

The Maryland-National Capital Park and Planning Commission



Proposed Annual Budget
Fiscal Year 2015
Prince George's County

The Maryland-National Capital Park and Planning Commission

www.mncppc.org

Proposed Annual Budget Fiscal Year 2015

Commissioners

Elizabeth M. Hewlett, Chairman of the Commission
Françoise M. Carrier, Vice-Chairman of the Commission

Casey Anderson
Dorothy F. Bailey
Norman Dreyfuss
Manuel R. Geraldo

Amy Presley
John P. Shoaff
A. Shuanise Washington
Marye Wells-Harley



Officers

Patricia Colihan Barney, Executive Director
Joseph Zimmerman, Secretary-Treasurer
Adrian R. Gardner, General Counsel

Prince George's County Directors

Fern V. Piret
Director of Planning

Ronnie Gathers
Director of Parks and Recreation

Montgomery County Directors

Gwen Wright
Director of Planning

Mary Bradford
Director of Parks



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

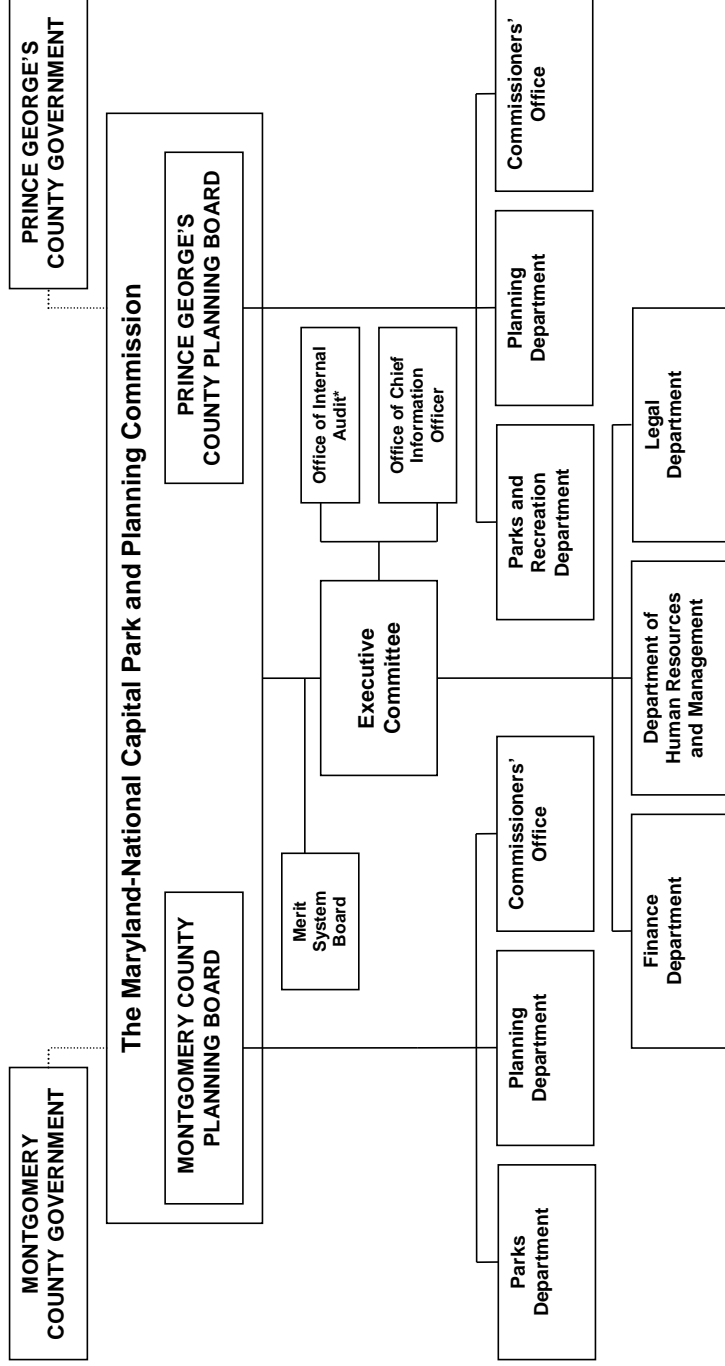
**Maryland-National Capital Park & Planning Comm
Maryland**

For the Fiscal Year Beginning

July 1, 2013

Executive Director

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 2015
Prince George's County**

CREDITS

Executive Director

Patricia Colihan Barney

Corporate Budget Manager

John Kroll

Department Budget Staff

Anju Bennett
Robert Clarke
Lakisha Giles
Ashley Haymond
Bill Henaghan
Terry Johnson
Stephanie Knox
Tonya Miles
Oge Nwafor
Larry Quarrick
Nancy Steen

Technical Staff

James Adams



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

14741 Governor Oden Bowie Drive
 Upper Marlboro, Maryland 20772
 TTY: (301) 952-4366
 www.mncppc.org/pgco

January 10, 2014

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

The Honorable Mel R. Franklin
 Chairman
 Prince George's County Council
 County Administration Building
 14741 Governor Oden Bowie Drive
 Upper Marlboro, Maryland 20772

Dear Mr. Baker and Mr. Franklin:

I am pleased to transmit the FY15 proposed budget of The Maryland-National Capital Park and Planning Commission for Prince George's County 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 FY15 proposed budget for tax supported funds (Administration, Park, Recreation and Advance Land Acquisition [ALA] Debt Service) is \$267.8 million, a 0.4 percent decrease from the FY14 Adopted Budget. The total FY15 Proposed Budget for Tax and Non-Tax Supported Funds (excluding ALA Revolving Fund and Internal Service Funds), is \$307.8 million, a decrease of \$118 thousand or 0.004% from the FY14 budget.

**Summary of FY15 Proposed Budget Expenditures
 (net reserves, ALARF, and Internal Service Funds)**

	FY14 Adopted	FY15 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 47,886,564	\$ 49,786,530	\$ 1,899,966	4.0%
Park (2)	149,593,916	144,223,392	(5,370,524)	-3.6%
Recreation (3)	71,315,222	73,827,859	2,512,637	3.5%
ALA Debt	-	-	-	-
Subtotal Tax Supported	268,795,702	267,837,781	(957,921)	-0.4%
Enterprise	18,820,620	19,906,541	1,085,921	5.8%
Special Revenue (4)	8,518,040	8,722,682	204,642	2.4%
Park Debt (5)	11,793,000	11,342,000	(451,000)	-3.8%
Total Prince George's	307,927,362	307,809,004	(118,358)	0.0%

(1) Includes transfer to Special Revenue Fund

(2) Includes transfer to Debt Service and CIP

(3) Includes transfer to Enterprise Fund

(4) Includes transfer to CIP

(5) While Park bond debt service has been adopted as a transfer out of the Park Fund to the Park Debt Service Fund, FY15 is the first year the Debt Service Fund is being presented. FY14 is shown for comparison purposes.

Maintaining Fiscal Stability and Investing to Protect and Preserve Services

The FY15 Proposed Budget continues the spirit of collaboration and commitment between the Commission and the County to ensure that the residents of Prince George's County continue to receive of the finest park, recreation, and planning services in the nation.

Past budgetary 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 see in our budget, the FY15 Proposed Budget uses fund balances to augment revenue sources due to the minimal growth in property tax revenue.

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 actions put in place in FY13 and FY14. Third, reinvest fund balances in accordance with our long-term fiscal plan to meet core service needs while the assessable base recovers.

We continue to face fiscal challenges in FY15. Revenues are growing, albeit slowly, and our major known commitment costs, including personnel costs, continue to grow - the latter fortunately at a slower rate because of the actions we have taken to restructure benefits. The Proposed Budget includes the following major known commitments for personnel costs in FY15:

- ✓ Medical Insurance and Benefit Costs;
- ✓ Full funding of OPEB PayGo and Pre-Funding as determined by an actuarial study;
- ✓ Full funding of the pension contribution as determined by an actuarial study; and
- ✓ A dollar marker to adjust employee compensation subject to negotiations.

The table below summarizes the budget changes for personnel costs.

FY15 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Prince George's County Administration Fund, Park Fund, and Recreation Fund					
	FY14	FY15	\$	%	
	Adopted	Proposed	Change	Change	
OPEB					
OPEB Prefunding	3,558,130	4,356,000	797,870	22.4%	
OPEB Paygo	5,895,926	6,449,114	553,188	9.4%	
Subtotal OPEB	9,454,056	10,805,114	1,351,058	14.3%	
Pension (ERS)					
Pension (ERS)	16,290,321	15,514,268	(776,053)	-4.8%	
Health and Benefits(1)					
Employee Health Benefits	16,155,602	17,092,582	936,980	5.8%	
Subtotal Personnel Costs	41,899,979	43,411,964	1,511,985	3.6%	
Employee Compensation					
Marker for Changes to Employee Comp.		3,660,782	3,660,782		
Total Major Personnel Costs			5,172,767		

(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.

Other Post-Employment Benefits (OPEB)

OPEB costs for FY15 have been determined by an actuarial analysis. The actuarial analysis has taken into account plan design changes that went into effect this fiscal year. These changes included cost share increases for retirees and employees, and the adoption of a credited service model for retiree health benefits for new hires.

The net change for total OPEB costs is about a \$1,351,000 increase, or 14.3 percent more than the FY14 Adopted total. Total OPEB funding is \$10.81 million. As a positive consequence of the benefit restructuring changes, we are at 100 percent of the annual required contribution.

Pension (ERS)

As determined by the actuary, pension costs are decreasing by 4.8 percent in FY15. This represents a cost savings of \$776,000 from the FY14 Adopted Budget. This decrease is due to the change in the methodology of amortizing the unfunded liability, as well as increased employee contributions to the non-police pension plans, effective July 1, 2014.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 5.8 percent in FY15, adding \$937,000 more cost to the budget. Growth in health insurance costs continues to be partially offset by increased cost share paid by employees for certain health plans, and by plan design changes. The increased cost share is now fully phased in effective January 1, 2014.

Employee Compensation

The Commission's FY15 budget provides for employee compensation changes; however, with negotiations pending, the exact budget change for compensation is not fully known. Therefore, to plan for compensation changes, the FY15 Proposed Budget includes \$3.7 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. The specific form of employee compensation adjustment will be determined through negotiations, as needed, and presented for approval at the Joint County Council Meeting in May, 2014.

Major Non-Personnel Cost Changes

In addition to the investments in essential needs and the reduction in project charges, both discussed below, operating budget impacts (OBI) for opening new facilities will impact the General Fund by \$1.5 million. Offsetting the increases in personnel costs are reductions of \$1.4 million of one-time FY14 expenses as well as the planned, yet significant, reduction in CIP PayGo of \$8 million. This is in line with the proposed FY15-FY20 Capital Improvement Program.

Investing to Meet Essential Service Needs

One of the primary objectives in the FY15 proposed budget is to reinvest fund balances in accordance with our long-term fiscal plan in order to meet core public service needs in the

present and future. This investment will be made primarily in the Prince George's County Planning Department and consists of support for continuing and multi-year programs begun in prior fiscal years, as well as increased support for the Historic Preservation Grant program. 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.

Fund	Department	Essential Needs Investment Amount
Administration	Planning	\$1,346,000
Administration	DHRM	92,741
Administration	Legal	40,850
Administration	Finance	100,204
Administration	Internal Audit	<u>61,200</u>
Total		\$1,640,995

Project Charge Reductions

Two years ago, we began working together with you on a plan of phased reductions in project charges. Our plan was 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. That plan has proved a bit too aggressive, given the County's fiscal challenges. Although we took the first step of the plan together in FY13 by reducing project charges nearly \$5 million, FY14's reduction was modified to \$1.5 million. Working with the County's Office of Management and Budget, we are proposing a reduction of \$1.2 million in FY15, and a stretching out of the timeline to FY19. 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 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 FY15 Proposed Budget for General Fund Accounts

For the three tax supported operating funds, we are putting forward a total proposed budget of \$267.8 million. The Administration Fund, which funds the Planning Department, Commissioners' Office, and Central Administrative Services (CAS) departments, is proposed to increase by 4.0 percent, or \$1.9 million from the FY14 budget. The Park Fund is proposed to decrease 3.6 percent, or \$5.4 million, due to anticipated scaling back of the CIP PayGo funding that was substantially increased in FY14. Lastly, the Recreation Fund budget is proposed to increase by 3.5 percent, or \$2.5 million. No changes in property tax rates are required to fund the FY15 proposed budget. The table on the following page summarizes the budget.

M-NCPPC
Summary of FY15 Proposed Budget General Fund Accounts
By Fund by Department (excludes reserves)

	FY14	FY15	\$	%
	Adopted	Proposed	Change	Change
Administration Fund				
Commissioners' Office	\$ 1,886,508	\$ 1,896,179	\$ 9,671	0.5%
Planning Department Operating	28,420,854	29,218,545	797,691	2.8%
Project Charges	8,095,800	7,695,800	(400,000)	-4.9%
CAS	7,441,750	7,833,939	392,189	5.3%
Transfer to Special Revenue	30,000	30,000	-	0.0%
Non-Departmental (1)	2,011,652	3,112,067	1,100,415	54.7%
Subtotal Admin Fund	47,886,564	49,786,530	1,899,966	4.0%
Park Fund				
Park Fund Operating	107,155,516	107,616,758	461,242	0.4%
Project Charges	952,800	952,800	-	0.0%
Transfer to CIP	24,225,000	16,155,000	(8,070,000)	-33.3%
Transfer to Debt Service	11,793,000	11,342,000	(451,000)	-3.8%
Non-Departmental (1)	5,467,600	8,156,834	2,689,234	49.2%
Subtotal Park Fund	149,593,916	144,223,392	(5,370,524)	-3.6%
Recreation Fund				
Recreation Fund Operating	54,527,028	55,712,153	1,185,125	2.2%
Project Charges	5,891,170	5,091,170	(800,000)	-13.6%
Transfer to Enterprise	8,922,220	9,827,541	905,321	10.1%
Non-Departmental (1)	1,974,804	3,196,995	1,222,191	61.9%
Subtotal Recreation Fund	71,315,222	73,827,859	2,512,637	3.5%
Prince George's Total General Fund	\$ 268,795,702	\$ 267,837,781	\$ (957,921)	-0.4%

(1) Non-Departmental for FY14 Adopted includes OPEB prefunding and OPEB paygo. For FY15 Non-Departmental includes OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.

Assessable Base and Tax Rates

The total FY15 property tax revenue estimate for the Administration, Park, and Recreation funds is \$213.5 million, a decline of 0.6 percent, or \$1.3 million, from the FY14 Adopted Budget. Although comparison with the adopted budget shows a decline, assessable base and therefore property tax revenues in FY14 are falling short of the adopted budget. Thus the FY15 projection is for an increase of 0.6 percent over the FY14 estimate. This projection is based on the November State Department of Assessments & Taxation (SDAT) estimates. Final SDAT estimates for FY15 will be released in March. During budget work sessions, staff will update property tax revenues based on any significant change.

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. FY15 will, therefore, 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 proposed tax rates for FY15 are unchanged from FY14. Those tax rates are as follows:

FY15 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

FY15 Work Program

Planning Department:

The Planning Department's proposed budget for FY15 is 1.1 percent, or \$398,000, greater than last year's adopted budget. After the proposed \$400,000 reduction in project charges, the largest change from FY14 is an increase of approximately \$900,000 in professional services to include funding for the following continuing and multi-year programs begun in prior fiscal years: document management, GIS application development, and major revisions of the zoning ordinance and subdivision regulations project. The FY15 work program contains resources for ongoing development review, planning, data maintenance activities, community/municipal outreach, and the completion of projects started in prior years. The FY15 budget includes resources for continued planning efforts for multiyear small community plans and studies approved in FY14. These include the Prince George's Plaza TDDP/TDOZ Update, Cheverly Sector Plan and Sectional Map Amendment (SMA), College Park/Riverdale Park TDDP/TDOZ Update, and the Largo-Lottsford Master Plan and SMA.

In FY15 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 Branch Avenue Revitalization Sector Plan Implementation, Community Legacy/Sustainable Communities Plans, Eastover Shopping Center/Forest Heights/MD 210 Plan Implementation, Historic Preservation Implementation Strategy, Industrial Zone Implementation Policies, Joint Base Andrews Joint Land Use Study (JLUS) Implementation Committee assignments, Master Plan of Transportation (MPOT) Strategic Transportation Implementation, City of Mt. Rainier Mixed-Use Town Center Zone Implementation, Scenic Byways Corridor Management Plan Implementation, Southern Green Line Transit-Oriented Development Corridor Action Plan Implementation, Subregion 4 Transit-Oriented Development (TOD) Implementation Plan, Trails Policy Implementation, and Westphalia Sector Plan Implementation.

New work programs and projects proposed to begin in FY15 include the following, which are described in detail within the division narrative of the Budget Book:

- Cheverly Sector Plan and Sectional Map Amendment
- Green Infrastructure Functional Master Plan Update
- New Transportation Model
- Target Investment Areas

Department of Parks and Recreation:

The Department of Parks and Recreation budget proposes a 1.1 percent, or \$2.6 million, decrease from FY14. This primarily reflects a scaling back of the PayGo transfer to the Capital Improvement Program (CIP). In FY15, the CIP will continue to focus on infrastructure improvements, completion of projects already underway, and meeting the priorities set out through the Formula 2040 Functional Master Plan for Parks, Recreation and Open Space. However, projections indicate that the six-year plan for the CIP reaches the limits of the Park Fund's financial capacity to support the CIP. Future expansion will require a combination of additional resources and/or reprioritization of prior approved projects.

Other highlights of the work program priorities by division include:

Park Police

- Work toward fully staffing officers complement to reduce crime response time, increase security at events, and provide better coverage for the rapidly growing Southern region of the County.
- Continue to expand technology initiatives such as automatic license plates readers, automated facility access controls, integrated intrusion and access control systems for recreation building rentals, and automated fine collection systems integrated with the Maryland Vehicle Administration and court systems.
- Expand security and public safety systems staffing to better maintain operational readiness of all security and public safety enterprise management platforms and site security, public and life safety projects.
- Establish a theft prevention program and formal strategies toward reducing theft of personal items on park property and at Commission-sponsored events.

Park Foundation

- Develop the vision, mission statement, and strategic approach to fully establish a Park Foundation, including hiring a Major Gifts Officer and Grants Manager.
- Target and recruit key donors that will make individual and corporate business gifts to the Park Foundation.
- Enhance the current Grants Program by using expert consulting services to research, apply, and secure grant funding for capital projects.

Administrative Services

- Work with the Prince George's County Planning Board to adopt a strategic implementation plan for the Formula 2040 Plan.
- Achieve reaccreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

- 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 Food and Beverage management package.
- Seek Planning Board's adoption of policies and procedures for fees and charges, fee assistance and cost-recovery to help diversify our revenue sources.
- Continue to demolish park houses that are in disrepair and too costly to renovate.

Information Technology & Communications

- Continue to develop and implement industry best practices for security, including better payment card industry (PCI) compliance and disaster recovery operations.
- Continue year three of a four-year implementation plan for Voice Over Internet Protocol Network (VOIP). This plan installs the VOIP telephone system and re-engineers wide area voice and data network infrastructures.
- Continue to expand Mobile Computer Labs and After-School Computer Clubs and increase social networks presence.
- Evaluate the organizational structure and technology systems to ensure we have a technology service model that incorporates best practices in efficiency, security, and end-user support.

Park Planning & Development

- Re-implement e-Builder stressing the importance of using the system from budget approval through occupancy/use with emphasis on business process/workflow applications and fully integrate e-Builder with the Enterprise Asset Management system (EAM) for effective capital asset management.
- Continue to develop a CIP development process that is transparent and collaborative, with input from the operating divisions and stakeholders, as well as empirically validated data as to need and cost.
- Develop procedures for ensuring that there is ADA compliance throughout all design and construction processes and determine priorities as to which park facilities will be addressed via the ADA Transition Plan.
- Complete a comprehensive analysis of the Division's planning, design, and construction work program and re-structure Division to better allocate staff resources, improve project delivery times, clearly define roles and responsibilities and determine staffing capacity as it relates to projects being considered for inclusion in the CIP.

Public Affairs & Marketing

- Develop community partnership policy/program/process as a standard business practice for the Department.
- Continue developing a plan to shift session-based program and course marketing to social media, mobile apps and print-on-demand publications, and redevelop the program guide as an interactive online document.
- Increase the Department's presence on Facebook, Twitter, and YouTube.

Maintenance & Development

- Continue to implement the Americans with Disabilities Act (ADA) Recreation Facilities Standards Compliance; conduct ongoing repair and replacement of features identified as non-compliant in ADA audits, and maintain database for Department of Justice reporting.
- Take lead role in implementing the Enterprise Asset Management (EAM) system, which will provide our staff with the ability to track and manage the cost of maintenance,

development, operations and projects across all of our park properties and amenities. The system will also assist us in streamlining business processes, coordinating maintenance and construction activities, measuring operational success, and delivering high-quality services faster, and more economically.

Natural and Historic Resources

- Finalize plans for battle markers, signage and murals to highlight Battle of Bladensburg and the British invasion route.
- Finalize RFP and construction of new Airport Operations facility.
- Work collaboratively with Finance and the Park Planning and Development Division to implement a system for historic preservation and renovation at historic sites in need of emergency repair.

Sports, Health and Wellness

- Increase tennis participation across the County through enhanced community partnerships, programs, and events.
- Develop strategies that support Formula 2040 Health and Wellness objectives, including afterschool programming, by adding nutrition/sports/wellness components; eventually reach a goal of having a health and wellness component in 75% of programs.

Arts and Cultural Heritage

- Develop the "Community Arts Learning Lab" program curriculum, locations and other logistics.
- Implement the "Youth Arts Initiative" identified in the Division's Strategic Plan.
- Develop additional human and financial capital through professional development and training, adequate staffing, and creating and implementing new cost recovery strategies.

Special Programs

- Implement Aging in Place recommendations with increased seasonal/intermittent funding and the addition of a Rec/Enterprise Facility Manager II for the Camp Springs Senior Activity Center.
- Continue to expand the adapted aquatic and fitness programs.
- Provide more outreach and mobile recreation via the Roving Leaders program which will be inclusive of the Street Team.

Northern, Central, and Southern Area Operations

- Provide multi-disciplinary recreation opportunities for all ages and abilities at community centers, recreation buildings, schools and parks to include comprehensive recreation class programs, signature and community-based special events, out of school time programs for youth and teens, active aging programs and targeted services to those with the highest need through the Transforming Neighborhood Initiative.
- Sustain and strengthen the parks program and its infrastructure to continue to promote play, recreation, health and wellness through the development of master plans for regional parks and the maintenance of athletic fields, trails, parks and playgrounds, custodial services, waste management, snow, leaf and ice removal and light trades.
- Implement the approved functional master plan entitled Formula 2040 through existing community center and program operations and the new multigenerational service model.

Enterprise Fund

In FY14, total Enterprise Fund operating revenues are proposed to increase by 2.1 percent to \$10.1 million. Operating expenses are projected to increase by 5.8 percent. As a result, the subsidy from the Recreation Fund is budgeted to increase by 10.1 percent to \$9.8 million.

Nearly 60 percent 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 is to not turn away any 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. 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.

Summary

In closing, the Commission continues to embrace our mission, and we remain committed to employing our collective knowledge, creativity and expertise, to provide the very best in planning, parks and recreation services for the 880,000+ residents of Prince George's County. We remain equally proud of the work of our dedicated and talented employees, and assure you that we will continue our pursuit of excellence in delivering the very best in public service.

We pledge to work with you toward improving the County economy through intelligent growth policies, through the efforts of one of the finest park and recreation operations in the country, and as a major employer, economic driver, and steward of open space in the County.

Most important, we look forward to working together with you and the Planning, Zoning and Economic Development (PZED) Committee in the coming weeks as you review this proposal, and continuing to collaborate with you in providing vital services and programs for our treasured customers – the citizens and residents of Prince George's County.

Sincerely,



Elizabeth M. Hewlett
Chairman

TABLE OF CONTENTS

	<u>Page</u>
CHAIR'S MESSAGE	
OVERVIEW	
Budget Guide.....	5
Background	12
Policies	17
Budget Issues.....	23
Fiscal and Budget Summary Schedules	31
Commission Summary by County and Fund Type	32
Commission Summary of Fund Balances/Net Position	33
Fund Summary by Department and by Division	34
Revenue and Expenditure Charts	35
Expenditure Summary by Major Object.....	36
Governmental Funds Summary.....	38
Fund Balance and Revenue/Expenditure Graphs.....	39
CAS Summary by County.....	40
Fund Schedules	42
Tax Rates and Assessable Base.....	54
Summary of Positions and Workyears	55
COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)	
Prince George's County Commissioners' Office.....	58
CAS Overview	60
Department of Human Resources and Management	66
Finance Department	76
Legal Department.....	82
Office of Internal Audit.....	85
Merit System Board.....	87
CAS Support Services.....	90
Departmental Summaries.....	92
PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT	
Executive Overview.....	101
Glossary	112
Division Budgets	
Director's Office	116
Development Review.....	120
Community Planning	124
Countywide Planning	134
Information Management.....	139
Support Services.....	142
Divisional Summaries.....	144



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

Introduction	150
Executive Overview.....	153
Director’s Office	162
Park Police	165
Administration and Development	171
Administrative Services	173
Information Technology and Communications.....	178
Park Planning and Development	183
Support Services.....	187
Facility Operations	188
Deputy Director	189
Maintenance and Development.....	190
Public Affairs and Marketing.....	194
Natural and Historical Resources	200
Sports, Health and Wellness	206
Arts and Cultural Heritage.....	210
Area Operations.....	215
Deputy Director	216
Special Programs.....	217
Northern, Central and Southern Area Programs	221
Non-Departmental, Other and Transfers.....	232
Divisional Summaries.....	235
Enterprise Fund.....	245
Capital Improvement Program	263
Debt Service	270

OTHER FUNDS

Special Revenue Funds	274
Advance Land Acquisition Funds.....	295
Park Debt Service Fund	298
Internal Service Funds	
Risk Management Fund.....	300
Capital Equipment Fund.....	304
Executive Office Building Fund.....	307
Commission-wide Group Insurance Fund.....	311

APPENDICES

Glossary	316
Acronyms	321
Historical Data.....	324
Pay Schedules	332
Spending Affordability Committee Report.....	341



Overview

OVERVIEW

Budget Guide.....	5
Background	12
Policies	17
Budget Issues.....	23
Fiscal and Budget Summary Schedules	31
Commission Summary by County and Fund Type	32
Commission Summary of Fund Balances/Net Position	33
Fund Summary by Department and by Division	34
Revenue and Expenditure Charts	35
Expenditure Summary by Major Object.....	36
Governmental Funds Summary	38
Fund Balance and Revenue/Expenditure Graphs.....	39
CAS Summary by County.....	40
Fund Schedules	42
Tax Rates and Assessable Base.....	54
Summary of Positions and Workyears	55



One
Commission

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

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.
-
-



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.

BUDGET STRUCTURE AND CONTENT

The Budget 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.
- 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 FY15 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.



Prince George's County Overview – Budget Guide

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 2015 are included:

- Commission Summary of FY15 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY13 and Budgeted Use of Fund Balance/Net Position for FY14 and FY15;
- Prince George's County FY15 Proposed Budget Summary by Fund Summary by Department by Division;
- Prince George's County FY15 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$319,824,504;
- Prince George's County FY15 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$319,824,504;
- Prince George's County FY15 Proposed Budget Summary by Major Object;
- Prince George's County FY15 Proposed Budget Summary of Funds Required (Percent of Total by Object) Total Operating Funds \$319,824,504;
- 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 FY06 Actual to FY15 Proposed;
- Prince George's County Revenues and Expenditures General Fund Accounts FY06 Actual to FY15 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 Net Position;
- Prince George's County Park Debt Service 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 Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- 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 Position;
- Prince George's County Tax Rates and Assessable Base;



Prince George's County Overview – Budget Guide

- 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;
- 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 FY15 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.



Prince George's County Overview – Budget Guide

- 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:

- **Special Revenue Funds**
- **Advance Land Acquisition (ALA) Funds**
 - ALA Debt Fund
 - ALA Revolving Fund
- **Park Debt Service Fund**
- **Internal Service Funds**
 - Risk Management Fund
 - Capital Equipment Fund
 - Executive Office Building Fund
 - Commission-wide Group Insurance Fund

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.

This Other Funds Section 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 documents prepared by the respective County governments. They are generally published by March 15th by both the Montgomery and Prince George's County governments.

Appendices

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.



Prince George's County Overview – Budget Guide

BUDGETARY BASIS

Basis of Accounting

The General, 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, the Special Revenue Funds, and the Debt Service Fund. 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, Special Revenue Funds, and the Debt Service Fund lapses at the end of the fiscal year and is rolled into the next year's fund balance. Capital project appropriations do not lapse until the project is completed.

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

BUDGET PROCESS

Budget development at the Commission is a collaborative, iterative effort 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



Prince George's County Overview – Budget Guide

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, Special Revenue Funds, and the Debt Service Fund and a budget plan for the respective 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	July to August 2013
• Meet with Spending Affordability Committee	By August 30, 2013
• Budget Overview with Planning Board	September to November 2013
• Staff Develops Budget	September to November 2013
• Planning Board Work Sessions	September to December 2013
• Spending Affordability Committee Issues Guidelines	December 2013
• Commission Approves Proposed Budget	December 18, 2013
• Staff Produce Proposed Budget Book	December 2013 to January 2014
• Submit Proposed Operating Budget and Capital Improvement Program to County Executive and County Council	January 15, 2014
• County Executive Makes Recommendations	January 15 to April 1, 2014
• County Council Holds Public Hearings	April 2014
• County Council Reviews Budget	April 2014
• County Councils Meet Jointly	May 2014
• County Councils Adopt Budget	By June 1, 2014
• Commission Adopts Budget Resolution	June 18, 2014



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 1.9 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 118 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 483 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 (2012), the County's population is currently estimated at 881,138 and growing at about 1 percent annually. African-American persons represent 65.3 percent of the population; White persons are 26.5 percent, Hispanic and Latino origin persons are 15.7 percent, and Asian persons are 4.4 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 34.8 years, approximately 23.1 percent of County residents are secondary school age or younger (under 18 years old), and approximately 10.3 percent are age 65 or older. Student enrollment in Prince George's public schools as of FY12 totaled 122,750.



Prince George's County Overview – Background

Based on 2011 U.S. Census Bureau data, the median household income in the County is \$73,568 compared to the Maryland state median of \$72,999 and national median of \$53,046. Family households account for 65 percent of County households. The 2011 median value of an owner-occupied home in Prince George's County was \$289,400 compared to a state median of \$304,900. About 30 percent of County residents over age 25 have at least a bachelor's degree. The County's labor force for 2012 averaged 469,150 and the unemployment rate was 6.8 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 establishes the Commission's work program. 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 the Parks and Recreation Department and the Planning Department are vital to maintaining and enhancing the quality of life, preserving 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 members – five from each county. In Prince George's County, the five 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 of the five 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) departments that supports operations in both counties along with the Office of Internal Auditor, the Office of the Chief Information Officer, and Merit System Board.

The budget for the CAS staff functions is divided between the two counties based on service levels where applicable. Other CAS services due to their 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 statutorily designated property taxes that must be levied on a separate county basis. In Prince George's County, county-assessed property taxes support approximately 80 percent of the Commission's tax-supported operations. The remainder of the revenues is derived from grants, interest, fees and charges, and fund balance.

The five accounts (funds) are separately maintained within the General Fund, as follows:



Prince George's County Overview – Background

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 four other types of funds in the budget. They are the Special Revenue Funds, Park Debt Service Fund, 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.

Park Debt Service Fund

The Park Debt Service Funds are used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs of bonds issued to fund the acquisition and development of parkland and park and recreation facilities.

Enterprise Fund

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 Complex 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 FY15, 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.



Prince George's County

Overview – Policies

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

The Secretary-Treasurer shall establish and maintain a system of internal controls, designed to



Prince George's County Overview – Policies

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 will slow down the implementation of the capital program to a level that meets the



Prince George's County Overview – Policies

- 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.

Changes to the Commission's total tax rate, as well as shifting tax rates between taxing districts,



Prince George's County Overview – Policies

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 99.0 percent for real property taxes and 94.5 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 impact to the operating budget as these capital facilities are completed in the future.



Prince George's County Overview – Policies

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 FY15 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 George's County. From FY10 through FY14, the assessable property tax base has lost more than 23 percent of its value in Prince George's County. The latest projections provided by the Maryland State Department of Assessments and Taxation (SDAT), released in November, show the County's FY15 real assessable base projected to grow by 0.6 percent next year, the first increase in five years. Due to a more realistic estimate for interest revenue, the remaining 5 percent of General Fund revenues are projected to decrease by 7 percent in FY15.

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 successful in bending the cost curve of major cost drivers and built 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. These fund balances were utilized in FY14 and will again be utilized in FY15 to allow services to the public to be maintained while the property assessable base continues its recovery.

Property Tax Revenue and Tax Rates

The total FY15 property tax revenue estimate for the four tax-supported¹ funds is \$213.5 million, a decline of 0.6 percent or \$1.3 million from the FY14 Adopted Budget. Although comparison with the adopted budget shows a decline, assessable base and property tax revenues in FY14 are falling short of the adopted budget. Thus the FY15 projection is for an increase of 0.6 percent over the FY14 estimate. Final SDAT estimates for FY15 will be released in March. In the Adopted Budget, staff will update property tax revenues based on that estimate.

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 FY15 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

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.



Prince George's County

Overview – Budget Issues

raising overall tax rates. The proposed tax rates for FY15 are unchanged from FY14. Those tax rates are as follows:

FY15 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

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, child care 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 \$10.8 million for FY15, an increase of \$100,000 from the FY14 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 FY15 is proposed at \$309,450 a decrease of 75 percent from the FY14 budget, in line with expected FY14 estimates.

Grant Revenues

The Planning Department anticipates grant revenue in FY15 at \$138,000, unchanged from last year. This Prince George's County grant will fund the Department's stormwater management efforts. No grants are budgeted in either the Park or Recreation Funds, although unbudgeted grants in all funds are treated as automatic budget amendments if no tax funded match is necessary to receive the grant and provide the program.



Prince George's County

Overview – Budget Issues

Enterprise Fund Revenues

In FY15, total Enterprise Fund operating revenues are proposed to increase by 2.0 percent to \$10.1 million. Operating expenses are projected to increase by 5.8 percent. As a result, the subsidy from the Recreation Fund is budgeted to increase by 10 percent to \$9.8 million.

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, FY15 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 Complex was constructed to designate a two-mile radius around the Complex, 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 FY15 Proposed Budget continues to build off of the fiscal stability created in the FY13 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 and FY14. Third, reinvest fund balances to meet core service needs.

We still face fiscal challenges in FY15. Revenues are growing albeit slowly and our major known commitment costs, including personnel costs, continue to grow, the latter fortunately at a slower rate because of the actions we have taken to restructure benefits. The Proposed Budget includes the following major known commitments for personnel costs in FY15:

- ✓ Medical Insurance and Benefit Costs;
- ✓ Full funding of OPEB PayGo and Pre-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 embedded cost pressure for personnel expenses is in excess of \$5.2 million.



Prince George's County Overview – Budget Issues

Exhibit 1

FY15 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Prince George's County Administration Fund, Park Fund, and Recreation Fund					
		FY14 Adopted	FY15 Proposed	\$ Change	% Change
OPEB					
	OPEB Prefunding	\$ 3,558,130	\$ 4,356,000	\$ 797,870	22.4%
	OPEB Paygo	5,895,926	6,449,114	553,188	9.4%
	Subtotal OPEB	9,454,056	10,805,114	1,351,058	14.3%
Pension (ERS)					
	Pension (ERS)	16,290,321	15,514,268	(776,053)	-4.8%
Health and Benefits(1)					
	Employee Health Benefits	16,155,602	17,092,582	936,980	5.8%
	Subtotal Personnel Costs	\$ 41,899,979	\$ 43,411,964	\$ 1,511,985	3.6%
Employee Compensation					
	Marker for Changes to Employee Comp.		3,660,782	3,660,782	
	Total Major Personnel Costs			\$ 5,172,767	

(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 FY15 have been determined by the actuary. The actuarial analysis has taken into account plan design changes that went into effect this fiscal year. These changes included cost share increases for retirees and employees and the adoption of a credited service model to earn the retiree health benefit for new hires.

The net change for total OPEB costs is about a \$1,351,000 increase or 14.3 percent more than FY14 Adopted.

Total OPEB funding is \$10.45 million. At this level of funding, we continue to be at 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 6 of 8 for FY15. However, as a positive consequence of the benefit restructuring changes, we reached that goal in FY13.

Pension (ERS)

As determined by the actuary, pension costs are decreasing by 4.8 percent in FY15. This represents a cost savings of \$776,000 from the FY14 Adopted Budget. This decrease is due to the change in the methodology of amortizing the unfunded liability that was presented to and adopted by the Commission, as well as increased employee contributions to the non-police pension plans, effective July 1, 2014.



Prince George's County Overview – Budget Issues

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 5.8 percent in FY15, adding \$937,000 more cost to the budget. Growth in health insurance costs continues to be offset by increased cost share paid by employees for certain health plans. The increased cost share is being phased in. The first increase was on January 1, 2013, and the second increase is on January 1, 2014. The Commission also adopted additional prescription and medical plan design changes expected to reduce cost growth in future years.

Employee Compensation

The Commission's FY15 budget plans for employee compensation changes; however, with negotiations pending, the exact budget change for compensation is not fully known. Therefore, to plan for compensation changes, the FY15 Proposed Budget includes \$3.7 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. The specific form of employee compensation adjustment will be determined through negotiations, as needed, and presented for approval at the Joint County Council Meeting in May 2014.

Exhibit 2

Summary of FY15 Proposed Budget Expenditures (net reserves, ALARF, and Internal Service Funds)

	FY14 Adopted	FY15 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 47,886,564	\$ 49,786,530	\$ 1,899,966	4.0%
Park (2)	149,593,916	144,223,392	(5,370,524)	-3.6%
Recreation (3)	71,315,222	73,827,859	2,512,637	3.5%
ALA Debt	-	-	-	-
Subtotal Tax Supported	268,795,702	267,837,781	(957,921)	-0.4%
Enterprise	18,820,620	19,906,541	1,085,921	5.8%
Special Revenue (4)	8,518,040	8,722,682	204,642	2.4%
Park Debt (5)	11,793,000	11,342,000	(451,000)	-3.8%
Total Prince George's	\$ 307,927,362	\$ 307,809,004	\$ (118,358)	0.0%

(1) Includes transfer to Special Revenue Fund

(2) Includes transfer to Debt Service and CIP

(3) Includes transfer to Enterprise Fund

(4) Includes transfer to CIP

(5) While Park bond debt service has been adopted as a transfer out of the Park Fund to the Park Debt Service Fund, FY15 is the first year the Debt Service Fund is being presented. FY14 is shown for comparison purposes.

Major Non-Personnel Cost Changes

In addition to the investments in essential needs and the reduction of project charges, both discussed below, operating budget impacts (OBI) for opening new facilities will impact the General Fund by \$1.5 million. Offsetting the increases in personnel costs are reductions of \$1.4 million of one-time FY14 expenses as well as the planned, yet significant, reduction in CIP PayGo of \$8 million. This is in line with the proposed FY15-FY20 Capital Improvement Program.



Prince George's County Overview – Budget Issues

Investing to Meet Essential Service Needs

For FY15 the investment will be made primarily in the Planning Department and consists of support for continuing and multi-year programs begun in prior fiscal years, as well as increased support for the Historic Preservation Grant program. 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	\$ 1,346,000
Administration	DHRM	92,741
Administration	Legal	40,850
Administration	Finance	100,204
Administration	Internal Audit	<u>61,200</u>
Total		\$1,640,995

Project Charge Reductions

Two years ago, we began working together with the County on a plan of phased reductions in project charges. Our plan was to reduce project charges steadily each year through FY18 - lowering the charges paid from the high of \$22 million funded in FY12 down to \$9.1 million by FY18. That plan has proved a bit too aggressive given the County's fiscal challenges. Although we took the first step of the plan together in FY13 by reducing project charges nearly \$5 million, FY14's reduction was modified to \$1.5 million. Working with the County's Office of Management and Budget, we are proposing a reduction of \$1.2 million in FY15, and a stretching out of the timeline to FY19. This effort is a key measure in rebalancing resource allocation. From FY05 to FY12, project charge funding to the County and other agencies increased from \$5 million 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.

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 could be used to maintain services and facilities through the Recession and recovery. Going into FY15, the General Fund accounts project to have combined fund balances totaling \$143.7 million. These fund balances will continue to be used to offset the impact of the minimally growing property tax revenues and the cost pressure of major known commitments. In total, the FY15 Proposed Budget uses \$54.6 million of fund balance. The majority of fund balance used is in the Park Fund (\$32.0 million), which has the most fund balance available. Of the \$32 million, \$16 million is for PayGo CIP funding. Exhibit 3 shows the projected change in fund balances for the three general fund accounts.



Prince George's County Overview – Budget Issues

Exhibit 3

FY15 Proposed Budget Use of Fund Balance Prince George's County General Fund Accounts

	FY14 Estimated Ending	FY15 Proposed Ending (Undesignated)	Use of Fund Balance(1)
Administration Fund	16,975,293	7,489,763	(9,485,530)
Park Fund	106,999,325	75,009,733	(31,989,592)
Recreation Fund	19,771,176	6,641,767	(13,129,409)
Total	143,745,794	89,141,263	(54,604,531)

(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 FY15 Proposed Budget through FY20, 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 \$11.3 million in FY15, compared to \$11.8 million in the FY14 Adopted Budget.

Expenditures for the Advance Land Acquisition Debt Service Fund are proposed at \$0 in FY15, as there is no currently 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, 2013, is estimated at \$876 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 \$47.5 million of outstanding Park Acquisition and Development Bonds. The Commission's Prince George's County bonds are rated AAA by Standard & Poor's Corporation, AA+ by Fitch Ratings, and Aa1 by Moody's Investor Services, Inc.

SPENDING AFFORDABILITY PROCESS

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



Prince George's County Overview – Budget Issues

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 2013. This proposed budget complies with the recommendations of the SAC. That report can be found in the Appendices section of the Proposed FY15 Budget Book.



FY15 Proposed Budget
Fiscal and Budget Summary Schedules



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

COMMISSION SUMMARY OF FY15 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			
	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
General Funds:										
Administration Fund	\$ 44,886,984	\$ 43,428,579	\$ 42,788,800	\$ 26,945,597	\$ 26,904,953	\$ 27,823,880	\$ 71,832,581	\$ 70,333,532	\$ 70,612,680	0.4%
Park Fund	167,858,932	119,446,886	118,070,100	82,056,028	81,370,362	90,763,062	249,914,960	200,817,248	208,833,162	4.0%
Recreation Fund	66,457,098	64,731,100	64,389,850	-	-	-	66,457,098	64,731,100	64,389,850	-0.5%
General Funds Total	279,203,014	227,606,565	225,248,750	109,001,625	108,275,315	118,586,942	388,204,639	335,881,880	343,835,692	2.4%
ALA Debt Service Fund	(2,164)	-	-	1,680,687	1,686,287	1,724,400	1,678,523	1,686,287	1,724,400	2.3%
Tax Supported Funds Total	279,200,850	227,606,565	225,248,750	110,682,312	109,961,602	120,311,342	389,883,162	337,568,167	345,560,092	2.4%
Park Debt Service Fund*	12,204,186	11,793,000	11,342,000	4,433,012	3,887,100	5,142,738	16,637,198	15,680,100	16,484,738	5.1%
Property Management Fund	-	-	-	928,915	905,600	1,026,320	928,915	905,600	1,026,320	13.3%
Special Revenue Funds	7,195,200	8,061,205	8,201,005	6,728,370	3,674,760	3,564,800	13,923,570	11,735,965	11,765,805	0.3%
Governmental Funds Total	298,600,236	247,460,770	244,791,755	122,772,609	118,429,062	130,045,200	421,372,845	365,889,832	374,836,955	2.4%
Proprietary Funds:										
Enterprise Fund	18,954,573	18,820,620	19,906,541	9,840,577	10,030,808	9,727,505	28,795,150	28,851,428	29,634,046	2.7%
Internal Service Funds:										
Risk Management Fund	5,031,861	5,538,100	6,699,500	2,973,025	2,607,700	3,519,000	8,004,886	8,145,800	10,218,500	25.4%
Capital Equipment Fund	1,114,860	689,580	649,380	1,399,029	1,491,980	1,968,130	2,513,889	2,181,560	2,617,510	20.0%
Executive Building Fund	1,206,459	977,400	1,073,800	-	-	-	1,206,459	977,400	1,073,800	9.9%
Group Insurance Fund**	-	-	-	-	-	-	40,520,053	49,274,123	51,533,593	4.6%
Internal Service Funds Total	7,353,180	7,205,080	8,422,680	4,372,054	4,099,680	5,487,130	52,245,287	60,578,883	65,443,403	8.0%
Proprietary Funds Total	26,307,753	26,025,700	28,329,221	14,212,631	14,130,488	15,214,635	81,040,437	89,430,311	95,077,449	6.3%
Private Purpose Trust Funds:										
ALA Revolving Fund	14,933	46,800	14,900	1,401,269	1,426,700	1,455,990	1,416,202	1,475,500	1,470,890	-0.2%
GRAND TOTAL	\$ 324,922,922	\$ 273,533,270	\$ 273,135,876	\$ 138,386,509	\$ 133,986,250	\$ 146,715,825	\$ 503,829,484	\$ 456,793,643	\$ 471,385,294	3.2%

Total Uses and Fund Required (includes reserve in budget amounts but not in actual)

	Prince George's County			Montgomery County			Total Commission			
	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Governmental Funds:										
General Funds:										
Administration Fund	43,065,241	50,279,392	52,274,330	24,787,963	28,665,924	30,403,937	67,853,204	78,945,316	82,678,267	4.7%
Park Fund	114,472,444	155,279,716	150,059,692	80,624,572	87,153,611	95,032,205	195,097,016	242,426,327	245,091,897	1.1%
Recreation Fund	62,730,936	74,881,022	77,519,259	-	-	-	62,730,936	74,881,022	77,519,259	3.5%
General Funds Total	220,268,621	280,433,130	279,853,281	105,412,535	115,819,535	125,436,142	325,681,156	396,252,665	405,289,423	2.3%
ALA Debt Service Fund	-	-	-	1,677,529	1,684,300	1,724,400	1,677,529	1,684,300	1,724,400	2.4%
Tax Supported Funds Total	220,268,621	280,433,130	279,853,281	107,090,064	117,503,835	127,160,542	327,358,685	397,936,965	407,013,823	2.3%
Park Debt Service Fund*	12,204,186	11,793,000	11,342,000	4,433,012	3,887,100	5,142,738	16,637,198	15,680,100	16,484,738	5.1%
Property Management Fund	-	-	-	954,518	906,458	1,026,320	954,518	906,458	1,026,320	13.2%
Special Revenue Funds	6,184,938	8,518,040	8,722,682	4,897,488	5,754,671	5,744,249	11,082,426	14,272,711	14,466,931	1.4%
Governmental Funds Total	238,657,745	300,744,170	299,917,963	117,375,082	128,052,064	139,073,849	356,032,827	428,796,234	438,991,812	2.4%
Proprietary Funds:										
Enterprise Fund	20,278,177	18,820,620	19,906,541	9,251,742	10,038,226	9,467,675	29,529,919	28,858,846	29,374,216	1.8%
Internal Service Funds:										
Risk Management Fund	5,805,918	5,381,787	6,233,647	4,201,633	2,990,642	3,783,629	10,007,551	8,372,429	10,017,276	19.6%
Capital Equipment Fund	2,740,642	512,392	1,042,047	2,834,712	1,016,994	1,359,743	5,575,354	1,529,386	2,401,790	57.0%
Executive Building Fund	1,019,667	1,194,639	1,194,639	-	-	-	1,019,667	1,194,639	1,194,639	0.0%
Group Insurance Fund**	-	-	-	-	-	-	38,533,820	49,274,123	51,611,797	4.7%
Internal Service Funds Total	9,566,227	7,088,818	8,470,333	7,036,345	4,007,636	5,143,372	55,136,392	60,370,577	65,225,502	8.0%
Proprietary Funds Total	29,844,404	25,909,438	28,376,874	16,288,087	14,045,862	14,611,047	84,666,311	89,229,423	94,599,718	6.0%
Private Purpose Trust Funds:										
ALA Revolving Fund	-	9,340,249	9,305,810	32,500	8,220,769	9,760,386	32,500	17,561,018	19,066,196	8.6%
GRAND TOTAL	\$ 268,502,149	\$ 335,993,857	\$ 337,600,647	\$ 133,695,669	\$ 150,318,695	\$ 163,445,282	\$ 440,731,638	\$ 535,586,675	\$ 552,657,726	3.2%

* The Park Debt Service Fund was not formally adopted prior to FY15, but is included here for comparison purposes.

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

Explanatory Note: This schedule summarizes the total revenues and total funds required for FY15. 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 following page. The two schedules are intended to be read together to provide a fuller picture of the financial condition of each fund.

Prince George's County

Overview - Fiscal and Budget Summary Schedules

COMMISSION SUMMARY

Summary of Changes in Actual Fund Balance/Net Position for FY13 and Budgeted Use of Fund Balance/Net Position for FY14 and FY15

	Prince George's County			Montgomery County			Total Commission		
	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	FY 13 Actual	FY 14 Adopted	FY 15 Proposed
Governmental Funds:									
Administration Fund	1,821,743	(6,850,813)	(9,485,530)	2,157,634	(1,760,971)	(2,580,057)	3,979,377	(8,611,784)	(12,065,587)
Park Fund	53,386,488	(35,825,830)	(31,989,592)	1,431,456	(5,783,249)	(4,269,143)	54,817,944	(41,609,079)	(36,258,735)
Recreation Fund	3,726,162	(10,149,922)	(13,129,409)	-	-	-	3,726,162	(10,149,922)	(13,129,409)
General Funds Total	58,934,393	(52,826,565)	(54,604,531)	3,589,090	(7,544,220)	(6,849,200)	62,523,483	(60,370,785)	(61,453,731)
ALA Debt Service Fund	(2,164)	-	-	3,158	1,987	-	994	1,987	-
Tax Supported Funds Total	58,932,229	(52,826,565)	(54,604,531)	3,592,248	(7,542,233)	(6,849,200)	62,524,477	(60,368,798)	(61,453,731)
Park Debt Service Fund*	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	(25,603)	(858)	-	(25,603)	(858)	-
Special Revenue Funds	1,010,262	(456,835)	(521,677)	1,830,882	(2,079,911)	(2,179,449)	2,841,144	(2,536,746)	(2,701,126)
Governmental Funds Total	59,942,491	(53,283,400)	(55,126,208)	5,397,527	(9,623,002)	(9,028,649)	65,340,018	(62,906,402)	(64,154,857)
Proprietary Funds:									
Enterprise Fund	(1,323,604)	-	-	588,835	(7,418)	259,830	(734,769)	(7,418)	259,830
Risk Management Fund	(774,057)	156,313	465,853	(1,228,608)	(382,942)	(264,629)	(2,002,665)	(226,629)	201,224
Capital Equipment Fund	(1,625,782)	177,188	(392,667)	(1,435,683)	474,986	608,387	(3,061,465)	652,174	215,720
Executive Building Fund	186,792	(217,239)	(120,839)	-	-	-	186,792	(217,239)	(120,839)
Group Insurance Fund**	-	-	-	-	-	-	1,986,233	-	(78,204)
Internal Service Funds Total	(2,213,047)	116,262	(47,653)	(2,664,291)	92,044	343,758	(2,891,105)	208,306	217,901
Proprietary Funds Total	(3,536,651)	116,262	(47,653)	(2,075,456)	84,626	603,588	(3,625,874)	200,888	477,731
Private Purpose Trust Funds:									
ALA Revolving Fund	14,933	(9,293,449)	(9,290,910)	1,368,769	(6,794,069)	(8,304,396)	1,383,702	(16,087,518)	(17,595,306)
GRAND TOTAL	56,420,773	(62,460,587)	(64,464,771)	4,690,840	(16,332,445)	(16,729,457)	63,097,846	(78,793,032)	(81,272,432)

* The Park Debt Service Fund was not formally adopted prior to FY15, but is included here for comparison purposes.

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

Explanatory Note: This schedule summarizes the change in fund balances and net position for the FY13 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.



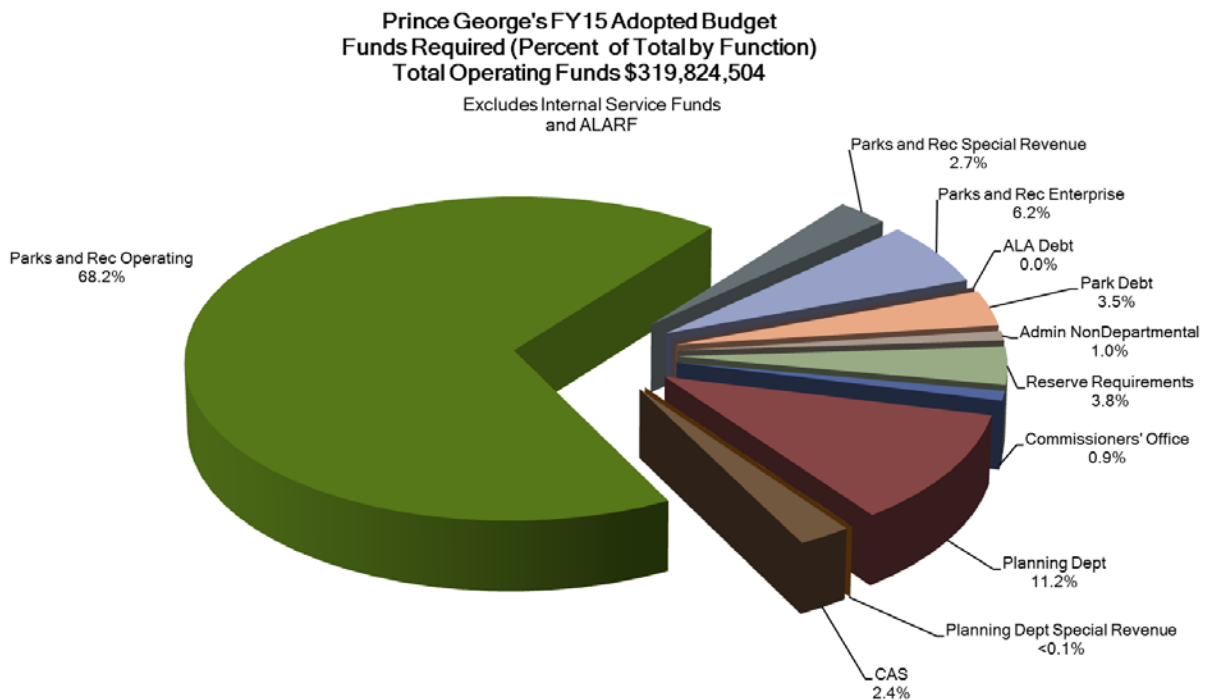
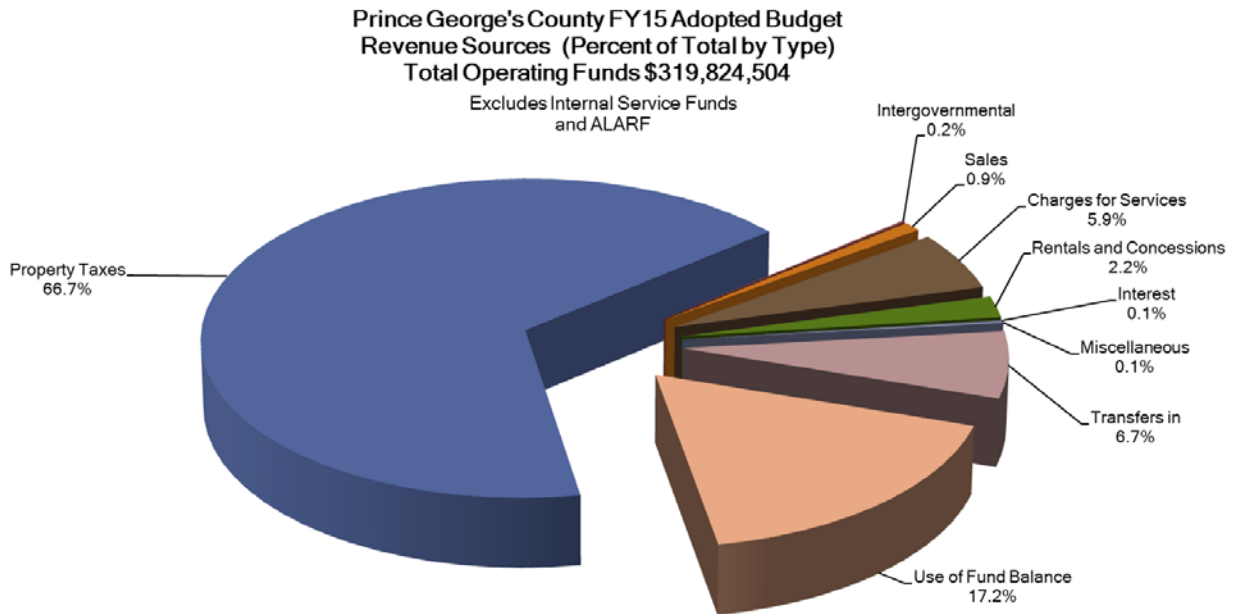
Prince George's County Overview - Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY FY15 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

Sources:	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	Executive Building Internal Service Fund	Total
Property Taxes	\$ 41,848,800	\$ 115,140,300	\$ 56,462,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,451,900
Intergovernmental	189,000	-	-	-	-	-	375,000	-	-	-	-	564,000
Sales	65,000	-	70,000	-	-	-	427,200	2,381,000	-	-	-	2,943,200
Charges for Services	602,000	152,800	6,785,400	-	-	-	6,291,900	4,892,948	6,670,700	642,380	1,073,800	27,111,928
Rentals and Concessions	-	2,284,500	883,900	-	-	-	917,900	2,794,300	-	-	-	6,880,600
Interest	74,000	151,000	84,450	-	-	14,900	9,905	10,752	28,800	7,000	-	380,807
Miscellaneous	10,000	186,000	103,300	-	-	-	149,100	-	-	-	-	448,400
Total Revenues	42,788,800	117,914,600	64,389,850	-	-	14,900	8,171,005	10,079,000	6,699,500	649,380	1,073,800	251,780,835
Transfers In	-	155,500	-	11,342,000	-	-	30,000	9,827,541	-	-	-	21,355,041
Use of Fund Balance/Net Assets	9,485,530	31,989,592	13,129,409	-	-	9,290,910	521,677	-	-	392,667	120,839	64,930,624
Total Available Funds	\$ 52,274,330	\$ 150,059,692	\$ 77,519,259	\$ 11,342,000	\$ -	\$ 9,305,810	\$ 8,722,682	\$ 19,906,541	\$ 6,699,500	\$ 1,042,047	\$ 1,194,639	\$ 338,066,500
Uses:												
Commissioners' Office	3,033,479	-	-	-	-	-	-	-	-	-	-	3,033,479
Planning Department	-	-	-	-	-	-	-	-	-	-	-	-
Director's Office	4,618,207	-	-	-	-	-	-	-	-	-	-	4,618,207
Development Review	5,524,640	-	-	-	-	-	-	-	-	-	-	5,524,640
Community Planning	5,145,978	-	-	-	-	-	-	-	-	-	-	5,145,978
Information Management	5,417,433	-	-	-	-	-	-	-	-	-	-	5,417,433
Countywide Planning	6,427,287	-	-	-	-	-	-	-	-	-	-	6,427,287
Support Services	8,505,500	-	-	-	-	-	-	-	-	-	-	8,505,500
Grants	138,000	-	-	-	-	-	-	-	-	-	-	138,000
Special Revenue Operations	-	-	-	-	-	-	30,000	-	-	-	-	30,000
Planning Operations Total	35,777,045	-	-	-	-	-	30,000	-	-	-	-	35,807,045
Central Administrative Services (CAS):												
Dept. of Human Resources and Mgmt	2,337,986	-	-	-	-	-	-	-	-	-	-	2,337,986
Department of Finance	3,536,161	-	-	-	-	-	-	-	-	-	-	3,536,161
Legal Department	887,882	-	-	-	-	-	-	-	-	-	-	887,882
Merit System Board	80,914	-	-	-	-	-	-	-	-	-	-	80,914
Office of Internal Audit	337,362	-	-	-	-	-	-	-	-	-	-	337,362
Support Services	653,634	-	-	-	-	-	-	-	-	-	-	653,634
CAS Total	7,833,939	-	-	-	-	-	-	-	-	-	-	7,833,939
Parks and Rec. Operating Divisions:												
Office of the Director	-	19,422,400	-	-	-	-	-	-	-	-	-	19,422,400
Administration and Development	-	30,508,400	7,434,155	-	-	-	-	-	-	-	-	37,942,555
Facility Operations	-	38,105,290	16,575,056	-	-	-	-	-	-	-	-	54,680,346
Area Operations	-	19,580,668	31,702,942	-	-	-	-	-	-	-	-	51,283,610
Special Revenue Operations	-	-	-	-	-	-	8,692,682	-	-	-	-	8,692,682
Enterprise Operations	-	-	-	-	-	-	-	19,906,541	-	-	-	19,906,541
Total Park and Rec. Operations	-	107,616,758	55,712,153	-	-	-	8,692,682	19,906,541	-	-	-	191,928,134
NonDepartmental	3,112,067	9,109,634	8,288,165	-	-	-	-	19,906,541	-	-	-	20,509,866
Advanced Land Acquisition	-	-	-	-	-	-	-	-	-	-	-	9,305,810
Debt Service	-	-	-	11,342,000	-	9,305,810	-	-	-	-	-	11,342,000
Risk Management Operating	-	-	-	-	-	-	-	-	6,233,647	-	-	6,233,647
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	1,042,047	-	1,042,047
Executive Office Building Operating	-	-	-	-	-	-	-	-	-	1,194,639	-	1,194,639
Transfers Out	30,000	27,487,000	9,827,541	-	-	-	-	-	-	-	-	37,394,541
Total Uses	\$ 49,786,530	\$ 144,223,392	\$ 73,827,859	\$ 11,342,000	\$ -	\$ 9,305,810	\$ 8,722,682	\$ 19,906,541	\$ 6,233,647	\$ 1,042,047	\$ 1,194,639	\$ 325,585,147
Designated Expenditure Reserve @ 5%	2,487,800	5,836,300	3,691,400	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	12,015,500
Excess of Sources over Uses	-	-	-	-	-	-	-	-	-	-	-	465,853
Total Required Funds	\$ 52,274,330	\$ 150,059,692	\$ 77,519,259	\$ 11,342,000	\$ -	\$ 9,305,810	\$ 8,722,682	\$ 19,906,541	\$ 6,699,500	\$ 1,042,047	\$ 1,194,639	\$ 338,066,500
Total Funded Career Positions	276.90	746.00	269.00	-	-	-	-	68.00	3.00	1.00	2.00	1,365.90
Total Funded Workyears	268.20	865.30	729.10	-	-	-	215.50	181.00	3.15	1.00	2.00	2,265.25



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



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

PRINCE GEORGE'S COUNTY FY15 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

