

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PROPOSED ANNUAL BUDGET FISCAL YEAR 2017



PRINCE GEORGE'S COUNTY

The Maryland-National Capital Park and Planning
Commission

www.mncppc.org

Proposed Annual Budget
Fiscal Year 2017

Commissioners

Elizabeth M. Hewlett, Chairman of the Commission
Casey Anderson, Vice-Chairman of the Commission

Dorothy F. Bailey
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Manuel R. Geraldo

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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

Michael F. Riley
Director of Parks



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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Maryland**

For the Fiscal Year Beginning

July 1, 2015

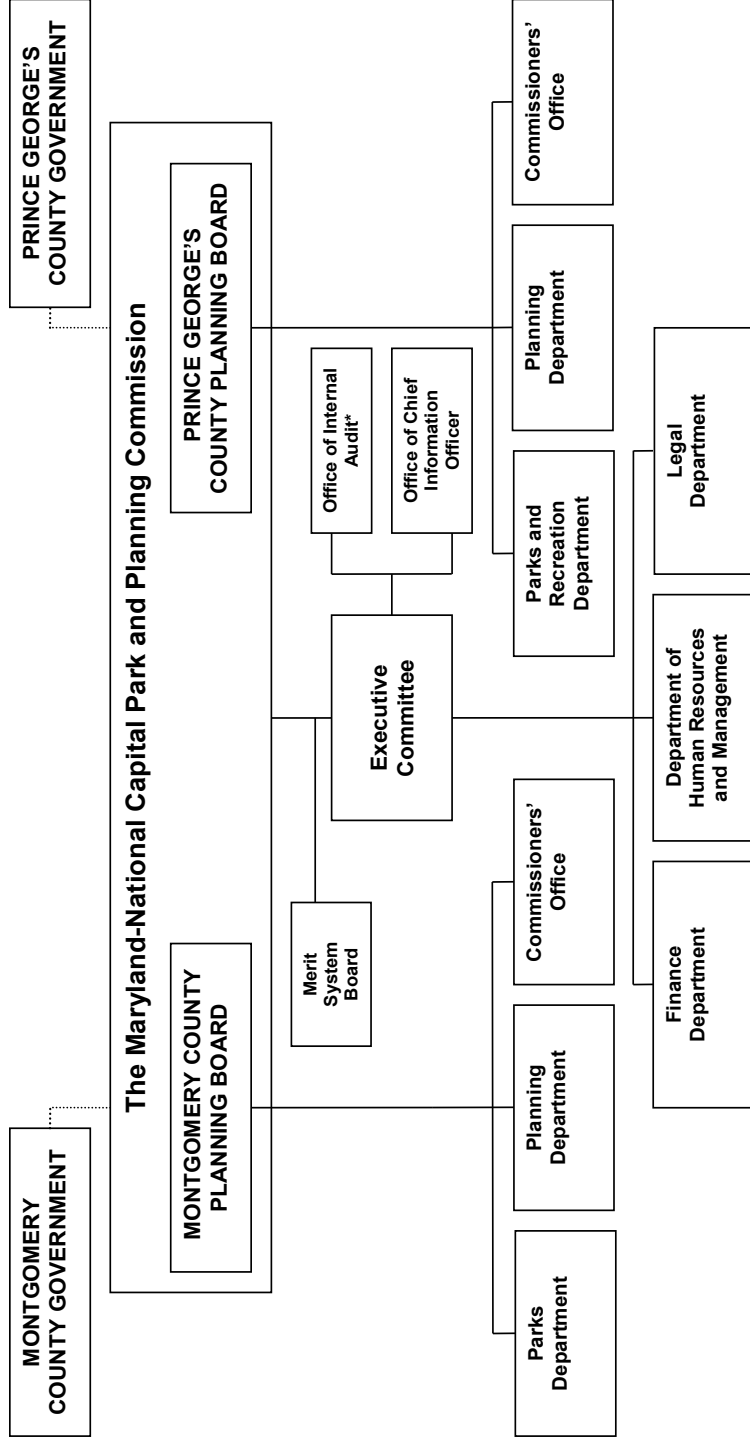
A handwritten signature in black ink, reading "Jeffrey R. Emmer".

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Park and Planning Commission for its annual budget for the fiscal year beginning July 1, 2015. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device.

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

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



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

**The Maryland-National Capital Park and Planning
Commission
Proposed Annual Budget Fiscal Year 2017
Prince George's County**

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January 11, 2016

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

The Honorable Derrick Leon Davis
Chairman
Prince George's County Council
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

Dear Mr. Baker and Mr. Davis:

I am pleased to transmit for your consideration and approval the FY17 Proposed Budget of the Maryland-National Capital Park and Planning Commission for Prince George's County. The proposal is submitted pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland.

The total FY17 Proposed Budget for tax supported funds (Administration, Park, Recreation and Advance Land Acquisition [ALA] Debt Service) is \$254.1 million, a 0.8 percent decrease from the FY16 Adopted Budget. The total FY17 Proposed Budget for Tax and Non-Tax Supported Funds (excluding ALA Revolving Fund, Capital Projects Fund and Internal Service Funds), is \$294.2 million, a decrease of 1.0 percent from the FY16 Budget.

**Summary of FY17 Proposed Operating Budget Expenditures
(net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)**

	FY16 Adopted	FY17 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 48,675,712	\$ 47,882,561	\$ (793,151)	-1.6%
Park (2)	134,929,965	134,722,782	(207,183)	-0.2%
Recreation (3)	72,516,806	71,465,630	(1,051,176)	-1.4%
ALA Debt	-	-	-	-
Subtotal Tax Supported	256,122,483	254,070,973	(2,051,510)	-0.8%
Enterprise	19,707,147	19,391,147	(316,000)	-1.6%
Special Revenue (4)	9,457,277	9,167,644	(289,633)	-3.1%
Park Debt	11,853,237	11,539,571	(313,666)	-2.6%
Total Prince George's	\$ 297,140,144	\$ 294,169,335	\$ (2,970,809)	-1.0%

- (1) Includes transfer to Special Revenue Fund
- (2) Includes transfer to Park Debt Service and Capital Projects
- (3) Includes transfer to Enterprise Fund
- (4) Includes transfer to Capital Projects

Delivering Quality Projects, Programming and Services

The Commission's primary mission remains unchanged: to manage physical growth, plan communities, protect and steward natural, cultural and historic resources, and to provide innovative leisure and recreational experiences that enhance and support the health and needs of our culturally and geographically diverse community – all while assisting and supporting the County to achieve a variety of overall economic development, health and wellness and quality of life goals.

We are a nationally recognized leader in land use planning and the recipient of numerous national, state and regional awards. As you know, in 2015, the Commission earned its SIXTH Gold Medal for Excellence in Parks and Recreation management - the only agency in the United States to ever have achieved this honor. This distinction cements the Commission's place as the Best Parks and Recreation agency in the country and bolsters Prince George's County's image as a Great place to live, visit, work and recreate. Of course, the national record we hold is the result of a massive team effort, including the entire agency, citizens, volunteers, the County Executive, County Council, and other elected officials and stakeholders.

As stewards of taxpayer money, and recognizing competing demands and limited availability of funds, once again we have submitted a fiscally prudent budget for your review. Utilizing existing resources, the FY 17 Proposed Budget continues to support our primary mission by focusing on maintaining service levels, responding to federal/state/local mandates, and addressing a limited number of critical needs.

The FY17 Proposed Budget includes funding related to necessary planning studies, legislative mandates (which include a phased in increase of the minimum wage), and operating costs for new park and recreation facilities.

Commitment to Continued Collaboration

The FY17 Proposed Budget builds upon 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 high quality planning, parks and recreation services to support the County's economic development and the overall health and wellness of our community. Excellent parks, recreation and land use planning enhance the quality of life and make our community an attractive place to live, work, and conduct business.

Through numerous important collaborative projects such as the Transforming Neighborhoods Initiative (TNI), Plan Prince George's 2035 Approved General Plan update, Healthy Lifestyles programming through Health Department community transformation grants, and the multi-year Zoning Ordinance/Subdivision Regulations rewrite, the Commission continues to partner with the County to promote economic vitality, environmental sustainability, health and wellness and overall enhanced quality of life for all of our residents.

Maintaining Fiscal Stability

As a result of last year's development of a new multi-faceted, multi-year fiscal plan, which included a modest property tax increase of 1.5 cents combined with operating budget reductions, program fee increases, and significant Capital Improvement Program (CIP) project reductions, the Commission is in an improved financial position for this budget year. To create a balanced six-year plan, last year's budget development projected the need for additional operating budget reductions in FY17. These reductions will be necessary unless property tax revenue projections significantly improve. Property tax projections remain soft through the next six years. Therefore, still additional operating reductions of \$2.6 million are included in the FY17 Proposed Budget.

While the Commission's fiscal stability has improved, the proposed budget still results in a structural deficit, in which on-going revenues are insufficient to fund on-going expenditures. As a result, the FY17 Proposed Budget continues to use fund balances totaling \$20.3 million to augment operating revenue sources. Our long-term plan indicates that, even with the structural deficit, all funds will remain in balance for the next five years. This was achieved, however, at the expense of the CIP which was scaled back as part of the balancing. As pressures mount for expanding the capital program, both for renovation projects and for new facility development to meet community requests, we must together make difficult choices to ensure that our long-term fiscal condition remains sound.

FISCAL YEAR 2017 BUDGET OBJECTIVES

We have **one** primary objective in our Proposed Budget:

- Maintain current service levels with the necessary cost modifications for major known commitments, while applying the operating reductions included in the six year fiscal plan.

Despite continued fiscal challenges in FY17, revenues are growing, albeit slowly. Some personnel costs, notably pension, are decreasing. The Proposed Budget includes the following major known commitments for personnel costs in FY17:

- ✓ 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.

The table below summarizes the budget changes for personnel costs.

FY17 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Prince George's County Administration Fund, Park Fund, and Recreation Fund					
		FY16	FY17	\$	%
		Adopted	Proposed	Change	Change
OPEB					
	OPEB Prefunding	\$ 2,568,923	\$ 2,519,025	\$ (49,898)	-1.9%
	OPEB Paygo	6,745,657	6,390,658	(354,999)	-5.3%
	Subtotal OPEB	9,314,580	8,909,683	(404,897)	-4.3%
Pension (ERS)					
	Pension (ERS)	15,112,063	11,121,949	(3,990,114)	-26.4%
Health and Benefits(1)					
	Employee Health Benefits	17,476,876	18,032,926	556,050	3.2%
	Subtotal Personnel Costs	\$ 41,903,519	\$ 38,064,558	\$ (3,838,961)	-9.2%
Employee Compensation					
	Marker for Changes to Employee Comp.	-	2,068,552	2,068,552	
	Total Major Personnel Costs			\$ (1,770,409)	

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

Other Post-Employment Benefits (OPEB) and Pension costs are budgeted in accordance with the annual actuarial valuations. Health costs are growing more slowly due to the restructuring of employee benefits and the focus on wellness initiatives.

Employee Compensation

For employee compensation, the budget includes a dollar marker of \$2.07 million. This marker includes the funds necessary to implement the second year of our agreement with MCGEO (and, by extension, non-represented employees), which calls for a 1.75 percent merit increase and a 1.75 percent COLA after September 1. We have a wage reopener with the FOP, the results of which will be presented for approval at the joint County Council Meeting in May 2016.

Major Non-Personnel Cost Changes

In addition to the investments in essential needs and the reduction in project charges discussed below, operating budget impacts (OBI) for opening new facilities will affect the General Fund by \$1.1 million. Reductions of \$295,000 of one-time FY16 expenses are also included.

Investing to Meet Essential Service Needs

Due to the fiscal need to reduce operating expenditures to be more in line with revenues, there is little funding budgeted for essential needs investment in FY17; the exception is funding in the Planning Department for a prospective move to a new building. On-going investment for

replacement vehicle purchases and telecommunication upgrades will continue within the existing budget. Below is a summary of new investment by department.

Fund	Department	Essential Needs Investment Amount
Administration	Commissioners' Office	\$ -
Administration	Planning	1,500,000
Administration	DHRM	60,555
Administration	Legal	-
Administration	Finance	-
Administration	Internal Audit	-
Park	Parks & Recreation	-
Recreation	Parks & Recreation	-
Total		\$ 1,560,555

Project Charge Reductions

From FY05 to FY12, project charge payments to the County and other agencies increased from \$5 million to \$22 million annually. This tremendous increase coincided with the steep decline in property tax revenues, resulting in the Commission having to redirect resources to meet the rising project charge costs. Four 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 FY19 - lowering the charges paid from \$22 million in FY12 down to \$8.4 million by FY19. 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 by nearly \$5 million, FY14's, FY15's and FY16's reductions were modified to \$1.5 million, \$1.2 million and \$65,000, respectively. For FY17, we are proposing to return to the originally planned reduction of \$2.2 million. This effort is a key measure in rebalancing resource allocation. Should these project charge reductions not be achieved, the Commission will have to make further operating reductions or further deplete fund balances. We appreciate the County's understanding and continued support in addressing project charges.

Summary of FY17 Proposed Budget for General Fund Accounts

For the three tax supported operating funds, we are putting forward a total proposed budget of \$254.1 million. The Administration Fund, which funds the Planning Department, Commissioners' Office, and Central Administrative Services (CAS) departments, is proposed to decrease by 1.6 percent, or \$0.8 million from the FY16 Budget. The Park Fund is proposed to decrease 0.2 percent, or \$0.2 million. Lastly, the Recreation Fund budget is proposed to decrease by 1.4 percent, or \$1.1 million. No changes in property tax rates are required to fund the FY17 Proposed Budget.

The table below summarizes the budget.

M-NCPPC				
Summary of FY17 Proposed Budget General Fund Accounts				
By Fund by Department (excludes reserves)				
	FY16	FY17	\$	%
	Adopted	Proposed	Change	Change
Prince George's				
Administration Fund				
Commissioners' Office	\$ 2,018,999	\$ 1,961,562	\$ (57,437)	-2.8%
Planning Department Operating	30,752,608	28,271,510	(2,481,098)	-8.1%
Project Charges	7,695,833	6,762,466	(933,367)	-12.1%
CAS	8,435,814	8,535,077	99,263	1.2%
Transfer to Special Revenue	30,000	30,000	-	0.0%
Non-Departmental (1)	(257,542)	2,321,946	2,579,488	-1001.6%
Subtotal Admin Fund	48,675,712	47,882,561	(793,151)	-1.6%
Park Fund				
Park Fund Operating	111,239,719	109,472,322	(1,767,397)	-1.6%
Project Charges	952,800	512,800	(440,000)	-46.2%
Transfer to Capital Projects	6,295,000	6,661,000	366,000	5.8%
Transfer to Debt Service	11,853,237	11,539,571	(313,666)	-2.6%
Non-Departmental (1)	4,589,209	6,537,089	1,947,880	42.4%
Subtotal Park Fund	134,929,965	134,722,782	(207,183)	-0.2%
Recreation Fund				
Recreation Fund Operating	57,108,200	55,000,157	(2,108,043)	-3.7%
Project Charges	5,031,170	4,226,300	(804,870)	-16.0%
Transfer to Enterprise	9,071,347	9,070,347	(1,000)	0.0%
Non-Departmental (1)	1,306,089	3,168,826	1,862,737	142.6%
Subtotal Recreation Fund	72,516,806	71,465,630	(1,051,176)	-1.4%
Prince George's Total General Fund	\$ 256,122,483	\$ 254,070,973	\$ (2,051,510)	-0.8%

(1) Non-Departmental for FY16 Adopted includes OPEB prefunding and OPEB paygo, and non-allocated operating reductions of \$2.4 million (Administration), \$1.2 million (Park), and \$800,000 (Recreation). For FY17 Non-Departmental includes OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.

Assessable Base and Tax Rates

The total FY17 property tax revenue estimate for the Administration, Park, and Recreation funds is \$232.2 million, an increase of 2.8 percent, or \$6.4 million, from the FY16 Adopted Budget. This projection is based on the most recent County Office of Management and Budget (OMB) estimates. After OMB analyzes the State Department of Assessments and Taxation (SDAT) estimates for FY17, released in December and again in March, staff will update property tax revenue projections.

The Commission is proposing to maintain its overall real property tax rate at 29.40 cents per \$100 of assessed value and its overall personal property tax rate at 73.50 cents per \$100 of assessed value. As previously noted, the County Council approved a modest 1.5 cent tax rate

increase in FY16. The proposed tax rates for FY17 are unchanged from FY16. Those tax rates are as follows:

FY17 Proposed Budget Property Tax Rates by Fund		
	<u>Real</u>	<u>Personal</u>
Administration Fund	5.66	14.15
Park Fund	15.94	39.85
Recreation Fund	7.80	19.50
ALA Debt	<u>0.00</u>	<u>0.00</u>
Total	29.40	73.50

FY17 Work Program

Planning Department:

The Planning Department's proposed budget for FY17 is 9.2 percent, or \$3.4 million, less than last year's adopted budget. These figures do not reflect the \$2.4 million of FY16 operating reductions that are shown in the non-departmental totals; these were not allocated at the time of budget adoption. When included, the FY17 proposed decrease is 2.8%, or \$981,444. Staffing was decreased by eliminating three career positions and lapsing four additional ones. Project charges were reduced by \$933,367. The only significant increase is approximately \$1.5 million in supplies and materials to cover costs for the replacement of office systems furniture associated with relocating the Planning Department to a new location. The FY17 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 FY17 budget also includes resources 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 2015 *Adopted Prince George's Plaza Transit District Development Plan and Overlay Zone (TDDP/TDOZ)*, and the Subregion 4 Employment Area Action Plan.
- Continuing work on the following: Bowie Sustainability Plan, Greater Cheverly Sector Plan, East Riverdale and Beacon Heights Sector Plan.
- Completing post approval work for the 2013 *Central Branch Avenue (MD5) Corridor Revitalization Sector Plan*, the 2015 *College Park Riverdale Park Transit District Development Plan*, and the 2014 *Landover Metro Area and MD 202 Corridor Sector Plan and Sectional Map amendment*.
- Implementing strategies identified in *Plan Prince George's 2035* related to Downtown Development Projects.

In FY17, the Planning Department will continue with implementation efforts that began in prior years. These include:

- Countywide Master Plan of Transportation Strategic Implementation,
- Bowie State University/Bowie MARC Station Implementation Plan,
- Landover Gateway Sector Plan Implementation,
- Subregion 4 Transit-Oriented Development (TOD)/Central Avenue Blue Line Corridor Implementation Plan,

- Town of Upper Marlboro Action Plan/Greater Upper Marlboro Strategy Implementation,
- Trails Policy Implementation, and
- Westphalia Sector Plan Implementation.

Department of Parks and Recreation:

The Department of Parks and Recreation operating budget proposes a 0.6 percent, or \$1.3 million, decrease from FY16. This primarily reflects the operating reductions contemplated for this year in the six year fiscal plan, and marks the third consecutive year that the Department's proposed budget is less than the previous year.

In developing the FY17 objectives, the Department worked to ensure that they are in strategic alignment with the overall goals of the adopted Formula 2040 and Comprehensive Recreation Program Plans. Divisional objectives have been developed to support each of the following and are delineated in the budget narrative.

The general goals of these plans fall into three categories and are listed as follows:

- Adequate facilities and safety
 - Invest to maintain existing infrastructure.
 - Invest to provide for adequate public safety.
 - Invest in new facilities to satisfy existing and future service gaps.
 - Support Prince George's County economic development through new investment.
 - Physically connect residents to access parks, trails, recreation facilities and programs in our neighborhoods and communities.
- Programs and services delivery
 - Promote physical, mental and environmental health and wellness components within facilities and programs.
 - Implement purposeful programming and provide options that respond to the diverse needs and trends of the community.
 - Improve the overall health of County residents and promote a wellness ethic for the community.
 - Build on a youth development assets model to support positive youth development in programming.
 - Actively nurture/develop reciprocal and collaborative relationships/partnerships with alternative providers, schools and the community.
 - Socially and developmentally connect residents via program and service offerings and enhance their sense of community.
 - Support Prince George's County economic development through program and service offerings and hosting events, festivals and other gatherings.
- Maintaining a fiscally sustainable organization
 - Diversify and enhance non-property tax revenues.
 - Use marketing and communications more aggressively to reach a larger audience and cultivate a loyal following.

Enterprise Fund

In FY17, total Enterprise Fund operating revenues are proposed to decrease by 3.1 percent to \$10.3 million. Operating expenses are projected to decrease by 1.6 percent. As a result, the subsidy from the Recreation Fund is budgeted to decrease by less than 0.01 percent to \$9.1 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 to encourage 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.

Capital Budget and Capital Improvement Program (CIP)

In addition to the operating budget, this transmittal also includes the Capital Budget (the first year of the six year CIP). The FY17-FY22 Proposed CIP is \$81.5 million, with \$19.6 million proposed for FY17. The FY17-FY22 CIP represents a 4.0 percent reduction from the Adopted FY16-FY21 CIP, and contains no new projects. The decrease reflects the resizing and reprioritizing of the CIP that occurred in last year's budget in which 46 projects were reduced or defunded, totaling \$106.7 million in cuts.

Projects were prioritized to address the following:

- Public safety improvements;
- ADA and code compliance improvements;
- Renovations for existing infrastructure; and
- Projects with minimal impact of increasing costs in the operating budget.

The Proposed CIP follows the direction set in the multi-year fiscal plan. Uncertain revenue projections, make it impossible for the Commission to plan for meeting CIP needs in FY22. Without a change in the revenue outlook for the Commission, additional CIP needs will have to be addressed by eliminating or deferring other CIP projects, or by reductions to the operating budget. In addition to the projects shown in the CIP section of this budget book, we will be concentrating on delivering the projects that were funded in prior years.

Spending Affordability

The Commission continues to meet regularly with the Spending Affordability Committee (SAC) to ensure compliance with SAC guidelines and recommendations. We met with SAC most recently in November and provided the Committee an updated Six Year Operating Plan. We find the Spending Affordability process immensely beneficial in focusing our attention on a long-range financial viewpoint and providing a regular opportunity for the useful sharing of information. The six year projection process highlights potential fiscal problems early to help identify and implement strategies to maintain the solid financial position of the Commission. We appreciate the efforts of both branches of government in this process. Although we have not received the final SAC report, we fully expect that our budget proposal will comply with its recommendations.

Summary

As we have noted earlier, the FY17 Proposed Budget is balanced, and due to last year's fiscal plan adoption, the Administration, Park and Recreation Funds are projected to be in balance through at least FY21. However, we reiterate that this balance required significant scaling back of capital projects. Should pressure increase for renovations and/or new and expanded facilities, we must continue to collaborate with both of your offices to determine the most appropriate way to address these needs, while maintaining fiscal sustainability.

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 900,000+ 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 your respective staffs 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,

A handwritten signature in blue ink that reads "Betty".

Elizabeth M. Hewlett, Chairman

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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 FY17 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.



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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 2017 are included:

- Commission Summary of FY17 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY15 and Budgeted Use of Fund Balance/Net Position for FY16 and FY17;
- Prince George's County FY17 Proposed Budget Summary by Fund Summary by Department by Division;
- Prince George's County FY17 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$305,961,335;
- Prince George's County FY17 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$305,961,335;
- Prince George's County FY17 Proposed Budget Summary by Major Object;
- Prince George's County FY17 Proposed Budget Summary of Funds Required (Percent of Total by Object) Total Operating Funds \$305,961,335;
- 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 FY08 Actual to FY17 Proposed;
- Prince George's County Revenues and Expenditures General Fund Accounts FY08 Actual to FY17 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 Capital Projects 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 County 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 Commission-wide CIO and IT Initiatives Fund Summary of Revenues, Expenses, and Changers in Fund Net Position;



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- Commission-wide Executive Office Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Commission-wide 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 Positions/Workyears Summary by Fund

Department Budget Section

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 sections 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 Fund, and a brief discussion of the capital improvements program and the Capital Projects Fund.

Department budget sections 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



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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 FY17 Proposed Budget**. This section points out significant changes in the budget and any additional information to help the reader understand major budget plans for the budget year.
- Special sections, as needed, are included in the department pages. These sections provide the reader a better understanding about a significant aspect of department operations. For example, the Planning Department's pages will include information about the planning work program.
- The last section for each department's 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
 - Commission-wide CIO and IT Initiatives Fund
 - Commission-wide 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. The Capital Projects Fund, representing the capital budget or first year of the CIP, is included in this section. 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.



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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.

BUDGETARY BASIS

Basis of Accounting

The General, Debt Service, Special Revenue, and Capital Projects 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, the Debt Service Fund, and the Capital Projects 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.



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BUDGET PROCESS

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

Planning for the proposed budget begins in July. The Corporate Budget 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. The Boards 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 Fund 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 Fund 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.



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Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2015
• Meet with Spending Affordability Committee	By August 30, 2015
• Budget Overview with Planning Board	September to November 2015
• Staff Develops Budget	September to November 2015
• Planning Board Work Sessions	September to December 2015
• Spending Affordability Committee Issues Guidelines	December 2015
• Commission Approves Proposed Budget	December 16, 2015
• Staff Produce Proposed Budget Book	December 2015 to January 2016
• Submit Proposed Operating Budget and Capital Improvement Program to County Executive and County Council	January 15, 2016
• County Executive Makes Recommendations	January 15 to April 1, 2016
• County Council Holds Public Hearings	April 2016
• County Council Reviews Budget	April 2016
• County Councils Meet Jointly	May 2016
• County Councils Adopt Budget	By June 1, 2016
• Commission Adopts Budget Resolution	June 15, 2016



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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 six-time gold medal winner of the National Parks and Recreation Association 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 (2014), the County's population is currently estimated at 904,430 and growing at about 1.6 percent annually. African-American persons represent 64.7 percent of the population; White persons are 26.9 percent; Hispanic and Latino origin persons are 16.9 percent; and Asian persons are 4.6 percent. Approximately 21 percent of the County population is estimated to be foreign born and speak a language other than English at home.

According to the United States Census bureau, approximately 51.8 percent of the County's residents are female. While the median age of a County resident is 35.5 years, approximately 23 percent of County residents are secondary school age or younger (under 18 years old), and approximately 11 percent are age 65 or older. According to the Prince George's County Public School (PGCPS)



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website, student enrollment in Prince George's public schools for the School Year 2014-15 totaled 127,576.

According to the Maryland State Data Center 2014 records, the median household income in the County was \$73,856 compared to the Maryland state median of \$74,149 and national median of \$53,482. Family households accounted for 66.3 percent of County households. The 2014 median value of an owner-occupied home in Prince George's County was \$258,800 compared to a state median of \$287,500. About 30 percent of County residents over age 25 have at least a bachelor's degree. The County's labor force for 2015 was estimated to be 490,992 and the average unemployment rate was 5.6 percent, 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 to 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 primary Commission customers. Golfers play our fine courses; ice skating enthusiasts enjoy afternoons at the Wells or Tucker Road ice rinks; walkers, joggers and bicyclists utilize our vast system of trails; people stop by our information counter seeking assistance in understanding the permitting process or with questions regarding new housing developments 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 the 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 citizens do not 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.

The Commission's reforestation efforts have had a major impact on the air quality in the region. Consider the time and effort Commission planners spend reviewing requests for housing



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developments to ensure that they are not built in flood plains, or on ground otherwise unsuitable for development; that they are spaced properly; that there are amenities such as adequate open space and sidewalks; and that existing and planned infrastructure can adequately support the development. When these factors are considered, it becomes clear that all the County's residents, visitors, and neighbors 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) unit that supports operations in both counties along with the Office of Internal Audit, 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 87 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:



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

Capital Projects Fund

The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities. This fund's budget consists of the first year of the 6 year Capital Improvement Program (CIP).

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. New for this year is the separating of the Commission-wide CIO and IT Initiatives Fund from the Capital Equipment Fund.



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 FY17, the proposed budget includes designated fund reserves 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, Recreation and Enterprise Funds 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 Projects 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 prevent losses of public funds arising from fraud, employee error, and misrepresentation by third



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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 affordability standards of the policy.



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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, impacts residents and businesses based on their location. The assessable base for the Recreation



Prince George's County Overview – Policies

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, as may be modified by the County's Office of Management and Budget. 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), modified by trend analysis and Formula 2040 goals.
- 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.



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These projections are presented to the Spending Affordability Committee in August and November, and are updated throughout the year as events warrant.

PERFORMANCE MEASURES

It is prudent for 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 FY17 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 operating revenues in Prince George's County. The latest projections provided by the County's Office of Management and Budget (OMB), show the County's FY17 real assessable base projected to grow by 3.12 percent next year. The remaining 5 percent of General Fund revenues are projected to decrease by 1.3 percent in FY17 due to adjusted user fee estimates.

As part of the FY16 budget development, the Commission adopted a revised multi-year fiscal plan. In addition to numerous expenditure reductions, this plan also provided for several revenue steps. First, the Capital Improvement Program was scaled back, resulting in a transfer of unneeded PayGo funding back to the Park Fund. This extended the period of time that the fund balance would be available to help balance the Park Fund. Second, user fees and charges were increased; and will be further increased in future years. Third, a modest increase in the property tax rate was granted, resulting in additional revenues in the Administration, Park and Recreation Funds.

Since neither the expenditure reductions nor the modest revenue increases were sufficient to balance these three funds' budgets, the FY17 Proposed Budget continues to use fund balances totaling \$20.3 million to augment operating revenue sources. It should be noted that of this fund balance use, \$6.7 million is for CIP Pay-go and \$1.5 million is for one-time expenditures. Our long-term plan indicates that the use of fund balance will keep these funds in balance for at least the next five years.

Property Tax Revenue and Tax Rates

The total FY17 property tax revenue estimate for the four tax-supported¹ funds is \$232.2 million, an increase of 2.8 percent or \$6.4 million from the FY16 Adopted Budget. Assessable base and property tax revenues in FY16 are within the adopted budget projections. The real property assessable base is projected to increase by 3.12 percent in FY17, based upon the latest OMB estimates. Final SDAT estimates for FY17 will be released in March. In the Adopted Budget, staff will update property tax revenues based on that estimate.

Within this proposed budget, the Commission is proposing to maintain its overall real property tax rate at 29.40 cents per \$100 of assessed value and its overall personal property tax rate at 73.50 cents per \$100 of assessed value. The proposed tax rates for FY17 are unchanged from FY16. Those tax rates are shown on the following page:

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

FY17 Proposed Property Tax Rates by Fund

	<u>Real</u>	<u>Personal</u>
Administration Fund	5.66	14.15
Park Fund	15.94	39.85
Recreation Fund	7.80	19.50
ALA Debt	<u>0.00</u>	<u>0.00</u>
Total	29.40	73.50

Fees, Charges, and Rentals

Revenues resulting from operations 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 \$11.9 million for FY17, a decrease of \$187,200 or 1.5 percent from the FY16 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 FY17 is proposed at \$635,000, an increase of 5 percent from the FY16 budget, in line with expected FY16 estimates.

Grant Revenues

The Planning Department anticipates grant revenue in FY17 at \$149,300, a 3.3 percent increase from last year. This Prince George's County grant will fund the Department's stormwater management efforts. No grants are budgeted in either the Park or Recreation Funds, although unbudgeted grants in all funds are treated as automatic budget amendments if no tax funded match is necessary to receive the grant and provide the program.

Enterprise Fund Revenues

In FY17, total Enterprise Fund operating revenues are proposed to decrease by 3.1 percent to \$10.3 million. Operating expenses are projected to decrease by 1.6 percent to \$19.4 million. As a result,



Prince George's County Overview – Budget Issues

the subsidy from the Recreation Fund of \$9.1 million in FY17 is budgeted to decrease minimally by \$1,000.

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, FY17 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

There is one primary objective in the Proposed Budget - to maintain current service levels with the necessary cost modifications for major known commitments, while applying the operating reductions included in the six year fiscal plan.

Despite continued fiscal challenges in FY17, revenues are growing, albeit slowly. Some personnel costs, notably pension, have decreased. The Proposed Budget includes the following major known commitments for personnel costs in FY17:

- ✓ 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 actually decreasing, again due primarily to reduced pension costs.



Prince George's County Overview – Budget Issues

Exhibit 1

FY17 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Prince George's County Administration Fund, Park Fund, and Recreation Fund					
		FY16	FY17	\$	%
		Adopted	Proposed	Change	Change
OPEB					
	OPEB Prefunding	\$ 2,568,923	\$ 2,519,025	\$ (49,898)	-1.9%
	OPEB Paygo	6,745,657	6,390,658	(354,999)	-5.3%
	Subtotal OPEB	9,314,580	8,909,683	(404,897)	-4.3%
Pension (ERS)					
	Pension (ERS)	15,112,063	11,121,949	(3,990,114)	-26.4%
Health and Benefits(1)					
	Employee Health Benefits	17,476,876	18,032,926	556,050	3.2%
	Subtotal Personnel Costs	\$ 41,903,519	\$ 38,064,558	\$ (3,838,961)	-9.2%
Employee Compensation					
	Marker for Changes to Employee Comp.	-	2,068,552	2,068,552	
	Total Major Personnel Costs			<u>\$ (1,770,409)</u>	

(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 FY17 have been determined by the actuary. The net change for total OPEB costs is about a \$404,897 decrease or 4.3 percent less than the FY16 adopted figures.

Total OPEB funding is \$8.91 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

Pension (ERS)

As determined by the actuary, pension costs are decreasing by 26.4 percent in FY17. This represents a cost savings of \$3.99 million from the FY16 Adopted Budget.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 3.2 percent in FY17, adding \$556,050 more cost to the budget. Health costs are growing more slowly due to the restructuring of employee benefits and the focus on wellness initiatives.

Employee Compensation

The Commission's FY17 budget includes a dollar marker of \$2.07 million. This marker includes the funds necessary to implement the 2nd year of our agreement with MCGEO (and, by extension, non-represented employees), which calls for a one half merit increase and a 1.75 percent COLA after September 1st. We have a wage reopener with the FOP; the results of which will be presented for approval at the Joint County Council Meeting in May 2016.



Prince George's County Overview – Budget Issues

Exhibit 2

Summary of FY17 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Project Funds)

	FY16 Adopted	FY17 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 48,675,712	\$ 47,882,561	\$ (793,151)	-1.6%
Park (2)	134,929,965	134,722,782	(207,183)	-0.2%
Recreation (3)	72,516,806	71,465,630	(1,051,176)	-1.4%
ALA Debt	-	-	-	-
Subtotal Tax Supported	256,122,483	254,070,973	(2,051,510)	-0.8%
Enterprise	19,707,147	19,391,147	(316,000)	-1.6%
Special Revenue (4)	9,457,277	9,167,644	(289,633)	-3.1%
Park Debt	11,853,237	11,539,571	(313,666)	-2.6%
Total Prince George's	\$ 297,140,144	\$ 294,169,335	\$ (2,970,809)	-1.0%

(1) Includes transfer to Special Revenue Fund

(2) Includes transfer to Debt Service and Capital Projects

(3) Includes transfer to Enterprise Fund

(4) Includes transfer to Capital Projects

Major Non-Personnel Cost Changes

- In addition to the investments in essential needs and reduction in project charges, both discussed below, operating budget impacts (OBI) for opening new facilities will impact the General Fund by \$1.1 million. In addition to the decreases in personnel costs are reductions of \$295,000 of one-time FY16 expenses. Reductions of \$2.2 million in project charges are proposed and discussed further below. CIP PAYGO is projected to increase by \$366,000 and Debt Service costs are projected to decrease by \$313,666. These are in line with the proposed FY17-FY22 Capital Improvement Program.

Investing to Meet Essential Service Needs

Due to the fiscal need to reduce operating expenditures to be more in line with revenues, there is little funding budgeted for essential needs investment in FY17; the exception being funding in the Planning Department for a prospective move to a new building. On-going investment for replacement vehicle purchases and telecommunication upgrades will continue within the existing budget. Below is a summary of new investment by department.

<u>Fund</u>	<u>Department</u>	<u>Essential Needs Investment Amount</u>
Administration	Commissioners' Office	\$ -
Administration	Planning	1,500,000
Administration	DHRM	60,555
Administration	Legal	-
Administration	Finance	-
Administration	Internal Audit	-
Park	Parks & Recreation	-
Recreation	Parks & Recreation	-
Total		\$ 1,560,555



Prince George's County Overview – Budget Issues

Project Charge Reductions

From FY05 to FY12, project charge payments to the County and other agencies increased from \$5 million to \$22 million annually. This tremendous increase coincided with the same period that property tax revenues began a steep decline, resulting in the Commission having to redirect resources to meet the rising project charge costs. Four 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 FY19 - lowering the charges paid from \$22 million in FY12 down to \$8.4 million by FY19. 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 by nearly \$5 million, FY14's, FY15's and FY16's reductions were modified to \$1.5 million, \$1.2 million and \$65,000, respectively. For FY17, we are proposing to return to the originally planned reduction of \$2.2 million. This effort is a key measure in rebalancing resource allocation. We appreciate the County's understanding and continued support in addressing project charges.

FUND BALANCE

As noted earlier, one of the steps taken last year was to increase the Park Fund fund balance in the short term by returning unneeded CIP PayGo. This, coupled with the other expenditure and revenue changes, extends the ability to use fund balance to balance the Administration, Park and Recreation Funds for at least the next five years. Going into FY17, the General Fund accounts project to have combined fund balances totaling \$143.8 million. These fund balances will continue to be used to offset the impact of the slowly growing property tax revenues and the cost pressure of major known commitments. In total, the FY17 Proposed Budget uses \$20.3 million of fund balance. The majority of fund balance used is in the Park Fund (\$14.3 million), which has the most fund balance available. Of the \$14.3 million, \$6.7 million is for CIP PayGo funding. Exhibit 3 shows the projected change in fund balances for the three general fund accounts.

Exhibit 3

FY17 Proposed Budget Use of Fund Balance Prince George's County General Fund Accounts

	FY16 Estimated Ending	FY17 Proposed Ending (Undesignated)	Use of Fund Balance(1)
Administration Fund	16,567,253	12,424,392	(4,142,861)
Park Fund	107,421,856	93,089,974	(14,331,882)
Recreation Fund	19,790,504	17,979,374	(1,811,130)
Total	143,779,613	123,493,740	(20,285,873)

(1) Use of fund balance is the amount of fund balance used for operations as well as the amount of fund balance needed to meet expenditure reserve requirements. The amount of fund balance (\$11,792,000) used to meet the reserve requirement will not be spent.

DEBT

Debt Service in the Park Fund is proposed to be \$11.5 million in FY17, compared to \$11.8 million in the FY16 Adopted Budget.



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Expenditures for the Advance Land Acquisition Debt Service Fund are proposed at \$0 in FY17, as there is no currently outstanding debt in this fund. After anticipated expenditures of \$8.5 million in FY16, this will leave only \$764,935 to address any immediate need to purchase land in anticipation of future public uses in the County.

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, 2015, is estimated at \$908 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 \$57.5 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.



Prince George's County

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SPENDING AFFORDABILITY PROCESS

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

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

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

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

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

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

The final report from the SAC was not available prior to publication of the Proposed Budget. However, we fully expect that our budget proposal will comply with its recommendations.



FY17 Proposed Budget
Fiscal and Budget Summary Schedules



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

COMMISSION SUMMARY Summary of Changes in Actual Fund Balance/Net Position for FY15 and Budgeted Use of Fund Balance/Net Position for FY16 and FY17

	Prince George's County			Montgomery County			Total Commission		
	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	FY 15 Actual	FY 16 Adopted	FY 17 Proposed
Governmental Funds:									
Administration Fund	(1,958,433)	(6,218,712)	(4,142,861)	(1,749,484)	(2,999,779)	(1,292,802)	(3,707,917)	(9,218,491)	(5,435,663)
Park Fund	(16,968,233)	3,516,535	(14,331,882)	523,245	(3,196,451)	(3,664,438)	(16,444,988)	320,084	(17,996,320)
Recreation Fund	(4,072,070)	(4,543,006)	(1,811,130)	-	-	-	(4,072,070)	(4,543,006)	(1,811,130)
General Funds Total	(22,998,736)	(7,245,183)	(20,285,873)	(1,226,239)	(6,196,230)	(4,957,240)	(24,224,975)	(13,441,413)	(25,243,113)
ALA Debt Service Fund	1,594	-	-	(9,573)	-	-	(7,979)	-	-
Tax Supported Funds Total	(22,997,142)	(7,245,183)	(20,285,873)	(1,235,812)	(6,196,230)	(4,957,240)	(24,232,954)	(13,441,413)	(25,243,113)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	(33,998)	-	-	(33,998)	-	-
Capital Projects Fund	(19,657,536)	(21,365,000)	-	(3,841,333)	-	-	(23,498,869)	(21,365,000)	-
Special Revenue Funds	440,410	(741,501)	(766,429)	186,105	(2,078,529)	(1,650,477)	626,515	(2,820,030)	(2,416,906)
Governmental Funds Total	(42,214,268)	(29,351,684)	(21,052,302)	(4,925,038)	(8,274,759)	(6,607,717)	(47,139,306)	(37,626,443)	(27,660,019)
Proprietary Funds:									
Enterprise Fund	(2,260,474)	-	-	525,087	884,779	669,035	(1,735,387)	884,779	669,035
Risk Management Fund	1,946,940	(788,764)	(799,955)	61,294	(534,845)	(499,955)	2,008,234	(1,323,609)	(1,299,910)
Capital Equipment Fund	1,637,380	(262,550)	757,019	585,519	(807,068)	808,525	2,222,899	(1,069,618)	1,565,544
Comm-wide CIO & IT Initiatives Fund	(653)	34,049	(75,784)	(20,593)	53,418	(66,034)	(21,246)	87,467	(141,818)
Executive Office Building Fund*	-	-	-	-	-	-	204,854	-	-
Group Insurance Fund *	-	-	-	-	-	-	2,809,218	(891,988)	(73,000)
Internal Service Funds Total	3,583,667	(1,017,265)	(118,720)	626,220	(1,288,495)	242,536	7,223,959	(3,197,748)	50,816
Proprietary Funds Total	1,323,193	(1,017,265)	(118,720)	1,151,307	(403,716)	911,571	5,488,572	(2,312,969)	719,851
Private Purpose Trust Funds:									
ALA Revolving Fund	(53,974)	(2,512,215)	(764,935)	(2,386,578)	(8,283,815)	(8,833,600)	(2,440,552)	(10,796,030)	(9,598,535)
GRAND TOTAL	(40,945,049)	(32,881,164)	(21,935,957)	(6,160,309)	(16,962,290)	(14,529,746)	(44,091,287)	(50,735,442)	(36,538,703)

* The Executive Office Building Fund and the Group Insurance Fund are Commission-wide Internal Service Funds.

Explanatory Note: This schedule summarizes the change in fund balances and net position for FY15 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 FY17 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	Commission-wide CIO & IT Initiatives Internal Service Fund	Total
Sources:													
Property Taxes	\$ 45,147,000	\$ 122,612,400	\$ 64,424,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 232,183,700
Ingoovernmental	204,300	-	-	-	-	-	2,000,000	950,000	-	-	-	-	3,154,300
Sales	61,000	-	62,500	-	-	-	-	423,100	2,451,000	-	-	-	2,997,600
Charges for Services	570,000	148,500	7,439,500	-	-	-	-	5,886,571	4,889,000	3,747,300	1,634,950	1,281,804	25,597,625
Rentals and Concessions	-	2,656,100	1,083,700	-	-	-	-	951,822	2,940,800	-	-	-	7,632,422
Interest	150,000	350,000	135,000	-	-	20,000	150,000	25,000	30,000	70,000	2,000	-	932,000
Miscellaneous	-	300,000	82,800	-	-	-	2,000,000	134,722	10,000	-	-	-	2,527,522
Total Revenues	46,132,300	126,067,000	73,227,800	-	-	20,000	4,150,000	8,371,215	10,320,800	3,817,300	1,636,950	1,281,804	275,025,169
Transfers In	-	150,000	-	11,539,571	-	-	6,661,000	30,000	9,070,347	-	-	-	27,450,918
Debt Proceeds	-	-	-	-	-	-	8,896,000	-	-	-	1,520,000	516,000	10,932,000
Use of Fund Balance/Net Assets	4,142,861	14,331,882	1,811,130	-	-	764,935	-	766,429	-	799,955	-	75,784	22,692,976
Total Available Funds	\$ 50,275,161	\$ 140,548,882	\$ 75,038,930	\$ 11,539,571	\$ -	\$ 784,935	\$ 19,707,000	\$ 9,167,644	\$ 19,391,147	\$ 4,617,255	\$ 3,156,950	\$ 1,873,588	\$ 336,101,063

	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	Commission-wide CIO & IT Initiatives Internal Service Fund	Total
Uses:													
Commissioners' Office	3,098,862	-	-	-	-	-	-	-	-	-	-	-	3,098,862
Planning Department:													
Director's Office	4,118,609	-	-	-	-	-	-	-	-	-	-	-	4,118,609
Development Review	6,118,821	-	-	-	-	-	-	-	-	-	-	-	6,118,821
Community Planning	3,756,469	-	-	-	-	-	-	-	-	-	-	-	3,756,469
Community Planning - North	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Planning - South	-	-	-	-	-	-	-	-	-	-	-	-	-
Information Management	5,226,644	-	-	-	-	-	-	-	-	-	-	-	5,226,644
Countywide Planning	6,806,333	-	-	-	-	-	-	-	-	-	-	-	6,806,333
Support Services	7,720,500	-	-	-	-	-	-	-	-	-	-	-	7,720,500
Grants	149,300	-	-	-	-	-	-	-	-	-	-	-	149,300
Special Revenue Operations	-	-	-	-	-	-	-	-	-	-	-	-	-
Planning Operations Total	33,896,676	-	-	-	-	-	-	-	-	-	-	-	33,896,676
Central Administrative Services (CAS):													
Dept of Human Resources and Mgmt.	2,551,358	-	-	-	-	-	-	-	-	-	-	-	2,551,358
Department of Finance	3,765,053	-	-	-	-	-	-	-	-	-	-	-	3,765,053
Legal Department	1,018,843	-	-	-	-	-	-	-	-	-	-	-	1,018,843
Merit System Board	80,118	-	-	-	-	-	-	-	-	-	-	-	80,118
Office of Internal Audit	337,414	-	-	-	-	-	-	-	-	-	-	-	337,414
Support Services	782,291	-	-	-	-	-	-	-	-	-	-	-	782,291
CAS Total	8,535,077	-	-	-	-	-	-	-	-	-	-	-	8,535,077



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

PRINCE GEORGE'S COUNTY FY17 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

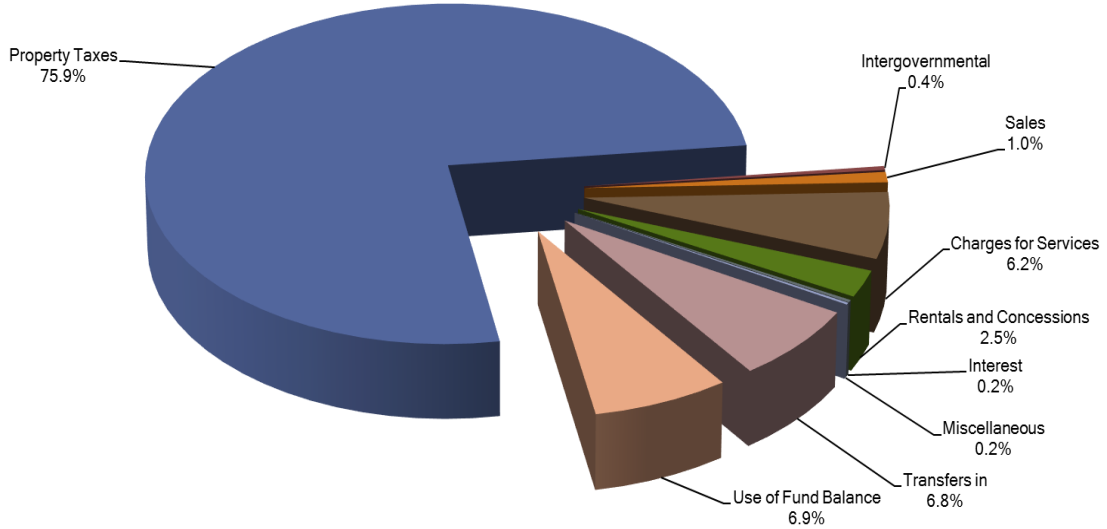
	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	ALA Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	Commission-wide CIO & IT Initiatives Internal Service Fund	Total
Parks and Rec. Operating Divisions:													
Office of the Director	-	20,888,015	-	-	-	-	-	-	-	-	-	-	20,888,015
Administration and Development	-	31,252,930	7,053,039	-	-	-	-	-	-	-	-	-	38,305,969
Facility Operations	-	38,110,675	17,030,060	-	-	-	-	-	-	-	-	-	55,140,735
Area Operations	-	19,220,702	30,917,068	-	-	-	-	-	-	-	-	-	50,137,760
Special Revenue Operators	-	-	-	-	-	-	-	9,137,644	-	-	-	-	9,137,644
Enterprise Operators	-	-	-	-	-	-	-	-	19,391,147	-	-	-	19,391,147
Total Park and Rec. Operations	-	109,472,322	55,000,157	-	-	-	-	9,137,644	19,391,147	-	-	-	193,001,270
NonDepartmental	2,321,946	7,049,889	7,395,126	-	-	-	-	-	-	-	-	-	16,766,961
Advanced Land Acquisition	-	-	-	-	-	784,935	-	-	-	-	-	-	784,935
Debt Service	-	-	-	11,539,571	-	-	-	-	-	-	-	-	11,539,571
Capital Projects	-	-	-	-	-	-	19,557,000	-	-	-	-	-	19,557,000
Risk Management Operating	-	-	-	-	-	-	-	-	-	4,617,255	-	-	4,617,255
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	2,399,931	-	2,399,931
Commission-wide CIO/IT Initiatives	-	-	-	-	-	-	-	-	-	-	-	1,873,588	1,873,588
Transfers Out	30,000	18,200,571	9,070,347	-	-	-	150,000	30,000	-	-	-	-	27,480,918
Total Uses	\$ 47,882,561	\$ 134,722,782	\$ 71,465,630	\$ 11,539,571	\$ -	\$ 784,935	\$ 19,707,000	\$ 9,167,644	\$ 19,391,147	\$ 4,617,255	\$ 2,399,931	\$ 1,873,588	\$ 323,552,044
Designated Expenditure Reserve @ 5%	2,392,600	5,826,100	3,573,300	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	11,792,000
Total Required Funds	\$ 50,275,161	\$ 140,548,882	\$ 75,038,930	\$ 11,539,571	\$ -	\$ 784,935	\$ 19,707,000	\$ 9,167,644	\$ 19,391,147	\$ 4,617,255	\$ 2,399,931	\$ 1,873,588	\$ 335,344,044
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 757,019	\$ -	\$ 757,019
Total Funded Career Positions	260.40	754.00	269.00	-	-	-	-	-	67.00	3.00	-	2.00	1,355.40
Total Funded Workyears	250.81	896.45	775.13	-	-	-	-	263.50	202.00	3.40	-	1.75	2,393.04



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

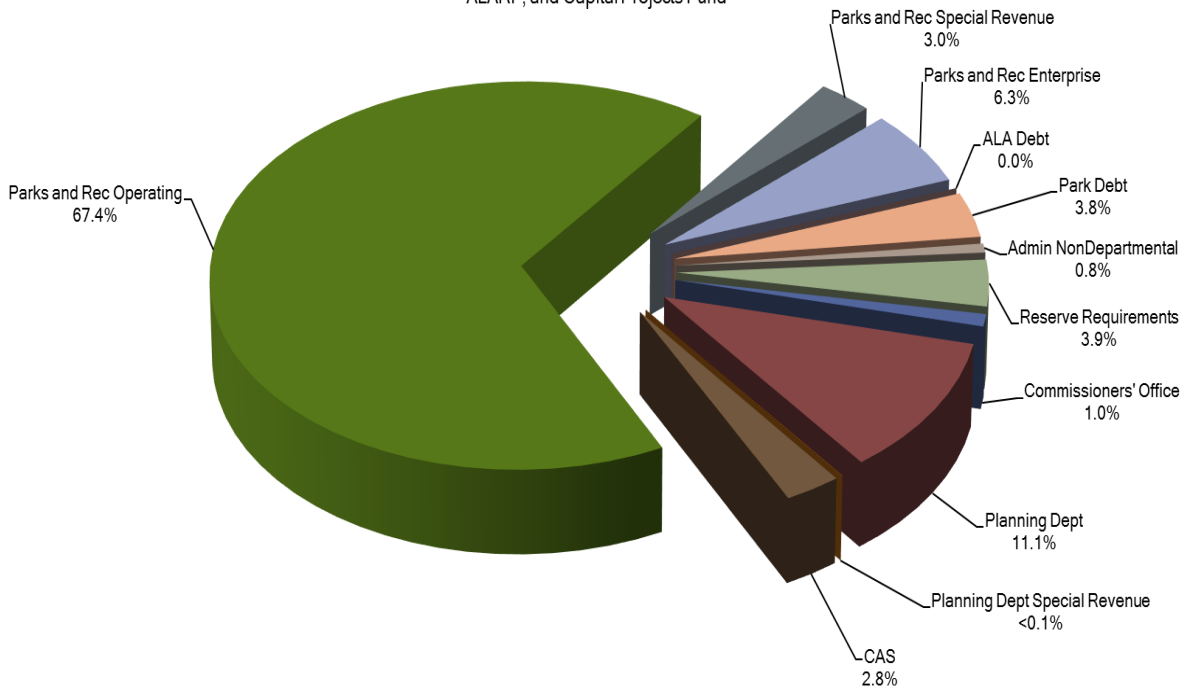
Prince George's County FY17 Proposed Budget
Revenue Sources (Percent of Total by Type)
Total Operating Funds \$305,961,335

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



Prince George's FY17 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$305,961,335

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



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

PRINCE GEORGE'S COUNTY FY17 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	1,616,664	39,000	1,430,698	12,500	-	-	-	-	-	3,098,862
Planning Department	19,182,399	2,094,900	11,682,977	642,400	-	294,000	-	30,000	-	33,926,676
DHRM	2,561,428	49,097	379,111	-	-	(438,278)	-	-	-	2,551,358
Department of Finance	4,135,627	104,300	1,043,986	-	-	(1,518,860)	-	-	-	3,765,053
Legal Department	1,579,231	14,334	183,945	-	-	(758,667)	-	-	-	1,018,843
Merit System Board	59,312	917	19,889	-	-	-	-	-	-	80,118
Office of Internal Audit	414,746	9,660	10,510	-	-	(97,502)	-	-	-	337,414
CAS Support Services	4,408	12,292	765,591	-	-	-	-	-	-	782,291
Non-Departmental	2,321,946	-	-	-	-	-	-	-	-	2,321,946
Budgetary Reserve	-	-	-	-	-	-	-	-	2,392,600	2,392,600
Administration Fund Total	31,875,761	2,324,500	15,516,707	654,900	-	(2,519,307)	-	30,000	2,392,600	50,275,161
Park Fund										
Department of Parks and Recreation	78,390,512	11,357,839	23,120,995	2,205,500	-	1,447,365	-	18,200,571	5,826,100	140,548,882
Park Fund Total	78,390,512	11,357,839	23,120,995	2,205,500	-	1,447,365	-	18,200,571	5,826,100	140,548,882
Recreation Fund										
Department of Parks and Recreation	42,323,257	3,919,656	15,246,202	788,400	-	117,768	-	9,070,347	3,573,300	75,038,930
Recreation Fund Total	42,323,257	3,919,656	15,246,202	788,400	-	117,768	-	9,070,347	3,573,300	75,038,930
General Funds Total	152,589,530	17,601,995	53,883,904	3,648,800	-	(954,174)	-	27,300,918	11,792,000	265,862,973
ALA Debt Service Fund										
Tax-Supported Funds Total	152,589,530	17,601,995	53,883,904	3,648,800	-	(954,174)	-	27,300,918	11,792,000	265,862,973
Park Debt/Service Fund										
Park Debt/Service Fund	-	-	-	-	-	-	11,539,571	-	-	11,539,571
Capital Projects Fund										
Capital Projects Fund	-	-	-	19,557,000	-	-	-	150,000	-	19,707,000
Special Revenue Funds										
Planning Department	5,265,372	1,603,600	2,079,106	35,000	-	154,566	-	30,000	-	30,000
Department of Parks and Recreation	5,265,372	1,603,600	2,079,106	35,000	-	154,566	-	30,000	-	9,137,644
Special Revenue Funds Total	157,854,902	19,205,595	55,963,010	23,240,800	-	(799,608)	11,539,571	27,480,918	11,792,000	306,277,188
Governmental Funds Total	157,854,902	19,205,595	55,963,010	23,240,800	-	(799,608)	11,539,571	27,480,918	11,792,000	306,277,188
Proprietary Funds:										
Enterprise Fund										
Department of Parks and Recreation	11,264,530	1,673,915	4,338,795	271,800	-	325,403	1,516,704	-	-	19,391,147
Enterprise Fund Total	11,264,530	1,673,915	4,338,795	271,800	-	325,403	1,516,704	-	-	19,391,147
Internal Service Funds:										
Risk Management Fund	460,855	27,500	3,884,400	-	-	244,500	-	-	-	4,617,255
Capital Equipment Fund	-	-	1,520,000	-	-	4,881	875,050	-	-	2,399,931
Commission-wide CIO & IT Initiatives Fund	338,547	2,939	1,532,102	-	-	-	-	-	-	1,873,588
Internal Service Funds Total	799,402	30,439	5,416,502	1,520,000	-	249,381	875,050	-	-	8,890,774
Proprietary Funds Total	12,063,932	1,704,354	9,755,297	1,791,800	-	574,784	2,391,754	-	-	28,281,921
Private Purpose Trust Funds:										
ALA Revolving Fund	-	-	-	784,935	-	-	-	-	-	784,935
Private Purpose Trust Funds Total	-	-	-	784,935	-	-	-	-	-	784,935
GRAND TOTAL	\$ 169,918,834	\$ 20,909,949	\$ 65,718,307	\$ 25,817,535	\$ -	\$ (224,824)	\$ 13,931,525	\$ 27,480,918	\$ 11,792,000	\$ 335,544,044

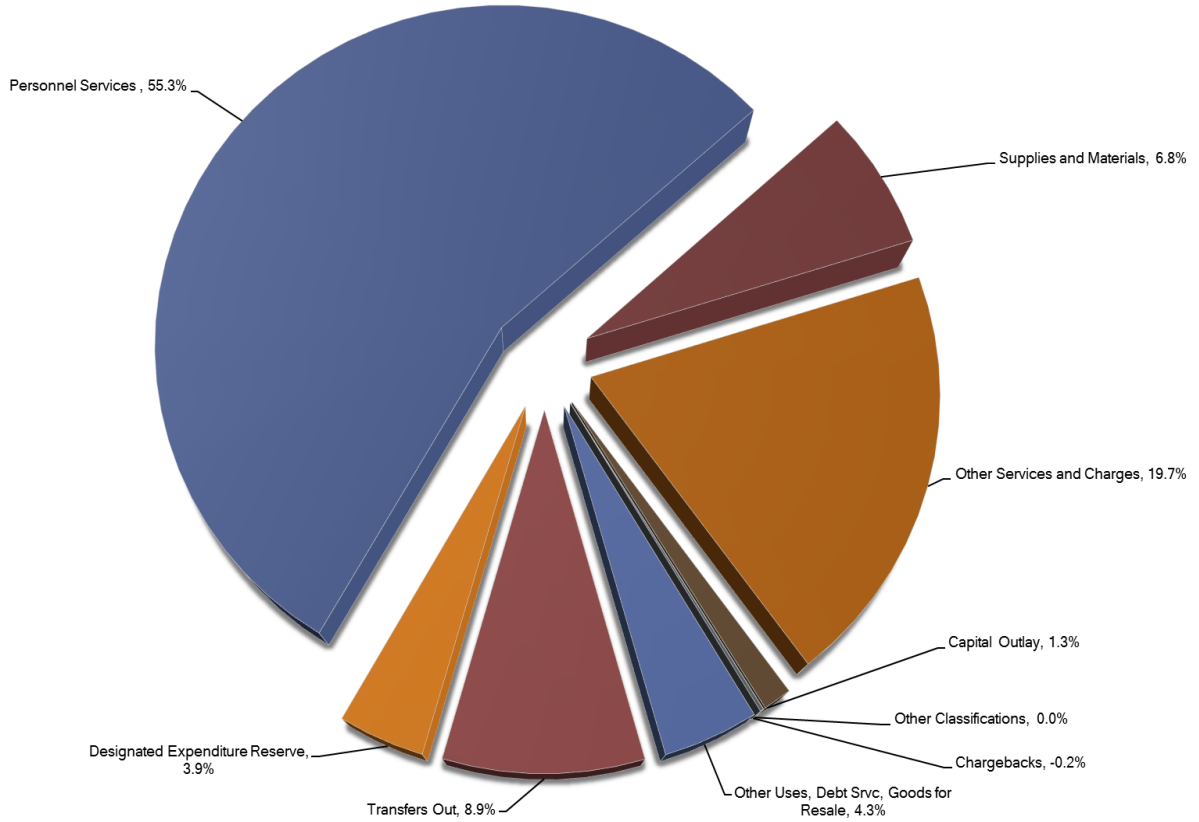
* Park Fund transfer out includes the transfers to CIP Pay-Go (\$6.66 TM) and to Debt Service (\$11.539M)



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

Prince George's County FY17 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds \$305,961,335

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



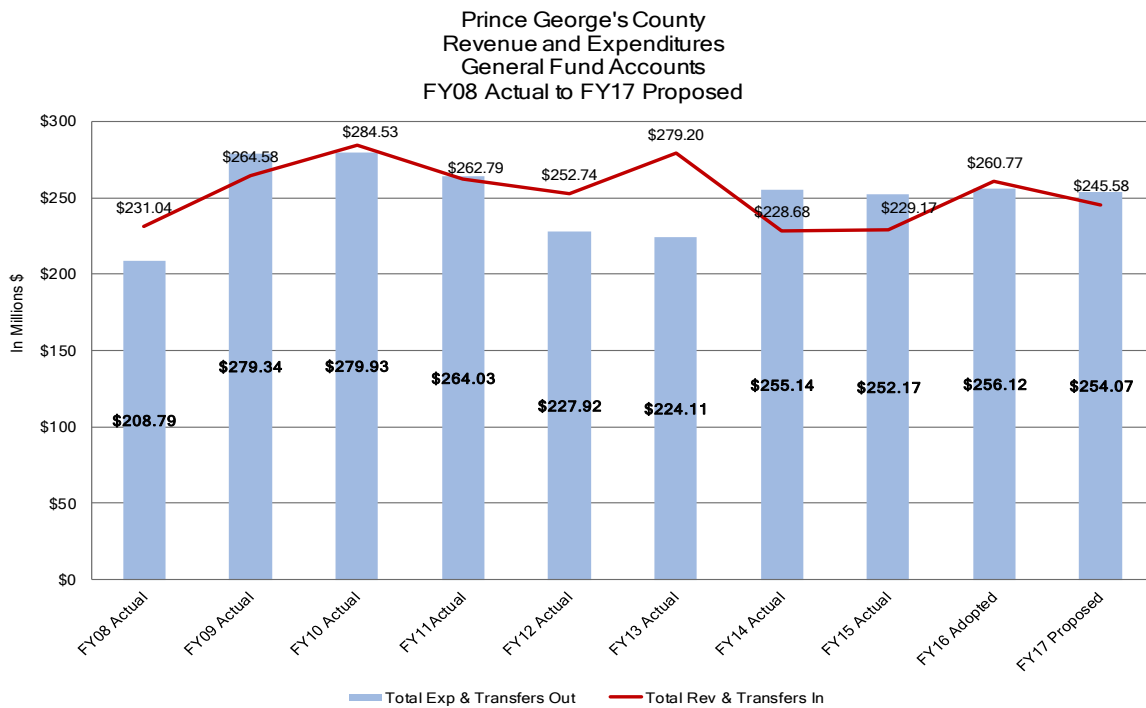
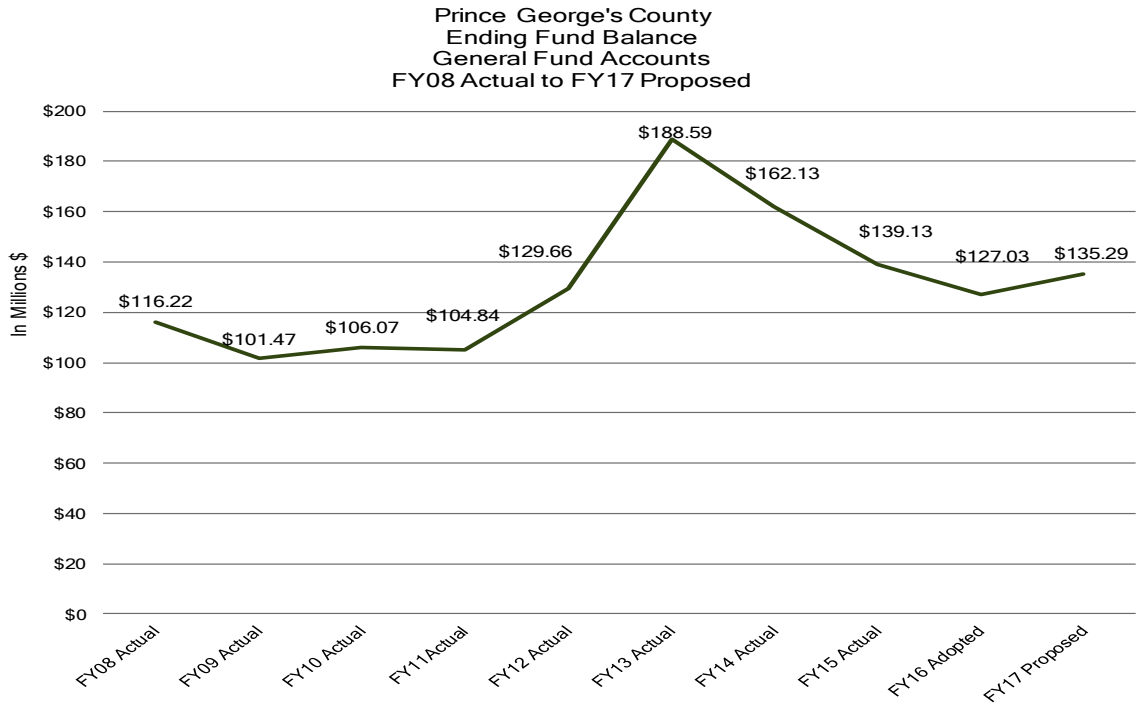
Prince George's County Overview - Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	General Fund Accounts		Advance Land Acquisition Debt Service Fund		Total Tax Supported Funds		Park Debt Service Fund		Capital Projects Fund		Special Revenue Funds		Total Governmental Funds		% Change
	FY16 Adopted	FY17 Proposed	FY16 Adopted	FY17 Proposed	FY16 Adopted	FY17 Proposed	FY16 Adopted	FY17 Proposed	FY16 Adopted	FY17 Proposed	FY16 Adopted	FY17 Proposed	FY16 Adopted	FY17 Proposed	
Revenues:															
Property Taxes	\$ 225,778,600	\$ 232,183,700	\$ -	\$ -	\$ 225,778,600	\$ 232,183,700	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 950,000	\$ 800,000	\$ 950,000	2.8%
Intergovernmental - Federal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18.8%
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County - Grant	144,600	149,300	-	-	144,600	149,300	-	-	3,355,000	2,000,000	-	-	3,355,000	2,000,000	-40.4%
County - Non-Grant/Permit/Fee	65,000	55,000	-	-	65,000	55,000	-	-	-	-	-	-	144,600	149,300	3.3%
Sales	123,500	123,500	-	-	123,500	123,500	-	-	-	-	-	-	65,000	55,000	-15.4%
Charges for Services	8,950,000	8,158,000	-	-	8,350,000	8,158,000	-	-	-	-	423,100	423,100	546,600	546,600	0.0%
Rentals and Concessions	3,735,000	3,739,800	-	-	3,735,000	3,739,800	-	-	-	-	6,341,571	5,886,571	14,691,571	14,044,571	-4.4%
Interest	605,000	635,000	-	-	605,000	635,000	-	-	-	-	947,600	951,622	4,682,600	4,691,622	0.2%
Miscellaneous	392,800	382,800	-	-	392,800	382,800	-	-	-	-	20,005	25,000	840,005	810,000	-3.6%
Total Revenues	239,194,500	245,427,100	-	-	239,194,500	245,427,100	-	-	4,580,000	4,150,000	8,685,776	8,371,215	252,460,276	257,948,315	2.2%
Expenditures:															
Personnel Services	154,210,301	152,989,530	-	-	154,210,301	152,989,530	-	-	-	-	5,115,371	5,265,372	159,325,672	157,854,902	-0.9%
Supplies and Materials	15,442,712	17,601,995	-	-	15,442,712	17,601,995	-	-	-	-	1,829,400	1,603,600	17,272,112	19,205,995	11.2%
Other Services and Charges	56,916,946	53,883,904	-	-	56,916,946	53,883,904	-	-	-	-	2,305,806	2,079,106	59,222,552	55,963,010	-5.5%
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	3,287,400	3,648,800	-	-	3,287,400	3,648,800	-	-	18,965,000	19,557,000	35,000	35,000	22,277,400	23,240,800	4.3%
Other Classifications	(984,460)	(954,174)	-	-	(984,460)	(954,174)	-	-	-	-	141,900	154,566	(842,560)	(799,608)	-5.1%
Chenabacks	228,872,899	226,770,055	-	-	228,872,899	226,770,055	-	-	18,965,000	19,557,000	9,427,277	9,137,644	269,106,413	267,004,270	-0.8%
Total Expenditures	10,321,601	18,657,045	-	-	10,321,601	18,657,045	-	-	(14,375,000)	(15,407,000)	(741,501)	(766,429)	(16,648,137)	(9,055,955)	-45.6%
Excess of Revenues over (under) Expenditures	-	-	-	-	-	-	-	-	8,320,000	8,896,000	-	-	8,320,000	8,896,000	6.9%
Other Financing Sources (Uses):															
Debt Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Transfers In	21,580,000	150,000	-	-	21,580,000	150,000	-	-	6,270,000	6,661,000	30,000	30,000	39,733,237	18,380,571	-53.7%
Transfers (Out)	(27,249,584)	(27,300,918)	-	-	(27,249,584)	(27,300,918)	-	-	(21,580,000)	(150,000)	(30,000)	(30,000)	(48,853,584)	(27,480,318)	-43.8%
Total Other Financing Sources (Uses)	(5,669,584)	(27,150,918)	-	-	(5,669,584)	(27,150,918)	-	-	(6,990,000)	(15,407,000)	-	-	(806,347)	(204,347)	-74.7%
Total Uses	256,122,483	254,070,973	-	-	256,122,483	254,070,973	-	-	40,535,000	19,707,000	9,457,277	9,167,644	317,967,997	294,485,188	-7.4%
Excess of Sources over (under) Uses	4,652,017	(8,493,873)	-	-	4,652,017	(8,493,873)	-	-	(21,365,000)	-	(741,501)	(766,429)	(17,454,484)	(9,280,302)	-46.9%
Designated Expenditure Reserve @ 5%	11,897,200	11,792,000	-	-	11,897,200	11,792,000	-	-	-	-	-	-	11,897,200	11,792,000	-0.9%
Total Required Funds	268,019,683	265,862,973	-	-	268,019,683	265,862,973	-	-	40,535,000	19,707,000	9,457,277	9,167,644	329,865,197	306,277,188	-7.2%
Excess of Sources over (under) Total Funds Required	(7,245,183)	(20,285,873)	-	-	(7,245,183)	(20,285,873)	-	-	(21,365,000)	-	(741,501)	(766,429)	(29,351,684)	(21,052,302)	-28.3%
Fund Balance - Beginning	122,278,114	143,779,613	-	-	122,278,114	143,779,613	-	-	96,245,976	55,223,440	6,736,036	6,459,962	225,360,125	205,463,014	-8.8%
Fund Balance - Ending	\$ 127,030,131	\$ 135,285,740	\$ -	\$ -	\$ 127,030,131	\$ 135,285,740	\$ -	\$ -	\$ 74,880,976	\$ 55,223,440	\$ 5,994,535	\$ 5,693,533	\$ 207,905,641	\$ 196,202,712	-5.6%

