continue to advance the following goals: bring positive attention to revitalization efforts; promote project areas' assets and opportunities; build strong working relationships with public agencies; establish business organizations; improve the appearance, maintenance, operation, and marketability of businesses; establish marketing programs; and ensure compliance with codes and regulations. Staff of the Maryland Small Business Development Center (MDSBDC) will continue with the planning and day-to-day administration of program activities. Staff will continue to work collaboratively with MDSBDC staff and other stakeholders to implement the program.

- In FY13 staff, in collaboration with MDSBDC, will complete several project initiatives by the end of the first quarter, including a community garden, an expanded farmer's market, and a public safety plan for the area. Staff will also continue their work to identify and implement low-cost streetscape improvements along Branch Avenue and St. Barnabas Road during the second quarter. Staff will continue to work towards creating a business association in the project areas through the fiscal year.

Central Branch Avenue (MD 5) Sectional Map Amendment: A sectional map amendment (SMA) will be initiated automatically with County Council approval of the plan as allowed by the Zoning Ordinance provided the approved plan includes zoning proposals. This will be an eighteen month project as required by the ordinance. The SMA will bring zoning into conformance with the land use policies of the approved plan. The approval of the SMA will result in the revision of the official zoning map for properties that are the subject of the SMA. Stakeholder outreach and engagement will be a key component of the project. The SMA project might necessitate the creation and approval of new zoning classifications to implement sector plan recommendations pertaining to neighborhood retail and existing clusters of production, distribution, and repair uses found in several zoning districts. A new zoning classification will allow the application of use, urban design, and operational standards that are appropriate for these uses. A new neighborhood commercial zoning district might also be appropriate to distinguish neighborhood serving retail from shopping centers and to facilitate the development of appropriate scaled commercial uses within neighborhoods.

- In FY13 staff will complete SMA recommendations, obtain stakeholder feedback on these recommendations, and make revisions as appropriate. Staff will complete research and draft recommendations on possible new zoning classifications in the second quarter. Related legislation will be developed and presented to the Planning Board and County Council in the third quarter.

Central Branch Avenue (MD 5) Sector Plan: This multiyear project integrated the proposed Morningside/Allentown Road/Camp Springs Sector Plan and Clinton Sector Plan into a single sector plan to address the need for commercial revitalization, higher quality community serving retail, improved pedestrian and vehicular connectivity, and more attractive streetscapes and public spaces. The project will also plan for future bus rapid transit. A portion of the Beech Road Industrial Area is included in the sector plan boundary. The aim is to determine appropriate design standards and functionality for this industrial area and to address the need for an improved infrastructure (including streetscapes) in the area. Staff continue coordination efforts with area stakeholders—including residents and civic organizations, businesses, and county and state agencies—to identify key strategies for addressing priority issues. The plan will focus on economic development, land use, transit/transportation, and urban design recommendations targeted to six focus areas to create a broader vision for the entire Central Branch Avenue area.

- In FY13 staff will present the preliminary plan to the Planning Board for adoption during the first quarter and to the County Council for approval during the third quarter. Plan publication is expected by the end of the fiscal year.

Community Legacy/Sustainable Communities Plans: In response to the State of Maryland's Sustainable Communities Act of 2010, which targets State revitalization resources in focus areas called "sustainable community areas," staff is working with local communities to build on existing and previous master plans and studies to create successful sustainable communities plans that will promote priority revitalization projects. After designation, action plans will be created to access a number of State funding programs. While the Sustainable Communities program has limited grant funding available through the Community Legacy program, the designation also gives higher priority to communities for accessing other State programs, including ones for business revitalization and transportation improvements. This project follows up on discussions with Camp Springs residents and the Maryland Department of Housing and Community Development (DHCD) on development of a focused community plan for the program. Staff are using the Central Branch Avenue Revitalization Sector Plan process to develop a plan of action, with community input, that identifies priority projects to be included in any grant applications. In addition, staff are working with other interested communities. One of these is Brandywine, which could consider becoming a designated sustainable community in order to implement a revitalization program for the older commercial area and the abutting proposed historic district on Brandywine Road (MD 381).

Eastover-Forest Heights (MD 210) Sector Plan and Section Map Amendment (SMA): This is a multiyear project started in FY12 to prepare a sector plan and SMA for an area that includes the City of Forest Heights, Eastover Shopping Center, and the Glassmanor community. Key issues include

commercial area revitalization and development; neighborhood preservation; public safety; environment health and resource preservation; and transportation and pedestrian safety, circulation, and connectivity. The project provides an opportunity to work collaboratively with the District of Columbia through its Office of Planning to address common border issues, especially stream restoration, enhancement, and public safety. There is also an opportunity to foster coordination between this project and the Metro Green Line project described above: the Southern Avenue Metro Station is the closest station to this community. Strategies for better access to the Metro station, particularly for pedestrians, can be coordinated between these projects. Staff will work with key stakeholders to identify opportunities, constraints, strategies and resources to address key issues in the project area.

- In FY13 staff will obtain Planning Board permission to print the draft sector plan document in the second quarter. The public hearing will be completed and the preliminary sector plan presented to the Planning Board for adoption by the end of the fourth quarter.

Metro Green Line Corridor Transit-Oriented Development Action Plan (Challenge Grant):

This multiyear project is the subject of a HUD Challenge Planning Grant to fund the preparation of a corridor action plan for the southern end of the Washington Metropolitan Area Transit Authority's (WMATA) Green Line in Prince George's County. The purpose of the action plan will be to identify development typologies for the southern Green Line Metro stations, recommend market-driven strategies and development incentives to attract Federal and spin-off office tenants and mixed income housing along this emerging Federal corridor, and enhance regional mobility and Metro access to the area through better regional and local transit service. The project will produce the following products: technical studies including economic and market analyses that would include development typology for each station, transit analysis, and existing condition assessment; a station area access plan for the Southern Avenue and Suitland Metro Stations; and an implementation program and final action plan document. The Commission has pledged in-kind services represented by staff time on the project to achieve the required match.

- In FY13 the project team will complete draft recommendations for economic development, transportation, land use, and urban design in the first quarter, and draft the major elements of the corridor plan in the second quarter. Major public outreach and engagement activities will be carried out during the fiscal year.

Mount Vernon Viewshed Overlay Zone: This project will carry over to FY13 as staff resources were not available in FY12 to manage the project, which seeks to implement recommendations of the 2009 Subregion 5 Plan and Historic Sites and District Plan to preserve the Mt. Vernon viewshed. Covering areas in both Prince George's and Charles Counties, the viewshed includes exceptional natural and cultural resources that contribute to a pastoral rural landscape with unique national and regional historic significance. Past preservation efforts have resulted in the acquisition of easements that have protected some areas from development. The viewshed boundaries were expanded recently by utilizing updated modeling techniques. With current development proposals threatening the integrity of what has been established as the primary area of concern, it is critical to create a mechanism for implementing performance standards that can help protect and preserve this unique resource while allowing appropriate development to take place. Planning staff will collaborate with the Accokeek Foundation and Charles County to address preservation and design issues and to prepare the overlay zone.

- In the second quarter of FY13 staff will complete provisions for an overlay zone and present recommendations to the Planning Board and County Council for consideration. In the fourth quarter staff will present these recommendations in legislative format for review and consideration by the County Council.

Planning Assistance to Municipalities and Communities (PAMC): This ongoing program is available to the 26 municipalities, excluding Laurel, in the Regional District of Prince George's County and to unincorporated areas throughout the county represented by community groups and civic or business associations. Planning, design, mapping, and graphic assistance are available.

- In FY13 staff will support PAMC projects expected to be approved for the southwest portion of the county, including a possible sustainability plan for Forest Heights to address environmental and economic goals.

Southeast Section

Staff lead and serve on interdisciplinary/interagency planning teams and work with citizen advisory groups and the general public to prepare and facilitate implementation of subregion, area, and small area master plans, zoning map and text amendments, and other implementation development strategies.

FY13 MAJOR CHANGES

Joint Base Andrews Joint Land Use Study (JLUS) Implementation Committee: This is an ongoing program to implement recommendations in the completed JLUS to address land use encroachment issues near Joint Base Andrews Naval Air Facility Washington and base impacts on the adjacent community. Activities will include ongoing support to the JLUS implementation and oversight committee; design and implementation of a military overlay zone; drafting legislation for a real estate notification requirement; input on a property acquisition and business relocation strategy and program; activities to identify potential funding sources for property acquisition; and other activities consistent with recommendations in the JLUS report.

- In FY13 staff will continue work with appropriate stakeholders to complete provisions for the proposed overlay zone and legislation for real estate disclosure notification.

Mellwood-Old Marlboro Pike Industrial Area Study: This study will develop a roadmap for enhancing existing employment and commercial areas and maximizing development opportunities. Key issues identified to date include vehicular congestion and circulation as well as pedestrian circulation and connectivity, particularly to the surrounding residential neighborhoods. A comprehensive list of issues will be developed with the community through an on-line survey and a series of workshops, meetings, and interviews. Depending on the issues and concerns identified, the study may also include physical design recommendations for public space improvements, such as new streetscapes, guidelines for infill development, and possible improvements to existing businesses.

- In FY13 updates to this completed study will be added to the Planning Department's web site.

Planning Assistance to Municipalities and Communities Program (PAMC): This ongoing program is available to the 26 municipalities, excluding Laurel, in the Regional District of Prince George's County and to unincorporated areas throughout the county represented by community groups and civic or business associations. Planning, design, mapping, and graphic assistance are available.

- In FY13, staff will support approved PAMC projects in the southeast portion of the county, including a possible waterfront restoration plan for Eagle Harbor.

Rural Villages Design Study Implementation: As a follow up to the completed Rural Villages Study, staff will coordinate implementation of recommended policy changes for rural design standards within Aquasco, Baden, and Croom, as well as other pertinent recommendations of the study and community design charrettes. Possible tasks include preparing draft legislation or other needed documentation for policies which may impact subdivision, proposed community well and shared septic regulations, and/or the road code. The project may include coordinating the preparation of materials for rural homeowners to provide guidance for new buildings and building improvements that will complement and preserve rural character in the area (e.g. voluntary design and siting standards).

- In FY13 staff will develop necessary legislation and other materials to implement the Rural Villages Study recommendations.

Town of Upper Marlboro Action Plan Implementation: This is an ongoing program to implement the

2008 Upper Marlboro Town Action Plan. One of the key recommendations in the action plan is the strengthening of intergovernmental coordination to promote preservation and strengthening of the town's existing development while planning for future compatible development. To this end a closer partnership between the town, county, and state is envisaged through a working group of representatives that would meet regularly to discuss issues affecting the town. The working group would collaborate on plans for new development and related physical improvements. Possible work items would be to improve the appearance of the town core by identifying possible strategies and projects to enhance Main Street, Elm Street, and town streetscapes through utility relocation, expanded brick walkways, pedestrian scale lighting, and coordinated site furnishings. A coordinated and consistent public signage plan should also be considered for development by this working partnership. The group will also follow up on recommendations of the recently completed Architectural and Engineering Assessment concerning renovation and re-use of two county-owned historic sites in the town.

- In FY13 staff will assist in the creation of a county and town intergovernmental working group, facilitate meetings, and provide background support for the working group.

Upper Marlboro MD 301 Revitalization Study Brochure: This study will provide land use recommendations and a redevelopment plan for the Greater Upper Marlboro area. An illustrated urban design plan with specific guidelines for streetscape improvements along MD 725 also will be included.

- In the first quarter of FY13, the Upper Marlboro MD 301 Revitalization Study brochure will be published by publications staff.

Westphalia Sector Plan Implementation: This is a continuing project to develop a governance framework and structure for the Westphalia community building upon recommendations from a 2010 study on Governance of Westphalia and other Common-Owned Communities. The project will entail review of council authority to regulate common-owned communities; possible incentives to foster support for the proposed common-owned community structure among Westphalia developers; design of governance structure, including preparation of an implementation strategy and any related legislation for council consideration.

- Any State or local legislation that may be necessary will be drafted in the first quarter of FY13 and submitted for Council review and comment during the second quarter. Final action on both state and county legislation would occur during the third quarter, with implementation occurring during the fourth quarter of FY13.

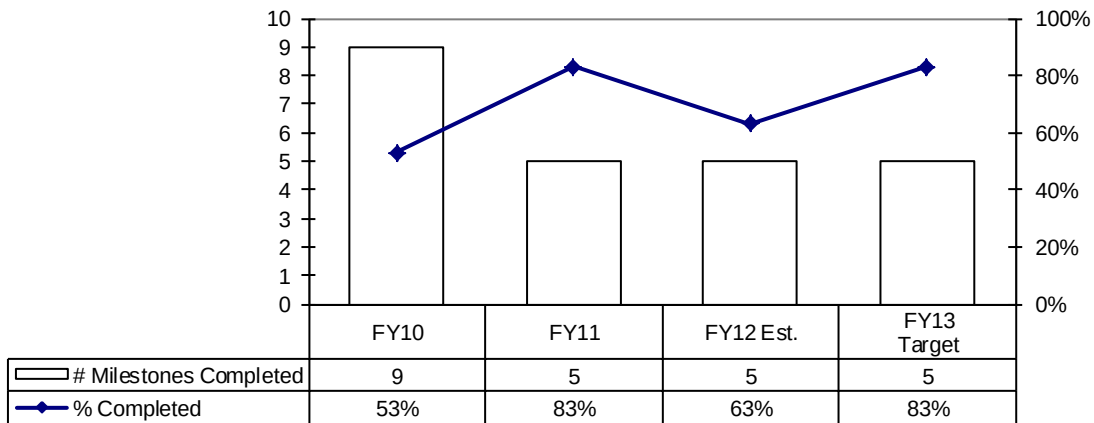
Community Planning South Division Performance Measures

Divisional Goal: Provide opportunities for community involvement, to focus resources on issues of local concern and to provide relevant, accurate and updated planning information in order to help decision makers meet physical, social and economic challenges facing the County.

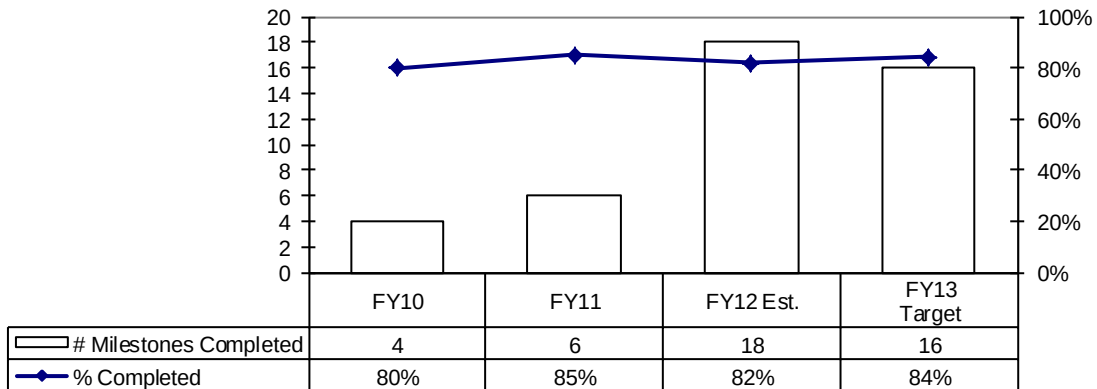
Divisional Objective: Provide the highest quality plans and planning services to the general public, communities, and elected and appointed officials, and to encourage citizen and community involvement in planning in order to enhance and protect community resources (natural and manmade) and to guide future development.

Outcome Community Planning South: Planning studies, Master Plans, Sector Plan, Sectional Map Amendments and Planning Assistance to Municipalities.

Southeast Planning



Southwest Planning



INFORMATION MANAGEMENT DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budgeted FY12		Proposed FY13	
Personnel Services	\$3,733,638		\$3,663,544		\$3,396,800		\$3,435,400	
Supplies & Materials	\$198,942		\$193,450		\$167,200		\$182,400	
Other Services & Charges	\$1,743,133		\$1,192,242		\$1,952,300		\$2,980,100	
Capital Outlay	\$90,341		\$13,688		\$171,800		\$730,000	
Sub Total	\$5,766,054		\$5,062,924		\$5,688,100		\$7,327,900	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$5,766,054		\$5,062,924		\$5,688,100		\$7,327,900	
Positions/Workyears Full Time Career	27.00	27.00	27.00	27.00	28.00	28.00	28.00	28.00
Positions/Workyears Part-Time Career	<u>1.00</u>	<u>0.60</u>	<u>1.00</u>	<u>0.80</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Positions/Workyears Total Career	28.00	27.60	28.00	27.80	28.00	28.00	28.00	28.00
Positions/Workyears Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Chargebacks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less Normal Lapse		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Workyears Total		27.60		27.80		28.00		28.00

DIVISION GOAL

To be the department's resource for the identification, assembly, processing, and analysis of data, and to provide the department with a reliable, state-of-the-art computing infrastructure.

DIVISION OVERVIEW

The Information Management Division (IMD) provides computer systems and personal computer (PC) support, software development, database management, and Geographic Information System (GIS) services. IMD works to identify, assemble, process, analyze, and report statistical data and other information essential to the Commission's role for county planning and land development. The Division also manages the department's geographic information systems, data processing services, and network communications.

FY13 MAJOR CHANGES

- **Increase to Other Services and Charges:** The increase to other services and charges is due primarily to additional funding needed for updates to the county GIS database, including new countywide orthoimagery and updates to planimetric data. In addition, professional-service dollars are budgeted for hiring consultants to assist with the scanning of historic documents and preemptive disaster recovery efforts. The Division will also experience an increase in agreements to cover repairs and maintenance for various IT related hardware and software purchases made in prior years.
- **Increase to Capital Outlays:** The increase to capital outlays is due to additional funding needed for the replacement of the department's Storage Area Network (SAN), and updates to the department's data back-up system, also called the virtual library system (VLS).

DIVISION PROGRAMS

DATA SYSTEMS SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$830,227	\$788,500	\$797,500
Supplies & Materials	\$43,839	\$38,800	\$42,300
Other Services & Charges	\$270,184	\$453,200	\$691,800
Capital Outlay	\$0	\$171,800	\$730,000
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,144,250	\$1,452,300	\$2,261,600
Workyears	6.3	6.5	6.5

NETWORK SUPPORT SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$658,911	\$606,600	\$613,500
Supplies & Materials	\$34,793	\$29,900	\$32,600
Other Services & Charges	\$214,432	\$348,600	\$532,200
Capital Outlay	\$13,688	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$921,824	\$985,100	\$1,178,300
Workyears	5	5	5

Data Systems

The Data Systems Section is responsible for systems administration of the department's primary databases, application servers, related software components, and document imaging. This includes the creation of specialized reports, mailing lists, database extracts, and the development of individual project-related applications. Data Systems designs, supports, and maintains an Oracle database for the following applications: Development Activity Monitoring System (DAMS), Permits Tracking, Historic Properties, Tri-Agency, Multifamily, Log Correspondence, Street Index, Labor Tracking, Public Lands, Purchase Requisitions, Contract Tracking, Supplies Inventory, Log Correspondence, Community Organizations, Report Generator, and Image Document Reader.

FY13 MAJOR CHANGES

- **Document Imaging Interface with Development Activity Monitoring System (DAMS):** In FY13 IMD will expand document imaging interface with the DAMS application and create a workflow process to improve efficiency of the development review process.
- **Document Imaging Project:** In FY13 IMD will implement the document imaging project in a joint effort with the Maryland-National Capital Park and Planning Commission's Central Administrative Services Office by providing technical support and data storage for document archiving.
- **Record Retention:** In FY13 IMD will integrate record retention and management procedures and policies into the document management applications and database.

Network and Technology Services

The Network and Technology Support Section provides systems administration for the department's local area network; supports 200 personal computers and standard software, and network-attached devices such as printers and plotters; supports the Department Intranet; and monitors department data and application servers. This group works closely with other Commission Information Technology staff to maintain the Commission's wide area network and communication e-mail services.

FY13 MAJOR CHANGES

Central Network Storage Device (SAN) Update: In coordination with the Maryland-National Capital Park and Planning Commission's Central Administrative Services Office (CAS), IMD will replace the existing central network storage device (SAN). The existing SAN has reached the end of its lifecycle; normal maintenance support services will no longer be offered by Hewlett Packard beginning in 2013. The SAN storage device is the central depository for all department file and data storage. We are partnering with CAS to provide mutual backup and replication services in the event of a Data Operation Center failure.

Geographic Information Systems

The Geographic Information Systems (GIS) Section is the central repository of geographic information for Prince George's County. The section is responsible for the development, maintenance, update, analyses, custom display, and distribution of geographic information for a variety of users. Basically, it supports the department's planning and decision-making processes by making available reliable and timely geo-spatial

information. There are currently more than 150 different spatial layers in the repository. The section also develops and provides GIS training and user-friendly applications to its internal and external customers. Its work programs are generally divided into four major categories: Data Maintenance, Data Development/Enhancement, Application Development, and Mapping and Spatial Data Analysis Services.

Data Maintenance involves monitoring changes and updating all of the GIS spatial layers to ensure their currency and completeness. Data Development/Enhancement includes the creation of new spatial databases as needed. Application Development is intended to facilitate department needs by acquiring user-friendly applications for staff to operate their GIS tools faster, easier, and with increased accuracy. The section also provides significant mapping and data analysis services to department staff and other external customers in the form of custom maps and reports.

FY13 MAJOR CHANGES

Geographic Information System Updates: In FY13 the GIS Section will update countywide aerial imagery and planimetric data layers. It will have been four years since these were updated. This data update is critical to the Planning Department and many county agencies and municipalities for:

- Analysis and monitoring of environmental change.
- Identifying changes in land use patterns.
- Assisting staff, the County Council, and the Planning Board with review of permit and other development applications.
- Code enforcement efforts, among others.

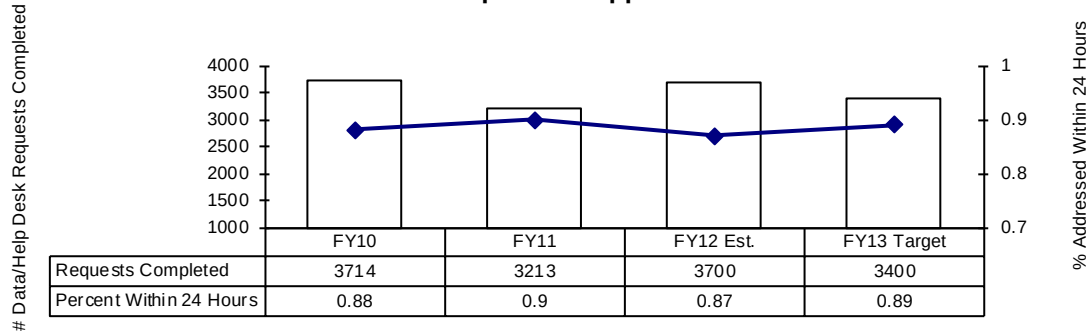
Information Management Division Performance Measures

Divisional Goal: To be the Department's resource for the identification, assembly, processing, and analysis of data, and to provide the Department with a reliable, state-of-the-art computing infrastructure.

Divisional Objective: Providing a stable and reliable computing environment for the Department, County and general public.

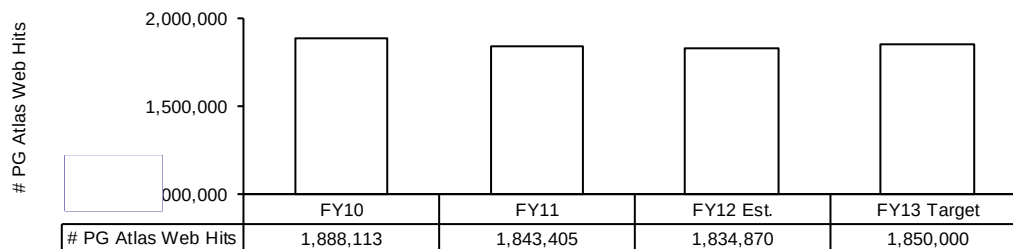
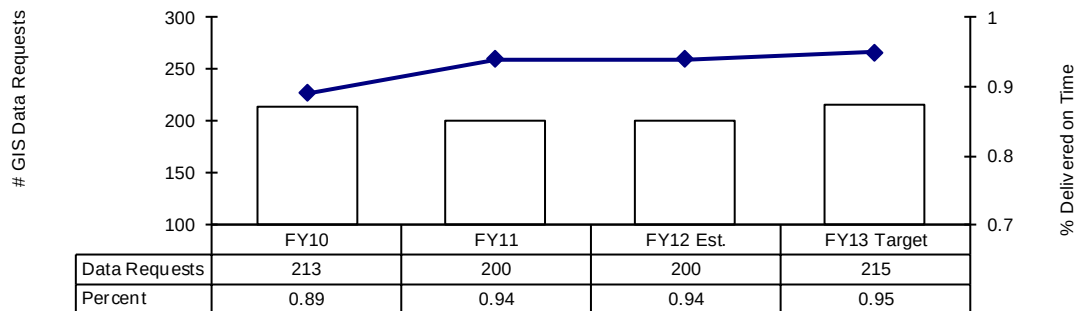
Outcome Data Systems: Improved software, hardware and technical resources. *Charter for Change* highlights improved information service delivery.

Help Desk Support



Outcome Geographic Information System: Improved software, hardware and technical resources. *Charter for Change* highlights improved information service delivery.

Geographic Information System Data Delivery



COUNTYWIDE PLANNING

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budgeted FY12		Proposed FY13	
Personnel Services	\$4,356,103		\$4,339,065		\$4,901,900		\$4,301,800	
Supplies & Materials	\$2,957		\$10,412		\$52,900		\$37,300	
Other Services & Charges	\$2,859,887		\$2,918,728		\$2,896,300		\$2,460,800	
Capital Outlay	\$0		\$0		\$0		\$15,000	
Sub Total	\$7,218,947		\$7,268,205		\$7,851,100		\$6,814,900	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$7,218,947		\$7,268,205		\$7,851,100		\$6,814,900	
Positions/Workyears Full Time Career	46.00	46.00	46.00	46.00	45.00	45.00	40.00	40.00
Positions/Workyears Part-Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Positions/Workyears Total Career	46.00	46.00	46.00	46.00	45.00	45.00	40.00	40.00
Positions/Workyears Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Chargebacks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less Normal Lapse		0.00		0.00		0.00		0.00
Workyears Total		46.00		46.00		45.00		40.00

DIVISION GOAL

To provide the highest quality planning services and growth management guidance on countywide issues to communities, public officials, and other government agencies in order to achieve sustainable, desirable, and livable communities.

DIVISION OVERVIEW

The Countywide Planning Division helps shape livable communities through the protection and stewardship of natural and historic resources and by addressing key infrastructure needs. The Division is organized into five sections: Historic Preservation, Environmental Planning, Research, Transportation Planning, and Special Projects. Each section reviews development proposals for compliance with laws and regulations and conducts special studies related to its technical specialty for the Planning Department and other county agencies. The Division provides staff support to the Historic Preservation Commission and provides information and assistance to other state and county agencies, community groups, citizens, and consultants, as required.

FY13 MAJOR CHANGES

Decrease to personnel services: The reduction in personnel services is primarily due to a reduction of 5 full-time staff within the Division. One vacant full-time career position in the Historic Preservation Section and one vacant full-time career position in the Special Projects Section were abolished. Two full-time career positions were transferred from the Countywide Planning Division to the Planning Director's Office to help lead the efforts in updating the 2002 General Plan, and one full-time career position was transferred from the Countywide Planning Division to the Community Planning North Division to assist with the Subregion 4 TOD Implementation Plan.

Decrease to other services and charges: The reduction in other services and charges is primarily due to reductions in professional services that will be needed to complete the Division's work programs in FY13.

DIVISION PROGRAMS

HISTORIC PRESERVATION & PUBLIC FACILITIES SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$716,889	\$827,900	\$709,800
Supplies & Materials	\$1,720	\$8,900	\$6,200
Other Services & Charges	\$482,225	\$489,100	\$406,000
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,200,834	\$1,325,900	\$1,122,000
Workyears	7.6	7.6	6.6

TRANSPORTATION PLANNING PROGRAM	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$1,188,526	\$1,263,600	\$1,247,500
Supplies & Materials	\$2,852	\$13,600	\$10,800
Other Services & Charges	\$799,478	\$746,600	\$713,600
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,990,856	\$2,023,800	\$1,971,900
Workyears	12.6	11.6	11.6

ENVIRONMENTAL PLANNING PROGRAM	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$905,544	\$936,800	\$1,032,400
Supplies & Materials	\$2,173	\$10,100	\$9,000
Other Services & Charges	\$609,126	\$553,500	\$590,600
Capital Outlay	\$0	\$0	\$15,000
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,516,843	\$1,500,400	\$1,647,000
Workyears	9.6	8.6	9.6

SPECIAL PROJECTS SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$811,217	\$1,045,700	\$602,300
Supplies & Materials	\$1,947	\$11,300	\$5,200
Other Services & Charges	\$545,675	\$617,900	\$344,500
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,358,839	\$1,674,900	\$952,000
Workyears	8.6	9.6	5.6

WATERSHED MANAGEMENT PLANNING	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$94,328	\$108,900	\$107,500
Supplies & Materials	\$226	\$1,200	\$900
Other Services & Charges	\$63,450	\$64,400	\$61,500
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$158,004	\$174,500	\$169,900
Workyears	1	1	1

RESEARCH SECTION	Actual FY11	Budget FY12	Budgeted FY13
Personnel Services	\$622,561	\$719,000	\$602,300
Supplies & Materials	\$1,494	\$7,800	\$5,200
Other Services & Charges	\$418,774	\$424,800	\$344,600
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Total Expenditures	\$1,042,829	\$1,151,600	\$952,100
Workyears	6.6	6.6	5.6

Historic Preservation

The Historic Preservation Section provides staff support to the County Historic Preservation Commission in implementing Subtitle 29 of the Prince George's County Code. Staff are responsible for historic property and community surveys, documentation, and planning efforts in support of the county's master plans and the Prince George's County Historic Sites and Districts Plan. Staff administer the Prince George's County Historic Property Grant Program and are responsible for the administration and monitoring of preservation easements conveyed to M-NCPPC. Staff review development proposals to assess impacts on historic sites and resources, as well as on archeological resources in accordance with Planning Board guidelines and regulations. The section produces publications on subjects of general interest including historic cemeteries, an Illustrated Inventory of Historic Sites, and African American Historic and Cultural Resources.

FY13 MAJOR CHANGES

Historic Preservation Implementation Strategy: This report will examine strategies contained in the adopted Historic Sites and Districts Plan (HSDP) and recently approved master plans and sector plans. The work will entail bringing the HSDP stakeholders together to consider important strategies to implement in the short-, mid-, and long-term. The project will also examine potential changes to the County's Historic Preservation Ordinance (Subtitle 29) to reflect best practices since the drafting of the ordinance in 1981. This project is expected to be initiated by the fourth quarter of FY13 with background research and the identification of stakeholders.

- FY13 milestones include initiation of stakeholder meetings to address the four strategic action types identified in the HSDP—protection, stewardship, incentives and education. This includes review of incentives programs for historic preservation; proposed amendments to policies or guidelines for the Historic Property Grant Program; and the development of policies and guidelines for a Non-Capital Grant Program by the second quarter of FY13. Other milestones include the drafting of proposed technical corrections, revisions, and potential additions to Subtitle 29, HPC Rules of Procedure, and adopted policies and guidelines in the third quarter of FY13. Draft of an HSDP Implementation Strategy document is anticipated by the end of the third quarter of FY13 for action by the Planning Board and County Council by the fourth quarter of FY13.

Archeological Review: This project is expected to be initiated by the fourth quarter of FY12. This project will examine best practices for conducting archeological surveys and update the guidelines to reflect methodological advances. A component will also be added to provide guidance to applicants for creating interpretive signage and websites to convey significant findings from the archeological surveys to the public.

- Final draft of the guidelines will be prepared by the fourth quarter of FY13 and presented to the Planning Board for approval.

Environmental Planning

The Environmental Planning Section prepares plans to preserve the county's natural resources. It evaluates land development proposals to preserve natural resources and to assure compliance with laws, regulations, and policies, including the county's Woodland Conservation and Tree Preservation Ordinance, the State's Chesapeake Bay Critical Area Program, the Approved Countywide Green Infrastructure Plan, and the Water Resources Master Plan. Issues addressed include woodland conservation; wetlands; floodplains; stormwater management; stream protection; Chesapeake Bay critical areas; historic and scenic roads; noise; wildlife habitat protection; and rare, threatened, and endangered species. Staff prepare environmental impact reports for all surface mining applications and evaluate need with respect to rubble landfill applications. The unit participates in a number of State and regional environmental planning efforts, including the Mid-Potomac Tributary Team and the Patuxent River Commission. Staff provide direct services to the public, from answering general questions about land-specific environmental issues (e.g., existence of wetlands and floodplains) to providing walk-in customer service.

FY13 MAJOR CHANGES

Chesapeake Bay Total Maximum Daily Load (TMDL) Strategy: This program supports the department of Environmental Resources as it prepares a Watershed Implementation Plan (WIP) for enhanced Chesapeake Bay protection. The WIP is designed to clean the Chesapeake Bay by maintaining total maximum daily loads (TMDL) for nitrogen, phosphorus, and sediment, as established by the Environmental Protection Agency. The plan is being implemented in two phases. Phase I, which was completed in 2010, consists of strategies to meet target goals for TMDLs in Maryland. Phase II, currently underway, will provide more detail with regard to meeting specific targets for pollution reduction. WIP implementation is expected to continue until FY25.

Transportation Planning

The Transportation Planning Section addresses the transportation needs of existing and planned communities. The section reviews proposed development to assure that safe and adequate transportation will be provided. This includes protecting rights-of-way through the reservation process for planned transportation facilities to minimize future displacement impacts and construction costs. The section analyzes the county's long-range transportation needs for master plans and coordinates with county and State transportation agencies to implement the county's transportation priorities. The section will assist the Community Planning divisions to refine transportation plans for Branch Avenue, Greenbelt Metro, Landover Metro, the Green Line, and the Purple Line. Support is provided to the Countywide Trails Planning Program and the County Executive's Bicycle and Trail Advisory Group. Staff provide services

directly to the public, including answering questions about planned and programmed transportation facilities and presenting information at community meetings.

FY13 MAJOR CHANGES

Anacostia Waterfront Park Pedestrian and Bicycle Access Study: This study will focus on connecting existing neighborhood trails to the Anacostia Trail and connecting established neighborhoods to transit opportunities.

- The study will be completed in the fourth quarter of FY13.

Master Plan of Transportation (MPOT) Strategic Transportation Implementation: The section will continue implementation of the MPOT approved in 2009. New strategies favoring transit-oriented development (TOD), bicycle and pedestrian improvements, and green design will be added to the Planning Board's "Guidelines for the Analysis of the Traffic Impact of Development Proposals."

- A new and broader guidance document (tentatively called the "Transportation Review Guidelines") will be completed in the third quarter of FY13 and published on-line. The Prince George's Transitway System Plan, started under a Council of Governments grant, will be completed during the first quarter of FY13. Scoping and identification of follow-on tasks with the Department of Public Works and Transportation (DPW&T) will continue during the second and third quarters of FY13.

Trails Policies Implementation: Working with DPW&T, State Highway Administration, Parks and Recreation, WMATA and the municipalities, the section will develop criteria for the location and design of new sidewalk, trail and bikeway facilities.

- Work will continue on a draft guidance document for use by Planning staff and the implementing agencies, to be completed during the second quarter of FY13.

Special Projects

The Special Projects Section is responsible for interdisciplinary studies and programs. The section draws on expertise from all county and M-NCPPC departments to complete its work. Currently the section is preparing a functional plan for the preservation of farming (the Priority Preservation Area Functional Master Plan); a Public Facilities Needs Assessment that analyzes current public safety, school, and facilities, makes projections for future needs, and provides data, maps, special reports, and technical assistance for all agencies; an update to the county's Water and Sewer Plan; and support for the General Plan Update, parks and recreation planning and various sector plans. The section also reviews development proposals for compliance with the adequate public facilities test for schools, police and fire facilities, and libraries. The section provides direct public service via walk-in, telephone, internet, and e-mail contact.

FY13 MAJOR CHANGES

Priority Preservation Areas Functional Master Plan: This multiyear program activity will fulfill the mandate of House Bill 2-2006 for certification of the county's agricultural preservation program to include a priority preservation area element in its comprehensive plan.

- FY13 tasks include Council adoption of the plan in the first quarter of FY13, editing and creating the final document in the second quarter, and final printing in the third quarter.

Countywide Functional Master Plan for Parks Recreation and Open Space: The Planning Department will assist the Department of Parks and Recreation with the preparation of a Countywide Functional Master Plan for Parks, Recreation, and Open Space. The functional master plan will develop policies and guidance for determining future land acquisition for parks and open space and the methodology to determine an equitable distribution of these facilities throughout the county.

- Planning staff will provide Planning Department recommendations to the Parks and Recreation Department for the Countywide Functional Master Plan for Parks, Recreation, and Open Space by the third quarter of FY13. The plan will be completed by the Parks and Recreation Department during FY13.

Research Section

The mission of the Research Section is to provide high-quality, cutting-edge, insightful research and analysis to support the formulation, update, and evaluation of plans, policies and action programs that are important to the future growth, development and economic vitality of Prince George's County. The work program includes the analysis of county conditions and trends, fiscal and economic impact analysis, and the production of special studies focused on economic development, housing, and commercial and residential real estate. The section also produces periodic estimates and long range forecasts of population, households, housing units, and employment growth. The Cooperative Forecast is prepared in collaboration with the Metropolitan Washington Council of Governments and represents the official forecast for regional land use and transportation planning purposes.

FY13 MAJOR CHANGES

Prince George's County Food Systems Study: This sustainable communities study will examine the county's local food system, including: land constraints; health effects of malnutrition and obesity; access to healthy, safe, affordable, and culturally appropriate food; food distribution; energy use; environmental impact; and economic development. The study will include research on best practices and recommendations for policy implementation.

- The study will be initiated in the first quarter of FY13 and final publication and presentation are anticipated in the fourth quarter of FY13.

State of Housing Market and Foreclosure: This report will analyze the forces that shape local housing markets and recent trends affecting the housing market in Prince George's County and the region; determine the strength of the housing market in various areas of the county; and analyze housing stock conditions, age, and rehabilitation needs.

- The study will be initiated in the third quarter of FY12 and final publication and presentation are anticipated in the third quarter of FY13.

Pipeline Maintenance and Implementation: This project entails work on the "development pipeline" computerized monitoring and tracking system, a computerized development activity tracking system that will monitor residential, commercial, and industrial development from vacant land through completion.

- Full implementation of the system is anticipated in FY14.

Prince George's County Community Indicators Update: This project entails preparing a report that tracks current progress on broad civic goals and quality of life indicators in various categories, using the 2010 Census and other data.

- Update of the report will begin in FY12 and be completed in the second quarter of FY13.

Special Research Studies: This work program includes two research studies that staff will conduct in FY13. They include:

- **Prince George's County Economic Generators and Catalysts Study:** This study builds on the Occupational Shifts and Workforce Characteristics Study to be completed during FY12. The study will identify innovative implementation strategies for the county to capitalize on economic generators and build economic catalysts that increase its share of regional economic growth. Research will focus on identifying successful strategies and tools that create measurable results to attract and retain businesses and stimulate economic development activity around key economic generators and catalysts. The result of this research will serve as the basis for developing innovative targeted strategies that county policymakers and stakeholders can employ to aid in achieving the vision of a thriving local economy. Completion of the study is anticipated in the third quarter of FY13.
- **Prince George's County Golf Course Study:** This study will focus on whether the market is over-built, future trends, and best practices for re-use of land when courses are closed, underperforming, or obsolete. The study will be initiated in the first quarter of FY13 and final publication and presentation are anticipated in the third quarter of FY13.

Urban Agriculture Study: This study looks at best practices for urban agriculture, including ways to link urban farming with larger farm operations in the county's Rural Tier.

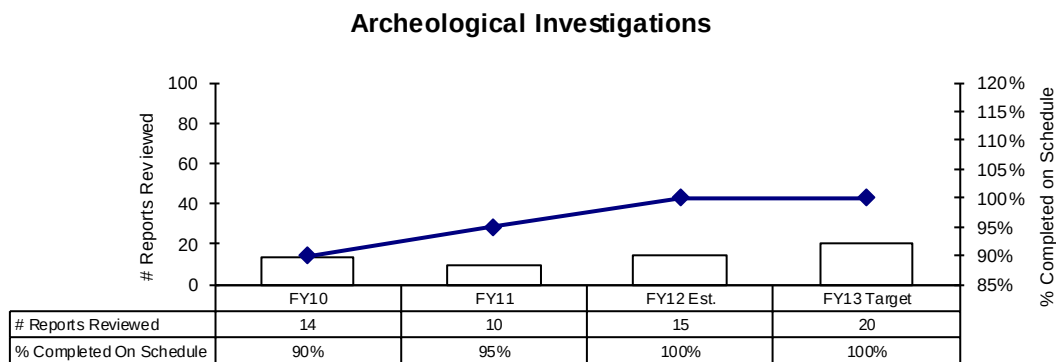
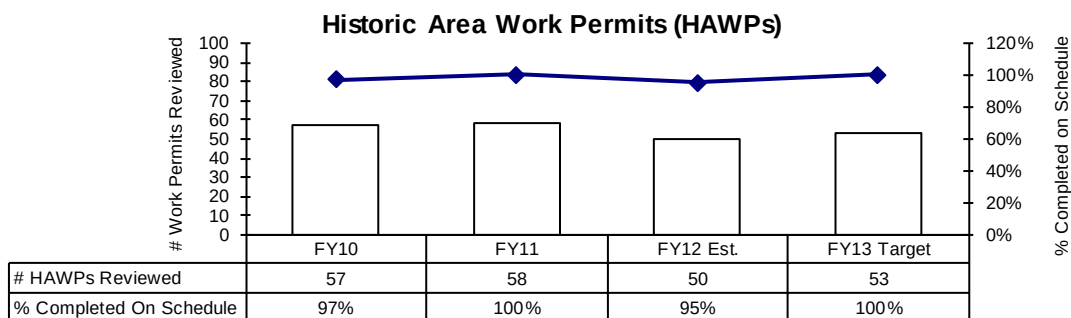
- The study will be completed by the first quarter of FY13.

Countywide Planning Division Performance Measures

Divisional Goal: To provide the highest quality planning services and growth management guidance on Countywide issues to communities, public officials and other government agencies in order to achieve sustainable, desirable and livable communities.

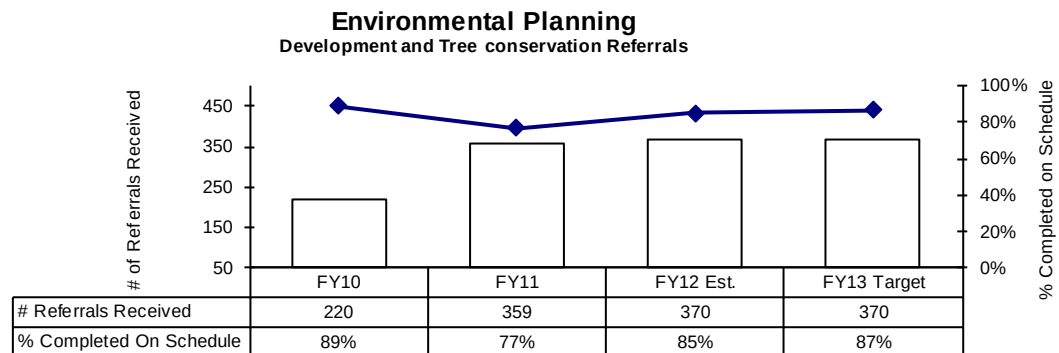
Divisional Objective: To provide professional planning guidance on Countywide historic preservation and environmental issues, transportation and public facilities needs to other Commission staff and outside agencies to protect and enhance existing natural resources and the environment and to achieve sustainable, desirable and livable communities.

Outcome for Historic Preservation: Professional planning guidance on historic preservation issues. Master planning and development review processes focus attention on the preservation and enhancement of natural and historic resources.

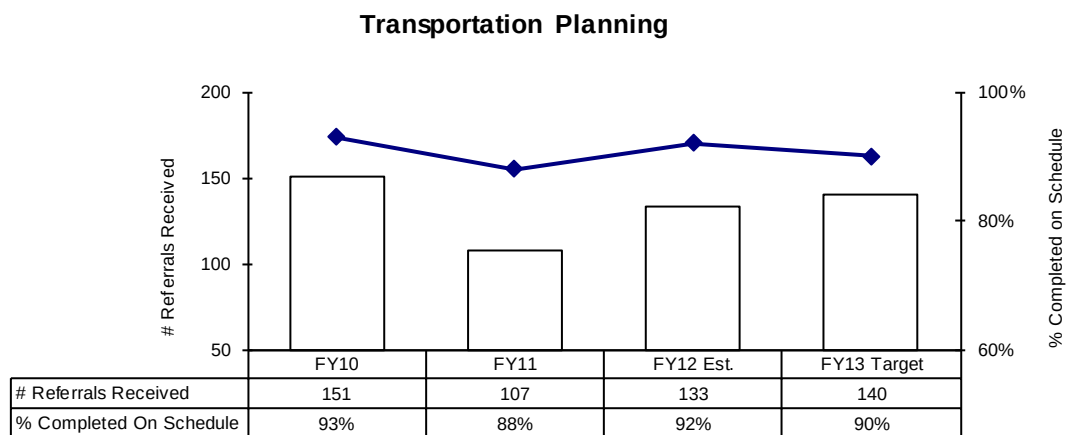


Countywide Planning Division Performance Measures

Outcome for Environmental Planning: Professional planning guidance on environmental issues to protect and enhance existing natural resources and the environment.



Outcome for Transportation Planning: Professional planning guidance to further implementation of a transportation system that supports federal, state, regional and local policies and programs.



SUPPORT SERVICES

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budgeted FY12		Proposed FY13	
Personnel Services	\$16,051		\$241,011		\$16,000		\$6,600	
Supplies & Materials	\$10,343		\$24,349		\$50,300		\$42,000	
Other Services & Charges	\$1,394,071		\$1,311,481		\$1,510,900		\$1,499,500	
Capital Outlay	\$0		\$0		\$0		\$0	
Sub Total	\$1,420,465		\$1,576,841		\$1,577,200		\$1,548,100	
Chargebacks	<u>\$220,800</u>		<u>\$226,450</u>		<u>\$293,500</u>		<u>\$312,800</u>	
Total	\$1,641,265		\$1,803,291		\$1,870,700		\$1,860,900	
Positions/Workyears Full Time Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Positions/Workyears Part-Time Career	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Positions/Workyears Total Career	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Positions/Workyears Term Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Seasonal/Intermittent		0.00		0.00		0.00		0.00
Chargebacks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less Normal Lapse		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Workyears Total		0.00		0.00		0.00		0.00

DIVISION OVERVIEW

The Planning Department Support Services budget contains costs attributed to all Planning Department Divisions. These include costs associated with unemployment insurance, employee recruitment, communications (i.e., telephones and internet access), utilities, postage, office space rental, lease and maintenance of copy equipment, and capital equipment.

FY13 MAJOR CHANGES

- None

PERSONNEL COMPLEMENT

DIVISION/SECTION POSITIONS	GRADE	ADOPTED FY12 POSITIONS	PROPOSED FY13 POSITIONS
OFFICE OF THE PLANNING DIRECTOR			
PLANNING DIRECTOR	L-A	1	1
DEPUTY PLANNING DIRECTOR	L-A	1	1
PUBLIC AFFAIRS SPECIALIST IV	J-A	1	1
ADMINISTRATIVE MANAGER	J-A	1	1
MASTER PLANNER	J-A	1	1
PLANNING SUPERVISOR	J-A	0	1
ACTING PUBLIC AFFAIRS SPECIALIST IV	I-A	1	1
PRINCIPAL ADMINISTRATIVE SPECIALIST	I-A	2	2
PLANNER COORDINATOR	I-A	0	1
SENIOR ADMINISTRATIVE SPECIALIST	H-A	3	3
SENIOR PLANNER	H-A	0	1
ADMINISTRATIVE SPECIALIST	G-A	1	1
PRINCIPAL ADMINISTRATIVE ASSISTANT	F-A	2	2
SENIOR ADMINISTRATIVE ASSISTANT	E-A	1	1
SENIOR ADMINISTRATIVE ASSISTANT	C05	1	0
Sub Total		16	18
Publications and Graphics Section			
ADMINISTRATIVE MANAGER	J-A	1	1
PUBLICATIONS SPECIALIST	G-A	5	4
Sub Total		6	5
Web Development Section			
SENIOR IT SUPPORT SPECIALIST II	IIT	1	1
PROGRAMMER ANALYST III	IIT	1	1
Sub Total		2	2
Office Services Section			
OFFICE CLERK	C03	1	1
SENIOR CLERICAL/INV. OPERATIONS ASSISTANT	C05	1	1

DIVISION/SECTION POSITIONS	GRADE	ADOPTED FY12 POSITIONS	PROPOSED FY13 POSITIONS
SENIOR CLERICAL/INV. OPERATIONS ASSISTANT (Share with Commissioners Office)	E-A	2	1
CLERICAL/INVENTORY OPERATIONS SUPERVISOR	F-A	1	1
Sub Total		5	4
OFFICE OF THE PLANNING DIRECTOR			
Total		<u>29</u>	<u>29</u>
DEVELOPMENT REVIEW DIVISION			
Permit Review Section			
PLANNING PERMIT REVIEW SUPERVISOR	I-A	1	1
PRINCIPAL PLANNING TECHNICIAN	G-A	8	8
SENIOR PLANNING TECHNICIAN	F-A	5	5
PRINCIPAL ADMINISTRATIVE ASSISTANT	C05	1	1
SENIOR ADMINISTRATIVE ASSISTANT	C05	1	1
Sub Total		16	16
Zoning Section			
PLANNING DIVISION CHIEF	K-A	1	1
PLANNING SUPERVISOR	J-A	1	1
PLANNER COORDINATOR	I-A	1	1
SENIOR PLANNER	H-A	3	3
PRINCIPAL ADMINISTRATIVE ASSISTANT	C06	1	1
Sub Total		7	7
Urban Design Review Section			
PLANNING SUPERVISOR	J-A	1	1
MASTER PLANNER	J-A	2	2
PLANNER COORDINATOR	I-A	1	1
SENIOR PLANNER	H-A	2	2
OFFICE SUPERVISOR	G-A	1	1
PRINCIPAL PLANNING TECHNICIAN	G-A	2	2
PRINCIPAL ADMINISTRATIVE ASSISTANT	C06	1	1
Sub Total		10	10

DIVISION/SECTION POSITIONS	GRADE	ADOPTED FY12 POSITIONS	PROPOSED FY13 POSITIONS
Subdivision Review Section			
PLANNING SUPERVISOR	J-A	1	1
ACTING PLANNING SUPERVISOR	J-A	1	1
PLANNER COORDINATOR	I-A	1	0
SENIOR PLANNER	H-A	1	1
PRINCIPAL PLANNING TECHNICIAN	G-A	1	0
PLANNER	G-A	2	2
SENIOR PLANNING TECHNICIAN	F-A	2	2
ADMINISTRATIVE ASSISTANT	C05	1	1
Sub Total		10	8
Applications Section			
PLANNING INFORMATION REVIEW SUPERVISOR	H-A	1	1
PRINCIPAL PLANNING TECHNICIAN	G-A	1	0
SENIOR PLANNING TECHNICIAN	F-A	5	5
Sub Total		7	6
Planning Information Services			
INFO & PERMIT SUPERVISOR	I-A	1	1
PRINCIPAL PLANNING TECHNICIAN	G-A	1	1
SENIOR PLANNING TECHNICIAN	F-A	3	3
PRINCIPAL ADMINISTRATIVE ASSISTANT	C05	1	1
Sub Total		6	6
DEVELOPMENT REVIEW DIVISION	Total	<u>56</u>	<u>53</u>
COMMUNITY PLANNING SOUTH DIVISION			
Southeast Community Planning Section			
PLANNING SUPERVISOR	J-A	1	1
MASTER PLANNER	J-A	1	0
PLANNER COORDINATOR	I-A	3	3
SENIOR PLANNER	H-A	3	2

DIVISION/SECTION POSITIONS	GRADE	ADOPTED FY12 POSITIONS	PROPOSED FY13 POSITIONS
GIS SPECIALIST II	HIT	1	1
PRINCIPAL ADMINISTRATIVE ASSISTANT	C06	1	1
Sub Total		10	8
Southwest Planning Section			
PLANNER DIVISION CHIEF	K-A	1	1
PLANNING SUPERVISOR	J-A	0	1
ACTING PLANNING SUPERVISOR	J-A	1	1
PLANNER COORDINATOR (Part-Time)	I-A	1	1
PLANNER COORDINATOR	I-A	3	3
SENIOR PLANNER	H-A	3	2
PLANNER	G-A	1	1
PRINCIPAL ADMINISTRATIVE ASSISTANT	C06	1	1
Sub Total		11	11
COMMUNITY PLANNING SOUTH DIVISION Total		<u>21</u>	<u>19</u>
COMMUNITY PLANNING NORTH DIVISION			
Northeast Planning Section			
PLANNING SUPERVISOR	J-A	0	1
PLANNER COORDINATOR	I-A	4	2
SENIOR PLANNER	H-A	3	3
SENIOR PLANNER (part-time)	H-A	1	1
PLANNER	G-A	1	1
PRINCIPAL ADMINISTRATIVE ASSISTANT	C06	1	1
Sub Total		10	9
Northwest Planning Section			
PLANNING DIVISION CHIEF	K-A	1	1
PLANNING SUPERVISOR	J-A	1	1
PLANNER COORDINATOR	I-A	4	4
SENIOR PLANNER	H-A	1	1
PLANNER	G-A	3	3
PRINCIPAL PLANNER TECHNICIAN	G-A	2	2
Sub Total		12	12

DIVISION/SECTION POSITIONS	GRADE	ADOPTED FY12 POSITIONS	PROPOSED FY13 POSITIONS
COMMUNITY PLANNING NORTH DIVISION		<u>22</u>	<u>21</u>
Total			
INFORMATION MANAGEMENT DIVISION			
Geographic Information System Section			
PLANNING DIVISION CHIEF	K-A	1	1
PLANNING SUPERVISOR	J-A	1	1
GIS SPECIALIST III	IIT	2	2
SENIOR PLANNER	H-A	3	3
ASST. MAPPING & GRAPHICS SUPERVISOR	G-A	1	1
GIS SPECIALIST I	GIT	3	3
GIS TECHNICIAN III	F-A	1	1
GIS SPECIALIST II	HIT	4	4
Sub Total		16	16
Data Systems Section			
INFORMATION SYSTEMS SUPERVISOR	J-A	1	1
PROGRAMMER ANALYST III	IIT	4	4
PROGRAMMER ANALYST II	HIT	1	1
PRINCIPAL ADMINISTRATIVE ASSISTANT	CO6	1	1
Sub Total		7	7
Network Support Section			
IT SYSTEMS MANAGER/LEADER	JIT	1	1
SENIOR IT SUPPORT SPECIALIST	HIT	2	2
IT SUPPORT SPECIALIST II	HIT	2	2
Sub Total		5	5
INFORMATION MANAGEMENT DIVISION		28	28
Total			

DIVISION/SECTION POSITIONS	GRADE	ADOPTED FY12 POSITIONS	PROPOSED FY13 POSITIONS
COUNTYWIDE PLANNING DIVISION			
Environmental Planning Section			
PLANNING DIVISION CHIEF	K-A	1	1
ACTING PLANNING DIVISION CHIEF	K-A	1	0
PLANNING SUPERVISOR	J-A	1	1
PLANNER COORDINATOR	I-A	4	4
PLANNER	H-A	1	1
SENIOR PLANNING TECHNICIAN	F-A	1	1
PRINCIPAL ADMINISTRATIVE ASSISTANT	C06	1	1
Sub Total		10	9
Stormwater Management Section			
PLANNER COORDINATOR	I-A	1	1
Sub Total		1	1
Historic Preservation and Public Facilities Planning Section			
PLANNING SUPERVISOR	J-A	1	1
ACTING PLANNING SUPERVISOR	J-A	0	0
PLANNER COORDINATOR	I-A	4	3
SENIOR PLANNER	H-A	1	1
PRINCIPAL PLANNING TECHNICIAN	G-A	1	1
SENIOR ADMINISTRATIVE ASSISTANT	C05	1	1
Sub Total		8	7
Transportation Planning Section			
PLANNING SUPERVISOR	J-A	1	1
PLANNER COORDINATOR	I-A	5	5
SENIOR PLANNER	H-A	4	4
PRINCIPAL PLANNING TECHNICIAN	G-A	1	1
Sub Total		11	11
Special Projects Section			
PLANNING SUPERVISOR	J-A	1	1

DIVISION/SECTION POSITIONS	GRADE	ADOPTED FY12 POSITIONS	PROPOSED FY13 POSITIONS
PLANNER COORDINATOR	I-A	3	3
SENIOR PLANNER	H-A	2	0
PRINCIPAL PLANNING TECHNICIAN	G-A	1	1
Sub Total		7	5
Research Section			
PLANNING SUPERVISOR	J-A	2	1
MASTER PLANNER	J-A	1	1
PLANNER COORDINATOR	I-A	2	2
SENIOR PLANNER	H-A	2	2
SENIOR ADMINISTRATIVE ASSISTANT	C05	1	1
Sub Total		8	7
COUNTYWIDE PLANNING DIVISION	Total	<u>45</u>	<u>40</u>
TOTAL PERSONNEL COMPLEMENT		<u>201</u>	<u>190</u>

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Prince George's County Parks PARKS AND OPEN SPACE

360 Athletic Fields
 507 Athletic Courts
 86 Community Parks
 11 Conservation/Natural Areas
 126 Neighborhood Parks
 29 Neighborhood Park/Schools
 12 Community Park/Schools
 21 Neighborhood Mini-Parks
 224 Playgrounds
 4 Regional Parks
 16,086 Acres of Stream Valley Parks
 1 Airpark
 1 Marina
 1 Baseball Stadium
 87 Miles of Trails (60 paved mi.)
 23 Historical/Archaeological Sites

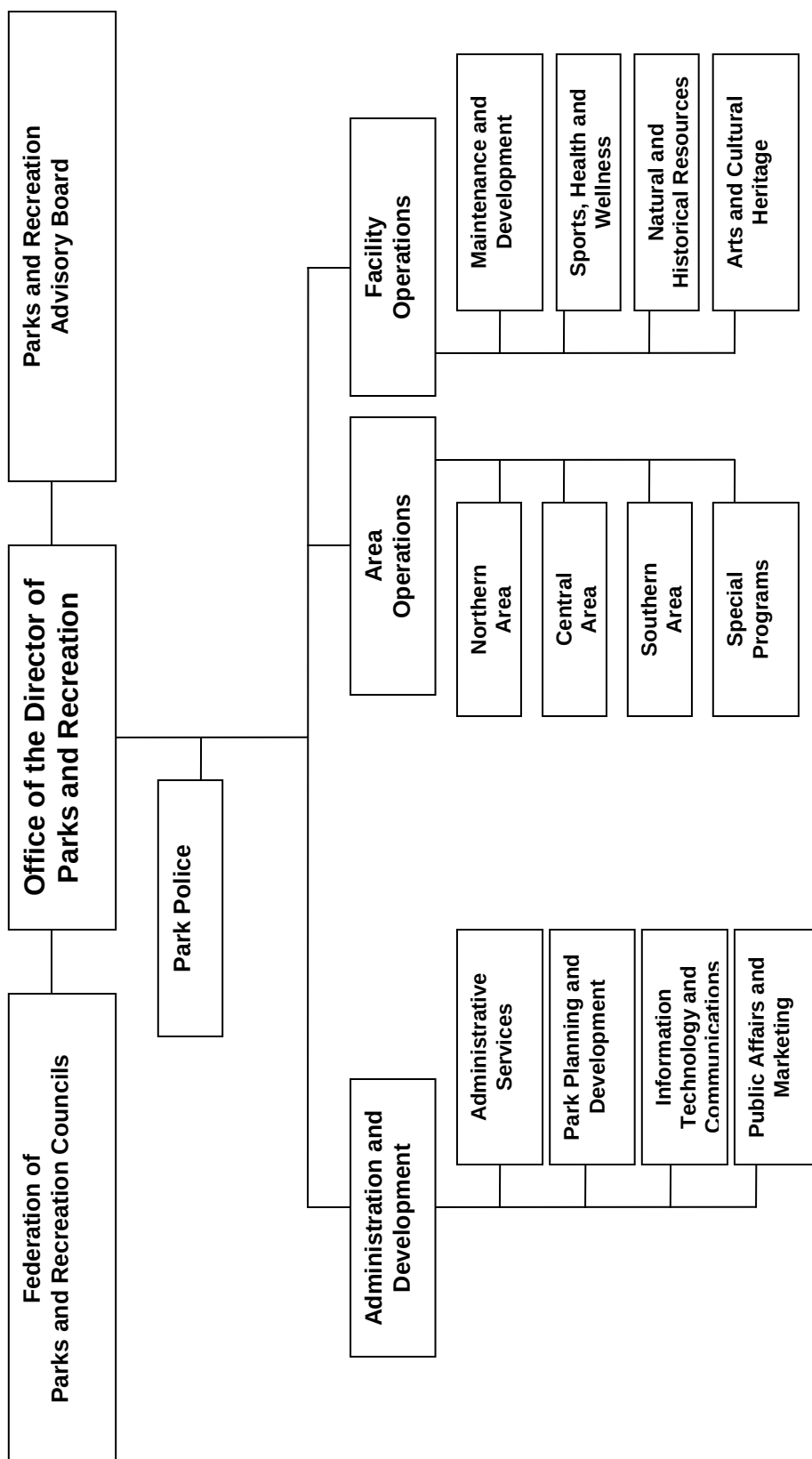


Prince George's County Recreation RECREATION SERVICES

- 11 Aquatic Facilities
- 3 Indoor Tennis Facilities
- 1 Trap & Skeet Center
- 1 Pistol Range
- 3 Ice-Skating Rinks
- 4 Athletic Centers
- 3 Nature Centers
- 5.6 miles of RR Trails
- 1 Sports & Learning Center
- 5 Nature Areas
- 5 Senior Centers
- 18 Neighborhood Recreation Centers
- 9 Community Recreation Centers
- 41 Community Centers
- 1 Equestrian Center & Showplace Arena
- 15 Historic Properties
- 3 Golf Courses
- 1 Youth Golf Training Center
- 1 Aviation Museum
- 4 Regional Arts Facilities



PRINCE GEORGE'S COUNTY DEPARTMENT OF PARKS AND RECREATION



DEPARTMENT OF PARKS AND RECREATION

EXECUTIVE OVERVIEW

The mission of the Prince George's County Department of Parks and Recreation is to provide, in partnership with citizens, comprehensive and high-quality park and recreation programs, facilities, and services that respond to the communities' changing needs. The Department also strives to preserve, enhance, and protect open spaces to enrich the quality of life for present and future generations in a safe, secure environment. Charged with managing a comprehensive park system that presently includes more than 27,000 acres, close to 9% of the County's total land area, the Department is responsible for acquiring land, developing and managing park and recreation facilities, maintaining and policing park property, and conducting a wide array of leisure activities and services.

The residents of Prince George's County, presently more than 863,000 in number, are the primary customers served. Additionally, residents of Montgomery County, people employed in Prince George's County, and all visitors to Prince George's County are served by Department programs and operations. Those served include people of all ages, income levels, and ability levels, with interests that are indoor or outdoor-oriented, active, and/or passive, and related to the arts, sports, fitness, nature, history, dance, games, hobbies, travel, crafts, health, education, socialization, and/or volunteering. The Department has an interactive website (www.pgpparks.com) that provides information to citizens on upcoming classes, activities, and events and allows feedback on customer service issues and park development issues, as well as an online help desk.

At the overall direction of the Prince George's County Planning Board, the Department provides programs, facilities and services to benefit its patrons, and Prince George's County as a whole. Social, economic, environmental, health, and personal benefits are very important when decisions about land acquisition, facility development, and recreation programming are made. Community input (including public hearing testimony, surveys, forums, workshops, focus groups, and citizen requests, suggestions and evaluations) is the basis by which the Department identifies parks and recreation needs and interests. Contributions and support from volunteers and community advocates and support groups form the cornerstone of the Department's success. Department staff work closely with members of advisory boards/committees and recreation councils to plan, conduct, and evaluate the effectiveness of programs, facilities, and services. These boards include the Parks and Recreation Advisory Board (PRAB) and the Federation of Parks and Recreation Councils. PRAB is specifically chartered in the County Code to make recommendations to the County Council, County Executive, and Planning Board relative to planning and coordinating a diversified park and recreation program.

BUDGET OVERVIEW

The Department has two tax-supported operating funds: the Park Fund and the Recreation Fund. The highlights of the Department's proposed budget are shown below for these two Funds. The Enterprise, Internal Service, Advanced Land Acquisition and Special Revenue Fund budgets are shown in separate sections of this document. Major FY13 work program changes are listed by program.

- The total combined budget of the Parks and Recreation Funds is proposed to decrease by -\$7,164,300 or -3.6%, from \$199,730,000 in FY12 to \$192,565,700 in FY13.
- The total operating expenditures, including transfers/subsidies to the Enterprise Fund but excluding transfer to the CIP (PAYGO), Debt Service, or Expenditure Reserves, are proposed to decrease by -\$2,013,900, or -1.1%, from \$177,368,000 in FY12 to \$175,354,100 in FY13.
- PAYGO and Debt Service costs combined are projected to decrease by \$5,150,400, or 23.0%, from \$22,362,000 to \$17,211,600.

In preparing our proposed FY13 operating budget, it is our goal to minimize the impact of any reductions on the Prince George's County residents. We are proposing a host of non-personnel reductions, including legislative project charges, energy savings, and removing significant one-time costs from our base. We also are eliminating an additional eleven (11) long-time vacant career positions and are realigning their functions elsewhere. These types of reductions are vital to avoid further program reductions which have already been implemented in FY12 and included eliminating forty-five (45) career positions, seventy-six (76) total workyears and more than -\$7.1 million in total operating costs from our original FY12 budget proposal. Deeper cuts would require us to further impact facilities and programs and reduce or eliminate direct services that we provide to the community.

To limit expenditure growth in the best manner possible, the Department has already taken the following actions:

- Limiting inflationary growth on general goods, services, and products and reducing discretionary non-personnel costs.
- Instituting energy conservation measures to reduce costs.
- Ensuring that all high priority programs and initiatives are adequately funded while initiating reductions and reallocations of funds to minimize gaps in service delivery and optimize collaboration across our divisions.
- Realigning our administrative services by combining and streamlining business processes including reducing positions and absorbing the work elsewhere in our operations.
- Continuing to analyze our existing staff complement and transferring positions from low priority programs to meet staffing needs for new facilities and programs.
- Shifting administrative functions from the Recreation Fund to the Park Fund to help mitigate the magnitude of the proposed tax rate shift from the Park to the Recreation Fund.
- Aggressively budgeting for salary lapse which will equal approximately 47 work years.
- Continuing to work with each individual Enterprise Fund operation to develop strategies to enhance future revenues and/or reduce expenditures.

We also have several fixed cost expenditure increases including:

- OBI and Start-up funding for new programs and facilities approved by the County Council in previous budgets.
- Additional retirement contribution, based on a recent actuarial evaluation;
- Communication and data center fees.
- Risk Management.
- Unemployment insurance.
- Other post employment benefits (OPEB), represents the fourth year of an eight year phase-in plan to pre-fund these costs (payments were suspended in FY10 and FY11 due to budgetary constraints).

Park Fund

The FY13 Park Fund expenditure budget (excluding reserves) is proposed to increase by \$71,400 or 0.1%, from \$124,737,800 to \$124,809,200. The Proposed FY13 operating budget major changes include:

- -\$583,000 decrease in personnel costs from elimination of eleven (11) career positions and one (1) intermittent term contract position;
- -\$707,700 decrease in discretionary non-personnel funding including -\$396,000 of projected savings in utilities costs due to new contract rates and savings from energy conservation measures;
- Net budget amount for wage adjustments and benefit cost restructuring of \$864,500 (subject to negotiations and collective bargaining);
- \$212,600 for new programs and facilities that have been approved in previous budgets by the County Council and new FY13 positions;
- \$2,928,200 increase for shifting of administrative functions from the Recreation Fund to the Park Fund;
- \$530,200 increase for Risk Management and group insurance;

- -\$10,664,000 decrease in CIP PAYGO costs;
- \$5,513,600 increase in Debt Service due to increasing CIP bond funding;
- \$398,900 to reinstate part of the FY12 Support Services funding reductions to provide funding for professional and legal services;
- \$521,900 increase for Commission-wide Data Center, the Capital Equipment Internal Service Fund, communication fees, and Chief Information Officer chargeback to CAS;
- -\$1,386,900 in reductions for legislative project charges;
- \$1,185,500 for other post employment benefits (OPEB) pre-funding; and
- \$1,234,300 increase in funding for OPEB Paygo and retirement.

The Park Fund's Operating Expenditure Reserve is proposed to decrease by -\$272,000 from \$5,561,900 to \$5,379,900, based on 5% of the operating expenditure budget less Debt Service.

The Park Fund's program revenues are proposed to slightly increase by \$51,300 or 2.0%, from \$2,619,500 in FY12 to \$2,670,800 in FY13. This is primarily due to a revised fee structure resulting in increased revenue for Park Permits. The FY13 revenue budget also includes an interfund transfer of \$45,412,100 of CIP PAYGO funds for projects that have been cancelled or deferred.

Recreation Fund

The FY13 Recreation Fund expenditure budget (excluding reserves) is proposed to decrease by -\$7,235,700, or 9.6% from \$74,992,200 to \$67,756,500. Major changes include:

- -\$81,700 decrease in personnel costs from elimination of one (1) career position;
- -\$1,155,300 decrease in discretionary non-personnel funding including -\$400,300 of projected savings in utilities costs due to new contract rates and savings from energy conservation measures;
- Net budget amount for wage adjustments and benefit cost restructuring of \$306,000 (subject to negotiations and collective bargaining);
- -\$2,928,200 decrease for shifting of administrative functions from the Recreation Fund to the Park Fund;
- \$103,600 for OBI and Start-up Funding for new programs and facilities approved by the County Council in previous budgets;
- \$274,200 funding increase for Risk Management and group insurance contribution;
- -\$2,805,300 in reductions for legislative project charges;
- -\$1,184,000 decrease of the transfer to the Enterprise Fund; and
- \$325,100 for other post employment benefits (OPEB) pre-funding.

The Fund's Operating Expenditure Reserve is proposed to decrease by -\$272,000 from \$3,749,600 in FY12 to \$3,387,800 in FY13.

The Recreation Fund's program revenues are proposed to increase by \$8,800 or 0.1%, from \$7,656,200 in FY12 to \$7,665,000 in FY13.

Workyear Changes (All Funds)

The proposed FY13 total work years for the Park, Recreation and Enterprise Funds is 1,699.4 which represents a net decrease of -3.3 work years over the FY12 level of 1,702.7. For individual funds, the proposed changes include both reallocating existing positions and work years and creating new positions.

The department is eliminating eleven (11) long-time vacant career positions. The department is requesting to convert one position from PT to FT. In addition, 6.5 new seasonal workyears are being added to support staffing needs for programming and for operation of new facility and park additions and renovations.

Workyear Changes – Park Fund

- Eliminating three (3) FT career positions in the Maintenance and Development Division – Park/Gen Maint Leader, Landscape Supervisor II, Horticulture I Supervisor
- Eliminating one (1) FT career position Senior Administrative Assistant and one (1) PT career position - Construction Inspector in the Park Planning and Development Division
- Eliminating one (1) PT career position – Exhibit Specialist II I the Natural and Historic Resources Division
- Eliminating one (1) FT career position – Lead Carpenter in Northern Area Operations
- Eliminating one (1) FT career position – Principal Administrative Assistant in Central Area Operations
- Changing one (1) PT career position to FT career in the Maintenance and Development Division
- Adding 7.0 seasonal workyears for support operating budget (OBI) of new and expanded facilities and parks
- Transferring one (1) FT career position from the Information Technology and Communications Division transferred to the Recreation Fund - Special Programs Division
- Adding eighteen (18) FT career positions and 8.0 seasonal workyears transferred from the Recreation Fund due to administrative realignments

Workyear Changes – Recreation Fund

- Eliminating one (1) FT career position - Youth Program Specialist in the Special Programs Division
- Adding 1.5 seasonal workyears for support operating budget (OBI) of new and expanded facilities and parks
- Transferring eighteen (18) career positions and -8.0 seasonal workyears to the Park Fund due to administrative realignments
- Adding one (1) FT career position to the Special Programs Division transferred from the Park Fund - Information Technology and Communications Division
- Adding one (1) FT career position transferred from the Ice Rinks
- Reducing -2.0 seasonal workyears and reallocating the funding to non-personnel for Northern Area Operations and Central Area Operations

Workyear Changes –Enterprise Fund

- Eliminating two (2) FT career positions at the Sports and Learning Complex - Park/Gen Maintenance Leader, Rec/Ent Facility Mgr Tech
- Transferring one (1) FT career position from the Ice Rinks to the Recreation Fund – Sports, Health and Wellness Division

Full-Time Career Positions and Workyears

FUND	Adopted FY12		Proposed FY13	
	Positions	Workyears	Positions	Workyears
PARK	713.0	713.0	725.0	725.0
RECREATION	260.0	260.0	243.0	243.0
ENTERPRISE	75.0	75.0	72.0	72.0
OPERATING FUND TOTAL	1,048.0	1,048.0	1,040.0	1,040.0

Part-Time Career Positions and Workyears

FUND	Adopted FY12		Proposed FY13	
	Positions	Workyears	Positions	Workyears
PARK	12.0	8.1	9.0	6.3
RECREATION	20.0	15.6	20.0	15.6
ENTERPRISE	1.0	0.5	1.0	0.5
OPERATING FUND TOTAL	33.0	24.2	30.0	22.4

Non-Career Workyears

FUND	Adopted FY12	Proposed FY13
	Seasonal/Intermittent Workyears	Seasonal/Intermittent Workyears
PARK	79.0	94
RECREATION	434.0	425.5
ENTERPRISE	117.5	117.5
OPERATING FUND TOTAL	630.5	637.0

FY12 WORK PROGRAM PRIORITIES UPDATE

The Department prioritizes its work program and resources into four major categories. The first of these categories emphasizes maintenance and public safety as the highest priorities and forms the basis for the critical provision of our essential core services and programs. The second category emphasizes the programs and services that are in the most demand by the public and have the highest levels of participation by County residents. The third category encompasses programs that are more specialized and often operated out of specialized facilities, and those which have lower levels of participation and demand than our essential core programs. And finally, our lowest priority programs are those in which we provide only funding, are not part of our mainstream programming, often benefit a very small population or interest group, and even, in some cases, compete with programs and services offered by the Department of Parks and Recreation.

In grouping our various programs into these four categories, we considered our major accomplishments over the past few years and the priorities we set forth in the proposed FY12 budget. We have further ranked each Division's major program priorities, and are allocating resources to ensure these priorities are met. Resources include both staffing and non-personnel costs.

The Department of Parks and Recreation FY12 initiatives are shown below. They are grouped according to the lead unit responsible for program implementation; however, many of these programs will require input from other units within the Department to bring about successful implementation.

OFFICE OF THE DIRECTOR**Park Police**

- Reduce crime through improved customer service and the enhanced use of emerging law enforcement technology such as emergency call towers, video analytics, data mining and license plate readers. Increase enforcement activity through the use of intelligence-based policing strategies by deploying traditional and non-traditional methods to address recurring crime, traffic and gang issues within identified "hotspot" locations.
 - Deploy Park Police resources in response to data analysis of park user trends tracked by people counters.
 - Improve internal customer service by integrating uniformed Park Police personnel into positive youth development activities (e.g., "G.R.E.A.T." Program, "Up All Night", and "Come Out and Play").
 - Assign Patrol and Mounted personnel to hotspot locations based on the analysis of intelligence provided by crime data, officers, citizens and Commission staff.
 - Participate in weekly PGPD Crime Stat Meetings to monitor crime trends that could impact the safety of the park system.
 - Implement a Park Crime Awareness Program. Park Police conduct Town Hall meetings in the Northern, Central and Southern areas of the county to strengthen relationships and foster better communications with elected officials, civic and community organizations and homeowners associations. This provides an opportunity for elected officials and the community to have an exchange with the Park Police.
 - Schedule Town Hall meetings with Park Police during the 2012 calendar year to explain annual crime trends in the park system.

ADMINISTRATION AND DEVELOPMENT**Administrative Services**

- Complete a draft Comprehensive County-wide Functional Master Plan for Parks and Recreation to meet the State requirement for an updated Land Preservation Park and Recreation Plan.
 - The Functional Master Plan's initiation will be approved by the Planning Board in October and the County Council in January. The Preliminary Plan will take eight months to prepare and

include an intensive public participation process.

- Implement an energy conservation and management program, identifying methods to reduce consumption and control costs, define improved business processes, and implement sustainability strategies and measures.
- An audit of 22 of the Department's largest energy-using facilities was completed in June 2011. The audit revealed short, intermediate and long range implementation strategies to save energy. Through an investment of approximately \$370,000, short term solutions will be implemented over the next 12 months and will result in a \$270,000 annualized savings over the next 10 years. A Department-wide staff training curriculum was also provided to create a formalized energy awareness program.

Information Technology & Communications

- Continue to develop and implement industry best practices for security, voice/data network management, customer service, and support.
 - Began deployment of ADA compliant software.
 - Deployed "LoJack" for laptops software.
 - Set up customized computer technology for senior population.
 - Began implementation of Bradford Networks Adaptive Network Security (ANS) platform.
 - Continued Social Network Policy training.
 - Updated End User Policy Handbook.
 - Migrated civilian staff to Cloud-based email services.
 - Hardened Websense Filtering Technology deployment to meet Child Internet Protection Act (CIPA) mandates.
 - Completed Phase Three of Data Voice Infrastructure overhaul.

Public Affairs & Marketing

- Implement enhanced marketing, communications and outreach efforts to increase community awareness and involvement in Parks and Recreation services, programs and facilities and to strengthen the Department's relationships with civic and community organizations and homeowners associations.
 - Implemented enhanced social media marketing, including regular Facebook posts and Twitter feeds to connect with and engage the community.
 - Launched texting and e-mail emergency alert and notification system to communicate with the public during storms and notify customers of public safety issues and facility closures affecting the parks and recreation system.
 - Increased the number of community organizations, civic associations, recreation councils and business contacts included in our online Community Outreach Toolkit for use in providing accurate and timely information about the Department's services and programs, and receiving feedback and input from County residents.