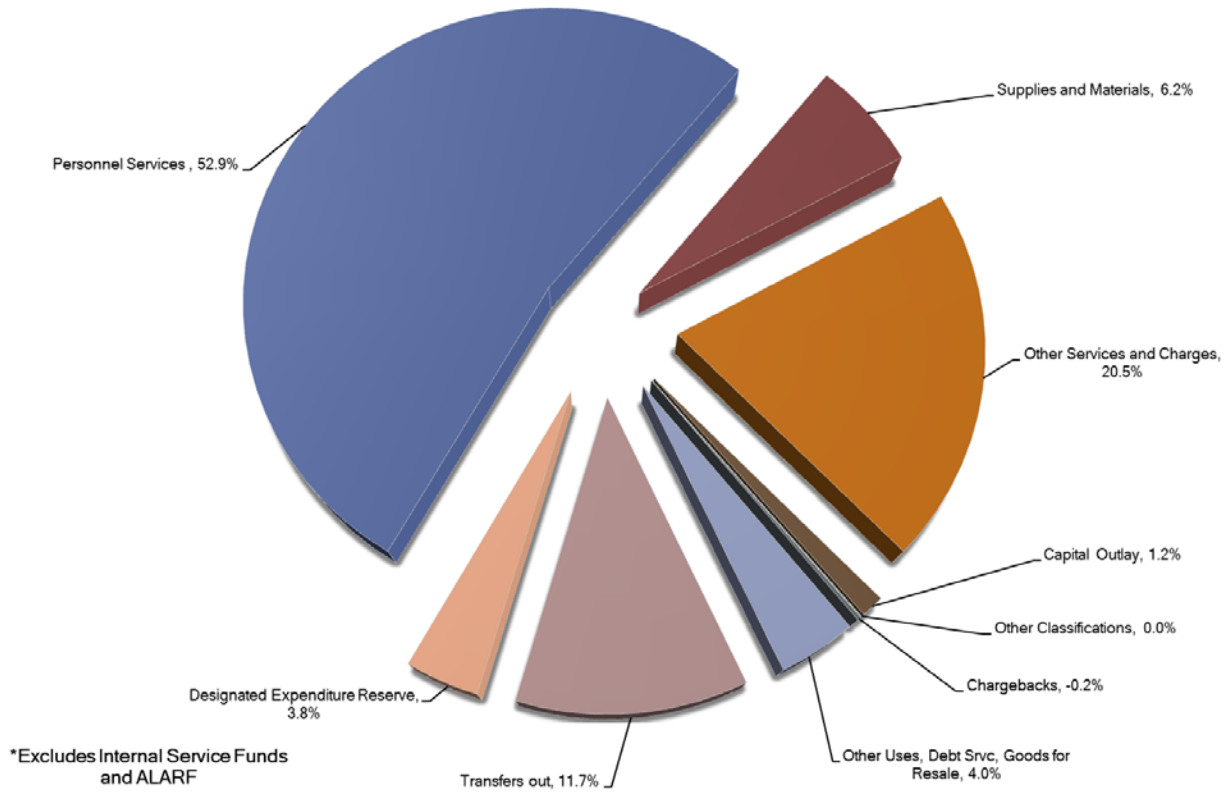
	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Other Classifications	Charge-backs	Other Uses, Debt Service, Goods for Resale	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:										
General Funds:										
Administration Fund										
Commissioners' Office	\$ 1,559,833	\$ 39,000	\$ 1,422,146	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,033,479
Planning Department	20,542,745	640,400	14,156,900	170,000	-	267,000	-	30,000	-	35,807,045
DHRM	2,251,070	46,646	447,099	-	-	(406,829)	-	-	-	2,337,986
Department of Finance	4,055,370	104,300	866,491	-	-	(1,490,000)	-	-	-	3,536,161
Legal Department	1,403,029	13,112	182,759	-	-	(711,018)	-	-	-	887,882
Merit System Board	60,514	900	19,500	-	-	-	-	-	-	80,914
Office of Internal Audit	390,662	9,500	7,200	-	-	(70,000)	-	-	-	337,362
CAS Support Services	5,490	18,666	629,478	-	-	-	-	-	-	653,634
Non-Departmental	3,112,067	-	-	-	-	-	-	-	-	3,112,067
Budgetary Reserve	-	-	-	-	-	-	-	-	2,487,800	2,487,800
Administration Fund Total	33,380,780	872,524	17,731,573	182,500	-	(2,410,847)	-	30,000	2,487,800	52,274,330
Park Fund										
Department of Parks and Recreation	78,825,892	10,140,000	23,841,100	2,551,000	-	1,368,400	-	27,497,000	5,836,300	150,059,692
Park Fund Total	78,825,892	10,140,000	23,841,100	2,551,000	-	1,368,400	-	27,497,000	5,836,300	150,059,692
Recreation Fund										
Department of Parks and Recreation	41,494,048	4,765,400	16,844,670	788,400	-	107,800	-	9,827,541	3,691,400	77,519,259
Recreation Fund Total	41,494,048	4,765,400	16,844,670	788,400	-	107,800	-	9,827,541	3,691,400	77,519,259
General Funds Total	153,700,720	15,777,924	58,417,343	3,521,900	-	(934,647)	-	37,354,541	12,015,500	279,853,281
ALA Debt Service Fund										
Tax Supported Funds Total	153,700,720	15,777,924	58,417,343	3,521,900	-	(934,647)	-	37,354,541	12,015,500	279,853,281
Park Debt Service Fund										
Park Debt Service Fund	-	-	-	-	-	-	11,342,000	-	-	11,342,000
Special Revenue Funds										
Planning Department	-	-	-	-	-	-	-	30,000	-	30,000
Department of Parks and Recreation	4,439,800	1,882,682	2,199,400	40,000	-	130,800	-	-	-	8,692,682
Special Revenue Funds Total	4,439,800	1,882,682	2,199,400	40,000	-	130,800	-	30,000	-	8,722,682
Governmental Funds Total	158,140,520	17,660,606	60,616,743	3,561,900	-	(803,847)	11,342,000	37,384,541	12,015,500	299,917,963
Proprietary Funds:										
Enterprise Fund										
Department of Parks and Recreation	11,008,141	2,009,100	4,939,400	236,800	-	290,700	1,422,400	-	-	19,906,541
Enterprise Fund Total	11,008,141	2,009,100	4,939,400	236,800	-	290,700	1,422,400	-	-	19,906,541
Internal Service Funds:										
Risk Management Fund	420,894	20,578	5,520,345	-	-	271,830	-	-	-	6,233,647
Capital Equipment Fund	190,883	4,996	493,268	-	-	18,200	334,700	-	-	1,042,047
Executive Building Fund	247,264	19,800	538,267	389,308	-	-	-	-	-	1,194,639
Internal Service Funds Total	859,041	45,374	6,551,880	389,308	-	290,030	334,700	-	-	8,470,333
Proprietary Funds Total	12,726,223	2,099,848	18,043,160	1,015,416	-	870,760	2,091,800	-	-	28,376,874
Private Purpose Trust Funds:										
ALA Revolving Fund										
Private Purpose Trust Funds Total	-	-	-	9,305,810	-	-	-	-	-	9,305,810
GRAND TOTAL	\$ 170,866,743	\$ 19,760,454	\$ 78,659,903	\$ 13,883,126	\$ -	\$ 66,913	\$ 13,433,800	\$ 37,384,541	\$ 12,015,500	\$ 337,600,647

* Park Fund transfer out includes the transfers to CJP Pay-Go (\$16.2M), and to Debt Service (\$11.3M)



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

Prince George's County FY15 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds* \$319,824,504



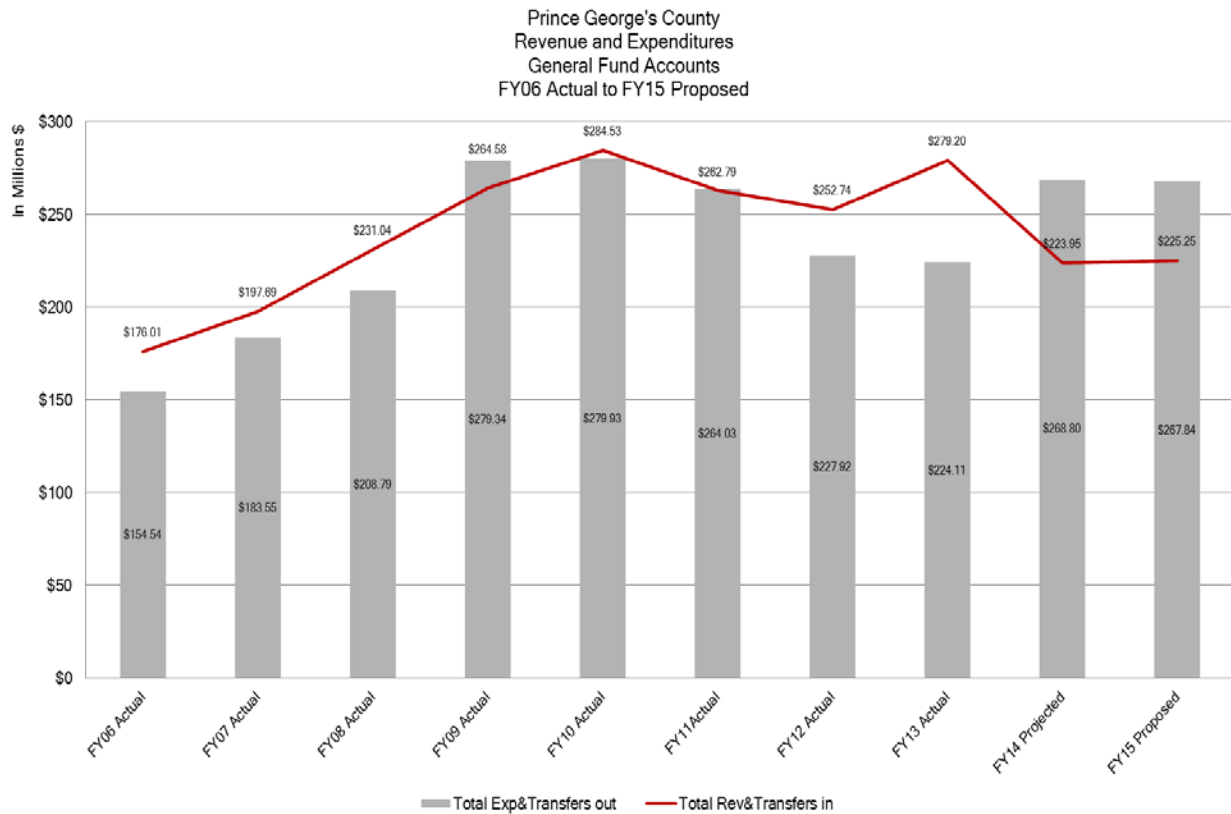
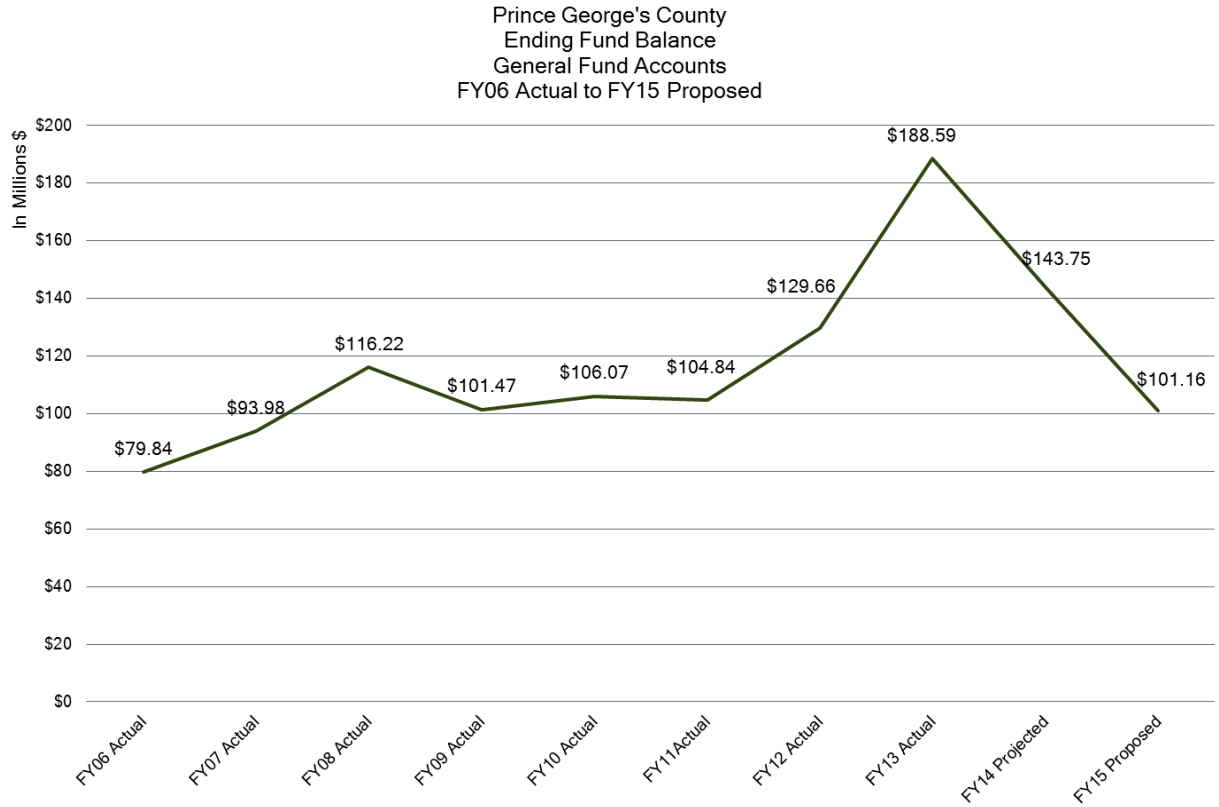
Prince George's County Overview - Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015

	General Fund Accounts		Advance Land Acquisition Debt Service		Total Tax Supported Funds		Park Debt Service Fund		Special Revenue Funds		Total Governmental Funds		% Change
	FY 14 Adopted	FY 15 Proposed	FY 14 Adopted	FY 15 Proposed	FY 14 Adopted	FY 15 Proposed	FY 14 Adopted*	FY 15 Proposed	FY 14 Adopted	FY 15 Proposed	FY 14 Adopted	FY 15 Proposed	
Revenues:													
Property Taxes	214,711,965	213,451,900	-	-	214,711,965	213,451,900	-	-	-	-	214,711,965	213,451,900	-0.6%
Intergovernmental - Federal	-	-	-	-	-	-	-	-	375,000	375,000	375,000	375,000	0.0%
State	-	-	-	-	-	-	-	-	-	-	-	-	-
County - Grant	138,000	138,000	-	-	138,000	138,000	-	-	-	-	138,000	138,000	0.0%
County - Non-Grant Permit Fee	67,000	51,000	-	-	67,000	51,000	-	-	-	-	67,000	51,000	-23.9%
Sales	113,000	135,000	-	-	113,000	135,000	-	-	431,100	427,200	544,100	562,200	3.3%
Charges for Services	7,443,200	7,540,200	-	-	7,443,200	7,540,200	-	-	6,251,200	6,291,900	13,694,400	13,832,100	1.0%
Rentals and Concessions	3,191,400	3,168,400	-	-	3,191,400	3,168,400	-	-	869,600	917,900	4,061,000	4,086,300	0.6%
Interest	1,259,000	309,450	-	-	1,259,000	309,450	-	-	27,005	9,905	1,286,005	319,355	-75.2%
Miscellaneous	333,000	299,300	-	-	333,000	299,300	-	-	77,300	149,100	410,300	448,400	9.3%
Total Revenues	227,256,565	225,093,250	-	-	227,256,565	225,093,250	-	-	8,031,205	8,171,005	235,287,770	233,264,255	-0.9%
Expenditures:													
Personnel Services	148,386,675	153,700,720	-	-	148,386,675	153,700,720	-	-	4,440,340	4,439,800	152,827,015	158,140,520	3.5%
Supplies and Materials	14,881,100	15,777,924	-	-	14,881,100	15,777,924	-	-	1,874,000	1,882,682	16,755,100	17,660,606	5.4%
Other Services and Charges	58,605,490	58,417,343	-	-	58,605,490	58,417,343	-	-	2,062,000	2,199,400	60,667,490	60,161,743	-0.1%
Debt Service	-	-	-	-	-	-	11,793,000	11,342,000	-	-	11,793,000	11,342,000	-3.8%
Capital Outlay	2,753,500	3,521,900	-	-	2,753,500	3,521,900	-	-	-	40,000	2,753,500	3,561,900	29.4%
Other Classifications	(801,283)	(934,647)	-	-	(801,283)	(934,647)	-	-	111,700	130,800	(689,583)	(803,847)	-16.6%
Chargebacks	223,825,482	230,483,240	-	-	223,825,482	230,483,240	-	-	8,488,040	8,692,682	244,106,522	250,517,922	2.6%
Total Expenditures	3,431,083	(5,389,990)	-	-	3,431,083	(5,389,990)	(11,793,000)	(11,342,000)	(456,835)	(521,677)	(8,818,752)	(17,253,667)	95.6%
Excess of Revenues over (under) Expenditures													
Other Financing Sources (Uses):													
Transfers In													
Total Transfers In	350,000	155,500	-	-	350,000	155,500	11,793,000	11,342,000	30,000	30,000	12,173,000	11,527,500	-5.3%
Transfers (Out):													
Total Transfers (Out)	(44,970,220)	(37,354,541)	-	-	(44,970,220)	(37,354,541)	-	-	(30,000)	(30,000)	(45,000,220)	(37,384,541)	-16.9%
Total Other Financing Sources (Uses)	(44,620,220)	(37,199,041)	-	-	(44,620,220)	(37,199,041)	11,793,000	11,342,000	-	-	(32,827,220)	(25,857,041)	-21.2%
Total Uses	268,795,702	267,837,781	-	-	268,795,702	267,837,781	11,793,000	11,342,000	8,518,040	8,722,682	289,106,742	287,902,463	-0.4%
Excess of Sources over (under) Uses	(41,189,137)	(42,589,031)	-	-	(41,189,137)	(42,589,031)	-	-	(456,835)	(521,677)	(41,645,972)	(43,110,708)	3.5%
Designated Expenditure Reserve @ 5%	11,637,428	12,015,500	-	-	11,637,428	12,015,500	-	-	-	-	11,637,428	12,015,500	3.2%
Total Required Funds	280,433,130	279,853,281	-	-	280,433,130	279,853,281	11,793,000	11,342,000	8,518,040	8,722,682	300,744,170	299,917,963	-0.3%
Excess of Sources over (under) Total Funds Required	(52,826,565)	(54,604,531)	-	-	(52,826,565)	(54,604,531)	-	-	(456,835)	(521,677)	-	-	-
Fund Balance - Beginning	169,243,403	143,745,794	-	(2,892)	169,243,403	143,742,902	-	-	4,547,145	5,663,572	173,790,548	149,406,474	-14.0%
Fund Balance - Ending	128,054,266	101,156,763	-	(2,892)	128,054,266	101,153,871	-	-	4,090,310	5,141,895	132,144,576	106,295,766	-19.6%

* The Park Debt Service Fund was not formally adopted prior to FY15, but is included here for comparison purposes.
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



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 2015**

	Montgomery County			Prince George's County			Combined Department Total		
	FY 14 Adopted	FY 15 Proposed	% Change	FY 14 Adopted	FY 15 Proposed	% Change	FY 14 Adopted	FY 15 Proposed	% Change
DHRM									
Personnel Services	1,670,601	1,754,392	5.0%	2,356,001	2,251,070	-4.5%	4,026,602	4,005,462	-0.5%
Supplies and Materials	41,500	36,354	-12.4%	41,500	46,646	12.4%	83,000	83,000	0.0%
Other Services and Charges	338,520	348,451	2.9%	378,880	447,099	18.0%	717,400	795,550	10.9%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,050,621	2,139,197	4.3%	2,776,381	2,744,815	-1.1%	4,827,002	4,884,012	1.2%
Chargebacks	(139,190)	(153,393)	10.2%	(376,048)	(406,829)	8.2%	(515,238)	(560,222)	8.7%
Total	1,911,431	1,985,804	3.9%	2,400,333	2,337,986	-2.6%	4,311,764	4,323,790	0.3%
Department of Finance									
Personnel Services	2,961,259	3,002,336	1.4%	3,869,506	4,055,370	4.8%	6,830,765	7,057,706	3.3%
Supplies and Materials	79,900	79,900	0.0%	104,300	104,300	0.0%	184,200	184,200	0.0%
Other Services and Charges	581,400	663,263	14.1%	759,600	866,491	14.1%	1,341,000	1,529,754	14.1%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,622,559	3,745,499	3.4%	4,733,406	5,026,161	6.2%	8,355,965	8,771,660	5.0%
Chargebacks	(704,200)	(757,200)	7.5%	(1,402,500)	(1,490,000)	6.2%	(2,106,700)	(2,247,200)	6.7%
Total	2,918,359	2,988,299	2.4%	3,330,906	3,536,161	6.2%	6,249,265	6,524,460	4.4%
Legal Department									
Personnel Services	1,804,260	1,785,674	-1.0%	1,281,425	1,403,029	9.5%	3,085,685	3,188,703	3.3%
Supplies and Materials	14,900	16,688	12.0%	14,900	13,112	-12.0%	29,800	29,800	0.0%
Other Services and Charges	202,706	232,603	14.7%	202,706	182,759	-9.8%	405,412	415,362	2.5%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,021,866	2,034,965	0.6%	1,499,031	1,598,900	6.7%	3,520,897	3,633,865	3.2%
Chargebacks	(555,650)	(578,119)	4.0%	(692,335)	(711,018)	2.7%	(1,247,985)	(1,289,137)	3.3%
Total	1,466,216	1,456,846	-0.6%	806,696	887,882	10.1%	2,272,912	2,344,728	3.2%
Merit System Board									
Personnel Services	61,496	60,514	-1.6%	61,496	60,514	-1.6%	122,992	121,028	-1.6%
Supplies and Materials	900	900	0.0%	900	900	0.0%	1,800	1,800	0.0%
Other Services and Charges	17,000	19,500	14.7%	17,000	19,500	14.7%	34,000	39,000	14.7%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	79,396	80,914	1.9%	79,396	80,914	1.9%	158,792	161,828	1.9%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	79,396	80,914	1.9%	79,396	80,914	1.9%	158,792	161,828	1.9%

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

-CONTINUED-
CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2015

	Montgomery County			Prince George's County			Combined Department Total		
	FY 14 Adopted	FY 15 Proposed	% Change	FY 14 Adopted	FY 15 Proposed	% Change	FY 14 Adopted	FY 15 Proposed	% Change
Office of Internal Audit									
Personnel Services	146,239	184,754	26.3%	308,169	390,662	26.8%	454,408	575,416	26.6%
Supplies and Materials	5,500	5,500	0.0%	9,500	9,500	0.0%	15,000	15,000	0.0%
Other Services and Charges	4,100	4,100	0.0%	7,200	7,200	0.0%	11,300	11,300	0.0%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	155,839	194,354	24.7%	324,869	407,362	25.4%	480,708	601,716	25.2%
Chargebacks	-	-	-	(60,000)	(70,000)	16.7%	(60,000)	(70,000)	16.7%
Total	155,839	194,354	24.7%	264,869	337,362	27.4%	420,708	531,716	26.4%
CAS Support Services									
Personnel Services	5,000	4,510	-9.8%	5,000	5,490	9.8%	10,000	10,000	0.0%
Supplies and Materials	17,000	15,334	-9.8%	17,000	18,666	9.8%	34,000	34,000	0.0%
Other Services and Charges	537,550	517,113	-3.8%	537,550	629,478	17.1%	1,075,100	1,146,591	6.6%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	559,550	536,957	-4.0%	559,550	663,634	16.8%	1,119,100	1,190,591	6.4%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	559,550	536,957	-4.0%	559,550	663,634	16.8%	1,119,100	1,190,591	6.4%
Total Central Administrative Services									
Personnel Services	6,648,855	6,792,180	2.2%	7,881,597	8,166,135	3.6%	14,530,452	14,958,315	2.9%
Supplies and Materials	159,700	154,676	-3.1%	188,100	193,124	2.7%	347,800	347,800	0.0%
Other Services and Charges	1,681,276	1,785,030	6.2%	1,902,936	2,152,527	13.1%	3,584,212	3,937,557	9.9%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	8,489,831	8,731,886	2.9%	9,972,633	10,511,786	5.4%	18,462,464	19,243,672	4.2%
Chargebacks	(1,399,040)	(1,488,712)	6.4%	(2,530,883)	(2,677,847)	5.8%	(3,929,923)	(4,166,559)	6.0%
Total	\$ 7,090,791	\$ 7,243,174	2.1%	\$ 7,441,750	\$ 7,833,939	5.3%	\$ 14,532,541	\$ 15,077,113	3.7%

* % 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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ 43,333,491	\$ 42,310,279	\$ 41,604,800	\$ 41,848,800	-1.1%
Intergovernmental -					
Federal	596,531	-	-	-	-
State	-	-	-	-	-
County - Grant	122,350	138,000	138,000	138,000	0.0%
County - Non-Grant Permit Fee	52,380	67,000	67,000	51,000	-23.9%
Sales	93,655	40,000	40,000	65,000	62.5%
Charges for Services	620,467	597,000	597,000	602,000	0.8%
Rentals and Concessions	-	-	-	-	-
Interest	59,370	226,300	65,000	74,000	-67.3%
Miscellaneous	8,740	50,000	50,000	10,000	-80.0%
Total Revenues	<u>44,886,984</u>	<u>43,428,579</u>	<u>42,561,800</u>	<u>42,788,800</u>	<u>-1.5%</u>
Expenditures:					
Personnel Services	28,191,305	32,580,055	32,563,305	33,380,780	2.5%
Supplies and Materials	571,690	847,300	847,300	872,524	3.0%
Other Services and Charges	15,809,562	16,588,192	16,604,942	17,731,573	6.9%
Capital Outlay	737,025	126,500	126,500	182,500	44.3%
Other Classifications	-	-	-	-	-
Chargebacks	(2,274,341)	(2,285,483)	(2,285,483)	(2,410,847)	5.5%
Total Expenditures	<u>43,035,241</u>	<u>47,856,564</u>	<u>47,856,564</u>	<u>49,756,530</u>	<u>4.0%</u>
Excess of Revenues over (under) Expenditures	<u>1,851,743</u>	<u>(4,427,985)</u>	<u>(5,294,764)</u>	<u>(6,967,730)</u>	<u>57.4%</u>
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)	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>0.0%</u>
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>43,065,241</u>	<u>47,886,564</u>	<u>47,886,564</u>	<u>49,786,530</u>	<u>4.0%</u>
Excess of Sources over (under) Uses	<u>1,821,743</u>	<u>(4,457,985)</u>	<u>(5,324,764)</u>	<u>(6,997,730)</u>	<u>57.0%</u>
Designated Expenditure Reserve @ 5%	-	2,392,828	-	2,487,800	4.0%
Total Required Funds	<u>43,065,241</u>	<u>50,279,392</u>	<u>47,886,564</u>	<u>52,274,330</u>	<u>4.0%</u>
Excess of Sources over (under) Total Funds Required	<u>1,821,743</u>	<u>(6,850,813)</u>	<u>(5,324,764)</u>	<u>(9,485,530)</u>	<u>38.5%</u>
Fund Balance - Beginning	<u>20,478,314</u>	<u>18,286,014</u>	<u>22,300,057</u>	<u>16,975,293</u>	<u>-7.2%</u>
Fund Balance - Ending	<u>22,300,057</u>	<u>13,828,029</u>	<u>16,975,293</u>	<u>9,977,563</u>	<u>-27.8%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	2,392,828	-	2,487,800	4.0%
Undesignated Fund Balance	<u>22,300,057</u>	<u>11,435,201</u>	<u>16,975,293</u>	<u>7,489,763</u>	<u>-34.5%</u>
Total Ending Fund Balance	<u>\$ 22,300,057</u>	<u>\$ 13,828,029</u>	<u>\$ 16,975,293</u>	<u>\$ 9,977,563</u>	<u>-27.8%</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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ 119,484,069	\$ 115,671,086	\$ 114,469,200	\$ 115,140,300	-0.5%
Intergovernmental -					
Federal	36,642	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	1,760	3,000	3,000	-	-100.0%
Charges for Services	126,273	117,800	117,800	152,800	29.7%
Rentals and Concessions	2,336,773	2,310,500	2,310,500	2,284,500	-1.1%
Interest	93,217	800,000	120,000	151,000	-81.1%
Miscellaneous	238,895	194,500	194,500	186,000	-4.4%
Total Revenues	122,317,629	119,096,886	117,215,000	117,914,600	-1.0%
Expenditures:					
Personnel Services	68,360,070	75,836,218	75,836,218	78,825,892	3.9%
Supplies and Materials	9,267,682	9,661,600	9,661,600	10,140,000	5.0%
Other Services and Charges	19,855,533	24,718,898	24,718,898	23,841,100	-3.6%
Capital Outlay	3,344,496	1,921,000	1,921,000	2,551,000	32.8%
Other Classifications	497	-	-	-	-
Chargebacks	1,439,980	1,438,200	1,438,200	1,368,400	-4.9%
Total Expenditures	102,268,258	113,575,916	113,575,916	116,726,392	2.8%
Excess of Revenues over (under) Expenditures	20,049,371	5,520,970	3,639,084	1,188,208	-78.5%
Other Financing Sources (Uses):					
Transfers In:					
Capital Projects Funds	45,541,303	350,000	200,000	155,500	-55.6%
Total Transfers In	45,541,303	350,000	200,000	155,500	-55.6%
Transfers (Out):					
Capital Project Fund	-	(24,225,000)	(24,225,000)	(16,155,000)	-33.3%
Debt Service Fund	(12,204,186)	(11,793,000)	(11,793,000)	(11,342,000)	-3.8%
Enterprise Fund	-	-	-	-	-
Total Transfers (Out)	(12,204,186)	(36,018,000)	(36,018,000)	(27,497,000)	-23.7%
Total Other Financing Sources (Uses)	33,337,117	(35,668,000)	(35,818,000)	(27,341,500)	-79.2%
Total Uses	114,472,444	149,593,916	149,593,916	144,223,392	-3.6%
Excess of Sources over (under) Uses	53,386,488	(30,147,030)	(32,178,916)	(26,153,292)	-13.2%
Designated Expenditure Reserve @ 5%	-	5,678,800	-	5,836,300	2.8%
Total Required Funds	114,472,444	\$ 155,272,716	149,593,916	150,059,692	-3.4%
Excess of Sources over (under) Total Funds Required	53,386,488	(35,825,830)	(32,178,916)	(31,989,592)	-10.7%
Fund Balance - Beginning	85,791,753	129,331,153	139,178,241	106,999,325	-17.3%
Fund Balance - Ending	139,178,241	99,184,123	106,999,325	80,846,033	-18.5%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	5,678,800	-	5,836,300	2.8%
Undesignated Fund Balance	139,178,241	93,505,323	106,999,325	75,009,733	-19.8%
Total Ending Fund Balance	\$ 139,178,241	\$ 99,184,123	\$ 106,999,325	\$ 80,846,033	-18.5%

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 COUNTY RECREATION FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ 58,358,827	\$ 56,730,600	\$ 56,133,600	\$ 56,462,800	-0.5%
Intergovernmental -					
Federal	12,955	-	-	-	-
State	346,871	-	-	-	-
County - Grant	50,115	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	52,884	70,000	70,000	70,000	0.0%
Charges for Services	6,578,461	6,728,400	6,728,400	6,785,400	0.8%
Rentals and Concessions	905,883	880,900	880,900	883,900	0.3%
Interest	68,215	232,700	70,000	84,450	-63.7%
Miscellaneous	82,887	88,500	88,500	103,300	16.7%
Total Revenues	66,457,098	64,731,100	63,971,400	64,389,850	-0.5%
Expenditures:					
Personnel Services	35,126,053	39,970,402	39,970,402	41,494,048	3.8%
Supplies and Materials	3,171,087	4,372,200	4,372,200	4,765,400	9.0%
Other Services and Charges	14,290,258	17,298,400	17,298,400	16,844,670	-2.6%
Capital Outlay	1,317,789	706,000	706,000	788,400	11.7%
Other Classifications	(151)	-	-	-	-
Chargebacks	-	46,000	46,000	107,800	134.3%
Total Expenditures	53,905,036	62,393,002	62,393,002	64,000,318	2.6%
Excess of Revenues over (under) Expenditures	12,552,062	2,338,098	1,578,398	389,532	-83.3%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers In/(Out):					
Enterprise Fund	(8,825,900)	(8,922,220)	(8,922,220)	(9,827,541)	10.1%
Total Transfers (Out)	(8,825,900)	(8,922,220)	(8,922,220)	(9,827,541)	10.1%
Total Other Financing Sources (Uses)	(8,825,900)	(8,922,220)	(8,922,220)	(9,827,541)	10.1%
Total Uses	62,730,936	71,315,222	71,315,222	73,827,859	3.5%
Excess of Sources over (under) Uses	3,726,162	(6,584,122)	(7,343,822)	(9,438,009)	43.3%
Designated Expenditure Reserve @ 5%	-	3,565,800	-	3,691,400	3.5%
Total Required Funds	62,730,936	74,881,022	71,315,222	77,519,259	3.5%
Excess of Sources over (under) Total Funds Required	3,726,162	(10,149,922)	(7,343,822)	(13,129,409)	29.4%
Fund Balance - Beginning	23,388,836	21,626,236	27,114,998	19,771,176	-8.6%
Fund Balance - Ending	27,114,998	15,042,114	19,771,176	10,333,167	-31.3%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	3,565,800	-	3,691,400	3.5%
Undesignated Fund Balance	27,114,998	11,476,314	19,771,176	6,641,767	-42.1%
Total Ending Fund Balance	\$ 27,114,998	\$ 15,042,114	\$ 19,771,176	\$ 10,333,167	-31.3%

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 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ (2,164)	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>(2,164)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</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 Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>(2,164)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</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>(2,164)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>(728)</u>	<u>-</u>	<u>(2,892)</u>	<u>(2,892)</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (2,892)</u>	<u>\$ -</u>	<u>\$ (2,892)</u>	<u>\$ (2,892)</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 Net Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	14,933	46,800	15,000	14,900	-68.2%
Miscellaneous (Contributions)	-	-	-	-	-
Total Revenues	<u>14,933</u>	<u>46,800</u>	<u>15,000</u>	<u>14,900</u>	<u>-68.2%</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 Outlay	-	9,340,249	-	9,305,810	-0.4%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>9,340,249</u>	<u>-</u>	<u>9,305,810</u>	<u>-0.4%</u>
Excess of Revenues over Expenditures	<u>14,933</u>	<u>(9,293,449)</u>	<u>15,000</u>	<u>(9,290,910)</u>	<u>0.0%</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>14,933</u>	<u>(9,293,449)</u>	<u>15,000</u>	<u>(9,290,910)</u>	<u>0.0%</u>
Total Net Position - Beginning	9,260,977	9,300,249	9,275,910	9,290,910	-0.1%
Total Net Position - Ending	<u>\$ 9,275,910</u>	<u>\$ 6,800</u>	<u>\$ 9,290,910</u>	<u>\$ -</u>	<u>-100.0%</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	10,761,728	11,793,000	11,793,000	11,342,000	-3.8%
Debt Service Principal	8,859,539	7,961,975	7,961,975	8,784,275	10.3%
Debt Service Interest	1,891,714	3,806,025	3,806,025	2,432,725	-36.1%
Debt Service Fees	10,475	25,000	25,000	125,000	400.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	10,761,728	11,793,000	11,793,000	11,342,000	-3.8%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	(10,761,728)	(11,793,000)	(11,793,000)	(11,342,000)	-3.8%
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	12,204,186	11,793,000	11,793,000	11,342,000	-3.8%
Total Transfers In	12,204,186	11,793,000	11,793,000	11,342,000	-3.8%
Transfer to CIP	(1,442,458)	-	-	-	-
Total Transfers (Out)	(1,442,458)	-	-	-	-
Total Other Financing Sources (Uses)	10,761,728	11,793,000	11,793,000	11,342,000	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	-	-	-	-	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-



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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ 533,564	\$ 375,000	\$ 375,000	\$ 375,000	0.0%
Sales	377,767	431,100	431,100	427,200	-0.9%
Charges for Services	5,407,344	6,251,200	6,251,200	6,291,900	0.7%
Rentals and Concessions	698,365	869,600	869,600	917,900	5.6%
Interest	9,898	27,005	27,005	9,905	-63.3%
Miscellaneous	138,262	77,300	77,300	149,100	92.9%
Total Revenues	7,165,200	8,031,205	8,031,205	8,171,005	1.7%
Expenditures by Major Object:					
Personnel Services	3,355,418	4,440,340	4,440,340	4,439,800	0.0%
Supplies and Materials	1,010,866	1,874,000	1,874,000	1,882,682	0.5%
Other Services and Charges	1,549,533	2,062,000	2,062,000	2,199,400	6.7%
Capital Outlay	87,890	-	-	40,000	-
Other Classifications	(169,769)	-	-	-	-
Chargebacks	101,000	111,700	111,700	130,800	17.1%
Total Expenditures	5,934,938	8,488,040	8,488,040	8,692,682	2.4%
Excess of Revenues over Expenditures	1,230,262	(456,835)	(456,835)	(521,677)	14.2%
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
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)-					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Capital Project Funds	(250,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Transfers (Out)	(250,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Other Financing Sources (Uses)	(220,000)	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,010,262	(456,835)	(456,835)	(521,677)	14.2%
Fund Balance - Beginning	5,110,145	4,547,145	6,120,407	5,663,572	24.6%
Fund Balance - Ending	6,120,407	4,090,310	5,663,572	5,141,895	25.7%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	848,804	848,804	869,268	2.4%
Undesignated Fund Balance	6,120,407	3,241,506	4,814,768	4,272,627	31.8%
Total Ending Fund Balance	\$ 6,120,407	\$ 4,090,310	\$ 5,663,572	\$ 5,141,895	25.7%



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	2,350,479	2,244,400	2,244,400	2,381,000	6.1%
Charges for Services	4,580,046	4,633,100	4,843,100	4,892,948	5.6%
Rentals and Concessions	3,191,941	2,775,100	2,775,100	2,794,300	0.7%
Miscellaneous	-	210,000	-	-	-100.0%
Total Operating Revenues	10,122,466	9,862,600	9,862,600	10,068,248	2.1%
Operating Expenses:					
Personnel Services	10,497,317	10,591,220	10,591,220	11,008,141	3.9%
Goods for Resale	1,586,913	1,332,400	1,332,400	1,422,400	6.8%
Supplies and Materials	1,651,523	1,677,200	1,677,200	2,009,100	19.8%
Other Services and Charges	4,074,786	4,696,700	4,696,700	4,939,400	5.2%
Depreciation & Amortization Expense	2,192,638	-	-	-	-
Debt Service:	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	236,800	236,800	236,800	0.0%
Other Classifications	275,000	-	-	-	-
Chargebacks	-	286,300	286,300	290,700	1.5%
Total Operating Expenses	20,278,177	18,820,620	18,820,620	19,906,541	5.8%
Operating Income (Loss)	(10,155,711)	(8,958,020)	(8,958,020)	(9,838,293)	9.8%
Nonoperating Revenue (Expenses):					
Interest Income	6,207	35,800	35,800	10,752	-70.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	6,207	35,800	35,800	10,752	-70.0%
Income (Loss) Before Operating Transfers	(10,149,504)	(8,922,220)	(8,922,220)	(9,827,541)	10.1%
Operating Transfers In (Out):					
Transfer In - Park Fund	-	-	-	-	-
Transfer In - Recreation Fund	8,825,900	8,922,220	8,922,220	9,827,541	10.1%
Transfer In - Other	-	-	-	-	-
Transfer Out - Recreation Fund	-	-	-	-	-
Net Operating Transfer	8,825,900	8,922,220	8,922,220	9,827,541	10.1%
Change in Net Position	(1,323,604)	-	-	-	-
Total Net Position - Beginning	50,569,199	50,569,199	49,245,595	49,245,595	-2.6%
Total Net Position - Ending	\$ 49,245,595	\$ 50,569,199	\$ 49,245,595	\$ 49,245,595	-2.6%

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 Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	3,504,900	3,748,700	3,748,700	4,325,300	15.4%
Recreation	1,145,200	1,357,200	1,357,200	1,695,800	24.9%
Planning	5,000	150,800	150,800	221,900	47.1%
CAS	5,000	5,000	5,000	4,700	-6.0%
Enterprise	130,100	194,900	194,900	423,000	117.0%
Miscellaneous (Claim Recoveries, etc.)	212,841	-	-	-	-
Total Operating Revenues	5,003,041	5,456,600	5,456,600	6,670,700	22.3%
Operating Expenses:					
Personnel Services	259,220	356,106	356,106	420,894	18.2%
Supplies and Materials	39,739	20,578	20,578	20,578	0.0%
Other Services and Charges:					
Insurance Claims:					
Parks	2,516,689	2,812,944	2,812,944	2,779,677	-1.2%
Recreation	1,129,660	876,535	876,535	1,247,707	42.3%
Planning	208,077	83,915	83,915	229,821	173.9%
CAS	7,469	6,761	6,761	8,249	22.0%
Enterprise	434,632	196,862	196,862	480,050	143.9%
Misc., Professional services, etc.	729,722	754,805	754,805	774,841	2.7%
Depreciation & Amortization Expense	6,652	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	206,288	-	-	-	-
Chargebacks	267,770	273,281	273,281	271,830	-0.5%
Total Operating Expenses	5,805,918	5,381,787	5,381,787	6,233,647	15.8%
Operating Income (Loss)	(802,877)	74,813	74,813	437,053	484.2%
Nonoperating Revenue (Expenses):					
Interest Income	28,820	81,500	29,000	28,800	-64.7%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	28,820	81,500	29,000	28,800	-64.7%
Income (Loss) Before Operating Transfers	(774,057)	156,313	103,813	465,853	198.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(774,057)	156,313	103,813	465,853	198.0%
Total Net Position - Beginning	6,404,687	6,345,657	5,630,630	5,734,443	-9.6%
Total Net Position - Ending	5,630,630	6,501,970	5,734,443	6,200,296	-4.6%
Designated Position	6,338,000	5,801,542	5,801,542	5,888,896	1.5%
Unrestricted Position	(707,370)	700,428	(67,099)	311,400	-55.5%
Total Net Position, June 30	\$ 5,630,630	\$ 6,501,970	\$ 5,734,443	\$ 6,200,296	-4.6%

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

Parks	619,703	432,431	432,431	432,431	0.0%
Recreation	170,953	134,749	134,749	134,749	0.0%
Planning	2,755	12,900	12,900	12,900	0.0%
CAS	1,669	1,039	1,039	1,039	0.0%
Enterprise	39,650	30,263	30,263	30,263	0.0%
Total	834,730	611,382	611,382	611,382	0.0%

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 Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (to Other Funds)	1,108,680	664,580	664,580	642,380	-3.3%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,108,680	664,580	664,580	642,380	-3.3%
Operating Expenses:					
Personnel Services	114,808	208,982	208,982	190,883	-8.7%
Supplies and Materials	961,603	4,996	4,996	4,996	0.0%
Other Services and Charges:	1,388,798	175,114	175,114	493,268	181.7%
Debt Service:					
Debt Service Principal	-	87,000	87,000	272,500	213.2%
Debt Service Interest	-	20,900	20,900	62,200	197.6%
Depreciation & Amortization Expense	275,433	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	15,400	15,400	18,200	18.2%
Total Operating Expenses	2,740,642	512,392	512,392	1,042,047	103.4%
Operating Income (Loss)	(1,631,962)	152,188	152,188	(399,667)	-362.6%
Nonoperating Revenue (Expenses):					
Interest Income	6,180	25,000	7,000	7,000	-72.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	6,180	25,000	7,000	7,000	-72.0%
Income (Loss) Before Operating Transfers	(1,625,782)	177,188	159,188	(392,667)	-321.6%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(1,625,782)	177,188	159,188	(392,667)	-321.6%
Total Net Position - Beginning	7,114,464	7,418,764	5,488,682	5,647,870	-23.9%
Total Net Position - Ending	\$ 5,488,682	\$ 7,595,952	\$ 5,647,870	\$ 5,255,203	-30.8%

Note: Future Financing Plans

Capital equipment financed for Parks and Rec	\$ -	\$ 1,300,000
Capital equipment financed for IT Initiatives	328,830	-
Capital equipment financed for Finance Dept.	85,000	100,000

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 Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	171,200	173,840	173,840	190,992	9.9%
Retirement System	-	78,560	78,560	86,317	9.9%
CAS Departments	1,031,040	725,000	725,000	796,491	9.9%
Miscellaneous (Claim Recoveries, etc.)	210	-	-	-	-
Total Operating Revenues	1,202,450	977,400	977,400	1,073,800	9.9%
Operating Expenses:					
Personnel Services	188,283	235,239	235,239	247,264	5.1%
Supplies and Materials	26,740	16,650	16,650	19,800	18.9%
Other Services and Charges:	688,572	549,150	549,150	538,267	-2.0%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	116,072	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	392,000	392,000	389,308	-0.7%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	-	1,600	1,600	-	-100.0%
Total Operating Expenses	1,019,667	1,194,639	1,194,639	1,194,639	0.0%
Operating Income (Loss)	182,783	(217,239)	(217,239)	(120,839)	-44.4%
Nonoperating Revenue (Expenses):					
Interest Income	4,009	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	4,009	-	-	-	-
Income (Loss) Before Operating Transfers	186,792	(217,239)	(217,239)	(120,839)	-44.4%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	186,792	(217,239)	(217,239)	(120,839)	-44.4%
Total Net Position - Beginning	2,778,687	2,767,757	2,965,479	2,748,240	-0.7%
Total Net Position - Ending	\$ 2,965,479	\$ 2,550,518	\$ 2,748,240	\$ 2,627,401	3.0%

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 FUND
Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	453,235	600,000	600,000	450,000	-25.0%
Charges for Services:					
ISF Revenue, Other	589,300	25,000	25,000	22,360	-10.6%
ISF Revenue, Employee Share	7,451,131	9,788,895	9,788,895	9,396,329	-4.0%
ISF Revenue, Employer Share	32,012,496	38,820,228	38,820,228	41,649,904	7.3%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	40,506,162	49,234,123	49,234,123	51,518,593	4.6%
Operating Expenses:					
Personnel Services	525,080	616,000	616,000	701,346	13.9%
Supplies and Materials	740	20,000	20,000	20,000	0.0%
Other Services and Charges:					
Professional Services	227,838	275,000	275,000	395,000	43.6%
Insurance Claims and Fees	31,124,830	41,900,000	41,900,000	42,413,811	1.2%
Insurance Premiums	6,657,154	6,195,523	6,195,523	7,814,040	26.1%
Change in IBNR	(233,822)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	232,000	267,600	267,600	267,600	0.0%
Total Operating Expenses	38,533,820	49,274,123	49,274,123	51,611,797	4.7%
Operating Income (Loss)	1,972,342	(40,000)	(40,000)	(93,204)	133.0%
Nonoperating Revenue (Expenses):					
Interest Income	13,891	40,000	40,000	15,000	-62.5%
Total Operating Expenses	13,891	40,000	40,000	15,000	-62.5%
Income (Loss) Before Operating Transfers	1,986,233	-	-	(78,204)	-
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,986,233	-	-	(78,204)	-
Total Net Position, Beginning	5,481,008	5,481,008	7,467,241	7,467,241	36.2%
Total Net Position, Ending	7,467,241	5,481,008	7,467,241	7,389,037	34.8%
Designated Position	3,149,651	3,449,189	3,449,189	3,612,826	4.7%
Unrestricted Position	4,317,590	2,031,819	4,018,052	3,776,211	85.9%
Total Net Position, June 30	\$ 7,467,241	\$ 5,481,008	\$ 7,467,241	\$ 7,389,037	34.8%

Policy requires a reserve equal to 7% of Total Operating Expense



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

PRINCE GEORGE'S COUNTY TAX RATES AND ASSESSABLE BASE

		FY 13 Actual	FY 14 Adopted	FY 15 Proposed	Rate Change
<u>Tax Rates:</u>					
(Cents per \$100 of assessed value)					
Administration					
	Real	5.41	5.41	5.41	-
	Personal	13.53	13.53	13.53	-
Park					
	Real	15.44	15.44	15.44	-
	Personal	38.60	38.60	38.60	-
Recreation					
	Real	7.05	7.05	7.05	-
	Personal	17.62	17.62	17.62	-
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>0.00</u>
	Personal	<u>69.75</u>	<u>69.75</u>	<u>69.75</u>	<u>0.00</u>

		FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
<u>Assessable Base:</u>					
(in billions \$)					
Regional District (Administration Fund)					
	Real	73.281	71.412	71.134	-0.4%
	Personal	2.660	2.936	2.933	-0.1%
Metropolitan District (Park Fund)					
	Real	70.552	68.256	68.579	0.5%
	Personal	2.572	2.844	2.827	-0.6%
Entire County (Recreation Fund and ALA Fund)					
	Real	75.778	73.393	73.653	0.4%
	Personal	2.741	3.031	3.037	0.2%

*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

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	262.80	262.00	269.80	269.25	270.30	269.75
Part-Time Career	8.50	4.90	7.60	4.05	6.60	3.55
Career Total	271.30	266.90	277.40	273.30	276.90	273.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(5.80)	-	(6.10)	-	(5.10)
TOTAL ADMINISTRATION FUND	271.30	261.10	277.40	267.20	276.90	268.20
PARK FUND						
Full-Time Career	724.00	724.00	733.00	733.00	737.00	737.00
Part-Time Career	9.00	6.30	9.00	6.30	9.00	6.30
Career Total	733.00	730.30	742.00	739.30	746.00	743.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	94.00	-	106.50	-	122.00
TOTAL PARK FUND	733.00	824.30	742.00	845.80	746.00	865.30
RECREATION FUND						
Full-Time Career	246.00	246.00	247.00	247.00	249.00	249.00
Part-Time Career	20.00	15.60	20.00	15.60	20.00	15.60
Career Total	266.00	261.60	267.00	262.60	269.00	264.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	425.50	-	453.50	-	464.50
TOTAL RECREATION FUND	266.00	687.10	267.00	716.10	269.00	729.10
TOTAL TAX SUPPORTED (Admin, Park, and Rec)						
Full-Time Career	1,232.80	1,232.00	1,249.80	1,249.25	1,256.30	1,255.75
Part-Time Career	37.50	26.80	36.60	25.95	35.60	25.45
Career Total	1,270.30	1,258.80	1,286.40	1,275.20	1,291.90	1,281.20
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	519.50	-	560.00	-	586.50
Less Lapse	-	(5.80)	-	(6.10)	-	(5.10)
TOTAL TAX SUPPORTED	1,270.30	1,772.50	1,286.40	1,829.10	1,291.90	1,862.60
ENTERPRISE FUND						
Full-Time Career	70.00	70.00	68.00	68.00	67.00	67.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	71.00	70.50	69.00	68.50	68.00	67.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	117.50	-	111.50	-	113.50
TOTAL ENTERPRISE FUND	71.00	188.00	69.00	180.00	68.00	181.00
SPECIAL REVENUE FUND						
Seasonal/Intermittent	-	216.50	-	215.50	-	215.50
INTERNAL SERVICE FUNDS						
Full-Time Career	5.50	5.65	5.50	5.65	6.00	6.15
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,308.30	1,307.65	1,323.30	1,322.90	1,329.30	1,328.90
Part-Time Career	38.50	27.30	37.60	26.45	36.60	25.95
Career Total	1,346.80	1,334.95	1,360.90	1,349.35	1,365.90	1,354.85
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	853.50	-	887.00	-	915.50
Less Lapse	-	(5.80)	-	(6.10)	-	(5.10)
GRAND TOTAL	1,346.80	2,182.65	1,360.90	2,230.25	1,365.90	2,265.25



THIS PAGE LEFT INTENTIONALLY BLANK



**Commissioners' Office & CAS Depts.
(Administration Fund)**

COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

Prince George's County Commissioners' Office.....	58
CAS Overview	60
Department of Human Resources and Management	66
Finance Department	76
Legal Department.....	82
Office of Internal Audit.....	85
Merit System Board.....	87
CAS Support Services.....	90
Departmental Summaries.....	92



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

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget	Expenditures	\$3,023,808	\$3,033,479	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 FY15 PROPOSED BUDGET

In FY 2015, the Commissioners' Office proposed budget will increase by only 0.3% or \$5,581 from the FY 2014 adopted budget. This slight increase is primarily due to increased medical costs. 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 2014 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 \$140,411 for the office's rent in the County Administration Building.

Detail Summary of FY15 Proposed Budget

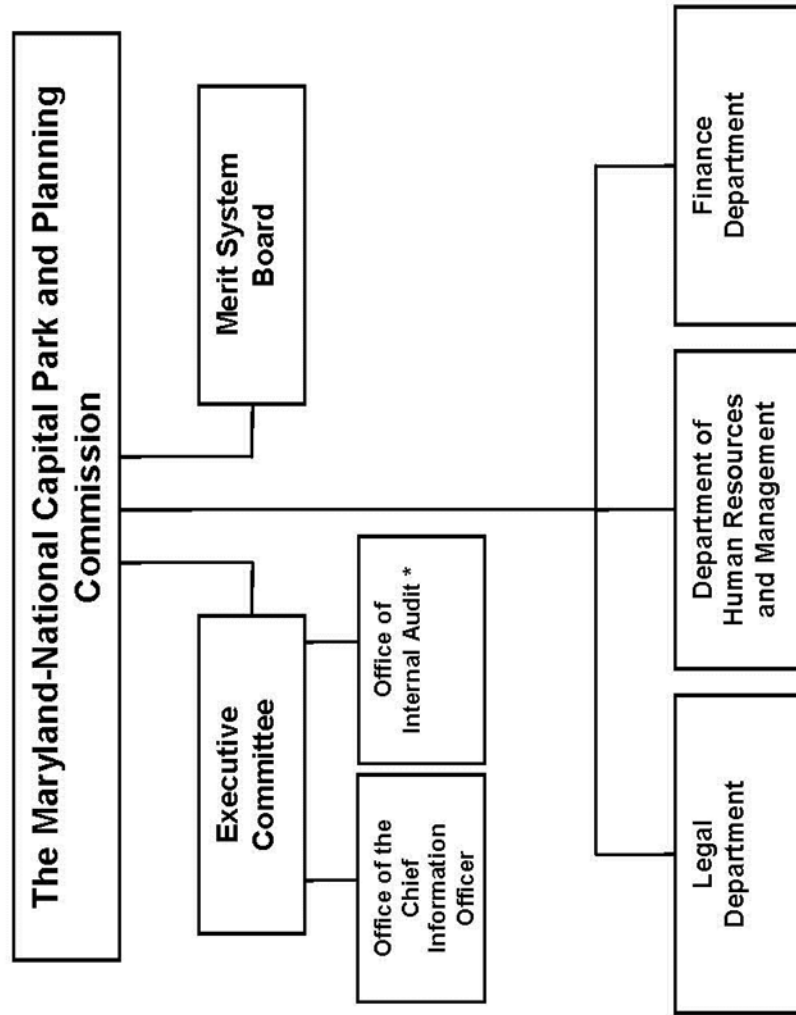
	<u>FY 13 Actual</u>	<u>FY 14 Adopted</u>	<u>FY 15 Proposed</u>	<u>% Charge</u>
Commissioners' Office				
Personnel Services	1,387,901	1,554,252	1,559,833	0.4%
Supplies and Materials	38,896	39,000	39,000	0.0%
Other Services and Charges	1,290,009	1,418,056	1,422,146	0.3%
Capital Outlay	-	12,500	12,500	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>2,716,806</u>	<u>3,023,808</u>	<u>3,033,479</u>	<u>0.3%</u>

	<u>FY 13 Actual</u>		<u>FY 14 Adopted</u>		<u>FY 15 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	5.00	2.50	5.00	2.50	5.00	2.50
Career Total	<u>16.00</u>	<u>13.50</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>16.00</u>	<u>13.50</u>	<u>16.00</u>	<u>13.50</u>	<u>16.00</u>	<u>13.50</u>



ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



*Internal Audit Division 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 FY15 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), which operates under the direction of the Executive Director, provides quality corporate budgeting, corporate governance, and enterprise-wide administrative and human resource management systems/services. The Department delivers executive and operational leadership through a set of best management practices, strong fiscal planning, and fair employment and compensation programs. It is composed of four cross-functional Divisions: Office of the Executive Director, Corporate Budget Division, Corporate Policy and Management Operations Division, and the Human Resources Division.

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



Central Administrative Services

Overview

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, 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. 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 the CAS Departments/units are provided in their respective sections.



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY13 Budget	FY14 Adopted	FY15 Proposed	% Change
MONTGOMERY						
	Risk Management	DHRM	17,800	17,941	19,200	7.0%
	Risk Management	Finance	31,160	27,900	43,600	56.3%
	Risk Management	Legal	177,800	178,560	186,880	4.7%
	Data Center - Park Fund	Finance	255,720	255,700	255,700	0.0%
	Enterprise Funds	Finance	167,000	181,500	181,600	0.1%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	116,000	97,800	130,800	33.7%
	CE Fund/EOB Fund	Finance	50,720	28,000	29,000	3.6%
	Trust/Agency and Special Revenue Funds	Finance	22,000	21,000	24,200	15.2%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Pension Trust Fund	Legal	32,000	32,100	32,100	0.0%
	Admin Fund - Dev. Rev.	Legal	123,000	122,500	133,550	9.0%
	Admin Fund - Planning	Legal	85,000	84,690	85,000	0.4%
	Park Fund	Legal	136,000	137,800	140,589	2.0%
	Park Police Support	DHRM	50,000	50,395	56,100	11.3%
	Labor Relations - Park	DHRM	52,500	48,581	58,896	21.2%
	Group Insurance	DHRM	17,800	17,941	19,200	7.0%
	Subtotal Montgomery		<u>\$1,426,800</u>	<u>\$1,394,707</u>	<u>\$1,488,715</u>	<u>6.7%</u>
PRINCE GEORGE'S						
	Risk Management	DHRM	17,800	39,409	19,200	-51.3%
	Risk Management	Finance	46,670	48,900	58,100	18.8%
	Risk Management	Legal	184,900	185,750	194,510	4.7%
	Data Center - Park Fund	Finance	526,130	526,100	526,100	0.0%
	Enterprise Funds	Finance	214,800	223,314	226,700	1.5%
	Sportsplex	Finance	60,200	62,986	64,000	1.6%
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	116,000	97,800	130,800	33.7%
	CE Fund/EOB Fund	Finance	11,600	15,400	18,200	18.2%
	Trust/Agency and Special Revenue Funds	Finance	101,000	111,700	130,800	17.1%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Park Fund (5713)	Finance	124,000	124,000	143,000	15.3%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Park Fund	Internal Audit	61,600	60,000	70,000	16.7%
	Pension Trust Fund	Legal	32,000	32,100	32,100	0.0%
	Park Fund - Atty support	Legal	94,000	80,000	80,000	0.0%
	Admin Fund - Planning	Legal	204,000	230,085	229,200	-0.4%
	Park Fund	Legal	165,000	164,400	175,208	6.6%
	Adm Fund/PL HRIS/CC	DHRM	20,000	20,158	21,570	7.0%
	Park Fund HRIS/CC	DHRM	50,000	50,395	53,920	7.0%
	Recreation Fund HRIS/CC	DHRM	50,000	50,395	53,920	7.0%
	PG Planning Recruit.	DHRM	15,000	18,142	16,180	-10.8%
	Rec Fund Recruit.	DHRM	59,000	59,466	53,920	-9.3%
	Park Fund Recruit	DHRM	41,000	41,324	53,920	30.5%
	Park Police Support	DHRM	50,000	50,395	56,100	11.3%
	Labor Relations - Park	DHRM	52,500	48,581	58,896	21.2%
	Group Insurance	DHRM	17,800	-	19,200	-
	Subtotal Prince George's		<u>\$2,507,300</u>	<u>\$2,533,100</u>	<u>\$2,677,844</u>	<u>5.7%</u>
	COMBINED TOTAL		<u>\$3,934,100</u>	<u>\$3,927,807</u>	<u>\$4,166,559</u>	<u>6.1%</u>
SUMMARY OF CHARGEBACKS BY SUPPLIER DEPARTMENT						
	DHRM		511,200	513,122	560,222	9.2%
	Finance		2,127,600	2,106,700	2,247,200	6.7%
	Legal		1,233,700	1,247,985	1,289,137	3.3%
	Internal Audit		61,600	60,000	70,000	16.7%
	TOTAL		<u>\$3,934,100</u>	<u>\$3,927,807</u>	<u>\$4,166,559</u>	<u>6.1%</u>



Central Administrative Services

Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The bi-county proposed FY15 operating budget for Central Administrative Services before chargebacks is \$19,243,672, which is a 4.2% increase over FY14. The budgets sustain, at minimum, the same service level as FY14 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 FY15 proposal was based on the analysis performed in the fall.

The FY15 funding allocation for all administrative funds, except for the Merit System Board, is approximately 45% Montgomery County and 55% 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

In FY15, 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:

- Classification and compensation
- Leadership development and training
- ERP support
- Expansion of internal audit capability

The CAS budget proposal continues to freeze 10 workyears or 8% 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.

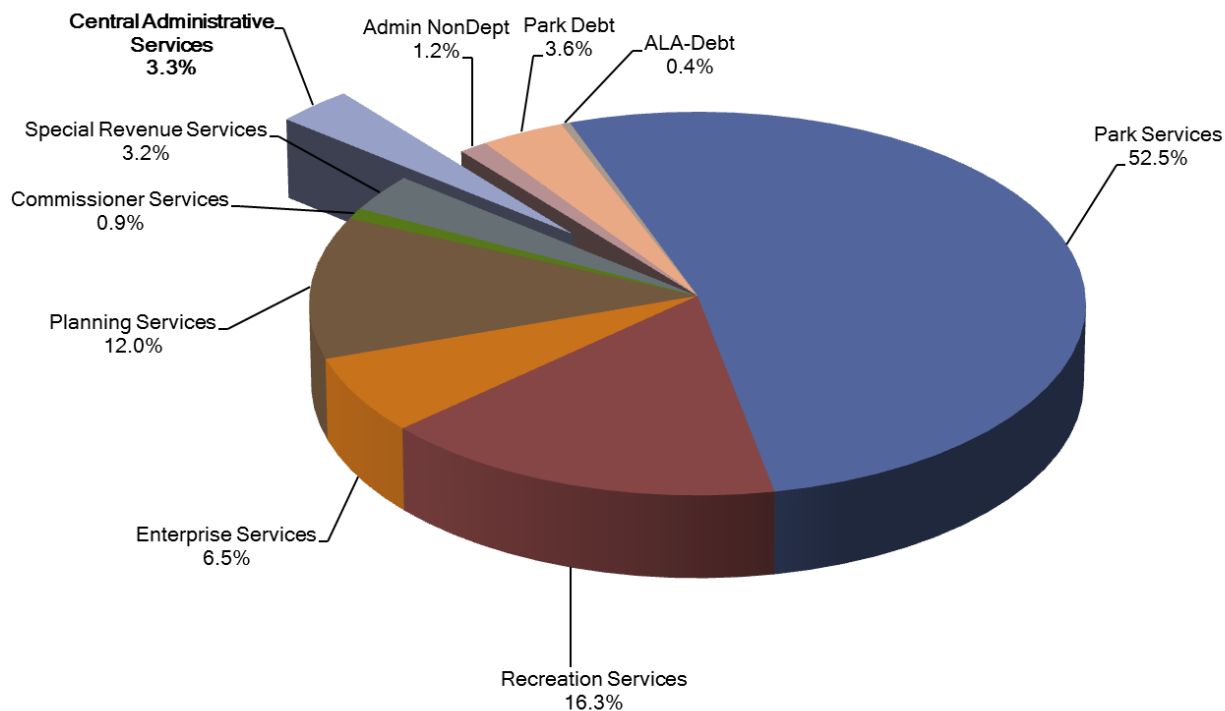
In addition to the above demands, in FY15, CAS departments will conclude their major overhaul of all corporate financial and human resource systems through the Enterprise wide Resource Planning System (ERP). No additional staffing resources were added to support the implementation of the ERP.

The CAS proposed budget is 3.3% of the Commission's proposed total bi-county operating budget.



Central Administrative Services Overview

Central Administrative Services (CAS)
FY15 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, and ALARF)

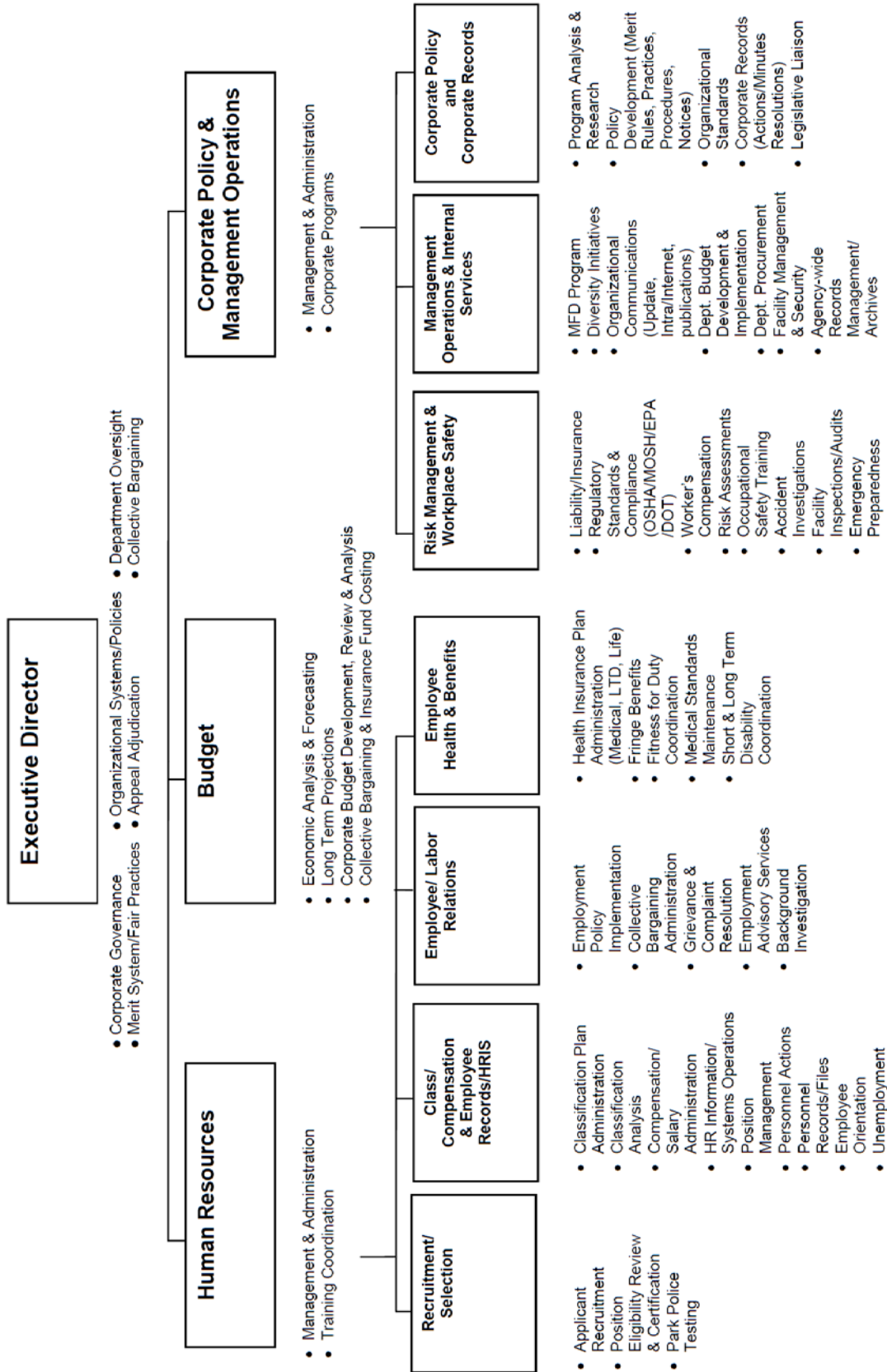


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments and improved service transparency. More comprehensive details on programs can be found in the individual department sections.



ORGANIZATIONAL STRUCTURE

DEPARTMENT OF HUMAN RESOURCES & MANAGEMENT



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.

Under the leadership of the Executive Director, the Department of Human Resources and Management (DHRM) includes four divisions:

- Office of the Executive Director
- Human Resources
- Corporate Policy and Management Operations
- Corporate Budget

These areas collectively provide corporate governance and administer agency-wide initiatives to ensure fair and equitable practices/programs, competitive and cost effective employment compensation and benefits, prudent fiscal planning, and sound workplace and liability protections. Programs administered by the Department are presented on the organization chart.