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 2017**

	Montgomery County				Prince George's County				Combined Department Total				
	FY 16		FY 17		FY 16		FY 17		FY 16		FY 17		
	Adopted	Proposed	Change	Allocation*	Adopted	Proposed	Change	Allocation*	Adopted	Proposed	Change		
DHRM			%	%			%	%			%	%	
Personnel Services	1,856,151	1,885,951	1.6%	42.4%	2,473,051	2,561,428	3.6%	57.6%	4,329,202	4,447,379	2.7%	2.7%	
Supplies and Materials	36,319	36,022	-0.8%	42.3%	48,341	49,097	1.6%	57.7%	84,660	85,119	0.5%	0.5%	
Other Services and Charges	276,685	275,234	-0.5%	42.1%	370,132	379,111	2.4%	57.9%	646,817	654,345	1.2%	1.2%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,169,155	2,197,207	1.3%	42.4%	2,891,524	2,989,636	3.4%	57.6%	5,060,679	5,186,843	2.5%	2.5%	
Chargebacks	(159,529)	(161,525)	1.3%	26.9%	(423,102)	(438,278)	3.6%	73.1%	(582,631)	(599,803)	2.9%	2.9%	
Total	2,009,626	2,035,682	1.3%	44.4%	2,468,422	2,551,358	3.4%	55.6%	4,478,048	4,587,040	2.4%	2.4%	
Department of Finance													
Personnel Services	3,191,316	3,074,067	-3.7%	42.6%	4,259,503	4,135,627	-2.9%	57.4%	7,450,819	7,209,694	-3.2%	-3.2%	
Supplies and Materials	79,900	79,900	0.0%	43.4%	104,300	104,300	0.0%	56.6%	184,200	184,200	0.0%	0.0%	
Other Services and Charges	697,318	816,118	17.0%	43.9%	912,186	1,043,986	14.4%	56.1%	1,609,504	1,860,104	15.6%	15.6%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,968,534	3,970,085	0.0%	42.9%	5,275,989	5,283,913	0.2%	57.1%	9,244,523	9,253,998	0.1%	0.1%	
Chargebacks	(791,800)	(822,307)	3.9%	35.1%	(1,525,200)	(1,518,860)	-0.4%	64.9%	(2,317,000)	(2,341,167)	1.0%	1.0%	
Total	3,176,734	3,147,778	-0.9%	45.5%	3,750,789	3,765,053	0.4%	54.5%	6,927,523	6,912,831	-0.2%	-0.2%	
Legal Department													
Personnel Services	1,809,998	1,708,545	-5.6%	52.0%	1,552,051	1,579,231	1.8%	48.0%	3,362,049	3,287,776	-2.2%	-2.2%	
Supplies and Materials	16,032	15,466	-3.5%	51.9%	13,768	14,334	4.1%	48.1%	29,800	29,800	0.0%	0.0%	
Other Services and Charges	216,073	198,478	-8.1%	51.9%	187,942	183,945	-2.1%	48.1%	404,015	382,423	-5.3%	-5.3%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,042,103	1,922,489	-5.9%	52.0%	1,753,761	1,777,510	1.4%	48.0%	3,795,864	3,699,999	-2.5%	-2.5%	
Chargebacks	(574,220)	(603,934)	5.2%	44.3%	(734,719)	(758,667)	3.3%	55.7%	(1,308,939)	(1,362,601)	4.1%	4.1%	
Total	1,467,883	1,318,555	-10.2%	56.4%	1,019,042	1,018,843	0.0%	43.6%	2,486,925	2,337,398	-6.0%	-6.0%	
Merit System Board													
Personnel Services	49,972	59,311	18.7%	50.0%	49,972	59,312	18.7%	50.0%	99,944	118,623	18.7%	18.7%	
Supplies and Materials	918	918	0.0%	50.0%	918	917	-0.1%	50.0%	1,836	1,835	-0.1%	-0.1%	
Other Services and Charges	19,890	19,889	0.0%	50.0%	19,890	19,889	0.0%	50.0%	39,780	39,778	0.0%	0.0%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	70,780	80,118	13.2%	50.0%	70,780	80,118	13.2%	50.0%	141,560	160,236	13.2%	13.2%	
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	70,780	80,118	13.2%	50.0%	70,780	80,118	13.2%	50.0%	141,560	160,236	13.2%	13.2%	

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 2017

	Montgomery County			Prince George's County			Combined Department Total		
	FY 16 Adopted	FY 17 Proposed	% Change	FY 16 Adopted	FY 17 Proposed	% Change	FY 16 Adopted	FY 17 Proposed	% Change
Office of Internal Audit									
Personnel Services	189,803	220,236	16.0%	429,816	414,746	-3.5%	619,619	634,982	2.5%
Supplies and Materials	5,540	5,540	0.0%	9,660	9,660	0.0%	15,200	15,200	0.0%
Other Services and Charges	5,590	5,590	0.0%	10,510	10,510	0.0%	16,100	16,100	0.0%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	200,933	231,366	15.1%	449,986	434,916	-3.3%	650,919	666,282	2.4%
Chargebacks	-	-	-	(95,000)	(97,502)	2.6%	(95,000)	(97,502)	2.6%
Total	200,933	231,366	15.1%	354,986	337,414	-5.0%	555,919	568,780	2.3%
CAS Support Services									
Personnel Services	4,685	3,492	-25.5%	5,795	4,408	-23.9%	10,480	7,900	-24.6%
Supplies and Materials	11,175	9,737	-12.9%	13,825	12,292	-11.1%	25,000	22,029	-11.9%
Other Services and Charges	607,997	606,436	-0.3%	752,175	765,591	1.8%	1,360,172	1,372,027	0.9%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	623,857	619,665	-0.7%	771,795	782,291	1.4%	1,395,652	1,401,956	0.5%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	623,857	619,665	-0.7%	771,795	782,291	1.4%	1,395,652	1,401,956	0.5%
Total Central Administrative Services									
Personnel Services	7,101,925	6,951,602	-2.1%	8,770,188	8,754,752	-0.2%	15,872,113	15,706,354	-1.0%
Supplies and Materials	149,884	147,583	-1.5%	190,812	190,600	-0.1%	340,696	338,183	-0.7%
Other Services and Charges	1,823,553	1,921,745	5.4%	2,252,835	2,403,032	6.7%	4,076,388	4,324,777	6.1%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	9,075,362	9,020,930	-0.6%	11,213,835	11,348,384	1.2%	20,289,197	20,369,314	0.4%
Chargebacks	(1,525,549)	(1,587,766)	4.1%	(2,778,021)	(2,813,307)	1.3%	(4,303,570)	(4,401,073)	2.3%
Total	\$ 7,549,813	\$ 7,433,164	-1.5%	\$ 8,435,814	\$ 8,535,077	1.2%	\$ 15,985,627	\$ 15,968,241	-0.1%

* % 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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ 42,339,971	\$ 43,886,700	\$ 43,886,700	\$ 45,147,000	2.9%
Intergovernmental -					
Federal	81,691	-	-	-	-
State	-	-	-	-	-
County - Grant	59,359	144,600	144,600	149,300	3.3%
County - Non-Grant Permit Fee	55,365	65,000	65,000	55,000	-15.4%
Sales	77,663	61,000	61,000	61,000	0.0%
Charges for Services	524,086	592,000	592,000	570,000	-3.7%
Rentals and Concessions	-	-	-	-	-
Interest	154,546	130,000	130,000	150,000	15.4%
Miscellaneous	9,005	10,000	10,000	-	-100.0%
Total Revenues	<u>43,301,686</u>	<u>44,889,300</u>	<u>44,889,300</u>	<u>46,132,300</u>	<u>2.8%</u>
Expenditures:					
Personnel Services	30,528,806	32,922,294	32,922,294	31,875,761	-3.2%
Supplies and Materials	643,558	826,012	826,012	2,324,500	181.4%
Other Services and Charges	16,296,981	17,229,427	17,229,427	15,516,707	-9.9%
Capital Outlay	167,441	172,500	172,500	654,900	279.7%
Other Classifications	-	-	-	-	-
Chargebacks	(2,406,667)	(2,504,521)	(2,504,521)	(2,519,307)	0.6%
Total Expenditures	<u>45,230,119</u>	<u>48,645,712</u>	<u>48,645,712</u>	<u>47,852,561</u>	<u>-1.6%</u>
Excess of Revenues over (under) Expenditures					
	<u>(1,928,433)</u>	<u>(3,756,412)</u>	<u>(3,756,412)</u>	<u>(1,720,261)</u>	<u>-54.2%</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>45,260,119</u>	<u>48,675,712</u>	<u>48,675,712</u>	<u>47,882,561</u>	<u>-1.6%</u>
Excess of Sources over (under) Uses					
	<u>(1,958,433)</u>	<u>(3,786,412)</u>	<u>(3,786,412)</u>	<u>(1,750,261)</u>	<u>-53.8%</u>
Designated Expenditure Reserve @ 5%					
	-	2,432,300	2,432,300	2,392,600	-1.6%
Total Required Funds					
	<u>\$ 45,260,119</u>	<u>\$ 51,108,012</u>	<u>\$ 51,108,012</u>	<u>\$ 50,275,161</u>	<u>-1.6%</u>
Excess of Sources over (under) Total Funds Required					
	<u>\$ (1,958,433)</u>	<u>\$ (6,218,712)</u>	<u>\$ (6,218,712)</u>	<u>\$ (4,142,861)</u>	<u>-33.4%</u>
Fund Balance - Beginning					
	<u>22,312,098</u>	<u>15,859,400</u>	<u>20,353,665</u>	<u>16,567,253</u>	<u>4.5%</u>
Fund Balance - Ending					
	<u>\$ 20,353,665</u>	<u>\$ 12,072,988</u>	<u>\$ 16,567,253</u>	<u>\$ 14,816,992</u>	<u>22.7%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	2,432,300	2,432,300	2,392,600	-1.6%
Undesignated Fund Balance	<u>20,353,665</u>	<u>9,640,688</u>	<u>14,134,953</u>	<u>12,424,392</u>	<u>28.9%</u>
Total Ending Fund Balance	<u>\$ 20,353,665</u>	<u>\$ 12,072,988</u>	<u>\$ 16,567,253</u>	<u>\$ 14,816,992</u>	<u>22.7%</u>

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



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

PRINCE GEORGE'S COUNTY PARK FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ 116,608,140	\$ 119,265,800	\$ 119,265,800	\$ 122,612,400	2.8%
Intergovernmental -					
Federal	45,737	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales					
Charges for Services	165,916	148,500	148,500	148,500	0.0%
Rentals and Concessions	2,509,523	2,641,300	2,641,300	2,656,100	0.6%
Interest	389,359	350,000	350,000	350,000	0.0%
Miscellaneous	236,489	300,000	300,000	300,000	0.0%
Total Revenues	<u>119,955,164</u>	<u>122,705,600</u>	<u>122,705,600</u>	<u>126,067,000</u>	<u>2.7%</u>
Expenditures:					
Personnel Services	72,820,056	78,999,328	78,999,328	78,390,512	-0.8%
Supplies and Materials	9,013,750	10,415,300	10,415,300	11,357,839	9.0%
Other Services and Charges	24,220,016	23,632,699	23,632,699	23,120,995	-2.2%
Capital Outlay	2,758,499	2,326,500	2,326,500	2,205,500	-5.2%
Other Classifications	-	-	-	-	-
Chargebacks	1,372,745	1,407,901	1,407,901	1,447,365	2.8%
Total Expenditures	<u>110,185,066</u>	<u>116,781,728</u>	<u>116,781,728</u>	<u>116,522,211</u>	<u>-0.2%</u>
Excess of Revenues over (under) Expenditures	<u>9,770,098</u>	<u>5,923,872</u>	<u>5,923,872</u>	<u>9,544,789</u>	<u>61.1%</u>
Other Financing Sources (Uses):					
Transfers In:					
Capital Projects Funds	158,518	21,580,000	21,580,000	150,000	-99.3%
Total Transfers In	<u>158,518</u>	<u>21,580,000</u>	<u>21,580,000</u>	<u>150,000</u>	<u>-99.3%</u>
Transfers (Out):					
Capital Project Fund	(16,155,000)	(6,295,000)	(6,295,000)	(6,661,000)	5.8%
Debt Service Fund	(10,741,849)	(11,853,237)	(11,853,237)	(11,539,571)	-2.6%
Enterprise Fund	-	-	-	-	-
Total Transfers (Out)	<u>(26,896,849)</u>	<u>(18,148,237)</u>	<u>(18,148,237)</u>	<u>(18,200,571)</u>	<u>0.3%</u>
Total Other Financing Sources (Uses)	<u>(26,738,331)</u>	<u>3,431,763</u>	<u>3,431,763</u>	<u>(18,050,571)</u>	<u>-99.0%</u>
Total Uses	<u>137,081,915</u>	<u>134,929,965</u>	<u>134,929,965</u>	<u>134,722,782</u>	<u>-0.2%</u>
Excess of Sources over (under) Uses	<u>(16,968,233)</u>	<u>9,355,635</u>	<u>9,355,635</u>	<u>(8,505,782)</u>	<u>-190.9%</u>
Designated Expenditure Reserve @ 5%	-	5,839,100	5,839,100	5,826,100	-0.2%
Total Required Funds	<u>\$ 137,081,915</u>	<u>\$ 140,769,065</u>	<u>\$ 140,769,065</u>	<u>\$ 140,548,882</u>	<u>-0.2%</u>
Excess of Sources over (under) Total Funds Required	<u>\$ (16,968,233)</u>	<u>\$ 3,516,535</u>	<u>\$ 3,516,535</u>	<u>\$ (14,331,882)</u>	<u>-507.6%</u>
Fund Balance - Beginning	<u>115,034,454</u>	<u>90,477,327</u>	<u>98,066,221</u>	<u>107,421,856</u>	<u>18.7%</u>
Fund Balance - Ending	<u>\$ 98,066,221</u>	<u>\$ 99,832,962</u>	<u>\$ 107,421,856</u>	<u>\$ 98,916,074</u>	<u>-0.9%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	5,839,100	5,839,100	5,826,100	-0.2%
Undesignated Fund Balance	<u>98,066,221</u>	<u>93,993,862</u>	<u>101,582,756</u>	<u>93,089,974</u>	<u>-1.0%</u>
Total Ending Fund Balance	<u>\$ 98,066,221</u>	<u>\$ 99,832,962</u>	<u>\$ 107,421,856</u>	<u>\$ 98,916,074</u>	<u>-0.9%</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 RECREATION FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ 57,052,524	\$ 62,626,100	\$ 62,626,100	\$ 64,424,300	2.9%
Intergovernmental -					
Federal	-	-	-	-	-
State	260,894	-	-	-	-
County - Grant	20,193	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	64,642	62,500	62,500	62,500	0.0%
Charges for Services	6,888,959	7,609,500	7,609,500	7,439,500	-2.2%
Rentals and Concessions	1,118,079	1,093,700	1,093,700	1,083,700	-0.9%
Interest	142,984	125,000	125,000	135,000	8.0%
Miscellaneous	209,461	82,800	82,800	82,800	0.0%
Total Revenues	65,757,736	71,599,600	71,599,600	73,227,800	2.3%
Expenditures:					
Personnel Services	39,556,544	42,288,679	42,288,679	42,323,257	0.1%
Supplies and Materials	3,490,982	4,201,400	4,201,400	3,919,656	-6.7%
Other Services and Charges	16,190,155	16,054,820	16,054,820	15,246,202	-5.0%
Capital Outlay	758,485	788,400	788,400	788,400	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	107,836	112,160	112,160	117,768	5.0%
Total Expenditures	60,104,002	63,445,459	63,445,459	62,395,283	-1.7%
Excess of Revenues over (under) Expenditures	5,653,734	8,154,141	8,154,141	10,832,517	32.8%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers In/(Out):					
Enterprise Fund	(9,725,804)	(9,071,347)	(9,071,347)	(9,070,347)	0.0%
Total Transfers (Out)	(9,725,804)	(9,071,347)	(9,071,347)	(9,070,347)	0.0%
Total Other Financing Sources (Uses)	(9,725,804)	(9,071,347)	(9,071,347)	(9,070,347)	0.0%
Total Uses	69,829,806	72,516,806	72,516,806	71,465,630	-1.4%
Excess of Sources over (under) Uses	(4,072,070)	(917,206)	(917,206)	1,762,170	-292.1%
Designated Expenditure Reserve @ 5%	-	3,625,800	3,625,800	3,573,300	-1.4%
Total Required Funds	\$ 69,829,806	\$ 76,142,606	\$ 76,142,606	\$ 75,038,930	-1.4%
Excess of Sources over (under) Total Funds Required	\$ (4,072,070)	\$ (4,543,006)	\$ (4,543,006)	\$ (1,811,130)	-60.1%
Fund Balance - Beginning	24,779,780	16,041,387	20,707,710	19,790,504	23.4%
Fund Balance - Ending	\$ 20,707,710	\$ 15,124,181	\$ 19,790,504	\$ 21,552,674	42.5%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	3,625,800	3,625,800	3,573,300	-1.4%
Undesignated Fund Balance	20,707,710	11,498,381	16,164,704	17,979,374	56.4%
Total Ending Fund Balance	\$ 20,707,710	\$ 15,124,181	\$ 19,790,504	\$ 21,552,674	42.5%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S ADVANCE LAND ACQUISITION DEBT SERVICE FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ 310	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>310</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	(1,284)	-	-	-	-
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>(1,284)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>1,594</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>1,594</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>(1,594)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND
Summary of Revenues, Expenditures, and Changes in Net Position
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	31,310	20,000	20,000	20,000	0.0%
Miscellaneous (Contributions)	(1,284)	-	-	-	-
Total Revenues	<u>30,026</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Capital Outlay	84,000	2,532,215	8,500,000	784,935	-69.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>84,000</u>	<u>2,532,215</u>	<u>8,500,000</u>	<u>784,935</u>	<u>-69.0%</u>
Excess of Revenues over Expenditures	<u>(53,974)</u>	<u>(2,512,215)</u>	<u>(8,480,000)</u>	<u>(764,935)</u>	<u>-69.6%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
ALA Debt Service 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>(53,974)</u>	<u>(2,512,215)</u>	<u>(8,480,000)</u>	<u>(764,935)</u>	<u>-69.6%</u>
Total Net Position - Beginning	<u>9,298,909</u>	<u>2,512,215</u>	<u>9,244,935</u>	<u>764,935</u>	<u>-69.6%</u>
Total Net Position - Ending	<u>\$ 9,244,935</u>	<u>\$ -</u>	<u>\$ 764,935</u>	<u>\$ -</u>	<u>-</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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	10,741,849	11,853,237	11,853,237	11,539,571	-2.6%
Debt Service Principal	8,569,850	9,212,965	9,212,965	8,021,946	-12.9%
Debt Service Interest	2,171,999	2,515,272	2,515,272	3,367,625	33.9%
Debt Service Fees	-	125,000	125,000	150,000	20.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>10,741,849</u>	<u>11,853,237</u>	<u>11,853,237</u>	<u>11,539,571</u>	<u>-2.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(10,741,849)</u>	<u>(11,853,237)</u>	<u>(11,853,237)</u>	<u>(11,539,571)</u>	<u>-2.6%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	10,741,849	11,853,237	11,853,237	11,539,571	-2.6%
Total Transfers In	<u>10,741,849</u>	<u>11,853,237</u>	<u>11,853,237</u>	<u>11,539,571</u>	<u>-2.6%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>10,741,849</u>	<u>11,853,237</u>	<u>11,853,237</u>	<u>11,539,571</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	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY CAPITAL PROJECTS FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental -	\$	\$	\$	\$	
Federal	143,920	-	-	-	-
State (POS)	3,596,326	2,740,000	2,740,000	2,000,000	-27.0%
State (Other)	1,330,672	615,000	615,000	-	-100.0%
County	-	-	-	-	-
Interest	158,518	215,000	215,000	150,000	-30.2%
Contributions	541,108	1,010,000	1,010,000	2,000,000	98.0%
Miscellaneous	206,680	-	-	-	-
Total Revenues	<u>5,977,224</u>	<u>4,580,000</u>	<u>4,580,000</u>	<u>4,150,000</u>	<u>-9.4%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	41,661,242	18,955,000	18,955,000	19,557,000	3.2%
Park Acquisition	3,718,374	4,740,000	4,740,000	3,842,000	-18.9%
Park Development	37,942,868	14,215,000	14,215,000	15,715,000	10.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>41,661,242</u>	<u>18,955,000</u>	<u>18,955,000</u>	<u>19,557,000</u>	<u>3.2%</u>
Excess of Revenues over Expenditures	<u>(35,684,018)</u>	<u>(14,375,000)</u>	<u>(14,375,000)</u>	<u>(15,407,000)</u>	<u>7.2%</u>
Other Financing Sources (Uses):					
Bond Proceeds	-	8,320,000	8,320,000	8,896,000	6.9%
Transfers In					
Transfer from Park Fund (Pay-Go)	16,155,000	6,270,000	6,270,000	6,661,000	6.2%
Transfer from Special Revenue Fund	30,000	-	-	-	-
Total Transfers In	16,185,000	6,270,000	6,270,000	6,661,000	6.2%
Transfers Out					
Transfer to Park Fund	(158,518)	(21,580,000)	(21,580,000)	(150,000)	-99.3%
Total Transfers Out	(158,518)	(21,580,000)	(21,580,000)	(150,000)	-99.3%
Total Other Financing Sources (Uses)	<u>16,026,482</u>	<u>(6,990,000)</u>	<u>(6,990,000)</u>	<u>15,407,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(19,657,536)</u>	<u>(21,365,000)</u>	<u>(21,365,000)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance, Beginning	96,245,976	96,245,976	76,588,440	55,223,440	-42.6%
Fund Balance, Ending	<u>\$ 76,588,440</u>	<u>\$ 74,880,976</u>	<u>\$ 55,223,440</u>	<u>\$ 55,223,440</u>	<u>-26.3%</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ 607,914	\$ 800,000	\$ 800,000	\$ 950,000	18.8%
Sales	61,040	423,100	423,100	423,100	0.0%
Charges for Services	5,385,387	6,341,571	5,886,571	5,886,571	-7.2%
Rentals and Concessions	895,422	947,600	947,600	951,822	0.4%
Interest	27,647	20,005	20,005	25,000	25.0%
Miscellaneous	154,983	153,500	153,500	134,722	-12.2%
Total Revenues	<u>7,132,393</u>	<u>8,685,776</u>	<u>8,230,776</u>	<u>8,371,215</u>	<u>-3.6%</u>
Expenditures by Major Object:					
Personnel Services	3,950,609	5,115,371	5,115,371	5,265,372	2.9%
Supplies and Materials	1,080,622	1,829,400	1,829,400	1,603,600	-12.3%
Other Services and Charges	1,420,188	2,305,606	2,305,606	2,079,106	-9.8%
Capital Outlay	109,764	35,000	35,000	35,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	130,800	141,900	141,900	154,566	8.9%
Total Expenditures	<u>6,691,983</u>	<u>9,427,277</u>	<u>9,427,277</u>	<u>9,137,644</u>	<u>-3.1%</u>
Excess of Revenues over Expenditures	<u>440,410</u>	<u>(741,501)</u>	<u>(1,196,501)</u>	<u>(766,429)</u>	<u>3.4%</u>
Other Financing Sources (Uses):					
Transfers In					
Recreation Fund	-	-	-	-	-
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)-					
Recreation Fund	-	-	-	-	-
Capital Projects 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>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>440,410</u>	<u>(741,501)</u>	<u>(1,196,501)</u>	<u>(766,429)</u>	<u>3.4%</u>
Fund Balance - Beginning	<u>7,216,054</u>	<u>6,736,035</u>	<u>7,656,464</u>	<u>6,459,962</u>	<u>-4.1%</u>
Fund Balance - Ending	<u>\$ 7,656,464</u>	<u>\$ 5,994,534</u>	<u>\$ 6,459,963</u>	<u>\$ 5,693,533</u>	<u>-5.0%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	669,198	942,728	942,728	913,764	-3.1%
Undesignated Fund Balance	6,987,265	5,051,806	5,517,235	4,779,768	-5.4%
Total Ending Fund Balance	<u>\$ 7,656,464</u>	<u>\$ 5,994,534</u>	<u>\$ 6,459,963</u>	<u>\$ 5,693,533</u>	<u>-5.0%</u>



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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	2,133,191	2,451,000	2,451,000	2,451,000	0.0%
Charges for Services	4,171,188	4,994,500	4,994,500	4,889,000	-2.1%
Rentals and Concessions	2,947,675	2,937,800	2,937,800	2,940,800	0.1%
Miscellaneous	284,071	232,500	232,500	10,000	-95.7%
Total Operating Revenues	<u>9,536,125</u>	<u>10,615,800</u>	<u>10,615,800</u>	<u>10,290,800</u>	<u>-3.1%</u>
Operating Expenses:					
Personnel Services	11,284,181	11,125,088	11,125,088	11,264,530	1.3%
Goods for Resale	1,335,438	1,525,704	1,525,704	1,516,704	-0.6%
Supplies and Materials	1,756,629	1,873,150	1,873,150	1,673,915	-10.6%
Other Services and Charges	4,231,063	4,596,105	4,596,105	4,338,795	-5.6%
Depreciation & Amortization Expense	2,662,796	-	-	-	-
Capital Outlay	-	271,800	271,800	271,800	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	290,700	315,300	315,300	325,403	3.2%
Total Operating Expenses	<u>21,560,807</u>	<u>19,707,147</u>	<u>19,707,147</u>	<u>19,391,147</u>	<u>-1.6%</u>
Operating Income (Loss)	<u>(12,024,682)</u>	<u>(9,091,347)</u>	<u>(9,091,347)</u>	<u>(9,100,347)</u>	<u>0.1%</u>
Nonoperating Revenue (Expenses):					
Interest Income	38,404	20,000	20,000	30,000	50.0%
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>38,404</u>	<u>20,000</u>	<u>20,000</u>	<u>30,000</u>	<u>50.0%</u>
Income (Loss) Before Operating Transfers	<u>(11,986,278)</u>	<u>(9,071,347)</u>	<u>(9,071,347)</u>	<u>(9,070,347)</u>	<u>0.0%</u>
Operating Transfers In (Out):					
Transfer In - Park Fund	-	-	-	-	-
Transfer In - Recreation Fund	9,725,804	9,071,347	9,071,347	9,070,347	0.0%
Transfer In - Other	-	-	-	-	-
Transfer Out - Recreation Fund	-	-	-	-	-
Net Operating Transfer	<u>9,725,804</u>	<u>9,071,347</u>	<u>9,071,347</u>	<u>9,070,347</u>	<u>0.0%</u>
Change in Net Position	(2,260,474)	-	-	-	-
Total Net Position - Beginning	<u>44,873,928</u>	<u>46,417,864</u>	<u>42,613,454</u>	<u>42,613,454</u>	<u>-8.2%</u>
Total Net Position - Ending	<u>\$ 42,613,454</u>	<u>\$ 46,417,864</u>	<u>\$ 42,613,454</u>	<u>\$ 42,613,454</u>	<u>-8.2%</u>

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	4,325,300	2,724,100	2,724,100	2,587,500	-5.0%
Recreation	1,695,800	1,047,100	1,047,100	905,800	-13.5%
Planning	221,900	165,400	165,400	93,500	-43.5%
CAS	4,700	4,700	4,700	4,800	2.1%
Enterprise	423,000	248,300	248,300	155,700	-37.3%
Miscellaneous (Claim Recoveries, etc.)	422,267	-	-	-	-
Total Operating Revenues	7,092,967	4,189,600	4,189,600	3,747,300	-10.6%
Operating Expenses:					
Personnel Services	363,181	455,097	455,097	460,855	1.3%
Supplies and Materials	22,275	22,500	22,500	27,500	22.2%
Other Services and Charges:					
Insurance Claims:					
Parks	3,545,386	2,460,802	2,460,802	2,253,100	-8.4%
Recreation	685,837	705,790	705,790	683,900	-3.1%
Planning	71,712	101,398	101,398	73,000	-28.0%
CAS	(8,706)	5,208	5,208	7,200	38.2%
Enterprise	195,725	199,323	199,323	131,400	-34.1%
Misc., Professional services, etc.	69,990	795,632	795,632	735,800	-7.5%
Depreciation & Amortization Expense	2,948	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	273,487	282,614	282,614	244,500	-13.5%
Total Operating Expenses	5,221,835	5,028,364	5,028,364	4,617,255	-8.2%
Operating Income (Loss)	1,871,132	(838,764)	(838,764)	(869,955)	3.7%
Nonoperating Revenue (Expenses):					
Interest Income	75,808	50,000	50,000	70,000	40.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	75,808	50,000	50,000	70,000	40.0%
Income (Loss) Before Operating Transfers	1,946,940	(788,764)	(788,764)	(799,955)	1.4%
Operating Transfers In (Out):					
Transfer In	730,835	-	-	-	-
Transfer (Out)	(730,835)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,946,940	(788,764)	(788,764)	(799,955)	1.4%
Total Net Position - Beginning	9,790,498	10,308,248	11,737,438	10,948,674	6.2%
Total Net Position - Ending	\$ 11,737,438	\$ 9,519,484	\$ 10,948,674	\$ 10,148,719	6.6%
Designated Position	5,183,000	5,350,701	5,350,701	5,314,364	-0.7%
Unrestricted Position	6,554,438	4,168,783	5,597,973	4,834,355	16.0%
Total Net Position, June 30	\$ 11,737,438	\$ 9,519,484	\$ 10,948,674	\$ 10,148,719	6.6%

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

Parks	\$ 497,296	\$ 504,337	\$ 504,337	\$ 466,700	-7.5%
Recreation	154,961	156,936	156,936	141,600	-9.8%
Planning	14,835	16,407	16,407	15,100	-8.0%
CAS	1,195	1,424	1,424	1,500	5.3%
Enterprise	34,802	34,241	34,241	27,200	-20.6%
Total	\$ 703,089	\$ 713,345	\$ 713,345	\$ 652,100	-8.6%

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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services (to Other Funds)	\$ 2,394,000	\$ 1,346,150	\$ 1,346,150	\$ 1,634,950	21.5%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>2,394,000</u>	<u>1,346,150</u>	<u>1,346,150</u>	<u>1,634,950</u>	<u>21.5%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	145,211	-	-	-	-
Other Services and Charges:	285,654	-	-	-	-
Debt Service:					
Debt Service Principal	-	1,264,500	1,264,500	695,400	-45.0%
Debt Service Interest	-	326,500	326,500	179,650	-45.0%
Depreciation & Amortization Expense	303,654	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	1,520,000	-
Other Classifications	-	-	-	-	-
Chargebacks	18,200	19,700	19,700	4,881	-75.2%
Total Operating Expenses	<u>752,719</u>	<u>1,610,700</u>	<u>1,610,700</u>	<u>2,399,931</u>	<u>49.0%</u>
Operating Income (Loss)	<u>1,641,281</u>	<u>(264,550)</u>	<u>(264,550)</u>	<u>(764,981)</u>	<u>189.2%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	1,520,000	-
Interest Income	4,315	2,000	2,000	2,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(8,216)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(3,901)</u>	<u>2,000</u>	<u>2,000</u>	<u>1,522,000</u>	<u>7600.0%</u>
Income (Loss) Before Operating Transfers	<u>1,637,380</u>	<u>(262,550)</u>	<u>(262,550)</u>	<u>757,019</u>	<u>-388.3%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	1,637,380	(262,550)	(262,550)	757,019	-388.3%
Total Net Position - Beginning	<u>1,842,019</u>	<u>4,352,077</u>	<u>3,479,399</u>	<u>3,216,849</u>	<u>-26.1%</u>
Total Net Position - Ending	<u>\$ 3,479,399</u>	<u>\$ 4,089,527</u>	<u>\$ 3,216,849</u>	<u>\$ 3,973,868</u>	<u>-2.8%</u>
Note: Future Financing Plans					
Capital equipment financed for Parks and Rec		\$ 500,000	\$ 500,000	\$ 1,270,000	
Capital equipment financed for Finance Dept.		100,000	100,000	250,000	

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 COMMISSION-WIDE CIO & IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services (to Other Funds)	\$ 785,878	\$ 803,171	\$ 378,304	\$ 1,281,804	59.6%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>785,878</u>	<u>803,171</u>	<u>378,304</u>	<u>1,281,804</u>	<u>59.6%</u>
Operating Expenses:					
Personnel Services	109,541	304,483	304,483	338,547	11.2%
Supplies and Materials	24,522	7,348	11,462	2,939	-60.0%
Other Services and Charges:	512,786	457,291	408,345	1,532,102	235.0%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	126,321	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>773,170</u>	<u>769,122</u>	<u>724,290</u>	<u>1,873,588</u>	<u>143.6%</u>
Operating Income (Loss)	<u>12,708</u>	<u>34,049</u>	<u>(345,986)</u>	<u>(591,784)</u>	<u>-1838.0%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	516,000	-
Interest Income	8,226	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(21,586)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(13,361)</u>	<u>-</u>	<u>-</u>	<u>516,000</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(653)</u>	<u>34,049</u>	<u>(345,986)</u>	<u>(75,784)</u>	<u>-322.6%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>(653)</u>	<u>34,049</u>	<u>(345,986)</u>	<u>(75,784)</u>	<u>-322.6%</u>
Total Net Position - Beginning	<u>2,922,311</u>	<u>1,223,049</u>	<u>2,921,658</u>	<u>2,575,672</u>	<u>110.6%</u>
Total Net Position - Ending	<u>\$ 2,921,658</u>	<u>\$ 1,257,098</u>	<u>\$ 2,575,672</u>	<u>\$ 2,499,888</u>	<u>98.9%</u>

Note: Future Financing Plans

Capital equipment financed for IT Initiatives \$ - \$ - \$ - \$ 516,000

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

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND

Summary of Revenues, Expenses, and Changes in Fund Net Position

PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	190,992	212,449	212,449	212,449	0.0%
Retirement System	75,673	96,015	96,015	96,015	0.0%
CAS Departments	796,491	885,976	885,976	885,976	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,063,156	1,194,440	1,194,440	1,194,440	0.0%
Operating Expenses:					
Personnel Services	212,657	247,351	247,351	250,295	1.2%
Supplies and Materials	73,969	21,089	21,089	21,500	1.9%
Other Services and Charges:	424,371	594,000	594,000	590,645	-0.6%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	153,517	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	332,000	332,000	332,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	-	-	-	-	-
Total Operating Expenses	864,514	1,194,440	1,194,440	1,194,440	0.0%
Operating Income (Loss)	198,642	-	-	-	-
Nonoperating Revenue (Expenses):					
Interest Income	6,212	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	6,212	-	-	-	-
Income (Loss) Before Operating Transfers	204,854	-	-	-	-
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	204,854	-	-	-	-
Total Net Position - Beginning	3,165,127	3,092,081	3,369,981	3,369,981	9.0%
Total Net Position - Ending	\$ 3,369,981	\$ 3,092,081	\$ 3,369,981	\$ 3,369,981	9.0%

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

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND

Summary of Revenues, Expenses, and Changes in Fund Net Position

PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	317,000	700,000	700,000	-	-100.0%
EGWP Subsidy	-	1,805,000	1,805,000	1,200,000	-33.5%
Charges for Services:					
ISF Revenue, Other	22,360	18,600	18,600	15,900	-14.5%
ISF Revenue, Employee Share	7,090,856	9,884,689	9,884,689	10,137,524	2.6%
ISF Revenue, Employer Share	37,802,216	44,722,998	44,722,998	45,795,360	2.4%
Miscellaneous (Claim Recoveries, etc.)	2,564,872	-	-	-	-
Total Operating Revenues	47,797,304	57,131,287	57,131,287	57,148,784	0.0%
Operating Expenses:					
Personnel Services	615,029	726,962	726,962	739,799	1.8%
Supplies and Materials	5,025	35,000	35,000	50,000	42.9%
Other Services and Charges:					
Professional Services	232,411	395,000	395,000	595,000	50.6%
Insurance Claims and Fees	39,062,072	48,031,482	48,031,482	47,338,073	-1.4%
Insurance Premiums	4,821,516	7,866,031	7,866,031	8,195,394	4.2%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	300,000	283,800	283,800	318,518	12.2%
Total Operating Expenses	45,036,053	57,338,275	57,338,275	57,236,784	-0.2%
Operating Income (Loss)	2,761,251	(206,988)	(206,988)	(88,000)	-57.5%
Non-operating Revenue (Expenses):					
Interest Income	47,967	15,000	15,000	15,000	0.0%
Total Non-operating Revenue (Expenses)	47,967	15,000	15,000	15,000	0.0%
Income (Loss) Before Operating Transfers	2,809,218	(191,988)	(191,988)	(73,000)	-62.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	(700,000)	(700,000)	-	-100.0%
Net Operating Transfer	-	(700,000)	(700,000)	-	-100.0%
Change in Net Position	2,809,218	(891,988)	(891,988)	(73,000)	-91.8%
Total Net Position, Beginning	10,838,987	10,907,860	13,648,205	12,756,217	16.9%
Total Net Position, Ending	13,648,205	10,015,872	12,756,217	12,683,217	26.6%
Designated Position	3,377,704	4,300,371	4,300,371	4,865,127	13.1%
Unrestricted Position	10,270,501	5,715,501	8,455,846	7,818,090	36.8%
Total Net Position, June 30	\$ 13,648,205	\$ 10,015,872	\$ 12,756,217	\$ 12,683,217	26.6%

Policy requires a reserve equal to 8.5% of Total Operating Expense



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

PRINCE GEORGE'S COUNTY TAX RATES AND ASSESSABLE BASE

		FY 15 Actual	FY 16 Adopted	FY 17 Proposed	Rate Change
<u>Tax Rates:</u>					
(Cents per \$100 of assessed value)					
Administration					
	Real	5.41	5.66	5.66	-
	Personal	13.53	14.15	14.15	-
Park					
	Real	15.44	15.94	15.94	-
	Personal	38.60	39.85	39.85	-
Recreation					
	Real	7.05	7.80	7.80	-
	Personal	17.62	19.50	19.50	-
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>29.40</u>	<u>29.40</u>	-
	Personal	<u>69.75</u>	<u>73.50</u>	<u>73.50</u>	-

		FY 15 Adopted	FY 16 Adopted	FY 17 Proposed	% Change
<u>Assessable Base:</u>					
(in billions \$)					
Regional District (Administration Fund)					
	Real	71.628	71.840	74.211	3.30%
	Personal	2.702	2.588	2.537	-1.97%
Metropolitan District (Park Fund)					
	Real	69.055	69.259	71.545	3.30%
	Personal	2.605	2.495	2.446	-1.96%
Entire County (Recreation Fund and ALA Fund)					
	Real	74.165	74.384	76.839	3.30%
	Personal	2.798	2.680	2.627	-1.98%

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 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	270.30	269.50	257.05	256.00	254.30	249.00
Part-Time Career	6.60	3.55	6.10	3.18	6.10	3.30
Career Total	276.90	273.05	263.15	259.18	260.40	252.30
Term Contract	-	-	0.50	0.50	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(4.60)	-	(2.99)	-	(1.99)
TOTAL ADMINISTRATION FUND	276.90	268.45	263.65	256.69	260.90	250.81
PARK FUND						
Full-Time Career	737.00	737.00	745.00	745.00	747.00	747.00
Part-Time Career	9.00	6.30	9.00	6.30	7.00	5.80
Career Total	746.00	743.30	754.00	751.30	754.00	752.80
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	122.00	-	141.50	-	143.65
TOTAL PARK FUND	746.00	865.30	754.00	892.80	754.00	896.45
RECREATION FUND						
Full-Time Career	249.00	249.00	251.00	251.00	251.00	251.00
Part-Time Career	20.00	15.60	19.00	15.10	18.00	14.60
Career Total	269.00	264.60	270.00	266.10	269.00	265.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	464.50	-	513.50	-	509.53
TOTAL RECREATION FUND	269.00	729.10	270.00	779.60	269.00	775.13
TOTAL TAX SUPPORTED (Admin, Park, and Rec)						
Full-Time Career	1,256.30	1,255.50	1,253.05	1,252.00	1,252.30	1,247.00
Part-Time Career	35.60	25.45	34.10	24.58	31.10	23.70
Career Total	1,291.90	1,280.95	1,287.15	1,276.58	1,283.40	1,270.70
Term Contract	-	-	0.50	0.50	0.50	0.50
Seasonal/Intermittent	-	586.50	-	655.00	-	653.18
Less Lapse	-	(4.60)	-	(2.99)	-	(1.99)
TOTAL TAX SUPPORTED	1,291.90	1,862.85	1,287.65	1,929.09	1,283.90	1,922.39
ENTERPRISE FUND						
Full-Time Career	67.00	67.00	66.00	66.00	66.00	66.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	68.00	67.50	67.00	66.50	67.00	66.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	113.50	-	135.50	-	135.50
TOTAL ENTERPRISE FUND	68.00	181.00	67.00	202.00	67.00	202.00
SPECIAL REVENUE FUND						
Seasonal/Intermittent	-	215.50	-	263.50	-	263.50
INTERNAL SERVICE FUNDS						
Full-Time Career	4.00	4.15	4.50	4.65	4.50	4.90
Part-Time Career	-	-	0.50	0.25	0.50	0.25
Career Total	4.00	4.15	5.00	4.90	5.00	5.15
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,327.30	1,326.65	1,323.55	1,322.65	1,322.80	1,317.90
Part-Time Career	36.60	25.95	35.60	25.33	32.60	24.45
Career Total	1,363.90	1,352.60	1,359.15	1,347.98	1,355.40	1,342.35
Term Contract	-	-	0.50	0.50	0.50	0.50
Seasonal/Intermittent	-	915.50	-	1,054.00	-	1,052.18
Less Lapse	-	(4.60)	-	(2.99)	-	(1.99)
GRAND TOTAL	1,363.90	2,263.50	1,359.65	2,399.49	1,355.90	2,393.04



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

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Prince George's County Commissioners' Office

EXECUTIVE OVERVIEW

The Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission (M-NCPPC) is responsible for 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 program and development of overall park and recreation service standards is performed through regular meetings with the Director and staff, members of the recreation community and recreation advisory support groups. In sum, the Planning Board works with planning professionals, elected and appointed 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 10.5 full-time positions (one position is split between the Planning Board and the Planning Department Director). 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 also 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 Planning Board Office is to provide the highest level of professional support to the Planning Board to assist in carrying out its work, responsibilities and communicating effectively with County residents, elected officials, other government agencies, and the Commission's 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

	FY16 Adopted	FY17 Proposed	% Change
Budget			
Expenditures	\$3,156,299	\$3,098,862	-1.8%
Staffing			
Funded Career Position	15.50	15.50	0.0%
Funded Workyears	13.50	13.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

In FY 2017, the Commissioners' Office proposed budget will decrease by 1.8% or \$57,437 from the FY 2016 adopted budget. This decrease is primarily due to reduced pension 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 2016 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 \$148,963 for the office's rent in the County Administration Building.

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Commissioners' Office				
Personnel Services	1,506,944	1,678,440	1,616,664	-3.7%
Supplies and Materials	44,075	39,000	39,000	0.0%
Other Services and Charges	1,536,075	1,426,359	1,430,698	0.3%
Capital Outlay	-	12,500	12,500	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,087,094	3,156,299	3,098,862	-1.8%

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS

ADMINISTRATION FUND

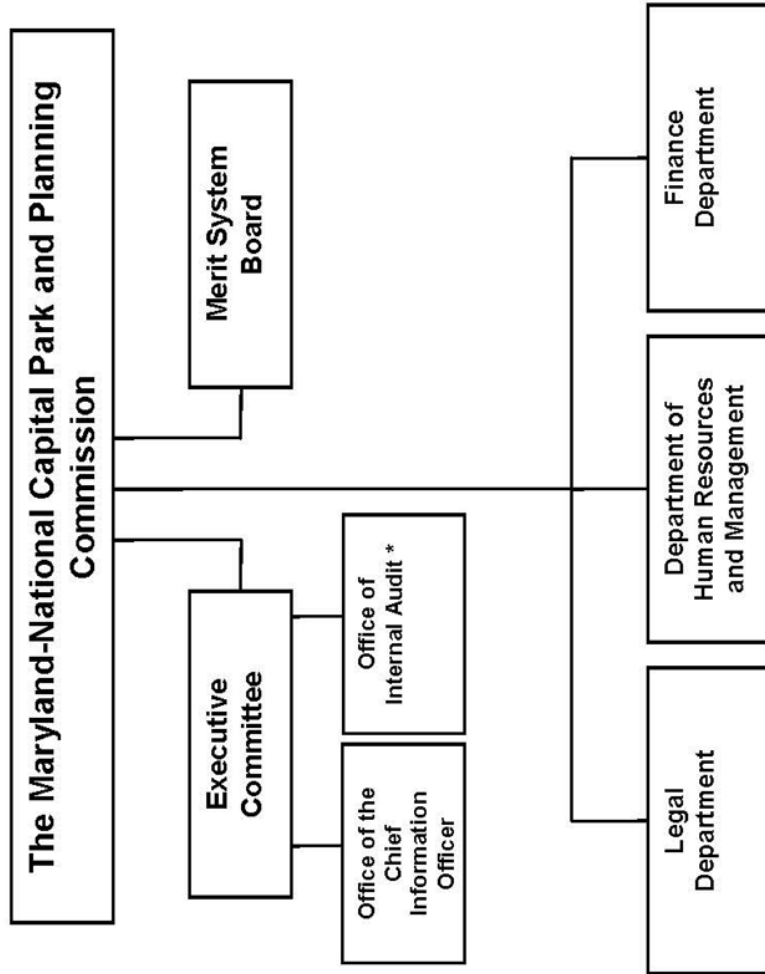
COMMISSIONERS' OFFICE

Full-Time Career	11.00	11.00	11.50	11.50	11.50	11.50
Part-Time Career	5.00	2.50	4.00	2.00	4.00	2.00
Career Total	16.00	13.50	15.50	13.50	15.50	13.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Commissioners' Office	16.00	13.50	15.50	13.50	15.50	13.50



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 agency 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, in conjunction 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. Enterprise-wide IT initiatives are recommended by the IT Council which is comprised of the leadership from each of the operating departments, the Executive Director and the Secretary-Treasurer.

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

CAS also includes funding for the Merit System Board and CAS Support Services. The budget for the Office of the Chief Information Officer and Commission-wide IT initiatives are shown in the Internal Service Fund section of the FY17 Proposed Budget Document, under the Commission-wide CIO & IT Initiatives Fund.

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 Corporate 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,



Central Administrative Services

Overview

Procurement, and Information Technology Administration and Systems Support for Central Administrative Services and the Employees' Retirement System (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 agency's work program. The Office of the General Counsel (OGC) guides the Commission's internal corporate operations; advises staff and the Planning Boards in judicial and regulatory responsibilities; advocates on the Commission's behalf in litigation before the State and Federal courts; and participates in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the Commission.

Office of Internal Audit

The Office of Internal Audit provides a systematic disciplined approach to evaluating and improving the effectiveness of governance, risk management, internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting.

Office of the Chief Information Officer

The Office of the Chief Information Officer (CIO) strategically plans and implements enterprise-wide IT systems in collaboration with departments in order to meet business needs. The CIO Office also functions as the Commission's Chief Technology Security Officer, ensuring confidentiality, availability, and the integrity of Commission data.

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 Corporate Policy and Management Operations Division; and with input from employees and management, the Board recommends changes to Merit System Rules and Regulations (personnel policies). Recommendations are submitted to the Commission for adoption. With the support of the agency's Human Resources Division, 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 Central Administrative Services (CAS). These expenses include unemployment insurance, workers' compensation costs, shared 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	FY15 Budget	FY16 Adopted	FY17 Proposed	% Change
MONTGOMERY						
	Risk Management	DHRM	\$19,200	\$19,970	\$20,963	5.0%
	Risk Management	Finance	43,600	47,300	8,135	-82.8%
	Risk Management	Legal	186,880	189,009	197,035	4.2%
	Data Center - Park Fund	Finance	255,700	255,700	315,576	23.4%
	Enterprise Funds	Finance	181,600	197,000	203,377	3.2%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	130,800	141,900	138,296	-2.5%
	Capital Equipment Fund	Finance	29,000	31,500	40,675	29.1%
	Trust/Agency and Special Revenue Funds	Finance	24,200	26,100	23,948	-8.2%
	Park Fund P/P Prtshps.	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	32,100	32,100	32,100	0.0%
	Admin Fund - Dev. Rev.	Legal	133,550	133,433	144,422	8.2%
	Admin Fund - Planning	Legal	85,000	85,000	85,000	0.0%
	Park Fund	Legal	140,589	140,590	145,377	3.4%
	Park Police Support	DHRM	56,100	\$56,100	\$58,345	4.0%
	Labor Relations - Park	DHRM	58,896	\$58,900	\$61,255	4.0%
	Group Insurance	DHRM	19,200	\$19,970	\$20,962	5.0%
	Subtotal Montgomery		<u>\$1,488,715</u>	<u>\$1,526,872</u>	<u>\$1,587,766</u>	4.0%
PRINCE GEORGE'S						
	Risk Management	DHRM	\$19,200	\$19,970	\$20,963	5.0%
	Risk Management	Finance	58,100	63,000	16,270	-74.2%
	Risk Management	Legal	194,510	199,644	207,212	3.8%
	Data Center - Park Fund	Finance	526,100	526,100	562,144	6.9%
	Enterprise Funds	Finance	226,700	245,880	253,758	3.2%
	Sportsplex	Finance	64,000	69,420	71,645	3.2%
	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	130,800	141,900	138,296	-2.5%
	Capital Equipment Fund	Finance	18,200	19,700	4,881	-75.2%
	Trust/Agency and Special Revenue Funds	Finance	130,800	141,900	154,566	8.9%
	Park Fund P/P Prtshps.	Finance	61,200	61,200	61,200	0.0%
	Park Fund (5713)	Finance	143,000	125,000	125,000	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Park Fund	Internal Audit	70,000	95,000	97,502	2.6%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Park Fund - Atty support	Legal	80,000	80,000	80,000	0.0%
	Admin Fund - Planning	Legal	229,200	234,134	252,702	7.9%
	Park Fund	Legal	175,208	175,200	186,653	6.5%
	Adm Fund/PL HRIS/CC	DHRM	21,570	22,430	23,551	5.0%
	Park Fund HRIS/CC	DHRM	53,920	56,080	58,884	5.0%
	Recreation Fund HRIS/CC	DHRM	53,920	56,080	58,884	5.0%
	PG Planning Recruit.	DHRM	16,180	16,824	17,665	5.0%
	Rec Fund Recruit.	DHRM	53,920	56,080	58,884	5.0%
	Park Fund Recruit	DHRM	53,920	56,080	58,884	5.0%
	Park Police Support	DHRM	56,100	56,100	58,345	4.0%
	Labor Relations - Park	DHRM	58,896	58,900	61,255	4.0%
	Group Insurance	DHRM	19,200	19,970	20,963	5.0%
	Subtotal Prince George's		<u>\$2,677,844</u>	<u>\$2,759,792</u>	<u>\$2,813,307</u>	1.9%
COMBINED TOTAL			<u>\$4,166,559</u>	<u>\$4,286,664</u>	<u>\$4,401,073</u>	2.7%
SUMMARY OF CHARGEBACKS BY SUPPLIER DEPARTMENT						
	DHRM		560,222	573,454	599,803	4.6%
	Finance		2,247,200	2,317,000	2,341,167	1.0%
	Legal		1,289,137	1,301,210	1,362,601	4.7%
	Internal Audit		70,000	95,000	97,502	2.6%
TOTAL			<u>\$4,166,559</u>	<u>\$4,286,664</u>	<u>\$4,401,073</u>	2.7%



Central Administrative Services

Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The bi-county proposed FY17 operating budget for Central Administrative Services before chargebacks is \$20,369,314, which is a 0.4% increase over FY16. The budget sustains, at a minimum, the same service level as FY16, and incorporates 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 FY17 proposed budget is based on the analysis performed in the Fall of 2015.

The FY17 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 44.2% Montgomery County and 55.8% 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 proposed budget for each Department/Unit is provided in the individual sections that follow the CAS summary.

Investing in an Essential Needs Budget

In FY17, the proposed budget addresses major known commitments and essential needs. The proposed budget focuses on such core needs as:

- Continuing implementation of functionality in Enterprise Resource Planning (ERP) system and upgrading to the latest version.
- Responding to critical needs for background checks and employment reviews within the Recruitment Office.
- Responding to significant need to update agency policies.
- Implementing critical workforce development training.

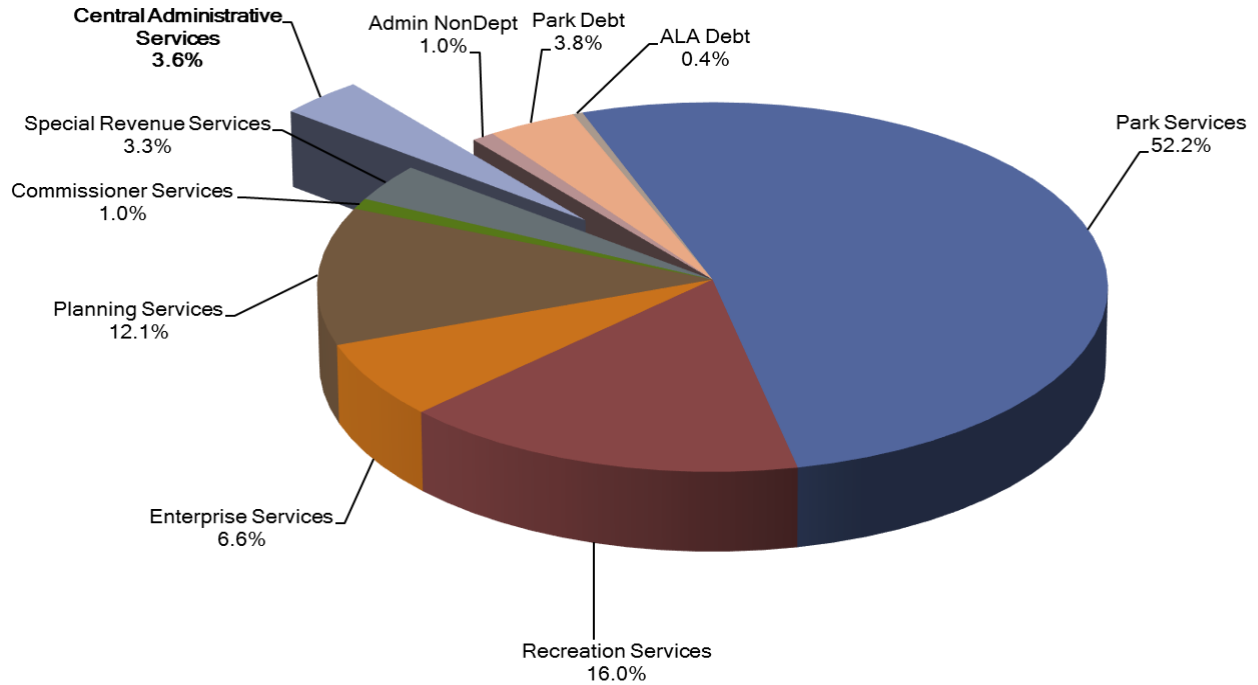
The CAS budget proposal reflects positions and workyears comparable to FY2012 levels, even while work program demands have increased over the past few years. Work program demands such as, increased cost analyses for alternative medical designs to contain costs, preparation for health care reform, required policy revisions, zoning ordinance review, legal advice, and the continued rollout of ERP functionality, increase the demand for CAS departments' services.

The CAS proposed budget is 3.6% of the Commission's proposed total bi-county operating budget.



Central Administrative Services Overview

Central Administrative Services (CAS)
FY17 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, ALARF, and Capital Projects Fund)

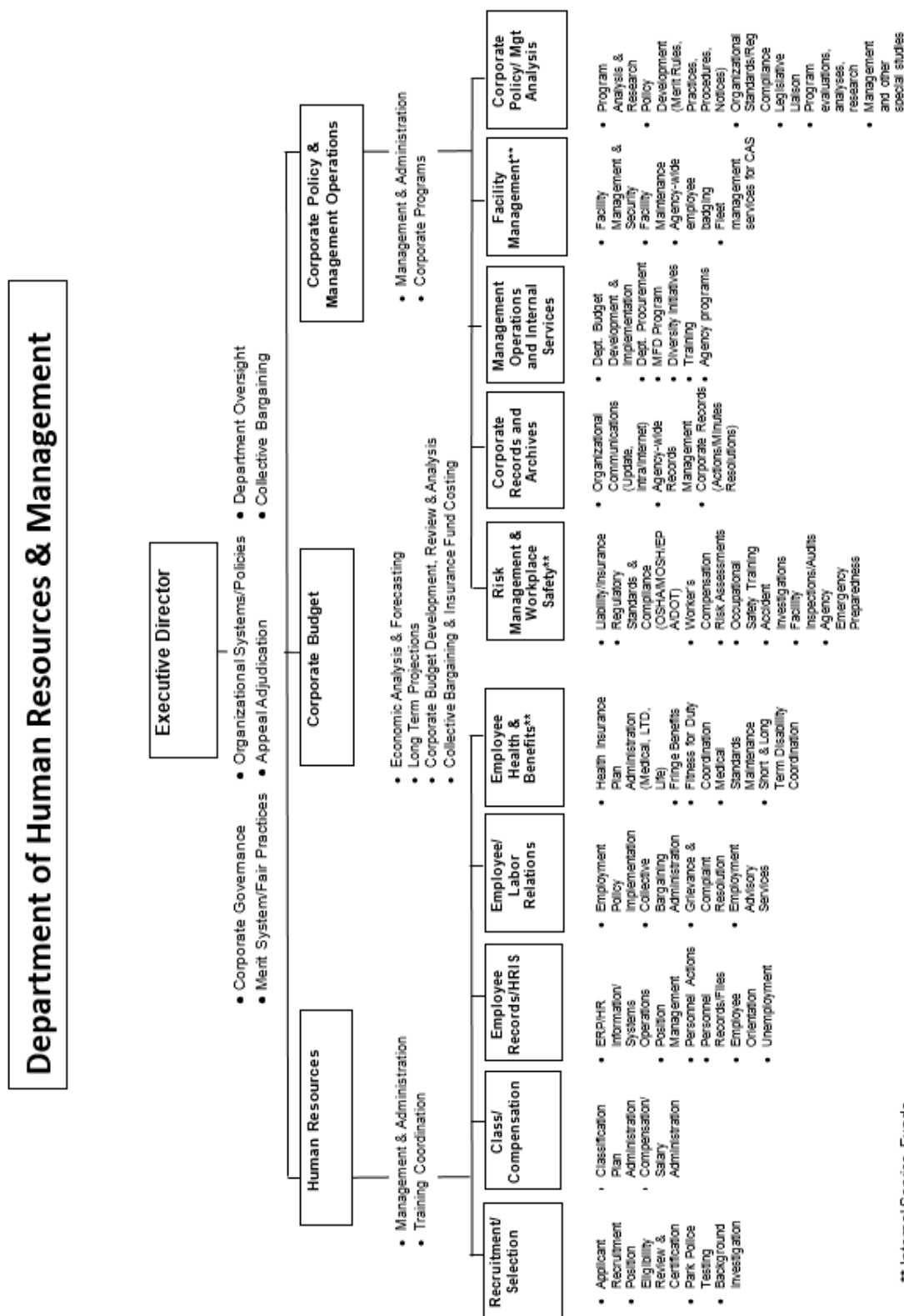


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



Central Administrative Services Department of Human Resources and Management

ORGANIZATIONAL STRUCTURE



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 agency, 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, DHRM includes:

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

Collectively these operations 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/Divisions are presented on the organizational chart.

Most of the DHRM functions are funded in the Administration Funds. However, the Employee Health and Benefits, and the Risk and Workplace Safety functions are included in the Group Insurance and Risk Management Internal Service Funds, respectively. DHRM also manages the Executive Office Building (EOB) Internal Service Fund. The EOB/CAS Facility Operations activities include facility operation, building/safety code compliance, landlord-tenant relations, energy conservation, major maintenance and repair projects, and space planning.

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 are described in the following pages.

Office of the Executive Director

The Office of the Executive Director provides executive leadership, coordination, and administrative direction for the operation of the agency and the DHRM. 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 in 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 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 reviews; reviews employment concerns and handles adjudication of grievance appeals; negotiates collective bargaining agreements; serves as liaison with both County Councils and County Executives; and provides oversight of agency-wide initiatives such as the Diversity Council and preferred workplace programs. The Office oversees other corporate functions of the agency including policy



Central Administrative Services

Department of Human Resources and Management

development, administration of workforce programs/benefits/insurance, budget development and fiscal planning, and coordination of Commission, Executive Committee, and Department Directors meetings.

The Executive Director and both Planning Board Chairs comprise the Executive Committee. The Executive Committee, pursuant to Commission practices, meets regularly to conduct business, and effectively leads the administrative bi-county operations of the agency.

Corporate Budget Division

The Corporate Budget Division promotes the responsible and sustainable use of public resources to meet the needs of the bi-county residents by providing the Commission and departments with strategic information, central budget coordination, and forward fiscal planning for the agency budget. The Office delivers an array of services, including:

- Comprehensive fiscal and budget analysis
- Coordination of agency-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 Corporate Budget Division 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 Division provides agency-wide planning, analysis and reporting. It works to understand customer needs and applies creative analyses to develop information that helps governance and operations to better meet customer needs. The Corporate Budget Division oversees the Commission's budget preparation process to ensure accuracy and uniformity throughout the Commission.

Corporate Policy and Management Operations Division

This Division is responsible for assisting with organizational governance, developing organizational policy and standards, issuing employee communications and emergency announcements, and administering corporate programs which support the Office of the Executive Director, the Executive Committee, and the Commission. This Division performs analysis and research to ensure that business operations are effective, efficiently utilizing resources, and upholding public accountability. Staff incorporates 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 programs to assure compliance and due diligence in business operations. The Division manages four cross-functional teams: Corporate Policy and Corporate Records, Management Operations and Internal Services, and Risk Management and Workplace Safety, and EOB/CAS Facility Operations.

Corporate Policy and Corporate Records conduct research and analysis of organizational needs, regulatory mandates, and best practices for greater efficiency, cost containment, and effective programs. Analysis is used to develop policy and operational standards through a collaborative review with departments, Merit System Board, union representatives, and the Commission.

The Corporate Policy unit also conducts specialized management studies, implements organizational development initiatives, and provides legislative support on bills or actions impacting policy or operational standards. The Commission's policy system, as issued through Merit System Rules and Regulations, Notices, Administrative Practices/Procedures, and Resolutions, is managed by this team. These policies address organizational functions, employment regulations, financial systems, and other operational standards. The Corporate Records unit manages the agency's archive program to ensure official records are safeguarded and retained in



Central Administrative Services

Department of Human Resources and Management

accordance with Federal and State public record mandates. It is also responsible for coordinating and supporting corporate meetings of the Commission, the Executive Committee, Directors, and other ad hoc or standing committees; formally documenting the actions of the Commission; and conducting research of historical records/actions.

Management Operations and Internal Services carry out corporate and departmental activities including: budget management and procurement administration for the following operations: DHRM, Risk Management, Group Insurance, the Executive Office Building, CAS Support Services, and the Merit System Board; development and dissemination of corporate communications (e.g., agency-wide directives, Notices, employee newsletters, facility and emergency closing information, telephone directories, etc.); management of agency-wide training initiatives; and support for agency-wide programs including diversity initiatives.

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; 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 Montgomery County Government's Self-Insurance Program (MCSIP). The self-insurance program provides specialized services related to third party reviews of workers' compensation/liability claims and participation in some group insurance.

EOB/CAS Facility Operations staff manages the facility operations that house the Central Administrative Services departments/units, certain divisions of Prince George's Department of Parks and Recreation, the Employees' Retirement System, and the Merit System Board. Operations include facility maintenance, support, and compliance with State/local fire/workplace codes. Staff also manages facility security and agency-wide employee identification badging program.

Human Resources Division

The goals of the Human Resources (HR) Division are to ensure an applicant pool that is diverse, qualified and available; employee recognition and compensation that reflect performance; and an affordable, responsive, and attractive array of benefits and health programs with effective service delivery.

The 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, 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 HR Director and cross-functional teams to carry out HR employee and employment services activities.

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



Central Administrative Services

Department of Human Resources and Management

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.

Human Resources Information System (HRIS)/Employment Records safeguards and maintains official employee records (physical and electronic) according to Federal and State regulations. Staff uses HRIS to maintain the employee/employment database, and to review, enter, authorize, and/or approve employee actions (e.g., hire, pay, terminate) 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 legal garnishments tracking, 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 agency from advertising, testing, application processing, selection, employment/promotion offers, and orientation. This team manages an outsourced online applicant tracking system. Two options are provided to the operating departments: either full-service recruitment or online 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 with negotiation, administration of employment policy and collective bargaining contracts, and ongoing 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. The Office also ensures implementation of programs such as the Affordable Care Act, Consolidated Omnibus Budget Reconciliation Act (COBRA), and Health Insurance Portability and Accountability Act (HIPAA). Related work covers administration of benefit programs, the flexible spending account program, the employee assistance program, critical incident support, long-term care, childcare and elder care referral networks, Employees' Sick Leave 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, and psychological evaluations. It also 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

FY16 ACCOMPLISHMENTS

Below is a summary of major accomplishments.