Park Planning & Development

- Explore the feasibility of using alternative strategies to fund projects in the Capital Improvement Program and Historic Preservation of Agricultural Easements Program (HARPP).
 - Instituted Recreational Facility Planning Fund in the FY12 CIP to address funding issues.
 - Hired consultant to analyze alternative funding strategies for HARPP, including an Installment Purchase Program.
- Develop parks and recreation facility standards and criteria to prioritize projects in the Capital Improvement Program.
 - Establish criteria for locating new facilities in the County, using results of the Land Preservation, Parks, and Recreation Plan (LPPRP) and the Recreation and Parks Master Plan.

FACILITY OPERATIONS**Maintenance & Development**

- Use Asset Management software to produce a comprehensive CIP/Major Maintenance work program.
 - Provide the Department with 24/7 monitoring, administration, and help desk services within a redundant environment using ParkStat, a cloud-based solution. . Implementation of the product for Department use will be completed in the 4th quarter of 2012, with phased deployment anticipated in FY13.

Natural and Historic Resources

- Program initiatives to support and commemorate the War of 1812.
 - Develop and present numerous interpretive programs on the War of 1812 and life in the Federal Period.
 - Collaborate with the Battle of Bladensburg Task Force and Prince George's County Commemoration Committee on planning for the Bicentennial.
 - Repurposed space at Bladensburg Marina to provide classroom space for interpretive programs.
 - Redesign/reinterpret the existing Bladensburg Waterfront Park Visitor Center to serve as Battle of Bladensburg Visitor Center.
 - Develop plans for battle markers, signage and murals to highlight Battle of Bladensburg and the British invasion route.

Sports, Health and Wellness

- Develop a Departmental Health and Wellness Strategic Plan that offers opportunities and programs that promote and support physical well being and healthy lifestyles.
 - Work with the University of Maryland School of Public Health, the County Health Department, and the Research and Development Division to develop a strategic plan for the division.

Arts and Cultural Heritage

- Increase arts opportunities and collaborative programming throughout the Department's community centers, senior activity centers and other specialized facilities.
 - Increase opportunities with the return of Teen Performance Ensemble.
 - Develop guidelines for public art in cooperation with the Park Planning and Development Division.

AREA OPERATIONS**Special Programs**

- Integration of youth development strategies such as assets and cornerstones into Department policies, practices, programs and plans. This includes the youth initiative blueprint, 40 Developmental Assets, and the Department's Youth Cornerstones. We will train internal staff and community stakeholders through the Youth Leader Workshop series, as well as Community Education Seminars that promote the power of recreation in youth development.
 - Continue integration of assets and cornerstones into Department policies, practices, programs and plans through various methods including a marketing campaign entitled, "Got Assets", where the community is challenged to read and understand the impact that Assets have on youth development.
 - Incorporate assets and cornerstones into multiple program activities such as The Teen Cotillion, Positive Pathways, Inter-Center Basketball, Xtreme Teen Nights and others that support positive youth development.
 - Fully integrate developmental assets and cornerstones into Diamonds and Pearls, The Girls Initiative. Train staff and community members about assets and the cornerstones through

educational sessions such as Parent Exchange, Inter-Center Basketball parent orientation, and Teen Cotillion informational sessions.

- Use the language of cornerstones and the 40 Developmental Assets in the Comprehensive County-wide Functional Master Plan for Parks and Recreation to focus on providing quality services to more than 200,000 young people who reside within Prince George's County.

Northern, Central, and Southern Area Operations

- Host signature area festivals to celebrate the diversity of ethnic cultures, including the Hispanic Festival, Festival of Nations, Kinderfest, and the Beltway Barbeque Showdown.
 - The Northern Area celebrated its 30th year anniversary of hosting the Hispanic Festival with record numbers of attendees enjoying all of the ethnic cultural activities.
 - Kinderfest was celebrated in October, 2011, at Watkins Regional Park. Although inclement weather affected the attendance, over 3,000 attendees enjoyed the festivities of this annual celebration.
 - The 3rd Annual Festival of Nations highlighted multiple cultures with youth and adult cultural arts and leisure activities for 2000 attendees.
 - The 3500 people that visited the 4th Annual Beltway Barbeque Showdown co-sponsored by the Kansas City Barbeque Society experienced the culinary art competition through cooking demonstrations, tasting opportunities, music community resources and recreational activities.
 - Systematically prepare for the closure and major renovation of Palmer Park Community Center, Marlow Heights Community Center, and Stephen Decatur Community Center as well as the opening of the new Fort Washington Forest Community Center, North Forestville Community Center, Beltsville/Laurel Senior Activity Center, Clinton Skate Park, and the Southern Region Technology and Sports Complex. Additionally, plan for the re-opening of the enhanced Glenarden/Theresa Banks Complex.
 - Both the Palmer Park and North Forestville Community Centers experienced delays in construction schedules. Palmer Park Community Center closure is slated for fall 2012. North Forestville Community Center opening is projected to occur in 2012. The re-opening of the Glenarden Community Center occurred on Saturday, October 15, 2011. The Theresa Banks pool renovations are under way and the facility is projected to open winter 2012.
 - The Grand opening and operation of the Beltsville-Laurel Senior Activity Center was accomplished with the dedication held in August, 2011.
 - Design program framework and maintenance plans and procure equipment and supplies in preparation for the opening of Fort Washington Forest Community Center and the Southern Region Technology and Recreation Complex.
- Expand partnerships and outreach to provide recreation programming for community and youth to area apartment management companies including Equity Management (Forest Village Apartments) and Southern Management (Oxon Hill Village Apartments).
 - Maintained partnerships with the Maple Ridge and King Square Apartment Complexes through an MOU. The complexes pay for the participation of youth and teens in our summer playgrounds, including transportation and trip fees.
 - Continued implementation of partnership models at Southern Area community centers (Suitland CC, Hillcrest Heights CC, Temple Hills CC, and Glassmanor CC) and included program operations with Southern Management Corporation, Filipino American Cultural Arts Society, Prince George's Health Department, faith-based organizations, and county and state government (Note: Some apartment complexes experienced management changes which resulted in a shift in focus away from recreation).

FY13 WORK PROGRAM AND PRIORITIES

The Department prioritizes its work program and resources into four major categories. The first of these categories emphasizes that maintenance and public safety are of the highest priority and form the basis for the critical provision of our essential core services and programs. The second category emphasizes the programs and services that are in the most demand by the public and have the highest levels of participation by County residents. The third category encompasses programs that are more specialized, often operated out of specialized facilities, and those which have lower levels of participation and demand than do our essential core programs. And finally, our lowest priority programs are those in which we provide only funding, are not part of our mainstream programming, often benefit a very smaller population or interest group, and even, in some cases, compete with programs and services offered by the Department of Parks and Recreation.

In grouping our various programs into these four categories, we considered our major accomplishments over the past few years and the priorities we set forth in the proposed FY13 budget. These include:

OFFICE OF THE DIRECTOR

Park Police

- Continue developing partnerships with local law enforcement agencies, communities, the State's Attorney office, the Court system, the Judges and elected officials to seek support with crime initiatives in reducing violent and quality of life crimes. Integrate law enforcement personnel into innovative recreational programming as a means of building relationships with Commission staff and park users while also maintaining a crime free recreational environment. Pursue safer parks through traffic enforcements with the use of speed monitoring devices where permitted by State Law and with the permission of the County government.

ADMINISTRATION AND DEVELOPMENT

Administrative Services

- Work with the County Council, Planning Board and citizens of Prince George's County to adopt and approve a Functional Master Plan for Parks and Recreation which will help guide future capital investment, open space preservation, land acquisition and the delivery of core programs and services.
- Assess and potentially reorganize the Customer Service Help Desk and Park Permits units and business processes to become more administratively efficient and cost effective.
- Update the Comprehensive Recreation Plan to develop a consolidated strategic guide to manage and deliver park and recreation facilities and services.

Information Technology & Communications

- Complete year two of four year master plan to improve broadband technology at all Parks and Recreation Facilities.
- Standardize and expand After School computer program at all County-wide computer labs.
- Include Wi-Fi networks in all new and major building renovations excluding stand alone restrooms and sports equipment structures.

Public Affairs & Marketing

- Develop and implement a corporate sponsorship program, partnering with organizations and companies with missions aligned to the Department of Parks and Recreation to generate revenue to maximize parks and recreation programs and services for Prince George's County residents.

- Implement enhanced marketing, communications and outreach efforts to increase community awareness and involvement in Parks and Recreation services, programs and facilities and to strengthen the Department's relationships with civic and community organizations and homeowners associations.

Park Planning & Development

- Communicate and implement the recommendations and policies addressed in the Parks and Recreation Master Plan. Re-organization of the Park Planning and Development Division to improve workflow and business processes in order to reduce project delivery times, meet project budgets, and increase project quality.
- In collaboration with the Maintenance and Development Division, PPD will perform infrastructure improvement projects County-wide.

FACILITY OPERATIONS

Maintenance & Development

- Implementation of the Americans with Disabilities (ADA) 2010 Recreation Facilities Standards Compliance Initiative. Strategically address and update non-compliant accessibility park system features as identified in the standards assessment to include code compliance for amenities such as playgrounds, facility foyers, and ball fields.
- Bridge Maintenance Plan: Develop a comprehensive evaluation process to identify the status of M-NCPPC's trail bridge system. The current evaluation goals are to identify bridges which are a significant liability and to determine a plan for repair and/or replacement.
- Energy Efficiency: Incorporating the latest advances in environmentally energy efficient methods, equipment and systems to include energy training for staff as well as installing and replacing energy efficient lighting, heating, AC and plumbing fixtures and systems.
- Infrastructure Program: In collaboration with the Park Planning and Development Division, address and implement critical facility maintenance needs identified in the infrastructure study to include roofing, HVAC, and major buildings systems within our park system.

Natural and Historic Resources

- Continue working on program initiatives to support and commemorate the War of 1812 Bicentennial.
- Update and expand natural science programs to integrate curriculum standards to meet the new State of Maryland Environmental Literacy Requirements for students.
- Develop a Natural Resources Management plan in partnership with other State Agencies and Organizations to promote and protect park properties.

Sports, Health and Wellness

- Attract new sport venues and developmental program offerings to Department of Parks and Recreation to include soccer (youth /adult) and lacrosse.
- Further enhance partnership with PGCPs and the USA Swimming Foundation to expand opportunities for students to participate in the "Make a Splash in School" program launched Fall 2011.
- Develop social media marketing techniques that promote and identify the DPR health, wellness and fitness opportunities county wide for youth, adults, seniors and families.

Arts and Cultural Heritage

- Conduct an interest/needs survey of customers, residents and artists regarding art and cultural offerings in Prince George's County.
- Develop an Arts and Cultural Heritage Division Strategic Plan.
- Work closer with Department to become a technical resource for increasing Arts and Culture in the County as it pertains to participation, offerings and quality.

AREA OPERATIONS**Special Programs**

- Therapeutic Recreation: Identify and market accessible amenities for departmental parks playgrounds and facilities.
- Senior Services: Develop and implement a social media marketing plan for Senior Services using the "Changing the Way We Age" campaign to include senior activity centers, senior clubs, senior special events, free senior ID card for Prince George's and Montgomery County Seniors, and senior opportunities offered throughout the Department.
- Youth Services: Increase the opportunities for females to participate in leisure and recreational activities by utilizing research to examine leisure patterns of females in order to make comprehensive program changes; as well as, to increase partnerships that will provide additional services. Additionally, provide education to staff and the community on increasing opportunities.

Northern, Central, and Southern Area Operations

- Evaluate opportunities to expand programming utilizing community resources such as schools, churches or other private facilities. Program areas should include health, wellness & sports, art & culture, nature & environment, social development and service and enrichment.
- Faced with impending reductions in resources, Area Operations will investigate the effectiveness (e.g., efficiencies and costs) of our maintenance program service deliveries and our optimal levels of service by examining and implementing some of the following initiatives: defining core services, contracting services, realigning/relocating staff and service boundaries, collaboration of purchasing needs and performance measurements.
- Increase efficiencies by strengthening development and learning opportunities for our staff in order to provide better recreational services, effective management of our resources and more emphasis on Customer Service.
- Continue implementation of the Stop Light Model to identify and define our core recreation programming opportunities. Develop Cost Recovery Model to establish program goals and financial targets.

**PRINCE GEORGE'S COUNTY PARK FUND
EXPENDITURES BY DIVISION**

DIVISION/MAJOR UNITS	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13
<u>Office of the Director:</u>				
Office of Director	602,381	457,761	543,700	679,600
Park Police	15,410,022	16,440,242	16,048,600	17,430,900
Total Office of the Director	<u>16,012,403</u>	<u>16,898,003</u>	<u>16,592,300</u>	<u>18,110,500</u>
<u>Administration and Development:</u>				
Deputy Director	-	-	299,800	722,600
Administrative Services	1,243,647	1,190,295	1,414,200	3,766,600
Public Affairs and Marketing	1,485,584	1,598,232	1,678,000	1,611,800
Park Planning and Development	6,114,308	6,320,554	6,362,400	6,164,400
Support Services	11,444,558	10,945,139	12,894,300	14,046,700
Info Tech and Communications	1,942,979	4,488,263	4,363,700	4,245,000
Total Administration and Development	<u>22,231,076</u>	<u>24,542,483</u>	<u>27,012,400</u>	<u>30,557,100</u>
<u>Facility Operations:</u>				
Deputy Director	442,465	345,155	517,400	393,700
Maintenance and Development	22,629,874	24,239,414	25,413,900	24,345,300
Sports, Health and Wellness	147,305	-	-	-
Arts & Cultural Heritage	1,725,986	1,720,757	1,990,700	1,894,500
Natural & Historical Resources	2,622,747	2,499,530	5,744,000	5,633,200
Total Facility Operations	<u>27,568,377</u>	<u>28,804,856</u>	<u>33,666,000</u>	<u>32,266,700</u>
<u>Area Operations:</u>				
Deputy Director	-	-	-	398,300
Northern Area	6,137,456	6,017,252	6,265,100	5,962,000
Central Area	5,610,485	5,674,606	6,767,300	6,514,600
Southern Area	5,346,307	5,204,889	5,963,000	5,758,300
Total Area Operations	<u>17,094,248</u>	<u>16,896,747</u>	<u>18,995,400</u>	<u>18,633,200</u>
Non-Departmental	31,312,812	32,088,459	6,109,700	8,030,100
Grants	424,250	(44,510)	-	-
Subtotal	<u>114,643,166</u>	<u>119,186,038</u>	<u>102,375,800</u>	<u>107,597,600</u>
Transfer to CIP	42,996,000	21,304,000	10,664,000	-
Total Operating	<u>157,639,166</u>	<u>140,490,038</u>	<u>113,039,800</u>	<u>107,597,600</u>
Debt Service - Park Fund	12,834,734	13,018,165	11,698,000	17,211,600
Total Expenditures	<u>170,473,900</u>	<u>153,508,203</u>	<u>124,737,800</u>	<u>124,809,200</u>
Designated Council Reserve for Future Faci	-	-	-	-
Designated Expenditure Reserve	-	-	5,651,900	5,379,900
Total Funds Required	<u>170,473,900</u>	<u>153,508,203</u>	<u>130,389,700</u>	<u>130,189,100</u>

**PRINCE GEORGE'S COUNTY PARK FUND
EXPENDITURES BY MAJOR OBJECT**

DIVISION/MAJOR UNITS	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13
<u>Office Of The Director</u>				
Personnel Services	14,399,831	14,420,816	15,036,800	16,679,100
Supplies and Materials	557,785	1,167,409	945,500	821,400
Other Services and Charges	777,502	915,908	488,800	488,800
Capital Outlay	291,973	398,795	121,200	121,200
Other Classifications	(14,688)	(4,925)	-	-
Total	<u>16,012,403</u>	<u>16,898,003</u>	<u>16,592,300</u>	<u>18,110,500</u>
<u>Administration and Development</u>				
Personnel Services	10,352,113	12,008,268	12,573,100	14,173,300
Supplies and Materials	811,621	1,524,537	1,506,000	1,694,800
Other Services and Charges	9,693,806	9,807,062	11,314,200	13,033,900
Capital Outlay	620,150	232,566	289,300	276,700
Other Classifications	753,386	970,050	1,329,800	1,378,400
Total	<u>22,231,076</u>	<u>24,542,483</u>	<u>27,012,400</u>	<u>30,557,100</u>
<u>Facility Operations</u>				
Personnel Services	18,549,865	17,774,260	21,796,300	20,475,700
Supplies and Materials	4,308,217	4,627,436	5,290,300	5,193,300
Other Services and Charges	4,428,560	6,273,005	6,340,000	6,358,300
Capital Outlay	282,541	130,155	239,400	239,400
Other Classifications	(806)	-	-	-
Total	<u>27,568,377</u>	<u>28,804,856</u>	<u>33,666,000</u>	<u>32,266,700</u>
<u>Area Operations</u>				
Personnel Services	14,829,016	14,261,752	15,659,200	15,295,000
Supplies and Materials	1,332,612	1,445,401	2,146,200	2,000,500
Other Services and Charges	508,538	731,652	711,100	858,800
Capital Outlay	424,082	457,942	478,900	478,900
Total	<u>17,094,248</u>	<u>16,896,747</u>	<u>18,995,400</u>	<u>18,633,200</u>
Grants	424,250	(44,510)	-	-
Non-Departmental	31,312,812	32,088,459	6,109,700	8,030,100
<u>Park Fund Total</u>				
Personnel Services	58,305,583	58,011,916	68,158,400	73,000,400
Supplies and Materials	7,033,994	8,653,201	9,888,000	9,710,000
Other Services and Charges	46,976,469	50,277,326	21,870,800	22,392,600
Capital Outlay	1,589,228	1,278,470	1,128,800	1,116,200
Other Classifications	737,892	965,125	1,329,800	1,378,400
Subtotal, Operating	114,643,166	119,186,038	102,375,800	107,597,600
Transfer to CIP	42,996,000	21,304,000	10,664,000	-
Debt Service	12,834,734	13,018,165	11,698,000	17,211,600
Designated Expenditure Reserve	-	-	5,651,900	5,379,900
Total Funds Required	<u>170,473,900</u>	<u>153,508,203</u>	<u>130,389,700</u>	<u>130,189,100</u>

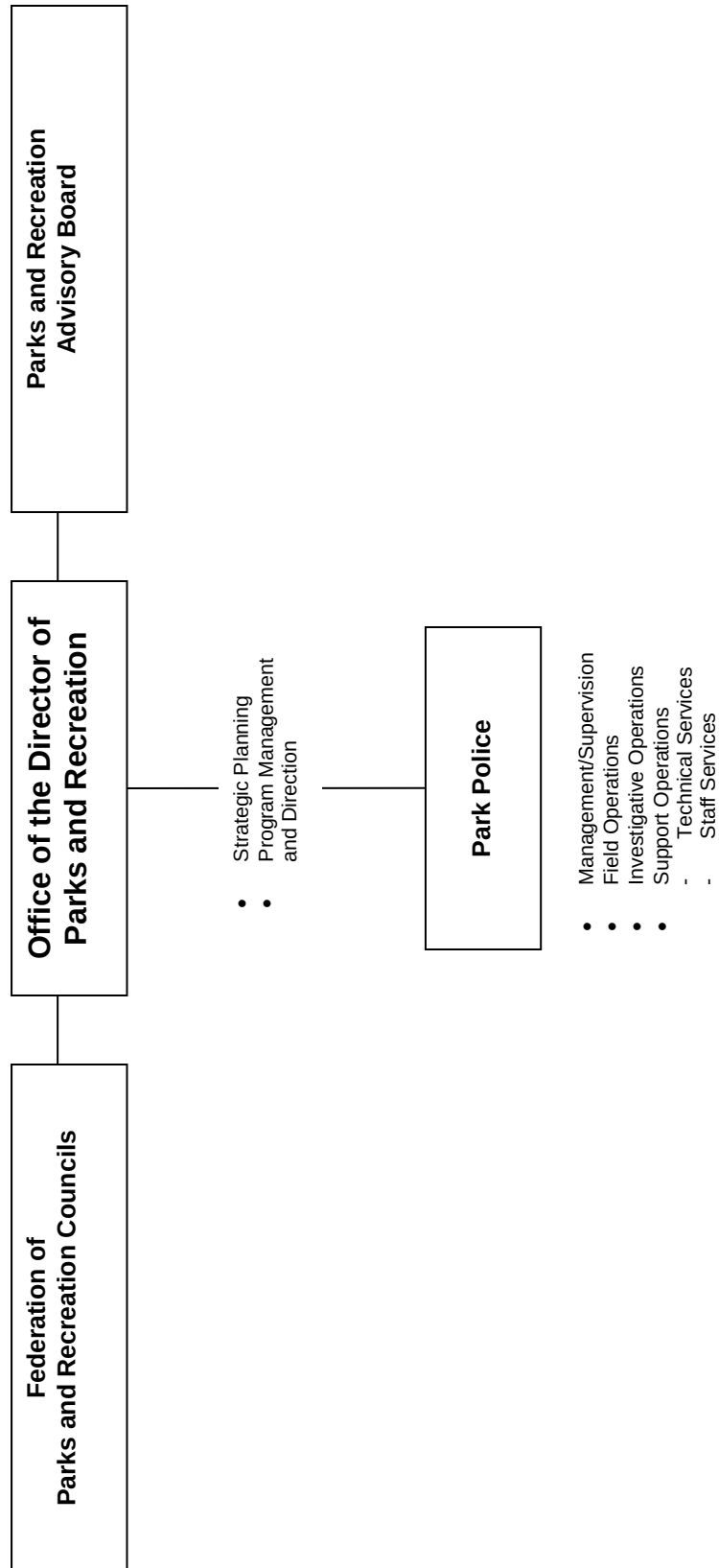
**PRINCE GEORGE'S COUNTY RECREATION FUND
EXPENDITURES BY DIVISION**

DIVISION/MAJOR UNITS	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13
<u>Office of the Director</u>				
Deputy Director - Admin and Develop	301,782	-	-	-
Administrative Services	2,087,503	-	-	-
Support Services	5,514,497	-	-	-
Info Tech and Communications	1,709,760	-	-	-
Total Office of the Director	<u>9,613,542</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Administration and Development</u>				
Deputy Director	-	260,002	374,700	-
Administrative Services	-	2,173,964	2,225,300	-
Public Affairs and Marketing	-	728,630	900,300	872,000
Support Services	-	4,653,725	6,993,900	6,866,700
Total Administration and Development	<u>-</u>	<u>7,816,321</u>	<u>10,494,200</u>	<u>7,738,700</u>
<u>Facility Operations:</u>				
Sports, Health and Wellness	7,986,943	8,064,377	8,142,100	9,489,200
Arts & Cultural Heritage	3,431,730	3,280,872	3,474,300	3,323,200
Natural & Historical Resources	4,320,372	4,214,989	1,513,300	1,500,500
Total Facility Operations	<u>15,739,045</u>	<u>15,560,238</u>	<u>13,129,700</u>	<u>14,312,900</u>
<u>Area Operations:</u>				
Deputy Director	376,232	386,844	417,100	-
Northern Area	7,740,750	7,327,618	7,591,100	6,528,100
Central Area	6,790,423	6,564,059	7,562,900	6,339,000
Southern Area	6,292,665	6,051,171	8,319,000	8,087,300
Special Programs	6,553,385	7,133,106	8,041,000	7,736,300
Total Area Operations	<u>27,753,455</u>	<u>27,462,798</u>	<u>31,931,100</u>	<u>28,690,700</u>
Non-Departmental	3,470,469	7,705,776	9,288,200	8,049,200
Grants	256,597	347,185	-	-
Total Operating	<u>56,833,108</u>	<u>58,892,318</u>	<u>64,843,200</u>	<u>58,791,500</u>
Transfer to Enterprise Fund	9,663,900	9,789,550	10,149,000	8,965,000
Designated Expenditure Reserve	-	-	3,749,600	3,387,800
Total Funds Required	<u>66,497,008</u>	<u>68,681,868</u>	<u>78,741,800</u>	<u>71,144,300</u>

**PRINCE GEORGE'S COUNTY RECREATION FUND
EXPENDITURES BY MAJOR OBJECT**

DIVISION/MAJOR UNITS	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13
<u>Office Of The Director</u>				
Personnel Services	2,959,211	-	-	-
Supplies and Materials	623,848	-	-	-
Other Services and Charges	5,965,285	-	-	-
Capital Outlay	32,998	-	-	-
Other Classifications	32,200	-	-	-
Total	<u>9,613,542</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Administration and Development</u>				
Personnel Services	-	2,136,620	2,120,900	363,900
Supplies and Materials	-	237,022	465,300	426,900
Other Services and Charges	-	5,286,920	7,381,900	6,485,900
Capital Outlay	-	30,360	416,000	416,000
Other Classifications	-	125,399	110,100	46,000
Total	<u>-</u>	<u>7,816,321</u>	<u>10,494,200</u>	<u>7,738,700</u>
<u>Facility Operations</u>				
Personnel Services	13,232,275	13,266,498	10,747,000	11,652,400
Supplies and Materials	982,029	858,072	895,700	1,039,200
Other Services and Charges	1,519,583	1,426,189	1,487,000	1,621,300
Capital Outlay	3,891	9,479	-	-
Other Classifications	1,267	-	-	-
Total	<u>15,739,045</u>	<u>15,560,238</u>	<u>13,129,700</u>	<u>14,312,900</u>
<u>Area Operations</u>				
Personnel Services	23,627,700	22,949,584	25,787,600	23,350,400
Supplies and Materials	1,732,793	2,109,142	3,029,600	2,354,800
Other Services and Charges	2,205,192	2,397,350	2,638,900	2,670,500
Capital Outlay	187,770	6,722	475,000	315,000
Total	<u>27,753,455</u>	<u>27,462,798</u>	<u>31,931,100</u>	<u>28,690,700</u>
Grants	256,597	347,185	-	-
Non-Departmental	3,470,469	7,705,776	9,288,200	8,049,200
<u>Recreation Fund Total</u>				
Personnel Services	39,833,281	38,274,470	39,328,700	37,629,200
Supplies and Materials	3,331,575	3,177,827	4,390,600	3,820,900
Other Services and Charges	13,444,125	17,281,444	20,122,800	16,564,400
Capital Outlay	190,660	33,178	891,000	731,000
Other Classifications	33,467	125,399	110,100	46,000
Subtotal, Operating	<u>56,833,108</u>	<u>58,892,318</u>	<u>64,843,200</u>	<u>58,791,500</u>
Transfer to Enterprise Fund	9,663,900	9,789,550	10,149,000	8,965,000
Designated Expenditure Reserve	-	-	3,749,600	3,387,800
Total Funds Required	<u>66,497,008</u>	<u>68,681,868</u>	<u>78,741,800</u>	<u>71,144,300</u>

OFFICE OF THE DIRECTOR



OFFICE OF THE DIRECTOR

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$0		\$0		\$0		\$0	
Personnel Services	\$465,006		\$341,139		\$404,500		\$540,400	
Supplies & Materials	\$12,266		\$6,302		\$21,400		\$21,400	
Other Services & Charges	\$125,109		\$110,320		\$117,800		\$117,800	
Capital Outlay	\$0		\$0		\$0		\$0	
Sub Total	<u>\$602,381</u>		<u>\$457,761</u>		<u>\$543,700</u>		<u>\$679,600</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$602,381		\$457,761		\$543,700		\$679,600	
Positions/Workyears Full Time Career	4.0	4.0	4.0	4.0	3.0	3.0	3.0	3.0
Positions/Workyears Part-Time Career	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	4.0	4.0	4.0	4.0	3.0	3.0	3.0	3.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		0.0		0.0		0.0		0.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		4.0		4.0		3.0		3.0

DIVISION OVERVIEW

The Office of the Director provides overall program direction, policy guidance and administration for the entire Department of Parks and Recreation. This responsibility includes the planning, supervising and coordinating of all park and recreation facilities and services. The Director directly supervises three Deputy Directors for Area Operations, Facility Operations and Administration and Development. The Office also directly oversees the Park Police.

FY13 Major Changes

- Increasing personnel costs based on actual projected compensation levels.

PARK POLICE

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$131,904		\$129,497		\$131,800		\$131,800	
Personnel Services	\$13,934,825		\$14,079,677		\$14,632,300		\$16,138,700	
Supplies & Materials	\$545,519		\$1,161,107		\$924,100		\$800,000	
Other Services & Charges	\$652,393		\$805,588		\$371,000		\$371,000	
Capital Outlay	\$291,973		\$398,795		\$121,200		\$121,200	
Other Classifications	-\$14,688		-\$4,925		\$0		\$0	
Sub Total	<u>\$15,410,022</u>		<u>\$16,440,242</u>		<u>\$16,048,600</u>		<u>\$17,430,900</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$15,410,022		\$16,440,242		\$16,048,600		\$17,430,900	
Positions/Workyears Full Time Career	146.0	146.0	151.0	151.0	146.0	146.0	146.0	146.0
Positions/Workyears Part-Time Career	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	146.0	146.0	151.0	151.0	146.0	146.0	146.0	146.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		0.5		2.5		0.5		0.5
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		146.5		153.5		146.5		146.5

DIVISION GOAL

The goal of the Park Police Division is to provide professional police services to provide a safe and secure environment, protect life and property, and identify and apprehend violators.

DIVISION OVERVIEW

The Park Police Division ensures the safety of park patrons and facilities 24-hours a day through crime prevention, apprehension, enforcement of criminal and motor vehicle laws of the State, and enforcement of Park Rules and Regulations. Policing is community-based, with officers at all levels involved in problem solving on behalf of our citizens.

The Division is comprised of four (4) programs that are described in the following pages.

DIVISION PROGRAMS

FIELD OPERATIONS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$11,830	\$7,400	\$7,400
Personnel Services	\$9,492,651	\$9,148,600	\$10,849,100
Supplies & Materials	\$711,787	\$394,400	\$394,400
Other Services & Charges	\$311,580	\$44,500	\$44,500
Capital Outlay	\$220,546	\$51,400	\$51,400
Other Classifications	\$0	\$0	\$0
Total Expenditures	\$10,736,564	\$9,638,900	\$11,339,400
Workyears	103.0	98.0	98.0

INVESTIGATIVE OPERATIONS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$1,384,680	\$1,514,200	\$1,569,700
Supplies & Materials	\$65,663	\$31,600	\$31,600
Other Services & Charges	\$4,378	\$0	\$0
Capital Outlay	\$71,277	\$0	\$0
Other Classifications	\$0	\$0	\$0
Total Expenditures	\$1,525,998	\$1,545,800	\$1,601,300
Workyears	12.0	12.0	11.0

SUPPORT OPERATIONS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$117,667	\$124,400	\$124,400
Personnel Services	\$2,216,141	\$2,690,100	\$2,347,400
Supplies & Materials	\$343,880	\$445,700	\$321,600
Other Services & Charges	\$438,232	\$243,700	\$243,700
Capital Outlay	\$106,972	\$69,800	\$69,800
Other Classifications	-\$4,925	\$0	\$0
Total Expenditures	\$3,100,300	\$3,449,300	\$2,982,500
Workyears	27.5	27.5	26.5

OFFICE OF THE DIVISION CHIEF	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$986,205	\$1,279,400	\$1,372,500
Supplies & Materials	\$39,777	\$52,400	\$52,400
Other Services & Charges	\$51,398	\$82,800	\$82,800
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$0	\$0	\$0
Total Expenditures	\$1,077,380	\$1,414,600	\$1,507,700
Workyears	9.0	9.0	11.0

Field Operations

Field Operations provides security to more than 27,000 acres of parkland. This consists of administrative buildings, historic facilities, community and recreation centers, parks, trails and undeveloped land. Officers proactively respond to citizens' requests for service and conduct active preventive patrols. Field Operations has two (2) components: Patrol Services and Mounted Services. Field Operations lieutenants regularly work with Area Operations managers to plan and coordinate park and community events. Park Police managers and supervisors coordinate Division programs to ensure a strategic approach to policing and problem solving. Park Police officers enforce M-NCPPC Park Rules & Regulations, County Ordinances, and State and Federal laws.

Patrol Services:

Patrol Services is comprised of six (6) vehicular patrol squads providing 24-hour police coverage. Patrols respond to citizen Calls-For-Service (CFS) and are active in their preventive patrols. Intelligence based on officer observations, citizen complaints and information from M-NCPPC staff and the community are used to identify target areas for patrol deployments. Officers are assigned to those areas based on an analysis of the CFS data. Park Police will also utilize programmable people counters to track park usage in remote trail areas. This will increase the efficiency of patrol deployment and minimize the budget impact for additional staffing. Vehicular patrol officers are also assigned special details and provide security and traffic control at community festivals, the County Fair, and other large community events. In addition to vehicular patrols, police bicycle patrol and T3 trained officers supplement patrols of the community centers, community events, and hiker/biker trails. Canine services also provide patrol coverage seven (7) days a week. In June 2009, the Park Police assigned nine (9) officers to the new Potomac River Waterfront Community Park. This unit provides patrol coverage seven days a week and each officer assigned to the Unit is cross-trained in police bicycle patrol and use of the T3.

Mounted Services:

Mounted Services, comprised of two (2) horse-mounted patrol squads, provides active patrols of the hiker/biker trail system and regional parks. Mounted personnel are capable of patrolling by horse, vehicle or T3. They are actively involved in the community through attendance at events and parades, and provide outreach and education at schools and community centers. Mounted Services coordinates the popular Cops Camp for Kids program and participates in the Drug Abuse Resistance and Education (DARE) program, summer day camps and other children's programs. Officers and horses are also trained in civil disturbance

and search/rescue. They are frequently deployed for crowd control at large events and gatherings and provide specialized services to other local public safety agencies.

FY13 Major Changes

- Increasing personnel costs based on actual projected compensation levels.
- Increasing personnel funding for shift differential costs.

Support Operations

This program provides support services essential to the operation of the Park Police Division. Support Operations is divided into four sections: Communications, Information Technology, Records and Staff Services. The Information Technology Section includes the following two units: Facility Security Technologies Unit and Technical Services Unit. Staff Services includes the following two units: Property/Evidence Unit and the Training Unit. All sections provide assistance to officers, employees and citizens on a daily basis.

Communications operates on a 24-hour basis and provides radio dispatch communications, telephone, national and state criminal and traffic information via computer terminals, and monitors computerized alarms for Commission facilities.

The Information Technology Section manages the Facility Security Technologies Unit and Technical Services Unit.

- The Facility Security Technologies Unit installs, services, and manages a department-wide system of life safety and security alarms, access control and video surveillance components. Technicians work in conjunction with Crime Prevention through Environmental Design (CPTED) recommendations to improve the safety and security of M-NCPPC patrons, staff, and facilities.
- The Technical Services Unit maintains the infrastructure (servers, laptops and related software) to support the division's Mobile Data Computer (MDC), Computer-Aided Dispatch (CAD), Records Management System (RMS), Department-wide radio and in-car video systems. This unit is also responsible for ordering the vehicle emergency equipment, computers, and in-car cameras, and arranging for the installation of police equipment in new vehicles.

Records manages all police records. A computerized system provides statistical analysis of crime/calls for service/officer activity and reports crime statistics to the Uniform Crime Reporting System and the National Crime Information Center. This unit also provides criminal court liaison for Criminal/Civil/Traffic Courts and maintains receipt of fines for infractions, files for the Motor Vehicle Administration Flagging System, and fingerprints and other supplemental information on charged offenders.

Staff Services manages the Property/Evidence Unit and the Training Unit. Staff Services handles all uniform and equipment purchases for the Division and, through its sub-units, provides planning and research on vehicles, firearms, and equipment.

- The Property/Evidence Unit provides secure storage and handling of all property and evidence turned in by officers. This office is also responsible for receiving and distributing all items purchased by the division.
- The Training Unit develops and administers the required in-service training program for the Division, as mandated by the Maryland Police and Correctional Training Commissions (MPCTC). Outside agencies are invited to participate in the annual program. This unit also coordinates and conducts the mandated annual firearms training program and manages operation of the Police Firearms Range. Additionally, this unit coordinates all outside training for division personnel and assists with the entry-level academy training.

FY13 Major Changes

- Increasing personnel funding for shift differential costs.
- Decreasing personnel costs based on actual projected compensation levels.
- Transferring one (1) FT career position to the Office of Division Chief unit.
- Decreasing funding for Supplies and Materials as part of FY13 reduction in discretionary non-personnel costs.

Investigative Operations

This program conducts criminal investigations, provides tactical services to the Park Police Division, and is divided into two sections:

Investigative Services provides follow-up investigation and analysis for crimes on a 24-hour basis, and identifies, collects, and preserves evidence. This unit also operates a Victim/Witness Assistance Program and a newly-added crime mapping function to aid in crime analysis.

Tactical Services analyzes possible crime hot spots, provides rapid response to critical problems through additional patrol, undercover assignments, and surveillance, and maintains and operates the Division's motorcycles used for patrol and ceremonial assignments. This unit also conducts CPTED surveys on existing and planned facilities.

FY13 Major Changes

- Increasing personnel costs based on actual projected compensation levels.
- Transferring one (1) FT career position to the Office of Division Chief unit.

Office of the Division Chief

This Office provides administrative and operational supervision for the Division encompassing developmental programs, supervision, planning, and direction. The Division's human resource and financial management support is provided by this program. This program coordinates with County, State and Federal agencies involved in parks, recreation, and policing. Two sections provide specialized services under the auspices of the Chief, and one unit was added in FY 09.

Executive Services disseminates public information to the media and community, coordinates programs such as the Maryland "Law Enforcement Challenge," serves as the Park Police Division liaison to the community at large, and manages the Division's law enforcement accreditation process.

Internal Affairs responds to allegations of serious and/or criminal misconduct against the M-NCPPC Police and its employees and conducts semi-annual audits and inspections of the Park Police Division. Internal Affairs also manages recruitment efforts through national, regional and local venues, and assists Human Resources with testing and conducting background investigations.

Community Services was created in the fall of 2008. The Community Services Unit (CSU) is staffed with one Lieutenant and one Park Police officer to handle all of the Park Police youth programs such as Cops Camp, Drug Awareness Resistance Education (D.A.R.E.), Rape Aggression Defense, Fatal Vision (alcohol awareness), Safe and Drug Free Community Basketball Games, Trading Places, NFL Punt, Pass and Kick, Turkey Bowl, Extreme Teens and Safe Summer programs. The CSU is responsible for community outreach programs. Staff of the CSU meet with communities, listen to their concerns, relay that information to the M-NCPPC and utilize M-NCPPC and local resources to address their issues, fears and/or concerns. The CSU provides oversight for the Park Police Volunteer Academy and helps coordinate its volunteers to assist in M-NCPPC programs such as free fingerprint services, child ID programs, park patrols, Hispanic Festival, County Fair, Community Days, and safety education and awareness programs. The M-NCPPC has also tasked the CSU with providing security analysis/assessments and recommendations for facilities that use live music bands.

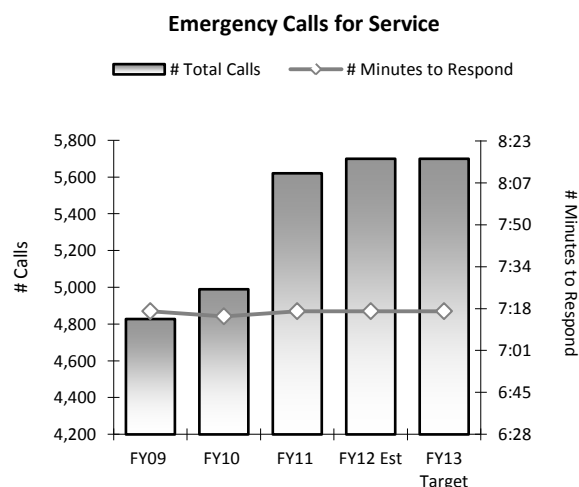
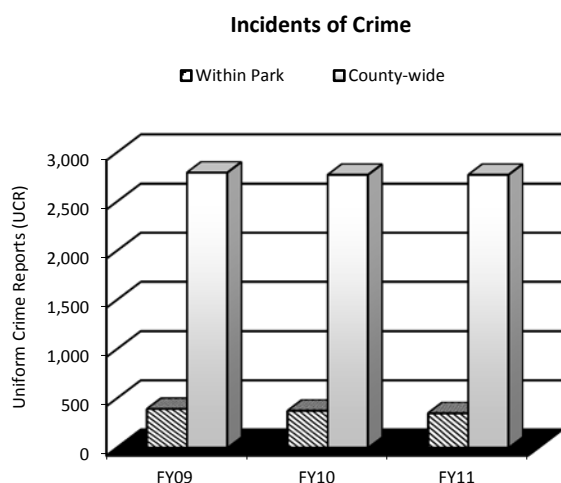
FY13 Major Changes

- Adding two (2) FT career positions, transferred from the Support Operations unit and from the Investigative Operations unit.

Park Police Performance Measures

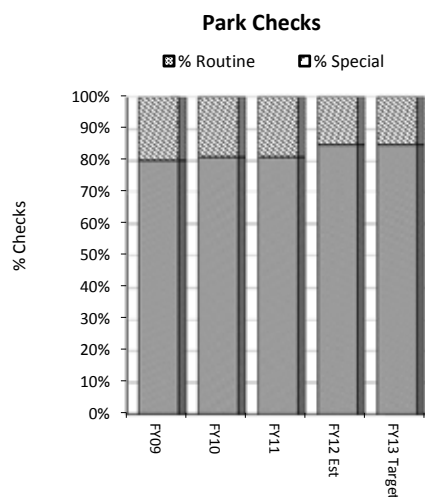
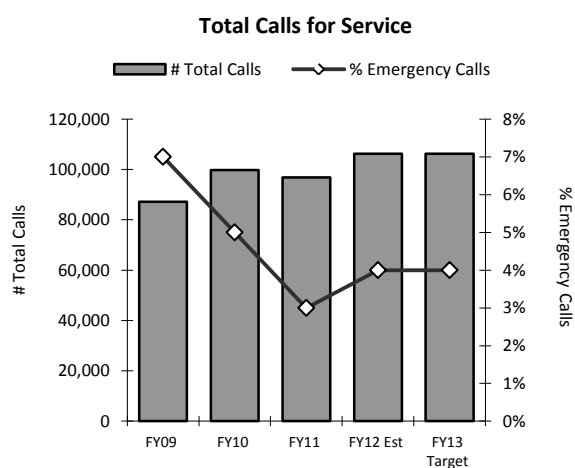
Outcome Objective: The Park Police intends to provide professional park police services in partnership with the community and other divisions of the Commission in order to protect life, property and identify and apprehend violators to provide a safe and secure environment.

Impact Objective: The Park Police will provide safe park environments for patrons and employees, protection for park property and facilities and timely and courteous responses to the safety needs of park users.



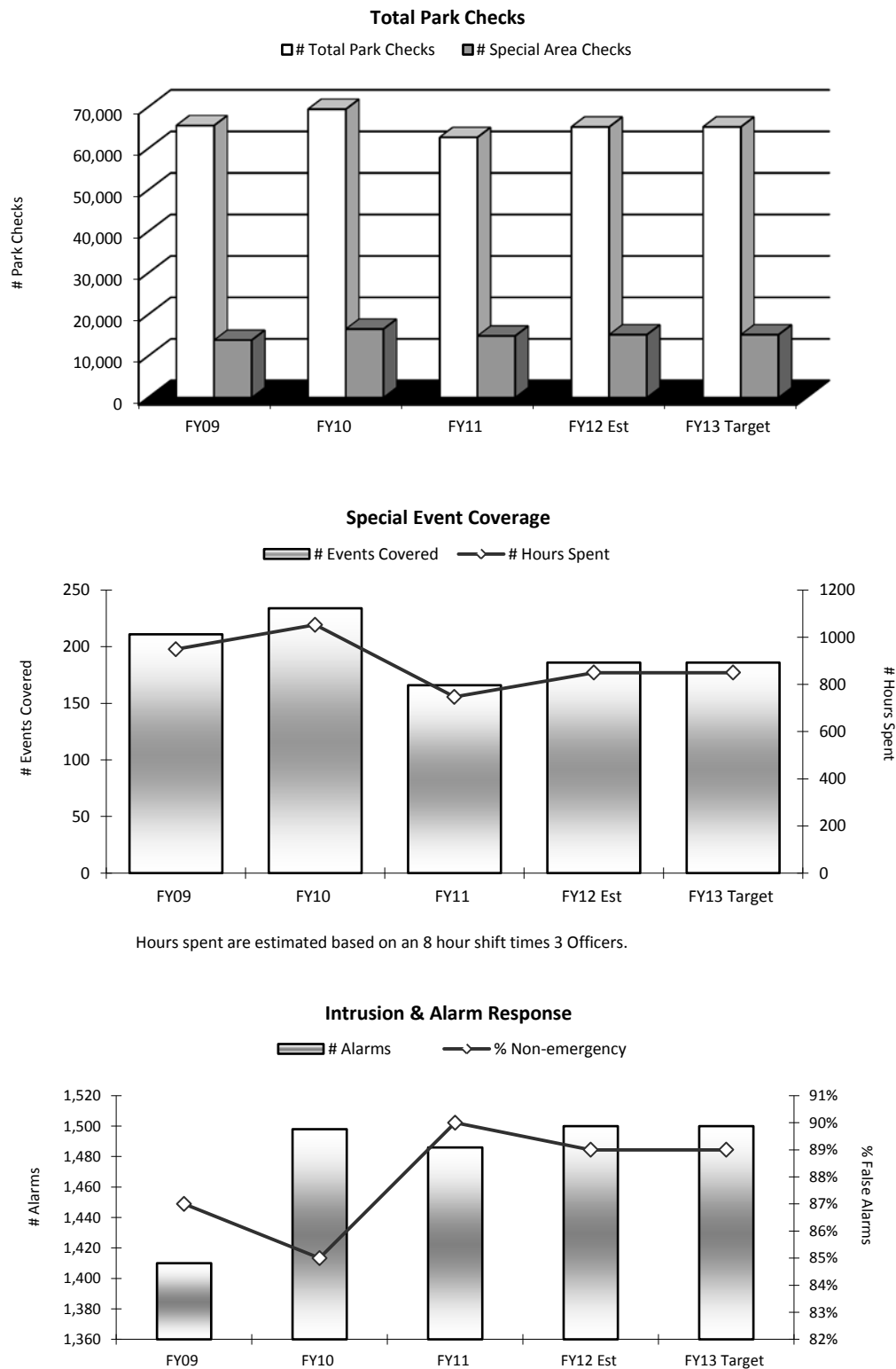
Based on Uniform Crime Report data submitted to the FBI.

Homicides, rapes, robberies, assaults, B/E, larceny/theft and MV Thefts

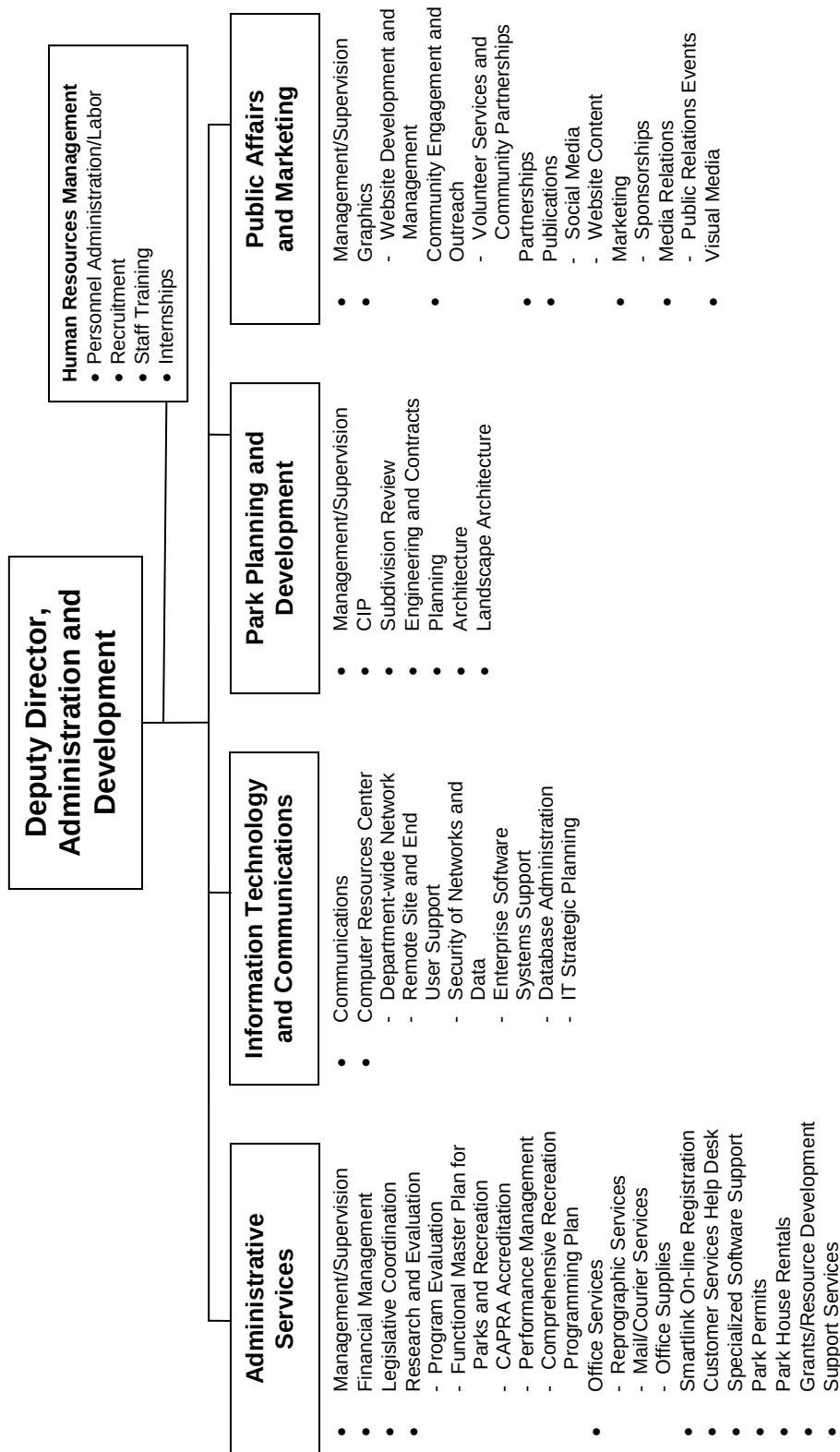


Routine checks are documented regular visits. Departmental rate is approx. 70,000 visits per month to a neighborhood or community park. Special Area Checks are approx. 16,500 per month. Ratio of Special to routine is stable.

Park Police Performance Measures



ADMINISTRATION and DEVELOPMENT



ADMINISTRATION AND DEVELOPMENT – DEPUTY DIRECTOR

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$0		\$0		\$0		\$0	
Personnel Services	\$300,085		\$251,132		\$630,000		\$678,100	
Supplies & Materials	\$330		\$0		\$23,400		\$23,400	
Other Services & Charges	\$1,367		\$8,870		\$21,100		\$21,100	
Capital Outlay	\$0		\$0		\$0		\$0	
Sub Total	<u>\$301,782</u>		<u>\$260,002</u>		<u>\$674,500</u>		<u>\$722,600</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$301,782		\$260,002		\$674,500		\$722,600	
Positions/Workyears Full Time Career	2.0	2.0	2.0	2.0	5.0	5.0	6.0	6.0
Positions/Workyears Part-Time Career	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	2.0	2.0	2.0	2.0	5.0	5.0	6.0	6.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent	0.0		0.0		0.0		0.0	
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse	<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>	
Workyears Total	2.0		2.0		5.0		6.0	

DIVISION GOAL

The goal of Administration and Development is to provide all essential support and service to the Departmental Operating Divisions in order for them to preserve a comprehensive park and recreation system of programs, facilities, and services for the residents of Prince George's County, and to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment.

DIVISION OVERVIEW

The Administration and Development Deputy Director is responsible for the coordination, management, supervision and direction of the Department's Human Resources Management section as well as four major support divisions: Administrative Services, Park Planning and Development (PPD), Information Technology and Communications (ITC), and Public Affairs and Marketing.

The human resources management section is responsible for four major Department-wide programs: Labor/Employee Relations, Training and Employee Development, Recruitment, and the Internship Program. The unit handles the management of employee grievances through initial levels of the grievance process, disciplinary actions, job classification, benefit administration, tuition assistance, and intern and summer worker placement. The unit also manages all mandatory and voluntarily-chosen training, ranging from Commission-wide initiatives and policies to personal and professional development. The section works closely with the Central Administrative Services units on all labor/employee relations matters and recruitment.

FY13 MAJOR CHANGES

- Transferring the Human Resources unit from the Recreation Fund to the Park Fund.
- Adding one (1) FT career position transferred from Facility Operations Deputy Director.

ADMINISTRATIVE SERVICES DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$402,266		\$611,489		\$635,000		\$898,500	
Personnel Services	\$2,501,984		\$2,564,526		\$2,699,100		\$2,961,000	
Supplies & Materials	\$34,751		\$34,129		\$53,900		\$78,400	
Other Services & Charges	\$74,851		\$735,244		\$886,500		\$727,200	
Capital Outlay	\$0		\$30,360		\$0		\$0	
Sub Total	<u>\$2,611,586</u>		<u>\$3,364,259</u>		<u>\$3,639,500</u>		<u>\$3,766,600</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$2,611,586		\$3,364,259		\$3,639,500		\$3,766,600	
Positions/Workyears Full Time Career	24.0	24.0	24.0	24.0	23.0	23.0	28.0	28.0
Positions/Workyears Part-Time Career	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	24.6	24.6	24.6	24.6	23.0	23.0	28.0	28.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		9.0		9.0		10.5		10.5
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		33.6		33.6		33.5		38.5

DIVISION OVERVIEW

The Administrative Services Division reports directly to the Deputy Director of Administration and Development. The Division serves the following distinct Department-wide administrative, support and special project functions:

- Financial management and budget
- Legislative review and coordination
- Research and evaluation
 - CAPRA accreditation
 - Comprehensive Strategic Recreation Plan
 - Functional Master Plan for Parks and Recreation facilities and services
 - Performance Management
 - Program Evaluation
- Customer Service
 - SMARTlink on-line registration
 - Help Desk
 - Department-wide specialized training and specialized software support
- Grants Management and Resource Development
- Park Permits
- Park House Rentals
- Office Services
 - Printing and reproduction
 - Mailings, postage
 - Courier services

In addition, the Division also manages the Department-wide Support Services functions including office space leases, legislatively mandated memorandums of understanding and contractual agreements, Department-wide professional services, vehicle replacements, communications and utilities, risk management charges,

postage, chargebacks for services and Department-wide refuse collection.

DIVISION PROGRAMS

ADMINISTRATIVE SERVICES MGMT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$525,347	\$533,300	\$436,700
Supplies & Materials	\$8,055	\$3,700	\$5,700
Other Services & Charges	\$20,485	\$15,900	\$15,900
Total Expenditures	\$553,887	\$552,900	\$458,300
Workyears	5.5	5.5	5.5

PARK PERMITS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$611,489	\$635,000	\$698,500
Personnel Services	\$180,511	\$219,800	\$213,300
Supplies & Materials	\$0	\$6,100	\$6,100
Other Services & Charges	\$2,133	\$2,000	\$2,000
Total Expenditures	\$182,644	\$227,900	\$221,400
Workyears	4.0	4.0	4.0

OFFICE SERVICES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$240,053	\$258,700	\$246,000
Supplies & Materials	\$0	\$8,500	\$6,500
Other Services & Charges	\$30	\$4,200	\$4,200
Total Expenditures	\$240,083	\$271,400	\$256,700
Workyears	3.6	3.0	3.0

FINANCIAL MANAGEMENT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$213,072	\$221,900	\$581,200
Supplies & Materials	\$0	\$4,600	\$4,600
Other Services & Charges	\$609	\$5,200	\$5,200
Total Expenditures	\$213,681	\$231,700	\$591,000
Workyears	2.0	2.0	6.0

CUSTOMER SERVICE HELP DESK	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$717,878	\$896,700	\$826,200
Supplies & Materials	\$24,207	\$16,500	\$16,500
Other Services & Charges	\$473,052	\$603,700	\$603,700
Capital Outlay	\$30,360	\$0	\$0
Total Expenditures	\$1,245,497	\$1,516,900	\$1,446,400
Workyears	13.5	15.0	15.0

HUMAN RESOURCES MGMT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$299,406	\$0	\$0
Supplies & Materials	\$1,518	\$0	\$0
Other Services & Charges	\$19,984	\$0	\$0
Total Expenditures	\$320,908	\$0	\$0
Workyears	3.0	0.0	0.0

*Moved under Deputy - Admin & Development in FY12

ENERGY MANAGEMENT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$0	\$0	\$0
Supplies & Materials	\$0	\$0	\$0
Other Services & Charges	\$205,546	\$210,000	\$0
Total Expenditures	\$205,546	\$210,000	\$0
Workyears	0.0	0.0	0.0

RESEARCH AND EVALUATION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$388,259	\$444,200	\$415,200
Supplies & Materials	\$349	\$12,200	\$12,200
Other Services & Charges	\$13,405	\$42,000	\$42,000
Total Expenditures	\$402,013	\$498,400	\$469,400
Workyears	2.0	3.0	3.0

GRANTS MANAGEMENT AND RESOURCE DEVELOPMENT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$0	\$124,500	\$122,700
Supplies & Materials	\$0	\$2,300	\$2,300
Other Services & Charges	\$0	\$3,500	\$3,500
Total Expenditures	\$0	\$130,300	\$128,500
Workyears	0.0	1.0	1.0

*Moved to Admin Serv in FY12 - prior years are under PAMD

PARK PROPERTY MGMT	Actual FY11	Budget FY12	Proposed FY13*
Revenue (summary)	\$0	\$0	\$200,000
Personnel Services	\$0	\$0	\$119,700
Supplies & Materials	\$0	\$0	\$24,500
Other Services & Charges	\$0	\$0	\$50,700
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$194,900
Workyears	0.0	0.0	1.0

*Moved to Admin Serv in FY13 - prior years are under M&D.

Administrative Services Management

The Administrative Services Division reports directly to the Deputy Director for Administration and Development. The unit is responsible for the overall management and supervision of the Division.

FY13 Major Changes

- Reducing personnel costs by budgeting divisional fund's salary lapse in this unit.
- Increasing funding for Supplies and Materials transferred from the Office Services unit.

Park Permits

The Park Permits office provides administrative and permitting services for recreation facilities. The unit is responsible for permitting and establishing fees for non-school usage. The unit uses a software program that coordinates all reservations and rentals. The office is also responsible for coordinating ballfield renovations, building maintenance, and incidents reports.

FY13 Major Changes

- Increasing revenue based on a proposed revised fee structure.

Office Services

The Office Services unit provides support to the entire Department. It is responsible for managing the Department-wide reproduction machines. It also operates our in-house printing and copying operations and Department-wide mailings. The unit has two couriers that transport inter-office mail and packages throughout the County to most facilities.

FY13 Major Changes

- Reducing funding for Supplies and Materials transferred to the Management unit.

Financial Management

The Financial Management section provides overall management and coordination of the Department's operating budget. This includes the management of six distinct operating funds including the Park, Recreation, Enterprise, Special Revenue, Advanced Land Acquisition, and Internal Service Funds. The unit prepares and oversees the management of these budgets. The unit also provides Department-wide training to the field Divisions to ensure they are competent in their fiscal management duties. The unit has supervisory responsibilities of the Office Services unit.

FY13 Major Changes

- Adding four (4) FT positions, transferred from Area Operations (NAO, CAO, SAO) and Sports, Health and Wellness divisions.

Customer Service Help Desk

The Customer Service Help Desk serves as the first line of support for the public as well as to Department of Parks & Recreation facilities and staff. The Customer Service Help Desk supports many software platforms utilized by the Department. Support is offered through designing and conducting software trainings, live technical support for each software package, and platform administration. These packages currently include: Class Registration Software, Active Citizen Request (ACR), Kronos (training and support only), and Samaritan Volunteer Management. The public interface at the help desk call center, which fields over 500 phone calls on peak days, handles a myriad of tasks including disseminating accurate information about general M-NCPPC activities to include policies and programming, facilitating procedural actions for clients with the Department, as well as troubleshooting the use of the publicly accessible software applications (Class & ACR). Internal support also includes assisting Commission staff with internal procedures related to various software packages (cash handling, accounts receivable, data entry, etc), serving as a liaison between the department and other M-NCPPC Departments, promulgating information regarding software upgrades, procedure changes and/or modifications to staff, data collection and reporting as it relates to the various software applications, as well as many other support functions.

FY13 Major Changes

- Transferring the Customer Service Help Desk unit from the Recreation Fund to the Park Fund.

- Decreasing personnel costs based on actual projected compensation levels.

Energy Management

The Energy Management program consists of the administration of a Department-wide energy management contract. The contract is administered by the Financial Management section. The contract has several purposes including the oversight/review of all telephones, cell phones, communications and various utility bills, and rectifying any discrepancies in the invoicing. The contract also provides funding to conduct energy audits on major facilities and to recommend action plans to make our various facilities more energy efficient. The contractor is also charged with completing a Department-wide energy management plan to guide our energy usage and conservation efforts. An audit of 22 of the Department's largest energy-using facilities was completed in June 2011. The audit revealed short, intermediate and long range implementation strategies to save energy. Through an investment of approximately \$370,000, short term solutions will be implemented over the next 12 months and will result in a \$270,000 annualized savings over the next 10 years. A Department-wide staff training curriculum was also provided to create a formalized energy awareness program. In FY12, Energy Management is moving to a Performance based project headed by the Deputy Director of Administration and Development.

FY13 Major Changes

- Decreasing funding for Other Services and Charges as part of FY13 reduction in discretionary non-personnel costs.
- Transferring funding for utilities consultant to Support Services in the Park Fund.

Grants Management and Resource Development

This unit of Administrative Services supports and enhances Departmental programs, facilities and events by acquiring diverse streams of funding and resources including state, federal and private grants, corporate sponsorship, public/private partnerships, and individual donor contributions. The Resource Development Manager supports a bi-annual fundraising plan for the Parks and Recreation Department, facilitates a Grants, Resources, and Partnerships Committee, and provides technical assistance in grant writing and administration to division staff and affiliated partner agencies.

FY13 Major Changes

- None

Research and Evaluation

The Research and Evaluation section spearheads five major Department-wide initiatives. These include coordinating the Commission's efforts to be accredited/re-accredited by the Commission on Accreditation by Parks and Recreation Agencies (CAPRA). It also includes managing the 2010 and Beyond Parks and Recreation Vision and Needs Assessment which is the basis for the first-ever totally comprehensive Functional Master Plan for Parks and Recreation Facilities and Services. The section also coordinates Departmental efforts in Managing for Results to establish meaningful performance measures for the various divisions and programs. The section also conducts program evaluation for major programs through community and participant survey methods. Finally, the unit facilitates and keeps up-to-date the Comprehensive Strategic Recreational Programming Plan.

FY13 Major Changes

- Decreasing personnel costs based on actual projected compensation levels.
- Transferring the Research and Evaluation unit from the Recreation Fund to the Park Fund.

Park House Rentals

The Property Management section provides administration, management, inspection and maintenance services for the Department's twenty-four (24) rental properties.

FY13 Major Changes

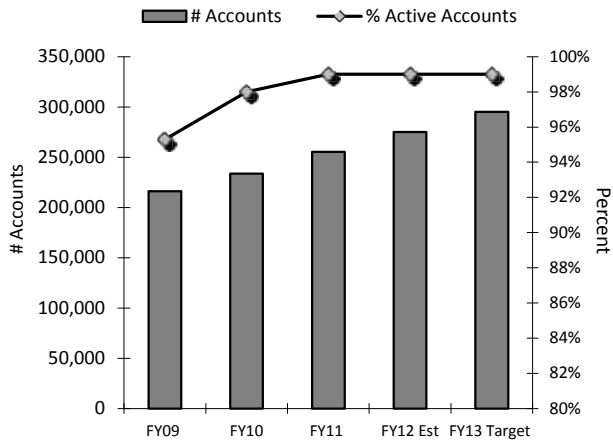
- Adding the Park House Rental unit including one (1) FT career position and non-personnel funding transferred from the Maintenance and Development Division.

Administrative Services Division Performance Measures

Outcome Objective: The Administrative Services Division provides professional, high quality administrative, management and customer service support to other Divisions within the Department, the Commission's Central Administrative Services and the citizens of Prince George's County. The Division's functions include financial and budget management; human resources including labor relations, training and recruitment; research and evaluation, performance management, and long-range facility and services planning; customer service and help desk services; park permits; and general office services support.

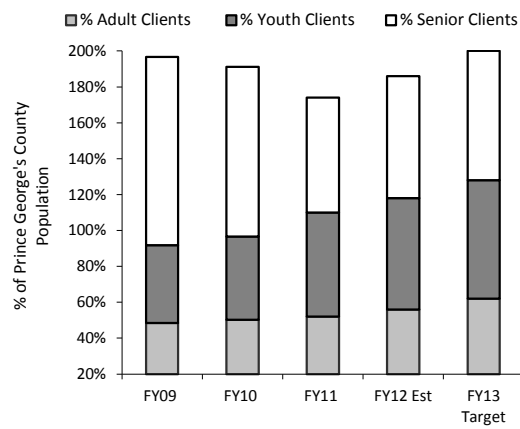
Impact Objective: Provide the Department Divisions, the Commission's Central Administrative Services, and the citizens of Prince George's County with accurate, timely information and assistance by implementing and interpreting Commission and Departmental policies and systems.

SMARTLink Accounts



Active Accounts = Used within the last 12 mo.

Population with SMARTLink Accounts



Note: Population total source is 2010 US Census

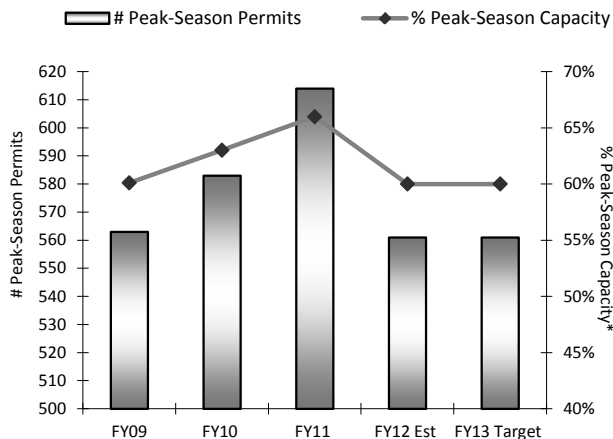
Youth Clients = 0-17 yrs (214,422)

Senior Cnts = 60+ yrs. (90,662)

Adult Clients = 18 - 59 yrs. (496,431)

Total clients include Prince George's and Montgomery Counties and other non-residents.

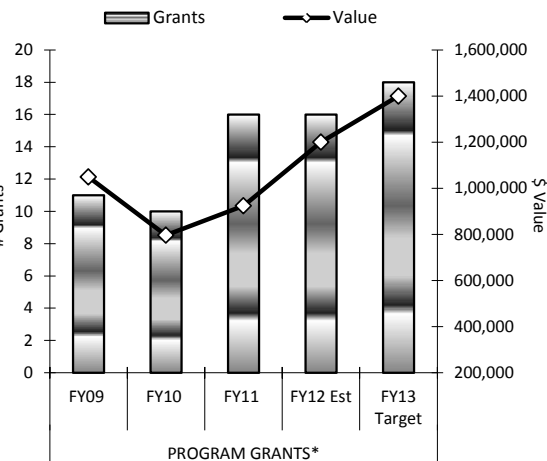
Picnic Shelter Use



*Peak season = Saturdays & Sundays during June, July and August

Total Available Picnic Shelters				
FY09	FY10	FY11	FY12	FY13
936	928	924	929	929

Program Grants



*Includes program and capital grants from state/federal agencies and local /national foundations--Does not include POS, state bonds, or other capital funding.

INFORMATION TECHNOLOGY (IT) AND COMMUNICATIONS DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$0		\$0		\$0		\$0	
Personnel Services	\$2,500,171		\$2,689,545		\$3,067,500		\$2,788,800	
Supplies & Materials	\$643,336		\$1,040,131		\$749,000		\$909,000	
Other Services & Charges	\$423,329		\$580,996		\$547,200		\$547,200	
Capital Outlay	\$85,903		\$177,591		\$0		\$0	
Sub Total	<u>\$3,652,739</u>		<u>\$4,488,263</u>		<u>\$4,363,700</u>		<u>\$4,245,000</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$3,652,739		\$4,488,263		\$4,363,700		\$4,245,000	
Positions/Workyears Full Time Career	23.0	23.0	26.0	26.0	26.0	26.0	25.0	25.0
Positions/Workyears Part-Time Career	<u>2.0</u>	<u>1.2</u>	<u>2.0</u>	<u>1.2</u>	<u>2.0</u>	<u>1.2</u>	<u>2.0</u>	<u>1.2</u>
Positions/Workyears Total Career	25.0	24.2	28.0	27.2	28.0	27.2	27.0	26.2
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		1.0		0.0		2.0		2.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		25.2		27.2		29.2		28.2

DIVISION GOAL

The goal of the Information Technology and Communications Division (ITCD) is to provide secure, reliable, and accurate information and communication systems while delivering first class customer support services to all of our internal and external customers.

DIVISION OVERVIEW

The ITC Division coordinates IT and Communication services for all agency divisions and reports to the Deputy Director of Administration and Development. The Division has implemented an all-in-one enterprise asset acquisition management, inventory administration, network auditing, patch management and customer support request database management tracking system entitled "TrackIT". Core responsibilities include ensuring network security and integrity; managing the Department's wide area voice and data communication networks; administering Department-wide database management systems; providing authorized access to client server and web based applications and portals; implementing and managing electronic security systems; hardware, software telephone and peripheral installation, management and maintenance. The unit also provides customer support for various Commercial Off the Shelf (COTS) applications such as Microsoft Office; Windows, Macintosh and Linux based operating systems; Blackberry and Exchange electronic messaging systems; Oracle; Activenet Technologies; Network Access Control; Citrix and GIS applications. The Division also serves as the tactical and administrative lead for the Department's Strategic Plan initiatives such as document imaging and archiving; IT and Communications-related policy and procedure creation and enforcement; disaster recovery; business continuity; Purchase Card Interface (PCI) compliance and education and enterprise maintenance management systems and reporting.

The ITC Division is organized into four (4) major units:

- **The Management and Supervision unit** provides overall management, administration, and coordination of Division programs. This includes fiscal management for tax-supported funds; clerical, personnel, and

purchasing support; and supervision. This component is also responsible for managing inventory and overall system management of data and voice for the department. This group evaluates and monitors the support to the eight regional and county-wide areas that ITCD currently services. The current areas of support are: 1) Northern Area, 2) Central Area, 3) Southern Area, 4) Telecommunications, 5) Administrative Services, 6) Park Police, 7) County-Wide (Enterprise), and 8) Maintenance and Development. This unit also develops and executes long-term as well as yearly strategic automation plans as well as management of hardware, software, and communication equipment refresh cycles.

- **The Desktop, Server and Application Support** function tracks Hardware, Software, Peripheral, Communication Equipment and other expenses associated with the support provided to the eight (8) functional areas. This group is specifically responsible for administration of Linux, Oracle, Citrix, and Active Directory environments; hardware, software and peripheral installation, maintenance and repair; patch management; data backup, disaster recovery and Continuation of Operations (COOP); Storage Area Networks (SAN) management, desktop security and management; end user training; as well as customer support request resolution.
- **The Messaging, Voice and Data Services** operation records installation, management and repair activities associated with core switches and routers; leased voice and data circuits; Business Communication Systems (BCM), Voice Over Internet Protocol (VOIP) and other Internet Protocol (IP) based technology; mobile and desktop communications technology; and electronic messaging services for all Parks and Recreation facilities in Prince Georges County.
- **The Voice, Network and Security Infrastructure Services** unit has primary responsibility for voice and data network security. This unit's account tracking function includes expenses and resources associated with installation, administration, maintenance, coding, monitoring and repair of agency firewalls, Intrusion Detection Systems (IDS), Security Event Management (SEM), world wide web content filtering, Active Customer Response (ACR), Active Content Management (ACM), Class (SMARTLink) hardware and software, forensic analysis, incident response and all other perimeter and internal security guidelines.

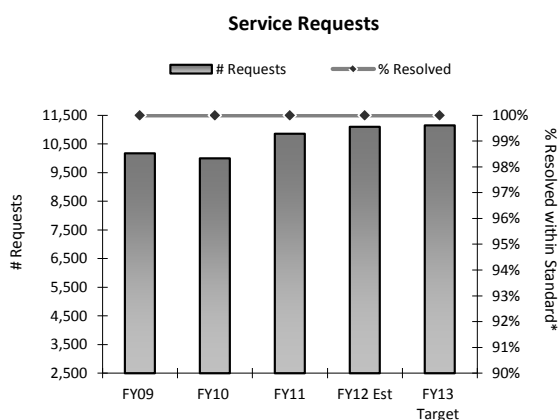
FY13 MAJOR CHANGES

- Decreasing personnel costs based on actual projected compensation levels.
- Transferring one (1) FT career position to the Special Programs Division.
- Increasing non-personnel funding to meet current and future facility and program demands.

Information Technology & Communications Division Performance Measures

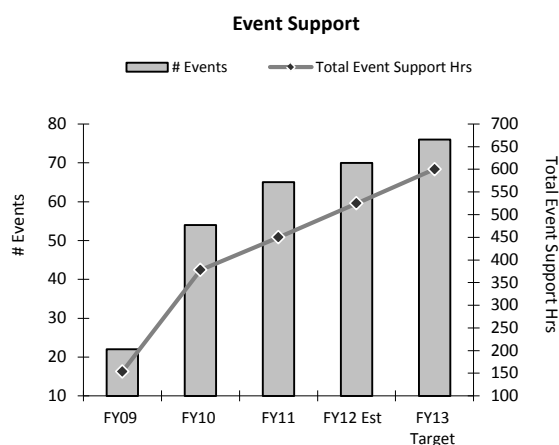
Outcome Objective: In pursuance of the Departmental mission, the IT and Communications Division serves departmental staff and oversees the following functional areas: end user support, systems support and configuration, procurement, security of operations, access to web-based applications, web-related support, hardware, telecommunications and software support. The Division also manages installation, maintenance, integration and upgrading agency computing and telecommunications systems, equipping end users with desktop computers, mobile and desktops communications systems, peripheral and productivity software, the centralized customer support center, decentralized site-based customer support, multi-tier service level agreements (SLA) and evening and weekend on-call remote access support.

Impact Objective: The goal of the Information Technology and Communications Division (ITC) is to provide secure, reliable, and accurate information and communication systems while maximizing return on investment in alignment with Parks and Recreation's objectives by delivering first class customer support services to all of our internal and external patrons.

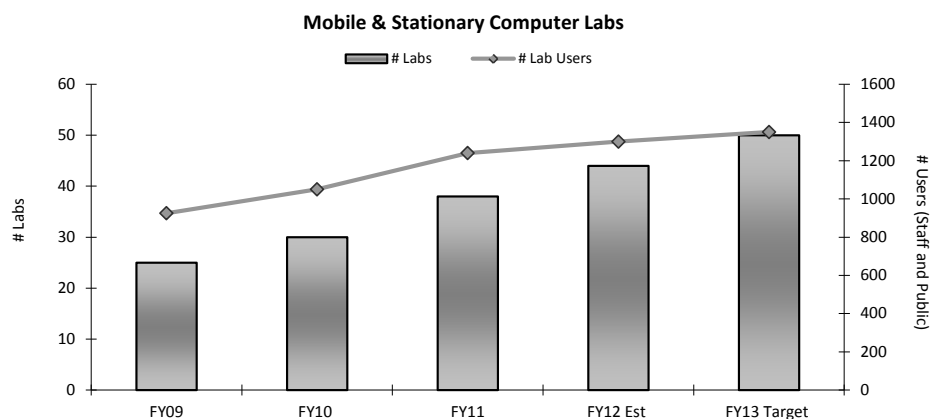


*Service requests include over 115 Service Request Types with 9 escalating service level agreement (SLA) priority types

**Target for resolution time for priority 1 thru 5 types is three (3) business days

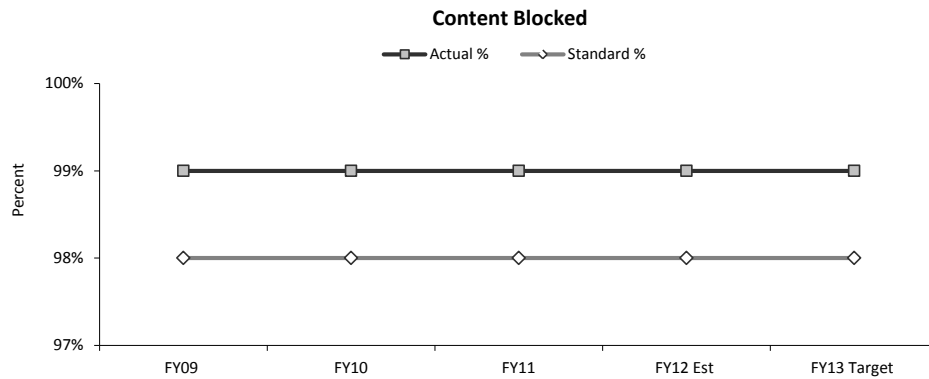


*Events include events sponsored or co-sponsored by MNCPPC. Average # service hours spent per event is 7 hours (includes setup, consultation & breakdown)

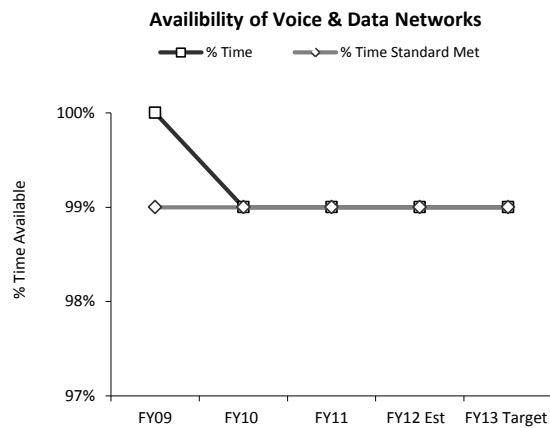


Labs have an average of 15 stations

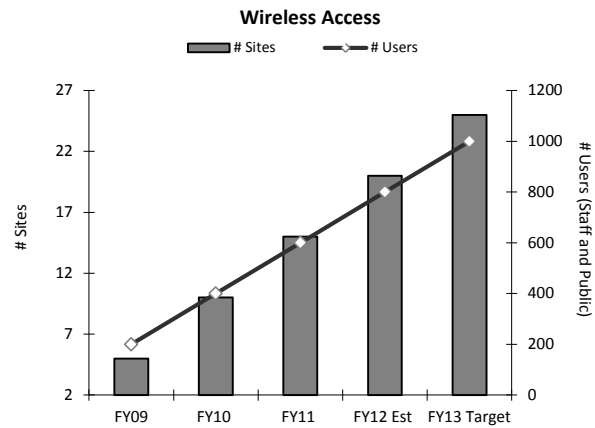
Information Technology & Communications Division Performance Measures



*Content blocked chart measures the amount of SPAM, malware or invasive content that targets our messaging systems and personnel



*Standard for availability of voice and data networks is 99%



*Wireless access was instituted as part of our corporate historic facility marketing package and customer requests. The objective is to configure setup and deploy billable wireless internet access for customers at ten facilities.

