

# Proposed Annual Budget Fiscal Year 2019

## Prince George's County

The Maryland-National Capital Park and Planning  
Commission

[www.mncppc.org](http://www.mncppc.org)

Proposed Annual Budget  
Fiscal Year 2019

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*Acting Director of Parks and Recreation*

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**July 1, 2017**

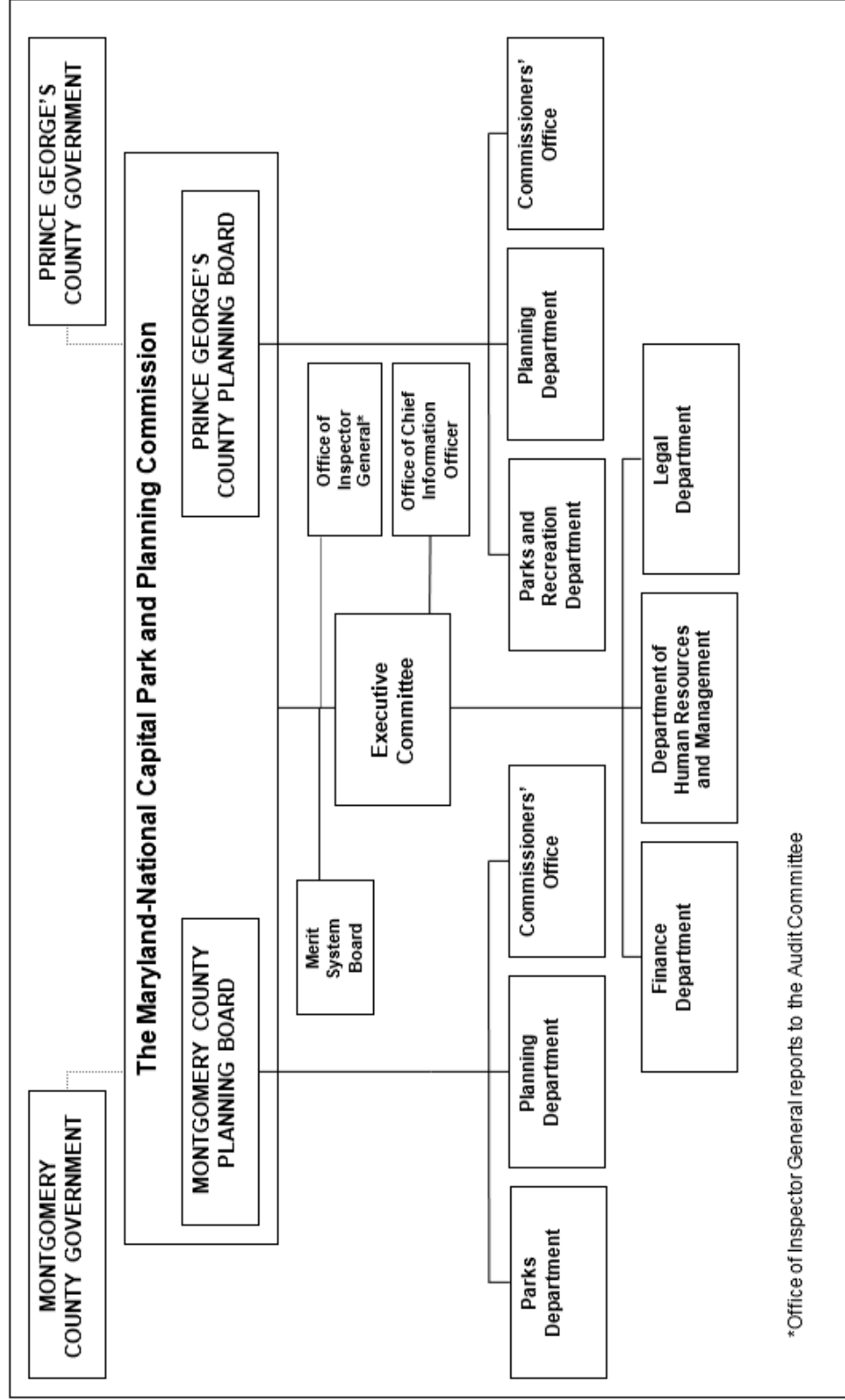
*Christopher P. Morill*

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 Parks and Planning Commission for its annual budget for the fiscal year beginning July 1, 2017. 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



**The Maryland-National Capital Park and Planning Commission  
Proposed Annual Budget Fiscal Year 2019  
Prince George's County**

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# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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Office of the Chairman  
 Prince George's County Planning Board

January 15, 2018

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

The Honorable Dannielle M. Glaros  
 Chair  
 Prince George's County Council  
 14741 Governor Oden Bowie Drive  
 Upper Marlboro, MD 20772

Dear Mr. Baker and Ms. Glaros:

I am pleased to transmit for your consideration and approval the FY19 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 FY19 Proposed Budget for tax supported funds (Administration, Park, Recreation and Advance Land Acquisition [ALA] Debt Service) is \$301.6 million, a 10.1 percent increase from the FY18 Adopted Budget. The total FY19 Proposed Budget for Tax and Non-Tax Supported Funds (excluding ALA Revolving Fund, Capital Projects Fund and Internal Service Funds) is \$343.2 million, an increase of 9.3 percent from the FY18 Budget.

**Summary of FY19 Proposed Operating Budget Expenditures  
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)**

	FY18 Adopted	FY19 Proposed	\$ Change	% Change
<b>Prince George's Funds</b>				
Administration (1)	\$ 50,612,147	\$ 53,046,991	\$ 2,434,844	4.8%
Park (2)	145,623,321	157,458,318	11,834,997	8.1%
Recreation (3)	77,823,883	91,112,699	13,288,816	17.1%
ALA Debt	-	-	-	-
<b>Subtotal Tax Supported</b>	<b>274,059,351</b>	<b>301,618,008</b>	<b>27,558,657</b>	<b>10.1%</b>
Enterprise	19,829,221	19,383,055	(446,166)	-2.3%
Special Revenue	9,144,545	8,442,397	(702,148)	-7.7%
Park Debt	11,053,742	13,753,538	2,699,796	24.4%
<b>Total Prince George's</b>	<b>\$314,086,859</b>	<b>\$343,196,998</b>	<b>\$29,110,139</b>	<b>9.3%</b>

(1) Includes transfer to Capital Projects

(2) Includes transfer to Park Debt Service and Capital Projects

(3) Includes transfer to Enterprise Fund in both years, and to Capital Projects in FY19

### ***Delivering Quality Projects, Programming and Services***

The primary mission of the Commission is: 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 FY19 Proposed Budget continues to support our primary mission by focusing on improving service levels by "right-sizing" our operations, and, at the same time, beginning to fund critical infrastructure improvements.

The FY19 Proposed Budget includes funding related to necessary planning studies, legislative mandates, and operating costs for new park and recreation facilities.

### ***Commitment to Continued Collaboration***

The FY19 Proposed Budget continues to build upon the spirit of collaboration and commitment between the Commission and the County. This collaboration and commitment helps 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. Additionally, multiple studies have demonstrated that incorporating parks and recreation into land use planning measurably improves the health of communities.

Through numerous important collaborative projects such as: the Transforming Neighborhoods Initiative (TNI), transit oriented development (TOD), implementation of recommendations from Plan Prince George's 2035 General Plan Update and Formula 2040 Functional Master Plan for Parks, Recreation and Open Space, Healthy Lifestyles programming through Health Department community transformation grants, the multi-year Zoning/Subdivision rewrite, the Prince George's County Competitive Retail Market Strategic Action Plan, the Prince George's County Primary Healthcare Strategic Plan, the Central Avenue Blue Line Connector Trail

project, the Prince George's County "State of the Arts" Town Hall, the Purple Line Corridor Community Development Agreement and more, 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.

### ***Moving Forward***

We have been successful with the budget strategy of the past couple of years. With the exception of Pay-Go transfers to the Capital Projects Fund, we do not project structural deficits in the Administration, Park or Recreation Funds in FY19. Adhering to the six-year plan adopted in FY16 that guided us to these results, we have proposed a budget that incrementally provides the resources to continue the high level of services we provide, as well as to begin to address previously unfunded infrastructure improvements.

### ***FISCAL YEAR 2019 BUDGET OBJECTIVES***

As noted before, the key objective in the FY19 Proposed Budget is to "right-size" the Commission's operations – to provide adequate resources both for necessary planning studies as well as for park and recreation infrastructure and service delivery.

The Proposed Budget includes the following major known commitments for personnel costs in FY19:

- 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
- Dollar markers to adjust employee compensation, possible reclassifications due to a multi-year classification study, and funding of necessary pay scale increases to attract aquatics staff.

As can be seen in the following table, personnel expenses are proposed to increase by \$5.6 million, mostly due to increased OPEB costs and employee compensation markers.



**FY19 Proposed Budget**  
**Summary of Changes in Major Personnel Costs**  
**Prince George's County Administration Fund, Park Fund, and Recreation Fund**

	<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b><u>OPEB</u></b>				
OPEB Paygo & Prefunding	\$ 8,708,722	\$ 11,372,339	\$ 2,663,617	30.6%
<b><u>Pension (ERS)</u></b>				
Pension (ERS)	13,600,861	13,567,332	(33,529)	-0.2%
<b><u>Health and Benefits(1)</u></b>				
Employee Health Benefits	18,310,943	17,700,150	(610,793)	-3.3%
<b>Subtotal Personnel Costs</b>	<b><u>\$ 40,620,526</u></b>	<b><u>\$ 42,639,821</u></b>	<b><u>\$ 2,019,295</u></b>	<b><u>5.0%</u></b>
<b><u>Employee Compensation</u></b>				
Marker for Changes to Employee Comp.		2,607,181	2,607,181	
Marker for Possible Reclassifications	578,075	836,126	258,051	
Marker for Aquatics Personnel Increase			750,600	
<b>Total Major Personnel Costs</b>			<b><u>\$ 5,635,127</u></b>	

(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. The OPEB increase is a result of a new actuary utilizing updated medical trend projections, which are more in line with those used by our parent counties. We are pleased to note that health costs are decreasing 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 \$2.6 million. We are in the second year of our contract with the FOP and are in full contract negotiations with MCGEO for FY19, the results of which will be presented for approval at the Joint County Council Meeting in May 2018. Also included are two additional markers: one for possible reclassification adjustments based on the multi-year classification study that is under way (\$836 thousand), and one for an expected increase for Aquatics personnel (\$751 thousand).

***Major Non-Personnel Cost Changes***

- In addition to the “right-sizing” efforts and the reduction in project charges discussed below, no significant operating budget impacts (OBI) for opening new Parks & Recreation facilities will affect the General Fund in FY19. However, the removal of start-up costs for CIP projects scheduled for completion in FY18 will allow for a reduction of \$1,322,000.
- Net expenses related to the office relocation of the Planning Department and the Commissioners’ Office are budgeted at \$355,800.

- To account for some operations more appropriately, \$1,421,000 of program expenditures have been transferred from the Park Fund to the Recreation Fund, and \$367,000 from the Enterprise Fund to the Park Fund.

***“Right-sizing” Operations***

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$4.67 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. This investment will be made primarily in the Planning Department and the Department of Parks and Recreation. In the Planning Department, staffing and consulting services are proposed for an expanded work program. In the Department of Parks and Recreation, the investment is primarily for understaffed facilities and some one-time capital outlay. Each department’s budget section provides detailed information on how this increased investment will be used. Below is a summary of critical investment by department.

<b>Fund</b>	<b>Department</b>	<b>Essential Needs Investment Amount</b>
Administration	Planning	\$ 1,500,000
Administration	Commissioners' Office	101,678
Administration	DHRM	122,718
Administration	Legal	37,880
Administration	Finance	94,741
Administration	Inspector General	4,261
Administration	Corporate IT	56,300
Park	Parks & Recreation	1,189,260
Recreation	Parks & Recreation	1,561,696
<b>Total</b>		<b>\$ 4,668,534</b>

***Project Charge Reductions***

As you are aware, 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. Some 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 \$10.2 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, FY16’s, FY17’s, and FY18’s reductions were modified to \$1.5 million, \$1.2 million, \$65,000, \$475,000, and \$1.1 million, respectively. For FY19, we are proposing a reduction of \$1.86 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 FY19 Proposed Budget for General Fund Accounts**

For the three tax supported operating funds, we are putting forward a total proposed budget of \$301.6 million. The Administration Fund, which funds the Planning Department, Commissioners' Office, and Central Administrative Services (CAS) departments, is proposed to increase by 4.8 percent, or \$2.4 million from the FY18 Budget. The Park Fund is proposed to increase 8.1 percent, or \$11.8 million. Lastly, the Recreation Fund budget is proposed to increase by 17.1 percent, or \$13.3 million. No changes in property tax rates are required to fund the FY19 Proposed Budget.

The following table summarizes the FY19 Proposed Budget:

<b>M-NCPPC</b>				
<b>Summary of FY19 Proposed Budget General Fund Accounts</b>				
<b>By Fund by Department (excludes reserves)</b>				
	<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Prince George's</b>				
<b>Administration Fund</b>				
Commissioners' Office	\$ 2,054,179	\$ 2,153,092	\$ 98,913	4.8%
Planning Department Operating	29,770,882	31,552,756	1,781,874	6.0%
Project Charges	7,651,711	6,718,378	(933,333)	-12.2%
CAS	9,159,181	9,485,273	326,092	3.6%
Transfer to Special Revenue	-	-	-	-
Transfer to Capital Projects	30,000	30,000	30,000	0.0%
Non-Departmental (1)	<u>1,946,194</u>	<u>3,107,492</u>	<u>1,161,298</u>	<u>59.7%</u>
<b>Subtotal Admin Fund</b>	<b>50,612,147</b>	<b>53,046,991</b>	<b>2,434,844</b>	<b>4.8%</b>
<b>Park Fund</b>				
Park Fund Operating	116,807,846	116,176,037	(631,809)	-0.5%
Project Charges	618,005	451,000	(167,005)	-27.0%
Transfer to Capital Projects	11,600,000	18,665,000	7,065,000	60.9%
Transfer to Debt Service	11,053,742	13,753,538	2,699,796	24.4%
Non-Departmental (1)	<u>5,543,728</u>	<u>8,412,743</u>	<u>2,869,015</u>	<u>51.8%</u>
<b>Subtotal Park Fund</b>	<b>145,623,321</b>	<b>157,458,318</b>	<b>11,834,997</b>	<b>8.1%</b>
<b>Recreation Fund</b>				
Recreation Fund Operating	62,420,083	67,316,433	4,896,350	7.8%
Project Charges	3,817,284	3,058,500	(758,784)	-19.9%
Transfer to Enterprise	8,748,421	8,584,855	(163,566)	-1.9%
Transfer to Capital Projects	-	8,000,000	8,000,000	-
Non-Departmental (1)	<u>2,838,095</u>	<u>4,152,911</u>	<u>1,314,816</u>	<u>46.3%</u>
<b>Subtotal Recreation Fund</b>	<b>77,823,883</b>	<b>91,112,699</b>	<b>13,288,816</b>	<b>17.1%</b>
<b>Prince George's Total General Fund</b>	<b><u>\$ 274,059,351</u></b>	<b><u>\$ 301,618,008</u></b>	<b><u>\$ 27,558,657</u></b>	<b><u>10.1%</u></b>

(1) Non-Departmental for both years include OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.

**Assessable Base and Tax Rates**

The total FY19 property tax revenue estimate for the Administration, Park, and Recreation funds is \$278.7 million, an increase of 6.3 percent, or \$16.5 million, from the FY18 Adopted Budget. This projection is based upon the latest State Department of Assessments and Taxation (SDAT) estimates. Final SDAT estimates for FY19 will be released in March. In the Adopted Budget, staff will update property tax revenues based on that estimate.

The Commission is proposing to maintain its overall real property tax rate at 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 FY19 are unchanged from FY18. Those tax rates are as follows:

<b>FY19 Proposed Budget Property Tax Rates by Fund</b>		
	<b><u>Real</u></b>	<b><u>Personal</u></b>
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>
<b>Total</b>	<b>29.40</b>	<b>73.50</b>

**FY19 Work Program**

**Planning Department**

The Planning Department's proposed budget for FY19 is 2.3 percent, or \$849 thousand, more than last year's adopted budget. The Department is also proposing to fully fund four full-time career positions in FY 2019 that are currently frozen and unfunded in the FY 2018 Operating Budget. The cost increases are offset by an additional \$200,000 savings in budgeted lapsed salary. Project charges were reduced by \$933,333. The budget for professional/consulting services has been increased by \$1.5 million to deliver the FY19 work program. Increases related to the office relocation of the Planning Department and the Commissioners' Office are budgeted at \$355,800.

The Planning Department's proposed FY19 work program includes carryover projects and programs from FY18 and six new projects for FY19. The six new projects are listed below:

- Flooding Impacts on Housing Study
- Master Plan Implementation Program (Non-Downtown)
- Minor Plan Amendments Program
- Mixed-Use Town Center Zone Amendments
- 2020 Census Support
- Development Pipeline Needs Assessment

Details of these and the rest of the work program will be found in within the divisional budget sections.

### **Department of Parks and Recreation**

The Department of Parks and Recreation operating budget proposes a 11.2 percent, or \$25.1 million, increase from FY18. This primarily reflects additional operating budget impact (OBI) staffing needs for recently completed CIP projects, growing debt service costs, and increasing Pay-Go transfers to address critical infrastructure needs.

In developing the FY19 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
  - Prioritize CIP investment to maintain existing infrastructure.
  - Invest to provide for adequate public safety.
  - 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.
  - Maintain a sustainable CIP program by prioritizing projects with minimal operating budget impact, utilizing Pay-Go at a greater rate than bond financing, and continuing to offset new project requests by removing and/or delaying existing projects

### **Enterprise Fund**

In FY19, total Enterprise Fund operating revenues are proposed to decrease by 2.9 percent to \$10.7 million. Operating expenses are projected to decrease by 2.3 percent. As a result, the subsidy from the Recreation Fund is budgeted to decrease by 1.9 percent to \$8.6 million. More than 74 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 Department's Social Equity stance 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 Wayne K. Curry Sports and Learning Center at 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 FY19-FY24 Proposed CIP is \$204.5 million, with \$45.8 million proposed for FY19, which is slightly less than the FY18 amount. The FY19-FY24 CIP represents a 93.5 percent increase from the Adopted FY18-FY23 CIP. This increase directly reflects an aggressive program to address critical infrastructure needs.

In addition to infrastructure needs, the Proposed FY19-FY24 CIP places priority on projects for:

- Public safety improvements;
- ADA and code compliance improvements;
- Renovations for existing infrastructure, including historic sites, aquatic facilities, and storm water facilities;
- Projects with minimal impact to the operating budget; and
- Trail renovation and development.

The proposed FY19 Capital Budget builds upon the adopted FY18-FY23 CIP and provides funding for critically needed 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 FY19-FY24 CIP is to align our bond and PayGo funding for CIP projects with our financial capacity over the next six years. This year, deploying a more equitable approach to supporting infrastructure needs, the Recreation Fund will transfer funds to the CIP. These additional transfers allow the Department to considerably increase the amount of PayGo projected to be available to meet infrastructure needs.

### **Central Administrative Services (CAS)**

For FY19, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- DHRM:
  - Two career positions in the Corporate Policy and Management Operations Division, one to address a critically understaffed Division, and one to provide administrative support to a Division chief currently with none.

- Two career positions in Human Resources Division to support the ERP system. Positions will review and validate personnel transactions, provide guidance to field offices, and perform complex transaction analysis, business process reviews, develop reports and train operating department staff.
- Finance Department: One career position to focus on IT purchasing.
- Legal Department: One career position to provide administrative support.
- Corporate IT Division (split off from Finance and now under the CIO's office) – funding for a regular computer replacement schedule.

### **Commissioners' Office**

The Commissioners' Office will continue to provide support for the Planning Board, and in so doing, has requested funding for a position that was previously deployed from the Planning Department. This public affairs position will continue to focus on managing social media and digital communications.

### ***Spending Affordability***

The Commission continues to meet regularly with the County's 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 FY19 Proposed Budget is balanced, and in keeping with our multi-year financial projections, the Administration, Park and Recreation Funds are projected to be in balance through at least FY24. Improving revenue projections have allowed this budget to include significant funding for infrastructure maintenance, as well as to address "right-sizing" staffing needs. However, we must remain cognizant that structural deficits do reappear in later years in both the Administration and Park Funds necessitating that we carefully examine our budget choices.

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.

The Honorable Rushern L. Baker, III, County Executive  
The Honorable Dannielle M. Glaros, Chair, Prince George's County Council  
FY19 Proposed Operating Budget Transmittal  
January 15, 2018  
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We pledge to work with you to improve 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 of all, 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. We welcome further discussion of this FY19 Proposed Budget, and we thank you for your consideration.

Sincerely,



Elizabeth M. Hewlett, Chairman



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**PRINCE GEORGE'S COUNTY DEPARTMENT OF PARKS and RECREATION  
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# Overview

**OVERVIEW**

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One  
Commission

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

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Mission

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

Strategic  
Focus

- **Mission-driven Core Services:** Delivery of quality, high performance programs and services directly related to the statutory mandates of the Land Use Article.

- **Revenue Diversification:** Outreach for additional funding sources such as public/private partnerships and grants to diversify revenue sources and reduce reliance on the property taxes as a source of funds; development of fee structure for services and programs with an overall goal of covering cost but also recognizing equity and ability to pay realities; encouraging active volunteer participation to augment programs, services and service delivery.

- **Customer Focused Programs:** Maintain on-going communication with users, key stakeholders and funders to determine needs, service performance and receive feedback. Use this information to help develop programs, facilities and services.

- **Management and Employee Accountability:** Establish clear lines of accountability at all levels of the Commission that customers are a priority, innovation is promoted, service capacities are continuously developing and productivity is constantly improving.

- **Contemporary Technologies:** Facilitate programs and services by advanced information technologies improving the flow of information and access to services by customers and stakeholders.

- **Prioritized Capital Improvement Program:** Manage and direct the Commission's capital program in a method that permits the operating budget to absorb the impact of implementing new programs, facilities and services.

- **Performance Measurement:** Promote greater efficiency, increase fiscal responsibility and meet customer and stakeholder expectation through a performance measurement system that reports and produces information to plan, monitor, evaluate and adjust programs and services.

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# Prince George's County Overview – Budget Guide

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## 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 FY19 budget and the Commission's long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget's development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



# Prince George's County Overview – Budget Guide

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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 2019 are included:

- Commission Summary of FY19 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY17 and Budgeted Use of Fund Balance/Net Position for FY18 and FY19;
- Prince George's County FY19 Proposed Budget Summary by Fund Summary by Department by Division;
- Prince George's County FY19 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$356,255,398;
- Prince George's County FY19 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$356,255,398;
- Prince George's County FY19 Proposed Budget Summary by Major Object;
- Prince George's County FY19 Proposed Budget Summary of Funds Required (Percent of Total by Object) Total Operating Funds \$356,255,398;
- 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 FY10 Actual to FY19 Proposed;
- Prince George's County Revenues and Expenditures General Fund Accounts FY10 Actual to FY19 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 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 Chief Information Officer (CIO) and Commission-Wide Initiatives (CWIT) Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;





# Prince George's County Overview – Budget Guide

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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
- Summary of Project Charges Paid to Prince George's County

## 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 Inspector General
  - Corporate IT
  - 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;



# Prince George's County Overview – Budget Guide

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- Summary budget information at two levels: department level and division level. Department level information is labeled **Summary of Department Budget**, and Division level is referred to as **Budget at a Glance**. Summary information includes the total budgeted expenditures with year over year change from the prior year Adopted Budget, along with a staffing summary.
- Following each budget summary section is the **Highlights and Major Changes in the FY19 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
  - Chief Information Officer (CIO) and Commission-wide Initiatives (CWIT) 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



# Prince George's County Overview – Budget Guide

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budget documents prepared by the respective County governments. They are generally published by March 15<sup>th</sup> by both the Montgomery and Prince George's County governments.

## Appendices

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

## 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.



# Prince George's County Overview – Budget Guide

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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 Funds and six-year expenditures plans are submitted prior to November 1, every other year in Montgomery County as a biennial process. In Prince George's County the Capital Projects Funds and six-year expenditure plans are submitted by January 15. These budgets and plans include the means of financing them.

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

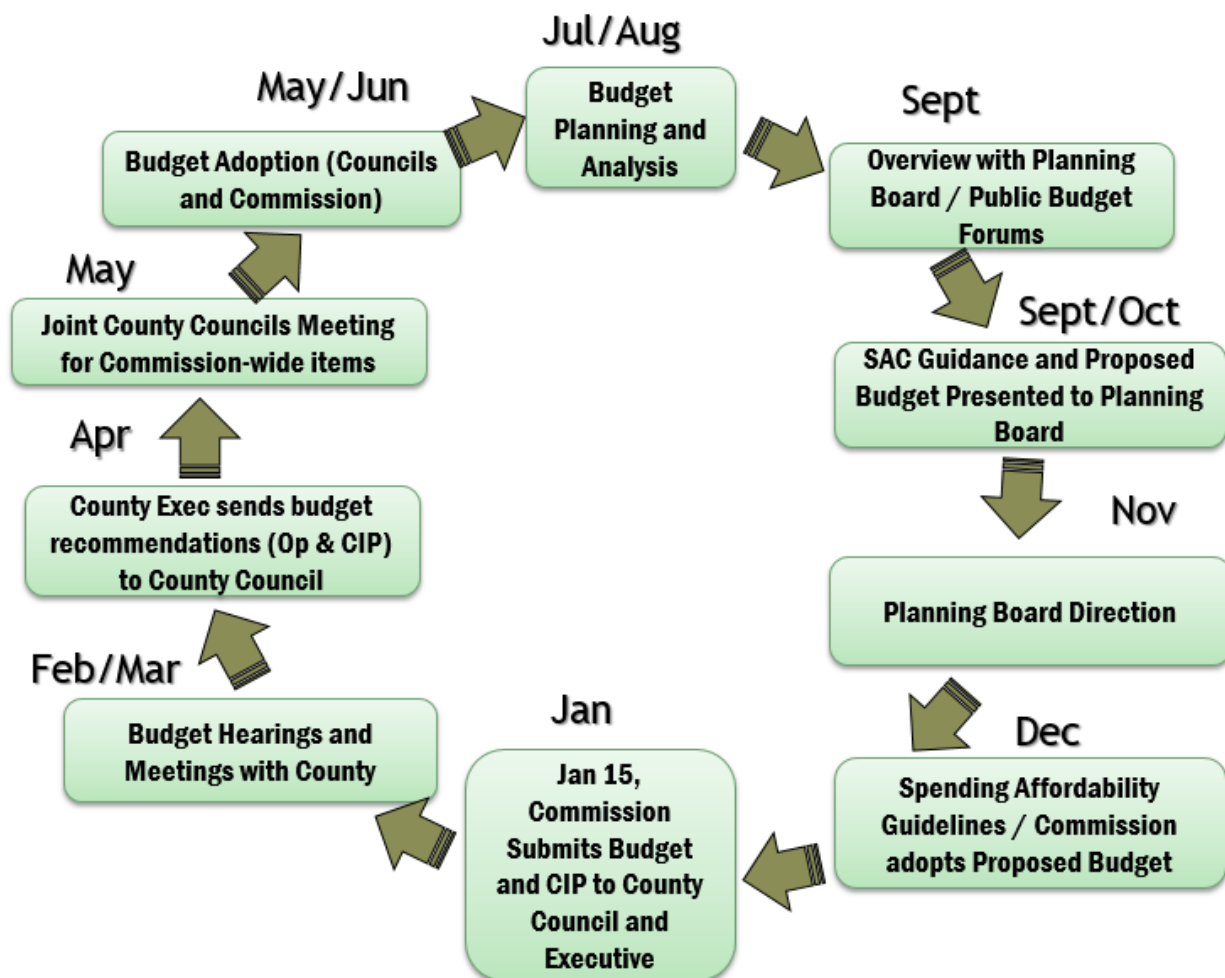
The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



# Prince George's County Overview – Budget Guide

## Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2017
• Meet with Spending Affordability Committee	By August 30, 2017
• Budget Overview with Planning Board	September to November 2017
• Staff Develops Budget	September to November 2017
• Planning Board Work Sessions	September to December 2017
• Spending Affordability Committee Issues Guidelines	December 2017
• Commission Approves Proposed Budget	December 20, 2017
• Staff Produce Proposed Budget Book	December 2017 to January 2018
• Submit Proposed Operating Budget and Capital Improvement Program to County Executive and County Council	January 15, 2018
• County Executive Makes Recommendations	January 15 to April 1, 2018
• County Council Holds Public Hearings	April 2018
• County Council Reviews Budget	April 2018
• County Councils Meet Jointly	May 2018
• County Councils Adopt Budget	By June 1, 2018
• Commission Adopts Budget Resolution	June 20, 2018



# Prince George's County Overview – Background

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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 166 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 (2016), the County's population is currently estimated at 908,049 and growing at about 0.6 percent annually. African-American persons represent 65 percent of the population; White persons are 26.5 percent; Hispanic and Latino origin persons are 17.8 percent; and Asian persons are 4.6 percent. Approximately 21.4 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 51.9 percent of the County's residents are female. While the median age of a County resident is 36.2 years, approximately 22.5 percent of County residents are secondary school age or younger (under 18 years old), and approximately 12.3 percent are age 65 or older. According to the Prince George's County Public School (PGCPS)



## Prince George's County Overview – Background

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website, student enrollment in Prince George's public schools for the School Year 2016-17 totaled 128,937.

According to the Maryland State Data Center 2016 records, the median household income in the County was \$75,925 compared to the Maryland state median of \$76,067 and national median of \$55,322. The 2016 median value of an owner-occupied home in Prince George's County was \$261,400 compared to a state median of \$290,400. About 31.5 percent of County residents over age 25 have at least a bachelor's degree. The County's labor force for 2016 was estimated to be 494,517 and the average unemployment rate was 4.4 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 also primary Commission customers. Golfers play our fine courses; ice skating enthusiasts enjoy afternoons our ice skating facilities; walkers, joggers and bicyclists utilize our vast system of trails; people stop by our information counter seeking assistance in understanding the permitting process or 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 developments to ensure that they are not built in flood plains, or on ground otherwise unsuitable



# Prince George's County Overview – Background

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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 Inspector General, 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 1<sup>st</sup>, the two counties have until June 15<sup>th</sup>, 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 94 percent of the Commission's tax-supported operations. The remainder of the revenues is derived from grants, interest, fees and charges, and fund balance. The five accounts (funds) are separately maintained within the General Fund, as follows:





# Prince George's County Overview – Background

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

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

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

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

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

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

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

The Commission has 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.

## 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



## Prince George's County Overview – Background

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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 Improvements 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, financing capital equipment purchases and the centralized information systems operations.



# Prince George's County

## Overview – Policies

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### 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 FY19, 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 Fund and the Recreation Fund in Prince George's County.



# Prince George's County

## Overview – Policies

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

### INVESTMENT POLICY

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

1. General Fund
2. Capital 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



## Prince George's County Overview – Policies

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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.



## Prince George's County Overview – Policies

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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 business based on their location. The assessable base for the Recreation



## Prince George's County Overview – Policies

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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 99.7 percent for both real property taxes and personal property taxes). The assessable base is then divided by \$100, multiplied by the tax rate and then by the collection factor to derive the projection for property tax revenues. Trend analysis factoring in latest information on housing market and commercial property development is then used to project property tax revenues over the six-year cycle.
- Interest and penalties on prior year taxes not paid are generally assumed at no growth from year to year, unless trend changes on collection factors are envisioned.
- Fees and Charges are generally projected with modest annual growth (3-5 percent), unless trend analysis indicates otherwise.
- Interest income is projected taking into account possible changes in both short and long-term interest rates and anticipated levels of fund balance and other cash available for investment.

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

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



## Prince George's County Overview – Policies

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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**

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

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





# Prince George's County Overview – Budget Issues

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## BUDGET ISSUES

This section of the budget provides the global context underlying the Commission's FY19 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 State Department of Assessments and Taxation (SDAT) show the County's FY19 real assessable base projected to grow by 4.41 percent next year. The remaining 5 percent of General Fund revenues are projected to increase by 10 percent in FY19 due to projected increases from fees and charges and from interest income.

With the property tax revenue outlook slowly improving, the FY19 Proposed Budget's goal is to "right-size" the Commission's operations – to provide adequate resources both for necessary planning studies as well as for park and recreation infrastructure and service delivery. A major initiative this year is to begin to address our infrastructure improvement needs by utilizing existing fund balances in both the Park Fund and the Recreation Fund.

### Property Tax Revenue and Tax Rates

The total FY19 property tax revenue estimate for the four tax-supported<sup>1</sup> funds is \$278.7 million, an increase of 6.3 percent or \$16.5 million from the FY18 Adopted Budget. Assessable base and property tax revenues in FY18 are within the adopted budget projections. The real property assessable base is projected to increase by 4.41 percent in FY19, based upon the latest SDAT estimates. Final SDAT estimates for FY19 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 FY19 are unchanged from FY18. Those tax rates are as follows:

<b>FY19 Proposed Property Tax Rates by Fund</b>		
	<b><u>Real</u></b>	<b><u>Personal</u></b>
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>
<b>Total</b>	<b>29.40</b>	<b>73.50</b>

### 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-

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<sup>1</sup> 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

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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 \$13.6 million for FY19, an increase of \$852,900 or 6.7 percent from the FY18 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 FY19 is proposed at \$1.3 million, an increase of 102 percent from the FY18 budget, in line with FY18 estimates.

### **Grant Revenues**

The Planning Department anticipates grant revenue in FY19 at \$147,500, in line with last year. This Prince George's County grant will fund the Department's storm water 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 FY19, total Enterprise Fund operating revenues are proposed to decrease by 2.9 percent to \$10.7 million. Operating expenses are projected to decrease by 2.3 percent to \$19.4 million. As a result, the subsidy from the Recreation Fund of \$8.6 million in FY19 is budgeted to decrease by \$164 thousand.

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, FY19 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.



# Prince George's County Overview – Budget Issues

## EXPENDITURES

As noted before, the key objective in the FY19 Proposed Budget - to “right-size” the Commission’s operations.

The Proposed Budget includes the following major known commitments for personnel costs in FY19:

- 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 and possible reclassifications due to a multi-year classification study.

As can be seen in Exhibit 1, personnel expenses are proposed to increase by \$5.6 million, mostly due to increased OPEB costs and employee compensation markers.

### Exhibit 1

<b>FY19 Proposed Budget</b>					
<b>Summary of Changes in Major Personnel Costs</b>					
<b>Prince George's County Administration Fund, Park Fund, and Recreation Fund</b>					
		<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>OPEB</b>					
	OPEB Paygo & Prefunding	\$ 8,708,722	\$ 11,372,339	\$ 2,663,617	30.6%
<b>Pension (ERS)</b>					
	Pension (ERS)	13,600,861	13,567,332	(33,529)	-0.2%
<b>Health and Benefits(1)</b>					
	Employee Health Benefits	18,310,943	17,700,150	(610,793)	-3.3%
<b>Subtotal Personnel Costs</b>		<b>\$ 40,620,526</b>	<b>\$ 42,639,821</b>	<b>\$ 2,019,295</b>	<b>5.0%</b>
<b>Employee Compensation</b>					
	Marker for Changes to Employee Comp.		2,607,181	2,607,181	
	Marker for Possible Reclassifications	578,075	836,126	258,051	
	Marker for Aquatics Personnel Increase			750,600	
<b>Total Major Personnel Costs</b>				<b>\$ 5,635,127</b>	

(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 FY19 have been determined by a new actuary utilizing updated medical trend projections, which are more in line with those used by our parent counties.



# Prince George's County Overview – Budget Issues

The net change for total OPEB costs is about a \$2.66 million increase or 30.6 percent over the FY18 adopted figures.

Total OPEB funding is \$11.37 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 projected to decrease by 0.2 percent in FY19, representing a cost of \$34 thousand less than the FY18 Adopted Budget.

## ***Health Insurance and Benefits***

Health insurance and benefit costs are projected to decrease by 3.3 percent in FY19, or \$611 thousand less than the FY18 Adopted Budget. Good experience in our self-insured plans can be partially credited to previous restructuring of employee benefits and the focus on wellness initiatives.

## ***Employee Compensation***

The Commission's FY19 budget includes a dollar marker of \$2.6 million in the General Fund. The Commission is in full contract negotiations with MCGEO, and in the second year of our contract with the FOP for FY19. Also included are two additional markers: one for possible reclassification adjustments based on the multi-year classification study that is under way (\$836 thousand), and one for an expected increase for Aquatics personnel (\$751 thousand).

## **Exhibit 2**

**Summary of FY19 Proposed Operating Budget Expenditures  
(net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)**

	<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Prince George's Funds</b>				
Administration (1)	\$ 50,612,147	\$ 53,046,991	\$ 2,434,844	4.8%
Park (2)	145,623,321	157,458,318	11,834,997	8.1%
Recreation (3)	77,823,883	91,112,699	13,288,816	17.1%
ALA Debt	-	-	-	-
<b>Subtotal Tax Supported</b>	<b>274,059,351</b>	<b>301,618,008</b>	<b>27,558,657</b>	<b>10.1%</b>
Enterprise	19,829,221	19,383,055	(446,166)	-2.3%
Special Revenue	9,144,545	8,442,397	(702,148)	-7.7%
Park Debt	11,053,742	13,753,538	2,699,796	24.4%
<b>Total Prince George's</b>	<b>\$ 314,086,859</b>	<b>\$ 343,196,998</b>	<b>\$ 29,110,139</b>	<b>9.3%</b>

(1) Includes transfer to Capital Projects

(2) Includes transfer to Park Debt Service and Capital Projects

(3) Includes transfer to Enterprise Fund in both years, and to Capital Projects in FY19



# Prince George's County

## Overview – Budget Issues

### Major Non-Personnel Cost Changes

- In addition to the “right-sizing” efforts and the reduction in project charges, both discussed subsequently, no significant operating budget impacts (OBI) for opening new Parks & Recreation facilities will affect the General Fund in FY19. However, the removal of start-up costs for CIP projects scheduled for completion in FY18 will allow for a reduction of \$1,322,000.
- Net expenses related to the office relocation of the Planning Department and the Commissioners’ Office are budgeted at \$355,800.
- To account for some operations more appropriately, \$1,421,000 of program expenditures have been transferred from the Park Fund to the Recreation Fund, and \$367,000 from the Enterprise Fund to the Park Fund.

### Capital Projects

As noted earlier, in addition to “right-sizing” the Commission’s operations, the other major goal of the FY19 Proposed Budget is to begin to address critical infrastructure improvement needs. Toward that end, this budget proposes the utilizing fund balance in both the Park and Recreation Funds to increase the PayGo transfer to the Capital Projects Fund.

### “Right-sizing” Operations

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$4.67 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. This investment will be made primarily in the Planning Department and the Department of Parks and Recreation. In the Planning Department, staffing and consulting services are proposed for an expanded work program. In the Parks and Recreation Department, it is primarily for understaffed facilities and some one-time capital outlay. Each department’s budget section provides detailed information on how this increased investment will be used. Below is a summary of new investment by department.

<b>Fund</b>	<b>Department</b>	<b>Essential Needs Investment Amount</b>
Administration	Planning	\$ 1,500,000
Administration	Commissioners' Office	101,678
Administration	DHRM	122,718
Administration	Legal	37,880
Administration	Finance	94,741
Administration	Inspector General	4,261
Administration	Corporate IT	56,300
Park	Parks & Recreation	1,189,260
Recreation	Parks & Recreation	1,561,696
<b>Total</b>		<b>\$ 4,668,534</b>



# 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. Some 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 \$10.2 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, FY16's, FY17's, and FY18's reductions were modified to \$1.5 million, \$1.2 million, \$65,000, \$475,000, and \$1.1 million, respectively. For FY19, we are proposing a reduction of \$1.86 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.

A table summarizing the current and proposed project charges can be found at the end of the Overview section.

## **FUND BALANCE**

Going into FY19, the General Fund accounts project to have combined fund balances totaling \$200.56 million. In total, the FY19 Proposed Budget uses \$19.67 million of fund balance. Fund balance use in both the Park and Recreation Funds is being utilized to increase PayGo transfers to the Capital Projects Fund. Exhibit 3 shows the projected change in fund balances for the three general fund accounts.

### **Exhibit 3**

#### **FY19 Proposed Budget Use of Fund Balance Prince George's County General Fund Accounts**

	<b>FY18 Estimated Ending (Undesignated)</b>	<b>FY19 Proposed Ending (Undesignated)</b>	<b>Use of Fund Balance (1)</b>
<b>Administration Fund</b>	34,321,499	33,843,009	<b>(478,491)</b>
<b>Park Fund</b>	124,635,790	113,114,772	<b>(11,521,018)</b>
<b>Recreation Fund</b>	41,599,417	33,926,293	<b>(7,673,124)</b>
<b>Total</b>	<b>200,556,706</b>	<b>180,884,073</b>	<b>(19,672,633)</b>

(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 (\$13,058,400) used to meet the reserve requirement will not be spent.



# Prince George's County

## Overview – Budget Issues

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### DEBT

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, 2017, is estimated at \$917 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 \$61.1 million of outstanding Park Acquisition and Development Bonds. The Commission's Prince George's County bonds are rated AAA by Standard & Poor's Corporation, AAA by Fitch Ratings, and Aaa by Moody's Investor Services, Inc.

### SPENDING AFFORDABILITY PROCESS

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

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

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

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

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



## Prince George's County Overview – Budget Issues

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

This year, the SAC issued its final report in December 2017. This proposed budget complies with the recommendations of the SAC.





**FY19 Proposed Budget**  
**Fiscal and Budget Summary Schedules**



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

## COMMISSION SUMMARY OF FY19 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			
	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Total Sources: (excluding use of fund balance)</b>										
<b>Governmental Funds:</b>										
General Funds:										
Administration Fund	\$ 50,886,287	\$ 51,942,200	\$ 55,219,300	\$ 28,230,072	\$ 29,848,460	\$ 31,162,200	\$ 79,116,359	\$ 81,790,660	\$ 86,381,500	3.4%
Park Fund	140,198,260	142,612,300	152,189,300	93,928,608	100,555,238	108,107,375	234,126,868	243,167,538	260,296,675	3.9%
Recreation Fund	79,833,954	82,333,475	87,595,175				79,833,954	82,333,475	87,595,175	3.1%
General Funds Total	270,918,501	276,887,975	295,003,775	122,158,680	130,403,698	139,269,575	393,077,181	407,291,673	434,273,350	3.6%
ALA Debt Service Fund	455			1,859,162	1,941,740	2,031,100	1,859,162	1,941,740	2,031,100	4.4%
Tax Supported Funds Total	270,918,956	276,887,975	295,003,775	124,017,842	132,345,438	141,300,675	394,936,798	409,233,413	436,304,450	3.6%
Park Debt Service Fund	10,830,748	11,053,742	13,753,538	4,838,893	5,511,210	6,521,285	15,669,641	16,564,952	20,274,823	5.7%
Property Management Fund				1,291,619	1,311,100	1,432,800	1,291,619	1,311,100	1,432,800	1.5%
Capital Projects Fund	10,842,179	49,015,701	46,175,000	25,291,363	26,632,000	42,897,000	36,133,542	75,647,701	89,072,000	109.4%
Special Revenue Funds	7,326,773	8,399,215	8,101,615	5,054,657	4,096,770	5,122,030	12,381,430	12,495,985	13,223,645	0.9%
Governmental Funds Total	299,918,656	345,356,633	363,033,928	160,494,374	169,896,518	197,273,790	460,413,030	515,253,151	560,307,718	11.9%
<b>Proprietary Funds:</b>										
Enterprise Fund	18,379,647	19,829,221	19,383,055	10,779,619	10,715,981	11,225,962	29,159,266	30,545,202	30,609,017	4.8%
Internal Service Funds:										
Risk Management Fund	5,143,302	3,827,200	3,493,200	3,959,061	2,686,500	2,462,800	9,102,363	6,513,700	5,956,000	-28.4%
Capital Equipment Fund	1,618,728	3,723,927	1,976,777	3,766,279	8,859,500	4,758,250	5,385,007	12,583,427	6,735,027	133.7%
CIO & Comm-wide IT Initiatives Fund	1,297,368	1,590,065	2,188,492	747,783	897,423	1,340,902	2,045,151	2,487,488	3,529,394	21.6%
Executive Office Building Fund*							1,209,552	1,357,000	1,357,000	12.2%
Group Insurance Fund*							46,639,673	59,378,006	59,112,696	27.3%
Internal Service Funds Total	8,059,398	9,141,192	7,658,469	8,473,123	12,443,423	8,551,952	46,639,673	82,319,621	76,690,117	27.9%
Proprietary Funds Total	26,439,045	28,970,413	27,041,524	19,252,742	23,159,404	19,787,914	93,541,012	112,864,823	107,299,134	20.7%
<b>Private Purpose Trust Funds:</b>										
ALA Revolving Fund	3,785			1,844,266	1,816,190	1,928,250	1,844,051	1,816,190	1,928,250	-1.7%
<b>GRAND TOTAL</b>	\$ 326,361,486	\$ 374,327,046	\$ 390,075,452	\$ 181,591,382	\$ 194,872,112	\$ 218,989,954	\$ 555,802,093	\$ 629,934,164	\$ 669,535,102	13.3%

**Total Uses and Funds Required: (Includes reserve in budget amounts but not in actual)**

	Prince George's County			Montgomery County			Total Commission			
	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Governmental Funds:</b>										
Administration Fund	41,472,971	53,141,247	55,697,791	27,825,322	32,656,641	34,224,289	69,298,293	85,797,888	89,922,080	23.8%
Park Fund	131,348,336	151,771,821	163,710,318	94,298,046	104,227,780	111,236,721	225,646,382	236,998,601	274,947,039	13.5%
Recreation Fund	67,802,662	81,715,083	95,268,299				67,802,662	81,715,083	95,268,299	20.5%
General Funds Total	240,623,969	286,628,151	314,676,408	122,123,368	136,884,421	145,461,010	362,747,337	423,512,572	460,137,418	16.8%
ALA Debt Service Fund	430			1,861,720	1,941,740	2,031,100	1,862,150	1,941,740	2,031,100	4.3%
Tax Supported Funds Total	240,624,399	286,628,151	314,676,408	123,985,088	138,826,161	147,492,110	364,609,487	425,454,312	462,168,518	16.7%
Park Debt Service Fund	10,830,748	11,053,742	13,753,538	4,838,893	5,511,210	6,521,285	15,669,641	16,564,952	20,274,823	5.7%
Property Management Fund				1,270,406	1,311,100	1,532,800	1,270,406	1,311,100	1,532,800	3.2%
Capital Projects Fund	24,803,132	49,015,701	46,175,000	26,029,473	26,632,000	42,897,000	50,832,605	75,647,701	89,072,000	48.8%
Special Revenue Funds	6,996,310	9,144,545	8,442,397	5,352,881	5,634,625	6,519,833	12,352,191	14,779,170	14,962,230	19.6%
Governmental Funds Total	283,257,589	355,842,139	383,047,343	161,476,741	177,915,096	204,963,028	444,734,330	533,757,235	588,010,371	20.0%
<b>Proprietary Funds:</b>										
Enterprise Fund	20,976,605	19,829,221	19,383,055	9,898,025	10,347,797	13,902,775	30,874,630	30,177,018	33,285,830	-2.3%
Internal Service Funds:										
Risk Management Fund	6,067,606	4,998,544	4,304,868	3,777,332	3,359,940	2,938,058	9,844,938	8,358,484	7,242,926	-15.1%
Capital Equipment Fund	1,087,831	2,463,842	1,008,800	2,258,149	8,100,151	4,578,500	3,345,980	10,563,993	4,679,300	215.7%
CIO & Comm-wide IT Initiatives Fund	1,324,936	1,580,504	2,216,131	892,275	892,095	1,353,491	2,217,211	2,472,599	3,569,622	11.5%
Executive Office Building Fund*							722,362	1,577,000	1,357,000	118.3%
Group Insurance Fund*							44,956,668	60,035,927	59,514,635	33.5%
Internal Service Funds Total	8,480,373	9,042,890	6,621,799	6,927,756	12,352,186	8,870,049	61,087,159	83,008,003	76,363,483	35.9%
Proprietary Funds Total	29,456,978	28,872,111	26,004,854	16,825,781	22,699,983	22,772,824	91,961,789	113,185,021	109,649,313	23.1%
<b>Private Purpose Trust Funds:</b>										
ALA Revolving Fund	9,074,071	226,791	288,347	(5,086)	2,845,876	6,944,780	9,068,985	3,072,667	7,233,127	-66.1%
<b>GRAND TOTAL</b>	\$ 321,786,638	\$ 384,941,041	\$ 409,340,544	\$ 178,297,436	\$ 203,460,955	\$ 234,680,632	\$ 545,765,104	\$ 650,014,923	\$ 704,892,811	19.1%

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

**Explanatory Note:** This schedule summarizes the total revenues and total funds required for FY19. The revenues do not include the use or gain in fund balance. Therefore, the schedule intentionally does not balance. The amount of fund balance used or gained is summarized in the schedule on the following page. The two schedules are intended to be read together to provide a fuller picture of the financial condition of each fund.

# Prince George's County

## Overview - Fiscal and Budget Summary Schedules

### COMMISSION SUMMARY

#### Summary of Changes in Actual Fund Balance/Net Position for FY17 and Budgeted Use of Fund Balance/Net Position for FY18 and FY19

	Prince George's County			Montgomery County			Total Commission		
	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	FY 17 Actual	FY 18 Adopted	FY 19 Proposed
<b>Governmental Funds:</b>									
Administration Fund	9,413,316	(1,199,047)	(478,491)	404,750	(2,808,181)	(3,062,089)	9,818,066	(4,007,228)	(3,540,580)
Park Fund	8,849,924	(9,159,521)	(11,521,018)	(369,438)	(3,672,542)	(3,129,346)	8,480,486	(12,832,063)	(14,660,364)
Recreation Fund	12,031,292	618,392	(7,673,124)	-	-	-	12,031,292	618,392	(7,673,124)
General Funds Total	30,294,532	(9,740,176)	(19,672,633)	35,312	(6,480,723)	(6,191,435)	30,329,844	(16,220,899)	(25,864,068)
ALA Debt Service Fund	25	-	-	(2,558)	-	-	(2,553)	-	-
Tax Supported Funds Total	30,294,557	(9,740,176)	(19,672,633)	32,754	(6,480,723)	(6,191,435)	30,327,311	(16,220,899)	(25,864,068)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	21,213	-	(100,000)	21,213	-	(100,000)
Capital Projects Fund	(13,960,953)	-	-	(738,110)	-	-	(14,699,063)	-	-
Special Revenue Funds	327,463	(745,330)	(340,782)	(298,224)	(1,537,855)	(1,397,803)	29,239	(2,283,185)	(1,738,585)
Governmental Funds Total	16,661,067	(10,485,506)	(20,013,415)	(982,367)	(8,018,578)	(7,689,238)	15,678,700	(18,504,084)	(27,702,653)
<b>Proprietary Funds:</b>									
Enterprise Fund	(2,596,958)	-	-	881,594	368,184	(2,676,813)	(1,715,364)	368,184	(2,676,813)
Risk Management Fund	(924,304)	(1,171,344)	(811,668)	181,729	(673,440)	(475,258)	(742,575)	(1,844,784)	(1,286,926)
Capital Equipment Fund	530,897	1,260,085	1,875,977	1,508,130	759,349	179,750	2,039,027	2,019,434	2,055,727
Comm-wide CIO & IT Initiatives Fund	(27,568)	9,561	(27,639)	(144,492)	5,328	(12,589)	(172,060)	14,889	(40,228)
Executive Office Building Fund*	-	-	-	-	-	-	487,190	(220,000)	-
Group Insurance Fund *	-	-	-	-	-	-	1,683,005	(657,921)	(401,939)
Internal Service Funds Total	(420,975)	98,302	1,036,670	1,545,367	91,237	(308,097)	3,294,587	(688,382)	326,634
Proprietary Funds Total	(3,017,933)	98,302	1,036,670	2,426,961	459,421	(2,984,910)	1,579,223	(320,198)	(2,350,179)
<b>Private Purpose Trust Funds:</b>									
ALA Revolving Fund	(9,070,286)	(226,791)	(288,347)	1,849,352	(1,029,686)	(5,016,530)	(7,220,934)	(1,256,477)	(5,304,877)
<b>GRAND TOTAL</b>	<b>4,572,848</b>	<b>(10,613,995)</b>	<b>(19,265,092)</b>	<b>3,293,946</b>	<b>(8,588,843)</b>	<b>(15,690,678)</b>	<b>10,036,989</b>	<b>(20,080,759)</b>	<b>(35,357,709)</b>

\* 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 FY17 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 FY19 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	CIO & Comm-wide IT Initiatives Internal Service Fund	Total
<b>Sources:</b>													
Property Taxes	\$ 54,083,800	\$ 147,548,200	\$ 77,102,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 278,734,000
Intergovernmental	200,500	-	-	-	-	-	5,880,000	950,000	-	-	-	-	7,030,500
Sales	47,000	-	63,000	-	-	-	-	92,000	2,450,000	-	-	-	2,652,000
Charges for Services	588,000	162,800	8,952,674	-	-	-	-	5,887,071	5,479,500	3,362,200	1,973,777	2,188,492	28,594,514
Rentals and Concessions	-	2,804,800	1,087,701	-	-	-	-	948,822	2,788,700	-	-	-	7,630,023
Interest	300,000	700,000	300,000	-	-	-	350,000	50,000	80,000	13,100	3,000	-	1,914,000
Miscellaneous	-	623,500	89,800	-	-	-	2,000,000	173,722	-	-	-	-	2,887,022
<b>Total Revenues</b>	<b>55,219,300</b>	<b>151,839,300</b>	<b>87,595,175</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,230,000</b>	<b>8,101,615</b>	<b>10,788,200</b>	<b>3,493,200</b>	<b>1,976,777</b>	<b>2,188,492</b>	<b>329,442,059</b>
Transfers In	-	350,000	-	13,753,538	-	-	26,695,000	-	8,584,855	-	-	-	49,383,393
Debt Proceeds	-	-	-	-	-	-	11,250,000	-	-	-	-	-	11,250,000
Use of Fund Balance/Net Assets	478,491	11,521,018	7,673,124	-	-	288,347	-	340,782	-	811,668	-	27,639	21,141,069
<b>Total Available Funds</b>	<b>\$ 55,697,791</b>	<b>\$ 163,710,318</b>	<b>\$ 95,268,299</b>	<b>\$ 13,753,538</b>	<b>\$ -</b>	<b>\$ 288,347</b>	<b>\$ 46,175,000</b>	<b>\$ 8,442,397</b>	<b>\$ 19,383,055</b>	<b>\$ 4,304,868</b>	<b>\$ 1,976,777</b>	<b>\$ 2,216,131</b>	<b>\$ 411,216,521</b>
<b>Uses:</b>													
Commissioner's Office	\$ 3,290,392	-	-	-	-	-	-	-	-	-	-	-	3,290,392
Planning Department	-	-	-	-	-	-	-	-	-	-	-	-	-
Director's Office	5,218,594	-	-	-	-	-	-	-	-	-	-	-	5,218,594
Development Review	6,403,246	-	-	-	-	-	-	-	-	-	-	-	6,403,246
Community Planning	4,809,940	-	-	-	-	-	-	-	-	-	-	-	4,809,940
Information Management	5,544,534	-	-	-	-	-	-	-	-	-	-	-	5,544,534
Countywide Planning	6,768,441	-	-	-	-	-	-	-	-	-	-	-	6,768,441
Support Services	8,241,579	-	-	-	-	-	-	-	-	-	-	-	8,241,579
Grants	147,500	-	-	-	-	-	-	-	-	-	-	-	147,500
<b>Planning Operations Total</b>	<b>37,133,834</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,133,834</b>
Central Administrative Services (CAS):													
Dept. of Human Resources and Mgmt.	2,953,464	-	-	-	-	-	-	-	-	-	-	-	2,953,464
Department of Finance	2,166,683	-	-	-	-	-	-	-	-	-	-	-	2,166,683
Legal Department	1,303,370	-	-	-	-	-	-	-	-	-	-	-	1,303,370
Ment System Board	84,116	-	-	-	-	-	-	-	-	-	-	-	84,116
Office of Inspector General	379,404	-	-	-	-	-	-	-	-	-	-	-	379,404
Corporate IT	1,779,923	-	-	-	-	-	-	-	-	-	-	-	1,779,923
Support Services	818,313	-	-	-	-	-	-	-	-	-	-	-	818,313
<b>CAS Total</b>	<b>9,485,273</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,485,273</b>



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

## PRINCE GEORGE'S COUNTY FY19 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

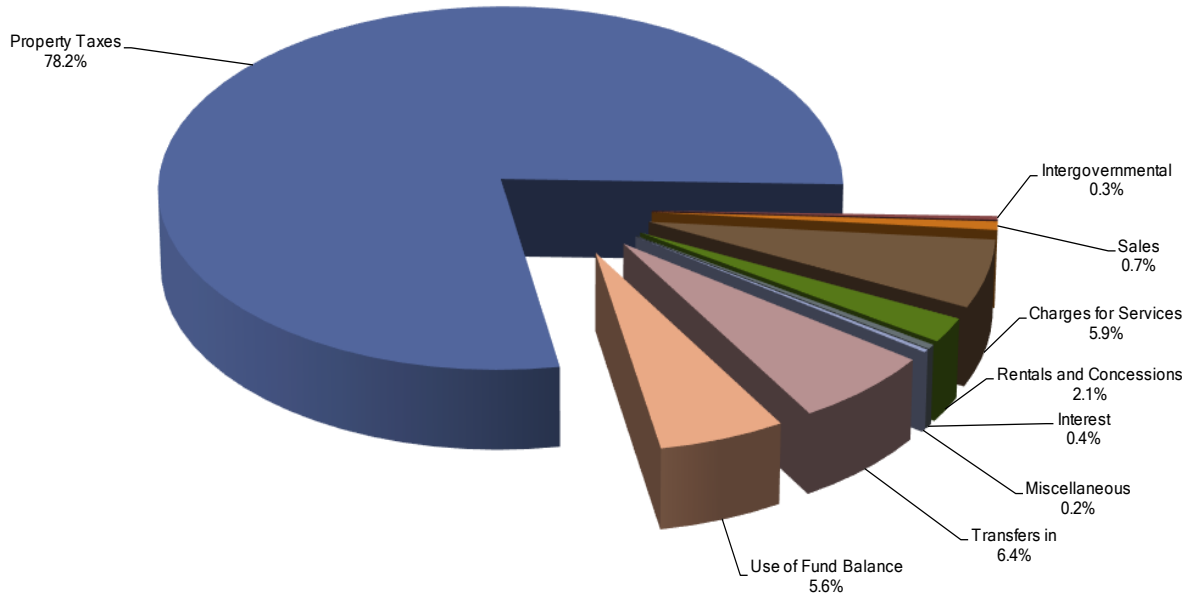
	Administration		Park		Recreation		Park Debt		ALA Debt		ALA Revolving		Capital Projects		Special Revenue		Enterprise		Risk Management		Capital Equipment		C/O & Comm-wide IT		Total
	Fund	Fund	Fund	Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	
<b>Parks and Rec. Operating Divisions:</b>																									
Office of the Director	-	21,695,788	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	21,695,788
Administration and Development	-	33,787,526	10,336,844	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	44,124,370
Facility Operations	-	39,949,459	20,841,886	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,791,345
Area Operations	-	20,743,264	36,137,703	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	56,880,967
Special Revenue Operations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,442,397	-	-	-	-	-	-	-	-	-	8,442,397
Enterprise Operations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	19,383,055	-	-	-	-	-	-	-	19,383,055
<b>Total Park and Rec. Operations</b>	-	116,176,037	67,316,433	-	-	-	-	-	-	-	-	-	-	-	8,442,397	-	19,383,055	-	-	-	-	-	-	-	211,317,922
NonDepartmental	3,107,492	8,863,743	7,211,411	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	19,182,646
Advanced Land Acquisition	-	-	-	-	-	-	288,347	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	288,347
Debt Service	-	-	-	-	-	-	-	13,753,538	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,753,538
Capital Projects	-	-	-	-	-	-	-	-	-	-	-	-	45,825,000	-	-	-	-	-	-	-	-	-	-	-	45,825,000
Transfers to Debt Service	-	13,753,538	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,753,538
Risk Management Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,304,868	-	-	-	-	-	4,304,868
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,800	-	-	100,800
C/O & Commission-wide Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,216,131	-	2,216,131
Transfers Out	30,000	18,665,000	16,584,855	-	-	-	-	-	-	-	-	-	350,000	-	-	-	-	-	-	-	-	-	-	-	35,629,855
<b>Total Uses</b>	\$ 53,046,991	\$ 157,458,318	\$ 91,112,699	\$ 13,753,538	\$ -	\$ 288,347	\$ 46,175,000	\$ 8,442,397	\$ 19,383,055	\$ 4,304,868	\$ 100,800	\$ 2,216,131	\$ 396,282,144												
Designated Expenditure Reserve @ 5%	2,650,800	6,252,000	4,155,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,058,400
<b>Total Required Funds</b>	\$ 55,697,791	\$ 163,710,318	\$ 95,268,299	\$ 13,753,538	\$ -	\$ 288,347	\$ 46,175,000	\$ 8,442,397	\$ 19,383,055	\$ 4,304,868	\$ 100,800	\$ 2,216,131	\$ 409,340,544												
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,875,977
Total Funded Career/Term Positions	268.98	783.00	294.00	-	-	-	-	-	67.00	3.00	-	-	-	-	-	-	-	-	-	-	-	-	3.00	-	1,418.98
Total Funded Workyears	264.83	954.43	947.82	-	-	-	-	263.50	199.00	3.40	-	-	-	-	-	-	-	-	-	-	-	3.00	-	2,635.98	



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

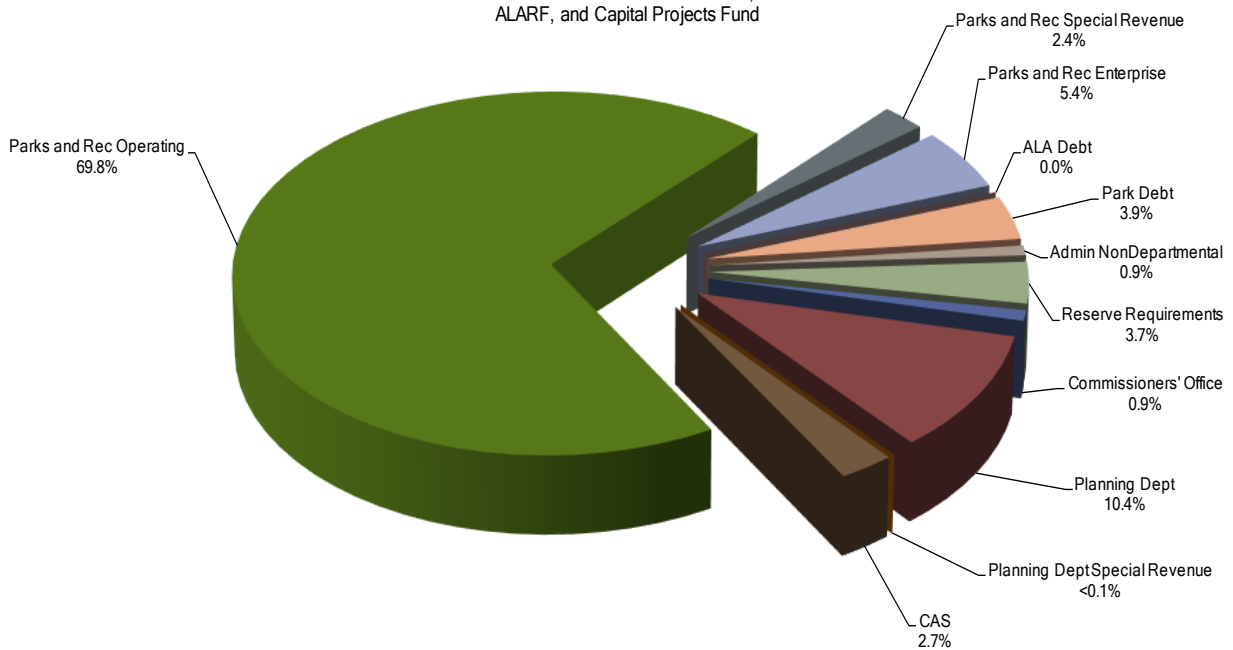
**Prince George's County FY19 Proposed Budget  
Revenue Sources (Percent of Total by Type)  
Total Operating Funds \$356,255,398**

Excludes Internal Service Funds,  
ALARF, and Capital Projects Fund



**Prince George's FY19 Proposed Budget  
Funds Required (Percent of Total by Function)  
Total Operating Funds \$356,255,398**

Excludes Internal Service Funds,  
ALARF, and Capital Projects Fund



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

## PRINCE GEORGE'S COUNTY FY19 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Charge-backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
<b>Governmental Funds:</b>									
General Funds:									
Administration Fund									
Commissioners' Office	\$ 1,799,122	\$ 39,000	\$ 1,439,770	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 3,290,392
Planning Department	20,351,276	1,852,950	13,917,664	626,050	385,894	-	30,000	-	37,163,834
DHRM	2,956,414	36,985	396,154	-	(436,089)	-	-	-	2,953,464
Department of Finance	3,025,964	34,062	279,757	-	(1,173,100)	-	-	-	2,166,683
Legal Department	1,869,908	16,543	205,523	-	(788,604)	-	-	-	1,303,370
Merit System Board	63,329	918	19,869	-	-	-	-	-	84,116
Office of Inspector General	482,493	4,100	19,929	-	(127,118)	-	-	-	379,404
Corporate IT	1,399,579	129,040	887,274	-	(635,970)	-	-	-	1,779,923
CAS Support Services	2,785	26,808	788,720	-	-	-	-	-	818,313
Non-Departmental	3,107,492	-	-	-	-	-	-	-	3,107,492
Budgetary Reserve	-	-	-	-	-	-	-	2,650,800	2,650,800
Administration Fund Total	35,058,362	2,140,406	17,954,660	638,550	(2,774,987)	-	30,000	2,650,800	55,697,791
Park Fund									
Department of Parks and Recreation	85,022,490	10,952,918	25,042,846	2,453,800	1,567,726	-	32,418,538	6,252,000	163,710,318
Park Fund Total	85,022,490	10,952,918	25,042,846	2,453,800	1,567,726	-	32,418,538	6,252,000	163,710,318
Recreation Fund									
Department of Parks and Recreation	50,358,449	6,034,068	16,909,925	1,056,000	169,402	-	16,584,855	4,155,600	95,268,299
Recreation Fund Total	50,358,449	6,034,068	16,909,925	1,056,000	169,402	-	16,584,855	4,155,600	95,268,299
General Funds Total	170,439,301	19,127,392	59,907,431	4,148,350	(1,037,859)	-	49,033,393	13,058,400	314,676,408
ALA Debt Service Fund	-	-	-	-	-	-	-	-	-
Tax Supported Funds Total	170,439,301	19,127,392	59,907,431	4,148,350	(1,037,859)	-	49,033,393	13,058,400	314,676,408
Park Debt Service Fund	-	-	-	-	-	13,753,538	-	-	13,753,538
Capital Projects Fund	-	-	30,000	45,795,000	-	-	350,000	-	46,175,000
Special Revenue Funds									
Planning Department	-	-	-	-	-	-	-	-	-
Department of Parks and Recreation	5,314,935	1,508,012	1,448,450	35,000	136,000	-	-	-	8,442,397
Special Revenue Funds Total	5,314,935	1,508,012	1,448,450	35,000	136,000	-	-	-	8,442,397
Governmental Funds Total	175,754,236	20,635,404	61,385,881	49,978,350	(901,859)	13,753,538	49,383,393	13,058,400	383,047,343
<b>Proprietary Funds:</b>									
Enterprise Fund									
Department of Parks and Recreation	11,479,199	3,141,619	4,100,695	355,542	306,000	-	-	-	19,383,055
Enterprise Fund Total	11,479,199	3,141,619	4,100,695	355,542	306,000	-	-	-	19,383,055
Internal Service Funds:									
Risk Management Fund	478,310	33,720	3,518,593	-	274,245	-	-	-	4,304,868
Capital Equipment Fund	-	-	-	-	44,000	56,800	-	-	100,800
CIO & Commission-wide IT Initiatives Fund	556,441	36,561	1,465,751	-	157,378	157,378	-	-	2,216,131
Internal Service Funds Total	1,034,751	70,281	4,984,344	-	318,245	214,178	-	-	6,621,799
Proprietary Funds Total	12,513,950	3,211,900	9,085,039	355,542	624,245	214,178	-	-	26,004,854
<b>Private Purpose Trust Funds:</b>									
ALA Revolving Fund	-	-	-	288,347	-	-	-	-	288,347
Private Purpose Trust Funds Total	-	-	-	288,347	-	-	-	-	288,347
<b>GRAND TOTAL</b>	\$ 188,268,186	\$ 23,847,304	\$ 70,470,920	\$ 50,622,289	\$ (277,614)	\$ 13,967,716	\$ 49,383,393	\$ 13,058,400	\$ 409,840,544

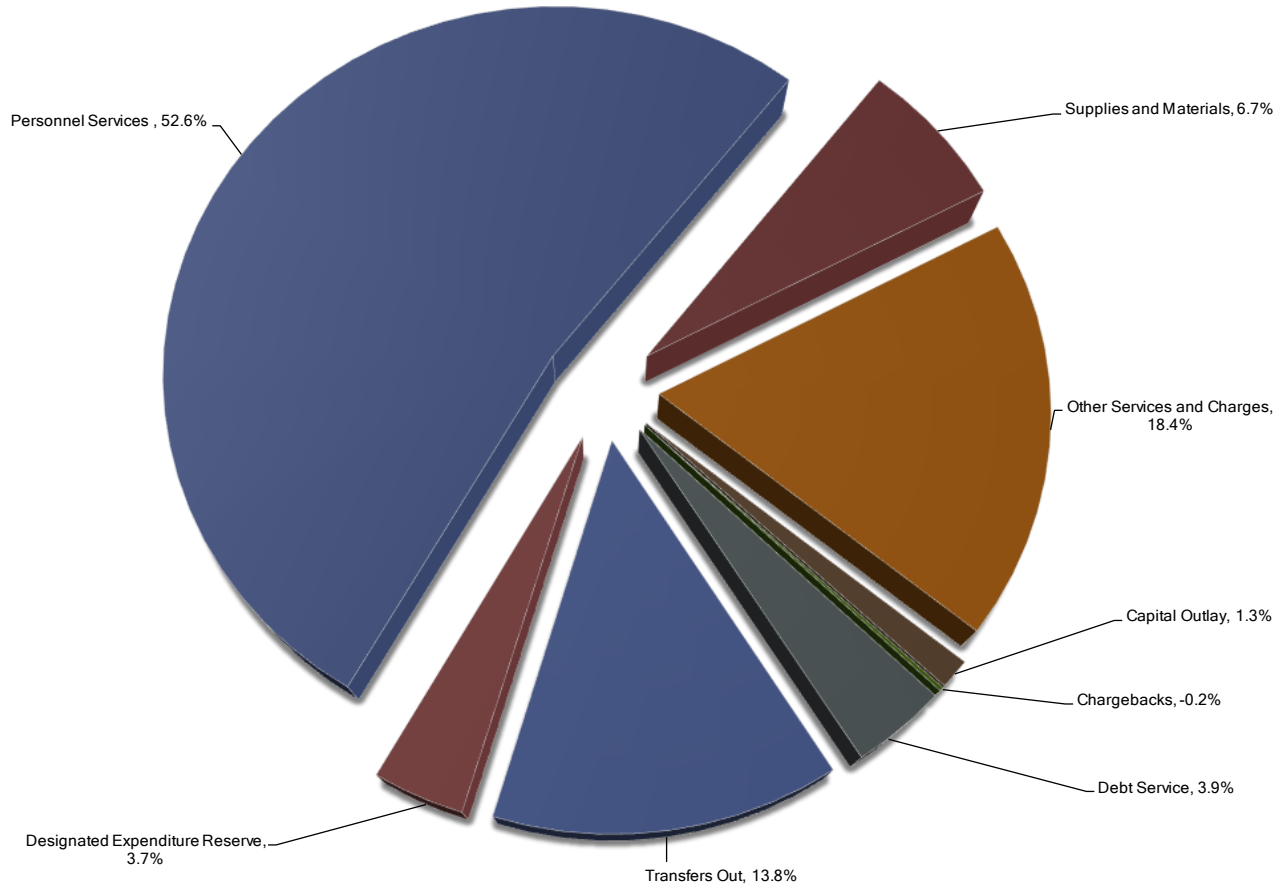
\* Park Fund transfer out includes the transfers to Capital Projects Fund (\$18.67M) and to Debt Service (\$13.75M)



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

Prince George's County FY19 Proposed Budget  
Summary of Funds Required (Percent of Total by Major Object)  
Total Operating Funds \$356,255,398

Excludes Internal Service Funds,  
ALARF, and Capital Projects Fund





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

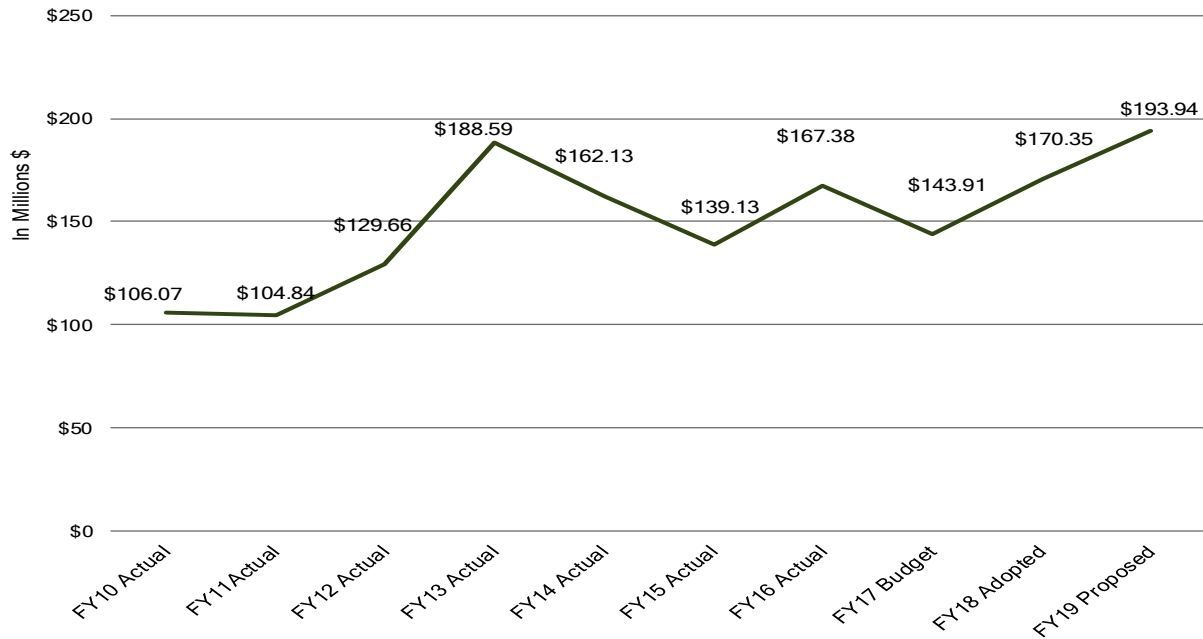
## PRINCE GEORGE'S COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2019