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 Management Operations and Internal Services unit of DHRM 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:

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,



Central Administrative Services

Department of Human Resources and Management

negotiates collective bargaining agreements, serves as liaison with both County Councils and County Executives, and provides oversight of Commission-wide initiatives such as the Diversity Council. The Office oversees other corporate functions of the agency including policy development, administration of workforce programs/benefits/insurance, budget development and fiscal planning, and coordination of meetings of the Commission, Executive Committee, and Department Directors. The Executive Director and both Planning Board Chairs comprise the Executive Committee. The Executive Committee operates pursuant to Commission practices, meets regularly to conduct business and effectively lead the administrative bi-county operations of the Commission.

Corporate 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.

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;



Central Administrative Services

Department of Human Resources and Management

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 unit 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 cross-functional teams to carry out the HR employee and employment services activities.

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



Central Administrative Services

Department of Human Resources and Management

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 assists 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

FY14 ACCOMPLISHMENTS

The department recommends and administers systems which promote a fair and diverse workplace, cost effective benefits, and sound governance practices that uphold principles of integrity and accountability. 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:

- **Corporate governance:** Provided guidance and oversight in areas related to upholding Merit System, organizational policies and standards, collective bargaining and agency wide programs such as Diversity Council, Enterprise Resource Planning, conflict resolution (administrative grievances, Equal employment opportunity, and employee appeals adjudication, etc.
- **Workplace Excellence Awards:** Led the effort for the Commission to receive four Workplace Excellence Awards from the Alliance for Workplace Excellence (AWE) for innovative policies and programs to support a preferred workplace. The awards include: Workplace Excellence Seal of Approval Award; Health and Wellness Seal of Approval Trailblazer Award; Diversity Champion Award; and EcoLeadership Award.
- **Collective Bargaining:** Conducted negotiations with two collective bargaining units. Negotiations are in process and include full contract negotiations with the Fraternal Order of Police (FOP) and a contract wage reopener with Municipal and County Government Employees Organization (MCGEO).
- **Policy/Programs:** Established a number of organizational policies /programs to promote organizational initiatives, provide clearer guidance, strengthen internal controls and ensure greater public accountability in an order that is most responsive to regulatory requirements and the needs of the operating departments. Areas addressed include:
 - Non-discrimination and prohibitions against workplace harassment
 - Salary equity reviews and adjustments
 - Ethics standards related to employment, financial disclosure, secondary employment, acceptance of awards, etc.
 - Employee retention program
 - Overtime compensation consistent with Fair Labor Standards Act
 - Employment policies and procedures governing temporary employees
 - Mobile technology policy strengthening program oversight, business need assessments, and user responsibilities.
- **Enterprise Resource Planning System (ERP):** DHRM, in partnership with the Department of Finance, is in the process of implementing a new 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.



Central Administrative Services

Department of Human Resources and Management

- Pension and Benefits Savings: Implemented pension, medical, and prescription benefits plan design and cost share changes to maintain competitive benefits at sustainable funding levels.
- Health Savings: Applied for and received \$445,295 in subsidies from the federal government for retiree drug expenses.
- Workforce Planning: Completed classification and compensation study with management input to ensure pay equity and ability to recruit and retain a highly skilled work force; began implementation of multi-year recommendations through programmatic and policy updates.
- Records Management: Conducted comprehensive review and inventory of organizational records for compliance with State record keeping requirements and archiving standards. Implemented online access to all agency practices, policies, and Resolutions.
- Budget: Continued enhancing role of the corporate budget to assure prudent use of funds, providing long-range strategic budget planning, streamlining budget processes, and improving transparency of budget information.
 - The new ERP system will increase budget automation including business analytics, flexible budgeting, labor cost modeling, and more efficient budget planning and reporting.
 - GFOA Award: The Budget Office received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the 28th consecutive year in FY 2014.
- Evaluated workforce training and succession planning needs to address skill readiness and knowledge transfer.



Central Administrative Services

Department of Human Resources and Management

FY15 BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
Montgomery County				
Budget				
Expenditures	\$1,911,431	\$1,985,805	3.9%	45.9%
Staffing				
Funded Career Positions	16.00	16.00	0.0%	43.2%
Funded Workyears	14.00	14.50	3.6%	43.9%
Prince George's County				
Budget				
Expenditures	\$2,400,333	\$2,337,986	-2.6%	54.1%
Staffing				
Funded Career Positions	21.00	21.00	0.0%	56.8%
Funded Workyears	18.00	18.50	2.8%	56.1%
Combined Department Total				
Budget				
Expenditures	\$4,311,764	\$4,323,791	0.3%	100.0%
Staffing				
Funded Career Positions	37.00	37.00	0.0%	100.0%
Funded Workyears	32.00	33.00	3.1%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The FY15 proposed budget is \$4,323,791, representing an increase of 0.3% or \$12,027 over the FY14 adopted budget level. Please note that the proposed compensation marker is not included in this number. Based on the cost allocation analysis by the Corporate Budget Office, the Commission supported adjusting the current funding allocation before chargebacks between counties at 43.8% Montgomery and 56.2% Prince George's for DHRM. The explanation below is provided for combined total expenditures for the Fund.

Personnel Services, which includes salaries and benefits, have a proposed decrease of .5% or \$21,139, before compensation marker. This budget includes unfreezing one Human Resources position for classification and compensation work at a cost of \$103,570 which has been offset by restructuring other positions and hiring new staff at lower salaries. The position is required to implement the recommendations from the recent Classification and Compensation Survey study to support the Commission-wide recruitment and retention efforts.

Supplies and Materials are proposed to remain flat.

Other Services and Charges are proposed to increase by \$78,150 primarily to implement a formal Commission-wide training program of which \$40,000 will be used to implement a leadership program to support succession planning and \$18,000 will be used to expand webinar training on Commission policies and programs. The balance relates to increasing funding of outside legal



Central Administrative Services

Department of Human Resources and Management

counsel for the MCGEO full contract negotiations and to provide legal support on other collective bargaining matters.

FY15 Priorities

In addition to performing the functions identified previously, major priorities for FY15 include:

- Complete implementation of the Enterprise Resource Planning System (ERP) System modules for budget management and human resources
- Continue to implement recommendations from the Classification and Compensation Survey Study.
- Negotiate full MCGEO collective bargaining agreement and implement contract changes from FY14 negotiated FOP contract.
- Develop Commission-wide leadership program to support succession planning needs.
- Expand webinars to provide essential training on workforce standards/policies.
- Reduce workplace injuries and related expenses through on-site prevention and enhanced return to work initiatives.

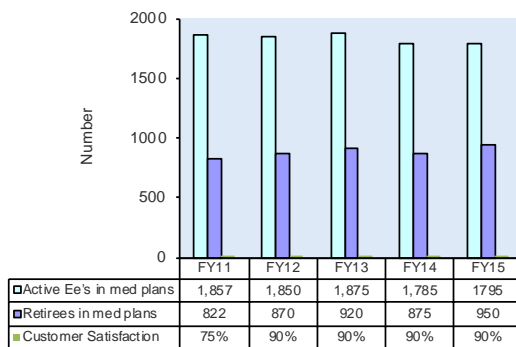
GOALS AND PERFORMANCE MEASURES

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

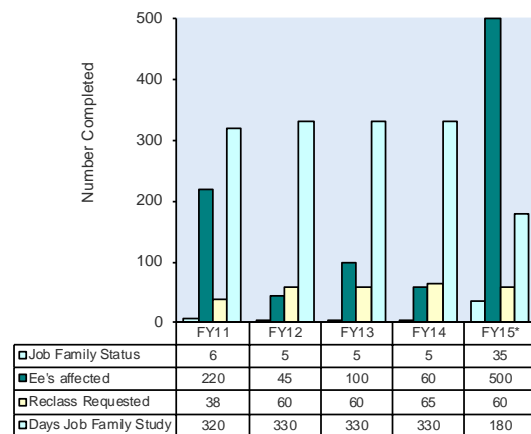
Objective: To provide quality corporate management and human resource systems.

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



*FY15 projected figures are based on restored HR position and services of consultant.



Central Administrative Services Department of Human Resources and Management

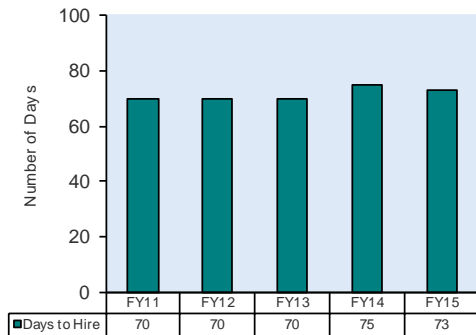
GOALS AND PERFORMANCE MEASURES, Continued

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

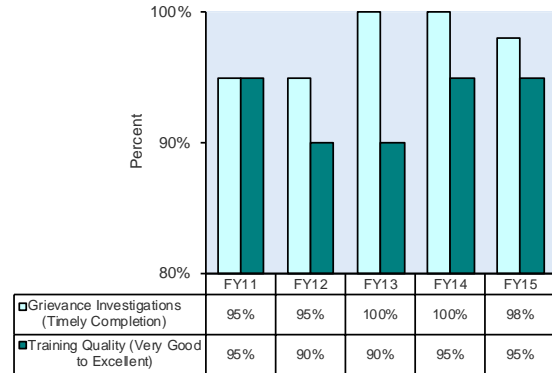
Objective: To provide quality corporate management and human resource systems.

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.

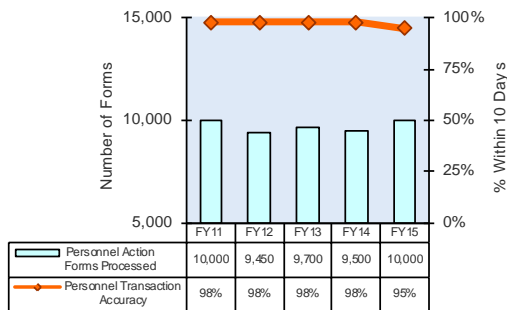
Recruitment and Selection



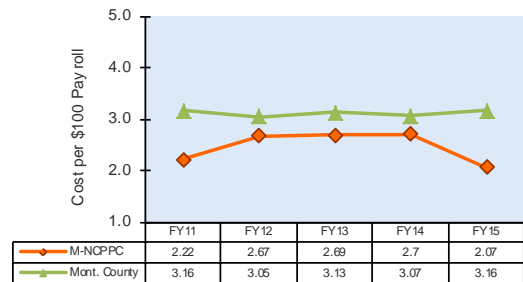
Employee and Labor Relations



Human Resource Records



Risk and Safety Management Claims and Workers' Compensation Costs

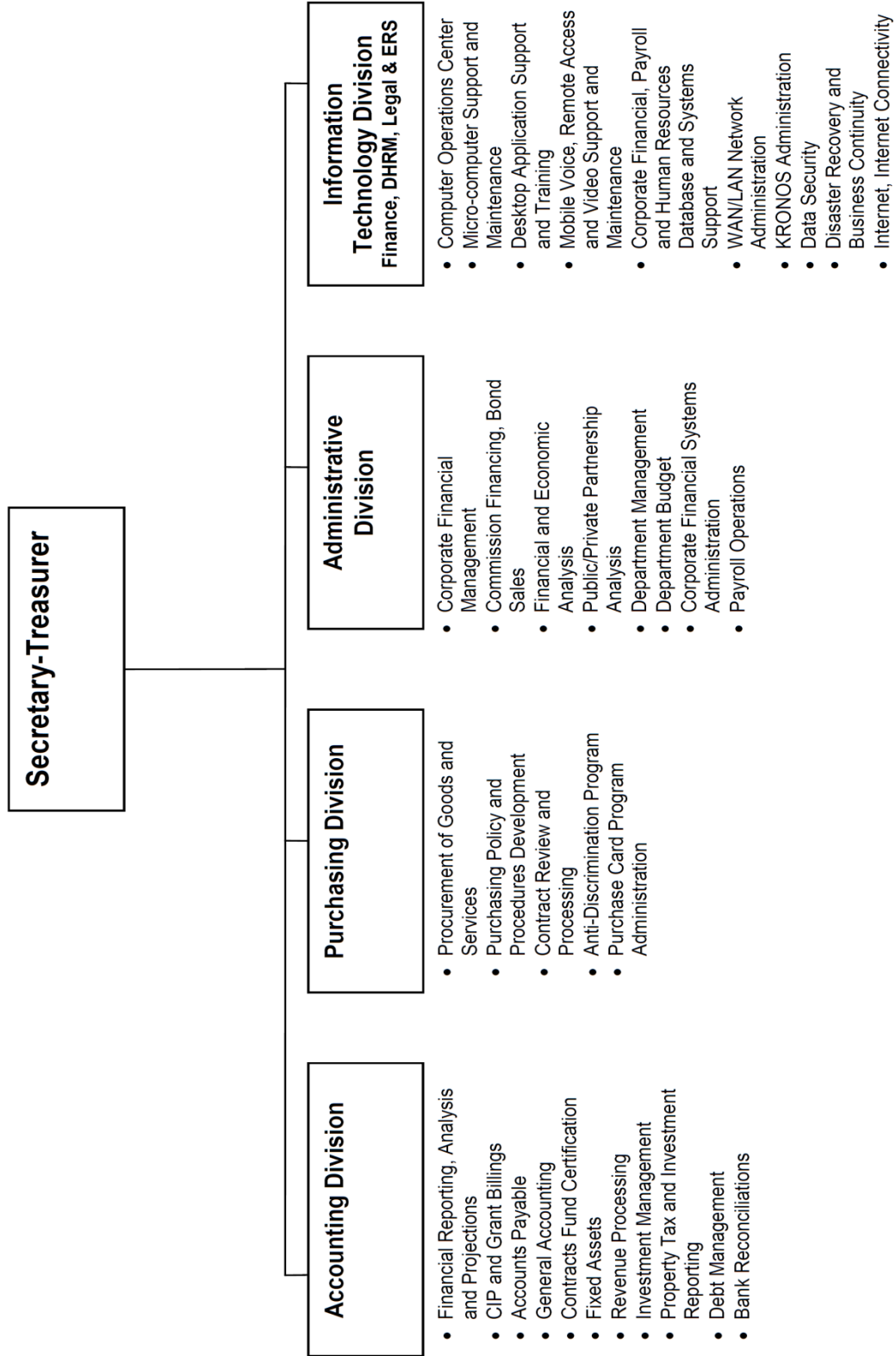


Commission participates in same self-insurance fund & claims admin as Montgomery County Government



ORGANIZATIONAL STRUCTURE

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. 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.



Central Administrative Services

Finance Department

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
---	--

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

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 40th consecutive year in FY2012. The Commission has received this award longer than any other organization in its category.



Central Administrative Services Finance Department

BUDGET AT A GLANCE

Summary of Finance Department Budget

		FY14 Adopted	FY15 Proposed	% Change	% Allocated*
Montgomery County					
Budget					
	Expenditures	\$2,918,359	\$2,988,299	2.4%	45.8%
Staffing					
	Funded Career Positions	26.40	26.40	0.0%	43.3%
	Funded Workyears	24.30	24.30	0.0%	43.4%
Prince George's County					
Budget					
	Expenditures	\$3,330,906	\$3,536,161	6.2%	54.2%
Staffing					
	Funded Career Positions	34.60	34.60	0.0%	56.7%
	Funded Workyears	31.70	31.70	0.0%	56.6%
Combined Department Total					
Budget					
	Expenditures	\$6,249,265	\$6,524,460	4.4%	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 FY15 PROPOSED BUDGET

The FY15 Proposed Budget is \$6,524,460 which reflects a 4.4% increase from the FY14 adopted budget after chargebacks.

The Personnel Services budget increases \$226,941 or 3.3%. Funds have been requested in the non-departmental account for salary adjustments in FY15. Had this request been included in the departmental request, the increase would be \$428,088 or 6.27%, with the primary cost drivers being increased salary and health insurance costs.

Supplies and Materials are proposed to remain at FY14 levels with a 0% change. Other Services and Charges are proposed to increase \$188,754 from FY14 levels with a 14.1% change. The increase in funds is requested to fund:

Contracted increases in IT maintenance contracts	\$ 16,800
Restoration of technical training budget	25,000
Start-up costs for ERP Help Desk	50,000
Upgrade in ERP vendor support	96,954

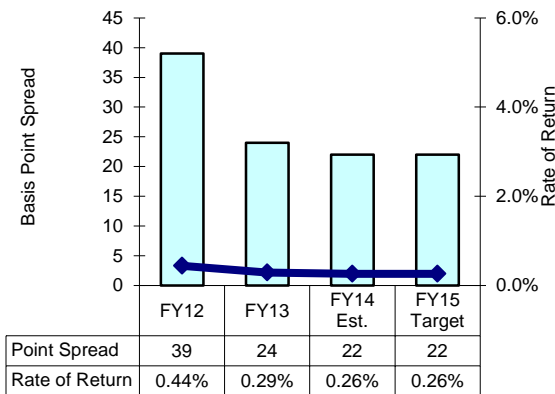


Central Administrative Services Finance Department

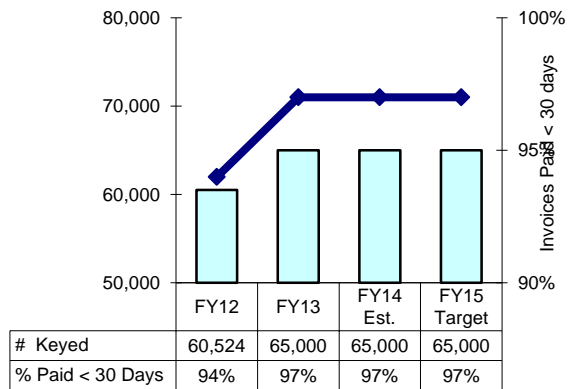
The Department's only major initiative is to continue the Enterprise Resource Planning System (ERP) project to implement a more efficient and user-friendly corporate financial systems that will better meet the needs of the Commission for accurate, timely management information. The various software modules are currently scheduled to go live in the spring and summer of 2014, and will require significant work to establish stable functionality in fiscal 2015.

GOALS AND PERFORMANCE MEASURES

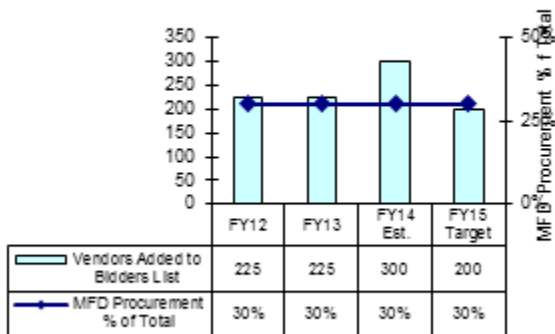
Treasury Operations
Basis Point Spread Portfolio Versus
90-Day Treasury Bill Rate of Return



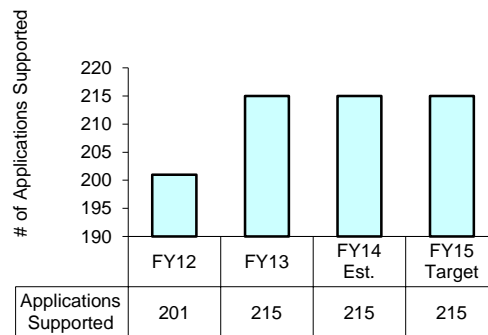
Accounting
Invoice Processing



MFD Procurement Opportunity
Minority, Female or Disability Owned

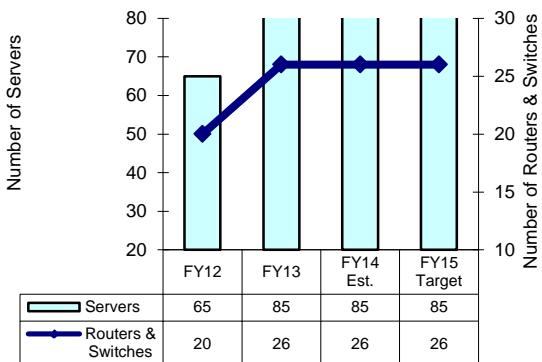


Finance Information Technology
Applications Supported



Central Administrative Services Finance Department

Finance Information Technology Servers, Routers & Switches Supported

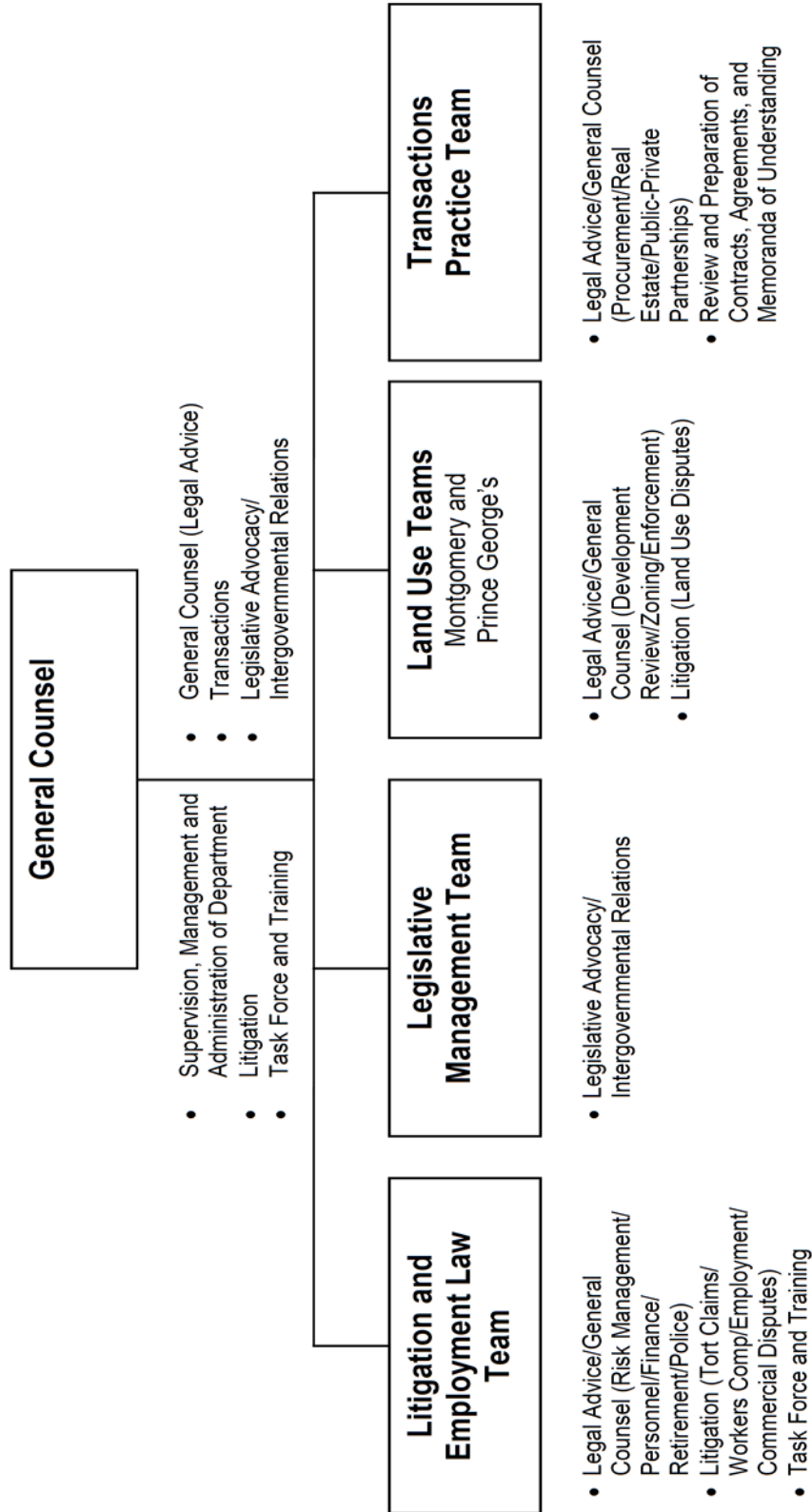


	FY12	FY13	FY14 Est.	FY15 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AA+	AA+	AA+	AA+
Moody's Investor Services Inc.	Aa1	Aa1	Aa1	Aa1
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

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. The primary emphases of the work program are 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

- Initiated personnel clinics with Personnel Department and field supervisors to manage employee discipline matters proactively
- Initiated program of pre-approval for certain routine contract transactions
- Provided expert-level legal support for initiatives to re-write the zoning ordinances in both counties



Central Administrative Services Legal Department

BUDGET AT A GLANCE

Summary of Legal Department Budget

	FY14 Adopted	FY15 Proposed	% Change	% Allocated*
Montgomery County				
Budget				
Expenditures	\$1,466,216	\$1,456,846	-0.6%	62.1%
Staffing				
Funded Career Positions	12.70	12.70	0.0%	55.2%
Funded Workyears	13.50	13.50	0.0%	57.4%
Prince George's County				
Budget				
Expenditures	\$806,696	\$887,882	10.1%	37.9%
Staffing				
Funded Career Positions	10.30	10.30	0.0%	44.8%
Funded Workyears	10.00	10.00	0.0%	42.6%
Combined Department Total				
Budget				
Expenditures	\$2,272,912	\$2,344,728	3.2%	100.0%
Staffing				
Funded Career Positions	23.00	23.00	0.0%	100.0%
Funded Workyears	23.50	23.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- The proposed FY15 Legal Department budget presents maintenance-level spending and no major changes, with one exception noted below.
- The proposed budget includes a modest enhancement necessary to accommodate a number of reclassifications expected after restructuring the Commission's attorney job series from a three-tier system to a four-tier system is completed during FY14. Retooling the attorney job series is essential to provide a tiered classification structure that is more comparable to other area law departments and prevent future turnover among experienced Commission attorneys. The total amount projected for this enhancement is \$95,000 (allocated separately at \$54,150 for Montgomery County and \$40,850 for Prince George's County administration funds, respectively).



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. The 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

	FY14 Adopted	FY15 Proposed	% Change	% Allocated*
Montgomery County				
Budget				
Expenditures	\$155,839	\$194,354	24.7%	36.6%
Staffing				
Funded Career Positions	2.00	2.00	0.0%	40.0%
Funded Workyears	1.50	2.00	33.3%	40.0%
Prince George’s County				
Budget				
Expenditures	\$264,869	\$337,362	27.4%	63.4%
Staffing				
Funded Career Positions	3.00	3.00	0.0%	60.0%
Funded Workyears	2.50	3.00	20.0%	60.0%
Combined Department Total				
Budget				
Expenditures	\$420,708	\$531,716	26.4%	100.0%
Staffing				
Funded Career Positions	5.00	5.00	0.0%	100.0%
Funded Workyears	4.00	5.00	25.0%	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 FY15 PROPOSED BUDGET

The FY15 proposed budget is \$531,716, representing an increase of 26.4% or \$111,008 over the FY14 adopted budget level. The increase is primarily due to the proposed funding of an existing authorized career position. Restoring the career position will allow the Office of Internal Audit to increase the number and complexity of internal audits and reviews. Other increases to the FY14 adopted budget include increases in personnel costs from major known commitments. The Office of Internal Audit's general operating fund remains flat, with no dollar increase.

GOALS AND PERFORMANCE MEASURES

Goals:

- Provide independent objective audit/review and consulting services designed to add value and improve the operations of the Commission.
- Maintain a systematic disciplined approach to evaluate and improve the effectiveness of governance, risk management, and internal control process, compliance with all applicable rules and regulations, and reliable financial reporting.

Performance Measures: The Chief Internal Auditor is responsible for developing a comprehensive internal audit plan which is approved by the Audit Committee. For FY14 the risk based internal audit plan included:

- facility audits;
- process audits (e.g. fixed assets, purchase cards, cash receipts, payroll);
- information technology reviews;
- follow-up reviews;
- management advisories; and
- special projects (e.g. M-NCPPC staff training).

For FY14, the Office of Internal Audit is committed to completing over 43 audits/reviews. For FY15 the number of audits completed is expected to increase to 54, representing a 20.4% increase in the number of audits completed.

Types of Audits	Planned FY14			Estimated FY15		
	Number of Audits	Budgeted Hours	Percent	Number of Audits	Budgeted Hours	Percent
Facility Audits	8	1313	22.05%	10	1573	20.85%
Process Audits	8	2116	35.54%	10	2616	34.68%
IT Audits	1	550	9.24%	3	1050	13.92%
Follow-Up Reviews	5	270	4.53%	8	500	6.63%
Management Advisories	6	570	9.57%	6	550	7.29%
Fraud, Waste & Abuse	12	680	11.42%	14	800	10.60%
Special Projects	3	455	7.64%	3	455	6.03%
TOTAL	43	5954	100%	54	7544	100%



Central Administrative Services

Merit System Board

MISSION AND OVERVIEW

The Merit System Board is authorized by the Commission's enabling legislation. It is an impartial Board composed of three public members: the Chair, appointed to a four year term; the Vice Chair, appointed to a three year term; and a Board Member, appointed to a two year term.

The Merit System Board oversees the Commission's Merit System, recommends Merit System policies to the Commission for adoption, upholds employee rights guaranteed under the Merit System, and serves as the final administrative appellate body for employment matters pertaining to non-represented Merit System employees. They are responsible for making impartial recommendations and decisions

PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

- Review, hear, and make decisions on appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.).
- Review, hear, and make decisions on appeals of concerns that have not been resolved through the agency's administrative grievance process.
- Consider input from employees and management on issues pertaining to the Merit System.
- With support of the agency's Corporate Policy Office and with input from employees and management, recommend changes on Merit System Rules and Regulations (personnel policies). Recommendations are submitted to the Commission for adoption.
- With support of the Human Resources Office, review proposed changes to compensation and classification plans and submit recommendations to the Commission.
- Report periodically, or as requested, to the Commission on matters relating to the Merit System.

FY14 ACCOMPLISHMENTS

The Merit System Board continued to oversee the Commission's Merit System, recommend Merit System policies to the Commission for adoption, uphold employee rights guaranteed under the Merit System, and serve as the final administrative appellate body for employment matters pertaining to non-represented Merit System employees.



Central Administrative Services Merit System Board

FY15 BUDGET AT A GLANCE

Summary of Merit System Board Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
Montgomery County				
Budget				
Expenditures	\$79,396	\$80,914	1.9%	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	\$79,396	\$80,914	1.9%	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	\$158,792	\$161,828	1.9%	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 FY14 Levels.

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The FY15 Merit System Board Budget is proposed at \$161,828, which is a 2% or \$ 3,036 increase over FY14 figures primarily attributable to an adjustment in professional services (see Other Services and Charges).

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. The budget provides for one part time Merit system position that serves as administrator and three part-time contract Board positions (one part-time chair, and two part-time board members). The salaries of appointed board members are determined by the Commission through Resolution. No changes are expected in FY15 to Board member salaries. The proposed salary for the one part-time Merit employee is based on maintaining current scheduled hours. Positions remain unchanged for FY15.

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.



Central Administrative Services Merit System Board

- Personnel Services, which cover salaries and benefits, decrease by 1.6% (or \$1,964). This decrease related to adjusted benefit costs (health insurance, retirement, FICA, etc.).
- Supplies and Materials are proposed to remain flat.
- The Other Services and Charges category is proposed to increase 14.7% (or \$5,000) for outside legal counsel which assists the Merit System 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. The Support Services Fund does not include funding for any staff.

FY14 ACCOMPLISHMENTS

- Continued to manage shared resources (e.g., telecommunications, postage, printing services, utilities, etc.) for efficiency and cost containment. Cost efficiencies gained in FY14 avoid increases in funding levels for Personnel Services and Supplies & Materials in FY15.

FY15 BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	FY14 Adopted	FY15 Proposed	% Change	% Allocated*
Montgomery County				
Budget				
Expenditures	\$559,550	\$536,957	-4.0%	45.1%
Prince George's County				
Budget				
Expenditures	\$559,550	\$653,634	16.8%	54.9%
Combined Total				
Budget				
Expenditures	\$1,119,100	\$1,190,591	6.4%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The total proposed FY15 budget is \$ 1,190,591, representing a 6.4% increase (\$71,491) from FY14 levels. This is primarily due to a small increase in occupancy rates at the Executive Office Building to address operations of an aging infrastructure and systems.

- Based on the cost allocation analysis by the Corporate Budget Office, the Commission supported the FY15 budget reflects changes to funding allocation between the counties.



Central Administrative Services

CAS Support Services

These changes, which were made to reflect cost drivers, change the split to 45% Montgomery County and 55% Prince George's County, from the FY14 levels of 50/50%.

The Support Services budget does not include funding for any staff. The largest portion of the CAS budget (67% or \$796,491) is attributed to charges paid by CAS for EOB office space and building operations.

Other expenses that comprise the CAS Support Services budget include:

- Personnel Services costs in this budget cover reimbursement of unemployment insurance for the State of Maryland. This is proposed to stay flat.
- Supplies and Materials which cover small office fixtures, communication equipment and other office supplies shared by departments/units in the building are proposed to remain flat.
- Other Services and Charges (OS&C) category includes expenses for occupancy of EOB, technology, utilities, postage, lease of copiers, and equipment repair/maintenance. OS&C also provides funds for CAS share of risk management and partial funds for the contract of equipment and services for the Document Production Services Center. This category increased 6.6% (\$71,491) to address adjustments in occupancy rates for EOB.

FY15 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 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	1,241,662	1,670,601	1,754,392	5.0%
Supplies and Materials	18,444	41,500	36,354	-12.4%
Other Services and Charges	471,943	338,520	348,451	2.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(138,100)	(139,190)	(153,393)	10.2%
Total	1,593,949	1,911,431	1,985,804	3.9%
Prince George's County				
Personnel Services	1,862,030	2,356,001	2,251,070	-4.5%
Supplies and Materials	24,063	41,500	46,646	12.4%
Other Services and Charges	473,955	378,880	447,099	18.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(373,100)	(376,048)	(406,829)	8.2%
Total	1,986,948	2,400,333	2,337,986	-2.6%
Combined Total				
Personnel Services	3,103,692	4,026,602	4,005,462	-0.5%
Supplies and Materials	42,507	83,000	83,000	0.0%
Other Services and Charges	945,898	717,400	795,550	10.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(511,200)	(515,238)	(560,222)	8.7%
Total	3,580,897	4,311,764	4,323,790	0.3%
Department of Finance				
Montgomery County				
Personnel Services	2,812,657	2,961,259	3,002,336	1.4%
Supplies and Materials	84,368	79,900	79,900	0.0%
Other Services and Charges	532,709	581,400	663,263	14.1%
Capital Outlay	67,256	-	-	-
Other Classifications	209	-	-	-
Chargebacks	(734,940)	(704,200)	(757,200)	7.5%
Total	2,762,259	2,918,359	2,988,299	2.4%
Prince George's County				
Personnel Services	3,740,607	3,869,506	4,055,370	4.8%
Supplies and Materials	113,037	104,300	104,300	0.0%
Other Services and Charges	628,563	759,600	866,491	14.1%
Capital Outlay	87,890	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,392,521)	(1,402,500)	(1,490,000)	6.2%
Total	3,177,576	3,330,906	3,536,161	6.2%
Combined Total				
Personnel Services	6,553,264	6,830,765	7,057,706	3.3%
Supplies and Materials	197,405	184,200	184,200	0.0%
Other Services and Charges	1,161,272	1,341,000	1,529,754	14.1%
Capital Outlay	155,146	-	-	-
Other Classifications	209	-	-	-
Chargebacks	(2,127,461)	(2,106,700)	(2,247,200)	6.7%
Total	5,939,835	6,249,265	6,524,460	4.4%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,404,092	1,804,260	1,785,674	-1.0%
Supplies and Materials	9,979	14,900	16,688	12.0%
Other Services and Charges	340,317	202,706	232,603	14.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(553,800)	(555,650)	(578,119)	4.0%
Total	1,200,588	1,466,216	1,456,846	-0.6%
Prince George's County				
Personnel Services	1,061,069	1,281,425	1,403,029	9.5%
Supplies and Materials	9,954	14,900	13,112	-12.0%
Other Services and Charges	299,816	202,706	182,759	-9.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(679,920)	(692,335)	(711,018)	2.7%
Total	690,919	806,696	887,882	10.1%
Combined Total				
Personnel Services	2,465,161	3,085,685	3,188,703	3.3%
Supplies and Materials	19,933	29,800	29,800	0.0%
Other Services and Charges	640,133	405,412	415,362	2.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,233,720)	(1,247,985)	(1,289,137)	3.3%
Total	1,891,507	2,272,912	2,344,728	3.2%
Merit System Board				
Montgomery County				
Personnel Services	55,157	61,496	60,514	-1.6%
Supplies and Materials	2,648	900	900	0.0%
Other Services and Charges	11,825	17,000	19,500	14.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	69,630	79,396	80,914	1.9%
Prince George's County				
Personnel Services	55,158	61,496	60,514	-1.6%
Supplies and Materials	2,444	900	900	0.0%
Other Services and Charges	11,829	17,000	19,500	14.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	69,431	79,396	80,914	1.9%
Combined Total				
Personnel Services	110,315	122,992	121,028	-1.6%
Supplies and Materials	5,092	1,800	1,800	0.0%
Other Services and Charges	23,654	34,000	39,000	14.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	139,061	158,792	161,828	1.9%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Office of Internal Audit				
Montgomery County				
Personnel Services	84,852	146,239	184,754	26.3%
Supplies and Materials	3,435	5,500	5,500	0.0%
Other Services and Charges	20,279	4,100	4,100	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	108,566	155,839	194,354	24.7%
Prince George's County				
Personnel Services	211,503	308,169	390,662	26.8%
Supplies and Materials	1,358	9,500	9,500	0.0%
Other Services and Charges	32,599	7,200	7,200	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(61,600)	(60,000)	(70,000)	16.7%
Total	183,860	264,869	337,362	27.4%
Combined Total				
Personnel Services	296,355	454,408	575,416	26.6%
Supplies and Materials	4,793	15,000	15,000	0.0%
Other Services and Charges	52,878	11,300	11,300	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(61,600)	(60,000)	(70,000)	16.7%
Total	292,426	420,708	531,716	26.4%
CAS Support Services				
Montgomery County				
Personnel Services	(42)	5,000	4,510	-9.8%
Supplies and Materials	9,819	17,000	15,334	-9.8%
Other Services and Charges	498,734	537,550	517,113	-3.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	508,511	559,550	536,957	-4.0%
Prince George's County				
Personnel Services	120	5,000	5,490	9.8%
Supplies and Materials	10,098	17,000	18,666	9.8%
Other Services and Charges	498,293	537,550	629,478	17.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	508,511	559,550	653,634	16.8%
Combined Total				
Personnel Services	78	10,000	10,000	0.0%
Supplies and Materials	19,917	34,000	34,000	0.0%
Other Services and Charges	997,027	1,075,100	1,146,591	6.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,017,022	1,119,100	1,190,591	6.4%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	5,598,378	6,648,855	6,792,180	2.2%
Supplies and Materials	128,693	159,700	154,676	-3.1%
Other Services and Charges	1,875,807	1,681,276	1,785,030	6.2%
Capital Outlay	67,256	-	-	-
Other Classifications	209	-	-	-
Chargebacks	(1,426,840)	(1,399,040)	(1,488,712)	6.4%
Total	6,243,503	7,090,791	7,243,174	2.1%
Prince George's County				
Personnel Services	6,930,487	7,881,597	8,166,135	3.6%
Supplies and Materials	160,954	188,100	193,124	2.7%
Other Services and Charges	1,945,055	1,902,936	2,152,527	13.1%
Capital Outlay	87,890	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,507,141)	(2,530,883)	(2,677,847)	5.8%
Total	6,617,245	7,441,750	7,833,939	5.3%
Combined Total				
Personnel Services	12,528,865	14,530,452	14,958,315	2.9%
Supplies and Materials	289,647	347,800	347,800	0.0%
Other Services and Charges	3,820,862	3,584,212	3,937,557	9.9%
Capital Outlay	155,146	-	-	-
Other Classifications	209	-	-	-
Chargebacks	(3,933,981)	(3,929,923)	(4,166,559)	6.0%
Total	12,860,748	14,532,541	15,077,113	3.7%



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 13		FY 14		FY 15	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	15.50	15.25	16.00	15.75	16.00	15.75
Part-Time Career	-	-	-	-	-	-
Career Total	15.50	15.25	16.00	15.75	16.00	15.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(1.75)		(1.75)		(1.25)
Subtotal Dept of Hmn. Res. & Mgmt.	15.50	13.50	16.00	14.00	16.00	14.50
<i>Prince George's County</i>						
Full-Time Career	20.50	20.50	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.50	20.50	21.00	21.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(3.00)		(3.00)		(2.50)
Subtotal Dept of Hmn. Res. & Mgmt.	20.50	17.50	21.00	18.00	21.00	18.50
TOTAL						
Full-Time Career	36.00	35.75	37.00	36.75	37.00	36.75
Part-Time Career	-	-	-	-	-	-
Career Total	36.00	35.75	37.00	36.75	37.00	36.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(4.75)		(4.75)		(3.75)
Total Dept of Hmn. Res. & Mgmt.	36.00	31.00	37.00	32.00	37.00	33.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	29.50	29.50	26.00	26.00	26.00	26.00
Part-Time Career	0.50	0.30	0.40	0.30	0.40	0.30
Career Total	30.00	29.80	26.40	26.30	26.40	26.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(2.30)		(2.00)		(2.00)
Subtotal Department of Finance	30.00	27.50	26.40	24.30	26.40	24.30
<i>Prince George's County</i>						
Full-Time Career	30.50	30.50	34.00	34.00	34.00	34.00
Part-Time Career	0.50	0.30	0.60	0.30	0.60	0.30
Career Total	31.00	30.80	34.60	34.30	34.60	34.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(2.30)		(2.60)		(2.60)
Subtotal Department of Finance	31.00	28.50	34.60	31.70	34.60	31.70
TOTAL						
Full-Time Career	60.00	60.00	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	61.00	60.60	61.00	60.60	61.00	60.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(4.60)		(4.60)		(4.60)
Total Department of Finance	61.00	56.00	61.00	56.00	61.00	56.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	12.70	12.25	12.70	12.50	12.70	12.50
Part-Time Career	-	-	-	-	-	-
Career Total	12.70	12.25	12.70	12.50	12.70	12.50
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	12.70	12.25	13.70	13.50	13.70	13.50
<i>Prince George's County</i>						
Full-Time Career	10.30	9.75	10.30	10.00	10.30	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.30	9.75	10.30	10.00	10.30	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	10.30	9.75	10.30	10.00	10.30	10.00
TOTAL						
Full-Time Career	23.00	22.00	23.00	22.50	23.00	22.50
Part-Time Career	-	-	-	-	-	-
Career Total	23.00	22.00	23.00	22.50	23.00	22.50
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	23.00	22.00	24.00	23.50	24.00	23.50
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	0.50	0.25	0.50	0.25	0.50	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	0.50	0.25	0.50	0.25	0.50	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	1.00	0.50	1.00	0.50	1.00	0.50



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 13		FY 14		FY 15	
	Actual POS	WYS	Adopted 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)		-
Subtotal Office of Internal Audit	2.00	1.50	2.00	1.50	2.00	2.00
<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)		-
Subtotal Office of Internal Audit	3.00	2.50	3.00	2.50	3.00	3.00
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)		-
Total Office of Internal Audit	5.00	4.00	5.00	4.00	5.00	5.00
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	60.20	59.25	57.20	56.50	57.20	56.50
Part-Time Career	0.50	0.30	0.40	0.30	0.40	0.30
Career Total	60.70	59.55	57.60	56.80	57.60	56.80
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(4.55)		(4.25)		(3.25)
Subtotal CAS	60.70	55.00	58.60	53.55	58.60	54.55
<i>Prince George's County</i>						
Full-Time Career	64.80	64.00	68.80	68.25	68.80	68.25
Part-Time Career	0.50	0.30	0.60	0.30	0.60	0.30
Career Total	65.30	64.30	69.40	68.55	69.40	68.55
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(5.80)		(6.10)		(5.10)
Subtotal CAS	65.30	58.50	69.40	62.45	69.40	63.45
TOTAL						
Full-Time Career	125.00	123.25	126.00	124.75	126.00	124.75
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60
Career Total	126.00	123.85	127.00	125.35	127.00	125.35
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse		(10.35)		(10.35)		(8.35)
Total CAS	126.00	113.50	128.00	116.00	128.00	118.00

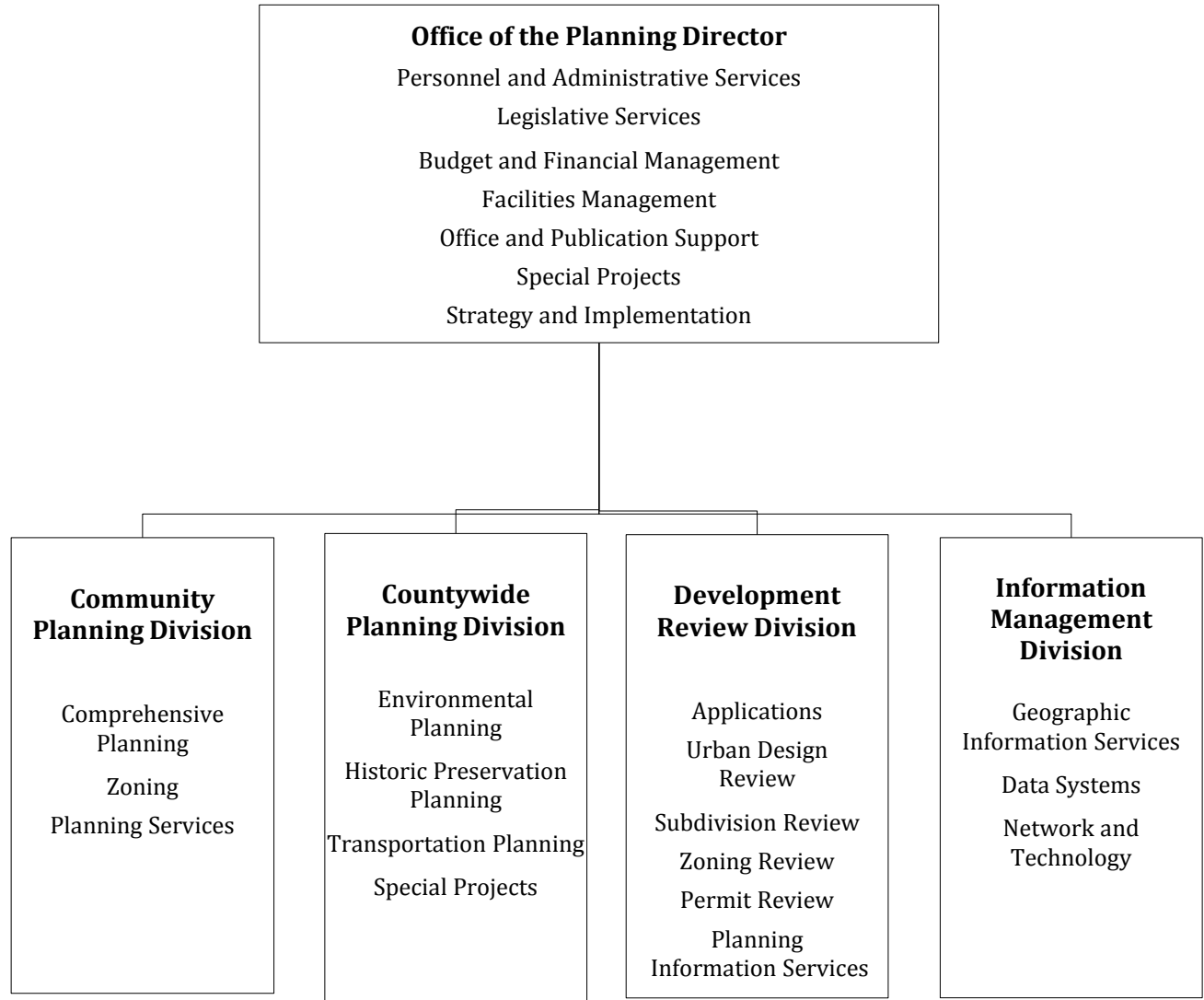


Planning Department
(Administration Fund)

	<u>Page</u>
PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT	
Executive Overview.....	101
Glossary	112
Division Budgets	
Director's Office	116
Development Review.....	120
Community Planning	124
Countywide Planning	134
Information Management.....	139
Support Services.....	142
Divisional Summaries.....	144



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 promote economic vitality, environmental sustainability, design excellence, and quality development in Prince George's County.

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, and 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 the County Council to make informed decisions, while balancing the 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 elected and appointed officials, municipalities, fellow staff, and citizens.

ACCOMPLISHMENTS

- **Director's Office accomplishments include:**
 - Engaged in public outreach efforts throughout the County for the Plan Prince George's 2035 project, which included promoting a town meeting and distribution of plan information at



various County libraries and Metro stations. Staff also conducted the Plan Prince George's 2035 Town Meeting held at the University Of Maryland's Samuel Riggs IV Alumni Center. Over 300 County stakeholders attended the meeting, during which participants learned about and discussed six potential "downtown" locations that could become major economic engines for the County in the future

- Continued implementing goals and strategies identified in Strategic Plan 2018, which is a Department-wide effort that expresses the Department's cultural values, the staff's collective vision of the future, and the steps needed to arrive at that vision.
- Solicited proposals for consulting services and awarded a contract to a consulting team to assist in developing a Primary Health Care Strategic Plan for Prince George's County. To date, several stakeholder meetings have been held with residents.
- **Community Planning North Division accomplishments include:**
 - Completion of the following plans/projects: Subregion 5 and 6 remands, Southern Green Line, Eastover/Forest Heights/MD 210, Largo -Lottsford, Landover Metro/MD 202 Sector Plans and SMA's, Central Branch Avenue Revitalization Sector Plan, and the Star Spangled Banner/Scenic Byways Corridor Management Plans.
 - Completion of the following studies/special projects: Kenilworth Avenue/Town of Cheverly Industrial Study, Melwood, Chillum Area and Rural Villages Studies, Shopping Center Pitch Book, Bio Pharma – Pitch Books for the EDC, Metro Station Regulatory (Overlay Zone) Inventory.
 - Initiation of work associated with the Central Avenue – Metro Blue Line TOD Implementation and SMA.
 - Initiation of the following plans/projects: College Park/Riverdale Park and Prince Georges Plaza TDDP/TDOZ's, Sub Region 4 Industrial Study, and Police Beat project.
 - Completion of several Sustainable Communities Applications for the following: Langley Park and the Town of Upper Marlboro, Riverdale/Bladensburg, Camp Springs, Hillcrest Heights, and Glassmanor communities.
 - Execution of professional services contracts for several projects/plans and studies, including the following : College Park/Riverdale Park and Prince Georges Plaza TDDP/TDOZ's, Chillum Study and Mount Rainer Architectural Overlay District, and Joint Land Use Study (JLUS) Clear Zone project.
 - Continued implementation of recommendations from the Joint Base Andrews Joint Land Use Study pertaining to interim development regulations, which includes the completion of the Military Installation Overlay Zone (MIOZ) and development of strategies to clear development in the Clear Zone north of Joint Base Andrews.
 - 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.
 - Reestablishment of the Westphalia Stakeholders Group, establishment of Governance and Gateway Signage Sub-Committees, continued evaluation of a governance structure, and assignment of staff resources to assist the Westphalia Development Review Council.
 - Continued assignment of staff resources and technical support to all six Transforming Neighborhoods Initiatives.
 - Continued assignment of staff resources and technical support for the General Plan and Zoning Code Rewrite core teams, various working groups, M-U-TC Local Review Design Committees, and the following zoning text amendments: revisions to MXT and MUI provisions, Urban Agriculture, Southern Green Line DDOZ, MIOZ, master plan process revisions, and Gateway Arts District DDOZ — to permit bed and breakfasts.



Prince George's County Planning Department

- **Countywide Planning Division accomplishments include:**
 - Council and County Executive approval of Targeted Economic Development Strategy (“Economic Drivers and Catalysts”).
 - Completed publication of Urban Agriculture Study identifying strategies to expand urban farming, community gardens, and farmers markets.
 - Completed the Prince George’s Transitway Study under the COG/TLC program, to identify the next generation of transit corridors for study.
 - Attained Planning Board adoption of the pedestrian/bike facility APF guidelines required by CB-2-2012.
 - Provided 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.
 - Provided assistance to the Board of Education with the annual Educational Facilities Master Plan.
 - Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
 - Coordinated the Planning Department’s analysis for the Water and Sewer Plan Amendment cycles and the update of the Water and Sewer Plan.
 - Attained Council approval of the Sustainable Growth Act Tier Map and associated subdivision amendments to regulate septic-based, large-lot development, protect rural land, and comply with State law.
 - Attained Council approval of the Priority Preservation Area Functional Master Plan in order to preserve farmland.
 - Analyzed the Maryland Agricultural Land Preservation Foundation and Historic Agricultural Resource Preservation Program applications.
 - Supported the Historic Properties Grant Program through review and field-surveying of 17 submitted applications. Ten applications were approved.
 - Completed study of best practices for responding to closed golf courses and analyzed re-use options for Lake Arbor and Marlborough golf courses
- **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.
 - Processed approximately 28,000 permits in FY13.
 - Responded to almost 10,400 inquiries from the general public in FY13.
 - Processed 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, make them more responsive to newer planning initiatives related to infill and transit-oriented development, and improve the development review processes.
- **Information Management Division accomplishments include:**
 - Initiating new professional services contracts to support ongoing improvements to PGAtlas, our online GIS mapping web site, and to acquire updates to important GIS data, including new aerial imagery.
 - Responding to over 200 internal and external requests for maps, data, reports, and technical services. Customers included municipalities, the County Executive and County Council, educational institutions, and numerous private sector businesses.
 - Completed the construction of a virtualized server environment to improve computing efficiency and reduce costs, and upgraded remote access and improved enterprise network



Prince George's County Planning Department

services to strengthen Commission and Department communications and business operations.

- o Continued document imaging services to expand, and begin to capture, documents and plans for all development review applications, making them available to staff and others through the Department's Development Activities Monitoring System (DAMS).

SUMMARY OF DEPARTMENT BUDGET

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2015

	FY 14 Adopted	FY 15 Proposed	%
			Change
Expenditures by Division/Function:			
Planning Department			
Director's Office	\$ 4,484,412	\$ 4,618,207	3.0%
Development Review	5,794,102	5,524,640	-4.7%
Community Planning	5,479,757	5,145,978	-6.1%
Information Management	4,752,171	5,417,433	14.0%
County-Wide Planning	5,960,112	6,427,287	7.8%
Support Services	8,770,800	8,505,500	-3.0%
Grants	138,000	138,000	0.0%
Subtotal Planning Department	<u>35,379,354</u>	<u>35,777,045</u>	1.1%
Other Financing Uses/Transfers Out	30,000	30,000	0.0%
Total Planning Department	<u>\$ 35,409,354</u>	<u>\$ 35,807,045</u>	<u>1.1%</u>

The Prince George's County Planning Department FY15 proposed budget total is \$35,807,045, which is \$397,691—or 1.1 percent—more than the Adopted FY14 Operating Budget and within the spending limit set in the Commission's most recent 6-Year Projection model.

Personnel Salaries and Wages

Included in the total proposed budget is \$20,377,545 for personnel compensation and benefit costs, which is \$610,709 less than the Adopted FY14 Operating Budget. This decrease is primarily the result of budgeted lapsed salary totaling \$442,200 and approximately \$265,300 reduction in costs for pensions. These reductions are offset by an increase in the cost of medical insurance. The personnel salaries and wages identified do not include funding for cost-of-living adjustments (COLA) or merit increases for staff. The Planning Department has a compensation marker totaling \$537,964 that is included in the proposed non-departmental budget.

Also included in the total proposed budget is \$6,924,000 for non-personnel costs, which is \$1,273,700 more than the Adopted FY14 Operating Budget. The increase is primarily related to the following:

Supplies and Materials

The proposed budget for supplies and materials is \$604,300, which is an increase of \$19,700 (3.3 percent) over the adopted FY14 total. The increase is primarily the result of inflationary increases for discretionary line items and the inclusion of costs for the replacement of office systems furniture in the Department's Information Management Division. This increase is offset by a decrease in funding for minor equipment.



Prince George's County Planning Department

Other Services and Charges

The budget proposed for other services and charges is \$5,981,700, which is an increase of \$1,198,000 (25.0 percent) over the adopted FY14 total. This increase is related primarily to increases in the proposed budget for professional services, miscellaneous services, and training and conferences. The increases are offset by a decrease in the budget for construction/renovation services.

Capital Outlay

The capital outlay budget proposal is for \$170,000, which is an increase of \$56,000 (49.1 percent) over the FY14 total. The primary reason for the increase in this category is the inclusion of funding in FY15 for the purchase of a large format copier and a large format scanner for the Information Management Division, as well as funding to replace one of the Department's servers.

Support Services

The support services budget is \$8,505,500 or \$265,300 less than the adopted FY14 total. This decrease is primarily the result of reductions totaling \$400,000 for County project charges and \$19,000 in reductions for the lease and maintenance of walk-up copiers. The reductions are offset by inflationary increases for discretionary line items and \$20,200 increase for office space rental at the County Administration Building, \$71,200 increase for the Planning Department's contribution to the Risk Management Fund, and \$71,900 increase for Microsoft Cloud subscriptions and KRONOS upgrades.

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The FY15 work program contains resources for ongoing development review, planning, data maintenance activities, community/municipal outreach, and the completion of projects started in prior years. The FY15 budget also includes resources for continued planning efforts for multiyear small community plans and studies approved in FY14. These include the Anacostia Waterfront Park Neighborhood Bike Access Study, Cheverly Sector Plan and Sectional Map Amendment (SMA), College Park/Riverdale Park TDDP/TDOZ Update, and the Landover Metro/MD 202 Corridor Sector Plan and SMA.

In FY15 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 Branch Avenue Revitalization Sector Plan Implementation, Community Legacy/Sustainable Communities Plans, Eastover Shopping Center/Forest Heights/MD 210 Plan Implementation, Historic Preservation Implementation Strategy, Industrial Zone Implementation Policies, 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, Scenic Byways Corridor Management Plan Implementation, Southern Green Line Transit-Oriented Development Corridor Action Plan Implementation, Subregion 1 Master Plan Implementation, Subregion 4 Transit-Oriented Development (TOD) Implementation Plan, Town of Upper Marlboro Action Plan/Greater Upper Marlboro Strategy Implementation, Trails Policy Implementation, and Westphalia Sector Plan Implementation.

New work programs and projects proposed to begin in FY15 include the following, which are described in detail within the division narrative of this proposal:

- Cheverly Sector Plan and Sectional Map Amendment
- Green Infrastructure Functional Master Plan Update
- New Transportation Model
- Target Investment Areas



Prince George's County Planning Department

The Planning Department non-personnel budget includes funding to support Department and Commission needs. Major fixed costs include:

- \$520,000 in maintenance agreements for major equipment, including computer hardware, computer software, geographic information systems, workstations, printers, etc.
- \$111,000 for janitorial services at the Lakeside offices.
- \$45,000 for Lakeside office condominium fees.
- \$698,800 for County Administration Building (CAB) office space rent (including utilities).
- \$202,200 for telephones and postage.
- \$198,800 for the lease, service, supplies, and maintenance of printing/copying equipment.
- \$55,800 for utilities at the Lakeside offices.
- \$6,558,500 in project charges paid to the County government other than CAB rent, including:
 - \$250,000 for 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 in permits and inspections for M-NCPPC (Department of Environmental Resources Inspection Division).
 - \$1,160,000 for engineering inspection and permitting—Department of Public Works and Transportation (DPW&T).
 - \$844,500 for support of redevelopment projects.
 - \$316,800 for Economic Development Corporation General Plan Goals.
 - \$169,800 for DPW&T Director's Office.
 - (\$400,000) reduction to FY15 Project charges (TBD)

WORK PROGRAM PRIORITY

PLANNING

Updating the General Plan by:

- Continuing efforts on Plan Prince George's 2035, which is an update of the 2002 Prince George's County Approved General Plan and, when approved, will replace the 2002 plan.

Implementing the General Plan through:

- Completion of a variety of area master, sector, or transit district development plans started 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.
- 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.
- Implementing strategies identified in Plan Prince George's 2035 through development of the Priority Investment Districts (PIDs) and the Primary Employment Areas (PEAs).



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 Implementation Plan, Branch Avenue in Bloom, Central Branch Avenue Revitalization Sector Plan Implementation, Community Legacy/Sustainable Communities Plans, Eastover Shopping Center/Forest Heights/MD 210 Plan Implementation, Historic Preservation Implementation Strategy, Industrial Zone Implementation Policies, 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, Scenic Byways Corridor Management Plan Implementation, Southern Green Line Transit-oriented Development Corridor Action Plan Implementation, Subregion 1 Master Plan Implementation, Subregion 4 Transit-Oriented Development (TOD) Implementation Plan, Town of Upper Marlboro Action Plan/Greater Upper Marlboro Strategy Implementation, Trails Policy Implementation, and Westphalia Sector Plan Implementation.

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

- Initiating a new Functional Master Plan of Green Infrastructure for the County.

Helping to improve economic development around Metro stations by:

- Continuing implementation efforts under the Southern Green Line TOD Corridor Action Plan work program and the Subregion 4 TOD Implementation Plan work program.

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 improve development review.
- Continuing the use of technology and automation to secure record keeping and 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.
- Expanding the Department's Document Management System, which will make documents available to the public through various web applications used by the Department.

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.
- Using participatory processes that balance the needs of existing communities with the policies for growth and development contemplated by the General Plan.
- Providing accurate and timely responses to inquiries about planning, zoning, and development, including an annual assessment of customer satisfaction throughout the Department.



Prince George's County Planning 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? How will we know if we got there or if 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 plans 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, in 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 non-working 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 FY15.

NM—New Multiyear—Projects that are proposed to begin in FY15 and will not be completed in that year.



Prince George's County Planning Department

Staff Week Summary

PROGRAMS AND PROJECTS	Adopted FY14	Proposed FY15	Net Change	Percent Change
I. COUNTYWIDE PLANNING	1270	917	-353	-27.8%
Agriculture Preservation Support [C]	52	39	-13	
Archeological Review [C]	18	18	0	
Environmental Planning [C]	22	12	-10	
General Plan Update [M]	487	168	-319	
Green Infrastructure Functional Master Plan [N]	0	21	21	
Historic Area Work Permit Review [C]	41	41	0	
Historic Preservation Grant Program Administration [C]	22	22	0	
Historic Preservation Planning [C]	49	49	0	
MDP Annual Report [C]	23	23	0	
New Transportation Model [N]	0	90	90	
Primary Healthcare Plan [M]	102	72	-30	
Priority Preservation Areas Functional Master Plan [M]	11	16	5	
Public Facilities Planning [C]	90	90	0	
Support to Historic Preservation Commission [C]	59	54	-5	
Transportation Planning [C]	231	109	-122	
Water and Sewer Planning [C]	13	23	10	
Watershed Planning [C]	50	70	20	
II. COMMUNITY/SMALL AREA PLANNING	935	589	-346	-37.0%
Anacostia Waterfront Park Neighborhood Bike Access Study [M]	15	9	-6	
Cheverly Sector Plan and Sectional Map Amendment [NM]	52	105	53	
College Park/Riverdale Park TDDP/TDOZ Update [M]	109	50	-59	
Eastover-Forest Heights (MD 210) Sector Plan and SMA [M]	85	21	-64	
Greenbelt Metro Area Sector Plan and SMA [M]	28	12	-16	
Landover Metro/MD202 Corridor Sector Plan/SMA [M]	78	41	-37	
Largo-Lottsford Master Plan/SMA [M]	80	47	-33	
Planning Assistance to Municipalities [C]	118	115	-3	
Prince Georges Plaza TDDP/TDOZ [M]	84	135	51	
Purple Line Corridor TOD Station Design and Access Study [M]	52	9	-43	
Southern Green Line Sector Plan and SMA [M]	122	35	-87	
Subregion 5 Remand [M]	56	5	-51	
Subregion 6 Sectional Remand [M]	56	5	-51	
III. IMPLEMENTATION	906	1207	301	33.2%
Bowie MARC Station Implementation Plan [M]	44	36	-8	
Branch Avenue in Bloom [M]	31	25	-6	
Central Branch Avenue Revitalization Sector Plan Implementation [NM]	26	43	17	
Community Legacy/Sustainable Communities Plans [M]	92	22	-70	
Eastover Shopping Center/Forest Heights/MD 210 Plan	10	33	23	



Prince George's County Planning Department

PROGRAMS AND PROJECTS	Adopted FY14	Proposed FY15	Net Change	Percent Change
Implementation [M]				
Historic Preservation Implementation Strategy [M]	60	45	-15	
Industrial Zone Implementation Policies (Identified in Subregion IV Plan) [M]	25	62	37	
Joint Base Andrews JLUS Implementation Committee [M]	68	91	23	
Landover Gateway [M]	24	19	-5	
Master Plan of Transportation MPOT Implementation [M]	60	50	-10	
Mt. Rainer MUTC/Architectural Conservation Overlay District [M]	22	63	41	
Mount Vernon Viewshed Overlay Zone [M]	48	48	0	
Scenic Byway Corridor Management Plan Implementation (formerly Rural Villages Design Study) [M]	45	77	32	
Southern Greenline Transit Oriented Development Corridor Action Plan Implementation [NM]	18	53	35	
Subregion I Master Plan Implementation [M]	18	12	-6	
Subregion 4 Transit-Oriented Development Implementation Plan [M]	36	82	46	
Target Investment Areas [NM]		134		
Town of Upper Marlboro Action Plan/Greater Upper Marlboro Strategy Implementation [M]	27	34	7	
Trails Policies Implementation [C]	49	52	3	
Westphalia Sector Plan Implementation [M]	70	94	24	
Woodland Conservation Program Management and Enforcement [C]	133	132	-1	
IV. INTERGOVERNMENTAL COORDINATION	697	698	1	0.1%
Intergovernmental and Private Sector Coordination [C]	299	341	42	
Requests from Other Departments/Agencies [C]	261	224	-37	
Transforming Neighborhoods Initiative [M]	137	133	-4	
V. DEVELOPMENT REVIEW ACTIVITIES	2674	2933	259	9.7%
Assigning Street Names/House Numbers [C]	58	29	-29	
Information Counter [C]	219	251	32	
Major Revision of Zoning Ordinance and Other Regulations [M]	199	401	202	
Processing of All Permits [C]	758	779	21	
Processing Alternative Compliance [C]	52	28	-24	
Processing Chesapeake Bay Critical Area Plans [C]	60	57	-3	
Processing CDPs and SDPs [C]	194	214	20	
Processing Conceptual/Detailed Site Plans [C]	438	449	11	
Processing Subdivision Applications [C]	392	350	-42	
Processing Zoning, Special Exceptions, and Departure Applications [C]	304	375	71	
VI. MANAGING COUNTYWIDE DATABASES	663	659	-4	-0.6%
Community Organization Monitoring Systems [C]	7	3	-4	
Data/Map Sales and Production [C]	58	50	-8	



Prince George's County Planning Department

PROGRAMS AND PROJECTS	Adopted FY14	Proposed FY15	Net Change	Percent Change
Data Warehouse Initiative [NM]	37	65	28	
Development Activity Monitoring System [C]	28	24	-4	
GIS: 3D GIS Implementation [M]	25	21	-4	
GIS: 3D Facilities and Asset Management [N]	18	4	-14	
GIS: Applications [C]	39	24	-15	
GIS: Development [C]	144	170	26	
GIS: Land Use Layer Maintenance [C]	21	14	-7	
GIS: Maintenance [C]	214	191	-23	
Land Data File Maintenance [C]	68	88	20	
Public Lands and Facilities Inventory [C]	4	5	1	
VII. PROVISION OF PUBLIC INFORMATION	427	489	62	14.5%
Communication with the Public: Public Information [C]	122	146	24	
Demographic and Economic Analysis [C]	20	23	3	
Federal/State Statistical Analysis [C]	24	9	-15	
Housing, Population, Employment Forecasts [C]	59	63	4	
Master Address Database [C]	7	7	0	
Pipeline Maintenance and Implementation [C]	13	20	7	
Prince George's County Food System Study [M]	40	47	7	
Public Participation/Public Engagement [C]	27	32	5	
Real Estate Research and Analysis [C]	8	7	-1	
Special Research Studies [C]	41	61	20	
Web Site Development/Management [C]	66	74	8	
VIII. MANAGEMENT/ADMINISTRATION/SUPPORT	681	713	32	4.7%
Computer Systems Operation/Maintenance [C]	411	374	-37	
Data Systems: Document Management [C]	80	42	-38	
Department Training [C]	57	83	26	
Records Management [C]	34	2	-32	
Strategic Plan 2018 [M]	99	212	113	



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 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.