PUBLIC AFFAIRS AND MARKETING DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$0		\$0		\$0		\$0	
Personnel Services	\$1,474,256		\$1,506,536		\$1,582,100		\$1,531,600	
Supplies & Materials	\$45,787		\$41,465		\$48,400		\$48,400	
Other Services & Charges	\$685,119		\$778,861		\$947,800		\$903,800	
Capital Outlay	\$0		\$0		\$0		\$0	
Sub Total	<u>\$2,205,162</u>		<u>\$2,326,862</u>		<u>\$2,578,300</u>		<u>\$2,483,800</u>	
Chargebacks	-\$14		\$0		\$0		\$0	
Total	\$2,205,148		\$2,326,862		\$2,578,300		\$2,483,800	
Positions/Workyears Full Time Career	15.0	15.0	15.0	15.0	14.0	14.0	14.0	14.0
Positions/Workyears Part-Time Career	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	15.0	15.0	15.0	15.0	14.0	14.0	14.0	14.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		0.0		2.0		2.0		2.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		15.0		17.0		16.0		16.0

DIVISION GOAL

The Public Affairs and Marketing Division's goal is to provide leadership and professional services in communication, community engagement and partnerships, volunteer management, media relations, marketing, graphic design, visual media, and publications to support the Department of Parks and Recreation as it serves Prince George's County residents and visitors.

DIVISION OVERVIEW

The Public Affairs and Marketing Division work program enhances and improves community relations, volunteers and partnerships; promotes parks and recreation programs, facilities, and services; encourages participation and involvement; and informs Prince George's County residents and visitors of available services through various forms of communication media. The Division serves the following distinct Department-wide support and special project functions:

- Community Relations and Outreach
 - Volunteer Services Coordination
 - Community Partnerships Management
- Media Relations
- Special Events Planning
- Marketing and Advertising
 - Sponsorships
- Publications
 - Social Media
- Graphics
 - Website Management
 - Publication Design
 - Visual Media

DIVISION PROGRAMS

PUBLIC AFFAIRS MGMT/SUPERVISION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$256,839	\$204,900	\$257,600
Supplies & Materials	\$5,413	\$6,100	\$6,100
Charges	\$2,629	\$16,900	\$16,900
Total Expenditures	\$264,881	\$227,900	\$280,600
Workyears	2.0	2.0	2.0

PUBLICATIONS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$124,585	\$160,000	\$148,900
Supplies & Materials	\$5,358	\$4,100	\$4,100
Charges	\$625,458	\$788,900	\$744,900
Total Expenditures	\$755,401	\$953,000	\$897,900
Workyears	2.0	2.0	2.0

GRAPHICS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$404,488	\$410,700	\$404,600
Supplies & Materials	\$3,074	\$6,700	\$6,700
Charges	\$48,115	\$21,600	\$21,600
Total Expenditures	\$455,677	\$439,000	\$432,900
Workyears	4.0	4.0	4.0

MARKETING AND ADVERTISING	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$165,005	\$215,200	\$170,300
Supplies & Materials	\$3,207	\$3,600	\$3,600
Charges	\$43,793	\$61,700	\$61,700
Total Expenditures	\$212,005	\$280,500	\$235,600
Workyears	2.0	2.0	2.0

COMMUNITY RELATIONS/OUTREACH	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$163,442	\$265,100	\$262,600
Supplies & Materials	\$3,458	\$5,100	\$5,100
Charges	\$7,157	\$6,200	\$6,200
Total Expenditures	\$174,057	\$276,400	\$273,900
Workyears	3.0	3.0	3.0

VOLUNTEER SERVICES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$63,361	\$107,200	\$78,900
Supplies & Materials	\$15,445	\$17,100	\$17,100
Charges	\$33,675	\$35,100	\$35,100
Total Expenditures	\$112,481	\$159,400	\$131,100
Workyears	1.0	1.0	1.0

GRANTS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$119,436	\$0	\$0
Supplies & Materials	\$65	\$0	\$0
Charges	\$3,237	\$0	\$0
Total Expenditures	\$122,738	\$0	\$0
Workyears	1.0	0.0	0.0

VISUAL MEDIA	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$88,947	\$93,100	\$93,100
Supplies & Materials	\$4,197	\$4,100	\$4,100
Charges	\$7,436	\$6,600	\$6,600
Total Expenditures	\$100,580	\$103,800	\$103,800
Workyears	1.0	1.0	1.0

*Grants moved to Admin Services in FY12.

MEDIA RELATIONS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$120,433	\$125,900	\$115,600
Supplies & Materials	\$1,248	\$1,600	\$1,600
Charges	\$7,361	\$10,800	\$10,800
Total Expenditures	\$129,042	\$138,300	\$128,000
Workyears	1.0	1.0	1.0

Management/Supervision

The Public Affairs Management unit includes the Office of the Division Chief, special projects, and coordination of corporate communication. The unit is also responsible for the overall management and supervision of the Division.

FY13 Major Changes

- Increasing personnel costs by transferring divisional fund's salary lapse to the Marketing and Advertising unit.

Graphics

The Graphics unit manages a comprehensive graphic design program and internet presence for the Department. The unit provides professional graphic design services for all divisions in support of print publications, marketing, and communication plans. Working closely with the Marketing and Publications units, the unit designs and manages the look and operation of www.pgparks.com and multiple subsites on a daily basis. The unit manages a content management system and trains Departmental staff in its use, maintains links to the SMARTlink registration system, and develops use of new media such as online video and RSS feeds. In addition, the unit provides computer programming for surveys, feedback forms, and other interactive opportunities.

FY13 Major Changes

- None

Community Relations and Outreach

The Community Relations and Outreach unit provides community outreach connections between the Department and various community groups, civic associations, homeowners associations, recreation councils, business groups, and advocacy groups. The unit works with contacts throughout multicultural, immigrant, and non-English speaking communities, and manages translation services. The unit also is responsible for attending numerous community events to inform residents about parks and recreation services, and for building and maintaining the Community Outreach Toolkit, an online resource for staff throughout the Department. The unit tracks the effectiveness of various community outreach efforts and trains Departmental staff.

FY13 Major Changes

- None

Grants

The Grants unit researches local, regional and national grant opportunities and leads Departmental staff submissions to support programming and facilities. The office also tracks grant applications and awards to ensure reporting requirements are met. The unit develops training modules for Departmental staff to further develop their grant skills. In FY12, this unit was transferred to the Administrative Services Division.

FY13 Major Changes

- See Administrative Services Division. FY11 actuals are only shown for historical purposes.

Media Relations

The Media Relations unit handles inquiries from newspaper, radio, television and news media reporters and writers, as the official spokesperson for the Department. Staff is on call 24 hours a day, and provides crisis communication and media services to all divisions of the Department. In addition, the unit writes and disseminates news releases and proactively places ideas for news stories and event coverage. The Media Relations unit keeps a current database of media contacts and coverage for the Department, and trains staff in their dealings with the media. In addition, the unit provides event planning services and publicity for Departmental groundbreakings, dedications, facility openings, and other ceremonies.

FY13 Major Changes

- Decreasing personnel costs based on actual projected compensation levels.

Publications

The Publications unit manages content for a comprehensive print and web-based publishing program for the Department. Unit staff writes, edits, produces and distributes the seasonal *Guide to Classes and Activities*,

working closely with recreation programmers and the SMARTink database. In addition, the unit oversees all copy and content for Departmental web pages, and web-based publications. The unit also provides content for the summer programs book, calendars, direct mail pieces, brochures, and a weekly e-newsletter to support marketing and communication efforts throughout the Department.

FY13 Major Changes

- Decreasing personnel costs based on actual projected compensation levels.
- Decreasing funding for Other Services and Charges as part of FY13 reduction in discretionary non-personnel costs.

Marketing and Advertising

The Marketing and Advertising unit develops and manages the overall marketing plan for the Department, along with smaller program- and facility-specific marketing initiatives. A particular area of emphasis is marketing to youth and to multicultural audiences. Included in the work plan are market forecasts and research. The unit works with an outside advertising agency to purchase, design, and place advertising in local media outlets, along with coordinated collateral materials as part of an overall campaign.

FY13 Major Changes

- Reducing personnel costs by budgeting the divisional fund's salary lapse costs transferred from the Management/Supervision unit.

Volunteer Services and Partnerships

Volunteer Services recruits volunteers and recognizes volunteer efforts for the Department. This unit has oversight of Partners N' Parks, Make a Difference Day, group and individual volunteerism, service learning opportunities and recording employee volunteer service. Included is a systematic youth development training module for teen volunteers. The unit trains staff and monitors their use of an online software program to manage volunteer recruitment, training, placement, and tracking. The unit also works with staff and organizations to solicit and nurture partnerships to support specific programs, such as those for youth, sports, health and wellness, the arts, and seniors.

FY13 Major Changes

- Decreasing personnel costs based on actual projected compensation levels.

Visual Media

The Visual Media unit documents parks and recreation activities, facilities, and lands to provide photographic resources for publications, web sites, marketing and community relations use throughout the Department. The unit also maintains and manages a large photographic archive for the Department.

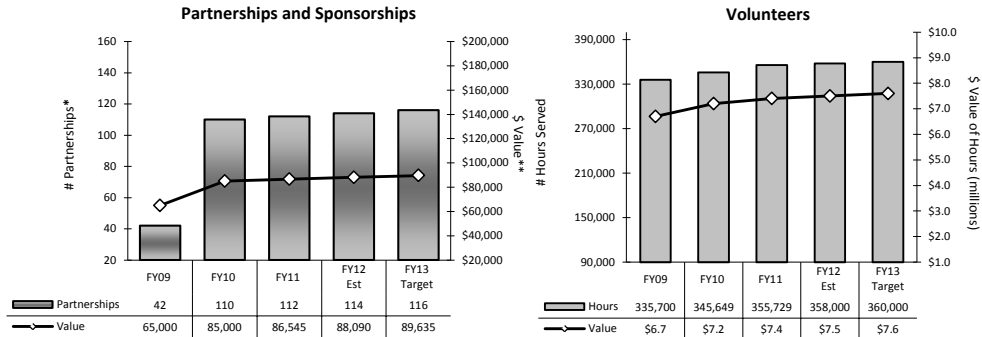
FY13 Major Changes

- None

Public Affairs & Marketing Division Performance Measures

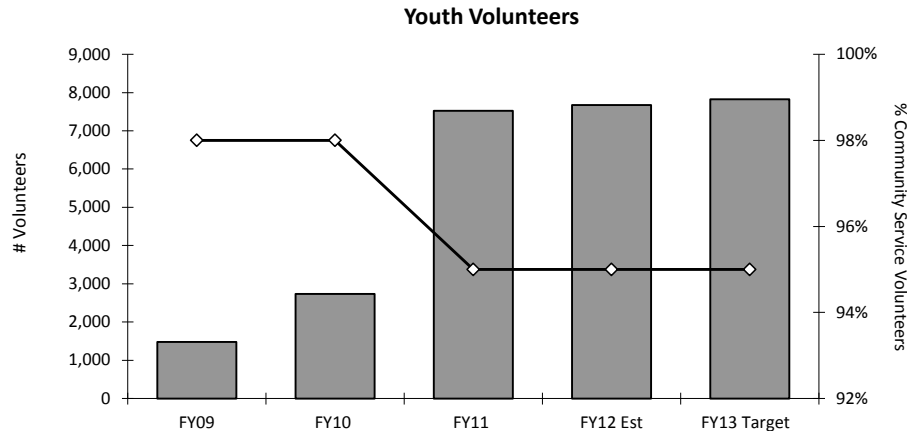
Outcome Objective: Provide professional marketing, outreach and promotion services to the Department (including community outreach tools, publications, web site management, graphic design, photography, media releases, and technical assistance) to promote and market programs, facilities and services to the general public. The Division also supports volunteer development, partnership development, and resource development including grants, sponsorships, and donations to maximize parks and recreation opportunities for Prince George's County residents and visitors.

Impact Objective: Produce electronic and print communication tools to provide the public with up-to-date, accurate information about the Department of Parks and Recreation's programs and services. Through translation services, the department reach a wider audience; continued outreach will help the Department connect with communities. Volunteer hours from individuals and groups, partnerships with mission-aligned

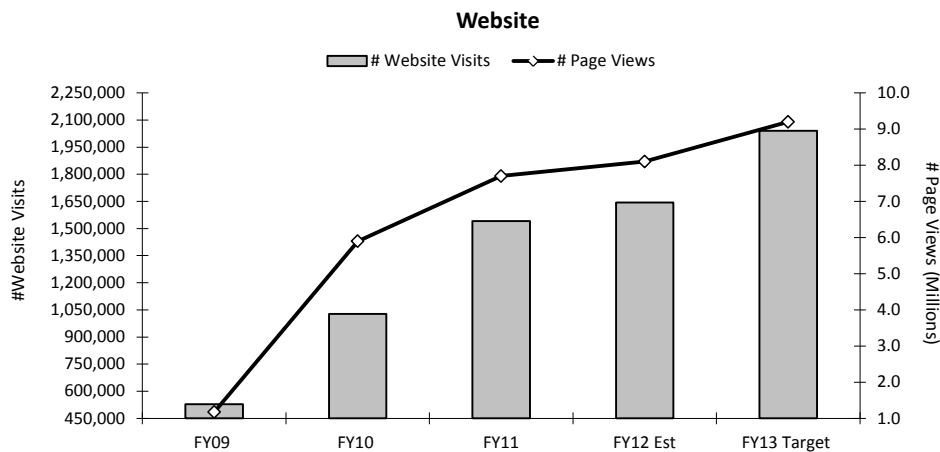


*Does not include large scale partnerships like those with the Prince George's County Public Schools, the Prince George's Boys and Girls Club, or any public/private partnerships for facility or land development.
 **Partnership value is based on program contribution, media value for promotion and advertising of Parks and Recreation, and other in-kind donations. Volunteer time from partners is part of the Volunteers Performance Measures section.

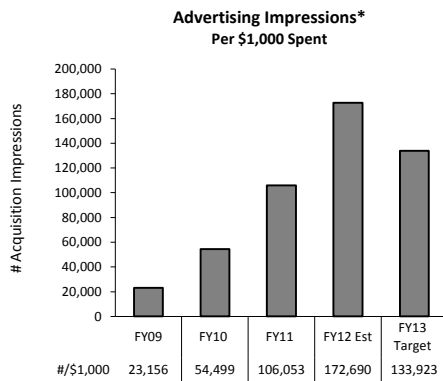
* The estimated value of one volunteer hour was \$20.25 in 2008 according to www.independentsector.org



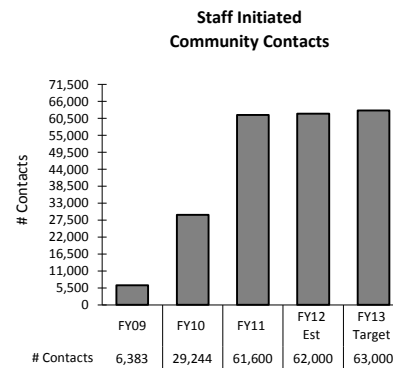
*SLR - Service Learning Requirement Volunteers



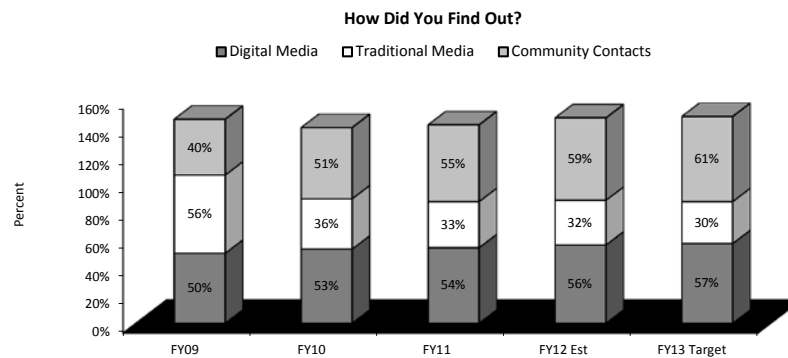
Public Affairs & Marketing Division Performance Measures



*Impression - an advertising term that refers to the number of times an ad is viewed



Source: Community Relations Database

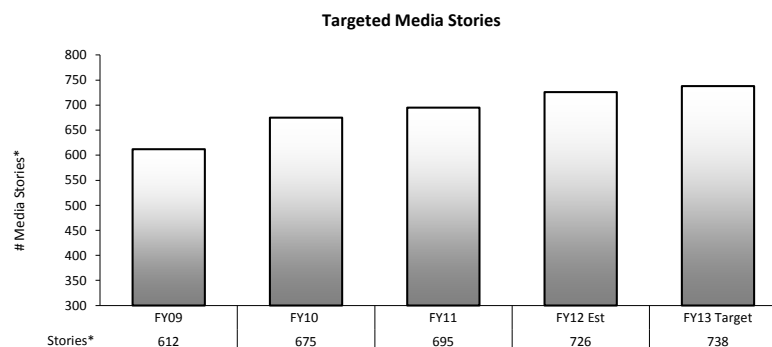


Digital Media = Email, E-newsletters, Blogs, Text Messaging, Social Networks

Traditional Media = Newspaper, Radio, Television

Community Contacts = Word-of-mouth, Flyers, Phone tree

Note: A person can "find out" through more than one medium



*Includes only news stories generated by Public Affairs staff

PARK PLANNING AND DEVELOPMENT DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$10,230		\$4,415		\$13,000		\$13,000	
Personnel Services	\$5,961,234		\$6,106,710		\$6,127,600		\$5,972,300	
Supplies & Materials	\$56,728		\$59,919		\$101,700		\$71,600	
Other Services & Charges	\$96,346		\$153,925		\$120,500		\$120,500	
Capital Outlay	\$0		\$0		\$12,600		\$0	
Other Classifications	\$0		\$0		\$0		\$0	
Sub Total	<u>\$6,114,308</u>		<u>\$6,320,554</u>		<u>\$6,362,400</u>		<u>\$6,164,400</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$6,114,308		\$6,320,554		\$6,362,400		\$6,164,400	
Positions/Workyears Full Time Career	55.0	55.0	55.0	55.0	55.0	55.0	54.0	54.0
Positions/Workyears Part-Time Career	<u>1.0</u>	<u>0.5</u>	<u>1.0</u>	<u>0.5</u>	<u>1.0</u>	<u>0.5</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	56.0	55.5	56.0	55.5	56.0	55.5	54.0	54.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		5.5		5.5		1.0		1.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		61.0		61.0		56.5		55.0

DIVISION GOAL

The goal of the Park Planning and Development Division is to plan, design, and construct quality park facilities for the general public in order to meet the park and recreation needs of Prince George's County residents.

DIVISION OVERVIEW

The primary functions of the Division are the preparation of the Capital Improvement Program (CIP), and the planning, design, engineering and construction management of those CIP projects. Land is acquired through the CIP, grants, mandatory dedication, and surplus property programs.

The Division also performs the regulatory functions of subdivision review, site plan review, and review of zoning applications to assure compliance with County codes. The Park Planning and Development Division is composed of five major functional sections: Engineering and Contracts, Planning, Landscape Architecture, Architecture and Management/Supervision.

DIVISION PROGRAMS

ENGINEERING AND CONTRACTS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$1850,949	\$1926,700	\$1826,100
Supplies & Materials	\$12,832	\$12,900	\$0
Other Services & Charges	\$22,731	\$12,900	\$17,800
Total Expenditures	\$1886,512	\$1952,500	\$1843,900
Workyears	18.5	18.5	18.0

ARCHITECTURE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$944,805	\$1029,400	\$841,700
Supplies & Materials	\$9,173	\$12,900	\$0
Other Services & Charges	\$22,940	\$18,400	\$0
Total Expenditures	\$976,918	\$1060,700	\$841,700
Workyears	9.5	8.0	7.0

PLANNING	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$1080,460	\$1082,300	\$1005,200
Supplies & Materials	\$9,487	\$23,800	\$0
Other Services & Charges	\$47,486	\$20,400	\$20,000
Total Expenditures	\$1,137,433	\$1,126,500	\$1,025,200
Workyears	11.5	10.0	10.0

MANAGEMENT AND SUPERVISION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$4,415	\$13,000	\$13,000
Personnel Services	\$1309,859	\$1,139,000	\$1,366,300
Supplies & Materials	\$17,654	\$32,200	\$71,600
Other Services & Charges	\$39,287	\$45,300	\$82,700
Total Expenditures	\$1,366,800	\$1,229,100	\$1,520,600
Workyears	12.0	12.0	12.0

LANDSCAPE ARCHITECTURE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$920,637	\$950,200	\$933,000
Supplies & Materials	\$10,773	\$19,900	\$0
Other Services & Charges	\$21,481	\$23,500	\$0
Total Expenditures	\$952,891	\$993,600	\$933,000
Workyears	9.5	8.0	8.0

Engineering & Contract Services

This section bids, selects and contracts all design, engineering and construction services to implement the CIP. It implements contracts through project management, inspects for quality control, and provides engineering design and review services. The program surveys, assesses impacts, and reviews permit requests from utility companies and private developers regarding the park system. It also assists departmental operating units by bidding and contracting for non-CIP projects upon request.

FY13 Major Changes

- Eliminating one (1) PT career position.
- Transferring non-personnel funding to the Management and Supervision unit.

Planning

This section reviews site plans for park purposes, applies for State and Federal grant assistance, prepares specific area park and recreation facilities studies including the State Land Preservation and Recreation Plan, and provides storm water management and forest conservation review. Staff prepare statistical, graphic and analytical reports on all aspects of departmental activities, and also prepare, conduct, and/or coordinate surveys on departmental services. The program maintains a computerized inventory of all parkland and Commission-owned facilities, and establishes the level-of-service program for parkland, facilities and services used to prepare park master plans and to determine park and facility needs. Citizen input is solicited to ascertain facility needs and to make recommendations for the CIP. Finally, the program prepares functional plans for various aspects of park and recreation systems.

FY13 Major Changes

- Decreasing personnel costs based on actual projected compensation levels.
- Transferring non-personnel funding to the Management and Supervision unit.

Landscape Architecture

This section plans, designs, and acquires construction permits for outdoor recreational facilities approved and funded in the CIP and in departmental operating budgets. The program includes the development and oversight of all design work for the completion of local, community, regional and special park projects, and assistance to municipalities and citizens' requests as required.

FY13 Major Changes

- Decreasing personnel costs based on actual projected compensation levels.
- Transferring non-personnel funding to the Management and Supervision unit.

Architecture

This section plans, designs, and acquires construction permits for buildings approved and funded in the CIP and in the departmental operating budgets. The program includes the development and oversight of all design work for the completion of local, community, regional, and special park projects, and assistance to municipalities and citizens' requests as required.

FY13 Major Changes

- Eliminating one (1) FT career position.
- Decreasing personnel costs based on actual projected compensation levels.
- Transferring non-personnel funding to the Management and Supervision unit.

Management & Supervision

This section manages and directs the operations of the Division. It also reviews subdivision and site plans, permit/zoning petitions and special exception and comprehensive design zone applications. In addition, staff develops the CIP for the Department and acquires sites as mandated by the CIP's acquisition program.

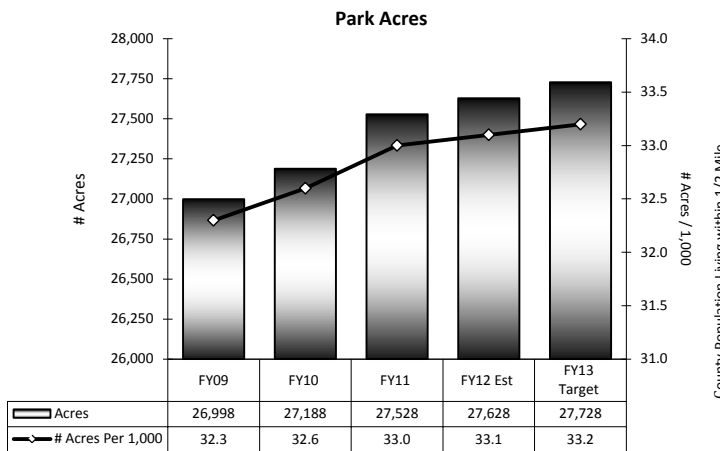
FY13 Major Changes

- Increasing personnel costs based on actual projected compensation levels.
- Decreasing funding for non-personnel costs as part of FY13 reduction in discretionary non-personnel costs.
- Increasing non-personnel funding by consolidating funding for division-wide non-personnel purchases into this unit.

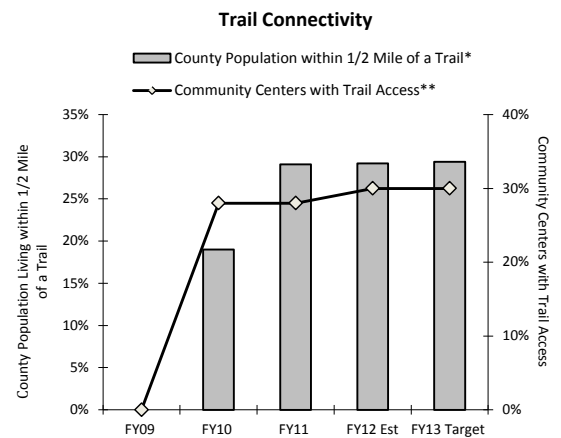
Park Planning and Development Division Performance Measures

Outcome Objective: Prepare the Capital Improvement Program and implement that program through land acquisition and the planning, design and construction of park facilities. Planners solicit citizen input to ascertain facility needs. Design staff establish the program and concept and then monitor consultants through the schematic, design development and construction document phases of a project. Engineering staff bid projects, handle contract administration and monitor construction. The Division also performs the regulatory functions of subdivision, site plan and zoning application review to assure compliance with County codes.

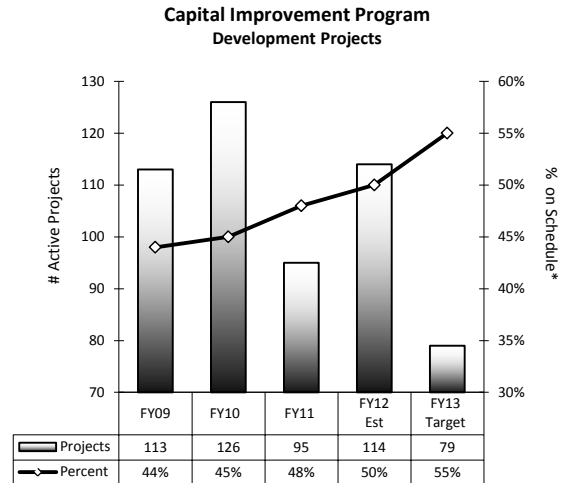
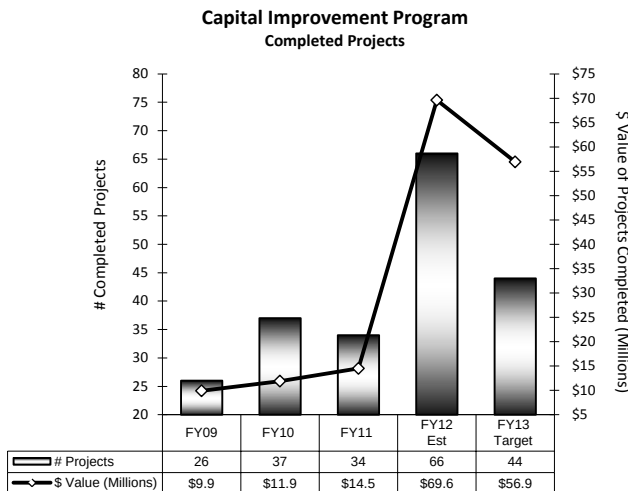
Impact Objective: Ensure that acquisition and development projects are fully funded and proper procedures are followed through planning, design and construction. The Division acquires parkland and builds quality park facilities in order to meet the park and recreation needs of the residents of Prince George's County.



*Department standard = 35 acres per 1,000 population based on 2010 US Census data



*New measure as of FY10 Budget



*Reached Projected Milestones

SUPPORT SERVICES DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$125		\$134		\$0		\$0	
Personnel Services	\$573,594		\$1,026,439		\$587,700		\$605,400	
Supplies & Materials	\$654,537		\$585,915		\$994,900		\$990,900	
Other Services & Charges	\$14,378,079		\$12,836,086		\$16,173,000		\$17,200,000	
Capital Outlay	\$567,245		\$54,975		\$692,700		\$692,700	
Other Classifications	\$785,600		\$1,095,449		\$1,439,900		\$1,424,400	
Sub Total	<u>\$16,959,055</u>		<u>\$15,598,864</u>		<u>\$19,888,200</u>		<u>\$20,913,400</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$16,959,055		\$15,598,864		\$19,888,200		\$20,913,400	
Positions/Workyears Full Time Career	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Positions/Workyears Part-Time Career	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		0.0		0.0		0.0		0.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		0.0		0.0		0.0		0.0

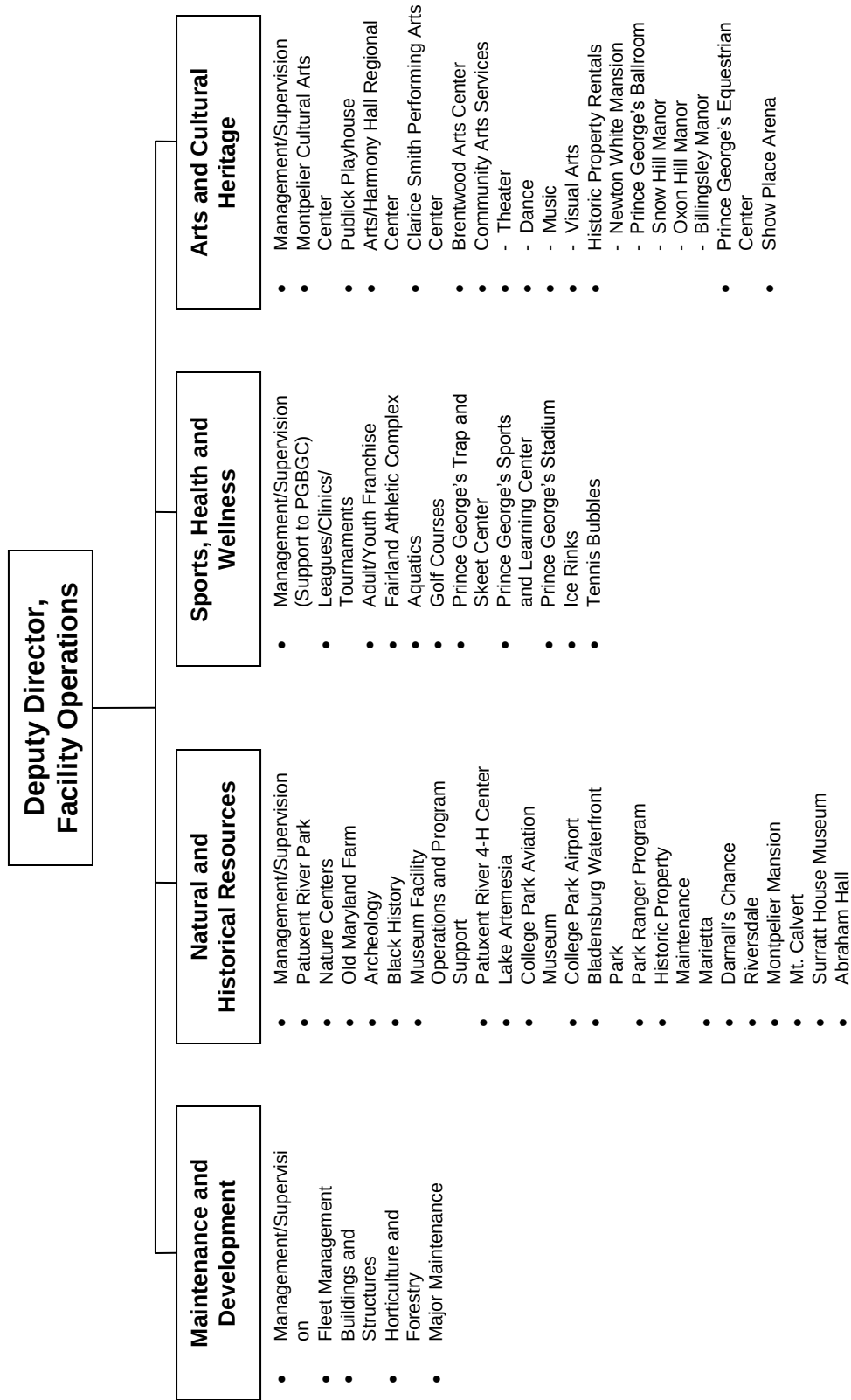
DIVISION OVERVIEW

Support Services provides funding for services essential to the operation of the park and recreation system that relate to more than one operating division/office within the Department of Parks and Recreation. The Division funds office supplies, computer hardware and software, software maintenance, risk management, legal fees for outside services, group long-term disability, unemployment compensation, data/telecommunication services, utilities (water and sewer, electricity, gas, and heating fuel), rents and leases, postage, workers' compensation claims, in-house and outside printing, refuse collection, and other central support costs.

FY13 MAJOR CHANGES

- Increasing unemployment insurance payments by \$95,800.
- Decreasing group insurance for LTD payments by – \$78,100.
- Increasing risk management and group insurance charges by \$804,400.
- Increasing the chargeback for data center funding and communication fees, and for funding of Commission's chief information officer by \$251,700.
- Increasing funding for the Capital Equipment ISF by \$300,000.
- Increasing the personnel administration, finance, and rent chargebacks by \$9,200.
- Decreasing funding for utilities and telecommunications by -\$796,300 based on projected electric costs savings due to new contract rates and energy conservation measures.
- Reinstating part of the FY12 funding reductions to provide additional funding of \$398,900 for professional services and legal services.
- Increasing funding by \$30,000 for a utilities consultant, transferred from Administrative Services.

FACILITY OPERATIONS



FACILITY OPERATIONS – DEPUTY DIRECTOR

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$0		\$0		\$0		\$0	
Personnel Services	\$403,965		\$321,351		\$461,100		\$337,400	
Supplies & Materials	\$3,665		\$5,708		\$26,900		\$26,900	
Other Services & Charges	\$34,835		\$18,096		\$29,400		\$29,400	
Capital Outlay	\$0		\$0		\$0		\$0	
Sub Total	\$442,465		\$345,155		\$517,400		\$393,700	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$442,465		\$345,155		\$517,400		\$393,700	
Positions/Workyears Full Time Career	3.0	3.0	3.0	3.0	3.0	3.0	2.0	2.0
Positions/Workyears Part-Time Career	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	3.0	3.0	3.0	3.0	3.0	3.0	2.0	2.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		2.0		1.0		2.0		2.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		5.0		4.0		5.0		4.0

DIVISION GOAL

The goal of Facility Operations is to provide, maintain, and preserve a comprehensive park and recreation system of programs, facilities and services for the residents of Prince George's County, and to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment.

DIVISION OVERVIEW

The Facility Operations Deputy Director is responsible for coordination, management, supervision, and direction of comprehensive park programs, natural resources, leisure activities, major maintenance projects, and park maintenance through oversight of four Divisions: Maintenance and Development; Natural and Historical Resources, Sports; Health and Wellness; and Arts and Cultural Heritage.

FY13 MAJOR CHANGES

- Transferring one (1) FT career position to the Human Resources Management unit under the Administration and Development Deputy Director.

MAINTENANCE AND DEVELOPMENT DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$340,256		\$229,459		\$334,000		\$134,000	
Personnel Services	\$14,301,189		\$13,811,833		\$14,762,000		\$13,772,600	
Supplies & Materials	\$3,914,599		\$4,318,074		\$4,709,400		\$4,611,900	
Other Services & Charges	\$4,131,793		\$5,993,610		\$5,703,100		\$5,721,400	
Capital Outlay	\$283,099		\$115,897		\$239,400		\$239,400	
Other Classifications	-\$806		\$0		\$0		\$0	
Sub Total	<u>\$22,629,874</u>		<u>\$24,239,414</u>		<u>\$25,413,900</u>		<u>\$24,345,300</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$22,629,874		\$24,239,414		\$25,413,900		\$24,345,300	
Positions/Workyears Full Time Career	186.0	186.0	186.0	186.0	177.0	177.0	174.0	174.0
Positions/Workyears Part-Time Career	<u>4.0</u>	<u>2.0</u>	<u>4.0</u>	<u>2.0</u>	<u>4.0</u>	<u>2.0</u>	<u>3.0</u>	<u>1.5</u>
Positions/Workyears Total Career	190.0	188.0	190.0	188.0	181.0	179.0	177.0	175.5
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		12.0		12.0		13.0		13.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		200.0		200.0		192.0		188.5

DIVISION GOAL

The goal of this Division is to provide professional, high quality maintenance services for all parks and recreation facilities in support of the Department's diverse work programs and to provide customers with a safe, well-maintained, aesthetically pleasing parks and recreation system.

DIVISION OVERVIEW

Maintenance and Development provides maintenance and repair of Department facilities and properties through five major work programs. The Administration section provides overall oversight and coordination of procurement, scheduling, and human resources for the division. Fleet Management provides vehicle and equipment maintenance, specifications for the purchase of vehicles and equipment, and distribution of fuel. Buildings and Structures provides routine maintenance and repair of all facilities and systems. Horticulture and Forestry provides landscape horticulture services throughout the park system as well as the propagation and cultivation of plants, tree services, and erosion control. Major Maintenance and Inspection funds and provides construction supervision for all significant, high priority repair projects throughout the park system. The Division also coordinates with and provides services to the Prince George's County Government.

DIVISION PROGRAMS

FLEET MANAGEMENT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$28,809	\$133,000	\$133,000
Personnel Services	\$1,739,167	\$1,856,700	\$1,807,100
Supplies & Materials	\$2,440,719	\$2,541,300	\$2,541,300
Other Services & Charges	\$363,385	\$251,600	\$251,600
Capital Outlay	\$206,087	\$239,400	\$239,400
Total Expenditures	\$4,749,358	\$4,889,000	\$4,839,400
Workyears	24.5	23.5	23.5

MAJOR MAINTENANCE AND INSPECTION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$522,364	\$691,000	\$648,600
Supplies & Materials	\$404,509	\$220,900	\$214,900
Other Services & Charges	\$4,619,614	\$4,323,900	\$4,325,900
Capital Outlay	-\$44,803	\$0	\$0
Total Expenditures	\$5,501,684	\$5,235,800	\$5,189,400
Workyears	6.0	6.0	6.0

BUILDINGS AND STRUCTURES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$200,328	\$200,000	\$0
Personnel Services	\$5,068,810	\$5,137,800	\$4,769,400
Supplies & Materials	\$892,628	\$1,278,900	\$1,187,400
Other Services & Charges	\$933,507	\$794,000	\$810,300
Capital Outlay	-\$45,387	\$0	\$0
Total Expenditures	\$6,849,558	\$7,210,700	\$6,767,100
Workyears	65.0	62.0	62.5

MANAGEMENT/ SUPERVISION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$677,067	\$826,700	\$753,600
Supplies & Materials	\$102,424	\$155,900	\$155,700
Other Services & Charges	\$53,099	\$109,400	\$109,600
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$832,590	\$1,092,000	\$1,018,900
Workyears	8.5	8.5	8.5

HORTICULTURE AND FORESTRY	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$322	\$1,000	\$1,000
Personnel Services	\$5,804,425	\$6,249,800	\$5,793,900
Supplies & Materials	\$477,794	\$512,400	\$512,600
Other Services & Charges	\$24,005	\$224,200	\$224,000
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$6,306,224	\$6,986,400	\$6,530,500
Workyears	96.0	92.0	88.0

Fleet Management

This section consists of a central maintenance facility and administrative support staff responsible for a fleet of over 2,800 vehicles, trailers, self-propelled off-road equipment and other miscellaneous pieces of motorized or wheeled equipment. This section maintains 10 fuel sites in support of operations throughout the County. The central repair shop performs maintenance, repair, and diagnostic work for a wide variety of equipment and vehicles. The administrative work team provides support to the central garage and six satellite garage operations. Fleet management sets maintenance policy, provides technical assistance to the Department, and specifies and bids all vehicles.

FY13 Major Changes

- Decreasing personnel costs based on actual projected compensation levels.

Buildings and Structures

This section consists of Electric, HVACR, Plumbing, Carpentry, Masonry and Welding trade shops; and the Exhibit Shop. Work programs within the skilled trades areas include preventive maintenance, routine and emergency repairs, renovations and alterations to over 430 park buildings and structures, including historical restorations, and new construction of park development projects. This section provides estimating, plan review, and project supervision of major development projects, facility inspection and programmed responses to issues involving fire protection systems, elevators, electrical and lighting, HVAC, roofing and plumbing systems, or structural building components.

The Exhibit Shop provides all types of signage and graphics to meet the code, directional, interpretive, and

aesthetic requirements of all Commission facilities. It interprets designs and produces original art work as required in the form of posters, banners, advertisements, displays and exhibits for programs, facilities, and community based events.

FY13 Major Changes

- Adding one (1) FT career position transferred from the Horticulture and Forestry Section and converting one (1) PT career position to FT career.
- Transferring the Park House Rental unit including one (1) FT career position and non-personnel funding to the Administrative Services Division.
- Reallocating non-personnel costs based on actual projected expenditures.

Horticulture and Forestry Section (Roads and Grounds)

This section provides landscape horticulture throughout the park system, including special interest facilities such as: Prince George's Sports & Learning Complex, The Showplace Arena, Parks and Recreation Administration Building, and rental facilities such as the Newton White Mansion, Oxon Hill Manor, and Montpelier Mansion. This section also provides turf-mowing services to the County Administration Building, Courthouse grounds in Upper Marlboro and Hyattsville, County Detention Center and other County facilities including police stations, firehouses and county office buildings and provides installation and renovation of ball fields throughout the park system. In conjunction with the Department of Public Works and Transportation, it assigns manpower and equipment for snow removal and maintains five County snow emergency routes. It also provides skilled tree care services for diseased and damaged trees, as well as corrective measures and emergency response in the event of storms, hurricanes and tornados.

FY13 Major Changes

- Eliminating three (3) FT career positions and transferring one (1) FT career position to Buildings and Structures.

Major Maintenance and Inspection

This program funds high priority repair and extensive maintenance projects. Projects are identified each year through an ongoing inspection program and projected life cycles of equipment and building materials. A major repair and maintenance program complements the efforts to address maintenance issues created by aging and heavy use and normal equipment replacement cycles.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels.

Administration/Management/Supervision

This section is responsible for preparing and managing the Division's annual operating budget and providing administrative support to Division staff including payroll and personnel processing, human resource management, procurement, and fixed asset control. Additionally, this section provides technical support for software systems related to time and attendance coordinates ACR work requests and manages the Department's two-way radio system.

FY13 Major Changes

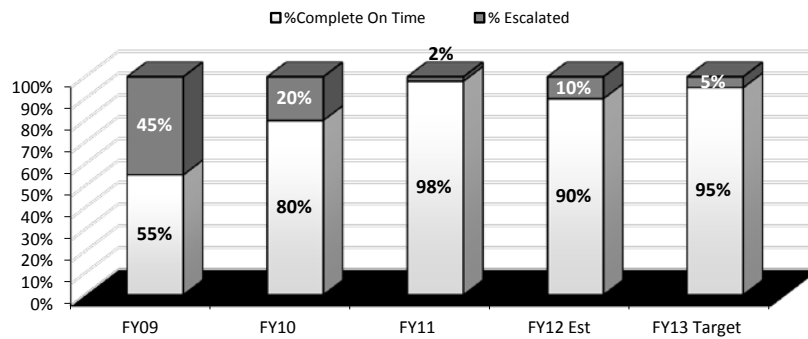
- Decreasing personnel cost based on actual projected compensation levels.

Maintenance & Development Division Performance Measures

Outcome Objective: Provide professional, high quality skilled maintenance services for the facilities and programs throughout the Department in Prince George's County. Services are normally provided as preventive maintenance or scheduled at the request of our work force to include services in Fleet Management, Buildings and Trades, Horticulture and Forestry or Major Maintenance and Inspection.

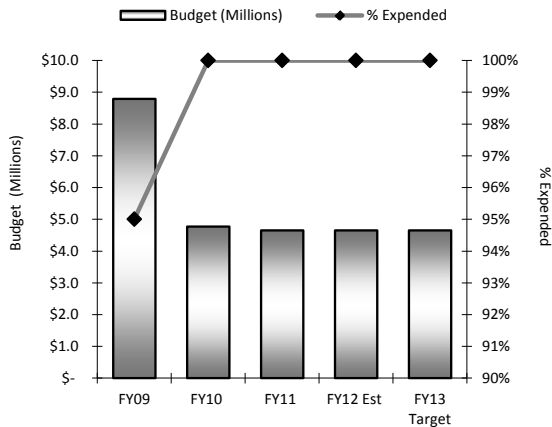
Impact Objective: Provide area citizens with safe, well-maintained and aesthetically pleasing facilities programs and services throughout our park system. The level of confidence and reassurance for a safe, well maintained environment promotes customer participation and satisfaction year round.

Work Order Status

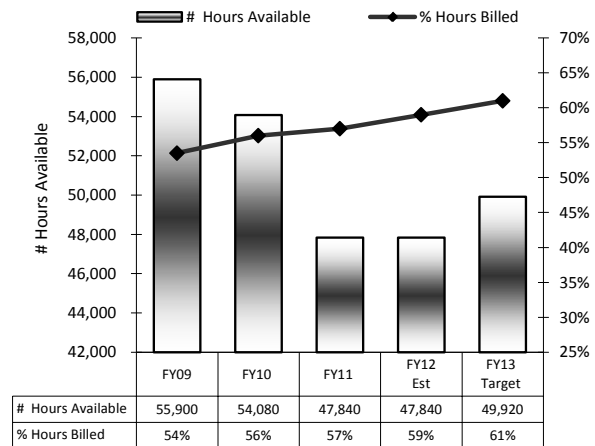


Escalated = a project was not completed on the projected schedule

Major Maintenance

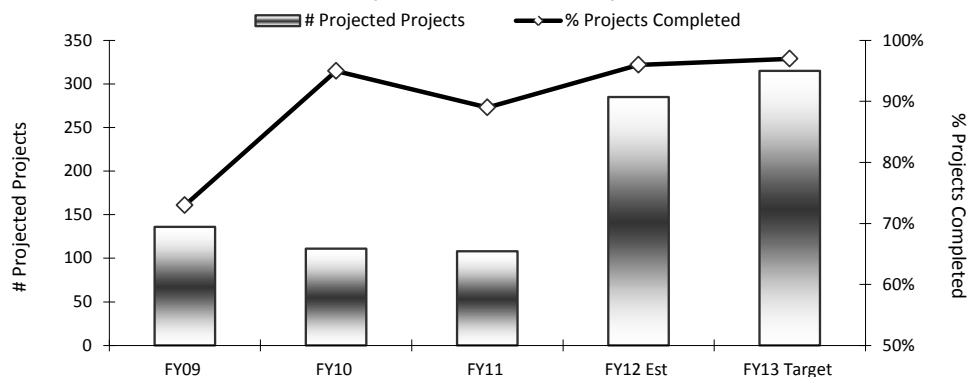


Fleet Management Billable Hours



Note: National Standard is 65.8%
Source: ICMA

Major Maintenance Projects



NATURAL AND HISTORICAL RESOURCES DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$204,797		\$198,224		\$199,500		\$199,500	
Personnel Services	\$6,224,302		\$6,050,973		\$6,273,200		\$6,149,100	
Supplies & Materials	\$380,947		\$359,906		\$420,100		\$420,600	
Other Services & Charges	\$334,537		\$289,382		\$564,000		\$564,000	
Capital Outlay	\$3,333		\$14,258		\$0		\$0	
Sub Total	<u>\$6,943,119</u>		<u>\$6,714,519</u>		<u>\$7,257,300</u>		<u>\$7,133,700</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$6,943,119		\$6,714,519		\$7,257,300		\$7,133,700	
Positions/Workyears Full Time Career	68.0	68.0	66.0	66.0	62.0	62.0	62.0	62.0
Positions/Workyears Part-Time Career	<u>7.0</u>	<u>5.3</u>	<u>8.0</u>	<u>5.9</u>	<u>5.0</u>	<u>4.4</u>	<u>4.0</u>	<u>3.6</u>
Positions/Workyears Total Career	75.0	73.3	74.0	71.9	67.0	66.4	66.0	65.6
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		25.0		27.0		24.0		24.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		98.3		98.9		90.4		89.6

DIVISION GOAL

The goal of this Division is to provide the public with professional natural and historical resource management services, interpretative programs, museums, parks and facilities that educate and encourage stewardship of the County's diverse natural resources and historical heritage.

DIVISION OVERVIEW

The Natural and Historical Resources Division (NHRD) is composed of major nature facilities and programs such as Patuxent River Park, Old Maryland Farm, and three nature centers. NHRD also maintains natural area parks such as Cheltenham Wetland Park, Suitland Bog, and Dueling Creek Natural Area. NHRD provides thousands of programs each year, enjoyed by County residents from pre-schoolers to senior citizens.

The museums have both local and regional appeal, attracting tourists and interest statewide. In some cases, museums have received national and international attention. NHRD supervises and manages the Black History program, a number of historic sites, museums and programs such as Surratt House, Montpelier Mansion, Riversdale, Darnall's Chance, College Park Aviation Museum, and the Archaeology Unit.

The Division also operates the Park Ranger Program, Patuxent 4-H Center, Lake Artemesia Natural Area, and the Historic Property Maintenance Unit. The NHRD manages two Enterprise Fund sites: College Park Airport and Bladensburg Waterfront Park.

DIVISION PROGRAMS

PATUXENT RIVER PARK	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$972,743	\$106,400	\$105,400
Supplies & Materials	\$63,316	\$50,900	\$50,900
Other Services & Charges	\$17,122	\$28,600	\$28,600
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$1053,181	\$1095,900	\$1094,900
Workyears	19.0	15.5	16.5

NATURE CENTERS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	-\$150	\$0	\$0
Personnel Services	\$791,291	\$893,400	\$869,800
Supplies & Materials	\$47,665	\$52,600	\$52,600
Other Services & Charges	\$9,430	\$10,100	\$10,100
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$848,386	\$956,100	\$932,500
Workyears	12.6	12.3	12.3

OLD MARYLAND FARM	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$128,750	\$176,300	\$178,400
Supplies & Materials	\$17,361	\$19,100	\$19,100
Other Services & Charges	\$286	\$2,600	\$2,600
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$146,397	\$198,000	\$200,100
Workyears	3.0	3.0	3.0

ARCHAEOLOGY UNIT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$280,576	\$302,200	\$298,000
Supplies & Materials	\$4,395	\$8,900	\$8,900
Other Services & Charges	\$1655	\$1600	\$1600
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$286,626	\$312,700	\$308,500
Workyears	4.0	3.5	3.5

BLACK HISTORY	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$133,266	\$195,400	\$187,400
Supplies & Materials	\$6,552	\$16,100	\$16,100
Other Services & Charges	\$44,311	\$79,700	\$79,700
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$234,129	\$291,200	\$283,200
Workyears	2.5	2.5	2.5

MUSEUM FACILITY OPERATIONS AND PROGRAM SUPPORT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$954,944	\$1031,000	\$963,500
Supplies & Materials	\$38,214	\$43,500	\$43,500
Other Services & Charges	\$21403	\$27,800	\$27,800
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$1014,561	\$1102,300	\$1034,800
Workyears	13.5	11.6	10.8

PATUXENT RIVER 4-H CENTER	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$0	-\$500	\$0
Supplies & Materials	\$2,836	\$5,100	\$5,100
Other Services & Charges	\$6,455	\$8,600	\$8,600
Capital Outlay	\$14,258	\$0	\$0
Total Expenditures	\$23,549	\$13,200	\$13,700
Workyears	10	0.0	0.0

LAKE ARTEMESIA	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$67,981	\$64,600	\$64,600
Supplies & Materials	\$8,231	\$11,500	\$11,500
Other Services & Charges	\$2,508	\$5,100	\$5,100
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$78,720	\$81,200	\$81,200
Workyears	10	10	10

COLLEGE PARK AVIATION MUSEUM	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$150,173	\$150,000	\$150,000
Personnel Services	\$527,066	\$674,300	\$673,700
Supplies & Materials	\$73,797	\$105,600	\$105,600
Other Services & Charges	\$115,740	\$129,500	\$129,500
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$716,603	\$909,400	\$908,800
Workyears	10.5	10.5	10.5

PARK RANGER PROGRAM	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$44,541	\$49,500	\$49,500
Personnel Services	\$828,132	\$782,500	\$879,400
Supplies & Materials	\$40,742	\$34,800	\$34,800
Other Services & Charges	\$8,647	\$8,900	\$8,900
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$877,571	\$826,200	\$923,100
Workyears	12.5	12.5	12.5

HISTORIC PROPERTY MAINTENANCE SECTION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$405,180	\$434,500	\$354,300
Supplies & Materials	\$38,151	\$40,800	\$40,800
Other Services & Charges	\$23,178	\$21,400	\$21,400
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$466,509	\$496,700	\$416,500
Workyears	8.5	9.0	8.0

ADMINISTRATION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$3,660	\$0	\$0
Personnel Services	\$910,994	\$703,100	\$664,600
Supplies & Materials	\$13,646	\$31,200	\$31,700
Other Services & Charges	\$38,647	\$240,100	\$240,100
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$968,287	\$974,400	\$936,400
Workyears	10.8	9.0	9.0

Patuxent River Park

The Patuxent River Park is composed of over 8,000 acres of natural area parkland and is part of the Patuxent River Watershed Park. The park includes the Jug Bay Natural Area, Clyde Watson Boating Area, Governor's Bridge Natural Area, 4-H Center, Aquasco Farm, Fran Uhler Natural Area, Cedar Haven, and numerous other open spaces. Offerings include natural history programs, nature hikes, river ecology boat tours, boat ramps, fishing pier, hiking and horseback trails, camping, boat rental, Patuxent Rural Life Museums, and the Chesapeake Bay Critical Area Driving Tour. The program also provides for park maintenance operations.

FY13 Major Changes

- Adding one (1) FT career position transferred from the Historic Property Maintenance Section, and decreasing personnel costs based on actual projected compensation levels.

Nature Centers

NHRD operates three nature centers: Watkins Nature Center, Clearwater Nature Center and Mt. Rainier Nature Recreation Center. The Watkins Nature Center, located in the central part of the County, provides nature programs for children and adults, spring and summer day camps, special events, clubs, specialty workshops, hikes, and conservation programs on natural and cultural history. An expanding volunteer program involves scouts, special education students, high school community service students, and adult community service candidates. Volunteers provide trail and garden maintenance, animal care, wildlife surveys, special events, camp and school programs. Watkins Nature Center works closely with other conservation agencies, the Prince George's County Public Schools, and other divisions within the Commission to provide assistance to special events and environmental education.

The Clearwater Nature Center, located in the southern part of the County, provides a wide variety of interpretive programs such as hikes, presentations, wildlife, and natural and cultural history events for children and adults. Park Naturalists also provide assistance to consultants, colleges, and researchers. Staff ensures that nature programs for school groups track closely with State and County school curriculum guidelines. The Clearwater Nature Center works closely with other conservation agencies and volunteers to provide support for special events and environmental education. Staff also manages the Dyson Road Natural Area.

The Mt. Rainier Nature Recreation Center is a unique facility located inside the Capital Beltway providing a nature study program in an urban area where nature finds little room to flourish. The Mt. Rainier Nature Recreation Center serves hundreds of visitors in guided programs and activities along with drop-in visitation for the surrounding neighborhoods. Programs offered to the community include nature study, urban wildlife, urban beautification, and animal care. Programs for adults and youth clubs pertaining to the theme of urban nature are offered. The facility offers a wide variety of community programs for persons of all ages and curriculum-based programs for school groups in the northern part of the County.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels.

Old Maryland Farm

Old Maryland Farm (OMF) is an educational farm facility that houses livestock and offers herb, vegetable, and flower gardening displays. It provides opportunities for the public to observe and learn about live farm animals. Special population students and patrons learn work skills through cooperative programs with the Prince George's County Public Schools and other public agencies.

Interpretive programs for students are aligned with the Prince George's County school curriculum. In addition, a wide range of farm and gardening programs are offered to County citizens of all ages and abilities. Volunteer opportunities are available for youth and adults to help with care of farm animals, routine greenhouse and garden maintenance, and visitor services. Old Maryland Farm provides support for the County 4-H youth program and the Prince George's County Fair Petting Zoo.

FY13 Major Changes

- None

Archaeology Unit

The Archaeology Unit is responsible for preserving, protecting, and interpreting the numerous and significant archaeological sites and resources owned by the Commission. Sites such as Northampton shed light on the living conditions of slaves and tenant farmers at Maryland plantations. This unit also manages the Mt. Calvert Archaeological Park and Visitor Center. This includes excavating, interpreting, and curating artifacts and associated documents. Staff work closely with Park Planning and Development and Maintenance and Development staff to ensure Commission restoration and development projects meet State and Federal regulations and guidelines. Staff monitors archaeological projects by contractors, and review, edit, and produce archaeological reports. This unit serves as the liaison between the Commission and the Historic Preservation Commission, the Maryland Historical Trust, the State Department of Natural Resources, and the State Highway Administration on archaeological matters. In addition, the staff oversees interpretive programming and the curating of fossils found at Dinosaur Park.

The Archaeology Unit administers a volunteer program offering hands-on activities to students and the general public. It produces exhibits and conducts interpretive programs. In addition, staff write grant proposals, give numerous talks and lectures and provide public information.

FY13 Major Changes

- None

Black History

The Black History Program preserves and interprets the County's African-American history, and connects it to broad themes in American history. It encourages public engagement with the County's historical and cultural resources by providing programming and interpretation that is relevant, accessible, and educational. The program develops and maintains a repository for African-American historical and cultural artifacts to be used in exhibits and programs, and ensures their preservation through proper maintenance and storage.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels.

Museum Facility Operations and Program Support Section

This program provides research and museum support for the Department's historic museums and sites, and nature facilities. Responsibilities include design, research and fabrication for six nature sites and nine historic sites and museums; educational exhibits; and public education materials. This program documents and preserves the rich cultural history of Prince George's County. It maintains the Department's historical library and collects and houses written and visual evidence of the County's rich heritage.

This program also provides for the operation of the following museums:

- Riversdale House Museum, a National Historical Landmark, provides interpretative tours, programs and special events and is a source of research into early Federal, State, County, and women's history. Riversdale is the home of the founder of the University of Maryland.
- Surratt House Museum focuses on the Civil War era and the Lincoln assassination story. The museum has been featured on television, video, and in print nationally, and its friends group has a five-time award-winning web site. The museum's James O. Hall Research Center works with authors, historians, and the general public.
- Montpelier Mansion, a National Historic Landmark, operates as a house museum and rental facility. The Montpelier staff offers a variety of activities including tours, concerts, and colonial battle re-enactments.
- Darnall's Chance, located in Upper Marlboro, is a historic house/public-use facility offering tours, special events, exhibits, and rental opportunities.

FY13 Major Changes

- Eliminating one (1) PT career position.

Patuxent River 4-H Center

The 4-H Center is an environmental education facility and camp. Its 74 acres are located near the banks of the Patuxent River. The Center consists of two camping cabins (capacity of 40 each), an activity center/dining hall, an environmental resources trailer, two agricultural exhibit barns, one nature barn, two resident trailers, nature trails, a challenge course, and a lagoon. The land is leased by the Patuxent River 4-H Center Foundation to provide program support for 4-H and youth. The Foundation funds most staff and coordinates volunteers and program operations.

The 4-H Center programs include agricultural and environmental awareness, field trips, overnight outdoor education sessions, resident and day camps, 4-H activities and workshops, and teen leadership development. The facility provides educational interpretive programs for 4-H members, church groups, scouts, and other youth and adult organizations. There are primitive camping areas, guided canoe trips, and group rentals for special events.

FY13 Major Changes

- Transferring personnel salary lapse cost to Administration unit.

Lake Artemesia

Lake Artemesia is a beautifully landscaped and developed park with a 38-acre lake, located between Berwyn Heights and College Park, which serves both local and regional visitors. The park is the hub for the Anacostia Trail System and features extensive hiking, jogging, and cycling trails, over two miles of fully accessible trails and two accessible fishing piers. Lake Artemesia is open for public fishing and is a Bass Management Area in cooperation with the Maryland Department of Natural Resources.

FY13 Major Changes

- None

College Park Aviation Museum

The museum features a two-story aviation gallery with more than 10 full-sized planes significant to the history of the airfield. Operating since 1909, it is the oldest continuously operating airport in the world. Four interactive exhibit rooms, a large library and archives, an 80-seat auditorium, and an aviation gift shop are at the museum. This Smithsonian-affiliated museum offers tours and aviation-related programs, exhibits, and activities for the public. The College Park Aviation Museum serves over 70,000 visitors annually of all ages. The museum's popular school and summer tour programs have served thousands of students. In addition to drop-in tours, the museum provides special events such as Jay-Jay Days, Flight Night, and the Santa Fly-In.

FY13 Major Changes

- None

Park Ranger Program

This program provides County-wide park management support and visitor services in regional parks, hiker/biker trails, and natural area parks. Park Rangers provide patrols and inspection of park properties and facilities, assist in ensuring public safety, interpret and enforce the Park Rules and Regulations, enforce parking regulations, and work with Park Police on security for special events. They also provide visitor assistance and supervision of volunteers and youth groups on conservation-related projects. Rangers design and conduct public programs for all age groups and provide on-site evaluation of wildlife complaints and respond to injured wildlife on park property. Park Rangers also manage natural area parks and the Department's Agricultural Lease Program.

FY13 Major Changes

- Increasing personnel cost based on actual projected compensation levels and transferring projected reduction from salary lapse for the Division to the Administration unit.

Historic Property Maintenance Section

This unit provides routine and specialized maintenance, custodial and restoration services for the Department's historic sites/museums. This unit serves both developed and undeveloped historic properties. Special event support for over 40 programs at various historic facilities is also performed by this unit.

FY13 Major Changes

- Transferring one (1) FT career position to Patuxent River Park.

Administration

This office manages and supervises the programs of the natural, historical facilities and museums of the Department. It also provides oversight of the Bladensburg Waterfront Park and College Park Airport. Supervision is also provided for natural area parks. Management activities include a liaison to County and State agencies, coordination of program and maintenance activities, and coordination of special County-wide events.

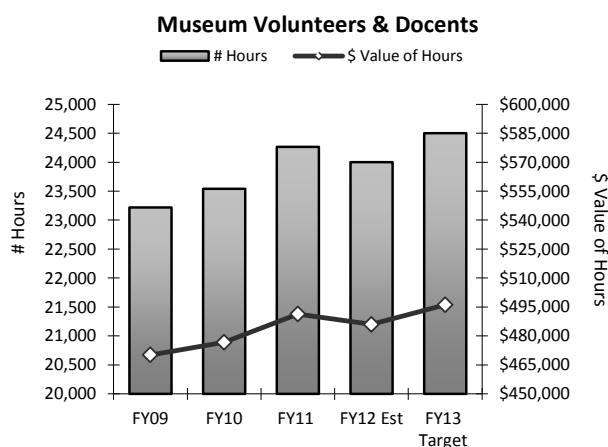
FY13 Major Changes

- Reducing personnel cost based on actual projected compensation levels and increased salary lapse.

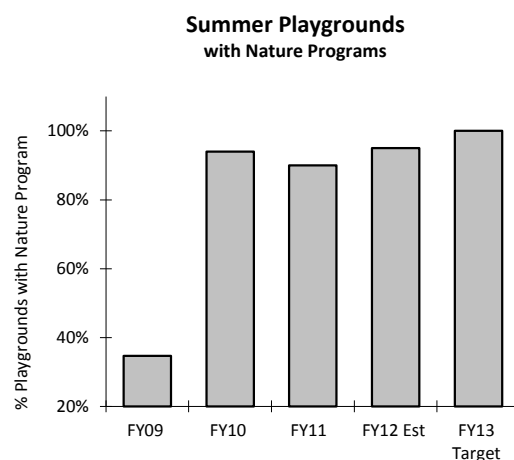
Natural and Historical Resources Division Performance Measures

Outcome Objective: Provide nature programs at summer playgrounds and educational and interpretive programs at elementary schools. Also, provide additional resources to recreation and educational professionals in a fun yet meaningful way. Our work program works to ensure the continued safeguarding and improvement of historical structures throughout the County. In delivering these services, we provide opportunities to both students and adults to volunteer their services in order to both make a meaningful contribution towards the continued preservation of our diverse resources and provide enriching life experiences.

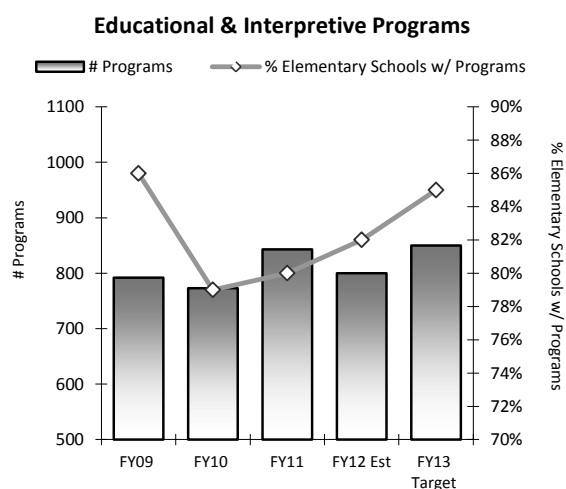
Impact Objective: Provide professional natural and historical resource management services and interpretive programs in order to educate our community and encourage stewardship of the natural resources and the historical heritage of Prince George's County.



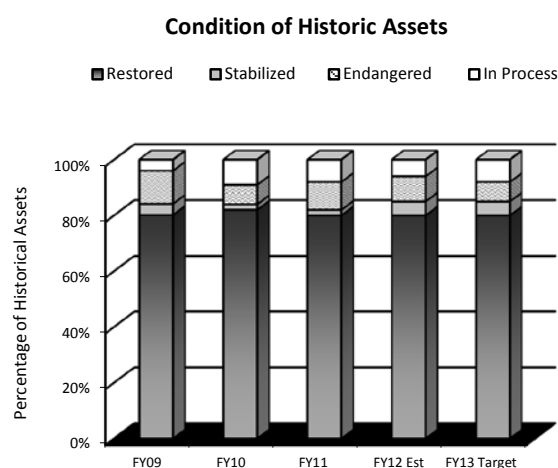
Note: 1 Volunteer hour = \$20.25



*Objective is to have 100% of playgrounds with a nature program.



Note: Objective is to have 100% of elementary schools with programs.



Note: M-NCPPC owns 60 historical assets as of FY11

SPORTS, HEALTH & WELLNESS DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$3,696,672		\$3,839,676		\$3,790,400		\$4,338,400	
Personnel Services	\$6,920,258		\$6,930,280		\$6,864,700		\$7,934,000	
Supplies & Materials	\$580,266		\$491,737		\$550,900		\$694,400	
Other Services & Charges	\$632,457		\$642,360		\$726,500		\$860,800	
Capital Outlay	\$0		\$0		\$0		\$0	
Sub Total	<u>\$8,132,981</u>		<u>\$8,064,377</u>		<u>\$8,142,100</u>		<u>\$9,489,200</u>	
Other Classifications	\$1,267		\$0		\$0		\$0	
Total	\$8,134,248		\$8,064,377		\$8,142,100		\$9,489,200	
Positions/Workyears Full Time Career	37.0	37.0	38.0	38.0	38.0	38.0	41.0	41.0
Positions/Workyears Part-Time Career	<u>5.0</u>	<u>2.4</u>	<u>5.0</u>	<u>2.9</u>	<u>5.0</u>	<u>2.9</u>	<u>5.0</u>	<u>2.9</u>
Positions/Workyears Total Career	42.0	39.4	43.0	40.9	43.0	40.9	46.0	43.9
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		80.0		85.7		83.0		110.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total	119.4		126.6		123.9		153.9	

DIVISION GOAL

The goal of the Sports, Health and Wellness Division is to provide recreational opportunities for the citizens of Prince George's County through youth and adult leagues, clinics, and tournaments. The Division also emphasizes health and wellness and aquatic programs to insure our citizens are getting the total package of recreational outlets to have fun and to highlight the importance of living healthy lifestyles.

DIVISION OVERVIEW

The Sports, Health and Wellness Division manages the following functions: Leagues, Clinics, Tournaments, Inter-Center Basketball, Flag Football, Kickball, Aquatics, Ice Rinks, and Tennis Bubbles. Facilities include Allentown Splash, Tennis, and Fitness Park, Rollingcrest-Chillum Splash Pool, Glenn Dale Splash Park, Theresa Banks Aquatic Center, Fairland Sports and Aquatics Complex, Prince George's Sports & Learning Complex, Prince George's Trap & Skeet Center, Sugar Ray Leonard Boxing Facility, Enterprise Facilities, Golf Courses (Enterprise, Paint Branch, Henson, and Kentland) and the Prince George's County Stadium.

The Division coordinates and schedules a comprehensive athletic program and provides administrative support to the Prince George's County Boys and Girls Club. Revenues are generated through various programs, including rentals, youth and adult franchise leagues, and tournaments. Emphasis also will be placed on developing a healthier community by increasing walking trails, upgrading fitness rooms, more lunchtime learning series for staff and continued partnership with the Prince George's County Health Department. Other opportunities will be afforded to all youth in the areas of swimming, gymnastics, tennis; boxing, track and field, and golf to enjoy these activities in a fun, structured and professional manner.

DIVISION PROGRAMS

LEAGUES/CLINICS/TOURNAMENTS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$113,514	\$222,000	\$222,000
Personnel Services	\$1383,105	\$1574,800	\$1664,400
Supplies & Materials	\$89,966	\$103,100	\$103,100
Other Services & Charges	\$68,654	\$61,700	\$61,700
Total Expenditures	\$1541,725	\$1739,600	\$1829,200
Workyears	17.2	17.5	18.5

FAIRLAND FITNESS CENTER	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$157,856	\$150,000	\$150,000
Personnel Services	\$95,590	\$97,200	\$97,200
Supplies & Materials	\$19,049	\$9,700	\$9,700
Other Services & Charges	\$7,715	\$10,700	\$10,700
Total Expenditures	\$122,354	\$117,600	\$117,600
Workyears	2.0	2.0	2.0

FRANCHISE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$327,486	\$287,200	\$287,000
Personnel Services	\$54,575	\$39,500	\$38,000
Supplies & Materials	\$29,244	\$41,800	\$41,800
Other Services & Charges	\$172,234	\$214,200	\$214,200
Total Expenditures	\$256,053	\$295,500	\$294,000
Workyears	0.6	0.6	0.6

FAIRLAND GYMNASTICS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$804,500	\$823,000	\$823,000
Personnel Services	\$803,517	\$941,500	\$845,600
Supplies & Materials	\$36,017	\$34,200	\$34,200
Other Services & Charges	\$11,002	\$15,900	\$15,900
Total Expenditures	\$850,536	\$991,600	\$895,700
Workyears	13.2	13.2	12.2

FAIRLAND ADMINISTRATION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$76,557	\$85,000	\$80,000
Personnel Services	\$652,294	\$530,800	\$529,300
Supplies & Materials	\$47,196	\$68,300	\$68,300
Other Services & Charges	\$35,465	\$30,100	\$30,100
Total Expenditures	\$734,955	\$629,200	\$627,700
Workyears	6.6	5.1	5.6

MANAGEMENT AND SUPERVISION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$819,531	\$710,600	\$693,900
Supplies & Materials	\$23,289	\$28,600	\$28,600
Other Services & Charges	\$197,562	\$166,900	\$166,900
Total Expenditures	\$1,040,382	\$906,100	\$889,400
Workyears	8.0	8.0	8.0

FAIRLAND AQUATICS CENTER	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$1,030,549	\$960,800	\$971,000
Personnel Services	\$973,383	\$821,700	\$831,000
Supplies & Materials	\$75,874	\$68,900	\$76,400
Other Services & Charges	\$24,293	\$32,100	\$32,100
Total Expenditures	\$1,073,550	\$922,700	\$939,500
Workyears	22.0	19.0	19.0

HEALTH AND WELLNESS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$362	\$400	\$400
Personnel Services	\$143,729	\$193,000	\$166,900
Supplies & Materials	\$3,716	\$4,600	\$4,600
Other Services & Charges	\$1,011	\$1,100	\$1,100
Total Expenditures	\$148,456	\$198,700	\$172,600
Workyears	2.0	2.0	2.0

FAIRLAND TENNIS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$349,003	\$380,000	\$375,000
Personnel Services	\$201,447	\$219,700	\$216,200
Supplies & Materials	\$22,206	\$25,500	\$25,500
Other Services & Charges	\$2,787	\$5,100	\$5,100
Total Expenditures	\$226,440	\$250,300	\$246,800
Workyears	4.2	4.0	4.0

AQUATIC CENTERS/POOLS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$979,847	\$882,000	\$1,430,000
Personnel Services	\$1,803,109	\$1,735,900	\$2,851,500
Supplies & Materials	\$145,180	\$166,200	\$302,200
Other Services & Charges	\$121,637	\$188,700	\$323,000
Total Expenditures	\$2,069,926	\$2,090,800	\$3,476,700
Workyears	50.8	52.5	82.0

Leagues, Clinics and Tournaments

This program provides for supervision and management of County-wide field permitting and a comprehensive sports program administering County-wide leagues, clinics and tournaments for adult and youth athletics from age 5 to seniors. It also handles the scheduling for the Prince George's County Boys and Girls Club. Staff administers the sanctioning and registration of 18,000 youth participants in the Prince George's Boys and Girls Club, inter-center leagues, independent youth programs, and the roster process for all franchise leagues. The program provides funding for the management of the Sugar Ray Leonard Boxing Center.

FY13 Major Changes

- Adding one (1) FT career position transferred from Allentown Splash, Tennis and Fitness Park.

Franchise

The Franchise Program provides adult and youth competitive sports programs through the use of league and tournament fees. It is intended that most costs, including officials' fees, equipment costs, intermittent staffing, sports memberships and sanction fees, ball field lights and awards are funded through the program fees. The philosophy is to structure the adult fees at the market level, generating profits that offset the cost of youth programs.

FY13 Major Changes

- None

Fairland Sports and Aquatics Complex – Administration

Managing the complex, operating the customer service desks, maintaining the facility, and providing for operating expenses not directly associated with a specific venue are part of the administration function. A “pro” shop and multiple vending machines also are located in the complex to provide additional customer service offerings and generate revenue.

FY13 Major Changes

- Adding 0.5 seasonal workyears to support increased programming needs.

Fairland Aquatics Center

The center features a heavily used 50-meter long course pool, plus a 25-meter training pool, and an 18-person spa. The aquatics center has multiple water fitness programs with a large senior citizen component. Additionally, five competitive swim teams train at Fairland, plus a synchronized swim program. The facility also hosts SCUBA and Kayak programs. The center hosts between 40 and 50 swim competitions each year.

FY13 Major Changes

- None.

Fairland Tennis Bubble

The six-court tennis bubble offers year-round tennis with a large instructional program as well as a summer and winter Junior Competitive program.

FY13 Major Changes

- None.

Fairland Fitness & Wellness Center

The Fitness Center consists of an aerobics studio with a wood dance floor and a weight room offering cardiovascular equipment, “Cybex” weight training machines and a free-weight lifting area. Full complements of exercise classes are also offered, including specialized wellness classes.

FY13 Major Changes

- None

Fairland Gymnastics

Fairland offers a 12,000-square-foot gymnastics venue fully equipped for United States Association for Gymnastics men's, women's and trampoline competition. Additional programs include instruction, open gym, field trips, and birthday parties.

FY13 Major Changes

- Transferring one (1) FT career position to the Management and Supervision unit.

Management and Supervision

The Management and Supervision unit provides overall management, administration, and coordination of Division programs and facilities. This includes fiscal management for tax-supported and revenue-producing funds, clerical support, supervision of facilities and management of the aquatics program. Salaries for

administrative services, officials' costs, and contractual agreements for the Prince George's County Boys and Girls Club are also budgeted in this unit.

FY13 Major Changes

- Adding one (1) FT career position, transferred from Fairland Gymnastics, and transferring one (1) FT career position to the Administrative Services Division.

Health and Wellness

This program administers County-wide health and wellness programs. This program works closely with the County Health Department and communities to provide classes, workshops and activities for all ages. These programs include fitness nutrition, health, wellness prevention and active lifestyles.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels.

Aquatic Centers/Pools

The Sports, Health and Wellness Division operates eleven aquatic facilities. The facilities include indoor and outdoor aquatic amenities and offer an array of programs and activities to include swimming lessons, water fitness classes, lifeguard and water safety training classes, leisure swimming, and special events.

FY13 Major Changes

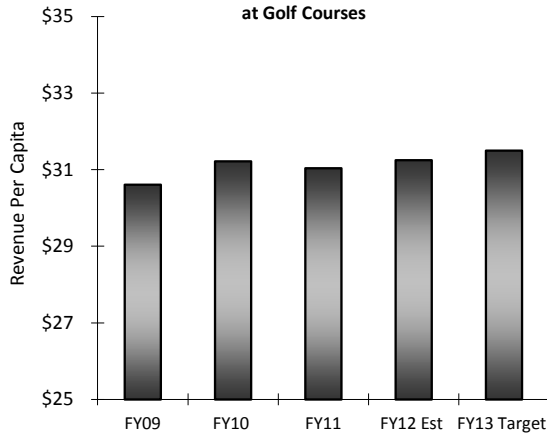
- Consolidating management of all aquatics facilities into the Sports, Health and Wellness Division. Transferring all funding for staff and non-personnel costs from Glenn Dale Splash Park (CAO), Theresa Banks Aquatic Center (CAO), Rollingcrest-Chillum Splash Pool (NAO), and Allentown, Splash, Tennis, and Fitness Park (SHWD) into this unit.
- Adding one (1) FT career position, transferred from the Ice Rinks.
- Transferring one (1) FT career position to the Leagues/Clinics/Tournament unit.

Sports, Health & Wellness Division Performance Measures

Outcome Objective: Provide high quality athletic and recreational programs, administration of a county-wide field permit process, professionally driven staff and an array of facilities for the citizens of Prince George's County. The Division's functions include coordination and scheduling of a comprehensive sports program, management and supervision, administration support of PGCBGC, aquatic venues, golf courses and state of the art facilities that include the Fairland Sports and Aquatics Center and the Sports and Learning Complex.

