



The Maryland-National Capital Park and Planning Commission



Proposed Annual Budget Fiscal Year 2021

Prince George's County

The Maryland-National Capital Park and Planning Commission

www.mncppc.org

Proposed Annual Budget Fiscal Year 2021

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Elizabeth M. Hewlett, Vice-Chairman of the Commission

Dorothy F. Bailey
Gerald R. Cichy
William M. Doerner
Natali Fani-Gonzalez

Manuel R. Geraldo
Tina Patterson
Partap Verma
A. Shaunise Washington



Officers

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Joseph Zimmerman, Secretary-Treasurer
Adrian R. Gardner, General Counsel

Prince George's County Directors

Andree G. Checkley
Director of Planning

(To be Filled)
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Montgomery County Directors

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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For the Fiscal Year Beginning

January 1, 2019

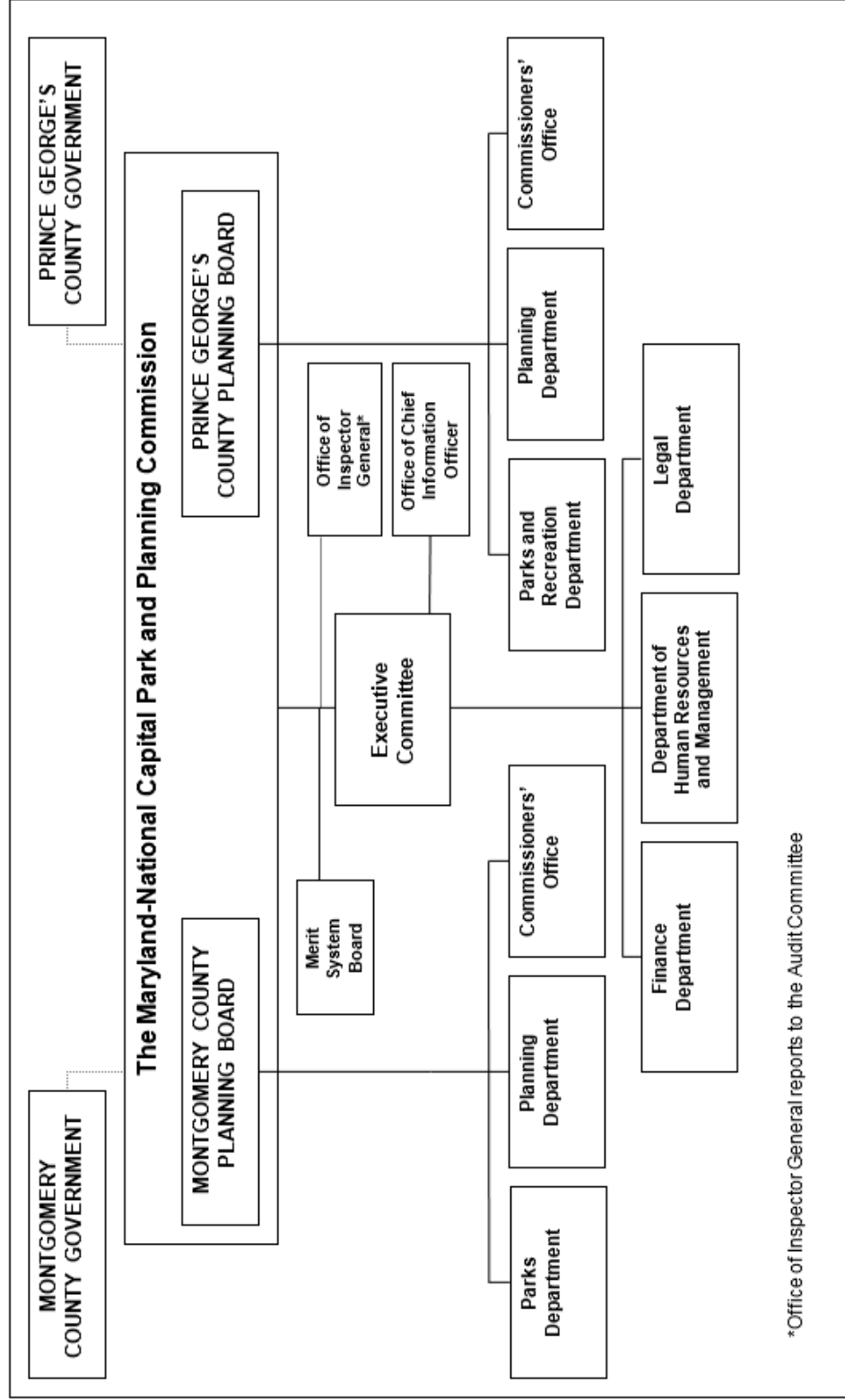
Christopher P. Morill

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, 2019. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device.

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

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



*Office of Inspector General reports to the Audit Committee

**The Maryland-National Capital Park and Planning Commission
Proposed Annual Budget Fiscal Year 2021
Prince George's County**

CREDITS

Executive Director

Asuntha Chiang-Smith

Budget Team

John Kroll

Melinda Duong

Department Budget Staff

David Alexander

Chip Bennett

Melva Brown

Robert Clarke

Melissa Ford

Ashley Haymond

Benita Henderson

Terry Johnson

Katie Knaupe

Aaron Waller

Publication Support

James Adams

Nakiia Buyck

Charisse Biggs

Lawana Bush

Douglas Carr

Anthony Coates

Lucas Lopez

Frances Richardson

William Sumler

Sterling Tideline

January 15, 2020

The Honorable Angela D. Alsobrooks
County Executive
Prince George's County
1301 McCormick Place
Largo, MD 20774

The Honorable Todd Turner
Chair
Prince George's County Council
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

Dear Ms. Alsobrooks and Mr. Turner:

Pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland, I am pleased to transmit for your consideration and approval the FY21 Proposed Budget of the Maryland-National Capital Park and Planning Commission for Prince George's County.