Prince George's County Planning Department

- 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, and 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.



Prince George's County Planning Department

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 that show uses allowed in different zones in the Zoning Ordinance.

Woodland , 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, special projects, strategy and implementation, 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 internet, 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 the Planning Board, as well as support to the Prince George's County Government and other Commission facilities. Additionally, the Director's Office is directing "Plan Prince George's 2035," which will update the 2002 Prince George's County Approved General Plan.

PROGRAMS AND SERVICES PROVIDED

- Facilities Management
- Finance/Budget
- General Administration
- Human Resources
- Legislative Services
- Office and Publications Services
- Special Projects
- Strategy and Implementation

ACCOMPLISHMENTS

- Engaged in public outreach efforts throughout the County for the Plan Prince George's 2035 project, which included the promotion of a town meeting and the distribution of plan information at various County libraries and Metro stations. Staff also conducted the Plan Prince George's 2035 Prince George's Town Meeting held at the University of Maryland's Samuel Riggs IV Alumni Center. Over 300 County stakeholders attended the meeting, during which participants learned about and discussed six potential "downtown" locations that could become major economic engines for the County in the future.
- Continued to implement Strategic Plan 2018, which is a Department-wide effort that expresses the Department's cultural values, the staff's collective vision of the future, and the steps needed to arrive at that vision.
- Solicited proposals for consulting services and awarded a contract to a consulting team to assist in developing a Primary Health Care Strategic Plan for Prince George's County. To date, several stakeholder meetings have been held with residents.

BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$388,295, 10.9 percent over FY14 totals, primarily due to 3 full-time career positions being transferred to the Division from the Community Planning Division. Two senior planners and one planner coordinator position were transferred from the Community Planning Division to support the Strategy and Implementation functions in the Planning Director's Office.



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

- **Supplies and Materials** budget increased by \$14,400, 12.9 percent over the FY14 total, primarily due to the inclusion of supplies and minor equipment costs that were deferred in FY14.
- **Other Services and Charges** budget decreased by \$242,900, 33.2 percent under the FY14 total, primarily due to one-time costs for network/programming support and scanning and indexing services related to staff relocating to the County's Department of Permitting, Inspections, and Enforcement (DPIE).
- **Capital Outlay** budget decreased by \$26,000, 30.2 percent under the FY14 total, primarily due to less funding being budgeted for fleet vehicle replacement.
- **Funded Positions/Funded Workyears** increased by three positions and three workyears, respectively. This is due to three positions being reassigned to the Planning Director's Office from the Community Planning Division.

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$4,484,412	\$4,618,207	3.0%
Staffing				
	Funded Career Positions	33.00	35.50	7.6%
	Funded Workyears	32.50	35.50	9.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY14 PROPOSED BUDGET

Community Legacy/Sustainable Communities Plans: In response to the State of Maryland's Sustainable Communities Act of 2010, which targets state revitalization resources in focus areas called "sustainable community areas," staff are working with local communities to build on existing and previous master plans and studies to create successful, sustainable community plans and 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 when accessing other state programs, including those for neighborhood revitalization, business revitalization and transportation improvements. This project is the outgrowth of citizens' desire to see implementable projects as a part of the Kentland/Palmer Park Transforming Neighborhood Initiative (TNI).

In FY15 staff will work with the community to develop an application and action plan to obtain a sustainable communities designation from Maryland's Department of Housing and Community Development (DHCD).

General Plan Update (Plan Prince George's 2035): This multiyear program activity will plan for the entirety of the County's 499 square miles (320,000 acres) and will provide policy direction, development priorities, and broad strategies for future community plans, functional plans, and implementation programs. Plan Prince George's 2035 will establish an overall vision for the County with goals, objectives, and strategies making up the major elements of the plan. One 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 citizen health, the State of Maryland's 12 Planning Visions, and 2010 census data. The update will also incorporate



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

elements from recently adopted functional plans, as well as master and sector plans adopted since 2002.

In the first quarter of FY15, post-approval work will be completed and the approved General Plan Update will be printed.

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 program also involves working with key County agencies as they proceed with predevelopment efforts that support redevelopment of the former Landover Mall site and the Glenarden Apartments site.

In FY15 staff will work with various stakeholders to include County agencies in the implementation of goals and policies of the Approved Landover Gateway Sector Plan.

Largo-Lottsford Sector Plan and Sectional Map Amendment: The current Largo-Lottsford Master Plan and SMA were approved in FY14. A general plan for both the Morgan Boulevard and Largo Town Center Metro Stations was 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, which 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 of FY15, post-approval work will have been completed and the Approved Largo-Lottsford Master Plan and Sectional Map Amendment will be printed. This multiyear program consists of several plan implementation efforts associated with the Largo-Lottsford Master Plan and Sectional Map Amendment. Staff will continue to work with County agencies as they proceed with key implementation efforts associated with the Largo-Lottsford Master Plan and SMA.

Primary Health Care Strategic Plan: In FY13 the Planning Department began work with the County Executive's Office and the Prince George's County Health Department on this multiyear activity to prepare a countywide Primary Health Care Strategic Plan. This plan will provide recommendations and implementation strategies focused on increasing access to preventative services, including health promotion and disease prevention, health behavior education, immunization practices, alcohol and drug addiction, unplanned pregnancies, and mental health services to residents of the County. This plan will also provide recommendations to increase the number of primary health care providers in order to address shortages and to improve access to these services for the underserved and underinsured residents of the County.

In FY15 work on the Primary Health Care Strategic Plan will continue and will include ongoing coordination of outreach and engagement programs involving County agencies, advisory and stakeholder committees, residents, and other key stakeholders, as well as the development of an implementation strategy.

Strategic Plan 2018: StrategicPlan2018 is a blueprint for action and change within the Prince George's County Planning Department. It is an issue-based strategic plan that describes how the Planning Department will seek to address specific areas of concern over the next six years. The plan does not attempt to address every Planning Department activity, project, program, or function, but focuses on those areas that have been identified as requiring special emphasis due to their



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

potential impact on the future effectiveness of the Department and its continued ability to successfully achieve its mission.

In FY15 staff will monitor, evaluate, and provide direct assistance and specific recommendations regarding strategic plan implementation; develop and implement a training and professional development action plan that meets short and long range work program and employee needs; and develop a systematic approach to knowledge management and transfer. Staff will also prepare a Draft Information Technology Strategy.

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 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.

Work on the sectional map amendment will continue in FY15.

Target Invest Areas: The Preliminary Plan Prince George's 2035 proposes several implementation strategies. One of those strategies is the development of Priority Investment Districts (PIDs) and Primary Employment Areas (PEAs). There are two work program items proposed for the first year of the PID and PEA implementation program. The first element is to begin institutionalizing the PIDs and PEAs and to develop a work program for the strategies identified in Plan Prince George's 2035. This will require either supporting an existing work group or forming a new work group. The second element of this program is the development of a Community Viz and SketchUp 3D model for three PIDs and the primary PEAs.

In FY15 staff will begin to institutionalize the PIDs and PEAs and develop a work program for the strategies identified in Plan Prince George's 2035. The Department will also undertake the task of developing a Community Viz and SketchUp 3D model for three PIDs and the primary PEAs.



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 Review
- Zoning Review
- Permit Review
- Planning Information Services

ACCOMPLISHMENTS

- Analyzed approximately 380 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, preliminary plans, and final plats of subdivision for conformance with County plans, policies, and development regulations.
- Processed approximately 28,000 permits in FY13.
- Responded to almost 10,400 inquiries from the general public in FY13.
- Processed a major rezoning request, preliminary plan of subdivision, and detailed site plan for the M-U-TC project in the Developed Tier known as Cafritz.
- In conjunction with Countywide Planning, continued organization and research on the Zoning/Subdivision Ordinance rewrite to simplify the ordinances and make them more responsive to newer planning initiatives related to infill and transit-oriented development.



Prince George's County Planning Department—Development Review

BUDGET AT A GLANCE

- **Personnel Services** budget decreased by \$6,062—0.1 percent under FY14 totals—primarily due to reductions for projected salary lapse totaling approximately 122,500, which is offset by increased costs for medical insurance.
- **Supplies and Materials** budget decreased by \$91,500—57.5 percent under the FY14 total— primarily due to one-time costs for minor equipment purchases related to staff relocating to the County's Department of Permitting, Inspections, and Enforcement (DPIE).
- **Capital Outlay** budget decreased by \$23,000—100 percent under the FY14 total—due to one-time funding for the purchase of capital equipment to support Commission staff relocating to DPIE.
- **Other Services and Charges** budget decreased by \$148,900—30.3 percent under FY14 totals—primarily due to one-time costs for network/programming support and scanning and indexing services related to staff relocating to DPIE.

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>Percent Change</u>
Budget				
	Expenditures	\$5,794,102	\$5,524,640	-4.7%
Staffing				
	Funded Career Positions	53.00	53.00	0.0%
	Funded Work years	53.00	53.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

None

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.

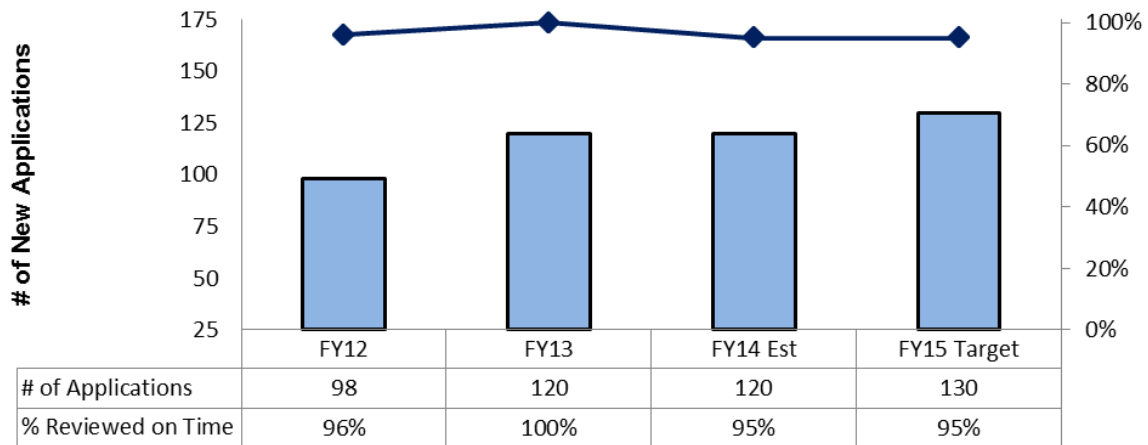
Divisional Objective: Providing a factual and legal basis for decisions on public plans and policies concerning the use and design of land.

Outcome Subdivision, Zoning, Urban Design: Information and recommendations for the public and decision-makers.

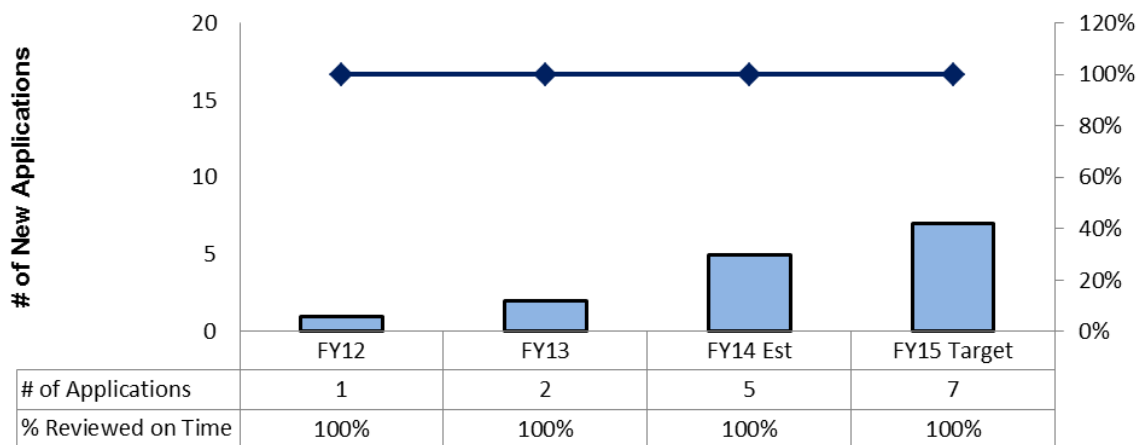


Prince George's County Planning Department—Development Review

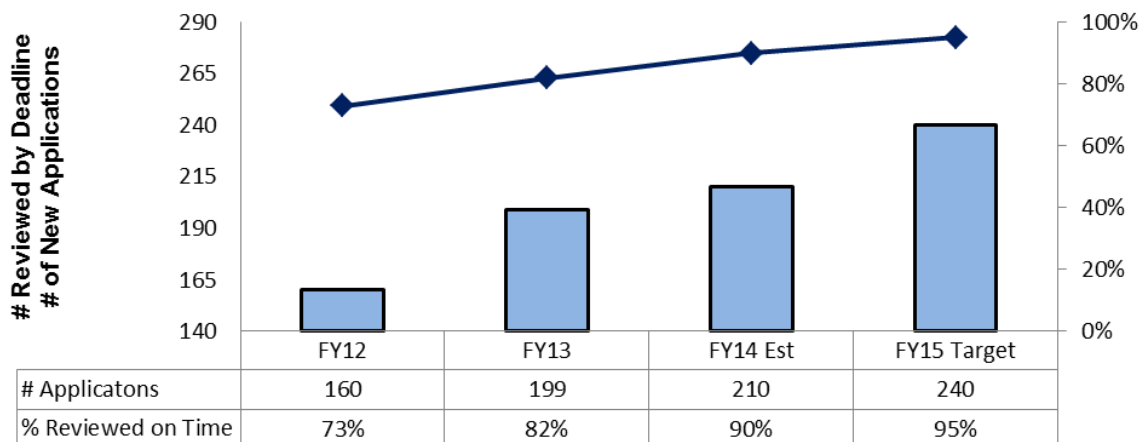
Preliminary Plans of Subdivision



Conservation Sketch Plans

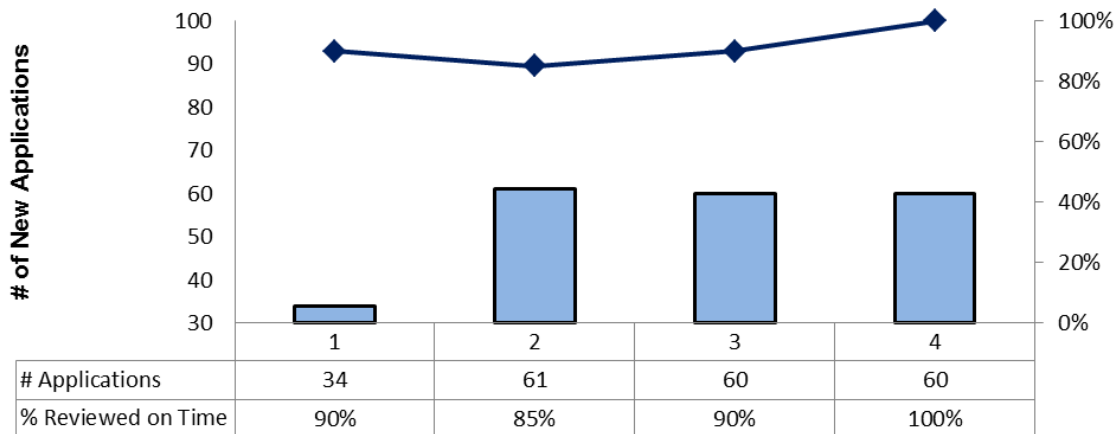


Urban Design

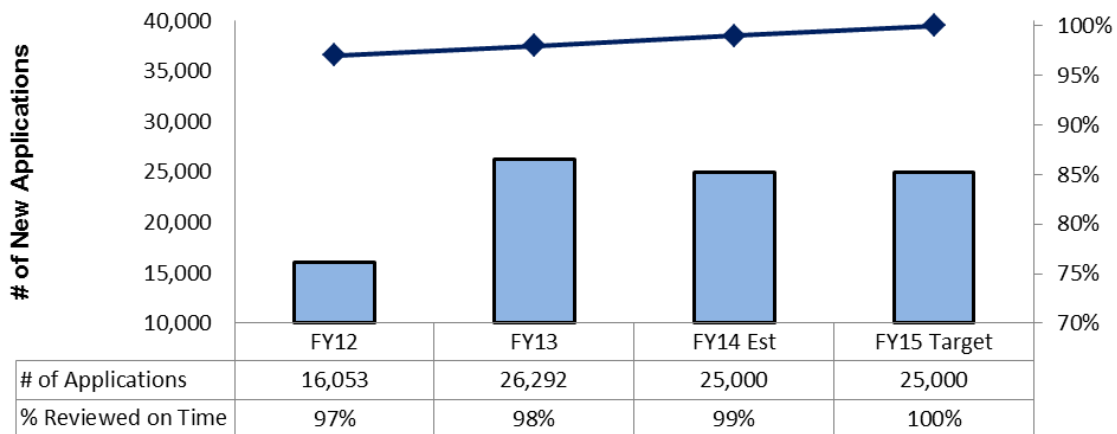


Prince George's County Planning Department—Development Review

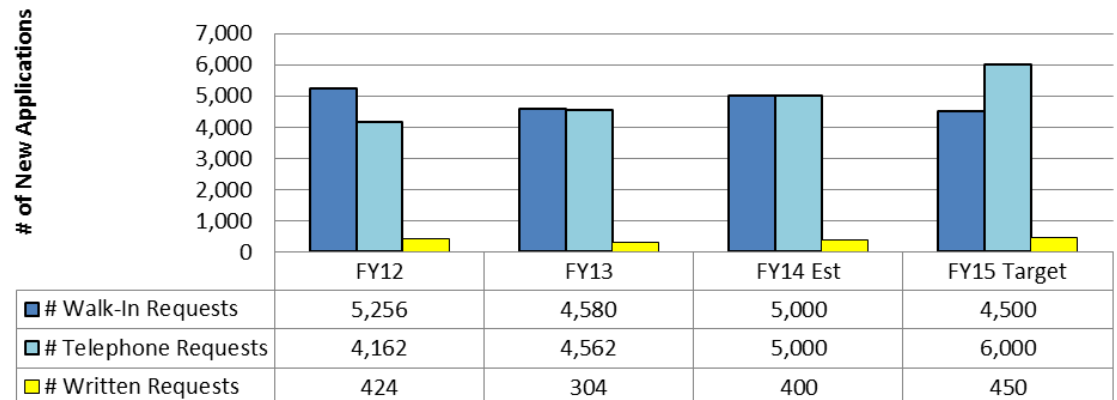
Zoning



Permits



Modes of Delivery of Planning and Development Information Service



Prince George's County Planning Department—Community Planning

OVERVIEW

MISSION

The Community Planning Division's mission is to plan for livable communities, provide the highest quality community planning services, and facilitate the implementation of approved plans among stakeholders. Meeting customer needs is the Division's 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 activities as appropriate, assisting 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 three work units/sections: North, Central, and South.

- 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 5 and 6 remands, Southern Green Line, Eastover/Forest Heights/MD 210, Largo -Lottsford, Landover Metro/MD 202 Sector Plans and SMA's, Central Branch Avenue Revitalization Sector Plan, and Star Spangled Banner/Scenic Byways Corridor Management Plans.
- Completion of the following studies/special projects: Kenilworth Avenue/Town of Cheverly Industrial Study; Melwood, Chillum Area, and Rural Villages Studies; Shopping Center Pitch Book; Bio Pharma Pitch Book for the EDC; and the Metro Station Regulatory (Overlay Zone) Inventory.
- Initiation of work associated with the Central Avenue - Metro Blue Line TOD Implementation and SMA.
- Initiation of the following plans/projects: College Park/Riverdale Park and Prince George's Plaza TDDP/TDOZ's, Sub Region 4 Industrial Study, and Police Beat project.
- Completion of several sustainable communities applications for the following: Langley Park and the Town of Upper Marlboro, Riverdale/Bladensburg, Camp Springs, Hillcrest Heights, and Glassmanor communities.



Prince George's County Planning Department—Community Planning

- Execution of professional services contracts for several projects/plans and studies including the following: College Park/Riverdale Park and Prince George's Plaza TDDP/TDOZ's, Chillum Study and Mount Rainer Architectural Overlay District, and the Joint Land Use Study (JLUS) Clear Zone project.
- Continued implementation of recommendations for the Joint Base Andrews Joint Land Use Study pertaining to interim development regulations, which includes the completion of the Military Installation Overlay Zone (MIOZ) and development of strategies to clear development in the Clear Zone north of Joint Base Andrews.
- 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.
- Reestablishment of the Westphalia Stakeholders Group, establishment of Governance and Gateway Signage Sub-Committees, continued evaluation of a governance structure, and assignment of staff resources to assist the Westphalia Development Review Council.
- Continued assignment of staff resources and technical support to all six Transforming Neighborhoods Initiatives.
- Continued assignment of staff resources and technical support for the General Plan and Zoning Code Rewrite core teams, various working groups, M-U-TC Local Review Design Committees and the following zoning text amendments: revisions to MXT & MUI provisions, Urban Agriculture, Southern Green Line DDOZ, MIOZ, master plan process revisions, and Gateway Arts District DDOZ, which will permit bed and breakfasts.

BUDGET AT A GLANCE

- **Personnel Services** budget for FY15 is \$3,406,278, which is \$719,079 less than the FY14 totals. This is due primarily to four full-time career positions being transferred out of the Community Planning Division. Three of the full-time career positions were transferred to the Planning Director's Office and one is being transferred to the Countywide Planning Division in order to support the Special Projects Section. The FY15 budget is also reduced by an additional \$78,035 for projected lapsed salary.
- **Supplies and Materials** budget for FY15 is \$65,900, which is \$25,600 more than the FY14 total. This is primarily due to an increase in the budget for in-house printing supplies for community plans.
- **Other Services and Charges** budget for FY15 is \$1,673,800, which is \$359,700 more the FY14 total. This is primarily due to increased budgeted dollars for professional services to support outside consultants for community plans and an increase in the budget to support a new contract for custodial services for our Lakeside offices.
- **Funded Positions/Workyears:** Funded Positions in FY15 decreased by 4 career positions. Three full-time career positions will be transferred to the Planning Director's Office to support the Strategy and Implementation Section work programs and one full-time career position will be transferred to the Countywide Planning Division's Special Projects Section. Workyears decreased by 4.0 due to the reason stated above.

Summary of Division Budget

		FY14 Adopted	FY15 Proposed	% Change
Budget				
	Expenditures	\$5,479,757	\$5,145,978	-6.1%
Staffing				
	Funded Career Positions	38.00	34.00	-10.5%
	Funded Workyears	37.75	33.75	-10.6%



HIGHLIGHTS AND MAJOR CHANGES IN FY15 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, 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 and various agencies in the coordination of implementation activities among the Planning Department, County agencies, state agencies, the university, and civic organizations.

In FY15 staff will prepare and submit Quarterly Status Reports to the County Executive and the County Council. They will also provide staff support for monthly board meetings and the RFI/RFQ committee to develop and finalize the scope, goals, and objectives of development. Staff will continue coordination with BSU and SHA regarding the MD 197 landscape plan and MOU.

Branch Avenue in Bloom: This program will continue in FY15 under the existing MOU between the Commission and the 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 the project areas' assets and opportunities.
- Build strong working relationships with public agencies.
- Establish business organizations and marketing programs.
- Improve the appearance, maintenance, operation, and marketability of businesses.
- 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 FY15 Commission staff, in collaboration with MDSBDC staff, will continue and/or complete several project initiatives including a community garden (BAIB has applied for a Community Impact Grant for approximately \$19,000.00 to begin development of the raised beds and The Neighborhood Design Collaborative (NDC) has provided design services) on an abandoned DPW&T ROW behind the McDonalds at Branch Avenue and 32nd Avenue (first and second quarter), a weekly farmers market at the Iverson Mall (first and second quarter), and a public safety plan for the area by the end of the third quarter. Staff will also continue their work to identify and implement low-cost streetscape improvements along Branch Avenue and St. Barnabas Road by the end of the third quarter. BAIB has also solicited funding from local business and has applied for a DNR grant to help mitigate stormwater impacts from the existing roadway conditions to a small tributary behind the project site. Work will continue on creating a business association in the project areas through the fiscal year.



Prince George's County Planning Department—Community Planning

Central Branch Avenue Revitalization Sector Plan Implementation: This is 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 FY15 staff will promote the plan among key property owners and developers, and identify and pursue short-term implementation activities. Specific activities will include the initiation of an aggressive code inspection and enforcement program (first quarter), identifying and prioritizing infrastructure improvements (first and second quarters), if approved by the state, staff will begin implementation of the Camp Springs Sustainable Communities Action Plan, coordinate/facilitate a streetscape plan for Allentown Road and provide assistance/staff support in identified focus areas. In FY15 staff will complete research on appropriate zoning classifications and standards (first and second quarters) and evaluate the initiation of a phased/partial SMA process that utilizes existing zoning districts, develop SMA recommendations, obtain stakeholder feedback on these recommendations, and make revisions as appropriate. (first-third quarters)

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 FY15, work on the sector plan will continue and will include the 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 FY15, the Planning Department will solicit consultant services to help prepare the preliminary sector plan and SMA. In the second quarter, the Planning Department will initiate the sector plan and SMA. In the fourth quarter, staff will request that the Planning Board grant permission to print the preliminary sector plan and SMA.

College Park/Riverdale Park TDDP/TDOZ Update: This multiyear program will focus on the Green Line's College Park Metro Station area—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. An extensive community participation program has been completed. The TDDP/TDOZ will



Prince George's County Planning Department—Community Planning

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.

During the first and second quarters of FY15, a District Council Work Session and a Resolution of Approval are expected. In the second quarter, the plan will be ready for final publication, which is expected to occur in the third quarter.

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, the 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 closest station to this community. Strategies for better access to the Metro station, particularly for pedestrians, can be developed. Staff will work with key stakeholders to identify opportunities, constraints, strategies, and resources in the project area.

In the first quarter of FY15, post-approval work will be completed. This will include printing services and adding updates to the Planning Department's web site.

Eastover Shopping Center/Forest Heights/MD 210 Sector Plan Implementation Projects: This is a multiyear project to implement key recommendations in the approved plan by working with appropriate state and County agencies and stakeholders, as well as the Glassmanor/Oxon Hill Transforming Neighborhoods Initiative (TNI) team that covers a portion of the sector plan area. TNI activities will include developing, implementing, and managing new project initiatives. During FY14, the Community of Glassmanor, with staff support, will have submitted a Glassmanor Sustainable Communities Application.

In FY15 staff will develop a detailed implementation work program that will concentrate on several key areas including economic revitalization, environmental infrastructure, transportation and public transit, pedestrian safety and connectivity, streetscape improvements, and public realm improvements. Prioritization, identification of areas of responsibility, timing, and cost will be identified for individual projects. If approved by the state, staff will begin implementation of the Glassmanor Sustainable Communities Action Plan.

Industrial Zone Implementation Policies Study (Subregion 4 Industrial Study): This is a new land use and design study that will focus on the goals, policies, and strategies identified in the 2010 Approved Subregion 4 Master Plan and Sectional Map Amendment that pertain to industrial land use. The study began in the second quarter of FY14. The goal of this study will be to heighten the image and attraction of the industrialized areas in Subregion 4 by identifying ways to encourage the relocation of industry with negative environmental impacts away from existing residential uses, recommending ways to strengthen buffer requirements for industrial uses adjacent to non-residential uses, and establishing development standards and design guidelines for the industrial areas to improve the image and character of employment zones in the subregion. Additionally, the plan will address how these industrial areas should be positioned to meet the needs of future industrial/employment trends.



Prince George's County Planning Department—Community Planning

In FY15 staff will, in partnership with a selected consultant team, implement a community/ stakeholder outreach and engagement plan. The team will schedule and hold meetings with key stakeholders to ascertain their interest and plans for future industrial development. Design standards will be developed and strategies identified to improve the image of employment zones within the subregion.

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 that address land use encroachment issues near Joint Base Andrews Naval Air Facility and base impacts on the adjacent community. Activities will include ongoing support to the JLUS implementation and oversight committee, administration of the MIOZ (if approved), 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. This will also include the completion of an OEA grant project to specifically identify potential funding sources for property acquisition and determine solutions for clearing the designated Clear Zone.

In FY15 staff will implement the MIOZ legislation and manage the consultant contract funded by a Department of Defense, Office of Economic Adjustment grant to identify and begin implementation of strategies to clear the designated Clear Zone.

Landover Metro/MD 202 Corridor Sector Plan and SMA: This multiyear planning process is scheduled for approval in September 2014, assuming a second public hearing. Otherwise, the plan will be approved in April 2014 and staff will focus on post-approval activities in FY15. Implementation activities in associated with TNI will be the focus in FY15.

In the first quarter of FY15, the plan will be readied for final publication if approved in FY14. Otherwise the plan will be approved in the first quarter of FY15 and final publication in the second or third quarter. In the second quarter, final printing of the Approved Landover Metro Station Area and MD 202 Corridor Sector Plan and SMA will be underway. Implementation activities will begin immediately following plan approval.

Mount Vernon Viewshed Overlay Zone: This is a multi-year project. The project seeks to implement the recommendations found in the 2013 Subregion 5 Plan and the Historic Sites and Districts Plan to preserve the Mount 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 develop a regulatory strategy.

In the first quarter of FY15, staff will have identified the preferred strategy for protecting the Viewshed (overlay zone, zoning text amendments, public education, and others). They will then commence with this approach and present recommendations to the Planning Board and County Council for consideration/approval (Second-fourth quarters).



Prince George's County Planning Department—Community Planning

Mount Rainier M-U-TC Architectural Conservation Overlay Zone and Architectural Conservation District Plan (“ACOZ/ACDP”): At the request of the Town of Mount Rainier, and detailed in County Council resolution CR 85-2013, an Architectural Conservation District Overlay Zone and District Plan was prepared for the town’s single-family residential development in FY14. The drafted Architectural Conservation District Plan includes a detailed inventory of the built environment and includes a description of all structure types, an architectural survey identifying architectural and urban design patterns that distinguish the Mount Rainier residential district from other areas of the County, and proposed design regulations that address character building, placement, and density where appropriate.

In FY15 it is expected that the Planning Board will hold a public hearing and adopt the proposed plan and overlay zone in the first quarter of FY15 and transmit the Adopted Architectural Conservation Plan and Overlay Zone to the District Council for their final action in the second quarter.

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.

Post-Approval Work Program (Printing and Website Updates for Approved Plans and Studies): Most plans and studies prepared by the Planning Department are printed in bulk and made available for sale to the general public and are also made available on the Planning Department’s web site. The Planning Director’s Office Publications and Graphics Section, along with the Web Development Section, work throughout the year to make these documents available to the public.

In FY15 staff will conduct post-approval work to include printing services and updating the Department’s web site for the following plans and studies approved in prior fiscal years: Anacostia Waterfront Park Neighborhood Bike Access Study, Greenbelt Metro Area Sector Plan and Sectional Map Amendment (SMA), Purple Line Corridor TOD Station Design and Access Study, Subregion I Master Plan, Subregion 5 Master Plan, Subregion 6 Master Plan.

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 FY15 to address current, planned, and future transit-oriented development 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. An RFP has been advertised and a consultant team has been selected.

In FY15 staff will schedule and hold meetings with key stakeholders to ascertain their interest and plans for future development in the TDOZ area. A project scope with input from key stakeholders



Prince George's County Planning Department—Community Planning

(City of Hyattsville, Town of University Park, key property owners) will be developed and a community/ stakeholder outreach & engagement plan will be implemented. The TDDP/TDOZ update consultant contract will be monitored with an expected date of finalization near the end of FY15.

Scenic Byway Corridor Management Plan Implementation: As a follow up to a revised 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).

During the first through third quarters of FY15, staff will develop necessary legislation and other materials to implement the Rural Villages Study recommendations.

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, state, regional, and local government agencies. In FY15 implementation activities will include work with appropriate agencies to design, secure funding and schedule construction of the Suitland multi-purpose trail along Suitland Road and Silver Hill Road; work with State Highway Administration on Silver Hill Road improvements; continued work to support the development of a non-profit civic center in the Naylor Road Metro Station area; continued work with WMATA on joint development at the Branch Avenue Metro Station; monitor work on the Naylor Road Station Area streetscape and Branch Avenue Woods Way projects; and, development of a marketing program to attract developers. Work will also continue to support the growth and activities of 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.

Southern Metro 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 several technical studies, including economic and market analyses, a transit analysis, and an 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 a 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 FY15, post-approval work will be completed. This will include printing services and adding updates to the Planning Department's web site.

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



Prince George's County Planning Department—Community Planning

recommendations in the action plan is the strengthening of intergovernmental coordination so that a collaborative approach can be created that preserves and strengthens 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 improving 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.

In FY15 staff will reconnect with town leadership to regain momentum in moving forward with implementation activities (first quarter). Anticipated activities will include providing 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 a sustainable communities designation from the state during the second through fourth quarters.

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. 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 involved the design of governance structure, including preparation of any related legislation for council consideration and an implementation strategy. In FY14 staff continued coordinating stakeholder meetings, staffing of new Governance and Gateway Signage Sub-Committees, and joint development of a governance structure. Working draft products were reviewed by the sub-committee and finalized products are anticipated in FY15.

In FY15 staff will continue to support monthly Stakeholder meetings, Governance and Gateway Signage Sub-Committees, other potential sub-committees, and will support the Westphalia Sector Development Review Council as needed. Staff will also coordinate an annual open house for the community. Depending on the format of a governance structure, it may be necessary to develop legislation for consideration by the Planning Board and County Council during the third and fourth quarters.

GOALS AND PERFORMANCE MEASURES

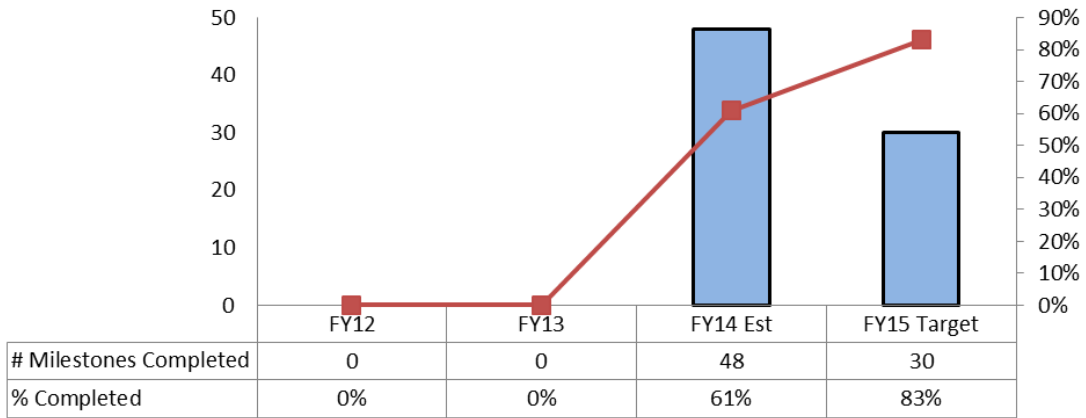
Divisional Goal: Provide opportunities for community involvement, focus resources on issues of local concern, and provide relevant, accurate, and updated planning information in order to help decision makers meet physical, social, and economic challenges facing the northern sector of the County.

Divisional Objective: Provide the highest quality plans and planning services to the general public, communities, and elected and appointed officials. Encourage citizen and community involvement in planning 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.



Community Planning



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

- Council and County Executive approval of Targeted Economic Development Strategy (“Economic Drivers and Catalysts”).
- Completed publication of Urban Agriculture Study identifying strategies to expand urban farming, community gardens, and farmers markets.
- Completed the Prince George’s Transitway Study under the COG/TLC program, which identifies the next generation of transit corridors for study.
- Attained Planning Board adoption of the pedestrian/bike facility APF guidelines required by CB-2-2012.
- Provided 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.
- Provided assistance to the Board of Education with the annual Educational Facilities Master Plan.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Coordinated the Planning Department’s analysis for the Water and Sewer Plan Amendment cycles and the update of the Water and Sewer Plan.
- Attained Council approval of the Sustainable Growth Act Tier Map and associated subdivision amendments to regulate septic-based, large-lot development, protect rural land, and comply with state law.



Prince George's County Planning Department—Countywide Planning

- Attained Council approval of the Priority Preservation Area Functional Master Plan to preserve farmland.
- Analyzed the Maryland Agricultural Land Preservation Foundation and Historic Agricultural Resource Preservation Program applications.
- Supported for the Historic Properties Grant Program through review and field-surveying of 17 submitted applications. Ten applications were approved.
- Completed study of best practices for responding to closed golf courses and analyzed re-use options for Lake Arbor and Marlborough golf courses.

BUDGET AT A GLANCE

- **Personnel Services** budget for FY15 is 3,406,278 which is \$67,025 less than the FY14 totals. This is due primarily to a total of 6 full-time career positions becoming vacant during the course of FY14 and being budgeted at lower rates in FY15. The FY15 budget is also reduced by an additional \$62,428 for projected lapsed salary. The reductions are offset by two full-time career positions being transferred into the Countywide Planning Division. One full-time career senior planner was transferred from the Information Management Division to the Countywide Planning Division's Special Projects Section, and one full-time career master planner was transferred from the Community Planning Division into the Countywide Planning Division's Special Projects Section.
- **Supplies and Materials** budget for FY15 is \$65,900 which is a \$29,400 more than the FY14 totals. This is due to an increase in the budget for in-house printing supplies for countywide plans and projects.
- **Other Services and Charges** budget is \$1,673,800 which is \$509,800 more than the FY14 totals—primarily due to increased budget for professional services to support outside consulting services for Countywide Planning projects that included the New Transportation Model Project and the major revisions to the Zoning Ordinance and Subdivision Regulations Projects.
- **Capital Outlay** budget for FY15 decreased by \$5,000. This is primarily due to a one-time expense included in the FY 2014 budget for the purchase of computer hardware.
- **Funded Positions/Workyears:** Funded Positions in FY15 were increased by 2 full-time career positions. One full-time career senior planner was transferred from the Information Management Division to the Countywide Planning Division's Special Projects Section and one full-time career Master Planner was transferred from the Community Planning Division, into the Countywide Planning Division's Special Projects Section.

Summary of Division Budget

		FY14 Adopted	FY15 Proposed	% Change
Budget				
	Expenditures	\$5,960,112	\$6,427,287	7.8%
Staffing				
	Funded Career Positions	40.00	42.00	5.0%
	Funded Workyears	40.00	42.00	5.0%



Prince George's County Planning Department—Countywide Planning

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

Comprehensive Revisions of Zoning Ordinance and Subdivision Regulations: This project will review and revise the Zoning and Subdivision Ordinances (Subtitles 24, 27 & 27A of the Prince George's County Code). A complete reorganization of the ordinances is anticipated, which will result in fewer zones, improved land use review procedures, a more user-friendly code, and best practices that respond to the county's goal of encouraging mixed-use, transit-oriented development. This project is expected to last three years and will include a significant public outreach effort, identification of critical issues, numerous drafts of new ordinance language for public comment, and finally, the introduction of comprehensive ordinance revisions for review by the District Council.

In FY 15 an initial draft of the new code will be completed and presented at several stakeholder and community forums throughout the County.

Green Infrastructure Functional Master Plan Update: The Green Infrastructure Plan is the county's guidance document for the long-term protection of critical natural resources. It identifies a contiguous network of environmentally sensitive areas throughout the county and sets forth strategies to preserve, protect, and enhance these areas.

In FY 15, staff will update the plan to 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 County Council consideration.

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 FY15 staff will work to implement recommendations in the 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 Historic Property Grant Program guidelines, development of policies and guidelines for a Non-Capital Grant Program, revisions to HPC Rules of Procedure, and enhancing public access to historic resources.

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

In FY15 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.
- Transit-oriented development.
- Planning for future rail and bus transit opportunities.

New Transportation Model: The Department is beginning a five-year project to overhaul the computer model used to predict vehicular, transit, bicycle, and pedestrian trips. A new model is critical to accurately predicting the transportation impacts of new sector plans, sectional map amendments, and individual development applications. The model currently used to predict traffic



Prince George's County Planning Department—Countywide Planning

is based on a modeling process that dates back to the 1950s. This increasingly obsolete four-step process is not appropriate for modern trip patterns, transit-oriented communities, or bicycle and pedestrian movements. The new model will be based on an activity-based, tour-oriented (ABTO) process that is state-of-the-art and more responsive to today's multi-purpose trips and the county's multimodal, transit-oriented development patterns.

In FY15, the new model will be designed. Development, testing, and documentation will take place in future years with full deployment anticipated in FY19.

Prince George's County Food Systems Study: During FY14, the Department prepared Phase I of this study. Phase I analyzed the County's identified "food deserts," researched best practices for improving food access, and provided specific recommendations for addressing nutrition and food access in challenged areas.

In FY15, Phase II will expand the study to address the food access issues of the entire county. The study will specifically address a number of challenges and opportunities facing the food system, including land constraints; health effects of malnutrition and obesity; access to healthy, safe, affordable, and culturally appropriate food; food distribution; energy use; environmental impact; and economic development. The study will include research on best local government practices around the nation to promote healthy eating. The most appropriate programs that can be replicated in the county will be identified and recommendations will be made for their implementation.

GOALS AND PERFORMANCE MEASURES

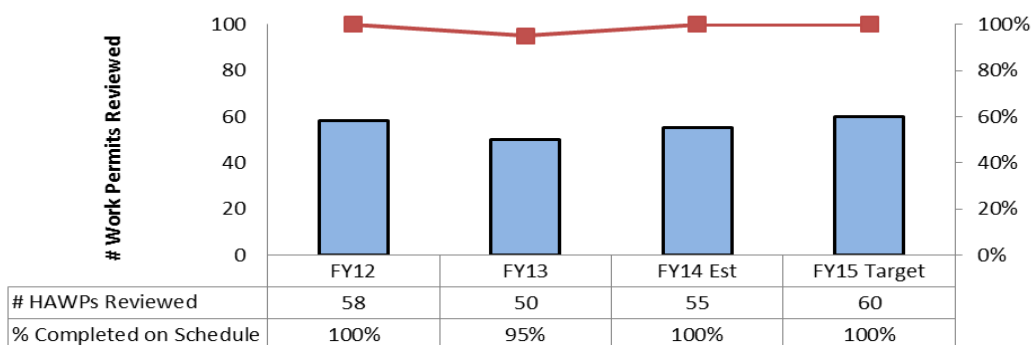
Countywide Planning Division Performance Measures

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 and transportation and public facilities needs to other Commission staff and outside agencies in order to protect and enhance existing natural resources and the environment, and to achieve sustainable, desirable, and livable communities.

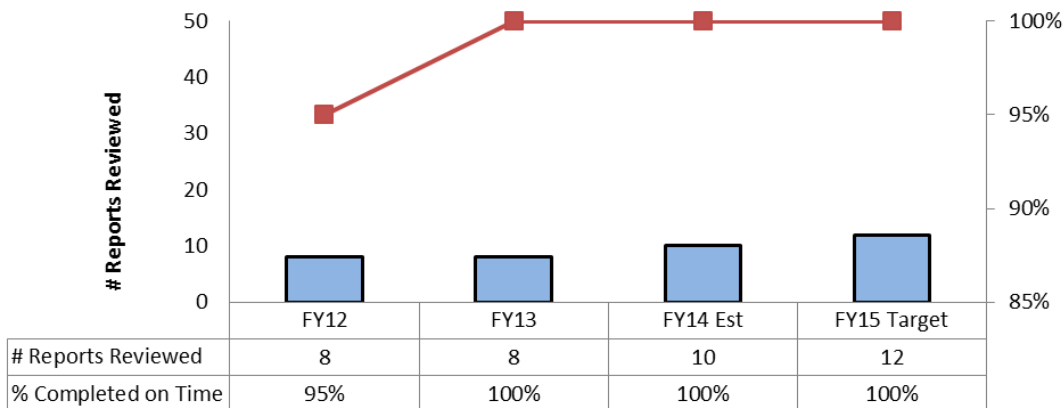
Outcome for Historic Preservation: Professional planning guidance on historic preservation issues. Master planning and development review processes focus attention on the preservation and enhancement of natural and historic resources.

Historic Area Work Permits (HAWPs)



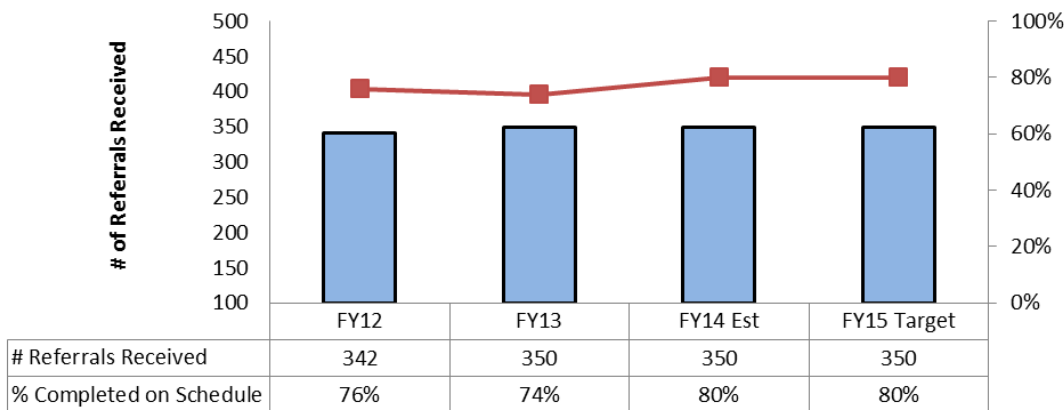
Prince George's County Planning Department—Countywide Planning

Archeological Investigations



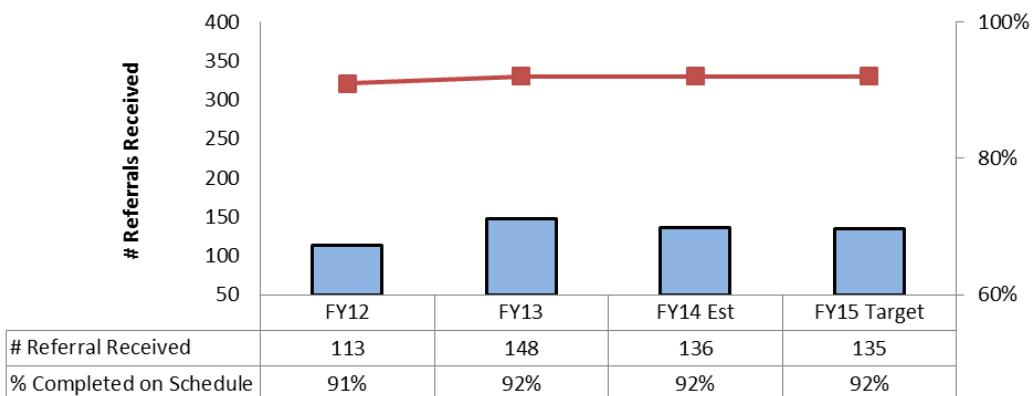
Outcome for Environmental Planning: Professional planning guidance on environmental issues to protect and enhance existing natural resources and the environment.

Environmental Planning



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—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

- Executed two multiyear GIS contracts:
 - Acquired new aerial photography, LiDAR elevation data, and other planimetric updates.
 - Selected a new contractor to host and provide improvements and upgrades to PGAtlas.com.
- Responded to over 200 internal and external requests for map, data, report, and technical services. Customers included municipalities, the County Executive's Office, the County Council, educational institutions, and numerous private sector businesses.
- Collaborated with other Commission Departments to complete the installation of a new WAN (wide area network) connection to improve network redundancy.
- Collaborated with Central Administrative Services to move production servers and remote desktop services into VMWare virtualization environment.

BUDGET AT A GLANCE

- **Personnel Services** budget decreased by \$206,838, 5.9 percent under FY14 totals, primarily due to the transfer of 1 full-time career position from the Information Management Division to the Countywide Planning Division's Special Projects Section. The FY15 budget is also reduced by an additional \$62,428 for projected lapsed salary.



Prince George's County Planning Department—Information Management

- **Supplies and Materials** budget for FY15 is \$41,800, 17.7 percent over FY14 totals, primarily due to funding in FY15 for the purchase of software licenses for personal computers.
- **Other Services and Charges** budget for FY15 is \$720,300, 72.3 percent more than the FY14 totals, primarily due to an increase in budgeted dollars for professional services to support various information technology needs including funding for expansion of the Department's Document Management System, upgrades to the Department's PGAtlas web site and geographic information system (GIS) application development.
- **Capital Outlay** budget is \$110,000 in FY15. The FY15 budget includes funding for copying equipment and the replacement of a server.
- **Funded Positions/Workyears:** Funded Positions in FY15 decreased by 1 full-time career position. One full-time career position will be transferred from the Information Management Division to the Countywide Planning Division's Special Projects Section. Workyears will decrease by 1.0 due to the reason stated above.

Summary of Division Budget

		<u>FY14</u> <u>Adopted</u>	<u>FY15</u> <u>Proposed</u>	<u>%</u> <u>Change</u>
Budget				
	Expenditures	\$4,752,171	\$5,417,433	14.0%
Staffing				
	Funded Career Positions	28.00	27.00	-3.6%
	Funded Workyears	28.00	27.00	-3.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

Document Management: This project will complete the integration of our FileNet Document Management System with the Development Activity Monitoring System (DAMS), expand Document Management by requiring digital submission of all, or most, development applications, and by incorporating business processes and workflows into DAMS and other appropriate database applications. This will also augment our ability to make documents available to the public through various web applications used by the Department.

During FY15 the Department will continue expansion of the document management system.

PGAtlas Upgrades (ARC IMS Support): In June 2013 the Department entered into a new contract for hosting and expanding PGAtlas services to the Department, County government, and the general public. The software platform (Silverlight) that the existing application is built upon is considered to be obsolete. This was not considered when the RFP leading to the current contract was released in late 2012.

During FY15 the Department will acquire consulting services to replace the software platform upon which PGAtlas operates. Once the software platform is upgraded, the Department will continue to expand the PGAtlas web site.

GIS Application Development: Several years ago the Department received contractual services to build GIS software tools and applications extensively used by Planning Information Services and other GIS users in the Department. These applications were based on older versions of GIS software and need to be upgraded. The Department is also experiencing significant increases in



Prince George's County Planning Department—Information Management

demand for specialized GIS services, such as 3D Modeling and decision support application development (CommunityViz®).

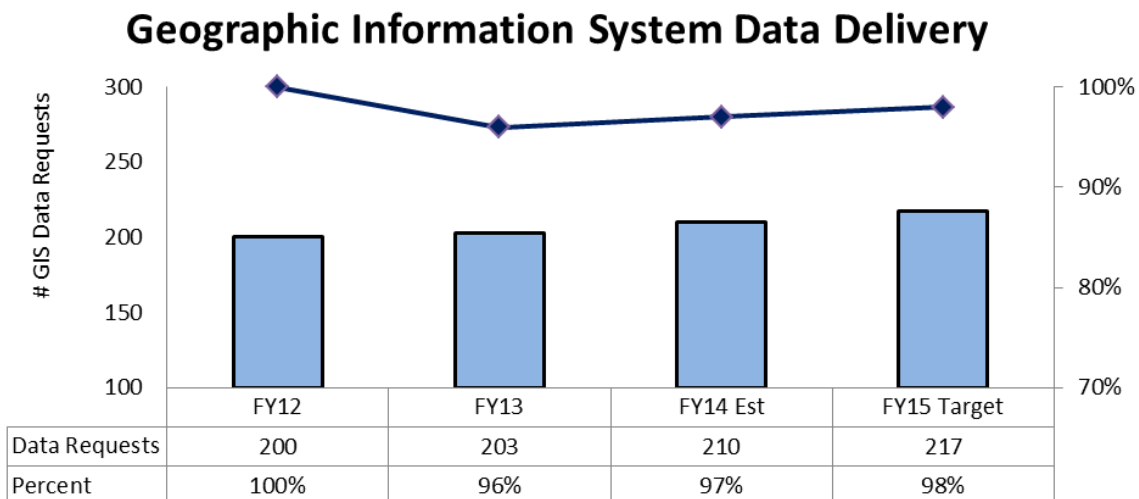
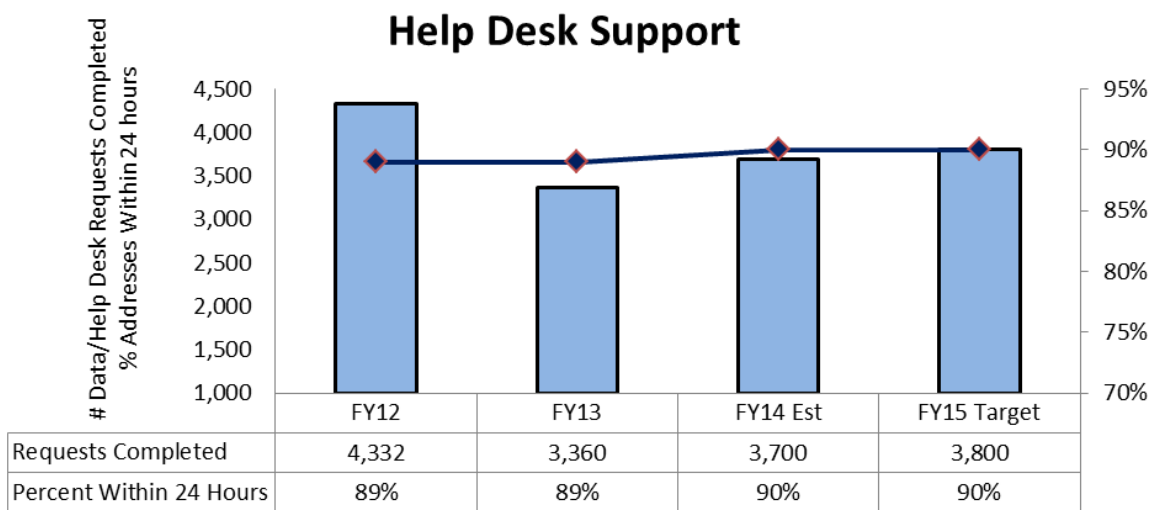
During FY15 the Department will upgrade existing GIS software and acquire consulting services to assist and augment existing staff resources related to specialized GIS services.

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.



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, group insurance for long-term disability, 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 for FY15 increased by \$20,900 over FY14 totals, primarily due to the inclusion of funding for group insurance for long-term disability. This funding was prorated between divisional budgets in prior years.
- **Supplies and Materials** budget for FY15 increased by \$500—1.7 percent over FY14 totals.
- **Other Services and Charges** budget for FY15 decreased by \$308,300—3.6 percent under the FY14 totals. The decrease is primarily due to \$400,000 in reductions to County project charges that are offset by increases in the budget for the lease of storage and office space as well as an increase in budget for risk management insurance.
- **Chargebacks** budget for FY15 increased by \$21,600—8.8 percent over the FY14 totals.
- **Funded Positions/Workyears:** No change.

Summary of Division Budget

		FY14 Adopted	FY15 Proposed	% Change
Budget				
	Expenditures	\$8,770,800	\$8,505,500	-3.0%
Staffing				
	Funded Career Positions	0.0	0.0	0.0%
	Funded Workyears	0.0	0.0	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

County Project Charges

The Planning Department provides funding support to various County agencies for County services that are directly related to The Maryland-National Capital Park and Planning Commission's responsibilities under the Land Use Article. The following chart shows changes in the project charges in FY15 as compared to FY14.



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

County Project Charges	FY14 Adopted Budget	Proposed Reductions	Proposed FY15 Budget
People's Zoning Counsel	250,000	-	250,000
Zoning Enforcement Unit	1,761,900	-	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	1,816,200	-	1,816,200
DPW&T Engineering, Inspections, and Permits	1,160,000	-	1,160,000
Redevelopment Authority	844,500	-	844,500
EDC General Plan Goals	316,800	-	316,800
DPW&T—Director's Office	169,800	-	169,800
Reductions to FY15 Project Charges (TBD)	-	(400,000)	(400,000)
Total	6,958,500	(400,000)	6,558,500
*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 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Charge
Director's Office				
Personnel Services	2,899,564	3,556,012	3,944,307	10.9%
Supplies and Materials	87,257	111,600	126,000	12.9%
Other Services and Charges	1,330,315	730,800	487,900	-33.2%
Capital Outlay	41,006	86,000	60,000	-30.2%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,358,142	4,484,412	4,618,207	3.0%
Development Review				
Personnel Services	4,629,405	5,121,102	5,115,040	-0.1%
Supplies and Materials	7,677	159,000	67,500	-57.5%
Other Services and Charges	2,309,293	491,000	342,100	-30.3%
Capital Outlay	-	23,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,946,375	5,794,102	5,524,640	-4.7%
Community Planning				
Personnel Services	-	4,125,357	3,406,278	-17.4%
Supplies and Materials	-	40,300	65,900	63.5%
Other Services and Charges	-	1,314,100	1,673,800	27.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	5,479,757	5,145,978	-6.1%
Community Planning - North				
Personnel Services	1,310,072	-	-	-
Supplies and Materials	3,385	-	-	-
Other Services and Charges	1,803,370	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,116,827	-	-	-
Community Planning - South				
Personnel Services	1,790,199	-	-	-
Supplies and Materials	25,606	-	-	-
Other Services and Charges	1,339,644	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,155,449	-	-	-



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 2015

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Charge
Information Management				
Personnel Services	3,405,970	3,519,771	3,312,933	-5.9%
Supplies and Materials	194,935	236,600	278,400	17.7%
Other Services and Charges	2,673,741	995,800	1,716,100	72.3%
Capital Outlay	608,129	-	110,000	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,882,775	4,752,171	5,417,433	14.0%
County-Wide Planning				
Personnel Services	3,909,157	4,666,012	4,598,987	-1.4%
Supplies and Materials	23,049	37,100	66,500	79.2%
Other Services and Charges	1,570,107	1,252,000	1,761,800	40.7%
Capital Outlay	-	5,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,502,313	5,960,112	6,427,287	7.8%
Support Services				
Personnel Services	-	6,300	27,200	331.7%
Supplies and Materials	29,931	35,600	36,100	1.4%
Other Services and Charges	1,177,906	8,483,500	8,175,200	-3.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	232,800	245,400	267,000	8.8%
Total	1,440,637	8,770,800	8,505,500	-3.0%
Grants				
Personnel Services	122,350	138,000	138,000	0.0%
Supplies and Materials	-	-	-	-
Other Services and Charges	611,973	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	734,323	138,000	138,000	0.0%
Total Planning Department				
Personnel Services	18,066,717	21,132,554	20,542,745	-2.8%
Supplies and Materials	371,840	620,200	640,400	3.3%
Other Services and Charges	12,816,349	13,267,200	14,156,900	6.7%
Capital Outlay	649,135	114,000	170,000	49.1%
Other Classifications	-	-	-	-
Chargebacks	232,800	245,400	267,000	8.8%
Total	32,136,841	35,379,354	35,777,045	1.1%



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

POSITION DETAIL BY DIVISION BY FUND

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	28.00	28.00	32.00	32.00	35.50	35.50
Part-Time Career	1.00	0.50	1.00	0.50	-	-
Career Total	29.00	28.50	33.00	32.50	35.50	35.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Director's Office	29.00	28.50	33.00	32.50	35.50	35.50
<u>DEVELOPMENT REVIEW</u>						
Full-Time Career	53.00	53.00	53.00	53.00	53.00	53.00
Part-Time Career	-	-	-	-	-	-
Career Total	53.00	53.00	53.00	53.00	53.00	53.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Development Review	53.00	53.00	53.00	53.00	53.00	53.00
<u>COMMUNITY PLANNING</u>						
Full-Time Career	-	-	37.00	37.00	33.00	33.00
Part-Time Career	-	-	1.00	0.75	1.00	0.75
Career Total	-	-	38.00	37.75	34.00	33.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning	-	-	38.00	37.75	34.00	33.75
<u>COMMUNITY PLANNING NORTH</u>						
Full-Time Career	20.00	20.00	-	-	-	-
Part-Time Career	1.00	0.80	-	-	-	-
Career Total	21.00	20.80	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning North	21.00	20.80	-	-	-	-
<u>COMMUNITY PLANNING SOUTH</u>						
Full-Time Career	18.00	18.00	-	-	-	-
Part-Time Career	1.00	0.80	-	-	-	-
Career Total	19.00	18.80	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning South	19.00	18.80	-	-	-	-
<u>INFORMATION MANAGEMENT</u>						
Full-Time Career	28.00	28.00	28.00	28.00	27.00	27.00
Part-Time Career	-	-	-	-	-	-
Career Total	28.00	28.00	28.00	28.00	27.00	27.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Information Management	28.00	28.00	28.00	28.00	27.00	27.00



Prince George's County

Department of Parks – Summary of Positions and Workyears

POSITION DETAIL BY DIVISION BY FUND

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
COUNTYWIDE PLANNING						
Full-Time Career	40.00	40.00	40.00	40.00	42.00	42.00
Part-Time Career	-	-	-	-	-	-
Career Total	40.00	40.00	40.00	40.00	42.00	42.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Countywide Planning	40.00	40.00	40.00	40.00	42.00	42.00
TOTAL PLANNING						
Full-Time Career	187.00	187.00	190.00	190.00	190.50	190.50
Part-Time Career	3.00	2.10	2.00	1.25	1.00	0.75
Career Total	190.00	189.10	192.00	191.25	191.50	191.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Grand Total Planning Department	190.00	189.10	192.00	191.25	191.50	191.25



THIS PAGE LEFT INTENTIONALLY BLANK



**Department of Parks & Recreation
(Park / Recreation / Enterprise / CIP)**

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

Introduction	150
Executive Overview.....	153
Director’s Office	162
Park Police	165
Administration and Development	171
Administrative Services	173
Information Technology and Communications.....	178
Park Planning and Development	183
Support Services.....	187
Facility Operations	188
Deputy Director	189
Maintenance and Development.....	190
Public Affairs and Marketing.....	194
Natural and Historical Resources	200
Sports, Health and Wellness	206
Arts and Cultural Heritage.....	210
Area Operations.....	215
Deputy Director	216
Special Programs.....	217
Northern, Central and Southern Area Programs	221
Non-Departmental, Other and Transfers.....	232
Divisional Summaries.....	235
Enterprise Fund.....	245
Capital Improvement Program.....	263
Debt Service	270



Prince George's County Parks and Recreation Department

PARKS, TRAILS AND OPEN SPACE

27,849 - Total Park Acreage

591 Parks

8,533 Acres of Developed Park Land

297 Athletic Fields

543 Athletic Courts

27 Park Buildings

229 Playgrounds

4 Regional Parks

16,087 - Stream Valley Park Land

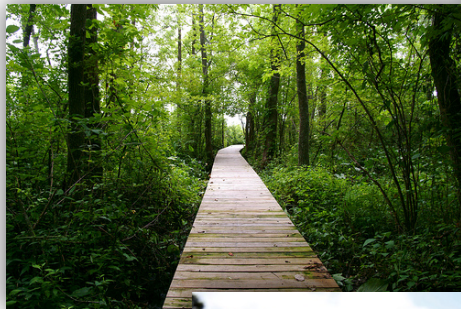
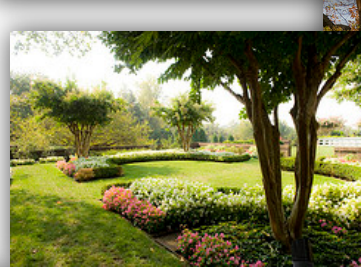
46 Walking Loop Trails

100 Miles of Trails (53.2 paved mi.)

1 Airpark

2 Marinas

23 Historical/Archaeological Sites



Prince George's County Parks and Recreation Department

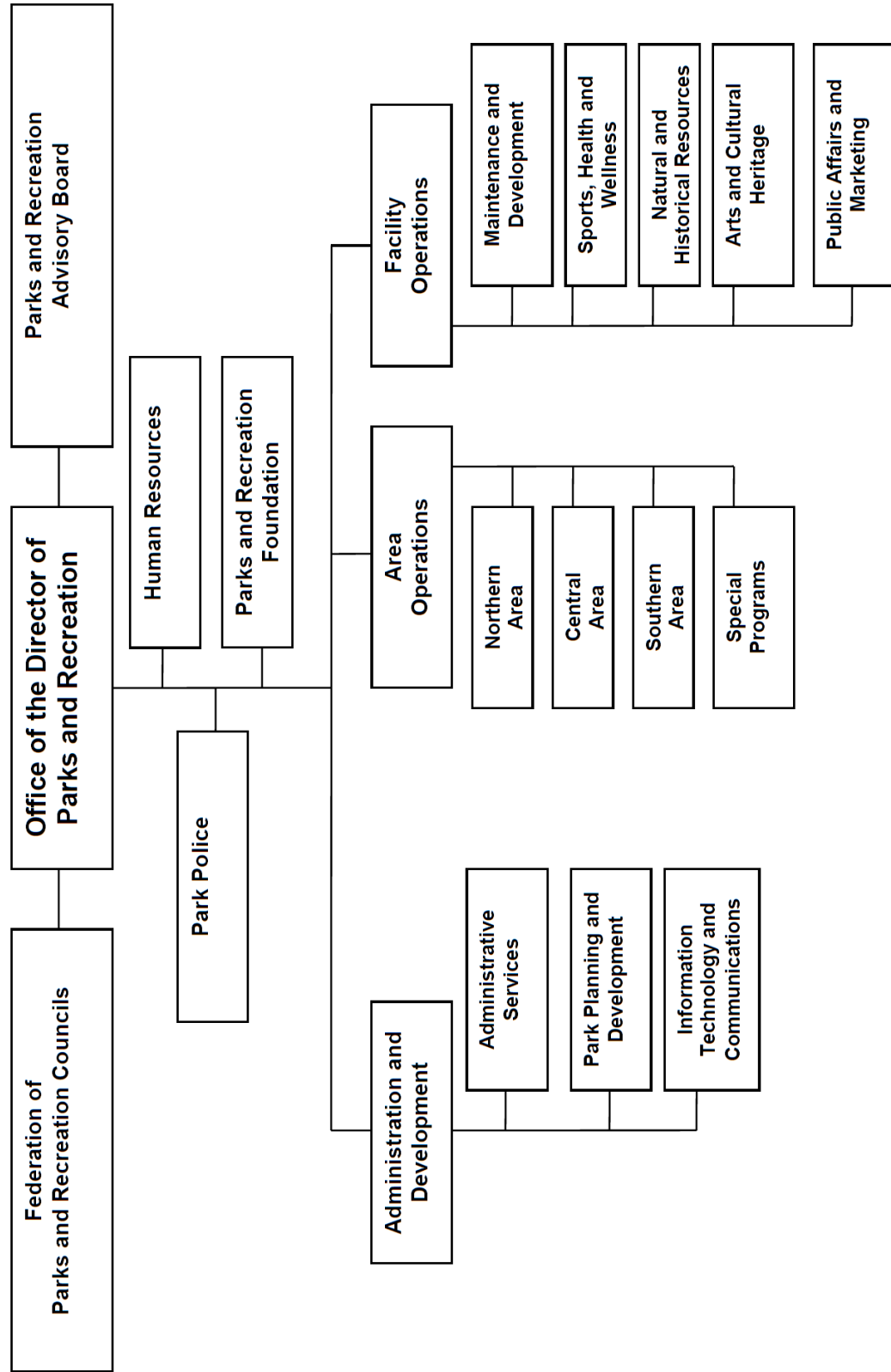
RECREATION SERVICES

- 11 Aquatic Facilities
- 3 Tennis Bubbles
- 1 Trap & Skeet Center
- 3 Ice-Skating Rinks
- 4 Athletic Centers
- 3 Nature Centers
- 1 Baseball Stadium
- 1 Boxing Center
- 1 Sports & Learning Center
- 5 Nature Areas
- 6 Senior Centers
- 2 Child Care Centers
- 46 Community Centers
- 1 Equestrian Center & Arena
- 26 Historic Sites
- 4 Golf Courses
- 1 Youth Golf Training Center
- 1 Aviation Museum
- 4 Regional Arts Facilities



ORGANIZATIONAL STRUCTURE

**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 881,000 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.pgparcs.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.