Impact Objective: Provides the Department, stakeholders (Board of Education) and the citizens of Prince George's County with quality programs and services, excellent recreational opportunities for the entire family, and numerous facilities to enhance quality of life for our internal and external customers.

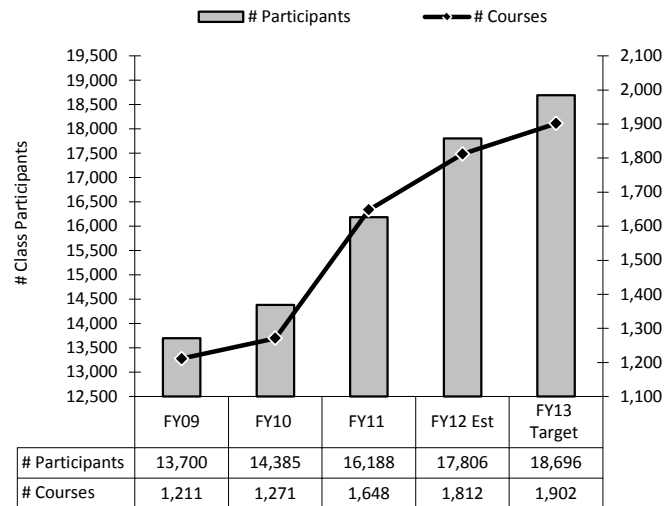
**Per Capita Revenue
at Golf Courses**



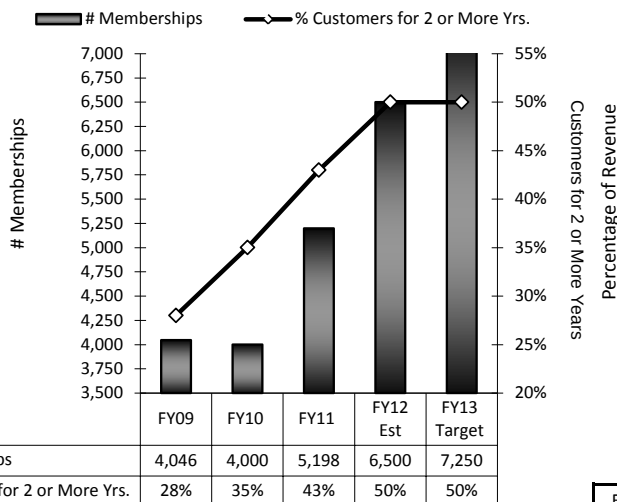
Total Revenue - Golf Courses (Millions)

FY09	FY10	FY11	FY12 Est	FY13 Target
\$2.6	\$2.7	\$2.6	\$2.7	\$2.7

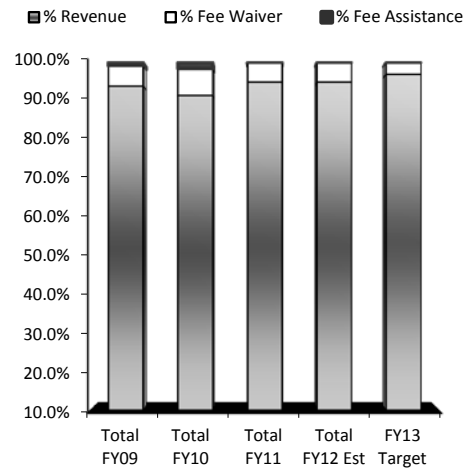
Instructional Swimming Classes



**Fitness Center Membership Retention
at Sports Facilities**



Sports and Learning Complex Revenue



*Sports facilities include Prince George's Sports and Learning Complex and Fairland Sports and Aquatics Center.

Fiscal Year	Projected Revenue	Actual Revenue
FY09	3,173,800	3,366,901
FY10	3,001,700	3,168,146
FY11	3,569,800	3,184,250
FY12 Est	3,629,800	3,448,310
FY13 Target	3,445,300	n/a

ARTS AND CULTURAL HERITAGE DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$1,770,647		\$1,846,880		\$1,987,500		\$1,980,300	
Personnel Services	\$3,932,426		\$3,926,321		\$4,182,300		\$3,935,000	
Supplies & Materials	\$410,769		\$310,083		\$478,700		\$478,700	
Other Services & Charges	\$814,521		\$755,746		\$804,000		\$804,000	
Capital Outlay	\$0		\$9,479		\$0		\$0	
Other Classifications	\$0		\$0		\$0		\$0	
Sub Total	\$5,157,716		\$5,001,629		\$5,465,000		\$5,217,700	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$5,157,716		\$5,001,629		\$5,465,000		\$5,217,700	
Positions/Workyears Full Time Career	34.0	34.0	36.0	36.0	35.0	35.0	35.0	35.0
Positions/Workyears Part-Time Career	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	34.0	34.0	36.0	36.0	35.0	35.0	35.0	35.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		24.5		27.5		25.0		25.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		58.5		63.5		60.0		60.0

DIVISION GOAL

The goal of the Arts and Cultural Heritage Division (ACHD) is to provide high quality arts programs and services, interpretative programs, affordable historical rental sites and manages events at the Prince George's Show Place Arena and Equestrian Center. ACHD serves the general public, assists artists and arts organizations to improve the quality of life, promote tourism and expands the cultural awareness/appreciation of the County and preserves the County's historic buildings.

DIVISION OVERVIEW

ACHD coordinates and manages four arts facilities, three designated arts spaces as long-term leased properties, six historic rental properties, the Prince George's Equestrian Center and Show Place Arena, community arts services, and other programs serving County arts organizations, artists, and residents. Programs include art camps; visual and performing arts classes; Xtreme teen art initiatives; art exhibitions; performances in music, dance and theatre for all ages; touring performances for school children; artist studios; rental facilities for arts and non-arts organizations; artist residencies; and rental of historic sites for social functions. ACHD coordinates special events, such as the Bluebird Blues Festival (in cooperation with Prince George's Community College), The Prince George's County Fair, and Black History Month celebrations. Staff serves as liaison to the Prince George's Arts Council, the Prince George's Philharmonic, Harlem Renaissance Festival, Gateway Arts and Entertainment District, the Clarice Smith Performing Arts Center at the University of Maryland, Gateway Arts Center and the Bowie Center for the Performing Arts. This support allows those organizations to provide a variety of performing and visual arts programs to all County residents. The Division also coordinates the Department arts grant from the Maryland State Arts Council.

DIVISION PROGRAMS

MONTPELIER ARTS CENTER	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$171,127	\$196,500	\$184,000
Personnel Services	\$560,844	\$590,500	\$579,400
Supplies & Materials	\$34,536	\$43,200	\$43,200
Other Services & Charges	\$57,658	\$52,400	\$52,400
Total Expenditures	\$653,038	\$686,100	\$675,000
Workyears	8.5	8.0	8.0

COMMUNITY ARTS SERVICES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$54,277	\$75,600	\$70,100
Personnel Services	\$432,964	\$491,300	\$421,500
Supplies & Materials	\$43,859	\$44,200	\$44,200
Other Services & Charges	\$138,800	\$163,200	\$163,200
Total Expenditures	\$625,102	\$698,700	\$628,900
Workyears	8.5	7.0	7.0

PUBLIC PLAYHOUSE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$177,004	\$189,700	\$188,700
Personnel Services	\$501,235	\$537,500	\$521,700
Supplies & Materials	\$33,831	\$61,000	\$61,000
Other Services & Charges	\$206,377	\$201,700	\$201,700
Total Expenditures	\$741,443	\$800,200	\$784,400
Workyears	10.0	8.5	8.5

HISTORIC RENTAL PROPERTY	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$1239,385	\$1370,200	\$1363,000
Personnel Services	\$1366,990	\$1471,900	\$1375,700
Supplies & Materials	\$150,378	\$264,500	\$264,500
Other Services & Charges	\$203,389	\$254,300	\$254,300
Total Expenditures	\$1720,757	\$1990,700	\$1894,500
Workyears	20.5	21.0	21.0

ARTS/HARMONY HALL REGIONAL CENTER	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$205,042	\$155,500	\$174,500
Personnel Services	\$458,917	\$533,800	\$489,900
Supplies & Materials	\$28,838	\$35,900	\$35,900
Other Services & Charges	\$117,419	\$80,600	\$80,600
Total Expenditures	\$605,174	\$650,300	\$606,400
Workyears	10.0	9.5	9.5

ADMINISTRATION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$45	\$0	\$0
Personnel Services	\$605,371	\$557,300	\$546,800
Supplies & Materials	\$13,641	\$29,900	\$29,900
Other Services & Charges	\$32,103	\$51,800	\$51,800
Total Expenditures	\$656,115	\$639,000	\$628,500
Workyears	6.0	6.0	6.0

Montpelier Arts Center

The Montpelier Arts Center provides programs in the visual and performing arts for the public and local artists. Classes for children and adults include most disciplines of the visual arts and a varied exhibition program is offered in the Center's three galleries for public viewing seven days per week. Thirteen art studios are rented annually. Montpelier's performing arts programs include jazz concerts by renowned local and international musicians, classical recitals selected from a juried competition, blues and folk concerts, and artistically acclaimed films. Other programs and services include special tours, an Artist Opportunity bulletin board, Master Workshop program, and recording production of jazz concerts.

FY13 Major Changes

- Reducing revenue based on historical trend and actual projected revenues.
- Decreasing personnel cost based on actual projected compensation levels.

Publick Playhouse

The Publick Playhouse for the Performing Arts presents top quality professional productions in theatre, dance, and music that include touring companies from around the nation as well as regional artists. Playhouse offerings include exceptional cultural experiences for area school children through a full season of Midweek Matinees. Programming for families includes monthly Saturday Morning at the Movies-Vaudeville Style, the Platinum Series monthly offerings for senior citizens, and weekend performances which present programs for all ages. All Playhouse events are offered at affordable prices to ensure they are available to every resident of Prince George's County. The Playhouse is also home to several County arts organizations and other artists and groups who rent the facility to present their productions to the community.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels.

Arts/Harmony Hall Regional Center

Harmony Hall is a multi-faceted arts facility located in Southern Prince George's County and is programmed to serve the general community, as well as to provide services and opportunities to the arts community. Programming addresses a broad spectrum of visual and performing arts, to include exhibitions by community and regional artists, classes, workshops and summer camps in visual arts, dance, theater and music, all taught by professional arts educators. As an arts presenter, Arts/Harmony Hall Regional Center hosts professional artists in classical, jazz and folk music, theatre, dance, children's performances, festivals and special events. In addition, rental space is made available to performing arts groups, rehearsal space to performers, and classroom space to Prince George's Community College's continuing education classes for senior citizens.

FY13 Major Changes

- Increasing revenue based on historical trend and actual projected revenues.
- Decreasing personnel cost based on actual projected compensation levels.

Community Arts Services

Community Arts Services provides arts programming through festivals, performances, exhibitions, classes, workshops and consultation for the benefit of County artists, arts organizations and the general public in the disciplines of visual arts, music, dance, theatre, and fine craft. Local artists can be enrolled in artists registries, receive newsletters of upcoming professional development opportunities, or compete in the Annual Juried Competition, the Choreographers' Showcase, World Dance Showcase, or the Teen Touring Ensembles productions. Artists also are involved in programs as instructors and lead activities intended for youth development in the arts. Single events or festivals are held at arts facilities, historic sites and parks for County residents during Black History Month, Asian Pacific Heritage Month, and Shakespeare in the Parks. This section also operates community programs and services through partnerships at the Clarice Smith Performing Arts Center at the University of Maryland, the Bowie Center for the Performing Arts, and at the Gateway Arts Center through the Brentwood Arts Exchange, and coordinates the Department's grants program for arts.

FY13 Major Changes

- Reducing revenue based on historical trend and actual projected revenues.
- Decreasing personnel cost based on actual projected compensation levels.

Historic Property Rentals

This section is responsible for five historic rental properties: Newton White Mansion, Prince George's Ballroom, Snow Hill Manor, Oxon Hill Manor, and Billingsley Manor, and coordinates targeted marketing and advertising for the Department's rental sites. The sixth property, the Concord Historic site is currently under renovation.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels.

Administration

The Administration section provides overall management, administration and coordination of Division programs and facilities. This includes fiscal management for tax-supported and revenue-producing funds, clerical support, supervision of four arts facilities, six historic rental properties, and the Prince George's County Equestrian Center and The Show Place Arena. This section also oversees special projects and maintains liaisons with numerous historic and arts groups.

FY13 Major Changes

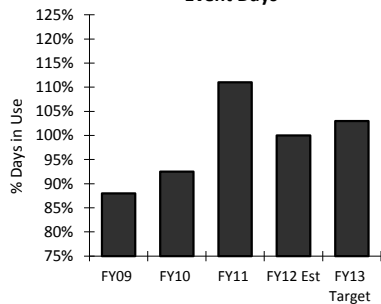
- Decreasing personnel cost based on actual projected compensation levels.

Arts and Cultural Heritage Division Performance Measures

Outcome Objective: Provide well-equipped arts centers and high quality programs (performing, visual, expressive, and literary) for the public as well as Prince George's County artists in the areas of public performance, classes, camps, rental space and exhibition. The Division will provide well appointed historic venues to host a wide-range of social events as well as to be available on a rental basis to serve the community as well community-based and government organizations. The Division also provides a specialized arena and equestrian facility available to serve the general community as well as special interest organizations.

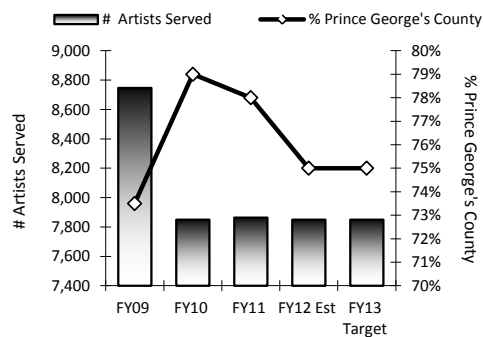
Impact Objective: Art participants in arts classes and camps learn new skills in the arts and expand their knowledge and support of the arts. By providing services and programs that serve and provide employment for Prince George's County artists, support for artists in Prince George's County is enhanced. Historic rental properties continue to be available and affordable by all users through a reduced fee structure that allows

**Show Place Arena
Event Days**

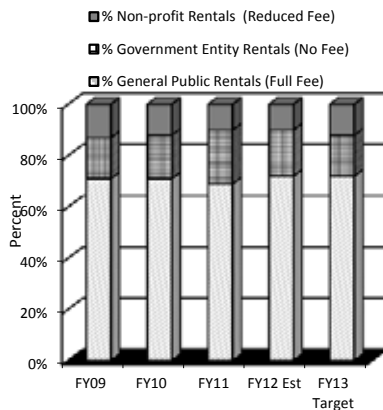


Note: % Days in use based on 200 event days per year

Artists Served

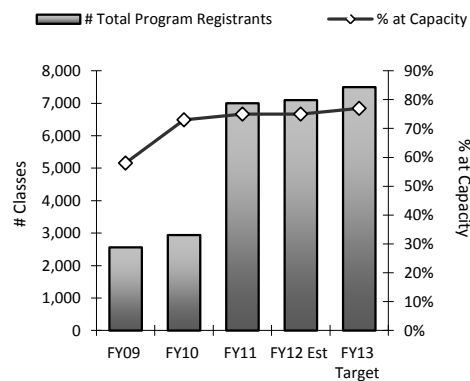


Historical Rental Properties

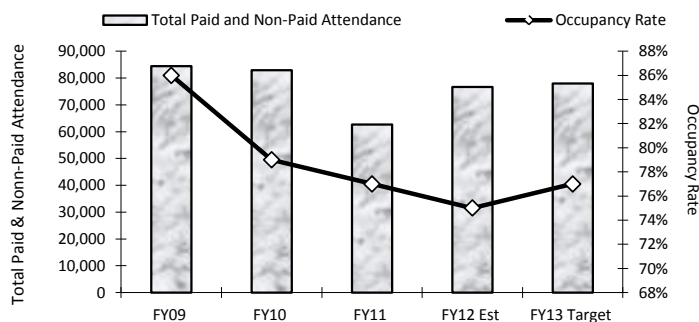


Total Rentals				
FY09	FY10	FY11	FY12 Est	FY 13 Target
763	798	780	780	792

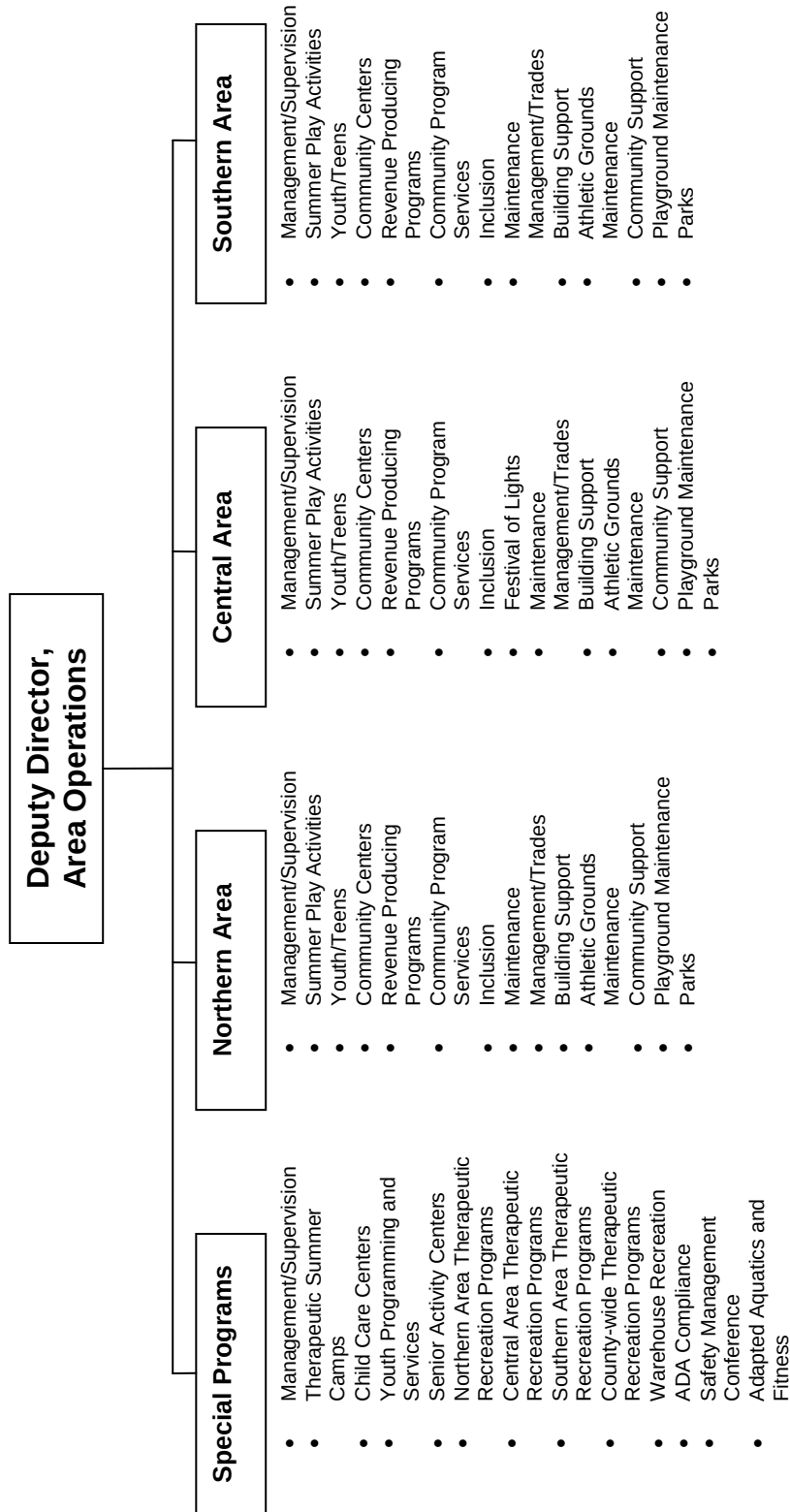
Art Class Registration



Attendance at Arts Center



AREA OPERATIONS



AREA OPERATIONS ADMINISTRATION – DEPUTY DIRECTOR

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	-\$199		\$0		\$0		\$0	
Personnel Services	\$354,997		\$349,712		\$364,800		\$346,000	
Supplies & Materials	\$5,240		\$18,461		\$13,600		\$13,600	
Other Services & Charges	\$15,995		\$18,671		\$38,700		\$38,700	
Capital Outlay	\$0		\$0		\$0		\$0	
Sub Total	<u>\$376,232</u>		<u>\$386,844</u>		<u>\$417,100</u>		<u>\$398,300</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$376,232		\$386,844		\$417,100		\$398,300	
Positions/Workyears Full Time Career	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Positions/Workyears Part-Time Career	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		0.0		0.0		0.0		0.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		3.0		3.0		3.0		3.0

DIVISION GOAL

The goal of Area Operations is to provide a comprehensive park and recreation system in order to meet the expressed needs and demands of the public in a safe, secure, inclusive and fulfilling environment.

DIVISION OVERVIEW

This budget funds the Office of Area Operations Deputy Director who oversees the coordination, management, supervision and direction of a comprehensive park and recreation program, including daily custodial and grounds maintenance and operation of more than community centers and approximately 400 developed and maintained parks organized into the Northern, Central, and Southern Areas. In addition, specialized services are planned, developed and implemented through the Special Programs Division including child care, therapeutic recreation, and youth and senior services.

FY13 MAJOR CHANGES

- Transferring all divisional support into the Park Fund.
- Decreasing personnel cost based on actual projected compensation levels.

SPECIAL PROGRAMS DIVISION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$1,420,154		\$1,574,715		\$1,556,000		\$1,559,300	
Personnel Services	\$5,493,620		\$5,626,125		\$6,262,100		\$6,132,400	
Supplies & Materials	\$326,836		\$631,658		\$1,004,400		\$726,200	
Other Services & Charges	\$732,929		\$875,323		\$774,500		\$877,700	
Capital Outlay	\$0		\$0		\$0		\$0	
Sub Total	<u>\$6,553,385</u>		<u>\$7,133,106</u>		<u>\$8,041,000</u>		<u>\$7,736,300</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$6,553,385		\$7,133,106		\$8,041,000		\$7,736,300	
Positions/Workyears Full Time Career	31.0	31.0	37.0	37.0	38.0	38.0	38.0	38.0
Positions/Workyears Part-Time Career	<u>13.0</u>	<u>11.7</u>	<u>13.0</u>	<u>11.7</u>	<u>13.0</u>	<u>11.7</u>	<u>13.0</u>	<u>11.7</u>
Positions/Workyears Total Career	44.0	42.7	50.0	48.7	51.0	49.7	51.0	49.7
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		35.5		51.5		61.5		61.5
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>
Workyears Total		78.2		100.2		111.2		111.2

DIVISION GOAL

The goal of the Special Programs Division is to administer and implement County-wide youth development opportunities; coordinate and administer County-wide Senior programs and services, provide fee-based, drop-in and Departmental recreation services; provide quality child care; establish and monitor compliance for all youth programs with State and local standards; provide Therapeutic Recreation opportunities for individuals with disabilities, promote and facilitate the development of leisure skills, socialization, and independence; and develop and coordinate Departmental programs.

DIVISION OVERVIEW

The Special Programs Division manages two (2) child care centers; provides youth programming and services to include marketing, partnerships, and training and education for staff; leads the Department's Safe Summer Program; and provides leadership and direction of programs and services for senior citizens, including, the operation of five (5) senior centers. The Division also manages the Recreation Warehouse and provides coordination of a variety of programs, projects and services including the Youth Workforce Development Program, the Early Childhood Conference, and Youth Camp Standards. The Therapeutic Recreation section, with oversight of Inclusion Services, provides comprehensive services and programs for County residents with disabilities in specialized and inclusive settings. Programs are designed to promote and facilitate developing leisure skills, socialization and independence. These programs offer specialized year-round and seasonal activities and skill classes for all ages.

DIVISION PROGRAMS

YOUTH SERVICES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$53,213	\$75,000	\$69,300
Personnel Services	\$611,439	\$710,500	\$598,500
Supplies & Materials	\$114,709	\$202,400	\$129,400
Other Services & Charges	\$391,924	\$294,400	\$367,400
Total Expenditures	\$1,118,072	\$1,207,300	\$1,095,300
Workyears	12.0	12.0	11.0

THERAPEUTIC RECREATION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$327,423	\$306,000	\$310,000
Personnel Services	\$1,658,824	\$1,794,100	\$1,798,600
Supplies & Materials	\$79,433	\$79,400	\$79,400
Other Services & Charges	\$269,525	\$225,600	\$235,800
Total Expenditures	\$2,007,782	\$2,099,100	\$2,113,800
Workyears	27.6	34.0	34.5

COUNTY-WIDE SENIOR CENTERS AND SERVICES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$100,410	\$75,000	\$80,000
Personnel Services	\$849,787	\$1,303,400	\$1,261,600
Supplies & Materials	\$346,691	\$585,700	\$390,700
Other Services & Charges	\$165,506	\$171,300	\$191,300
Total Expenditures	\$1,361,984	\$2,060,400	\$1,843,600
Workyears	18.1	23.0	23.0

ADMINISTRATION- SPECIAL PROGRAMS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$50	\$0	\$0
Personnel Services	\$981,819	\$846,100	\$930,000
Supplies & Materials	\$39,429	\$82,100	\$71,900
Other Services & Charges	\$43,738	\$74,100	\$74,100
Total Expenditures	\$1,064,986	\$1,002,300	\$1,076,000
Workyears	10.0	10.0	11.0

CHILD CARE CENTERS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$1,093,619	\$1,100,000	\$1,100,000
Personnel Services	\$1,524,256	\$1,608,000	\$1,543,700
Supplies & Materials	\$51,396	\$54,800	\$54,800
Other Services & Charges	\$4,630	\$9,100	\$9,100
Total Expenditures	\$1,580,282	\$1,671,900	\$1,607,600
Workyears	32.5	32.2	31.7

Youth Services

This section coordinates the Department's youth services and programming, including the development and administration of the comprehensive County-wide Youth Action Plan, designed to ensure strategic delivery of services and to accomplish positive youth development outcomes. These youth development principles and programs focus on social development, cultural awareness, environmental stewardship, enrichment, health and wellness, youth leadership and advocacy, and civic engagement. The Safe Summer Program, Teen Cotillion, Positive Pathways for Pre-Teens, Family First, Parent Xchange and Teen Leadership Council, are among the notable programs.

FY13 Major Changes

- Reducing revenue based on historical trend and actual projected revenues.
- Eliminating one (1) FT career position.
- Reallocating non-personnel costs based on actual projected costs.

County-Wide Senior Centers and Services

This section is responsible for coordination of the Department's senior programs and services. Responsibilities include all aspects of management—developing, monitoring, implementing, and evaluating the delivery of Seniors 60 & Better recreation programs, resource information for community and advocacy groups, Departmental training on a variety of senior topics, and coordination of senior special events, to include the Centenarian Celebration and Senior Health and Fitness Day.

We operate five (5) Senior Activity Centers which provide a wide range of recreation activities, such as, fitness and exercise classes, arts and crafts, games and clubs, billiards, special events, trips, and workshops and classes. The Centers serve as sites for the Prince George's County Nutritional Lunch Program, which provides hot lunches on site. The Senior Activity Centers are: Langley Park Senior Center, Gwendolyn Britt Senior Activity Center, Evelyn Cole Senior Activity Center, Camp Springs Senior Activity Center, and Laurel-Beltville Senior Activity Center.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels.
- Eliminating non-personnel funding for one-time start-up costs for Laurel-Beltsville Senior Activity Center.
- Reallocating non-personnel costs based on actual projected costs.

Child Care Centers

This section manages and supervises the Prince George's County Employees Child Care Center in Upper Marlboro and the Prince George's County Public School Employee's Child Care Center in Glenridge Elementary School. The Centers operate year-round for infants through kindergarten, are licensed and accredited by the Maryland State Department of Education, and follow strict mandates regarding staff certification, training and facility requirements. Children at the Centers are involved in an enriching program, which incorporates a quality preschool curriculum into the morning hours of day care. Activities include: science, art, music, reading readiness, math readiness, literature, cooking, dramatic play, special events and field trips.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels.
- Transferring 0.5 seasonal workyears to the Therapeutic Recreation Programs unit.

Therapeutic Recreation Programs

The Therapeutic Recreation Section provides programs and services for County residents with disabilities. Responsibilities include all aspects of developing, monitoring, implementing and evaluating the delivery of therapeutic recreation services, ensuring accessibility to individuals with disabilities throughout the County; providing extensive support and resource information for community and advocacy groups, and overseeing the sign language interpretation contract. Training and resources for the Department's therapeutic and inclusion staff is provided by this section. Specialized adapted recreation programs including adapted aquatics and fitness programming and services are also provided with outreach to individuals with developmental and physical disabilities. The programs are managed in the Northern, Central, and Southern Areas of the County. Programs include after-school therapeutic recreation programs, Swim-n-Gym, skill development classes such as: adapted softball, basketball, volleyball, and comprehensive summer day camps. Comprehensive specialized programs for individuals with disabilities are also provided on a County-wide basis. Programs also include the year-round Leisure Skills Development Program, Spring into the Park, Adult Social Clubs, special events, and Camp Sunshine.

FY13 Major Changes

- Adding 0.5 seasonal workyears, transferred from Child Care Centers.
- Decreasing personnel cost based on actual projected compensation levels.
- Adding non-personnel funding, transferred from Administration – Special Programs, to support increased programming needs.

Administration - Special Programs

This section is responsible for overall management, supervision and coordination of programs and facilities. This includes requesting and monitoring expenditures for both tax-supported and revenue-producing programs, and evaluating personnel. This section oversees special projects, such as, the Recreation Warehouse, Summer Food Service Program, and Youth Camp Health and Safety Certification. It also maintains liaison with numerous governmental organizations, i.e., the Maryland State Department of Education, the Maryland Department of Health and Mental Hygiene, the Prince George's County Department of Social Services, the Prince George's County Department of Family Services, Office on Aging, and the Prince George's County Health Department.

FY13 Major Changes

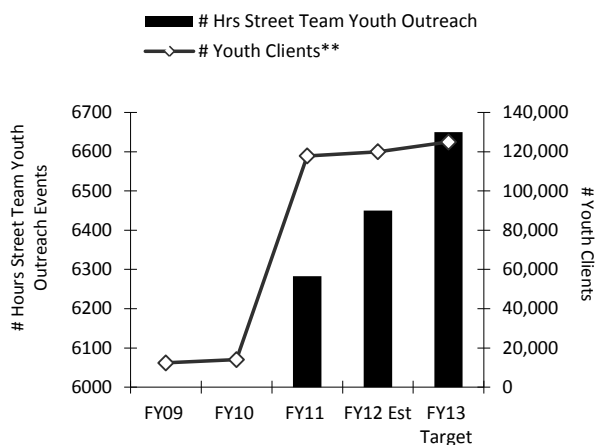
- Adding one (1) FT career position, transferred from Information Technology and Communications Division.
- Transferring non-personnel funding to the Therapeutic Recreation unit.

Special Programs Division Performance Measures

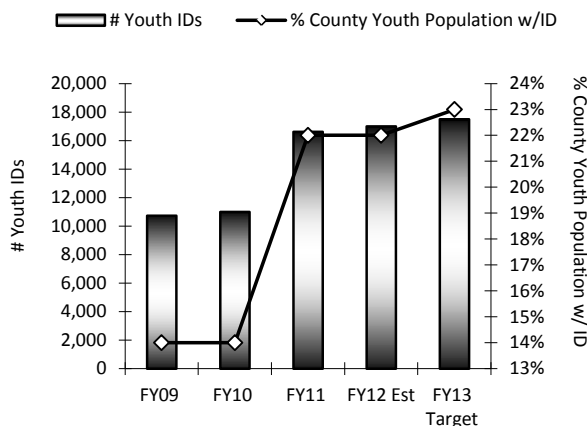
Outcome Objective: Provide quality services for youth, seniors, and individuals with disabilities. Programs and services include employee childcare, operating the Department's senior activity centers and therapeutic recreation opportunities in both inclusive and specialized settings to promote and facilitate the development of leisure and skills, socialization and independence for individuals with disabilities. Leadership to the department on youth services includes implementation of the Youth Action Plan and expansion of county-wide youth programs and services, staff training and education and partnerships with government and community stakeholders. Additionally, the Division provides technical support on ADA/accessibility issues and stewards the Senior Strategic Plan. The Division also operates the Glenridge Recreation Warehouse and coordinates the Departmental Safety Committee and Safety Management Conference.

Impact Objective: Produce safe and nurturing Childcare and supervised play environments for children; provides resources, leadership and direction for other Departmental child care and youth programs and provides recreational opportunities for individuals with disabilities, youth and seniors that promote health and wellness, socialization, skill development, responsible use of natural, cultural and historical resources and enriching use out of school and unstructured time.

Youth Outreach



Youth Participation

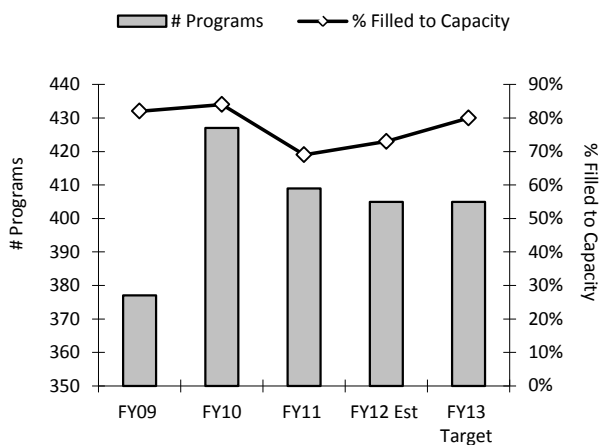


*Street Team - Youth Services Youth Outreach unit that provides direct marketing to youth. Data not available for FY09 or FY10.

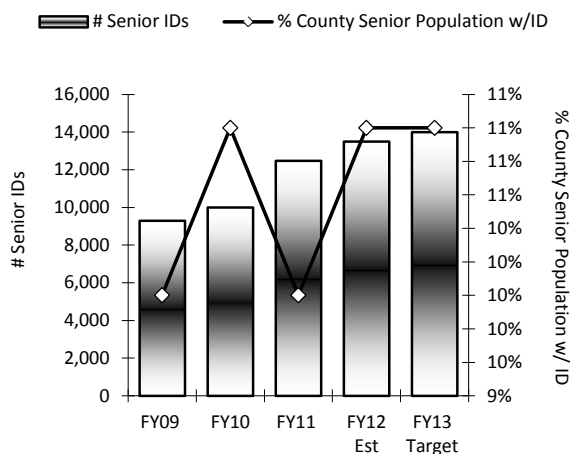
**Youth clients - anyone 6 - 17 in the SMARTLink database

*2010 US Census 6 to 17 (total 76,846)

Therapeutic Recreation Programs



Senior Participation



*2000 US Census 60 and over (total 90,662)

NORTHERN, CENTRAL, AND SOUTHERN AREA DIVISIONS

DIVISION OVERVIEW

Area Operations is divided into the Northern, Central, and Southern Area Divisions. It is the goal of the Area Operations Divisions to provide, maintain, and preserve a comprehensive park and recreation system of programs, facilities, and services to the residents of a demographically diverse area in order to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment. Each Division coordinates, manages, and directs comprehensive park and recreation programs for its citizens. This includes managing and supervising 42 community centers, Inclusion, Revenue Producing programs, Seniors, and Youth programs.

Each Area is divided into four regions for the purpose of community outreach. Regional Managers are assigned to work closely with citizens groups, municipalities, houses of worship, schools, recreation councils and government agencies to assess park and recreation needs. Each Area has the responsibility to maintain and upkeep community centers, historical sites, and enterprise facilities. Associated duties include daily custodial services; litter control; mowing; athletic field preparation; park, facility and park property repair; road bridge and trail maintenance; support to community and countywide festivals; support to municipalities; repair and replacement of playground equipment; and management of picnic areas, campgrounds, and regional parks. Each Area's programs, funding, narratives, and performance measures are shown on the following pages.

NORTHERN AREA

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$723,443		\$724,742		\$748,500		\$420,000	
Personnel Services	\$11,932,062		\$11,477,631		\$11,902,800		\$10,660,700	
Supplies & Materials	\$943,949		\$926,741		\$946,200		\$892,600	
Other Services & Charges	\$878,434		\$820,226		\$889,300		\$818,900	
Capital Outlay	\$123,761		\$120,272		\$117,900		\$117,900	
Sub Total	<u>\$13,878,206</u>		<u>\$13,344,870</u>		<u>\$13,856,200</u>		<u>\$12,490,100</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$13,878,206		\$13,344,870		\$13,856,200		\$12,490,100	
Positions/Workyears Full Time Career	124.0	124.0	123.0	123.0	118.0	118.0	114.0	114.0
Positions/Workyears Part-Time Career	<u>2.0</u>	<u>1.0</u>	<u>2.0</u>	<u>1.0</u>	<u>2.0</u>	<u>1.0</u>	<u>2.0</u>	<u>1.0</u>
Positions/Workyears Total Career	126.0	125.0	125.0	124.0	120.0	119.0	116.0	115.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent	111.5		101.0		97.0		86.0	
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse	<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>	
Workyears Total	236.5		225.0		216.0		201.0	

CENTRAL AREA

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$534,059		\$554,460		\$636,500		\$417,500	
Personnel Services	\$10,727,798		\$10,200,855		\$11,717,100		\$10,655,100	
Supplies & Materials	\$826,844		\$983,284		\$1,289,900		\$1,048,800	
Other Services & Charges	\$515,907		\$850,389		\$856,200		\$842,700	
Capital Outlay	\$330,359		\$204,137		\$467,000		\$307,000	
Sub Total	<u>\$12,400,908</u>		<u>\$12,238,665</u>		<u>\$14,330,200</u>		<u>\$12,853,600</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$12,400,908		\$12,238,665		\$14,330,200		\$12,853,600	
Positions/Workyears Full Time Career	115.0	115.0	117.0	117.0	114.0	114.0	111.0	111.0
Positions/Workyears Part-Time Career	<u>2.0</u>	<u>1.2</u>	<u>2.0</u>	<u>1.2</u>	<u>2.0</u>	<u>0.0</u>	<u>2.0</u>	<u>0.0</u>
Positions/Workyears Total Career	117.0	116.2	119.0	118.2	116.0	114.0	113.0	111.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent	102.5		104.5		99.0		87.5	
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse	<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>	
Workyears Total	218.7		222.7		213.0		198.5	

SOUTHERN AREA

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$208,063		\$226,625		\$243,500		\$243,500	
Personnel Services	\$9,948,239		\$9,557,013		\$11,200,000		\$10,851,200	
Supplies & Materials	\$962,536		\$994,399		\$1,921,700		\$1,674,100	
Other Services & Charges	\$570,465		\$564,393		\$791,300		\$951,300	
Capital Outlay	\$157,732		\$140,255		\$369,000		\$369,000	
Other Classifications	\$0		\$0		\$0		\$0	
Sub Total	<u>\$11,638,972</u>		<u>\$11,256,060</u>		<u>\$14,282,000</u>		<u>\$13,845,600</u>	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$11,638,972		\$11,256,060		\$14,282,000		\$13,845,600	
Positions/Workyears Full Time Career	113.0	113.0	118.0	118.0	113.0	113.0	112.0	112.0
Positions/Workyears Part-Time Career	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Positions/Workyears Total Career	113.0	113.0	118.0	118.0	113.0	113.0	112.0	112.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent	86.5		96.5		92.5		94.5	
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse	<u>0.0</u>		<u>0.0</u>		<u>0.0</u>		<u>0.0</u>	
Workyears Total	199.5		214.5		205.5		206.5	

DIVISION PROGRAMS

NORTHERN AREA

NAO SUMMER PLAYGROUND	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$73,531	\$83,000	\$83,000
Personnel Services	\$460,410	\$696,600	\$696,600
Supplies & Materials	\$88,115	\$101,700	\$101,700
Other Services & Charges	\$182,173	\$135,400	\$145,400
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$730,698	\$933,700	\$943,700
Workyears	27.0	27.5	27.5

NAO MANAGEMENT TRADES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$1333,252	\$1,194,500	\$1,138,100
Supplies & Materials	\$122,341	\$80,200	\$80,200
Other Services & Charges	\$11,949	\$15,900	\$15,900
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$1,467,542	\$1,290,600	\$1,234,200
Workyears	16.0	16.0	16.0

NAO YOUTH AND TEENS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$254,763	\$305,900	\$295,900
Supplies & Materials	\$22,292	\$14,000	\$24,000
Other Services & Charges	\$11,471	\$11,600	\$11,600
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$288,526	\$331,500	\$331,500
Workyears	16.0	14.5	14.0

NAO BUILDING SUPPORT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$1223,945	\$1,298,900	\$1,094,900
Supplies & Materials	\$175,531	\$156,000	\$156,000
Other Services & Charges	\$44,948	\$159,400	\$159,400
Capital Outlay	\$5,430	\$0	\$0
Total Expenditures	\$1,459,854	\$1,614,300	\$1,410,300
Workyears	19.5	18.5	16.5

NAO COMMUNITY CENTERS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$2,777,753	\$2,927,300	\$2,686,900
Supplies & Materials	\$76,495	\$75,400	\$75,400
Other Services & Charges	\$29,408	\$24,200	\$24,200
Capital Outlay	\$8,371	\$0	\$0
Total Expenditures	\$2,892,027	\$3,026,900	\$2,786,500
Workyears	57.0	55.0	55.0

NAO ATHLETIC GROUNDS MAINTENANCE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$4,300	\$0	\$0
Personnel Services	\$1556,665	\$1,755,700	\$1,759,700
Supplies & Materials	\$201,484	\$188,700	\$191,600
Other Services & Charges	\$165,199	\$128,000	\$128,000
Capital Outlay	\$8,599	\$0	\$117,900
Total Expenditures	\$1,931,947	\$2,072,400	\$2,197,200
Workyears	28.0	27.0	29.0

NAO REVENUE PRODUCING	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$315,100	\$337,000	\$337,000
Personnel Services	\$10,986	\$13,000	\$13,000
Supplies & Materials	\$57,027	\$100,000	\$100,000
Other Services & Charges	\$171,140	\$189,000	\$189,000
Total Expenditures	\$239,153	\$302,000	\$302,000
Workyears	10	0.5	0.5

NAO COMMUNITY SUPPORT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$593,963	\$558,300	\$548,400
Supplies & Materials	\$29,580	\$16,000	\$16,000
Other Services & Charges	\$62,598	\$70,500	\$70,500
Total Expenditures	\$686,141	\$644,800	\$634,900
Workyears	9.0	8.0	8.0

NAO COMMUNITY PROGRAM SERVICES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$1500	\$0	\$0
Personnel Services	\$927,192	\$979,800	\$897,200
Supplies & Materials	\$39,165	\$23,600	\$23,600
Other Services & Charges	\$20,638	\$35,300	\$35,300
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$986,995	\$1,038,700	\$956,100
Workyears	11.0	11.5	10.5

NAO PLAYGROUND MAINTENANCE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$330,520	\$405,000	\$365,300
Supplies & Materials	\$51,362	\$104,000	\$104,000
Other Services & Charges	\$9,998	\$16,100	\$16,100
Capital Outlay	\$79,888	\$117,900	\$0
Total Expenditures	\$471,768	\$643,000	\$485,400
Workyears	6.0	6.0	6.0

NAO AQUATICS	Actual FY11	Budget FY12	Proposed FY13 *
Revenue (summary)	\$330,311	\$328,500	\$0
Personnel Services	\$704,235	\$580,400	\$0
Supplies & Materials	\$49,526	\$66,500	\$0
Other Services & Charges	\$81,026	\$80,400	\$0
Capital Outlay	\$7,984	\$0	\$0
Total Expenditures	\$842,771	\$727,300	\$0
Workyears	17.0	13.5	0.0

NAO-MANAGEMENT SUPERVISION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$805,369	\$642,900	\$621,200
Supplies & Materials	\$10,265	\$15,600	\$15,600
Other Services & Charges	\$29,509	\$22,000	\$22,000
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$845,143	\$680,500	\$658,800
Workyears	8.0	8.0	8.0

* Aquatics moved to SHWD in FY13

NAO INCLUSION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$498,578	\$544,500	\$543,500
Supplies & Materials	\$3,558	\$4,500	\$4,500
Other Services & Charges	\$169	\$1,500	\$1,500
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$502,305	\$550,500	\$549,500
Workyears	9.5	10.0	10.0

CENTRAL AREA

CAO SUMMER PLAY ACTIVITIES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$192,596	\$187,500	\$189,500
Personnel Services	\$551,455	\$667,100	\$667,100
Supplies & Materials	\$80,511	\$132,100	\$132,100
Other Services & Charges	\$222,330	\$295,500	\$305,500
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$854,296	\$1,094,700	\$1,104,700
Workyears	25.5	25.5	25.5

CAO COMMUNITY PROGRAM SERVICES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$884,838	\$942,100	\$907,100
Supplies & Materials	\$7,223	\$12,800	\$12,800
Other Services & Charges	\$10,274	\$11,000	\$11,000
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$902,335	\$965,900	\$930,900
Workyears	7.0	7.0	7.0

CAO YOUTH/TEEN PROGRAMS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$106,541	\$167,000	\$164,000
Supplies & Materials	\$31,276	\$48,900	\$47,900
Other Services & Charges	\$65,875	\$50,000	\$50,000
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$203,692	\$265,900	\$261,900
Workyears	10.0	10.0	10.0

CAO AQUATICS	Actual FY11	Budget FY12	Proposed FY13 *
Revenue (summary)	\$134,024	\$219,000	\$0
Personnel Services	\$245,012	\$616,200	\$0
Supplies & Materials	\$82,580	\$129,500	\$0
Other Services & Charges	\$8,665	\$135,900	\$0
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$436,257	\$881,600	\$0
Workyears	19.0	16.0	0.0

*Aquatics moved to SHWD in FY13

CAO COMMUNITY CENTERS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$2,437,009	\$2,786,100	\$2,704,800
Supplies & Materials	\$231,071	\$114,100	\$65,100
Other Services & Charges	\$102,654	\$41,200	\$41,200
Capital Outlay	-\$35,136	\$225,000	\$65,000
Total Expenditures	\$2,735,598	\$3,166,400	\$2,876,100
Workyears	52.6	48.5	49.5

CAO INCLUSION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$432,249	\$416,200	\$414,200
Supplies & Materials	\$3,927	\$6,100	\$7,100
Other Services & Charges	\$1,324	\$2,000	\$2,000
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$437,500	\$424,300	\$423,300
Workyears	7.5	8.0	8.0

CAO REVENUE PRODUCING	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$151,680	\$144,000	\$147,000
Personnel Services	\$6,245	\$58,400	\$38,000
Supplies & Materials	\$20,353	\$29,900	\$31,900
Other Services & Charges	\$80,996	\$69,700	\$88,100
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$107,594	\$158,000	\$158,000
Workyears	2.5	2.0	1.5

CAO MANAGEMENT/ TRADES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$1515,168	\$1557,500	\$1310,600
Supplies & Materials	\$65,451	\$69,500	\$69,500
Other Services & Charges	\$8,191	\$39,800	\$39,800
Capital Outlay	\$87,588	\$22,000	\$22,000
Total Expenditures	\$1676,398	\$1688,800	\$1441,900
Workyears	19.6	20.0	18.0

CAO BUILDING SUPPORT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$997,804	\$1,070,300	\$1,010,000
Supplies & Materials	\$140,180	\$171,500	\$155,200
Other Services & Charges	\$41,581	\$30,700	\$75,700
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$1,179,565	\$1,272,500	\$1,331,900
Workyears	16.0	16.0	18.0

CAO PLAYGROUND MAINTENANCE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$353,340	\$487,100	\$464,300
Supplies & Materials	\$84,325	\$136,800	\$137,400
Other Services & Charges	\$7,473	\$19,400	\$19,400
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$445,138	\$643,300	\$621,100
Workyears	8.0	8.0	8.0

CAO ATHLETIC GROUNDS MAINT.	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$1,270,918	\$1,637,400	\$1,639,200
Supplies & Materials	\$75,214	\$313,800	\$264,900
Other Services & Charges	\$202,224	\$49,000	\$98,000
Capital Outlay	\$151,685	\$220,000	\$220,000
Total Expenditures	\$1,700,041	\$2,220,200	\$2,222,100
Workyears	29.0	28.0	29.0

CAO FESTIVAL OF LIGHTS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$76,160	\$86,000	\$81,000
Personnel Services	\$22,415	\$25,400	\$25,400
Supplies & Materials	\$20,007	\$20,400	\$20,400
Other Services & Charges	\$18,012	\$20,400	\$20,400
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$60,434	\$66,200	\$66,200
Workyears	10	10	10

CAO COMMUNITY SUPPORT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$535,973	\$732,100	\$687,200
Supplies & Materials	\$21,390	\$86,100	\$86,100
Other Services & Charges	\$55,667	\$58,100	\$58,100
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$613,030	\$876,300	\$831,400
Workyears	13.0	12.0	12.0

CAO MANAGEMENT / SUPERVISION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$841,888	\$554,200	\$532,200
Supplies & Materials	\$19,776	\$18,400	\$18,400
Other Services & Charges	\$25,123	\$33,500	\$33,500
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$886,787	\$606,100	\$584,100
Workyears	12.0	11.0	11.0

SOUTHERN AREA

SAO SUMMER PLAY ACTIVITIES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$63,921	\$81,500	\$81,500
Personnel Services	\$524,606	\$561,800	\$561,800
Supplies & Materials	\$94,905	\$124,900	\$124,900
Other Services & Charges	\$178,890	\$243,700	\$253,700
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$798,401	\$930,400	\$940,400
Workyears	215	19.5	19.5

SAO COMMUNITY CENTERS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$2,363,813	\$3,250,700	\$3,174,900
Supplies & Materials	\$284,438	\$851,700	\$701,700
Other Services & Charges	\$71,980	\$222,200	\$357,200
Capital Outlay	\$25,503	\$250,000	\$250,000
Total Expenditures	\$2,745,734	\$4,574,600	\$4,483,800
Workyears	69.0	66.0	66.0

SAO YOUTH/TEEN PROGRAMS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$152,870	\$263,800	\$263,800
Supplies & Materials	\$6,508	\$20,400	\$20,400
Other Services & Charges	\$12,775	\$34,100	\$34,100
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$172,153	\$318,300	\$318,300
Workyears	10.5	9.5	9.5

SAO REVENUE PRODUCING PROGRAMS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$148,533	\$140,000	\$140,000
Personnel Services	\$71,268	\$72,000	\$72,000
Supplies & Materials	\$34,493	\$42,900	\$42,900
Other Services & Charges	\$88,896	\$63,400	\$63,400
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$194,657	\$178,300	\$178,300
Workyears	2.5	2.5	2.5

SAO COMMUNITY PROGRAM SERVICES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$14,171	\$22,000	\$22,000
Personnel Services	\$1035,370	\$1320,200	\$1,186,400
Supplies & Materials	\$80,006	\$39,200	\$39,200
Other Services & Charges	\$62,697	\$69,100	\$69,100
Capital Outlay	\$0	\$0	\$0
Chargebacks	\$0	\$0	\$0
Workyears	110	110	100

SAO ATHELETIC GROUNDS MAINTENANCE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$1382,750	\$1956,200	\$1664,900
Supplies & Materials	\$215,308	\$156,900	\$159,300
Other Services & Charges	\$53,130	\$50,000	\$50,000
Capital Outlay	\$114,752	\$119,000	\$119,000
Chargebacks	\$0	\$0	\$0
Workyears	34.0	32.0	32.0

SAO INCLUSION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$306,839	\$376,100	\$372,400
Supplies & Materials	\$9,744	\$8,500	\$8,500
Other Services & Charges	\$2,967	\$7,300	\$7,300
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$319,550	\$391,900	\$388,200
Workyears	7.0	7.0	7.0

SAO COMMUNITY SUPPORT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$530,844	\$552,700	\$538,500
Supplies & Materials	\$3,780	\$11,200	\$11,200
Other Services & Charges	\$27,428	\$25,500	\$25,500
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$562,052	\$589,400	\$575,200
Workyears	7.0	7.0	7.0

SAO MANAGEMENT TRADES	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$1207,961	\$1033,000	\$1008,700
Supplies & Materials	\$20,255	\$46,900	\$46,900
Other Services & Charges	\$2,760	\$8,900	\$8,900
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$1230,976	\$1088,800	\$1064,500
Workyears	17.0	17.0	17.0

SAO PLAYGROUND MAINTENANCE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$326,791	\$199,500	\$318,000
Supplies & Materials	\$38,773	\$73,500	\$73,500
Other Services & Charges	\$0	\$5,600	\$5,600
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$365,564	\$278,600	\$397,100
Workyears	6.0	5.0	5.0

SAO BUILDING SUPPORT	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$1079,443	\$1195,600	\$1284,800
Supplies & Materials	\$180,420	\$514,700	\$414,700
Other Services & Charges	\$20,494	\$13,800	\$28,800
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$1280,357	\$1724,100	\$1728,300
Workyears	20.0	20.0	22.0

SAO MANAGEMENT / SUPERVISION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$574,458	\$418,400	\$405,000
Supplies & Materials	\$25,769	\$30,900	\$30,900
Other Services & Charges	\$42,376	\$47,700	\$47,700
Capital Outlay	\$0	\$0	\$0
Total Expenditures	\$642,603	\$497,000	\$483,600
Workyears	9.0	9.0	9.0

Summer Play Activities

The summer playground program operates 30 hours per week for six weeks and is designed for youth entering the first through sixth grades. These programs are conducted at local parks, schools, and municipal facilities during the summer months and are co-sponsored by local community groups, with a fee of \$40.00 per child. Regular programs include sports and games, arts and crafts, drama, music, nature, storytelling, and special events. In the Central Area, Watkins Regional Park operates a miniature train, antique carousel, and miniature golf course from May to October. Southern Area's Cosca Regional Park operates a tram train, boat rentals, and concessions. Mobile units also operate programs at local parks and apartment complexes. In addition, all of these Areas now operate Safe Summer programs at select locations.

FY13 Major Changes

- Adding non-personnel funding to support increased Board of Education costs for bus fees and utilities. (NAO, CAO, SAO)

Youth/Teens

Youth/Teens Programs serve the interests and leisure needs of pre-adolescent and adolescent youth. Partnerships and other prevention strategies are keys to the effort. Through after-school, drop-in, and Friday and Saturday night teen centers youth are provided an opportunity to participate in a variety of activities. These activities include: dance, theater performances, outdoor environmental projects, co-recreational events, swimming, workshops and clinics, an assortment of sporting events, arts and crafts and trips. School facilities play an integral part in programming efforts and provide needed space for activities. Sports programs provide a wide variety of indoor and outdoor activities on both team and individual levels. Activities include workshops, clinics, and demonstrations, and range from a high degree of sophisticated instruction to pick-up games and free play.

FY13 Major Changes

- Reducing 0.5 seasonal workyears and reallocating funding to non-personnel funding. (NAO)

Community Centers

Community centers are localized facilities programmed to meet the leisure needs of various ages and special interest groups in a geographic area. They are programmed and operated on a daily basis throughout the year. In addition to those centers constructed by the Commission, other facilities (i.e. municipal-owned & schools) are programmed and staffed as community center operations. These include youth centers, senior centers, municipal and community activity centers, and park schools.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation. (NAO, CAO, SAO)
- Adding start-up funding for Jesse J. Warr Neighborhood Recreation Center. (CAO)
- Adding 1.0 seasonal workyears and non-personnel funding for start-up and operating costs for facility renovations at Cedar Heights Community Center. (CAO)
- Eliminating non-personnel funding for one-time renovation start-up costs for Glenarden Community Center. (CAO)
- Transferring funding for gym floor refinishing costs to Building Support. (SAO)
- Reallocating non-personnel costs based on actual projected expenditures. (SAO)

Revenue Producing Programs

Revenue Producing programs provide the public with specialized leisure opportunities at a minimal fee to help defray actual operating expenditures that are too costly to be absorbed by tax funds. Programs include, but are not limited to, activities such as day and sports camps, theater, arts, roller-skating, workshops, off-site trips, pre-school play activities, bus activity fees, regional park operations, gymnastics, and special interest clubs. The public provides extensive input as to which trips and activities are offered.

FY13 Major Changes

- Reducing 0.5 seasonal workyears and reallocating funding to non-personnel funding. (CAO)

Community Program Services

Community Program Services such as senior meals, support to community events, coordination of recreation councils and volunteers are planned, developed and implemented in this unit. Staff work cooperatively with community volunteers including recognized recreation councils, the Board of Education, Boys & Girls Clubs, PTA's, social groups and municipal governments. Close and effective communication with local communities is inherent and vital to the daily delivery of leisure services. Community input provides the basis for program development and community activities.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels. (NAO, CAO)
- Transferring one (1) FT career position to Administrative Services Division. (SAO).
- Eliminating 1.0 seasonal workyear as part of FY13 cost reductions. (NAO)

Aquatics

In FY13, the Aquatics program is transferred to Sports, Health and Wellness Division to house all aquatics programs into a single division.

FY13 Major Changes

- Transferring all staff and non-personnel funding for the Aquatics program to the Sports, Health and Wellness Division. (NAO, CAO)

Inclusion

Inclusion provides quality leisure opportunities in an integrated setting for individuals with disabilities. It assures that recreation is an integral right of everyone's life. Programs and activities are provided for all ages and levels of readiness. Those with severe disabilities and those who wish to participate in special programs may participate in therapeutic recreation programs where a more individualized program is stressed. The individual makes the choice, and staff place participants after an assessment of their needs.

FY13 Major Changes

- None

Management/Trades

The Management/Trades program involves the administration and management of a comprehensive park maintenance program throughout the three areas. The Area Offices supervise, monitor, evaluate, and schedule general maintenance on a routine basis for developed and undeveloped parks, community centers, and other buildings and facilities. Area trades personnel, (i.e., carpentry, welding, and painting) perform specialty work orders. Mechanics provide inspections, maintenance, repairs, and diagnostic work for vehicles, trailers, off-road equipment, and miscellaneous power equipment. Supplies and materials are inventoried and warehoused year-round.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels. (NAO, CAO, SAO)
- Eliminating one (1) FT career position and transferring one (1) FT career position to the Administrative Services Division. (CAO)

Building Support

This program provides daily cleaning and custodial services for Area offices, community centers, and other buildings and structures. Custodians complete minor work orders where possible.

FY13 Major Changes

- Transferring one (1) FT career position to the Administrative Services Division and eliminating one (1) FT career position. (NAO)
- Adding 2.0 seasonal workyears and operational funding for new facility and park additions and renovations at Cedar Heights Community Center, Fox Hill Community Park/School, and Jesse J. Warr Neighborhood Recreation Center. (CAO)
- Adding two (2) FT career positions transferred from the Athletic Grounds Maintenance unit. (SAO)
- Adding operational funding for park additions at Bradbury Community Recreation Center and Horsepen Branch Pumping Station. (SAO)
- Adding funding for gym floor refinishing transferred from Community Centers. (SAO)
- Eliminating non-personnel funding for one-time start-up costs for Southern Regional Tech/Rec Complex. (SAO)

Athletic Grounds Maintenance

This program involves daily general park maintenance within the three Areas. Activities include grass mowing, trash pick-up and litter control, ball-field and athletic equipment maintenance, picnic area maintenance, tennis and basketball court maintenance, fencing and gate repair, and routine maintenance of roads, bridges and trails.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels. (NAO, CAO)
- Adding non-personnel funding for capital outlay transferred from the Playground Maintenance unit. (NAO)
- Adding 2.0 seasonal workyears and operational funding for new park additions and renovations at Colmar Manor Community Park, Little Paint Branch SVP, and other community parks. (NAO)
- Adding 1.0 seasonal workyears and operational funding for new park additions and renovations at Back Branch SVP, Collington Branch SVP, and Fox Run Community Park. (CAO)
- Reallocating non-personnel funding based on actual projected expenditures. (CAO)
- Transferring two (2) FT career positions to the Building Support unit. (SAO)
- Adding 2.0 seasonal workyears and operational funding for new park additions at Mellwood Hills Community Park, Potomac River Waterfront Community Park and other community parks. (SAO)

Community Support

This program involves maintenance support services for recreation programs and other activities, including summer playgrounds and camps, community center special activities, tennis bubbles, pools, golf courses, community activities, recreation council and other volunteer programs and activities.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels. (NAO, CAO, SAO)

Playground Maintenance

This program involves specific oversight of playground equipment located at developed parks and community centers throughout the three Areas. Inspections are conducted on a routine basis, inspection records are maintained, and repair, removal, and replacement of playground apparatus are conducted as warranted. Special training for assigned staff is scheduled throughout the year for them to remain apprised of the latest Consumer Products Safety Commission (CPSC) guidelines and American Society for Testing and Materials (ASTM) standards.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels. (NAO, CAO)
- Increasing personnel cost based on actual projected compensation levels. (SAO)
- Transferring capital outlay funding to the Athletic Grounds Maintenance unit. (NAO)

Festival of Lights

This operation, administered by the Central Area, provides the resources to maintain and develop festive holiday light displays at Watkins Regional Park for the public to enjoy. In addition to the admission fee, canned goods are collected and distributed to shelters throughout the County to help those less fortunate.

FY13 Major Changes

- None

Management/Supervision

The Division Chief in each Area oversees the use of tax-supported and special revenue funds. Division Offices evaluate and monitor the programs, services, and facilities and serve as a liaison with the municipalities located in the Areas. The offices provide clerical support to program staff and community volunteer groups, and assist in the interpretation of park and recreation programs to the general public and volunteer organizations. Offices administer personnel operations for all employees in the three Areas.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels and salary lapse. (NAO, CAO, SAO)

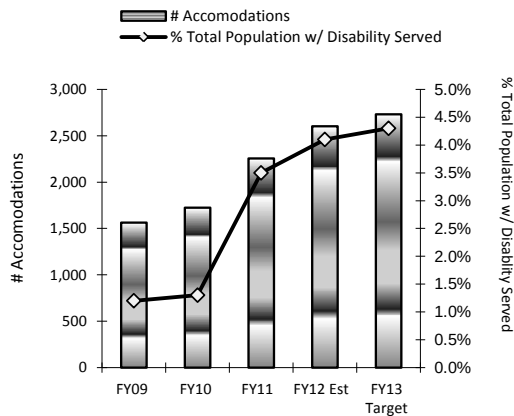
Area Operations Performance Measures

Northern, Central and Southern Areas

Outcome Objective: Area Operations, including the Northern, Central and Southern Areas, provide safe, clean and aesthetically pleasing parks, facilities and playground equipment as well as, affordable and enjoyable opportunities for participation in specialized leisure activities, co-sponsored or cooperative activities and events using volunteers and partnerships. Area Operations also provides access and/or accommodation in full compliance with ADA for persons with disabilities.

Impact Objective: Area Operations, including the Northern, Central and Southern Areas, provide, maintain and preserve a comprehensive park and recreation system of programs, facilities, and services for residents of Prince George's County in order to meet the expressed needs and demands of the public in a safe, secure inclusive and fulfilling environment.

ADA Accommodations



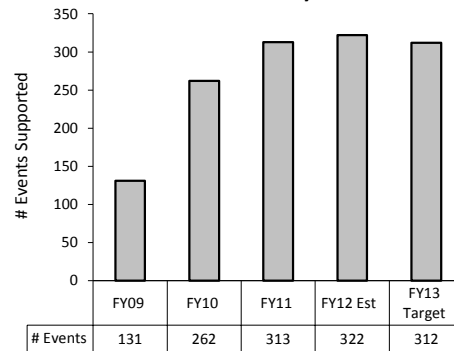
%% based on total # people with disabilities in Prince George's County (2000 US Census)

***# Accommodations refer to the number of instances an

accommodation was made, not the number of customers served.

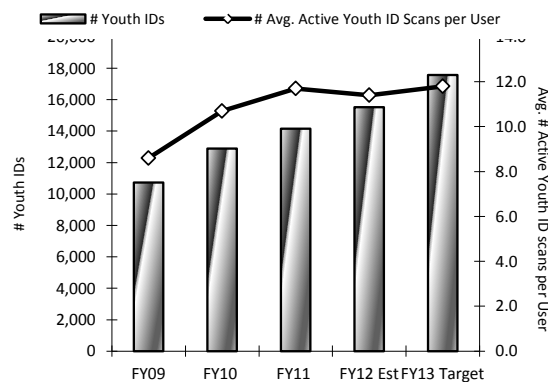
***Types of accommodations include: interpreters, providing support staff (increasing the ratio of staff to participants), adaptive equipment (i.e., water wheelchair) and behavior training for program staff

Equipment & Materials Provided in Support of Community Events



Note: Community events include events sponsored or co-sponsored by M-NCPPC, local municipalities, recreation councils, Boys & Girls Clubs, community associations; and support given for requests made by PGCPs, County Government, WSSC, etc.

Xtreme Teen Program Drop-in Activity Participation

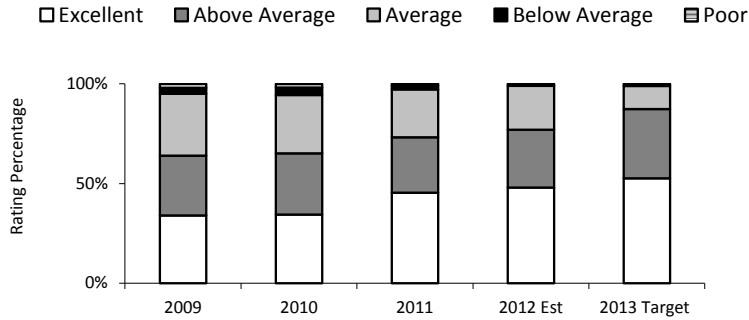


*Active IDs - used at least once within a fiscal year

Area Operations Performance Measures

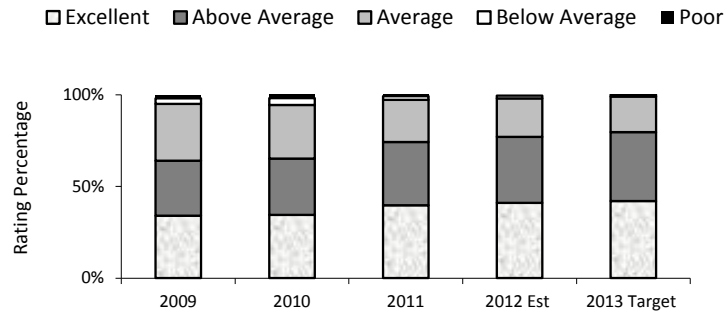
Parent Satisfaction - Program Quality

Summer Playgrounds



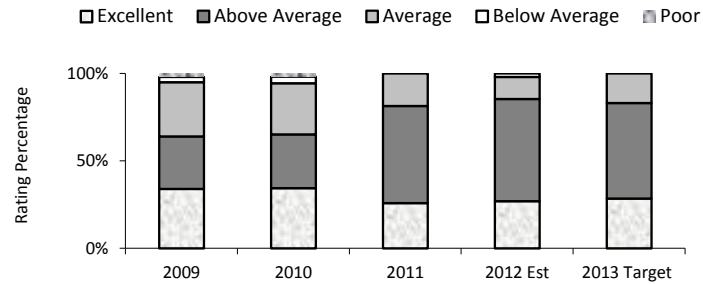
Parent Satisfaction - Program Quality

Summer Day Camps



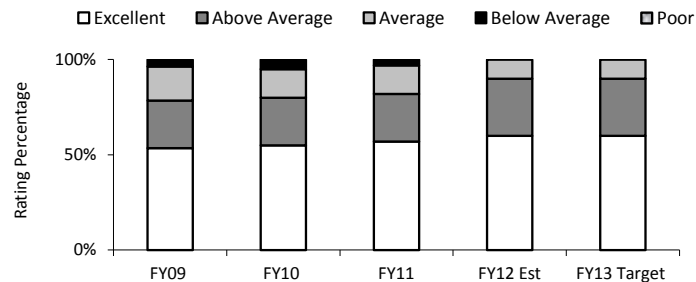
Parent Satisfaction - Program Quality

Xtreme Teen Centers

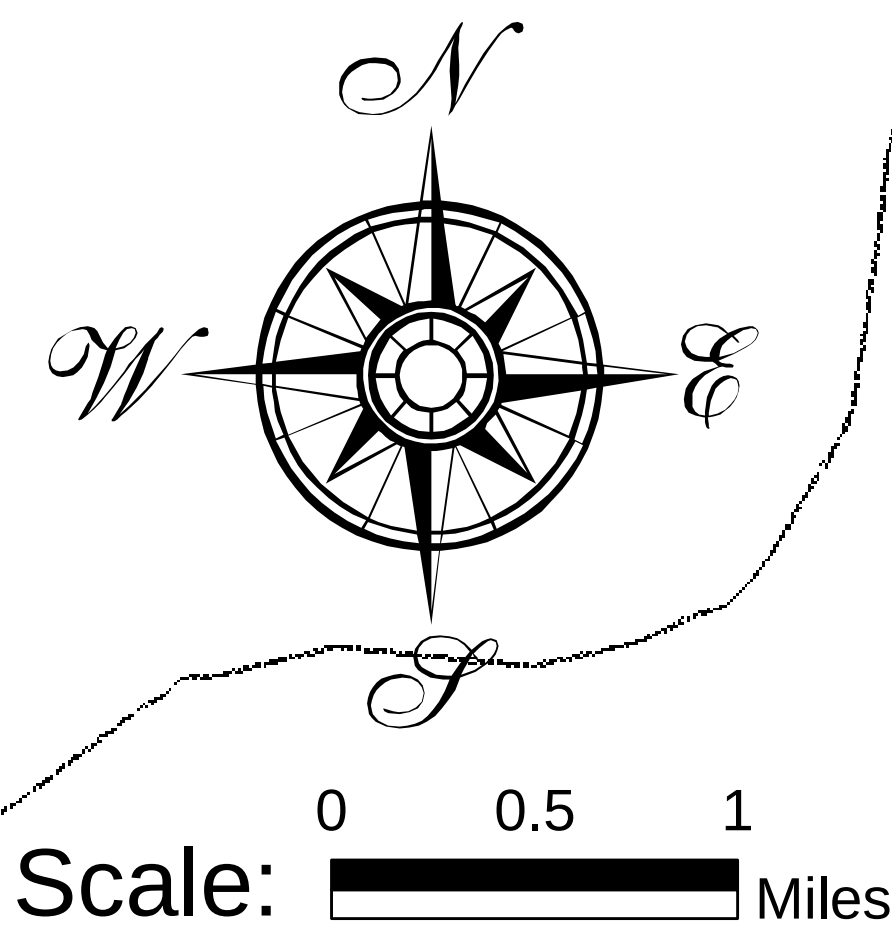


Parent Satisfaction - Program Quality

Safe Summer



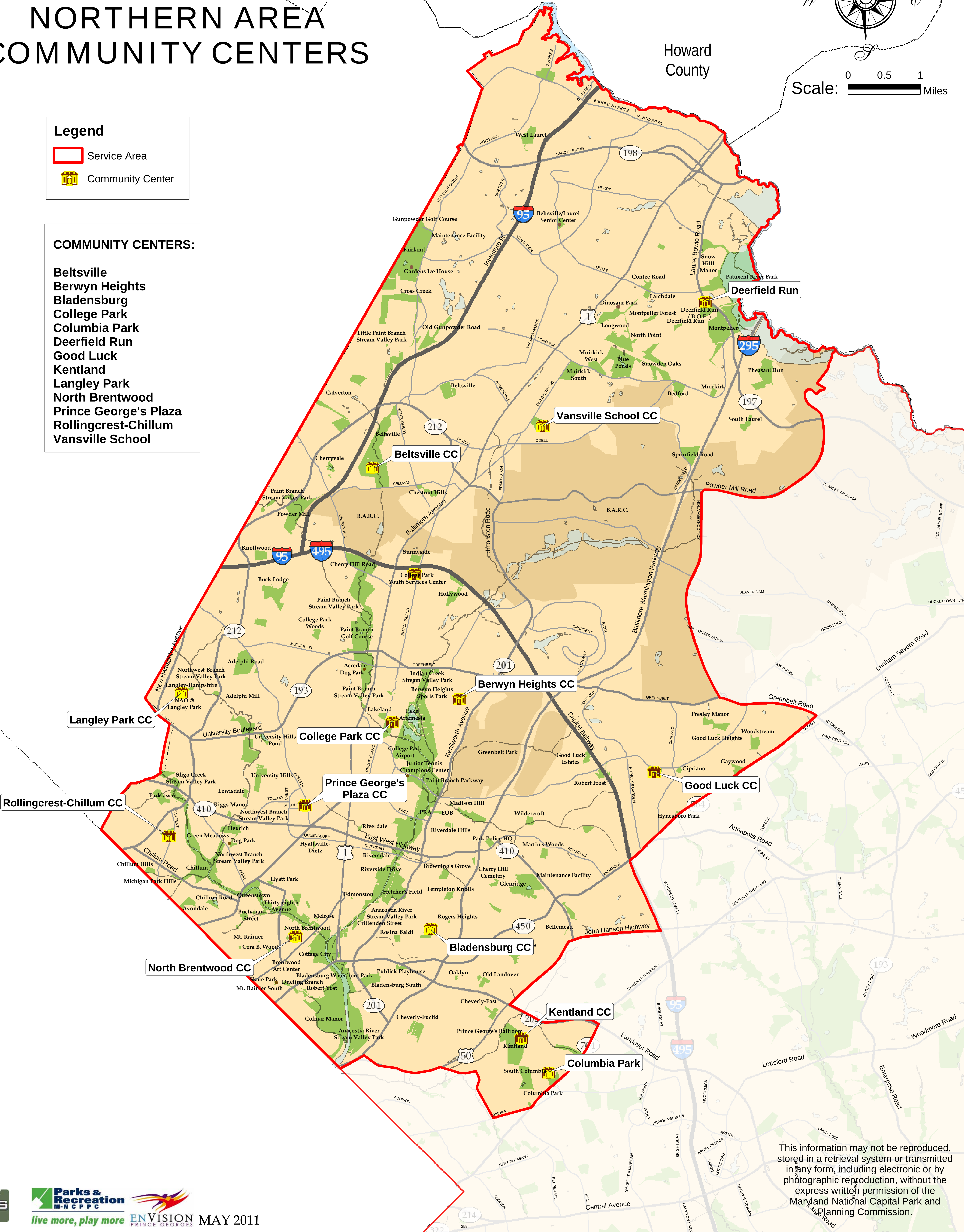
NORTHERN AREA COMMUNITY CENTERS



Legend

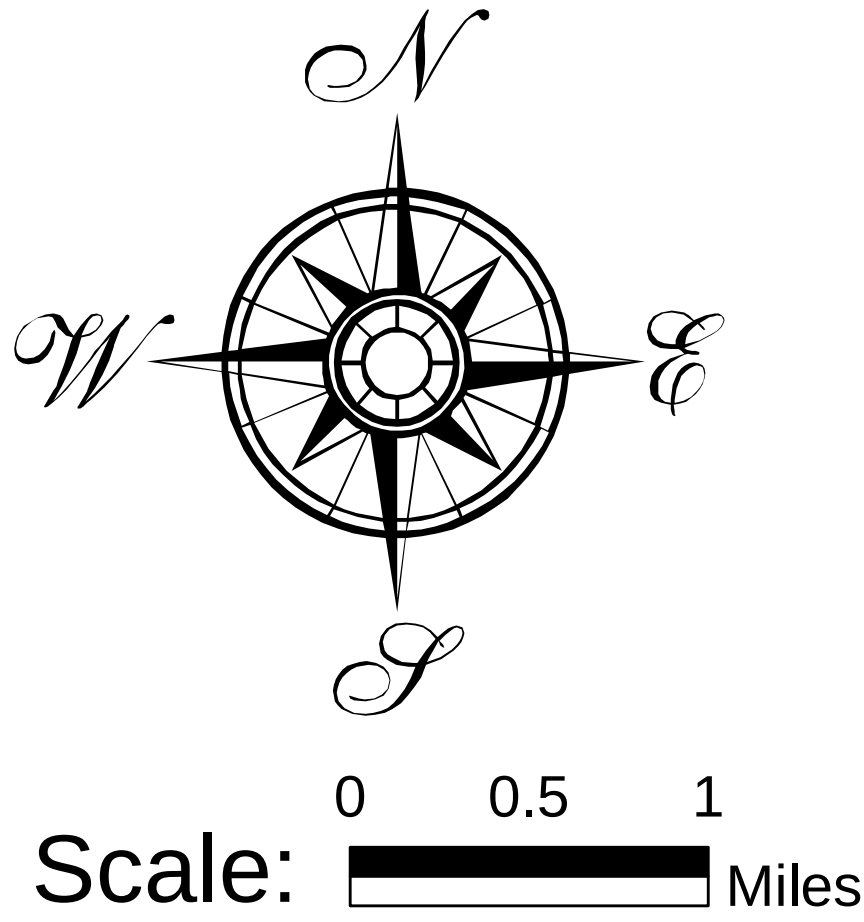
- Service Area
- Community Center

- COMMUNITY CENTERS:**
- Beltsville
 - Berwyn Heights
 - Bladensburg
 - College Park
 - Columbia Park
 - Deerfield Run
 - Good Luck
 - Kentland
 - Langley Park
 - North Brentwood
 - Prince George's Plaza
 - Rollingcrest-Chillum
 - Vansville School



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CENTRAL AREA COMMUNITY CENTERS

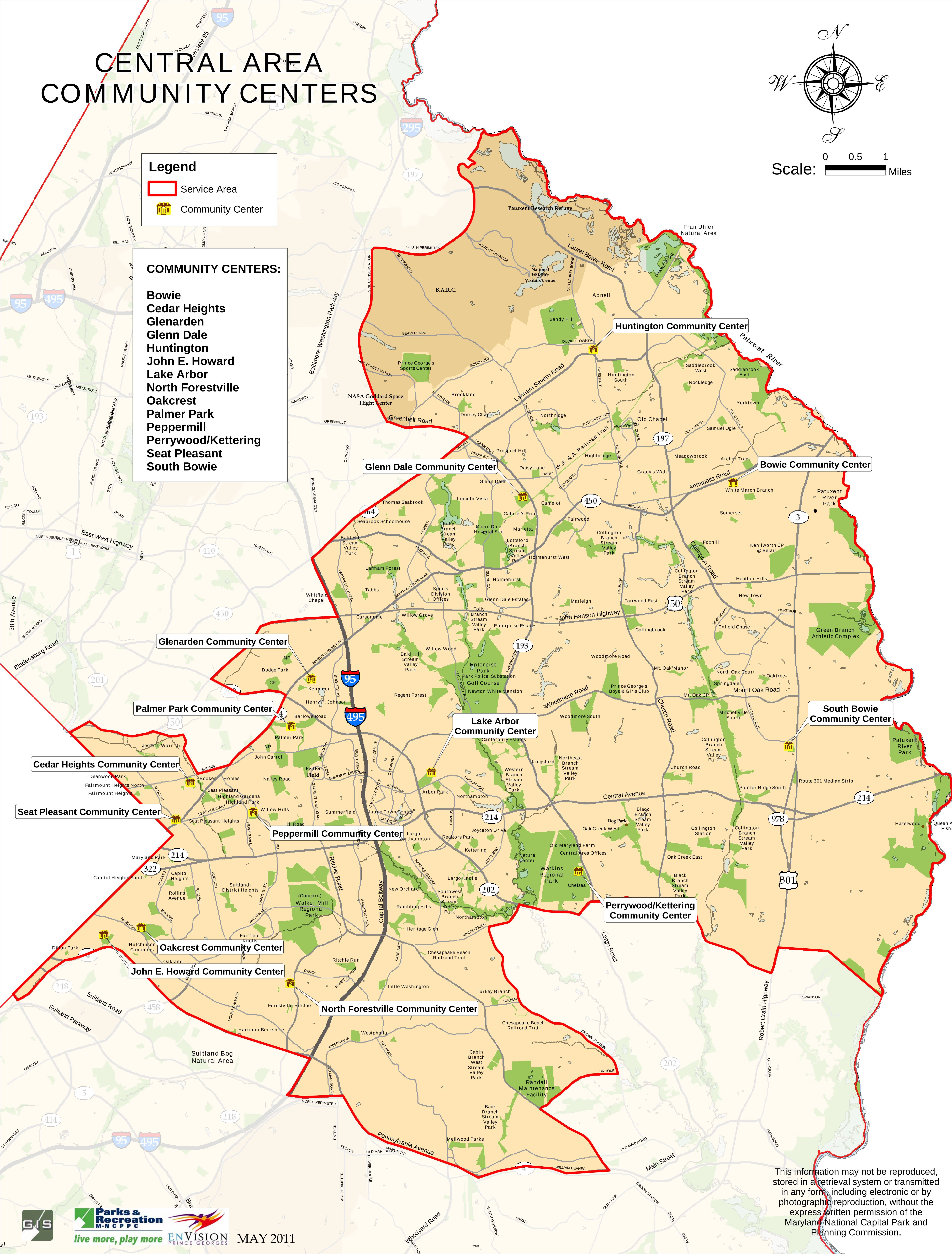


Legend

-  Service Area
-  Community Center

COMMUNITY CENTERS:

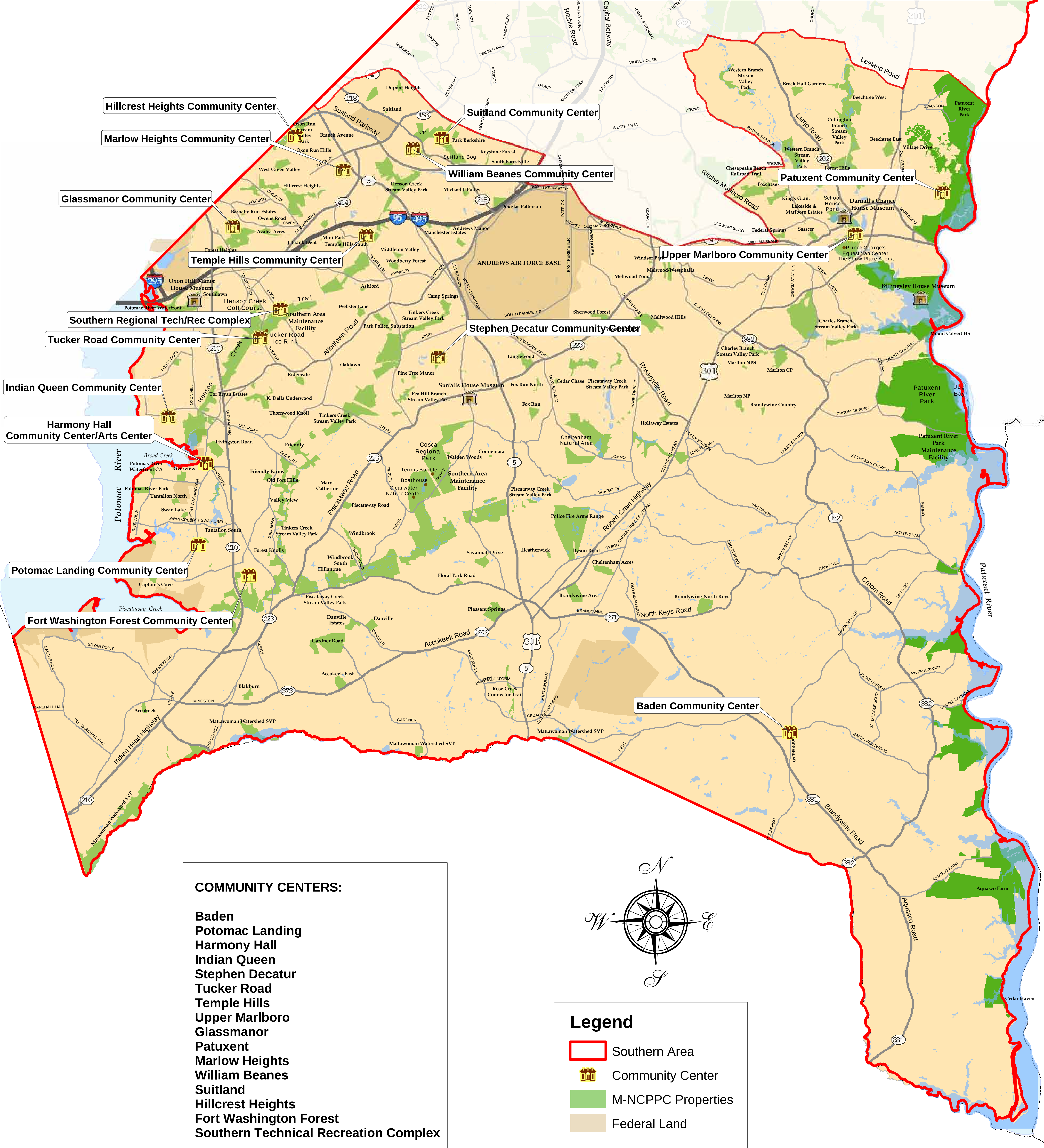
- Bowie
- Cedar Heights
- Glenarden
- Glenn Dale
- Huntington
- John E. Howard
- Lake Arbor
- North Forestville
- Oakcrest
- Palmer Park
- Peppermill
- Perrywood/Kettering
- Seat Pleasant
- South Bowie



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MAY 2011



SOUTHERN AREA COMMUNITY CENTERS

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MAY 2011

Scale: 0 0.5 1 Miles



OTHER/TRANSFERS

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
Revenue (summary)	\$50,024		\$188,279		\$0		\$45,412,100	
Personnel Services	\$0		-\$578,366		\$3,766,200		\$8,639,800	
Supplies & Materials	(\$89,621)		(\$168,962)		\$0		\$0	
Other Services & Charges	\$34,936,419		\$40,554,946		\$11,631,700		\$7,439,500	
Capital Outlay	(\$63,517)		(\$13,383)		\$0		\$0	
Other Classifications	\$0		\$0		\$0		\$0	
Interfund Transfer	\$65,494,634		\$44,111,715		\$32,511,000		\$26,176,600	
Sub Total	\$100,277,915		\$83,905,950		\$47,908,900		\$42,255,900	
Chargebacks	\$0		\$0		\$0		\$0	
Total	\$100,277,915		\$83,905,950		\$47,908,900		\$42,255,900	
Positions/Workyears Full Time Career	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Positions/Workyears Part-Time Career	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Positions/Workyears Total Career	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Positions/Workyears Term Contract	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal/Intermittent		0.0	0.0	0.0	0.0	0.0	0.0	0.0
Chargebacks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less Normal Lapse		0.0		0.0		0.0		0.0
Workyears Total		0.0		0.0		0.0		0.0

OVERVIEW

The Other/Transfers account for expenses including:

- Debt service
- CIP transfers
- Enterprise Fund subsidy
- Compensation increases
- Reserve accounts
- Legislatively mandated activities including transfers to the County government and funding support to specific County programs, community groups and municipalities

LEGISLATIVE PROJECT CHARGES

These charges total \$7,439,500 and include:

Park Fund

City of Bowie Allen Pond Maintenance	\$101,700
Green to Greatness Planting Day	\$250,000
Patuxent River 4-H Center Foundation	\$34,300
Patuxent Riverkeepers	\$15,000
Prince George's College - Pool, Park Police/Security, etc.	\$300,000
Prince George's County Fire Department	\$43,200
Prince George's County Health Department	\$500,000
Prince George's County Police Department	\$159,800
Prince George's County Tax Collection Fee	\$248,800
TOTAL	\$1,652,800

Recreation Fund

After School Arts Program (World Art Focus)	\$98,000
Anacostia Watershed Society River Cl.	\$15,000
Capitol Heights Boys & Girls Club	\$10,000
Capitol Heights Leadership Development Program	\$75,000
CASA of Maryland	\$25,000
Charles Mooney Boxing	\$10,000
City of Greenbelt After School Arts Program	\$12,000
City of Greenbelt (General Subsidy)	\$20,000
City of Greenbelt Therapeutic Program	\$12,000
City of Hyattsville (General Subsidy)	\$19,000
City of Laurel Anderson & Murphy Comm. Ctr.	\$21,965
Community College - Outreach; Facilities, Recreation, Etc.	\$1,100,000
Cooperative Extension Service Patuxent River 4-H Foundation Programs	\$208,535
Gateway Arts Program	\$125,000
Global Development Services for Youth, Inc.	\$20,000
Greenbelt Community Center	\$40,000
Greenbelt Aquatic and Fitness Center	\$100,000
Harlem Renaissance Harlem Remembrance Foundation	\$70,000
Lake Arbor Foundation	\$175,000
Lanham Boys and Girls Club	\$20,000
Latin American Youth Center	\$40,000
Laurel Boys & Girls Club	\$75,000
Laurel Historic Society	\$12,500
Millwood/Waterford Programming	\$10,000
Prince George's Arts Council	\$130,000
Prince George's County Memorial Library System	\$2,712,770
Prince George's Philharmonic	\$90,000
Prince George's Tennis Association	\$20,000
South County Institute for Economic Development	\$60,000
Tax Collection Fee	\$104,900
Team Builders Program – Prince George's Community College	\$100,000
Theresa Banks Swim Club	\$20,030
Tiger Shark Swim Team	\$5,000
Town of Forest Heights	\$10,000
World-Wide Community	\$20,000
Youth Development Program	\$100,000
Youth Services Programming	\$50,000
Youth Wellness Leadership Institute	\$50,000
TOTAL	\$5,786,700

EXPENDITURE RESERVES

Items budgeted under this category include:

- Operating Expenditure Reserve – Park Fund: \$5,379,900
- Operating Expenditure Reserve – Recreation Fund: \$3,387,800

INTERFUND TRANSFERS

Items budgeted under Interfund Transfers include:

- Transfer to Enterprise Fund from the Recreation Fund: \$8,965,000
- Debt Service*: \$17,211,600
- Transfer from CIP Fund to Park Fund- \$45,412,100

*Debt Services is based on the proposed Capital Improvement Program for FY13-18 which is summarized in a separate section of this document.