The total FY21 Proposed Budget for tax supported funds (Administration, Park, Recreation and Advance Land Acquisition [ALA] Debt Service) is \$339.3 million, a 2.0 percent increase from the FY20 Adopted Budget. The total FY21 Proposed Budget for tax and non-tax supported funds (excluding ALA Revolving Fund, Capital Projects Fund and Internal Service Funds), is \$381.9 million, an increase of 1.8 percent from the FY20 Budget, primarily due to increased pay-go financing for capital improvements.

**Summary of FY21 Proposed Operating Budget Expenditures
(net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY20 Adopted	FY21 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 56,164,239	\$ 57,804,187	\$ 1,639,948	2.9%
Park (2)	182,826,294	185,222,980	2,396,686	1.3%
Recreation (3)	93,683,334	96,295,616	2,612,282	2.8%
ALA Debt	-	-	-	-
Subtotal Tax Supported	332,673,867	339,322,783	6,648,916	2.0%
Enterprise	19,050,792	19,309,224	258,432	1.4%
Special Revenue	8,145,469	8,158,062	12,593	0.2%
Park Debt	15,296,269	15,064,619	(231,650)	-1.5%
Total Prince George's	\$ 375,166,397	\$ 381,854,688	\$ 6,688,291	1.8%

(1) Includes transfer to Park and Capital Projects

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

(3) Includes transfer to Enterprise Fund and Capital Projects

Delivering Quality Projects, Programming and Services

The Commission's mission remains compelling and the wisdom of connecting land use planning and parkland management under one agency continues to strengthen Prince George's County's quality of life culturally and economically. Each day, the Commission strives to manage physical growth, plan communities, protect and steward natural, cultural and historic resources, and to provide innovative leisure, performing arts, and recreational experiences that enhance and support the vibrancy and wellness of our culturally and geographically diverse community – all while assisting and supporting the County to achieve a variety of overall economic development, health, 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 in both planning, and parks and recreation. In 2015, the Commission earned its sixth Gold Medal for Excellence in Parks and Recreation management - the only agency in the United States to 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 FY21 Proposed Budget continues to support our primary mission by focusing on improving service levels by "right-sizing" our operations and, at the same time, continuing to fund critical infrastructure improvements.