- **Corporate governance:** Provided guidance and oversight in areas related to upholding the 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.
- **Corporate Budget:** Continued enhancing the role of the corporate budget office to assure prudent use of funds, providing long-range strategic budget planning, streamlining budget processes, and improving transparency of budget information.
 - **GFOA Award:** Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the 30th consecutive year in FY2016.
 - Prepared multiple Prince George's County operation's fiscal plans in efforts to minimize the structural deficit. Revised the Montgomery County operation's long term plan to guide the FY17 budget submission.
- **Collective Bargaining:** Implemented full Municipal and County Government Employees Organization (MCGEO) contract covering FY16-18, and are in the process of negotiating the FY17 FOP wage reopener.
- **Succession Planning/Workforce Development:** Restored agency-wide employee development training to address deficit in available workforce training and critical succession planning concerns. 30% of workforce eligible to retire in less than 5 years (70% of eligible employees are officials/administrators). Web-based and other training will be implemented to enhance understanding of critical systems/policies, equal employment standards, ethics and internal controls, performance management, and leadership development. Language and literacy program also implemented to assist native English speakers and individuals who speak English as a second language.
- **Enterprise Resource Planning System (ERP):** DHRM in partnership with the Department of Finance will be implementing the following:
 - On-line human resources inquiry capabilities to operational departments.
 - Manager Self-Service capabilities for automated personnel actions.
 - Integration of existing time and attendance applications with ERP.
 - Automation of data exchange between existing labor relations tracking system and ERP.
- **Pension and Benefits Savings:** Implement pension, medical, and prescription benefits plan design and cost share changes to maintain competitive benefits at sustainable funding levels.
 - As a result of Collective Bargaining with MCGEO, the Group Insurance Fund Reserve adjusted from 7.5% to 8.5%.
 - Applied for and received over \$477,755 in subsidies from the Federal government for retiree drug expenses.
 - Implemented benefit changes to control long term medical cost through preventative health screenings, flu shots, health lifestyle education, smoking cessation, and prescription drug management to assist with better care of chronic illness. The department continues to enhance its agency-wide Wellness Program.



Central Administrative Services

Department of Human Resources and Management

- As a result of collective bargaining with the FOP, the pension plans C and D employee contributions increased by 0.5% on March 1, 2015 and increase another 0.5% on January 1, 2016.
- **Policy Development and Management Studies:** Continue extensive analysis, review and update of agency standards/policies, to ensure greater operational efficiency and organizational accountability, consistency with ERP platforms, compliance with evolving employment regulations, and workplace/public safety. The following policy areas are among those that will be addressed in FY16:
 - Code of conduct, public accountability and ethics standards including outside employment, gifts and contributions, use of agency resources.
 - Authorized business expenses related to travel, meals, and lodging.
 - Smoking policies to incorporate new State laws; and new standards related to e-cigarette use.
 - Temporary contract employment regulations to clarify overtime and other compensation policies, management and employee responsibilities, fringe benefits including Affordable Care Act, and compliant procedures.
 - Electronic communication policies including social media and account user security standards.
 - Telework program.
 - Family and Medical Leave Act Program.
- **Records Management:** Reviewed agency-wide archive program to ensure continued compliance with State archiving requirement and updated digital records to enhance inventory and access.
 - Implemented outreach efforts with departments and developed online resources for improved understanding of records retention and retrieval.
 - Completed revision to agency retention schedule.
- **Workplace Excellence:** Recognized as a Workplace of Excellence for innovative policies and programs from the Alliance for Workplace Excellence (AWE).
- **Workforce Analysis:** Continue to implement management-supported recommendations from the Classification and Compensation Study, including job class series reviews prioritized by operating departments. Implement enhanced job-safety analysis program of trades and maintenance positions to further reduce work injuries and lost time.



Central Administrative Services

Department of Human Resources and Management

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	FY16 Adopted	FY17 Proposed	% Change	% Allocated*
<i>Montgomery County</i>				
Budget				
Expenditures	\$2,009,626	\$2,035,682	1.3%	44.4%
Staffing				
Funded Career Positions	16.25	16.00	-1.5%	42.1%
Funded Workyears	14.50	14.50	0.0%	41.4%
<i>Prince George's County</i>				
Budget				
Expenditures	\$2,468,422	\$2,551,358	3.4%	55.6%
Staffing				
Funded Career Positions	21.75	22.00	1.1%	57.9%
Funded Workyears	19.50	20.50	5.1%	58.6%
<i>Combined Departmental Total</i>				
Budget				
Expenditures	\$4,478,048	\$4,587,040	2.4%	100.0%
Staffing				
Funded Career Positions	38.00	38.00	0.0%	100.0%
Funded Workyears	34.00	35.00	2.9%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The FY17 proposed budget is \$4,587,040, representing an increase of 2.4% (or \$108,992) over the FY16 adopted budget level. Please note that the proposed compensation marker is not included in this number. Based on a recent cost allocation analysis by the Corporate Budget Division, the Commission supported adjusting the FY17 funding allocation before chargebacks to 42.1% Montgomery and 57.9% Prince George's. This shifts .8% funding from Montgomery County to Prince George's County as compared to FY16. Major components of the budget are described below:

Personnel Services: This category, which includes salaries and benefits, has a proposed increase of 2.7% (or \$118,177). The proposed DHRM budget includes 38 career positions with 35 WYS (of which 14.50 WYS are allocated to Montgomery and 20.5 WYS Prince George's respectively). This reflects the same career position count as in FY16, with one (1) additional workyear from a restored frozen position. The additional work year is being requested to address critical regulatory and operational needs as described below:



Central Administrative Services

Department of Human Resources and Management

- **Restore One Existing Frozen HR Position to Address Critical Workload for Employment Background Checks/Recruitment Activities.** (This position will be allocated 25% to Montgomery and 75% to Prince George's based on the assessment by Corporate Budget Division of support that will be provided to operational departments).

In FY11, DHRM eliminated a number of positions and froze others, including one recruitment position, due to a decline in overall hiring in the agency. Consequently, the Recruitment Office has been understaffed and cannot adequately meet programmatic requirement needs identified by operating departments. Critical State compliance requirements and recruitment activities necessitate this position. The lack of dedicated staff resources is having an adverse effect on timely employment decisions.

Compliance with State Mandates for Background Checks

As a result of a 2015 audit by the State of Maryland, the M-NCPPC is required to implement a number of corrective actions for the handling of background reviews. Corrective actions require considerably greater involvement in, and active tracking of background reviews; and tracking/implementation of agency-wide compliance training. Equally significant is the impact of recent State regulatory changes which affect the frequency and volume of background checks which must be conducted. Background reviews are required for all new Merit employees, Contract employees, and volunteers. Annual updates are required for Seasonal/Intermittent contract employees with significant breaks in service.

In FY15, 4,716 background reviews were performed for Career and Seasonal/Intermittent Contract employees. These figures do not account for volunteers who required background reviews. For each individual, Human Resources staff must analyze background reports issued separately by FBI and the State of Maryland's Criminal Justice Information System, and County Child Protective Services (for positions supporting youth programs). Findings must be assessed with recommendations to operating departments on the suitability of the potential hire based on a review of the candidate's specific position duties.

Support Critical Recruitment Activities

Over the last four calendar years, there has been a steady and notable increase in hiring activities and required support to operating departments to ensure more consistent adherence and understanding of employment laws. The requested position also will assist with tracking of required employment statistics, compliance reporting, and audit reviews.

- **Supplies and Materials:** These charges remained fairly flat with an adjustment of .54% (or \$459) as a result of continued cost containment.
- **Other Services and Charges:** These charges reflect an increase of 1% (or \$7,528) due to small adjustments in telephone/communication cost.



Central Administrative Services

Department of Human Resources and Management

FY17 PRIORITIES

In addition to performing the departmental functions identified previously, major priorities for FY17 include:

- Complying with State regulations to accomplish timely background checks.
- Effectively operating and maintaining the installed Enterprise Resources Planning system (ERP) components for Human Resources including compensation, recruitment, benefits, and Manager self-service modules for improved data consistency and to streamline processes.
- Implementing upgrades to ERP Human Capital Management Software; and business analytics system including budgeting and planning modules.
- Deploying Employee Self-Service modules to give employees greater access to personnel information and streamline online benefits enrolment.
- Updating time and attendance system policies.
- Continuing the comprehensive review and update of agency standards/policies with emphasis on operational standards/functions, internal controls, and regulatory updates.
- Updating corporate records/archives program to ensure continued compliance with changes in public records laws and revised State of Maryland protocols.
- Continue developing the agency-wide employee training and leadership development initiatives to meet operating department needs and address critical succession planning.
- Continue implementing management-supported recommendations from the Classification and Compensation study, including job class series reviews which are prioritized by operating departments.



Central Administrative Services Department of Human Resources and Management

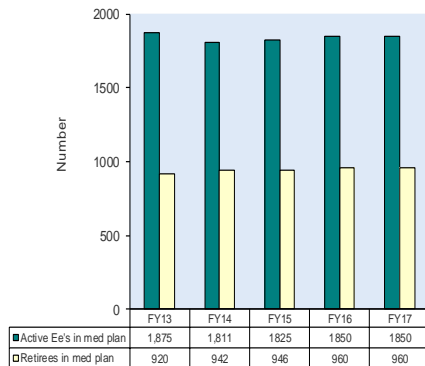
GOALS AND PERFORMANCE MEASURES

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

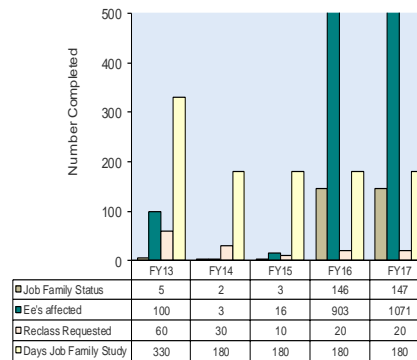
Objective: To provide quality corporate management and human resource systems.

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

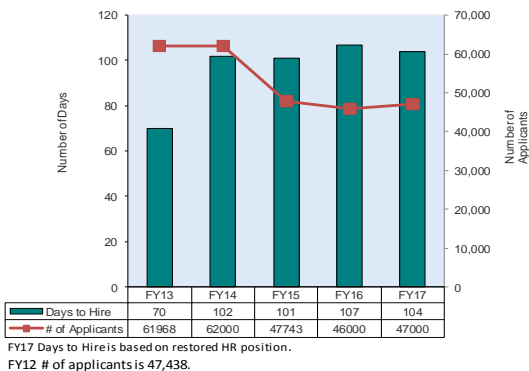
Employee Health and Benefits



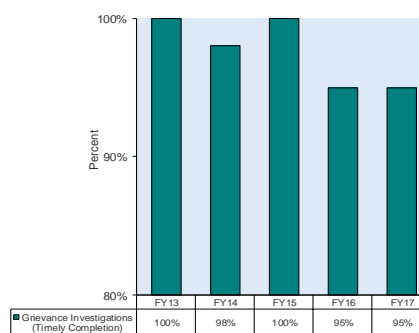
Classification and Compensation



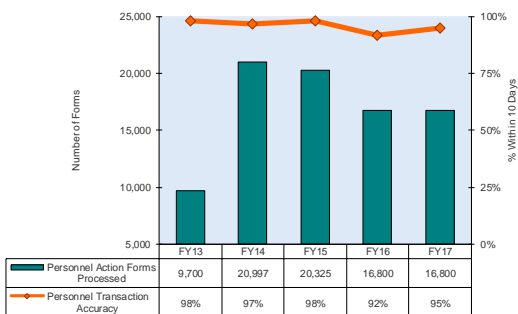
Recruitment and Selection



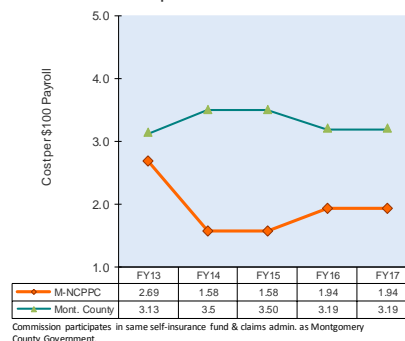
Employee and Labor Relations



Human Resource Records

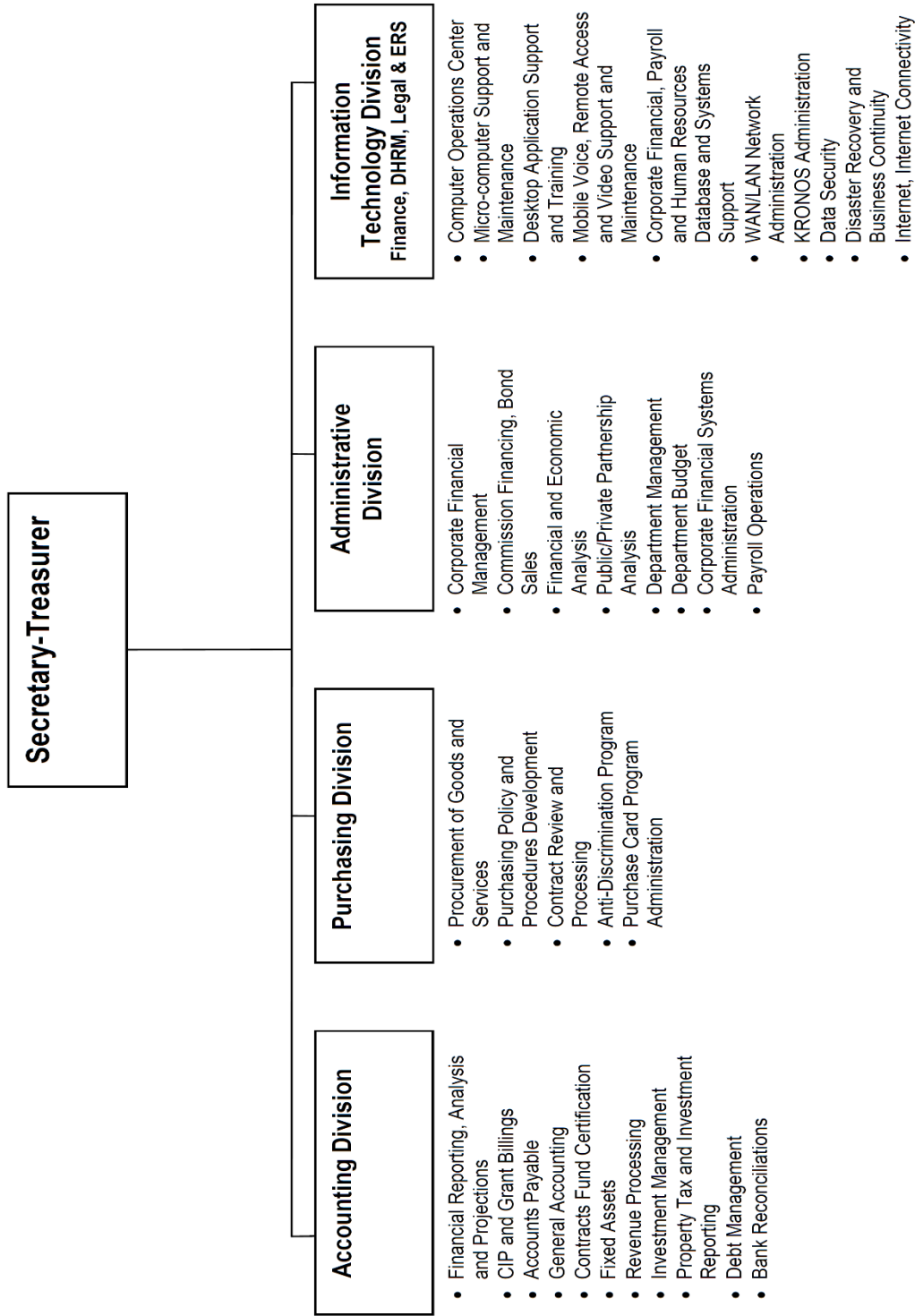


Risk and Safety Management Claims and Workers' Compensation Costs



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

Central Purchasing

The major function of the Central Purchasing Division is to oversee the procurement of all necessary commodities, supplies, equipment and services that support the Commission's mission.



Central Administrative Services

Finance Department

As components of this primary function, the Division is responsible for purchasing policy and procedure development as well as contract review and processing. By implementing the provisions of the Commission’s Non-Discrimination Policy, the Division promotes equal and fair competition between all vendors.

Finance Information Technology

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

Financial Systems

<ul style="list-style-type: none"> Financial Management (4 Lawson ERP Modules-- Accounting, Purchasing, Fixed Assets) 	<ul style="list-style-type: none"> SYMPRO Investment and Debt Management
<ul style="list-style-type: none"> Purchasing Bidders List and Contract Log 	<ul style="list-style-type: none"> Lawson Budgeting & Planning
<ul style="list-style-type: none"> EnergyCAP Utility/Energy Management 	<ul style="list-style-type: none"> Performance series - prior finance system for archive.
<ul style="list-style-type: none"> Purchase Card System 	

Human Resources Systems

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

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

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 42nd consecutive year in FY2014. 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

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$3,176,734	\$3,147,778	-0.9%	45.5%
Staffing				
Funded Career Positions	26.40	26.40	0.0%	45.5%
Funded Workyears	25.19	25.19	0.0%	45.5%
Prince George's County Budget				
Expenditures	\$3,750,789	\$3,765,053	0.4%	54.5%
Staffing				
Funded Career Positions	34.60	34.60	0.0%	54.5%
Funded Workyears	32.81	32.81	0.0%	54.5%
Combined Department Total Budget				
Expenditures	\$6,927,523	\$6,912,831	-0.2%	100.0%
Staffing				
Funded Career Positions	61.00	61.00	0.0%	100.0%
Funded Workyears	58.00	58.00	0.0%	100.0%

* Percent allocated if the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The FY17 Proposed Budget is \$6,912,831 which reflects a 0.2% reduction from the FY16 adopted budget after chargebacks.

The Personnel Services budget decreases \$241,125 or 3.2%. Funds have been requested in the non-departmental account for salary adjustments in FY17. The decrease is attributed to a larger than average number of retirements, with the resulting vacancies filled at lower salaries.

Supplies and Materials are proposed to remain at FY16 levels with a 0% change. Other Services and Charges are proposed to increase \$250,600 from FY16 levels with a 15.6% change. The increase is requested to fund:

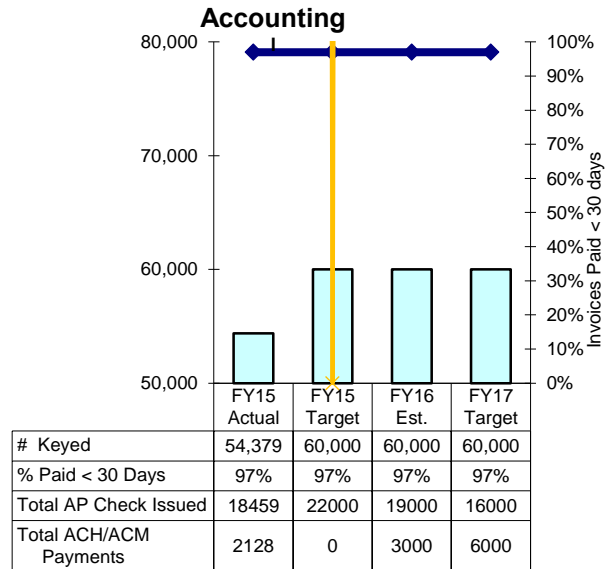
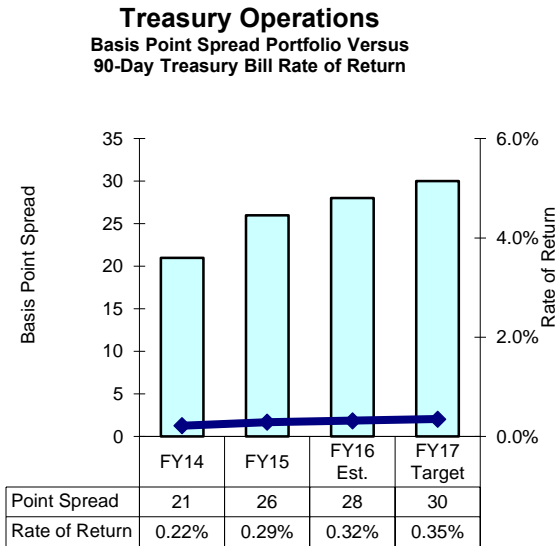
IT Software & Hardware maintenance per contracts	\$131,000
IT Equipment replacement through Equipment ISF	95,000
Contribution to Commission Wide IT ISF	24,600

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 now live and continued work is necessary to achieve the full potential of the project.

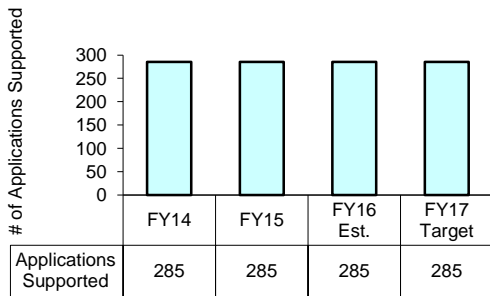


Central Administrative Services Finance Department

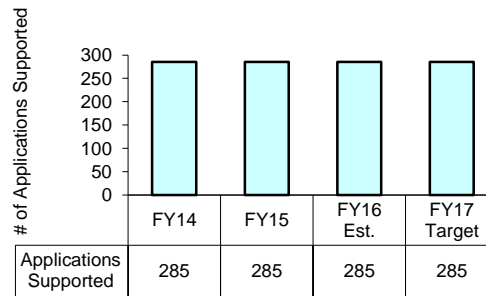
GOALS AND PERFORMANCE MEASURES



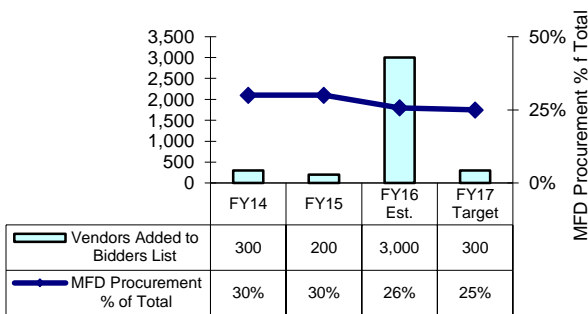
Finance Information Technology Applications Supported



Finance Information Technology Applications Supported



MFD Procurement Opportunity Minority, Female or Disability Owned



Central Administrative Services

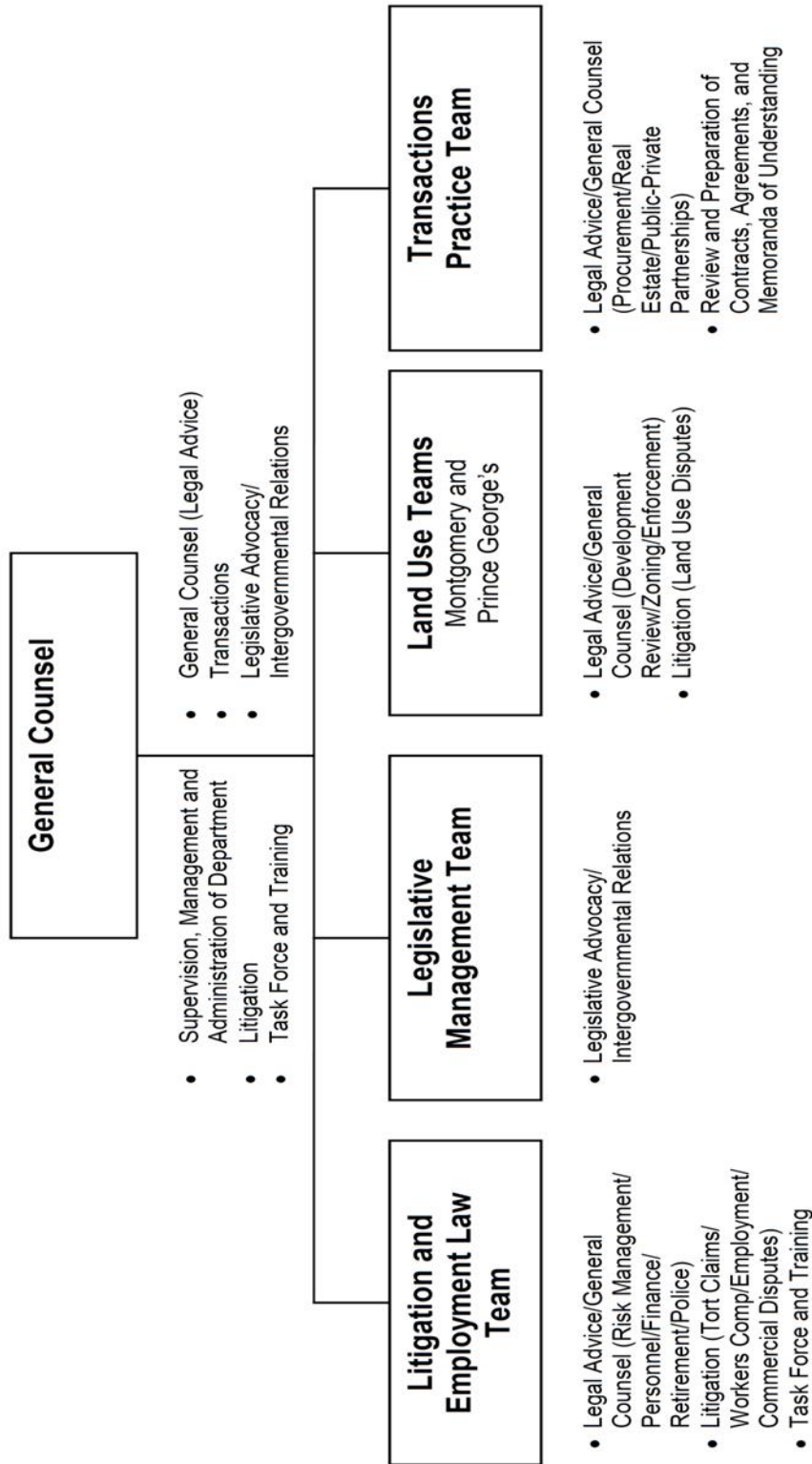
Finance Department

	FY14	FY15	FY16	FY17 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

Protecting the Public Interest in Litigation: During FY15, the OGC handled 38 new cases and closed 44 cases – ending the Fiscal Year with 35 cases still pending in the state and federal courts of Maryland. In addition to the more conventional disputes that involve various tort claims, workers compensation laws or judicial review of Commission land use decisions, OGC's litigation portfolio during the year included defending one federal lawsuit seeking the destruction or removal of the Bladensburg Peace Cross historic monument, and defending another unmeritorious, high-profile case lodged by a disappointed real estate speculator in Montgomery County. The Legal Department also continued fine-tuning the process for enforcing parkland encroachments in Montgomery County and has embarked on new enforcement measures in Prince George's County as well.



Central Administrative Services

Legal Department

Proactive Legal Support for Commission Policy Makers: The Legal Department continued its tradition of delivering real-time, preventive counsel to support sound business and public policy decisions. Examples of challenging issues encountered during FY15 include: the total overhaul of the Montgomery County subdivision regulations; the ongoing development of a new zoning ordinance in Prince George's County; and corporate-wide implementation of new requirements phased-in under the Affordable Care Act, along with general employment-related compliance issues.

Building Quality of Life – One Transaction at a Time: Commission attorneys represented staff and the Planning Boards in the negotiation and development of dozens of complex agreements, memoranda of understanding, and policies related to the Commission's park and recreation functions. Examples of important projects initiated or completed during FY15 include a multi-party technology agreement ultimately empowering citizens to register for classes, rent public facilities and participate in programs offered by the Commission, the Montgomery County Recreation Department and a number of other area agencies using an online portal for one-stop-shopping. Another undertaking during the year included developing a memorandum of understanding with the Prince George's County Government necessary to advance Chesapeake Bay water quality goals established under the State's Watershed Implementation Program (WIP) Phase II Plan. Other projects ongoing or completed during the year include: the negotiation of agreements related to the Purple Line light rail project in Montgomery and Prince George's Counties; a commercial real estate acquisition to support a new Park Police headquarters and communication facility in Prince George's County; and a new regional planning headquarters facility in Wheaton.

BUDGET AT A GLANCE

- The proposed FY17 Legal Department budget presents maintenance-level spending.
- The proposal represents a net decrease (or, -6.0%) below the FY16 approval. That net decrease primarily represents a decrease in the pension rate. Essentially, all non-personnel items are retained at levels that are flat.
- The proposal considers the most recent cost allocation split 51.9%/48.1% MC/PGC.



Central Administrative Services Legal Department

Summary of Legal Department Budget

	FY16 Adopted	FY17 Proposed	% Change	% Allocated*
Montgomery County				
Budget				
Expenditures	\$1,467,883	\$1,318,555	-10.0%	56.41%
Staffing				
Funded Career Positions	13.70	13.70	0.0%	57.08%
Funded Workyears	13.50	13.50	0.0%	57.45%
Prince George's County				
Budget				
Expenditures	\$1,019,042	\$1,018,843	0.0%	43.59 %
Staffing				
Funded Career Positions	10.30	10.30	0.0%	42.92%
Funded Workyears	10.00	10.00	0.0%	42.55%
Combined Department Total				
Budget				
Expenditures	\$2,486,925	\$2,337,398	-6.0%	100.00%
Staffing				
Funded Career Positions	24.00	24.00	0.0%	100.00%
Funded Workyears	23.50	23.50	0.0%	100.00%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- There are no major changes from FY16 Adopted to FY17 Proposed Budget.



Central Administrative Services

Office of Internal Audit

OVERVIEW

The Office of Internal Audit (OIA) provides a systematic, disciplined approach to evaluating and improving the effectiveness of governance, risk management, 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.

The Chief Internal Auditor reports directly to the Chair and Vice Chair of the Commission. Audit personnel consist of one Information Technology Auditor and three Senior Auditors.

MISSION

The mission of the OIA is to provide independent objective audit/review and risk assessment services designed to add value and improve the operations of the Commission.

ACCOMPLISHMENTS

- The OIA completed 15 performance audits, 10 fraud, waste, and abuse reviews, 7 management advisories and 14 follow-up reviews in FY15.
- The OIA facilitated a Commission wide risk assessment in May 2015. As part of the assessment process, the OIA meet with key stakeholders throughout the Commission to identify auditable units, inherent risks, and mitigating controls. The results of the interviews provided the basis for the FY16 Audit Plan, which was subsequently approved by the Audit Committee.



**Central Administrative Services
Office of Internal Audit**

BUDGET AT A GLANCE

Summary of Office of Internal Audit Budget

	FY16 Adopted	FY17 Proposed	% Change	% Allocated*
Montgomery County				
Budget				
Expenditures	\$200,933	\$231,366	15.1%	40.7%
Staffing				
Funded Career Positions	2.00	2.00	0.0%	40.0%
Funded Workyears	2.00	2.00	0.0%	40.0%
<hr/>				
Prince George's County				
Budget				
Expenditures	\$354,986	\$337,414	-5.0%	59.3%
Staffing				
Funded Career Positions	3.00	3.00	0.0%	60.0%
Funded Workyears	3.00	3.00	0.0%	60.0%
<hr/>				
Combined Department Total				
Budget				
Expenditures	\$555,919	\$568,780	2.3%	100.0%
Staffing				
Funded Career Positions	5.00	5.00	0.0%	100.0%
Funded Workyears	5.00	5.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The FY17 proposed budget is \$568,780, slightly over (2.3%) the FY16 adopted budget of \$555,919. Total personnel services will increase \$15,363 (2.5%) due to internal equity, planned salary adjustments, and anticipated increases in benefit costs. Supplies and Materials, Other Services and Charges remain constant at \$31,300. Chargebacks to Prince George's County increase by \$2,502 to account for planned salary increases.



Central Administrative Services

Office of Internal Audit

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, 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 based on the results of the annual risk assessment. The Audit Plan is considered fluid, and must be adjusted to meet the needs of the Commission. OIA's performance is primarily measured by the quantity, reliability and effectiveness of audit reports issued.

The FY16 approved Audit Plan included 29 performance audits (4,422 hours), comprised of 3 information technology (IT) audits, 8 Commission wide audits and 18 Prince George's and Montgomery County audits. The FY16 Audit Plan also included 28 other reviews (3,015 hours) for a total of 57 reviews. The OIA is expected to complete the total number of performance audits planned for FY16, albeit a slight adjustment between IT and Commission wide audit areas. The number of other audits (e.g. management advisories and fraud, waste and abuse reviews) planned each year will fluctuate due to the needs of the Commission and complexity of the review.

Types of Audits	Approved FY16			Estimated FY16			Estimated FY17
	# of Audits	Budgeted Hours	%	# of Audits	Estimated Hours	%	# of Audits
IT Performance Audits (Commission Wide)	3	1,300	16.9%	4	1,170	15.2	4
Commission Wide Performance Audits	8	1,090	14.1%	7	1,110	14.4%	8
Prince George's and Montgomery County Performance Audits	18	2,032	26.4%	18	3,030	39.3%	18
Follow-Up Reviews	12	464	6.0%	13	664	8.6%	12
Management Advisories	8	981	12.7%	4	500	6.5%	7
Fraud, Waste & Abuse	8	1,570	20.3%	5	1,000	13.0%	5
Special Projects		274	3.6%		237	3.1%	
TOTAL	57	7,711	100%	51	7,711	100%	54



Central Administrative Services

CAS Support Services

MISSION AND OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

Central Administrative Services Support Services budget accounts for non-discretionary shared operating expenses attributable to the following departments and units that provide corporate administrative governance and support to the agency 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

Expenses covered by the CAS Support Services budget include:

- Operating costs for housing CAS operations (office space and building operations).
- Personnel Services costs for reimbursement of unemployment insurance for the State of Maryland. There are no staff positions/work years assigned to this budget.
- Supplies and Materials category covers small office fixtures, communication equipment and other office supplies shared by departments/units in the building.
- Other Services and Charges (OS&C) category includes expenses for technology, utilities, postage, document production, and equipment repair/maintenance. OS&C also provides funds for the CAS share of Risk Management and majority of funding for equipment and services charges related to the Document Production Services Center.

FY16 ACCOMPLISHMENTS

- Continue to manage shared resources (e.g., telecommunications, postage, printing services, utilities, etc.) for efficiency and cost containment.

FY17 PRIORITIES

- Evaluate expenditures for additional cost savings through competitive bidding and sustainability initiatives such as enhanced recycling.



Central Administrative Services

CAS Support Services

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<i>Montgomery County Budget</i>				
Expenditures	\$623,857	\$619,665	-0.7%	44.2%
<i>Prince George's County Budget</i>				
Expenditures	\$771,795	\$782,291	1.4%	55.8%
<i>Combined Department Total Budget</i>				
Expenditures	\$1,395,652	\$1,401,956	0.5%	100.0%

* Percent allocated if the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The total proposed FY17 budget is \$ 1,401,956, representing a 0.5% (or \$6,304 increase) from FY16 levels. This increase is primarily due to minor adjustment made to Other Services and Charges.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY17 budget changes to funding allocation between the counties. These changes, which were made to reflect cost drivers, change the split to 44.2% Montgomery County and 55.8% Prince George's County. This allocation shifts 0.5% from Montgomery to Prince George's as compared to FY16.

The Support Services budget does not include funding for any staff. The largest portion of the CAS budget (69% or \$961,526) is attributed to charges paid by CAS to house EOB/CAS facility operations. These charges, along with other components are described below:

- Personnel Services costs for reimbursement of unemployment insurance for the State of Maryland. These charges decreased 24.6% (or \$2,580).
- Supplies and Materials which cover small office fixtures, communication equipment and other office supplies shared by departments/units in the building are proposed to decrease by 11.9% (or \$2,971) based on cost containment measures including greater recycling/reuse of office fixtures.
- Other Services and Charges (OS&C) category includes expenses for occupancy of EOB/CAS Facility Operations, technology, utilities, postage, lease of copiers, and equipment repairs and maintenance. OS&C also provides funds for the CAS share of risk management and partial funds for the contract of equipment and services for the Document Production Services Center. This category increased 0.9% (or \$11,855) due to small adjustments in telephone/communication cost.



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

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 Division and with input from employees and management, recommend changes to Merit System Rules and Regulations (personnel policies). Recommendations are submitted to the Commission for adoption.
- With support of the Human Resources Division, 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.

FY16 ACCOMPLISHMENTS

In addition to other duties, the Merit System Board continued to provide objective and timely review of cases and other matters before the Board.

FY17 PRIORITIES

Continue to provide:

- Timely review of cases.
- Objective review of matters and policy recommendations before the Board.
- Quality services to the agency and employees.
- Timely review of classification specifications as part of the comprehensive study that requires review and update of all specifications over a three year period.



Central Administrative Services Merit System Board

BUDGET AT A GLANCE

Summary of Merit System Board

	<u>FY16</u>	<u>FY17</u>	<u>%</u>	<u>%</u>
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$70,780	\$80,118	13.2%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Prince George's County Budget				
Expenditures	\$70,780	\$80,118	13.2%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Combined Department Total Budget				
Expenditures	\$141,560	\$160,236	13.2%	100.0%
Staffing				
Funded Career Positions	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

* Percent allocated if the amount of the Department's budget funded by each county.

Position and workyears remain unchanged from FY16 levels.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The FY17 Merit System Board Budget is proposed at \$160,236, which reflects a 13.2% increase (or \$18,676) from FY16 levels. This increase is attributed primarily to corrections in wage and benefit cost as a result of updated personnel projections by the Corporate Budget Division. The FY16 adopted level was reevaluated and found to include too large of a reduction. Thus when looking at a two-year period, the FY17 budget reflects:

- A 5% adjustment in personnel costs from FY15 levels.
- An overall budget reduction of 3% from FY15 levels of \$165,620.

Both counties fund the Merit Board's budget equally. 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. Thus, Board member salaries are determined by contract and are not subject to employee wage adjustments. No changes are expected in FY17 to Board member salaries. The proposed salary for the one part-time Merit employee is based on maintaining similar work hours. Total positions remain unchanged for FY17.



Central Administrative Services Merit System Board

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. The Other Services and Charges category funds 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.

- Personnel Services: Due to reevaluated personnel projections this category, which covers salaries and benefits, was adjusted 18.7% or (\$18,679).
- Supplies and Materials: These charges remain unchanged compared to FY16.
- Other Services and Charges: These charges remain unchanged compared to FY16.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	1,620,822	1,856,151	1,885,951	1.6%
Supplies and Materials	35,895	36,319	36,022	-0.8%
Other Services and Charges	432,198	276,685	275,234	-0.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(151,829)	(159,529)	(161,525)	1.3%
Total	1,937,086	2,009,626	2,035,682	1.3%
Prince George's County				
Personnel Services	2,086,456	2,473,051	2,561,428	3.6%
Supplies and Materials	46,207	48,341	49,097	1.6%
Other Services and Charges	556,361	370,132	379,111	2.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(402,696)	(423,102)	(438,278)	3.6%
Total	2,286,328	2,468,422	2,551,358	3.4%
Combined Total				
Personnel Services	3,707,278	4,329,202	4,447,379	2.7%
Supplies and Materials	82,102	84,660	85,119	0.5%
Other Services and Charges	988,559	646,817	654,345	1.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(554,525)	(582,631)	(599,803)	2.9%
Total	4,223,414	4,478,048	4,587,040	2.4%
Department of Finance				
Montgomery County				
Personnel Services	2,829,483	3,191,316	3,074,067	-3.7%
Supplies and Materials	122,617	79,900	79,900	0.0%
Other Services and Charges	808,584	697,318	816,118	17.0%
Capital Outlay	65,853	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(757,340)	(791,800)	(822,307)	3.9%
Total	3,069,197	3,176,734	3,147,778	-0.9%
Prince George's County				
Personnel Services	3,795,389	4,259,503	4,135,627	-2.9%
Supplies and Materials	164,473	104,300	104,300	0.0%
Other Services and Charges	1,084,611	912,186	1,043,986	14.4%
Capital Outlay	88,334	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,489,960)	(1,525,200)	(1,518,860)	-0.4%
Total	3,642,847	3,750,789	3,765,053	0.4%
Combined Total				
Personnel Services	6,624,872	7,450,819	7,209,694	-3.2%
Supplies and Materials	287,090	184,200	184,200	0.0%
Other Services and Charges	1,893,195	1,609,504	1,860,104	15.6%
Capital Outlay	154,187	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,247,300)	(2,317,000)	(2,341,167)	1.0%
Total	6,712,044	6,927,523	6,912,831	-0.2%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,703,148	1,809,998	1,708,545	-5.6%
Supplies and Materials	5,483	16,032	15,466	-3.5%
Other Services and Charges	339,223	216,073	198,478	-8.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(578,179)	(574,220)	(603,934)	5.2%
Total	1,469,675	1,467,883	1,318,555	-10.2%
Prince George's County				
Personnel Services	1,333,849	1,552,051	1,579,231	1.8%
Supplies and Materials	4,295	13,768	14,334	4.1%
Other Services and Charges	265,668	187,942	183,945	-2.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(710,961)	(734,719)	(758,667)	3.3%
Total	892,851	1,019,042	1,018,843	0.0%
Combined Total				
Personnel Services	3,036,997	3,362,049	3,287,776	-2.2%
Supplies and Materials	9,778	29,800	29,800	0.0%
Other Services and Charges	604,891	404,015	382,423	-5.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,289,140)	(1,308,939)	(1,362,601)	4.1%
Total	2,362,526	2,486,925	2,337,398	-6.0%
Merit System Board				
Montgomery County				
Personnel Services	59,498	49,972	59,311	18.7%
Supplies and Materials	63	918	918	-0.1%
Other Services and Charges	13,487	19,890	19,889	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	73,048	70,780	80,118	13.2%
Prince George's County				
Personnel Services	59,498	49,972	59,312	18.7%
Supplies and Materials	62	918	917	-0.1%
Other Services and Charges	13,488	19,890	19,889	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	73,048	70,780	80,118	13.2%
Combined Total				
Personnel Services	118,996	99,944	118,623	18.7%
Supplies and Materials	125	1,836	1,835	-0.1%
Other Services and Charges	26,975	39,780	39,778	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	146,096	141,560	160,236	13.2%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Office of Internal Audit				
Montgomery County				
Personnel Services	175,607	189,803	220,236	16.0%
Supplies and Materials	3,474	5,540	5,540	0.0%
Other Services and Charges	4,287	5,590	5,590	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	183,368	200,933	231,366	15.1%
Prince George's County				
Personnel Services	367,060	429,816	414,746	-3.5%
Supplies and Materials	7,263	9,660	9,660	0.0%
Other Services and Charges	8,960	10,510	10,510	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(70,000)	(95,000)	(97,502)	2.6%
Total	313,283	354,986	337,414	-5.0%
Combined Total				
Personnel Services	542,667	619,619	634,982	2.5%
Supplies and Materials	10,737	15,200	15,200	0.0%
Other Services and Charges	13,247	16,100	16,100	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(70,000)	(95,000)	(97,502)	2.6%
Total	496,651	555,919	568,780	2.3%
CAS Support Services				
Montgomery County				
Personnel Services	3,547	4,685	3,492	-25.5%
Supplies and Materials	2,722	11,175	9,737	-12.9%
Other Services and Charges	451,475	607,997	606,436	-0.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	457,744	623,857	619,665	-0.7%
Prince George's County				
Personnel Services	4,318	5,795	4,408	-23.9%
Supplies and Materials	3,314	13,825	12,292	-11.1%
Other Services and Charges	549,578	752,175	765,591	1.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	557,210	771,795	782,291	1.4%
Combined Total				
Personnel Services	7,865	10,480	7,900	-24.6%
Supplies and Materials	6,036	25,000	22,029	-11.9%
Other Services and Charges	1,001,053	1,360,172	1,372,027	0.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,014,954	1,395,652	1,401,956	0.5%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES
Expenditures by Department by Type
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	%
				Change
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	6,392,105	7,101,925	6,951,602	-2.1%
Supplies and Materials	170,254	149,884	147,583	-1.5%
Other Services and Charges	2,049,254	1,823,553	1,921,745	5.4%
Capital Outlay	65,853	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,487,348)	(1,525,549)	(1,587,766)	4.1%
Total	<u>7,190,118</u>	<u>7,549,813</u>	<u>7,433,164</u>	<u>-1.5%</u>
Prince George's County				
Personnel Services	7,646,570	8,770,188	8,754,752	-0.2%
Supplies and Materials	225,614	190,812	190,600	-0.1%
Other Services and Charges	2,478,666	2,252,835	2,403,032	6.7%
Capital Outlay	88,334	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,673,617)	(2,778,021)	(2,813,307)	1.3%
Total	<u>7,765,567</u>	<u>8,435,814</u>	<u>8,535,077</u>	<u>1.2%</u>
Combined Total				
Personnel Services	14,038,675	15,872,113	15,706,354	-1.0%
Supplies and Materials	395,868	340,696	338,183	-0.7%
Other Services and Charges	4,527,920	4,076,388	4,324,777	6.1%
Capital Outlay	154,187	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(4,160,965)	(4,303,570)	(4,401,073)	2.3%
Total	<u>14,955,685</u>	<u>15,985,627</u>	<u>15,968,241</u>	<u>-0.1%</u>



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 15		FY 16		FY 17	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	16.00	15.75	15.75	15.25	15.50	15.25
Part-Time Career	-	-	0.50	0.25	0.50	0.25
Career Total	16.00	15.75	16.25	15.50	16.00	15.50
Term Contract	-	-	0.50	0.50	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(1.00)	-	(1.00)	-	(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	16.00	14.75	16.75	15.00	16.50	15.00
<i>Prince George's County</i>						
Full-Time Career	21.00	20.75	21.25	20.75	21.50	20.75
Part-Time Career	-	-	0.50	0.25	0.50	0.25
Career Total	21.00	20.75	21.75	21.00	22.00	21.00
Term Contract	-	-	0.50	0.50	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(2.00)	-	(1.50)	-	(0.50)
Subtotal Dept of Hmn. Res. & Mgmt.	21.00	18.75	22.25	20.00	22.50	21.00
TOTAL						
Full-Time Career	37.00	36.50	37.00	36.00	37.00	36.00
Part-Time Career	-	-	1.00	0.50	1.00	0.50
Career Total	37.00	36.50	38.00	36.50	38.00	36.50
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(3.00)	-	(2.50)	-	(1.50)
Total Dept of Hmn. Res. & Mgmt.	37.00	33.50	39.00	35.00	39.00	36.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	26.00	26.00	26.00	26.00	26.00	26.00
Part-Time Career	0.40	0.30	0.40	0.30	0.40	0.30
Career Total	26.40	26.30	26.40	26.30	26.40	26.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(2.00)	-	(1.11)	-	(1.11)
Subtotal Department of Finance	26.40	24.30	26.40	25.19	26.40	25.19
<i>Prince George's County</i>						
Full-Time Career	34.00	34.00	34.00	34.00	34.00	34.00
Part-Time Career	0.60	0.30	0.60	0.30	0.60	0.30
Career Total	34.60	34.30	34.60	34.30	34.60	34.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(2.60)	-	(1.49)	-	(1.49)
Subtotal Department of Finance	34.60	31.70	34.60	32.81	34.60	32.81
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)	-	(2.60)	-	(2.60)
Total Department of Finance	61.00	56.00	61.00	58.00	61.00	58.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 15		FY 16		FY 17	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	12.70	12.50	13.70	13.50	13.70	13.50
Part-Time Career	-	-	-	-	-	-
Career Total	12.70	12.50	13.70	13.50	13.70	13.50
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.70	13.50	13.70	13.50	13.70	13.50
<i>Prince George's County</i>						
Full-Time Career	10.30	10.00	10.30	10.00	10.30	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.30	10.00	10.30	10.00	10.30	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	10.30	10.00	10.30	10.00	10.30	10.00
TOTAL						
Full-Time Career	23.00	22.50	24.00	23.50	24.00	23.50
Part-Time Career	-	-	-	-	-	-
Career Total	23.00	22.50	24.00	23.50	24.00	23.50
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	24.00	23.50	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 15		FY 16		FY 17	
	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	-	-	-	-	-	-
Subtotal Office of Internal Audit	2.00	2.00	2.00	2.00	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	-	-	-	-	-	-
Subtotal Office of Internal Audit	3.00	3.00	3.00	3.00	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	-	-	-	-	-	-
Total Office of Internal Audit	5.00	5.00	5.00	5.00	5.00	5.00
TOTAL CENTRAL ADMINISTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	57.20	56.50	57.95	57.00	57.70	57.00
Part-Time Career	0.40	0.30	0.90	0.55	0.90	0.55
Career Total	57.60	56.80	58.85	57.55	58.60	57.55
Term Contract	1.00	1.00	0.50	0.50	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(3.00)	-	(2.11)	-	(1.00)
Subtotal CAS	58.60	54.80	59.35	55.94	59.10	57.05
<i>Prince George's County</i>						
Full-Time Career	68.80	68.00	69.05	68.00	69.30	68.00
Part-Time Career	0.60	0.30	1.10	0.55	1.10	0.55
Career Total	69.40	68.30	70.15	68.55	70.40	68.55
Term Contract	-	-	0.50	0.50	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(4.60)	-	(2.99)	-	(1.99)
Subtotal CAS	69.40	63.70	70.65	66.06	70.90	67.06
TOTAL						
Full-Time Career	126.00	124.50	127.00	125.00	127.00	125.00
Part-Time Career	1.00	0.60	2.00	1.10	2.00	1.10
Career Total	127.00	125.10	129.00	126.10	129.00	126.10
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(7.60)	-	(5.10)	-	(2.99)
Total CAS	128.00	118.50	130.00	122.00	130.00	124.11



Prince George's County Administration Fund – Non-Departmental, Other and Transfers

OVERVIEW

This Section accounts for those items that are included in the Administration Fund's budget but are not allocated to specific departments/divisions:

- Other Post-Employment Benefits (OPEB)
- Compensation increases
- Special Revenue Fund transfers
- Reserve accounts
- In FY16, unallocated Planning Department operating reductions were reflected here as well.

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>	<u>% Change</u>
OPEB Prefunding	\$548,103	\$509,717	-7.0%
OPEB PayGo	1,439,246	1,293,130	-10.2%
Compensation Adjustment <i>(included in Division budgets)</i>		519,099	100.0%
Salary Lapse	(1,582,521)	0	-100.0%
Other Services and Charges	(850,500)	0	-100.0%
Special Revenue Fund Transfer	30,000	30,000	0.0%
Operating Expenditure Reserve 5%	<u>2,432,300</u>	<u>2,392,600</u>	<u>-1.6%</u>
TOTAL EXPENDITURES	\$2,016,628	\$4,744,546	135.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo decrease by \$184,502 per the latest actuarial study.
- Compensation funding of \$519,099 is included to cover the COLA and merit increase encompassed in the 2nd year of our current contract with MCGEO and its extension to non-represented employees.

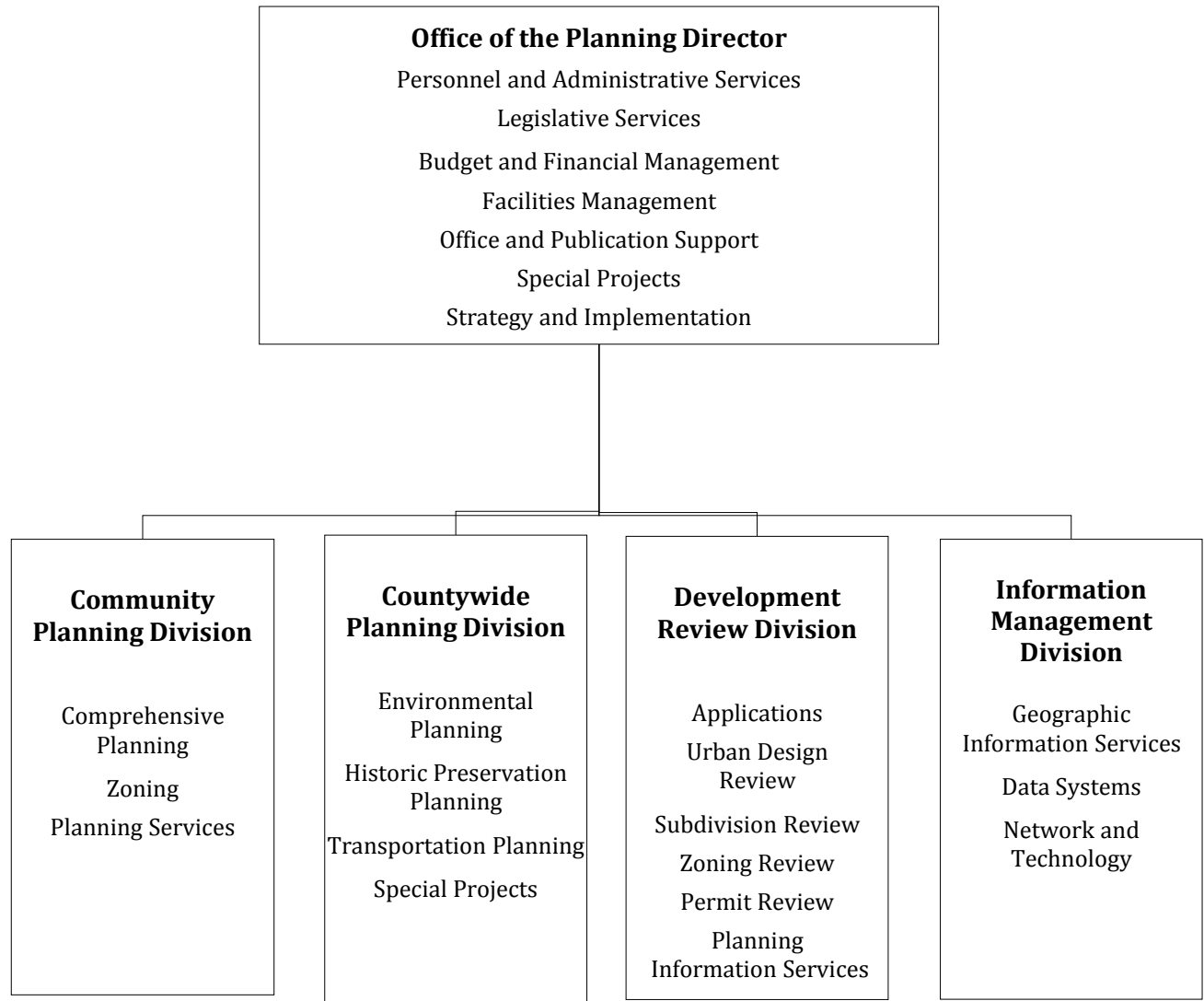


Planning Department
(Administration Fund)

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ORGANIZATIONAL STRUCTURE



Prince George's County Planning Department

EXECUTIVE OVERVIEW

The Prince George's County Planning Department is under the leadership of the Prince George's County Planning Director, with program assistance from a deputy director and four division chiefs. The Planning Director reports to the Prince George's County Planning Board. Planning Department staff is 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, historical, 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:**
 - The Department worked with the County and the Kentland/Palmer Park community to develop an application and action plan to obtain Community Legacy Funding from Maryland's Department of Housing and Community Development (DHCD). The Department



was successful and the County received "Community Legacy" funding from the State of Maryland Department of Housing and Community Development for the Kentland/Palmer Park Transforming Neighborhoods Initiative (TNI) focus area. The "Community Legacy" program provides local governments and community development organizations with funding aimed at strengthening communities through activities such as business retention and attraction, encouraging homeownership and commercial revitalization. Funding received will be leveraged with County funding to reduce blight through home acquisition and rehab in the area where there is a concentration of foreclosed and abandoned properties and improve the façade appearance of existing occupied homes to enhance the overall quality of life and property values within the Kentland/Palmer Park TNI Housing Revitalization Program area.

- Secured two grants for the Central Branch Avenue Blue-line Trail Project which is an out branch of Sub Region 4 TOD Implementation activities. The funding will help support preliminary engineering (30% design) for the project. Phase I funding (\$80,000) is coming from MWCOG's TLC program and phases II – V (\$362,000) will be funded through a reimbursable grant from the Maryland Bikeway's Program. The aforementioned 30% design plans will be used to leverage construction funding.
- **Community Planning Division accomplishments include:**
 - Completion of the following plans, studies and special projects: 2015 *College Park-Riverdale Park Transit District Development Plan*, and the 2015 *Landover Metro Area and MD 202 Corridor Sector Plan* and *Greater Chillum Community Study*. Initiation of the East Riverdale-Beacon Heights Purple Line Station Areas Sector Plan and Greater Cheverly Sector Plan, Mt. Rainier Architectural Conservation Plan and Architectural Conservation Overlay Zone, and brochure for the CoreNet Global Conference at National Harbor for the Economic Development Corporation.
 - Planning Board adoption of the 2015 *Prince George's Plaza Transit District Development Plan and Transit District Overlay Zone*, progress on several special implementation activities including storm water management and parking utilization studies, branding process, and schedule.
 - Preparation of Sustainable Community applications and award of Sustainable Community Designation for Suitland-Naylor, Landover Hills and New Carrollton, Camp Springs, and Riverdale/Bladensburg. Preparation and submission of the Glassmanor/Coral Hills Sustainable Communities application.
 - Staff support to develop and implement strategies to improve conditions in six Transforming Neighborhood Initiative communities: East Riverdale-Bladensburg, Glassmanor-Oxon Hill, Hillcrest-Marlow Heights, Kentland-Palmer Park, Langley Park, and Suitland-Coral Hills including grant application, award, and technical assistance on the Langley Park TNI Community Legacy streetscape improvement and beautification projects which have been completed and preparation of design concepts for revitalizing of a key community shopping center.
 - Substantial work and completion of the proposed Military Installation Overlay Zone approved by the District Council.
 - Completion of the Clear Zone Study and Action Plan, a major implementation recommendation in the 2009 Joint Land Use Study, and full compliance with the Office of Economic Adjustment, Department of Defense, grant agreement which funded the project.
 - Continued support of the Branch Avenue in Bloom Program on revitalization activities in the Naylor Road Metro Station Core and St. Barnabas Road areas, and execution of a new one year contract.



Prince George's County Planning Department

- Continued support to the Westphalia Stakeholders Group including efforts to establish a governance strategy and establish guidelines for entryway and business signage; also support to the Westphalia Development Review Council.
- Continued support and technical assistance to the Town of Upper Marlboro on implementation of the Sustainable Community priorities including obtaining a \$30,000 technical assistant grant for a pedestrian and bicycle accessibility study; initiating a plan for streetscape improvements in the town core; supporting management of a façade improvement program that awarded funds to three projects from a \$30,000 state grant for the program; facilitating work to assess conditions and improvement plan for the historic Old Marlboro High School; and securing a PAMC grant for an infrastructure study.
- Continued assignment of staff resources and technical support for the Zoning Code Rewrite core team, various working groups, M-U-TC Local Review Design Committees and interim zoning ordinance amendments.
- Managing several council-initiated minor plan amendments affecting the Gateway Arts District, Largo, and Southern Green Line Sector Plans.
- Support on efforts to facilitate development and activity in priority Metro station areas: Prince George's Plaza, New Carrollton, Largo, Branch Avenue, and Suitland.
- Completion of the Architect Conservation Plan and Overlay Zone.
- **Countywide Planning Division accomplishments include:**
 - Implementation of Plan Prince George's 2035, the county's new umbrella land use plan, by preparing a countywide list of critical CIP projects and completing an Urban Land Institute study of Largo Town Center.
 - Presented first drafts of the County's new zoning and subdivision ordinances, focused on zone districts and use tables.
 - Published the Food Systems Study, which surveys the quality of food and beverage stores in the county and recommends best practices to increase food access and healthy eating.
 - Published the Retail Market Analysis, which analyzes the health of the county's shopping centers and geographic markets.
 - Provided data and research to numerous business entities interested in locating or expanding in the County.
 - Created Retail Opportunities Book used by the County to attract new retail at the International Conference of Shopping Centers.
 - Administered \$250,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local non-profit organizations.
 - Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
 - Land use analysis for Water and Sewer Plan Amendment cycles and the update of the Water and Sewer Plan.
 - Implemented pedestrian and bicycle APF guidelines required by CB-2-2012, resulting in more pedestrian and bicycle amenities in new development projects.
 - Assisted 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 data and research to the Board of Education for its annual Educational Facilities Master Plan.
 - Reviewed all major projects to be built by federal, state, and county government agencies to ensure community awareness and enhance project design (State-mandated "mandatory referral" process).



Prince George's County Planning Department

- **Development Review Division accomplishments include:**
 - Analyzed approximately 377 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 30,726 permits in FY15.
 - Responded to almost 10,000 inquiries from the general public in FY15.
 - Processed a development proposal for the Prince George's Regional Hospital on a 77.83 acre property located along the south edge of Arena drive at its intersection with Lottsford Road in Largo, Maryland.
 - Processed a development proposal known as Hampton Park. When fully developed, this project will contain up to 600 dwelling units, 135,000 square feet of commercial development, 125,000 square feet of office, and a 250-room hotel. Approximately 25 acres in size, this M-X-T zoned property is located in the southwest quadrant of the Capital Beltway and Central Avenue.

- **Information Management Division accomplishments include:**
 - Completed a major project that involved the redesign of PGAtlas. This interactive web mapping applications was redesigned to support improved access, functionality, and use across multiple browsers and devices.
 - Established and implemented a GIS Open Data portal policies and procedures for GIS data that allows for the download of GIS data in multiple formats.
 - Facilitated the download of over 11,000 GIS files in 6 months (June 2015-January 2016).
 - Responded to [143 GIS 7/2015-12/2015] internal and external requests for data extracts, custom maps, and reports. Customers included municipalities, the County Executive's Office, the County Council, various government and educational institutions, and numerous private sector businesses.
 - Completed major upgrade to data servers, software and databases that support the Planning Department's document imaging system.
 - Upgraded office productivity service to Microsoft Office 365.
 - Upgraded Storage Area Network (SAN) to provide more network data storage.
 - Reviewed current data center infrastructure for groundwork in relocation.
 - Collaborated with Central Administrative Services to move production servers and remote desktop services into VMWare virtualization environment.
 - Completed a major update to the orthophotography, planimetric, topography, and LiDAR elevation datasets.
 - Supported the Commission's efforts in improved data security, and participated extensively in evaluating options associated with the implementation of Microsoft's newest products.
 - Updated 63 countywide GIS layers that require periodic scheduled updates by staff and external government agencies, and 61 GIS layers that require daily updates such as property, zoning, development activity and easement layers.
 - Executed two multiyear Data Systems contracts:
 - Selected new contractor to provide programming support for the Planning Department's applications and databases.
 - Selected new contractor to provide document scanning services for the Planning Department's document imaging system.



Prince George's County Planning Department

SUMMARY OF DEPARTMENT BUDGET

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2017

	FY 16 Adopted	FY 17 Proposed	% Change
Planning Department			
Director's Office	\$ 4,440,445	\$ 4,118,609	-7.2%
Development Review	6,058,982	6,118,821	1.0%
Community Planning	5,151,753	3,756,469	-27.1%
Information Management	5,749,892	5,226,644	-9.1%
County-Wide Planning	7,271,636	6,806,333	-6.4%
Support Services	8,493,833	7,720,500	-9.1%
Grants	144,600	149,300	3.3%
Subtotal Planning Department	37,311,141	33,896,676	-9.2%
Transfers Out	30,000	30,000	0.0%
Total Department	\$ 37,341,141	\$ 33,926,676	-9.1%

The Prince George's County Planning Department's FY17 proposed budget total is \$33,896,676, which is \$3,414,465—or 9.2%—less than the Adopted FY16 Operating Budget and within the spending limit set in the Commission's most recent 6-Year Projection model. The FY16 adopted operating budget did not reflect \$2,433,021 in operating department reductions made to balance the Department's six-year plan. The FY16 reductions were reflected in the adopted budget for the Administration Fund Non-Departmental account. **With these reductions reflected, the FY17 proposed budget is \$981,444, or 2.8%, less than FY16.**

Personnel Salaries and Wages

Included in the total proposed budget is \$19,182,400 for personnel compensation and benefit costs, which is \$2,698,308 less than the Adopted FY16 Operating Budget. This decrease is the result of seven vacant full-time career positions being unfunded in FY17. The Department will eliminate three vacant full-time career positions and implement a hiring freeze on four vacant full-time career positions through FY17. The variance between FY16 and FY17 is also the result of personnel adjustments made in FY16 totaling \$1,582,521 in personnel cost reductions that were reflected in the FY16 adopted budget for Administration Fund Non-Departmental account.

Also included in the total proposed budget is \$14,714,276 for non-personnel costs, which is \$716,157 or 4.7% less than the FY16 adopted Budget. The variance between FY16 and FY17 is partially impacted by operating adjustments made in FY16 totaling \$850,500 in non-personnel cost reductions that were reflected in the FY16 adopted budget for Administration Fund Non-Departmental account.

Supplies and Materials

The proposed budget for Supplies and Materials is \$2,094,900, which is an increase of \$1,498,700 (251.4%) from the adopted FY16 figure. The increase is primarily the result of one-time costs for office systems furniture furnishings included in the FY17. The costs are related to a planned relocation of the Planning Department to a new building.



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Other Services and Charges

The budget proposed for Other Services and Charges is \$11,682,977, which is a decrease of \$2,717,756 (18.9 %) from the adopted FY16 total. This category primarily funds expenses such as professional consulting services, printing services, and funding for the Department's Historic Preservation Grant Program.

Capital Outlay

The capital outlay budget proposal is \$642,400, which is an increase of \$482,400 (301.5 %) over the FY16 total.

Support Services

The support services budget is \$7,720,500 or \$773,333 less than the adopted FY16 figure. This decrease is primarily the result of reductions totaling \$933,333 for County project charges and reductions to the Planning Departments contributions to the Risk Management Fund. The decreases are offset by increased costs for Commission-wide IT initiatives which includes funding to update various layers of the County's Geographic Information System (GIS).

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

The FY17 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 FY17 budget also includes resources for continued planning efforts for multiyear small community plans and studies approved in FY16.

In FY17, the Planning Department will continue with implementation efforts that began in prior years. These include the Historic Preservation Implementation Strategy, Industrial Zone Implementation Policies, Joint Base Andrews Joint Land Use Study (JLUS) Implementation Committee assignments, Landover Gateway Sector Plan Implementation, Master Plan of Transportation (MPOT) Strategic Transportation Implementation, and the Subregion 4 Transit-Oriented Development (TOD) Implementation Plan.

New work programs and projects proposed to begin in FY17 include the following, which are described in detail within the division's narrative of this proposal:

- Countywide Map Amendment
- Plan Evaluation & Development of SIX Year Programs
- Prince George's Plaza Plan Implementation
- Greater Chillum Study Implementation
- Subregion 4 Industrial Area Implementation

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

- \$642,200 in maintenance agreements for major equipment, including computer hardware, computer software, geographic information systems, workstations, printers, etc.
- \$50,200 for janitorial services at the Lakeside offices.
- \$47,000 for Lakeside office condominium fees.
- \$741,500 for County Administration Building (CAB) office space rent (including utilities).
- \$175,300 for telephones and postage.
- \$138,000 for the lease, service, supplies, and maintenance of printing/copying equipment.
- \$58,000 for utilities at the Lakeside offices.
- \$5,625,165 in project charges paid to the county government other than CAB rent, including:
 - \$250,000 for People's Zoning Counsel.



Prince George's County Planning Department

- \$1,675,432 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.
- \$1,336,200 in permits and inspections for M-NCPPC (Department of Environmental Resources Inspection Division).
- \$699,867 for engineering inspection and permitting—Department of Public Works and Transportation (DPW&T).
- \$729,700 for support of redevelopment projects.
- \$294,666 for Economic Development Corporation General Plan Goals.

WORK PROGRAM PRIORITY

PLANNING

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 2015 *Adopted Prince George's Plaza Transit District Development Plan and Overlay Zone (TDDP/TDOZ)*, and the Subregion 4 Employment Area Action Plan.
- Continuing work on the following: Bowie Sustainability Plan, Greater Cheverly Sector Plan, East Riverdale and Beacon Heights Sector Plan.
- Completing post approval work for the 2013 *Central Branch Avenue (MD5) Corridor Revitalization Sector Plan*, the 2015 *College Park Riverdale Park Transit District Development Plan*, and the 2014 *Landover Metro Area and MD 202 Corridor Sector Plan and Sectional Map amendment*.
- Implementing strategies identified in *Plan Prince George's 2035* related to Downtown Development Projects.

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 Countywide Master Plan of Transportation Strategic Implementation, Bowie State University/Bowie MARC Station Implementation Plan, Landover Gateway Sector Plan Implementation, Subregion 4 Transit-Oriented Development (TOD) /Central Avenue Blue Line Corridor 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 by continuing efforts to improve transportation issues in the County by continuing efforts to develop a new transportation model. This project is a multi-year effort to overhaul the current modeling system from a four-step process, used since the 1950's to a hybrid activity-based process.

Helping to improve economic development around Metro stations by contracting with the Urban Land Institute to provide advisory services for the Largo Town Center Economic Development Plan.



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 outlined in the General Plan.
- Providing accurate and timely responses to inquiries about planning, zoning, and development including an annual assessment of customer satisfaction throughout the Department.

ADMINISTRATION

- Continuing to explore ways of retaining, training, and recruiting sufficient staff to meet program demands in collaboration with the central Human Resources function.
- Managing a major moving effort which will take place in FY17. The Director's Office will manage the relocation of the Planning Department to a new location.
- 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) Downtown Development
- (III) Innovation Corridor
- (IV) Transforming Neighborhoods Initiative
- (V) Regulatory and Framework Policy
- (VI) Local Opportunities
- (VII) Intergovernmental Coordination



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- (VIII) Development Review Activities and Initiatives
- (IX) Managing Countywide Databases
- (X) Provision of Public Information
- (XI) 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 FY17.
- NM—New Multiyear—Projects that are proposed to begin in FY17 and will not be completed in that year.