PERSONNEL SERVICES

Items budgeted under Personnel Services include:

- Other post employment benefits (OPEB) pre-funding – Park Fund: \$2,813,000.
- Other post employment benefits (OPEB) pre-funding – Recreation Fund: \$998,300.
- Other post employment benefits (OPEB) PAYGO – Park Fund: 2,699,800.
- Other post employment benefits (OPEB) PAYGO – Recreation Fund: 958,200.
- Net budget amount for wage adjustments and benefit cost restructuring- Park Fund \$864,500 (subject to negotiations and collective bargaining);
- Net budget amount for wage adjustments and benefit cost restructuring- Recreation Fund \$306,000 (subject to negotiations and collective bargaining);

FY13 MAJOR CHANGES

- Increasing Debt Service by \$5,513,600.
- Decreasing PAYGO for CIP by -\$10,664,000.
- Decreasing the total Enterprise Fund transfer by -\$1,184,000.
- Decreasing the Operating Expenditure Reserve by -\$633,800.
- Decreasing Legislative Project Charges -\$4,192,200.
 - Decreasing DPW&T Engineering by -\$686,900;
 - Decreasing Prince George's College Pool; Park Police/Security, etc. by -\$400,000;
 - Decreasing Prince George's County Health Department - Wellness Program by -\$300,000;
 - Decreasing Community College - Outreach; Facilities, Etc. by -\$600,000;
 - Decreasing Phelps Senior Center Old Laurel High School by -\$108,670
 - Decreasing Prince George's County Memorial Library System by -\$2,096,630

ENTERPRISE FUND

Summary of Annual Comparisons by Major Object	Actual FY10	Actual FY11	Budget FY12	Estimate FY12	Proposed FY13
REVENUE (MAJOR SOURCE)					
Intergovernmental Revenues	\$0	\$2,600	\$0	\$0	\$0
Sales	\$2,473,523	\$2,305,227	\$2,574,200	\$2,574,200	\$2,500,200
Charges for Services	\$0	\$0	\$0	\$0	\$0
Recreation/User Fees	\$4,324,860	\$4,274,702	\$4,663,000	\$4,663,000	\$4,630,300
Rentals/Concessions	\$2,508,131	\$2,673,576	\$2,848,000	\$2,848,000	\$2,778,000
Interest Revenue	\$22,703	\$16,722	\$23,000	\$23,000	\$20,000
Miscellaneous Revenue	\$196,953	\$183,669	\$181,800	\$181,800	\$150,500
Transfers/Subsidies	<u>\$9,663,900</u>	<u>\$9,789,550</u>	<u>\$10,149,000</u>	<u>\$10,149,000</u>	<u>\$8,965,000</u>
Total Revenue	\$19,190,070	\$19,246,046	\$20,439,000	\$20,439,000	\$19,044,000
EXPENDITURE					
Personnel Services	\$10,907,281	\$10,963,103	\$11,463,500	\$11,463,500	\$10,794,300
Supplies & Materials	\$3,014,086	\$3,049,404	\$3,230,700	\$3,230,700	\$3,065,400
Other Services & Charges	\$4,598,704	\$4,689,497	\$5,212,000	\$5,212,000	\$4,672,500
Capital Outlay	\$0	\$238,844	\$236,800	\$236,800	\$236,800
Other Classifications	<u>\$432,693</u>	<u>\$387,000</u>	<u>\$296,000</u>	<u>\$296,000</u>	<u>\$275,000</u>
Total Expenditure	\$18,952,764	\$19,327,848	\$20,439,000	\$20,439,000	\$19,044,000
Revenue Over(Under) Expenditure	\$237,306	(\$81,802)	\$0	\$0	\$0
Positions/Workyears Full Time Career	78 78.0	77 77.0	75 75.0	75 75.0	72 72.0
Positions/Workyears Part-Time Career	<u>2</u> <u>1.0</u>	<u>2</u> <u>1.0</u>	<u>1</u> <u>0.5</u>	<u>1</u> <u>0.5</u>	<u>1</u> <u>0.5</u>
Positions/Workyears Total Career	80 79.0	79 78.0	76 75.5	76 75.5	73 72.5
Positions/Workyears Term Contract	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Seasonal/Intermittent	<u>123.0</u>	<u>123.0</u>	<u>117.5</u>	<u>117.5</u>	<u>117.5</u>
Workyears Total	202.0	201.0	193.0	193.0	190.0

GOAL

The goal of the Enterprise Fund Programs is to provide specialized fee-based recreation facilities and services, managed to control costs to match revenue and/or subsidies, and marketed to enhance the County's tourism efforts.

BUDGET OVERVIEW

User fees and charges along with merchandise sales and concessions predominately finance the Enterprise facilities. These facilities operate to serve specialized recreation needs without unnecessarily taxing those who do not use the services. The Enterprise Fund includes both self-operated facilities and facilities leased to private concessionaires. Examples of self-operated facilities include the Prince George's Sports & Learning Complex, ice rinks, golf courses, tennis courts, and an equestrian center. In addition, by State law, the Bladensburg Waterfront Park is included in the Enterprise Fund. Other classifications in this Fund include chargebacks. FY13 total expenditures are \$19,044,000, a decrease of -\$1,395,000 or -6.8% from FY12. This decrease is due primarily to lower costs for operating the Bladensburg Marina and cost reductions at the Sports and Learning Complex.

ENTERPRISE ADMINISTRATION

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
REVENUE (MAJOR SOURCE)								
Intergovernmental Revenues	\$0		\$0		\$0		\$0	
Sales	\$0		\$0		\$0		\$0	
Charges for Services	\$0		\$0		\$0		\$0	
Recreation/User Fees	\$0		\$0		\$0		\$0	
Rentals/Concessions	\$0		\$0		\$0		\$0	
Interest Revenue	\$2,858		\$2,448		\$23,000		\$20,000	
Miscellaneous Revenue	\$0		\$0		\$0		\$0	
Transfers/Subsidies	\$229,400		\$630,800		\$1,217,500		\$1,104,700	
Total Revenue	\$232,258		\$633,248		\$1,240,500		\$1,124,700	
EXPENDITURE								
Personnel Services	\$0		\$54,110		\$771,600		\$633,400	
Supplies & Materials	\$0		\$0		\$0		\$0	
Other Services & Charges	\$51,098		\$184,145		\$172,900		\$216,300	
Capital Outlay	\$0		\$0		\$0		\$0	
Other Classifications	\$5,400		\$387,000		\$296,000		\$275,000	
Total Expenditure	\$56,498		\$625,255		\$1,240,500		\$1,124,700	
Revenue Over(Under) Expenditure	\$175,760		\$7,993		\$0		\$0	
Positions/Workyears Full Time Career	0	0.0	0	0.0	0	0.0	0	0.0
Positions/Workyears Part-Time Career	0	0.0	0	0.0	0	0.0	0	0.0
Positions/Workyears Total Career	0	0.0	0	0.0	0	0.0	0	0.0
Positions/Workyears Term Contract	0	0.0	0	0.0	0	0.0	0	0.0
Seasonal/Intermittent	0	0.0	0	0.0	0	0.0	0	0.0
Workyears Total	0	0.0	0	0.0	0	0.0	0	0.0

PROGRAM OVERVIEW

The Enterprise Administration Division's functions are absorbed into the various operating Divisions, including Sports, Health and Wellness, Arts and Cultural Heritage, and Natural and Historical Resources. Funding in the Enterprise Administration includes compensation adjustments and administrative costs. It also includes interest revenue for the now closed Sandy Hill Landfill, which will eventually be developed as a ball field complex.

FY13 Major Changes

- Reducing interest revenue based on actual projected revenue.
- Adding compensation funding for a one-time salary adjustment for career staff and for adjustments to employee contribution portion of medical and pension costs.
- Increasing non-personnel costs for Risk Management, group insurance, and the Capital Equipment Internal Service Fund.

PRINCE GEORGE'S SPORTS & LEARNING COMPLEX

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
REVENUE (MAJOR SOURCE)								
Intergovernmental Revenues	\$0		\$0		\$0		\$0	
Sales	\$353,310		\$315,679		\$405,000		\$350,000	
Charges for Services	\$0		\$0		\$0		\$0	
Recreation/User Fees	\$2,165,952		\$2,139,640		\$2,389,500		\$2,312,300	
Rentals/Concessions	\$558,084		\$574,949		\$750,000		\$680,000	
Interest Revenue	\$7,643		\$5,819		\$0		\$0	
Miscellaneous Revenue	\$83,155		\$148,163		\$85,300		\$103,000	
Transfers/Subsidies	<u>\$4,203,400</u>		<u>\$4,213,100</u>		<u>\$3,869,400</u>		<u>\$3,466,200</u>	
Total Revenue	\$7,371,544		\$7,397,350		\$7,499,200		\$6,911,500	
EXPENDITURE								
Personnel Services	\$4,698,760		\$4,777,910		\$4,793,300		\$4,498,600	
Supplies & Materials	\$584,890		\$648,373		\$757,600		\$532,600	
Other Services & Charges	\$1,808,492		\$1,569,038		\$1,948,300		\$1,880,300	
Capital Outlay	\$0		\$0		\$0		\$0	
Other Classifications	<u>\$78,900</u>		<u>\$0</u>		<u>\$0</u>		<u>\$0</u>	
Total Expenditure	\$7,171,042		\$6,995,321		\$7,499,200		\$6,911,500	
Revenue Over(Under) Expenditure	\$200,502		\$402,029		\$0		\$0	
Positions/Workyears Full Time Career	30	30.0	30	30.0	29	29.0	27	27.0
Positions/Workyears Part-Time Career	<u>1</u>	<u>0.5</u>	<u>1</u>	<u>0.5</u>	<u>1</u>	<u>0.5</u>	<u>1</u>	<u>0.5</u>
Positions/Workyears Total Career	31	30.5	31	30.5	30	29.5	28	27.5
Positions/Workyears Term Contract	0	0.0	0	0.0	0	0.0	0	0.0
Seasonal/Intermittent	<u>46.0</u>		<u>46.0</u>		<u>48.0</u>		<u>48.0</u>	
Workyears Total	76.5		76.5		77.5		75.5	

PROGRAM OVERVIEW

This eighty-eight acre site is a state-of-the-art athletic training facility and high-tech learning facility. It includes a 20,000 square foot gymnastics competitive arena; 50 meter indoor competitive pool with adjacent leisure pool, tunnel slide and hot tub; 200 meter indoor track arena with seating for 3,500 spectators; fitness center and indoor running track; 20,000 square feet of classroom and meeting space; children's center, complete with an outdoor playground; operation and maintenance storage space; open atrium with a warm and inviting café space and community rooms; administrative offices; and locker rooms. Full-scale catering and concession services and a hot lunch program for summer day camp participants are available. The 280,000 square foot complex has met the needs of the local community and positively impacted the economic growth of the County. The facility has provided pre-Olympic training opportunities in track and field, swimming, and gymnastics, and has served as a major venue for international, national, and regional events. A new artificial turf field added in FY12 will further enhance the offerings of this facility.

PROGRAMS

ADMINISTRATION	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$4,219,089	\$3,869,400	\$3,466,200
Personnel Services	\$118,884	\$837,300	\$953,400
Supplies & Materials	\$27,423	\$50,000	\$50,000
Other Services & Charges	\$970,898	\$1,300,000	\$1,224,000
Total Expenditures	\$2,117,205	\$2,187,300	\$2,227,400
Workyears	16.5	16.5	17.5

FIELD HOUSE/ OUTDOOR VENUE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$30,581	\$50,000	\$48,000
Personnel Services	\$271,938	\$383,200	\$359,500
Supplies & Materials	\$22,953	\$33,300	\$33,300
Other Services & Charges	\$1200	\$3,000	\$3,000
Total Expenditures	\$296,091	\$419,500	\$395,800
Workyears	6.0	6.0	6.0

MARKETING	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$48,850	\$60,000	\$53,000
Personnel Services	\$0	\$0	\$0
Supplies & Materials	\$47,307	\$45,000	\$45,000
Other Services & Charges	\$0	\$0	\$0
Total Expenditures	\$47,307	\$45,000	\$45,000
Workyears	0.0	0.0	0.0

FITNESS CENTER	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$515,570	\$825,000	\$675,300
Personnel Services	\$435,966	\$537,600	\$530,600
Supplies & Materials	\$108,400	\$90,000	\$90,000
Other Services & Charges	\$3,019	\$7,500	\$39,500
Total Expenditures	\$547,385	\$635,100	\$660,100
Workyears	6.5	6.5	8.0

LEARNING CENTER/ INFORMATION TECH.	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$444,048	\$395,800	\$430,000
Personnel Services	\$269,879	\$306,200	\$294,000
Supplies & Materials	\$43,875	\$45,000	\$45,000
Other Services & Charges	\$45,061	\$20,000	\$20,000
Total Expenditures	\$358,815	\$371,200	\$359,000
Workyears	4.5	4.5	4.5

GYMNASTICS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$569,769	\$588,000	\$588,000
Personnel Services	\$487,671	\$449,800	\$445,500
Supplies & Materials	\$20,813	\$37,500	\$37,500
Other Services & Charges	\$30,557	\$16,800	\$16,800
Total Expenditures	\$539,041	\$504,100	\$499,800
Workyears	5.5	5.5	5.5

EVENT SERVICES/ YOUTH AND COMMUNITY	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$479,578	\$606,000	\$546,000
Personnel Services	\$579,769	\$685,000	\$616,500
Supplies & Materials	\$26,388	\$43,500	\$43,500
Other Services & Charges	\$25,177	\$36,000	\$26,000
Total Expenditures	\$631,334	\$764,500	\$686,000
Workyears	7.5	8.5	8.5

MAINTENANCE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$0	\$0	\$0
Personnel Services	\$367,771	\$448,600	\$350,300
Supplies & Materials	\$84,292	\$100,000	\$100,000
Other Services & Charges	\$397,999	\$440,000	\$444,000
Total Expenditures	\$850,062	\$988,600	\$894,300
Workyears	9.0	9.0	8.0

AQUATICS	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$640,737	\$570,000	\$620,000
Personnel Services	\$967,490	\$821,500	\$815,500
Supplies & Materials	\$48,853	\$63,300	\$63,300
Other Services & Charges	\$86,041	\$117,000	\$107,000
Total Expenditures	\$1,102,384	\$1,001,800	\$985,800
Workyears	12.0	14.0	14.0

FOOD & BEVERAGE	Actual FY11	Budget FY12	Proposed FY13
Revenue (summary)	\$349,128	\$435,000	\$385,000
Personnel Services	\$278,542	\$324,100	\$133,300
Supplies & Materials	\$218,069	\$250,000	\$25,000
Other Services & Charges	\$9,086	\$8,000	\$0
Total Expenditures	\$505,697	\$582,100	\$158,300
Workyears	8.0	7.0	3.5

Administration

This section assures that the Prince George's Sports & Learning Complex provides year-round leisure programs and services for the residents of Prince George's County. These include a range of recreational opportunities from gymnastic classes, aquatics and fitness classes and memberships, to walking clubs, all-

comers meets, and free workshops for all ages and skill levels. Concession services and a full-service café are also on the premises. An additional 20,000 square feet houses the Operations Division, seven classrooms, a kitchen, and additional storage/office space. This section provides the management, supervision, and oversight for this facility

FY13 Major Changes

- Reducing revenue based on decrease of Recreation Fund subsidy attributable to implementation of cost saving measures.
- Adding one (1) FT career position transferred from the Event Services/Youth and Community Programs units.
- Decreasing non-personnel costs based on projected decrease in utility costs.

Marketing

The Marketing account is sustained by revenue from parking fees, vending, grant opportunities, and cell phone carrier payments for the use of the service tower on the Complex property. This revenue is used to help finance major supplies and equipment for the complex as it grows and ages, and to support more event and program opportunities.

FY13 Major Changes

- Decreasing and reallocating revenue based on actual historic and projected revenue and cost patterns.

Learning Center/Information Technology

The Learning Center and Information Technology Unit provides staff and equipment to operate a full educational component for the facility. Academic tutoring, computer courses, SAT preparation for teenagers, literacy programs, summer computer camp programs, life skills training classes, web site design courses, and a large variety of educational workshops and forums are available at affordable prices for all age groups and skill levels.

Learning Center staff partner with other public and private agencies to offer a wide variety of programs. Information technology staff keeps the computer equipment in good operating order and they work to stay abreast of new trends in the computer field.

FY13 Major Changes

- Increasing revenue based on actual historic and projected revenue patterns.
- Decreasing personnel cost based on actual projected compensation levels.

Event Services/Youth and Community Programs

The Event Services/Youth and Community Programs unit coordinates all aspects of small and large-scale indoor and outdoor events including birthday party programs, trade shows, high-level athletic competitions, seminars, health expos, meetings, and multi-cultural festivals for a variety of ages and skill levels.

FY13 Major Changes

- Decreasing revenue based on actual historic and projected revenue and cost patterns.
- Adding one (1) FT career position transferring from the Food and Beverage unit and transferring one (1) FT career position to Administration.
- Decreasing personnel cost based on actual projected compensation levels.
- Decreasing non-personnel funding as part of FY13 reduction in non-discretionary funding.

Aquatics

The 50,000 square foot Aquatics Center offers a 50-meter competition pool with a movable floor and diving area. Audience seating capacity is 800. The leisure pool features water slides, splash features, and a spa area. Swim classes, competitions, special events and various training activities are offered. All staff are Red Cross certified.

FY13 Major Changes

- Increasing revenue based on increased programming projections and on actual historic trends.
- Decreasing personnel cost based on actual projected compensation levels.
- Decreasing non-personnel funding as part of FY13 reduction in non-discretionary funding.

Field House/Outdoor Venue

This venue is a community favorite for track and field events and football games. The Outdoor Stadium has hosted numerous professional and youth football games and all levels of track and field competitions. The Indoor Field House has a 200-meter, 6-lane track; pole vault runway; high jump pit; two long jump areas; and discus and shot put areas. The outdoor venue is composed of a lighted 400-meter, 8-lane track with features similar to the indoor facility.

FY13 Major Changes

- Decreasing personnel cost based on actual projected compensation levels.

Fitness Center

The Fitness Center offers a wide variety of health and fitness services. It boasts a 20,000 square foot venue with separate areas for free weights, strength training, cardiovascular equipment, massage therapy, group exercise and spinning classes, as well as a 160-yard indoor jogging track.

FY13 Major Changes

- Decreasing revenue based on historic trends and actual projections.
- Adding 1.5 seasonal workyears, transferred from the Food/Beverage unit.
- Reallocating seasonal funding transferred to non-personnel funding.

Gymnastics

The Gymnastics Center offers a wide variety of classes, workshops, and competition for all ages. The 25,000 square foot, world-class gymnastics area has modern equipment and training tools to provide quality physical activity for learning and practice experience. The Prince George's Sports & Learning Complex has a girls' and a boys' competitive team. Seating capacity for observation in the center is 750.

FY13 Major Changes

- None.

Maintenance

The Maintenance function provides a variety of maintenance operations throughout the Complex. This includes repairs, minor office reconstruction, painting, and other minor maintenance functions. Outdoor landscaping, parking lot/walks upgrades occur in coordination with the Maintenance and Development Division.

FY13 Major Changes

- Eliminating one (1) FT career position.
- Adding non-personnel funding transferred from the Food/Beverage unit.
- Decreasing non-personnel funding as part of FY13 reduction in non-discretionary funding.

Food/Beverage

The Food and Beverage function provides a complete food service operation through indoor/outdoor concession sales, catering services, the summer camp hot lunch program, and the full-service café located in the facility. In FY12, the Food and Beverage operation is being re-organized. The net savings is expected to be about \$370,000.

FY13 Major Changes

- Decreasing revenue based on historic trends and actual projections.

- Eliminating one (1) FT career position and transferring one (1) FT career position to the Event Services/Youth/Concessions unit.
- Transferring 1.5 seasonal workyears to the Fitness Center unit.
- Decreasing non-personnel funding as part of FY13 reduction in non-discretionary funding and transferring non-personnel funding to the Maintenance unit.

GOLF COURSES

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
REVENUE (MAJOR SOURCE)								
Intergovernmental Revenues	\$0		\$0		\$0		\$0	
Sales	\$425,350		\$382,478		\$445,000		\$425,000	
Charges for Services	\$0		\$0		\$0		\$0	
Recreation/User Fees	\$1,615,187		\$1,517,794		\$1,720,000		\$1,762,500	
Rentals/Concessions	\$388,557		\$400,854		\$394,000		\$394,000	
Interest Revenue	\$0		\$0		\$0		\$0	
Miscellaneous Revenue	\$36,802		\$19,518		\$48,000		\$5,500	
Transfers/Subsidies	<u>\$922,700</u>		<u>\$997,250</u>		<u>\$843,300</u>		<u>\$860,100</u>	
Total Revenue	\$3,388,596		\$3,317,894		\$3,450,300		\$3,447,100	
EXPENDITURE								
Personnel Services	\$2,292,763		\$2,211,488		\$2,085,300		\$2,065,500	
Supplies & Materials	\$810,820		\$807,755		\$875,000		\$876,700	
Other Services & Charges	\$355,136		\$334,350		\$375,000		\$389,900	
Capital Outlay	\$0		\$161,553		\$115,000		\$115,000	
Other Classifications	<u>\$154,792</u>		<u>\$0</u>		<u>\$0</u>		<u>\$0</u>	
Total Expenditure	\$3,613,511		\$3,515,146		\$3,450,300		\$3,447,100	
Revenue Over(Under) Expenditure	(\$224,915)		(\$197,252)		\$0		\$0	
Positions/Workyears Full Time Career	19	19.0	18	18.0	18	18.0	18	18.0
Positions/Workyears Part-Time Career	<u>1</u>	<u>0.5</u>	<u>1</u>	<u>0.5</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>
Positions/Workyears Total Career	20	19.5	19	18.5	18	18.0	18	18.0
Positions/Workyears Term Contract	0	0.0	0	0.0	0	0.0	0	0.0
Seasonal/Intermittent	<u>26.0</u>		<u>26.0</u>		<u>22.5</u>		<u>22.5</u>	
Workyears Total	45.5		44.5		40.5		40.5	

PROGRAM OVERVIEW

This program operates and maintains four golf facilities throughout Prince George's County. Enterprise Golf Course (GC) is an 18-hole course and driving range. Paint Branch Golf Complex is a 9-hole executive course with a lighted and heated driving range. Henson Creek Golf Course is a 9-hole course and includes a new driving range. Kentland Golf Training Center is a driving range and also includes a 3-hole practice short course. Each of these facilities hosts The First Tee of Prince George's County with the chapter office at Paint Branch GC.

FY13 MAJOR CHANGES

- Increasing personnel cost based on actual projected compensation levels and salary lapse.
- Increasing non-personnel costs based on actual projected expenses for utilities.

WATKINS AND COSCA TENNIS BUBBLES

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
REVENUE (MAJOR SOURCE)								
Intergovernmental Revenues	\$0		\$0		\$0		\$0	
Sales	\$1,345		\$931		\$2,000		\$2,000	
Charges for Services	\$0		\$0		\$0		\$0	
Recreation/User Fees	\$105,657		\$88,139		\$115,000		\$110,000	
Rentals/Concessions	\$220,944		\$249,337		\$250,000		\$250,000	
Interest Revenue	\$1,765		\$1,255		\$0		\$0	
Miscellaneous Revenue	\$11		\$526		\$0		\$0	
Transfers/Subsidies	<u>\$23,700</u>		<u>\$14,900</u>		<u>\$5,500</u>		<u>\$45,300</u>	
Total Revenue	\$353,422		\$355,088		\$372,500		\$407,300	
EXPENDITURE								
Personnel Services	\$249,216		\$257,709		\$263,000		\$263,800	
Supplies & Materials	\$91,110		\$110,647		\$75,000		\$109,000	
Other Services & Charges	\$21,333		\$31,144		\$34,500		\$34,500	
Capital Outlay	\$0		\$0		\$0		\$0	
Other Classifications	<u>\$8,300</u>		<u>\$0</u>		<u>\$0</u>		<u>\$0</u>	
Total Expenditure	\$369,959		\$399,500		\$372,500		\$407,300	
Revenue Over(Under) Expenditure	(\$16,537)		(\$44,412)		\$0		\$0	
Positions/Workyears Full Time Career	1	1.0	1	1.0	1	1.0	1	1.0
Positions/Workyears Part-Time Career	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>
Positions/Workyears Total Career	1	1.0	1	1.0	1	1.0	1	1.0
Positions/Workyears Term Contract	0	0.0	0	0.0	0	0.0	0	0.0
Seasonal/Intermittent	<u>6.5</u>		<u>6.5</u>		<u>6.5</u>		<u>6.5</u>	
Workyears Total	7.5		7.5		7.5		7.5	

PROGRAM OVERVIEW

This program supervises and operates the tennis facilities at Cosca and Watkins Regional Parks. These facilities offer two indoor tennis bubbles and year-round tennis instruction. These facilities also offer summer tennis camps for beginner tennis players between the ages 6-12 years. In addition, each tennis facility has adjacent outdoor tennis courts available on a first-come, first-served basis. The activities are intended to be financed primarily through user fees and charges and other revenues, instead of by tax-supported funds.

FY13 MAJOR CHANGES

- Increasing non-personnel costs based on projected increase in utility costs and projected actual and historic cost patterns.

SHOW PLACE ARENA/ADMINISTRATION

SHOW PLACE ARENA ADMINISTRATION									
Summary of Annual Comparisons by Major Object		Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
REVENUE (MAJOR SOURCE)									
Intergovernmental Revenues		\$0		\$2,600		\$0		\$0	
Sales		\$410,956		\$280,682		\$412,000		\$412,000	
Charges for Services		\$0		\$0		\$0		\$0	
Recreation/User Fees		\$840		\$31,684		\$0		\$0	
Rentals/Concessions		\$834,733		\$916,613		\$932,000		\$932,000	
Interest Revenue		\$4,831		\$2,675		\$0		\$0	
Miscellaneous Revenue		\$39,954		\$20,425		\$5,500		\$5,500	
Transfers/Subsidies		<u>\$1,970,000</u>		<u>\$1,995,700</u>		<u>\$1,930,300</u>		<u>\$1,799,700</u>	
Total Revenue		\$3,261,314		\$3,250,379		\$3,279,800		\$3,149,200	
EXPENDITURE									
Personnel Services		\$1,690,978		\$1,510,396		\$1,587,000		\$1,466,900	
Supplies & Materials		\$390,642		\$273,019		\$356,100		\$356,100	
Other Services & Charges		\$1,346,497		\$1,401,350		\$1,244,900		\$1,234,400	
Capital Outlay		\$0		\$77,291		\$91,800		\$91,800	
Other Classifications		<u>\$97,900</u>		<u>\$0</u>		<u>\$0</u>		<u>\$0</u>	
Total Expenditure		\$3,526,017		\$3,262,056		\$3,279,800		\$3,149,200	
Revenue Over(Under) Expenditure		(\$264,703)		(\$11,677)		\$0		\$0	
Positions/Workyears Full Time Career		14	14.0	14	14.0	13	13.0	13	13.0
Positions/Workyears Part-Time Career		<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>
Positions/Workyears Total Career		14	14.0	14	14.0	13	13.0	13	13.0
Positions/Workyears Term Contract		0	0.0	0	0.0	0	0.0	0	0.0
Seasonal/Intermittent		<u>21.0</u>		<u>21.0</u>		<u>21.0</u>		<u>21.0</u>	
Workyears Total		35.0		35.0		34.0		34.0	

PROGRAM OVERVIEW

This section consists of administration and management activities for the Show Place Arena, including event-specific revenues and expenses, maintenance of the Arena, surrounding grounds, and outdoor facilities. Maintenance of the building includes such items as the HVAC system, general building cleaning (including ten sets of restrooms and two locker rooms), structural maintenance, electrical system, and utilities. Event-specific activities consist of setting up the stage, loading dirt in and out of the arena for horse shows and rodeos, setting up and tearing down the basketball floor, electric and phone and data hook-ups, dressing rooms for athletic events, pipe and drape, banquet room set-ups (tables, chairs, podium, sound system), and providing security, parking, door ushers, ticket sellers and takers, and Emergency Medical Technicians. This section includes advertising and marketing for the facility.

FY13 MAJOR CHANGES

- Decreasing personnel cost based on actual projected compensation levels.
- Decreasing non-personnel costs based on projected decrease in utility costs.

PRINCE GEORGE'S COUNTY TRAP AND SKEET CENTER

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
REVENUE (MAJOR SOURCE)								
Intergovernmental Revenues	\$0		\$0		\$0		\$0	
Sales	\$1,200,226		\$1,230,212		\$1,227,200		\$1,227,200	
Charges for Services	\$0		\$0		\$0		\$0	
Recreation/User Fees	\$98,369		\$133,756		\$99,000		\$105,000	
Rentals/Concessions	\$44,725		\$54,987		\$45,000		\$45,000	
Interest Revenue	\$0		\$0		\$0		\$0	
Miscellaneous Revenue	\$8,840		(\$6,019)		\$0		\$0	
Transfers/Subsidies	\$74,600		\$59,200		\$42,200		\$31,700	
Total Revenue	\$1,426,760		\$1,472,136		\$1,413,400		\$1,408,900	
EXPENDITURE								
Personnel Services	\$488,087		\$501,812		\$504,800		\$503,300	
Supplies & Materials	\$773,067		\$745,684		\$743,200		\$743,200	
Other Services & Charges	\$166,762		\$176,436		\$165,400		\$162,400	
Capital Outlay	\$0		\$0		\$0		\$0	
Other Classifications	\$35,800		\$0		\$0		\$0	
Total Expenditure	\$1,463,716		\$1,423,932		\$1,413,400		\$1,408,900	
Revenue Over(Under) Expenditure	(\$36,956)		\$48,204		\$0		\$0	
Positions/Workyears Full Time Career	4	4.0	4	4.0	4	4.0	4	4.0
Positions/Workyears Part-Time Career	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>
Positions/Workyears Total Career	4	4.0	4	4.0	4	4.0	4	4.0
Positions/Workyears Term Contract	0	0.0	0	0.0	0	0.0	0	0.0
Seasonal/Intermittent	<u>7.0</u>		<u>7.0</u>		<u>6.0</u>		<u>6.0</u>	
Workyears Total	11.0		11.0		10.0		10.0	

PROGRAM OVERVIEW

The program provides recreational and competitive sport shooting for the general public and nationally and internationally recognized league shooting in shotgun sporting clays, trap, skeet, five stand, international bunker, and international skeet. Local, regional, and nationally sanctioned competitions are hosted regularly. Certified instructors teach instructional programs such as hunter safety and basic shotgun techniques.

This facility is available for corporate and group outings, events, and tournaments. A retail store stocks a wide selection of shotgun sports supplies and accessories.

FY13 MAJOR CHANGES

- None

ICE RINKS

Summary of Annual Comparisons by Major Object	Actual FY10	Actual FY11	Budget FY12	Proposed FY13
REVENUE (MAJOR SOURCE)				
Intergovernmental Revenues	\$0	\$0	\$0	\$0
Sales	\$4,820	\$4,557	\$2,000	\$3,000
Charges for Services	\$0	\$0	\$0	\$0
Recreation/User Fees	\$311,769	\$355,248	\$332,500	\$333,000
Rentals/Concessions	\$206,355	\$224,418	\$224,000	\$224,000
Interest Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$335	\$10	\$0	\$0
Transfers/Subsidies	<u>\$889,000</u>	<u>\$857,500</u>	<u>\$836,600</u>	<u>\$765,700</u>
Total Revenue	\$1,412,279	\$1,441,733	\$1,395,100	\$1,325,700
EXPENDITURE				
Personnel Services	\$717,163	\$743,098	\$683,800	\$602,200
Supplies & Materials	\$138,940	\$187,710	\$173,000	\$197,000
Other Services & Charges	\$544,595	\$547,046	\$538,300	\$526,500
Capital Outlay	\$0	\$0	\$0	\$0
Other Classifications	<u>\$32,700</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditure	\$1,433,398	\$1,477,854	\$1,395,100	\$1,325,700
Revenue Over(Under) Expenditure	(\$21,119)	(\$36,121)	\$0	\$0
Positions/Workyears Full Time Career	4 4.0	4 4.0	4 4.0	3 3.0
Positions/Workyears Part-Time Career	<u>0</u> <u>0.0</u>	<u>0</u> <u>0.0</u>	<u>0</u> <u>0.0</u>	<u>0</u> <u>0.0</u>
Positions/Workyears Total Career	4 4.0	4 4.0	4 4.0	3 3.0
Positions/Workyears Term Contract	0 0.0	0 0.0	0 0.0	0 0.0
Seasonal/Intermittent	<u>9.0</u>	<u>9.0</u>	<u>7.0</u>	<u>7.0</u>
Workyears Total	13.0	13.0	11.0	10.0

PROGRAM OVERVIEW

This program operates and maintains the Tucker Road Ice Rink and the Herbert Wells Ice Rink. Herbert Wells Ice Rink is a covered outdoor rink operating from late October through late March. Both ice rinks are National Hockey League regulation size, operate seven days a week and rent space for both Youth and Adult hockey programs and special events. Each rink offers a comprehensive learn-to-skate program, as well as recreational skating, birthday parties, free-style sessions, pick-up hockey sessions, Youth and Adult Hockey teams, and Learn to Play Hockey Programs. The Tucker Road Ice Rink offers Summer Ice Skating and other Specialty Camps for all ages.

FY13 MAJOR CHANGES

- Transferring one (1) FT career position to the Aquatics unit in the Sports, Health and Wellness Division.
- Increasing non-personnel costs based on projected increase in utility costs.

COLLEGE PARK AIRPORT

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
REVENUE (MAJOR SOURCE)								
Intergovernmental Revenues	\$0		\$0		\$0		\$0	
Sales	\$77,516		\$90,688		\$81,000		\$81,000	
Charges for Services	\$0		\$0		\$0		\$0	
Recreation/User Fees	\$21,392		\$310		\$1,000		\$1,000	
Rentals/Concessions	\$77,939		\$79,022		\$82,000		\$82,000	
Interest Revenue	\$1,156		\$868		\$0		\$0	
Miscellaneous Revenue	\$25,348		\$505		\$41,000		\$35,000	
Transfers/Subsidies	<u>\$150,900</u>		<u>\$242,800</u>		<u>\$229,500</u>		<u>\$227,200</u>	
Total Revenue	\$354,251		\$414,193		\$434,500		\$426,200	
EXPENDITURE								
Personnel Services	\$195,669		\$183,329		\$209,900		\$205,100	
Supplies & Materials	\$99,068		\$175,415		\$157,100		\$157,100	
Other Services & Charges	\$130,325		\$62,794		\$67,500		\$64,000	
Capital Outlay	\$0		\$0		\$0		\$0	
Other Classifications	<u>\$11,200</u>		<u>\$0</u>		<u>\$0</u>		<u>\$0</u>	
Total Expenditure	\$436,262		\$421,538		\$434,500		\$426,200	
Revenue Over(Under) Expenditure	(\$82,011)		(\$7,345)		\$0		\$0	
Positions/Workyears Full Time Career	1	1.0	1	1.0	1	1.0	1	1.0
Positions/Workyears Part-Time Career	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>
Positions/Workyears Total Career	1	1.0	1	1.0	1	1.0	1	1.0
Positions/Workyears Term Contract	0	0.0	0	0.0	0	0.0	0	0.0
Seasonal/Intermittent	<u>4.0</u>		<u>4.0</u>		<u>3.0</u>		<u>3.0</u>	
Workyears Total	5.0		5.0		4.0		4.0	

PROGRAM OVERVIEW

The College Park Airport provides the public with an active general aviation airport and is operated with a dual-role function. As a Federal Aviation Administration (FAA) designated Reliever Airport for Reagan National Airport, the facility meets the needs of the pilots and passengers visiting the greater Washington metro area by offering aircraft parking facilities, fuel, maintenance, and related services. As the world's oldest, continuously-operated airport, the facility promotes its historical heritage and meets the recreational and educational needs of local pilots through special events, including fly-ins, reunions, meetings, and seminars.

Due to federally-mandated security restrictions imposed after September 11, 2001, the airport has been severely impacted in its ability to generate revenue from airport users.

FY13 MAJOR CHANGES

- Decreasing revenue based on actual historic and projected revenue pattern.

BLADENSBURG WATERFRONT PARK

Summary of Annual Comparisons by Major Object	Actual FY10	Actual FY11	Budget FY12	Proposed FY13
REVENUE (MAJOR SOURCE)				
Intergovernmental Revenues	\$0	\$0	\$0	\$0
Sales	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0
Recreation/User Fees	\$5,694	\$7,131	\$6,000	\$6,500
Rentals/Concessions	\$62,701	\$45,394	\$50,000	\$50,000
Interest Revenue	\$4,450	\$3,657	\$0	\$0
Miscellaneous Revenue	\$2,508	\$541	\$2,000	\$1,500
Transfers/Subsidies	<u>\$779,900</u>	<u>\$316,000</u>	<u>\$816,500</u>	<u>\$315,600</u>
Total Revenue	\$855,253	\$372,723	\$874,500	\$373,600
EXPENDITURE				
Personnel Services	\$272,080	\$302,922	\$291,600	\$291,700
Supplies & Materials	\$42,063	\$35,069	\$36,000	\$36,000
Other Services & Charges	\$44,202	\$262,215	\$546,900	\$45,900
Other Classifications	<u>\$7,701</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditure	\$366,046	\$600,206	\$874,500	\$373,600
Revenue Over(Under) Expenditure	\$489,207	(\$227,483)	\$0	\$0
Positions/Workyears Full Time Career	2 2.0	2 2.0	2 2.0	2 2.0
Positions/Workyears Part-Time Career	0 0.0	0 0.0	0 0.0	0 0.0
Positions/Workyears Total Career	2 2.0	2 2.0	2 2.0	2 2.0
Positions/Workyears Term Contract	0 0.0	0 0.0	0 0.0	0 0.0
Seasonal/Intermittent	2.0	2.0	2.0	2.0
Workyears Total	4.0	4.0	4.0	4.0

PROGRAM OVERVIEW

This program fulfills a federal requirement for flood control by dredging the Bladensburg Waterfront Park basin, and provides marine services such as boating, canoeing, and public fishing. Educational programs such as boat tours, canoe and kayak safety programs, nature and history programs, canoe and bicycle tours, and school programs are offered.

This activity is primarily funded through a transfer from the Recreation Fund, except for small amounts collected for rentals and user fees. The goal of the park is to provide beautification, recreational, and educational activities for the general public, as well as a boat storage facility, boat rentals and boat access to the Anacostia River.

Starting in FY08, additional funding was requested to outsource dredging operations. This is due to significant safety and liability issues related to the dredge operation and flooding, including challenges to maintaining and/or replacing aging equipment, recruiting experienced dredge operators and in dealing with changes in the type of sediment from sand/soil to gravel that cannot be handled by existing equipment.

Contractual forces with appropriate equipment would be able to remove 35,000 cubic yards of material during off-season months, every other year, thereby significantly reducing disruption to operations, visitors, and wildlife. The dredging operation is accounted for in the budget every even-numbered fiscal year.

FY13 MAJOR CHANGES

- Significantly decreasing expenditures for biennial dredging operations.

PRINCE GEORGE'S EQUESTRIAN CENTER

Summary of Annual Comparisons by Major Object	Actual FY10		Actual FY11		Budget FY12		Proposed FY13	
REVENUE (MAJOR SOURCE)								
Intergovernmental Revenues	\$0		\$0		\$0		\$0	
Sales	\$0		\$0		\$0		\$0	
Charges for Services	\$0		\$0		\$0		\$0	
Recreation/User Fees	\$0		\$1,000		\$0		\$0	
Rentals/Concessions	\$114,093		\$128,002		\$121,000		\$121,000	
Interest Revenue	\$0		\$0		\$0		\$0	
Miscellaneous Revenue	\$0		\$0		\$0		\$0	
Transfers/Subsidies	<u>\$420,300</u>		<u>\$462,300</u>		<u>\$358,200</u>		<u>\$348,800</u>	
Total Revenue	\$534,393		\$591,302		\$479,228		\$469,800	
EXPENDITURE								
Personnel Services	\$302,565		\$420,329		\$273,200		\$263,800	
Supplies & Materials	\$83,486		\$65,732		\$57,700		\$57,700	
Other Services & Charges	\$130,264		\$120,979		\$118,300		\$118,300	
Capital Outlay	\$0		\$0		\$30,000		\$30,000	
Other Classifications	<u>\$0</u>		<u>\$0</u>		<u>\$0</u>		<u>\$0</u>	
Total Expenditure	\$516,315		\$607,040		\$479,200		\$469,800	
Revenue Over(Under) Expenditure	\$18,078		(\$15,738)		\$28		\$0	
Positions/Workyears Full Time Career	3	3.0	3	3.0	3	3.0	3	3.0
Positions/Workyears Part-Time Career	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>
Positions/Workyears Total Career	3	3.0	3	3.0	3	3.0	3	3.0
Positions/Workyears Term Contract	0	0.0	0	0.0	0	0.0	0	0.0
Seasonal/Intermittent	<u>1.5</u>		<u>1.5</u>		<u>1.5</u>		<u>1.5</u>	
Workyears Total	4.5		4.5		4.5		4.5	

PROGRAM OVERVIEW

This section consists of the Equestrian Center's outdoor facilities including the horse show rings, barns, and grounds maintenance. The show-ring area consists of one covered outdoor horse ring, two show rings, two warm-up rings, one auxiliary ring, and 240 horse stalls located in seven barns. This section includes the therapeutic riding program and all other activities that take place on the infield of the former race track such as parking, concerts, temporary stabling for major horse shows, and the Prince George's County Fair.

FY13 MAJOR CHANGES

- Reducing personnel costs based on actual projected compensation levels.

PERSONNEL COMPLEMENT

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
OFFICE OF THE DIRECTOR (PARK FUND)			
Director	L-A	1	1
Senior Administrative. Specialist	H-A	1	1
Administrative. Specialist	G-A	<u>1</u>	<u>1</u>
TOTAL		3	3
DEPUTY DIRECTOR, ADMINISTRATION AND DEVELOPMENT			
(PARK FUND)			
Deputy Director	L-A	1	1
Administrative Manager (HR)	J-A	0	1
Principal Administrative Asst	F-A	0	1
Principal Administrative Specialist	I-A	0	2
Administrative Specialist	G-A	<u>1</u>	<u>1</u>
		2	6
(REC FUND)			
Administrative Manager (HR)	J-A	1	0
Principal Administrative Asst	F-A	0	0
Principal Administrative Specialist	I-A	<u>2</u>	<u>0</u>
		3	0
TOTAL		5	6
ADMINISTRATIVE SERVICES			
(REC FUND)			
Administrative Manager	J-A	2	0
IT Systems Manager/Leader	J-IT	1	0
Senior IT Support Specialist	I-IT	1	0
Principal Admin. Specialist	I-A	1	0
IT Support Specialist II	H-IT	2	0
IT Support Specialist I	G-IT	2	0
IT Support Technician	F-IT	<u>1</u>	<u>0</u>
		10	0
(PARK FUND)			
Division Chief, Admin. Services	K-A	1	1
IT Systems Manager/Leader	JIT-A	0	1
Administrative Manager	J-A	1	3
Senior IT Support Specialist	IIT-A	0	2
Park Property Manager	I-A	0	1
Principal Admin. Specialist	I-A	3	3
IT Support Specialist II	H-A	0	3
Senior Admin. Specialist	H-A	0	4
IT Support Specialist I	G-A	0	1
Admin. Specialist	G-A	2	2

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
Office Supervisor	G-A	1	1
IT Support Technician	F-A	0	1
Park Permit Technician	C06-A	3	3
Stock Clerk II	C05-A	1	1
Driver Messenger - FT	C02	<u>1</u>	<u>1</u>
		13	28
TOTAL		23	28
PUBLIC AFFAIRS DIVISION			
(REC FUND)			
Senior Vis/Med & Imaging Specialist	H-A	1	1
Sr Volunteer Serv/Community Partnership Coord.	I-A	<u>1</u>	<u>1</u>
		2	2
(PARK FUND)			
Division Chief, Public Affairs and Marketing	K-A	1	1
Public Affairs Specialist III	I-A	4	4
Public Affairs Specialist II	H-A	2	2
Graphics Supervisor	I-A	1	1
Senior Graphic Designer	H-A	2	2
Sr. IT Support Specialist	I-A	1	1
Administrative Specialist	G-A	<u>1</u>	<u>1</u>
		12	12
TOTAL		14	14
INFORMATION TECHNOLOGY AND COMMUNICATONS			
(PARK FUND)			
IT Division Chief	K-IT	1	1
Administrative Manager	J-A	1	1
Office Supervisor	G-A	1	1
IT Systems Manager/Leader	J-IT	4	4
Senior IT Support Specialist III	I-IT	5	5
IT Support Specialist II	H-A	7	7
IT Telecom Specialist II	H-A	1	1
IT Support Specialist	G-A	4	4
Principal Admin. Assistant	C06	1	0
IT Telecom Specialist I	GIT-A	1	1
IT Telecomm. Tech. (PT)	F-H	<u>2</u>	<u>2</u>
TOTAL		28	27
PARK POLICE (PARK FUND)			
Park Police Cmdr/Div. Chief	P09	1	1
Park Police Captain	P07	3	3

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
Park Police Lieutenant	P06	10	10
Park Police Sergeant	P05	13	13
Park Police Officer IV	P04	37	37
Park Police Officer III	P03	24	25
Park Police Officer II	P02	13	14
Park Police Officer Academy Graduate	P02C	3	3
Park Police Officer Candidate	P02B	2	3
Park Police Officer Candidate	PC	11	8
Administrative Specialist	G-A	4	4
Senior Administrative Specialist	H-A	1	1
Park Police Property Specialist	G-A	1	1
Security Systems Technician	T04	1	1
IT Telecommunications Specialist	GIT-A	1	1
Office Supervisor	G-A	1	1
Senior Administrative Assistant	C05	5	5
Lead Park Police Communications Technician	G-A	2	2
Senior Park Police Communications Technician	C06	7	7
Park Police Communications Technician	C04	3	3
Enterprise Facility Manager II	H-A	1	1
Park Police Stable Manager	F-A	1	1
Park Police Communications Supervisor	H-A	<u>1</u>	<u>1</u>
TOTAL		146	146
PARK PLANNING AND DEVELOPMENT (PARK FUND)			
Division Chief	K-A	1	1
Assistant Parks Division Chief	J-A	1	1
Senior Administrative Assistant	C05	3	2
Principal Administrative Assistant	F-A	1	1
Principal Administrative Assistant	C06	2	2
Administrative Specialist	G-A	3	3
Senior Administrative Specialist	H-A	1	1
Principal Administrative Specialist	I-A	1	1
Architectural Designer II	H-A	1	1
Architect	I-A	3	3
Architectural Supervisor	J-A	1	1
Construction Inspector (PT)	G-H	1	0
Senior Construction Inspector	H-A	3	3
Cad/GIS Technician III	F-A	1	1
GIS Specialist I	HIT-A	1	1
Project Manager II	I-A	2	2
Project Manager I	H-A	1	1
Engineering Designer II	H-A	1	1
Construction Supervisor	I-A	3	3
Engineering Supervisor	J-A	1	1

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
Senior Design Technician	G-A	1	1
Landscape Architect	I-A	6	6
Landscape Architect Supervisor	J-A	1	1
Land Survey Aide I	D-A	1	1
Land Survey Aide II	F-A	2	2
Land Survey Supervisor II	H-A	1	1
Map & Graph Supervisor	H-A	1	1
IT Support Specialist II	H-A	1	1
Senior Planner	H-A	3	3
Senior Planning Technician	F-A	1	1
Planner Coordinator	I-A	3	3
Planning Supervisor	J-A	1	1
Master Planner/Supervisor	J-A	<u>2</u>	<u>2</u>
TOTAL		56	54
DEPUTY DIRECTOR, FACILITY OPERATIONS (PARK FUND)			
Deputy Director	L-A	1	1
Principal Administrative Assistant	F-A	<u>2</u>	<u>1</u>
TOTAL		3	2
MAINTENANCE AND DEVELOPMENT (PARK FUND)			
MAINTENANCE AND DEVELOPMENT, HORTICULTURE AND FORESTRY			
Assistant Division Chief	J-A	2	2
Horticulturist III	I-A	1	1
Landscape Supervisor II	H-A	4	3
Senior Urban Forester	I-A	1	1
Park/Gen Maint Leader	F-A	14	13
Senior Equipment Operator	T04	6	6
Equipment Operator	T03	8	8
Greenhouse Tech III	D-A	1	1
Greenhouse Tech I	E-A	3	3
Greenhouse Tech I (PT)	E-H	2	2
Tree Climber/Maint Wrk II	L07	6	5
Tree Climber/Maint Wrk I	L06	2	2
Gardener III	F-A	1	1
Gardener II	L06	12	12
Gardener I	L03	4	4
Park/Gen Maint Wrk III	L05	3	3
Park/Gen Maint Wrk II	L03	8	8
Park Manager II	H-A	1	1
Park Manager I	G-A	2	2
Horticulture Supervisor	G-A	1	0

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
Greenhouse/Nursery Technician III	G-A	1	1
Tree Climber Maintenance Supervisor	G-A	<u>1</u>	<u>1</u>
MAINTENANCE AND DEVELOPMENT, BLDGS AND STRUCTURES		84	80
Assistant Division Chief	J-A	1	1
Trade Shop Supervisor II	I-A	4	4
Trade Shop Supervisor I	H-A	1	1
Exhibits Shop Supervisor	I-A	1	1
Lead Carpenter	G-A	2	2
Lead Electrician	G-A	1	1
Exhibits Specialist II	H-A	5	5
Exhibits Specialist II (PT)	H-A	1	1
Senior Carpenter	T04	7	7
Senior Electrician	T04	8	8
Lead Plumber	G-A	1	1
Senior Plumber	T04	5	5
Senior HVACR Mechanic	T04	2	3
Lead Welder	G-A	1	1
Senior Mason	T04	1	1
Carpenter	T03	3	3
Plumber	T03	2	2
Locksmith	T04	1	1
HVACR Mechanic	T03	3	3
Senior Welder	T04	1	1
Welder	T03	1	1
Park/Gen Maint Wrk III	L05	1	1
Park Property Manager	I-A	1	0
Park/Gen Maint Leader	F-A	1	1
Trades Trainee	T02	3	3
Electrician	T03	1	1
Park/Gen Maint Wkr II	L-03	1	1
Mason	T-03	<u>1</u>	<u>1</u>
MAINTENANCE AND DEVELOPMENT, FLEET MANAGEMENT		61	61
Fleet Manager	I-A	1	1
Trade Shop Supervisor I	H-A	1	1
Lead Mechanic	G-A	2	2
Park/Gen Maint Wrk II	L03	1	1
Senior Mechanic	T04	12	12
Mechanic	T03	2	2
Senior Administrative Assistant	C05	2	2
Senior Clerical/Inventory Oper Asst	C05	<u>2</u>	<u>2</u>
MAJOR MAINTENANCE AND INSPECTION		23	23
Construction and Maintenance Manager	J-A	1	1
Construction Supervisor	I-A	2	2
Park Maintenance Manager	J-A	1	1

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
Senior Construction Inspector	H-A	1	1
Architect	I-A	<u>1</u>	<u>1</u>
MAINTENANCE AND DEVELOPMENT, ADMINISTRATION		6	6
Division Chief	K-A	1	1
Principal Administrative Assistant	C06	1	1
Senior Administrative Assistant	C05	2	2
Office Supervisor	G-A	1	1
I.T. Systems Manager	J-A	1	1
Administrative Specialist	G-A	<u>1</u>	<u>1</u>
		7	7
TOTAL		181	177
NATURAL AND HISTORICAL RESOURCES			
(REC FUND)			
History/Museum Coordinator II	I-A	3	2
Senior History/Museum Specialist I	H-A	2	3
History/Museum Specialist	G-A	4	4
Rec/Enterprise Facility Tech.	F-A	1	1
Principal Admin. Assistant	C06-A	<u>1</u>	<u>1</u>
		11	11
(PARK FUND)			
Senior Admin. Assistant (PT)	C05	2	2
Principal Admin. Assistant	C06	2	2
Exhibit Tech (PT)	E-A	1	1
Park Naturalist Technician	F-A	2	2
Park Ranger	F-A	1	1
Park/General Maintenance Leader- CDL/PAC	F-A	2	2
History/Museum Specialist	G-A	3	3
History/Museum Specialist (PT)	G-A	1	1
Office Supervisor	G-A	1	1
Park Manager I	G-A	1	1
Park Naturalist I	G-A	5	5
Senior Park Ranger	G-A	8	8
Exhibit Specialist I (PT)	H-A	1	0
Park Manager II	H-A	1	1
Park Naturalist II	H-A	3	3
Senior History/Museum Specialist I	H-A	4	4
History/Museum Coordinator II	I-A	1	1
Nature Facility & Program Mgr	I-A	4	4
Park Manager III	I-A	1	1
Park Ranger Supervisor	I-A	1	1
Assistant Parks Division Chief	J-A	1	1
Division Chief	K-A	1	1

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
Park Maintenance Worker II	L03	4	3
Park Maintenance Worker I	L01	0	1
Park/General Maintenance Worker III	L05	<u>5</u>	<u>5</u>
		56	55
TOTAL		67	66
BLADENSBURG MARINA (ENTERPRISE FUND)			
Heavy Equipment Operator	T04	1	1
Nature Facility & Program Mgr	I-A	0	1
Park Naturalist II	H-A	<u>1</u>	<u>0</u>
TOTAL		2	2
COLLEGE PARK AIRPORT (ENTERPRISE FUND)			
Recreation/Enterprise Facility Mgr. II	H-A	<u>1</u>	<u>1</u>
TOTAL		1	1
SPORTS, HEALTH AND WELLNESS (REC FUND)			
County-Wide Division Chief	K-A	1	1
Asst Parks Division Chief	J-A	2	2
Principal Administrative Assistant	C-06	5	6
County-Wide Sports Coordinator	I-A	2	2
Rec/Ent Facility Manager III	I-A	3	3
Rec/Ent Facility Manager I	G-A	4	6
Rec/Ent Facility Manager II	H-A	3	4
County-Wide Sports Specialist III	H-A	3	2
Senior Administrative Assistant	C-05	3	3
Senior Administrative Assistant (PT)	C-05	2	2
Rec/Ent Facility Mgmt Technician (PT)	F-A	2	2
Rec/Ent Facility Mgmt Technician	F-A	3	3
Office Clerk (Job Share) (PT)	C-03	1	1
Office Supervisor	G-A	2	2
Parks & Rec Community Supervisor	I-A	1	1
Rec Specialist III	H-A	1	1
Information/Permitting Supervisor	G-A	1	1
Principal Administrative Specialist	I-A	1	1
Park/General Maintenance Worker II	L03	1	1
Senior Admin Specialist	H-A	1	0
Enterprise Coordinator	J-A	0	1
Enterprise Coordinator	I-A	<u>1</u>	<u>1</u>
TOTAL		43	46

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
SPORTS AND LEARNING CENTER (ENTERPRISE FUND)			
Rec/Ent Facility Manager III	I-A	2	2
Administrative Specialist	G-A	2	2
Principal Administrative Assistant	C-06	3	3
Senior Administrative Assistant	C-05	1	2
Office Clerk	C-03	1	1
Rec/Ent Facility Manager II	H-A	6	5
Rec/Ent Facility Manager I	G-A	6	6
Recreation Specialist II	G-A	0	1
Rec/Ent Facility Mgmt Technician	F-A	2	1
Rec/Ent Facility Mgmt Technician (Job Share PT)	F-A	1	1
Building & Grounds Maint Supt	G-A	1	1
Park/General Maintenance Leader	F-A	2	1
Administrative Manager	J-A	1	1
Sr. Administrative Specialist	H-A	1	0
Principal Administrative Specialist	I-A	<u>1</u>	<u>1</u>
TOTAL		30	28
GOLF COURSES (ENTERPRISE FUND)			
Rec/Ent Facility Manager II	H-A	3	3
Rec/Ent Facility Manager I	G-A	2	2
Golf Course Maint Supervisor II	H-A	1	1
Golf Course Maint Supervisor I	G-A	2	2
Golf Course Maintenance Leader	G-A	1	1
Park/Gen Maintenance Leader	F-A	3	3
Senior Mechanic	T-04	1	1
Park/Gen Maintenance Worker II	L-03	3	3
Park/Gen Maintenance Worker III	L-05	<u>2</u>	<u>2</u>
TOTAL		18	18
TRAP AND SKEET CENTER (ENTERPRISE FUND)			
Rec/Ent Facility Manager II	I-A	1	1
Rec/Ent Facility Manager I	G-A	1	1
Park/Gen Maintenance Leader	F-A	1	1
Park/General Maintenance Worker II	L03	<u>1</u>	<u>1</u>
TOTAL		4	4
ARTS AND CULTURAL HERITAGE (REC FUND)			
Park Maintenance Worker III	L05	1	1
Senior Administrative Assistant	C05	1	1
Principal Administrative Assistant	CO6	4	4

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
Office Supervisor	G-A	1	1
County-Wide Arts Program Coordinator	I-A	2	2
Division Chief	K-A	1	1
Arts Specialist I	H-A	2	2
Rec. Enterprise Fac. Mgr. I	G-A	4	4
Rec. Enterprise Fac. Mgr. II	H-A	4	4
Theatrical Technical Director	H-A	<u>3</u>	<u>3</u>
		23	23
(PARK FUND)			
Park Maintenance Worker II	L02	3	3
Rec. Enterprise Facility Mgr. I	G-A	3	3
County-Wide Arts Program Coordinator	I-A	1	1
Rec. Enterprise Facility Mgr. II	H-A	3	3
Senior Administrative Assistant	C05	1	1
Rec. Specialist III	H-A	<u>1</u>	<u>1</u>
		12	12
TOTAL		35	35
SHOW PLACE ARENA (ENTERPRISE FUND)			
Arena General Manager	J-A	1	1
Principal Administrative Specialist	I-A	1	1
Enterprise Coordinator	I-A	1	1
Administrative Specialist	G-A	1	1
Rec./Enterprise Facility Manager II	H-A	1	1
Park Maintenance Worker III	L05	2	2
Park Maintenance Leader	F-A	2	2
Park Manager I	G-A	2	2
Principal Administrative Assistant	CO6	1	1
Rec./Enterprise Facility Manager I	G-A	<u>1</u>	<u>1</u>
TOTAL		13	13
EQUESTRIAN CENTER (ENTERPRISE FUND)			
Rec/Enterprise Facility Manager II	H-A	1	1
Park Maintenance Worker III	L05	<u>2</u>	<u>2</u>
TOTAL		3	3
DEPUTY DIRECTOR, AREA OPERATIONS			
(REC FUND)			
Deputy Director	L-A	1	0
Administrative Specialist	G-A	1	0
Principal Admin. Assistant	C06	<u>1</u>	<u>0</u>
		3	0

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
(PARK FUND)			
Deputy Director	L-A	0	1
Administrative Specialist	G-A	0	1
Principal Admin. Assistant	C06	0	1
		0	3
TOTAL		3	3
SPECIAL PROGRAMS, CHILD CARE/SPECIAL PROJECTS (REC FUND)			
Division Chief	K-A	1	1
Child Care/Special Projects Division Manager	J-A	1	1
Administrative Manager—Youth Services Coord.	J-A	1	1
Child Care Coordinator	I-A	1	1
Principal Administrative Specialist	I-A	3	3
Office Supervisor	G-A	1	1
Administrative Specialist	G-A	2	2
Child Care Specialist II	H-A	2	2
Child Care Specialist I	G-A	1	1
Senior Clerical/Inventory Oper. Asst.	C05	1	1
Principal Administrative Assistant	C06	2	3
Recreation Specialist III	H-A	3	2
Child Care Aide III (PT)	C04	13	13
Recreation/Enterprise Facility Manager III	I-A	1	1
Recreation/Enterprise Facility Manager I	G-A	6	6
Park Maintenance Worker III	L0-5	1	1
Therapeutic Rec. Coordinator	I-A	1	1
Therapeutic Rec. Spec III	H-A	6	6
Therapeutic Rec. Spec I	F-A	4	4
TOTAL		51	51
NORTHERN AREA OPERATIONS			
(REC FUND)			
Division Chief	K-A	1	1
Area Rec Program Manager	J-A	2	2
Office Supervisor	G-A	1	1
Principal Administrative Assistant	F-A	1	1
Principal Administrative Assistant	C06	2	1
Senior Administrative Assistant	C05	3	3
Recreation/Ent Facility Manager II	H-A	14	13
Recreation/Ent Facility Manager I	G-A	10	10
Recreation Spec. III (Job Share) (PT)	H-A	2	2
Recreation Specialist II	G-A	1	1
Recreation Specialist III	H-A	1	1

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
Pks. & Rec. Comm. Supervisor	I-A	6	6
Public Affairs Specialist II	H-A	1	1
Therapeutic Rec. Spec. III	H-A	1	1
Therapeutic Rec. Spec. II	F-A	<u>1</u>	<u>1</u>
		47	45
(PARK FUND)			
Area Maintenance Manager	J-A	1	1
Recreation/Park Maintenance Coordinator	I-A	1	1
Park Manager II	H-A	3	3
Park Manager I	G-A	3	3
Principal Administrative Assistant	F-A	1	1
Senior Administrative Specialist	H-A	1	0
Senior Administrative Assistant	C05	1	1
Lead Mechanic	G-A	1	1
Senior Mechanic	T04	3	3
Sr. Clerical/Inventory Oper Asst	C05	1	1
Park/Gen. Maintenance Leader	F-A	8	8
Lead Carpenter	G-A	1	0
Carpenter	T03	1	1
Lead Welder	G-A	1	1
Senior Painter	T04	2	2
Park/Gen. Maintenance Worker III	L05	17	17
Park/ Gen. Maintenance Worker II	L03	26	26
Park/ Gen. Maintenance Worker I	L02	<u>1</u>	<u>1</u>
		73	71
TOTAL		120	116
CENTRAL AREA OPERATIONS			
(REC FUND)			
Office Supervisor	G-A	1	1
Principal Admin Assistant	C06	2	2
Senior Admin Assistant	C05	1	1
Admin Assistant	C04	1	1
Principal Admin Assistant	F-A	1	1
Recreation Specialist III	H-A	1	2
Recreation Specialist II	G-A	1	1
Parks & Recreation Division Chief	K-A	1	1
Recreation/Ent. Facility Mgr. II	H-A	13	13
Recreation/Ent. Facility Mgr. I	G-A	10	9
Pks. & Rec. Community Supervisor	I-A	5	5
Area Recreation Program Manager	J-A	2	2
Therapeutic Rec. Specialist III	H-A	1	1
Therapeutic Rec. Specialist II	G-A	1	1
Recreation/Ent. Facility Mgr. III	I-A	<u>2</u>	<u>1</u>
		43	42

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
(PARK FUND)			
Maintenance Manager	J-A	1	1
Rec/Park Maint Coordinator	I-A	1	1
Park Manager II	H-A	3	3
Park Manager I	G-A	5	5
Lead Mechanic	G-A	1	1
Park/General Maintenance Leader	F-A	9	7
Principal Administrative Assistant	C-06	2	1
Senior Welder	T04	1	1
Senior Carpenter	T04	2	2
Senior Mechanic	T04	3	3
Park/General Maint. Worker III	L05	15	17
Stock Clerk II	C05-A	1	1
Senior Painter	T04	2	2
Park/General Maint. Worker II	L03	23	23
Stock Clerk I	C03	1	1
Principal Admin Specialist	I-A	<u>1</u>	<u>0</u>
		71	69
TOTAL		114	111
WATKINS AND COSCA TENNIS BUBBLES (ENTERPRISE FUND)			
Recreation/Ent Facility Mgr. II	H-A	<u>1</u>	<u>1</u>
TOTAL		1	1
SOUTHERN AREA OPERATIONS			
(REC FUND)			
Division Chief	K-A	1	1
Office Supervisor	G-A	1	1
Principal Administrative Assistant	C06	2	2
Principal Administrative Assistant	F-A	3	3
Budget Coordinator	H-A	1	0
Area Recreation Program Mgr.	J-A	2	2
Pks. And Rec. Comm. Supervisor	I-A	6	6
Recreation/Enterprise Fac. Mgr. II	H-A	14	14
Recreation/Enterprise Fac. Mgr. I	G-A	10	10
Recreation Specialist II	G-A	1	1
Recreation Specialist III	H-A	1	1
Therapeutic Rec. Spec. III	H-A	1	1
Therapeutic Rec. Spec. II	G-A	<u>1</u>	<u>1</u>
		44	43
(PARK FUND)			
Park Main. Manager	J-A	1	1
Recreation/Park Maintenance Coordinator	I-A	1	1
Park Manager I	G-A	5	5

POSITION TITLE	GRADE	Adopted FY12 Positions	Proposed FY13 Positions
Park Manager II	H-A	3	3
Lead Mechanic	G-A	1	1
Senior Mechanic	TO4	3	3
Principal Administrative Assistant	F-A	1	1
Senior Administrative Assistant	C05	1	1
Senior Clerical/Inventory Operations Assistant	C05	1	1
Park General Maintenance Leader	F-A	9	9
Senior Carpenter	T04	1	1
Senior Painter	T04	1	1
Painter	T03	1	1
Park/General Maintenance Worker III	L05	13	13
Park General Maintenance Worker II	L03	24	24
Park General Maintenance Worker I	L02	2	2
Senior Welder	T04	<u>1</u>	<u>1</u>
		69	69
TOTAL		113	112
ICE RINKS (ENTERPRISE FUND)			
Recreation/Enterprise Fac. Mgr. II	H-A	1	1
Recreation/Enterprise Fac. Mgr. I	G-A	<u>3</u>	<u>2</u>
TOTAL		4	3

CAPITAL IMPROVEMENT PROGRAM

EXECUTIVE OVERVIEW

The Commission, by law, was given the responsibility of acquiring, developing and maintaining the park system for Prince George's County. The Capital Improvement Program (CIP) is a six-year program for park acquisition and park development for Fiscal Years 2013 through 2018. The first year represents the capital budget with the remaining five years targeted for planning purposes.

The Capital Improvement Program is a multi-year program devoted to building and renovating facilities, as well as the acquisition of land for potential parks. While the millions that may fund new construction mostly go directly into the CIP, there is also an impact on the operating budget. A new community center, for example, will require personnel to staff it and run programs. Electricity and other utilities, janitorial services, and maintenance of equipment also demand funding. In addition, pay as you go funding (PAYGO) is sometimes utilized - transferring cash directly from the Operating Budget to CIP Projects in an attempt to provide immediate funding and also to reduce long term debt burdens. The Commission uses the CIP to plan for facilities that will come on-line in the future, and it places estimates of operating costs into the budget.

The grand total for Park Acquisition and Park Development for FY13 is \$29,515,000. Recommended funding for FY13 projects includes the following sources:

- M-NCPPC Bonds
- Program Open Space
- Developer Contributions

Projects for the budget year 2013 include carryover projects that have prior funding, ongoing projects such as playground equipment replacement and lighting renovations, projects with special funding and projects that are new to the CIP. The law requires that the CIP be submitted to the County Executive by January 15 each year.

A primary objective for the Department of Parks and Recreation in developing the FY13 – FY18 CIP is to remain within our bonding capacity and not exceed our projected FY13 State Program Open Space allocation.

PARK ACQUISITION

The total cost for proposed park acquisition is \$6,000,000 for FY13 and covers three **(3)** acquisition categories that will be funded by Program Open Space and M-NCPPC Bonds.

PARK DEVELOPMENT

The total cost for proposed park development is \$23,515,000 for FY13. This covers twelve **(12)** specific park development projects and nine **(9)** general renovation funds projects that cover the cost to renovate community centers, playgrounds, trails and other public facilities.

