



The Maryland-National Capital Park and
Planning Commission

Proposed Annual Budget
Fiscal Year 2014
Prince George's County

The Maryland-National Capital Park and Planning Commission

www.mncppc.org

Proposed Annual Budget Fiscal Year 2014

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July 1, 2012

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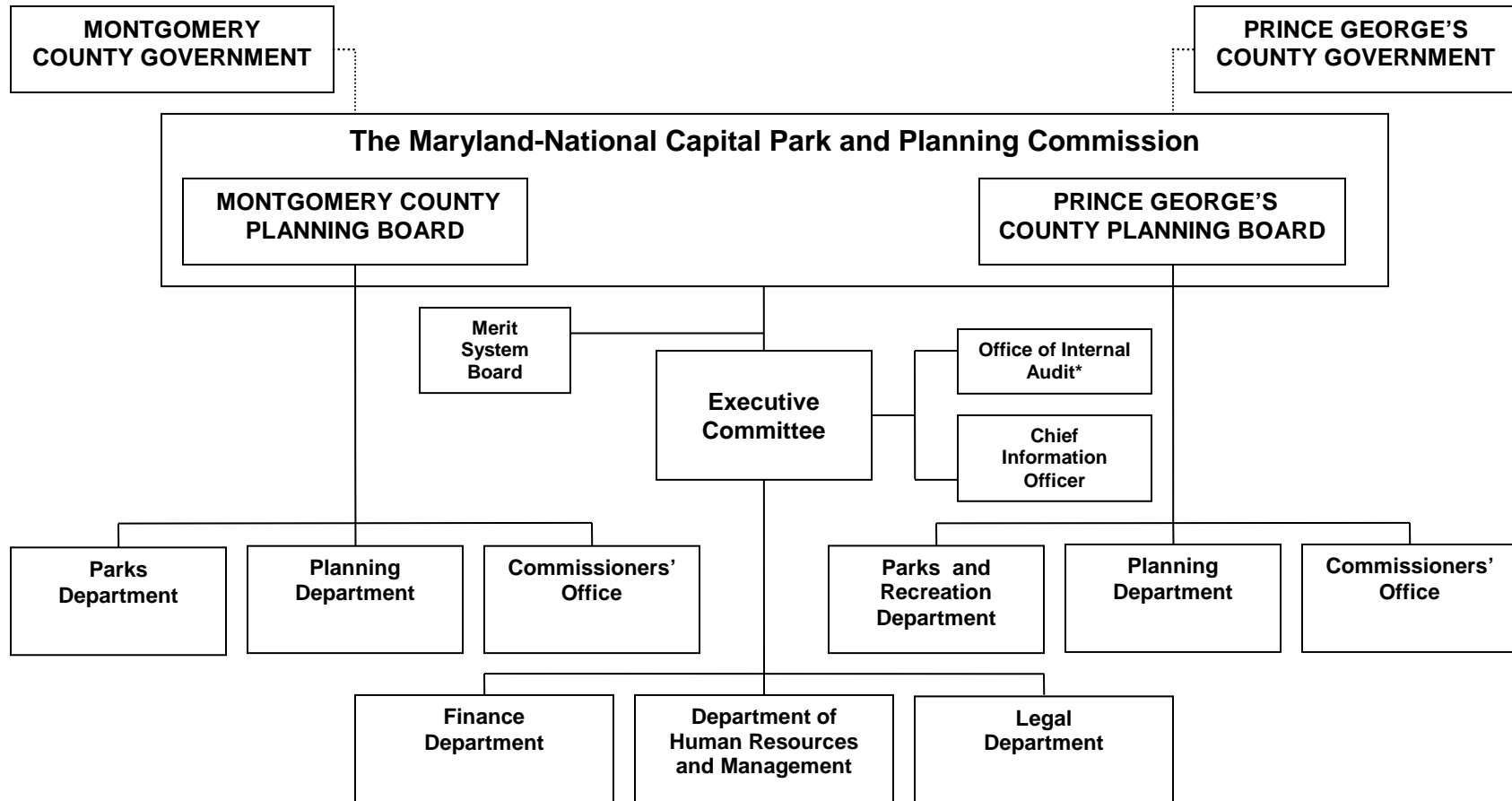
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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Park and Planning Commission for its annual budget for the fiscal year beginning July 1, 2012.

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



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

**The Maryland-National Capital Park and Planning
Commission
Proposed Annual Budget Fiscal Year 2014
Prince George's County**

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The Honorable Andrea C. Harrison
Chair, Prince George's County Council
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Rushern
Andrea
Dear Mr. Baker and Ms. Harrison:

I am pleased to transmit the FY14 proposed budget of The Maryland-National Capital Park and Planning Commission for your consideration and approval. The proposal is submitted **Pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland.**

The total tax supported funds for the FY14 proposed budget (excluding reserves, Advance Land Acquisition Revolving Fund, and Internal Service Funds) is \$261.9 million, a 9.3 percent increase from the FY13 Adopted Budget. The total FY14 Proposed Budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise Fund and Special Revenue Fund, is \$288.9 million, an increase of \$21.6 million or 8.1% from the FY13 budget.

**Summary of FY14 Proposed Budget Expenditures
(net reserves, ALARF, and Internal Service Funds)**

	FY13 Adopted	FY14 Proposed	\$ Change	% Change
Prince George's Funds				
Administration	46,904,600	47,058,087	153,487	0.3%
Park	124,726,200	145,798,700	21,072,500	16.9%
Recreation (1)	68,093,900	69,064,100	970,200	1.4%
ALA Debt	3,537	-	(3,537)	-100.0%
Subtotal Tax Supported	239,728,237	261,920,887	22,192,650	9.3%
Enterprise	18,904,900	18,649,600	(255,300)	-1.4%
Special Revenue	8,678,900	8,395,700	(283,200)	-3.3%
Total Prince George's	267,312,037	288,966,187	21,654,150	8.1%

(1) Includes transfer to Enterprise Fund

Maintaining Fiscal Stability and Investing to Protect and Preserve Services

Maintaining Fiscal Stability and Investing to Protect and Preserve Services

The FY14 Proposed Budget builds off the fiscal stability created in the FY13 Adopted Budget. Last year marked a watershed effort of collaboration and commitment between the County and M-NCPPC to make sure that the residents of Prince George's County continue to receive some of the finest park, recreation, and planning services in the nation. This collaboration created a prudent fiscal stability plan to weather the declines in property tax revenue and absorb budget cost increases, while maintaining as much of service levels as was affordable. That plan was made up of five strategic actions:

- ✓ Rebalanced tax rates;
- ✓ Project charge reductions;
- ✓ Operating efficiencies;
- ✓ A sustainable CIP program; and
- ✓ Restructuring of employee benefit costs.

Together, these actions have bent the cost curve of major cost drivers and built fund balances in the near-term so that those fund balances can be used to stabilize and maintain service levels for the public. As you will note, the FY14 Proposed Budget uses fund balances to offset the projected FY14 declines in property tax revenue and to invest in critical infrastructure, public safety and essential service needs – our priority areas of focus.

We have three primary objectives in our Proposed Budget. First, maintain current service levels with the necessary cost modifications for major known commitments. Second, continue the stabilization measures put in place in FY13. Third, reinvest fund balances to meet critical infrastructure, maintenance, public safety, and core service needs. Since the Recession began impacting the Commission in FY10, we have strategically deferred expenditures that could be delayed until the fiscal situation looked to be stabilizing. With stabilization in sight, as a result of the actions taken in FY13, we need to begin the process of shoring up infrastructure and service levels to assure our services and facilities are ready to meet the public's immediate and future needs.

We still face fiscal challenges in FY14. Revenues look to be declining and our major personnel costs continue to grow, although at a slower rate because of the actions we have taken to restructure benefits. The major cost drivers are health insurance, OPEB (Other Post Employment Benefits), and retirement. These costs and others are projected to grow by more than 9 percent in FY14 while property tax revenues are estimated to decline. The Proposed Budget includes the following major known commitments for personnel costs in FY14:

- ✓ Medical Insurance and Benefit Costs;
- ✓ OPEB Pre-Funding at the level necessary to meet the 5th 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
- ✓ A dollar marker to adjust employee compensation.

The table below summarizes the budget changes for personnel costs.

FY14 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Prince George's County Administration Fund, Park Fund, and Recreation Fund					
		FY13	FY14	\$\$ Change	%
		Adopted	Proposed		Change
<u>OPEB</u>					
	OPEB Prefunding	4,816,400	3,558,130	(1,258,270)	-26.1%
	OPEB Paygo	4,348,200	5,895,926	1,547,726	35.6%
	Subtotal OPEB	9,164,600	9,454,056	289,456	3.2%
<u>Pension (ERS)</u>					
	Pension (ERS)	14,259,022	16,055,676	1,796,654	12.6%
<u>Health and Benefits(1)</u>					
	Employee Health Benefits	14,697,300	16,078,846	1,381,546	9.4%
<u>Employee Compensation</u>					
	Marker for Changes to Employee Comp.	2,663,200	3,024,610	361,410	13.6%
	Total Major Personnel Costs	40,784,122	44,613,188	3,829,066	9.4%

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

An overview of the changes for each major personnel category is provided below.

OPEB

OPEB costs for FY14 have been determined by an actuary. The actuarial analysis has taken into account plan design changes that will be in effect for FY14. These changes include cost share increases for retirees and employees and the adoption of a credited service model to earn the retiree health benefit for new hires after January 1, 2013. The effect of these changes is lowering the prefunding OPEB cost by nearly \$1.25 million in FY14.

The analysis also looks at demographic changes in the active employee and retiree populations. These demographic trends show more retirees using their retiree benefits and less active employees in the insurance pool. As a result of these demographic shifts and higher medical costs, the OPEB PAYGO cost is increasing by \$1.54 million in FY14.

The net change for total OPEB costs is about a \$289,500 increase or 3.2 percent more than FY13 Adopted.

Total OPEB funding is \$9.45 million. At this level of funding, we will be just below 100 percent funding of the annual required contribution. Following the 8 year phase-in full funding plan adopted in 2008, we should have been at year 5 of 8 for FY14. However, as a positive consequence of the benefit restructuring changes, we will be nearly at full funding in FY14.

Pension (ERS)

As determined by the actuary, pension costs are increasing by 12.6 percent in FY14. Cost growth is about \$1.8 million more than the FY13 Adopted Budget. The increase is due to less than favorable market performance in the most recent period as well as prior periods.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 9.4 percent in FY14, adding \$1.38 million more cost to the budget. Nationally, health insurance cost growth ranges between 8 percent and 12 percent a year. Our cost growth is at the lower end of the national averages for FY14. Greater growth in health insurance costs is being offset by increased cost share paid by employees for certain health plans. The increased cost share is being phased in. The first increase is on January 1, 2013, and the second increase is on January 1, 2014.

Employee Compensation

The FY14 budget plans for employee compensation changes. Our employees have not received a cost of living adjustment or merit increase since at least FY10. For the FY13 Budget, we provided employees a one-time \$2,000 bonus. We have a contractual obligation with MCGEO for FY14 to request funding for a repeat of the one-time bonus. The contracts with MCGEO and with FOP have potential reopener provisions dependent on compensation changes provided by either county.

With negotiations pending, the exact budget change for compensation is not fully known. Therefore, to plan for compensation changes, the FY14 Proposed Budget includes \$3.0 million to adjust compensation for represented employees as required by §16-212 and §16-310 of the Land Use Article, as may be necessary pending labor negotiations, and to adjust non-represented employee compensation. This is \$361,400 more than last year's request. The specific form of employee compensation adjustment will be determined through negotiations as needed, and presented for approval to the Bi-County Council Meeting in May 2013.

Investing to Meet Critical Infrastructure, Capital Equipment, and Essential Service Needs

One of our major objectives in the FY14 proposed budget is to begin making the investments necessary to ensure that existing services and facilities are in the proper condition to meet the public's needs in the present and future. Over the last few years, the approach has been to persevere through the declining revenue situation, and meet as much of the public service demand as we could afford. This has meant redirecting resources to fund operation cost increases and less investment in infrastructure, capital equipment, and maintenance needs. With the fiscal situation stabilizing, it is time to begin planning for, and making these investments. The longer these needs are deferred the more costly they will become to address in the future.

The immediate step in this plan is to begin addressing deferred infrastructure and capital equipment needs and restoring service levels that were previously pared back. Most of this investment will be made in the Park Fund where the CIP PAYGO amount has been substantially increased to begin to meet the backlog of infrastructure needs identified in the property

condition assessment study. Each department's budget pages provide detailed information on how this increased investment will be used. Below is a summary of the investment by department.

<u>Fund</u>	<u>Department</u>	<u>Essential Needs Investment Amount</u>
Administration	Planning	200,000
Administration	DHRM	92,000
Administration	Legal	34,000
Park Fund	Parks and Recreation	13,860,000
Rec Fund	Parks and Recreation	<u>843,000</u>
Total		\$15,029,000

Project Charge Reductions

Last year, we began working together with you on a plan of phased reductions in project charges. Our plan is to reduce project charges steadily each year through FY18, lowering the charges paid from the high of \$22 million paid in FY12 down to \$9.1 million by FY18. We took the first step in this plan together in FY13 by reducing project charges by nearly \$5 million. In FY14, we would like to take the second step by reducing project charges an additional \$2.99 million. This effort is a key measure in rebalancing resource allocation. From FY05 to FY12 project charge payments to the County and other agencies increased from \$5 million annually to \$22 million annually. This tremendous increase occurred during the same period that property tax revenues began a steep decline, meaning that the Commission had to redirect resources to meet the rising project charge costs. We appreciate the County's understanding and continued support in addressing project charges.

Summary of FY14 Proposed Budget for General Fund Accounts

For the three tax supported operating funds, we are putting forward a total proposed budget of \$261.9 million. The Administration Fund, which funds the Planning Department, Commissioners' Office, and CAS departments, remains mostly unchanged in total funding level from the FY13 budget. The major investment we are making is in the Park Fund, which finances capital and infrastructure needs, with a total FY14 budget increase of nearly 17 percent or \$21 million. This increase will require no change in tax rates. It will be paid with the fund balances achieved through the stabilization plan. Lastly, the Recreation Fund budget is proposed to increase by nearly 1.5 percent. There will be an increase in service levels delivered with the costs for that increase neutralized by redirecting resources from project charges back to recreation services. The table on the following page summarizes the budget.

M-NCPPC
Summary of FY14 Proposed Budget General Fund Accounts
By Fund by Department (excludes reserves)

	FY13	FY14		%
	Adopted	Proposed	\$ Change	Change
Administration Fund				
Commissioners Office	1,698,145	1,704,361	6,216	0.4%
Planning Department Operating	26,636,200	26,596,673	(39,527)	-0.1%
Project Charges	9,636,955	8,844,755	(792,200)	-8.2%
CAS	7,026,500	7,190,758	164,258	2.3%
Non-Departmental (1)	1,906,800	2,721,540	814,740	42.7%
Subtotal Admin Fund	46,904,600	47,058,087	153,487	0.3%
Park Fund				
Park Fund Operating	100,500,700	104,961,420	4,460,720	4.4%
Project Charges	1,652,800	952,800	(700,000)	-42.4%
Transfers to CIP	-	20,925,000	20,925,000	-
Transfers to Debt	17,211,600	11,793,000	(5,418,600)	-31.5%
Non-Departmental (1)	5,361,100	7,166,480	1,805,380	33.7%
Subtotal Park Fund	124,726,200	145,798,700	21,072,500	16.9%
Recreation Fund				
Recreation Fund Operating	51,480,200	53,331,054	1,850,854	3.6%
Project Charges	5,891,100	4,391,200	(1,499,900)	-25.5%
Transfer to Enterprise	8,825,900	8,751,200	(74,700)	-0.8%
Non-Departmental (1)	1,896,700	2,590,646	693,946	36.6%
Subtotal Recreation Fund	68,093,900	69,064,100	970,200	1.4%
Prince George's Total General Funds	239,724,700	261,920,887	22,196,187	9.3%

(1) Non-Departmental for FY13 Adopted includes (1) OPEB prefunding and OPEB paygo. For FY14 Non-Departmental includes (1) OPEB prefunding and OPEB paygo, and (2) a budget marker for compensation adjustments.

Assessable Base and Tax Rates

The total FY14 property tax revenue estimate for the Administration, Park, and Recreation funds is \$219 million, a decline of 1.2 percent or \$2.6 million from the FY13 Adopted Budget. Due to the timing of developing the Commission's budget, staff's estimate was made before the November SDAT estimates were released at the end of that month. The staff estimate assumes about a 1.5 percent decline in real property assessable base, which is more optimistic than SDAT's estimate of a 4.5 percent decline. Final SDAT estimates for FY14 will be released in March. During budget work sessions on the Adopted Budget, staff will update property tax revenues based on that estimate. Should the estimate remain at a 4.5 percent decline, it will not fundamentally change the FY14 Proposed Budget submission. Property tax revenues will be lower, which, without cause for fiscal concern, will be offset by a marginally greater use of fund balances

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. It should be noted that Commission has been able to maintain its excellent,

national award winning services through the Recession without an increase in the total tax rate, which has not changed since FY04—meaning that FY14 will be the 11th consecutive year without an increase in the total rate. This has been possible through innovative fiscal management strategies and a collaborative working relationship with the County Executive, County Council, and their staffs. The FY13 tax rate shift to stabilize the Administration and Recreation funds is an example of an innovative approach taken to maintain services while property tax revenues plummeted, without raising overall tax rates. The tax rates for FY14 are unchanged from FY13 and reflect the tax rate shift. Those tax rates are as follows:

FY14 Proposed Budget Property Tax Rates by Fund		
	<u>Real</u>	<u>Personal</u>
Administration Fund	5.41	13.53
Park Fund	15.44	38.60
Recreation Fund	7.05	17.62
ALA Debt	<u>0.00</u>	<u>0.00</u>
Total	27.90	69.75

FY14 Work Program

Planning Department:

The Planning Department’s proposed budget for FY14 is slightly less than last year’s adopted budget. The FY14 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 FY14 budget includes resources for continued planning efforts for multiyear small community plans and studies approved in FY13. These include the Anacostia Waterfront Park Pedestrian Neighborhood Bicycle Access Study; Central Branch Avenue (MD 5) Sector Plan and SMA; Cheverly Sector Plan and SMA; Chillum Neighborhood Study and Action Plan; College Park/Riverdale Park TDDP/TDOZ Update; Eastover/Forest Heights/MD 210 Sector Plan and SMA; Greenbelt Metro Area Sector Plan and SMA; Landover Metro/MD 202 Corridor Sector Plan and SMA; Langley Park-Takoma Park Area SMA; Largo-Lottsford Sector Plan and SMA; Purple Line Corridor Transit Oriented Development Station Design and Access Study; and the Southern Green Line Sector Plan and SMA.

In FY14, the Planning Department will place heavier emphasis on implementation efforts that began in prior years. These include the Bowie State University/Bowie MARC Station Implementation Plan; Branch Avenue in Bloom; Central Kenilworth Avenue Revitalization; Community Legacy/Sustainable Communities Plans; Eastover Shopping Center/Forest Heights/MD 210 Plan Implementation; Historic Preservation Implementation Strategy; Joint Base Andrews Joint Land Use Study (JLUS) Implementation Committee assignments; Landover Gateway Sector Plan Implementation; Mount Vernon Viewshed Overlay Zone; Master Plan of Transportation (MPOT), Strategic Transportation Implementation; City of Mt. Rainier Mixed-Use Town Center Zone Implementation; New Carrollton Metro TDDP/TDOZ Implementation; Scenic Byways Corridor Management Plan Implementation; Subregion 4 Transit-Oriented Development (TOD) Implementation Plan; Takoma-Langley Crossroads Sector Plan Implementation; Town of Upper Marlboro Action Plan Implementation; Trails Policy Implementation; and Westphalia Sector Plan Implementation.

New work programs and projects proposed to begin in FY14 include the following, which are described in greater detail in the division narrative section of the Budget Book:

- 3D Facilities and Asset Management
- Central Branch Avenue Revitalization Sector Plan Implementation Projects
- Data Warehouse Initiative
- Prince George's Plaza TDDP/TDOZ Update
- Southern Green Line Sector Plan Implementation

Department of Parks and Recreation:

The Department of Parks and Recreation proposed budget contains a substantial investment to maintain its existing programs, restore previously reduced service levels, and maintain facilities and infrastructure. These investments are made fully understanding that the restraints from declining revenue require prudent choices. We remain committed to minimizing the impact of declining revenues on the citizens of Prince George's County—who use our services now more than ever. The following highlight some of the work program priorities by division:

Park Police

- Expand operations to provide better more efficient coverage throughout the growing park system
- Prepare for our 5th C.A.L.E.A. re-accreditation

Administrative Services

- Work with the District Council to formally adopt the Functional Master Plan for Parks and Recreation
- Integrate and support new major software initiatives including the Commission's new Enterprise Resource Planning and Enterprise Assets Management packages along with the Department's Golf Management Package
- Conduct cost/benefit analyses on all park house rentals to determine the fiscal viability of each rental unit
- Re-establish a Parks and Recreation Foundation in an effort to diversify our funding sources and provide us with even greater public exposure

Information Technology & Communications

- Complete year three of four-year plan to improve broadband technology at all Parks and Recreation facilities
- Complete year two of four of Voice over Internet Protocol (VOIP) Project
- Standardize and expand "After School Computer Club" programs at all twenty-five (25) County-wide computer labs by aligning resources with County's STEM program

Park Planning & Development

- Continue re-organization efforts within the Park Planning and Development Division to improve workflow and business processes with the goals of reducing project delivery times, meeting project budgets, and increasing project quality
- Test the methodology developed as part of Formula 2040 to determine the need for and priorities of new park facilities proposed for inclusion in the Capital Improvement Program and/or confirm the need for facilities already approved in the Capital Improvement Program

- Conduct an On-Site Discovery Session with eBuilder representatives to identify aspects of the software that are meeting our needs and those that are not. Implement reconfigurations of the system and provide staff training in order to better leverage eBuilder for our project management needs

Public Affairs & Marketing

- Create and implement a plan to shift session-based program and course marketing to online and social media and print-on-demand booklets at facilities, and redevelop the printed program guide as a once-a-year Parks and Recreation magazine mailed to all Prince George's County households to provide a better overview of parks, trails, facilities and signature initiatives such as health and wellness, youth and senior services
- Implement a corporate and community partnership program to attract support from volunteers, local businesses, and regional and national corporations

Maintenance & Development

- Continue to implement the Americans with Disabilities (ADA) Recreation Facilities Standards Compliance; complete ongoing repair and replacement of features identified as non-compliant in ADA audits; maintain and track database for reporting progress to Department of Justice
- Continue to address and implement critical facility maintenance as identified in Infrastructure Improvement Program Audits
- Begin implementation of a comprehensive energy savings program

Natural and Historic Resources

- Create a countywide Bicycle and Pedestrian Committee
- Update and expand historical interpretive programs to integrate curriculum standards to meet the new State of Maryland educational guidelines that promote a renewed focus on Social Studies requirements for students
- Implement Healthy Trails Initiative to promote the use and programming of outdoor amenities to improve health, fitness and well-being with an emphasis on areas identified within Prince George's County's Transforming Neighborhoods Initiative

Sports, Health and Wellness

- Increase the overall participation in sports offerings to include Aquatics, Lacrosse, and Soccer for youths of Prince George's County
- Create and implement a countywide Health and Wellness initiative
- Continue to expand the Make-A-Splash program in partnership with Prince George's County Public Schools and granting organizations

Arts and Cultural Heritage

- Implement the Year of the Arts programming
- Seek grants to enable the Arts and Cultural Heritage Division (ACHD) to expand and create an new countywide arts activities based on community and agency input
- Develop an outreach program to bring arts experiences to the community

Special Programs

- Expand outreach and mobile recreation teams to promote services and engage young people

- Expand the Senior Plus program by evaluating opportunities to provide structured recreational activities and enhanced socialization which is designed to have a positive impact on our physically frail or impaired seniors
- Implement the comprehensive youth development program throughout the community centers to include afterschool programming and arts
- Expand the Adapted Aquatic program to continue to identify and market accessible programming for all our citizens

Northern, Central, and Southern Area Operations

- Provide multi-disciplinary recreation opportunities for all ages and abilities and evaluate community center and recreation building operations, comprehensive recreation class programs, signature and community-based special events, out of school time programs for youth and teens, and senior programs; continue implementation of the Stop Light Model to identify and define core recreation programming and develop a cost recovery model
- Maintain, evaluate and strengthen the robust maintenance program and its infrastructure inclusive of mowing; custodial services; waste management; park, playground and field inspections and improvements; snow, leaf and ice removal; and light trades
- Evaluate opportunities to expand partnerships and outreach to provide recreation programming for community and youth programming utilizing community resources such as schools, churches or other private facilities; program areas should include health, wellness and sports; art and culture; nature and the environment; social development and service; and enrichment
- Increase efficiencies by strengthening development and learning opportunities for staff in order to provide better recreational services, effective management of our resources and more emphasis on customer service
- Begin implementation of the Formula 2040 Functional Master Plan strategies

Enterprise Fund

In FY14, total Enterprise Fund operating revenues are proposed to decrease by 2.0 percent to \$9.8 million. Due to the elimination of a golf course position and other staffing reorganizations, operating expenses are projected to decline by 1.4 percent. As a result, the subsidy from the Recreation Fund is budgeted to decline by 1 percent to \$8.75 million. This decrease in subsidy marks the second consecutive year that the subsidy has been reduced, after a multi-year trend of increasing the subsidy, which had grown to \$10.1 million in FY12.

Nearly two-thirds of the tax subsidy supports operations and management of these 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 (SAC) in November and provided the Committee an updated 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 with dedicated and discerning professionals. The six-year projection process highlights potential fiscal problems early to enable identification and implementation of strategies 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.

In closing, we continue to offer you our institutional knowledge, creativity and expertise in dealing with land use, park and recreation issues that can only serve to better our County for our citizens and residents. The Commission is also committed to working closely with the County to address the impacts of the economic downturn that we are all experiencing, within the confines of the Commission's long-term financial viability.

We look forward to working with you toward improving the County economy through intelligent growth policies and through the efforts of one of the finest park and recreation operations in the country. The Commission owns over 27,000 acres of land in the County, or approximately 9 percent of the total acreage. 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 planning consultant contracts, to recreational programming - including signature arts programs, community festivals and regional sports meets and special events that result in added business and tourism revenue. M-NCPPC employs over 700 county residents in career Commission employment and thousands more in seasonal employment. Many Prince George's residents began their working careers through Commission seasonal employment opportunities.

Most important of all, we will continue to work collaboratively to find mutually beneficial ways to continue vital programs and services for our citizens and customers. We here at the Commission look forward to working with you in the coming months through the County's budget process as you review this proposal.

I look forward to a beneficial dialogue in the months to come and we stand ready to address any questions of concerns you may have.

Sincerely,



Elizabeth M. Hewlett
Chairman

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CHAIR'S MESSAGE

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One
Commission

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

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

Strategic
Focus

- **Mission-driven Core Services:** Delivery of quality, high performance programs and services directly related to the statutory mandates of the Land Use Article.
 - **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.
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Prince George's County Overview – Budget Guide

BUDGET GUIDE

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

The Commission's budget is adopted and managed by Fund, Department, and Division. Accordingly, the Budget Book is primarily organized by fund, 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, the Budget Book presented supplemental budget information at the program level. This "program budget" information was an analytic estimate that allocated the Division budgets to activities within and across division budgets. In improving the efficiency of the Budget Book and ensuring that the budget information it contains rolls-up consistent with the actual budget, the Commission is excluding analytic estimates from the Budget Book. This year the Commission will provide, as needed, supplemental analytic information helpful for understanding the budget.

BUDGET STRUCTURE AND CONTENT

The Budget Book has been updated this year to improve its usefulness as a communication tool. The same general information is provided as past years, however, that information has been reorganized to achieve two purposes. First, efforts have been made to streamline the information by removing duplicate information. Second, the order of presenting the information has been improved so that the Book can be read in an unfolding manner with each section, first providing higher level information followed by the supporting and more detailed information. The **Overview, Fiscal and Budget Summary Schedules** sections of the Book are intended to provide the reader "the big picture" of the Commission and information on the budget as a fiscal plan. The **Department Budget Pages** are intended to present the budget as an operations and policy guide and provide the reader more targeted information about specific departments, the services they provide, and the resources needed to deliver services.

The Budget Book begins with a **Transmittal Letter** from the Planning Board Chair to the County Executive and Council Chair. 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 **Overview Section**, which is made up of four subsections:

- Budget Guide
- Background and Policies
- Budget Issues
- Fiscal and Budget Summary Schedules

The **Budget Guide** 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 provide the following information:

- Historic, geographic and demographic information on the County.
- Discussion of how the Commission defines and serves its customers.



Prince George's County Overview – Budget Guide

- The Commission's fiscal policies and fund structure.
- The Commission's process for preparing long-range fiscal projections.
- The Commission's performance measurement initiatives.

The next subsection is **Budget Issues**, which discusses significant revenue and expenditure issues that impact both the FY14 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 subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide the reader summary level information about the budget as a fiscal plan for the coming year. Included in this section are a series of schedules and charts detailing the financial aspects of the proposed budget. The following schedules and charts for the Proposed Budget Fiscal Year 2014 are included:

- Commission Summary of FY14 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Assets for FY12 and Budgeted Use of Fund Balance/Net Assets for FY13 and FY14;
- Prince George's County FY14 Proposed Budget Summary by Fund Summary by Department by Division;
- Prince George's County FY14 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$300,424,787;
- Prince George's County FY14 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$300,424,787;
- Prince George's County FY14 Proposed Budget Summary by Major Object;
- Prince George's County FY14 Proposed Budget Summary of Funds Required (Percent of Total by Object) Total Operating Funds \$300,424,787;
- Prince George's County Governmental Funds Summary of Revenues, Expenditures, and Changes in Fund Balances;
- Prince George's County Ending Fund Balance General Fund Accounts FY05 Actual to FY14 Proposed;
- Prince George's County Revenues and Expenditures General Fund Accounts FY05 Actual to FY14 Proposed;
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object;
- Prince George's County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Recreation Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's Enterprise Fund Combining Statement Summary of Revenues, Expenses, and Changes in Fund Net Assets;



Prince George's County Overview – Budget Guide

- Prince George's County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Assets;
- Prince George's County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Assets;
- Prince George's County Executive Office Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Assets;
- M-NCPPC Group Health Insurance Internal Service Funds Summary of Revenues, Expenses, and Changes in Fund Net Assets;
- Prince George's County Tax Rates and Assessable Base;
- Prince George's County Positions/Workyears Summary by Fund

Department Budget Pages

This section of the Budget Book provides specific information about each department and division to help the reader understand the budget as an operations guide and policy guide.

The Department pages are comprised of:

- The Commissioners' Office
- Central Administrative Services (CAS):
 - Department of Human Resources and Management
 - Department of Finance
 - Legal Department
 - Office of Internal Audit
 - Merit System Board
 - CAS Support Services
- Planning Department
- 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 presented first. The Department of Parks and Recreation section includes the Park Fund, Recreation Fund, and Enterprise Funds, and a brief discussion of the capital program.

Department budget pages are organized at two levels: department summary level and division detail level. The same basic budget information is reported for both levels. The department level is intended to provide the reader a high level overview of what services the department provides and the budget for those services. The division level reports the same information types, but focuses on the services provided by just that division. Not all departments have division level budgets. The basic information included in each level is outlined below.

- An **Organization Chart** that illustrates the structure of the department or division;
- An **Overview**, department or division as is appropriate, that describes the department or division, how it is organized and how it serves its customers.
- A **Mission** or purpose statement;
- A list of the **Services and Programs Provided** and, where appropriate, a description;
- **Accomplishments** attained during the prior fiscal year and fiscal year to date;
- **Goals and Performance Measures**, actual and planned, for the budget year. This information is provided in multiple formats including narrative description, tables, and charts;



Prince George's County Overview – Budget Guide

- Summary budget information at two levels: department level and division level. Department level information is labeled **Summary of Department Budget**, and Division level is referred to as **Budget at a Glance**. Summary information includes the total budgeted expenditures with year over year change from the prior year Adopted Budget, along with a staffing summary.
- Following each budget summary section is the **Highlights and Major Changes in the FY14 Proposed Budget**. This section points out significant changes in the budget and any additional information to help the reader understand major budget plans for the budget year.
- Special sections, as needed, are included in the department pages. These sections provide the reader a better understanding about a significant aspect of department operations. For example, the Planning Departments' pages will include information about the planning work program.
- The last section for each department budget pages provides detailed budget and position information. There is a **Summary of Division Budgets** that shows expenditure information by major object for the budget year and two previous years. This section is followed by **Summary of Positions and Workyears**, which shows detailed staffing information by position type for the budget year and two previous years.

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 (ALA)**
 - ALA Debt Fund
 - ALA Revolving Fund
- **Internal Service Funds**
 - Commission-wide Group Insurance Fund
 - Risk Management Fund
 - Capital Equipment Fund
 - Executive Office Building Fund
- **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 a brief overview and highlights. For both counties, this section includes charts detailing the Commission's debt service obligation. 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



Prince George's County Overview – Budget Guide

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 Book provides a glossary of relevant budget terms, other information helpful to understand and interpret the budget as well as selected historical data and position pay schedule information.

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 which 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 ensure compliance with legal provisions embodied in the annual budget approved by the Montgomery and Prince George's County governments, and in the Land Use Article 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 percent 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. 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.



Prince George's County Overview – Budget Guide

BUDGET PROCESS

Budget development at the Commission is a collaborative, iterative effort that uses input from many sources. The process involves citizens, agency staff, and appointed and elected officials. The Corporate Budget Office of the Department of Human Resources and Management in Central Administrative Services coordinates the preparation, development, and monitoring of the operating budget in a cooperative and collaborative relationship with department management and budget staff.

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 input from the Counties (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 autumn, 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 and County budget staff review the budget and conduct at least one public hearing 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.



Prince George's County Overview – Budget Guide

Development of the Operating Budget

• Staff Develops Budget Parameters	Jul. to Aug. 2012
• Meet with Spending Affordability Committee	By Aug. 30, 2012
• Budget Overview with Planning Board	Sept. to Nov. 2012
• Staff Develops Budget	Sept. to Nov. 2012
• Planning Board Work Sessions	Sept. to Dec. 2012
• Spending Affordability Committee Issues Guidelines	Dec. 2012
• Commission Approves Proposed Budget	Dec 19, 2012
• Staff Produce Proposed Budget Book	Dec. 2012 to Jan. 2013
• Submit Proposed Operating Budget and Capital Improvement Program to County Executive and County Council	Jan. 15, 2013
• County Executive Makes Recommendations	Jan. 15 to Apr. 1, 2013
• County Council Holds Public Hearings	Apr. 2013
• County Council Reviews Budget	Apr. 2013
• County Councils Meet Jointly	May 2013
• County Councils Adopt Budget	By Jun. 1, 2013
• Commission Adopted Budget Resolution	Jun. 19, 2013



Prince George's County Overview – Background

BACKGROUND

AUTHORITY AND PURPOSE

The Maryland-National Capital Park and Planning Commission (M-NCPPC) was established by the Maryland General Assembly in 1927 to serve the bi-county area of Prince George's and Montgomery Counties. This area has a population of approximately 1.8 million citizens and extends over 1,000 square miles of Maryland, adjacent to the Nation's Capital. The purpose, powers and duties of the Commission are found in the Land Use Article 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 109 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 percent 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 (2011), the County's population is currently estimated at 871,233 and growing at about 1 percent annually. African-American persons represent 65.4 percent of the population; White persons are 26.6 percent, Hispanic and Latino origin persons are 15.2 percent, and Asian persons are 4.3 percent. Approximately 20 percent of the County population is estimated to be foreign born and speak a language other than English at home.

According to the 2010 census data, approximately 52 percent of the County's residents are female. While the median age of a County resident is 34.9 years, approximately 27.4 percent of County residents are secondary school age or younger (under 18 years old), and approximately 12.3 percent are age 62 or older. Student enrollment in Prince George's public schools as of FY12, totaled 133,162.



Prince George's County Overview – Background

Based on 2011 U.S. Census Bureau data, the median household income in the County is \$73,477 compared to the Maryland state median of \$72,419 and national median of \$52,762. Family households account for 67 percent of County households. The 2011 median value of an owner-occupied home in Prince George's County was \$312,800 compared to a state median of \$319,800. About 30 percent of County residents over age 25 have at least a bachelor's degree. The County's labor force for 2011 averaged 464,500 and the unemployment rate was 7.0 percent, about the same as the state average.

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.

A primary customer of the Commission is the County Council, who in their role want to ensure that constituent needs for planning and park and recreations services are met. This customer relationship is a collaborative and ongoing relationship, where the Commission strives to be responsive to the Council and the Council strives to be responsive its constituents. The service expectation relationship with the Council takes form in the Annual Budget which establish the Commission's workprogram. The Commission also maintains a customer relationship with other governmental units on a variety of issues, from renovating and maintaining athletic fields at some County schools to participating in the County's geographic information system consortium, to working with the Department of Public Works and Transportation on issues of road design and pedestrian safety.

Residents and visitors to Prince George's County, who actively use and enjoy our services, are also primary Commission customers. 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.

The services provided by Parks and Recreation Department and Planning Department are vital to maintaining and enhancing the quality of life, preserving and our rich cultural history, and promoting our economic vitality of the County. In this respect, all the residents of and visitors to Prince George's County benefit from the services provided. Consider, for example, our stream valley parks. The Commission actively seeks to acquire land along County streams to serve as a buffer against development. This buffer serves to reduce the levels of pollution and sediment going into the stream, thus improving the water quality of the stream. Since people no longer get their drinking water from streams, it may not sound important. However, these streams flow into rivers that 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 Counties; or b) eventually flow into the Chesapeake Bay. Protecting our stream valleys and reducing the level of silt and pollution entering those waters 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



Prince George's County Overview – Background

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 County and Prince George's County. 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. The Commission operates recreational programming in Prince George's, and provides these services to 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 Planning Department and the Department of Parks and Recreation; in Montgomery County, these are the Planning Department 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 along with the Office of Internal Auditor, Merit System Board, and Chief Information Officer.

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 System Board. The budget for CAS units is jointly allocable and 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 95 percent of the Commission's tax-supported operations. The remainder of the revenues is derived from grants, interest, fees and charges, and fund balance.



Prince George's County Overview – Background

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.



Prince George's County Overview – Background

Special Revenue Funds

Special Revenue Funds account for revenue sources that are restricted or committed for specific purposes other than capital projects or debt service, if that revenue is a substantial portion of the fund's resources. Special Revenue Funds are used when the revenue is restricted or committed by grantors, contributors, laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. 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.

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.



Prince George's County

Overview – Policies

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 percent of operating expenditures in the Administration Fund, Park Fund, and Recreation Fund. In FY14, the proposed budget includes designated fund reserve equaling 5 percent of expenditure in these 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 percent 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 in Prince George's County.



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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.



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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 the Land Use Article of the Annotated Code of Maryland 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



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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 percent.
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 percent.
5. Financing a major project critical to Commission business that will cause the debt service ratio to exceed 10 percent, 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 percent and 70 percent 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 percent 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.



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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 percent for real property taxes and 96.0 percent 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 percent), 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



Prince George's County Overview – Policies

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.

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.



Prince George's County Overview – Budget Issues

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission's FY14 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

Property tax revenues constitute nearly 95 percent of the General Fund revenues in Prince's County. Since FY10, the assessable property tax base has lost more than 20 percent of its value in Prince George's County. While the pace of decline is decelerating, FY14 projects to be another year of decline. The latest projections provided by the Maryland State Department of Assessments and Taxation (SDAT), released in November, show the County's FY14 real assessable base projected to decline by 4.5 percent next year. The remaining 5 percent of General Fund revenues are projected to grow by 6 percent in FY14, with most of the growth coming from interest income.

The FY13 Budget marked a watershed effort by the Commission creating a fiscal stability plan to weather the declines and instability in the property tax revenue base. A five point stability plan was created that included:

- ✓ Rebalanced tax rates;
- ✓ Project charge reductions;
- ✓ Operating efficiencies;
- ✓ A sustainable CIP program; and
- ✓ Restructuring of employee benefit costs.

Taken together these actions were intended to bend the cost curve of major cost drivers and build fund balances in the near-term so that those fund balances could be used to stabilize and maintain service levels through the declines in property tax and economic uncertainty. As is discussed in the expenditure and fund balances section below, the FY14 Proposed Budget utilizes fund balances to offset declines in property tax revenue and to invest in critical infrastructure, public safety and essential needs.

Property Tax Revenue and Tax Rates

The total FY14 property tax revenue estimate for the four tax-supported¹ funds is \$219 million, a decline of 1.2 percent or \$2.6 million from the FY13 Adopted Budget. Due to the timing of developing the Commission's budget, staff's estimate was made before the November SDAT estimates were released at the end of that month. The staff estimate assumes about a 1.5 percent decline in real property assessable base, which is more optimistic than SDAT's estimate of a 4.5 percent decline. Final SDAT estimates for FY14 will be released in March. In the Adopted Budget, staff will update property tax revenues based on that estimate. Should the estimate remain at a 4.5 percent decline, it will not fundamentally change the FY14 Proposed Budget submission. The impact of lower property tax revenue will require a marginally greater use of fund balances that can be managed.

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. It should be noted that Commission has been able to maintain its excellent, national award winning services through the Recession without an increase the total tax rate, which has not

¹ The four tax-supported funds are the Administration Fund, Park Fund, Recreation Fund, and Advance Land Acquisition Debt Service Fund (ALA). Currently, the Commission does not have any debt service for ALA, therefore, no ALA property tax rate is imposed.



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changed since FY04—meaning that FY14 will be the 11th year in a row without an increase in the total rate. This has been possible through innovative fiscal management strategies and a collaborative working relationship with the County Executive, County Council, and their staffs. The FY13 tax rate shift to stabilize the Administration and Recreation funds is an example of an innovative approach taken to maintain services while property tax revenues plummeted without raising overall tax rates. The tax rates for FY14 are unchanged from FY13 and reflect the tax rate shift. Those tax rates are as follows:

	<u>Real</u>	<u>Personal</u>
Administration Fund	5.41	13.53
Park Fund	15.44	38.60
Recreation Fund	7.05	17.62
ALA Debt	<u>0.00</u>	<u>0.00</u>
Total	27.90	69.75

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 FY14, unchanged from the FY13 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 FY14 is proposed at \$1,259,000 an increase of 113 percent from the FY13 budget. The large increase reflects the increase in fund balances as part of the fiscal stabilization plan.

Grant Revenues

The Planning Department anticipates grant revenue in FY14 at \$138,000, unchanged from last year. This Prince George's County grant will fund the Department's stormwater management efforts. No



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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 FY14, total Enterprise Fund operating revenues are proposed to decrease by 2.0 percent to \$9.8 million. Due to the elimination of a golf course position and other staffing reorganizations, operating expenses are projected to decline by 1.4 percent. As a result, the subsidy from the Recreation Fund is budgeted to decline by 1 percent to \$8.75 million. This decrease in subsidy marks the second consecutive year that the subsidy has been reduced, after a multi-year trend of increasing the subsidy, which had grown 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, FY14 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

The Commission's FY14 Proposed Budget builds off the fiscal stability created in the FY13 Adopted Budget. There are three primary objectives in the Proposed Budget. First, maintain current service levels with the necessary cost modifications for major known commitments. Second, continue the stabilization actions put in place in FY13. Third, reinvest fund balances to meet critical infrastructure, maintenance, public safety, and core service needs. Since the Recession and the full consequences of the housing bubble began impacting the Commission in FY10, the Commission has strategically deferred expenditures that could be delayed until the fiscal situation looked to be stabilizing. With stabilization, as result of the actions taken in FY13, in sight, the Commission needs to begin the process of shoring up its infrastructure and service levels to assure services and facilities are positioned to meet immediate and future public needs.

The most significant part of the budget affected by major known commitments is personnel costs. Personnel costs are the single most significant cost in the operating budgets for the General Fund Accounts in Prince George's County. The Proposed Budget includes the following major known commitments for personnel costs in FY14:

- Medical Insurance and Benefit Costs;
- OPEB Pre-Funding at the level necessary to meet the 5th 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
- A dollar marker to adjust employee compensation.

As can be seen in Exhibit 1, the imbedded cost pressure for personnel expenses is in excess of \$3.8 million.



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Exhibit 1

FY14 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Prince George's County Administration Fund, Park Fund, and Recreation Fund					
	FY13	FY14	\$	%	
	Adopted	Proposed	Change	Change	
OPEB					
OPEB Prefunding	4,816,400	3,558,130	(1,258,270)	-26.1%	
OPEB Paygo	4,348,200	5,895,926	1,547,726	35.6%	
Subtotal OPEB	9,164,600	9,454,056	289,456	3.2%	
Pension (ERS)					
Pension (ERS)	14,259,022	16,055,676	1,796,654	12.6%	
Health and Benefits(1)					
Employee Health Benefits	14,697,300	16,078,846	1,381,546	9.4%	
Employee Compensation					
Marker for Changes to Employee Comp.	2,663,200	3,024,610	361,410	13.6%	
Total Major Personnel Costs	40,784,122	44,613,188	3,829,066	9.4%	

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

An overview of the changes for each major personnel category is provided below.

OPEB

OPEB costs for FY14 have been determined by an actuary. The actuarial analysis has taken into account plan design changes that will be in effect for FY14. These changes include cost share increases for retirees and employees and the adoption of a credited service model to earn the retiree health benefit for new hires after January 1, 2013. The effect of these changes is lowering the prefunding OPEB cost by nearly \$1.25 million in FY14.

The analysis also looks at demographic changes in the active employee and retiree populations. These demographic trends show more retirees using their retiree benefits and less active employees in the insurance pool. As a result of these demographic shifts and higher medical costs, the OPEB PAYGO cost is increasing by \$1.54 million in FY14.

The net change for total OPEB costs is about a \$289,500 increase or 3.2 percent more than FY13 Adopted.

Total OPEB funding is \$9.45 million. At this level of funding, the Commission will be just below 100 percent funding of the annual required contributed. Following the 8 year phase-in full funding plan adopted in 2008, the Commission should have been at year 5 of 8 for FY14. However, as a positive consequence of the benefit restructuring changes done, the Commission will be nearly at full funding in FY14.

Pension (ERS)

As determined by the actuary, pension costs are increasing by 12.6 percent in FY14. Cost growth is about \$1.8 million more than the FY13 Adopted Budget. The increase is due to less than favorable market performance in the most recent period as well as prior periods.



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Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 9.4 percent in FY14, adding \$1.38 million more cost to the budget. Nationally, health insurance cost growth ranges between 8 percent and 12 percent a year. The Commission's cost growth is at the lower end of the national averages for FY14. Greater growth in health insurance costs is being offset by increased cost share paid by employees for certain health plans. The increased cost share is being phased in. The first increase is on January 1, 2013, and the second increase is on January 1, 2014.

Employee Compensation

The Commission's FY14 budget plans for employee compensation changes. Commission employees have not received a cost of living adjustment or merit increase since at least FY10. For FY13 the Commission provided employees a one-time \$2,000 bonus. The Commission has a contractual obligation with MCGEO for FY14 to request funding for a repeat of the one-time bonus. The contracts with MCGEO and with FOP have potential reopener provisions dependent on compensation changes provided by either county.

With negotiations pending, the exact budget change for compensation is not fully known. Therefore, to plan for compensation changes, the Commission's FY14 Proposed Budget includes \$3.0 million to adjust compensation for represented employees as required by §16-212 and §16-310 of the Land Use Article, as may be necessary pending labor negotiations, and to adjust non-represented employee compensation. This is \$361,400 more than last year's request. The specific form of employee compensation adjustment will be determined through negotiations as needed, and presented for approval to the Bi-County Council Meeting in May 2013.

Total expenditures for tax supported funds in the FY14 Proposed Budget (excluding reserves) are \$261.9 million, a 9.3 percent increase from the FY13 Adopted. The total FY14 Proposed Budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise Funds and the Special Revenue Funds, is \$288.9 million, 8.1 percent higher than the FY13 Adopted Budget. Exhibit 2 provides a comparative total funds summary.

Exhibit 2

Summary of FY14 Proposed Budget Expenditures (net reserves, ALARF, and Internal Service Funds)

	FY13 Adopted	FY14 Proposed	\$ Change	% Change
Prince George's Funds				
Administration	46,904,600	47,058,087	153,487	0.3%
Park	124,726,200	145,798,700	21,072,500	16.9%
Recreation (1)	68,093,900	69,064,100	970,200	1.4%
ALA Debt	3,537	-	(3,537)	0.0%
Subtotal Tax Supported	239,728,237	261,920,887	22,192,650	9.3%
Enterprise	18,904,900	18,649,600	(255,300)	-1.4%
Special Revenue	8,678,900	8,395,700	(283,200)	-3.3%
Total Prince George's	267,312,037	288,966,187	21,654,150	8.1%

(1) Includes transfer to Enterprise Fund

Project Charge Reductions

Included in the proposed budget are specific actions to reduce expenditures as part of the six year plan to maintain financial stability. Specifically, the Commission is proposing to continue the roll-



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back of project charges paid to the County by an additional \$2.99 million in FY14. This effort is a key measure in rebalancing resource allocation. From FY05 to FY12 project charge payments to the County and other agencies increased from \$5 million annually to \$22 million annually. This tremendous increase occurred during the same period that property tax revenues began a steep decline; thus, pushing the Commission to redirect resources to meet the rising project charge costs. In FY13, the Commission began working with the County on a plan of phased reductions in project charges. The plan proposed by the Commission is to reduce project charges steadily each year through FY18, lowering the cost to the Commission from \$22 million down to \$9.1 million. In FY13, project charges were reduced from \$22 million down to \$17.1 million. FY14 marks the second year of the plan, which proposes to reduce project charges an additional \$2.99 million, down to \$14.2 million.

Investing to Meet Critical Infrastructure, Capital Equipment, and Essential Service Needs

A major objective of the FY14 Proposed Budget is to begin making the investments necessary to assure that existing services and facilities are in the proper condition to meet the public's needs in the present and future. Over the last few years, the Commission's strategic approach has been to persevere through the declining revenue situation, and meet as much of the public service demand as could be afforded. This has meant redirecting resources to fund operation cost increases and less investment in infrastructure, capital equipment, and maintenance needs. With the fiscal situation stabilizing, it is time for the Commission to begin planning for and making these investments. The longer these needs are deferred the more costly they will become to address in the future.

The FY14 Proposed Budget contains funding to begin the implementation of this investment plan. The immediate step in this plan is to begin addressing deferred infrastructure and capital equipment needs and restoring service levels that were previously pared back. Most of this investment will be made in the Park Fund where the CIP PAYGO amount has been substantially increased to begin to meet the backlog of infrastructure needs identified in the property condition assessment study conducted by the consulting firm, EMG. Each department's budget pages provide detailed information on how this increased investment will be used. Below is a summary of the request by department.

<u>Fund</u>	<u>Department</u>	<u>Essential Needs Investment Amount</u>
Administration	Planning	200,000
Administration	DHRM	92,000
Administration	Legal	34,000
Park Fund	Parks and Recreation	13,860,000
Rec Fund	Parks and Recreation	<u>843,000</u>
Total		\$15,029,0

FUND BALANCE

A key objective of the FY13 budget strategy was to build fund balances in the short-run through the tax rate shift and transfer of CIP funds back into the Park Fund, so that those fund balances can be used to maintain services and facilities through the Recession and recovery. Going into FY14, the General Fund accounts project to have combined fund balances totaling \$169 million. These fund balances will be used to offset the impact of the declining property tax revenues and the cost pressure of major known commitments. Fund balances will also be reinvested to meet the critical infrastructure and other needs discussed above. In total, the FY14 Proposed Budget uses \$41.4



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million of fund balance. The majority of fund balance used is in the Park Fund (\$29.6 million), which has the most fund balance available. Each of the funds has the fiscal capacity and remains stable within the planned uses of fund balance over the next six years. Exhibit 3 shows the projected change in fund balances for the three general fund accounts.

Exhibit 3

FY14 Proposed Budget Use of Fund Balance Prince George's County General Fund Accounts

	FY13 Estimated Ending	FY14 Proposed Ending (Undesignated)	Use of Fund Balance(1)
Administration Fund	18,286,014	13,161,506	(5,124,508)
Park Fund	129,331,153	99,658,539	(29,672,614)
Recreation Fund	21,626,236	14,986,536	(6,639,700)
Total	169,243,403	127,806,581	(41,436,822)

(1) Use of fund balance is the amount of fund balance used for operations and the amount of fund balance needed to meet expenditure reserve requirements. The amount of fund balance used to meet the reserve requirement will not be spent.

As part of the spending affordability process, the Commission has presented County Council staff and the County's Office of Management and Budget with a Six-Year Plan containing the budget strategies of the FY14 Proposed Budget through FY19, illustrating how these strategies enable the Commission to manage its resources and expenditures over the next six years in a fiscally responsible manner.

DEBT

Debt Service in the Park Fund is proposed to be \$11.8 million in FY14, compared to \$17.2 million in the FY13 Adopted Budget. The decrease in debt service requirements is the result of bond refinancing at lower rates and less planned use of debt financing for future CIP needs.

Expenditures for the Advance Land Acquisition Debt Service Fund are proposed at \$0 in FY14, 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 \$9.3 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, 2012, is estimated at \$939 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 \$56.4 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.



Prince George's County

Overview – Budget Issues

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, the SAC issued its final report in December 2012. This proposed budget complies with the recommendations of the SAC. That report can be found in the Appendices section of the Proposed FY14 Budget Book.



FY14 Proposed Budget
Fiscal and Budget Summary Schedules



COMMISSION SUMMARY of FY14 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			
	FY12 Actual	FY13 Budget	FY14 Proposed	FY12 Actual	FY13 Budget	FY14 Proposed	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
General Funds:										
Administration Fund	\$ 41,914,068	\$ 44,712,300	\$ 44,284,979	\$ 26,437,160	\$ 26,721,200	\$ 27,285,400	\$ 68,351,228	\$ 71,433,500	\$ 71,570,379	0.2%
Park Fund *	148,157,400	168,265,600	121,780,086	75,737,385	82,517,500	84,845,201	223,894,785	250,783,100	206,625,287	-17.6%
Recreation Fund	62,669,503	66,331,300	65,877,600	-	-	-	62,669,503	66,331,300	65,877,600	-0.7%
General Funds Total	252,740,971	279,309,200	231,942,665	102,174,545	109,238,700	112,130,601	354,915,516	388,547,900	344,073,266	-11.4%
ALA Debt Service Fund	20,423	-	-	1,723,507	1,651,400	1,684,300	1,743,930	1,651,400	1,684,300	2.0%
Tax Supported Funds Total	252,761,394	279,309,200	231,942,665	103,898,052	110,890,100	113,814,901	356,659,446	390,199,300	345,757,566	-11.4%
Special Revenue Funds	6,606,507	8,115,900	8,061,205	6,818,114	5,060,800	4,798,600	13,424,621	13,176,700	12,859,805	-2.4%
Governmental Funds Total	259,367,901	287,425,100	240,003,870	110,716,166	115,950,900	118,613,501	370,084,067	403,376,000	358,617,371	-11.1%
Proprietary Funds:										
Enterprise Funds	20,209,282	18,904,900	18,649,600	10,272,781	10,006,300	10,030,808	30,482,063	28,911,200	28,680,408	-0.8%
Internal Service Funds (ISFs):										
Risk Management Fund	5,433,636	4,850,200	5,538,100	2,937,611	2,846,100	2,607,700	8,371,247	7,696,300	8,145,800	5.8%
Capital Equipment ISF	1,019,580	944,200	689,580	1,233,532	1,181,850	1,491,980	2,253,112	2,126,050	2,181,560	2.6%
Executive Building ISF	1,056,108	962,490	977,400	-	-	-	1,056,108	962,490	977,400	1.5%
Group Insurance Fund**	-	-	-	-	-	-	32,893,739	45,629,000	49,274,123	8.0%
Internal Service Funds Total	7,509,324	6,756,890	7,205,080	4,171,143	4,027,950	4,099,680	44,574,206	56,413,840	60,578,883	7.4%
Proprietary Funds Total	27,718,606	25,661,790	25,854,680	14,443,924	14,034,250	14,130,488	75,056,269	85,325,040	89,259,291	4.6%
Private Purpose Trust Funds:										
ALA Revolving Fund	67,923	23,537	46,800	1,444,676	1,376,527	1,426,700	1,512,599	1,400,064	1,473,500	5.2%
GRAND TOTAL	\$ 287,154,430	\$ 313,110,427	\$ 265,905,350	\$ 126,604,766	\$ 131,361,677	\$ 134,170,689	\$ 446,652,935	\$ 490,101,104	\$ 449,350,162	\$ -8.3%
Total Uses and Fund Required (includes reserve in budget amounts but not in actual)										
Governmental Funds:										
General Funds:										
Administration Fund	42,201,370	49,249,800	49,409,487	24,987,214	27,940,600	29,147,809	67,188,584	77,190,400	78,557,296	1.8%
Park Fund *	118,598,989	130,101,900	151,452,700	74,057,368	85,033,255	87,571,467	192,656,357	215,135,155	239,024,167	11.1%
Recreation Fund	67,122,354	71,498,600	72,517,300	-	-	-	67,122,354	71,498,600	72,517,300	1.4%
General Funds Total	227,922,713	250,850,300	273,379,487	99,044,582	112,973,855	116,719,276	326,967,295	363,824,155	390,098,763	7.2%
ALA Debt Service Fund	21,125	3,537	-	1,724,076	1,658,627	1,684,300	1,745,201	1,662,164	1,684,300	1.3%
Tax Supported Funds Total	227,943,838	250,853,837	273,379,487	100,768,658	114,632,482	118,403,576	328,712,496	365,486,319	391,783,063	7.2%
Special Revenue Funds	6,040,508	8,678,900	8,395,700	4,291,033	5,759,000	5,921,293	10,331,541	14,437,900	14,316,993	-0.8%
Governmental Funds Total	233,984,346	259,532,737	281,775,187	105,059,691	120,391,482	124,324,869	339,044,037	379,924,219	406,100,056	6.9%
Proprietary Funds:										
Enterprise Funds	21,876,887	18,904,900	18,649,600	9,613,111	9,953,730	9,971,767	31,489,998	28,858,630	28,621,367	-0.8%
Internal Service Funds (ISFs):										
Risk Management Fund	5,458,847	4,909,230	5,379,538	2,972,211	3,674,290	2,988,393	8,431,058	8,583,520	8,367,931	-2.5%
Capital Equipment ISF	1,905,813	639,900	512,392	2,723,188	908,700	1,016,994	4,629,001	1,548,600	1,529,386	-1.2%
Executive Building ISF	797,474	977,320	1,193,860	-	-	-	797,474	977,320	1,193,860	22.2%
Group Insurance Fund	-	-	-	-	-	-	35,295,909	45,629,000	49,274,123	8.0%
Internal Service Funds Total	8,162,134	6,526,450	7,085,790	5,695,399	4,582,990	4,005,387	49,153,442	56,738,440	60,365,300	6.4%
Proprietary Funds Total	30,039,021	25,431,350	25,735,390	15,308,510	14,536,720	13,977,154	80,643,440	85,597,070	88,986,667	4.0%
Private Purpose Trust Funds:										
ALA Revolving Fund	-	9,236,591	9,340,249	107,985	10,527,146	8,220,769	107,985	19,763,737	17,561,018	-11.1%
GRAND TOTAL	\$ 264,023,367	\$ 294,200,678	\$ 316,850,826	\$ 120,476,186	\$ 145,455,348	\$ 146,522,792	\$ 419,795,462	\$ 485,285,026	\$ 512,647,741	\$ 5.6%

* Park Fund in Montgomery County includes the Property Management subfund

** The Group Insurance Fund is a Commission-wide Internal Service Fund.

Explanatory Note: This schedule summarizes the total revenues and total funds required for FY14. The revenues do not include the use or gain in fund balance. Therefore, the schedule intentionally does not balance. The amount of fund balance used or gained is summarized in the schedule on the following page. The two schedules are intended to be read together to provide a fuller picture of the financial condition of each fund.

COMMISSION SUMMARY

Summary of Changes in Actual Fund Balance/Net Assets for FY12 and Budgeted Use of Fund Balance/Net Assets for FY13 and FY14

	FY12 Actual	FY13 Budget	FY14 Proposed	FY12 Actual	FY13 Budget	FY14 Proposed	FY12 Actual	FY13 Budget	FY14 Proposed
	Prince George's County			Montgomery County			Total Commission		
Governmental Funds:									
Administration Fund	(287,302)	(4,537,500)	(5,124,508)	1,449,946	(1,219,400)	(1,862,409)	1,162,644	(5,756,900)	(6,986,917)
Park Fund *	29,558,411	38,163,700	(29,672,614)	1,680,017	(2,515,755)	(2,726,266)	31,238,428	35,647,945	(32,398,880)
Recreation Fund	(4,452,851)	(5,167,300)	(6,639,700)	-	-	-	(4,452,851)	(5,167,300)	(6,639,700)
General Funds Total	24,818,258	28,458,900	(41,436,822)	3,129,963	(3,735,155)	(4,588,675)	27,948,221	24,723,745	(46,025,497)
ALA Debt Service Fund	(702)	(3,537)	-	(569)	(7,227)	-	(1,271)	(10,764)	-
Tax Supported Funds Total	24,817,556	28,455,363	(41,436,822)	3,129,394	(3,742,382)	(4,588,675)	27,946,950	24,712,981	(46,025,497)
Special Revenue Funds	565,999	(563,000)	(334,495)	2,527,081	(698,200)	(1,122,693)	3,093,080	(1,261,200)	(1,457,188)
Governmental Funds Total	25,383,555	27,892,363	(41,771,317)	5,656,475	(4,440,582)	(5,711,368)	31,040,030	23,451,781	(47,482,685)
Proprietary Funds:									
Enterprise Funds	(1,667,605)	-	-	659,670	52,570	59,041	(1,007,935)	52,570	59,041
Risk Management Fund	(25,211)	(59,030)	158,562	(34,600)	(828,190)	(380,693)	(59,811)	(887,220)	(222,131)
Capital Equipment ISF	(886,233)	304,300	177,188	(1,489,656)	273,150	474,986	(2,375,889)	577,450	652,174
Executive Building ISF	258,634	(14,830)	(216,460)	-	-	-	258,634	(14,830)	(216,460)
Group Insurance Fund**	-	-	-	-	-	-	(2,402,170)	-	-
Internal Service Funds Total	(652,810)	230,440	119,290	(1,524,256)	(555,040)	94,293	(4,579,236)	(324,600)	213,583
Proprietary Funds Total	(2,320,415)	230,440	119,290	(864,586)	(502,470)	153,334	(5,587,171)	(272,030)	272,624
Private Purpose Trust Funds:									
ALA Revolving Fund	67,923	(9,213,054)	(9,293,449)	1,336,691	(9,150,619)	(6,794,069)	1,404,614	(18,363,673)	(16,087,518)
GRAND TOTAL	23,131,063	18,909,749	(50,945,476)	6,128,580	(14,093,671)	(12,352,103)	26,857,473	4,816,078	(63,297,579)

* Park Fund in Montgomery County includes the Property Management subfund

** The Group Insurance Fund is a Commission-wide Internal Service Fund.

Explanatory Note: This schedule summarizes the change in fund balances and net assets for the FY12 Actual. For the current and proposed budget amounts, the change represents the gain(use) of fund balance necessary to balance the budget. This includes any fund balance needed to fund the reserve requirement. Fund balance used to fund the budgeted reserve requirements will not actually be spent. Therefore, the actual change in fund balance will be less.

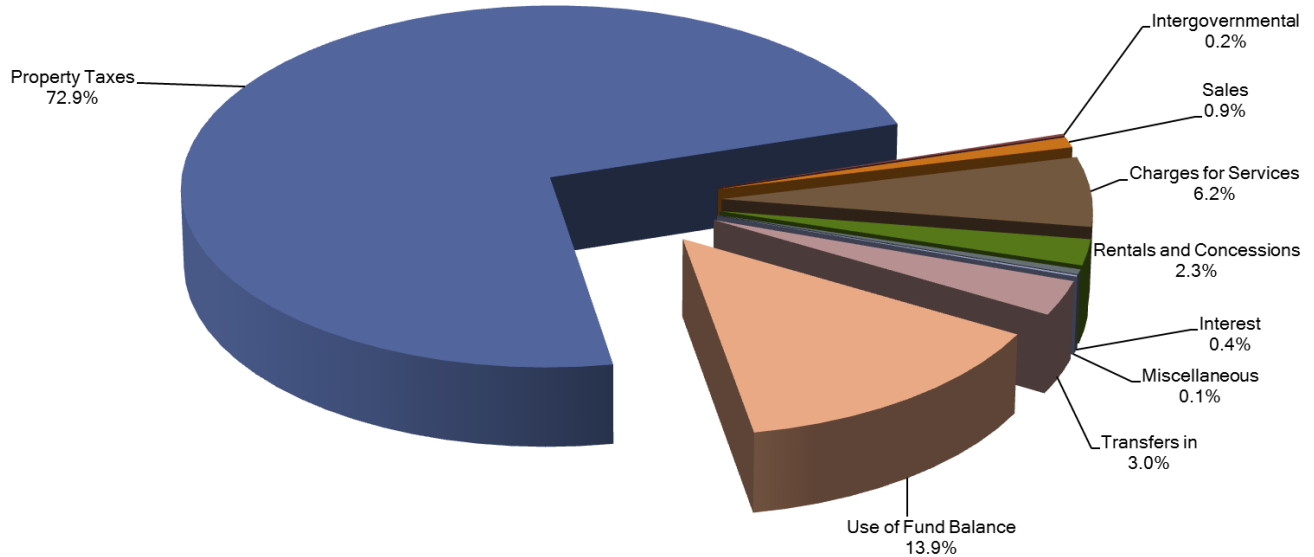
**PRINCE GEORGE'S COUNTY FY14 PROPOSED BUDGET SUMMARY
FUND SUMMARY BY DEPARTMENT AND BY DIVISION**

	Administration Fund	Park Fund	Recreation Fund	ALA Debt Service Fund	ALA Revolving Fund	Special Revenue Fund	Enterprise Fund	Risk Management Fund	Capital Equipment Internal Service Fund	Executive Building Internal Service Fund	Total
Sources:											
Property Taxes	\$ 43,166,679	\$ 118,004,286	\$ 57,877,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 219,048,065
Intergovernmental -	205,000	-	-	-	-	375,000	-	-	-	-	580,000
Sales	40,000	3,000	70,000	-	-	431,100	2,244,400	-	-	-	2,788,500
Charges for Services	597,000	117,800	6,728,400	-	-	6,251,200	4,843,100	5,456,600	664,580	977,400	25,636,080
Rentals and Concessions	-	2,310,500	880,900	-	-	869,600	2,775,100	-	-	-	6,836,100
Interest	226,300	800,000	232,700	-	46,800	27,005	35,800	81,500	25,000	-	1,475,105
Miscellaneous	50,000	194,500	88,500	-	-	77,300	-	-	-	-	410,300
Total Revenues	44,284,979	121,430,086	65,877,600	-	46,800	8,031,205	9,898,400	5,538,100	689,580	977,400	256,774,150
Transfers in	-	350,000	-	-	-	30,000	8,751,200	-	-	-	9,131,200
Use of Fund Balance/Net Assets	5,124,508	29,672,614	6,639,700	-	9,293,449	334,495	-	-	-	216,460	51,281,226
Total Available Funds	\$ 49,409,487	\$ 151,452,700	\$ 72,517,300	\$ -	\$ 9,340,249	\$ 8,395,700	\$ 18,649,600	\$ 5,538,100	\$ 689,580	\$ 1,193,860	\$ 317,186,576
Uses:											
Commissioners' Office	2,977,916	-	-	-	-	-	-	-	-	-	2,977,916
Planning Department:											
Director's Office	3,866,332	-	-	-	-	-	-	-	-	-	3,866,332
Development Review	5,630,464	-	-	-	-	-	-	-	-	-	5,630,464
Community Planning	5,348,849	-	-	-	-	-	-	-	-	-	5,348,849
Community Planning - North	-	-	-	-	-	-	-	-	-	-	-
Community Planning - South	-	-	-	-	-	-	-	-	-	-	-
Information Management	4,636,499	-	-	-	-	-	-	-	-	-	4,636,499
Countywide Planning	5,796,929	-	-	-	-	-	-	-	-	-	5,796,929
Support Services	8,720,800	-	-	-	-	-	-	-	-	-	8,720,800
Grants	138,000	-	-	-	-	-	-	-	-	-	138,000
Special Revenue Operations (transfer out)	-	-	-	-	-	30,000	-	-	-	-	30,000
Planning Operations Total	34,137,873	-	-	-	-	30,000	-	-	-	-	34,167,873
Central Administrative Services (CAS):											
Dept. of Human Resources and Mgmt.	2,328,876	-	-	-	-	-	-	-	-	-	2,328,876
Department of Finance	3,198,788	-	-	-	-	-	-	-	-	-	3,198,788
Legal Department	769,243	-	-	-	-	-	-	-	-	-	769,243
Merit System Board	77,201	-	-	-	-	-	-	-	-	-	77,201
Office of Internal Audit	257,100	-	-	-	-	-	-	-	-	-	257,100
Support Services	559,550	-	-	-	-	-	-	-	-	-	559,550
CAS Total	7,190,758	-	-	-	-	-	-	-	-	-	7,190,758
Parks and Rec. Operating Divisions:											
Office of the Director	-	18,243,288	-	-	-	-	-	-	-	-	18,243,288
Administration and Development	-	32,457,393	8,146,230	-	-	-	-	-	-	-	40,603,623
Facility Operations	-	35,241,128	15,064,400	-	-	-	-	-	-	-	50,305,528
Area Operations	-	19,019,611	30,120,424	-	-	-	-	-	-	-	49,140,035
Special Revenue Operations	-	-	-	-	-	8,365,700	-	-	-	-	8,365,700
Enterprise Operations	-	-	-	-	-	-	18,649,600	-	-	-	18,649,600
Total Park and Rec. Operations	-	104,961,420	53,331,054	-	-	8,365,700	18,649,600	-	-	-	185,307,774
NonDepartmental	2,721,540	8,119,280	6,981,846	-	-	-	-	-	-	-	17,822,666
Advanced Land Acquisition	-	-	-	-	9,340,249	-	-	-	-	-	9,340,249
Risk Management Operating	-	-	-	-	-	-	-	5,379,538	-	-	5,379,538
Capital Equipment Operating	-	-	-	-	-	-	-	-	512,392	-	512,392
Executive Office Building Operating	-	-	-	-	-	-	-	-	-	1,193,860	1,193,860
Transfers Out	30,000	32,718,000	8,751,200	-	-	-	-	-	-	-	41,499,200
Total Uses	47,058,087	145,798,700	69,064,100	-	9,340,249	8,395,700	18,649,600	5,379,538	512,392	1,193,860	305,392,226
Designated Expenditure Reserve @ 5%	2,351,400	5,654,000	3,453,200	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	11,458,600
Excess of Sources over Uses	-	-	-	-	-	-	-	158,562	177,188	-	335,750
Total Required Funds	\$ 49,409,487	\$ 151,452,700	\$ 72,517,300	\$ -	\$ 9,340,249	\$ 8,395,700	\$ 18,649,600	\$ 5,538,100	\$ 689,580	\$ 1,193,860	\$ 317,186,576
Total Funded Career Positions	275.40	742.00	267.00	-	-	-	69.00	2.50	1.00	2.00	1,358.90
Total Funded Workyears	264.95	845.80	716.10	-	-	215.50	180.00	2.65	1.00	2.00	2,228.00

Prince George's County Overview – Fiscal and Budget Summary Schedules

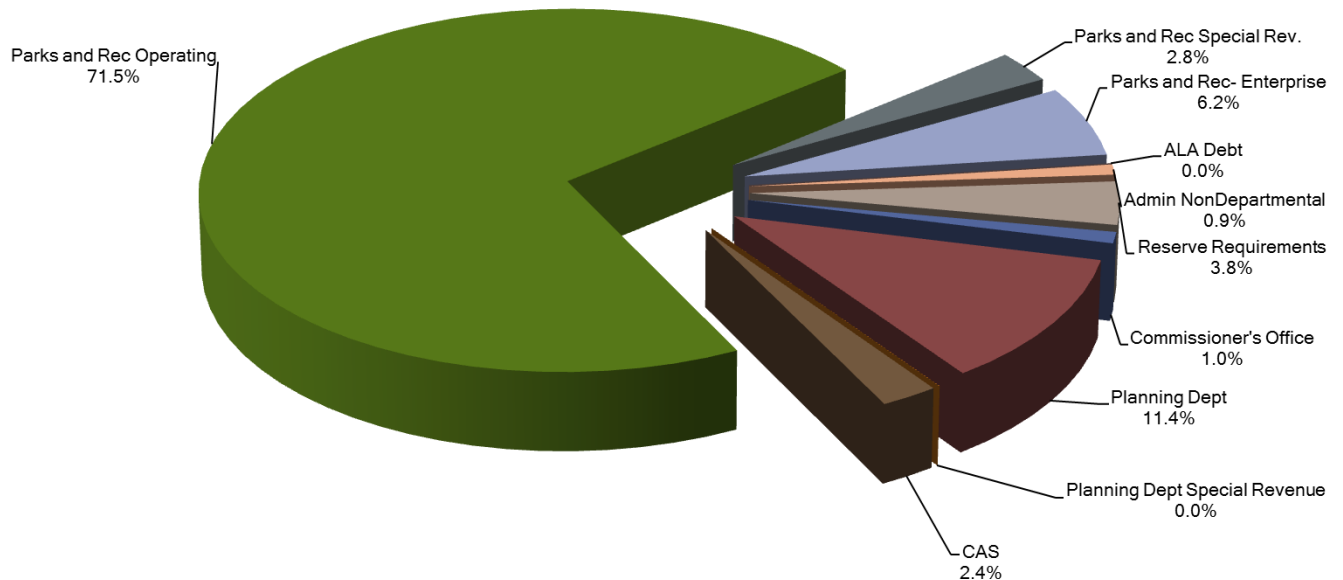
**Prince George's County FY14 Proposed Budget
Revenue Sources (Percent of Total by Type)
Total Operating Funds \$300,424,787**

Excludes Internal Service Funds
and ALARF



**Prince George's FY14 Proposed Budget
Fund Required (Percent of Total by Function)
Total Operating Funds \$300,424,787**

Excludes Internal Service Funds
and ALARF





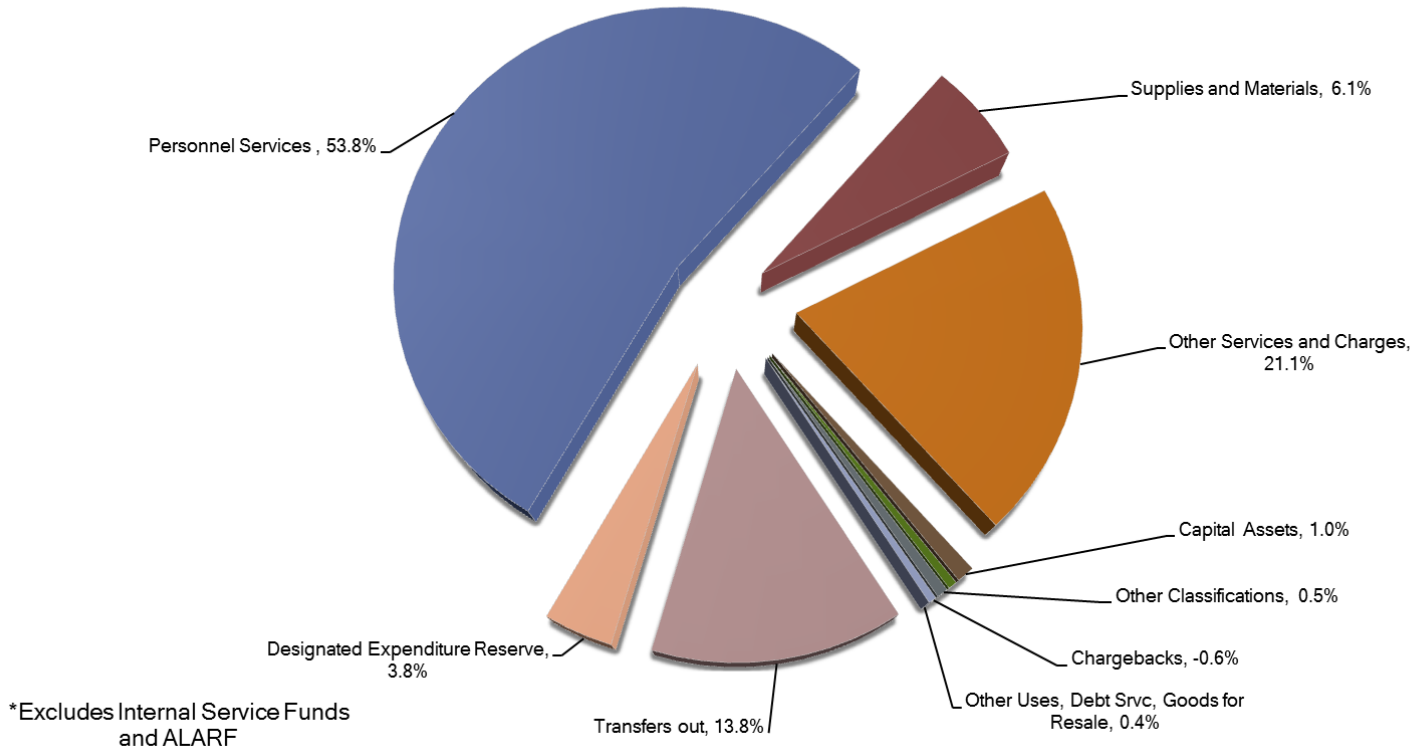
**PRINCE GEORGE'S COUNTY FY14 PROPOSED BUDGET
EXPENDITURE SUMMARY BY MAJOR OBJECT**

	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Assets	Other Classifications	Charge-backs	Other Uses, Debt Svc., Goods for Resale	Transfers out	Designated Expenditure Reserve	Total
Governmental Funds:										
General Funds:										
Administration Fund										
Commissioners' Office	\$ 1,508,360	\$ 39,000	\$ 1,418,056	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,977,916
Planning Department	20,241,073	620,200	12,917,200	114,000	-	245,400	-	30,000	-	34,167,873
DHRM	2,284,544	41,500	378,880	-	-	(376,048)	-	-	-	2,328,876
Department of Finance	3,737,388	104,300	759,600	-	-	(1,402,500)	-	-	-	3,198,788
Legal Department	1,243,972	14,900	202,706	-	-	(692,335)	-	-	-	769,243
Merit System Board	59,301	900	17,000	-	-	-	-	-	-	77,201
Internal Audit Division	300,400	9,500	7,200	-	-	(60,000)	-	-	-	257,100
CAS Support Services	5,000	17,000	537,550	-	-	-	-	-	-	559,550
Non-Departmental	2,721,540	-	-	-	-	-	-	-	-	2,721,540
Budgetary Reserve	-	-	-	-	-	-	-	-	2,351,400	2,351,400
Administration Fund Total	32,101,578	847,300	16,238,192	126,500	-	(2,285,483)	-	30,000	2,351,400	49,409,487
Park Fund										
Department of Parks and Recreation	75,341,002	9,661,600	24,718,898	1,921,000	1,438,200	-	-	32,718,000 *	5,654,000	151,452,700
Park Fund Total	75,341,002	9,661,600	24,718,898	1,921,000	1,438,200	-	-	32,718,000	5,654,000	151,452,700
Recreation Fund										
Department of Parks and Recreation	39,390,270	4,372,200	15,798,430	706,000	46,000	-	-	8,751,200	3,453,200	72,517,300
Recreation Fund Total	39,390,270	4,372,200	15,798,430	706,000	46,000	-	-	8,751,200	3,453,200	72,517,300
General Funds Total	146,832,850	14,881,100	56,755,520	2,753,500	1,484,200	(2,285,483)	-	41,499,200	11,458,600	273,379,487
ALA Debt Service Fund										
Tax Supported Funds Total	146,832,850	14,881,100	56,755,520	2,753,500	1,484,200	(2,285,483)	-	41,499,200	11,458,600	273,379,487
Special Revenue Funds										
Planning Department	-	-	-	-	-	-	-	30,000	-	30,000
Department of Parks and Recreation	4,318,000	1,874,000	2,062,000	-	-	111,700	-	-	-	8,365,700
Special Revenue Funds Total	4,318,000	1,874,000	2,062,000	-	-	111,700	-	30,000	-	8,395,700
Governmental Funds Total	151,150,850	16,755,100	58,817,520	2,753,500	1,484,200	(2,173,783)	-	41,529,200	11,458,600	281,775,187
Proprietary Funds:										
Enterprise Funds										
Department of Parks and Recreation	10,420,200	1,677,200	4,696,700	236,800	-	286,300	1,332,400	-	-	18,649,600
Enterprise Funds Total	10,420,200	1,677,200	4,696,700	236,800	-	286,300	1,332,400	-	-	18,649,600
Internal Service Funds:										
Risk Management Fund	353,857	20,578	4,731,822	-	-	273,281	-	-	-	5,379,538
Capital Equipment Internal Service Fund	208,982	4,996	175,114	-	-	15,400	107,900	-	-	512,392
Executive Building Internal Service Fund	234,460	16,650	549,150	392,000	-	1,600	-	-	-	1,193,860
Internal Service Funds Total	797,299	42,224	5,456,086	392,000	-	290,281	107,900	-	-	7,085,790
Propriety Funds Total	12,014,798	1,761,648	15,608,872	1,020,800	-	866,862	1,548,200	-	-	25,735,390
Private Purpose Trust Funds:										
ALA Revolving Fund	-	-	-	9,340,249	-	-	-	-	-	9,340,249
Private Purpose Trust Funds Total	-	-	-	9,340,249	-	-	-	-	-	9,340,249
GRAND TOTAL	\$ 163,165,648	\$ 18,516,748	\$ 74,426,392	\$ 13,114,549	\$ 1,484,200	\$ (1,306,921)	\$ 1,548,200	\$ 41,529,200	\$ 11,458,600	\$ 316,850,826

* Park Fund transfer out includes the transfers to CIP PAYGO (\$20.9M) and to Debt Service (\$11.8M).