Staff Week Summary

PROGRAMS AND PROJECTS	Adopted FY16	Proposed FY17	Net Change	% Change
I. COUNTYWIDE PLANNING	675	502	-173	-25.7%
Agriculture Preservation Support [C]	21	16	-5	
Archeological Review [C]	55	9	-46	
Environmental Planning [C]	86	67	-19	
Historic Area Work Permit Review [C]	39	38	-1	
Historic Preservation Grant Program Administration [C]	31	28	-3	
Historic Preservation Planning [C]	65	66	1	
MDP Annual Report [C]	26	22	-4	
Primary Healthcare Plan [M]	91	12	-79	
Public Facilities Planning [C]	68	54	-14	
Support to Historic Preservation Commission [C]	78	82	4	
Transportation Planning [C]	35	31	-4	
Water and Sewer Planning [C]	24	24	0	
Watershed Planning [C]	56	53	-3	
II. DOWNTOWN DEVELOPMENT	125	149	24	19.2%
Downtown Development Programs [M]	125	121	-4	
Prince Georges Plaza TDDP/TDOZ Implementation[NM]	0	28	28	
III. INNOVATION CORRIDOR	55	52	-3	-5.5%
Innovation Corridor Action Plan [M]	55	52	-3	
IV. TRANSFORMING NEIGHBORHOODS INITIATIVE	152	116	-36	-23.7%
Transforming Neighborhoods Initiative [M]	152	116	-36	
V. REGULATORY AND POLICY FRAMEWORK	694	509	-185	-26.7%
Green Infrastructure Functional Master Plan [M]	40	31	-9	
Historic Preservation Implementation Strategy [M]	42	34	-8	
Major Revision of Zoning Ordinance and Other Regulations [M]	480	309	-171	
MPOT Implementation [M]	15	32	17	
New Transportation Model [M]	70	63	-7	



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PROGRAMS AND PROJECTS	Adopted FY16	Proposed FY17	Net Change	% Change
Trails Policies Implementation [C]	47	40	-7	
VI. LOCAL OPPORTUNITIES	828	701	-127	-15.3%
Adaptive Reuse of Sand and Gravel Operations [M]	52	34	-18	
Bowie MARC Implementation [M]	0	16	16	
Bowie Sustainability Plan [M]	105	42	-63	
Cheverly Sector Plan and Sectional Map Amendment [M]	143	92	-51	
Greater Chillum Community Study Implementation [NM]	0	26	26	
Community Legacy/Sustainable Communities Plans [M]	93	44	-49	
East Riverdale/Beacon Heights Sector Plan and SMA [M]	207	150	-57	
Joint Base Andrews JLUS Implementation Com. [M]	52	33	-19	
Plan Evaluation and Six Year Program [NM]	0	60	60	
Mt. Rainier Architectural Conservation Plan and Overlay Zone [M]	25	15	-10	
Planning Assistance to Municipalities [C]	115	63	-52	
Subregion 4 Industrial Area Implementation Plan [NM]	0	41	41	
Subregion 4 TOD Implementation- Central Avenue/Blue Line Corridor [M]	0	43	43	
Suitland MUTC [M]	36	42	6	
VII. INTERGOVERNMENTAL COORDINATION	672	473	-199	-29.6%
Intergovernmental and Private Sector Coordination [C]	310	164	-146	
Requests from Other Departments/Agencies [C]	362	309	-53	
VIII. DEVELOPMENT REVIEW ACTIVITIES	3,180	2,783	-397	-12.5%
Assigning Street Names/House Numbers [C]	25	23	-2	
Information Center [C]	302	274	-28	
Mandatory Referral	203	211	8	
Processing of All Permits [C]	821	696	-125	
Processing Alternative Compliance [C]	22	20	-2	
Processing Chesapeake Bay Critical Area Plans [C]	71	66	-5	
Processing CPD's and SDP's [C]	265	202	-63	
Processing Concept./Detailed Site Plans [C]	545	406	-139	
Processing Subdivision Applications [C]	316	306	-10	
Processing Zoning, Special Exceptions, and Departure Applications [C]	327	324	-3	
Woodland Conservation Program Management and Enforcement [C]	283	255	-28	
IX. MANAGING COUNTYWIDE DATABASES	563	548	-15	-2.6%
Community Organization Monitoring Sys. [C]	4	4	0	
Data/Map Sales and Production [C]	37	27	-10	
Data Warehouse Initiative [M]	61	59	-2	
Development Activity Monitoring System [C]	27	24	-3	
GIS: 3D GIS Implementation [M]	10	13	3	
GIS: 3D Facilities and Asset Management [M]	4	4	0	
GIS: Applications [C]	25	49	24	



Prince George's County Planning Department

PROGRAMS AND PROJECTS	Adopted FY16	Proposed FY17	Net Change	% Change
GIS: Development [C]	137	109	-28	
GIS: Land Use Layer Maintenance [C]	14	11	-3	
GIS: Maintenance [C]	149	153	4	
Land Data File Maintenance [C]	92	92	0	
Public Lands and Facilities Inventory [C]	3	3	0	
X. PROVISION OF PUBLIC INFORMATION	441	395	-46	-10.4%
Approved Plan Publications [M]	64	42	-22	
Communication w/Public: Public Info [C]	109	95	-14	
Demographic and Economic Analysis [C]	36	20	-16	
Federal/State Statistical Analysis [C]	15	16	1	
Housing, Population, and Employment Forecasts [C]	38	35	-3	
Master Address Database [C]	7	8	1	
Pipeline Maintenance and Implementation [C]	17	17	0	
Public Participation/Public Engagement Initiative [C]	13	6	-7	
Real Estate Research and Analysis [C]	27	16	-11	
Special Research Studies [C]	57	72	15	
Website Development/ Management [C]	58	68	10	
XI. MANAGEMENT/ADMINISTRATION/SUPPORT	499	416	-83	-16.6%
Computer Systems Operation/Maintenance [C]	276	252	-24	
Data Systems: Document Management [C]	101	93	-8	
Department Training [C]	59	51	-8	
Records Management [C]	10	13	3	
Strategic Plan 2018 [M]	53	7	-46	



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.
- 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.



Prince George's County Planning Department

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.

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.



Prince George's County Planning Department

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.

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.



Prince George's County Planning Department

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

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



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

OVERVIEW

The Planning Director's Office provides overall direction and administration for the Planning Department. This responsibility includes the planning, supervision, and coordination of all planning services. The Director's Office encompasses personnel and administrative services, legislative services, budget and financial management, facilities management, 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, visual media, 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. This unit also provides visual media support including photography, videography, and live streaming of Planning Board meetings. 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.

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Worked with the County and the Kentland/Palmer Park community to develop an application and action plan to obtain Community Legacy Funding from Maryland's Department of Housing and Community Development (DHCD). The Department was successful and the County received Community Legacy Funding from the DHCD for the Kentland/Palmer Park Transforming Neighborhoods Initiative (TNI) focus area. The Community Legacy program provides local governments and community development organizations with funding aimed at strengthening communities through activities such as business retention and attraction, encouraging homeownership, and commercial revitalization. Funding received will be leveraged with County funding to reduce blight through home acquisition and rehab in the area where there is a concentration of foreclosed and abandoned properties, and to improve the appearance of existing occupied homes to enhance the overall quality of life and property values within the Kentland/Palmer Park TNI Housing Revitalization Program area.
- Secured two grants for the Central Branch Avenue Blue-line Trail Project which is an out branch of Sub Region 4 TOD Implementation activities. The funding will help support preliminary engineering (30% design) for the project. Phase I funding (\$80,000) is coming from MWCOG's TLC program and phases II – V (\$362,000) will be funded through a reimbursable grant from the Maryland Bikeway's Program. The aforementioned 30% design plans will be used to leverage construction funding.



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

BUDGET AT A GLANCE

- **Personnel Services** budget decreased by \$457,335, or 12.6 percent under FY 2016 totals. The variance is primarily due to four vacant full-time career positions that were eliminated in FY 2016. The reductions related were accounted for in the FY 2016 Non-Departmental budget of the Administration Fund.
- **Supplies and Materials** budget increased by \$270,300, or 207.3 percent over the FY 2016 total, primarily due to one-time costs included in the FY 2017 budget for new office systems furniture that will be required for a planned relocation of the Planning Department to a new location.
- **Other Services and Charges** budget decreased by \$87,301, or 15.3 percent under the FY 2016 total, primarily due to decreased budget for professional services to support the Primary Healthcare Plan, which was completed in FY 2016.
- **Capital Outlay** decreased by \$47,500, or 43.2 percent under the FY 2016 total, primarily due to a decreased budget for the replacement of Department fleet vehicles.
- **Funded Positions/Funded Workyears** reflect no changes.

Summary of Division Budget

	FY16 Adopted	FY17 Proposed	% Change
Budget			
Expenditures	\$4,440,445	\$4,118,609	-7.2%
Staffing			
Funded Career Positions	27.50	27.50	0.0%
Funded Workyears	27.50	27.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY 2017 PROPOSED BUDGET

Sustainable Communities Plans/Community Legacy Plan Applications: 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 that will lead to the designation of areas as Sustainable Communities. After designation, action plans will be created to access a number of state funding programs through the Community Legacy Program to implement priority revitalization projects. 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’ desires to see implementable projects as a part of the Kentland/Palmer Park TNI.

In FY 2017, staff will continue to work with County agencies and residents to move forward the Kentland/Palmer Park TNI neighborhood revitalization program(s). Staff will also assist the community in applying for additional grant opportunities at the county, state, and federal government levels.



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

Landover Gateway Sector Plan Implementation: This multiyear program consists of several plan implementation efforts associated with the 2009 *Approved Landover Gateway Sector Plan and Sectional Map Amendment*. The 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 FY 2017, staff will continue their work with various stakeholders to include County agencies in the implementation of goals and policies of the Approved Landover Gateway Sector Plan.

Largo Town Center Approved Sector Plan Implementation: The 2013 *Largo Town Center Approved Sector Plan and Sectional Map Amendment* was completed in FY 2014. This sector plan amended portions of the 2004 *Approved Sector Plan and Sectional Map Amendment for the Morgan Boulevard and Largo Town Center Metro Areas* and the 1990 *Largo-Lottsford Master Plan and Sectional Map Amendment* for planning area 73. This multiyear program consists of several plan implementation efforts associated with the Subregion 4 Master Plan implementation effort, and the Central Avenue - Metro Blue Line Corridor economic and transportation analysis and recommendations to be completed as part of the Central Avenue - Metro Blue Line Project.

In FY 2017, staff will continue working with various stakeholders to include County agencies and the Largo Town Center Development Board as they proceed with key implementation efforts associated with the goals and policies of the 2013 *Largo Town Center Approved Sector Plan and Sectional Map Amendment*. This multiyear program consists of several plan implementation efforts associated with the plan and sectional map amendment.

Primary Health Care Strategic Plan: In FY 2013, 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 was completed in FY 2016 and provided 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. The final plan also included recommendations to increase the number of primary health care providers to address shortages and to improve access to these services for the underserved and underinsured residents of the County.

In FY 2017, staff will continue their work with County agencies, advisory and stakeholder committees, residents, and other key stakeholders in the implementation of goals and policies.

Transforming Neighborhoods Initiative (TNI): TNI is part of a County effort spearheaded by Prince George's County Executive Rushern L. Baker, III to improve the quality of life in vulnerable communities. The goal of the program is to achieve and maintain a thriving economy, great schools, safe neighborhoods, and high-quality health care by utilizing cross-governmental resources in targeted neighborhoods that have significant and unique needs.

The initiative's main objective is to improve key indicators in targeted areas. Overall program success will be measured by the improvement in these key indicators. The indicators include crime, education, housing, pedestrian safety, and access to social services.

In FY 2017, staff will continue to collaborate with the five working groups to address issues related to Public Safety, Technology and Information Management, Economic Development and Infrastructure, Community Engagement, and Health/Human Services/Education. Our principal implementation endeavor is to move forward the recommendations identified in the Sustainable Communities and Community Legacy Applications.



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

Bowie MARC Implementation: This multiyear project focuses on the implementation of recommendations set forth in the 2010 *Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment*. The area comprises approximately 3.6 square miles in northeastern Prince George's County, including 219 acres of undeveloped county-owned land. Adopted by the Planning Board in October 2009, and approved by the District Council in January 2010, the final plan was published during the fourth quarter of FY 2011. The sector plan outlines a vision for a new community center—a small “college town”—clustered at the Bowie State MARC Station and adjacent to Bowie State University. The proposed community center is envisioned as a close-knit mix of open spaces and residential, retail, high-quality office, and institutional uses that are designed to be attractive, walkable, and community-oriented in scope.

In FY 2017, staff will continue working with the Office of Central Services and other County agencies to move forward the development process for the 219-acre county-owned parcel. In addition, staff will continue to support the Bowie State MARC Station Development Board.

Subregion 4 Transit-Oriented Development Implementation – Central Avenue/Blue Line Corridor: This multiyear program activity will implement the recommendations of the 2010 *Subregion 4 Master Plan and Sectional Map Amendment*. 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 FY 2014, activities that were 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 continue their efforts to seek resources to implement specific recommendations identified in the 2010 *Subregion 4 Master Plan and Sectional Map Amendment and the Central Avenue-Metro Blue Line Corridor TOD Implementation Project Mobility Study* to support the delivery of transit-oriented development. In addition, over the next three to four years, staff will support the efforts of the work group as prescribed in the sustainable communities application, and the subsequent designation that was granted for this area.

In FY 2017, work on the Subregion 4 Transit-Oriented Development Implementation will continue and will include project/program development, ongoing coordination of outreach, and engagement programs involving County agencies, Council of Governments, municipalities, residents, and other key stakeholders.



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 and final decisions (resolutions) has also been improved.

- Urban Design Review
- Subdivision Review
- Zoning Review
- Permit Review
- Planning Information Services

ACCOMPLISHMENTS

- Analyzed approximately 377 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 30,726 permits in FY 2015.
- Responded to almost 9,950 inquiries from the general public in FY 2015.
- A preliminary plan of subdivision and a detailed site plan were approved for the Prince George's County Regional Hospital. Located in one of the planned downtown areas for Prince George's County, this site adjacent to the Largo Metro Station is part of a mixed use area. A portion of the existing Boulevard at the Capital Centre shopping center will be razed to make way for the future hospital complex. The amount of development authorized for this complex is 1,507,638 square feet of building gross floor area (GFA) in a phased approach. The initial phase includes 731,638 square feet of GFA for the main hospital. Future phases include a hospital expansion, medical office, and clinical and research buildings for an additional 776,000 square feet of GFA. A future phase will include a parking garage to support the future parking needs.



Prince George's County Planning Department – Development Review

Redevelopment of the remaining Boulevard at the Capital Centre portion of the site will be pursuant to future applications. 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.

BUDGET AT A GLANCE

- Personnel Services budget decreased by \$409,861 or 7.2 % as compared to FY16 totals— primarily due to four vacant full-time career positions being unfunded in FY 2017. One administrative assistant position and one planner coordinator position will be eliminated in FY 2017. Also, one vacant administrative assistant position and one vacant senior planner position will remain frozen through FY 2017.
- Supplies and Materials budget increased by \$456,900—718.4 % over the FY 2016 total— primarily due to one-time costs included in the FY 2017 budget for new office systems furniture that will be required for a planned relocation of the Planning Department to a new location.
- Other Services and Charges budget increased by \$12,800—3.7 % over FY 2016 totals— primarily due to increased costs related to maintenance of copying equipment housed in the Development Review Division.

Summary of Division Budget

	FY16 Adopted	FY17 Proposed	% Change
Budget			
Expenditures	\$6,058,982	\$6,118,821	1.0%
Staffing			
Funded Career Positions	55.00	53.00	-3.6%
Funded Work Years	55.00	51.00	-7.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY 2017 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.

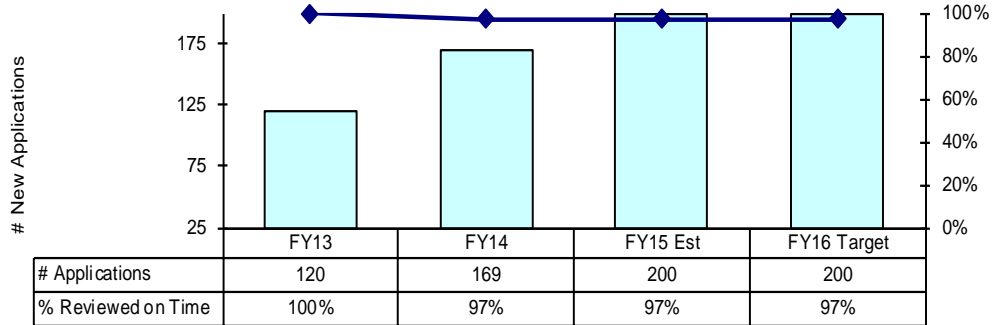
Divisional Objective: Providing a factual and legal basis for decisions on public plans and policies concerning the use and design of land.

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

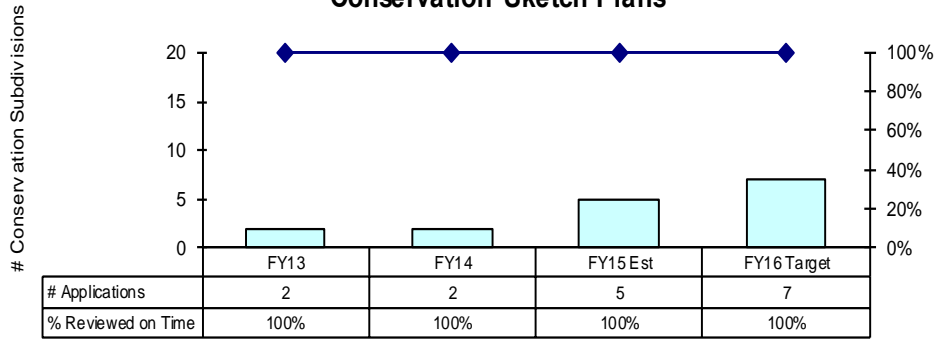


Prince George's County Planning Department – Development Review

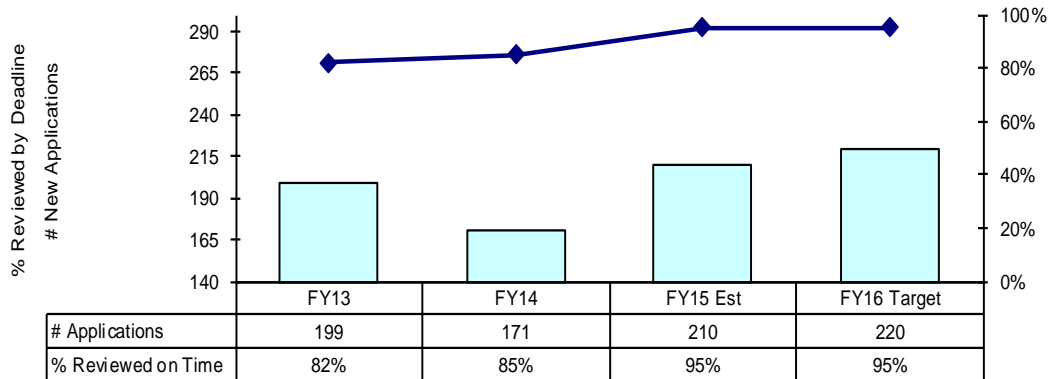
Preliminary Plans of Subdivision



Conservation Sketch Plans



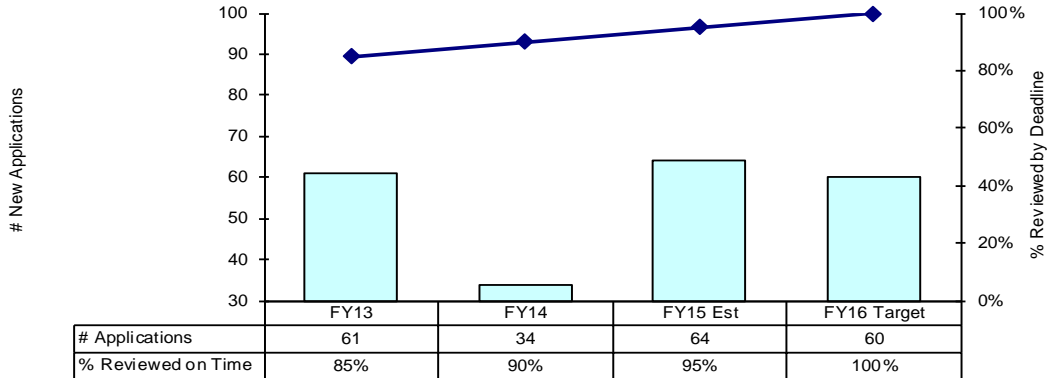
Urban Design



Prince George's County Planning Department – Development Review

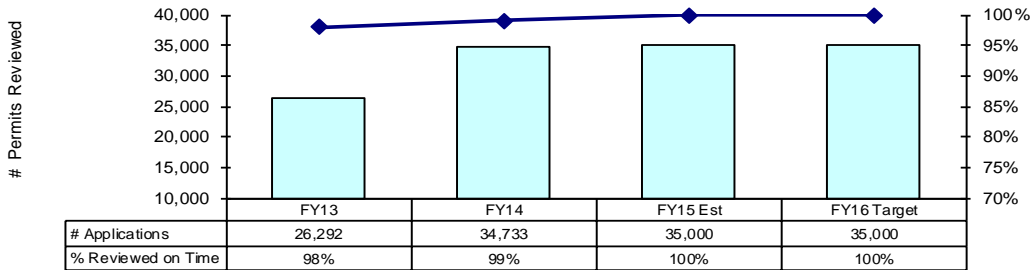
Development Review Division Performance Measures Cont'd

Zoning

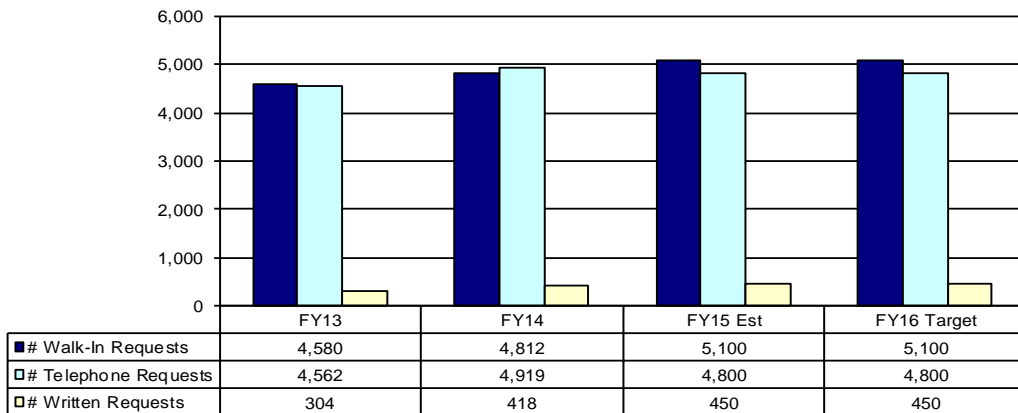


Outcome Permit Review Section: Accurate and timely permit review.

Permits



Modes of Delivery of Planning and Development Information Service



Prince George's County Planning Department – Community Planning

OVERVIEW

MISSION

The mission of the Community Planning Division 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

The division's work program includes preparing comprehensive plans (master and sector plans), revitalization action plans, sectional map (or zoning) amendments, and planning studies; reviewing development proposals for consistency with approved plans; supporting the Department's Planning Assistance to Municipalities and Communities (PAMC) Program; facilitating intergovernmental coordination; and, responding 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 developing or facilitating development of new programs and collaborating with implementing agencies and community organizations on new initiatives. The division also supports organizational capacity among civic groups. The division is organized into three work units/sections: North, Central, and South; each is responsible for the work items listed below.

- 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
- Plan Implementation



ACCOMPLISHMENTS

- Completion of the following plans, studies and special projects: College Park-Riverdale Park Transit District Development Plan, Landover Metro Area and MD 202 Corridor Sector Plan Greater and Chillum Community Study, and initiation of the East Riverdale-Beacon Heights Purple Line Station Areas Sector Plan and Greater Cheverly Sector Plan; Mt. Rainier Architectural Conservation Plan and Architectural Conservation Overlay Zone; and, brochure for the CoreNet Global Conference at National Harbor for the Economic Development Corporation.
- Planning Board adoption of the Prince George's Plaza Transit District Development Plan and Transit District Overlay Zone and progress on several special implementation activities including storm water management and parking utilization studies and branding process and schedule.
- Preparation of Sustainable Community applications and award of Sustainable Community Designation for Suitland-Naylor, Landover Hills and New Carrollton, Camp Springs, and Riverdale/Bladensburg. Preparation and submission of the Glassmanor/Coral Hills Sustainable Communities application.
- Staff support to develop and implement strategies to improve conditions in six Transforming Neighborhood Initiative communities: East Riverdale –Bladensburg, Glassmanor-Oxon Hill, Hillcrest-Marlow Heights, Kentland-Palmer Park, Langley Park, and Suitland-Coral Hills including grant application and award and technical assistance on the Langley Park TNI Community Legacy streetscape improvement and beautification projects which has been completed, and preparation of design concepts for revitalizing of a key community shopping center.
- Substantial work and completion of the proposed Military Installation Overlay Zone approved by the District Council.
- Completion of the Clear Zone Study and Action Plan, a major implementation recommendation in the 2009 Joint Land Use Study, and full compliance with the Office of Economic Adjustment, Department of Defense, grant agreement which funded the project.
- Continued support of the Branch Avenue in Bloom Program on revitalization activities in the Naylor Road Metro Station Core and St. Barnabas Road areas, and execution of a new one year contract.
- Continued support to the Westphalia Stakeholders Group including efforts to establish a governance strategy and establish guidelines for entryway and business signage; also support to the Westphalia Development Review Council.
- Continued support and technical assistance to the Town of Upper Marlboro on implementation of the Sustainable Community priorities including obtaining a \$30,000 technical assistant grant for a pedestrian and bicycle accessibility study; initiating a plan for streetscape improvements in the town core; supporting management of a façade improvement program that awarded funds to three projects from a \$30,000 state grant for the program; facilitating work to assess conditions and improvement plan for the historic Old Marlboro High School; and securing a PAMC grant for an infrastructure study.
- Continued assignment of staff resources and technical support for the Zoning Code Rewrite core team, various working groups, M-U-TC Local Review Design Committees and interim zoning ordinance amendments.
- Managing several council-initiated minor plan amendments affecting the Gateway Arts District, Largo and Southern Green Line Sector Plans.
- Support on efforts to facilitate development and activity in priority Metro station areas: Prince George's Plaza, New Carrollton, Largo, Branch Avenue and Suitland.
- Completion of the Architect Conservation Plan and Overlay Zone.



BUDGET AT A GLANCE

- **Personnel Services** budget for FY17 is \$2,861,769, which is \$556,784 less than the FY16 totals. This is due primarily to tone full-time career positions being unfunded in FY17. This position will remain frozen through FY17. Also, five full-time career position in the Community Planning Division were Section was eliminated in FY 16. The cost adjustment for this eliminated position were reflected in the FY16 Non-Departmental budget of the Administration Fund.
- **Supplies and Materials** budget for FY17 is \$291,000, which is \$218,300 more than the FY16 total. This increase is due to one-time costs included in the FY17 budget for new office systems furniture that will be required for a planned relocation of the Planning Department to a new location.
- **Other Services and Charges** budget for FY17 is \$603,700, which is \$1,056,800 under the FY16 total. This is primarily due to decreased budgeted dollars for professional services to support outside consultants for community plans.
- **Funded Positions/Workyears:** Funded Positions in FY17 decreased by one full-time career positions. One vacant full-time career position will be held frozen through FY17.

Summary of Division Budget

	FY16 Adopted	FY17 Proposed	% Change
Budget			
Expenditures	\$5,151,753	\$3,756,469	-27.1%
Staffing			
Funded Career Positions	28.00	28.00	0.0%
Funded Workyears	27.63	26.75	-3.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

Adaptive Re-use of Mining Sites: This is a study to implement the recommendations of the 2013 Approved Subregion 5 Master Plan, 2013 Approved Subregion 6 Master Plan, the 2012 Approved Priority Preservation Area Functional Master Plan, and Plan Prince George’s 2035, which all call for an in-depth study of the sand and gravel mining industry and its impacts on resource lands, rural character, economic development, and post reclamation requirements in the rural and agricultural areas. There are about 14,000 acres of land identified as sand and gravel mines and associated uses, primarily located in the Rural and Agricultural Area, which could be put to other uses in the future but the appropriate uses need to be determined. The purpose of this study is to determine what uses are appropriate for mining sites that have been reclaimed and are ready for their next use. An initial inventory and assessment has been completed.

Work items completed by the study team in FY16 included identifying and mapping already closed and reclaimed mines and documenting their status in terms of reclamation, reforestation, and meeting of Special Exception and other conditions set by the implementing agencies; evaluating future land use possibilities on reclaimed, closed or abandoned sand and gravel mines, and; assessing and comparing state, county and other versions of sand and gravel mine datasets to produce an up to date GIS dataset, e.g. creating one layer with different attributes all pertaining to sand and gravel mines.



Prince George's County Planning Department – Community Planning

In FY17, staff will complete the final draft for review and comment by the Planning Board and County Council as well as county and other pertinent agencies.

Bowie Sustainability Plan: This project was initiated in FY15 as a PAMC funded partnership between the City of Bowie and M-NCPPC to create a Bowie Sustainability Plan. The goal is to develop an overarching plan that ties together all aspects of sustainability policies and programs within the Bowie community. During FY16, the following work was completed: consultant selection and contract; Memorandum of Understanding with the city of Bowie; project kickoff; and, development and implementation of public outreach and engagement tools for the data gathering phase of the project, including meetings with the city's Green Team and other stakeholders.

In FY17, the project team will finalize the sustainability plan which will include sustainability goals, implementation plan and performance indicators and measures. The final document will reflect broad stakeholder input including client feedback. The document will be published and distributed in FY17.

Branch Avenue in Bloom: This program will continue in FY17 under an existing MOU between the Commission and the University of Maryland's Small Business Development and Technical Center 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.

In FY17, 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.

Central Branch Avenue Revitalization Sector Plan Implementation: This is an ongoing 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. Staff will also play a role in implementing recommendations proposed by the Andrews Working Group for the Allentown Road Commercial Area as well as the Sustainability Communities plan.

In FY17, staff will continue promote the plan among key property owners and developers, and identify and pursue short-term implementation activities. Specific activities may include identifying and prioritizing infrastructure improvements (first and second quarters), 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

Greater Cheverly Sector Plan: This is a multi-year project with origins in 2012 with the city's completion of Envision Cheverly, which defined 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 initiated in FY16 considers



Prince George's County Planning Department – Community Planning

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. 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.

In FY17, this work program will include permission to print the preliminary plan, Joint Public Hearing, Planning Board Adoption and transmittal of the adopted plan to the District Council and District Council review and consideration of plan adoption.

East Riverdale-Beacon Heights Purple Line Station Areas Sector Plan: This multiyear sector plan updates and amends portions of the 1994 *Approved Master Plan and Sectional Map Amendment for Planning Area 68* and the 1994 *Approved Master Plan and Sectional Map Amendment for Bladensburg-New Carrollton and Vicinity (Planning Area 69)*. The sector plan area will incorporate land generally located within one-half mile of two proposed Purple Line stations: Riverdale Park and Beacon Heights, and includes commercial and residential properties along portions of Kenilworth Avenue (MD 201) and East West Highway (MD 410). Residential communities that will benefit from these two Purple Line stations, including Riverdale Heights, Templeton Knolls, Eastpines, and Beacon Heights, are also within the sector plan area.

The East Riverdale-Beacon Heights Sector Plan builds on the work of the Central Kenilworth Avenue Revitalization Committee (CKLAR) and the county's Purple Line TOD Study to address broader issues impacting Kenilworth Avenue and East West Highway, including the need to conduct a comprehensive re-evaluation of zoning and land use policy, local transportation issues, environmental features, public facilities, and other functional infrastructure elements needed to position the area to best capitalize on the economic and social benefits of the Purple Line.

The sector plan will also incorporate policy guidance provided by the county's general plan and functional master plans to set the stage for redevelopment, incorporate an extensive community participation program, and facilitate collaborative and implementable solutions to community issues that have previously been identified by recent studies.

In FY17, the work program will include permission to print the preliminary plan, Joint Public Hearing, Planning Board Adoption and transmittal of the adopted plan to the District Council and District Council review and consideration of plan adoption.

Greater Chillum Community Study Implementation: Work with the County's Department of Housing and Community Development (DHCD) to designate the Hampshire Knolls and Lewisdale neighborhoods as HUD Neighborhood Revitalization Strategy Areas (NRSAs). These two neighborhoods were identified as the most likely candidates for this federal program which provides flexibility to allow communities to undertake housing, economic development, and public service activities through the use of Community Development Block Grant (CDBG) monies. This program is intended to create opportunities in distressed neighborhoods through the stimulation of reinvestment.

In FY17, staff will explore with DHCD a partnership with County non-profit organizations to utilize the NeighborWorks Stable Communities program to assist neighborhoods in transition as well as possible State Sustainable Community Designation.



Prince George's County Planning Department – Community Planning

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 the map amendment process to apply the Military Installation Overlay Zone, ongoing support to the JLUS implementation committee, and implementation of the Clear Zone Action Plan completed in FY16.

In FY17, staff will present the Planning Board endorsed the recommended sectional map amendment to the District Council for consideration of approval and initiate implementation of key recommendations in the Clear Zone Action Plan.

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 FY17, 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.

Planning to Plan Implementation: Plan Evaluation and Development of Six-Year Program: This project involves the preparation of a six-year work program for the Planning Department focusing primarily on plans and studies, and priority implementation activities. Development of a proposed six-year work program allows the Commission and the County to consider a longer-term planning work program informed by a set of agreed upon criteria and provides the opportunity to influence the six-year CIP. The six-year work program would be prepared in time to inform the FY 2018 budget, and thereafter updated annually during the preparation of the Department's annual operating budget. Key to the effort will be an evaluation of progress towards implementing existing plan recommendations, across approved plans. The process for developing the six-year work program would be a collaboration effort between the Planning Department, County Council, and agencies.

In FY17, staff will complete the first six year work program that will include an assessment of progress towards implementation of recommendation in approved plans.

Prince George's Plaza Plan Implementation: Plan Prince George's 2035 identifies Prince George's Plaza as one of three priority Regional Transit Districts and future Downtowns, where investment should be prioritized to support transit-oriented development. The approved Transit District Development Plan for Prince George's Plaza recommends a number of immediate implementation strategies that the Planning Department will be leading or participating in during FY17. This project will provide staff and consultant support for those implementation items. Two critical challenges facing the transformation of Prince George's Plaza from a suburban, auto-oriented retail center to a walkable, mixed-use neighborhood are the need and desire to re-energize market interest and create a "buzz" around the Transit District and to address future parking



Prince George's County Planning Department – Community Planning

demand in light of the eventual redevelopment of most of the existing free, private surface parking supply.

In FY17, staff will support the ongoing marketing and branding effort anticipated to begin in fall 2015 as well as the development of a comprehensive parking study that will explore strategies and funding mechanisms for the eventual replacement of much of the existing surface parking supply with structured and underground public, shared, and private parking.

Southern Green Line Station Sector Plan Implementation: This is an ongoing effort to facilitate implementation of key recommendations in the approved sector plan in collaboration with federal, state, regional, and local government agencies.

In FY17, efforts will continue to secure funding for key infrastructure projects, 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 develop a marketing program to attract developers. Work will also continue to support the growth and activities of the Green Line Coalition and other activities to encourage development and improvements in key project areas.

Subregion 4 Industrial Area Implementation: The Subregion 4 Industrial Areas Action Plan, released in early 2016, focuses on ways to improve the market position of the industrial areas and enhance compatibility between industrial areas and the adjoining residential communities. Comprising 2,776 acres and 54,000 jobs, Subregion 4 figures prominently in the economy of Prince George's County. With 35 percent of the County's industrial square footage in Subregion 4, opportunities exist to capture an even greater share of the regional demand and thus contribute to increasing the County's tax base. This Action Plan reflects implementation actions which: 1) attract trending users of industrial space; 2) initiate strategies to obtain voluntary code compliance; 3) promote educational forums on resources available from the State and County to strengthen capacity; 4) support better access to transit; and 5) mitigate truck traffic on community roads.

In FY17, the work program will involve coordination, facilitation, and support of implementation activities at the local and State levels pertaining to marketing strategies, code compliance, educational forums, and transit planning and implementation of preferred truck routes. Staff will collaborate closely with the Economic Development Corporation; the Department of Permitting, Inspections and Enforcement; the Department of Public Works and Transportation; and the Maryland Department of Housing and Community Development to develop and implement programs.

Town of Upper Marlboro Action Plan Implementation: This is an ongoing program to implement the recommendations of the 2009 *Town of Upper Marlboro Revitalization Action Plan* and the 2013 Town of Upper Marlboro Sustainable Communities program. One of the key 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, the town developed a Sustainable Communities working group in FY14 that includes town, county, and state participation. The working group has been meeting regularly since FY14 to prioritize and implement the town's Sustainable Communities Action Plan.

Work items to be addressed by this working group in FY17 include streetscape improvements (sidewalk retrofits, street furniture, building façade improvements, wayfinding and better signage



Prince George's County Planning Department – Community Planning

collaboration between the state, county, and town, and street trees) in the town core, pedestrian and bicycle accessibility in the town and surrounding areas, alleviating parking shortages in the town core at peak times, collaboration with the County and historical groups to find a low-impact adaptive reuse for the Old Marlboro High School, and stormwater management retrofit projects.

In FY17, staff will remain engaged with town leadership to maintain momentum with implementation activities. Anticipated activities will include facilitating working group meetings, researching and providing background support for the working group, grant writing, and project management. Additionally, staff will continue to work with the town on development of a Main Street Program. And continue implementation of the Façade Improvement Program, including to secure additional funding.

Westphalia Sector Plan Implementation: This is a continuing project to assess the feasibility of new governance framework and structure for the Westphalia community building upon recommendations from a 2009 study on Governance of Westphalia and other common-owned communities. In FY16 staff continued coordinating stakeholder meetings, staffing of new Governance and Gateway Signage Sub-Committees, and joint development of a governance structure.

In FY17, 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.

GOALS AND PERFORMANCE MEASURES

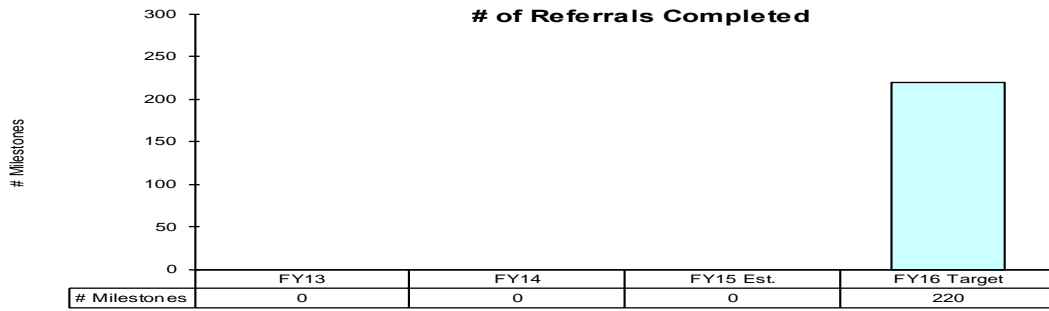
Divisional Goal: Provide opportunities for community involvement, to focus resources on issues of local concern and to provide relevant, accurate and updated planning information in order to help decision makers meet physical, social and economic challenges priority locations in the County.

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

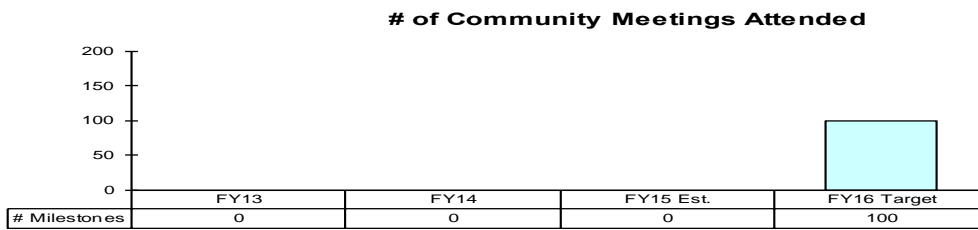
Outcome Community Planning: Develop realistic plan for Communities in Prince George County.



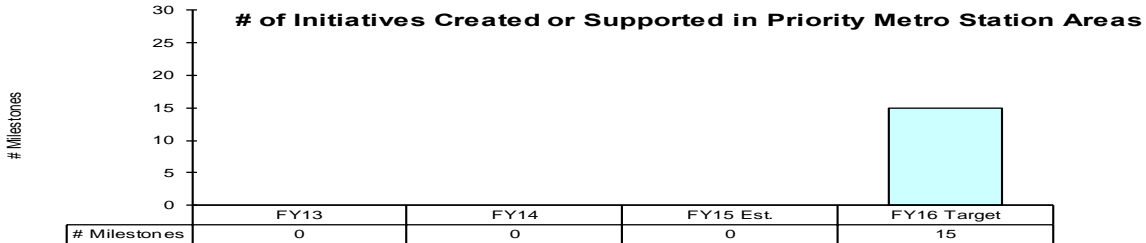
Prince George's County Planning Department – Community Planning



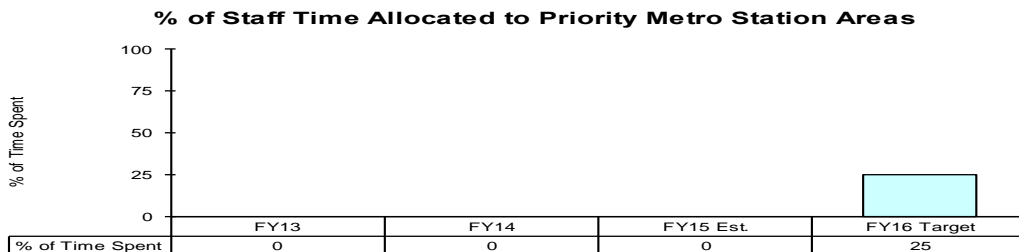
Outcome for number of referrals completed: Timely review of development application



Outcome for number of community meetings attended: Improved customer service and responsiveness to communities



Outcome for number of initiatives created or supported in Priority Mero Areas: Facilitate development around priority metro station areas.



Outcome for percentage of staff time allocated to priority metro station areas: Effectively utilize staff time spent on priority metro station areas



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

- Implementation of the 2014 *Plan Prince George's 2035 Approved General Plan*, the County's new umbrella land use plan, by preparing a countywide list of critical CIP projects and completing an Urban Land Institute study of Largo Town Center.
- Presented first drafts of the County's new zoning and subdivision ordinances, focused on zone districts and use tables.
- Published the Food Systems Study, which surveys the quality of food and beverage stores in the County and recommends best practices to increase food access and healthy eating.
- Published the Retail Market Analysis, which analyzes the health of the County's shopping centers and geographic markets.
- Provided data and research to numerous business entities interested in locating or expanding in the County.
- Created Retail Opportunities Book used by the County to attract new retail at the International Conference of Shopping Centers.
- Administered \$250,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local non-profit organizations.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Land use analysis for Water and Sewer Plan Amendment cycles and the update of the Water and Sewer Plan.
- Implemented pedestrian and bicycle APF guidelines required by CB-2-2012, resulting in more pedestrian and bicycle amenities in new development projects.
- Assisted 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.



Prince George's County Planning Department—Countywide Planning

- Provided data and research to the Board of Education for its annual Educational Facilities Master Plan.
- Reviewed all major projects to be built by federal, state, and county government agencies to ensure community awareness and enhance project design (state-mandated “mandatory referral” process).

BUDGET AT A GLANCE

- **Personnel Services** budget for FY17 is \$4,670,633, which is \$543,803 less than the FY16 total. This is due to the FY16 budget reflecting funding for two full-time career positions that will not be funded in FY17. One full-time career position in the Countywide Planning Transportation Section was eliminated in FY16. The cost adjustment for this eliminated position is reflected in the FY16 non-departmental budget of the Administration Fund. Also, one full-time career position in the Countywide Planning Environmental Planning Section will be eliminated in FY17. The decrease is also the result of decreased pension costs based on projections from the Commissions latest actuarial report.
- **Supplies and Materials** budget for FY17 is \$433,200, which is \$381,300 more than the FY16 total. This increase is due to one-time costs included in the FY17 budget for new office systems furniture that will be required for a planned relocation of the Planning Department to a new location.
- **Other Services and Charges** budget for FY17 is \$1,702,500, which is \$302,800 less than the FY16 totals—primarily due to decreased budget for professional services to support outside consulting services for Countywide Planning projects and a decrease in funding for the Historic Property Grants Program administered by the Countywide Planning Historic Preservation Section.
- **Funded Positions/Workyears:** Funded positions in FY17 were decreased by one full-time career position. One full-time career position in the Countywide Planning Environmental Planning Section will be eliminated in FY17.

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$7,271,636	\$6,806,333	-6.4%
Staffing			
Funded Career Positions	42.00	41.00	-2.4%
Funded Workyears	42.00	41.00	-2.4%



HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

Comprehensive Revisions of the Zoning Ordinance and Subdivision Regulations: This project will continue to review and revise the Zoning Ordinance and Subdivision Regulations (Subtitles 24, 27, and 27A of the Prince George's County Code). A complete reorganization of these regulations is anticipated, which will result in fewer zones, improved development review procedures, a more user-friendly code, enhanced community involvement, and best practices that respond to the County's economic development goals, including encouraging mixed-use, transit-oriented development at Metro stations and other key locations.

In FY17, this project will include a significant public outreach effort, identification of critical issues, numerous drafts of new Zoning Ordinance and Subdivision Regulations language for public comment, and review and approval by the District Council.

Downtown Development Strategies: Plan Prince George's 2035 emphasizes the need to identify a short list of competitive Metro station areas that can become the County's next generation of economic engines by combining dense vertical development, a well-integrated mix of land uses, and outstanding public infrastructure. The plan identifies three downtowns as near-term development priorities (Prince George's Plaza Metro, New Carrollton Metro, and Largo Town Center Metro) and identifies two longer-term opportunities along Metro's southern green line (Suitland Metro and Branch Avenue Metro). Success requires the integration of planning and zoning, major public funding for infrastructure, incentives to attract private investment, regulatory streamlining, event programming, and a coordinated marketing campaign.

The Urban Land Institute is completing a strategy for Largo Town Center. In FY17, Downtown Development Strategies for New Carrollton and Prince George's Plaza will be prepared in close cooperation with the County Executive, Council, and other stakeholders and will set forth an action plan for each downtown that combines the above elements.

Innovation Corridor Strategy: This collaborative initiative will shepherd the implementation of a priority recommendation of the Plan Prince George's 2035 for the creation of an innovation corridor around the Greenbelt and College Park/U of MD Metro Stations and along US 1 (Baltimore Avenue) and MD 193 (Greenbelt Road). This part of Prince George's County contains the highest concentration of economic activity in the County's four targeted industry clusters—the federal government; business services; healthcare and life sciences; and information, communication, and electronics, and advanced technology industries—and has the greatest potential to catalyze future job growth, research, and innovation in the near- to mid-term.

In FY17, the Planning Department will continue drafting an action plan that:

- Defines the boundaries of the innovation corridor.
- Engages existing research and technology anchors including the University of Maryland and the M Square research and office park, Beltsville Agricultural Research Center, and NASA Goddard Space Flight Center to foster synergies between the industry clusters.
- Proposes a comprehensive implementation program to identify and initiate specific programs, tax incentives, financial investments, and targeted infrastructure improvements necessary to enhance the County's premier regional employment area and to maximize the development and economic potential of the innovation corridor.



Prince George's County Planning Department—Countywide Planning

Retail Strategic Action Plan: Requested by the Economic Development Corporation and other economic development officials, this study already has assessed the size, strength, and character of retail consumption in the County. Six shopping center case studies are on-going.

In FY17, a Strategic Action Plan will recommend strategies to strengthen, redevelop, or re-purpose underperforming retail centers, identify ways to reverse retail “leakage” that occurs when County residents shop elsewhere and seek to attract more high-end retail to the County.

New Transportation Model: The department is in the second year of a five-year project to overhaul the computer model used to predict vehicular, transit, bicycle, and pedestrian trips. A new model is critical for the accurate prediction of the transportation impacts of new sector plans, sectional map amendments, individual development applications as well as evaluating other transportation policy issues. The model currently used to predict traffic 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 FY17, the department will continue design and development of the new model, with testing and documentation to take place over the next two years. Full deployment is anticipated in FY19.

GOALS AND PERFORMANCE MEASURES

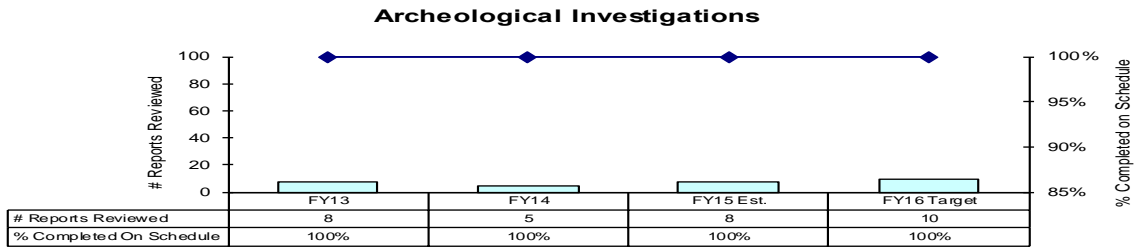
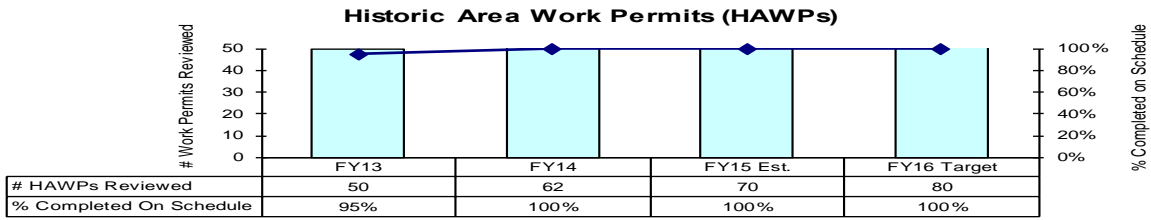
Countywide Planning Division Performance Measures

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

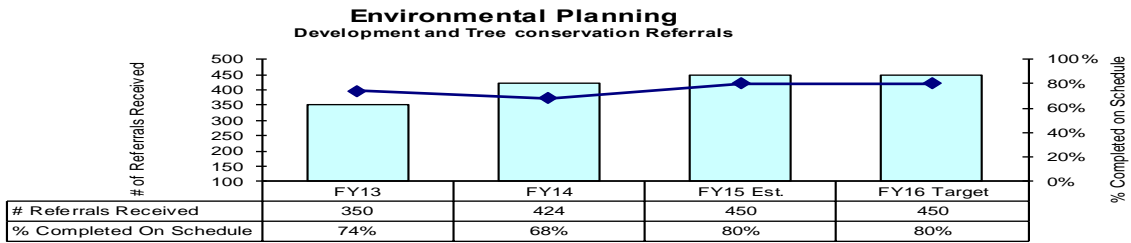


Prince George's County Planning Department—Countywide Planning

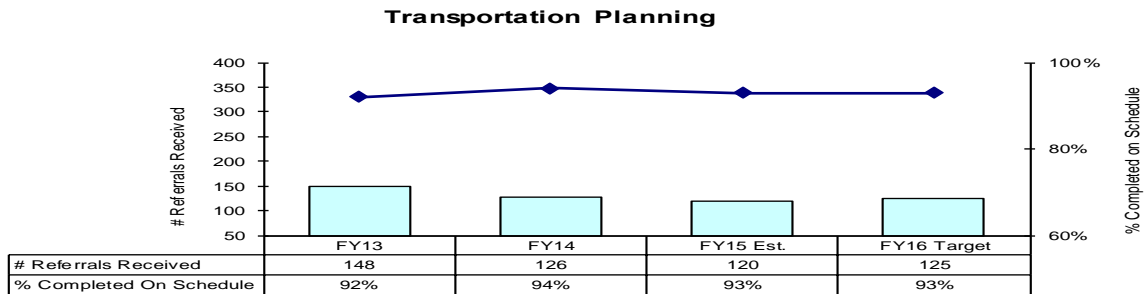


Countywide Planning Division Performance Measures

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



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



OVERVIEW

MISSION

To be the Department's resource for the identification, assembly, processing, and analysis of spatial and tabular 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. Data produced by IMD is used extensively by the Department as well as County and Municipal Government agencies, State and Federal agencies, and the private sector (planners, surveyors, engineers, utilities, and real estate and economic development professionals)

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

ACCOMPLISHMENTS

- Completed a major project that involved the redesign of PGAtlas. This interactive web mapping applications was redesigned to support improved access, functionality, and use across multiple browsers and devices.
- Established and implemented a GIS Open Data portal policies and procedures for GIS data that allows for the download of GIS data in multiple formats.
- Facilitated the download of over 11,000 GIS files in the 6 months (June 2015-January 2016).
- Responded to [143 GIS 7/2015-12/2015] internal and external requests for data extracts, custom maps and reports. Customers included municipalities, the County Executive's Office, the County Council, various government and educational institutions, and numerous private sector businesses.
- Completed major upgrade to data servers, software and databases that support the Planning Department's document imaging system.
- Upgraded office productivity service to Microsoft Office 365.
- Upgraded Storage Area Network (SAN) to provide more network data storage.
- Reviewed current data center infrastructure for groundwork in relocation.
- Collaborated with Central Administrative Services to move production servers and remote desktop services into VMWare virtualization environment.
- Completed a major update to the orthophotography, planimetric, topography, and LiDAR elevation datasets.



Prince George's County

Planning Department – Information Management

- Supported the Commission’s efforts in improved data security, and participated extensively in evaluating options associated with the implementation of Microsoft’s newest products.
- Updated 63 countywide GIS layers that periodic scheduled updates by staff and external government agencies, and 61 GIS layers that require daily updates such as property, zoning, development activity and easement layers.
- Executed two multiyear Data Systems contracts:
 - Selected new contractor to provide programming support for the Planning Department applications and databases.
 - Selected new contractor to provide document scanning services for the Planning Department’s document imaging system.

BUDGET AT A GLANCE

- **Personnel Services** budget decreased by \$720,048, 19.0 % under FY16 totals, primarily due to the elimination of funding for one vacant full-time career position that will remain frozen through FY17 in the Information Management Divisions Geographic Information Systems Section. Also, three full-time career positions in the Information management’s GIS Section were eliminated in FY 16. The cost adjustment for the three eliminated positions is reflected in the adopted FY16 Non-Departmental budget of the Administration Fund. The decrease is also the result of decreased pension costs based on projections from the Commissions latest actuarial report.
- **Supplies and Materials** budget for FY17 increased by \$171,300, or 69.2 % over FY16 totals. This increase is due to one-time costs included in the FY17 budget for new office systems furniture that will be required for a planned relocation of the Planning Department to a new location.
- **Other Services and Charges** budget for FY17 shows a decrease of \$504,400, 30.3 % under the FY16 numbers, primarily due to a decrease in budgeted dollars for professional services needed for Document Management and a decrease in maintenance funding needed to support PGAtlas website and the geographic information system (GIS) application development.
- **Funded Positions/Workyears:** Funded Positions in FY17 decreased by one workyear. This is due to the elimination of funding for one vacant full-time career position that will remain frozen through FY17.

Summary of Division Budget

		FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$5,749,892	\$5,226,644	-9.1%
Staffing				
	Funded Career Positions	25.00	24.00	-4.0%
	Funded Workyears	25.00	24.00	-4.0%



HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

Systems Analysis/Programming Support: This project will result in the implementation of a vendor package software (Hansen) to replace the Planning Department's current Development Review Activity Monitoring system and database. This software will be interfaced with the Planning Department's document imaging system.

Document Management: This project will complete the integration of our FileNet Document Management System with the Development Activity Monitoring System (Hansen), expand Document Management by requiring digital submission of all, or most, development applications, and by incorporating business processes and workflows into Development Review application 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 FY16, the Department will continue expansion of the document management system.

PGAtlas Redevelopment and Upgrades: In June 2013 the Department entered into a contract for hosting and expanding PGAtlas services to the Department, County government, and the general public. On October 5, 2015 the new PGAtlas was released to the public. The application was redevelopment allowing many web browsers access and added enhancements such as displaying PGAtlas on a mobile tablet and increasing search capabilities.

GIS Application Development: The Department will continue to assist with the development of specialized GIS services, such as 3D Modeling and development decision support application (CommunityViz®). Recently, the Department began New ArcGIS Online applications were developed to support the Department's 3D program and identify the location of underutilized properties.

During FY17, the Department will develop additional ArcGIS Online applications to support the Zoning rewrite team and providing users simple access to Census data. In addition, staff will recommend changes to the information entered into the Tax Assessment database, formalize the GIS Zoning update policy, expand GIS community outreach, explore new data sources, expand the use of ESRI CityEngine and begin the process of performing department needs assessment.

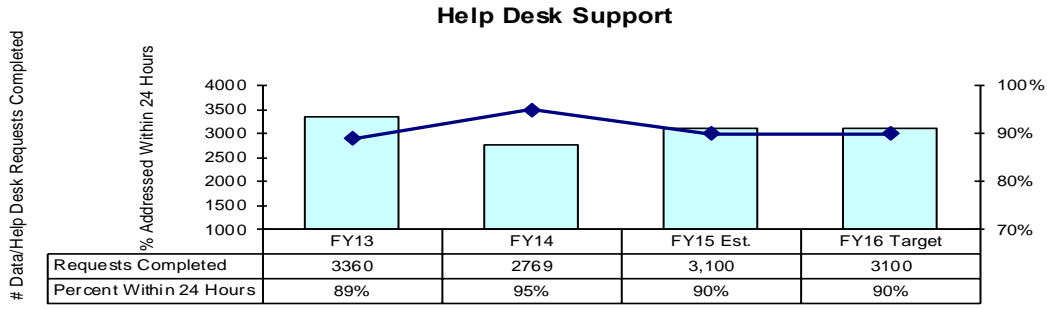
GOALS AND PERFORMANCE MEASURES

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.

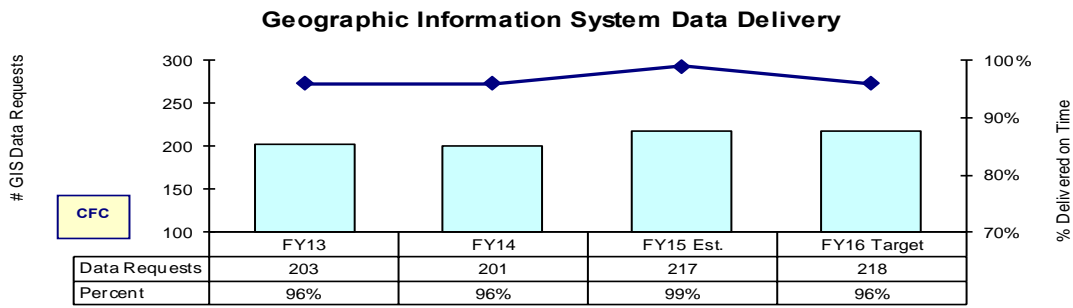
Divisional Objective: Providing a stable and reliable computing environment for the Department, County, and general public.

Outcome Data Systems: Improved software, hardware, and technical resources.





Outcome Geographic Information System: 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 FY 2017 decreased by \$15,177, or 44.6 percent under FY 2016 totals, primarily due to decreased costs for group insurance.
- **Supplies and Materials** budget for FY 2017 increased by \$600, or 2.0 percent over the FY 2016 totals, primarily due to inflationary costs.
- **Other Services and Charges** budget for FY 2017 decreased by \$779,256, or 9.6 percent under the FY 2016 totals. The decrease is primarily the result of approximately \$933,000 in reductions to County Project Charges and approximately \$74,000 in reductions to the Planning Department's contribution to Risk Management. The decreases are offset by approximately \$250,000 for an increase to fund Commissionwide information technology needs, which includes, but is not limited to, Microsoft Office licenses and KRONOS upgrades.
- **Chargebacks** budget for FY 2017 increased by \$20,500, or 2.4 percent over the FY 2016 totals.
- **Funded Positions/Workyears** No change.

Summary of Division Budget

	FY16 Adopted	FY17 Proposed	% Change
Budget			
Expenditures	\$8,493,833	\$7,720,500	-9.1%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Workyears	0.00	0.00	0.0%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY 2017 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 FY 2017 as compared to FY 2016.

County Project Charges	FY 2016 Adopted Budget	Proposed Reductions	Proposed FY 2017 Budget
People's Zoning Counsel	250,000	-	250,000
Zoning Enforcement Unit	1,761,900	(86,468)	1,675,432
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
DPIE Permits and Inspections	1,816,200	(480,000)	1,336,200
DPW&T Engineering, Inspections, and Permits	929,800	(229,933)	699,867
Redevelopment Authority	844,500	(114,800)	729,700
EDC General Plan Goals	316,800	(22,134)	294,666
Total	6,558,500	(933,333)	5,625,165
*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 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Director's Office				
Personnel Services	3,378,533	3,629,645	3,172,309	-12.6%
Supplies and Materials	129,362	130,400	400,700	207.3%
Other Services and Charges	752,954	570,400	483,100	-15.3%
Capital Outlay	43,361	110,000	62,500	-43.2%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,304,210	4,440,445	4,118,609	-7.2%
Development Review				
Personnel Services	5,295,386	5,653,982	5,244,121	-7.2%
Supplies and Materials	25,148	63,600	520,500	718.4%
Other Services and Charges	96,361	341,400	354,200	3.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,416,895	6,058,982	6,118,821	1.0%
Community Planning				
Personnel Services	2,892,223	3,418,553	2,861,769	-16.3%
Supplies and Materials	13,324	72,700	291,000	300.3%
Other Services and Charges	1,017,640	1,660,500	603,700	-63.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,923,187	5,151,753	3,756,469	-27.1%
Community Planning - South				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	(62,217)	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	(62,217)	-	-	-
Information Management				
Personnel Services	3,247,919	3,785,492	3,065,444	-19.0%
Supplies and Materials	180,083	247,400	418,700	69.2%
Other Services and Charges	969,641	1,667,000	1,162,600	-30.3%
Capital Outlay	35,746	50,000	579,900	1059.8%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,433,389	5,749,892	5,226,644	-9.1%
County-Wide Planning				
Personnel Services	4,531,354	5,214,436	4,670,633	-10.4%
Supplies and Materials	10,409	51,900	433,200	734.7%
Other Services and Charges	1,168,315	2,005,300	1,702,500	-15.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,710,078	7,271,636	6,806,333	-6.4%



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 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Support Services				
Personnel Services	2,159	34,000	18,823	-44.6%
Supplies and Materials	15,673	30,200	30,800	2.0%
Other Services and Charges	8,305,767	8,156,133	7,376,877	-9.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	266,950	273,500	294,000	7.5%
Total	8,590,549	8,493,833	7,720,500	-9.1%
Grants				
Personnel Services	116,956	144,600	149,300	3.3%
Supplies and Materials	-	-	-	-
Other Services and Charges	81,691	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	198,647	144,600	149,300	3.3%
Total Planning Department				
Personnel Services	19,464,530	21,880,708	19,182,399	-12.3%
Supplies and Materials	373,999	596,200	2,094,900	251.4%
Other Services and Charges	12,330,152	14,400,733	11,682,977	-18.9%
Capital Outlay	79,107	160,000	642,400	301.5%
Other Classifications	-	-	-	-
Chargebacks	266,950	273,500	294,000	7.5%
Total	32,514,738	37,311,141	33,896,676	-9.2%



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

POSITION DETAIL BY DIVISION BY FUND

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	35.50	35.50	27.50	27.50	27.50	27.50
Part-Time Career	-	-	-	-	-	-
Career Total	35.50	35.50	27.50	27.50	27.50	27.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Director's Office	35.50	35.50	27.50	27.50	27.50	27.50
<u>DEVELOPMENT REVIEW</u>						
Full-Time Career	53.00	53.00	55.00	55.00	53.00	51.00
Part-Time Career	-	-	-	-	-	-
Career Total	53.00	53.00	55.00	55.00	53.00	51.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Development Review	53.00	53.00	55.00	55.00	53.00	51.00
<u>COMMUNITY PLANNING</u>						
Full-Time Career	33.00	33.00	27.00	27.00	27.00	26.00
Part-Time Career	1.00	0.75	1.00	0.63	1.00	0.75
Career Total	34.00	33.75	28.00	27.63	28.00	26.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning	34.00	33.75	28.00	27.63	28.00	26.75
<u>INFORMATION MANAGEMENT</u>						
Full-Time Career	27.00	27.00	25.00	25.00	25.00	24.00
Part-Time Career	-	-	-	-	-	-
Career Total	27.00	27.00	25.00	25.00	25.00	24.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Information Management	27.00	27.00	25.00	25.00	25.00	24.00
<u>COUNTYWIDE PLANNING</u>						
Full-Time Career	42.00	42.00	42.00	42.00	41.00	41.00
Part-Time Career	-	-	-	-	-	-
Career Total	42.00	42.00	42.00	42.00	41.00	41.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Countywide Planning	42.00	42.00	42.00	42.00	41.00	41.00
<u>TOTAL PLANNING</u>						
Full-Time Career	190.50	190.50	176.50	176.50	173.50	169.50
Part-Time Career	1.00	0.75	1.00	0.63	1.00	0.75
Career Total	191.50	191.25	177.50	177.13	174.50	170.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Grand Total Planning Department	191.50	191.25	177.50	177.13	174.50	170.25



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

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Prince George's County Parks and Recreation Department

PARKS, TRAILS AND OPEN SPACE

27,777 - Total Park Acreage

592 Parks

13,851 Acres of Developed Park Land

337 Athletic Fields

586 Athletic Courts

27 Park Buildings

229 Playgrounds

4 Regional Parks

16,086 - Stream Valley Park Land

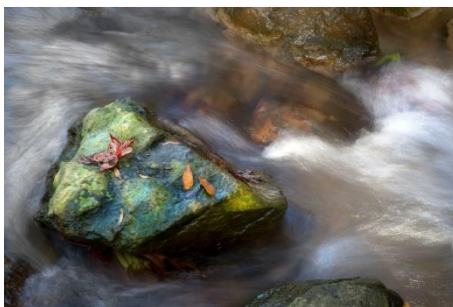
52 Walking Loop Trails

100 Miles of Trails (53.2 paved mi.)

1 Airpark

2 Marinas

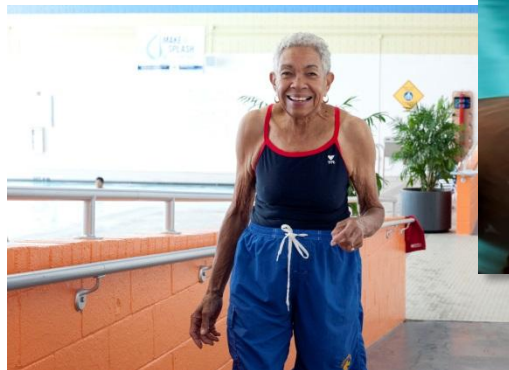
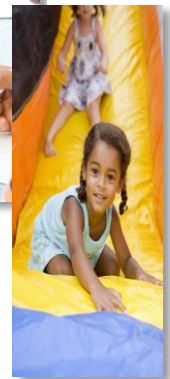
30 Historical/Archaeological Sites



Prince George's County Parks and Recreation Department

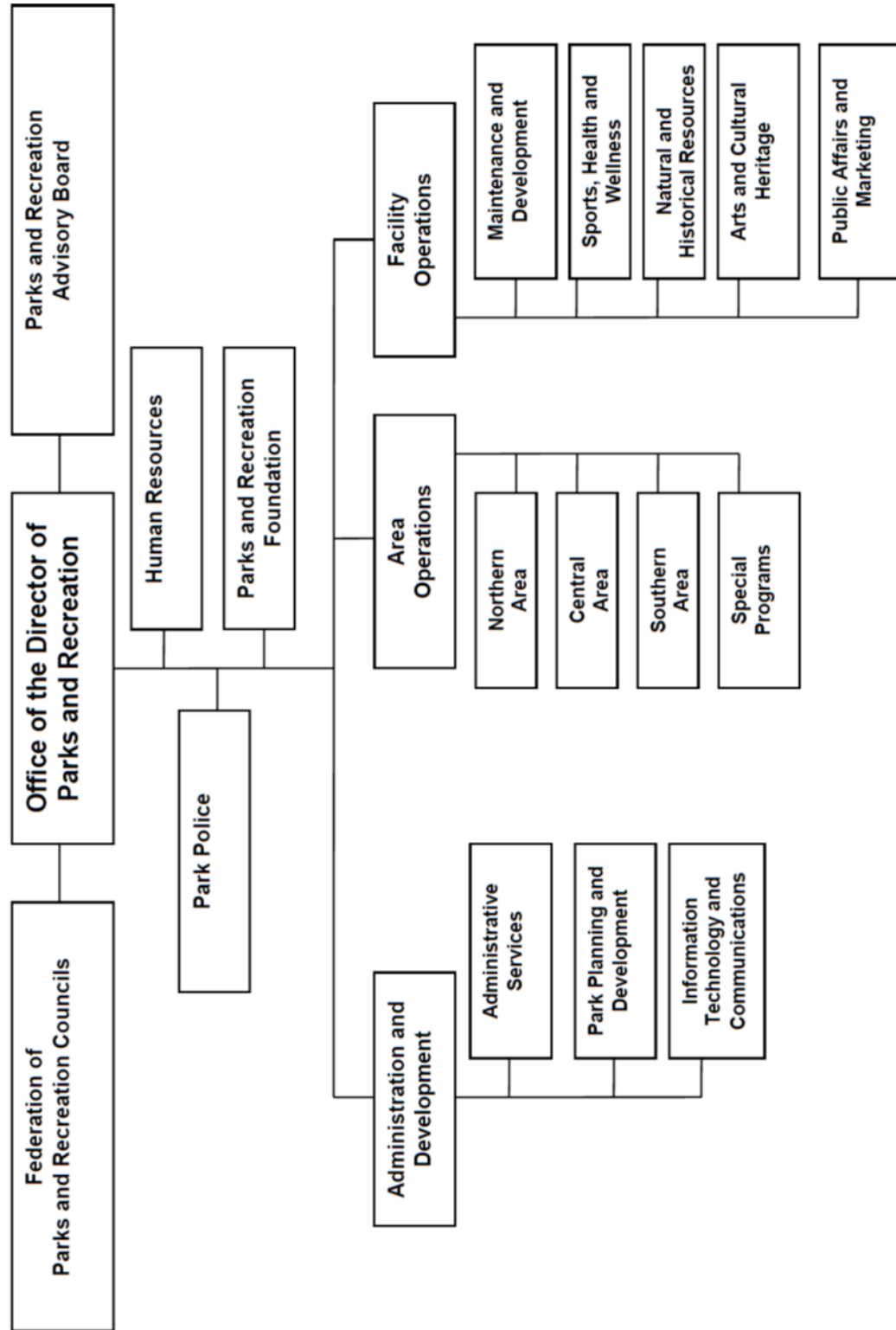
RECREATION SERVICES

- 11 Aquatic Facilities
- 3 Tennis Bubbles
- 1 Trap & Skeet Center
- 3 Ice-Skating Rinks
- 4 Athletic Centers
- 4 Skate Parks
- 3 Nature Centers
- 1 Baseball Stadium
- 1 Boxing Center
- 1 Sports & Learning Center
- 5 Nature Areas
- 6 Senior Centers
- 2 Child Care Centers
- 45 Community Centers
- 1 Equestrian Center & Arena
- 30 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 11% 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 900,000 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 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.