The FY21 Proposed Budget includes funding related to necessary planning studies, legislative mandates, and operating budget costs for prior approved CIP projects.

Commitment to Continued Collaboration

The FY21 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, performing arts, 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, fulfilling some of the strategies in the County's Strategic Healthcare Plan.

Through numerous important collaborative projects such as the Planning Assistance to Municipalities and Communities Program (PAMC), transit oriented development (TOD), Census 2020 Update support, implementing recommendations from the Plan Prince George's 2035 General Plan Update, and supporting the anticipated Council's adoption of a Countywide Map

Amendment, the Commission continues to partner with the County to promote economic vitality, environmental sustainability and overall enhanced quality of life for all of our residents.

Moving Forward

We have been successful with our budget strategy of the past several years. With the exception of Park Fund Pay-Go transfers to the Capital Projects Fund, we do not project structural deficits in the Administration, Park or Recreation Funds in FY21. Although we remain mindful of the six-year plan (adopted in FY16) that guided us to these results, available resources have been budgeted to continue the high level of services we provide, as well as to continue to address previously unfunded infrastructure improvements.

FISCAL YEAR 2021 BUDGET OBJECTIVES

As previously noted, the key objective in the FY21 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 FY21:

- Medical Insurance and Benefit Costs;
- Full funding of Other Post-Employment Benefits (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, and possible position reclassifications due to a multi-year classification study of the workforce.

As can be seen in the following table, personnel expenses are proposed to increase by \$8.5 million, mostly due to increased health insurance costs and employee compensation markers.

FY21 Proposed Budget
Summary of Changes in Major Personnel Costs
Prince George's County Administration Fund, Park Fund, and Recreation Fund

	FY20 Adopted	FY21 Proposed	\$ Change	% Change
<u>OPEB</u>				
OPEB Paygo & Prefunding	\$ 9,616,366	\$ 10,658,189	\$ 1,041,823	10.8%
<u>Pension (ERS)</u>				
Pension (ERS)	10,576,847	12,219,211	1,642,364	15.5%
<u>Health and Benefits(1)</u>				
Employee Health Benefits	19,353,075	21,997,937	2,644,862	13.7%
Subtotal Personnel Costs	<u>\$ 39,546,288</u>	<u>\$ 44,875,337</u>	<u>\$ 5,329,049</u>	<u>13.5%</u>
<u>Employee Compensation</u>				
Marker for Changes to Employee Comp.		2,986,034	2,986,034	-
Marker for Possible Reclassifications	700,189	929,964	229,775	32.8%
Total Major Personnel Costs			<u>\$ 8,544,858</u>	

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

Other Post-Employment Benefits (OPEB) and Pension costs are budgeted in accordance with the annual actuarial valuations. Health costs are increasing due to increased utilization and cost trends.

Employee Compensation

For employee compensation, the budget includes a dollar marker of \$3.0 million. The Commission is currently in full contract negotiations with the Fraternal Order of Police (FOP), and will begin shortly a wage and benefit re-opener with the Municipal and County Government Employees Organization (MCGEO), the results of which will be presented for approval at the Joint County Council Meeting in May 2020. Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is under way (\$930,000).

Major Non-Personnel Cost Changes

- In addition to the “right-sizing” efforts and the reduction in project charges, both discussed below, no significant operating budget impacts (OBI) for opening new Parks & Recreation facilities will affect the General Fund in FY21.
- Additional expenses related to the office relocation of the Planning Department and the Commissioners’ Office are budgeted at \$100,000.

“Right-sizing” Operations

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$6.4 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. This investment will be made primarily in the Department of Parks and Recreation and in the Planning Department, with lesser amounts in the Finance, Inspector General and Corporate IT Departments. In the Planning Department, staffing is proposed for an expanded work program. In the Parks and Recreation Department, it is primarily to address understaffed facilities. For Finance, it is staffing needed to meet the legislatively mandated Supplier Diversity Program currently under development. For the Inspector General, it is staffing to meet an increased workload; and for Corporate IT, it is funding for a new Help Desk system. 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.