PROGRAMS AND SERVICES PROVIDED

- AQUATICS
- COMPUTER SKILLS
- CRAFTS & HOBBIES
- FITNESS & HEALTH
- KIDS CARE



Prince George's County Parks and Recreation Department

- 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

Our FY15 priorities provide for 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. We are employing the following strategies as a means to meet our priorities:

- **CIP Analysis:** Our proposed FY15 CIP will build on the adopted FY14 capital budget, which emphasizes maintaining and renovating the infrastructure for existing services. We will continue to balance and strategically manage the use of funding sources for projects (i.e. PAYGO vs. debt service). And, we will continuously analyze the impact of new facilities in all our operations for both direct and indirect costs. We are mindful that property tax revenue growth alone will not be sufficient to sustain the continuous expansion of our park and recreation system.
- **Customer Service Enhancements:** We are enhancing information technology and help desk support to maintain and enhance program quality and customer support as our infrastructure and program offerings continue expanding.
- **Project Charge Reductions:** As a result of discussions with the County, we are proposing \$800,000 in reductions to Legislative Project Charges for FY15. We will continue to work with the County to reduce project charges in future years.
- **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. Rather than requesting new positions for some of our immediate programming needs for maintenance and operation of our new facilities, we transfer positions from the lower priority programs into those program areas, which have more immediate needs. In the long run, this exercise will help us keep our budget base lower than if we were to fill new jobs to support our expanding programs and cadre of new facilities.
- **Non-Personnel and Capital Outlay Analysis:** We are thoroughly scrutinizing our non-personnel needs. We are emphasizing funding for public safety and maintenance. We are removing any one-time funding that was included in FY14. In addition, we will use some FY14 year-end surplus funds to procure certain one-time Divisional requests that could not be accommodated in our FY15 proposal.
- **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 – FY15:** We are including adequate funding for all new facilities and parks projected to open in FY15.



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 2015

	FY14 Adopted			FY15 Proposed			% Change
	Park Fund FY14 Adopted	Rec Fund FY14 Adopted	Dept.Total FY14 Adopted	Park Fund FY15 Proposed	Rec Fund FY15 Proposed	Dept.Total FY15 Proposed	
	Office of the Director	\$ 768,804	\$ -	\$ 768,804	1,891,800	\$ -	
Park Police	17,963,681	-	17,963,681	17,530,600	-	17,530,600	-2.4%
Administrative Services	4,376,540	-	4,376,540	4,484,800	-	4,484,800	2.5%
Public Affairs and Marketing	1,955,561	899,468	2,855,029	2,023,500	906,500	2,930,000	2.6%
Administration and Development	809,864	-	809,864	319,400	-	319,400	-60.6%
Information Tech & Communications	6,058,696	-	6,058,696	5,340,600	-	5,340,600	-11.9%
Park Planning and Development	6,356,405	-	6,356,405	6,332,400	-	6,332,400	-0.4%
Support Services	13,386,798	7,253,030	20,639,828	14,031,200	7,434,155	21,465,355	4.0%
Facility Oper.-Deputy Director	431,496	-	431,496	430,500	-	430,500	-0.2%
Maintenance and Development	27,715,666	-	27,715,666	27,730,333	-	27,730,333	0.1%
Natural and Historic Resources	5,838,539	1,710,422	7,548,961	6,035,657	1,421,606	7,457,263	-1.2%
Arts and Cultural Heritage	1,963,311	3,496,595	5,459,906	1,885,300	3,872,250	5,757,550	5.5%
Area Oper.-Deputy Director	414,055	-	414,055	433,400	-	433,400	4.7%
Northern Area Operations	6,289,403	6,987,166	13,276,569	6,400,500	7,353,500	13,754,000	3.6%
Central Area Operations	6,716,798	7,110,642	13,827,440	6,586,100	7,775,700	14,361,800	3.9%
Southern Area Operations	6,109,899	8,382,562	14,492,461	6,160,668	8,210,942	14,371,610	-0.8%
Sports, Health, and Wellness	-	10,247,745	10,247,745	-	10,374,700	10,374,700	1.2%
Special Programs	-	8,439,398	8,439,398	-	8,362,800	8,362,800	-0.9%
Non-Departmental	6,420,400	7,865,974	14,286,374	9,109,634	8,288,165	17,397,799	21.8%
Transfers Out	36,018,000	8,922,220	44,940,220	27,497,000	9,827,541	37,324,541	-16.9%
Budgetary Reserve	5,678,800	3,565,800	9,244,600	5,836,300	3,691,400	9,527,700	3.1%
Fund Total	\$ 155,272,716	\$ 74,881,022	\$ 230,153,738	150,059,692	\$ 77,519,259	\$ 227,578,951	-1.1%



Prince George's County Parks and Recreation Department

HIGHLIGHTS AND MAJOR CHANGES IN FY15 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, Advanced Land Acquisition and Special Revenue Fund budgets are shown in separate sections of this document. Major FY15 work program changes are listed by program.

- The total operating expenditures within both the Park and Recreation Funds are proposed to increase by \$5,663,113, or 3.1%, from \$184,891,138 in FY14 to \$190,554,251 in FY15. 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 decrease by -\$8,521,000, or 23.7%, from \$36,018,000 in FY14 to \$27,497,000 in FY15.
- Therefore, the total combined expenditure budget is decreasing by -\$2,857,887, or -1.3%, from \$220,909,138 in FY14 to \$218,051,251 in FY15.

Park Fund

The FY15 Park Fund expenditure budget (excluding reserves) is proposed to decrease by - \$5,370,524 or -3.6%, from \$149,593,916 to \$144,223,392. The Proposed FY15 operating budget major changes include:

- -\$451,000 in Debt Service for CIP bond funding;
- -\$8,070,000 in CIP PAYGO costs;
- \$521,800 for Risk Management and Long Term Disability Group Insurance;
- \$798,454 for other post-employment benefits (OPEB);
- \$1,890,780 for compensation increases (subject to negotiations);
- -\$432,844 for pension costs;
- Moving funding of \$390,500 for the Departmental costs for postage, postage meter lease, delivery services, and copy center supplies into the Offices Services unit, transferred from Support Services in the Recreation Fund.
- Removing start-up funding of -\$1,234,000 for Department-wide Information Technology infrastructure improvements for Voice Over IP (VOIP) and County-wide wiring upgrades;
- Removing start-up funding of -\$250,000 for the Parks and Recreation Foundation.
- \$456,000 to support the Operating Budget Impact (OBI) and start-up cost for CIP projects scheduled for completion in FY15; and
- \$614,300 for new positions, reclassifications, and intermittent funding.

The Park Fund's Operating Expenditure Reserve is proposed to increase by \$157,500 from \$5,678,800 to \$5,836,300, based on 5% of the operating expenditure budget less Debt Service.

The Park Fund's program revenues are proposed to slightly decrease by -\$2,500, or -0.1% from \$2,625,800 in FY14 to \$2,623,300 in FY15. The Park Fund program revenues primarily include Park Permits, Park Police fines, agricultural leases, historic property rentals, park house rentals and Festival of Lights. This reduction is primarily due to bid documentation that is now available on our website at no charge.



Prince George's County Parks and Recreation Department

Recreation Fund

The FY15 Recreation Fund expenditure budget (excluding reserves) is proposed to increase by \$2,512,637, or 3.5% from \$71,315,222 to \$73,827,859. Major changes include:

- \$963,301 for compensation increases (subject to negotiations);
- \$1,172,900 to support the Operating Budget Impact (OBI) and start-up cost for CIP projects scheduled for completion in FY15; and
- \$338,800 for Risk Management;
- -\$54,479 for pension costs;
- Transferring funding of \$390,500 for the Departmental costs for postage, postage meter lease, delivery services, and copy center supplies into the Offices Services unit in the Park Fund;
- \$258,890 for other post-employment benefits (OPEB);
- -\$800,000 for legislative project charges; and
- \$905,321 for the transfer to the Enterprise Fund.

The Fund's Operating Expenditure Reserve is proposed to increase by \$125,600 from \$3,565,800 in FY14 to \$3,691,400 in FY15.

The Recreation Fund's program revenues are proposed to increase by \$74,800, or 1.0%, from \$7,767,800 in FY14 to \$7,842,600 in FY15. 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 FY15 total work years for the Park, Recreation and Enterprise Funds is 1,775.4, which represents a net increase of 33.5 workyears over the FY14 level of 1,741.9. The workyears will be distributed as follows:

Workyear Changes – Park Fund

- Adding 1 Full-Time Career IT Support Technician Position
- Adding 1 Full-Time Career Foundation Executive Director Position
- Adding 1 Full-Time Career Major Gifts Officer Position
- Transferring 1 Full-Time Career Maintenance Worker Position from the Recreation Fund
- Adding 15.5 Seasonal/Intermittent Maintenance Workyears (8 - OBI)

Workyear Changes – Recreation Fund

- Adding 1 Full-Time Facility Manager Position (OBI)
- Adding 1 Full-Time Assistant Facility Manager Position (OBI)
- Transferring 1 Full-Time Career Maintenance Worker Position to the Park Fund
- Adding 1 Full-Time Career Maintenance Worker Position transferred from the Enterprise Fund
- Adding 11.0 Seasonal/Intermittent Recreation Program Workyears (6 - OBI)

Workyear Changes –Enterprise Fund

- Transferring 1 Full-Time Career Maintenance Worker Position to the Recreation Fund
- Adding 2.0 Seasonal/Intermittent Enterprise Program Workyears (OBI)



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

**FY15 Proposed Budget
Summary of Parks and Recreation Department Positions
by Fund and Position Type**

Fund	Adopted FY14		Proposed FY15	
	Positions	Workyears	Positions	Workyears
<i>Summary of Full-Time Career Positions and Workyears</i>				
Park	733.00	733.00	737.00	737.00
Recreation	247.00	247.00	249.00	249.00
Enterprise	<u>68.00</u>	<u>68.00</u>	<u>67.00</u>	<u>67.00</u>
Total	1,048.00	1,048.00	1,053.00	1,053.00
<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		106.50		122.00
Recreation		453.50		464.50
Enterprise		<u>111.50</u>		<u>113.50</u>
Total		671.50		700.00

WORK PROGRAM PRIORITIES

FY15 Budget Priorities

Understanding the constraints from our revenues growing slower than expenses, the Department seeks to maintain high quality programs and services. 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

- Work toward fully staffing officers complement to reduce crime response time, increase security at events, and provide better coverage to the rapidly growing Southern region of the County.
- Continue to expand technology initiatives such as automatic license plates readers, automated facility access controls, integrated intrusion and access control systems for recreation building rentals, and automated fine collection systems integrated with the Maryland Vehicle Administration and court systems.
- Expand security and public safety systems staffing to better maintain operational readiness of all security and public safety enterprise management platforms and site security, public and life safety projects.



Prince George's County Parks and Recreation Department

- Establish a theft prevention program and formal strategies toward reducing theft of personal items on park property and at Commission-sponsored events.

Park Foundation

- Develop the vision, mission statement, and strategic approach to fully establish a Park Foundation, including hiring a Major Gifts Officer and Grants Manager.
- Target and recruit key donors that will make individual and corporate business gifts to the Park Foundation.
- Enhance the current Grants Program by using expert consulting services to research, apply, and secure grant funding for capital projects.

ADMINISTRATION AND DEVELOPMENT

Administrative Services

- Work with the Prince George's County Planning Board to adopt a strategic implementation plan for the Formula 2040 Functional Master Plan for Parks, Recreation and Open Space.
- Achieve Commission reaccreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- 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 Food and Beverage management package.
- Seek Planning Board's adoption of policies and procedures for fees and charges, fee assistance and cost-recovery to help diversify our revenue sources.
- Continue to demolish park houses that are in disrepair and too costly to renovate.

Information Technology & Communications

- Continue to develop and implement industry best practices for security, including better payment card industry (PCI) compliance and disaster recovery operations.
- Continue year three of a four-year implementation plan for Voice Over Internet Protocol Network (VOIP). This plan installs the VOIP telephone system and re-engineers wide area voice and data network infrastructures.
- Continue to expand Mobile Computer Labs and After-School Computer Clubs and increase social networks presence.
- Evaluate the organizational structure and technology systems to ensure we have a technology service model that incorporates best practices in efficiency, security, and end-user support.



Prince George's County Parks and Recreation Department

Park Planning & Development

- Re-implement e-Builder stressing the importance of using the system from budget approval through occupancy/use with emphasis on business process/workflow applications and fully integrate e-Builder with the Enterprise Asset Management system (EAM) for effective capital asset management.
- Continue to develop a CIP development process that is transparent and collaborative, with input from the operating divisions and stakeholders, as well as empirically validated data as to need and cost.
- Develop procedures for ensuring that there is ADA compliance throughout all design and construction processes and determine priorities as to which park facilities will be addressed via the ADA Transition Plan.
- Complete a comprehensive analysis of the Division's planning, design, and construction work program and re-structure Division to better allocate staff resources, improve project delivery times, clearly define roles and responsibilities and determine staffing capacity as it relates to projects being considered for inclusion in the CIP.

FACILITY OPERATIONS

Public Affairs & Marketing

- Develop community partnership policy/program/process as a standard business practice for the Department.
- Continue developing a plan to shift session-based program and course marketing to social media, mobile apps and print-on-demand publications, and redevelop the program guide as an interactive online document.
- Increase the Department's presence on Facebook, Twitter, and YouTube.

Maintenance & Development

- Continue to implement the Americans with Disabilities Act (ADA) Recreation Facilities Standards Compliance; ongoing repair and replacement of features identified as non-compliant in ADA audits, and maintain database for Department of Justice reporting.
- Take lead role in implementing the Enterprise Asset Management (EAM) system, which will provide our staff with the ability to track and manage the cost of maintenance, development, operations and projects across all of our park properties and amenities. The system will also assist us in streamlining business processes, coordinating maintenance and construction activities, measuring operational success, and delivering high-quality services faster, and more economically.

Natural and Historic Resources

- Finalize plans for battle markers, signage and murals to highlight Battle of Bladensburg and the British invasion route.



Prince George's County Parks and Recreation Department

- Finalize RFP and construction of new Airport Operations facility.
- Work collaboratively with Finance and the Park Planning and Development Division to implement a system for historic preservation and renovation at historic sites in need of emergency repair.

Sports, Health and Wellness

- Increase tennis participation across the County through enhanced community partnerships, programs, and events.
- Develop strategies that support Formula 2040 Health and Wellness objectives, including afterschool programming, by adding nutrition/sports/wellness components, and to eventually reach a goal of having a health and wellness component in 75% of our programs.

Arts and Cultural Heritage

- Develop the “Community Arts Learning Lab” program curriculum, locations and other logistics.
- Implement the “Youth Arts Initiative” identified in the Division’s Strategic Plan.
- Develop additional human and financial capital through professional development and training, adequate staffing, and creating and implementing new cost recovery strategies.

AREA OPERATIONS

Special Programs

- Implement Aging in Place recommendations with increased seasonal/intermittent funding and the addition of a Rec/Enterprise Facility Manager II for the Camp Springs Senior Activity Center.
- Continue to expand the adapted aquatic and fitness programs.
- Provide more outreach and mobile recreation via the Roving Leaders program which will be inclusive of the Street Team.

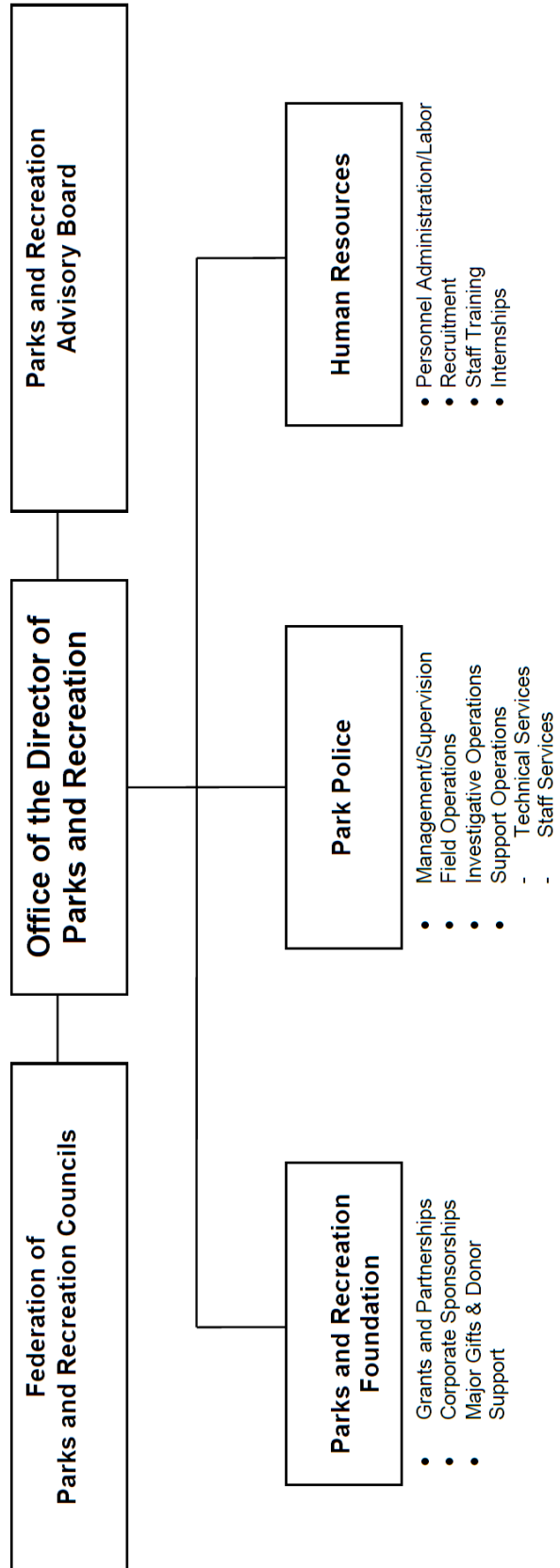
Northern, Central, and Southern Area Operations

- Provide multi-disciplinary recreation opportunities for all ages and abilities at community centers, recreation buildings, schools and parks to include comprehensive recreation class program, signature and community-based special events, out of school time programs for youth and teens, active aging programs and targeted services to those with the highest need through the Transforming Neighborhood Initiative.
- Sustain and strengthen the parks program and its infrastructure to continue to promote play, recreation, health and wellness through the development of master plans for regional parks and the maintenance of athletic fields, trails, parks and playgrounds, custodial services, waste management, snow, leaf and ice removal and light trades.
- Implement the approved functional master plan entitled Formula 2040 through existing community center and program operations and the new multigenerational service model.



ORGANIZATIONAL STRUCTURE

OFFICE OF THE DIRECTOR



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 and the Department's Human Resources Management section. The Office also directly oversees the Park Police.

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.

The Parks and Recreation Foundation established in FY14 works in conjunction with the Planning Board and the Department of Parks and Recreation to generate additional resources. The Foundation is 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.

BUDGET AT A GLANCE

Summary of Division Budget

		FY14 Adopted	FY15 Proposed	% Change
Budget				
<i>Park Fund</i>				
	Expenditures	\$768,804	\$1,891,800	146.1%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	3.00	11.00	266.7%
	Funded Workyears	3.00	13.00	333.3%



HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Adding the Human Resources unit, transferred from the Administration and Development Deputy.
- Adding two (2) FT career positions to the Human Resources unit, transferring from the Central Area Operations Division and the Maintenance and Development Division.
- Adding two (2) seasonal workyears to the Human Resources unit to assist with departmental HR support and training programs.
- Consolidating Department-wide funding for training and tuition assistance into the Human Resources unit, transferred from the Office of the Director and Support Services.
- Adding the Parks and Recreation Foundation unit, transferred from Administrative Services.
- Adding two (2) FT career positions to support the Parks and Recreation Foundation.



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 offer 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 consists of three (3) components: Patrol Services, Mounted Services and Homeland Security. 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 and target areas for patrol deployments. Officers are assigned to those areas based on an analysis of the CFS data. Park Police also utilize programmable people counters to track park usage in remote trail areas. This increases the efficiency of patrol deployment and minimizes the budget impact for additional staffing. Vehicular patrol officers are also assigned special details and provide security and traffic control at community festivals such as the County Fair, the Harlem Renaissance Festival, and other large community events. 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 and D.A.R.E. 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 Potomac Riverfront Patrol 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 this 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.

Mounted Services

Mounted Services is comprised of two (2) horse-mounted patrol squads that provide active patrols of the hiker/biker trail system and regional parks. Mounted personnel are capable of patrolling by horse, vehicle or T3. They are actively involved in the community through attendance at events and parades, and provide outreach and education at schools and community centers. Mounted Services coordinates the popular Cops Camp for Kids program and participates in the Drug Abuse Resistance Education (D.A.R.E.) program, summer day camps and other children's programs. Officers and



Prince George's County

Parks and Recreation Department - Park Police

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. When not patrolling on horseback the unit supplements patrol in assigned patrol cruisers.

Homeland Security Unit

The Park Police's Homeland Security unit is responsible for developing a coordinated safety and preparedness strategy; to protect life, property, and the M-NCPPC community from the effects of natural and man-made disasters to include terrorist acts and other threats. Responsibilities include site security assessments, emergency/disaster preparedness, suspicious mail/package handling, large event security assessments, and liaison with Federal and local Homeland security Organizations and Fusion Centers. The unit currently consists of one (1) lieutenant, one (1) sergeant, and three (3) officers who are members of the Rapid Deployment Unit.

The Rapid Deployment Unit is responsible for reducing crime on park property through special enforcement strategies and tactics to include plain clothes surveillance, checking of Hot Spot areas, rapid deployment to certain emergency situations, and other duties as assigned.

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. Communications personnel also monitor video cameras and their associated alarms.

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. Records staff also provide notary services to the public.



Prince George's County

Parks and Recreation Department - Park Police

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 property purchased by the division.
- The Training Unit develops and administers the required in-service training program for the Division, as mandated by the Maryland Police and Correctional Training Commissions (MPCTC). Outside agencies are invited to participate in the annual program. This unit also coordinates and conducts the mandated annual firearms training program and manages operation of the Police Firearms Range. Additionally, this unit coordinates all outside training for division personnel and assists with the entry-level academy training. Annually this unit hosts various law enforcement related professional development training for the Park Police and allied law enforcement agencies.

Investigative Operations

The Investigative Operations is composed of two units: Investigative Services and Crime Analysis.

The Investigative Services unit, subject to call out on a 24-hour basis, conducts continuous follow-up investigations of crimes committed in the jurisdiction of The Maryland-National Capital Park Police. Detectives assigned to Investigative Services respond to scenes of crimes for evidence identification, collection, preservation and processing, when necessary. Detectives interview witnesses, interrogate suspects, utilize digital imaging and also network with other agencies to solve crimes.

The Investigative Crime Analysis unit conducts detailed crime analysis to identify crime patterns and trends. This provides strategic assistance towards the effective deployment of Park Police resources in an effort to prevent crimes and assist with identifying and apprehending suspects. The Investigative Crime Analysis Unit also coordinates the Victim/Witness Assistance Program which helps provide victims/witnesses of crimes with the professional guidance, assistance and support they may need while proceeding through the judicial process. Information is also provided to victims/witnesses regarding referral and resource services.

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 resources 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



Prince George's County

Parks and Recreation Department - Park Police

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 security recommendations for facilities that use live music bands.

ACCOMPLISHMENTS

FY14 Budget Priority Updates

Expand operations to provide better more efficient coverage throughout the growing park system.

- Added four (4) new officer positions.
- Realigned the operations by adding two sergeants to the evening shift to increase supervision.
- Realigned within the Investigations unit to add two detectives to reduce caseload.
- Continue to provide enhanced unusual occurrence and active threat/active shooter training for officers and active shooter/active threat training to M-NCPPC staff.
- Continue to seek and acquire new headquarters for Park Police.

Prepare for our 5th Commission on Accreditation for Law Enforcement Agencies (CALEA) re-accreditation.

- The 5th CALEA reaccreditation is currently on target; preparing to conduct a mock assessment by end of 2013.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$17,963,681	\$17,530,600	-2.4%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	150.00	150.00	0.0%
Funded Workyears	150.50	150.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Reducing personnel costs based on actual projected compensation levels.



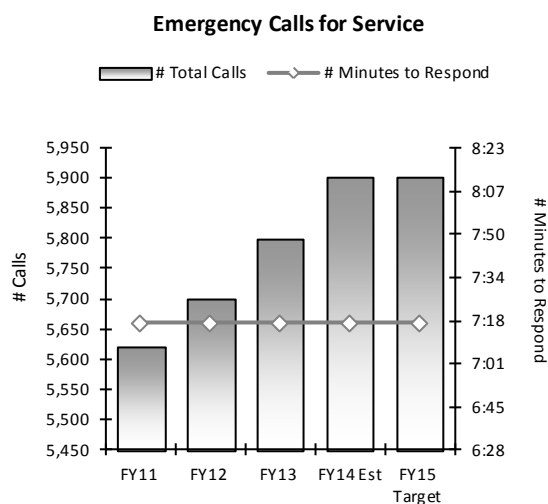
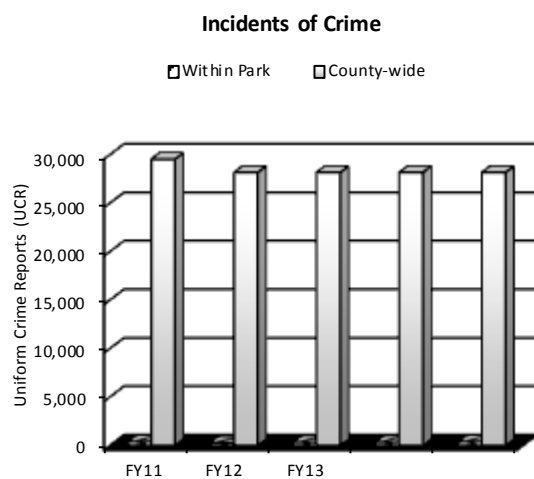
Prince George's County Parks and Recreation Department - Park Police

GOALS AND PERFORMANCE MEASURES

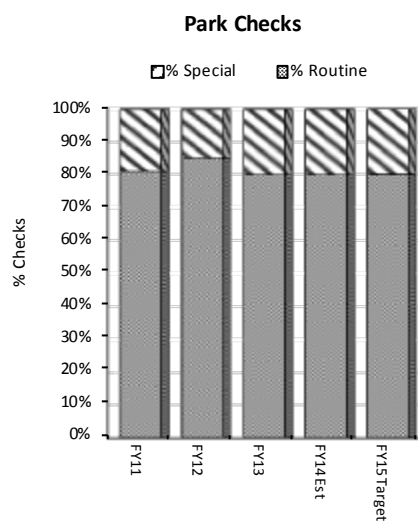
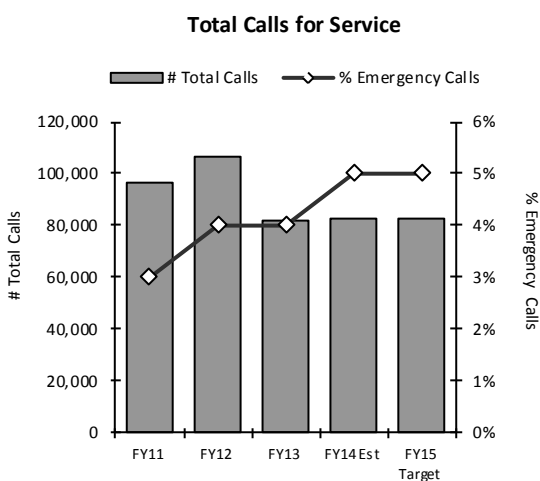
Park Police Performance Measures

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 to 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

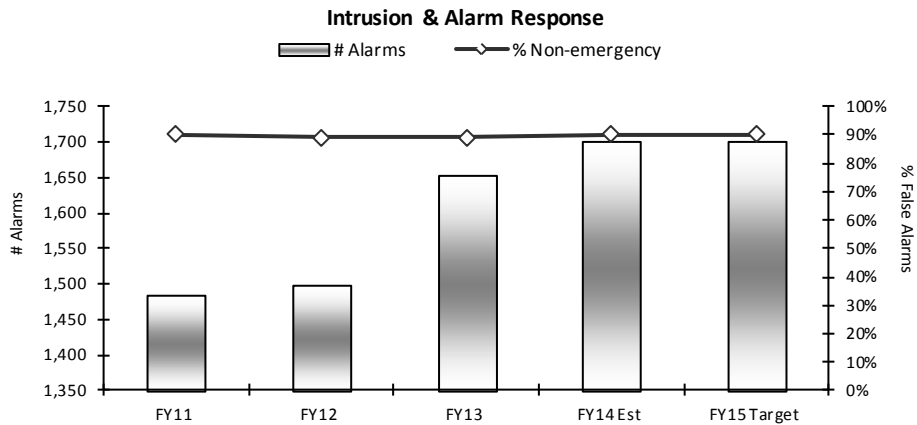
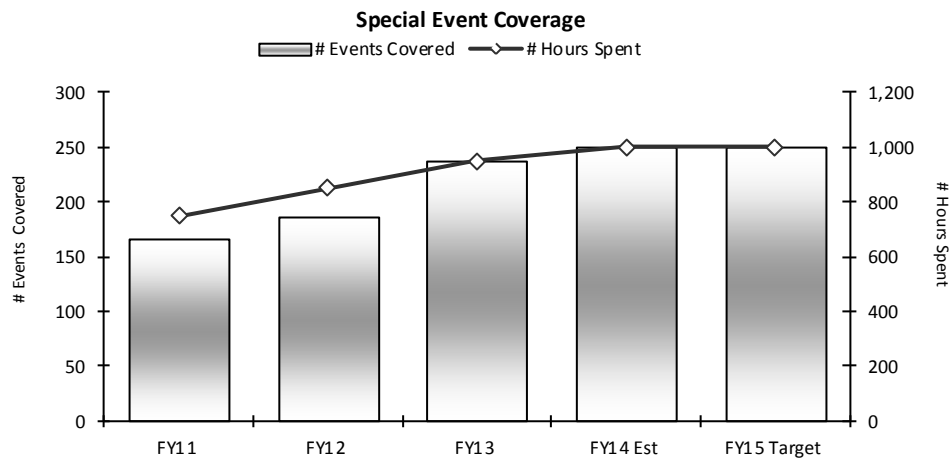
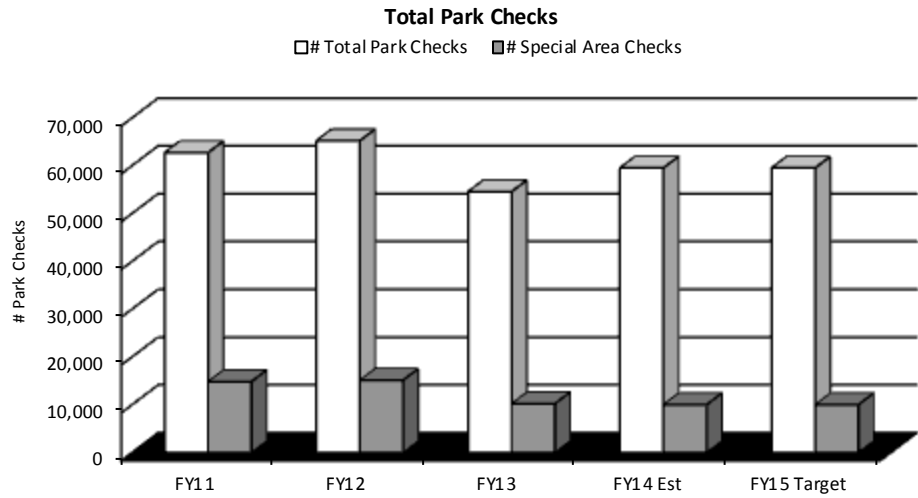


Routine checks are documented regular visits. Departmental rate is approx. 70,000 visits per month to a neighborhood or community park. Special Area Checks are approx. 16,500 per month. Ratio of Special to routine is stable.



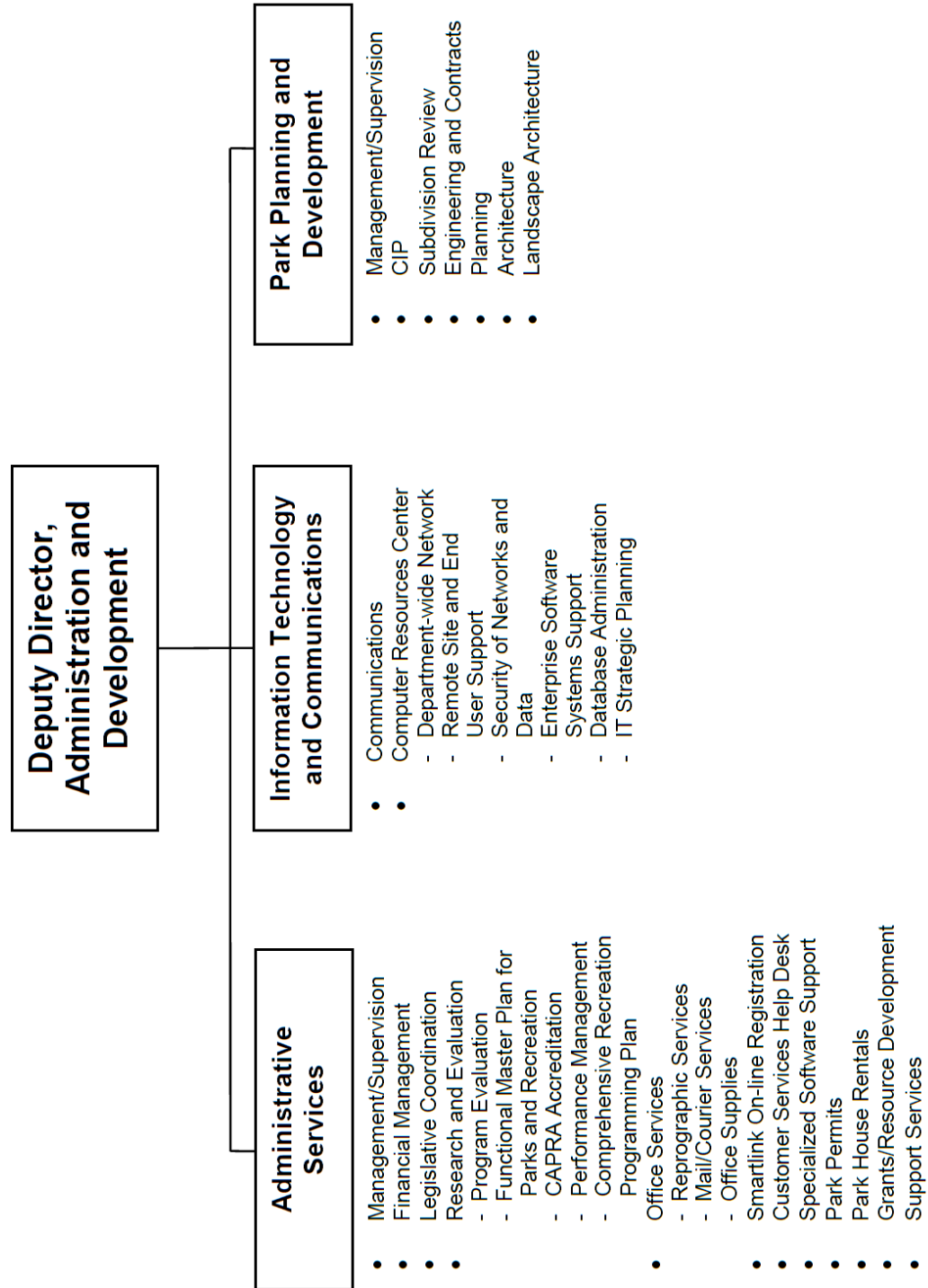
Prince George's County Parks and Recreation Department - Park Police

Park Police Performance Measures



ORGANIZATIONAL STRUCTURE

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 of three major support divisions: Administrative Services, Park Planning and Development (PPD), and Information Technology and Communications (ITC).

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

		FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$809,864	\$319,400	-60.6%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	6.00	2.00	-66.7%
	Funded Workyears	6.00	2.00	-66.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Transferring the Human Resources unit to the Office of the Director.



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
- 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, 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.

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



Prince George's County

Parks and Recreation Department – Administrative Services

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, Advanced Land Acquisition, and Internal Service Funds. The unit prepares and oversees the management of these budgets. The unit also provides Department-wide training to the field Divisions to ensure they are competent in their fiscal management duties. The unit has supervisory responsibilities of the Office Services unit.

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 training, 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 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



Prince George's County

Parks and Recreation Department – Administrative Services

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.

ACCOMPLISHMENTS

FY14 Budget Priority Updates

Work with the District Council to formally adopt the Functional Master Plan for Parks and Recreation.

- The Formula 2040 Functional Master Plan for Parks, Recreation and Open Space was adopted by the Prince George's County Planning Board on June 13, 2013, approved by the District Council on July 2, 2013 and certified by the Commission on September 18, 2013.

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.

- EAM and ERP software systems implementations are underway; Golf Course software management implementation was completed for the 2013 golf season.

Conduct cost/benefit analyses on all park house rentals to determine the fiscal viability of each rental unit.

- Inspections have been done; cost estimates for necessary repairs are being prepared.

Re-establish a Park Foundation in an effort to diversify our funding sources and provide us with even greater public exposure

- A fundraising, sponsorships, and partnerships unit was established in September 2013.
- Reassigned a Division Chief to become the Acting Executive Director for the Park Foundation and working to hire a Major Gifts Officer and Grants Manager.
- Contracted a consultant to research opportunities and secure capital grant funding.



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

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$4,376,540	\$4,484,800	2.5%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	30.00	31.00	3.3%
Funded Workyears	38.50	39.50	2.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Adding one (1) FT career position for the Customer Service Help Desk.
- Reducing personnel costs based on actual projected compensation levels.
- Removing \$250,000 in one time start-up funding to create a Park Foundation for the Department.
- Adding funding for credit card fees associated with the software implementation enabling credit card usage for food and beverage transactions at The Show Place Arena and other department locations.
- Consolidating Department-wide funding for postage meter equipment, postage costs and delivery services into the Office Services unit, transferred from Support Services.
- Consolidating funding for Department-wide costs for copier and paper supply costs associated with the copy center into the Office Services unit, transferred from Support Services.



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

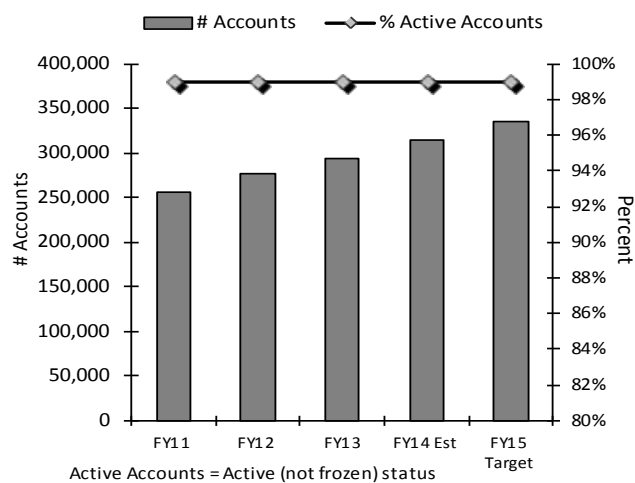
GOALS AND PERFORMANCE MEASURES

Administrative Services Division Performance Measures

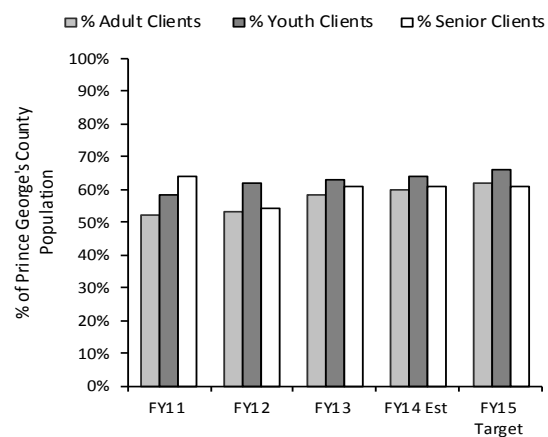
Outcome Objective: The Administrative Services Division provides professional, high quality administrative, management and customer service support to other Divisions within the Department, the Commission's Central Administrative Services and the citizens of Prince George's County. The Division's functions include financial and budget management; park property management, grants and resource development, training and recruitment; research and evaluation, performance management, and long-range facility and services planning; customer service and help desk services; park permits; and general office services support.

Impact Objective: Provide the Department Divisions, the Commission's Central Administrative Services, and the citizens of Prince George's County with accurate, timely information and assistance by implementing and interpreting Commission and Departmental policies and systems.

SMARTLink Accounts

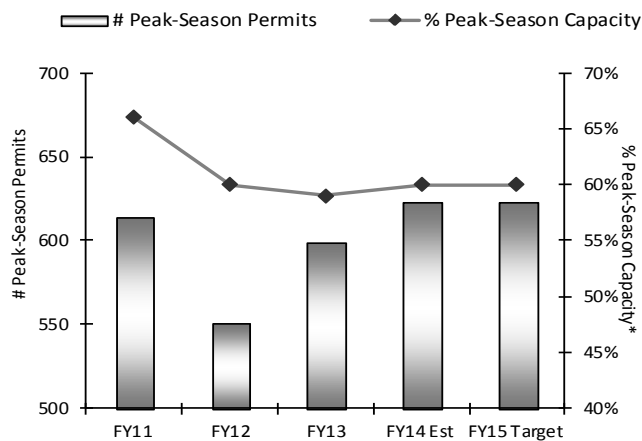


Population with SMARTlink Accounts



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 as other non-residents.

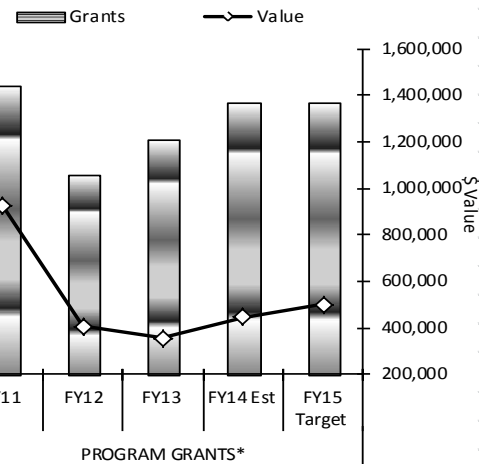
PicnicShelter Use



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

Total Available Picnic Shelters				
FY11	FY12	FY13	FY14	FY15
924	929	929	1014	1014

Program Grants



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



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

FY14 Budget Priority Updates

Complete year three of four year plan to improve broadband technology at all Parks and Recreation Facilities.

- Over 50 Facilities have been upgraded to Broadband Fiber.
- Anticipate connecting up to 60 additional sites in FY 14 and FY 15.
- Several unstaffed facility HVAC systems are managed via broadband wireless technologies.

Complete year two of four of Voice of Internet Protocol (VOIP) Project.

- Project plan drafted and instituted.
- VOIP Hub site installed at Sports and Learning Complex.
- Eight major facilities will be migrated to VOIP in FY14.

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.

- Several customized programs are being developed for South County Tech Rec Center (Recording Studio Lab, Wireless/Mobile Computer Lab, Whiteboard and VTC).
- Standardized software has been installed in all computer labs.
- Continued three year refresh cycle for computer hardware.
- Continuing to seek partnerships with Microsoft, University of Maryland, Fairmount Technical High School 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 standalone restrooms and sports equipment structures.

- PG Parks Wi-Fi is active in over 25 facilities.
- We expect to connect or update 50 additional sites in FY14 and FY15.

BUDGET AT A GLANCE

Summary of Division Budget

		FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,058,696	\$5,340,600	-11.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	29.00	29.00	0.0%
	Funded Workyears	30.20	32.20	6.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Adding two (2) seasonal workyears to provide required increased administrative and fixed assets inventory support for the division.
- Removing one-time funding for the VOIP Unified Messaging Phone System upgrade.
- Removing one-time funding for infrastructure wiring upgrades for facilities.
- Adding funding for the annual license fee for Human Resources employee and labor relations management software transferred from Support Services.
- Adding funding for infrastructure wiring upgrades and supplies as part of the facility additions and renovations at Kentland Community Center, Randall Farm, William Beanes Community Center, and Westphalia Park Community Center.



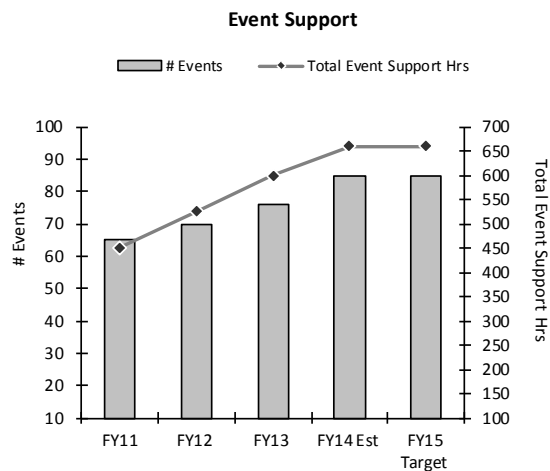
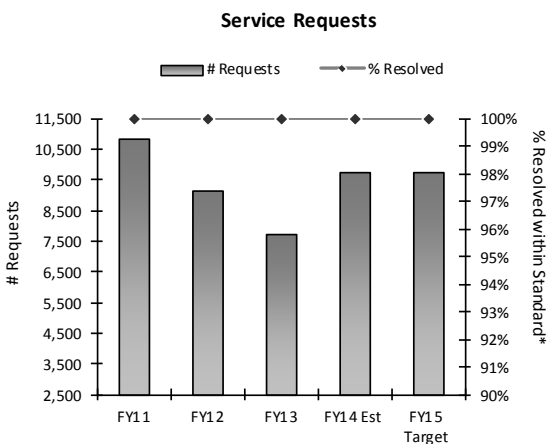
Prince George's County Parks and Recreation Department – Information Technology and Communications

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.

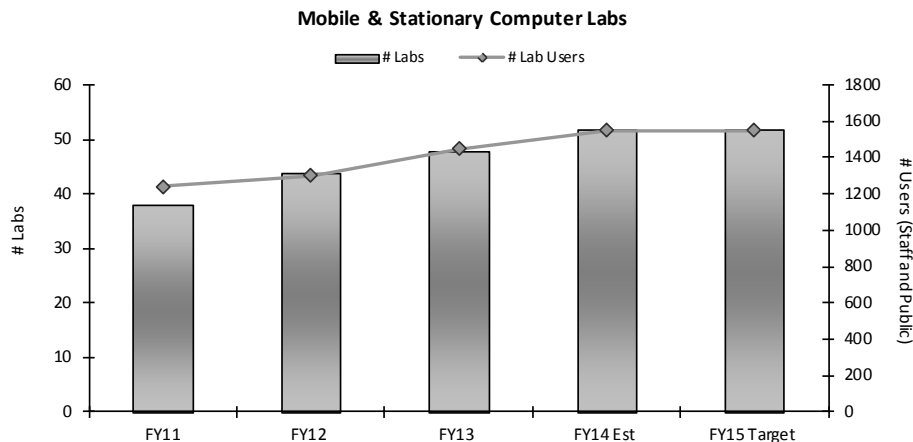
Impact Objective: The goal of the Information Technology and Communications Division (ITC) is to provide secure, reliable, and accurate information and communication systems while maximizing return on investment in alignment with Parks and Recreation's objectives by delivering first class customer support 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)

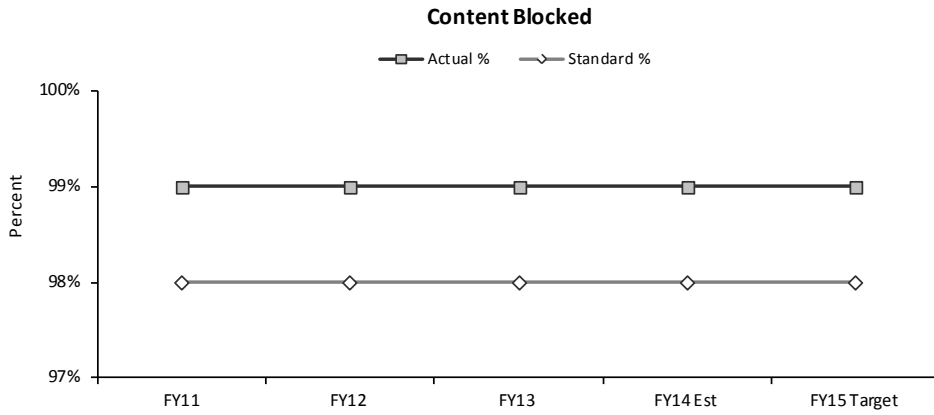


Labs have an average of 15 stations

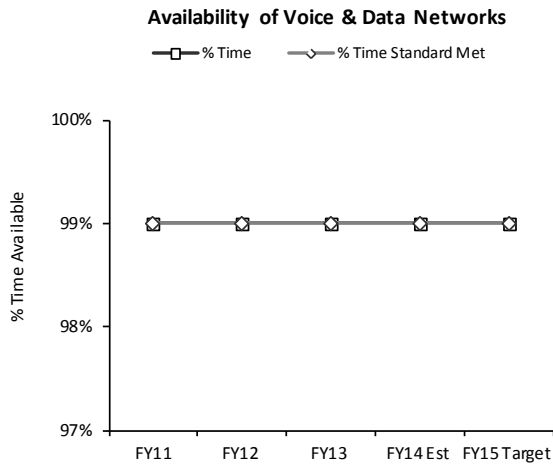


Prince George's County Parks and Recreation Department - Information Technology and Communications

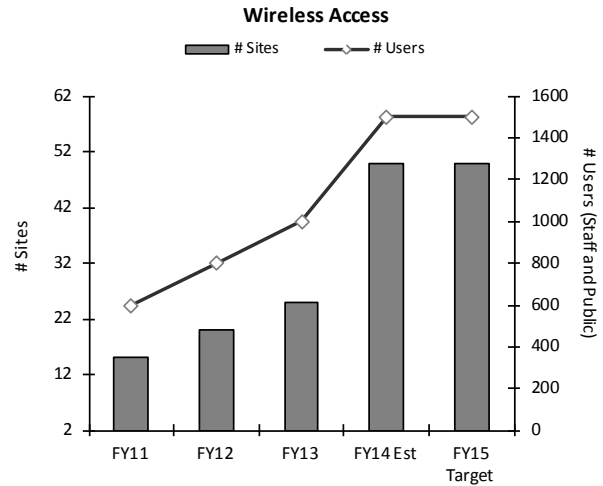
Information Technology & Communications Division Performance Measures



*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 - 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 six major functional sections: Planning, Land Acquisition/Development Review, Capital Improvement Program, Landscape Architecture, Architecture and Construction Inspection.

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

Planning

This section reviews site plans for park purposes, prepares specific area park and recreation facilities studies including the State Land Preservation and Recreation Plan, and provides forest conservation review. Staff prepares statistical, graphic and analytical reports on all aspects of departmental activities; in addition, staff prepares, conducts, and/or coordinates 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.

Land Acquisition/Development Review

This section manages the land acquisition program and acquires land based on level-of-service needs for parkland via approved capital improvement funding. It also reviews subdivision and site plans, permit/zoning petitions and special exception and comprehensive design zone applications.

Capital Improvement Program

This section develops the Capital Improvement Program (the capital budget and 5 outer years) based on input from the operating divisions, the public, and park planning staff. The program ensures that the CIP is aligned with the 6-year Spending Affordability Plan and provides for the implementation of the CIP through an in-house procurement effort consisting of soliciting 'requests for proposals', 'invitation for bids' and processing design/construction contracts.

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



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

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.

Construction Inspection

This section monitors the construction of park facilities and ensures that projects are constructed on schedule, within budget and per the approved plans and specifications. The program includes the monitoring of the quality of construction throughout the project and provides oversight and review of all change orders, schedules and processing of payments to contractors for work performed.

ACCOMPLISHMENTS

FY14 Budget Priority Updates

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.

- The roles/responsibilities of the Engineering Supervisor and Assistant Division Chief positions are being evaluated to determine how the positions should relate to our planning/design and construction work program and staffing capacity.

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.

- PP&D is working to refine a CIP Project Evaluation Model in an effort to develop a criteria based and objective process for determining how projects are included in the CIP.

Conduct an On-Site Discovery Session with e-Builder 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 e-Builder for our project management needs.

- On-Site Discovery Session with e-Builder representatives was held with all six-sections individually. An updated implementation plan has been established to obtain full use of the system.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$6,356,405	\$6,332,400	-0.4%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	54.00	54.00	0.0%
Funded Workyears	55.00	55.00	0.0%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Decreasing revenue based on current actual projections.
- Reducing personnel costs based on actual projected compensation levels.



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

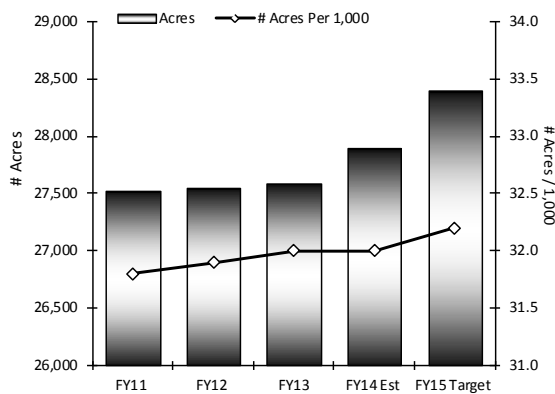
GOALS AND PERFORMANCE MEASURES

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.

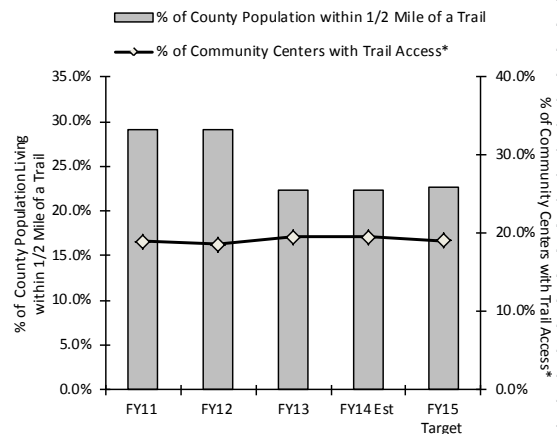
Impact Objective: Ensure that acquisition and development projects are fully funded and proper procedures are followed through planning, design and construction. The Division acquires parkland and builds quality park facilities in order to meet the park and recreation needs of the residents of Prince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

Park Acres



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

Trail Connectivity

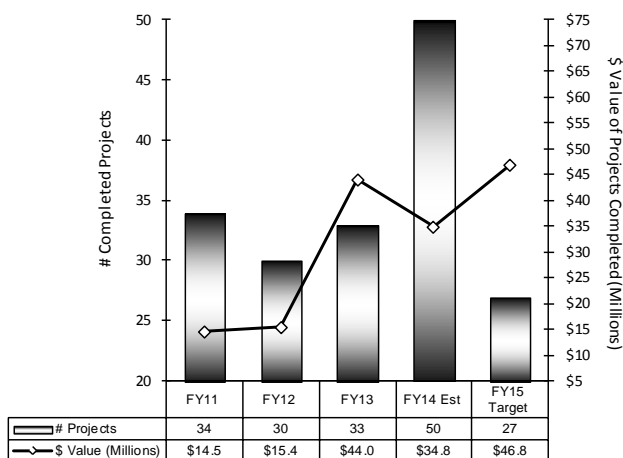


* FY13 we had 46 community centers, and 9 had direct trail access.

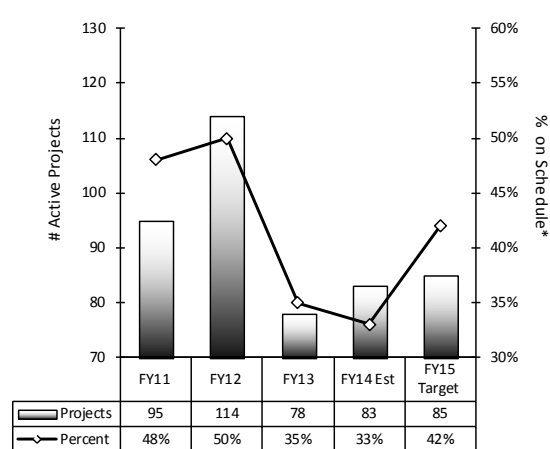
* FY14 est. will have 46 community centers, and 9 will have direct trail access.

* FY15 est. will have 47 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, workers' compensation claims, refuse collection, and other central support costs.

BUDGET AT A GLANCE

Summary of Division Budget

Budget	FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
<i>Park Fund</i>			
Expenditures	\$13,386,798	\$14,031,200	4.8%
<i>Recreation Fund</i>			
Expenditures	<u>\$7,253,030</u>	<u>\$7,434,155</u>	<u>2.5%</u>
TOTAL EXPENDITURES	\$20,639,828	\$21,465,355	4.0%

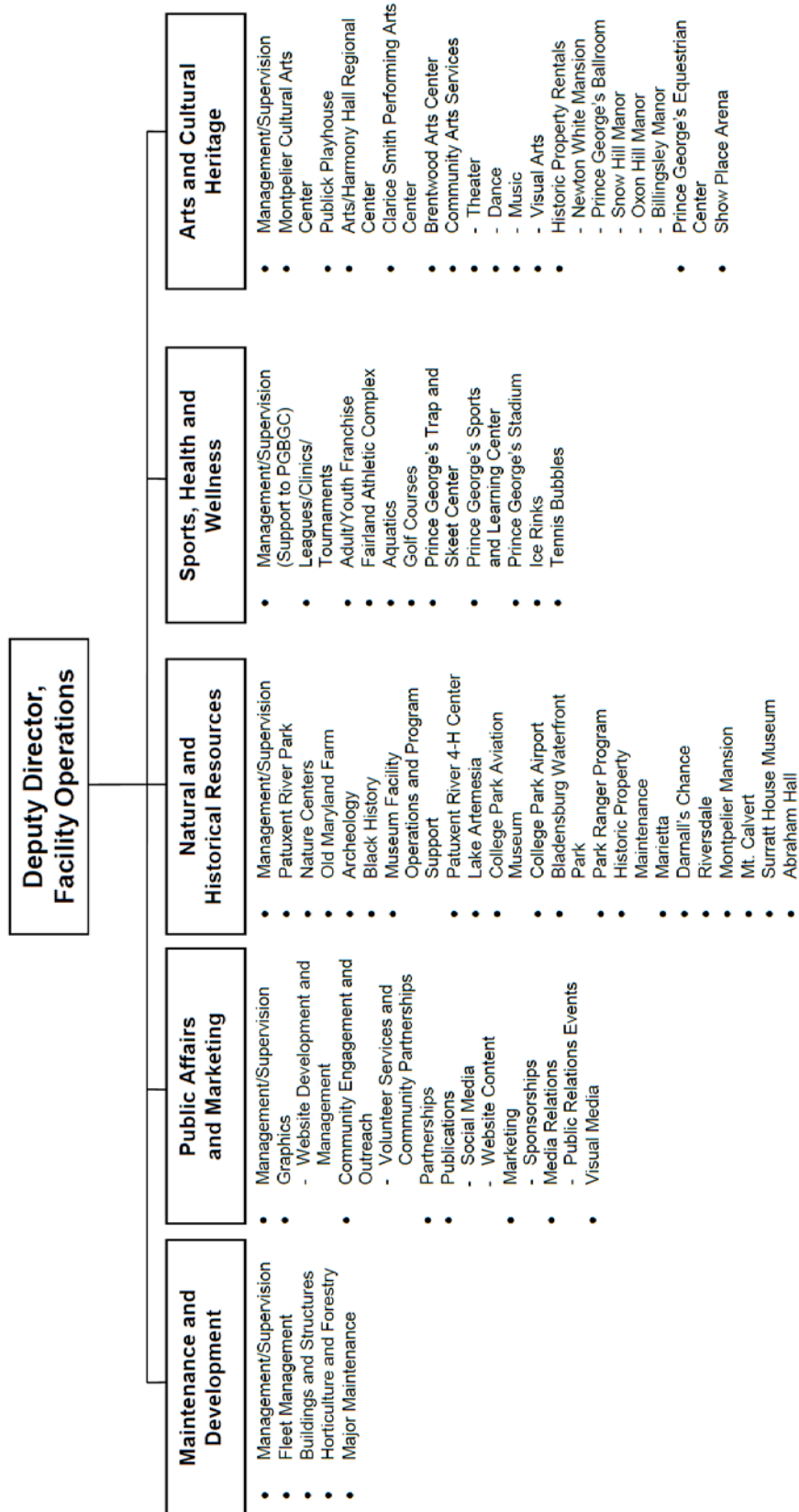
HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Decreasing group insurance for LTD payments by -\$55,800.
- Decreasing unemployment insurance payments by -\$221,300.
- Increasing risk management charges by \$916,400.
- Decreasing the chargeback for the data center funding and communication fees, and for funding of Commission's chief information officer by -\$60,300.
- Increasing funding for the Commission-wide technology initiative by \$372,300.
- Increasing funding for the Capital Equipment ISF by \$247,000.
- Decreasing the finance, personnel and legal chargebacks by -\$8,000.
- Transferring funding for the annual license fee for Human Resources employee and labor relations management software to the Information Technology & Communications Division.
- Adding operational funding for utilities and telecommunications costs for new facility additions at Kentland Community Center and Westphalia Community Center.
- Transferring Department-wide funding for postage meter equipment, postage costs and delivery services into the Office Services unit of the Administrative Services Division.
- Transferring Department-wide funding for copier and paper supply costs associated with the copy center into the Office Services unit of the Administrative Services Division.
- Transferring Department-wide funding for training and tuition assistance into the Human Resources unit under the Office of the Director.