MAJOR PROGRAMS AND SERVICES PROVIDED

- AQUATICS
- COMPUTER SKILLS
- CRAFTS & HOBBIES
- FITNESS
- HEALTH & WELLNESS



Prince George's County Parks and Recreation Department

- KIDS CARE
- LIFESTYLE & LEARNING
- MARTIAL ARTS
- NATURE ACTIVITIES
- ENVIRONMENTAL ACTIVITIES
- PERFORMING ARTS
- THERAPUTIC RECREATION
- SPORTS
- TRIPS & EXCURSIONS
- VISUAL ARTS
- SEASONAL EVENTS
- COMMUNITY EVENTS
- HISTORY & CULTURE

STRATEGIES EMPLOYED

In FY17, the following strategies were employed to develop the proposed budget:

- **Proposed FY17 CIP:** The CIP budget timeline and operating budget timeline began running parallel in FY13. Staff presents the proposed FY17 to FY22 CIP Plan to the Planning Board in December. The fiscal pressures on the operating budget also apply to the CIP, and the expansion of the CIP program is limited in two ways. First, limited property tax revenue growth means new funds for the CIP are unlikely. Second and more importantly, because the rate of cost growth for existing services is outpacing the rate of revenue growth, the operating budget has extremely limited fiscal capacity to support the expansion of facilities and services through the CIP. The Department has to continue to manage a sustainable CIP. Consequently, staff advises that any new projects added to the CIP be offset by removing or delaying existing projects.

Our proposed FY17 CIP will build on the adopted FY16 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 at the current tax rates will not be sufficient to sustain the continuous expansion of our park and recreation system.

- **Project Charge Reductions:** We continue to work with the County's Spending Affordability Committee and County Government to reduce Legislative Project Charges with goals of reducing in FY17 and beyond. In FY17, the Department intends to again push for a reduction in project charges. The target reduction amount for FY17 is \$1.2 million (\$400K in Park Fund and \$800K in the Recreation Fund).
- **Staffing Analysis:** We continue to comprehensively analyze our existing staff complement. Rather than requesting new positions for some of our immediate programming needs or maintenance and operation of our new facilities, we are meeting staffing needs by reallocating positions among programs based on opportunities for efficiency, reprioritization, and/or reorganization. In the interim, this exercise will help keep our budget base lower than if we add new positions to support our expanding programs and



Prince George's County Parks and Recreation Department

cadre of new facilities. However, in the long run, the Department may have to request additional staff resources to keep up with service demand.

- **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 FY16. In addition, we will use some FY16 year-end surplus funds to procure certain one-time Divisional requests that could not be accommodated in our FY17 proposal.
- **Program Analysis:** We are continuing to work with our Program and Facility Managers to develop strategies to enhance revenues and/or reduce expenses. We are instituting cost-recovery models, analyzing the cost/benefits of all programs, their value to the public and making necessary adjustments to revenues, expenditures, and offerings.



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 2017

	FY16 Adopted			FY17 Proposed			% Change
	Park Fund FY16 Adopted	Rec Fund FY16 Adopted	Dept.Total FY16 Adopted	Park Fund FY17 Proposed	Rec Fund FY17 Proposed	Dept.Total FY17 Proposed	
	Office of the Director	\$ 2,438,574	\$ -	\$ 2,438,574	\$ 2,368,083	\$ -	
Park Police	18,797,353	-	18,797,353	18,519,932	-	18,519,932	-1.5%
Administrative Services	5,161,592	-	5,161,592	4,880,104	-	4,880,104	-5.5%
Public Affairs and Marketing	2,212,089	924,039	3,136,128	2,104,084	896,153	3,000,237	-4.3%
Administration and Development	341,414	-	341,414	332,792	-	332,792	-2.5%
Information Tech & Communications	5,321,318	-	5,321,318	5,131,067	-	5,131,067	-3.6%
Park Planning and Development	6,490,194	-	6,490,194	6,159,739	-	6,159,739	-5.1%
Support Services	13,688,200	7,169,365	20,857,565	14,749,228	7,053,039	21,802,267	4.5%
Facility Oper.-Deputy Director	664,816	-	664,816	630,886	-	630,886	-5.1%
Maintenance and Development	27,879,174	-	27,879,174	27,325,356	-	27,325,356	-2.0%
Natural and Historic Resources	6,128,683	1,361,674	7,490,357	6,117,824	1,209,933	7,327,757	-2.2%
Arts and Cultural Heritage	1,998,593	4,031,203	6,029,796	1,932,525	3,828,481	5,761,006	-4.5%
Area Oper.-Deputy Director	342,038	65,727	407,765	330,047	79,501	409,548	0.4%
Northern Area Operations	6,726,489	7,653,790	14,380,279	6,524,949	7,087,068	13,612,017	-5.3%
Central Area Operations	6,665,715	7,593,727	14,259,442	6,180,722	7,305,139	13,485,861	-5.4%
Southern Area Operations	6,383,477	8,491,522	14,874,999	6,184,984	8,173,605	14,358,589	-3.5%
Sports, Health, and Wellness	-	11,277,997	11,277,997	-	11,095,493	11,095,493	-1.6%
Special Programs	-	8,539,156	8,539,156	-	8,271,745	8,271,745	-3.1%
Non-Departmental	5,542,009	6,337,259	11,879,268	7,049,889	7,395,126	14,445,015	21.6%
Transfers Out	18,148,237	9,071,347	27,219,584	18,200,571	9,070,347	27,270,918	0.2%
Budgetary Reserve	5,839,100	3,625,800	9,464,900	5,826,100	3,573,300	9,399,400	-0.7%
Fund Total	\$ 140,769,065	\$ 76,142,606	\$ 216,911,671	\$ 140,548,882	\$ 75,038,930	\$ 215,587,812	-0.6%



Prince George's County Parks and Recreation Department

HIGHLIGHTS AND MAJOR CHANGES IN FY17 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 FY17 work program changes are listed by program.

- The total operating expenditures within both the Park and Recreation Funds are proposed to decrease by \$1,055,919 or 0.6% from \$189,043,760 in FY16 to \$187,987,841 in FY17. This decrease does not include the Park Fund's transfer to the CIP (PAYGO), Debt Service or Expenditure Reserves.
- The Debt Service costs are projected to decrease by \$313,666, or 2.7% from \$11,853,237 in FY16 to \$11,539,571 in FY17.
- Therefore, the total combined expenditure budget is decreasing by \$1,003,585, or 0.5%, from \$207,191,997 in FY16 to \$206,188,412 in FY17.

Park Fund

The FY17 Park Fund expenditure budget (excluding reserves) is proposed to decrease by \$207,183 or 0.1%, from \$134,929,965 to \$134,722,782. The Proposed FY17 operating budget major changes include:

- (147,300) for Risk Management;
- (440,000) for legislative project charges;
- (789,400) for salary lapse;
- 1,114,662 for compensation increases;
- (163,591) for other post-employment benefits (OPEB);
- (2,097,118) for pension costs;
- 241,300 for the Capital Equipment ISF for vehicle purchases and Department-wide infrastructure improvements to include Phase 4 of AVAYA Implementation;
- 96,464 for CAS chargebacks (increase in Data Center Charge, Recruitment and Personnel) and Commission Wide Technology Initiative;
- 1,124,900 to support Operating Budget Impact (OBI) and start-up costs for CIP projects scheduled for completion in FY17;
- (132,100) to remove start-up costs for CIP projects scheduled for completion in FY16; and
- 184,349 additional seasonal/intermittent funding for Medical Coverage projection and for minimum wage increase impact.

The Park Fund's Operating Expenditure Reserve is proposed to decrease by \$130,000 from \$5,839,100 to \$5,826,100, based on 5% of the operating expenditure budget less Debt Service.

The Park Fund's program revenues are proposed to be \$3,104,600, unchanged from FY16. The Park Fund program revenues primarily include the Parks and Recreation Foundation, Park Permits, Park Police fines, agricultural leases, historic property rentals, park house rentals and Festival of



Prince George's County Parks and Recreation Department

Lights. This increase is mainly from increased Park Permit rentals and Parks and Recreation Foundation revenue.

Recreation Fund

The FY17 Recreation Fund expenditure budget (excluding reserves) is proposed to decrease by \$1,051,176 or 1.6% from \$72,516,806 to \$71,465,630. Major changes include:

- (174,300) for Risk Management;
- (804,870) for legislative project charges;
- (480,600) for salary lapse;
- 434,791 for compensation increases;
- (56,804) for other post-employment benefits (OPEB);
- (780,552) for pension costs;
- 127,808 for CAS chargebacks (increases in Recruitment and Personnel) and Capital Equipment Technology Initiative;
- 5,600 to support Operating Budget Impact (OBI) and start-up costs for CIP projects scheduled for completion in FY17;
- (163,500) to remove start-up costs for CIP projects scheduled for completion in FY16; and
- 865,277 additional seasonal/intermittent funding for medical coverage projection and for minimum wage increase impact

The Fund's Operating Expenditure Reserve is proposed to decrease by \$52,500 from \$3,625,800 in FY16 to \$3,573,300 in FY17.

The Recreation Fund's program revenues are proposed to increase by \$15,000 from \$8,653,500 in FY16 to \$8,668,500 in FY17. 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 FY17 total workyears for the Park, Recreation and Enterprise Funds is 1,873.58 which represent a net decrease of 0.82 workyears over the FY16 level of 1,874.4. The workyears will be distributed as follows:

Workyear Changes – Park Fund

- Maintenance and Development Converted 2 Part-Time Career Positions into 1 Full-Time Career Position
- No Seasonal Workyear Adjustments

Workyear Changes – Recreation Fund

- Northern Area Operations combined 2 Part-Time Career Positions into 1 Full-Time Career Position in FY16. One of the Part-Time positions was inadvertently left in the FY16 budget so we are officially deleting it in FY17.
- The Seasonal Workyear changes relate directly to FY17 expenditure reductions.

Workyear Changes –Enterprise Fund

- The Seasonal Workyear count increased by 1.5 due to the OBI addition for Cosca



Prince George's County Parks and Recreation Department

FY17 Proposed Budget Summary of Parks and Recreation Department Positions by Fund and Position Type

Fund	<u>Adopted FY16</u>		<u>Proposed FY17</u>	
	Positions	Workyears	Positions	Workyears
<i>Summary of Full-time Career Positions and Workyears</i>				
Park	745.00	745.00	747.00	747.00
Recreation	251.00	251.00	251.00	251.00
Enterprise	<u>66.00</u>	<u>66.00</u>	<u>66.00</u>	<u>66.00</u>
Total	1,062.00	1,062.00	1,064.00	1,064.00
 <i>Summary of Part-time Career Positions and Workyears</i>				
Park	9.00	6.30	7.00	5.80
Recreation	19.00	15.10	18.00	14.60
Enterprise	<u>1.00</u>	<u>0.50</u>	<u>1.00</u>	<u>0.50</u>
Total	29.00	21.90	26.00	20.90
 <i>Non-Career Workyears (Seasonal and Intermittent Positions)</i>				
Park		141.00		143.65
Recreation		513.50		509.50
Enterprise		<u>135.50</u>		<u>135.50</u>
Total		790.00		788.65

WORK PROGRAM PRIORITIES

FY17 Budget Priorities

Understanding the restraints 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. In developing our FY17 Department and Divisional objectives, we worked to ensure that they are in strategic alignment with the overall goals of our adopted Formula 2040 and Comprehensive Recreation Program Plans. The general goals of these plans fall into three categories:

- Adequate facilities and safety;
- Programs and services delivery;
- Maintaining a fiscally sustainable organization.

The following are our main proposed FY17 goals with their corresponding specific Divisional objectives:



Prince George's County Parks and Recreation Department

ADEQUATE FACILITIES AND SAFETY - GOALS:

1. Invest to maintain existing infrastructure.
2. Invest to provide for adequate public safety.
3. Invest in new facilities to satisfy existing and future service gaps.
4. Support Prince George's County economic development through new investment.
5. Physically connect residents to access parks, trails, recreation facilities and programs in our neighborhoods and communities.

Objectives:

Park Police

- Continue efforts to fully staff all officer positions 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.
- Continue theft prevention programs and continue to implement formal strategies to reduce theft of personal items on park property and at Commission-sponsored events.
- Fully migrate to a newer and more efficient Records Management System (RMS) and Computer Aided Dispatch (CAD) System through the Motorola Company that integrates with the Prince George's County Police Department and other local police agencies. This new system will provide a more comprehensive sharing of information and intelligence between jurisdictions.
- Development of a Park Police Security Operation Center to create real time monitoring of cameras, license plate readers and alarms. Also assist Commission staff and permit holders with remote lockout/entry of facilities and alarm set up.
- Increase Park Police communication with the community by increasing our presence on social media and the rollout of the Park Police smartphone application.
- Relocate staff operations to the new Park Police Headquarters located at 8100 Corporate Drive, Lanham, MD. The move requires the acquisition of the appropriate furnishings and equipment.

Information Technology & Communications

- Continue a five phased plan to implement Voice Over Internet Protocol technology. This transition will provide a more scalable and robust network infrastructure.
- Continue working with the Commission's CIO on developing and adopting best practices for the governance and administration of the Commission IT systems

Park Planning & Development

- Use the capital project evaluation model to prioritize CIP Projects.
- Continue to implement the project management system.



Prince George's County Parks and Recreation Department

Maintenance & Development

- Realign personnel to staff facility maintenance technician positions within the Critical Projects Unit.
- Implement recommendations from the future Maintenance Master Plan which is currently in the development stage.

Natural & Historical Resources

- Work collaboratively with all Divisions to implement a comprehensive Historic Structures management system to ensure proper stewardship, establish prioritization model for all structures, budget priorities for structural needs and new acquisition standards, and establish a regular Historic Properties working group.

Special Programs

- Therapeutic Recreation will identify and address gaps in services, amenities and program offerings for individuals with physical disabilities as well as day offerings for adults with cognitive/developmental disabilities.
- Senior Services will develop and expand outdoor recreation and nature program offerings for seniors.
- Special Programs Division will work with the Park Foundation to expand program offerings and amenities through increased grants and sponsorships as well as partnerships.

Northern, Central & Southern Area Operations

- Evaluate and strengthen parks infrastructure to allocate funding toward sustainability of park amenities in areas with maximum usage.

PROGRAM AND SERVICES DELIVERY - GOALS:

1. Promote physical, mental and environmental health, and wellness components within facilities and programs.
2. Purposeful programming implementations and providing diverse options that respond to the diverse needs and trends of the community.
3. Improve the overall health of County residents and promote a wellness ethic for the community.
4. Build on youth development assets model to support positive youth development in programming.
5. Actively nurture/develop reciprocal and collaborative relationships/partnerships with alternative providers, schools and the community.
6. Socially and developmentally connect residents via program and service offerings and enhance their sense of community.
7. Support Prince George's County economic development through program and service offerings and hosting events, festivals and other gatherings.



Prince George's County Parks and Recreation Department

Objectives:

Information Technology & Communications

- Evaluate usage and productivity of all software/hardware applications, define future technology solutions and plan for integration of all information systems.

Natural & Historical Resources

- Work directly with the Prince George's County School system to provide curriculum based environmental and historical outreach programs.
- Implement a Department-wide recycling program working with all Divisions

Sports, Health & Wellness

- Increase sports, recreational and health & wellness opportunities in underserved regions in the County through the implementation of the mobile fitness unit.
- Create a definition of what a health & wellness component means and ensure that 75% of the Department's programs are designed to include a health & wellness component.
- Establishment of walking and running programs.
- Expand the Yoga in the Parks to Fitness in the Parks
- Promote and grow tennis programming for families through improved marketing, partnerships and increased youth opportunities.
- Provide developmental sport opportunities for ages 5-7 to increase their awareness and engagement in sports.

Arts & Cultural Heritage

- Continue to work collaboratively with Park Planning and Development and Area Operations to incorporate public art into CIP projects in addition to developing a general policy for the Department.
- Research the possibility for tent pads, on the Prince George's Equestrian Center's infield and other areas for outdoor horse shows to keep the fields from flooding and ensure the tent pads do not conflict with parking and other outdoor festival needs.
- Work with internal and external resources to purchase ticketing software to improve customer service in the area of online ticket purchasing, utilization of scanning mobile devices for entry to shows and events, and make available VIP and preferred seating options.
- Work with external arts organizations and internal resources to bring new art programming to sites in Area Operations, with a focus on digital media and arts in technology.
- The Black History Program will develop a digitization model for its photograph and document collections and provide online access to the community for genealogical and research studies.

Special Programs

- Youth Services, working in partnership with operating divisions, will develop and implement standards and outcome benefits for youth programming.



Prince George's County Parks and Recreation Department

Northern, Central & Southern Area Operations

- Continue to provide opportunities for all ages by offering multi-disciplinary recreation, signature and community-based special events, out of school time programs for youth and teens, and active aging programs with an emphasis on evaluating service development and delivery, cost recovery, collaboration, divestment and health & wellness.

MAINTAINING A FISCALLY SUSTAINABLE ORGANIZATION - GOALS:

1. Diversify and enhance non-property tax revenues.
2. Use marketing and communications more aggressively to reach a larger audience and cultivate a loyal following.

Objectives:

Parks & Recreation Foundation

- Finalize the MOU between MNCPPC and the Prince George's County Parks and Recreation Foundation which will clearly specify how money raised will be spent on Parks and Recreation programs/services
- Develop overall Fundraising Plan, including a Friends of the Park group who will pay an annual membership to support the Foundation and its mission

Administrative Services

- Continue playing a key role in establishing business processes for cost-recovery and fee and charges policies to work toward Formula 2040's goal of significantly enhancing non-property tax revenues.
- Chose and implement a new on-line registration software package to replace SmartLink as SmartLink is being phased-out nationally by the vendor.
- Further implement the new Enterprise Asset Management software system to track and improve operations efficiency, including lifecycle maintenance.
- Continue "phasing-out" our Park House rental program through attrition and demolitions of depilated houses.

Office of the Director

- Begin full implementation of the Formula 2040 Plan

Park Planning & Development

- Restructure the Division to improve project delivery and planning services
- Begin to implement the master plans that have County-wide impact
- Succession planning

Public Affairs & Marketing

- Continue to shift session-based program and course marketing to social media, web and print-on-demand publications while reducing number of printed and mailed copies.



Prince George's County Parks and Recreation Department

- Develop an implementation timeline for production and launch of mobile apps in conjunction with Departmental marketing goals.
- Develop a Departmental marketing plan to support cost recovery goals

Maintenance & Development

- Continue executing energy saving initiatives by extending LED lighting upgrades to parking lot lighting and variable speed drive pump motors at departmental sites
- Initiate the installation of additional solar fields in order to maximize the potential cost savings and environmental benefits to the County

Natural & Historical Resources

- Expand and improve the Department's recycling program at all office, park and recreational sites to demonstrate our commitment to sustainability.

Sports, Health & Wellness

- Continue to build upon the client base in the outdoor stadium at the Prince George's Sports and Learning Complex, to include additional user groups such as lacrosse teams and youth clinics in all sports.
- Further develop a comprehensive corporate membership base that includes both the fitness and aquatics venues at the Prince George's Sports and Learning Complex.
- Continue to research and apply for grants that will support and/or expand upon the programs and services we currently provide for all ages and skill levels in the Learning Center at the Prince George's Sports and Learning Complex.

Arts & Cultural Heritage

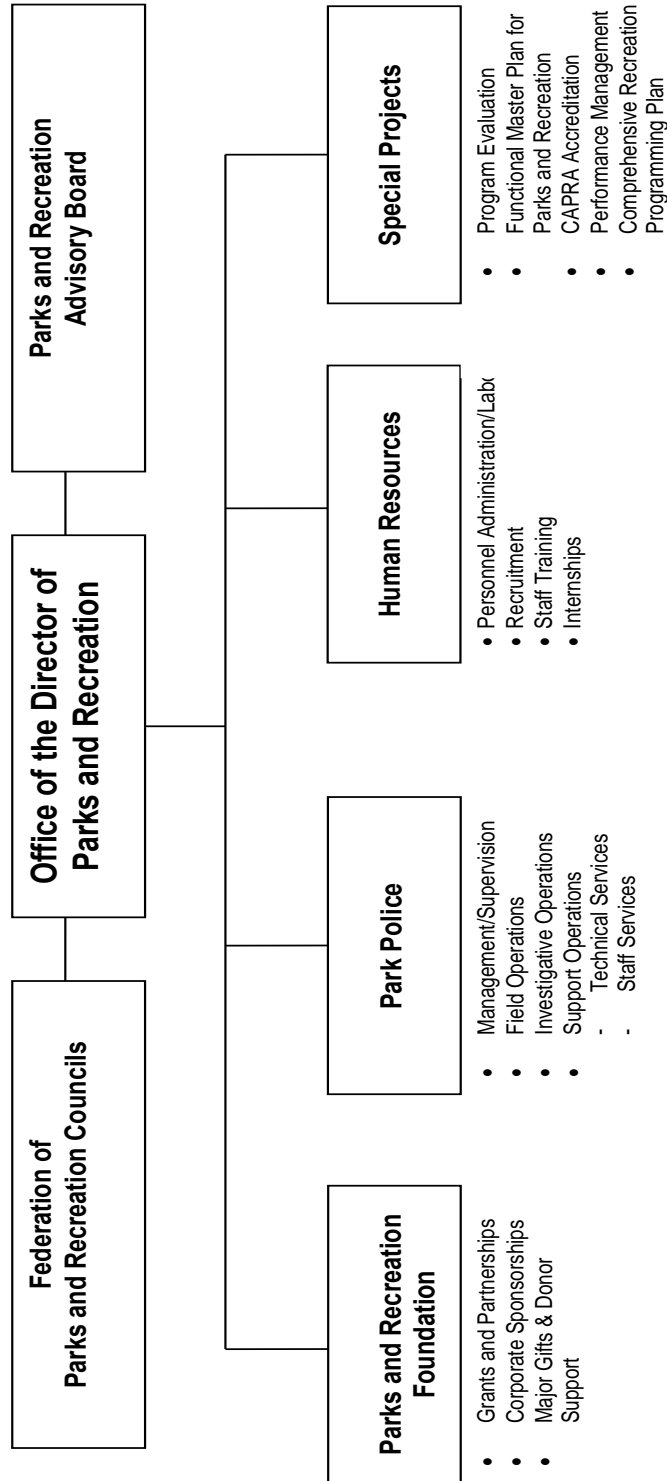
- Hire a new food and beverage manager and begin new operational procedures for this work unit at Show Place Arena at the Prince George's Equestrian Center, to include expanded services and renovations of workspaces.
- Work with NHRD, PP&D and Historic Preservation Commission to establish the Prioritization Model, New Historic Eligibility Form, and Department Historic Policy to coincide with the Commission's 2040 plan for historic property rentals. Historic Rental Properties will provide tracking and cost effective measures for building maintenance, repair and renovations.



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

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, the Department's Human Resources Management section, and the Special Projects section. The Office also directly oversees the Park Police and The Parks and Recreation Foundation.

The Human Resources Management Unit is responsible for providing Human Resources (HR) services and support to the entire workforce within the Department of Parks and Recreation. The Unit provides guidance and direction in all HR related matters and programs such as: Labor/Employee Relations, Training, Professional Development, Recruitment, Performance Management, Policy Guidance and Interpretation, and Employee Engagement programs. The unit serves as a central resource for management and staff providing programs and initiatives that align with operational needs that drive organizational effectiveness. The section works closely with the Central Administrative Services units on all labor/employee relations matters and recruitment.

The Special Projects Unit manages several initiatives. These include coordinating the Commission's accreditation by the Commission for Accreditation of Park and Recreation Agencies (CAPRA), monitoring progress on achieving the objectives and milestones of the Formula 2040 Functional Master Plan for Parks and Recreation and Open Space including establishment of strategic measures, monitoring and developing operational performance measures for each Division, and developing and delivering training on evaluation and customer satisfaction surveys. In addition, the unit reports departmental data through the national PRORAGIS park and recreation database, facilitates the work of the Program Think Tank to update the Commission's Comprehensive Recreational Programming Plan, and administers surveys to assess patron satisfaction with Departmental recreation and leisure programs. The unit is on-call to manage projects or provide technical assistance as required.

The Prince George's County Parks and Recreation Foundation received its Determination Letter from the IRS March 13, 2015. The Foundation was established to work in conjunction with the Foundation Board, 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 funds 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.



**Prince George's County
Parks and Recreation Department – Office of the Director**

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$2,438,574	\$2,368,083	-2.9%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	14.00	14.00	0.0%
Funded Workyears	19.00	19.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Continue revenue generation for 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 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. Patrol Services has a fully operational Canine Unit consisting of three Patrol Canine Officers and two Explosive Detection Canine Officers. The Patrol Canine Officers supplement patrol by providing drug detection and apprehension capabilities. The Explosive Detection Officers provide bomb and explosive detection services at community events and provide building searches of M-NCPPC and public facilities throughout the County.



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

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 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.

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

Support Operations is one of three operations within the Maryland National Capital Park Police and is responsible for providing necessary support to all personnel within the division. The assigned personnel work professionally and responsively to ensure that police services are delivered to the public in a timely and effective manner. Support Operations is broken down into seven functional areas:

Records Management is responsible for registering all pertinent law enforcement information into the records management system and the uniform crime reporting database and ensuring that all approved data is readily accessible to the public and law enforcement personnel. The records management staff is also responsible for processing fine payments and providing statistical and analytical reports to the department and allied law enforcement agencies.

Property and Evidence unit is responsible for providing a safe and efficient environment for the secure storage of all evidence and property recovered by members of the department.

Training Section is responsible for coordinating and hosting both intra-departmental training and police and civilian in-service training. The training staff ensures all MPTC Police Certification and Instructor Certifications are current and active.

Communications Section is responsible for receiving calls from the citizens of Prince George's County and for dispatching emergency personnel as quickly and accurately as possible. Personnel also conduct wanted checks, and license and registration inquiries through the CJIS database.



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

Security & Public Safety Systems Operations is responsible for the design, implementation, maintenance, and standardization of security, public, and life safety technology solutions necessary to protect MNCPPC employees, patrons, and property including but not limited to integrated access control and intrusion detection systems, video surveillance and analytics systems, fire alarm and mass notification systems, trail and park security systems, central station event and alarm reporting systems, and fixed automatic license plate reading systems.

Fleet Maintenance manages and maintains the division's inventory which includes a fleet of approximately 200 vehicles-marked/unmarked cars, trucks, trailers, motorcycles, T3's and trailers.

Firearms Staff is responsible for ensuring all Park Police officers receive annual firearm training through spring and fall/tactical qualifications. The staff is also responsible for scheduling range time for partner law enforcement agencies and selected private entities.

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

FY16 Budget Priority Updates

- 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.
 - Orientation to hire lateral officers was conducted in July 2015
 - Seven police officer candidates entered into the academy with five candidates graduating
 - Testing will continue on a regular basis throughout the year
- 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.
 - Installed several cameras and automated access controls in most of the recreation facilities and trails to increase the efficiency of service to the public in preventing and monitoring criminal activity and to monitor access to Commission facilities.
 - Records Section is now equipped with credit card processing machine to provide easy payment options for fines.
 - The Park Police Division is in the process of obtaining eight licenses for the new CAD and RMS systems through Prince George's County Police Department.
 - Purchased eight new portable cameras that can be moved to different locations to monitor criminal behavior, detect crime and to identify suspects.
- 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.
 - In the process of activating a security operations center to monitor cameras and other security systems located on park property. The security operations center would monitor properties such as park community centers & aquatic facilities, trails & parks, construction sites, special restricted sites (College Park Airport and Glendale Hospital Site), as well as systems monitoring hot spots.



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

- Establish a theft prevention program and formal strategies toward reducing theft of personal items on park property and at Commission-sponsored events.
 - Established more effective theft prevention programs to those already in place.
 - Begun the implementation of a “Safe Parks Initiative” to reduce thefts of personal property for M-NCPPC customers, which includes crime prevention education.
 - Year to date reported UCR Part I Crime has been reduced 20%.

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$18,797,353	\$18,519,932	-1.5%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	155.00	155.00	0.0%
Funded Workyears	155.50	155.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Reducing non-personnel services funding for training and supplies.



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

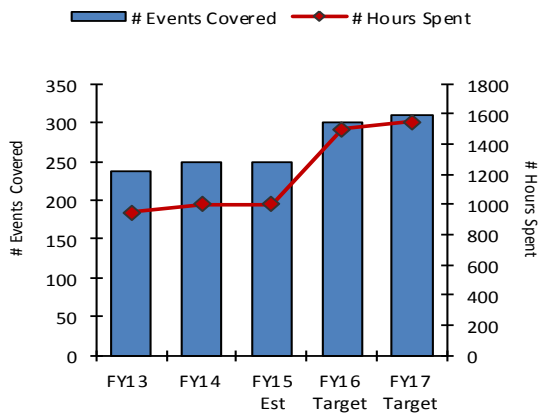
GOALS AND PERFORMANCE MEASURES

Park Police Performance Measures

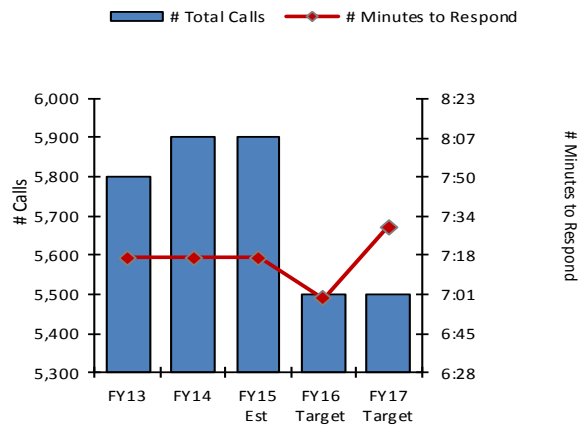
Outcome Objective: The Park Police intends to provide professional park police services in partnership with the community and other divisions of the Commission in order to protect life, property and to identify and apprehend violators to provide a safe and secure environment.

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.

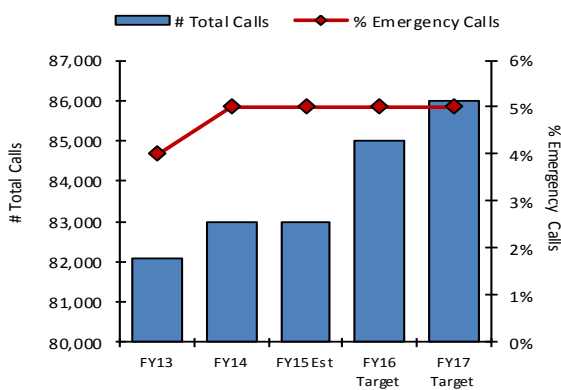
Special Event Coverage



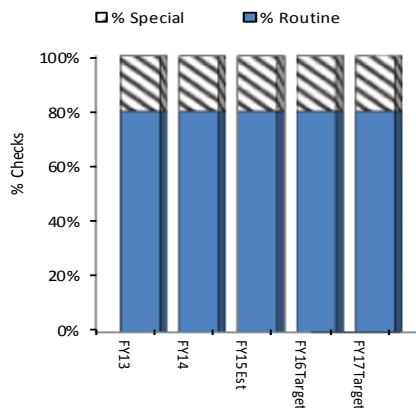
Emergency Calls for Service



Total Calls for Service



Park Checks

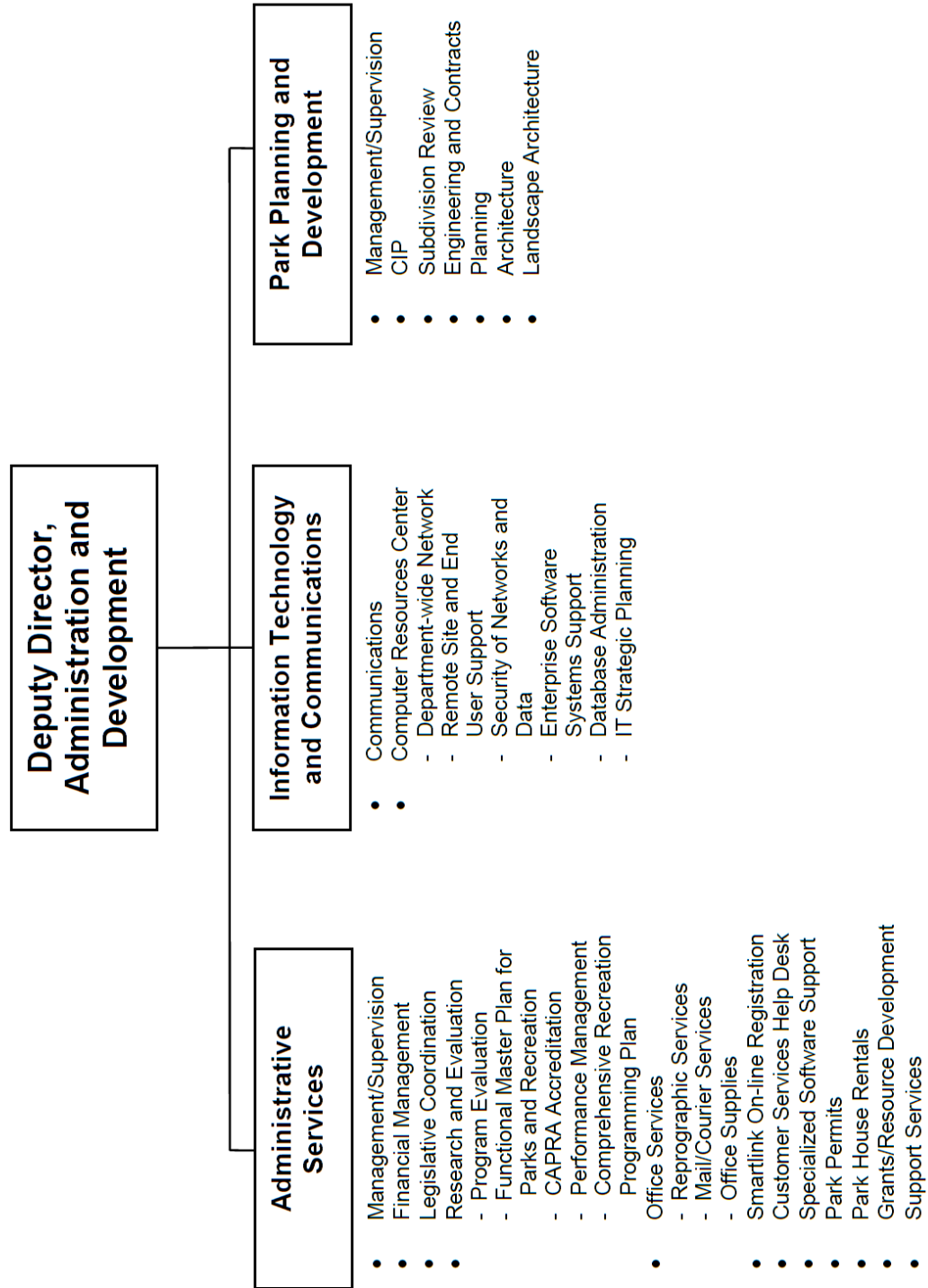


Routine checks are documented regular visits. Departmental rate is approx. 70,000 visits per month to a neighborhood or community park. Special Area Checks are approx. 16,500 per month. Ratio of Special to routine is stable.



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

	FY16 Adopted	FY17 Proposed	% Change
Budget			
<i>Park Fund</i>			
Expenditures	\$341,414	\$332,792	-2.5%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	2.00	2.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Reducing non-personnel services funding for supplies.



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:

- Park Permits
- Office Services
 - Printing and reproduction
 - Mailings and postage
 - Courier services
- Financial Management and Budget
- Legislative Review and Coordination
- Customer Service
 - SMARTlink on-line registration
 - Help Desk
 - Department-wide specialized training and specialized software support
- Grants Management and Resource Development
- Park Property Management
- Enterprise Asset Management (EAM)
 - Asset Management
 - Work Flow/Work Order Management
 - Project Management
 - Material and Services Inventory and Procurement

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.



Prince George's County

Parks and Recreation Department – Administrative Services

Park Permits

The Park Permits office provides administrative and permitting services for recreation facilities. The unit is responsible for permitting and establishing fees for non-school usage. The unit uses a software program that coordinates all reservations and rentals. The office is also responsible for coordinating ballfield renovations, building maintenance, and incident reports.

Office Services

The Office Services unit provides support to the entire Department. It is responsible for managing the Department-wide reproduction machines and also operates our in-house printing and copying operations and Department-wide mailings. The unit has two couriers that transport inter-office mail and packages throughout the County to most facilities. In addition, the unit manages the Department-wide contractual services for vending and refuse collection.

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), Enterprise Resource Planning (ERP), Enterprise Asset Management (EAM), Micros Food & Beverage, Appspace Signs, Adobe EchoSign, and Samaritan Volunteer Management. The public interface at the help desk call center, which fields over 800 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, GEN, EchoSign & 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 fundraising plan for the Parks and Recreation Department in concert with the Parks and Recreation Foundation, facilitates a Grants, Resources, and Partnerships Committee, and provides technical assistance in grant writing and administration to division staff and affiliated partner agencies.



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

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.

Enterprise Asset Administration

The Enterprise Asset Management (EAM) unit administers the Commission-wide ParkStat software system for the Prince George's County Department of Parks and Recreation. The unit's mission is to guide, train, facilitate and support the entire Department's use of the software to track the cost, maintenance, development, operations, projects, and utilities across all of the County's park properties and amenities. The software has four major components:

- Assets – Identify, maintain, and track condition of fixed, controlled, and maintained assets (amenities, facilities, systems, and equipment).
- Work Management – Approve, assign, schedule, and collect time, supplies, tools, and materials.
- Projects – Group work for multi-trade efforts, major maintenance, capital improvements, and events for scheduling and coordination.
- Material and Services – Maintain parts inventory and/or prepare requisitions for acquisition for work management.

The major objectives of the unit include assisting staff with viewing and tracking assets and work requests, streamlining business processes, increasing e-Government capability, providing management reports and dashboards for staff to utilize in monitoring and allocating resources, and establishing metrics that can be used for analysis.

ACCOMPLISHMENTS

FY16 Budget Priority Updates:

- Evaluate the delivery of the services, internal business processes, and software support provided by the Customer Service Help Desk and Park Permits.
 - The Department is evaluating new software packages to replace SmartLink which will no longer be supported at the end of 2017, with a decision expected in early 2016. Business processes are constantly being evaluated and adjusted based on customer feedback and staff introspection in providing the highest quality customer service and deliverables to the public and Department.
- Fully implement the new Enterprise Asset Management (EAM) system.
 - The new EAM system became fully operational in November 2014. Work orders, asset and project management and as well as integrations other Department and Commission-wide applications are in full implementation stage.
- Develop and seek Planning Board's adoption of new fees and charges policies and cost recovery model to increase our program revenues.
 - As part of the FY16 budget adoption process and the Department's implementation action plans for the Formula 2040, fees and charges policies and cost-recovery are being addressed. Fee adjustments for services and programs that are priced well-below market will be effective beginning in early 2016.



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$5,161,592	\$4,880,104	-5.5%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	34.00	34.00	0.0%
Funded Workyears	52.00	52.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing revenue budget for Park Permits based on current projected levels.



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

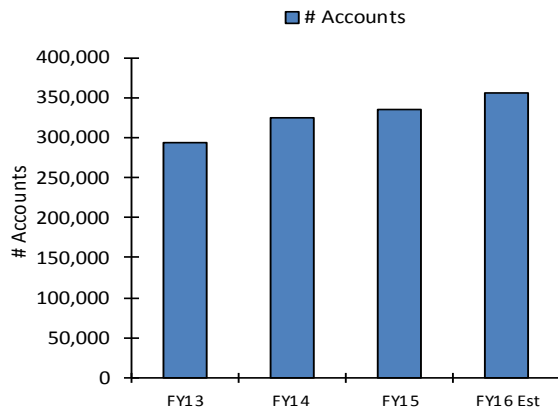
GOALS AND PERFORMANCE MEASURES

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 Divisions and the citizens of Prince George's County. The Division's functions include financial and budget management; park property management; enterprise asset management (EAM); performance management; long-range facility and services planning; customer service and help desk services; park permits; and general office services support.

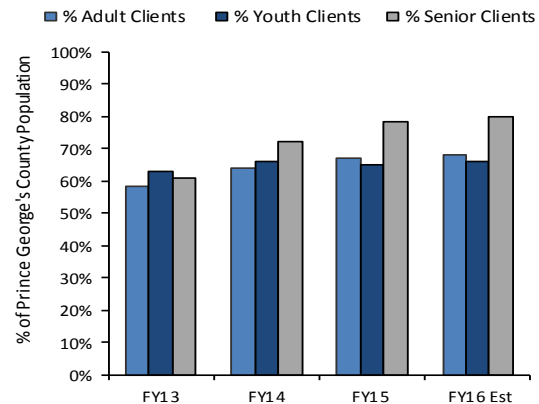
Impact Objective: Provide the Department Divisions, the Commission's Central Administrative Services, and the citizens of Prince George's County with accurate, timely information and assistance by implementing and interpreting Commission and Departmental policies and systems.

SMARTlink Accounts



Active Accounts = Active (not frozen) status

Population with SMARTlink Accounts



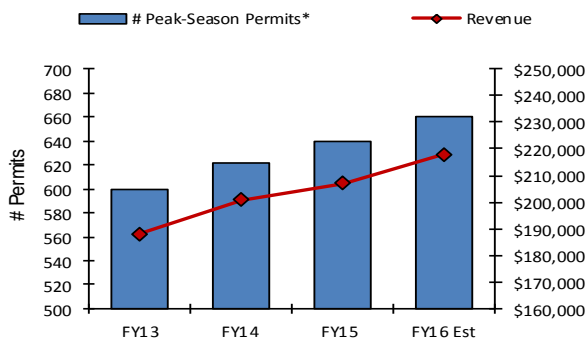
Note: Population total source is 2010 US Census

Youth Clients = 0-17 yrs (205,999)

Senior Clients = 60+ yrs. (125,382)

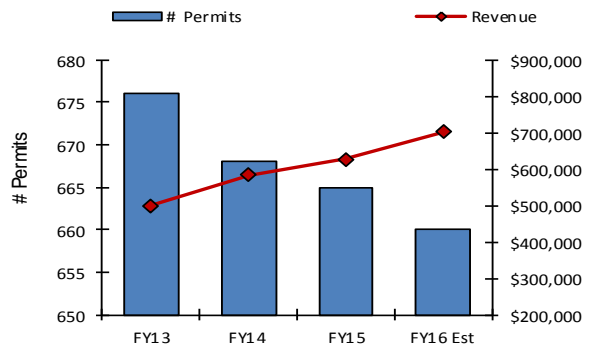
Adult Clients = 18 - 59 yrs. (532,039)

Picnic Shelter Use



* Peak Season = Saturdays and Sundays during June, July and August

Recreation Building Use



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

FY16 Budget Priority Updates:

- Continuing to develop and implement industry best practices for security, including better payment card industry (PCI) compliance and disaster recovery operations.
 - Improved system security by updating firewall and content filtering security equipment.
 - Hired a local consulting firm to help us customize our PCI implementation program.
- Continuing 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.
 - Completed year three of a four-year implementation plan for Voice Over Internet Protocol Network (VOIP). VOIP is now deployed at Sports & Learning Complex, Executive Office Building, Walker Drive and Show Place Arena.
- Continuing to expand mobile computer labs and after-school computer clubs and increase social networks presence.
 - Added two new mobile computer labs and after-school computer clubs at Southern Regional Technology and Recreation Complex, North Forestville and Fort Washington Forest Community Centers and increased social networks presence by creating new YouTube and Facebook pages for youth programs.
 - Efforts surrounding the re-opening of Palmer Park Community Center in late 2015 included the addition of new lab for community use.
- Evaluating 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.
 - On-going evaluation of systems in progress.



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$5,321,318	\$5,131,067	-3.6%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	28.00	28.00	0.0%
Funded Workyears	31.20	31.20	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Funding for the differential increase in maintenance support and phase III implementation as the Department transitions more sites to the Avaya VoIP phone system.
- Eliminating one-time start-up costs for the College Park Aviation (Airport Operations Building), Randall Farm Greenhouse, and William Beanes Community Center renovation project.



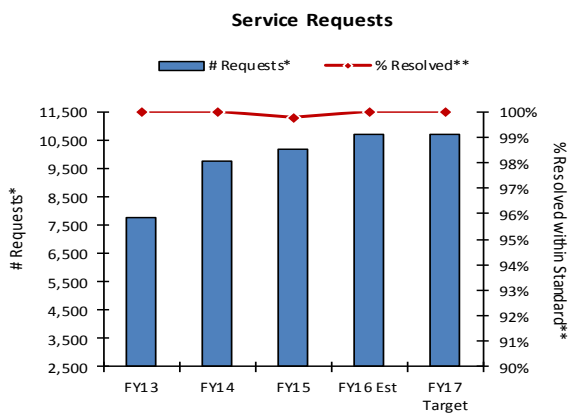
Prince George's County Parks and Recreation Department – Information Technology and Communications

GOALS AND PERFORMANCE MEASURES

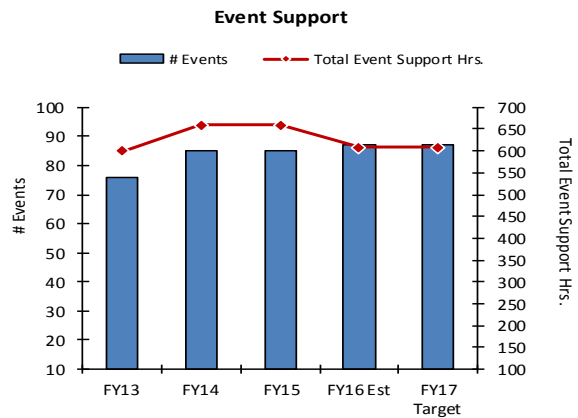
Information Technology & Communications Division Performance Measures

Outcome Objective: In pursuit 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 desktop communications systems, peripheral and productivity software, the centralized customer support, decentralized site-based customer support, multi-tier service level agreements (SLA) and evening and weekend on-call remote access support.

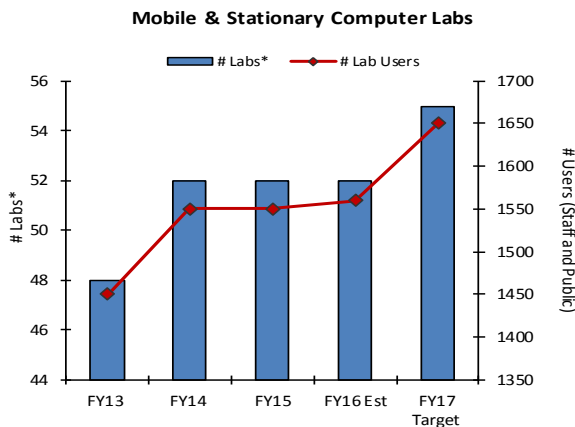
Impact Objective: The goal of the Information Technology and Communications Division (ITC) is to provide secure, reliable, and accurate information and communication systems while maximizing return on investment in alignment with Parks and Recreation's objectives by delivering first class customer support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



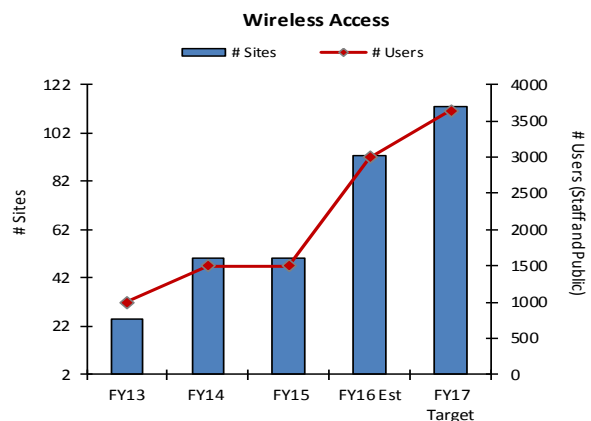
* Service requests include over 115 Service Request Types with 9 escalating service level agreement (SLA) priority types
 ** Target for resolution time for priority 1 thru 5 types is three (3) business days



*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



Note: Wireless access was instituted as part of our corporate history 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 mission 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. The Department's six-year CIP, prepared annually by the Division, reflects the priority park acquisition and development projects in the county as defined in the Formula 2040 Master Plan for Parks, Recreation & Open Space. The Master Plan serves as a driving force and supporting document for current and future CIP needs. The objectives and policy priorities of Formula 2040 are focused on connectivity and economic development, as well as health & wellness. A Capital Project Evaluation Model (CPEM), recommended by Formula 2040, helps inform capital project prioritization through a standardized method of weighting costs and benefits. The model is an important tool that is used to develop a consistent and reliable method to aid in the prioritization of capital improvement projects.

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 and Procurement

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.



Prince George's County

Parks and Recreation Department – Park Planning and Development

Landscape Architecture

This section plans, designs, and acquires construction permits for outdoor recreational facilities approved and funded in the CIP and in departmental operating budgets. The program includes the development and oversight of all design work for the completion of local, community, regional and special park projects, and assistance to municipalities and citizens' requests as required.

Architecture

This section plans, designs, and acquires construction permits for buildings approved and funded in the CIP and in the departmental operating budgets. The program includes the development and oversight of all design work for the completion of local, community, regional, and special park projects, and assistance to municipalities and citizens' requests as required.

Construction Inspection and Engineering

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

FY16 Budget Priority Updates

- Continuing 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.
 - Developed a capital project evaluation model to provide a more consistent and reliable method for prioritizing CIP projects.
- Restructured the Division to improve project delivery and planning services.
 - Division re-structure has been aligned with the Class and Compensation Study that is currently being done on the Architect/Engineering and the Planning series. Two positions at the Assistant Chief level were developed as follows:
 - Planning & Acquisition Program Manager (to oversee Planning and Acquisition/Development Review units)
 - Design & Construction Program Manager (to oversee the Landscape Architecture, Architecture and Construction/Engineering units).
- Resized the CIP to balance with the Commission's the financial capacity.
- Master Plans initiated for Countywide Trails, Watkins Regional Park, and Cosca Regional Park.



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

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$6,490,194	\$6,159,739	-5.1%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	54.00	54.00	0.0%
Funded Workyears	55.00	55.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Reducing personnel costs based on actual projected compensation levels.



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

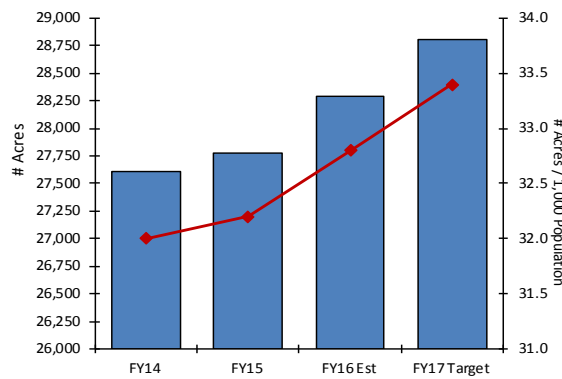
GOALS AND PERFORMANCE MEASURES

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.

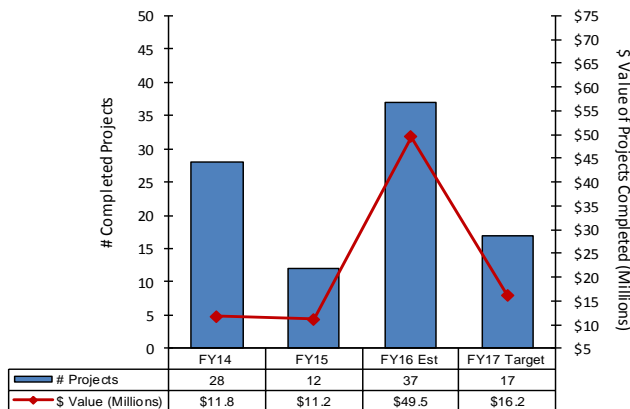
Impact Objective: Ensure that acquisition and development projects are fully funded and proper procedures are followed through planning, design and construction. The Division acquires parkland and builds quality park facilities in order to meet the park and recreation needs of the residents of Prince George's County. Note: All graphs below are from data as of early December 2015.

Park Acres

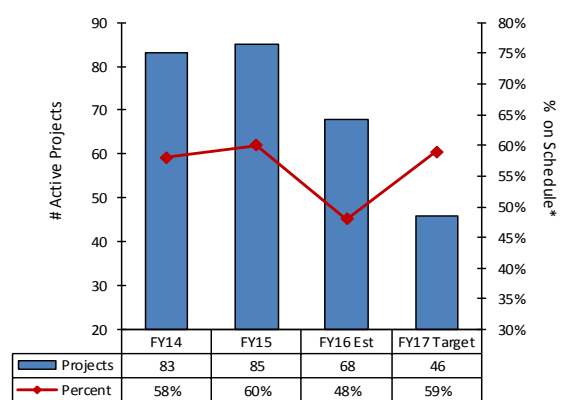


*Department standard = 35 acres per 1,000 population based on 2010 US Census data

**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

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$13,688,200	\$14,749,228	7.8%
<i>Recreation Fund</i>			
Expenditures	<u>\$7,169,365</u>	<u>\$7,053,039</u>	<u>-1.6%</u>
TOTAL EXPENDITURES	\$20,857,565	\$21,802,267	4.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

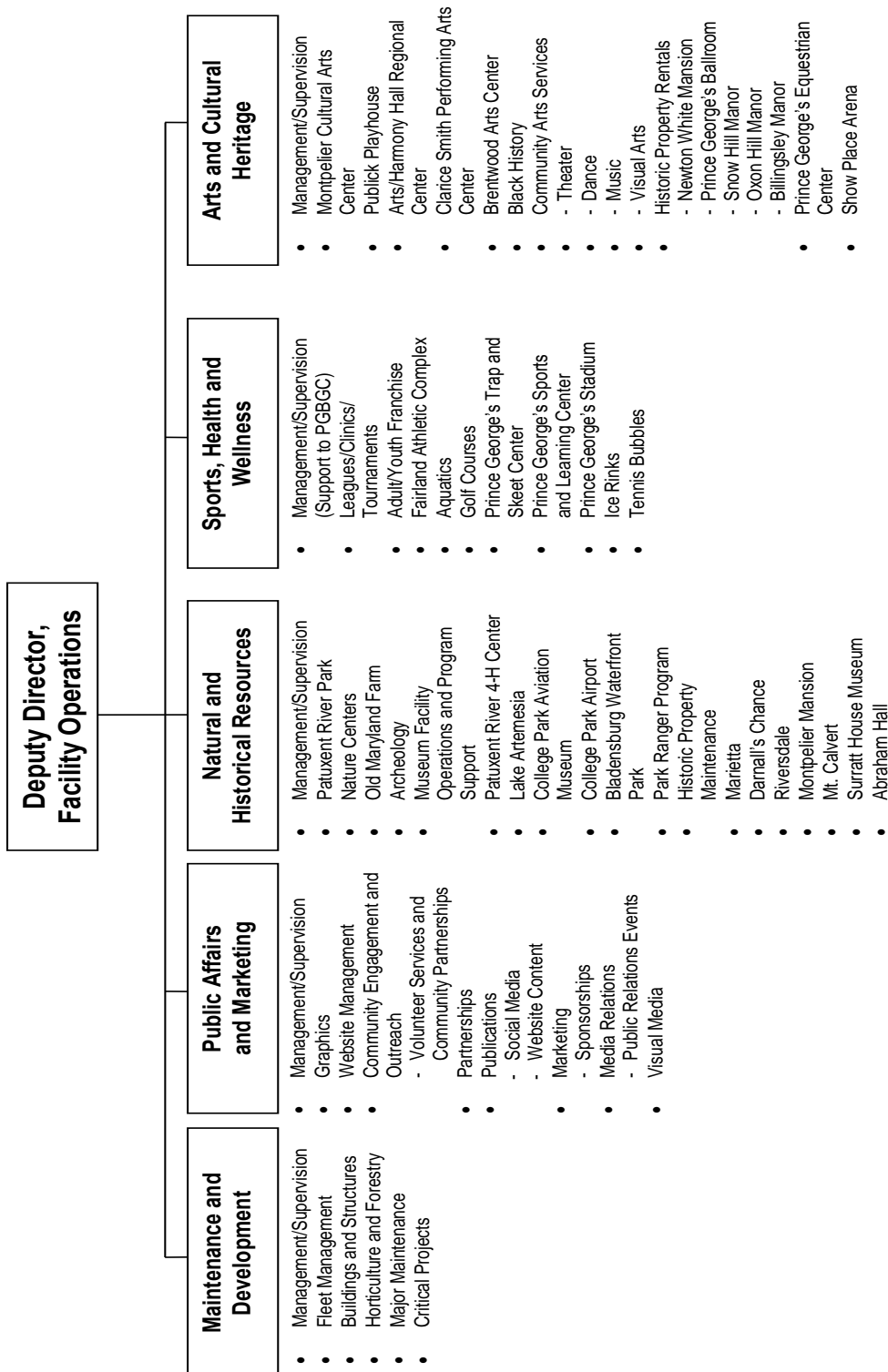
- Increasing group insurance for LTD payments by \$137,954
- Increasing the flexible benefits charges by \$1,020
- Decreasing unemployment insurance payments by -\$135,855
- Decreasing risk management charges by -\$321,600.
- Increasing funding for the Commission-wide technology initiative by \$179,200.
- Increasing funding for the Capital Equipment ISF by \$241,300.
- Decreasing funding for utilities and telecommunications costs by -\$100,000.
- Adding one-time start-up funding of \$996,000 for the new Park Police Headquarters.



Prince George's County Parks and Recreation Department – Facility Operations Deputy 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

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$664,816	\$630,886	-5.1%
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 FY17 PROPOSED BUDGET

- Reducing non-personnel services funding for supplies.



Prince George's County

Parks and Recreation Department – Maintenance and Development

OVERVIEW

Maintenance and Development provides maintenance, repair, and renovation of Department facilities and properties through six 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 unit consists of Electric, HVACR, Plumbing, Carpentry, Masonry, Welding, Locksmith and Exhibit Shop units. 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 restorations, and new construction of park development projects. This section provides estimating, plan review, and supervision of major projects, facility inspection and responses to issues involving fire protection systems, elevators, electrical and lighting, HVAC, roofing and plumbing systems, or structural building components.

Horticulture and Forestry Section

This work group provides landscape horticulture to the park system, special interest facilities, and historic property rental facilities. 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. The Forestry unit 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.

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. This group also oversees infrastructure improvement fund projects to complement the Capital Improvement Program.

Critical Projects

This unit houses facility maintenance technicians, the Heavy Equipment unit, and the ADA facilities compliance group. The goal of this section is to respond in an appropriate and timely manner when addressing the emergency situations that affect our structures and facilities. The construction of



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

larger, more technologically complex buildings require a degree of expertise and frequency of maintenance that is outside the scope of our trade shop program. Specialized building maintenance technicians have direct responsibility for the oversight and troubleshooting of mechanical systems in these structures including computerized geothermal HVAC, fire detection/suppression, controlled lighting and building security.

The Heavy Equipment program provides erosion control, storm water management, dredging oversight, hauling, demolition, excavation and grounds renovation, as well as road and trail renovation services for the entire park system. In addition, this work program supports county snow removal efforts with manpower and equipment.

Critical Projects also supervises the ADA facility access implementation plan for the Department and the record keeping for the compliance effort required by the Department of Justice.

Administration/Management/Supervision

The administrative group is responsible for preparing, managing, and reporting on 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 provides representation in MCGEO Union negotiations.

ACCOMPLISHMENTS

FY16 Budget Priority Updates

- Install a solar array at Randall Farm Maintenance Facility as a pilot program for the Department.
 - Project was competitively bid. Agreement executed with awarded vendor; solar array will be operational by the end of FY16
- Continue executing energy saving initiatives by extending LED lighting upgrades to parking lot lighting at departmental sites.
 - Current LED lighting projects include retrofitting site lighting with LED fixtures and lamps as well as entire building upgrades. Sites include Watkins Regional Park, Cosca Maintenance Yard, and Rollingcrest Aquatic
- Realign personnel to incorporate a Critical Projects work unit and facilitate ongoing ADA accessibility renovations
 - Completed as a part of the Major Changes to the FY16 Budget
- Implement recommendations from the future Maintenance Master Plan which is currently in the development stage
 - Project has been deferred at this time



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

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$27,879,174	\$27,325,356	-2.0%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	175.00	175.00	-1.1%
Funded Work years	192.50	195.00	0.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Realign two existing full time staff positions to the Critical Projects Unit
- Covert two part-time employees in the Horticulture Program to full time
- Transfer responsibility of mowing County properties back to the County
- Increase Major Maintenance funding for HVAC/Roof repairs at the Sports and Learning Complex



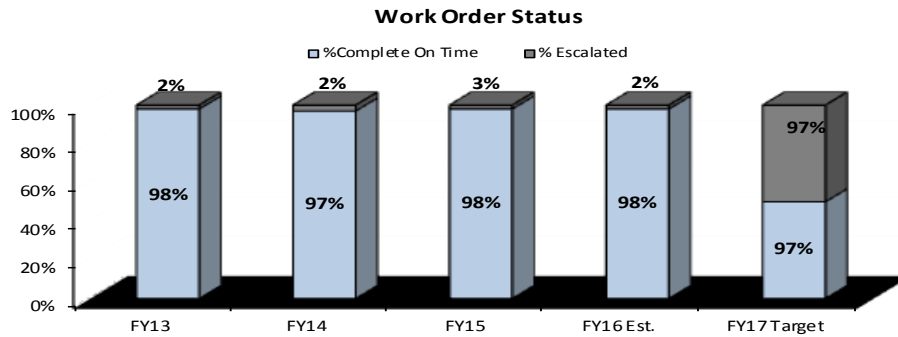
Prince George's County Parks and Recreation Department – Maintenance and Development

GOALS AND PERFORMANCE MEASURES

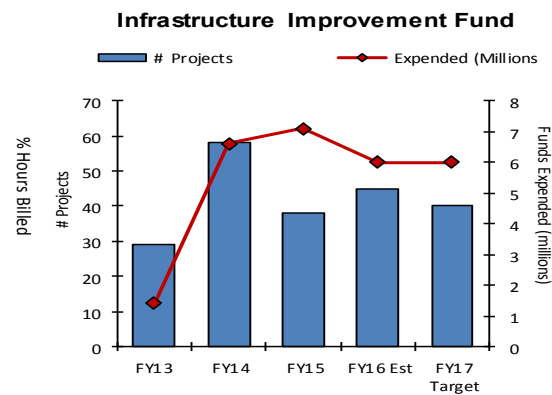
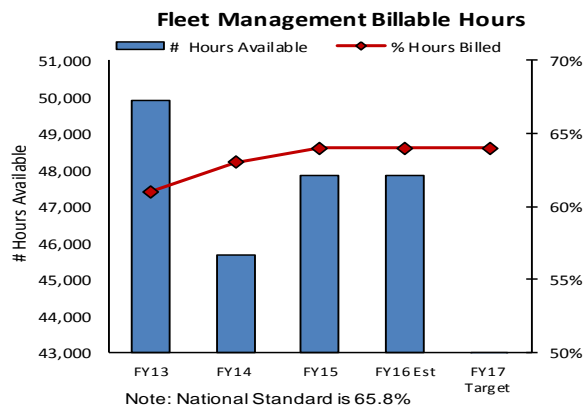
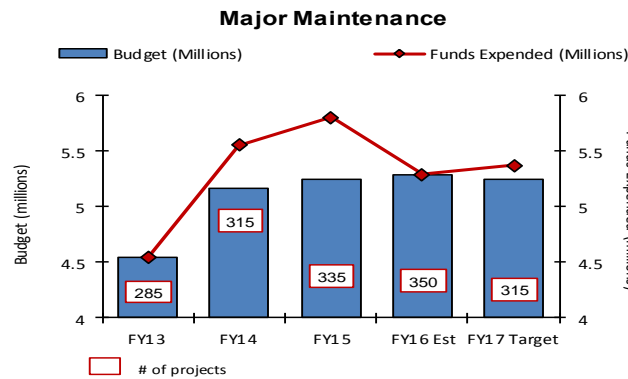
Maintenance & Development Division Performance Measures

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 the park system. The level of confidence and reassurance for a safe, well maintained environment promotes customer participation and satisfaction year round.



Escalated = a project was not completed on the projected schedule



Prince George's County

Parks and Recreation Department – Public Affairs and Marketing

OVERVIEW

The Public Affairs and Marketing Division (PAMD) work program enhances and improves community relations, volunteers and partnerships; promotes parks and recreation programs, facilities, and services; encourages participation and involvement by the community; 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 Strategies and Management
- Special Events Planning
- Marketing and Advertising
- Publications
- Graphics
- 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. The unit also includes visual media (photography and video) documentation of parks and recreation activities, facilities, and lands to provide photographic resources for publications, web sites, marketing and community relations use throughout the Department. The unit also maintains and manages a large photographic archive for the Department.



Prince George's County

Parks and Recreation Department – Public Affairs and Marketing

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 digital communication services, including e-blasts and electronic newsletters. It also 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 and engagement 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 throughout the Department. The unit also features a Community Outreach Team responsible for attending numerous community events to inform residents about parks and recreation services. Staff in this unit build and maintain 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 team. The unit also provides content for the summer programs book, calendars, direct mail pieces, and brochures. The unit oversees copy and content for both print and electronic publications.

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, seniors, and multicultural audiences. Included in the work plan is market research. The unit purchases and places advertising and coordinated collateral materials in local media outlets as part of an overall marketing campaign.

Volunteer Services and Partnerships

Volunteer Services recruits volunteers and recognizes volunteer efforts for the Department. This unit has oversight of group and individual volunteers, Make a Difference Day, student service learning opportunities and volunteer applications, background checks and hours of service. Included is a systematic youth development training module for teen volunteers. The unit trains



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

staff and monitors use of an online software program to manage volunteer recruitment, training, placement, and tracking. The unit also manages the Department's Community Connect partnership program, working 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.

ACCOMPLISHMENTS

FY16 Budget Priority Updates

- 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.
 - Redeveloped and produced an interactive program Guide in an e-zine format for mobile devices (tablets and cell phones) with direct links to specific course registration.
 - With latest software update, we now link directly to course registration in social media posts.
 - Development of mobile app for course registration is dependent upon the Department's selection of class registration software vendor in FY16.
- Develop a production timeline and train staff in mobile app development
 - Working on implementation plan for production and launch of mobile apps. Expected launch by 4th Quarter FY16.
 - Realign to ensure efficient use of resources in communication and marketing efforts related to outreach and program development across the department.
 - Work has started on this effort



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY16	FY17	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$2,212,089	\$2,104,084	-4.9%
<i>Recreation Fund</i>			
Expenditures	<u>\$924,039</u>	<u>\$896,153</u>	<u>-3.0%</u>
TOTAL EXPENDITURES	\$3,136,128	\$3,000,237	-4.3%
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	17.50	17.50	0.0%
<i>Recreation Fund</i>			
Funded Workyears	<u>7.00</u>	<u>7.00</u>	<u>0.0%</u>
TOTAL FUNDED WORKYEARS	24.50	24.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Adding operational and one-time start-up costs for support for the new Kentland Community Center.