Fund	Department	Essential Needs Investment Amount
Administration	Commissioners' Office	\$ -
Administration	Planning	978,191
Administration	DHRM	-
Administration	Legal	-
Administration	Finance	79,816
Administration	Inspector General	94,204
Administration	Corporate IT	41,735
Administration	Share of CIO/CWIT Initiatives	173,670
Park	Parks & Recreation	3,472,868
Recreation	Parks & Recreation	1,570,881
Total		\$ 6,411,365

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 Executive and Legislative branches 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, FY18’s, and FY19’s reductions were modified to \$1.5 million, \$1.2 million, \$65,000, \$475,000, \$1.1 million, and \$2.5 million, respectively. In FY20, the County was able to reduce these charges by \$933,000. For FY21, we are proposing a

reduction of \$889 thousand. This is the last year of previously planned reductions. This effort is a key measure in rebalancing resource allocation. We appreciate the County's understanding and continued support in addressing project charges.

Summary of FY21 Proposed Budget for General Fund Accounts

For the three tax supported operating funds, we are putting forward a total proposed budget of \$339.3 million. The Administration Fund, which funds the Planning Department, Commissioners' Office, and Central Administrative Services (CAS) departments, is proposed to increase by 2.9 percent, or \$1.6 million from the FY20 Budget. The Park Fund is proposed to increase 1.3 percent, or \$2.4 million. Lastly, the Recreation Fund budget is proposed to increase by 2.8 percent, or \$2.6 million. No changes in property tax rates are required to fund the FY21 Proposed Budget.

The following table summarizes the FY21 Proposed Budget:

Summary of FY21 Proposed Budget General Fund Accounts				
By Fund by Department (excludes reserves)				
	FY20	FY21	\$	%
	Adopted	Proposed	Change	Change
Administration Fund				
Commissioners' Office	\$ 2,279,848	\$ 2,288,921	\$ 9,073	0.4%
Planning Department Operating	33,156,247	34,292,525	1,136,278	3.4%
Project Charges	5,935,045	5,045,799	(889,246)	-15.0%
CAS Departments	9,659,749	10,114,191	454,442	4.7%
Transfer to Park	3,000,000	3,000,000	-	0.0%
Transfer to Capital Projects	30,000	30,000	-	0.0%
Non-Departmental (1)	2,103,350	3,032,751	929,401	44.2%
Subtotal Admin Fund	56,164,239	57,804,187	1,639,948	2.9%
Park Fund				
Park Fund Operating	119,239,231	123,097,291	3,858,060	3.2%
Project Charges	451,000	451,000	-	0.0%
Transfer to Capital Projects	42,030,000	38,450,000	(3,580,000)	-8.5%
Transfer to Debt Service	15,296,269	14,839,619	(456,650)	-3.0%
Non-Departmental (1)	5,809,794	8,385,070	2,575,276	44.3%
Subtotal Park Fund	182,826,294	185,222,980	2,396,686	1.3%
Recreation Fund				
Recreation Fund Operating	70,693,139	72,193,163	1,500,024	2.1%
Project Charges	2,485,350	2,485,350	-	0.0%
Transfer to Enterprise	8,157,592	8,311,024	153,432	1.9%
Transfer to Capital Projects	10,000,000	10,000,000	-	0.0%
Non-Departmental (1)	2,347,253	3,306,079	958,826	40.8%
Subtotal Recreation Fund	93,683,334	96,295,616	2,612,282	2.8%
Prince George's Total General Fund	\$ 332,673,867	\$ 339,322,783	\$ 6,648,916	2.0%

(1) Non-Departmental for both years include OPEB prefunding and OPEB paygo, budget markers for compensation adjustments, and project charges.