	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				
	FY 18 Adopted	FY 19 Proposed	FY 19 Adopted	FY 18 Adopted	FY 19 Proposed	FY 19 Adopted	FY 18 Adopted	FY 19 Proposed	FY 19 Adopted	FY 18 Adopted	FY 19 Proposed	FY 19 Adopted	FY 18 Adopted	FY 19 Proposed	FY 19 Adopted	FY 18 Adopted	FY 19 Proposed	FY 19 Adopted	FY 18 Adopted	FY 19 Proposed	FY 19 Adopted					
<b>Revenues:</b>																										
Property Taxes Intergovernmental - Federal	262,196,100	278,734,000	\$ -	262,196,100	278,734,000	\$ -	262,196,100	278,734,000	\$ -	-	-	-	-	-	262,196,100	278,734,000	278,734,000	262,196,100	278,734,000	278,734,000	262,196,100	278,734,000	278,734,000	6.3%		
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%		
County - Grant	147,500	147,500	-	147,500	147,500	-	147,500	147,500	-	5,033,000	5,880,000	5,033,000	5,033,000	5,880,000	5,033,000	5,880,000	5,880,000	5,033,000	5,880,000	5,880,000	5,033,000	5,880,000	16.8%			
County - Non-Grant Permit Fee	55,000	53,000	-	55,000	53,000	-	55,000	53,000	-	-	-	-	-	-	55,000	53,000	53,000	55,000	53,000	53,000	55,000	53,000	53,000	0.0%		
Sales	112,500	110,000	-	112,500	110,000	-	112,500	110,000	-	-	-	-	-	-	112,500	110,000	110,000	112,500	110,000	110,000	112,500	110,000	110,000	-3.6%		
Charges for Services	9,031,775	9,703,474	-	9,031,775	9,703,474	-	9,031,775	9,703,474	-	-	-	-	-	-	423,100	92,000	92,000	5,885,571	5,887,071	5,887,071	4,663,122	4,841,323	4,841,323	-62.3%		
Rentals and Concessions	3,711,300	3,892,501	-	3,711,300	3,892,501	-	3,711,300	3,892,501	-	-	-	-	-	-	961,822	948,822	948,822	961,822	948,822	948,822	961,822	948,822	948,822	4.5%		
Interest	645,000	1,300,000	-	645,000	1,300,000	-	645,000	1,300,000	-	250,000	350,000	250,000	250,000	350,000	30,000	50,000	50,000	30,000	50,000	50,000	30,000	50,000	30,000	3.8%		
Miscellaneous	738,800	713,300	-	738,800	713,300	-	738,800	713,300	-	13,375,000	2,000,000	13,375,000	13,375,000	2,000,000	15,712	173,722	173,722	15,712	173,722	173,722	15,712	173,722	173,722	83.8%		
Total Revenues	276,637,975	294,653,775	-	276,637,975	294,653,775	-	276,637,975	294,653,775	-	18,658,000	8,230,000	18,658,000	18,658,000	8,230,000	8,392,215	8,107,615	8,107,615	8,392,215	8,107,615	8,107,615	8,392,215	8,107,615	8,107,615	-2.4%		
<b>Expenditures:</b>																										
Personnel Services	161,131,436	170,439,301	-	161,131,436	170,439,301	-	161,131,436	170,439,301	-	-	-	-	-	-	5,276,557	5,314,935	5,314,935	5,276,557	5,314,935	5,314,935	5,276,557	5,314,935	5,314,935	5,314,935	5.6%	
Supplies and Materials	19,408,243	19,127,392	-	19,408,243	19,127,392	-	19,408,243	19,127,392	-	-	-	-	-	-	1,611,848	1,506,072	1,506,072	1,611,848	1,506,072	1,506,072	1,611,848	1,506,072	1,506,072	-1.8%		
Other Services and Charges	58,956,254	59,907,431	-	58,956,254	59,907,431	-	58,956,254	59,907,431	-	32,701	30,000	32,701	32,701	30,000	2,079,206	1,448,450	1,448,450	2,079,206	1,448,450	1,448,450	2,079,206	1,448,450	1,448,450	0.5%		
Debt/Service	-	-	-	-	-	-	-	-	-	11,063,742	13,753,538	11,063,742	11,063,742	13,753,538	-	-	-	-	-	-	-	-	-	-	24.4%	
Capital Outlay	4,112,400	4,148,350	-	4,112,400	4,148,350	-	4,112,400	4,148,350	-	48,733,000	45,795,000	48,733,000	48,733,000	45,795,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	-5.5%		
Other Classifications	(981,145)	(1,037,859)	-	(981,145)	(1,037,859)	-	(981,145)	(1,037,859)	-	-	-	-	-	-	139,233	136,000	136,000	139,233	136,000	136,000	139,233	136,000	136,000	7.1%		
Chargebacks	242,627,188	252,584,615	-	242,627,188	252,584,615	-	242,627,188	252,584,615	-	11,063,742	13,753,538	11,063,742	11,063,742	13,753,538	9,141,844	8,442,397	8,442,397	9,141,844	8,442,397	8,442,397	9,141,844	8,442,397	8,442,397	2.9%		
Total Expenditures	340,107,787	42,069,160	-	340,107,787	42,069,160	-	340,107,787	42,069,160	-	(11,063,742)	(13,753,538)	(11,063,742)	(11,063,742)	(13,753,538)	(742,629)	(340,782)	(340,782)	(742,629)	(340,782)	(340,782)	(742,629)	(340,782)	(340,782)	(340,782)	21.9%	
<b>Excess of Revenues over (under) Expenditures</b>																										
Other Financing Sources (Uses):																										
Debt/Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-39.9%	
Transfers In	-	-	-	-	-	-	-	-	-	18,725,000	11,250,000	18,725,000	18,725,000	11,250,000	-	-	-	-	-	-	-	-	-	-	-	-
Total Transfers In	250,000	350,000	-	250,000	350,000	-	250,000	350,000	-	11,632,701	26,695,000	11,632,701	11,632,701	26,695,000	-	-	-	-	-	-	-	-	-	-	-	77.9%
Transfers (Out):																										
Total Transfers (Out)	(31,432,163)	(49,033,393)	-	(31,432,163)	(49,033,393)	-	(31,432,163)	(49,033,393)	-	(250,000)	(350,000)	(250,000)	(250,000)	(350,000)	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	55.9%	
Total Other Financing Sources (Uses)	(31,182,163)	(48,683,393)	-	(31,182,163)	(48,683,393)	-	(31,182,163)	(48,683,393)	-	11,063,742	13,753,538	11,063,742	11,063,742	13,753,538	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	(2,701)	-73.3%	
Total Uses	274,059,351	301,618,008	-	274,059,351	301,618,008	-	274,059,351	301,618,008	-	49,015,701	46,715,000	49,015,701	49,015,701	46,715,000	9,144,545	8,442,397	8,442,397	9,144,545	8,442,397	8,442,397	9,144,545	8,442,397	8,442,397	8,442,397	7.8%	
Excess of Sources over (under) Uses	2,828,624	(6,614,233)	-	2,828,624	(6,614,233)	-	2,828,624	(6,614,233)	-	-	-	-	-	-	(745,330)	(340,782)	(340,782)	(745,330)	(340,782)	(340,782)	(745,330)	(340,782)	(340,782)	(340,782)	-43.8%	
Designated Expenditure Reserve @ 5%	12,568,800	13,058,400	-	12,568,800	13,058,400	-	12,568,800	13,058,400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.9%
Total Required Funds	286,628,151	314,676,408	-	286,628,151	314,676,408	-	286,628,151	314,676,408	-	49,015,701	46,715,000	49,015,701	49,015,701	46,715,000	9,144,545	8,442,397	8,442,397	9,144,545	8,442,397	8,442,397	9,144,545	8,442,397	8,442,397	8,442,397	7.6%	
Excess of Sources over (under) Total Funds Required	(9,740,176)	(19,672,633)	-	(9,740,176)	(19,672,633)	-	(9,740,176)	(19,672,633)	-	-	-	-	-	-	(745,330)	(340,782)	(340,782)	(745,330)	(340,782)	(340,782)	(745,330)	(340,782)	(340,782)	(340,782)	90.9%	
Fund Balance - Beginning	167,517,627	200,556,706	-	167,517,627	200,556,706	-	167,517,627	200,556,706	-	56,178,845	42,217,892	56,178,845	56,178,845	42,217,892	7,676,209	8,649,105	8,649,105	7,676,209	8,649,105	8,649,105	7,676,209	8,649,105	8,649,105	8,649,105	8.7%	
Fund Balance - Ending	170,346,251	193,942,473	\$ -	170,346,251	193,942,473	\$ -	170,346,251	193,942,473	\$ -	56,178,845	42,217,892	56,178,845	56,178,845	42,217,892	6,930,879	8,306,323	8,306,323	6,930,879	8,306,323	8,306,323	6,930,879	8,306,323	8,306,323	8,306,323	4.7%	

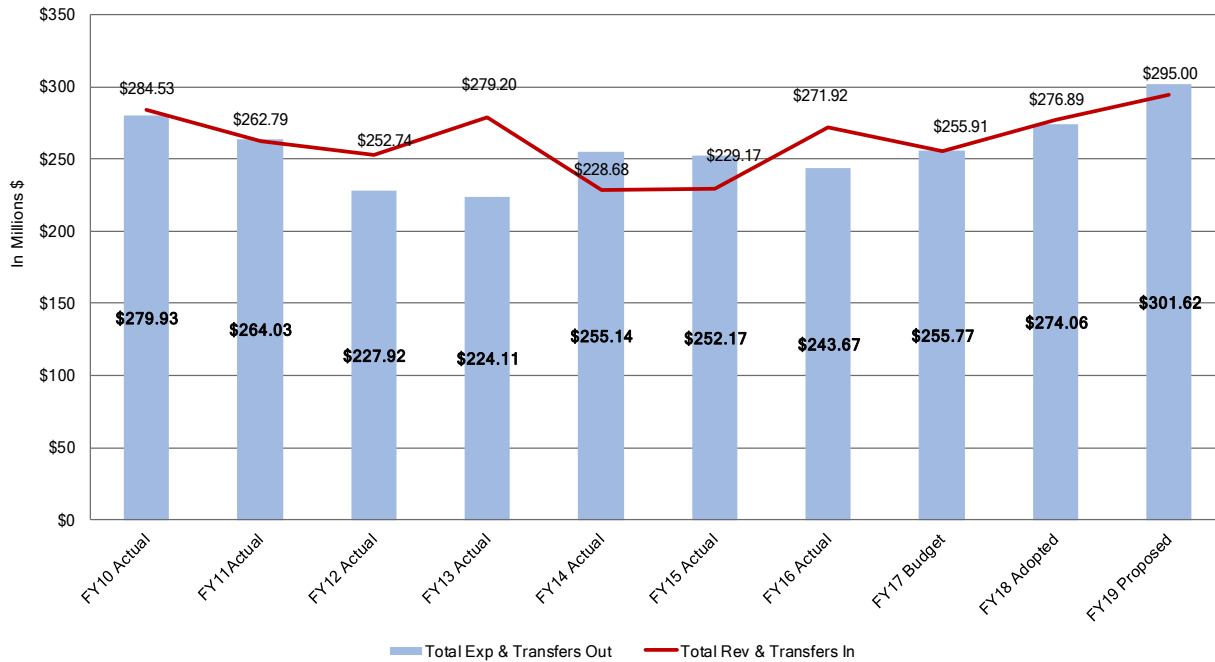
Note: For the General Fund designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated portion of ending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

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

Prince George's County  
Ending Fund Balance  
General Fund Accounts  
FY10 Actual to FY19 Proposed



Prince George's County  
Revenue and Expenditures  
General Fund Accounts  
FY10 Actual to FY19 Proposed



# 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 2019

	Montgomery County				Prince George's County				Combined Department Total			
	FY 18 Adopted	FY 19 Proposed	% Change	% Allocation*	FY 18 Adopted	FY 19 Proposed	% Change	% Allocation*	FY 18 Adopted	FY 19 Proposed	% Change	
DHRM	\$	\$			\$	\$			\$	\$		
Personnel Services	2,052,871	2,212,653	7.8%	42.8%	2,793,880	2,956,414	5.8%	57.2%	4,846,751	5,169,067	6.7%	
Supplies and Materials	40,083	28,015	-30.1%	43.1%	52,917	36,985	-30.1%	56.9%	93,000	65,000	-30.1%	
Other Services and Charges	300,598	316,683	5.4%	44.4%	382,141	396,154	3.7%	55.6%	682,739	712,837	4.4%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,393,552	2,557,351	6.8%	43.0%	3,228,938	3,389,553	5.0%	57.0%	5,622,490	5,946,904	5.8%	
Chargebacks	(141,531)	(183,021)	29.3%	29.6%	(399,213)	(436,089)	9.2%	70.4%	(540,744)	(619,110)	14.5%	
Total	2,252,021	2,374,330	5.4%	44.6%	2,829,725	2,953,464	4.4%	55.4%	5,081,746	5,327,794	4.8%	
Department of Finance												
Personnel Services	3,330,772	2,348,744	-29.5%	43.7%	4,342,553	3,025,964	-30.3%	56.3%	7,673,325	5,374,708	-30.0%	
Supplies and Materials	79,900	26,438	-66.9%	43.7%	104,300	34,062	-67.3%	56.3%	184,200	60,500	-67.2%	
Other Services and Charges	920,564	240,630	-73.9%	46.2%	1,159,594	279,757	-75.9%	53.8%	2,080,158	520,387	-75.0%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	4,331,236	2,615,812	-39.6%	43.9%	5,606,447	3,339,783	-40.4%	56.1%	9,937,683	5,955,595	-40.1%	
Chargebacks	(955,580)	(647,500)	-32.2%	35.6%	(1,746,965)	(1,173,100)	-32.8%	64.4%	(2,702,545)	(1,820,600)	-32.6%	
Total	3,375,656	1,968,312	-41.7%	47.6%	3,859,482	2,166,683	-43.9%	52.4%	7,235,138	4,134,995	-42.8%	
Legal Department												
Personnel Services	1,800,940	1,862,442	3.4%	49.9%	1,771,307	1,869,908	5.6%	50.1%	3,572,247	3,732,350	4.5%	
Supplies and Materials	15,019	16,477	9.7%	49.9%	14,781	16,543	11.9%	50.1%	29,800	33,020	10.8%	
Other Services and Charges	200,023	204,703	2.3%	49.9%	193,089	205,523	6.4%	50.1%	393,112	410,226	4.4%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,015,982	2,083,622	3.4%	49.9%	1,979,177	2,091,974	5.7%	50.1%	3,995,159	4,175,596	4.5%	
Chargebacks	(615,138)	(624,068)	1.5%	44.2%	(775,041)	(788,604)	1.7%	55.8%	(1,390,179)	(1,412,672)	1.6%	
Total	1,400,844	1,459,554	4.2%	52.8%	1,204,136	1,303,370	8.2%	47.2%	2,604,980	2,762,924	6.1%	
Merit System Board												
Personnel Services	64,500	63,329	-1.8%	50.0%	64,500	63,329	-1.8%	50.0%	129,000	126,658	-1.8%	
Supplies and Materials	918	918	0.0%	50.0%	918	918	0.0%	50.0%	1,836	1,836	0.0%	
Other Services and Charges	19,869	19,869	-0.1%	50.0%	19,869	19,869	-0.1%	50.0%	39,738	39,738	-0.1%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	85,307	84,116	-1.4%	50.0%	85,307	84,116	-1.4%	50.0%	170,614	168,232	-1.4%	
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	
Total	85,307	84,116	-1.4%	50.0%	85,307	84,116	-1.4%	50.0%	170,614	168,232	-1.4%	

# 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 2019**

	Montgomery County				Prince George's County				Combined Department Total			
	FY 18 Adopted	FY 19 Proposed	% Change	% Allocation*	FY 18 Adopted	FY 19 Proposed	% Change	% Allocation*	FY 18 Adopted	FY 19 Proposed	% Change	% Allocation*
<b>Office of Inspector General</b>												
Personnel Services	246,905	253,016	2.5%	34.4%	463,592	482,493	4.1%	65.6%	710,497	735,509	3.5%	65.6%
Supplies and Materials	2,250	2,250	0.0%	35.4%	4,100	4,100	0.0%	64.6%	6,350	6,350	0.0%	64.6%
Other Services and Charges	12,182	17,147	40.8%	46.2%	19,175	19,929	3.9%	53.8%	31,357	37,076	18.2%	53.8%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	261,337	272,413	4.2%	35.0%	486,867	506,522	4.0%	65.0%	748,204	778,935	4.1%	65.0%
Chargebacks	-	-	-	0.0%	(121,332)	(127,118)	4.8%	100.0%	(121,332)	(127,118)	4.8%	100.0%
Total	261,337	272,413	4.2%	41.8%	365,535	379,404	3.8%	58.2%	626,872	651,817	4.0%	58.2%
<b>Corporate IT</b>												
Personnel Services	-	1,086,346	-	43.7%	-	1,399,579	-	56.3%	-	2,485,925	-	56.3%
Supplies and Materials	-	100,160	-	43.7%	-	129,040	-	56.3%	-	229,200	-	56.3%
Other Services and Charges	-	741,803	-	45.5%	-	887,274	-	54.5%	-	1,629,077	-	54.5%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	-	1,928,309	-	44.4%	-	2,415,893	-	55.6%	-	4,344,202	-	55.6%
Chargebacks	-	(344,745)	-	35.2%	-	(635,970)	-	64.8%	-	(980,715)	-	64.8%
Total	-	1,583,564	-	47.1%	-	1,779,923	-	52.9%	-	3,363,487	-	52.9%
<b>CAS Support Services</b>												
Personnel Services	2,230	2,215	-0.7%	44.3%	2,770	2,785	0.5%	55.7%	5,000	5,000	0.0%	55.7%
Supplies and Materials	21,370	21,322	-0.2%	44.3%	26,760	26,808	0.2%	55.7%	48,130	48,130	0.0%	55.7%
Other Services and Charges	629,581	626,327	-0.5%	44.3%	785,466	788,720	0.4%	55.7%	1,415,047	1,415,047	0.0%	55.7%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	653,181	649,864	-0.5%	44.3%	814,996	818,313	0.4%	55.7%	1,468,177	1,468,177	0.0%	55.7%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	-
Total	653,181	649,864	-0.5%	44.3%	814,996	818,313	0.4%	55.7%	1,468,177	1,468,177	0.0%	55.7%
<b>Total Central Administrative Services</b>												
Personnel Services	7,498,218	7,828,745	4.4%	44.4%	9,438,602	9,800,472	3.8%	55.6%	16,936,820	17,629,217	4.1%	55.6%
Supplies and Materials	159,540	195,580	22.6%	44.0%	203,776	248,456	21.9%	56.0%	363,316	444,036	22.2%	56.0%
Other Services and Charges	2,082,837	2,167,162	4.0%	45.5%	2,559,354	2,597,226	1.5%	54.5%	4,642,191	4,764,388	2.6%	54.5%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	9,740,595	10,191,487	4.6%	44.6%	12,201,732	12,646,154	3.6%	55.4%	21,942,327	22,837,641	4.1%	55.4%
Chargebacks	(1,712,249)	(1,799,334)	5.1%	36.3%	(3,042,551)	(3,160,881)	3.9%	63.7%	(4,754,800)	(4,960,215)	4.3%	63.7%
Total	\$ 8,028,346	\$ 8,392,153	4.5%	46.9%	\$ 9,159,181	\$ 9,485,273	3.6%	53.1%	\$ 17,187,527	\$ 17,877,426	4.0%	53.1%

\* % 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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 49,321,429	\$ 50,956,700	\$ 50,956,700	\$ 54,083,800	6.1%
Intergovernmental -					
Federal	-	-	-	-	-
State	204,628	-	-	-	-
County - Grant	119,244	147,500	147,500	147,500	0.0%
County - Non-Grant Permit Fee	52,995	55,000	55,000	53,000	-3.6%
Sales	47,570	50,000	50,000	47,000	-6.0%
Charges for Services	787,353	573,000	573,000	588,000	2.6%
Rentals and Concessions	-	-	-	-	-
Interest	350,229	160,000	160,000	300,000	87.5%
Miscellaneous	2,839	-	-	-	-
<b>Total Revenues</b>	<b>50,886,287</b>	<b>51,942,200</b>	<b>51,942,200</b>	<b>55,219,300</b>	<b>6.3%</b>
<b>Expenditures:</b>					
Personnel Services	28,090,472	33,304,509	33,253,964	35,058,362	5.3%
Supplies and Materials	817,922	1,739,326	1,739,326	2,140,406	23.1%
Other Services and Charges	14,247,229	17,442,285	17,442,285	17,954,660	2.9%
Capital Outlay	801,989	758,400	758,400	638,550	-15.8%
Other Classifications	-	-	-	-	-
Chargebacks	(2,514,641)	(2,662,373)	(2,662,373)	(2,774,987)	4.2%
<b>Total Expenditures</b>	<b>41,442,971</b>	<b>50,582,147</b>	<b>50,531,602</b>	<b>53,016,991</b>	<b>4.8%</b>
Excess of Revenues over (under) Expenditures	9,443,316	1,360,053	1,410,598	2,202,310	61.9%
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Capital Projects Fund	-	(30,000)	(30,000)	(30,000)	0.0%
Special Revenue Fund	(30,000)	-	-	-	-
Total Transfers (Out)	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
<b>Total Other Financing Sources (Uses)</b>	<b>(30,000)</b>	<b>(30,000)</b>	<b>(30,000)</b>	<b>(30,000)</b>	<b>0.0%</b>
<b>Total Uses</b>	<b>41,472,971</b>	<b>50,612,147</b>	<b>50,561,602</b>	<b>53,046,991</b>	<b>4.8%</b>
Excess of Sources over (under) Uses	9,413,316	1,330,053	1,380,598	2,172,310	63.3%
Designated Expenditure Reserve @ 5%	-	2,529,100	-	2,650,800	4.8%
<b>Total Required Funds</b>	<b>\$ 41,472,971</b>	<b>\$ 53,141,247</b>	<b>\$ 50,561,602</b>	<b>\$ 55,697,791</b>	<b>4.8%</b>
Excess of Sources over (under) Total Funds Required	\$ 9,413,316	\$ (1,199,047)	\$ 1,380,598	\$ (478,491)	-60.1%
Fund Balance - Beginning	23,527,585	22,826,089	32,940,901	34,321,499	50.4%
Fund Balance - Ending	\$ 32,940,901	\$ 24,156,142	\$ 34,321,499	\$ 36,493,809	51.1%
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	-	2,529,100	-	2,650,800	4.8%
Undesignated Fund Balance	32,940,901	21,627,042	34,321,499	33,843,009	56.5%
<b>Total Ending Fund Balance</b>	<b>\$ 32,940,901</b>	<b>\$ 24,156,142</b>	<b>\$ 34,321,499</b>	<b>\$ 36,493,809</b>	<b>51.1%</b>

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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 134,653,737	\$ 138,605,200	\$ 138,605,200	\$ 147,548,200	6.5%
Intergovernmental -					
Federal	23,291	-	-	-	-
State	-	-	-	-	-
County - Grant	943,307	-	-	-	-
Federal Non-Grant	7,500	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	168,963	148,500	148,500	162,800	9.6%
Rentals and Concessions	2,800,453	2,627,600	2,627,600	2,804,800	6.7%
Interest	745,836	325,000	325,000	700,000	115.4%
Miscellaneous	506,586	656,000	656,000	623,500	-5.0%
<b>Total Revenues</b>	<b>139,849,673</b>	<b>142,362,300</b>	<b>142,362,300</b>	<b>151,839,300</b>	<b>6.7%</b>
<b>Expenditures:</b>					
Personnel Services	71,734,066	81,340,673	81,340,673	85,022,490	4.5%
Supplies and Materials	10,243,965	12,167,581	12,167,581	10,952,918	-10.0%
Other Services and Charges	27,085,854	25,308,771	25,308,771	25,042,846	-1.1%
Capital Outlay	3,342,836	2,606,800	2,606,800	2,453,800	-5.9%
Other Classifications	-	-	-	-	-
Chargebacks	1,449,867	1,545,754	1,545,754	1,567,726	1.4%
<b>Total Expenditures</b>	<b>113,856,588</b>	<b>122,969,579</b>	<b>122,969,579</b>	<b>125,039,780</b>	<b>1.7%</b>
Excess of Revenues over (under) Expenditures	25,993,085	19,392,721	19,392,721	26,799,520	38.2%
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Capital Projects Fund (Paygo)	-	-	-	-	-
Capital Projects Fund (Interest)	348,587	250,000	250,000	350,000	40.0%
Special Revenue Funds	-	-	-	-	-
<b>Total Transfers In</b>	<b>348,587</b>	<b>250,000</b>	<b>250,000</b>	<b>350,000</b>	<b>40.0%</b>
Transfers (Out):					
Capital Project Fund	(6,661,000)	(11,600,000)	(11,600,000)	(18,665,000)	60.9%
Debt Service Fund	(10,830,748)	(11,053,742)	(11,053,742)	(13,753,538)	24.4%
Enterprise Fund	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>(17,491,748)</b>	<b>(22,653,742)</b>	<b>(22,653,742)</b>	<b>(32,418,538)</b>	<b>43.1%</b>
<b>Total Other Financing Sources (Uses)</b>	<b>(17,143,161)</b>	<b>(22,403,742)</b>	<b>(22,403,742)</b>	<b>(32,068,538)</b>	<b>83.1%</b>
<b>Total Uses</b>	<b>131,348,336</b>	<b>145,623,321</b>	<b>145,623,321</b>	<b>157,458,318</b>	<b>8.1%</b>
Excess of Sources over (under) Uses	8,849,924	(3,011,021)	(3,011,021)	(5,269,018)	75.0%
Designated Expenditure Reserve @ 5%	-	6,148,500	-	6,252,000	1.7%
<b>Total Required Funds</b>	<b>\$ 131,348,336</b>	<b>\$ 151,771,821</b>	<b>\$ 145,623,321</b>	<b>\$ 163,710,318</b>	<b>7.9%</b>
Excess of Sources over (under) Total Funds Required	\$ 8,849,924	\$ (9,159,521)	\$ (3,011,021)	\$ (11,521,018)	25.8%
Fund Balance - Beginning	118,796,887	115,428,005	127,646,811	124,635,790	8.0%
Fund Balance - Ending	\$ 127,646,811	\$ 112,416,984	\$ 124,635,790	\$ 119,366,772	6.2%
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	-	6,148,500	-	6,252,000	1.7%
Undesignated Fund Balance	127,646,811	106,268,484	124,635,790	113,114,772	6.4%
<b>Total Ending Fund Balance</b>	<b>\$ 127,646,811</b>	<b>\$ 112,416,984</b>	<b>\$ 124,635,790</b>	<b>\$ 119,366,772</b>	<b>6.2%</b>

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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 70,261,044	\$ 72,634,200	\$ 72,634,200	\$ 77,102,000	6.2%
Intergovernmental -					
Federal	-	-	-	-	-
State	328,522	-	-	-	-
County - Grant	7,274	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	66,070	62,500	62,500	63,000	0.8%
Charges for Services	7,458,778	8,310,275	8,310,275	8,952,674	7.7%
Rentals and Concessions	1,250,391	1,083,700	1,083,700	1,087,701	0.4%
Interest	279,071	160,000	160,000	300,000	87.5%
Miscellaneous	182,804	82,800	82,800	89,800	8.5%
<b>Total Revenues</b>	<b>79,833,954</b>	<b>82,333,475</b>	<b>82,333,475</b>	<b>87,595,175</b>	<b>6.4%</b>
<b>Expenditures:</b>					
Personnel Services	40,136,271	46,486,254	46,486,254	50,358,449	8.3%
Supplies and Materials	3,446,077	5,501,336	5,501,336	6,034,068	9.7%
Other Services and Charges	14,521,963	16,205,198	16,205,198	16,909,925	4.3%
Capital Outlay	510,236	747,200	747,200	1,056,000	41.3%
Other Classifications	-	-	-	-	-
Chargebacks	117,768	135,474	135,474	169,402	25.0%
<b>Total Expenditures</b>	<b>58,732,315</b>	<b>69,075,462</b>	<b>69,075,462</b>	<b>74,527,844</b>	<b>7.9%</b>
Excess of Revenues over (under) Expenditures	21,101,639	13,258,013	13,258,013	13,067,331	-1.4%
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers In/(Out):					
Capital Projects Fund	-	-	-	(8,000,000)	-
Enterprise Fund	(9,070,347)	(8,748,421)	(8,748,421)	(8,584,855)	-1.9%
Total Transfers (Out)	(9,070,347)	(8,748,421)	(8,748,421)	(16,584,855)	89.6%
Total Other Financing Sources (Uses)	(9,070,347)	(8,748,421)	(8,748,421)	(16,584,855)	89.6%
Total Uses	67,802,662	77,823,883	77,823,883	91,112,699	17.1%
Excess of Sources over (under) Uses	12,031,292	4,509,592	4,509,592	(3,517,524)	-178.0%
Designated Expenditure Reserve @ 5%	-	3,891,200	-	4,155,600	6.8%
Total Required Funds	\$ 67,802,662	\$ 81,715,083	\$ 77,823,883	\$ 95,268,299	16.6%
Excess of Sources over (under) Total Funds Required	\$ 12,031,292	\$ 618,392	\$ 4,509,592	\$ (7,673,124)	-1340.8%
Fund Balance - Beginning	25,058,533	29,263,533	37,089,825	41,599,417	42.2%
Fund Balance - Ending	\$ 37,089,825	\$ 33,773,125	\$ 41,599,417	\$ 38,081,893	12.8%
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	-	3,891,200	-	4,155,600	6.8%
Undesignated Fund Balance	37,089,825	29,881,925	41,599,417	33,926,293	13.5%
Total Ending Fund Balance	\$ 37,089,825	\$ 33,773,125	\$ 41,599,417	\$ 38,081,893	12.8%

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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 455	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>455</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	430	-	25	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>430</u>	<u>-</u>	<u>25</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>25</u>	<u>-</u>	<u>(25)</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
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>25</u>	<u>-</u>	<u>(25)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	-	-	25	-	-
Fund Balance - Ending	<u>\$ 25</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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,355	-	-	-	-
Miscellaneous (Contributions)	430	-	25	-	-
<b>Total Revenues</b>	<u>3,785</u>	<u>-</u>	<u>25</u>	<u>-</u>	<u>-</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	9,074,071	226,791	-	288,347	27.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>9,074,071</u>	<u>226,791</u>	<u>-</u>	<u>288,347</u>	<u>27.1%</u>
<b>Excess of Revenues over Expenditures</b>	<u>(9,070,286)</u>	<u>(226,791)</u>	<u>25</u>	<u>(288,347)</u>	<u>27.1%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
ALA Debt Service Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>(9,070,286)</u>	<u>(226,791)</u>	<u>25</u>	<u>(288,347)</u>	<u>27.1%</u>
<b>Total Net Position - Beginning</b>	<u>9,358,608</u>	<u>226,791</u>	<u>288,322</u>	<u>288,347</u>	<u>27.1%</u>
<b>Total Net Position - Ending</b>	<u>\$ 288,322</u>	<u>\$ -</u>	<u>\$ 288,347</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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
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>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	10,830,748	11,053,742	11,053,742	13,753,538	24.4%
Debt Service Principal	8,021,946	7,881,181	7,881,181	8,348,872	5.9%
Debt Service Interest	2,805,126	3,022,561	3,022,561	5,254,666	73.8%
Debt Service Fees	3,676	150,000	150,000	150,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>10,830,748</u>	<u>11,053,742</u>	<u>11,053,742</u>	<u>13,753,538</u>	<u>24.4%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(10,830,748)</u>	<u>(11,053,742)</u>	<u>(11,053,742)</u>	<u>(13,753,538)</u>	<u>24.4%</u>
<b>Other Financing Sources (Uses):</b>					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	10,830,748	11,053,742	11,053,742	13,753,538	24.4%
Total Transfers In	<u>10,830,748</u>	<u>11,053,742</u>	<u>11,053,742</u>	<u>13,753,538</u>	<u>24.4%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>10,830,748</u>	<u>11,053,742</u>	<u>11,053,742</u>	<u>13,753,538</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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental -	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	96,300	4,633,000	4,633,000	3,000,000	-35.2%
State (Other)	1,010,828	400,000	400,000	2,880,000	620.0%
County	-	-	-	-	-
Interest	348,588	250,000	250,000	350,000	40.0%
Contributions	2,695,463	4,375,000	4,375,000	2,000,000	-54.3%
Miscellaneous	-	9,000,000	9,000,000	-	-100.0%
Total Revenues	<u>4,151,179</u>	<u>18,658,000</u>	<u>18,658,000</u>	<u>8,230,000</u>	<u>-55.9%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	76,688	-	-	-	-
Other Services and Charges	22,338,772	32,701	32,701	30,000	-8.3%
Capital Outlay	2,031,585	48,733,000	48,733,000	45,795,000	-6.0%
Park Acquisition	1,344,458	5,633,000	5,633,000	6,000,000	6.5%
Park Development	687,127	43,100,000	43,100,000	8,310,000	-80.7%
Infrastructure Maintenance	-	-	-	31,485,000	-
Other Classifications	-	-	-	-	-
Chargebacks	7,500	-	-	-	-
Total Expenditures	<u>24,454,545</u>	<u>48,765,701</u>	<u>48,765,701</u>	<u>45,825,000</u>	<u>-6.0%</u>
Excess of Revenues over Expenditures	<u>(20,303,366)</u>	<u>(30,107,701)</u>	<u>(30,107,701)</u>	<u>(37,595,000)</u>	<u>24.9%</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	-	18,725,000	18,725,000	11,250,000	-39.9%
Transfers In					
Transfer from Park Fund (Pay-Go)	6,661,000	11,600,000	11,600,000	18,665,000	60.9%
Transfer from Recreation Fund (Pay-Go)	-	-	-	8,000,000	-
Transfer from Special Revenue Fund	30,000	2,701	2,701	-	-100.0%
Transfer from Administration Fund	-	30,000	30,000	30,000	0.0%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>6,691,000</u>	<u>11,632,701</u>	<u>11,632,701</u>	<u>26,695,000</u>	<u>129.5%</u>
Transfers Out					
Transfer to Park Fund (Interest)	(348,587)	(250,000)	(250,000)	(350,000)	40.0%
Transfer to Park Fund (Pay-Go)	-	-	-	-	-
Total Transfers Out	<u>(348,587)</u>	<u>(250,000)</u>	<u>(250,000)</u>	<u>(350,000)</u>	<u>40.0%</u>
Total Other Financing Sources (Uses)	<u>6,342,413</u>	<u>30,107,701</u>	<u>30,107,701</u>	<u>37,595,000</u>	<u>24.9%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(13,960,953)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>56,178,845</u>	<u>56,178,845</u>	<u>42,217,892</u>	<u>42,217,892</u>	<u>-24.9%</u>
Fund Balance, Ending	<u>\$ 42,217,892</u>	<u>\$ 56,178,845</u>	<u>\$ 42,217,892</u>	<u>\$ 42,217,892</u>	<u>-24.9%</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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ 207,627	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	64,489	423,100	423,100	92,000	-78.3%
Charges for Services	5,688,056	5,886,571	5,886,571	5,887,071	0.0%
Rentals and Concessions	1,197,685	951,822	951,822	948,822	-0.3%
Interest	49,482	30,000	30,000	50,000	66.7%
Miscellaneous	89,434	157,722	157,722	173,722	10.1%
Total Revenues	<u>7,296,773</u>	<u>8,399,215</u>	<u>8,399,215</u>	<u>8,101,615</u>	<u>-3.5%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	4,648,094	5,276,557	5,276,557	5,314,935	0.7%
Supplies and Materials	1,139,880	1,611,848	1,611,848	1,508,012	-6.4%
Other Services and Charges	1,024,562	2,079,206	2,079,206	1,448,450	-30.3%
Capital Outlay	2,208	35,000	35,000	35,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	154,566	139,233	139,233	136,000	-2.3%
Total Expenditures	<u>6,969,310</u>	<u>9,141,844</u>	<u>9,141,844</u>	<u>8,442,397</u>	<u>-7.7%</u>
Excess of Revenues over Expenditures	<u>327,463</u>	<u>(742,629)</u>	<u>(742,629)</u>	<u>(340,782)</u>	<u>-54.1%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	30,000	-	-	-	-
Total Transfers In	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Capital Projects Fund	(30,000)	(2,701)	(2,701)	-	-100.0%
Total Transfers (Out)	<u>(30,000)</u>	<u>(2,701)</u>	<u>(2,701)</u>	<u>-</u>	<u>-100.0%</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>(2,701)</u>	<u>(2,701)</u>	<u>-</u>	<u>-100.0%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>327,463</u>	<u>(745,330)</u>	<u>(745,330)</u>	<u>(340,782)</u>	<u>-54.3%</u>
Fund Balance - Beginning	9,066,972	7,676,209	9,394,435	8,649,105	12.7%
Fund Balance - Ending	<u>\$ 9,394,435</u>	<u>\$ 6,930,879</u>	<u>\$ 8,649,105</u>	<u>\$ 8,308,323</u>	<u>19.9%</u>
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	696,931	914,184	914,184	844,240	-7.7%
Undesignated Fund Balance	8,697,504	6,016,695	7,734,921	7,464,083	24.1%
Total Ending Fund Balance	<u>\$ 9,394,435</u>	<u>\$ 6,930,879</u>	<u>\$ 8,649,105</u>	<u>\$ 8,308,323</u>	<u>19.9%</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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	2,021,208	2,451,000	2,451,000	2,450,000	0.0%
Charges for Services	4,071,487	5,633,500	5,633,500	5,479,500	-2.7%
Rentals and Concessions	2,867,218	2,940,800	2,940,800	2,788,700	-5.2%
Miscellaneous	268,503	15,500	15,500	-	-100.0%
Total Operating Revenues	<u>9,228,416</u>	<u>11,040,800</u>	<u>11,040,800</u>	<u>10,718,200</u>	<u>-2.9%</u>
<b>Operating Expenses:</b>					
Personnel Services	11,914,176	11,648,597	11,648,597	11,479,199	-1.5%
Goods for Resale	1,111,755	1,516,704	1,516,704	1,516,704	0.0%
Supplies and Materials	1,694,366	1,677,115	1,677,115	1,624,915	-3.1%
Other Services and Charges	3,928,251	4,320,035	4,320,035	4,100,695	-5.1%
Depreciation & Amortization Expense	1,969,790	-	-	-	-
Capital Outlay	32,864	355,542	355,542	355,542	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	325,403	311,228	311,228	306,000	-1.7%
Total Operating Expenses	<u>20,976,605</u>	<u>19,829,221</u>	<u>19,829,221</u>	<u>19,383,055</u>	<u>-2.3%</u>
Operating Income (Loss)	<u>(11,748,189)</u>	<u>(8,788,421)</u>	<u>(8,788,421)</u>	<u>(8,664,855)</u>	<u>-1.4%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	80,884	40,000	40,000	80,000	100.0%
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>80,884</u>	<u>40,000</u>	<u>40,000</u>	<u>80,000</u>	<u>100.0%</u>
Income (Loss) Before Operating Transfers	<u>(11,667,305)</u>	<u>(8,748,421)</u>	<u>(8,748,421)</u>	<u>(8,584,855)</u>	<u>-1.9%</u>
Contributions from General Govt. Assets	-	-	-	-	-
<b>Operating Transfers In (Out):</b>					
Transfer In - Park Fund	-	-	-	-	-
Transfer In - Recreation Fund	9,070,347	8,748,421	8,748,421	8,584,855	-1.9%
Transfer In - Other	-	-	-	-	-
Transfer Out - Recreation Fund	-	-	-	-	-
Net Operating Transfer	<u>9,070,347</u>	<u>8,748,421</u>	<u>8,748,421</u>	<u>8,584,855</u>	<u>-1.9%</u>
Change in Net Position	(2,596,958)	-	-	-	-
Total Net Position - Beginning	<u>42,556,728</u>	<u>42,556,728</u>	<u>39,959,770</u>	<u>39,959,770</u>	<u>-6.1%</u>
Total Net Position - Ending	<u>\$ 39,959,770</u>	<u>\$ 42,556,728</u>	<u>\$ 39,959,770</u>	<u>\$ 39,959,770</u>	<u>-6.1%</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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Operating Revenues:</b>					
Charges for Services:	\$	\$	\$	\$	
Parks	2,587,500	2,630,600	2,630,600	2,454,300	-6.7%
Recreation	905,800	900,600	900,600	673,000	-25.3%
Planning	93,500	102,900	102,900	57,600	-44.0%
CAS	4,800	5,900	5,900	1,100	-81.4%
Enterprise	155,700	112,200	112,200	176,200	57.0%
Miscellaneous (Claim Recoveries, etc.)	553,219	-	-	-	-
<b>Total Operating Revenues</b>	<b>4,300,519</b>	<b>3,752,200</b>	<b>3,752,200</b>	<b>3,362,200</b>	<b>-10.4%</b>
<b>Operating Expenses:</b>					
Personnel Services	415,117	484,459	484,459	478,310	-1.3%
Supplies and Materials	20,101	30,000	30,000	33,720	12.4%
Other Services and Charges:					
Insurance Claims:					
Parks	3,107,938	2,435,800	2,435,800	1,979,836	-18.7%
Recreation	830,544	739,100	739,100	499,700	-32.4%
Planning	17,999	97,200	97,200	69,900	-28.1%
CAS	7,609	7,500	7,500	8,000	6.7%
Enterprise	496,747	142,000	142,000	119,100	-16.1%
Misc., Professional services, etc.	224,114	788,594	788,594	842,057	6.8%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	235,289	273,891	273,891	274,245	0.1%
<b>Total Operating Expenses</b>	<b>5,355,458</b>	<b>4,998,544</b>	<b>4,998,544</b>	<b>4,304,868</b>	<b>-13.9%</b>
<b>Operating Income (Loss)</b>	<b>(1,054,939)</b>	<b>(1,246,344)</b>	<b>(1,246,344)</b>	<b>(942,668)</b>	<b>-24.4%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	130,635	75,000	75,000	131,000	74.7%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>130,635</b>	<b>75,000</b>	<b>75,000</b>	<b>131,000</b>	<b>74.7%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>(924,304)</b>	<b>(1,171,344)</b>	<b>(1,171,344)</b>	<b>(811,668)</b>	<b>-30.7%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	712,148	-	-	-	-
Transfer (Out)	(712,148)	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>(924,304)</b>	<b>(1,171,344)</b>	<b>(1,171,344)</b>	<b>(811,668)</b>	<b>-30.7%</b>
<b>Total Net Position - Beginning</b>	<b>11,816,006</b>	<b>11,016,051</b>	<b>10,891,702</b>	<b>9,720,358</b>	<b>-11.8%</b>
<b>Total Net Position - Ending</b>	<b>\$ 10,891,702</b>	<b>\$ 9,844,707</b>	<b>\$ 9,720,358</b>	<b>\$ 8,908,690</b>	<b>-9.5%</b>
<b>Designated Position</b>	<b>5,189,260</b>	<b>6,224,442</b>	<b>6,423,591</b>	<b>6,355,853</b>	<b>2.1%</b>
<b>Unrestricted Position</b>	<b>5,702,442</b>	<b>3,620,265</b>	<b>3,296,767</b>	<b>2,552,837</b>	<b>-29.5%</b>
<b>Total Net Position, June 30</b>	<b>\$ 10,891,702</b>	<b>\$ 9,844,707</b>	<b>\$ 9,720,358</b>	<b>\$ 8,908,690</b>	<b>-9.5%</b>

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

Parks	\$ 466,700	\$ 492,100	\$ 492,100	\$ 542,000	10.1%
Recreation	141,600	149,300	149,300	136,800	-8.4%
Planning	15,100	19,600	19,600	19,100	-2.6%
CAS	1,500	1,500	1,500	2,200	46.7%
Enterprise	27,200	28,700	28,700	32,600	13.6%
<b>Total</b>	<b>\$ 652,100</b>	<b>\$ 691,200</b>	<b>\$ 691,200</b>	<b>\$ 732,700</b>	<b>6.0%</b>

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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments	\$	\$	\$	\$	
-Parks & Recreation - Park Fund	1,533,300	1,824,627	1,824,627	1,824,627	0.0%
-Finance/OCIO	80,150	113,000	113,000	149,150	32.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<u>1,613,450</u>	<u>1,937,627</u>	<u>1,937,627</u>	<u>1,973,777</u>	<u>1.9%</u>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges:	-	-	-	-	-
Debt Service:					
Debt Service Principal	-	515,450	515,450	45,150	-91.2%
Debt Service Interest	-	133,150	133,150	11,650	-91.3%
Depreciation & Amortization Expense	1,082,950	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	1,783,300	1,783,300	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	4,881	31,942	31,942	44,000	37.7%
<b>Total Operating Expenses</b>	<u>1,087,831</u>	<u>2,463,842</u>	<u>2,463,842</u>	<u>100,800</u>	<u>-95.9%</u>
<b>Operating Income (Loss)</b>	<u>525,619</u>	<u>(526,215)</u>	<u>(526,215)</u>	<u>1,872,977</u>	<u>-455.9%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	1,783,300	1,783,300	-	-100.0%
Interest Income	5,278	3,000	3,000	3,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<u>5,278</u>	<u>1,786,300</u>	<u>1,786,300</u>	<u>3,000</u>	<u>-99.8%</u>
<b>Income (Loss) Before Operating Transfers</b>	<u>530,897</u>	<u>1,260,085</u>	<u>1,260,085</u>	<u>1,875,977</u>	<u>48.9%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Change in Net Position</b>	<u>530,897</u>	<u>1,260,085</u>	<u>1,260,085</u>	<u>1,875,977</u>	<u>48.9%</u>
<b>Total Net Position - Beginning</b>	<u>5,648,101</u>	<u>6,405,121</u>	<u>6,178,998</u>	<u>7,439,083</u>	<u>16.1%</u>
<b>Total Net Position - Ending</b>	<u>\$ 6,178,998</u>	<u>\$ 7,665,206</u>	<u>\$ 7,439,083</u>	<u>\$ 9,315,060</u>	<u>21.5%</u>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for Parks and Rec		\$ 1,533,300		\$ -	
Capital equipment financed for Finance Dept.		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 CIO & COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments/Funds		\$	\$	\$	
DHRM	\$ 13,749	21,602	21,602	37,323	72.8%
CIO	-	2,500	2,500	3,000	20.0%
Finance	57,317	83,039	83,039	32,681	-60.6%
Legal	8,168	14,968	14,968	24,548	64.0%
Inspector General	250	3,231	3,231	8,123	151.4%
Corporate IT	-	-	-	70,868	-
Parks & Recreation - Park Fund	410,206	645,579	645,579	896,210	38.8%
Parks & Recreation - Recreation Fund	357,691	552,653	552,653	775,441	40.3%
Planning	429,280	259,793	259,793	340,298	31.0%
Enterprise	6,700	6,700	6,700	-	-100.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,283,361</u>	<u>1,590,065</u>	<u>1,590,065</u>	<u>2,188,492</u>	<u>37.6%</u>
<b>Operating Expenses:</b>					
Personnel Services	335,925	454,208	454,208	556,441	22.5%
Supplies and Materials	537,142	27,856	27,856	36,561	31.3%
Other Services and Charges:	338,573	941,143	941,143	1,465,751	55.7%
<b>Debt Service:</b>					
Debt Service Principal	-	125,017	125,017	128,237	2.6%
Debt Service Interest	-	32,280	32,280	29,141	-9.7%
Depreciation & Amortization Expense	113,276	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	19	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>1,324,936</u>	<u>1,580,504</u>	<u>1,580,504</u>	<u>2,216,131</u>	<u>40.2%</u>
Operating Income (Loss)	<u>(41,575)</u>	<u>9,561</u>	<u>9,561</u>	<u>(27,639)</u>	<u>-389.1%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	14,007	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>14,007</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(27,568)</u>	<u>9,561</u>	<u>9,561</u>	<u>(27,639)</u>	<u>-389.1%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>(27,568)</u>	<u>9,561</u>	<u>9,561</u>	<u>(27,639)</u>	<u>-389.1%</u>
Total Net Position - Beginning	<u>2,471,105</u>	<u>2,395,321</u>	<u>2,443,537</u>	<u>2,453,098</u>	<u>2.4%</u>
Total Net Position - Ending	<u>\$ 2,443,537</u>	<u>\$ 2,404,882</u>	<u>\$ 2,453,098</u>	<u>\$ 2,425,459</u>	<u>0.9%</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.





# 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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Operating Revenues:</b>					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	212,449	126,178	126,178	126,178	0.0%
Retirement System	96,015	108,680	108,680	108,680	0.0%
Chief Information Office	-	59,644	59,644	59,644	0.0%
Risk Management	-	54,808	54,808	54,808	0.0%
Group Insurance	-	65,338	65,338	65,338	0.0%
CAS Departments	885,976	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,194,440</b>	<b>1,352,000</b>	<b>1,352,000</b>	<b>1,352,000</b>	<b>0.0%</b>
<b>Operating Expenses:</b>					
Personnel Services	196,847	240,805	240,805	240,396	-0.2%
Supplies and Materials	23,885	35,500	35,500	35,500	0.0%
Other Services and Charges:	333,993	637,815	637,815	955,146	49.8%
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	166,006	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	1,631	662,880	662,880	45,000	-93.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	80,958	-
<b>Total Operating Expenses</b>	<b>722,362</b>	<b>1,577,000</b>	<b>1,577,000</b>	<b>1,357,000</b>	<b>-14.0%</b>
<b>Operating Income (Loss)</b>	<b>472,078</b>	<b>(225,000)</b>	<b>(225,000)</b>	<b>(5,000)</b>	<b>-97.8%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	15,112	5,000	5,000	5,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>15,112</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>487,190</b>	<b>(220,000)</b>	<b>(220,000)</b>	<b>-</b>	<b>-100.0%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>487,190</b>	<b>(220,000)</b>	<b>(220,000)</b>	<b>-</b>	<b>-100.0%</b>
<b>Total Net Position - Beginning</b>	<b>3,831,318</b>	<b>3,831,318</b>	<b>4,318,508</b>	<b>4,098,508</b>	<b>7.0%</b>
<b>Total Net Position - Ending</b>	<b>\$ 4,318,508</b>	<b>\$ 3,611,318</b>	<b>\$ 4,098,508</b>	<b>\$ 4,098,508</b>	<b>13.5%</b>

*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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Grant-Medicare Part D Subsidy	-	-	-	-	-
EGWP Subsidy	1,396,311	1,769,000	1,769,000	1,681,000	-5.0%
<b>Charges for Services:</b>					
Employer Contributions, Other	15,680	13,900	13,900	13,490	-2.9%
Employee/Retiree Contributions	7,812,947	10,421,294	10,421,294	11,916,655	14.3%
Employer Contributions/Premiums	34,322,327	47,113,812	47,113,812	45,351,551	-3.7%
Miscellaneous (Claim Recoveries, etc.)	2,969,672	-	-	-	-
<b>Total Operating Revenues</b>	<b>46,516,937</b>	<b>59,318,006</b>	<b>59,318,006</b>	<b>58,962,696</b>	<b>-0.6%</b>
<b>Operating Expenses:</b>					
Personnel Services	586,334	700,198	700,198	784,328	12.0%
Supplies and Materials	9,689	50,000	50,000	50,000	0.0%
<b>Other Services and Charges:</b>					
Professional Services	2,793,160	662,203	662,203	437,088	-34.0%
Insurance Claims and Fees	35,328,705	50,052,368	50,052,368	49,334,171	-1.4%
Insurance Premiums	5,920,262	8,210,772	8,210,772	8,555,408	4.2%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	318,518	360,386	360,386	353,640	-1.9%
<b>Total Operating Expenses</b>	<b>44,956,668</b>	<b>60,035,927</b>	<b>60,035,927</b>	<b>59,514,635</b>	<b>-0.9%</b>
<b>Operating Income (Loss)</b>	<b>1,560,269</b>	<b>(717,921)</b>	<b>(717,921)</b>	<b>(551,939)</b>	<b>-23.1%</b>
<b>Non-operating Revenue (Expenses):</b>					
Interest Income	122,736	60,000	60,000	150,000	150.0%
<b>Total Non-operating Revenue (Expenses)</b>	<b>122,736</b>	<b>60,000</b>	<b>60,000</b>	<b>150,000</b>	<b>150.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>1,683,005</b>	<b>(657,921)</b>	<b>(657,921)</b>	<b>(401,939)</b>	<b>-38.9%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>1,683,005</b>	<b>(657,921)</b>	<b>(657,921)</b>	<b>(401,939)</b>	<b>-38.9%</b>
<b>Total Net Position, Beginning</b>	<b>14,856,085</b>	<b>14,783,085</b>	<b>16,539,090</b>	<b>15,881,169</b>	<b>7.4%</b>
<b>Total Net Position, Ending</b>	<b>16,539,090</b>	<b>14,125,164</b>	<b>15,881,169</b>	<b>15,479,230</b>	<b>9.6%</b>
<b>Designated Position</b>	<b>3,821,317</b>	<b>5,403,233</b>	<b>5,403,233</b>	<b>5,356,317</b>	<b>-0.9%</b>
<b>Unrestricted Position</b>	<b>12,717,773</b>	<b>8,721,931</b>	<b>10,477,936</b>	<b>10,122,913</b>	<b>16.1%</b>
<b>Total Net Position, June 30</b>	<b>\$ 16,539,090</b>	<b>\$ 14,125,164</b>	<b>\$ 15,881,169</b>	<b>\$ 15,479,230</b>	<b>9.6%</b>

Policy requires a reserve equal to 9% of Total Operating Expense



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

## PRINCE GEORGE'S COUNTY TAX RATES AND ASSESSABLE BASE

		FY 17 Actual	FY 18 Adopted	FY 19 Proposed	Rate Change
<b><u>Tax Rates:</u></b>					
(Cents per \$100 of assessed value)					
Administration	Real	5.66	5.66	5.66	-
	Personal	14.15	14.15	14.15	-
Park	Real	15.94	15.94	15.94	-
	Personal	39.85	39.85	39.85	-
Recreation	Real	7.80	7.80	7.80	-
	Personal	19.50	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	29.40	29.40	29.40	-
	Personal	73.50	73.50	73.50	-

		FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b><u>Assessable Base:</u></b>					
(in billions \$)					
Regional District (Administration Fund)	Real	77.196	84.040	87.671	4.32%
	Personal	2.769	2.992	3.162	5.68%
Metropolitan District (Park Fund)	Real	74.536	81.254	84.905	4.49%
	Personal	2.673	2.892	3.062	5.88%
Entire County (Recreation Fund and ALA Fund)	Real	79.863	86.880	90.710	4.41%
	Personal	2.864	3.093	3.272	5.79%

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 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION FUND</b>						
Full-Time Career	254.30	249.00	256.80	252.79	261.92	261.00
Part-Time Career	6.10	3.30	6.10	3.30	6.06	3.28
<b>Career Total</b>	<b>260.40</b>	<b>252.30</b>	<b>262.90</b>	<b>256.09</b>	<b>267.98</b>	<b>264.28</b>
Term Contract	0.50	0.50	1.00	1.25	1.00	1.25
Seasonal/Intermittent		-		0.30		0.30
Less Lapse		(1.99)		(1.99)		(1.00)
<b>TOTAL ADMINISTRATION FUND</b>	<b>260.90</b>	<b>250.81</b>	<b>263.90</b>	<b>255.65</b>	<b>268.98</b>	<b>264.83</b>
<b>PARK FUND</b>						
Full-Time Career	747.00	747.00	761.00	762.00	777.00	777.00
Part-Time Career	7.00	5.80	8.00	10.30	6.00	5.41
<b>Career Total</b>	<b>754.00</b>	<b>752.80</b>	<b>769.00</b>	<b>772.30</b>	<b>783.00</b>	<b>782.41</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		143.65		175.15		172.02
<b>TOTAL PARK FUND</b>	<b>754.00</b>	<b>896.45</b>	<b>769.00</b>	<b>947.45</b>	<b>783.00</b>	<b>954.43</b>
<b>RECREATION FUND</b>						
Full-Time Career	251.00	251.00	269.00	268.00	278.00	278.00
Part-Time Career	18.00	14.60	16.00	15.80	16.00	17.64
<b>Career Total</b>	<b>269.00</b>	<b>265.60</b>	<b>285.00</b>	<b>283.80</b>	<b>294.00</b>	<b>295.64</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		509.53		631.83		652.18
<b>TOTAL RECREATION FUND</b>	<b>269.00</b>	<b>775.13</b>	<b>285.00</b>	<b>915.63</b>	<b>294.00</b>	<b>947.82</b>
<b>TOTAL TAX SUPPORTED (Admin, Park, and Rec)</b>						
Full-Time Career	1,252.30	1,247.00	1,286.80	1,282.79	1,316.92	1,316.00
Part-Time Career	31.10	23.70	30.10	29.40	28.06	26.33
<b>Career Total</b>	<b>1,283.40</b>	<b>1,270.70</b>	<b>1,316.90</b>	<b>1,312.19</b>	<b>1,344.98</b>	<b>1,342.33</b>
Term Contract	0.50	0.50	1.00	1.25	1.00	1.25
Seasonal/Intermittent		653.18		807.28		824.50
Less Lapse		(1.99)		(1.99)		(1.00)
<b>TOTAL TAX SUPPORTED</b>	<b>1,283.90</b>	<b>1,922.39</b>	<b>1,317.90</b>	<b>2,118.73</b>	<b>1,345.98</b>	<b>2,167.08</b>
<b>ENTERPRISE FUND</b>						
Full-Time Career	66.00	66.00	67.00	67.00	66.00	66.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
<b>Career Total</b>	<b>67.00</b>	<b>66.50</b>	<b>68.00</b>	<b>67.50</b>	<b>67.00</b>	<b>66.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		135.50		135.50		132.50
<b>TOTAL ENTERPRISE FUND</b>	<b>67.00</b>	<b>202.00</b>	<b>68.00</b>	<b>203.00</b>	<b>67.00</b>	<b>199.00</b>
<b>SPECIAL REVENUE FUND</b>						
Seasonal/Intermittent		263.50		263.50		263.50
<b>INTERNAL SERVICE FUNDS</b>						
Full-Time Career	4.50	4.90	5.50	5.90	6.00	6.40
Part-Time Career	0.50	0.25	-	-	-	-
<b>Career Total</b>	<b>5.00</b>	<b>5.15</b>	<b>5.50</b>	<b>5.90</b>	<b>6.00</b>	<b>6.40</b>
<b>TOTAL TAX &amp; NON-TAX SUPPORTED FUNDS</b>						
Full-Time Career	1,322.80	1,317.90	1,359.30	1,355.69	1,388.92	1,388.40
Part-Time Career	32.60	24.45	31.10	29.90	29.06	26.83
<b>Career Total</b>	<b>1,355.40</b>	<b>1,342.35</b>	<b>1,390.40</b>	<b>1,385.59</b>	<b>1,417.98</b>	<b>1,415.23</b>
Term Contract	0.50	0.50	1.00	1.25	1.00	1.25
Seasonal/Intermittent		1,052.18		1,206.28		1,220.50
Less Lapse		(1.99)		(1.99)		(1.00)
<b>GRAND TOTAL</b>	<b>1,355.90</b>	<b>2,393.04</b>	<b>1,391.40</b>	<b>2,591.13</b>	<b>1,418.98</b>	<b>2,635.98</b>



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

**Project Charges Paid to Prince George's County**

Name of Project Charge	Fund Paying	Department	FY17 Budget	FY18 Budget	FY19 Proposed Reductions	FY19 Proposed Budget
Reimbursement to County Council	Admin	Commissioners	\$ 1,137,300	\$ 1,137,300		\$ 1,137,300
People's Zoning Counsel	Admin	Planning	250,000	250,000		250,000
Zoning Enforcement Unit	Admin	Planning	1,761,900	1,761,900	(86,467)	1,675,433
Water & Sewer Planning Unit	Admin	Planning	155,300	155,300		155,300
GIS Program	Admin	Planning	340,500	340,500		340,500
Tax Collection Fee	Admin	Planning	78,500	34,411		34,411
Economic Development Corp.	Admin	Planning	65,000	65,000		65,000
DER Permits & Inspections	Admin	Planning	1,816,200	1,816,200	(480,000)	1,336,200
DPW&T Engineering, Inspect. & Permits	Admin	Planning	929,800	929,800	(229,933)	699,867
Redevelopment Authority	Admin	Planning	844,500	844,500	(114,800)	729,700
EDC General Plan Goals	Admin	Planning	316,800	316,800	(22,133)	294,667
<b>Total Administration Fund</b>			<b>\$ 7,695,800</b>	<b>\$ 7,651,711</b>	<b>\$ (933,333)</b>	<b>\$ 6,718,378</b>
City of Bowie, Allen Pond Maint.	Park	Parks and Rec	101,700	101,700		101,700
Green to Greatness Planting Day	Park	Parks and Rec	225,000	61,800	(61,800)	-
Patuxent River 4-H Center Foundation	Park	Parks and Rec	34,300	34,300		34,300
Patuxent Riverkeepers	Park	Parks and Rec	15,000	15,000		15,000
PGCC - Park Police/Security/Pool	Park	Parks and Rec	300,000	300,000		300,000
Prince George's Police Dept.	Park	Parks and Rec	36,800	-		-
Tax Collection Fee	Park	Parks and Rec	240,000	105,205	(105,205)	-
<b>Total Park Fund</b>			<b>\$ 952,800</b>	<b>\$ 618,005</b>	<b>\$ (167,005)</b>	<b>\$ 451,000</b>
After School Arts (World Art Focus)	Rec	Parks and Rec	98,000	98,000		98,000
All Shades of Pink (Healthcare Services)	Rec	Parks and Rec	15,000	15,000		15,000
Allentown Boys & Girls Club	Rec	Parks and Rec	5,000	5,000		5,000
Anacostia Watershed Society	Rec	Parks and Rec	15,000	20,000		20,000
Anacostia Trails and Heritage Area	Rec	Parks and Rec	25,000	25,000		25,000
Beltsville-Adelphi Boys and Girls Club	Rec	Parks and Rec	7,500	7,500		7,500
Camp Springs Girls & Boys Club	Rec	Parks and Rec	10,000	10,000		10,000
Cherry Lane Boxing and Fitness	Rec	Parks and Rec	10,000	10,000		10,000
City of College Park, Youth & Family Services	Rec	Parks and Rec	20,000	20,000		20,000
City of Greenbelt, After School Arts	Rec	Parks and Rec	12,000	12,000		12,000
City of Greenbelt, Recreation Services	Rec	Parks and Rec	70,000	70,000		70,000
City of Greenbelt, Therapeutic Program	Rec	Parks and Rec	12,000	12,000		12,000
City of Hyattsville, Recreation Services	Rec	Parks and Rec	19,000	19,000		19,000
City of Laurel Parks Department	Rec	Parks and Rec	10,000	10,000		10,000
City of Laurel Senior Services	Rec	Parks and Rec	54,400	54,400		54,400
City of Laurel, Anderson & Murphy CC	Rec	Parks and Rec	22,000	22,000		22,000
College Park Arts Exchange	Rec	Parks and Rec	5,000	5,000		5,000
College Park Boys and Girls Club	Rec	Parks and Rec	7,500	7,500		7,500
Cooperative Extension Service (4H)	Rec	Parks and Rec	208,600	208,600		208,600
District 7 - Daughter for the Day Program	Rec	Parks and Rec	7,500	7,500		7,500
Forestville Boys and Girls Club	Rec	Parks and Rec	25,000	25,000		25,000
Ft. Washington Boys & Girls Club	Rec	Parks and Rec	10,000	10,000		10,000



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

**Project Charges Paid to Prince George's County**

<b>Name of Project Charge</b>	<b>Fund Paying</b>	<b>Department</b>	<b>FY17 Budget</b>	<b>FY18 Budget</b>	<b>FY19 Proposed Reductions</b>	<b>FY19 Proposed Budget</b>
Gateway Arts Program	Rec	Parks and Rec	90,000	90,000		90,000
Girl Scouts Capital Area	Rec	Parks and Rec	10,000	10,000		10,000
Glenarden Boys and Girls Club	Rec	Parks and Rec	10,000	15,000		15,000
Global Develop. Services for Youth, Inc.	Rec	Parks and Rec	2,500	2,500		2,500
Greater Laurel United Soccer Club	Rec	Parks and Rec	5,000	5,000		5,000
Greenbelt Aquatics & Fitness Center	Rec	Parks and Rec	100,000	100,000		100,000
Greenbelt Community Center	Rec	Parks and Rec	40,000	40,000		40,000
Harlem Renaissance	Rec	Parks and Rec	50,000	40,000		40,000
Ivy Community Charities	Rec	Parks and Rec	10,000	10,000		10,000
Junior Achievement	Rec	Parks and Rec	10,000	20,000		20,000
Kentlands Boxing Club	Rec	Parks and Rec	-	5,000		5,000
Kettering-Largo-Mitchellville Boys & Girls Club	Rec	Parks and Rec	20,000	20,000		20,000
Lake Arbor Foundation	Rec	Parks and Rec	175,000	175,000		175,000
Lanham Boys & Girls Club	Rec	Parks and Rec	25,000	10,000		10,000
Latin America Youth Center	Rec	Parks and Rec	40,000	40,000		40,000
Laurel Historic Society	Rec	Parks and Rec	22,500	22,500		22,500
Laurel Little League	Rec	Parks and Rec	5,000	5,000		5,000
Laurel Stallions	Rec	Parks and Rec	5,000	5,000		5,000
Making a New United People (M.A.N.U.P)	Rec	Parks and Rec	25,000	25,000		25,000
Millwood/Waterford Programming	Rec	Parks and Rec	10,000	10,000		10,000
Oxon Hills Boys & Girls Club	Rec	Parks and Rec	7,500	7,500		7,500
PGCC - Outreach, Facilities, etc	Rec	Parks and Rec	300,000	300,000		300,000
PGCC Team Builders Program	Rec	Parks and Rec	100,000	100,000		100,000
Prince George's Arts and Humanities Council	Rec	Parks and Rec	120,000	120,000		120,000
Prince George's County Memorial Library System	Rec	Parks and Rec	2,212,770	1,512,800	(712,800)	800,000
Prince George's Philharmonic	Rec	Parks and Rec	90,000	100,000		100,000
Prince George's Tennis Assoc.	Rec	Parks and Rec	20,000	20,000		20,000
Seat Pleasant Leadership Development Program	Rec	Parks and Rec	85,000	85,000		85,000
Tax Collection Fee	Rec	Parks and Rec	104,900	45,984	(45,984)	-
Theresa Banks Swim Club	Rec	Parks and Rec	15,000	20,000		20,000
Town of Forest Heights	Rec	Parks and Rec	17,500	10,000		10,000
Town of Forest Heights Community Development Corp	Rec	Parks and Rec	-	7,500		7,500
White Rose Foundation	Rec	Parks and Rec	15,000	15,000		15,000
World-Wide Community	Rec	Parks and Rec	20,000	25,000		25,000
Youth Development Program (In Reach, Inc.)	Rec	Parks and Rec	50,000	50,000		50,000
Youth Services Program	Rec	Parks and Rec	25,000	25,000		25,000
Youth Wellness Leadership Institute	Rec	Parks and Rec	50,000	50,000		50,000
<b>Total Recreation Fund</b>			<b>\$ 4,556,170</b>	<b>\$ 3,817,284</b>	<b>\$ (758,784)</b>	<b>\$ 3,058,500</b>
<b>Total All Funds</b>			<b>\$13,204,770</b>	<b>\$12,087,000</b>	<b>\$ (1,859,122)</b>	<b>\$10,227,878</b>



**Commissioners' Office and CAS Departments  
(Administration Fund)**

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

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# Prince George's County Commissioners' Office

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## 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 11 full-time positions and one full-time position split between the Planning Board Office and the Planning Department. 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, groundbreaking 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

	<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$3,191,479	\$3,290,392	3.10%
<b>Staffing</b>			
Funded Career Positions	15.50	16.50	6.45%
Funded Workyears	13.50	14.50	7.41%

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The Prince George's County Planning Board Office is proposing a budget which increases expenditures by \$98,913 (3.1%) above the FY18 approved budget. This budget includes the addition of a Principal Public Affairs and Marketing Specialist position. Previously deployed from the Planning Department, this public affairs position will continue to manage social media and digital communications. Also, per our agreement with the County, the lease for fourth floor office space in the County Administration Building will result in a 3% increase. All other non-personnel classifications will remain at FY18 levels.

### Legislative Project Charges

This budget also contains \$1,137,300 to reimburse the Prince George's County Council for reimbursement of their planning and zoning functions, and includes \$158,035 for the office's rent in the County Administration Building.

	<u>FY 17 Actual</u>	<u>FY 18 Adopted</u>	<u>FY 19 Proposed</u>	<u>% Change</u>
Commissioners' Office				
Personnel Services	1,616,267	1,704,812	1,799,122	5.5%
Supplies and Materials	46,060	39,000	39,000	0.0%
Other Services and Charges	1,092,985	1,435,167	1,439,770	0.3%
Capital Outlay	-	12,500	12,500	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>2,755,312</u>	<u>3,191,479</u>	<u>3,290,392</u>	<u>3.1%</u>

	<u>FY 17 Budget</u>		<u>FY 18 Adopted</u>		<u>FY 19 Proposed</u>	
	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>

## ADMINISTRATION FUND

### COMMISSIONERS' OFFICE

Full-Time Career	11.50	11.50	11.50	11.50	12.50	12.50
Part-Time Career	4.00	2.00	4.00	2.00	4.00	2.00
<b>Career Total</b>	<b>15.50</b>	<b>13.50</b>	<b>15.50</b>	<b>13.50</b>	<b>16.50</b>	<b>14.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Commissioners' Office</b>	<b>15.50</b>	<b>13.50</b>	<b>15.50</b>	<b>13.50</b>	<b>16.50</b>	<b>14.50</b>



## ORGANIZATIONAL STRUCTURE

### CENTRAL ADMINISTRATIVE SERVICES



\*Office of the Inspector General reports to the Audit Committee



# Central Administrative Services Overview

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## 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 the Inspector General
- 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 Inspector General (IG) is appointed by the Audit Committee, which has technical and substantive oversight of the IG's work program. The Chief Information Officer (CIO) 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 departments and the Secretary-Treasurer. The Executive Director serves as a non-voting member of the Council.

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 is split. Corporate IT (previously part of the Finance Department) is shown here under CAS and the CIO's Office and Commission-wide IT initiatives are shown in the Internal Service Fund section of this budget document, under the Commission-wide CIO & IT Initiatives Internal Service 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 three divisions: Administrative Services, Accounting, and Central Purchasing. The Department is responsible for Corporate Financial Policy, Management of Debt and Investments, Payroll Administration and Disbursements, Accounting and Financial Reporting, Procurement, and



# Central Administrative Services

## Overview

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Corporate Enterprise Resource Planning (ERP) Operations Management. In FY18, the IT division was moved from Finance and is now under the CIO and is presented as Corporate IT.

### **Legal Department**

The Office of the General Counsel (OGC or Legal Department) provides a comprehensive program of legal services to the Commission, supporting almost every facet of the Commission's work program. The OGC guides the Commission's internal corporate operations; advises staff and the Planning Boards as they navigate their important quasi-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 the Inspector General**

The Office of the Inspector General, formerly 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. New this year, Corporate IT (previously the IT division under Finance) is presented here. The role of this team has been expanded to support both Enterprise IT and Executive Office Building IT, which includes Central Administrative Services and the Employees' Retirement System (ERS).

### **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 Inspector General, 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	FY17 Budget	FY18 Adopted	FY19 Proposed	% Change
<b>MONTGOMERY</b>						
	Park Fund - Labor Relations	DHRM	61,255	66,250	66,250	0.0%
	Park Fund - Park Police Support	DHRM	58,345	45,000	45,000	0.0%
	Risk Management	DHRM	20,963	13,892	20,387	46.8%
	Capital Equipment Fund	Finance	40,675	40,951	42,000	2.6%
	Enterprise Funds	Finance	203,377	196,565	204,000	3.8%
	Park Fund - Single Audit	Finance	7,500	6,760	-	-100.0%
	Park Fund - Data Center	Finance	315,576	411,616	-	-100.0%
	Park Fund - ERP Operations	Finance	-	-	93,400	-
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Risk Management	Finance	8,135	32,761	34,000	3.8%
	Spec Rev Fund - Development Review	Finance	23,948	25,083	28,000	11.6%
	Park Fund - Data Center	Corporate IT	-	-	344,745	-
	Admin Fund - Planning	Legal	85,000	85,000	85,000	0.0%
	Park Fund	Legal	145,377	149,232	153,709	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	197,035	200,383	200,383	0.0%
	Spec Rev Fund - Development Review	Legal	144,422	148,423	152,876	3.0%
	<b>Subtotal Montgomery</b>		<b>1,428,508</b>	<b>1,538,816</b>	<b>1,586,650</b>	<b>3.1%</b>
<b>PRINCE GEORGE'S</b>						
	Admin Fund - Planning - HRIS/CC	DHRM	23,551	20,766	19,641	-5.4%
	Admin Fund - Planning - Recruitment	DHRM	17,665	13,982	12,860	-8.0%
	Park Fund - HRIS/CC	DHRM	58,884	46,599	42,844	-8.1%
	Park Fund - Labor Relations	DHRM	61,255	66,250	66,250	0.0%
	Park Fund - Park Police Support	DHRM	58,345	45,000	45,000	0.0%
	Park Fund - Recruitment	DHRM	58,884	51,903	49,091	-5.4%
	Rec Fund - Recruitment	DHRM	58,884	51,903	49,091	-5.4%
	Recreation Fund - HRIS/CC	DHRM	58,884	72,529	70,311	-3.1%
	Risk Management	DHRM	20,963	13,892	20,387	46.8%
	Capital Equipment Fund	Finance	4,881	31,942	44,000	37.7%
	Enterprise Funds	Finance	328,403	311,228	306,000	-1.7%
	Park Fund - Single Audit	Finance	7,500	6,800	-	-100.0%
	Park Fund - New Positions	Finance	125,000	108,000	108,000	0.0%
	Park Fund - Data Center	Finance	562,144	758,817	-	-100.0%
	Park Fund - ERP Operations	Finance	-	-	190,000	-
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Risk Management	Finance	16,270	49,141	43,000	-12.5%
	Special Revenue Funds (multiple)	Finance	154,566	139,233	136,000	-2.3%
	Park Fund - Data Center	Corporate IT	-	-	635,970	-
	Park Fund	Inspector General	97,502	121,332	127,118	4.8%
	Admin Fund - Planning	Legal	252,702	265,430	273,393	3.0%
	Park Fund	Legal	186,653	186,653	192,253	3.0%
	Park Fund - Atty support	Legal	80,000	80,000	80,000	0.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	207,212	210,858	210,858	0.0%
	<b>Subtotal Prince George's</b>		<b>2,657,048</b>	<b>2,869,158</b>	<b>2,938,967</b>	<b>2.4%</b>
<b>Commission-Wide</b>						
	EOB	DHRM	-	-	80,958	-
	Group Insurance	DHRM	41,925	32,778	31,040	-5.3%
	Group Insurance	Finance	276,592	327,608	322,600	-1.5%
	<b>Subtotal Commission-Wide</b>		<b>318,517</b>	<b>360,386</b>	<b>434,598</b>	<b>20.6%</b>
<b>COMBINED TOTAL</b>						
			<b>4,404,073</b>	<b>4,768,360</b>	<b>4,960,215</b>	<b>4.0%</b>
<b>SUMMARY BY SUPPLIER DEPARTMENT</b>						
	DHRM		599,803	540,744	619,110	14.5%
	Finance		2,344,167	2,716,105	1,820,600	-33.0%
	Corporate IT		-	-	980,715	-
	Legal		1,362,601	1,390,179	1,412,672	1.6%
	Inspector General		97,502	121,332	127,118	4.8%
	<b>TOTAL</b>		<b>4,404,073</b>	<b>4,768,360</b>	<b>4,960,215</b>	<b>4.0%</b>



# Central Administrative Services

## Overview

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### HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The bi-county proposed FY19 operating budget for Central Administrative Services before chargebacks is \$22,837,641, which is a 4.1% increase over FY18. The budget sustains, at a minimum, the same service level as FY18, 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.

During FY18, a reorganization of IT functions resulted in the IT division of the Finance Department now placed under the Office of the CIO. Corporate IT is now displayed separately within the CAS budgets in the Administration Funds.

### Annual Review of Cost Allocation and Chargebacks

Each year, cost drivers and labor distribution are analyzed to better reflect county service levels. The FY19 proposed budget is based on the analysis performed in the Fall of 2017.

The FY19 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 44.6% Montgomery County and 55.4% 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 FY19, the proposed budget addresses major known commitments and essential needs. The proposed budget focuses on such core needs as:

- Upgrading the Enterprise Resource Planning (ERP) system to Version 10.
- Responding to workload increases in Corporate Policy and Management Operations division of DHRM, and Human Resources Information Systems.
- Addressing need for administrative support in the Corporate Policy division.
- Providing a dedicated purchasing professional focusing on information technology.
- Addressing need for administrative support in the Legal Department.
- Providing for ongoing funding to keep our desktop computers updated.

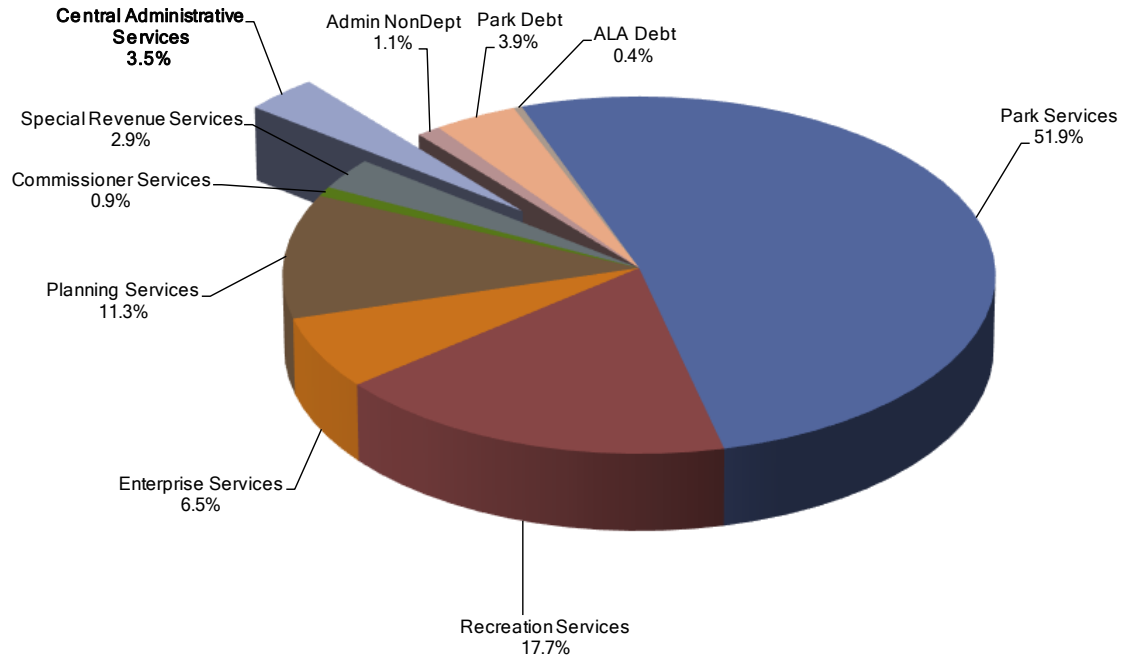
The CAS budget proposal reflects positions and workyears comparable to FY 2009 levels, even while work program demands have increased over the past several years. Work program demands such as, increased cost analyses for alternative medical designs to contain costs, preparation for and compliance with health care reform regulations, 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 3.5% of the Commission's proposed total bi-county operating budget.



# Central Administrative Services Overview

**Central Administrative Services (CAS)**  
**FY19 Proposed Budget as a Percent of Total Operating Budget**  
(excludes reserves, ISF, ALARF, and Capital Projects Fund)



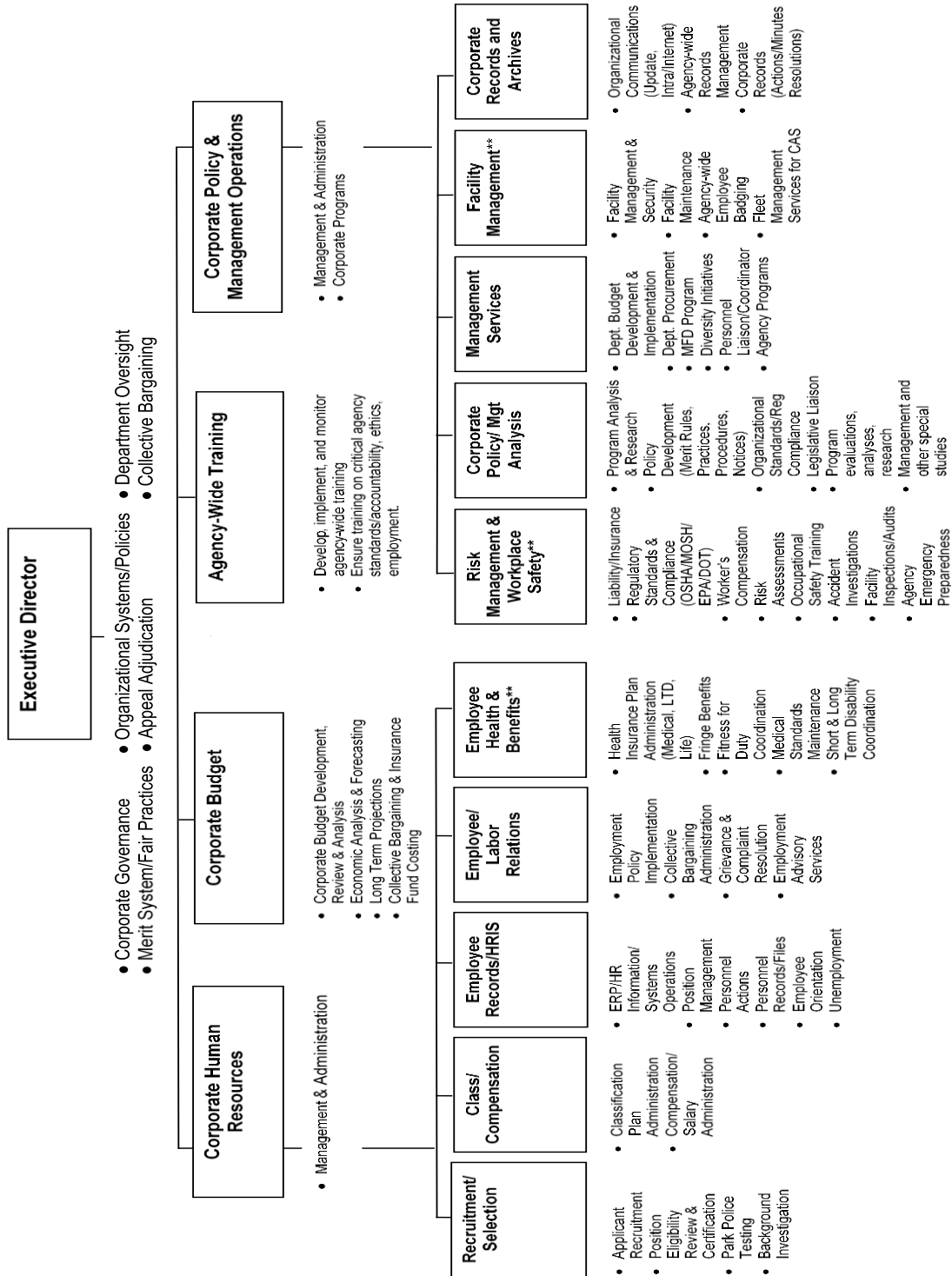
CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.