ORGANIZATIONAL STRUCTURE

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 five Divisions: Public Affairs and Marketing; 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

	FY14 Adopted	FY15 Proposed	% Change
Budget			
<i>Park Fund</i>			
Expenditures	\$431,496	\$430,500	-0.2%
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 FY15 PROPOSED BUDGET

- None



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

FY14 Budget Priority Updates

Continue to implement the American with Disabilities (ADA) Recreation Facilities Standards Compliance; ongoing repair and replacement of features identified as non-compliant in ADA audits. Maintaining and tracking database for reporting progress to Department of Justice.

- ADA audits of all 384 developed sites that M-NCPPC owns or operates are nearly complete.
- A comprehensive transition plan is being developed listing required repairs and replacements needed for compliance as identified in the audits.
- Educational materials are also being developed for distribution to staff.

Continue to address and implement critical facility maintenance as identified in Infrastructure Improvement Program Audits.

- Renovations and replacements are being completed based on identified priorities.
- Completed projects include major concrete and paving repairs to roads, paths and sidewalks at Cosca Regional Park and Watkins Regional Park.
- In addition, roof replacements have been completed at Allentown Splash, Tennis and Fitness Park, Rollingcrest-Chillum Splash Pool, The Show Place Arena, and Herbert G. Wells Ice Rink.

Begin implementation of a comprehensive energy savings program.

- Energy efficiency, sustainable practices, and life cycle analysis has been integrated into every aspect of the division's construction and maintenance activities.
- Lighting in most of the gymnasiums has now been replaced with new energy efficient fixtures with motion sensors yielding savings in utility and maintenance costs.



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$27,715,666	\$27,730,333	0.1%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	177.00	177.00	0.0%
Funded Workyears	192.50	192.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Reducing personnel costs based on actual projected compensation levels.
- Adding one (1) FT career position transferring from the Sports, Health and Wellness Division.
- Transferring one (1) FT career position to Human Resources under the Office of the Director.
- Adding operational and start-up funding for new park additions and renovations at Brandywine-North Keys CP, Largo Town Center Lake Site, Randall Farm Greenhouse, Sandy Hill Neighborhood Park, and Westphalia Neighborhood Park.



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

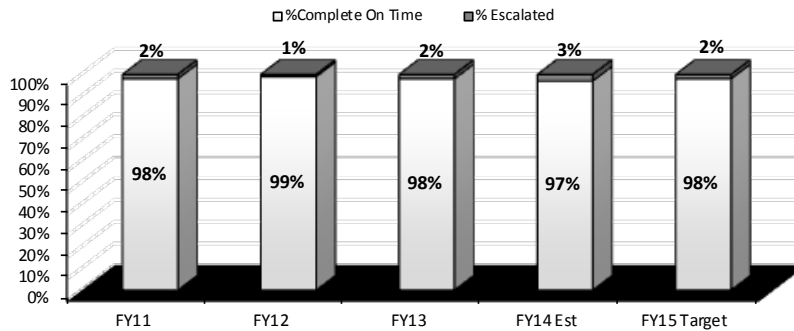
GOALS AND PERFORMANCE MEASURES

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.

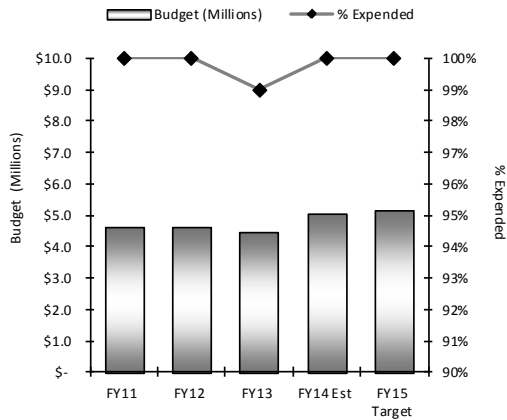
Impact Objective: Provide area citizens with safe, well-maintained and aesthetically pleasing facilities programs and services throughout our park system. The level of confidence and reassurance for a safe, well maintained environment promotes customer participation and satisfaction year round.

Work Order Status

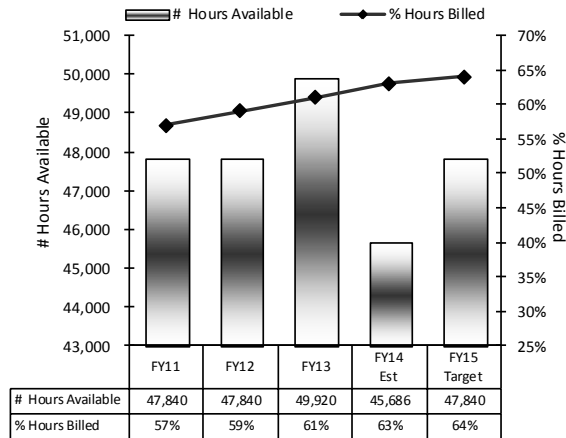


Escalated = a project was not completed on the projected schedule

Major Maintenance

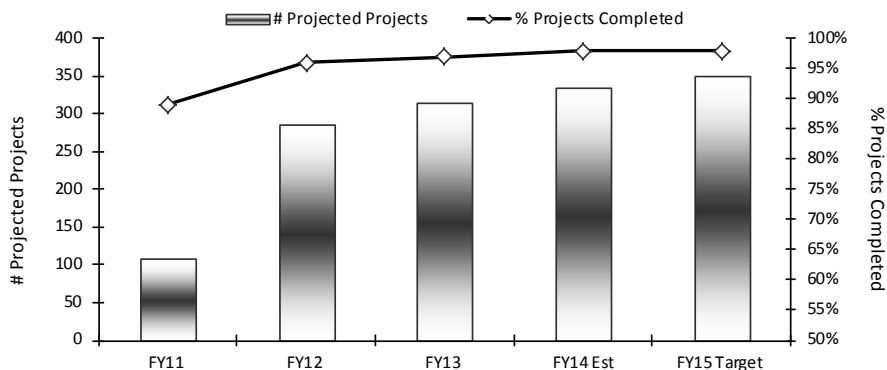


Fleet Management Billable Hours



Note: National Standard is 65.8%
Source: ICMA

Major Maintenance Projects



Prince George's County

Parks and Recreation Department – 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 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. Particular areas of emphasis are marketing to youth and multicultural audiences. Included in the work plan is market research. The unit purchases and places 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 Community Connect, 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 community partnerships to support specific programs, such as those for youth, sports, health and wellness, the arts, and seniors.

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



Prince George's County

Parks and Recreation Department – Public Affairs and Marketing

throughout the Department. The unit also maintains and manages a large photographic archive for the Department.

ACCOMPLISHMENTS

FY14 Budget Priority Updates

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.

- Work has begun on developing mobile apps that will link directly to electronic class and activity registration, and on developing interactive online seasonal guides.
- Development of the Parks and Recreation magazine will follow implementation of the first two items.

Implement a corporate and community partnership program to attract support from volunteers, local businesses, and regional and national corporations.

- Community Connect online portal has been developed and launched; staff training and outreach to community organizations and individuals continues.
- A corporate partnership policy will be investigated in close cooperation with the new Parks and Recreation Foundation



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,955,561	\$2,023,500	3.5%
<i>Recreation Fund</i>				
	Expenditures	<u>\$899,468</u>	<u>\$906,500</u>	<u>0.8%</u>
	TOTAL EXPENDITURES	\$2,855,029	\$2,930,000	2.6%
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	17.50	25.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>3.00</u>	<u>3.00</u>	<u>0.0%</u>
	TOTAL FUNDED WORKYEARS	17.00	20.50	20.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Adding 3.5 seasonal workyears to support video, website development, and digital content.



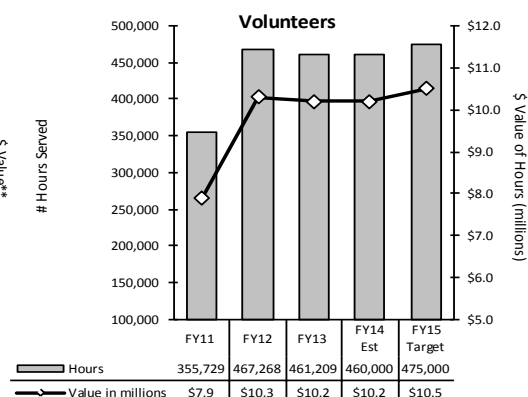
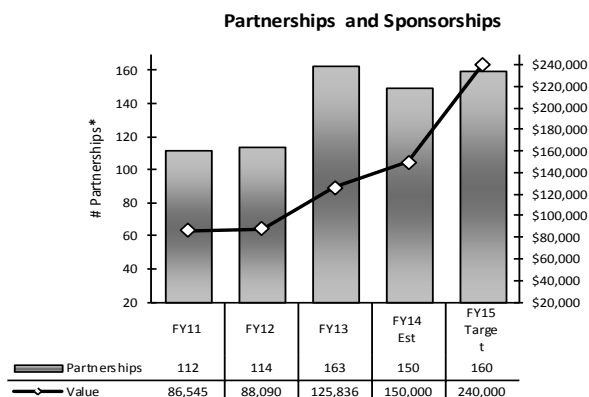
Prince George's County Parks and Recreation Department – Public Affairs and Marketing

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.

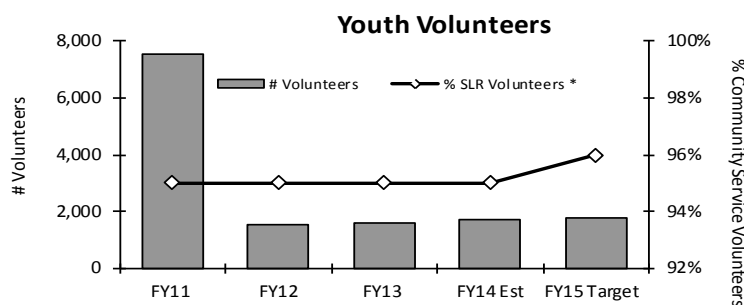
Impact Objective: Produce electronic and print communication tools to provide the public with up-to-date, accurate information about the Department of Parks and Recreation's programs and services. Through translation services, the department can reach a wider audience and continued outreach will help 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.



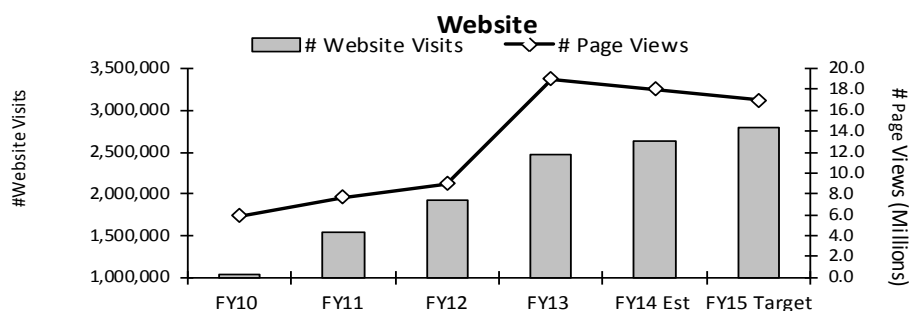
*Does not include large scale partnerships like those with the Prince George's County Public Schools, the Prince George's Boys and Girls Club, or any public/private partnerships for facility or land development.

**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 \$22.14 in 2013 according to www.independentsector.org

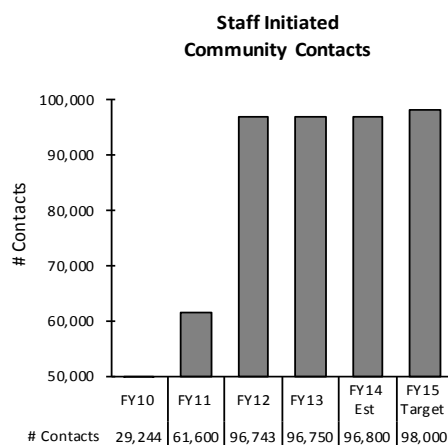
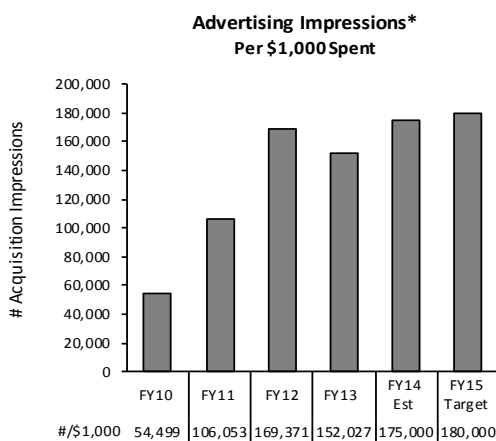


*SLR - Service Learning Requirement Volunteers



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

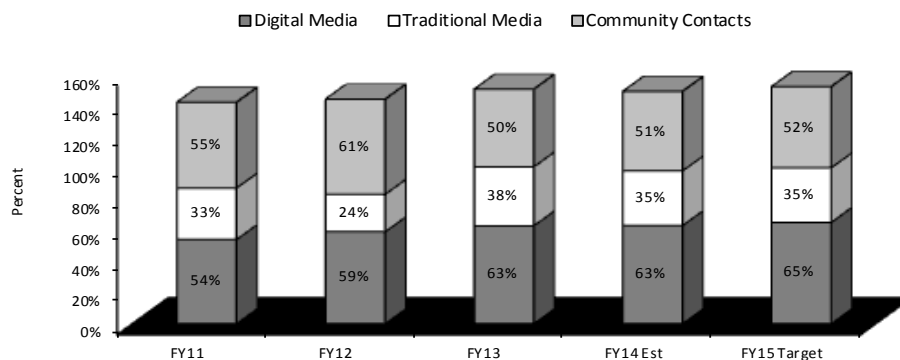
Public Affairs & Marketing Division Performance Measures



*Impression - an advertising term that refers to the number of times an ad is viewed

Source: Community Relations Database

How Did You Find Out?



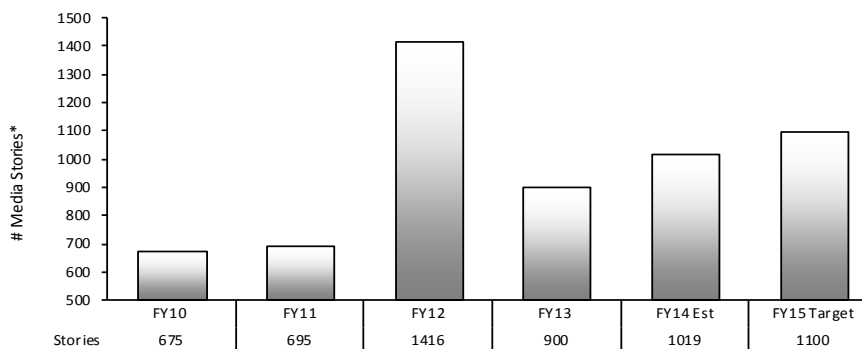
Digital Media = Email, E-newsletters, Blogs, Text Messaging, Social Networks

Traditional Media = Newspaper, Radio, Television

Community Contacts = Word-of-mouth, Flyers, Phone tree

Note: A person can "find out" through more than one medium

Targeted Media Stories



*Includes only news stories generated by Public Affairs staff



Prince George's County

Parks and Recreation Department – Natural and Historical 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 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 Historical 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.

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:



Prince George's County

Parks and Recreation Department – Natural and Historical Resources

- 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 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



Prince George's County

Parks and Recreation Department – Natural and Historical Resources

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

FY14 Budget Priority Updates

Create a County-wide Bicycle and Pedestrian Committee.

- Worked with the Planning Department and Park, Planning and Development on the revived Bicycle and Trails Advisory Group (BTAG). Also worked with local municipalities and the Planning Department on providing input on the scope of work for the Capital Bikeshare Feasibility Study. Established bike rental program at Bladensburg Waterfront Park on the Anacostia River Trail system and a mobile teen mountain biking program available to all operations countywide. Presented information on the Department's initiatives with regard to long range trail expansion and innovative programs to the Surgeon General's Walking Summit in Washington, DC.

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.

- Expanded outreach efforts to increase the number of history interpretation programs to schools and summer playground programs countywide with an emphasis on the commemorations of significant historical events (such as the Civil War and the War of 1812, Civil Rights Era) as well as continuing to provide field trip opportunities for local schools at historic sites. Sponsored the development of web based curriculum on the War of 1812.

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.

- Held a series of new special events at a variety of locations to highlight trail system including fundraisers in partnership with a variety of divisions (Healthy Trails Fun Run, Down and Dirty Mud Run, Suitland CC Healthy Trails 3k, Winter Festival of Lights Turkey Trot). Increased marketing efforts including updates to the Department's Trails page, updated trail maps, guide



**Prince George's County
Parks and Recreation Department – Natural and Historical Resources**

articles, trail enhancements, wayfinding signage, trail use monitoring and the Wegman's Passport to Family Wellness trail map booklet to encourage healthy eating and activities and raise awareness of the numerous beautiful trails that exist within the community.

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$5,838,539	\$6,035,657	3.4%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,710,422</u>	<u>\$1,421,606</u>	<u>-16.9%</u>
	TOTAL EXPENDITURES	\$7,548,961	\$7,457,263	-1.2%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	55.00	55.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>11.00</u>	<u>9.00</u>	<u>-18.2%</u>
	TOTAL FUNDED CAREER POSITIONS	66.00	64.00	-3.0%
<i>Park Fund</i>				
	Funded Workyears	75.60	75.60	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>16.50</u>	<u>14.00</u>	<u>-15.2%</u>
	TOTAL FUNDED WORKYEARS	92.10	89.60	-2.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Transferring the Black History Unit (including 2.5 workyears) to the Arts and Cultural Heritage Division.
- Increasing personnel costs based on actual projected compensation levels.



Prince George's County Parks and Recreation Department – Natural and Historical Resources

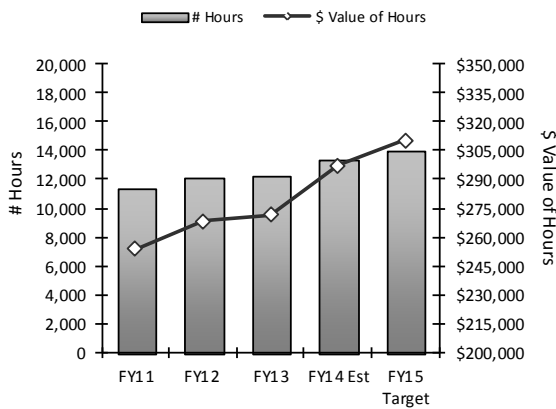
GOALS AND PERFORMANCE MEASURES

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 for 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.

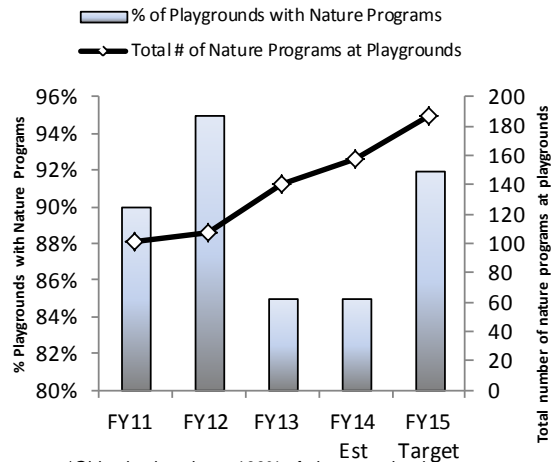
Impact Objective: Provide professional natural and historical resource management services and interpretive programs in order to educate our community and encourage stewardship of the natural resources and the historical heritage of Prince George's County.

Museum Volunteers & Docents



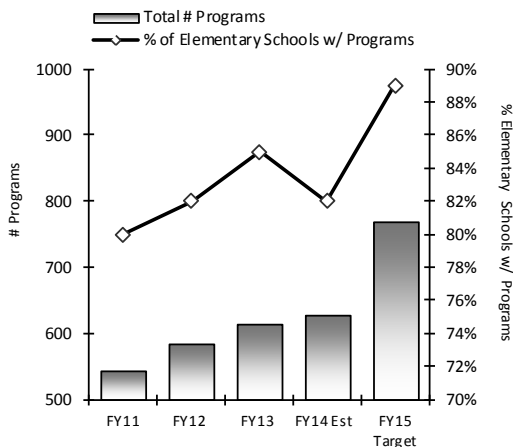
The estimated value of one volunteer hour was \$22.14 in 2013 according to www.independentsector.org

Summer Playgrounds with Nature Programs



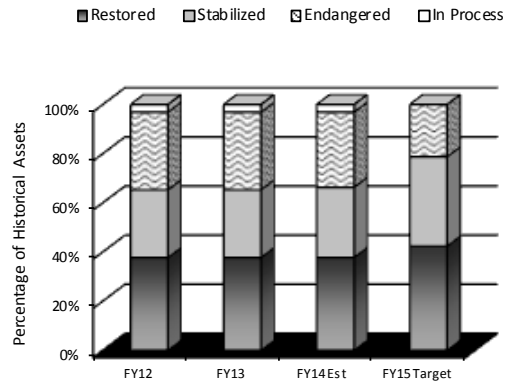
*Objective is to have 100% of playgrounds with a nature program.

Educational & Interpretive Programs



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

Condition of Historic Assets



Note: M-NCPPC owns 80 historical assets including barns



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 includes developing a healthier community by increasing walking trails, upgrading fitness rooms, hosting lunchtime learning series for staff and a continued partnership with the Prince George's County Health Department. Other opportunities are 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 also 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.

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



Prince George's County

Parks and Recreation Department – Sports, Health and Wellness

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. The Department of Parks and Recreation is dedicated to promoting a wellness ethic. Our goal is to provide facilities and programs that have wellness components that will contribute to the physical and social health of our patrons and to the environment of our communities. The Department works with internal and external partners to provide classes, workshops, and activities for all ages.

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

FY14 Budget Priority Updates

Increase the overall participation in sports offerings to include Aquatics, Lacrosse, and Soccer for youths of Prince George’s County.

- The overall participation for these sports offerings have increased by 7%; includes starting lacrosse clinics for boys and girls that has served 262 participants.

Create and implement a County-wide Health and Wellness initiative.

- The Health and Wellness Officer was hired for the Department to begin developing a plan including staffing structure.
- Long-range goal is to include a health and wellness component in 75% of our program offerings.



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

Continue to expand the Make-A-Splash program in partnership with Prince George's County Public Schools and granting organizations.

- This partnership continues to be in place by serving 1,500 children in FY14.
- The goal for FY15 is to increase participation by 13%.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$10,247,745	\$10,374,700	1.2%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	48.00	49.00	2.1%
Funded Workyears	159.90	160.90	0.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Adding one (1) FT career position transferred from The Show Place Arena.
- Adding one (1) FT career position transferred from the Special Programs Division.
- Transferring one (1) FT career position to the Maintenance and Development Division.



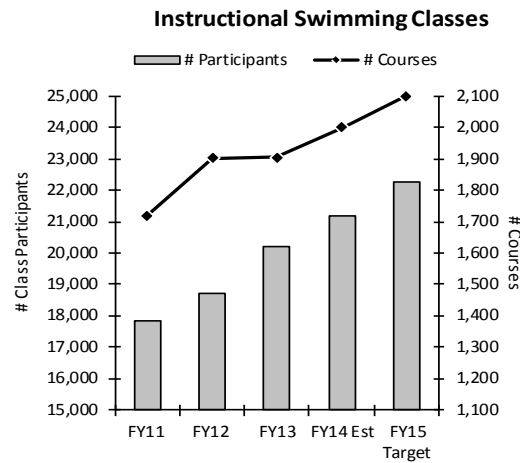
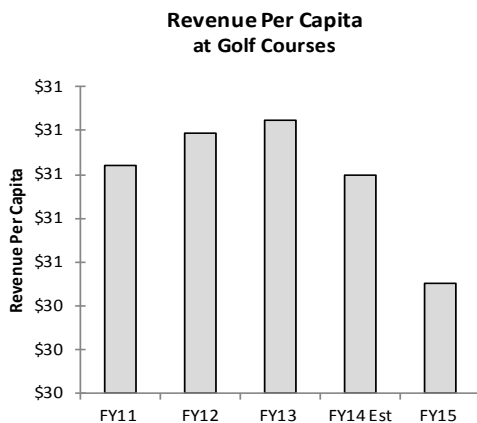
Prince George's County Parks and Recreation Department – Sports, Health and Wellness

GOALS AND PERFORMANCE MEASURES

Sports, Health & Wellness Division Performance Measures

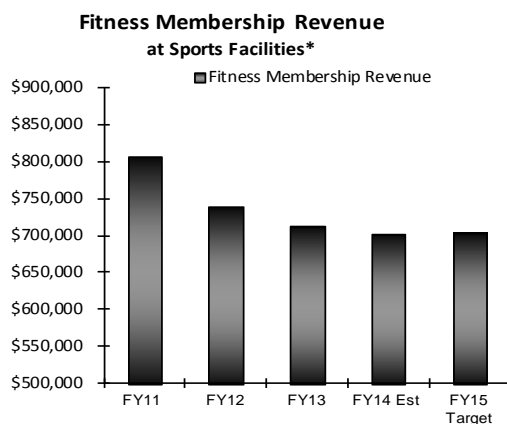
Outcome Objective: Provide high quality athletic and recreational programs, administration of a county-wide field permit process, professionally driven staff and an array of facilities for the citizens of Prince George's County. The Division's functions include coordination and scheduling of a comprehensive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

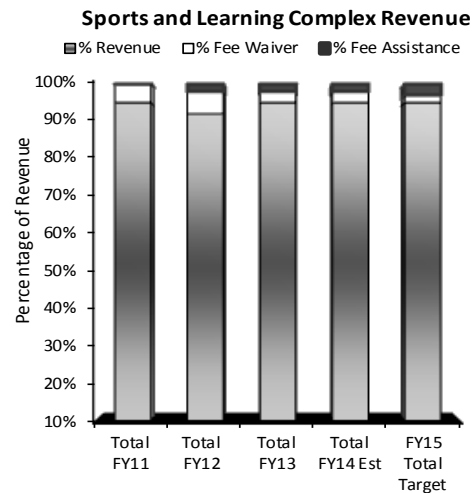


Total Revenue - Golf Courses (Millions)

FY11	FY12	FY13	FY14 Est	FY15 Target
\$2.6	\$2.7	\$2.3	\$ 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	3,569,800	3,184,250
FY10	3,629,800	3,448,310
FY11	3,729,900	3,168,144
FY12	3,629,800	3,023,893
FY13	3,445,300	3,293,859
FY14	3,226,700	N/A
FY15	3,237,700	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 manage 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.

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.

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



Prince George's County

Parks and Recreation Department – Arts and Cultural Heritage

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.

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

FY14 Budget Priority Updates

Implement the Year of the Arts programming.

- An outdoor performance series was initiated at Fairwood Park that included four concerts and one family festival.
- The Arts-On-A-Roll art van was developed this year and the Summer Shakespeare program was produced in-house allowing us to use Prince George's County actors and to develop original choreography and music.

Seek grants to enable ACHD to expand and create an offering of new county wide arts activities based on community and agency input.

- Grants have been secured from GEICO for our children's programs at Public Playhouse and from the Maryland State Arts Council for a new performance series at Montpelier Art Center.
- Grant funds for general operating support from the Maryland State Arts Council increased by \$36,000 this year to nearly \$250,000.

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

- The ACHD Strategic Plan has identified actions and opportunities to provide arts activities at recreation centers and other facilities throughout the County, as well as increased events and related promotional activities.
- Specific sites and programs will be identified in the current fiscal year with implementation in fiscal FY15.



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

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY14 Adopted</u>	<u>FY15 Proposed</u>	<u>% Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,963,311	\$1,885,300	-4.0%
<i>Recreation Fund</i>				
	Expenditures	<u>\$3,496,595</u>	<u>\$3,872,250</u>	<u>10.7%</u>
	TOTAL EXPENDITURES	\$5,459,906	\$5,757,550	5.5%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	12.00	12.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>23.00</u>	<u>25.00</u>	<u>8.7%</u>
	TOTAL FUNDED CAREER POSITIONS	35.00	37.00	5.7%
<i>Park Fund</i>				
	Funded Workyears	21.00	21.00	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>39.00</u>	<u>44.50</u>	<u>14.1%</u>
	TOTAL FUNDED WORKYEARS	60.00	65.50	9.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Adding the Black History unit (including 2.5 workyears), transferred from the Natural and Historic Resources Division.
- Adding three (3) seasonal workyears to support the Arts-On-A-Roll initiative.



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

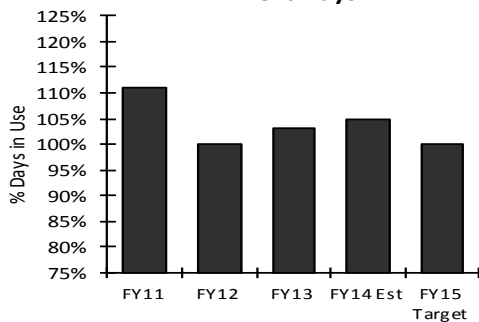
GOALS AND PERFORMANCE MEASURES

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 community-based organizations, government agencies and the general public. The Division also provides a specialized arena and equestrian facility available to serve the general community as well as special interest organizations.

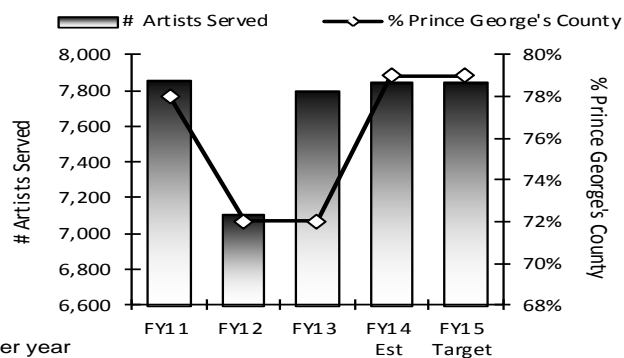
Impact Objective: Art participants in arts classes and camps learn new skills in the arts and expand their knowledge and support of the arts. By providing services and programs that serve and provide employment for Prince George's County artists, support for artists in Prince George's County is enhanced. Historic rental properties continue to be available and affordable by all users through a reduced fee structure that allows governmental and non-profit organizations to utilize venues during off-peak hours/days.

**Show Place Arena
Event Days**

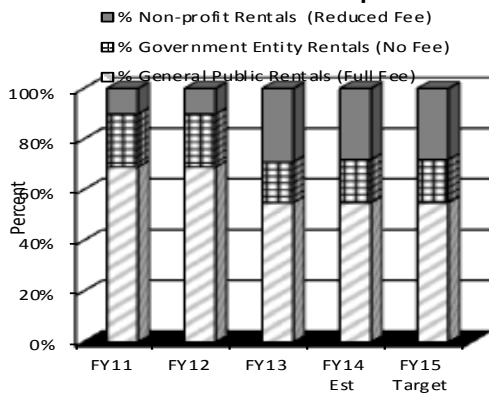


Note: % Days in use based on 200 event days per year

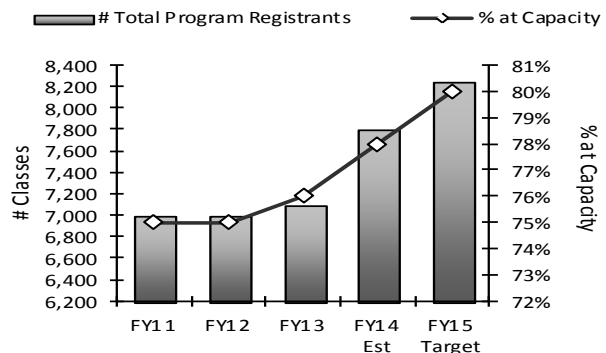
Artists Served



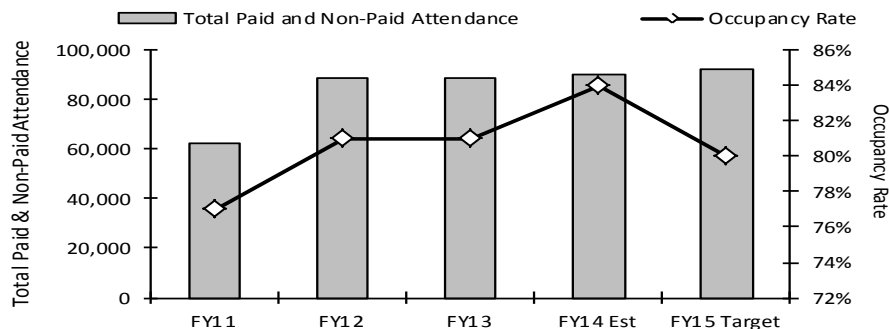
Historical Rental Properties



Art Class Registration

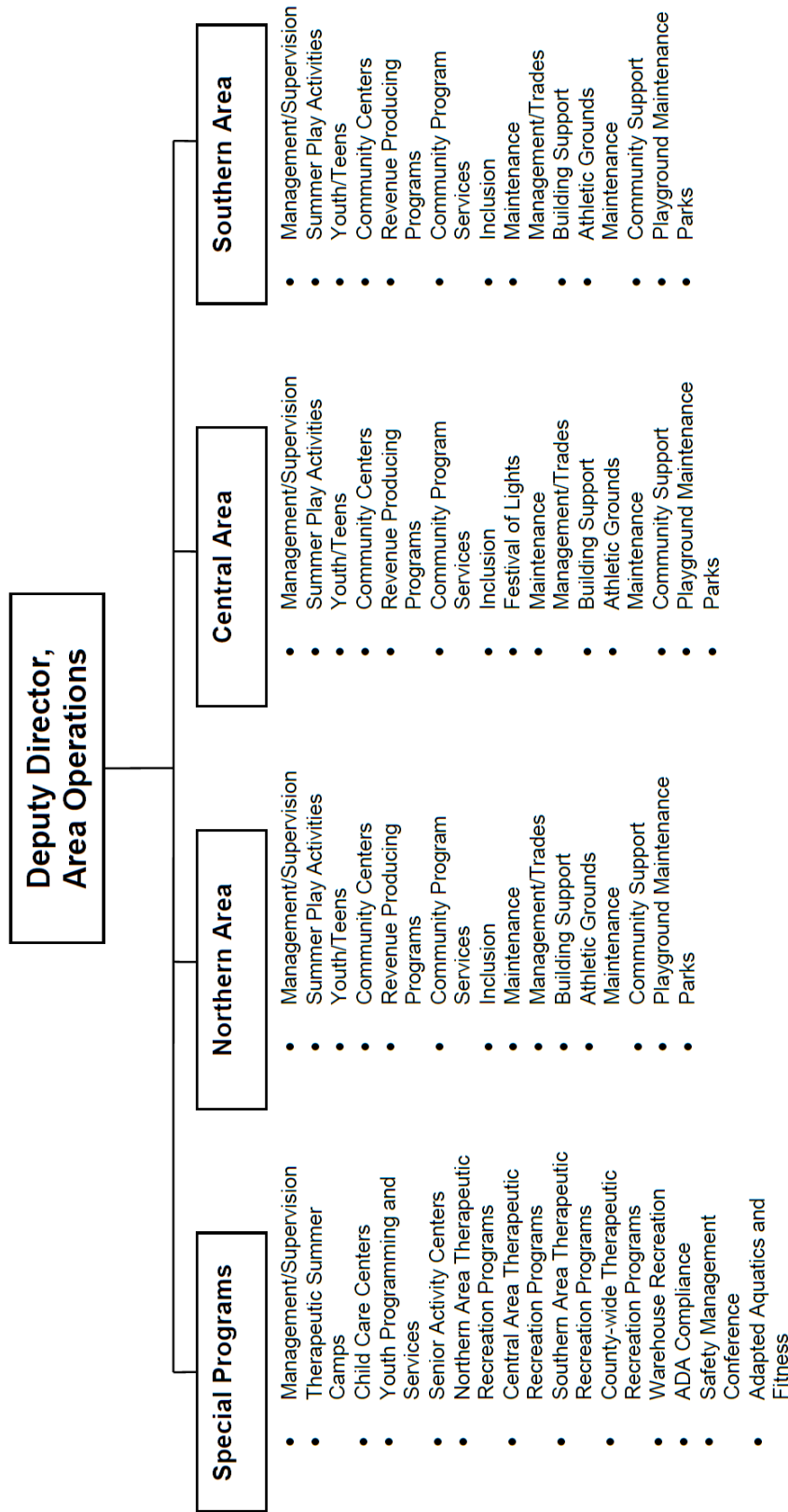


Attendance at Arts Center



ORGANIZATIONAL STRUCTURE

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

	FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$414,055	\$433,400	4.7%
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 FY15 PROPOSED BUDGET

- Increasing personnel costs based on actual projected compensation levels.



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

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

- The Street Team continues to provide outreach to youth in schools, shopping centers, community events and other opportunities. This includes Come Out and Play events that took place in the spring, which will be inclusive of Teen events.

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.

- Aligned Senior Strategic Plan with the department adoption of the Aging in Place Position Statement by which we challenge ageism and aging stereotype by providing opportunities and support for seniors to engage in meaningful activities that enhance personal well-being through



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

the seven dimension of wellness: social, emotional, physical, environmental, intellectual, vocational and spiritual.

- Planning to expand programming at existing senior centers.

Implement the comprehensive youth development program throughout the community centers per the cornerstones to include Afterschool programming and arts in the community centers.

- Expanded program offerings to include providing various artistic opportunities to aftercare sites and summer playgrounds; as well as, expanding to Xtreme Teen Afterschool Sites. Implemented structured program models such as the STRIVE Program at selected community centers; as well as The Pen or Pencil program.

Expand the Adapted Aquatic program to continue to identify and market accessible programming for all our citizens.

- Offering a total of 30 adapted aquatics programs, 128 individualized adaptive swim lessons, free clinics and new signature programs serving over 250 participants in addition to the purchases of new accessible water wheelchairs for each aquatic location.

BUDGET AT A GLANCE

Summary of Division Budget

	FY14 Adopted	FY15 Proposed	% Change
Budget			
<i>Recreation Fund</i>			
Expenditures	\$8,439,398	\$8,362,800	-0.9%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	53.00	52.00	-1.9%
Funded Workyears	113.20	114.20	0.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increasing revenue based on historic trends and actual projections.
- Transferring one (1) FT career position from Senior Services to the Sports, Health and Wellness Division.
- Adding two (2) seasonal workyears to Senior Services to support expanded program offerings.
- Reducing personnel costs based on actual projected compensation levels.
- Reducing non-personnel costs based on actual projected costs.



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

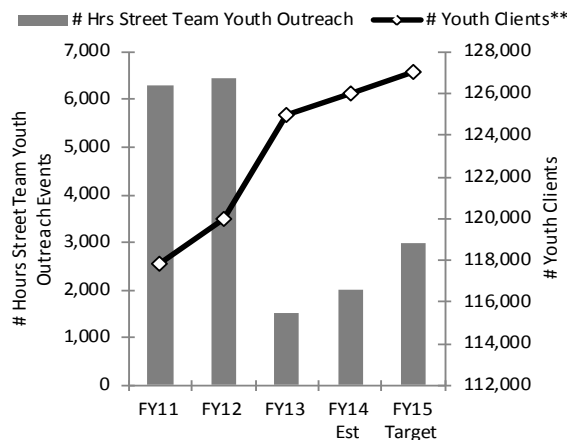
GOALS AND PERFORMANCE MEASURES

Special Programs Division Performance Measures

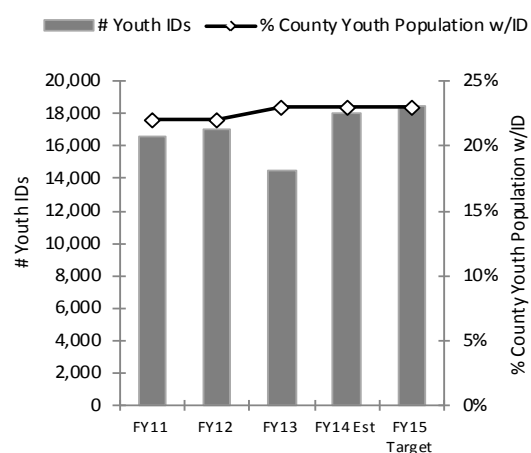
Outcome Objective: Provide quality services for youth, seniors, and individuals with disabilities. Programs and services include employee child care, operating the Department's senior activity centers and therapeutic recreation opportunities in both inclusive and specialized settings to promote and facilitate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

Youth Outreach



Youth Participation

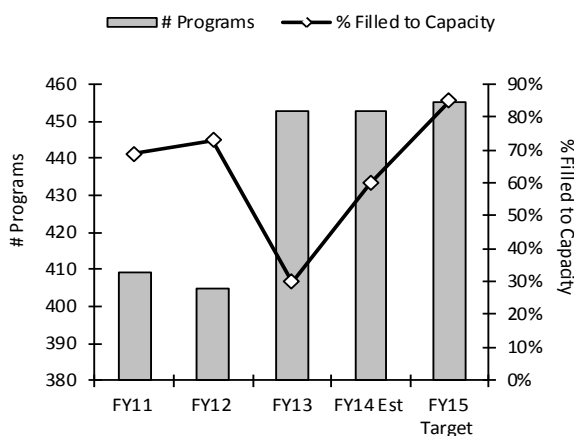


*Street Team - Youth Services Youth Outreach unit that provides direct marketing to youth. Data not available for FY09 or FY10.

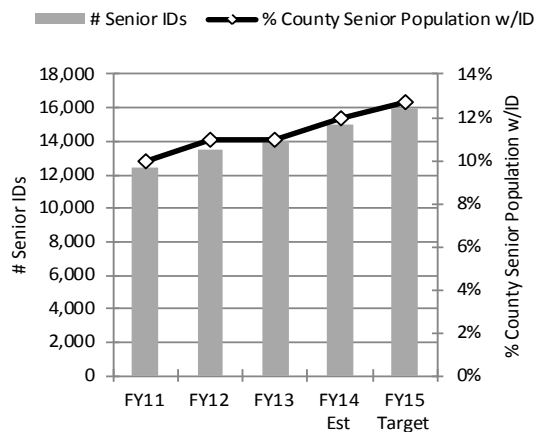
*2010 US Census 6 to 17 (total 76,846)

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

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 46 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.

FY14 ACCOMPLISHMENTS

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.

- Increased hours of operations at community centers, increased youth programs, sustained, trained staff on programming model to increase cost recovery and to protect core services.

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.

- Continued to efficiently and effectively provide routine maintenance to our parks and facilities including increasing “no mow” areas, playground inspection and repairs, responding in a timely manner to active customer service response requests, etc.

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



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

private facilities. Program areas should include health, wellness & sports, art & culture, nature & environment, social development and service and enrichment.

- Developed a web-based tool to recruit new partners and to manage community requests and existing partnerships.

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.

- Enhanced training system for seasonal intermittent staff to include more learning opportunities on operations, customer service, active shooter/lockdown, summer programs and changing work culture.

Implementation of the Formula 2040 Functional Master Plan strategies.

- Oriented and briefed staff on the functional master plan, trained staff on purposeful programming model and cost recovery system and developed the new multigenerational model and business plan to operate large-scale facilities.

BUDGET AT A GLANCE

Summary of Northern Area Division Budget

		FY14 Adopted	FY15 Proposed	% Change
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,289,403	\$6,400,500	1.8%
<i>Recreation Fund</i>				
	Expenditures	<u>\$6,987,166</u>	<u>\$7,353,500</u>	<u>5.2%</u>
	TOTAL EXPENDITURES	\$13,276,569	\$13,754,000	3.6%
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	77.00	82.50	7.1%
<i>Recreation Fund</i>				
	Funded Workyears	<u>134.00</u>	<u>137.00</u>	<u>2.2%</u>
	TOTAL FUNDED WORKYEARS	211.00	219.50	4.0%



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

Summary of Central Area Division Budget

		FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,716,798	\$6,586,100	-1.9%
<i>Recreation Fund</i>				
	Expenditures	<u>\$7,110,642</u>	<u>\$7,775,700</u>	<u>9.4%</u>
	TOTAL EXPENDITURES	\$13,827,440	\$14,361,800	3.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	68.00	67.00	-1.5%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>42.00</u>	<u>44.00</u>	<u>4.8%</u>
	TOTAL FUNDED CAREER POSITIONS	110.00	111.00	0.9%
<i>Park Fund</i>				
	Funded Workyears	87.50	88.50	1.1%
<i>Recreation Fund</i>				
	Funded Workyears	<u>120.00</u>	<u>125.00</u>	<u>4.2%</u>
	TOTAL FUNDED WORKYEARS	207.50	213.50	2.9%

Summary of Southern Area Division Budget

		FY14 <u>Adopted</u>	FY15 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,109,899	\$6,160,668	0.8%
<i>Recreation Fund</i>				
	Expenditures	<u>\$8,382,562</u>	<u>\$8,210,942</u>	<u>-2.0%</u>
	TOTAL EXPENDITURES	\$14,492,461	\$14,371,610	-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	88.00	88.50	0.6%
<i>Recreation Fund</i>				
	Funded Workyears	<u>130.50</u>	<u>130.50</u>	<u>0.0%</u>
	TOTAL FUNDED WORKYEARS	218.50	219.00	0.2%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Reducing personnel costs based on actual projected compensation levels. (SAO)
- Adding 4.5 seasonal workyears and operational funding for new park additions at Anacostia Riverwalk Trail, Center for Educational Partnership TNI playground, Dinosaur Park, and Little Paint Branch SVP. (NAO)
- Adding 4.0 seasonal workyears, operational funding and start-up funding for renovations and additions at Kentland Community Center. (NAO)
- Adding two (2) FT career positions and five (5) seasonal workyears and start-up and operational funding for the new Westphalia Community Center. (CAO)
- Adding operational funding for park additions and renovations at Collington Branch SVP, Largo Town Center Lake Site, and Ridgeley Rosenwald. (CAO)
- Transferring one (1) FT career position to the Human Resources unit under the Office of the Director. (CAO)
- Adding 0.5 seasonal workyears, operational funding and start-up funding for renovations and additions at William Beanes Community Center and Henson Creek Trail. (SAO)
- Reducing personnel costs based on actual projected compensation levels. (SAO)



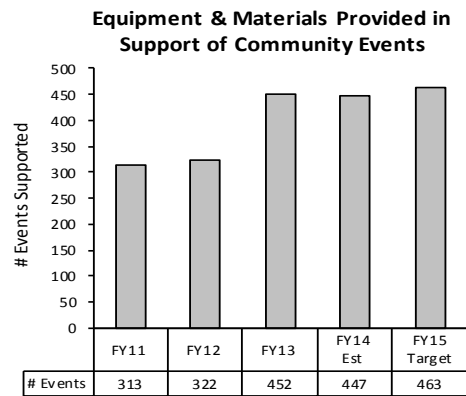
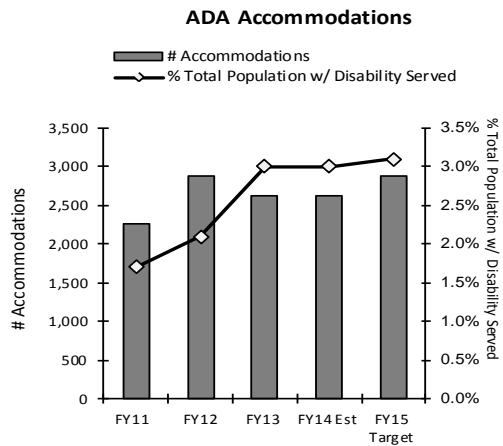
Prince George's County Parks and Recreation Department - Northern, Central, and Southern Areas

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.

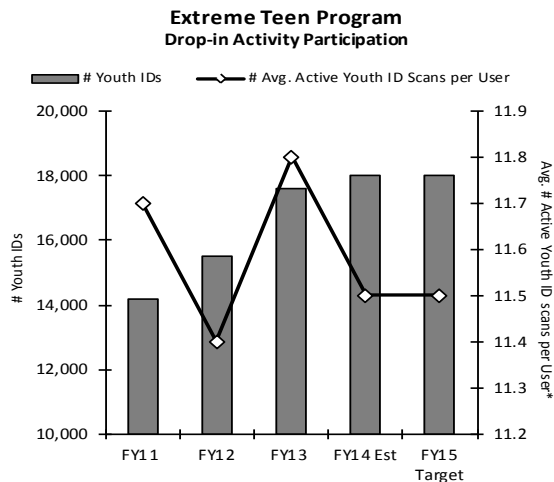


*% based on total # people with disabilities in Prince George's County (2000 US Census)

** # 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 PGCPSS, County Government, WSSC, etc.



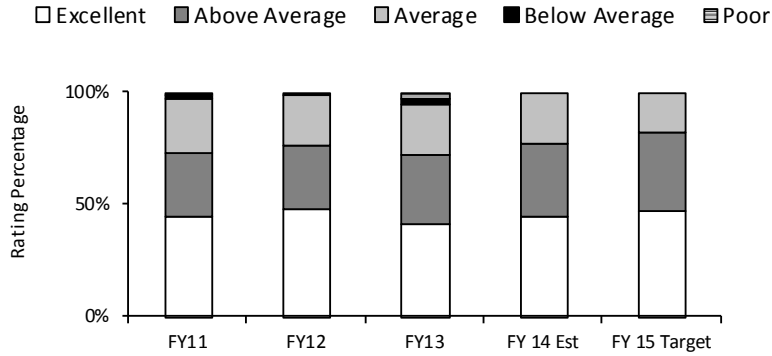
*Active IDs - used at least once within a fiscal year



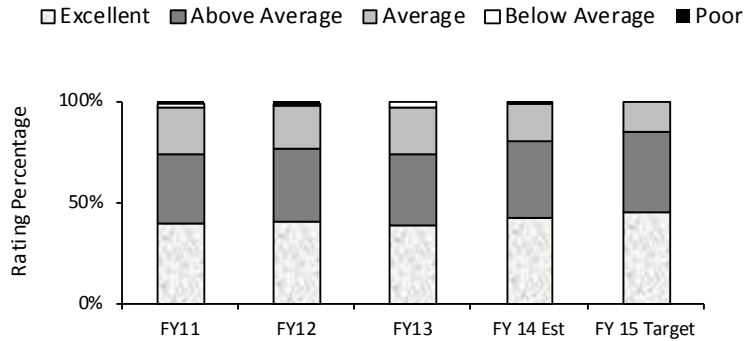
Prince George's County Parks and Recreation Department - Northern, Central, and Southern Areas

Area Operations Performance Measures

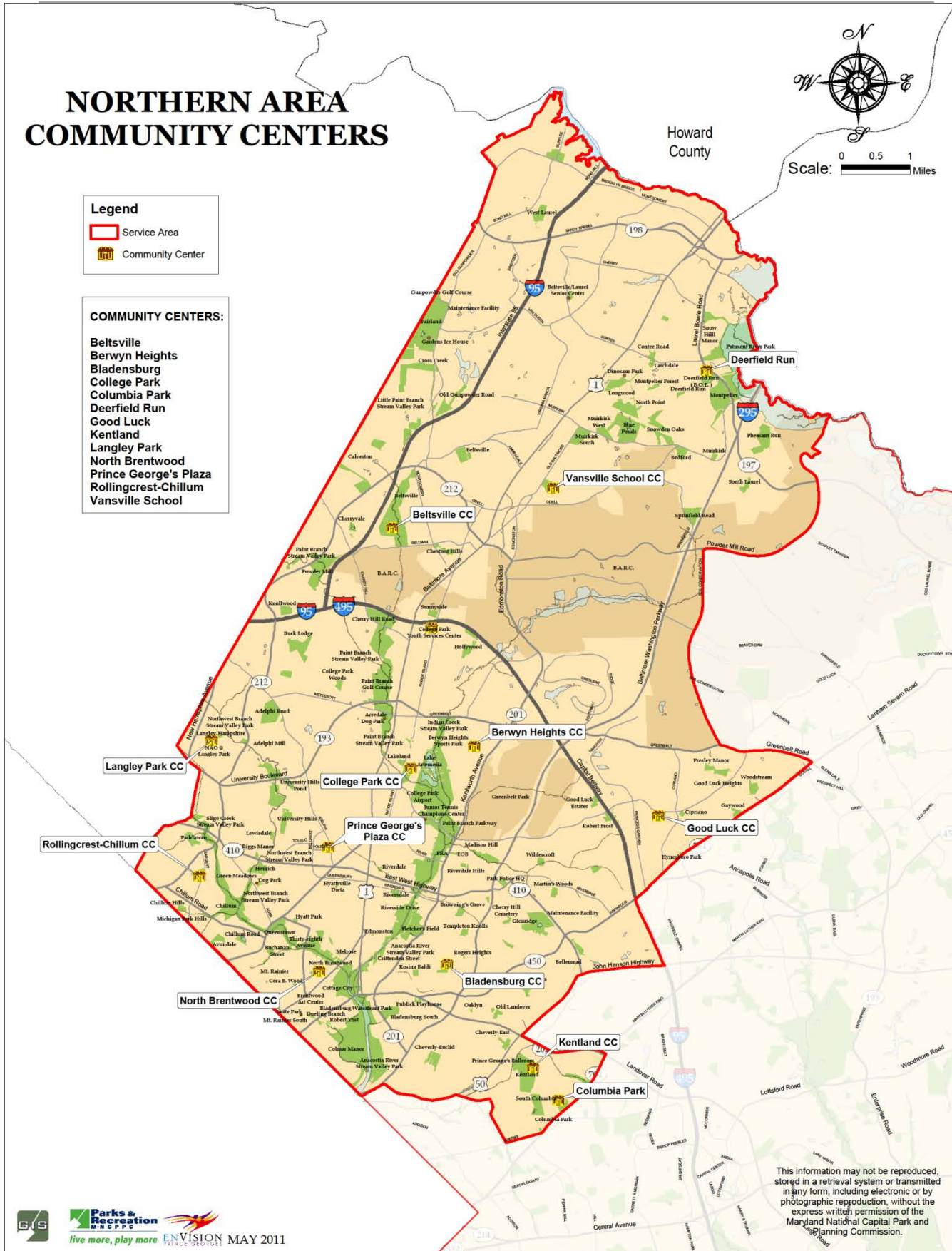
Parent Satisfaction - Program Quality
Summer Playgrounds



Parent Satisfaction - Program Quality
Summer Day Camps

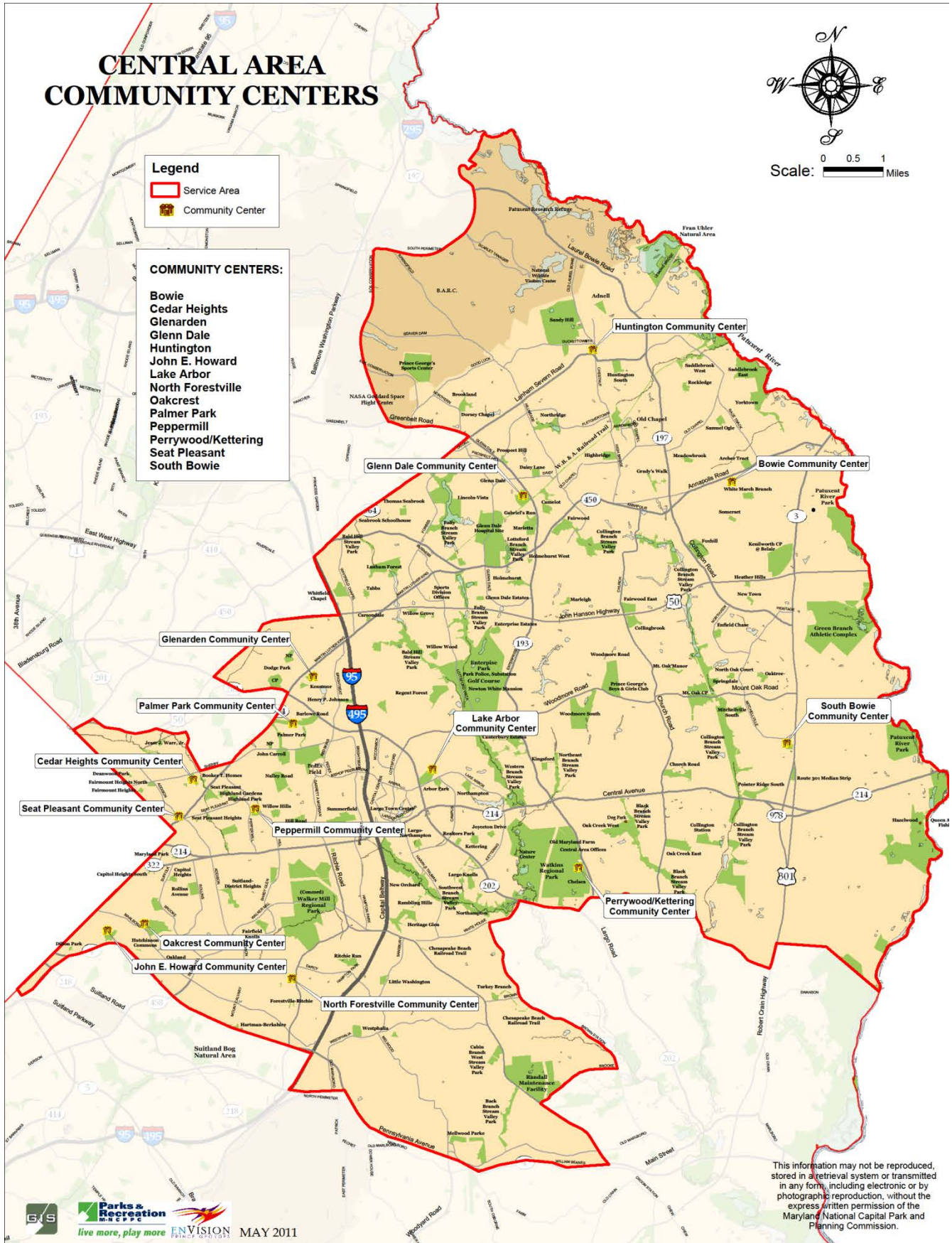


Prince George's County Parks and Recreation Department - Northern, Central, and Southern Areas



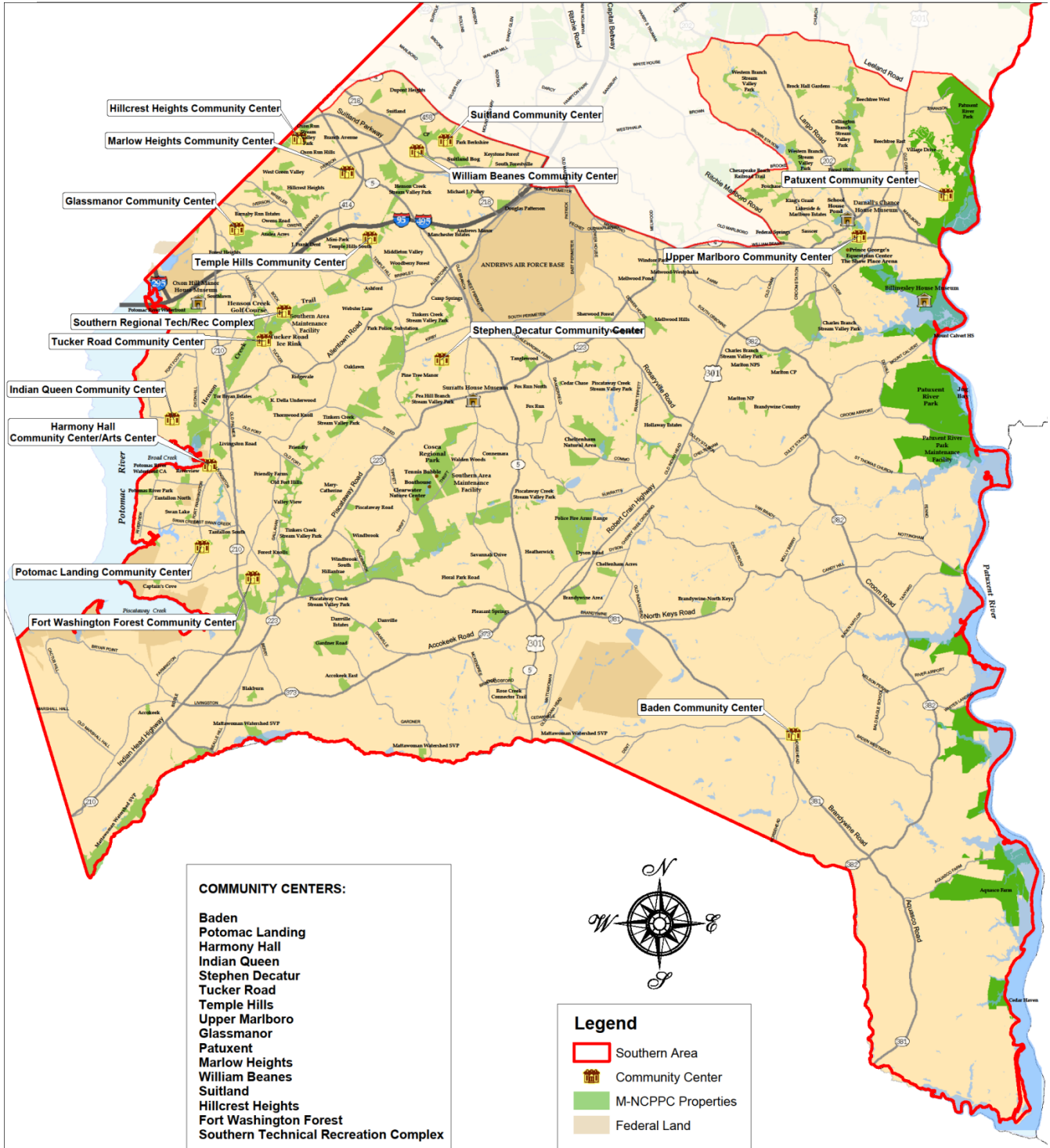
This information may not be reproduced, stored in a retrieval system or transmitted in any form, including electronic or by photographic reproduction, without the express written permission of the Maryland National Capital Park and Planning Commission.

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



This information may not be reproduced, stored in a retrieval system or transmitted in any form, including electronic or by photographic reproduction, without the express written permission of the Maryland National Capital Park and Planning Commission.

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



SOUTHERN AREA COMMUNITY CENTERS



This information may not be reproduced, stored in a retrieval system or transmitted in any form, including electronic or by photographic reproduction, without the express written permission of the Maryland National Capital Park and Planning Commission.

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	FY14 Adopted	FY15 Proposed	% Change
<i>Park Fund</i>			
OPEB Prefunding	\$2,057,800	\$2,526,111	22.8%
OPEB PayGo	3,409,800	3,739,943	9.7%
Compensation Adjustment	<i>(included in Division budgets)</i>	1,890,780	100.0%
Legislative Project Charges	952,800	952,800	0.0%
CIP Transfer (PayGo)	24,225,000	16,155,000	-33.3%
Debt Service Transfer	11,793,000	11,342,000	-3.8%
Operating Expenditure Reserve 5%	<u>5,678,800</u>	<u>5,836,300</u>	<u>2.8%</u>
Park Fund Total	\$48,117,200	\$42,442,934	-12.0%
<i>Recreation Fund</i>			
OPEB Prefunding	\$743,231	\$900,497	21.2%
OPEB PayGo	1,231,573	1,333,197	8.3%
Compensation Adjustment	<i>(included in Division budgets)</i>	963,301	100.0%
Legislative Project Charges	5,891,170	5,091,170	-13.6%
Enterprise Fund Transfer	8,922,220	9,827,541	10.1%
Operating Expenditure Reserve 5%	<u>3,565,800</u>	<u>3,391,400</u>	<u>3.5%</u>
Recreation Fund Total	\$20,353,994	\$21,807,106	7.1%
TOTAL EXPENDITURES	\$68,471,194	\$64,250,040	-6.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Adding compensation funding for wage adjustments for Park Fund of \$1,890,780 (subject to negotiations).
- Adding compensation funding for wage adjustments for Recreation Fund of \$963,301 (subject to negotiations).
- Increasing the OPEB Pre-funding and OPEB PayGo by \$798,454 in the Park Fund, and \$258,890 in the Recreation Fund.
- Decreasing Debt Service by -\$451,000 in the Park Fund.
- Decreasing the PayGo transfer to CIP by -\$8,070,000 in the Park Fund.



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

- Increasing the Enterprise Fund Subsidy in the Recreation Fund by \$905,321.
- Decreasing the Legislative Project Charge for the Community College by -\$800,000 in the Recreation Fund.