Assessable Base and Tax Rates

The total FY21 property tax revenue estimate for the Administration, Park, and Recreation funds is \$303.5 million, an increase of 3.5 percent, or \$10.3 million, over the FY20 Adopted Budget. This projection is based upon the latest State Department of Assessments and Taxation (SDAT) estimates. Final SDAT estimates for FY21 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 FY21 are unchanged from FY20. Those tax rates are as follows:

FY21 Proposed Budget Property Tax Rates by Fund		
	<u>Real</u>	<u>Personal</u>
Administration Fund	5.66	14.15
Park Fund	15.94	39.85
Recreation Fund	7.80	19.50
ALA Debt	<u>0.00</u>	<u>0.00</u>
Total	29.40	73.50

FY21 Work Program

Planning Department

The Planning Department's proposed budget for FY21 is 0.7 percent, or \$247,032, greater than last year's adopted budget. In our continuing effort to provide effective and efficient service to all stakeholders, the Department is requesting three full-time career positions in FY21 to address expected workload. Project charges were reduced by \$889,246. The budget for professional/consulting services increased by \$284,000 to provide funding for new work programs. Additional expenses related to the office relocation of the Planning Department and the Commissioners' Office are budgeted at \$100,000.

The Planning Department's proposed FY21 work program includes carryover projects and programs from FY20 and three new projects for FY21. The three new projects are listed below:

- Adelphi Road-UMGC-UMD Purple Line Station Sector Plan
- Master Plan of Transportation Update
- Implementation of Cloud-Based Development Activity Monitoring System

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

Department of Parks and Recreation

The Department of Parks and Recreation operating budget proposes a 1.9 percent, or \$5.5 million, increase from FY20. This primarily reflects additional staffing necessary to support current service levels, as well as the County Executive's new Youth Sports initiative. In

developing the FY21 objectives, the Department worked to ensure that they are in strategic alignment with the overall goals of the adopted Formula 2040, Land Preservation Parks and Recreation, 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 continuing to offset new project requests by removing and/or delaying existing projects.

Enterprise Fund

In FY21, total Enterprise Fund operating revenues are proposed to remain steady at \$10.7 million. Operating expenses are projected to increase by 1.4 percent to \$19.3 million. As a result, the subsidy from the Recreation Fund is budgeted to increase by \$153,432 to \$8.3 million. More than 69 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 places high-priority on social equity and maintaining access to the park and recreation system. With affordable prices and an effective fee assistance policy, the Department encourages broad participation and access to services for all County residents 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 FY21-FY26 Proposed CIP is \$244.7 million, with \$63.7 million proposed for FY21, which is 14.9 less than the FY20 amount. The FY21-FY26 CIP represents a 14.4 percent decrease from the Adopted FY20-FY25 CIP.

The proposed FY21-FY26 priorities are:

- Renovations of some critical historic sites, aquatic facilities, and community centers;
- Trail renovation and support for some new trail extensions and development;
- Park facility safety improvements;
- ADA and code compliance improvements;
- Projects with minimal impact to the operating budget.

The proposed FY21 Capital Budget builds upon the adopted FY20-FY25 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 FY21-FY26 CIP is to continue to align our bond and PayGo funding for CIP projects with our financial capacity over the next six years. This year, due to ongoing resource availability, we have proposed continuing the transfer initiated in FY20 from the Administration Fund, and the use of PayGo funding in the Recreation Fund.

Central Administrative Services (CAS)

For FY21, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Finance Department: one career position in the Secretary-Treasurer's Office to monitor and administer the legislatively mandated Supplier Diversity Program currently under development.
- Inspector General: one career position to assist with an increased workload.
- Corporate IT Division: additional funding for a new Help Desk system.
- Chief Information Officer:
 - Increased costs of Microsoft and Adobe operational licenses
 - Funding for the following IT initiatives
 - ERP improvements
 - ERP Upgrade planning
 - Kronos time keeping system improvements
 - Enterprise Content Management, Phase I
 - Funding to complete the Alliance building security upgrade
 - Commission's website upgrade and ADA improvements

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 December 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 FY21 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 until FY26. Improving revenue projections have allowed this budget to continue to include significant funding for infrastructure maintenance, as well as to address "right-sizing" staffing needs. However, we must remain cognizant that the economy is subject to external pressures that may require carefully examining our budget choices in future years.