ORGANIZATIONAL STRUCTURE

Department of Human Resources and Management



\*\* Internal Service Funds.



# Central Administrative Services

## Department of Human Resources and Management

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### 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
- Agency-wide Training

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 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 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



## **Central Administrative Services**

### **Department of Human Resources and Management**

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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 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 fiscal planning for the agency. 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
- Fiscal information to support labor negotiations

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, Risk Management and Workplace Safety, and EOB Facility Operations.



## Central Administrative Services

### Department of Human Resources and Management

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**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 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 Services** carries out corporate and departmental activities including: budget management and procurement administration for the following departmental and CAS 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; management of Maryland Public Information Act (MPIA) requests; 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 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.



# Central Administrative Services

## Department of Human Resources and Management

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### 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.

**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



## Central Administrative Services Department of Human Resources and Management

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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. Programs aimed at improving the health and well-being of our employees, such as health screenings, financial wellness counseling, smoking cessation classes and weight loss programs are handled by this office as well. 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.

### FY18 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. Human Resources Classification and Compensation expanded the number of pay grades to provide more flexibility to new classification and compensation job specifications.
- **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 32nd consecutive year in FY2018.
  - Revised both the Prince George's County operation's and the Montgomery County operation's long term fiscal plans to guide the FY19 budget submission.
- **Collective Bargaining:** Negotiated full contract with the Fraternal Order of Police effective February 1, 2017 through January 31, 2020, with a two-year wage deal and a FY20 wage reopener. Negotiated the MCGEO wage reopener for FY18.
- **Succession Planning/Workforce Development:** Continued to restore agency-wide employee development training to address deficit in available workforce training and critical succession



## Central Administrative Services

### Department of Human Resources and Management

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planning concerns. 34% of the workforce is eligible to retire in less than 5 years (74.7% of officials/administrators will become eligible). Web-based and other training is being implemented to enhance understanding of critical systems/policies, equal employment standards, ethics and internal controls, performance management, and leadership development. Continued staff development efforts are being implemented through initiatives such as the Language and Literacy program, which develops reading/writing/communication skills for native English speakers and individuals who speak English as a second language.

- **Enterprise Resource Planning System (ERP) and HRIS Programs:** DHRM, in partnership with the Office of the Chief Information Officer, implemented the following:
  - Implemented employee self-serve components for online benefits enrollment.
  - Continued training departments on human resources inquiry capabilities of Manager Self-Service component.
  - Developed management reports to meet the needs of the departments.
  - Conducted comprehensive review of current HRIS processes and implemented efficient improvements in daily operations.
  - In process of implementing recommendations stemming from an Internal Audit for needed enhancements for more timely and accurate processing of employment actions.
  - Prepared and planned for ERP Infor Systems upgrade and automation.
  
- **Employee Benefits:** Implemented pension, medical, and prescription benefits plan designed to maintain competitive benefits at sustainable funding levels.
  - Offered a new long-term care plan to reduce the financial impact to employees and retirees in need of caregiving.
  - Enhanced the wellness program by offering monetary incentives to employees for participating in certain wellness activities to improve their health and well-being. The department continues to enhance its agency-wide Wellness Program.
  - Received \$1.3 million in subsidies from the Federal government for retiree drug expenses.
  - Implemented on-line open enrollment for over 1,000 employees, eliminating use of paper, reducing time spent on data entry, and providing a confidential and secure method of benefits enrollment.
  - Successfully distributed the IRS 1095-C forms to employees and retirees; and submitted the corresponding 1094-C form to the IRS as required by the Affordable Care Act.
  
- **Policy Development and Management Studies:** The agency's policy system requires extensive review and update. Continued 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 being addressed in FY18:
  - Internal controls and ethics standards such as financial disclosures, handling of awards/gifts, secondary employment, etc.
  - Employment policies focused on terms/ conditions of employment and employee programs/ benefits, such as the handling of employment disputes, privacy and handling of employment records, contract employee regulations, emergency work compensation, alternate commuting resources, time and attendance, telework and compressed workweeks.



## Central Administrative Services

### Department of Human Resources and Management

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- Records management and archive standards to ensure compliance with State laws.
- Risk management and workplace safety standards.
- Organization and functions policies, which communicate operational duties and related authority of key offices/positions including the Audit Committee, the Office of the Inspector General, and the Office of the Chief Information Officer.
  
- Records Management: Continued reviewing agency-wide archives program to ensure ongoing compliance with State archiving requirement and updated digital records to enhance inventory and access. Launched collaborative reviews with operating departments to ensure critical records are appropriately catalogued.
  
- Workplace Excellence: Achieved several prestigious awards for innovative programs and policies such the Workplace Excellence Award for exceptional commitment to overall workforce initiatives such as management practices, workplace standards, and comprehensive work/life policies; Health and Wellness Trailblazer Award; Diversity Champion Award; and EcoLeadership Award for Visionary leadership and commitment to environmentally sustainable workplace practices.
  
- Workforce Analysis/ Employee Classification and Compensation: Continue to implement management-supported recommendations from the Classification and Compensation Study, including job class series reviews prioritized by operating departments. Expanded the number of pay grades to provide more flexibility to new classification and compensation job specifications. Continued working on contract pay schedules to reflect changes in work programs. Revitalized internship program as a resource for trades positions.
  
- Recruitment  
Performed comprehensive review to streamline and improve effectiveness of recruitment and selection procedures. Enhanced integration of social media platforms, including Facebook, Twitter, LinkedIn, and Glassdoor, to better market job opportunities and to promote a positive employment brand for the Commission. Implemented an integrated new employee onboarding solution to facilitate employee engagement and to improve efficiency of current manual processes.

### FY19 PRIORITIES

In addition to delivering the regular, ongoing work of the department, major priorities for FY19 include:

- Implementation of Version 10 upgrade for ERP to effectively enable timely and accurate processing of personnel actions related to employee compensation, recruitment, benefits, and self-service modules. In addition, the upgrade will deliver better on-line information to operating departments for management and decision-making purposes.
  
- Managing the intake, tracking and response of Public Information Act program. The Executive Director is the designated Public Information Representative for the agency. With changes in State law, the requirements for tracking, monitoring and compliance have grown extensively.





## Central Administrative Services

### Department of Human Resources and Management

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- Continuing the analysis and critical updates of agency standards/policies, encompassing nearly 200 areas covering organizational functions, employment, procurement, financial systems, and risk/liability and safety regulations. Many operational standards are more than 20-30 years old due to lack of staff resources. The current team has been diligent in its review; however, significant and ongoing work is needed to ensure policies remain current in the future. The need to maintain these policies is critical to ensure regulatory compliance, fair practices, and accountability. This is a high priority supported by operating departments, the Office of Inspector General, and the findings of the external accreditation process of the Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- Working with the State to implement changes in public record laws and protocols pertaining to the agency-wide archives program. Continue digitization of permanent, historical records.
- Continuing the implementation of the agency-wide employee development program to address critical succession planning, mentoring, and other critical needs identified by operating departments.
- Developing a central platform for agency-wide training with subject matter experts for core areas such as: legal issues, financial systems, employment, organizational policy/regulatory compliance, and workplace safety, delivered by CAS, that provides consistent access and content to employees across the agency.
- Continuing the implementation of management-supported recommendations from Classification and Compensation study, including job class series reviews prioritized by operating departments and allocation of staff to the new classification specifications.
- Providing dedicated and regular briefings on adopted organizational standards/procedures as requested by operating departments.



# Central Administrative Services Department of Human Resources and Management

## BUDGET AT A GLANCE

### Summary of Department of Human Resources and Management Budget

	<b>FY18 <u>Adopted</u></b>	<b>FY19 <u>Proposed</u></b>	<b>% <u>Change</u></b>	<b>% <u>Allocated *</u></b>
<b>Montgomery County Budget</b>				
Expenditures	\$2,252,021	\$2,374,330	5.4%	44.6%
<b>Staffing</b>				
Funded Career Positions	16.50	18.35	11.2%	42.7%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	16.26	17.50	7.6%	41.7%
<b>Prince George's County Budget</b>				
Expenditures	\$2,829,725	\$2,953,464	4.4%	55.4%
<b>Staffing</b>				
Funded Career Positions	22.50	24.65	9.6%	57.3%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	23.24	24.50	5.4%	58.3%
<b>Combined Department Total Budget</b>				
Expenditures	\$5,081,746	\$5,327,794	4.8%	100.0%
<b>Staffing</b>				
Funded Career Positions	39.00	43.00	10.3%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	39.50	42.00	6.3%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The FY19 proposed budget is \$5,327,794, representing an increase of 4.8% (\$246,048) over the FY18 adopted budget level. This increase is allocated \$123,739 to Prince George's and \$122,309 to Montgomery County, after the application of charge backs. 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 FY19 funding allocation before chargebacks to 43.1% Montgomery and 56.9% Prince George's. This shifts 0.5% of the funding allocation from Prince George's to Montgomery, as compared to FY18. Major components of the budget are described below:

- **Personnel Services:** This category, which includes salaries and benefits, has a proposed increase of 6.7% (\$322,316). The proposed DHRM budget includes 43 career and 2 term contract positions, with 42 WYS (of which 17.5 WYS are allocated to Montgomery and 24.5 WYS to Prince George's, respectively). The additional positions/workyears are being requested to address critical operational needs and deficiencies as described below:



# Central Administrative Services

## Department of Human Resources and Management

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1. **Add one Merit Management Analyst:** (MC \$23,407/PGC \$30,901 for salary and benefits. 6-month delay)

The work program assigned to the Policy and Management Operations Division has grown extensively over the past 5 years. The Division administers Commission-wide programs through three functional units of Risk Management/Workplace Safety, Policy/Corporate Records, and Management Services. Two teams are critically understaffed: the Management Services unit and the Policy unit, requiring the Unit leads and the Division Chief to regularly work extended hours and weekends to maintain the work program. The Management Services Unit is presently staffed by one technical lead, who is responsible for administering 5 budgets, handling all departmental procurement, managing the EOB facility and offsite CAS offices, conducting specialized feasibility studies, and administrating a number of Commission wide programs such as the Literacy program and monitoring/tracking the Public Information Act inquiries. Additionally, this position coordinates the review of all public information requests which are received by the Office of the Executive Director. The Executive Director is the designated Public Information Representative for the agency, and with changes in State law, the requirements for tracking, monitoring and compliance have grown extensively and are managed by this unit. The Policy Unit inherited a tremendous backlog of organizational policies, and is struggling to meet the critical needs expressed by operating departments, the Inspector General, and external accreditation units. This is a critical need for which we are requesting a skilled analyst. Hiring will be deferred for 6 months.

2. **Add one Merit HRIS Specialist:** (MC \$21,170/PGC \$27,949 for salary and benefits. 6-month delay)

The HRIS unit is responsible for ensuring that every personnel action for Merit and Contract employees is reviewed and validated in a timely manner. The team is also responsible for operating and ensuring the data integrity of the HRIS system, implementing and administrating all support to operating departments which includes day to day guidance on various employment actions that apply to different employee groups (represented, non-represented Merit, contract and appointed positions). The team is currently staffed by a manager, one specialist, and administrative staff. Administrative staff is primarily responsible for input of data and review of basic information. A critical need exists to support and deliver technical and complex analysis/reports needed by operating departments, collective bargaining, and agency leadership. The position would also be responsible for leading in-person, and continual training efforts on HRIS which is desperately needed by departments and cannot be delivered due to staff shortages. This effort will reduce the number of employment action errors that are encountered in data submitted by operating departments.

3. **Add one Merit HRIS Specialist:** (MC \$17,710/PGC \$23,381 for salary and benefits. 6-month delay)

The HRIS unit needs an HRIS technical specialist who can document and validate critical system processes and instruction. Within the former HRIS system, more than 200 departmental representatives assisted with entering and validating electronic personnel actions. The validation process must now be accomplished by three administrative staff in HRIS team to ensure integrity, accuracy and consistency. The Inspector General (formerly Internal Audit) has identified a need to better track the accuracy and timeliness of data validation. The team requires this additional position to support the organization's needs.



## Central Administrative Services

### Department of Human Resources and Management

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4. **Add one Administrative Specialist position:** (MC \$17,710/PGC \$23,381 for salary and benefits. 6-month delay)

The CPMO division requires an Administrative Assistant to assist with division projects assigned by the Division Chief who oversees Risk Management and Safety, Corporate Policy and Records Management, DHRM Budget and Executive Office Building. The new hire will assist the Division Chief in handling day to day administrative items including project schedules, calendars and leave requests, developing and maintaining an efficient filing system, document tracking, and preparation of material for meetings. The position will also assist with research on special projects for the division, prepare correspondence, and assist division units with administrative support. The CPMO division does not have its own dedicated administrative person, resulting in time being taken away from the team. Work program is very intensive and staff regularly works extended hours to manage programs. Administrative support is needed for project management across 5 units, and to shift some of the administrative tasks being performed by the Division Chief.

- **Supplies and Materials:** These charges reflect a net decrease of 30.1% (\$28,000, primarily due to transferring the funding to Other Services & Charges category as the CIO will now be responsible for consolidating procurement of IT supplies and equipment.
- **Other Service and Charges:** These charges reflect a net increase of 4.4% (\$30,098), primarily due to the increase to internal service charges to pay for the CIO's coordinated purchase of IT supplies and equipment.
- **Chargebacks:** Have been adjusted for wage and benefit allocations.



# Central Administrative Services Department of Human Resources and Management

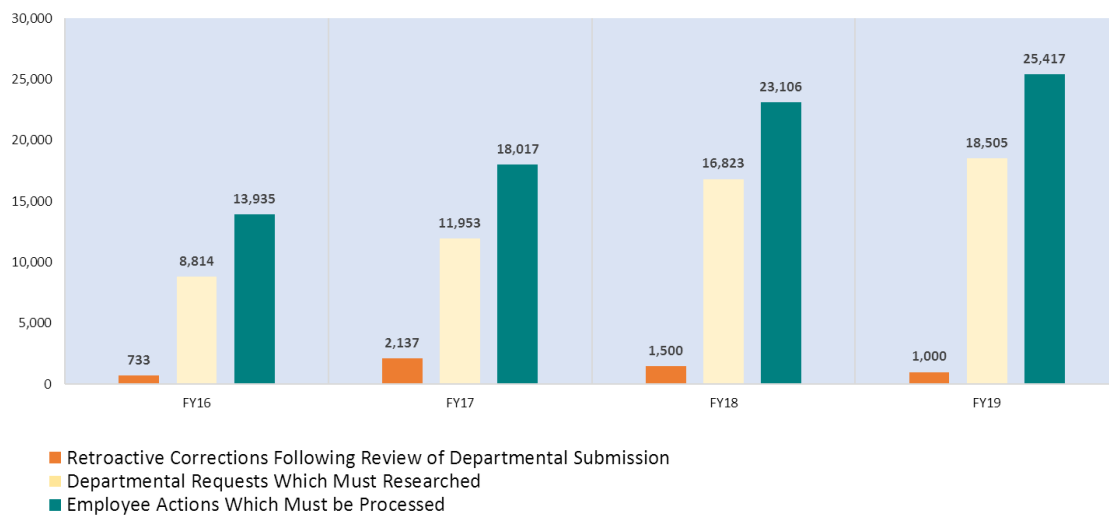
## GOALS AND PERFORMANCE MEASURES

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

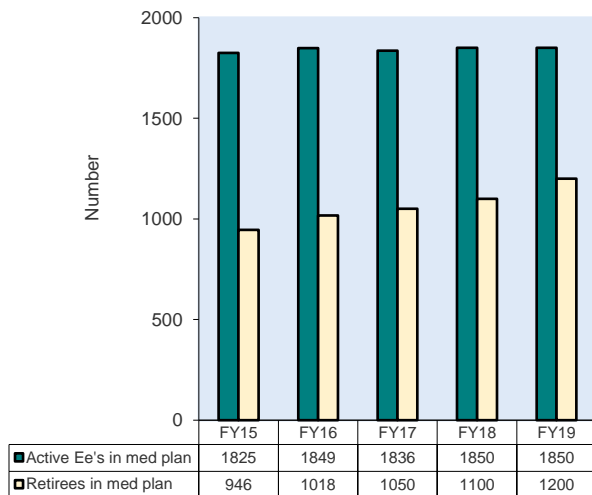
**Objective:** To provide quality corporate management and human resources systems.

**Outcome for Human Resources:** An affordable, responsive, attractive and diverse array of benefits and health programs that are provided 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.

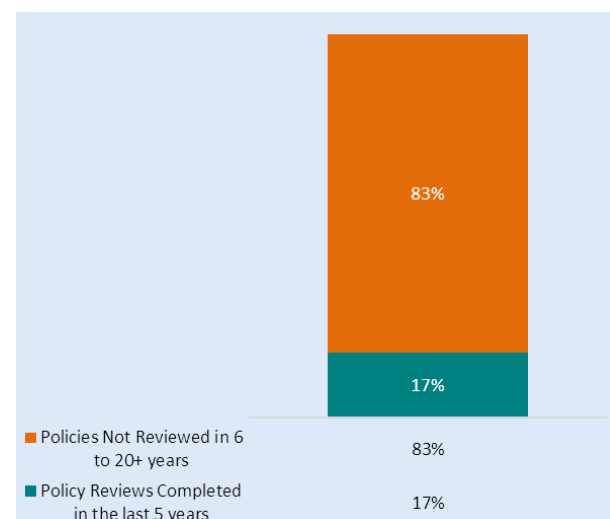
**Increase in Volume of HRIS Transactions Handled by DHRM**



**Employee Health and Benefits**

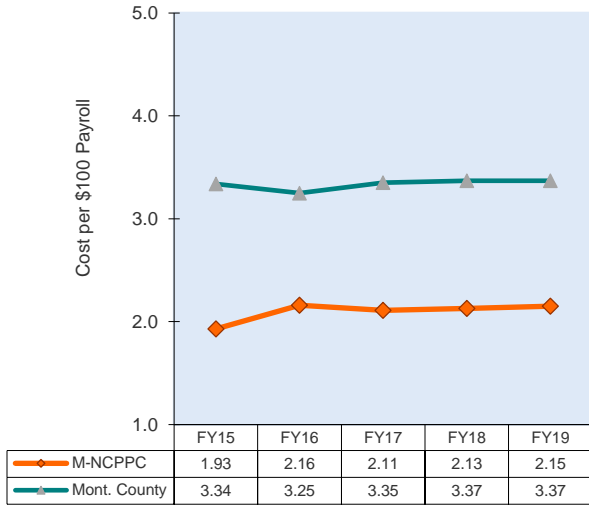


**Policy Reviews Completed as of FY18**

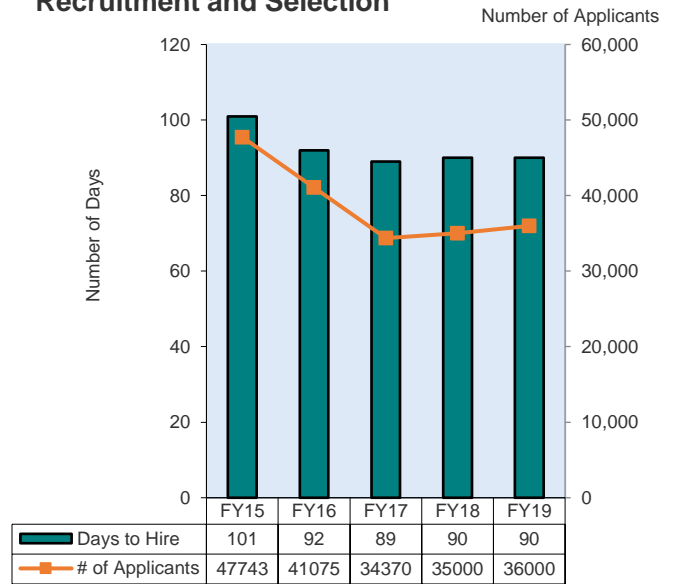


# Central Administrative Services Department of Human Resources and Management

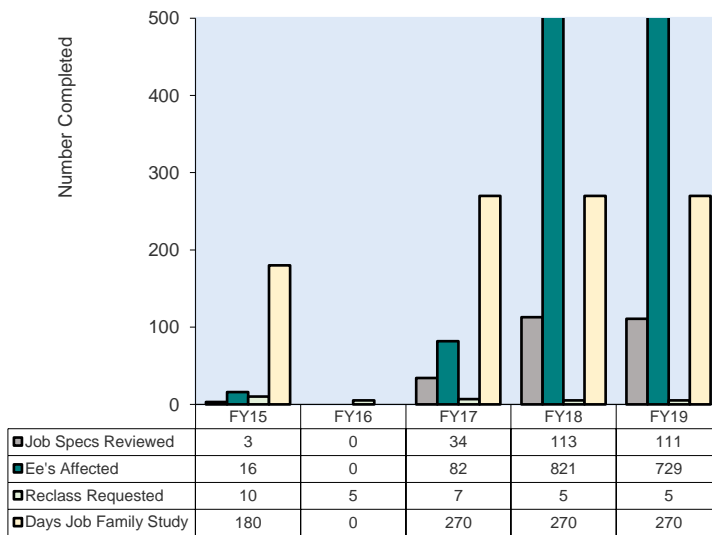
## Risk and Safety Management Claims and Workers' Compensation Costs



## Recruitment and Selection

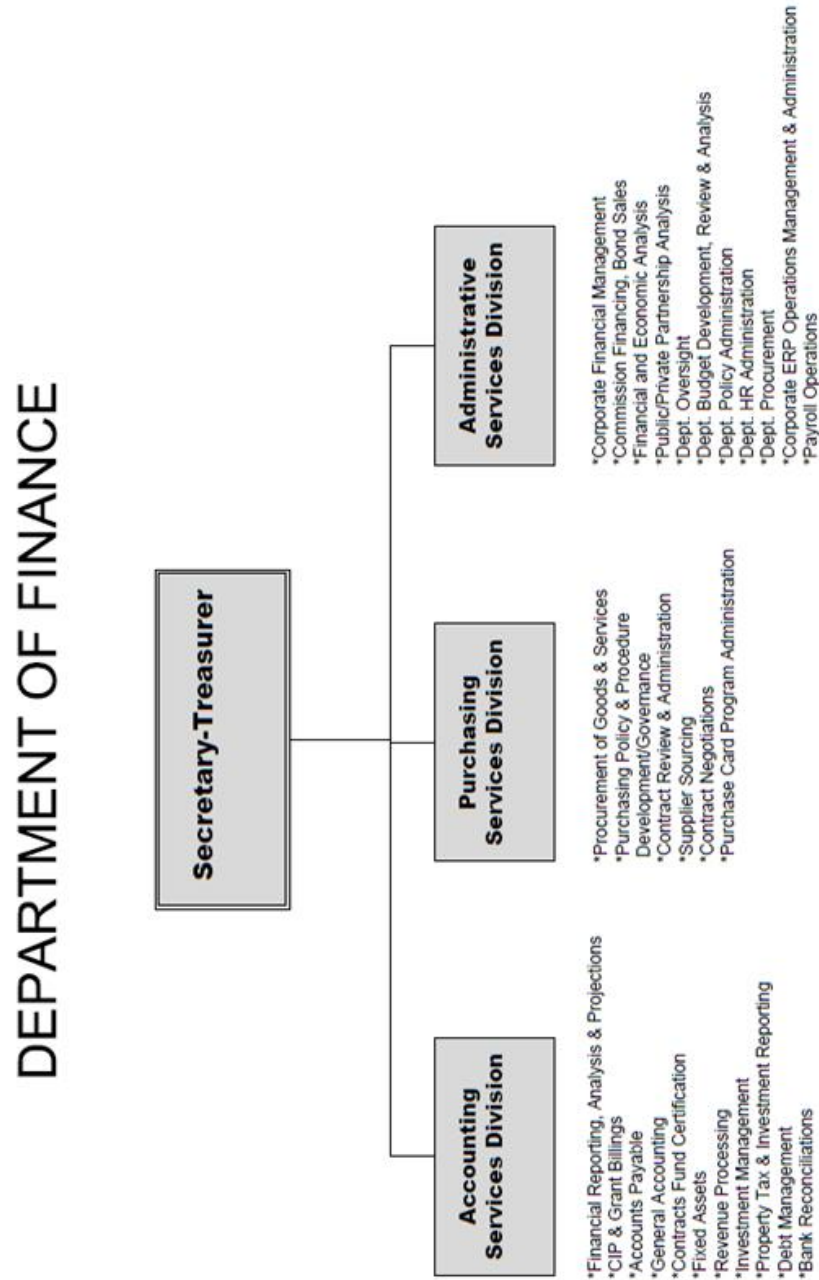


## Classification and Compensation



# Central Administrative Services Finance Department

## ORGANIZATIONAL STRUCTURE



# Central Administrative Services

## Finance Department

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### OVERVIEW

The Finance Department operates under the direction of the Secretary-Treasurer and is organized into three divisions: Administrative Services, Accounting, and Central Purchasing. The Department is responsible for Corporate Financial Policy, Management of Debt and Investments, Payroll Administration and Disbursements, Accounting and Financial Reporting, Procurement, and Enterprise Resource Planning (ERP) Operations Management.

### MISSION

The Finance Department's mission is to provide comprehensive financial services, maintain strong internal controls, and operate the Corporate ERP System for Commission management and staff, Montgomery and Prince George's County governments, and other relevant outside entities 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 – Administrative Services

The Office of the Secretary-Treasurer – Administrative Services has three (3) major work programs: Department Management, Payroll Operations, and ERP Operations Management. Department Management has three (3) major functions: Provide corporate financial oversight. Direct the overall operations of the Finance Department. Manage the debt program to finance capital equipment and the Commission's capital improvement projects. Payroll Operations processes two bi-weekly payrolls for all agency employees; ERP Operations Management is responsible for oversight, management, user-security, change management & change control of the ERP system, and supports the payroll system. 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 Administrative Services Finance Department

## Central Purchasing

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

## 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 45th consecutive year in FY2017. The Commission has received this award longer than any other organization in its category.

## BUDGET AT A GLANCE

### Summary of Finance Department Budget

		<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>% Change</b>	<b>% Allocated*</b>
<b>Montgomery County</b>					
<b>Budget</b>					
	Expenditures	\$ 3,375,656	\$ 1,968,312	-41.7%	47.6%
<b>Staffing</b>					
	Funded Career Positions	26.40	19.27	-27.0%	43.8%
	Funded Workyears	25.19	18.57	-26.3%	43.7%
<b>Prince George's County</b>					
<b>Budget</b>					
	Expenditures	\$ 3,859,482	\$ 2,166,683	-43.9%	52.4%
<b>Staffing</b>					
	Funded Career Positions	34.60	24.73	-28.5%	56.2%
	Funded Workyears	32.81	23.93	-27.1%	56.3%
<b>Combined Department Total</b>					
<b>Budget</b>					
	Expenditures	\$ 7,235,138	\$ 4,134,995	-42.8%	100.0%
<b>Staffing</b>					
	Funded Career Positions	61.00	44.00	-27.9%	100.0%
	Funded Workyears	58.00	42.50	-26.7%	100.0%

\*Percent allocated is the amount of the Department's budget funded by each county



# Central Administrative Services Finance Department

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

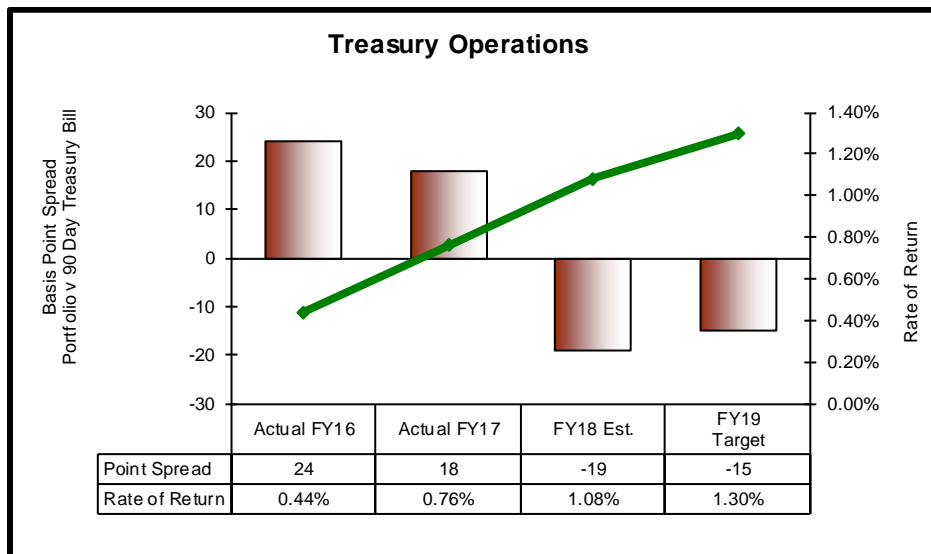
The FY19 Proposed Budget is \$4,134,995 reflects a decrease from the FY18 adopted budget after chargebacks. This large reduction is a result of the moving of our IT Division out of Finance and under the CIO’s office. If compared to an adjusted FY18 budget, this reflects a 4.4% budgetary increase and the increase of one position and workyear.

The Personnel Services budget decreased by \$2,298,617 in salaries and benefits, primarily due to the reallocation of IT Division out of Finance to the CIO’s office. Permission is sought for a purchasing position to increase support for Commission wide procurement efforts, focusing on technology. Permission is also sought to reduce lapse, reflecting full staffing.

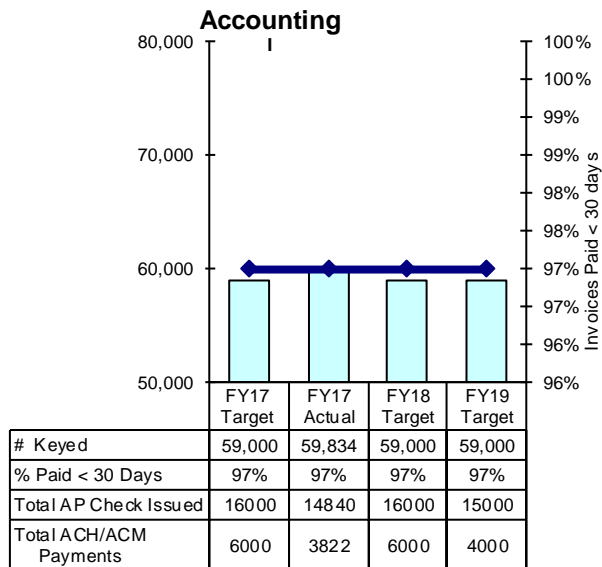
Supplies and Materials are proposed to decrease by \$123,700. Other Services and Charges are proposed to decrease by \$1,559,771 from FY18 levels. The decrease is due to the reallocation of the IT Division out of Finance to the CIO’s office.

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.

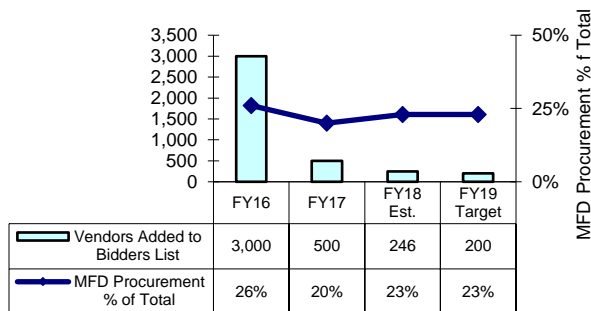
## GOALS AND PERFORMANCE MEASURES



# Central Administrative Services Finance Department



## MFD Procurement Opportunity Minority, Female or Disability Owned



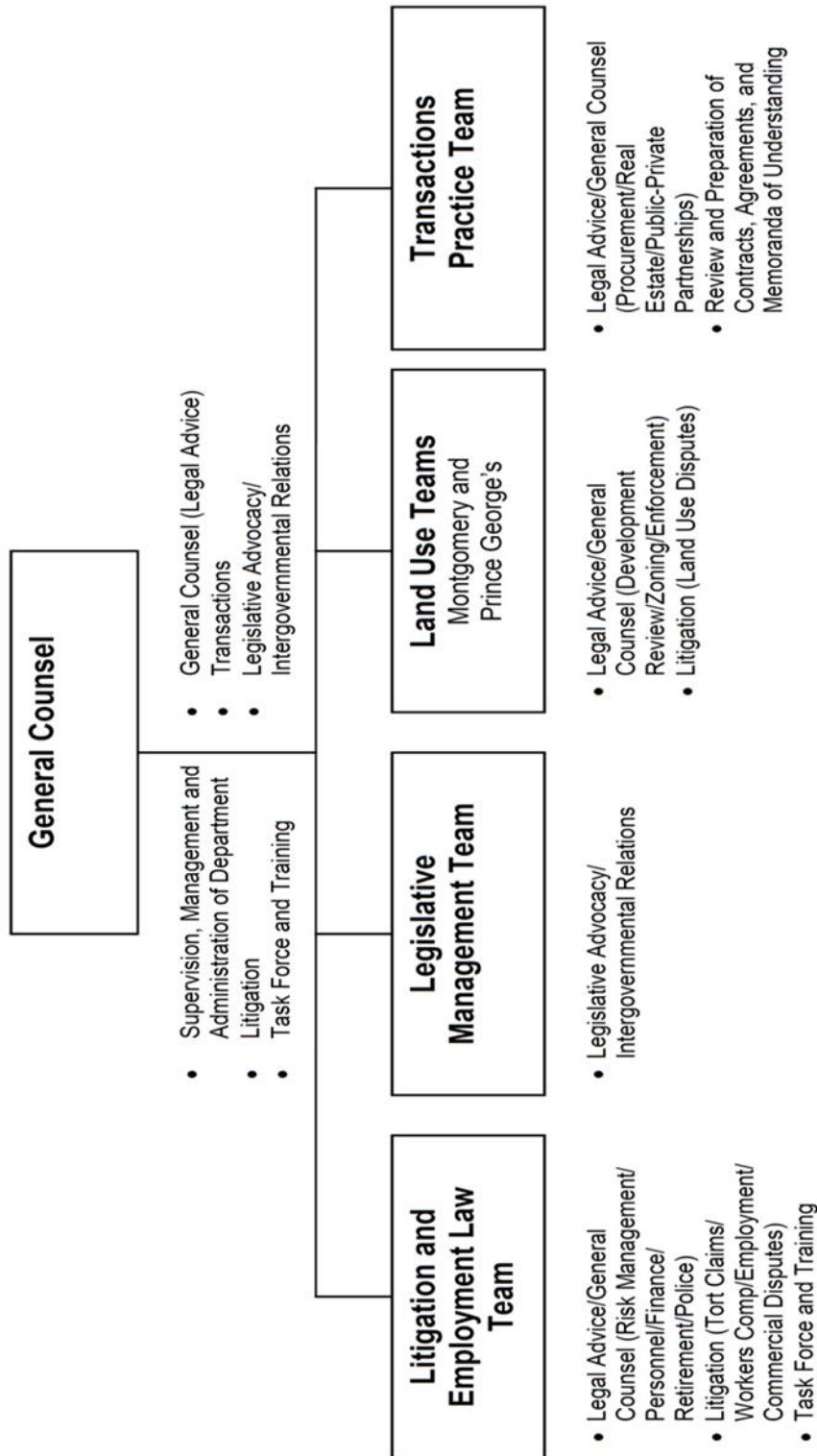
## Bond Rating Data

Rating Agency Information	FY16	FY17	FY18 Est.	FY19 Target
<b>Commission Montgomery County Bonds:</b>				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
<b>Commission Prince George's County Bonds:</b>				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aa1	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

**LEGAL DEPARTMENT**



# Central Administrative Services Legal Department

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## OVERVIEW

The Office of the General Counsel (OGC or Legal Department) provides a comprehensive program of legal services to the Commission, supporting almost every facet of the Commission's work program. The OGC guides the Commission's internal corporate operations; advises staff and the Planning Boards as they navigate their important quasi-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 FY 2017, the OGC handled 23 new cases and closed 38 cases – ending the Fiscal Year with 22 cases still pending in the state and federal courts. This litigation workload included conventional disputes involving various tort claims, workers compensation laws or judicial review of Commission land use decisions in both Montgomery and Prince George's counties. For this year, the OGC chalked-up a perfect record protecting Planning Board land use decisions, winning affirmation of every case taken up for review in either county circuit court or the Maryland Court of Special Appeals. The Legal Department also defended several more atypical cases, including the federal lawsuit seeking the destruction or removal of the Bladensburg Peace Cross historic monument, a challenge to the Commission's wildlife



## Central Administrative Services Legal Department

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management initiatives, and judicial review involving the transportation mitigation components of Prince George's County's adequate public facilities law.

**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. During FY 2017, this included assisting with the ongoing development of a new zoning ordinance in Prince George's County and the development of updated Subdivision Regulations in Montgomery County, including regulations for administering a variety of regulatory cases to assure consistency with the Zoning Ordinance adopted in 2014. The Legal Department also consulted with the National Capital Planning Commission for several projects, including an effort to compile data for a searchable database of Commission properties acquired under the federal Capper-Cramton Act. Additionally, both OGC Land Use teams helped staff manage several development projects under profound public scrutiny, such as the expansion of the National Cancer Institute in Montgomery County and public/private elements of the New Carrollton Metro project in Prince George's County.

**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. An example of important projects initiated or completed during FY 2017 include completing the total rewrite of the Park Rules and Regulations governing the use of the Park Facilities in Montgomery and Prince George's Counties. Other projects ongoing or completed during the year include: agreements related to construction of the new Brookside Gardens Greenhouse; a new Dog Park at Ellsworth; construction of solar photo voltaic projects on parkland in both counties; and, various technology agreements for upgrading the Commission's enterprise resource planning technology systems.

**Legislative Support:** In its role as legislative advocate for the Commission, the OGC Legislative Management Team lobbied or monitored over 250 bills during the 2017 Session of the Maryland General Assembly.

### BUDGET AT A GLANCE

The Legal Department's FY 2019 funding request will show supplies and other non-personnel items in the base budget retained at flat levels, although it does reflect shifts between categories to reflect recent usage. Increases in non-departmental charges passed through for capital equipment and the CIO allocation are due to charges passed through the department. Please refer to the CIO budget estimate for specific details. Additionally, this budget reflects the updated allocation formula ("split") for Montgomery/Prince George's County at 49.9%/50.1% respectively.

#### **Proposal to Improve Legal Service Efficiencies:**

In addition to the base budget, this budget proposes partial funding for one additional administrative work year that is needed to free up lawyer and paraprofessional time currently diverted to filing duties and other routine office tasks.

At our current staffing levels, two paraprofessional/administrative support people support the nine attorneys who are responsible for our most document and process-intensive work programs – litigation and transactions. As a result, inefficiencies occur because higher-cost personnel are handling routine office functions, and more important work frequently is disrupted while lawyers and other staff must attend to less important work that nevertheless is more urgent. Dedicating



## Central Administrative Services Legal Department

administrative capacity resources to fit this structural deficiency will enable those lawyers and paraprofessionals to delegate routine matters, thereby increasing productivity for their core operational functions.

By deferring this position until January 2019, the net impact above the base level budget for this position would be \$52,217 allocable as follows:

- Montgomery County Administration Fund: \$26,057
- Prince George's County Administration Fund: \$26,161

### Summary of Legal Department Budget

		<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>% Change</b>
<b>Montgomery County</b>				
<b>Budget</b>	Expenditures	\$1,400,844	\$1,459,554	4.2%
<b>Staffing</b>	Funded Career Positions	13.70	13.00	-5.1%
	Funded Work Years	13.70	13.00	-5.1%
<b>Prince George's County</b>				
<b>Budget</b>	Expenditures	\$1,204,136	\$1,303,370	8.2%
<b>Staffing</b>	Funded Career Positions	10.30	12.00	16.5%
	Funded Work Years	10.30	12.00	16.5%
<b>Combined Departmental Total</b>				
<b>Budget</b>	Expenditures	\$2,604,980	\$2,762,924	6.1%
<b>Staffing</b>	Funded Career Positions	24.00	25.00	4.2%
	Funded Work Years	24.00	25.00	4.2%

### HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

Note that the position/workyear splits between counties for FY18 was mistaken. Corrected for FY19, it would have resulted in percentage increases of 4.0% for Montgomery and 4.3% for Prince George's.

The FY19 Proposed Budget requests funding for a case administrative professional to free up lawyer and paraprofessional time currently diverted to filing duties and other routine office tasks.



# Central Administrative Services

## Office of Inspector General

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### OVERVIEW

Annotated Code of Maryland requires an Office of the Inspector General in the Commission. Effective October 1, 2017, the Office of Internal Audit (OIA) was eliminated and the Office of the Inspector General (OIG) was established within the Commission. An Inspector General was appointed by the Commission's Audit Committee (AC).

The OIG assists the Commission by providing independent evaluations and recommendations regarding opportunities to preserve the Commission's reputation and improve the effectiveness, productivity, and efficiency of Commission programs, policies, practices and operations. The OIG also investigates and reports on instances of fraud, waste, and abuse of Commission property or funds. In addition to the Inspector General, OIG personnel consist of three Assistant Inspectors General and one IT Audit Manager.

The Inspector General is appointed by and reports to the Maryland-National Capital Park and Planning Commission's AC. Annotated Code of Maryland defines the membership of the AC. The AC is comprised of four voting members, one commissioner from each of the Planning Boards, and two public members. The Commission Chair serves as an ex officio nonvoting member of the AC.

### MISSION

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

### ACCOMPLISHMENTS

- In October 2017, The OIA passed an external peer review. The Association of Local Government Auditors concluded, "the Maryland-National Capital Park and Planning Commission Office of Internal Audit's internal quality control system was suitably designed and operating effectively to provide reasonable assurance of compliance with *Government Auditing Standards* for audits completed during the period of July 1, 2014 – June 30, 2017."
- The OIA exceeded FY17 Audit Plan objectives, with the completion of 19 performance audits, 11 fraud, waste, and abuse reviews, 7 management advisories, and 22 follow-up reviews. As a result of these reviews, to improve M-NCPPC operations, OIA identified vulnerabilities in, and made a number of recommendations to improve, the effective and efficient operation of M-NCPPC programs.
- The OIA facilitated a Commission wide risk assessment in May 2017. 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 assessment provided the basis for the FY18 Audit Plan, which was subsequently approved by the Audit Committee. These activities furthered OIA's obligation to timely identify the most critical risks and vulnerabilities in Commission programs and operations to allow the Commission to take necessary corrective actions.





# Central Administrative Services Office of Inspector General

## BUDGET AT A GLANCE

### Summary of Office of the Inspector General

		<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b>Montgomery County Budget</b>					
<b>Budget</b>	Expenditures	\$261,337	\$272,413	4.2%	41.8%
<b>Staffing</b>	Funded Career Positions	2.00	2.00	0.0%	40.0%
	Funded Workyears	2.20	2.20	0.0%	40.0%
<b>Prince George's County Budget</b>					
<b>Budget</b>	Expenditures	\$365,535	\$379,404	3.8%	58.2%
<b>Staffing</b>	Funded Career Positions	3.00	3.00	0.0%	60.0%
	Funded Workyears	3.30	3.30	0.0%	60.0%
<b>Combined Department Total Budget</b>					
<b>Budget</b>	Expenditures	\$626,872	\$651,817	4.0%	100.0%
<b>Staffing</b>	Funded Career Positions	5.00	5.00	0.0%	100.0%
	Funded Workyears	5.50	5.50	0.0%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The FY19 proposed budget of \$651,817 represents a 4.0% (or \$24,945) increase over FY18 adopted budget of \$626,872. Please note that the proposed compensation marker is not included in this number. The increase can be attributed to \$25,012 in approved salary and wage adjustments, \$5,719 increase in inter-departmental transfers, offset with (\$5,786) of increases in chargebacks.

Increases in inter-departmental transfers can primarily be attributed to increased information technology costs for the Office of the Chief Information Officer. The increase in chargebacks is due to approved salary and benefit costs for a position within the OIG assigned to Prince George's County Department of Parks and Recreation.

The OIG is not requesting any additional funding in FY19 to support new programs or staffing levels.



# Central Administrative Services Office of Inspector General

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## GOALS AND PERFORMANCE MEASURES

### Goals:

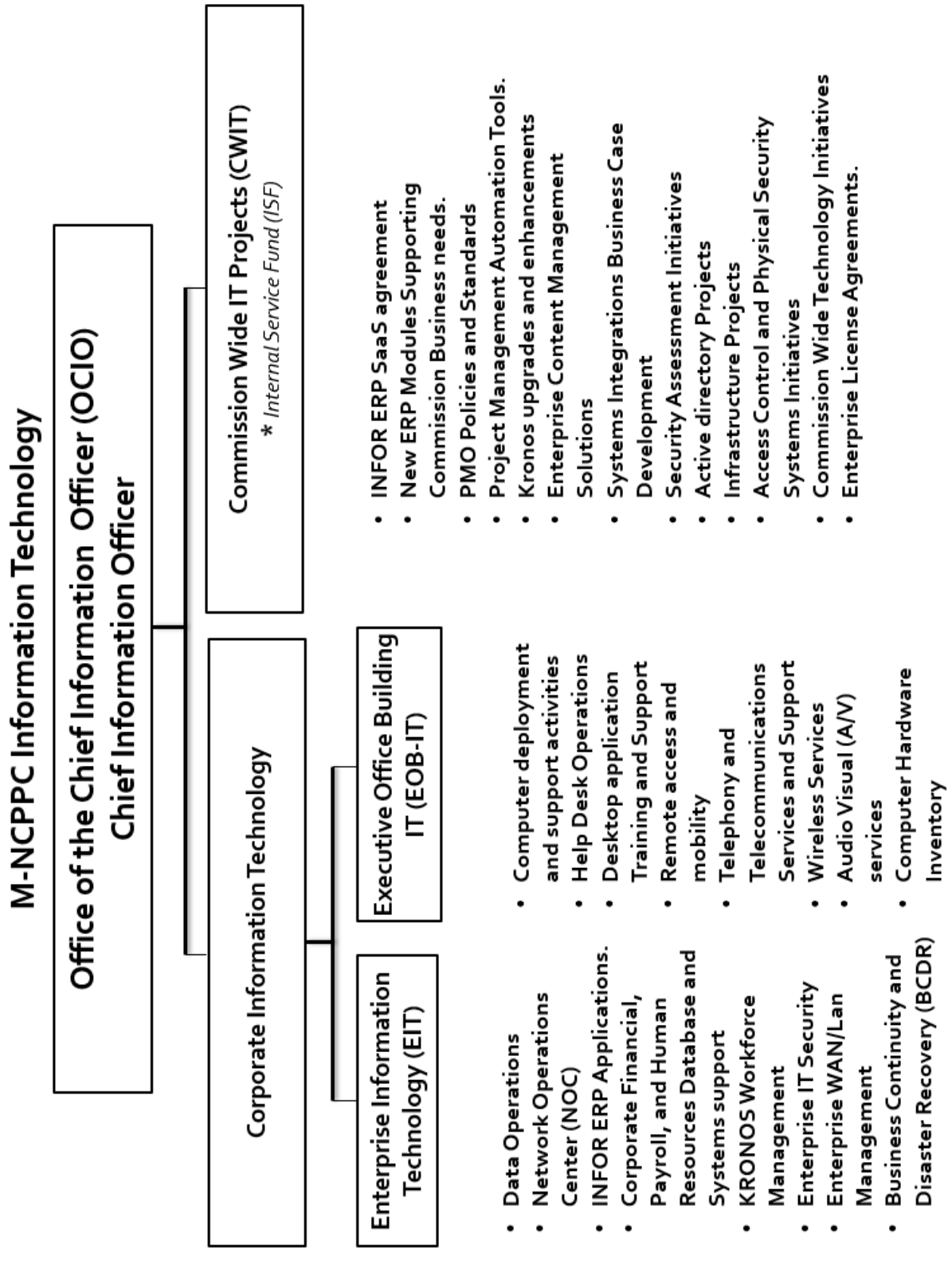
- The Inspector General shall coordinate with the AC to develop a written Audit Plan based on an assessment of relative risks.
- Provide independent objective audit/review and consulting services designed to add value and improve the operations of the Commission.
- Maintain a systematic disciplined approach to evaluate and improve the effectiveness of governance, risk management, internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting.
- Promote fiduciary responsibility throughout the Commission.

### Performance Measures:

- Completion of annual risk assessment to assist in identifying critical risks and vulnerabilities in the Commission's programs and operations.
- Development and approval of annual Audit Plan based on the results of the risk assessment.
- Completion of performance audits in accordance with *Government Auditing Standards*. Completion of fraud, waste, and abuse reviews in accordance with the generally accepted principles and quality standards approved by the *ASSOCIATION OF INSPECTORS GENERAL*.
- Promulgation of Audit Reports promoting accountability, efficiency, and effectiveness of Commission programs and operations, while keeping management fully and currently informed about deficiencies in Commission activities, as well as the necessity for and progress of corrective action.
- Provide training and guidance to Commission personnel as required.



ORGANIZATIONAL STRUCTURE



\* Internal Service Fund (ISF)



# Central Administrative Services Corporate IT

## OVERVIEW

Split out of the Finance Department in FY18, Corporate IT consists of two divisions: Enterprise IT and Executive Office Building IT. Guided by IT governance policies, Enterprise Information Technology (EIT) executes the CIO's objectives to deliver IT infrastructure, Systems, Applications, Services and Security, accountability and consistent, timely communication of enterprise IT standards. EIT implements and administers OCIO security governance policies to ensure the protection of Commission data, security administration, accountability and maintenance. Executive Office Building IT (EOB-IT) objectives are to deliver Applications and end user services to EOB staff.

## MISSION

The Enterprise IT (EIT) team is responsible for Enterprise infrastructure and ensures the delivery of cutting edge technology based solutions to address Commission requirements to integrate and automate information systems and all relevant data. EIT is also accountable to produce consistent and timely communication of enterprise IT standards and procedures. EIT implements and administers OCIO security governance policies to ensure the protection of Commission data, security administration, accountability and maintenance. EOB-IT manages all desktop computing, telephony, and Audio Visual (A/V) needs of users. The team also has a robust help desk solution and delivers against a well-defined Service Level Agreement (SLA) and supports the virtual desktop environment.

## PROGRAMS AND SERVICES PROVIDED

The EIT Division is responsible for supporting and maintaining the following systems:

### Financial Systems

<ul style="list-style-type: none"> <li>Financial Management (3 Lawson ERP Modules--Accounting, Purchasing, Fixed Assets)</li> </ul>	<ul style="list-style-type: none"> <li>SYMPRO Investment and Debt Management</li> </ul>
<ul style="list-style-type: none"> <li>Purchasing Bidders List and Contract Log</li> </ul>	<ul style="list-style-type: none"> <li>Lawson Budgeting &amp; Planning</li> </ul>
<ul style="list-style-type: none"> <li>EnergyCAP Utility/Energy Management</li> </ul>	<ul style="list-style-type: none"> <li>Performance series- prior financial system for archive.</li> </ul>
<ul style="list-style-type: none"> <li>Purchase Card System</li> </ul>	

### Human Resources Systems

<ul style="list-style-type: none"> <li>Lawson (modules include: HR, Benefits Administration, Salary Administration, Training &amp; Development, Safety &amp; Health)</li> <li>NEOGOV workforce recruitment</li> </ul>	<ul style="list-style-type: none"> <li>Employees' Retirement System</li> <li>ePersonality</li> </ul>
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# Central Administrative Services Corporate IT

## Program Support Systems

<ul style="list-style-type: none"> <li>• Contract management</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile Devices</li> </ul>
<ul style="list-style-type: none"> <li>• eCounsel hosted service</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Office 365 hosted email service</li> </ul>
<ul style="list-style-type: none"> <li>• NeoGov hosted service</li> </ul>	<ul style="list-style-type: none"> <li>• Kronos timekeeping hosted service</li> </ul>
<ul style="list-style-type: none"> <li>• Safety Shoe program</li> </ul>	<ul style="list-style-type: none"> <li>• Labor Soft Grievance hosted service</li> </ul>
<ul style="list-style-type: none"> <li>• Performance metric system</li> </ul>	<ul style="list-style-type: none"> <li>• INSITE and Training Calendar</li> </ul>
<ul style="list-style-type: none"> <li>• Symantec Enterprise Backup System</li> </ul>	<ul style="list-style-type: none"> <li>• VMware virtualized servers and desktops</li> </ul>
<ul style="list-style-type: none"> <li>• Archive Records Management System</li> </ul>	<ul style="list-style-type: none"> <li>• Disaster recovery and Business Continuity program</li> </ul>
<ul style="list-style-type: none"> <li>• ARMS</li> </ul>	<ul style="list-style-type: none"> <li>• Alliance</li> </ul>
<ul style="list-style-type: none"> <li>• SharePoint service</li> </ul>	<ul style="list-style-type: none"> <li>• AOS</li> </ul>
<ul style="list-style-type: none"> <li>• Verdiem Surveyor system</li> </ul>	

EOB-IT provides management and support to all CAS departments and the Employees Retirement System in the Executive Office Building. EOB-IT also supports the office of the Inspector General located at Walker Drive.

EOB-IT Support Services also supports user access to core business systems, department specific applications. EOB-IT supports all desktops, and laptop computers, the telephone system, conference and training room computers and conferencing solutions, printers and scanner, and Audio Visual (A/V) technology.

Major EOB-IT efforts include: Provide expert level support to ensure optimal desktop performance; expand virtualized architecture to deploy additional Virtual Desktop Computers. This support ensures business continuity, secure integration and optimal performance.

## **ACCOMPLISHMENTS**

EIT developed and modified several crystal reports on LBI (Lawson Business Intelligence) for accounting. The client/web application access was upgraded to the most current version to ensure compatibility with the environment. The Alliance security software and database were upgraded and exported to new servers worked on creating the server environment for MHC document management implementation for the procurement modules on the ERP. The team updated EOB print server and installed new DMZ network switch to further secure the EIT networks. Converted many servers to the Virtual server farms, including the ERP windows servers. Performed network upgrades to take advantage of newly released enhancements. Upgraded SFTP server for secure data transfers.



# Central Administrative Services Corporate IT

## BUDGET AT A GLANCE

### Summary of Corporate IT Budget

		<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>% Change</b>	<b>% Allocated*</b>
<b>Montgomery County</b>					
<b>Budget</b>					
	Expenditures	\$ -	\$ 1,583,564	-	47.1%
<b>Staffing</b>					
	Funded Career Positions	0.00	7.90	-	43.9%
	Funded Workyears	0.00	7.90	-	43.9%
<b>Prince George's County</b>					
<b>Budget</b>					
	Expenditures	\$ -	\$ 1,779,923	-	52.9%
<b>Staffing</b>					
	Funded Career Positions	0.00	10.10	-	56.1%
	Funded Workyears	0.00	10.10	-	56.1%
<b>Combined Department Total</b>					
<b>Budget</b>					
	Expenditures	\$ -	\$ 3,363,487	-	100.0%
<b>Staffing</b>					
	Funded Career Positions	0.00	18.00	-	100.0%
	Funded Workyears	0.00	18.00	-	100.0%

\*Percent allocated is the amount of the Department's budget funded by each county

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

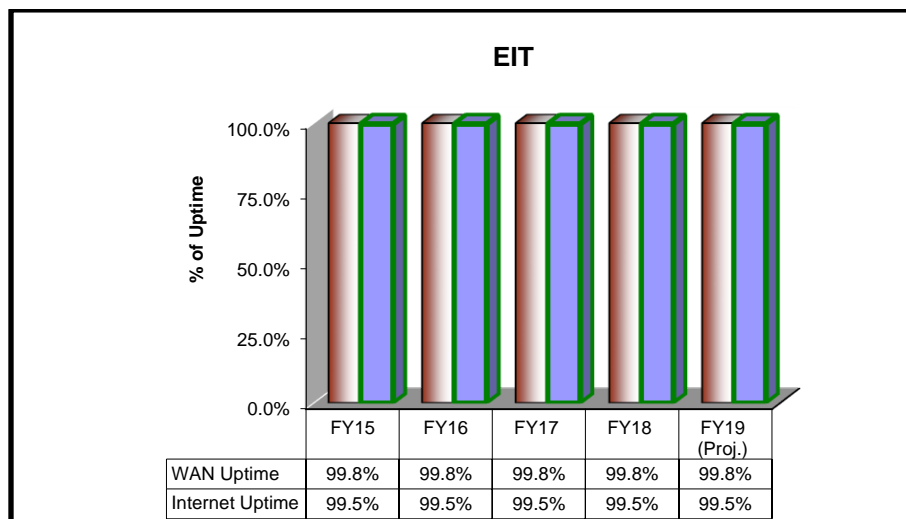
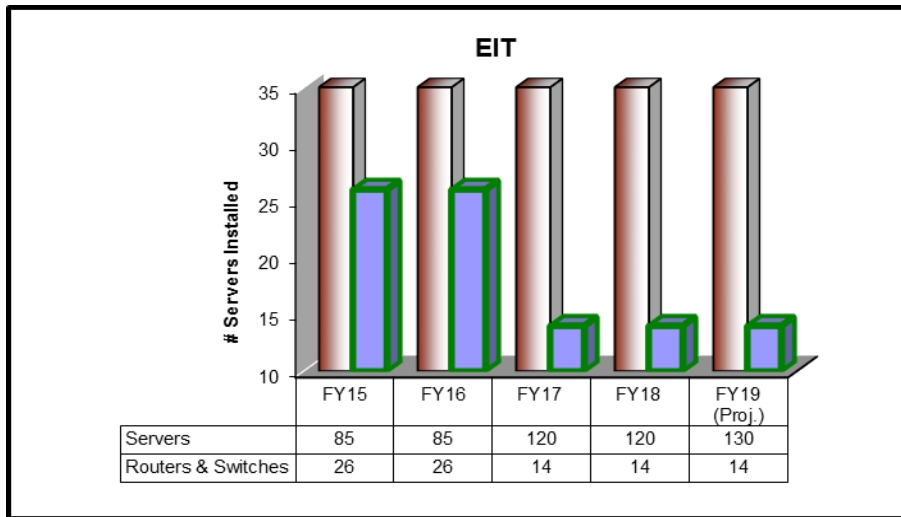
The FY19 Corporate IT budget is proposed at \$3,363,487, which is an increase of 100%, as Corporate IT was not a separate budget in FY18. If compared to just that division of the Finance Department, this budget represents a 2.7% increase. No change in staffing is proposed.

The only new initiative proposed for FY19 is \$100,000 to provide for annual funding for appropriately timed replacements of office computer hardware, software and peripherals, for all CAS departments. Rarely budgeted in the past, replacements have previously been funded by year-end savings, which does not allow for appropriate timing.

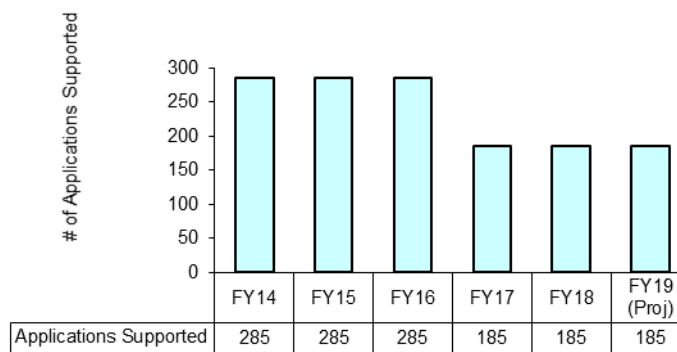


# Central Administrative Services Corporate IT

## GOALS AND PERFORMANCE MEASURES



### EIT - EOB-IT Applications Supported



# Central Administrative Services

## CAS Support Services

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### 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

The 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 the Inspector General
- 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, which covers small office fixtures, communication equipment and other office supplies shared by departments/units.
- Other Services and Charges (OS&C), which 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 the majority of funding for equipment and services charges related to the Document Production Services Center.

### FY18 ACCOMPLISHMENTS

- Evaluated expenditures for additional cost savings through competitive bidding and review of internal cost allocations.

### FY19 PRIORITIES

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





# Central Administrative Services CAS Support Services

## BUDGET AT A GLANCE

### Summary of CAS Support Services Budget

	<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>% Change</b>	<b>% Allocated*</b>
<b>Montgomery County Budget</b>				
Expenditures	\$653,181	\$649,864	-0.5%	44.3%
<b>Prince George's County Budget</b>				
Expenditures	\$814,996	\$818,313	0.4%	55.7%
<b>Combined Department Total Budget</b>				
Expenditures	\$1,468,177	\$1,468,177	0.0%	100.0%

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

### HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The total FY19 proposed budget will remain flat at \$1,468,177.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY19 budget funding allocation between the counties. These changes, which were made to reflect cost drivers, change the split to 44.3% Montgomery County and 55.7% Prince George's County. This allocation shifts 0.1% from Montgomery to Prince George's, as compared to FY18.

The CAS Support Services budget does not include funding for any staff. The largest portion of the CAS budget (69% or \$1,016,002) is attributed to charges paid by CAS to house its operations. The remaining portion of the proposed budget covers Personnel Services, Supplies and Materials, and Other Services and Charges not related to EOB operations.



# Central Administrative Services Merit System Board

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## 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.

## FY18 ACCOMPLISHMENTS

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

## FY19 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.



# Central Administrative Services Merit System Board

## BUDGET AT A GLANCE

### Summary of Merit System Board Budget

	<u>FY18 Adopted</u>	<u>FY19 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
<b>Montgomery County Budget</b>				
Expenditures	\$85,307	\$84,116	-1.4%	50.0%
<b>Staffing</b>				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<b>Prince George's County Budget</b>				
Expenditures	\$85,307	\$84,116	-1.4%	50.0%
<b>Staffing</b>				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<b>Combined Department Total Budget</b>				
Expenditures	\$170,614	\$168,232	-1.4%	100.0%
<b>Staffing</b>				
Funded Career Positions	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

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

Position and workyears remain unchanged from FY18 levels.

### HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The FY19 Merit System Board Budget is proposed at \$168,232, which reflects a 1.4% decrease (or \$2,382) from FY18 levels. This decrease is primarily due to a decrease in pension numbers, as reported by the Corporate Budget Office.

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 FY19 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 FY19.



## Central Administrative Services Merit System Board

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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: This category covers salaries and benefits, which have been adjusted to cover projected personnel cost, including decreases related to pension numbers. Total expenses decreased 1.82% (\$2,343) compared to FY18.
- Supplies and Materials: These charges remain unchanged compared to FY18.
- Other Services and Charges: These charges essentially remain flat as compared to FY18.



# Central Administrative Services Summary of CAS Department Budgets

## CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Department of Human Resources and Management</b>				
<b>Montgomery County</b>				
Personnel Services	1,566,519	2,052,871	2,212,653	7.8%
Supplies and Materials	27,438	40,083	28,015	-30.1%
Other Services and Charges	315,811	300,598	316,683	5.4%
Capital Outlay	30,605	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(161,527)	(141,531)	(183,021)	29.3%
<b>Total</b>	<b>1,778,846</b>	<b>2,252,021</b>	<b>2,374,330</b>	<b>5.4%</b>
<b>Prince George's County</b>				
Personnel Services	2,130,718	2,793,880	2,956,414	5.8%
Supplies and Materials	37,321	52,917	36,985	-30.1%
Other Services and Charges	429,554	382,141	396,154	3.7%
Capital Outlay	41,627	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(438,278)	(399,213)	(436,089)	9.2%
<b>Total</b>	<b>2,200,942</b>	<b>2,829,725</b>	<b>2,953,464</b>	<b>4.4%</b>
<b>Combined Total</b>				
Personnel Services	3,697,237	4,846,751	5,169,067	6.7%
Supplies and Materials	64,759	93,000	65,000	-30.1%
Other Services and Charges	745,365	682,739	712,837	4.4%
Capital Outlay	72,232	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(599,805)	(540,744)	(619,110)	14.5%
<b>Total</b>	<b>3,979,788</b>	<b>5,081,746</b>	<b>5,327,794</b>	<b>4.8%</b>
<b>Department of Finance</b>				
<b>Montgomery County</b>				
Personnel Services	2,998,121	3,330,772	2,348,744	-29.5%
Supplies and Materials	159,522	79,900	26,438	-66.9%
Other Services and Charges	640,045	920,564	240,630	-73.9%
Capital Outlay	222,388	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(819,584)	(955,580)	(647,500)	-32.2%
<b>Total</b>	<b>3,200,492</b>	<b>3,375,656</b>	<b>1,968,312</b>	<b>-41.7%</b>
<b>Prince George's County</b>				
Personnel Services	3,989,254	4,342,553	3,025,964	-30.3%
Supplies and Materials	212,325	104,300	34,062	-67.3%
Other Services and Charges	851,901	1,159,594	279,757	-75.9%
Capital Outlay	295,998	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,514,083)	(1,746,965)	(1,173,100)	-32.8%
<b>Total</b>	<b>3,835,395</b>	<b>3,859,482</b>	<b>2,166,683</b>	<b>-43.9%</b>
<b>Combined Total</b>				
Personnel Services	6,987,375	7,673,325	5,374,708	-30.0%
Supplies and Materials	371,847	184,200	60,500	-67.2%
Other Services and Charges	1,491,946	2,080,158	520,387	-75.0%
Capital Outlay	518,386	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,333,667)	(2,702,545)	(1,820,600)	-32.6%
<b>Total</b>	<b>7,035,887</b>	<b>7,235,138</b>	<b>4,134,995</b>	<b>-42.8%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

### CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Legal Department</b>				
<b>Montgomery County</b>				
Personnel Services	1,515,799	1,800,940	1,862,442	3.4%
Supplies and Materials	22,022	15,019	16,477	9.7%
Other Services and Charges	416,591	200,023	204,703	2.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(603,905)	(615,138)	(624,068)	1.5%
<b>Total</b>	<b>1,350,507</b>	<b>1,400,844</b>	<b>1,459,554</b>	<b>4.2%</b>
<b>Prince George's County</b>				
Personnel Services	1,399,929	1,771,307	1,869,908	5.6%
Supplies and Materials	20,335	14,781	16,543	11.9%
Other Services and Charges	384,700	193,089	205,523	6.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(758,696)	(775,041)	(788,604)	1.7%
<b>Total</b>	<b>1,046,268</b>	<b>1,204,136</b>	<b>1,303,370</b>	<b>8.2%</b>
<b>Combined Total</b>				
Personnel Services	2,915,728	3,572,247	3,732,350	4.5%
Supplies and Materials	42,357	29,800	33,020	10.8%
Other Services and Charges	801,291	393,112	410,226	4.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,362,601)	(1,390,179)	(1,412,672)	1.6%
<b>Total</b>	<b>2,396,775</b>	<b>2,604,980</b>	<b>2,762,924</b>	<b>6.1%</b>
<b>Merit System Board</b>				
<b>Montgomery County</b>				
Personnel Services	57,036	64,500	63,329	-1.8%
Supplies and Materials	76	918	918	0.0%
Other Services and Charges	183	19,889	19,869	-0.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>57,295</b>	<b>85,307</b>	<b>84,116</b>	<b>-1.4%</b>
<b>Prince George's County</b>				
Personnel Services	57,037	64,500	63,329	-1.8%
Supplies and Materials	75	918	918	0.0%
Other Services and Charges	183	19,889	19,869	-0.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>57,295</b>	<b>85,307</b>	<b>84,116</b>	<b>-1.4%</b>
<b>Combined Total</b>				
Personnel Services	114,073	129,000	126,658	-1.8%
Supplies and Materials	151	1,836	1,836	0.0%
Other Services and Charges	366	39,778	39,738	-0.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>114,590</b>	<b>170,614</b>	<b>168,232</b>	<b>-1.4%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

### CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Office of Inspector General</b>				
<b>Montgomery County</b>				
Personnel Services	217,122	246,905	253,016	2.5%
Supplies and Materials	1,065	2,250	2,250	0.0%
Other Services and Charges	12,022	12,182	17,147	40.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>230,209</b>	<b>261,337</b>	<b>272,413</b>	<b>4.2%</b>
<b>Prince George's County</b>				
Personnel Services	409,313	463,592	482,493	4.1%
Supplies and Materials	2,006	4,100	4,100	0.0%
Other Services and Charges	22,664	19,175	19,929	3.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(97,502)	(121,332)	(127,118)	4.8%
<b>Total</b>	<b>336,481</b>	<b>365,535</b>	<b>379,404</b>	<b>3.8%</b>
<b>Combined Total</b>				
Personnel Services	626,435	710,497	735,509	3.5%
Supplies and Materials	3,071	6,350	6,350	0.0%
Other Services and Charges	34,686	31,357	37,076	18.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(97,502)	(121,332)	(127,118)	4.8%
<b>Total</b>	<b>566,690</b>	<b>626,872</b>	<b>651,817</b>	<b>4.0%</b>
<b>Corporate IT</b>				
<b>Montgomery County</b>				
Personnel Services	-	-	1,086,346	-
Supplies and Materials	-	-	100,160	-
Other Services and Charges	-	-	741,803	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(344,745)	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>1,583,564</b>	<b>-</b>
<b>Prince George's County</b>				
Personnel Services	-	-	1,399,579	-
Supplies and Materials	-	-	129,040	-
Other Services and Charges	-	-	887,274	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(635,970)	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>1,779,923</b>	<b>-</b>
<b>Combined Total</b>				
Personnel Services	-	-	2,485,925	-
Supplies and Materials	-	-	229,200	-
Other Services and Charges	-	-	1,629,077	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(980,715)	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>3,363,487</b>	<b>-</b>



# Central Administrative Services Summary of CAS Department Budgets

## CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>CAS Support Services</b>				
<b>Montgomery County</b>				
Personnel Services	1,626	2,230	2,215	-0.7%
Supplies and Materials	14,145	21,370	21,322	-0.2%
Other Services and Charges	550,906	629,581	626,327	-0.5%
Capital Outlay	51,515	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>618,192</b>	<b>653,181</b>	<b>649,864</b>	<b>-0.5%</b>
<b>Prince George's County</b>				
Personnel Services	2,053	2,770	2,785	0.5%
Supplies and Materials	17,858	26,760	26,808	0.2%
Other Services and Charges	695,488	785,466	788,720	0.4%
Capital Outlay	65,034	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>780,433</b>	<b>814,996</b>	<b>818,313</b>	<b>0.4%</b>
<b>Combined Total</b>				
Personnel Services	3,679	5,000	5,000	0.0%
Supplies and Materials	32,003	48,130	48,130	0.0%
Other Services and Charges	1,246,394	1,415,047	1,415,047	0.0%
Capital Outlay	116,549	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>1,398,625</b>	<b>1,468,177</b>	<b>1,468,177</b>	<b>0.0%</b>
<b>COMBINED SUMMARY FOR CAS DEPARTMENTS</b>				
<b>Montgomery County</b>				
Personnel Services	6,356,223	7,498,218	7,828,745	4.4%
Supplies and Materials	224,268	159,540	195,580	22.6%
Other Services and Charges	1,935,558	2,082,837	2,167,162	4.0%
Capital Outlay	304,508	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,585,016)	(1,712,249)	(1,799,334)	5.1%
<b>Total</b>	<b>7,235,541</b>	<b>8,028,346</b>	<b>8,392,153</b>	<b>4.5%</b>
<b>Prince George's County</b>				
Personnel Services	7,988,304	9,438,602	9,800,472	3.8%
Supplies and Materials	289,920	203,776	248,456	21.9%
Other Services and Charges	2,384,490	2,559,354	2,597,226	1.5%
Capital Outlay	402,659	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,808,559)	(3,042,551)	(3,160,881)	3.9%
<b>Total</b>	<b>8,256,814</b>	<b>9,159,181</b>	<b>9,485,273</b>	<b>3.6%</b>
<b>Combined Total</b>				
Personnel Services	14,344,527	16,936,820	17,629,217	4.1%
Supplies and Materials	514,188	363,316	444,036	22.2%
Other Services and Charges	4,320,048	4,642,191	4,764,388	2.6%
Capital Outlay	707,167	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(4,393,575)	(4,754,800)	(4,960,215)	4.3%
<b>Total</b>	<b>15,492,355</b>	<b>17,187,527</b>	<b>17,877,426</b>	<b>4.0%</b>





# Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 17		FY 18		FY 19	
	Budget POS	WYS	Adopted POS	WYS	Proposed POS	WYS
<b>DEPARTMENT OF HMN. RES. &amp; MGMT.</b>						
<i>Montgomery County</i>						
Full-Time Career	15.50	15.25	16.00	15.76	17.85	17.50
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
<b>Career Total</b>	<b>16.00</b>	<b>15.50</b>	<b>16.50</b>	<b>16.01</b>	<b>18.35</b>	<b>17.75</b>
Term Contract	0.50	0.50	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(0.50)		(1.00)
<b>Subtotal Dept of Hmn. Res. &amp; Mgmt.</b>	<b>16.50</b>	<b>15.00</b>	<b>17.50</b>	<b>16.26</b>	<b>19.35</b>	<b>17.50</b>
<i>Prince George's County</i>						
Full-Time Career	21.50	20.75	22.00	22.24	24.15	24.00
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
<b>Career Total</b>	<b>22.00</b>	<b>21.00</b>	<b>22.50</b>	<b>22.49</b>	<b>24.65</b>	<b>24.25</b>
Term Contract	0.50	0.50	1.00	1.25	1.00	1.25
Seasonal/Intermittent		-		-		-
Less Lapse		(0.50)		(0.50)		(1.00)
<b>Subtotal Dept of Hmn. Res. &amp; Mgmt.</b>	<b>22.50</b>	<b>21.00</b>	<b>23.50</b>	<b>23.24</b>	<b>25.65</b>	<b>24.50</b>
<b>TOTAL</b>						
Full-Time Career	37.00	36.00	38.00	38.00	42.00	41.50
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
<b>Career Total</b>	<b>38.00</b>	<b>36.50</b>	<b>39.00</b>	<b>38.50</b>	<b>43.00</b>	<b>42.00</b>
Term Contract	1.00	1.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		-		-		-
Less Lapse		(1.50)		(1.00)		(2.00)
<b>Total Dept of Hmn. Res. &amp; Mgmt.</b>	<b>39.00</b>	<b>36.00</b>	<b>41.00</b>	<b>39.50</b>	<b>45.00</b>	<b>42.00</b>
<b>DEPARTMENT OF FINANCE</b>						
<i>Montgomery County</i>						
Full-Time Career	26.00	26.00	26.00	26.00	18.83	18.35
Part-Time Career	0.40	0.30	0.40	0.30	0.44	0.22
<b>Career Total</b>	<b>26.40</b>	<b>26.30</b>	<b>26.40</b>	<b>26.30</b>	<b>19.27</b>	<b>18.57</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.11)		(1.11)		-
<b>Subtotal Department of Finance</b>	<b>26.40</b>	<b>25.19</b>	<b>26.40</b>	<b>25.19</b>	<b>19.27</b>	<b>18.57</b>
<i>Prince George's County</i>						
Full-Time Career	34.00	34.00	34.00	34.00	24.17	23.65
Part-Time Career	0.60	0.30	0.60	0.30	0.56	0.28
<b>Career Total</b>	<b>34.60</b>	<b>34.30</b>	<b>34.60</b>	<b>34.30</b>	<b>24.73</b>	<b>23.93</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.49)		(1.49)		-
<b>Subtotal Department of Finance</b>	<b>34.60</b>	<b>32.81</b>	<b>34.60</b>	<b>32.81</b>	<b>24.73</b>	<b>23.93</b>
<b>TOTAL</b>						
Full-Time Career	60.00	60.00	60.00	60.00	43.00	42.00
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.50
<b>Career Total</b>	<b>61.00</b>	<b>60.60</b>	<b>61.00</b>	<b>60.60</b>	<b>44.00</b>	<b>42.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(2.60)		(2.60)		-
<b>Total Department of Finance</b>	<b>61.00</b>	<b>58.00</b>	<b>61.00</b>	<b>58.00</b>	<b>44.00</b>	<b>42.50</b>



# Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 17		FY 18		FY 19	
	Budget POS	WYS	Adopted POS	WYS	Proposed POS	WYS
<b>LEGAL DEPARTMENT</b>						
<i>Montgomery County</i>						
Full-Time Career	13.70	13.50	13.70	13.70	13.00	13.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>13.70</b>	<b>13.50</b>	<b>13.70</b>	<b>13.70</b>	<b>13.00</b>	<b>13.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Legal Department</b>	<b>13.70</b>	<b>13.50</b>	<b>13.70</b>	<b>13.70</b>	<b>13.00</b>	<b>13.00</b>
<i>Prince George's County</i>						
Full-Time Career	10.30	10.00	10.30	10.30	12.00	12.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>10.30</b>	<b>10.00</b>	<b>10.30</b>	<b>10.30</b>	<b>12.00</b>	<b>12.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Legal Department</b>	<b>10.30</b>	<b>10.00</b>	<b>10.30</b>	<b>10.30</b>	<b>12.00</b>	<b>12.00</b>
<b>TOTAL</b>						
Full-Time Career	24.00	23.50	24.00	24.00	25.00	25.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>24.00</b>	<b>23.50</b>	<b>24.00</b>	<b>24.00</b>	<b>25.00</b>	<b>25.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Total Legal Department</b>	<b>24.00</b>	<b>23.50</b>	<b>24.00</b>	<b>24.00</b>	<b>25.00</b>	<b>25.00</b>
<b>MERIT SYSTEM BOARD</b>						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Merit System Board</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Merit System Board</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
<b>TOTAL</b>						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Total Merit System Board</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>



# Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>OFFICE OF INSPECTOR GENERAL</b>						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	0.20	-	0.20
Less Lapse	-	-	-	-	-	-
<b>Subtotal Inspector General</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.20</b>	<b>2.00</b>	<b>2.20</b>
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	0.30	-	0.30
Less Lapse	-	-	-	-	-	-
<b>Subtotal Inspector General</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.30</b>	<b>3.00</b>	<b>3.30</b>
<b>TOTAL</b>						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
<b>Total Inspector General</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.50</b>	<b>5.00</b>	<b>5.50</b>
<b>CORPORATE IT</b>						
<i>Montgomery County</i>						
Full-Time Career	-	-	-	-	7.90	7.90
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7.90</b>	<b>7.90</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Corporate IT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7.90</b>	<b>7.90</b>
<i>Prince George's County</i>						
Full-Time Career	-	-	-	-	10.10	10.10
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10.10</b>	<b>10.10</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Corporate IT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10.10</b>	<b>10.10</b>
<b>TOTAL</b>						
Full-Time Career	-	-	-	-	18.00	18.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18.00</b>	<b>18.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Total Corporate IT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18.00</b>	<b>18.00</b>



# Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 17		FY 18		FY 19	
	Budget POS	WYS	Adopted POS	WYS	Proposed POS	WYS
<b>TOTAL CENTRAL ADMINISTRATIVE SERVICES</b>						
<i>Montgomery County</i>						
Full-Time Career	57.70	57.00	58.20	57.71	60.08	59.00
Part-Time Career	0.90	0.55	0.90	0.55	0.94	0.47
<b>Career Total</b>	<b>58.60</b>	<b>57.55</b>	<b>59.10</b>	<b>58.26</b>	<b>61.02</b>	<b>59.47</b>
Term Contract	0.50	0.50	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		0.20		0.20
Less Lapse		(2.11)		(1.61)		(1.00)
<b>Subtotal CAS</b>	<b>59.10</b>	<b>55.94</b>	<b>60.10</b>	<b>57.60</b>	<b>62.02</b>	<b>59.42</b>
<i>Prince George's County</i>						
Full-Time Career	69.30	68.00	69.80	69.79	73.92	73.00
Part-Time Career	1.10	0.55	1.10	0.55	1.06	0.53
<b>Career Total</b>	<b>70.40</b>	<b>68.55</b>	<b>70.90</b>	<b>70.34</b>	<b>74.98</b>	<b>73.53</b>
Term Contract	0.50	0.50	1.00	1.25	1.00	1.25
Seasonal/Intermittent		-		0.30		0.30
Less Lapse		(1.99)		(1.99)		(1.00)
<b>Subtotal CAS</b>	<b>70.90</b>	<b>67.06</b>	<b>71.90</b>	<b>69.90</b>	<b>75.98</b>	<b>74.08</b>
<b>TOTAL</b>						
Full-Time Career	127.00	125.00	128.00	127.50	134.00	132.00
Part-Time Career	2.00	1.10	2.00	1.10	2.00	1.00
<b>Career Total</b>	<b>129.00</b>	<b>126.10</b>	<b>130.00</b>	<b>128.60</b>	<b>136.00</b>	<b>133.00</b>
Term Contract	1.00	1.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		-		0.50		0.50
Less Lapse		(4.10)		(3.60)		(2.00)
<b>Total CAS</b>	<b>130.00</b>	<b>123.00</b>	<b>132.00</b>	<b>127.50</b>	<b>138.00</b>	<b>133.50</b>



# Central Administrative Services 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 (compensation marker for total Administration Fund)
- Inter-fund transfers
- Reserve accounts

## BUDGET AT A GLANCE

### Summary of Non-Departmental, Transfers, and Other Budget

Budget	<u>FY18 Adopted</u>	<u>FY19 Proposed</u>	<u>% Change</u>
OPEB Prefunding	\$ 464,250	\$ 733,718	58.0%
OPEB PayGo	980,848	1,117,512	13.9%
Marker for Changes to Employee Comp.	<i>(Included in Divisional Budgets)</i>	520,046	-
Marker for Possible Reclasifications	191,562	266,564	39.2%
Other Personnel	-	500	-
Transfer to Special Revenue Fund	300,000	500,000	66.7%
Transfer to Park Fund	500,000	-	-100.0%
Operating Expenditure Reserve 3%	927,900	982,300	5.9%
<b>Total Expenditures</b>	<b>\$ 3,364,560</b>	<b>\$ 4,120,640</b>	<b>22.5%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo increase by \$406,132 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$786,610 is included for: 1) a compensation marker. We will be in the second year of our contract with the FOP and are in full contract negotiation with MCGEO this year, 2) fund for possible reclassification adjustments based on the study that is currently being completed.