Prince George's County Overview – Fiscal and Budget Summary Schedules

Prince George's County FY14 Proposed Budget
Summary of Fund Required (Percent of Total by Object)
Total Operating Funds* \$300,424,787

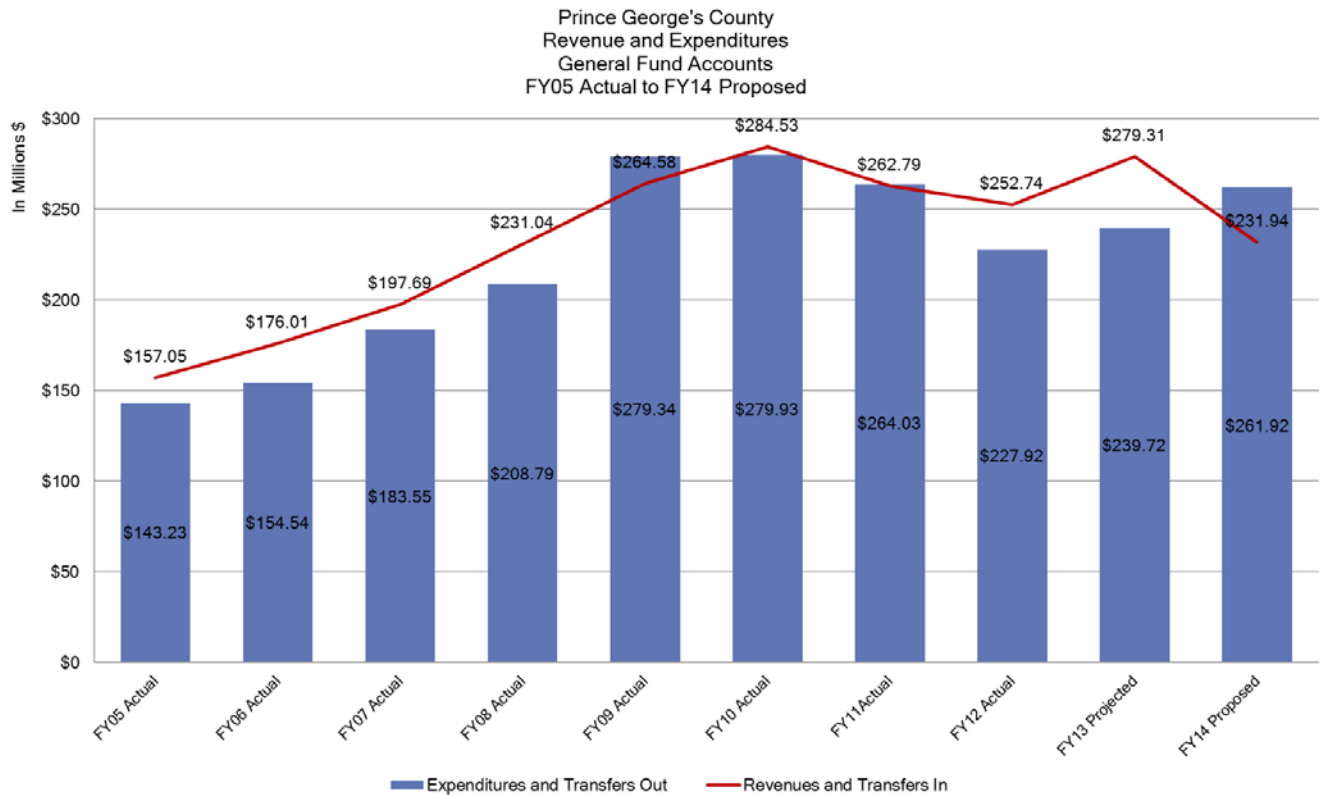
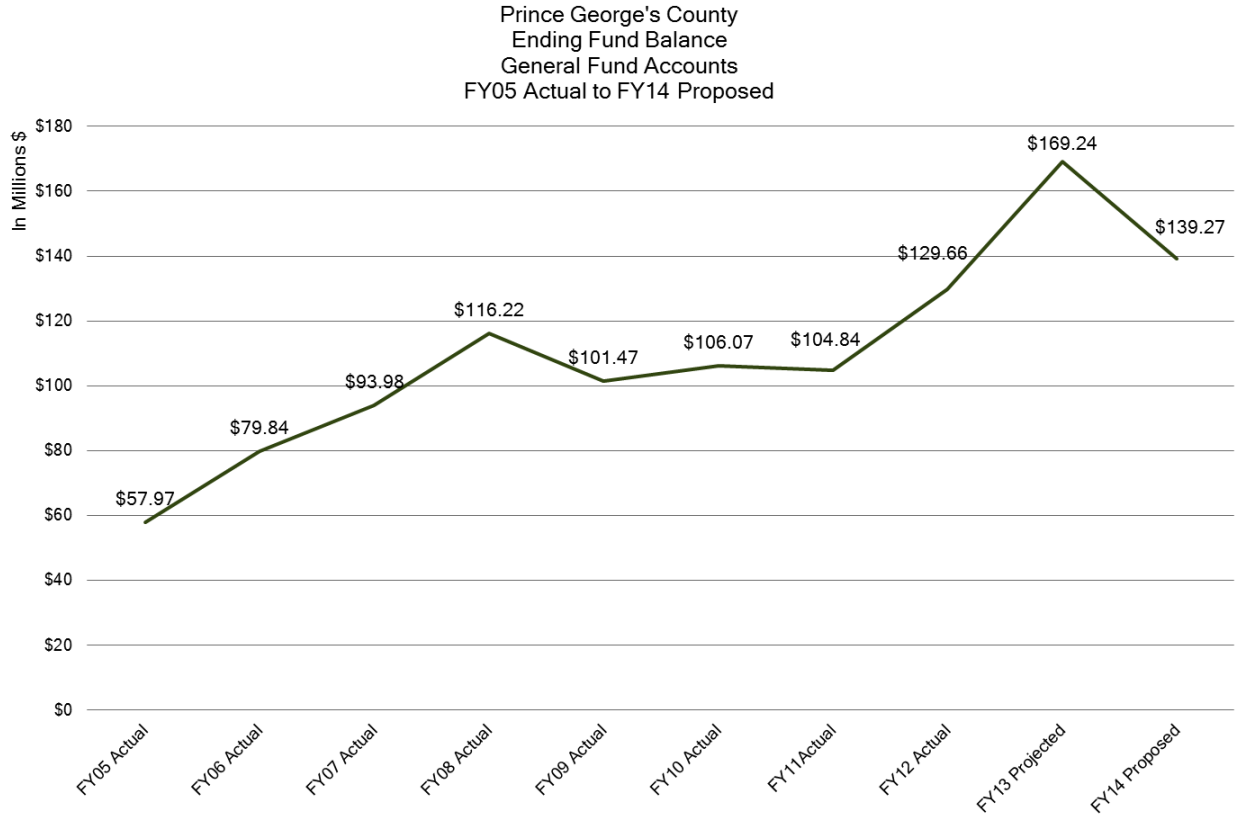


PRINCE GEORGE'S COUNTY GOVERNMENTAL FUNDS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014

	General Fund Accounts		Advance Land Acquisition Debt Service		Total Tax Supported Funds		Special Revenue Funds		Total Governmental Funds		
	FY13 Budget	FY14 Proposed	FY13 Budget	FY14 Proposed	FY13 Budget	FY14 Proposed	FY13 Budget	FY14 Proposed	FY13 Budget	FY14 Proposed	% Change
Revenues:											
Property Taxes	\$ 221,684,300	\$ 219,048,065	\$ -	\$ -	\$ 221,684,300	\$ 219,048,065	\$ -	\$ -	\$ 221,684,300	\$ 219,048,065	-1.2%
Intergovernmental -	-	-	-	-	-	-	375,000	375,000	375,000	375,000	0.0%
Federal	-	-	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-	-	-	-
County - Grant	138,000	138,000	-	-	138,000	138,000	-	-	138,000	138,000	0.0%
County - Non-Grant Permit Fee	67,000	67,000	-	-	67,000	67,000	-	-	67,000	67,000	0.0%
Sales	143,000	113,000	-	-	143,000	113,000	432,100	431,100	575,100	544,100	-5.4%
Charges for Services	7,340,000	7,443,200	-	-	7,340,000	7,443,200	6,278,800	6,251,200	13,618,800	13,694,400	0.6%
Rentals and Concessions	3,217,400	3,191,400	-	-	3,217,400	3,191,400	864,600	869,600	4,082,000	4,061,000	-0.5%
Interest	590,000	1,259,000	-	-	590,000	1,259,000	51,000	27,005	641,000	1,286,005	100.6%
Miscellaneous	342,400	333,000	-	-	342,400	333,000	84,400	77,300	426,800	410,300	-3.9%
Total Revenues	233,522,100	231,592,665	-	-	233,522,100	231,592,665	8,085,900	8,031,205	241,608,000	239,623,870	-0.8%
Expenditures by Major Object:											
Personnel Services	141,514,510	146,832,850	-	-	141,514,510	146,832,850	4,353,000	4,318,000	145,867,510	151,150,850	3.6%
Supplies and Materials	14,330,300	14,881,100	-	-	14,330,300	14,881,100	1,901,600	1,874,000	16,231,900	16,755,100	3.2%
Other Services and Charges	55,917,790	56,755,520	3,537	-	55,921,327	56,755,520	2,073,300	2,062,000	57,994,627	58,817,520	1.4%
Capital Assets	2,664,700	2,753,500	-	-	2,664,700	2,753,500	-	-	2,664,700	2,753,500	3.3%
Other Classifications	1,424,400	1,484,200	-	-	1,424,400	1,484,200	-	-	1,424,400	1,484,200	4.2%
Chargebacks	(2,194,500)	(2,285,483)	-	-	(2,194,500)	(2,285,483)	101,000	111,700	(2,093,500)	(2,173,783)	3.8%
Total Expenditures	213,657,200	220,421,687	3,537	-	213,660,737	220,421,687	8,428,900	8,365,700	222,089,637	228,787,387	3.0%
Excess of Revenues over (under) Expenditures	19,864,900	11,170,978	(3,537)	-	19,861,363	11,170,978	(343,000)	(334,495)	19,518,363	10,836,483	-44.5%
Other Financing Sources (Uses):											
Transfers In											
Total Transfers In	45,787,100	350,000	-	-	45,787,100	350,000	30,000	30,000	45,817,100	380,000	-99.2%
Transfers (Out):											
Total Transfers (Out)	(26,067,500)	(41,499,200)	-	-	(26,067,500)	(41,499,200)	(250,000)	(30,000)	(26,317,500)	(41,529,200)	57.8%
Total Other Financing Sources (Uses)	19,719,600	(41,149,200)	-	-	19,719,600	(41,149,200)	(220,000)	-	19,499,600	(41,149,200)	-311.0%
Total Uses	239,724,700	261,920,887	3,537	-	239,728,237	261,920,887	8,678,900	8,395,700	248,407,137	270,316,587	8.8%
Excess of Sources over (under) Uses	39,584,500	(29,978,222)	(3,537)	-	39,580,963	(29,978,222)	(563,000)	(334,495)	39,017,963	(30,312,717)	-177.7%
Designated Expenditure Reserve @ 5%	11,125,600	11,458,600	-	-	11,125,600	11,458,600	-	-	11,125,600	11,458,600	3.0%
Total Required Funds	250,850,300	273,379,487	3,537	-	250,853,837	273,379,487	8,678,900	8,395,700	259,532,737	281,775,187	8.6%
Excess of Sources over (under) Total Funds Required	28,458,900	(41,436,822)	(3,537)	-	28,455,363	(41,436,822)	(563,000)	(334,495)	27,892,363	(41,771,317)	-249.8%
Fund Balance - Beginning	113,302,403	169,243,403	3,537	-	113,305,940	169,243,403	4,361,426	4,547,145	117,667,366	173,790,548	47.7%
Fund Balance - Ending	\$ 152,886,903	\$ 139,265,181	\$ -	\$ -	\$ 152,886,903	\$ 139,265,181	\$ 3,798,426	\$ 4,212,650	\$ 156,685,329	\$ 143,477,831	-8.4%

Note: For the General Fund designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.

Prince George's County Overview – Fiscal and Budget Summary Schedules





**CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2014**

	Montgomery County				Prince George's County				Combined Department Total		
	FY13 Budget	FY14 Proposed	% Change	% Allocation*	FY13 Budget	FY14 Proposed	% Change	% Allocation*	FY13 Budget	FY14 Proposed	% Change
DHRM											
Personnel Services	1,572,500	1,623,222	3.2%	41.5%	2,216,200	2,284,544	3.1%	58.5%	3,788,700	3,907,766	3.1%
Supplies and Materials	41,500	41,500	0.0%	50.0%	41,500	41,500	0.0%	50.0%	83,000	83,000	0.0%
Other Services and Charges	308,700	338,520	9.7%	47.2%	338,700	378,880	11.9%	52.8%	647,400	717,400	10.8%
Capital Assets	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	1,922,700	2,003,242	4.2%	42.5%	2,596,400	2,704,924	4.2%	57.5%	4,519,100	4,708,166	4.2%
Chargebacks	(138,100)	(139,190)	0.8%	27.0%	(373,100)	(376,048)	0.8%	73.0%	(511,200)	(515,238)	0.8%
Total	1,784,600	1,864,052	4.5%	44.5%	2,223,300	2,328,876	4.7%	55.5%	4,007,900	4,192,928	4.6%
Department of Finance											
Personnel Services	2,829,400	2,860,115	1.1%	43.4%	3,697,500	3,737,388	1.1%	56.6%	6,526,900	6,597,503	1.1%
Supplies and Materials	79,900	79,900	0.0%	43.4%	104,300	104,300	0.0%	56.6%	184,200	184,200	0.0%
Other Services and Charges	590,400	581,400	-1.5%	43.4%	771,500	759,600	-1.5%	56.6%	1,361,900	1,341,000	-1.5%
Capital Assets	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,499,700	3,521,415	0.6%	43.4%	4,573,300	4,601,288	0.6%	56.6%	8,073,000	8,122,703	0.6%
Chargebacks	(734,900)	(704,200)	-4.2%	33.4%	(1,392,700)	(1,402,500)	0.7%	66.6%	(2,127,600)	(2,106,700)	-1.0%
Total	2,764,800	2,817,215	1.9%	46.8%	3,180,600	3,198,788	0.6%	53.2%	5,945,400	6,016,003	1.2%
Legal Department											
Personnel Services	1,610,000	1,743,963	8.3%	58.4%	1,207,500	1,243,972	3.0%	41.6%	2,817,500	2,987,935	6.0%
Supplies and Materials	14,900	14,900	0.0%	50.0%	14,900	14,900	0.0%	50.0%	29,800	29,800	0.0%
Other Services and Charges	184,000	202,706	10.2%	50.0%	184,000	202,706	10.2%	50.0%	368,000	405,412	10.2%
Capital Assets	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	1,808,900	1,961,569	8.4%	57.3%	1,406,400	1,461,578	3.9%	42.7%	3,215,300	3,423,147	6.5%
Chargebacks	(553,800)	(555,650)	0.3%	44.5%	(679,900)	(692,335)	1.8%	55.5%	(1,233,700)	(1,247,985)	1.2%
Total	1,255,100	1,405,919	12.0%	64.6%	726,500	769,243	5.9%	35.4%	1,981,600	2,175,162	9.8%
Merit System Board											
Personnel Services	58,300	59,301	1.7%	50.0%	58,100	59,301	2.1%	50.0%	116,400	118,602	1.9%
Supplies and Materials	900	900	0.0%	50.0%	900	900	0.0%	50.0%	1,800	1,800	0.0%
Other Services and Charges	12,000	17,000	41.7%	50.0%	12,000	17,000	41.7%	50.0%	24,000	34,000	41.7%
Capital Assets	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	71,200	77,201	8.4%	50.0%	71,000	77,201	8.7%	50.0%	142,200	154,402	8.6%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
Total	71,200	77,201	8.4%	50.0%	71,000	77,201	8.7%	50.0%	142,200	154,402	8.6%

-CONTINUED-
CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2014

	Montgomery County				Prince George's County				Combined Department Total		
	FY13 Budget	FY14 Proposed	% Change	% Allocation*	FY13 Budget	FY14 Proposed	% Change	% Allocation*	FY13 Budget	FY14 Proposed	% Change
Office of Internal Audit											
Personnel Services	140,200	141,513	0.9%	32.0%	300,400	300,400	0.0%	68.0%	440,600	441,913	0.3%
Supplies and Materials	5,500	5,500	0.0%	36.7%	9,500	9,500	0.0%	63.3%	15,000	15,000	0.0%
Other Services and Charges	4,100	4,100	0.0%	36.3%	7,200	7,200	0.0%	63.7%	11,300	11,300	0.0%
Capital Assets	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	149,800	151,113	0.9%	32.3%	317,100	317,100	0.0%	67.7%	466,900	468,213	0.3%
Chargebacks	-	-	-	0.0%	(61,600)	(60,000)	-2.6%	100.0%	(61,600)	(60,000)	-2.6%
Total	149,800	151,113	0.9%	37.0%	255,500	257,100	0.6%	63.0%	405,300	408,213	0.7%
CAS Support Services											
Personnel Services	13,000	5,000	-61.5%	50.0%	13,000	5,000	-61.5%	50.0%	26,000	10,000	-61.5%
Supplies and Materials	17,000	17,000	0.0%	50.0%	17,000	17,000	0.0%	50.0%	34,000	34,000	0.0%
Other Services and Charges	539,600	537,550	-0.4%	50.0%	539,600	537,550	-0.4%	50.0%	1,079,200	1,075,100	-0.4%
Capital Assets	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	569,600	559,550	-1.8%	50.0%	569,600	559,550	-1.8%	50.0%	1,139,200	1,119,100	-1.8%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
Total	569,600	559,550	-1.8%	50.0%	569,600	559,550	-1.8%	50.0%	1,139,200	1,119,100	-1.8%
Total Central Administrative Services											
Personnel Services	6,223,400	6,433,114	3.4%	45.7%	7,492,700	7,630,605	1.8%	54.3%	13,716,100	14,063,719	2.5%
Supplies and Materials	159,700	159,700	0.0%	45.9%	188,100	188,100	0.0%	54.1%	347,800	347,800	0.0%
Other Services and Charges	1,638,800	1,681,276	2.6%	46.9%	1,853,000	1,902,936	2.7%	53.1%	3,491,800	3,584,212	2.6%
Capital Assets	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	8,021,900	8,274,090	3.1%	46.0%	9,533,800	9,721,641	2.0%	54.0%	17,555,700	17,995,731	2.5%
Chargebacks	(1,426,800)	(1,399,040)	-1.9%	35.6%	(2,507,300)	(2,530,883)	0.9%	64.4%	(3,934,100)	(3,929,923)	-0.1%
Total	\$ 6,595,100	\$ 6,875,050	4.2%	48.9%	\$ 7,026,500	\$ 7,190,758	2.3%	51.1%	\$ 13,621,600	\$ 14,065,808	3.3%

* % Allocation is the amount of budget funded by each County.

Prince George's County Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ADMINISTRATION FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Property Taxes	\$ 40,556,550	\$ 43,650,300	\$ 43,650,300	\$ 43,166,679	-1.1%
Intergovernmental -	-	-	-	-	-
Federal	159,931	-	-	-	-
State	35,440	-	-	-	-
County - Grant	231,412	138,000	138,000	138,000	0.0%
County - Non-Grant Permit Fee	50,595	67,000	67,000	67,000	0.0%
Sales	81,325	60,000	60,000	40,000	-33.3%
Charges for Services	557,606	597,000	597,000	597,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	226,331	150,000	150,000	226,300	50.9%
Miscellaneous	14,878	50,000	50,000	50,000	0.0%
Total Revenues	<u>41,914,068</u>	<u>44,712,300</u>	<u>44,712,300</u>	<u>44,284,979</u>	<u>-1.0%</u>
Expenditures by Major Object:					
Personnel Services	28,808,082	30,745,810	30,745,810	32,101,578	4.4%
Supplies and Materials	655,396	649,400	649,400	847,300	30.5%
Other Services and Charges	14,840,050	16,856,390	16,856,390	16,238,192	-3.7%
Capital Assets	77,692	817,500	817,500	126,500	-84.5%
Other Classifications	-	-	-	-	-
Chargebacks	(2,209,850)	(2,194,500)	(2,194,500)	(2,285,483)	4.1%
Total Expenditures	<u>42,171,370</u>	<u>46,874,600</u>	<u>46,874,600</u>	<u>47,028,087</u>	<u>0.3%</u>
Excess of Revenues over (under) Expenditures	(257,302)	(2,162,300)	(2,162,300)	(2,743,108)	26.9%
Other Financing Sources (Uses):					
Transfers In:	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out):	-	-	-	-	-
Special Revenue Fund	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Transfers (Out)	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Other Financing Sources (Uses)	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>0.0%</u>
Total Uses	<u>42,201,370</u>	<u>46,904,600</u>	<u>46,904,600</u>	<u>47,058,087</u>	<u>0.3%</u>
Excess of Sources over (under) Uses	(287,302)	(2,192,300)	(2,192,300)	(2,773,108)	26.5%
Designated Expenditure Reserve @ 5%	-	2,345,200	2,345,200	2,351,400	0.3%
Total Required Funds	<u>42,201,370</u>	<u>\$ 49,249,800</u>	<u>\$ 49,249,800</u>	<u>\$ 49,409,487</u>	<u>0.3%</u>
Excess of Sources over (under) Total Funds Required	\$ (287,302)	\$ (4,537,500)	\$ (4,537,500)	\$ (5,124,508)	12.9%
Fund Balance - Beginning	<u>20,765,616</u>	<u>16,864,679</u>	<u>20,478,314</u>	<u>18,286,014</u>	<u>8.4%</u>
Fund Balance - Ending	<u>\$ 20,478,314</u>	<u>\$ 14,672,379</u>	<u>\$ 18,286,014</u>	<u>\$ 15,512,906</u>	<u>5.7%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	2,345,200	2,345,200	2,351,400	0.3%
Undesignated Fund Balance	<u>20,478,314</u>	<u>12,327,179</u>	<u>15,940,814</u>	<u>13,161,506</u>	<u>6.8%</u>
Total Ending Fund Balance	<u>20,478,314</u>	<u>14,672,379</u>	<u>18,286,014</u>	<u>15,512,906</u>	<u>5.7%</u>

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.

Prince George's County Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY PARK FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Property Taxes	\$ 144,460,008	\$ 119,477,700	\$ 119,477,700	\$ 118,004,286	-1.2%
Intergovernmental -					
Federal	42,274	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	2,925	13,000	13,000	3,000	-76.9%
Charges for Services	119,201	117,400	117,400	117,800	0.3%
Rentals and Concessions	2,141,593	2,336,500	2,336,500	2,310,500	-1.1%
Interest	401,316	330,000	330,000	800,000	142.4%
Miscellaneous	226,840	203,900	203,900	194,500	-4.6%
Total Revenues	147,394,157	122,478,500	122,478,500	121,430,086	-0.9%
Expenditures by Major Object:					
Personnel Services	65,048,251	72,917,400	72,917,400	75,341,002	3.3%
Supplies and Materials	9,068,028	9,710,000	9,710,000	9,661,600	-0.5%
Other Services and Charges	17,696,056	22,392,600	22,392,600	24,718,898	10.4%
Capital Assets	3,209,087	1,116,200	1,116,200	1,921,000	72.1%
Other Classifications	1,251,008	1,378,400	1,378,400	1,438,200	4.3%
Chargebacks	-	-	-	-	-
Total Expenditures	96,272,430	107,514,600	107,514,600	113,080,700	5.2%
Excess of Revenues over (under) Expenditures	51,121,727	14,963,900	14,963,900	8,349,386	-44.2%
Other Financing Sources (Uses):					
Transfers In:					
Capital Projects Funds	763,243	45,787,100	45,787,100	350,000	-99.2%
Total Transfers In	763,243	45,787,100	45,787,100	350,000	-99.2%
Transfers (Out):					
Capital Project Fund	(10,664,000)	-	-	(20,925,000)	-
Debt Service Fund	(11,662,559)	(17,211,600)	(17,211,600)	(11,793,000)	-31.5%
Enterprise Fund	-	-	-	-	-
Total Transfers (Out)	(22,326,559)	(17,211,600)	(17,211,600)	(32,718,000)	90.1%
Total Other Financing Sources (Uses)	(21,563,316)	28,575,500	28,575,500	(32,368,000)	-9.1%
Total Uses	118,598,989	124,726,200	124,726,200	145,798,700	16.9%
Excess of Sources over (under) Uses	29,558,411	43,539,400	43,539,400	(24,018,614)	-155.2%
Designated Expenditure Reserve @ 5%	-	5,375,700	5,375,700	5,654,000	5.2%
Total Required Funds	118,598,989	\$ 130,101,900	\$ 130,101,900	\$ 151,452,700	16.4%
Excess of Sources over (under) Total Funds Required	\$ 29,558,411	\$ 38,163,700	\$ 38,163,700	\$ (29,672,614)	-177.8%
Fund Balance - Beginning	56,233,342	79,861,716	85,791,753	129,331,153	61.9%
Fund Balance - Ending	\$ 85,791,753	\$ 123,401,116	\$ 129,331,153	\$ 105,312,539	-14.7%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	5,375,700	5,375,700	5,654,000	5.2%
Undesignated Fund Balance	85,791,753	118,025,416	123,955,453	99,658,539	-15.6%
Total Ending Fund Balance	85,791,753	123,401,116	129,331,153	105,312,539	-14.7%

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.



Prince George's County Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY RECREATION FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Property Taxes	\$ 54,271,822	\$ 58,556,300	\$ 58,556,300	\$ 57,877,100	-1.2%
Intergovernmental -					
Federal	16,015	-	-	-	-
State	228,635	-	-	-	-
County - Grant	56,107	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	58,795	70,000	70,000	70,000	0.0%
Charges for Services	6,734,098	6,625,600	6,625,600	6,728,400	1.6%
Rentals and Concessions	953,247	880,900	880,900	880,900	0.0%
Interest	232,668	110,000	110,000	232,700	111.5%
Miscellaneous	118,116	88,500	88,500	88,500	0.0%
Total Revenues	62,669,503	66,331,300	66,331,300	65,877,600	-0.7%
Expenditures by Major Object:					
Personnel Services	37,564,724	37,851,300	37,851,300	39,390,270	4.1%
Supplies and Materials	2,613,822	3,970,900	3,970,900	4,372,200	10.1%
Other Services and Charges	16,387,608	16,668,800	16,668,800	15,798,430	-5.2%
Capital Assets	344,503	731,000	731,000	706,000	-3.4%
Other Classifications	59,000	46,000	46,000	46,000	0.0%
Chargebacks	-	-	-	-	-
Total Expenditures	56,969,657	59,268,000	59,268,000	60,312,900	1.8%
Excess of Revenues over (under) Expenditures	5,699,846	7,063,300	7,063,300	5,564,700	-21.2%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers In/(Out):					
Enterprise Fund	(10,152,697)	(8,825,900)	(8,825,900)	(8,751,200)	-0.8%
Total Transfers (Out)	(10,152,697)	(8,825,900)	(8,825,900)	(8,751,200)	-0.8%
Total Other Financing Sources (Uses)	(10,152,697)	(8,825,900)	(8,825,900)	(8,751,200)	-0.8%
Total Uses	67,122,354	68,093,900	68,093,900	69,064,100	1.4%
Excess of Sources over (under) Uses	(4,452,851)	(1,762,600)	(1,762,600)	(3,186,500)	80.8%
Designated Expenditure Reserve @ 5%	-	3,404,700	3,404,700	3,453,200	1.4%
Total Required Funds	\$ 67,122,354	\$ 71,498,600	\$ 71,498,600	\$ 72,517,300	1.4%
Excess of Sources over (under) Total Funds Required	\$ (4,452,851)	\$ (5,167,300)	\$ (5,167,300)	\$ (6,639,700)	28.5%
Fund Balance - Beginning	27,841,687	16,576,008	23,388,836	21,626,236	30.5%
Fund Balance - Ending	\$ 23,388,836	\$ 14,813,408	\$ 21,626,236	\$ 18,439,736	24.5%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	3,404,700	3,404,700	3,453,200	1.4%
Undesignated Fund Balance	23,388,836	11,408,708	18,221,536	14,986,536	31.4%
Total Ending Fund Balance	23,388,836	14,813,408	21,626,236	18,439,736	24.5%

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.



Prince George's County Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Property Taxes	\$ 20,423	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>20,423</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	21,125	3,537	(728)	-	-100.0%
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>21,125</u>	<u>3,537</u>	<u>(728)</u>	<u>-</u>	<u>-100.0%</u>
Excess of Revenues over Expenditures	<u>(702)</u>	<u>(3,537)</u>	<u>728</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers (Out):					
Capital Projects Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (702)</u>	<u>\$ (3,537)</u>	<u>\$ 728</u>	<u>\$ -</u>	<u>-100.0%</u>
Fund Balance - Beginning	<u>(26)</u>	<u>3,537</u>	<u>(728)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Ending	<u>\$ (728)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	46,798	20,000	40,000	46,800	134.0%
Miscellaneous (Contributions)	21,125	3,537	(728)	-	-100.0%
Total Revenues	<u>67,923</u>	<u>23,537</u>	<u>39,272</u>	<u>46,800</u>	<u>98.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Assets	-	9,236,591	-	9,340,249	1.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>9,236,591</u>	<u>-</u>	<u>9,340,249</u>	<u>1.1%</u>
Excess of Revenues over Expenditures	<u>67,923</u>	<u>(9,213,054)</u>	<u>39,272</u>	<u>(9,293,449)</u>	<u>0.9%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers (Out):					
Capital Projects Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ 67,923</u>	<u>\$ (9,213,054)</u>	<u>\$ 39,272</u>	<u>\$ (9,293,449)</u>	<u>0.9%</u>
Fund Balance - Beginning	<u>9,193,054</u>	<u>9,213,054</u>	<u>9,260,977</u>	<u>9,300,249</u>	<u>0.9%</u>
Fund Balance - Ending	<u>\$ 9,260,977</u>	<u>\$ -</u>	<u>\$ 9,300,249</u>	<u>\$ 6,800</u>	<u>-</u>

Prince George's County Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ 50,499	\$ 375,000	\$ 375,000	\$ 375,000	0.0%
Sales	395,756	432,100	432,100	431,100	-0.2%
Charges for Services	5,361,184	6,278,800	6,278,800	6,251,200	-0.4%
Rentals and Concessions	631,239	864,600	864,600	869,600	0.6%
Interest	27,979	51,000	51,000	27,005	-47.0%
Miscellaneous	109,850	84,400	84,400	77,300	-8.4%
Total Revenues	<u>6,576,507</u>	<u>8,085,900</u>	<u>8,085,900</u>	<u>8,031,205</u>	<u>-0.7%</u>
Expenditures by Major Object:					
Personnel Services	3,110,746	4,353,000	4,353,000	4,318,000	-0.8%
Supplies and Materials	881,685	1,901,600	1,901,600	1,874,000	-1.5%
Other Services and Charges	1,378,542	2,073,300	2,073,300	2,062,000	-0.5%
Capital Assets	524,530	-	-	-	-
Other Classifications	18,006	-	-	-	-
Chargebacks	80,696	101,000	101,000	111,700	10.6%
Total Expenditures	<u>5,994,205</u>	<u>8,428,900</u>	<u>8,428,900</u>	<u>8,365,700</u>	<u>-0.7%</u>
Excess of Revenues over Expenditures	<u>582,302</u>	<u>(343,000)</u>	<u>(343,000)</u>	<u>(334,495)</u>	<u>-2.5%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	30,000	30,000	30,000	30,000	0.0%
Total Transfers In	30,000	30,000	30,000	30,000	0.0%
Transfers In/(Out)-					
Recreation Fund	3,697	-	-	-	-
Capital Project Funds	(50,000)	(250,000)	(250,000)	(30,000)	-88.0%
Total Transfers (Out)	(46,303)	(250,000)	(250,000)	(30,000)	-88.0%
Total Other Financing Sources (Uses)	<u>(16,303)</u>	<u>(220,000)</u>	<u>(220,000)</u>	<u>-</u>	<u>-100.0%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ 565,999</u>	<u>\$ (563,000)</u>	<u>\$ (563,000)</u>	<u>\$ (334,495)</u>	<u>-40.6%</u>
Fund Balance - Beginning	4,544,146	4,361,426	5,110,145	4,547,145	4.3%
Fund Balance - Ending	<u>\$ 5,110,145</u>	<u>\$ 3,798,426</u>	<u>\$ 4,547,145</u>	<u>\$ 4,212,650</u>	<u>10.9%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	842,890	842,890	836,570	-0.7%
Undesignated Fund Balance	5,110,145	2,955,536	3,704,255	3,376,080	14.2%
Total Ending Fund Balance	5,110,145	3,798,426	4,547,145	4,212,650	10.9%



Prince George's County Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Combining Statement Summary of Revenues, Expenses, and Changes in Fund Net Assets PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues:					
Intergovernmental -	\$ -	\$ -	\$ -	-	-
Sales	2,312,717	2,500,200	2,500,200	2,244,400	-10.2%
Charges for Services	4,745,136	4,630,300	4,780,800	4,843,100	4.6%
Rentals and Concessions	2,975,670	2,778,000	2,778,000	2,775,100	-0.1%
Miscellaneous	-	150,500	-	-	-100.0%
Total Operating Revenues	<u>10,033,523</u>	<u>10,059,000</u>	<u>10,059,000</u>	<u>9,862,600</u>	<u>-2.0%</u>
Operating Expenses:					
Personnel Services	11,627,312	10,655,200	10,655,200	10,420,200	-2.2%
Goods for Resale	1,432,142	-	1,332,900	1,332,400	-
Supplies and Materials	1,717,528	3,065,400	1,732,500	1,677,200	-45.3%
Other Services and Charges	4,775,154	4,672,500	4,672,500	4,696,700	0.5%
Depreciation & Amortization Expense	2,266,953	-	-	-	-
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	236,800	236,800	236,800	0.0%
Other Classifications	296,000	-	-	-	-
Chargebacks	-	275,000	275,000	286,300	4.1%
Total Operating Expenses	<u>22,115,089</u>	<u>18,904,900</u>	<u>18,904,900</u>	<u>18,649,600</u>	<u>-1.4%</u>
Operating Income (Loss)	<u>(12,081,566)</u>	<u>(8,845,900)</u>	<u>(8,845,900)</u>	<u>(8,787,000)</u>	<u>-0.7%</u>
Nonoperating Revenue (Expenses):					
Interest Income	26,759	20,000	20,000	35,800	79.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	238,202	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>264,961</u>	<u>20,000</u>	<u>20,000</u>	<u>35,800</u>	<u>79.0%</u>
Income (Loss) Before Operating Transfers	<u>(11,816,605)</u>	<u>(8,825,900)</u>	<u>(8,825,900)</u>	<u>(8,751,200)</u>	<u>-0.8%</u>
Operating Transfers In (Out):					
Transfer in - Park Fund	-	-	-	-	-
Transfer in - Recreation Fund	10,149,000	8,825,900	8,825,900	8,751,200	-0.8%
Transfer In - Other	-	-	-	-	-
Transfer Out - Recreation Fund	-	-	-	-	-
Net Operating Transfer	<u>10,149,000</u>	<u>8,825,900</u>	<u>8,825,900</u>	<u>8,751,200</u>	<u>-0.8%</u>
Change in Net Assets	(1,667,605)	-	-	-	-
Total Net Assets, Beginning	<u>52,236,804</u>	<u>50,569,199</u>	<u>50,569,199</u>	<u>50,569,199</u>	<u>0.0%</u>
Total Net Assets, Ending	<u>\$ 50,569,199</u>	<u>\$ 50,569,199</u>	<u>\$ 50,569,199</u>	<u>\$ 50,569,199</u>	<u>0.0%</u>

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Prince George's County Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Assets PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	3,618,971	3,504,900	3,504,900	3,748,700	7.0%
Recreation	977,200	1,145,200	1,145,200	1,357,200	18.5%
Planning	5,000	5,000	5,000	150,800	2916.0%
CAS	11,400	5,000	5,000	5,000	0.0%
Enterprise	126,800	130,100	130,100	194,900	49.8%
Miscellaneous (Claim Recoveries, etc.)	612,769	-	-	-	-
Total Operating Revenues	5,352,140	4,790,200	4,790,200	5,456,600	13.9%
Operating Expenses:					
Personnel Services	648,020	345,450	345,450	353,857	2.4%
Supplies and Materials	24,736	22,500	22,500	20,578	-8.5%
Other Services and Charges:					
Insurance Claims:					
Parks	2,540,880	2,473,343	2,473,343	2,812,944	13.7%
Recreation	546,145	682,301	682,301	876,535	28.5%
Planning	259,315	10,994	10,994	83,915	663.3%
CAS	3,514	6,663	6,663	6,761	1.5%
Enterprise	108,422	158,249	158,249	196,862	24.4%
Misc., Professional services, etc.	776,609	959,730	959,730	754,805	-21.4%
Depreciation & Amortization Expense	9,708	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	541,498	250,000	250,000	273,281	9.3%
Total Operating Expenses	5,458,847	4,909,230	4,909,230	5,379,538	9.6%
Operating Income (Loss)	(106,707)	(119,030)	(119,030)	77,062	-164.7%
Nonoperating Revenue (Expenses):					
Interest Income	81,496	60,000	60,000	81,500	35.8%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	81,496	60,000	60,000	81,500	35.8%
Income (Loss) Before Operating Transfers	(25,211)	(59,030)	(59,030)	158,562	-368.6%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Assets	(25,211)	(59,030)	(59,030)	158,562	-368.6%
Total Net Assets, Beginning	6,429,898	6,404,687	6,404,687	6,345,657	-0.9%
Total Net Assets, Ending	\$ 6,404,687	\$ 6,345,657	\$ 6,345,657	\$ 6,504,219	2.5%
Designated Assets	6,718,000	6,718,000	6,718,000	5,357,635	-20.2%
Unrestricted Assets	(313,313)	(313,313)	(372,343)	1,146,584	-466.0%
Total Net Assets, June 30	\$ 6,404,687	\$ 6,404,687	\$ 6,345,657	\$ 6,504,219	1.6%

Note: Allocation of administrative expense paid to Montgomery County for insurance pool management

Parks	\$ 386,710	\$ 619,703	\$ 619,703	\$ 432,431	-30.2%
Recreation	106,635	170,953	170,953	134,749	-21.2%
Planning	1,719	2,755	2,755	12,900	368.2%
CAS	996	1,669	1,669	1,039	-37.7%
Enterprise	24,713	39,650	39,650	30,263	-23.7%
Total	520,773	834,730	834,730	611,382	-26.8%

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.

Prince George's County Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Assets PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ 136,350	\$ -	\$ -	-	-
Charges for Services (to Other Funds)	669,816	919,200	919,200	664,580	-27.7%
Miscellaneous (Claim Recoveries, etc.)	183,993	-	-	-	-
Total Operating Revenues	990,159	919,200	919,200	664,580	-27.7%
Operating Expenses:					
Personnel Services	112,593	177,200	177,200	208,982	17.9%
Supplies and Materials	476,427	4,500	4,500	4,996	11.0%
Other Services and Charges:	1,107,371	9,300	9,300	175,114	1782.9%
Debt Service:					
Debt Service Principal	-	364,800	364,800	87,000	-76.2%
Debt Service Interest	-	84,100	84,100	20,900	-75.1%
Depreciation & Amortization Expense	209,223	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	15,400	-
Total Operating Expenses	1,905,614	639,900	639,900	512,392	-19.9%
Operating Income (Loss)	(915,455)	279,300	279,300	152,188	-45.5%
Nonoperating Revenue (Expenses):					
Interest Income	29,422	25,000	25,000	25,000	0.0%
Interest Expense, Net of Amortization	(199)	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	29,223	25,000	25,000	25,000	0.0%
Income (Loss) Before Operating Transfers	(886,233)	304,300	304,300	177,188	-41.8%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Assets	(886,233)	304,300	304,300	177,188	-41.8%
Total Net Assets, Beginning	7,862,232	6,976,000	6,976,000	7,280,300	4.4%
Total Net Assets, Ending	\$ 6,976,000	\$ 7,280,300	\$ 7,280,300	\$ 7,457,488	2.4%

Note: Future Financing Plans

Capital equipment financed for Parks and Rec	-	500,000	-
Capital equipment financed for IT Initiatives	-	360,000	328,830
Capital equipment financed for Finance Dept.	-	85,000	85,000

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Prince George's County Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Assets PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	163,270	171,200	171,200	173,840	1.5%
Retirement System	73,780	77,370	77,370	78,560	1.5%
CAS Departments	809,760	713,920	713,920	725,000	1.6%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,046,810	962,490	962,490	977,400	1.5%
Operating Expenses:					
Personnel Services	205,071	198,470	198,470	234,460	18.1%
Supplies and Materials	6,653	27,500	27,500	16,650	-39.5%
Other Services and Charges:	453,552	536,450	536,450	549,150	2.4%
Debt Service:					
Debt Service Principal	-	110,000	110,000	-	-100.0%
Debt Service Interest	-	2,900	2,900	-	-100.0%
Depreciation & Amortization Expense	116,072	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	98,100	98,100	392,000	299.6%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	7,300	3,900	-	1,600	-59.0%
Total Operating Expenses	788,648	977,320	973,420	1,193,860	22.2%
Operating Income (Loss)	258,162	(14,830)	(10,930)	(216,460)	1359.6%
Nonoperating Revenue (Expenses):					
Interest Income	9,298	-	-	-	-
Interest Expense, Net of Amortization	(8,826)	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	472	-	-	-	-
Income (Loss) Before Operating Transfers	258,634	(14,830)	(10,930)	(216,460)	1359.6%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Assets	258,634	(14,830)	(10,930)	(216,460)	1359.6%
Total Net Assets, Beginning	2,520,053	2,778,687	2,778,687	2,767,757	-0.4%
Total Net Assets, Ending	\$ 2,778,687	\$ 2,763,857	\$ 2,767,757	\$ 2,551,297	-7.7%

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Prince George's County Overview – Fiscal and Budget Summary Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
GROUP HEALTH INSURANCE INTERNAL SERVICE FUNDS
Summary of Revenues, Expenses, and Changes in Fund Net Assets
PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	
Grant-Medicare Part D Subsidy	757,585	400,000	400,000	600,000	50.0%
Charges for Services:					
ISF Revenue, Other	-	1,178,600	1,178,600	-	-100.0%
ISF Revenue, Employee Share	6,131,795	6,912,270	6,912,270	8,790,857	27.2%
ISF Revenue, Employer Share	25,958,810	37,098,130	37,098,130	39,843,266	7.4%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	32,848,190	45,589,000	45,589,000	49,234,123	8.0%
Operating Expenses:					
Personnel Services	-	616,000	616,000	616,000	0.0%
Supplies and Materials	-	20,000	20,000	20,000	0.0%
Other Services and Charges:					
Professional Services	177,184	275,000	275,000	275,000	0.0%
Insurance Claims and Fees	28,908,678	44,450,400	40,056,500	43,921,121	-1.2%
Insurance Premiums	6,525,707	-	4,393,900	4,174,401	-
Change in IBNR	(549,460)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	233,800	267,600	267,600	267,600	0.0%
Total Operating Expenses	35,295,909	45,629,000	45,629,000	49,274,123	8.0%
Operating Income (Loss)	(2,447,719)	(40,000)	(40,000)	(40,000)	0.0%
Nonoperating Revenue (Expenses):					
Interest Income	45,549	40,000	40,000	40,000	0.0%
Total Operating Expenses	45,549	40,000	40,000	40,000	0.0%
Income (Loss) Before Operating Transfers	(2,402,170)	-	-	-	-
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Assets	(2,402,170)	-	-	-	-
Total Net Assets, Beginning	7,883,178	3,039,544	5,481,008	5,481,008	80.3%
Total Net Assets, Ending	\$ 5,481,008	\$ 3,039,544	\$ 5,481,008	\$ 5,481,008	80.3%
Designated Assets	2,920,413	3,039,544	2,920,413	3,449,189	13.5%
Unrestricted Assets	2,560,595	-	2,560,595	2,031,819	-
Total Net Assets, June 30	\$ 5,481,008	\$ 3,039,544	\$ 5,481,008	\$ 5,481,008	80.3%

Prince George's County Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY TAX RATES AND ASSESSABLE BASE

FUNDS		FY12 Actual	FY13 Budget	FY14 Proposed	% Change
<u>Tax Rates:</u>					
(Cents per \$100 of assessed value)					
Administration					
	Real	4.66	5.41	5.41	0.0%
	Personal	11.65	13.53	13.53	0.0%
Park					
	Real	17.19	15.44	15.44	0.0%
	Personal	42.98	38.60	38.60	0.0%
Recreation					
	Real	6.05	7.05	7.05	0.0%
	Personal	15.12	17.62	17.62	0.0%
Adv. Land Acquisition					
	Real	0.00	0.00	0.00	-
	Personal	0.00	0.00	0.00	-
Total Tax Rates (Cents)					
	Real	<u>27.90</u>	<u>27.90</u>	<u>27.90</u>	<u>0.0%</u>
	Personal	<u>69.75</u>	<u>69.75</u>	<u>69.75</u>	<u>0.0%</u>

Assessable Base:

(in billions \$)

Regional District (Administration Fund)					
	Real	80.294	74.033	73.142	-1.2%
	Personal	2.874	2.902	2.880	-0.8%
Metropolitan District (Park Fund)					
	Real	76.746	70.762	69.910	-1.2%
	Personal	2.784	2.811	2.790	-0.7%
Entire County (Recreation Fund and ALA Fund)					
	Real	82.522	76.087	75.172	-1.2%
	Personal	2.967	2.996	2.973	-0.8%

*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 Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY POSITIONS/WORKYEARS SUMMARY BY FUND

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	274.3	273.5	262.8	262.0	267.8	267.0
Part-Time Career	10.5	5.9	8.5	4.9	7.6	4.1
Career Total	284.8	279.40	271.3	266.90	275.4	271.05
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(4.25)		(5.80)		(6.10)
Total Workyears		275.15		261.10		264.95
Less Normal Lapse WYs						
TOTAL ADMINISTRATION FUND		275.15		261.10		264.95
PARK FUND						
Full-Time Career	713.0	713.0	724.0	724.0	733.0	733.0
Part-Time Career	12.0	8.1	9.0	6.3	9.0	6.3
Career Total	725.00	721.10	733.00	730.30	742.00	739.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		79.0		94.0		106.5
TOTAL PARK FUND	725.00	800.10	733.00	824.30	742.00	845.80
RECREATION FUND						
Full-Time Career	260.0	260.0	246.0	246.0	247.0	247.0
Part-Time Career	20.0	15.6	20.0	15.6	20.0	15.6
Career Total	280.0	275.60	266.0	261.60	267.0	262.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		434.00		425.50		453.50
TOTAL RECREATION FUND	280.00	709.60	266.00	687.10	267.00	716.10
TOTAL TAX SUPPORTED (Admin, Park, and Rec)						
Full-Time Career	1,247.30	1,246.50	1,232.80	1,232.00	1,247.80	1,247.00
Part-Time Career	42.50	29.60	37.50	26.80	36.60	25.95
Career Total	1,289.80	1,276.10	1,270.30	1,258.80	1,284.40	1,272.95
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		513.00		519.50		560.00
Less Lapse		(4.25)		(5.80)		(6.10)
TOTAL TAX SUPPORTED		1,784.85		1,772.50		1,826.85
ENTERPRISE FUND						
Full-Time Career	75.0	75.0	70.0	70.0	68.0	68.0
Part-Time Career	1.0	0.5	1.0	0.5	1.0	0.5
Career Total	76.0	75.5	71.0	70.5	69.0	68.5
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		117.50		117.50		111.50
TOTAL ENTERPRISE FUND		193.00		188.00		180.00
SPECIAL REVENUE FUND						
Seasonal/Intermittent		216.50		216.50		215.50
INTERNAL SERVICE FUNDS						
Full-Time Career	6.0	6.00	5.5	5.65	5.5	5.65
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,328.30	1,327.50	1,308.30	1,307.65	1,321.30	1,320.65
Part-Time Career	43.50	30.10	38.50	27.30	37.60	26.45
Career Total	1,371.80	1,357.60	1,346.80	1,334.95	1,358.90	1,347.10
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		847.00		853.50		887.00
Less Lapse		(4.25)		(5.80)		(6.10)
GRAND TOTAL		2,200.35		2,182.65		2,228.00



COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

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Prince George's County Commissioners Office

EXECUTIVE OVERVIEW

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 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.

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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. The Planning Board promotes 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.



Prince George's County Commissioners Office

BUDGET AT A GLANCE

Summary of Commissioners' Office Budget

		FY13 Adopted	FY14 Proposed	% Change
Budget				
	Expenditures	\$2,967,800	\$2,977,916	0.3%
Staffing				
	Funded Career Position	16.00	16.00	0.0%
	Funded Workyears	13.50	13.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

In FY 2014, the Commissioners' Office proposed budget will increase by only 0.34% or \$10,116 from the FY 2013 adopted budget. This slight increase is primarily due to the benefit mix employees have chosen for FY 2014. Also, per our agreement with the County, the lease for fourth floor office space will result in a 3% increase. All other non-personnel classifications will remain at FY 2013 levels.

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 includes \$136,321 for the office's rent in the County Administration Building.

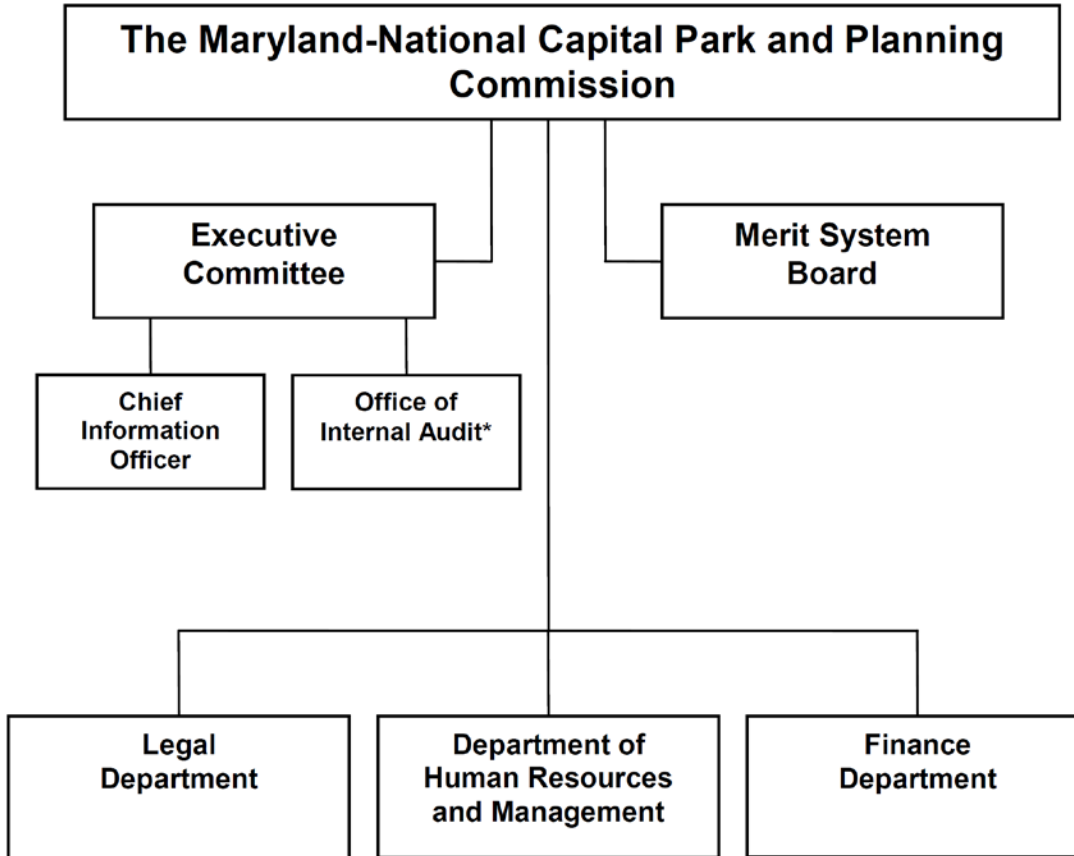
Detail Summary of FY14 Proposed Budget

	<u>FY12 Actual</u>	<u>FY13 Budget</u>	<u>FY14 Proposed</u>	<u>% Change</u>
Commissioners' Office				
Personnel Services	1,490,875	1,502,210	1,508,360	0.4%
Supplies and Materials	67,272	39,000	39,000	0.0%
Other Services and Charges	1,332,642	1,414,090	1,418,056	0.3%
Capital Assets	-	12,500	12,500	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>2,890,789</u>	<u>2,967,800</u>	<u>2,977,916</u>	<u>0.3%</u>

	<u>FY12 Actual</u>		<u>FY13 Budget</u>		<u>FY14 Proposed</u>	
	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>
<u>COMMISSIONERS' OFFICE</u>						
Full-Time Career	11.00	11.00	11.00	11.00	11.00	11.00
Part-Time Career	6.00	3.00	5.00	2.50	5.00	2.50
Career Total	<u>17.00</u>	<u>14.00</u>	<u>16.00</u>	<u>13.50</u>	<u>16.00</u>	<u>13.50</u>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Commissioners' Office		<u>14.00</u>		<u>13.50</u>		<u>13.50</u>



CENTRAL ADMINISTRATIVE SERVICES



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



Central Administrative Services Overview

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
- Office of Internal Audit
- 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 Office of Internal Audit 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 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 FY14 Proposed Budget Document under the Capital Equipment Fund.

CAS services include oversight of enterprise-wide administrative, human resources, and corporate budgeting and 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 workplace safety to protect and support the Commission's employees, patrons and operations.

PROGRAMS AND SERVICES PROVIDED

Department of Human Resources and Management

The Department of Human Resources and Management (DHRM) provides quality corporate budgeting and governance and enterprise-wide administrative and human resource management systems/services. The Department provides executive and operational leadership through a set of best management practices, strong fiscal planning, and fair employment and compensation programs. It is composed of three cross-functional Divisions:

- Corporate Budget Division
 - Comprehensive fiscal and budget analysis
 - Annual strategic planning and information
 - Coordination of Commission-wide budget needs
 - Long-term fiscal policies and planning
- Corporate Policy and Management Operations Division
 - Corporate Policy & Corporate Records
 - Risk Management & Workplace Safety
 - Management Operations
- Human Resources Division
 - Classification and Compensation & Employee Records/Human Resource Information Systems (HRIS)
 - Recruitment and Selection Services & Employee and Labor Relations
 - Employee Health and Benefits



Central Administrative Services

Overview

Finance Department

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.

Legal Department

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.

Office of Internal Audit

The Office of Internal Audit 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.

Merit System Board

The Merit System Board's budget falls under the Administration Fund. The Board, which is authorized by the agency's enabling legislation, is comprised of three appointed members. The Board's operations are supported by one part-time Merit System employee. Both counties fund the Merit System Board's budget equally.

Merit System Board members are responsible for making recommendations to the agency's Merit System, hearing appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.) and hearing appeals on administrative grievances. With support of the agency's policy office and with input from employees and management, the Board recommends changes on Merit System Rules and Regulations (personnel policies); recommendations are submitted to the Commission for adoption. With support of the agency's human resources office, the Board reviews proposed changes to compensation and classification plans and submits recommendations to the Commission.

Support Services

Central Administrative Services Support Services accounts for non-discretionary shared operating expenses attributable to the Departments of Human Resources and Management (DHRM), Finance, Legal, the Merit System Board, the Office of Internal Audit, and the Office of the Chief Information Officer, 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.

Full descriptions of each division's functions are provided in each division's page.



Central Administrative Services Overview

BUDGET OVERVIEW

Central Administrative Services FY14 Proposed Budget Summary

	Montgomery County			
	<u>FY13 Budget</u>	<u>FY14 Proposed</u>	<u>% Change</u>	<u>% Allocation*</u>
Total Central Administrative Services				
Personnel Services	6,223,400	6,433,114	3.4%	45.7%
Supplies and Materials	159,700	159,700	0.0%	45.9%
Other Services and Charges	1,638,800	1,681,276	2.6%	46.9%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Subtotal Before Chargebacks	8,021,900	8,274,090	3.1%	46.0%
Chargebacks	(1,426,800)	(1,399,040)	-1.9%	35.6%
Total	<u>6,595,100</u>	<u>6,875,050</u>	<u>4.2%</u>	<u>48.9%</u>
	Prince George's County			
	<u>FY13 Budget</u>	<u>FY14 Proposed</u>	<u>% Change</u>	<u>% Allocation*</u>
Total Central Administrative Services				
Personnel Services	7,492,700	7,630,605	1.8%	54.3%
Supplies and Materials	188,100	188,100	0.0%	54.1%
Other Services and Charges	1,853,000	1,902,936	2.7%	53.1%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Subtotal Before Chargebacks	9,533,800	9,721,641	2.0%	54.0%
Chargebacks	(2,507,300)	(2,530,883)	0.9%	64.4%
Total	<u>7,026,500</u>	<u>7,190,758</u>	<u>2.3%</u>	<u>51.1%</u>
	Combined Totals			
	<u>FY13 Budget</u>	<u>FY14 Proposed</u>	<u>% Change</u>	<u>% Allocation*</u>
Total Central Administrative Services				
Personnel Services	13,716,100	14,063,719	2.5%	100.0%
Supplies and Materials	347,800	347,800	0.0%	100.0%
Other Services and Charges	3,491,800	3,584,212	2.6%	100.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Subtotal Before Chargebacks	17,555,700	17,995,731	2.5%	100.0%
Chargebacks	(3,934,100)	(3,929,923)	-0.1%	100.0%
Total	<u>13,621,600</u>	<u>14,065,808</u>	<u>3.3%</u>	<u>100.0%</u>

* % Allocation is the amount of budget funded by each County.



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY11 Budget	FY12 Budget	FY13 Budget	FY14 Proposed	% Change
MONTGOMERY							
	Risk Management	DHRM	\$38,100	\$32,000	\$17,800	\$17,941	-44.4%
	Risk Management	Finance	36,000	31,200	31,160	27,900	-0.1%
	Risk Management	Legal	153,200	127,000	177,800	178,560	40.0%
	Data Center - Park Fund	Finance	217,700	241,200	255,720	255,700	6.0%
	Enterprise Funds	Finance	216,000	216,000	167,000	181,500	-22.7%
	Grants - Single Audit	Finance	7,500	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	225,000	116,900	116,000	97,800	-0.8%
	CE Fund/EOB Fund	Finance	45,000	54,500	50,720	28,000	-6.9%
	Trust/Agency and Special Revenue Funds	Finance	9,000	7,800	22,000	21,000	182.1%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	23,600	0.0%
	Pension Trust Fund	Legal	30,900	32,140	32,000	32,100	-0.4%
	Admin Fund - Dev. Rev.	Legal	134,400	135,450	123,000	122,500	-9.2%
	Admin Fund - Planning	Legal	85,000	85,000	85,000	84,690	0.0%
	Park Fund	Legal	128,650	140,420	136,000	137,800	-3.1%
	Park Police Support	DHRM	50,000	50,000	50,000	50,395	0.0%
	Labor Relations - Park	DHRM	33,200	48,200	52,500	52,915	8.9%
	Group Insurance	DHRM	-	-	17,800	17,941	0.0%
	Subtotal Montgomery		<u>\$1,494,450</u>	<u>\$1,410,110</u>	<u>\$1,426,800</u>	<u>\$1,399,041</u>	<u>1.2%</u>
PRINCE GEORGE'S							
	Risk Management	DHRM	\$38,100	\$39,100	\$17,800	\$17,941	-54.5%
	Risk Management	Finance	54,000	46,700	46,670	48,900	-0.1%
	Risk Management	Legal	153,200	190,000	184,900	185,750	-2.7%
	Data Center - Park Fund	Finance	217,700	410,800	526,130	526,100	28.1%
	Enterprise Funds	Finance	302,300	231,200	214,800	223,314	-7.1%
	Sportsplex	Finance	84,700	64,800	60,200	62,986	-7.1%
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	50,000	0.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	50,000	0.0%
	Grants - Single Audit	Finance	7,500	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	153,000	116,900	116,000	97,800	-0.8%
	CE Fund/EOB Fund	Finance	3,600	21,800	11,600	15,400	-46.8%
	Trust/Agency and Special Revenue Funds	Finance	153,000	124,600	101,000	111,700	-18.9%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	61,200	0.0%
	Park Fund (5713)	Finance	222,200	108,700	124,000	124,000	14.1%
	Pension Trust Fund	Finance	23,600	23,600	23,600	23,600	0.0%
	Park Fund	Internal Audit	-	68,100	61,600	60,000	-9.5%
	Pension Trust Fund	Legal	30,900	32,100	32,000	32,100	-0.3%
	Park Fund - Atty support	Legal	80,000	80,000	94,000	80,000	17.5%
	Admin Fund - Planning	Legal	192,450	195,500	204,000	230,085	4.3%
	Park Fund	Legal	158,750	164,550	165,000	164,400	0.3%
	Adm Fund/PL HRIS/CC	DHRM	20,000	20,000	20,000	20,158	0.0%
	Park Fund HRIS/CC	DHRM	50,000	50,000	50,000	50,395	0.0%
	Recreation Fund HRIS/CC	DHRM	50,000	50,000	50,000	50,395	0.0%
	PG Planning Recruit.	DHRM	14,000	18,000	15,000	15,119	-16.7%
	Rec Fund Recruit.	DHRM	47,000	59,000	59,000	59,466	0.0%
	Park Fund Recruit	DHRM	33,000	41,000	41,000	41,324	0.0%
	Park Police Support	DHRM	50,000	50,000	50,000	50,395	0.0%
	Labor Relations - Park	DHRM	33,200	48,200	52,500	52,915	8.9%
	Group Insurance	DHRM	-	-	17,800	17,941	0.0%
	Subtotal Prince George's		<u>\$2,333,400</u>	<u>\$2,423,350</u>	<u>\$2,507,300</u>	<u>\$2,530,882</u>	<u>3.5%</u>
COMBINED TOTAL			<u>\$3,827,850</u>	<u>\$3,833,460</u>	<u>\$3,934,100</u>	<u>\$3,929,923</u>	<u>2.6%</u>
SUMMARY OF CHARGEBACKS BY SUPPLIER DEPARTMENT							
	DHRM		456,600	505,500	511,200	515,238	1.1%
	Finance		2,223,800	2,077,700	2,127,600	2,106,700	2.4%
	Legal		1,147,450	1,182,160	1,233,700	1,247,985	4.4%
	Internal Audit		-	68,100	61,600	60,000	-9.5%
TOTAL			<u>\$3,827,850</u>	<u>\$3,833,460</u>	<u>\$3,934,100</u>	<u>\$3,929,923</u>	<u>2.6%</u>



Central Administrative Services

Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

The bi-county proposed FY14 operating budget for Central Administrative Services before chargebacks is \$17,995,731, which is a 2.5% increase over FY13. The budgets sustain, at minimum, the same service level as FY13 and incorporate the compensation and benefit assumptions utilized for all operating departments.

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.

Annual Review of Cost Allocation and Chargebacks

Each year, cost drivers and labor distribution are analyzed to better reflect county service levels. The FY14 proposal was based on the analysis performed in the spring.

The FY14 funding allocation for all administrative funds, except for the Merit System Board, is approximately 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. The Merit System Board's budget is allocated at 50% for each county.

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

Investing in an Essential Needs Budget

For FY13, the CAS budget sustained a no growth budget. In FY14, the proposal looks to address essential needs that have been postponed in prior years because of funding issues. The proposal focuses on such core needs as:

- Critical infrastructure, capital equipment and maintenance that have been deferred in prior years.
- Employee safety issues
- Legal mandates, e.g., ADA compliance
- Corporate budget administrative support

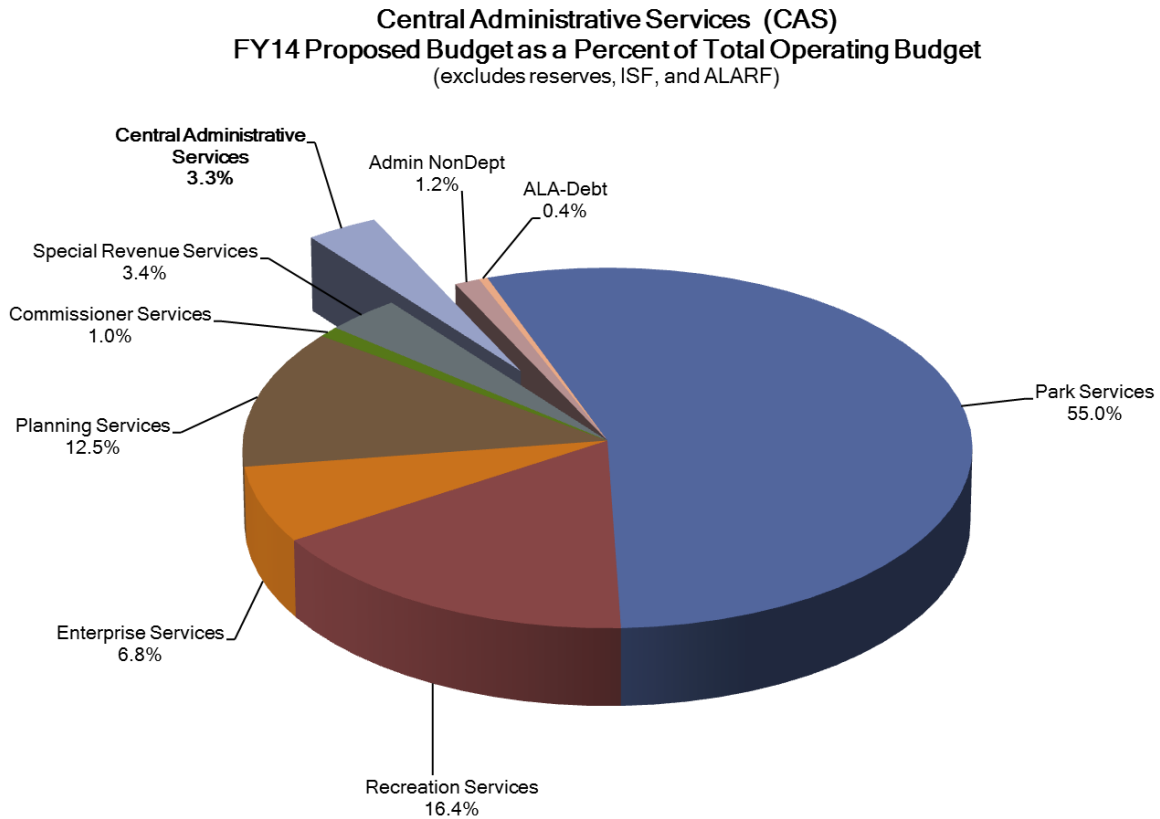
The CAS budget proposal continues to freeze 12 workyears or 10% of positions even while work program demands have increased over the past few years. Work program demands such as collective bargaining, development of strategies for long-term fiscal planning, increased cost analyses for alternative medical designs to contain costs, preparation for health care reform, required policy revisions, zoning ordinance review, legal advice, and the new ERP continue to increase the demand for CAS departments' services.

In addition to the above demands, in FY14, CAS departments will conclude their 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.



Central Administrative Services Overview

The CAS proposed budget is 3.3% of the Commission’s proposed total bi-county operating budget. CAS has remained below 4.5% of the Commission budget for over a decade.



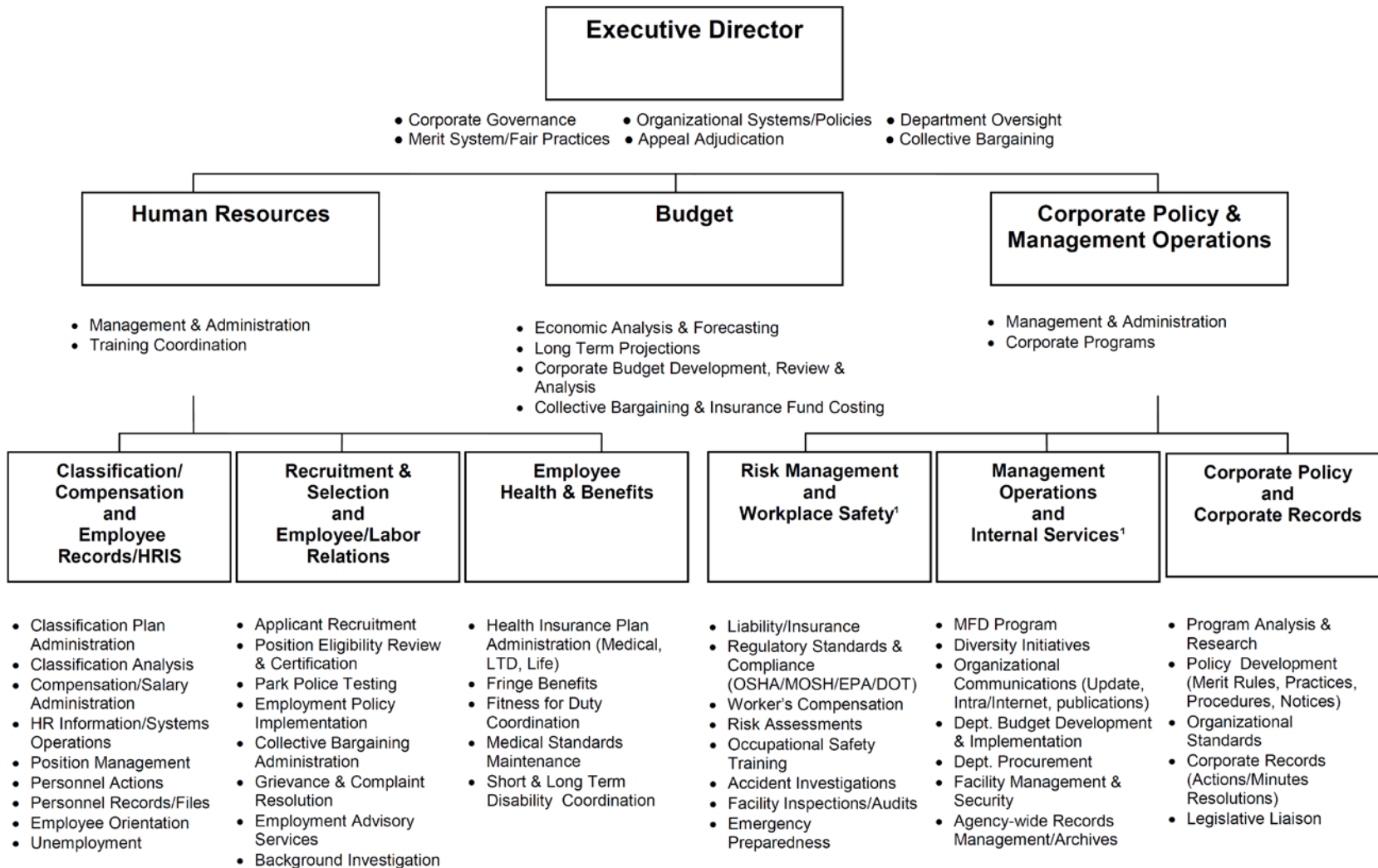
CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments and improved service transparency. More comprehensive details on programs can be found in the individual department sections.





DEPARTMENT OF HUMAN RESOURCES & MANAGEMENT

Central Administrative Services
Department of Human Resources and Management
ORGANIZATIONAL STRUCTURE



¹Programs funded by tax and non-tax supported funds

Central Administrative Services

Department of Human Resources and Management

MISSION AND OVERVIEW

The mission of the Department of Human Resources and Management (DHRM) is to provide quality corporate governance and budget services, effective organizational standards, and human resource management systems; to perform with integrity, innovation, and responsiveness, and to 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 was not presented in its entirety in the Commission's County specific Proposed Budget documents until FY13. The administrative costs were previously presented with the Risk Management Fund budget. To improve transparency, all costs related to the Commission-wide GIF began to be presented in both Proposed Budgets beginning in FY13.

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

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, and the Merit System Board.

PROGRAMS AND SERVICES PROVIDED

Over the past few years, the department has implemented a number of initiatives to ensure that the needs of operating departments are actively considered in the establishment of work program priorities. This is accomplished through regular meetings with senior management, formal input on recommended programs and policies, and other collaborative efforts. Highlights of programs managed by each division include:



Central Administrative Services

Department of Human Resources and Management

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.

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 departments 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 and 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 manage department operating budgets; that role is assumed by the department Directors and their budget staff.

Corporate Policy and Management Operations Division

The Corporate Policy and Management Operations Division is responsible for assisting with organizational governance, organizational policy, employee communications, and other corporate programs which support 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 operational standards, 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 manages the agency's workplace safety, risk management, and corporate records programs. The Division operates under three cross-functional teams – Corporate Policy and Corporate Records, Management Operations and Internal Services, and Risk Management and Workplace Safety.



Central Administrative Services

Department of Human Resources and Management

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 (e.g., dissemination of Commission-wide directives, update newsletters, facility and emergency closing information, telephone directories, etc.). The Division 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 develops and implements programs that help protect employees and patrons, protect and secure the agency's assets, and mitigate losses. Goals are achieved through supervisory/employee training, compliance with federal/state safety regulations issued by Maryland Occupational Safety and Health (MOSH), federal Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and the Department of Transportation (DOT); administration of workers compensation and liability programs, insurance portfolios for loss control, and safety programs such as drug and alcohol testing, blood-borne pathogens and hazards, drivers' license and driver safety, and emergency response initiatives; accident and damage inspections; and risk assessments. The unit also provides oversight of the agency's participation in the self-insurance program administered by the Montgomery County Government (MCSIP). The self-insurance program provides specialized services related to third party reviews of workers' compensation/liability claims and participation in some group insurance.

Human Resources Division

The goal of the Human Resources Division is to ensure 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; and a safe work environment.

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.



Central Administrative Services

Department of Human Resources and Management

The 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.

HRIS/Employment Records 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 (KRONOS) 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 fosters management/employee partnerships and assisting management in handling complex employment concerns. Staff investigates complaints and resolves grievances, 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, administration of employment policy and 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 Health and 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.



Central Administrative Services

Department of Human Resources and Management

ACCOMPLISHMENTS (FY13)

A number of critical updates to agency-wide programs and policies were made to strengthen internal controls, implement cost containment strategies, ensure compliance with changing laws, and enhance transparency/public accountability. These efforts included:

- Enterprise Resource Planning System (ERP): DHRM, in partnership with the Department of Finance, undertook replacement of its Human Resources Information and Budget Systems as part of the implementation of a consolidated ERP System. The ERP will integrate multiple functional areas such as Human Resources, Payroll, Budget and other components in order to create efficiencies and provide better information for decision making purposes. The use of one system to accomplish business needs across multiple functional areas is a major benefit of the ERP.
- Collective Bargaining: Negotiations were completed with two collective bargaining Unions to achieve wage concessions and other pension and health benefit cost control measures necessary to contain costs. The focus of the team was on restructuring compensation and benefits to levels which are competitive yet more fiscally sustainable. The negotiations resulted in agreements with both unions for one time payments for FY13 and pension and health benefit restructuring.
- Pension and Health Benefits: Implemented benefit restructuring following a comprehensive review of the agency's pension and medical programs to contain costs while maintaining competitive benefits. Pension design changes were implemented for newly hired non-police employees. Additional amendments include increased employee pension contributions. Employees and retirees will begin to pay an increased cost share for medical benefits beginning in January of 2013. These changes reduced the Commission's financial burden by two million dollars.
- Implemented Federal Health Care Reform: DHRM applied for and received \$340,000 in reimbursements from the Early Retiree Reinsurance program established through health care reform. The office also applied for and received \$374,000 from the Center for Medicare and Medicaid Services (CMS) through the Medicare Part D (Prescription) Subsidy program.
- Reengineered budget function for greater effectiveness. Implemented enhanced functions process for salary projections, long-range planning, labor cost modeling, and cost allocation.
- Policy: Updated and streamlined organizational policies, standards and programs in the following areas:
 - Merit system leave policies to accomplish benefit savings.
 - Mobile technology policy strengthening program oversight, business need assessments, and user responsibilities.
 - Agency-wide sustainability policy which establishes updated and comprehensive benchmarks in the area of energy efficiency, resource conservation, green building practices, and education.
 - Safety standards in the area of driving records, drug/alcohol testing, smoking prohibitions, and inclement weather, and emergency action plans.
 - Telework, compressed workweeks, and flextime policies.
 - Investigation responsibilities for organizational audits and concerns of fraud, waste, and abuse concerns.
 - Ethics policies in the area of financial disclosures and secondary employment, acceptance of awards, etc.



Central Administrative Services

Department of Human Resources and Management

- Developed online and printed educational tools to improve customer service outreach by Department of Human Resources (i.e., resource pamphlets/contacts for all new hires).
- Completed reclassification study including revisions to policies and procedures.
- Implemented multi-state drivers' license monitoring program for all operators of agency vehicles to ensure that agency driving standards are met.
- Completed implementation of online applicant tracking system for seasonal/intermittent hiring.
- Automated grievance case management (*LaborSoft*).
- Implemented improvements to unemployment compensation program to ensure more proactive management of claims and reduced unemployment expenses.
- Centralized ADA Reasonable Accommodation guidance for all Title I Employment Issues.
- Conducted Park Police Promotional Assessment Center and coordinated selection and promotions with the Divisions.
- Implemented restructured Vehicle Use Program to incorporate more comprehensive and stringent standards to ensure greater oversight and limit the use of take home vehicles, strengthen driver eligibility requirements, and incorporate additional cost containment measures.
- Implemented substantive updates on the agency's employment records programs to ensure compliance with The Health Insurance Portability and Accountability Act, Public Information Act, and other privacy protections; and establish clearer guidance on record keeping and access.
- Provided executive leadership for the agency's Diversity Council and its updated strategic and budget plans.
- Designed and implemented on-line job safety analysis program to assist departments in improving safety compliance.
- Implemented coordinated audit of corporate archived records with operating departments to ensure compliance with State of Maryland adopted retention standards.



Central Administrative Services

Department of Human Resources and Management

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	<u>FY13 Adopted</u>	<u>FY14 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
Montgomery County				
Budget				
Expenditures	\$1,784,600	\$1,864,052	4.5%	44.5%
Staffing				
Funded Career Positions	15.50	16.00	3.2%	43.0%
Funded Workyears	13.50	14.00	3.7%	43.0%
Prince George's County				
Budget				
Expenditures	\$2,223,300	\$2,328,876	4.8%	55.5%
Staffing				
Funded Career Positions	20.5	21.0	2.4%	57.0%
Funded Workyears	17.5	18.0	2.9%	57.0%
Combined Department Total				
Budget				
Expenditures	\$4,007,900	\$4,192,928	4.6%	100.0%
Staffing				
Funded Career Positions	36.0	37.0	2.8%	100.0%
Funded Workyears	31.0	32.0	3.2%	100.0%

*Percent Allocated is the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

The FY14 proposed budget is \$4,192,928, representing an increase of 4.6% or \$185,028 over the FY13 adopted budget level. Note that the FY13 approved budget includes \$66,300 cost of the one-time salary lump sum payment. The FY14 increase is 6.4% if the one time lump sum bonus is excluded. Based on the analysis by the Corporate Budget Office, the Commission supported maintaining the current allocation before chargebacks between counties at 42.6% Montgomery and 57.4% Prince George's for DHRM. The explanation below is provided for total expenditures for the Fund.

- Personnel Services reflect a proposed increase of \$119,000 or 3% primarily due to one new position and increased benefit costs partially offset by a \$39,000 reduction from four new hires at lower salaries and restructuring of two positions. One new position was supported by the Commission for the Corporate Budget office. This position, a grade G, administrative specialist, will provide critical administrative support functions such as managing the budget calendar, entering data, and performing general administrative duties to allow the budget manager and budget specialists to focus on more complex budget development functions.



Central Administrative Services

Department of Human Resources and Management

- Supplies and Materials are proposed to remain flat. Other Services and Charges are proposed to increase by \$70,000, to accommodate essential needs. These requests are in response to program priorities identified by operating departments. They are outlined below.
 1. Classification and Compensation study - \$50,000. Based on the input from the current reclassification process study, Department Directors requested a more comprehensive study of our current position descriptions, grades, and salaries. Concerns were shared on the organization's ability to attract and retain highly qualified candidates in order to accomplish the organization's work programs.
 2. Implement updated employee record filing systems - \$8,000. DHRM houses the confidential employment records for employees. The current system, which is approximately 15 years old, requires replacement to improve security and capacity for confidential personnel records. The request reflects financing a \$40,000 system at an \$8,000 annual cost over 5 years.
 3. Implement online training on preventing sexual and workplace harassment - \$12,000. Employers are required under Title VII of the Civil Rights Act of 1964 to provide an environment free of workplace harassment. In order to supplement onsite classroom training, the department has been asked to consider online training to ensure continuous and regular efforts.

FY14 Work Program Priorities

- Continue to review and administer human resources programs that support a fair and diverse workplace, adhere to best practices and employment regulations and provide for cost effective benefits.
- Conduct classification and compensation study to ensure pay equity and ability to recruit and retain a highly skilled work force; conduct pay for performance study; and implement recommendations from FY13 reclassification study.
- Negotiate union contracts to include full collective bargaining agreement with the Fraternal Order of Police (FOP) and a contract wage reopener with Municipal and County Government Employees Organization (MCGEO).
- Continue analysis and develop recommendations for employee benefit cost containment.
- Continued implementation of the Enterprise Resource Planning System (ERP) for HR and Budget functions in collaboration with the Department of Finance and operating departments.
- Continue to enhance the role of the corporate budget to assure prudent use of funds; long-range strategic budget planning; continue to streamline budget processes, and improve transparency of budget information.
- Continue to revise/streamline and implement agency-wide policies and procedures which ensure compliance with federal/state regulations, meet operational needs, and strengthen internal controls and public accountability.
- Reduce workplace injuries and related expenses through on-site prevention, training, and enhanced return to work initiatives through coordination with departments and human resources.
- Conduct needs assessment of records management program in coordination with the Office of the Chief Information Officer and operating departments; implement customer oriented enhancements.



Central Administrative Services

Department of Human Resources and Management

FY13 Strategic Initiatives Update

- Implemented pension and medical benefits plan design and cost share changes to maintain competitive benefits at sustainable funding levels.
- Implemented new collective bargaining agreements with FOP and MCGEO.
- Implemented Enterprise Resource Planning System (ERP) for HR and Budget functions in collaboration with the Finance and Operating Departments.
- Established a number of organizational policies /programs to promote organizational initiatives, provide clearer guidance, strengthen internal controls and ensure greater public accountability.
- Rebuilt a more effective and efficient budget function.
 - Prioritized outputs to achieve the best value-add possible within resources.
 - Evaluated business processes and reengineer where needed including the processes for salary projections, long-range planning, labor cost modeling, and cost allocation.
 - Ensured the new ERP system increases budget automation including, business analytics, flexible budgeting, labor cost modeling, and more efficient budget planning and reporting.
- Implemented Federal Health Care Reform as each portion of the law became effective.
- Provided executive guidance to Diversity Council in developing and implementing strategic plan initiatives.
- Improved recruitment efficiency and effectiveness through greater use of technology such as Facebook and Twitter.
- Expanded the use of technology for tracking and gathering data for employee relations issues through use of database system *LaborSoft*.
- Centralized ADA Reasonable Accommodation guidance for all Title I Employment Issues.
- Conducted Park Police Promotional Assessment Center and coordinated selection and promotions with the Divisions.



Central Administrative Services Department of Human Resources and Management

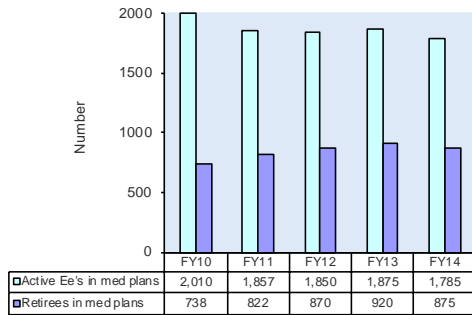
GOALS AND PERFORMANCE MEASURES

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

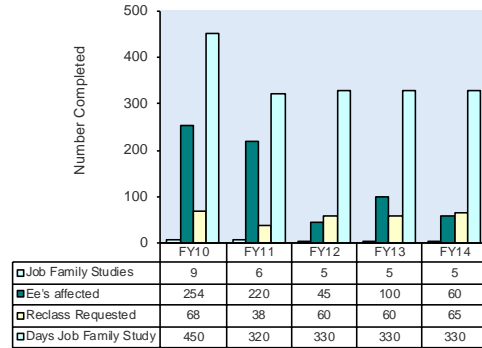
Objective: To provide quality corporate management and human resource systems.

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.

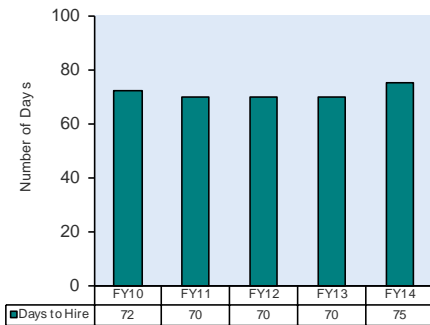
Employee Health and Benefits



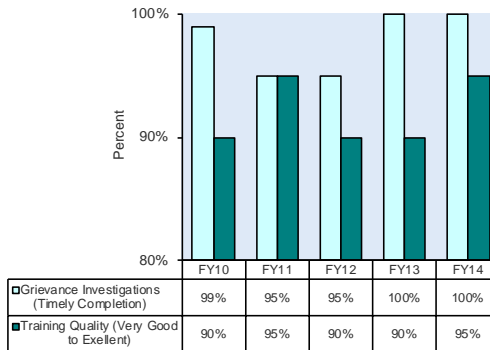
Classification and Compensation



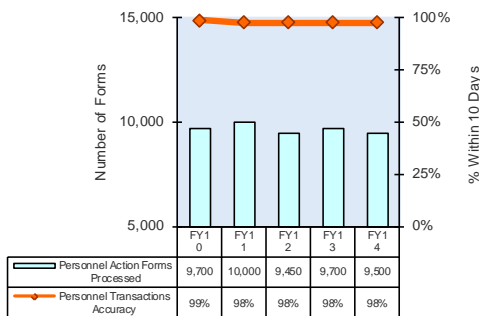
Recruitment and Selection



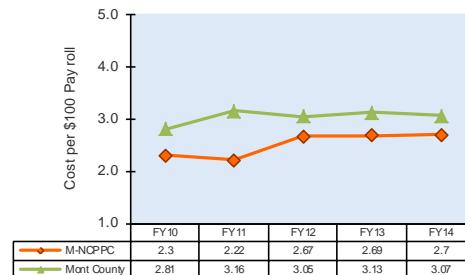
Employee and Labor Relations



Human Resource Records



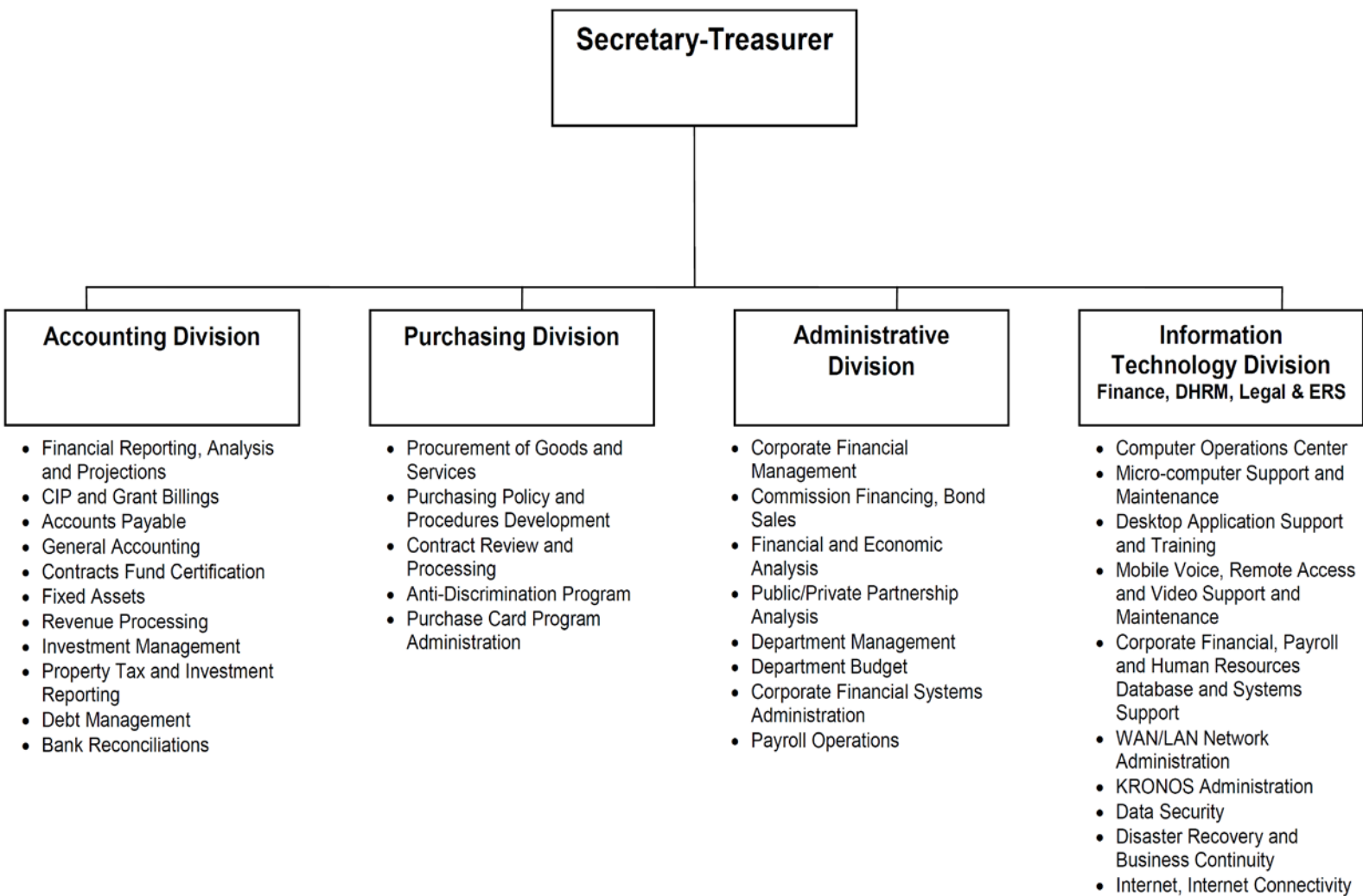
Risk and Safety Management Claims and Workers' Compensation Costs



Commission participates in same self-insurance fund & claims admin as Montgomery County Government



FINANCE DEPARTMENT



Central Administrative Services Finance Department

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.

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

Office of the Secretary-Treasurer

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.

Accounting Division

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.

Central Purchasing

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.



Central Administrative Services

Finance Department

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.

Finance Information Technology

The Finance Information Technology Division is responsible for managing the operations and support for the Commission financial and human resources systems, timekeeping system, Retirement systems, Internet, 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

<ul style="list-style-type: none"> Financial Management (4 Performance Series Modules--Accounting, Budgeting, Purchasing, Fixed Assets) 	<ul style="list-style-type: none"> Highline ePersonality ® (Payroll)
<ul style="list-style-type: none"> Purchasing Bidders List and Contract Log 	<ul style="list-style-type: none"> MFD Vendor System
<ul style="list-style-type: none"> EnergyCAP Utility/Energy Management 	<ul style="list-style-type: none"> EMPHYSIS Investment Management
<ul style="list-style-type: none"> Purchase Card System 	

Human Resources Systems

<ul style="list-style-type: none"> Highline ePersonality ® (modules include: HR, Foundation, Benefits Administration, Salary Administration, Forecasting & Costing, Training & Development, Safety & Health) 	<ul style="list-style-type: none"> Employees’ Retirement System
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Program Support Systems

<ul style="list-style-type: none"> Contract management 	<ul style="list-style-type: none"> Mobile Device policy and program administration
<ul style="list-style-type: none"> eCounsel hosted service 	<ul style="list-style-type: none"> Microsoft Office 365 hosted email service
<ul style="list-style-type: none"> NeoGov hosted service 	<ul style="list-style-type: none"> Kronos timekeeping hosted service
<ul style="list-style-type: none"> Safety Shoe program 	<ul style="list-style-type: none"> Labor Soft Grievance hosted service
<ul style="list-style-type: none"> Performance metric system 	<ul style="list-style-type: none"> INSITE and Training Calendar
<ul style="list-style-type: none"> Symantec Enterprise Backup System 	<ul style="list-style-type: none"> VMware virtualized servers and desktops
<ul style="list-style-type: none"> Archive Records Management System 	<ul style="list-style-type: none"> Disaster recovery and Business Continuity program
<ul style="list-style-type: none"> Computer Tape/Media Library System 	<ul style="list-style-type: none"> Contract Routing and PO System
<ul style="list-style-type: none"> Sharepoint service 	<ul style="list-style-type: none"> Active Directory service
<ul style="list-style-type: none"> Verdiem Surveyor system 	<ul style="list-style-type: none"> Sympro Investment program



Central Administrative Services Finance Department

ACCOMPLISHMENTS

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 39th consecutive year in FY2011. The Commission has received this award longer than any other organization in its category.