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 909,000+ residents of Prince George's County. We remain equally proud of the work of our dedicated and talented employees, and assure you that we will continue our pursuit of excellence in delivering the very best in public service.

We pledge to work with you 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 staff in the coming weeks, and continuing to collaborate in providing vital services and programs to the residents of Prince George's County. We welcome further discussion of this FY21 Proposed Budget, and we thank you for your consideration.

Sincerely,



Elizabeth M. Hewlett
Chairman

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One
Commission

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

Mission

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

Strategic
Focus

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

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

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

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

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

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

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



Prince George's County Overview – Budget Guide

BUDGET GUIDE

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

The Commission's budget is adopted and managed by Fund, Department, and Division. Accordingly, the Budget Book is primarily organized by fund, department and division to clearly and consistently show the planned use of resources in a standard layout across the multiple service areas in Montgomery County, Prince George's County, and Central Administrative Services.

BUDGET STRUCTURE AND CONTENT

The Budget Book can be read in an unfolding manner with each section first providing higher level information followed by the supporting and more detailed information. The **Overview, Fiscal and Budget Summary Schedules** sections of the Book are intended to provide the reader “the big picture” of the Commission and information on the budget as a fiscal plan. The **Department Budget Pages** are intended to present the budget as an operations and policy guide and provide the reader more targeted information about specific departments, the services they provide, and the resources needed to deliver services.

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

This section is followed by the **Overview Section**, which is made up of four subsections:

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

The **Budget Guide** introduces the structure and content of the budget book, explains the basis of accounting and budgeting, and also provides a brief description of the budgetary process and timeline.

Background and Policies provide the following information:

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

The next subsection is **Budget Issues**, which discusses significant revenue and expenditure issues that impact both the FY21 budget and the Commission's long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget's development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



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The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide the reader summary level information about the budget as a fiscal plan for the coming year. Included in this section are a series of schedules and charts detailing the financial aspects of the proposed budget. The following schedules and charts for the Proposed Budget Fiscal Year 2021 are included:

- Commission Summary of FY21 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY19 and Budgeted Use of Fund Balance/Net Position for FY20 and FY21;
- Prince George's County FY21 Proposed Budget Summary by Fund Summary by Department by Division;
- Prince George's County FY21 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$396,747,618;
- Prince George's County FY21 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$395,504,888;
- Prince George's County FY21 Proposed Budget Summary by Major Object;
- Prince George's County FY21 Proposed Budget Summary of Funds Required (Percent of Total by Object) Total Operating Funds \$395,504,888;
- 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 FY12 Actual to FY21 Proposed;
- Prince George's County Revenues and Expenditures General Fund Accounts FY12 Actual to FY21 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;



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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 Fund 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.
- 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.



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- Following each budget summary section is the **Highlights and Major Changes in the FY21 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 Service Fund
 - ALA Revolving Fund
- **Park Debt Service Fund**
- **Internal Service Funds**
 - Risk Management Fund
 - Capital Equipment Fund
 - Chief Information Officer (CIO) and Commission-wide IT 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 budget documents prepared by the respective County governments. They are generally published by March 15th by both the Montgomery and Prince George's County governments.

Appendices

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



Prince George's County Overview – Budget Guide

BUDGETARY BASIS

Basis of Accounting

The General, Debt Service, 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

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.