**Planning Department**  
**(Administration Fund)**

**PRINCE GEORGE’S COUNTY PLANNING DEPARTMENT**

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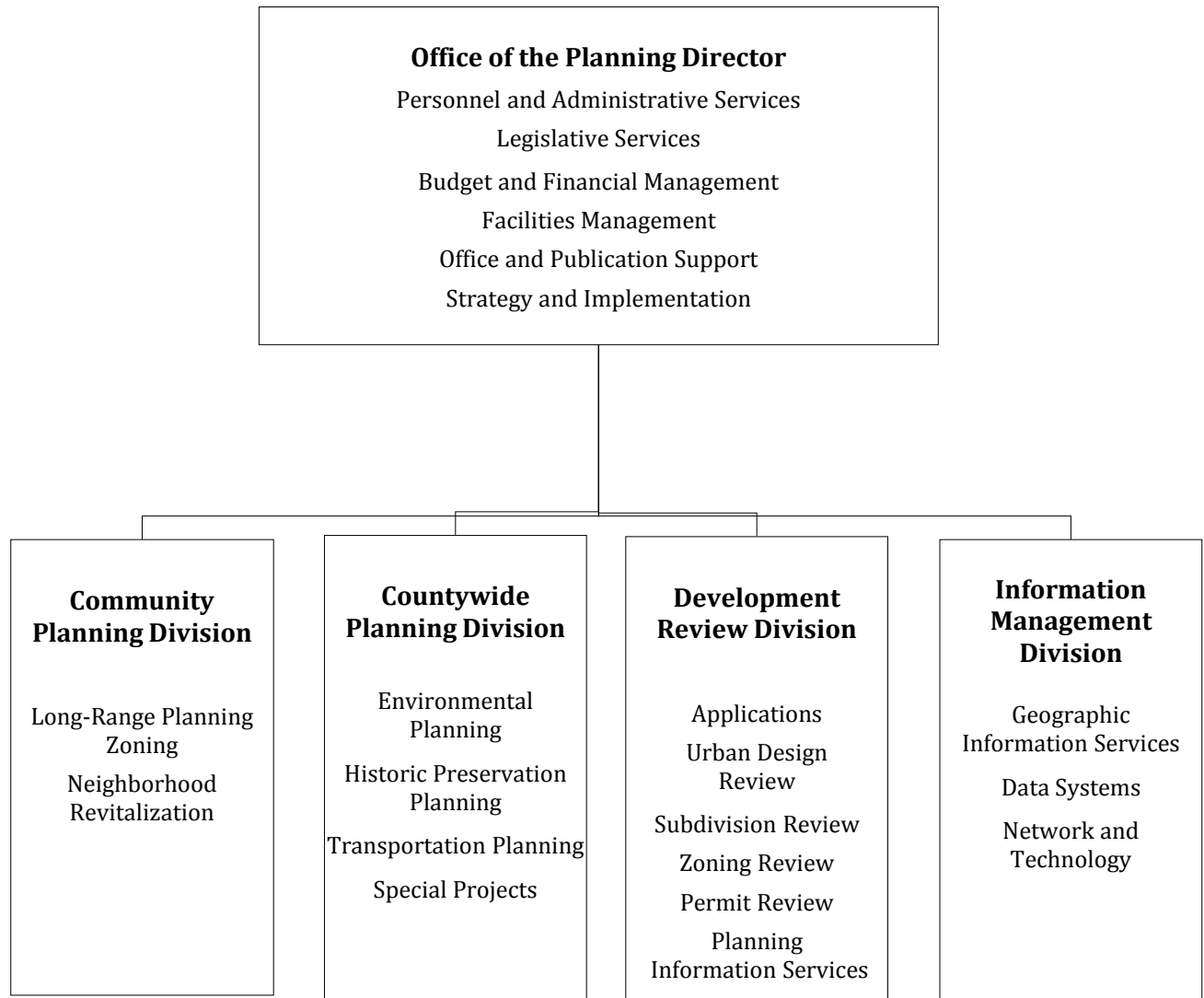
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**ORGANIZATIONAL STRUCTURE**





# Prince George's County Planning Department

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## EXECUTIVE OVERVIEW

The Prince George's County Planning Department is under the leadership of the Prince George's County Planning Director, with 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.

## 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 website ([www.pgplanning.org](http://www.pgplanning.org)).
- 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:

- Completed 30 percent of design plans for Phase I and Phase II of the Central Avenue Connector Trail (CACT) Project, which is an outgrowth of the multiple planning and implementation efforts to revitalize the Central Avenue Corridor. Phase I near the Addison Road Metro Station runs from Addison Plaza to Peppermill Road and Phase II focuses on the areas to the west and east of Phase I from Capitol Heights to the Largo Town Center. The CACT Project is a trail priority in the 2018 *Joint Signature Letter*.
- Secured an additional grant for the Central Avenue Connector Trail Project, which is an outgrowth of Sub Region 4 TOD Implementation activities. Funding of \$640,000 has been recommended by the National Capital Region Transportation Planning Board for the completion of engineering work (30 percent to 100 percent design) for Phase I. The completion of design plans will be used to leverage future construction funding.
- Continued work with the County, Kentland/Palmer Park community, and the Housing Initiative Partnership as they complete the revitalization and acquisition of residential properties within the Kentland/Palmer Park Transforming Neighborhoods Initiative (TNI) focus area. Funding received from the State of Maryland's Community Legacy program was leveraged with County funding to reduce blight through home acquisition and rehabilitation 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. To date, 50 homes of low to moderate income properties have received façade improvements and three vacant distressed properties have been acquired, renovated, and placed back on the tax rolls.
- Continued work with the County, Department of Housing and Community Development (DHCD), and the Redevelopment Authority to implement the Central Avenue-Metro Blue Line Corridor TOD Neighborhood Conservation PILOT Program. Funds for this initiative were received from Maryland's DHCD Community Legacy program. With the funds received from the state DHCD for the PILOT Program, the Redevelopment Authority will implement a façade improvement program to neighboring homeowners in the Central Avenue-Metro Blue Line Corridor TOD Neighborhood Conservation PILOT Program area in Capitol Heights. Potential properties have been identified within the targeted neighborhood and implementation is underway to reduce blight and improve the quality of life for existing homeowners.

### Development Review Division accomplishments include:

- Analyzed 463 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 12,602 permits in FY 2016.
- Responded to 10,954 inquiries from the public in FY 2016.
- On June 15, 2017, the Planning Board approved a Preliminary Plan of Subdivision 4-16031 for the Capital Court project, which included 308 Lots and 32 Parcels for the construction of townhouse and multifamily development — a total of 568 dwellings. The property is in the southeast quadrant of the intersection of Capital Beltway (I-95/495) and Central Avenue (MD 214). On June 29, 2017, the Planning Board approved a Preliminary Plan of Subdivision 4-16035 for the Brickyard MARC Planned Community to develop the previously approved multifamily property as 188 single-family, attached townhouses. The property is at the



northwest corner of the intersection of Muirkirk Road and Cedarhurst Drive in Beltsville. On April 20, 2017, the Planning Board approved a specific design plan for Phase 2 of the larger 342.38-acre Canter Creek project. The property is located on the west side of Frank Tippet Road, approximately 1,000 feet south of its intersection with Rosaryville Road. The development is south of the Merrymount Equestrian Center and includes 143 single-family detached lots and a series of master planned trails. On April 27, 2017, the Planning Board approved an ETOD detailed site plan for a 121.48-acre property in the M-X-T/D-D-O Zones. This infrastructure-only plan, at the southeast corner of the intersection of Cherrywood Lane and the Capital Beltway, proposes to grade and develop infrastructure including the location and design of public roadways, an eight-story Washington Metropolitan Area Transit Authority (WMATA) parking garage, WMATA Kiss and Ride and bus loop, event bus layover area, proposed pipes and trails on the subject property to prepare for a future multiphase mixed-use development, to include a location possibly for the Federal Bureau of Investigation.

### **Community Planning Division accomplishments include:**

- Completion and approval of the Greater Cheverly Sector Plan and East Riverdale-Beacon Heights Sector Plan.
- Completion of an Architectural Pattern Book and a draft Neighborhood Conservation Overlay Zone for the City of Mount Rainier and continued work with the community on an approach to preserving residential character and architecture.
- Completion of the following studies and special projects: Reuse of Mining Sites Study, Fairmont Heights High School Feasibility Study, Morgan Boulevard and Vicinity Study and Action Plan, and the Subregion 4 Employment Areas Action Plan.
- Implementation of several key recommendations in the 2016 *Approved Prince George's Plaza Transit District Development Plan*, including branding and stormwater management studies.
- Publication of the 2013 *Approved Southern Green Line Station Area Sector Plan and Sectional Map Amendment*, the 2016 *Approved Prince George's Plaza Transit District Development Plan and Transit District Overlay Zoning Map Amendment*, the 2016 *Approved Military Installation Overlay Zoning Map Amendment*, and the 2017 *Approved East Riverdale-Beacon Heights Sector Plan*.
- Identification and processing of administrative corrections to approved master plans, transit district development plans, and the County Zoning Map.
- Evaluation of previously approved master, sector, and transit district development plans to develop a Six-Year Planning Work Program.
- Sustainable Community Designation for the Greater Chillum community.
- Staff support to the Camp Springs Sustainable Community.
- 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.
- Continued support to the Westphalia Stakeholders Group, including efforts to establish a governance strategy and 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 the implementation of the sustainable community priorities, including the pedestrian and



## Prince George's County Planning Department

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bicycle accessibility study; initiating a plan for streetscape improvements in the town core; and supporting management of a façade improvement program.

- Continued assignment of staff resources and technical support for the Zoning Code Rewrite and Countywide Map Amendment, various working groups and M-U-TC Local Review Design Committees.
- Support efforts to facilitate development and activity in priority Metro station areas: Prince George's Plaza, New Carrollton, Largo Town Center, Branch Avenue, and Suitland.

### **Countywide Planning Division accomplishments include:**

- Presented a complete first draft of the County's new zoning and subdivision ordinances. Conducted six public input sessions and attended dozens of stakeholder group meetings. Began work on the countywide map amendment.
- Began quarterly publication of *The Pulse*, a summary of county economic and demographic trends.
- Published a Retail Marketability and Competitiveness Study and a High-End Retail Market Analysis to support the County's recruitment of new retail investment. Prepared marketing material for the County's use at the International Conference of Shopping Centers (ICSC).
- Published Urban Land Institute's analysis of redevelopment strategies for Largo Town Center.
- Provided data and research to numerous business entities interested in locating or expanding in the County.
- Prepared the Preliminary Resource Conservation Plan, with policies for conserving the natural environment, farmland, and rural character.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Performed land use analysis for water and sewer plan amendments and the update of the Water and Sewer Plan.
- Managed the Planning Board's award of \$300,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local nonprofit organizations. Reviewed rehabilitation proposals for historic structures.
- Implemented pedestrian and bicycle adequate public facilities (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).
- 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).



## Information Management Division accomplishments include:

- Continued to maintain and enhance PGAtlas. Conducted four PG Atlas training sessions and completed a comprehensive user survey. PGAtlas.com use continues to be embraced as an essential business tool for the community. Over a one-year period, the public accessed PGAtlas.com 167,871 times. Also developed an RFP for future data hosting and maintenance.
- Continued to support our GIS open-data portal that allows GIS data to be downloaded in multiple formats at no cost to the user. More than 31,800 GIS files have been downloaded in the past 12 months.
- Developed and enhanced a development notification application that automatically notifies users when a development case has been accepted by the Department and entered in the development activity database.
- Developed multiple ArcGIS Online web application viewers including specialized applications for accessing multifamily dwelling units, registered associations, tax credit revitalization areas, and an easement viewer. Also developed a story map of historic sites for Berwyn Heights.
- Developed and presented six 3D development models at Planning Board.
- Completed more than 35 custom GIS maps and analysis.
- Created, updated, and maintained 80 countywide GIS layers, many of which required daily updates such as property, zoning, development activity, and easement layers.
- Began implementation of a disaster recovery cloud instance using Amazon Web Services.
- Documented the GIS enterprise architecture and zoning update procedures.
- Fulfilled extensive mapping requests to support the zoning rewrite. This included hardcopy maps and customized applications to assist with zoning reclassification.
- Completed a major update of the Parks Department layer(s) and developed a food service point layer.
- Staff completed ESRI Introduction to Geoprocessing Scripts Using Python and hosted several training sessions on behalf the State of Maryland on the use of elevation data.
- Published an internal version of our Property Information file that details land use on a parcel-level basis.
- Developed a mailing list application that will enable mailing lists to be developed quicker and in a more consistent and complete manner.
- Worked with the state of Maryland to obtain new aerial photography and orthoimagery. Developed an RFP and procured updated imagery, planimetric, and topographic data.
- Supported Census Bureau activities through completion of the Boundary Annexation survey and other address-related requests.
- Supported approximately 400 custom mailing label, data extract, user, and other report requests filled for internal and external customers.
- Rebuilt the Historic Properties and Cemeteries application. The application improves flexibility for users and application visibility, and reduces deployment overhead.
- Completed a rewrite and redesign of our Resident Association Application(s).
- Redesigned, developed, loaded, normalized, and geocoded a multifamily application. Also began the process of loading the Departmentwide single-family data into an enterprise database.



## Prince George's County Planning Department

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- Initiated the Information Counter (DAMS) documents scanning and indexing project. This project involves the scanning and indexing of more than 1 million documents. IMD supported the requirements, specification, design, data loading, and pilot review process.
- Upgraded the enterprise database (Oracle & Production Servers).
- Studied and initiated replacement of MNCPPC's permit tracking application. Participated in stakeholder meetings and work sessions with the County of the design of their new permitting system.
- Assisted and coordinated implementation of the RecTrac application for the information counter and a new supplies database application.
- Completed major enhancement and cleanup of Public Lands database and began development of procedures for loading the dwelling unit inventory data into Oracle.
- Redeveloped, enhanced, and automated the information the Commission enters in the State of Maryland Department of Assessment and Taxation database.
- Dwelling Unit Inventory, Estimate, and Forecast: Received new construction reports from SDAT and performed data cleanup.
- Continued to maintain, support, and upgrade servers, software, computers, and peripheral devices.
- Fully implemented Security Awareness program for the Planning Department to support IT security practices. Based on our initial work, this was adopted as a standard for the Commission.
- Completed SAN 3PAR system replacement.
- Completed backup system Data Protector replacement.
- Upgraded new version of our antivirus software for our servers and clients.
- Upgraded wi-fi system/access points from 54 Mb to 300 Mb.
- Completed Adobe enterprise cloud project.
- Dropbox license and operation upgraded for the Development Review Division.
- Completed phone system and server room requirements projects.
- Assisted with the implementation of a content management system for a new Commission-wide website.
- Supported Active Directory, Security Assessment, and Network Assessment projects in coordination with Chief Information Office.



# 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 2019

	FY 18 Adopted	FY 19 Proposed	% Change
Planning Department			
Director's Office	\$ 4,551,741	\$ 5,218,594	14.7%
Development Review	6,250,755	6,403,246	2.4%
Community Planning	3,762,214	4,809,940	27.8%
Information management	5,314,795	5,544,534	4.3%
Countywide Planning	6,780,448	6,768,441	-0.2%
Support Services	9,477,840	8,241,579	-13.0%
Grants	147,500	147,500	0.0%
Subtotal Planning Department	36,285,293	37,133,834	2.3%
Transfer Out	30,000	30,000	0.0%
Total	\$ 36,315,293	\$ 37,163,834	2.3%

The Prince George's County Planning Department's FY 2019 proposed budget total is \$37,163,834, which is \$848,541—or 2.3 percent—more than the Adopted FY 2018 Operating Budget and within the spending limit set in the Commission's most recent Six-Year Projection model.

#### Personnel Salaries and Wages

Included in the total proposed budget is \$20,351,276 for personnel compensation and benefit costs, which is \$136,375, or 0.7 percent, more than the Adopted FY 2018 Operating Budget. This increase is the result of increases in costs for medical insurance. The Department is also proposing to fully fund four full-time career positions in FY 2019 that are currently frozen and unfunded in the FY 2018 Operating Budget. The cost increases are offset by an additional \$200,000 savings in budgeted lapsed salary.

Also, included in the total proposed budget is \$16,782,558 for non-personnel costs, which is \$712,166 or 0.4 percent more than the FY 2018 Adopted Budget. The increase is the result of variances in the major categories identified below:

#### Supplies and Materials

The FY 2019 proposed budget for supplies and materials is \$1,852,950, which is an increase of \$356,400, or 23.8 percent, from the adopted FY 2018 total. This variance results from increased estimates for costs of new office systems furniture related to the planned move of the Planning Department to Largo, Maryland.

#### Other Services and Charges

The FY 2019 proposed budget for other services and charges is \$13,917,664 which is an increase of \$469,900, or 3.5 percent, from the FY 2018 total. This increase is due to:

- Increase in funding for professional services for Planning Department work programs.
- Increase in funding for employee development.
- Increase in funding for maintenance costs of information technology needs.



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These increases are offset by reductions to County project charges described in further detail within the Support Services section of the narrative.

## Capital Outlay

The FY 2019 capital outlay budget proposal is for \$626,050, which is a decrease of \$119,850 or 16.1 percent, from the FY 2018 total. The FY 2019 proposal includes funding for the following:

- Carpet and flooring for the new office location
- HVAC replacement for Lakeside Offices
- Large format scanner and plotter machine
- Information technology equipment including server replacement, Cisco switches/routers, and firewall hardware replacement.

## HIGHLIGHTS AND MAJOR CHANGES IN FY2019 PROPOSED BUDGET

The FY 2019 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 FY 2019 budget also includes resources for continued planning efforts for multiyear small community plans and studies approved in prior years. In FY 2019, the Planning Department will also continue with implementation efforts that began in prior years.

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

- \$747,400 in maintenance agreements for major equipment, including computer hardware, computer software, geographic information systems, workstations, printers, etc.
- \$38,000 for janitorial services at the Lakeside offices.
- \$47,900 for Lakeside office condominium fees.
- \$786,700 for County Administration Building (CAB) office space rent (including utilities).
- \$532,700 for telephones and postage.
- \$248,400 for the lease, service, supplies, and maintenance of printing/copying equipment.
- \$60,400 for utilities at the Lakeside offices.
- \$5,581,077 in project charges paid to the county government other than CAB rent, including:
  - \$250,000 for People's Zoning Counsel.
  - \$1,675,433 for the Zoning Enforcement Unit (this includes inspections for new construction).
  - \$155,300 for the Water and Sewer Planning Unit.
  - \$34,411 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 Permits and Inspections 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 Bowie Sustainability Plan, Central Annapolis Road Sector Plan and Sectional Map Amendment (SMA), East Riverdale-Beacon Heights Sector Plan, Eastover/Forest Heights/Glassmanor Sector Plan and SMA, Greater Cheverly Sector Plan, Largo Town Center Sector Plan and SMA Minor Amendment were also completed.
- Continuing to implement 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 Town of Upper Marlboro façade improvement program including new funding application to the state; and Westphalia development support, 2009 Joint Base Andrews Naval Air Facility Washington Joint Land Use Study (JLUS) Implementation, and Morgan Boulevard and Vicinity Study and Action Plan. Staff continued to support all nine Transforming Neighborhood Initiative areas.

**Helping to shape livable communities by continuing efforts to improve transportation issues in the County through** continued work toward replacement of the current traffic forecasting model with a new model that meets national best practice standards.

**Helping to improve economic development around Metro stations by continued efforts that included** Southern Green Line Station Area Sector Plan Implementation, Morgan Boulevard and Vicinity Study and Action Plan, and Largo Town Center Sector Plan, Sectional Map Amendment Implementation, and the Central Avenue Corridor Connector Trail project.

**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 web applications used by the Department.

**COMMUNITY PARTICIPATION AND OUTREACH**

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



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- 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 Plan 2035.
- Providing accurate and timely responses to inquiries about planning, zoning, and development including an annual assessment of customer satisfaction throughout the Department.
- Continuing the work efforts around the Primary Health Care Strategic Plan. Staff will work with County agencies, advisory and stakeholder committees, residents, and other key stakeholders in the implementation of goals and policies.

## 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 Planning Department relocation, which will take place in FY 2019.
- 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 projected staff weeks. For most projects, staff-week estimates involve more than one division or section of the Planning Department. For example, for any given project, the Department may require staff services from the Community Planning Division, the Development Review Division, the Transportation Planning Section, and the Publications and Graphics Section. Therefore, a staff resources (labor) code is used to derive an estimate of the total staff services and the costs required for each project. One staff year equates to 42.6 working staff weeks, which is the standard set by the Department (excluding holidays, vacations, sick leave, and other types of non-working leave). The Department periodically reviews leave statistics to update the calculation, if necessary. The work programs described herein are also aggregated under the eleven 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
- (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 of an ongoing nature.

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



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N—New One Year—Projects that are anticipated to begin, and be completed, in FY 2019.  
NM—New Multiyear—Projects that are proposed to begin in FY 2019 but not completed in that year.

## Staff Week Summary

PROGRAMS AND PROJECTS	Adopted FY18	Proposed FY19	Net Change	% Change
<b>I. COUNTYWIDE PLANNING</b>	<b>491</b>	<b>566</b>	<b>75</b>	<b>15%</b>
Agriculture Preservation Support [C]	12	12	0	
Archeological Review [C]	16	64	48	
Environmental Planning [C]	38	32	-6	
Historic Area Work Permit Review [C]	38	38	0	
Historic Preservation Grant Program Administration [C]	28	29	1	
Historic Preservation Planning [C]	57	59	2	
MDP Annual Report [C]	21	15	-6	
Primary Healthcare Plan [M]	7	6	-1	
Public Facilities Planning [C]	53	55	2	
Support to Historic Preservation Commission [C]	77	79	2	
TMD Study [M]	42	46	4	
Transportation Planning [C]	25	51	26	
Water and Sewer Planning [C]	29	22	-7	
Watershed Planning [C]	48	58	10	
<b>II. DOWNTOWN DEVELOPMENT</b>	<b>35</b>	<b>291</b>	<b>256</b>	<b>731%</b>
Downtown Development Programs [M]	35	291	256	
<b>III. INNOVATION CORRIDOR</b>	<b>14</b>	<b>20</b>	<b>6</b>	<b>43%</b>
Innovation Corridor Action Plan [M]	14	20	6	
<b>IV. TRANSFORMING NEIGHBORHOODS INITIATIVE</b>	<b>65</b>	<b>31</b>	<b>-34</b>	<b>-52%</b>
Transforming Neighborhoods Initiative [M]	65	31	-34	
<b>V. REGULATORY AND POLICY FRAMEWORK</b>	<b>1024</b>	<b>784</b>	<b>-240</b>	<b>-23%</b>
Countywide Map Amendment [M]	373	206	-167	
Historic Preservation Implementation Strategy [M]	36	39	3	
Major Revision of Zoning Ordinance and Other Regulations [M]	456	371	-85	
Mixed Use Town Center Zoning Amendments [NM]	0	16	16	
MPOT Implementation [M]	50	47	-3	
New Transportation Model [M]	67	63	-4	
Trails Policies Implementation [C]	42	42	0	
<b>VI. LOCAL OPPORTUNITIES</b>	<b>424</b>	<b>810</b>	<b>386</b>	<b>91%</b>
Adaptive Reuse of Sand and Gravel Operations [M]	11	8	-3	
Bowie MARC Implementation [M]	11	8	-3	
Bowie Sector Plan & SMA [M]	100	195	95	
Central Avenue Blue Line Trail Implementation [M]	0	61	61	
Central Branch Avenue Plan Amendment and SMA [M]	0	95	95	



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PROGRAMS AND PROJECTS	Adopted FY18	Proposed FY19	Net Change	% Change
Cheverly Sector Plan and Sectional Map Amendment [M]	70	21	-49	
Community Legacy/Sustainable Communities Plans [M]	17	26	9	
East Riverdale/Beacon Heights Sector Plan and SMA [M]	95	47	-48	
Floodplain Impacts on Housing Study [NM]	0	50	50	
Greater Chillum Community Study Implementation [NM]	0	14	14	
Master Plan Implementation (Non-Downtown) [NM]	0	30	30	
Minor Plan Amendments [NM]	0	54	54	
Plan Evaluation and Six Year Program [M]	11	26	15	
Planning Assistance to Communities and Municipalities [C]	19	105	86	
Subregion 4 Employment Action Plan [M]	15	12	-3	
Subregion 4 TOD Implementation- Central Avenue/Blue Line Corridor [M]	75	47	-28	
Tactical Urbanism Opportunities Working Group [NM]	0	11	11	
<b>VII. INTERGOVERNMENTAL COORDINATION</b>	<b>393</b>	<b>344</b>	<b>-49</b>	<b>-12%</b>
Intergovernmental and Private Sector Coordination [C]	136	116	-20	
Requests from Other Departments/Agencies [C]	257	228	-29	
<b>VIII. DEVELOPMENT REVIEW ACTIVITIES</b>	<b>2,717</b>	<b>2,707</b>	<b>-10</b>	<b>-0.4%</b>
Assigning Street Names/House Numbers [C]	27	36	9	
Information Planning Services Counter [C]	268	268	0	
Mandatory Referrals [M]	227	201	-26	
Processing of All Permits [C]	722	793	71	
Processing Alternative Compliance [C]	25	24	-1	
Processing Chesapeake Bay Critical Area Plans [C]	44	43	-1	
Processing CPD's and SDP's [C]	202	149	-53	
Processing Concept. /Detailed Site Plans [C]	400	386	-14	
Processing Subdivision Applications [C]	300	368	68	
Processing Zoning, Special Exceptions, and Departure Applications [C]	306	127	-179	
Woodland Conservation Program Management and Enforcement [C]	196	312	116	
<b>IX. MANAGING COUNTYWIDE DATABASES</b>	<b>496</b>	<b>479</b>	<b>-17</b>	<b>-3%</b>
Community Organization Monitoring Sys. [C]	4	4	0	
Data/Map Sales and Production [C]	20	32	12	
Data Warehouse Initiative [M]	53	49	-4	
Development Activity Monitoring System [C]	24	22	-2	
GIS: 3D GIS Implementation [M]	13	13	0	
GIS: 3D Facilities and Asset Management [M]	4	4	0	
GIS: Applications [C]	49	27	-22	
GIS: Development [C]	96	131	35	
GIS: Land Use Layer Maintenance [C]	11	11	0	
GIS: Maintenance [C]	127	127	0	



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PROGRAMS AND PROJECTS	Adopted FY18	Proposed FY19	Net Change	% Change
Land Data File Maintenance [C]	92	55	-37	
Public Lands and Facilities Inventory [C]	3	4	1	
<b>X. PROVISION OF PUBLIC INFORMATION</b>	<b>381</b>	<b>461</b>	<b>80</b>	<b>21%</b>
Approved Plan Publications [M]	42	37	-5	
Communication w/Public: Public Info [C]	88	100	12	
Demographic and Economic Analysis [C]	20	53	33	
Federal/State Statistical Analysis [C]	16	12	-4	
Housing, Population, and Employment Forecasts [C]	38	28	-10	
Master Address Database [C]	8	8	0	
Pipeline Maintenance and Implementation [C]	17	14	-3	
Real Estate Research and Analysis [C]	16	13	-3	
Special Research Studies [C]	71	90	19	
Website Development/ Management [C]	65	61	-4	
Census 2020 Support [NM]	0	45	45	
<b>XI. MANAGEMENT/ADMINISTRATION/SUPPORT</b>	<b>426</b>	<b>451</b>	<b>25</b>	<b>6%</b>
Computer Systems Operation/Maintenance [C]	252	253	1	
Data Systems: Document Management [C]	93	72	-21	
Department Training [C]	68	108	40	
Records Management [C]	13	18	5	

## 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 a better understanding of the information and descriptions of Planning Department work efforts, the following terms are listed and defined. A complete list of defined terminology can be found on the website, [www.pgplanning.com](http://www.pgplanning.com).

**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, if it is equal to or better than a standard design.

**Area Master Plan or Area Plan:** Area master plans consist of a plan map and 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.



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**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 of 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 under the auspices of the Metropolitan Washington Council of Governments (COG).

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

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

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

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

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

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

**Euclidean Zoning:** Also known as “building block” zoning, Euclidean zoning is characterized by the segregation of land uses into specified geographic districts and dimensional standards stipulating limitations on the magnitude of development activity allowed 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.



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

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

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

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

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

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

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

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

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

**Forest Multiple Domain:** A forest is the grouping of one or more directory domain trees. A multi-forest design is when an entire company or agency network is separated into several forests. It carries higher administrative and support costs and complicates collaboration and messaging. However, it provides the highest level of network security.

**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.

**Plan 2035:** Plan 2035, approved in 2014, 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 encouraged. The plan also divides the County into three development tiers (developed, developing, and rural) recognizing the different development goals and needs of



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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.

**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.

**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.





## Prince George's County Planning Department

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**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

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### OVERVIEW

The Planning Director's Office provides administration and overall direction 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, strategy and implementation, and office and publications support functions.

### PROGRAMS AND SERVICES PROVIDED

- Facilities management
- Finance/budget
- General administration
- Human resources
- Legislative services
- Office and publications services
- Strategy and implementation

### ACCOMPLISHMENTS

- Completed 30 percent of design plans for Phase I and Phase II of the Central Avenue Connector Trail (CACT) Project, which is an outgrowth of the multiple planning and implementation efforts to revitalize the Central Avenue Corridor. Phase I near the Addison Road Metro Station runs from Addison Plaza to Peppermill Road and Phase II focuses on the areas to the west and east of Phase I from Capitol Heights to the Largo Town Center. The CACT Project is a trail priority in the 2018 *Joint Signature Letter*.
- Secured an additional grant for the Central Avenue Connector Trail Project, which is an outgrowth of Sub Region 4 TOD Implementation activities. Funding of \$640,000 has been recommended by the National Capital Region Transportation Planning Board for the completion of engineering work (30 percent to 100 percent design) for Phase I. The completion of design plans will be used to leverage future construction funding.
- Continued work with the County, Kentland/Palmer Park community, and the Housing Initiative Partnership as they complete the revitalization and acquisition of residential properties within the Kentland/Palmer Park Transforming Neighborhoods Initiative (TNI) focus area. Funding received from the State of Maryland's Community Legacy program was leveraged with County funding to reduce blight through home acquisition and rehabilitation 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. To date, 50 homes of low to moderate income properties have received façade improvements and three vacant distressed properties have been acquired, renovated, and placed back on the tax rolls.
- Continued work with the County, Department of Housing and Community Development (DHCD), and the Redevelopment Authority to implement the Central Avenue-Metro Blue Line Corridor TOD Neighborhood Conservation PILOT Program. Funds for this initiative were received from Maryland's DHCD Community Legacy program. With the funds received from the state DHCD for the PILOT Program, the Redevelopment Authority will implement a façade improvement program to neighboring homeowners in the Central Avenue-Metro Blue Line Corridor TOD Neighborhood Conservation PILOT Program area in Capitol Heights. Potential properties have been identified within the targeted neighborhood and implementation is underway to reduce blight and improve the quality of life for existing homeowners.



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

## BUDGET AT A GLANCE

- **Personnel Services** budget increased \$278,903, or 7.8 percent, over FY 2018 totals. The variance is primarily due to the reclassification of multiple vacant positions within the Planning Director's Office to higher grades as part of a reorganization within the Director's Office. The variance is also impacted by increased costs for medical plans in FY 2019.
- **Supplies and Materials** budget increased \$79,100, or 28.1 percent, above the FY 2018 total. This increase is primarily due to an estimated increase of costs for office systems furniture necessary for the relocation of the Planning Department to a new building.
- **Other Services and Charges** budget increased \$327,100, or 55.7 percent, above the FY 2018 total, primarily due to an increased budget for outside consulting services for the Strategy and Implementation projects administered by the Director's Office.
- **Capital Outlay** decreased \$18,250, or 14.6 percent, below the FY 2018 total, primarily due to one-time costs included in the FY 2018 budget for a folder/stuffer machine.
- **Funded Positions/Funded Workyears** remain unchanged for FY 2019.

## Summary of Division Budget

Budget	FY 2018 Adopted	FY 2019 Proposed	Percent Change
Expenditures	\$4,551,741	\$5,218,594	14.7%
Funded career positions	30.50	30.50	0%
Funded workyears	30.50	30.50	0%

## HIGHLIGHTS AND MAJOR CHANGES IN FY 2019 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 have continued to work 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 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 and the Central Avenue Blue Line Corridor.

In FY 2019, staff will continue to work with County agencies and residents to move forward the Kentland/Palmer Park TNI neighborhood revitalization program(s) and the Central Avenue Neighborhood Restoration Program. Staff will also assist the community in renewing its Sustainable Communities application that will allow for the continuation of applying for additional grant opportunities at the county, state, and federal government levels.



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

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**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 2019, 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 completed as part of the Central Avenue-Metro Blue Line Project.

In FY 2019, staff will continue working with various stakeholders to include County agencies, area community groups and associations, Washington Metropolitan Area Transit Authority 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. The plan was helpful in the County's effort to secure the Certificate of Need for the new University of Maryland Capital Region Health Center.

In FY 2019, 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 using 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.



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

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In FY 2019, 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 assist the County in moving forward the recommendations identified in the Sustainable Communities and Community Legacy Application.

**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 designed to be attractive, walkable, and community-oriented.

In FY 2019, 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.

**Subregion 4 Transit-Oriented Development Implementation – Central Avenue/Blue Line Corridor:** This multiyear program activity is an outgrowth of multiple planning efforts and is one of the top priorities in the ongoing Subregion 4 Transit-Oriented Development Implementation program and is part of a larger planning effort that spans several years and includes multiple deliverables developed in succession to leverage funding for implementation. This collaborative effort has involved local, County, state, and regional stakeholders and has been developed in conjunction with programs aimed at improving pedestrian safety, public health, environmental quality, neighborhood conservation, economic development, and transit-oriented development.

Subsequent studies and phases of design for the Central Avenue Connector Trail 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. Thirty percent design plans for Phase 2 of the CACT are to be completed and finalized in the third quarter of FY 2018 and an application developed and submitted to the Maryland's Department of Transportation seeking funding for the completion of design and engineering work that will ultimately put the County in line to secure funds for construction.

We are expecting to execute a Memorandum of Understanding with the Maryland Department of Transportation for reimbursable grant funding for the completion of design and engineering work for Phase 1 in the fourth quarter of FY 2018.

In FY 2019, activities that began along the Central Avenue-Metro Blue Line Corridor and its vicinity will continue focusing on coordination of implementation strategies/activities, the identification and securing additional funding sources that will support the Central Avenue Connector Trail Project (CACT), Central Avenue-Metro Blue Line Corridor TOD Neighborhood Conservation Program and neighborhood and economic development in this corridor and surrounding area. Staff working with County, state and regional agencies and municipalities, residents, and other key stakeholders will continue their efforts to support the delivery of transit-oriented development inside the beltway. Also, staff will support the efforts of the work group as prescribed in the renewed sustainable communities' application, and the subsequent designations that was granted for this area.



# Prince George's County Planning Department – Development Review

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## 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 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 463 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 12,602 permits in FY 2016.
- Responded to 10,954 inquiries from the public in FY 2016.
- On June 15, 2017, the Planning Board approved a Preliminary Plan of Subdivision 4-16031 for the Capital Court project, which included 308 Lots and 32 Parcels for the construction of townhouse and multifamily development — a total of 568 dwellings. The property is in the southeast quadrant of the intersection of Capital Beltway (I-95/495) and Central Avenue (MD 214). On June 29, 2017, the Planning Board approved a Preliminary Plan of Subdivision 4-16035 for the Brickyard MARC Planned Community to develop the previously approved multifamily property as 188 single-family, attached townhouses. The property is at the northwest corner of the intersection of Muirkirk Road and Cedarhurst Drive in Beltsville. On April 20, 2017, the Planning Board approved a specific design plan for Phase 2 of the larger 342.38-acre Canter Creek project. The property is located on the west side of Frank Tippet Road, approximately 1,000 feet south of its intersection with Rosaryville Road. The development is south of the Merrymount Equestrian Center and includes 143 single-family



# Prince George's County Planning Department – Development Review

detached lots and a series of master planned trails. On April 27, 2017, the Planning Board approved an expedited transit-oriented development detailed site plan for a 121.48-acre property in the M-X-T/D-D-O Zones. This infrastructure-only plan, at the southeast corner of the intersection of Cherrywood Lane and the Capital Beltway, proposes to grade and develop infrastructure including the location and design of public roadways, an eight-story Washington Metropolitan Area Transit Authority (WMATA) parking garage, WMATA Kiss and Ride and bus loop, event bus layover area, proposed pipes and trails on the subject property to prepare for a future multiphase mixed-use development, to include a location possibly for the Federal Bureau of Investigation.

## BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$9,091 or 0.2 percent as compared to FY 2018 totals, primarily due to increased costs for pension and medical insurance costs.
- **Supplies and Materials** budget increased by \$122,500 or 39.7 percent above the FY 2018 total. This increase is primarily due to an estimated increase of costs for office systems furniture necessary for the relocation of the Planning Department to a new building.
- **Other Services and Charges** budget increased by \$21,300 or 5.0 percent above the FY 2018 totals— primarily due to increases in the budget to cover the costs of employee development, as well as an increase in the budget to cover the cost of developing and printing development review signage for public notifications.
- **Capital Outlay** budget decreased by \$400, or 0.5 percent below the FY 2018 total, primarily due to a decrease in the estimated cost of carpet and flooring for new office space.
- **Funded Positions/Funded Workyears:** Total positions increased by one as a result of a transfer of one full-time career position from the Community Planning Division into the Development Review Division to support zoning and subdivision application review functions in the department. Total work years increased by three as the Department will unfreeze two vacant position that was unfunded in FY 2018, along with the transfer of one full-time career position from the Community Planning Division.

## Summary of Division Budget

Budget	FY 2018 Adopted	FY 2019 Proposed	Percent Change
Expenditures	\$6,250,755	\$6,403,246	2.4%
Funded career positions	53.00	54.00	1.9%
Funded workyears	51.00	54.00	5.9%

## GOALS AND 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



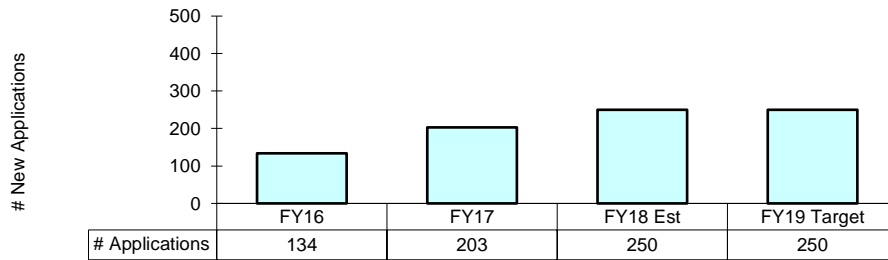
# Prince George's County Planning Department – Development Review

to implement public plans and policies concerning land use and design, and to improve the quality of development in Prince George's County.

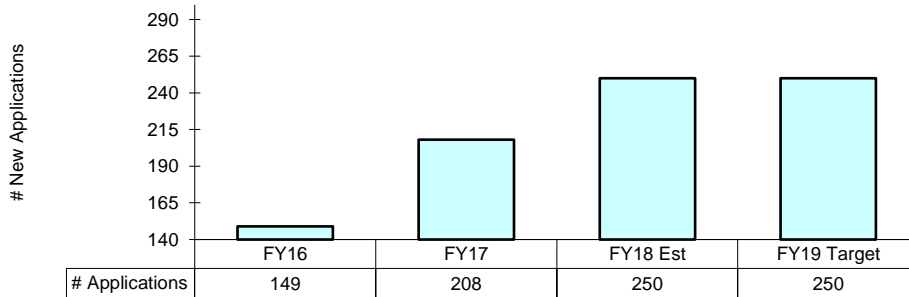
**Divisional Objective:** Providing a factual and legal basis for decisions on public plans and policies concerning the use and design of land.

**Outcome Subdivision, Zoning, Urban Design:** Information and recommendations for the public and decisionmakers.

## Preliminary Plans of Subdivision



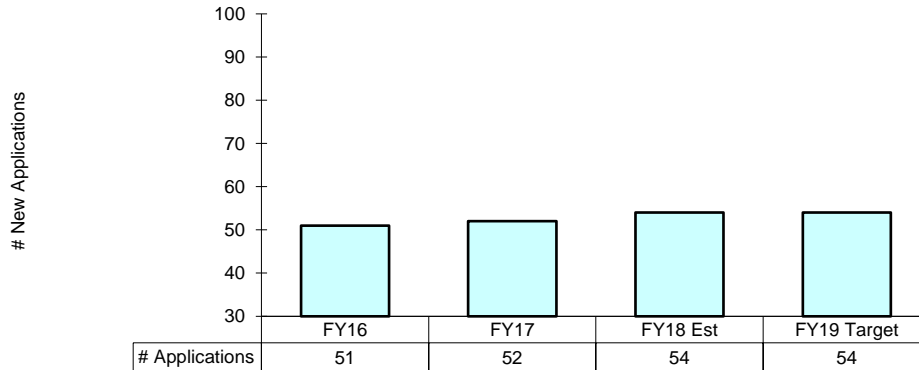
## Urban Design





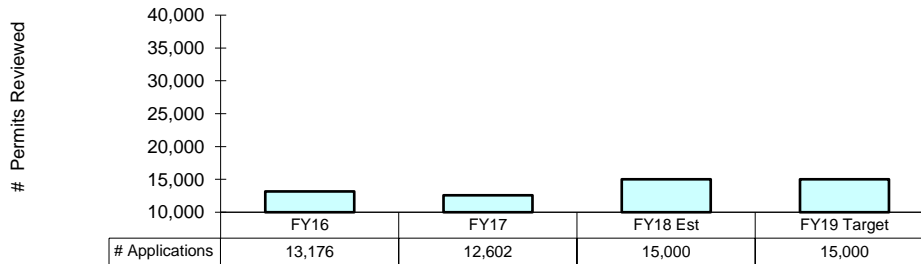
# Prince George's County Planning Department – Development Review

## Zoning

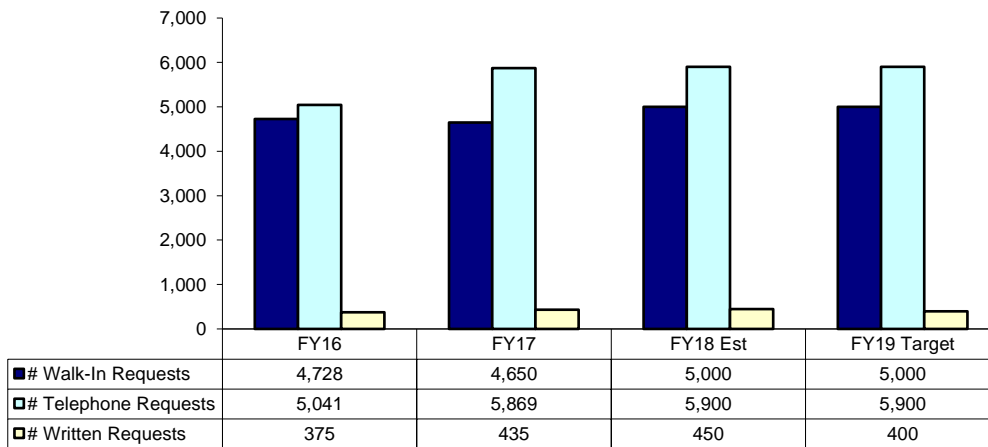


**Outcome Permit Review Section:** Accurate and timely permit review.

## Permits



## Modes of Delivery of Planning and Development Information Service



# Prince George's County Planning Department – Community Planning

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## MISSION

The mission of the Community Planning Division is to plan for livable communities, provide the highest quality community planning services, and to work with stakeholders to facilitate the implementation of approved plans. 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 and overlay zones; managing the Department's Planning Assistance to Municipalities and Communities (PAMC) Program; facilitating intergovernmental coordination; and responding to requests for information and planning assistance from other departments and agencies (County, regional, state, and federal), community groups, citizens, and residents.

The division was reorganized in December 2017 into two operating sections:

- **The Neighborhood Revitalization Section** provides planning assistance to municipalities, communities, partner agencies, and other stakeholders to implement the recommendations of Plan 2035 and area master and sector plans. This critical implementation work includes focused planning studies, urban design services, interagency coordination, stakeholder facilitation, technical planning assistance, grant assistance, and community and municipal capacity-building.
- **The Long-Range Planning Section** works closely with communities, property owners, businesses, and institutional partners to evaluate and update Plan 2035 through the amendment or replacement of comprehensive area master or sector plans and the County's zoning map. This more traditional planning and zoning work includes the creation or refinement of master plans and comprehensive rezoning for a wide variety of locations, from large rural areas of the County to specific Purple Line or Metro stations.

The division is responsible for:

- Subregion plans
- Area sector and master plans
- Small-area plans
- Revitalization plans/action plans
- Plan implementation
- Specialized planning studies
- Planning assistance to municipalities and communities
- Development review
- Community outreach
- Sectional map amendments
- Text amendments
- Plan implementation
- Public outreach and education



# Prince George's County Planning Department – Community Planning

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## ACCOMPLISHMENTS

- Completion and approval of the Greater Cheverly Sector Plan and East Riverdale-Beacon Heights Sector Plan.
- Completion of an Architectural Pattern Book and a draft Neighborhood Conservation Overlay Zone for the City of Mount Rainier and continued work with the community on an approach to preserving residential character and architecture.
- Completion of the following studies and special projects: Reuse of Mining Sites Study, Fairmont Heights High School Feasibility Study, Morgan Boulevard and Vicinity Study and Action Plan, and the Subregion 4 Employment Areas Action Plan.
- Implementation of several key recommendations in the 2016 *Approved Prince George's Plaza Transit District Development Plan*, including branding and stormwater management studies.
- Publication of the 2013 *Approved Southern Green Line Station Area Sector Plan and Sectional Map Amendment*, the 2016 *Approved Prince George's Plaza Transit District Development Plan and Transit District Overlay Zoning Map Amendment*, the 2016 *Approved Military Installation Overlay Zoning Map Amendment*, and the 2017 *Approved East Riverdale-Beacon Heights Sector Plan*.
- Identification and processing of administrative corrections to approved master plans, transit district development plans, and the County Zoning Map.
- Evaluation of previously approved master, sector, and transit district development plans to develop a Six-Year Planning Work Program.
- Sustainable Community Designation for the Greater Chillum community.
- Staff support to the Camp Springs Sustainable Community.
- 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.
- Continued support to the Westphalia Stakeholders Group, including efforts to establish a governance strategy and 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 the implementation of the sustainable community priorities, including the pedestrian and bicycle accessibility study; initiating a plan for streetscape improvements in the town core; and supporting management of a façade improvement program.
- Continued assignment of staff resources and technical support for the Zoning Code Rewrite and Countywide Map Amendment, various working groups and M-U-TC Local Review Design Committees.
- Support efforts to facilitate development and activity in priority Metro station areas: Prince George's Plaza, New Carrollton, Largo Town Center, Branch Avenue, and Suitland.



# Prince George's County Planning Department – Community Planning

## BUDGET AT A GLANCE

- **Personnel Services** budget for FY 2019 increased \$21,026, or 0.7 percent, above the FY 2018 total. The variance is primarily due to increased costs for medical plans.
- **Supplies and Materials** budget for FY 2019 increased \$53,700, or 32.2 percent, above the FY 2018 total. This increase is primarily due to an estimated increase of costs for office systems furniture necessary for the relocation of the Planning Department to a new building.
- **Other Services and Charges** budget for FY 2019 increased \$973,200, or 149.0 percent, above the FY 2018 total primarily due to an increased budget for outside consulting services for community planning projects.
- **Capital Outlay** budget decreased \$200, or 0.5 percent, below the FY 2018 total, primarily due to a decrease in the estimated cost of carpet and flooring for new office space.

**Funded Positions/Workyears:** Total positions decreased by one due to the transfer of one full-time career position from the Community Planning Division into the Development Review Division to support zoning and subdivision application review functions in the department.

### Summary of Division Budget

Budget	FY 2018 Adopted	FY 2019 Proposed	Percent Change
Expenditures	\$3,762,214	\$4,809,940	27.8%
Funded career positions	27.00	26.00	3.7%
Funded workyears	25.75	25.75	0

## HIGHLIGHTS AND MAJOR CHANGES IN FY 2019 PROPOSED BUDGET

**Bowie and Vicinity Master/Sector Plan and Sectional Map Amendment:** This is a multi-year project to prepare a new master or sector plan and concurrent comprehensive rezoning to refine, expand, and implement the Plan 2035 vision for the Bowie Town Center, Old Town Bowie, and surrounding neighborhoods. Developed through several years of research and public and stakeholder engagement, this plan will address changes in development patterns, land use, and the commercial and residential real estate markets, and identify goals, policies, and strategies to implement the community's vision.

Initial research and analysis was undertaken in FY 2018, but the project was suspended to wait for completion of the Zoning Ordinance and Subdivision Regulations rewrite. This project will recommence following approval of the Countywide Map Amendment. Research, stakeholder engagement, and the initial phases of public participation will occur in FY 2019.

**Central Branch Avenue Corridor Revitalization Sector Plan Major Amendment and Sectional Map Amendment:** This project, to be initiated following approval of the Countywide Map Amendment, will implement Plan 2035 by evaluating and updating the recommendations of the 2013 *Approved Central Branch Avenue Corridor Revitalization Sector Plan* to reflect the existing and anticipated real estate market in this corridor, adjust policies and strategies to reflect Plan 2035 priorities while planning for strategic concentrations of development to support the Southern Maryland Transit Corridor, and to reapply the 2013 Sector Plan's recommendations within areas of



## Prince George's County Planning Department – Community Planning

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Planning Area 76A outside transit stations, such as Camp Springs, Marlow Heights, and Morningside, that were superseded by the 2014 Approved Southern Green Line Station Area Sector Plan.

**East Riverdale-Beacon Heights Sectional Map Amendment:** This comprehensive rezoning will implement the land use recommendations of the 2017 Approved East Riverdale-Beacon Heights Sector Plan by rezoning strategic properties along this key Purple Line corridor to support redevelopment at the Riverdale Park and Beacon Heights-East Pines Purple Line Stations.

**Flooding Impacts on Housing Study:** The 2017 *Approved East Riverdale-Beacon Heights Sector Plan* identifies a critical challenge facing the County: affordable workforce housing in or near floodplains. Recent natural disasters, such as Hurricane Harvey, highlight the challenges and dangers presented by development in floodplains. Prince George's County has a number of residential communities located in floodplains; some, like East Riverdale, are or are planned to be served by convenient transit. This study will follow the completion of the County's Comprehensive Housing Strategy and will focus on location-specific strategies to mitigate flood risks to residential communities.

**Greater Cheverly Sectional Map Amendment:** This comprehensive rezoning will implement the land use recommendations of the 2017 *Approved Greater Cheverly Sector Plan* by rezoning strategic properties in and surrounding the Town of Cheverly.

**Master Plan Implementation Program (Non-Downtown):** In FY 2019, the Master Plan Evaluation Project will identify priority implementation strategies for locations in the County that are not high-priority regional transit districts. Through this program, the Department will identify and implement strategic initiatives in local neighborhood centers and established communities.

**Minor Plan Amendments:** All but four of the County's area master plans were approved prior to the 2014 approval of Plan 2035. Some area master plans date to 1990, while others were heavily influenced by pre-Great Recession assumptions about the real estate market. The Master Plan Evaluation Project will identify areas where current master plans require amending to meet current policy direction and Plan 2035 strategies. On occasion, the District Council initiates minor plan amendments to achieve evolving policy goals; this program dedicates staffing and resources to these amendments.

**Mixed-Use Town Center Zone Amendments:** In September 2017, Clarion Associates, lead consultant on the Zoning Ordinance and Subdivision Regulations Rewrite project, issued the Comprehensive Review Draft of the proposed Zoning Ordinance. This draft recommends the elimination of the Mixed-Use Town Center (M-U-TC) Zone. If the County Council retains this zone, the Department will make secondary amendments to the four M-U-TC development plans (Brentwood, Mount Rainier, Riverdale Park, and Suitland) to create a consistent, predictable, fair, and user-friendly permit application and approval process.

**Planning Assistance to Municipalities and Communities Program (PAMC):** This ongoing program is available to the 26 municipalities, excluding Laurel, in 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 through a competitive solicitation. This program will significantly expand in FY 2019 to better support our municipal and community partners and take advantage of the Division's great resources.

**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 sold to the general public. They are also available on the Planning Department's website. The Planning Director's Office Publications and Graphics Section will continue to make plans available online and in print.



## Prince George's County Planning Department – Community Planning

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**Plan Evaluation and Development of Six-Year Program:** In FY 2018, the Community Planning Division will conduct a Master Plan Evaluation project that analyzes the County's master, sector, and transit district development plans for consistency with Plan 2035 and to identify priority implementation projects [see Regional Transit District (Downtown) Implementation Program and Master Plan Implementation Program]. This effort will identify potential updates to the area master plans in the County.

Beginning in FY 2018, the Department will prepare a six-year planning work program focusing primarily on plans, studies, and priority implementation activities. Development of a 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 initial six-year work program is anticipated to be complete in FY 2019 and will inform the FY2020 budget, and thereafter be updated annually during the preparation of the Department's annual operating budget. The key to this effort will be an evaluation of progress toward implementing existing plan recommendations, across approved plans. The process for developing the six-year work program would be a collaborative effort between the Planning Department, County Council, and agencies.

**Regional Transit District (Downtown) Implementation Program:** Plan 2035 identifies Regional Transit Districts as “high-density, vibrant, and transit-rich mixed-use areas envisioned to capture the majority of future residential and employment growth and development in the County.” These areas are envisioned to support 50 percent of new residential and employment growth in the County over the next 18 years. The transformation of these areas from suburban office parks, retail centers, and parking facilities to attractive mixed-use, walkable centers involves a coordinated effort between the Commission, the community, municipalities, and County, state, and federal agencies. The Planning Department is taking the lead on implementing Plan 2035 and the relevant area master plans by coordinating, facilitating, and, in strategic circumstances, funding plan implementation activities.

Plan 2035 identifies eight Regional Transit Districts. Three of these, Prince George's Plaza, New Carrollton, and Largo Town Center, are designated as downtowns, where County funding and program support should be targeted. Two additional districts (Branch Avenue and Suitland) are identified as second-round downtowns. In addition, the County Council, the City of College Park, and the Town of Riverdale Park are creating an implementation task force for the College Park-Riverdale Park Regional Transit District in FY 2018.

The Planning Department is assigning staff and resources to each of the eight regional transit districts to facilitate implementation activities. In some cases, such as Largo Town Center, these efforts are ongoing. In other cases, a new multi-year implementation program will be developed. For each regional transit district, an implementation program will be developed and further refined throughout FY 2018 through the Master Plan Evaluation Project, informed by Plan 2035 and the relevant area master plan.

**Tactical Urbanism Opportunities Working Group:** The Street Plans Collaborative defines “tactical urbanism” as an approach to neighborhood-building and placemaking “that uses short-term, low-cost, and scalable interventions to catalyze long-term change.” In FY 2018, the Planning Department will coordinate with the Department of Parks and Recreation, the Department of Public Works and Transportation, municipalities, and other stakeholders to identify strategic opportunities to facilitate tactical urbanism at key locations throughout the County. These projects will provide tangible benefits to communities and places at a modicum of cost, making Prince George's County a better place to live, work, and experience. This work will continue into FY 2019.



# Prince George's County Planning Department – Community Planning

**Transforming Neighborhood Initiative (TNI):** Staff will continue to be assigned and support six Transforming Neighborhood Initiative communities and carrying out initiatives as requested.

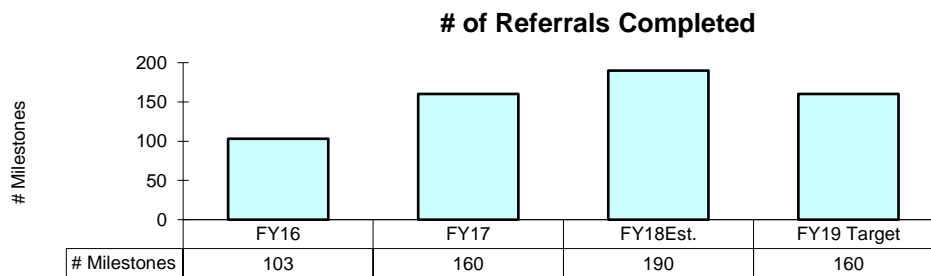
**Zoning Ordinance Rewrite:** Staff will continue to provide significant support to this multi-year project, including providing input on the Comprehensive Review Draft and Countywide Map Amendment.

## GOALS AND PERFORMANCE MEASURES

**Divisional Goal:** Provide opportunities for community involvement, focus resources on issues of local concern, and provide relevant, accurate, and updated planning information to help decision makers meet physical, social, and economic challenges for 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 to enhance and protect community resources (natural and man-made) and to guide future development.

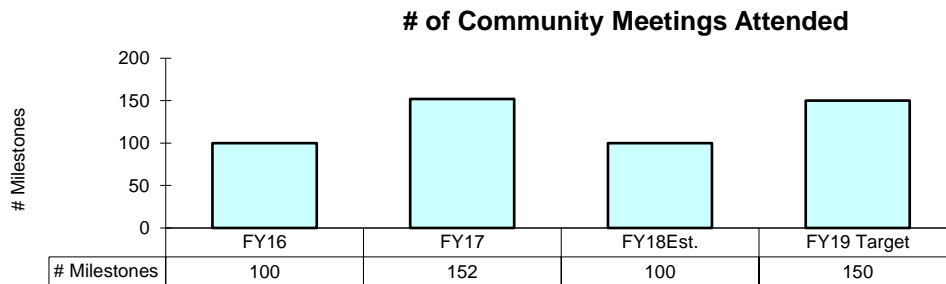
**Outcome for Community Planning:** Develop realistic plan for Communities in Prince George County.



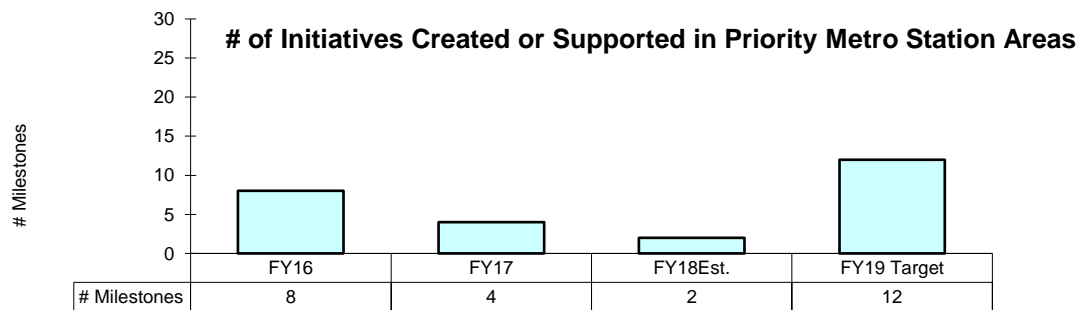
**Outcome for number of referrals completed:** Timely review of development application



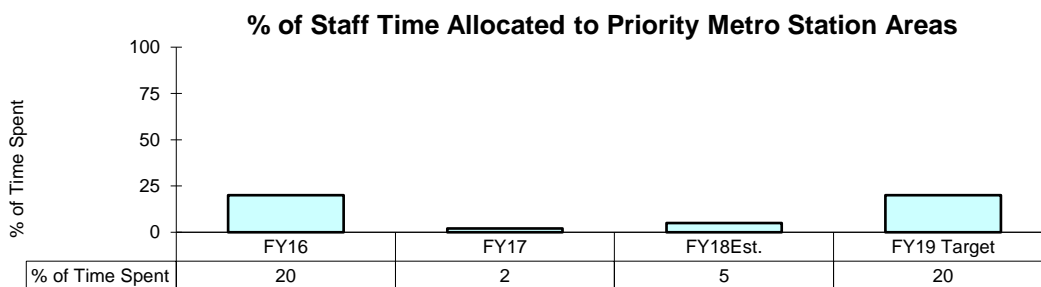
# Prince George's County Planning Department – Community Planning



**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.





# Prince George's County Planning Department—Countywide Planning

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## 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.

The division is responsible for:

- Countywide comprehensive planning services
- Environmental planning services
- Historic preservation planning services
- Special County projects and research services
- Transportation planning services

## ACCOMPLISHMENTS

- Presented a complete first draft of the County's new zoning and subdivision ordinances. Conducted six public input sessions and attended dozens of stakeholder group meetings. Began work on the countywide map amendment.
- Began quarterly publication of *The Pulse*, a summary of county economic and demographic trends.
- Published a Retail Marketability and Competitiveness Study and a High-End Retail Market Analysis to support the County's recruitment of new retail investment. Prepared marketing material for the County's use at the International Conference of Shopping Centers (ICSC).
- Published Urban Land Institute's analysis of redevelopment strategies for Largo Town Center.
- Provided data and research to numerous business entities interested in locating or expanding in the County.
- Prepared the Preliminary Resource Conservation Plan, with policies for conserving the natural environment, farmland, and rural character.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Performed land use analysis for water and sewer plan amendments and the update of the Water and Sewer Plan.
- Managed the Planning Board's award of \$300,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local nonprofit organizations. Reviewed rehabilitation proposals for historic structures.
- Implemented pedestrian and bicycle adequate public facilities (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

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- 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 FY 2019 decreased \$228,228, or 4.6 percent, from the FY 2018 total primarily due to staff turnover that resulted in vacated positions being filled at lower salaries.
- **Supplies and Materials** budget for FY 2019 increased \$94,900, or 38.5 percent, above the FY 2018 total. This increase is primarily due to an estimated increase of costs for office systems furniture necessary for the relocation of the Planning Department to a new building.
- **Other Services and Charges** budget for FY 2019 increased \$121,621, or 7.9 percent, from the FY 2018 total primarily due to increased budget for professional services to support outside consulting services for Countywide Planning projects.
- **Capital Outlay** budget for FY 2019 decreased \$300, or 0.5 percent, from the FY 2018 total, primarily due to a decrease in the estimated cost of carpet and flooring for new office space.
- **Funded Positions/Workyears:** Funded Positions in FY2019 remain unchanged from FY 2018 totals.

## Summary of Division Budget

Budget	FY 2018 Adopted	FY 2019 Proposed	Percent Change
Expenditures	\$6,780,448	\$6,768,411	-0.2%
Funded career positions	41.00	41.00	0%
Funded workyears	41.00	41.00	0%



## HIGHLIGHTS AND MAJOR CHANGES IN FY 2019 PROPOSED BUDGET

**Comprehensive Revisions to 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 first draft of the new regulations has been released to the public, which results 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 FY 2019, this project will produce a complete second draft in response to stakeholder comments and begin the process of District Council review and decision making for the Zoning Ordinance. A countywide map amendment to implement the new zones will be initiated.

**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 and assessed the strength of various submarkets.

In FY 2019, 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 hone strategies for attracting high-end retail to the County.

**New Transportation Model:** The department is in the third 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, and 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 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 FY 2019, full deployment of the new model is anticipated.

**Parking and Transportation Demand Management:** In FY 2019, this new study will identify best practices for managing parking and traffic congestion in the rapidly developing communities of College Park, Riverdale Park, University Park, and Hyattsville. The goal is to support vibrant mixed-use development in the Route 1 corridor, while also protecting the quality of life in the adjacent residential neighborhoods.

**College Park Airport Land Use Compatibility:** In FY 2019, this new study will provide comprehensive, user-friendly information on building height limitations for new development near College Park Airport. The goal is to support critical new real estate investment in College Park, M Square, and the University of Maryland campus, while also protecting flight operations at the world's oldest continuously operating airport.



# Prince George's County Planning Department—Countywide Planning

## GOALS AND PERFORMANCE MEASURES

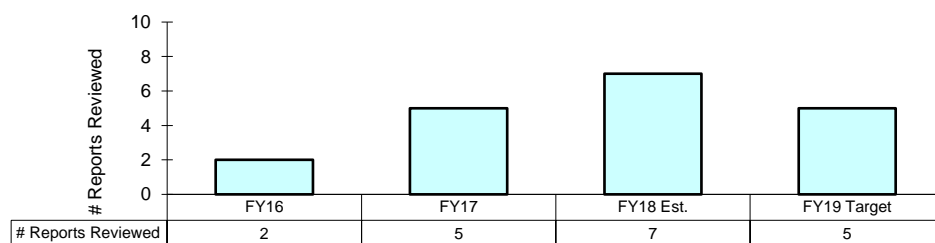
### Countywide Planning Division Performance Measures

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

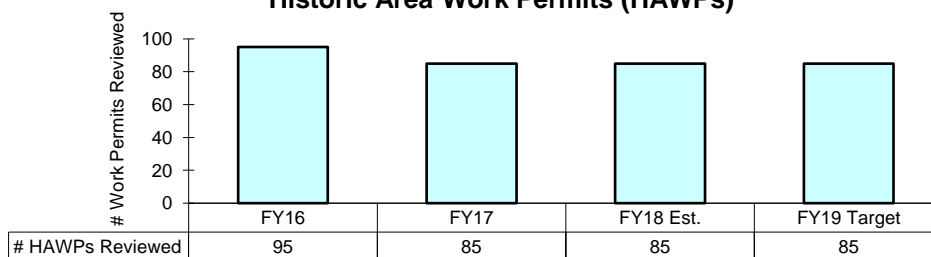
**Divisional Objective:** To provide professional planning guidance on countywide historic preservation and environmental issues as well as transportation and public facility needs to other Commission staff and outside agencies to protect and enhance existing natural resources and the environment as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

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

#### Archeological Investigations

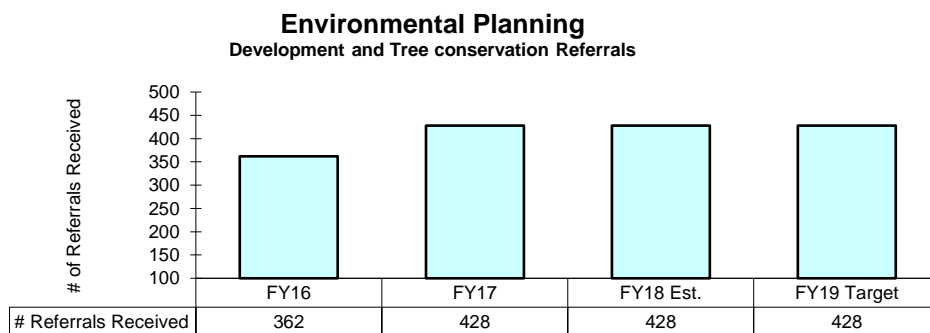


#### Historic Area Work Permits (HAWPs)

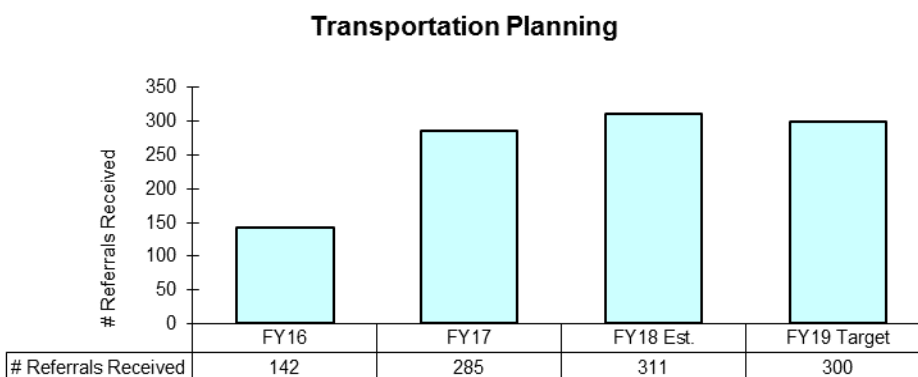


# Prince George's County Planning Department—Countywide Planning

**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.



# Prince George's County Planning Department – Information Management

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## 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, as well as support Commission-wide enterprise information technology initiatives.

## 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 IT systems

## ACCOMPLISHMENTS

### GIS Section

- Continued to maintain and enhance PGAtlas. Conducted four PG Atlas training sessions and completed a comprehensive user survey. PGAtlas.com use continues to be embraced as an essential business tool for the community. Over a one-year period, the public accessed PGAtlas.com 167,871 times. Also developed an RFP for future data hosting and maintenance.
- Continued to support our GIS open-data portal that allows GIS data to be downloaded in multiple formats at no cost to the user. More than 31,800 GIS files have been downloaded in the past 12 months.
- Developed and enhanced a development notification application that automatically notifies users when a development case has been accepted by the Department and entered in the development activity database.
- Developed multiple ArcGIS Online web application viewers including specialized applications for accessing multifamily dwelling units, registered associations, tax credit revitalization areas, and an easement viewer. Also developed a story map of historic sites for Berwyn Heights.
- Developed and presented six 3D development models at Planning Board.
- Completed more than 35 custom GIS maps and analysis.
- Created, updated, and maintained 80 countywide GIS layers, many of which required daily updates such as property, zoning, development activity, and easement layers.
- Began implementation of a disaster recovery cloud instance using Amazon Web Services.



# Prince George's County

## Planning Department – Information Management

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- Documented the GIS enterprise architecture and zoning update procedures.
- Fulfilled extensive mapping requests to support the zoning rewrite. This included hardcopy maps and customized applications to assist with zoning reclassification.
- Completed a major update of the Parks Department layer(s) and developed a food service point layer.
- Staff completed ESRI Introduction to Geoprocessing Scripts Using Python and hosted several training sessions on behalf the State of Maryland on the use of elevation data.
- Published an internal version of our Property Information file that details land use on a parcel-level basis.
- Developed a mailing list application that will enable mailing lists to be developed quicker and in a more consistent and complete manner.
- Worked with the state of Maryland to obtain new aerial photography and orthoimagery. Developed an RFP and procured updated imagery, planimetric, and topographic data.
- Supported Census Bureau activities through completion of the Boundary Annexation survey and other address-related requests.

### Data Systems Section

- Supported approximately 400 custom mailing label, data extract, user, and other report requests filled for internal and external customers.
- Rebuilt the Historic Properties and Cemeteries application. The application improves flexibility for users and application visibility, and reduces deployment overhead.
- Completed a rewrite and redesign of our Resident Association Application(s).
- Redesigned, developed, loaded, normalized, and geocoded a multifamily application. Also began the process of loading the Departmentwide single-family data into an enterprise database.
- Initiated the Information Counter (DAMS) documents canning and indexing project. This project involves the scanning and indexing of more than 1 million documents. IMD supported the requirements, specification, design, data loading, and pilot review process.
- Upgraded the enterprise database (Oracle & Production Servers).
- Studied and initiated replacement of MNCPPC's permit tracking application. Participated in stakeholder meetings and work sessions with the County of the design of their new permitting system.
- Assisted and coordinated implementation of the RecTrac application for the information counter and a new supplies database application.
- Completed major enhancement and cleanup of Public Lands database and began development of procedures for loading the dwelling unit inventory data into Oracle.
- Redeveloped, enhanced, and automated the information the Commission enters in the State of Maryland Department of Assessment and Taxation database.
- Dwelling Unit Inventory, Estimate, and Forecast: Received new construction reports from SDAT and performed data cleanup.

### Network and Technology Services Section

- Continued to maintain, support, and upgrade servers, software, computers, and peripheral devices.
- Fully implemented Security Awareness program for the Planning Department to support IT security practices. Based on our initial work, this was adopted as a standard for the Commission.
- Completed SAN 3PAR system replacement.



# Prince George's County Planning Department – Information Management

- Completed backup system Data Protector replacement.
- Upgraded new version of our antivirus software for our servers and clients.
- Upgraded wi-fi system/access points from 54 Mb to 300 Mb.
- Completed Adobe enterprise cloud project.
- Dropbox license and operation upgraded for the Development Review Division.
- Completed phone system and server room requirements projects.
- Assisted with the implementation of a content management system for a new Commission-wide website.
- Supported Active Directory, Security Assessment, and Network Assessment projects in coordination with Chief Information Office.

## BUDGET AT A GLANCE

- **Personnel Services** budget increased \$59,339, or 1.8 percent, over FY 2018 totals, primarily due to increased medical insurance costs.
- **Supplies and Materials** budget for FY 2019 increased \$5,600, or 1.8 percent, above FY 2018 totals. This increase is primarily due to an estimated increase of costs for office systems furniture necessary for the relocation of the Planning Department to a new building.
- **Other Services and Charges** budget for FY 2019 shows an increase of \$265,500, or 19.9 percent, over the FY 2018 totals. This increase is primarily due to an estimated increase of costs for office systems furniture necessary for the relocation of the Planning Department to a new building.
- **Capital Outlay** budget for FY 2019 decreased \$100,700, or 22.5 percent, from the FY 2018 total. This decrease is primarily due to one-time costs budgeted in FY 2018 for the purchase new storage area network (SAN) equipment.
- **Funded Positions/Workyears:** Funded Positions in FY2019 remain unchanged from FY 2018 totals. Total work years increased by one as the Department will unfreeze one vacant position that was unfunded in FY 2018.

### Summary of Division Budget

Budget	FY 2018 Adopted	FY 2019 Proposed	Percent Change
Expenditures	\$5,314,795	\$5,544,534	4.3%
Funded career positions	25.00	25.00	0%
Funded workyears	24.00	25.00	4.2%





**HIGHLIGHTS AND MAJOR CHANGES IN FY 2019 PROPOSED BUDGET**

**Network Redesign and Active Directory Upgrade:** The Commission will begin migration of the network system to one forest multiple domains. In FY 2019, this project will provide a robust structure and stronger security management practice across the Commission.

**New Data Center:** The Planning Department is planning to relocate to Largo, MD in calendar year 2018. We are working with all responsible parties to design and implement a new data center to support all network servers/services including a new phone system. In FY 2019, procurement for a new phone system will also be completed as part of this effort.

**GIS Application Development:** The Department will continue to assist with the development of specialized GIS services, such as 3D Modeling, ArcGIS Online applications, and development decision support applications (Community Viz®). In FY 2019, the mailing address application will be rolled out and our gallery of ArcGIS Online applications will expand. Development will begin on a mobile or “light” version of PG Atlas. The data loader application will be redeveloped to improve performance.

**Pipeline Needs Assessment:** In FY 2019, staff will begin the discussion of building a development pipeline database by performing a formal needs assessment.

**Local Government Support:** Staff will continue to expand and support the local government GIS community with the goal of building relationships, sharing information, and avoiding duplication of efforts. In FY 2019, staff will begin the discussion of building a development pipeline database by performing a formal needs assessment.

**Base Mapping Update:** In FY 2019, an update to the County’s planimetric, topographic, and orthoimagery data will be completed. This is part of a joint project with Montgomery County and is funded by the enterprise IT program.

**Document Imaging:** In FY 2019, the Department will deploy Datacap software as part of our document imaging solution. Staff will continue to support the scanning of County information documents (DAMS) records and support the scanning of other documents in anticipation of our office move.