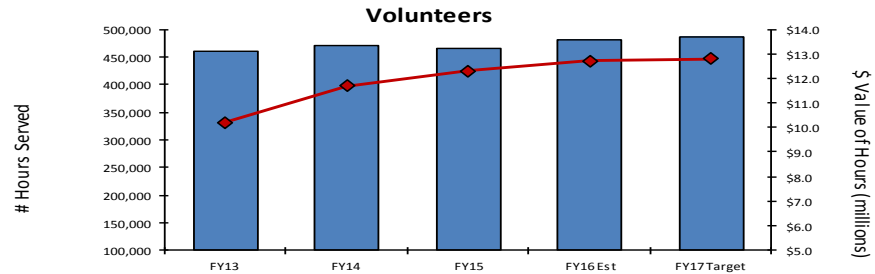
Prince George's County Parks and Recreation Department – Public Affairs and Marketing

GOALS AND PERFORMANCE MEASURES

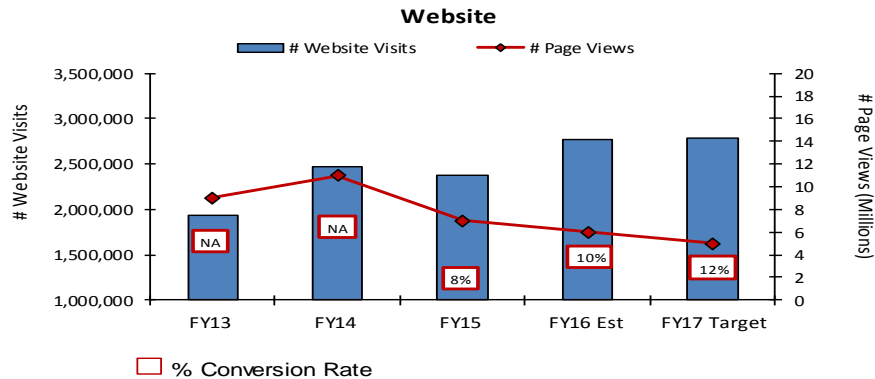
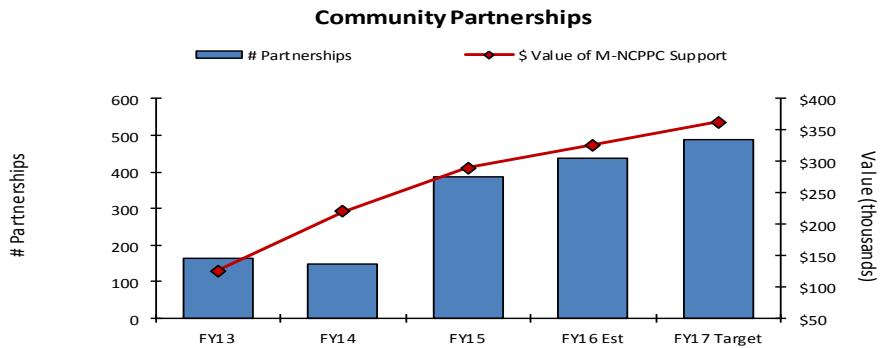
Public Affairs & Marketing Division Performance Measures

Outcome Objective: Provide professional marketing, promotion and community engagement services to the Department (including community outreach tools, publications, website management, graphic design, photography and video, media relations and technical assistance) to promote and market programs, facilities and services to the general public and target audiences. The division also supports volunteer development and community partnership development.

Impact Objective: Produce digital 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, reach a wider audience to help the Department connect with communities. Volunteer hours from individuals and groups and partnerships with mission-aligned community organizations bring

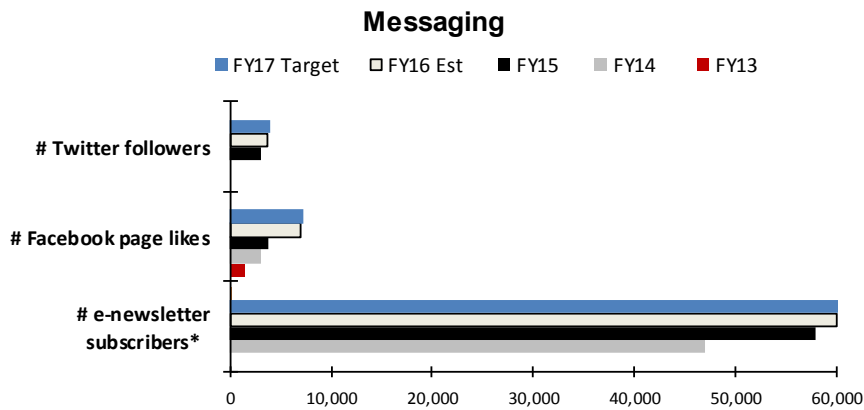
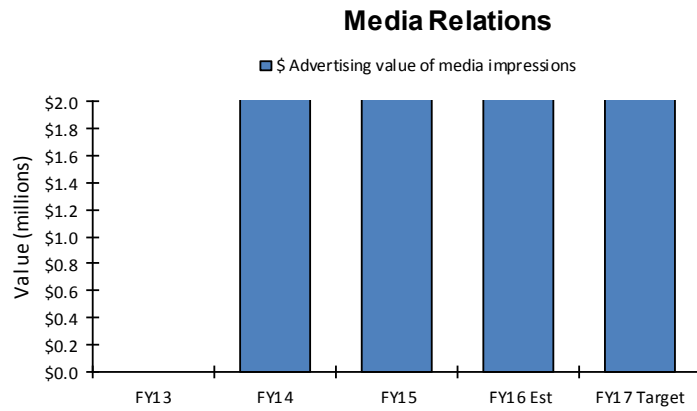
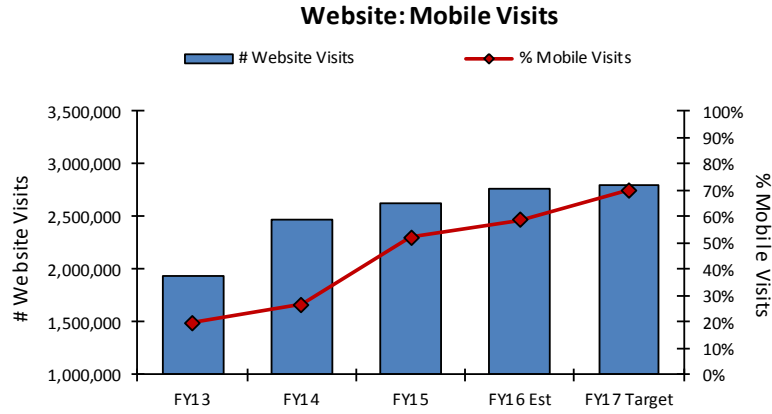


The estimated value of one volunteer hour in Maryland was \$25.43 in 2013 according to www.independentsector.org



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

Public Affairs & Marketing Division Performance Measures



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

OVERVIEW

The Natural and Historical Resources Division (NHRD) general mission is Natural and Historical interpretation, education, and conservation. The nature components of the Division consist of Patuxent River Park (over 7000 acres of natural park area along the Patuxent River), Bladensburg Waterfront Park, Old Maryland Farm, and Clearwater, Watkins, and Mount Rainier Nature Centers. NHRD also maintains natural area parks such as Cheltenham Wetland Park, Suitland Bog, Lake Artemesia, Dueling Creek, and many other Natural Area sites. NHRD has five restored historic house museums- Surratt House, Darnall's Chance, Marietta House, Riversdale, and Montpelier Mansion that are staffed and open to the public. In addition, NHRD manages a number of other historical sites including Cherry Hill Cemetery, Nottingham and Seabrook Schoolhouse, and the Battle of Bladensburg 1812 Visitor Center that provide insight into the early life of residents. NHRD also operates the College Park Aviation Museum which tells the important story of aviation history in the County, and College Park Airport which is the oldest continuously operated airport in the world. NHRD facilities and museums have both local and regional appeal, attracting tourists and interest statewide. In some cases, museums have received national and international attention.

The Division also operates the Park Ranger Unit, Archeology Unit, Dinosaur Park and the Historic Property Maintenance Unit. NHRD provides thousands of programs each year which are enjoyed by County residents of all ages, and is one of the largest providers of outreach programs to the Prince George's County School system.

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. Along with interfacing with the public throughout our large park system and provide interpretation, natural resource protection, and overall customer service.

PROGRAMS AND SERVICES PROVIDED

Patuxent River Park

The Patuxent River Park is composed of approximately 7,400 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, 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, water trails, camping, boat rental, recreational hunting, a corporate rental pavilion site, 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



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

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.

Clearwater Nature Center, located in the southern part of the County, provides a wide variety of interpretive programs such as hikes, presentations, wildlife, and natural and cultural history events for children and adults. Park Naturalists also provide assistance to consultants, colleges, and researchers. Staff ensures that nature programs for school groups track closely with State and County school curriculum guidelines. The Clearwater Nature Center works closely with other conservation agencies and volunteers to provide support for special events and environmental education. Staff also manages the Dyson Road Natural Area.

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 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.



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

The Archaeology Unit administers a volunteer program offering hands-on activities to students and the general public. It produces exhibits, conducts interpretive programs, writes grant proposals, provides talks and lectures and provides 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:

- 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, African American 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 House Museum is dedicated to the interpretation and study of the history and culture of 18th century Prince George's County. Located in Upper Marlboro, the museum is a historic house/public-use facility offering tours, special events, exhibits, and rental opportunities.

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, which 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. In 2015, the museum will celebrate the opening of a 13,000 square foot annex, which will provide increased museum and meeting space, as well as establish a permanent airport terminal and flight operations building for the adjacent College Park Airport.

Park Ranger Unit

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 (through ticketing authority) parking and natural resource violations, provide park operations support, manage multiple natural area parks, issue park permits, manage



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

the Department's Deer Management program, and work with Park Police on support for special events and park issues. They also provide visitor assistance and supervision of volunteers and youth groups on conservation-related projects. Park Rangers design and conduct public programs for all ages and provide on-site evaluation of wildlife complaints and respond to injured wildlife on park property. The Park Ranger Unit manages the Department's Agricultural Lease Program, Youth Gardening Initiative, Department Community Garden Plots and the Use Agreements with 4-H Foundations, Girls Scouts of America, Suburban Wildlife, Prince George's Radio Control Club, Beagle Club and Fish and Game Club.

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. The unit also manages the department's recycling program.

Administration

This office provides management and operational support of the natural and historical facilities and the College Park Airport. In addition, the office provides related functions and services to the Department. It provides administrative and budgetary support to all division facilities. Management activities include a liaison to County and State agencies, coordination of program and maintenance activities, internal coordination with Department initiatives, and coordination of special County-wide events.

ACCOMPLISHMENTS

FY16 Budget Priority Updates

- Work collaboratively with all Divisions to implement a system for historic preservation and renovation at historic sites in need of emergency repair.
 - Over the past many months we have developed a draft prioritization model for all Department historical assets, a draft for new historic acquisition form using the prioritization model, a proposed multi-Divisional work flow process, and have begun assessments of multiple historic sites to begin to determine budget priorities.
- Work towards fully staffing historical and nature career positions to optimize and expand environmental and historical educational opportunities throughout Prince George's County.
 - Four career positions were filled that include College Park Airport manager, College Park Aviation Museum Assistant Manager, Watkins Nature Center Park Naturalist I, and Patuxent River Park Maintenance Leader which has made a significant difference with delivery of all services in a positive way. Unfortunately, we also had two retirements and one promotion outside the Division which again puts us in a position where we need to fill key jobs.
- Expand and improve the Department's recycling program at all office, park and recreational sites to demonstrate our commitment to sustainability.
 - The Department's recycling effort is active at most all Department sites, maintenance yards and offices. The next step is to move towards installing new 95 gallon blue recycling containers at select ball fields, park sites, and offices. This will reduce the need for plastic bags, improve efficiency, and create greater opportunity for a comprehensive recycling effort.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,128,683	\$6,117,824	-0.2%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,361,674</u>	<u>\$1,209,933</u>	<u>-11.1%</u>
	TOTAL EXPENDITURES	\$7,490,357	\$7,327,757	-2.2%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	52.00	52.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>9.00</u>	<u>10.00</u>	<u>11.1%</u>
	TOTAL FUNDED CAREER POSITIONS	61.00	62.00	1.6%
<i>Park Fund</i>				
	Funded Workyears	77.60	77.60	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>16.50</u>	<u>17.50</u>	<u>6.1%</u>
	TOTAL FUNDED WORKYEARS	94.10	95.10	1.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Adding one (1) FT career Principal Administrative Assistant position.
- Salary lapse reduction per expenditure reduction plan approved in FY16.
- Removal of one-time start-up funding for the College Park Aviation (Airport Operations Building) and the Walker Mill North - Concord Out Buildings project



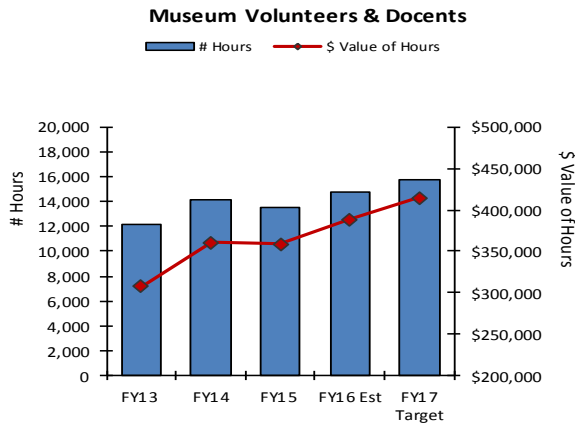
Prince George's County Parks and Recreation Department – Natural and Historical Resources

GOALS AND PERFORMANCE MEASURES

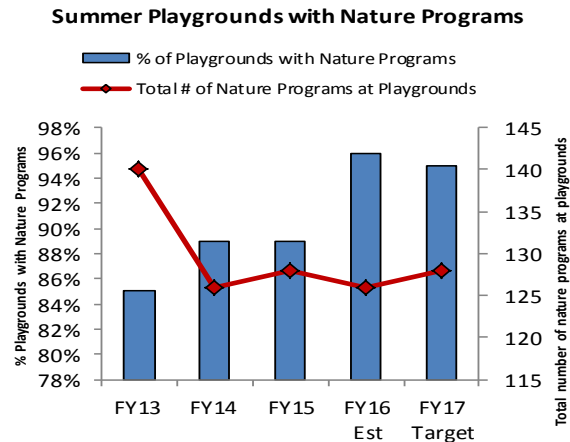
Natural and Historical Resources Division Performance Measures

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.

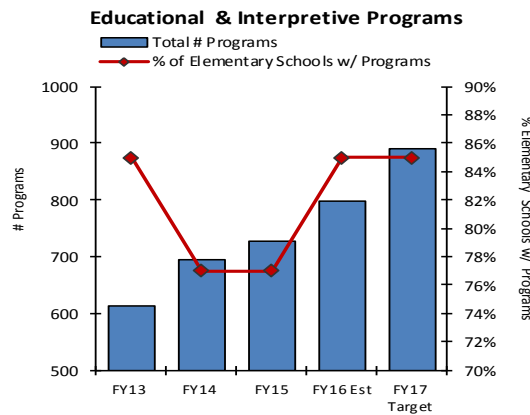
Impact Objective: Provide professional natural and historical resource management services and interpretive programs in order to educate our community and encourage stewardship of the natural resources and the historical heritage of Prince George's County.



The estimated value of one volunteer hour in the State of Maryland was \$26.41 in 2014 according to www.independentsector.org



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



Note: Objective is to have 100% of elementary schools with programs. In FY'14, Prince George's County Schools had a high teacher attrition rate. Although the % of elementary schools with programs decreased in FY'14, the total number of programs increased.



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

OVERVIEW

The Sports, Health and Wellness Division (SHWD) 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 over 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.



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

The aquatics center features a heavily used 50-meter long course pool, plus a 25-meter training pool, and an 18-person spa. The aquatics center has multiple water fitness programs with a large senior citizen component. Additionally, five competitive swim teams train at Fairland, plus a synchronized swim program. The facility also hosts SCUBA and Kayak programs. The center hosts over 40 swim competitions each year.

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

The Fitness Center consists of an aerobics studio with a wood dance floor and a weight room offering cardiovascular equipment, “Cybex” weight training machines and a free-weight lifting area. Full complements of exercise classes are also offered, including specialized wellness classes. Fairland offers a 12,000-square-foot gymnastics venue fully equipped for United States Association for Gymnastics men’s, women’s and trampoline competition. Additional programs include instruction, open gym, field trips, and birthday parties.

Management and Supervision

The Management and Supervision unit provides overall management, administration, and coordination of Division programs and facilities. This includes fiscal management for tax-supported and revenue-producing funds, clerical support, supervision of facilities and management of the aquatics program. Salaries for administrative services, officials’ costs, and contractual agreements for the Prince George’s County Boys and Girls Club are also budgeted in this unit.

Health and Wellness

This program administers County-wide health and wellness programs. 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

FY16 Budget Priority Updates

- Expand non-traditional youth sports into afterschool programs to include cricket, lacrosse, yoga and golf. SHWD will provide instruction, demonstration and supervision of games/leagues at various afterschool programs at community centers.
 - The Division implemented lacrosse and cricket in Kidscare afterschool sites. Expansion will continue in the winter and spring to additional schools. The Drive Program for golf will also be introduced to afterschool programs and school sites in the winter and spring of FY16.



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

- Build the capacity of the Health and Wellness team to accomplish Formula 2040 objectives, including reaching goal of having a health and wellness component in 75% of our programs.
 - Build the capacity of the Health and Wellness Team to accomplish Formula 2040 objectives. To achieve the goal of having a health and wellness component in 75% of our programs, funding has been allocated for two positions. These two term contract positions include: a Health and Wellness Communications Specialist, hired; and a Health and Wellness Specialist.
- Develop Prescription Recreation, measuring impact of parks and recreation service and pursuit of grant and funding opportunities.
 - The Prescription Recreation program has been modified. Under the Prescription Recreation umbrella, the Health and Wellness team will provide programming for physical activity, as well as the opportunity to interface with medical professionals. The Walk and Talk with a Doc program launched in the Club 300 program in summer 2015. This program provides walkers with a short 10-15 minute education session with a physician, followed by a walk in which the physician participates. The Walk and Talk with a Doc will be expanded to all areas of the County.
- Increase learn-to-swim and water fitness participation through increased outreach, expanded course offerings, and partnerships.
 - In FY15, our learn-to-swim program increased by 1,747 participants representing a 17% increase from the previous year. In addition, our water fitness program experienced a 5% increase with 502 additional enrollees. This success is attributed to new program offerings like Aqua Spinning at Fairland and Rollingcrest and overall program expansion at Allentown.
- Review field utilization policies and fees and update/revise as needed to ensure maximum access and usage by the community.
 - The Division submitted fee increase recommendations for the artificial turf fields. In addition, field reconfigurations were completed at numerous sites to maximize use and field play.
- Review golf course business processes to increase program participation and enhance customer experience.
 - The 18 hole golf course staff has implemented new leagues and specials in an effort to increase participation in the golf program. Additional enhancements were made around food & beverage offerings and marketing efforts have been expanded to include social media to broaden the audiences.



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY16	FY17	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$11,277,997	\$11,095,493	-1.6%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	50.00	50.00	0.0%
Funded Workyears	176.40	176.40	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- One time increase of non-personnel funding for Fairland to cover special projects.
- Reducing non-personnel costs at Theresa Banks, JF Bourne and Allentown Aquatic facilities due to FY17 budget reduction impact.
- Reducing seasonal/intermittent funding for Franchise due to FY17 budget reduction impact.



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

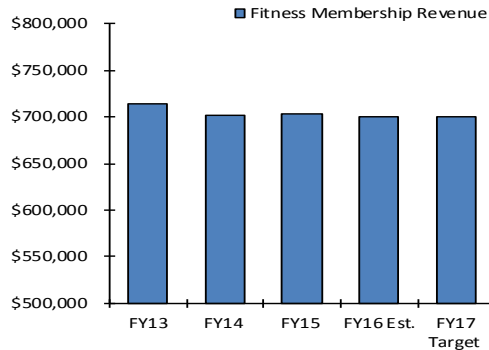
GOALS AND PERFORMANCE MEASURES

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.

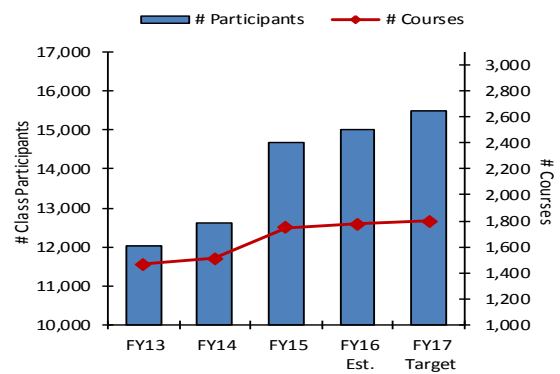
Impact Objective: Provides the Department, stakeholders (Board of Education) and the citizens of Prince George's County with quality programs and services, excellent recreational opportunities for the entire family, and numerous facilities to enhance **quality** of life for our internal and external customers.

Fitness Membership Revenue at Sports Facilities*

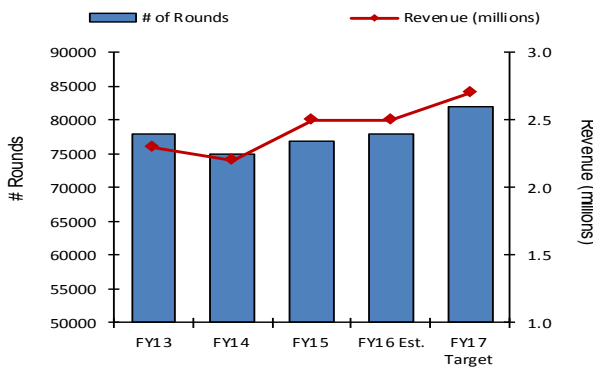


* Sports facilities include Prince George's Sports and Learning Complex and Fairland Sports and Aquatics Center.

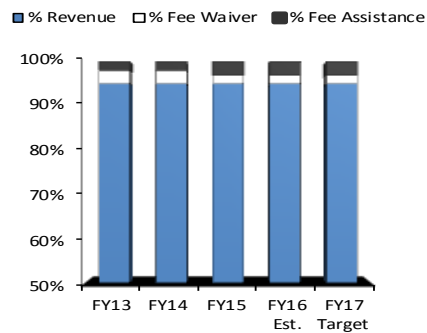
Instructional Swimming Classes



Golf Course Use



Sports and Learning Complex Revenue



Rounds by Golf Course

	FY13	FY14	FY15	FY156Est.	FY17 Target
Enterprise	34836	33388	36000	35,000	37,000
Henson Creek	20104	19072	20000	21000	21,000
Paint Branch	23066	22463	23000	22,000	24,000

Fiscal Year	Projected Revenue	Actual Revenue
FY13	3,445,300	3,293,859
FY14	3,226,700	3,254,349
FY15	3,237,700	2,500,000
FY16	3,237,700	TBD
FY17	2,700,000	TBD



Prince George's County

Parks and Recreation Department – Arts and Cultural Heritage

OVERVIEW

The Arts and Cultural Heritage Division (ACHD) coordinates and manages four arts facilities, five historic rental properties, three African American historic sites, and the Prince George's Equestrian Center/Show Place Arena, community arts services, art exhibits in Commissions facilities, and other programs serving County arts organizations, artists, and residents. Programs include art camps; visual and performing arts classes and events; 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. The Division staff coordinates various cultural heritage events, that include Juneteenth, Annual Black History Month and, Asian Pacific Heritage Month Receptions, and the World Dance Showcase. Through partnerships, ACHD supports and coordinates special activities at the Bluebird Blues Festival (in cooperation with Prince George's Community College), The Prince George's County Fair, 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 and summer camp programs are offered for children. Adult and children art classes 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



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

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.

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 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



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

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 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, five 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

FY16 Budget Priority Updates

- Develop a Public Art Initiative by working collaboratively with Park Planning and Development and Area Operations to address CIP projects in addition to developing a general policy for the Department.
 - The division worked with several internal units to successfully install the glass mosaic at Glenn Dale Splash Park. In addition, we partnered with local artists, community youth, parents and seniors on the tiled mosaics at the North Forestville Community Center and the Juneteenth Celebration. The division coordinated the public art process for new scheduled facility renovation projects including the glass mosaic at Palmer Park Community Center, an interactive LED light-based sculpture at Kentland Community Center, and starting the process for artwork at the William Beanes Community Center could be a collaborative effort with Suitland High School's Visual and Performing Arts Program. The development of a general Public Art policy for the Department is an ongoing task.
- Broaden art services by working with Area Operations, external art organizations and educational institutions to develop working strategies to provide quality art experiences throughout Prince George's County.
 - The division worked with Area Operations, local artists and County arts organizations to produce the 2nd Annual Fairwood Arts Festival at the Fairwood Community Park. The festival realized a significant increase in attendees and tripled the number of participating art vendors. Through strategic planning, targeted arts programming efforts were successful and yielded art workshops at select community centers in Northern Area. Expansion efforts are underway to offer the same at least two community centers in Central and Southern Areas. Further



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

collaborations with Area Operations and outside partners including Prince George's County Public Schools and Artomatic developed plans to produce a Teen Night as part of Artomatic which is a six week exhibition featuring all genres of visual, creative, and performing art. Outreach efforts are underway to connect with new regional art organizations to implement future Café Groove events.

- Work with Area Operations, Natural Historic Resources Division and external public and private organizations to develop strategies to identify broad based cultural and historical programs to enhance programs focused on Prince George's County history and cultural diversity.
 - The division's Black History Program is collaborating with Natural Historic Resources Division and Archaeology Unit for the 2016 Black History Month exhibition entitled "What Remains: The Archaeological Discoveries of African American Life in Prince George's County." We will also work with University of Maryland professor, Cheryl LaRouche, who specializes in African American Archaeology finds. In addition, the Black History Program is moving towards becoming more digital and visible to multigenerational audiences. Future goals include cataloguing and digitization of Black History Program inventory and collections. The Friends groups at both Abraham Hall and Dorsey Chapel have participated in programs and meetings on the history of the surrounding communities of Muirkirk, Beltsville and Glenn Dale. Our Historic Rental Properties have collaborated with the Laurel Historical Society on programs such as the Wine Tastings and Historic Haunt at Snow Hill Manor. Oxon Hill Manor has continued to develop relationships with the National Harbor, National Park Service and the African American Historic Preservation Group.

- Work with internal and external resources in addressing the recommendations of the Maryland Stadium Authority to enhance the Show Place Arena/Prince George's Equestrian Center's ability to host more events, increase revenue and improve its overall appearance.
 - The division has reviewed the arena's business practices and made recommendation on fee increases to include facility rental fees, staffing fees and equipment fees with plan to implement over two fiscal years without causing long term clients an unexpected hardship. Revisions to contract language for ticketed events were made to provide clear details on ticketing, consignment tickets, security requirements, parking and event settlement. Consignment tickets now require payment in advance and return of consigned tickets 72 hours prior to event. In addition, arena management implemented the collection of all estimated rental fees by event date and the collection of catering fees in advance. For smaller events, the arena modified its practice to provide in-house catering to realize greater retention of profits. The arena management team ceased the use of outside food vendors for arena events and added more features on the general concession menu yielding a larger portion of revenue for the facility. For Arena Events, staff worked with new clients to diversify event offerings to include multiple concerts, a Pet Expo, dance competitions, the Maryland High School Wrestling competitions and an equestrian entertainment event. A contract was established for bartenders for largescale events to improve service efficiency. The arena management team also researched information to create an RFP for contract staffing (ushers, concessions) which will



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

- designate standards and have controlled pricing. New standards were implemented for graduations that addressed the accessible parking and traffic controls concerns.
- In terms of facility improvements, the renovation of rings 1 and 2 was completed to include restoring them to the correct competition size, added drainage so that events can continue during the rain with an even footing and upgraded the footing to fiber. An additional lunging area was created to convenience exhibitors and their horses. Staff also studied the benefit of relocating portable concessions to improve service to patrons. The Therapeutic Riding program was relocated to remove horses from the floodway and provided a better turnout area for grazing and a healthier environment. The relocation also provided equestrian rentals with access to more stalls and increased the program's visibility to the public. The show office sound system was changed to better accommodate the needs of renters.

BUDGET AT A GLANCE

Summary of Division Budget

		FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,998,593	\$1,932,525	-3.3%
<i>Recreation Fund</i>				
	Expenditures	<u>\$4,031,203</u>	<u>\$3,828,481</u>	<u>-5.0%</u>
TOTAL EXPENDITURES		\$6,029,796	\$5,761,006	-4.5%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	12.00	12.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>25.00</u>	<u>24.00</u>	<u>-4.0%</u>
TOTAL FUNDED CAREER POSITIONS		37.00	37.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	22.00	22.00	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>51.00</u>	<u>54.00</u>	<u>6.0%</u>
TOTAL FUNDED WORKYEARS		73.00	76.00	3.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing rental revenue based on historic trends and actual projections at all Historic Properties
- Transferred 1 career FT position to the Natural Historic Resources Division



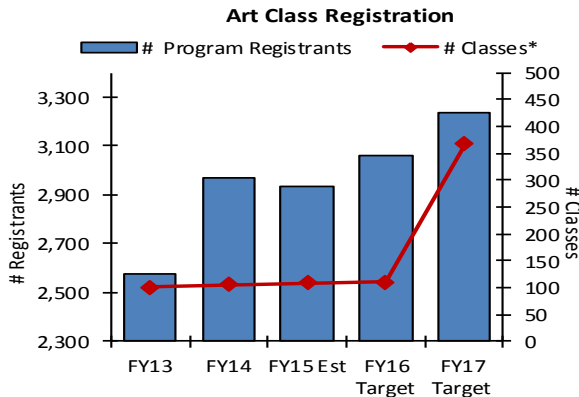
Prince George's County Parks and Recreation Department – Arts and Cultural Heritage

GOALS AND PERFORMANCE MEASURES

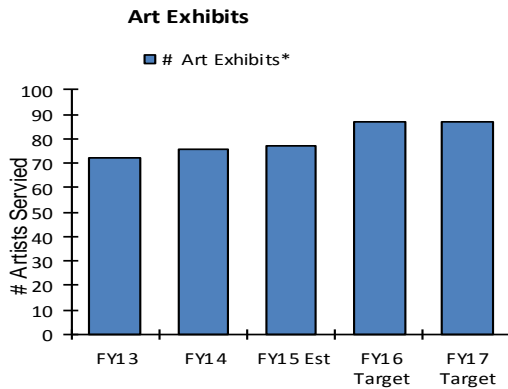
Arts and Cultural Heritage Division Performance Measures

Outcome Objective: Provide high-quality arts and cultural programs and services to enhance opportunities for public engagement and expand awareness of the rich history of Prince George's County. The programs serve the general public, artists, arts organizations, and equestrian groups with the purpose of enhancing quality of life and promoting tourism and economic benefit in the County. The Arts and Cultural Heritage Division (ACHD) manages art centers, historic properties, cultural heritage sites, an arena and equestrian center, and public art projects for community centers throughout the County. Arts Centers offer art exhibitions of emerging and established artists, dance and music concerts, performances for children and families, afternoon teas with live music, and classes in the visual and performing arts. Community Arts and Cultural Heritage units offer a myriad of programs, festivals, and activities for every age.

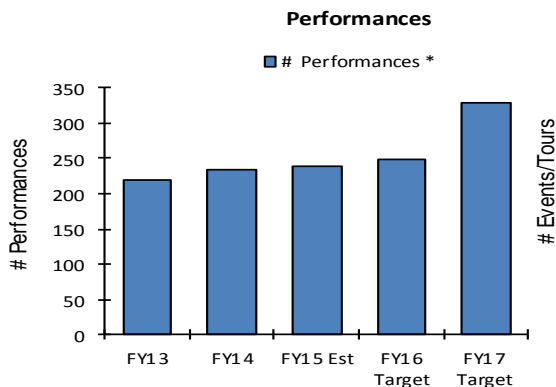
Impact Objective: Art participants in arts classes and camps learn new skills in the arts and expand their knowledge and support of the arts. By providing services and programs that offer and provide employment opportunities for Prince George's County artists, support for artists in Prince George's County is enhanced. The Black History Program preserves and interprets Prince George's County's African American history by providing educational interpretive programs, exhibits and tours of historic properties. 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. The Showplace Arena is an adaptable entertainment and sports venue that enriches the cultural life and local economy of Southern Maryland. It hosts a variety of equestrian events with exhibitors from throughout the world. Public Art projects enhance our built and natural environment and improve the quality of life by making art visible and accessible.



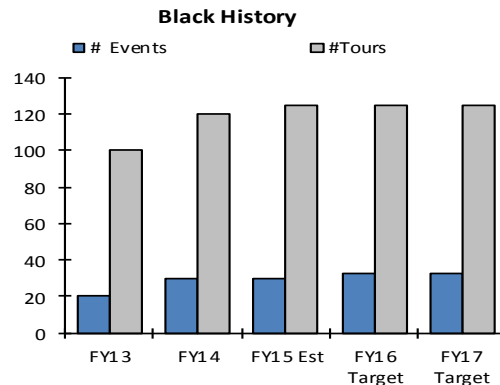
* Visual and Performing Arts Held at ACHD Arts Centers or UMD Clance Smith Center.



* Works of Visual Art Produced by Artists Living or Working in Prince George's County.

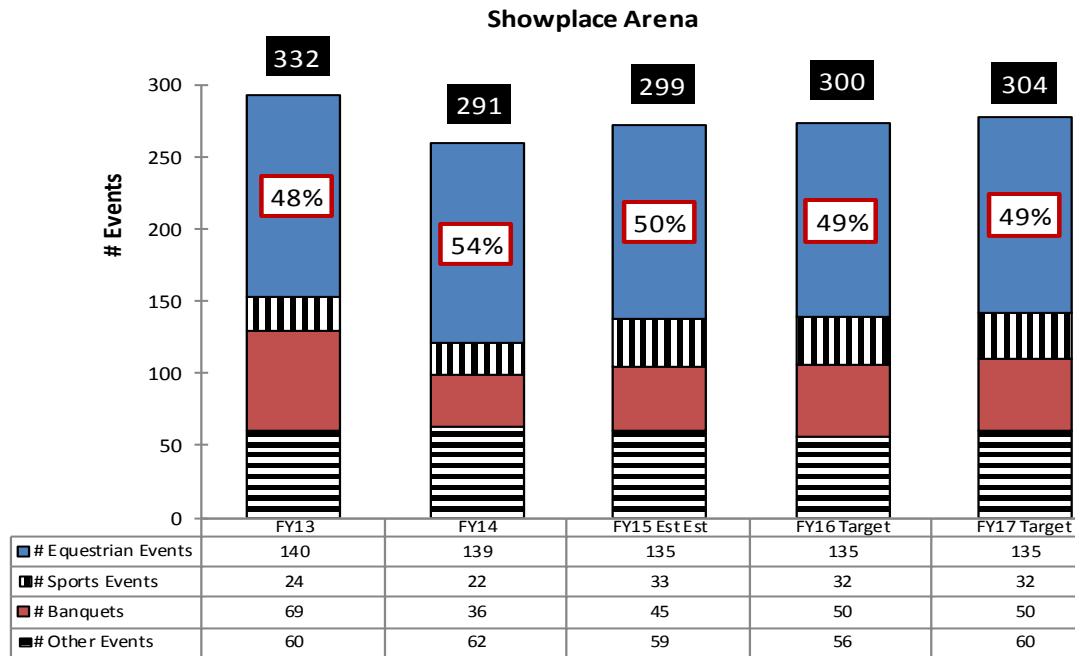


* Theatre, Music and Dance at ACHD Facilities.

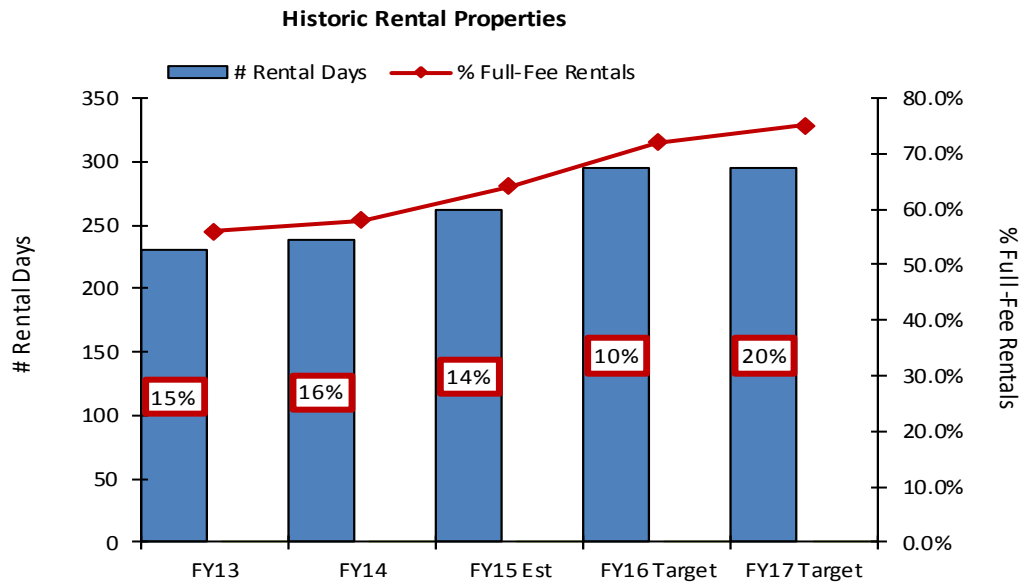


Prince George's County Parks and Recreation Department - Arts and Cultural Heritage

Arts and Cultural Heritage Division Performance Measures



48% % Equestrian Events
 332 # of Total Event Days

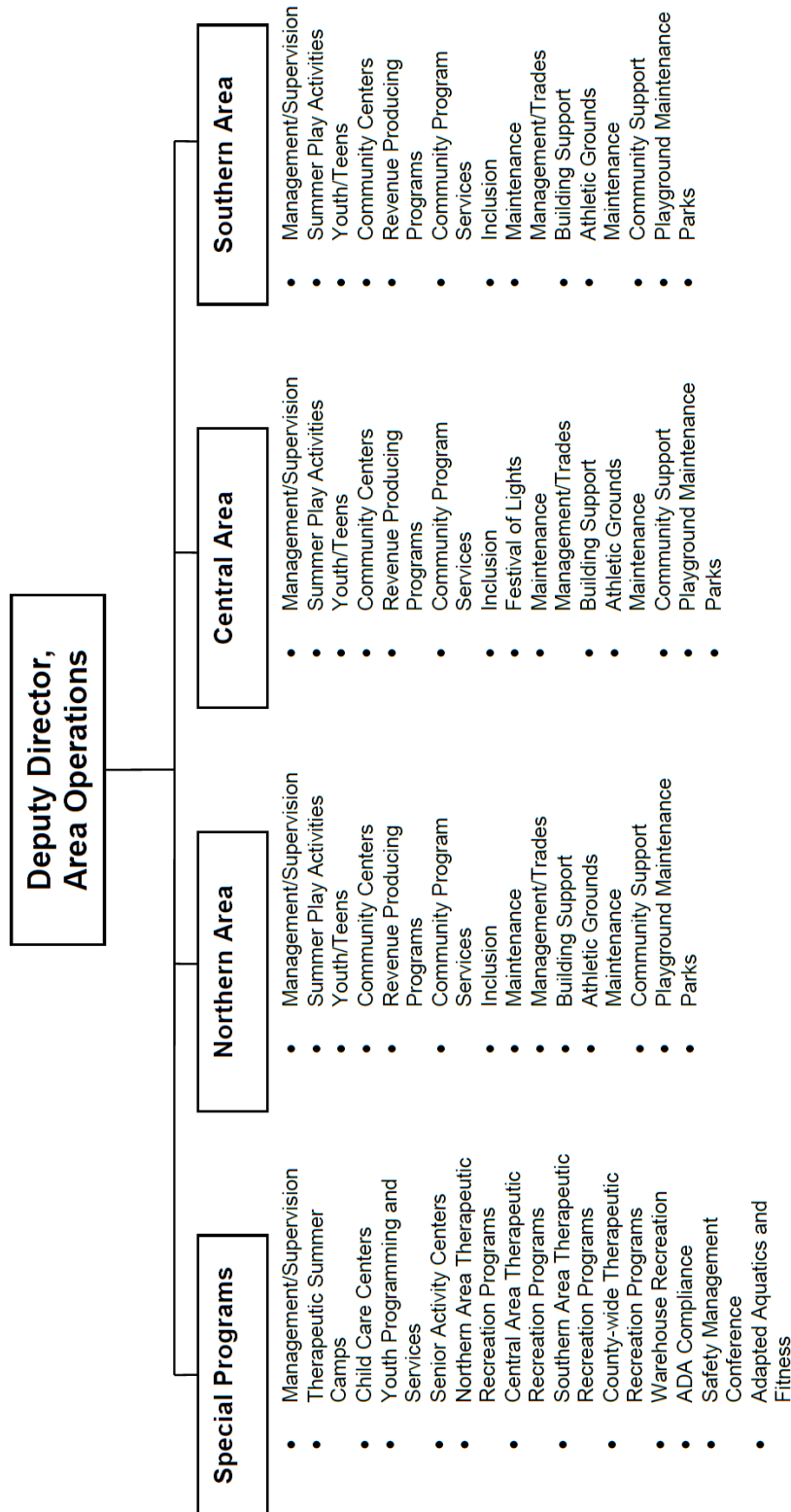


15% % Rental Days for M-NCPPC Events



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 45 community centers, 6 senior centers as well as over 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

		FY16	FY17	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$342,038	\$330,047	-3.5%
<i>Recreation Fund</i>				
	Expenditures	<u>\$65,727</u>	<u>\$79,501</u>	<u>21.0%</u>
	TOTAL EXPENDITURES	\$407,765	\$409,548	0.4%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	2.00	2.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>1.00</u>	<u>1.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	3.00	3.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	2.00	2.00	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>1.00</u>	<u>1.00</u>	<u>0.0%</u>
	TOTAL FUNDED WORKYEARS	3.00	3.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Reducing non-personnel services funding for supplies.



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



Prince George's County

Parks and Recreation Department - Special Programs

Senior Activity Center, John E. Howard Senior Activity Center, and Laurel-Beltsville Senior Activity Center.

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 located 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

FY16 Budget Priority Updates

- Develop and implement ADA Transition planning regarding compliant program and facility accessibility by collaborating with other divisions.
 - Initial ADA Transition plan developed for playgrounds and community centers developed with the goal of at least 1/3 of each amenity. Plan updated to reflect changes in FY16 CIP.



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

- Upgrades to amenities within regional parks to meet updated guidelines completed or are in process.
 - Full range of accommodations put in place (Mobi mats, fully accessible golf cart for temporary festival access, upgraded pool lifts)
 - Updated notices (Notices 15-01 A-E) on accessibility and non-discrimination in M-NCPPC programs and services adopted and disseminated.
 - Expanded programming for individuals with physical disabilities.
- Provide additional Out of School time programming by partnering with other divisions and reallocate resources to increase structured programming offerings at community centers during those critical hours at both drop-in sites as well as Kids Care programs.
 - Additional programming has been developed and implemented (Get To Know art program, Arts After School program).
 - External Youth Program Quality Assessments (YPQA) completed at all community centers. Assessments provided critical information in determining programming, staffing and training needs
 - Training standard and classes on youth development programming developed and scheduled for youth workers.
 - Improve the sustainability of the Aging In Place recommendation by restructuring the senior program staffing, allowing for more regional large scale events such as Club 300, Seniors on Stage, Senior Dance Party, etc.
 - Continued expansion of large events (Senior Dance Party, Seniors on Stage, Centenarian Celebration,) and extended programming (Club 300, Walk Across America, Active Aging Week)

BUDGET AT A GLANCE

Summary of Division Budget

	FY16	FY17	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$8,539,156	\$8,271,745	-3.1%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	52.00	52.00	0.0%
Funded Workyears	125.20	121.70	-3.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing revenue based on historic trends and actual projections.
- Reduce seasonal costs by encouraging participants to use alternative transportation for Leisure Skill Development programs.
- Reduce Marketing & Advertisement for Youth Services by reducing print media and increasing social media.
- Reducing non-personnel costs by reallocating resources based on cost recovery analysis.



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

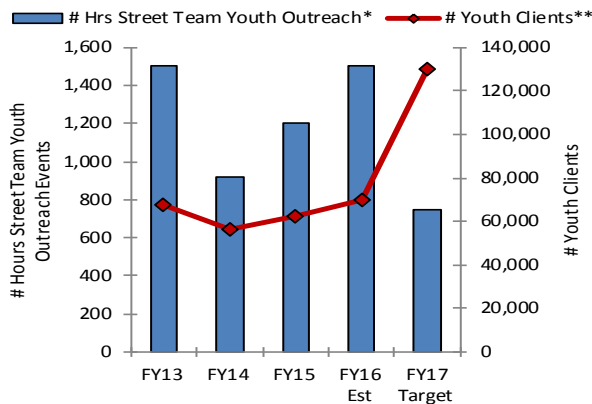
GOALS AND PERFORMANCE MEASURES

Special Programs Division Performance Measures

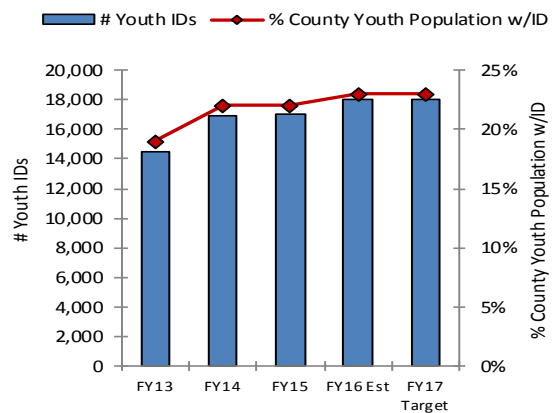
Outcome Objective: Provide quality services for youth, seniors, and individuals with disabilities. Programs and services include employee child care, operating the Department's senior activity centers and therapeutic recreation opportunities in both inclusive and specialized settings to promote and facilitate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

Youth Outreach



Youth Participation

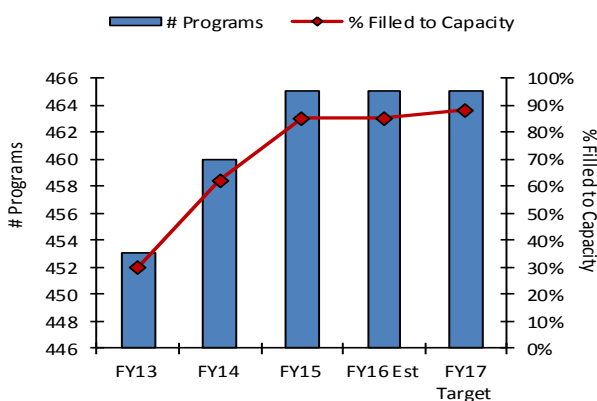


* Street Team - Youth Services Youth Outreach unit that provides direct marketing to youth. Data not available for FY09 or FY10.

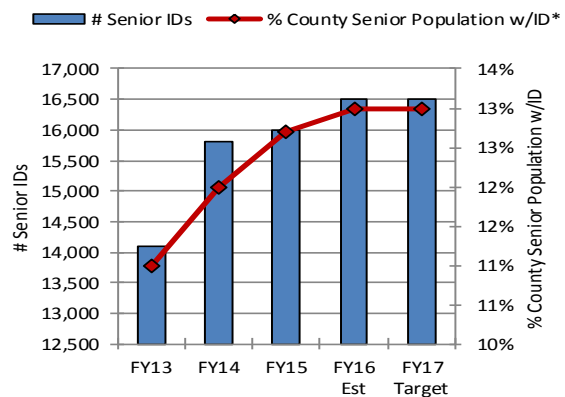
** Youth clients - anyone 6 - 17 in the SMARTLink database

*2010 U.S. Census 6 to 17 (total 76,846)

Therapeutic Recreation Programs



Senior Participation



*2010 U.S. 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. 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.

Teen Initiatives

Teen Initiatives programs serve the interests and leisure needs of 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.

FY16 BUDGET PRIORITY UPDATES

- 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.
 - Annually, provide over 6,900 classes, community-based youth and senior programs, and special events, as well as daily drop-in opportunities at forty-five (45) community centers located throughout the County.
 - Evaluate recreational services development and delivery, analyzed cost recovery worksheets of said services and explored divestment of any outdated services at community centers through use of the Comprehensive Recreation Program Plan and the Functional Master Plan.
 - Evaluate and developed effective numerous partnerships and collaborations through use of Community Connect, the department's online portal to request services, space and equipment, with recreation councils, civic associations and nonprofit organizations that expanded and enhanced recreational services throughout the county.
 - Continue to partner with Prince George's County Public Schools to provide and/or produce the following services: summer playgrounds, Safe Summer, summer teen centers, spaces for affiliate groups and training, meal program and transportation.



Prince George's County

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

- Promote and marketed all parks, all community centers and all staff-initiated programs, classes and events with a health & wellness component through a variety of marketing techniques.
- Increase the number of programs, classes and events at community centers that include a health and wellness element with an eventual goal of 70%.
- 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.
 - Annually maintain nearly 1,100 athletic fields, playgrounds, parks, trails, and facilities (community centers, recreation Buildings, office buildings, comfort stations/restroom buildings, nature centers/visitor centers, arts facilities, historic properties).
 - Continue to allocate funding toward sustainability of park amenities in areas to maximize park usage.
 - Continue to invest and upgrade existing trails and regional parks to increase accessibility and to encourage health and fitness activities and walkable communities.
 - Continue to work towards the goal of 100% of community centers having front counter space retrofitted to accommodate ADA standards.
 - Reevaluate the sustainable mowing policy and proposed new additions that benefit the environment.
 - Partner with the Safety Committee to assess and revise the safety policies, procedures and staff training.
 - Develop program and facility business plan templates and update operational standards for existing community centers and future multigenerational centers.
- Implement the approved functional master plan entitled Formula 2040 through existing community center and program operations and the new multigenerational service model.
 - Annually orient and review the functional master plan with staff and provide training and updates on relevant plan components including purposeful programming, cost recovery system, partnerships, marketing, etc.
 - Over 600 hours spent on briefing staff on the functional master plan, purposeful programming model and cost recovery system.
 - New initiatives added in support of the functional master plan goals, objectives and/or policy areas:
 - Southern Area Aquatics and Recreation Complex
 - Southern Regional Technology and Recreation Complex Pool Addition
 - Health and Wellness Zones/Tucker Road Health And Wellness Zone
 - Health and Wellness, Arts & Culture, Volunteerism, Enrichment, Nature and Conservatism (H.A.V.E.N.)
 - Success through Teamwork Respect Inclusiveness Values and Excellence (S.T.R.I.V.E.)
 - Wellness Ambassadors
 - Youth Gardens
 - After-School Summer Jam
 - Langley Park Athletic Council



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

BUDGET AT A GLANCE

Summary of Northern Area Division Budget

	FY16 <u>Adopted</u>	FY17 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$6,726,489	\$6,524,949	-3.0%
<i>Recreation Fund</i>			
Expenditures	<u>\$7,653,790</u>	<u>\$7,087,068</u>	<u>-7.4%</u>
TOTAL EXPENDITURES	\$14,380,279	\$13,612,017	-5.3%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	71.00	71.00	0.0%
<i>Recreation Fund</i>			
Funded Career Positions	<u>44.00</u>	<u>44.00</u>	<u>0.0%</u>
TOTAL FUNDED CAREER POSITIONS	115.00	115.00	0.0%
<i>Park Fund</i>			
Funded Workyears	82.50	82.70	0.2%
<i>Recreation Fund</i>			
Funded Workyears	<u>135.90</u>	<u>136.30</u>	<u>0.4%</u>
TOTAL FUNDED WORKYEARS	218.40	219.00	0.6%



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

Summary of Central Area Division Budget

	<u>FY16</u> <u>Adopted</u>	<u>FY17</u> <u>Proposed</u>	<u>%</u> <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$6,665,715	\$6,180,722	-7.3%
<i>Recreation Fund</i>			
Expenditures	<u>\$7,593,727</u>	<u>\$7,305,139</u>	<u>-3.8%</u>
TOTAL EXPENDITURES	\$14,259,442	\$13,485,861	-5.4%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	66.00	66.00	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	109.00	109.00	0.0%
<i>Park Fund</i>			
Funded Workyears	87.50	87.50	0.0%
<i>Recreation Fund</i>			
Funded Workyears	<u>124.40</u>	<u>120.80</u>	<u>-3.6%</u>
TOTAL FUNDED WORKYEARS	211.90	208.30	-3.6%

Summary of Southern Area Division Budget

	<u>FY16</u> <u>Adopted</u>	<u>FY17</u> <u>Proposed</u>	<u>%</u> <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$6,383,477	\$6,184,984	-3.1%
<i>Recreation Fund</i>			
Expenditures	<u>\$8,491,522</u>	<u>\$8,173,605</u>	<u>-3.7%</u>
TOTAL EXPENDITURES	\$14,874,999	\$14,358,589	-3.5%
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	90.00	90.00	0.0%
<i>Recreation Fund</i>			
Funded Workyears	<u>137.00</u>	<u>135.40</u>	<u>-1.6%</u>
TOTAL FUNDED WORKYEARS	227.00	225.40	-1.6%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Transferring one (1) FT career position to the Administrative Services Division for the EAM Administration unit. (CAO)
- Removal of partial start- up cost for Kentland CC scheduled to open in 2016.
- Reduce seasonal funding by decreasing operational hours for holidays and underutilized facilities. (NAO, CAO, SAO).
- Adding 1.5 seasonal workyears for increased programming and custodial services at Cosca Skate Park. (SAO)
- Adding operational funding and for renovations and additions at Edmonston Neighborhood Rec center and the new Park Police Headquarters. (NAO)
- Reduce non-personnel expenditures by reviewing, revising and reallocating resources previously budgeted with for community signature events. (NAO, CAO, SAO).
- Reduction of training allocation (NAO, CAO and SAO).
- OBI allocation for seasonal funding for Mellwood Hills Community Park (SAO).
- Reduce OBI funding for William Beanes Community Park (SAO).
- Reduce Regional Manager support (NAO, CAO and SAO).
- Reduce seasonal funding for summer playgrounds (NAO, CAO and SAO).
- Reduce capital outlay funding for lawn mower replacement project (CAO).
- Increase OBI funding supplies and materials for athletic fields (CAO).
- Reduce OBI funding for supplies and materials for Rollins Avenue Neighborhood Park (CAO).
- Repurpose J.E. Howard community center into Senior center and rental facility (CAO).



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

GOALS AND PERFORMANCE MEASURES

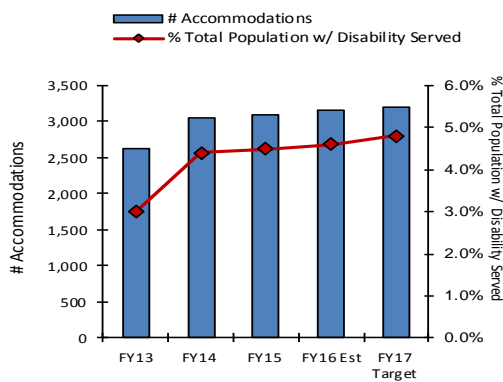
Area Operations Performance Measures

Northern, Central and Southern Areas

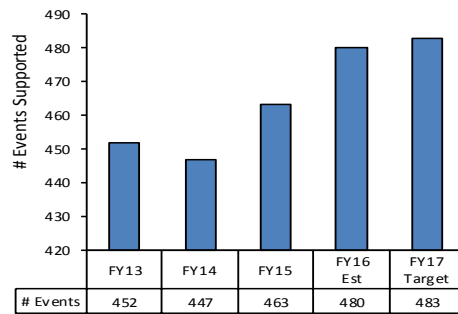
Outcome Objective: Area Operations, including the Northern, Central and Southern Areas, provide safe, clean and aesthetically pleasing parks, facilities and playground equipment as well as, affordable and enjoyable opportunities for participation in specialized leisure activities, co-sponsored or cooperative activities and events using volunteers and partnerships. Area Operations also provides access and/or accommodation in full compliance with ADA for persons with disabilities.

Impact Objective: Area Operations, including the Northern, Central and Southern Areas, provide, maintain and preserve a comprehensive park and recreation system of programs, facilities, and services for residents of Prince George's County in order to meet the expressed needs and demands of the public in a safe, secure inclusive and fulfilling environment.

ADA Accommodations



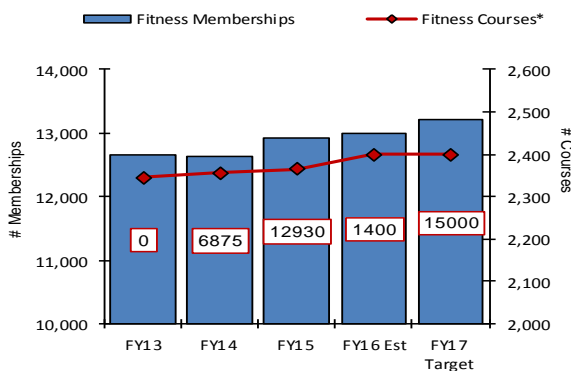
Equipment & Materials Provided in Support of Community Events



- * based on total # people with disabilities in Prince George's County (2010 U.S. Census)
- ** # Accommodations refers to the number of instances an accommodation was made, not the number of customers served.
- *** Types of accommodations include: interpreters, providing support staff (increasing the ratio of staff to participants), adaptive equipment (i.e., water wheelchair) and behavior training for program staff.

Note: Community events include events sponsored or co-sponsored by M-NCPPC, local municipalities, recreation councils, Boys & Girls Clubs, community associations; and support given for requests made by PGCPs, County Government, WSSC, etc.

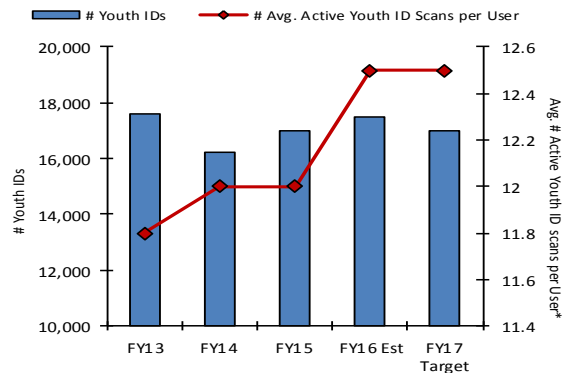
Fitness



□ One-day fitness pass (program started FY'14)

* Courses include fitness, health and martial arts programs offered at community centers only, i.e. does not include Sports & Learning, Fairland, nature, senior or arts centers.

Extreme Teen Program Drop-in Activity Participation

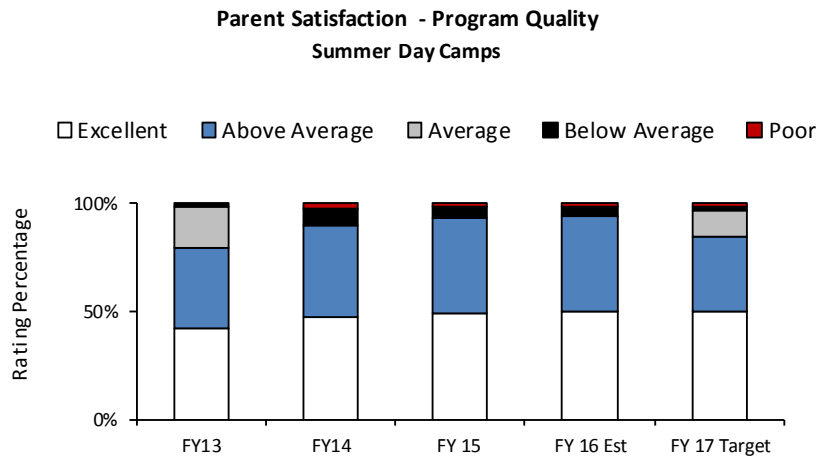
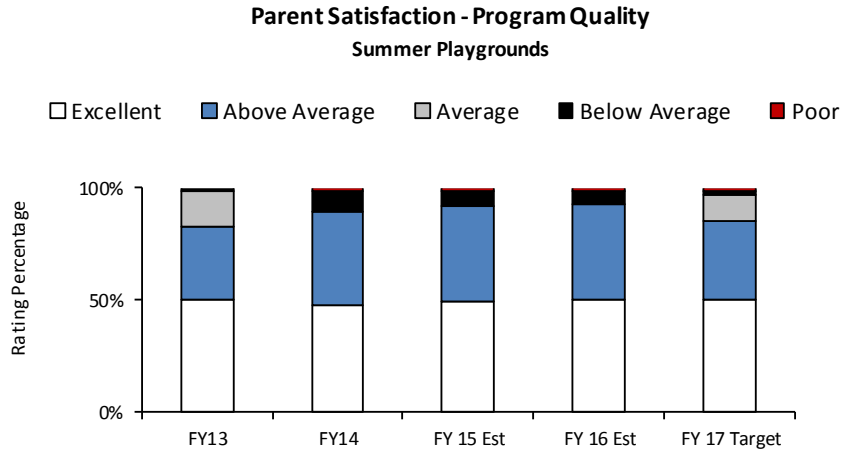


*Active IDs - used at least once within a fiscal year



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

Area Operations Performance Measures



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

NORTHERN AREA FACILITIES MAP

- | | | | |
|--|-------------------------------------|--|-------------------------|
| | Metro Rail Stations | | Councilmanic District 1 |
| | Aquatic Facilities | | Councilmanic District 2 |
| | Community Centers | | Councilmanic District 3 |
| | Park Building | | Councilmanic District 4 |
| | Loop Trails | | Councilmanic District 5 |
| | M-NCPPC Properties | | Councilmanic District 6 |
| | MULTI-GENERATIONAL CENTER LOCATIONS | | Councilmanic District 7 |
| | | | Councilmanic District 8 |
| | | | Councilmanic District 9 |

COMMUNITY CENTERS:

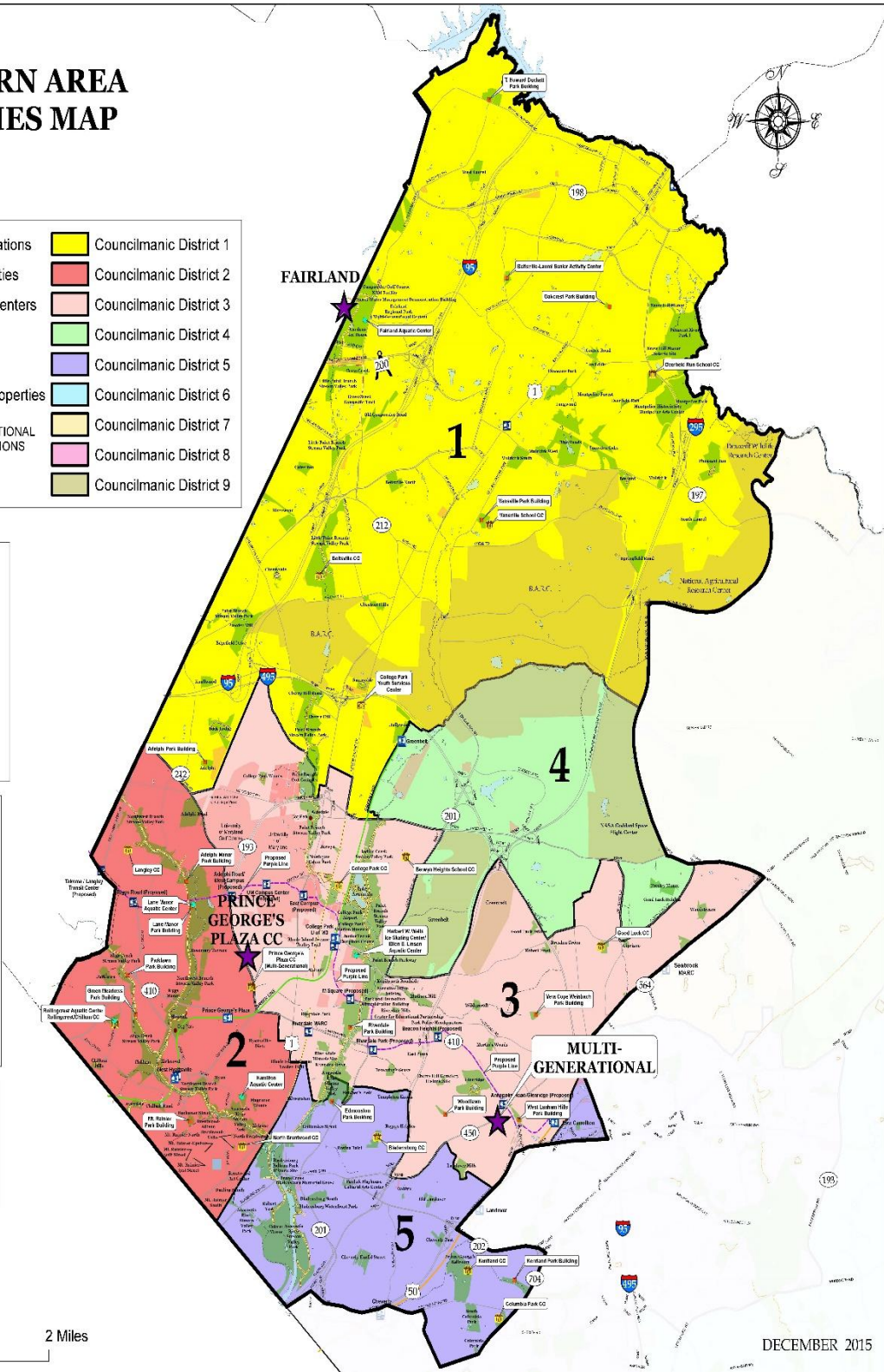
- Beltville
- Berwyn Heights
- Bladensburg
- College Park
- Columbia Park
- Deerfield Run
- Good Luck
- Kentland
- Langley Park
- North Brentwood
- Prince George's Plaza
- Rollingcrest-Chillum
- Vansville School

PARK BUILDINGS:

- Adelphi Manor
- Adelphi Neighborhood
- Edmonston
- Green Meadows
- Kentland
- Lane Manor
- Mount Rainier
- Oakcrest
- Parklawn
- Riverdale
- T. Howard Duckett
- Vansville
- Vera Cope
- West Lanham Hills
- Woodlawn

AQUATIC CENTERS:

- Ellen E. Linson
- Fairland
- Hamilton
- Lane Manor
- Rollingcrest

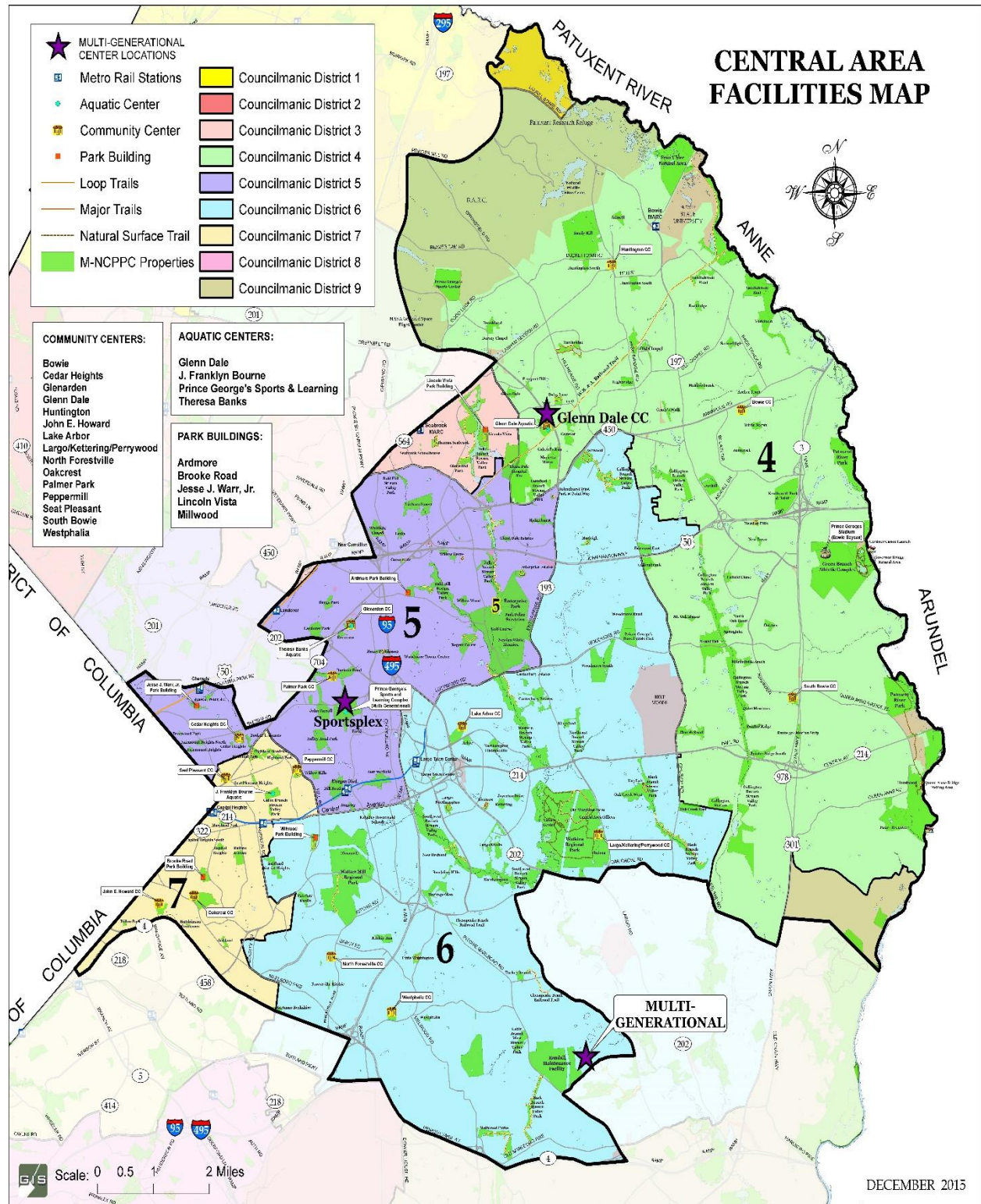


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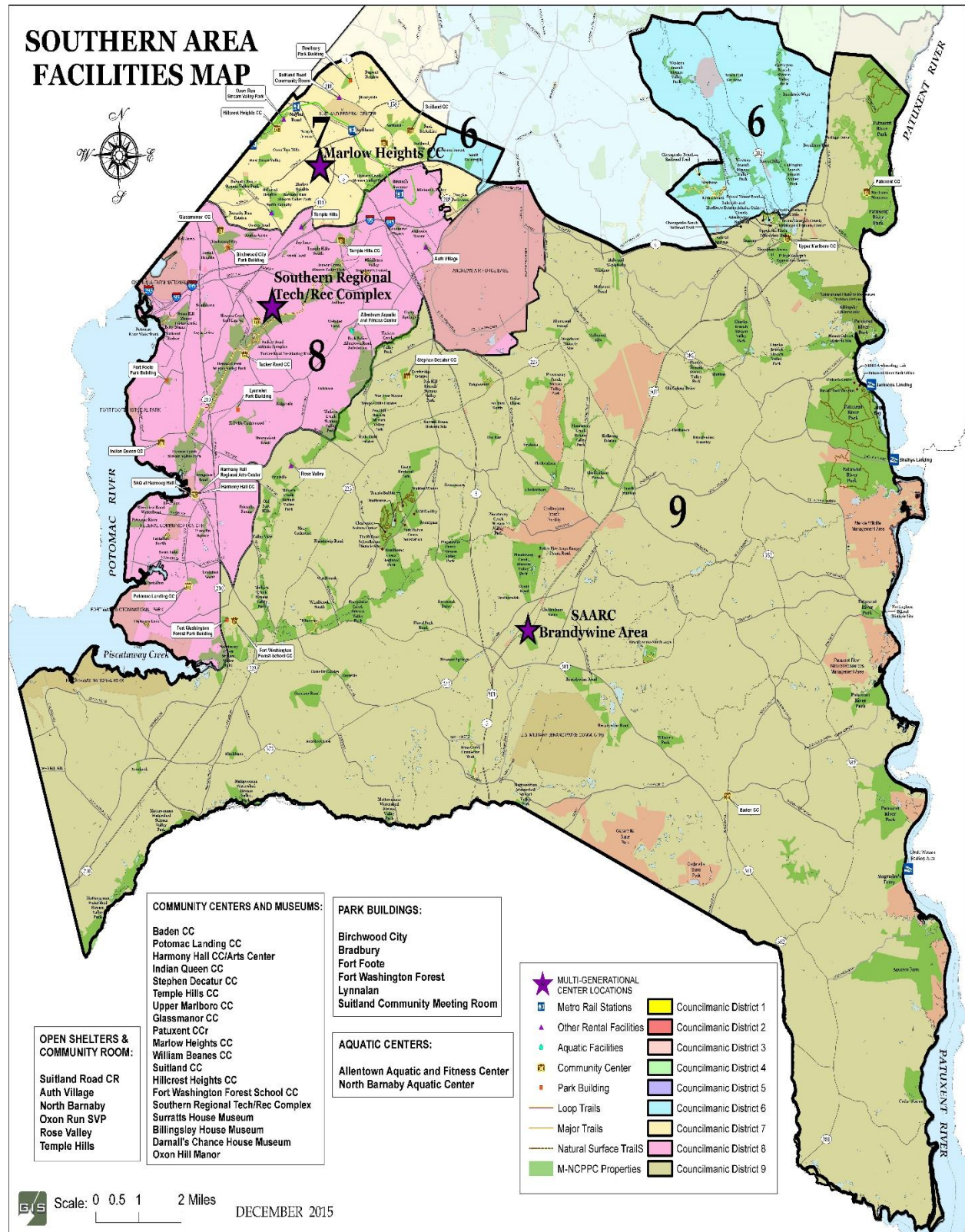
DECEMBER 2015



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



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



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	FY16 Adopted	FY17 Proposed	% Change
<i>Park Fund</i>			
OPEB Prefunding	\$1,489,758	\$1,480,956	-0.6%
OPEB PayGo	3,911,911	3,757,122	-4.0%
Compensation Adjustment	<i>(included in Division budgets)</i>	1,114,662	100.0%
Salary Lapse	(1,020,000)	0	-100.0%
Other Personnel	0	184,349	100.0%
Supplies and Materials	(180,000)	0	-100.0%
Legislative Project Charges	952,800	512,800	-46.2%
CIP Transfer (PayGo)	6,295,000	6,661,000	5.8%
Debt Service Transfer	11,853,237	11,539,571	-2.6%
Operating Expenditure Reserve 5%	<u>5,839,100</u>	<u>5,826,100</u>	<u>-0.4%</u>
Park Fund Total	\$29,141,806	\$31,076,560	6.6%
<i>Recreation Fund</i>			
OPEB Prefunding	\$531,062	\$528,352	-0.5%
OPEB PayGo	1,394,500	1,340,406	-3.9%
Compensation Adjustment	<i>(included in Division budgets)</i>	434,791	100.0%
Salary Lapse	(680,000)	0	-100.0%
Other Personnel	0	865,277	100.0%
Supplies and Materials	(120,000)	0	-100.0%
Legislative Project Charges	5,031,170	4,226,300	-1.2%
Enterprise Fund Transfer	9,071,347	9,070,347	0.0%
Operating Expenditure Reserve 5%	<u>3,625,800</u>	<u>3,573,300</u>	<u>-1.02%</u>
Recreation Fund Total	\$18,853,879	\$20,038,773	6.3%
TOTAL EXPENDITURES	\$47,995,685	\$51,115,333	6.5%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Adding compensation funding for wage adjustments for Park Fund of \$1,114,662 (subject to negotiations).
- Adding compensation funding for wage adjustments for Recreation Fund of \$434,791 (subject to negotiations).
- Decreasing the OPEB Pre-funding and OPEB PayGo by -\$163,591 in the Park Fund and -\$56,804 in the Recreation Fund.
- Decreasing Debt Service by -\$313,666 in the Park Fund.
- Increasing the PayGo transfer to CIP by \$366,000 in the Park Fund.
- Decreasing the Enterprise Fund Subsidy in the Recreation Fund by -\$1,000.
- Decreasing the Legislative Project Charges by -\$440,000 in the Park Fund and -\$804,870 in the Recreation Fund.