BUDGET AT A GLANCE

Summary of Finance Department Budget

		FY13 Adopted	FY14 Proposed	% Change	% Allocated*
Montgomery County					
Budget					
	Expenditures	\$2,764,800	\$2,817,215	1.9%	46.8%
Staffing					
	Funded Career Positions	30.00	26.40	-12.0%	43.3%
	Funded Workyears	27.50	24.30	-11.6%	43.4%
Prince George's County					
Budget					
	Expenditures	\$3,180,600	\$3,198,788	0.6%	53.2%
Staffing					
	Funded Career Positions	31.00	34.60	11.6%	56.7%
	Funded Workyears	28.50	31.70	11.2%	56.6%
Combined Department Total					
Budget					
	Expenditures	\$5,945,400	\$6,016,003	1.2%	100.0%
Staffing					
	Funded Career Positions	61.00	61.00	0.0%	100.0%
	Funded Workyears	56.00	56.00	0.0%	100.0%

*Percent Allocated is the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

The FY14 Proposed Budget is \$6,016,003 which reflects a 1.2% increase from the FY13 adopted budget after chargebacks.

The Personnel Services budget increases \$70,603 or 1.09%. The FY 2013 adopted budget includes one-time salary payments totaling \$128,300. Funds have been requested in the non-departmental account for salary adjustments in FY14. Had this request been included in the departmental request, the increase would be \$198,903 or 3.05%, with the primary cost driver being increased pension costs.



Central Administrative Services Finance Department

Supplies and Materials are proposed to remain at FY13 levels with a 0% change. Other Services and Charges are proposed to decrease \$20,900 from FY13 levels with a 1.54% change.

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.

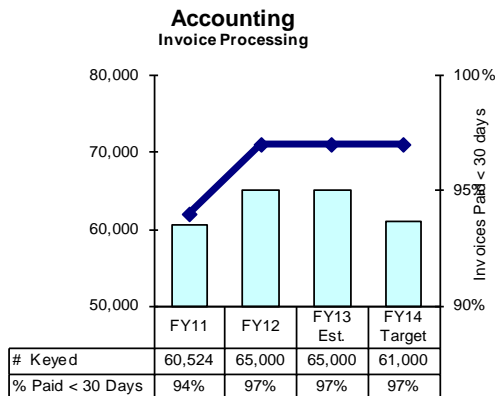
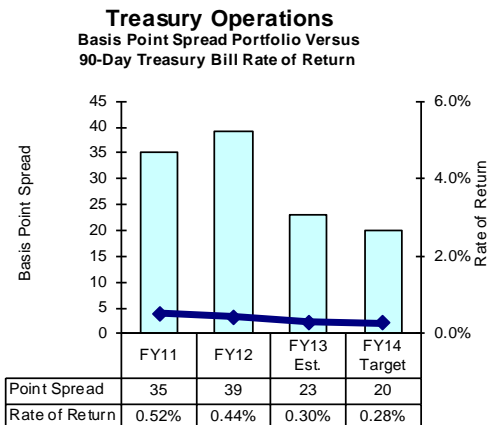


Central Administrative Services Finance Department

GOALS AND PERFORMANCE MEASURES

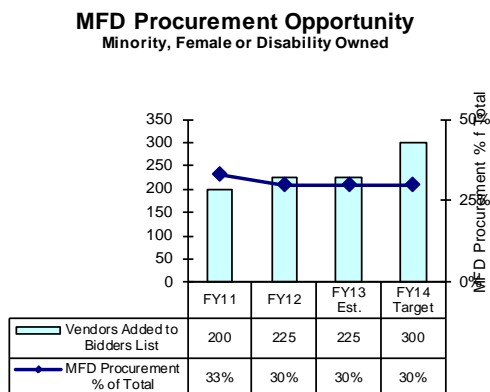
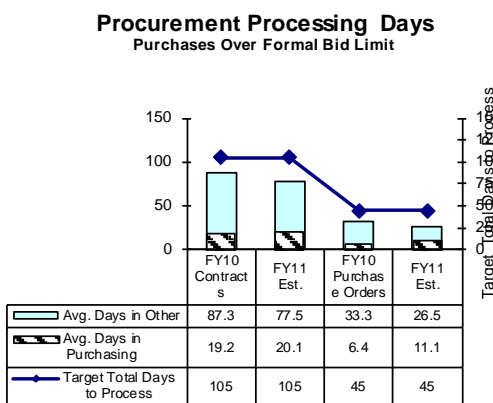
Finance Department Performance Measures

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.

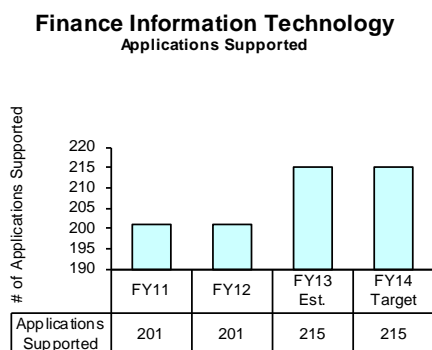
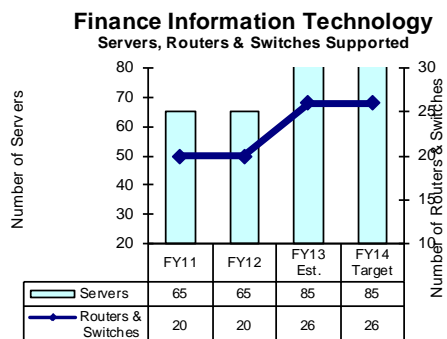


Note: The Commission has received the Government Finance Officers Association certificate of achievement in financial reporting for 37 consecutive years.

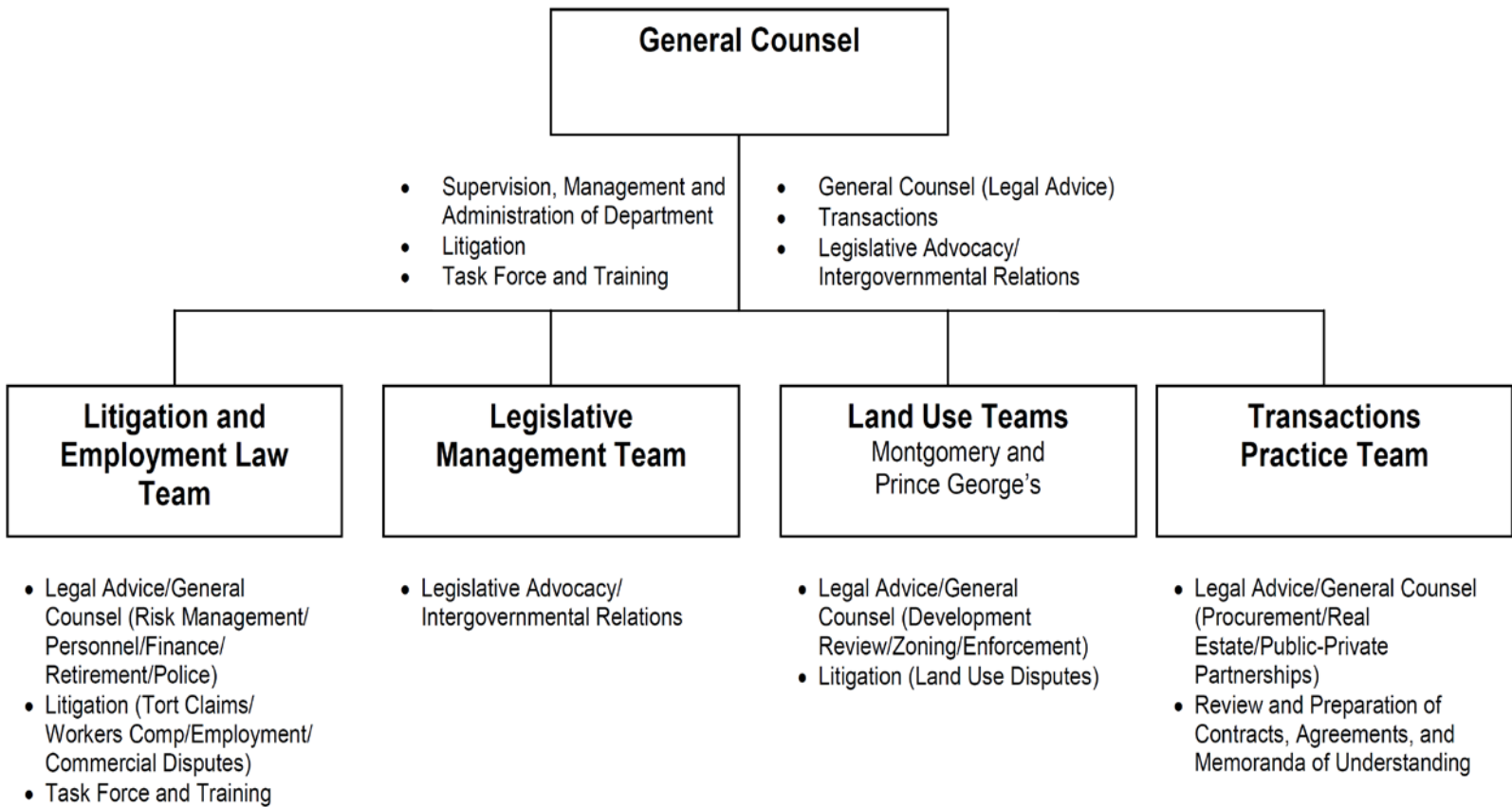
Outcome Central Purchasing: Achieving the best value at the lowest price through public competition when purchasing commodities, supplies, equipment and services.



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



LEGAL DEPARTMENT



Central Administrative Services

Legal Department

OVERVIEW

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.

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

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



Central Administrative Services Legal Department

BUDGET AT A GLANCE

Summary of Legal Department Budget

	FY13 Adopted	FY14 Proposed	% Change	% Allocated*
Montgomery County				
Budget				
Expenditures	\$1,255,100	\$1,405,919	12.0%	64.6%
Staffing				
Funded Career Positions	12.70	12.70	0.0%	55.2%
Funded Workyears	12.25	13.25	8.2%	57.6%
Prince George's County				
Budget				
Expenditures	\$726,500	\$769,243	5.9%	35.4%
Staffing				
Funded Career Positions	10.30	10.30	0.0%	44.8%
Funded Workyears	9.75	9.75	0.0%	42.4%
Combined Department Total				
Budget				
Expenditures	\$1,981,600	\$2,175,162	9.8%	100.0%
Staffing				
Funded Career Positions	23.00	23.00	0.0%	100.0%
Funded Workyears	22.00	23.00	4.5%	100.0%

*Percent Allocated is the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Provide legal support for Prince George's County Zoning Ordinance initiative.
- Provide legal support for Wheaton Regional Headquarters initiative.
- Minimize disruption to routine and court-mandated legal work resulting from major initiatives.
- Restore funding for full-time transactional attorney.
- Adjust non-personnel spending by shifting funds included in FY13 for administrative support in response to recent and ongoing needs for outside counsel. The net budget effect of this shift is \$0.



Central Administrative Services

Office of Internal Audit

OVERVIEW

The Office of Internal Audit 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.

MISSION

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.

BUDGET AT A GLANCE

Summary of Office of Internal Audit Budget

	FY13 Adopted	FY14 Proposed	% Change	% Allocated*
Montgomery County				
Budget				
Expenditures	\$149,800	\$151,113	0.9%	37.0%
Staffing				
Funded Career Positions	2.00	2.00	0.0%	40.0%
Funded Workyears	1.50	1.50	0.0%	37.0%
Prince George’s County				
Budget				
Expenditures	\$255,500	\$257,100	0.6%	63.0%
Staffing				
Funded Career Positions	3.00	3.00	0.0%	60.0%
Funded Workyears	2.50	2.50	0.0%	63.0%
Combined Department Total				
Budget				
Expenditures	\$405,300	\$408,213	0.7%	100.0%
Staffing				
Funded Career Positions	5.00	5.00	0.0%	100.0%
Funded Workyears	4.00	4.00	0.0%	100.0%

*Percent Allocated is the amount of the Department’s budget funded by each county.



Central Administrative Services Office of Internal Audit

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

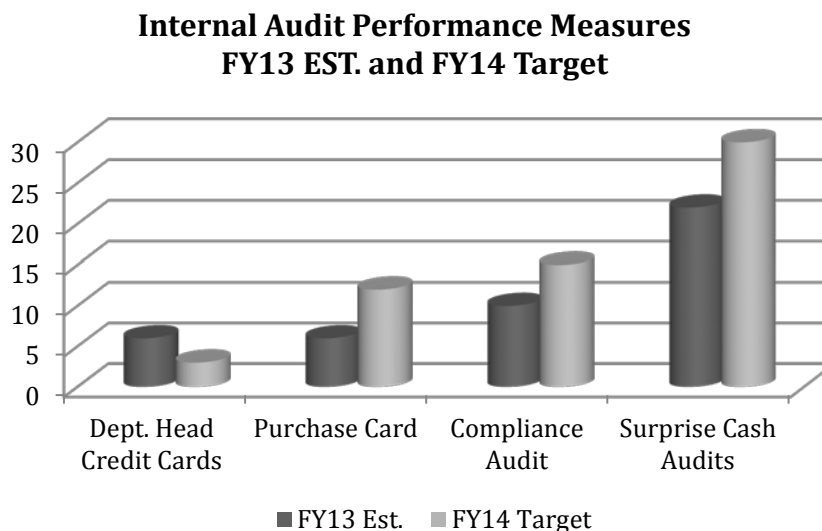
The FY14 proposed budget maintains the same service levels as FY13 with no major changes. A slight increase in personnel cost from major known commitments is the only dollar change.

GOALS AND 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.



Central Administrative Services

Merit System Board

OVERVIEW

The Merit System Board's budget falls under the Administration Fund. The Board, which is authorized by the agency's enabling legislation, is comprised of three appointed members. The Board's operations are supported by one part-time Merit System employee. Both counties fund the Merit Board's budget equally.

PROGRAMS AND SERVICES PROVIDED

Merit System Board members are responsible for making recommendations to the agency's Merit System, hearing appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.) and hearing appeals on administrative grievances. With support of the agency's policy office and with input from employees and management, the Board recommends changes on Merit System Rules and Regulations (personnel policies); recommendations are submitted to the Commission for adoption. With support of the agency's human resources office, the Board reviews proposed changes to compensation and classification plans and submits recommendations to the Commission.

FY14 Work Program Priorities

Continue to maintain timely caseload and quality service to the Commission and employees.

ACCOMPLISHMENTS

During the reporting period of July 1, 2011 through June 30, 2012, the Merit System Board decided seven administrative appeals presented to the Board by Commission Merit System employees, all of which were received in FY12. One case was on the docket as of July 1, 2012 that was ultimately dismissed. Five cases carried into FY13. An additional eight appeals have been received in FY13 as of mid-December, 2012.

BUDGET AT A GLANCE

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 FY14 Merit System Board Budget is proposed at \$154,402, an 8.6% increase over FY13 attributable to professional services. Personnel Services costs increase slightly by 1.89% to reflect projected changes in health insurance, retirement, FICA and Medicare. The budget provides for one part-time administrator, one part-time chair, and two part-time board members. Supplies and Materials costs are flat at \$1,800. The Other Services and Charges category increases by \$10,000 for outside legal counsel.



Central Administrative Services Merit System Board

Summary of Merit System Board Budget

	FY13 Adopted	FY14 Proposed	% Change	% Allocated*
Montgomery County				
Budget				
Expenditures	\$71,200	\$77,201	8.4%	50.0%
Staffing				
Funded Career Position	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Prince George's County				
Budget				
Expenditures	\$71,000	\$77,201	8.7%	50.0%
Staffing				
Funded Career Position	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Combined Department Total				
Budget				
Expenditures	\$142,200	\$154,402	8.6%	100.0%
Staffing				
Funded Career Position	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

*Percent Allocated is the amount of the Department's budget funded by each county.

Position and workyears remain unchanged from FY13 Levels.

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- The salaries of appointed board members are determined by the Commission through Resolution. No changes are expected in FY14 to Board member salaries. The proposed salary for the one part-time Merit employee is based on maintaining current scheduled hours. The salary adjustment is budgeted in the non-departmental account in the Administration Fund.
- A small increase (1.89% or \$2,200) is identified for projected changes in health insurance, retirement, FICA and Medicare, attributed to the Merit System Board's part-time employee.
- The majority of the proposed increase is to cover \$10,000 of additional outside legal services on matters which come before the Board.



Central Administrative Services

CAS Support Services

MISSION AND OVERVIEW

The mission of the Central Administrative Service Support Services is to provide support to the departments that make up the Central Administrative Services (CAS).

PROGRAMS AND SERVICES PROVIDED

Central Administrative Services Support Services accounts for non-discretionary shared operating expenses attributable to the Departments of Human Resources and Management (DHRM), Finance, Legal, the Merit System Board, the Office of Internal Audit, and the Office of the Chief Information Officer, 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.

ACCOMPLISHMENTS FY13

- Unemployment costs were reduced through restructuring and improvement to the management of unemployment claims. The effects of these improvements are reflected in FY14 proposed budget which includes a \$16,000 reduction in budgeted Personnel Services due to lower unemployment insurance expenses.
- Contracts for telephone and communication services were renegotiated for 17% savings in FY14.

BUDGET AT A GLANCE

The total proposed FY14 budget is \$ 1,119,100, representing a 1.8% decrease (\$20,100) from FY13 levels.

The Support Services Fund does not include funding for any staff. The largest portion of the CAS budget (65% or \$725,000) is attributed to charges paid by CAS for EOB office space and building operations. This charge is based on a rate of \$18.79/sq. foot.

Other expenses that comprise the CAS Support Services budget include:

- Personnel Services costs for reimbursement of unemployment insurance for the State of Maryland.
- Supplies and Materials cover small office fixtures, communication equipment and other office supplies shared by departments/units in the building.
- Other Services and Charges (OS&C) category includes expenses for technology, utilities, postage, lease of copiers, and equipment repair/maintenance. OS&C provides funds for CAS share of risk management and partial funds for the contract of equipment and services for the Document Production Services Center.



Central Administrative Services

CAS Support Services

Summary of CAS Support Services Budget

	<u>FY13 Adopted</u>	<u>FY14 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<i>Montgomery County</i>				
Budget				
Expenditures	\$569,600	\$559,500	-1.8%	50.0%
<i>Prince George's County</i>				
Budget				
Expenditures	\$569,600	\$559,500	-1.8%	50.0%
<i>Combined Total</i>				
Budget				
Expenditures	\$1,139,200	\$1,119,100	-1.8%	100.0%

*Percent Allocated is the amount of the Department's budget funded by each county.

CAS Support Services does not include personnel.

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- The proposed budget includes a \$16,000 reduction in Personnel Services due to lower unemployment insurance expenses.
- Supplies and Materials remain unchanged.
- Other Services and Charges were reduced by 0.4% or \$4,100. This amount primarily reflects:
 - A 17% (or \$20,000) reduction in renegotiated telephone and communication services.
 - Elimination of a small CAS rent subsidy of \$15,000.

FY14 Work Program Priorities

Continued assessment of shared resources (e.g., telecommunications, postage, printing services, utilities, etc.) for greater efficiency and potential cost containment.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	1,412,754	1,572,500	1,623,222	3.2%
Supplies and Materials	14,935	41,500	41,500	0.0%
Other Services and Charges	381,598	308,700	338,520	9.7%
Capital Assets	(1,875)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(130,200)	(138,100)	(139,190)	0.8%
Total	1,677,212	1,784,600	1,864,052	4.5%
Prince George's County				
Personnel Services	1,945,890	2,216,200	2,284,544	3.1%
Supplies and Materials	29,521	41,500	41,500	0.0%
Other Services and Charges	497,188	338,700	378,880	11.9%
Capital Assets	(18,040)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(375,300)	(373,100)	(376,048)	0.8%
Total	2,079,259	2,223,300	2,328,876	4.7%
Combined Total				
Personnel Services	3,358,644	3,788,700	3,907,766	3.1%
Supplies and Materials	44,456	83,000	83,000	0.0%
Other Services and Charges	878,786	647,400	717,400	10.8%
Capital Assets	(19,915)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(505,500)	(511,200)	(515,238)	0.8%
Total	3,756,471	4,007,900	4,192,928	4.6%
Department of Finance				
Montgomery County				
Personnel Services	2,929,500	2,829,400	2,860,115	1.1%
Supplies and Materials	111,300	79,900	79,900	0.0%
Other Services and Charges	496,291	590,400	581,400	-1.5%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(759,900)	(734,900)	(704,200)	-4.2%
Total	2,777,191	2,764,800	2,817,215	1.9%
Prince George's County				
Personnel Services	3,685,400	3,697,500	3,737,388	1.1%
Supplies and Materials	120,600	104,300	104,300	0.0%
Other Services and Charges	815,186	771,500	759,600	-1.5%
Capital Assets	2,400	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,317,800)	(1,392,700)	(1,402,500)	0.7%
Total	3,305,786	3,180,600	3,198,788	0.6%
Combined Total				
Personnel Services	6,614,900	6,526,900	6,597,503	1.1%
Supplies and Materials	231,900	184,200	184,200	0.0%
Other Services and Charges	1,311,477	1,361,900	1,341,000	-1.5%
Capital Assets	2,400	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,077,700)	(2,127,600)	(2,106,700)	-1.0%
Total	6,082,977	5,945,400	6,016,003	1.2%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,475,147	1,610,000	1,743,963	8.3%
Supplies and Materials	17,580	14,900	14,900	0.0%
Other Services and Charges	171,257	184,000	202,706	10.2%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(519,950)	(553,800)	(555,650)	0.3%
Total	1,144,034	1,255,100	1,405,919	12.0%
Prince George's County				
Personnel Services	1,056,359	1,207,500	1,243,972	3.0%
Supplies and Materials	17,623	14,900	14,900	0.0%
Other Services and Charges	334,901	184,000	202,706	10.2%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(662,150)	(679,900)	(692,335)	1.8%
Total	746,733	726,500	769,243	5.9%
Combined Total				
Personnel Services	2,531,506	2,817,500	2,987,935	6.0%
Supplies and Materials	35,203	29,800	29,800	0.0%
Other Services and Charges	506,158	368,000	405,412	10.2%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,182,100)	(1,233,700)	(1,247,985)	1.2%
Total	1,890,767	1,981,600	2,175,162	9.8%
Merit System Board				
Montgomery County				
Personnel Services	50,540	58,300	59,301	1.7%
Supplies and Materials	172	900	900	0.0%
Other Services and Charges	13,357	12,000	17,000	41.7%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	64,069	71,200	77,201	8.4%
Prince George's County				
Personnel Services	50,543	58,100	59,301	2.1%
Supplies and Materials	198	900	900	0.0%
Other Services and Charges	13,328	12,000	17,000	41.7%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	64,069	71,000	77,201	8.7%
Combined Total				
Personnel Services	101,083	116,400	118,602	1.9%
Supplies and Materials	370	1,800	1,800	0.0%
Other Services and Charges	26,685	24,000	34,000	41.7%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	128,138	142,200	154,402	8.6%

Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Office of Internal Audit				
Montgomery County				
Personnel Services	134,043	140,200	141,513	0.9%
Supplies and Materials	(1,995)	5,500	5,500	0.0%
Other Services and Charges	5,699	4,100	4,100	0.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	137,747	149,800	151,113	0.9%
Prince George's County				
Personnel Services	298,547	300,400	300,400	0.0%
Supplies and Materials	2,973	9,500	9,500	0.0%
Other Services and Charges	5,900	7,200	7,200	0.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(68,100)	(61,600)	(60,000)	-2.6%
Total	239,320	255,500	257,100	0.6%
Combined Total				
Personnel Services	432,590	440,600	441,913	0.3%
Supplies and Materials	978	15,000	15,000	0.0%
Other Services and Charges	11,599	11,300	11,300	0.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(68,100)	(61,600)	(60,000)	-2.6%
Total	377,067	405,300	408,213	0.7%
CAS Support Services				
Montgomery County				
Personnel Services	1,414	13,000	5,000	-61.5%
Supplies and Materials	11,674	17,000	17,000	0.0%
Other Services and Charges	405,800	539,600	537,550	-0.4%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	418,888	569,600	559,550	-1.8%
Prince George's County				
Personnel Services	1,414	13,000	5,000	-61.5%
Supplies and Materials	12,342	17,000	17,000	0.0%
Other Services and Charges	405,132	539,600	537,550	-0.4%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	418,888	569,600	559,550	-1.8%
Combined Total				
Personnel Services	2,828	26,000	10,000	-61.5%
Supplies and Materials	24,016	34,000	34,000	0.0%
Other Services and Charges	810,932	1,079,200	1,075,100	-0.4%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	837,776	1,139,200	1,119,100	-1.8%

Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	6,003,398	6,223,400	6,433,114	3.4%
Supplies and Materials	153,666	159,700	159,700	0.0%
Other Services and Charges	1,474,002	1,638,800	1,681,276	2.6%
Capital Assets	(1,875)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,410,050)	(1,426,800)	(1,399,040)	-1.9%
Total	6,219,141	6,595,100	6,875,050	4.2%
Prince George's County				
Personnel Services	7,038,153	7,492,700	7,630,605	1.8%
Supplies and Materials	183,257	188,100	188,100	0.0%
Other Services and Charges	2,071,635	1,853,000	1,902,936	2.7%
Capital Assets	(15,640)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,423,350)	(2,507,300)	(2,530,883)	0.9%
Total	6,854,055	7,026,500	7,190,758	2.3%
Combined Total				
Personnel Services	13,041,551	13,716,100	14,063,719	2.5%
Supplies and Materials	336,923	347,800	347,800	0.0%
Other Services and Charges	3,545,637	3,491,800	3,584,212	2.6%
Capital Assets	(17,515)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(3,833,400)	(3,934,100)	(3,929,923)	-0.1%
Total	13,073,196	13,621,600	14,065,808	3.3%



Central Administrative Services

Summary of CAS Positions and Workyears

CENTRAL ADMINISTRATIVE SERVICES POSITION/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY12		FY13		FY14	
	Actual POS	WYS	Budget POS	WYS	Proposed POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	17.00	17.00	15.50	15.25	16.00	15.75
Part-Time Career	-	-	-	-	-	-
Career Total	17.00	17.00	15.50	15.25	16.00	15.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(1.75)		(1.75)		(1.75)
Subtotal Dept of Hmn. Res. & Mgmt.		15.25		13.50		14.00
<i>Prince George's County</i>						
Full-Time Career	22.00	22.00	20.50	20.50	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	22.00	22.00	20.50	20.50	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(2.75)		(3.00)		(3.00)
Subtotal Dept of Hmn. Res. & Mgmt.		19.25		17.50		18.00
TOTAL						
Full-Time Career	39.00	39.00	36.00	35.75	37.00	36.75
Part-Time Career	-	-	-	-	-	-
Career Total	39.00	39.00	36.00	35.75	37.00	36.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(4.50)		(4.75)		(4.75)
Total Dept of Hmn. Res. & Mgmt.		34.50		31.00		32.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	29.00	29.00	29.50	29.50	26.00	26.00
Part-Time Career	0.50	0.30	0.50	0.30	0.40	0.30
Career Total	29.50	29.30	30.00	29.80	26.40	26.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(1.50)		(2.30)		(2.00)
Subtotal Department of Finance		27.80		27.50		24.30
<i>Prince George's County</i>						
Full-Time Career	30.50	30.50	30.50	30.50	34.00	34.00
Part-Time Career	0.50	0.30	0.50	0.30	0.60	0.30
Career Total	31.00	30.80	31.00	30.80	34.60	34.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(1.00)		(2.30)		(2.60)
Subtotal Department of Finance		29.80		28.50		31.70
TOTAL						
Full-Time Career	59.50	59.50	60.00	60.00	60.00	60.00
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60
Career Total	60.50	60.10	61.00	60.60	61.00	60.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(2.50)		(4.60)		(4.60)
Total Department of Finance		57.60		56.00		56.00



Central Administrative Services

Summary of CAS Positions and Workyears

CENTRAL ADMINISTRATIVE SERVICES POSITION/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY12		FY13		FY14	
	Actual POS	WYS	Budget POS	WYS	Proposed POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	12.70	12.25	12.70	12.25	12.70	12.25
Part-Time Career	-	-	-	-	-	-
Career Total	12.70	12.25	12.70	12.25	12.70	12.25
Term Contract	-	-	-	-	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department		12.25		12.25		13.25
<i>Prince George's County</i>						
Full-Time Career	10.30	9.75	10.30	9.75	10.30	9.75
Part-Time Career	-	-	-	-	-	-
Career Total	10.30	9.75	10.30	9.75	10.30	9.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department		9.75		9.75		9.75
TOTAL						
Full-Time Career	23.00	22.00	23.00	22.00	23.00	22.00
Part-Time Career	-	-	-	-	-	-
Career Total	23.00	22.00	23.00	22.00	23.00	22.00
Term Contract	-	-	-	-	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department		22.00		22.00		23.00
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board		0.25		0.25		0.25
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board		0.25		0.25		0.25
TOTAL						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	0.50	1.00	0.50	1.00	0.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board		0.50		0.50		0.50



Central Administrative Services

Summary of CAS Positions and Workyears

CENTRAL ADMINISTRATIVE SERVICES POSITION/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY12		FY13		FY14	
	Actual POS	WYS	Budget POS	WYS	Proposed POS	WYS
OFFICE OF INTERNAL AUDIT						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(0.50)	-	(0.50)	-	(0.50)
Subtotal Office of Internal Audit		1.50		1.50		1.50
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(0.50)	-	(0.50)	-	(0.50)
Subtotal Office of Internal Audit		2.50		2.50		2.50
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(1.00)	-	(1.00)	-	(1.00)
Total Office of Internal Audit		4.00		4.00		4.00
TOTAL CENTRAL ADMINISTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	61.20	60.50	60.20	59.25	57.20	56.26
Part-Time Career	0.50	0.30	0.50	0.30	0.40	0.26
Career Total	61.70	60.80	60.70	59.55	57.60	56.52
Term Contract	-	-	-	(0.80)	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(3.75)	-	(3.75)	-	(4.01)
Subtotal CAS		57.05		55.00		53.51
<i>Prince George's County</i>						
Full-Time Career	66.30	65.50	64.80	64.00	68.79	67.99
Part-Time Career	0.50	0.30	0.50	0.30	0.57	0.34
Career Total	66.80	65.80	65.30	64.30	69.36	68.33
Term Contract	-	-	-	(0.80)	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(4.25)	-	(5.00)	-	(5.34)
Subtotal CAS		61.55		58.50		62.99
TOTAL						
Full-Time Career	127.50	126.00	125.00	123.25	125.99	124.25
Part-Time Career	1.00	0.60	1.00	0.60	0.97	0.60
Career Total	128.50	126.60	126.00	123.85	126.96	124.85
Term Contract	-	-	-	(1.60)	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(8.00)	-	(8.75)	-	(9.35)
Total CAS		118.60		113.50		116.50

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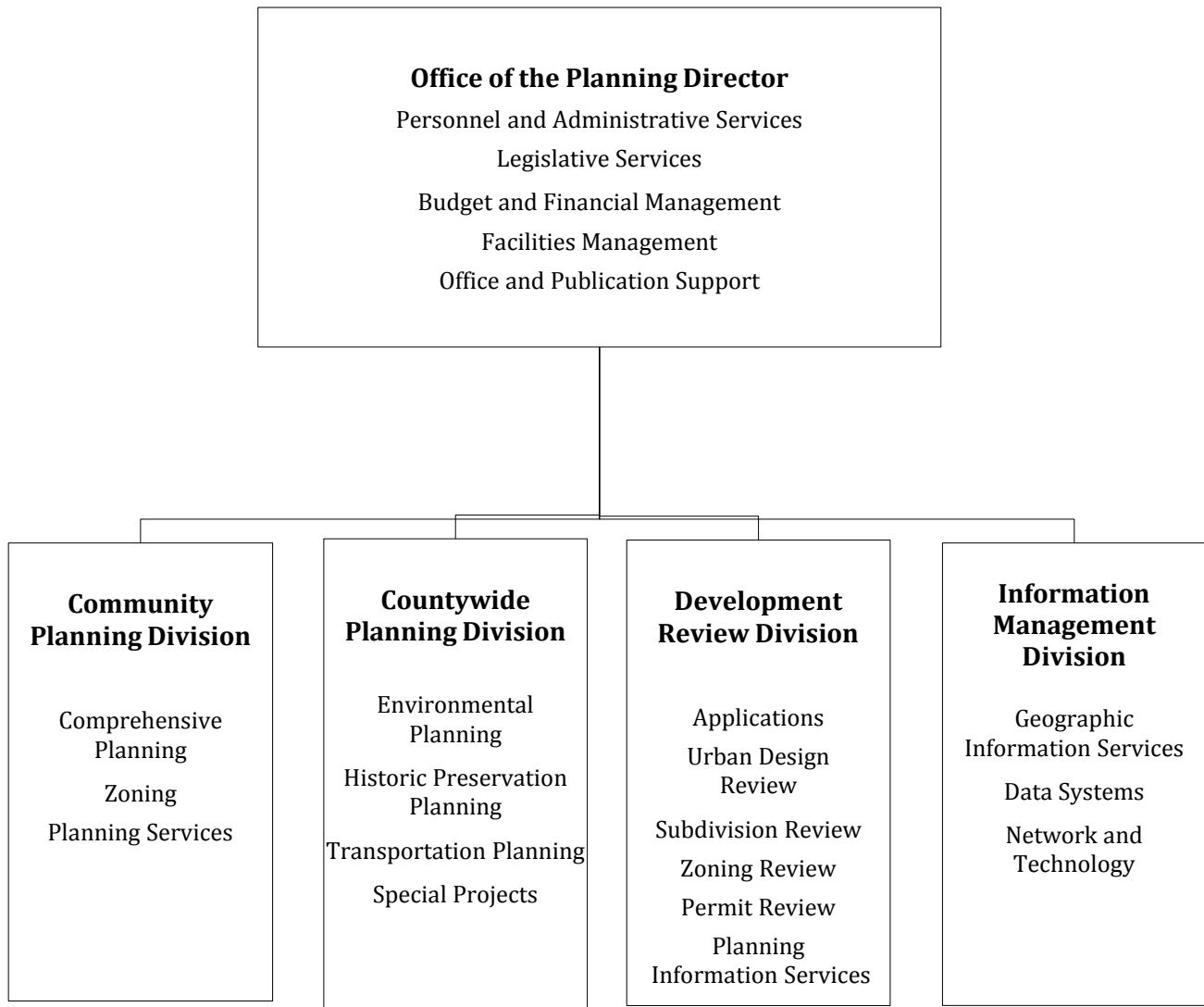


PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT

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ORGANIZATIONAL STRUCTURE



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 four 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.

MISSION

To help preserve, protect, and manage the County's resources by providing the highest quality planning services and growth management guidance and by facilitating effective intergovernmental and citizen involvement through education and technical assistance.

PROGRAMS AND SERVICES PROVIDED

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.



ACCOMPLISHMENTS

- **Community Planning North Division accomplishments include:**
 - Completion of the following plans/projects: Subregion 1 Master Plan and Sectional Map Amendment, Central Annapolis Road Sector Plan and Sectional Map Amendment posters and brochures, Central US 1 Corridor Sector Plan and Sectional Map Amendment, Glen Dale-Seabrook-Lanham and Vicinity Sector Plan and Sectional Map Amendment, and the Sub 4 TOD Implementation Project (Central Avenue-Metro Blue Line Corridor TOD Phase 2).
 - Contracts were executed for the Landover Metro Station Area and MD 202 Corridor Sector Plan and Sectional Map Amendment and Largo Town Center Sector Plan and Sectional map Amendment.

- **Community Planning South Division accomplishments include:**
 - Initiation of the Southern Green Line and Eastover/Forest Heights/MD210 sector plans, completion of pre-planning activity for both projects, and preliminary development concepts for the Southern Green Line project.
 - Completion of the Greater Upper Marlboro Revitalization and Development Strategy, Rural Villages Study, Brandywine Revitalization and Preservation Study, and a Corridor Management Program for Croom and Aquasco Roads.
 - Completion of extensive public outreach and engagement activities and preparation of the draft sector plan for the Central Branch Avenue Corridor Revitalization project.
 - Implementation of recommendations of the Joint Base Andrews Joint Land Use Study pertaining to interim development regulations.
 - Continuation of support to the Branch Avenue in Bloom Program on revitalization activities in the Naylor Road Metro Station Core and St. Barnabas Road areas.
 - Evaluation of alternative governance structures and the development of preliminary recommendations for the Westphalia Sector Plan area.
 - Assignment of staff resources and technical support to the Glassmanor/Oxon Hill, Coral Hills/Suitland, and Hillcrest Heights/Marlow Heights Focus Areas as part of the Transforming Neighborhoods Initiative.

- **Countywide Planning Division accomplishments include:**
 - Completion of the Prince George's Transitway Study under the COG/TLC program, Phase 2 of the Central Avenue-Metro Blue Line Corridor TOD, and the Corridor Management Plan for the Croom Road segment of the Star-Spangled Banner National Scenic Byway.
 - Initiation of work on the pedestrian/bike facility APF guidelines for CB-2-2012 and the signage plan for the Potomac Heritage Trail.
 - Assistance to the County's Bicycle and Trail Advisory Group, the Transportation Planning Board Technical Committee, and the Transportation Planning Board Travel Forecasting and Bicycle/Pedestrian Subcommittees.
 - Assistance to the Board of Education with the annual Educational Facilities Master Plan, coordination of the Planning Department's analysis for the Water and Sewer Plan Amendment cycles, and updating of the Water and Sewer Plan.
 - Revisions to the technical manual associated with the Woodland Conservation Ordinance were prepared for public comment. Review of numerous land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
 - Completion of the Priority Preservation Area Functional Master Plan to preserve farmland.



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- Analysis for the Maryland Agricultural Land Preservation Foundation and Historic Agricultural Resource Preservation Program applications.
- Publication of the African American Historical and Cultural Resources in Prince George's County, Maryland.
- Completion of National Register nominations by the Historic Preservation Commission (HPC) for University Park (Boundary Expansion), College Heights Estates, Old Town College Park, Upper Marlboro Residential Area, and the Early Family Historic District.
- Support for the Historic Properties Grant Committee through review and field-surveys of 14 submitted applications; 11 applications were approved and awards successfully signed.
- Implementation of the sustainable Growth Act's septic tiers to protect the Chesapeake Bay.
- **Development Review Division accomplishments include:**
 - Analysis of approximately 380 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, and preliminary plans and final plats of subdivision for conformance with County plans, policies, and development regulations.
 - Processing of approximately 26,000 permits in FY12.
 - Responses to almost 9,500 inquiries from the general public in FY12.
 - Approval of several major development proposals, including a conceptual site plan, preliminary plan, and detailed site plan for Salubria.
 - Processing of a major rezoning request and a preliminary plan of subdivision for the M-U-TC project in the Developed Tier known as Cafritz.
 - Continued organization and research on the Zoning/Subdivision Ordinance rewrite to simplify the ordinances, to make them more responsive to newer planning initiatives related to infill and transit-oriented development, and to improve the development review processes.
- **Information Management Division accomplishments include:**
 - Completion of an updated version of PGAtlas, which is the Planning Department's web-based mapping application. This included adding several new databases and tools that improve public access to information about Prince George's County and development review cases.
 - Responses to over 200 internal and external requests for map, data, reports and technical services. Customers included municipalities, County agencies, including the County Executive and County Council, educational institutions, and numerous private sector businesses.
 - Collaboration with other Commission Departments to complete the migration of e-mail and calendar services to the cloud-based Microsoft Office 365.
 - Completed the upgrade to Office 2010.



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SUMMARY OF DEPARTMENT BUDGET

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2014

	FY13 Budget	FY14 Proposed	% Change
Expenditures by Division/Function:			
Planning Department			
Director's Office	4,532,200	3,866,332	-14.7%
Development Review	7,344,500	5,630,464	-23.3%
Community Planning	-	5,348,849	-
Community Planning - North	4,092,500	-	-100.0%
Community Planning-South	3,342,000	-	-100.0%
Information Management	7,063,300	4,636,499	-34.4%
County-Wide Planning	6,859,200	5,796,929	-15.5%
Support Services	1,601,800	8,720,800	444.4%
Grants	138,000	138,000	0.0%
Subtotal Planning Department	34,973,500	34,137,873	-2.4%
Other Financing Uses/Transfers Out	30,000	30,000	0.0%
Total Planning Department	35,003,500	34,167,873	-2.4%

The Prince George's County Planning Department proposed FY14 proposed budget total is \$34,167,873, which is \$835,627 or 2.4 percent less than the Adopted FY13 Operating Budget and within the spending limit set in the Commission's most recent Six-Year Projection model.

Personnel Salaries and Wages

Included in the total proposed budget is \$20,096,773 for personnel compensation and benefit costs, which is \$397,273 more than the Adopted FY13 Operating Budget. This increase is primarily the result of increased costs for pension and medical insurance totaling approximately \$574,900 and a minor increase to employee salaries as a result of one extra day in the payroll calendar for FY14. These increases are offset by budgeted lapse salary totaling \$250,000.

Also included in the total proposed budget is \$5,182,300 for non-personnel costs, which is \$8,351,900 less than the Adopted FY13 Operating Budget. The decrease is primarily related to the following:

Supplies and Materials

The supplies and materials proposed budget is \$584,600, which is an increase of \$204,300 or 53.7 percent over the adopted FY13 total. The increase is because of \$100,000 budgeted for PC replacements, which was deferred in FY13. Approximately \$100,000 is also included in the budget for procuring minor equipment associated with the County's new Department of Permits Inspections and Enforcements (DPIE). This includes funding for printers, plotters, scanners, a microfiche reader, and software.

Other Service and Charges

The budget proposed for other services and charges is \$4,483,700, which is a decrease of \$7,865,200 compared to FY13 totals. This decrease is primarily related to the following:



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- Operating budget has reduced by \$400,000. The reduced budget is because of one-time upgrades in the Department's Geographic Information System (GIS) that will take place in FY13.
- The Department includes funding for all County project charges under support services. In prior years, the Department allocated costs for County projects charges under the "other services and charges" line item. In FY13 these costs were budgeted at \$7,708,500. The FY14 proposal for County project charges is proposed to be reduced by \$800,000.

Capital Outlays

The capital outlay budget proposal is for \$114,000, which is a decrease of \$691,000 or 85.8 percent under the FY13 total. The primary reason for the decrease in this category is that the FY13 budget included one-time funding to upgrade the Department's storage area network and data backup systems.

Support Services

The support services budget is \$8,720,800 or \$7,119,000 more than the adopted FY13 total. This increase is primarily the result of the following:

- County Project charges totaling \$6,908,500 are budgeted here as referenced in the aforementioned "other services and charges" category.
- Budget for postage related to mailing increased by approximately \$100,000 to cover the cost of a second countywide mailing that may be necessary for the General Plan Update.
- Risk Management Insurance for the Planning Department increased by approximately \$141,000 due to claims from the 2012 CAB flood.
- Lease of office space at the County Administration Building (CAB) increased by \$19,800.

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

The FY14 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 FY14 budget includes resources for continued planning efforts for multiyear small community plans and studies approved in FY13. These include the Anacostia Waterfront Park Pedestrian Neighborhood Bike Access Study, Central Branch Avenue (MD 5) Sector Plan and SMA, Cheverly Sector Plan and SMA, Chillum Neighborhood Study and Action Plan, College Park/Riverdale Park TDDP/TDOZ Update, Eastover/Forest Heights/MD 210 Sector Plan and SMA, Greenbelt Metro Area Sector Plan and SMA, Landover Metro/MD 202 Corridor Sector Plan and SMA, Langley Park-Takoma park Area SMA, Largo-Lottsford Sector Plan and SMA, Purple Line Corridor Transit Oriented Development, Station Design and Access Study, and the Southern Green Sector Plan and SMA.

In FY14 the Planning Department will continue with implementation efforts that began in prior years. These include the Bowie State University/Bowie MARC Station Implementation Plan; Branch Avenue in Bloom; Central Kenilworth Avenue Revitalization; Community Legacy/Sustainable Communities Plans; Eastover Shopping Center/Forest Heights/MD 210 Plan Implementation; Historic Preservation Implementation Strategy; Joint Base Andrews Joint Land Use Study (JLUS) Implementation Committee assignments; Landover Gateway Sector Plan Implementation; Mount Vernon Viewshed Overlay Zone; Master Plan of Transportation (MPOT), Strategic Transportation Implementation; City of Mt. Rainier Mixed-Use Town Center Zone Implementation; New Carrollton Metro TDDP/TDOZ Implementation; Scenic Byways Corridor Management Plan Implementation; Subregion 4 Transit-Oriented Development (TOD) Implementation Plan; Takoma-Langley



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Crossroads Sector Plan Implementation; Town of Upper Marlboro Action Plan Implementation; Trails Policy Implementation; and Westphalia Sector Plan Implementation.

New work programs and projects proposed to begin in FY14 include the following, which are described in detail within the division narrative of this proposal:

- 3D Facilities and Asset Management.
- Central Branch Avenue Revitalization Sector Plan Implementation Projects.
- Data Warehouse Initiative.
- Prince George's Plaza TDDP/TDOZ Update.
- Southern Green Line Sector Plan Implementation.

The Planning Department 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.
- \$6,908,500 in project charges paid to the County government other than CAB rent, including:
 - \$200,000 for the People's Zoning Counsel.
 - \$1,761,900 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.
 - \$1,816,200 for permits and inspection for M-NCPPC (Department of Environmental Resources Inspection Division).
 - \$1,160,000 for Engineering Inspection; Permitting—Department of Public Works and Transportation (DPW&T).
 - \$844,500 support for redevelopment projects.
 - \$169,800 for DPW&T Director's Office.
 - \$316,800 for Economic Development Corporation General Plan Goals.

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 Central Branch Avenue (MD5) Sector Plan, Central Branch Avenue Sectional Map Amendment, Cheverly Sector Plan and Sectional Map Amendment, Eastover/Forest Heights/MD210 Sector Plan and SMA, Greenbelt Metro Area Sector Plan and SMA, Landover Metro/MD202 Corridor Sector Plan and SMA, Langley Park/Takoma Park Area SMA, and Largo Lottsford Sector Plan and SMA.



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- Continuing work on the following: Chillum Neighborhood Study and Action Plan, College Park/Riverdale Park TDDP/TDOZ Update, Comprehensive Mixed Use Zone Tool Handbook, and the Greenbelt Metro Area Sector Plan and SMA.
- Initiating the Prince George's Plaza TDDP/TDOZ Update.
- 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:

- Continuing implementation functions for a variety of area master, sector, or transit district development plans completed in previous fiscal years. This includes the Bowie State University/Bowie MARC Station Sector Plan, Branch Avenue in Bloom, Community Legacy/Sustainability Community Plans, Eastover Shopping Center/Forest Heights/MD 210 Plan, Historic Preservation Implementation Strategy, Joint Base Andrews JLUS Implementation Committee, Landover Gateway Sector Plan, Mount Vernon Viewshed Overlay Zone, Master Plan of Transportation, City of Mount Rainier Mixed Use Town Center (MUTC), New Carrollton Metro TDDP/TDOZ, Scenic Byways Corridor Management Plan, Subregion 1 Master Plan, Subregion 4 Transit Oriented Development Implementation, Takoma-Langley Crossroads Sector Plan, Town of Upper Marlboro Action Plan, Trails Policy Implementation, and Westphalia Sector Plan.

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 the Central Branch Avenue Revitalization Sector Plan Implementation and the Southern Green Line Sector Plan Implementation.

DEVELOPMENT REVIEW

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

- Continuing efforts with the rewrite of the Zoning/Subdivision Ordinances to simplify these ordinances, to make them more responsive to newer planning initiatives related to infill and transit-oriented development, and to improve the development review.
- Continuing the 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.



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- 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.
- Implementing Strategic Plan 2018 which will address four important questions: What are the Department's values? Where is the Department going? How will the Department get there, and how will we know if we got there, or that we are on the right path? In FY14 a Strategic Plan work group consisting of staff throughout the Department will monitor the implementation of the plan and make revisions as necessary.
- Keeping abreast of changing technology and strategically planning and implementing new solutions to meet the priorities of our customers.

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 FY14.

NM—New Multiyear—Projects that are proposed to begin in FY14 and will not be completed in that year.



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Staff Week Summary

PROGRAMS AND PROJECTS	Adopted FY13	Proposed FY14	Net Change	Percent Change
I. COUNTYWIDE PLANNING	1062	1161	99	9.3%
Agriculture Preservation Support [C]	20	42	22	
Archeological Investigations [C]	18	18	0	
Environmental Planning [C]	16	21	5	
General Plan Update [M]	582	510	-72	
Historic Area Work Permit Review [C]	41	41	0	
Historic Property Grant Program Administration [C]	16	20	4	
Historic Preservation Planning [C]	15	20	5	
MDP Annual Report [C]	26	23	-3	
Priority Preservation Area Functional Master Plan [M]	21	10	-11	
Public Facilities Planning Process [C]	36	104	68	
Support to Historic Preservation Commission [C]	57	59	2	
Transportation Planning [C]	139	231	92	
Water and Sewer Planning [C]	26	13	-13	
Watershed Planning [C]	49	49	0	
II. COMMUNITY/SMALL AREA PLANNING	1087	1131	44	4.0%
Anacostia Waterfront Park Pedestrian Neighborhood Bike Access Study [M]	10	13	3	
Central Branch Avenue (MD5) Sectional Map Amendment (SMA) [M]	80	92	12	
Central Branch Avenue (MD5) Sector Plan [M]	80	22	-58	
Cheverly Sector Plan and Sectional Map Amendment [M]	54	81	27	
Chillum Neighborhood Revitalization Study and Action Plan [M]	54	63	9	
College Park/Riverdale Park TDDP/TDOZ Update [M]	42	86	44	
Comprehensive Mixed Use Zoning Tool Handbook (Printing) [M]	8	38	30	
Eastover-Forest Heights (MD 210) Sector Plan and SMA [M]	90	112	22	
Greenbelt Metro Area Sector Plan and SMA [M]	106	74	-32	
Landover Metro Station Area and MD 202 Corridor Sector Plan and SMA [M]	134	88	-46	
Langley Park-Takoma Park Crossroads SMA [M]	81	16	-65	
Largo-Lottsford Sector Plan and SMA [M]	87	87	0	
Planning Assistance to Municipalities and Communities Program [C]	51	108	57	
Prince Georges Plaza TDDP/TDOZ [NM]	0	69	69	
Purple Line Corridor TOD Station Design and Access Study [M]	77	52	-25	
Southern Green Line Sector Plan and SMA [M]	133	76	-57	
Subregion 5 Master Plan and SMA Remand [M]	0	27	27	
Subregion 6 Master Plan and SMA Remand [M]	0	27	27	
III. IMPLEMENTATION	846	964	118	13.9%
Bowie Stae University/Bowie MARC Station Implementation Plan [M]	28	23	-5	
Branch Avenue in Bloom [M]	22	15	-7	
Central Branch Avenue Revitalization Sector Plan Implementation [NM]	0	58	58	
Central Kenilworth Avenue Revitalization [M]	0	21	21	
City of Mt. Rainier Mixed Use Town Center MUTC Implementation [M]	20	30	10	
Community Legacy/Sustainable Communities Plans [M]	59	57	-2	
Eastover Shopping Center/Forest Heights/MD 210 Plan Implementation [M]	0	23	23	
Historic Preservation Implementation Strategy [M]	31	60	29	
Joint Base Andrews JLUS Implementation Committee [M]	79	54	-25	
Landover Gateway Sector Plan Implementation [M]	8	15	7	
Master Plan of Transportation MPOT Strategic Transportation Implementation [M]	60	59	-1	
Mount Vernon Viewshed Overlay Zone [M]	45	52	7	
New Carrollton Metro TDDP/TDOZ Implementation [M]	7	21	14	
Scenic Byway Corridor Management Plan Implementation [M]	20	52	32	
Southern Green Line Sector Plan Implementation [NM]	0	60	60	
Subregion I Master Plan Implementation [M]	6	22	16	
Subregion 4 Transit-Oriented Development Implementation Plan [M]	172	38	-134	



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PROGRAMS AND PROJECTS	Adopted FY13	Proposed FY14	Net Change	Percent Change
Takoma-Langley Crossroads Sector Plan Implementation [M]	37	58	21	
Town of Upper Marlboro Action Plan Implementation [M]	28	32	4	
Trails Policies Implementation [C]	60	51	-9	
Westphalia Sector Plan Implementation [M]	24	30	6	
Woodland Conservation Program Management and Enforcement [C]	140	133	-7	
IV. INTERGOVERNMENTAL COORDINATION	360	520	160	44.4%
Intergovernmental and Private Sector Coordination [C]	122	199	77	
Requests from Other Departments/Agencies [C]	168	248	80	
Transforming Neighborhoods Initiative [M]	70	73	3	
V. DEVELOPMENT REVIEW ACTIVITIES	2662	2561	-101	-3.8%
Assigning Street Names/House Numbers [C]	52	58	6	
Information Planning Services Counter [C]	220	215	-5	
Major Revision of Zoning Ordinance and Other Regulations [M]	118	155	37	
Processing of All Permits [C]	773	756	-17	
Processing Alternative Compliance Applications [C]	70	52	-18	
Processing Chesapeake Bay Critical Area Plans [C]	52	60	8	
Processing CDPs and SDPs [C]	166	160	-6	
Processing Conceptual/Detailed Site Plans [C]	469	417	-52	
Processing Subdivision Applications [C]	392	388	-4	
Processing Zoning, Special Exceptions, and Departure Applications [C]	350	300	-50	
VI. MANAGING COUNTYWIDE DATABASES	600	659	59	9.8%
Community Organization Monitoring Systems [C]	13	7	-6	
Data/Map Sales and Production [C]	58	57	-1	
Data Warehouse Initiative [NM]	0	39	39	
Development Activity Monitoring System [C]	23	28	5	
GIS: 3D GIS Implementation [M]	13	28	15	
GIS: 3D Facilities and Asset Management [N]	0	18	18	
GIS: Applications [C]	46	39	-7	
GIS: Development [C]	67	142	75	
GIS: Land Use Layer Maintenance [C]	18	17	-1	
GIS: Maintenance [C]	308	212	-96	
Land Data File Maintenance [C]	52	68	16	
Public Lands and Facilities Inventory [C]	2	4	2	
VII. PROVISION OF PUBLIC INFORMATION	440	448	8	1.8%
2010 Census and American Community Survey [M]	33	37	4	
Communication with the Public: Public Information [C]	59	86	27	
Demographic and Economic Analysis [C]	19	20	1	
Economic Development Strategic Plan [M]	0	18	18	
Federal/State Statistical Analysis [C]	18	9	-9	
Housing, Population, Employment Forecasts [C]	56	59	3	
Master Address Database [C]	8	7	-1	
Pipeline Maintenance and Implementation [C]	42	13	-29	
Prince George's County Community Indicators Update [M]	10	3	-7	
Prince George's County Food System Study [M]	16	40	24	
Public Participation/Public Engagement [C]	15	15	0	
Real Estate Research and Analysis [C]	10	8	-2	
Special Research Studies [C]	62	40	-22	
TOD Public Education and Outreach [M]	9	5	-4	
Urban Agriculture Study [M]	21	26	5	
Web Site Development/Management [C]	62	62	0	
VIII. MANAGEMENT/ADMINISTRATION/SUPPORT	611	600	-11	-1.8%
Computer Systems Operation/Maintenance [C]	403	415	12	
Data Systems: Document Management [C]	95	80	-15	
Department Training [C]	72	71	-1	
Records Management [C]	41	34	-7	



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.



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- 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.



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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 the entire 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.



Prince George's County Planning Department

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.



Prince George's County Planning Department—Office of the Director

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. Office and publications support functions are in a separate section 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, 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 support to Prince George's County Government and other Commission facilities. Additionally, the Director's Office is directing an update of the 2002 General Plan.

PROGRAMS AND SERVICES PROVIDED

- Facilities Management
- Finance/Budget
- General Administration
- Human Resources
- Legislative Services
- Office and Publications Services

ACCOMPLISHMENTS

- Applied for and awarded a grant from the Federal Emergency Management Agency (FEMA) to recoup losses incurred during the 2012 County Administration Building Flood.
- Administered development of Strategic Plan 2018 which was a department-wide effort to prepare a strategic plan that expresses the Department's cultural values, the staff's collective vision of the future, and the steps needed to arrive at the vision. The final plan documents the Department's strengths and critical issues and describes both work program and management goals and objectives.
- Implemented a new video production service which includes a live video web stream and video archive of the weekly Planning Board sessions, educational Speaker Series, project informational pieces, and cultural programs. Throughout the coming year, the Department plans to expand video production services by making more information available to the public via our web site.

BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$228,632 or 7.6 percent over FY13 totals primarily due to two full-time career positions being transferred to the Division from the former Community Planning North Division. The former Community Planning Division Chief will be reassigned to the Planning Director's Office, where she will take on new duties as a strategy and implementation chief. Also a planner coordinator was reassigned to the Planning Director's Office to assist with activities related to the General Plan Update project.
- **Supplies and Materials** budget increased by \$29,700 or 36.3 percent over the FY13 total primarily due to the inclusion of supplies and minor equipment costs that were deferred in FY13.



Prince George's County Planning Department—Office of the Director

- **Other Services and Charges** budget decreased by \$950,200 or 68.8 percent primarily due to County project charges that were budgeted under this category in prior years being now budgeted under the Department's Support Services.
- **Capital Asset** budget increased by \$26,000 or 43.3 percent over the FY13 total primarily due to additional funding added for fleet vehicle replacement.
- **Funded Positions/Funded Workyears** increased by 2 positions and 2 workyears respectively. This is due to two positions being reassigned to the Planning Director's Office from the former Community Planning North Division.

Summary of Division Budget

		FY13 Adopted	FY14 Proposed	% Change
Budget				
	Expenditures	\$4,532,200	\$3,866,332	-14.7%
Staffing				
	Funded Career Positions	29.00	31.00	6.8%
	Funded Workyears	28.50	30.50	7.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

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 the first quarter of FY14, the Planning Board will grant permission to print the preliminary plan. In the second quarter, the Planning Board and County Council will hold a public hearing. In the third quarter, staff will prepare a digest of testimony and the Council will hold a work session. Council approval will also take place in the third quarter, assuming that a second public hearing is not required.



Prince George's County Planning Department—Development Review

OVERVIEW

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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 Land Use Article.

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.

- Urban Design Review
- Subdivision Application Review
- Zoning Application Review
- Building Permit Review
- Technical Staff Reports
- Planning Information Services
- Zoning/Subdivision Ordinance Rewrite

ACCOMPLISHMENTS

- Analyzed approximately 380 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, and preliminary plans and final plats of subdivision for conformance with County plans, policies, and development regulations.
- Processed approximately 26,000 permits in FY12.
- Responded to almost 9,500 inquiries from the general public in FY12.
- Approved several major development proposals including a conceptual site plan, preliminary plan, and detailed site plan for Salubria.
- Processed a major rezoning request and a preliminary plan of subdivision for the M-U-TC project in the Developed Tier known as Cafritz.



Prince George's County Planning Department—Development Review

- Continued organization and research on the Zoning/Subdivision Ordinance rewrite to simplify the ordinances to make them more responsive to newer planning initiatives related to infill and transit-oriented development.

BUDGET AT A GLANCE

- Personnel Services** budget increased by \$79,464 or 1.6 percent over FY13 totals primarily due to increased costs for pension and medical insurance.
- Supplies and Materials** budget increased by \$114,500 or 257.3 percent over the FY13 total primarily due to the inclusion of minor equipment costs related to the new Prince George's County Department of Permits Investigations and Enforcements (DPIE).
- Capital Asset** budget increased by \$23,000 to fund the purchase of capital equipment to support Commission staff relocated to DPIE.
- Other Services and Charges** budget decreased by \$1,931,000 or 79.7 percent under FY13 totals primarily due to County project charges that were budgeted under this category in prior years being now budgeted under the Department's support services.

Summary of Division Budget

		FY13 Adopted	FY14 Proposed	% Change
Budget	Expenditures	\$7,344,500	\$5,630,464	-23.3%
Staffing	Funded Career Positions	53.00	53.00	0.0%
	Funded Work years	53.00	53.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

Major Revisions to Zoning Ordinances/Subdivision Regulations: This is a multiyear project to simplify these ordinances to make them more responsive to newer planning initiatives related to infill and transit-oriented development, and to improve the development review processes.

Relocation of Development Review Staff for DPIE: In FY14 the Planning Department will work with the Prince George's County Government to determine staffing support from the Planning Department's Development Review Division that will relocate to DPIE. The proposed FY14 budget includes funding for minor equipment as well as capital equipment that will support the staff that relocate to this new County Department.

GOALS AND PERFORMANCE MEASURES

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.

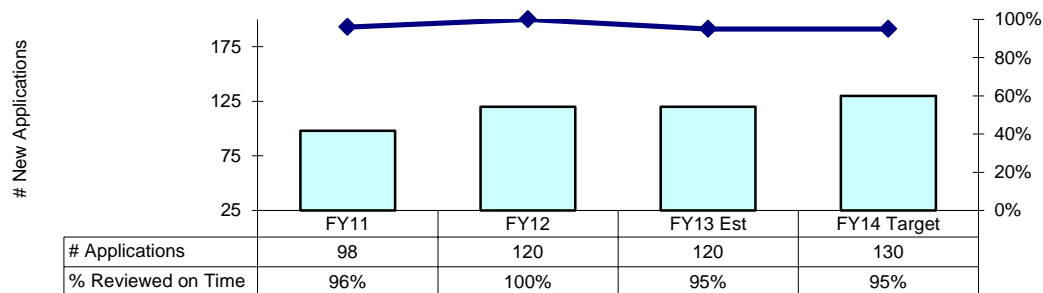
Divisional Objective: Providing a factual and legal basis for decisions on public plans and policies concerning the use and design of land.



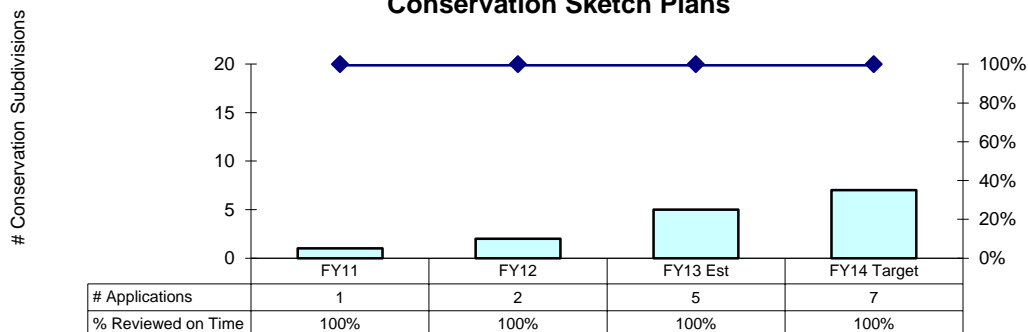
Prince George's County Planning Department—Development Review

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.

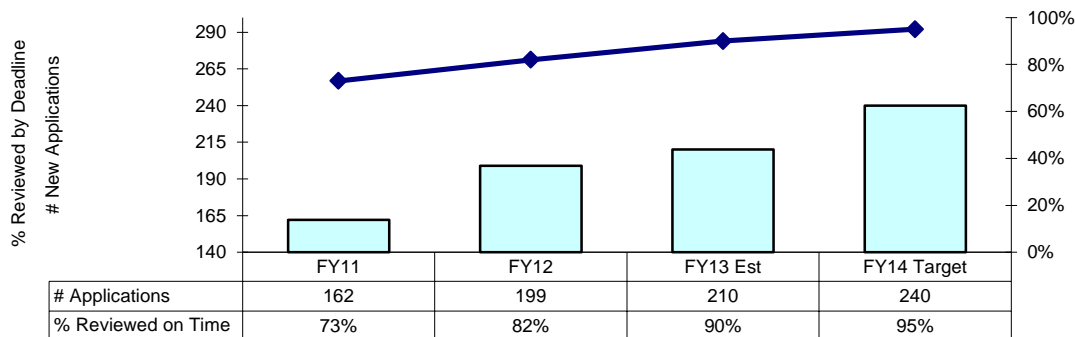
Preliminary Plans of Subdivision



Conservation Sketch Plans

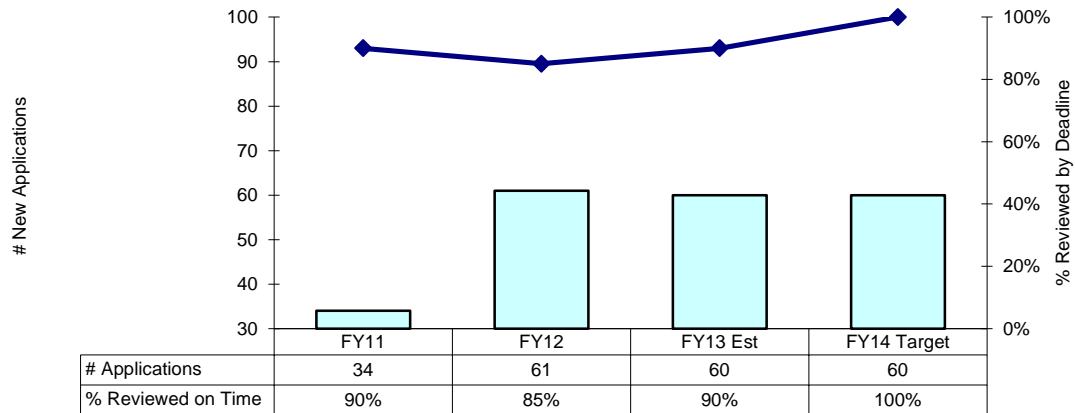


Urban Design

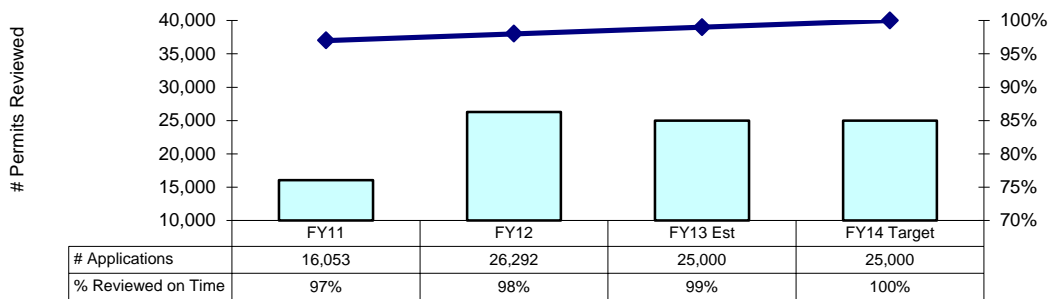


Prince George's County Planning Department—Development Review

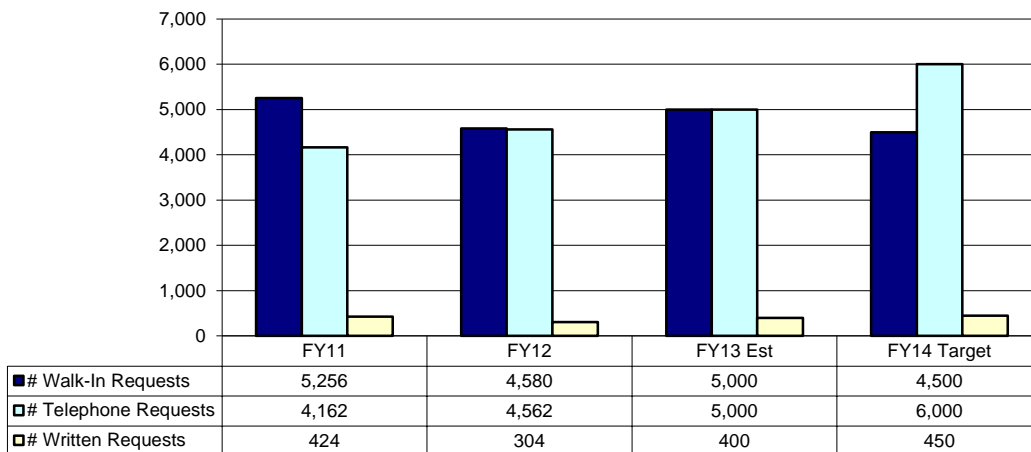
Zoning



Permits



Modes of Delivery of Planning and Development Information Service



Prince George's County Planning Department—Community Planning

OVERVIEW

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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 four work units or sections: Northwest, Northeast, Southwest and Southeast.

- Subregion Plans
- Area Sector and Master Plans
- Small Area Plans
- Revitalization Plans/Action Plans
- Specialized Planning Studies
- Planning Assistance to Municipalities and Communities
- Development Review Community Outreach
- Sectional Map Amendments
- Text Amendments

ACCOMPLISHMENTS

- Completion of the following plans/projects: Subregion 1 Master Plan and Sectional Map Amendment, Central Annapolis Road Sector Plan and Sectional Map Amendments posters and brochures, Central US 1 Corridor Sector Plan and Sectional Map Amendment, Glen Dale-Seabrook-Lanham and Vicinity Sector Plan and Sectional Map Amendment; and completion of the Sub 4 TOD Implementation Project (Central Avenue Blue Line Corridor Phase 2).
- Initiation of the Southern Green Line Station Area and Eastover Sector plans, completion of pre-planning activity for both projects, and preliminary development concepts for the Southern Green Line project.
- Completion of the Greater Upper Marlboro Revitalization and Development Strategy, Rural Villages Study, Brandywine Revitalization and Preservation Study, and A Corridor Management Program for Croom and Aquasco Roads.
- Completion of extensive public outreach and engagement activities and preparation of the draft sector plan for the Central Branch Avenue Corridor Revitalization project.
- Implementation of recommendations of the Joint Land Use Study pertaining to interim development regulations.



Prince George's County Planning Department—Community Planning

- Continuation of support to the Branch Avenue in Bloom Program on revitalization activities in the Naylor Road Metro Station Core and St. Barnabas Road areas.
- Evaluation of alternative governance structures and the development of preliminary recommendations for the Westphalia Sector Plan area.
- Assignment of staff resources and technical support to the Glassmanor/Oxon Hill, Coral Hills/Suitland, and Hillcrest Heights/Marlow Heights Focus Areas as part of the Transforming Neighborhoods Initiative.

BUDGET AT A GLANCE

- **Personnel Services** budget for FY14 is \$3,994,449, which is \$11,049 more than the combined totals of the former Community Planning North and South Divisions in FY13. This is primarily due to two positions being transferred to the Planning Director's Office (*see narrative under the Planning Director's Office Section*). This reduction in budget is offset by increased costs for pension and medical insurance
- **Supplies and Materials** budget for FY14 is \$40,300, which is \$5,800 less than the combined totals of the former Community Planning North and South Divisions in FY13. This is primarily due to one-time costs related to upgrades to Community Planning computer hardware in FY13.
- **Other Services and Charges** budget for FY14 is \$1,314,100, which is \$2,090,900 less than the combined totals of the former Community Planning North and South Divisions in FY13. This is primarily due to County project charges that were budgeted under this category in prior years being now budgeted under the Department's Support Services.
- **Funded Positions/Workyears:** Funded Positions in FY14 decreased by two due to these positions from the former Community Planning North Division being transferred to the Planning Director's Office. Workyears decreased by 1.85 due to the reason stated above, which is offset by the conversion of one part-time staff person in in the former Community Planning South Division to full-time status.

Summary of Division Budget

		FY13 Adopted	FY14 Proposed	% Change
Budget				
	Expenditures	\$7,434,500	\$5,348,849	-28.1%
Staffing				
	Funded Career Positions	40.00	38.00	-5.0%
	Funded Workyears	39.60	37.75	-4.7%

Note: FY13 Adopted is the combined totals for Community Planning North and South Divisions, which have been consolidated in FY14.

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

Bowie State University/Bowie MARC Station Sector Plan Implementation: This multiyear program activity will implement the recommendations of the Bowie State MARC Station Sector Plan and SMA, 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,



Prince George's County Planning Department—Community Planning

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. Staff will continue its work with Bowie Marc Development Board, 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 FY14 a final scope of work for an RFQ/RFP for master developer solicitation will be completed.

Branch Avenue in Bloom: This program will continue in FY14 through a new memorandum of understanding between the Commission and University of Maryland's Small Business Development Assistance Program to implement the commercial revitalization program resulting from the Approved Branch Avenue Corridor Sector Plan and SMA. 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. The program planning and day-to-day administration of program activities will continue to be carried out by the Small Business Development Center (MDSBDC) staff. Staff will continue to work collaboratively with MDSBDC staff and other stakeholders to implement the program.

In FY14 staff in collaboration with MDSBDC staff will continue and/or complete several project initiatives including a community garden, an expanded farmer's market, and a public safety plan for the area, by the first quarter. 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. Work will continue on creating a business association in the project areas through the fiscal year.

Central Branch Avenue (MD 5) Sectional Map Amendment: Staff will initiate a sectional map amendment (SMA) to implement land use policy in 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. Creation of new zoning district classifications may be needed to implement new land use classifications. New zoning classifications will allow the application of use, urban design, and operational standards appropriate for new land uses.

In FY14 staff will complete research on appropriate zoning classifications and standards, initiate the SMA process, develop SMA recommendations, obtain stakeholder feedback on these recommendations, and make revisions as appropriate.

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, more attractive streetscapes and public spaces, and the future bus rapid transit. A portion of the Beech Road Industrial Area is also included in the sector plan boundary to determine appropriate design standards and functionality of this industrial area and to address the need for an improved infrastructure, including streetscape in the area. Plan adoption and approval occurred in FY13.



Prince George's County Planning Department—Community Planning

In FY14 staff will finalize the plan for publication and make it available for distribution.

Central Branch Avenue Revitalization Sector Plan Implementation: This is the start of a multiyear effort to implement key revitalization and redevelopment recommendations in the approved sector plan, including working with public agencies, community organizations, and nonprofits to implement recommendations for new roadways, open space, and urban parks. The project will involve developing conceptual plans for road and streetscape improvements as well as civic spaces and facilities with cost estimates for construction. The project will also include collaboration with EDC and County Executive staff on the preparation and review of development pro-formas for proposed development projects that request public sector involvement. The project will identify and support implementation of public incentives or financial assistance. Staff will also play a key role in implementing recommendations proposed by the Andrews Working Group for the Allentown Road commercial area.

In FY14 staff will promote the plan among key property owners and developers, and identify and pursue short term implementation activities.

Central Kenilworth Avenue Revitalization: During FY09 and FY10, staff provided support to citizen and business interests committed to the revitalization of Central Kenilworth Avenue. During FY10, staff assisted the Central Kenilworth Avenue Revitalization (CKAR) Committee with the preparation of a strategic plan and the creation of a community based development corporation.

During FY14, staff will provide support as necessary to assist the CBDC with implementation of the strategic plan. This effort will include assistance with local business community outreach and marketing and other planning efforts associated with the Purple Line corridor study and the Maryland Transit Administration (MTA).

Cheverly Sector Plan and Sectional Map Amendment: During FY12, the City of Cheverly, with Planning and Municipal Assistance from the Planning Department, completed work on Envision Cheverly, which defines priority short and long range goals, objectives, and strategy areas for more detailed planning.

Building on this important community based effort, in addition to the priorities defined by Envision Cheverly, the sector plan will also consider the recommendations from the 2005 Sector Plan and Sectional Map Amendment for the Tuxedo Road/Arbor Street/Cheverly Metro Station and the Landover Metro Station Area and MD 202 Corridor Sector Plan and SMA which was initiated in April 2012. In FY13 the Planning Department began work with the City of Cheverly on this multiyear activity to prepare a sector plan and sectional map amendment. The sector plan will address the industrial and publically-owned properties north and south of the John Hanson Highway (US 50)—immediately adjacent to and within the Town of Cheverly—and potential future uses for the Prince George's County Hospital property, which may be relocated through the joint efforts of Prince George's County and the State of Maryland.

During FY14 work on the sector plan will continue, including coordination of an extensive community outreach and engagement program involving Cheverly's planning committee, residents, business owners, the Town of Cheverly, and other key stakeholders.

In the first quarter of FY14, the Planning Department will prepare the preliminary sector plan/SMA. In the second quarter, staff will request the Planning Board to grant permission to print the preliminary sector plan/SMA. In the third quarter, the Planning Board and District Council will hold the public hearing, staff will prepare the digest of testimony, and the Planning Board will hold the



Prince George's County Planning Department—Community Planning

work session. In the fourth quarter, the Planning Board will adopt and the District Council will approve the plan/SMA.

Chillum Neighborhood Revitalization Study and Action Plan: This multiyear planning project will include a study of the Chillum neighborhood that will focus primarily on both defining and facilitating implementation of specific neighborhood and commercial area conservation, improvement, and revitalization strategies, projects and programs. Staff will extensively involve both neighborhood residents and business interests throughout the study process. Staff will also form a study advisory team that will include representatives from key County implementation agencies, particularly the Department of Housing and Community Development and the Economic Development Corporation. Close coordination with the City of Tacoma Park will occur during this study, particularly with regard to work that is focused on the New Hampshire Avenue corridor.

In the first quarter of FY14, the preliminary neighborhood revitalization study will be completed and community meetings and council briefings held to discuss the recommendations. In the second quarter, the neighborhood revitalization study will be finalized. Based on the results of the recommendations of the study, an updated land use plan and corresponding zoning recommendations will be prepared to determine whether a sector plan and SMA is warranted. If warranted the sector plan and SMA will be initiated in the third quarter by the Planning Board and District Council.

City of Mount Rainier Mixed-Use Town Center Zone (M-U-TC) Implementation: This multiyear project will provide ongoing assistance to the City of Mt. Rainier in its efforts to implement goals identified in the 2010 Secondary Amendment to the City of Mt. Rainier Mixed-Use Town Center Zone Development Plan to 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 FY14, a Bicycle Connectivity and Bicycle Parking Assessment and Pedestrian Safety Analysis for the M-U-TC area will be initiated. In the second quarter work will continue, and in the third quarter, the draft assessment and analysis report will be completed. In the fourth quarter, the finalized assessment and analysis report will be completed.

College Park/Riverdale Park TDDP/TDOZ Update: 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 collaboration 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. The Washington Metropolitan Area Transit Authority (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.



Prince George's County Planning Department—Community Planning

Within the first and second quarters of FY14, staff will conclude the plan preparation process and finalize the proposed transit district overlay zoning map amendment and the transit district development plan (TDDP). In the second quarter the Planning Board will authorize release of the proposed TDDP for public inspection prior to the Planning Board public hearing in the third quarter of FY14. The District Council will hold its public hearing on the TDDP in the fourth quarter of FY14.

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 area called "sustainable community areas," staff are working with local communities to build on existing and previous master plans and studies to create successful sustainable community plans to implement 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 staff of Maryland's Department of Housing and Community Development (DHCD) to develop 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 the community that identifies priority projects that should be included in any grant applications. In addition, staff are working with other communities (such as Brandywine) interested in becoming designated sustainable communities to implement a revitalization program for the older commercial area and the abutting proposed historic district on Brandywine Road (MD 381).

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 versatile in terms of the various forms of both print and electronic media that will be conveyed.

In FY14 work will be completed on the recommendations to revise Sub Title 27A and forwarded to the District Council for review and approval. Once the new zoning tool has been completed staff will develop and finalize the handbook/information brochure for dissemination.

Eastover-Forest Heights (MD 210) Sector Plan and Sectional Map Amendment (SMA): This is a multiyear project started in FY12 to prepare a sector plan and SMA for an area including 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, protection, and public safety. There is also an opportunity to foster coordination between this project and the Metro Green Line project described above, as the Southern Avenue Metro Station is the one closest to this community. Strategies for better access to the Metro station, particularly for pedestrians, can be coordinated. Staff will work with key stakeholders to identify opportunities, constraints, strategies, and resources in the project area.

In FY14 staff will obtain Planning Board permission to print the draft sector plan document; complete the public hearing; and present the preliminary sector plan to the Planning Board for adoption and to the County Council for approval.



Prince George's County Planning Department—Community Planning

Eastover Shopping Center/Forest Heights/MD 210 Sector Plan Implementation Projects: This is the start of a multiyear project to implement key recommendations in the approved plan, working with appropriate state and County agencies and stakeholders as well as the Glassmanor/Oxon Hill Transforming Neighborhood Initiative (TNI) team that covers a portion of the sector plan area. TNI activities will include developing, implementing, and managing new project initiatives.

In FY14 staff will promote the plan among key property owners and developers and identify activities to implement key short-term recommendations.

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, which is respectful and reflective of the unique and celebrated history of Old Town Greenbelt.

In the first quarter of FY14 staff will incorporate changes from the Planning Board adoption and District Council approval of the sector plan and the SMA. Printed copies of the final copy should be available in the second quarter.

Joint Base Andrews Joint Land Use Study (JLUS) Implementation Committee: This is an ongoing program to implement recommendations in the completed Joint Land Use Study to address land use encroachments 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 and 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 FY14 staff will continue work with appropriate stakeholders to complete provisions for the proposed overlay zone and legislation for real estate disclosure notification.

Landover Gateway Sector Plan Implementation: This multiyear program consists of several plan implementation efforts associated with the 2009 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 FY14 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/MD 202 Corridor Sector Plan and SMA: This multiyear program will complete planning for the MD 202 corridor and address pedestrian safety, connections to the Metro station



Prince George's County Planning Department—Community Planning

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 FY14, the Planning Board will grant permission to print the preliminary sector plan/SMA. In the second quarter, the Planning Board and District Council will hold a joint public hearing. Staff will prepare a digest of testimony based on the testimony heard and hold a work session with the Planning Board. Planning Board adoption and District Council approval are expected in the third quarter. In the fourth quarter post approval work and final printing of the approved Landover Metro Station Area and MD 202 Corridor Sector Plan and SMA will be underway.

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

In FY14 the sectional map amendment will be completed.

Largo-Lottsford Sector Plan and Sectional Map Amendment: The current Largo-Lottsford Master Plan and SMA was approved in 1990. A general plan for both the Morgan Boulevard and Largo Town Center Metro Stations was also approved in 2006. The Planning Department, as part of the Subregion 4 Master Plan implementation effort, is also completing the Central Avenue Metro Blue Line Corridor TOD study that includes the Largo Town Center Metro Station area.

This sector planning project will focus on the Largo Town Center and Metro Station areas and will serve as an update of both the Largo-Lottsford Master Plan and the Morgan Boulevard and Largo Metro Stations plan. This effort will build on the economic and transportation analysis and recommendations to be completed as part of the Central Avenue-Metro Blue Line project.

In the first quarter the Planning Board and District Council will hold a joint public hearing. In the second quarter Planning Board adoption, a District Council work session, and a resolution of approval are expected. In the third quarter post approval work will be completed and the plan prepared for printing.

Mount Vernon Viewshed Overlay Zone: This project will carry over to FY14 as staff resources. The project seeks to implement recommendations of the 2009 Subregion 5 Plan and Historic Sites and District Plan to preserve the Mt. Vernon viewshed. The viewshed, which covers areas in both Prince George's and Charles Counties, includes exceptional natural and cultural resources that contribute to a pastoral rural landscape that has 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 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 prepare the overlay zone.

In FY14 staff will complete provisions for an overlay zone and present recommendations to the Planning Board and County Council for consideration in the second quarter. In the fourth quarter



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staff will present these recommendations in legislative format for review and consideration by the County Council.

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 New Carrollton Transit District Development Plan and Transit District overlay Zone. Section staff will support efforts by Prince George's County, 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 FY14 staff will support the pre-development efforts of the "master developer" and assist with coordination of the Purple Line's final design (FD) 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 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 northeast portion of the County.

Prince George's Plaza TDDP/TDOZ: The 1992 Transit District Development Plan for the Prince George's Plaza Transit District Overlay Zone will be updated during FY14 to address current, planned, and future TOD activity within the area surrounding the Prince George's Plaza Metro Station. This 300 acre study area will include properties west of Adelphi and Queens Chapel Roads, and in the vicinity of East-West Highway, Toledo Terrace, and Belcrest Road. The TDDP and TDOZ update will address the following key issues and opportunities: urban design vision and principles; TOD and appropriate residential, office, retail and mixed use development polices and strategies; improvements to support a network of "complete streets"; TOD supporting zoning and design standards; off-street parking and circulation; adequacy of public facilities; and recommendations for future infrastructure to support TOD.

A comprehensive community, business and stakeholder involvement plan will support the development of the TDDP/TDOZ update. WMATA and other County and state agencies will be active partners throughout the preparation of the TDDP/TDOZ update.

In FY14 reports on the following will be completed: recently completed and approved development activity and pertinent existing conditions; definitions of goals, concepts, and guidelines; public facilities and resolution; 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.

Purple Line Corridor TOD Station Design and Access Study: This multiyear program activity is an effort in which the Prince George's County Planning Department will be working 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: 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; recommended zoning template to guide the formulation



Prince George's County Planning Department—Community Planning

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 the Purple Line TOD studies 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 FY14 post approval work will be completed and the Purple Line Corridor TOD Station Design and Access Study prepared for final printing.

Scenic Byway Corridor Management Plan 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, and 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 in this area that will complement and preserve rural character (e.g. voluntary design and siting standards).

In FY14 staff will develop necessary legislation and other materials to implement the Rural Villages Study recommendations.

Southern Green Line Sector Plan and SMA: This multiyear project (previously known the Metro Green Line Corridor Transit-Oriented Development Action Plan) is the subject of a HUD Challenge Planning Grant to fund the preparation of a sector plan and SMA for the southern end of the Washington Metropolitan Area Transit Authority's (WMATA) Green Line in Prince George's County. The purpose of the plan is 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 team completed the several technical studies—including economic and market analyses, transit analysis, and existing conditions report. Additional interim reports will include a station area access plan for the Southern Avenue and Suitland Metro Stations, 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 the first quarter of FY14 the Planning Board and County Council will conduct the joint public hearing. In the second quarter the Planning Board will complete its work session on the digest of public hearing testimony and consider plan adoption. The County Council will consider plan approval in the third quarter.

Southern Green Line Station Sector Plan Implementation: This is the start of a multiyear effort to facilitate implementation of key recommendations in the approved sector plan in collaboration with federal, station, regional and local government agencies. Activities will include continued



Prince George's County Planning Department—Community Planning

support to the Green Line Coalition, pursuing funding for major capital projects, facilitating property assembly, creating development incentives, and other activities to encourage development and improvements in key project areas.

In the fourth quarter of FY14, staff will facilitate implementation of key recommendations in the approved plan in collaboration with public agencies and key stakeholders. Staff will also pursue funds for specific implementation activities.