**Permit Tracking:** In FY 2019, staff will complete redevelopment of our critical permit tracking application. This migration will allow us to move from a client server to a web-based environment. Staff will also continue to assist the county as a stakeholder for their new permitting system.

**Dwelling Unit Inventory:** In FY 2019, staff will complete transition of our single and multifamily databases from a single-user environment to an enterprise environment. This will also involve geocoding data and developing applications for maintenance and access.

**Census Support:** In FY 2019, preparation for the 2020 census will begin, to include completing the Boundary Annexation Survey updates (BAS), beginning the 2020 Census Local Update of Address Operations (LUCA) and beginning the establishment of a Complete Count Committee in coordination with the County.



# Prince George's County Planning Department – Information Management

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## 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 public.

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



# Prince George's County

## Planning Department – Support Services

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### 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 2019 increased \$3,397, or 31.7 percent, above FY 2018 totals, primarily due to increased costs for group insurance for long term disability.
- **Supplies and Materials** budget for FY 2019 increased \$600, or 0.3 percent, above the FY 2018 totals. The increase is primarily the result of inflation.
- **Other Services and Charges** budget for FY 2019 decreased \$1,245,974, or 14.0 percent, below the FY 2018 total. This decrease is primarily the result of reductions to County Project Charges budgeted in FY 2019 along with a decrease in funding for Countywide mailings due to a one-time expense included in the adopted FY 2018 budget related to the Zoning Ordinance Rewrite project.
- **Chargebacks** budget for FY 2019 increased \$5,716, or 1.5 percent, over the FY 2018 totals.
- **Funded Positions/Workyears** No change.

### Summary of Division Budget

Budget	FY 2018 Adopted	FY 2019 Proposed	Percent Change
Expenditures	\$9,477,840	\$8,241,579	-13.0%
Funded career positions	0.00	0.00	0%
Funded workyears	0.00	0.00	0%



# Prince George's County Planning Department – Support Services

## HIGHLIGHTS AND MAJOR CHANGES IN FY 2019 PROPOSED BUDGET

### County Project Charges

The Planning Department provides funding support to various County agencies for County services 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 2019 as compared to FY 2018.

County Project Charges	FY 2018 Adopted Budget	Proposed Reductions	Proposed FY 2019 Budget
People's Zoning Counsel	250,000	-	250,000
Zoning Enforcement Unit	1,761,900	(86,467)	1,675,433
Water and Sewer Planning Unit	155,300	-	155,300
GIS Program	340,500	-	340,500
Tax Collection Fee	34,411	-	34,411
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	(22,133)	294,667
Total	6,514,411	(933,333)	5,581,078
*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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Director's Office</b>				
Personnel Services	2,841,686	3,557,641	3,836,544	7.8%
Supplies and Materials	101,227	281,700	360,800	28.1%
Other Services and Charges	(130,453)	587,500	914,600	55.7%
Capital Outlay	46,109	124,900	106,650	-14.6%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>2,858,569</b>	<b>4,551,741</b>	<b>5,218,594</b>	<b>14.7%</b>
<b>Development Review</b>				
Personnel Services	4,814,160	5,441,755	5,450,846	0.2%
Supplies and Materials	42,050	308,200	430,700	39.7%
Other Services and Charges	257,126	424,800	446,100	5.0%
Capital Outlay	-	76,000	75,600	-0.5%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>5,113,336</b>	<b>6,250,755</b>	<b>6,403,246</b>	<b>2.4%</b>
<b>Community Planning</b>				
Personnel Services	2,281,274	2,903,714	2,924,740	0.7%
Supplies and Materials	14,274	166,800	220,500	32.2%
Other Services and Charges	364,598	653,300	1,626,500	149.0%
Capital Outlay	-	38,400	38,200	-0.5%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>2,660,146</b>	<b>3,762,214</b>	<b>4,809,940</b>	<b>27.8%</b>
<b>Community Planning - South</b>				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	(70,885)	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>(70,885)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Information Management</b>				
Personnel Services	3,051,447	3,220,695	3,280,034	1.8%
Supplies and Materials	294,858	311,900	317,500	1.8%
Other Services and Charges	758,061	1,334,400	1,599,900	19.9%
Capital Outlay	353,221	447,800	347,100	-22.5%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>4,457,587</b>	<b>5,314,795</b>	<b>5,544,534</b>	<b>4.3%</b>
<b>County-Wide Planning</b>				
Personnel Services	4,303,404	4,932,893	4,704,665	-4.6%
Supplies and Materials	20,766	246,550	341,450	38.5%
Other Services and Charges	1,278,071	1,542,205	1,663,826	7.9%
Capital Outlay	-	58,800	58,500	-0.5%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>5,602,241</b>	<b>6,780,448</b>	<b>6,768,441</b>	<b>-0.2%</b>



# 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Support Services</b>				
Personnel Services	16,798	10,703	14,100	31.7%
Supplies and Materials	10,794	181,400	182,000	0.3%
Other Services and Charges	8,259,646	8,905,559	7,659,585	-14.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	293,918	380,178	385,894	1.5%
<b>Total</b>	<b>8,581,156</b>	<b>9,477,840</b>	<b>8,241,579</b>	<b>-13.0%</b>
<b>Grants</b>				
Personnel Services	119,244	147,500	140,347	-4.8%
Supplies and Materials	-	-	-	-
Other Services and Charges	204,629	-	7,153	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>323,873</b>	<b>147,500</b>	<b>147,500</b>	<b>0.0%</b>
<b>Total Planning Department</b>				
Personnel Services	17,428,013	20,214,901	20,351,276	0.7%
Supplies and Materials	483,969	1,496,550	1,852,950	23.8%
Other Services and Charges	10,920,793	13,447,764	13,917,664	3.5%
Capital Outlay	399,330	745,900	626,050	-16.1%
Other Classifications	-	-	-	-
Chargebacks	293,918	380,178	385,894	1.5%
<b>Total</b>	<b>29,526,023</b>	<b>36,285,293</b>	<b>37,133,834</b>	<b>2.3%</b>



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

## POSITION DETAIL BY DIVISION BY FUND

	FY 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>PLANNING DEPARTMENT</u></b>						
<b><u>DIRECTOR'S OFFICE</u></b>						
Full-Time Career	27.50	27.50	30.50	30.50	30.50	30.50
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>27.50</b>	<b>27.50</b>	<b>30.50</b>	<b>30.50</b>	<b>30.50</b>	<b>30.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Director's Office</b>	<b>27.50</b>	<b>27.50</b>	<b>30.50</b>	<b>30.50</b>	<b>30.50</b>	<b>30.50</b>
<b><u>DEVELOPMENT REVIEW</u></b>						
Full-Time Career	53.00	51.00	53.00	51.00	54.00	54.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>53.00</b>	<b>51.00</b>	<b>53.00</b>	<b>51.00</b>	<b>54.00</b>	<b>54.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Development Review</b>	<b>53.00</b>	<b>51.00</b>	<b>53.00</b>	<b>51.00</b>	<b>54.00</b>	<b>54.00</b>
<b><u>COMMUNITY PLANNING</u></b>						
Full-Time Career	27.00	26.00	26.00	25.00	25.00	25.00
Part-Time Career	1.00	0.75	1.00	0.75	1.00	0.75
<b>Career Total</b>	<b>28.00</b>	<b>26.75</b>	<b>27.00</b>	<b>25.75</b>	<b>26.00</b>	<b>25.75</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Community Planning</b>	<b>28.00</b>	<b>26.75</b>	<b>27.00</b>	<b>25.75</b>	<b>26.00</b>	<b>25.75</b>
<b><u>INFORMATION MANAGEMENT</u></b>						
Full-Time Career	25.00	24.00	25.00	24.00	25.00	25.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>25.00</b>	<b>24.00</b>	<b>25.00</b>	<b>24.00</b>	<b>25.00</b>	<b>25.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Information Management</b>	<b>25.00</b>	<b>24.00</b>	<b>25.00</b>	<b>24.00</b>	<b>25.00</b>	<b>25.00</b>
<b><u>COUNTYWIDE PLANNING</u></b>						
Full-Time Career	41.00	41.00	41.00	41.00	41.00	41.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Countywide Planning</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>
<b><u>TOTAL PLANNING</u></b>						
Full-Time Career	173.50	169.50	175.50	171.50	175.50	175.50
Part-Time Career	1.00	0.75	1.00	0.75	1.00	0.75
<b>Career Total</b>	<b>174.50</b>	<b>170.25</b>	<b>176.50</b>	<b>172.25</b>	<b>176.50</b>	<b>176.25</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Grand Total Planning Department</b>	<b>174.50</b>	<b>170.25</b>	<b>176.50</b>	<b>172.25</b>	<b>176.50</b>	<b>176.25</b>



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# **Department of Parks & Recreation**

**(Park /Recreation /Enterprise /CIP)**

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

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# Prince George's County Parks and Recreation Department

## PARKS, TRAILS AND OPEN SPACE

28,671 - Total Park Acreage

371 Parks

11,541 Acres of Developed Park Land

3 Campgrounds

8 Conservation Areas

25 Park Buildings

234 Playgrounds

4 Regional Parks

26 Stream Valley Parks

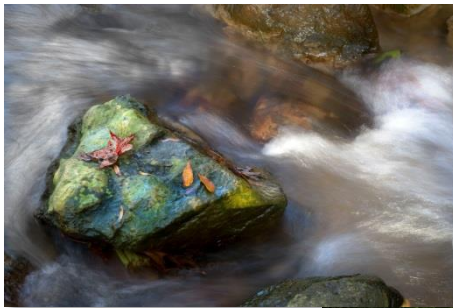
100+ Miles of Trails (53.2 paved mi.)

1 Airport

1 Marina

24 Historical/Archaeological Sites

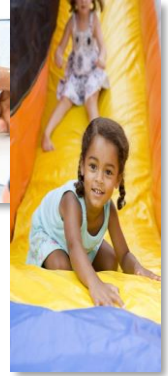
398 Picnic Areas/Shelters/Pavilions



# Prince George's County Parks and Recreation Department

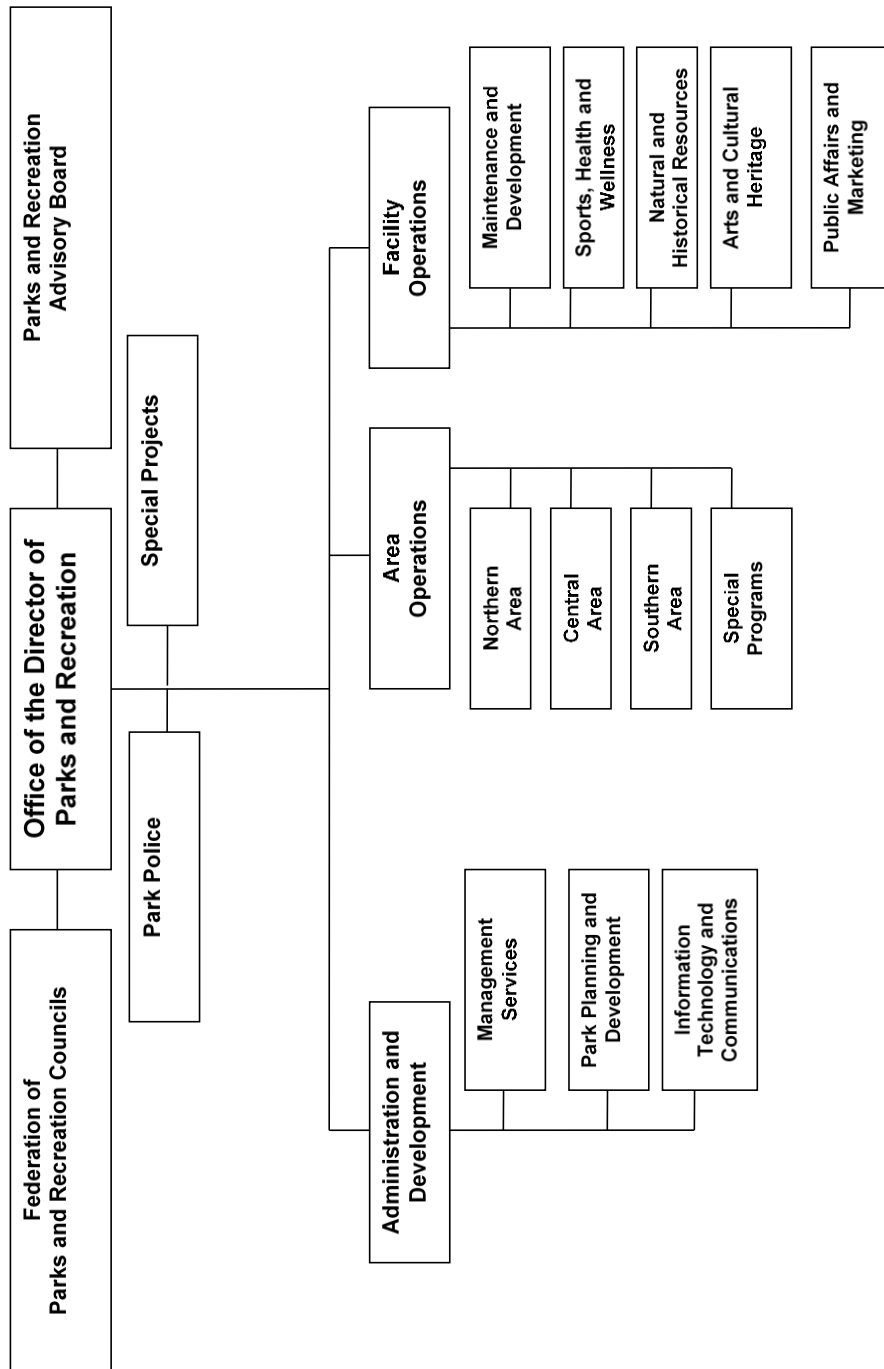
## RECREATION SERVICES

- 11 Aquatic Facilities
- 3 Tennis Bubbles
- 1 Trap & Skeet Center
- 2 Ice-Skating Rinks
- 308 Athletic Fields
- 4 Athletic Complexes
- 5 Skate Parks
- 3 Nature Centers
- 1 Minor League Baseball Stadium
- 1 Boxing Center
- 1 Sports & Learning Complex
- 5 Senior Activity Centers
- 2 Child Care Centers
- 45 Community Centers
- 1 Equestrian Center & Arena
- 24 Historic Sites & Landmarks
- 4 Golf Courses
- 1 Youth Golf Training Center
- 1 Aviation Museum
- 4 Cultural Arts Centers
- 2 Archery Ranges



ORGANIZATIONAL STRUCTURE

**PRINCE GEORGE'S COUNTY  
DEPARTMENT OF PARKS AND RECREATION**



# Prince George's County Parks and Recreation Department

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## 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](http://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 residents, is to provide comprehensive park and recreation programs, facilities, and services that 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



# Prince George's County Parks and Recreation Department

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- FITNESS
- HEALTH & WELLNESS
- 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 FY19, the following strategies were employed to develop the proposed budget:

- **Proposed FY19 CIP:** Staff will bring the proposed FY19 to FY24 CIP Plan to the Planning Board in December. Fiscal pressures also apply to the CIP, and the expansion of the CIP program remains restricted in two ways. First, limited property tax revenue growth means new funds for the CIP have to be sustainably used. Second and more importantly, because the rate of cost growth for existing services is outpacing the rate of revenue growth, the operating budget has very limited fiscal capacity to support the expansion of facilities and services through the CIP. The Department must continue to manage a sustainable CIP. Consequently, staff advises that any projects for new facilities added to the CIP be offset by removing or delaying existing projects.
- **Strategic Planning for Infrastructure Improvement:** Consistent with Formula 2040 goals, the proposed FY19 budget will include pay-as-you-go (PAYGO) transfers from the Park and Recreation Funds to the CIP to fund infrastructure needs. With more than one-half billion in infrastructure assets, the Department needs to prioritize and continuously invest in the maintenance of the assets necessary to operate the parks and recreation system. For FY19, emphasis is being placed on aquatic and historic property infrastructure.
- **Appropriate Allocation of Overhead Expenses between Funds:** The Department has historically utilized the Park Fund to pay for the overhead and CIP expenses related to all operations. In the past, the Park Fund had been financially more stable, as it had a higher tax rate than the Recreation Fund. However, because of the tax rate increase in FY16 and the Department's ongoing cost recovery efforts, the Recreation Fund has become more financially stable. Consequently, the Recreation Fund has increased capacity to pay for expenses necessary for the delivery of recreation programs. Beginning in FY19, the Department recommends initiating a multi-year approach to shift appropriate overhead and CIP expenses from the Park Fund to the Recreation Fund. The taxing district for the Recreation Fund encompasses the entire County (whereas the Park Fund does not). Using



## Prince George's County Parks and Recreation Department

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the recreation tax to pay for the overhead and CIP expenses directly related to recreation programming is in the interest of equitable tax treatment.

- **Master Planning for the Future:** As part of meeting the long-term objectives of Formula 2040, the Department is undertaking Master Plans for Watkins Regional Park, Cosca Regional Park, Trails Development, and Patuxent River Park. These plans will help further guide the Department in the development and innovation of service delivery at these locations with an emphasis on opportunities for connectivity, social equity, economic development, and health and wellness. The Department has recently adopted the Land Preservation Parks and Recreation Plan (LPPRP). The LPPRP establishes level of service standards and promotes the ongoing effort to create a strategic framework around land-use planning.
- **Innovation and Technology:** In FY19, the Department will focus on innovation and technology-based initiatives. Innovation allows the Department to introduce new processes, ideas, products and services that enhance and enrich the Department of Parks and Recreation and our communities. An Innovation Lab is being created to encourage open collaboration among employees for the purpose of developing, elaborating and prototyping solutions to current and future issues the Department faces. Additionally, an increased focus on STEAM (Science, Technology, Engineering, Arts and Math) is a priority for FY19. Intentional exposure to STEAM initiatives will allow users to create, learn and explore the world around them.
- **Health and Wellness:** In FY19, the Health and Wellness unit will continue to push towards the goal of 75% of the Department's programs having a health and wellness component. Additionally, the Health and Wellness unit will utilize a variety of media outlets, including print publications, videos, and mobile applications, to publicize the health and wellness benefits of our programs.
- **Analyzing Staffing Needs for the Present and the Future:** The Department continues to be faced with a "retirement bubble" and normal turnover during a strong labor market. Identifying critical to fill positions and key pending retirements must be done to ensure service continuity. The Department will only add positions that are essential in nature (Public Safety) or related to OBI needs. All other personnel needs will be met by filling and/or repurposing existing vacancies. Additionally, an increased focus on professional development and training will be highlighted in this proposed budget.
- **Continuing Development of Business Analytics:** The Department of Parks and Recreation is currently implementing Parks Direct as the replacement to its existing registration software solution, The Active Network's CLASS (SmartLink). Replacement of the existing CLASS (SmartLink) system was necessary, as the software was at "end-of-life" and thus no longer supported by the contractor. Parks Direct allows the Department to retain its technical, functional, and administrative system capabilities to include real-time data access, custom reporting capabilities along with necessary features related to registration, memberships, point of sale, and rental reservations. Parks Direct affords the Department new functionality including an electronic store (e-store), ticketing, and subsidy management delivered through a cloud solution that reduces indirect costs.





## Prince George's County Parks and Recreation Department

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- **Non-Personnel and Capital Outlay Analysis:** The Department is thoroughly scrutinizing our non-personnel needs along with removing any one-time funding that was included in FY18. In addition, we will use some FY18 year-end surplus funds to procure certain one-time Divisional requests that could not be accommodated in our FY19 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 reviewing cost-recovery models, analyzing the cost/benefits of all programs, their value to the public and making necessary adjustments to revenues, expenditures, and offerings.
- **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 decreasing in FY19 and beyond. In FY19, the Department intends to again push for a reduction in project charges. The target reduction amount for FY19 is \$925,789 (\$167,005 in Park Fund and \$758,784 in the Recreation Fund).



# 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 2019

	FY18 Adopted			FY19 Proposed			
	Park Fund FY18 Adopted	Rec Fund FY18 Adopted	Dept.Total FY18 Adopted	Park Fund FY19 Proposed	Rec Fund FY19 Proposed	Dept.Total FY19 Proposed	% Change
	Office of the Director	\$ 1,776,338	\$ -	\$ 1,776,338	\$ 1,782,430	\$ -	\$ 1,782,430
Park Police	20,750,983	-	20,750,983	19,913,358	-	19,913,358	-4.0%
Management Services	6,364,629	-	6,364,629	6,803,356	-	6,803,356	6.9%
Public Affairs and Marketing	2,508,190	902,861	3,411,051	2,420,175	985,039	3,405,214	-0.2%
Administration and Development	346,642	-	346,642	350,075	-	350,075	1.0%
Information Tech & Communicatic	5,556,438	-	5,556,438	5,477,503	-	5,477,503	-1.4%
Park Planning and Development	6,855,719	-	6,855,719	6,952,605	-	6,952,605	1.4%
Support Services	15,455,700	9,700,307	25,156,007	14,203,987	9,347,815	23,551,802	-6.4%
Facility Oper.-Deputy Director	650,023	-	650,023	654,373	137,678	792,051	21.8%
Maintenance and Development	28,248,685	-	28,248,685	27,418,935	851,351	28,270,286	0.1%
Natural and Historic Resources	6,361,996	1,130,183	7,492,179	7,631,902	1,212,566	8,844,468	18.0%
Arts and Cultural Heritage	1,853,403	4,206,812	6,060,215	1,824,074	4,542,277	6,366,351	5.1%
Area Oper.-Deputy Director	338,761	80,274	419,035	368,103	82,178	450,281	7.5%
Northern Area Operations	6,972,991	7,020,907	13,993,898	7,178,397	7,074,327	14,252,724	1.8%
Central Area Operations	6,272,626	7,308,034	13,580,660	6,372,842	7,244,604	13,617,446	0.3%
Southern Area Operations	6,494,722	10,274,052	16,768,774	6,823,922	11,949,229	18,773,151	12.0%
Sports, Health, and Wellness	-	12,485,735	12,485,735	-	14,102,004	14,102,004	12.9%
Special Programs	-	9,310,918	9,310,918	-	9,787,365	9,787,365	5.1%
Non-Departmental	6,161,733	6,655,379	12,817,112	8,863,743	7,211,411	16,075,154	25.4%
Transfers Out	22,653,742	8,748,421	31,402,163	32,418,538	16,584,855	49,003,393	56.1%
Budgetary Reserve	6,148,500	3,891,200	10,039,700	6,252,000	4,155,600	10,407,600	3.7%
<b>Fund Total</b>	<b>151,771,821</b>	<b>\$ 81,715,083</b>	<b>\$ 233,486,904</b>	<b>163,710,318</b>	<b>\$ 95,268,299</b>	<b>\$ 258,978,617</b>	<b>10.9%</b>



# Prince George's County Parks and Recreation Department

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## HIGHLIGHTS AND MAJOR CHANGES IN FY19 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 FY19 work program changes are listed by program.

- The FY19 Proposed Budget for the Prince George's County Department of Parks and Recreation has been developed with the continuation of "right-sizing" to ensure adequate resources are planned to maintain infrastructure and deliver services. It is the Department's goal to ensure sufficient resources are planned to achieve two primary service goals: 1) maintain existing facility infrastructure needs; and 2) plan for the levels of staffing needed to support, deliver and maintain the gold-medal winning services that the Prince George's Department of Parks and Recreation has been nationally recognized for an unprecedented six times.
- The total operating expenditures within both the Park and Recreation Funds are proposed to increase by \$7,359,017 or 3.7% from \$200,793,462 in FY18 to \$208,152,479 in FY19. This increase does not include the Park Fund's transfer to the CIP (PAYGO), Debt Service or Expenditure Reserves.
- The Debt Service costs are projected to increase by \$2,699,796, or 24.4% from \$11,053,742 in FY18 to \$13,753,538 in FY19.
- PAYGO is projected to increase by \$15,065,000 or 129.9% from \$11,600,000 in FY18 to \$26,665,000 in FY19.
- Therefore, the total combined expenditure budget is increasing by \$25,123,813 or 11.2%, from \$223,447,204 in FY18 to \$248,571,017 in FY19.

### Park Fund

The FY19 Park Fund expenditure budget (excluding reserves) is proposed to increase by \$11,834,997 or 8.1%, from \$145,623,321 to \$157,458,318. The Proposed FY19 operating budget major changes include:

- 7,065,000 for PAYGO (strategic focus on repairing and maintaining existing historic property and aquatics infrastructure)
- 2,699,796 Debt Service increase
- (167,005) for legislative project charges;
- (304,800) for salary lapse;
- 1,749,035 for compensation markers;
- 1,528,914 for other post-employment benefits (OPEB);
- 138,368 for CAS chargebacks;
- (1,036,000) to remove start-up costs for CIP projects scheduled for completion in FY18;
- (695,000) removal of one time FY18 expenditures
- 1,189,260 for new positions (Public Safety/OBI/Support for Initiatives)
- (1,420,761) reallocation of expenses to Recreation Fund from Park Fund



## Prince George's County Parks and Recreation Department

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- 367,659 due to transfer of Bladensburg Waterfront Park from Enterprise Fund into Park Fund
- 720,531 of operating budget changes

The Park Fund's Operating Expenditure Reserve is proposed to increase by \$103,500 from \$6,148,500 to \$6,252,000, based on 5% of the operating expenditure budget less Debt Service.

The Park Fund's program revenues are proposed to decrease by -\$91,000, or -2.5%, from \$3,432,100 in FY18 to \$3,591,100 in FY19. 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 Lights.

### Recreation Fund

The FY19 Recreation Fund expenditure budget (excluding reserves) is proposed to increase by \$13,288,816 or 17.1% from \$77,823,883 to \$91,112,699. Major changes include:

- 8,000,000 for PAYGO (strategic focus on repairing and maintaining existing historic property and aquatics infrastructure)
- (758,784) for legislative project charges;
- (200,000) for salary lapse;
- 935,873 for compensation increases;
- 634,529 for other post-employment benefits (OPEB);
- (15,162) for CAS chargebacks;
- (286,500) removal of start-up costs for CIP projects scheduled for completion in FY18;
- 1,420,761 reallocation of expenses from Park Fund to Recreation Fund
- 750,600 Aquatics personnel increase marker
- (163,566) subsidy transfer to Enterprise Fund
- 308,800 one-time capital outlay increase for Southern Area Aquatic and Recreation Complex
- 530,821 for new positions (OBI/Support for Initiatives)
- 1,030,875 seasonal increase (support for existing and new programming initiatives)
- 1,100,569 of operating budget changes

The Recreation Fund's Operating Expenditure Reserve is proposed to increase by \$264,400 from \$3,891,200 in FY18 to \$4,155,600 in FY19.

The Recreation Fund's program revenues are proposed to increase by \$653,900 from \$9,539,275 in FY18 to \$10,193,175 in FY19. 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, childcare, and trips and excursions.



# Prince George's County Parks and Recreation Department

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## Workyear Changes (All Funds)

The proposed FY19 total workyears for the Park, Recreation and Enterprise Funds is 2,101.25, which represents a net increase of 35.17 over the FY18 level of 2,066.08. The workyears are distributed as follows:

### Workyear Changes – Park Fund

- Added 8 career full-time positions for Public Safety (5 Park Police, 3 Park Rangers)
- Added 7 career full-time positions to meet past capital projects OBI needs (Fairwood Park, Woodmore Towne Center Park, Westphalia Neighborhood Park, Park Police Headquarters and land acquisition)
- Added 2 career full-time positions to improve project monitoring and reporting (PPD)
- Removed 1 career full-time position where funding had been deleted in FY18
- Received 1 career full-time position from Enterprise Fund (Bladensburg Waterfront Park transfer)
- Moved 3 career full-time positions from Park Fund to Recreation Fund (2 from M&D and 1 from PAMD)

### Workyear Changes – Recreation Fund

- Added 4 career full-time positions for OBI (New Hampton Community Center and Southern Regional Technology and Recreation Complex Aquatic Facility)
- Added 2 career full-time positions for support of Unit 3 initiative (SAO)
- Moved 3 career full-time positions into Recreation Fund from Park Fund (2 from M&D and 1 from PAMD)

### Workyear Changes –Enterprise Fund

- Moved 1 career full-time position from Enterprise Fund to Park Fund (Bladensburg Waterfront Park transfer)
- Moved seasonal dollars from Enterprise to Park Fund (Bladensburg Waterfront Park transfer)



# Prince George's County Parks and Recreation Department

## FY19 Proposed Budget Summary of Parks and Recreation Department Positions by Fund and Position Type

Fund	<u>FY18 Adopted</u>		<u>FY19 Proposed</u>	
	Positions	Workyears	Positions	Workyears
<i>Summary of Full-time Career Positions and Workyears</i>				
Park	761.00	762.00	777.00	777.00
Recreation	269.00	268.00	278.00	278.00
Enterprise	<u>67.00</u>	<u>67.00</u>	<u>66.00</u>	<u>66.00</u>
<b>Total</b>	<b>1,097.00</b>	<b>1,097.00</b>	<b>1,121.00</b>	<b>1,121.00</b>
<i>Summary of Part-time Career Positions and Workyears</i>				
Park	8.00	10.30	6.00	5.41
Recreation	16.00	15.80	16.00	17.64
Enterprise	<u>1.00</u>	<u>0.50</u>	<u>1.00</u>	<u>0.50</u>
<b>Total</b>	<b>25.00</b>	<b>26.60</b>	<b>23.00</b>	<b>23.55</b>
<i>Non-Career Workyears (Seasonal and Intermittent Positions)</i>				
Park		175.15		172.02
Recreation		631.83		652.18
Enterprise		<u>135.50</u>		<u>132.50</u>
<b>Total</b>		<b>942.48</b>		<b>956.7</b>

## WORK PROGRAM PRIORITIES

### FY19 Budget Priorities

Understanding the restraints from slow revenue growth, the Department seeks to maintain high quality programs and services. We remain committed to minimizing the impact on the residents of Prince George's County. In developing our FY19 Department 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 FY19 goals:

### ADEQUATE FACILITIES AND SAFETY - GOALS:

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



# Prince George's County Parks and Recreation Department

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## **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.

## **MAINTAINING A FISCALLY SUSTAINABLE ORGANIZATION - GOALS:**

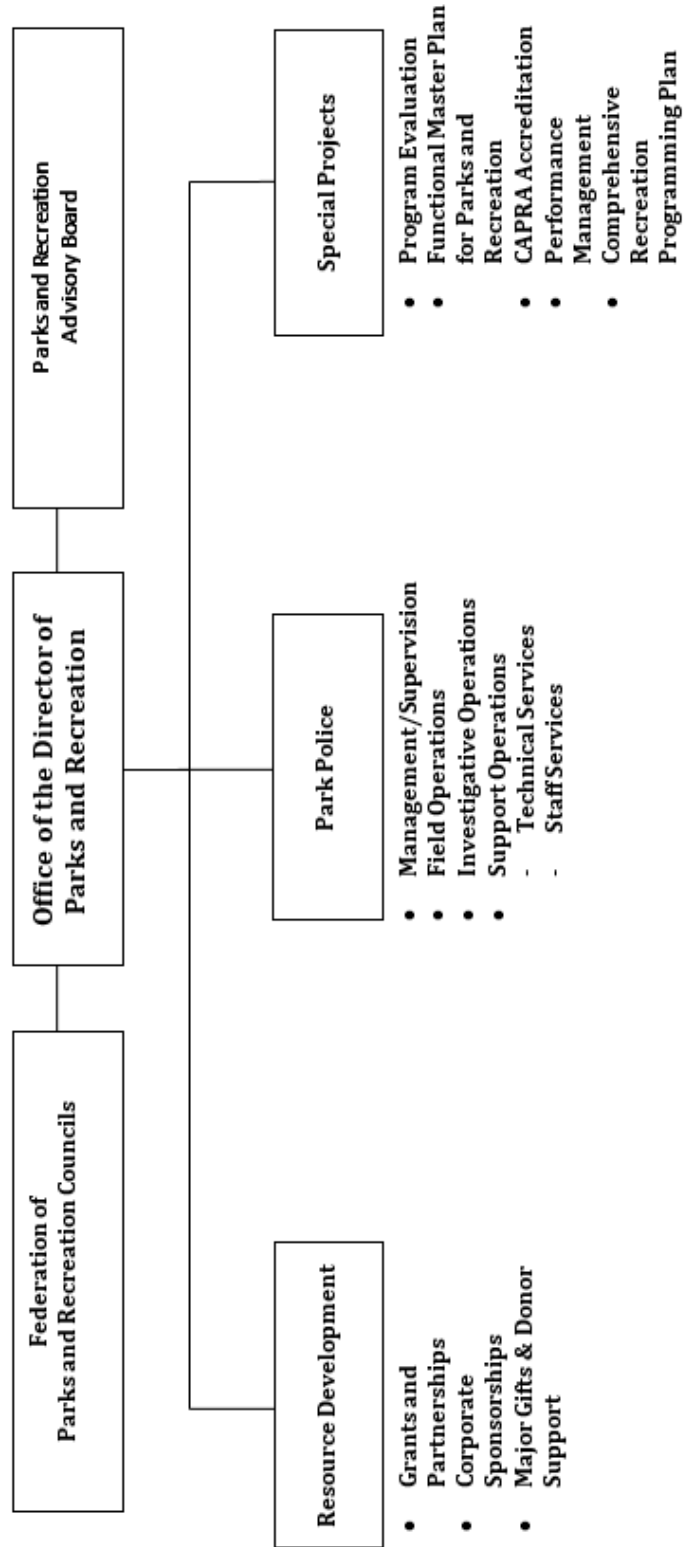
1. Diversify and enhance non-property tax revenues.
2. Use marketing and communications more aggressively to reach a larger audience and cultivate a loyal following.
3. Maintain a sustainable CIP program by continuing to offset new project requests by removing and/or delaying existing projects.



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

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## 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 supervises three Deputy Directors: Area Operations, Facility Operations, and Administration and Development. The Director manages the Special Projects unit and has final oversight of human resources decisions for the Department. The Office also directly oversees the Park Police and The Parks and Recreation Foundation.

The Special Projects Unit manages several initiatives, most notably the coordination of the Commission's accreditation by the Commission for Accreditation of Park and Recreation Agencies (CAPRA). Additionally, this unit monitors 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. The Special Projects unit reports departmental data through the national PRORAGIS 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.

Resource Development supports the goal of generating additional resources for the Department of Parks and Recreation. The unit has 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
- Work with the 501(c)(3) (Parks and Recreation Foundation) as appropriate
- Ultimately diversify the Department of Parks and Recreation's revenue source so that it is not as reliant on property tax dollars, thus further enhancing the quantity, quality, and value of parks and recreation services for all Prince George's County residents

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b>FY18 <u>Adopted</u></b>	<b>FY19 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$1,776,338	\$1,782,430	0.3%
<b>Staffing</b>			
<i>Park Fund</i>			
Funded Career Positions	9.00	8.00	-11.1%
Funded Workyears	14.00	8.00	-42.9%



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

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**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Removed one (1) career full-time position where funding had been removed in FY18



# Prince George's County

## Parks and Recreation Department – Park Police

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### 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 through the use community policing strategies and partnerships.

### 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 police services and security to the M-NCPPC, and for the patrons who use the more than 27,000 acres of parkland. This consists of administrative buildings, historic buildings and 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 and video camera technology 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. Five 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



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

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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.

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 Lieutenant 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 Lieutenant distributes all pertinent Homeland Security information and is the divisions' liaison with the Maryland Coordination and Analysis Center Joint Terrorism Task Force.

### **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

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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 three units: Investigative Services, Crime Analysis and the Rapid Deployment Team.

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.

The Rapid Deployment Team 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. The unit currently consists of one (1) sergeant, and three (3) officers.

### **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.



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

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Internal Affairs responds to allegations of serious and/or criminal misconduct against the M-NCPPC Police and its employees and conducts semi-annual audits and inspections of the Park Police Division. Internal Affairs also manages recruitment efforts through national, regional and local venues, and assists Human Resources with testing and conducting background investigations.

Community Services unit (CSU) is staffed to handle all of the Park Police youth programs such as Cops Camp; Drug Awareness Resistance Education (D.A.R.E.); Rape Aggression Defense; Fatal Vision (alcohol awareness); Safe and Drug Free Community Basketball Games; Trading Places; NFL Punt, Pass and Kick; Turkey Bowl; Xtreme Teens and Safe Summer programs. The CSU is responsible for community outreach programs. Staff of the CSU meet with communities, listen to their concerns, relay that information to the M-NCPPC and utilize M-NCPPC and local resources to address their issues, fears and/or concerns. The CSU provides oversight for the Park Police Volunteer Academy and helps coordinate its volunteers to assist in M-NCPPC programs such as free fingerprint services, child ID programs, park patrols, Hispanic Festival, County Fair, Community Days, and safety education and awareness programs. The CSU also provides security analysis/assessments and security recommendations for facilities that use live music bands.

### ACCOMPLISHMENTS

#### FY18 Budget Priority Updates

- The division continued to work toward fully staffing the officers complement to reduce crime response time, increase security at events, and provide better coverage to the rapidly growing Southern region of the County.
  - Five new police officer positions have been requested in the FY19 budget
  - Orientations were held to hire police officer candidates and lateral officers
  - More testing and orientations 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.
  - Continuing to install 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
- 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
  - Continuing this effort throughout the FY18 fiscal year



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b>FY18 <u>Adopted</u></b>	<b>FY19 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$20,750,983	\$19,913,358	-4.0%
<b>Staffing</b>			
<i>Park Fund</i>			
Funded Career Positions	156.00	161.00	3.2%
Funded Workyears	156.50	161.00	2.9%

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Added five (5) career full-time officer positions for continued public safety
- Increased seasonal/intermittent funding for the new Park Police Headquarters
- Removed one-time funding associated with the new Mobile Command Post, Park Police Technology Improvements, Lidar Units and Automated Defibrillators



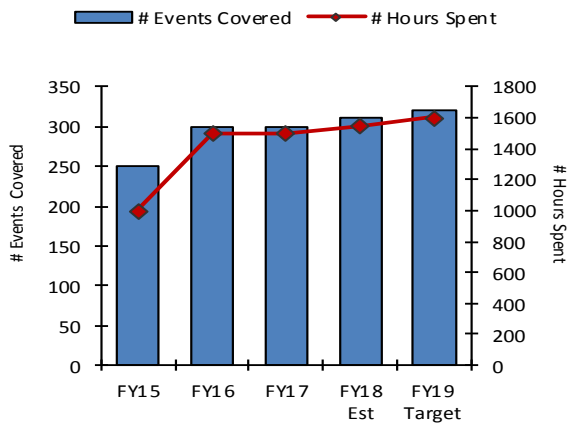
# Prince George's County Parks and Recreation Department – Park Police

## GOALS AND PERFORMANCE MEASURES Park Police Performance Measures

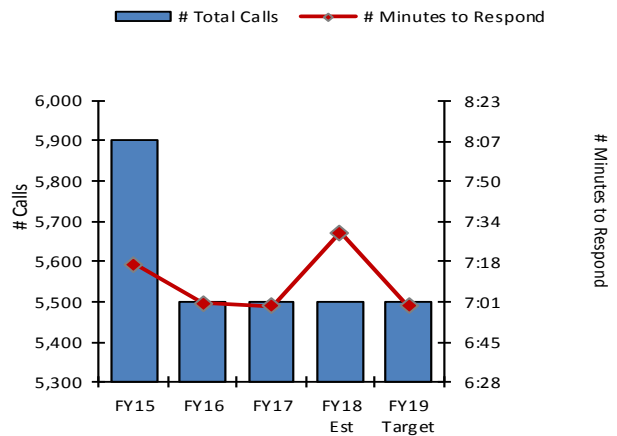
**Outcome Objective:** The Park Police intends to provide professional park police services in partnership with the community and other divisions of the Commission in order to protect life, property and to identify and apprehend violators to provide a safe and secure environment.

**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.

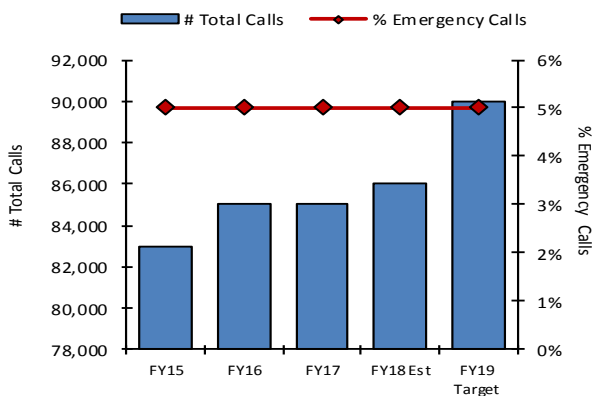
**Special Event Coverage**



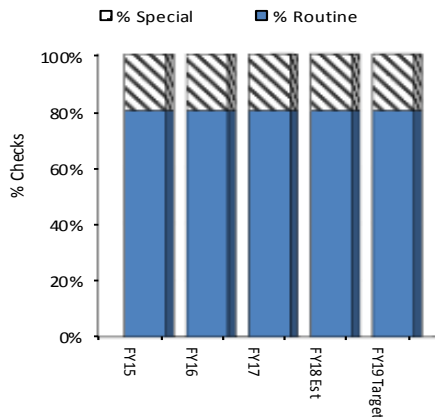
**Emergency Calls for Service**



**Total Calls for Service**



**Park Checks**



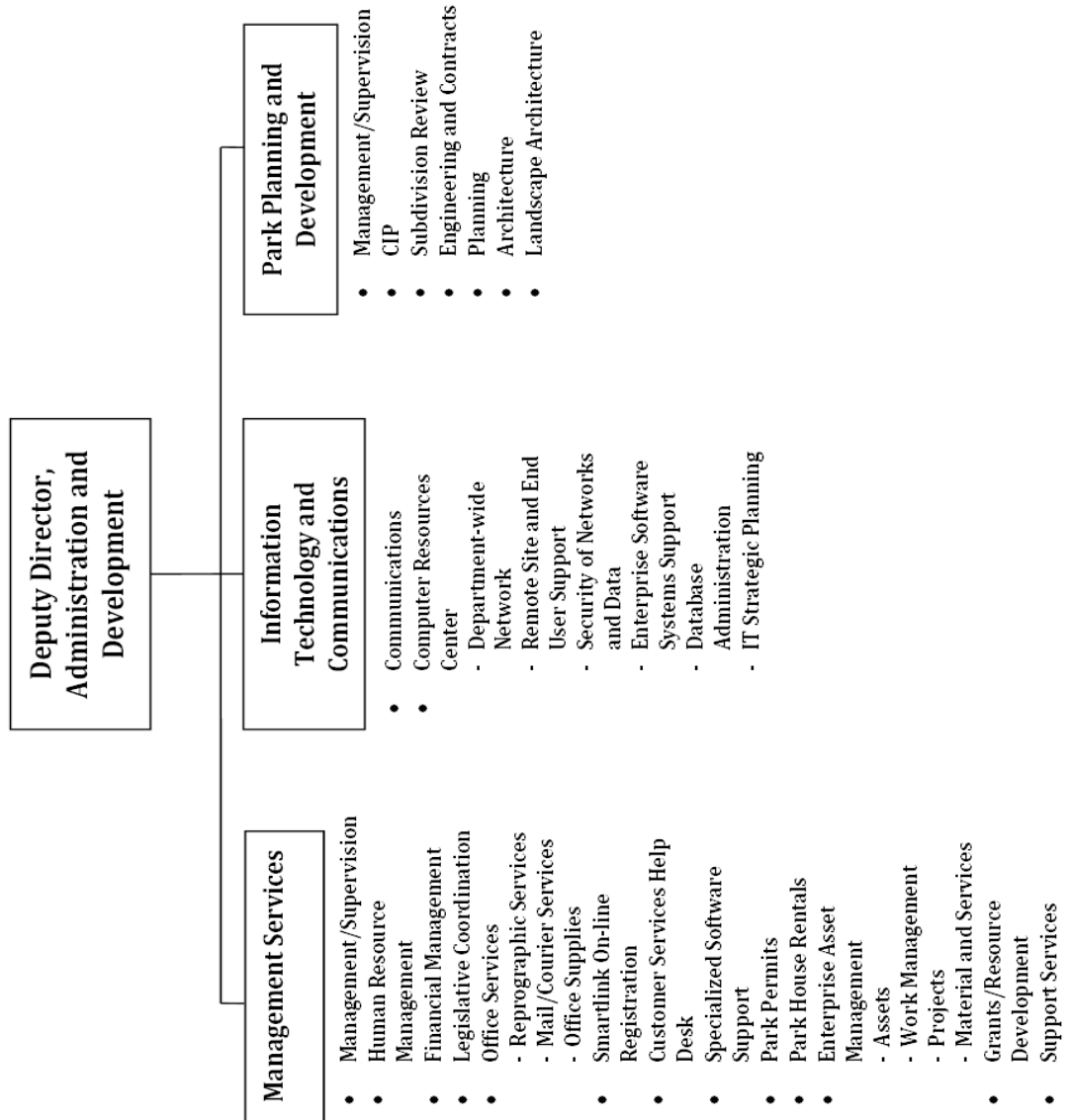
Routine checks are documented regular visits. Departmental rate is approx. 70,000 visits per month to a neighborhood or community park. Special Area Checks are approx. 16,500 per month. Ratio of Special to routine is stable.





ORGANIZATIONAL STRUCTURE

**ADMINISTRATION and DEVELOPMENT**



# Prince George's County Parks and Recreation Department – Administration and Development

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## OVERVIEW

The Administration and Development Deputy Director is responsible for the coordination, management, supervision of three major support divisions: Management 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

	<b>FY18 <u>Adopted</u></b>	<b>FY19 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$346,642	\$350,075	1.0%
<b>Staffing</b>			
<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 FY19 PROPOSED BUDGET

- None



# Prince George's County

## Parks and Recreation Department – Management Services

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### OVERVIEW

The Management Services Division provides professional, high quality administrative, management, and customer service support to the Divisions within the Department, the Commission's Central Administrative Services, and the residents of Prince George's County. The Management Services Division resides within the Administration and Development Operations. The Division oversees the following distinct Department-wide administrative, support and special project functions:

- Management Unit
- Human Resources
- Park Permits
- Office Services
- Financial Management and Budget
- Customer Service Help Desk
- Grants Management and Resource Development
- Park Property Management
- Enterprise Asset Management (EAM)

In addition, the Division also manages the Department-wide Support Services functions including office space leases, legislatively mandated memorandums of understanding and contractual agreements, professional services, vehicle replacements, communications and utilities, risk management charges, chargebacks for services and refuse collection.

### MISSION

The Division's primary function is to enhance the Department's investment in information management and resources through collaboration, governance and policy standards, strategic planning and service delivery by establishing business procedures and processes through effective resource management, training, analysis, support, and customer service.

### PROGRAMS AND SERVICES PROVIDED

#### Management Services –Management Unit

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

#### Human Resources

The Human Resources Management Unit is responsible for providing Human Resources (HR) services and support to all the stakeholders of the Prince George's County-Department of Parks and Recreation. The Unit provides strategic 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 and Workplace Culture programs. The unit serves as a central resource for management and staff, providing programs and initiatives that align with department's mission and vision and help drive organizational effectiveness.

#### Park Permits

The Park Permits office provides administrative and permitting services for unstaffed recreation facilities. The unit uses the Department's software program that coordinates all reservations and



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

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rentals. The office is also responsible for issuing permits for public shelters, garden plots, the bandwagon, and Adelphi Mill.

### **Office Services**

The Office Services unit is responsible for managing the Department-wide reproduction machines, operates our in-house printing and copying operations, and is responsible for 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 refuses 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 and responsible in their fiscal management duties. The unit also 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. The public interface at the Help Desk call center handles 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. Internal support also includes assisting Commission staff with internal procedures related to various software packages, 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.

### **Park Property Management**

The Property Management section provides administration, management, inspection and maintenance services for the Department's many house rental properties.

### **Enterprise Asset Administration**

The Enterprise Asset Management (EAM) unit administers a Commission-wide software system for



## Prince George's County Parks and Recreation Department – Management Services

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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

#### FY18 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 of Parks and Recreation has launched Parks Direct as the replacement to its existing registration software solution SmartLink. Replacement of the existing SmartLink system was needed, as the software was at its “end-of-life”. Parks Direct allows the Department to preserve its technical, functional, and administrative system capabilities along with necessary features and enhancements related to registration, memberships, point of sale, and rental reservations. Formal launch of Parks Direct has been completed as of November 2017, with ongoing technical support and training.
- 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 FY18 budget adoption process and the Department's Formula 2040 plan, efforts are underway for implementing a cost recovery method as well as fees and charges policies
    - A Cost Recovery Steering Committee was convened in February 2017 with the goal of focusing on three core deliverables; 1) cost recovery methodology; 2) fees and charges policies and guidelines; and 3) cost recovery tool
    - Internal baseline surveys and external research of cost recovery strategies among similar Parks and Recreation agencies have been completed
    - Monthly newsletter communicating cost recovery updates established in June 2017



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b>FY18 <u>Adopted</u></b>	<b>FY19 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$6,364,629	\$6,803,356	6.9%
<b>Staffing</b>			
<i>Park Fund</i>			
Funded Career Positions	44.00	45.00	2.3%
Funded Workyears	62.50	75.10	20.2%

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Decrease in revenue for Park Property Management due to vacating/demolishing certain park house properties
- Gained one (1) career full-time position in transfer from Park Planning and Development

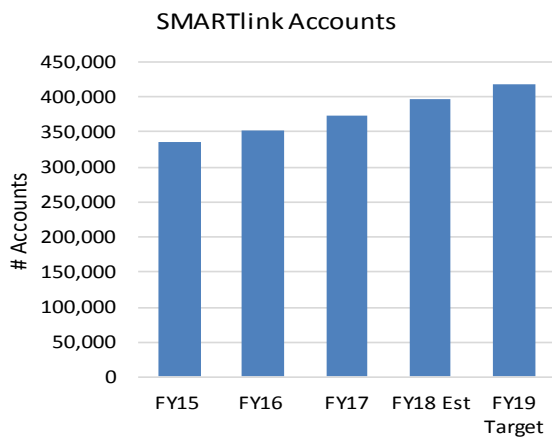


# Prince George's County Parks and Recreation Department – Management Services

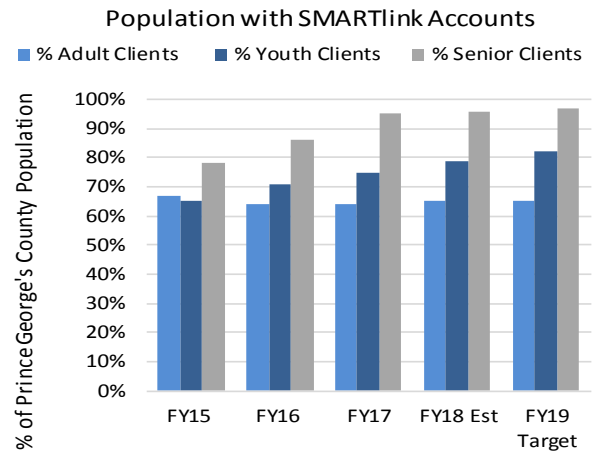
## GOALS AND PERFORMANCE MEASURES Management Services Division Performance Measures

**Outcome Objective:** The Management 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 human resources and training; financial and budget management; park permits and property management; enterprise asset management (EAM); long-range facility and services planning; customer service and help desk services; and general office services support.

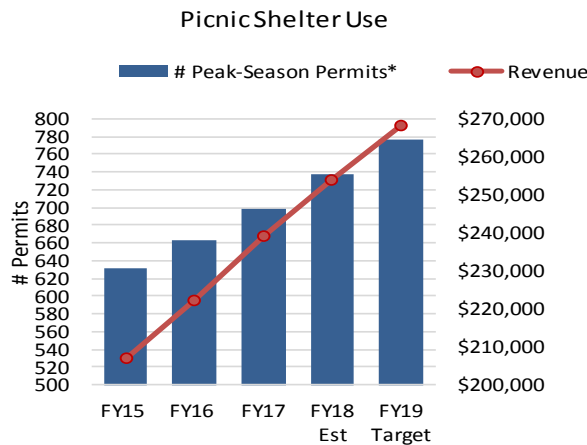
**Impact Objective:** Provide the Department Divisions, the Commission's Central Administrative Services, and the citizens of Prince George's County with accurate, timely information and assistance by implementing and interpreting Commission and Departmental policies and systems.



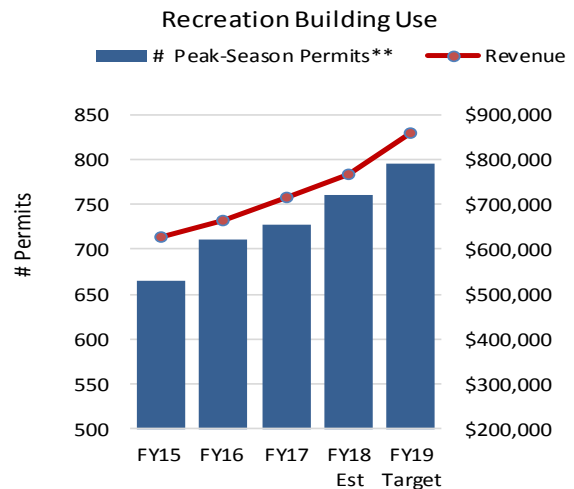
Active Accounts = Active (not frozen) status



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)



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



\*Peak Season = all days during June, July, and August



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

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## 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 Information Technology and Communications Division (ITC) is committed to providing professional, innovative, reliable and secure technology services to staff and citizens in support of a comprehensive parks and recreation program.

## PROGRAMS AND SERVICES PROVIDED

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 maintains and provides support for various applications such as Microsoft Office; Windows, Macintosh and Linux based operating systems; mobile devices; various databases, and other specific business 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 countywide 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 yearly strategic automation plans as well as management of hardware, software, and equipment refresh cycles.

**The Desktop, Server and Application Support** function tracks Hardware, Software, Peripheral, Communication Equipment and other expenses associated with the support provided to the eight (8) functional areas. This group is specifically responsible for administration of Linux, Oracle, Citrix, and Active Directory environments; hardware, software and peripheral installation, maintenance and repair; patch management; data backup, disaster recovery and Continuation of Operations (COOP); Storage Area Networks (SAN) management, desktop security and management; end user training; as well as customer support request resolution.

**The Messaging, Voice and Data Services** operation records installation, management and repair





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

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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, forensic analysis, incident response and all other perimeter and internal security guidelines.

### **ACCOMPLISHMENTS**

#### **FY18 Budget Priority Updates**

- Evaluating usage and productivity of all software/hardware applications, define future technology solutions plan for integration of all information systems.
- Continuing to develop and implement industry best practices for security, including multifactor authentication on valuable assets, fortified network access and compliance with Payment Card Industry standards.
- Continuing a five-phased plan to implement Voice Over Internet Protocol (VOIP) technology. This transition will provide more scalable and robust network infrastructure.
- Introduction of several new technologies and platforms to the Department's compliment that provide enhanced data availability and enables collaboration.
- Continuing an organization wide effort to restructure the Active Directory infrastructure.
- 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



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b>FY18 <u>Adopted</u></b>	<b>FY19 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$5,556,438	\$5,477,503	-1.4%
<b>Staffing</b>			
<i>Park Fund</i>			
Funded Career Positions	30.00	30.00	0.0%
Funded Workyears	33.90	33.90	0.0%

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Retained funding to facilitate move to new facility (Park Police Headquarters).
- Retained funding to support operations at the Southern Area Aquatic and Recreation Complex (SAARC).
- Retained funding to support operations at the Southern Regional Technology and Recreation Complex.



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

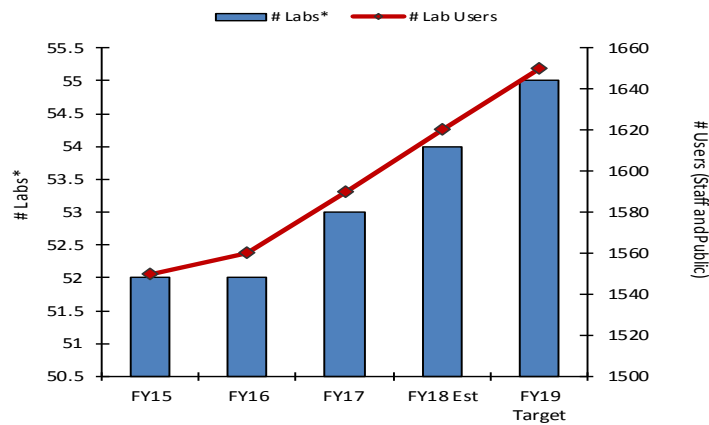
## GOALS AND PERFORMANCE MEASURES

### 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.

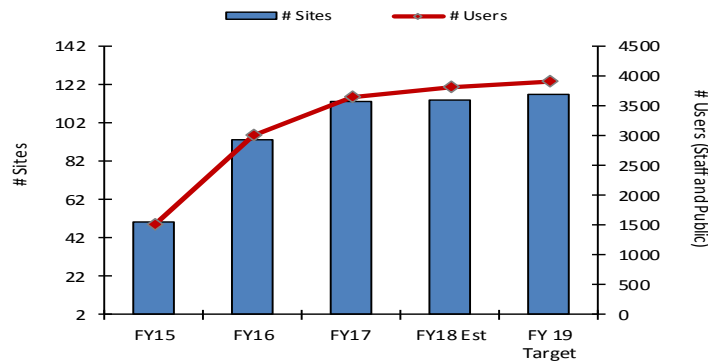
**Impact Objective:** The goal of the Information Technology and Communications Division (ITC) is to provide secure, reliable, and accurate information and communication systems while maximizing return on investment in alignment with Parks and Recreation's objectives by delivering first class customer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

**Mobile & Stationary Computer Labs**



\* Labs have an average of 15 stations

**Wireless Access**



Note: Wireless access was instituted as part of our corporate historic facility marketing package and customer requests. The objective is to configure setup and deploy billable wireless internet access for customers at ten facilities.



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

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## 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

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### Landscape Architecture

This section designs and manages landscape architectural contractors for a variety of park projects including playgrounds. The Landscape Architecture 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 develops design plans, specifications for park buildings and structures, and manages architectural design and general contractors that are hired by the department (typically for larger community center development projects). The Architecture 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

### FY18 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.
  - Resized the CIP to balance with the Commission's financial capacity
- 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).
- Master Plans initiated for Countywide Trails, Watkins Regional Park, and Cosca Regional Park
  - Master plan process is ongoing



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b>FY18 <u>Adopted</u></b>	<b>FY19 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$6,855,719	\$6,952,605	1.4%
<b>Staffing</b>			
<i>Park Fund</i>			
Funded Career Positions	54.00	55.00	1.9%
Funded Workyears	60.60	57.15	-5.7%

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Lost one (1) career full-time position in transfer to Management Services
- Added two (2) career full-time positions to support project reporting and monitoring
- Increased Other Services and Charges budget to support professional development training



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

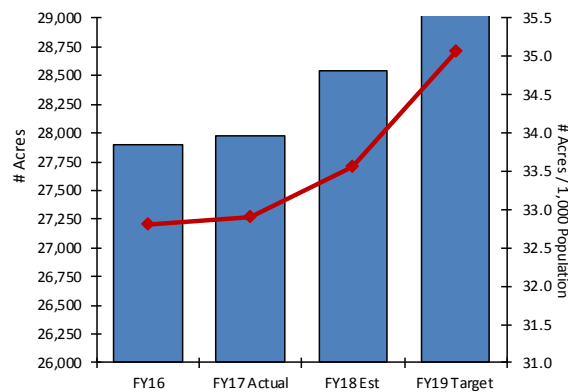
## GOALS AND PERFORMANCE MEASURES

### 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.

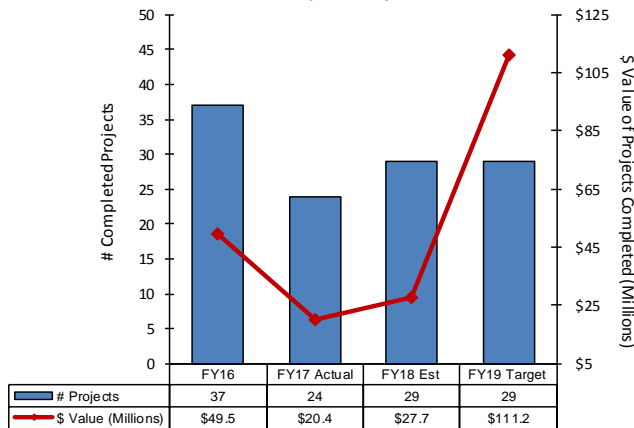
**Impact Objective:** Ensure that acquisition and development projects are fully funded and proper procedures are followed through planning, design and construction. The Division acquires parkland and builds quality park facilities in order to meet the park and recreation needs of the residents of Prince George's County. Note: All graphs below are from data as of early November 2017.

Park Acres



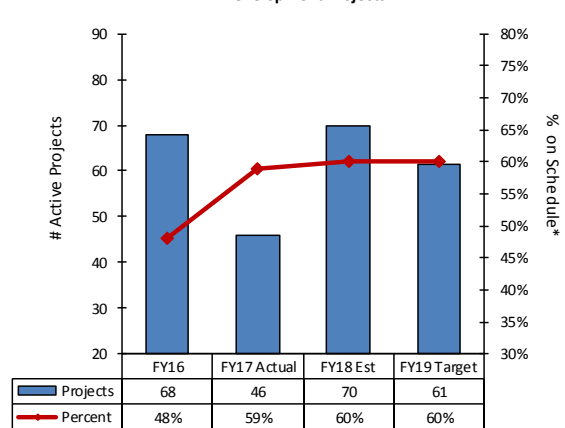
\*Department standard = 35 acres per 1,000 population based on 2010 US Census data

Capital Improvement Program  
Completed Projects



\*The cost of projects PPD will complete in FY19 includes the \$43 million Southern Area Aquatic and Recreation Center, 2 other regional facilities, and a maintenance yard relocation due to the Purple Line.

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

	<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$15,455,700	\$14,203,987	-8.1%
<i>Recreation Fund</i>			
Expenditures	<u>\$9,700,307</u>	<u>\$9,347,815</u>	<u>-3.6%</u>
<b>TOTAL EXPENDITURES</b>	\$25,156,007	\$23,551,802	-6.4%

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

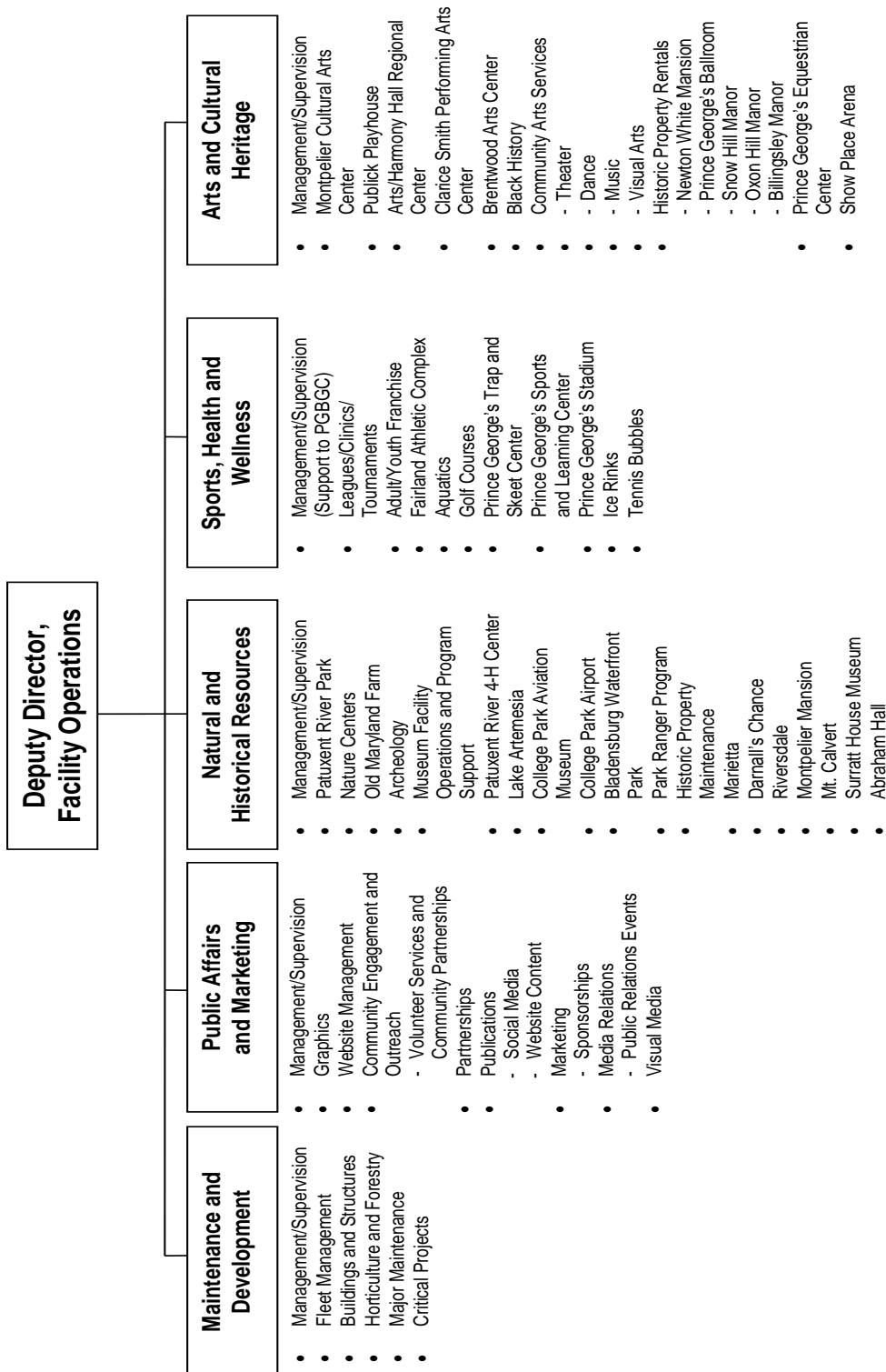
- Increasing group insurance for LTD payments by \$4,663
- Increasing unemployment insurance payments by \$5,000
- Decreasing risk management charges by -\$403,900.
- Increasing chargebacks by \$89,830.
- Increasing funding for the Commission-wide technology initiative by \$15,787.
- Removing OBI funding for new Park Police Headquarters.
- Transferring OBI funding for the new Southern Regional Technology and Recreation Complex Aquatic Center to the Sports, Health & Wellness Division.
- Transferring utility budget for Bladensburg Waterfront Marina from the Enterprise Fund into the Park Fund.
- Transferring funding to Facility Operations to support the Innovative Programming Initiative and STEAM program.
- Transferring funding to Human Resource to support the recruitment program.
- Transferring a portion of office space rent cost to Support Services – Recreation Fund from Support Services – Park Fund.
- Increasing Other Services & Charges to accommodate escalation cost on office space rent.
- Increasing Capital Outlay to purchase new park police vehicles to accommodate the five (5) new officer positions.  
Reallocating funding from Supplies & Materials to Other Services & Charges for Southern Regional Technology and Recreation Complex Aquatic Center utilities.





# 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

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## 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

	<b><u>FY18 Adopted</u></b>	<b><u>FY19 Proposed</u></b>	<b><u>% Change</u></b>
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$650,023	\$654,373	0.7%
<i>Recreation Fund</i>			
Expenditures	\$0	\$137,678	0.0%
<i>Park Fund</i>			
Funded Career Positions	4.00	4.00	0.0%
Funded Workyears	4.00	4.00	0.0%
<i>Recreation Fund</i>			
Funded Career Positions	0.00	0.00	0.0%
Funded Workyears	0.00	1.50	0.0%

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Creation of a STEAM (Science, Technology, Engineering, Arts and Math) unit
- Moved Innovative Programming Initiatives (IPI) from Support Services to Facility Operations



# Prince George's County

## Parks and Recreation Department – Maintenance and Development

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### 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 snow removal and landscaping 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 3,145 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 five 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 labor 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 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 emergencies that affect our structures and facilities. The construction of larger,



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

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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 labor 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**

#### **FY18 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 February 2018
  - Investigate the installation of additional solar fields in order to maximize the potential cost savings and environmental benefits to the County.
- Continue executing energy saving initiatives by extending LED lighting upgrades to facilities, ball fields, parking lots, and variable speed drive pump motors at departmental sites.
  - Current LED lighting projects include retrofitting site lighting with LED fixtures and lamps as well as entire building upgrades. Sites include: Allentown Aquatics and Fitness Center, Beltsville Community Center, Bladensburg Community Center, Bladensburg Waterfront Park, Clearwater Nature Center, College Park Airport, Cosca Regional Park, Enterprise Golf Course, Fairland Regional Park, Fletchers Field, Fort Washington Forest Community Center, Glenn Dale Hospital Site, Good Luck Community Center, Marlow Heights Community Center, Newton White Mansion, Oxon Hill Manor, Park Police Pistol Range, Patuxent Community Center, Randall Garage, Realtors Park, Snow Hill Manor, and Stephen Decatur Community Center



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

## BUDGET AT A GLANCE

		<b>FY18 <u>Adopted</u></b>	<b>FY19 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$28,248,685	\$27,418,935	-2.9%
<i>Recreation Fund</i>				
	Expenditures	<u>\$0</u>	<u>\$851,351</u>	<u>0.0%</u>
	<b>TOTAL EXPENDITURES</b>	\$28,248,685	\$28,270,286	0.1%
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	179.00	177.00	-1.1%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>0.00</u>	<u>2.00</u>	<u>0.0%</u>
	<b>TOTAL FUNDED CAREER POSITIONS</b>	179.00	179.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	196.00	196.40	0.2%
<i>Recreation Fund</i>				
	Funded Workyears	<u>0.00</u>	<u>3.10</u>	<u>0.0%</u>
	<b>TOTAL FUNDED WORKYEARS</b>	196.00	199.50	1.8%

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Transferred Aquatics Facility Maintenance expenses and two (2) career full-time positions from the Park fund to the Recreation fund as a part of budget restructuring.
- Reallocated funding within Buildings and Construction from Capital Outlay to Supplies and Materials and Other Services and Charges.
- Reallocated funding from Horticulture and Forestry to Buildings and Structures in Other Services and Charges.
- Reallocated funding within Horticulture and Forestry from Capital Outlay to Other Services and Charges.
- Reallocated Supplies and Materials funding from Major Maintenance and Inspection to Buildings and Construction.
- Reallocated Other Services and Charges funding from Major Maintenance and Inspection to Buildings and Construction
- Removed revenue goal from Heavy Equipment within Buildings and Construction



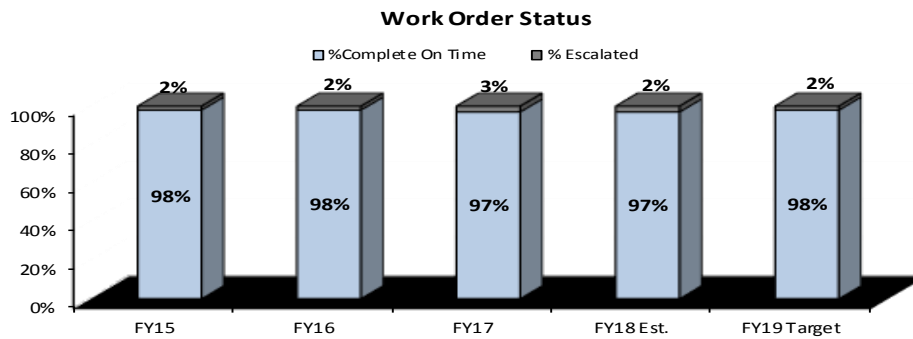
# Prince George's County Parks and Recreation Department – Maintenance and Development

## GOALS AND PERFORMANCE MEASURES

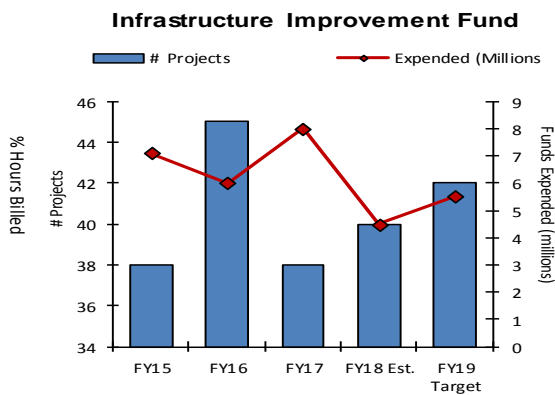
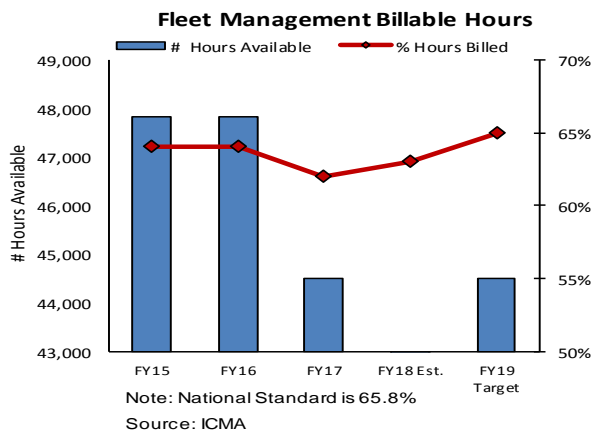
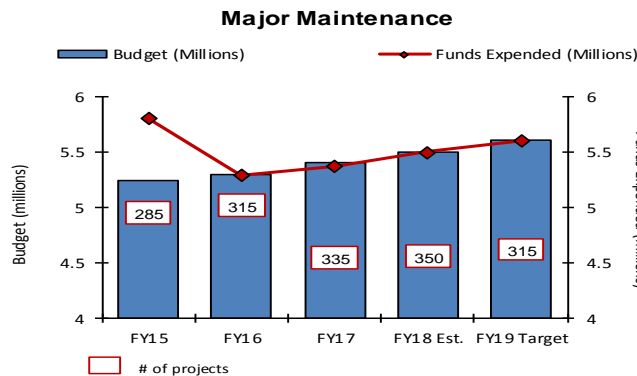
### Maintenance & Development Division Performance Measures

**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

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## 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.

## Community Outreach and Engagement

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 actively engaging the community, as well as attending numerous community events to inform residents about parks and recreation services. 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 groundbreaking, dedications, facility openings, and other ceremonies.



# Prince George's County

## Parks and Recreation Department – Public Affairs and Marketing

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### **Volunteer Services and Community Partnerships**

Volunteer Services recruits, vets, and assigns 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 staff and uses 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.

### **Media Relations**

The Media Relations unit handles inquiries from newspaper, radio, television and electronic news media reporters and writers, and serves as the official spokesperson for the Department. In addition, the unit writes and disseminates news releases and proactively places ideas for news stories and event coverage. Staff is on call 24 hours a day, and provides crisis communication and media services to all divisions of the Department. The Media Relations unit monitors all coverage and keeps a current database of media contacts for the Department, and trains staff in their dealings with the media. In addition, the unit contributes content to the Department's social media channels.

### **Publications**

The Publications unit manages content and copy for a comprehensive 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 PARKS DIRECT database team. The unit also provides content for the summer programs book, calendars, direct mail pieces, and brochures. The unit also creates interactive digital publications for the Department's major publications including *Guide to Classes and Activities*, Summer Day Camp, Black History, and Hispanic Heritage Month brochures.

### **Marketing and Advertising**

The Marketing and Advertising unit develops and manages the overall marketing plan for the Department, along with program- and facility-specific marketing initiatives and campaigns. 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 media outlets as part of an overall marketing campaign. In addition, the unit manages strategy, content, posts, and advertising buys for the Department's social media channels in support of marketing goals. The unit also provides targeted digital communication including e-blasts and electronic newsletters.

### **Graphics**

The Graphics unit manages a comprehensive, standardized graphic design program for the Department. The unit provides professional graphic design services for all divisions in support of print publications, marketing, and communications. 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 maintains and manages a large photographic archive for the Department.





# Prince George's County

## Parks and Recreation Department – Public Affairs and Marketing

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### Web Management

The Web Management unit manages, designs and supports [www.pgparcs.com](http://www.pgparcs.com) and multiple sub-sites, using a content management system. The unit maintains links to the PARKS DIRECT registration system, and supports media including online video, RSS feeds and responsive web design in the digital space. It also provides web support for surveys, feedback forms, and other interactive opportunities.