**FUNDING SUMMARY
FISCAL YEAR 2013****PARK ACQUISITION**

PROGRAM OPEN SPACE 100% FUNDING	\$3,000,000
M-NCPPC BONDS	\$3,000,000
	\$6,000,000

PARK DEVELOPMENT

M-NCPPC BONDS	\$23,465,000
DEVELOPER CONTRIBUTION / OTHER	\$50,000
	\$23,515,000

GRAND TOTAL	\$29,515,000

**PROPOSED FY13 - FY18 CAPITAL IMPROVEMENT PROGRAM
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

JANUARY 5, 2012

"LEGEND"
 A - Currently in CIP (No revisions to funding)
 B - Currently in CIP (Funding revision proposed)
 C - New to the CIP
 D - Deferred Funding

PROJECTS (IN THOUSANDS OF DOLLARS)																			
ITEM #	STATUS	PARK NAME	PARK #	DESCRIPTION	AREA	C.D.	APVD	BUDGET YEAR	OUTER YEARS						FY13 FUNDING SOURCE				
							12 & PR		13	14	15	16	17	18	BEYOND 6 YEAR	POS	PAYGO	BOND	GRANTS
1	D	Ammerdale Road Acquisition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	D	Arts District Acquisition Sites	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	D	Contee Road Acquisition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	A	Countywide Local Park Acquisition	-	-	-	-	10019	1500	1500	1500	9500	1500	-	-	-	-	-	-	-
5	A	Historic Agricultural Resources Preservation	-	-	-	-	20500	3000	3000	10000	-	3000	-	-	-	-	-	-	-
6	A	Regional/Stream Valley Park Acquisition	-	-	-	-	26317	1500	1500	8500	1500	-	-	-	-	-	-	-	-
				ACQUISITION TOTALS				56836	6000	6000	6000	0	0	0	0	3000	0	0	0

**PROPOSED FY13 - FY18 CAPITAL IMPROVEMENT PROGRAM
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

JANUARY 5, 2012

LEGEND

A - Currently in CIP (No revisions to funding)
B - Currently in CIP (Funding revision proposed)
C - Reviewed for FY13
D - Deleted Funding

PROJECTS (IN THOUSANDS OF DOLLARS)				APPROVED		BUDGET YEAR										OUTER YEARS					FY13 FUNDING SOURCE				
ITEM #	STATUS	PARK NAME	PARK #	DESCRIPTION	AREA	C.D.	12 & PR	13	14	15	16	17	18	BEYOND 6 YEAR	POS	1	2	3	4	5	1	2	3	4	5
1	A	Blue Ponds Conservation Area	M86	Feasibility Study	N	1			250																
2	A	Fairland Regional Park	M79	Road: Soccer/Football Field (FY09), Building Renovation (FY14/15)	N	1	1175		500																
3	A	Longwood CP (Dinosaur Park)	M72	Dinosaur Park Development	N	1	500	250										250							
4	A	Montpelier Arts Center	M80	Outside Studio (FY10), Pottery Classroom (FY11), Renovations (FY12 & 13)	N	1	1300																		
5	D	Montpelier Neighborhood Park	M10	Park renovation	N	1																			
6	A	North College Park Community Center	-	Feasibility Study for new community center	N	1						50	###												
7	D	Northern Area Sports Park	M27	Park Development near Konterra	N	1																			
8	A	African American Museum and Cultural Center	-	New Cultural Museum	N	2		5000										5000							
9	D	Langley Park Multi-Cultural Service Center	S58	Redevelopment to serve community	N	2																			
10	D	North Brentwood CCP	N58	Code compliance & renovation	N	2	1208																		
11	D	Northwest Branch Trail @ Ford	S78	Replace bridge, repave trail	N	2																			
12	A	Good Luck CC	O64	Expansion, (5,400 s.f.) Ballfield and Basketball Renovation	N	3		175																	
13	A	Landover Hills Community Center	-	Facility Planning	N	3			100																
14	D	Paint Branch Golf Complex (First Tee)	N82	Pond reconfiguration, short course installation, practice green enlargement	N	3	2004																		
15	A	Collingbrook CP	R24	Park Development	C	4																			
16	A	Glenn Dale CC	O55	Code Compliance, Renovations & Expansion (1,500 s.f.)	C	4	454		200	2000															
17	D	Queen Anne Bridge Fishing Area	R80	Restoration of Historic Bridge	C	4																			
18	D	Columbia Park CC Park	P65	Expansion	C	5	260																		
19	D	Enterprise Golf Course	O90	Driving Range and First Tee	C	5	1968																		
20	D	Folly Branch SVP	O79	Trail Development & MARC Connection (FY14&15)	C	5	214																		
21	D	Publick Playhouse Cultural Arts Center	N83	Reconstruction	N	5	1925																		
22	D	Regent Forest CP	O98	New Park Development	C	5																			
23	A	Concord Historic Site	P72	Renovation and new assembly room (FY13)	C	6	2833	2515										2515							
24	A	Fairwood East Community Park	R25	Feasibility Study	C	6		800										800							
25	D	Ritchie Run NP	R23	New Park Development	C	6																			
26	A	Walker Mill RP	P79	Park Renovation	C	6	16490	700										700							

**PROPOSED FY13 - FY18 CAPITAL IMPROVEMENT PROGRAM
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

JANUARY 5, 2012

LEGEND

A - Currently in CIP (No revisions to funding)
B - Currently in CIP (Funding revision proposed)
C - New to the CIP
D - Deferred Funding

PROJECTS (IN THOUSANDS OF DOLLARS)										BUDGET YEAR		OUTER YEARS						FY13 FUNDING SOURCE				
ITEM #	STATUS	PARK NAME	PARK #	DESCRIPTION	AREA	C.D.	APPR'D 12 & PR	13	14	15	16	17	18	BEYOND 6 YEAR	POS	PAYGO	BOND	GRANTS	DE/VOTH			
27	A	Watkins Regional Park	Q82	Park Master Plan Upgrade/Park Development & Renovation	C	6	5159	75		1000							75					
28	D	Barnaby Manor Recreation Center	N86	New Recreation Building	S	7								2000								
29	D	Bradbury Community RC	P60	Park Renovation	S	7	100							100								
30	D	District 7 Development Reserve	-	Recreational Facilities	-	7								3150								
31	D	J. Franklin Bourne Aquatic Center	P90	Facility planning	C	7	410							50								
32	D	Peppermill Village CC Park	P64	Community center expansion	C	7	1169							1244								
33	A	Henson Creek SVP & Trail	Q79/Q84	Trail extension & stream renovation	S	8	2050	100	100								100					
34	A	Oxon Hill Manor Historic Site	Q85	Tent and Elevator	S	8	2015	300									300					
35	D	Potomac Waterfront CP - Rosalie Island	Q88	New Park Development; Visitor Center (Park Police Substation)	S	8	200							5400								
36	C	Southern Area Aquatic and Recreation Complex	-	New Recreation and Aquatic Facility	S	8	12000		16500													
37	D	Accokeek East CP	W02	Recreation Center Design	S	9	664							1641								
38	A	Cheltenham Conservation Area	R63	Boardwalk Replacement - Park Enhancements	S	9			100													
39	A	Cosca Regional Park	Q83	Park Renovation	S	9	4047															
40	A	Darnall's Chance	R85	New Windows	S	9				250												
41	D	District 9 Development Reserve	-	Various Park Development Projects	S	9								450								
42	A	Mellwood Pond Park	R61	Modification of Weir Structure	S	9		100									100					
43	D	Park Police Cosca Substation	Q88	Facility Improvements	S	9								200								
44	A	Patuxent River Park (Jug Bay)	R84	Maint. Building (FY18); Campground (FY11); Trails (FY12); Bridge (FY13)	S	9	350		300					350								
45	D	Piscataway Creek SVP	Q81	Extension of trail, play area at Hermit Street	S	9	500							600								
46	D	Pleasant Springs CP	W07	New Community Park Design and Development	S	9								2200								
47	D	Police Fire Arms Range	R92	Safety Improvements (FY08-10); New Indoor Facility (FY12-13)	S	9	3950							10000								
48	A	Prince George's Equestrian Center	R93	Roof Replacement and Building Upgrades	S	9	1500		150								400					
49	A	Upper Marlboro CC	R64	Renovation	S	9		400														
50	A	Woodyard Historic Site	R54	Archaeological Park Development	S	9		100									100					
51	A	Agricultural Building Fund	-	Barn Repair/Construction	-	-	210	100									100					
52	A	Aquatic Facility Renovation Fund	-	Pool Renovation	-	-	2513		500													

**PROPOSED FY13 - FY18 CAPITAL IMPROVEMENT PROGRAM
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

JANUARY 5, 2012

LEGEND

A - Currently in CIP (No revisions to funding)
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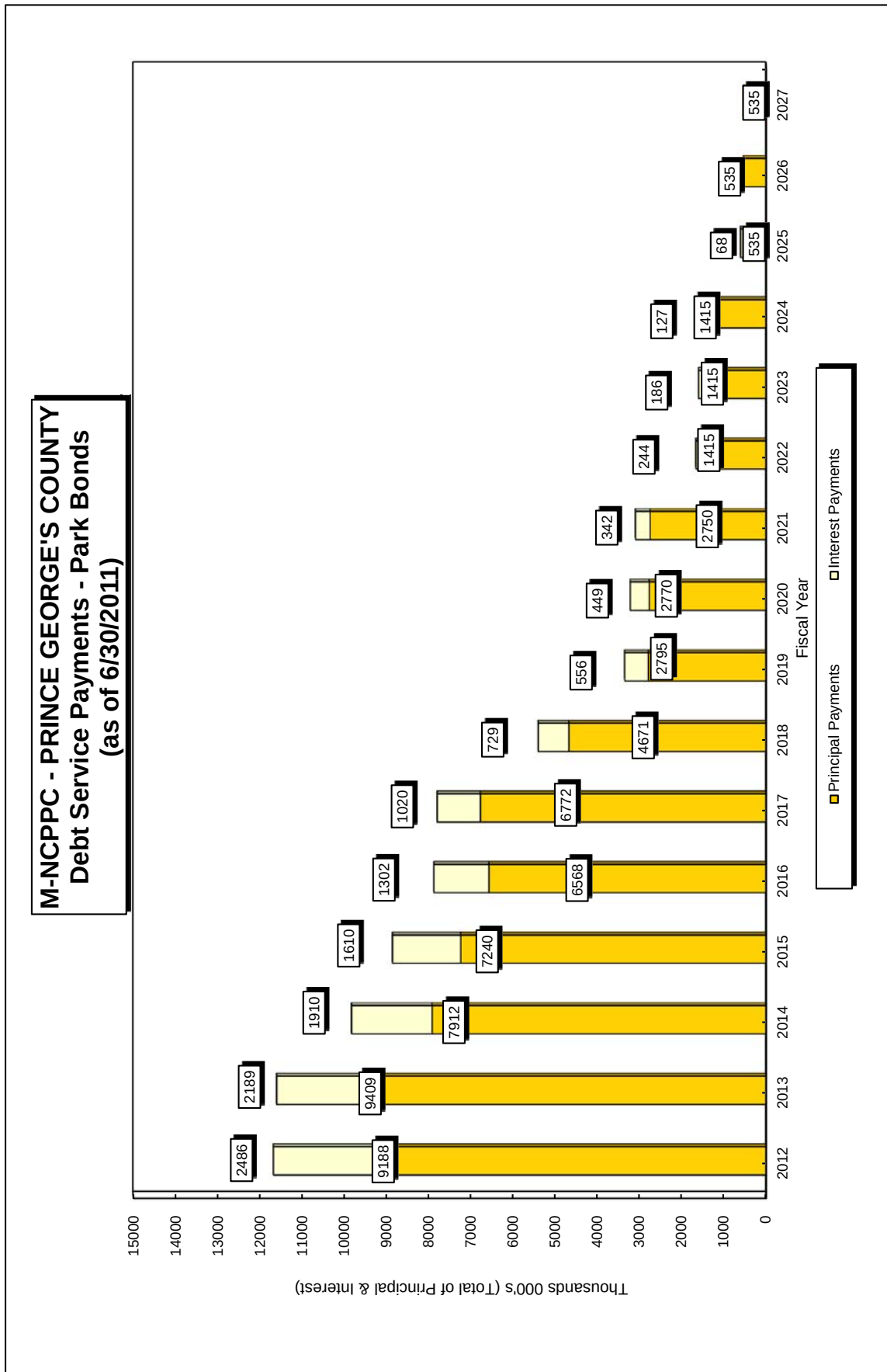
PROJECTS (IN THOUSANDS OF DOLLARS)										BUDGET YEAR		OUTER YEARS						FY13 FUNDING SOURCE				
ITEM #	STATUS	PARK NAME	PARK #	DESCRIPTION	AREA	C.D.	APPR'D 12 & PR	13	14	15	16	17	18	BEYOND 18 YEAR	POS	PAYGO	BOND	GRANTS	DEV/OTH			
53	D	Art in Public Spaces	-	Public Art	-	-		250						400								
54	A	Artificial Turf Fields	-	Artificial Turf Athletic Fields throughout the County	-	-		1000	1000					3000								
55	A	Community Center Expansion	-	Various Community Center Additions	-	-		4445														
56	A	Community Center Renovation	-	Various Community Center Renovations	-	-		8877														
57	D	Consolidated Headquarters Building	-	Design and Construction of New Office Building (P&R, Planning & EOB)	-	-		42125						6600								
58	A	Environmentally Sensitive Facility Fund	-	LEED Certification	-	-		500						500								
59	A	Facility Planning Studies	-	Master Plan for Park and Recreation Facilities	-	-		400														
60	A	Geographical Information Systems	-	Planning Department GIS System Update	-	-		1565	50													
61	A	Information Technology Communication	-	IT and Communications Funding for Facilities	-	-		500	500					500					50			
62	A	Infrastructure Improvement Fund	-	EMG Report Recommendations	-	-		8000	9000	4500	4500							9000				
63	A	Lighting Renovation Fund	-	Parking, Sports Field, & Security Lighting	-	-		700	500	500	500			1000				500				
64	A	Playground Equipment Replacement	-	Code Compliance	-	-		1500	1500	1500								1500				
65	D	Public Right-of-Way Improvements	-	DPWT& SHA required road improvements	-	-		794						1300								
66	A	Recreation Facility Planning	-	Planning and Development of recreational facilities	-	-		1706	700									700				
67	A	Reserve Fund	-	Development Projects	-	-		1517		100												
68	A	Site Remediation Fund	-	Environmental Clean-up	-	-		1100														
69	A	Trail Renovation Fund	-	Trail Reconstruction	-	-		1250	150	150	150							150				
DEVELOPMENT TOTALS										138530	23515	26950	10450	300	###	0	67736	0	23465	0	50	
ACQUISITION AND DEVELOPMENT TOTALS										195366	29515	32950	16450	300	5000	0	3000	0	26465	0	50	

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PRINCE GEORGE'S COUNTY
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2013

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/12	FY 2013 Payments		
						Principal	Interest	Total
GG-2 Advance Refunding	3.1252%	1/1/06	07/01/12	13,685,000	1,050,000	1,050,000	16,406	1,066,406
W-2 Advance Refunding Taxable Bonds 1998	6.4000%	6/25/98	07/01/12	7,325,000	380,000	380,000	12,160	392,160
KK-2 Park Acquisition and Development	3.2004%	04/10/08	05/01/18	17,300,000	10,707,663	1,714,539	342,688	2,057,227
BB-2 Park Acquisition and Development	3.3944%	12/01/02	07/01/14	21,110,000	4,080,000	1,700,000	123,725	1,823,725
EE-2 Park Acquisition and Development	3.2824%	03/15/04	01/15/24	37,525,000	21,650,000	2,970,000	993,070	3,963,070
JJ-2 Park Acquisition and Development	4.3180%	06/06/07	06/06/27	8,900,000	7,125,000	355,000	310,813	665,813
NN-2 Park Acquisition and Development	2.4212%	03/04/10	05/01/21	14,080,000	11,745,000	1,240,000	390,200	1,630,200
Proposed Park Bond				22,500,000		1,500,000	500,000	2,000,000
Proposed headquarters*				36,800,000		2,116,000	1,472,000	3,588,000
Paying Agents Fees				179,225,000	56,737,663	13,025,539	4,161,062	17,186,601
Total Park Fund Debt Service							25,000	103,012,123
								103,012,123

* Debt Service will be eliminated if new headquarters project is deferred.



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PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION

EXECUTIVE OVERVIEW

Section 7-106 (b) of Article 28 of the Annotated Code of Maryland empowers the Maryland-National Capital Park and Planning Commission to include funding in its annual budget for the acquisition of lands needed for State highways, streets or roads as well as for school sites and other public uses in Prince George's County. The Commission established a continuing land acquisition revolving fund from which disbursements for such purchases may be made. The purchase must be shown in the Commission's general plan for the physical development of the regional district or in an adopted plan. The acquisition requires the approval of the County Council of Prince George's County. The acquisition of school sites also requires the prior approval of the Prince George's County Board of Education.

The Commission may transfer the land to the County or agency for which it was acquired upon repayment of funds disbursed for the land, plus interest. Any repayment is placed in the land acquisition revolving fund for future purchases. If an agency later determines that the land is not needed for public use, the Commission may use the land as part of its park system. Alternatively, it may sell, exchange, or otherwise dispose of it under its general authority covering the disposition of park and recreation properties.

BUDGET OVERVIEW

The Advance Land Acquisition Revolving Fund (ALARF) is financed from the proceeds of bonds issued and sold by the Commission from time to time in amounts deemed necessary for the purpose stated above. The payment of principal and interest on these bonds is provided by a special tax levied by the Prince George's County Council against all property assessed for the purposes of County taxation. Article 28 limits the annual rate of the Advance Land Acquisition tax to a maximum of 3 cents personal property tax and 1.2 cents real property tax on each \$100 of assessed valuation. The FY13 budget assumes no ALARF property tax because no debt service payment is anticipated.

On July 1, 1970, the Commission issued bonds in the amount of \$3,270,000 to initially establish the size of the ALARF, and increased the size of the ALARF in 1972 by issuing \$2,200,000 in bonds. The Commission then issued bonds in the amount of \$5,000,000 in June 1990. The first two bond issues have been paid off, and a portion of the 1990 bond issue was re-funded in FY96 at a lower interest rate. The Commission established a debt service fund to pay the principal and interest payments on outstanding bond issues using proceeds from the property tax levy. For FY13, debt service is not anticipated because bonds were paid off in FY11. The contribution to the Advance Land Acquisition Revolving Fund from the remaining fund balance in the Debt Service Fund is \$3,537.

Since the Commission cannot fully anticipate the future needs and requests of other governmental agencies for specific acquisitions, the Commission proposes, in accordance with its authority as prescribed by Article 28, Section 7-106, to expend the entire balance in the ALARF for Advance Land purchases. Since, by law, the County Council has final approval for all land acquisitions by the ALARF, the proposed expenditures from this fund should serve as an estimate only. If no request for land acquisition comes from other agencies and the Commission does not make subsequent purchases, the proposed expenditures will not be made, and therefore will not affect fund balance.

**PRINCE GEORGE'S COUNTY
ADVANCE LAND ACQUISITION FUND**

DEBT SERVICE FUND					
	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	ESTIMATED FY12	PROPOSED FY13
REVENUES					
Property Taxes	\$1,331,241	\$1,226,133	-	3,563	-
Use of Fund Balance	-	-	3,784	-	3,537
Total Revenue	<u>\$1,331,241</u>	<u>\$1,226,133</u>	<u>\$3,784</u>	<u>\$3,563</u>	<u>\$3,537</u>
EXPENDITURES					
Bond Principal Retirement	\$295,000	\$290,000	-	-	-
Bond Interest	22,422	7,431	-	-	-
Administrative Expenses	794	-	-	-	-
Contributions	1,012,532	943,482	3,784	-	3,537
Total Expenditures	<u>\$1,330,748</u>	<u>\$1,240,913</u>	<u>\$3,784</u>	<u>-</u>	<u>\$3,537</u>
Revenue Over/(Under) Expenditures	\$493	(\$14,780)	-	\$3,563	-
Beginning Fund Balance	14,261	14,754	3,784	(26)	3,537
Ending Fund Balance	\$14,754	(\$26)	3,784	\$3,537	-
Tax Rate (Cents per \$100)					
Real	0.13	0.13	0.00	0.00	0.00
Personal	0.32	0.32	0.00	0.00	0.00
Assessable Base (Billions)					
Real	95.750	95.750	82.522	82.522	76.087
Personal	2.772	2.772	2.828	2.828	2.997

REVOLVING FUND					
	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	ESTIMATED FY12	PROPOSED FY13
REVENUES					
Interest on Investments	\$35,484	\$40,379	-	\$20,000	20,000
Land Costs Repaid	-	-	-	-	-
Interest Repayments	-	-	-	-	-
Contributions	1,012,532	943,482	3,784	-	3,537
Total Revenues	<u>\$1,048,016</u>	<u>\$983,861</u>	<u>\$3,784</u>	<u>\$20,000</u>	<u>\$23,537</u>
EXPENDITURES					
Bond Interest	-	-	-	-	-
Land	-	-	8,212,977	-	9,236,591
Total Expenditures	<u>-</u>	<u>-</u>	<u>\$8,212,977</u>	<u>-</u>	<u>\$9,236,591</u>
Revenue Over/(Under) Expenditures	\$1,048,016	\$983,861	(\$8,209,193)	\$20,000	(9,213,054)
Beginning Fund Balance	<u>7,161,177</u>	<u>8,209,193</u>	<u>8,209,193</u>	<u>9,193,054</u>	<u>9,213,054</u>
Ending Fund Balance	\$8,209,193	\$9,193,054	-	\$9,213,054	-
(Unreserved)					

SPECIAL REVENUE FUNDS

Summary of Annual Comparisons by Major Object	ACTUAL FY10	ACTUAL FY11	BUDGET FY12	PROPOSED FY13
BEGINNING FUND BALANCE	\$3,583,048	\$3,440,642	\$4,544,146	\$4,167,246
REVENUE				
Intergovernmental			\$375,000	\$375,000
Rentals/Concessions	\$466,687	\$650,666	\$842,600	\$866,600
Sales	527,172	385,670	424,100	432,100
Recreation/User Fees	4,724,782	4,963,029	6,261,800	6,276,800
Interest Revenue	19,391	23,994	40,200	51,000
Miscellaneous Revenue	862,709	474,958	92,400	114,400
Total Revenue	\$6,600,741	\$6,498,317	\$8,036,100	\$8,115,900
EXPENDITURE				
Personnel Services	\$3,768,202	\$2,632,279	\$4,343,500	\$4,353,000
Supplies & Materials	1,213,338	1,031,675	1,851,600	1,901,600
Other Services & Charges	1,720,836	1,261,560	2,043,300	2,073,300
Capital Outlay	25,669	-	-	-
Other Classifications	15,102	469,299	174,600	351,000
Total Expenditure	\$6,743,147	\$5,394,813	\$8,413,000	\$8,678,900
Revenue Over(Under) Expenditure	(\$142,406)	\$1,103,504	(\$376,900)	(\$563,000)
ENDING FUND BALANCE	\$3,440,642	\$4,544,146	\$4,167,246	\$3,604,246
Workyears (Seasonal/Intermittent)	198.50	216.50	216.50	216.50

Special Revenue Funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue Funds are also used when the expenditure of resources is restricted by the Commission or where there is a need to separate the accounting and budgeting for the expenditure of resources. The funds include budgets for operations associated with planning, parks, and recreation operations. No career staff or workyears, but only seasonal workyears are budgeted in the Special Revenue Funds.

The FY13 Proposed Special Revenue Expenditure Budget is \$8,678,900, an increase of \$265,900 or 3.16% from the FY12 Budget. The increase is due to adjusting operating expenses in an attempt to more closely match projected revenues to planned uses of fund balances to pay for one-time improvements or costs that may not be funded in the operating budget.

PROGRAMS

Community Centers

The Community Centers Special Revenue Funds provide supplemental funding to enhance and expand community service programs. Funds are generated from fees and charges for classes, workshops, special events, and program registrations. Funds provide community outreach programs (special events and community activities); specialized equipment and supplies; community ethnic/heritage programming; volunteer recruitment, recognition and training; program transportation; contractual services; and leadership. Specifically, revenues are collected from our many diverse community programs and activities, such as:

- Class programs in computer skills (animation, web page design, PowerPoint)
- Fitness and health (low- and high- impact aerobics, weight training, yoga)
- Martial arts (Karate, Judo, Tae Kwon Do, Aikido)
- Crafts (floral design, ceramics, sketching)
- Performing arts (ballet, tap and jazz, piano, African dance)
- Sports (soccer, basketball, cheerleading)
- Lifestyle and learning (cooking, hand dance, financial management)

These are just a sampling of the more than 2,000 classes offered at the community centers. Seasonal events for Halloween, Thanksgiving, Christmas, Easter, Mother's Day, Father's Day, and other holidays bring families together. More than 15,000 people participate annually in these and similar events. Pre-school and Kids' Care programs (school-age, after-school child care) operate at more than 25 sites with a combined registration exceeding 600. A large portion of the revenues and expenditures is the summer day camp program held at all of our community centers, with over 100 sessions and more than 11,800 children registered. In addition, vending and rentals are active revenue producers; over 22,000 access cards to fitness rooms are sold each year.

FY13 Major Changes

Reducing finance chargeback based on actual historic and projected expenditures.

NORTHERN AREA COMMUNITY CENTERS	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$88,313	\$697,678	\$715,278
<u>REVENUE</u>			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$5,639	\$9,500	\$9,500
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$1,553,782	\$1,706,800	\$1,706,800
Rentals/Concessions	\$105,249	\$95,600	\$95,600
Interest	\$0	\$0	\$0
Miscellaneous Revenues	\$2,849	\$1,500	\$1,500
TOTAL REVENUE	\$1,667,519	\$1,813,400	\$1,813,400
<u>EXPENDITURE</u>			
Personnel Services	\$628,692	\$1,040,000	\$1,040,000
Supplies and Materials	\$126,009	\$274,400	\$274,400
Other Services and Charges	\$224,082	\$446,400	\$446,400
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$79,371	\$35,000	\$30,000
TOTAL EXPENDITURE	\$1,058,154	\$1,795,800	\$1,790,800
Total Revenue Less Expenditure	\$609,365	\$17,600	\$22,600
ENDING FUND BALANCE	\$697,678	\$715,278	\$737,878
Workyears	61.0	61.0	61.0

CENTRAL AREA COMMUNITY CENTERS	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$271,771	\$603,679	\$571,779
REVENUE			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$9,888	\$20,000	\$20,000
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$1,758,727	\$2,050,000	\$2,050,000
Rentals/Concessions	\$133,830	\$100,000	\$100,000
Interest	\$4,942	\$0	\$0
Miscellaneous Revenues	\$0	\$8,100	\$8,100
Intrafund Transfer	\$28,771	\$0	\$0
TOTAL REVENUE	\$1,936,158	\$2,178,100	\$2,178,100
EXPENDITURE			
Personnel Services	\$933,435	\$1,275,000	\$1,275,000
Supplies and Materials	\$172,618	\$325,000	\$325,000
Other Services and Charges	\$447,870	\$575,000	\$575,000
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$50,327	\$35,000	\$30,000
TOTAL EXPENDITURE	\$1,604,250	\$2,210,000	\$2,205,000
Total Revenue Less Expenditure	\$331,908	(\$31,900)	(\$26,900)
ENDING FUND BALANCE	\$603,679	\$571,779	\$544,879
Workyears	65.0	65.0	65.0

SOUTHERN AREA COMMUNITY CENTERS	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$882,225	\$780,625	\$635,725
REVENUE			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$0	\$1,100	\$1,100
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$1,475,484	\$2,200,000	\$2,202,000
Rentals/Concessions	\$75,008	\$400,000	\$398,000
Interest	\$0	\$0	\$0
Miscellaneous Revenues	\$1,761	\$4,000	\$4,000
TOTAL REVENUE	\$1,552,253	\$2,605,100	\$2,605,100
EXPENDITURE			
Personnel Services	\$914,508	\$1,470,000	\$1,470,000
Supplies and Materials	\$308,523	\$560,000	\$560,000
Other Services and Charges	\$394,080	\$685,000	\$685,000
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$36,742	\$35,000	\$30,000
TOTAL EXPENDITURE	\$1,653,853	\$2,750,000	\$2,745,000
Total Revenue Less Expenditure	(\$101,600)	(\$144,900)	(\$139,900)
ENDING FUND BALANCE	\$780,625	\$635,725	\$495,825
Workyears	79.5	79.5	79.5

Beltsville/Laurel Senior Activity Center

The Beltsville-Laurel Senior Activity Center Special Revenue Fund provides supplemental funding to enhance classes, special events, and amenities at the center. Funds are generated from fees and charges for classes, workshops, special events, trips, program registrations, memberships and rentals. Funds will provide outreach programs (special events and community activities); specialized equipment and supplies; community ethnic/heritage programming; volunteer recruitment, recognition and training; program transportation; contractual services; and leadership. Examples of the offerings:

- Computer skills
- Fitness and well being
- Woodworking
- Ceramics
- Equipment loan program
- Lifestyle and learning
- Volunteer opportunities

FY13 Major Changes

- Increasing revenue and cost based on current actual projections.

BELTSVILLE/LAUREL SENIOR ACTIVITY CTR	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$0	\$0	\$0
REVENUE			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$0	\$75,000	\$90,000
Rentals/Concessions	\$0	\$25,000	\$30,000
Interest	\$0	\$0	\$0
Miscellaneous Revenues	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL REVENUE	\$0	\$100,000	\$120,000
EXPENDITURE			
Personnel Services	\$0	\$60,000	\$70,000
Supplies and Materials	\$0	\$30,000	\$35,000
Other Services and Charges	\$0	\$10,000	\$15,000
Capital Outlay	\$0	\$0	\$0
Other Classifications	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURE	\$0	\$100,000	\$120,000
Total Revenue Less Expenditure	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
ENDING FUND BALANCE	\$0	\$0	\$0
Workyears	3.0	3.0	3.0

Prince George's Stadium

The Prince George's Stadium Special Revenue Fund is used for improvements, special activities, sale of goods, and special functions. Revenues are generated from events held at the stadium, stadium rentals, and sale of special materials. Funds are used for up-front costs to produce concerts and special events, specialized landscaping, and additional items to enhance the stadium for the benefit of the public.

FY13 Major Changes

- None

PRINCE GEORGE'S STADIUM	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$272,459	\$331,442	\$329,442
<u>REVENUE</u>			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$0	\$0	\$0
Rentals/Concessions	\$177,641	\$66,000	\$66,000
Interest	\$1,231	\$1,500	\$1,500
Miscellaneous Revenues	\$0	\$0	\$0
TOTAL REVENUE	\$178,872	\$67,500	\$67,500
<u>EXPENDITURE</u>			
Personnel Services	\$0	\$0	\$0
Supplies and Materials	\$3,249	\$8,200	\$8,200
Other Services and Charges	\$116,640	\$61,300	\$61,300
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$0	\$0	\$0
TOTAL EXPENDITURE	\$119,889	\$69,500	\$69,500
Total Revenue Less Expenditure	\$58,983	(\$2,000)	(\$2,000)
ENDING FUND BALANCE	\$331,442	\$329,442	\$327,442
Workyears	0.0	0.0	0.0

Federally Forfeited Property

The primary purpose of the Department's Forfeiture Program is law enforcement to deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instruments of crime. An ancillary purpose of the program is to enhance cooperation among federal, state, and local law enforcement agencies through the equitable sharing of federal forfeiture proceeds. Revenues deposited to this account consist of drug and asset forfeitures resulting from Park Police's participation with the U.S. Department of Justice's Drug Enforcement Administration (DEA) Drug Task Force. Funds are restricted to law enforcement purposes as defined in Section X of the Department of Justice's "Guide to Equitable Sharing of Federally Forfeited Property" (March '94) and Section 4 of the "Addendum to a Guide to Equitable Sharing" (March '98). Funds are used for training, law enforcement equipment, and drug education and awareness programs.

FY13 Major Changes

- Reducing revenue based on current actual projections.

FEDERALLY FORFEITED PROPERTY	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$4,528	\$20,962	\$15,962
<u>REVENUE</u>			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$0	\$0	\$0
Rentals/Concessions	\$0	\$0	\$0
Interest	\$148	\$300	\$100
Miscellaneous Revenues	\$22,376	\$0	\$0
TOTAL REVENUE	\$22,524	\$300	\$100
<u>EXPENDITURE</u>			
Personnel Services	\$0	\$0	\$0
Supplies and Materials	\$5,617	\$4,700	\$4,700
Other Services and Charges	\$473	\$600	\$600
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$0	\$0	\$0
TOTAL EXPENDITURE	\$6,090	\$5,300	\$5,300
Total Revenue Less Expenditure	\$16,434	(\$5,000)	(\$5,200)
ENDING FUND BALANCE	\$20,962	\$15,962	\$10,762
Workyears	0.0	0.0	0.0

Festival of Lights

The Festival of Lights Special Revenue Fund provides a supplemental funding mechanism to improve, expand, and enhance the festival. Funds are spent for exhibits, equipment, supplies, materials, volunteer training, utilities, marketing and advertising, and contractual services in support of the festival.

FY13 Major Changes

- Increasing cost based on current actual projections.

FESTIVAL OF LIGHTS	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$155,583	\$156,157	\$113,757
<u>REVENUE</u>			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$0	\$0	\$0
Rentals/Concessions	\$0	\$0	\$0
Interest	\$574	\$600	\$600
Miscellaneous Revenues	\$0	\$0	\$0
TOTAL REVENUE	\$574	\$600	\$600
<u>EXPENDITURE</u>			
Personnel Services	\$0	\$0	\$0
Supplies and Materials	\$0	\$18,000	\$25,000
Other Services and Charges	\$0	\$25,000	\$25,000
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$0	\$0	\$0
TOTAL EXPENDITURE	\$0	\$43,000	\$50,000
Total Revenue Less Expenditure	\$574	(\$42,400)	(\$49,400)
ENDING FUND BALANCE	\$156,157	\$113,757	\$64,357
Workyears	0.0	0.0	0.0

Safety Programs

The Safety Program Special Revenue Fund's purpose is to enhance the Commission's and the Department's safety program and to continue the annual sponsorship of the Safety Management Conference. The program provides current safety, fitness, and risk management educational opportunities to park and recreational professionals. Funds are generated from net profits derived from delegates' registration fees, exhibitors' fees, and sale of merchandise for the annual conference. Funds are used for non-budgeted items to offset costs for promoting the Safety Management Conference at various conferences, seminars, training sessions, and workshops. In addition, funds are used in conjunction with the Department's safety program to subsidize award ceremonies, guest speakers, educational costs, staff training, refreshments, safety equipment, transportation, and supplement employees' Fitness Day activities.

FY13 Major Changes

- None

SAFETY PROGRAMS	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$38,647	\$38,872	\$38,872
<u>REVENUE</u>			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$0	\$42,000	\$42,000
Rentals/Concessions	\$0	\$0	\$0
Interest	\$225	\$0	\$200
Miscellaneous Revenues	\$0	\$0	\$0
TOTAL REVENUE	\$225	\$42,000	\$42,200
<u>EXPENDITURE</u>			
Personnel Services	\$0	\$0	\$0
Supplies and Materials	\$0	\$12,000	\$12,000
Other Services and Charges	\$0	\$30,000	\$30,000
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$0	\$0	\$0
TOTAL EXPENDITURE	\$0	\$42,000	\$42,000
Total Revenue Less Expenditure	\$225	\$0	\$200
ENDING FUND BALANCE	\$38,872	\$38,872	\$39,072
Workyears	0.0	0.0	0.0

Nature Programs and Facilities

The Nature Programs and Facilities Special Revenue Fund provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated from donations/contributions, nature center programs, class charges, registration fees, special event admissions, rentals, and merchandise sales. Expenditures are used for non-budgeted conservation and environmental programs and projects, which enhance and expand revenue opportunities. This includes gift shop merchandise for resale and non-budgeted animal supplies/services.

FY13 Major Changes

- Increasing revenue and cost based on current actual projections.

NATURE PROGRAMS AND FACILITIES	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$159,721	\$213,691	\$232,691
REVENUE			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$11,903	\$15,000	\$15,000
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$108,226	\$111,000	\$111,000
Rentals/Concessions	\$54,756	\$44,000	\$55,000
Interest	\$652	\$0	\$700
Miscellaneous Revenues	\$7,669	\$15,000	\$15,000
TOTAL REVENUE	\$183,206	\$185,000	\$196,700
EXPENDITURE			
Personnel Services	\$87,228	\$121,000	\$121,000
Supplies and Materials	\$30,668	\$30,000	\$37,000
Other Services and Charges	\$12,182	\$15,000	\$17,000
Capital Outlay	\$0	\$0	\$0
Other Classifications	(\$842)	\$0	\$0
TOTAL EXPENDITURE	\$129,236	\$166,000	\$175,000
Total Revenue Less Expenditure	\$53,970	\$19,000	\$21,700
ENDING FUND BALANCE	\$213,691	\$232,691	\$254,391
Workyears	4.5	4.5	4.5

Area Operations

The Area Operations Special Revenue Fund provides a supplemental funding mechanism to capture non-budgeted proceeds for major repairs and improvements to neighborhood/community park facilities and to facilitate unique leisure service requirements. Revenues are generated from interest earnings from the Community Centers Special Revenue Funds and from proceeds from MRPA ticket sales. Funds are used to: 1) maintain, enhance, and repair community park facilities; 2) provide specialized equipment to automate and improve operations efficiencies; 3) provide specialized training for staff; 4) fund pilot programs and subsidize activities within economically deprived neighborhoods; 5) expand countywide community service programs; and 6) provide supplemental funding for inclusion services.

FY13 Major Changes

- Increasing revenue and decreasing expenditures based on current actual projections.

AREA OPERATIONS	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$354,974	\$369,829	\$361,729
<u>REVENUE</u>			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$7,432	\$15,000	\$15,000
Rentals/Concessions	\$0	\$0	\$0
Interest	\$8,898	\$31,500	\$40,000
Miscellaneous Revenues	\$0	\$1,000	\$1,000
Intrafund Transfer	\$5,503	\$0	\$0
TOTAL REVENUE	\$21,833	\$47,500	\$56,000
<u>EXPENDITURE</u>			
Personnel Services	\$0	\$0	\$0
Supplies and Materials	\$801	\$24,000	\$24,000
Other Services and Charges	\$6,177	\$12,000	\$12,000
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$0	\$19,600	\$11,000
TOTAL EXPENDITURE	\$6,978	\$55,600	\$47,000
Total Revenue Less Expenditure	\$14,855	(\$8,100)	\$9,000
ENDING FUND BALANCE	\$369,829	\$361,729	\$370,729
Workyears	0.0	0.0	0.0

Recreation Warehouse

The Recreation Warehouse Special Revenue Fund is used to purchase recreational supplies and materials for summer and year-round community service activities and programs. Revenues are generated from the sale of supplies and materials to community service organizations. Funds are spent for supplies and materials to restock the warehouse and to provide supplies to park and recreation councils and community centers.

FY13 Major Changes

- None

RECREATION WAREHOUSE	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$72,193	\$102,658	\$102,658
REVENUE			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$304,898	\$330,000	\$330,000
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$0	\$0	\$0
Rentals/Concessions	\$0	\$0	\$0
Interest	\$1,337	\$0	\$1,400
Miscellaneous Revenues	\$12	\$0	\$0
TOTAL REVENUE	\$306,247	\$330,000	\$331,400
EXPENDITURE			
Personnel Services	\$0	\$0	\$0
Supplies and Materials	\$276,738	\$330,000	\$330,000
Other Services and Charges	(\$956)	\$0	\$0
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$0	\$0	\$0
TOTAL EXPENDITURE	\$275,782	\$330,000	\$330,000
Total Revenue Less Expenditure	\$30,465	\$0	\$1,400
ENDING FUND BALANCE	\$102,658	\$102,658	\$104,058
Workyears	0.0	0.0	0.0

Patuxent Outdoor Programs & Special Conservation Projects

This Special Revenue Fund provides a supplemental funding mechanism to generate proceeds for special outdoor-outreach programs and conservation projects for at-risk youth and other program participants; provide innovative outdoor environmental and educational programs; and support nature and conservation related activities. Revenues are generated from donations; proceeds derived from book sales, maps, fishing licenses, and gift shop merchandise; program fees and charges; rentals; and special events. Funds are used for non-budgeted conservation and environmental programs and projects and include merchandise for resale, conservation project supplies, clinic charges, and duck blinds.

FY13 Major Changes

- Increasing revenue and expenditures based on current actual projections.

PATUXENT OUTDOOR PROGRAMS	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$81,166	\$109,672	\$109,672
REVENUE			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$6,101	\$6,500	\$6,500
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$15,020	\$15,000	\$15,000
Rentals/Concessions	\$48,952	\$46,000	\$50,000
Interest	\$438	\$0	\$500
Miscellaneous Revenues	<u>\$15,243</u>	<u>\$7,500</u>	<u>\$16,000</u>
TOTAL REVENUE	\$85,754	\$75,000	\$88,000
EXPENDITURE			
Personnel Services	\$31,385	\$40,000	\$42,000
Supplies and Materials	\$27,113	\$27,000	\$32,000
Other Services and Charges	\$10,050	\$8,000	\$14,000
Capital Outlay	\$0	\$0	\$0
Other Classifications	<u>(\$11,300)</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURE	\$57,248	\$75,000	\$88,000
Total Revenue Less Expenditure	<u>\$28,506</u>	<u>\$0</u>	<u>\$0</u>
ENDING FUND BALANCE	\$109,672	\$109,672	\$109,672
Workyears	1.5	1.5	1.5

General Contributions

This Special Revenue Fund provides funding for facilities and leisure activities for the benefit and enjoyment of County residents. This fund serves as a depository for contributions or donations to a living memorial for a loved one, friend, or outstanding citizen; beautifying park property with additional landscaping and other amenities; and restoring carousel animals. Revenues are received from public, private, and corporate contributions/donations including revenues from our newly established Commemorative Gift Program. Revenues are also received from cell tower agreements with telecommunications companies. Funds are used to offset the cost of tree purchases or related landscape features; carousel restoration; purchase of equipment, supplies, and capital outlay items; and for other designated uses.

FY13 Major Changes

- Increasing revenue based on current actual projections.

GENERAL CONTRIBUTIONS/OTHER	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$549,033	\$590,958	\$446,958
REVENUE			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$0	\$0	\$0
Rentals/Concessions	\$38,700	\$36,000	\$40,000
Interest	\$2,896	\$5,000	\$3,000
Miscellaneous Revenues	\$9,290	\$5,000	\$10,000
TOTAL REVENUE	\$50,886	\$46,000	\$53,000
EXPENDITURE			
Personnel Services	\$0	\$0	\$0
Supplies and Materials	\$3,458	\$100,000	\$100,000
Other Services and Charges	\$0	\$90,000	\$90,000
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$5,503	\$0	\$0
TOTAL EXPENDITURE	\$8,961	\$190,000	\$190,000
Total Revenue Less Expenditure	\$41,925	(\$144,000)	(\$137,000)
ENDING FUND BALANCE	\$590,958	\$446,958	\$309,958
Workyears	0.0	0.0	0.0

Seized Money Escrow

The Seized Money Escrow provides a supplemental funding mechanism to capture proceeds to support drug enforcement training and education. This fund is governed by Article 27, Section 297 of the Annotated Code of Maryland entitled, "The Controlled Dangerous Substance Act." Revenues consist of local seizures of monies by patrol officers, as well as found monies and monies kept for safekeeping. Funds are used for training and educational materials used to promote drug awareness and education.

FY13 Major Changes

- Decreasing revenue based on current actual projections.

SEIZED MONEY/ESCROW	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$16,696	\$17,796	\$17,696
REVENUE			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$0	\$0	\$0
Rentals/Concessions	\$0	\$0	\$0
Interest	\$47	\$400	\$100
Miscellaneous Revenues	<u>\$1,053</u>	<u>\$3,800</u>	<u>\$3,800</u>
TOTAL REVENUE	\$1,100	\$4,200	\$3,900
EXPENDITURE			
Personnel Services	\$0	\$0	\$0
Supplies and Materials	\$0	\$4,300	\$4,300
Other Services and Charges	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0
Other Classifications	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURE	\$0	\$4,300	\$4,300
Total Revenue Less Expenditure	<u>\$1,100</u>	<u>(\$100)</u>	<u>(\$400)</u>
ENDING FUND BALANCE	\$17,796	\$17,696	\$17,296
Workyears	0.0	0.0	0.0

Special Historic Projects and Programs

This Fund provides a supplemental funding mechanism to support archaeological studies, publication of historical documents and research, exhibits on museum artifacts and curators' collections, and historical programs and activities at select historic sites, including Dorsey Chapel and Mt. Calvert. Revenues are generated through admission fees, rentals, donations, publication sales, and special event charges at these historic sites. Funds are used for programs and projects designed to enhance these historic structures.

FY13 Major Changes

- Increasing revenue and expenditures based on current actual projections.

SPECIAL HISTORIC PROJECTS AND PROGRAMS	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$495,878	\$462,989	\$446,989
<u>REVENUE</u>			
Intergovernmental Revenues	\$0	\$0	\$0
Sales	\$47,241	\$42,000	\$50,000
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$44,358	\$47,000	\$47,000
Rentals/Concessions	\$16,530	\$30,000	\$30,000
Interest	\$1,814	\$0	\$2,000
Miscellaneous Revenues	\$21,992	\$16,500	\$25,000
TOTAL REVENUE	\$131,935	\$135,500	\$154,000
<u>EXPENDITURE</u>			
Personnel Services	\$37,031	\$62,500	\$60,000
Supplies and Materials	\$76,881	\$54,000	\$80,000
Other Services and Charges	\$50,962	\$35,000	\$52,000
Capital Outlay	\$0	\$0	\$0
Other Classifications	(\$50)	\$0	\$0
TOTAL EXPENDITURE	\$164,824	\$151,500	\$192,000
Total Revenue Less Expenditure	(\$32,889)	(\$16,000)	(\$38,000)
ENDING FUND BALANCE	\$462,989	\$446,989	\$408,989
Workyears	2.0	2.0	2.0

Interagency Agreements

The Special Revenue Fund for interagency agreements includes revenues and associated expenses from other agencies and government(s) for work the Commission performs on a "reimbursement-for-service" basis. For example, the Commission maintains agreements with the Prince George's County Department of Public Works and Transportation to assist with snow removal from County roads.

FY13 Major Changes

- None

INTERAGENCY AGREEMENTS	Actual FY11	Budget FY12	Proposed FY13
BEGINNING FUND BALANCE	\$0	\$0	\$0
REVENUE			
Intergovernmental Revenues	\$0	\$375,000	\$375,000
Sales	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0
Recreation/User Fees	\$0	\$0	\$0
Rentals/Concessions	\$0	\$0	\$0
Interest	\$0	\$0	\$0
Miscellaneous Revenues	\$0	\$0	\$0
TOTAL REVENUE	\$0	\$375,000	\$375,000
EXPENDITURE			
Personnel Services	\$0	\$275,000	\$275,000
Supplies and Materials	\$0	\$50,000	\$50,000
Other Services and Charges	\$0	\$50,000	\$50,000
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$0	\$0	\$0
TOTAL EXPENDITURE	\$0	\$375,000	\$375,000
Total Revenue Less Expenditure	\$0	\$0	\$0
ENDING FUND BALANCE	\$0	\$0	\$0
Workyears	0.0	0.0	0.0

Geographic Information System (GIS)

The GIS Special Revenue Fund is used for the maintenance and update of geographic data used by the Commission, WSSC and Prince George's County. The GIS database currently contains over 90 data layers. Each data layer has an identified maintenance/update schedule. The Planning Department GIS Section is responsible for the maintenance and update for the vast majority of these layers. Some commitments are based on continuing agreements from the original County GIS GeoMap Consortium. Several layers, such as property and zoning, are critical to the business mission of County government. Several others, such as aerial orthophotography and topography, have become critical to various private business interests in the County. Since 1991, this fund has periodically received reimbursements from the County and WSSC for developing and maintaining some of the basic layers. These reimbursements are maintained in the GIS Special Revenue Fund and will be used for subsequent updating of the layers.

FY13 Major Changes

- None

GIS	Actual FY11	Budget FY12	Proposed FY13
Beginning Fund Balance	\$190,526	241,318	\$222,218
Revenues			
Rentals/ Concessions	\$0	\$0	\$0
Sales	\$0	\$0	\$0
Fees	\$0	\$0	\$0
Interest	\$792	\$900	\$900
Other Revenues	\$50,000	\$30,000	\$30,000
TOTAL REVENUE	\$50,792	\$30,900	\$30,900
Expenditures			
Personnel Services	\$0	\$0	\$0
Supplies & Materials	\$0	\$0	\$0
Other Services and Charges	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0
Other Classifications	\$0	\$50,000	\$250,000
TOTAL EXPENDITURE	\$0	\$50,000	\$250,000
Total Revenue Less Expenditure			
ENDING FUND BALANCE	\$241,318	222,218	\$3,118
Workyears	0.00	\$0	0.00

COMMISSION-WIDE GROUP INSURANCE INTERNAL SERVICE FUND

EXECUTIVE OVERVIEW

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. Due to the Commission-wide nature of the Group Insurance Fund, it has not been presented in the Commission's County Proposed Budget in its entirety. Previously, the administrative costs were budgeted and consolidated with the Risk Management Fund. In the interest of increasing accountability and transparency, a new presentation of the Group Insurance Fund budget including all program costs has been developed. The Commission's Comprehensive Annual Financial Report has always presented the entire Group Insurance Fund.

The Group Insurance Internal Service Fund accounts for the actual cost of providing benefits to employees and retirees. The Fund revenues include employer, employee and retiree share of insurance premiums and chargebacks to the Departments. Medicare Part D provides a subsidy, as well as any reimbursement received from participation in the federal Early Retiree Reinsurance Program. The Flexible Spending program is also a part of this fund.

BUDGET OVERVIEW

The Proposed FY13 expenditure budget is \$45.6 million. This cost of providing health benefits has been steadily increasing as a significant portion of expenditure for the Commission. However, for the past five years, the health insurance rates charged to departments and employees/retirees have been held constant. Rates increases were offset by use of excess reserves. In FY12 health insurance rates were adjusted to market value. Projected cost increases for the plan year beginning January 2013 include 12% for medical and 15% for prescription. It is important to note that even with the January 2012 rate increases the Commission rates are comparable or less than other local governments.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
GROUP INSURANCE INTERNAL SERVICE FUND
 (Note: These funds have not been adopted in prior years)

REVENUES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13
Charges for Services				
Employee/Retirees Premiums	\$4,691,052	\$4,532,846	FY13 will be the first year a budget is adopted for this fund.	\$6,093,870
Employee Flexible Spending Deductions	841,374	818,353		818,400
Employer Premiums	24,505,958	24,194,388		36,754,530
Employer Premiums (Employees on LTD)	462,500	413,000		343,600
Charges for Services - Internal	-	-		1,178,600
Intergovernmental				
Medicare Part D Subsidy	317,948	374,205	-	400,000
Miscellaneous	-	(157,404)	-	-
Total Operating Revenue	\$30,818,832	\$30,175,388	-	\$45,589,000

EXPENDITURES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13
Personnel Services	\$18,900	\$ -	FY13 will be the first year a budget is adopted for this fund.	\$616,000
Supplies and Materials	-	-		20,000
Other Services and Charges				
Claims Paid and Insurance Premiums	31,296,419	35,303,745		43,632,000
Flexible Spending Claims Incurred	825,590	802,429		818,400
Professional Services and Other	207,048	583,703		275,000
Change in IBNR	(150,638)	277,459		
Chargebacks	-	-	-	267,600
Total Operating Expense	\$32,197,319	\$36,967,336	\$ -	\$45,629,000
Nonoperating Revenues (Expenses) -				
Interest Income	\$89,289	\$65,247	-	\$40,000
Income (Loss) Before Operating Transfers	(\$1,289,198)	(\$6,726,701)	-	-
Operating Transfers In (Out) -				
Intrafund Transfer In (Out)	-	-		-
Interfund Transfer In/(Out) - Fund 592	-	-	-	-
Total Operating Transfers				
Change in Net Assets				-
Total Net Assets, July 1	15,899,077	14,609,879	-	3,039,544
Total Net Assets, June 30	14,609,879	7,883,178	-	3,039,544
Designated Assets	2,196,020	3,039,544	-	3,039,544
Unrestricted Assets	12,413,859	4,843,634	-	-
Total Net Assets, June 30	\$14,609,879	\$7,883,178	-	\$3,039,544
Positions/Workyears				4.00/4.70

PRINCE GEORGE'S COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND

EXECUTIVE OVERVIEW

The Commission's Risk Management/Self Insurance Fund was established on July 1, 1978.

Through centralized management, the Risk Management program uses safety and loss control practices and self-insurance administration to reduce liability and mitigate losses to the Commission. The program's overall goals include: reducing the risk of personal injury to employees, protecting and securing Commission assets, avoiding or minimizing injury to users of Commission services and facilities, and managing costs and risk efficiently. The Department of Human Resources and Management (DHRM) and the Finance Department administrate the fund jointly.

The Montgomery County Government operates a group Self-insurance program and provides administrative services and commercial liability insurance to its government members as authorized by the County Code. As a bi-county organization, the Commission has been participating as a member. Participation in the Self-Insurance program provides efficient and economical coverage for Workers' Compensation, General Liability, Real and Personal Property, Police Professional Liability, Automobile Liability, Automobile Physical Damage and Public Official Liability. The Commission also purchases commercial insurance policies as needed for various surety bonds, police horses, catastrophic and blanket coverage for other specialized programs. Specific activities relating to the Risk Management/Self-Insurance programs are listed within the work programs of DHRM and the Finance Department. The Commission began handling litigation of liability and workers' compensation claims internally during FY11.

BUDGET OVERVIEW

The Proposed FY13 expenditure budget is \$4.9 million, representing a net decrease in fund expenses of 2% from the FY12 adopted level. The decrease to the Risk Management/Self-Insurance Fund stems primarily from the separation of the internal administrative Group Insurance costs.

While there has been a decrease in overall fund expenses, total charges for service to the departments of \$4.8 million, contains an increase of approximately 8% in service charges from the FY12 adopted in order to maintain necessary reserve levels. The majority of the charges are attributable to the Park and Recreation Funds to reflect their proportion of risk management expenses.

Additional funding sources include interest income, which remains low at \$60,000 based on interest rate projections and history. While the Commission subrogates its claims to offset losses, claims recoveries are not budgeted as a revenue source to this Fund, but returned directly to the affected departments after received.

RISK MANAGEMENT PRINCE GEORGE'S COUNTY

REVENUES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13
Charges for Services:				
Planning Dept.	\$27,700	\$11,000	\$5,000	\$5,000
Park Fund	2,389,700	2,555,700	3,284,300	3,504,900
Recreation Fund	684,400	765,900	977,200	1,145,200
Enterprise Fund	166,000	131,100	126,800	130,100
CAS	<u>15,000</u>	<u>33,400</u>	<u>11,400</u>	<u>5,000</u>
Total Charges for Services	\$3,282,800	\$3,497,100	\$4,404,700	\$4,790,200
Claims Recoveries	403,433	469,152	0	0
Interest Income	73,849	72,752	74,000	60,000
Use of Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	\$3,760,082	\$4,039,004	\$4,478,700	\$4,850,200
EXPENDITURES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13
Personnel Services	\$570,092	\$579,364	\$626,250	\$345,450
Supplies and Materials	24,522	32,542	32,550	22,500
Claims Paid, Changes in Reserves, Commercial Insurance (Net of Subrogation):				
Planning Dept.	(4,163)	(5,647)	9,381	10,994
Park Fund	1,912,800	2,464,066	2,319,113	2,473,343
Recreation Fund	822,717	420,222	547,418	682,301
Enterprise Fund	202,777	25,334	139,200	158,249
CAS	<u>(2,756)</u>	<u>(6,974)</u>	<u>10,970</u>	<u>6,663</u>
Total Claims	\$2,931,375	\$2,897,001	\$3,026,082	\$3,331,550
<u>Administrative Exp. to the County:</u>				
Planning Dept.	2,385	1,974	2,679	2,755
Park Fund	638,777	478,433	661,019	619,703
Recreation Fund	148,748	117,577	156,240	170,953
Enterprise Fund	44,521	29,160	39,751	39,650
CAS	<u>5,295</u>	<u>2,175</u>	<u>4,468</u>	<u>1,669</u>
Total Admin. Exp. to the County	\$839,726	\$629,319	\$864,157	\$834,730
Other Services and Charges	\$317,319	\$239,407	\$190,000	\$125,000
Chargebacks	<u>155,400</u>	<u>245,300</u>	<u>275,800</u>	<u>250,000</u>
Total Expenditures	\$4,838,434	\$4,622,933	\$5,014,839	\$4,909,230
Transfers out	0	0	0	0
Revenues Over/(Under) Expenses	(\$1,078,352)	(\$583,929)	(\$536,139)	(\$59,030)
Positions/Workyears	3.00/3.00	3.00/3.00	3.00/3.00	2.5/2.65

PRINCE GEORGE'S COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND

EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax-exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

The budget for the Chief Information Officer's Office (OCIO) is included in the Capital Equipment Internal Service Fund (ISF) in each County based on a prorated share of expenditures and subscribed use of enterprise-wide systems. The CIO reports to the Executive Committee to ensure Commission-wide focus on technology systems. The CIO is responsible for strategic planning for the enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer. The OCIO has its own office space in the Executive Office Building in the suite of the Office of the Executive Director.

BUDGET OVERVIEW

The financing authority of the CEISF may be carried over from year to year. This means that if the total authorized amount of financing is not utilized during a particular fiscal year any remaining funding may be carried over to succeeding fiscal years. Approval of the budget gives the Commission's Secretary-Treasurer and other officers, authority to carry out financing for this fund at such time and on such terms as is believed to be advantageous to the Commission without additional action by the Commission or by a Planning Board.

For FY13, the Commission proposes the purchase and financing of \$945,000 in capital outlay expenses in the CEISF. The charge to the Prince George's County departments is primarily for communication equipment for the Parks and Recreation Department. Total expenditures are estimated at \$639,900. This includes the Office of the CIO in compliance with the adopted IT Governance model.

The proposed budget for the Office of the Chief Information Officer for FY13 is \$191,000 and provides for 1.0 position and 1.0 workyear, \$4,500 for supplies and materials specifically for use by the office staff. Other Services and Charges funds participation in professional associations, continuing education and networking memberships.

FY13 Budget Priorities and Strategies

- Continue to refine email cloud service and implement BPOS SharePoint for Leadership based on analysis and results of pilot project.
- Integrate upgraded *Kronos*, *EAM*, and *LaborSoft* with ERP system.
- In collaboration with the IT Council and the Department chief technology officers, develop a Strategic plan for Enterprise Wide Technology Projects
- In collaboration with CTOs and with guidance from the IT Council apply established enterprise policies (governance, priorities, and best practices), and enterprise standards to our network infrastructure.

**PRINCE GEORGE'S COUNTY
CAPITAL EQUIPMENT INTERNAL SERVICE FUND**

REVENUES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13
Rental Charges to Other Funds	\$2,227,699	\$873,705	\$783,600	\$919,200
Interest Income	31,853	29,335	27,300	25,000
Use of Fund Balance	<u>0</u>	<u>0</u>	<u>131,600</u>	<u>128,000</u>
Total	\$2,259,552	903,040	\$942,500	\$1,072,200

EXPENDITURES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13
Personnel Services	\$0	\$0	\$178,600	\$177,200
Supplies & Materials	1,470,021	196,340	2,700	4,500
Other Services and Charges	395,700	750,866	0	9,300
Debt Service - Principal	210,933	110,817	627,700	364,800
Interest	<u>7,257</u>	<u>2,760</u>	<u>133,500</u>	<u>84,100</u>
Total Expenditure and Debt Serv.	\$2,083,911	\$1,060,783	\$942,500	\$639,900
Revenues Over/(Under)Exp. & Debt Serv.	\$175,641	(\$157,742)	\$0	\$432,300

Note: Future financing plans

Capital Equipment Financed for Parks and Rec.	\$0	\$0	\$1,000,000	\$500,000
Capital Equipment Financed for IT initiatives	\$0	\$0	\$240,000	\$360,000
Capital Equipment Financed for Finance Dept.	\$0	\$0	\$85,000	\$85,000
Positions/Workyears	0.00/0.00	0.00/0.00	1.00/1.00	1.00/1.00

EXECUTIVE OFFICE BUILDING

OVERVIEW

The Executive Office Building Internal Service Fund was created to account for the costs associated with the Executive Office Building (EOB) at 6611 Kenilworth Avenue in Riverdale, Maryland. The goal of the team managing the building is to provide a healthy, pleasant, and efficient work environment to facilitate productive staff and protect Commission assets. The building is the headquarters for the Central Administrative Services departments of Finance, Legal, Human Resources and Management (DHRM); the Internal Audit Division; the CIO Office; and the Merit System Board. Additionally, it houses the Employees' Retirement System, the Information Technology and Communication Division, and the Park Planning and Development Engineering Section of the Department of Parks and Recreation in Prince George's County. The Fund receives rent from the various departments and other units based on space occupied in the building. The Management Operations and Internal Services team in DHRM provides facility management.

BUDGET OVERVIEW

The EOB internal service fund accounts for expenses related to daily operations and major maintenance projects of the facility. Major maintenance projects include reconstruction/renovations due to routine use, maintenance of security systems, compliance with the safety and American with Disabilities standards, emergency preparedness, and planned lifecycle asset replacement.

Revenue to the fund is provided annually through rental rates charged to the tenant departments. Rental rates are set based on local market comparison and anticipated operating expenses to enable a clean, safe, and secure worksite for occupants. The cost per square foot charged to the tenants is comparably indexed to the local non-profit commercial market and includes janitorial services, security cameras and electronic access system, grounds maintenance, and daily facility maintenance services. Interest income provides a small amount of revenue.

Significant budget cuts made in FY11 and FY12 to the CAS Departments necessitated the use of fund balance to subsidize rent to the EOB and cover the revenue shortfall to maintain the building and grounds to minimum industry standards. Reserve in the EOB is used to help fund critical projects (e.g., roof replacement, elevator repair, major HVAC systems replacement). A small amount of fund balance use of \$14,830 is proposed in FY13.

For FY13, the EOB budget is proposed at \$977,320 or 6.5% over FY12. The increase is attributable to rising utility costs, increases in maintenance services and supplies, and right-sizing personnel costs (very slight decrease). This fund includes 2.0 positions and 2.0 workyears. Also included in the FY13 budget are funds for a structural engineering assessment that will evaluate the building for age settling and structural impacts from the 2011 earthquake. The FY13 budget includes the final debt service payment for the purchase of the building in 1992. Future debt financing may be required to fund any necessary projects to maintain the building.

**PRINCE GEORGE'S COUNTY
EXECUTIVE OFFICES PROPERTY MANAGEMENT INTERNAL SERVICE FUND
KENILWORTH OFFICE BUILDING**

SUMMARY OF ANNUAL COMPARISONS				
REVENUES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13

Rentals - Office Space:

Pr.Geo. Parks & Rec.	\$150,500	\$147,200	\$163,270	\$171,200
Retirement System	76,189	66,500	73,780	77,370
C.A.S. Departments	633,000	981,599	550,000	713,920
Interest Income	9,297	7,949	0	0
Use of Fund Balance	<u>0</u>	<u>0</u>	<u>130,850</u>	<u>14,830</u>
Total Revenues	\$868,986	\$1,203,248	\$917,900	\$977,320

EXPENDITURES	ACTUAL FY10	ACTUAL FY11	ADOPTED FY12	PROPOSED FY13

Personnel Services	\$178,656	\$131,975	\$198,900	\$198,470
Supplies and Materials	52,938	15,527	6,300	27,500
Other Services and Charges	549,588	734,774	482,100	536,450
Debt Service/Reserves	<u>220,134</u>	<u>116,072</u>	<u>230,600</u>	<u>214,900</u>
Total Expenses	\$1,001,316	\$998,348	\$917,900	\$977,320

Revenues Over/(Under)	(\$132,330)	\$204,900	\$0	\$0
Expenses				

Positions/Workyears:

Full-Time	2/2.0	2/2.0	2/2.0	2/2.0
Part-Time	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2/2.0	2/2.0	2/2.0	2/2.0

The Executive Offices Property Management Internal Service Fund was created to provide an accounting for all costs directly associated with the Executive Office Building at Kenilworth Avenue, the headquarters building for the Central Administrative Services Departments.

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GLOSSARY

Accrual Basis of Accounting

The method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax

Those funds approved to finance planning and administrative support activities.

Adopted Budget

The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without text.

Advance Land Acquisition Revolving Fund (ALARF)

The Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by a Bond Issuance and is serviced through a dedicated property tax. The revolving fund is maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation

Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base

The total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (See Tax Rate). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions

The number of positions shown by the budget in the approved personnel complement.

Capital improvement Program (CIP)

A six-year program describing major real property purchases, renovation and construction projects. The **first year** of the CIP is designated the **Capital Budget**. Years two through six reflect the capital program and are subject to future modification. In Prince George's County the Commission submits its CIP to the County by November 1st every year and in Montgomery County by November 1st in every odd numbered year.

Capital Outlay

Funds in the **operating budget** for capital purchases other than land and improvements to the land, such as some furniture, vehicles, and equipment. To qualify as a capital outlay, an item must be a fixed asset and have a unit cost (the total cost to obtain one fully functioning asset) of \$5,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

Central Administrative Services (CAS)

The Commission's centralized core administrative departments (Human Resources and Management, Finance, Internal Audit Legal, Merit System Board) that are funded jointly by Prince George's and Montgomery Counties.

Chargebacks

Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may

be from one fund to another. The expense appears under Other Classifications in the Commission structure.

Collective Bargaining Agreement

A legally binding contract between the Commission as an employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

Cost of Living Adjustment (COLA)

Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

Debt Service

The amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

Encumbrance

A commitment within an organization to use funds for a specific purpose; there is a legal obligation to spend in the future. Encumbrances allow organizations to recognize future commitments of resources prior to an actual expenditure. A purchase order is a typical encumbrance transaction.

Enterprise Funds

Those funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees. These activities are similar to businesses operated by private enterprise.

Fiscal Year (FY)

The Commission's fiscal year, extending from July 1 in one calendar year to June 30 in the next. Where only a two-digit number is shown, e.g., FY 11 the year ending June 30 of the number shown is intended. (June 30, 2011, in this case).

Fringe Benefits Costs

Funds authorized for the Commission's share of the cost of employees' social security, retirement, health and life insurance.

Fund

A set of accounts reserved for particular types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear compliance with Article 28 of the Annotated Code of Maryland, and with accounting standards and practices.

Fund Balance

Amounts left unexpended or unencumbered in a fund at the end of a fiscal year that can be used either to support budget amendments for unanticipated projects or offset revenue shortfalls in the current fiscal year, or to reduce the demand for tax revenue in the next fiscal year. Tax receipts or interest income in excess of budgeted amounts may also create fund balance.

GAAP

Generally Accepted Accounting Principles (GAAP) are the minimum standards governing financial reporting in both the public and private sector. Governments and the accounting industry recognize the GASB as the primary source of GAAP for state and local governments.

GASB

The Governmental Accounting Standards Board or GASB is an independent, private-sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments.

GASB 45

The GASB Statement 45 provides for more complete financial reporting of costs and financial obligations arising from post-employment benefits other than pensions (OPEB) as part of the compensation for services rendered by employees. Post-employment healthcare benefits, the most common form of OPEB, are a significant financial commitment for many governments. Implementation of Statement 45, requires reporting annual OPEB cost and their unfunded actuarial accrued liabilities for past service costs. Prior to Statement 45, it was typical to use a "pay-as-you-go" accounting approach to report the cost of benefits after employees retire.

Internal Service Funds

Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, management of the Executive Office Building, information systems, and risk management.

Merit Increase

An upward increment in an employee's pay within the salary range for a given class of work. It recognizes the completion of a period of satisfactory service.

Modified Accrual Method

The method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt service, claims and judgments are recorded only when payment has matured and is due.

OPEB - Other Post-Employment Benefits. See **GASB45** for details.

Operating Budget

A comprehensive financial plan by which the Commission's operating programs are funded for a single fiscal year. It includes descriptions of departments by work programs with estimated expenditures and revenue sources. It also relates data and information on the fiscal management of the Commission.

Operating Budget Impact (OBI)

The increase (or possible decrease) in cost in the operating budget attributable to the addition of a new facility or program, or the renovation or expansion of an existing facility.

Other Services and Charges

This category of expenditure reflects services, fees, repairs or maintenance on equipment, rents and leases, and insurance.

Outcome Measure

An assessment of program activity results as compared to its intended purpose. For example, if a program activity's intent was to increase the number of volunteers, the outcome measure would be the increase in the number of volunteers.

Output Measure

The tabulation, calculation, or recording of activity or effort, expressed in a quantitative manner. An example would be the number of arrests made, or the number of employees enrolling in a new benefit. Output measures do not refer to resources required or reflect the effectiveness or efficiency of the work performed.

Park Concessions

Food and entertainment provided by contractual businesses rather than Park Fund employees.

Park Fund/Tax

Those funds approved to finance park operating expenses and debt service.

Pay-As-You-Go (PAYGO)

The concept of utilizing available current revenues or fund balance to pay for capital projects in lieu of the use of bond proceeds, thus saving the Commission from having to pay interest charges on those bonds.

Performance Indicator

A particular value or characteristic used to measure output or outcome; specific information which either alone, or in combination with other data, permits the systematic assessment of how well services are being delivered. An example would be the percentage of reduction in job related accidents after safety training was conducted.

Performance Measurement

Performance measurement is a system that helps managers: (1) set standards and outcome objectives; (2) measure performance against goals, standards or benchmarks; and (3) communicate results. Performance measurement shifts thinking and focus, providing a practical technique for quantifying and establishing accountability. Performance measurement is fully integrated into the budgetary process and reflects specific strategies, goals, and objectives as determined by decision-makers.

Personal Property Tax

A charge on movable property not attached to the land and improvements classified for purposes of assessment. This tax is imposed on businesses within the Commission's boundaries.

Personal Services

The cost for personnel salary, wages and fringe benefits is reflected in this category.

Position

An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period. Employees who occupy a position are designated as career employees. A position may be full or part-time. A career employee may work full-time for a standard workweek, or may work less than a full-time workweek, but more than one-half a workweek, as a part-time employee. Career positions are defined in the Commission's Merit System Rules and Regulations.

Program Budget

Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

Program Open Space (POS)

A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

Property Management Fund

An entity created to account for income and expenditures associated with the rental of park properties.

Real Property Tax

A charge on real estate, including land and improvements (buildings, fences, etc.) classified for purposes of assessment.

Recreation Fund/Tax

Those funds approved to finance recreation programs (Prince George's County only).

Reserve

Also referred to as "surplus" in an expenditure budget, it is shown but it cannot be spent without the consent of the approving body. With approval it may be spent for emergencies or other unforeseen purposes. Generally, this amount is held for future year's expenditures. This reserve is proposed to be at least 3-5% of the

operating expenditures in the General Fund. Other funds may have separate reserve policies. If the term "Reserve" is used in the revenue listings in the budget, this term refers to a funding source that is carried over or created in a previous fiscal year.

Salary Lapse

The amount deducted from the budgets for employee salaries and wages to account for assumed savings resulting from turnover, i.e., periods when authorized positions are vacant because of retirements or resignations or when replacements are hired at lower salaries. Positions newly authorized in the budget may generate salary lapse because of delays in hiring. Lapse may also be generated from a deliberate decision to hold a position that could otherwise be filled vacant for a specified period of time in order to generate savings. Lapse will differ from year to year and from department to department.

Seasonal or Seasonal/Intermittent

An employment status for temporary, intermittent, seasonal or as-needed employees. Employees may work full or part-time, but not continuously on a yearly basis. Employees in this category are not in career status. Seasonal/intermittent employees do not occupy positions but do perform work effort measured in workyears.

Service Charge/User Fee

A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "user fee".

Service Quality Measure

A type of performance indicator that measures the timeliness or effectiveness of a program's operation or a record of customers' assessments. Whereas an output measure might project the number of facilities subject to a safety inspection in a given year, and an outcome measure might project the percentage of facilities receiving the inspection, a service quality measure would record the percentage of facilities inspected on schedule, the percentage of facilities passing inspection, or the percentage of facilities making identified safety improvements within a specified time frame. Results of customer surveys or other assessments tools may be reflected as a service quality measure.

Special Revenue Funds

Funds used to account for proceeds from specific revenue sources that are legally restricted to support only expenditures for specified purposes. For example, the Federal Forfeited Property Fund collects revenues from the sale of drug-crime related assets seized in operations involving the Commission's Park Police. As required by Federal statute, these funds are used to purchase equipment and other resources necessary to combat drug-related crimes in the park system.

Spending Affordability

A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George's County, a three-member Spending Affordability Committee (SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit

This occurs when current revenue from taxes, fees, investments, grants and other sources is less than current expenditures for compensation and benefits, supplies and materials, contractual and maintenance work, and vehicles, among other potential costs. If available, fund balance is often employed to cover the difference.

Support Services

Budget accounts for expenses that are not appropriately or feasibly allocated to the budgets of particular departments or their sub-units. Examples include mail and messenger services, telephone, maintenance, and rent, shared by more than one division within a department or by more than one department.

Tax Rate

The rate, expressed in cents per \$100.00 of assessed valuation (see Assessable Base), applied to real and

commercial personal property to determine taxes levied to fund Commission operations. Thus a tax rate of 3 cents applied to an assessable base of \$10 billion will yield $.03 \times \$10,000,000,000/100 = \$3,000,000$.

Term Contract

An employee who works at least 30 hours per week for a period of less than two years. Term contract employees do not occupy career positions and are not part of the career personnel complement. Term contract employees' work efforts are measured in workyears.

User Fee

A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "service charge".

Workyear

A standardized unit for measurement of government personnel efforts and costs. Usually, a work year is equivalent to 2,080 work hours in a 12-month period.

**PRINCE GEORGE'S COUNTY
EXPENDITURES BY FUND: FY99 THRU FY13**

<u>YEAR</u>	<u>ADMIN</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQ.</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>
FY99	\$20,322,268	\$62,845,009	\$29,090,546	\$440,470	\$7,643,196		\$120,341,489
FY00	\$20,529,293	\$68,590,711	\$30,740,983	\$425,006	\$11,353,115		\$131,639,108
FY01	\$20,812,684	\$68,287,516	\$30,516,427	\$402,856	\$12,714,543	\$4,984,465	\$137,718,491
FY02	\$20,950,707	\$67,105,430	\$31,262,686	\$490,528	\$11,380,231	\$6,142,865	\$137,332,447
FY03	\$22,319,003	\$69,863,305	\$32,964,829	\$464,322	\$11,710,734	\$5,393,052	\$142,715,245
FY04	\$23,293,022	\$74,781,015	\$33,796,457	\$443,015	\$13,432,545	\$5,106,906	\$150,852,960
FY05	\$25,083,208	\$81,761,904	\$36,383,991	\$695,369	\$14,786,908	\$5,697,817	\$164,409,197
FY06	\$28,279,773	\$88,743,066	\$37,098,589	\$405,851	\$15,760,554	\$6,096,333	\$176,384,166
FY07	\$30,550,585	\$111,748,522	\$41,251,265	\$383,105	\$17,697,258	\$6,281,752	\$207,912,487
FY08	\$36,013,065	\$124,818,980	\$45,679,787	\$361,191	\$18,870,026	\$8,231,009	\$233,974,058
FY09	\$48,395,070	\$164,084,663	\$66,856,025	\$1,198,453	\$19,534,488	\$8,752,386	\$308,821,085
FY10	\$42,956,456	\$170,473,900	\$66,497,008	\$1,330,748	\$19,428,477	\$6,743,147	\$307,429,736
FY11	\$41,836,466	\$153,508,201	\$68,681,819	\$1,240,913	\$21,923,090	\$5,394,819	\$292,585,308
FY12 ADOPTED*	\$48,857,650	\$130,389,700	\$78,741,800	\$3,784	\$20,439,000	\$8,413,000	\$286,844,934
FY13 PROPOSED*	\$49,249,800	\$168,265,600	\$71,144,300	\$3,537	\$19,044,000	\$8,678,900	\$316,386,137

* Includes Reserve

**PRINCE GEORGE'S COUNTY
REVENUES BY FUND: FY99 THRU FY13**

<u>YEAR</u>	<u>ADMIN</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQ.</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>
FY99	\$22,917,475	\$95,281,577	\$37,116,821	\$1,077,375	\$10,418,416		\$166,811,664
FY00	\$23,270,476	\$96,199,926	\$39,198,365	\$1,107,250	\$10,849,852		\$170,625,869
FY01	\$24,243,846	\$91,174,373	\$39,624,450	\$577,836	\$12,474,862	\$4,909,635	\$173,005,002
FY02	\$25,389,723	\$87,280,970	\$40,882,149	\$603,942	\$12,455,981	\$5,342,293	\$171,955,058
FY03	\$28,098,003	\$87,444,540	\$41,639,505	\$623,893	\$11,734,441	\$4,723,969	\$174,264,351
FY04	\$30,948,854	\$102,813,515	\$42,260,147	\$635,407	\$13,434,159	\$5,760,698	\$195,852,780
FY05	\$35,204,064	\$99,254,326	\$47,381,187	\$690,189	\$14,673,578	\$6,190,570	\$203,393,914
FY06	\$40,848,592	\$139,043,215	\$54,086,439	\$778,131	\$16,265,979	\$6,999,341	\$258,021,697
FY07	\$46,439,382	\$165,961,755	\$65,126,744	\$870,498	\$17,697,259	\$6,574,160	\$302,669,798
FY08	\$40,236,000	\$136,361,500	\$49,267,500	\$907,700	\$18,931,000	\$7,454,800	\$253,158,500
FY09	\$44,156,575	\$156,648,662	\$63,773,238	\$1,208,337	\$18,820,618	\$6,625,251	\$291,232,681
FY10	\$47,539,880	\$168,505,530	\$68,489,160	\$1,331,241	\$19,190,070	\$6,600,741	\$311,656,622
FY11	\$43,598,586	\$156,067,910	\$64,126,487	\$1,226,133	\$19,246,042	\$6,498,317	\$290,763,475
FY12 ADOPTED	\$48,857,650	\$146,720,700	\$78,741,800	\$3,784	\$20,439,900	\$8,036,100	\$302,799,934
FY13 PROPOSED	\$49,249,900	\$168,265,600	\$71,144,300	\$3,537	\$19,044,000	\$8,115,900	\$315,823,237

NOTE: Rates are per \$100 of assessed valuation.