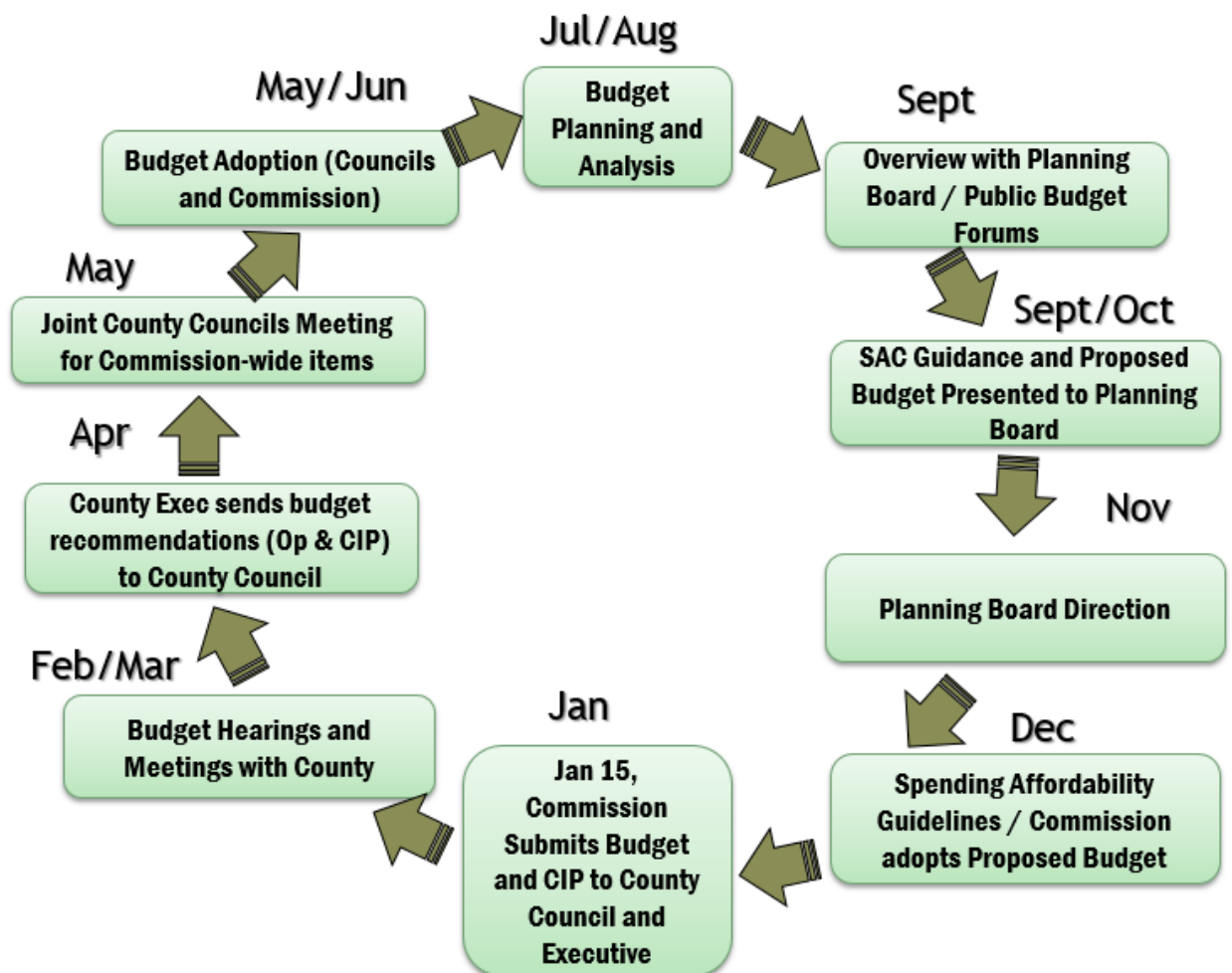
The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



Prince George's County Overview – Budget Guide

Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2019
• Meet with Spending Affordability Committee	By August 30, 2019
• Budget Overview with Planning Board	September to November 2019
• Staff Develops Budget	September to November 2019
• Planning Board Work Sessions	September to December 2019
• Spending Affordability Committee Issues Guidelines	December 2019
• Commission Approves Proposed Budget	December 18, 2019
• Staff Produce Proposed Budget Book	December 2019 to January 2020
• Submit Proposed Operating Budget and Capital Improvement Program to County Executive and County Council	January 15, 2020
• County Executive Makes Recommendations	January 15 to April 1, 2020
• County Council Holds Public Hearings	April 2020
• County Council Reviews Budget	April 2020
• County Councils Meet Jointly	May 2020
• County Councils Adopt Budget	By June 1, 2020
• Commission Adopts Budget Resolution	June 17, 2020



Prince George's County Overview – Background

BACKGROUND

AUTHORITY AND PURPOSE

The Maryland-National Capital Park and Planning Commission (M-NCPPC) was established by the Maryland General Assembly in 1927 to serve the bi-county area of Prince George's and Montgomery Counties. This area has a population of approximately 1.96 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 175 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. As of December 2018, two (2) new County Council members, elected at large, joined the Council.