### ACCOMPLISHMENTS

#### FY18 Budget Priority Updates

- Develop a comprehensive marketing plan for the department with strategies tailored to ACHD, History, Sports, Health & Wellness, Special Programs, Summer Camps, department-wide programs and events, social media and branding
  - Use marketing and communications more aggressively to reach a larger audience and cultivate a loyal following to expand awareness and benefits of departmental programs and services offered by the department.
  - Continue marketing programs and events using the Guide, Digital Guide, Email Marketing, Social Media Marketing, online radio, Google Adwords, online advertising, traditional radio and television
- Developing tools for tracking and measuring division ROI on marketing and publications
- Continue developing a plan to shift session-based programs and course marketing to social media, mobile apps and print-on-demand publications, and redevelop the program guide as an interactive online document
  - The Division continues to increase the marketing of programs and activities on social media and in the interactive, online Guide (as well as the traditional print version)
  - We are currently using Facebook, Twitter, YouTube, Blogs, Instagram and other mobile internet technology to market our programs and activities. Continue using these channels while staying abreast of marketing industry trends
- Re-evaluating and strengthening existing partnership agreements and identify opportunities for new relationships with community organizations and faith-based organizations
  - Reduces or eliminates duplication of services and enhances resource efficiency.
  - Continue tracking the value of the Department's donations to the community via partnerships
- Developing collaborations with other public, non-profit, and private leisure service providers in the County whose values, vision, and missions align with those of the Department to eliminate unnecessary duplication of services and responsibly utilize financial resources to reach, inform and engage the greatest number of County residents
  - In progress
- Increasing outreach to the Hispanic community.
  - Hispanic Outreach position moved to PAMD in FY18 to increase department-wide penetration



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

<b>Budget</b>		<b>FY18 <u>Adopted</u></b>	<b>FY19 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<i>Park Fund</i>				
	Expenditures	\$2,508,190	\$2,420,175	-3.5%
<i>Recreation Fund</i>				
	Expenditures	<u>\$902,861</u>	<u>\$985,039</u>	<u>9.1%</u>
	<b>TOTAL EXPENDITURES</b>	<b>\$3,411,051</b>	<b>\$3,405,214</b>	<b>-0.2%</b>
 <b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	13.00	13.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>2.00</u>	<u>3.00</u>	<u>50.0%</u>
	<b>TOTAL FUNDED CAREER POSITIONS</b>	<b>15.00</b>	<b>16.00</b>	<b>6.7%</b>
<i>Park Fund</i>				
	Funded Workyears	16.00	25.4	58.8%
<i>Recreation Fund</i>				
	Funded Workyears	<u>12.00</u>	<u>11.2</u>	<u>-6.7%</u>
	<b>TOTAL FUNDED WORKYEARS</b>	<b>28.00</b>	<b>36.6</b>	<b>30.7%</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Gained one (1) career full-time position in transfer from NAO
- Moved one (1) career full-time position from Park Fund to Recreation Fund
- Increased seasonal funding to support programming initiatives



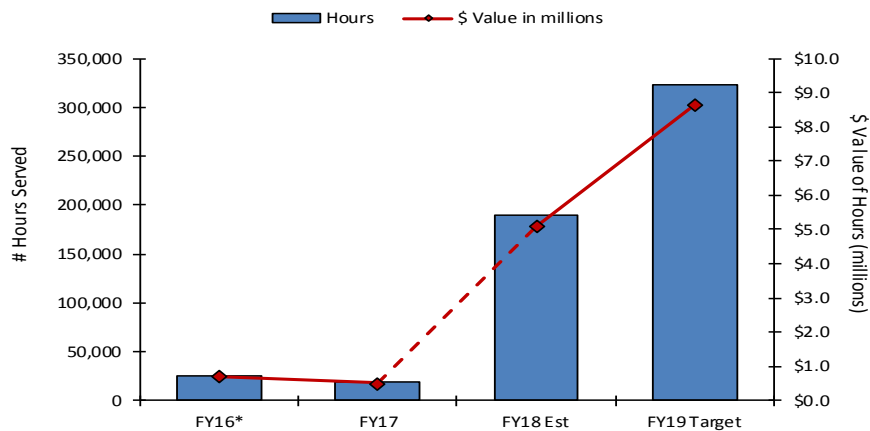
# Prince George's County Parks and Recreation Department – Public Affairs and Marketing

## GOALS AND PERFORMANCE MEASURES Public Affairs & Marketing Division Performance Measures

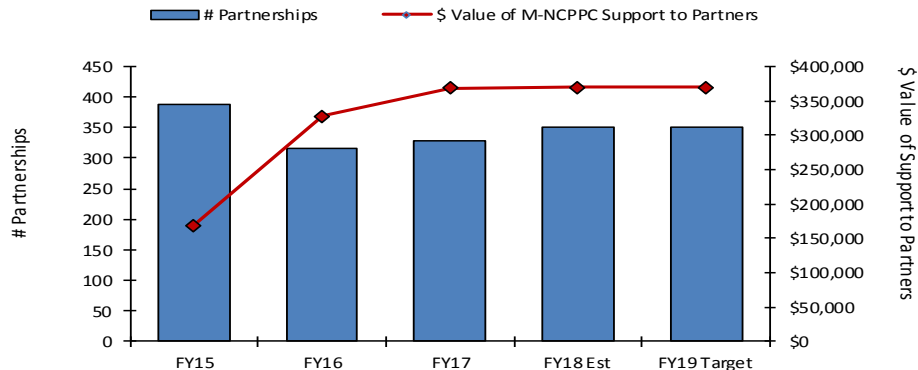
**Outcome Objective:** Provide professional marketing, promotion and community engagement services to the Department (including community outreach tools, publications, web site management, graphic design, photography and video, media relations and technical assistance) to promote and market programs, 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 additional resources to County residents.

### Volunteers



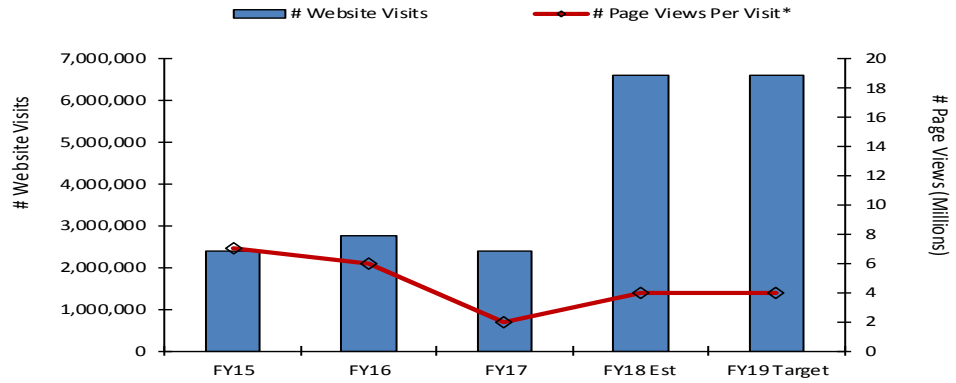
### Community Partnerships



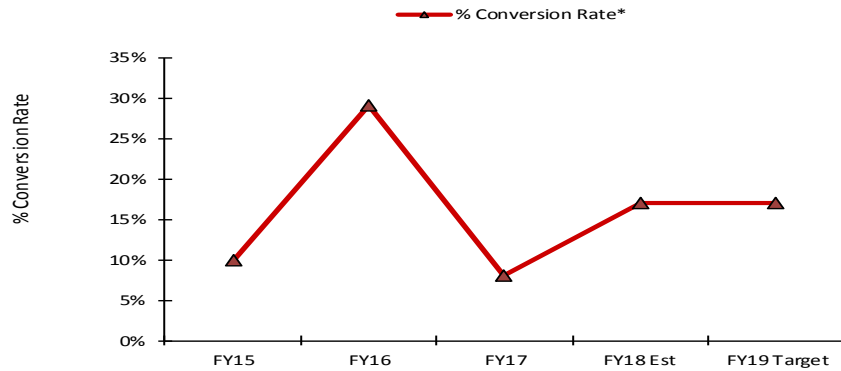
# Prince George's County Parks and Recreation Department - Public Affairs and Marketing

## Public Affairs & Marketing Division Performance Measures

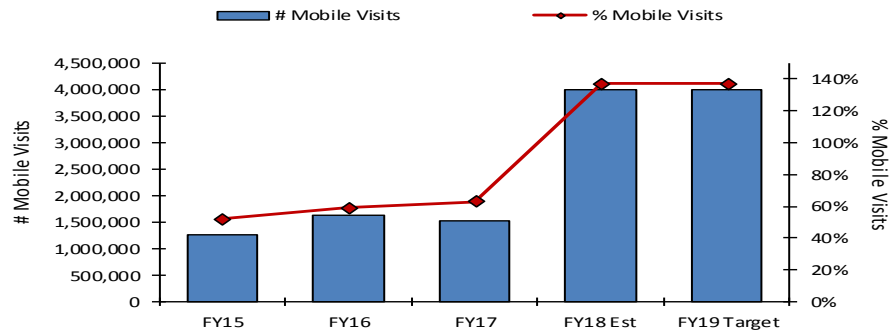
### Website



### Website



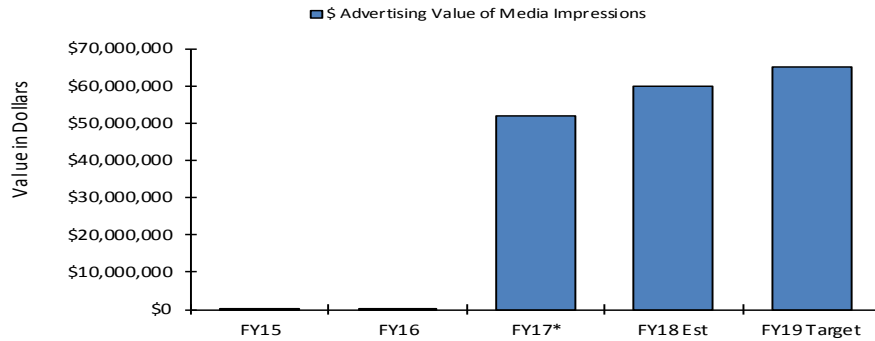
### Website: Mobile Visits



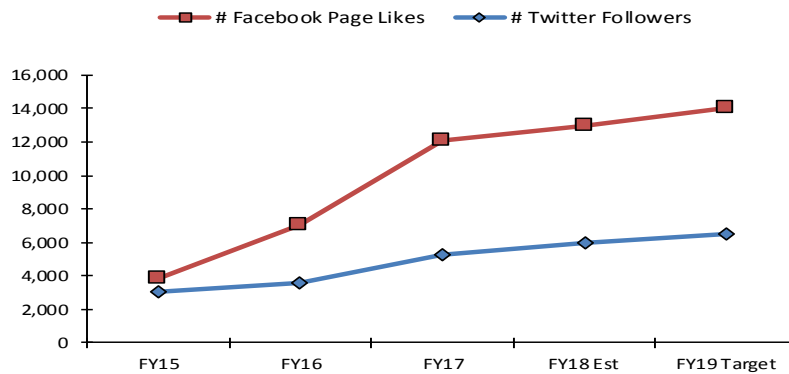
# Prince George's County Parks and Recreation Department - Public Affairs and Marketing

## Public Affairs & Marketing Division Performance Measures

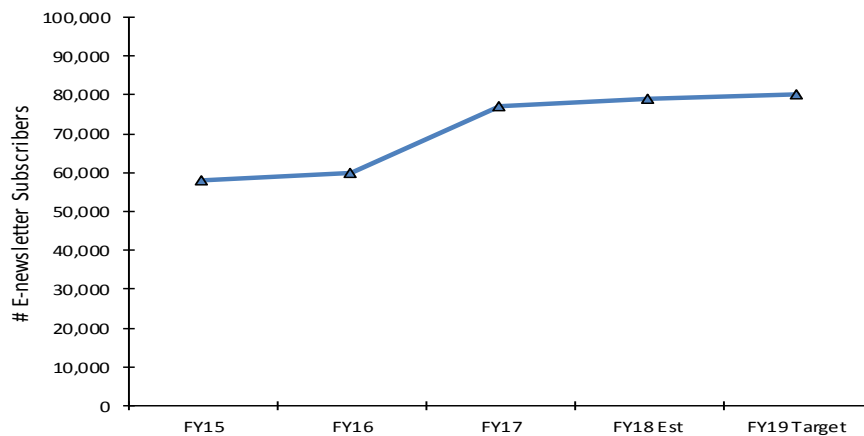
### Media Relations



### Social Media



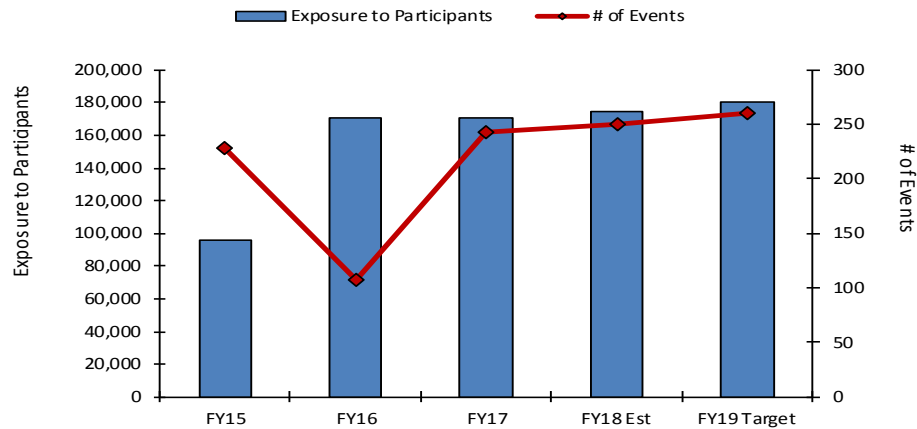
### # E-newsletter



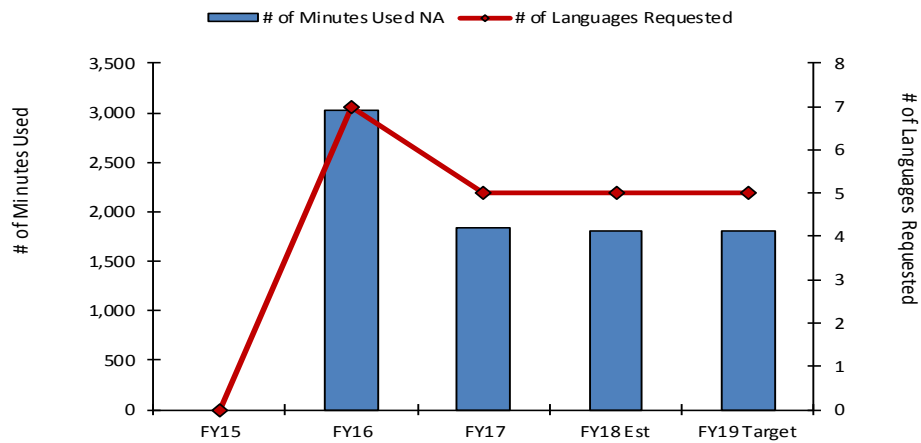
# Prince George's County Parks and Recreation Department – Public Affairs and Marketing

## Public Affairs & Marketing Division Performance Measures

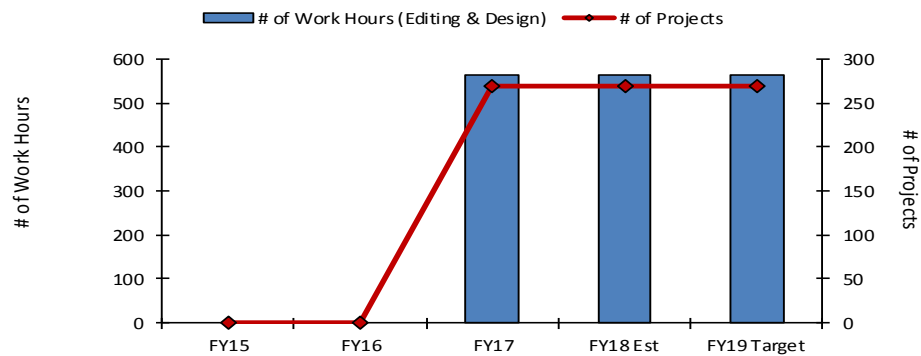
### Community Outreach



### Patron Request for Language Assistance



### Publications



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

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## 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

### Bladensburg Waterfront Park

Nestled among the Port Towns of Bladensburg, Colmar Manor and Cottage City, The Bladensburg Waterfront Park is located on the Anacostia River, one of the most historic waterways in America. The unique waterfront features a paved riverside walk, picnic pavilion, a public fishing pier, free boat ramp, community boat storage, playground, B&O railroad caboose, interpretive signage, and bicycle, canoe, kayak, paddle boat, rowboat rentals and the War of 1812 visitor center. In addition, there is a new trail section called the Kenilworth Aquatic Garden trail that connects to the larger Anacostia Riverwalk trail that runs through DC.

### 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



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

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Museums, and the Chesapeake Bay Critical Area Driving Tour. The program also provides for park maintenance operations.

### **Nature Centers**

NHRD operates three nature centers: Watkins Nature Center, Clearwater Nature Center and Mt. Rainier Nature Recreation Center. The Watkins Nature Center, located in the central part of the County, provides nature programs for children and adults, spring and summer day camps, special events, clubs, specialty workshops, hikes, and conservation programs on natural and cultural history. An expanding volunteer program involves scouts, special education students, high school community service students, and adult community service candidates. Volunteers provide trail and garden maintenance, animal care, wildlife surveys, special events, camp and school programs. Watkins Nature Center works closely with other conservation agencies, the Prince George's County Public Schools, and other divisions within the Commission to provide assistance to special events and environmental education.

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.

### **Museum Facility Operations and Program Support Section**

This section 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.





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

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The program documents, preserves and presents 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, 1801-1807, is a National Historical Landmark, and listed on the National Register of Historic Places, 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 was the home of Charles Benedict Calvert, the founder of the University of Maryland in College Park, as well as the United States Department of Agriculture (USDA).
- Surratt House Museum, listed on the National Register of Historic Places, 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 is a resource for authors, historians, and the general public.
- Montpelier Mansion, a National Historic Landmark, ca. 1781-1785 operates as a house museum and rental facility. The original owners of Montpelier, Major Thomas Snowden and his wife Anne, welcomed many distinguished guests into their home, including George Washington and Abigail Adams. The Montpelier staff offers a variety of activities including tours, concerts, and colonial battle re-enactments.
- Darnall's Chance House Museum, listed on the National Register of Historic Places, is dedicated to the interpretation and study of the history and culture of 18<sup>th</sup> century Prince George's County, with special emphasis on the lives of mid-18<sup>th</sup>-century women. Located in Upper Marlboro, the museum is a historic house/public-use facility offering tours, special events, exhibits, and rental opportunities.
- Marietta House Museum, ca. 1813 was home to U.S. Supreme Court associate justice Gabriel Duvall, and is listed on the National Register of Historic Places. Built ca. 1813, the Marietta focuses on exhibits relevant to Prince George's County history and on special events and programs such as period re-enactments, afternoon teas and children's storytelling hours.

### 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 Mount Calvert Historical and Archaeological Park and Visitor Center. This includes excavating, interpreting, and curating artifacts and associated documents. Staff work closely with Park Planning and Development and Maintenance and Development staff to ensure Commission restoration and development projects meet State and Federal regulations and guidelines. Staff monitors archaeological projects by contractors, and review, edit, and produce archaeological reports. This unit serves as the liaison between the Commission and the Historic Preservation Commission, the Maryland Historical Trust, the State Department of Natural Resources, and the State Highway Administration on archaeological matters. In addition, the staff oversees interpretive programming and the curating of fossils found at Dinosaur Park. The Archaeology Unit administers a volunteer program offering hands-on activities to students and the general public. It produces exhibits, conducts interpretive programs, writes grant proposals, provides talks and lectures and provides public information.



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

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## **Museum Exhibit and Support Unit**

The Museum and Exhibit Support Unit provides quality exhibit services to the division's historic museums as well as its nature centers. It also supports special projects department wide. Some of the services provided by the MESU include:

- Exhibit design, fabrication, and installation;
- Interpretive signage design and fabrication;
- Property signage design and fabrication;
- Event and program support through signage, publications and other collateral materials; and
- Graphic design services.

## **College Park Aviation Campus**

The sites host the Smithsonian-Affiliated Aviation museum, airport operations facility, and the hangar where the County Police Helicopter Unit is based. 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. They offer 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. The new airport operation building is a 13,000 square foot state-of-the-art operations facility and rental space. The building provides pilot accommodations to increase customer service and will provide for rentals overlooking this historic runway.

## **Park Ranger Unit**

This program provides Countywide 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, and enforce (through ticketing authority) parking and natural resource violations. Additionally, Park Rangers provide park operations support, manage multiple natural area parks, issue park permits, manage the Department's Deer Management program, and work with Park Police on support for special events and park issues. The unit also provides 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 functions, restoration services for the Department's historic sites and museums. In addition, they provide regular support for a variety of tasks within other NHRD sites. The unit also manages the Department's recycling program.



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

## ACCOMPLISHMENTS

### FY18 Budget Priority Updates

- Working with key Divisions to develop historic preservation plan and policy – ensuring that urgent repairs are implemented, and a long-term policy is in place for future prioritization.
- Strengthening and supporting Conservation Ambassador Program to identify and implement key initiatives including enhanced recycling program, Department-wide outreach campaign, measurable conservation goals, internal training and education efforts, and community engagement.
- Launching pilot carbon farming initiative as part of larger effort to 'zero out' the Department's carbon footprint.
- Increasing visibility, visitation and revenue for both natural and historic resources through increased marketing, communications, partnerships and programming.
- Implementing a comprehensive outreach and educational effort around Prince George's County's rich history utilizing marketing strategies, exposures at special events, partnerships with schools and programming at House Museums that attract diverse audiences of all ages.

## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>% Change</b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$6,361,996	\$7,631,902	20.0%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,130,183</u>	<u>\$1,212,566</u>	<u>7.3%</u>
	TOTAL EXPENDITURES	\$7,492,179	\$8,844,468	18.0%
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	57.00	60.00	5.26%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>9.00</u>	<u>10.00</u>	<u>11.11%</u>
	TOTAL FUNDED CAREER POSITIONS	66.00	70.00	6.06%
<i>Park Fund</i>				
	Funded Workyears	78.50	86.60	10.32%
<i>Recreation Fund</i>				
	Funded Workyears	<u>16.50</u>	<u>17.50</u>	<u>6.06%</u>
	TOTAL FUNDED WORKYEARS	95.00	104.10	9.58%



# Prince George's County

## Parks and Recreation Department – Natural and Historical Resources

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### HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Addition of two (2) seasonal staff to Historic Property Maintenance Unit (HPMU) to support CDL maintenance staff for five-day week recycling unit.
- Transfer of Bladensburg Waterfront Park from Enterprise to Park Fund.
- Surratt House Museum seasonal staff budget increase to support facility operations.
- Patuxent River Park increase in supplies and materials to support Transforming Neighborhoods Initiative (TNI). The program is aimed at introducing elementary school students to learn about park; including restorative work currently underway.
- Addition of three (3) career full-time positions to Park Rangers Unit and an increase in supplies budget to support expanded role such as special project support, park operations and patrols, youth/community gardens, special events, managed deer hunts and natural resource management.
- Increased funding to support Division's Sustainability Plan for the Department. Specifically, "Year of Conservation" initiatives including the Zero It Out campaign, Pollinator Project and Conservation Next.
- Increased funding to support Division's "History Lives" initiative. To include Fossils to Flight passport program, Together We Rise (a new inclusivity project), History on a Roll, and First Fridays – an afterhours effort to engage new audiences. This will also support one seasonal staff for the Arts on a Roll.
- Increase in seasonal staff for Riversdale Mansion to address Museum Manager's expanded duties



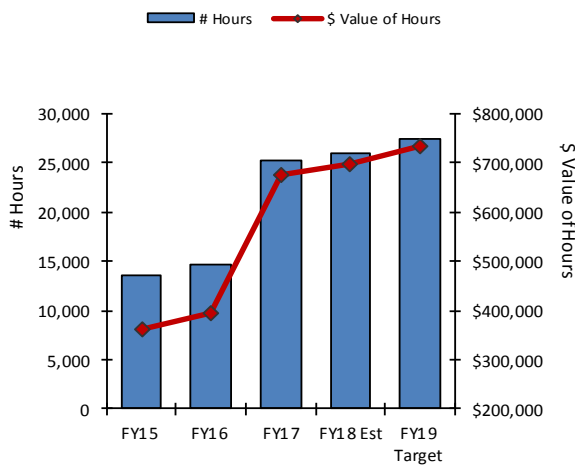
# Prince George's County Parks and Recreation Department – Natural and Historical Resources

## GOALS AND PERFORMANCE MEASURES Natural and Historical Resources Division Performance Measures

**Outcome Objective:** Provide nature programs at summer playgrounds and educational and interpretive programs at elementary schools. Also, provide additional resources to recreation and educational professionals in a fun yet meaningful way. Our work program works to ensure the continued safeguarding and improvement of historical structures throughout the County. In delivering these services, we provide opportunities for both students and adults to volunteer their services in order to both make a meaningful contribution towards the continued preservation of our diverse resources and provide enriching life experiences.

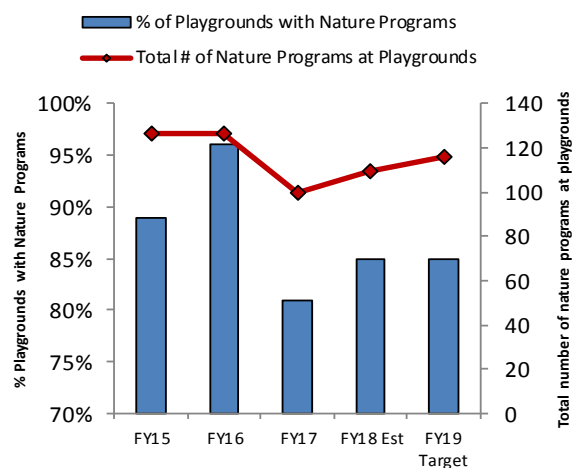
**Impact Objective:** Provide professional natural and historical resource management services and interpretive programs in order to educate our community and encourage stewardship of the natural resources and the historical heritage of Prince George's County.

**Museum Volunteers & Docents**



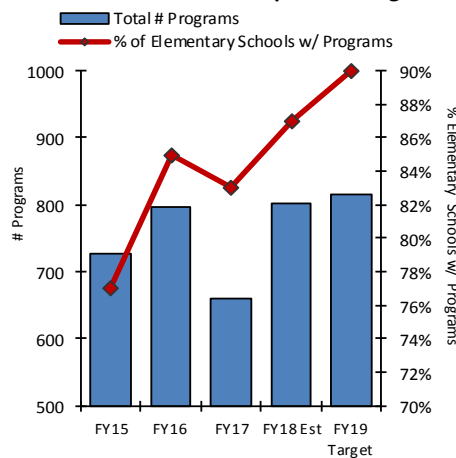
The estimated value of one volunteer hour in the State of Maryland was \$26.64 in 2015 according to [www.independentsector.org](http://www.independentsector.org)

**Summer Playgrounds with Nature Programs**



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

**Educational & Interpretive Programs**



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



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

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## 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 by using 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**

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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 Countywide 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**

### **FY18 Priority Updates**

- Increase sports, recreational and health & wellness opportunities in underserved regions in the County through the implementation of the mobile fitness unit.
  - The Prince George’s County Department of Parks and Recreation has forged a new partnership with Park Rx America. As a member of Park Rx America, we aim to bring more patrons to parks by collaborating with local hospitals and medical providers who prescribe nature to their patients. The benefits of this “parks prescription” partnership are two-fold: the Prince George’s County Department of Parks and Recreation is



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

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- reinforcing its position in the community as a champion of health and wellness and promoting the use of their parklands by local residents.
- Get Fit Mobile is an accessible resource for sports, health and wellness programming for residents for Prince George's County promoting healthy behaviors and influencing the reduction of health and safety risks and disparities within our communities. In FY18, the unit expects to reach over 2,000 residents and will continue to promote health & wellness through fun and engaging programs and events for all ages.
  - Continue to expand the Fitness in the Parks (FITP) program. FITP brings free, fun, fitness classes to local parks and open space. The program reduces barriers to traditional fitness classes. Classes offered include Family Zumba, Tai Chi, Line Dancing, as well as strength and conditioning classes. Fitness in the Parks participation is expected to increase in FY18 with an expansion of class locations countywide.
  - Establishment of walking and running programs.
    - The Health and Wellness team holds two Healthy Trails 5K walk/run events at the Woodrow Wilson Bridge Trail. This event hosts approximately 400 registrants annually. The Health and Wellness team will continue two walk/run events in Fall and Spring 2018.
    - As a grant recipient of NRPA, the Department has implemented the Walk with Ease program in partnership with the Arthritis Foundation. To date the program has helped over 70 seniors to reduce their arthritic pain and improve overall health by participating in this researched-based walking program. Walk with Ease has been implemented at three different sites throughout the County, with plans to expand in 2018.
    - Promote and grow ice hockey and ice skating programming for youth through improved marketing, partnerships and increased opportunities.
    - The Adaptive Ice Skating Class is for children and adults with disabilities. This program requires specialized adaptive equipment to be able to participate in all aspects of ice-skating. The program opens recreational choice for those with limited physical ability.
  - Promote and grow tennis programming for families through improved marketing, partnerships and increased youth opportunities.
    - SHWD is continuing the partnership with Junior Tennis Champions Center (JTCC) to provide programs at a variety of community center afterschool programs and Summer Playground sites.
    - The division is continuing to host the tennis championships such as the Annual Prince Georges County High School Tennis Championships at Watkins Tennis Bubble and the University of Maryland Club Tennis Championship.
    - SHWD is continuing to work with the Prince George's Tennis and Education Foundation and Metropolitan Tennis Educations Group to help grow the game of tennis in the county and Washington DC area. The Department plans to host a junior tennis tournament during the summer of 2018. Additionally, SHWD will continue to host periodic free tennis clinics for Prince George's County students.





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

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- Continue to grow the Make-A-Splash program by 10 schools per year.
  - The Department is currently serving 28 elementary schools in Prince George's County. The goal is to continue to grow our programming to serve more schools, moving towards a goal of being in all schools. In that same time the Department will complete formalized pre and post surveys to test the validity of our programming model for teaching aquatics skills.
- Become more fiscally responsible for the facility budget through monthly tracking.
  - Develop a baseline for each month of the fiscal year in an effort to create an estimate of monthly facility fiscal performance.
- 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.
  - The Department has made progress with increasing the use of the turf field by attracting new clients and expanding our event and program offerings. The largest increases have been noted within adult soccer and youth conditioning (speed & agility) clinics. In FY19, the goal is to continue to promote our programs, clinics, and rentals to expand our growth and to broaden participation from the flag football and lacrosse communities.
- Further develop a comprehensive corporate membership base that includes both the fitness and aquatics venues at the Prince George's Sports and Learning Complex.
  - The Department has made progress in restructuring of corporate membership offerings. Additionally, the Department continues to assess the needs and the goals of local businesses and county agencies through feedback and the engagement of test groups. The Fitness Center team has been working with staff from across the Department to create a comprehensive premium membership for use of all facilities as a way to expand offerings and promote healthy behaviors for residents of Prince George's County. The Department will continue to promote the total fitness experience in FY19.
- 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.
  - For the past two years, the Prince George's Sports and Learning Complex has collaborated with the State of Maryland and participated in the Maryland STEM festival. This has allowed STEM to be promoted to elementary school age students. In addition, the facility participates in the M-NCPPC STEAM Fest and offers several STEM workshops throughout the year.
- Establishment of structured golf instruction program
  - A new golf instruction program was created and implemented across the three golf facilities in Prince George's County. This has provided better golf instruction offerings to the community and allowed our golf instructors the flexibility to better service their students



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

- Adult, Youth, and Senior specific instruction programs are now available at all three locations and can be taken in the form of Group, Private, or Semi Private golf lessons.
- Promote and grow lacrosse programming for youth through improved marketing, partnerships and increased developmental lacrosse opportunities.
  - Continue our partnership with local lacrosse clubs to provide development lacrosse programs (clinics, lessons and pop-up demos) at some of our Community Center afterschool programs and regional park athletic field sites.
  - Continue to promote the game of lacrosse through youth lacrosse clinics and coaches' training sessions. These programs will be supported through core staff members who have experience within the game of lacrosse
  - Offer Spring 2018 Youth Developmental Boys Lacrosse league for K-8th grade

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b><u>FY18 Adopted</u></b>	<b><u>FY19 Proposed</u></b>	<b><u>% Change</u></b>
<b>Budget</b>			
<i>Recreation Fund</i>			
Expenditures	\$12,485,735	\$14,102,004	12.9%
<b>Staffing</b>			
<i>Recreation Fund</i>			
Funded Career Positions	54.00	56.00	3.7%
Funded Workyears	182.30	203.40	11.6%

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Repurpose of Operating & Maintenance (O&M) funds from Support Services to initiate and sustain aquatics operations at the Southern Regional Technology & Recreation Complex. Includes two (2) new career full-time positions, increase in seasonal intermittent, supplies and other services budget.
- Increase in seasonal intermittent budget for Health & Wellness Unit to staff mobile fitness unit and Park Rx.
  - Increase in supplies and materials budget to support Mobile Fitness Unit, Fitness in the Parks programs, marketing supplies and additional programming.
  - Increase in other services budget due to depletion of grant funding used to support Fit-for-Success and Summer Playgrounds.



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

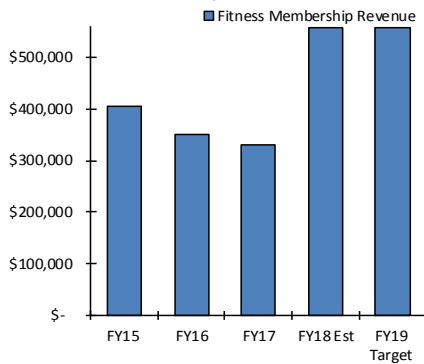
## GOALS AND PERFORMANCE MEASURES

### 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.

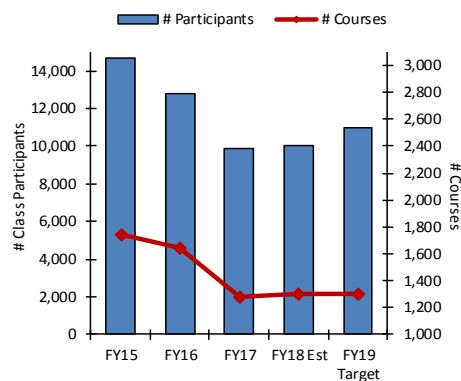
**Impact Objective:** Provides the Department, stakeholders (Board of Education) and the citizens of Prince George's County with quality programs and services, excellent recreational opportunities for the entire family, and numerous facilities to enhance **quality** of life for our internal and external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

**Fitness Membership Revenue at Sports Facilities\***

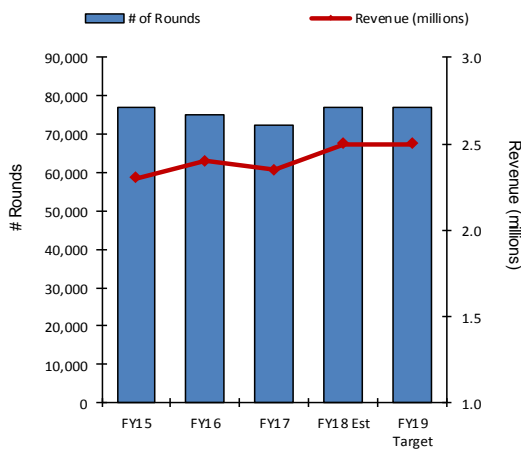


\* Sports facilities include Prince George's Sports and Learning Complex and Fairland Sports and Aquatics Center.

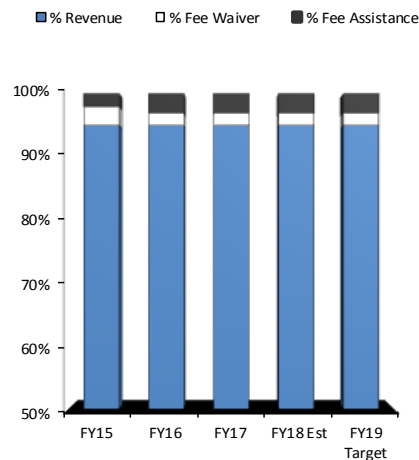
**Instructional Swimming Classes**



**Golf Course Use**



**Sports and Learning Complex Revenue**



# Prince George's County

## Parks and Recreation Department – Arts and Cultural Heritage

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### 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, public art for department 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 including Juneteenth, Black History Month Program, Hispanic Heritage Month Program, Asian Pacific Heritage Month Receptions, and the World Dance Showcase. Through partnerships, ACHD supports and coordinates special activities and/or programs and events at the Bluebird Blues Festival (in cooperation with Prince George's Community College), The Prince George's County Fair, and Bowie State University's Fine and Performing Arts Center. ACHD also supports activities and programs of the Harlem Remembrance Foundation and the Oscar Hawkins Ballet Arts Academy. Staff serves as liaison to the Prince George's Arts and Humanities Council, the Prince George's Philharmonic, Harlem Remembrance Foundation, Gateway Arts and Entertainment District, College Park Arts Exchange, 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 public, assists artists and arts organizations to improve the quality of life, promotes tourism to expand 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.



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

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### **Publick Playhouse**

The Prince George's 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 schoolchildren through a full season of Midweek Matinees. Programming for families includes monthly Saturday Morning at the Movies-Vaudeville Style, the Platinum Series monthly offerings for senior citizens, and weekend performances which present programs for all ages. All Playhouse events are offered at affordable prices to ensure they are available to every resident of Prince George's County. The Playhouse is also home to several County arts organizations and other artists and groups who rent the facility to present their productions to the community.

### **Arts/Harmony Hall Regional Center**

Harmony Hall is a multi-faceted arts facility located in Southern Prince George's County. This center 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 public in the disciplines of visual arts, music, dance, theatre, and fine craft. Local artists can be enrolled in artist 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



# Prince George's County

## Parks and Recreation Department – Arts and Cultural Heritage

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coordinates the Department's grants program for arts.

### **Public Art**

The Public Art program works closely with the Department's Park Planning & Development Division to identify opportunities for the development and incorporation of public art at newly constructed and/or renovated community centers, multi-generational complexes, and parks throughout the County. The Division works with the community to identify and select artists to design public art projects that are reflective of the communities in which they are to be installed.

### **Black History**

The Black History Program preserves and interprets the County's African-American history, and connects it to broad themes in American history. It encourages public engagement with the County's historical and cultural resources by providing programming and interpretation that is relevant, accessible, and educational. The program develops and maintains a repository for African-American historical and cultural artifacts to be used in exhibits and programs, and ensures their preservation through proper maintenance and storage.

### **Historic Property Rentals**

This section is responsible for five historic rental properties: Newton White Mansion, Prince George's Ballroom, Snow Hill Manor, Oxon Hill Manor, and Billingsley Manor, and coordinates 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**

### **FY18 Budget Priority Updates**

- Continue the development of 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. Facilitate public artwork that is integrated into CIP projects and is compatible with their geographic settings. Strengthen countywide relationships with community stakeholders in order to facilitate awareness of community history, and identity.
  - The division worked with the Park Planning and Development Division to initiate implementation of public art installations for several CIP projects including Kentland Community Center, William Beanes Community Center, and Westphalia Community Center



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

## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>% Change</b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$1,853,403	\$1,824,074	-1.6%
<i>Recreation Fund</i>				
	Expenditures	<u>\$4,206,812</u>	<u>\$4,542,277</u>	<u>8.0%</u>
	<b>TOTAL EXPENDITURES</b>	\$6,060,215	\$6,366,351	5.1%
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	11.00	11.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>27.00</u>	<u>27.00</u>	<u>0.0%</u>
	<b>TOTAL FUNDED CAREER POSITIONS</b>	38.00	38.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	21.00	21.00	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>65.00</u>	<u>63.00</u>	<u>-3.1%</u>
	<b>TOTAL FUNDED WORKYEARS</b>	86.00	84.00	-2.3%

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Transferred one (1) career full-time position from Montpelier Arts Center to the Black History program.
- Transferred budgeted term contract funding from Publick Playhouse to Administration.
- Increased expenditure budget at Montpelier Arts Center for professional services.
- Increased revenue and expenditure budgets at Brentwood Arts Exchange to accommodate new programming initiatives and facility space expansion.
- Increased expenditure budget for Art Program Partnerships to allow program expansion.
- Increased expenditure budget for Public Art to allow program expansion.
- Increased revenue budget at Oxon Hill Manor.
- Reallocated funding from non-personnel services to seasonal/intermittent for Newton White Mansion and Billingsley House.



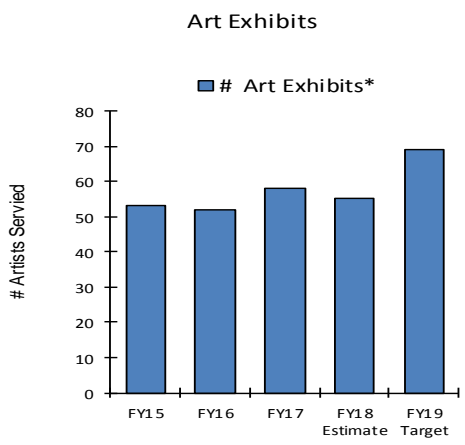
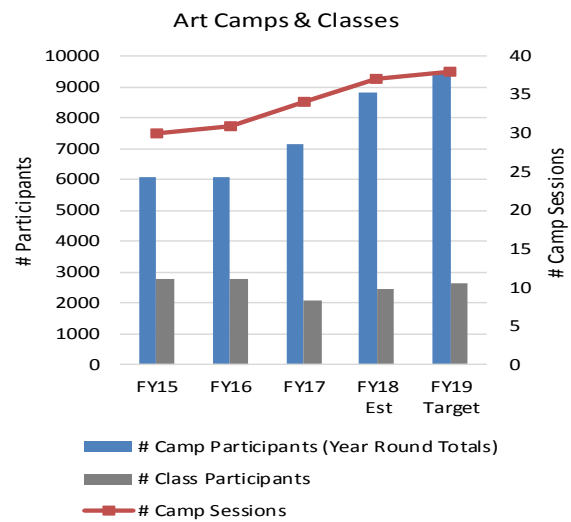
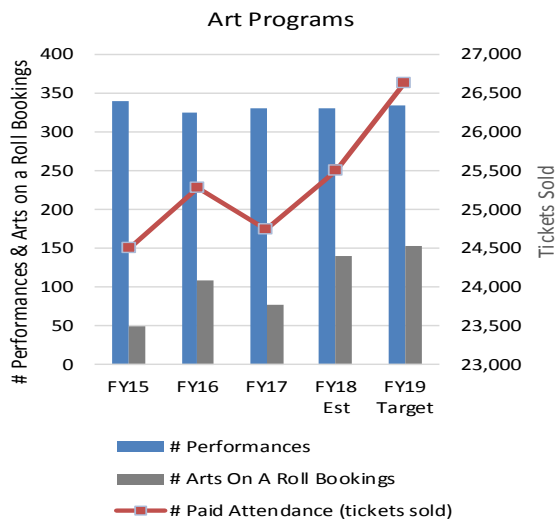
# Prince George's County Parks and Recreation Department – Arts and Cultural Heritage

## GOALS AND PERFORMANCE MEASURES

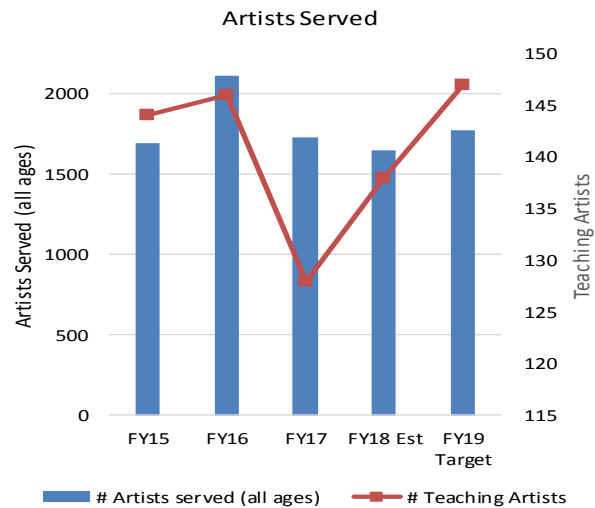
### Arts and Cultural Heritage Division Performance Measures

**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.

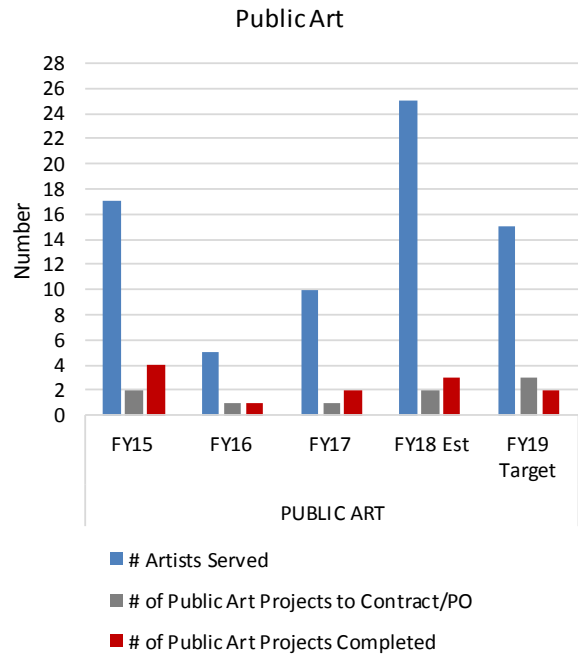
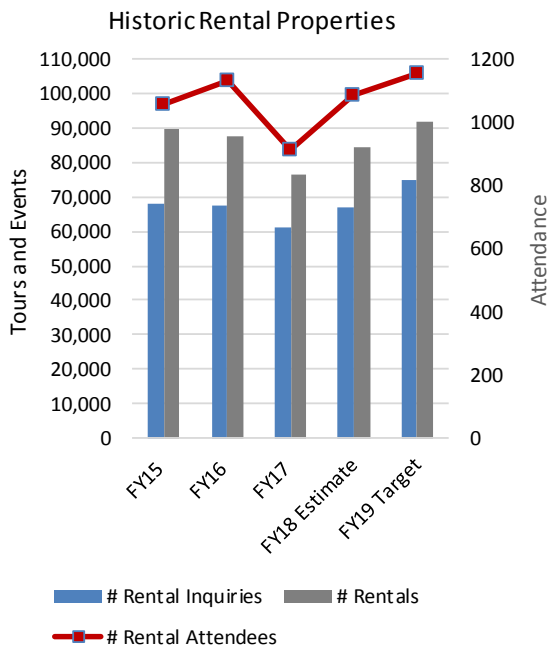
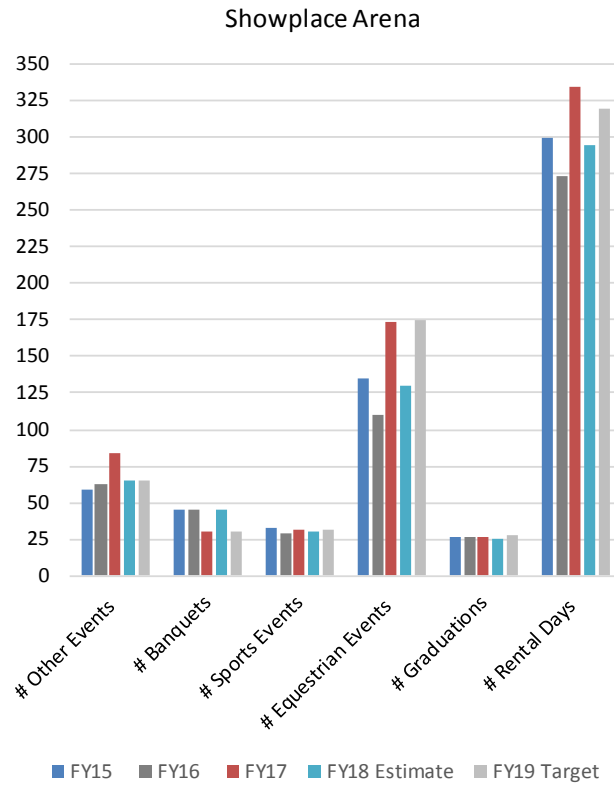
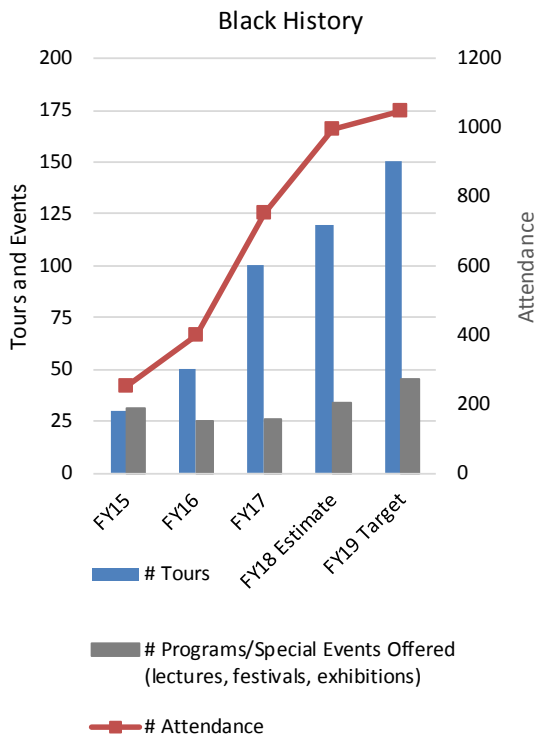


\* Works of Visual Art Produced by Artists Living or Working in Prince George's County.



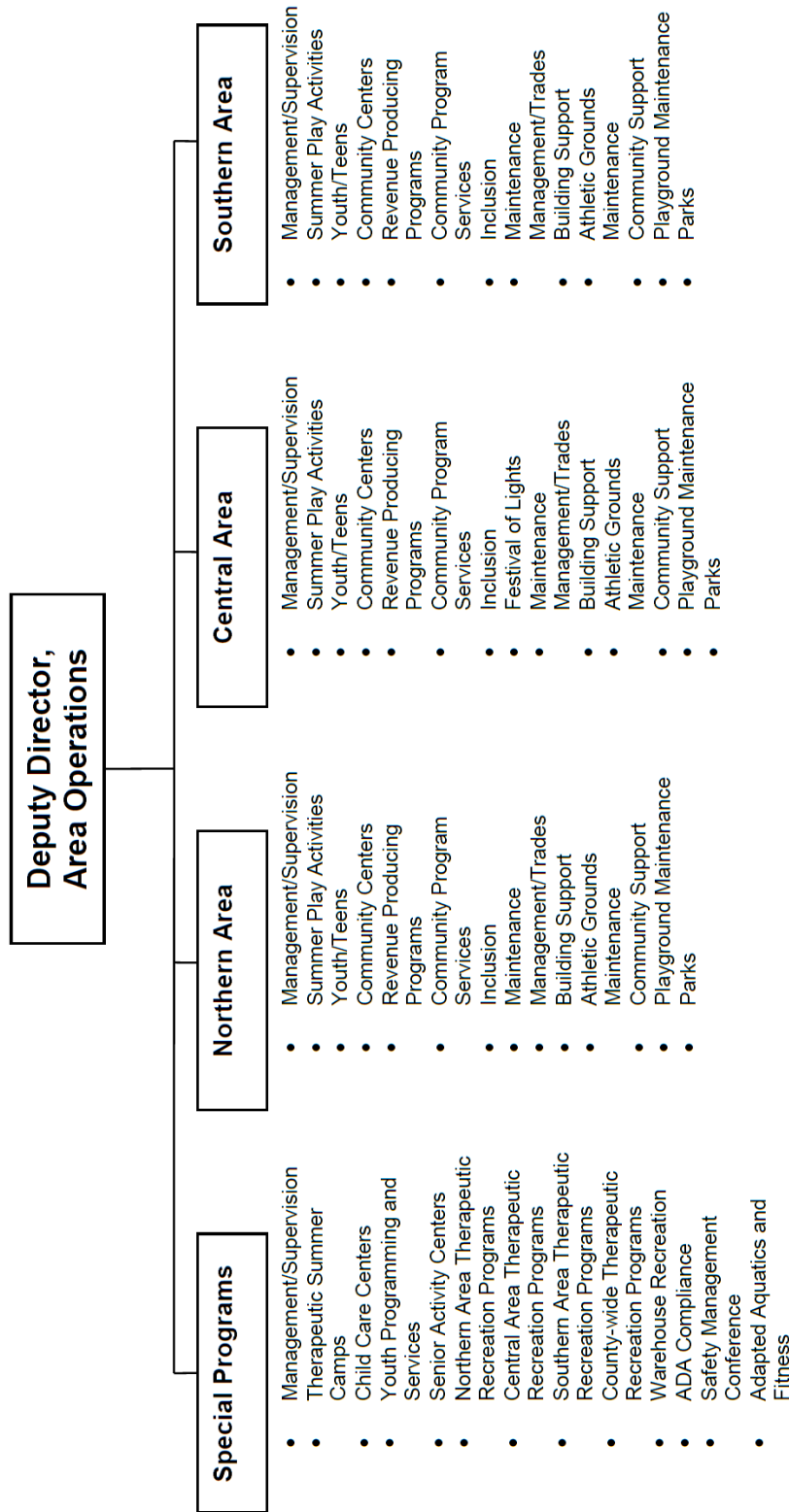


# Prince George's County Parks and Recreation Department – Arts and Cultural Heritage



ORGANIZATIONAL STRUCTURE

AREA OPERATIONS



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

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## 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

		<b><u>FY18</u></b>	<b><u>FY19</u></b>	<b><u>%</u></b>
		<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$338,761	\$368,103	8.7%
<i>Recreation Fund</i>				
	Expenditures	<u>\$80,274</u>	<u>\$82,178</u>	<u>2.4%</u>
	<b>TOTAL EXPENDITURES</b>	<b>\$419,035</b>	<b>\$450,281</b>	<b>7.4%</b>
<b>Staffing</b>				
<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>
	<b>TOTAL FUNDED CAREER POSITIONS</b>	<b>3.00</b>	<b>3.00</b>	<b>0.0%</b>
<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>
	<b>TOTAL FUNDED WORKYEARS</b>	<b>3.00</b>	<b>3.00</b>	<b>0.0%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- None



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

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## 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 Senior Nutrition 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



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

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Springs 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 at 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 daycare. 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, intellectual, sensory 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, floor hockey, gymnastics, art 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, 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**

### **FY18 Budget Priority Updates**

- Implement Aging in Place recommendations with increased seasonal/intermittent funding and the addition of a Rec/Enterprise Facility Manager II for the Camp Springs Senior Activity Center.



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

- Increased intermittent funding at Camp Springs Senior Activity Center to begin implementing the Aging in Place recommendations. Over 15,800 Senior IDs have been issued and participation in Aging in Place is projected to increase by 15%.
- Continue to expand the adapted aquatic and fitness programs.
  - Expanded adaptive aquatics to all seven swim centers, increased an overall number of programs and recruited and cross-trained additional water safety instructors and lifeguards.
  - Increased episodic therapeutic athletic clinics (pickleball, football, soccer, kickball, bocce ball, basketball, fitness ball, and Zumba) countywide.
  - Expanded Healthy Minds, Healthy Bodies veteran's fitness program to all vets all eras and hired additional staff with post rehabilitative personal training certifications.
- Continue to implement, model and assess the youth program quality intervention with all aspects of youth services.
  - Youth Services has expanded outreach and mobile recreation in various ways - partnering with Arts and Cultural Heritage to help promote the Arts on a Roll van with "Arts After School" and the "Get To Know Your Wild Neighbor initiative";
  - The Street Team continues to provide outreach to schools, churches, and various other non-profits.
  - Use of PQI Methods in all programs related to youth
  - Providing assessments for all Kids care programs
  - Providing youth development training for all staff

## BUDGET AT A GLANCE

### Summary of Division Budget

<b>Budget</b>		<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>% Change</b>
<i>Recreation Fund</i>				
	Expenditures	\$9,310,918	\$9,787,365	5.1%
<b>Staffing</b>				
<i>Recreation Fund</i>				
	Funded Career Positions	54.00	55.00	1.9%
	Funded Workyears	127.69	137.22	7.5%

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increase revenue based on historical trends and actual projections.
- Increase seasonal funding to support extended summer youth programs.
- Increase funding for seasonal, supplies and materials, and other services, and charges to support extended Therapeutic Recreation summer work programs.
- Added an Enterprise Facility Manager 1 to support new Hampton Park Senior Activity Center.
- Increase funding for seasonal, supplies and materials and other services and charges to support new Hampton Senior Center.
- Relocate Rec/Enterprise Facility Manager 1 to support senior programs.
- Relocate Therapeutic Recreation Specialist 1 to support Therapeutic Recreation program growth.



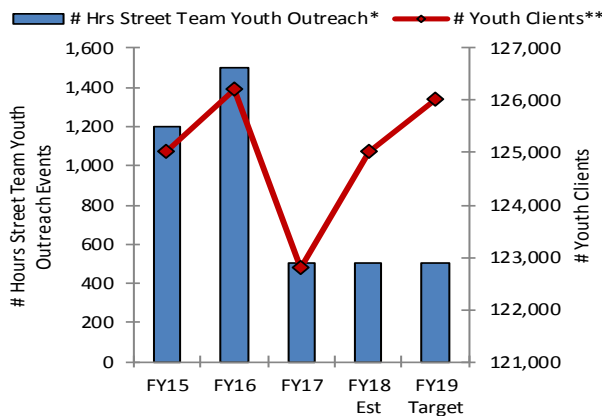
# Prince George's County Parks and Recreation Department - Special Programs

## GOALS AND PERFORMANCE MEASURES Special Programs Division Performance Measures

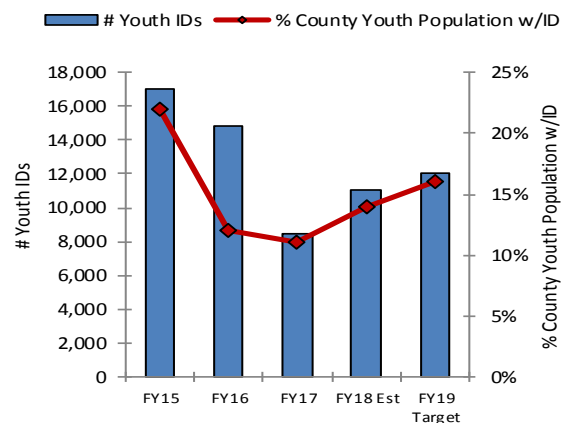
**Outcome Objective:** Provide quality services for youth, seniors, and individuals with disabilities. Programs and services include two employee child care centers. Senior Services oversees senior programming including operating 6 senior activity centers and a number of large scale signature special events. Therapeutic Recreation provides opportunities in both inclusive and specialized settings to promote and facilitate the development of leisure and skills, socialization and independence for individuals with disabilities. Youth Services provides leadership to the department on youth services, implementation of the Youth Action Plan, 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, coordinates the Departmental Child Care Committee and serves as the liaison with the County on SYEP and Summer Nutrition programs.

**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

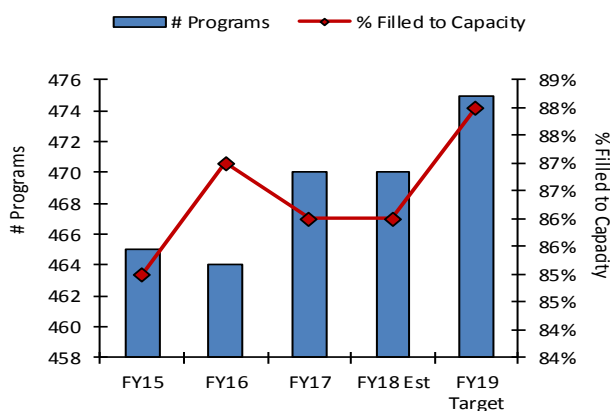


\*\* Youth clients - anyone 6 - 17 in the SMARTLink database

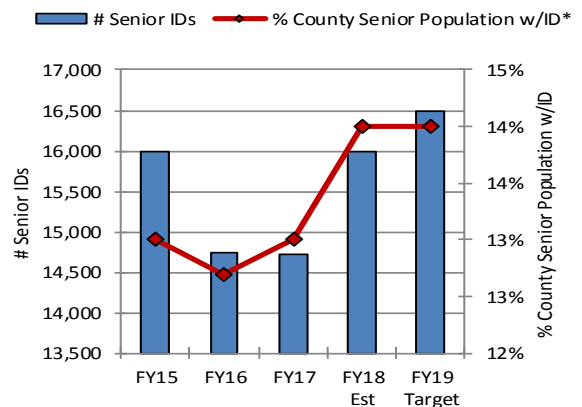
\*2010 U.S. Census 6 to 17 (total 76,846)

Note: All Smartlink accounts were scrubbed to eliminate non-active accounts in FY17.

### Therapeutic Recreation Programs



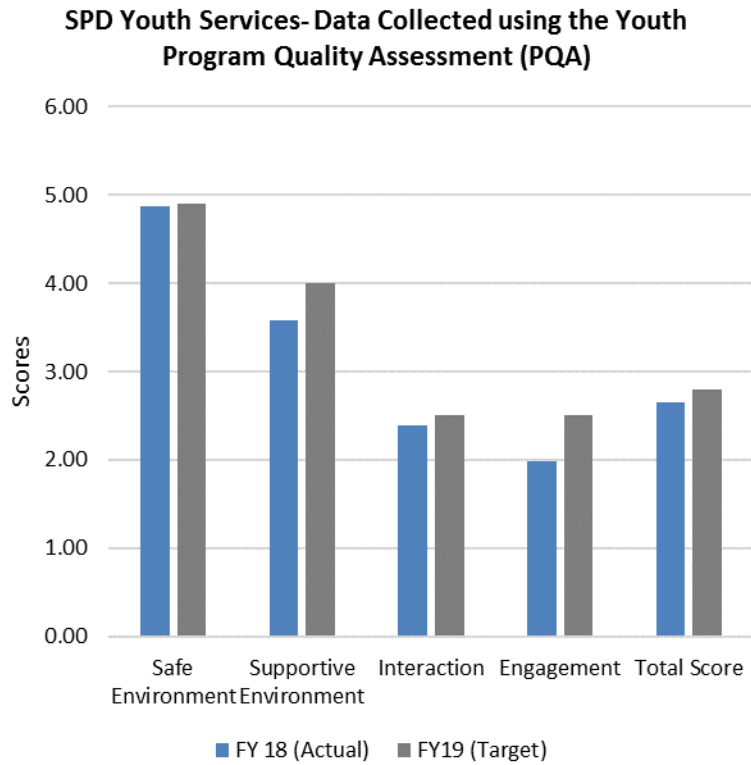
### Senior Participation



\*2010 U.S. Census 60 and over (total 125,136)



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





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

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## 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 45 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 eight 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. Watkins Regional Park also hosts food truck hubs on Fridays, Saturdays, and Sundays. Southern Area's Cosca Regional Park operates 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



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

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demonstrations, and range from a high degree of sophisticated instruction to pick-up games and free play.

## **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.



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

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## **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.

## **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 administrative support to program staff and community volunteer groups, and assist in the interpretation of park and recreation programs to the general public and volunteer organizations. Offices administer personnel operations for all employees in the three Areas.

## **ACCOMPLISHMENTS**

### **FY18 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, continue to 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.
  - Evaluated 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



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

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- Functional Master Plan.
- Evaluated 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.
- Continued to collaborate 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.
- Promoted 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.
- Increased the number of programs, classes and events at community centers that include a health and wellness element with an eventual goal of 70%.
- Launched the Course Coordination Unit to centralize and streamline class offerings in order to maximize the value of program offerings, improve connectivity and productivity.
- Extended Summer Play Activities by two weeks (from six to eight) to coincide with the opening of Prince George's County schools after Labor Day.
- 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 continue to 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).
  - Continued to allocate funding toward sustainability of park amenities in areas to maximize park usage as well as areas that used frequently.
  - Continued to invest and upgrade existing trails and regional parks to increase accessibility and to encourage health and fitness activities and walkable communities.
  - Continued to work towards the goal of 100% of community centers having front counter space retrofitted to accommodate ADA standards.
  - Reevaluated the sustainable mowing policy and proposed new additions that benefit the environment.
  - Initiated the installation of additional solar fields in order to maximize the potential cost savings and environmental benefits to the County.
  - Implemented the Departmental Budget Expenditure Reduction efforts through alignment of the proposed Major Maintenance work plan.
  - Partnered with the Safety Committee to assess and revise the safety policies, procedures and staff training.
  - Developed a program and facility business plan templates and updated operational standards for existing community centers and future multigenerational centers.
  - Implemented the "Eyes Have It" program which encourages staff to take a proactive approach in identifying current and potential safety issues and evaluating the overall aesthetic appeal of community center facilities and grounds to ensure that all facilities are in the best possible condition at all times.



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

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- Implement the approved functional master plan entitled Formula 2040 through existing community center and program operations and the new multigenerational service model.
  - Annually continue to 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
- Increase cost recovery level of all community center and park operations to align with the goals of Formula 2040:
  - Continues to carry out cost recovery analysis for each community center, each event, each class and each program by completing and reconciling the cost recovery worksheet and tracking all expenses and revenues.
  - Assessed budgets of existing and new large/signature special events to increase the cost recovery level by adding or increasing admission and/or amenity fees, sponsors and partners.
  - Analyzed and recommend fee increases for a variety of summer and school year programs, fitness memberships, field usage, athletic tournaments and large and small special events to increase the cost recovery level for community centers and parks.



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

## BUDGET AT A GLANCE

### Summary of Northern Area Division Budget

		<b>FY18</b>	<b>FY19</b>	<b>%</b>
		<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$6,972,991	\$7,178,398	2.9%
<i>Recreation Fund</i>				
	Expenditures	<u>\$7,020,907</u>	<u>\$7,074,327</u>	<u>0.8%</u>
	TOTAL EXPENDITURES	\$13,993,898	\$14,252,725	1.8%
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	71.00	72.00	1.4%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>43.00</u>	<u>43.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	114.00	115.00	0.9%
<i>Park Fund</i>				
	Funded Workyears	82.70	89.60	8.3%
<i>Recreation Fund</i>				
	Funded Workyears	<u>134.70</u>	<u>140.80</u>	<u>4.5%</u>
	TOTAL FUNDED WORKYEARS	217.40	230.40	6.0%

### Summary of Central Area Division Budget

		<b>FY18</b>	<b>FY19</b>	<b>%</b>
		<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$6,272,626	\$6,372,842	1.6%
<i>Recreation Fund</i>				
	Expenditures	<u>\$7,308,034</u>	<u>\$7,244,604</u>	<u>-0.9%</u>
	TOTAL EXPENDITURES	\$13,580,660	\$13,617,446	0.3%
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	66.00	69.00	4.5%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>44.00</u>	<u>44.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	110.00	113.00	2.7%
<i>Park Fund</i>				
	Funded Workyears	89.30	97.20	8.8%
<i>Recreation Fund</i>				
	Funded Workyears	<u>124.50</u>	<u>138.60</u>	<u>11.3%</u>
	TOTAL FUNDED WORKYEARS	213.80	235.80	10.3%



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

## Summary of Southern Area Division Budget

	<u>FY18</u>	<u>FY19</u>	<u>%</u>
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$6,494,722	\$6,823,922	5.1%
<i>Recreation Fund</i>			
Expenditures	<u>\$10,274,052</u>	<u>\$11,949,229</u>	<u>16.3%</u>
TOTAL EXPENDITURES	\$16,768,774	\$18,773,151	12.0%
<b>Staffing</b>			
<i>Park Fund</i>			
Funded Career Positions	71.00	74.00	4.2%
<i>Recreation Fund</i>			
Funded Career Positions	<u>51.00</u>	<u>53.00</u>	<u>3.9%</u>
TOTAL FUNDED CAREER POSITIONS	122.00	127.00	4.1%
<i>Park Fund</i>			
Funded Workyears	96.70	95.10	-1.7%
<i>Recreation Fund</i>			
Funded Workyears	<u>262.10</u>	<u>230.50</u>	<u>-12.1%</u>
TOTAL FUNDED WORKYEARS	358.80	325.60	-9.3%

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increased seasonal funding to support extended youth summer work programs (NAO)
- Transferred one (1) career full-time position to Public Affairs and Marketing Division (NAO)
- Added one (1) career full-time position to Area Maintenance (NAO)
- Increased seasonal funding to support Area Maintenance (NAO)
- Increased overtime for Area Maintenance (NAO)
- Increased supplies and materials for Area Maintenance (NAO)
- Increased training budget to support staff development (NAO)
- Decreased revenue based on historical trends and analysis (NAO)
- Increased supplies and materials for Teen Initiatives (NAO)
- Increased supplies and materials to support Community Centers (NAO)
- Removed OBI expenditure funding for Capital Outlay from Westphalia Community Center (CAO)
- Reduced expenditures in Charter Bus Service and Trips and Excursions due to the coordination of efforts within Area Operations (CAO and SAO)
- Increased expenditures in Other Services and Charges within various community centers (CAO and SAO)
- Increased expenditures in Capital Outlay for Southern Area Aquatic and Recreation Center (SAO)
- Added three (3) career full-time park positions (CAO)



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

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- Added three (3) career full-time park positions (SAO)
- Added two (2) career full-time positions for Unit III/Course Coordination (SAO)
- Added revenue assumption for Southern Area Aquatic and Recreation Center (SAO)
- Reallocated seasonal funding throughout divisional accounting units (CAO)
- Reallocated supplies and material funding throughout divisional accounting units (CAO)
- Reallocated other services and charges funding throughout divisional accounting units (CAO)
- Removed revenue goal for the Tram/Train at Cosca Regional Park (SAO)
- Reallocated supplies and material funding throughout divisional accounting units (SAO)
- Reallocated other services and charges funding throughout divisional accounting units (SAO)



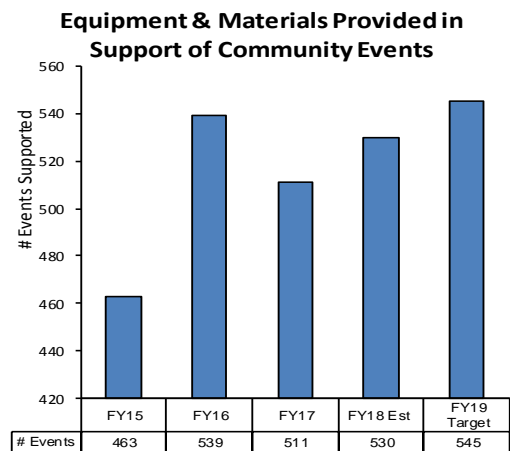
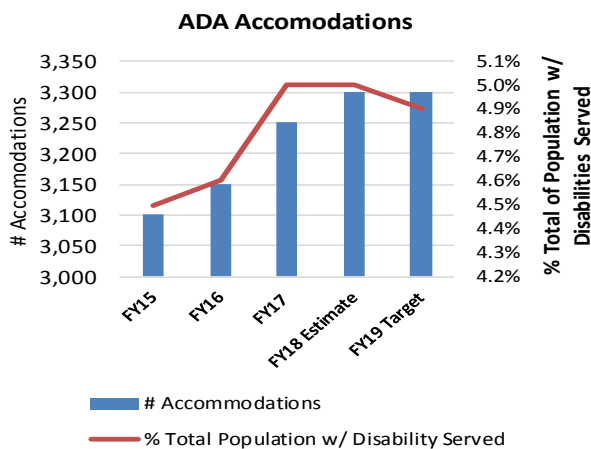


# Prince George's County Parks and Recreation Department - Northern, Central, and Southern Areas

## GOALS AND PERFORMANCE MEASURES Area Operations Performance Measures Northern, Central and Southern Areas

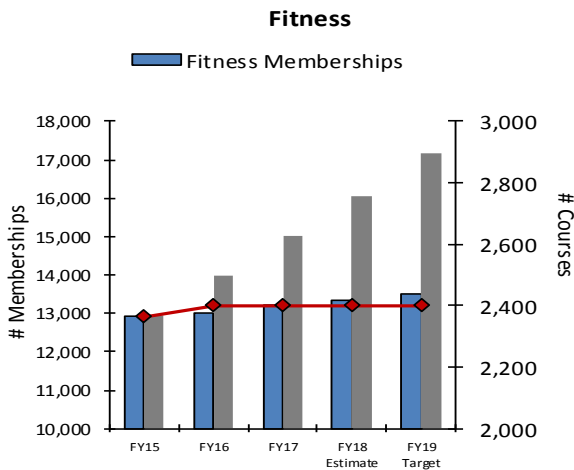
**Outcome Objective:** Area Operations, including the Northern, Central and Southern Areas, provide safe, clean and aesthetically pleasing parks, facilities and playground equipment as well as, affordable and enjoyable opportunities for participation in specialized leisure activities, co-sponsored or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

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



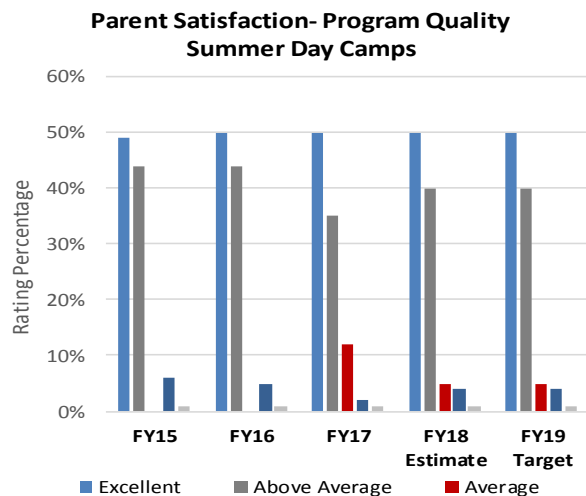
- \* based on total # people with disabilities in Prince George's County (2010 U.S. Census)
- \*\* # Accommodations refers to the number of instances an accommodation was made, not the number of customers served.
- \*\*\* Types of accommodations include: interpreters, providing support staff (increasing 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 PGCPD, County Government, WSSC, etc.



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.