Project Charges	FY17 Budget	Change From FY16 to FY17
Park Fund		
City of Bowie Allen Pond Maintenance	\$101,700	\$0
Green to Greatness Planting Day	\$61,800	(\$163,200)
Patuxent River 4-H Center Foundation	\$34,300	\$0
Patuxent Riverkeepers	\$15,000	\$0
Prince George's Community College Park Police/Security, etc.	\$300,000	\$0
Prince George's County Police Department	\$0	(\$36,800)
Prince George's County Tax Collection Fee	\$0	(\$240,000)
Total	\$512,800	(\$440,000)

Recreation Fund

After School Arts Program (World Art Focus)	\$98,000	\$0
All Shades of Pink (Healthcare Services)	\$15,000	\$0
Allentown Boys and Girls Club	\$5,000	\$0
Anacostia Watershed Society River Cl.	\$15,000	\$0
Anacostia Trails and Heritage Area	\$30,000	\$0
Camp Springs Boys & Girls Club	\$10,000	\$0
Cherry Lane Boxing and Fitness	\$10,000	\$0
City of Greenbelt, After School Arts	\$12,000	\$0
City of Greenbelt (Recreation Services)	\$70,000	\$0
City of Greenbelt Therapeutic Program	\$12,000	\$0
City of Hyattsville (Recreation Services)	\$19,000	\$0
City of Laurel Senior Services	\$54,400	\$0
City of Laurel Anderson & Murphy Comm. Ctr.	\$22,000	\$0
Prince George's Community College - Outreach; Facilities, Etc.	\$300,000	\$0



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

Cooperative Extension Service (4-H) - Patuxent River 4-H Foundation Prog	\$208,600	\$0
Daughter for the Day Program (Senior Svcs) - District 7	\$7,500	\$0
Forestville Boys & Girls Club	\$15,000	\$0
Ft. Washington Boys & Girls Club	\$10,000	\$0
Gateway Arts Program	\$90,000	\$0
Girl Scouts Capital Area	\$10,000	\$0
Glenarden Boys and Girls Club	\$10,000	\$0
Global Development Services for Youth, Inc.	\$2,500	\$0
Greenbelt Aquatic and Fitness Center	\$100,000	\$0
Greenbelt Community Center	\$40,000	\$0
Harlem Renaissance - Harlem Remembrance Foundation	\$60,000	\$0
Ivy Community Charities of Prince George's County	\$10,000	\$0
Junior Achievement	\$15,000	\$0
Lake Arbor Foundation	\$170,000	\$0
Lanham Boys & Girls Club	\$25,000	\$0
Latin American Youth Center	\$40,000	\$0
<i>Laurel Boys and Girls Club</i>	\$75,000	\$0
Laurel Historic Society	\$12,500	\$0
Millwood/Waterford Programming	\$10,000	\$0
Oxon Hill Boys and Girls Club	\$7,500	\$0
Prince George's Arts and Humanities Council	\$120,000	\$0
Prince George's Tennis Association	\$20,000	\$0
Prince George's County Memorial Library System	\$2,012,800	(\$699,970)
Prince George's Philharmonic	\$90,000	\$0
Seat Pleasant Leadership Dev Program (The Training Source, Inc.)	\$85,000	\$0
Tax Collection Fee	\$0	(\$104,900)
Team Builders Program - Pr George's Community College	\$100,000	\$0
Theresa Banks Swim Club	\$5,000	\$0
Town of Forest Heights	\$17,500	\$0
White Rose Foundation	\$15,000	\$0
World-Wide Community	\$20,000	\$0
Youth Development Program (In Reach, Inc.)	\$50,000	\$0
Youth Services Programming, City of Laurel	\$50,000	\$0
Youth Wellness Leadership Institute	\$50,000	\$0
Total	\$4,226,300	(\$804,870)
Combined Fund Total - Project Charges	\$4,739,100	(\$1,244,870)



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 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Office of the Director				
Personnel Services	1,541,206	2,131,574	2,061,083	-3.3%
Supplies and Materials	38,723	39,300	39,300	0.0%
Other Services and Charges	219,526	267,700	267,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,799,455	2,438,574	2,368,083	-2.9%
Park Police				
Personnel Services	16,872,841	17,205,453	17,055,032	-0.9%
Supplies and Materials	857,040	959,700	888,700	-7.4%
Other Services and Charges	427,904	511,000	476,000	-6.8%
Capital Outlay	(51,766)	121,200	100,200	-17.3%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	18,106,019	18,797,353	18,519,932	-1.5%
Administrative Services				
Personnel Services	2,979,309	3,839,392	3,590,504	-6.5%
Supplies and Materials	139,949	246,200	223,600	-9.2%
Other Services and Charges	923,581	1,076,000	1,066,000	-0.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,042,839	5,161,592	4,880,104	-5.5%
Public Affairs and Marketing				
Personnel Services	1,446,346	1,661,389	1,544,184	-7.1%
Supplies and Materials	73,204	27,800	37,000	33.1%
Other Services and Charges	233,395	522,900	522,900	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,752,945	2,212,089	2,104,084	-4.9%
Administration and Development				
Personnel Services	291,692	305,914	302,292	-1.2%
Supplies and Materials	-	15,700	10,700	-31.8%
Other Services and Charges	1,874	19,800	19,800	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	293,566	341,414	332,792	-2.5%



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 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Information Tech & Communications				
Personnel Services	2,869,137	3,343,218	3,185,867	-4.7%
Supplies and Materials	1,095,359	1,191,900	1,129,000	-5.3%
Other Services and Charges	944,003	621,200	651,200	4.8%
Capital Outlay	193,277	165,000	165,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,101,776	5,321,318	5,131,067	-3.6%
Park Planning and Development				
Personnel Services	5,550,418	6,298,094	5,967,639	-5.2%
Supplies and Materials	43,515	71,600	51,600	-27.9%
Other Services and Charges	165,958	120,500	140,500	16.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,759,891	6,490,194	6,159,739	-5.1%
Support Services				
Personnel Services	211,575	207,100	218,954	5.7%
Supplies and Materials	421,230	653,600	1,752,014	168.1%
Other Services and Charges	11,564,065	10,594,599	10,505,895	-0.8%
Capital Outlay	532,494	825,000	825,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	1,372,745	1,407,901	1,447,365	2.8%
Total	14,102,109	13,688,200	14,749,228	7.8%
Facility Oper.-Deputy Director				
Personnel Services	382,994	610,816	585,486	-4.1%
Supplies and Materials	5,026	25,000	16,400	-34.4%
Other Services and Charges	12,267	29,000	29,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	400,287	664,816	630,886	-5.1%
Maintenance and Development				
Personnel Services	13,880,524	14,803,274	14,326,456	-3.2%
Supplies and Materials	4,318,789	4,892,100	4,773,100	-2.4%
Other Services and Charges	7,423,086	7,544,400	7,586,400	0.6%
Capital Outlay	1,233,589	639,400	639,400	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	26,855,988	27,879,174	27,325,356	-2.0%



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

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Natural and Historic Resources				
Personnel Services	4,922,219	5,565,483	5,568,024	0.0%
Supplies and Materials	394,662	252,300	238,900	-5.3%
Other Services and Charges	173,579	248,900	248,900	0.0%
Capital Outlay	275,199	62,000	62,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,765,659	6,128,683	6,117,824	-0.2%
Arts and Cultural Heritage				
Personnel Services	1,327,940	1,479,793	1,443,725	-2.4%
Supplies and Materials	250,849	264,500	264,500	0.0%
Other Services and Charges	358,295	254,300	224,300	-11.8%
Capital Outlay	22,112	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,959,196	1,998,593	1,932,525	-3.3%
Area Oper.-Deputy Director				
Personnel Services	388,056	289,738	286,347	-1.2%
Supplies and Materials	4,317	13,600	5,000	-63.2%
Other Services and Charges	9,357	38,700	38,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	401,730	342,038	330,047	-3.5%
Northern Area Operations				
Personnel Services	5,393,259	5,668,289	5,470,549	-3.5%
Supplies and Materials	507,049	547,500	543,700	-0.7%
Other Services and Charges	294,261	392,800	392,800	0.0%
Capital Outlay	129,467	117,900	117,900	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,324,036	6,726,489	6,524,949	-3.0%
Central Area Operations				
Personnel Services	4,565,911	5,426,415	5,027,897	-7.3%
Supplies and Materials	560,564	683,000	696,525	2.0%
Other Services and Charges	457,495	314,300	314,300	0.0%
Capital Outlay	277,892	242,000	142,000	-41.3%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,861,862	6,665,715	6,180,722	-7.3%



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 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Southern Area Operations				
Personnel Services	4,962,595	5,394,177	5,219,384	-3.2%
Supplies and Materials	529,869	711,500	687,800	-3.3%
Other Services and Charges	267,657	123,800	123,800	0.0%
Capital Outlay	146,235	154,000	154,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,906,356	6,383,477	6,184,984	-3.1%
Non-departmental				
Personnel Services	5,192,047	4,769,209	6,537,089	37.1%
Salary Adjustment Marker	20,896	387,540	1,114,662	187.6%
Salary Lapse	-	(1,020,000)	-	-100.0%
Other Personnel	-	-	184,349	-
OPEB PreFunding	1,484,966	1,489,758	1,480,956	-0.6%
OPEB Paygo	3,686,185	3,911,911	3,757,122	-4.0%
Supplies and Materials	(226,395)	(180,000)	-	-100.0%
Other Services and Charges	739,963	952,800	512,800	-46.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,705,615	5,542,009	7,049,889	27.2%
Grants				
Personnel Services	41,987	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	3,750	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	45,737	-	-	-
Other Financing Uses/Transfers Out				
Capital Projects Funds	16,155,000	6,295,000	6,661,000	5.8%
Debt Service Fund	10,741,849	11,853,237	11,539,571	-2.6%
Enterprise Fund	-	-	-	-
Total	26,896,849	18,148,237	18,200,571	0.3%
Budgetary Reserve	-	5,839,100	5,826,100	-0.2%
Fund Total	137,081,915	140,769,065	140,548,882	-0.2%
Total Park Fund				
Personnel Services	72,820,056	78,999,328	78,390,512	-0.8%
Supplies and Materials	9,013,750	10,415,300	11,357,839	9.0%
Other Services and Charges	24,220,016	23,632,699	23,120,995	-2.2%
Capital Outlay	2,758,499	2,326,500	2,205,500	-5.2%
Other Classifications	-	-	-	-
Chargebacks	1,372,745	1,407,901	1,447,365	2.8%
Subtotal Park Fund	110,185,066	116,781,728	116,522,211	-0.2%
Transfers Out	26,896,849	18,148,237	18,200,571	0.3%
Budgetary Reserve	-	5,839,100	5,826,100	-0.2%
Total Park Fund	137,081,915	140,769,065	140,548,882	-0.2%



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 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Public Affairs and Marketing				
Personnel Services	233,735	300,039	297,154	-1.0%
Supplies and Materials	39,501	21,600	21,600	0.0%
Other Services and Charges	368,406	602,400	577,399	-4.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	641,642	924,039	896,153	-3.0%
Support Services				
Personnel Services	82,110	90,755	81,000	-10.7%
Supplies and Materials	61,466	310,300	296,800	-4.4%
Other Services and Charges	6,586,904	6,240,150	6,141,471	-1.6%
Capital Outlay	234,889	416,000	416,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	107,840	112,160	117,768	5.0%
Total	7,073,209	7,169,365	7,053,039	-1.6%
Sports, Health, and Wellness				
Personnel Services	9,441,075	9,629,297	9,413,875	-2.2%
Supplies and Materials	763,844	854,300	792,763	-7.2%
Other Services and Charges	793,614	794,400	888,855	11.9%
Capital Outlay	69,701	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	11,068,234	11,277,997	11,095,493	-1.6%
Natural and Historic Resources				
Personnel Services	908,693	970,374	933,133	-3.8%
Supplies and Materials	170,432	242,600	128,100	-47.2%
Other Services and Charges	115,841	148,700	148,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,194,966	1,361,674	1,209,933	-11.1%
Arts and Cultural Heritage				
Personnel Services	2,810,239	3,140,203	2,916,261	-7.1%
Supplies and Materials	190,201	275,300	297,293	8.0%
Other Services and Charges	783,178	615,700	614,927	-0.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,783,618	4,031,203	3,828,481	-5.0%



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 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Area Operations Deputy				
Personnel Services	-	65,727	79,501	21.0%
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	65,727	79,501	21.0%
Special Programs				
Personnel Services	6,589,555	6,951,856	6,728,695	-3.2%
Supplies and Materials	644,003	618,300	522,800	-15.4%
Other Services and Charges	1,022,185	969,000	1,020,250	5.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	8,255,743	8,539,156	8,271,745	-3.1%
Northern Area Operations				
Personnel Services	5,708,256	6,608,990	6,127,701	-7.3%
Supplies and Materials	372,965	581,600	499,167	-14.2%
Other Services and Charges	388,006	422,000	419,000	-0.7%
Capital Outlay	310,262	41,200	41,200	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,779,489	7,653,790	7,087,068	-7.4%
Central Area Operations				
Personnel Services	5,938,896	6,457,827	6,206,672	-3.9%
Supplies and Materials	699,564	546,900	518,467	-5.2%
Other Services and Charges	428,716	507,800	498,800	-1.8%
Capital Outlay	-	81,200	81,200	0.0%
Other Classifications	-	-	-	-
Chargebacks	(4)	-	-	-
Total	7,067,172	7,593,727	7,305,139	-3.8%
Southern Area Operations				
Personnel Services	5,949,722	6,647,522	6,370,439	-4.2%
Supplies and Materials	547,159	870,500	842,666	-3.2%
Other Services and Charges	659,783	723,500	710,500	-1.8%
Capital Outlay	119,633	250,000	250,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,276,297	8,491,522	8,173,605	-3.7%



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 2017

	FY 15 Actual	FY 16 Adopted	FY 17 Proposed	% Change
Non-Departmental				
Personnel Services	1,853,988	1,426,089	3,168,826	122.2%
Salary Adjustment Marker	10,688	180,527	434,791	140.8%
Salary Lapse		(680,000)	-	
Other Personnel	-	-	865,277	-
OPEB PreFunding	529,300	531,062	528,352	-0.5%
OPEB Paygo	1,314,000	1,394,500	1,340,406	-3.9%
Supplies and Materials	(36,679)	(120,000)	-	-100.0%
Other Services and Charges	4,745,926	5,031,170	4,226,300	-16.0%
Capital Outlay	24,000	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,587,235	6,337,259	7,395,126	16.7%
Grants				
Personnel Services	40,275	-	-	-
Supplies and Materials	38,526	-	-	-
Other Services and Charges	297,596	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	376,397	-	-	-
Other Financing Uses/Transfers Out				
Enterprise Fund	9,725,804	9,071,347	9,070,347	0.0%
Total	9,725,804	9,071,347	9,070,347	0.0%
Budgetary Reserve	-	3,625,800	3,573,300	-1.4%
Fund Total	69,829,806	76,142,606	75,038,930	-1.4%
Total Recreation Fund				
Personnel Services	39,556,544	42,288,679	42,323,257	0.1%
Supplies and Materials	3,490,982	4,201,400	3,919,656	-6.7%
Other Services and Charges	16,190,155	16,054,820	15,246,202	-5.0%
Capital Outlay	758,485	788,400	788,400	0.0%
Other Classifications	-	-	-	-
Chargebacks	107,836	112,160	117,768	5.0%
Subtotal Recreation Fund	60,104,002	63,445,459	62,395,283	-1.7%
Transfers Out	9,725,804	9,071,347	9,070,347	0.0%
Budgetary Reserve	-	3,625,800	3,573,300	-1.4%
Total Recreation Fund	69,829,806	76,142,606	75,038,930	-1.4%



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

PRINCE GEORGE'S COUNTY POSITION/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>OFFICE OF THE DIRECTOR</u>						
Full-Time Career	11.00	11.00	14.00	14.00	14.00	14.00
Part-Time Career	-	-	-	-	-	-
Career Total	11.00	11.00	14.00	14.00	14.00	14.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		2.00		5.00		5.00
Subtotal Office of the Director	11.00	13.00	14.00	19.00	14.00	19.00
<u>ADMINISTRATIVE SERVICES</u>						
Full-Time Career	31.00	31.00	34.00	34.00	34.00	34.00
Part-Time Career	-	-	-	-	-	-
Career Total	31.00	31.00	34.00	34.00	34.00	34.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		8.50		18.00		18.00
Subtotal Administrative Services	31.00	39.50	34.00	52.00	34.00	52.00
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Subtotal Administration and Development	2.00	2.00	2.00	2.00	2.00	2.00
<u>IT AND COMMUNICATIONS</u>						
Full-Time Career	27.00	27.00	26.00	26.00	26.00	26.00
Part-Time Career	2.00	1.20	2.00	1.20	2.00	1.20
Career Total	29.00	28.20	28.00	27.20	28.00	27.20
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.00		4.00
Subtotal IT and Communications	29.00	32.20	28.00	31.20	28.00	31.20
<u>PARK POLICE</u>						
Full-Time Career	150.00	150.00	155.00	155.00	155.00	155.00
Part-Time Career	-	-	-	-	-	-
Career Total	150.00	150.00	155.00	155.00	155.00	155.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.50		0.50		0.50
Subtotal Park Police	150.00	150.50	155.00	155.50	155.00	155.50
<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

PRINCE GEORGE'S COUNTY POSITION/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>FACILITY OPERATIONS</u>						
Full-Time Career	252.00	252.00	251.00	251.00	254.00	254.00
Part-Time Career	7.00	5.10	7.00	5.10	5.00	4.60
Career Total	259.00	257.10	258.00	256.10	259.00	258.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		53.50		59.00		59.00
Subtotal Facility Operations	259.00	310.60	258.00	315.10	259.00	317.60
<u>AREA OPERATIONS</u>						
Full-Time Career	210.00	210.00	209.00	209.00	208.00	208.00
Part-Time Career	-	-	-	-	-	-
Career Total	210.00	210.00	209.00	209.00	208.00	208.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		52.50		54.00		56.15
Subtotal Area Operations	210.00	262.50	209.00	263.00	208.00	264.15
<u>TOTAL PARK FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	737.00	737.00	745.00	745.00	747.00	747.00
Part-Time Career	9.00	6.30	9.00	6.30	7.00	5.80
Career Total	746.00	743.30	754.00	751.30	754.00	752.80
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		122.00		141.50		143.65
Grand Total Park Fund	746.00	865.30	754.00	892.80	754.00	896.45
<u>RECREATION FUND</u>						
<u>FACILITY OPERATIONS</u>						
Full-Time Career	80.00	80.00	81.00	81.00	81.00	81.00
Part-Time Career	5.00	2.90	5.00	2.90	5.00	2.90
Career Total	85.00	82.90	86.00	83.90	86.00	83.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		139.50		167.00		171.00
Subtotal Facility Operations	85.00	222.40	86.00	250.90	86.00	254.90
<u>AREA OPERATIONS</u>						
Full-Time Career	169.00	169.00	170.00	170.00	170.00	170.00
Part-Time Career	15.00	12.70	14.00	12.20	13.00	11.70
Career Total	184.00	181.70	184.00	182.20	183.00	181.70
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		325.00		346.50		338.53
Subtotal Area Operations	184.00	506.70	184.00	528.70	183.00	520.23



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

PRINCE GEORGE'S COUNTY POSITION/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TOTAL RECREATION FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	249.00	249.00	251.00	251.00	251.00	251.00
Part-Time Career	20.00	15.60	19.00	15.10	18.00	14.60
Career Total	269.00	264.60	270.00	266.10	269.00	265.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		464.50		513.50		509.53
Grand Total Recreation Fund	269.00	729.10	270.00	779.60	269.00	775.13
<u>TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS</u>						
Full-Time Career	986.00	986.00	996.00	996.00	998.00	998.00
Part-Time Career	29.00	21.90	28.00	21.40	25.00	20.40
Career Total	1,015.00	1,007.90	1,024.00	1,017.40	1,023.00	1,018.40
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		586.50		655.00		653.18
Grand Total Park and Recreation Funds	1,015.00	1,594.40	1,024.00	1,672.40	1,023.00	1,671.58



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. FY17 total expenditures are \$19,391,147, a decrease of \$444,527.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses by Fund/Division/Facility PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues and Transfers In:					
Ice Rinks	\$ 1,485,869	\$ 1,338,079	\$ 1,338,079	\$ 1,286,468	-3.9%
Golf Courses	3,129,920	3,620,800	3,620,800	3,542,982	-2.1%
Regional Park Tennis Bubbles	633,848	725,338	725,338	550,849	-24.1%
Show Place Arena / Equestrian Center	3,616,941	3,719,565	3,719,565	3,449,800	-7.3%
Trap and Skeet Center	1,745,203	1,746,149	1,746,149	1,732,601	-0.8%
College Park Airport	495,552	475,888	475,888	470,805	-1.1%
Bladensburg Waterfront Park	356,677	335,295	335,295	292,156	-12.9%
Enterprise Administration	764,700	346,783	346,783	643,242	85.5%
Sports and Learning Complex	7,071,623	7,399,250	7,399,250	7,422,244	0.3%
Total Revenues and Transfers In	19,300,333	19,707,147	19,707,147	19,391,147	-1.6%
Expenses and Transfers Out:					
Ice Rinks	1,445,566	1,338,079	1,338,079	1,286,468	-3.9%
Golf Courses	3,715,228	3,620,800	3,620,800	3,542,982	-2.1%
Regional Park Tennis Bubbles	429,002	725,338	725,338	550,849	-24.1%
Show Place Arena / Equestrian Center	3,593,230	3,719,565	3,719,565	3,449,800	-7.3%
Trap and Skeet Center	1,631,587	1,746,149	1,746,149	1,732,601	-0.8%
College Park Airport	677,442	475,888	475,888	470,805	-1.1%
Bladensburg Waterfront Park	366,745	335,295	335,295	292,156	-12.9%
Enterprise Administration	762,347	346,783	346,783	643,242	85.5%
Sports and Learning Complex	8,939,660	7,399,250	7,399,250	7,422,244	0.3%
Total Expenses and Transfers Out	\$ 21,560,807	\$ 19,707,147	\$ 19,707,147	\$ 19,391,147	-1.6%



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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	759	3,000	3,000	3,000	0.0%
Charges for Services	270,894	333,000	333,000	333,000	0.0%
Rentals and Concessions	241,085	233,600	233,600	233,600	0.0%
Miscellaneous	(719)	-	-	-	-
Interest	44	200	200	1,000	400.0%
Transfers In	973,806	768,279	768,279	715,868	-6.8%
Total Oper. Rev and Other Sources	<u>1,485,869</u>	<u>1,338,079</u>	<u>1,338,079</u>	<u>1,286,468</u>	<u>-3.9%</u>
Operating Expenses and Other Uses:					
Personnel Services	644,713	636,179	636,179	602,918	-5.2%
Goods for Resale	389	3,000	3,000	-	-100.0%
Supplies and Materials	240,326	196,000	196,000	190,400	-2.9%
Other Services and Charges	442,992	502,900	502,900	493,150	-1.9%
Depreciation & Amortization Expense	117,146	-	-	-	-
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>1,445,566</u>	<u>1,338,079</u>	<u>1,338,079</u>	<u>1,286,468</u>	<u>-3.9%</u>
Gain (Loss)	<u>\$ 40,303</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 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</u>						
Full-Time Career	3.00	3.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		7.00		7.00		7.00
Total Workyears	3.00	10.00	2.00	9.00	2.00	9.00

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing non-personnel funding for utilities based on historic trends and actual current projections.
- Increasing interest revenue based on trend and actual projected revenue.



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, driving range and short game area. Paint Branch Golf Complex is a 9-hole executive course with a lighted and heated driving range, short game area and indoor golf performance center. 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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	340,670	420,000	420,000	420,000	0.0%
Charges for Services	1,428,302	1,700,000	1,700,000	1,720,000	1.2%
Rentals and Concessions	432,148	435,000	435,000	435,000	0.0%
Miscellaneous	5,480	20,000	20,000	-	-100.0%
Interest	13,408	2,500	2,500	4,000	60.0%
Transfers In	909,912	1,043,300	1,043,300	963,982	-7.6%
Total Oper. Rev and Other Sources	3,129,920	3,620,800	3,620,800	3,542,982	-2.1%
Operating Expenses and Other Uses:					
Personnel Services	2,341,238	2,240,400	2,240,400	2,201,982	-1.7%
Goods for Resale	272,291	234,100	234,100	228,100	-2.6%
Supplies and Materials	686,408	642,200	642,200	633,800	-1.3%
Other Services and Charges	303,597	389,100	389,100	364,100	-6.4%
Depreciation & Amortization Expense	111,694	-	-	-	-
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	3,715,228	3,620,800	3,620,800	3,542,982	-2.1%
Gain (Loss)	\$ (585,308)	\$ -	\$ -	\$ -	-

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 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>GOLF COURSES</u>						
Full-Time Career	16.00	16.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		22.50		22.50
Total Workyears	16.00	38.50	16.00	38.50	16.00	38.50

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing non-personnel funding for utilities based on historic trends and actual current projections.
- Increasing interest revenue based on trend and actual projected revenue



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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	412	-	-	-	-
Charges for Services	94,534	125,000	125,000	125,000	0.0%
Rentals and Concessions	201,480	250,000	250,000	250,000	0.0%
Miscellaneous	(11)	-	-	-	-
Interest	2,144	1,000	1,000	1,800	80.0%
Transfers In	335,289	349,338	349,338	174,049	-50.2%
Total Oper. Rev and Other Sources	<u>633,848</u>	<u>725,338</u>	<u>725,338</u>	<u>550,849</u>	<u>-24.1%</u>
Operating Expenses and Other Uses:					
Personnel Services	255,830	341,038	341,038	371,949	9.1%
Goods for Resale	-	-	-	-	-
Supplies and Materials	109,043	349,800	349,800	136,800	-60.9%
Other Services and Charges	19,164	34,500	34,500	42,100	22.0%
Depreciation & Amortization Expense	44,965	-	-	-	-
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>429,002</u>	<u>725,338</u>	<u>725,338</u>	<u>550,849</u>	<u>-24.1%</u>
Gain (Loss)	<u>\$ 204,846</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 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>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		9.50		9.50		9.50
Total Workyears	1.00	10.50	1.00	10.50	1.00	10.50

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Removal of start-up funds for Watkins Tennis Bubble.
- Increasing seasonal/intermittent and non-personnel funding for year round Cosca operations. This facility previously operated on a nine-month schedule.
- Increasing non-personnel funding for utilities (propane) based on historic trends and actual current projections.
- Increasing interest revenue based on trend and actual projected revenue.



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.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SHOW PLACE ARENA / EQUESTRIAN CENTER Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	229,419	412,000	412,000	412,000	0.0%
Charges for Services	5,846	-	-	5,500	-
Rentals and Concessions	1,079,236	1,053,000	1,053,000	1,053,000	0.0%
Miscellaneous	33,605	5,500	5,500	-	-100.0%
Interest	10,016	5,000	5,000	6,500	30.0%
Transfers In	2,258,819	2,244,065	2,244,065	1,972,800	-12.1%
Total Oper. Rev and Other Sources	3,616,941	3,719,565	3,719,565	3,449,800	-7.3%
Operating Expenses and Other Uses:					
Personnel Services	1,792,217	1,872,665	1,872,665	1,774,995	-5.2%
Goods for Resale	229,166	250,400	250,400	250,400	0.0%
Supplies and Materials	209,747	163,400	163,400	160,600	-1.7%
Other Services and Charges	728,159	1,311,300	1,311,300	1,142,005	-12.9%
Depreciation & Amortization Expense	633,941	-	-	-	-
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	3,593,230	3,719,565	3,719,565	3,449,800	-7.3%
Gain (Loss)	\$ 23,711	\$ -	\$ -	\$ -	-

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 – Show Place Arena / Prince George's
Equestrian Center**

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SHOW PLACE ARENA / EQUESTRIAN CENTER</u>						
Full-Time Career	15.00	15.00	15.00	15.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	15.00	15.00	15.00	15.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		22.50		22.50
Total Workyears	15.00	37.50	15.00	37.50	15.00	37.50

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- None



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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	1,464,569	1,500,000	1,500,000	1,500,000	0.0%
Charges for Services	221,305	180,000	180,000	180,000	0.0%
Rentals and Concessions	16,921	30,000	30,000	30,000	0.0%
Miscellaneous	(555)	-	-	-	-
Interest	1,161	500	500	1,300	160.0%
Other	-	-	-	-	-
Transfers In	41,802	35,649	35,649	21,301	-40.2%
Total Oper. Rev and Other Sources	<u>1,745,203</u>	<u>1,746,149</u>	<u>1,746,149</u>	<u>1,732,601</u>	<u>-0.8%</u>
Operating Expenses and Other Uses:					
Personnel Services	582,352	639,845	639,845	627,882	-1.9%
Goods for Resale	697,162	903,304	903,304	903,304	0.0%
Supplies and Materials	90,050	49,500	49,500	46,915	-5.2%
Other Services and Charges	237,304	153,500	153,500	154,500	0.7%
Depreciation & Amortization Expense	24,719	-	-	-	-
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>1,631,587</u>	<u>1,746,149</u>	<u>1,746,149</u>	<u>1,732,601</u>	<u>-0.8%</u>
Gain (Loss)	\$ <u>113,616</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	<u>-</u>

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



**Prince George's County
Parks and Recreation Department – Trap and Skeet Center**

	FY 15 Actual		FY 16 Adopted		FY 17 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		13.00		13.00
Total Workyears	4.00	10.00	4.00	17.00	4.00	17.00

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing non-personnel funding for utilities based on historic trends and actual current projections.
- Increasing interest revenue based on trend and actual projected revenue.



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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	97,362	116,000	116,000	116,000	0.0%
Charges for Services	-	1,000	1,000	36,000	3500.0%
Rentals and Concessions	93,359	102,000	102,000	102,000	0.0%
Miscellaneous	59,491	35,000	35,000	-	-100.0%
Interest	2,227	1,000	1,000	1,800	80.0%
Transfers In	243,113	220,888	220,888	215,005	-2.7%
Total Oper. Rev and Other Sources	<u>495,552</u>	<u>475,888</u>	<u>475,888</u>	<u>470,805</u>	<u>-1.1%</u>
Operating Expenses and Other Uses:					
Personnel Services	178,583	217,488	217,488	212,405	-2.3%
Goods for Resale	136,430	134,900	134,900	134,900	0.0%
Supplies and Materials	9,468	22,200	22,200	22,200	0.0%
Other Services and Charges	65,419	66,300	66,300	66,300	0.0%
Depreciation & Amortization Expense	287,542	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	35,000	35,000	35,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>677,442</u>	<u>475,888</u>	<u>475,888</u>	<u>470,805</u>	<u>-1.1%</u>
Gain (Loss)	\$ <u>(181,890)</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 15 Actual		FY 16 Adopted		FY 17 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		4.00		4.00
Total Workyears	1.00	4.00	1.00	5.00	1.00	5.00

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Retain 1.0 seasonal work year added in prior fiscal year to facilitate additional programming.



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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	3,820	6,500	6,500	6,500	0.0%
Rentals and Concessions	111,194	70,000	70,000	70,000	0.0%
Miscellaneous	1,000	10,000	10,000	10,000	0.0%
Interest	4,694	2,100	2,100	3,600	71.4%
Transfers In	235,969	246,695	246,695	202,056	-18.1%
Total Oper. Rev and Other Sources	<u>356,677</u>	<u>335,295</u>	<u>335,295</u>	<u>292,156</u>	<u>-12.9%</u>
Operating Expenses and Other Uses:					
Personnel Services	270,265	249,295	249,295	208,956	-16.2%
Goods for Resale	-	-	-	-	-
Supplies and Materials	34,144	36,000	36,000	33,200	-7.8%
Other Services and Charges	62,336	50,000	50,000	50,000	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>366,745</u>	<u>335,295</u>	<u>335,295</u>	<u>292,156</u>	<u>-12.9%</u>
Gain (Loss)	\$ <u>(10,068)</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 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>BLADENSBURG WATERFRONT PARK</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		2.00		4.00		4.00
Total Workyears	1.00	3.00	1.00	5.00	1.00	5.00

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Retain 1.0 seasonal/intermittent workyear added during prior fiscal year to continue efforts to restructure business model to rely less on independent contractors and more on seasonal employees



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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	325,000	325,000	-	-100.0%
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	3,450	1,700	1,700	2,500	47.1%
Transfers In	761,250	20,083	20,083	640,742	3090.5%
Total Oper. Rev and Other Sources	764,700	346,783	346,783	643,242	85.5%
Operating Expenses and Other Uses:					
Personnel Services	-	(227,672)	(227,672)	147,799	-164.9%
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	(48,750)	(48,750)	-	-100.0%
Other Services and Charges	471,647	307,905	307,905	170,040	-44.8%
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	290,700	315,300	315,300	325,403	3.2%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	762,347	346,783	346,783	643,242	85.5%
Gain (Loss)	\$ 2,353	\$ -	\$ -	\$ -	-

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 FY17 PROPOSED BUDGET

- Adding compensation funding for wage adjustments of \$154,304 (subject to negotiations).
- Decreasing non-personnel costs for Risk Management, flexible spending and the Commission-wide technology initiative and increasing costs for the finance chargeback.
- 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. The outdoor stadium has been enhanced with the artificial turf field that provides services to soccer, lacrosse, football, and flag football. Other recent embellishments include twelve additional outside stations for fitness.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SPORTS & LEARNING COMPLEX Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	2,146,487	2,324,000	2,324,000	2,483,000	6.8%
Rentals and Concessions	772,252	764,200	764,200	767,200	0.4%
Miscellaneous	185,780	162,000	162,000	-	-100.0%
Interest	1,260	6,000	6,000	7,500	25.0%
Transfers In	3,965,844	4,143,050	4,143,050	4,164,544	0.5%
Total Oper. Rev and Other Sources	7,071,623	7,399,250	7,399,250	7,422,244	0.3%
Operating Expenses and Other Uses:					
Personnel Services	5,218,983	5,155,850	5,155,850	5,115,644	-0.8%
Goods for Resale	-	-	-	-	-
Supplies and Materials	377,443	462,800	462,800	450,000	-2.8%
Other Services and Charges	1,900,445	1,780,600	1,780,600	1,856,600	4.3%
Depreciation & Amortization Expense	1,442,789	-	-	-	-
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	8,939,660	7,399,250	7,399,250	7,422,244	0.3%
Gain (Loss)	\$ (1,868,037)	\$ -	\$ -	\$ -	-

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 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SPORTS AND LEARNING COMPLEX</u>						
Full-Time Career	26.00	26.00	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	27.00	26.50	27.00	26.50	27.00	26.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		41.00		53.00		53.00
Total Workyears	27.00	67.50	27.00	79.50	27.00	79.50

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing non-personnel funding for special projects within the field house.
- Increasing non-personnel funding for utilities based on historic trends and actual current projections.
- Increasing interest revenue based on trend and actual projected revenue.



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

OVERVIEW

The Commission, by law, has 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 2017 through 2022. 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 proposed capital budget for FY17 is \$19,557,000. Recommended funding for FY17 projects includes the following sources:

- Program Open Space
- PayGo
- Developer Contribution
- Grants
- Bond Sales

The proposed FY17 Capital Budget builds upon the adopted FY16-FY21 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 FY17-FY22 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 \$3,842,000 for FY17 and covers three (3) acquisition categories that will be funded by Program Open Space and Bonds.

Park Development

The total cost for proposed park development is \$15,715,000 for FY17. This covers twelve (12) specific park development projects and five (5) general renovation funds that cover the cost to renovate community centers, playgrounds, trails and other public facilities.

Operating Budget Impacts (OBI's)

OBI's are the costs associated with the operating, maintaining and policing of new and expanded parks. M-NCPPC continually adds new facilities, open space, land and trails to its existing inventory. Much of the land is acquired and developed through the CIP, while some is obtained through partnerships and developers. New and expanded park facilities require additional operating, maintenance, and safety resources. The chart below details the added resources necessary to implement completed CIP and non-CIP work programs associated with new or expanded park infrastructure.



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

Projects With an OBI Impact in FY17	FY17 OBI Expenditures	FY17 Career Workyears	FY17 Seasonal Workyears
Cedar Heights Community Center - Kitchen Renovation	5,600	0.0	0.0
Central Area Athletic Facilities	20,000	0.0	0.0
Cosca Regional Park Tennis Bubble	33,600	0.0	1.5
Edmonston Neighborhood Recreation Center - Futsal Court	4,400	0.0	0.0
Kentland Community Center - New Facility	10,400	0.0	0.0
Mellwood Hills Community Park - Phase 2 Loop Trail	3,700	0.0	0.0
Park Police Headquarters - Server Room	10,000	0.0	0.0
Park Police Headquarters - New Facility	1,076,400	0.0	0.0
TOTAL OBI	1,164,100	0.0	2.0

Note: This funding was added to divisional operating budgets.

FUNDING SUMMARY

FISCAL YEAR 2017

PARK ACQUISITION

PROGRAM OPEN SPACE 100% FUNDING	\$2,000,000
M-NCPPC BONDS	\$1,842,000
TOTAL	\$3,842,000

PARK DEVELOPMENT

PAYGO	\$6,661,000
M-NCPPC BONDS	\$7,054,000
DEVELOPER	\$2,000,000
TOTAL	\$15,715,000

GRAND TOTAL	\$19,557,000
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Prince George's County Parks and Recreation Department - Capital Improvement Program

PROPOSED FY17 - FY22 CAPITAL IMPROVEMENT PROGRAM

Project #	Status	PARK NAME	DESCRIPTION	Type	PROJECTS (IN THOUSANDS OF DOLLARS)																	
					FY17 FUNDING SOURCE					FY18 FUNDING SOURCE					FY19 FUNDING SOURCE							
					TOTAL FY17	POS	PAYGO	BOND	GRANTS	DEV/OTH	TOTAL FY18	POS	PAYGO	BOND	GRANTS	DEV/OTH	TOTAL FY19	POS	PAYGO	BOND	GRANTS	DEV/OTH
500400	Countywide	Countywide Local Park Acquisition	Acquisition of land for community and neighborhood parks	Acq	1,847	1,000		847														
500401	Countywide	Regional/Stream Valley Park Acquisition	Acquisition of land for regional and stream valley parks	Acq	2,000	1,000	1,000															
501234	Countywide	Board Sale Expense	Board sale fees	Other	100		100															
591003	Active	Branbywine-North Keys Park	Ballfields & parking	Renov	100		100															
591997	Active	Compton Bassett Historic Site	Restoration and stabilization	Hist	2,000		2,000															
512117	Pending	Edmonston Park Building	Futsal court and related improvements	Renov	159		25	134														
511057	Inactive	Enterprise Golf Course	Golf course and clubhouse improvements	Renov	1,086	1,086																
511241	Pending	Good Luck Community Center	Ballfield expansion and basketball court	Renov	-																	
541108	Inactive	Green Branch Athletic Complex	New park development	New	-																	
501277	Countywide	Infrastructure Improvement Fund	Countywide Improvements	Renov	4,500		4,500															
561246	Pending	Large Runwood Learning Community Center	Convert gravel parking lot to paved for community center	Renov	-																	
501256	Countywide	Maintenance Facility Planning	Planning study	Other	1,050		1,050															
571209	Active	Meadow Heights Community Center	Renovation & addition	Renov	135			135														
531261	Active	Pain Branch Elder Blake Trail	Trail connector from College Park Woods to Pain Branch trail	Trail	200			200														
571140	Active	Peppermill Community Center	Addition	New	125			125														
500352	Countywide	Playground Equipment Replacement	Countywide playground replacements	Play	2,000		2,000															
581187	Pending	Potomac Landing Community Center	Renovation & expansion	Renov	100		100															
590483	Pending	Prince George's Equestrian Center	Site improvements	Renov	-																	
570983	Pending	Prince George's Sports and Learning Complex - Scoreboard	New scoreboard	Renov	-																	
501301	Active	Purple Line Parkland Impact	Glennridge Maintenance Yard Replacement	New	-																	
571090	Active	Rollins Avenue Park	New park development	New	25			25														
541186	Active	Sandy Hill Park	Additional site improvements	Renov	-																	
591170	Active	Southern Area Aquatic and Recreation Complex	New multi-generational recreation complex	New	1,135			135														
581214	Active	Southern Technical Regional Complex	New aquatic facility	New	-																	
501062	Countywide	Trail Development Fund	New trail connectors	Trail	1,000		1,000															
546370	Active	Walker Mill Regional Park	Park reconstruction	Renov	-																	
500432	Active	Walkers Regional Park	New entry road & park improvements (playground)	Renov	1,000		1,000															
561250	Pending	Wesphalia Central Park	New park development	New	1,000																	
GRAND TOTAL					19,557	2,000	6,661	8,896	-	2,000	26,607	-	4,300	8,407	-	13,900	15,950	-	3,350	10,600	-	2,000



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

PROPOSED FY17 - FY22 CAPITAL IMPROVEMENT PROGRAM

Project #	Status	PARK NAME	DESCRIPTION	Type	PROJECTS (IN THOUSANDS OF DOLLARS)										TOTAL FUNDING									
					FY20 FUNDING SOURCE					FY21 FUNDING SOURCE						FY22 FUNDING SOURCE								
					TOTAL FY20	POS	PAYGO	BOND	GRANTS	DEV/ OTH	TOTAL FY21	POS	PAYGO	BOND		GRANTS	DEV/ OTH	TOTAL FY22	POS	PAYGO	BOND	GRANTS	DEV/ OTH	
500400	Countywide	Countywide Local Park Acquisition	Acquisition of land for community and neighborhood parks	Acq	1,500	-	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,847	
500401	Countywide	Regional Stream Valley Park Acquisition	Acquisition of land for regional and stream valley parks	Acq	1,500	-	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,412	
501234	Countywide	Bond Sale Expense	Bond sale fee	Other	-	-	-	-	-	100	-	-	-	-	-	-	-	-	-	-	-	-	300	
501003	Active	Brandywine-North Keys Park	Ballfields & parking	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100	
501997	Active	Couperon Bassett Historic Site	Restoration and stabilization	Hist	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	
551217	Pending	Edmonson Park Building	Futsal court and related improvements	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	159	
551057	Inactive	Enterprise Golf Course	Golf course and clubhouse improvements	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,086	
531241	Pending	Good Luck Community Center	Ballfield expansion and basketball court	Renov	-	-	-	-	-	200	-	-	200	-	-	-	-	-	-	-	-	-	200	
541108	Inactive	Green Branch Athletic Complex	New park development	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50	
501277	Countywide	Infrastructure Improvement Fund	Countywide improvements	Renov	4,500	-	4,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,800	
561246	Pending	Largo Ferrywood Kenteing Community Center	Convert gravel parking lot to paved lot	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150	
501256	Countywide	Maintenance Facility Planning	Planning study	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,900	
571209	Active	Marlow Heights Community Center	Renovation & addition	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,125	
531261	Active	Pain Branch Hiller Baker Trail	Trail connector from College Park Woods to Pain Branch Trail	Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	
571140	Active	Peppermill Community Center	Addition	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125	
500352	Countywide	Playground Equipment Replacement	Countywide playground replacements	Play	2,000	-	2,000	-	-	-	-	2,000	-	-	-	-	-	-	-	-	-	-	10,000	
581187	Pending	Potomac Landing Community Center	Renovation & expansion	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100	
590483	Pending	Prince George's Equestrian Center	Site improvements	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300	
570983	Pending	Prince George's Sports and Learning Complex - Scoreboard	New scoreboard	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	700	
501301	Active	Purple Lane Parkland Impact	Grantage Maintenance Yard Replacement	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100	
571090	Active	Rollins Avenue Park	New park development	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25	
541196	Active	Sturdy Hill Park	Additional site improvements	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50	
591170	Active	Southern Area Aquatic and Recreation Complex	New multi-generational recreation complex	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,135	
581214	Active	Southern Technical Regional Complex	New aquatic facility	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	115	
501062	Countywide	Trail Development Fund	New trail connectors	Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,500	
546370	Active	Walker Mill Regional Park	Park reconstruction	Renov	-	-	-	-	-	-	-	-	100	-	-	-	-	-	-	-	-	-	100	
500432	Active	Wakams Regional Park	New entry road & park improvements (playground)	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	
561250	Pending	Westphalia Central Park	New park development	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,900	
GRAND TOTAL					9,500	-	4,500	5,000	-	-	-	9,900	-	4,500	5,400	-	-	-	-	-	-	-	-	81,514



Prince George's County Parks and Recreation Department – Capital Projects Fund

OVERVIEW

The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities. This fund's budget consists of the first year of the six-year Capital Improvements Program (CIP).

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY CAPITAL PROJECTS FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental -	\$	\$	\$	\$	
Federal	143,920	-	-	-	-
State (POS)	3,596,326	2,740,000	2,740,000	2,000,000	-27.0%
State (Other)	1,330,672	615,000	615,000	-	-100.0%
County	-	-	-	-	-
Interest	158,518	215,000	215,000	150,000	-30.2%
Contributions	541,108	1,010,000	1,010,000	2,000,000	98.0%
Miscellaneous	206,680	-	-	-	-
Total Revenues	<u>5,977,224</u>	<u>4,580,000</u>	<u>4,580,000</u>	<u>4,150,000</u>	<u>-9.4%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	41,661,242	18,955,000	18,955,000	19,557,000	3.2%
Park Acquisition	3,718,374	4,740,000	4,740,000	3,842,000	-18.9%
Park Development	37,942,868	14,215,000	14,215,000	15,715,000	10.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>41,661,242</u>	<u>18,955,000</u>	<u>18,955,000</u>	<u>19,557,000</u>	<u>3.2%</u>
Excess of Revenues over Expenditures	<u>(35,684,018)</u>	<u>(14,375,000)</u>	<u>(14,375,000)</u>	<u>(15,407,000)</u>	<u>7.2%</u>
Other Financing Sources (Uses):					
Bond Proceeds	-	8,320,000	8,320,000	8,896,000	6.9%
Transfers In					
Transfer from Park Fund (Pay-Go)	16,155,000	6,270,000	6,270,000	6,661,000	6.2%
Transfer from Special Revenue Fund	30,000	-	-	-	-
Total Transfers In	<u>16,185,000</u>	<u>6,270,000</u>	<u>6,270,000</u>	<u>6,661,000</u>	<u>6.2%</u>
Transfers Out					
Transfer to Park Fund	(158,518)	(21,580,000)	(21,580,000)	(150,000)	-99.3%
Total Transfers Out	<u>(158,518)</u>	<u>(21,580,000)</u>	<u>(21,580,000)</u>	<u>(150,000)</u>	<u>-99.3%</u>
Total Other Financing Sources (Uses)	<u>16,026,482</u>	<u>(6,990,000)</u>	<u>(6,990,000)</u>	<u>15,407,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(19,657,536)</u>	<u>(21,365,000)</u>	<u>(21,365,000)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance, Beginning	96,245,976	96,245,976	76,588,440	55,223,440	-42.6%
Fund Balance, Ending	<u>\$ 76,588,440</u>	<u>\$ 74,880,976</u>	<u>\$ 55,223,440</u>	<u>\$ 55,223,440</u>	<u>-26.3%</u>



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Prince George's County Special Revenue Funds

SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects. The FY17 Proposed Special Revenue Expenditure Budget is \$9,137,644 , a decrease of \$289,633 or -3.1% less than the FY16 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 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues and Other Sources:					
Planning Department:					
Geographic Information Systems (GIS)	\$ 30,015	\$ 30,005	\$ 30,005	\$ 30,000	0.0%
Parks and Rec. Department:					
Northern Area Community Centers	1,626,057	1,822,300	1,691,300	1,695,522	-7.0%
Central Area Community Centers	2,086,282	2,236,371	2,123,371	2,127,593	-4.9%
Southern Area Community Centers	1,863,017	2,605,100	2,394,100	2,394,100	-8.1%
Beltsville/Laurel Senior Activity Center	237,420	184,000	184,000	161,000	-12.5%
Prince George's Stadium	77,458	115,200	115,200	115,700	0.4%
Federally Forfeited Property	3,808	25,100	25,100	25,600	2.0%
Festival of Lights	5,243	200	200	700	250.0%
Safety Programs	138	100	100	600	500.0%
Nature Programs and Facilities	188,277	211,700	211,700	212,200	0.2%
Area Operations	35,420	26,900	26,900	27,400	1.9%
Recreation Warehouse	5,465	331,200	331,200	331,700	0.2%
Patuxent Outdoor Programs	105,205	115,400	115,400	115,900	0.4%
General Contributions	122,180	53,600	53,600	54,100	0.9%
Seized Money/Escrow	5,425	6,000	6,000	6,000	0.0%
Special Historic Projects and Programs	163,069	152,600	152,600	153,100	0.3%
Interagency Agreements	607,914	800,000	800,000	950,000	18.8%
Subtotal Parks and Rec. Department:	<u>7,132,378</u>	<u>8,685,771</u>	<u>8,230,771</u>	<u>8,371,215</u>	<u>-3.6%</u>
Total Revenues and Other Sources	<u>7,162,393</u>	<u>8,715,776</u>	<u>8,260,776</u>	<u>8,401,215</u>	<u>-3.6%</u>
Expenditures and Other Uses:					
Planning Department:					
Geographic Information Systems (GIS)	30,000	30,000	30,000	30,000	0.0%
Parks and Rec. Department:					
Northern Area Community Centers	1,607,112	1,822,300	1,822,300	1,695,522	-7.0%
Central Area Community Centers	1,995,346	2,236,371	2,236,371	2,127,593	-4.9%
Southern Area Community Centers	1,742,627	2,760,000	2,760,000	2,553,223	-7.5%
Laurel-Beltsville Senior Activity Center	193,166	161,000	161,000	161,000	0.0%
Prince George's Stadium	62,954	102,000	102,000	102,000	0.0%
Federally Forfeited Property	-	65,000	65,000	65,000	0.0%
Festival of Lights	-	19,506	19,506	19,506	0.0%
Safety Programs	16,659	100	100	600	500.0%
Nature Programs and Facilities	171,411	194,000	194,000	194,000	0.0%
Area Operations	57,290	136,900	136,900	137,400	0.4%
Recreation Warehouse	16,927	330,000	330,000	331,700	0.5%
Patuxent Outdoor Programs	90,979	109,500	109,500	109,500	0.0%
General Contributions	20,743	525,000	525,000	525,000	0.0%
Seized Money/Escrow	-	13,000	13,000	13,000	0.0%
Special Historic Projects and Programs	108,855	152,600	152,600	152,600	0.0%
Interagency Agreements	607,914	800,000	800,000	950,000	18.8%
Subtotal Parks and Rec. Department:	<u>6,691,983</u>	<u>9,427,277</u>	<u>9,427,277</u>	<u>9,137,644</u>	<u>-3.1%</u>
Total Expenditures and Other Uses	<u>6,721,983</u>	<u>9,457,277</u>	<u>9,457,277</u>	<u>9,167,644</u>	<u>-3.1%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>440,410</u>	<u>\$(741,501)</u>	<u>\$(1,196,501)</u>	<u>\$(766,429)</u>	<u>3.4%</u>
Fund Balance - Beginning	7,216,053	6,736,035	7,656,463	6,459,962	-4.1%
Fund Balance - Ending	<u>\$ 7,656,463</u>	<u>\$ 5,994,534</u>	<u>\$ 6,459,962</u>	<u>\$ 5,693,533</u>	<u>-5.0%</u>



Prince George's County Special Revenue Funds: Geographic Information System (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 FY17 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 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	15	5	5	-	-100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	15	5	5	-	-100.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Excess of Revenues over Expenditures	15	5	5	-	-100.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	30,000	30,000	30,000	30,000	0.0%
Total Transfers In	30,000	30,000	30,000	30,000	0.0%
Transfers In/(Out)-					
Capital Project Fund	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Transfers (Out)	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	15	5	5	-	-100.0%
Fund Balance - Beginning	2,656	2,661	2,671	2,676	0.6%
Fund Balance - Ending	\$ 2,671	\$ 2,666	\$ 2,676	\$ 2,676	0.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 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 45,000 people participate in these classes and similar events. Pre-school and Kids' Care programs (school-age, after-school child care) operate at more than 24 sites with a combined registration of nearly 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 FY17 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 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	5,219	9,500	9,500	9,500	0.0%
Charges for Services	1,491,425	1,715,700	1,584,700	1,584,700	-7.6%
Rentals and Concessions	115,989	95,600	95,600	99,822	4.4%
Interest	-	-	-	-	-
Miscellaneous	13,424	1,500	1,500	1,500	0.0%
Total Revenues	<u>1,626,057</u>	<u>1,822,300</u>	<u>1,691,300</u>	<u>1,695,522</u>	<u>-7.0%</u>
Expenditures by Major Object:					
Personnel Services	864,922	1,167,400	1,167,400	1,167,400	0.0%
Supplies and Materials	413,583	274,400	274,400	208,900	-23.9%
Other Services and Charges	253,544	350,500	350,500	285,000	-18.7%
Capital Outlay	45,063	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	30,000	30,000	30,000	34,222	14.1%
Total Expenditures	<u>1,607,112</u>	<u>1,822,300</u>	<u>1,822,300</u>	<u>1,695,522</u>	<u>-7.0%</u>
Excess of Revenues over Expenditures	<u>18,945</u>	<u>-</u>	<u>(131,000)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
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>18,945</u>	<u>-</u>	<u>(131,000)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>2,351,598</u>	<u>2,351,598</u>	<u>2,370,543</u>	<u>2,239,543</u>	<u>-4.8%</u>
Fund Balance - Ending	<u>\$ 2,370,543</u>	<u>\$ 2,351,598</u>	<u>\$ 2,239,543</u>	<u>\$ 2,239,543</u>	<u>-4.8%</u>



Prince George's County Special Revenue Funds: Community Centers

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
CENTRAL AREA COMMUNITY CENTERS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	158	19,000	19,000	19,000	0.0%
Charges for Services	1,834,215	2,116,371	2,003,371	2,003,371	-5.3%
Rentals and Concessions	227,115	100,000	100,000	100,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	24,794	1,000	1,000	5,222	422.2%
Total Revenues	<u>2,086,282</u>	<u>2,236,371</u>	<u>2,123,371</u>	<u>2,127,593</u>	<u>-4.9%</u>
Expenditures by Major Object:					
Personnel Services	1,195,289	1,476,371	1,476,371	1,476,371	0.0%
Supplies and Materials	286,415	325,000	325,000	268,500	-17.4%
Other Services and Charges	441,755	405,000	405,000	348,500	-14.0%
Capital Outlay	41,887	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	30,000	30,000	30,000	34,222	14.1%
Total Expenditures	<u>1,995,346</u>	<u>2,236,371</u>	<u>2,236,371</u>	<u>2,127,593</u>	<u>-4.9%</u>
Excess of Revenues over Expenditures	<u>90,936</u>	<u>-</u>	<u>(113,000)</u>	<u>-</u>	<u>-</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>90,936</u>	<u>-</u>	<u>(113,000)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>972,519</u>	<u>972,519</u>	<u>1,063,455</u>	<u>950,455</u>	<u>-2.3%</u>
Fund Balance - Ending	<u>\$ 1,063,455</u>	<u>\$ 972,519</u>	<u>\$ 950,455</u>	<u>\$ 950,455</u>	<u>-2.3%</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 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	13	1,100	1,100	1,100	0.0%
Charges for Services	1,720,036	2,202,000	1,991,000	1,991,000	-9.6%
Rentals and Concessions	139,527	398,000	398,000	398,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	3,441	4,000	4,000	4,000	0.0%
Total Revenues	1,863,017	2,605,100	2,394,100	2,394,100	-8.1%
Expenditures by Major Object:					
Personnel Services	1,151,866	1,582,000	1,582,000	1,582,001	0.0%
Supplies and Materials	243,343	560,000	560,000	454,500	-18.8%
Other Services and Charges	317,418	588,000	588,000	482,500	-17.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	30,000	30,000	30,000	34,222	14.1%
Total Expenditures	1,742,627	2,760,000	2,760,000	2,553,223	-7.5%
Excess of Revenues over Expenditures	120,390	(154,900)	(365,900)	(159,123)	2.7%
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	120,390	(154,900)	(365,900)	(159,123)	2.7%
Fund Balance - Beginning	574,477	419,577	694,867	328,967	-21.6%
Fund Balance - Ending	\$ 694,867	\$ 264,677	\$ 328,967	\$ 169,844	-35.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing revenue based on historical trends and current actual projections. (CAO)
- Reduce revenue based on historical trends and reallocation of funding. (NAO, CAO and SAO).
- Decreasing Other Services and Charges based on historical trends and current actual projections. (NAO)



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 FY17 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 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	15	500	500	500	0.0%
Charges for Services	140,004	110,500	110,500	110,500	0.0%
Rentals and Concessions	97,481	30,000	30,000	30,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	(80)	43,000	43,000	20,000	-53.5%
Total Revenues	<u>237,420</u>	<u>184,000</u>	<u>184,000</u>	<u>161,000</u>	<u>-12.5%</u>
Expenditures by Major Object:					
Personnel Services	157,702	109,800	109,800	109,800	0.0%
Supplies and Materials	12,038	20,000	20,000	20,000	0.0%
Other Services and Charges	23,426	31,200	31,200	31,200	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>193,166</u>	<u>161,000</u>	<u>161,000</u>	<u>161,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>44,254</u>	<u>23,000</u>	<u>23,000</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
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>44,254</u>	<u>23,000</u>	<u>23,000</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	(13,425)	14,575	30,829	53,829	269.3%
Fund Balance - Ending	<u>\$ 30,829</u>	<u>\$ 37,575</u>	<u>\$ 53,829</u>	<u>\$ 53,829</u>	<u>43.3%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing personnel cost by projected impact of minimum wage increase.



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 FY17 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 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	77,117	115,000	115,000	115,000	0.0%
Interest	341	200	200	700	250.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>77,458</u>	<u>115,200</u>	<u>115,200</u>	<u>115,700</u>	<u>0.4%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	11,367	42,000	42,000	42,000	0.0%
Other Services and Charges	45,263	60,000	60,000	60,000	0.0%
Capital Outlay	6,324	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>62,954</u>	<u>102,000</u>	<u>102,000</u>	<u>102,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>14,504</u>	<u>13,200</u>	<u>13,200</u>	<u>13,700</u>	<u>3.8%</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>14,504</u>	<u>13,200</u>	<u>13,200</u>	<u>13,700</u>	<u>3.8%</u>
Fund Balance - Beginning	106,020	119,120	120,524	133,724	12.3%
Fund Balance - Ending	<u>\$ 120,524</u>	<u>\$ 132,320</u>	<u>\$ 133,724</u>	<u>\$ 147,424</u>	<u>11.4%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing interest revenue based on historical trend 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 FY17 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 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	169	100	100	600	500.0%
Miscellaneous	3,639	25,000	25,000	25,000	0.0%
Total Revenues	3,808	25,100	25,100	25,600	2.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	30,000	30,000	30,000	0.0%
Capital Outlay	-	35,000	35,000	35,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	65,000	65,000	65,000	0.0%
Excess of Revenues over Expenditures	3,808	(39,900)	(39,900)	(39,400)	-1.3%
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	3,808	(39,900)	(39,900)	(39,400)	-1.3%
Fund Balance - Beginning	87,091	42,191	90,899	50,999	20.9%
Fund Balance - Ending	\$ 90,899	\$ 2,291	\$ 50,999	\$ 11,599	406.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing interest revenue based on trend and actual projected revenue.