**PRINCE GEORGE'S COUNTY
TAX RATES BY FUND: FY03 THRU FY13**

	<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>	<u>OTHER COUNTYWIDE PROPERTY</u>	<u>GRAND TOTAL</u>
<u>FY03</u>							
Real	0.0466	0.1420	0.0541	0.0013	0.2440	1.0901	1.3341
Personal	0.1165	0.3550	0.1353	0.0032	0.6100	2.7253	3.3353
<u>FY04</u>							
Real	0.0466	0.1770	0.0541	0.0013	0.2790	1.1384	1.4174
Personal	0.1165	0.4425	0.1353	0.0032	0.6975	2.8475	3.5450
<u>FY05</u>							
Real	0.0466	0.1719	0.0592	0.0013	0.2790	1.1384	1.4174
Personal	0.1165	0.4298	0.1480	0.0032	0.6975	2.8475	3.5450
<u>FY06</u>							
Real	0.0466	0.1719	0.0592	0.0013	0.2790	1.1384	1.4174
Personal	0.1165	0.4298	0.1480	0.0032	0.6975	2.8475	3.5450
<u>FY07</u>							
Real	0.0466	0.1719	0.0592	0.0013	0.2790	1.1165	1.3955
Personal	0.1165	0.4298	0.1480	0.0032	0.6975	2.7916	3.4891
<u>FY08</u>							
Real	0.0466	0.1719	0.0592	0.0013	0.2790	0.9600	1.2390
Personal	0.1165	0.4298	0.1480	0.0032	0.6975	2.4000	3.0975
<u>FY09</u>							
Real	0.0466	0.1719	0.0592	0.0013	0.2790	0.9600	1.2390
Personal	0.1165	0.4298	0.1480	0.0032	0.6975	2.4000	3.0975
<u>FY10</u>							
Real	0.0466	0.1719	0.0592	0.0013	0.2790	0.9600	1.2390
Personal	0.1165	0.4298	0.1480	0.0032	0.6975	2.4000	3.0975
<u>FY11</u>							
Real	0.0466	0.1719	0.0592	0.0013	0.2790	0.9600	1.2390
Personal	0.1165	0.4298	0.1480	0.0032	0.6975	2.4000	3.0975
<u>FY12 ADOPTED</u>							
Real	0.0466	0.1719	0.0605	0.0000	0.2790	0.9600	1.2390
Personal	0.1165	0.4298	0.1512	0.0000	0.6975	2.4000	3.0975
<u>FY13 PROPOSED</u>							
Real	0.0541	0.1544	0.0705	0.0000	0.2790	0.9600	1.2390
Personal	0.1353	0.3860	0.1762	0.0000	0.6975	2.4000	3.0975

NOTE: Rates are per \$100 of assessed valuation.

**PRINCE GEORGE'S COUNTY
WORKYEARS BY FUND: FY03 THRU FY13**

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>
FY03	238.33	640.70	635.60	217.50		1732.13
FY04	238.43	650.50	632.60	210.50		1732.03
FY05	229.43	650.50	634.00	209.50	155.00	1878.43
FY06	241.68	680.60	651.20	207.50	160.00	1940.98
FY07	252.50	684.60	662.70	215.50	162.50	1977.80
FY08	274.35	693.30	675.30	218.00	174.50	2035.45
FY09	287.20	759.90	724.00	213.00	189.50	2173.60
FY10	284.60	767.40	751.60	202.00	198.50	2204.10
FY11	285.50	789.40	765.80	200.50	216.50	2257.70
FY12 ADOPTED	275.15	800.10	709.60	193.00	216.50	2194.35
FY13 PROPOSED	263.00	825.30	684.10	190.00	216.50	2178.90

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Demographic Statistics
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population (1)	Total Personal Income 000's omitted (2,3)	Per Capita Income (4)	Labor Force (5)	Unemployment Rate (6)	Registered Pupils (7)
2002	906,145	\$ 46,951,186	\$ 51,814	496,101	3.5 %	136,832
2003	914,893	48,650,108	53,176	496,223	3.3	138,891
2004	920,965	52,238,928	56,722	497,204	3.2	139,203
2005	928,916	55,846,295	60,120	508,251	3.1	139,337
2006	935,168	60,372,289	64,558	518,142	2.8	139,387
2007	941,491	62,643,745	66,537	517,734	2.7	137,798
2008	953,685	64,809,366	67,957	521,326	3.3	137,745
2009	971,600	64,438,944	66,323	516,728	5.4	137,763
2010	971,777	67,000,000	68,946	513,884	5.6	140,500
2011	979,551	69,220,000	70,665	517,995	5.0	143,309

PRINCE GEORGE'S COUNTY

Year	Population (8)	Total Personal Income 000's omitted (2)	Per Capita Income (2) (4)	Labor Force (9)	Unemployment Rate (6)	Registered Pupils (10)
2002	824,290	\$ 25,445,330	\$ 30,783	471,602	5.1 %	135,039
2003	830,923	26,248,500	31,429	475,007	5.2	135,439
2004	836,103	28,162,399	33,461	440,424	4.5	137,285
2005	840,513	29,518,546	35,120	445,124	4.5	136,095
2006	836,644	30,412,449	36,351	446,366	4.1	133,325
2007	832,699	31,658,181	38,018	448,144	3.7	131,014
2008	830,514	32,761,012	39,447	454,201	4.5	129,752
2009	834,560	33,079,238	39,637	452,754	7.1	127,977
2010	863,420	n. a.	n. a.	449,371	7.4	127,039
2011	n. a.	n. a.	n. a.	446,864	7.0	126,671

Notes:

- (1) Source: Data for 2002-2009 from the U.S. Bureau of the Census, data for 2010-2011 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2010 and 2011 is not currently available)
- (3) Source: Data for 2009 - 2011 are estimates derived by the Montgomery County Department of Finance
- (4) Source: Per Capita Income is derived by dividing personal income by population
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Office of Management and Budget, Montgomery County
- (8) Source: U.S. Bureau of the Census, Population Estimates Branch
- (9) Source: Maryland Department of Labor, Career and Workforce Information
- (10) Source: www.mdreportcard.org

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Principal Employers

Current Fiscal Year and Nine Years Ago

MONTGOMERY COUNTY

<u>Employer</u>	<u>2011</u>			<u>2002</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
U.S. Department of Health and Human Services	29,700	1	6.35 %	34,600	1	7.42 %
Montgomery County Public Schools	22,016	2	4.71	19,759	2	4.24
U.S. Department of Defense	12,690	3	2.71	13,030	3	2.80
Montgomery County Government	8,849	4	1.89	10,238	4	2.20
U.S. Department of Commerce	8,250	5	1.76	6,500	5	1.39
Marriott International, Inc. (Headquarters)	5,441	6	1.16	-	-	-
Adventist Healthcare	5,310	7	1.14	6,000	6	1.29
Lockheed Martin	4,745	8	1.01	3,896	10	0.84
Verizon	3,842	9	0.82	4,700	8	1.01
Giant Food Corporation	3,392	10	0.73	4,900	7	1.05
Chevy Chase Bank	-	-	-	4,700	8	1.01
Total	<u>104,235</u>		<u>22.28 %</u>	<u>108,323</u>		<u>23.25 %</u>

PRINCE GEORGE'S COUNTY

<u>Employer</u>	<u>2010 (1)</u>			<u>2001 (1)</u>		
	<u>Private Sector Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Private Sector Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
United Parcel Service	4,220	1	0.94 %	2,300	3	0.47 %
Giant Food, Inc.	3,600	2	0.80	6,152	1	1.27
Verizon	2,738	3	0.61	-	-	-
Dimensions Health Corporation	2,500	4	0.56	2,100	4	0.43
Gaylord National Resort and Convention Center	2,000	5	0.45	-	-	-
Shoppers Food Warehouse	1,975	6	0.44	1,975	6	0.41
Safeway Stores, Inc	1,605	7	0.36	2,400	2	0.49
Chevy Chase Bank	1,456	8	0.32	-	-	-
Target	1,400	9	0.31	-	-	-
Doctor's Community Hospital	1,300	10	0.29	-	-	-
Southern Maryland Hospital Center	1,300	10	0.29	1,300	7	0.27
Bell Atlantic Corp/Verizon	-	-	-	2,030	5	0.42
Raytheon Systems Company	-	-	-	1,300	8	0.27
Computer Science Corp	-	-	-	1,200	9	0.25
Aetna U.S. Healthcare, Inc.	-	-	-	1,100	10	0.23
Total	<u>24,094</u>		<u>5.37 %</u>	<u>21,857</u>		<u>4.51 %</u>

Note:

(1) In 2011, Information is not yet available. The number of employees in FY 2001 is provided for the ten year comparison.

Source: Montgomery County and Prince George's County Governments.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type
Last Ten Fiscal YearsMONTGOMERY COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Ratios		Advance Land Acquisition General Obligation Bonds(1)		Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable	Total Primary Government(1)	Percentage Of Personal Income	Outstanding Debt Per Capita		Total Debt (1)	Percentage Of Personal Income (2)
2002	\$ 28,700	\$ 3,577	\$ 11,811	\$ 218	\$ 44,306	0.09	\$ 48.80	\$ 4,500	\$ 48,806	0.10
2003	32,125	4,976	10,852	290	48,243	0.10	52.66	4,225	52,468	0.11
2004	29,830	3,291	9,860	204	43,185	0.08	46.88	3,805	46,990	0.09
2005	31,760	5,256	8,825	114	45,955	0.08	49.55	5,390	51,345	0.09
2006	29,555	3,711	7,780	54	41,100	0.07	43.86	4,845	45,945	0.08
2007	32,025	5,259	6,715	27	44,026	0.07	46.49	4,290	48,316	0.08
2008	29,465	3,522	5,630	-	38,617	0.06	40.78	3,745	42,362	0.07
2009	32,290	2,301	4,523	-	39,114	0.06	41.30	3,210	42,324	0.07
2010	29,680	1,041	3,393	-	34,114	0.06	35.31	2,680	36,794	0.06
2011	26,710	368	2,241	-	29,319	0.04	29.93	2,145	31,464	0.05

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Ratios		Advance Land Acquisition General Obligation Bonds(1)		Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable	Total Primary Government(1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)		Total Debt (1)	Percentage Of Personal Income (2)
2002	\$ 119,620	1,765	-	-	\$ 121,385	0.48	\$ 146.99	\$ 2,800	\$ 124,185	0.49
2003	113,655	1,675	-	-	115,330	0.44	138.49	2,470	117,800	0.45
2004	121,965	1,530	-	-	123,495	0.44	147.40	2,145	125,640	0.45
2005	113,480	1,714	-	-	115,194	0.39	136.69	1,825	117,019	0.40
2006	105,030	1,496	-	-	106,526	0.35	126.62	1,505	108,031	0.36
2007	105,400	1,806	-	-	107,206	0.36	129.36	1,190	108,396	0.34
2008	95,735	1,438	-	-	97,173	0.30	117.00	885	98,058	0.30
2009	85,501	1,054	-	-	86,555	0.26	104.22	585	87,140	0.26
2010	76,246	653	-	-	76,899	n.a	89.06	290	77,189	n.a
2011	65,925	369	-	-	66,294	n.a	n.a	-	66,294	n.a

Notes: (1) 000's omitted.

(2) See Table 15 for personal income and population data. Data are not available for Prince George's County for FY 2010 and FY 2011.

Source: The Maryland-National Capital Park and Planning Commission, Montgomery and Prince George's County Governments

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratio of Net General Obligation Bonded Debt
To Assessed Value and Net General Obligation Bonded Debt Per Capita
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population	Park Acquisition and Development Bonds				Advance Land Acquisition Bonds			
		Assessed Value (1) (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita	Assessed Value (1)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
2002	908,233	\$ 71,060,080	\$ 28,700	0.04 %	31.60	\$ 81,776,293	\$ 4,500	0.01 %	\$ 4.95
2003	917,160	75,030,387	32,125	0.04	35.03	86,635,192	4,225	0.00	4.61
2004	923,094	80,589,255	29,830	0.04	32.32	93,226,807	3,805	0.00	4.12
2005	930,286	88,294,369	31,760	0.04	34.14	102,184,337	5,390	0.01	5.79
2006	936,070	99,136,692	29,555	0.03	31.57	114,360,878	4,845	0.00	5.18
2007	941,491	112,335,704	32,025	0.03	34.02	129,659,726	4,290	0.00	4.56
2008	949,591	126,613,148	29,465	0.02	31.03	146,276,983	3,745	0.00	3.94
2009	957,760	140,254,264	32,290	0.02	33.71	162,053,662	3,210	0.00	3.35
2010	966,000	149,161,911	29,680	0.02	30.72	171,220,841	2,680	0.00	2.77
2011	979,551	149,284,865	26,710	0.02	27.27	171,646,984	2,145	0.00	2.19

PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds				Advance Land Acquisition Bonds			
		Assessed Value (1) (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita	Assessed Value (1)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
2002	825,815	\$ 39,068,577	\$ 119,620	0.31 %	144.85	\$ 42,190,779	\$ 2,800	0.01 %	\$ 3.39
2003	832,761	40,706,364	113,655	0.28	136.48	43,832,133	2,470	0.01	2.97
2004	837,837	42,782,719	121,965	0.29	145.57	46,022,799	2,145	0.00	2.56
2005	842,764	45,981,392	113,480	0.25	134.65	49,441,014	1,825	0.00	2.17
2006	841,315	55,083,907	105,030	0.19	124.84	55,100,674	1,505	0.00	1.79
2007	828,770	59,177,385	105,400	0.18	127.18	63,544,195	1,190	0.00	1.44
2008	820,852	70,615,992	95,735	0.14	116.63	75,728,883	885	0.00	1.08
2009	834,560	82,671,572	85,501	0.10	102.45	88,636,874	585	0.00	0.70
2010	863,420	91,889,365	76,246	0.08	88.31	98,521,803	290	0.00	0.34
2011	n. a.	84,718,780	65,925	0.08	n. a.	90,863,504	-	0.00	n. a.

Notes: (1) 000's omitted

(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments. Population estimates are from the U. S. Bureau of the Census, Population Estimates Branch except 2008 Montgomery County population estimated by the Montgomery County Office of Finance

January 11, 2012

The Honorable Rushern L. Baker III, County Executive
The Honorable Andrea C. Harrison, Chair, County Council

Pursuant to Subtitle 10, Division 1A, Section 10-112.32, of the Prince George's County Code, the Spending Affordability Committee has concluded its review of the Prince George's portion of the Maryland-National Capital Park and Planning Commission's revenue and expenditure projections, and presents its resulting recommendations for fiscal year 2013.

The Maryland-National Capital Park and Planning Commission serves the bi-county area of Prince George's and Montgomery Counties. The Prince George's portion of the Maryland-National Capital Park and Planning Commission ("the Planning Board") has four tax-supported funds – Administration Fund; Park Fund; Recreation Fund; and the Advance Land Acquisition Fund. Each of these funds has its own tax rate and taxing district, and as such, we will discuss their projected revenues and expenditures on a fund-by-fund basis. Issues that have organization-wide impact will be discussed in the Other Issues section of this report.

Attached are two exhibits that present the projected revenues and expenditures of each fund, and its impact on their respective fund balances. **Exhibit I** presents a brief historical comparison, while **Exhibit II** presents the FY 2013 recommendations for each fund, and in total.

The Planning Board's tax supported operation will obtain approximately 79.2% of its current revenues from county-assessed property taxes, with the remainder of its support obtained from grants, interest, fees, and service charges. Total tax revenue is projected at \$221.7 million. Total revenues are projected at \$280.0 million and total expenditures at \$239.5 million (excluding reserves). Therefore, it is anticipated that approximately \$40.5 million will be added to fund balance in fiscal year 2013. There is no recommended change in the Planning Board's overall tax rates which currently stands at 27.9 cents for real property, and 69.75 cents for personal property. However, the Planning Board is recommending a tax rate shift of 1.75 cents from the Park Fund to the Recreation Fund (1.00 cents) and the Administration Fund (0.75 cents) to eliminate the structural deficits anticipated in these funds.

Other significant revenue categories of the Planning Board include various service charges projected at \$7.3 million and rental/concession revenues projected at \$3.2 million. The Planning Board will review property tax revenues upon receipt of updated assessable base information from the State of Maryland in the spring.

The Commission's financial condition will be strained by structural deficits over the next six years as a result of the weakened housing market and declining property tax revenues. This fiscal strain will be felt most in the Administration and Recreation funds, hence the shift in tax rate previously mentioned. In addition to the tax rate shift, the Commission is proposing the following strategies to manage the anticipated structural deficits while sustaining much of its current services:

- Reducing project charges by at least \$5 million in FY 2013;
- Cutting operating budgets by more than \$3.5 million;
- Maintaining a smaller CIP with less PAYGO and more debt financing; and

- Reducing employer benefit costs for health insurance and pensions (subject to collective bargaining for represented employees).

The Planning Board consults closely with the County's Office of Management and Budget in projecting its various assessable bases. The Committee strongly encourages the continuation of this practice and the revision of the assessable base figures as new information from the State Department of Assessments and Taxation (SDAT) becomes available.

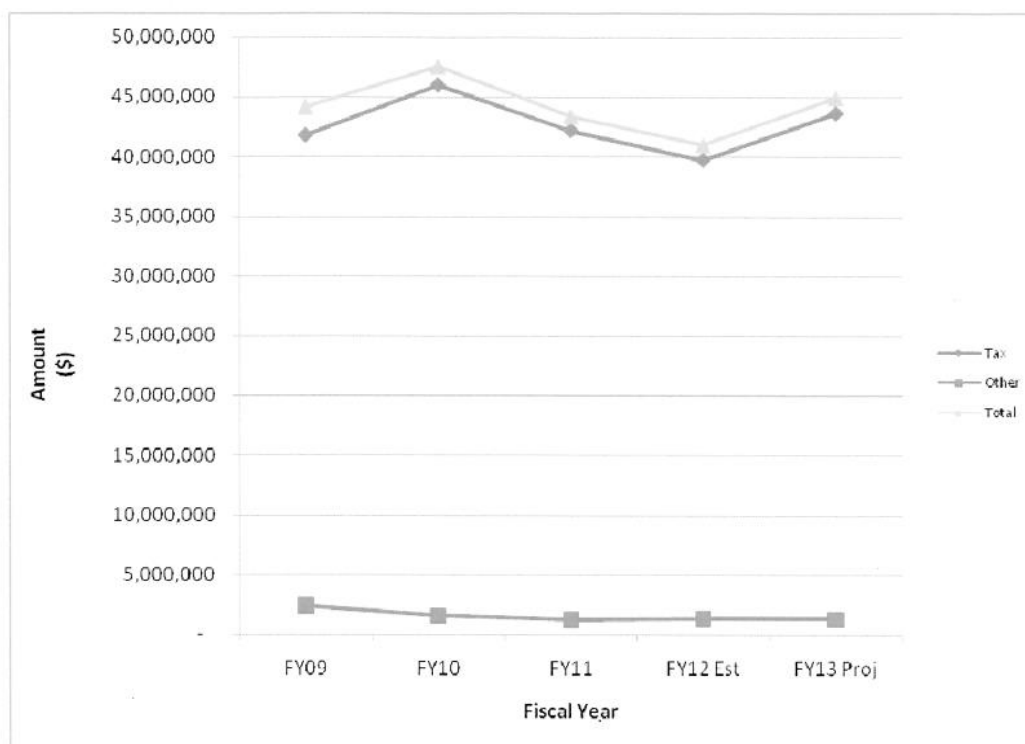
Administration Fund

The Administration Fund has a projected assessable base of \$74.0 billion – real property, and \$2.9 billion – personal property in FY 2013. With a real tax rate of 5.41 cents and a personal tax rate of 13.53 cents, this is expected to yield approximately \$43.7 million in total property tax revenue. The chart below presents the projected change in the assessable bases from the FY 2012 estimates to the FY 2013 projections. Although the projected real assessable base continues to decline, the Commission anticipates a 9.9% increase in property tax revenue as a result of the proposed shift in tax rates from the Park Fund.

Description	FY 2012 Est.	FY 2013	Percentage Change
Real Assessable Base (Billions)	\$79.725	\$74.033	-7.1%
Personal Assessable Base (Billions)	\$2.874	\$2.903	1.0%

The Planning Board also anticipates generating approximately \$0.6 million in permit and user fees which reflects all fee increases already approved. Other revenue categories make up the balance of revenues of \$0.7 million. **Figure 1** presents the change in revenue from FY 2009 to the FY 2013 projections.

Figure 1: Administration Fund Revenue



Funding is provided for salary enhancements for all employees. The proposed salary enhancements are subject to collective bargaining for represented employees, hence details will be finalized by the Commission once union negotiations have been completed. (Other expenditure items that have a Commission-wide impact are discussed in the *Other Issues* section of this letter.)

Fund balance will decrease by \$2.0 million, leaving the Administration Fund with an ending fund balance of \$13.3 million (28% of proposed FY13 expenditures). This balance allows the Planning Board to satisfy its fiscal policy of maintaining a 5% reserve in each fund.

As presented in Exhibit II, we recommend a spending level of \$46.9 million (excluding reserves) for the Administration Fund.

Park Fund

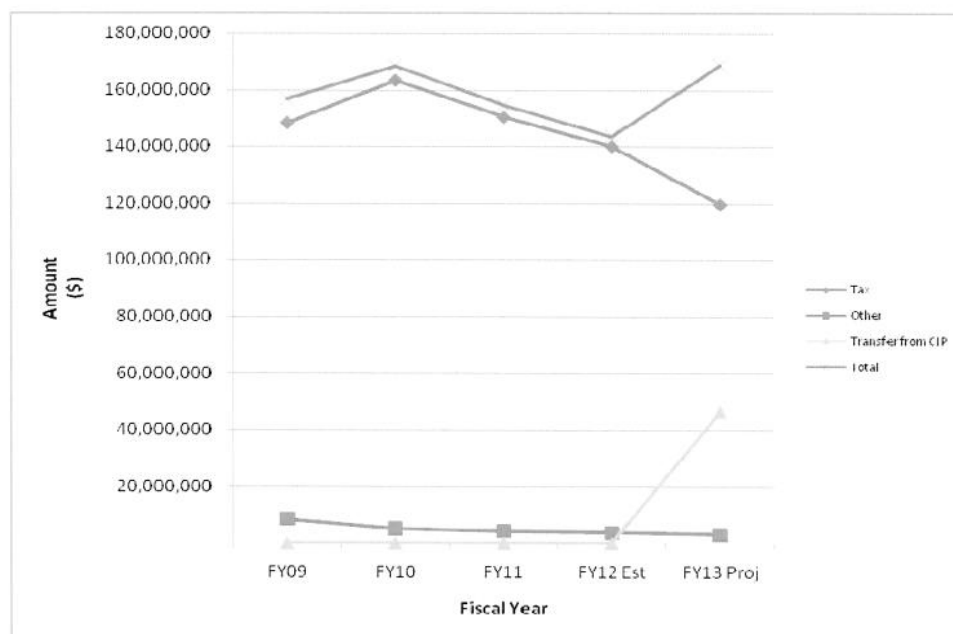
In FY 2013, the Planning Board's tax rate for the Park Fund is proposed at 15.44 cents for real property, and 38.61 cents for personal property with assessable bases of \$70.8 billion and \$2.8 billion respectively. This is expected to generate \$119.5 million in property tax revenue. The chart on the following page presents the projected change in the assessable bases from the FY 2012 estimates to the FY 2013 projections. The Commission anticipates a 14.7% decrease in property tax revenue as a result of the decrease in real assessable base and the proposed shift in tax rates to the Administrative and Recreation Funds.

Description	FY 2012 Est.	FY 2013	Percentage Change
Real Assessable Base (Billions)	\$76.202	\$70.762	-7.1%
Personal Assessable Base (Billions)	\$2.784	\$2.812	1.0%

Other revenue items in the Park Fund include \$46.2 million from the CIP for projects that were reduced and /or deferred to help balance the budget in the previous year and rentals/concessions of \$2.3 million, with the remaining items bringing in a total of \$0.7 million.

Figure 2 presents the change in revenue from FY 2009 to the FY 2013 projections.

Figure 2: Park Fund Revenue



Projected Park Fund expenditures include \$17.2 million for anticipated debt service costs. Also factored into operating expenditures is funding for salary enhancements for all employees. The proposed salary enhancements are subject to collective bargaining for represented employees, hence details will be finalized by the Commission once union negotiations have been completed.

The Commission's strategy to bond finance some CIP paygo projects for FY 2013, its continued project charge support, and other expenditure items that have a Commission-wide impact are discussed in the *Other Issues* section of this letter

Fund balance will increase by \$43.9 million, leaving the Park Fund with an ending fund balance of \$119.0 million (95% of the proposed FY13 expenditures).

As presented in Exhibit II, we recommend a spending level of \$124.8 million (excluding reserves) for the Park Fund.

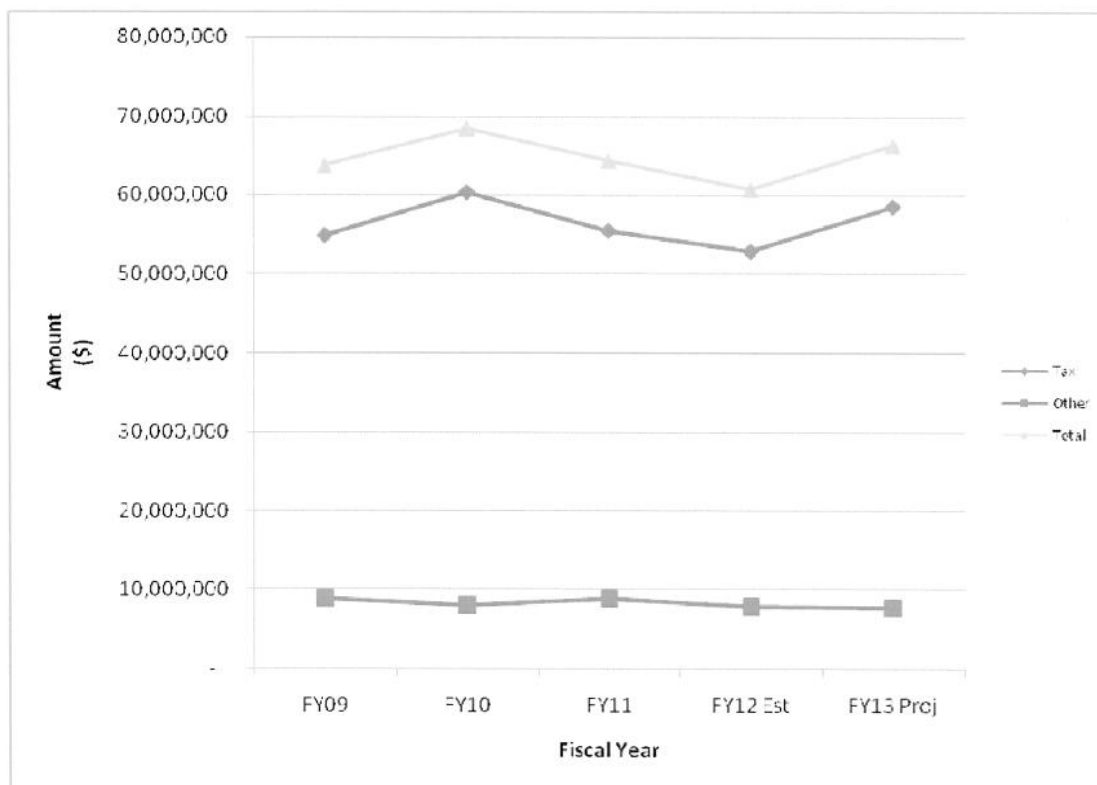
Recreation Fund

The Recreation Fund has a projected assessable base of \$76.1 billion – real property, and \$3.0 billion – personal property in FY 2013. With a real tax rate of 7.05 cents and a personal tax rate of 17.62 cents, this is expected to yield approximately \$58.6 million in total property tax revenue. The chart below presents the projected change in the assessable bases from the FY 2012 estimates to the FY 2013 projections. Although the projected real assessable base continues to decline, the Commission anticipates a 10.8% increase in property tax revenue as a result of the proposed shift in tax rates from the Park Fund.

Description	FY 2012 Est	FY 2013	Percentage Growth
Real Assessable Base (Billions)	\$81.938	\$76.087	-7.1%
Personal Assessable Base (Billions)	\$2.967	\$2.997	1.0%

The Planning Board also anticipates generating approximately \$6.6 million in various service charges and rental/concessions of \$0.9 million, with other revenue categories making up the balance of \$0.3 million in revenues. **Figure 3** presents the change in revenue from FY 2009 to the FY 2013 projections.

Figure 3: Recreation Fund Revenue



Projected Recreation Fund expenditures include a \$9.0 million transfer to the Enterprise Fund. Factored into operating expenditures is funding for salary enhancements for all employees. The proposed salary enhancements are subject to collective bargaining for represented employees, hence details will be finalized by the Commission once union negotiations have been completed. (Other expenditure items that have a Commission-wide impact are discussed in the *Other Issues* section of this letter.)

Fund balance will decrease by \$1.4 million, leaving the Recreation Fund with an ending fund balance of \$12.2 million. This balance allows the Planning Board to satisfy its fiscal policy of maintaining a 5% reserve in each fund.

As presented in Exhibit II, we recommend a spending level of \$67.8 million (excluding reserves) for the Recreation Fund.

Advance Land Acquisition – Debt Service Fund

Article 28 of the Annotated Code of Maryland empowers the Commission to include funding for the acquisition of lands needed for non-park governmental purposes. These include land needs for State highways, streets, or roads, as well as, for school sites and other public uses in Prince George's County. This fund is accounted for in the Commission's Advance Land Acquisition Fund and is financed from the proceeds of bonds issued by the Commission. The payment of debt service cost related to these bond issuances, is provided by a special tax levied by the Prince George's County Council. The taxing district for this fund is the same as the Recreation Fund, and in FY 2011, the Council levied a tax rate of 0.13 cents on real property, and 0.32 cents on personal property.

The Commission retired all existing debt in this fund during FY 2011. In FY 2012, the Commission budgeted this tax levy in the Recreation Fund. Because both taxing districts are the same, the County's tax payers were not impacted by the shifting of this tax rate. The Commission will continue to budget this tax levy in the Recreation Fund in FY 2013.

Other Issues

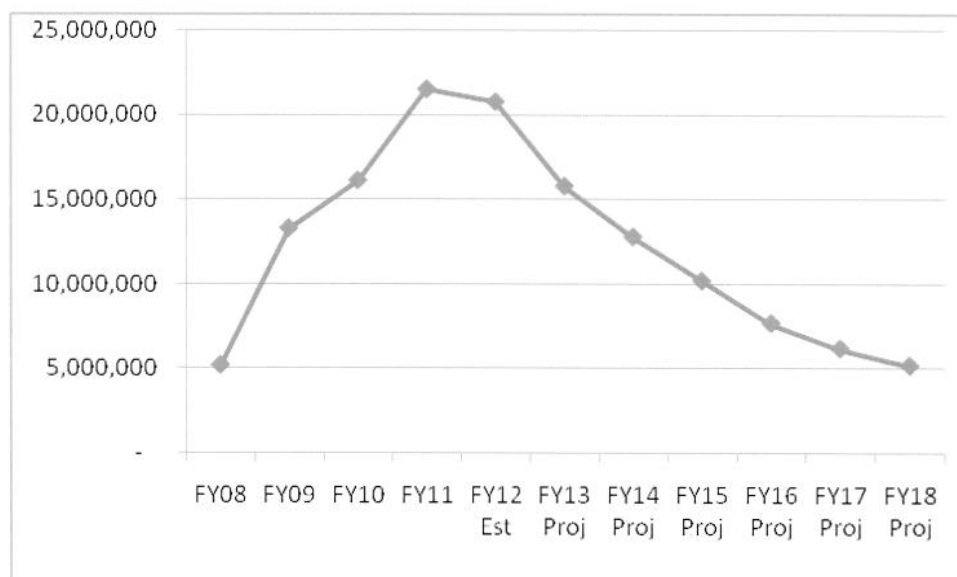
- Assessable base projections continue to decline, resulting in a decrease in tax revenue of \$10.9 million compared to the estimated FY 2012 level. The impact of these developments is that there will be less operating funds available to support CIP projects (PAYGO), and declining resources to sustain the current level of project charges – both matters that policy-makers will have to consider during the FY 2013 budget deliberations.
- Tax Rate Increase of FY 2004 – In FY 2004, the County Council approved a 3.5 cent (real property) tax rate increase in the Park Fund. This was to fund various projects in the Capital Improvement Program, with the expectation that as facilities came on-board, a tax rate shift from the Park Fund to the other tax-supported funds would take place to support the operating cost of these facilities.

The Commission determined that a tax rate shift in FY 2013 is necessary to keep the operations of the other Commission's funds in balance. As previously mentioned, the Planning Board is recommending a tax rate shift of 1.75 cents from the Park Fund to the Recreation Fund (1.00 cents) and the Administration Fund (0.75 cents). The tax rate

supporting these funds are not applied the same to all residents, hence the impact of this shift may result in a tax reduction for some residents, no tax change for others, and an increase for some. The areas likely to see an increase include the City of Laurel, Greenbelt, and District Heights, as well as the Nottingham and Aquasco areas.

- Project Charge Support** – The Commission has been supporting various expenditures in the County government, through the mechanism of project charges. These project charges have grown steadily over the years reaching a high in FY 2012 of \$21.0 million¹. Due to the new fiscal realities that the Commission is now faced with, management reports that this level of support is no longer sustainable without harming the core functions that the Commission was established to support. As such, these project charges need to be revisited, and the Commission has programmed a steady reduction in these charges beginning in FY 2013. The programmed reductions average approximately \$2.6 million per year over the next 6 years. See **Figure 4** below for a graph of the Commission's proposed project charge support from FY08 through FY18. A \$5 million reduction in project charges for FY 2013 has been proposed in the Commission's six-year projections.

Figure 4: Project Charge Support



- Reduce CIP Paygo** – In the previous year, projects in the CIP program were substantially reduced and/or deferred into the future to help balance the budget. Those dollars (\$45.2 million) were transferred back into the Park Fund to help transition it through the Commission's proposed tax rate shift in FY 2013. In addition, the Commission plans to bond finance \$22.5 million of CIP paygo projects in FY 2013 (at a rate of \$2 million in new debt service per year), in an effort to maintain a smaller CIP.
- In FY 2013, the Planning Board is projecting a \$9.0 million transfer to their enterprise funds, which is approximately \$1.2 million, or 11.7%, lower than the estimated amount for FY 2012. Generally Accepted Accounting Principles (GAAP) *mandates* the use of an enterprise

¹ In FY 2008, these project charges were approximately \$5 million. The FY 2012 support therefore represents a 301% growth since FY 2008.

fund when legal requirements or management policy require that the full cost of providing services (including capital costs), be recovered through fees and charges. GAAP also *permits* the use of enterprise funds for any activity for which a fee is charged to external users for goods or services regardless of whether the government intends to fully recover the cost of goods or services provided.² Our committee is concerned about the level of subsidies that tax supported funds are providing to enterprise programs. In FY 2012, the primary recipients of these subsidies are the Sports & Learning Complex (approximately \$3.9 million) and the Show Place Arena (approximately \$1.9 million).

- The Planning Board should continue the current marketing efforts of its various facilities and keep reevaluating the effectiveness of the current marketing strategy, making adjustments as needed to ensure optimal cost recovery and consistent with the Planning Board's policy of making facilities accessible to the citizens of Prince George's County. The Planning Board should also continue to seek out opportunities for partnerships with organizations that sponsor annual events (ex. track & field; swimming; etc.), in order to enhance its revenue stream.
- As the Planning Board projects future expenditures, it must continue to monitor escalating fringe benefit costs. The Planning Board estimates an annual increase of 10.0% for group insurance, including prescription drug coverage.
- The Planning Board continues its 8-year phase-in plan to fully fund retiree medical benefits, based on actuarial projections. In the major tax supported funds, the total expenditure programmed for these benefits in FY 2013, is \$9.4 million. This includes \$4.6 million of "paygo" cost, and \$4.8 million of incremental cost to get to full funding of promised benefits.

Recommendation

The Planning Board anticipates the use of fund balance in FY 2013 to balance current revenues and expenditures in the Administration Fund (\$2.0 million) and the Recreation Fund (\$1.4 million). Fund balance in the Park Fund is expected to increase by \$43.9 million. The use of fund balance to stabilize the gap between revenues and expenditures, as an overall strategy, should be reviewed periodically and the Planning Board should continue its efforts to eliminate future gaps as they arise. In consideration of all the aforementioned items in this letter, we recommend the following:

- ✓ The Planning Board should continue to identify areas where cost savings and other productivity gains may be realized.
- ✓ Economic conditions will also affect assessable base growth, possibly resulting in lower tax revenue in the upcoming years. Since the Planning Board's main source of revenue is derived from property tax, future spending reductions should be strongly considered and the Planning Board should begin planning for slower rates of growth in the future.

² Stephen J. Gauthier, *Governmental Accounting, Auditing, and Financial Reporting* (Government Finance Officers Association, 2001), p. 88.

- ✓ Rating agencies have expressed increasing concern about the transfer of Commission funds to support County operations – a practice which could have a negative impact on the Commission's financial profile. To that end we recommend that the County government negotiate with the Commission on a sustainable level of continuing project charge support to the County over the next 5 years.
- ✓ An overall spending ceiling of **\$239,440,288** (excluding reserves) for all tax supported operating funds.
- ✓ An overall spending ceiling of **\$29,515,000** for capital projects.

Acknowledgement

We thank the Planning Board's staff for their cooperation in this effort, and commend them on their practice of utilizing a multi-year fiscal plan in their management process.

Respectfully,



Terri Bacote-Charles



William Robinson



David H. Van Dyke

M-NCPPC - PRINCE GEORGE'S COUNTY
REVENUES & EXPENDITURES - TAX SUPPORTED FUNDS

Description	FY 2011 Actual*	FY 2012 Projected	FY 2013 Recommended	Dollar Change - FY12 to FY13	% Change
Administration Fund:					
<u>Revenues:</u>					
Tax Revenue	\$ 42,591,567	\$ 39,730,662	\$ 43,650,300	\$ 3,919,638	9.87%
Other Revenues	1,007,021	1,288,599	1,267,000	(21,599)	-1.68%
Total Revenues	<u>\$ 43,598,588</u>	<u>\$ 41,019,261</u>	<u>\$ 44,917,300</u>	<u>\$ 3,898,039</u>	9.50%
<u>Expenditures:</u>					
Commissioners' Office	\$ 2,848,669	\$ -	\$ -	\$ -	N/A
Planning Department	32,896,138	-	-	-	N/A
Central Administrative Services	6,591,878	-	-	-	N/A
Non-D	(550,219)	-	-	-	N/A
Transfer Out	50,000	-	-	-	N/A
Personal Services	-	31,052,150	30,745,811	(306,339)	-0.99%
Supplies and Materials	-	680,117	679,467	(650)	-0.10%
Other Services and Charges	-	16,617,234	16,826,310	209,076	1.26%
Capital Outlay	-	281,500	817,500	536,000	190.41%
Other Classifications	-	(2,129,850)	(2,194,500)	(64,650)	3.04%
Transfers Out	-	30,000	30,000	-	0.00%
Total Expenditures	<u>\$ 41,836,466</u>	<u>\$ 46,531,151</u>	<u>\$ 46,904,588</u>	<u>\$ 373,437</u>	0.80%
Additions to (Use of) Fund Balance	\$ 1,762,122	\$ (5,511,890)	\$ (1,987,288)	\$ 3,524,602	-63.95%
Beginning Fund Balance	19,003,494	20,765,616	15,253,726	(5,511,890)	-26.54%
Ending Fund Balance	<u>\$ 20,765,616</u>	<u>\$ 15,253,726</u>	<u>\$ 13,266,438</u>	<u>\$ (1,987,288)</u>	-13.03%
Park Fund:					
<u>Revenues:</u>					
Tax Revenue	\$ 151,616,903	\$140,011,116	\$ 119,477,700	\$ (20,533,416)	-14.67%
Transfers from CIP	\$ -	\$ -	\$ 46,196,100	\$ 46,196,100	N/A
Other Revenues	3,451,007	3,642,100 **	3,000,800	(641,300)	-17.61%
Total Revenues	<u>\$ 155,067,910</u>	<u>\$143,653,216</u>	<u>\$ 168,674,600</u>	<u>\$ 25,021,384</u>	17.42%
<u>Expenditures:</u>					
Operating	\$ 119,186,036	\$ -	\$ -	\$ -	N/A
Personal Services	-	68,185,200	73,000,400	4,815,200	7.06%
Supplies and Materials	-	9,861,200	9,710,000	(151,200)	-1.53%
Other Services and Charges	-	21,870,800	22,392,600	521,800	2.39%
Capital Outlay	-	1,128,800	1,116,200	(12,600)	-1.12%
Other Classifications	-	1,329,800	1,378,400	48,600	3.65%
Debt Service	13,018,165	11,698,000	17,211,600	5,513,600	47.13%
Transfer to CIP	21,304,000	10,664,000	-	(10,664,000)	-100.00%
Total Expenditures	<u>\$ 153,508,201</u>	<u>\$124,737,800</u>	<u>\$ 124,809,200</u>	<u>\$ 71,400</u>	0.06%
Additions to (Use of) Fund Balance	\$ 1,559,709	\$ 18,915,416	\$ 43,865,400	\$ 24,949,984	131.90%
Beginning Fund Balance	54,673,633	56,233,342	75,148,758	18,915,416	33.64%
Ending Fund Balance	<u>\$ 56,233,342</u>	<u>\$ 75,148,758</u>	<u>\$ 119,014,158</u>	<u>\$ 43,865,400</u>	58.37%
Recreation Fund:					
<u>Revenues:</u>					
Tax Revenue	\$ 55,972,552	\$ 52,862,888	\$ 58,556,300	\$ 5,693,412	10.77%
Other Revenues	8,153,935	7,879,200	7,775,000	(104,200)	-1.32%
Total Revenues	<u>\$ 64,126,487</u>	<u>\$ 60,742,088</u>	<u>\$ 66,331,300</u>	<u>\$ 5,589,212</u>	9.20%
<u>Expenditures:</u>					
Operating	\$ 58,892,319	\$ -	\$ -	\$ -	N/A
Personal Services	-	\$ 39,328,700	\$ 37,629,200	\$ (1,699,500)	-4.32%
Supplies and Materials	-	\$ 4,390,600	\$ 3,820,900	\$ (569,700)	-12.98%
Other Services and Charges	-	\$ 20,122,800	\$ 16,564,400	\$ (3,558,400)	-17.68%
Capital Outlay	-	\$ 891,000	\$ 731,000	\$ (160,000)	-17.96%
Other Classifications	-	\$ 110,100	\$ 46,000	\$ (64,100)	-58.22%
Transfer to Enterprise	9,789,550	10,149,000	8,965,000	(1,184,000)	-11.67%
Total Expenditures	<u>\$ 68,681,869</u>	<u>\$ 74,992,200</u>	<u>\$ 67,756,500</u>	<u>\$ (7,235,700)</u>	-9.65%
Additions to (Use of) Fund Balance	\$ (4,555,382)	\$ (14,250,112)	\$ (1,425,200)	\$ 12,824,912	-90.00%
Beginning Fund Balance	32,397,069	27,841,687	13,591,575	(14,250,112)	-51.18%
Ending Fund Balance	<u>\$ 27,841,687</u>	<u>\$ 13,591,575</u>	<u>\$ 12,166,375</u>	<u>\$ (1,425,200)</u>	-10.49%
ALA Debt Service Fund:					
Tax Revenue***	\$ 1,239,400	\$ -	\$ -	\$ -	N/A
Expenditures/Transfers	(1,239,400)	-	-	-	N/A
Excess Rev. Over Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	N/A
Total Expenditures (excluding reserves)	\$ 265,265,936	\$246,261,151	\$ 239,470,288	\$ (6,790,863)	-2.76%

* Amounts were pulled from the Commission's Preliminary FY11 Financial Statements. The FY11 CAFR had not been issued at th

**FY12 Projected Revenue for the Park Fund includes a \$784,000 transfer in from the CIP Fund for interest earnings.

***Amount was pulled from the Commission's Proposed FY12 Budget.

Exhibit II

**M-NCPPC - PRINCE GEORGE'S COUNTY
SPENDING AFFORDABILITY COMMITTEE
FY 2013 RECOMMENDATIONS**

Description	Administration Fund	Park Fund	Recreation Fund	Total
Revenues:				
Property Tax	\$ 43,650,300	\$ 119,477,700	\$ 58,556,300	\$ 221,684,300
Intergovernmental Revenue	410,000	-	-	410,000
Sales	60,000	13,000	70,000	143,000
Service Charges/Recreation/User Fees	597,000	117,400	6,625,600	7,340,000
Interest	150,000	330,000	110,000	590,000
Misc. Revenue	50,000	203,900	88,500	342,400
Rentals/Concessions	-	2,336,500	880,900	3,217,400
Transfers In from CIP	-	46,196,100	-	46,196,100
Total Revenues	\$ 44,917,300	\$ 168,674,600	\$ 66,331,300	\$ 279,923,200
Expenditures:				
Personal Services	\$ 30,745,811	\$ 73,000,400	\$ 37,629,200	141,375,411
Supplies and Materials	\$ 679,467	\$ 9,710,000	\$ 3,820,900	14,210,367
Other Services and Charges	\$ 16,826,310	\$ 22,392,600	\$ 16,564,400	55,783,310
Capital Outlay	\$ 817,500	\$ 1,116,200	\$ 731,000	2,664,700
Other Classifications	\$ (2,194,500)	\$ 1,378,400	\$ 46,000	(770,100)
Transfer Out	\$ 30,000	\$ -	\$ -	30,000
Debt Service	-	17,211,600	-	17,211,600
Transfer to Enterprise	-	-	8,965,000	8,965,000
Total Expenditures	\$ 46,904,588	\$ 124,809,200	\$ 67,756,500	\$ 239,470,288
Additions to (Use of) Fund Balance	\$ (1,987,288)	\$ 43,865,400	\$ (1,425,200)	\$ 40,452,912
Beginning Fund Balance	15,253,726	75,148,758	13,591,575	103,994,059
Ending Fund Balance	\$ 13,266,438	\$ 119,014,158	\$ 12,166,375	\$ 144,446,971

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
General Service Pay Schedule
Effective July 13, 2008
3.25% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A	\$23,768 \$11.4269	\$32,220 \$15.4904	\$40,673 \$19.5543
B	\$25,390 \$12.2067	\$34,417 \$16.5466	\$43,443 \$20.8861
C	\$26,545 \$12.7620	\$37,131 \$17.8514	\$47,717 \$22.9409
D	\$29,823 \$14.3380	\$40,427 \$19.4361	\$51,031 \$24.5341
E	\$32,997 \$15.8639	\$44,730 \$21.5048	\$56,462 \$27.1452
F	\$37,025 \$17.8005	\$50,191 \$24.1303	\$63,357 \$30.4601
G	\$41,932 \$20.1596	\$56,842 \$27.3279	\$71,750 \$34.4952
H	\$47,535 \$22.8534	\$64,438 \$30.9798	\$81,342 \$39.1067
I	\$53,835 \$25.8822	\$73,068 \$35.1288	\$92,300 \$44.3750
J	\$62,658 \$30.1240	\$85,930 \$41.3125	\$109,200 \$52.5000
K	\$75,036 \$36.0750	\$101,718 \$48.9029	\$128,399 \$61.7303
L	\$91,015 \$43.7572	\$123,379 \$59.3168	\$155,743 \$74.8764

Approved by the Commission May 21, 2008

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective July 13, 2008
3.25% COLA + 2.5% Longevity Step(L4)

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	\$23,768 \$11.4269	\$32,221 \$15.4909	\$40,673 \$19.5543	\$41,690 \$20.0433
L02	\$26,545 \$12.7620	\$37,130 \$17.8514	\$47,716 \$22.9404	\$48,909 \$23.5139
L03,L04	\$29,823 \$14.3380	\$40,428 \$19.4365	\$51,032 \$24.5346	\$52,308 \$25.1481
L05,L06	\$32,997 \$15.8639	\$44,730 \$21.5048	\$56,462 \$27.1452	\$57,874 \$27.8240
L07	\$37,025 \$17.8005	\$50,191 \$24.1303	\$63,357 \$30.4601	\$64,941 \$31.2216

Approved by the Commission
June 21, 2006

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective July 13, 2008
3.25% COLA plus 2.5% Longevity Step (L4)

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	\$23,838 \$11.4606	\$32,316 \$15.5365	\$40,793 \$19.6120	\$41,813 \$20.1024
C02	\$25,465 \$12.2428	\$34,520 \$16.5962	\$43,574 \$20.9490	\$44,663 \$21.4726
C03	\$26,623 \$12.7995	\$37,240 \$17.9038	\$47,857 \$23.0082	\$49,053 \$23.5832
C04	\$29,909 \$14.3793	\$40,545 \$19.4928	\$51,180 \$24.6058	\$52,460 \$25.2212
C05	\$33,093 \$15.9101	\$44,860 \$21.5673	\$56,627 \$27.2245	\$58,043 \$27.9053
C06	\$37,135 \$17.8534	\$50,340 \$24.2019	\$63,544 \$30.5500	\$65,133 \$31.3139

Approved by the Commission
June 21, 2006

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective July 13, 2008
3.25% COLA + 2.5% Longevity Step(L4)

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	\$25,465 \$12.2428	\$34,520 \$16.5962	\$43,574 \$20.9490	\$44,663 \$21.4726
T02	\$29,909 \$14.3793	\$40,545 \$19.4928	\$51,180 \$24.6058	\$52,460 \$25.2212
T03	\$33,093 \$15.9101	\$44,860 \$21.5673	\$56,627 \$27.2245	\$58,043 \$27.9053
T04	\$37,135 \$17.8534	\$50,340 \$24.2019	\$63,544 \$30.5500	\$65,133 \$31.3139

Approved by the Commission
June 21, 2006

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Special Salary Range Pay Schedule for Select Career IT Positions ONLY
Effective July 13, 2008 - REVISED
3.25% COLA plus 3.5% Increase to Salary Range Maximum

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
GIT	\$44,028 \$21.1673	\$58,411 \$28.0822	\$75,340 \$36.2210
HIT	\$49,912 \$23.9962	\$66,215 \$31.8341	\$85,406 \$41.0606
IIT	\$56,526 \$27.1760	\$75,082 \$36.0971	\$96,914 \$46.5934
JIT	\$68,298 \$32.8356	\$91,651 \$44.0630	\$119,028 \$57.2251

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	GIT
GIS Specialist I	GIT
IT Telecommunications Spec I	GIT
Programmer/Analyst II	HIT
GIS Specialist II	HIT
Senior IT Support Specialist	IIT
Programmer/Analyst III	IIT
GIS Specialist III	IIT
IT Systems Manager/Leader	JIT

Approved by the Commission
May 21, 2008

The Maryland-National Capital Park and Planning Commission
FOP Park Police
Effective July 12, 2009 (3.75% COLA)

<u>Rank</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>	<u>N</u>	<u>O</u>	<u>P</u>
P02		\$47,853	\$49,533	\$51,265	\$53,059	\$54,914	\$56,838	\$58,826	\$60,885	\$63,016	\$65,225	\$67,508	\$69,866	\$72,311	\$74,844	
P03	\$47,832	\$50,247	\$52,009	\$53,834	\$55,711	\$57,657	\$59,679	\$61,767	\$63,934	\$66,168	\$68,485	\$70,885	\$73,367	\$75,928	\$78,586	
P04	\$50,224	\$52,757	\$54,608	\$56,519	\$58,495	\$60,544	\$62,662	\$64,854	\$67,127	\$69,472	\$71,907	\$74,425	\$77,027	\$79,726	\$82,518	
P05	\$55,371	\$58,171	\$60,205	\$62,311	\$64,490	\$66,749	\$69,085	\$71,506	\$74,009	\$76,597	\$79,281	\$82,059	\$84,924	\$87,898	\$90,971	\$93,246

<u>Rank</u>	<u>ASI 1*</u>	<u>ASI 2**</u>

P02	\$76,717	\$78,634
P03	\$80,550	\$82,565
P04	\$84,578	\$86,692
P05	\$95,579	\$97,968

*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.

**ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

***1% Salary Adjustments effective 4/9/06, 7/2/06, and 7/1/07 as a result of officers assuming 100% of the LTD premiums or 80% of the CDBP premium effective 4/9/06 pursuant to Collective Bargaining Agreement dated February 1, 2005 to January 31, 2008.

Approved by the Commission May 21, 2008

Park Police Command Officers

Effective July 12, 2009

3.75% Adjustment to Pay Ranges

<u>Title</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Lieutenant [P06]	\$64,234	\$86,793	\$109,354
Captain [P07]	\$74,315	\$100,412	\$126,509
Commander [P09]	\$90,785	\$117,988	\$145,188

Officer Candidate Pay Scale*
Effective July 13, 2008 (3.25% COLA)

<u>Position</u>	<u>Scale</u>
Candidate [PC]	\$46,123

* Park Police Candidates and officers covered by the Collective Bargaining Unit received a 1% salary adjustment effective 4/9/06, 7/2/06 and 7/1/07 as a result of assuming 100% of the LTD premiums on 4/9/06. These adjustments remain in effect only as long as the 100% LTD premium payments are maintained by officers.

Approved by the Commission June 17, 2009
Candidate Pay Approved by the Commission May 21, 2008

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period On or After April 12, 2009*

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 2001	N01	\$7.2500	\$8.3375	\$9.4250	2003	I
PFA II - 2018	N02	\$7.3000	\$8.6500	\$10.0000		
PFA III - 2042	N03	\$7.3200	\$9.0211	\$10.7221		
PFMA I - 2047	N04	\$7.4000	\$9.4400	\$11.4800	2045	II
PFMA II - 2051	N05	\$8.0223	\$10.2288	\$12.4353		
	N06	\$8.7447	\$11.1496	\$13.5547		
PFMA III - 2059	N07	\$9.2691	\$11.8182	\$14.3673		
	N08	\$9.8247	\$12.5267	\$15.2286	2065	III
	N09	\$10.4140	\$13.2780	\$16.1420		
	N10	\$11.0391	\$14.0749	\$17.1109		
Intern I/Playground Manager	N11	\$11.9223	\$15.2007	\$18.4792	2067	IV
	N12	\$12.8763	\$16.4175	\$19.9586		
Intern II	N13	\$14.8072	\$18.8791	\$22.9511	2069	V
	N14	\$17.0287	\$21.7118	\$26.3950		
	N15	\$19.5836	\$24.9688	\$30.3541	2071	VI

* N01-N04 rates revised in compliance with the Federal Minimum Wage Adjustment effective 7/24/09
as well as structural changes required to maximize its effectiveness

APPROVED BY THE COMMISSION FEBRUARY 18, 2009

**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period On or After May 25, 2008
20.0% Pay Schedule Adjustment**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A01	\$7.75	\$8.33	\$8.90
A02	\$8.52	\$9.16	\$9.80
A03	\$9.30	\$10.07	\$10.88
A04	\$10.69	\$11.58	\$12.52
A05	\$12.31	\$13.31	\$14.39
A06	\$14.16	\$15.30	\$16.56
A07	\$16.28	\$17.60	\$19.04

Approved by Commission on February 20, 2008

Equal Employment Opportunity Report and Personnel Management Review

Fiscal Year 2010

Merit System and Non-Career Employee Profile

NOTE TO THE READER:

As supplemental budget information, a comprehensive demographic profile of the Commission's workforce is presented on the following pages.

These pages are extracted from the latest Commission Personnel Management Review (PMR) Document, published annually and posted on www.mncppc.org. The entire document can be found on the web. The PMR is a comprehensive profile of the Commission's workforce and is used as a tool to assist decision-makers to assess trends and progress.

The categories of employment and race/ethnicity definitions are available from the Equal Employment Opportunity Commission's website at www.eeoc.gov.

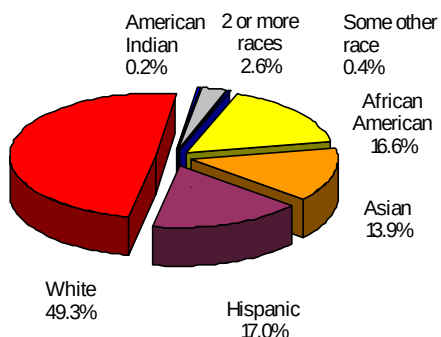
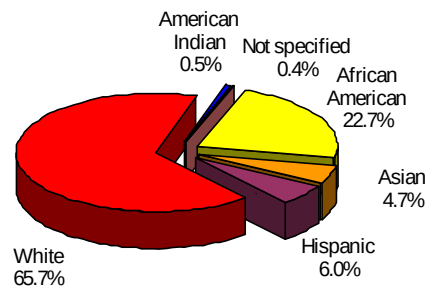
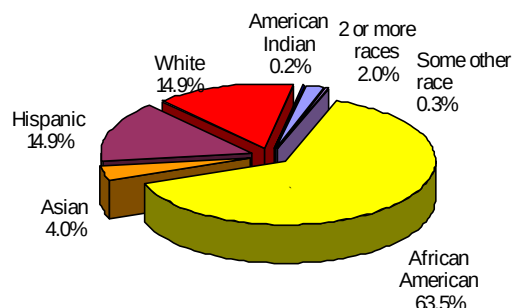
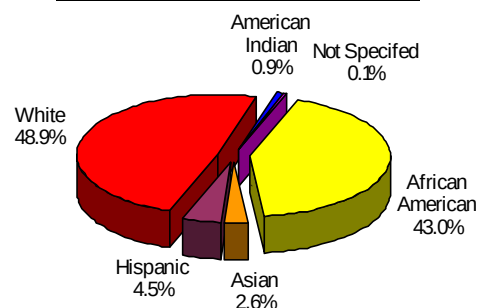
Of note, the definition of the Protective Services is found in the guidelines from the Equal Employment Opportunity Commission (EEOC). Under these guidelines, Officers in the ranks of Park Police Officer Candidate, Park Police Officer I through Park Police Officer IV are defined as Protective Services. EEOC defines the rank of Sergeant as Technical, Lieutenant and Captain are defined as Professional and the Commander is an Official/Administrator. These definitions differ from the rank determinations in Article 28, MD State Codes, which delineates members of the Park Police Collective Bargaining Unit as Park Police Officer 1 through IV, and Sergeant.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**PERSONNEL MANAGEMENT REVIEW
SELECTED HIGHLIGHTS: Workforce Profile**

**July 1, 2009 - June 30, 2010
(Fiscal Year 2010)**

Composition - Career

- The total career workforce for FY10 is 2,107. This includes 2,051 full-time career and 56 part-time career employees.
- Between FY09 and FY10, the Commission's career workforce decreased by 3.0% or a total of 65 employees.
- The employee population by gender is 1,275 or 60.5 % male and 832 or 39.5% female.
- The racial/ethnic composition of the workforce is 1,137 or 53.9% white and 970 or 46.1% minority. The minority workforce as a percentage of the total workforce is 36.7% African American, 3.6% Asian/Pacific, 5.1% Hispanic, and 0.7% American Indian.
- The change by race/ethnic group between FY09 and FY10 is:
 - Whites decreased by 0.1%
 - African Americans increased by 0.1%
 - Asians increased by 0.1%
 - Hispanics increased by 0.1%
 - American Indians remained the same
 - Non-specified decreased by 0.2%
- The racial/ethnic demographics of the Commission workforce compared to the populations of the respective Counties are reflected in the charts that follow:

**Montgomery County Population
Race/Ethnicity****M-NCPPC - Montgomery Workforce
Race/Ethnicity****Prince George's County Population
Race/Ethnicity****M-NCPPC - Prince George's
Workforce
Race/Ethnicity**

Source for County Demographics: 2010 U.S. Census, U.S. Census Bureau, Research and Technology Center, Montgomery County Planning Department, March 2011. M-NCPPC workforce does not include Central Administrative Services. Prince George's County Population totals 99.8%. These charts are not meant to be a one for one comparison since the county statistics include all ages.

- In FY10, the largest number and percent of employees at the Commission falls into the Professional category. The greatest number of minority employees is in the Professional and Service Maintenance employment categories. Of the 970 minority employees, 42.8% or 416 are in the Professional category and 24.9% or 242 are in the Service/Maintenance category.

- The number of employees by job category is as follows:

	FY10	FY09	Change from FY09
Officials/Administrators	68	70	-2.9%
Professionals	927	951	-2.5%
Technicians	117	122	-4.1%
Protective Service ¹	148	135	9.6%
Para-Professional	98	97	1.0%
Administrative	138	151	-8.6%
Skilled Craft	191	206	-7.3%
Service/Maintenance	420	440	-4.5%

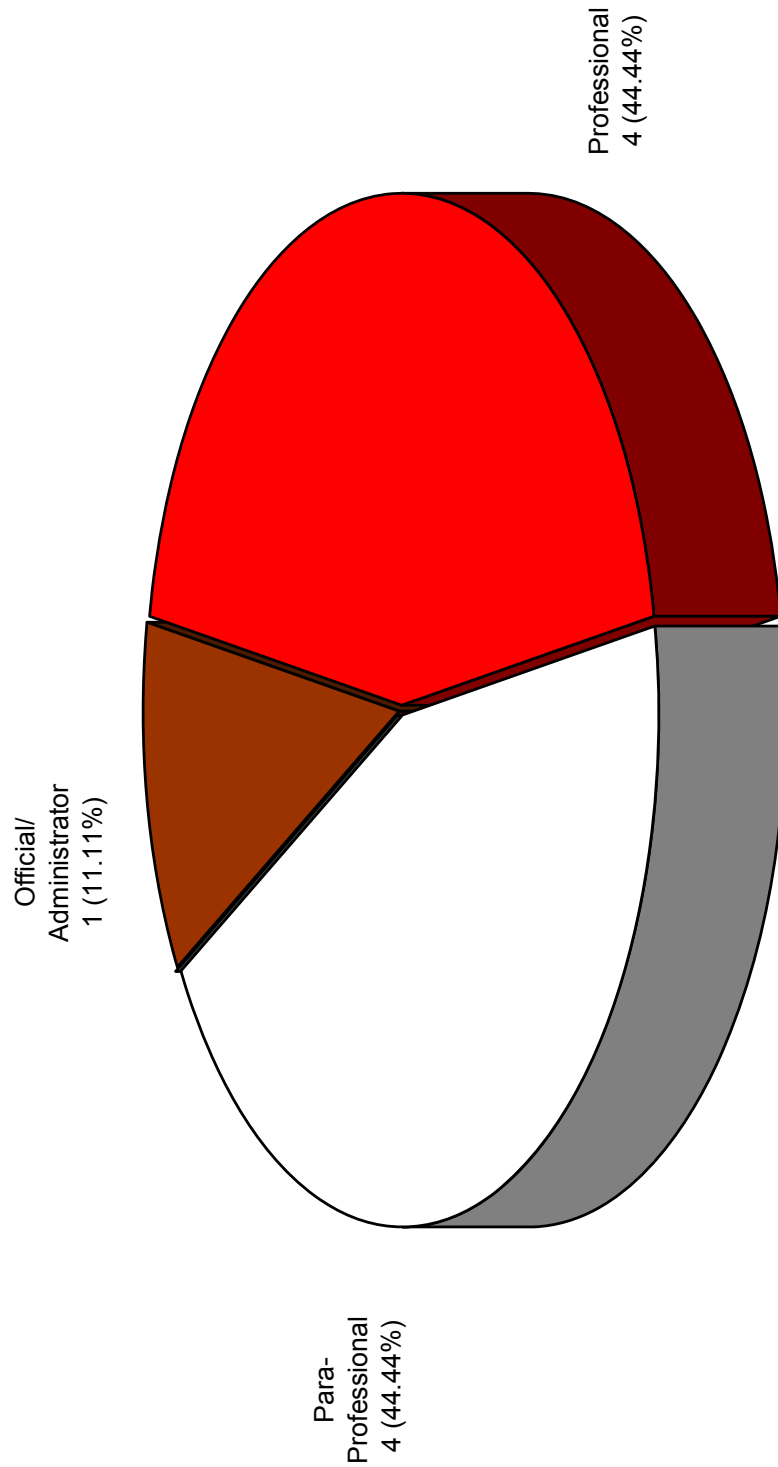
- The majority of female employees are in the Professional and Administrative employment categories. Of the 832 female employees, 57.9% or 482 are in the Professional category and 13.6% or 113 are in the Administrative category.
- By job category, the percent of positions held by minorities and females is as follows:

Job Category	Minorities (%)	Females (%)
Officials/Administrators	32.4	36.8
Professional	44.8	51.9
Technicians	38.5	38.5
Protective Service	39.2	29.1
Para-Professional	52.0	79.6
Administrative	58.7	81.9
Skilled Craft	28.8	0.5
Service Maintenance	57.6	10.7

Note: Minority females will appear in both categories.

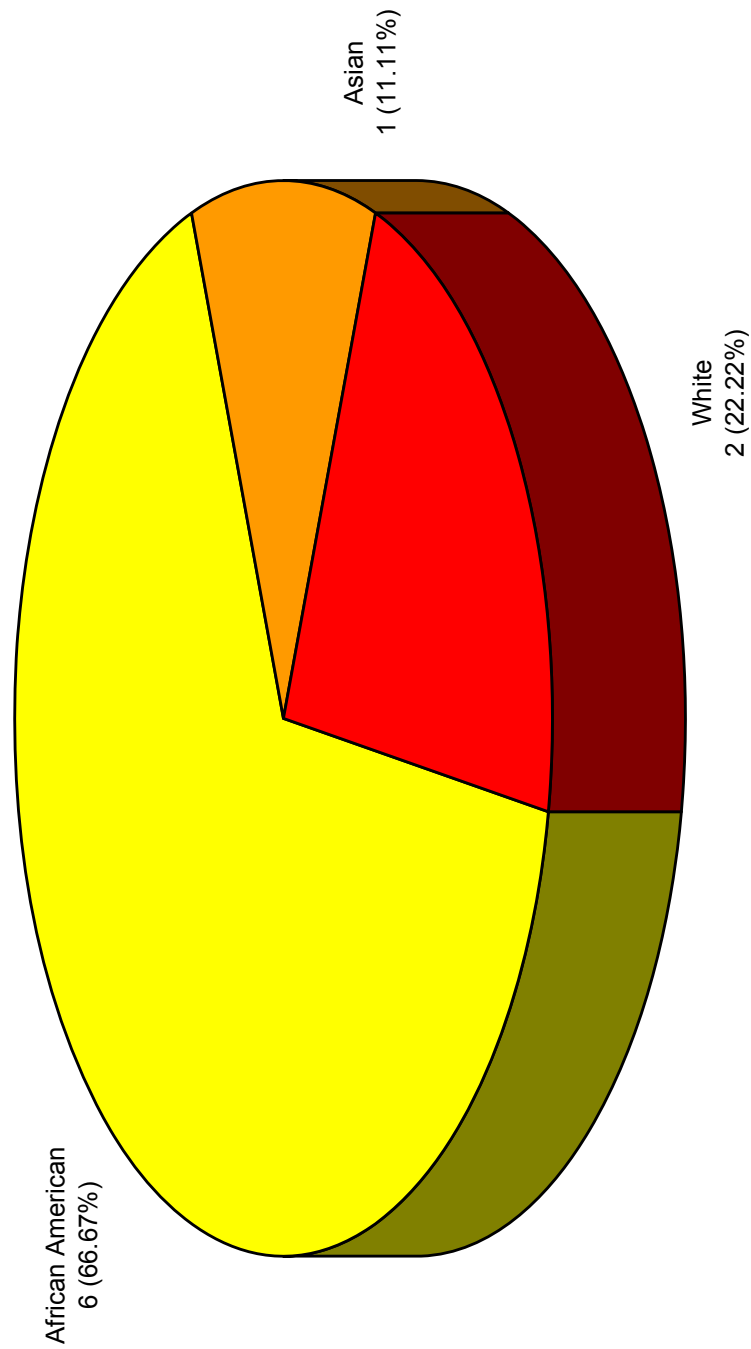
¹ The definition of the Protective Services is found in the guidelines from the Equal Employment Opportunity Commission (EEOC). Under these guidelines, Officers in the ranks of Park Police Officer Candidate, Park Police Officer I through Park Police Officer IV are defined as Protective Services. EEOC defines the rank of Sergeant as Technical, Lieutenant and Captain are defined as Professional and the Commander is an Official/Administrator. These definitions differ from the rank determinations in Article 28, MD State Codes, which delineates members of the Park Police Collective Bargaining Unit as Park Police Officer 1 through IV, and Sergeant.