# 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:

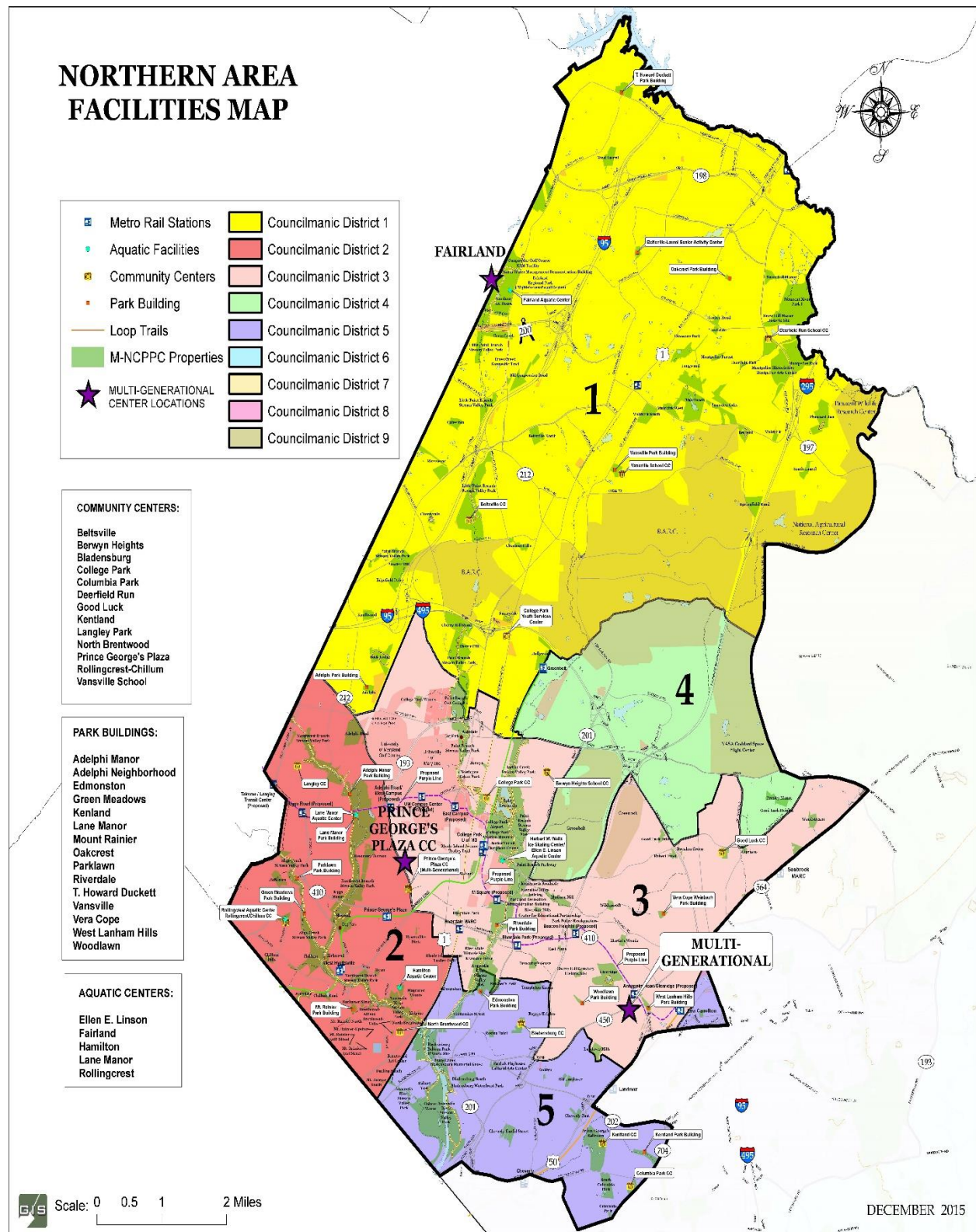
- Adelphi Manor
- Adelphi Neighborhood
- Edmonston
- Green Meadows
- Kentland
- Lane Manor
- Mount Rainier
- Oakcrest
- Parklawn
- Riverdale
- T. Howard Duckett
- Vansville
- Vera Cope
- West Lanham Hills
- Woodlawn

### AQUATIC CENTERS:

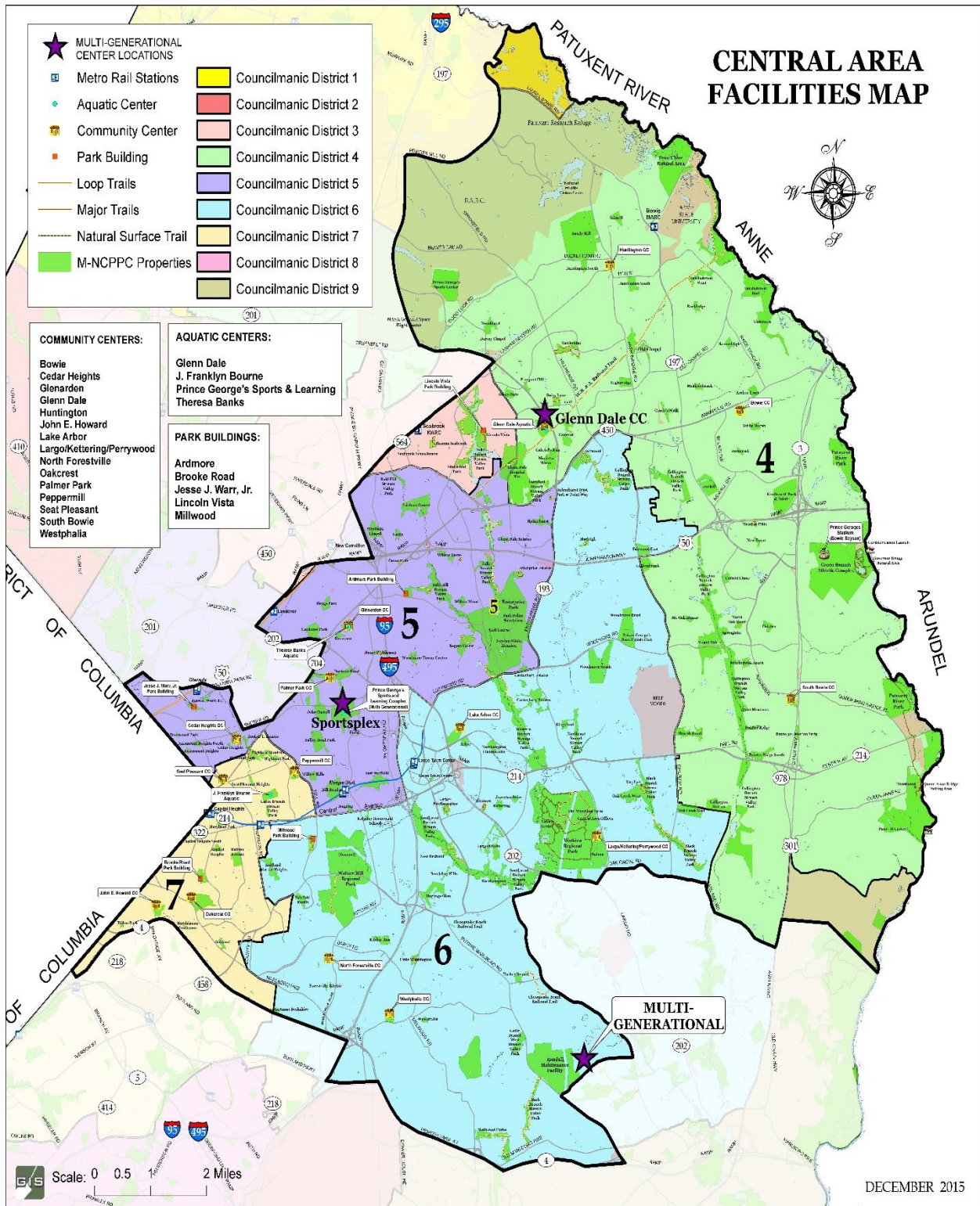
- Ellen E. Linson
- Fairland
- Hamilton
- Lane Manor
- Rollingcrest

Scale: 0 0.5 1 2 Miles

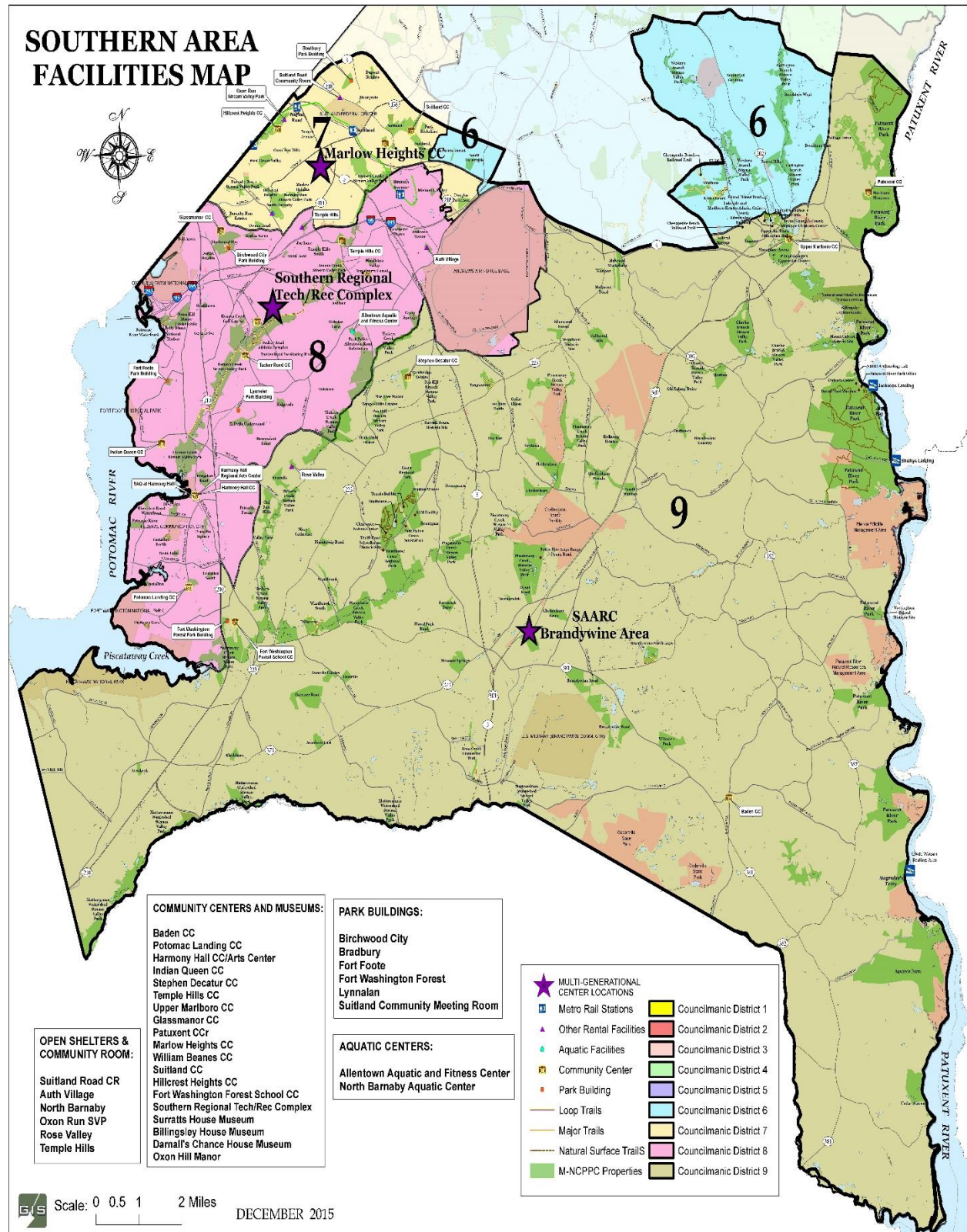
DECEMBER 2015



# 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)
  - FY19 Recreation Fund Non-Department includes CIP Transfer to PAYGO
- Enterprise Fund subsidy
- Compensation increases
  - FY19 Recreation Fund Non-Departmental includes Salary Marker for Aquatics Personnel Increase
- 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	<u>FY18</u> <u>Adopted</u>	<u>FY19</u> <u>Proposed</u>	<u>%</u> <u>Change</u>
<i>Park Fund</i>			
OPEB Prefunding	\$ 1,649,596	\$ 2,641,100	60.1%
OPEB PayGo	3,485,198	4,022,608	15.4%
Marker for Compensation Adjustment <i>(included in Division budgets)</i>		1,411,494	100.0%
Marker for Possible Reclassification	-	321,441	100.0%
Other Personnel	171,348	16,100	-90.6%
Legislative Project Charges	618,005	451,000	-27.0%
CIP Transfer (PayGo)	11,600,000	18,665,000	60.9%
Debt Service Transfer	11,053,742	13,753,538	24.4%
Operating Expenditure Reserve 5%	<u>6,148,500</u>	<u>6,252,000</u>	<u>1.7%</u>
Park Fund Total	\$ 34,726,389	\$ 47,534,281	36.9%
<i>Recreation Fund</i>			
OPEB Prefunding	\$ 588,516	\$ 977,550	66.1%
OPEB PayGo	1,243,393	1,488,888	19.7%
Marker for Compensation Adjustment <i>(included in Division budgets)</i>		613,408	100.0%
Marker for Possible Reclassification	-	231,665	100.0%
Other Personnel	869,872	841,400	-3.3%
Legislative Project Charges	3,817,284	3,058,500	-19.9%
Enterprise Fund Transfer	8,748,421	8,584,855	-1.9%
CIP Transfer (PayGo)	-	8,000,000	100.0%
Operating Expenditure Reserve 5%	<u>3,891,200</u>	<u>4,155,600</u>	<u>6.8%</u>
Recreation Fund Total	\$ 19,158,686	\$ 27,951,866	45.9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 53,885,075</b>	<b>\$ 75,486,147</b>	<b>40.1%</b>



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

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## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Adding compensation funding for wage adjustments for Park Fund of \$1,749,035 (subject to negotiations)
- Adding compensation funding for wage adjustments for Recreation Fund of \$935,873 (subject to negotiations)
- Adding compensation marker for wage adjustments for Aquatics Personnel of \$750,600 (subject to negotiations)
- Increasing OPEB Pre-funding and OPEB PAYGO by in the Park Fund by \$1,528,914 and \$634,529 in the Recreation Fund
- Increasing Debt Service by \$2,699,796 in the Park Fund.
- Increasing the PAYGO transfer to CIP by \$7,065,000 in the Park Fund
- Adding PAYGO transfer to CIP of \$8,000,000 in the Recreation Fund
- Decreasing the Enterprise Fund Subsidy in the Recreation Fund by -\$163,566
- Decreasing the Legislative Project Charges by -\$167,005 in the Park Fund and -\$758,784 in the Recreation Fund



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

Name of Project Charge	Fund	FY18 Adopted Allocation	FY19 Proposed Reductions	FY19 Proposed Allocation
City of Bowie, Allen Pond Maint.	Park	\$ 101,700		\$ 101,700
Green to Greatness Planting Day	Park	\$ 61,800	\$ (61,800)	\$ -
Patuxent River 4-H Center Foundation	Park	\$ 34,300		\$ 34,300
Patuxent Riverkeepers	Park	\$ 15,000		\$ 15,000
PGCC - Park Police/Security/Pool	Park	\$ 300,000		\$ 300,000
Prince George's Police Dept.	Park	\$ -		\$ -
Tax Collection Fee	Park	\$ 105,205	\$ (105,205)	\$ -
After School Arts (World Art Focus)	Rec	\$ 98,000		\$ 98,000
All Shades of Pink (Healthcare Services)	Rec	\$ 15,000		\$ 15,000
Allentown Boys & Girls Club	Rec	\$ 5,000		\$ 5,000
Anacostia Watershed Society	Rec	\$ 20,000		\$ 20,000
Anacostia Trails and Heritage Area	Rec	\$ 25,000		\$ 25,000
Beltsville-Adelphi Boys and Girls Club	Rec	\$ 7,500		\$ 7,500
Camp Springs Girls & Boys Club	Rec	\$ 10,000		\$ 10,000
Cherry Lane Boxing and Fitness	Rec	\$ 10,000		\$ 10,000
City of College Park Youth & Family Services	Rec	\$ 20,000		\$ 20,000
City of Greenbelt, After School Arts	Rec	\$ 12,000		\$ 12,000
City of Greenbelt, Recreation Services	Rec	\$ 70,000		\$ 70,000
City of Greenbelt, Therapeutic Program	Rec	\$ 12,000		\$ 12,000
City of Hyattsville, Recreation Services	Rec	\$ 19,000		\$ 19,000
City of Laurel Parks Department	Rec	\$ 10,000		\$ 10,000
City of Laurel Senior Services	Rec	\$ 54,400		\$ 54,400
City of Laurel, Anderson & Murphy CC	Rec	\$ 22,000		\$ 22,000
College Park Arts Exchange	Rec	\$ 5,000		\$ 5,000
College Park Boys and Girls Club	Rec	\$ 7,500		\$ 7,500
Community College Outreach; Facilities; etc	Rec	\$ 300,000		\$ 300,000
Cooperative Extension Service (4H)	Rec	\$ 208,600		\$ 208,600
District 7 - Daughter for the Day Program	Rec	\$ 7,500		\$ 7,500
Ft. Washington Boys & Girls Club	Rec	\$ 10,000		\$ 10,000
Forestville Boys & Girls Club	Rec	\$ 25,000		\$ 25,000
Gateway Arts Program	Rec	\$ 90,000		\$ 90,000
Girl Scouts Capital Area	Rec	\$ 10,000		\$ 10,000
Global Develop. Services for Youth, Inc.	Rec	\$ 2,500		\$ 2,500
Glenarden Boys and Girls Club	Rec	\$ 15,000		\$ 15,000
Greater Laurel United Soccer Club	Rec	\$ 5,000		\$ 5,000
Greenbelt Aquatics & Fitness Center	Rec	\$ 100,000		\$ 100,000
Greenbelt Community Center	Rec	\$ 40,000		\$ 40,000
Harlem Renaissance	Rec	\$ 40,000		\$ 40,000
Ivy Community Charities	Rec	\$ 10,000		\$ 10,000
Junior Achievement	Rec	\$ 20,000		\$ 20,000
Kentland's Boxing Club	Rec	\$ 5,000		\$ 5,000
Kettering-Largo-Mitchellville Boys & Girls Club	Rec	\$ 20,000		\$ 20,000
Lake Arbor Foundation	Rec	\$ 175,000		\$ 175,000
Lanham Boys & Girls Club	Rec	\$ 10,000		\$ 10,000
Latin America Youth Center	Rec	\$ 40,000		\$ 40,000
Laurel Historical Society	Rec	\$ 22,500		\$ 22,500
Laurel Little League	Rec	\$ 5,000		\$ 5,000
Laurel Stallions	Rec	\$ 5,000		\$ 5,000
Making a New United People (M.A.N.U.P.)	Rec	\$ 25,000		\$ 25,000
Memorial Library System - Rec. Prog.	Rec	\$ 1,512,800	\$ (712,800)	\$ 800,000
Millwood/Waterford Programming	Rec	\$ 10,000		\$ 10,000
Oxon Hills Boys & Girls Club	Rec	\$ 7,500		\$ 7,500
Prince George's Arts and Humanities Council	Rec	\$ 120,000		\$ 120,000
Prince George's Philharmonic	Rec	\$ 100,000		\$ 100,000
Prince George's Tennis Assoc.	Rec	\$ 20,000		\$ 20,000
Seat Pleasant Leadership Development Program	Rec	\$ 85,000		\$ 85,000
Tax Collection Fee	Rec	\$ 45,984	\$ (45,984)	\$ -
Team Builders Program-Prince George's Community College	Rec	\$ 100,000		\$ 100,000
Theresa Banks Swim Club	Rec	\$ 20,000		\$ 20,000
Town of Forest Heights	Rec	\$ 10,000		\$ 10,000
Town of Forest Heights Community Development Corporation	Rec	\$ 7,500		\$ 7,500
White Rose Foundation	Rec	\$ 15,000		\$ 15,000
World-Wide Community	Rec	\$ 25,000		\$ 25,000
Youth Development Program (In-Reach, Inc)	Rec	\$ 50,000		\$ 50,000
Youth Services Program-City of Laurel	Rec	\$ 25,000		\$ 25,000
Youth Wellness Leadership Institute	Rec	\$ 50,000		\$ 50,000
<b>Net Change to Project Charges</b>			<b>\$ (925,789)</b>	
<b>Total Project Charges</b>		<b>\$ 4,435,289</b>		<b>\$ 3,509,500</b>



# 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Office of the Director</b>				
Personnel Services	1,711,775	1,373,877	1,379,969	0.4%
Supplies and Materials	42,466	33,600	33,600	0.0%
Other Services and Charges	298,211	368,861	368,861	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>2,052,452</b>	<b>1,776,338</b>	<b>1,782,430</b>	<b>0.3%</b>
<b>Park Police</b>				
Personnel Services	16,752,336	17,817,883	17,558,258	-1.5%
Supplies and Materials	1,369,906	1,473,700	1,245,700	-15.5%
Other Services and Charges	1,150,242	1,009,200	1,009,200	0.0%
Capital Outlay	-	450,200	100,200	-77.7%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>19,272,484</b>	<b>20,750,983</b>	<b>19,913,358</b>	<b>-4.0%</b>
<b>Management Services</b>				
Personnel Services	3,551,261	4,691,069	5,130,296	9.4%
Supplies and Materials	171,008	312,800	276,300	-11.7%
Other Services and Charges	978,087	1,360,760	1,396,760	2.6%
Capital Outlay	(3,128)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>4,697,228</b>	<b>6,364,629</b>	<b>6,803,356</b>	<b>6.9%</b>
<b>Public Affairs and Marketing</b>				
Personnel Services	1,442,606	1,880,990	1,824,075	-3.0%
Supplies and Materials	42,156	45,550	49,050	7.7%
Other Services and Charges	507,858	481,350	547,050	13.6%
Capital Outlay	-	100,300	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>1,992,620</b>	<b>2,508,190</b>	<b>2,420,175</b>	<b>-3.5%</b>
<b>Administration and Development</b>				
Personnel Services	303,752	316,142	319,575	1.1%
Supplies and Materials	562	10,700	6,700	-37.4%
Other Services and Charges	11,893	19,800	23,800	20.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>316,207</b>	<b>346,642</b>	<b>350,075</b>	<b>1.0%</b>





# 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Information Tech &amp; Communications</b>				
Personnel Services	2,989,476	3,434,646	3,355,711	-2.3%
Supplies and Materials	1,198,727	1,295,392	1,295,392	0.0%
Other Services and Charges	605,543	742,500	742,500	0.0%
Capital Outlay	25,875	83,900	83,900	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>4,819,621</b>	<b>5,556,438</b>	<b>5,477,503</b>	<b>-1.4%</b>
<b>Park Planning and Development</b>				
Personnel Services	5,422,391	6,265,619	6,331,140	1.0%
Supplies and Materials	45,900	47,600	47,600	0.0%
Other Services and Charges	64,694	542,500	573,865	5.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>5,532,985</b>	<b>6,855,719</b>	<b>6,952,605</b>	<b>1.4%</b>
<b>Support Services</b>				
Personnel Services	209,730	200,037	214,700	7.3%
Supplies and Materials	716,759	1,705,214	688,651	-59.6%
Other Services and Charges	10,324,165	11,179,695	10,762,910	-3.7%
Capital Outlay	1,141,718	825,000	970,000	17.6%
Other Classifications	-	-	-	-
Chargebacks	1,449,867	1,545,754	1,567,726	1.4%
<b>Total</b>	<b>13,842,239</b>	<b>15,455,700</b>	<b>14,203,987</b>	<b>-8.1%</b>
<b>Facility Oper.-Deputy Director</b>				
Personnel Services	413,222	604,623	608,973	0.7%
Supplies and Materials	48,134	16,400	16,400	0.0%
Other Services and Charges	130,253	29,000	29,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>591,609</b>	<b>650,023</b>	<b>654,373</b>	<b>0.7%</b>
<b>Maintenance and Development</b>				
Personnel Services	13,587,584	15,249,785	14,975,035	-1.8%
Supplies and Materials	4,009,618	4,773,100	4,702,100	-1.5%
Other Services and Charges	8,399,792	7,586,400	7,202,100	-5.1%
Capital Outlay	698,480	639,400	539,700	-15.6%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>26,695,474</b>	<b>28,248,685</b>	<b>27,418,935</b>	<b>-2.9%</b>



# 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Natural and Historic Resources</b>				
Personnel Services	5,266,203	5,773,196	6,460,202	11.9%
Supplies and Materials	461,849	271,500	515,400	89.8%
Other Services and Charges	398,898	255,300	594,300	132.8%
Capital Outlay	114,690	62,000	62,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>6,241,640</b>	<b>6,361,996</b>	<b>7,631,902</b>	<b>20.0%</b>
<b>Arts and Cultural Heritage</b>				
Personnel Services	1,367,872	1,364,603	1,360,274	-0.3%
Supplies and Materials	224,366	254,500	231,500	-9.0%
Other Services and Charges	325,849	234,300	232,300	-0.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>1,918,087</b>	<b>1,853,403</b>	<b>1,824,074</b>	<b>-1.6%</b>
<b>Area Oper.-Deputy Director</b>				
Personnel Services	431,382	295,061	324,403	9.9%
Supplies and Materials	3,554	5,000	5,000	0.0%
Other Services and Charges	19,811	38,700	38,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>454,747</b>	<b>338,761</b>	<b>368,103</b>	<b>8.7%</b>
<b>Northern Area Operations</b>				
Personnel Services	5,489,058	5,880,491	5,910,897	0.5%
Supplies and Materials	611,183	538,200	593,200	10.2%
Other Services and Charges	286,319	404,300	404,300	0.0%
Capital Outlay	205,306	150,000	270,000	80.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>6,591,866</b>	<b>6,972,991</b>	<b>7,178,397</b>	<b>2.9%</b>
<b>Central Area Operations</b>				
Personnel Services	4,779,490	5,119,801	5,199,717	1.6%
Supplies and Materials	692,034	696,525	713,825	2.5%
Other Services and Charges	458,798	314,300	317,300	1.0%
Capital Outlay	655,329	142,000	142,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>6,585,651</b>	<b>6,272,626</b>	<b>6,372,842</b>	<b>1.6%</b>



# 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Southern Area Operations</b>				
Personnel Services	4,797,568	5,529,122	5,656,522	2.3%
Supplies and Materials	574,817	687,800	532,500	-22.6%
Other Services and Charges	254,713	123,800	348,900	181.8%
Capital Outlay	472,381	154,000	286,000	85.7%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>6,099,479</b>	<b>6,494,722</b>	<b>6,823,922</b>	<b>5.1%</b>
<b>Non-departmental</b>				
Personnel Services	3,182,309	5,543,728	8,412,743	51.8%
Salary Adjustment Marker	-	237,586	1,732,935	629.4%
Salary Lapse	-	-	-	-
Other Personnel	23,731	171,348	16,100	-90.6%
OPEB PreFunding	1,480,956	1,649,596	2,641,100	60.1%
OPEB Paygo	1,677,622	3,485,198	4,022,608	15.4%
Supplies and Materials	(32,984)	-	-	-
Other Services and Charges	1,985,686	618,005	451,000	-27.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>5,135,011</b>	<b>6,161,733</b>	<b>8,863,743</b>	<b>43.9%</b>
<b>Grants</b>				
Personnel Services	36,051	-	-	-
Supplies and Materials	63,910	-	-	-
Other Services and Charges	885,042	-	-	-
Capital Outlay	32,185	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>1,017,188</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Uses/Transfers Out</b>				
Capital Projects Funds	6,661,000	11,600,000	18,665,000	60.9%
Debt Service Fund	10,830,748	11,053,742	13,753,538	24.4%
Enterprise Fund	-	-	-	-
<b>Total</b>	<b>17,491,748</b>	<b>22,653,742</b>	<b>32,418,538</b>	<b>43.1%</b>
<b>Budgetary Reserve</b>	<b>-</b>	<b>6,148,500</b>	<b>6,252,000</b>	<b>1.7%</b>
<b>Fund Total</b>	<b>131,348,336</b>	<b>151,771,821</b>	<b>163,710,318</b>	<b>7.9%</b>
<b>Total Park Fund</b>				
Personnel Services	71,734,066	81,340,673	85,022,490	4.5%
Supplies and Materials	10,243,965	12,167,581	10,952,918	-10.0%
Other Services and Charges	27,085,854	25,308,771	25,042,846	-1.1%
Capital Outlay	3,342,836	2,606,800	2,453,800	-5.9%
Other Classifications	-	-	-	-
Chargebacks	1,449,867	1,545,754	1,567,726	1.4%
<b>Subtotal Park Fund</b>	<b>113,856,588</b>	<b>122,969,579</b>	<b>125,039,780</b>	<b>1.7%</b>
Transfers Out	17,491,748	22,653,742	32,418,538	43.1%
Budgetary Reserve	-	6,148,500	6,252,000	1.7%
<b>Total Park Fund</b>	<b>131,348,336</b>	<b>151,771,821</b>	<b>163,710,318</b>	<b>7.9%</b>



# 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Public Affairs and Marketing</b>				
Personnel Services	270,125	311,412	393,590	26.4%
Supplies and Materials	32,570	14,100	14,100	0.0%
Other Services and Charges	516,025	577,349	577,349	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>818,720</b>	<b>902,861</b>	<b>985,039</b>	<b>9.1%</b>
<b>Maintenance &amp; Development</b>				
Personnel Services	-	-	218,048	-
Supplies and Materials	-	-	178,303	-
Other Services and Charges	-	-	455,000	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>851,351</b>	<b>-</b>
<b>Facility Operations - Deputy</b>				
Personnel Services	-	-	37,678	-
Supplies and Materials	-	-	57,500	-
Other Services and Charges	-	-	42,500	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>137,678</b>	<b>-</b>
<b>Support Services</b>				
Personnel Services	120,932	70,000	65,000	-7.1%
Supplies and Materials	210,826	1,630,400	560,800	-65.6%
Other Services and Charges	5,721,516	7,448,433	8,136,613	9.2%
Capital Outlay	485,269	416,000	416,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	117,768	135,474	169,402	25.0%
<b>Total</b>	<b>6,656,311</b>	<b>9,700,307</b>	<b>9,347,815</b>	<b>-3.6%</b>
<b>Sports, Health, and Wellness</b>				
Personnel Services	9,874,560	10,646,157	11,699,496	9.9%
Supplies and Materials	815,776	1,052,223	1,574,252	49.6%
Other Services and Charges	738,224	787,355	828,256	5.2%
Capital Outlay	1,448	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>11,430,008</b>	<b>12,485,735</b>	<b>14,102,004</b>	<b>12.9%</b>
<b>Natural and Historic Resources</b>				
Personnel Services	773,662	853,383	935,766	9.7%
Supplies and Materials	80,534	128,100	128,100	0.0%
Other Services and Charges	138,672	148,700	148,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>992,868</b>	<b>1,130,183</b>	<b>1,212,566</b>	<b>7.3%</b>
<b>Arts and Cultural Heritage</b>				
Personnel Services	3,005,427	3,146,992	3,298,127	4.8%
Supplies and Materials	155,504	312,293	312,793	0.2%
Other Services and Charges	670,223	747,527	931,357	24.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>3,831,154</b>	<b>4,206,812</b>	<b>4,542,277</b>	<b>8.0%</b>



# 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Area Operations Deputy</b>				
Personnel Services	28,975	80,274	82,178	2.4%
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>28,975</b>	<b>80,274</b>	<b>82,178</b>	<b>2.4%</b>
<b>Special Programs</b>				
Personnel Services	6,696,748	7,641,868	8,102,815	6.0%
Supplies and Materials	530,047	578,800	637,800	10.2%
Other Services and Charges	893,783	1,090,250	1,046,750	-4.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>8,120,578</b>	<b>9,310,918</b>	<b>9,787,365</b>	<b>5.1%</b>
<b>Northern Area Operations</b>				
Personnel Services	5,574,128	6,175,940	6,221,360	0.7%
Supplies and Materials	484,859	425,967	433,967	1.9%
Other Services and Charges	298,726	419,000	419,000	0.0%
Capital Outlay	8,326	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>6,366,039</b>	<b>7,020,907</b>	<b>7,074,327</b>	<b>0.8%</b>
<b>Central Area Operations</b>				
Personnel Services	6,137,662	6,209,567	6,268,837	1.0%
Supplies and Materials	445,393	518,467	459,967	-11.3%
Other Services and Charges	287,023	498,800	475,800	-4.6%
Capital Outlay	(105)	81,200	40,000	-50.7%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>6,869,973</b>	<b>7,308,034</b>	<b>7,244,604</b>	<b>-0.9%</b>
<b>Southern Area Operations</b>				
Personnel Services	6,315,853	8,512,566	8,882,643	4.3%
Supplies and Materials	712,087	840,986	1,676,486	99.3%
Other Services and Charges	608,775	670,500	790,100	17.8%
Capital Outlay	15,298	250,000	600,000	140.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>7,652,013</b>	<b>10,274,052</b>	<b>11,949,229</b>	<b>16.3%</b>



# 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Non-Departmental</b>				
Personnel Services	1,239,540	2,838,095	4,152,911	46.3%
Salary Adjustment Marker		136,314	845,073	519.9%
Salary Lapse	-	-	-	
Other Personnel	114,082	869,872	841,400	-3.3%
OPEB PreFunding	528,352	588,516	977,550	66.1%
OPEB Paygo	597,106	1,243,393	1,488,888	19.7%
Supplies and Materials	(58,814)	-	-	-
Other Services and Charges	4,381,027	3,817,284	3,058,500	-19.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>5,561,753</b>	<b>6,655,379</b>	<b>7,211,411</b>	<b>8.4%</b>
<b>Grants</b>				
Personnel Services	98,659	-	-	-
Supplies and Materials	37,295	-	-	-
Other Services and Charges	267,969	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
<b>Total</b>	<b>403,923</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Uses/Transfers Out</b>				
Capital Projects Fund	-	-	8,000,000	-
Enterprise Fund	9,070,347	8,748,421	8,584,855	-1.9%
<b>Total</b>	<b>9,070,347</b>	<b>8,748,421</b>	<b>16,584,855</b>	<b>89.6%</b>
<b>Budgetary Reserve</b>	<b>-</b>	<b>3,891,200</b>	<b>4,155,600</b>	<b>6.8%</b>
<b>Fund Total</b>	<b>67,802,662</b>	<b>81,715,083</b>	<b>95,268,299</b>	<b>16.6%</b>
<b>Total Recreation Fund</b>				
Personnel Services	40,136,271	46,486,254	50,358,449	8.3%
Supplies and Materials	3,446,077	5,501,336	6,034,068	9.7%
Other Services and Charges	14,521,963	16,205,198	16,909,925	4.3%
Capital Outlay	510,236	747,200	1,056,000	41.3%
Other Classifications	-	-	-	-
Chargebacks	117,768	135,474	169,402	25.0%
<b>Subtotal Recreation Fund</b>	<b>58,732,315</b>	<b>69,075,462</b>	<b>74,527,844</b>	<b>7.9%</b>
Transfers Out	9,070,347	8,748,421	16,584,855	89.6%
Budgetary Reserve	-	3,891,200	4,155,600	6.8%
<b>Total Recreation Fund</b>	<b>67,802,662</b>	<b>81,715,083</b>	<b>95,268,299</b>	<b>16.6%</b>



# 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 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK FUND</b>						
<u>OFFICE OF THE DIRECTOR</u>						
Full-Time Career	14.00	14.00	9.00	9.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>14.00</b>	<b>14.00</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	5.00	-	5.00	-	-
<b>Subtotal Office of the Director</b>	<b>14.00</b>	<b>19.00</b>	<b>9.00</b>	<b>14.00</b>	<b>8.00</b>	<b>8.00</b>
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	34.00	34.00	43.00	43.00	45.00	45.00
Part-Time Career	-	-	1.00	1.00	-	-
<b>Career Total</b>	<b>34.00</b>	<b>34.00</b>	<b>44.00</b>	<b>44.00</b>	<b>45.00</b>	<b>45.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	18.00	-	18.50	-	30.10
<b>Subtotal Administrative Services</b>	<b>34.00</b>	<b>52.00</b>	<b>44.00</b>	<b>62.50</b>	<b>45.00</b>	<b>75.10</b>
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Administration and Development</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<u>IT AND COMMUNICATIONS</u>						
Full-Time Career	26.00	26.00	28.00	28.00	28.00	28.00
Part-Time Career	2.00	1.20	2.00	1.90	2.00	1.90
<b>Career Total</b>	<b>28.00</b>	<b>27.20</b>	<b>30.00</b>	<b>29.90</b>	<b>30.00</b>	<b>29.90</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	4.00	-	4.00	-	4.00
<b>Subtotal IT and Communications</b>	<b>28.00</b>	<b>31.20</b>	<b>30.00</b>	<b>33.90</b>	<b>30.00</b>	<b>33.90</b>
<u>PARK POLICE</u>						
Full-Time Career	155.00	155.00	156.00	156.00	161.00	161.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>155.00</b>	<b>155.00</b>	<b>156.00</b>	<b>156.00</b>	<b>161.00</b>	<b>161.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	-
<b>Subtotal Park Police</b>	<b>155.00</b>	<b>155.50</b>	<b>156.00</b>	<b>156.50</b>	<b>161.00</b>	<b>161.00</b>
<u>PARK PLANNING AND DEVELOPMENT</u>						
Full-Time Career	54.00	54.00	54.00	54.00	55.00	55.00
Part-Time Career	-	-	-	2.80	-	-
<b>Career Total</b>	<b>54.00</b>	<b>54.00</b>	<b>54.00</b>	<b>56.80</b>	<b>55.00</b>	<b>55.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	1.00	-	3.80	-	2.15
<b>Subtotal Park Planning and Development</b>	<b>54.00</b>	<b>55.00</b>	<b>54.00</b>	<b>60.60</b>	<b>55.00</b>	<b>57.15</b>



# 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 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK FUND</b>						
<u>FACILITY OPERATIONS</u>						
Full-Time Career	254.00	254.00	259.00	260.00	261.00	261.00
Part-Time Career	5.00	4.60	5.00	4.60	4.00	3.51
<b>Career Total</b>	<b>259.00</b>	<b>258.60</b>	<b>264.00</b>	<b>264.60</b>	<b>265.00</b>	<b>264.51</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		59.00		82.90		68.87
<b>Subtotal Facility Operations</b>	<b>259.00</b>	<b>317.60</b>	<b>264.00</b>	<b>347.50</b>	<b>265.00</b>	<b>333.38</b>
<u>AREA OPERATIONS</u>						
Full-Time Career	208.00	208.00	210.00	210.00	217.00	217.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>208.00</b>	<b>208.00</b>	<b>210.00</b>	<b>210.00</b>	<b>217.00</b>	<b>217.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		56.15		60.45		66.90
<b>Subtotal Area Operations</b>	<b>208.00</b>	<b>264.15</b>	<b>210.00</b>	<b>270.45</b>	<b>217.00</b>	<b>283.90</b>
<u>TOTAL PARK FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	747.00	747.00	761.00	762.00	777.00	777.00
Part-Time Career	7.00	5.80	8.00	10.30	6.00	5.41
<b>Career Total</b>	<b>754.00</b>	<b>752.80</b>	<b>769.00</b>	<b>772.30</b>	<b>783.00</b>	<b>782.41</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		143.65		175.15		172.00
<b>Grand Total Park Fund</b>	<b>754.00</b>	<b>896.45</b>	<b>769.00</b>	<b>947.45</b>	<b>783.00</b>	<b>954.43</b>
<b>RECREATION FUND</b>						
<u>FACILITY OPERATIONS</u>						
Full-Time Career	81.00	81.00	89.00	88.00	95.00	95.00
Part-Time Career	5.00	2.90	3.00	2.80	3.00	2.72
<b>Career Total</b>	<b>86.00</b>	<b>83.90</b>	<b>92.00</b>	<b>90.80</b>	<b>98.00</b>	<b>97.72</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		171.00		179.50		202.03
<b>Subtotal Facility Operations</b>	<b>86.00</b>	<b>254.90</b>	<b>92.00</b>	<b>270.30</b>	<b>98.00</b>	<b>299.75</b>
<u>AREA OPERATIONS</u>						
Full-Time Career	170.00	170.00	180.00	180.00	183.00	183.00
Part-Time Career	13.00	11.70	13.00	13.00	13.00	14.92
<b>Career Total</b>	<b>183.00</b>	<b>181.70</b>	<b>193.00</b>	<b>193.00</b>	<b>196.00</b>	<b>197.92</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		338.53		452.33		450.15
<b>Subtotal Area Operations</b>	<b>183.00</b>	<b>520.23</b>	<b>193.00</b>	<b>645.33</b>	<b>196.00</b>	<b>648.07</b>





# 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 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>TOTAL RECREATION FUND POSITIONS/WORKYEARS</u></b>						
Full-Time Career	251.00	251.00	269.00	268.00	278.00	278.00
Part-Time Career	18.00	14.60	16.00	15.80	16.00	17.64
<b>Career Total</b>	<b>269.00</b>	<b>265.60</b>	<b>285.00</b>	<b>283.80</b>	<b>294.00</b>	<b>295.64</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		509.53		631.83		652.18
<b>Grand Total Recreation Fund</b>	<b>269.00</b>	<b>775.13</b>	<b>285.00</b>	<b>915.63</b>	<b>294.00</b>	<b>947.82</b>
<b><u>TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS</u></b>						
Full-Time Career	998.00	998.00	1,030.00	1,030.00	1,055.00	1,055.00
Part-Time Career	25.00	20.40	24.00	26.10	22.00	23.05
<b>Career Total</b>	<b>1,023.00</b>	<b>1,018.40</b>	<b>1,054.00</b>	<b>1,056.10</b>	<b>1,077.00</b>	<b>1,078.05</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		653.18		806.98		824.20
<b>Grand Total Park and Recreation Funds</b>	<b>1,023.00</b>	<b>1,671.58</b>	<b>1,054.00</b>	<b>1,863.08</b>	<b>1,077.00</b>	<b>1,902.25</b>



# 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. Other classifications in this Fund include chargebacks. FY19 total expenditures are \$19,383,055, a decrease of \$446,166.

## BUDGET AT A GLANCE

### PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses by Fund/Division/Facility PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Revenues and Transfers In:</b>				
Ice Rinks	\$ 1,148,764	\$ 1,313,124	\$ 1,026,253	-21.8%
Golf Courses	3,100,171	3,655,286	3,554,926	-2.7%
Regional Park Tennis Bubbles	578,226	554,996	580,734	4.6%
Show Place Arena / Equestrian Center	3,292,491	3,505,102	3,517,389	0.4%
Trap and Skeet Center	1,614,263	1,746,714	1,711,557	-2.0%
College Park Airport	457,021	591,995	630,456	6.5%
Bladensburg Waterfront Park	376,628	367,659	-	-100.0%
Enterprise Administration	536,530	637,648	699,164	9.6%
Sports and Learning Complex	7,275,553	7,456,697	7,662,576	2.8%
<b>Total Revenues and Transfers In</b>	<b>18,379,647</b>	<b>19,829,221</b>	<b>19,383,055</b>	<b>-2.3%</b>
<b>Expenses and Transfers Out:</b>				
Ice Rinks	1,205,924	1,313,124	1,026,253	-21.8%
Golf Courses	4,120,504	3,655,286	3,554,926	-2.7%
Regional Park Tennis Bubbles	511,244	554,996	580,734	4.6%
Show Place Arena / Equestrian Center	3,398,070	3,505,102	3,517,389	0.4%
Trap and Skeet Center	1,627,243	1,746,714	1,711,557	-2.0%
College Park Airport	440,858	591,995	630,456	6.5%
Bladensburg Waterfront Park	279,656	367,659	-	-100.0%
Enterprise Administration	460,680	637,648	699,164	9.6%
Sports and Learning Complex	8,932,426	7,456,697	7,662,576	2.8%
<b>Total Expenses and Transfers Out</b>	<b>\$ 20,976,605</b>	<b>\$ 19,829,221</b>	<b>\$ 19,383,055</b>	<b>-2.3%</b>



# 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. Due to a fire incident in early 2017, Tucker Road Ice Rink was forced to close. Construction planning for a new facility is underway, with an anticipated reopen timeframe of Fall 2019.

### BUDGET AT A GLANCE

#### PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>				
Intergovernmental	\$ -	\$ -	-	-
Sales	221	3,000	2,000	-33.3%
Charges for Services	230,739	333,000	170,000	-48.9%
Rentals and Concessions	192,957	233,600	101,500	-56.5%
Miscellaneous	150	-	-	-
Interest	6,208	1,300	4,600	253.8%
Transfers In	718,489	742,224	748,153	0.8%
<b>Total Oper. Rev and Other Sources</b>	<b>1,148,764</b>	<b>1,313,124</b>	<b>1,026,253</b>	<b>-21.8%</b>
<b>Operating Expenses and Other Uses:</b>				
Personnel Services	520,277	629,574	638,803	1.5%
Goods for Resale	-	-	-	-
Supplies and Materials	99,697	190,400	190,400	0.0%
Other Services and Charges	488,547	493,150	197,050	-60.0%
Depreciation & Amortization Expense	97,403	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>1,205,924</b>	<b>1,313,124</b>	<b>1,026,253</b>	<b>-21.8%</b>
<b>Gain (Loss)</b>	<b>\$ (57,160)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

*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 17 Actual		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		7.00		7.00		7.00
<b>Total Workyears</b>	<b>2.00</b>	<b>9.00</b>	<b>2.00</b>	<b>9.00</b>	<b>2.00</b>	<b>9.00</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Projected decline in both revenue and expenditures due to closure of Tucker Road Ice Rink



# Prince George's County Parks and Recreation Department – Golf Courses

## OVERVIEW

This program operates and maintains four golf facilities throughout Prince George's County. Enterprise Golf Course is an 18-hole course, 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>				
Intergovernmental	\$ -	\$ -	-	-
Sales	337,996	420,000	420,000	0.0%
Charges for Services	1,301,530	1,720,000	1,720,000	0.0%
Rentals and Concessions	443,776	435,000	435,000	0.0%
Miscellaneous	(234)	-	-	-
Interest	26,548	5,400	30,000	455.6%
Transfers In	990,555	1,074,886	949,926	-11.6%
Total Oper. Rev and Other Sources	<u>3,100,171</u>	<u>3,655,286</u>	<u>3,554,926</u>	<u>-2.7%</u>
<b>Operating Expenses and Other Uses:</b>				
Personnel Services	2,527,430	2,230,544	2,130,184	-4.5%
Goods for Resale	231,986	228,100	228,100	0.0%
Supplies and Materials	822,367	633,800	633,800	0.0%
Other Services and Charges	355,008	364,100	364,100	0.0%
Depreciation & Amortization Expense	183,713	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	198,742	198,742	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>4,120,504</u>	<u>3,655,286</u>	<u>3,554,926</u>	<u>-2.7%</u>
Gain (Loss)	\$ <u>(1,020,333)</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 – Golf Courses**

	FY 17 Actual		FY 18 Adopted		FY 19 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	-	-	-	-	-	-
<b>Career Total</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		22.50		22.50
<b>Total Workyears</b>	<b>16.00</b>	<b>38.50</b>	<b>16.00</b>	<b>38.50</b>	<b>16.00</b>	<b>38.50</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Retain funding added to capital outlay in FY18 for leasing electric golf carts



# 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, 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>				
Intergovernmental	\$ -	\$ -	-	-
Sales	531	-	-	-
Charges for Services	149,958	155,000	165,000	6.5%
Rentals and Concessions	246,166	250,000	250,000	0.0%
Miscellaneous	(5)	-	-	-
Interest	6,187	2,400	6,400	166.7%
Transfers In	175,389	147,596	159,334	8.0%
<b>Total Oper. Rev and Other Sources</b>	<b>578,226</b>	<b>554,996</b>	<b>580,734</b>	<b>4.6%</b>
<b>Operating Expenses and Other Uses:</b>				
Personnel Services	387,165	376,096	391,834	4.2%
Goods for Resale	-	-	-	-
Supplies and Materials	47,919	136,800	146,800	7.3%
Other Services and Charges	30,550	42,100	42,100	0.0%
Depreciation & Amortization Expense	45,610	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>511,244</b>	<b>554,996</b>	<b>580,734</b>	<b>4.6%</b>
<b>Gain (Loss)</b>	<b>\$ 66,982</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>

*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 17 Actual		FY 18 Adopted		FY 19 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	-	-	-	-	-	-
<b>Career Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		9.50		9.50		9.50
<b>Total Workyears</b>	<b>1.00</b>	<b>10.50</b>	<b>1.00</b>	<b>10.50</b>	<b>1.00</b>	<b>10.50</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Increasing supplies and materials funding at both tennis bubbles
- Increasing revenue assumption at Watkins Tennis Bubble





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

## OVERVIEW

The Show Place Arena at Prince George's Equestrian Center manages a ninety-nine acre rental property for large-scale attractions and equestrian events, drawing patrons nationwide. Grounds maintenance covers 863 parking spaces utilized for Arena events, weekday commuters and visitors to local government buildings, law enforcement agencies, and mowing of 15 acres.

The Equestrian Center has three competition sized show rings, three warmup rings, 263 permanent stalls, a show office, food pavilion, lunging areas, horse trailer parking, camping facility, a maintenance yard, and temporary stall locations. The Center's Therapeutic Riding Program, free to County residents, includes stabling and turnout for ten horses. Maintenance consists of cleaning of stalls and outdoor buildings, maintaining show ring footing, repairs to barns and fences, and support to events that utilize the racetrack and infield, such as the Prince George's County Fair.

The Show Place Arena is 136' x 260 oval arena with permanent seating for 4,404 and additional seating for 800 on the floor. There are three banquet rooms, dressing rooms/locker rooms and production offices. The Arena operates a box office and food & beverage service. Maintenance includes daily facility cleaning and repairs and oversight of building systems. Event specific arrangements include installation of staging, basketball floor, footing for indoor equestrian events, set up of tables and chairs, pipe and drape, sound, voice/data connections, electric tie-in, as well as event staffing for security, parking, ushers, ticket sellers, event housekeeping and EMT's.

## BUDGET AT A GLANCE

### PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SHOW PLACE ARENA / EQUESTRIAN CENTER

#### Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>				
Intergovernmental	\$ -	\$ -	-	-
Sales	286,145	412,000	412,000	0.0%
Charges for Services	23,746	-	5,500	-
Rentals and Concessions	947,264	1,053,000	1,053,000	0.0%
Miscellaneous	16,640	5,500	-	-100.0%
Interest	20,619	8,700	25,000	187.4%
Transfers In	1,998,077	2,025,902	2,021,889	-0.2%
Total Oper. Rev and Other Sources	<u>3,292,491</u>	<u>3,505,102</u>	<u>3,517,389</u>	<u>0.4%</u>
<b>Operating Expenses and Other Uses:</b>				
Personnel Services	1,924,830	1,830,297	1,872,084	2.3%
Goods for Resale	111,467	250,400	250,400	0.0%
Supplies and Materials	159,692	160,600	131,600	-18.1%
Other Services and Charges	654,113	1,142,005	1,141,505	0.0%
Depreciation & Amortization Expense	515,104	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	32,864	121,800	121,800	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>3,398,070</u>	<u>3,505,102</u>	<u>3,517,389</u>	<u>0.4%</u>
Gain (Loss)	\$ <u>(105,579)</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 – Show Place Arena / Prince George's  
Equestrian Center**

	FY 17 Actual		FY 18 Adopted		FY 19 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	-	-	-	-	-	-
<b>Career Total</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		22.50		23.50
<b>Total Workyears</b>	<b>15.00</b>	<b>37.50</b>	<b>15.00</b>	<b>37.50</b>	<b>15.00</b>	<b>38.50</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Increasing interest revenue based on historical trend and current actual projections.
- Transferring the Therapeutic Riding Program to the Special Programs Division.
- Reallocating funding from non-personnel services to seasonal/intermittent to realign the budget structure.



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

## OVERVIEW

The program provides recreational and competitive sport shooting for the 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>				
Intergovernmental	\$ -	\$ -	-	-
Sales	1,332,500	1,500,000	1,500,000	0.0%
Charges for Services	218,854	180,000	180,000	0.0%
Rentals and Concessions	32,623	30,000	30,000	0.0%
Miscellaneous	(1,248)	-	-	-
Interest	2,807	1,700	3,200	88.2%
Other	-	-	-	-
Transfers In	28,727	35,014	(1,643)	-104.7%
Total Oper. Rev and Other Sources	<u>1,614,263</u>	<u>1,746,714</u>	<u>1,711,557</u>	<u>-2.0%</u>
<b>Operating Expenses and Other Uses:</b>				
Personnel Services	582,738	641,995	606,838	-5.5%
Goods for Resale	686,922	903,304	903,304	0.0%
Supplies and Materials	99,646	46,915	46,915	0.0%
Other Services and Charges	232,373	154,500	154,500	0.0%
Depreciation & Amortization Expense	25,564	-	-	-
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>1,627,243</u>	<u>1,746,714</u>	<u>1,711,557</u>	<u>-2.0%</u>
Gain (Loss)	\$ <u>(12,980)</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 17 Actual		FY 18 Adopted		FY 19 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	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		13.00		13.00		13.00
<b>Total Workyears</b>	<b>4.00</b>	<b>17.00</b>	<b>4.00</b>	<b>17.00</b>	<b>4.00</b>	<b>17.00</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Decrease in personnel services
- Decrease in subsidy from Recreation Fund



# 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 2019

	FY 17 Actual	FY 17 Budget	FY 18 Adopted	% Change
<b>Operating Revenues and Other Sources:</b>				
Intergovernmental	\$ -	\$ -	-	-
Sales	63,581	116,000	116,000	0.0%
Charges for Services	100	116,000	116,000	0.0%
Rentals and Concessions	87,704	102,000	102,000	0.0%
Miscellaneous	84,257	-	-	-
Interest	4,441	2,400	4,800	100.0%
Transfers In	216,938	255,595	291,656	14.1%
<b>Total Oper. Rev and Other Sources</b>	<b>457,021</b>	<b>591,995</b>	<b>630,456</b>	<b>6.5%</b>
<b>Operating Expenses and Other Uses:</b>				
Personnel Services	240,562	298,395	336,856	12.9%
Goods for Resale	81,380	134,900	134,900	0.0%
Supplies and Materials	26,529	25,400	25,400	0.0%
Other Services and Charges	80,929	98,300	98,300	0.0%
Depreciation & Amortization Expense	11,458	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	35,000	35,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>440,858</b>	<b>591,995</b>	<b>630,456</b>	<b>6.5%</b>
<b>Gain (Loss)</b>	<b>\$ 16,163</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

*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 17 Actual		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COLLEGE PARK AIRPORT</u>						
Full-Time Career	1.00	1.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.00		4.00
<b>Total Workyears</b>	<b>1.00</b>	<b>5.00</b>	<b>2.00</b>	<b>6.00</b>	<b>2.00</b>	<b>6.00</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increase in personnel services
- Increase in subsidy from the Recreation Fund



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

## OVERVIEW

The Bladensburg Waterfront Park provides a wide range of recreation services and opportunities such as boating, bird watching and fishing. In addition, educational programs such as river and bicycle tours, canoe and kayak safety programs, nature and history experiences are offered to schools, nonprofit partners, community members and the public.

Prior to FY19, this activity was primarily funded through a transfer from the Recreation Fund, except for small amounts collected for rentals and user fees. In FY19, the Park's entire operation is moving to the Park Fund. The goal of the park is to provide beautification, recreational, and educational activities for the 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>				
Intergovernmental	\$ -	\$ -	-	-
Sales	-	-	-	-
Charges for Services	21,104	6,500	-	-100.0%
Rentals and Concessions	141,626	70,000	-	-100.0%
Miscellaneous	1,116	10,000	-	-100.0%
Interest	8,965	4,800	-	-100.0%
Transfers In	203,817	276,359	-	-100.0%
<b>Total Oper. Rev and Other Sources</b>	<b>376,628</b>	<b>367,659</b>	<b>-</b>	<b>-100.0%</b>
<b>Operating Expenses and Other Uses:</b>				
Personnel Services	199,865	284,459	-	-100.0%
Goods for Resale	-	-	-	-
Supplies and Materials	21,148	33,200	-	-100.0%
Other Services and Charges	58,643	50,000	-	-100.0%
Depreciation & Amortization Expense	-	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>279,656</b>	<b>367,659</b>	<b>-</b>	<b>-100.0%</b>
<b>Gain (Loss)</b>	<b>\$ 96,972</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>

*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 17 Actual		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>BLADENSBURG WATERFRONT PARK</u>						
Full-Time Career	1.00	1.00	1.00	1.00	-	-
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.00		-
<b>Total Workyears</b>	<b>1.00</b>	<b>5.00</b>	<b>1.00</b>	<b>5.00</b>	<b>-</b>	<b>-</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Program transferred to the Park Fund





# 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>				
Intergovernmental	\$ -	\$ -	-	-
Sales	-	-	-	-
Charges for Services	-	640,000	640,000	0.0%
Rentals and Concessions	-	-	-	-
Miscellaneous	-	-	-	-
Interest	3,587	3,300	4,000	21.2%
Transfers In	532,943	(5,652)	55,164	-1076.0%
<b>Total Oper. Rev and Other Sources</b>	<b>536,530</b>	<b>637,648</b>	<b>699,164</b>	<b>9.6%</b>
<b>Operating Expenses and Other Uses:</b>				
Personnel Services	(34,500)	207,140	216,624	4.6%
Goods for Resale	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	169,777	119,280	176,540	48.0%
Depreciation & Amortization Expense	-	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	325,403	311,228	306,000	-1.7%
Transfers Out	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>460,680</b>	<b>637,648</b>	<b>699,164</b>	<b>9.6%</b>
<b>Gain (Loss)</b>	<b>\$ 75,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

*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 FY19 PROPOSED BUDGET

- Adding compensation funding for wage adjustments of \$196,424 (subject to negotiations).
- Increasing non-personnel costs for Risk Management and flexible spending and finance chargebacks.
- Increasing 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>				
Intergovernmental	\$ -	\$ -	-	-
Sales	234	-	-	-
Charges for Services	2,125,456	2,483,000	2,483,000	0.0%
Rentals and Concessions	775,102	767,200	817,200	6.5%
Miscellaneous	167,827	-	-	-
Interest	1,522	10,000	2,000	-80.0%
Transfers In	4,205,412	4,196,497	4,360,376	3.9%
<b>Total Oper. Rev and Other Sources</b>	<b>7,275,553</b>	<b>7,456,697</b>	<b>7,662,576</b>	<b>2.8%</b>
<b>Operating Expenses and Other Uses:</b>				
Personnel Services	5,565,809	5,150,097	5,285,976	2.6%
Goods for Resale	-	-	-	-
Supplies and Materials	417,368	450,000	450,000	0.0%
Other Services and Charges	1,858,311	1,856,600	1,926,600	3.8%
Depreciation & Amortization Expense	1,090,938	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>8,932,426</b>	<b>7,456,697</b>	<b>7,662,576</b>	<b>2.8%</b>
<b>Gain (Loss)</b>	<b>\$ (1,656,873)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

*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 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ENTERPRISE FUND</b>						
<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
<b>Career Total</b>	<b>27.00</b>	<b>26.50</b>	<b>27.00</b>	<b>26.50</b>	<b>27.00</b>	<b>26.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		53.00		53.00		53.00
<b>Total Workyears</b>	<b>27.00</b>	<b>79.50</b>	<b>27.00</b>	<b>79.50</b>	<b>27.00</b>	<b>79.50</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET**

- Increase in seasonal intermittent budget to address simultaneous staffing needs at the Field House and outdoor stadium due to increase in field rentals and community usage hours.
- Projected increase in field rentals revenue due to increase in personnel services. See above.
- Increase in other services and charges due to increase in janitorial and maintenance contract.



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

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## 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 2019 through 2024. 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 FY19 is \$45,825,000. Recommended funding for FY19 projects includes the following sources:

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

The proposed FY19 Capital Budget builds upon the adopted FY18-FY23 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 FY19-FY24 CIP is to align our bond and PayGo funding for CIP projects with our financial capacity over the next six years. This year, deploying a more equitable approach to supporting infrastructure needs, the Recreation Fund and Administration Fund will transfer funds to the CIP. These additional transfers allow the Department to considerably increase the amount of PayGo projected to be available to meet infrastructure needs.

### Park Acquisition

The total cost for proposed park acquisition is \$6,000,000 for FY19 and covers three (3) acquisition categories that will be funded by Program Open Space, Bonds, and PayGo.

### Park Development

The total cost for proposed park development is \$8,310,000 for FY19. This covers nine (9) specific park development projects and three (3) general renovation funds that cover the cost to renovate community centers, playgrounds, trails and other public facilities.

### Infrastructure Maintenance

The total cost for proposed infrastructure maintenance is \$31,485,000 for FY19. This covers thirty-five (35) specific infrastructure projects which covers our aging infrastructure including aquatic facilities, historic facilities, and storm water infrastructure.

### 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.

### New Position OBI Requests

In FY19, the Department has requested eleven (11) new positions related to OBI. Seven (7) positions (total cost \$451,798) are being requested to remedy unanticipated operational impacts of past CIP Projects and land acquisition maintenance. Noted projects include Fairwood Park,



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

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Westphalia Park, Woodmore Towne Center Park, and Park Police Headquarters.

Additionally, the Department has requested four (4) new positions (total cost \$357,338) to address other capital project needs. The Department will manage senior programming within the New Hampton Community Center and thus has requested one (1) position to support that function. The remaining three (3) positions have been created from repurposing existing OBI funding for the Southern Regional Technology and Recreation Aquatic Facility project, which will allow the Department to adequately manage programming, customer service and maintenance. Specific position detail is included in the divisional narratives.

There are no operating impacts for projects projected to open in FY19.

## FUNDING SUMMARY

### FISCAL YEAR 2019

#### PARK ACQUISITION

PROGRAM OPEN SPACE 100% FUNDING	\$3,000,000
PAYGO	\$1,000,000
M-NCPPC BONDS	\$2,000,000
<b>TOTAL</b>	<b>\$6,000,000</b>

#### PARK DEVELOPMENT

PAYGO	\$25,665,000
M-NCPPC BONDS	\$9,250,000
GRANTS	\$2,880,000
DEVELOPER	\$2,000,000
OTHER	\$30,000
<b>TOTAL</b>	<b>\$39,825,000</b>

<b>GRAND TOTAL</b>	<b>\$45,825,000</b>
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# Prince George's County Parks and Recreation Department - Capital Improvement Program

## FY19-FY24 CAPITAL IMPROVEMENT PLAN

Project #	Project Type	PROJECT NAME	FY19 FUNDING SOURCE					FY20 FUNDING SOURCE					FY21 FUNDING SOURCE				
			TOTAL FY19	FY19 POS	FY19 PAYGO	FY19 BOND	FY19 GRANTS	TOTAL FY20	FY20 POS	FY20 PAYGO	FY20 BOND	FY20 GRANTS	TOTAL FY21	FY21 POS	FY21 PAYGO	FY21 BOND	FY21 GRANTS
600400	Acquisition	Comptonsville Local Park	2,500	1,500			1,000				1,000						
500403	Acquisition-IMRP	Historic Agricultural Resources Preservation	1,000		1,000						1,000						
500401	Acquisition	Regional/Stream Valley Park	2,500	1,500			1,000				1,000						
New	Infrastructure-Aquatic	Adelton/Aquatic and Fitness Center	350		350												
New	Infrastructure-Aquatic	Aquatic Infrastructure Maintenance Fund	-								3,000						
New	Infrastructure-Aquatic	Ellen E. Limon Splash Park	300		300												
New	Infrastructure-Aquatic	Fairland Aquatic Center	925		925												
New	Infrastructure-Aquatic	Glenn Dale Aquatic Center - Children's Play Area	750		750												
New	Infrastructure-Aquatic	Hamilton Splash Park	325		325												
New	Infrastructure-Aquatic	J. Franklyn Beane Aquatic Center	175		175												
New	Infrastructure-Aquatic	Lane Manor Splash Park	200		200												
New	Infrastructure-Aquatic	North Barnaby Splash Park	250		250												
New	Infrastructure-Aquatic	Prince George's Sports and Learning Complex - Aquatics	1,500		1,500												
581839	Infrastructure-Aquatic	Prince George's Sports and Learning Complex - Leisure and competition pool	1,250		1,250												
New	Infrastructure-Aquatic	Reefcrest Aquatic Center	625		625												
New	Infrastructure-Aquatic	Theresa Banks Aquatic Center	300		300												
511892	Infrastructure-Historic	Abraham Hall Historic Site	175		175												
New	Infrastructure-Historic	Adolph Mill Historic Site	1,000		1,000												
New	Infrastructure-Historic	Billingby Historic Site	350		350												
501244	Infrastructure-Historic	Chelsea Historic Site	-							250							
531860	Infrastructure-Historic	Colleges Park Adventure - Hungar renovation	-							250							
New	Infrastructure-Historic	College Park Adventure - Kunkin's Rehabilitation	3,600		720		2,880										
591997	Infrastructure-Historic	Conroyon Rawlett Historic Site	-														
501033	Infrastructure-Historic	Concord Historic Site	-							1,000							
New	Infrastructure-Historic	Darnalls Chance Historic Site	525		525												
501088	Infrastructure-Historic	Glenn Dale Hospital Site	-														
New	Infrastructure-Historic	Historic Property Preservation Fund	-							4,000							
541022	Infrastructure-Historic	Marietta Manor Historic Site	700		700												
New	Infrastructure-Historic	Nonpelier Historic Site	450		450												
591000	Infrastructure-Historic	Mount Calvert Historic Site	450		450												
New	Infrastructure-Historic	Oxon Hill Manor Historic Site	300		300												
581883	Infrastructure-Historic	Oxon Hill Manor Historic Site Renovation	650		650												
581837	Infrastructure-Historic	Patrick Playhouse Cultural Resource Assessment for Rehabilitation	-														
New	Infrastructure-Historic	Riverdale Historic Site	550		550												
New	Infrastructure-Historic	Startt House Historic Site	135		135												
501249	Infrastructure-Renovation Facility	Badensburg Community Center	-														

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

## FY19-FY24 CAPITAL IMPROVEMENT PLAN

Project #	Project Type	Project Name	FY22 FUNDING SOURCE					FY23 FUNDING SOURCE					FY24 FUNDING SOURCE					6 YR Total			
			TOTAL	1	2	3	4	5	TOTAL	1	2	3	4	5	TOTAL	1	2		3	4	5
			FY22	FY22 POS	FY22 PAYGO	FY22 BOND	FY22 GRANTS	FY22 OTH	FY23	FY23 POS	FY23 PAYGO	FY23 BOND	FY23 GRANTS	FY23 OTH	FY24	FY24 POS	FY24 PAYGO		FY24 BOND	FY24 GRANTS	FY24 OTH
600400	Acquisition	Community Local Park	1,000			1,000							1,000							7,500	
500403	Acquisition-HARP	Historic Architectural Resources Preservation	1,000		1,000								1,000							6,000	
500401	Acquisition	Regional Stream Valley Park Acquisition	1,000			1,000							1,000							7,500	
	New	Albion Aquatic and Fitness Center	-										-							3.50	
	New	Aquatic Infrastructure Maintenance Fund	5,000		2,500								5,000		2,500					22,400	
	New	Elton E. Lawson Splash Park	-										-							3.00	
	New	Fairland Aquatic Center	-										-							9.25	
	New	Glenn Dale Aquatic Center - Children's Play Area	-										-							7.50	
	New	Hamilton Splash Park	-										-							3.25	
	New	J. Franklin Bourne Aquatic Center	-										-							175	
	New	Lane Manor Splash Park	-										-							2.00	
	New	North Bannock Splash Park	-										-							2.50	
	New	Prince George's Sports and Recreation Center - Leisure Learning Complex - Leisure and competition pool	-										-							15.00	
551839	Infrastructure-Aquatic	PRINCE GEORGE'S SPORTS CENTER	-										-							12.50	
	New	Rollingcrest Aquatic Center	-										-							6.25	
	New	Three Banks Aquatic Center	-										-							3.00	
51192	Infrastructure-Historic	Abraham Hall Historic Site	-										-							175	
	New	Adelphi Mill Historic Site	-										-							1,000	
	New	Blindley Historic Site	-										-							3.50	
56244	Infrastructure-Historic	Chelsea Historic Site	-										-							2.50	
531860	Infrastructure-Historic	College Park Airport - Budget Rehabilitation	-										-							2.50	
	New	College Park Airport - Runway Rehabilitation	-										-							3,600	
591997	Infrastructure-Historic	Compton Bassett Historic Site	-										-							1,000	
501033	Infrastructure-Historic	Concord Historic Site	-										-							1,000	
	New	Dunell's Chance Historic Site	-										-							52.5	
501018	Infrastructure-Historic	Glenn Dale Hospital Site	-										-							1,000	
	New	Historic Property Preservation Fund	4,000		4,000								4,000							20,000	
541922	Infrastructure-Historic	Madette Manor Historic Site	-										-							700	
	New	Montpelier Historic Site	-										-							750	
591000	Infrastructure-Historic	Mount Cabert Historic Site	-										-							8.50	
	New	Oxon Hill Manor Historic Site	-										-							3.00	
581843	Infrastructure-Historic	Electronic Gate Renovation	-										-							6.50	
551837	Infrastructure-Historic	Oxon Hill Manor Historic Site - Renovation	-										-							4.00	
	New	Avon Park Historic Cultural Center - Rehabilitation	-										-							5.50	
	New	Riverside Historic Site	-										-							13.5	
551249	Infrastructure-Removal Facility	Surratt House Historic Site	-										-							1,800	
		Baldensburg Community Center	1,800										1,800							1,800	

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

## FY19-FY24 CAPITAL IMPROVEMENT PLAN

Project #	Project Type	Project Name	FY19 FUNDING SOURCE					FY20 FUNDING SOURCE					FY21 FUNDING SOURCE				
			TOTAL FY19	FY19 POS	FY19 PAYGO	FY19 BOND	FY19 GRANTS	TOTAL FY20	FY20 POS	FY20 PAYGO	FY20 BOND	FY20 GRANTS	TOTAL FY21	FY21 POS	FY21 PAYGO	FY21 BOND	FY21 GRANTS
51877	Infrastructure - Renovation Facility	Dorfield Run Community Center	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51878	Infrastructure - Renovation Facility	Fairland Renovation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
504277	Infrastructure - Renovation Facility	Infrastructure Improvement Fund	4,000	-	4,000	-	-	-	-	-	-	-	-	-	-	-	-
571440	Infrastructure - Renovation Facility	Paparruff Community Center	500	-	500	-	-	-	-	-	-	-	-	-	-	-	-
New	Infrastructure - Renovation Facility	Prince George's, Sports and Learning Complex Field Renovation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
55878	Infrastructure - Renovation Facility	Prince George's, Sports and Learning Complex Field Renovation	1,000	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-
521189	Infrastructure - Renovation Facility	Prince George's, Sports and Learning Complex Field Renovation	3,500	-	3,500	-	-	-	-	-	-	-	-	-	-	-	-
594801	Infrastructure - Renovation Facility	Shaw Place Area - Banquet and Stage Renovation	400	-	400	-	-	-	-	-	-	-	-	-	-	-	-
New	Infrastructure - Renovation Facility	Beltsville Community Center Field Irrigation	2,25	-	2,25	-	-	-	-	-	-	-	-	-	-	-	-
551875	Infrastructure - Renovation Facility	Beltsville Waterroom Park Irrigation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
561875	Infrastructure - Renovation Facility	Beltsville Park - Field Irrigation	350	-	350	-	-	-	-	-	-	-	-	-	-	-	-
551850	Infrastructure - Renovation Facility	Chesapeake Community Center Field Irrigation	2,25	-	2,25	-	-	-	-	-	-	-	-	-	-	-	-
New	Infrastructure - Renovation Facility	Henrich Park - Turf Field Irrigation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
531865	Infrastructure - Renovation Facility	Lanhamer Hills Community Center - field Irrigation	350	-	350	-	-	-	-	-	-	-	-	-	-	-	-
504352	Infrastructure - Playground Field	Playground Equipment Replacement	1,500	-	1,500	-	-	-	-	-	-	-	-	-	-	-	-
551870	Infrastructure - Playground Field	Learning Complex - big box playground equipment	2,000	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-
551875	Infrastructure - Playground Field	Prince Georges, Sports and Learning Complex - turf field playground equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
591853	Infrastructure - Playground Field	Soccer Football Field - field Turf	350	-	350	-	-	-	-	-	-	-	-	-	-	-	-
581882	Infrastructure - Playground Field	Tennis Court - 2 Courts	100	-	100	-	-	-	-	-	-	-	-	-	-	-	-
581881	Infrastructure - Playground Field	Tennis Court - 2 Courts	2,25	-	2,25	-	-	-	-	-	-	-	-	-	-	-	-
561883	Infrastructure - Playground Field	Walker Mill Regional Park - Turf Field	150	-	150	-	-	-	-	-	-	-	-	-	-	-	-
New	Infrastructure - Playground Field	Walker Mill Regional Park - Turf Field	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New	Infrastructure - Playground Field	Walker Mill Regional Park - Turf Field	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	3,000	-	3,000	-	-	-	-	-	-	-	-	-	-	-	-
New	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
571910	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	760	-	760	-	-	-	-	-	-	-	-	-	-	-	-
561852	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	500	-	500	-	-	-	-	-	-	-	-	-	-	-	-
561250	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	2,000	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-
560840	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	1,000	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-
501850	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	30	-	30	-	-	-	-	-	-	-	-	-	-	-	-
New	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
501272	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	1,500	-	1,500	-	-	-	-	-	-	-	-	-	-	-	-
561300	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	100	-	100	-	-	-	-	-	-	-	-	-	-	-	-
561866	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	350	-	350	-	-	-	-	-	-	-	-	-	-	-	-
501862	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	2,000	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-
500910	Infrastructure - Stormwater	Storm Water Infrastructure - Chesapeake Park	100	-	100	-	-	-	-	-	-	-	-	-	-	-	-
	Totals		42,823	3,000	26,663	11,250	2,880	2,030	2,000	5,250	33,975	2,675	24,725	12,250	38,975	24,725	12,250





# 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 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<b>Revenues:</b>				
Intergovernmental -	\$	\$	\$	
Federal	-	-	-	-
State (POS)	96,300	4,633,000	3,000,000	-35.2%
State (Other)	1,010,828	400,000	2,880,000	620.0%
County	-	-	-	-
Interest	348,588	250,000	350,000	40.0%
Contributions	2,695,463	4,375,000	2,000,000	-54.3%
Miscellaneous	-	9,000,000	-	-100.0%
<b>Total Revenues</b>	<u>4,151,179</u>	<u>18,658,000</u>	<u>8,230,000</u>	<u>-55.9%</u>
<b>Expenditures by Major Object:</b>				
Personnel Services	-	-	-	-
Supplies and Materials	76,688	-	-	-
Other Services and Charges	22,338,772	32,701	30,000	-8.3%
Capital Outlay	2,031,585	48,733,000	45,795,000	-6.0%
Park Acquisition	1,344,458	5,633,000	6,000,000	6.5%
Park Development	687,127	43,100,000	8,310,000	-80.7%
Infrastructure Maintenance	-	-	31,485,000	-
Other Classifications	-	-	-	-
Chargebacks	7,500	-	-	-
<b>Total Expenditures</b>	<u>24,454,545</u>	<u>48,765,701</u>	<u>45,825,000</u>	<u>-6.0%</u>
<b>Excess of Revenues over Expenditures</b>	<u>(20,303,366)</u>	<u>(30,107,701)</u>	<u>(37,595,000)</u>	<u>24.9%</u>
<b>Other Financing Sources (Uses):</b>				
Bond Proceeds	-	18,725,000	11,250,000	-39.9%
Transfers In				
Transfer from Park Fund (Pay-Go)	6,661,000	11,600,000	18,665,000	60.9%
Transfer from Recreation Fund (Pay-Go)	-	-	8,000,000	-
Transfer from Special Revenue Fund	30,000	2,701	-	-100.0%
Transfer from Administration Fund	-	30,000	30,000	0.0%
Transfer from Debt Service Fund	-	-	-	-
<b>Total Transfers In</b>	<u>6,691,000</u>	<u>11,632,701</u>	<u>26,695,000</u>	<u>129.5%</u>
Transfers Out				
Transfer to Park Fund (Interest)	(348,587)	(250,000)	(350,000)	40.0%
Transfer to Park Fund (Pay-Go)	-	-	-	-
<b>Total Transfers Out</b>	<u>(348,587)</u>	<u>(250,000)</u>	<u>(350,000)</u>	<u>40.0%</u>
<b>Total Other Financing Sources (Uses)</b>	<u>6,342,413</u>	<u>30,107,701</u>	<u>37,595,000</u>	<u>24.9%</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>(13,960,953)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	56,178,845	56,178,845	42,217,892	-24.9%
Fund Balance, Ending	<u>\$ 42,217,892</u>	<u>\$ 56,178,845</u>	<u>\$ 42,217,892</u>	<u>-24.9%</u>



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## Other Funds

**OTHER FUNDS**

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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 FY19 Proposed Special Revenue Expenditure Budget is \$8,442,397, a decrease of \$699,447 from the FY18 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
<b>Revenues and Other Sources:</b>					
Planning Department:					
Geographic Information Systems (GIS)	\$ 30,008	\$ -	\$ -	-	-
Parks and Rec. Department:					
Northern Area Community Centers	1,812,710	1,695,522	1,695,522	1,695,522	0.0%
Central Area Community Centers	2,207,377	2,127,593	2,127,593	2,127,593	0.0%
Southern Area Community Centers	2,000,545	2,394,100	2,394,100	2,393,000	0.0%
Beltsville/Laurel Senior Activity Center	299,268	184,000	184,000	184,000	0.0%
Prince George's Stadium	142,239	115,800	115,800	116,200	0.3%
Federally Forfeited Property	5,829	25,700	25,700	25,700	0.0%
Festival of Lights	3,454	800	800	500	-37.5%
Safety Programs	59	700	700	100	-85.7%
Nature Programs and Facilities	235,090	212,400	212,400	212,700	0.1%
Area Operations	34,513	30,200	30,200	55,000	82.1%
Recreation Warehouse	4,944	332,000	332,000	1,800	-99.5%
Patuxent Outdoor Programs	119,562	116,100	116,100	116,800	0.6%
General Contributions	35,974	54,700	54,700	55,200	0.9%
Seized Money/Escrow	16,112	6,000	6,000	13,200	120.0%
Special Historic Projects and Programs	171,462	153,600	153,600	154,300	0.5%
Interagency Agreements	207,627	950,000	950,000	950,000	0.0%
Subtotal Parks and Rec. Department:	<u>7,296,765</u>	<u>8,399,215</u>	<u>8,399,215</u>	<u>8,101,615</u>	<u>-3.5%</u>
Total Revenues and Other Sources	<u>7,326,773</u>	<u>8,399,215</u>	<u>8,399,215</u>	<u>8,101,615</u>	<u>-3.5%</u>
<b>Expenditures and Other Uses:</b>					
Planning Department:					
Geographic Information Systems (GIS)	30,000	2,701	2,694	-	-100.0%
Parks and Rec. Department:					
Northern Area Community Centers	1,655,682	1,695,522	1,695,522	1,695,522	0.0%
Central Area Community Centers	1,900,052	2,127,593	2,127,593	2,127,593	0.0%
Southern Area Community Centers	2,221,391	2,553,223	2,553,223	2,393,000	-6.3%
Laurel-Beltsville Senior Activity Center	190,498	161,000	161,000	161,000	0.0%
Prince George's Stadium	43,627	102,000	102,000	102,000	0.0%
Federally Forfeited Property	19,420	65,000	65,000	65,100	0.2%
Festival of Lights	78,131	19,506	19,506	19,506	0.0%
Safety Programs	25,900	700	700	100	-85.7%
Nature Programs and Facilities	294,022	194,000	194,000	203,540	4.9%
Area Operations	61,875	140,200	140,200	55,000	-60.8%
Recreation Warehouse	11,260	332,000	332,000	331,800	-0.1%
Patuxent Outdoor Programs	63,117	109,500	109,500	112,812	3.0%
General Contributions	(1,308)	525,000	525,000	55,200	-89.5%
Seized Money/Escrow	-	13,000	13,000	13,200	1.5%
Special Historic Projects and Programs	198,016	153,600	153,600	157,024	2.2%
Interagency Agreements	207,627	950,000	950,000	950,000	0.0%
Subtotal Parks and Rec. Department:	<u>6,969,310</u>	<u>9,141,844</u>	<u>9,141,844</u>	<u>8,442,397</u>	<u>-7.7%</u>
Total Expenditures and Other Uses	<u>6,999,310</u>	<u>9,144,545</u>	<u>9,144,538</u>	<u>8,442,397</u>	<u>-7.7%</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>					
	<u>\$ 327,463</u>	<u>\$ (745,330)</u>	<u>\$ (745,323)</u>	<u>\$ (340,782)</u>	<u>-54.3%</u>
Fund Balance - Beginning	9,066,972	7,676,209	9,394,435	8,649,112	12.7%
Fund Balance - Ending	<u>\$ 9,394,435</u>	<u>\$ 6,930,879</u>	<u>\$ 8,649,112</u>	<u>\$ 8,308,330</u>	<u>19.9%</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 FY19 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	8	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues over Expenditures</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	30,000	-	-	-	-
<b>Total Transfers In</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Capital Project Fund	(30,000)	(2,701)	(2,694)	-	-100.0%
<b>Total Transfers (Out)</b>	<b>(30,000)</b>	<b>(2,701)</b>	<b>(2,694)</b>	<b>-</b>	<b>-100.0%</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>(2,701)</b>	<b>(2,694)</b>	<b>-</b>	<b>-100.0%</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>8</b>	<b>(2,701)</b>	<b>(2,694)</b>	<b>-</b>	<b>-100.0%</b>
<b>Fund Balance - Beginning</b>	<b>2,686</b>	<b>2,701</b>	<b>2,694</b>	<b>-</b>	<b>-100.0%</b>
<b>Fund Balance - Ending</b>	<b>\$ 2,694</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- None



# Prince George's County

## Special Revenue Funds: Community Centers

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### 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 childcare) 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. In addition, 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 FY19 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	4,759	9,500	9,500	9,500	0.0%
Charges for Services	1,648,856	1,584,700	1,584,700	1,584,700	0.0%
Rentals and Concessions	152,511	99,822	99,822	99,822	0.0%
Interest	-	-	-	-	-
Miscellaneous	6,584	1,500	1,500	1,500	0.0%
<b>Total Revenues</b>	<u>1,812,710</u>	<u>1,695,522</u>	<u>1,695,522</u>	<u>1,695,522</u>	<u>0.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	1,188,728	1,170,793	1,170,793	1,173,860	0.3%
Supplies and Materials	170,743	208,900	208,900	201,749	-3.4%
Other Services and Charges	261,989	285,000	285,000	280,913	-1.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	34,222	30,829	30,829	39,000	26.5%
<b>Total Expenditures</b>	<u>1,655,682</u>	<u>1,695,522</u>	<u>1,695,522</u>	<u>1,695,522</u>	<u>0.0%</u>
<b>Excess of Revenues over Expenditures</b>	<u>157,028</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>157,028</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balance - Beginning</b>	<u>2,755,180</u>	<u>2,639,014</u>	<u>2,912,208</u>	<u>2,912,208</u>	<u>10.4%</u>
<b>Fund Balance - Ending</b>	<u>\$ 2,912,208</u>	<u>\$ 2,639,014</u>	<u>\$ 2,912,208</u>	<u>\$ 2,912,208</u>	<u>10.4%</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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	38	19,000	19,000	19,000	0.0%
Charges for Services	1,901,128	2,003,371	2,003,371	2,003,371	0.0%
Rentals and Concessions	299,642	100,000	100,000	100,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	6,569	5,222	5,222	5,222	0.0%
<b>Total Revenues</b>	<u>2,207,377</u>	<u>2,127,593</u>	<u>2,127,593</u>	<u>2,127,593</u>	<u>0.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	1,479,278	1,479,767	1,479,767	1,487,958	0.6%
Supplies and Materials	195,947	268,500	268,500	256,913	-4.3%
Other Services and Charges	190,605	348,500	348,500	343,722	-1.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	34,222	30,826	30,826	39,000	26.5%
<b>Total Expenditures</b>	<u>1,900,052</u>	<u>2,127,593</u>	<u>2,127,593</u>	<u>2,127,593</u>	<u>0.0%</u>
<b>Excess of Revenues over Expenditures</b>	<u>307,325</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>307,325</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	1,761,585	1,466,882	2,068,910	2,068,910	41.0%
Fund Balance - Ending	<u>\$ 2,068,910</u>	<u>\$ 1,466,882</u>	<u>\$ 2,068,910</u>	<u>\$ 2,068,910</u>	<u>41.0%</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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	40	1,100	1,100	-	-100.0%
Charges for Services	1,782,766	1,991,000	1,991,000	1,991,000	0.0%
Rentals and Concessions	214,726	398,000	398,000	398,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	3,013	4,000	4,000	4,000	0.0%
<b>Total Revenues</b>	<b>2,000,545</b>	<b>2,394,100</b>	<b>2,394,100</b>	<b>2,393,000</b>	<b>0.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	1,292,684	1,585,397	1,585,397	1,593,960	0.5%
Supplies and Materials	535,642	454,500	454,500	445,727	-1.9%
Other Services and Charges	356,635	482,500	482,500	314,313	-34.9%
Capital Outlay	2,208	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	34,222	30,826	30,826	39,000	26.5%
<b>Total Expenditures</b>	<b>2,221,391</b>	<b>2,553,223</b>	<b>2,553,223</b>	<b>2,393,000</b>	<b>-6.3%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(220,846)</b>	<b>(159,123)</b>	<b>(159,123)</b>	<b>-</b>	<b>-100.0%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Recreation Fund	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(220,846)</b>	<b>(159,123)</b>	<b>(159,123)</b>	<b>-</b>	<b>-100.0%</b>
Fund Balance - Beginning	883,994	614,980	663,148	504,025	-18.0%
Fund Balance - Ending	\$ 663,148	\$ 455,857	\$ 504,025	\$ 504,025	10.6%

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Decreasing Supplies, Materials, and Other Services & Charges due to an increase in chargebacks from Central Administrative Services (All Areas)
- Reducing Supplies and Materials to accommodate increase in seasonal benefit marker (CAO & SAO)



# 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 FY19 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	580	500	500	500	0.0%
Charges for Services	122,616	110,500	110,500	110,500	0.0%
Rentals and Concessions	173,072	30,000	30,000	30,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	3,000	43,000	43,000	43,000	0.0%
<b>Total Revenues</b>	<b>299,268</b>	<b>184,000</b>	<b>184,000</b>	<b>184,000</b>	<b>0.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	163,599	109,800	109,800	110,408	0.6%
Supplies and Materials	7,957	20,000	20,000	19,392	-3.0%
Other Services and Charges	18,942	31,200	31,200	31,200	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>190,498</b>	<b>161,000</b>	<b>161,000</b>	<b>161,000</b>	<b>0.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>108,770</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>0.0%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>108,770</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>0.0%</b>
Fund Balance - Beginning	56,746	42,702	165,516	188,516	341.5%
<b>Fund Balance - Ending</b>	<b>\$ 165,516</b>	<b>\$ 65,702</b>	<b>\$ 188,516</b>	<b>\$ 211,516</b>	<b>221.9%</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Decreasing Supplies and Materials to support increase seasonal benefits



# 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 FY19 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	141,160	115,000	115,000	115,000	0.0%
Interest	1,079	800	800	1,200	50.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>142,239</b>	<b>115,800</b>	<b>115,800</b>	<b>116,200</b>	<b>0.3%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	4,283	42,000	42,000	42,000	0.0%
Other Services and Charges	39,344	60,000	60,000	60,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>43,627</b>	<b>102,000</b>	<b>102,000</b>	<b>102,000</b>	<b>0.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>98,612</b>	<b>13,800</b>	<b>13,800</b>	<b>14,200</b>	<b>2.9%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>98,612</b>	<b>13,800</b>	<b>13,800</b>	<b>14,200</b>	<b>2.9%</b>
Fund Balance - Beginning	157,345	171,011	255,957	269,757	57.7%
<b>Fund Balance - Ending</b>	<b>\$ 255,957</b>	<b>\$ 184,811</b>	<b>\$ 269,757</b>	<b>\$ 283,957</b>	<b>53.6%</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY19 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 for 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 FY19 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	596	700	700	700	0.0%
Miscellaneous	5,233	25,000	25,000	25,000	0.0%
<b>Total Revenues</b>	<b>5,829</b>	<b>25,700</b>	<b>25,700</b>	<b>25,700</b>	<b>0.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	19,420	-	-	-	-
Other Services and Charges	-	30,000	30,000	30,100	0.3%
Capital Outlay	-	35,000	35,000	35,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>19,420</b>	<b>65,000</b>	<b>65,000</b>	<b>65,100</b>	<b>0.2%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(13,591)</b>	<b>(39,300)</b>	<b>(39,300)</b>	<b>(39,400)</b>	<b>0.3%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Park Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(13,591)</b>	<b>(39,300)</b>	<b>(39,300)</b>	<b>(39,400)</b>	<b>0.3%</b>
<b>Fund Balance - Beginning</b>	<b>98,100</b>	<b>58,700</b>	<b>84,509</b>	<b>45,209</b>	<b>-23.0%</b>
<b>Fund Balance - Ending</b>	<b>\$ 84,509</b>	<b>\$ 19,400</b>	<b>\$ 45,209</b>	<b>\$ 5,809</b>	<b>-70.1%</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- None



# Prince George's County Special Revenue Funds: Festival of Lights

## OVERVIEW

The Festival of Lights Special Revenue Fund provides a supplemental funding mechanism to improve, expand, and enhance the festival. Funds are spent for exhibits, equipment, supplies, materials, and marketing and advertising. The Festival of Lights operates over a six-week period and hosts nearly 20,000 vehicles of residents and visitors.