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
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.	\$300,000
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	\$5,000
Family Crisis Center	\$25,000
Forestville Boys and Girls Club	\$20,000
Ft. Washington Boys & Girls Club	\$5,000
Gateway Arts Program	\$105,000
Global Development Services for Youth, Inc.	\$2,500
Greenbelt Aquatic and Fitness Center	\$100,000
Greenbelt Community Center	\$40,000
Harlem Renaissance - Harlem Remembrance Foundation	\$70,000
John 14:2, Inc. and Women Veterans Interactive	\$7,500
Lake Arbor Foundation	\$175,000
Lanham Boys and Girls Club	\$30,000
Latin American Youth Center	\$40,000
Laurel Boys & Girls Club	\$75,000



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

LEGISLATIVE PROJECT CHARGES

	Amount
Laurel Historic Society	\$12,500
Millwood/Waterford Programming	\$10,000
Oxon Hill Boys and Girls Club	\$5,000
Prince George's Arts and Humanities Council	\$120,000
Prince George's County Memorial Library System	\$2,712,770
Prince George's Philharmonic	\$90,000
Prince George's Tennis Association	\$20,000
Seat Pleasant Leadership Dev. Prog. (The Training Source, Inc.)	\$85,000
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
Town of Forest Heights/Oxon Hill Comm. Dev. Corp.	\$7,500
White Rose Foundation	\$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	\$5,091,170
TOTAL PROJECT CHARGES	\$6,043,970



**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 2015**

	<u>FY 13 Actual</u>	<u>FY 14 Adopted</u>	<u>FY 15 Proposed</u>	<u>% Change</u>
Office of the Director				
Personnel Services	531,912	629,604	1,641,000	160.6%
Supplies and Materials	10,041	21,400	27,100	26.6%
Other Services and Charges	87,704	117,800	223,700	89.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>629,657</u>	<u>768,804</u>	<u>1,891,800</u>	<u>146.1%</u>
Park Police				
Personnel Services	15,883,322	16,680,281	16,247,200	-2.6%
Supplies and Materials	997,574	791,200	791,200	0.0%
Other Services and Charges	496,278	371,000	371,000	0.0%
Capital Outlay	56,761	121,200	121,200	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>17,433,935</u>	<u>17,963,681</u>	<u>17,530,600</u>	<u>-2.4%</u>
Administrative Services				
Personnel Services	2,890,927	3,250,940	3,168,400	-2.5%
Supplies and Materials	135,401	83,400	253,400	203.8%
Other Services and Charges	579,647	1,042,200	1,063,000	2.0%
Capital Outlay	62,559	-	-	-
Other Classifications	497	-	-	-
Chargebacks	-	-	-	-
Total	<u>3,669,031</u>	<u>4,376,540</u>	<u>4,484,800</u>	<u>2.5%</u>
Public Affairs and Marketing				
Personnel Services	1,265,339	1,436,361	1,504,300	4.7%
Supplies and Materials	33,081	26,800	26,800	0.0%
Other Services and Charges	368,152	492,400	492,400	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>1,666,572</u>	<u>1,955,561</u>	<u>2,023,500</u>	<u>3.5%</u>
Administration and Development				
Personnel Services	644,079	765,364	281,900	-63.2%
Supplies and Materials	3,568	23,400	17,700	-24.4%
Other Services and Charges	4,957	21,100	19,800	-6.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>652,604</u>	<u>809,864</u>	<u>319,400</u>	<u>-60.6%</u>



**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 2015**

	<u>FY 13 Actual</u>	<u>FY 14 Adopted</u>	<u>FY 15 Proposed</u>	<u>% Change</u>
Information Tech & Communications				
Personnel Services	2,578,506	3,020,696	3,341,600	10.6%
Supplies and Materials	1,475,508	990,800	1,212,800	22.4%
Other Services and Charges	691,927	1,847,200	621,200	-66.4%
Capital Outlay	(159,048)	200,000	165,000	-17.5%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>4,586,893</u>	<u>6,058,696</u>	<u>5,340,600</u>	<u>-11.9%</u>
Park Planning and Development				
Personnel Services	5,644,007	6,164,305	6,140,300	-0.4%
Supplies and Materials	42,268	71,600	71,600	0.0%
Other Services and Charges	80,032	120,500	120,500	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,766,307</u>	<u>6,356,405</u>	<u>6,332,400</u>	<u>-0.4%</u>
Support Services				
Personnel Services	176,376	374,600	206,800	-44.8%
Supplies and Materials	386,297	573,600	573,600	0.0%
Other Services and Charges	10,425,792	10,328,898	11,210,900	8.5%
Capital Outlay	1,810,114	671,500	671,500	0.0%
Other Classifications	-	-	-	-
Chargebacks	1,439,980	1,438,200	1,368,400	-4.9%
Total	<u>14,238,559</u>	<u>13,386,798</u>	<u>14,031,200</u>	<u>4.8%</u>
Facility Oper.-Deputy Director				
Personnel Services	273,532	375,196	374,200	-0.3%
Supplies and Materials	4,381	26,900	26,900	0.0%
Other Services and Charges	16,789	29,400	29,400	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>294,702</u>	<u>431,496</u>	<u>430,500</u>	<u>-0.2%</u>
Maintenance and Development				
Personnel Services	13,057,699	14,640,966	14,602,533	-0.3%
Supplies and Materials	4,183,430	4,623,900	4,677,000	1.1%
Other Services and Charges	5,781,471	8,036,400	7,371,400	-8.3%
Capital Outlay	855,535	414,400	1,079,400	160.5%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>23,878,135</u>	<u>27,715,666</u>	<u>27,730,333</u>	<u>0.1%</u>



**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 2015**

	<u>FY 13 Actual</u>	<u>FY 14 Adopted</u>	<u>FY 15 Proposed</u>	<u>% Change</u>
Natural and Historic Resources				
Personnel Services	4,770,270	5,348,239	5,545,357	3.7%
Supplies and Materials	285,697	249,200	249,200	0.0%
Other Services and Charges	351,089	241,100	241,100	0.0%
Capital Outlay	6,722	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,413,778</u>	<u>5,838,539</u>	<u>6,035,657</u>	<u>3.4%</u>
Arts and Cultural Heritage				
Personnel Services	1,195,096	1,444,511	1,366,500	-5.4%
Supplies and Materials	222,373	264,500	264,500	0.0%
Other Services and Charges	341,875	254,300	254,300	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>1,759,344</u>	<u>1,963,311</u>	<u>1,885,300</u>	<u>-4.0%</u>
Area Oper.-Deputy Director				
Personnel Services	343,016	361,755	381,100	5.3%
Supplies and Materials	2,916	13,600	13,600	0.0%
Other Services and Charges	11,022	38,700	38,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>356,954</u>	<u>414,055</u>	<u>433,400</u>	<u>4.7%</u>
Northern Area Operations				
Personnel Services	4,802,680	5,253,803	5,344,500	1.7%
Supplies and Materials	471,958	527,800	545,300	3.3%
Other Services and Charges	401,435	389,900	392,800	0.7%
Capital Outlay	152,753	117,900	117,900	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,828,826</u>	<u>6,289,403</u>	<u>6,400,500</u>	<u>1.8%</u>
Central Area Operations				
Personnel Services	4,479,530	5,490,598	5,345,800	-2.6%
Supplies and Materials	519,857	672,800	684,000	1.7%
Other Services and Charges	425,806	311,400	314,300	0.9%
Capital Outlay	414,946	242,000	242,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,840,139</u>	<u>6,716,798</u>	<u>6,586,100</u>	<u>-1.9%</u>



**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 2015**

	<u>FY 13 Actual</u>	<u>FY 14 Adopted</u>	<u>FY 15 Proposed</u>	<u>% Charge</u>
Southern Area Operations				
Personnel Services	4,723,203	5,131,399	5,177,568	0.9%
Supplies and Materials	551,535	700,700	705,300	0.7%
Other Services and Charges	271,744	123,800	123,800	0.0%
Capital Outlay	155,204	154,000	154,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,701,686</u>	<u>6,109,899</u>	<u>6,160,668</u>	<u>0.8%</u>
Non-departmental				
Personnel Services	5,079,500	5,467,600	8,156,834	49.2%
Salary Adjustment Marker	-	-	1,890,780	-
OPEB PreFunding	2,531,400	2,057,800	2,526,111	22.8%
OPEB Paygo	2,548,100	3,409,800	3,739,943	9.7%
Supplies and Materials	(58,203)	-	-	-
Other Services and Charges	(495,753)	952,800	952,800	0.0%
Capital Outlay	(11,050)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>4,514,494</u>	<u>6,420,400</u>	<u>9,109,634</u>	<u>41.9%</u>
Grants				
Personnel Services	21,076	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	15,566	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>36,642</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Uses/Transfers Out				
Capital Projects Funds	-	24,225,000	16,155,000	-33.3%
Debt Service Fund	12,204,186	11,793,000	11,342,000	-3.8%
Enterprise Fund	-	-	-	-
Total	<u>12,204,186</u>	<u>36,018,000</u>	<u>27,497,000</u>	<u>-23.7%</u>
Budgetary Reserve	-	5,678,800	5,836,300	2.8%
Fund Total	<u>114,472,444</u>	<u>155,272,716</u>	<u>150,059,692</u>	<u>-3.4%</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 2015**

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Public Affairs and Marketing				
Personnel Services	173,840	191,468	198,500	3.7%
Supplies and Materials	40,797	21,600	21,600	0.0%
Other Services and Charges	389,315	686,400	686,400	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	603,952	899,468	906,500	0.8%
Support Services				
Personnel Services	71,841	181,200	99,255	-45.2%
Supplies and Materials	98,350	395,300	295,300	-25.3%
Other Services and Charges	4,958,649	6,214,530	6,515,800	4.8%
Capital Outlay	868,286	416,000	416,000	0.0%
Other Classifications	(151)	-	-	-
Chargebacks	-	46,000	107,800	134.3%
Total	5,996,975	7,253,030	7,434,155	2.5%
Sports, Health, and Wellness				
Personnel Services	7,832,220	8,509,045	8,636,000	1.5%
Supplies and Materials	807,680	845,300	845,300	0.0%
Other Services and Charges	736,132	893,400	893,400	0.0%
Capital Outlay	58,072	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	9,434,104	10,247,745	10,374,700	1.2%
Natural and Historic Resources				
Personnel Services	946,095	1,219,322	1,026,306	-15.8%
Supplies and Materials	98,235	258,700	242,600	-6.2%
Other Services and Charges	206,443	232,400	152,700	-34.3%
Capital Outlay	8,246	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,259,019	1,710,422	1,421,606	-16.9%
Arts and Cultural Heritage				
Personnel Services	2,393,885	2,635,395	2,915,250	10.6%
Supplies and Materials	210,258	214,200	230,300	7.5%
Other Services and Charges	679,979	647,000	726,700	12.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,284,122	3,496,595	3,872,250	10.7%



**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 2015**

	FY 13 Actual	FY 14 Adopted	FY 15 Proposed	% Change
Special Programs				
Personnel Services	5,871,833	6,651,398	6,614,800	-0.6%
Supplies and Materials	524,460	743,300	658,300	-11.4%
Other Services and Charges	857,713	1,044,700	1,089,700	4.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,254,006	8,439,398	8,362,800	-0.9%
Northern Area Operations				
Personnel Services	5,593,796	6,233,466	6,303,200	1.1%
Supplies and Materials	404,865	326,200	581,600	78.3%
Other Services and Charges	385,977	427,500	427,500	0.0%
Capital Outlay	46,145	-	41,200	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,430,783	6,987,166	7,353,500	5.2%
Central Area Operations				
Personnel Services	5,138,005	5,865,742	6,166,800	5.1%
Supplies and Materials	238,303	697,100	1,019,900	46.3%
Other Services and Charges	417,244	507,800	507,800	0.0%
Capital Outlay	108,719	40,000	81,200	103.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,902,271	7,110,642	7,775,700	9.4%
Southern Area Operations				
Personnel Services	5,200,672	6,508,562	6,336,942	-2.6%
Supplies and Materials	745,362	870,500	870,500	0.0%
Other Services and Charges	635,551	753,500	753,500	0.0%
Capital Outlay	228,321	250,000	250,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,809,906	8,382,562	8,210,942	-2.0%



**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 2015**

	<u>FY 13 Actual</u>	<u>FY 14 Adopted</u>	<u>FY 15 Proposed</u>	<u>% Change</u>
Non-Departmental				
Personnel Services	1,796,800	1,974,804	3,196,995	61.9%
Salary Adjustment Marker		-	963,301	-
Retirement		-	-	-
OPEB PreFunding	898,400	743,231	900,497	21.2%
OPEB Paygo	898,400	1,231,573	1,333,197	8.3%
Supplies and Materials	(36,864)	-	-	-
Other Services and Charges	4,752,023	5,891,170	5,091,170	-13.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>6,511,959</u>	<u>7,865,974</u>	<u>8,288,165</u>	<u>5.4%</u>
Grants				
Personnel Services	107,066	-	-	-
Supplies and Materials	39,641	-	-	-
Other Services and Charges	271,232	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>417,939</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Uses/Transfers Out				
Enterprise Fund	8,825,900	8,922,220	9,827,541	10.1%
Total	<u>8,825,900</u>	<u>8,922,220</u>	<u>9,827,541</u>	<u>10.1%</u>
Budgetary Reserve		3,565,800	3,691,400	<u>3.5%</u>
Fund Total	<u>62,730,936</u>	<u>74,881,022</u>	<u>77,519,259</u>	<u>3.5%</u>



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

POSITION DETAIL BY DIVISION BY FUND

	FY 13 Actual		FY 14 Adopted		FY 15 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	11.00	11.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	11.00	11.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	2.00
Subtotal Office of the Director	3.00	3.00	3.00	3.00	11.00	13.00
<u>ADMINISTRATIVE SERVICES</u>						
Full-Time Career	28.00	28.00	30.00	30.00	31.00	31.00
Part-Time Career	-	-	-	-	-	-
Career Total	28.00	28.00	30.00	30.00	31.00	31.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	10.50	-	8.50	-	8.50
Subtotal Administrative Services	28.00	38.50	30.00	38.50	31.00	39.50
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	6.00	6.00	6.00	6.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	6.00	6.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Administration and Development	6.00	6.00	6.00	6.00	2.00	2.00
<u>PUBLIC AFFAIRS AND MARKETING</u>						
Full-Time Career	12.00	12.00	12.00	12.00	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	12.00	12.00	12.00	12.00	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.00	-	2.00	-	-
Subtotal Public Affairs and Marketing	12.00	14.00	12.00	14.00	-	-
<u>IT AND COMMUNICATIONS</u>						
Full-Time Career	25.00	25.00	27.00	27.00	27.00	27.00
Part-Time Career	2.00	1.20	2.00	1.20	2.00	1.20
Career Total	27.00	26.20	29.00	28.20	29.00	28.20
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.00	-	2.00	-	4.00
Subtotal IT and Communications	27.00	28.20	29.00	30.20	29.00	32.20
<u>PARK POLICE</u>						
Full-Time Career	146.00	146.00	150.00	150.00	150.00	150.00
Part-Time Career	-	-	-	-	-	-
Career Total	146.00	146.00	150.00	150.00	150.00	150.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Subtotal Park Police	146.00	146.50	150.00	150.50	150.00	150.50
<u>PARK PLANNING AND DEVELOPMENT</u>						
Full-Time Career	54.00	54.00	54.00	54.00	54.00	54.00
Part-Time Career	-	-	-	-	-	-
Career Total	54.00	54.00	54.00	54.00	54.00	54.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	1.00	-	1.00	-	1.00
Subtotal Park Planning and Development	54.00	55.00	54.00	55.00	54.00	55.00



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

POSITION DETAIL BY DIVISION BY FUND

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
FACILITY OPERATIONS						
Full-Time Career	238.00	238.00	240.00	240.00	252.00	252.00
Part-Time Career	7.00	5.10	7.00	5.10	7.00	5.10
Career Total	245.00	243.10	247.00	245.10	259.00	257.10
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	42.50	-	48.00	-	53.50
Subtotal Facility Operations	245.00	285.60	247.00	293.10	259.00	310.60
AREA OPERATIONS						
Full-Time Career	212.00	212.00	211.00	211.00	210.00	210.00
Part-Time Career	-	-	-	-	-	-
Career Total	212.00	212.00	211.00	211.00	210.00	210.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	35.50	-	44.50	-	52.50
Subtotal Area Operations	212.00	247.50	211.00	255.50	210.00	262.50
TOTAL PARK FUND POSITIONS/WORKYEARS						
Full-Time Career	724.00	724.00	733.00	733.00	737.00	737.00
Part-Time Career	9.00	6.30	9.00	6.30	9.00	6.30
Career Total	733.00	730.30	742.00	739.30	746.00	743.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	94.00	-	106.50	-	122.00
Grand Total Park Fund	733.00	824.30	742.00	845.80	746.00	865.30
RECREATION FUND						
PUBLIC AFFAIRS AND MARKETING						
Full-Time Career	2.00	2.00	2.00	2.00	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	1.00	-	-
Subtotal Public Affairs and Marketing	2.00	2.00	2.00	3.00	-	-
FACILITY OPERATIONS						
Full-Time Career	78.00	78.00	77.00	77.00	80.00	80.00
Part-Time Career	5.00	2.90	5.00	2.90	5.00	2.90
Career Total	83.00	80.90	82.00	79.90	85.00	82.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	131.50	-	135.50	-	139.50
Subtotal Facility Operations	83.00	212.40	82.00	215.40	85.00	222.40
AREA OPERATIONS						
Full-Time Career	166.00	166.00	168.00	168.00	169.00	169.00
Part-Time Career	15.00	12.70	15.00	12.70	15.00	12.70
Career Total	181.00	178.70	183.00	180.70	184.00	181.70
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	294.00	-	317.00	-	325.00
Subtotal Area Operations	181.00	472.70	183.00	497.70	184.00	506.70
TOTAL RECREATION FUND POSITIONS/WORKYEARS						
Full-Time Career	246.00	246.00	247.00	247.00	249.00	249.00
Part-Time Career	20.00	15.60	20.00	15.60	20.00	15.60
Career Total	266.00	261.60	267.00	262.60	269.00	264.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	425.50	-	453.50	-	464.50
Grand Total Recreation Fund	266.00	687.10	267.00	716.10	269.00	729.10



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

POSITION DETAIL BY DIVISION BY FUND

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS						
Full-Time Career	970.00	970.00	980.00	980.00	986.00	986.00
Part-Time Career	29.00	21.90	29.00	21.90	29.00	21.90
Career Total	999.00	991.90	1,009.00	1,001.90	1,015.00	1,007.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		519.50		560.00		586.50
Grand Total Park and Recreation Funds	999.00	1,511.40	1,009.00	1,561.90	1,015.00	1,594.40



Prince George's County Parks and Recreation Department – Enterprise Fund

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. FY15 total expenditures are \$19,906,541, an increase of \$1,085,921. This increase is due primarily to increased compensation costs for benefits and OPEB. In addition, start-up and operational funding has been added for renovations and additions at the Watkins Tennis Bubble and at the Herbert Wells Ice Rink.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses by Fund/Division/Facility PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues and Transfers In:					
Ice Rinks	\$ 1,315,316	\$ 1,365,998	1,365,998	1,507,087	10.3%
Golf Courses	3,208,137	3,390,825	3,390,825	3,332,404	-1.7%
Regional Park Tennis Bubbles	1,367,995	438,730	438,730	697,021	58.9%
Show Place Arena / Equestrian Center	3,580,929	3,639,466	3,639,466	3,578,697	-1.7%
Trap and Skeet Center	1,956,145	1,399,081	1,399,081	1,562,448	11.7%
College Park Airport	478,069	436,183	436,183	431,284	-1.1%
Bladensburg Waterfront Park	385,947	290,304	290,304	289,508	-0.3%
Enterprise Administration	576	1,065,900	1,065,900	1,608,592	50.9%
Sports and Learning Complex	6,661,459	6,794,133	6,794,133	6,899,500	1.6%
Total Revenues and Transfers In	\$ 18,954,573	\$ 18,820,620	\$ 18,820,620	\$ 19,906,541	5.8%
Expenses and Transfers Out:					
Ice Rinks	1,387,319	1,365,998	1,365,998	1,507,087	10.3%
Golf Courses	3,420,590	3,390,825	3,390,825	3,332,404	-1.7%
Regional Park Tennis Bubbles	1,437,211	438,730	438,730	697,021	58.9%
Show Place Arena / Equestrian Center	3,394,222	3,639,466	3,639,466	3,578,697	-1.7%
Trap and Skeet Center	1,809,124	1,399,081	1,399,081	1,562,448	11.7%
College Park Airport	622,440	436,183	436,183	431,284	-1.1%
Bladensburg Waterfront Park	477,052	290,304	290,304	289,508	-0.3%
Enterprise Administration	-	1,065,900	1,065,900	1,608,592	50.9%
Sports and Learning Complex	7,730,219	6,794,133	6,794,133	6,899,500	1.6%
Total Expenses and Transfers Out	\$ 20,278,177	\$ 18,820,620	\$ 18,820,620	\$ 19,906,541	5.8%



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 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -	\$ -	\$ -	\$ -	-	-
Sales	2,464	3,000	3,000	3,000	0.0%
Charges for Services	305,711	333,000	333,000	333,000	0.0%
Rentals and Concessions	237,341	233,600	233,600	233,600	0.0%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	769,800	796,398	796,398	937,487	17.7%
Total Oper. Rev and Other Sources	<u>1,315,316</u>	<u>1,365,998</u>	<u>1,365,998</u>	<u>1,507,087</u>	<u>10.3%</u>
Operating Expenses and Other Uses:					
Personnel Services	645,822	628,498	628,498	669,287	6.5%
Goods for Resale	96	3,000	3,000	3,000	0.0%
Supplies and Materials	172,378	208,000	208,000	308,300	48.2%
Other Services and Charges	433,872	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 Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,387,319</u>	<u>1,365,998</u>	<u>1,365,998</u>	<u>1,507,087</u>	<u>10.3%</u>
Gain (Loss)	\$ <u>(72,003)</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**

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</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		7.00		7.00		7.00
Subtotal Ice Rinks	3.00	10.00	3.00	10.00	3.00	10.00

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increasing personnel cost based on actual projected compensation levels.
- Adding non-personnel funding for one-time start-up costs for renovations at Herbert Wells Ice Rink.



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 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 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -	\$ -	\$ -	\$ -	\$ -	-
Sales	345,792	425,000	425,000	425,000	0.0%
Charges for Services	1,530,215	1,762,500	1,768,500	1,768,500	0.3%
Rentals and Concessions	446,730	394,000	394,000	394,000	0.0%
Miscellaneous	-	6,000	-	-	-100.0%
Interest	-	-	-	-	-
Transfers In	885,400	803,325	803,325	744,904	-7.3%
Total Oper. Rev and Other Sources	3,208,137	3,390,825	3,390,825	3,332,404	-1.7%
Operating Expenses and Other Uses:					
Personnel Services	2,121,679	2,009,225	2,009,225	1,950,804	-2.9%
Goods for Resale	261,046	234,100	234,100	234,100	0.0%
Supplies and Materials	615,051	642,600	642,600	642,600	0.0%
Other Services and Charges	336,347	389,900	389,900	389,900	0.0%
Depreciation & Amortization Expense	86,467	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	115,000	115,000	115,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	3,420,590	3,390,825	3,390,825	3,332,404	-1.7%
Gain (Loss)	\$ (212,453)	\$ -	\$ -	\$ -	-

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**

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>GOLF COURSES</u>						
Full-Time Career	18.00	18.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	16.00	16.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		22.50		22.50
Subtotal Golf Courses	18.00	40.50	16.00	38.50	16.00	38.50

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Decreasing personnel cost based on actual projected compensation levels.



Prince George's County Parks and Recreation Department – Regional Park Tennis Bubbles

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 TENNIS BUBBLES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental -	\$ -	\$ -	\$ -	-	-
Sales	602	2,000	2,000	-	-100.0%
Charges for Services	87,026	125,000	125,000	125,000	0.0%
Rentals and Concessions	231,442	250,000	250,000	250,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	625	-	-	-	-
Transfers In	1,048,300	61,730	61,730	322,021	421.7%
Total Oper. Rev and Other Sources	<u>1,367,995</u>	<u>438,730</u>	<u>438,730</u>	<u>697,021</u>	<u>58.9%</u>
Operating Expenses and Other Uses:					
Personnel Services	763,661	295,230	295,230	338,721	14.7%
Goods for Resale	-	400	400	-	-100.0%
Supplies and Materials	95,123	108,600	108,600	323,800	198.2%
Other Services and Charges	262,059	34,500	34,500	34,500	0.0%
Depreciation & Amortization Expense	41,368	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	275,000	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,437,211</u>	<u>438,730</u>	<u>438,730</u>	<u>697,021</u>	<u>58.9%</u>
Gain (Loss)	\$ <u>(69,216)</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 – Regional Park Tennis Bubbles**

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>REGIONAL PARK TENNIS BUBBLES</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	-	7.50	-	9.50
Subtotal Indoor Tennis	1.00	7.50	1.00	8.50	1.00	10.50

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Adding 2.0 seasonal workyears and one-time start-up funding for park additions and renovations at Watkins Tennis Bubble.



Prince George's County Parks and Recreation Department – 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.



Prince George's County Parks and Recreation Department – Show Place Arena / Prince George's Equestrian Center

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SHOW PLACE ARENA / EQUESTRIAN CENTER Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	224,074	412,000	412,000	412,000	0.0%
Charges for Services	6,999	-	5,500	5,500	-
Rentals and Concessions	1,177,304	1,053,000	1,053,000	1,053,000	0.0%
Miscellaneous	-	5,500	-	-	-100.0%
Interest	1,352	-	-	-	-
Transfers In	2,171,200	2,168,966	2,168,966	2,108,197	-2.8%
Total Oper. Rev and Other Sources	3,580,929	3,639,466	3,639,466	3,578,697	-1.7%
Operating Expenses and Other Uses:					
Personnel Services	1,402,992	1,747,166	1,747,166	1,690,397	-3.2%
Goods for Resale	144,674	250,400	250,400	250,400	0.0%
Supplies and Materials	271,114	163,400	163,400	163,400	0.0%
Other Services and Charges	956,879	1,356,700	1,356,700	1,352,700	-0.3%
Depreciation & Amortization Expense	618,563	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	121,800	121,800	121,800	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	3,394,222	3,639,466	3,639,466	3,578,697	-1.7%
Gain (Loss)	\$ 186,707	\$ -	\$ -	\$ -	-

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.

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
SHOW PLACE ARENA / EQUESTRIAN CENTER						
Full-Time Career	16.00	16.00	16.00	16.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	22.50	-	22.50	-	22.50
Subtotal Showplace Arena	16.00	38.50	16.00	38.50	15.00	37.50

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Transferring one (1) FT career position to the Sports, Health and Wellness Division.



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 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	1,669,087	1,227,200	1,227,200	1,370,000	11.6%
Charges for Services	178,203	111,100	111,100	135,448	21.9%
Rentals and Concessions	71,560	45,000	45,000	57,000	26.7%
Miscellaneous	-	-	-	-	-
Interest	95	-	-	-	-
Other	-	-	-	-	-
Transfers In	37,200	15,781	15,781	-	-100.0%
Total Oper. Rev and Other Sources	1,956,145	1,399,081	1,399,081	1,562,448	11.7%
Operating Expenses and Other Uses:					
Personnel Services	511,853	519,481	519,481	532,448	2.5%
Goods for Resale	988,767	709,600	709,600	800,000	12.7%
Supplies and Materials	63,378	33,600	33,600	50,000	48.8%
Other Services and Charges	243,390	136,400	136,400	180,000	32.0%
Depreciation & Amortization Expense	1,736	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	1,809,124	1,399,081	1,399,081	1,562,448	11.7%
Gain (Loss)	\$ 147,021	\$ -	\$ -	\$ -	-

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**

	FY 13 Actual		FY 14 Adopted		FY 15 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	4.00	10.00	4.00	10.00	4.00	10.00

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increasing revenue based on historic trends and actual projections.
- Increasing personnel cost based on actual projected compensation levels.
- Increasing non-personnel funding for telecommunications costs.



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 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	108,460	81,000	81,000	81,000	0.0%
Charges for Services	52,303	1,000	36,000	36,000	3500.0%
Rentals and Concessions	88,469	82,000	82,000	82,000	0.0%
Miscellaneous	-	35,000	-	-	-100.0%
Interest	437	-	-	-	-
Transfers In	228,400	237,183	237,183	232,284	-2.1%
Total Oper. Rev and Other Sources	<u>478,069</u>	<u>436,183</u>	<u>436,183</u>	<u>431,284</u>	<u>-1.1%</u>
Operating Expenses and Other Uses:					
Personnel Services	198,283	215,083	215,083	210,184	-2.3%
Goods for Resale	192,330	134,900	134,900	134,900	0.0%
Supplies and Materials	5,731	22,200	22,200	22,200	0.0%
Other Services and Charges	64,426	64,000	64,000	64,000	0.0%
Depreciation & Amortization Expense	161,670	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>622,440</u>	<u>436,183</u>	<u>436,183</u>	<u>431,284</u>	<u>-1.1%</u>
Gain (Loss)	\$ <u>(144,371)</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 - College Park Airport**

	FY 13 Actual		FY 14 Adopted		FY 15 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	1.00	4.00	1.00	4.00	1.00	4.00

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Decreasing personnel cost based on actual projected compensation levels.



Prince George's County Parks and Recreation Department – Bladensburg Waterfront Park

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 WATERFRONT PARK Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	7,445	6,500	8,000	16,500	153.8%
Rentals and Concessions	59,409	50,000	50,000	50,000	0.0%
Miscellaneous	-	1,500	-	-	-100.0%
Interest	1,093	-	-	-	-
Transfers In	318,000	232,304	232,304	223,008	-4.0%
Total Oper. Rev and Other Sources	<u>385,947</u>	<u>290,304</u>	<u>290,304</u>	<u>289,508</u>	<u>-0.3%</u>
Operating Expenses and Other Uses:					
Personnel Services	348,184	208,404	208,404	207,608	-0.4%
Goods for Resale	-	-	-	-	-
Supplies and Materials	46,516	36,000	36,000	36,000	0.0%
Other Services and Charges	82,352	45,900	45,900	45,900	0.0%
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>477,052</u>	<u>290,304</u>	<u>290,304</u>	<u>289,508</u>	<u>-0.3%</u>
Gain (Loss)	\$ <u>(91,105)</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 – Bladensburg Waterfront Park**

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>BLADENSBURG WATERFRONT PARK</u>						
Full-Time Career	2.00	2.00	1.00	1.00	1.00	1.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	1.00	1.00	1.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		2.00		2.00		2.00
Subtotal Bladensburg Waterfront Park	2.00	4.00	1.00	3.00	1.00	3.00

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increasing revenue based on historic trends and actual projections.



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 ball field complex.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ENTERPRISE ADMINISTRATION Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	576	26,800	26,800	10,752	-59.9%
Transfers In	-	1,039,100	1,039,100	1,597,840	53.8%
Total Oper. Rev and Other Sources	576	1,065,900	1,065,900	1,608,592	50.9%
Operating Expenses and Other Uses:					
Personnel Services	-	526,400	526,400	836,592	58.9%
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	253,200	253,200	481,300	90.1%
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	286,300	286,300	290,700	1.5%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	-	1,065,900	1,065,900	1,608,592	50.9%
Gain (Loss)	\$ 576	\$ -	\$ -	\$ -	-

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 FY15 PROPOSED BUDGET

- Adding compensation funding for wage adjustments of \$259,345 (subject to negotiations).
- Increasing non-personnel costs for Risk Management and finance chargebacks and decreasing non-personnel costs for LTD and Group Insurance.
- Decreasing interest revenue based on trend and actual projected revenue.



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 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	94,200	94,200	90,000	-4.5%
Charges for Services	2,412,144	2,294,000	2,456,000	2,473,000	7.8%
Rentals and Concessions	879,686	667,500	667,500	674,700	1.1%
Miscellaneous	-	162,000	-	-	-100.0%
Interest	2,029	9,000	9,000	-	-100.0%
Transfers In	3,367,600	3,567,433	3,567,433	3,661,800	2.6%
Total Oper. Rev and Other Sources	<u>6,661,459</u>	<u>6,794,133</u>	<u>6,794,133</u>	<u>6,899,500</u>	<u>1.6%</u>
Operating Expenses and Other Uses:					
Personnel Services	4,504,843	4,441,733	4,441,733	4,572,100	2.9%
Goods for Resale	-	-	-	-	-
Supplies and Materials	382,232	462,800	462,800	462,800	0.0%
Other Services and Charges	1,695,461	1,889,600	1,889,600	1,864,600	-1.3%
Depreciation & Amortization Expense	1,147,683	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>7,730,219</u>	<u>6,794,133</u>	<u>6,794,133</u>	<u>6,899,500</u>	<u>1.6%</u>
Gain (Loss)	\$ <u>(1,068,760)</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 – Prince George's Sports & Learning
Complex**

	FY 13 Actual		FY 14 Adopted		FY 15 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SPORTS AND LEARNING COMPLEX</u>						
Full-Time Career	25.00	25.00	26.00	26.00	26.00	26.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	26.00	25.50	27.00	26.50	27.00	26.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		48.00		41.00		41.00
Subtotal Sports and Learning Complex	26.00	73.50	27.00	67.50	27.00	67.50

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increasing revenue based on historic trends and actual projections.
- Increasing personnel cost based on actual projected compensation levels.
- Decreasing non-personnel funding for utilities and telecommunications.



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 the park acquisition and park development for Fiscal Years 2015 through 2020. The first year represents the capital budget with the remaining five years targeted for planning purposes. The law requires that the CIP be submitted to the County Executive by January 15 each year.

The grand total for Park Acquisition and Park Development for FY15 is \$44,055,000.

Recommended funding for FY15 projects includes the following sources:

- Program Open Space
- PayGo
- Grants
- Bond Sales

The proposed FY15 Capital Budget builds upon the adopted FY14-FY19 CIP and provides funding for new projects while continuing to emphasize maintenance and renovation of existing park infrastructure.

A primary objective for the Department of Parks and Recreation in developing the FY15 – FY20 CIP is to align our bond and PayGo funding for CIP projects with our financial capacity over the next six years.

Park Acquisition

The total cost for proposed park acquisition is \$8,000,000 for FY15 and covers three (3) acquisition categories that will be funded by Program Open Space, PayGo, and Bonds.

Park Development

The total cost for proposed park development is \$36,055,000 for FY15. This covers thirty (30) specific park development projects and six (6) general renovation funds that cover the cost to renovate community centers, playgrounds, trails and other public facilities.



FUNDING SUMMARY
FISCAL YEAR 2015

PARK ACQUISITION

PROGRAM OPEN SPACE 100% FUNDING	\$3,000,000
PAYGO	\$4,000,000
M-NCPPC BONDS	\$1,000,000
	\$8,000,000

PARK DEVELOPMENT

PAYGO	\$11,955,000
M-NCPPC BONDS	\$20,600,000
GRANTS	\$3,500,000
	\$36,055,000

GRAND TOTAL	\$44,055,000
--------------------	---------------------



Prince George's County Parks and Recreation Department - Capital Improvement Program

PROPOSED FY15 - FY20 CAPITAL IMPROVEMENT PROGRAM

ITEM #	PARK NAME	DESCRIPTION	FY15 FUNDING SOURCE				FY16 FUNDING SOURCE				FY17 FUNDING SOURCE				FY18 FUNDING SOURCE				FY19 FUNDING SOURCE				FY20 FUNDING SOURCE				TOTAL FUNDING FOR PROJECT
			TOTAL	POS	PAYGO	BOND	TOTAL	POS	PAYGO	BOND	TOTAL	POS	PAYGO	BOND	TOTAL	POS	PAYGO	BOND	TOTAL	POS	PAYGO	BOND	TOTAL	POS	PAYGO	BOND	
			FY15				FY16				FY17				FY18				FY19				FY20				
121	Midwood Neighborhood Park Recreation Center	Renovation																							290		
122	Minor Park Development	Countywide improvements																							791		
123	Mountpelier Arts Center	Rehabilitation	300																						4,115		
124	Mount Calvert Historic Site	Rehabilitation																							500		
125	Mt. Rainier South NMP	State park																							340		
126	National Children's Museum	New construction																							3,750		
127	North Brentwood CCP	Code compliance & renovation																							1,456		
128	North Hollywood Elementary School Community Center	for gym addition and multi-purpose room				50				5,000															5,050		
129	North Foxeville Elem. CPS	New gym addition																							4,123		
130	Northwestern Area Maintenance @ Addition																								300		
131	Northwest Branch Trail @ Ford	Pedestrian hedge						125																	125		
132	Oakcrest Neighborhood Recreation Center	Renovation																							250		
133	Oakley n Neighborhood Play ground	Rehabilitation																							100		
134	Ocean Hill Manor Historic Site	Rehabilitation																							2,315		
135	Paint Branch Golf Complex (East Tree)	New youth golf classroom																							1,904		
136	Paint Branch Hiker/Biker Trail	Trail																							300		
137	Paint Branch Stream Valley	Trail																							732		
138	Park Park Community Center	Rehabilitation						700																	7,915		
139	Park Breakshire Neighborhood Park School	Rehabilitation																							400		
140	Park Police Headquarters	New headquarters																							12,500		
141	Patuxent River Park - Sibley Building	Boat ramp improvements																							135		
142	Patuxent River Park (Jug Run)	Additional park development																							815		
143	Paves Cross Historic Site	Rehabilitation																							100		
144	Pepermill Village C&C Park	Addition						1,400																	5,719		
145	Piscataway Creek SVP	New trail connector																							500		
146	Play ground Equipment	Replacement							1,500																20,500		
147	Police Fire Arms Range	Indoor fire arms facility																							3,950		
148	Poromac Landing Community	Renovations & expansion																							1,547		
149	Portomas Waterfront CP - Rowing Island	Parkin lot																							250		
150	PPGA Renovations	Renovation																							2,600		
151	Prince George's Equestrian Center	Site improvements																							6,775		
152	Prince George's Whiz Community Center	Renovation																							664		
153	Prince George's Sports and Learning Center	Site improvements - pavilion demo																							44,812		
154	Prince George's Sports and Learning Center Scoreboard	New Scoreboard																							700		
155	Public Facilities Renovation	Renovations, Countywide																							3,085		
156	Public Right-of-Way Improvements	Required Road Improvements																							794		
157	Public Safety Fund Arts Center	Security/safety needs throughout park system																							1,900		
158	Public Playhouse Cultural Arts Center	Public Playhouse Cultural Arts Center																							1,925		
159	People's Line Parkland Impact	Ornamental Maintenance Yard Replacement																							100		
159	Randall M maintenance Facility	New greenhouse																							450		

Prince George's County Parks and Recreation Department - Debt Service Schedule

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

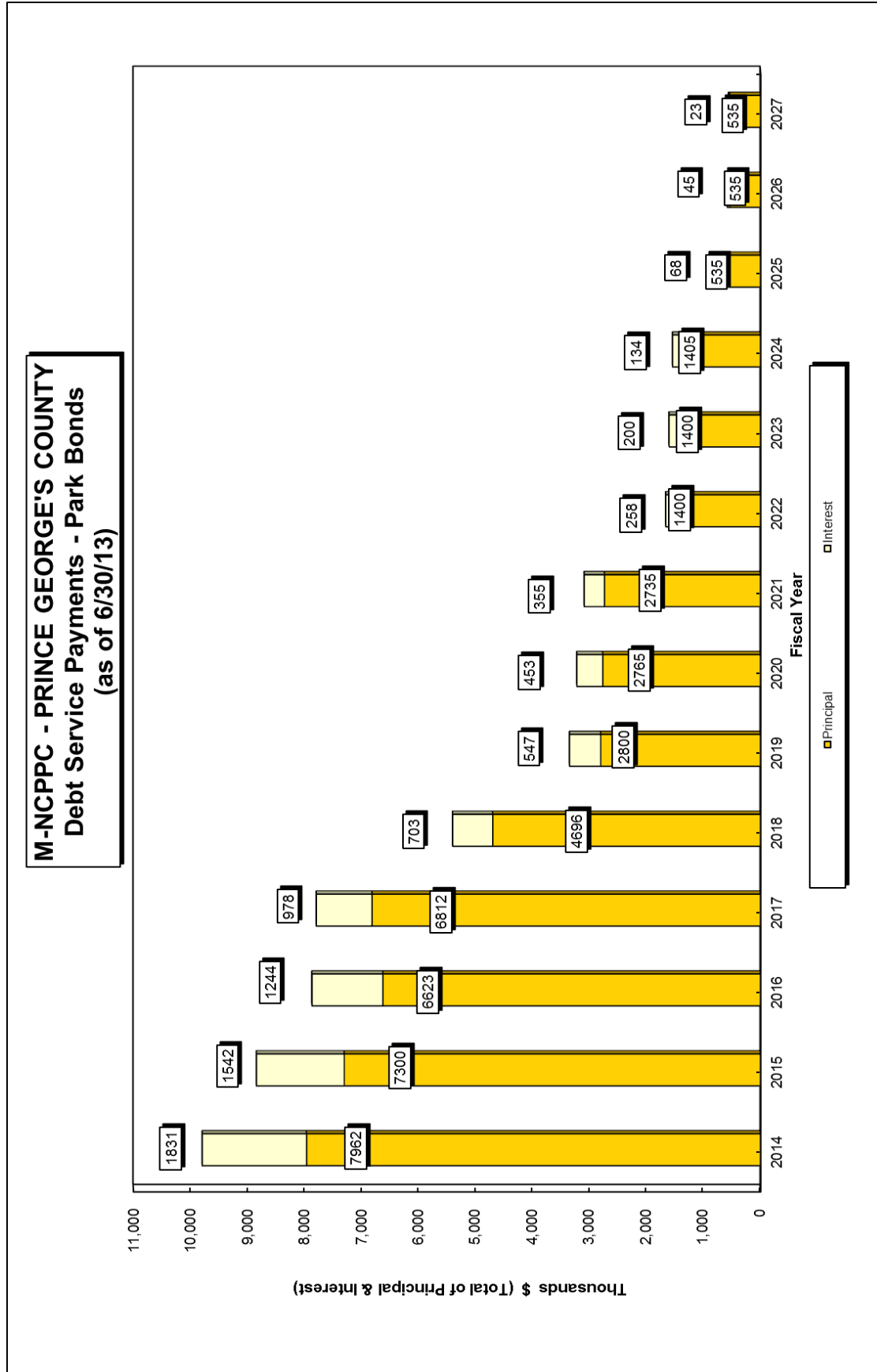
PRINCE GEORGE'S COUNTY
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2015

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/14	FY 2015 Payments			Balance
						Principal	Interest	Total	
KK-2 Park Acquisition and Development	3.2004%	04/10/08	06/01/18	17,300,000	7,251,148	1,769,860	232,066	2,001,916	5,481,298
EE-2 Park Acquisition and Development	3.2824%	03/15/04	01/15/24	37,525,000	6,940,000	2,320,000	347,000	2,667,000	4,620,000
JJ-2 Park Acquisition and Development	4.3180%	06/06/07	06/06/27	8,900,000	6,415,000	355,000	279,750	634,750	6,060,000
NN-2 Park Acquisition and Development Refunding Bond	2.4212%	03/04/10	05/01/21	14,080,000	9,285,000	1,205,000	328,800	1,533,800	8,080,000
* PG-2012-A Park Acquisition and Development Refunding Bond	1.8735%	06/07/12	01/15/24	11,420,000	9,650,000	1,650,000	354,675	2,004,675	8,000,000
Proposed Park Bond				25,000,000	25,000,000	1,484,425	890,434	2,374,859	23,515,575
				<u>114,225,000</u>	<u>64,541,148</u>	<u>8,784,275</u>	<u>2,432,725</u>	<u>11,217,000</u>	<u>55,756,873</u>
Paying Agents Fees								125,000	-
Total Park Fund Debt Service								<u>11,342,000</u>	<u>55,756,873</u>

* refunding of EE-2 and BB-2



Prince George's County
Parks and Recreation Department - Debt Service Schedule



THIS PAGE LEFT INTENTIONALLY BLANK



Other Funds

	<u>Page</u>
OTHER FUNDS	
Special Revenue Funds	274
Advance Land Acquisition Funds.....	295
Park Debt Service Fund	298
Internal Service Funds	
Risk Management Fund	300
Capital Equipment Fund.....	304
Executive Office Building Fund.....	307
Commission-wide Group Insurance Fund.....	311



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 FY15 Proposed Special Revenue Expenditure Budget is \$8,722,682, an increase of \$204,642 or 2.4% greater than the FY14 Budget.

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SUMMARY BY SPECIAL REVENUE PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2015**

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues and Other Sources:					
Planning Department:					
Geographic Information Systems (GIS)	\$ 30,173	\$ 30,005	\$ 30,005	\$ 30,005	0.0%
Parks and Rec. Department:					
Northern Area Community Centers	1,665,962	1,790,800	1,790,800	1,822,300	1.8%
Central Area Community Centers	2,170,847	2,170,000	2,170,000	2,207,500	1.7%
Southern Area Community Centers	1,651,609	2,605,100	2,605,100	2,605,100	0.0%
Beltsville/Laurel Senior Activity Center	184,301	120,000	120,000	184,000	53.3%
Prince George's Stadium	116,114	76,500	76,500	115,100	50.5%
Federally Forfeited Property	24,343	200	200	25,100	12450.0%
Festival of Lights	630	600	600	200	-66.7%
Safety Programs	95	42,200	42,200	100	-99.8%
Nature Programs and Facilities	191,855	196,700	196,700	196,400	-0.2%
Area Operations	22,712	27,800	27,800	10,600	-61.9%
Recreation Warehouse	311,670	331,400	331,400	330,800	-0.2%
Patuxent Outdoor Programs	95,225	88,000	88,000	95,200	8.2%
General Contributions	54,370	49,000	49,000	47,200	-3.7%
Seized Money/Escrow	3,443	3,900	3,900	3,800	-2.6%
Special Historic Projects and Programs	138,287	154,000	154,000	152,600	-0.9%
Interagency Agreements	533,564	375,000	375,000	375,000	0.0%
Subtotal Parks and Rec. Department:	<u>7,165,027</u>	<u>8,031,200</u>	<u>8,031,200</u>	<u>8,171,000</u>	<u>1.7%</u>
Total Revenues and Other Sources	<u>7,195,200</u>	<u>8,061,205</u>	<u>8,061,205</u>	<u>8,201,005</u>	<u>1.7%</u>
Expenditures and Other Uses:					
Planning Department:					
Geographic Information Systems (GIS)	250,000	30,000	30,000	30,000	0.0%
Parks and Rec. Department:					
Northern Area Community Centers	1,147,342	1,822,270	1,822,270	1,822,300	0.0%
Central Area Community Centers	1,887,530	2,207,522	2,207,522	2,207,500	0.0%
Southern Area Community Centers	1,649,205	2,789,481	2,789,481	2,760,000	-1.1%
Laurel-Beltsville Senior Activity Center	170,225	122,118	122,118	156,000	27.7%
Prince George's Stadium	(66,413)	72,000	72,000	102,000	41.7%
Federally Forfeited Property	410	5,300	5,300	70,000	1220.8%
Festival of Lights	49,999	50,000	50,000	50,000	0.0%
Safety Programs	-	42,000	42,000	62,282	48.3%
Nature Programs and Facilities	90,173	178,662	178,662	178,700	0.0%
Area Operations	17,656	51,700	51,700	125,800	143.3%
Recreation Warehouse	256,291	330,000	330,000	330,000	0.0%
Patuxent Outdoor Programs	69,970	89,271	89,271	89,300	0.0%
General Contributions	2,978	155,000	155,000	155,000	0.0%
Seized Money/Escrow	-	3,900	3,900	15,000	284.6%
Special Historic Projects and Programs	126,008	193,816	193,816	193,800	0.0%
Interagency Agreements	533,564	375,000	375,000	375,000	0.0%
Subtotal Parks and Rec. Department:	<u>5,934,938</u>	<u>8,488,040</u>	<u>8,488,040</u>	<u>8,692,682</u>	<u>2.4%</u>
Total Expenditures and Other Uses	<u>6,184,938</u>	<u>8,518,040</u>	<u>8,518,040</u>	<u>8,722,682</u>	<u>2.4%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>\$ 1,010,262</u>	<u>\$ (456,835)</u>	<u>\$ (456,835)</u>	<u>\$ (521,677)</u>	
Fund Balance - Beginning	<u>5,110,145</u>	<u>4,547,145</u>	<u>6,120,407</u>	<u>5,663,572</u>	<u>24.6%</u>
Fund Balance - Ending	<u>\$ 6,120,407</u>	<u>\$ 4,090,310</u>	<u>\$ 5,663,572</u>	<u>\$ 5,141,895</u>	<u>25.7%</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 100 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 FY15 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 2015**

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	173	5	5	5	0.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>173</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>173</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	30,000	30,000	30,000	30,000	0.0%
Total Transfers In	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>0.0%</u>
Transfers In/(Out)-					
Capital Project Fund	(250,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Transfers (Out)	<u>(250,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>(220,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (219,827)</u>	<u>\$ 5</u>	<u>\$ 5</u>	<u>\$ 5</u>	<u>0.0%</u>
Fund Balance - Beginning	<u>222,478</u>	<u>3,378</u>	<u>2,651</u>	<u>2,656</u>	<u>-21.4%</u>
Fund Balance - Ending	<u>\$ 2,651</u>	<u>\$ 3,383</u>	<u>\$ 2,656</u>	<u>\$ 2,661</u>	<u>-21.3%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY15 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 51,000 people participate in these classes and similar events. Pre-school and Kids' Care programs (school-age, after-school child care) operate at more than 35 sites with a combined registration exceeding 1,000. A large portion of the revenues and expenditures are from the summer day camp program held at all of our community centers, with over 500 sessions and more than 12,000 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 FY15 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 2015**

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	6,170	9,500	9,500	9,500	0.0%
Charges for Services	1,555,427	1,684,200	1,684,200	1,715,700	1.9%
Rentals and Concessions	86,900	95,600	95,600	95,600	0.0%
Interest	-	-	-	-	-
Miscellaneous	17,465	1,500	1,500	1,500	0.0%
Total Revenues	1,665,962	1,790,800	1,790,800	1,822,300	1.8%
Expenditures by Major Object:					
Personnel Services	754,853	1,071,470	1,071,470	1,071,500	0.0%
Supplies and Materials	119,794	274,400	274,400	274,400	0.0%
Other Services and Charges	242,695	446,400	446,400	446,400	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	30,000	30,000	30,000	30,000	0.0%
Total Expenditures	1,147,342	1,822,270	1,822,270	1,822,300	0.0%
Excess of Revenues over Expenditures	518,620	(31,470)	(31,470)	-	-100.0%
Other Financing Sources (Uses):					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 518,620	\$ (31,470)	\$ (31,470)	\$ -	-100.0%
Fund Balance - Beginning	1,417,508	1,440,108	1,936,128	1,904,658	32.3%
Fund Balance - Ending	\$ 1,936,128	\$ 1,408,638	\$ 1,904,658	\$ 1,904,658	35.2%



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 2015**

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	249	19,000	19,000	19,000	0.0%
Charges for Services	1,983,732	2,050,000	2,050,000	2,087,500	1.8%
Rentals and Concessions	183,766	100,000	100,000	100,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	3,100	1,000	1,000	1,000	0.0%
Total Revenues	<u>2,170,847</u>	<u>2,170,000</u>	<u>2,170,000</u>	<u>2,207,500</u>	<u>1.7%</u>
Expenditures by Major Object:					
Personnel Services	1,156,353	1,277,522	1,277,522	1,277,500	0.0%
Supplies and Materials	218,210	325,000	325,000	325,000	0.0%
Other Services and Charges	486,704	575,000	575,000	575,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	(3,737)	-	-	-	-
Chargebacks	30,000	30,000	30,000	30,000	0.0%
Total Expenditures	<u>1,887,530</u>	<u>2,207,522</u>	<u>2,207,522</u>	<u>2,207,500</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>283,317</u>	<u>(37,522)</u>	<u>(37,522)</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
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>\$ 283,317</u>	<u>\$ (37,522)</u>	<u>\$ (37,522)</u>	<u>\$ -</u>	<u>-100.0%</u>
Fund Balance - Beginning	780,530	753,630	1,063,847	1,026,325	36.2%
Fund Balance - Ending	<u>\$ 1,063,847</u>	<u>\$ 716,108</u>	<u>\$ 1,026,325</u>	<u>\$ 1,026,325</u>	<u>43.3%</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 2015**

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	105	1,100	1,100	1,100	0.0%
Charges for Services	1,562,422	2,202,000	2,202,000	2,202,000	0.0%
Rentals and Concessions	87,939	398,000	398,000	398,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	1,143	4,000	4,000	4,000	0.0%
Total Revenues	1,651,609	2,605,100	2,605,100	2,605,100	0.0%
Expenditures by Major Object:					
Personnel Services	955,822	1,514,481	1,514,481	1,485,000	-1.9%
Supplies and Materials	260,841	560,000	560,000	560,000	0.0%
Other Services and Charges	384,338	685,000	685,000	685,000	0.0%
Capital Outlay	18,509	-	-	-	-
Other Classifications	(305)	-	-	-	-
Chargebacks	30,000	30,000	30,000	30,000	0.0%
Total Expenditures	1,649,205	2,789,481	2,789,481	2,760,000	-1.1%
Excess of Revenues over Expenditures	2,404	(184,381)	(184,381)	(154,900)	-16.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 2,404	\$ (184,381)	\$ (184,381)	\$ (154,900)	-16.0%
Fund Balance - Beginning	361,777	221,877	364,181	179,800	-19.0%
Fund Balance - Ending	\$ 364,181	\$ 37,496	\$ 179,800	\$ 24,900	-33.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increasing revenue and decreasing expenditures based on historical trends and current actual projections.



Prince George's County Special Revenue Funds: Laurel-Beltsville Senior Activity Center

OVERVIEW

The Laurel-Beltsville 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 FY15 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
LAUREL-BELTSVILLE SENIOR ACTIVITY CENTER
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2015**

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	528	-	-	500	-
Charges for Services	110,596	90,000	90,000	110,500	22.8%
Rentals and Concessions	29,062	30,000	30,000	30,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	44,115	-	-	43,000	-
Total Revenues	184,301	120,000	120,000	184,000	53.3%
Expenditures by Major Object:					
Personnel Services	105,738	72,118	72,118	101,000	40.0%
Supplies and Materials	16,010	35,000	35,000	20,000	-42.9%
Other Services and Charges	52,687	15,000	15,000	35,000	133.3%
Capital Outlay	-	-	-	-	-
Other Classifications	(4,210)	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	170,225	122,118	122,118	156,000	27.7%
Excess of Revenues over Expenditures	14,076	(2,118)	(2,118)	28,000	-1422.0%
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	\$ 14,076	\$ (2,118)	\$ (2,118)	\$ 28,000	-1422.0%
Fund Balance - Beginning	(39,379)	(39,379)	(25,303)	(27,421)	-30.4%
Fund Balance - Ending	\$ (25,303)	\$ (41,497)	\$ (27,421)	\$ 579	-101.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increasing revenue and expenditures based on historical trends and current actual projections.



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 FY15 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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	115,997	75,000	75,000	115,000	53.3%
Interest	117	1,500	1,500	100	-93.3%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>116,114</u>	<u>76,500</u>	<u>76,500</u>	<u>115,100</u>	<u>50.5%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	42,557	12,000	12,000	42,000	250.0%
Other Services and Charges	33,165	60,000	60,000	60,000	0.0%
Capital Outlay	19,382	-	-	-	-
Other Classifications	(161,517)	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>(66,413)</u>	<u>72,000</u>	<u>72,000</u>	<u>102,000</u>	<u>41.7%</u>
Excess of Revenues over Expenditures	<u>182,527</u>	<u>4,500</u>	<u>4,500</u>	<u>13,100</u>	<u>191.1%</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>\$ 182,527</u>	<u>\$ 4,500</u>	<u>\$ 4,500</u>	<u>\$ 13,100</u>	<u>191.1%</u>
Fund Balance - Beginning	<u>(98,006)</u>	<u>(100,006)</u>	<u>84,521</u>	<u>89,021</u>	<u>-189.0%</u>
Fund Balance - Ending	<u>\$ 84,521</u>	<u>\$ (95,506)</u>	<u>\$ 89,021</u>	<u>\$ 102,121</u>	<u>-206.9%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increasing revenue and expenditures based on historical trends and current actual projections.



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 FY15 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 2015**

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	93	200	200	100	-50.0%
Miscellaneous	24,250	-	-	25,000	-
Total Revenues	<u>24,343</u>	<u>200</u>	<u>200</u>	<u>25,100</u>	<u>12450.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	4,700	4,700	-	-100.0%
Other Services and Charges	410	600	600	30,000	4900.0%
Capital Outlay	-	-	-	40,000	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>410</u>	<u>5,300</u>	<u>5,300</u>	<u>70,000</u>	<u>1220.8%</u>
Excess of Revenues over Expenditures	<u>23,933</u>	<u>(5,100)</u>	<u>(5,100)</u>	<u>(44,900)</u>	<u>780.4%</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>\$ 23,933</u>	<u>\$ (5,100)</u>	<u>\$ (5,100)</u>	<u>\$ (44,900)</u>	<u>780.4%</u>
Fund Balance - Beginning	68,537	63,337	92,470	87,370	37.9%
Fund Balance - Ending	<u>\$ 92,470</u>	<u>\$ 58,237</u>	<u>\$ 87,370</u>	<u>\$ 42,470</u>	<u>-27.1%</u>



Prince George's County Special Revenue Funds: Federally Forfeited Property

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increasing revenue based on historical trends and current actual projections.
- Increasing expenditures for drug enforcement training for staff, drug education programs for the public, and the purchase of a solar video surveillance trailer.



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 FY15 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 2015					
	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	457	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	173	600	600	200	-66.7%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>630</u>	<u>600</u>	<u>600</u>	<u>200</u>	<u>-66.7%</u>
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 Outlay	49,999	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>49,999</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>(49,369)</u>	<u>(49,400)</u>	<u>(49,400)</u>	<u>(49,800)</u>	<u>0.8%</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>\$ (49,369)</u>	<u>\$ (49,400)</u>	<u>\$ (49,400)</u>	<u>\$ (49,800)</u>	<u>0.8%</u>
Fund Balance - Beginning	<u>117,591</u>	<u>68,191</u>	<u>68,222</u>	<u>18,822</u>	<u>-72.4%</u>
Fund Balance - Ending	<u>\$ 68,222</u>	<u>\$ 18,791</u>	<u>\$ 18,822</u>	<u>\$ (30,978)</u>	<u>-264.9%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Decreasing revenue and expenditures based on current actual projections.



Prince George's County Special Revenue Funds: Safety Programs

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 for 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 FY15 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SAFETY PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2015**

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	42,000	42,000	-	-100.0%
Rentals and Concessions	-	-	-	-	-
Interest	95	200	200	100	-50.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>95</u>	<u>42,200</u>	<u>42,200</u>	<u>100</u>	<u>-99.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	12,000	12,000	27,282	127.4%
Other Services and Charges	-	30,000	30,000	35,000	16.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>42,000</u>	<u>42,000</u>	<u>62,282</u>	<u>48.3%</u>
Excess of Revenues over Expenditures	<u>95</u>	<u>200</u>	<u>200</u>	<u>(62,182)</u>	<u>-31191.0%</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)-					
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>\$ 95</u>	<u>\$ 200</u>	<u>\$ 200</u>	<u>\$ (62,182)</u>	<u>-31191.0%</u>
Fund Balance - Beginning	61,887	62,087	61,982	62,182	0.2%
Fund Balance - Ending	<u>\$ 61,982</u>	<u>\$ 62,287</u>	<u>\$ 62,182</u>	<u>\$ -</u>	<u>-100.0%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Decreasing revenue and increasing expenditures based on current actual projections.



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 FY15 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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	13,292	15,000	15,000	15,000	0.0%
Charges for Services	108,214	111,000	111,000	111,000	0.0%
Rentals and Concessions	66,482	55,000	55,000	55,000	0.0%
Interest	405	700	700	400	-42.9%
Miscellaneous	3,462	15,000	15,000	15,000	0.0%
Total Revenues	191,855	196,700	196,700	196,400	-0.2%
Expenditures by Major Object:					
Personnel Services	54,603	124,662	124,662	124,700	0.0%
Supplies and Materials	26,851	37,000	37,000	37,000	0.0%
Other Services and Charges	8,719	17,000	17,000	17,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	90,173	178,662	178,662	178,700	0.0%
Excess of Revenues over Expenditures	101,682	18,038	18,038	17,700	-1.9%
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	\$ 101,682	\$ 18,038	\$ 18,038	\$ 17,700	-1.9%
Fund Balance - Beginning	210,684	232,384	312,366	330,404	42.2%
Fund Balance - Ending	\$ 312,366	\$ 250,422	\$ 330,404	\$ 348,104	39.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 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 FY15 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
AREA OPERATIONS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	11,977	10,000	10,000	-	-100.0%
Rentals and Concessions	-	-	-	-	-
Interest	5,932	16,800	16,800	6,100	-63.7%
Miscellaneous	4,803	1,000	1,000	4,500	350.0%
Total Revenues	<u>22,712</u>	<u>27,800</u>	<u>27,800</u>	<u>10,600</u>	<u>-61.9%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	18,000	18,000	50,000	177.8%
Other Services and Charges	6,656	12,000	12,000	35,000	191.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	11,000	21,700	21,700	40,800	88.0%
Total Expenditures	<u>17,656</u>	<u>51,700</u>	<u>51,700</u>	<u>125,800</u>	<u>143.3%</u>
Excess of Revenues over Expenditures	<u>5,056</u>	<u>(23,900)</u>	<u>(23,900)</u>	<u>(115,200)</u>	<u>382.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
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>\$ 5,056</u>	<u>\$ (23,900)</u>	<u>\$ (23,900)</u>	<u>\$ (115,200)</u>	<u>382.0%</u>
Fund Balance - Beginning	304,925	313,925	309,981	286,081	-8.9%
Fund Balance - Ending	<u>\$ 309,981</u>	<u>\$ 290,025</u>	<u>\$ 286,081</u>	<u>\$ 170,881</u>	<u>-41.1%</u>



Prince George's County Special Revenue Funds: Area Operations

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Reducing revenue and increasing expenditures based on historical trend and current actual projections.
- Increasing finance chargeback by \$19,100.



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 FY15 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS RECREATION WAREHOUSE					
Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
	Change				
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	310,868	330,000	330,000	330,000	0.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	802	1,400	1,400	800	-42.9%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>311,670</u>	<u>331,400</u>	<u>331,400</u>	<u>330,800</u>	<u>-0.2%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	256,291	330,000	330,000	330,000	0.0%
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>256,291</u>	<u>330,000</u>	<u>330,000</u>	<u>330,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>55,379</u>	<u>1,400</u>	<u>1,400</u>	<u>800</u>	<u>-42.9%</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>\$ 55,379</u>	<u>\$ 1,400</u>	<u>\$ 1,400</u>	<u>\$ 800</u>	<u>-42.9%</u>
Fund Balance - Beginning	<u>464,384</u>	<u>465,784</u>	<u>519,763</u>	<u>521,163</u>	<u>11.9%</u>
Fund Balance - Ending	<u>\$ 519,763</u>	<u>\$ 467,184</u>	<u>\$ 521,163</u>	<u>\$ 521,963</u>	<u>11.7%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Reducing interest revenue based on historical trend and current actual projections.



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 FY15 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 2015**

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	2,141	6,500	6,500	2,100	-67.7%
Charges for Services	18,220	15,000	15,000	18,200	21.3%
Rentals and Concessions	58,284	50,000	50,000	58,300	16.6%
Interest	264	500	500	300	-40.0%
Miscellaneous	16,316	16,000	16,000	16,300	1.9%
Total Revenues	95,225	88,000	88,000	95,200	8.2%
Expenditures by Major Object:					
Personnel Services	35,824	43,271	43,271	43,300	0.1%
Supplies and Materials	26,699	32,000	32,000	32,000	0.0%
Other Services and Charges	7,447	14,000	14,000	14,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	69,970	89,271	89,271	89,300	0.0%
Excess of Revenues over Expenditures	25,255	(1,271)	(1,271)	5,900	-564.2%
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	\$ 25,255	\$ (1,271)	\$ (1,271)	\$ 5,900	-564.2%
Fund Balance - Beginning	157,756	157,756	183,011	181,740	15.2%
Fund Balance - Ending	\$ 183,011	\$ 156,485	\$ 181,740	\$ 187,640	19.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increasing revenue based on historical trend and current actual projections.



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 FY15 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS					
GENERAL CONTRIBUTIONS					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2015					
	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	38,700	36,000	36,000	36,000	0.0%
Interest	1,190	3,000	3,000	1,200	-60.0%
Miscellaneous	14,480	10,000	10,000	10,000	0.0%
Total Revenues	54,370	49,000	49,000	47,200	-3.7%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	1,728	75,000	75,000	75,000	0.0%
Other Services and Charges	1,250	80,000	80,000	80,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	2,978	155,000	155,000	155,000	0.0%
Excess of Revenues over Expenditures	51,392	(106,000)	(106,000)	(107,800)	1.7%
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
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	\$ 51,392	\$ (106,000)	\$ (106,000)	\$ (107,800)	1.7%
Fund Balance - Beginning	693,029	556,029	744,421	638,421	14.8%
Fund Balance - Ending	\$ 744,421	\$ 450,029	\$ 638,421	\$ 530,621	17.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Reducing interest revenue 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 FY15 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 2015					
	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	25	100	100	-	-100.0%
Miscellaneous	3,418	3,800	3,800	3,800	0.0%
Total Revenues	<u>3,443</u>	<u>3,900</u>	<u>3,900</u>	<u>3,800</u>	<u>-2.6%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	3,900	3,900	5,000	28.2%
Other Services and Charges	-	-	-	10,000	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>3,900</u>	<u>3,900</u>	<u>15,000</u>	<u>284.6%</u>
Excess of Revenues over Expenditures	<u>3,443</u>	<u>-</u>	<u>-</u>	<u>(11,200)</u>	<u>-</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>\$ 3,443</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (11,200)</u>	<u>-</u>
Fund Balance - Beginning	<u>14,229</u>	<u>13,829</u>	<u>17,672</u>	<u>17,672</u>	<u>27.8%</u>
Fund Balance - Ending	<u>\$ 17,672</u>	<u>\$ 13,829</u>	<u>\$ 17,672</u>	<u>\$ 6,472</u>	<u>-53.2%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Increasing expenditures for supplies and training for the G.R.E.A.T. (Gang Resistance Education and Training) program.