Employees by Employment Category Prince George's County Commissioners' Office



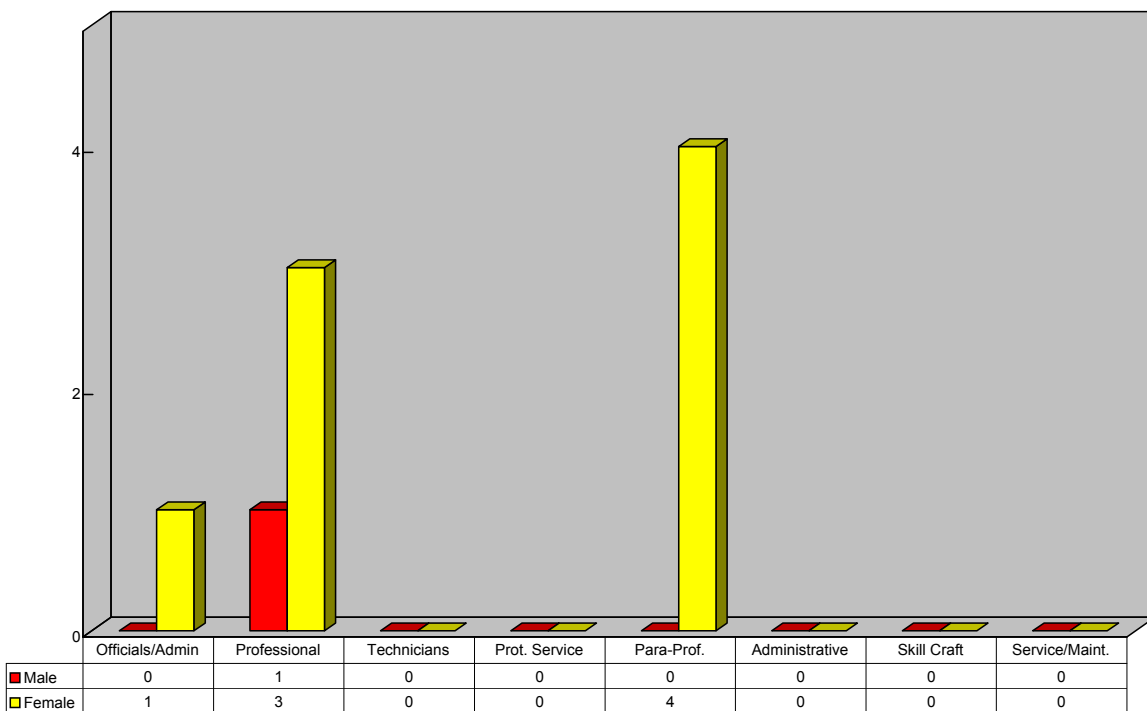
Total Prince George's County Commissioners' Office = 9

**Race/Ethnicity
Career Employees
Prince George's County Commissioners' Office**



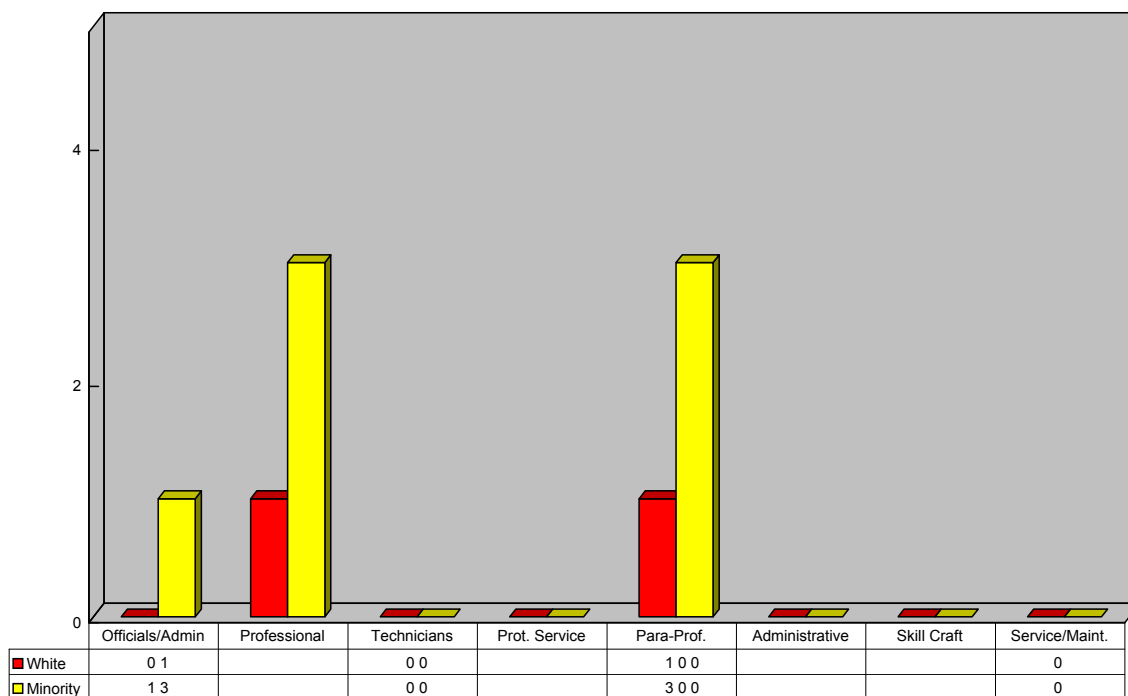
Total Prince George's County Commissioners' Office Employees = 9

Distribution by Employment Category and Gender Prince George's County Commissioners' Office



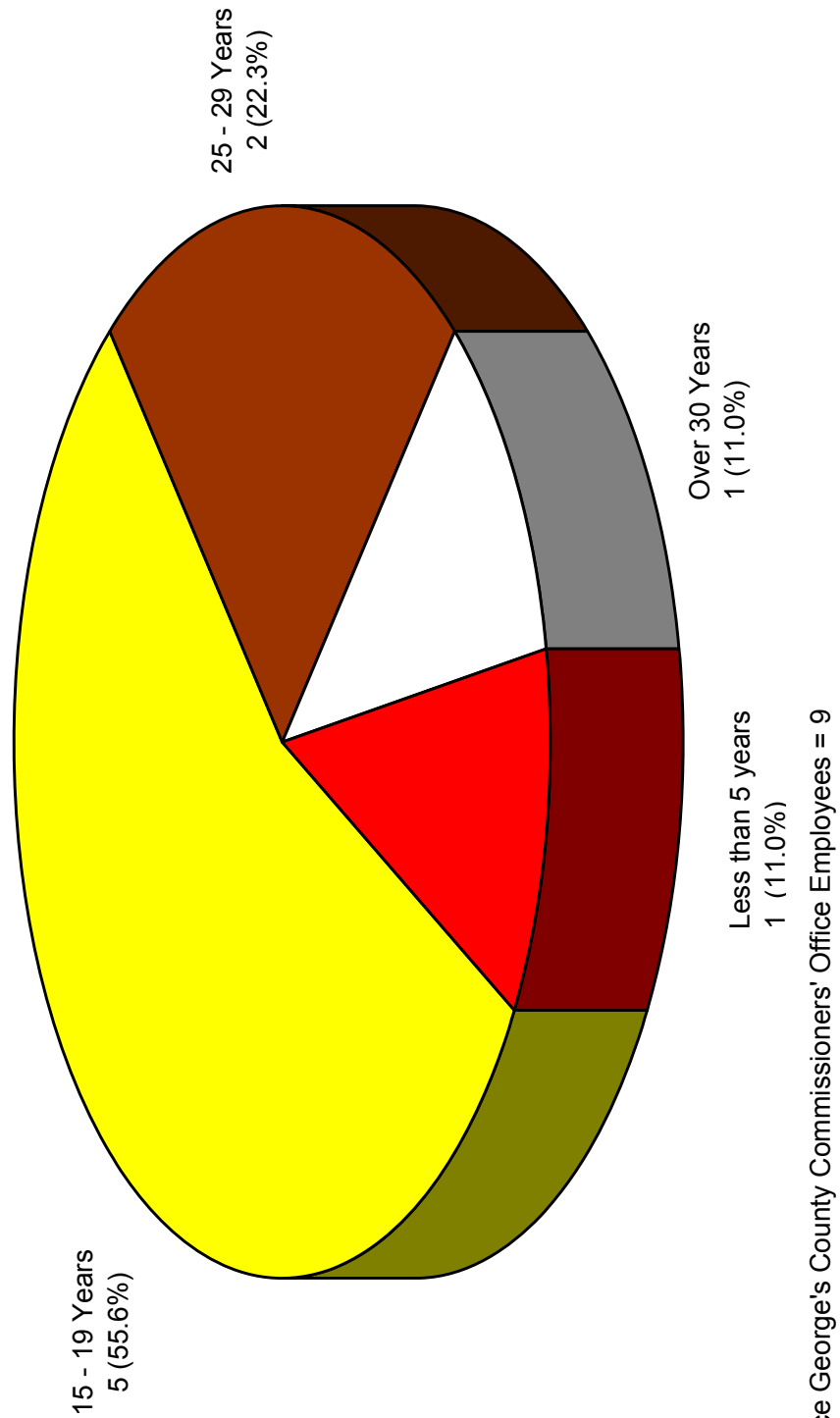
Total Prince George's County Commissioners' Office Employees = 9

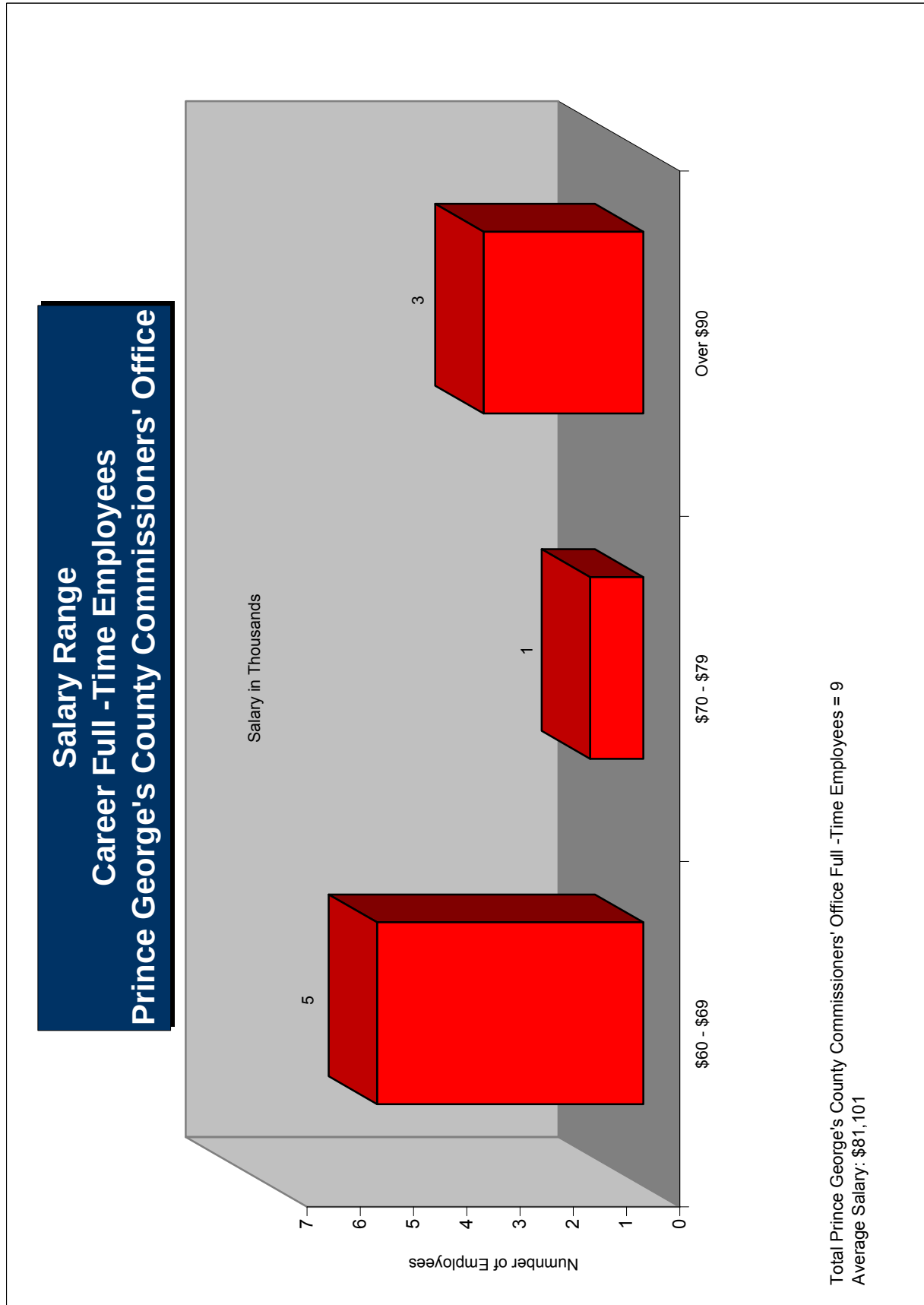
Distribution by Employment Category and Race/Ethnicity Prince George's County Commissioners' Office



Total Prince George's County Commissioners' Office Employees = 9

**Average Length of Service
Career Employees
Prince George's County Commissioners' Office**



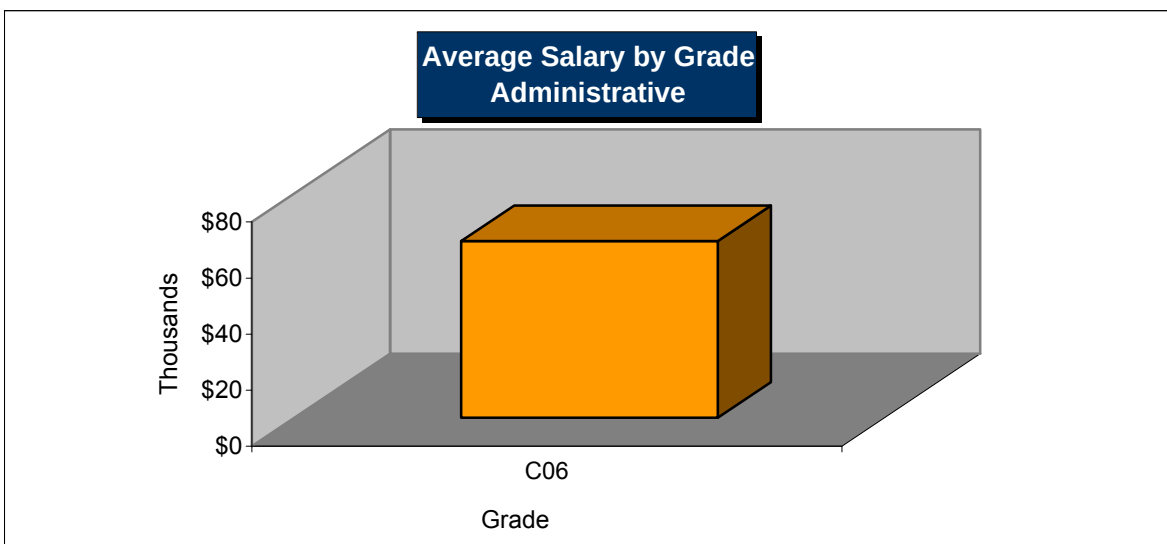
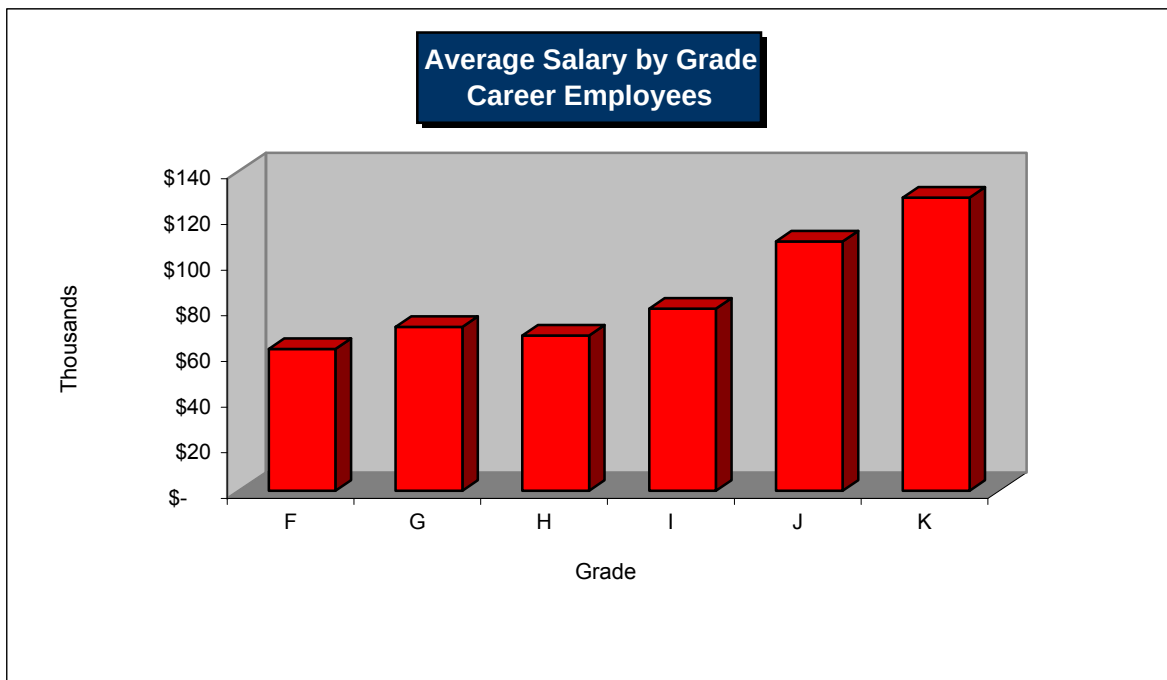


Average Annual Salary for Career Employees by Grade Prince George's County Commissioners' Office

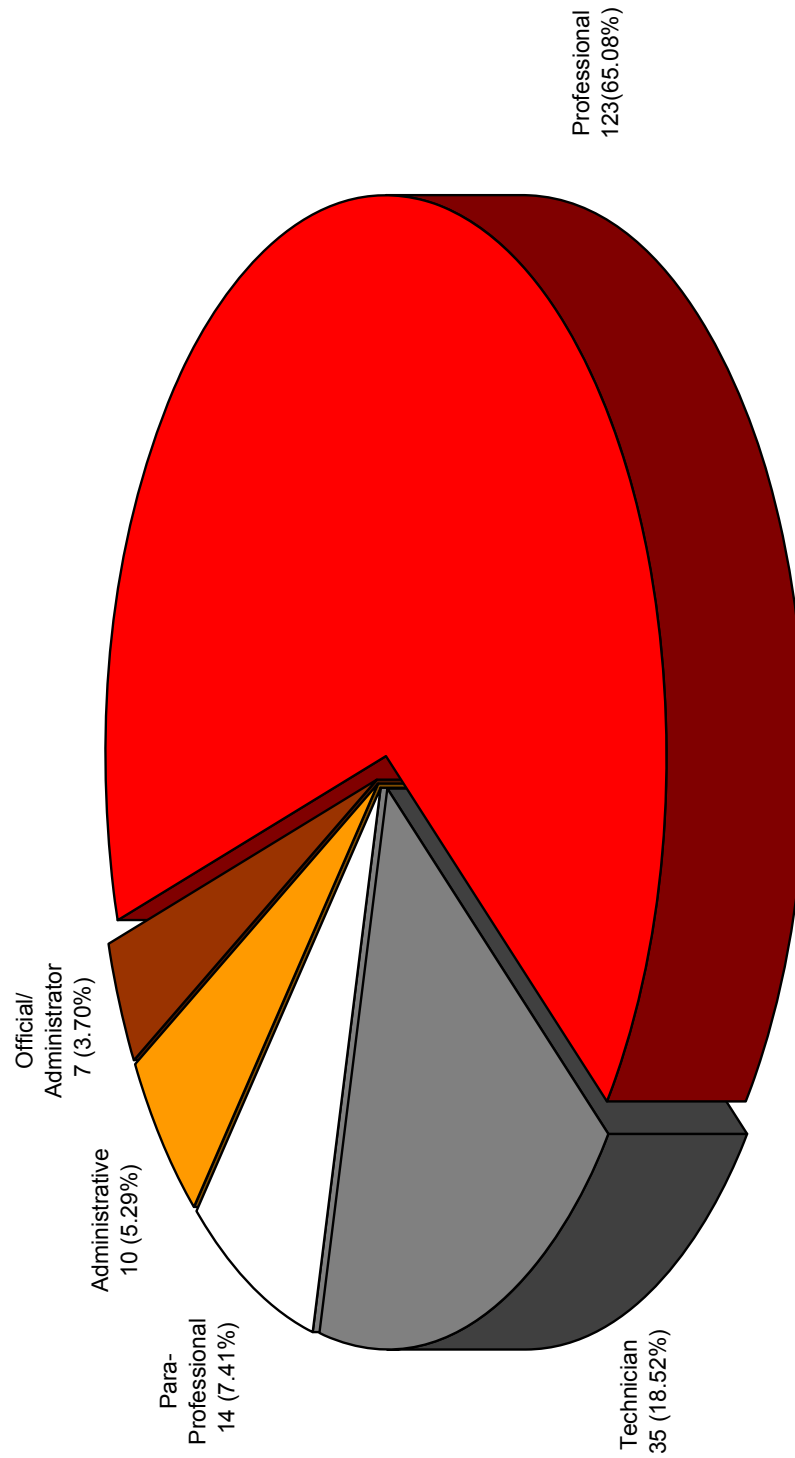
Grade	Salary
C06	\$ 63,001
F	\$ 62,081
G	\$ 71,750
H	\$ 67,952
I	\$ 79,788
J	\$ 109,200
K	\$ 128,399

Average Departmental Salary : \$81,101

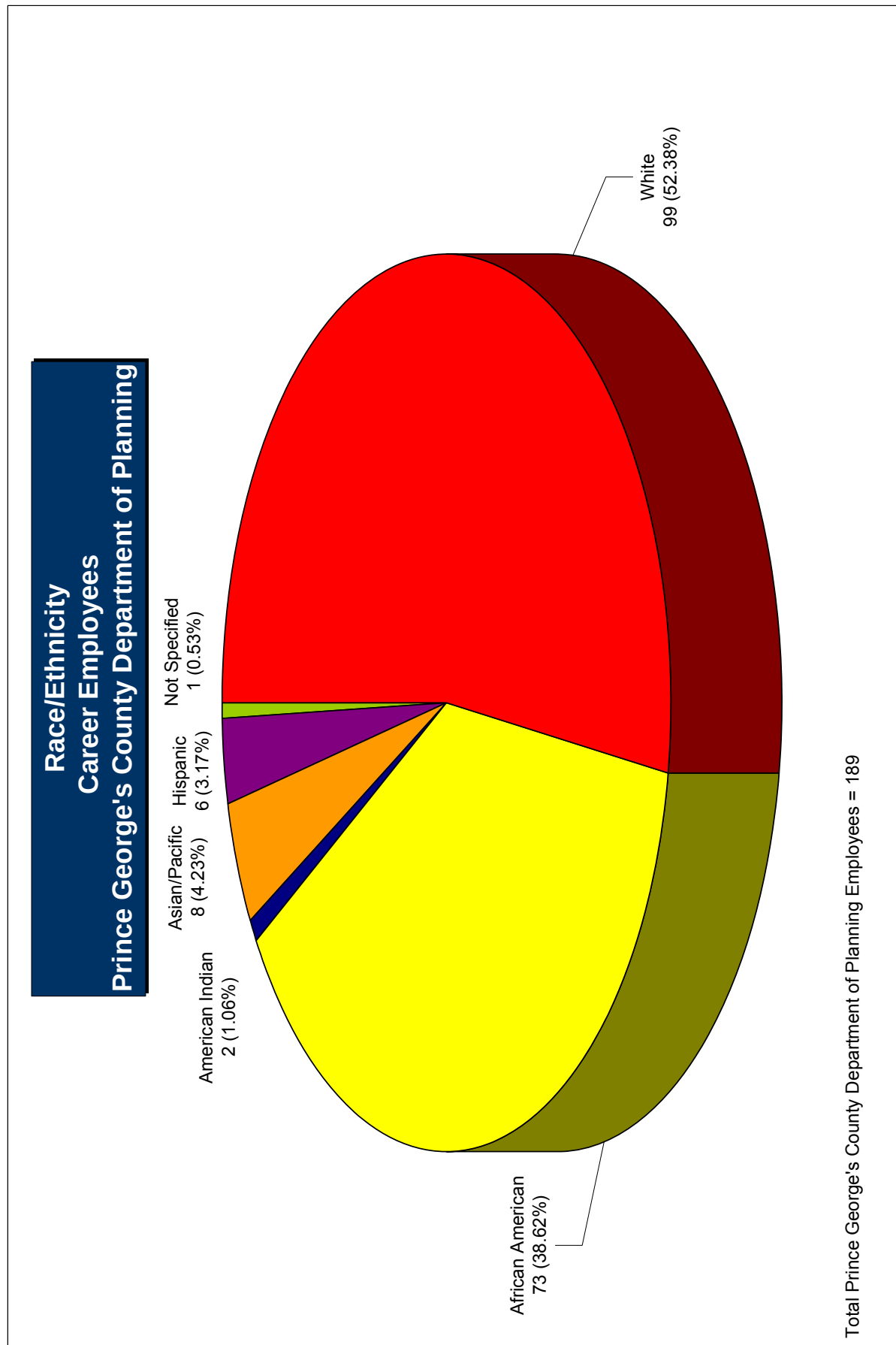
Average Commission Salary : \$64,766



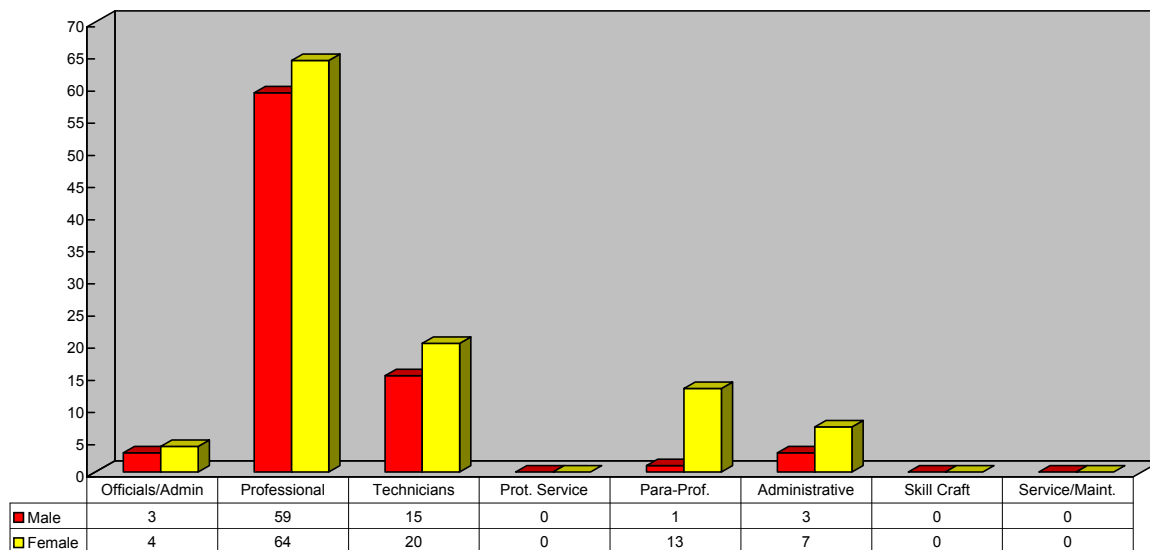
Employees by Employment Category Prince George's County Department of Planning



Total Prince George's County Department of Planning Employees = 189

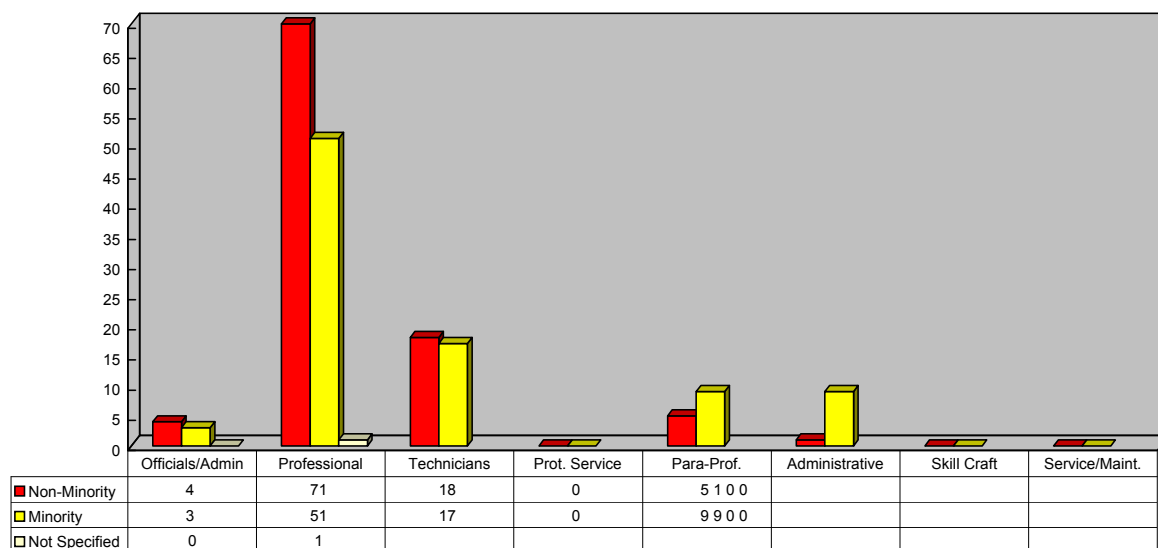


Distribution by Employment Category and Gender Prince George's County Department of Planning



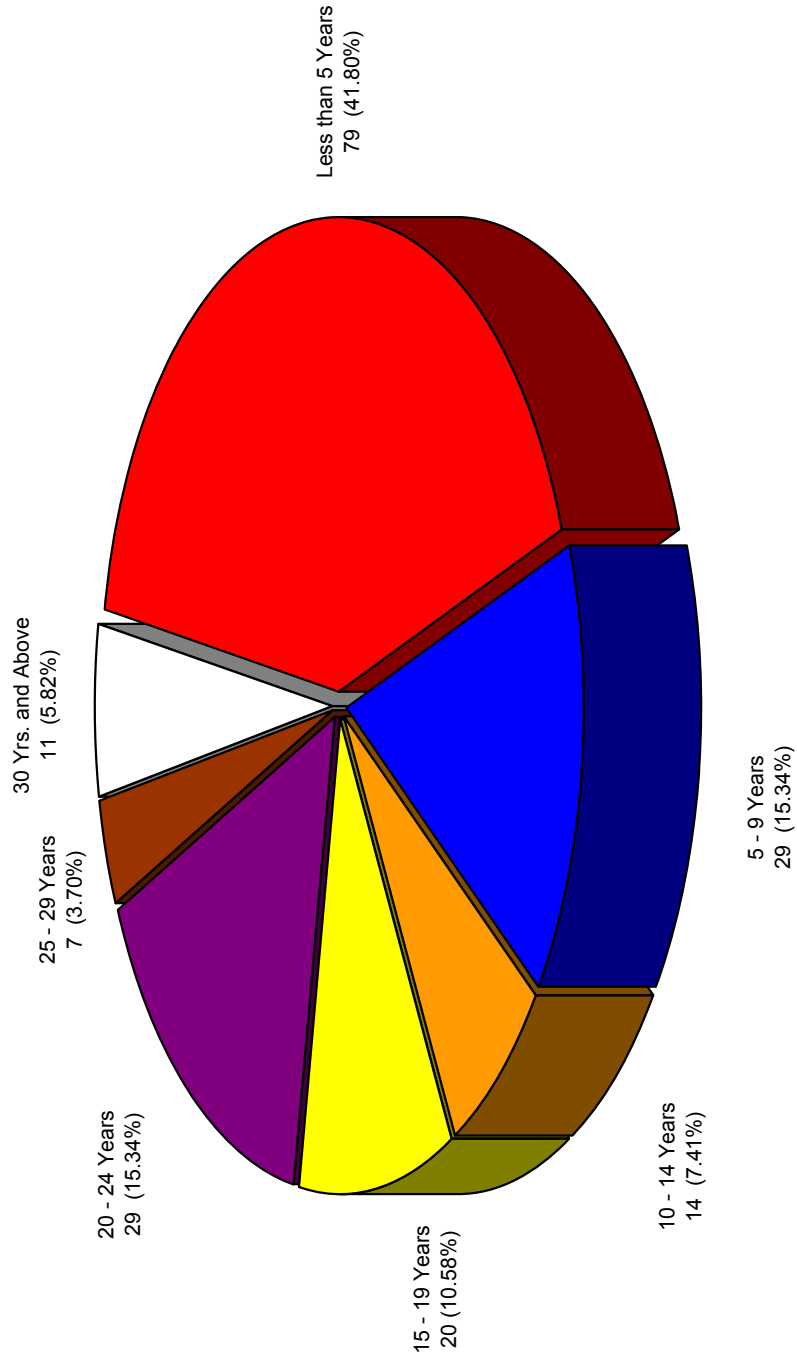
Total Prince George's County Department of Planning Employees = 189

Distribution by Employment Category and Race/Ethnicity Prince George's County Department of Planning



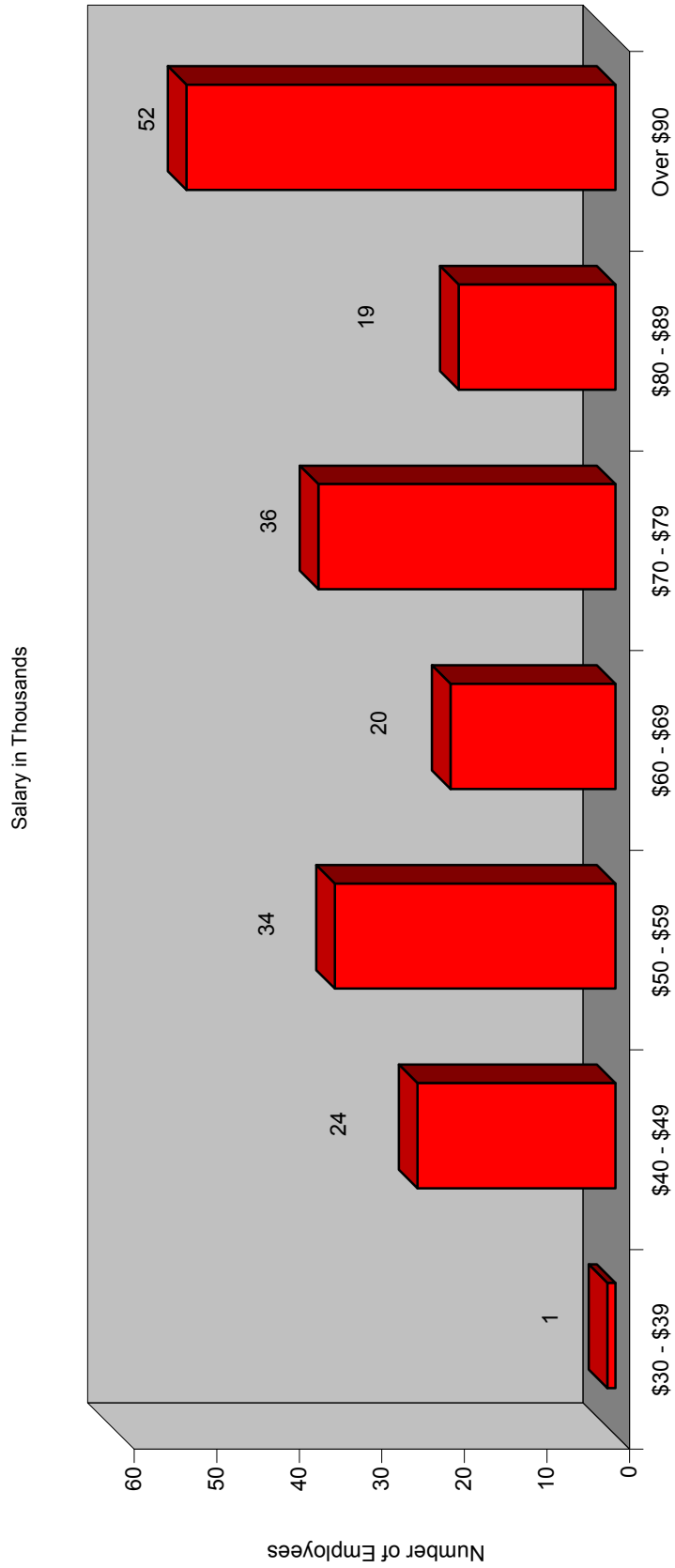
Total Prince George's County Department of Planning Employees = 189

Average Length of Service Career Employees Prince George's County Department of Planning



Total Prince George's County Planning Employees - 189

Salary Range Career Full-Time Employees Prince George's County Department of Planning



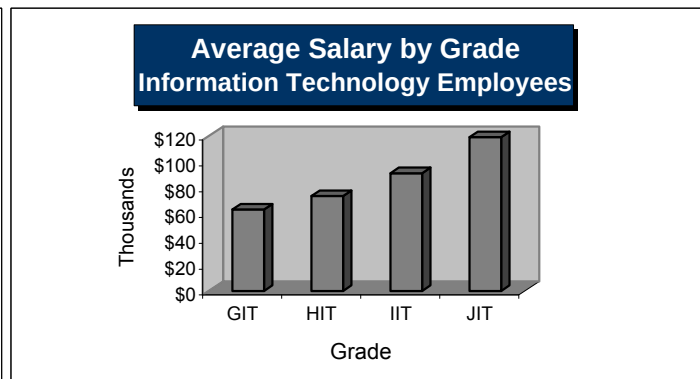
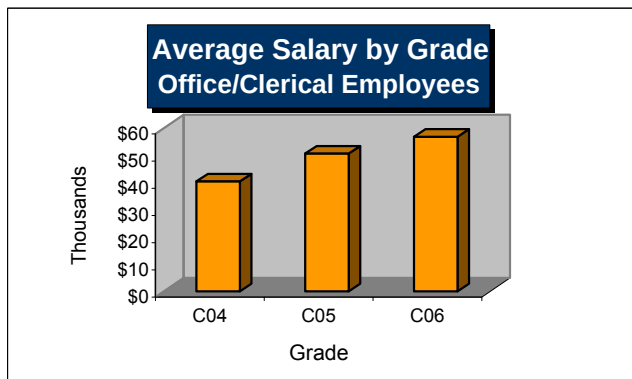
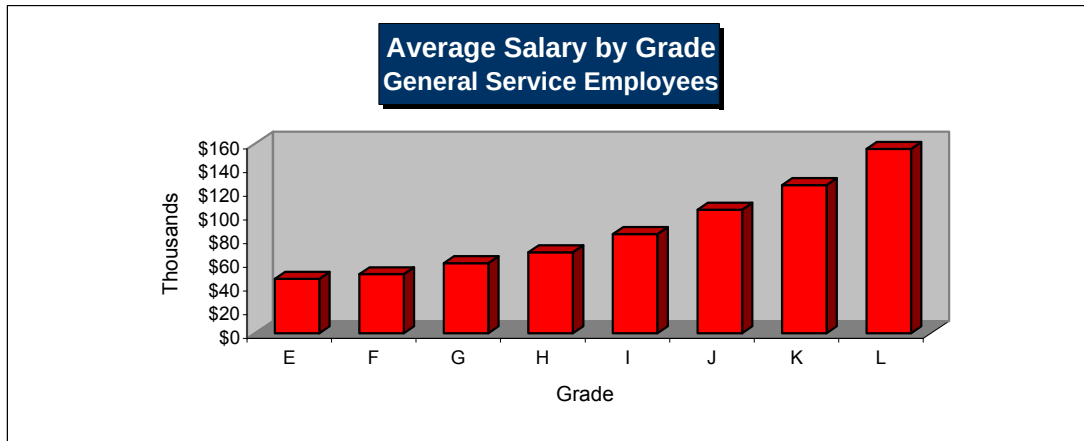
Total Planning Department Full-Time Employees = 186
Average Salary : \$74,992

Average Annual Salary for Career Employees by Grade Prince George's County Department of Planning

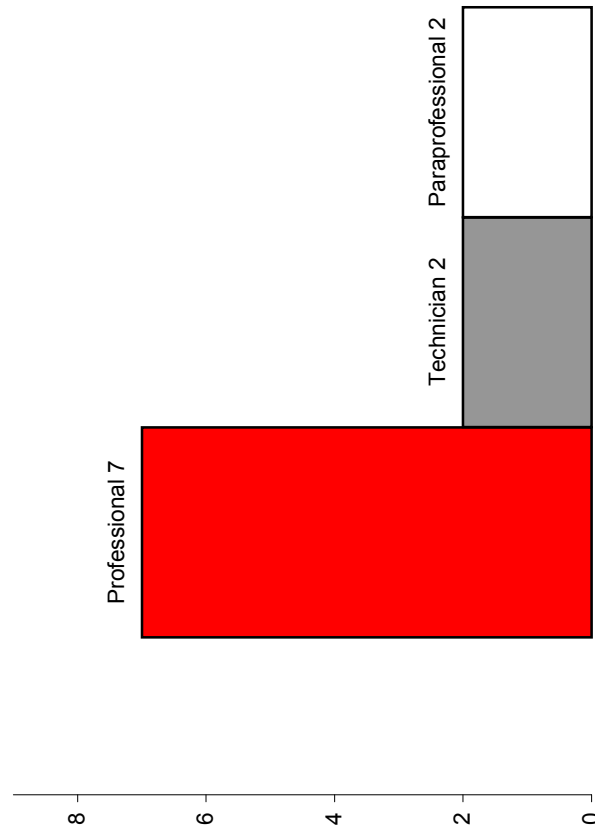
Grade	Salary	Grade	Salary	Grade	Salary
E	\$45,963	C04	\$40,420	GIT	\$63,063
F	\$49,833	C05	\$50,651	HIT	\$73,502
G	\$59,177	C06	\$56,798	IIT	\$91,247
H	\$68,301			JIT	\$119,028
I	\$83,802				
J	\$104,269				
K	\$125,211				
L	\$155,743				

Average Departmental Salary: \$74,992

Average Commission Salary: \$64,766

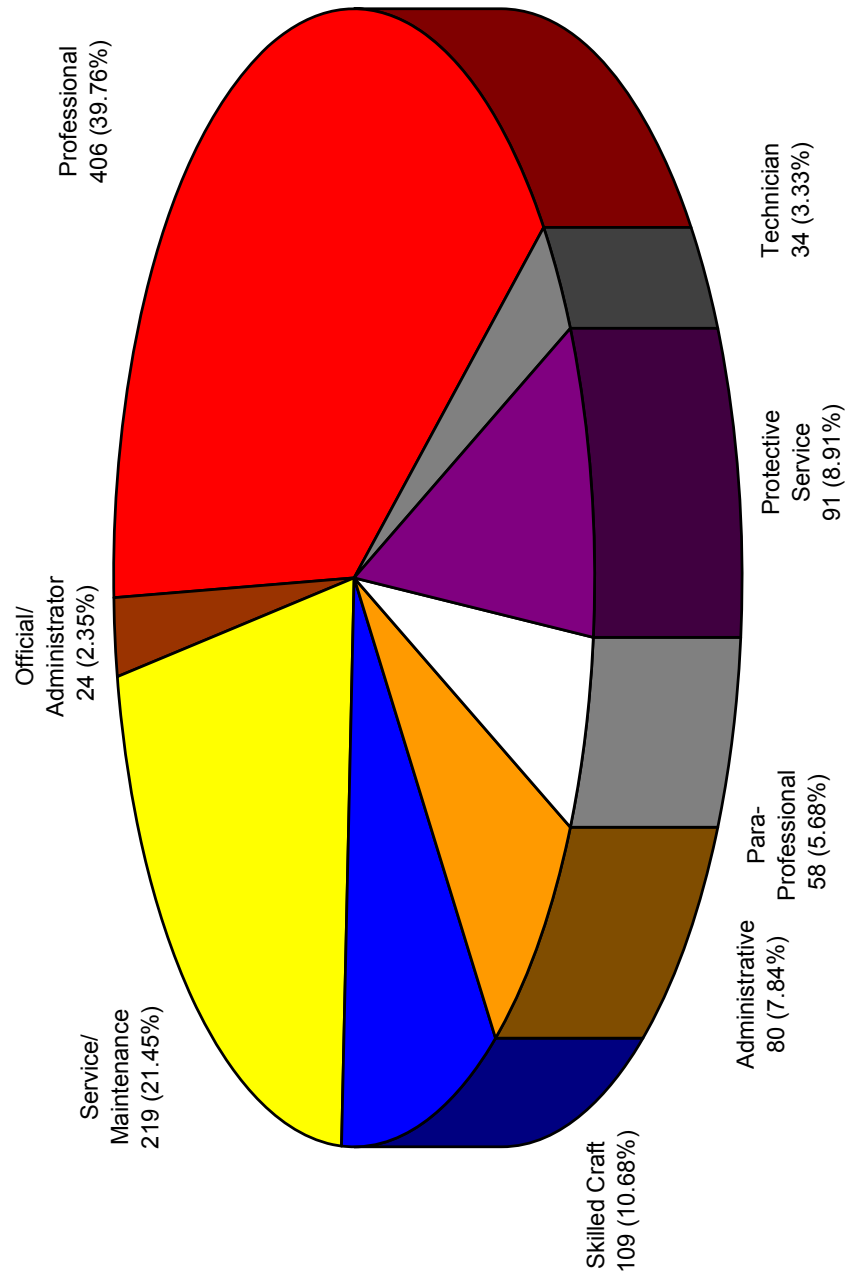


Employee Turnover by Employment Category Prince George's County Department of Planning



Prince George's County Department of Planning Turnover = 11 or 5.8%
Prince George's County Department of Planning Employees = 189
Commission-Wide Turnover = 156

Employees by Employment Category Prince George's Department of Parks and Recreation



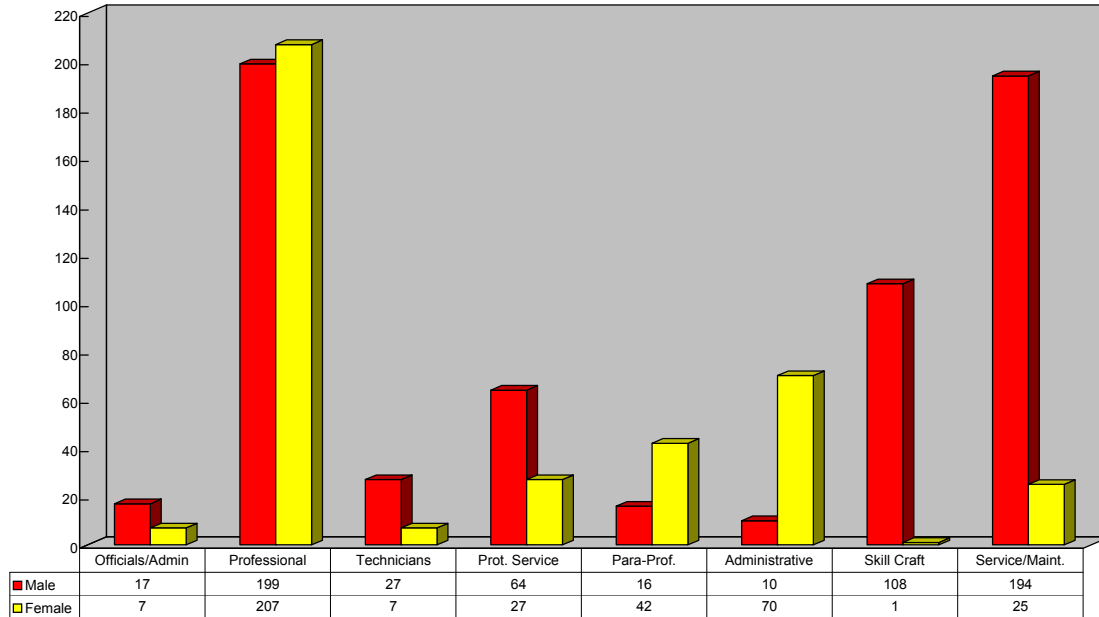
Total Prince George's County Department of Parks and Recreation Employees = 1,021

Race/Ethnicity
Career Employees
Prince George's County Department of Parks and Recreation



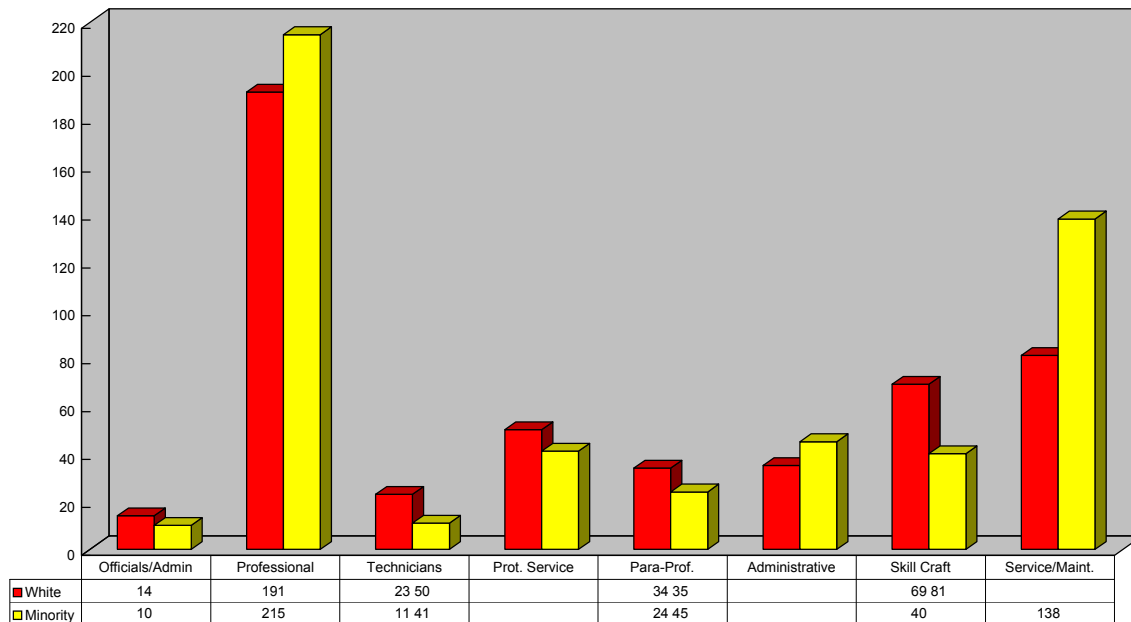
Total Prince George's County Department of Parks and Recreation Employees = 1,021

Distribution by Employment Category and Gender Prince George's County Department of Parks and Recreation



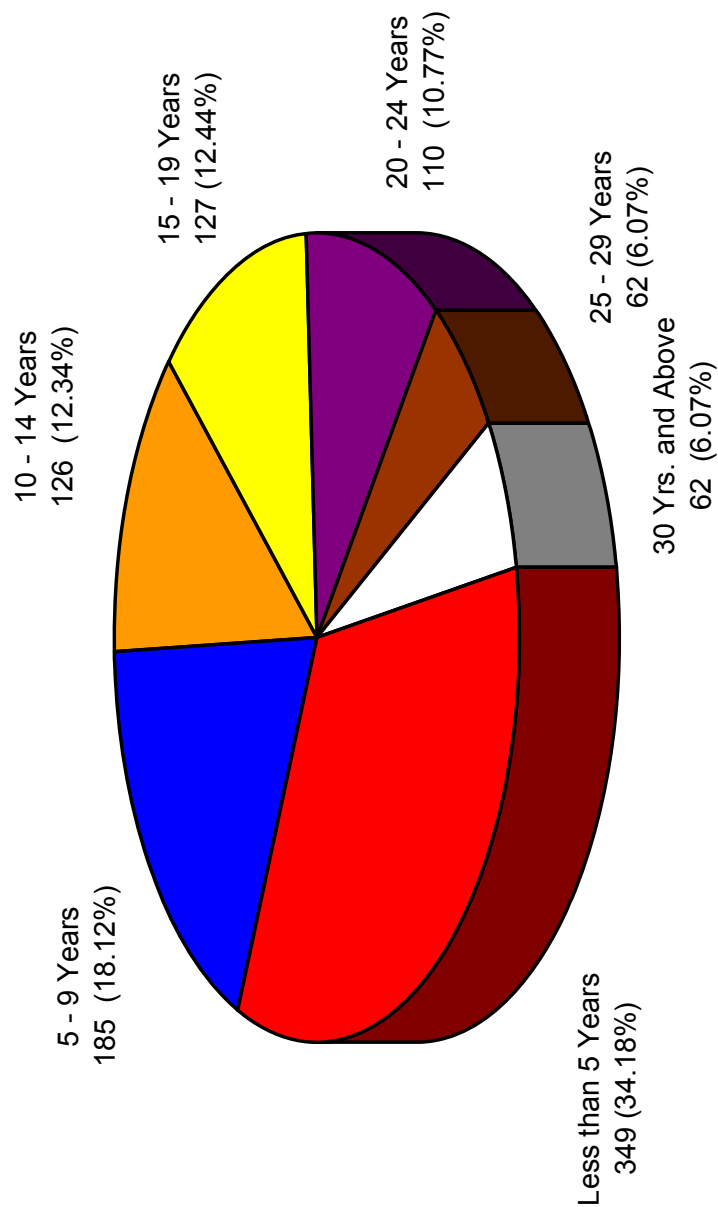
Total Employees Prince George's County Department of Parks and Recreation = 1,021

Distribution by Employment Category and Race/Ethnicity Prince George's County Department of Parks and Recreation



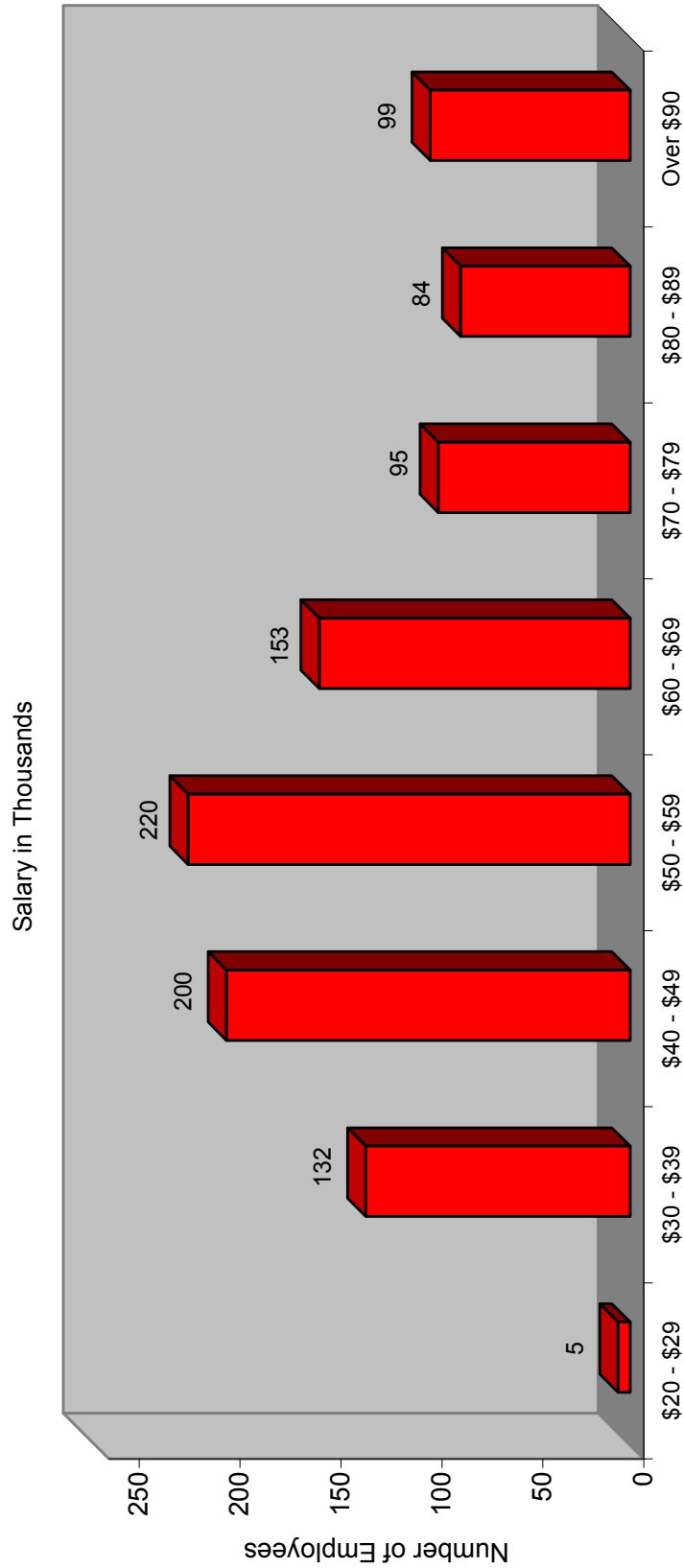
Total Employees Prince George's County Department of Parks and Recreation = 1,021

Average Length of Service Career Employees Prince George's County Parks and Recreation



Total Prince George's County Parks and Recreation Employees = 1,021

Salary Range Career Full-Time Employees Prince George's County Department of Parks and Recreation



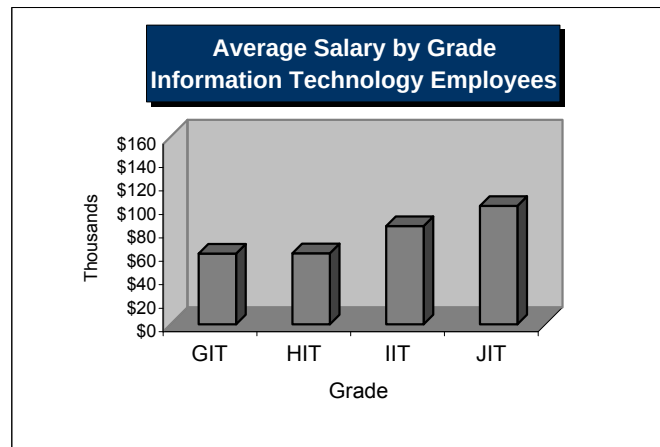
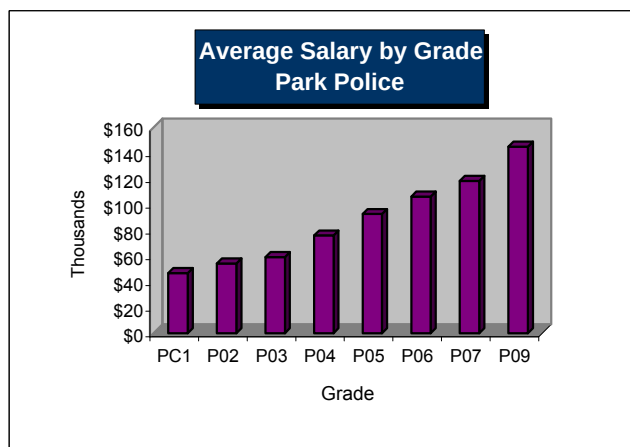
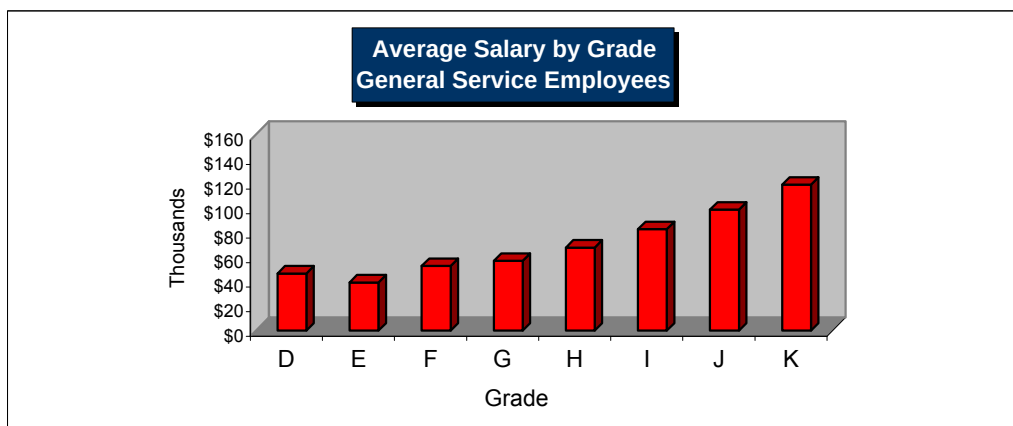
Total Full-Time Employees = 988
Average Salary: \$60,725

Average Annual Salary for Career Employees by Grade Prince George's County Department of Parks and Recreation

Grade	Salary	Grade	Salary	Grade	Salary
PC1	\$46,671	D	\$46,575	GIT	\$60,431
P02	\$54,174	E	\$39,245	HIT	\$60,541
P03	\$59,094	F	\$52,783	IIT	\$83,881
P04	\$75,895	G	\$56,969	JIT	\$100,936
P05	\$92,546	H	\$67,773		
P06	\$106,119	I	\$82,746		
P07	\$118,190	J	\$98,716		
P09	\$144,838	K	\$119,012		

Average Departmental Salary: \$60,725

Average Commission Salary: \$64,766

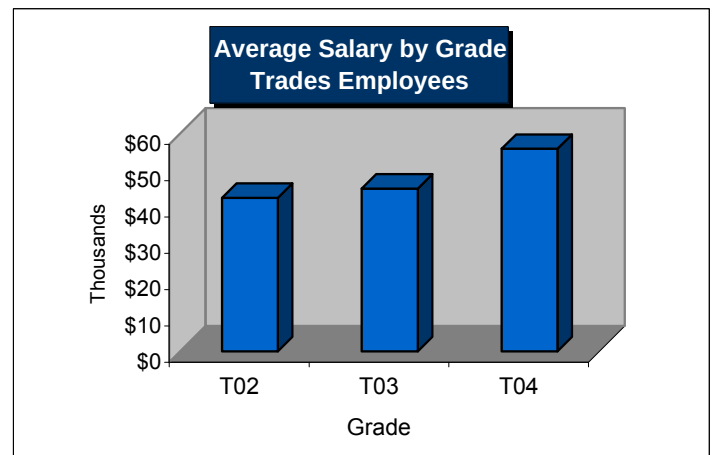
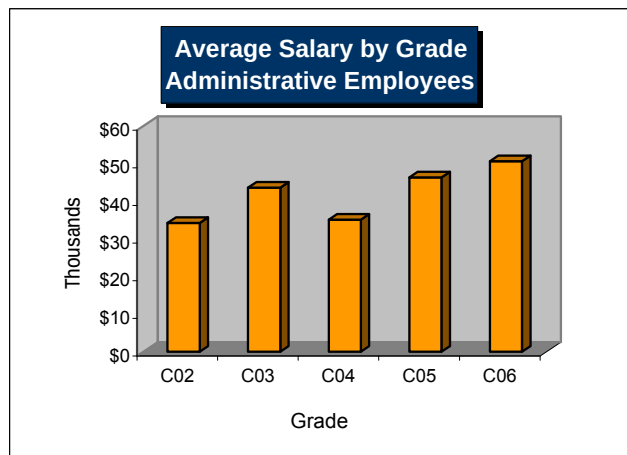
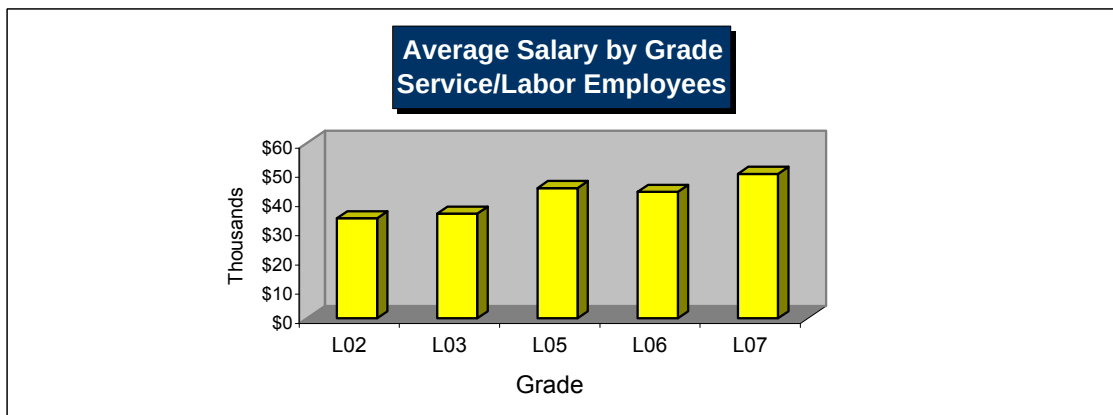


Average Annual Salary for Career Employees by Grade Prince George's County Department of Parks and Recreation

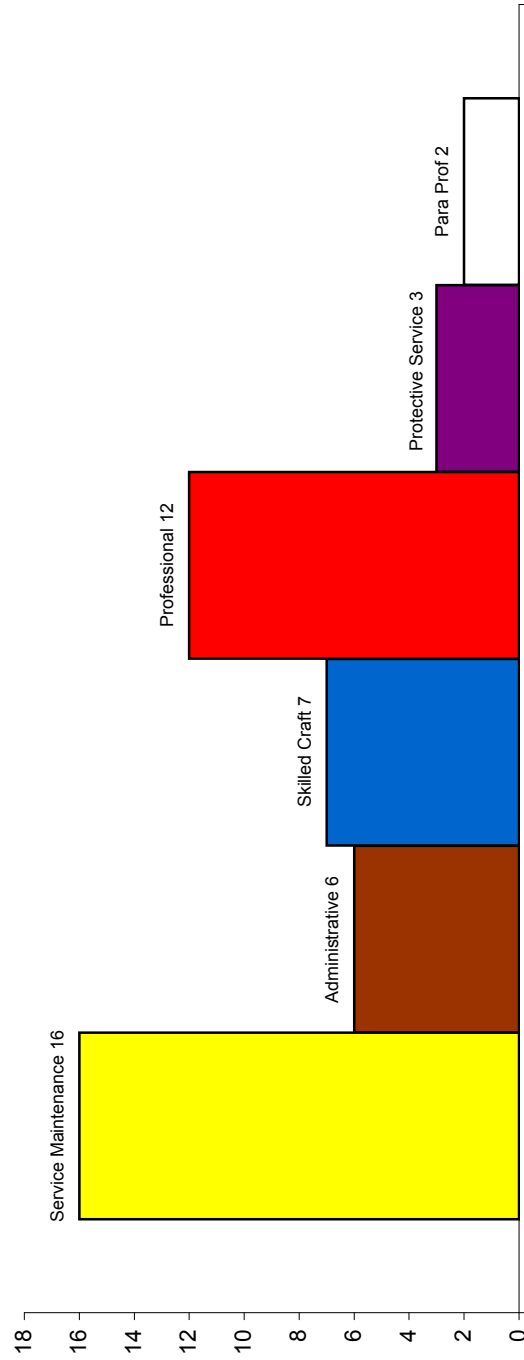
Grade	Salary	Grade	Salary	Grade	Salary
C02	\$34,290	L02	\$34,228	T02	\$42,246
C03	\$43,667	L03	\$35,849	T03	\$44,817
C04	\$35,149	L05	\$44,574	T04	\$55,750
C05	\$46,375	L06	\$43,307		
C06	\$50,662	L07	\$49,429		

Average Departmental Salary: \$60,725

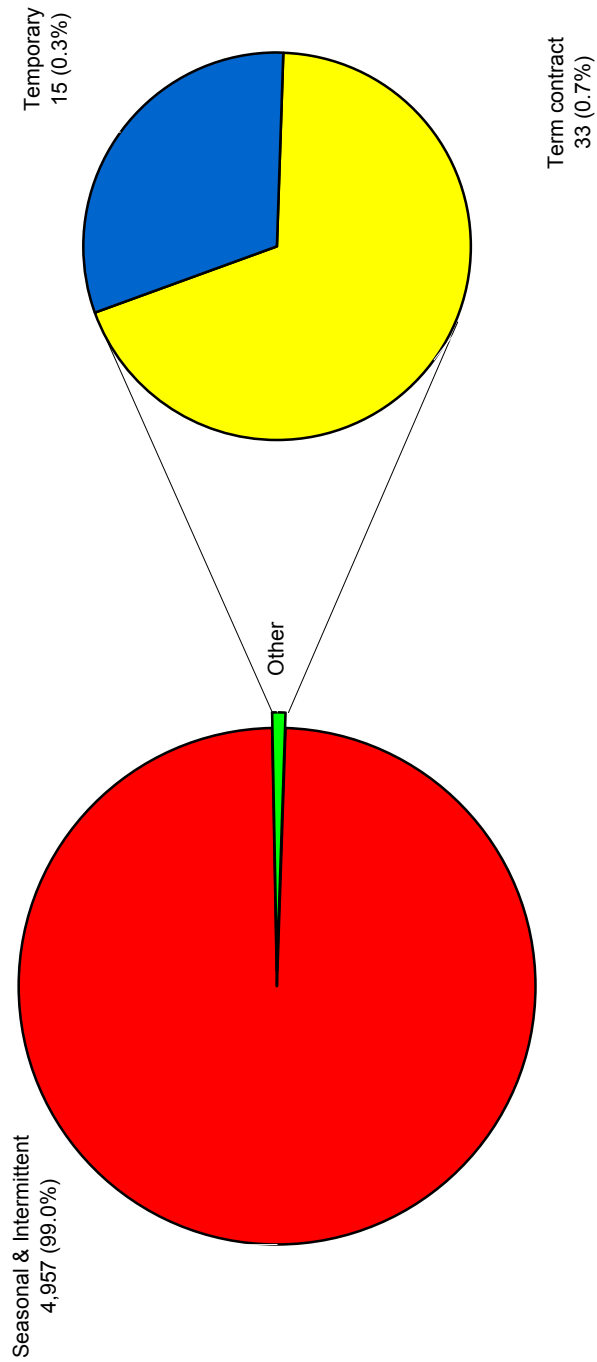
Average Commission Salary: \$64,766



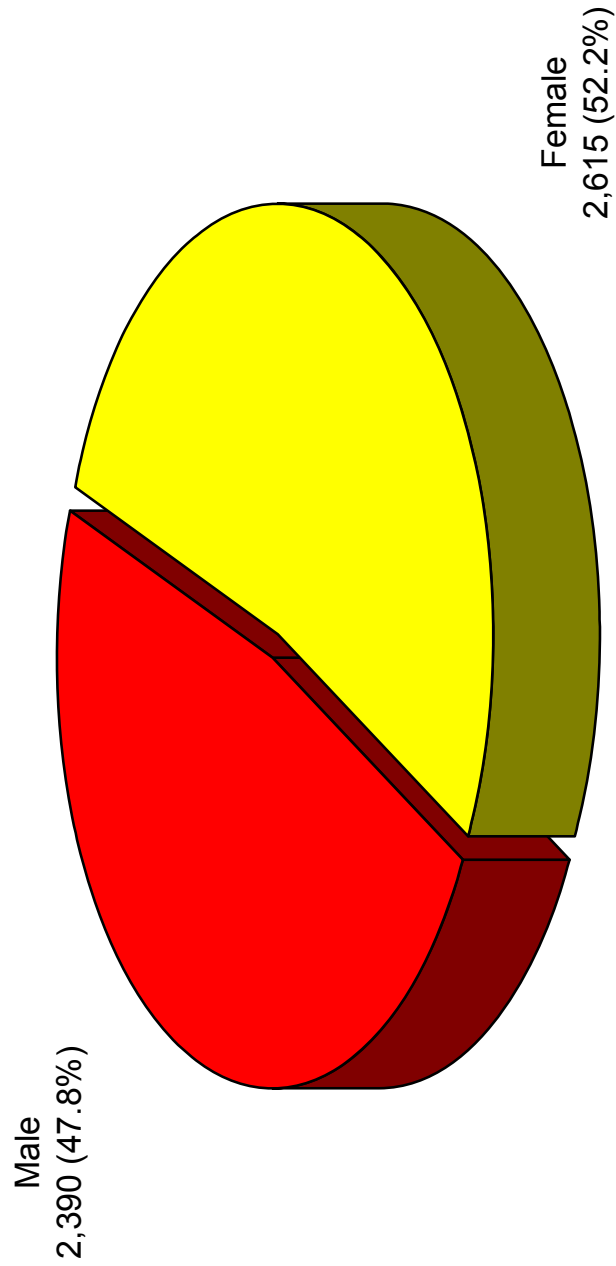
Employee Turnover by Employment Category Prince George's County Department of Parks and Recreation



Prince George's County Department of Parks and Recreation Turnover = 46 or 4.5%
Prince George's County Department of Parks and Recreation Employees = 1,021
Commission-Wide Turnover = 156

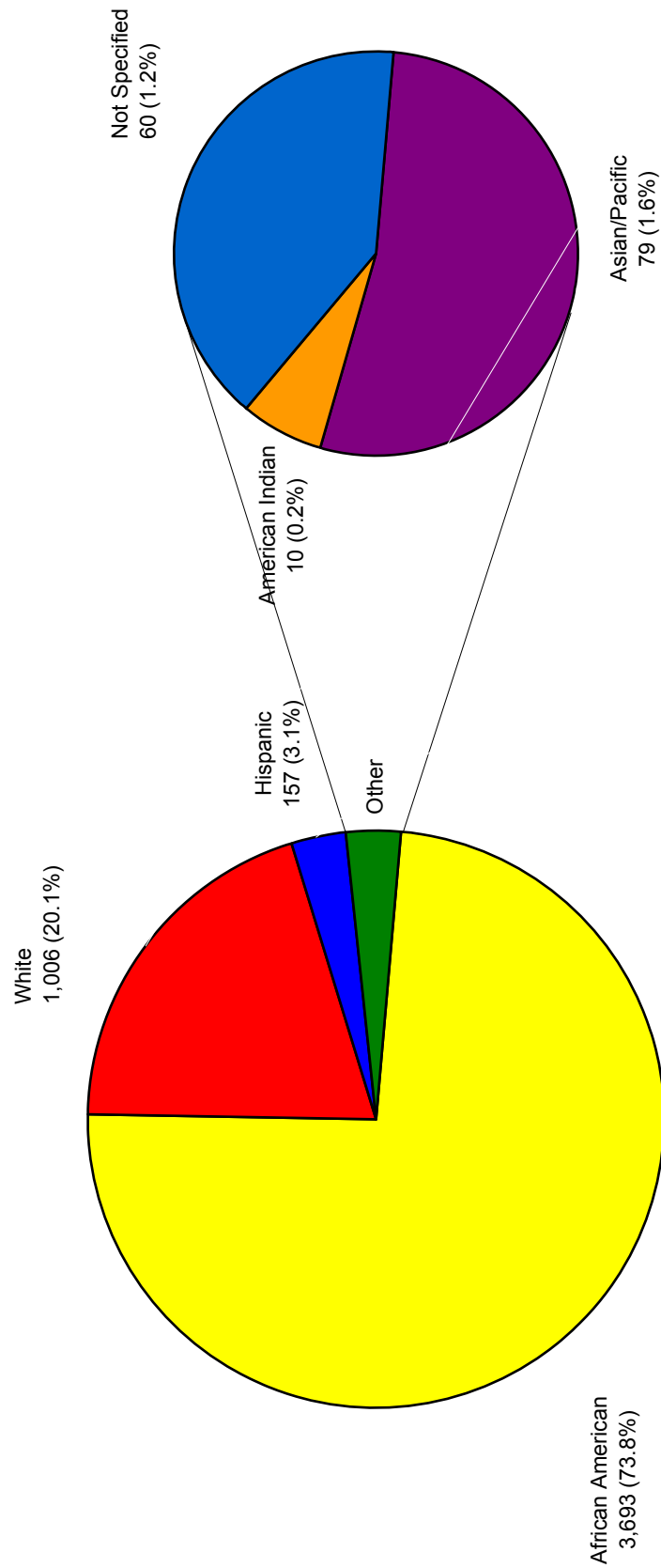
M-NCPPC FY2010 PERSONNEL MANAGEMENT REVIEW**Non - Career Employees by Type**

Total Non-Career Employees - 5,005

Non - Career Employees by Gender

Note: Total Non-Career Employees - 5,005

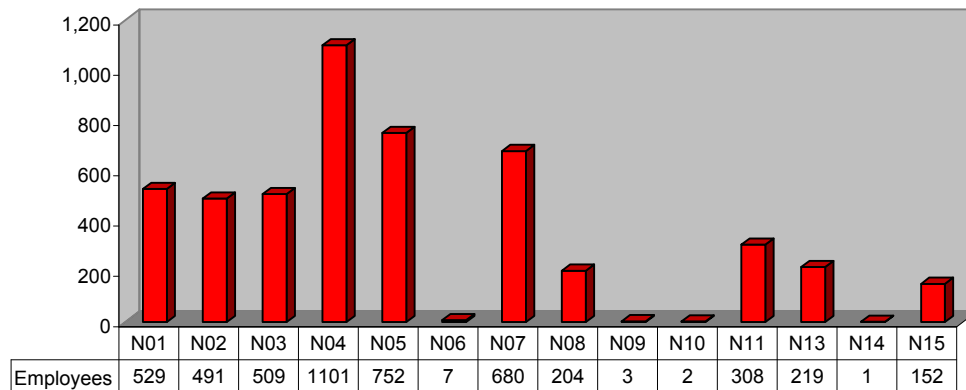
Non-Career Employees by Race/Ethnicity



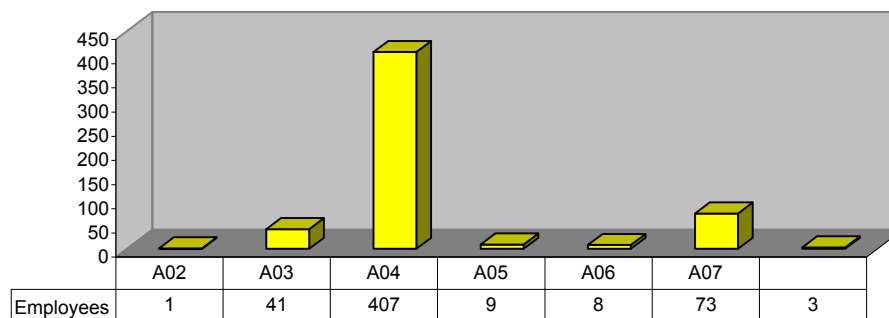
Total Non-Career Employees - 5,005

Non-Career Employees Distribution by Grade by Pay Schedule Assignment

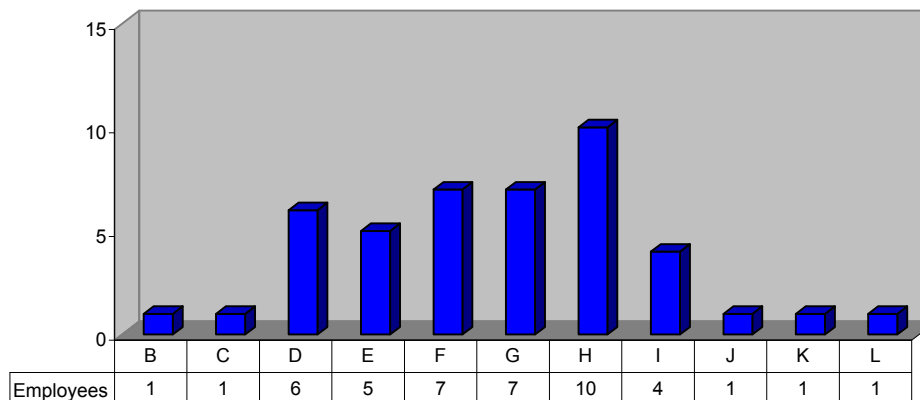
**Distribution by Grade
Intermittent Pay Schedule**



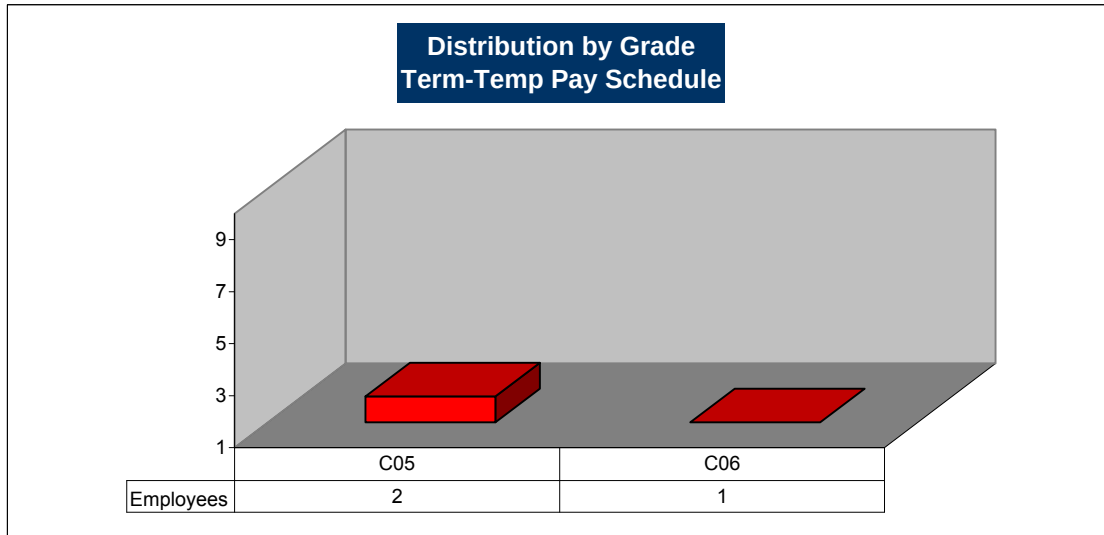
**Distribution by Grade
Aquatics Pay Schedule**

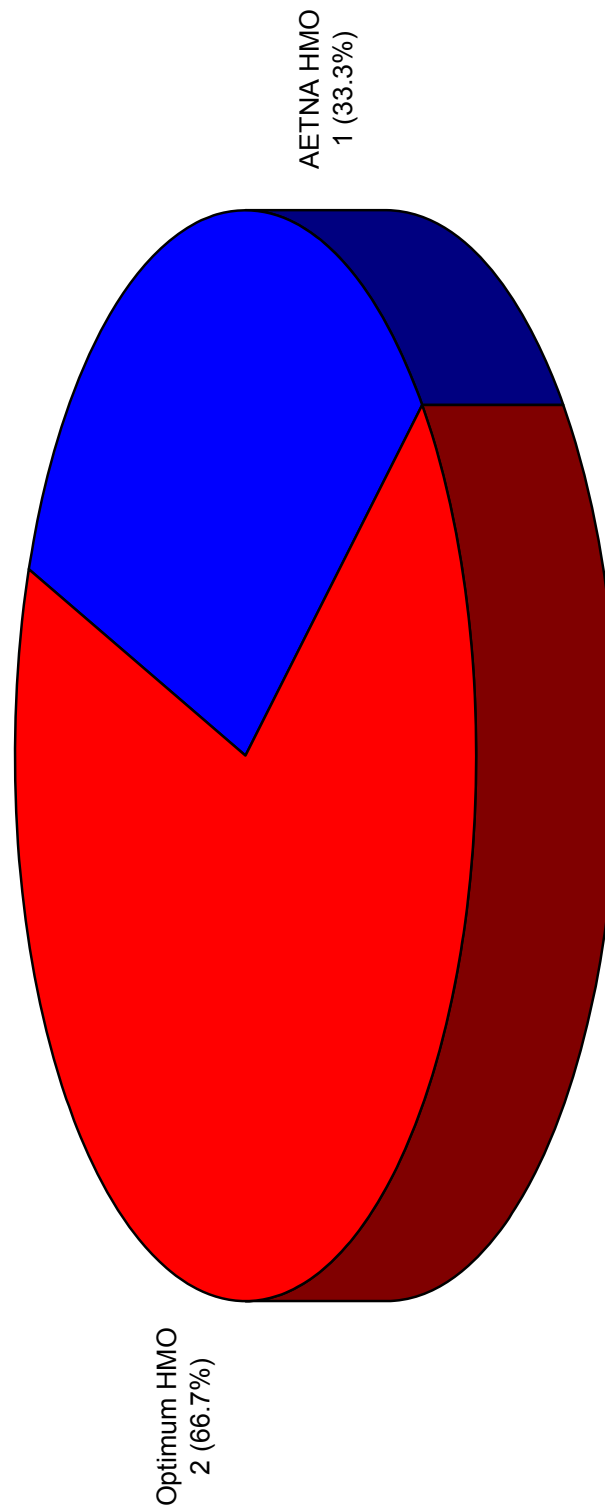


**Distribution by Grade
General Service Pay Schedule**



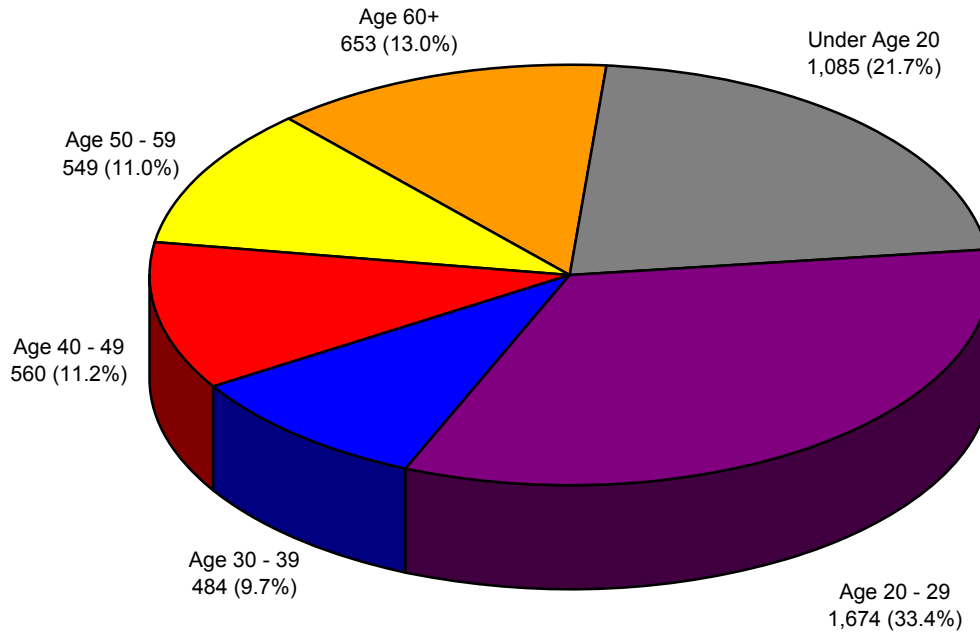
Non-Career Employee Distribution by Grade by Pay Schedule Assignment



Non - Career (Term) Employee Medical Health Plan Participation

Note: Total Eligible Employees = 3

Non-Career Employees by Age



Total Non-Career Employees - 5,005

Non - Career Employees Distribution by Department

Central Administrative Services	6	0.12%
Montgomery County Commissioners' Office	0	0.00%
Montgomery County Department of Planning	8	0.16%
Montgomery County Department of Parks	363	7.25%
Prince George's County Commissioners' Office	5	0.10%
Prince George's County Department of Planning	7	0.14%
Prince George's County Parks and Recreation	4,616	92.23%
M-NCPPC Non-Career Employees - Total	5,005	100.00%

Excerpt from U.S. Equal Employment Opportunity Commission's EEOC Form 164, State and Local Government Information (EEO-4), Instruction Booklet.

RACE/ETHNIC IDENTIFICATION

An employer may acquire the race/ethnic information necessary for this section either by visual surveys of the work force, or from post-employment records as to the identity of employees. Since visual surveys are permitted, and the fact that race/ethnic identifications are not present on agency records is not an excuse for failure to provide the data called for. However, although the Commission does not encourage direct inquiry as a method of determining racial or ethnic identity, this method is not prohibited in cases where it has been used in the past, or where other methods are not practical, provided it is not used for purposes of discrimination.

Moreover, the fact that employees may be located at different addresses does not provide an acceptable reason for failure to comply with the reporting requirements. In such cases, it is recommended that visual surveys be conducted for the employer by persons such as supervisors who are responsible for the work of the employees or to whom the employees report for instruction or otherwise.

Please note that the General Counsel of the Commission has ruled, on the basis of court decisions, that the Commission has the authority to require the racial and ethnic identification of employees, regardless of any possible conflicting state or local laws.

The concept of race as used by the Equal Employment Opportunity Commission does not denote clearcut scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one race/ethnic category.

NOTE: The category "HISPANIC", while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group; for this reason do not include HISPANIC under either "white" or "black".

For the purposes of the report, the following race/ethnic categories will be used:

- a. **White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. **Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- c. **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. **Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- e. **American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

- a. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
- b. **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.
- c. **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.
- d. **Protective Service Workers:** Occupations in which workers are entrusted with public safety , security and protection from destructive forces. Includes: police patrol officers firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
- e. **Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.
- f. **Administrative Support(Including Clerical and Sales):** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
- g. **Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience

or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

- h. **Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.