## SUMMARY OF FY19 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	454	800	800	500	-37.5%
Miscellaneous	3,000	-	-	-	-
<b>Total Revenues</b>	<u>3,454</u>	<u>800</u>	<u>800</u>	<u>500</u>	<u>-37.5%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	78,131	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	-	-	-	-	-
<b>Total Expenditures</b>	<u>78,131</u>	<u>19,506</u>	<u>19,506</u>	<u>19,506</u>	<u>0.0%</u>
<b>Excess of Revenues over Expenditures</b>	<u>(74,677)</u>	<u>(18,706)</u>	<u>(18,706)</u>	<u>(19,006)</u>	<u>1.6%</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>(74,677)</u>	<u>(18,706)</u>	<u>(18,706)</u>	<u>(19,006)</u>	<u>1.6%</u>
Fund Balance - Beginning	83,096	64,290	8,419	(10,287)	-116.0%
<b>Fund Balance - Ending</b>	<u>\$ 8,419</u>	<u>\$ 45,584</u>	<u>\$ (10,287)</u>	<u>\$ (29,293)</u>	<u>-164.3%</u>

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Decreasing 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 FY19 PROPOSED BUDGET

<b>PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS SAFETY PROGRAMS</b>					
<b>Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2019</b>					
	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	59	700	700	100	-85.7%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>59</u>	<u>700</u>	<u>700</u>	<u>100</u>	<u>-85.7%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	25,900	-	-	-	-
Other Services and Charges	-	700	700	100	-85.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>25,900</u>	<u>700</u>	<u>700</u>	<u>100</u>	<u>-85.7%</u>
<b>Excess of Revenues over Expenditures</b>	<u>(25,841)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>(25,841)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balance - Beginning</b>	<u>33,010</u>	<u>722</u>	<u>7,169</u>	<u>7,169</u>	<u>892.9%</u>
<b>Fund Balance - Ending</b>	<u>\$ 7,169</u>	<u>\$ 722</u>	<u>\$ 7,169</u>	<u>\$ 7,169</u>	<u>892.9%</u>

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Decreasing 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 FY19 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	14,503	15,000	15,000	15,000	0.0%
Charges for Services	128,840	111,000	111,000	111,000	0.0%
Rentals and Concessions	85,469	70,000	70,000	70,000	0.0%
Interest	1,708	1,400	1,400	1,700	21.4%
Miscellaneous	4,570	15,000	15,000	15,000	0.0%
Total Revenues	<u>235,090</u>	<u>212,400</u>	<u>212,400</u>	<u>212,700</u>	<u>0.1%</u>
Expenditures by Major Object:					
Personnel Services	216,752	124,700	124,700	134,983	8.2%
Supplies and Materials	48,511	45,000	45,000	44,257	-1.7%
Other Services and Charges	28,759	24,300	24,300	24,300	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>294,022</u>	<u>194,000</u>	<u>194,000</u>	<u>203,540</u>	<u>4.9%</u>
Excess of Revenues over Expenditures	<u>(58,932)</u>	<u>18,400</u>	<u>18,400</u>	<u>9,160</u>	<u>-50.2%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(58,932)</u>	<u>18,400</u>	<u>18,400</u>	<u>9,160</u>	<u>-50.2%</u>
Fund Balance - Beginning	333,380	342,492	274,448	292,848	-14.5%
Fund Balance - Ending	<u>\$ 274,448</u>	<u>\$ 360,892</u>	<u>\$ 292,848</u>	<u>\$ 302,008</u>	<u>-16.3%</u>

### HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increasing interest revenue 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 FY19 PROPOSED BUDGET

<b>PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS</b>					
<b>AREA OPERATIONS</b>					
<b>Summary of Revenues, Expenditures, and Changes in Fund Balance</b>					
<b>PROPOSED BUDGET FISCAL YEAR 2019</b>					
	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	528	10,000	10,000	10,500	5.0%
Rentals and Concessions	-	-	-	-	-
Interest	33,985	16,700	16,700	34,000	103.6%
Miscellaneous	-	3,500	3,500	10,500	200.0%
<b>Total Revenues</b>	<u>34,513</u>	<u>30,200</u>	<u>30,200</u>	<u>55,000</u>	<u>82.1%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	57,948	57,948	18,000	-68.9%
Other Services and Charges	9,975	35,500	35,500	18,000	-49.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	51,900	46,752	46,752	19,000	-59.4%
<b>Total Expenditures</b>	<u>61,875</u>	<u>140,200</u>	<u>140,200</u>	<u>55,000</u>	<u>-60.8%</u>
<b>Excess of Revenues over Expenditures</b>	<u>(27,362)</u>	<u>(110,000)</u>	<u>(110,000)</u>	<u>-</u>	<u>-100.0%</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>(27,362)</u>	<u>(110,000)</u>	<u>(110,000)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	205,429	78,939	178,067	68,067	-13.8%
Fund Balance - Ending	<u>\$ 178,067</u>	<u>\$ (31,061)</u>	<u>\$ 68,067</u>	<u>\$ 68,067</u>	<u>-319.1%</u>

### HIGHLIGHTS AND MAJOR CHANGES IN FY19 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 FY19 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS  
RECREATION WAREHOUSE  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	3,166	330,000	330,000	-	-100.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,778	2,000	2,000	1,800	-10.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>4,944</u>	<u>332,000</u>	<u>332,000</u>	<u>1,800</u>	<u>-99.5%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	8,459	332,000	332,000	331,800	-0.1%
Other Services and Charges	2,801	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>11,260</u>	<u>332,000</u>	<u>332,000</u>	<u>331,800</u>	<u>-0.1%</u>
<b>Excess of Revenues over Expenditures</b>	<u>(6,316)</u>	<u>-</u>	<u>-</u>	<u>(330,000)</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>(6,316)</u>	<u>-</u>	<u>-</u>	<u>(330,000)</u>	<u>-</u>
<b>Fund Balance - Beginning</b>	<u>986,994</u>	<u>967,804</u>	<u>980,678</u>	<u>980,678</u>	<u>1.3%</u>
<b>Fund Balance - Ending</b>	<u>\$ 980,678</u>	<u>\$ 967,804</u>	<u>\$ 980,678</u>	<u>\$ 650,678</u>	<u>-32.8%</u>

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Decreasing interest revenue based on historical trend and current actual projections.
- Decreasing sales revenue to utilize fund balance



# 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 FY19 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	727	3,000	3,000	3,000	0.0%
Charges for Services	33,114	24,000	24,000	24,000	0.0%
Rentals and Concessions	68,770	68,000	68,000	68,000	0.0%
Interest	1,717	1,100	1,100	1,800	63.6%
Miscellaneous	15,234	20,000	20,000	20,000	0.0%
<b>Total Revenues</b>	<b>119,562</b>	<b>116,100</b>	<b>116,100</b>	<b>116,800</b>	<b>0.6%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	43,607	43,300	43,300	46,870	8.2%
Supplies and Materials	15,629	34,200	34,200	33,942	-0.8%
Other Services and Charges	3,881	32,000	32,000	32,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>63,117</b>	<b>109,500</b>	<b>109,500</b>	<b>112,812</b>	<b>3.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>56,445</b>	<b>6,600</b>	<b>6,600</b>	<b>3,988</b>	<b>-39.6%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>56,445</b>	<b>6,600</b>	<b>6,600</b>	<b>3,988</b>	<b>-39.6%</b>
Fund Balance - Beginning	281,708	278,468	338,153	344,753	23.8%
Fund Balance - Ending	\$ 338,153	\$ 285,068	\$ 344,753	\$ 348,741	22.3%

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 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 FY19 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS  
GENERAL CONTRIBUTIONS  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	20,700	41,000	41,000	38,000	-7.3%
Interest	5,276	3,700	3,700	5,200	40.5%
Miscellaneous	9,998	10,000	10,000	12,000	20.0%
Total Revenues	<u>35,974</u>	<u>54,700</u>	<u>54,700</u>	<u>55,200</u>	<u>0.9%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	(1,308)	75,000	75,000	40,600	-45.9%
Other Services and Charges	-	450,000	450,000	14,600	-96.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>(1,308)</u>	<u>525,000</u>	<u>525,000</u>	<u>55,200</u>	<u>-89.5%</u>
Excess of Revenues over Expenditures	<u>37,282</u>	<u>(470,300)</u>	<u>(470,300)</u>	<u>-</u>	<u>-100.0%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
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>37,282</u>	<u>(470,300)</u>	<u>(470,300)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	919,306	448,406	956,588	486,288	8.4%
Fund Balance - Ending	<u>\$ 956,588</u>	<u>\$ (21,894)</u>	<u>\$ 486,288</u>	<u>\$ 486,288</u>	<u>-2321.1%</u>

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increasing interest revenue based on historical trend and current actual projections
- Decreasing Other Services and Charges to reflect historical trends



# 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 FY19 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	168	-	-	200	-
Miscellaneous	15,944	6,000	6,000	13,000	116.7%
<b>Total Revenues</b>	<u>16,112</u>	<u>6,000</u>	<u>6,000</u>	<u>13,200</u>	<u>120.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	5,000	5,000	5,200	4.0%
Other Services and Charges	-	8,000	8,000	8,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>-</u>	<u>13,000</u>	<u>13,000</u>	<u>13,200</u>	<u>1.5%</u>
<b>Excess of Revenues over Expenditures</b>	<u>16,112</u>	<u>(7,000)</u>	<u>(7,000)</u>	<u>-</u>	<u>-100.0%</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>16,112</u>	<u>(7,000)</u>	<u>(7,000)</u>	<u>-</u>	<u>-100.0%</u>
<b>Fund Balance - Beginning</b>	<u>26,985</u>	<u>19,985</u>	<u>43,097</u>	<u>36,097</u>	<u>80.6%</u>
<b>Fund Balance - Ending</b>	<u>\$ 43,097</u>	<u>\$ 12,985</u>	<u>\$ 36,097</u>	<u>\$ 36,097</u>	<u>178.0%</u>

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 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 FY19 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	40,676	45,000	45,000	45,000	0.0%
Charges for Services	70,208	52,000	52,000	52,000	0.0%
Rentals and Concessions	41,635	30,000	30,000	30,000	0.0%
Interest	2,654	2,100	2,100	2,800	33.3%
Miscellaneous	16,289	24,500	24,500	24,500	0.0%
Total Revenues	<u>171,462</u>	<u>153,600</u>	<u>153,600</u>	<u>154,300</u>	<u>0.5%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	123,479	62,800	62,800	66,896	6.5%
Supplies and Materials	30,566	58,800	58,800	58,432	-0.6%
Other Services and Charges	43,971	32,000	32,000	31,696	-0.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>198,016</u>	<u>153,600</u>	<u>153,600</u>	<u>157,024</u>	<u>2.2%</u>
Excess of Revenues over Expenditures	<u>(26,554)</u>	<u>-</u>	<u>-</u>	<u>(2,724)</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(26,554)</u>	<u>-</u>	<u>-</u>	<u>(2,724)</u>	<u>-</u>
Fund Balance - Beginning	481,428	479,113	454,874	454,874	-5.1%
Fund Balance - Ending	<u>\$ 454,874</u>	<u>\$ 479,113</u>	<u>\$ 454,874</u>	<u>\$ 452,150</u>	<u>-5.6%</u>

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 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 FY19 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS  
INTERAGENCY AGREEMENTS  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ 207,627	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>207,627</u>	<u>950,000</u>	<u>950,000</u>	<u>950,000</u>	<u>0.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	139,967	700,000	700,000	700,000	0.0%
Supplies and Materials	-	-	-	-	-
Other Services and Charges	67,660	250,000	250,000	250,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>207,627</u>	<u>950,000</u>	<u>950,000</u>	<u>950,000</u>	<u>0.0%</u>
<b>Excess of Revenues over Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	-	-	-	-	-
<b>Fund Balance - Ending</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

## HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- None





# Prince George's County

## Advance Land Acquisition Funds

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### 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 FY19 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 FY19 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 FY19, 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 FY19 are \$288,347.



# Prince George's County Advance Land Acquisition Funds

## PRINCE GEORGE'S ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Property Taxes	\$ 455	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>455</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	430	-	25	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>430</u>	<u>-</u>	<u>25</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>25</u>	<u>-</u>	<u>(25)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Capital Projects Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>25</u>	<u>-</u>	<u>(25)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	-	-	25	-	-
Fund Balance - Ending	<u>\$ 25</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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,355	-	-	-	-
Miscellaneous (Contributions)	430	-	25	-	-
<b>Total Revenues</b>	<b>3,785</b>	<b>-</b>	<b>25</b>	<b>-</b>	<b>-</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	9,074,071	226,791	-	288,347	27.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>9,074,071</b>	<b>226,791</b>	<b>-</b>	<b>288,347</b>	<b>27.1%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(9,070,286)</b>	<b>(226,791)</b>	<b>25</b>	<b>(288,347)</b>	<b>27.1%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
ALA Debt Service Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(9,070,286)</b>	<b>(226,791)</b>	<b>25</b>	<b>(288,347)</b>	<b>27.1%</b>
Total Net Position - Beginning	9,358,608	226,791	288,322	288,347	27.1%
Total Net Position - Ending	\$ 288,322	\$ -	\$ 288,347	\$ -	-



# 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 FY19 PROPOSED BUDGET

The FY19 proposed budget includes debt service on an expected \$11.8 million issue in the spring of 2019.

## SUMMARY OF FY19 PROPOSED BUDGET

### PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	10,830,748	11,053,742	11,053,742	13,753,538	24.4%
Debt Service Principal	8,021,946	7,881,181	7,881,181	8,348,872	5.9%
Debt Service Interest	2,805,126	3,022,561	3,022,561	5,254,666	73.8%
Debt Service Fees	3,676	150,000	150,000	150,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>10,830,748</b>	<b>11,053,742</b>	<b>11,053,742</b>	<b>13,753,538</b>	<b>24.4%</b>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<b>(10,830,748)</b>	<b>(11,053,742)</b>	<b>(11,053,742)</b>	<b>(13,753,538)</b>	<b>24.4%</b>
<b>Other Financing Sources (Uses):</b>					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	10,830,748	11,053,742	11,053,742	13,753,538	24.4%
<b>Total Transfers In</b>	<b>10,830,748</b>	<b>11,053,742</b>	<b>11,053,742</b>	<b>13,753,538</b>	<b>24.4%</b>
Transfer to CIP	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>10,830,748</b>	<b>11,053,742</b>	<b>11,053,742</b>	<b>13,753,538</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-



# Prince George's County Debt Service Requirements for FY19

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

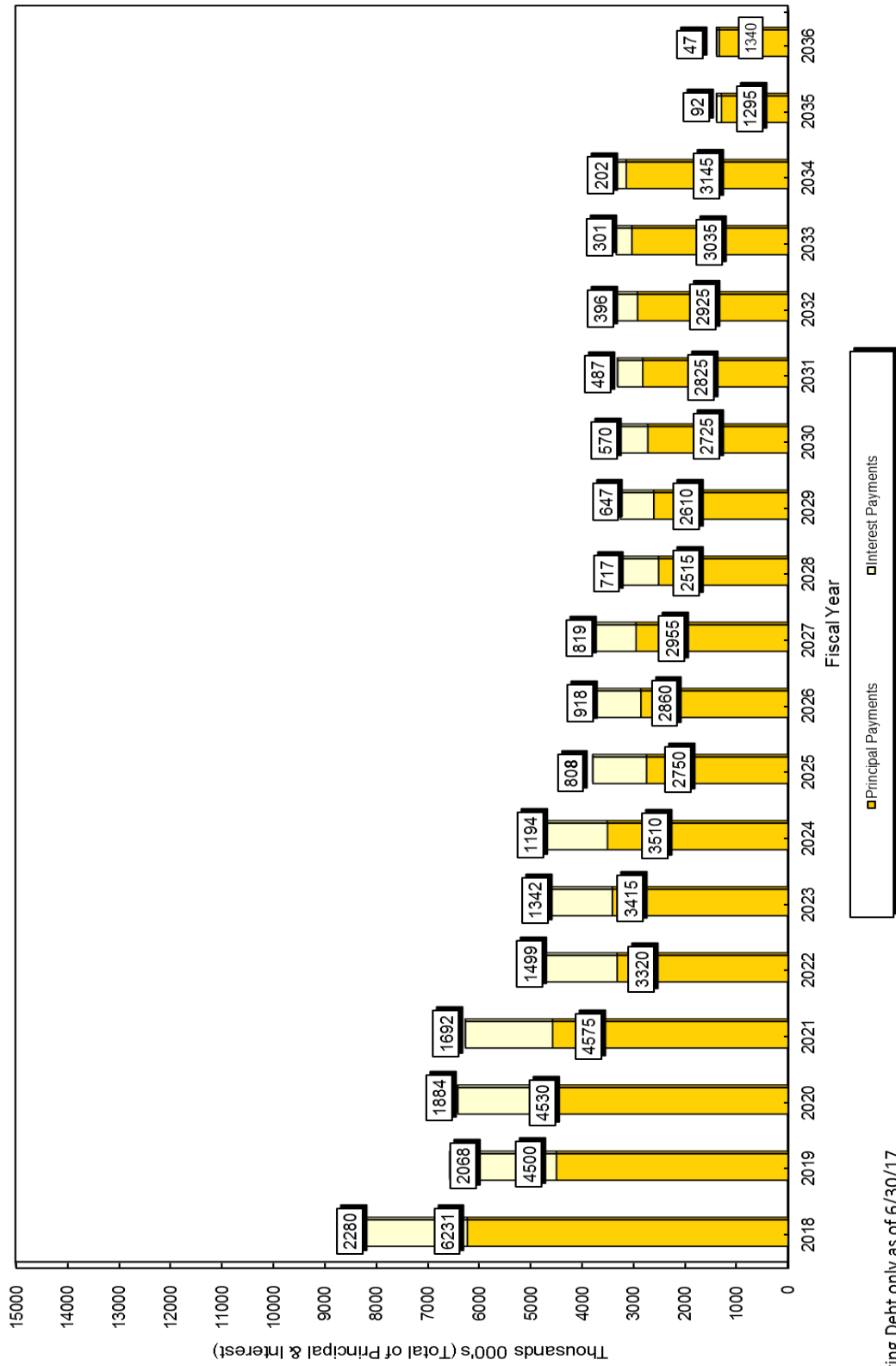
PRINCE GEORGE'S COUNTY  
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2019

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/18	FY 2019 Payments			
						Principal	Interest	Total	
NN-2 Park Acquisition and Development Reunding Bond	2.4212%	03/04/10	05/01/21	14,080,000	4,070,000	1,380,000	122,100	1,502,100	2,690,000
*PG 2012-A Park Acquisition and Development Reunding Bond	1.8735%	06/07/12	01/15/24	11,420,000	5,225,000	885,000	221,925	1,106,925	4,340,000
PGC 2014 Park and Acquisition and Development Bond	2.8363%	06/05/14	12/01/23	26,565,000	22,400,000	1,015,000	819,612	1,834,612	21,385,000
PGC 2015A Park and Acquisition and Development Bond	2.5817%	10/15/15	01/15/36	24,820,000	23,135,000	1,220,000	904,069	2,124,069	21,915,000
PGC 2017-A Park and Acquisition and Development Bond	2.7053%	07/27/17	01/15/37	33,000,000	31,350,000	1,650,000	1,258,125	2,908,125	29,700,000
Proposed Debt Service- 42.8M April 2018				42,800,000	42,800,000	2,198,872	1,928,835	4,127,707	40,601,128
Proposed Debt Service- \$11.8M April 2019				11,800,000	-	-	-	-	-
Issuance Costs				164,485,000	128,980,000	8,348,872	5,254,666	13,603,538	120,631,128
Total Park Fund Debt Service								150,000	120,631,128
									13,753,538



# Prince George's County Debt Service Payments - Park Bonds

**M-NCPPC - PRINCE GEORGE'S COUNTY  
Debt Service Payments\* - Park Bonds**



\*Existing Debt only as of 6/30/17



# Prince George's County Risk Management Internal Service Fund

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## EXECUTIVE OVERVIEW

The Commission's Risk Management Self Insurance Fund was established on July 1, 1978. Through centralized management, the Risk Management program uses safety and loss control practices and self-insurance administration to reduce liability and mitigate losses to the Commission. The program's overall goals include: reducing the risk of personal injury to employees; protecting and securing Commission assets; avoiding or minimizing injury to users of Commission services and facilities; and managing costs and risk efficiently. The Department of Human Resources and Management (DHRM) 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 coverages; subrogation of liability; establishment of vendor insurance requirements to protect the agency against losses; supervisory/employee training and compliance reviews for adherence with workplace safety regulations issued by Maryland Occupational Safety and Health (MOSH), the federal Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and the Department of Transportation (DOT); accident and damage investigations; facility inspections; administration of safety programs such as the drug and alcohol education and testing program, drivers' license monitoring program and defensive driving 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 FY19, 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

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### **FY18 WORK PROGRAM ACCOMPLISHMENTS**

- Comprehensive assessment of Automated External Defibrillators (AEDs) utilized throughout Commission facilities for compliance with State requirements.
- Developed enhanced accident investigation protocols to help minimize severity and potential for future claims.
- Conducted comprehensive safety training workshops for maintenance and trades personnel.
- Continued comprehensive examination of workers' compensation and liability claims for accident reduction and enhanced return-to-work strategies.
- Conducted a comprehensive review of the Commission-wide insurance portfolio to address ongoing special coverage needs.

### **HIGHLIGHTS AND MAJOR CHANGES IN THE FY19 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 FY19 agency-wide expenses are \$7,242,926. After the application of unrestricted fund balance and interest income (explained further below in greater detail), the total funding needs are adjusted to \$5,752,000.

The FY19 proposed expenses of \$7,242,926 reflect a 13.3% decrease from the FY18 adopted budget levels of \$8,358,484. These expenses are comprised of three components. The largest component (59%) is related to costs for workers' compensation and liability claims. By nature, this expense can vary significantly year-to-year, based on the 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 an actuarial consultant (AON) to review historical losses and determine our projected costs. The FY19 decrease is primarily attributed claims experience and an adjusted actuarial approach that utilizes a 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 FY19 proposed expense for Prince George's County funded operations is \$4,304,868. After the application of \$811,668 in available fund balance and \$131,000 of interest income, the proposed funding level is adjusted down to \$3,362,200. The FY19 expenditure level represents a 13.9% decrease from the FY18 adopted budget, due to projected claims expenses, use of fund balance, and adjustments to the internal administrative cost which includes additional funding for training, adjustments related to the position reclassification study, an adjusted chargeback model, and recognition of EOB rent.

Proposed funding is allocated as follows: 73% (or \$2,454,300) to the Park Fund; 20% (or \$673,000) to the Recreation Fund; 5% (or \$176,200) to the Enterprise Fund; and 2% to the Planning Department (or \$57,600). A nominal amount is attributed to CAS (or \$1,100).





# Prince George's County Risk Management Internal Service Fund

## FY19 WORK PROGRAM PRIORITIES

- Design and implement loss mitigation through risk assessments/protocols, safety programs, insurance, and loss transfer.
- Conduct regular audits of claims managements to promote cost effectiveness, coordinated return to work strategies, and proper case reserves.
- Develop and implement specialized training to address frequent causes of accidents/injuries.
- Continue to perform 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.

## BUDGET AT A GLANCE

		<u>FY18</u>	<u>FY19</u>	<u>%</u>	<u>%</u>
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
<b>Montgomery County Budget</b>					
<b>Budget</b>	Expenditures	\$3,359,940	\$2,938,058	-12.6%	40.6%
<b>Staffing</b>	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%
<b>Prince George's County Budget</b>					
<b>Budget</b>	Expenditures	\$4,998,544	\$4,304,868	-13.9%	59.4%
<b>Staffing</b>	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%
<b>Combined Department Total Budget</b>					
<b>Budget</b>	Expenditures	\$8,358,484	\$7,242,926	-13.3%	100.0%
<b>Staffing</b>	Funded Career Positions	6.00	6.00	0.0%	100.0%
	Funded Workyears	6.80	6.80	0.0%	100.0%

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



# Prince George's County Risk Management Internal Service Fund

## SUMMARY OF FY19 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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,587,500	2,630,600	2,630,600	2,454,300	-6.7%
Recreation	905,800	900,600	900,600	673,000	-25.3%
Planning	93,500	102,900	102,900	57,600	-44.0%
CAS	4,800	5,900	5,900	1,100	-81.4%
Enterprise	155,700	112,200	112,200	176,200	57.0%
Miscellaneous (Claim Recoveries, etc.)	553,219	-	-	-	-
Total Operating Revenues	4,300,519	3,752,200	3,752,200	3,362,200	-10.4%
Operating Expenses:					
Personnel Services	415,117	484,459	484,459	478,310	-1.3%
Supplies and Materials	20,101	30,000	30,000	33,720	12.4%
Other Services and Charges:					
Insurance Claims:					
Parks	3,107,938	2,435,800	2,435,800	1,979,836	-18.7%
Recreation	830,544	739,100	739,100	499,700	-32.4%
Planning	17,999	97,200	97,200	69,900	-28.1%
CAS	7,609	7,500	7,500	8,000	6.7%
Enterprise	496,747	142,000	142,000	119,100	-16.1%
Misc., Professional services, etc.	224,114	788,594	788,594	842,057	6.8%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	235,289	273,891	273,891	274,245	0.1%
Total Operating Expenses	5,355,458	4,998,544	4,998,544	4,304,868	-13.9%
Operating Income (Loss)	(1,054,939)	(1,246,344)	(1,246,344)	(942,668)	-24.4%
Nonoperating Revenue (Expenses):					
Interest Income	130,635	75,000	75,000	131,000	74.7%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	130,635	75,000	75,000	131,000	74.7%
Income (Loss) Before Operating Transfers	(924,304)	(1,171,344)	(1,171,344)	(811,668)	-30.7%
Operating Transfers In (Out):					
Transfer In	712,148	-	-	-	-
Transfer (Out)	(712,148)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(924,304)	(1,171,344)	(1,171,344)	(811,668)	-30.7%
Total Net Position - Beginning	11,816,006	11,016,051	10,891,702	9,720,358	-11.8%
Total Net Position - Ending	\$ 10,891,702	\$ 9,844,707	\$ 9,720,358	\$ 8,908,690	-9.5%
Designated Position	5,189,260	6,224,442	6,423,591	6,355,853	2.1%
Unrestricted Position	5,702,442	3,620,265	3,296,767	2,552,837	-29.5%
Total Net Position, June 30	\$ 10,891,702	\$ 9,844,707	\$ 9,720,358	\$ 8,908,690	-9.5%

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

Parks	\$ 466,700	\$ 492,100	\$ 492,100	\$ 542,000	10.1%
Recreation	141,600	149,300	149,300	136,800	-8.4%
Planning	15,100	19,600	19,600	19,100	-2.6%
CAS	1,500	1,500	1,500	2,200	46.7%
Enterprise	27,200	28,700	28,700	32,600	13.6%
Total	\$ 652,100	\$ 691,200	\$ 691,200	\$ 732,700	6.0%

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



# Prince George's County Capital Equipment Internal Service Fund

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## **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 FY19 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 FY19, the Commission is not proposing any new purchases for the Prince George's departments. FY19 expenditures are solely for debt service on past purchases.



# Prince George's County Capital Equipment Internal Service Fund

## SUMMARY OF FY19 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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments	\$	\$	\$	\$	
-Parks & Recreation - Park Fund	1,533,300	1,824,627	1,824,627	1,824,627	0.0%
-Finance/OCIO	80,150	113,000	113,000	149,150	32.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<u>1,613,450</u>	<u>1,937,627</u>	<u>1,937,627</u>	<u>1,973,777</u>	<u>1.9%</u>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges:	-	-	-	-	-
Debt Service:					
Debt Service Principal	-	515,450	515,450	45,150	-91.2%
Debt Service Interest	-	133,150	133,150	11,650	-91.3%
Depreciation & Amortization Expense	1,082,950	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	1,783,300	1,783,300	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	4,881	31,942	31,942	44,000	37.7%
<b>Total Operating Expenses</b>	<u>1,087,831</u>	<u>2,463,842</u>	<u>2,463,842</u>	<u>100,800</u>	<u>-95.9%</u>
<b>Operating Income (Loss)</b>	<u>525,619</u>	<u>(526,215)</u>	<u>(526,215)</u>	<u>1,872,977</u>	<u>-455.9%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	1,783,300	1,783,300	-	-100.0%
Interest Income	5,278	3,000	3,000	3,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<u>5,278</u>	<u>1,786,300</u>	<u>1,786,300</u>	<u>3,000</u>	<u>-99.8%</u>
<b>Income (Loss) Before Operating Transfers</b>	<u>530,897</u>	<u>1,260,085</u>	<u>1,260,085</u>	<u>1,875,977</u>	<u>48.9%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Change in Net Position</b>	<u>530,897</u>	<u>1,260,085</u>	<u>1,260,085</u>	<u>1,875,977</u>	<u>48.9%</u>
<b>Total Net Position - Beginning</b>	<u>5,648,101</u>	<u>6,405,121</u>	<u>6,178,998</u>	<u>7,439,083</u>	<u>16.1%</u>
<b>Total Net Position - Ending</b>	<u>\$ 6,178,998</u>	<u>\$ 7,665,206</u>	<u>\$ 7,439,083</u>	<u>\$ 9,315,060</u>	<u>21.5%</u>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for Parks and Rec		\$ 1,533,300		\$ -	
Capital equipment financed for Finance Dept.		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

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### MISSION

The Chief Information Officer (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 Office of the CIO (OCIO) has its own office space in the Executive Office Building.

### Executive Overview

Working in collaboration with the Chief Technology Officers of each department and the Information Technology Council, the Office of the Chief Information Officer (OCIO) has submitted the FY19 budget with the following highlights.

FY18 has seen continued success in identifying required policy enhancements in the face of increased information technology security threats and breaches. The OCIO recruited a Senior Business Analyst to supplement the Project Management Office (PMO) with advanced business system analysis capability. The Senior Business Analyst will be playing a methodological role in on the ERP and Kronos upgrade projects. The OCIO worked closely with the Office of Internal Audit to review of our information technology environment and the policies that govern it, identified gaps and made recommendations. Our focus is to ensure that the integrity and confidentiality of Commission's data is protected under all circumstances. A comprehensive security assessment is being carried out and recommendations will be promptly implemented to ensure that the Commission's environment is able to face all types of threats in the increasingly changing technology environment. Additionally, working with the Information Technology Council a detailed IT governance vision and Policy Statement were developed and approved by The Executive Committee and the Commission. Also, the IT Council collaborated to rank Commission Wide IT CWIT project priorities for FY19 to ensure that projects are aligned with Commissions goals and objectives.

### OCIO Budget Overview

The proposed FY19 expenditure budget is \$1,359,122 representing a \$341,923 (33.6%) increase from the FY18 adopted levels. This is mainly due to the addition of the Security Officer position, consulting services, and Commission-Wide training to move to ensure essential skills are attained to achieve business excellence in line of Commissions objectives and goals.

### Commission-wide IT Initiatives

The budget request for the IT Initiatives was developed with the Chief Technology Officers and was vetted by the Information Technology Council. The OCIO requests authority to spend \$2,210,500 in FY19. This consists of \$795,000 for new project initiatives, \$1,220,000 for ongoing software license fees, and \$195,500 for debt service for the Alliance Security System replacement that budgeted in FY17 and debt funded. The new project initiatives are:

- ERP – Enhancements
- Commission Website upgrade
- Commission Intranet upgrade
- Enterprise Service Bus (ESB) Architecture



## Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

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- Enterprise Content Management (ECM) - Feasibility & Requirements Study

The ongoing software license fees are for:

- Microsoft Licenses – Annual Enterprise License agreement
- Kronos – Annual Cloud hosting and related services
- Adobe - Annual Enterprise License agreement
- Website – Annual hosting and support

By comparison the adopted budget for FY18 initiatives was \$ 1,455,400

### **SUMMARY OF FY19 PROPOSED BUDGET**

Proposed Changes consist of:

1. IT Security Officer (9 months – the recruitment process will take approximately three months; MC \$45,426, PGC \$62,809) - The addition of the IT Officer position is essential to securing and safeguarding Commission's data. The IT Security Officer Position (ITSO) serves as a resource regarding matters of information security and reports the status of ongoing information security activities to the CIO and IT Council.
2. Consulting Services (MC \$25,182, PGC \$34,818) - This is intended to increase the funding for the consulting services to be able to conduct specific studies and assessment. It will also allow the flexibility for the CIO to facilitate presentations from independent consultants before IT Council and Department Heads. Additionally, the Implementation of the IT Governance that is currently underway and is at the point where expert validation and compliance to industry standards will require the capability of external consulting IT firms
3. Commission Wide training (MC \$37,773, PGC \$52,227): This fund will provide training to MNCPPC IT professional in Enterprise IT technology discipline that is normally not recognized or performed at the department level. New training in networking and security disciplines will arise as requirements to realize Enterprise Infrastructure strengthening.



# Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

## BUDGET AT A GLANCE

	<b>FY18 Adopted</b>	<b>FY19 Proposed</b>	<b>% Change</b>	<b>% Allocated*</b>
<b>Montgomery County</b>				
<b>Budget</b>				
Expenditures	\$892,095	\$1,353,491	51.7%	37.9%
<b>Staffing</b>				
Funded Career Positions	3.00	3.50	16.7%	50.0%
Funded Workyears	3.00	3.50	16.7%	50.0%
<b>Prince George's County</b>				
<b>Budget</b>				
Expenditures	\$1,580,504	\$2,216,131	40.2%	62.1%
<b>Staffing</b>				
Funded Career Positions	3.00	3.50	16.7%	50.0%
Funded Workyears	3.00	3.50	16.7%	50.0%
<b>Combined Departmental Total</b>				
<b>Budget</b>				
Expenditures	\$2,472,599	\$3,569,622	44.4%	100.0%
<b>Staffing</b>				
Funded Career Positions	6.00	7.00	16.7%	100.0%
Funded Workyears	6.00	7.00	16.7%	100.0%

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



# Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

## SUMMARY OF FY19 PROPOSED BUDGET

### PRINCE GEORGE'S COUNTY CIO & COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments/Funds		\$	\$	\$	
DHRM	\$ 13,749	21,602	21,602	37,323	72.8%
CIO	-	2,500	2,500	3,000	20.0%
Finance	57,317	83,039	83,039	32,681	-60.6%
Legal	8,168	14,968	14,968	24,548	64.0%
Inspector General	250	3,231	3,231	8,123	151.4%
Corporate IT	-	-	-	70,868	-
Parks & Recreation - Park Fund	410,206	645,579	645,579	896,210	38.8%
Parks & Recreation - Recreation Fund	357,691	552,653	552,653	775,441	40.3%
Planning	429,280	259,793	259,793	340,298	31.0%
Enterprise	6,700	6,700	6,700	-	-100.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,283,361</u>	<u>1,590,065</u>	<u>1,590,065</u>	<u>2,188,492</u>	<u>37.6%</u>
<b>Operating Expenses:</b>					
Personnel Services	335,925	454,208	454,208	556,441	22.5%
Supplies and Materials	537,142	27,856	27,856	36,561	31.3%
Other Services and Charges:	338,573	941,143	941,143	1,465,751	55.7%
<b>Debt Service:</b>					
Debt Service Principal	-	125,017	125,017	128,237	2.6%
Debt Service Interest	-	32,280	32,280	29,141	-9.7%
Depreciation & Amortization Expense	113,276	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	19	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>1,324,936</u>	<u>1,580,504</u>	<u>1,580,504</u>	<u>2,216,131</u>	<u>40.2%</u>
Operating Income (Loss)	<u>(41,575)</u>	<u>9,561</u>	<u>9,561</u>	<u>(27,639)</u>	<u>-389.1%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	14,007	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>14,007</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(27,568)</u>	<u>9,561</u>	<u>9,561</u>	<u>(27,639)</u>	<u>-389.1%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	(27,568)	9,561	9,561	(27,639)	-389.1%
Total Net Position - Beginning	<u>2,471,105</u>	<u>2,395,321</u>	<u>2,443,537</u>	<u>2,453,098</u>	<u>2.4%</u>
Total Net Position - Ending	<u>\$ 2,443,537</u>	<u>\$ 2,404,882</u>	<u>\$ 2,453,098</u>	<u>\$ 2,425,459</u>	<u>0.9%</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.





# Prince George's County

## Commission-wide Executive Office Building Internal Service Fund

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### 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 Office of the Inspector General; the Office of the Chief Information Officer; and the Merit System Board.

The Executive Office Building (EOB), which was built in 1968, serves as the headquarters for bi-County support to the agency. All CAS operations, with the exception of the Office of the Inspector General and the Agency-wide Archives program, are located within the EOB at 6611 Kenilworth Avenue in Riverdale, Maryland. The Office of the Inspector General and the Archives program are housed offsite due to space configuration challenges.

The EOB also houses the Employees' Retirement System, and the Prince George's County Parks and Recreation Department's Information Technology and Communications Division, both of which help offset the operations costs for EOB.

The EOB proposed budget supports two employees who are responsible for the daily maintenance, repair, and operation of the building and surrounding property. Staff is responsible for ensuring safe and effective operation of the building, repairs of mechanical systems, 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. A portion of the management services supervisor and administrative staff is charged to CAS facility operations as they provide budget, procurement, and contract administration for facility management.

### HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

For FY19, the EOB budget is \$1,357,000. The budget reflects a decrease of about 14% (or \$220,000). The decrease is primarily due to the deferment of larger EOB construction/renovation improvements while we conduct the analysis for relocation as directed by the Commission in July 2017. The FY19 budget reflects 12 months of continued operation of the present EOB configuration until a feasible relocation option is approved. The FY19 budget maintains level occupancy rates.

The EOB was built in 1968. Because it is nearly 50 years old, with many original systems and design elements, it poses a number of structural, operational, and space design challenges. A feasibility study was launched under the direction of the Commission. Based on a preliminary analysis of extensive operating costs to repair and maintain the existing facility, identified space shortages, and the inability to continue archive operations at its present location, it was determined that CAS operations should relocate to an alternate site. A more detailed analysis is being conducted to identify alternate sites through purchase or lease, which will address concerns and reduce long-term operating costs.

Once a feasible alternative is approved through a cost-benefit analysis, we will have a more accurate understanding of funding needs. If the feasibility analysis is completed in FY18, a budget amendment will be submitted for a proposed relocation project.



# Prince George's County

## Commission-wide Executive Office Building Internal Service Fund

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- **Revenue to the Fund:**

Revenue to the fund is provided annually through operational occupancy charges to the tenant departments/operations based on allocated space. The occupancy rate is based on the per square footage cost from anticipated costs to operate the building, ensure a clean/safe and secure worksite for occupants and visitors, and address planned repairs and maintenance to the building. The cost per square foot covers facility maintenance and repairs, mechanical systems, janitorial services, security and electronic access systems, and grounds maintenance.

The proposed budget maintains the current occupancy rate of \$26.00/sq. ft. which is funded as follows:

- \$1,352,000 is projected from occupancy revenue, and
- \$5,000 is projected in interest income.

- **Expenditures in the Fund:**

- Personnel Services: The EOB/CAS Facility Operations are maintained by two facilities staff (facility superintendent and maintenance helper) who manage day to day operations of the building on mechanical systems, perform the majority of needed repairs, and address occupant concerns. Extensive and daily maintenance is required to operate a multi-story building and its grounds, thus requiring the facilities staff to focus primarily on technical repairs, testing and maintenance. Costs for wages and benefits essentially remain flat, based on adjustments in medical and pension costs as projected by the Corporate Budget Office.
- Supplies and Materials: This category covers building supplies and parts, HVAC refrigerant and lubricants, and technology/security software/supplies (badges, key cards, etc.). These expenses remain flat.
- Other Services and Charges (OSC): This component includes expenses for utilities, maintenance of major mechanical, janitorial, and operating services (elevator, HVAC, electrical, roofing), building repairs/improvements, professional services and chargebacks. Expenses in this category were adjusted by \$317,331 through a shift of resources previously budgeted for capital projects. The resources will be used to fund necessary relocation studies/cost-benefit analyses and the digitization of state-mandated archive records to reduce future space needs and minimize operational costs for housing these records.
- Capital Projects: This category includes capital expenses for structural building improvements, machinery, and equipment (boilers, generators, etc.). Expenses in this category decreased significantly (\$617,880) as previously planned major capital improvements have been deferred due to the pending relocation of CAS operations. A portion of resources previously budgeted in this category were shifted to Other Services and Charges to fund consulting and other services related to relocation and consolidation of CAS offices.
- Chargebacks: The DHRM management services manager oversees the supervision of the facility staff and administrative management of EOB, including budget administration, expenditure monitoring, procurement, and project management. Additionally, there is one administrative specialist position that provides a significant amount of support to building



**Prince George’s County**  
**Commission-wide Executive Office Building Internal Service Fund**

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operations including badging of all agency employees, pool vehicle administration, facility contract management, and mail room services. These two positions were charged directly to DHRM, although a significant portion of their daily duties related to EOB management. The chargeback reflects the appropriate portion of wage and benefits for these two positions that should be charged to EOB.

**FY19 Priorities and Major Known Commitments**

No new planned capital improvements have been incorporated in the FY19 budget as a result of pending relocation analysis.

**FY19 Staffing**

No changes in positions or workyears are proposed.

**Executive Office Building**

	<b>FY18</b>	<b>FY19</b>	<b>%</b>
	<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Staffing</b>			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	2.00	2.00	0.0%



# Prince George's County Commission-wide Executive Office Building Internal Service Fund

## SUMMARY OF FY19 PROPOSED BUDGET

### COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Operating Revenues:</b>					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	212,449	126,178	126,178	126,178	0.0%
Retirement System	96,015	108,680	108,680	108,680	0.0%
Chief Information Office	-	59,644	59,644	59,644	0.0%
Risk Management	-	54,808	54,808	54,808	0.0%
Group Insurance	-	65,338	65,338	65,338	0.0%
CAS Departments	885,976	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,194,440</b>	<b>1,352,000</b>	<b>1,352,000</b>	<b>1,352,000</b>	<b>0.0%</b>
<b>Operating Expenses:</b>					
Personnel Services	196,847	240,805	240,805	240,396	-0.2%
Supplies and Materials	23,885	35,500	35,500	35,500	0.0%
Other Services and Charges:	333,993	637,815	637,815	955,146	49.8%
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	166,006	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	1,631	662,880	662,880	45,000	-93.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	80,958	-
<b>Total Operating Expenses</b>	<b>722,362</b>	<b>1,577,000</b>	<b>1,577,000</b>	<b>1,357,000</b>	<b>-14.0%</b>
<b>Operating Income (Loss)</b>	<b>472,078</b>	<b>(225,000)</b>	<b>(225,000)</b>	<b>(5,000)</b>	<b>-97.8%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	15,112	5,000	5,000	5,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>15,112</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>487,190</b>	<b>(220,000)</b>	<b>(220,000)</b>	<b>-</b>	<b>-100.0%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>487,190</b>	<b>(220,000)</b>	<b>(220,000)</b>	<b>-</b>	<b>-100.0%</b>
<b>Total Net Position - Beginning</b>	<b>3,831,318</b>	<b>3,831,318</b>	<b>4,318,508</b>	<b>4,098,508</b>	<b>7.0%</b>
<b>Total Net Position - Ending</b>	<b>\$ 4,318,508</b>	<b>\$ 3,611,318</b>	<b>\$ 4,098,508</b>	<b>\$ 4,098,508</b>	<b>13.5%</b>

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



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

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## 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 the employer, employee and retiree share of insurance premiums. The Flexible Spending program is also accounted for in this 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 17% of revenue, with the EGWP 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 6 full-time positions.

### **Highlights and Major Changes in the FY19 Proposed Budget**

The Proposed FY19 expenditure budget is \$59.51 million, which reflects a 0.9% decrease (or \$521,292) from the FY18 Adopted Budget. This decrease results from a combination of good claims experience and the decision to raise our stop/loss limit, thereby decreasing our premiums for such coverage.

The FY19 Proposed Budget reflects the effect of previously negotiated changes in employee health insurance cost share. The administrative expenses are factored into the health insurance rates, and are paid through the premiums paid by the employer and employee.

The Commission's decision last year to add the Kaiser Health Insurance Plan means that the UHC EPO plan was no longer the lowest cost plan available to employees. In order to ease the transition for users of the UHC EPO plan, in CY17 we employed an 80% employer and 15% percent employee cost share. Fund balance made up the remaining 5%. CY18 reflects an 80% employer and 17.5% employee cost share, with CY19 moving to 80%/20%. The FY19 Proposed Budget utilizes fund balance of \$301,325 to subsidize this transition.

The FY19 Proposed Budget contains a designated reserve of \$5.36 million, which is sufficient to meet the 9.0% of total operating expense reserve policy. A summary of the Proposed Budget follows.

### **Essential Need**

No essential needs are proposed for FY19.

### **Group Insurance Fund**

	<b><u>FY18 Adopted</u></b>	<b><u>FY19 Proposed</u></b>	<b><u>% Change</u></b>
<b>Staffing</b>			
Funded Career Positions	6.00	6.00	0.0%
Funded Workyears	6.20	6.20	0.0%



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

## SUMMARY OF FY19 PROPOSED BUDGET

### COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Grant-Medicare Part D Subsidy	-	-	-	-	-
EGWP Subsidy	1,396,311	1,769,000	1,769,000	1,681,000	-5.0%
<b>Charges for Services:</b>					
Employer Contributions, Other	15,680	13,900	13,900	13,490	-2.9%
Employee/Retiree Contributions	7,812,947	10,421,294	10,421,294	11,916,655	14.3%
Employer Contributions/Premiums	34,322,327	47,113,812	47,113,812	45,351,551	-3.7%
Miscellaneous (Claim Recoveries, etc.)	2,969,672	-	-	-	-
<b>Total Operating Revenues</b>	<b>46,516,937</b>	<b>59,318,006</b>	<b>59,318,006</b>	<b>58,962,696</b>	<b>-0.6%</b>
<b>Operating Expenses:</b>					
Personnel Services	586,334	700,198	700,198	784,328	12.0%
Supplies and Materials	9,689	50,000	50,000	50,000	0.0%
<b>Other Services and Charges:</b>					
Professional Services	2,793,160	662,203	662,203	437,088	-34.0%
Insurance Claims and Fees	35,328,705	50,052,368	50,052,368	49,334,171	-1.4%
Insurance Premiums	5,920,262	8,210,772	8,210,772	8,555,408	4.2%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	318,518	360,386	360,386	353,640	-1.9%
<b>Total Operating Expenses</b>	<b>44,956,668</b>	<b>60,035,927</b>	<b>60,035,927</b>	<b>59,514,635</b>	<b>-0.9%</b>
<b>Operating Income (Loss)</b>	<b>1,560,269</b>	<b>(717,921)</b>	<b>(717,921)</b>	<b>(551,939)</b>	<b>-23.1%</b>
<b>Non-operating Revenue (Expenses):</b>					
Interest Income	122,736	60,000	60,000	150,000	150.0%
<b>Total Non-operating Revenue (Expenses)</b>	<b>122,736</b>	<b>60,000</b>	<b>60,000</b>	<b>150,000</b>	<b>150.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>1,683,005</b>	<b>(657,921)</b>	<b>(657,921)</b>	<b>(401,939)</b>	<b>-38.9%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
<b>Change in Net Position</b>	<b>1,683,005</b>	<b>(657,921)</b>	<b>(657,921)</b>	<b>(401,939)</b>	<b>-38.9%</b>
<b>Total Net Position, Beginning</b>	<b>14,856,085</b>	<b>14,783,085</b>	<b>16,539,090</b>	<b>15,881,169</b>	<b>7.4%</b>
<b>Total Net Position, Ending</b>	<b>16,539,090</b>	<b>14,125,164</b>	<b>15,881,169</b>	<b>15,479,230</b>	<b>9.6%</b>
<b>Designated Position</b>	<b>3,821,317</b>	<b>5,403,233</b>	<b>5,403,233</b>	<b>5,356,317</b>	<b>-0.9%</b>
<b>Unrestricted Position</b>	<b>12,717,773</b>	<b>8,721,931</b>	<b>10,477,936</b>	<b>10,122,913</b>	<b>16.1%</b>
<b>Total Net Position, June 30</b>	<b>\$ 16,539,090</b>	<b>\$ 14,125,164</b>	<b>\$ 15,881,169</b>	<b>\$ 15,479,230</b>	<b>9.6%</b>

Policy requires a reserve equal to 9% of Total Operating Expense



# Appendices

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# Prince George's County

## Appendices - Glossary

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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 15<sup>th</sup> every year and in Montgomery County by November 1<sup>st</sup> 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 \$10,000 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, Inspector General, 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.



# Prince George's County

## Appendices - Glossary

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**Collective Bargaining Agreement**- A legally binding contract between the Commission as an employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

**Cost of Living Adjustment (COLA)**-Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

**Debt Service**- The amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

**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., FY19 the year ending June 30 of the number shown is intended. (June 30, 2019, 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.



# Prince George's County

## Appendices - Glossary

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**Internal Service Funds**- Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, management of the Executive Office Building, information systems, and risk management.

**Merit Increase**- An upward increment in an employee's pay within the salary range for a given class of work. It recognizes the completion of a period of satisfactory service.

**Modified Accrual Method**- The method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt service, claims and judgments are recorded only when payment has matured and is due.

**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.



# Prince George's County

## Appendices - Glossary

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**Position**- An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period. Employees who occupy a position are designated as career employees. A position may be full or part-time. A career employee may work full-time for a standard workweek, or may work less than a full-time workweek, but more than one-half a workweek, as a part-time employee. Career positions are defined in the Commission's Merit System Rules and Regulations.

**Program Budget**- Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

**Program Open Space (POS)**- A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

**Property Management Fund**- An entity created to account for income and expenditures associated with the rental of park properties.

**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



# Prince George's County

## Appendices - Glossary

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statute, these funds are used to purchase equipment and other resources necessary to combat drug-related crimes in the park system.

**Spending Affordability-** A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George's County, a three-member Spending Affordability Committee

(SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

**Structural Deficit-** This occurs when current revenue from taxes, fees, investments, grants and other sources is less than current expenditures for compensation and benefits, supplies and materials, contractual and maintenance work, and vehicles, among other potential costs. If available, fund balance is often employed to cover the difference.

**Support Services-** Budget accounts for expenses that are not appropriately or feasibly allocated to the budgets of particular departments or their sub-units. Examples include mail and messenger

services, telephone, maintenance, and rent, shared by more than one division within a department or by more than one department.

**Tax Rate-** The rate, expressed in cents per \$100.00 of assessed valuation (see Assessable Base), applied to real and commercial personal property to determine taxes levied to fund Commission operations. Thus a tax rate of 3 cents applied to an assessable base of \$10 billion will yield  $.03 \times \$10,000,000,000 / 100 = \$3,000,000$ .

**Term Contract-** An employee who works at least 30 hours per week for a period of less than two years. Term contract employees do not occupy career positions and are not part of the career personnel complement. Term contract employees' work efforts are measured in workyears.

**User Fee-** A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "service charge".

**Workyear-** A standardized unit for measurement of government personnel efforts and costs. Usually, a work year is equivalent to 2,080 work hours in a 12-month period.



## ACRONYMS

Adequate Public Facilities Ordinance	APFO
Agricultural Advisory Committee	AAV
Agricultural Preservation Advisory Board	APAB
All Terrain Vehicle	ATV
Americans with Disabilities Act	ADA
Base Realignment and Closure (military)	BRAC
Bi-county Transitway	BCT
Building Lot Termination	BLT
Bus Rapid Transit	BRT
Capital Improvement Program	CIP
Central Business District	CBD
Commercial-Residential zone	CR
Community Based Planning	CBP
Community Development Center	CDC
Comprehensive Annual Financial Report	CAFR
Computer Aided Dispatch	CAD
Consolidated Transportation Program	CTP
Corridor Cities Transitway	CCT
Crime Prevention through Environmental Design	CPTED
Department Of Economic Development	DED
Department of Housing and Community Affairs	DHCA
Department of Public Works and Transportation	DPWT
Development Information Activity Center	DIAC
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Draft Environmental Impact Statement	DEIS
Environmental Protection Agency	EPA
Floor Area Ratio	FAR
Geographic Information System	GIS
Government Finance Officers Association	GFOA
Governmental Accounting Standards Board	GASB
Greenhouse Gas	GHG
Historic Area Work Permit	HAWP
Historic Preservation Commission	HPC
Housing Opportunities Commission	HOC
Integrated Pest Management	IPM
Inter County Connector	ICC
Interstate Commission On The Potomac River Basin	ICPRB
Interagency Technology Policy and Coordination Committee	ITPCC
Land Preservation, Parks, and Recreation	LPPR



# Prince George's County Appendices - Acronyms

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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
Transportation Action Partnership	TAP



## Prince George's County Appendices - Acronyms

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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	
2008	942,748	126,613,148	\$ 38,617	0.03 %	146,276,983	\$ 3,745	0.003 %	\$ 3.97
2009	959,013	140,254,264	39,114	0.03	162,053,662	3,210	0.002	3.35
2010	976,179	149,161,911	34,114	0.02	171,220,841	2,680	0.002	2.75
2011	993,068	149,284,865	29,319	0.02	171,646,984	2,145	0.001	2.16
2012	1,006,472	143,754,415	35,654	0.02	165,916,424	1,905	0.001	1.89
2013	1,019,164	140,577,467	32,462	0.02	161,877,310	1,665	0.001	1.63
2014	1,030,476	141,899,535	44,616	0.03	163,601,193	1,430	0.001	1.39
2015	1,040,116	142,418,524	41,464	0.03	163,656,758	1,200	0.001	1.15
2016	1,047,500	151,113,059	51,857	0.03	174,057,795	1,075	0.001	1.03
2017	1,055,000	157,476,558	56,953	0.04	181,546,725	1,020	0.001	0.97

### 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	
2008	830,514	\$ 70,615,992	\$ 95,735	0.14 %	\$ 75,728,883	\$ 885	0.001 %	\$ 1.07
2009	834,560	82,671,572	85,501	0.10	88,636,874	585	0.001	0.70
2010	865,705	91,889,365	76,246	0.08	98,521,803	290	0.000	0.33
2011	874,045	84,718,780	65,925	0.08	90,863,504	-	-	n.a.
2012	881,138	79,043,657	56,363	0.07	84,542,585	-	-	n.a.
2013	890,081	73,123,809	47,086	0.06	78,518,921	-	-	n.a.
2014	904,430	70,551,044	67,280	0.10	75,744,055	-	-	n.a.
2015	909,535	71,578,363	58,860	0.08	76,747,781	-	-	n.a.
2016	908,049	74,240,911	73,329	0.10	79,385,919	-	-	n.a.
2017	n.a.	78,488,744	64,534	0.08	83,863,174	-	-	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)		Ratios		Advance Land Acquisition General		Ratios		
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable	Total Primary Government(1)	Percentage Of Personal Income	Outstanding Debt Per Capita	Obligation Bonds(1)	Total Debt(1)	Percentage Of Personal Income	Outstanding Debt Per Capita
2008	29,465	3,522	5,630	\$ -	\$ 38,617	0.06	\$ 40.96	3,745	\$ 42,362	0.06	\$ 44.93
2009	32,290	2,301	4,523	-	39,114	0.06	40.79	3,210	42,324	0.06	44.13
2010	29,680	1,041	3,393	-	34,114	0.05	34.95	2,680	36,794	0.05	37.69
2011	26,710	368	2,241	-	29,319	0.04	29.52	2,145	31,464	0.04	31.68
2012	34,590	-	1,064	-	35,654	0.05	35.42	1,905	37,559	0.05	37.32
2013	32,240	-	222	-	32,462	0.04	31.85	1,665	34,127	0.05	33.49
2014	44,616	-	-	-	44,616	0.06	43.30	1,430	46,046	0.06	44.68
2015	41,464	-	-	-	41,464	0.05	39.86	1,200	42,664	0.05	41.02
2016	51,857	-	-	-	51,857	0.06	49.51	1,075	52,932	0.06	50.53
2017	56,953	-	-	-	56,953	0.07	53.98	1,020	57,973	0.07	54.95

### PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Ratios		Advance Land Acquisition General		Ratios		
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable	Total Primary Government(1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)	Obligation Bonds(1)	Total Debt(1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
2008	\$ 95,735	\$ 1,438.00	\$ -	\$ -	\$ 97,173	0.29	\$ 117.00	\$ 885.00	\$ 98,058	0.30	\$ 118.07
2009	85,501	1,054	-	-	86,555	0.26	103.71	585	87,140	0.26	104.41
2010	76,246	653	-	-	76,899	0.22	88.83	290	77,189	0.23	89.16
2011	65,925	369	-	-	66,294	0.19	75.85	-	66,294	0.19	75.85
2012	56,363	120	-	-	56,483	0.15	64.10	-	56,483	0.15	64.10
2013	47,086	-	-	-	47,086	0.12	52.90	-	47,086	0.12	52.90
2014	67,280	-	-	-	67,280	0.17	74.39	-	67,280	0.17	74.39
2015	58,860	-	-	-	58,860	0.14	64.71	-	58,860	0.14	64.71
2016	73,329	-	-	-	73,329	na	80.75	-	73,329	na	80.75
2017	64,534	-	-	-	64,534	na	na	-	64,534	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 2016 and FY 2017.

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

<u>Employer</u>	<u>2017</u>			<u>2008</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
U.S. Department of Health and Human Services	30,089	1	6.10 %	39,979	1	8.31 %
Montgomery County Public Schools	26,205	2	5.31	20,769	2	4.32
Montgomery County Government	11,014	3	2.23	9,059	4	1.88
U.S. Department of Defense	5,863	4	1.19	14,709	3	3.06
U.S. Department of Commerce	5,608	5	1.14	8,749	5	1.82
Adventist Healthcare	4,793	6	0.97	8,090	6	1.68
Marriott International, Inc (Headquarters)	4,184	7	0.85	3,000	9	0.62
Holy Cross Hospital of Silver Spring	3,942	8	0.80	-	-	-
Red Coats, Inc.	3,826	9	0.78	-	-	-
Montgomery College	3,488	10	0.71	-	-	-
Lockheed Martin Corporation	-	-	-	7,518	7	1.56
Giant Food Corporation	-	-	-	3,816	8	0.79
U. S. Nuclear Regulatory Commission	-	-	-	2,972	10	0.62
<b>Total</b>	<b>99,012</b>		<b>20.07 %</b>	<b>118,661</b>		<b>24.66 %</b>

#### PRINCE GEORGE'S COUNTY

<u>Employer</u>	<u>2016 (1)</u>			<u>2008(1)</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
University System of Maryland (2)	18,780	1	3.77 %	-	-	- %
Joint Base Andrews Naval Air Facility Washington*	17,500	2	3.51	-	-	-
U.S. Internal Revenue Service *	4,735	3	0.95	-	-	-
United States Census Bureau *	4,605	4	0.92	-	-	-
United Parcel Service	3,000	5	0.60	4,220	1	0.94
NASA/Goddard Space Flight Center *	3,000	6	0.47	-	-	-
MGM National Harbor	2,830	7	0.57	-	-	-
Inovalon - MedAssurant	2,500	8	0.50	-	-	-
Dimensions Healthcare System	2,400	9	0.48	2,500	4	0.55
Marriott International	2,200	10	0.44	-	-	-
Giant Food, Inc.	-	-	-	3,609	2	0.80
Verizon	-	-	-	2,738	3	0.61
Safeway Stores, Inc.	-	-	-	2,400	5	0.53
Shopper's Food Warehouse	-	-	-	1,975	6	0.44
Chevy Chase Bank	-	-	-	1,456	7	0.32
Target	-	-	-	1,400	8	0.31
Southern Maryland Hospital Center	-	-	-	1,300	9	0.29
Computer Science Corp	-	-	-	1,150	10	0.26
<b>Total</b>	<b>61,550</b>		<b>12.22 %</b>	<b>22,748</b>		<b>5.05 %</b>

Note:

(1) In 2017, Information is not yet available.

(2) Includes UMPC, UMUC and Bowie State University

(\*) Employee counts for federal and military facilities exclude contractors.

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



# Prince George's County

## Appendices – Historical Data

### THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Demographic Statistics  
Last Ten Fiscal Years

#### MONTGOMERY COUNTY

Year	Population (1)	Total Personal Income 000's omitted (2,3)	Per Capita Income (4)	Labor Force (5)	Unemployment Rate (6)	Registered Pupils (7)
2008	942,748	\$ 67,564,394	\$ 71,668	515,987	3.2 %	137,745
2009	959,013	66,147,761	68,975	522,421	5.3	137,763
2010	976,179	69,149,438	70,837	532,549	5.6	140,500
2011	993,068	73,818,085	74,333	836,832	5.3	143,309
2012	1,006,472	76,994,315	76,499	540,427	5.2	146,497
2013	1,019,164	74,017,970	72,626	542,690	5.0	149,018
2014	1,030,476	75,840,951	73,598	544,210	4.4	151,289
2015	1,040,116	79,946,266	76,863	548,499	3.9	153,852
2016	1,047,500	82,910,000	79,150	551,392	3.3	159,242
2017	1,055,000	86,730,000	82,209	554,029	3.2	161,909

#### PRINCE GEORGE'S COUNTY

Year	Population (8)	Total Personal Income 000's omitted (2)	Per Capita Income (2) (4)	Labor Force (9)	Unemployment Rate (6)	Registered Pupils (10)
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	40,215,913	44,465	469,359	6.2	125,136
2015	909,535	40,806,805	44,866	495,449	4.7	127,576
2016	908,049	n. a.	n. a.	498,002	4.4	128,936
2017	n. a.	n. a.	n. a.	509,328	4.3	130,814

Notes: n.a. represents information that was unavailable at the time the tables were updated

- (1) Source: Data for 2008-2009 from the U.S. Bureau of the Census, data for 2010-2017 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2016-2017 is not currently available for Prince George's County)
- (3) Source: Data for 2010 - 2017 are estimates derived by the Montgomery County Department of Finance
- (4) Source: Per Capita Income is derived by dividing personal income by population
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Office of Management and Budget, Montgomery County
- (8) Source: Data for 2010-2016 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Estimates for 2017 are not available  
Data for 2008-2009 estimates are provided by the U.S. Bureau of the Census, Population Estimates Branch.
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated June 2017. Prince George's County data for 2017 is an estimate
- (10) Source: www.mdreportcard.org, updated 2017 for Prince George's County



# Prince George's County Appendices – Historical Data

## PRINCE GEORGE'S COUNTY TAX RATES BY FUND: FY05 THRU FY19

		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<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</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</u>	Real	0.0566	0.1594	0.0780	0.0000	0.2940
	Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY18 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>FY19 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: FY05 THRU FY19

<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>
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	\$46,822,167	\$150,626,799	\$74,475,448	\$0	\$18,718,208	\$7,227,894	\$297,870,516
FY17	\$50,886,287	\$140,198,260	\$79,833,954	\$0	\$18,298,763	\$7,296,773	\$296,514,037
FY18 ADOPTED	\$51,942,200	\$142,612,300	\$82,333,475	\$0	\$19,829,221	\$8,399,215	\$305,116,411
FY19 PROPOSED	\$55,219,300	\$152,189,300	\$87,595,175	\$0	\$19,383,055	\$8,101,615	\$322,488,445



# Prince George's County Appendices – Historical Data

## PRINCE GEORGE'S COUNTY EXPENDITURES BY FUND: FY05 THRU FY19

<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>
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	\$45,829,148	\$135,585,634	\$73,612,925	\$0	\$20,669,914	\$6,441,735	\$282,139,356
FY17	\$43,545,071	\$136,990,336	\$71,392,362	\$0	\$20,976,605	\$6,999,310	\$279,903,684
FY18 ADOPTED*	\$53,141,247	\$151,771,821	\$81,715,083	\$0	\$19,829,221	\$9,144,545	\$315,601,917
FY19 PROPOSED*	\$55,697,791	\$163,710,318	\$95,268,299	\$0	\$19,383,055	\$8,442,397	\$342,501,860

\* Includes Reserves for Administration, Park and Recreation Funds



# Prince George's County Appendices – Historical Data

## PRINCE GEORGE'S COUNTY WORKYEARS BY FUND: FY05 THRU FY19

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	256.69	892.80	779.60	202.00	263.50	2,394.59
FY17	250.81	896.45	775.13	202.00	263.50	2,387.89
FY18 ADOPTED	255.65	947.45	915.63	203.00	263.50	2,585.23
FY19 PROPOSED	263.63	954.43	947.82	199.00	263.50	2,628.38





# Prince George's County Appendices – Pay Schedules

## The Maryland-National Capital Park and Planning Commission General Service Pay Schedule Effective August 13, 2017

	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<b>10</b>	\$29,306 \$14.0894	\$40,994 \$19.7087	\$52,680 \$25.3269
<b>12</b>	\$32,925 \$15.8293	\$44,632 \$21.4577	\$56,339 \$27.0861
<b>14</b>	\$36,428 \$17.5135	\$49,381 \$23.7409	\$62,334 \$29.9683
<b>16</b>	\$40,877 \$19.6524	\$55,412 \$26.6404	\$69,946 \$33.6279
<b>18</b>	\$46,293 \$22.2563	\$62,753 \$30.1697	\$79,213 \$38.0832
<b>20</b>	\$48,607 \$23.3688	\$65,892 \$31.6788	\$83,175 \$39.9880
<b>22</b>	\$52,480 \$25.2308	\$71,139 \$34.2014	\$89,803 \$43.1745
<b>24</b>	\$55,103 \$26.4918	\$74,696 \$35.9115	\$94,288 \$45.3308
<b>26</b>	\$59,434 \$28.5740	\$80,667 \$38.7822	\$101,900 \$48.9904
<b>28</b>	\$63,412 \$30.4865	\$86,959 \$41.8072	\$110,506 \$53.1279
<b>30</b>	\$69,175 \$33.2572	\$94,868 \$45.6096	\$120,559 \$57.9611
<b>32</b>	\$76,838 \$36.9413	\$104,123 \$50.0591	\$131,408 \$63.1769
<b>34</b>	\$82,841 \$39.8274	\$112,297 \$53.9889	\$141,754 \$68.1510
<b>36</b>	\$91,661 \$44.0678	\$124,254 \$59.7375	\$156,848 \$75.4077
<b>38</b>	\$100,481 \$48.3082	\$136,211 \$65.4861	\$171,942 \$82.6644
<b>40</b>	\$110,528 \$53.1385	\$145,534 \$69.9683	\$180,538 \$86.7971

**Approved by the Commission  
May 17, 2017**



**Prince George's County  
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
Service/Labor Bargaining Unit Pay Schedule  
Effective August 13, 2017  
1.5% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$26,176 \$12.5846	\$35,485 \$17.0601	\$44,795 \$21.5361	\$46,138 \$22.1817
HL2	\$29,234 \$14.0548	\$40,892 \$19.6596	\$52,551 \$25.2649	\$54,127 \$26.0226
HL3/HL4	\$32,845 \$15.7909	\$44,524 \$21.4058	\$56,203 \$27.0207	\$57,890 \$27.8317
HL5/HL6	\$36,340 \$17.4712	\$49,262 \$23.6837	\$62,184 \$29.8962	\$64,049 \$30.7928
HL7	\$40,777 \$19.6043	\$55,278 \$26.5760	\$69,777 \$33.5466	\$71,871 \$34.5534

**Approved by the Commission  
April 19, 2017**



**Prince George's County  
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
Office/Clerical Bargaining Unit Pay Schedule  
Effective August 13, 2017  
1.5% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$26,254 \$12.6221	\$35,590 \$17.1106	\$44,926 \$21.5990	\$46,275 \$22.2476
HC2	\$28,044 \$13.4827	\$38,017 \$18.2774	\$47,988 \$23.0712	\$49,428 \$23.7635
HC3	\$29,320 \$14.0962	\$41,013 \$19.7178	\$52,706 \$25.3394	\$54,288 \$26.1000
HC4	\$32,941 \$15.8370	\$44,654 \$21.4683	\$56,366 \$27.0990	\$58,057 \$27.9120
HC5	\$36,447 \$17.5226	\$49,406 \$23.7529	\$62,367 \$29.9841	\$64,236 \$30.8827
HC6	\$40,897 \$19.6620	\$55,439 \$26.6534	\$69,983 \$33.6457	\$72,081 \$34.6543

**Approved by the Commission  
April 19, 2017**



# Prince George's County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Trades Bargaining Unit Pay Schedule**  
**Effective August 13, 2017**  
**1.5% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$28,044 \$13.4827	\$38,017 \$18.2774	\$47,988 \$23.0712	\$49,428 \$23.7635
HT2	\$32,941 \$15.8370	\$44,654 \$21.4683	\$56,366 \$27.0990	\$58,057 \$27.9120
HT3	\$36,447 \$17.5226	\$49,406 \$23.7529	\$62,366 \$29.9837	\$64,236 \$30.8827
HT4	\$40,897 \$19.6620	\$55,439 \$26.6534	\$69,983 \$33.6457	\$72,082 \$34.6548

**Approved by the Commission**  
**April 19, 2017**



# Prince George's County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission  
FOP Park Police  
Effective July 2, 2017 (1.5% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02 (annual) (hourly)	\$51,800 \$24,9038	\$53,618 \$25,7779	\$55,495 \$26,6803	\$57,436 \$27,6135	\$59,443 \$28,5784	\$61,527 \$29,5803	\$63,679 \$30,6149	\$65,907 \$31,6861	\$68,213 \$32,7947	\$70,605 \$33,9447	\$73,077 \$35,1332	\$75,630 \$36,3606	\$78,277 \$37,6332	\$81,018 \$38,9510		
P03 (annual) (hourly)	\$51,778 \$24,8933	\$54,392 \$26,1500	\$56,299 \$27,0668	\$58,276 \$28,0173	\$60,307 \$28,9938	\$62,412 \$30,0058	\$64,602 \$31,0587	\$66,862 \$32,1452	\$69,208 \$33,2731	\$71,627 \$34,4361	\$74,134 \$35,6413	\$76,732 \$36,8904	\$79,419 \$38,1822	\$82,192 \$39,5154	\$85,069 \$40,8986	
P04 (annual) (hourly)	\$54,367 \$26,1380	\$57,109 \$27,4563	\$59,114 \$28,4202	\$61,182 \$29,4144	\$63,320 \$30,4423	\$65,539 \$31,5091	\$67,831 \$32,6111	\$70,203 \$33,7514	\$72,664 \$34,9346	\$75,203 \$36,1553	\$77,839 \$37,4226	\$80,565 \$38,7332	\$83,382 \$40,0875	\$86,302 \$41,4913	\$89,325 \$42,9447	
P05 (annual) (hourly)	\$59,939 \$28,8168	\$62,970 \$30,2740	\$65,171 \$31,3322	\$67,452 \$32,4288	\$69,810 \$33,5625	\$72,255 \$34,7380	\$74,784 \$35,9538	\$77,405 \$37,2139	\$80,115 \$38,5168	\$82,915 \$39,8630	\$85,821 \$41,2601	\$88,828 \$42,7058	\$91,930 \$44,1971	\$95,148 \$45,7442	\$98,475 \$47,3438	\$100,939 \$48,5284
<b>Rank</b>	<b>ASI 1*</b>	<b>ASI 2**</b>														
P02 (annual) (hourly)	\$83,449 \$40,1197	\$86,161 \$41,4236														
P03 (annual) (hourly)	\$87,621 \$42,1255	\$90,469 \$43,4947														
P04 (annual) (hourly)	\$92,005 \$44,2332	\$94,995 \$45,6707														
P05 (annual) (hourly)	\$103,967 \$49,9841	\$107,346 \$51,6087														

\*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.

\*\*ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

Approved by the Commission  
June 21, 2017



**Prince George's County  
Appendices – Pay Schedules**

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**Park Police Command Officers  
Effective July 2, 2017  
1.5% COLA**

<b>Title</b>		<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Lieutenant [P06]	(annual)	\$69,872	\$94,411	\$118,953
	(hourly)	\$33.5923	\$45.3899	\$57.1889
Captain [P07]	(annual)	\$80,838	\$109,225	\$137,613
	(hourly)	\$38.8644	\$52.5120	\$66.1601
Commander [P09]	(annual)	\$98,753	\$128,345	\$157,932
	(hourly)	\$47.4774	\$61.7043	\$75.9288

**Officer Candidate Pay Scale  
Effective July 2, 2017  
1.5% COLA**

<b><u>Position</u></b>		<b><u>Scale</u></b>
Candidate [PC]	(annual)	\$50,171
	(hourly)	\$24.1207

**Approved by the Commission  
June 21, 2017**



**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 August 13, 2017  
1.5% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<b>EGT</b>	\$48,607 \$23.3688	\$64,486 \$31.0029	\$83,175 \$39.9880
<b>EHT</b>	\$55,103 \$26.4918	\$73,101 \$35.1447	\$94,288 \$45.3308
<b>EIT</b>	\$62,404 \$30.0019	\$82,891 \$39.8514	\$106,994 \$51.4394
<b>EJT</b>	\$75,402 \$36.2510	\$101,184 \$48.6462	\$131,408 \$63.1769

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	EGT
GIS Specialist I	EGT
IT Telecommunications Spec I	EGT
Programmer/Analyst II	EHT
GIS Specialist II	EHT
Senior IT Support Specialist	EIT
Programmer/Analyst III	EIT
GIS Specialist III	EIT
IT Systems Manager/Leader	EJT

**Approved by the Commission  
May 17, 2017**



# 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 2017**  
**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	\$11.5000	\$12.3500	\$13.2000	950	I
PFA II - 921	N02	\$11.5500	\$12.6750	\$13.8000		
PFA III - 922	N03	\$11.6000	\$13.0500	\$14.5000		
PFMA I - 930	N04	\$11.6500	\$13.4500	\$15.2500	951	II
PFMA II - 931	N05	\$11.7000	\$13.8500	\$16.0000		
	N06	DELETED				
PFMA III - 932	N07	\$11.7500	\$14.2750	\$16.8000		
Help Desk Rep I - 933	N08	\$11.8000	\$14.7250	\$17.6500	952	III
	N09	DELETED				
	N10	\$11.8500	\$15.2000	\$18.5500		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$20.0500	953	IV
Help Desk Rep II - 934	N12	\$13.2626	\$16.9100	\$21.6500		
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  
October 18, 2017





**The Maryland-National Capital Park and Planning Commission  
Aquatics Seasonal/Intermittent Pay Schedule  
Effective First Full Pay Period in October 2017  
Minimum Wage and Schedule Adjustments**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A02	\$11.50	\$12.05	\$12.60
A03	\$11.55	\$12.40	\$13.25
A04	\$12.00	\$13.18	\$14.35
A05	\$13.55	\$14.70	\$15.85
A06	\$15.60	\$16.93	\$18.25
A07	\$17.90	\$19.40	\$20.90

Approved by the Commission  
October 18, 2017



# Prince George's County Appendices – Pay Schedules

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**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Specialty Services Pay Schedule**  
**Effective First Full Pay Period in October 2017**  
**Minimum Wage Update and Schedule Adjustments**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$11.5000	\$16.7500	\$22.0000
Spec Svcs Instructor 2	SS2	\$12.5000	\$19.7500	\$27.0000
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 18, 2017**



# Prince George's County Appendices – Pay Schedules

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**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Tennis Instructor Pay Schedule**  
**Effective First Full Pay Period in October 2017**  
**Minimum Wage Update and Schedule Adjustments**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$11.5000	\$14.2750	\$17.0500
Tennis Instructor 2	TI2	\$15.0000	\$19.0000	\$23.0000
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 18, 2017**