Subregion I Master Plan Implementation: This multiyear program activity produced a master plan and SMA for Subregion I. The plan/SMA replaced the 1991 Master Plan and Sectional Map Amendment for Subregion I Planning Areas 60, 61, and 62 and amends the 2002 Prince George's County General Plan. The planning 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 was 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 FY14 staff will continue to work on the coordination of implementation activities among the Planning Department, County agencies, State agencies, stakeholders, and civic organizations. In addition, as Howard University Research Campus Planning continues CPND staff will be actively involved with Howard University and its planning team as work proceeds on developing a plan for its future Beltsville research campus. CPND staff will also be actively engaged with the surrounding neighborhoods as campus planning efforts proceed.

Subregion 4 Transit-Oriented Development Implementation: This multiyear program activity will implement the recommendations of the 2010 Subregion 4 Master Plan. 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 Station areas. In FY14 activities started along the Central Avenue-Metro Blue Line Corridor and its vicinity will continue focusing on the identification and coordination of implementation strategies/activities and the completion of the sector plan and sectional map amendment. Staff in the Planning Department working with state and County agencies and municipalities will work to develop specific recommendations to support the delivery of transit-oriented development. In addition over the next five years staff will support the efforts of the work group as prescribed in the sustainable communities application and subsequent designation that was granted for this area.

In the first quarter of FY14 work on the sector plan and SMA will continue. In the second quarter the Planning Board will be asked to grant permission to print the preliminary sector plan/SMA. In the third quarter, the Planning Board and District Council are scheduled to hold the public hearing, after which staff will prepare the digest of testimony and the Planning Board will hold the work session. In the fourth quarter, the Planning Board will hold a public hearing and work session to consider approval of the sector plan and SMA.

Subregion 5 Master Plan and Sectional Map Amendment Remand: This project is the result of a court order voiding the approval of the 2009 Subregion 5 Master Plan and Sectional Map



Prince George's County Planning Department—Community Planning

Amendment and the District Council's remand of the plan to the Planning Board for adoption and transmittal to the District Council for consideration of approval. The public hearing on the preliminary plan was conducted in FY13.

In FY14 staff will prepare the digest of testimony from the joint public hearing, present the plan to the Planning Board for adoption, and present it to the County Council for consideration of approval.

Subregion 6 Master Plan and Sectional Map Amendment Remand: This project is the result of a court order voiding the approval of the 2009 Subregion 6 Master Plan and Sectional Map Amendment and the District Council's remand of the plan to the Planning Board for adoption and transmittal to the District Council for consideration of approval.

The public hearing on the preliminary plan was conducted in FY13.

In FY14 staff will prepare the digest of testimony from the joint public hearing, present the plan to the Planning Board for adoption, and present it to the County Council for consideration of approval.

Takoma/Langley Crossroads Sector 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, Takoma/Langley business and community organizations, state agencies, and County agencies involved in the Transforming Neighborhood Initiative, will assist in the development of a comprehensive set of implementable business stabilization strategies for the area.

In the first quarter of FY14, 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. In the fourth quarter, the final sidewalk and streetscape improvement design study will be completed and a determination will be made as to whether to proceed with an SMA.

Town of Upper Marlboro Action Plan Implementation: This is an ongoing program to implement the recommendations of the 2008 Upper Marlboro Town Action Plan. One of the key recommendations in the action plan is the strengthening of intergovernmental coordination so that a collaborative approach can be created to preserve and strengthen 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 and to collaborate on plans for new development and related physical improvements. Possible work items to be addressed by this working group 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 of town and County staff and officials.



Prince George's County Planning Department—Community Planning

In FY14 staff will provide assistance to help create a County and town intergovernmental working group, facilitate meetings, and provide background support for the working group. Additionally, staff will continue to work with the town on development of a main street program as well as support efforts to obtain state sustainable communities designation.

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 2009 study on Governance of Westphalia and other Common-Owned Communities. Specifically, the project has entailed review of council authority to regulate common-owned communities and possible incentives to foster support for the proposed common-owned community structure among Westphalia developers. It has also entailed design of governance structure, including preparation of any related legislation for council consideration and an implementation strategy.

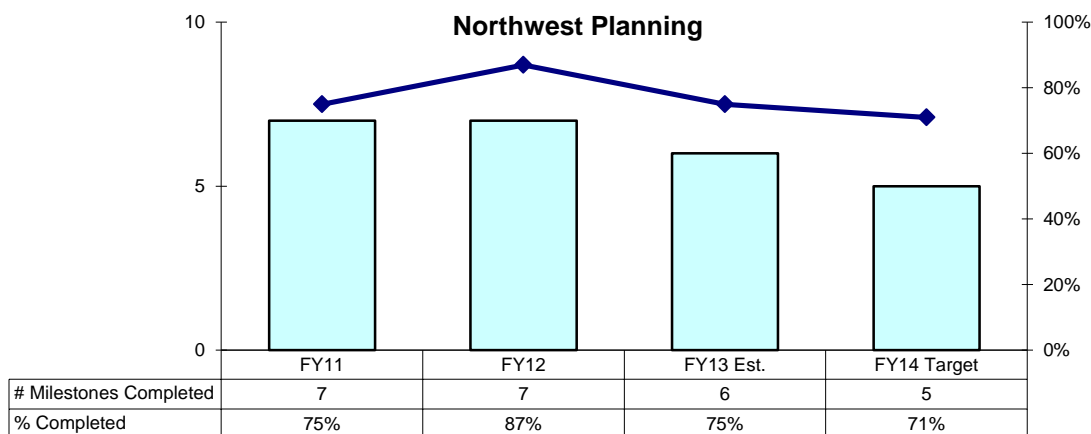
In FY14, staff will recommend a governance structure and develop any required legislation for its implementation.

GOALS AND 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.

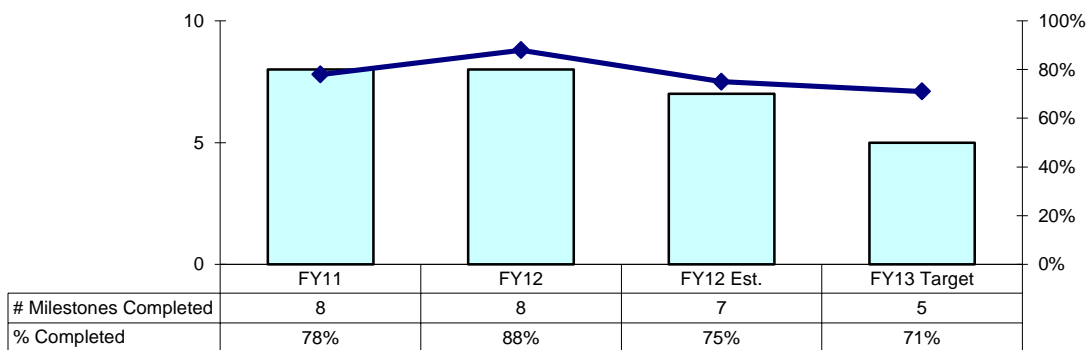
Divisional Objective: Provide the highest quality plans and planning services to the general public, communities, and elected and appointed officials, and to encourage citizen and community involvement in planning in order to enhance and protect community resources (natural and manmade) and to guide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

Outcome Community Planning: Planning studies, master plans, sector plans, sectional map amendments, and planning assistance to municipalities.

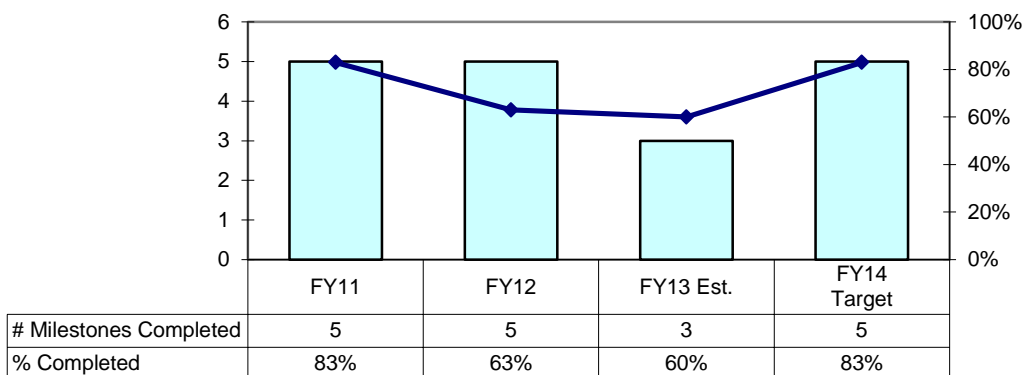


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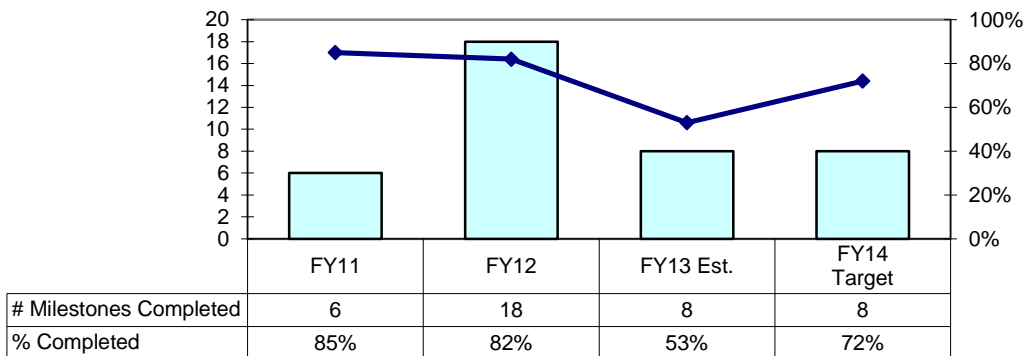
Northeast Planning



Southeast Planning



Southwest Planning



Prince George's County Planning Department—Information Management

OVERVIEW

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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.

- Geographic Information Services
- Computer Systems Operation
- Systems Analysis/Programming Support
- Application Database Administration and Support
- Document Imaging Administration and Support
- Hardware/Software/Supplies Acquisition
- Network and User Support
- Coordination with Commission and County Systems

ACCOMPLISHMENTS

- Completed updated version of PGAtlas, which is the Planning Department's web-based mapping application. This included adding several new databases and tools that improve public access to information about Prince George's County and development review cases.
- Responded to over 200 internal and external requests for map, data, reports, and technical services. Customers included municipalities, County agencies, including the County Executive and County Council, educational institutions and numerous private sector businesses.
- Collaborated with other Commission Departments to complete the migration of e-mail and calendar services to the cloud-based Microsoft Office 365.
- Completed the upgrade to Office 2010.

BUDGET AT A GLANCE

- **Personnel Services** budget decreased by \$72,001 or 2.1 percent under FY13 totals primarily due to retirements and budgeting salaries at a lower pay rate.
- **Supplies and Materials** budget for FY14 is \$59,400 or 33.6 percent over FY13 totals primarily due to PC replacement costs being budgeted in FY14 that were deferred in FY13.
- **Other Services and Charges** budget for FY14 is \$1,684,300 or 62.8 percent under the FY13 totals primarily due to County project charges that were budgeted under this category in prior years being now budgeted under the Department's Support Services. There were



Prince George's County Planning Department—Information Management

also one-time costs for upgrades to the Department's Geographic Information System totaling \$400,000 budgeted in FY13.

- **Capital Asset:** There is no funding budgeted for capital assets in the Division's budget in FY14. The FY13 budget included \$730,000 for upgrades to the Department's storage area network and data backup systems.
- **Funded Positions/Workyears:** No change.

Summary of Division Budget

		FY13 Adopted	FY14 Proposed	% Change
Budget				
	Expenditures	\$7,063,300	\$4,636,499	34.4%
Staffing				
	Funded Career Positions	28.00	28.00	0.0%
	Funded Workyears	28.00	28.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

Data Warehouse Initiative: A data warehouse is a central repository for data that comes from multiple sources and is integrated for historical reference, reporting and analysis. This initiative will document a high level view of the Planning Department's workflows and the information required to support each work program. A final document will be produced that will summarize the workflow of each work program and the data required to support each program.

During FY14 the following milestones will be accomplished during the first three quarters of the year.

First Quarter

- Interview key business process staff.
- Document workflows and data needs.
- Research Data Warehouse software and hardware best practices.

Second Quarter:

- Determine data sources and maintenance routines.
- Select Data Warehouse tools and provide staff training, if needed.

Third and Fourth Quarters:

- Define and implement Data Warehouse architecture database.

3D Facilities and Asset Management: In FY14, the Planning Department will explore the use of GIS technology to map the interior spaces of Commission owned, operated, and occupied buildings for the purposes of: facilities management; asset tracking; and space allocation/utilization. While much of this information is available in separate lists, inventories, and reports, the ability to visualize and relate it in an accurate 2D and 3D space will allow for better decision-making processes and asset management. There is interest in this concept in both the Planning and Parks and Recreation Departments. The initial effort is to render Commission occupied spaces of the CAB and Lakeside buildings.

In the first quarter of FY14, staff will test current GIS technology tools to create 3D building environments. Staff will also research Commission asset management policies and define a database model to capture policy requirements. During the second quarter of the fiscal year the



Prince George's County Planning Department—Information Management

division will begin to implement the pilot program using the existing Planning Department asset management database.

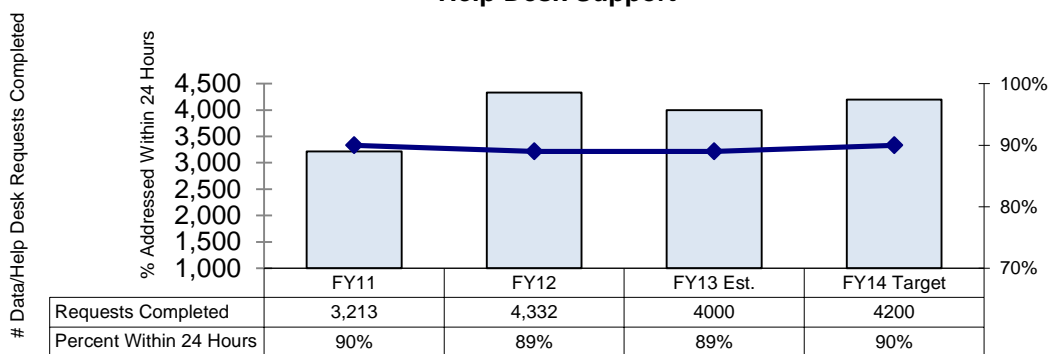
GOALS AND PERFORMANCE MEASURES

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.

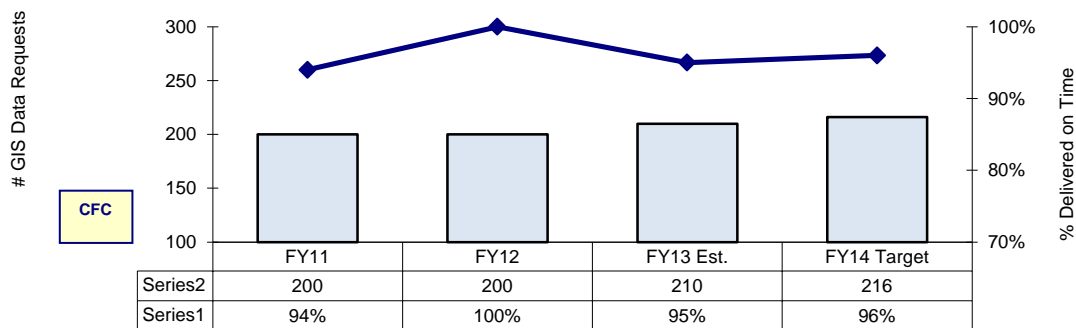
Divisional Objective: Providing a stable and reliable computing environment for the Department, County, and general public.

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

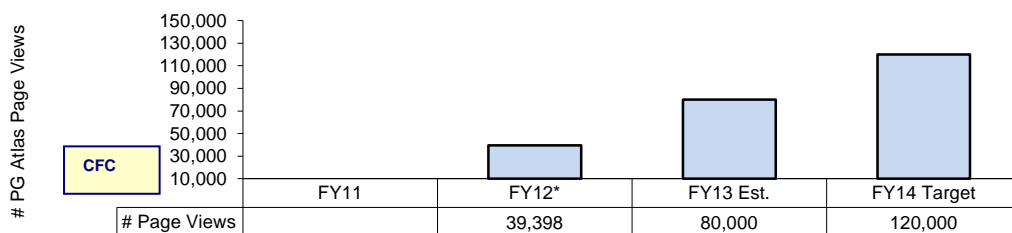
Help Desk Support



Geographic Information System Data Delivery



PG Atlas Web Activity



*A new version of PGATLAS went live in January 2012. FY12 measures six months activity.



Prince George's County Planning Department—Countywide Planning

OVERVIEW

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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 four sections: Historic Preservation, Environmental Planning, 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.

- Countywide Comprehensive Planning Services
- Environmental Planning Services
- Historic Preservation Planning Services
- Special County Projects and Research Services
- Transportation Planning Services

ACCOMPLISHMENTS

- Completion of the Prince George's Transitway Study under the COG/TLC program, Phase 2 of the Central Avenue TOD Implementation Plan, and the Corridor Management Plan for the Croom Road segment of the Star-Spangled Banner National Scenic Byway.
- Initiation of work on the pedestrian/bike facility APF guidelines for CB-2-2012 and the signage plan for the Potomac Heritage Trail.
- Provision of assistance to the County's Bicycle and Trail Advisory Group, the Transportation Planning Board Technical Committee, and the Transportation Planning Board Travel Forecasting and Bicycle/Pedestrian Subcommittees.
- Provision of assistance to the Board of Education with the annual Educational Facilities Master Plan and coordination of the Planning Department's analysis for the Water and Sewer Plan Amendment cycles and the update of the Water and Sewer Plan.
- Revisions to the technical manual associated with the Woodland Conservation Ordinance were prepared for public comment. Review of numerous land development proposals for forest conservation, wetland preservation and protection of the Chesapeake Bay.
- Completion of the Priority Preservation Area Functional Master Plan to preserve farmland.
- Analysis for the Maryland Agricultural Land Preservation Foundation and Historic Agricultural Resource Preservation Program applications.
- Publication of the African American Historical and Cultural Resources in Prince George's County, Maryland.



Prince George's County Planning Department—Countywide Planning

- Completion of National Register nominations by the Historic Preservation Commission (HPC) for University Park (Boundary Expansion), College Heights Estates, Old Town College Park, Upper Marlboro Residential Area, and the Early Family Historic District.
- Support for the Historic Properties Grant Committee through review and field-surveying of 14 submitted applications; 11 applications were approved and awards successfully signed.
- Implementation of the sustainable Growth Act's septic tiers to protect the Chesapeake Bay.

BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$150,129 or 3.4 percent over FY13 totals, primarily due to increased costs for pension and medical insurance.
- **Supplies and Materials** budget for FY14 increased by \$6,400 or 20.8 percent over FY13 totals. This is primarily due to funding included in FY14 for scanning equipment needs in both the Environmental Planning and Historic Preservation Planning Services Sections.
- **Other Services and Charges** budget for FY14 decreased by \$1,208,800 or 49.1 percent under the FY13 totals primarily due to County project charges that were budgeted under this category in prior years being now budgeted under the Department's Support Services.
- **Capital Asset** budget for FY14 decreased by \$10,000 or 66.7 percent under the FY13 totals. This is primarily due to funding for a large format plotter in the Countywide Planning Division's Environmental Planning Services Section in FY13.
- **Funded Positions/Workyears:** No change.

Summary of Division Budget

		FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$6,859,200	\$5,796,929	-15.5%
Staffing				
	Funded Career Positions	40.00	40.00	0.0%
	Funded Workyears	40.00	40.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

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. In FY14 staff will work to implement recommendations in the adopted Historic Sites and Districts Plan (HSDP). The work will entail bringing the HSDP stakeholders together to consider strategies to be implemented in the short-, mid-, and long-term. Staff will recommend changes to the County's Historic Preservation Ordinance (Subtitle 29) to reflect best practices since the drafting of the ordinance in 1981. Other priorities include amendments to the guidelines for the Historic Property Grant Program; development of policies and guidelines for a Non-Capital Grant Program; revisions to HPC Rules of Procedure; and enhancing public access to historic resources.

County's New Department of Permits, Inspections and Enforcements (PIE): The core responsibilities of this new department will include issuing permits, conducting commercial and residential property inspections, and enforcing property standards. The goal of this new department is to improve efficiency, consistency, and predictability, as well as to streamline



Prince George's County Planning Department—Countywide Planning

communications to both commercial and residential stakeholders with regard to permitting, inspections, and code enforcement.

In FY14 many division functions will be incorporated into the new department. Some current staff will be relocated to PIE and will remain employees of the Planning Department.

Green Infrastructure Plan: This countywide plan is a seven year plan that is the County's guidance document for long-term protection of critical natural resources.

In FY14 an update to the plan will be completed. Using staff and grant resources, the Environmental Planning Section will assess current environmental conditions and trends, identify the best practices for environmental protection, conduct community outreach and prepare a revised plan for Planning Board and Council consideration.

Anacostia Waterfront Park Pedestrian Neighborhood Bike 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. In FY 14 staff will conduct follow-up activities that come from this study.

Pedestrian and Bicycle Infrastructure: Beginning in FY14, the Planning Board is required to review development projects in urban and suburban areas for the adequacy of their pedestrian and bicycle amenities. Requirements for bicycle and pedestrian improvements will be added to the Planning Board's review of development projects.

In FY14 Guidelines for the Analysis of the Traffic Impact of Development Proposals and an appropriate review process for individual projects will be created.

Master Plan of Transportation (MPOT) Strategic Transportation Implementation: The Transportation Planning Section will continue implementation of the MPOT approved in FY09.

In FY14 staff will propose strategies to implement the following MPOT recommendations:

- Enhanced coordination between transportation planning, capital programs, and DPW&T operations.
- Transportation Priority Investment Districts (PIDs).
- Improved coordination of the adequate public facilities (APF) test with impact fee districts.
- Options to enhance APF by sunseting APF approvals after a certain period of time.
- Creation of a web-based MPOT map for resident and government use.

Mandatory Referral: As required by state law, in FY13 the Planning Board began reviewing federal, state and public utility projects to enhance neighborhood compatibility and consistency with master plans and County planning goals.

In FY14 these reviews will be extended to County government and school system projects.

Special Research Studies:

- In FY14 the Special Projects Section staff will lead the County's participation in the Council of Governments Round 8.3 Forecast of population, jobs, and other demographic indicators. Staff will propose methodological improvements to make the forecast more accurate and



Prince George’s County Planning Department—Countywide Planning

more relevant to the County, with an emphasis on providing information useful for economic development.

- In FY14 the Special Projects Section will complete a Business Incubator and Accelerator Feasibility Study, as recommended by the County Executive and Economic Development Corporation. The section will prepare an implementation plan for the Strategic Plan for Economic Development focused on attracting quality jobs to the County.

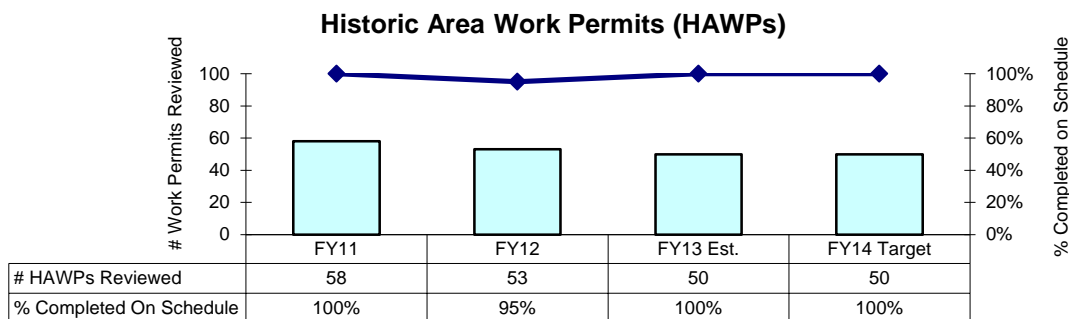
GOALS AND PERFORMANCE MEASURES

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.

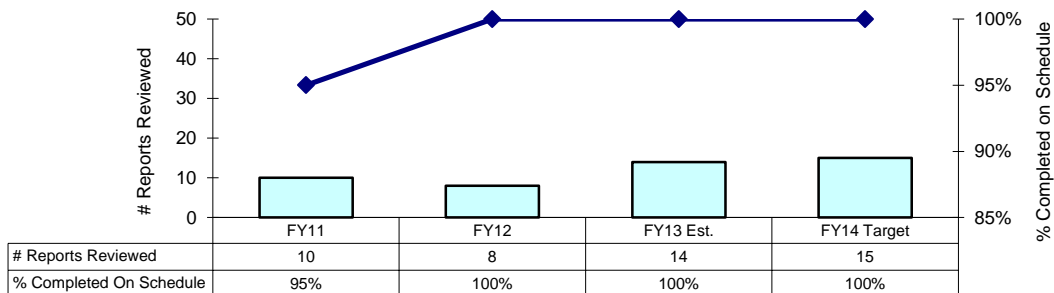
Divisional Objective: To provide professional planning guidance on countywide historic preservation and environmental issues, transportation, and public facilities needs to other Commission staff and outside agencies to protect and enhance existing natural resources and the environment and to achieve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



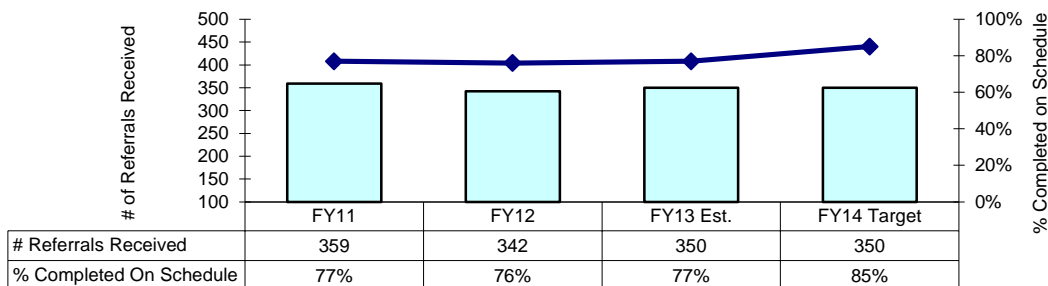
Prince George's County Planning Department—Countywide Planning

Archeological Investigations



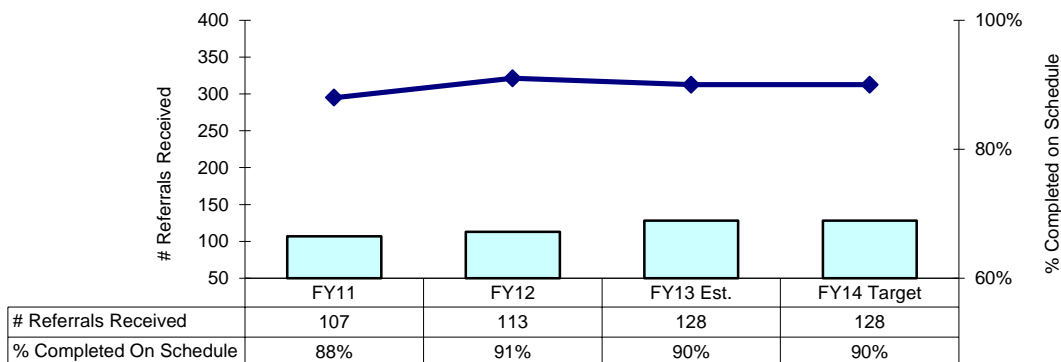
Outcome for Environmental Planning: Professional planning guidance on environmental issues to protect and enhance existing natural resources and the environment.

Environmental Planning Development and Tree conservation Referrals



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

Transportation Planning



Prince George's County Planning Department—Support Services

OVERVIEW

PROGRAMS AND SERVICES PROVIDED

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.

BUDGET AT A GLANCE

- **Personnel Services** budget decreased by \$300 or 4.5 percent under FY13 totals, primarily due to a decrease in unemployment insurance costs.
- **Supplies and Materials** budget for FY14 decreased by \$4,400 or 15.2 percent under FY13 totals.
- **Other Services and Charges** budget for FY14 increased by \$7,193,100 or 579.9 percent over the FY13 totals. The increase is primarily due to County project charges that in prior years were budgeted under the Department's Operating Divisions, now being budgeted under Support Services.
- **Chargebacks** budget for FY14 decreased by \$67,400 or 21.5 percent under the FY13 totals.
- **Funded Positions/Workyears:** No change

Summary of Division Budget

		FY13 Adopted	FY14 Proposed	% Change
Budget				
	Expenditures	\$1,601,800	\$8,720,800	444.4%
Staffing				
	Funded Career Positions	0.0	0.0	0.0%
	Funded Workyears	0.0	0.0	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

County Project Charges

The Planning Department provides funding support to various County agencies for County services that are directly related to responsibilities of The Maryland-National Capital Park and Planning Commission's responsibilities under the Land Use Article. In prior years the Commission has prorated the costs associated with County project charges between the Planning Department's divisional operating budgets. In FY14 funding for these services will be budgeted in Support Services. Also, in FY14 these charges will reduce by \$800,000 from the FY13 totals. Below is a chart that shows changes in the project charges in FY14 as compared to FY13.



**Prince George's County
Planning Department—Support Services**

County Project Charges	FY13 Adopted Budget	Proposed Reductions	Proposed FY14 Budget
People's Zoning Counsel	200,000	-	200,000
Zoning Enforcement Unit	1,826,750	(64,850)	1,761,900
Water and Sewer Planning Unit	155,300	-	155,300
GIS Program	340,500	-	340,500
Tax Collection Fee	78,500	-	78,500
Economic Development Corp.	65,000	-	65,000
DER Permits and Inspections	2,176,200	(360,000)	1,816,200
DPW&T Engineering, Inspections, and Permits	1,390,000	(230,000)	1,160,000
Redevelopment Authority	930,600	(86,100)	844,500
EDC General Plan Goals	333,400	(16,600)	316,800
DPW&T—Director's Office	212,250	(42,450)	169,800
Total	7,708,500	(800,000)	6,908,500
*Note: this list does not include the County charge for CAB Office Rent			



Prince George's County Planning Department—Summary of Division Budgets

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Director's Office				
Personnel Services	2,721,134	3,009,300	3,237,932	7.6%
Supplies and Materials	118,590	81,900	111,600	36.3%
Other Services and Charges	1,572,883	1,381,000	430,800	-68.8%
Capital Assets	63,968	60,000	86,000	43.3%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,476,575	4,532,200	3,866,332	-14.7%
Development Review				
Personnel Services	4,871,299	4,878,000	4,957,464	1.6%
Supplies and Materials	23,187	44,500	159,000	257.3%
Other Services and Charges	2,547,726	2,422,000	491,000	-79.7%
Capital Assets	-	-	23,000	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,442,212	7,344,500	5,630,464	-23.3%
Community Planning				
Personnel Services	-	-	3,994,449	-
Supplies and Materials	-	-	40,300	-
Other Services and Charges	-	-	1,314,100	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	-	5,348,849	-
Community Planning - North				
Personnel Services	1,920,780	2,095,900	-	-100.0%
Supplies and Materials	17,174	21,200	-	-100.0%
Other Services and Charges	1,985,225	1,975,400	-	-100.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,923,179	4,092,500	-	-100.0%
Community Planning-South				
Personnel Services	1,904,559	1,887,500	-	-100.0%
Supplies and Materials	9,467	24,900	-	-100.0%
Other Services and Charges	1,187,057	1,429,600	-	-100.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,101,083	3,342,000	-	-100.0%

Prince George's County Planning Department—Summary of Division Budgets

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Information Management				
Personnel Services	3,713,864	3,476,100	3,404,099	-2.1%
Supplies and Materials	182,361	177,100	236,600	33.6%
Other Services and Charges	1,622,347	2,680,100	995,800	-62.8%
Capital Assets	37,471	730,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,556,043	7,063,300	4,636,499	-34.4%
County-Wide Planning				
Personnel Services	4,137,726	4,352,700	4,502,829	3.4%
Supplies and Materials	5,243	30,700	37,100	20.8%
Other Services and Charges	2,820,566	2,460,800	1,252,000	-49.1%
Capital Assets	-	15,000	5,000	-66.7%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,963,535	6,859,200	5,796,929	-15.5%
Support Services				
Personnel Services	6,330	6,600	6,300	-4.5%
Supplies and Materials	48,860	42,000	35,600	-15.2%
Other Services and Charges	1,139,930	1,240,400	8,433,500	579.9%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	213,500	312,800	245,400	-21.5%
Total	1,408,620	1,601,800	8,720,800	444.4%
Grants				
Personnel Services	231,412	138,000	138,000	0.0%
Supplies and Materials	-	-	-	-
Other Services and Charges	159,931	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	391,343	138,000	138,000	0.0%
Total Planning Department				
Personnel Services	19,507,104	19,844,100	20,241,073	2.0%
Supplies and Materials	404,882	422,300	620,200	46.9%
Other Services and Charges	13,035,665	13,589,300	12,917,200	-4.9%
Capital Assets	101,439	805,000	114,000	-85.8%
Other Classifications	-	-	-	-
Chargebacks	213,500	312,800	245,400	-21.5%
Total	33,262,590	34,973,500	34,137,873	-2.4%

Prince George's County Planning Department—Summary of Positions and Workyears

POSITION / WORKYEAR DETAIL BY DIVISION

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	27.00	27.00	28.00	28.00	30.00	30.00
Part-Time Career	2.00	1.00	1.00	0.50	1.00	0.50
Career Total	29.00	28.00	29.00	28.50	31.00	30.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Director's Office		28.00		28.50		30.50
<u>DEVELOPMENT REVIEW</u>						
Full-Time Career	56.00	56.00	53.00	53.00	53.00	53.00
Part-Time Career	-	-	-	-	-	-
Career Total	56.00	56.00	53.00	53.00	53.00	53.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Development Review		56.00		53.00		53.00
<u>COMMUNITY PLANNING</u>						
Full-Time Career	-	-	-	-	37.00	37.00
Part-Time Career	-	-	-	-	1.00	0.75
Career Total	-	-	-	-	38.00	37.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning		-		-		37.75
<u>COMMUNITY PLANNING NORTH</u>						
Full-Time Career	21.00	21.00	20.00	20.00	-	-
Part-Time Career	1.00	0.80	1.00	0.80	-	-
Career Total	22.00	21.80	21.00	20.80	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning North		21.80		20.80		-
<u>COMMUNITY PLANNING SOUTH</u>						
Full-Time Career	20.00	20.00	18.00	18.00	-	-
Part-Time Career	1.00	0.80	1.00	0.80	-	-
Career Total	21.00	20.80	19.00	18.80	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning South		20.80		18.80		-

**Prince George's County
Planning Department—Summary of Positions and Workyears**

POSITION / WORKYEAR DETAIL BY DIVISION

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>INFORMATION MANAGEMENT</u>						
Full-Time Career	28.00	28.00	28.00	28.00	28.00	28.00
Part-Time Career	-	-	-	-	-	-
Career Total	28.00	28.00	28.00	28.00	28.00	28.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Information Management		28.00		28.00		28.00
<u>COUNTYWIDE PLANNING</u>						
Full-Time Career	45.00	45.00	40.00	40.00	40.00	40.00
Part-Time Career	-	-	-	-	-	-
Career Total	45.00	45.00	40.00	40.00	40.00	40.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Countywide Planning		45.00		40.00		40.00
<u>TOTAL PLANNING</u>						
Full-Time Career	197.00	197.00	187.00	187.00	188.00	188.00
Part-Time Career	4.00	2.60	3.00	2.10	2.00	1.25
Career Total	201.00	199.60	190.00	189.10	190.00	189.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Grand Total Planning Department		199.60		189.10		189.25



**PRINCE GEORGE’S COUNTY DEPARTMENT OF PARKS and RECREATION
(Park, Recreation and Enterprise Funds)**

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Prince George's County Parks and Recreation Department

PARKS AND OPEN SPACE

- 360 Athletic Fields
- 507 Athletic Courts
- 86 Community Parks
- 11 Conservation/Natural Areas
- 148 Neighborhood Parks
- 33 Neighborhood Park/Schools
- 12 Community Park/Schools
- 21 Neighborhood Mini-Parks
- 63 Neighborhood Playgrounds
- 4 Regional Parks
- 15,931 Acres of Stream Valley Parks
- 1 Airpark
- 1 Marina
- 1 Baseball Stadium
- 87 Miles of Trails (60 paved mi.)
- 23 Historical/Archaeological Sites



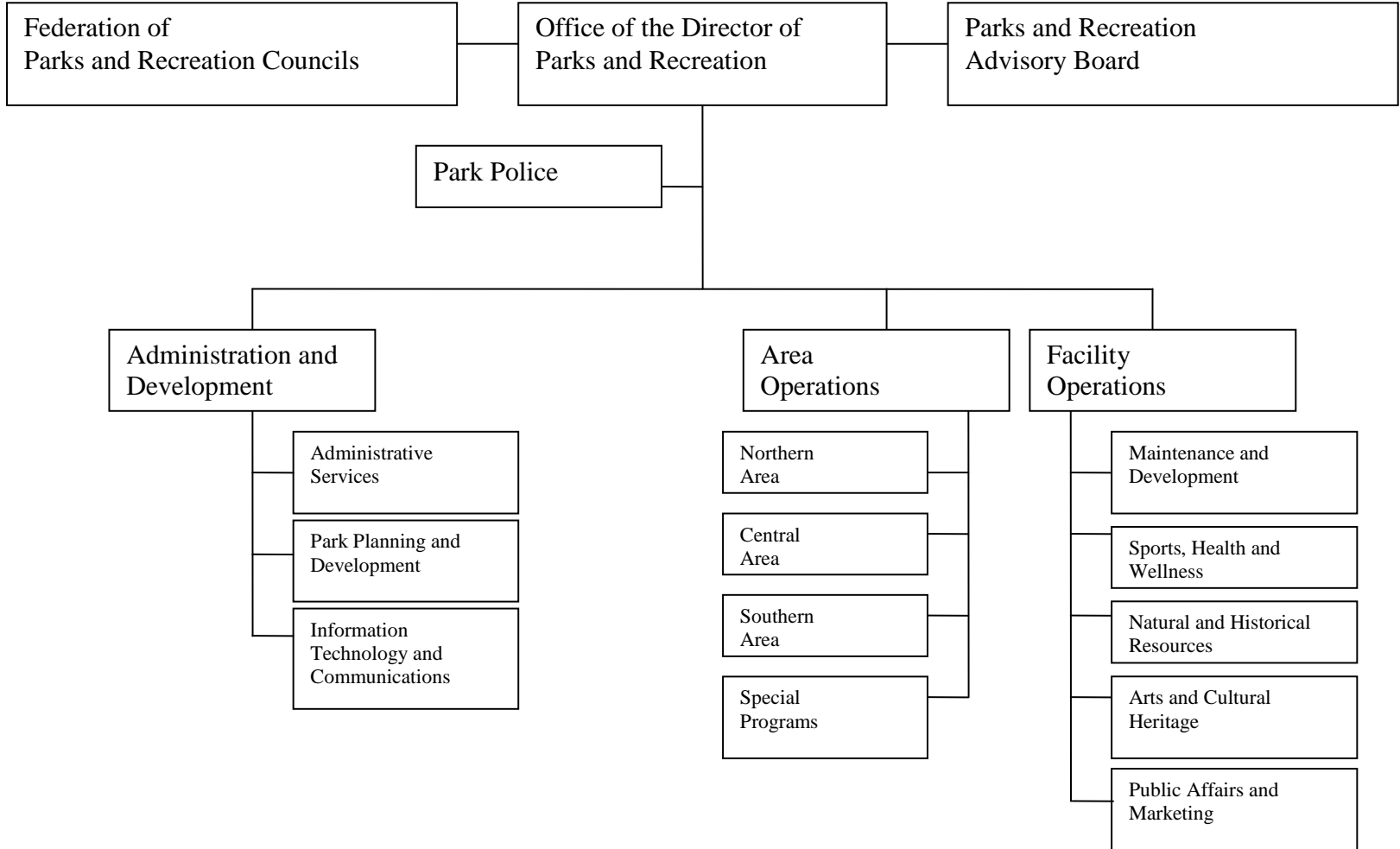
Prince George's County Parks and Recreation Department

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
- 6 Senior Centers
- 18 Neighborhood Recreation Centers
- 9 Community Recreation Centers
- 43 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



Prince George's County Parks and Recreation Department

EXECUTIVE OVERVIEW

The Prince George's County Department of Parks and Recreation provides, 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 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.pgparks.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.

MISSION

The mission of the Department of Parks and Recreation, in partnership with County citizens, is to provide comprehensive park and recreation programs, facilities, and services which respond to changing needs within our communities. We strive to preserve, enhance, and protect open spaces to enrich the quality of life for the present and future generations in a safe and secure environment.



Prince George's County Parks and Recreation Department

PROGRAMS AND SERVICES PROVIDED

- AQUATICS
- COMPUTER SKILLS
- CRAFTS & HOBBIES
- FITNESS & HEALTH
- KIDS CARE
- LIFESTYLE & LEARNING
- MARTIAL ARTS
- NATURE ACTIVITIES
- ENVIRONMENTAL ACTIVITIES
- PERFORMING ARTS
- THERAPUTIC RECREATION
- SPORTS
- TRIPS & EXCURSIONS
- VISUAL ARTS
- SEASONAL EVENTS
- COMMUNITY EVENTS
- HISTORY & CULTURE

STRATEGIES EMPLOYED

This FY14 proposed budget, builds on the Department's long-range financial strategies from the past few years and specifically the plan from FY13. The Department's priorities are providing adequate public safety to all of our patrons, maintaining parks and facilities to the highest standards, and continuing to provide the highest quality of customer service possible. The following strategies were deployed as a means to meet our priorities:

- **CIP Analysis:** We evaluated our CIP program, restructured/shifted funding sources where fiscally prudent, and provided adequate funding for all high priority maintenance and renovation projects, and projects designed to enhance public safety.
- **Customer Service Enhancements:** We are restoring facilities support to enhance program quality.
- **Project Charge Reductions:** We continue to work with the County's Spending Affordability Committee to reduce Legislative Project Charges. In FY14, we are proposing reductions in the Park and Recreation Funds.
- **Limited Inflationary Growth:** We thoroughly scrutinized our non-personnel needs and capacity. We are emphasizing funding for public safety and maintenance.
- **Vacancy Analysis:** We continuously analyze our existing staff complement. Where possible, rather than requesting new positions for maintenance and operation needs for new facilities, we transfer positions from the lower priority programs into those program areas.
- **Program Analysis:** We continue to work with our Program and Facility Managers to develop strategies to enhance revenues and/or reduce expenses. We analyze the cost/benefits of all programs, their value to the public and make necessary adjustments to revenues, expenditures, and offerings.
- **Operating budget Impact (OBI) for New Facilities and Parks - FY14:** We are including adequate funding for all additions, renovations and new facilities and parks projected to open in FY14.



Prince George's County Parks and Recreation Department

SUMMARY OF DEPARTMENT BUDGET

PRINCE GEORGE'S COUNTY PARKS AND RECREATION DEPARTMENT Expenditures Summary by Division by Fund PROPOSED BUDGET FISCAL YEAR 2014

	FY13 Adopted			FY14 Proposed			% Change
	Park Fund FY13 Budget	Rec Fund FY13 Budget	Dept.Total FY13 Budget	Park Fund FY14 Proposed	Rec Fund FY14 Proposed	Dept.Total FY14 Proposed	
	Office of the Director	\$ 683,500	\$ -	\$ 683,500	\$ 747,230	\$ -	
Park Police	17,619,400	-	17,619,400	17,496,058	-	17,496,058	-0.7%
Administrative Services	3,807,600	-	3,807,600	4,257,249	-	4,257,249	11.8%
Public Affairs and Marketing	1,901,500	874,800	2,776,300	1,907,100	893,200	2,800,300	0.9%
Administration and Development	729,800	-	729,800	789,182	-	789,182	8.1%
Information Tech & Communications	4,284,300	-	4,284,300	5,957,601	-	5,957,601	39.1%
Park Planning and Development	6,233,400	-	6,233,400	6,159,463	-	6,159,463	-1.2%
Support Services	13,746,700	6,824,400	20,571,100	13,386,798	7,253,030	20,639,828	0.3%
Facility Oper.-Deputy Director	395,500	-	395,500	420,558	-	420,558	6.3%
Maintenance and Development	24,601,900	-	24,601,900	27,231,470	-	27,231,470	10.7%
Natural and Historic Resources	5,629,100	1,515,600	7,144,700	5,669,500	1,671,500	7,341,000	2.7%
Arts and Cultural Heritage	1,912,200	3,455,200	5,367,400	1,919,600	3,410,000	5,329,600	-0.7%
Area Oper.-Deputy Director	401,900	-	401,900	403,645	-	403,645	0.4%
Northern Area Operations	6,071,500	6,524,000	12,595,500	6,111,666	6,789,707	12,901,373	2.4%
Central Area Operations	6,618,500	6,285,800	12,904,300	6,550,900	6,924,100	13,475,000	4.4%
Southern Area Operations	5,863,900	8,154,700	14,018,600	5,953,400	8,181,600	14,135,000	0.8%
Sports, Health, and Wellness	-	9,897,600	9,897,600	-	9,982,900	9,982,900	0.9%
Special Programs	-	7,948,100	7,948,100	-	8,225,017	8,225,017	3.5%
Non-Departmental	7,013,900	7,787,800	14,801,700	8,119,280	6,981,846	15,101,126	2.0%
Transfers Out	17,211,600	8,825,900	26,037,500	32,718,000	8,751,200	41,469,200	59.3%
Budgetary Reserve	5,375,700	3,404,700	8,780,400	5,654,000	3,453,200	9,107,200	3.7%
Fund Total	\$ 130,101,900	\$ 71,498,600	\$ 201,600,500	\$ 151,452,700	\$ 72,517,300	\$ 223,970,000	11.1%



Prince George's County Parks and Recreation Department

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

FUND SUMMARIES

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, Advance Land Acquisition and Special Revenue Fund budgets are shown in separate sections of this document. Major FY14 work program changes are listed by program.

- The total operating expenditures within both the Park and Recreation Funds are proposed to increase by \$6,536,300, or 3.7%, from \$175,608,500 in FY13 to \$182,144,800 in FY14. This increase does not include the Park Fund's transfer to the CIP (PAYGO), Debt Service or Expenditure Reserves.
- The combined PAYGO and Debt Service costs are projected to increase by \$15,506,400, or 90.1%, from \$17,211,600 in FY13 to \$32,718,000 in FY14.
- Therefore, the total combined expenditure budget is increasing by \$22,042,700, or 11.4%, from \$192,820,100 in FY13 to \$214,862,800 in FY14.

Park Fund

The FY14 Park Fund expenditure budget (excluding reserves) is proposed to increase by \$21,072,500 or 16.9%, from \$124,726,200 to \$145,798,700. The Proposed FY14 operating budget major changes include:

- (5,418,600) in Debt Service for CIP bond funding;
- 20,925,000 in CIP PAYGO costs;
- 394,600 for Risk Management and Long Term Disability Group Insurance;
- 236,300 for other post-employment benefits (OPEB);
- 1,543,300 for pension costs;
- (700,000) for legislative project charges;
- 1,300,000 for Department-wide Information Technology infrastructure improvements to include Voice Over IP (VOIP) and County-wide wiring upgrades;
- 135,000 to support the County Executives Transforming Neighborhoods Initiatives;
- (629,400) to remove one-time start-up cost for CIP projects scheduled for completion FY13;
- 250,000 to provide start-up funding for the Park Foundation;
- 2,500,000 funding for the Major Maintenance program;
- (350,000) to transfer utility/communication costs to Recreation Fund for recreation facilities;
- 205,000 to support the Operating Budget Impact (OBI) and start-up cost for CIP projects scheduled for completion in FY14; and
- 500,000 for new positions and group insurance.

The Park Fund's Operating Expenditure Reserve is proposed to increase by \$278,300 from \$5,375,700 to \$5,654,000, based on 5% of the operating expenditure budget less Debt Service.

The Park Fund's program revenues are proposed to slightly decrease by \$45,000, or -1.7% from \$2,670,800 in FY13 to \$2,625,800 in FY14. The Park Fund program revenues primarily include Park Permits, Park Police fines, agricultural leases, historic property rentals, park house rentals and



Prince George's County Parks and Recreation Department

Festival of Lights. This reduction is primarily due to the reduction of park house rentals. The FY13 total does not include the one-time transfer back of PAYGO funds in FY13 of \$45,412,000.

Recreation Fund

The FY14 Recreation Fund expenditure budget (excluding reserves) is proposed to increase by \$970,200, or 1.4% from \$68,093,900 to \$69,064,100. Major changes include:

- (261,000) to remove one-time start-up cost for CIP projects scheduled for completion FY13;
- 350,000 to transfer utility/communication costs to Recreation Fund for recreation facilities;
- 435,000 to support the County Executive's Transforming Neighborhoods Initiative and reinstate recreation program support reduced in previous fiscal years;
- 92,000 funding and support for new positions.
- 693,000 to support the Operating Budget Impact (OBI) and start-up cost for CIP projects scheduled for completion in FY14; and
- 233,500 for Risk Management and Long Term Disability Group Insurance;
- 618,600 for pension costs;
- 118,204 for other post-employment benefits (OPEB);
- (1,499,900) for legislative project charges; and
- (74,700) for the transfer to the Enterprise Fund.

The Fund's Operating Expenditure Reserve is proposed to increase by \$48,500 from \$3,404,700 in FY13 to \$3,453,200 in FY14.

The Recreation Fund's program revenues are proposed to increase by \$102,800, or 1.2%, from \$7,655,000 in FY13 to \$7,767,800 in FY14. The Recreation Fund program revenues primarily include aquatics, summer play activities, various sports programs including inter-center activities and adult franchise programs, Fairland Athletic complex, arts programs, child care, and trips and excursions.

Workyear Changes (All Funds)

The proposed FY14 total work years for the Park, Recreation and Enterprise Funds is 1,741.9, which represents a net increase of 42.5 workyears over the FY13 level of 1,699.4. The workyears will be distributed as follows:

Workyear Changes - Park Fund

- Adding 4 Full-Time Career Park Police Officer Positions
- Adding 2 Full-Time Career IT Support Technician Positions
- Adding 1 Full-Time Career Principal Administrative Assistant Position
- Adding 1 Full-Time Career Office Clerk Position
- Adding 1 Full-Time Career Park Maintenance Worker Position, Transferring from Enterprise Fund
- Adding 12.5 Seasonal/Intermittent Maintenance Workyears

Workyear Changes - Recreation Fund

- Adding 1 Full-Time Youth Services Specialist Position
- Adding 28.0 Seasonal/Intermittent Recreation Program Workyears



**Prince George's County
Parks and Recreation Department**

Workyear Changes -Enterprise Fund

- Reducing 1 Full-Time Park Maintenance Worker Position
- Transferring 1 Full-Time Career Park Maintenance Worker Position to Park Fund
- Reducing 6 Seasonal/Intermittent Enterprise Program Workyears

**FY14 Proposed Budget
Summary of Parks and Recreation Department Positions
by Fund and Position Type**

Fund	Adopted FY13		Proposed FY14	
	Positions	Workyears	Positions	Workyears
<i>Summary of Full-Time Career Positions and Workyears</i>				
Park	724.00	724.00	733.00	733.00
Recreation	246.00	246.00	247.00	247.00
Enterprise	<u>70.00</u>	<u>70.00</u>	<u>68.00</u>	<u>68.00</u>
Total	1,040.00	1,040.00	1,048.00	1,048.00
<i>Summary of Part-Time Career Positions and Workyears</i>				
Park	9.00	6.30	9.00	6.30
Recreation	20.00	15.60	20.00	15.60
Enterprise	<u>1.00</u>	<u>0.50</u>	<u>1.00</u>	<u>0.50</u>
Total	30.00	22.40	30.00	22.40
<i>Non-Career Workyears (Seasonal and Intermittent Positions)</i>				
Park		9.40		106.50
Recreation		425.50		453.50
Enterprise		<u>117.50</u>		<u>111.50</u>
Total		637.00		671.50



Prince George's County Parks and Recreation Department

WORK PROGRAM PRIORITIES

FY14 Budget Priorities

Understanding the restraints from our declining revenue, the Department seeks to maintain its existing programs and services to the extent possible. We remain committed to minimizing the impact on the citizens of Prince George's County. The following highlights a few of the priorities important to the function of the Department:

OFFICE OF THE DIRECTOR

Park Police

- Expand operations to provide better more efficient coverage throughout the growing park system.
- Prepare for our 5th C.A.L.E.A. re-accreditation.

Administrative Services

- Work with the District Council to formally adopt the Functional Master Plan for Parks and Recreation.
- Integrate and support new major software initiatives including the Commission's new Enterprise Resource Planning and Enterprise Assets Management packages along with the Department's Golf Management Package.
- Conduct cost/benefit analyses on all park house rentals to determine the fiscal viability of each rental unit.
- Re-establish a Parks and Recreation Foundation in an effort to diversify our funding sources and provide us with even greater public exposure.

Information Technology & Communications

- Complete year three of four-year plan to improve broadband technology at all Parks and Recreation facilities.
- Complete year two of four of Voice over Internet Protocol (VOIP) Project.
- Standardize and expand "After School Computer Club" programs at all twenty-five (25) County-wide computer labs by aligning resources with County's STEM program.

Park Planning & Development

- Continue re-organization efforts within 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.
- Test the methodology developed as part of Formula 2040 to determine the need for and priorities of new park facilities proposed for inclusion in the Capital Improvement Program and/or confirm the need for facilities already approved in the Capital Improvement Program.
- Conduct an On-Site Discovery Session with eBuilder representatives to identify aspects of the software that are meeting our needs and those that are not. Implement reconfigurations of the



Prince George's County Parks and Recreation Department

system and provide staff training in order to better leverage eBuilder for our project management needs.

FACILITY OPERATIONS

Public Affairs & Marketing

- Create and implement a plan to shift session-based program and course marketing to online and social media and print-on-demand booklets at facilities, and redevelop the printed program guide as a once-a-year Parks and Recreation magazine mailed to all Prince George's County households to provide a better overview of parks, trails, facilities and signature initiatives such as health and wellness, youth and senior services.
- Implement a corporate and community partnership program to attract support from volunteers, local businesses, and regional and national corporations.

Maintenance & Development

- Continue to implement the Americans with Disabilities (ADA) Recreation Facilities Standards Compliance. Complete ongoing repair and replacement of features identified as non-compliant in ADA audits. Maintain and track database for reporting progress to Department of Justice.
- Continue to address and implement critical facility maintenance as identified in Infrastructure Improvement Program Audits.
- Begin implementation of a comprehensive energy savings program.

Natural and Historic Resources

- Create a countywide Bicycle and Pedestrian Committee.
- Update and expand historical interpretive programs to integrate curriculum standards to meet the new State of Maryland educational guidelines that promote a renewed focus on Social Studies requirements for students.
- Implement Healthy Trails Initiative to promote the use and programming of outdoor amenities to improve health, fitness and well-being with an emphasis on areas identified within Prince George's County's Transforming Neighborhoods Initiative.

Sports, Health and Wellness

- Increase the overall participation in sports offerings to include Aquatics, Lacrosse, and Soccer for youths of Prince George's County.
- Create and implement a countywide Health and Wellness initiative.
- Continue to expand the Make-A-Splash program in partnership with Prince George's County Public Schools and granting organizations.

Arts and Cultural Heritage

- Implement the Year of the Arts programming.
- Seek grants to enable ACHD to expand and create an offering of new countywide arts activities based on community and agency input.



Prince George's County Parks and Recreation Department

- Develop an outreach program to bring arts experiences to the community.

AREA OPERATIONS

Special Programs

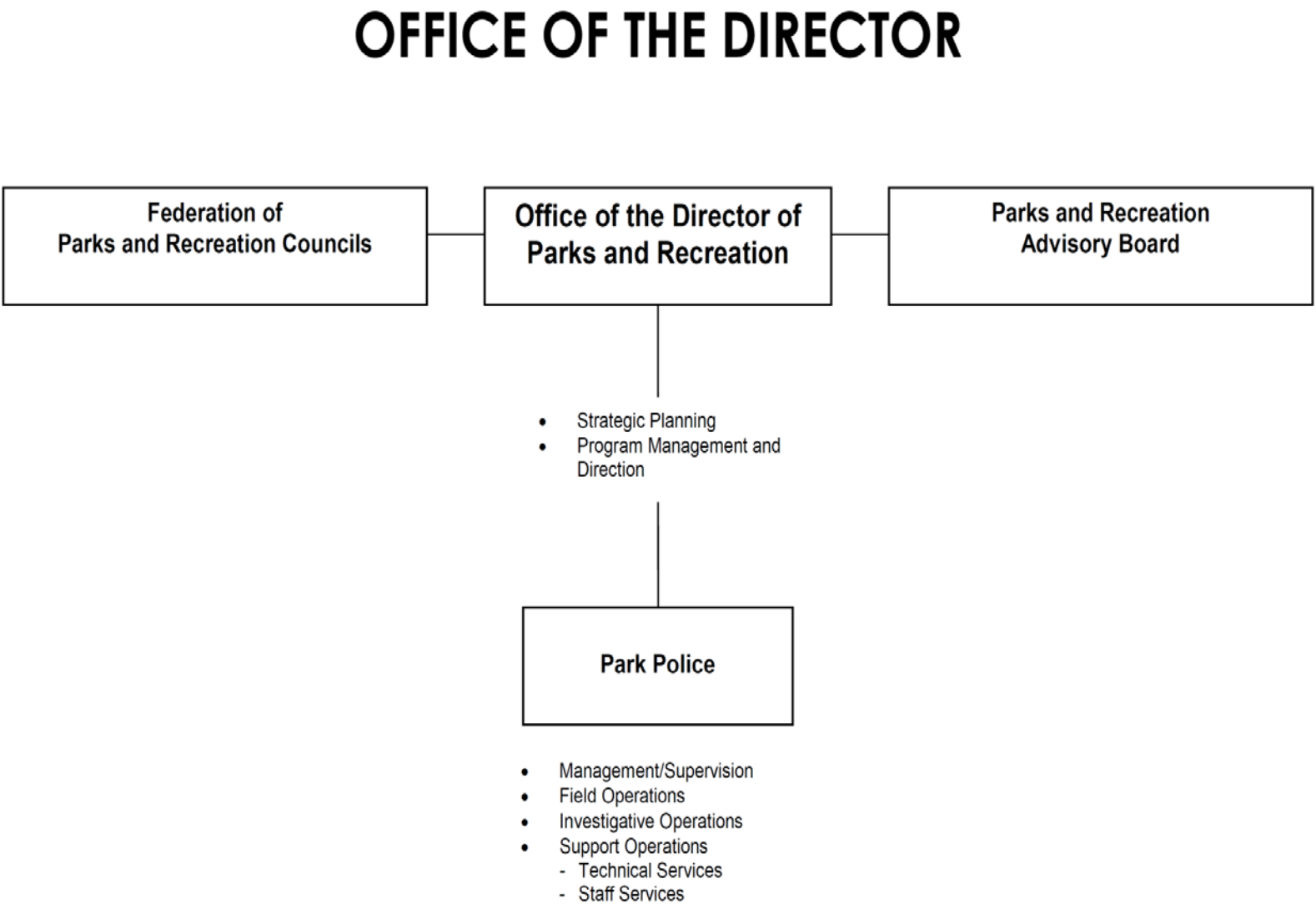
- Expand outreach and mobile recreation teams to promote services and engage young people.
- Expand Senior Plus program by evaluating opportunities to provide structured recreational activities and enhanced socialization which is designed to have a positive impact on our physically frail or impaired seniors.
- Implement the comprehensive youth development program throughout the community centers to include afterschool programming and arts.
- Expand the Adapted Aquatic program to continue to identify and market accessible programming for all our citizens.

Northern, Central, and Southern Area Operations

- Provide multi-disciplinary recreation opportunities for all ages and abilities and evaluate community center and recreation building operations, comprehensive recreation class program, signature and community-based special events, out of school time programs for youth and teens, senior programs, continue implementation of the Stop Light Model to identify and define core recreation programming and develop cost recovery model.
- Maintain, evaluate and strengthen the robust maintenance program and its infrastructure inclusive of mowing; custodial services; waste management; park, playground and field inspections and improvements; snow, leaf and ice removal; and light trades.
- Evaluate opportunities to expand partnerships and outreach to provide recreation programming for community and youth programming utilizing community resources such as schools, churches or other private facilities. Program areas should include health, wellness and sports; art and culture; nature and the environment; social development and service; and enrichment.
- Increase efficiencies by strengthening development and learning opportunities for staff in order to provide better recreational services, effective management of our resources and more emphasis on customer service.
- Begin implementation of the Formula 2040 Functional Master Plan strategies.



ORGANIZATIONAL STRUCTURE



**Prince George’s County
Parks and Recreation Department- Office of the Director**

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 planning, supervising and coordinating all parks 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.

BUDGET AT A GLANCE

Summary of Division Budget

		FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$683,500	\$747,230	9.3%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	3.00	3.00	0.0%
	Funded Workyears	3.00	3.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Increasing personnel costs based on actual projected compensation levels.



Prince George's County

Parks and Recreation Department- Park Police

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.

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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 eight (8) 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. Patrol Officers coordinate the Division's G.R.E.A.T Program at selected Prince George's County Public Schools and during Department of Parks and Recreation summer camps and playgrounds. Four Canine Teams also provide patrol coverage seven (7) days a week. The Paul Unit is assigned to the Potomac River Waterfront Community Park and is responsible for providing patrol coverage seven (7) days a week at the Woodrow Wilson Bridge Trail and at other park locations in close proximity. The officers assigned to the Paul Unit also provide police coverage for all special events on the WWB Trail and for those events at the National Harbor that traverse onto park property. The Rapid Deployment Unit is comprised of five (5) officers who are responsible for reducing crime on park property through special enforcement strategies and tactics. The unit is also responsible for plain clothes surveillance, checking of Hot Spot areas, rapid deployment to certain emergency situations, and other duties as assigned.

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



Prince George's County Parks and Recreation Department- Park Police

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. Mounted officers are responsible for providing police coverage on the 90 miles of hiker/biker trails.

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



Prince George's County

Parks and Recreation Department- Park Police

(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.

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.

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.

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 unit (CSU) is staffed 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; Xtreme 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 CSU also provides security analysis/assessments and recommendations for facilities that use live music bands.

ACCOMPLISHMENTS

FY13 Budget Priority Updates

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.



**Prince George’s County
Parks and Recreation Department- Park Police**

- Crime, reported incidents and all violations are declining in our park system as a result of increased use of technology, increased hot spot patrols and greater cooperation with other agencies.

BUDGET AT A GLANCE

Summary of Division Budget

	FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$17,619,400	\$17,496,058	-0.7%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	146.00	150.00	2.7%
Funded Workyears	146.50	150.50	2.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Adding four (4) new FT career police officer positions to support the expanding park system.
- Adding funding for uniforms, equipment, and outfitting vehicles for new police officer positions.
- Increasing overtime funding based on current actual projections.
- Transferring Project SAFETi funding to CIP.



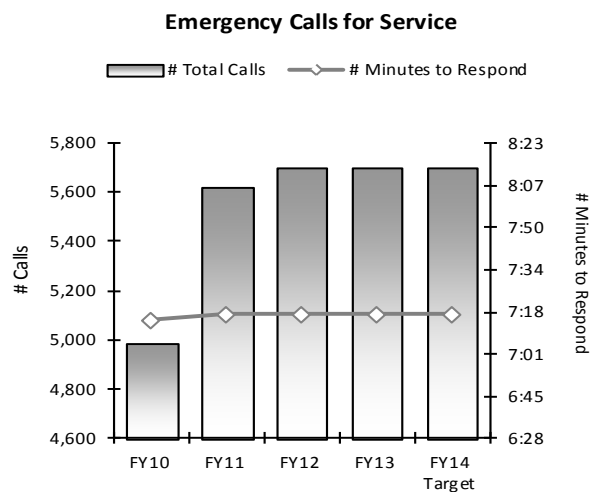
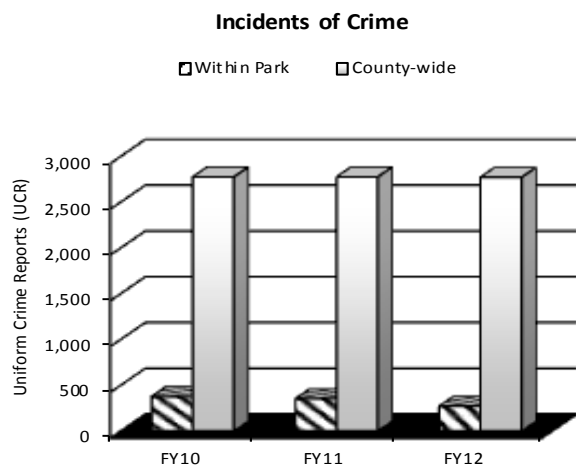
Prince George's County Parks and Recreation Department- Park Police

GOALS AND PERFORMANCE MEASURES

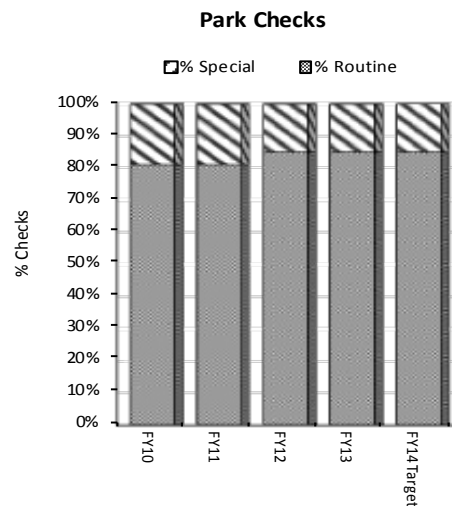
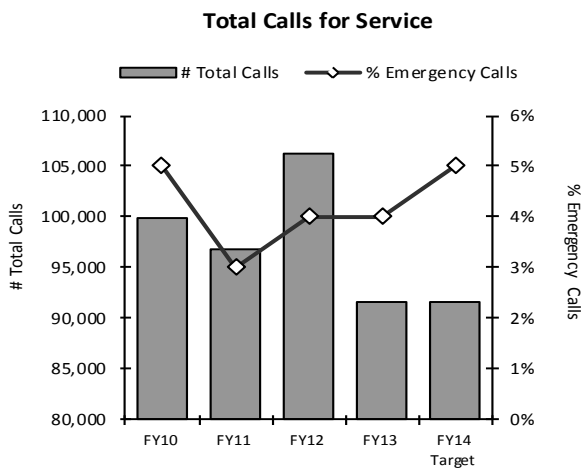
Park Police Performance Measures

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 environments for Commission employees and park patrons, and protection for park property and facilities by providing timely, efficient, proactive and courteous responses to reduce crime and fulfill the safety needs of park users and County residents.



Based on Uniform Crime Report data submitted to the FBI.
Homicides, rapes, robberies, assaults, B/E, larceny/theft and MV Thefts

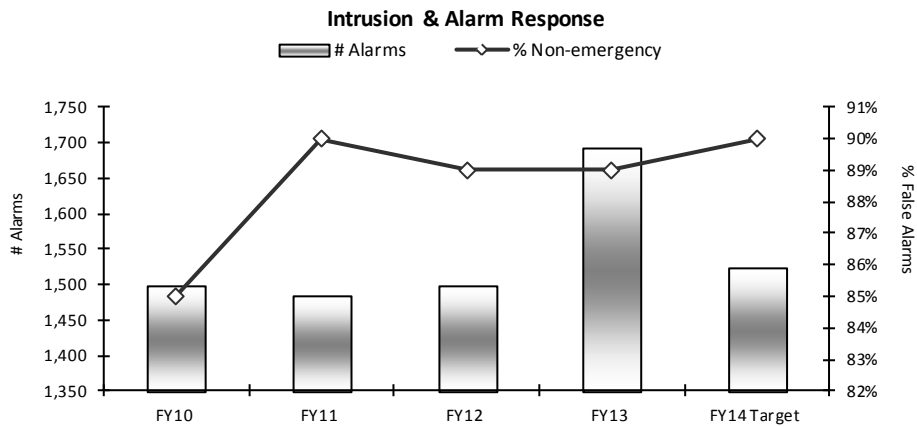
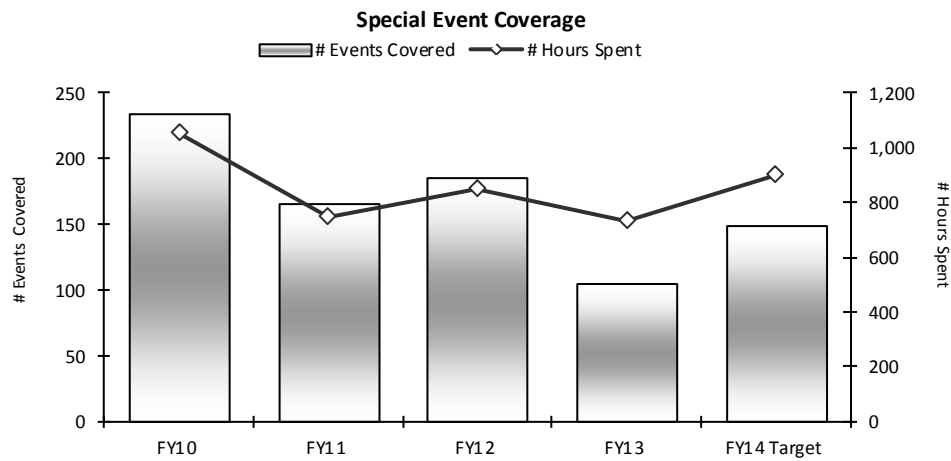
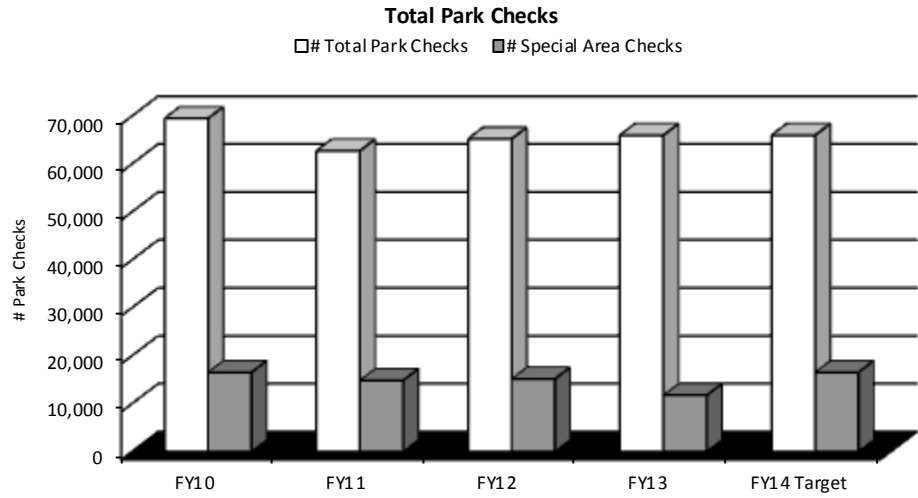


Routine checks are documented regular visits. Departmental rate is approx. 70,000 visits per month to a neighborhood or community park. Special Area Checks are approx. 16,500 per month. Ratio of Special to routine is stable.

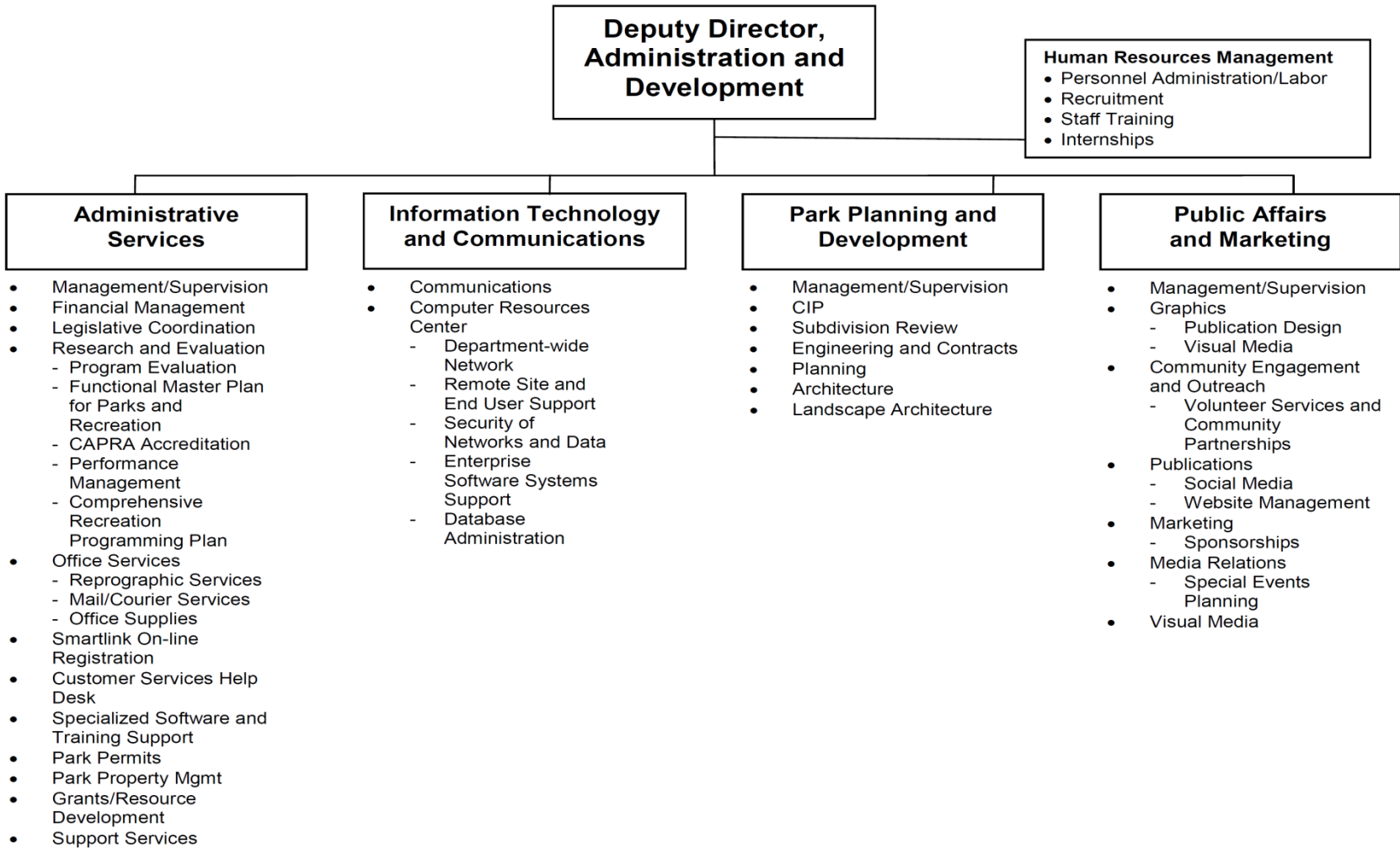


Prince George's County Parks and Recreation Department- Park Police

Park Police Performance Measures



ADMINISTRATION and DEVELOPMENT



Prince George's County Parks and Recreation Department- Administration and Development

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 (PAMD).

The human resources management section is responsible for four 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.

MISSION

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.

BUDGET AT A GLANCE

Summary of Division Budget

		FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$729,800	\$789,182	8.1%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	6.00	6.00	0.0%
	Funded Workyears	6.00	6.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Increasing personnel costs based on actual projected compensation levels.



Prince George's County Parks and Recreation Department- Administrative Services

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
- Parks and Recreation Foundation
- Park Permits
- Park Property Management
- 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.

MISSION

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 including financial and budget management; research and evaluation, performance management, long-range facility and services planning; customer service and help desk services including on-line program registrations support; park permitting; property management program; grants and resource development; and, general office services, document printing and reproduction support and inter-office mail distribution.

PROGRAMS AND SERVICES PROVIDED

Administrative Services Management

The management unit is responsible for the oversight, supervision and implementation of goals and priorities for the entire Division. The unit includes the Division's Chief and support staff.



Prince George's County Parks and Recreation Department- Administrative Services

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 incident reports.

Office Services

The Office Services unit provides support to the entire Department. It is responsible for managing the Department-wide reproduction machines and 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.

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, Advance 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.

Customer Service Help Desk

The Customer Service Help Desk serves as the first line of support for the public as well as for Department of Parks and 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.

Grants Management and Resource Development

This unit 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.

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 managed the 2010 and Beyond Parks and Recreation Vision and Needs Assessment which were the basis for the first-ever comprehensive Functional Master Plan for Parks and Recreation Facilities and Services. The



Prince George's County

Parks and Recreation Department- Administrative Services

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.

Park Property Management

The Property Management section provides administration, management, inspection and maintenance services for the Department's many house rental properties. Properties are typically rented to M-NCPPC staff or related entities at market value.

Parks and Recreation Foundation

Start-up funding is included to establish a Parks and Recreation Foundation. A foundation will work in conjunction with the Planning Board and the Department of Parks and Recreation to generate additional resources. The Foundation will be a registered non-profit in accordance with Section 501(c) (3) missioned to raise cash donations, support, in-kind contributions and link to corporate sponsorships for the park and recreation system. The foundation will have the ability to:

- Generate millions of dollars through grant funding, partnerships, and donor support.
- Create flexibility within our capital and operating budgets through contributing capital projects and programs to the County.
- Serve as a funding source not legally tied to, but supporting, a government agency.
- Ultimately diversify the Department of Parks and Recreation's revenue source so that it is not as reliant on property tax dollars, thus further enhancing the quantity, quality and value of parks and recreation services for all Prince George's County residents.

ACCOMPLISHMENTS

FY13 Budget Priority Updates

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.

- Held three public forums throughout the County in the Fall, and expect Planning Board approval to print and transmit Preliminary Plan in January 2013 to the District Council.

Assess and potentially reorganize the Customer Service Help Desk and Park Permits units and business processes to become more administratively efficient and cost effective.

- Continued to cross-train all career and seasonal/intermittent staff to provide seamless customer service support in all aspects of park permitting, SMARTlink assistance and support, on-line class registration, and specialized software support.

Update the Comprehensive Recreation Plan to develop a consolidated strategic guide to manage and deliver park and recreation facilities and services.

- Draft plan is nearly complete and will be transmitted to the Planning Board for their approval in January 2013.



**Prince George's County
Parks and Recreation Department- Administrative Services**

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY13 Adopted</u>	<u>FY14 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$3,807,600	\$4,257,249	11.8%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	28.00	30.00	7.1%
Funded Workyears	38.50	38.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Transferring one (1) seasonal workyear from Park Permits to the Customer Service Help Desk.
- Converting two (2) seasonal workyears to full-time career positions for the Customer Service Help Desk.
- Adding \$250,000 in one time start-up funding to create a Park Foundation for the Department
- Adding funding for credit card fees, transferred from the Golf Courses and from the Prince George's Trap and Skeet Center, to support transition of program registrations into SMARTlink.



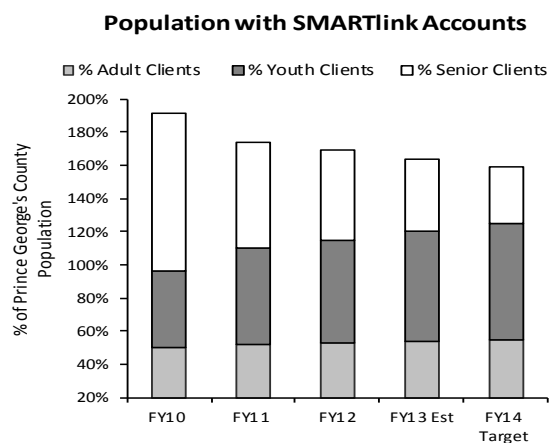
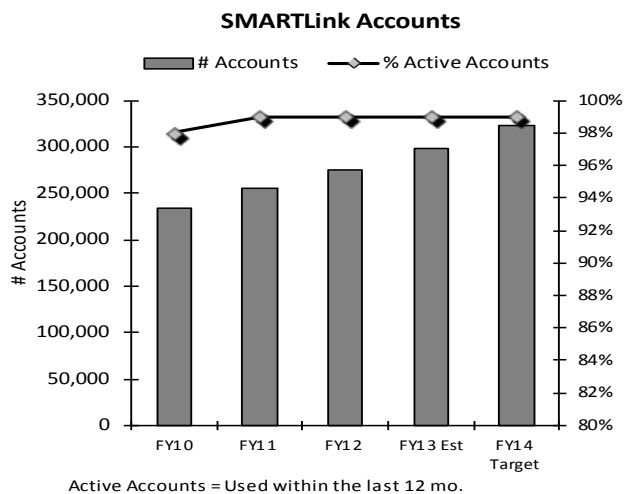
Prince George's County Parks and Recreation Department- Administrative Services

GOALS AND PERFORMANCE MEASURES

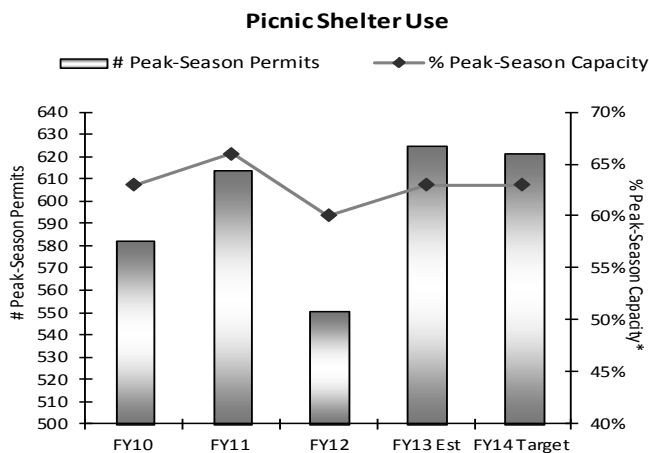
Administrative Services Division Performance Measures

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.

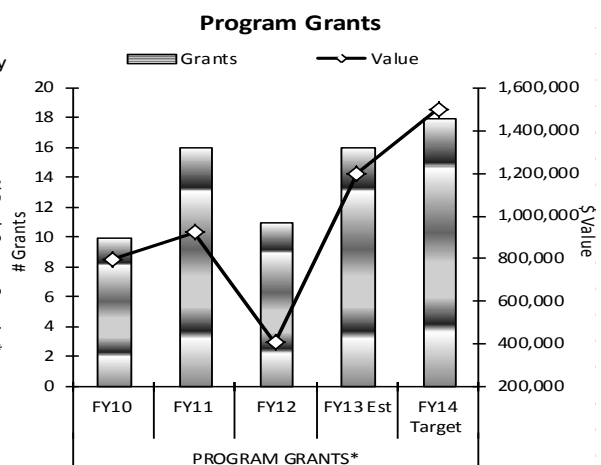


Note: Population total source is 2010 US Census
 Youth Clients = 0-17 yrs (205,999)
 Senior Clients = 60+ yrs. (125,382)
 Adult Clients = 18 - 59 yrs. (532,039)
 Total clients include Prince George's and Montgomery Counties and other non-residents.



*Peak season = Saturdays & Sundays during June, July and August

Total Available Picnic Shelters				
FY10	FY11	FY12	FY13	FY14
928	924	929	992	988



*Includes program and capital grants from state/federal agencies and local /national foundations--Does not include POS, state bonds, or other capital funding.



Prince George's County Parks and Recreation Department-Information Technology and Communications

OVERVIEW

The ITC Division coordinates IT and Communication services for all agency divisions and reports to the Deputy Director of Administration and Development.

MISSION

The goal of the Information Technology and Communications Division (ITC) 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.

PROGRAMS AND SERVICES PROVIDED

The ITC 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; IPAD, Smartphone, 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.



Prince George's County Parks and Recreation Department-Information Technology and Communications

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 Incident Management (SIEM), 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.

ACCOMPLISHMENTS

FY13 Budget Priority Updates

Complete year two of four-year plan to improve broadband technology at all Parks and Recreation facilities

- To date over 35 Facilities have been connected to Broadband Fiber.
- We anticipate connecting another 33 sites in FY 13 and 33 in FY 14.
- Video Teleconferencing (VTC) has been implemented at 13 Divisional sites and 4 major conference rooms.
- Upgrades have been completed at The Show Place Arena and the Prince George's Sports & Learning Complex to exceed large scale customer connectivity requirements.

Standardize after school computer club programs at all twenty-five (25) county wide computer labs.

- STEM Partnerships are being developed and instituted in conjunction with Prince Georges County Public Schools, Community College and Government.
- Standard software has been installed in all computer labs to keep pace with technology advances.
- All computer lab equipment older than three years is being replaced.
- Several customized programs are being developed for Tech Rec (Recording Studio Lab, Wireless/Mobile Computer Lab, Whiteboard and VTC)
- Continuing to seek partnerships with Microsoft, University of Maryland and volunteer organizations.



Prince George's County Parks and Recreation Department-Information Technology and Communications

Include Wi-Fi networks in all new and major building renovations excluding stand-alone restrooms and sports equipment structures

- 19 sites are currently connected to either free or Pay-per-use Wi-Fi.
- We expect to connect or update a total of 35 sites.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY13 Adopted</u>	<u>FY14 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$4,284,300	\$5,957,601	39.1%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	27.00	29.00	7.4%
Funded Workyears	28.20	30.20	7.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Adding two (2) FT career positions to provide required increased administrative support for the division.
- Increasing funding to support upgrades, renewals, and maintenance of Microsoft Office software for department.
- Adding funding for VOIP Unified Messaging Phone System upgrade replacing outdated and failing copper based network.
- Increasing funding for infrastructure wiring upgrades for facilities as part of Broadband Master Plan to replace outdated and failing copper based network.
- Adding funding for infrastructure wiring upgrades as part of the facility renovations at Palmer Park Community Center and College Park Aviation Museum.