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 FY17 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 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	243	200	200	700	250.0%
Miscellaneous	5,000	-	-	-	-
Total Revenues	5,243	200	200	700	250.0%
Expenditures by Major Object					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	10,000	10,000	10,000	0.0%
Other Services and Charges	-	9,506	9,506	9,506	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	19,506	19,506	19,506	0.0%
Excess of Revenues over Expenditures	5,243	(19,306)	(19,306)	(18,806)	-2.6%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	5,243	(19,306)	(19,306)	(18,806)	-2.6%
Fund Balance - Beginning	69,106	19,306	74,349	55,043	185.1%
Fund Balance - Ending	\$ 74,349	\$ -	\$ 55,043	\$ 36,237	-

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing interest revenue based on trend and actual projected revenue



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 FY17 PROPOSED BUDGET

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS					
SAFETY PROGRAMS					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2017					
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	138	100	100	600	500.0%
Miscellaneous	-	-	-	-	-
Total Revenues	138	100	100	600	500.0%
Expenditures by Major Object					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	16,659	100	100	600	500.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	16,659	100	100	600	500.0%
Excess of Revenues over Expenditures	(16,521)	-	-	-	-
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	(16,521)	-	-	-	-
Fund Balance - Beginning	20,523	-	4,002	4,002	-
Fund Balance - Ending	\$ 4,002	\$ -	\$ 4,002	\$ 4,002	-

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing expenditures based on current actual projections.
- Increasing interest revenue based on historical trend and 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 FY17 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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	6,352	15,000	15,000	15,000	0.0%
Charges for Services	97,720	111,000	111,000	111,000	0.0%
Rentals and Concessions	79,550	70,000	70,000	70,000	0.0%
Interest	1,165	700	700	1,200	71.4%
Miscellaneous	3,490	15,000	15,000	15,000	0.0%
Total Revenues	<u>188,277</u>	<u>211,700</u>	<u>211,700</u>	<u>212,200</u>	<u>0.2%</u>
Expenditures by Major Object:					
Personnel Services	122,701	124,700	124,700	124,700	0.0%
Supplies and Materials	29,730	45,000	45,000	45,000	0.0%
Other Services and Charges	18,980	24,300	24,300	24,300	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>171,411</u>	<u>194,000</u>	<u>194,000</u>	<u>194,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>16,866</u>	<u>17,700</u>	<u>17,700</u>	<u>18,200</u>	<u>2.8%</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>16,866</u>	<u>17,700</u>	<u>17,700</u>	<u>18,200</u>	<u>2.8%</u>
Fund Balance - Beginning	<u>313,376</u>	<u>331,076</u>	<u>330,242</u>	<u>347,942</u>	<u>5.1%</u>
Fund Balance - Ending	<u>\$ 330,242</u>	<u>\$ 348,776</u>	<u>\$ 347,942</u>	<u>\$ 366,142</u>	<u>5.0%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

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



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 FY17 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS AREA OPERATIONS					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2017					
	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	10,612	10,000	10,000	10,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	18,252	13,400	13,400	13,900	3.7%
Miscellaneous	6,556	3,500	3,500	3,500	0.0%
Total Revenues	35,420	26,900	26,900	27,400	1.9%
Expenditures by Major Object					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	50,000	50,000	50,000	0.0%
Other Services and Charges	-	35,000	35,000	35,500	1.4%
Capital Outlay	16,490	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	40,800	51,900	51,900	51,900	0.0%
Total Expenditures	57,290	136,900	136,900	137,400	0.4%
Excess of Revenues over Expenditures	(21,870)	(110,000)	(110,000)	(110,000)	0.0%
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
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	(21,870)	(110,000)	(110,000)	(110,000)	0.0%
Fund Balance - Beginning	296,122	180,922	274,252	164,252	-9.2%
Fund Balance - Ending	\$ 274,252	\$ 70,922	\$ 164,252	\$ 54,252	-23.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

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



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 FY17 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
RECREATION WAREHOUSE
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	330,000	330,000	330,000	0.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,860	1,200	1,200	1,700	41.7%
Miscellaneous	3,605	-	-	-	-
Total Revenues	<u>5,465</u>	<u>331,200</u>	<u>331,200</u>	<u>331,700</u>	<u>0.2%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	16,404	330,000	330,000	331,700	0.5%
Other Services and Charges	523	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>16,927</u>	<u>330,000</u>	<u>330,000</u>	<u>331,700</u>	<u>0.5%</u>
Excess of Revenues over Expenditures	<u>(11,462)</u>	<u>1,200</u>	<u>1,200</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
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>(11,462)</u>	<u>1,200</u>	<u>1,200</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	1,011,801	1,012,601	1,000,339	1,001,539	-1.1%
Fund Balance - Ending	<u>\$ 1,000,339</u>	<u>\$ 1,013,801</u>	<u>\$ 1,001,539</u>	<u>\$ 1,001,539</u>	<u>-1.2%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing 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 FY17 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 2017					
	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	1,204	3,000	3,000	3,000	0.0%
Charges for Services	27,475	24,000	24,000	24,000	0.0%
Rentals and Concessions	75,720	68,000	68,000	68,000	0.0%
Interest	771	400	400	900	125.0%
Miscellaneous	35	20,000	20,000	20,000	0.0%
Total Revenues	105,205	115,400	115,400	115,900	0.4%
Expenditures by Major Object:					
Personnel Services	51,807	43,300	43,300	43,300	0.0%
Supplies and Materials	14,376	34,200	34,200	34,200	0.0%
Other Services and Charges	24,796	32,000	32,000	32,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	90,979	109,500	109,500	109,500	0.0%
Excess of Revenues over Expenditures	14,226	5,900	5,900	6,400	8.5%
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	14,226	5,900	5,900	6,400	8.5%
Fund Balance - Beginning	200,964	206,864	215,190	221,090	6.9%
Fund Balance - Ending	\$ 215,190	\$ 212,764	\$ 221,090	\$ 227,490	6.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing interest 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 FY17 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
GENERAL CONTRIBUTIONS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	41,805	41,000	41,000	41,000	0.0%
Interest	3,092	2,600	2,600	3,100	19.2%
Miscellaneous	77,283	10,000	10,000	10,000	0.0%
Total Revenues	<u>122,180</u>	<u>53,600</u>	<u>53,600</u>	<u>54,100</u>	<u>0.9%</u>
Expenditures by Major Object					
Personnel Services	-	-	-	-	-
Supplies and Materials	3,943	75,000	75,000	75,000	0.0%
Other Services and Charges	16,800	450,000	450,000	450,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>20,743</u>	<u>525,000</u>	<u>525,000</u>	<u>525,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>101,437</u>	<u>(471,400)</u>	<u>(471,400)</u>	<u>(470,900)</u>	<u>-0.1%</u>
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	<u>101,437</u>	<u>(471,400)</u>	<u>(471,400)</u>	<u>(470,900)</u>	<u>-0.1%</u>
Fund Balance - Beginning	794,200	686,400	895,637	424,237	-38.2%
Fund Balance - Ending	<u>\$ 895,637</u>	<u>\$ 215,000</u>	<u>\$ 424,237</u>	<u>\$ (46,663)</u>	<u>-121.7%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing 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 FY17 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 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	76	-	-	-	-
Miscellaneous	5,349	6,000	6,000	6,000	0.0%
Total Revenues	<u>5,425</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	5,000	5,000	5,000	0.0%
Other Services and Charges	-	8,000	8,000	8,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>5,425</u>	<u>(7,000)</u>	<u>(7,000)</u>	<u>(7,000)</u>	<u>0.0%</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>5,425</u>	<u>(7,000)</u>	<u>(7,000)</u>	<u>(7,000)</u>	<u>0.0%</u>
Fund Balance - Beginning	19,885	8,685	25,310	18,310	110.8%
Fund Balance - Ending	<u>\$ 25,310</u>	<u>\$ 1,685</u>	<u>\$ 18,310</u>	<u>\$ 11,310</u>	<u>571.3%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- None



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 FY17 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 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	48,079	45,000	45,000	45,000	0.0%
Charges for Services	63,900	52,000	52,000	52,000	0.0%
Rentals and Concessions	41,118	30,000	30,000	30,000	0.0%
Interest	1,525	1,100	1,100	1,600	45.5%
Miscellaneous	8,447	24,500	24,500	24,500	0.0%
Total Revenues	163,069	152,600	152,600	153,100	0.3%
Expenditures by Major Object:					
Personnel Services	43,829	61,800	61,800	61,800	0.0%
Supplies and Materials	49,423	58,800	58,800	58,800	0.0%
Other Services and Charges	15,603	32,000	32,000	32,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	108,855	152,600	152,600	152,600	0.0%
Excess of Revenues over Expenditures	54,214	-	-	500	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	54,214	-	-	500	-
Fund Balance - Beginning	409,142	367,942	463,356	463,356	25.9%
Fund Balance - Ending	\$ 463,356	\$ 367,942	\$ 463,356	\$ 463,856	26.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

- Increasing 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 FY17 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017**

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Intergovernmental	\$ 607,914	\$ 800,000	\$ 800,000	\$ 950,000	18.8%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	607,914	800,000	800,000	950,000	18.8%
Expenditures by Major Object:					
Personnel Services	362,493	550,000	550,000	700,000	27.3%
Supplies and Materials	-	-	-	-	-
Other Services and Charges	245,421	250,000	250,000	250,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	607,914	800,000	800,000	950,000	18.8%
Excess of Revenues over Expenditures	-	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ -	-

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

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



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 Prince George's County. The Commission established a continuing land acquisition revolving fund from which disbursements for such purchases may be made. The purchase must be shown in the Commission's general plan for the physical development of the regional district or in an adopted plan. The acquisition requires the approval of the County Council of Prince George's County. The acquisition of school sites also requires the prior approval of the Prince George's County Board of Education.

The Commission may transfer the land to the County or agency for which it was acquired upon repayment of funds disbursed for the land, plus interest. Any repayment is placed in the land acquisition revolving fund for future purchases. If an agency later determines that the land is not needed for public use, the Commission may use the land as part of its park system. Alternatively, it may sell, exchange, or otherwise dispose of it under its general authority covering the disposition of park and recreation properties.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 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 FY17 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 refunded 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 FY17, 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 FY17 are \$784,935



Prince George's County Advance Land Acquisition Funds

SUMMARY OF FY17 PROPOSED BUDGET

PRINCE GEORGE'S ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ 310	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>310</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	(1,284)	-	-	-	-
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>(1,284)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>1,594</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>1,594</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>(1,594)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	31,310	20,000	20,000	20,000	0.0%
Miscellaneous (Contributions)	(1,284)	-	-	-	-
Total Revenues	30,026	20,000	20,000	20,000	0.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Capital Outlay	84,000	2,532,215	8,500,000	784,935	-69.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	84,000	2,532,215	8,500,000	784,935	-69.0%
Excess of Revenues over Expenditures	(53,974)	(2,512,215)	(8,480,000)	(764,935)	-69.6%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
ALA Debt Service Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(53,974)	(2,512,215)	(8,480,000)	(764,935)	-69.6%
Total Net Position - Beginning	9,298,909	2,512,215	9,244,935	764,935	-69.6%
Total Net Position - Ending	\$ 9,244,935	\$ -	\$ 764,935	\$ -	-



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 FY17 PROPOSED BUDGET

The FY17 proposed budget includes debt service on an expected \$25 million issue in the spring of 2016.

SUMMARY OF FY17 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	10,741,849	11,853,237	11,853,237	11,539,571	-2.6%
Debt Service Principal	8,569,850	9,212,965	9,212,965	8,021,946	-12.9%
Debt Service Interest	2,171,999	2,515,272	2,515,272	3,367,625	33.9%
Debt Service Fees	-	125,000	125,000	150,000	20.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>10,741,849</u>	<u>11,853,237</u>	<u>11,853,237</u>	<u>11,539,571</u>	<u>-2.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(10,741,849)</u>	<u>(11,853,237)</u>	<u>(11,853,237)</u>	<u>(11,539,571)</u>	<u>-2.6%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	10,741,849	11,853,237	11,853,237	11,539,571	-2.6%
Total Transfers In	<u>10,741,849</u>	<u>11,853,237</u>	<u>11,853,237</u>	<u>11,539,571</u>	<u>-2.6%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>10,741,849</u>	<u>11,853,237</u>	<u>11,853,237</u>	<u>11,539,571</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	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County Debt Service Requirements for FY17

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

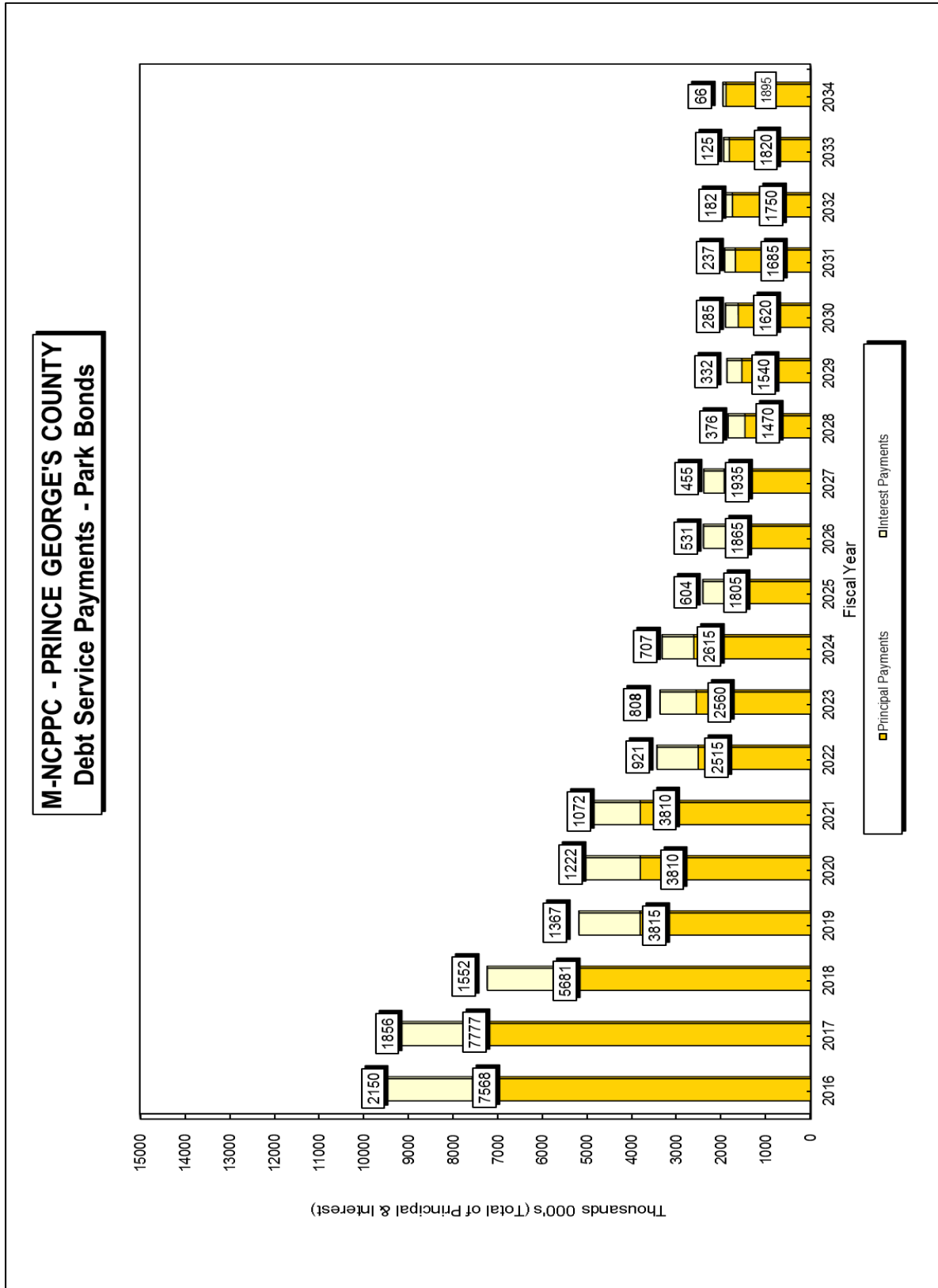
PRINCE GEORGES COUNTY

DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2017

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/16	FY 2017 Payments			
						Principal	Interest	Total	
KK-2 Park Acquisition and Development	3.2004%	04/10/08	05/01/18	17,300,000	3,683,127	1,826,946	117,875	1,944,821	1,856,181
EE-2 Park Acquisition and Development	3.2824%	03/15/04	01/15/24	37,525,000	2,305,000	2,305,000	115,250	2,420,250	-
NN-2 Park Acquisition and Development Reunding Bond	2.4212%	03/04/10	05/01/21	14,080,000	6,865,000	1,400,000	219,950	1,619,950	5,465,000
*PG2012-A Park Acquisition and Development Reunding Bond	1.8735%	06/07/12	01/15/24	11,420,000	7,060,000	925,000	276,975	1,201,975	6,135,000
PGC 2014 Park and Acquisition and Development Bond	2.8863%	06/05/14	12/01/23	26,565,000	24,350,000	965,000	878,112	1,843,112	23,385,000
PGC 2015A Park and Acquisition and Development Bond	2.5817%	10/15/15	01/15/36	24,820,000	24,820,000	600,000	1,196,963	1,796,963	24,220,000
Proposed Park Bond				25,000,000	-	-	562,500	562,500	25,000,000
				<u>156,710,000</u>	<u>69,083,127</u>	<u>8,021,946</u>	<u>3,367,625</u>	<u>11,389,571</u>	<u>86,061,181</u>
Paying Agents Fees								150,000	-
Total Park Fund Debt Service								<u>11,539,571</u>	<u>86,061,181</u>



Prince George's County Debt Service Payments - Park Bonds



Prince George's County

Risk Management Internal Service Fund

MISSION AND OVERVIEW

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

The program goals are met through risk assessments; implementation of loss control programs; management of commercial insurance and self-insured coverage's; 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 Maryland Occupational Safety and Health (MOSH), federal Occupational Safety and Health Administration (OSHA), 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 program; risk assessments of new and existing agency programs; emergency response program; 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, catastrophic losses, and blanket coverage for other specialized programs. The Commission handles its own litigation and representation on liability and workers' compensation claims to enable better control of the outcome from these efforts. The Legal Department charges the Fund for these legal services.

Staffing

For FY17, the Risk Management and Workplace Safety Office is staffed by three safety specialists, a workers' compensation specialist, a liability specialist, risk manager, and a shared administrative support position. 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. This fund presently includes 6 positions and 6.8 workyears.



Prince George's County

Risk Management Internal Service Fund

FY16 PROGRAM ACCOMPLISHMENTS

- Review and update risk management and safety policies to incorporate new and/or revised Federal and State regulatory standards such as Emergency Action Procedures, Hazard Communication Standards, and Respiratory Protection.
- Develop comprehensive database of safety training programs to enhance tracking of necessary instruction, covered positions, and participants who have completed required training.
- Design and implement supervisory training on accident investigations related to maintenance/trades/construction activities.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY17 PROPOSED BUDGET

Each year, the Risk Management budget is developed to establish necessary funding levels for projected future claims, 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 proposed FY17 agency-wide expenses are \$7,852,400. After the application of unrestricted fund balance and interest income the total funding needs are adjusted to \$6,442,500. The application of fund balance and interest income is detailed for each county (see funding by County).

The FY17 expenses of \$7,852,400 reflect a 6.1% decrease (or \$510,999) from the FY16 adopted budget levels of \$8,363,409. These expenses are comprised of three components (workers' compensation and liability claims, internal administrative expenses and external administrative fees). The largest component (65.6%) is related to costs for workers' compensation and liability claims. By nature, this expense can vary significantly year to year based on number, severity, and complexity of claims filed. As the Commission participates in the Montgomery County Government Self Insurance Program (MCSIP) for claim management services, we employ actuarial consultant AON to review historical losses and determine our projected costs. The FY17 reductions are primarily attributed to enhanced claims management and an adjusted actuarial approach that utilizes a longer historical average of claims data to project future costs. This approach, which is commonly referred to as smoothing, is used to minimize volatility in projected claims costs.

Proposed Expenses for Prince George's County: The FY17 proposed expense for Prince George's funded operations is \$4,617,255 which reflects an 8.2% decrease in costs from FY16 level of \$5,028,364. After the application of \$800,000 in available fund balance and \$70,000 of interest income, the proposed funding (operating revenue) is adjusted down to \$3,747,300. The FY17 funding level represents a 10.6% decrease from the FY17 adopted budget due to savings in projected claims expenses and an increase in available fund balance to offset costs.

The proposed funding is allocated as follows: 69% (or \$2,587,500) of the funding is attributed to the Park Fund; 24.2% (or \$905,800) to the Recreation Fund; 4.2% (or \$155,700) to the Enterprise Fund; and 2.5% to the Planning Department (or \$93,500). A nominal amount is attributed to CAS (or \$4,800).



Prince George's County Risk Management Internal Service Fund

FY17 PROGRAM PRIORITIES

- Comprehensive assessment of site-specific emergency action protocols for all agency facilities.
- Develop and conduct monthly position-specific safety trainings for maintenance and trades personnel.
- Design and implement accident reduction strategies for work units with high percentage of claims including maintenance/trades/construction activities.
- Continue comprehensive examination of workers' compensation and liability claims for accident reduction and enhanced return-to-work strategies.

BUDGET AT A GLANCE

	FY16 Adopted	FY17 Proposed	% Change	% Allocated*
<i>Montgomery County Budget</i>				
Expenditures	\$3,335,045	\$3,235,155	-3.0%	41.2%
<i>Prince George's County Budget</i>				
Expenditures	\$5,028,364	\$4,617,255	-8.2%	58.8%
<i>Combined Department Total Budget</i>				
Expenditures	\$8,363,409	\$7,852,410	-6.1%	100.0%

*Percent allocated if the amount of the Department's budget funded by each county.



Prince George's County Risk Management Internal Service Fund

SUMMARY OF FY17 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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	4,325,300	2,724,100	2,724,100	2,587,500	-5.0%
Recreation	1,695,800	1,047,100	1,047,100	905,800	-13.5%
Planning	221,900	165,400	165,400	93,500	-43.5%
CAS	4,700	4,700	4,700	4,800	2.1%
Enterprise	423,000	248,300	248,300	155,700	-37.3%
Miscellaneous (Claim Recoveries, etc.)	422,267	-	-	-	-
Total Operating Revenues	7,092,967	4,189,600	4,189,600	3,747,300	-10.6%
Operating Expenses:					
Personnel Services	363,181	455,097	455,097	460,855	1.3%
Supplies and Materials	22,275	22,500	22,500	27,500	22.2%
Other Services and Charges:					
Insurance Claims:					
Parks	3,545,386	2,460,802	2,460,802	2,253,100	-8.4%
Recreation	685,837	705,790	705,790	683,900	-3.1%
Planning	71,712	101,398	101,398	73,000	-28.0%
CAS	(8,706)	5,208	5,208	7,200	38.2%
Enterprise	195,725	199,323	199,323	131,400	-34.1%
Misc., Professional services, etc.	69,990	795,632	795,632	735,800	-7.5%
Depreciation & Amortization Expense	2,948	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	273,487	282,614	282,614	244,500	-13.5%
Total Operating Expenses	5,221,835	5,028,364	5,028,364	4,617,255	-8.2%
Operating Income (Loss)	1,871,132	(838,764)	(838,764)	(869,955)	3.7%
Nonoperating Revenue (Expenses):					
Interest Income	75,808	50,000	50,000	70,000	40.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	75,808	50,000	50,000	70,000	40.0%
Income (Loss) Before Operating Transfers	1,946,940	(788,764)	(788,764)	(799,955)	1.4%
Operating Transfers In (Out):					
Transfer In	730,835	-	-	-	-
Transfer (Out)	(730,835)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,946,940	(788,764)	(788,764)	(799,955)	1.4%
Total Net Position - Beginning	9,790,498	10,308,248	11,737,438	10,948,674	6.2%
Total Net Position - Ending	\$ 11,737,438	\$ 9,519,484	\$ 10,948,674	\$ 10,148,719	6.6%
Designated Position	5,183,000	5,350,701	5,350,701	5,314,364	-0.7%
Unrestricted Position	6,554,438	4,168,783	5,597,973	4,834,355	16.0%
Total Net Position, June 30	\$ 11,737,438	\$ 9,519,484	\$ 10,948,674	\$ 10,148,719	6.6%
Note: Allocation of administrative expense paid to Montgomery County for insurance pool management					
Parks	\$ 497,296	\$ 504,337	\$ 504,337	\$ 466,700	-7.5%
Recreation	154,961	156,936	156,936	141,600	-9.8%
Planning	14,835	16,407	16,407	15,100	-8.0%
CAS	1,195	1,424	1,424	1,500	5.3%
Enterprise	34,802	34,241	34,241	27,200	-20.6%
Total	\$ 703,089	\$ 713,345	\$ 713,345	\$ 652,100	-8.6%

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.

HIGHLIGHTS AND MAJOR CHANGES IN FY17 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 FY17, the Commission proposes the purchase and financing of \$1,520,000 in capital outlay expenses in the CEISF. In FY17, the CEISF will charge \$1,634,950 to Prince George's County departments and CAS for equipment, consisting primarily of wiring infrastructure upgrades and VOIP Unified Messaging Phone System upgrade. Total expenditures are estimated at \$2,399,931. This includes \$1,520,000 in capital outlay. This consists of \$1,270,000 for Parks and Recreation for vehicles and equipment; and \$250,000 for Finance for SAN replacement and other IT needs.



Prince George's County Capital Equipment Internal Service Fund

SUMMARY OF FY17 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 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services (to Other Funds)	\$ 2,394,000	\$ 1,346,150	\$ 1,346,150	\$ 1,634,950	21.5%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>2,394,000</u>	<u>1,346,150</u>	<u>1,346,150</u>	<u>1,634,950</u>	<u>21.5%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	145,211	-	-	-	-
Other Services and Charges:	285,654	-	-	-	-
Debt Service:					
Debt Service Principal	-	1,264,500	1,264,500	695,400	-45.0%
Debt Service Interest	-	326,500	326,500	179,650	-45.0%
Depreciation & Amortization Expense	303,654	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	1,520,000	-
Other Classifications	-	-	-	-	-
Chargebacks	18,200	19,700	19,700	4,881	-75.2%
Total Operating Expenses	<u>752,719</u>	<u>1,610,700</u>	<u>1,610,700</u>	<u>2,399,931</u>	<u>49.0%</u>
Operating Income (Loss)	<u>1,641,281</u>	<u>(264,550)</u>	<u>(264,550)</u>	<u>(764,981)</u>	<u>189.2%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	1,520,000	0.0%
Interest Income	4,315	2,000	2,000	2,000	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(8,216)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(3,901)</u>	<u>2,000</u>	<u>2,000</u>	<u>1,522,000</u>	<u>76000.0%</u>
Income (Loss) Before Operating Transfers	<u>1,637,380</u>	<u>(262,550)</u>	<u>(262,550)</u>	<u>757,019</u>	<u>-388.3%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>1,637,380</u>	<u>(262,550)</u>	<u>(262,550)</u>	<u>757,019</u>	<u>-388.3%</u>
Total Net Position - Beginning	<u>1,842,019</u>	<u>4,352,077</u>	<u>3,479,399</u>	<u>3,216,849</u>	<u>-26.1%</u>
Total Net Position - Ending	<u>\$ 3,479,399</u>	<u>\$ 4,089,527</u>	<u>\$ 3,216,849</u>	<u>\$ 3,973,868</u>	<u>-2.8%</u>

Note: Future Financing Plans

Capital equipment financed for Parks and Rec	\$ 500,000	\$ 500,000	\$ 1,270,000
Capital equipment financed for Finance Dept.	100,000	100,000	250,000

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

Commission-wide CIO & IT Initiatives Internal Service Fund

MISSION

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.

Executive Overview

Working together with the Chief Technology Officers of each department and the Information Technology Council, the Office of the Chief Information Officer's (OCIO) FY17 Proposed Budget continues to provide, among other services, IT governance, project oversight, and the development of an Enterprise PMO.

Fiscal year 2016 (FY16) has seen continued success in policy creation in the face of increase information technology security threats and breaches. Working with the Office of Internal Audit, the OCIO stepped up its review of the information technology environment and the policies that govern it. The focus is to ensure the confidentiality, integrity, and availability of Commission data. This work will continue as the threats continually change. Additionally, working with the Information Technology Council, the OCIO is evaluating how projects are prioritized and authorized with the expectation of improving efficiency.

Prior to this year, the budget for the Chief Information Officer's Office (OCIO) was included in the Capital Equipment Internal Service Fund in each County based on a prorated share of expenditures and subscribed use of enterprise-wide systems. Beginning this year, this budget is presented separately yet still split between the two Counties. The main change from FY16 is that some expenditures that had previously been accounted for directly in the departmental budgets (GIS map updates, Microsoft licenses) have been centralized in this budget.

Office of the CIO

The proposed FY17 commission-wide expenditure budget is \$772,522 representing a 31% (or \$186,318) increase from the FY16 adopted levels. Prince George's portion of this budget is \$454,088.

The major driver of this increase is the shift of prior projects and consulting expenses from Commission-wide IT Initiatives' costs to Office of the CIO operational expenses. These operational expenses include annual security awareness training, external enterprise-wide Information Technology audits, and miscellaneous consulting support.

Commission-wide IT Initiatives

The budget request for the IT Initiatives was developed with the Chief Technology Officers and was discussed and recommended by the Information Technology Council. The OCIO proposes to spend \$2,290,000 for the projects below. The first three projects listed below will be funded from departmental contributions and the fourth will be funded by debt issuance with the first payment to be budgeted in FY18. The planned projects are:

- Managing our **Microsoft Software** Licensing needs (\$870,000)
- Upgrading the **Graphical Information System** base maps (\$500,000)
- Upgrading the time system **Kronos** (\$60,000)



Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

- Replacing the **Alliance** physical security system (\$860,000)

Note that a portion, approximately \$600,000, of the Microsoft Software licensing was previously funded by each department in their respective operating budgets. In FY17, the entire cost of Licensing is budgeted in this Internal Service Fund. Note that costs reflected are bi-county. Prince George's County's portion of the IT initiatives is \$1,419,500.

SUMMARY OF FY17 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY COMMISSION-WIDE CIO & IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services (to Other Funds)	\$ 785,878	\$ 803,171	\$ 378,304	\$ 1,281,804	59.6%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>785,878</u>	<u>803,171</u>	<u>378,304</u>	<u>1,281,804</u>	<u>59.6%</u>
Operating Expenses:					
Personnel Services	109,541	304,483	304,483	338,547	11.2%
Supplies and Materials	24,522	7,348	11,462	2,939	-60.0%
Other Services and Charges:	512,786	457,291	408,345	1,532,102	235.0%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	126,321	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>773,170</u>	<u>769,122</u>	<u>724,290</u>	<u>1,873,588</u>	<u>143.6%</u>
Operating Income (Loss)	<u>12,708</u>	<u>34,049</u>	<u>(345,986)</u>	<u>(591,784)</u>	<u>-1838.0%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	516,000	-
Interest Income	8,226	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(21,586)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(13,361)</u>	<u>-</u>	<u>-</u>	<u>516,000</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(653)</u>	<u>34,049</u>	<u>(345,986)</u>	<u>(75,784)</u>	<u>-322.6%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	(653)	34,049	(345,986)	(75,784)	-322.6%
Total Net Position - Beginning	<u>2,922,311</u>	<u>1,223,049</u>	<u>2,921,658</u>	<u>2,575,672</u>	<u>110.6%</u>
Total Net Position - Ending	<u>\$ 2,921,658</u>	<u>\$ 1,257,098</u>	<u>\$ 2,575,672</u>	<u>\$ 2,499,888</u>	<u>98.9%</u>
Note: Future Financing Plans					
Capital equipment financed for IT Initiatives	\$ -	\$ -	\$ -	\$ 516,000	

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

Commission-wide Executive Office Building Internal Service Fund

MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for expenses related to housing Central Administrative Services (CAS) operations which include departments of Finance, Legal, Human Resources and Management; the Internal Audit Division; the Office of the Chief Information Officer; and the Merit System Board.

All CAS operations, with the exception of the Office of Internal Audit, are located primarily within the Executive Office Building (EOB) at 6611 Kenilworth Avenue in Riverdale, Maryland. The EOB facility, which was built in 1968, serves as the headquarters for bi-County support to the agency.

The EOB also houses the Employees' Retirement System, and the Prince George's County Parks and Recreation Department's Information Technology and Communications Division and the Park Planning and Development Engineering Section, all of which help offset the operations costs for EOB. The Office of Internal Audit is located at an offsite leased spaced due to space shortages within the EOB building.

The EOB proposed budget supports two employees who are responsible for the daily maintenance, repair, and operation of the EOB facility and surrounding property. Staff also provides support to offsite Internal Audit Offices. Major maintenance projects include repair/replacement of failing mechanical systems, reconstruction/renovations due to routine use, maintenance of security systems, and, compliance with regulatory and workplace safety standards (e.g. fire, elevator, electrical, OSHA, MOSH, EPA, and the Americans with Disability Act), emergency preparedness, planned lifecycle asset replacement, and fleet vehicle oversight.

Staffing

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

FY17 ACCOMPLISHMENTS

- Continue implementing structural and operational repairs identified through facility condition assessment.
- Implement Phase I of the replacement of EOB deteriorating/damaged windows.
- Complete feasibility study to address more efficient and effective use of the EOB building to improve service delivery, address inadequate workspace needs, and address concerns such as security.
- Continue phased in updates to HVAC systems to mitigate frequent repairs, address new EPA standards, ventilation concerns, and system inefficiencies.



Prince George's County

Commission-wide Executive Office Building Internal Service Fund

HIGHLIGHTS AND MAJOR CHANGES IN FY17 PROPOSED BUDGET

For FY17, the EOB proposed budget request is \$1,194,440, maintaining the same funding level as FY16. Although the building's aging infrastructure requires increasingly more attention, we are able to maintain a flat budget through cost-containment measures resulting from competitive bidding of specialized maintenance service and decreased reliance on external service contracts. 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 anticipated operating expenses to enable a clean, safe, and secure worksite for occupants and visitors. The cost per square foot covers facility maintenance and repairs, mechanical systems, janitorial services, security and electronic access system, and grounds maintenance. No rental increases are proposed for FY17.

- **Revenue to the Fund:**
 - \$1,194,440 is projected from occupancy revenue. This revenue is based on the per square footage cost to operate the building. The proposed budget does not include any recommendations for use of fund balance.

- **Expenditures in the Fund:**
 - Personnel Services: The EOB is maintained by two staff. Overall personnel costs are projected to have a small increase of 1.2% (\$2,944) due to adjustment in Other Post-Employment Benefits (OPEB) and reduced allowance for emergency work.

 - Supplies and Materials: This category covers small supplies, technology equipment/software and security systems. Expenses in this category are projected to increase by 1.9% (or \$411) to address adjustments in supplier cost.

 - Other Services and Charges: This component includes expenses for construction, repairs, maintenance of major mechanical and operating services (elevator, HVAC, electrical, roofing), funding for capital improvements, and chargebacks. Expenses in this category decreased .6% (or -\$3,355) compared to FY16 levels.

 - Capital Outlay: This category includes capital expenses for structural improvements, machinery, and equipment (boilers, elevators, generators, etc.). This category remains at the FY16 adopted level.

FY17 Priorities and Major Known Commitments

FY17 Budget covers the ongoing maintenance, operation, utilities and regular repairs of CAS facility operations. Due to the aging infrastructure of the EOB, the proposed budget also includes phased in, critical structural improvements to facility as identified by a comprehensive facility study. Significant planned projects in FY17 are highlighted below.

- Curtain Window Replacement (\$275,000 Capital Outlay): The exterior walls of the EOB are constructed using a curtain wall design (single pane glass windows and metal mounts set in concrete masonry frames). The curtain wall is original to the building which was constructed in 1968. Over the years, the life of the windows has been extended through periodic repairs to broken/damaged glass and window seals. However, repairs have become less effective with the continued aging and deteriorating of the curtain wall. An independent facility assessment identified that the curtain wall has well exceeded its useful life of 35 years. Structural concerns include bowing of window frames, damaged mortar,



Prince George's County Commission-wide Executive Office Building Internal Service Fund

and cracked windows/seals. The replacement of the window curtain will address these issues and provide enhanced energy efficiency.

- HVAC (\$45,000 Capital Outlay): The EOB building was designed to allow work spaces to be located primarily along perimeter walls. However, space shortages have required staff to repurpose other areas located in the core building space. This has resulted in notable heating/ventilation concerns including stagnant airflow, inconsistent heating/cooling, variable moisture levels, and inefficient use of energy.

The FY17 program will include continued phased-in replacement of aging perimeter window HVAC units. These units have exceeded their life cycle and require an increasing number of 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 type of Freon. 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. The phased-in replacement uses energy efficient units that will result in lower energy consumption, reduce staff time for repairs, and comply with new EPA regulations. The units will also allow staff to meet the mandates of the Commission's Sustainability Policy.

- Planned Building Improvements Other than HVAC (\$75,000 in Other Services and Charges and \$12,000 in Capital Outlay): Much of the electrical system is original to the building's construction. Electrical upgrades are needed to support current operations and enhance safety. Other required modifications include ensuring continued compliance with ADA and building/local codes, and mechanical upgrades of operating systems that have surpassed their life cycle and require an increasing number of repairs.



Prince George's County Commission-wide Executive Office Building Internal Service Fund

SUMMARY OF FY17 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Charges for Services:					
Office Space Rental- PGC Parks and Rec.	\$ 190,992	\$ 212,449	\$ 212,449	\$ 212,449	0.0%
Retirement System	75,673	96,015	96,015	96,015	0.0%
CAS Departments	796,491	885,976	885,976	885,976	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,063,156</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	212,657	247,351	247,351	250,295	1.2%
Supplies and Materials	73,969	21,089	21,089	21,500	1.9%
Other Services and Charges:	424,371	594,000	594,000	590,645	-0.6%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	153,517	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	332,000	332,000	332,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	-	-	-	-	-
Total Operating Expenses	<u>864,514</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>1,194,440</u>	<u>0.0%</u>
Operating Income (Loss)	<u>198,642</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	6,212	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>6,212</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>204,854</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	204,854	-	-	-	-
Total Net Position - Beginning	<u>3,165,127</u>	<u>3,092,081</u>	<u>3,369,981</u>	<u>3,369,981</u>	<u>9.0%</u>
Total Net Position - Ending	<u>\$ 3,369,981</u>	<u>\$ 3,092,081</u>	<u>\$ 3,369,981</u>	<u>\$ 3,369,981</u>	<u>9.0%</u>

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.

	FY 15 Budget		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
Executive Office Building						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00



Prince George's County

Commission-wide Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include employer, employee and retiree share of insurance premiums. Medicare Part D provides a subsidy. The Flexible Spending program is also a part of this fund.

As an internal service fund, the Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The premiums paid through the operating department insurance costs constitute most of the revenue, 80%. Revenue from employee and retiree share of the premiums makes up 18% of revenue, with the Medicare subsidy and interest income making 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 5 full-time positions plus a term contract position.

Highlights and Major Changes in FY17 Proposed Budget

The Proposed FY17 expenditure budget is \$57.23 million, which is a 0.2 % decrease from the FY16 Adopted Budget. The dollar decrease from FY16 Adopted Budget is \$101,491.

The FY17 Proposed Budget reflects the effect of previously negotiated changes in employee health insurance cost share and the increase in retiree health insurance cost share. 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% effective January 1, 2013. The increased employee cost share is reflected in the employee share of revenue. The administrative expenses are factored into the health insurance rates, and are paid through the premiums paid by the employer and employee.

Requested Essential Need

For FY17, the Group Insurance Fund proposed budget includes \$100,000 to provide consulting services for Affordable Care Act (ACA) compliance.

The FY17 Proposed Budget contains a designated reserve of \$4.86 million, which is sufficient to meet the 8.5% of total operating expense reserve policy. A summary of the Proposed Budget is shown on the next page.



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

SUMMARY OF FY17 PROPOSED BUDGET

GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2017

	FY 15 Actual	FY 16 Adopted	FY 16 Estimate	FY 17 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	317,000	700,000	700,000	-	-100.0%
EGWP Subsidy	-	1,805,000	1,805,000	1,200,000	-33.5%
Charges for Services:					
ISF Revenue, Other	22,360	18,600	18,600	15,900	-14.5%
ISF Revenue, Employee Share	7,090,856	9,884,689	9,884,689	10,137,524	2.6%
ISF Revenue, Employer Share	37,802,216	44,722,998	44,722,998	45,795,360	2.4%
Miscellaneous (Claim Recoveries, etc.)	2,564,872	-	-	-	-
Total Operating Revenues	47,797,304	57,131,287	57,131,287	57,148,784	0.0%
Operating Expenses:					
Personnel Services	615,029	726,962	726,962	739,799	1.8%
Supplies and Materials	5,025	35,000	35,000	50,000	42.9%
Other Services and Charges:					
Professional Services	232,411	395,000	395,000	595,000	50.6%
Insurance Claims and Fees	39,062,072	48,031,482	48,031,482	47,338,073	-1.4%
Insurance Premiums	4,821,516	7,866,031	7,866,031	8,195,394	4.2%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	300,000	283,800	283,800	318,518	12.2%
Total Operating Expenses	45,036,053	57,338,275	57,338,275	57,236,784	-0.2%
Operating Income (Loss)	2,761,251	(206,988)	(206,988)	(88,000)	-57.5%
Non-operating Revenue (Expenses):					
Interest Income	47,967	15,000	15,000	15,000	0.0%
Total Non-operating Revenue (Expenses)	47,967	15,000	15,000	15,000	0.0%
Income (Loss) Before Operating Transfers	2,809,218	(191,988)	(191,988)	(73,000)	-62.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	(700,000)	(700,000)	-	-100.0%
Net Operating Transfer	-	(700,000)	(700,000)	-	-100.0%
Change in Net Position	2,809,218	(891,988)	(891,988)	(73,000)	-91.8%
Total Net Position, Beginning	10,838,987	10,907,860	13,648,205	12,756,217	16.9%
Total Net Position, Ending	13,648,205	10,015,872	12,756,217	12,683,217	26.6%
Designated Position	3,377,704	4,300,371	4,300,371	4,865,127	13.1%
Unrestricted Position	10,270,501	5,715,501	8,455,846	7,818,090	36.8%
Total Net Position, June 30	\$ 13,648,205	\$ 10,015,872	\$ 12,756,217	\$ 12,683,217	26.6%

Policy requires a reserve equal to 8.5% of Total Operating Expense

	FY 15 Actual		FY 16 Adopted		FY 17 Proposed	
	POS	WYS	POS	WYS	POS	WYS
COMMISSION-WIDE GROUP INSURANCE FUND						
Full-Time Career	5.00	5.20	5.00	5.20	5.00	5.20
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.20	5.00	5.20	5.00	5.20
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
TOTAL GROUP INSURANCE FUND	6.00	6.20	6.00	6.20	6.00	6.20



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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.

Chief Information Officer (CIO)/Commission-Wide IT Initiatives- The Commission's unit responsible for technology systems, technology security, and strategic planning for enterprise-wide IT systems.

Collective Bargaining Agreement- A legally binding contract between the Commission as an employer and a certified representative of a



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recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

Cost of Living Adjustment (COLA)-Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

Debt Service- The amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

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 17 the year ending June 30 of the number shown is intended. (June 30, 2017, 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



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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.

Net Position- The residual of assets, deferred outflows of resources, liabilities, and deferred inflows of resources. This amount is broken out into three components: net investment in capital assets, restricted and unrestricted.

OPEB - Other Post-Employment Benefits. See **GASB 45** 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



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a part-time employee. Career positions are defined in the Commission's Merit System Rules and Regulations.

Program Budget- Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

Program Open Space (POS)- A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

Property Management Fund- An entity created to account for income and expenditures associated with the rental of park properties.

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



Prince George's County Appendices - Glossary

Guidelines (SAG) for all County agencies, including the Commission. In Prince George's County, a three-member Spending Affordability Committee

(SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit- This occurs when current revenue from taxes, fees, investments, grants and other sources is less than current expenditures for compensation and benefits, supplies and materials, contractual and maintenance work, and vehicles, among other potential costs. If available, fund balance is often employed to cover the difference.

Support Services- Budget accounts for expenses that are not appropriately or feasibly allocated to the budgets of particular departments or their sub-units. Examples include mail and messenger services, telephone, maintenance, and rent, shared by more than one division within a department or by more than one department.

Tax Rate- The rate, expressed in cents per \$100.00 of assessed valuation (see Assessable

Base), applied to real and commercial personal property to determine taxes levied to fund Commission operations. Thus a tax rate of 3 cents applied to an assessable base of \$10 billion will yield $.03 \times \$10,000,000,000/100 = \$3,000,000$.

Term Contract- An employee who works at least 30 hours per week for a period of less than two years. Term contract employees do not occupy career positions and are not part of the career personnel complement. Term contract employees' work efforts are measured in workyears.

User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "service charge".

Workyear-A standardized unit for measurement of government personnel efforts and costs. Usually, a work year is equivalent to 2,080 work hours in a 12-month period.



ACRONYMS

Adequate Public Facilities Ordinance	APFO
Agricultural Advisory Committee	AAV
Agricultural Preservation Advisory Board	APAB
All Terrain Vehicle	ATV
Americans with Disabilities Act	ADA
Base Realignment and Closure (military)	BRAC
Bi-county Transitway	BCT
Building Lot Termination	BLT
Bus Rapid Transit	BRT
Capital Improvement Program	CIP
Central Business District	CBD
Commercial-Residential zone	CR
Community Based Planning	CBP
Community Development Center	CDC
Comprehensive Annual Financial Report	CAFR
Computer Aided Dispatch	CAD
Consolidated Transportation Program	CTP
Corridor Cities Transitway	CCT
Crime Prevention through Environmental Design	CPTED
Department Of Economic Development	DED
Department of Housing and Community Affairs	DHCA
Department of Public Works and Transportation	DPWT
Development Information Activity Center	DIAC
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Draft Environmental Impact Statement	DEIS
Environmental Protection Agency	EPA
Floor Area Ratio	FAR
Geographic Information System	GIS
Government Finance Officers Association	GFOA
Governmental Accounting Standards Board	GASB
Greenhouse Gas	GHG
Historic Area Work Permit	HAWP
Historic Preservation Commission	HPC
Housing Opportunities Commission	HOC
Integrated Pest Management	IPM
Inter County Connector	ICC
Interstate Commission On The Potomac River Basin	ICPRB
Interagency Technology Policy and Coordination Committee	ITPCC



Prince George's County Appendices - Acronyms

Land Preservation, Parks, and Recreation	LPPR
Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Leadership in Environmental Education Design	LEED
Local Area Network / Wide Area Network	LAN / WAN
Local Area Transportation Review	LATR
Locally Preferred Alignment	LPA
Maryland Department of Planning	MDP
Maryland Transit Administration	MTA
Memorandum Of Understanding	MOU
Metropolitan Washington Council Of Governments	MWCOG
Mid County Highway	M-83
Minority, Female and Disabled procurement program	MFD
Moderately Priced Dwelling Unit	MPDU
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department Of Housing And Community Affairs	MC DHCA
Montgomery County Department Of Permitting Services	MCDPS
Montgomery County Department Of Economic Development	MC DED
Montgomery County Department of Transportation	MCDOT
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Montgomery County Soil Conservation District	MCSCD
National Parks Service	NPS
Policy Area Mobility Review	PAMR
Park, Recreation, and Open Space	PROS
Prince George's Department of Public Works & Transportation	PG DPWT
Program Open Space	POS
Research & Technology Center	RTC
Right Of Way	ROW
Rural Density Transfer zone	RDT
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
State Department of Assessments & Taxation	SDAT
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



Prince George's County Appendices - Acronyms

Transportation Action Partnership	TAP
Transportation Policy Area Review	TPAR
United States Fish & Wildlife Service	USF&WS
US Army Core Of Engineers	USACOE
US Environmental Protection Agency	EPA
US Forest Service	USFS
US National Oceanic Atmospheric Administration	NOAA
Washington Area Bicycle Association	WABA
Washington Metropolitan Area Transit Authority	WMATA
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA



Prince George's County Appendices - Historical Data

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			Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	
2006	936,070	\$ 99,136,692	37,335	0.04 %	\$ 114,360,878	4,845	0.00 %	5.18
2007	941,491	112,335,704	38,740	0.03	129,659,726	4,290	0.00	4.56
2008	949,591	126,613,148	35,095	0.03	146,276,983	3,745	0.00	3.94
2009	957,760	140,254,264	36,813	0.03	162,053,662	3,210	0.00	3.35
2010	966,000	149,161,911	33,073	0.02	171,220,841	2,680	0.00	2.77
2011	979,551	149,284,865	28,951	0.02	171,646,984	2,145	0.00	2.19
2012	989,540	143,754,415	35,654	0.02	165,916,424	1,905	0.00	1.93
2013	999,247	140,577,467	32,462	0.02	161,877,310	1,665	0.00	1.67
2014	1,018,355	141,899,535	44,616	0.03	163,601,193	1,430	0.00	1.40
2015	1,020,000	142,418,524	41,464	0.03	163,656,758	1,200	0.00	1.18

PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds			Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	
2006	836,644	\$ 55,083,907	105,030	0.19 %	\$ 55,100,674	1,505	0.00 %	1.80
2007	832,699	59,177,385	105,400	0.18	63,544,195	1,190	0.00	1.43
2008	830,514	70,615,992	95,735	0.14	75,728,883	885	0.00	1.07
2009	834,560	82,671,572	85,501	0.10	88,636,874	585	0.00	0.70
2010	865,705	91,889,365	76,246	0.08	98,521,803	290	0.00	0.33
2011	874,045	84,718,780	65,925	0.08	90,863,504	-	0.00	n.a.
2012	881,138	79,043,657	56,363	0.07	84,542,585	-	0.00	n.a.
2013	890,081	73,123,809	47,086	0.06	78,518,921	-	0.00	n.a.
2014	904,430	70,551,044	67,280	0.10	75,744,055	-	0.00	n.a.
2015	n.a.	71,578,363	58,860	0.08	76,747,781	-	0.00	n.a.

Notes: (1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums
(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)		Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)		Total Debt(1)	Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable		Percentage Of Personal Income	Outstanding Debt Per Capita	Percentage Of Personal Income	Outstanding Debt Per Capita			
2006	\$ 29,555	\$ 3,711	\$ 7,780	\$ 54	\$ 41,100	0.07	%	\$ 4,845	\$ 45,945	0.08	%	\$ 49.59
2007	32,025	5,259	6,715	27	44,026	0.07		4,290	48,316	0.08		51.86
2008	29,465	3,522	5,630	-	38,617	0.06		3,745	42,362	0.06		44.93
2009	32,290	2,301	4,523	-	39,114	0.06		3,210	42,324	0.07		44.13
2010	29,680	1,041	3,393	-	34,114	0.05		2,680	36,794	0.06		37.86
2011	26,710	368	2,241	-	29,319	0.04		2,145	31,464	0.05		32.09
2012	34,590	-	1,064	-	35,654	0.05		1,905	37,559	0.05		37.96
2013	32,240	-	222	-	32,462	0.04		1,665	34,127	0.04		33.51
2014	44,616	-	-	-	44,616	0.06		1,430	46,046	0.06		45.22
2015	41,464	-	-	-	41,464	0.05		1,200	42,664	0.05		41.83

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)		Total Debt(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)			
2006	\$ 105,030	\$ 1,496	\$ -	\$ -	\$ 106,526	0.35	%	\$ 1,505	\$ 108,031	0.36	%	\$ 129.12
2007	105,400	1,806	-	-	107,206	0.34		1,190	108,396	0.34		130.17
2008	95,735	1,438	-	-	97,173	0.29		885	98,058	0.30		118.07
2009	85,501	1,054	-	-	86,555	0.26		585	87,140	0.26		104.41
2010	76,246	653	-	-	76,899	0.22		290	77,189	0.23		89.16
2011	65,925	369	-	-	66,294	0.19		-	66,294	0.19		75.85
2012	56,363	120	-	-	56,483	0.15		-	56,483	0.15		64.10
2013	47,086	-	-	-	47,086	0.12		-	47,086	0.12		52.90
2014	67,280	-	-	-	67,280	na		-	67,280	na		74.39
2015	58,860	-	-	-	58,860	na		-	58,860	na		na

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Table 14 for personal income and population data. Data are not available for Prince George's County for FY 2014 and FY 2015.

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	2015			2006		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	28,800	1	6.32 %	39,000	1	8.50 %
Montgomery County Public Schools	25,703	2	5.64	20,132	2	4.39
U.S. Department of Defense	12,900	3	2.83	13,670	3	2.98
Montgomery County Government	11,112	4	2.44	8,536	4	1.86
U.S. Department of Commerce	5,400	5	1.19	6,678	6	1.46
Adventist Healthcare	4,800	6	1.05	6,951	5	1.52
Marriott International, Inc (Headquarters)	4,600	7	1.01	3,500	10	0.76
Holy Cross Hospital of Silver Spring	3,900	8	0.86	-	-	-
Montgomery College	3,656	9	0.80	-	-	-
Lockheed Martin	3,000	10	0.66	3,900	9	0.85
Giant Food Corporation	-	-	-	4,900	7	1.07
Chevy Chase Bank	-	-	-	4,700	8	1.02
Total	103,871		22.80 %	111,967		24.41 %

PRINCE GEORGE'S COUNTY

Employer	2014 (1)			2005 (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	0.86 %	-	-	- %
Giant Food, Inc.	3,000	2	0.61	-	-	-
Verizon	2,738	3	0.56	-	-	-
Dimensions Health Corporation	2,500	4	0.53	-	-	-
Marriott International	2,303	5	0.47	-	-	-
Shoppers Food Warehouse	1,975	6	0.40	-	-	-
Safeway Stores, Inc	1,605	7	0.33	-	-	-
Verizon Maryland	1,400	8	0.29	-	-	-
Doctor's Community Hospital	1,300	9	0.26	-	-	-
Medstar Health (Southern MD Hospital Center)	1,242	10	0.25	-	-	-
Total	22,283		4.56 %	-	-	- %

Note:

(1) In 2015, Information is not yet available. Comparative data is not available for the number of employees in FY 2005.

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

<u>Year</u>	<u>Population (1)</u>	<u>Total Personal Income 000's omitted (2,3)</u>	<u>Per Capita Income (4)</u>	<u>Labor Force (5)</u>	<u>Unemployment Rate (6)</u>	<u>Registered Pupils (7)</u>
2006	926,492	\$ 62,144,979	\$ 67,076	510,593	2.9 %	139,387
2007	931,694	64,365,237	69,084	509,769	2.6	137,798
2008	942,748	67,279,968	71,366	515,987	3.2	137,745
2009	959,013	65,858,231	68,673	522,421	5.3	137,763
2010	976,006	67,890,159	69,559	532,549	5.6	140,500
2011	991,645	71,081,967	71,681	536,636	5.2	143,309
2012	1,004,476	73,467,234	73,140	540,444	5.2	146,497
2013	1,016,677	73,958,785	72,746	542,029	5.0	149,018
2014	1,018,000	75,940,000	74,597	540,128	4.4	151,289
2015	1,020,000	79,300,000	77,745	544,313	4.0	154,230

PRINCE GEORGE'S COUNTY

<u>Year</u>	<u>Population (8)</u>	<u>Total Personal Income 000's omitted (2)</u>	<u>Per Capita Income (2) (4)</u>	<u>Labor Force (9)</u>	<u>Unemployment Rate (6)</u>	<u>Registered Pupils (10)</u>
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	38,481,250	43,672	469,150	6.8	123,833
2013	890,081	38,595,921	43,362	467,318	6.9	123,737
2014	904,430	n. a.	n. a.	469,359	6.2	125,136
2015	n. a.	n. a.	n. a.	491,077	5.5	n.a.

Notes: n.a.--not available

- (1) Source: Data for 2006-2009 from the U.S. Bureau of the Census, data for 2010-2015 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2014-2015 is not currently available)
- (3) Source: Data for 2010 - 2015 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 2015 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census.
data for 2015 estimates by the U.S. Bureau of the Census, Population Estimates Branch are not available.
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated July 2015
- (10) Source: www.mdreportcard.org, updated 4/23/2015



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY TAX RATES BY FUND: FY03 THRU FY17

		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<u>FY03</u>	Real	0.0466	0.1420	0.0541	0.0013	0.2440
	Personal	0.1165	0.3550	0.1353	0.0032	0.6100
<u>FY04</u>	Real	0.0466	0.1770	0.0541	0.0013	0.2790
	Personal	0.1165	0.4425	0.1353	0.0032	0.6975
<u>FY05</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY06</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY07</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY08</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY09</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY10</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY11</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY12</u>	Real	0.0466	0.1719	0.0605	0.0000	0.2790
	Personal	0.1165	0.4298	0.1512	0.0000	0.6975
<u>FY13</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY14</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY15</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY16 ADOPTED</u>	Real	0.0566	0.1594	0.0780	0.0000	0.2940
	Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY17 PROPOSED</u>	Real	0.0566	0.1594	0.0780	0.0000	0.2940
	Personal	0.1415	0.3985	0.1950	0.0000	0.7350

NOTE: Rates are per \$100 of assessed valuation.



Prince George's County

Appendices – Historical Data

PRINCE GEORGE'S COUNTY REVENUES BY FUND: FY03 THRU FY17

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY03	\$23,658,987	\$67,269,000	\$32,020,042	\$626,471	\$11,734,441	\$4,723,969	\$140,032,910
FY04	\$25,169,854	\$85,232,280	\$33,585,471	\$637,133	\$21,083,630	\$5,760,698	\$171,469,066
FY05	\$27,548,232	\$90,579,650	\$38,917,497	\$693,655	\$14,673,578	\$6,190,570	\$178,603,182
FY06	\$30,727,736	\$102,192,968	\$43,089,243	\$778,131	\$19,736,828	\$6,999,341	\$203,524,247
FY07	\$33,870,563	\$115,677,001	\$48,138,894	\$870,498	\$17,970,024	\$6,592,419	\$223,119,399
FY08	\$38,782,833	\$136,683,670	\$55,571,894	\$1,026,533	\$18,870,026	\$6,281,763	\$257,216,719
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	\$43,598,588	\$155,067,910	\$64,126,487	\$1,226,133	\$19,246,042	\$6,498,317	\$289,763,477
FY12	\$41,914,068	\$148,157,400	\$62,669,503	\$20,423	\$20,236,041	\$6,606,507	\$279,603,942
FY13	\$44,886,984	\$167,858,932	\$66,457,098	(\$2,164)	\$18,954,573	\$7,195,200	\$305,350,623
FY14	\$43,244,180	\$153,791,751	\$65,739,812	\$1,298	\$18,718,941	\$8,131,151	\$289,627,133
FY15	\$43,301,686	\$120,113,682	\$65,757,736	\$310	\$19,300,333	\$7,162,393	\$255,636,140
FY16 ADOPTED	\$44,889,300	\$144,285,600	\$71,599,600	\$0	\$19,707,147	\$8,715,776	\$289,197,423
FY17 PROPOSED	\$46,132,300	\$126,217,000	\$73,227,800	\$0	\$19,391,147	\$8,401,215	\$273,369,462



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY EXPENDITURES BY FUND: FY03 THRU FY17

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY03	\$22,319,003	\$69,863,305	\$32,964,829	\$625,047	\$13,713,854	\$5,393,052	\$144,879,090
FY04	\$23,293,022	\$74,781,015	\$33,796,457	\$637,133	\$15,514,516	\$5,106,906	\$153,129,049
FY05	\$25,083,208	\$81,761,904	\$36,383,991	\$695,369	\$16,901,594	\$5,697,817	\$166,523,883
FY06	\$28,279,773	\$88,758,461	\$37,098,589	\$778,084	\$18,003,738	\$6,096,333	\$179,014,978
FY07	\$30,550,585	\$111,748,441	\$41,251,224	\$870,098	\$19,208,298	\$6,282,108	\$209,910,754
FY08	\$36,013,065	\$126,818,980	\$45,959,710	\$1,023,642	\$21,197,733	\$8,231,009	\$239,244,139
FY09	\$48,395,070	\$164,084,663	\$66,856,025	\$1,198,453	\$21,515,156	\$8,752,386	\$310,801,753
FY10	\$42,956,456	\$170,473,900	\$66,497,008	\$1,330,748	\$21,628,325	\$6,743,147	\$309,629,584
FY11	\$41,836,466	\$153,508,201	\$68,681,869	\$1,240,913	\$21,923,090	\$5,394,813	\$292,585,352
FY12	\$42,201,370	\$118,598,989	\$67,122,354	\$21,125	\$22,115,089	\$6,044,573	\$256,103,500
FY13	\$43,065,241	\$114,472,444	\$62,730,936	\$0	\$20,278,177	\$6,184,938	\$246,731,736
FY14	\$43,232,140	\$143,834,821	\$68,075,030	\$0	\$21,546,672	\$7,035,505	\$283,724,168
FY15	\$45,260,119	\$137,081,915	\$69,829,806	(\$1,284)	\$21,560,807	\$6,721,983	\$280,453,346
FY16 ADOPTED*	\$51,108,012	\$140,769,065	\$76,142,606	\$0	\$19,707,147	\$9,457,277	\$297,184,107
FY17 PROPOSED*	\$50,275,161	\$140,548,882	\$75,038,930	\$0	\$19,391,147	\$9,167,644	\$294,421,764

* Includes Reserves for Administration, Park and Recreation Funds



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY WORKYEARS BY FUND: FY03 THRU FY17

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</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	283.15	789.40	765.80	200.50	216.50	2,255.35
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	267.20	845.80	716.10	180.00	215.50	2,224.60
FY15	268.45	865.30	729.10	181.00	215.50	2,259.35
FY16 ADOPTED	256.69	892.80	779.60	202.00	263.50	2,394.59
FY17 PROPOSED	250.81	896.45	775.13	202.00	263.50	2,387.89



**Prince George's County
Appendices - Pay Schedules**

**The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective September 13, 2015
1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A	\$25,408 \$12.2154	\$34,443 \$16.5591	\$43,479 \$20.9034
B	\$27,142 \$13.0490	\$36,792 \$17.6885	\$46,440 \$22.3269
C	\$28,376 \$13.6423	\$39,693 \$19.0832	\$51,008 \$24.5231
D	\$31,880 \$15.3269	\$43,216 \$20.7769	\$54,551 \$26.2264
E	\$35,273 \$16.9582	\$47,814 \$22.9875	\$60,357 \$29.0178
F	\$39,580 \$19.0288	\$53,654 \$25.7952	\$67,727 \$32.5611
G	\$44,825 \$21.5505	\$60,763 \$29.2130	\$76,700 \$36.8750
H	\$50,815 \$24.4303	\$68,883 \$33.1168	\$86,954 \$41.8048
I	\$57,549 \$27.6678	\$78,108 \$37.5519	\$98,667 \$47.4361
J	\$66,981 \$32.2024	\$91,858 \$44.1625	\$116,734 \$56.1221
K	\$80,213 \$38.5639	\$108,734 \$52.2760	\$137,257 \$65.9889
L	\$97,293 \$46.7755	\$131,890 \$63.4087	\$166,487 \$80.0418

**Approved by the Commission
June 17, 2015**



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective September 13, 2015
1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	\$25,345 \$12.1851	\$34,360 \$16.5192	\$43,374 \$20.8529	\$44,674 \$21.4779
L02	\$28,307 \$13.6091	\$39,595 \$19.0361	\$50,884 \$24.4635	\$52,410 \$25.1971
L03,L04	\$31,803 \$15.2899	\$43,112 \$20.7269	\$54,420 \$26.1635	\$56,053 \$26.9486
L05,L06	\$35,187 \$16.9168	\$47,699 \$22.9322	\$60,211 \$28.9476	\$62,017 \$29.8159
L07	\$39,483 \$18.9822	\$53,524 \$25.7327	\$67,564 \$32.4827	\$69,591 \$33.4572

**Approved by the Commission
June 17, 2015**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective September 13, 2015
1.75% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	\$25,421 \$12.2216	\$34,461 \$16.5678	\$43,501 \$20.9139	\$44,807 \$21.5418
C02	\$27,155 \$13.0553	\$36,811 \$17.6976	\$46,466 \$22.3394	\$47,860 \$23.0096
C03	\$28,390 \$13.6490	\$39,712 \$19.0923	\$51,034 \$24.5356	\$52,566 \$25.2721
C04	\$31,896 \$15.3346	\$43,237 \$20.7870	\$54,578 \$26.2394	\$56,215 \$27.0264
C05	\$35,290 \$16.9663	\$47,839 \$22.9995	\$60,388 \$29.0327	\$62,199 \$29.9034
C06	\$39,600 \$19.0385	\$53,681 \$25.8082	\$67,763 \$32.5784	\$69,795 \$33.5553

Approved by the Commission
June 17, 2015



Prince George's County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective September 13, 2015
1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	\$27,155 \$13.0553	\$36,811 \$17.6976	\$46,466 \$22.3394	\$47,860 \$23.0096
T02	\$31,896 \$15.3346	\$43,237 \$20.7870	\$54,578 \$26.2394	\$56,215 \$27.0264
T03	\$35,290 \$16.9663	\$47,839 \$22.9995	\$60,387 \$29.0322	\$62,199 \$29.9034
T04	\$39,600 \$19.0385	\$53,681 \$25.8082	\$67,763 \$32.5784	\$69,796 \$33.5558

Approved by the Commission
June 17, 2015



Prince George's County Appendices - Pay Schedules

The Maryland-National Capital Park and Planning Commission
FOP Park Police
Effective July 5, 2015 (1.75% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02 (annual) (hourly)	\$50,780 \$24,4135	\$52,563 \$25,2707	\$54,403 \$26,1553	\$56,305 \$27,0637	\$58,274 \$28,0163	\$60,316 \$28,9981	\$62,426 \$30,0125	\$64,610 \$31,0625	\$66,871 \$32,1495	\$69,216 \$33,2769	\$71,639 \$34,4418	\$74,141 \$35,6447	\$76,736 \$36,8923	\$79,424 \$38,1846		
P03 (annual) (hourly)	\$50,759 \$24,4034	\$53,321 \$25,6351	\$55,191 \$26,5341	\$57,129 \$27,4659	\$59,120 \$28,4231	\$61,184 \$29,4154	\$63,330 \$30,4471	\$65,546 \$31,5125	\$67,846 \$32,6183	\$70,217 \$33,7582	\$72,675 \$34,9399	\$75,222 \$36,1644	\$77,856 \$37,4308	\$80,574 \$38,7375	\$83,395 \$40,0938	
P04 (annual) (hourly)	\$53,298 \$25,6240	\$55,985 \$26,9159	\$57,950 \$27,8606	\$59,978 \$28,8356	\$62,074 \$29,8433	\$64,249 \$30,8889	\$66,497 \$31,9697	\$68,822 \$33,0875	\$71,234 \$34,2471	\$73,723 \$35,4438	\$76,307 \$36,6861	\$78,979 \$37,9707	\$81,741 \$39,2986	\$84,604 \$40,6750	\$87,567 \$42,0995	
P05 (annual) (hourly)	\$58,759 \$28,2495	\$61,730 \$29,6779	\$63,889 \$30,7159	\$66,124 \$31,7904	\$68,436 \$32,9019	\$70,833 \$34,0543	\$73,312 \$35,2462	\$75,882 \$36,4817	\$78,538 \$37,7587	\$81,284 \$39,0788	\$84,132 \$40,4481	\$87,080 \$41,8654	\$90,120 \$43,3269	\$93,276 \$44,8442	\$96,537 \$46,4120	\$98,952 \$47,5731
Rank	ASI 1*	ASI 2**														
P02 (annual) (hourly)	\$81,409 \$39,1389	\$83,444 \$40,1173														
P03 (annual) (hourly)	\$85,480 \$41,0962	\$87,617 \$42,1236														
P04 (annual) (hourly)	\$89,757 \$43,1524	\$92,000 \$44,2308														
P05 (annual) (hourly)	\$101,425 \$48,7620	\$103,961 \$49,9813														

*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.

Contract Approved by Commission May 1, 2014
Pay Schedule Approved by the Commission May 21, 2014



**Prince George's County
Appendices – Pay Schedules**

**Park Police Command Officers
Effective July 5, 2015
1.75% COLA**

Title		Minimum	Midpoint	Maximum
Lieutenant [P06]	(annual)	\$68,497	\$92,553	\$116,612
	(hourly)	\$32.9313	\$44.4966	\$56.0635
Captain [P07]	(annual)	\$79,247	\$107,076	\$134,904
	(hourly)	\$38.0995	\$51.4788	\$64.8577
Commander [P09]	(annual)	\$96,810	\$125,819	\$154,824
	(hourly)	\$46.5433	\$60.4899	\$74.4346

**Officer Candidate Pay Scale
Effective July 5, 2015
1.75% COLA**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$49,184
	(hourly)	\$23.6462

Approved by the Commission June 17, 2015



**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 September 13, 2015
1.75% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
GIT	\$47,065 \$22.6274	\$62,440 \$30.0192	\$80,537 \$38.7197
HIT	\$53,355 \$25.6514	\$70,782 \$34.0298	\$91,297 \$43.8928
IIT	\$60,425 \$29.0505	\$80,261 \$38.5870	\$103,600 \$49.8077
JIT	\$73,010 \$35.1010	\$97,974 \$47.1029	\$127,239 \$61.1726

<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
June 17, 2015**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2015
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 920	N01	\$9.5500	\$10.2700	\$10.9800	950	I
PFA II - 921	N02	\$9.6000	\$10.5700	\$11.5300		
PFA III - 922	N03	\$9.6500	\$10.8800	\$12.1100		
PFMA I - 930	N04	\$9.7000	\$11.2100	\$12.7100	951	II
PFMA II - 931	N05	\$9.7500	\$11.5500	\$13.3500		
	N06	\$9.8000	\$11.9100	\$14.0200		
PFMA III - 932	N07	\$9.8500	\$12.3200	\$14.8000		
Help Desk Rep I - 933	N08	\$10.1194	\$12.9025	\$15.6854	952	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	953	IV
Help Desk Rep II - 934	N12	\$13.2626	\$16.9100	\$20.5574		
Intern II/Help Desk Rep III - 935	N13	\$15.2514	\$19.4455	\$23.6396	954	V
	N14	\$17.5395	\$22.3632	\$27.1869		
Camp Health Supv - 941	N15	\$20.1711	\$25.7179	\$31.2647	955	VI

Approved by the Commission on September 16, 2015



**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2015
Minimum Wage and Schedule Adjustments**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A02	\$9.55	\$10.27	\$10.98
A03	\$10.40	\$11.26	\$12.08
A04	\$11.45	\$12.41	\$13.40
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 September 16, 2015



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Effective October 21, 2015
New Pay Schedule

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$9.5500	\$15.2800	\$21.0000
Spec Svcs Instructor 2	SS2	\$12.0000	\$19.0000	\$26.0000
Spec Svcs Instructor 3	SS3	\$15.5000	\$24.7500	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

* Use of Specialty Services Instructor 5 requires Human Resources Director approval

Approved by the Commission October 21, 2015



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Effective October 21, 2015
New Pay Schedule

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$9.5500	\$12.7800	\$16.0000
Tennis Instructor 2	TI2	\$14.0000	\$18.0000	\$22.0000
Tennis Instructor 3	TI3	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission October 21, 2015