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 FY15 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 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	44,414	50,000	50,000	50,000	0.0%
Charges for Services	56,299	47,000	47,000	47,000	0.0%
Rentals and Concessions	31,235	30,000	30,000	30,000	0.0%
Interest	629	2,000	2,000	600	-70.0%
Miscellaneous	5,710	25,000	25,000	25,000	0.0%
Total Revenues	<u>138,287</u>	<u>154,000</u>	<u>154,000</u>	<u>152,600</u>	<u>-0.9%</u>
Expenditures by Major Object:					
Personnel Services	57,715	61,816	61,816	61,800	0.0%
Supplies and Materials	41,885	80,000	80,000	80,000	0.0%
Other Services and Charges	26,408	52,000	52,000	52,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>126,008</u>	<u>193,816</u>	<u>193,816</u>	<u>193,800</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>12,279</u>	<u>(39,816)</u>	<u>(39,816)</u>	<u>(41,200)</u>	<u>3.5%</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>\$ 12,279</u>	<u>\$ (39,816)</u>	<u>\$ (39,816)</u>	<u>\$ (41,200)</u>	<u>3.5%</u>
Fund Balance - Beginning	372,215	334,215	384,494	344,678	3.1%
Fund Balance - Ending	<u>\$ 384,494</u>	<u>\$ 294,399</u>	<u>\$ 344,678</u>	<u>\$ 303,478</u>	<u>3.1%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

- Reducing interest revenue based on historical trend and current actual projections.



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 FY15 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2015**

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ 533,564	\$ 375,000	\$ 375,000	\$ 375,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>533,564</u>	<u>375,000</u>	<u>375,000</u>	<u>375,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	234,510	275,000	275,000	275,000	0.0%
Supplies and Materials	-	50,000	50,000	-	-100.0%
Other Services and Charges	299,054	50,000	50,000	100,000	100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>533,564</u>	<u>375,000</u>	<u>375,000</u>	<u>375,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</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>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY15 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 FY15 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 FY15 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 FY15, 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 FY15 are \$9,305,810.



Prince George's County Advance Land Acquisition Funds

SUMMARY OF FY15 PROPOSED BUDGET

PRINCE GEORGE'S ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ (2,164)	\$ -	-	-	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>(2,164)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</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	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>(2,164)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</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>\$ (2,164)</u>	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>(728)</u>	<u>-</u>	<u>(2,892)</u>	<u>(2,892)</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (2,892)</u>	<u>\$ -</u>	<u>(2,892)</u>	<u>(2,892)</u>	<u>-</u>



Prince George's County Advance Land Acquisition Funds

PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND Summary of Revenues, Expenditures, and Changes in Net Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Budget	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	14,933	46,800	15,000	14,900	-68.2%
Miscellaneous (Contributions)	-	-	-	-	-
Total Revenues	14,933	46,800	15,000	14,900	-68.2%
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 Outlay	-	9,340,249	-	9,305,810	-0.4%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	9,340,249	-	9,305,810	-0.4%
Excess of Revenues over Expenditures	14,933	(9,293,449)	15,000	(9,290,910)	0.0%
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	14,933	(9,293,449)	15,000	(9,290,910)	0.0%
Total Net Position - Beginning	9,260,977	9,300,249	9,275,910	9,290,910	-0.1%
Total Net Position - Ending	\$ 9,275,910	\$ 6,800	\$ 9,290,910	\$ -	-100.0%



Prince George's County Park Debt Service Fund

EXECUTIVE OVERVIEW

The Park Debt Service Fund is used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs. Resources consist of the annual transfer from the Park Fund.

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

In prior years, this fund was not formally presented and adopted. FY13 and FY14 are included for comparison purposes.



Prince George's County Park Debt Service Fund

SUMMARY OF FY15 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	10,761,728	11,793,000	11,793,000	11,342,000	-3.8%
Debt Service Principal	8,859,539	7,961,975	7,961,975	8,784,275	10.3%
Debt Service Interest	1,891,714	3,806,025	3,806,025	2,432,725	-36.1%
Debt Service Fees	10,475	25,000	25,000	125,000	400.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	10,761,728	11,793,000	11,793,000	11,342,000	-3.8%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	(10,761,728)	(11,793,000)	(11,793,000)	(11,342,000)	-3.8%
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	12,204,186	11,793,000	11,793,000	11,342,000	-3.8%
Total Transfers In	12,204,186	11,793,000	11,793,000	11,342,000	-3.8%
Transfer to CIP	(1,442,458)	-	-	-	-
Total Transfers (Out)	(1,442,458)	-	-	-	-
Total Other Financing Sources (Uses)	10,761,728	11,793,000	11,793,000	11,342,000	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	-	-	-	-	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-



Prince George's County

Risk Management Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Risk Management/Self Insurance Fund was established on July 1, 1978. Through centralized management, the Risk Management program uses safety and loss control practices and self-insurance administration to reduce liability and mitigate losses to the Commission. The program's overall goals include: reducing the risk of personal injury to employees; protecting and securing Commission assets; avoiding or minimizing injury to users of Commission services and facilities; and managing costs/risk efficiently. The Department of Human Resources and Management (DHRM) and the Finance Department administer the 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, workers' 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.

Program goals are met through risk assessments; implementation of loss control programs; management of commercial insurance and self-insured coverages; subrogation of liability; establishment of vendor insurance requirements to protect the agency against losses; supervisory/employee training and compliance reviews for adherence with workplace safety regulations issued by the Maryland Occupational Safety and Health (MOSH), the federal Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and the Department of Transportation (DOT); accident and damage investigations; facility inspections; administration of safety programs such as the drug and alcohol education and testing program, drivers' license monitoring program and defensive driving programs, etc.; risk assessments of new and existing agency programs; emergency response programs; and case management of workplace injuries and liability claims.

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, independent 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. Participation in MCSIP is reflected in the budget through external administration fees. Separate from MCSIP, the Commission also purchases insurance for various surety bonds, police horses, and catastrophic and blanket coverage for other specialized programs. The Commission handles its own litigation and representation on liability and workers' compensation claims as the agency has better control of the outcome from these efforts.

Staffing: For FY14, the Risk Management and Workplace Safety Office is staffed by two safety specialists, a workers' compensation specialist, a liability specialist, and a risk manager. This fund presently includes 5.0 positions and 5.3 workyears. For FY15, we are proposing the addition of 1.0 position and 1.0 workyear to accommodate one new safety specialist position to assist with the expanded priorities of the workplace safety program. A small amount of the Division Chief's time is directly charged to the Fund and some fiscal oversight by the Executive Director and Corporate Budget team is charged back to the Risk Management program.



Prince George's County

Risk Management Internal Service Fund

FY15 PRIORITIES

- Continue 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.

FY14 ACCOMPLISHMENTS

- Updated the risk management and safety policies to incorporate new and/or revised federal and state regulatory standards on workplace safety and recommended loss control initiatives.
- Implemented updated facility inspection protocols to enhance tracking of concerns, hazards, corrective actions, and needed trainings.
- Designed and conducted training courses for more than 800 employees and supervisors on a variety of regulatory and safety awareness programs.
- Implemented online training in a number of areas including: hazard communications, defensive driving, automated defibrillator training, etc.
- Investigated job-related accidents, injuries, diseases, and property damage.

DHRM also analyzed and implemented a number of additional strategies for enhanced oversight and greater containment of risk management costs. These included:

- Regular audits of third party claims administrator to ensure improved case management and more accurate establishment of case reserves.
- Quarterly meetings with operating departments to review workers' compensation and liability incidents to develop strategies for accident prevention, reduce repeat incidents, and identify opportunities for additional training/inspections.
- Proactive risk assessments of new programs to reduce liability concerns and injury to patrons and employees.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY15 PROPOSED BUDGET

Each year, the Risk Management budget is developed to establish necessary funding levels to protect against projected future claims based losses, 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 FY15 proposed expenses for Risk Management are \$10,017,276. The total proposed budget for the overall agency represents a net increase of 20% from FY14 levels of \$8,372,429. Seventy three percent of the total expenses are directly attributable to workers' compensation and liability claims.

Given the increase in claims expense, the proposed budget includes a request to fund one additional safety specialist (grade H at \$96,940) to enhance delivery of workplace safety program requirements. The requested safety specialist position makes up 1% of the total expenses of



Prince George's County Risk Management Internal Service Fund

\$10,017,276. The present staffing complement, which was established in 1986, makes it very challenging to meet present day demands of the program. Federal and safety mandates have significantly evolved in the last ten years, ensuring that employees are properly trained on safety regulations, and that facilities meet specific protections and safety standards. In addition to adhering to regulations, the staff ensures that property is maintained in a manner that does not expose the agency to negligence claims from third parties, as well as manage the agency's emergency response plans and occupational monitoring programs (drug/alcohol, driver record/license monitoring, CDL Licensing, etc.). The new position will assist with enhanced inspections, trainings, and management of safety programs.

Although the total FY15 Proposed Budget is 20% above the FY14 Adopted Budget, the proposal is only 0.1% above FY13 actual expenses. By nature, risk management losses are unpredictable. In particular, actuarially determined changes in Case Reserves and Incurred But Not Reported Claims (IBNR), drive the volatility. According to the Montgomery County Government Self Insurance Fund Administrators, efforts are underway to adopt an actuarial approach which will smooth out these changes in the future.

County	FY14 Adopted	FY15 Proposed	% Change	% Allocated*
Montgomery County				
Expenditures	\$2,990,642	\$3,783,629	26.5%	37.8%
Prince George's County				
Expenditures	\$5,381,787	\$6,233,647	15.8%	62.2%
Combined Total	\$8,372,429	\$10,017,276	19.6%	100.0%

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

Prince George's County's share of the FY15 expenses is \$6,233,647, which reflects a 15.8% increase in costs from FY14 levels of \$5,381,787. Seventy six percent of these expenses (or \$4,745,504) is attributed to increased expenses for workers' compensation and liability claims. Prince George's County's overall projected claims expenses for FY15 rose 19% from \$3,977,071 in FY14 to \$4,745,504 in FY15. The increase is due to significant increases in projected claims expenses and replenishment of fund balance to comply with our fund balance reserve policy.

After adjusting funding upwards by \$445,402, and considering interest income, the proposed funding level is adjusted to \$6,670,700. The adjusted funding level reflects an increase of 22% from FY14 levels. The increase in funding level is due to significant increases in projected claims expenses and replenishment of fund balance to comply with our fund balance reserve policy.

The largest portion of the funding is attributed to the Park Fund which has a funding level of \$4,325,300. \$1,695,800 is allocated to the Recreation Fund. \$423,000 is allocated to the Enterprise Fund, with \$221,900 for the Planning Department, and \$4,700 for CAS.



Prince George's County Risk Management Internal Service Fund

SUMMARY OF FY15 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	3,504,900	3,748,700	3,748,700	4,325,300	15.4%
Recreation	1,145,200	1,357,200	1,357,200	1,695,800	24.9%
Planning	5,000	150,800	150,800	221,900	47.1%
CAS	5,000	5,000	5,000	4,700	-6.0%
Enterprise	130,100	194,900	194,900	423,000	117.0%
Miscellaneous (Claim Recoveries, etc.)	212,841	-	-	-	-
Total Operating Revenues	5,003,041	5,456,600	5,456,600	6,670,700	22.3%
Operating Expenses:					
Personnel Services	259,220	356,106	356,106	420,894	18.2%
Supplies and Materials	39,739	20,578	20,578	20,578	0.0%
Other Services and Charges:					
Insurance Claims:					
Parks	2,516,689	2,812,944	2,812,944	2,779,677	-1.2%
Recreation	1,129,660	876,535	876,535	1,247,707	42.3%
Planning	208,077	83,915	83,915	229,821	173.9%
CAS	7,469	6,761	6,761	8,249	22.0%
Enterprise	434,632	196,862	196,862	480,050	143.9%
Misc., Professional services, etc.	729,722	754,805	754,805	774,841	2.7%
Depreciation & Amortization Expense	6,652	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	206,288	-	-	-	-
Chargebacks	267,770	273,281	273,281	271,830	-0.5%
Total Operating Expenses	5,805,918	5,381,787	5,381,787	6,233,647	15.8%
Operating Income (Loss)	(802,877)	74,813	74,813	437,053	484.2%
Nonoperating Revenue (Expenses):					
Interest Income	28,820	81,500	29,000	28,800	-64.7%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	28,820	81,500	29,000	28,800	-64.7%
Income (Loss) Before Operating Transfers	(774,057)	156,313	103,813	465,853	198.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(774,057)	156,313	103,813	465,853	198.0%
Total Net Position - Beginning	6,404,687	6,345,657	5,630,630	5,734,443	-9.6%
Total Net Position - Ending	5,630,630	6,501,970	5,734,443	6,200,296	-4.6%
Designated Position	6,338,000	5,801,542	5,801,542	5,888,896	1.5%
Unrestricted Position	(707,370)	700,428	(67,099)	311,400	-55.5%
Total Net Position, June 30	\$ 5,630,630	\$ 6,501,970	\$ 5,734,443	\$ 6,200,296	-4.6%

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

Parks	619,703	432,431	432,431	432,431	0.0%
Recreation	170,953	134,749	134,749	134,749	0.0%
Planning	2,755	12,900	12,900	12,900	0.0%
CAS	1,669	1,039	1,039	1,039	0.0%
Enterprise	39,650	30,263	30,263	30,263	0.0%
Total	834,730	611,382	611,382	611,382	0.0%

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 FY15 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 FY15, the Commission proposes the purchase and financing of \$1,400,000 in capital outlay expenses in the CEISF. In FY15, the CEISF will charge \$642,380 to Prince George's County departments and CAS for equipment, consisting primarily wiring infrastructure upgrades and VOIP Unified Messaging Phone System upgrade. Total expenditures are estimated at \$1,042,047. 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 FY15 is \$206,105 and provides for 1.0 position and 1.0 workyear, \$5,000 for supplies and materials specifically for use by the office staff. The Other Services and Charges budget funds enterprise-wide IT initiatives which cannot be financed, participation in professional associations, continuing education and networking memberships.

FY15 Budget Priorities and Strategies

Planned efforts during FY15 will address:

- User Account Management
- Document Management RFP
- Enterprise External IT Audit
- Enterprise Strategic Plan



Prince George's County Capital Equipment Internal Service Fund

Continue with the consulting services providing the resources for the role of Acting Chief Information Officer. The responsibilities of the Acting CIO, which are provided on part time basis, include:

- Provide leadership to CTO's
- 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 FY15 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (to Other Funds)	1,108,680	664,580	664,580	642,380	-3.3%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,108,680	664,580	664,580	642,380	-3.3%
Operating Expenses:					
Personnel Services	114,808	208,982	208,982	190,883	-8.7%
Supplies and Materials	961,603	4,996	4,996	4,996	0.0%
Other Services and Charges:	1,388,798	175,114	175,114	493,268	181.7%
Debt Service:					
Debt Service Principal	-	87,000	87,000	272,500	213.2%
Debt Service Interest	-	20,900	20,900	62,200	197.6%
Depreciation & Amortization Expense	275,433	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	15,400	15,400	18,200	18.2%
Total Operating Expenses	2,740,642	512,392	512,392	1,042,047	103.4%
Operating Income (Loss)	(1,631,962)	152,188	152,188	(399,667)	-362.6%
Nonoperating Revenue (Expenses):					
Interest Income	6,180	25,000	7,000	7,000	-72.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	6,180	25,000	7,000	7,000	-72.0%
Income (Loss) Before Operating Transfers	(1,625,782)	177,188	159,188	(392,667)	-321.6%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(1,625,782)	177,188	159,188	(392,667)	-321.6%
Total Net Position - Beginning	7,114,464	7,418,764	5,488,682	5,647,870	-23.9%
Total Net Position - Ending	\$ 5,488,682	\$ 7,595,952	\$ 5,647,870	\$ 5,255,203	-30.8%

Note: Future Financing Plans

Capital equipment financed for Parks and Rec	\$ -	\$ 1,300,000
Capital equipment financed for IT Initiatives	328,830	-
Capital equipment financed for Finance Dept.	85,000	100,000

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 Internal Service 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 Communications Division and the 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 FY15, the EOB budget request is \$1,194,639 which maintains the FY14 funding levels. During the FY14 cycle, funding was approved for 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. Funding from the elimination of debt service will be reallocated to support implementation of study findings pursuant to recommendations supported by the Commission.

Revenue to the fund is provided annually through operational occupancy charges to the tenant departments/operations, based on allocated space. Occupancy rates are based on revenue required to fund the 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 an occupancy rate of \$20.65 per square foot/year.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY15 PROPOSED BUDGET

- Revenue to the Fund:
 - \$1,073,800 is projected from occupancy revenue. This revenue is based on per square footage cost to operate the building after use of some fund balance. The difference between projected expenditures and revenue from occupancy rates is \$120,840. The proposed budget recommends using fund balance for this difference. This approach assumes a phased reduction of fund balance use. In FY14, the Commission approved the use of \$217,240 in fund balance. We project elimination of fund balance to subsidize occupancy rates in FY2016, so fund reserves can be reestablished to assist with any unforeseen or major construction needs.
- Expenditures in the Fund:
 - Personnel Services: The EOB is staffed by only two personnel. The increase primarily funds the salary marker and employee benefit changes.
 - Other Services and Charges: This component includes expenses for construction, repairs, maintenance of major mechanical and operating services (elevator, HVAC, electrical, roofing) and funding for capital renovations. Expenses in this category



Prince George's County

Executive Office Building Internal Service Fund

decreased 2% (or \$10,883) due to a number of factors including rebidding of custodial services, and reduced reliance on external contractors.

- Supplies and Materials: This budget addresses small supplies, technology equipment/software and security systems. An increase of \$3,150 (19%) is proposed to address replenishment of employee identification badging systems and supplies.

HIGHLIGHTS

- Addressed inadequate/non-existent heating/cooling in enclosed offices.
 - Rebid and replaced janitorial service company, resulting in some savings to the Commission.
 - Replaced failing rooftop units for cooling/heating to ensure efficient operations.
 - Began a feasibility/cost benefit analysis study of the building.
 - Began preliminary work on requests for proposals to replace elevator in building.
 - Added necessary ventilation, heating, and air conditioning to stagnant 4th floor offices.
 - Repaired damage to walls/floors from weather damage and excessive wear (broken tile/ badly worn/torn carpet/peeling tile)
 - Addressed space shortages by subdividing existing office areas to accommodate staff in the Human Resources Office.
 - Renovated/reconfigured the Audit Division, adding one new office from unused audit receptionist area.
- **Major known commitments** which are incorporated into the base budget address failing systems and workplace safety and compliance concerns, and include:

Capital Outlay:

- Address Structural Repairs - \$215,000. The elevator system, which is nearly 46 years old, has frequent breakdowns and difficulty meeting State inspection standards. The budget proposes replacement of the second elevator, with the first elevator replacement already approved for the FY14 cycle. The budget incorporates the cost of an independent technical expert for assistance with accurate assessment of needs, bid specifications, and oversight of installation.
- Address Inadequate Ventilation/Heating/Cooling (HVAC) Concerns - \$50,000. Work must be conducted to address inadequate ventilation in enclosed work areas and to replace aging HVAC units which require frequent repairs. Current units have far exceeded their life cycle and increasingly require staff to dedicate time for repairs. Furthermore the units rely on Freon 22 as the cooling agent. The EPA has established a mandate to phase out the use of this product. All manufacturers of air conditioning and heating equipment are now required by law to only produce HVAC equipment that uses the new, environmentally friendly, R-410A Freon. In 2020, Freon R-22 will become completely obsolete and extinct. A phased-in replacement is planned, using energy efficient units that will result in lower energy consumption, reduce staff time for repairs, and comply with new EPA regulations. They will also allow us to meet the mandates of the Commission's Sustainability Policy.

Other Services and Charges:

- Construction repairs and compliance with Americans with Disabilities Act - \$25,000. A budget of \$25,000 is proposed for small renovations to repair safety



Prince George's County Executive Office Building Internal Service Fund

concerns (broken tiles, walls, floors) and phased-in changes for enhanced accessibility.

Staffing Changes

This fund includes 2.0 positions and 2.0 workyears. No changes in positions or workyears are proposed.

SUMMARY OF FY15 PROPOSED BUDGET



Prince George's County Executive Office Building Internal Service Fund

PRINCE GEORGE'S COUNTY EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	171,200	173,840	173,840	190,992	9.9%
Retirement System	-	78,560	78,560	86,317	9.9%
CAS Departments	1,031,040	725,000	725,000	796,491	9.9%
Miscellaneous (Claim Recoveries, etc.)	210	-	-	-	-
Total Operating Revenues	1,202,450	977,400	977,400	1,073,800	9.9%
Operating Expenses:					
Personnel Services	188,283	235,239	235,239	247,264	5.1%
Supplies and Materials	26,740	16,650	16,650	19,800	18.9%
Other Services and Charges:	688,572	549,150	549,150	538,267	-2.0%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	116,072	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	392,000	392,000	389,308	-0.7%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	-	1,600	1,600	-	-100.0%
Total Operating Expenses	1,019,667	1,194,639	1,194,639	1,194,639	0.0%
Operating Income (Loss)	182,783	(217,239)	(217,239)	(120,839)	-44.4%
Nonoperating Revenue (Expenses):					
Interest Income	4,009	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	4,009	-	-	-	-
Income (Loss) Before Operating Transfers	186,792	(217,239)	(217,239)	(120,839)	-44.4%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	186,792	(217,239)	(217,239)	(120,839)	-44.4%
Total Net Position - Beginning	2,778,687	2,767,757	2,965,479	2,748,240	-0.7%
Total Net Position - Ending	\$ 2,965,479	\$ 2,550,518	\$ 2,748,240	\$ 2,627,401	3.0%

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 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. 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, 80.8%. Revenue from employee and retiree share of the premiums makes up 18.2% of revenue, and Medicare revenue makes up the balance. The fund is treated as a 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 0.7 work years.

FY15 PRIORITIES

- Implement a Commission wide wellness program to promote healthy lifestyles and reduce health care claims cost.
- Implement a self-service online health benefits enrollment process to enhance employee access to information, and significantly reduce printed forms and documents.
- Continue to keep abreast of health care reform act and ensure compliance.

FY14 ACCOMPLISHMENTS

- Implemented a number of wellness activities including diabetes prevention screening, flu shots, prostate cancer screenings, bone density screenings, etc., to help manage health complications and improve early detection.
- Applied for and received \$445,295 in subsidies from the federal government for retiree drug expenses.
- Completed competitive bidding of EAP benefits plans to ensure rates remained competitive.
- Worked collaboratively with Collective Bargaining Representatives to implement cost containment strategies in health benefits program.

HIGHLIGHTS AND MAJOR CHANGES IN FY15 PROPOSED BUDGET

The Proposed FY15 expenditure budget is \$51.61 million, which is a 4.7% increase over the FY14 Adopted Budget. The dollar increase over FY14 Adopted Budget is \$2.34 million.

The FY15 Proposed Budget reflects the full year effect of previously 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% to 17.5%. Effective January 1, 2014, these same employee groups began paying a 20% 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%



Prince George's County Commission-Wide Group Insurance Internal Service Fund

effective January 1, 2013. The increased employee cost share is reflected in the employee share of revenue.

Continuing the change that was adopted in the FY14 Budget, the administrative expenses are factored into the health insurance rates and are paid through the premiums paid by the employer and employee. Previously, the administrative costs were paid by the operating departments through a chargeback.

Lastly, the FY15 Proposed Budget contains a designated reserve of \$3.61 million, which is sufficient to meet the 7% of total operating expense reserve policy. A summary of the Proposed Budget is shown on the next page.

Included in the Proposed Budget are two essential needs: 1) conversion of previously budgeted seasonal/intermittent funding (which had been used to fund a succession of part-time term contract employees over the years) to a full time career administrative support position (\$23,467); and 2) a new term contract Wellness Coordinator position (\$78,204) which will be funded by the use of fund balance from the flexible spending accounts.



Prince George's County Commission-Wide Group Insurance Internal Service Fund

SUMMARY OF FY15 PROPOSED BUDGET

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
GROUP HEALTH INSURANCE INTERNAL SERVICE FUND
Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2015

	FY 13 Actual	FY 14 Adopted	FY 14 Estimate	FY 15 Proposed	%
					Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	453,235	600,000	600,000	450,000	-25.0%
Charges for Services:					
ISF Revenue, Other	589,300	25,000	25,000	22,360	-10.6%
ISF Revenue, Employee Share	7,451,131	9,788,895	9,788,895	9,396,329	-4.0%
ISF Revenue, Employer Share	32,012,496	38,820,228	38,820,228	41,649,904	7.3%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	40,506,162	49,234,123	49,234,123	51,518,593	4.6%
Operating Expenses:					
Personnel Services	525,080	616,000	616,000	701,346	13.9%
Supplies and Materials	740	20,000	20,000	20,000	0.0%
Other Services and Charges:					
Professional Services	227,838	275,000	275,000	395,000	43.6%
Insurance Claims and Fees	31,124,830	41,900,000	41,900,000	42,413,811	1.2%
Insurance Premiums	6,657,154	6,195,523	6,195,523	7,814,040	26.1%
Change in IBNR	(233,822)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	232,000	267,600	267,600	267,600	0.0%
Total Operating Expenses	38,533,820	49,274,123	49,274,123	51,611,797	4.7%
Operating Income (Loss)	1,972,342	(40,000)	(40,000)	(93,204)	133.0%
Nonoperating Revenue (Expenses):					
Interest Income	13,891	40,000	40,000	15,000	-62.5%
Total Operating Expenses	13,891	40,000	40,000	15,000	-62.5%
Income (Loss) Before Operating Transfers	1,986,233	-	-	(78,204)	-
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,986,233	-	-	(78,204)	-
Total Net Position, Beginning	5,481,008	5,481,008	7,467,241	7,467,241	36.2%
Total Net Position, Ending	7,467,241	5,481,008	7,467,241	7,389,037	34.8%
Designated Position	3,149,651	3,449,189	3,449,189	3,612,826	4.7%
Unrestricted Position	4,317,590	2,031,819	4,018,052	3,776,211	85.9%
Total Net Position, June 30	\$ 7,467,241	\$ 5,481,008	\$ 7,467,241	\$ 7,389,037	34.8%

Policy requires a reserve equal to 7% of Total Operating Expense



THIS PAGE LEFT INTENTIONALLY BLANK



Appendices

APPENDICES

Glossary	316
Acronyms	321
Historical Data.....	324
Pay Schedules	332
Spending Affordability Committee Report.....	341



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 15 the year ending June 30 of the number shown is intended. (June 30, 2015, 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
Land Preservation, Parks, and Recreation	LPPR



Prince George's County Appendices - Acronyms

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
Transportation Policy Area Review	TPAR



Prince George's County Appendices - Acronyms

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

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	Assessed Value (1)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value
2004	923,094	\$ 80,589,255	\$ 29,830	0.04 %	\$ 93,226,807	\$ 3,805	0.00 %
2005	930,286	88,294,369	31,760	0.04	102,184,337	5,390	0.01
2006	936,070	99,136,692	29,555	0.03	114,360,878	4,845	0.00
2007	941,491	112,335,704	32,025	0.03	129,659,726	4,290	0.00
2008	949,591	126,613,148	29,465	0.02	146,276,983	3,745	0.00
2009	957,760	140,254,264	32,290	0.02	162,053,662	3,210	0.00
2010	966,000	149,161,911	29,680	0.02	171,220,841	2,680	0.00
2011	979,551	149,284,865	26,710	0.02	171,646,984	2,145	0.00
2012	989,540	143,754,415	34,590	0.02	165,916,424	1,905	0.00
2013	999,247	140,577,467	32,240	0.02	161,877,310	1,665	0.00
							Net Bonded Debt Per Capita
							4.12
							5.79
							5.18
							4.56
							3.94
							3.35
							2.77
							2.19
							1.93
							1.67

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	Assessed Value (1)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value
2004	836,103	\$ 42,782,719	\$ 121,965	0.29 %	\$ 46,022,799	\$ 2,145	0.00 %
2005	840,513	45,981,392	113,480	0.25	49,441,014	1,825	0.00
2006	836,644	55,083,907	105,030	0.19	55,100,674	1,505	0.00
2007	832,699	59,177,385	105,400	0.18	63,544,195	1,190	0.00
2008	830,514	70,615,992	95,735	0.14	75,728,883	885	0.00
2009	834,560	82,671,572	85,501	0.10	88,636,874	585	0.00
2010	865,705	91,889,365	76,246	0.08	98,521,803	290	0.00
2011	874,045	84,718,780	65,925	0.08	90,863,504	-	0.00
2012	881,138	79,043,657	56,363	0.07	84,542,585	-	0.00
2013	n. a.	73,123,809	47,086	0.06	78,518,921	-	0.00
							Net Bonded Debt Per Capita
							2.57
							2.17
							1.80
							1.43
							1.07
							0.70
							n.a.
							n.a.
							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 - Historical Data

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)		Notes Payable	Total Primary Government (1)	Ratios		Advance Land Acquisition General Obligation Bonds (1)		Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable			Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)		
2004	\$ 29,830	\$ 3,291	\$ 9,860	\$ 204		43,185	0.08	\$ 47.20	\$ 3,805	\$ 51,36	0.09	\$ 51.36
2005	31,760	5,256	8,825	114		45,955	0.08	49.87	5,390	55,72	0.09	55.72
2006	29,555	3,711	7,780	54		41,100	0.07	44.36	4,845	45,945	0.08	49.59
2007	32,025	5,259	6,715	27		44,026	0.07	47.25	4,290	48,316	0.08	51.86
2008	29,465	3,522	5,630	-		38,617	0.06	40.96	3,745	42,362	0.06	44.93
2009	32,290	2,301	4,523	-		39,114	0.06	40.79	3,210	42,324	0.07	44.13
2010	29,680	1,041	3,393	-		34,114	0.05	35.10	2,680	36,794	0.06	37.86
2011	26,710	368	2,241	-		29,319	0.04	29.90	2,145	31,464	0.05	32.09
2012	34,590	-	1,064	-		35,654	0.05	36.03	1,905	37,559	0.05	37.96
2013	32,240	-	222	-		32,462	0.04	32.49	1,665	34,127	0.05	34.15

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Notes Payable	Total Primary Government (1)	Ratios		Advance Land Acquisition General Obligation Bonds (1)		Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable			Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)		
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	88.83	290	77,189	0.23	89.16
2011	65,925	369	-	-		66,294	0.19	75.85	-	66,294	0.19	75.85
2012	56,363	120	-	-		56,483	na	64.10	-	56,483	na	64.10
2013	47,086	-	-	-		47,086	na	na	-	47,086	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 2012 and FY 2013.

Source: The Maryland-National Capital Park and Planning Commission, Montgomery and Prince George's County Governments

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	2013			2004		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	28,195	1	5.91 %	34,600	1	7.70 %
Montgomery County Public Schools	24,913	2	5.22	20,682	2	4.60
U.S. Department of Defense	11,686	3	2.45	13,030	3	2.90
Montgomery County Government	10,485	4	2.20	8,099	4	1.80
U.S. Department of Commerce	7,334	5	1.54	6,500	5	1.45
Adventist Healthcare	5,669	6	1.19	6,000	6	1.33
Marriott International, Inc (Headquarters)	5,497	7	1.15	-	-	-
Lockheed Martin	5,200	8	1.09	3,896	10	0.87
Verizon	3,571	9	0.75	4,700	8	1.05
Giant Food Corporation	3,493	10	0.73	4,900	7	1.09
Chevy Chase Bank	-	-	-	4,700	9	1.05
Total	106,043		22.23 %	107,107		23.84 %

PRINCE GEORGE'S COUNTY

Employer	2012 (1)			2003 (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	0.90 %	2,300	6	0.48 %
Giant Food, Inc.	3,000	2	0.64	6,011	1	1.27
Verizon	2,738	3	0.58	-	-	-
Dimensions Health Corporation	2,500	4	0.53	3,000	3	0.63
Shoppers Food Warehouse	1,975	5	0.42	3,700	2	0.78
Gaylord National Resort and Convention Center	1,800	6	0.38	-	-	-
Safeway Stores, Inc	1,605	7	0.34	2,400	5	0.51
Capital One	1,456	8	0.31	-	-	-
Target	1,400	9	0.30	-	-	-
Doctor's Community Hospital	1,300	10	0.28	-	-	-
Honeywell Technology Solutions	-	-	-	900	9	0.19
Digex, Inc.	-	-	-	700	10	0.15
Computer Science Corp	-	-	-	1,200	8	0.25
Raytheon Systems Company	-	-	-	1,300	7	0.27
Bell Atlantic Corp/Verizon	-	-	-	2,700	4	0.42
Total	21,994		4.68 %	24,211		4.95 %

Note:

(1) In 2013, Information is not yet available. The number of employees in FY 2003 is provided for the ten year comparison.

Source: Montgomery County and Prince George's County Governments.



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)
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
2013	999,247	73,420,000	73,475	540,133	5.2	149,018

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)
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	865,705	34,302,938	39,647	462,138	7.7	127,039
2011	874,045	35,036,640	40,215	466,787	7.2	126,671
2012	881,138	n. a.	n. a.	469,150	6.8	123,833
2013	n. a.	n. a.	n. a.	467,318	6.9	123,737

Notes:

- (1) Source: Data for 2004-2009 from the U.S. Bureau of the Census, data for 2010-2013 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2012 and 2013 is not currently available)
- (3) Source: Data for 2010 - 2013 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: Data for 2010-2012 are estimates derived by the Prince George's County Department of Finance and data for 2004-2009 by the 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

PRINCE GEORGE'S COUNTY TAX RATES BY FUND: FY03 THRU FY15

		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</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 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>FY15 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 REVENUES BY FUND: FY01 THRU FY15

<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	\$6,580,204	\$279,789,082
FY13	\$44,886,984	\$167,858,932	\$66,457,098	-\$2,164	\$18,954,573	\$7,195,200	\$305,350,623
FY14 ADOPTED	\$43,428,579	\$119,446,886	\$64,731,100	\$0	\$18,820,620	\$8,061,205	\$254,488,390
FY15 PROPOSED	\$42,788,800	\$118,070,100	\$64,389,850	\$0	\$19,906,541	\$8,201,005	\$253,356,296



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY EXPENDITURES BY FUND: FY01 THRU FY15

<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	\$5,394,813	\$292,585,302
FY12	\$42,201,370	\$118,598,989	\$67,122,354	\$21,125	\$22,115,089	\$6,044,205	\$256,103,132
FY13	\$43,065,241	\$114,472,444	\$62,730,936	\$0	\$20,278,177	\$6,184,938	\$246,731,736
FY14 ADOPTED*	\$50,279,392	\$155,272,716	\$74,881,022	\$0	\$18,820,620	\$8,518,040	\$307,771,790
FY15 PROPOSED*	\$52,274,330	\$150,059,692	\$77,519,259	\$0	\$19,906,541	\$8,722,682	\$308,482,504

* Includes Reserve



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY WORKYEARS BY FUND: FY03 THRU FY15

<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	261.10	824.30	687.10	188.00	216.50	2,177.00
FY14 ADOPTED	267.20	845.80	716.10	180.00	215.50	2,224.60
FY15 PROPOSED	268.20	865.30	729.10	181.00	215.50	2,259.10



Prince George's County

Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective October 13, 2013
3.0% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A	\$24,481 \$11.7696	\$33,187 \$15.9553	\$41,893 \$20.1411
B	\$26,152 \$12.5731	\$35,450 \$17.0430	\$44,746 \$21.5126
C	\$27,341 \$13.1448	\$38,245 \$18.3869	\$49,148 \$23.6289
D	\$30,718 \$14.7681	\$41,640 \$20.0191	\$52,562 \$25.2702
E	\$33,986 \$16.3396	\$46,071 \$22.1497	\$58,156 \$27.9595
F	\$38,136 \$18.3346	\$51,697 \$24.8542	\$65,257 \$31.3738
G	\$43,190 \$20.7645	\$58,547 \$28.1478	\$73,903 \$35.5300
H	\$48,962 \$23.5392	\$66,371 \$31.9092	\$83,782 \$40.2800
I	\$55,450 \$26.6586	\$75,260 \$36.1827	\$95,069 \$45.7064
J	\$64,538 \$31.0278	\$88,508 \$42.5519	\$112,476 \$54.0752
K	\$77,287 \$37.1573	\$104,769 \$50.3699	\$132,251 \$63.5822
L	\$93,745 \$45.0697	\$127,080 \$61.0963	\$160,416 \$77.1229

Approved by the Commission May 15, 2013

Note:

1. Employees at "Top of Grade" as of July 1, 2013 will receive the full 3% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" as of July 1, 2013 will receive a 3% COLA in the following phases:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.5%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.5%.



Prince George's County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective October 13, 2013
2.75% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	\$24,421 \$11.7410	\$33,107 \$15.9169	\$41,792 \$20.0922	\$43,045 \$20.6949
L02	\$27,275 \$13.1129	\$38,151 \$18.3421	\$49,028 \$23.5712	\$50,499 \$24.2784
L03,L04	\$30,643 \$14.7323	\$41,540 \$19.9710	\$52,435 \$25.2093	\$54,008 \$25.9656
L05,L06	\$33,904 \$16.3000	\$45,960 \$22.0962	\$58,015 \$27.8917	\$59,755 \$28.7284
L07	\$38,043 \$18.2901	\$51,572 \$24.7940	\$65,100 \$31.2980	\$67,053 \$32.2369

Approved by the Commission
May 15, 2013

Notes:

1. Employees at "Top of Grade" as of July 1, 2013 will receive a 2.75% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" will receive a 2.50% phased-in COLA, which will be implemented as follows:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.25%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.25%.



Prince George's County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective October 13, 2013
2.75% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	\$24,494 \$11.7759	\$33,204 \$15.9637	\$41,915 \$20.1514	\$43,172 \$20.7559
C02	\$26,165 \$12.5793	\$35,469 \$17.0525	\$44,772 \$21.5249	\$46,115 \$22.1707
C03	\$27,355 \$13.1515	\$38,264 \$18.3963	\$49,173 \$23.6411	\$50,649 \$24.3503
C04	\$30,732 \$14.7750	\$41,660 \$20.0287	\$52,587 \$25.2824	\$54,165 \$26.0409
C05	\$34,003 \$16.3475	\$46,094 \$22.1604	\$58,185 \$27.9734	\$59,930 \$28.8126
C06	\$38,156 \$18.3441	\$51,724 \$24.8675	\$65,292 \$31.3902	\$67,250 \$32.3319

Approved by the Commission
May 15, 2013

Notes:

1. Employees at "Top of Grade" as of July 1, 2013 will receive a 2.75% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" will receive a 2.50% phased-in COLA, which will be implemented as follows:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.25%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.25%.



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective October 13, 2013
2.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	\$26,165 \$12.5794	\$35,469 \$17.0525	\$44,772 \$21.5251	\$46,115 \$22.1709
T02	\$30,732 \$14.7748	\$41,660 \$20.0288	\$52,587 \$25.2824	\$54,165 \$26.0409
T03	\$34,003 \$16.3476	\$46,094 \$22.1606	\$58,185 \$27.9734	\$59,930 \$28.8126
T04	\$38,156 \$18.3441	\$51,724 \$24.8675	\$65,292 \$31.3904	\$67,251 \$32.3321

**Approved by the Commission
May 15, 2013**

Notes:

1. Employees at "Top of Grade" as of July 1, 2013 will receive a 2.75% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" will receive a 2.50% phased-in COLA, which will be implemented as follows:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.25%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.25%.



Prince George's County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission FOP Park Police Effective July 7, 2013 (2.5% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02	\$ 49,028	\$ 49,049	\$ 50,771	\$ 52,547	\$ 54,385	\$ 56,287	\$ 58,259	\$ 60,297	\$ 62,407	\$ 64,591	\$ 66,856	\$ 69,196	\$ 71,613	\$ 74,119	\$ 76,715	
P03	\$ 51,480	\$ 51,503	\$ 53,309	\$ 55,180	\$ 57,104	\$ 59,098	\$ 61,171	\$ 63,311	\$ 65,532	\$ 67,822	\$ 70,197	\$ 72,657	\$ 75,201	\$ 77,826	\$ 80,551	
P04	\$ 56,755	\$ 54,076	\$ 55,973	\$ 57,932	\$ 59,957	\$ 62,058	\$ 64,229	\$ 66,475	\$ 68,805	\$ 71,209	\$ 73,705	\$ 76,286	\$ 78,953	\$ 81,719	\$ 84,581	
P05	\$ 86,692	\$ 59,625	\$ 61,710	\$ 63,869	\$ 66,102	\$ 68,418	\$ 70,812	\$ 73,294	\$ 75,859	\$ 78,512	\$ 81,263	\$ 84,110	\$ 87,047	\$ 90,095	\$ 93,245	\$ 95,577

Rank	ASI 1*	ASI 2**
P02	\$ 78,635	\$ 80,600
P03	\$ 82,564	\$ 84,629
P04	\$ 86,692	\$ 88,859
P05	\$ 97,968	\$ 100,417

*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.

Approved by the Commission



**Park Police Command Officers
Effective October 13, 2013
3% COLA**

Title	Minimum	Midpoint	Maximum
Lieutenant [P06]	\$66,161	\$89,397	\$112,635
Captain [P07]	\$76,544	\$103,424	\$130,304
Commander [P09]	\$93,509	\$121,528	\$149,544

**Officer Candidate Pay Scale
Effective October 13, 2013
3% COLA**

Position Scale

Candidate \$47,507
[PC]

Note:

1. Employees at "Top of Grade" as of July 1, 2013 will receive the full 3% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" as of July 1, 2013 will receive a 3% COLA in the following phases:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.5%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.5%.

Approved by the Commission May 15, 2013



**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 October 13, 2013
3% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
GIT	\$45,349	\$60,163	\$77,600
	\$21.8023	\$28.9247	\$37.3076
HIT	\$51,409	\$68,201	\$87,968
	\$24.7161	\$32.7892	\$42.2925
IIT	\$58,222	\$77,334	\$99,822
	\$27.9913	\$37.1800	\$47.9912
JIT	\$70,347	\$94,401	\$122,599
	\$33.8207	\$45.3849	\$58.9418

<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 15, 2013**

Note:

1. Employees at "Top of Grade" as of July 1, 2013 will receive the full 3% COLA on Oct. 13, 2013.
2. Employees NOT at "Top of Grade" as of July 1, 2013 will receive a 3% COLA in the following phases:
 - On the pay period beginning Oct. 13, 2013, employees will receive 1.5%.
 - On the pay period beginning Jan. 5, 2014, employees will receive 1.5%.



Prince George's County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective July 1, 2013
3% COLA

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 2001	N01	\$7.4675	\$8.5876	\$9.7078	2003	I
PFA II - 2018	N02	\$7.5190	\$8.9095	\$10.3000		
PFA III - 2042	N03	\$7.5396	\$9.2917	\$11.0438		
PFMA I - 2047	N04	\$7.6220	\$9.7232	\$11.8244	2045	II
PFMA II - 2051	N05	\$8.2630	\$10.5356	\$12.8084		
	N06	\$9.0070	\$11.4841	\$13.9613		
PFMA III - 2059	N07	\$9.5472	\$12.1727	\$14.7983		
Help Desk Rep I-2080	N08	\$10.1194	\$12.9025	\$15.6854	2065	III
	N09	\$10.7264	\$13.6763	\$16.6263		
	N10	\$11.3703	\$14.4971	\$17.6242		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$19.0335	2067	IV
Help Desk Rep II-2081	N12	\$13.2626	\$16.9100	\$20.5574		
Intern II/Help Desk Rep III-2082	N13	\$15.2514	\$19.4455	\$23.6396	2069	V
	N14	\$17.5395	\$22.3632	\$27.1869		
	N15	\$20.1711	\$25.7179	\$31.2647	2071	VI

APPROVED BY THE COMMISSION May 15, 2013

Note:

1. On the first full pay period following July 1, 2013, employees will receive a 3% COLA.
 - B1 Employees will receive the COLA on the pay period beginning July 7, 2013.
 - B2 Employees will receive the COLA on the pay period beginning July 14, 2013.



**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective July 1, 2013
3% COLA**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A01	\$7.98	\$8.58	\$9.17
A02	\$8.78	\$9.43	\$10.09
A03	\$9.58	\$10.37	\$11.21
A04	\$11.01	\$11.93	\$12.90
A05	\$12.68	\$13.71	\$14.82
A06	\$14.58	\$15.76	\$17.06
A07	\$16.77	\$18.13	\$19.61

Approved by Commission on May 15, 2013

Note:

1. On the first full pay period following July 1, 2013, employees will receive a 3% COLA.
 - B1 Employees will receive the COLA on the pay period beginning July 7, 2013.
 - B2 Employees will receive the COLA on the pay period beginning July 14, 2013.



Prince George's County Appendices - SAC Letter

December 24, 2013

The Honorable Rushern L. Baker III, County Executive
The Honorable Mel Franklin, 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 2015.

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 an 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 by activity, while **Exhibit II** presents the FY 2015 recommendations for each fund, and in total.

The Planning Board's tax supported operation will obtain approximately 94.6% 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 \$214.8 million. Total revenues are projected at \$227.1 million and total expenditures at \$270.5 million (excluding reserves). Therefore, it is anticipated that approximately \$43 million of fund balance will be used in fiscal year 2015. 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 \$7.8 million and rental/concession revenues projected at \$3.3 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 a slower rate of growth in 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:

- Decreasing the level of CIP Paygo funding by \$8.3 million in FY 2015
- Reducing project charges by \$1.2 million in FY 2015;
- Providing \$3.6 million in FY 2015 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 2014; and

1



Prince George's County Appendices - SAC Letter

- Pursuing opportunities to create operating efficiencies to ensure budget reduction targets are maintained.

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.

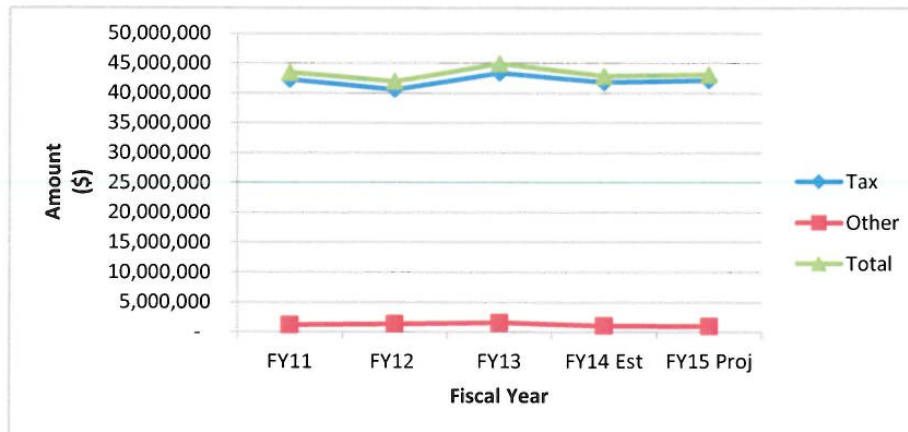
Administration Fund

The Administration Fund has a projected assessable base of \$71.3 billion – real property, and \$2.9 billion – personal property in FY 2015. With a real tax rate of 5.41 cents and a personal tax rate of 13.53 cents, this is expected to yield approximately \$42.1 million in total property tax revenue. The chart below presents the projected change in the assessable bases from the FY 2014 estimates to the FY 2015 projections. The Commission anticipates a 0.75% increase in property tax revenue as a result of the increase in the projected real assessable base.

Description	FY 2014 Est.	FY 2015 Proj.	Percentage Change
Real Assessable Base (Billions)	\$ 70.692	\$ 71.328	0.9%
Personal Assessable Base (Billions)	\$ 2.927	\$ 2.904	-0.8%

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 \$0.4 million balance of revenues. **Figure 1** presents the change in revenue from FY 2011 to the FY 2015 projections.

Figure 1: Administration Fund Revenue



Funding in the amount of \$805,751 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.)



Prince George's County Appendices - SAC Letter

Fund balance will decrease by \$7.1 million, leaving the Administration Fund with an ending fund balance of \$10.9 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 \$50.1 million (excluding reserves) for the Administration Fund.

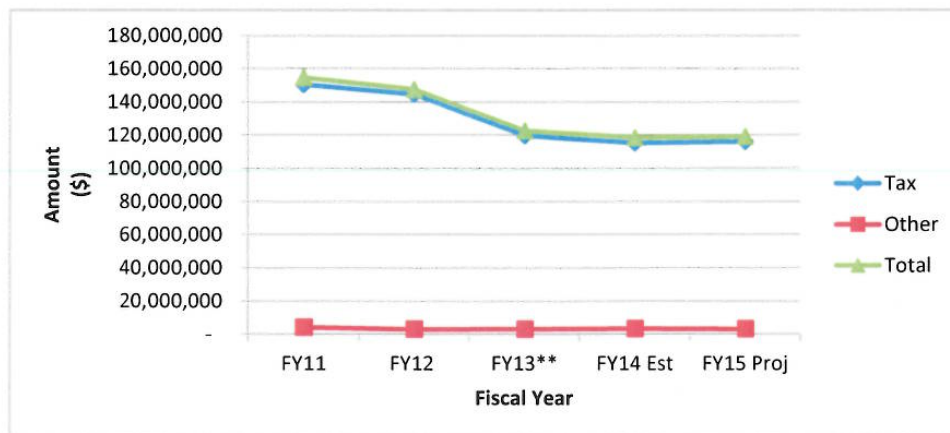
Park Fund

In FY 2015, 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 \$68.8 billion and \$2.8 billion respectively. This is expected to generate \$115.9 million in property tax revenue. The chart below presents the projected change in the assessable bases from the FY 2014 estimates to the FY 2015 projections. The Commission anticipates a 0.73% increase in property tax revenue as a result of the increase in the projected real assessable base.

Description	FY 2014 Est.	FY 2015 Proj.	Percentage Change
Real Assessable Base (Billions)	\$ 68.152	\$ 68.765	0.9%
Personal Assessable Base (Billions)	\$ 2.822	\$ 2.799	-0.8%

Other revenue items in the Park Fund include rentals/concessions of \$2.4 million, with the remaining items bringing in a total of \$0.6 million. **Figure 2** presents the change in revenue from FY 2011 to the FY 2015 projections.

Figure 2: Park Fund Revenue



**For comparison purposes, FY13 Revenue does not include the \$45 million transfer from the CIP for projects that were reduced/deferred to help balance the budget.

Projected Park Fund expenditures include a \$16.0 million transfer to CIP Paygo (which includes funding for essential infrastructure and maintenance needs) and \$11.3 million for anticipated debt service costs. Also factored into operating expenditures is \$1.8 million for



Prince George's County Appendices - SAC Letter

employee compensation adjustments. 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 \$26.9 million, leaving the Park Fund with an ending fund balance of \$81.1 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 \$145.8 million (excluding reserves) for the Park Fund.

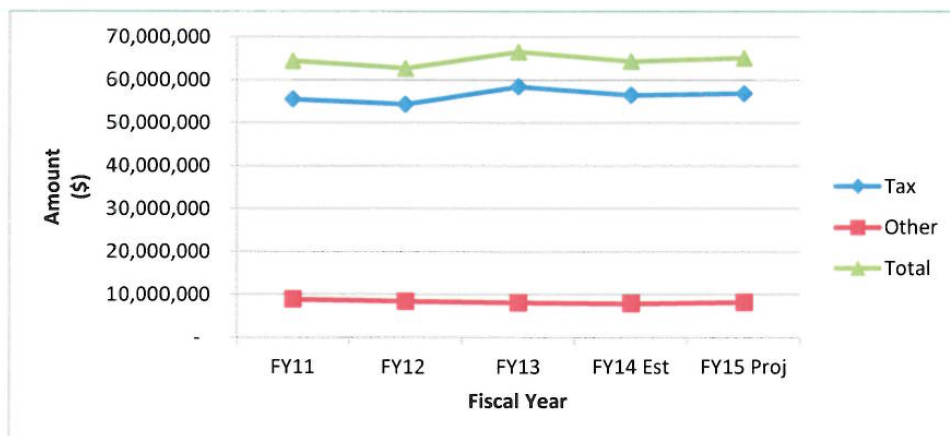
Recreation Fund

The Recreation Fund has a projected assessable base of \$73.9 billion – real property, and \$3.0 billion – personal property in FY 2015. With a real tax rate of 7.05 cents and a personal tax rate of 17.62 cents, this is expected to yield approximately \$56.8 million in total property tax revenue. The chart below presents the projected change in the assessable bases from the FY 2014 estimates to the FY 2015 projections. The Commission anticipates a 0.76% increase in property tax revenue as a result of the increase in the projected real assessable base.

Description	FY 2014 Est.	FY 2015 Proj.	Percentage Change
Real Assessable Base (Billions)	\$ 73.195	\$ 73.854	0.9%
Personal Assessable Base (Billions)	\$ 3.031	\$ 3.006	-0.8%

The Planning Board also anticipates generating approximately \$7.1 million in various service charges and \$0.9 million of rental/concessions, with other revenue categories making up the balance of \$0.2 million in revenues. **Figure 3** presents the change in revenue from FY 2011 to the FY 2015 projections.

Figure 3: Recreation Fund Revenue



Prince George's County

Appendices - SAC Letter

Projected Recreation Fund expenditures include \$18.4 million for other services and charges and a \$9.5 million transfer to the Enterprise Fund. Also factored into this fund's operating expenditures is \$963,301 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 \$9.5 million, leaving the Recreation Fund with an ending fund balance of \$10.6 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 \$74.5 million (excluding reserves) for the Recreation Fund.

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 2015.

Other Issues

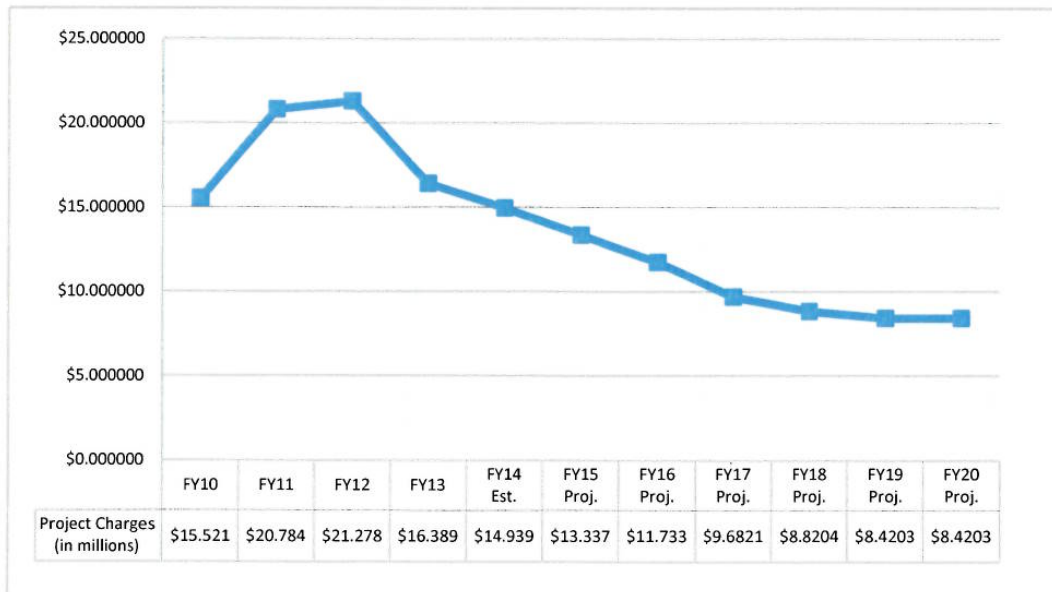
- Assessable base projections are expected to increase slightly, resulting in an increase in tax revenue of \$1.6 million (0.7%) compared to the estimated FY 2014 level. As a result, there will be minimal additional operating funds available to support new CIP projects (PAYGO) and to sustain the current level of project charges.
- CIP Paygo – Funding for CIP Paygo has been decreased to \$16.0 million in FY 2015. 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)
 - Playground Equipment Replacement (\$2.0 million)
 - Artificial Turf Fields (\$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



Prince George's County Appendices - SAC Letter

grown steadily over the years reaching a high in FY 2012 of \$21.3 million¹. Due to the fiscal realities that the Commission continues to face, management reports that this level of support is not sustainable without harming the core functions that the Commission was established to support. Therefore, the Commission plans to continue its steady reduction in project charges, which began in FY 2013. The programmed reductions average approximately \$1.3 million per year over the next 5 years, with no reduction proposed after FY 2019. See **Figure 4** below for a graph of the Commission's proposed project charge support from FY 2010 through FY 2020. The Commission has proposed a \$1.2 million reduction in project charges for FY 2015.

Figure 4: Project Charge Support



- In FY 2015, the Planning Board is projecting a \$9.5 million transfer to their enterprise funds, which is approximately \$0.6 million, or 6.5%, higher than the estimated amount for FY 2014. 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 2014, the primary recipients of these subsidies are the Sports & Learning Complex (approximately \$3.4 million) and the Show Place Arena/Equestrian Center (approximately \$2.1 million).

¹ In FY 2008, these project charges were approximately \$4.7 million. The FY 2012 support therefore represents a 355% growth since FY 2008.

² Stephen J. Gauthier, *Governmental Accounting, Auditing, and Financial Reporting* (Government Finance Officers Association, 2001), p. 88.



Prince George's County

Appendices - SAC Letter

- The Planning Board should continue the current marketing efforts of its various facilities and continue reevaluating the effectiveness of the current marketing strategy. Adjustments should be made, as needed, to ensure optimal cost recovery and consistency 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 10.0% in FY 2015 and 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 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 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 2015, is \$10.8 million, which includes \$6.4 million of "paygo" cost and \$4.4 million of incremental cost.

Recommendation

The Planning Board anticipates the use of fund balance in FY 2015 to balance current revenues and expenditures in the Administration Fund (\$7.1 million), the Park Fund (\$26.9 million), and the Recreation Fund (\$9.5 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 slower rates of growth in the upcoming years. Since the Planning Board's main source of revenue is derived from property tax, it should continue planning for the slower rate of growth and should strongly consider maintaining a viable level of spending in future fiscal years.
- ✓ 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.
- ✓ The adherence to a prudent debt-to-cash flow ratio is critical to the efficient operation of the organization, especially during these difficult economic times. Hence, the Planning Board should continue observing sound fiscal policy, particularly with regards to the use of bonds to fund capital projects.



Prince George's County Appendices - SAC Letter

- ✓ An overall spending ceiling of **\$270,487,815** (excluding reserves) for all tax supported operating funds.
- ✓ An overall spending ceiling of **\$44,055,000** for capital projects.

Acknowledgement

We thank the Planning Board's staff for their cooperation in this effort, and commend them on their practice of utilizing a multi-year fiscal plan in their management process.


Respectfully,



Terri Bacote-Charles



William Robinson



David H. Van Dyke



Prince George's County Appendices - SAC Letter

Exhibit I

M-NCPPC - PRINCE GEORGE'S COUNTY REVENUES & EXPENDITURES - TAX SUPPORTED FUNDS

Description	FY 2013 Actual*	FY 2014 Projected	FY 2015 Recommended	Dollar Change - FY14 to FY15	% Change
Administration Fund:					
Revenues/Other Financing Sources:					
Tax Revenue	\$ 43,333,491	\$ 41,771,219	\$ 42,082,660	\$ 311,441	0.75%
Other Revenues	1,553,494	1,042,000	966,000	(76,000)	-7.29%
Total Revenue/Other Financing Sources	\$ 44,886,985	\$ 42,813,219	\$ 43,048,660	\$ 235,441	0.55%
Expenditures/Other Financing Uses:					
Commissioners' Office	\$ 2,716,806	\$ 3,023,808	\$ 3,102,774	\$ 78,966	2.61%
Planning Department	32,136,841	35,379,354	36,434,279	1,054,925	2.98%
Central Administrative Services	6,617,245	7,441,800	7,863,400	421,600	5.67%
Non-D	1,564,349	1,270,652	2,698,457	1,427,805	112.37%
Transfer Out	30,000	30,000	30,000	-	0.00%
Total Expenditures/Other Financing Uses	\$ 43,065,241	\$ 47,145,614	\$ 50,128,910	\$ 2,983,296	6.33%
Additions to (Use of) Fund Balance	\$ 1,821,744	\$ (4,332,395)	\$ (7,080,250)	\$ (2,747,855)	63.43%
Beginning Fund Balance	20,478,314	22,300,058	17,967,663	(4,332,395)	-19.43%
Ending Fund Balance	\$ 22,300,058	\$ 17,967,663	\$ 10,887,413	\$ (7,080,250)	-39.41%
Park Fund:					
Revenues/Other Financing Sources:					
Tax Revenue	\$ 119,484,069	\$115,056,286	\$ 115,899,213	\$ 842,927	0.73%
Other Revenues	2,833,560	2,955,800	2,907,940	(47,860)	-1.62%
Transfer from CIP	45,412,100	-	-	-	N/A
CIP Interest	129,203	350,000	155,500	(194,500)	-55.57%
Total Revenue/Other Financing Sources	\$ 167,858,932	\$118,362,086	\$ 118,962,653	\$ 600,567	0.51%
Expenditures/Other Financing Uses:					
Office of the Director	18,063,592	18,732,485	19,485,019	\$ 752,534	4.02%
Administration and Development Division	30,579,966	32,943,864	33,883,729	939,865	2.85%
Facility Operations	31,345,958	35,949,012	37,192,927	1,243,915	3.46%
Area Operations	17,727,605	19,530,155	20,370,635	840,480	4.30%
Non Departmental	4,551,136	6,420,400	7,397,513	977,113	15.22%
Debt Service	12,204,187	11,793,000	11,342,000	(451,000)	-3.82%
Transfers to CIP	-	24,225,000	16,155,000	(8,070,000)	-33.31%
Total Expenditures/Other Financing Uses	\$ 114,472,444	\$149,593,916	\$ 145,828,823	\$ (3,767,093)	-2.52%
Additions to (Use of) Fund Balance	\$ 53,386,488	\$ (31,231,830)	\$ (26,864,170)	\$ 4,367,660	-13.98%
Beginning Fund Balance	85,791,753	139,178,241	107,946,411	(31,231,830)	-22.44%
Ending Fund Balance	\$ 139,178,241	\$107,946,411	\$ 81,082,241	\$ (26,864,170)	-24.89%
Recreation Fund:					
Revenues/Other Financing Sources:					
Tax Revenue	\$ 58,358,827	\$ 56,408,600	\$ 56,834,861	\$ 426,261	0.76%
Other Revenues	8,098,271	7,877,800	8,231,565	353,765	4.49%
Total Revenue/Other Financing Sources	\$ 66,457,098	\$ 64,286,400	\$ 65,066,426	\$ 780,026	1.21%
Expenditures/Other Financing Uses:					
Director's Office	\$ 6,600,927	\$ 8,152,498	\$ 8,290,432	\$ 137,934	1.69%
Facility Operations	\$ 14,395,184	\$ 15,454,762	\$ 15,891,051	\$ 436,289	2.82%
Area Operations	\$ 26,396,966	\$ 30,919,768	\$ 31,898,130	\$ 978,362	3.16%
Non Departmental	\$ 6,511,959	\$ 7,865,974	\$ 8,948,131	\$ 1,082,157	13.76%
Transfer to Enterprise	8,825,900	8,922,220	9,504,312	\$ 582,092	6.52%
Total Expenditures/Other Financing Uses	\$ 62,730,936	\$ 71,315,222	\$ 74,532,056	\$ 3,216,834	4.51%
Additions to (Use of) Fund Balance	\$ 3,726,162	\$ (7,028,822)	\$ (9,465,630)	\$ (2,436,808)	34.67%
Beginning Fund Balance	23,388,836	27,114,998	20,086,176	(7,028,822)	-25.92%
Ending Fund Balance	\$ 27,114,998	\$ 20,086,176	\$ 10,620,546	\$ (9,465,630)	-47.13%
ALA Debt Service Fund:					
Tax Revenue	\$ -	\$ -	\$ -	\$ -	N/A
Expenditures/Transfers	-	-	-	-	N/A
Excess Rev. Over Expenditures	\$ -	\$ -	\$ -	\$ -	N/A
Total Expenditures (excluding reserves)	\$ 220,268,621	\$268,054,752	\$ 270,487,789	\$ 2,433,037	0.91%

* Amounts were agreed to Commission's Preliminary FY13 Financial Statements. The FY13 CAFR had not been issued at the time of this report.



Prince George's County Appendices - SAC Letter

Exhibit II

M-NCPPC - PRINCE GEORGE'S COUNTY SPENDING AFFORDABILITY COMMITTEE FY 2015 RECOMMENDATIONS

Description	Administration Fund	Park Fund	Recreation Fund	Total
Revenues/Other Financing Sources:				
Property Tax	\$ 42,082,660	\$ 115,899,213	\$ 56,834,861	\$ 214,816,734
Intergovernmental Revenue	205,000	-	-	205,000
Sales	40,000	3,000	70,000	113,000
Service Charges/Recreation/User Fees	597,000	123,690	7,064,820	7,785,510
Interest	74,000	151,000	84,450	309,450
Misc. Revenue	50,000	204,225	88,500	342,725
Rentals/Concessions	-	2,426,025	923,795	3,349,820
CIP Interest	-	155,500	-	155,500
Total Revenues	\$ 43,048,660	\$ 118,962,653	\$ 65,066,426	\$ 227,077,739

Expenditures/Other Financing Uses:

Personnel Services	\$ 34,446,110	\$ 79,669,809	\$ 41,486,254	\$ 155,602,173
Supplies and Materials	860,010	9,806,524	4,437,783	15,104,317
Other Services and Charges	16,951,799	25,494,289	18,351,708	60,797,796
Capital Outlay	126,500	1,921,000	706,000	2,753,500
Other Classifications	(2,285,483)	1,438,200	46,000	(801,283)
Transfers Out (In) - CIP	-	16,155,000	-	16,155,000
Transfers Out (In) - Spec. Rev Fund	30,000	-	-	30,000
Debt Service	-	11,342,000	-	11,342,000
Transfer to Enterprise	-	-	9,504,312	9,504,312
Total Expenditures	\$ 50,128,936	\$ 145,826,822	\$ 74,532,057	\$ 270,487,815

Additions to (Use of) Fund Balance	\$ (7,080,276)	\$ (26,864,169)	\$ (9,465,631)	\$ (43,410,076)
Beginning Fund Balance	17,967,712	107,946,410	20,086,176	146,000,298
Ending Fund Balance	\$ 10,887,436	\$ 81,082,241	\$ 10,620,545	\$ 102,590,222

FY15 Recommendations