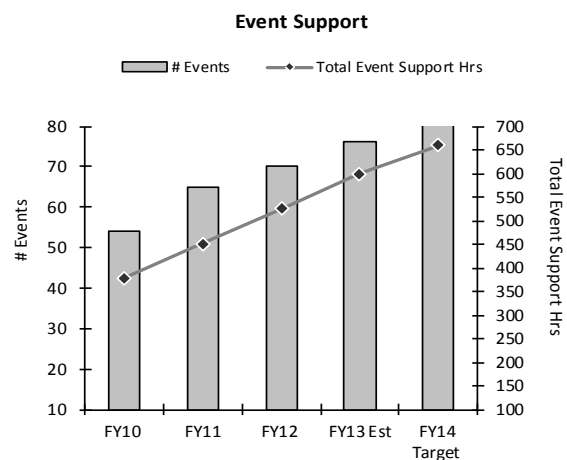
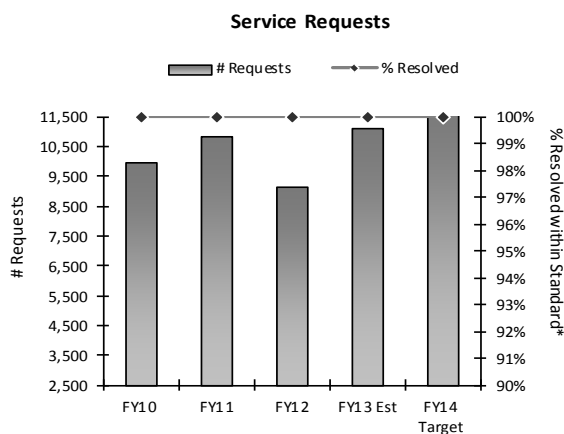
Prince George's County Parks and Recreation Department-Information Technology and Communications

GOALS AND PERFORMANCE MEASURES

Information Technology & Communications Division Performance Measures

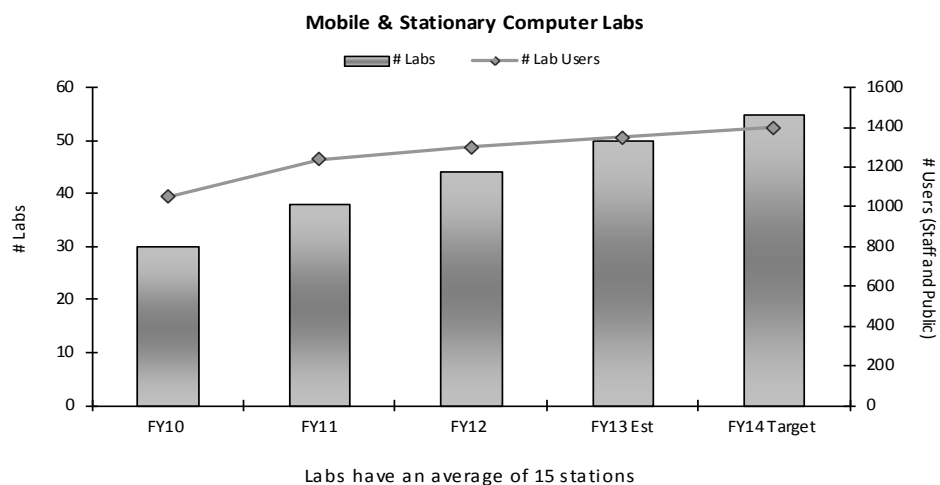
Outcome Objective: In pursuance of the Departmental mission, the IT and Communications Division serves departmental staff and oversees the following functional areas: end user support, systems support and configuration, procurement, security of operations, access to web-based applications, web-related 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.



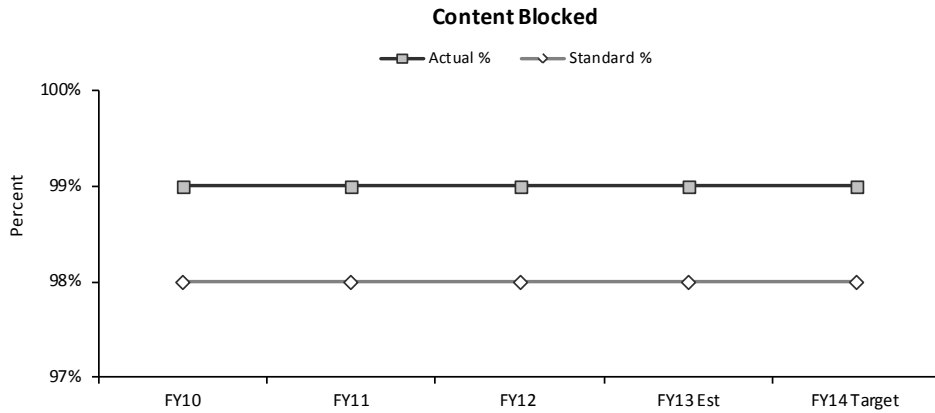
* Service requests include over 115 Service Request Types with 9 escalating service level agreement (SLA) priority types
 ** Target for resolution time for priority 1 thru 5 types is three (3) business days

*Events include events sponsored or co-sponsored by MNCPPC. Average # service hours spent per event is 7 hours (includes setup, consultation & breakdown)

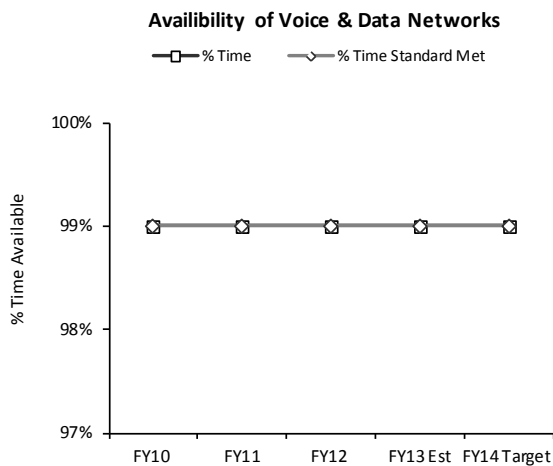


Prince George's County Parks and Recreation Department-Information Technology and Communications

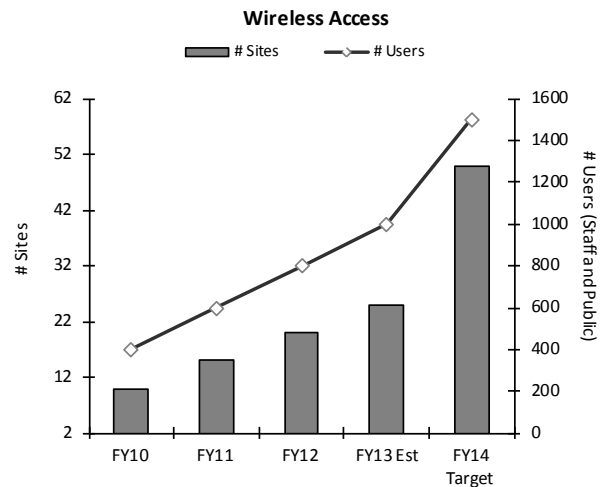
Information Technology & Communications Division Performance Measures



*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.



Prince George's County Parks and Recreation Department-Public Affairs and Marketing

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.

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

The Division serves the following distinct Department-wide support and special project functions:

- Community Outreach and Engagement
- Volunteer Services Coordination
- Community Partnerships Management
- Media Relations
- Social Media
- Special Events Planning
- Marketing and Advertising
 - Sponsorships
- Publications
- Graphics
 - Publication Design
 - Visual Media
- Website Management

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.

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, Publications and Web Management units, the unit designs and manages the look of both electronic and print media.

Web Management

The Web Management unit manages www.pgparcs.com and multiple sub-sites on a daily basis, using a content management system. The unit trains Departmental staff in content management and maintains links to the SMARTlink registration system, and supports use of new media such as



Prince George's County

Parks and Recreation Department-Public Affairs and Marketing

online video and RSS feeds. In addition, the unit provides computer programming for surveys, feedback forms, and other interactive opportunities.

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. In addition, the unit provides event planning services and publicity for Departmental groundbreakings, dedications, facility openings, and other ceremonies.

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 manages content and posts for the Department's social media channels, including a Twitter feed targeted toward local media.

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 SMARTlink database. In addition, the unit oversees 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.

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.

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.



Prince George's County

Parks and Recreation Department-Public Affairs and Marketing

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.

ACCOMPLISHMENTS

FY13 Budget Priority Updates

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.

- Implement increased public engagement activities surrounding the Formula 2040 Master Plan, including meetings with homeowners associations, civic groups, recreation councils, business groups, school communities and others.
- Increase the number of civic and community groups included in the Community Outreach and Marketing Toolkit database for use in providing timely and accurate information about the Department's services and programs.
- Increase the number of social media posts for Facebook, Twitter and YouTube, with a focus on two-way conversation and information sharing.
- Implement regular e-mail blasts targeting specific audiences for programs and events.
- Use texting and e-mail emergency alert notification system to communicate with the public in real time during emergency events and for public safety.

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.

- Design a partnership policy to cover both community and corporate sponsors, in alignment with Department of Parks and Recreation mission and program goals.
 - Develop revenue projections for the first and second years of the program.
 - Identify resources required to develop and sell sponsorships.



**Prince George's County
Parks and Recreation Department-Public Affairs and Marketing**

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY13 Adopted</u>	<u>FY14 Proposed</u>	<u>% Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,901,500	\$1,907,100	0.3%
<i>Recreation Fund</i>				
	Expenditures	<u>\$874,800</u>	<u>\$893,200</u>	<u>2.1%</u>
	TOTAL EXPENDITURES	\$2,776,300	\$2,800,300	0.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	12.00	12.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>2.00</u>	<u>2.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	14.00	14.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	14.00	14.00	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>2.00</u>	<u>3.00</u>	<u>50.0%</u>
	TOTAL FUNDED WORKYEARS	16.00	17.00	6.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Added one (1) seasonal workyear to support Partnership database and development activities.



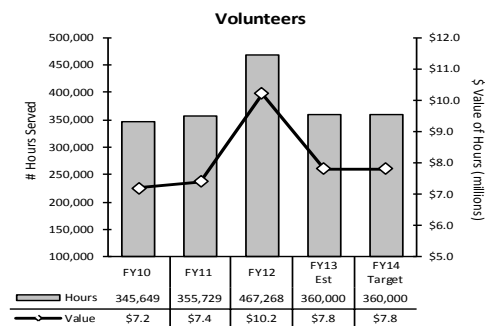
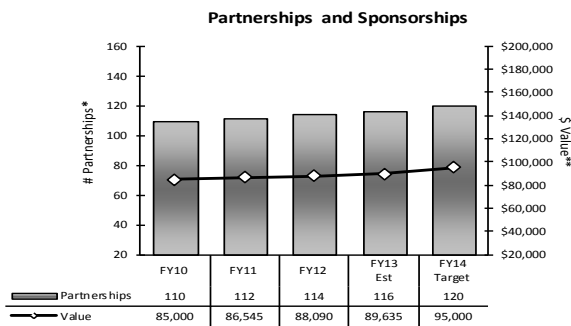
Prince George's County Parks and Recreation Department-Public Affairs and Marketing

GOALS AND PERFORMANCE MEASURES

Public Affairs & Marketing Division Performance Measures

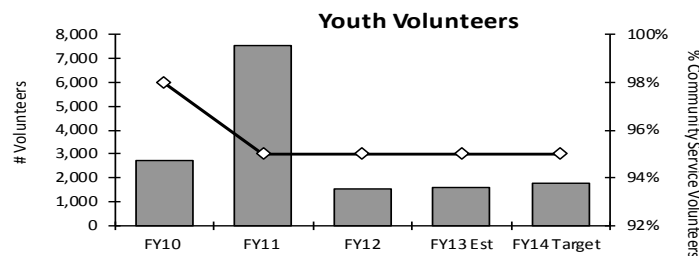
Outcome Objective: Provide professional marketing, outreach and promotion services to the Department (including community outreach tools, publications, web site management, graphic design, photography, media releases, and technical assistance) to promote and market programs, facilities and services to 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 organizations, and business sponsorships bring additional resources to County residents.

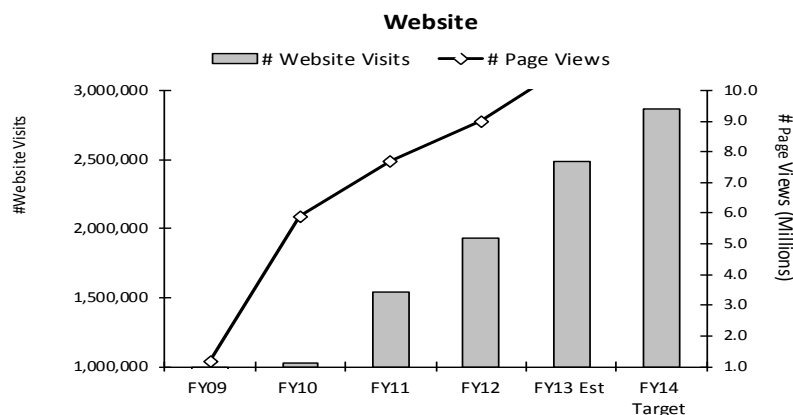


*Does not include large scale partnerships like those with the Prince George's County Public Schools, the Prince George's Boys and Girls Club, or any public/private partnerships for facility or land development.
**Partnership value is based on program contribution, media value for promotion and advertising 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
The estimated value of one volunteer hour was \$21.79 in 2012 according to www.independentsector.org

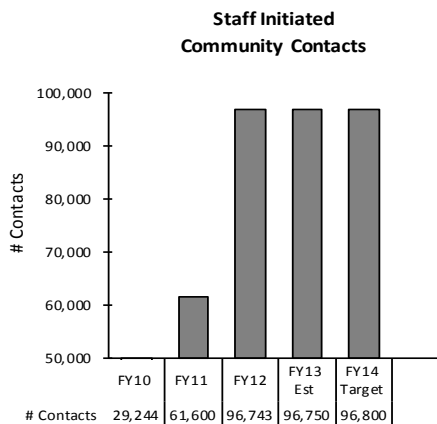
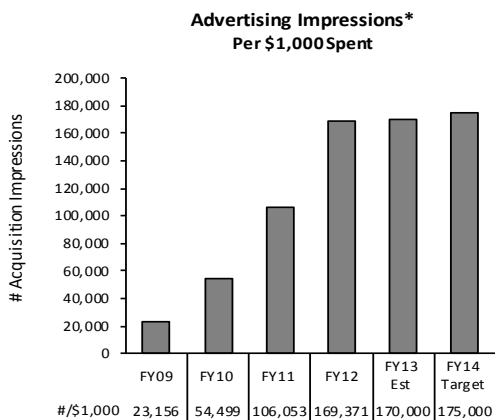


*SLR - Service Learning Requirement Volunteers



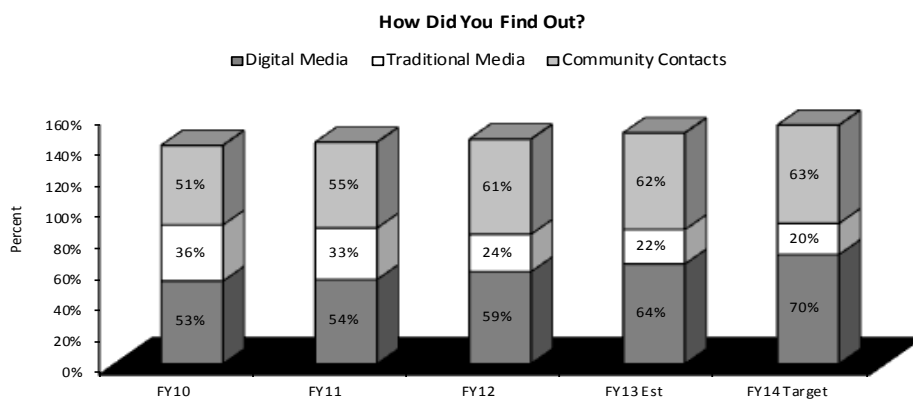
Prince George's County Parks and Recreation Department-Public Affairs and Marketing

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

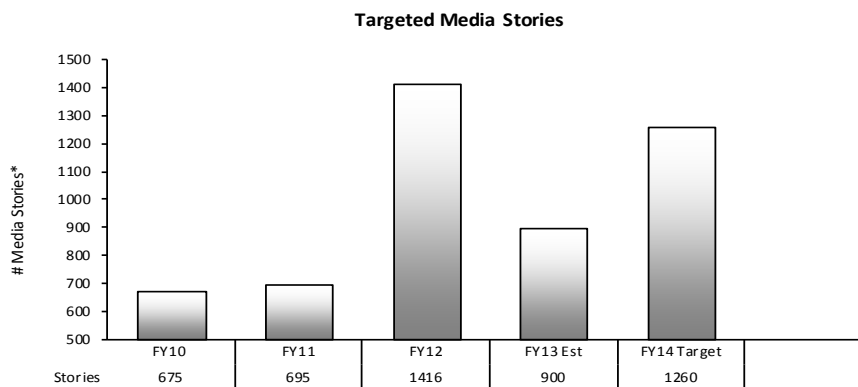


Digital Media = Email, E-newsletters, Blogs, Text Messaging, Social Networks

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



Prince George's County Parks and Recreation Department-Park Planning and Development

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.

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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.

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.

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.

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.



Prince George's County Parks and Recreation Department-Park Planning and Development

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.

ACCOMPLISHMENTS

FY13 Budget Priority Updates

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.

- Engineering Section has been split into two sections: Engineering and Construction Inspection.
- Construction Inspection Section: New Construction Inspection Supervisor hired.

In collaboration with the Maintenance and Development Division, PPD will perform infrastructure improvement projects County-wide.

- Assisting in Phase 2 of ADA Compliance initiative by developing the Department's ADA Transition Plan, which includes: recommending best solutions for noncompliant items identified in the Phase 1 accessibility audits, estimating the cost of each solution, and identifying the most appropriate Division to implement the solution.

BUDGET AT A GLANCE

Summary of Division Budget

	FY13 Adopted	FY14 Proposed	% Change
Budget			
<i>Park Fund</i>			
Expenditures	\$6,233,400	\$6,159,463	-1.2%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	54.00	54.00	0.0%
Funded Workyears	55.00	55.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Decreasing revenue based on current actual projections.



Prince George's County Parks and Recreation Department-Park Planning and Development

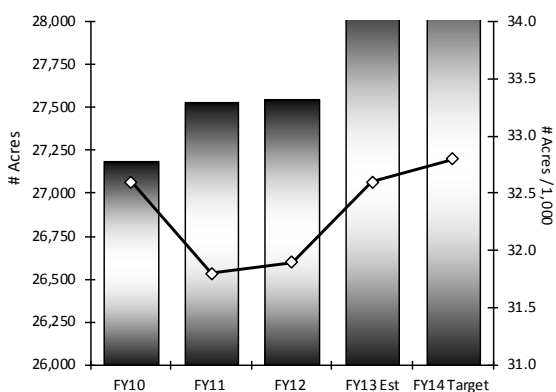
GOALS AND PERFORMANCE MEASURES

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.

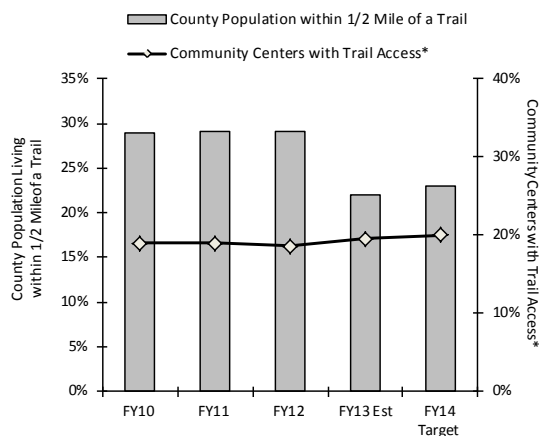
Impact Objective: Ensure that acquisition and development projects are fully funded and proper procedures are followed through planning, design and construction. The Division acquires parkland and builds quality park facilities in order to meet the park and recreation needs of the residents of Prince George's County.

Park Acres



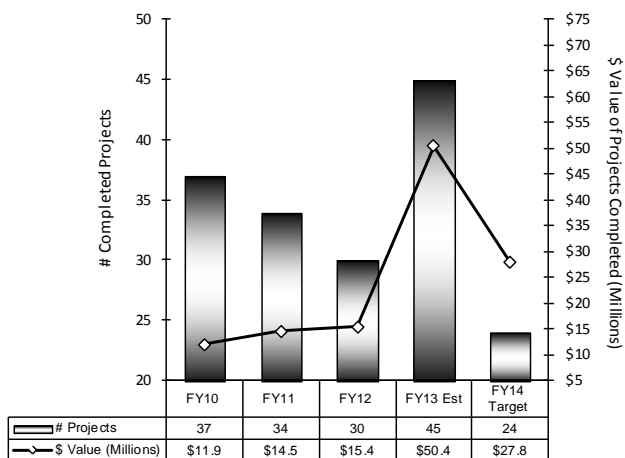
*Department standard = 35 acres per 1,000 population based on 2010 US Census data

Trail Connectivity

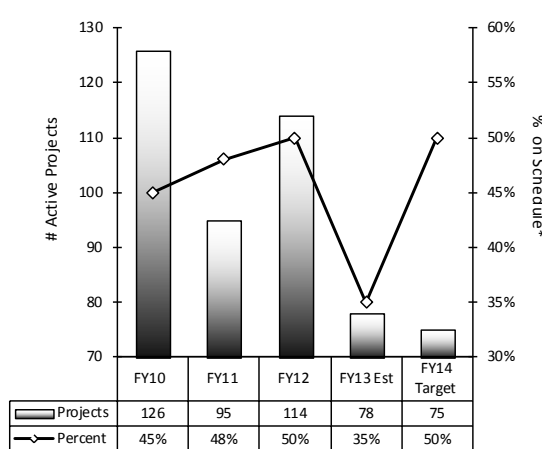


* FY12 we had 43 community centers, and 8 had direct trail access.
FY13 estimate will have 46 community centers, and 9 will have direct trail access.
FY14 estimate will have 46 community centers, and 9 will have direct trail access

**Capital Improvement Program
Completed Projects**



**Capital Improvement Program
Development Projects**



*Reached Projected Milestones



Prince George's County Parks and Recreation Department-Support Services

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.

BUDGET AT A GLANCE

Summary of Division Budget

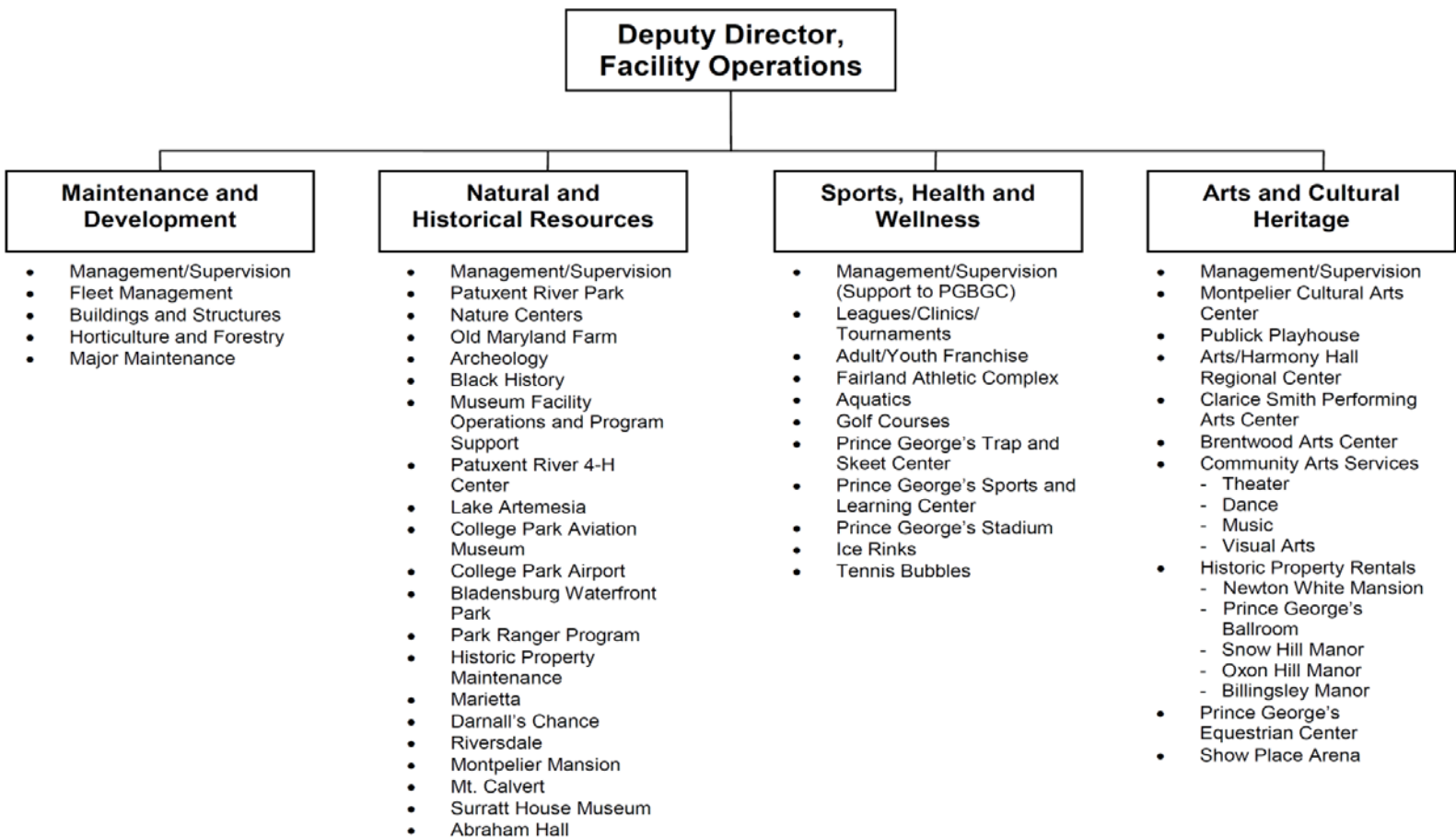
Budget		FY13 Adopted	FY14 Proposed	% Change
<i>Park Fund</i>				
	Expenditures	\$13,746,700	\$13,386,798	-2.6%
<i>Recreation Fund</i>				
	Expenditures	<u>\$6,824,400</u>	<u>\$7,253,030</u>	<u>6.3%</u>
	TOTAL EXPENDITURES	\$20,571,100	\$20,639,828	0.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Increasing group insurance for LTD payments by \$76,800.
- Decreasing unemployment insurance payments by -\$126,400.
- Increasing risk management and group insurance charges by \$33,700.
- Decreasing the chargeback for the data center funding and communication fees, and for funding of Commission's chief information officer by -\$16,100.
- Decreasing funding for the Capital Equipment ISF by -\$500,000.
- Increasing the finance and legal chargebacks by \$58,500.
- Increasing funding for purchase of Park police and other commission vehicles by \$394,800.



FACILITY OPERATIONS



**Prince George’s County
Parks and Recreation Department-Facility Operations Deputy Director**

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.

MISSION

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.

BUDGET AT A GLANCE

Summary of Division Budget

	FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$395,500	\$420,558	6.3%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	4.00	4.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Increasing personnel costs based on actual projected compensation levels.



Prince George's County Parks and Recreation Department- Maintenance and Development

OVERVIEW

Maintenance and Development provides maintenance and repair of Department facilities and properties through five major work programs. The Division also coordinates with and provides services to the Prince George's County Government.

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

Fleet Management

This work program consists of a central garage facility, mechanics, 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 also maintains 10 fuel sites and provides support to six satellite garage operations. Fleet management sets maintenance policy, provides technical assistance to the Department, and specifies and bids all vehicles.

Buildings and Structures

This program consists of Electric, HVACR, Plumbing, Carpentry, Masonry and Welding trade shops; and the Exhibit Shop. Work programs within the skilled trade's 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 supervision of major development projects, facility inspection and responses to issues involving fire protection systems, elevators, electrical and lighting, HVAC, roofing and plumbing systems, or structural building components.

The Exhibit Shop provides signage and graphics to meet the code, directional, interpretive, and aesthetic requirements of all Commission facilities. It creates 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.

Horticulture and Forestry Section (Roads and Grounds)

This work group provides landscape horticulture to the park system, special interest facilities, and historic property rental facilities. This section also provides turf-mowing services to 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 multiple County snow emergency routes. Horticulture and Forestry 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. The Heavy Equipment and Roads and Grounds work crews provide erosion control, storm water management, hauling, demolition, and asphalt and trail renovation services for the entire park system.



Prince George's County Parks and Recreation Department- Maintenance and Development

Major Maintenance and Inspection

This program funds and supervises 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.

Administration/Management/Supervision

The administrative group is responsible for preparing and managing the Division's annual operating budget and providing administrative support to Division staff including payroll, human resources, procurement, and fixed asset control. Additionally, this group coordinates ACR work request assignments and will be managing the Enterprise Asset Management implementation.

ACCOMPLISHMENTS

FY13 Budget Priority Updates

Implementation of the Americans with Disabilities (ADA) 2010 Recreation Facilities Standards Compliance Initiative is ongoing.

- Staff is performing audits on park buildings and parks to identify non-compliant accessibility park system features as identified in the 2010 ADA standards. Transition plan is to be submitted to the Department of Justice by spring 2013.

Bridge Maintenance Plan: Develop a comprehensive evaluation process to identify the status of M-NCPPC's trail bridge system.

- This work is ongoing and will identify bridges which are a significant liability and to determine a plan for repair and/or replacement.

Energy Efficiency: Significant progress has been achieved by 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.

- Sites have been identified for solar panel arrays which will provide energy credits for electric cost.

Infrastructure Program: This work is ongoing and will involve collaboration with the Park Planning and Development Division to address and implement critical facility maintenance needs identified in the infrastructure study.

- Renovations and replacements have been identified and prioritized.



**Prince George's County
Parks and Recreation Department- Maintenance and Development**

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY13 Adopted</u>	<u>FY14 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$24,601,900	\$27,231,470	10.7%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	177.00	178.00	0.6%
Funded Workyears	188.50	192.50	2.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Adding one (1) FT career position transferring from the Central Area Operations Division.
- Adding three (3) seasonal workyears to support the ADA compliance program.
- Adding \$500,000 funding for the biennial dredging of Bladensburg Waterfront Park.
- Adding \$2,000,000 funding for additional Major Maintenance prioritized projects.



Prince George's County Parks and Recreation Department- Maintenance and Development

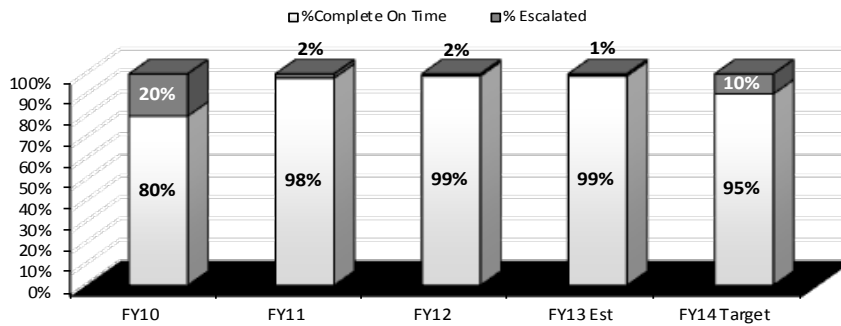
GOALS AND PERFORMANCE MEASURES

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.

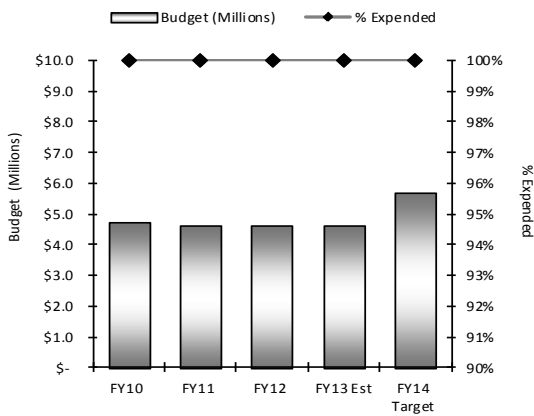
Impact Objective: Provide area citizens with safe, well-maintained and aesthetically pleasing facilities programs and services throughout our park system. The level of confidence and reassurance for a safe, well maintained environment promotes customer participation and satisfaction year round.

Work Order Status

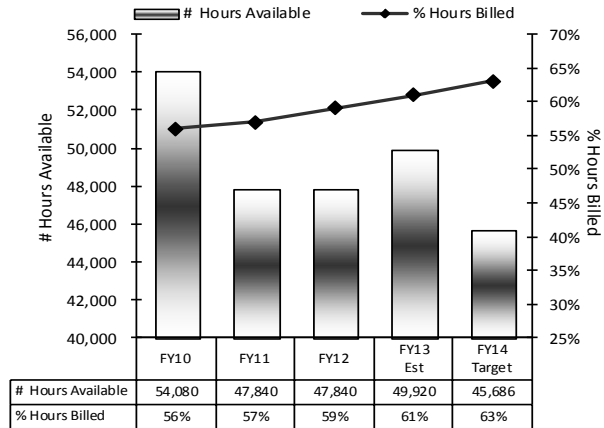


Escalated = a project was not completed on the projected schedule

Major Maintenance

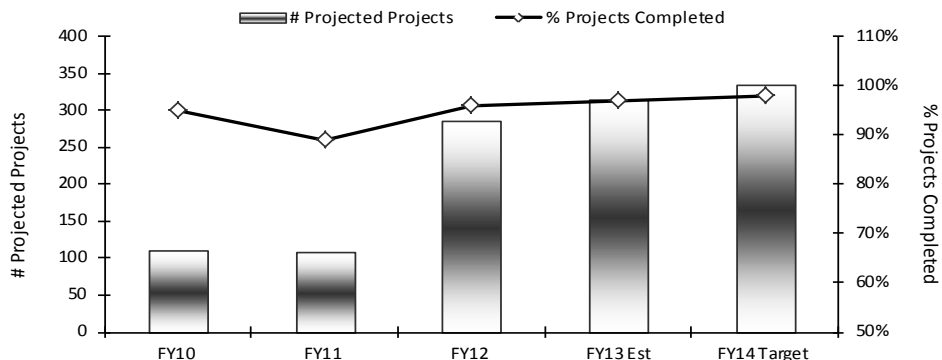


Fleet Management Billable Hours



Note: National Standard is 65.8%
Source: ICMA

Major Maintenance Projects



Prince George's County Parks and Recreation Department-Natural and Historic Resources

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. NHRD manages two Enterprise Fund sites: College Park Airport and Bladensburg Waterfront Park.

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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.

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



Prince George's County Parks and Recreation Department-Natural and Historic Resources

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.

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.

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 writes grant proposals, give numerous talks and lectures and provide public information.

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.



Prince George's County

Parks and Recreation Department-Natural and Historic Resources

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.

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.

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.

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



Prince George's County

Parks and Recreation Department-Natural and Historic Resources

programs have served thousands of students. In addition to drop-in tours, the museum provides special events such as Scout Days, Flight Night, and the Santa Fly-In.

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.

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.

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.

ACCOMPLISHMENTS

FY13 Budget Priority Updates

Continue working on program initiatives to support and commemorate the War of 1812 Bicentennial.

- Developed and presented numerous interpretive programs on the War of 1812 and life in the Federal Period.
- Collaborated with the Battle of Bladensburg Task Force and Prince George's County Commemoration Committee on planning for the Bicentennial.
- Redesigned/reinterpreted and dedicated existing Bladensburg Waterfront Park Visitor Center to serve as Battle of Bladensburg Visitor Center. Developed plans for battle markers, signage and murals to highlight Battle of Bladensburg and the British invasion route.

Update and expand natural science programs to integrate curriculum standards to meet the new State of Maryland Environmental Literacy Requirements for students.

- Repurposed space at Bladensburg Marina to provide classroom space for interpretive programs.



**Prince George's County
Parks and Recreation Department-Natural and Historic Resources**

BUDGET AT A GLANCE

Summary of Division Budget

		FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$5,629,100	\$5,669,500	0.7%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,515,600</u>	<u>\$1,671,500</u>	<u>10.3%</u>
	TOTAL EXPENDITURES	\$7,144,700	\$7,341,000	2.7%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	54.00	55.00	1.9%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>11.00</u>	<u>11.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	65.00	66.00	1.5%
<i>Park Fund</i>				
	Funded Workyears	72.10	75.60	4.9%
<i>Recreation Fund</i>				
	Funded Workyears	<u>16.50</u>	<u>16.50</u>	<u>0.0%</u>
	TOTAL FUNDED WORKYEARS	88.60	92.10	4.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Reducing non-personnel expenditures for one-time funding of \$212,000 for War of 1812 commemoration.
- Adding one-time funding of \$100,000 for maintenance projects needed at recently acquired historic sites.
- Adding one (1) FT career position to the Historic Property Maintenance Section transferring from Bladensburg Waterfront Park.
- Adding two (2) seasonal workyears to the Park Ranger Unit for additional staffing at Dinosaur Park.
- Adding 0.5 seasonal workyears and operational funding for facility and park additions and renovations at Patuxent River Park and College Park Aviation Museum.



Prince George's County Parks and Recreation Department-Natural and Historic Resources

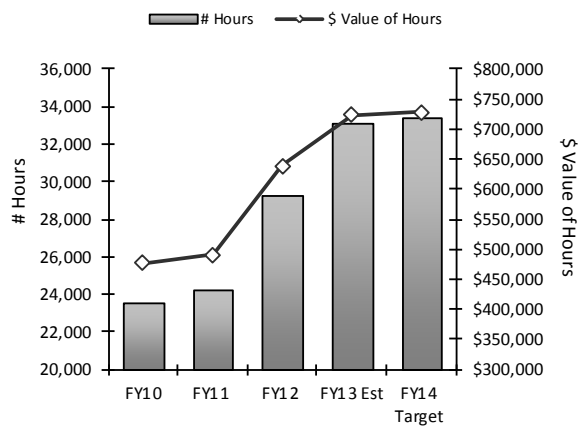
GOALS AND PERFORMANCE MEASURES

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.

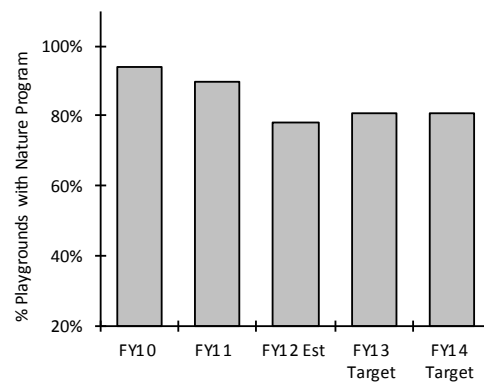
Impact Objective: Provide professional natural and historical resource management services and interpretive programs in order to educate our community and encourage stewardship of the natural resources and the historical heritage of Prince George's County.

Museum Volunteers & Docents



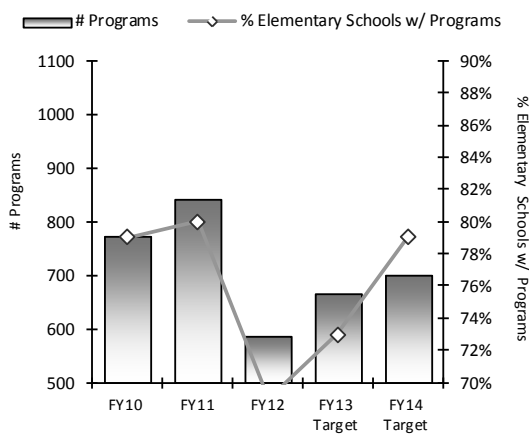
Note: The estimated value of one volunteer hour was \$20.25 in 2008 according to www.independentsector.org. The estimated value of one volunteer hour was \$21.79 in 2012 according to www.independentsector.org.

Summer Playgrounds with Nature Programs



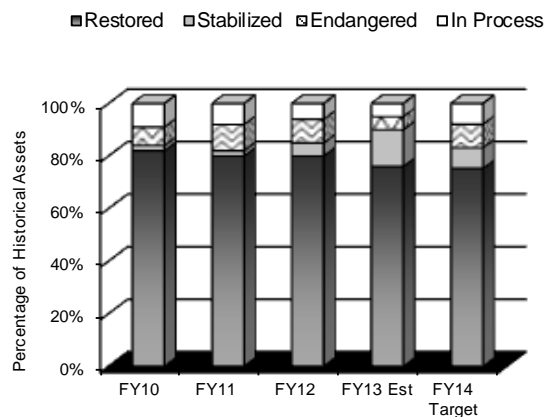
*Objective is to have 100% of playgrounds with a nature program.

Educational & Interpretive Programs



Note: Objective is to have 100% of elementary schools with programs.

Condition of Historic Assets



Note: M-NCPPC owns 60 historical assets as of FY11



Prince George's County Parks and Recreation Department-Sports, Health and Wellness

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.

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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.

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.

Fairland Sports and Aquatics Complex

This complex features an aquatics center, a tennis bubble, a fitness and wellness center, and gymnastics arena.



Prince George's County Parks and Recreation Department-Sports, Health and Wellness

The aquatics 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 over 40 swim competitions each year.

The six-court tennis bubble offers year-round tennis with a large instructional program as well as a summer and winter Junior Competitive program.

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. 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.

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.

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.

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.

ACCOMPLISHMENTS

FY13 Budget Priority Updates

Attract new sport venues and developmental program offerings to Department of Parks and Recreation to include soccer (youth /adult) and lacrosse.

- Established lacrosse clinics and working on implementing lacrosse leagues.

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.

- Awarded \$15,000 for the expansion of "Make a Splash in School" program. As a result more students were provided opportunities to participate in the program.



**Prince George’s County
Parks and Recreation Department-Sports, Health and Wellness**

Develop social media marketing techniques that promote and identify the DPR health, wellness and fitness opportunities county wide for youth, adults, seniors and families.

- Implemented enhanced marketing, communication, and outreach efforts to promote the importance of health and wellness and the need to be more active for a healthier lifestyle.

BUDGET AT A GLANCE

Summary of Division Budget

	FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$9,897,600	\$9,982,900	0.9%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	48.00	48.00	0.0%
Funded Workyears	155.90	159.90	2.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Adding 1.0 seasonal workyears to support expanded fitness and summer camp programs at Allentown Splash, Tennis, and Fitness Park
- Adding 3.0 seasonal workyears for expanding staffing and increasing in-service training based on recommended Red Cross mandates for lifeguards at aquatic facilities.



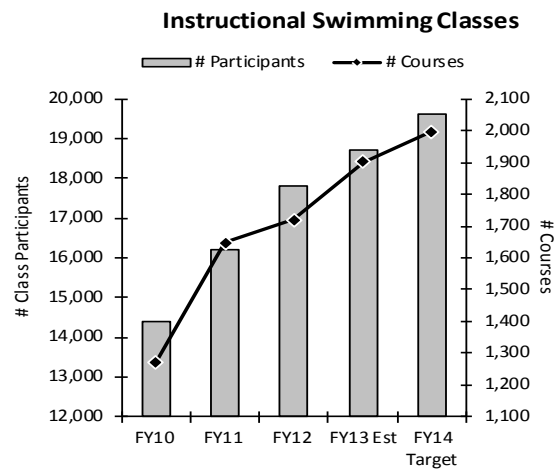
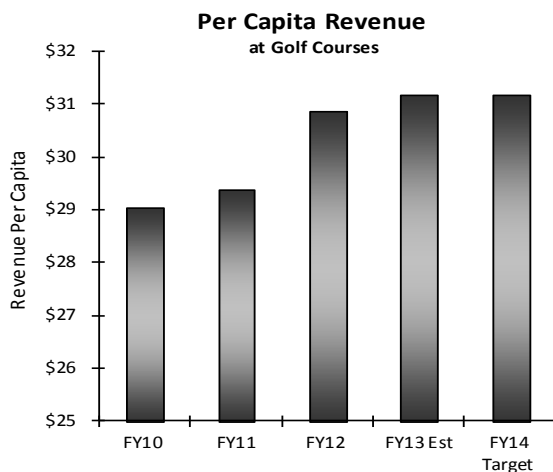
Prince George's County Parks and Recreation Department-Sports, Health and Wellness

GOALS AND PERFORMANCE MEASURES

Sports, Health & Wellness Division Performance Measures

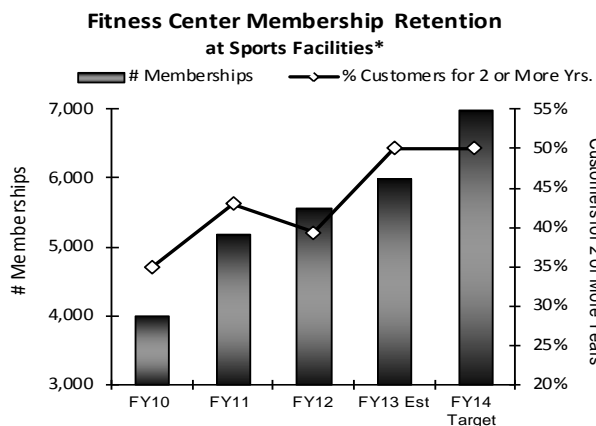
Outcome Objective: Provide high quality athletic and recreational programs, administration of a county-wide field permit process, professionally driven staff and an array of facilities for the citizens of Prince George's County. The Division's functions include coordination and scheduling of a comprehensive sports program, management and supervision, administration support of Prince George's County Boys and Girls Club, 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.

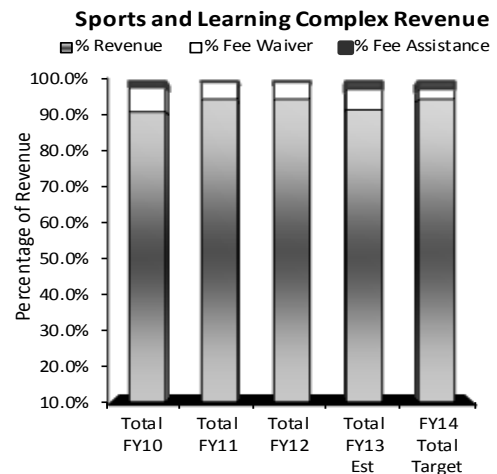


Total Revenue - Golf Courses (Millions)

Fiscal Year	FY10	FY11	FY12	FY13 Est	FY14 Target
Revenue (Millions)	\$2.5	\$2.3	\$2.6	\$2.6	\$2.6



* 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



Prince George's County Parks and Recreation Department-Arts and Cultural Heritage

OVERVIEW

ACHD coordinates and manages four arts facilities, 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, Juneteenth (in coordination with the Natural and Historic Resources Division), and the Harlem Renaissance Festival. Staff serves as liaison to the Prince George's Arts Council, the Prince George's Philharmonic, Harlem Remembrance Foundation, 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's arts grant from the Maryland State Arts Council.

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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.

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.



Prince George's County

Parks and Recreation Department-Arts and Cultural Heritage

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.

Brentwood Arts Exchange

The Brentwood Arts Exchange (BAE) houses a gallery of changing exhibitions for viewing by the public, a contemporary fine crafts store, and a classroom space available for a variety of activities. BAE offers an arts education program for all ages to explore a variety of art disciplines, including workshops and classes in digital media, drawing, felting, collage, artist career skills and much more.

Exhibits include the art of Latino artists during Hispanic Heritage month; Prince George's County Juried Exhibition featuring artists that either live, work, attend school or have their studio in Prince George's County; works of student artists from the University of Maryland Department of Art Print Department; works of African American artists; and a "regional" exhibition.

Rental space is used by County residents and elected officials for meetings, lectures, receptions and other small events.

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, the Love to Dance 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.

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. The rental properties provide unique spaces for events, weddings and meetings. The properties also provide County residents an opportunity to enjoy Black History events, activities for youth, family and seniors, the mid-week summer jazz concert series at Oxon Hill Manor, and are a showcase for regional area event businesses.



Prince George's County Parks and Recreation Department-Arts and Cultural Heritage

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.

ACCOMPLISHMENTS

FY13 Budget Priority Updates

Conduct an interest/needs survey of customers, residents and artists regarding art and cultural offerings in Prince George's County.

- Continue to conduct evaluations for programs and events; noted gaps in some offerings and increased programming for seniors, after work group, physically impaired, family activities, collaborations with area schools. Feedback from artists resulted in the revision of the resident artist program and the plan to develop an artist directory.

Develop an Arts and Cultural Heritage Division Strategic Plan.

- A structured plan to increase revenue, fill program gaps and increase visibility and services is continuing to be implemented. A tented patio planned for Oxon Hill Manor promises increases in rental fees and the number of bookings. Implementation of a colorful ART Bus/van will bring visual and performing arts to the community, filling program gaps and increasing visibility. In addition, the Public Affairs and Marketing Division will assist with promoting the ARTS program and services.

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

- The Division has provided technical assistance to various Department programs for park openings, teen and youth programs, and the new Southern Area Tech Rec media room.



**Prince George's County
Parks and Recreation Department-Arts and Cultural Heritage**

BUDGET AT A GLANCE

Summary of Division Budget

		FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,912,200	\$1,919,600	0.4%
<i>Recreation Fund</i>				
	Expenditures	<u>\$3,455,200</u>	<u>\$3,410,000</u>	<u>-1.3%</u>
	TOTAL EXPENDITURES	\$5,367,400	\$5,329,600	-0.7%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	12.00	12.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>24.00</u>	<u>23.00</u>	<u>-4.2%</u>
	TOTAL FUNDED CAREER POSITIONS	36.00	35.00	-2.8%
<i>Park Fund</i>				
	Funded Workyears	21.00	21.00	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>40.00</u>	<u>39.00</u>	<u>-2.5%</u>
	TOTAL FUNDED WORKYEARS	61.00	60.00	-1.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Adding one-time funding for the Year of the Arts Initiative.
- Transferring one (1) FT career position to the Special Programs Division.



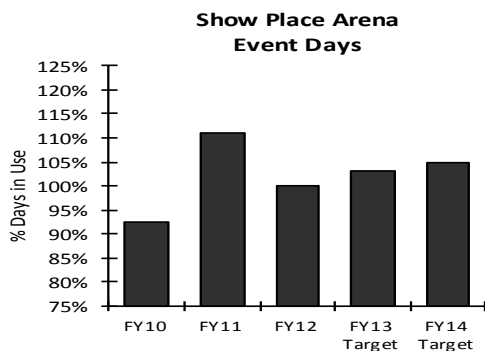
Prince George's County Parks and Recreation Department-Arts and Cultural Heritage

GOALS AND PERFORMANCE MEASURES

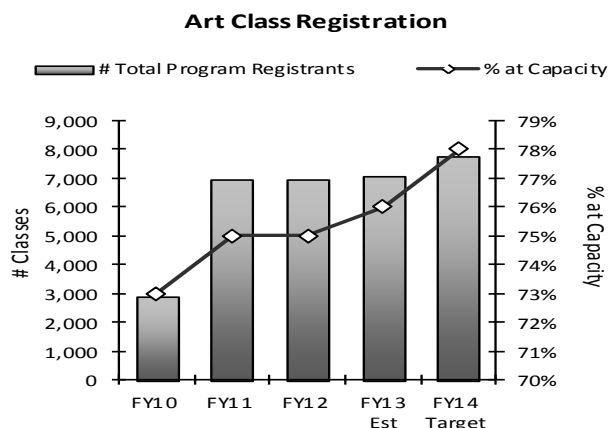
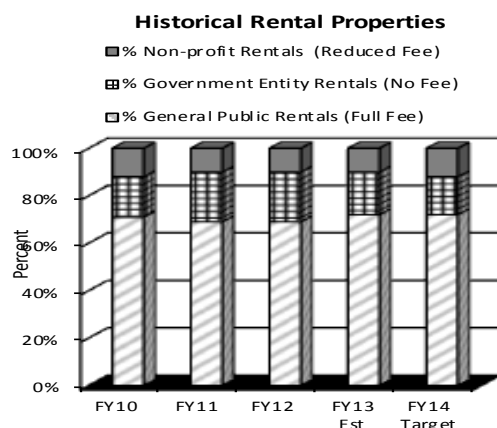
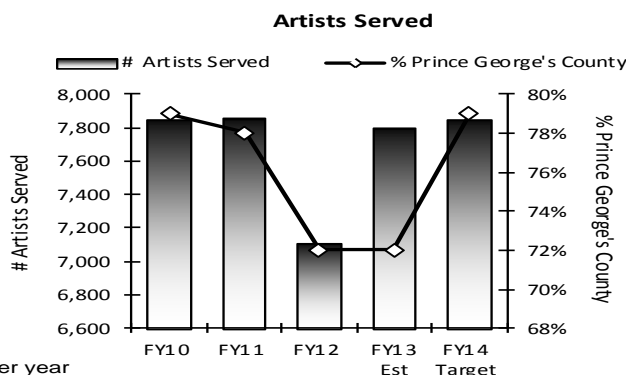
Arts and Cultural Heritage Division Performance Measures

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.

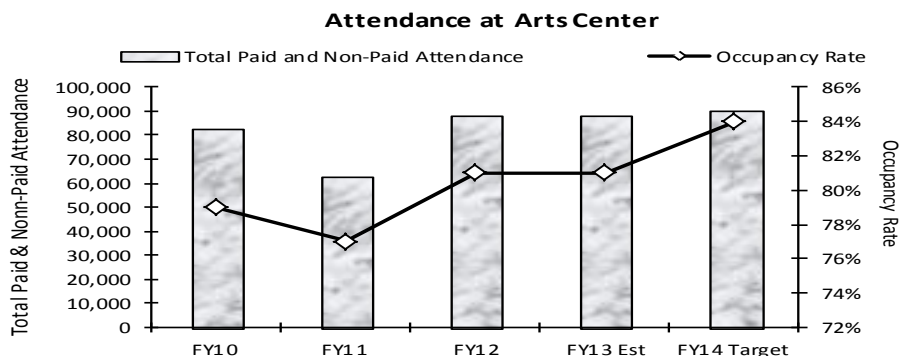
Impact Objective: Art participants in arts classes and camps learn new skills in the arts and expand their knowledge and support of the arts. By providing services and programs that serve and provide employment for Prince George's County artists, support for artists in Prince George's County is enhanced. Historic rental properties continue to be available and affordable by all users through a



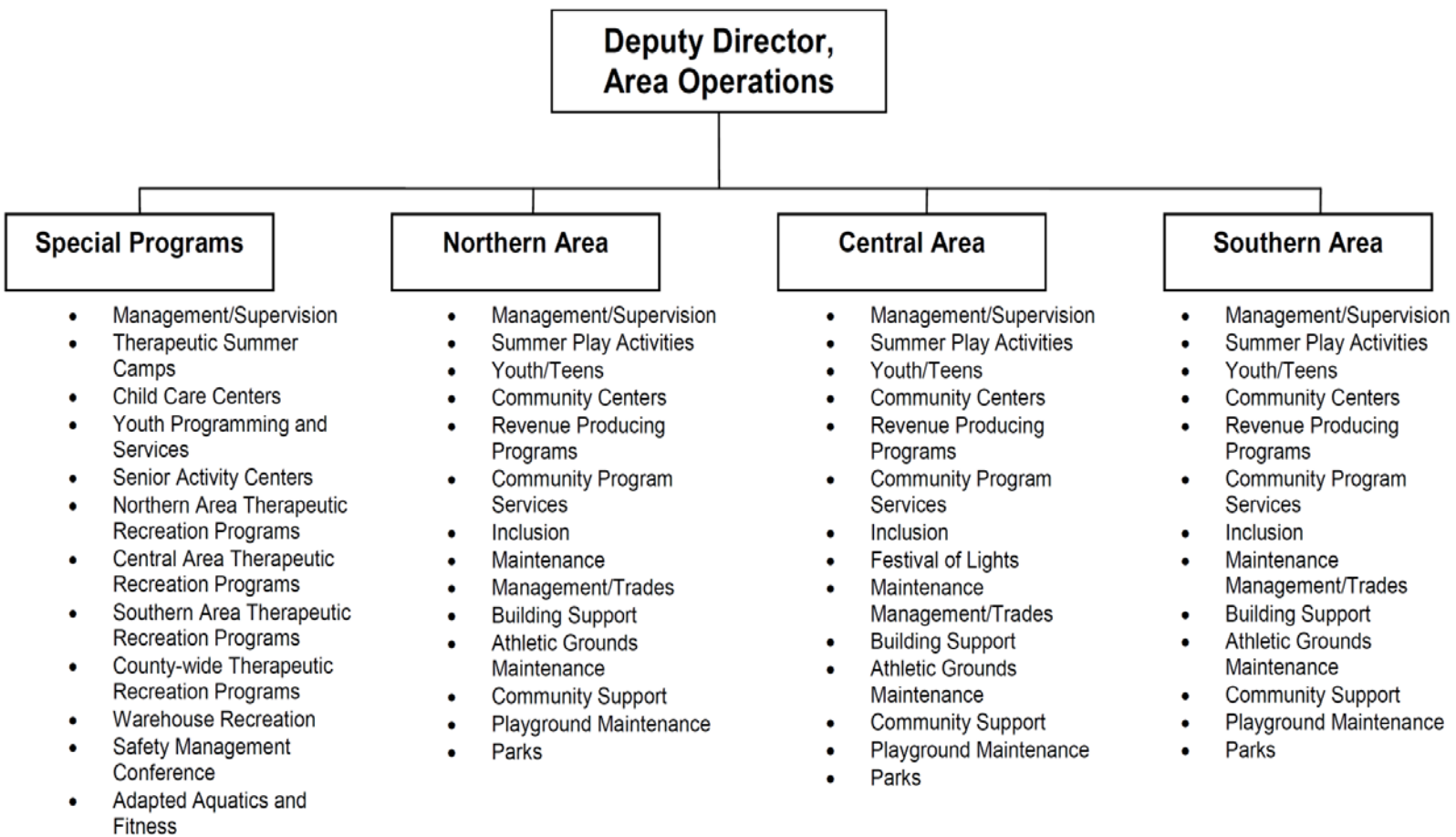
Note: % Days in use based on 200 event days per year



Total Rentals				
FY09	FY10	FY11	FY12 Est	FY13 Target
763	798	780	780	792



AREA OPERATIONS



**Prince George's County
Parks and Recreation Department - Area Operations Deputy Director**

OVERVIEW

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.

MISSION

This budget funds the Office of Area Operations Deputy Director who oversees the coordination, management, supervision and direction of a comprehensive parks 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.

BUDGET AT A GLANCE

Summary of Division Budget

	FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$401,900	\$403,645	0.4%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	3.00	3.00	0.0%
Funded Workyears	3.00	3.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County Parks and Recreation Department-Special Programs

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 six (6) 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.

MISSION

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.

PROGRAMS AND SERVICES PROVIDED

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, Parent Xchange and Teen Leadership Council are among the notable programs.

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 six (6) 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, John E. Howard Senior Activity Center, and Laurel-Beltsville Senior Activity Center.



Prince George's County Parks and Recreation Department-Special Programs

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.

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.

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, including 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.

ACCOMPLISHMENTS

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.

- "Changing the Way We Age" has been a theme for all of senior services throughout the year. The slogan was adapted to "Change the Way You Age" for promoting Active Aging Week. Banners have been hung in the senior centers, included in the Prince George's Senior Resource Guide & Directory and on line. Senior activities are posted on Facebook and other social media sites by the Public Affairs and Marketing Division. This program promotes free senior ID card for Prince George's and Montgomery County Seniors, and senior opportunities offered throughout the Department.



Prince George's County Parks and Recreation Department-Special Programs

Therapeutic Recreation: Identify and market accessible amenities for departmental parks playgrounds and facilities.

- Therapeutic Recreation: The division continues to identify and market accessible amenities for departmental parks playgrounds and facilities. On September 27, 2012 the first universally designed fully accessible playground in Prince George's County was opened.

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.

- The G.E.A.R. (Girls Excited About Recreation) initiative was created to promote educational and recreational opportunities for young ladies. A web page has been created to share information about programming to the community. The G.E.A.R. initiative has also been the catalyst to create new programming such as The Queens Club- a girls club at Glassmanor Community Center; The Cheetah Girls-a nature group for girls; Girls, Girls, Girls- a club at Temple Hills Community Center; and starting in November 2012, a county-wide monthly activity for girls. There have been numerous girls' sleep-overs in the community centers. M-NCPPC is currently in the process of reviewing policies including Title 9.

BUDGET AT A GLANCE

Summary of Division Budget

	FY13 Adopted	FY14 Proposed	% Change
Budget			
<i>Recreation Fund</i>			
Expenditures	\$7,948,100	\$8,225,017	3.5%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	51.00	53.00	3.9%
Funded Workyears	111.20	113.20	1.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Adding one (1) FT career position for Youth Services and adding one (1) FT career position transferring from the Arts and Cultural Heritage Division.



Prince George's County Parks and Recreation Department-Special Programs

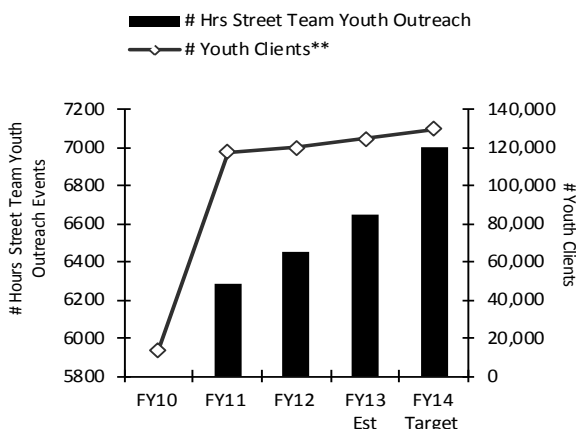
GOALS AND PERFORMANCE MEASURES

Special Programs Division Performance Measures

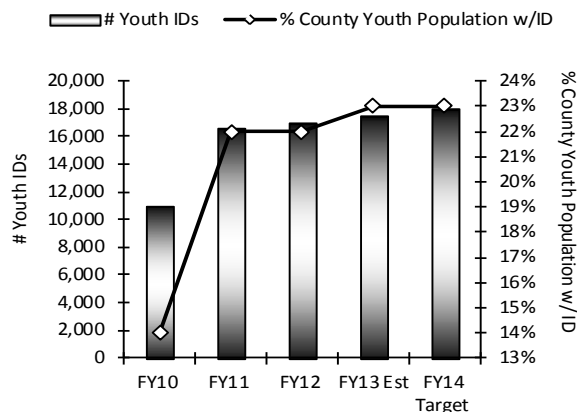
Outcome Objective: Provide quality services for youth, seniors, and individuals with disabilities. Programs and services include employee childcare, operating the Department's senior activity centers and therapeutic recreation opportunities in both inclusive and specialized settings to promote and facilitate 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



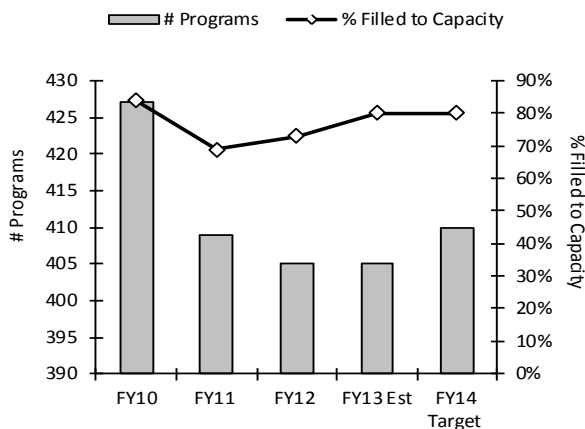
*Street Team - Youth Services Youth Outreach unit that provides direct marketing to youth. Data not available for FY09 or FY10.

*2010 US Census 6 to 17 (total 76,846)

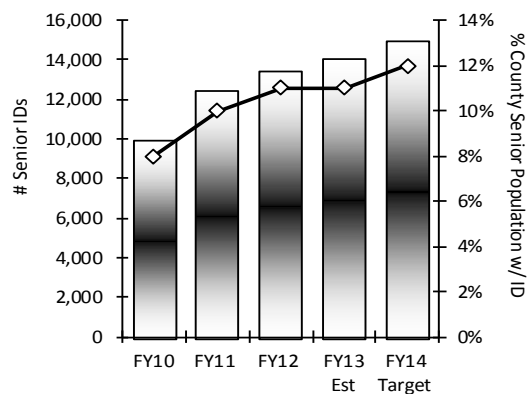
**Youth clients - anyone 6 - 17 in the SMARTLink database

Senior Participation

Therapeutic Recreation Programs



Senior Participation



*2010 US Census 60 and over (total 125,136)



Prince George's County Parks and Recreation Department-Northern, Central, and Southern Areas

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 43 community centers, Inclusion, Revenue Producing programs, Senior, 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 repair 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.

MISSION

The mission of the Area Operations 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. Area Operations 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.

PROGRAMS AND SERVICES PROVIDED

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 with a fee of \$40 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.

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.



Prince George's County

Parks and Recreation Department-Northern, Central, and Southern Areas

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 M-NCPPC, other facilities (i.e. municipal-owned and schools) are programmed and staffed as community center operations. These include youth centers, senior centers, municipal and community activity centers, and park schools.

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 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.

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 works 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 vital to the daily delivery of leisure services. Community input provides the basis for program development and community activities.

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.

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.

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.

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.



Prince George's County Parks and Recreation Department-Northern, Central, and Southern Areas

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.

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.

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.

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.

ACCOMPLISHMENTS

Evaluate opportunities to expand programming utilizing community resources such as schools, churches or other private facilities. Program areas should include health, wellness and sports, art and culture, nature and environment, social development, and service and enrichment.

- Working to update the Comprehensive Recreation Program Plan.

Area Operations will continue to monitor 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, realigning/relocating staff and service boundaries, collaboration of purchasing needs and performance measurements.

- Assessed the meadow preservation initiative with the mowing program and revised policy based on need to increase conservation efforts and promote sustainability.
- Adjusted work schedule of Park General Maintenance custodial staff to increase operational coverage, optimize their role and cross-train for greater efficiency.
- Increased focus on green technologies through staff training and use of green products.



Prince George's County Parks and Recreation Department-Northern, Central, and Southern Areas

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.

- Continued the department-wide summer program training for all recreation staff.
- Instituted semi-annual customer service training for year round intermittent staff.
- Support new staff training committee to strengthen training program, institute development plans, revamp recreation programming training.
- Developed spending plans to support annual professional development.

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.

- The cost recovery model will assist in adjusting offerings, expenses and revenues to have more cost efficient programs that effectively serve our County residents.

BUDGET AT A GLANCE

Summary of Northern Area Division Budget

		FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,071,500	\$6,111,666	0.7%
<i>Recreation Fund</i>				
	Expenditures	<u>\$6,524,000</u>	<u>\$6,789,707</u>	<u>4.1%</u>
	TOTAL EXPENDITURES	\$12,595,500	\$12,901,373	2.4%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	71.00	71.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>45.00</u>	<u>45.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	116.00	116.00	-0.0%
<i>Park Fund</i>				
	Funded Workyears	75.50	77.00	2.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>125.50</u>	<u>134.00</u>	<u>6.8%</u>
	TOTAL FUNDED WORKYEARS	201.00	211.00	5.0%



**Prince George's County
Parks and Recreation Department-Northern, Central, and Southern
Areas**

Summary of Central Area Division Budget

		FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,618,500	\$6,550,900	-1.0%
<i>Recreation Fund</i>				
	Expenditures	<u>\$6,285,800</u>	<u>\$6,924,100</u>	<u>10.2%</u>
	TOTAL EXPENDITURES	\$12,904,300	\$13,475,000	4.4%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	69.00	68.00	-1.4%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>42.00</u>	<u>42.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	111.00	110.00	-0.9%
<i>Park Fund</i>				
	Funded Workyears	86.00	87.50	1.7%
<i>Recreation Fund</i>				
	Funded Workyears	<u>112.50</u>	<u>120.00</u>	<u>6.7%</u>
	TOTAL FUNDED WORKYEARS	198.50	207.50	4.5%

Summary of Southern Area Division Budget

		FY13 <u>Adopted</u>	FY14 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$5,863,900	\$5,953,400	1.5%
<i>Recreation Fund</i>				
	Expenditures	<u>\$8,154,700</u>	<u>\$8,181,600</u>	<u>0.3%</u>
	TOTAL EXPENDITURES	\$14,018,600	\$14,135,000	0.8%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	69.00	69.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>43.00</u>	<u>43.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	112.00	112.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	83.00	88.00	6.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>123.50</u>	<u>130.50</u>	<u>5.7%</u>
	TOTAL FUNDED WORKYEARS	206.50	218.50	5.8%



Prince George's County Parks and Recreation Department-Northern, Central, and Southern Areas

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Adding 19.5 seasonal workyears to increase programming and restore reduced program and front line support in community centers. (NAO, CAO, SAO)
- Adding 6.0 seasonal workyears and non-personnel funding to support the Transforming Neighborhood Initiative. (NAO, CAO, SAO)
- Adding 1.5 seasonal workyears for Community Support services for increased programming and outreach activity. (NAO)
- Adding 2.0 seasonal workyears for maintenance of neighborhood parks and Cosca Skate Park. (SAO)
- Transferring one (1) FT career position to the Maintenance and Development Division. (CAO)
- Adding operational funding for new park additions at Riverdale Community Park. (NAO)
- Adding 1.0 seasonal workyear and operational funding for new facility and park additions and renovations at Fran Uhler Natural Area, Rollins Avenue Neighborhood Park, Sandy Hill Neighborhood Park, Palmer Park Community Center, and Walker Mill Park. (CAO)
- Adding 1.0 seasonal workyear and operational funding for park additions and renovations at Ft. Foote Neighborhood Recreation Center, Hillcrest Heights Community Center, Riverview Community Park, and Valley View Community Park. (SAO)
- Increasing non-personnel costs based on actual projected costs of an expanding parks and recreation system. (SAO)
- Increasing non-personnel costs for staff mileage reimbursement. (NAO, CAO, SAO)
- Eliminating non-personnel funding for one-time start-up costs for Fairwood Community Park, Jesse J Warr Recreation Center, Lincoln Vista Recreation Center, and Cedar Heights Community Center renovation. (CAO)
- Eliminating non-personnel funding for one-time start-up costs for Sunnyside Skate Park. (NAO)
- Eliminating non-personnel funding for one-time start-up costs for Southern Regional Technology and Recreation Complex. (SAO)



Prince George's County Parks and Recreation Department-Northern, Central, and Southern Areas

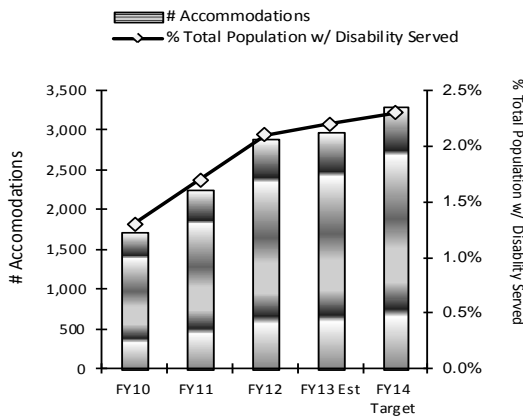
GOALS AND PERFORMANCE MEASURES

Area Operations Performance Measures Northern, Central and Southern Areas

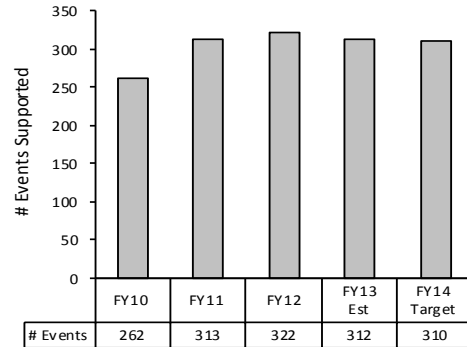
Outcome Objective: Area Operations, including the Northern, Central and Southern Areas, provide safe, clean and aesthetically pleasing parks, facilities and playground equipment as well as, affordable and enjoyable opportunities for participation in specialized leisure activities, co-sponsored or cooperative 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



Equipment & Materials Provided in Support of Community Events



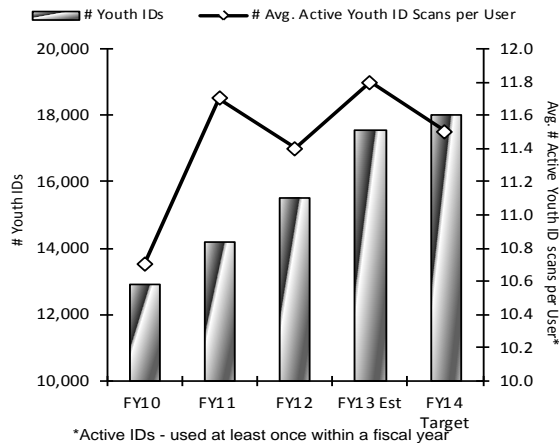
*% based on total # people with disabilities in Prince George's County (2000 US Census)

** # 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

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.

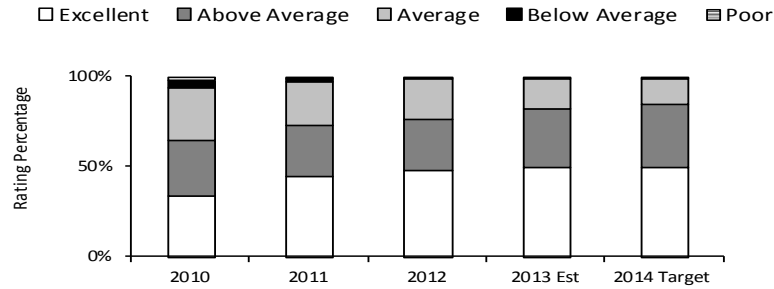
**Xtreme Teen Program
Drop-in Activity Participation**



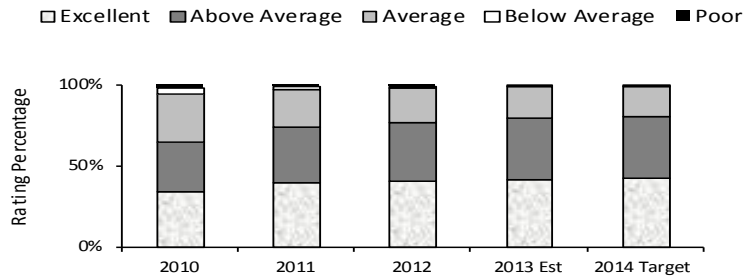
Prince George's County Parks and Recreation Department-Northern, Central, and Southern Areas

Area Operations Performance Measures

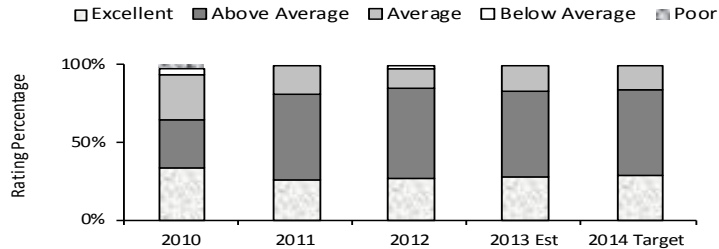
**Parent Satisfaction - Program Quality
Summer Playgrounds**



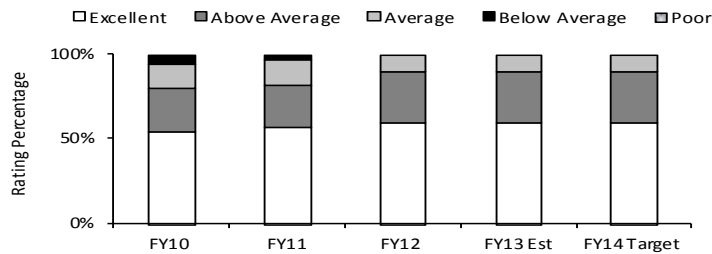
**Parent Satisfaction - Program Quality
Summer Day Camps**



**Parent Satisfaction - Program Quality
Xtreme Teen Centers**



**Parent Satisfaction - Program Quality
Safe Summer**



Prince George's County Parks and Recreation Department-Northern, Central, and Southern Areas

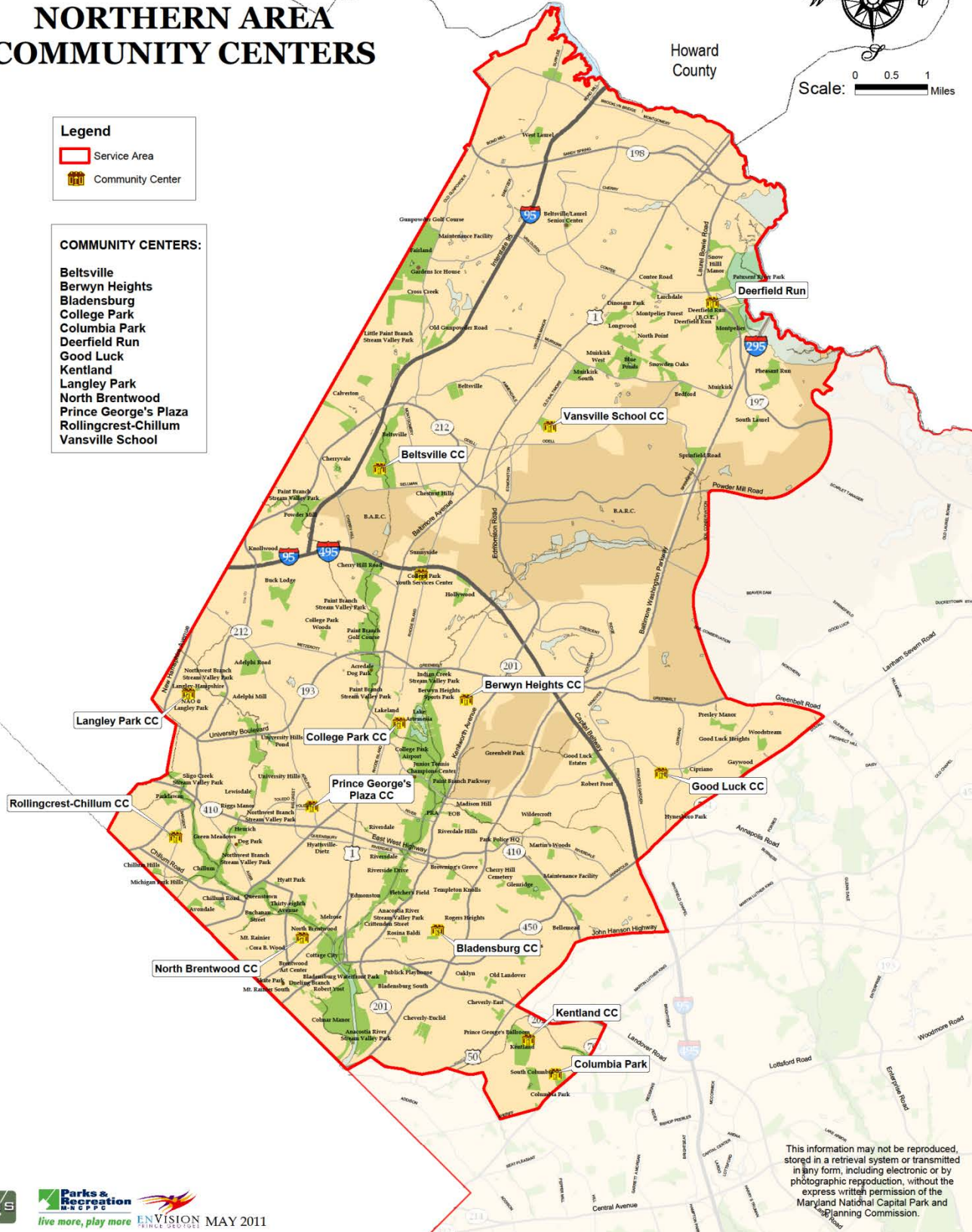
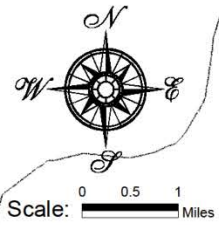
NORTHERN AREA COMMUNITY CENTERS

Legend

- Service Area
- Community Center

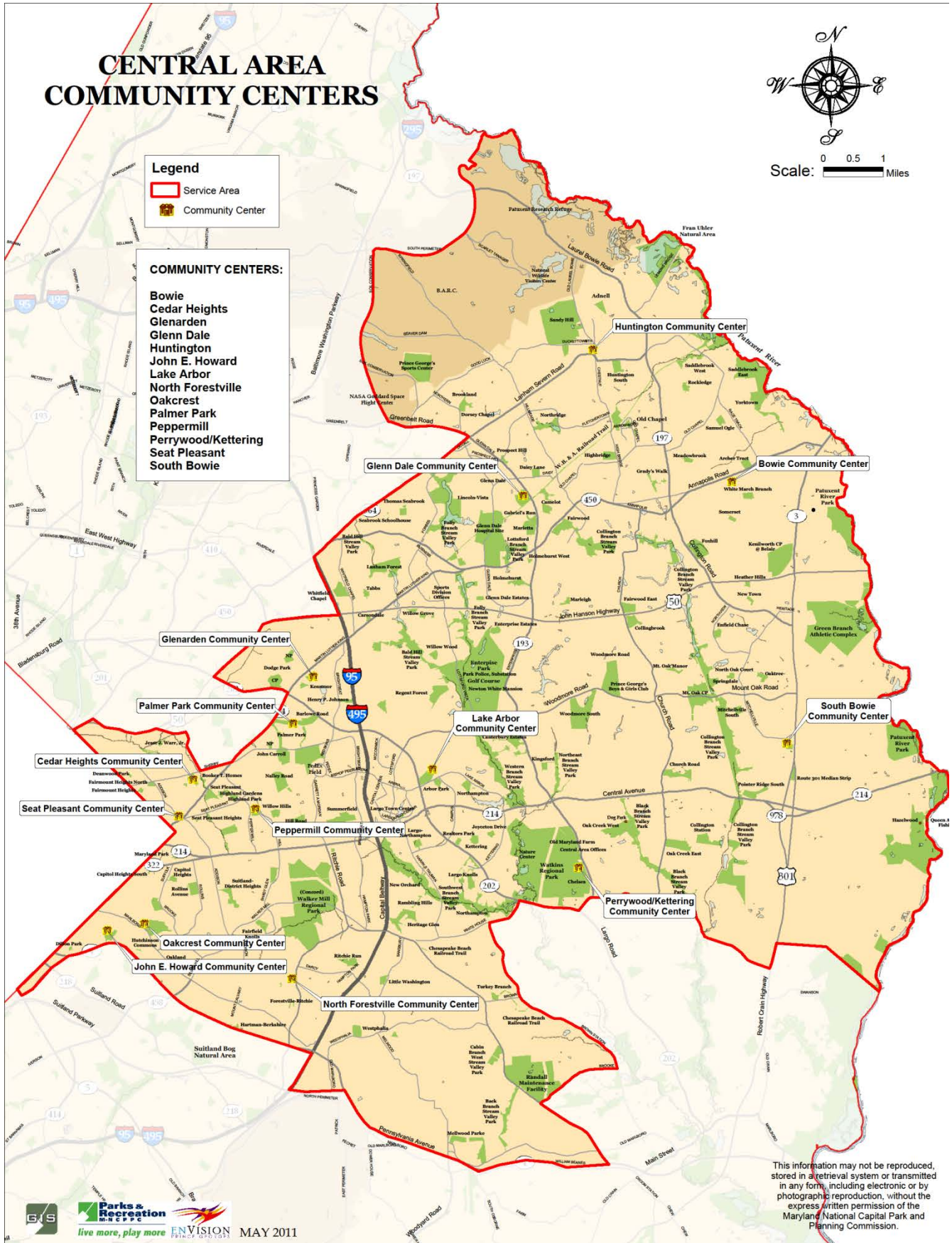
COMMUNITY CENTERS:

- 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



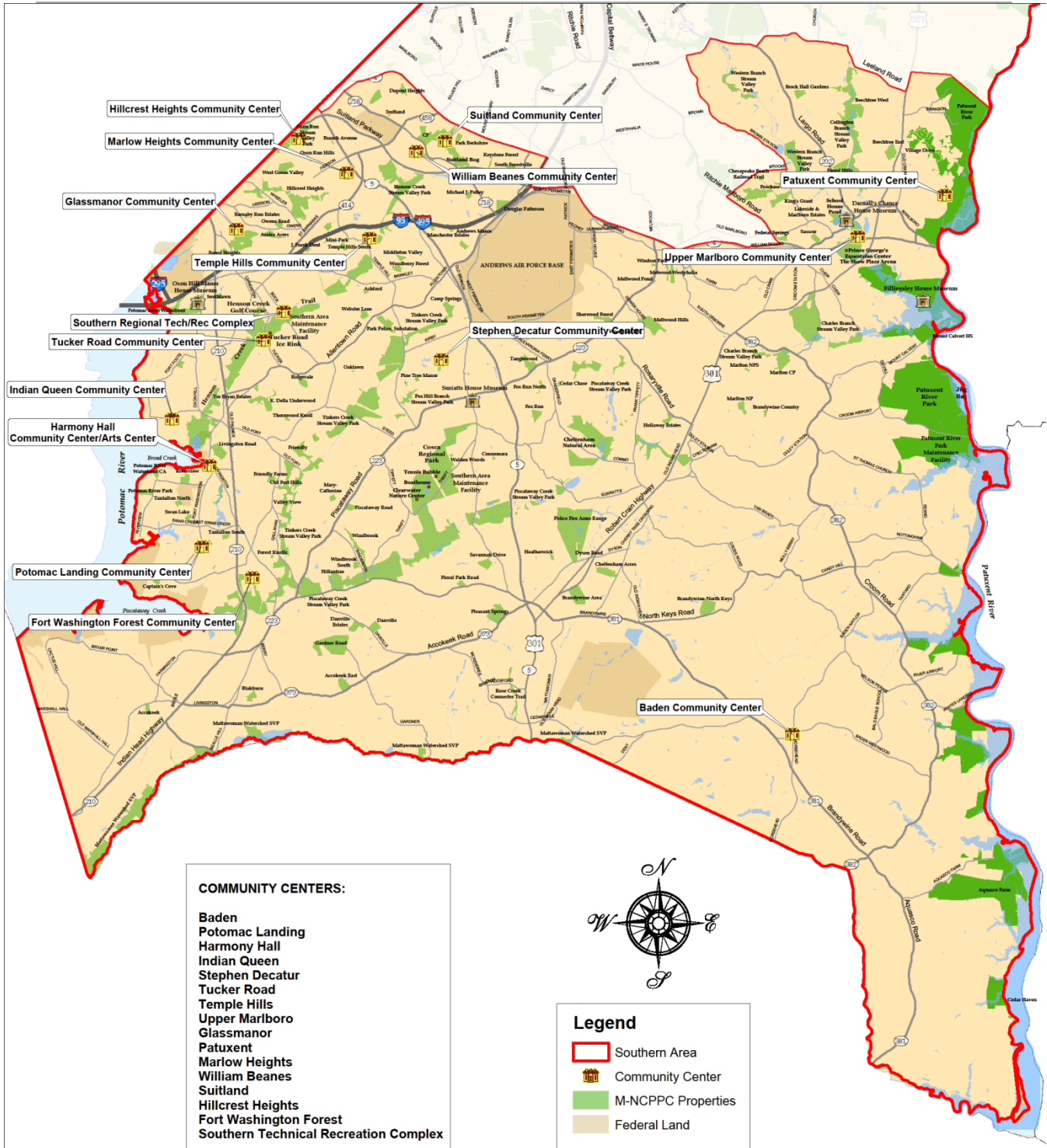
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Prince George's County Parks and Recreation Department-Northern, Central, and Southern Areas



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Prince George's County Parks and Recreation Department-Northern, Central, and Southern Areas



SOUTHERN AREA COMMUNITY CENTERS



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MAY 2011

Scale: 0 0.5 1 Miles

Prince George's County Parks and Recreation Department-Non-Departmental, Other, and Transfers

OVERVIEW

The Other/Transfers account for expenses including:

- Debt service.
- CIP transfers (PAYGO).
- 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.

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget			
Budget	FY13 Adopted	FY14 Proposed	% Change
<i>Park Fund</i>			
OPEB Prefunding	\$2,813,000	\$2,057,800	-26.8%
OPEB PAYGO	2,548,100	3,409,800	33.8%
Compensation Adjustment	<i>(included in Division budgets)</i>	1,698,880	100.0%
Legislative Project Charges	1,652,800	952,800	-42.4%
CIP Transfer (PAYGO)	0	20,925,000	100%
Debt Service Transfer	17,211,600	11,793,000	-31.5%
Operating Expenditure Reserve 5%	<u>5,375,700</u>	<u>5,654,000</u>	<u>5.2%</u>
Park Fund Total	\$29,601,200	\$46,491,280	57.1%
<i>Recreation Fund</i>			
OPEB Prefunding	\$998,300	\$743,231	-25.6%
OPEB PAYGO	898,400	1,231,573	37.1%
Compensation Adjustment	<i>(included in Division budgets)</i>	615,842	100.0%
Legislative Project Charges	5,891,100	4,391,200	-25.5%
Enterprise Fund Transfer	8,825,900	8,751,200	0.8%
Operating Expenditure Reserve 5%	<u>3,404,700</u>	<u>3,453,200</u>	<u>1.4%</u>
Recreation Fund Total	\$20,018,400	\$19,186,246	-4.2%
TOTAL EXPENDITURES	\$49,619,600	\$65,677,526	32.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Adding compensation funding for wage adjustments for Park Fund of \$1,698,880 (subject to negotiations).
- Adding compensation funding for wage adjustments for Recreation Fund of \$615,842 (subject to negotiations).
- Decreasing the Legislative Project Charges for the Park Fund -\$700,000
 - Decreasing Green to Greatness Planting Day by -\$25,000
 - Decreasing Prince George's County Fire Department by -\$43,200
 - Decreasing Prince George's County Health Department – Wellness Program by -\$500,000



Prince George's County Parks and Recreation Department-Non-Departmental, Other, and Transfers

- Decreasing Prince George's County Police Department by -\$123,000
- Decreasing Prince George's County Tax Collection Fee by -\$8,800
- Decreasing the Legislative Project Charges paid by the Park Fund and Recreation Fund -\$2,199,900
- Increasing City of Laurel Anderson & Murphy Community Center \$35
- Increasing Cooperative Extension Service Patuxent River 4-H Foundation Programs \$65
- Decreasing Prince George's County Memorial Library System - \$1,499,970
- Decreasing Theresa Banks Swim Club - \$30

LEGISLATIVE PROJECT CHARGES

	Amount
Park Fund	
City of Bowie Allen Pond Maintenance	\$101,700
Green to Greatness Planting Day	\$225,000
Patuxent River 4-H Center Foundation	\$34,300
Patuxent Riverkeepers	\$15,000
Prince George's College Park Police/Security, etc.	\$300,000
Prince George's County Police Department	\$36,800
Prince George's County Tax Collection Fee	\$240,000
PARK FUND TOTAL	\$952,800

Recreation Fund

After School Arts Program (World Art Focus)	\$98,000
All Shades of Pink (Healthcare Services)	\$20,000
Allentown Boys and Girls Club	\$5,000
Anacostia Watershed Society River Cl.	\$15,000
Camp Springs Boys & Girls Club	\$5,000
Seat Pleasant Leadership Dev. Program	\$85,000
Cherry Lane Boxing and Fitness	\$10,000
City of Greenbelt After School Arts Program	\$12,000
City of Greenbelt (Recreation Services)	\$70,000
City of Greenbelt Therapeutic Program	\$12,000
City of Hyattsville(Recreation Services)	\$19,000
City of Laurel Senior Services	\$54,400
City of Laurel Anderson & Murphy Comm. Ctr.	\$22,000
Community College - Outreach; Facilities, Etc.	\$1,100,000
Cooperative Extension Service Patuxent River 4-H Foundation Programs	\$208,600
Daughter for the Day Program (Senior Services) - District 7	\$7,500
Daughter for the Day Program (Senior Services) - District 8	\$20,000
Family Crisis Center	\$25,000
Ft. Washington Boys & Girls Club	\$5,000
Gateway Arts Program	\$125,000
Global Development Services for Youth, Inc.	\$2,500
Greenbelt Community Center	\$40,000
Greenbelt Aquatic and Fitness Center	\$100,000
Harlem Renaissance - Harlem Remembrance Foundation	\$70,000
Lake Arbor Foundation	\$175,000



**Prince George's County
Parks and Recreation Department-Non-Departmental, Other, and
Transfers**

LEGISLATIVE PROJECT CHARGES

	Amount
Lanham Boys and Girls Club	\$30,000
Latin American Youth Center	\$40,000
Laurel Boys & Girls Club	\$75,000
Laurel Historic Society	\$12,500
Millwood/Waterford Programming	\$10,000
Oxen Hill Boys and Girls Club	\$5,000
Prince George's Arts and Humanities Council	\$120,000
Prince George's County Memorial Library System	\$1,212,800
Prince George's Philharmonic	\$90,000
Prince George's Tennis Association	\$20,000
Suitland Boys and Girls Club	\$10,000
Tax Collection Fee	\$104,900
Team Builders Program - Pr George's Comm Coll	\$100,000
Theresa Banks Swim Club	\$20,000
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
RECREATION FUND TOTAL	\$4,391,200
TOTAL PROJECT CHARGES	\$5,344,000



Prince George's County Parks and Recreation Department- Summary of Division Budgets

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Office of the Director				
Personnel Services	444,215	544,300	608,030	11.7%
Supplies and Materials	12,990	21,400	21,400	0.0%
Other Services and Charges	88,952	117,800	117,800	0.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	546,157	683,500	747,230	9.3%
Park Police				
Personnel Services	14,524,333	16,302,200	16,212,658	-0.5%
Supplies and Materials	695,036	800,000	791,200	-1.1%
Other Services and Charges	595,377	396,000	371,000	-6.3%
Capital Assets	126,798	121,200	121,200	0.0%
Other Classifications	(1,690)	-	-	-
Chargebacks	-	-	-	-
Total	15,939,854	17,619,400	17,496,058	-0.7%
Administrative Services				
Personnel Services	1,251,610	3,002,000	3,131,649	4.3%
Supplies and Materials	8,902	78,400	83,400	6.4%
Other Services and Charges	16,796	727,200	1,042,200	43.3%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,277,308	3,807,600	4,257,249	11.8%
Public Affairs and Marketing				
Personnel Services	1,263,589	1,382,300	1,387,900	0.4%
Supplies and Materials	15,397	26,800	26,800	0.0%
Other Services and Charges	208,221	492,400	492,400	0.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,487,207	1,901,500	1,907,100	0.3%
Administration and Development				
Personnel Services	355,414	685,300	744,682	8.7%
Supplies and Materials	-	23,400	23,400	0.0%
Other Services and Charges	32,718	21,100	21,100	0.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	388,132	729,800	789,182	8.1%

Prince George's County Parks and Recreation Department- Summary of Division Budgets

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Information Tech & Communications				
Personnel Services	2,738,106	2,828,100	2,919,601	3.2%
Supplies and Materials	1,243,588	909,000	990,800	9.0%
Other Services and Charges	194,909	547,200	1,847,200	237.6%
Capital Assets	253,830	-	200,000	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,430,433	4,284,300	5,957,601	39.1%
Park Planning and Development				
Personnel Services	6,093,958	6,041,300	5,967,363	-1.2%
Supplies and Materials	40,668	71,600	71,600	0.0%
Other Services and Charges	79,902	120,500	120,500	0.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,214,528	6,233,400	6,159,463	-1.2%
Support Services				
Personnel Services	348,682	405,500	374,600	-7.6%
Supplies and Materials	360,324	585,600	573,600	-2.0%
Other Services and Charges	9,099,845	11,100,500	10,328,898	-7.0%
Capital Assets	302,372	276,700	671,500	142.7%
Other Classifications	1,252,550	1,378,400	1,438,200	4.3%
Chargebacks	-	-	-	-
Total	11,363,773	13,746,700	13,386,798	-2.6%
Facility Oper.-Deputy Director				
Personnel Services	480,397	339,200	364,258	7.4%
Supplies and Materials	4,542	26,900	26,900	0.0%
Other Services and Charges	15,563	29,400	29,400	0.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	500,502	395,500	420,558	6.3%
Maintenance and Development				
Personnel Services	13,888,845	14,029,200	14,156,770	0.9%
Supplies and Materials	4,457,327	4,611,900	4,623,900	0.3%
Other Services and Charges	5,986,117	5,721,400	8,036,400	40.5%
Capital Assets	229,887	239,400	414,400	73.1%
Other Classifications	1,596	-	-	-
Chargebacks	-	-	-	-
Total	24,563,772	24,601,900	27,231,470	10.7%

Prince George's County Parks and Recreation Department- Summary of Division Budgets

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Natural and Historic Resources				
Personnel Services	5,003,548	4,985,900	5,179,200	3.9%
Supplies and Materials	261,096	290,000	249,200	-14.1%
Other Services and Charges	319,987	353,200	241,100	-31.7%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,584,631	5,629,100	5,669,500	0.7%
Arts and Cultural Heritage				
Personnel Services	1,135,091	1,393,400	1,400,800	0.5%
Supplies and Materials	150,740	264,500	264,500	0.0%
Other Services and Charges	263,799	254,300	254,300	0.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,549,630	1,912,200	1,919,600	0.4%
Area Oper.-Deputy Director				
Personnel Services	-	349,600	351,345	0.5%
Supplies and Materials	-	13,600	13,600	0.0%
Other Services and Charges	-	38,700	38,700	0.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	401,900	403,645	0.4%
Northern Area Operations				
Personnel Services	5,035,030	5,015,900	5,076,066	1.2%
Supplies and Materials	600,883	547,800	527,800	-3.7%
Other Services and Charges	295,701	389,900	389,900	0.0%
Capital Assets	110,350	117,900	117,900	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,041,964	6,071,500	6,111,666	0.7%
Central Area Operations				
Personnel Services	4,776,638	5,331,600	5,324,700	-0.1%
Supplies and Materials	523,820	733,500	672,800	-8.3%
Other Services and Charges	386,968	311,400	311,400	0.0%
Capital Assets	270,650	242,000	242,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,958,076	6,618,500	6,550,900	-1.0%

**Prince George's County
Parks and Recreation Department- Summary of Division Budgets**

**PRINCE GEORGE'S COUNTY PARK FUND
Expenditures by Division by Type
PROPOSED BUDGET FISCAL YEAR 2014**

	<u>FY12 Actual</u>	<u>FY13 Budget</u>	<u>FY14 Proposed</u>	<u>% Change</u>
Southern Area Operations				
Personnel Services	4,780,319	4,920,500	4,974,900	1.1%
Supplies and Materials	692,715	705,600	700,700	-0.7%
Other Services and Charges	145,513	118,800	123,800	4.2%
Capital Assets	204,207	119,000	154,000	29.4%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,822,754</u>	<u>5,863,900</u>	<u>5,953,400</u>	<u>1.5%</u>
Non-departmental				
Personnel Services	2,897,452	5,361,100	7,166,480	33.7%
Salary Adjustment Marker	-	-	1,698,880	
OPEB PreFunding	2,897,452	2,813,000	2,057,800	-26.8%
OPEB Paygo	-	2,548,100	3,409,800	33.8%
Supplies and Materials	-	-	-	-
Other Services and Charges	(45,562)	1,652,800	952,800	-42.4%
Capital Assets	1,710,993	-	-	-
Other Classifications	(1,448)	-	-	-
Chargebacks	-	-	-	-
Total	<u>4,561,435</u>	<u>7,013,900</u>	<u>8,119,280</u>	<u>15.8%</u>
Grants				
Personnel Services	31,024	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	11,250	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>42,274</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Uses/Transfers Out				
Capital Projects Funds	10,664,000	-	20,925,000	-
Debt Service Fund	11,662,559	17,211,600	11,793,000	-31.5%
Enterprise Fund	-	-	-	-
Total	<u>22,326,559</u>	<u>17,211,600</u>	<u>32,718,000</u>	<u>90.1%</u>
Budgetary Reserve	-	5,375,700	5,654,000	5.2%
Fund Total	<u>118,598,989</u>	<u>130,101,900</u>	<u>151,452,700</u>	<u>16.4%</u>



Prince George's County Parks and Recreation Department- Summary of Division Budgets

PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Public Affairs and Marketing				
Personnel Services	178,229	166,800	185,200	11.0%
Supplies and Materials	8,000	21,600	21,600	0.0%
Other Services and Charges	317,171	686,400	686,400	0.0%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	503,400	874,800	893,200	2.1%
Administrative Services				
Personnel Services	1,112,710	-	-	-
Supplies and Materials	52,376	-	-	-
Other Services and Charges	472,130	-	-	-
Capital Assets	91,587	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,728,803	-	-	-
Admin and Development Deputy				
Personnel Services	359,722	-	-	-
Supplies and Materials	314	-	-	-
Other Services and Charges	1,891	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	361,927	-	-	-
Support Services				
Personnel Services	202,442	199,900	181,200	-9.4%
Supplies and Materials	149,292	405,300	395,300	-2.5%
Other Services and Charges	4,259,766	5,757,200	6,214,530	7.9%
Capital Assets	133,776	416,000	416,000	0.0%
Other Classifications	59,000	46,000	46,000	0.0%
Chargebacks	-	-	-	-
Total	4,804,276	6,824,400	7,253,030	6.3%
Sports, Health, and Wellness				
Personnel Services	7,109,972	8,158,900	8,244,200	1.0%
Supplies and Materials	411,127	847,900	845,300	-0.3%
Other Services and Charges	704,577	890,800	893,400	0.3%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	8,225,676	9,897,600	9,982,900	0.9%

Prince George's County Parks and Recreation Department- Summary of Division Budgets

PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Natural and Historic Resources				
Personnel Services	1,060,119	1,174,200	1,180,400	0.5%
Supplies and Materials	130,710	130,600	258,700	98.1%
Other Services and Charges	163,553	210,800	232,400	10.2%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,354,382	1,515,600	1,671,500	10.3%
Arts and Cultural Heritage				
Personnel Services	2,515,237	2,674,000	2,548,800	-4.7%
Supplies and Materials	155,104	214,200	214,200	0.0%
Other Services and Charges	520,257	567,000	647,000	14.1%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,190,598	3,455,200	3,410,000	-1.3%
Area Operations Deputy				
Personnel Services	364,907	-	-	-
Supplies and Materials	147	-	-	-
Other Services and Charges	13,156	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	378,210	-	-	-
Special Programs				
Personnel Services	6,185,728	6,227,100	6,437,017	3.4%
Supplies and Materials	589,257	793,300	743,300	-6.3%
Other Services and Charges	877,999	927,700	1,044,700	12.6%
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,652,984	7,948,100	8,225,017	3.5%
Northern Area Operations				
Personnel Services	6,476,107	5,782,300	6,036,007	4.4%
Supplies and Materials	385,752	326,200	326,200	0.0%
Other Services and Charges	464,153	415,500	427,500	2.9%
Capital Assets	(16,355)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,309,657	6,524,000	6,789,707	4.1%

Prince George's County Parks and Recreation Department- Summary of Division Budgets

PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY14 Proposed	% Change
Central Area Operations				
Personnel Services	5,873,060	5,471,700	5,679,200	3.8%
Supplies and Materials	482,070	263,300	697,100	164.8%
Other Services and Charges	505,858	485,800	507,800	4.5%
Capital Assets	137,936	65,000	40,000	-38.5%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,998,924	6,285,800	6,924,100	10.2%
Southern Area Operations				
Personnel Services	5,399,046	6,099,700	6,307,600	3.4%
Supplies and Materials	325,249	968,500	870,500	-10.1%
Other Services and Charges	416,031	836,500	753,500	-9.9%
Capital Assets	-	250,000	250,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,140,326	8,154,700	8,181,600	0.3%
Non-Departmental				
Personnel Services	671,878	1,896,700	2,590,646	36.6%
Salary Adjustment Marker	-	-	615,842	-
Retirement	138,378	-	-	-
OPEB PreFunding	533,500	998,300	743,231	-25.6%
OPEB Paygo	-	898,400	1,231,573	37.1%
Supplies and Materials	(95,171)	-	-	-
Other Services and Charges	7,450,471	5,891,100	4,391,200	-25.5%
Capital Assets	(2,441)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	8,024,737	7,787,800	6,981,846	-10.3%
Grants				
Personnel Services	55,567	-	-	-
Supplies and Materials	19,595	-	-	-
Other Services and Charges	220,595	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	295,757	-	-	-
Other Financing Uses/Transfers Out				
Enterprise Fund	10,152,697	8,825,900	8,751,200	-0.8%
Total	10,152,697	8,825,900	8,751,200	-0.8%
Budgetary Reserve	0	3,404,700	3,453,200	1.4%
Fund Total	67,122,354	71,498,600	72,517,300	1.4%

Prince George's County Parks and Recreation Department-Summary of Positions and Workyears

POSITION DETAIL BY DIVISION BY FUND

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>OFFICE OF THE DIRECTOR</u>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Office of the Director		3.00		3.00		3.00
<u>ADMINISTRATIVE SERVICES</u>						
Full-Time Career	13.00	13.00	28.00	28.00	30.00	30.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.00	13.00	28.00	28.00	30.00	30.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.50	-	10.50	-	8.50
Subtotal Administrative Services		15.50		38.50		38.50
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	2.00	2.00	6.00	6.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	6.00	6.00	6.00	6.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Administration and Development		2.00		6.00		6.00
<u>PUBLIC AFFAIRS AND MARKETING</u>						
Full-Time Career	12.00	12.00	12.00	12.00	12.00	12.00
Part-Time Career	-	-	-	-	-	-
Career Total	12.00	12.00	12.00	12.00	12.00	12.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.00	-	2.00	-	2.00
Subtotal Public Affairs and Marketing		14.00		14.00		14.00
<u>IT AND COMMUNICATIONS</u>						
Full-Time Career	26.00	26.00	25.00	25.00	27.00	27.00
Part-Time Career	2.00	1.20	2.00	1.20	2.00	1.20
Career Total	28.00	27.20	27.00	26.20	29.00	28.20
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.00	-	2.00	-	2.00
Subtotal IT and Communications		29.20		28.20		30.20
<u>PARK POLICE</u>						
Full-Time Career	146.00	146.00	146.00	146.00	150.00	150.00
Part-Time Career	-	-	-	-	-	-
Career Total	146.00	146.00	146.00	146.00	150.00	150.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Subtotal Park Police		146.50		146.50		150.50
<u>PARK PLANNING AND DEVELOPMENT</u>						
Full-Time Career	55.00	55.00	54.00	54.00	54.00	54.00
Part-Time Career	1.00	0.50	-	-	-	-
Career Total	56.00	55.50	54.00	54.00	54.00	54.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	1.00	-	1.00	-	1.00
Subtotal Park Planning and Development		56.50		55.00		55.00

Prince George's County Parks and Recreation Department-Summary of Positions and Workyears

POSITION DETAIL BY DIVISION BY FUND

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>FACILITY OPERATIONS</u>						
Full-Time Career	243.00	243.00	238.00	238.00	240.00	240.00
Part-Time Career	9.00	6.40	7.00	5.10	7.00	5.10
Career Total	252.00	249.40	245.00	243.10	247.00	245.10
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		42.50		42.50		48.00
Subtotal Facility Operations		291.90		285.60		293.10
<u>AREA OPERATIONS</u>						
Full-Time Career	213.00	213.00	212.00	212.00	211.00	211.00
Part-Time Career	-	-	-	-	-	-
Career Total	213.00	213.00	212.00	212.00	211.00	211.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		28.50		35.50		44.50
Subtotal Area Operations		241.50		247.50		255.50
<u>TOTAL PARK FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	713.00	713.00	724.00	724.00	733.00	733.00
Part-Time Career	12.00	8.10	9.00	6.30	9.00	6.30
Career Total	725.00	721.10	733.00	730.30	742.00	739.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		79.00		94.00		106.50
Grand Total Park Fund		800.10		824.30		845.80
RECREATION FUND						
<u>ADMINISTRATIVE SERVICES</u>						
Full-Time Career	10.00	10.00	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	10.00	10.00	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		8.00		-		-
Subtotal Administrative Services		18.00		-		-
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	3.00	3.00	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Subtotal Administration and Development		3.00		-		-
<u>PUBLIC AFFAIRS AND MARKETING</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		1.00
Subtotal Public Affairs and Marketing		2.00		2.00		3.00
<u>FACILITY OPERATIONS</u>						
Full-Time Career	72.00	72.00	78.00	78.00	77.00	77.00
Part-Time Career	5.00	2.90	5.00	2.90	5.00	2.90
Career Total	77.00	74.90	83.00	80.90	82.00	79.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		104.50		131.50		135.50
Subtotal Facility Operations		179.40		212.40		215.40

**Prince George's County
Parks and Recreation Department-Summary of Positions and Workyears**

POSITION DETAIL BY DIVISION BY FUND

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
AREA OPERATIONS						
Full-Time Career	173.00	173.00	166.00	166.00	168.00	168.00
Part-Time Career	15.00	12.70	15.00	12.70	15.00	12.70
Career Total	188.00	185.70	181.00	178.70	183.00	180.70
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		321.50		294.00		317.00
Subtotal Area Operations		507.20		472.70		497.70
TOTAL RECREATION FUND POSITIONS/WORKYEARS						
Full-Time Career	260.00	260.00	246.00	246.00	247.00	247.00
Part-Time Career	20.00	15.60	20.00	15.60	20.00	15.60
Career Total	280.00	275.60	266.00	261.60	267.00	262.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		434.00		425.50		453.50
Grand Total Recreation Fund		709.60		687.10		716.10
TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS						
Full-Time Career	973.00	973.00	970.00	970.00	980.00	980.00
Part-Time Career	32.00	23.70	29.00	21.90	29.00	21.90
Career Total	1,005.00	996.70	999.00	991.90	1,009.00	1,001.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		513.00		519.50		560.00
Grand Total Park and Recreation Funds		1,509.70		1,511.40		1,561.90



Prince George's County Parks and Recreation Department-Enterprise Funds

OVERVIEW

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.

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. FY14 total expenditures are \$18,649,600, a decrease of \$255,300 or 1.4% less than FY13. This decrease is due primarily to the elimination of a position at the golf courses and due to reorganizing and transferring a position at the Bladensburg Waterfront Park to the Natural and Historic Resources Division.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses Summary by Fund/Division/Facility PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues and Transfers In:					
Ice Rinks	1,399,637	1,329,800	1,329,800	1,344,200	1.1%
Golf Courses	3,396,351	3,472,400	3,472,400	3,329,600	-4.1%
Regional Park Facilities	1,598,235	408,600	408,600	427,800	4.7%
Equestrian Center / Show Place Arena	3,702,151	3,641,700	3,641,700	3,588,500	-1.5%
Trap and Skeet Center	2,011,056	1,414,400	1,414,400	1,383,300	-2.2%
College Park Airport	544,799	427,400	427,400	429,100	0.4%
Bladensburg Marina	899,497	376,000	376,000	283,900	-24.5%
Enterprise Administration	2,465	1,021,700	1,021,700	1,225,900	20.0%
Sports and Learning Complex	6,893,293	6,812,900	6,812,900	6,637,300	-2.6%
Total Revenues and Transfers In	\$ 20,447,484	\$ 18,904,900	\$ 18,904,900	\$ 18,649,600	-1.4%
Expenses and Transfers Out:					
Ice Rinks	1,544,511	1,329,800	1,329,800	1,344,200	1.1%
Golf Courses	3,580,910	3,472,400	3,472,400	3,329,600	-4.1%
Regional Park Facilities	1,629,718	408,600	408,600	427,800	4.7%
Equestrian Center / Show Place Arena	3,937,583	3,641,700	3,641,700	3,588,500	-1.5%
Trap and Skeet Center	1,681,306	1,414,400	1,414,400	1,383,300	-2.2%
College Park Airport	526,229	427,400	427,400	429,100	0.4%
Bladensburg Marina	983,528	376,000	376,000	283,900	-24.5%
Enterprise Administration	-	1,021,700	1,021,700	1,225,900	20.0%
Sports and Learning Complex	8,231,304	6,812,900	6,812,900	6,637,300	-2.6%
Total Expenses and Transfers Out	\$ 22,115,089	\$ 18,904,900	\$ 18,904,900	\$ 18,649,600	-1.4%



Prince George's County Parks and Recreation Department-Ice Rinks

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.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND- ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -	\$ -	\$ -	\$ -	-	
Sales	3,724	3,000	3,000	3,000	0.0%
Charges for Services	326,044	333,000	333,000	333,000	0.0%
Rentals and Concessions	233,269	224,000	224,000	233,600	4.3%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	836,600	769,800	769,800	774,600	0.6%
Total Oper. Rev and Other Sources	<u>1,399,637</u>	<u>1,329,800</u>	<u>1,329,800</u>	<u>1,344,200</u>	<u>1.1%</u>
Operating Expenses and Other Uses:					
Personnel Services	712,382	606,300	606,300	606,700	0.1%
Goods for Resale	423	-	-	3,000	-
Supplies and Materials	179,259	197,000	197,000	208,000	5.6%
Other Services and Charges	517,296	526,500	526,500	526,500	0.0%
Depreciation & Amortization Expense	135,151	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,544,511</u>	<u>1,329,800</u>	<u>1,329,800</u>	<u>1,344,200</u>	<u>1.1%</u>
Gain (Loss)	\$ <u>(144,874)</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	<u>-</u>

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Prince George's County Parks and Recreation Department-Ice Rinks

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ICE RINKS						
Full-Time Career	4.00	4.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	7.00	-	7.00	-	7.00
Subtotal Ice Rinks		11.00		10.00		10.00

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Increasing revenue based on historic trends and actual projections.
- Increasing non-personnel costs based on projected increase in utility costs and projected actual and historic cost patterns.



Prince George's County Parks and Recreation Department-Golf Courses

OVERVIEW

This program operates and maintains four golf facilities throughout Prince George's County. Enterprise Golf Course 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 Golf Complex.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -	- \$	- \$	- \$	-	
Sales	394,735	425,000	425,000	425,000	0.0%
Charges for Services	1,688,680	1,762,500	1,768,000	1,768,500	0.3%
Rentals and Concessions	469,636	394,000	394,000	394,000	0.0%
Miscellaneous	-	5,500	-	-	-100.0%
Interest	-	-	-	-	-
Transfers In	843,300	885,400	885,400	742,100	-16.2%
Total Oper. Rev and Other Sources	3,396,351	3,472,400	3,472,400	3,329,600	-4.1%
Operating Expenses and Other Uses:					
Personnel Services	2,257,935	2,090,800	2,090,800	1,948,000	-6.8%
Goods for Resale	253,266	-	238,000	234,100	-
Supplies and Materials	647,567	876,700	638,700	642,600	-26.7%
Other Services and Charges	307,877	389,900	389,900	389,900	0.0%
Depreciation & Amortization Expense	114,265	-	-	-	-
Debt Service					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	115,000	115,000	115,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	3,580,910	3,472,400	3,472,400	3,329,600	-4.1%
Gain (Loss)	(184,559) \$	- \$	- \$	-	-

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Prince George's County Parks and Recreation Department-Golf Courses

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>GOLF COURSES</u>						
Full-Time Career	18.00	18.00	18.00	18.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		22.50		22.50
Subtotal Golf Courses		40.50		40.50		38.50

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Eliminating one (1) FT career position and transferring one (1) FT career position to the Prince George's Sports & Learning Complex.
- Transferring funding for credit card fees associated with program registrations to the Customer Service Help Desk - Administrative Services Division.



Prince George's County Parks and Recreation Department-Regional Park Facilities

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. They also offer summer tennis camps for beginning tennis players ages 6-12. 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.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - REGIONAL PARK FACILITIES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -	- \$	- \$	- \$	-	
Sales	851	2,000	2,000	2,000	0.0%
Charges for Services	121,912	110,000	110,000	125,000	13.6%
Rentals and Concessions	249,570	250,000	250,000	250,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	2,902	-	-	-	-
Transfers In	1,223,000	46,600	46,600	50,800	9.0%
Total Oper. Rev and Other Sources	1,598,235	408,600	408,600	427,800	4.7%
Operating Expenses and Other Uses:					
Personnel Services	998,811	265,100	265,100	284,300	7.2%
Goods for Resale	213	-	-	400	-
Supplies and Materials	92,207	109,000	109,000	108,600	-0.4%
Other Services and Charges	201,475	34,500	34,500	34,500	0.0%
Depreciation & Amortization Expense	41,012	-	-	-	-
Debt Service					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	296,000	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	1,629,718	408,600	408,600	427,800	4.7%
Gain (Loss)	(31,483) \$	- \$	- \$	-	-

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



**Prince George's County
Parks and Recreation Department-Regional Park Facilities**

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>REGIONAL PARK FACILITIES</u>						
Full-Time Career	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	1.00	1.00	1.00	1.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		6.50		6.50		7.50
Subtotal Indoor Tennis		7.50		7.50		8.50

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Increasing revenue based on increased programming projections and on actual historic trends.
- Adding 1.0 seasonal workyear to support increased programming and ensure patron safety.



Prince George's County Parks and Recreation Department-The Show Place Arena/Prince George's Equestrian Center

OVERVIEW

This section consists of administration and management activities for the Show Place Arena, including event-specific revenues and expenses and maintenance of the Arena, surrounding grounds, and outdoor facilities. Maintenance of the building includes such items as the 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.

This section also 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.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - EQUESTRIAN CENTER / SHOW PLACE ARENA Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -	- \$	- \$	- \$	-	
Sales	264,031	412,000	412,000	412,000	0.0%
Charges for Services	(10,175)	-	5,500	5,500	-
Rentals and Concessions	1,154,823	1,053,000	1,053,000	1,053,000	0.0%
Miscellaneous	-	5,500	-	-	-100.0%
Interest	4,972	-	-	-	-
Transfers In	2,288,500	2,171,200	2,171,200	2,118,000	-2.5%
Total Oper. Rev and Other Sources	3,702,151	3,641,700	3,641,700	3,588,500	-1.5%
Operating Expenses and Other Uses:					
Personnel Services	1,704,425	1,753,400	1,753,400	1,696,200	-3.3%
Goods for Resale	151,916	-	250,400	250,400	-
Supplies and Materials	359,601	413,800	163,400	163,400	-60.5%
Other Services and Charges	1,133,065	1,352,700	1,352,700	1,356,700	0.3%
Depreciation & Amortization Expense	588,576	-	-	-	-
Debt Service					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	121,800	121,800	121,800	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	3,937,583	3,641,700	3,641,700	3,588,500	-1.5%
Gain (Loss)	(235,432) \$	- \$	- \$	-	-

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



**Prince George's County
Parks and Recreation Department-The Show Place Arena/Prince
George's Equestrian Center**

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SHOW PLACE ARENA / EQUESTRIAN CENTER</u>						
Full-Time Career	16.00	16.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		22.50		22.50
Subtotal Showplace Arena		38.50		38.50		38.50

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Decreasing personnel cost based on actual projected compensation levels.



Prince George's County Parks and Recreation Department-Trap and Skeet Center

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. An onsite retail store stocks a wide selection of shotgun sports supplies and accessories

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - TRAP AND SKEET CENTER Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -		\$	\$	\$	
Sales	1,521,005	1,227,200	1,227,200	1,227,200	0.0%
Charges for Services	144,188	105,000	105,000	111,100	5.8%
Rentals and Concessions	65,461	45,000	45,000	45,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Other	238,202	-	-	-	-
Transfers In	42,200	37,200	37,200	-	-100.0%
Total Oper. Rev and Other Sources	<u>2,011,056</u>	<u>1,414,400</u>	<u>1,414,400</u>	<u>1,383,300</u>	<u>-2.2%</u>
Operating Expenses and Other Uses:					
Personnel Services	529,049	508,800	508,800	503,700	-1.0%
Goods for Resale	900,014	-	709,600	709,600	-
Supplies and Materials	59,156	743,200	33,600	33,600	-95.5%
Other Services and Charges	188,225	162,400	162,400	136,400	-16.0%
Depreciation & Amortization Expense	4,862	-	-	-	-
Debt Service					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,681,306</u>	<u>1,414,400</u>	<u>1,414,400</u>	<u>1,383,300</u>	<u>-2.2%</u>
Gain (Loss)	<u>329,750</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



**Prince George's County
Parks and Recreation Department-Trap and Skeet Center**

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TRAP AND SKEET CENTER</u>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		6.00		6.00		6.00
Subtotal Trap and Skeet Center		10.00		10.00		10.00

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Increasing revenue based on historic trends and actual projections.
- Transferring funding for credit card fees associated with program registrations to the Customer Service Help Desk - Administrative Services Division.



Prince George's County Parks and Recreation Department-College Park Airport

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.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - COLLEGE PARK AIRPORT Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -	- \$	- \$	- \$	-	
Sales	117,558	81,000	81,000	81,000	0.0%
Charges for Services	114,160	1,000	36,000	36,000	3500.0%
Rentals and Concessions	82,023	82,000	82,000	82,000	0.0%
Miscellaneous	-	35,000	-	-	-100.0%
Interest	1,558	-	-	-	-
Transfers In	229,500	228,400	228,400	230,100	0.7%
Total Oper. Rev and Other Sources	544,799	427,400	427,400	429,100	0.4%
Operating Expenses and Other Uses:					
Personnel Services	191,677	206,300	206,300	208,000	0.8%
Goods for Resale	120,380	-	134,900	134,900	-
Supplies and Materials	6,568	157,100	22,200	22,200	-85.9%
Other Services and Charges	42,705	64,000	64,000	64,000	0.0%
Depreciation & Amortization Expense	164,899	-	-	-	-
Debt Service					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	526,229	427,400	427,400	429,100	0.4%
Gain (Loss)	18,570 \$	- \$	- \$	-	-

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



**Prince George's County
Parks and Recreation Department-College Park Airport**

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COLLEGE PARK AIRPORT</u>						
Full-Time Career	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	1.00	1.00	1.00	1.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		3.00		3.00		3.00
Subtotal College Park Airport		4.00		4.00		4.00

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County Parks and Recreation Department-Bladensburg Marina

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.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - BLADENSBURG MARINA Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -	- \$	- \$	- \$	-	-
Sales	-	-	-	-	-
Charges for Services	5,949	6,500	8,000	8,000	23.1%
Rentals and Concessions	71,793	50,000	50,000	50,000	0.0%
Miscellaneous	-	1,500	-	-	-100.0%
Interest	5,255	-	-	-	-
Transfers In	816,500	318,000	318,000	225,900	-29.0%
Total Oper. Rev and Other Sources	899,497	376,000	376,000	283,900	-24.5%
Operating Expenses and Other Uses:					
Personnel Services	355,500	294,100	294,100	202,000	-31.3%
Goods for Resale	-	-	-	-	-
Supplies and Materials	56,752	36,000	36,000	36,000	0.0%
Other Services and Charges	507,460	45,900	45,900	45,900	0.0%
Depreciation & Amortization Expense	63,816	-	-	-	-
Debt Service					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	983,528	376,000	376,000	283,900	-24.5%
Gain (Loss)	(84,031) \$	- \$	- \$	-	-

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



**Prince George's County
Parks and Recreation Department-Bladensburg Marina**

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
BLADENSBURG WATERFRONT PARK						
Full-Time Career	2.00	2.00	2.00	2.00	1.00	1.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	1.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		2.00		2.00		2.00
Subtotal Bladensburg Waterfront Park		4.00		4.00		3.00

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Transferring one (1) FT career position to the Historic Property Maintenance Section of the Natural and Historic Resources Division.



Prince George's County Parks and Recreation Department-Enterprise Administration

OVERVIEW

Enterprise Administration 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 ballfield complex.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ENTERPRISE ADMINISTRATION Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -	- \$	- \$	- \$	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	2,465	20,000	20,000	26,800	34.0%
Transfers In	-	1,001,700	1,001,700	1,199,100	19.7%
Total Oper. Rev and Other Sources	2,465	1,021,700	1,021,700	1,225,900	20.0%
Operating Expenses and Other Uses:					
Personnel Services	-	530,400	530,400	686,400	29.4%
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	216,300	216,300	253,200	17.1%
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	275,000	275,000	286,300	4.1%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	-	1,021,700	1,021,700	1,225,900	20.0%
Gain (Loss)	2,465 \$	- \$	- \$	-	-

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Adding compensation funding for wage adjustments of \$158,877 (subject to negotiations).
- Increasing non-personnel costs for Risk Management, Windpower Renewable Energy Credits (REC), and finance chargebacks.



Prince George's County Parks and Recreation Department-Prince George's Sports & Learning Complex

OVERVIEW

This 88-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. An outside vendor provides full-scale catering and concession services and a hot lunch program for summer day camp participants. 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 further enhances the offerings of this facility.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SPORTS & LEARNING COMPLEX Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -	- \$	- \$	- \$	-	-
Sales	10,813	350,000	350,000	94,200	-73.1%
Charges for Services	2,354,378	2,312,300	2,415,300	2,456,000	6.2%
Rentals and Concessions	649,095	680,000	680,000	667,500	-1.8%
Miscellaneous	-	103,000	-	-	-100.0%
Interest	9,607	-	-	9,000	-
Transfers In	3,869,400	3,367,600	3,367,600	3,410,600	1.3%
Total Oper. Rev and Other Sources	6,893,293	6,812,900	6,812,900	6,637,300	-2.6%
Operating Expenses and Other Uses:					
Personnel Services	4,877,533	4,400,000	4,400,000	4,284,900	-2.6%
Goods for Resale	5,930	-	-	-	-
Supplies and Materials	316,418	532,600	532,600	462,800	-13.1%
Other Services and Charges	1,877,051	1,880,300	1,880,300	1,889,600	0.5%
Depreciation & Amortization Expense	1,154,372	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	8,231,304	6,812,900	6,812,900	6,637,300	-2.6%
Gain (Loss)	(1,338,011) \$	- \$	- \$	-	-

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



**Prince George's County
Parks and Recreation Department-Prince George's Sports & Learning
Complex**

	FY12 Actual		FY13 Budget		FY14 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SPORTS AND LEARNING COMPLEX</u>						
Full-Time Career	29.00	29.00	25.00	25.00	26.00	26.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	30.00	29.50	26.00	25.50	27.00	26.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		48.00		48.00		41.00
Subtotal Sports and Learning Complex		77.50		73.50		67.50

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Significantly reducing revenue and eliminating 5.0 seasonal workyears and non-personnel costs for the Food and Beverage unit based on restructuring and outsourcing of the food service operation.
- Realigning revenue for Marketing, the Learning Center, Aquatics, Field House, and Fitness Center based on historic trends and actual projections.
- Adding 1.0 seasonal workyears for expanding staffing and increasing in-service training based on recommended Red Cross mandates for lifeguards at aquatic facilities.
- Eliminating 3.0 seasonal workyears for the Fitness Center based on historic trends and actual current projections.
- Adding one (1) FT career position transferring from the Golf Courses.



Prince George's County Parks and Recreation Department-Capital Improvement Program

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 2014 through 2019. 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 FY14 is \$42,830,000. Recommended funding for FY14 projects includes the following sources:

- M-NCPPC Bonds
- Program Open Space
- Operating Fund Balance (PAYGO)
- Grants

Projects for the budget year 2014 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 FY14 – FY19 CIP is to remain within our bonding capacity and not exceed our projected FY14 State Program Open Space allocation.

Park Acquisition

The total cost for proposed park acquisition is \$6,500,000 for FY14 and covers three (3) acquisition categories that will be funded by Program Open Space and Operating Fund Balance (PAYGO).

Park Development

The total cost for proposed park development is \$23,515,000 for FY14. This covers thirty-two (32) specific park development projects and eight (8) general renovation funds projects that cover the cost to renovate community centers, playgrounds, trails and other public facilities.



**Prince George's County
Parks and Recreation Department-Capital Improvement Program**

FUNDING SUMMARY

FISCAL YEAR 2014

PARK ACQUISITION

PROGRAM OPEN SPACE 100% FUNDING	\$3,000,000
OPERATING FUND BALANCE (PAYGO)	\$3,500,000
	\$6,500,000

PARK DEVELOPMENT

OPERATING FUND BALANCE (PAYGO)	\$17,425,000
M-NCPPC BONDS	\$18,800,000
GRANTS	\$105,000
	\$36,330,000

GRAND TOTAL	\$42,830,000
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**PROPOSED FY14 - FY19 CAPITAL IMPROVEMENT PROGRAM
(SUPPLEMENTAL PAYGO FUNDING VERSION)
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

Projects that had deferred funding moved back into 6-year plan using Paygo
Projects that utilized additional PAYGO funding to supplement budget

PROJECTS (IN THOUSANDS OF DOLLARS)										TOTAL 6-YEAR FUNDING	BUDGET						FY14 FUNDING SOURCE				
ITEM #	Project #	Active	PARK NAME	PARK #	DESCRIPTION	AREA	C.D.	Type			YEAR	OUTER YEARS					1	2	3	4	5
										14	15	16	17	18	19	Beyond 6 Years	POS	PAYGO	BOND	GRANTS	DEV/OTH
1	411271	-	Ammendale Road Acquisition	-	Acquisition of land	-	-	Acq	0							750					
2	420397	-	Arts District Acquisition Sites	-	Acquisition in Arts District	N	-	Acq	0							275					
3	411273	-	Contee Road Acquisition	-	Acquisition of land	N	1	Acq	0							750					
4	400400	-	Countywide Local Park Acquisition	-	Acquisition of land for community and neighborhood parks	-	-	Acq	8525	2000	2500	1025	1000	1000	1000	5750	1500	500			
5	400403	-	Historic Agricultural Resources Preservation	-	Agricultural easements	-	-	Acq	8000	3000	3000	1000	1000			8000		3000			
6	500401	-	Regional/Stream Valley Park Acquisition	-	Acquisition of land for regional parks and stream valleys	-	-	Acq	7500	1500	2500	1000	1000	750	750	4000	1500				
7	490928	NO	Accokeek East CP	W02	Recreation center design	S	9	Dev	0							1641					
8	401117	YES	Aquatic Facility Renovation Fund	-	Pool renovation	-	-	Dev	500	500								500			
9	401253	YES	Artificial Turf Fields	-	Countywide improvements	-	-	Dev	2000		1000	1000				1000					
10	401095	YES	Arts in Public Spaces	-	Countywide public art	-	-	Dev	200		200					200					
11	471270	NO	Barnaby Manor Recreation Center	N86	New recreation building	S	7	Dev	0							2000					
12	451152	YES	Bladensburg Balloon Park Historic Site	S06	Park renovation	N	5	Dev	50	50								50			
13	411193	NO	Blue Ponds Conservation Area	M86	Feasibility study	N	1	Dev	250	250								250			
14	471138	YES	Bradbury Community RC	P60	Park renovation	S	7	Dev	100		100					100					
15	491003	YES	Brandywine-North Keys Community Park	R68	Ballfields & parking	S	9	Dev	125	125								125			
16	491219	NO	Cheltenham Conservation Area	R63	Boardwalk replacement & park enhancement	S	9	Dev	100	100								100			
17	441171	NO	Collingbrook CP	R24	Park development	C	4	Dev	0							700					
18	441265	YES	Collington Branch SVP	O78	Trail @ Hall Road	C	4,6	Dev	300	300									300		
19	451086	NO	Columbia Park CC Park	P65	Expansion	N	5	Dev	0							713					
20	401033	YES	Concord Historic Site	P72	Renovation and new assembly room (FY13)	C	6	Dev	1000		1000										
21	401254	NO	Consolidated Headquarters Building	-	Design and construction of new headquarters building	-	-	Dev	0							6600					
22	491243	NO	Darnall's Chance	R85	New windows	S	9	Dev	250			250									
23	471139	-	District 7 Development Reserve	-	Various development projects	-	7	Dev	0							1150					
24	491143	-	District 9 Development Reserve	-	Various development projects	-	9	Dev	0							450					
25	451216	NO	Edmonston Neighborhood Mini Park	N03	Futsal court @ Edmonston Rec Center	N	5	Dev	130		130										



**PROPOSED FY14 - FY19 CAPITAL IMPROVEMENT PROGRAM
(SUPPLEMENTAL PAYGO FUNDING VERSION)
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

Projects that had deferred funding moved back into 6-year plan using Paygo
Projects that utilized additional PAYGO funding to supplement budget

PROJECTS (IN THOUSANDS OF DOLLARS)										TOTAL 6-YEAR FUNDING	BUDGET						FY14 FUNDING SOURCE				
TEM #	Project #	Active	PARK NAME	PARK #	DESCRIPTION	AREA	C.D.	Type			YEAR	OUTER YEARS									
										14	15	16	17	18	19	Beyond 6 Years	1	2	3	4	5
																	POS	PAYGO	BOND	GRANTS	DEV/OTH
26	451057	YES	Enterprise Golf Course	O90	Golf course and clubhouse improvements	C	5	Dev	1086					1086		1086					
27	401255	-	Environmentally Sensitive Facility Fund	-	Energy saving design features	-	-	Dev	500		250	250				500					
28	416391	NO	Fairland Regional Park	M79	Park road and site improvements	N	1	Dev	1000	500	500							500			
29	461153	YES	Fairwood Community Park	O92	New park development	C	6	Dev	200	200								200			
30	451129	YES	Folly Branch SVP	O79	Trail development & MARC connector	C	3,5	Dev	0							3340					
31	490999	YES	Fort Washington Forest Community Center	Q55	New community center & parking lot	S	9	Dev	650	250	400							250			
32	491201	YES	Fox Run Community Park	Q59	Addition	S	9	Dev	450	450								450			
33	440873	YES	Fran Uhler Natural Area	R79	Trail improvements	C	4	Dev	65	65										65	
34	441237	NO	Glenn Dale CC	O55	Code compliance, renovations & expansion (1,500 s.f.)	C	4	Dev	1600		1600										
35	431241	NO	Good Luck CC	O64	Ballfield expansion and basketball court	N	3	Dev	0							1400					
36	473392	NO	Henson Creek SVP & Trail	Q79/Q86	Trail extension & stream renovation	S	8	Dev	100	100								100			
37	421247	YES	Heurich Community Park	N69	Restroom & waterline	N	2	Dev	50	50								50			
38	441094	YES	Horsepen Branch Pump Station	O84	Site improvements	C	4	Dev	40	40										40	
39	401257	-	Information Technology Communication	-	Various ITC improvements	-	-	Dev	500		250		250			500					
40	401277	-	Infrastructure Improvement Fund	-	Countywide Improvements	-	-	Dev	29460	4500	4500	5460	5000	5000	5000			4500			
41	470527	NO	J. E. Howard Community Center	P66	Renovation and loop trail	C	7	Dev	650	150	500							150			
42	470962	NO	J. Franklyn Bourne Aquatic Center	P90	Renovation	C	7	Dev	0							50					
43	451097	YES	Kentland Community Center Park	P68	New community center	N	5	Dev	300	300								300			
44	431268	NO	Landover Hills Community Center	-	Feasibility study for new community center	N	3	Dev	100	100								100			
45	421134	NO	Langley Park Multi-Cultural Service Center	S58	Redevelopment to serve community	N	2	Dev	0							310					
46	401146	-	Lighting Renovation Fund	-	Countywide Improvements	-	-	Dev	1000		500	500				260					
47	471209	YES	Marlow Heights Community Center	Q08	Renovation & addition	S	8	Dev	500	500								500			
48	410918	YES	Montpelier Arts Center	M80	Addition	N	1	Dev	300		300										
49	411263	NO	Montpelier Neighborhood Park	M10	Park renovation	N	1	Dev	0							400					
50	421008	NO	North Brentwood CCP	N58	Code compliance & renovation	N	2	Dev	0							800					



**PROPOSED FY14 - FY19 CAPITAL IMPROVEMENT PROGRAM
(SUPPLEMENTAL PAYGO FUNDING VERSION)
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

Projects that had deferred funding moved back into 6-year plan using Paygo
Projects that utilized additional PAYGO funding to supplement budget

PROJECTS (IN THOUSANDS OF DOLLARS)										TO TAL 6-YEAR FUNDING	BUDGET YEAR					FY14 FUNDING SOURCE						
Item #	Project #	Active	PARK NAME	PARK #	DESCRIPTION	AREA	C.D.	Type			14	15	16	17	18	19	Beyond 6 Years	1	2	3	4	5
51	411275	NO	North College Park Community Center	-	Feasibility study for new community center	N	1	Dev	5050			50	5000									
52	461063	YES	North Forestville Elem CPS	P32	New gym addition	C	6	Dev	300	300										300		
53	411207	NO	Northern Area Sports Park	-	New park development	N	1	Dev	0							3592						
54	421235	NO	Northwest Branch Trail @ Ford	S78	Pedestrian bridge	N	1.2	Dev	125		125					125						
55	431141	YES	Paint Branch Golf Complex (First Tee)	N92	New youth golf classroom	N	1.3	Dev	0							300						
56	451205	YES	Palmer Park Community Center Park	P48	Rehabilitation	C	5	Dev	300	300										300		
57	491220	NO	Park Police Cosca Substation	Q98	Rehabilitation	S	9	Dev	0							200						
58	451060	YES	Park Police Headquarters	N98	New headquarters	N	3	Dev	3000	3000										3000		
59	491178	YES	Patuxent River Park (Jug Bay)	R84	Additional park development	S	6.9	Dev	300	300						350				300		
60	451199	YES	Peace Cross Historic Site	N85	Rehabilitation	N	5	Dev	0													
61	471140	YES	Peppermill Village CC Park	P64	Addition	C	7	Dev	1000	1000						244				1000		
62	490553	YES	Piscataway Creek SVP	Q81	New trail connector	S	8.9	Dev	0							600						
63	400352	-	Playground Equipment Replacement	-	Replacement	-	-	Dev	5500	1500	1500	1000								1500		
64	491252	NO	Pleasant Springs CP	W07	New park development	S	9	Dev	0							2200						
65	491202	NO	Police Fire Arms Range	R92	Indoor fire arms facility	S	9	Dev	0							7000						
66	481099	YES	Potomac Waterfront CP - Rosalie Island	Q88	Parking lot	S	8	Dev	50	50						5350				50		
67	490483	YES	Prince George's Equestrian Center	R93	Site improvements	S	9	Dev	150	150										150		
68	400495	-	Public Right-of-Way Improvements	-	Required Road Improvements	-	-	Dev	500		250	250				800						
69	NEW		Public Safety Fund	-	Security/safety needs throughout park system	-	-	Dev	900	900										900		
70	450877	NO	Publick Playhouse Cultural Arts Center	N83	Reconstruction	N	5	Dev	0							11000						
71	441195	NO	Queen Anne Bridge Fishing Area	R80	Restoration of historic bridge	C	4	Dev	0							350						
72	451172	NO	Regent Forest CP	O98	New park development	C	5	Dev	0							832						
73	400552	-	Reserve Fund	-	Development projects	-	-	Dev	100	100										100		
74	421248	YES	Rhode Island Avenue Trolley Trail	S80	New trail	N	3	Dev	500	500										500		
75	461181	YES	Ridgeley Rosenwald School	P87	Rehabilitation	C	6	Dev	75	75										75		



**PROPOSED FY14 - FY19 CAPITAL IMPROVEMENT PROGRAM
(SUPPLEMENTAL PAYGO FUNDING VERSION)
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

Projects that had deferred funding moved back into 6-year plan using Paygo
Projects that utilized additional PAYGO funding to supplement budget

PROJECTS (IN THOUSANDS OF DOLLARS)										TOTAL 6-YEAR FUNDING	BUDGET YEAR						FY14 FUNDING SOURCE					
ITEM #	Project #	Active	PARK NAME	PARK #	DESCRIPTION	AREA	C.D.	Type			14	15	16	17	18	19	Beyond 6 Years	1	2	3	4	5
																	POS	PAYGO	BOND	GRANTS	DEV/OTH	
76	461174	NO	Ritchie Run NP	R23	New park development	C	6	Dev	0							748						
77	NEW	-	Selby Landing		Boat ramp improvements			Dev	125	125								125				
78	491170	YES	Southern Area Aquatic and Recreation Complex	-	New multi-generational recreation complex	S	9	Dev	16500	16500									16500			
79	481113	YES	Southern Regional Tech/Rec Complex	W09	New recreation/technology complex	S	8	Dev	8000	1000	7000								1000			
80	491167	YES	Stephen Decatur Community Center	Q70	Renovation & expansion	S	9	Dev	900	450	450								450			
81	401062	-	Trail Development Fund	-	New trails and existing trail maintenance	-	-	Dev	3300	150	150		1000	1000	1000				150			
82	401179	-	Tree Conservation Fund	-	Tree conservation and planting	-	-	Dev	100	100									100			
83	446370	YES	Walker Mill RP	P79	Park reconstruction	C	6	Dev	0							2000						
84	400432	YES	Watkins Regional Park	O82	New entry road & park improvements	C	6	Dev	2000	1000	1000								1000			
85	431064	YES	Wells-Linson Complex	N91	Reconstruction	N	3	Dev	150	150									150			
86	460840	YES	Westphalia Neighborhood Park	R09	New community center	C	6	Dev	150	150									150			
GRAND TOTAL										116656	42830	29705	12285	16336	7750	7750	72457	3000	20925	18800	105	0

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PRINCE GEORGE'S COUNTY
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2014

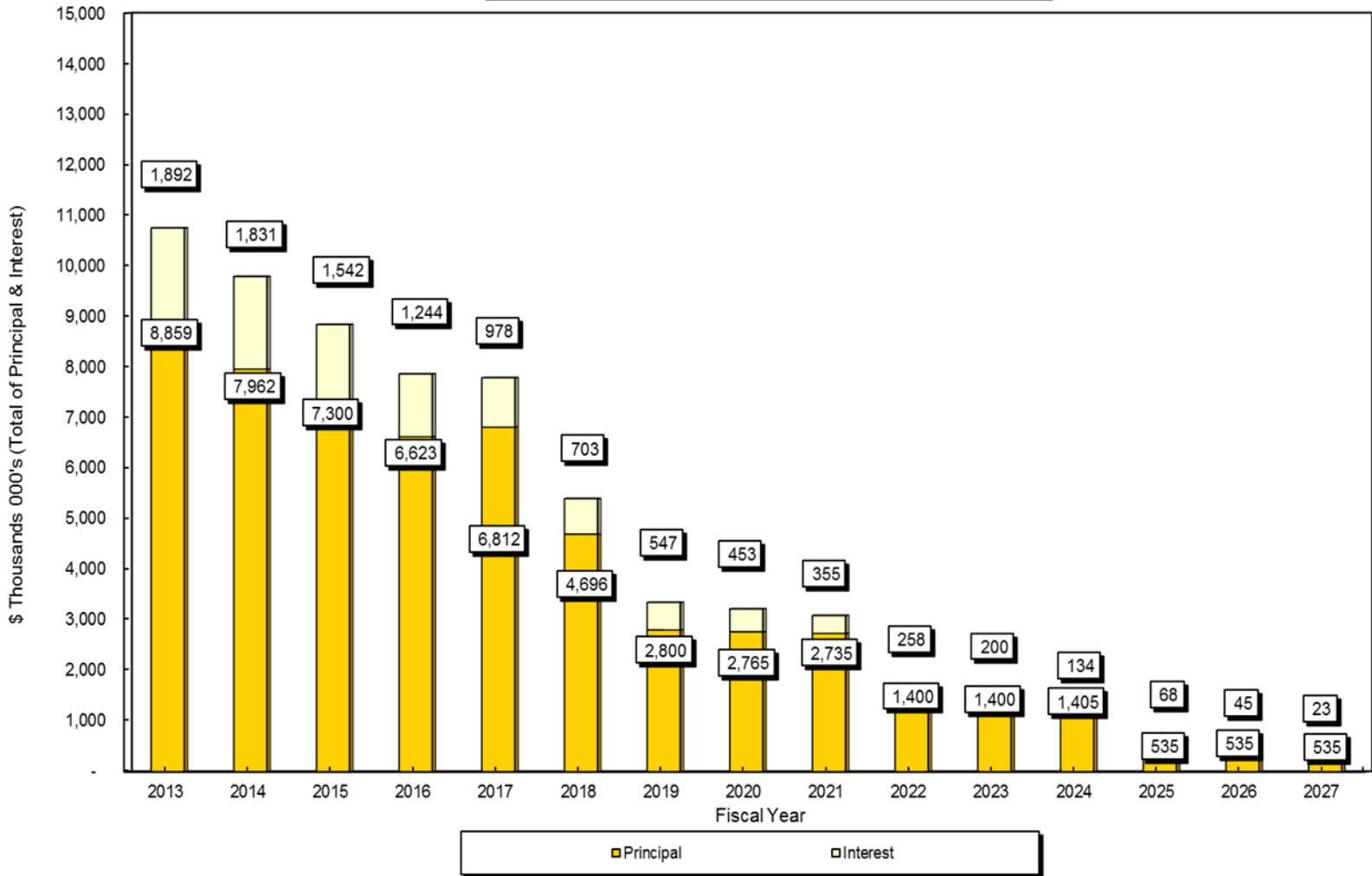
Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/13	FY 2014 Payments			
						Principal	Interest	Total	Balance
KK-2 Park Acquisition and Development	3.2004%	04/10/08	05/01/18	17,300,000	8,993,123	1,741,975	287,816	2,029,791	7,251,148
EE-2 Park Acquisition and Development	3.2824%	03/15/04	01/15/24	37,525,000	9,855,000	2,915,000	492,750	3,407,750	6,940,000
JJ-2 Park Acquisition and Development	4.3180%	06/06/07	06/06/27	8,900,000	6,770,000	355,000	295,725	650,725	6,415,000
NN-2 Park Acquisition and Development Refunding Bond	2.4212%	03/04/10	05/01/21	14,080,000	10,505,000	1,220,000	365,400	1,585,400	9,285,000
*PG 2012-A Park Acquisition and Development Refunding Bond	1.8735%	06/07/12	01/15/24	11,420,000	11,380,000	1,730,000	389,275	2,119,275	9,650,000
				<u>89,225,000</u>	<u>47,503,123</u>	<u>7,961,975</u>	<u>1,830,966</u>	<u>9,792,941</u>	<u>39,541,148</u>
Paying Agents Fees								25,000	-
Total Park Fund Debt Service								<u>9,817,941</u>	<u>39,541,148</u>

***refunding of EE-2 and BB-2**

Note: This schedule does not include \$2 million of debt service cost that is budgeted in the Park Fund for the potential issuance of new bonds in FY14.

Prince George's County
Parks and Recreation Department-Debt Service Schedule

**M-NCPPC - PRINCE GEORGE'S COUNTY
Debt Service Payments - Park Bonds
(as of 6/30/2012)**



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Prince George's County Special Revenue Funds

SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects. The FY14 Proposed Special Revenue Expenditure Budget is \$8,395,700, a decrease of \$283,200 or 3.3% less than the FY13 Budget.

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
Summary of Revenues, Expenditures, and Changes in Fund Balance
Summary of Revenues and Expenditures
PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	%
					Change
Revenues and Other Sources:					
Planning Department:					
Geographic Information Systems (GIS)	\$ 31,160	\$ 30,900	\$ 30,900	\$ 30,005	-2.9%
Parks and Rec. Department:					
Northern Area Community Centers	1,698,557	1,813,400	1,813,400	1,790,800	-1.2%
Central Area Community Centers	2,092,180	2,178,100	2,178,100	2,170,000	-0.4%
Southern Area Community Centers	1,675,944	2,605,100	2,605,100	2,605,100	0.0%
Beltsville/Laurel Senior Activity Center	83,929	120,000	120,000	120,000	0.0%
Prince George's Stadium	110,550	67,500	67,500	76,500	13.3%
Federally Forfeited Property	6,775	100	100	200	100.0%
Festival of Lights	786	600	600	600	0.0%
Safety Programs	309	42,200	42,200	42,200	0.0%
Nature Programs and Facilities	183,843	196,700	196,700	196,700	0.0%
Area Operations	29,051	56,000	56,000	27,800	-50.4%
Recreation Warehouse	330,036	331,400	331,400	331,400	0.0%
Patuxent Outdoor Programs	93,323	88,000	88,000	88,000	0.0%
General Contributions	56,585	53,000	53,000	49,000	-7.5%
Seized Money/Escrow	2,605	3,900	3,900	3,900	0.0%
Special Historic Projects and Programs	160,375	154,000	154,000	154,000	0.0%
Interagency Agreements	50,499	375,000	375,000	375,000	0.0%
Subtotal Parks and Rec. Department:	<u>6,575,347</u>	<u>8,085,000</u>	<u>8,085,000</u>	<u>8,031,200</u>	<u>-0.7%</u>
Total Revenues and Other Sources	<u>6,606,507</u>	<u>8,115,900</u>	<u>8,115,900</u>	<u>8,061,205</u>	<u>-0.7%</u>
Expenditures and Other Uses:					
Planning Department:					
Geographic Information Systems (GIS)	50,000	250,000	250,000	30,000	-88.0%
Parks and Rec. Department:					
Northern Area Community Centers	1,129,857	1,790,800	1,790,800	1,790,800	0.0%
Central Area Community Centers	1,814,733	2,205,000	2,205,000	2,170,000	-1.6%
Southern Area Community Centers	1,608,692	2,745,000	2,745,000	2,745,000	0.0%
Beltsville/Laurel Senior Activity Center	123,308	120,000	120,000	120,000	0.0%
Prince George's Stadium	573,061	69,500	69,500	72,000	3.6%
Federally Forfeited Property	5,704	5,300	5,300	5,300	0.0%
Festival of Lights	39,979	50,000	50,000	50,000	0.0%
Safety Programs	-	42,000	42,000	42,000	0.0%
Nature Programs and Facilities	170,585	175,000	175,000	175,000	0.0%
Area Operations	37,608	47,000	47,000	51,700	10.0%
Recreation Warehouse	216,839	330,000	330,000	330,000	0.0%
Patuxent Outdoor Programs	56,807	88,000	88,000	88,000	0.0%
General Contributions	2,390	190,000	190,000	155,000	-18.4%
Seized Money/Escrow	-	4,300	4,300	3,900	-9.3%
Special Historic Projects and Programs	160,446	192,000	192,000	192,000	0.0%
Interagency Agreements	50,499	375,000	375,000	375,000	0.0%
Subtotal Parks and Rec. Department:	<u>5,990,508</u>	<u>8,428,900</u>	<u>8,428,900</u>	<u>8,365,700</u>	<u>-0.7%</u>
Total Expenditures and Other Uses	<u>6,040,508</u>	<u>8,678,900</u>	<u>8,678,900</u>	<u>8,395,700</u>	<u>-3.3%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>\$ 565,999</u>	<u>\$ (563,000)</u>	<u>\$ (563,000)</u>	<u>\$ (334,495)</u>	
Fund Balance - Beginning	4,544,146	4,361,426	5,110,145	4,547,145	4.3%
Fund Balance - Ending	<u>\$ 5,110,145</u>	<u>\$ 3,798,426</u>	<u>\$ 4,547,145</u>	<u>\$ 4,212,650</u>	<u>10.9%</u>

Prince George's County Special Revenue Funds: Geographic Information Systems (GIS)

OVERVIEW

The GIS Special Revenue Fund is used to maintain and update the 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; and other layers, 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.

SUMMARY OF FY14 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
PLANNING DEPARTMENT - GEOGRAPHIC INFORMATION SYSTEM (GIS)
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,160	900	900	5	-99.4%
Miscellaneous	-	-	-	-	-
Total Revenues	1,160	900	900	5	-99.4%
Expenditures by Major Object					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Excess of Revenues over Expenditures	1,160	900	900	5	-99.4%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	30,000	30,000	30,000	30,000	0.0%
Total Transfers In	30,000	30,000	30,000	30,000	0.0%
Transfers In/(Out)-					
Capital Project Funds	(50,000)	(250,000)	(250,000)	(30,000)	-88.0%
Total Transfers (Out)	(50,000)	(250,000)	(250,000)	(30,000)	-88.0%
Total Other Financing Sources (Uses)	(20,000)	(220,000)	(220,000)	-	-100.0%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ (18,840)	\$ (219,100)	\$ (219,100)	\$ 5	-100.0%
Fund Balance - Beginning	241,318	222,218	222,478	3,378	-98.5%
Fund Balance - Ending	\$ 222,478	\$ 3,118	\$ 3,378	\$ 3,383	8.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County

Special Revenue Funds: Community Centers

OVERVIEW

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; program transportation, and contractual services. Specifically, revenues are collected from our many diverse community programs and activities, such as class programs in:

- Computer skills (animation, web page design, Microsoft Office)
- Fitness and health (low- and high- impact aerobics, weight training, yoga, Zumba)
- 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 600 classes offered at the community centers. Seasonal events celebrating Halloween, Thanksgiving, Christmas, Mother's Day, Father's Day, and other holidays help to bring families together. Annually, more than 52,000 people participate in these classes and similar events. Pre-school and Kids' Care programs (school-age, after-school child care) operate at more than 32 sites with a combined registration exceeding 900. A large portion of the revenues and expenditures is from the summer day camp program held at all of our community centers, with over 300 sessions and more than 8,500 children registered. In addition, vending and rentals are active revenue producers. Also, over 30,000 access cards to fitness rooms and community centers are sold each year.



Prince George's County Special Revenue Funds: Community Centers

SUMMARY OF FY14 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
NORTHERN AREA COMMUNITY CENTERS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	5,699	9,500	9,500	9,500	0.0%
Charges for Services	1,571,318	1,706,800	1,706,800	1,684,200	-1.3%
Rentals and Concessions	117,805	95,600	95,600	95,600	0.0%
Interest	-	-	-	-	-
Miscellaneous	3,735	1,500	1,500	1,500	0.0%
Total Revenues	<u>1,698,557</u>	<u>1,813,400</u>	<u>1,813,400</u>	<u>1,790,800</u>	<u>-1.2%</u>
Expenditures by Major Object:					
Personnel Services	718,835	1,040,000	1,040,000	1,040,000	0.0%
Supplies and Materials	108,649	274,400	274,400	274,400	0.0%
Other Services and Charges	271,045	446,400	446,400	446,400	0.0%
Capital Assets	-	-	-	-	-
Other Classifications	(1,014)	-	-	-	-
Chargebacks	35,000	30,000	30,000	30,000	0.0%
Total Expenditures	<u>1,132,515</u>	<u>1,790,800</u>	<u>1,790,800</u>	<u>1,790,800</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>566,042</u>	<u>22,600</u>	<u>22,600</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Recreation Fund	2,658	-	-	-	-
Total Transfers (Out)	2,658	-	-	-	-
Total Other Financing Sources (Uses)	<u>2,658</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>\$ 568,700</u>	<u>\$ 22,600</u>	<u>\$ 22,600</u>	<u>\$ -</u>	<u>-100.0%</u>
Fund Balance - Beginning	<u>848,807</u>	<u>715,278</u>	<u>1,417,507</u>	<u>1,440,107</u>	<u>101.3%</u>
Fund Balance - Ending	<u>\$ 1,417,507</u>	<u>\$ 737,878</u>	<u>\$ 1,440,107</u>	<u>\$ 1,440,107</u>	<u>95.2%</u>



Prince George's County Special Revenue Funds: Community Centers

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
CENTRAL AREA COMMUNITY CENTERS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	245	20,000	20,000	19,000	-5.0%
Charges for Services	1,942,139	2,050,000	2,050,000	2,050,000	0.0%
Rentals and Concessions	148,193	100,000	100,000	100,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	1,603	8,100	8,100	1,000	-87.7%
Total Revenues	<u>2,092,180</u>	<u>2,178,100</u>	<u>2,178,100</u>	<u>2,170,000</u>	<u>-0.4%</u>
Expenditures by Major Object:					
Personnel Services	1,105,591	1,275,000	1,275,000	1,240,000	-2.7%
Supplies and Materials	169,768	325,000	325,000	325,000	0.0%
Other Services and Charges	509,897	575,000	575,000	575,000	0.0%
Capital Assets	-	-	-	-	-
Other Classifications	(4,116)	-	-	-	-
Chargebacks	35,000	30,000	30,000	30,000	0.0%
Total Expenditures	<u>1,816,140</u>	<u>2,205,000</u>	<u>2,205,000</u>	<u>2,170,000</u>	<u>-1.6%</u>
Excess of Revenues over Expenditures	<u>276,040</u>	<u>(26,900)</u>	<u>(26,900)</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Recreation Fund	1,407	-	-	-	-
Total Transfers (Out)	<u>1,407</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>1,407</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ 277,447</u>	<u>\$ (26,900)</u>	<u>\$ (26,900)</u>	<u>\$ -</u>	<u>-100.0%</u>
Fund Balance - Beginning	<u>503,084</u>	<u>571,779</u>	<u>780,531</u>	<u>753,631</u>	<u>31.8%</u>
Fund Balance - Ending	<u>\$ 780,531</u>	<u>\$ 544,879</u>	<u>\$ 753,631</u>	<u>\$ 753,631</u>	<u>38.3%</u>

Prince George's County Special Revenue Funds: Community Centers

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SOUTHERN AREA COMMUNITY CENTERS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	132	1,100	1,100	1,100	0.0%
Charges for Services	1,587,960	2,202,000	2,202,000	2,202,000	0.0%
Rentals and Concessions	89,969	398,000	398,000	398,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	(2,117)	4,000	4,000	4,000	0.0%
Total Revenues	<u>1,675,944</u>	<u>2,605,100</u>	<u>2,605,100</u>	<u>2,605,100</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	953,979	1,470,000	1,470,000	1,470,000	0.0%
Supplies and Materials	216,361	560,000	560,000	560,000	0.0%
Other Services and Charges	411,888	685,000	685,000	685,000	0.0%
Capital Assets	-	-	-	-	-
Other Classifications	35,000	-	-	-	-
Chargebacks	(8,904)	30,000	30,000	30,000	0.0%
Total Expenditures	<u>1,608,324</u>	<u>2,745,000</u>	<u>2,745,000</u>	<u>2,745,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>67,620</u>	<u>(139,900)</u>	<u>(139,900)</u>	<u>(139,900)</u>	<u>0.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Recreation Fund	(368)	-	-	-	-
Total Transfers (Out)	(368)	-	-	-	-
Total Other Financing Sources (Uses)	<u>(368)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ 67,252</u>	<u>\$ (139,900)</u>	<u>\$ (139,900)</u>	<u>\$ (139,900)</u>	<u>0.0%</u>
Fund Balance - Beginning	294,525	635,725	361,777	221,877	-65.1%
Fund Balance - Ending	<u>\$ 361,777</u>	<u>\$ 495,825</u>	<u>\$ 221,877</u>	<u>\$ 81,977</u>	<u>-83.5%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Reducing revenue and expenditures and eliminating 1.0 seasonal workyears based on historical trends and current actual projections.



Prince George's County Special Revenue Funds: Beltsville/Laurel Senior Activity Center

OVERVIEW

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 include:

- Computer skills
- Woodworking
- Lifestyle and learning
- Fitness and well being
- Ceramics
- Volunteer opportunities

SUMMARY OF FY14 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
BELTSVILLE/LAUREL SENIOR ACTIVITY CENTER
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	61,101	90,000	90,000	90,000	0.0%
Rentals and Concessions	22,828	30,000	30,000	30,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	83,929	120,000	120,000	120,000	0.0%
Expenditures by Major Object:					
Personnel Services	62,416	70,000	70,000	70,000	0.0%
Supplies and Materials	24,726	35,000	35,000	35,000	0.0%
Other Services and Charges	36,166	15,000	15,000	15,000	0.0%
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	123,308	120,000	120,000	120,000	0.0%
Excess of Revenues over Expenditures	(39,379)	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	\$ (39,379)	\$ -	\$ -	\$ -	-
Fund Balance - Beginning	-	-	(39,379)	(39,379)	-
Fund Balance - Ending	\$ (39,379)	\$ -	\$ (39,379)	\$ (39,379)	-

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County

Special Revenue Funds: Prince George's Stadium

OVERVIEW

The Prince George's Stadium Special Revenue Fund is used for improvements, special activities, sale of goods, and special functions. Revenues are generated from stadium events, 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.

SUMMARY OF FY14 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS					
PRINCE GEORGE'S STADIUM					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2014					
	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	%
	Change				
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	109,071	66,000	66,000	75,000	13.6%
Interest	1,479	1,500	1,500	1,500	0.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>110,550</u>	<u>67,500</u>	<u>67,500</u>	<u>76,500</u>	<u>13.3%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	21,296	8,200	8,200	12,000	46.3%
Other Services and Charges	67,214	61,300	61,300	60,000	-2.1%
Capital Assets	484,551	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>573,061</u>	<u>69,500</u>	<u>69,500</u>	<u>72,000</u>	<u>3.6%</u>
Excess of Revenues over Expenditures	<u>(462,511)</u>	<u>(2,000)</u>	<u>(2,000)</u>	<u>4,500</u>	<u>-325.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (462,511)</u>	<u>\$ (2,000)</u>	<u>\$ (2,000)</u>	<u>\$ 4,500</u>	<u>-325.0%</u>
Fund Balance - Beginning	<u>364,505</u>	<u>329,442</u>	<u>(98,006)</u>	<u>(100,006)</u>	<u>-130.4%</u>
Fund Balance - Ending	<u>\$ (98,006)</u>	<u>\$ 327,442</u>	<u>\$ (100,006)</u>	<u>\$ (95,506)</u>	<u>-129.2%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None.



Prince George's County Special Revenue Funds: Federally Forfeited Property

OVERVIEW

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.

SUMMARY OF FY14 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
FEDERALLY FORFEITED PROPERTY
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	244	100	100	200	100.0%
Miscellaneous	6,531	-	-	-	-
Total Revenues	<u>6,775</u>	<u>100</u>	<u>100</u>	<u>200</u>	<u>100.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	4,793	4,700	4,700	4,700	0.0%
Other Services and Charges	911	600	600	600	0.0%
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>5,704</u>	<u>5,300</u>	<u>5,300</u>	<u>5,300</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>1,071</u>	<u>(5,200)</u>	<u>(5,200)</u>	<u>(5,100)</u>	<u>-1.9%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ 1,071</u>	<u>\$ (5,200)</u>	<u>\$ (5,200)</u>	<u>\$ (5,100)</u>	<u>-1.9%</u>
Fund Balance - Beginning	<u>67,466</u>	<u>15,962</u>	<u>68,537</u>	<u>63,337</u>	<u>296.8%</u>
Fund Balance - Ending	<u>\$ 68,537</u>	<u>\$ 10,762</u>	<u>\$ 63,337</u>	<u>\$ 58,237</u>	<u>441.1%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County Special Revenue Funds: Festival of Lights

OVERVIEW

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, and marketing and advertising. The Festival of Lights operates over a six-week period and hosts nearly 20,000 vehicles of residents and visitors.

SUMMARY OF FY14 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS					
FESTIVAL OF LIGHTS					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2014					
	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	%
	Change				
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	786	600	600	600	0.0%
Miscellaneous	-	-	-	-	-
Total Revenues	786	600	600	600	0.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	25,000	25,000	25,000	0.0%
Other Services and Charges	-	25,000	25,000	25,000	0.0%
Capital Assets	39,979	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	39,979	50,000	50,000	50,000	0.0%
Excess of Revenues over Expenditures	(39,193)	(49,400)	(49,400)	(49,400)	0.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ (39,193)	\$ (49,400)	\$ (49,400)	\$ (49,400)	0.0%
Fund Balance - Beginning	156,784	113,757	117,591	68,191	-40.1%
Fund Balance - Ending	\$ 117,591	\$ 64,357	\$ 68,191	\$ 18,791	-70.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County Special Revenue Funds: Safety Program

OVERVIEW

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 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 at 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, and transportation.

SUMMARY OF FY14 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SAFETY PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	42,000	42,000	42,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	309	200	200	200	0.0%
Miscellaneous	-	-	-	-	-
Total Revenues	309	42,200	42,200	42,200	0.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	12,000	12,000	12,000	0.0%
Other Services and Charges	-	30,000	30,000	30,000	0.0%
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	42,000	42,000	42,000	0.0%
Excess of Revenues over Expenditures	309	200	200	200	0.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 309	\$ 200	\$ 200	\$ 200	0.0%
Fund Balance - Beginning	61,578	38,872	61,887	62,087	59.7%
Fund Balance - Ending	\$ 61,887	\$ 39,072	\$ 62,087	\$ 62,287	59.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County

Special Revenue Funds: Nature Programs and Facilities

OVERVIEW

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.

SUMMARY OF FY14 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
NATURE PROGRAMS AND FACILITIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	9,839	15,000	15,000	15,000	0.0%
Charges for Services	113,402	111,000	111,000	111,000	0.0%
Rentals and Concessions	55,287	55,000	55,000	55,000	0.0%
Interest	1,041	700	700	700	0.0%
Miscellaneous	4,274	15,000	15,000	15,000	0.0%
Total Revenues	183,843	196,700	196,700	196,700	0.0%
Expenditures by Major Object:					
Personnel Services	131,629	121,000	121,000	121,000	0.0%
Supplies and Materials	25,119	37,000	37,000	37,000	0.0%
Other Services and Charges	14,277	17,000	17,000	17,000	0.0%
Capital Assets	-	-	-	-	-
Other Classifications	(440)	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	170,585	175,000	175,000	175,000	0.0%
Excess of Revenues over Expenditures	13,258	21,700	21,700	21,700	0.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 13,258	\$ 21,700	\$ 21,700	\$ 21,700	0.0%
Fund Balance - Beginning	197,426	232,691	210,684	232,384	-0.1%
Fund Balance - Ending	\$ 210,684	\$ 254,391	\$ 232,384	\$ 254,084	-0.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County Special Revenue Funds: Area Operations

OVERVIEW

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 Maryland Recreation and Parks Association amusement park 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.

SUMMARY OF FY14 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS AREA OPERATIONS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2014					
	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	9,376	15,000	15,000	10,000	-33.3%
Rentals and Concessions	-	-	-	-	-
Interest	14,633	40,000	40,000	16,800	-58.0%
Miscellaneous	5,042	1,000	1,000	1,000	0.0%
Total Revenues	<u>29,051</u>	<u>56,000</u>	<u>56,000</u>	<u>27,800</u>	<u>-50.4%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	11,562	24,000	24,000	18,000	-25.0%
Other Services and Charges	6,446	12,000	12,000	12,000	0.0%
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	19,600	11,000	11,000	21,700	97.3%
Total Expenditures	<u>37,608</u>	<u>47,000</u>	<u>47,000</u>	<u>51,700</u>	<u>10.0%</u>
Excess of Revenues over Expenditures	<u>(8,557)</u>	<u>9,000</u>	<u>9,000</u>	<u>(23,900)</u>	<u>-365.6%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>\$ (8,557)</u>	<u>\$ 9,000</u>	<u>\$ 9,000</u>	<u>\$ (23,900)</u>	<u>-365.6%</u>
Fund Balance - Beginning	<u>313,482</u>	<u>361,729</u>	<u>304,925</u>	<u>313,925</u>	<u>-13.2%</u>
Fund Balance - Ending	<u>\$ 304,925</u>	<u>\$ 370,729</u>	<u>\$ 313,925</u>	<u>\$ 290,025</u>	<u>-21.8%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Increasing finance chargeback by \$10,700.



Prince George's County Special Revenue Funds: Recreation Warehouse

OVERVIEW

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.

SUMMARY OF FY14 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
RECREATION WAREHOUSE
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	319,993	330,000	330,000	330,000	0.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	2,160	1,400	1,400	1,400	0.0%
Miscellaneous	7,883	-	-	-	-
Total Revenues	330,036	331,400	331,400	331,400	0.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	226,108	330,000	330,000	330,000	0.0%
Other Services and Charges	600	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	(9,869)	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	216,839	330,000	330,000	330,000	0.0%
Excess of Revenues over Expenditures	113,197	1,400	1,400	1,400	0.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	\$ 113,197	\$ 1,400	\$ 1,400	\$ 1,400	0.0%
Fund Balance - Beginning	351,187	102,658	464,384	465,784	353.7%
Fund Balance - Ending	\$ 464,384	\$ 104,058	\$ 465,784	\$ 467,184	349.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County Special Revenue Funds: Patuxent Outdoor Programs and Special Conservation Projects

OVERVIEW

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; sales of books, 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.

SUMMARY OF FY14 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
PATUXENT OUTDOOR PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	5,267	6,500	6,500	6,500	0.0%
Charges for Services	14,818	15,000	15,000	15,000	0.0%
Rentals and Concessions	35,076	50,000	50,000	50,000	0.0%
Interest	714	500	500	500	0.0%
Miscellaneous	37,448	16,000	16,000	16,000	0.0%
Total Revenues	93,323	88,000	88,000	88,000	0.0%
Expenditures by Major Object:					
Personnel Services	40,496	42,000	42,000	42,000	0.0%
Supplies and Materials	14,247	32,000	32,000	32,000	0.0%
Other Services and Charges	2,064	14,000	14,000	14,000	0.0%
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	56,807	88,000	88,000	88,000	0.0%
Excess of Revenues over Expenditures	36,516	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 36,516	\$ -	\$ -	\$ -	-
Fund Balance - Beginning	121,240	109,672	157,756	157,756	43.8%
Fund Balance - Ending	\$ 157,756	\$ 109,672	\$ 157,756	\$ 157,756	43.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County Special Revenue Funds: General Contributions

OVERVIEW

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 established Commemorative Gifts Program. Revenues also are 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.

SUMMARY OF FY14 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
GENERAL CONTRIBUTIONS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	20,700	40,000	40,000	36,000	-10.0%
Interest	3,439	3,000	3,000	3,000	0.0%
Miscellaneous	32,446	10,000	10,000	10,000	0.0%
Total Revenues	56,585	53,000	53,000	49,000	-7.5%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	2,445	100,000	100,000	75,000	-25.0%
Other Services and Charges	-	90,000	90,000	80,000	-11.1%
Capital Assets	-	-	-	-	-
Other Classifications	(55)	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	2,390	190,000	190,000	155,000	-18.4%
Excess of Revenues over Expenditures	54,195	(137,000)	(137,000)	(106,000)	-22.6%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 54,195	\$ (137,000)	\$ (137,000)	\$ (106,000)	-22.6%
Fund Balance - Beginning	638,834	446,958	693,029	556,029	24.4%
Fund Balance - Ending	\$ 693,029	\$ 309,958	\$ 556,029	\$ 450,029	45.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Reducing revenue and expenditures based on historical trend and current actual projections.



Prince George's County Special Revenue Funds: Seized Money Escrow

OVERVIEW

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.

SUMMARY OF FY14 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SEIZED MONEY/ESCROW
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	65	100	100	100	0.0%
Miscellaneous	2,540	3,800	3,800	3,800	0.0%
Total Revenues	2,605	3,900	3,900	3,900	0.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	4,300	4,300	3,900	-9.3%
Other Services and Charges	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	4,300	4,300	3,900	-9.3%
Excess of Revenues over Expenditures	2,605	(400)	(400)	-	-100.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 2,605	\$ (400)	\$ (400)	\$ -	-100.0%
Fund Balance - Beginning	11,624	17,696	14,229	13,829	-21.9%
Fund Balance - Ending	\$ 14,229	\$ 17,296	\$ 13,829	\$ 13,829	-20.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- Reducing expenditures based on historical trend and actual current projections.



Prince George's County Special Revenue Funds: Special Historic Projects and Programs

OVERVIEW

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.

SUMMARY OF FY14 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SPECIAL HISTORIC PROJECTS AND PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	54,581	50,000	50,000	50,000	0.0%
Charges for Services	61,070	47,000	47,000	47,000	0.0%
Rentals and Concessions	32,310	30,000	30,000	30,000	0.0%
Interest	1,949	2,000	2,000	2,000	0.0%
Miscellaneous	10,465	25,000	25,000	25,000	0.0%
Total Revenues	160,375	154,000	154,000	154,000	0.0%
Expenditures by Major Object:					
Personnel Services	67,487	60,000	60,000	60,000	0.0%
Supplies and Materials	56,611	80,000	80,000	80,000	0.0%
Other Services and Charges	37,848	52,000	52,000	52,000	0.0%
Capital Assets	-	-	-	-	-
Other Classifications	(1,500)	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	160,446	192,000	192,000	192,000	0.0%
Excess of Revenues over Expenditures	(71)	(38,000)	(38,000)	(38,000)	0.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	\$ (71)	\$ (38,000)	\$ (38,000)	\$ (38,000)	0.0%
Fund Balance - Beginning	372,286	446,989	372,215	334,215	-25.2%
Fund Balance - Ending	\$ 372,215	\$ 408,989	\$ 334,215	\$ 296,215	-27.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County Special Revenue Funds: Interagency Agreements

OVERVIEW

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.

SUMMARY OF FY14 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Intergovernmental	\$ 50,499	\$ 375,000	\$ 375,000	\$ 375,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	50,499	375,000	375,000	375,000	0.0%
Expenditures by Major Object:					
Personnel Services	30,313	275,000	275,000	275,000	0.0%
Supplies and Materials	-	50,000	50,000	50,000	0.0%
Other Services and Charges	20,186	50,000	50,000	50,000	0.0%
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	50,499	375,000	375,000	375,000	0.0%
Excess of Revenues over Expenditures	-	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ -	\$ -	\$ -	\$ -	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ -	-

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

- None



Prince George's County

Advance Land Acquisition Funds

EXECUTIVE OVERVIEW

The Maryland Annotated Code, Land Use Article 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 Montgomery 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 District Council of Montgomery County. The acquisition of school sites also requires the prior approval of the Montgomery 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.

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

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. The Maryland Annotated Code, Land Use Article 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 FY14 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 FY14, debt service is not anticipated because bonds were paid off in FY11.

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 the Maryland Annotated Code, Land Use Article 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. Total appropriated funds for the Advance Land Acquisition Revolving Fund for FY14 are \$9,340,249.



Prince George's County Advance Land Acquisition Funds

SUMMARY OF FY14 PROPOSED BUDGET

PRINCE GEORGE'S ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Property Taxes	\$ 20,423	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	20,423	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	21,125	3,537	(728)	-	-100.0%
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	21,125	3,537	(728)	-	-100.0%
Excess of Revenues over Expenditures	(702)	(3,537)	728	-	-100.0%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Capital Projects Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ (702)	\$ (3,537)	\$ 728	\$ -	-100.0%
Fund Balance - Beginning	(26)	3,537	(728)	-	-100.0%
Fund Balance - Ending	\$ (728)	\$ -	\$ -	\$ -	-



Prince George's County Advance Land Acquisition Funds

PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	46,798	20,000	40,000	46,800	134.0%
Miscellaneous (Contributions)	21,125	3,537	(728)	-	-100.0%
Total Revenues	<u>67,923</u>	<u>23,537</u>	<u>39,272</u>	<u>46,800</u>	<u>98.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Assets	-	9,236,591	-	9,340,249	1.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>9,236,591</u>	<u>-</u>	<u>9,340,249</u>	<u>1.1%</u>
Excess of Revenues over Expenditures	<u>67,923</u>	<u>(9,213,054)</u>	<u>39,272</u>	<u>(9,293,449)</u>	<u>0.9%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Capital Projects Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ 67,923</u>	<u>\$ (9,213,054)</u>	<u>\$ 39,272</u>	<u>\$ (9,293,449)</u>	<u>0.9%</u>
Fund Balance - Beginning	<u>9,193,054</u>	<u>9,213,054</u>	<u>9,260,977</u>	<u>9,300,249</u>	<u>0.9%</u>
Fund Balance - Ending	<u>\$ 9,260,977</u>	<u>\$ -</u>	<u>\$ 9,300,249</u>	<u>\$ 6,800</u>	<u>-</u>

Prince George's County

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. The Fund revenues include employer, employee and retiree share of insurance premiums. 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.

As an internal service fund, the Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The premiums paid through the operating department insurance costs constitute most of the revenue, 80.9 percent. Revenue from employee and retiree share of the premiums makes up 17.9 percent of revenue, and Medicare revenue makes up the balance. The fund is treated as commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB PAYGO costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by 4 full-time positions plus a seasonal staffing budget of .7 work years.

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

The Proposed FY14 expenditure budget is \$49.27 million, which is an 8 percent increase over the FY13 Adopted Budget. Dollar increase over FY13 Adopted Budget is \$3.65 million. Most of the cost increase comes from the OPEB PAYGO cost, which is increasing \$2.2 million. The OPEB PAYGO increase is attributable to more retirees receiving the benefit and increases in health insurance rates. Health insurance is a highest cost growth expense that nationally increases on average between 8 and 12 percent annually.

The FY14 Proposed Budget reflects negotiated changes in employee health insurance cost share and the increase in retiree health insurance cost share. Effective January 1, 2013, non-represented employees and MCGEO represented employees cost share for certain health insurance plans increased from 15 percent to 17.5 percent. Effective January 1, 2014, these same employee groups will begin paying a 20 percent cost share for certain health insurance plans. These cost shares apply to all health insurance plans except for the lowest cost plan and the prescription plan. For FOP represented employees and retirees, the cost share increased to 20 percent, effective January 1, 2013.

These increased employee cost share is reflected in the employee share of revenue. Revenue from employee and retiree paid premiums is increasing 27.2 percent in the FY14 Proposed Budget. Employer share revenue is increasing 7.4 percent driven primarily by the increase in OPEB Paygo cost. If the OPEB cost were not increasing, the employer share of revenue would only be increasing by 1.3 percent.

The FY14 Proposed Budget contains a change in how the group insurance administrative costs are paid. In the past, the administrative costs were paid by the operating departments through a chargeback. Beginning January 1, 2013, the administrative expenses were factored into the health insurance rate, and are paid through the premiums paid by the employer and employee. The total amount of administrative expense in the FY14 Proposed Budget is \$1.17 million. In FY13, this \$1.17 million was shown as ISF Revenue-Other in the fund, which explains why that revenue source shows a 100 percent decline from FY13.



Prince George's County Commission-Wide Group Insurance Internal Service Fund

Lastly, the FY14 Proposed Budget contains a designated reserve of \$3.45 million, which is sufficient to meet the 7 percent of total operating expense reserve policy. A summary of the Proposed Budget is shown on the next page.

SUMMARY OF FY14 PROPOSED BUDGET

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
GROUP HEALTH INSURANCE INTERNAL SERVICE FUNDS
Summary of Revenues, Expenses, and Changes in Fund Net Assets
PROPOSED BUDGET FISCAL YEAR 2014**

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	757,585	400,000	400,000	600,000	50.0%
Charges for Services:					
ISF Revenue, Other	-	1,178,600	1,178,600	-	-100.0%
ISF Revenue, Employee Share	6,131,795	6,912,270	6,912,270	8,790,857	27.2%
ISF Revenue, Employer Share	25,958,810	37,098,130	37,098,130	39,843,266	7.4%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	32,848,190	45,589,000	45,589,000	49,234,123	8.0%
Operating Expenses:					
Personnel Services	-	616,000	616,000	616,000	0.0%
Supplies and Materials	-	20,000	20,000	20,000	0.0%
Other Services and Charges:					
Professional Services	177,184	275,000	275,000	275,000	0.0%
Insurance Claims and Fees	28,908,678	44,450,400	40,056,500	43,921,121	-1.2%
Insurance Premiums	6,525,707	-	4,393,900	4,174,401	-
Change in IBNR	(549,460)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	233,800	267,600	267,600	267,600	0.0%
Total Operating Expenses	35,295,909	45,629,000	45,629,000	49,274,123	8.0%
Operating Income (Loss)	(2,447,719)	(40,000)	(40,000)	(40,000)	0.0%
Nonoperating Revenue (Expenses):					
Interest Income	45,549	40,000	40,000	40,000	0.0%
Total Operating Expenses	45,549	40,000	40,000	40,000	0.0%
Income (Loss) Before Operating Transfers	(2,402,170)	-	-	-	-
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Assets	(2,402,170)	-	-	-	-
Total Net Assets, Beginning	7,883,178	3,039,544	5,481,008	5,481,008	80.3%
Total Net Assets, Ending	\$ 5,481,008	\$ 3,039,544	\$ 5,481,008	\$ 5,481,008	80.3%
Designated Assets	2,920,413	3,039,544	2,920,413	3,449,189	13.5%
Unrestricted Assets	2,560,595	-	2,560,595	2,031,819	-
Total Net Assets, June 30	\$ 5,481,008	\$ 3,039,544	\$ 5,481,008	\$ 5,481,008	80.3%

Policy requires a reserve equal to 7% of Total Operating Expense



Prince George's County

Risk Management Internal Service Fund

EXECUTIVE OVERVIEW

Through centralized management, the Risk Management program implements safety and loss control practices, administers insurance, and manages self-insurance to reduce liability and mitigate losses to the Commission. The program's overall goals include: reducing the risk of injury to employees and patrons; protecting property from losses, and securing Commission assets.

The Department of Human Resources and Management (DHRM) and the Finance Department administer the Risk Management fund jointly. Programmatic goals are carried out by the Risk Management and Workplace Safety Office which is housed in DHRM. This Unit has expertise in a wide range of areas, including regulatory compliance, occupational health, workplace safety, environmental assessments, risk analysis, worker's compensation and liability claims management. The Unit provides guidance to departments, managers and employees in the fulfillment of safety, risk management and regulatory compliance needs. The Program is staffed by three safety specialists and two risk management specialists. A small amount of the Division Chief's time is directly charged to the Fund and fiscal oversight by the Executive Director, Corporate Budget team and the Finance Department is charged back to the Risk Management program.

For specialized services related to third party reviews of workers' compensation/liability claims and participation in group insurance, the Commission participates in a self-insurance program administered by the Montgomery County Government (MCSIP). This program is open to the Commission as a bi-county organization. Participation in MCSIP offers cost effective claims adjudication services and group discounts on commercial insurance policies for areas of general liability, real and personal property, police professional liability, automobile liability; and public official liability. Separate from MCSIP, the Commission also purchases insurance for various surety bonds, police horses, catastrophic and blanket coverage for other specialized programs. Participation in MCSIP is reflected in the budget through external administration fees. Oversight of self-insurance programs are provided by DHRM. The Commission's legal department began handling litigation of liability and workers' compensation claims internally during FY11.

Programs and Services Provided

Some of the key programmatic services implemented by the Risk Management and Workplace Safety Office include:

- Development of safety standards and procedures.
- Extensive supervisory/employee training on workplace safety and loss prevention.
- Facility and program reviews for adherence with safety regulations issued by Maryland Occupational Safety and Health (MOSH), federal Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and the Department of Transportation (DOT).
- Liability insurance management.
- Administration of workplace safety programs (e.g., drug and alcohol education/testing; drivers' license monitoring program and defensive driving programs; personal protective equipment assessments, safety shoe and safety glasses, etc.).
- Risk assessments, accident investigations and loss control reviews.
- Emergency response programs.
- Case management of workplace injuries and liability claims.
- Cost containment and loss analysis.



Prince George's County Risk Management Internal Service Fund

ACCOMPLISHMENTS

The Commission conducted a comprehensive review and restructuring of its driver program. This included implementing additional components to its driver license monitoring program to ensure greater safety and accountability by employees who operate any agency vehicle. The resulting program serves as one of the most comprehensive and rigorous driving standards in the State of Maryland. The Risk Management function ensures that all drivers complete mandatory driving safety instruction, meet specific driving standards through required review of their state-issued driving license, and adhere to requirements which require adherence to specific prohibitions including but not limited to, controlled substance or alcohol use, and/or eight (8) or more points on their license. A comprehensive database was developed and implemented to track and monitor driving records from all states from which licenses have been issued to employees.

DHRM also analyzed and implemented a number of additional strategies for enhanced oversight and greater containment of risk management costs. These included:

- Quarterly meeting with operating departments to review workers' compensation incidents to develop strategies for accident prevention, reduce repeat incidents, and identify opportunities for additional training/inspections.
- Enhanced coordination with departments for managing accident cases and improving efforts for return to work.
- Semi-annual audits of third party claims administrator to ensure improved case management and more accurate establishment of case reserves.
- Implementation of new claims software program to improve oversight of workers' compensation and liability claims.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY14 PROPOSED BUDGET

Each year, the Risk budget is developed to establish necessary funding levels to protect against projected future claims based losses, costs of insurance costs, personnel costs, and external administration fees. Claims expenses include paid claims, incurred but not reported claims estimates, and claim reserves. While the Commission subrogates its claims to offset losses and applies for reimbursements from the Federal Emergency Management Administration (FEMA), these recoveries are not budgeted as a revenue source to this Fund, but are returned directly to the affected departments after being received.

Total FY14 expenses for Risk Management are \$8,367,931. This amount includes the one time salary adjustment marker. The total proposed budget for the overall agency represents a net decrease of 2.5% from FY13 levels of \$8,583,520.

County	FY13 Expenses	FY14 Expenses	% Change
Montgomery County	\$3,674,290	\$2,988,393	-19%
Prince George's County	\$4,909,230	\$5,379,538	10%
Total	\$8,583,520	\$8,367,931	-2.5%

Prince George's County's share of the FY14 expenses is \$5,379,538, which reflects a 10% increase in their costs from FY13 levels of \$4,909,230. 74% of these expenses (or \$3,977,017) is attributed to increased expenses for workers' compensation and liability claims. Prince George's County's overall projected claims expenses for FY14 rose 19% from \$3,331,550 in FY13 to \$3,977,071 in



Prince George's County Risk Management Internal Service Fund

FY14 although actual claims numbers decreased 24% from 247 in FY13 to 187 in FY14. In FY12, the Commission's Prince George's County operations experienced significant increases in cost due to large losses from storms and substantial increases in claims costs from workers' compensation. These losses were incurred in both the Parks and Recreation and the Planning departments.

For FY14, the Secretary-Treasurer and the Executive Director recommend an additional funding of \$193,800 be added to build reserves against future losses, bringing the total FY14 departmental funding levels for the county to \$5,456,600.

- The largest portion of the funding is attributed to the Parks and Recreation department which has an adjusted departmental funding level of \$5,300,800.
- The remaining adjusted funding levels are \$150,800 for the Planning department and \$5,000 for CAS.

FY14 Work Program Priorities

- Comprehensive review and update of risk and safety procedures to ensure continued compliance with external regulatory, accreditation and accountability standards.
- Assessment and review of safety training protocols for more efficient and effective tracking, delivery and compliance of state and federal mandates.
- Comprehensive examination of workers' compensation claims to determine and implement more cost containment strategies to effectively reduce the frequency and cost of claims.



Prince George's County Risk Management Internal Service Fund

SUMMARY OF FY14 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Assets PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	3,618,971	3,504,900	3,504,900	3,748,700	7.0%
Recreation	977,200	1,145,200	1,145,200	1,357,200	18.5%
Planning	5,000	5,000	5,000	150,800	2916.0%
CAS	11,400	5,000	5,000	5,000	0.0%
Enterprise	126,800	130,100	130,100	194,900	49.8%
Miscellaneous (Claim Recoveries, etc.)	612,769	-	-	-	-
Total Operating Revenues	5,352,140	4,790,200	4,790,200	5,456,600	13.9%
Operating Expenses:					
Personnel Services	648,020	345,450	345,450	353,857	2.4%
Supplies and Materials	24,736	22,500	22,500	20,578	-8.5%
Other Services and Charges:					
Insurance Claims:					
Parks	2,540,880	2,473,343	2,473,343	2,812,944	13.7%
Recreation	546,145	682,301	682,301	876,535	28.5%
Planning	259,315	10,994	10,994	83,915	663.3%
CAS	3,514	6,663	6,663	6,761	1.5%
Enterprise	108,422	158,249	158,249	196,862	24.4%
Misc., Professional services, etc.	776,609	959,730	959,730	754,805	-21.4%
Depreciation & Amortization Expense	9,708	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	541,498	250,000	250,000	273,281	9.3%
Total Operating Expenses	5,458,847	4,909,230	4,909,230	5,379,538	9.6%
Operating Income (Loss)	(106,707)	(119,030)	(119,030)	77,062	-164.7%
Nonoperating Revenue (Expenses):					
Interest Income	81,496	60,000	60,000	81,500	35.8%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	81,496	60,000	60,000	81,500	35.8%
Income (Loss) Before Operating Transfers	(25,211)	(59,030)	(59,030)	158,562	-368.6%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Assets	(25,211)	(59,030)	(59,030)	158,562	-368.6%
Total Net Assets, Beginning	6,429,898	6,404,687	6,404,687	6,345,657	-0.9%
Total Net Assets, Ending	<u>\$ 6,404,687</u>	<u>\$ 6,345,657</u>	<u>\$ 6,345,657</u>	<u>\$ 6,504,219</u>	<u>2.5%</u>
Designated Assets	6,718,000	6,718,000	6,718,000	5,357,635	-20.2%
Unrestricted Assets	(313,313)	(313,313)	(372,343)	1,146,584	-466.0%
Total Net Assets, June 30	<u>\$ 6,404,687</u>	<u>\$ 6,404,687</u>	<u>\$ 6,345,657</u>	<u>\$ 6,504,219</u>	<u>1.6%</u>

Note: Allocation of administrative expense paid to Montgomery County for insurance pool management

Parks	\$ 386,710	\$ 619,703	\$ 619,703	\$ 432,431	-30.2%
Recreation	106,635	170,953	170,953	134,749	-21.2%
Planning	1,719	2,755	2,755	12,900	368.2%
CAS	996	1,669	1,669	1,039	-37.7%
Enterprise	24,713	39,650	39,650	30,263	-23.7%
Total	520,773	834,730	834,730	611,382	-26.8%

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.

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.

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

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 FY14, the Commission proposes the purchase and financing of \$413,830 in capital outlay expenses in the CEISF. In FY14, the CEISF will charge \$664,580 to Prince George's County departments and CAS for equipment, consisting primarily of motor vehicles, heavy equipment and computer-related equipment. Total expenditures are estimated at \$512,392. 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 FY14 is \$224,800 and provides for 1.0 position and 1.0 workyear, \$5,000 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.

FY14 Budget Priorities and Strategies

- Development of a plan for document archival which includes the acquisition of high speed scanning technology.
- Development of a solution for the workflow of documents.
- Review of document retention policies.

Continue with the consulting services from Public Technology, Inc. which is providing the resources for the role of Acting Chief Information Officer. The responsibilities of the Acting CIO which is provided on part time basis include:

- Provide leadership to CTO's



Prince George's County Capital Equipment Internal Service Fund

- Advise the leadership bodies
- Contract review and negotiation
- Policy review
- IT governance
- Project oversight and program management
- Communication with enterprise
- Vendor management
- Other duties as assigned
 - Trend watch
 - Change agent
 - Trusted advisors
 - Performance management



Prince George's County Capital Equipment Internal Service Fund

SUMMARY OF FY14 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Assets PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ 136,350	\$ -	\$ -	-	-
Charges for Services (to Other Funds)	669,816	919,200	919,200	664,580	-27.7%
Miscellaneous (Claim Recoveries, etc.)	183,993	-	-	-	-
Total Operating Revenues	990,159	919,200	919,200	664,580	-27.7%
Operating Expenses:					
Personnel Services	112,593	177,200	177,200	208,982	17.9%
Supplies and Materials	476,427	4,500	4,500	4,996	11.0%
Other Services and Charges:	1,107,371	9,300	9,300	175,114	1782.9%
Debt Service:					
Debt Service Principal	-	364,800	364,800	87,000	-76.2%
Debt Service Interest	-	84,100	84,100	20,900	-75.1%
Depreciation & Amortization Expense	209,223	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	15,400	-
Total Operating Expenses	1,905,614	639,900	639,900	512,392	-19.9%
Operating Income (Loss)	(915,455)	279,300	279,300	152,188	-45.5%
Nonoperating Revenue (Expenses):					
Interest Income	29,422	25,000	25,000	25,000	0.0%
Interest Expense, Net of Amortization	(199)	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	29,223	25,000	25,000	25,000	0.0%
Income (Loss) Before Operating Transfers	(886,233)	304,300	304,300	177,188	-41.8%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Assets	(886,233)	304,300	304,300	177,188	-41.8%
Total Net Assets, Beginning	7,862,232	6,976,000	6,976,000	7,280,300	4.4%
Total Net Assets, Ending	\$ 6,976,000	\$ 7,280,300	\$ 7,280,300	\$ 7,457,488	2.4%
Note: Future Financing Plans					
Capital equipment financed for Parks and Rec	-	500,000	-	-	-
Capital equipment financed for IT Initiatives	-	360,000	-	328,830	-
Capital equipment financed for Finance Dept.	-	85,000	-	85,000	-

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Prince George's County Executive Office Building Fund

EXECUTIVE OVERVIEW

The Executive Office Building Internal Service Fund accounts for expenses related to the daily operations and maintenance of the Executive Office Building (EOB) at 6611 Kenilworth Avenue in Riverdale, Maryland. The building, which was built 1968, serves as the headquarters for the Central Administrative Services (CAS) 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, and the Prince George's County Parks and Recreation Department Information Technology and Communication Division and Park Planning and Development Engineering Section. The EOB Budget supports two employees who are responsible for the daily maintenance, repair, and operation of the facility and surrounding property. Major maintenance projects include reconstruction/renovations due to routine use, maintenance of security systems, compliance with workplace safety standards and the Americans with Disability Act, emergency preparedness, planned lifecycle asset replacement, and fleet vehicle oversight.

For FY14, the EOB budget request is \$1,193,860, which represents a \$216,540 or 22% increase over the FY13 budget level. This increase is primarily attributed to \$422,000 in critical repairs that must be made in the short term to comply with workplace safety standards, occupational health regulations, and the Americans with Disabilities Act. An additional \$15,000 is requested to complete a feasibility study that will provide an analysis of long term building occupancy needs, recommendations for improved efficiency and viability of the building, and identification of other potential options for office space. The specific projects are explained below under Highlights and Major Changes. Charges for these projects are accounted for primarily in "Other Services and Charges", and "Capital Outlay" categories. These expenses were partially offset by elimination of debt service as the last payment on acquisition and renovation debt of \$117,000 was made in FY13. Other expenses to the Budget include Personnel Services, and Supplies and Materials.

Revenue to the fund is provided annually through rental charges to the tenant departments/operations based on occupied space. Rental rates are based on local market comparisons and anticipated operating expenses to enable a clean, safe, and secure worksite for occupants and visitors. The cost per square foot is maintained at rates comparable to the non-profit commercial market and includes janitorial services, security cameras and electronic access system, grounds maintenance, and daily facility maintenance services. Based on recent surveys of the surrounding office rental market, this budget proposes a rental charge of \$18.79 square foot/year.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY14 PROPOSED BUDGET

- Revenue to the Fund:
 - Income from rent is approximately \$977,400. This is based on a market-based rent rate of \$18.79/per sq. foot multiplied by the total rental space of 52,000 sq. feet. Rental charges are assessed to tenant departments/operations based on occupied space. Revenue from rental charges to the Prince George's Parks and Recreation department and the Retirement System remains at the FY13 rate; CAS rent is slightly higher due to elimination of a small subsidy. Each year, CAS evaluates rental rates based on published local market comparisons issued by commercial real estate survey reports.
 - The proposed budget recommends using \$216,000 of fund balance for one-time critical repairs.



Prince George's County

Executive Office Building Fund

- Expenditures in the Fund:
 - Personnel Services increased 18% or \$36,000; 70% of this increase is attributed to \$25,000 expected payout of accrued leave for a retirement eligible employee. Salaries and health insurances remained fairly flat. However, there is a \$6,400 increase in group medical insurance.
 - Supplies and Materials were reduced by 39% from \$27,500 to \$16,650 due to savings in computer equipment and small dollar construction supply costs.
 - Other Services and Charges and Capital Outlay increased a total of \$191,400 or 25% from FY13 to accommodate \$437,000 in critical projects and a needed feasibility study of the EOB. Debt service of \$117,000 was eliminated as repayment on the financing from purchase and renovation of EOB is completed.

- Major known commitments to address workplace safety and compliance concerns (\$422,000) are as follows:

- **Other Services & Charges:**
 - Ensure compliance with Americans with Disabilities Act in Public Areas- \$30,000.
 - Make repairs of accessible entryways and public accommodations (e.g., sidewalks, drinking fountains, etc.).
 - Essential Need Request:
 - Conduct Facility Feasibility Study, including cost benefit analysis - \$15,000.

- **Capital Outlay:**
 - Address Inadequate Ventilation/Heating/Cooling Concerns - \$177,000.

The current Heating, Ventilation, and Air Conditioning systems were installed in 1992. The rooftop units have well exceeded their normal life and increasingly require repairs. We are requesting approval to replace dated and inefficient rooftop (HVAC) units to address heating/ventilation issues in core/shared building areas. New units will utilize an energy management system. Cost for replacement of rooftop units is \$145,000. Additional work must be conducted to address inadequate ventilation in enclosed work areas that do not have ventilation returns or controllable HVAC heating and cooling. Cost budgeted is \$32,000.
 - Address Structural Repairs - \$215,000.

The elevator system, which is 45 years old, has frequent breakdowns and difficulty meeting State inspection standards. The budget proposes replacement of an elevator which also includes cost of independent technical expert for assistance with accurate assessment of needs, bid specifications, and oversight of installation.

Staffing Changes

This fund includes 2.0 positions and 2.0 workyears. No changes in positions or workyears are proposed.



Prince George's County Executive Office Building Fund

SUMMARY OF FY14 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Assets PROPOSED BUDGET FISCAL YEAR 2014

	FY12 Actual	FY13 Budget	FY13 Projected	FY14 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	163,270	171,200	171,200	173,840	1.5%
Retirement System	73,780	77,370	77,370	78,560	1.5%
CAS Departments	809,760	713,920	713,920	725,000	1.6%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,046,810	962,490	962,490	977,400	1.5%
Operating Expenses:					
Personnel Services	205,071	198,470	198,470	234,460	18.1%
Supplies and Materials	6,653	27,500	27,500	16,650	-39.5%
Other Services and Charges:	453,552	536,450	536,450	549,150	2.4%
Debt Service:					
Debt Service Principal	-	110,000	110,000	-	-100.0%
Debt Service Interest	-	2,900	2,900	-	-100.0%
Depreciation & Amortization Expense	116,072	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	98,100	98,100	392,000	299.6%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	7,300	3,900	-	1,600	-59.0%
Total Operating Expenses	788,648	977,320	973,420	1,193,860	22.2%
Operating Income (Loss)	258,162	(14,830)	(10,930)	(216,460)	1359.6%
Nonoperating Revenue (Expenses):					
Interest Income	9,298	-	-	-	-
Interest Expense, Net of Amortization	(8,826)	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	472	-	-	-	-
Income (Loss) Before Operating Transfers	258,634	(14,830)	(10,930)	(216,460)	1359.6%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Assets	258,634	(14,830)	(10,930)	(216,460)	1359.6%
Total Net Assets, Beginning	2,520,053	2,778,687	2,778,687	2,767,757	-0.4%
Total Net Assets, Ending	\$ 2,778,687	\$ 2,763,857	\$ 2,767,757	\$ 2,551,297	-7.7%

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



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Prince George's County

Appendices- 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.

Balanced Budget- A budget whose revenues and other financing sources together equal the expenditures, other uses, and required funds.

Bonds- Bonds are debt and are issued for a period of more than one year. The U.S. government, local governments, water districts, companies and many other types of institutions sell bonds. When an investor buys bonds, he or she is lending money. The seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget- A detailed schedule of estimated revenues and expenditures for a specified period. (See Operating Budget)

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 January 15th 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.)



Prince George's County

Appendices- Glossary

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.

Depreciation- Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

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 the Land Use Article 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.

General Fund- The fund used to account for all assets and liabilities of a non-profit entity except those particularly assigned for other purposes in another more specialized fund. Within the Commission's accounting, the General Fund is made up of the following five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's Administration Fund, Prince George's Park Fund, and Prince George's Recreation Fund.

Governmental Funds- All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.

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



Prince George's County

Appendices- Glossary

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.



Prince George's County

Appendices- Glossary

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.

Proprietary Funds- A fund having profit and loss aspects; therefore it uses the accrual rather than modified accrual method of accounting. The two types of proprietary funds are the enterprise fund and internal service fund.

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- Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. 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



Prince George's County

Appendices- Glossary

(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

Appendices- Acronyms

ACRONYMS

Adequate Public Facilities Ordinance	APFO
Agricultural Advisory Committee	AAV
Agricultural Preservation Advisory Board	APAB
All Terrain Vehicle	ATV
Americans with Disabilities Act	ADA
Base Realignment and Closure (military)	BRAC
Bi-county Transitway	BCT
Building Lot Termination	BLT
Bus Rapid Transit	BRT
Capital Improvement Program	CIP
Central Business District	CBD
Commercial-Residential zone	CR
Community Based Planning	CBP
Community Development Center	CDC
Comprehensive Annual Financial Report	CAFR
Computer Aided Dispatch	CAD
Consolidated Transportation Program	CTP
Corridor Cities Transitway	CCT
Crime Prevention through Environmental Design	CPTED
Department Of Economic Development	DED
Department of Housing and Community Affairs	DHCA
Department of Public Works and Transportation	DPWT
Development Information Activity Center	DIAC
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Draft Environmental Impact Statement	DEIS
Environmental Protection Agency	EPA
Floor Area Ratio	FAR
Geographic Information System	GIS
Government Finance Officers Association	GFOA
Governmental Accounting Standards Board	GASB
Greenhouse Gas	GHG
Historic Area Work Permit	HAWP
Historic Preservation Commission	HPC
Housing Opportunities Commission	HOC
Integrated Pest Management	IPM
Inter County Connector	ICC
Interstate Commission On The Potomac River Basin	ICPRB
Interagency Technology Policy and Coordination Committee	ITPCC



Prince George's County

Appendices- Acronyms

Land Preservation, Parks, and Recreation	LPPR
Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Leadership in Environmental Education Design	LEED
Local Area Network / Wide Area Network	LAN / WAN
Local Area Transportation Review	LATR
Locally Preferred Alignment	LPA
Maryland Department of Planning	MDP
Maryland Transit Administration	MTA
Memorandum Of Understanding	MOU
Metropolitan Washington Council Of Governments	MWCOG
Mid County Highway	M-83
Minority, Female and Disabled procurement program	MFD
Moderately Priced Dwelling Unit	MPDU
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department Of Housing And Community Affairs	MC DHCA
Montgomery County Department Of Permitting Services	MCDPS
Montgomery County Department Of Economic Development	MC DED
Montgomery County Department of Transportation	MCDOT
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Montgomery County Soil Conservation District	MCSCD
National Parks Service	NPS
Policy Area Mobility Review	PAMR
Park, Recreation, and Open Space	PROS
Prince George's Department of Public Works & Transportation	PG DPWT
Program Open Space	POS
Research & Technology Center	RTC
Right Of Way	ROW
Rural Density Transfer zone	RDT
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
State Highway Administration	SHA
State Of Maryland Department Of Environment	MDE
State of Maryland Department Of Housing And Community Development	DHCD
State of Maryland Department Of Natural Resources	DNR
Total Maximum Daily Load	TMDL
Town Sector zone	T-S
Transferable Development Rights	TDR
Transit Oriented Development	TOD
Transportation Action Partnership	TAP



Prince George's County Appendices- Acronyms

Transportation Policy Area Review	TPAR
United States Fish & Wildlife Service	USF&WS
US Army Core Of Engineers	USACOE
US Environmental Protection Agency	EPA
Us Forest Service	USFS
US National Oceanic Atmospheric Administration	NOAA
Washington Area Bicycle Association	WABA
Washington Metropolitan Area Transit Authority	WMATA
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA



Prince George's County

Appendices – Historical Data

PRINCE GEORGE'S COUNTY EXPENDITURES BY FUND: FY01 THRU FY14

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARKS RECREATION</u>	<u>ADVANCE LAND ACQ.</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>	
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	\$42,201,370	\$118,598,989	\$67,122,354	\$21,125	\$22,115,089	\$6,014,573	\$256,073,500
FY13 ADOPTED*	\$49,249,800	\$130,101,900	\$71,498,600	\$3,537	\$18,904,900	\$8,678,900	\$278,437,637
FY14 PROPOSED*	\$49,409,487	\$151,452,700	\$72,517,300	\$0	\$18,649,600	\$8,395,700	\$300,424,787

* Includes Reserve



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY REVENUES BY FUND: FY01 THRU FY14

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARKS RECREATION</u>	<u>ADVANCE LAND ACQ.</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>	
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	\$41,914,068	\$148,157,400	\$62,669,503	\$20,423	\$20,447,484	\$6,580,572	\$279,789,450
FY13 ADOPTED	\$49,249,800	\$168,265,600	\$71,498,600	\$3,537	\$18,904,900	\$8,115,900	\$316,038,337
FY14 PROPOSED	\$49,409,487	\$151,452,700	\$72,517,300	\$0	\$18,649,600	\$8,395,700	\$300,424,787



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY TAX RATES BY FUND: FY03 THRU FY14

		ADMINISTRATION	PARKS	RECREATION	ADVANCE LAND ACQUISITION	COMMISSION TOTAL	OTHER COUNTYWIDE TAXES	GRAND TOTAL
<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</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 ADOPTED</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
<u>FY14 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 Appendices – Historical Data

PRINCE GEORGE'S COUNTY WORKYEARS BY FUND: FY03 THRU FY14

<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		1,732.13
FY04	238.43	650.50	632.60	210.50		1,732.03
FY05	229.43	650.50	634.00	209.50	155.00	1,878.43
FY06	241.68	680.60	651.20	207.50	160.00	1,940.98
FY07	252.50	684.60	662.70	215.50	162.50	1,977.80
FY08	274.35	693.30	675.30	218.00	174.50	2,035.45
FY09	287.20	759.90	724.00	213.00	189.50	2,173.60
FY10	284.60	767.40	751.60	202.00	198.50	2,204.10
FY11	285.50	789.40	765.80	200.50	216.50	2,257.70
FY12	275.15	800.10	709.60	193.00	216.50	2,194.35
FY13 ADOPTED	261.10	824.30	687.10	188.00	216.50	2,177.00
FY14 PROPOSED	265.74	845.80	716.10	180.00	215.50	2,223.14



Prince George's County

Appendices – Historical Data

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)
2003	910,498	\$ 48,650,108	\$ 53,432	496,223	3.3 %	138,891
2004	914,991	52,238,928	57,092	497,204	3.2	139,203
2005	921,531	55,846,295	60,602	508,251	3.1	139,337
2006	926,492	60,372,289	65,162	518,142	2.8	139,387
2007	931,694	62,643,745	67,236	512,934	2.6	137,798
2008	942,748	65,845,731	69,844	519,957	3.2	137,745
2009	959,013	63,323,396	66,030	521,429	5.6	137,763
2010	971,777	65,977,456	67,894	522,913	5.8	140,500
2011	980,620	69,430,000	70,802	525,157	5.2	143,309
2012	989,540	72,550,000	73,317	527,829	5.0	146,497

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)
2003	830,923	\$ 26,644,565	\$ 31,809	475,007	5.2 %	135,439
2004	836,103	28,115,765	33,236	440,424	4.5	137,285
2005	840,513	29,434,782	34,496	445,124	4.5	136,095
2006	836,644	30,306,871	35,567	446,366	4.1	133,325
2007	832,699	31,753,583	37,361	448,144	3.7	131,014
2008	830,514	33,026,742	38,847	454,201	4.5	129,752
2009	834,560	33,227,622	38,810	452,754	7.1	127,977
2010	863,420	34,302,938	39,647	462,138	7.7	127,039
2011	871,233	n. a.	n. a.	464,524	7.0	126,671
2012	n. a.	n. a.	n. a.	464,436	6.8	123,833

Notes:

- (1) Source: Data for 2003-2009 from the U.S. Bureau of the Census, data for 2011-2012 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2011 and 2012 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



Prince George's County Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Principal Employers

Current Fiscal Year and Nine Years Ago

MONTGOMERY COUNTY

Employer	2012			2003		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	26,460	1	5.63 %	29,700	1	6.39 %
Montgomery County Public Schools	24,000	2	5.11	22,556	2	4.85
U.S. Department of Defense	12,020	3	2.56	12,690	3	2.73
Montgomery County Government	10,000	4	2.13	11,309	4	2.43
U.S. Department of Commerce	7,369	5	1.57	8,250	5	1.77
Adventist Healthcare	5,900	6	1.26	6,600	6	1.42
Marriott International, Inc (Headquarters)	5,497	7	1.17	5,025	7	1.08
Lockheed Martin	5,200	8	1.11	4,741	8	1.02
Verizon	3,571	9	0.76	-	-	-
Montgomery College	3,500	10	0.75	3,061	10	0.66
Giant Food Corporation	-	-	-	4,377	9	0.94
Total	<u>103,517</u>		<u>22.05 %</u>	<u>108,309</u>		<u>23.30 %</u>

PRINCE GEORGE'S COUNTY

Employer	2011 (1)			2002 (1)		
	Private Sector Employees	Rank	Percentage of Total County Employment	Private Sector Employees	Rank	Percentage of Total County Employment
United Parcel Service	4,220	1	0.94 %	2,300	5	0.47 %
Giant Food, Inc.	3,600	2	0.80	6,500	1	1.27
Verizon	2,738	3	0.61	-	-	-
Dimensions Health Corporation	2,500	4	0.56	3,000	2	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	4	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	-	-	-
Bell Atlantic Corp/Verizon	-	-	-	2,700	3	0.42
Raytheon Systems Company	-	-	-	1,300	7	0.27
Computer Science Corp	-	-	-	1,200	8	0.25
Aetna U.S. Healthcare, Inc.	-	-	-	1,100	9	0.23
Honeywell Technology Solutions	-	-	-	900	10	0.23
Total	<u>24,094</u>		<u>5.37 %</u>	<u>23,375</u>		<u>4.47 %</u>

Note:

(1) In 2012, Information is not yet available. The number of employees in FY 2002 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 Years

MONTGOMERY 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)	Outstanding Debt Per Capita (2)
2003	\$ 32,125	\$ 4,976	\$ 10,852	\$ 290	\$ 48,243	0.10 %	\$ 52.66	\$ 4,225	\$ 52,468	0.11 %	\$ 57.27
2004	29,830	3,291	9,860	204	43,185	0.08	46.88	3,805	46,990	0.09	51.01
2005	31,760	5,256	8,825	114	45,955	0.08	49.55	5,390	51,345	0.09	55.36
2006	29,555	3,711	7,780	54	41,100	0.07	43.86	4,845	45,945	0.08	49.03
2007	32,025	5,259	6,715	27	44,026	0.07	46.49	4,290	48,316	0.08	51.02
2008	29,465	3,522	5,630	-	38,617	0.06	40.78	3,745	42,362	0.07	44.73
2009	32,290	2,301	4,523	-	39,114	0.06	41.30	3,210	42,324	0.07	44.69
2010	29,680	1,041	3,393	-	34,114	0.06	35.31	2,680	36,794	0.06	38.85
2011	26,710	368	2,241	-	29,319	0.04	29.93	2,145	31,464	0.05	32.12
2012	34,590	-	1,064	-	35,654	0.05	36.03	1,905	37,559	0.05	37.96

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)	Outstanding Debt Per Capita (2)
2003	\$ 113,655	\$ 1,675	\$ -	\$ -	\$ 115,330	0.43 %	\$ 138.80	\$ 2,470	\$ 117,800	0.44 %	\$ 141.77
2004	121,965	1,530	-	-	123,495	0.44	147.70	2,145	125,640	0.45	150.27
2005	113,480	1,714	-	-	115,194	0.39	137.05	1,825	117,019	0.40	139.22
2006	105,030	1,496	-	-	106,526	0.35	127.33	1,505	108,031	0.36	129.12
2007	105,400	1,806	-	-	107,206	0.34	128.75	1,190	108,396	0.34	130.17
2008	95,735	1,438	-	-	97,173	0.29	117.00	885	98,058	0.30	118.07
2009	85,501	1,054	-	-	86,555	0.26	103.71	585	87,140	0.26	104.41
2010	76,246	653	-	-	76,899	0.22	89.06	290	77,189	0.23	89.40
2011	65,925	369	-	-	66,294	na	na	-	66,294	na	76.09
2012	56,363	120	-	-	56,483	na	na	-	56,483	na	na

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 2011 and FY 2012.

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
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
2012	989,540	143,754,415	34,590	0.02	34.96	165,916,424	1,905	0.00	1.93

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
2003	830,923	\$ 40,706,364	\$ 113,655	0.28 %	\$ 136.78	\$ 43,832,133	\$ 2,470	0.01 %	\$ 2.97
2004	836,103	42,782,719	121,965	0.29	145.87	46,022,799	2,145	0.00	2.57
2005	840,513	45,981,392	113,480	0.25	135.01	49,441,014	1,825	0.00	2.17
2006	836,644	55,083,907	105,030	0.19	125.54	55,100,674	1,505	0.00	1.80
2007	832,699	59,177,385	105,400	0.18	126.58	63,544,195	1,190	0.00	1.43
2008	830,514	70,615,992	95,735	0.14	115.27	75,728,883	885	0.00	1.07
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	871,233	84,718,780	65,925	0.08	75.67	90,863,504	-	0.00	n.a.
2012	n. a.	79,043,657	56,363	0.07	n.a.	84,542,585	-	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

**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
General Service Pay Schedule
Effective July 13, 2008
3.25% COLA**

Grade	Minimum	Midpoint	Maximum
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



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective July 8, 2012
3.0% Longevity Step(L5)

<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	\$41,893 \$20.1409
L02	\$26,545 \$12.7620	\$37,130 \$17.8514	\$47,716 \$22.9404	\$49,147 \$23.6284
L03,L04	\$29,823 \$14.3380	\$40,428 \$19.4365	\$51,032 \$24.5346	\$52,563 \$25.2707
L05,L06	\$32,997 \$15.8639	\$44,730 \$21.5048	\$56,462 \$27.1452	\$58,156 \$27.9596
L07	\$37,025 \$17.8005	\$50,191 \$24.1303	\$63,357 \$30.4601	\$65,258 \$31.3740

Approved by the Commission
June 25, 2012



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective July 8, 2012
3.0% Longevity Step (L5)**

<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	\$42,017 \$20.2005
C02	\$25,465 \$12.2428	\$34,520 \$16.5962	\$43,574 \$20.9490	\$44,881 \$21.5774
C03	\$26,623 \$12.7995	\$37,240 \$17.9038	\$47,857 \$23.0082	\$49,293 \$23.6986
C04	\$29,909 \$14.3793	\$40,545 \$19.4928	\$51,180 \$24.6058	\$52,715 \$25.3438
C05	\$33,093 \$15.9101	\$44,860 \$21.5673	\$56,627 \$27.2245	\$58,326 \$28.0413
C06	\$37,135 \$17.8534	\$50,340 \$24.2019	\$63,544 \$30.5500	\$65,450 \$31.4663

**Approved by the Commission
June 25, 2012**



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective July 8, 2012
3.0% Longevity Step(L5)**

<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	\$44,881 \$21.5774
T02	\$29,909 \$14.3793	\$40,545 \$19.4928	\$51,180 \$24.6058	\$52,715 \$25.3438
T03	\$33,093 \$15.9101	\$44,860 \$21.5673	\$56,627 \$27.2245	\$58,326 \$28.0413
T04	\$37,135 \$17.8534	\$50,340 \$24.2019	\$63,544 \$30.5500	\$65,450 \$31.4663

**Approved by the Commission
June 25, 2012**



**Prince George's County
Appendices – Pay Schedules**

**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

Prince George's County Appendices – Pay Schedules

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**



Prince George's County Appendices – Pay Schedules

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



**Prince George's County
Appendices – Pay Schedules**

**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



Prince George's County Appendices - SAC Letter

December 5, 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 2014.

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 2014 recommendations for each fund, and in total.

The Planning Board's tax supported operation will obtain approximately 94.7% 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 \$219.0 million. Total revenues are projected at \$231.4 million and total expenditures at \$262.6 million (excluding reserves). Therefore, it is anticipated that approximately \$31.2 million of fund balance will be used in fiscal year 2014. 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.

Other significant revenue categories of the Planning Board include various service charges projected at \$7.4 million and rental/concession revenues projected at \$3.4 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 County continues to experience economic uncertainty as a result of the weakened housing market and declining property tax revenues. Therefore, to ensure much of its current services are sustained while maintaining fiscal stability in its funds, the Commission is proposing a conservative fiscal strategy which includes:

- Investing \$11.3 million in essential infrastructure and maintenance needs in FY 2014;
- Reducing project charges by \$3 million in FY 2014;
- Providing \$3 million in FY 2014 for compensation adjustments. The specific form of compensation adjustment will be determined through negotiations, as needed, and presented for approval at the Bi-County Council meeting in May 2013; and
- Pursuing opportunities to create operating efficiencies to ensure budget reduction targets are maintained.

Prince George's County Appendices - SAC Letter

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.

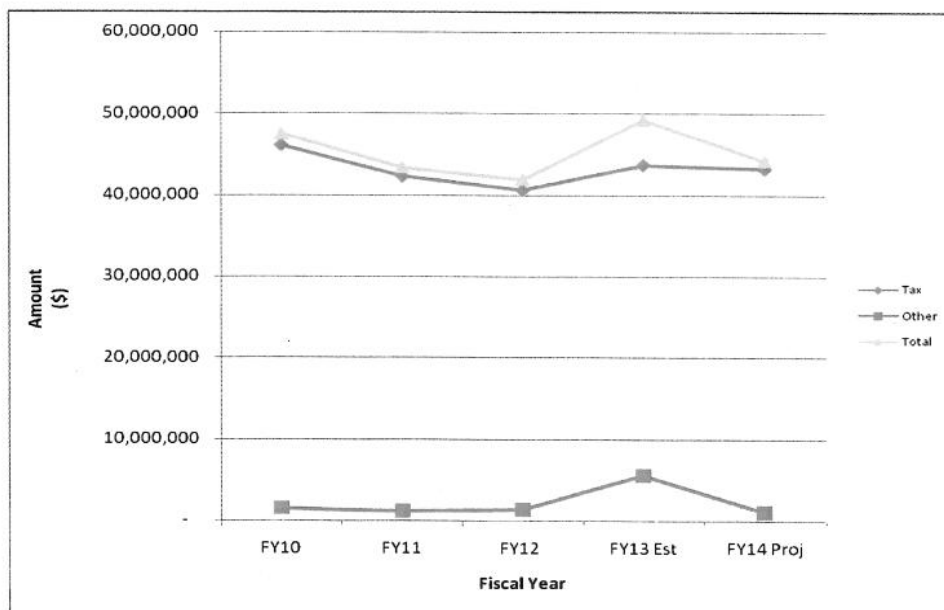
Administration Fund

The Administration Fund has a projected assessable base of \$73.1 billion – real property, and \$2.9 billion – personal property in FY 2014. With a real tax rate of 5.41 cents and a personal tax rate of 13.53 cents, this is expected to yield approximately \$43.2 million in total property tax revenue. The chart below presents the projected change in the assessable bases from the FY 2013 estimates to the FY 2014 projections. The Commission anticipates a 1.1% decrease in property tax revenue as a result of the decline in the projected real assessable base.

Description	FY 2013 Est.	FY 2014 Proj.	Percentage Change
Real Assessable Base (Billions)	\$74.256	\$73.143	-1.5%
Personal Assessable Base (Billions)	\$2.869	\$2.880	0.4%

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 \$0.4 million. **Figure 1** presents the change in revenue from FY 2010 to the FY 2014 projections.

Figure 1: Administration Fund Revenue



Prince George's County

Appendices - SAC Letter

Funding is provided for compensation adjustments for employees. The specific form of compensation adjustment will be determined through negotiations, as needed. (Other expenditure items that have a Commission-wide impact are discussed in the *Other Issues* section of this letter.)

Fund balance will decrease by \$3.0 million, leaving the Administration Fund with an ending fund balance of \$15.2 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 \$47.2 million (excluding reserves) for the Administration Fund.

Park Fund

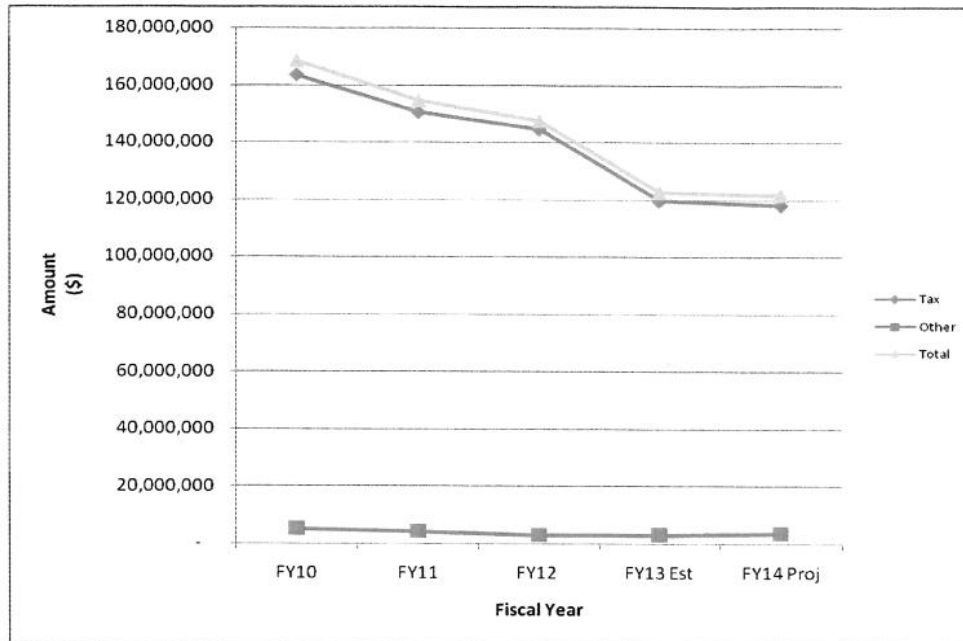
In FY 2014, the Planning Board's tax rate for the Park Fund is proposed at 15.44 cents for real property, and 38.60 cents for personal property with assessable bases of \$69.9 billion and \$2.8 billion respectively. This is expected to generate \$118.0 million in property tax revenue. The chart below presents the projected change in the assessable bases from the FY 2013 estimates to the FY 2014 projections. The Commission anticipates a 1.23% decrease in property tax revenue as a result of the decline in the projected real assessable base.

Description	FY 2013 Est.	FY 2014 Proj.	Percentage Change
Real Assessable Base (Billions)	\$70.975	\$69.911	-1.5%
Personal Assessable Base (Billions)	\$2.779	\$2.790	0.4%

Other revenue items in the Park Fund include rentals/concessions of \$2.5 million, with the remaining items bringing in a total of \$1.0 million. **Figure 2** on the following page presents the change in revenue from FY 2010 to the FY 2014 projections.



Figure 2: Park Fund Revenue



Projected Park Fund expenditures include \$20.9 million transfer to CIP Paygo (which includes funding for essential infrastructure and maintenance needs) and \$11.8 million for anticipated debt service costs. Also factored into operating expenditures is funding for compensation adjustments for employees. The specific form of compensation adjustment will be determined through negotiations, as needed. The Commission's 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 decrease by \$24.6 million, leaving the Park Fund with an ending fund balance of \$104.7 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 \$146.1 million (excluding reserves) for the Park Fund.

Recreation Fund

The Recreation Fund has a projected assessable base of \$75.2 billion – real property, and \$3.0 billion – personal property in FY 2014. With a real tax rate of 7.05 cents and a personal tax rate of 17.62 cents, this is expected to yield approximately \$57.9 million in total property tax revenue. The chart on the following page presents the projected change in the assessable bases from the FY 2013 estimates to the FY 2014 projections. The Commission anticipates a 1.16% decrease in property tax revenue as a result of the decline in the projected real assessable base.

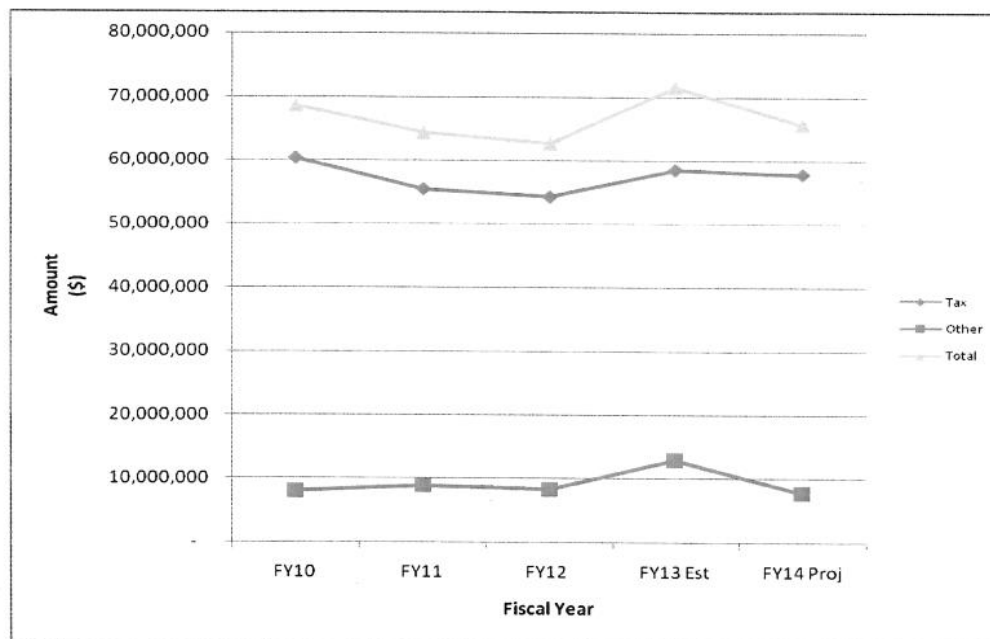


Prince George's County Appendices - SAC Letter

Description	FY 2013 Est.	FY 2014 Proj.	Percentage Growth
Real Assessable Base (Billions)	\$76.317	\$75.172	-1.5%
Personal Assessable Base (Billions)	\$2.961	\$2.973	0.4%

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 \$0.2 million in revenues. **Figure 3** presents the change in revenue from FY 2010 to the FY 2014 projections.

Figure 3: Recreation Fund Revenue



Projected Recreation Fund expenditures include a \$9.0 million transfer to the Enterprise Fund. Also factored into this fund's operating expenditures is funding for compensation adjustments for employees. The specific form of compensation adjustment will be determined through negotiations, as needed. (Other expenditure items that have a Commission-wide impact are discussed in the *Other Issues* section of this letter.)

Fund balance will decrease by \$3.6 million, leaving the Recreation Fund with an ending fund balance of \$18.1 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 \$69.2 million (excluding reserves) for the Recreation Fund.



Prince George's County

Appendices - SAC Letter

Advance Land Acquisition – Debt Service Fund

Land Use Article §18-401 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.

The Commission retired all existing debt in this fund during FY 2011. Since retiring all existing debt in this fund, the Commission has 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 2014.

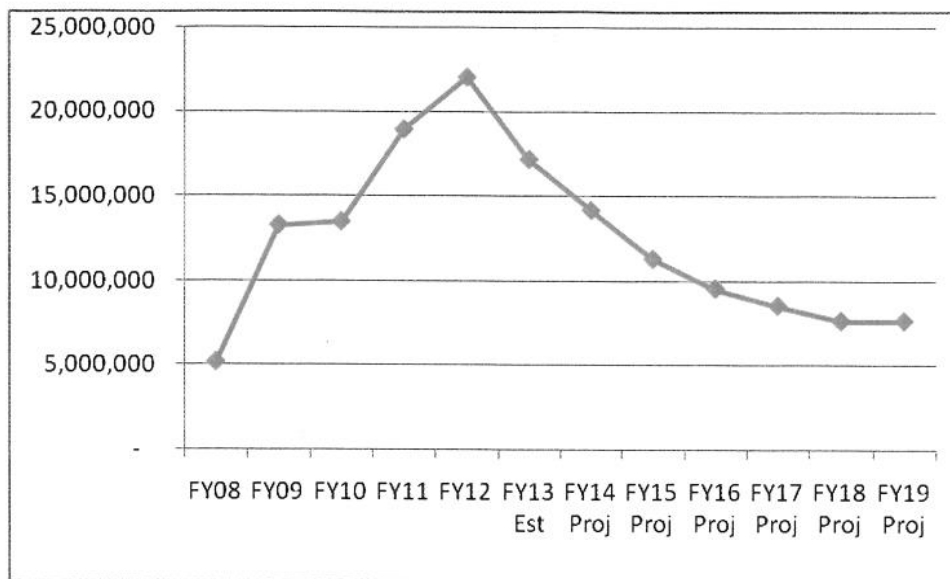
Other Issues

- Assessable base projections continue to decline, resulting in a decrease in tax revenue of \$2.6 million (1.2%) compared to the approved FY 2013 level. As a result, there will be less operating funds available to support new CIP projects (PAYGO) and to sustain the current level of project charges.
- CIP Paygo – The Commission's focus for FY 2014 is to protect existing service levels by investing fund balance into critical infrastructure needs. Hence, funding for CIP Paygo has been increased to \$20.9 million in FY 2014. The Commission plans to allocate these funds to several projects, including the following:
 - Infrastructure Improvement Fund (\$4.5 million)
 - Historic Agricultural Resources Preservation (\$3 million)
 - Park Police Headquarters (\$3.0 million)
 - Playground Equipment Replacement (\$1.5 million)
 - Peppermill Village CC Park (\$1.0 million)
 - Public Safety Fund (\$900,000)
- 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 \$22.0 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. Therefore, the Commission has programmed a steady reduction in these charges, which began in FY 2013. The programmed reductions average approximately \$1.6 million per year over the next 5 years. See **Figure 4** on the following page for a graph of the Commission's proposed project charge support from FY 2008 through FY 2019. The Commission has proposed a \$3 million reduction in project charges for FY 2014.

¹ In FY 2008, these project charges were approximately \$5 million. The FY 2012 support therefore represents a 326% growth since FY 2008.



Figure 4: Project Charge Support



- In FY 2014, the Planning Board is projecting a \$9.0 million transfer to their enterprise funds, which is approximately \$0.1 million, or 1.5%, higher than the estimated amount for FY 2013. Generally Accepted Accounting Principles (GAAP) *mandates* the use of an enterprise 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 2013, the primary recipients of these subsidies are the Sports & Learning Complex (approximately \$3.5 million) and the Show Place Arena (approximately \$1.8 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 health care costs. The Planning Board estimates an increase of 9.4% in FY 2014 and an annual increase of 10.0% in future years for group insurance, including prescription drug coverage. To manage escalating fringe benefit expenditures the Commission restructured benefit costs for health insurance, shifting a greater share of health benefit costs to employees

² Stephen J. Gauthier, *Governmental Accounting, Auditing, and Financial Reporting* (Government Finance Officers Association, 2001), p. 88.



Prince George's County

Appendices - SAC Letter

and retirees. Employees now contribute approximately 20% to the cost, which is more in line with the cost share in the County government.

- The Planning Board continues its 8-year phase-in plan to fully fund retiree medical benefits based on recent actuarial projections. In the major tax supported funds, the total expenditure programmed for these benefits in FY 2014, is \$17.6 million, which includes \$11.2 million of “paygo” cost and \$6.4 million of incremental cost which gets the Commission to nearly full funding of the annual required OPEB contribution.

Recommendation

The Planning Board anticipates the use of fund balance in FY 2014 to balance current revenues and expenditures in the Administration Fund (\$3.0 million), the Park Fund (\$24.6 million), and the Recreation Fund (\$3.6 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 continue to affect assessable base growth, resulting in a decrease in 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 continue planning for slower rates of growth in the future.
- ✓ 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 in future years.
- ✓ An overall spending ceiling of **\$262,617,120** (excluding reserves) for all tax supported operating funds.
- ✓ An overall spending ceiling of **\$42,830,000** for capital projects.



Prince George's County Appendices - SAC Letter

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.

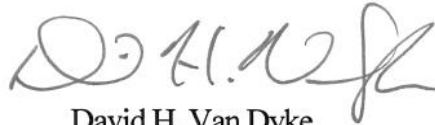
Respectfully,



Terri Bacote-Charles



William Robinson



David H. Van Dyke



Prince George's County Appendices - SAC Letter

Exhibit I

M-NCPPC - PRINCE GEORGE'S COUNTY REVENUES & EXPENDITURES - TAX SUPPORTED FUNDS

Description	FY 2012 Actual*	FY 2013 Projected	FY 2014 Recommended	Dollar Change - FY13 to FY14	% Change
Administration Fund:					
Revenues/Other Financing Sources:					
Tax Revenue	\$ 40,556,550	\$ 43,650,300	\$ 43,166,679	\$ (483,621)	-1.11%
Other Revenues	1,357,518	1,062,000	1,034,500	(27,500)	-2.59%
Total Revenue/Other Financing Sources	\$ 41,914,068	\$ 44,712,300	\$ 44,201,179	\$ (511,121)	-1.14%
Expenditures/Other Financing Uses:					
Commissioners' Office	\$ 2,890,793	\$ 2,967,800	\$ 3,000,938	\$ 33,138	1.12%
Planning Department	33,262,588	34,973,500	34,953,903	(19,597)	-0.06%
Central Administrative Services	6,854,065	7,026,500	7,294,560	268,060	3.81%
Non-D	(836,063)	1,906,800	1,963,139	56,339	2.95%
Transfer Out	30,000	30,000	30,000	-	0.00%
Total Expenditures/Other Financing Uses	\$ 42,201,383	\$ 46,904,600	\$ 47,242,540	\$ 337,940	0.72%
Additions to (Use of) Fund Balance	\$ (287,315)	\$ (2,192,300)	\$ (3,041,361)	\$ (849,061)	38.73%
Beginning Fund Balance	20,765,616	20,478,301	18,286,001	(2,192,300)	-10.71%
Ending Fund Balance	\$ 20,478,301	\$ 18,286,001	\$ 15,244,640	\$ (3,041,361)	-16.63%
Park Fund:					
Revenues/Other Financing Sources:					
Tax Revenue	\$ 144,460,008	\$ 119,477,700	\$ 118,004,286	\$ (1,473,414)	-1.23%
Other Revenues	2,934,149	3,000,800	3,128,593	127,793	4.26%
Transfer from CIP	-	45,412,100	-	(45,412,100)	-100.00%
CIP Interest	763,243	375,000	375,000	-	0.00%
Total Revenue/Other Financing Sources	\$ 148,157,400	\$ 168,265,600	\$ 121,507,879	\$ (46,757,721)	-27.79%
Expenditures/Other Financing Uses:					
Personnel Services	65,048,263	72,917,400	74,646,205	1,728,805	2.37%
Supplies and Materials	9,023,080	9,710,000	9,904,200	194,200	2.00%
Other Services and Charges	19,449,513	22,392,600	22,879,396	486,796	2.17%
Capital Outlay	1,496,644	1,116,200	4,616,200	3,500,000	313.56%
Other Classifications	1,252,456	1,378,400	1,378,400	-	0.00%
Debt Service	11,662,559	17,211,600	11,793,000	(5,418,600)	-31.48%
Transfers to CIP	10,664,000	-	20,925,000	20,925,000	N/A
Adjusting entry to reconcile CAFR	2,474	-	-	-	-
Total Expenditures/Other Financing Uses	\$ 118,598,989	\$ 124,726,200	\$ 146,142,401	\$ 21,416,201	17.17%
Additions to (Use of) Fund Balance	\$ 29,558,411	\$ 43,539,400	\$ (24,634,522)	\$ (68,173,922)	-156.58%
Beginning Fund Balance	56,233,342	85,791,753	129,331,153	43,539,400	50.75%
Ending Fund Balance	\$ 85,791,753	\$ 129,331,153	\$ 104,696,631	\$ (24,634,522)	-19.05%
Recreation Fund:					
Revenues/Other Financing Sources:					
Tax Revenue	\$ 54,271,822	\$ 58,556,300	\$ 57,877,100	\$ (679,200)	-1.16%
Other Revenues	8,397,681	7,775,000	7,795,895	20,895	0.27%
Total Revenue/Other Financing Sources	\$ 62,669,503	\$ 66,331,300	\$ 65,672,995	\$ (658,305)	-0.99%
Expenditures/Other Financing Uses:					
Personnel Services	\$ 37,564,727	\$ 37,851,300	\$ 38,669,617	\$ 818,317	2.16%
Supplies and Materials	\$ 2,613,838	\$ 3,970,900	\$ 4,050,318	\$ 79,418	2.00%
Other Services and Charges	\$ 16,382,178	\$ 16,668,800	\$ 16,776,954	\$ 108,154	0.65%
Capital Outlay	\$ 348,548	\$ 731,000	\$ 731,000	\$ -	0.00%
Other Classifications	\$ 59,000	\$ 46,000	\$ 46,000	\$ -	0.00%
Transfer to Enterprise	10,152,697	8,825,900	8,958,289	\$ 132,389	1.50%
Adjusting Entry to Reconcile to CAFR	\$ 1,366	\$ -	\$ -	\$ -	N/A
Total Expenditures/Other Financing Uses	\$ 67,122,354	\$ 68,093,900	\$ 69,232,178	\$ 1,138,278	1.67%
Additions to (Use of) Fund Balance	\$ (4,452,851)	\$ (1,762,600)	\$ (3,559,183)	\$ (1,796,583)	101.93%
Beginning Fund Balance	27,841,687	23,388,836	21,626,236	(1,762,600)	-7.54%
Ending Fund Balance	\$ 23,388,836	\$ 21,626,236	\$ 18,067,053	\$ (3,559,183)	-16.46%
ALA Debt Service Fund:					
Tax Revenue		\$ -	\$ -	\$ -	N/A
Expenditures/Transfers		-	-	-	N/A
Excess Rev. Over Expenditures	\$ -	\$ -	\$ -	\$ -	N/A
Total Expenditures (excluding reserves)	\$ 227,922,726	\$ 239,724,700	\$ 262,617,119	\$ 22,892,419	9.55%

* Amounts were agreed to Commission's Preliminary FY12 Financial Statements. The FY12 CAFR had not been issued at the time of this report.



**M-NCPPC - PRINCE GEORGE'S COUNTY
 SPENDING AFFORDABILITY COMMITTEE
 FY 2014 RECOMMENDATIONS**

Description	Administration Fund	Park Fund	Recreation Fund	Total
Revenues/Other Financing Sources:				
Property Tax	\$ 43,166,679	\$ 118,004,286	\$ 57,877,100	\$ 219,048,065
Intergovernmental Revenue	205,000	-	-	205,000
Sales	40,000	13,000	70,000	123,000
Service Charges/Recreation/User Fees	597,000	123,270	6,625,600	7,345,870
Interest	142,500	330,000	88,000	560,500
Misc. Revenue	50,000	208,998	88,500	347,498
Rentals/Concessions	-	2,453,325	923,795	3,377,120
CIP Interest	-	375,000	-	375,000
Total Revenues	\$ 44,201,179	\$ 121,507,879	\$ 65,672,995	\$ 231,382,053
Expenditures/Other Financing Uses:				
Personnel Services	\$ 31,826,406	\$ 74,646,205	\$ 38,669,617	\$ 145,142,228
Supplies and Materials	834,147	9,904,200	4,050,318	14,788,665
Other Services and Charges	15,745,013	22,879,396	16,776,954	55,401,363
Capital Outlay	1,001,500	4,616,200	731,000	6,348,700
Other Classifications	(2,194,525)	1,378,400	46,000	(770,125)
Transfers Out (In) - CIP	-	20,925,000	-	20,925,000
Transfers Out (In) - Spec. Rev Fund	30,000	-	-	30,000
Debt Service	-	11,793,000	-	11,793,000
Transfer to Enterprise	-	-	8,958,289	8,958,289
Total Expenditures	\$ 47,242,541	\$ 146,142,401	\$ 69,232,178	\$ 262,617,120
Budgetary Reserve				-
Additions to (Use of) Fund Balance	\$ (3,041,362)	\$ (24,634,522)	\$ (3,559,183)	\$ (31,235,067)
Beginning Fund Balance	18,286,014	129,331,153	21,626,236	169,243,403
Ending Fund Balance	\$ 15,244,652	\$ 104,696,631	\$ 18,067,053	\$ 138,008,336

**Equal Employment Opportunity Report and
PERSONNEL MANAGEMENT REVIEW**

Fiscal Year 2011

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 the Land Use Article, which delineates members of the Park Police Collective Bargaining Unit as Park Police Officer I through IV, and Sergeant.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PERSONNEL MANAGEMENT REVIEW
SELECTED HIGHLIGHTS: Workforce Profile

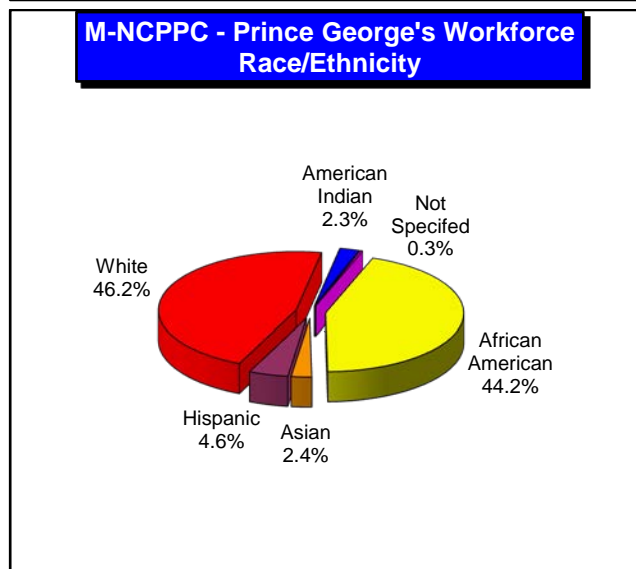
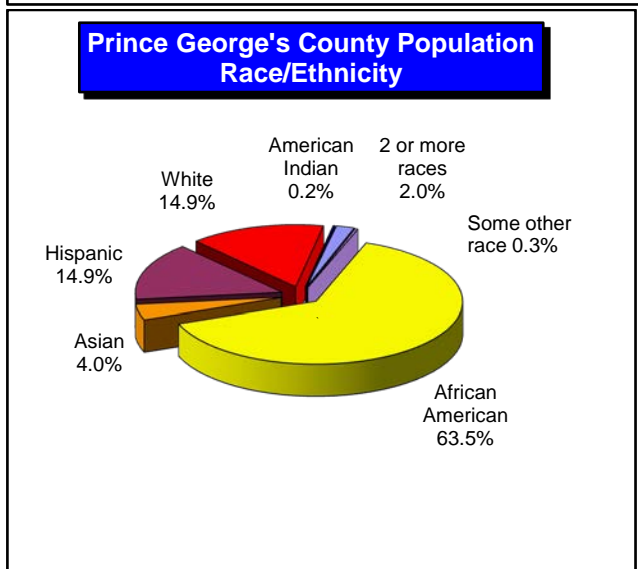
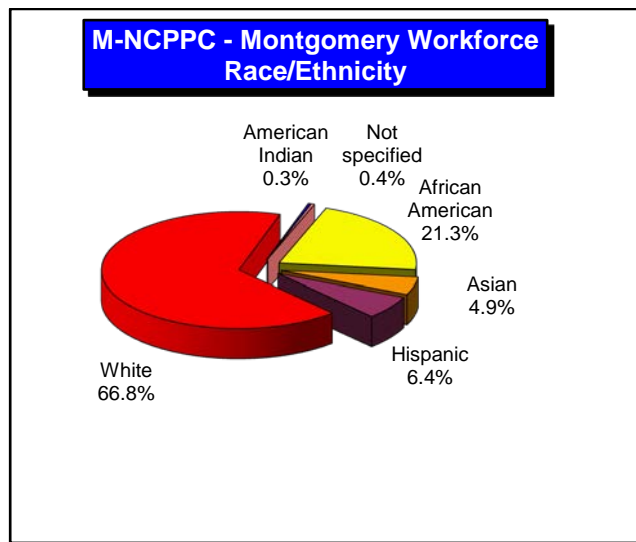
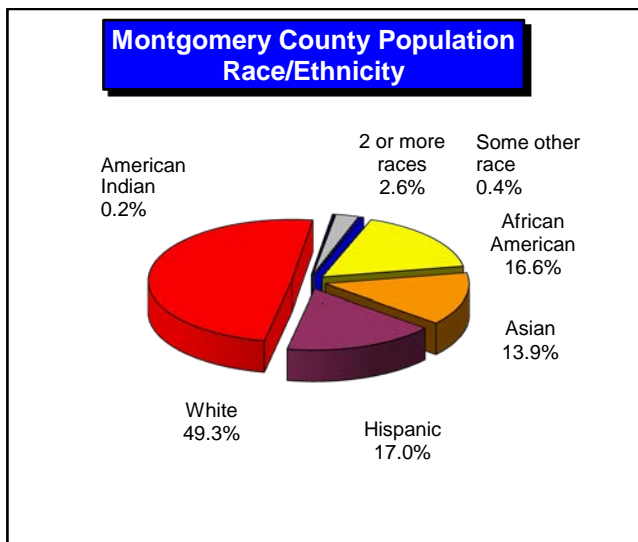
July 1, 2010 - June 30, 2011
(Fiscal Year 2011)

Composition - Career

- The total career workforce for FY11 is 2,019. This includes 1,970 full-time career and 49 part-time career employees.
- Between FY10 and FY11, the Commission's career workforce decreased by 4.2% or a total of 88 employees.
- The employee population by gender is 1,228 or 60.8 % male and 791 or 39.2% female.
- The racial/ethnic composition of the workforce is 1,075 or 54.0% white and 944 or 46.0% minority. The minority workforce as a percentage of the total workforce is 36.0% African American, 4.0% Asian/Pacific, 5.0% Hispanic, and 1.0% American Indian.
- The change by race/ethnic group between FY10 and FY11 is:
 - Whites increased by 0.1%
 - African Americans decreased by 0.7%
 - Asians increased by 0.4%
 - Hispanics decreased by 0.1%
 - American Indians increased by 0.3%
- The racial/ethnic demographics of the Commission workforce compared to the populations of the respective Counties are reflected in the charts that follow:



Prince George's County Appendices – EEO Report and Personnel Management Review



Source for County Demographics: 2010 U.S. Census, U.S. Census Bureau, Research and Technology Center, Montgomery County Planning Department, March 2011. The 2011 American Community Survey will be released this summer. 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 FY11, the largest number and percent of employees at the Commission falls into the Professional category. The greatest number of minority employees are in the Professional and Service Maintenance employment categories. Of the 944 minority employees, 43.2% or 408 are in the Professional category and 25.6% or 242 are in the Service/Maintenance category.



Prince George's County

Appendices – EEO Report and Personnel Management Review

- The number of employees by job category is as follows:

	FY11	FY10	Change from FY10
Officials/Administrators	69	68	1.5%
Professionals	891	927	-3.9%
Technicians	109	117	-6.8%
Protective Service ¹	144	148	-2.7%
Para-Professional	90	98	-8.2%
Administrative	124	138	-10.1%
Skilled Craft	181	191	-5.2%
Service/Maintenance	411	420	-2.1%

- The majority of female employees are in the Professional and Administrative employment categories. Of the 791 female employees, 58.9% or 466 are in the Professional category and 12.6% or 100 are in the Administrative category.
- By job category, the percent of positions held by minorities and females is as follows:

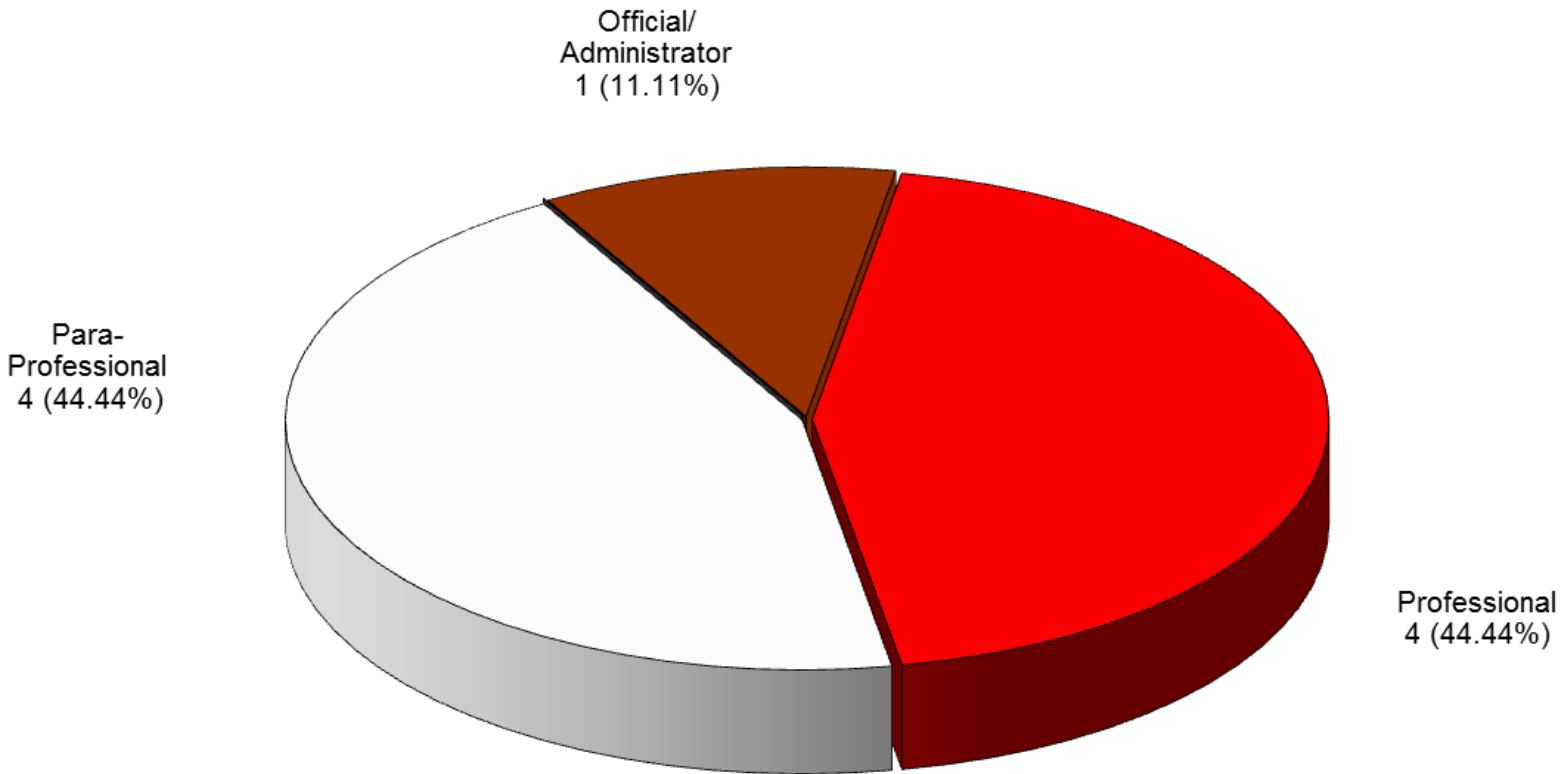
Job Category	Minorities (%)	Females (%)
Officials/Administrators	28.9	37.6
Professional	45.7	52.3
Technicians	38.5	38.5
Protective Service	40.9	27.7
Para-Professional	55.5	81.1
Administrative	58.8	80.6
Skilled Craft	28.7	0.5
Service Maintenance	58.8	10.4

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.



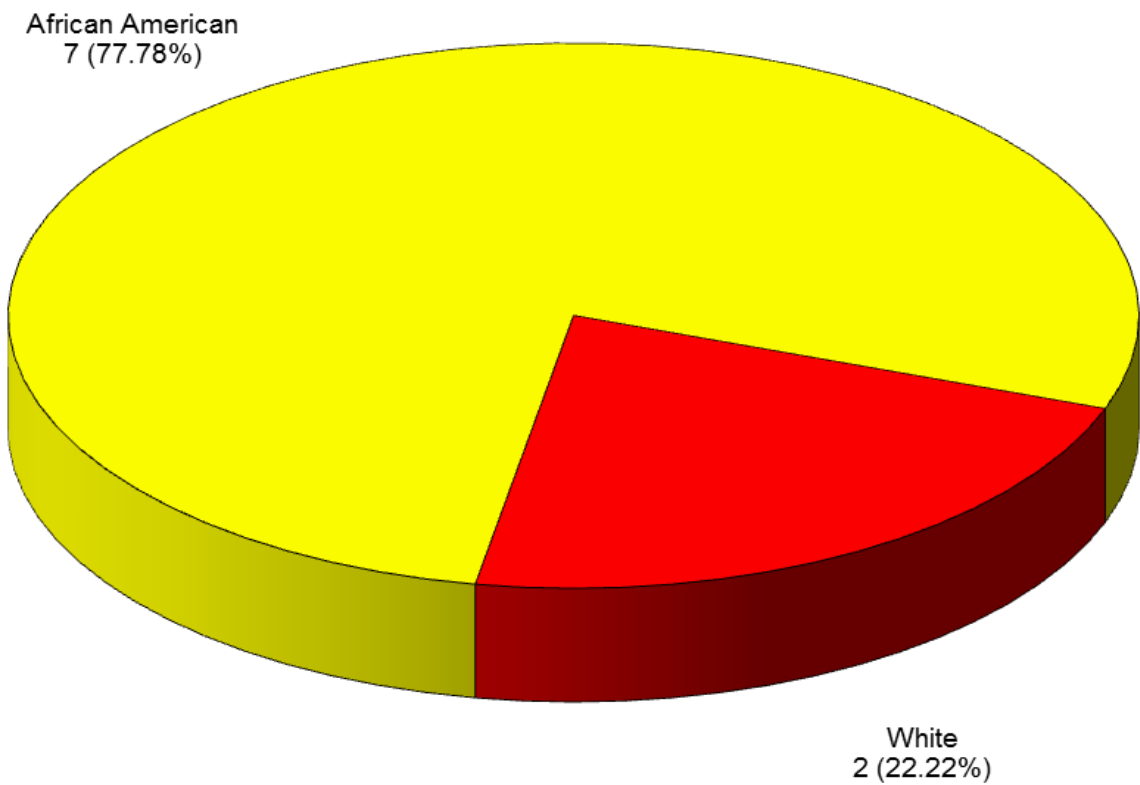
Employees by Employment Category Prince George's County Commissioners' Office



Total Prince George's County Commissioners' Office = 9



Race/Ethnicity Career Employees Prince George's County Commissioners' Office

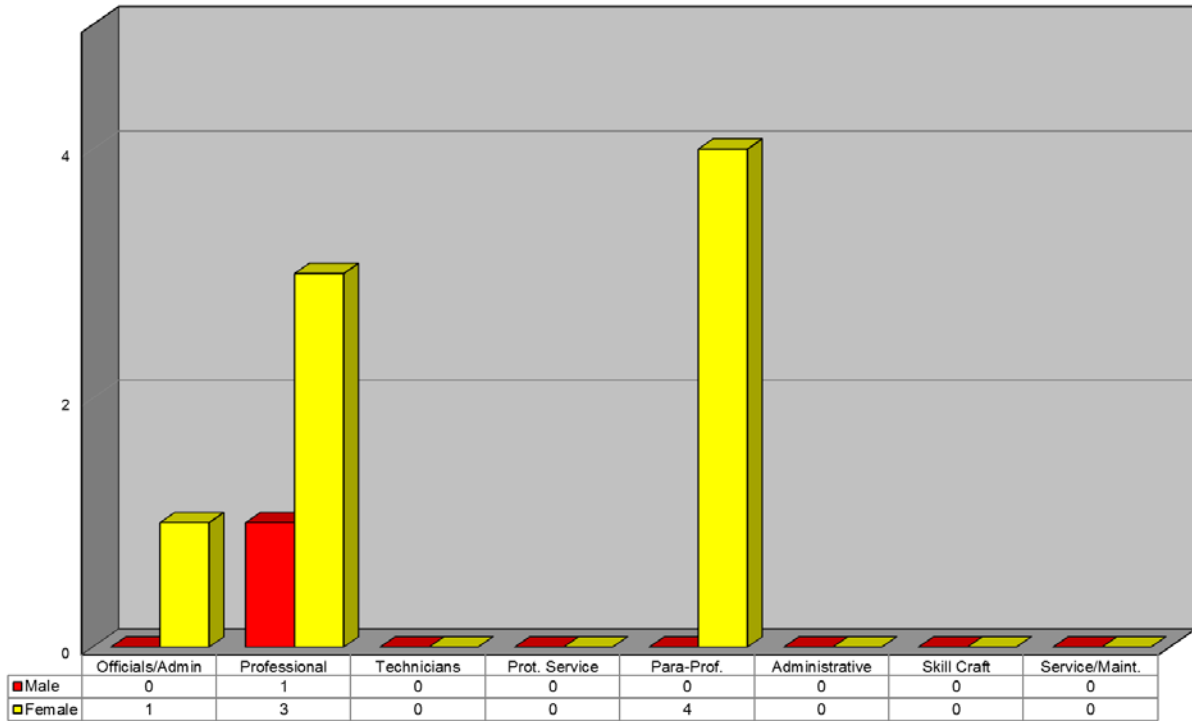


Total Prince George's County Commissioners' Office Employees = 9



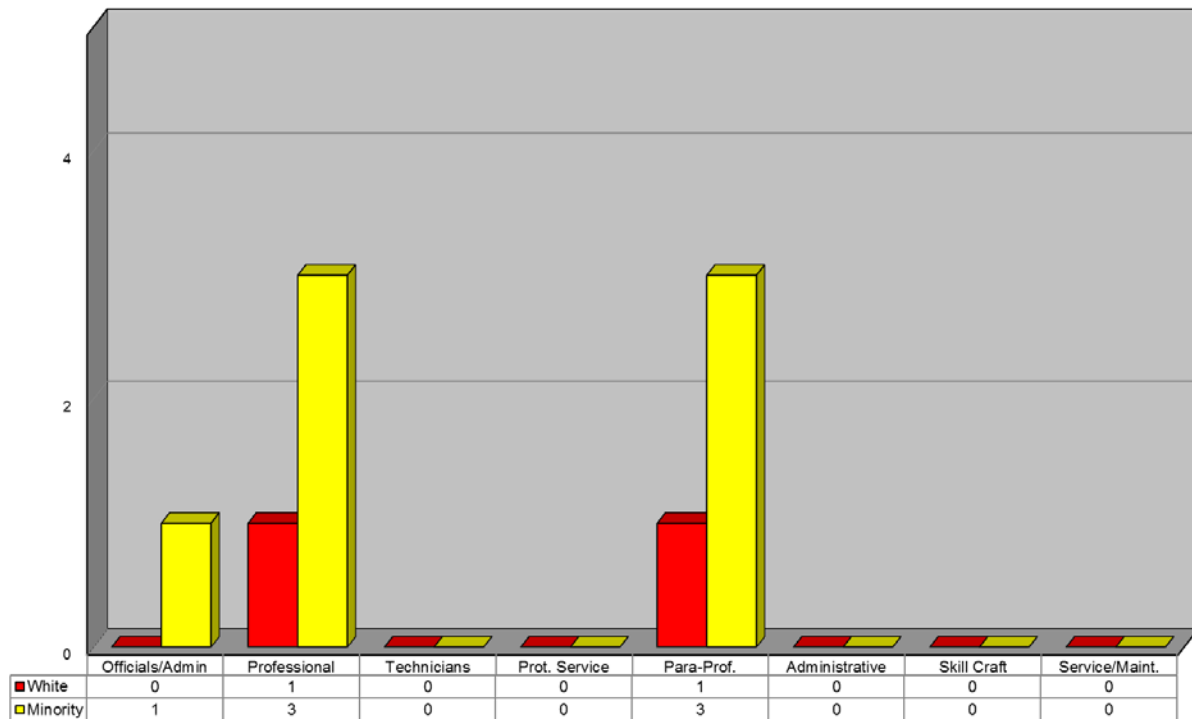
Prince George's County Appendices – EEO Report and Personnel Management Review

**Distribution by Employment Category and Gender
Prince George's County Commissioners' Office**



Total Prince George's County Commissioners' Office Employees = 9

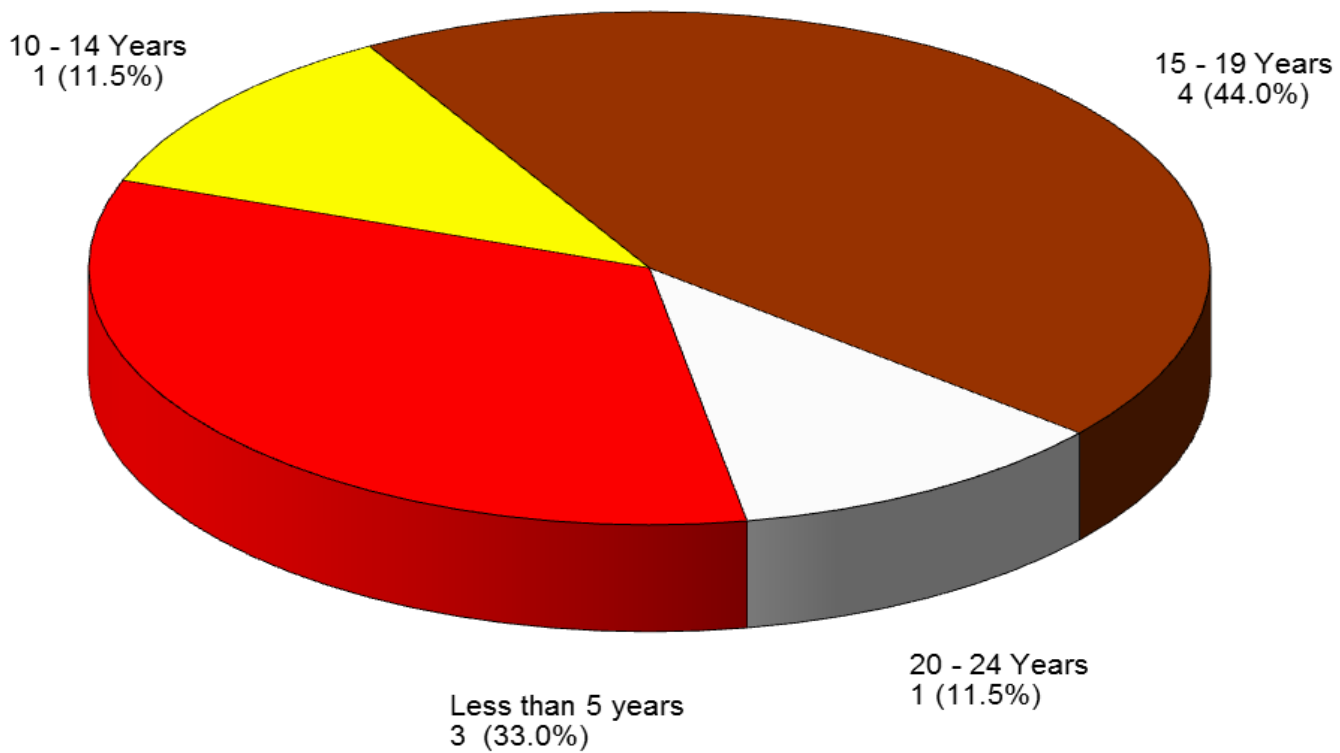
**Distribution by Employment Category and Race/Ethnicity
Prince George's County Commissioners' Office**



Total Prince George's County Commissioners' Office Employees = 9

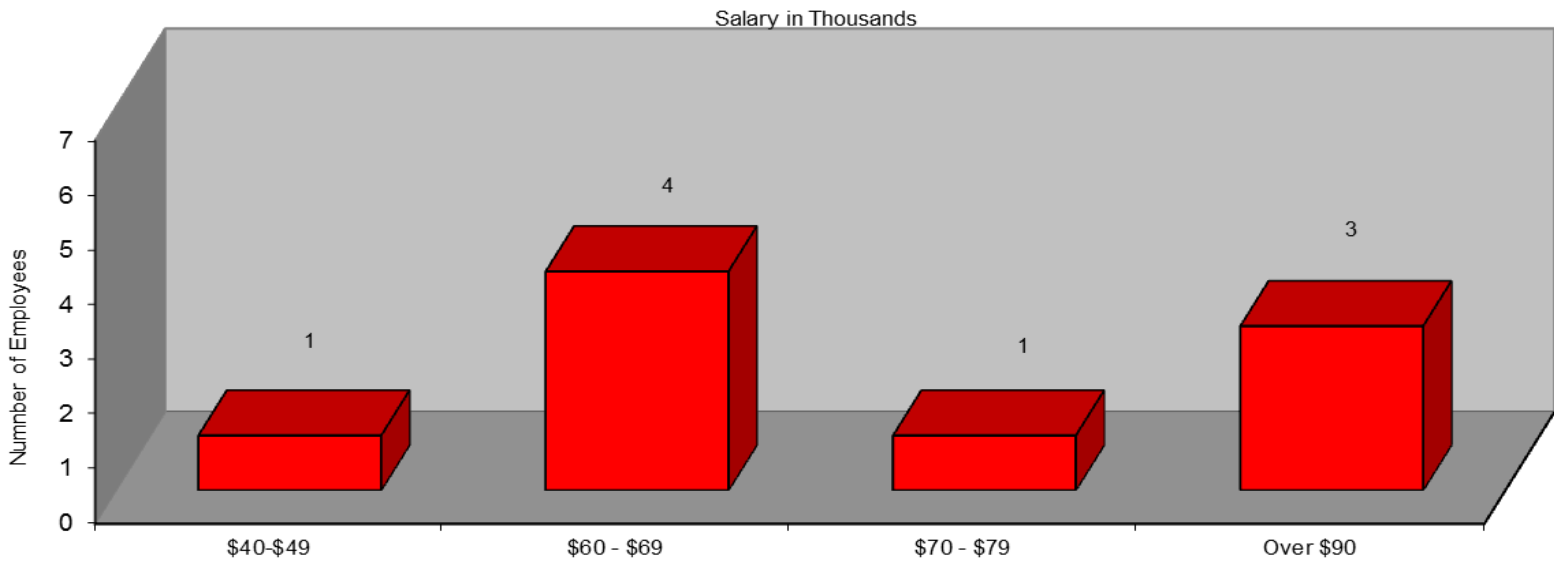


Average Length of Service Career Employees Prince George's County Commissioners' Office



Total Prince George's County Commissioners' Office Employees = 9

Salary Range Career Full -Time Employees Prince George's County Commissioners' Office

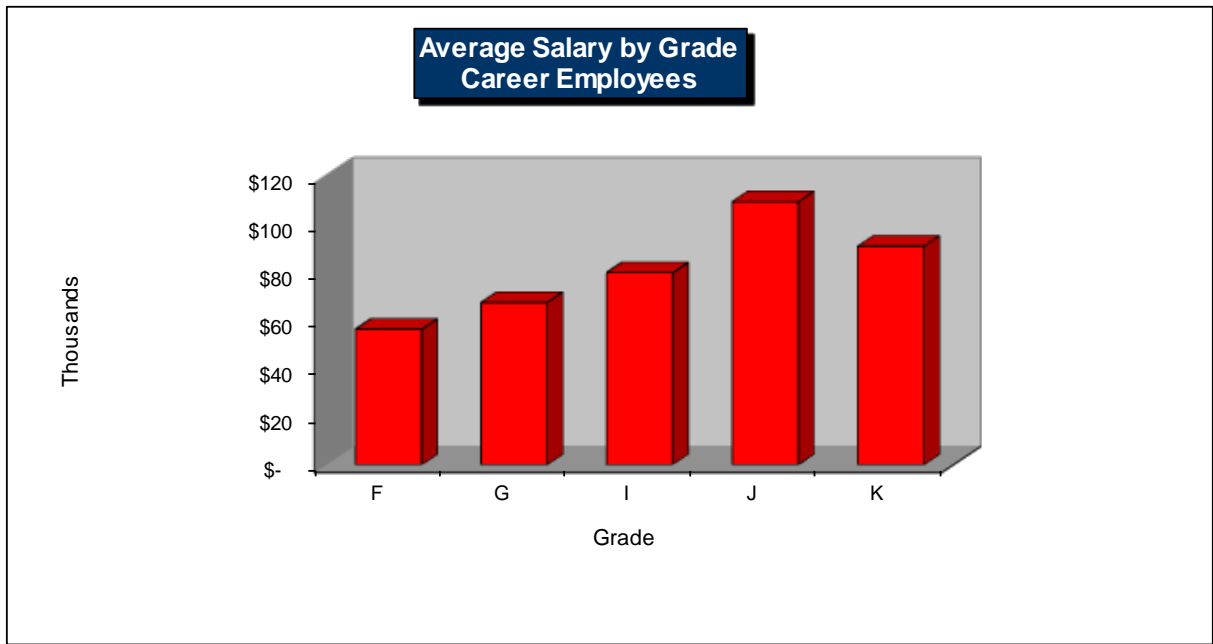


Total Prince George's County Commissioners' Office Full -Time Employees = 9
Average Salary: \$74,909

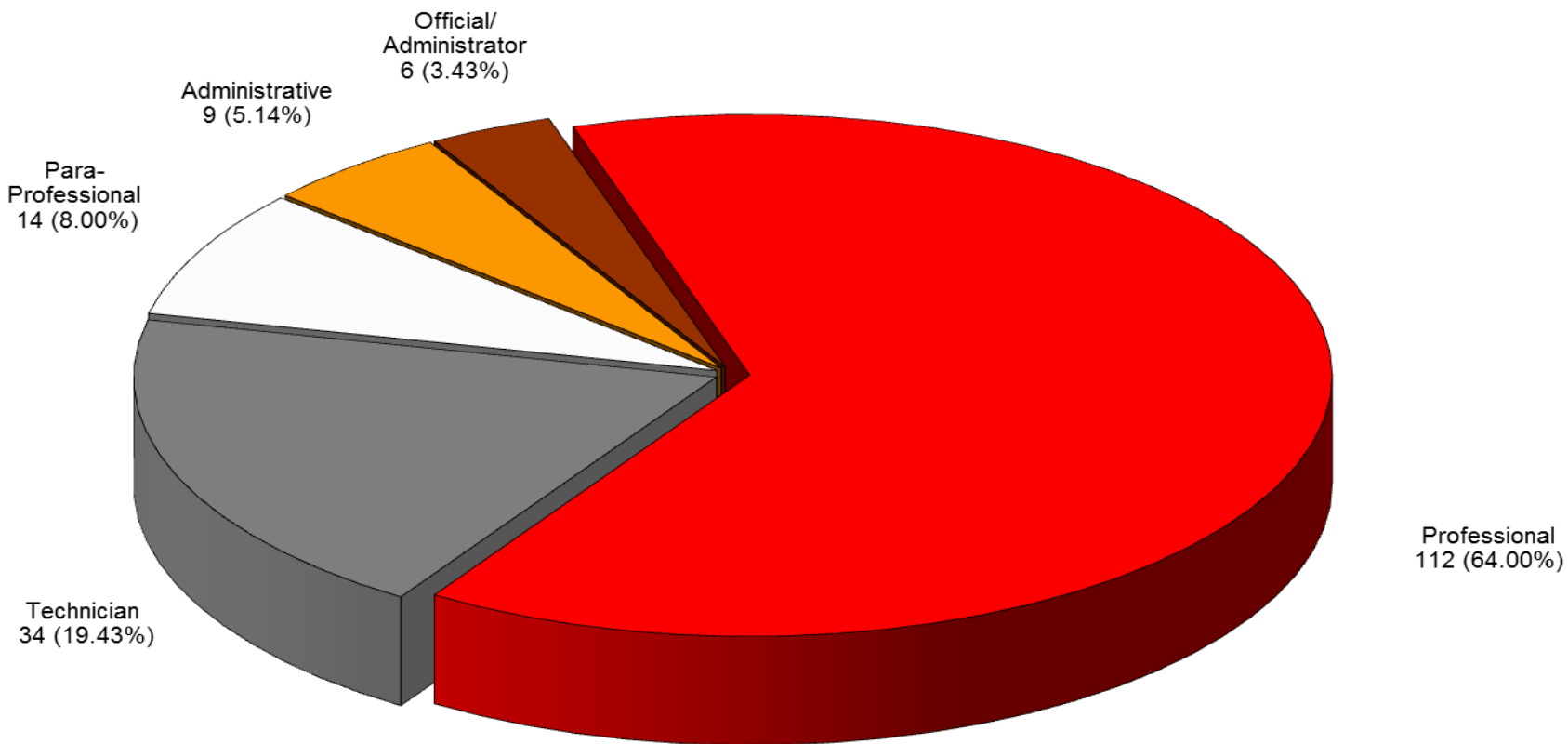
**Average Annual Salary for Career Employees by Grade
 Prince George's County Commissioners' Office**

Grade	Salary
F	\$ 56,307
G	\$ 67,346
I	\$ 79,788
J	\$ 109,200
K	\$ 90,750

Average Departmental Salary : \$74,909
 Average Commission Salary : \$64,181

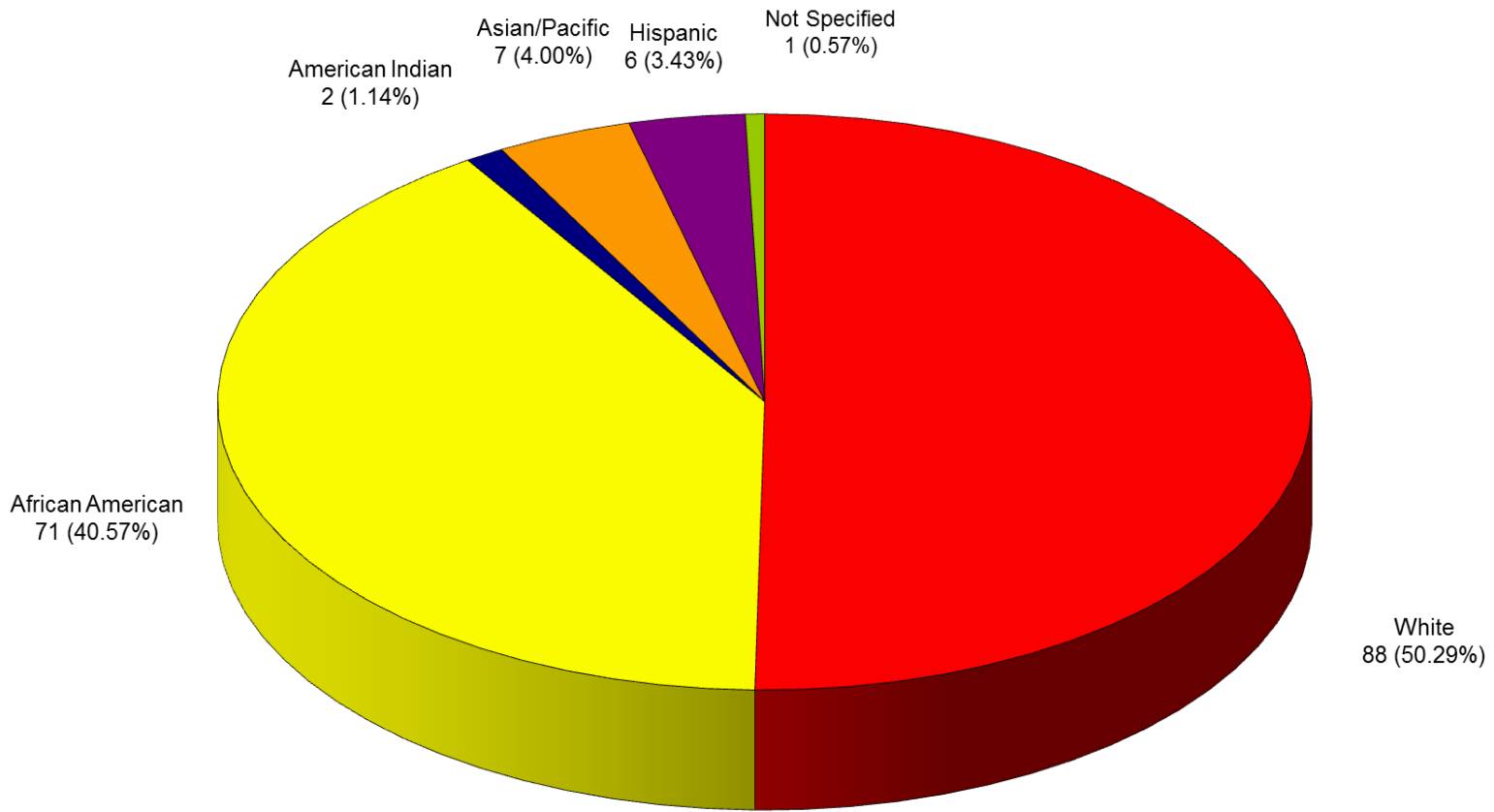


Employees by Employment Category Prince George's County Department of Planning



Total Prince George's County Department of Planning Employees = 175

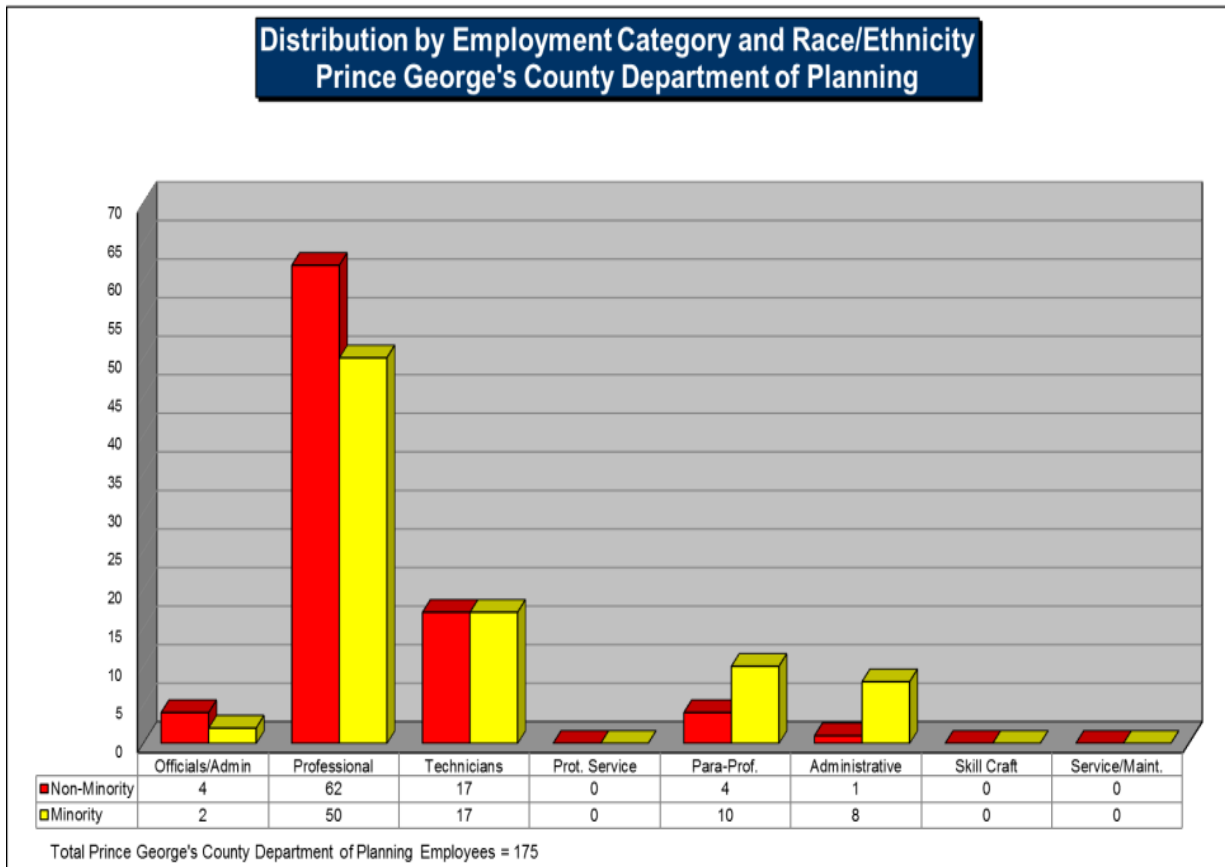
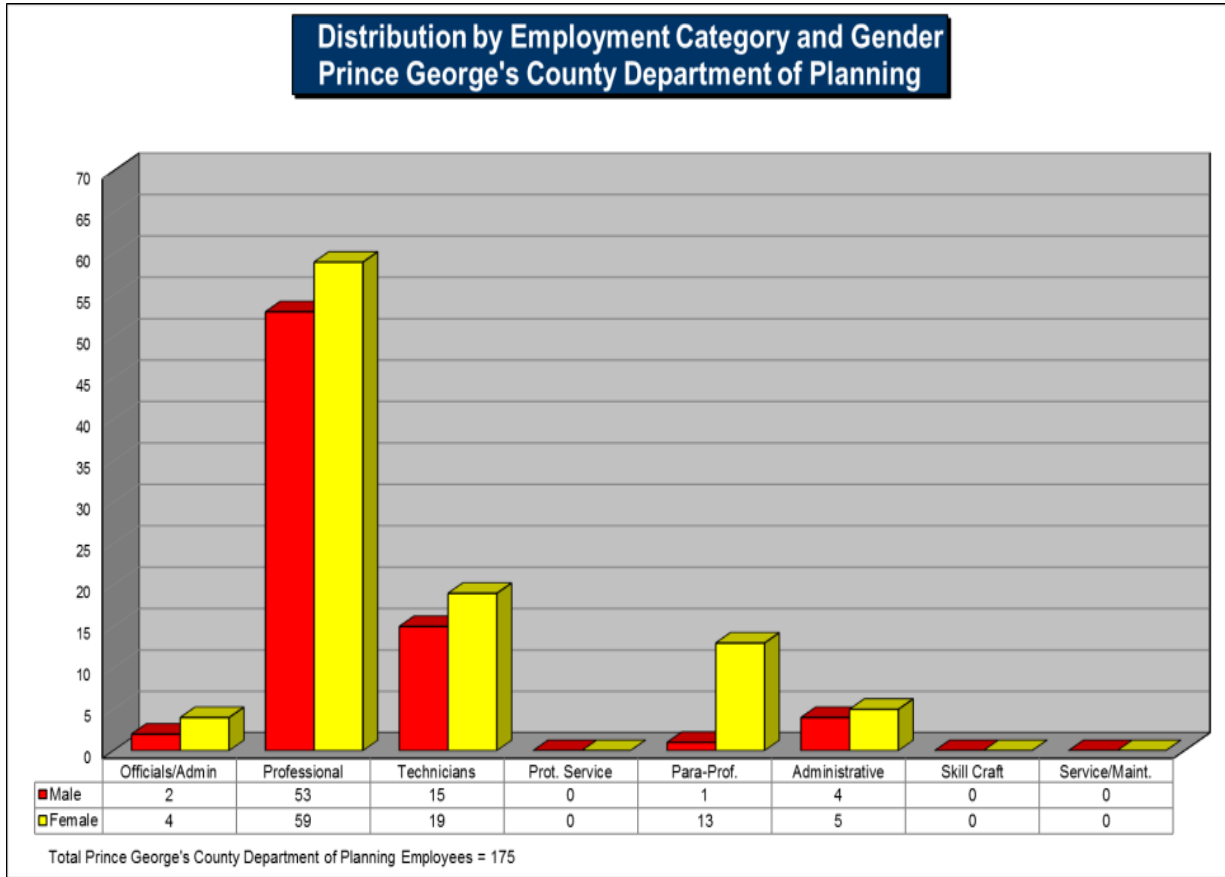
**Race/Ethnicity
Career Employees
Prince George's County Department of Planning**



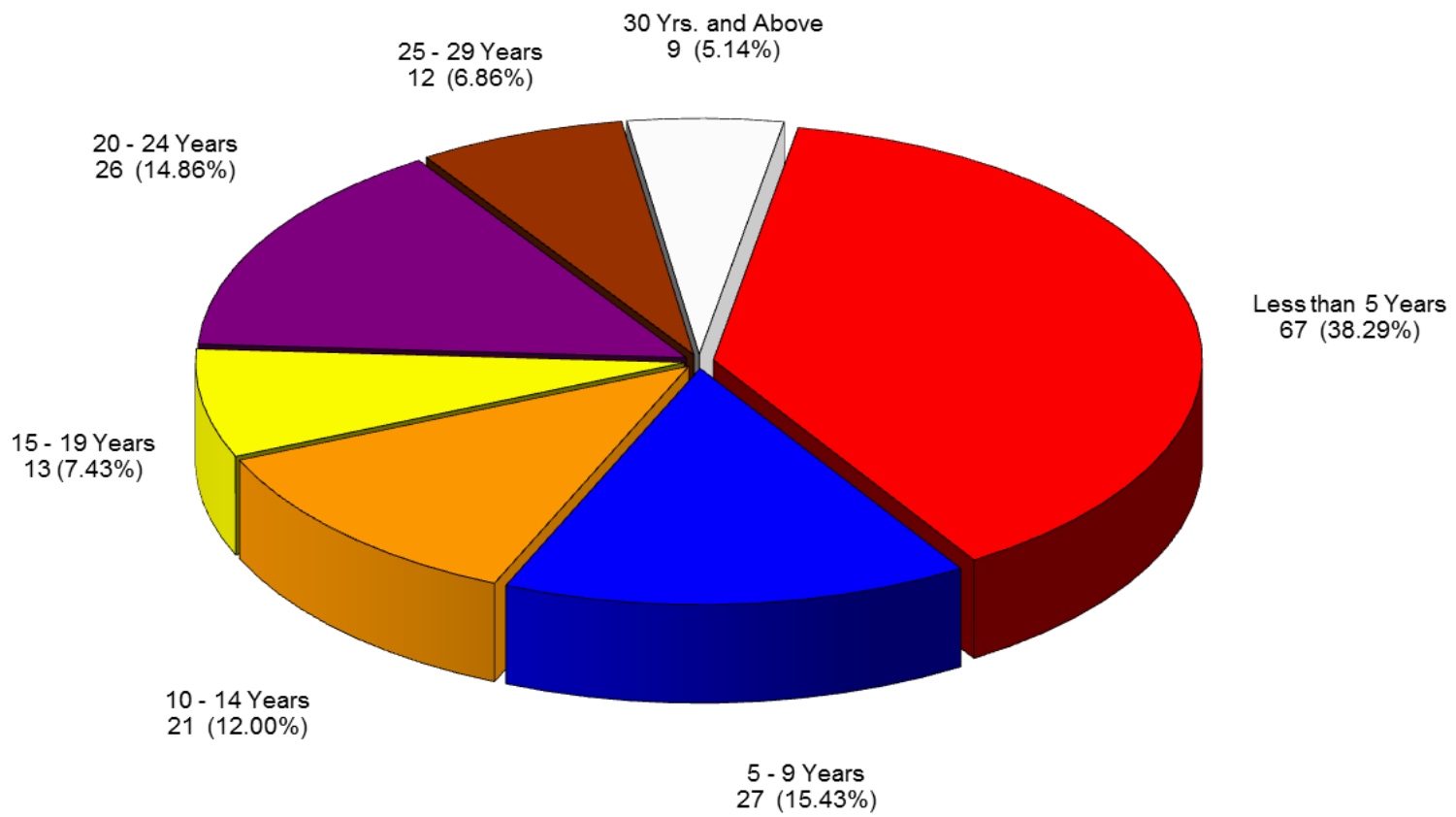
Total Prince George's County Department of Planning Employees = 175



Prince George's County Appendices – EEO Report and Personnel Management Review



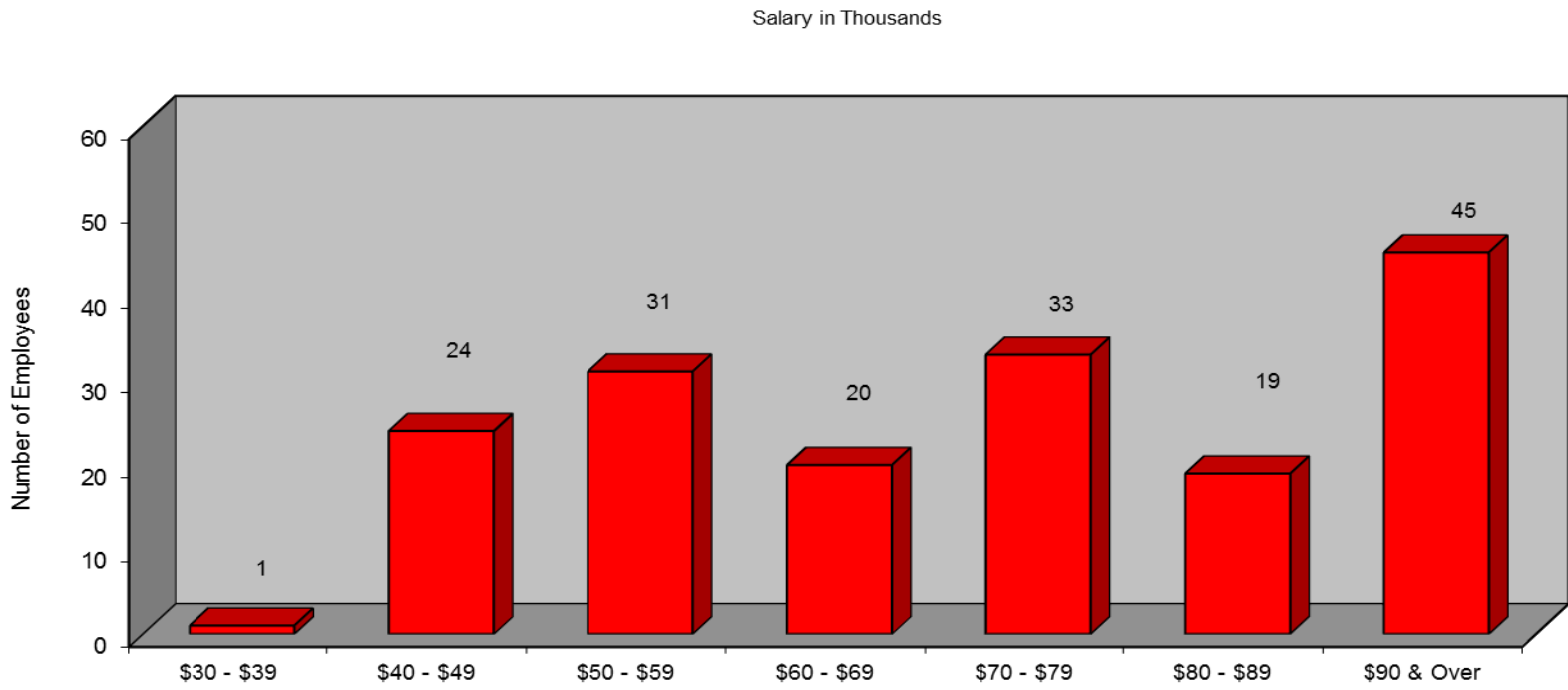
Average Length of Service Career Employees Prince George's County Department of Planning



Total Prince George's County Planning Employees - 175



Salary Range Career Full-Time Employees Prince George's County Department of Planning



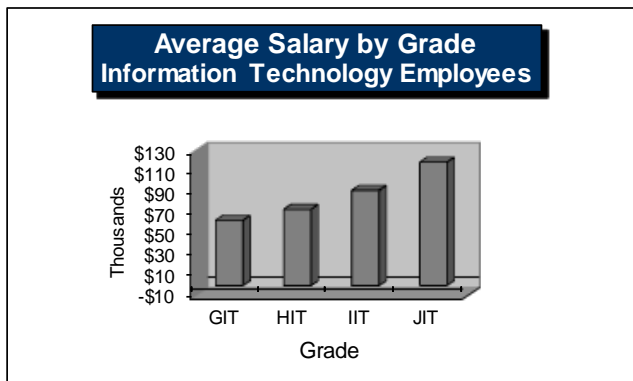
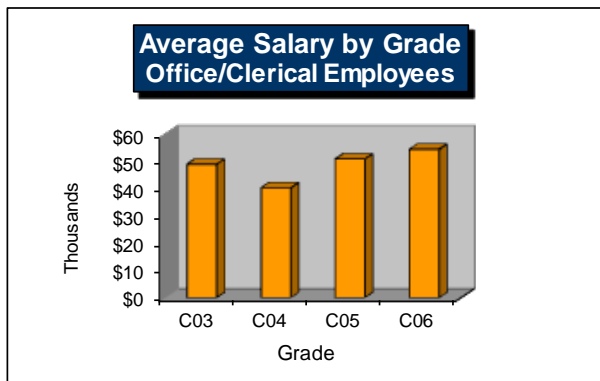
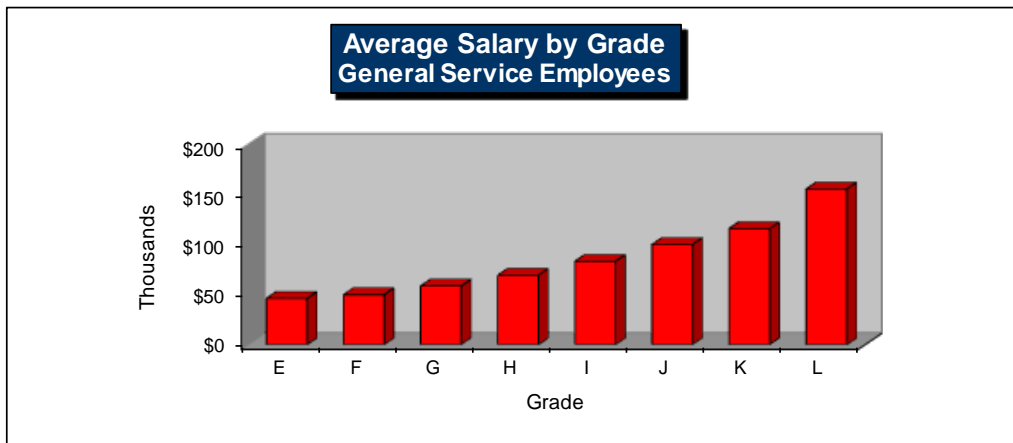
Total Planning Department Full-Time Employees = 173
Average Salary: \$72,197

**Prince George's County
 Appendices – EEO Report and Personnel Management Review**

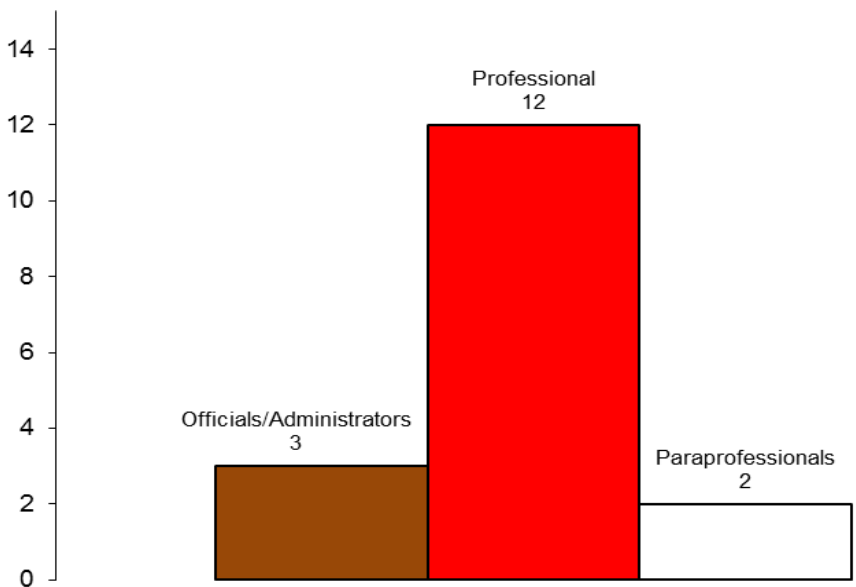
**Average Annual Salary for Career Employees by Grade
 Prince George's County Department of Planning**

Grade	Salary	Grade	Salary	Grade	Salary
E	\$46,393	C03	\$49,053	GIT	\$63,063
F	\$50,098	C04	\$40,420	HIT	\$73,502
G	\$58,798	C05	\$50,998	IIT	\$91,814
H	\$69,513	C06	\$54,531	JIT	\$119,028
I	\$83,403				
J	\$100,206				
K	\$116,130				
L	\$155,743				

Average Departmental Salary: \$72,197
 Average Commission Salary: \$64,181

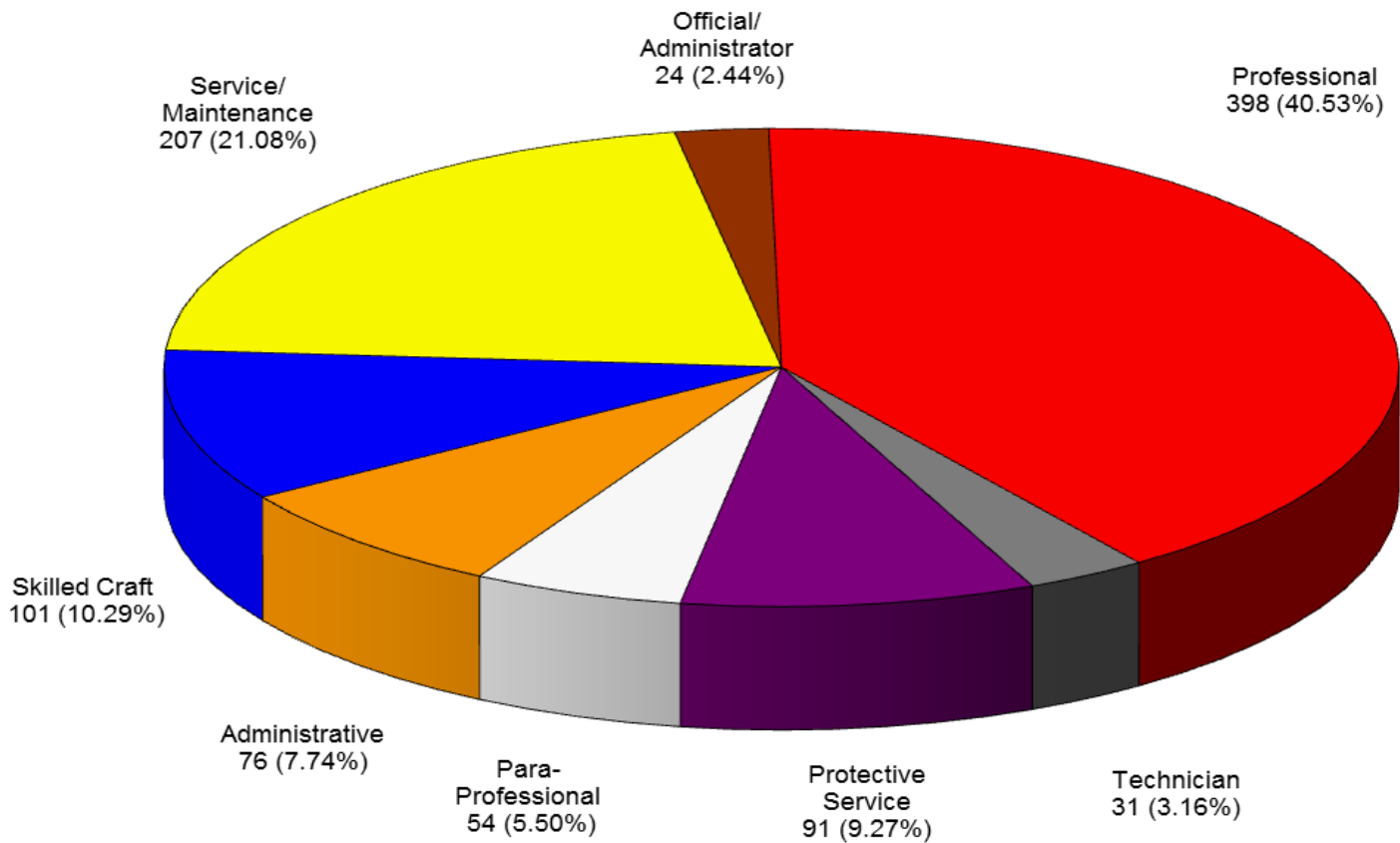


Employee Turnover by Employment Category Prince George's County Department of Planning



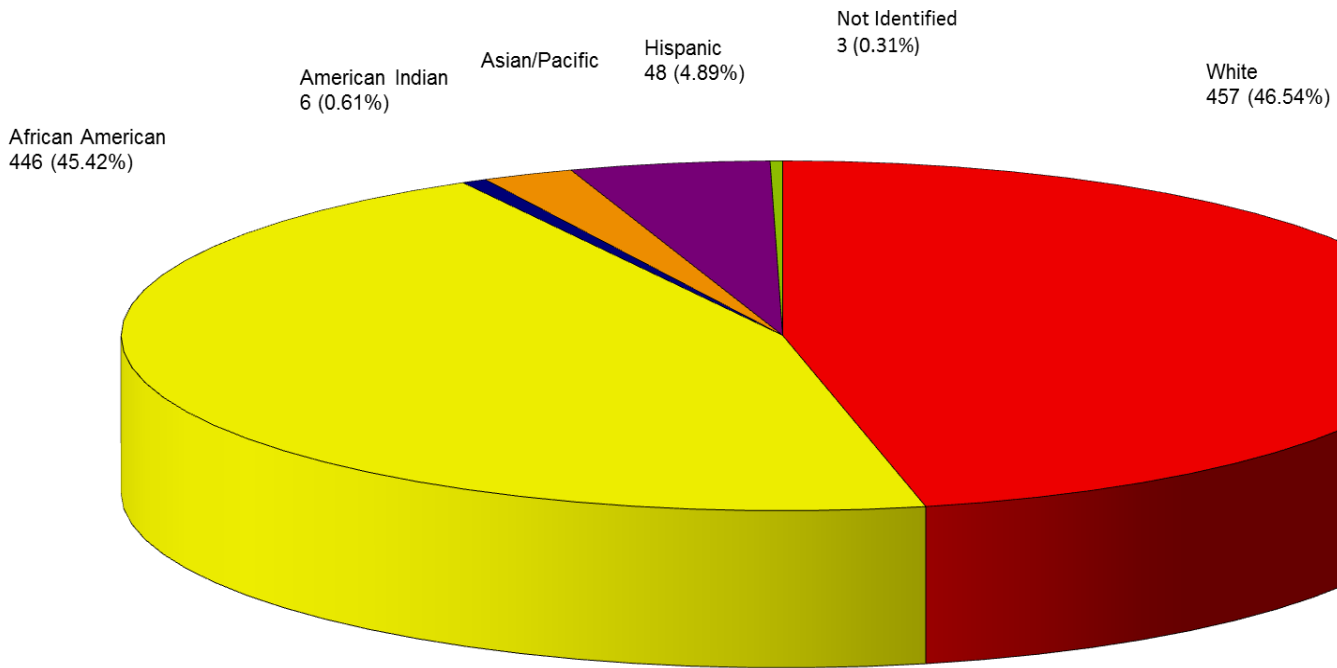
Prince George's County Department of Planning Turnover = 17 or 10.0%
Prince George's County Department of Planning Employees = 175
Commission-Wide Turnover = 161

Employees by Employment Category Prince George's Department of Parks and Recreation



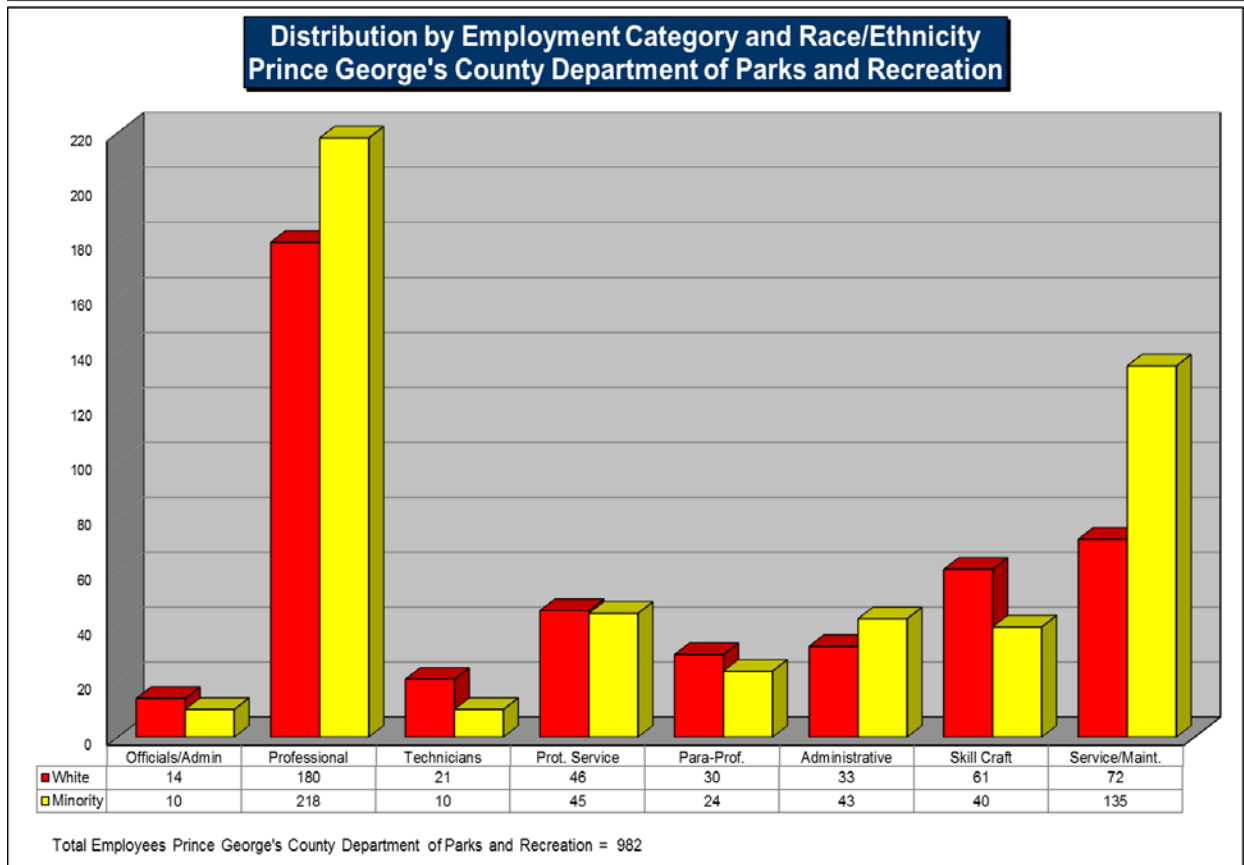
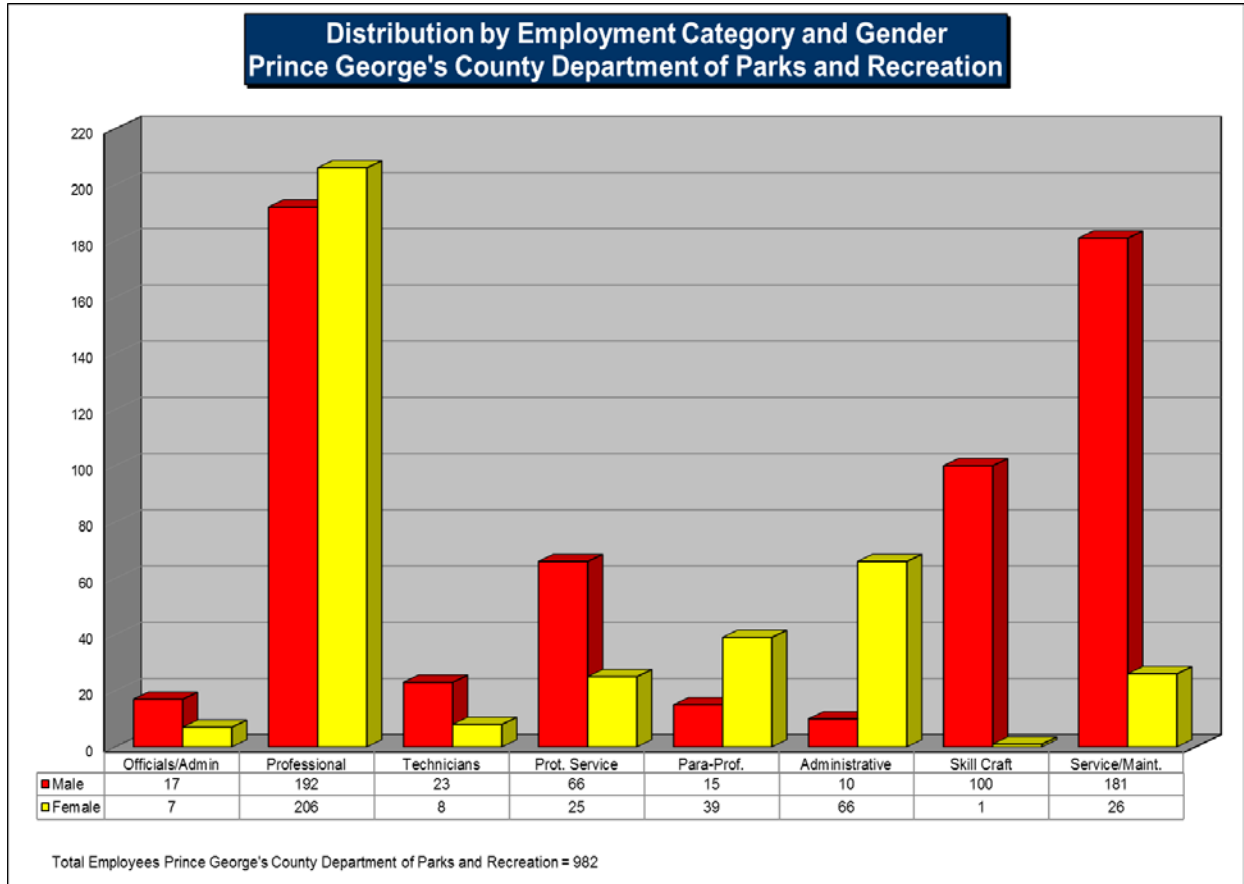
Total Prince George's County Department of Parks and Recreation Employees = 982

Race/Ethnicity Career Employees Prince George's County Department of Parks and Recreation

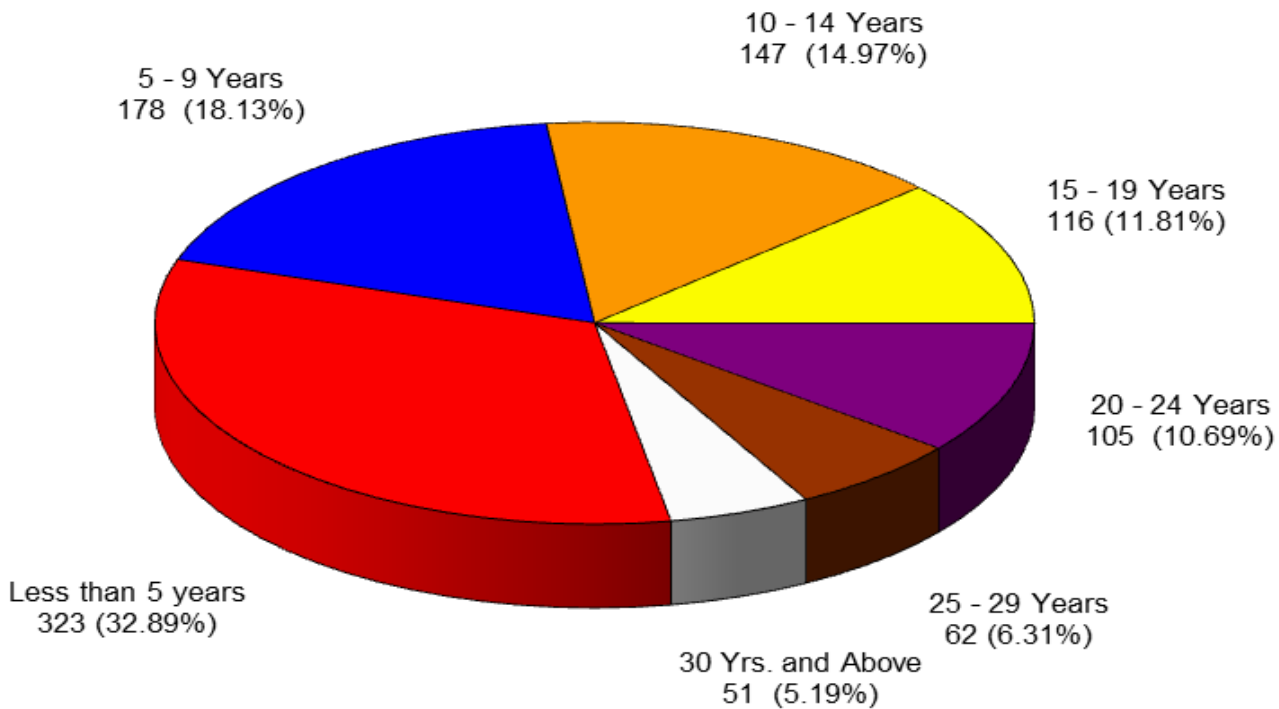


Total Prince George's County Department of Parks and Recreation Employees = 982

Prince George's County Appendices – EEO Report and Personnel Management Review



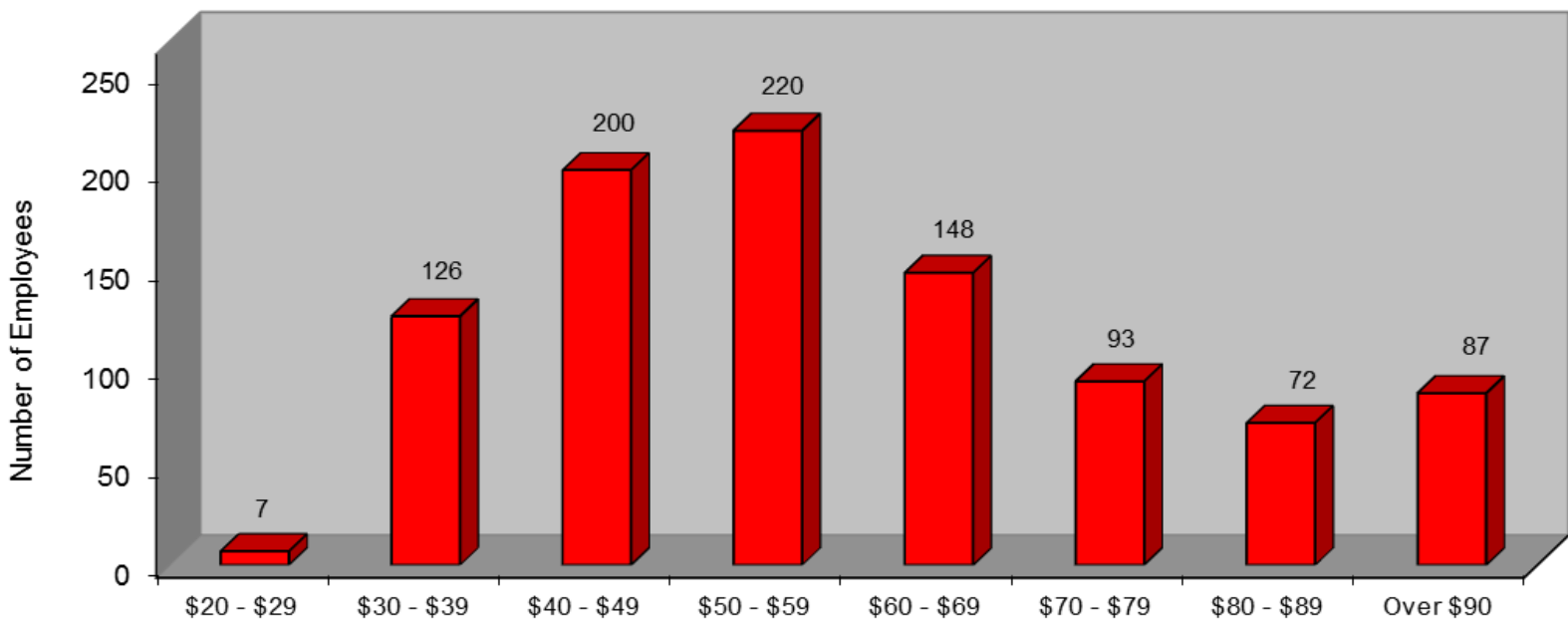
Average Length of Service Career Employees Prince George's County Parks and Recreation



Total Prince George's County Parks and Recreation Employees = 982

Salary Range Career Full-Time Employees Prince George's County Department of Parks and Recreation

Salary in Thousands



Total Full-Time Employees = 953
Average Salary: \$60,737

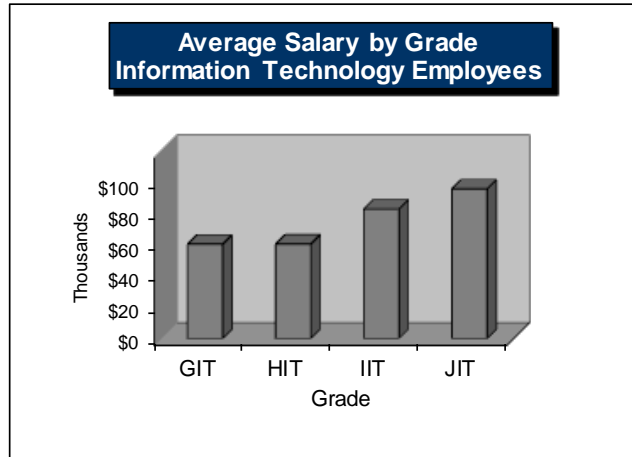
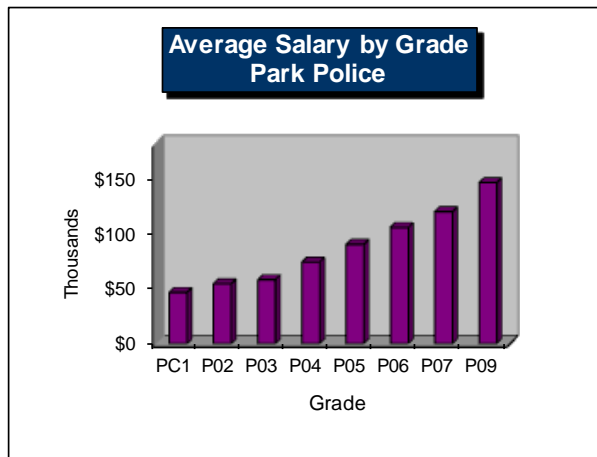
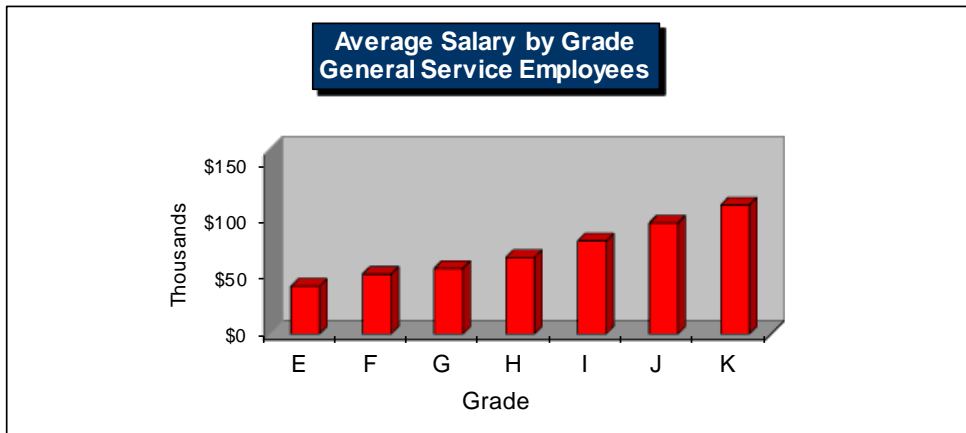


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**Average Annual Salary for Career Employees by Grade
 Prince George's County Department of Parks and Recreation**

Grade	Salary	Grade	Salary	Grade	Salary
PC1	\$46,123	E	\$41,660	GIT	\$60,431
P02	\$53,876	F	\$51,945	HIT	\$60,541
P03	\$57,609	G	\$56,866	IIT	\$82,956
P04	\$73,556	H	\$66,562	JIT	\$95,824
P05	\$89,377	I	\$81,001		
P06	\$104,583	J	\$96,463		
P07	\$118,793	K	\$112,073		
P09	\$144,838				

Average Departmental Salary: \$67,129
 Average Commission Salary: \$64,181

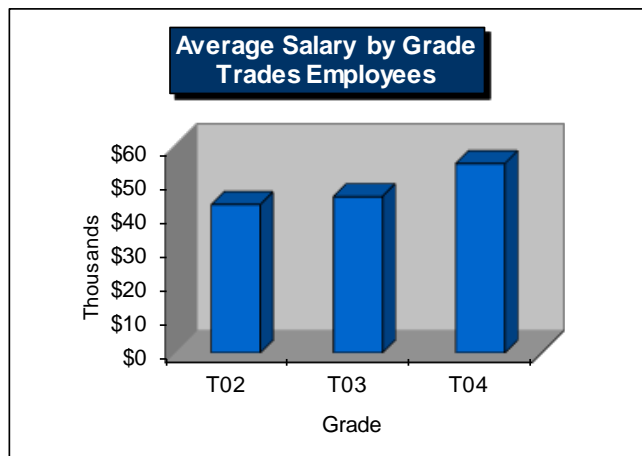
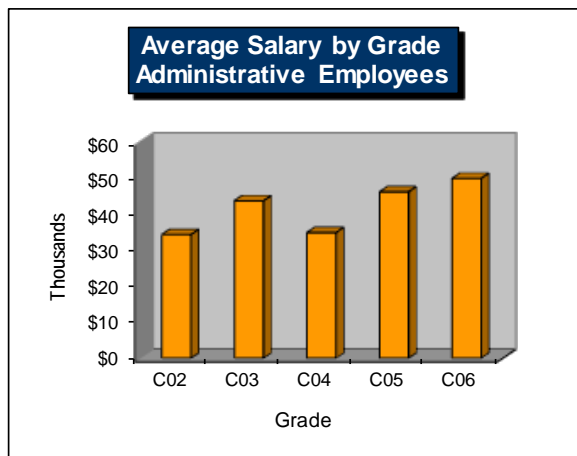
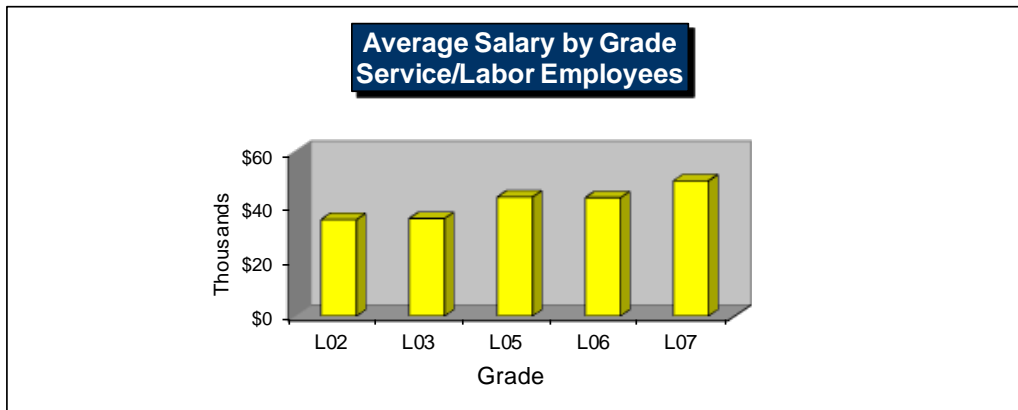


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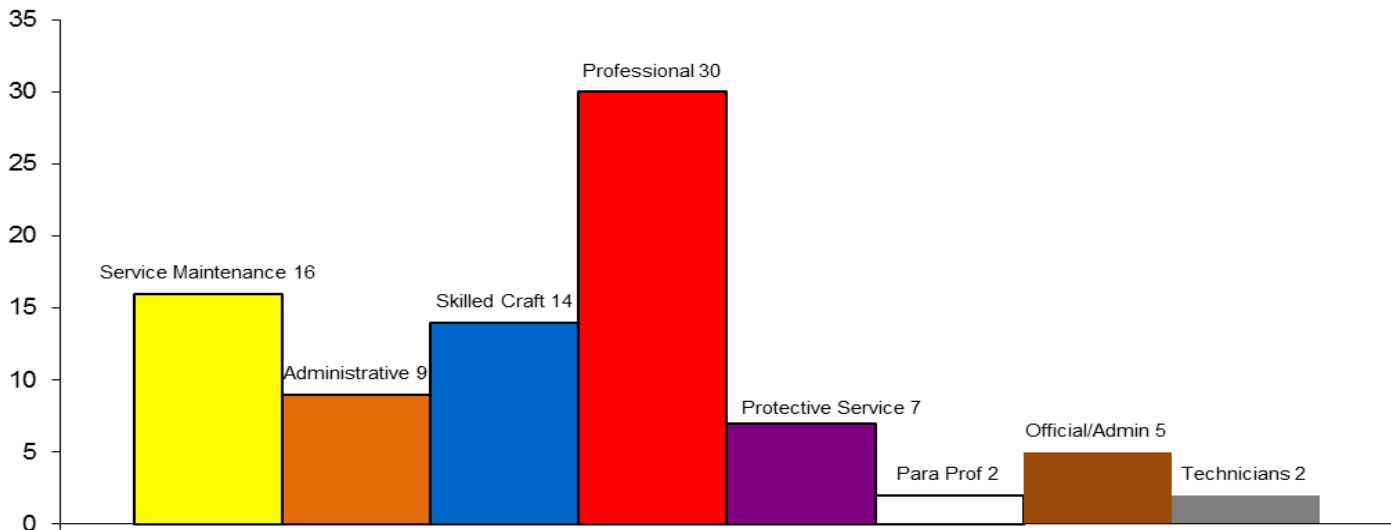
**Average Annual Salary for Career Employees by Grade
 Prince George's County Department of Parks and Recreation**

Grade	Salary	Grade	Salary	Grade	Salary
C02	\$34,290	L02	\$35,307	T02	\$43,101
C03	\$43,667	L03	\$35,680	T03	\$45,362
C04	\$34,841	L05	\$43,511	T04	\$54,962
C05	\$46,152	L06	\$43,307		
C06	\$49,902	L07	\$49,429		

Average Department Salary: \$67,129
 Average Commission Salary: \$64,181

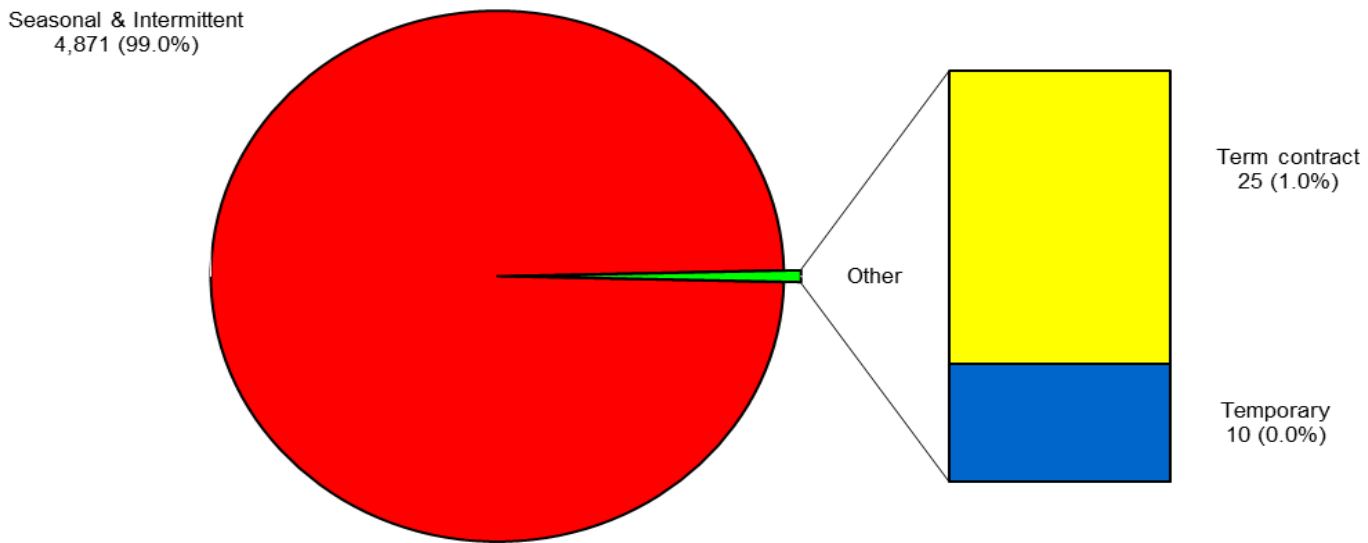


Employee Turnover by Employment Category Prince George's County Department of Parks and Recreation



Prince George's County Department of Parks and Recreation Turnover = 85 or 8.7 %
Prince George's County Department of Parks and Recreation Employees = 982
Commission-Wide Turnover = 161

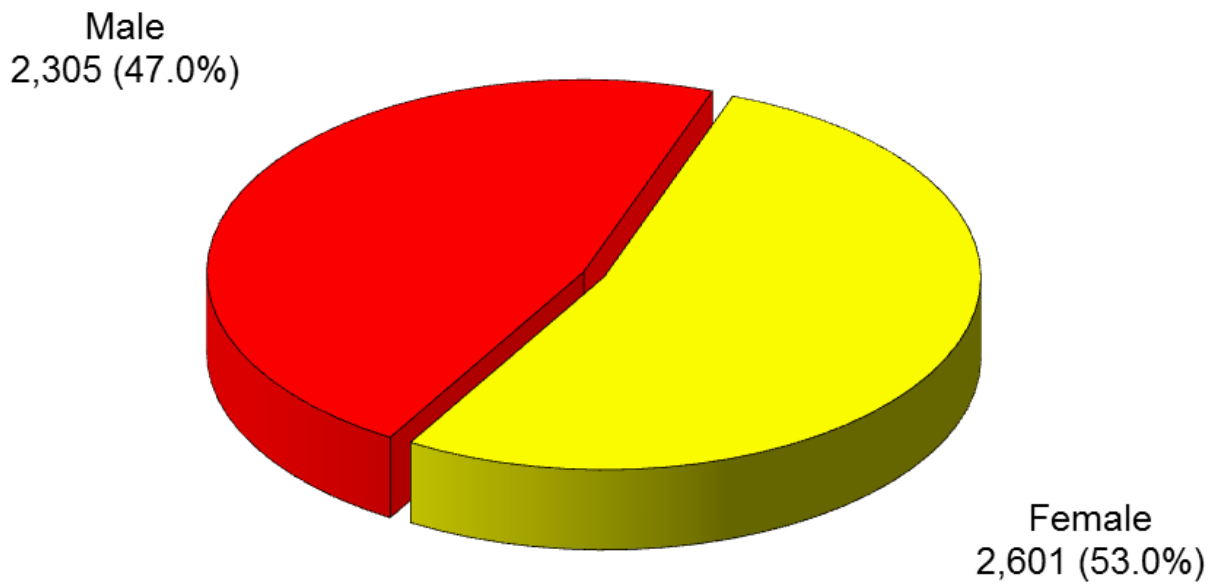
M-NCPPC FY2011 PERSONNEL MANAGEMENT REVIEW Non - Career Employees by Type



Total Non-Career Employees - 4,906



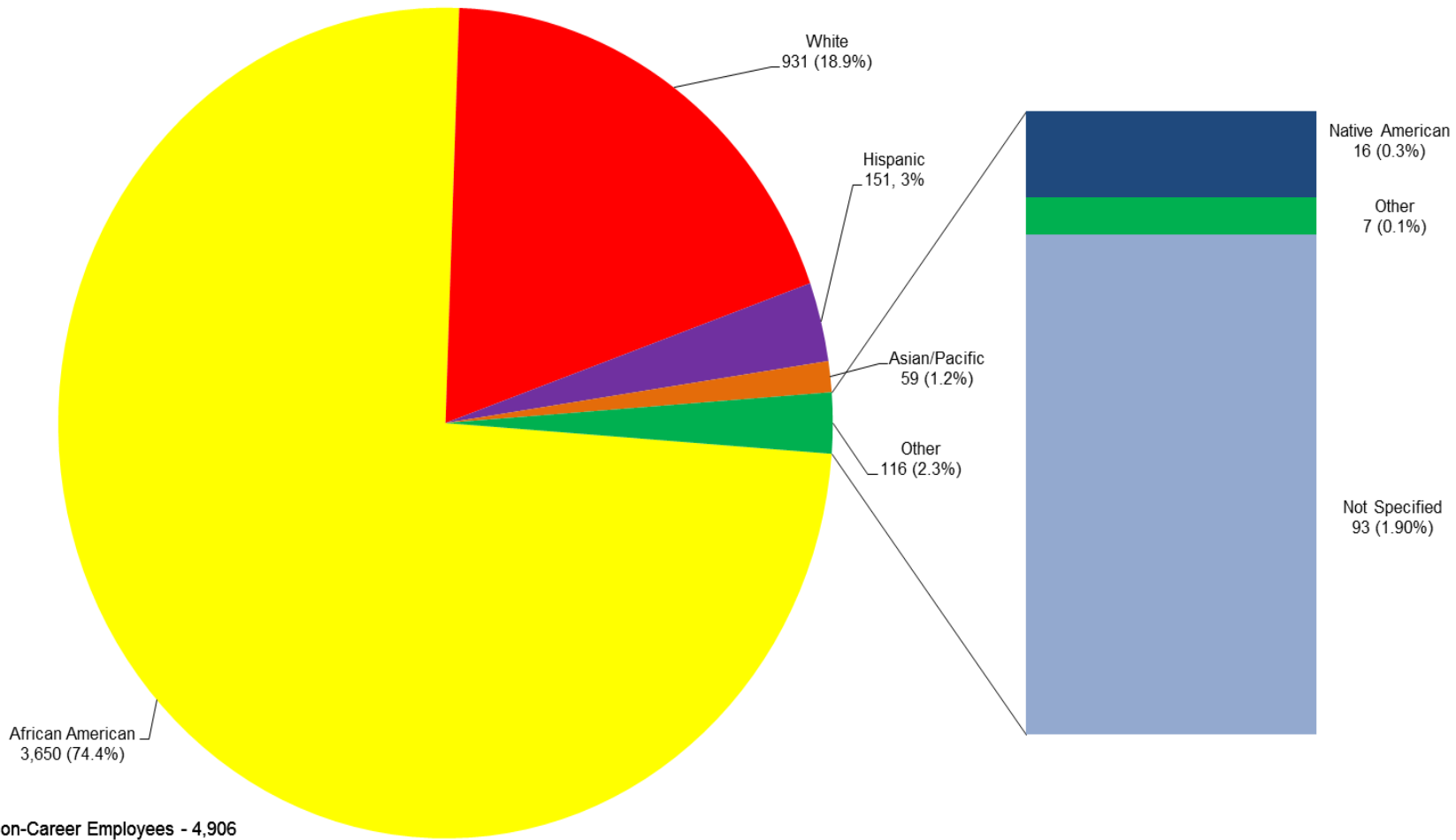
Non - Career Employees by Gender



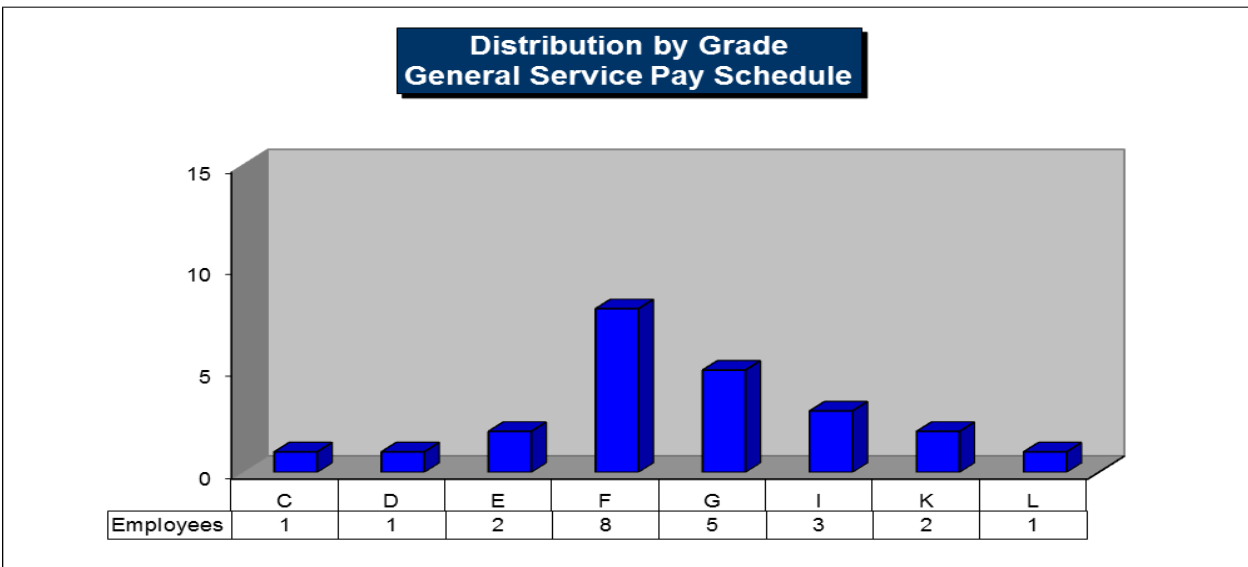
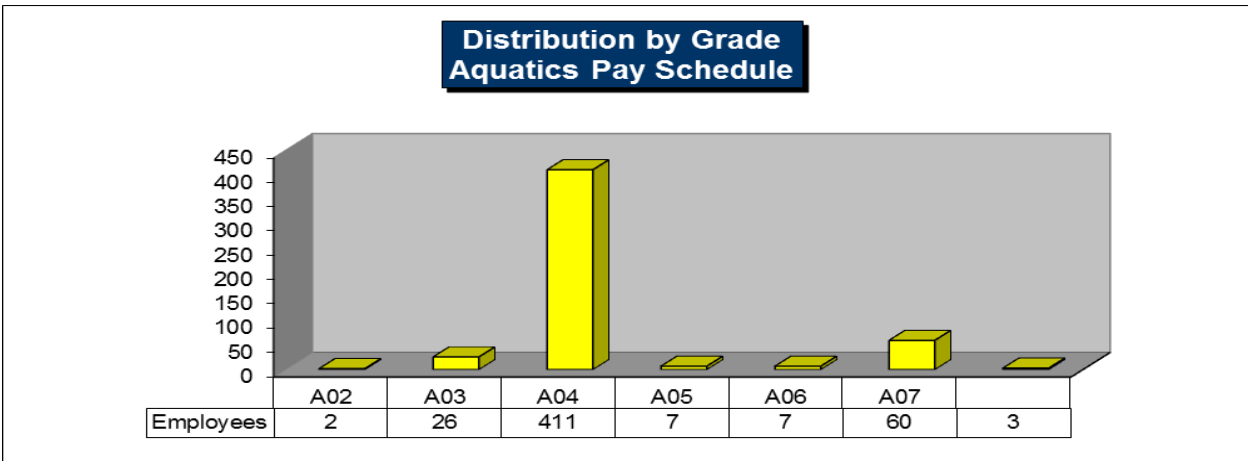
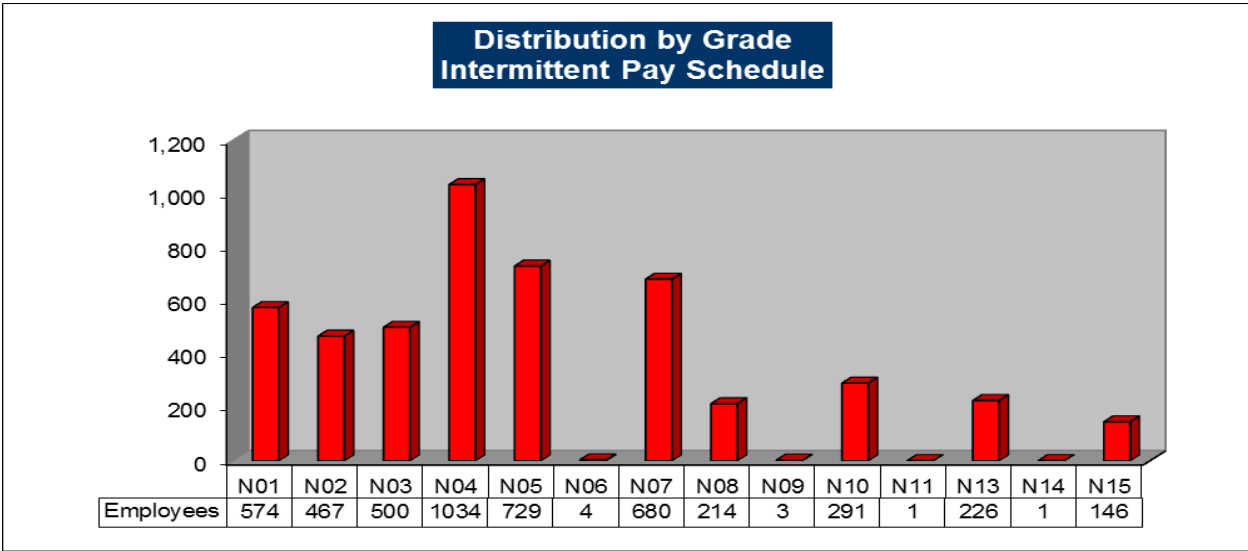
Note: Total Non-Career Employees - 4,906



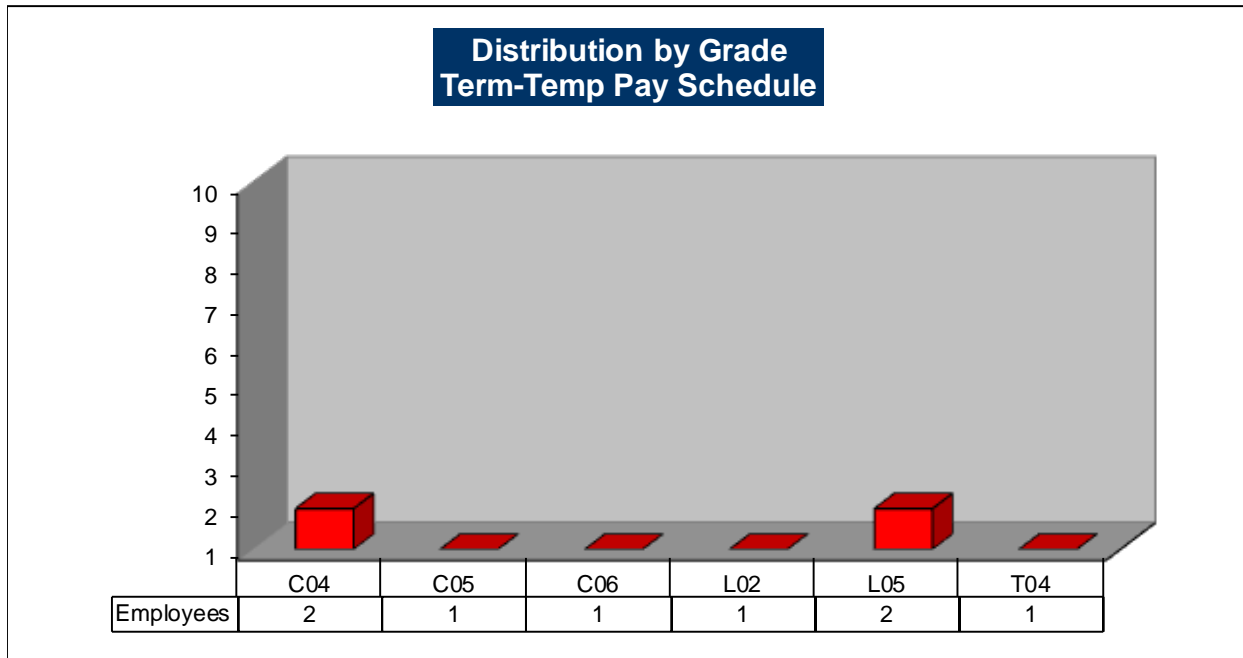
Non-Career Employees by Race/Ethnicity



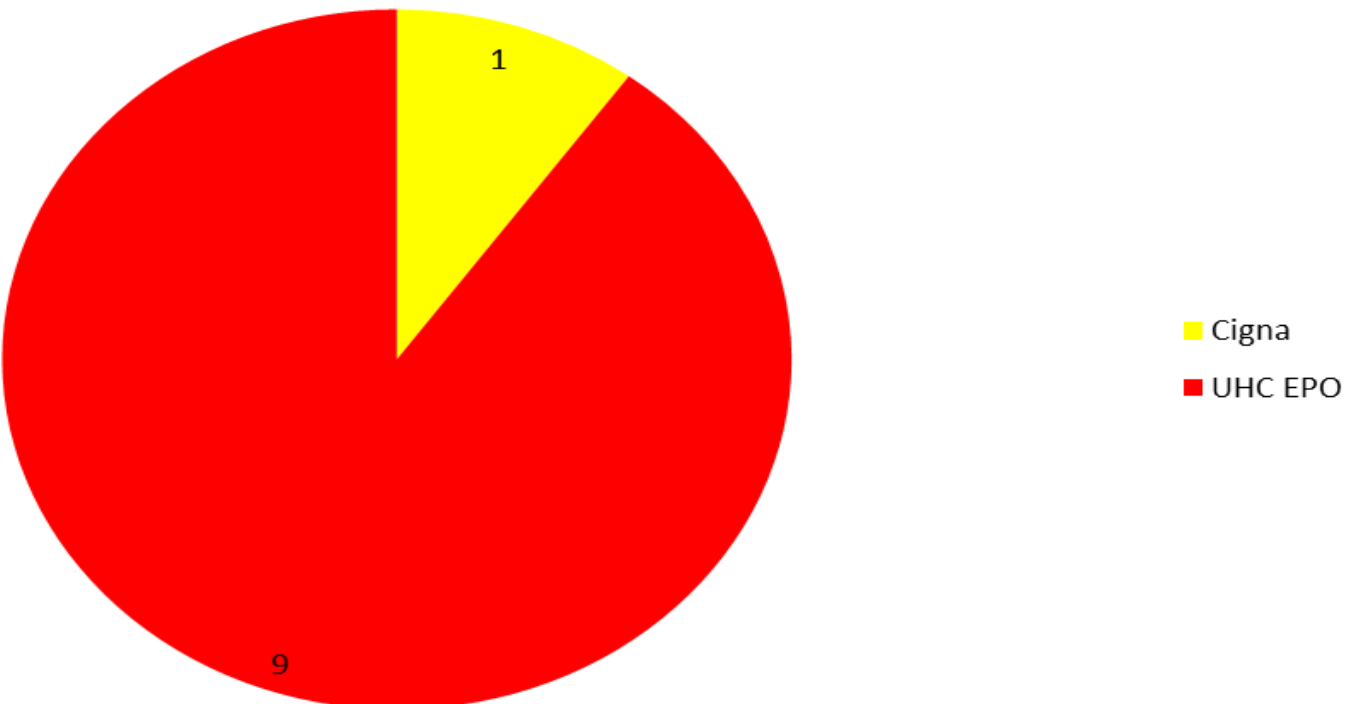
Non-Career Employees Distribution by Grade by Pay Schedule Assignment



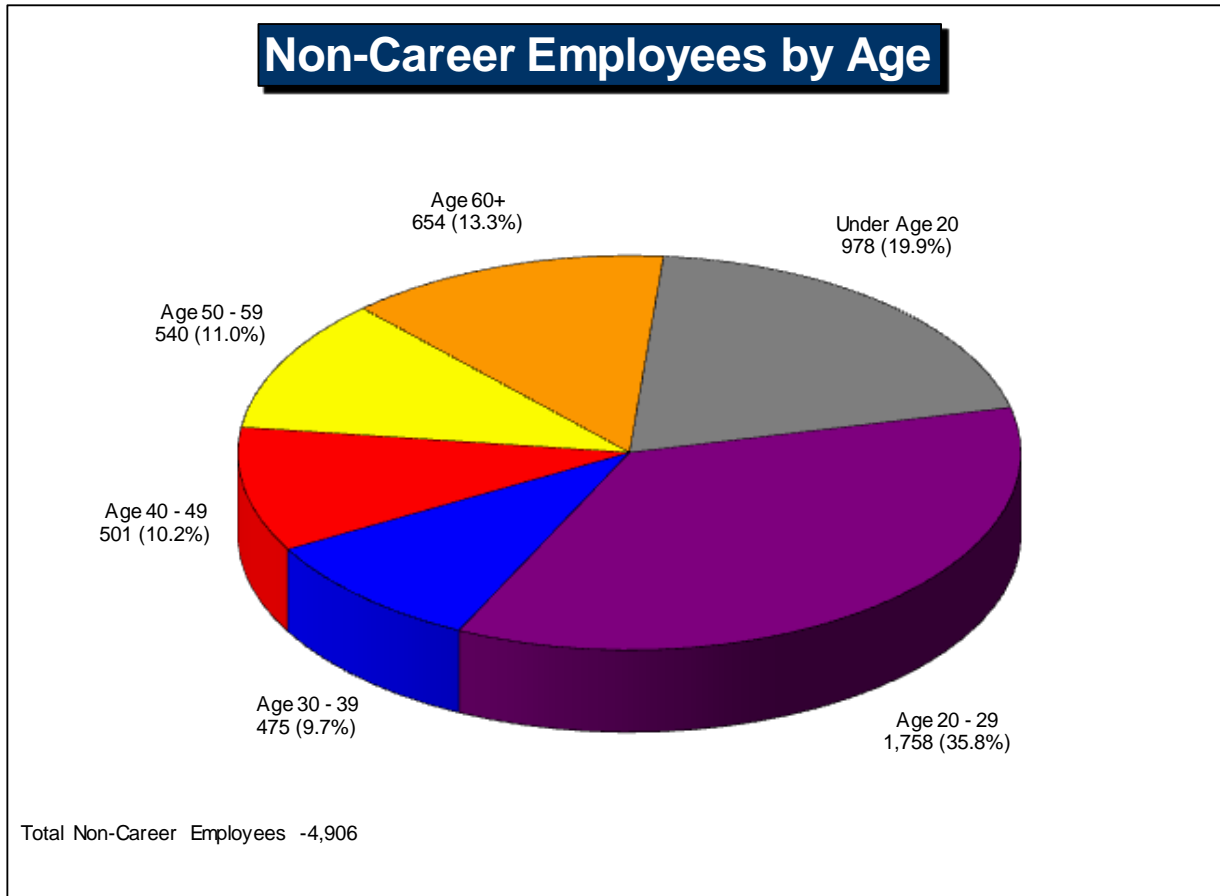
Non-Career Employee Distribution by Grade by Pay Schedule Assignment



Non-Career (Term) Employee Medical Health Plan Participation



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Non - Career Employees Distribution by Department

Central Administrative Services	1	0.02%
Montgomery County Commissioners' Office	0	0.00%
Montgomery County Department of Planning	2	0.04%
Montgomery County Department of Parks	355	7.24%
Prince George's County Commissioners' Office	5	0.10%
Prince George's County Department of Planning	9	0.18%
Prince George's County Parks and Recreation	4,534	92.42%
M-NCPPC Non-Career Employees - Total	4,906	100.00%



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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



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retrieval of data and/or information and other paperwork required in an office.

Includes: bookkeepers, messengers, clerk-typists, 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 processes 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.