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 28,000 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 (2018), the County's population is currently estimated at 909,308 and growing at about 0.1 percent annually. African-American persons represent 64.4 percent of the population; White persons are 27.0 percent; Hispanic and Latino origin persons are 19.1 percent; and Asian persons are 4.5 percent. Approximately 24.3 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 36.5 years, approximately 22.2 percent of County residents are secondary school age or younger (under 18 years old), and approximately 13.3 percent are age 65 or older. According to the Prince George's County Public School (PGCPS) website, student enrollment in Prince George's public schools for the School Year 2019-20 totaled 135,962.



Prince George's County

Overview – Background

According to the Maryland State Data Center 2017 records, the median household income in the County was \$78,607, compared to the Maryland state median of \$78,916 and national median of \$57,652. The 2017 median value of an owner-occupied home in Prince George's County was \$272,900 compared to a state median of \$296,500. About 31.9 percent of County residents over age 25 have at least a bachelor's degree. The County's labor force for 2019 was estimated to be 522,890 and the annual unemployment rate in 2018 was 4.1 percent versus 3.9 percent for the state.

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 in our ice skating facilities; walkers, joggers and bicyclists utilize our vast system of trails; and, 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 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



Prince George's County Overview – Background

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) that support operations in both counties along with the Office of the Inspector General, the Office of the Chief Information Officer, and the 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 the Merit System Board. The budget for CAS units is jointly allocable and must be approved jointly by both counties. If the two counties cannot reach agreement on the budget for Central Administrative Services, the budget, as proposed by the Commission, is automatically implemented. Unlike the remainder of the budget, which must be adopted by June 1st, the two counties have until June 15th, under State law, to reach agreement on the budget for CAS.

FUNDS AND FUNDING SOURCES

Under the statutory authority provided by State law, the Commission's park, recreation, planning, and general administrative functions are financed primarily by five statutorily designated property taxes that must be levied on a separate county basis. In Prince George's County, county-assessed property taxes support approximately 89 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

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 Fund is 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

POLICIES

The Commission abides by the following policies in the development and execution of its budget.

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 FY21, 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

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 parties or imprudent actions by employees and investment officers of the Commission. An



Prince George's County Overview – Policies

Independent Auditor, as part of the Annual Financial Audit, will review the internal controls of the investment program.

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

DEBT MANAGEMENT POLICY

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

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

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

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

1. If at any time the planned debt levels of the approved capital budget are projected to be unaffordable based on conservative financial assumptions, the respective Planning Board will slow down the implementation of the capital program to a level that meets the affordability standards of the policy.



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2. In both counties, debt service cannot exceed the level of revenue generated by a portion of the Park Fund tax rate designated in state law. In the case of Prince George's, the revenue limit is equivalent to the revenue generated by four cents of real property tax and ten cents of personal property tax, per \$100 of assessed value. For the Advance Land Acquisition Fund, the limit is the equivalent to the revenue generated by a 1.2 cent real property tax rate (three cents personal property).
3. Debt service as a percentage of General Fund expenditures consisting of the Montgomery County Administration Fund and Park Fund should not exceed 10 percent.
4. Debt service as a percentage of General Fund expenditures consisting of the Prince George's County Administration Fund, Park Fund and Recreation Fund should not exceed 10 percent.
5. Financing a major project critical to Commission business that will cause the debt service ratio to exceed 10 percent may be permitted as a special exception by a vote of the Commission that specifically grants the exception; however, the debt ratio will be brought back into conformance with the target within the next six-year period.
6. The percentage of principal to be paid over the next ten years should remain between 60 percent and 70 percent of the outstanding debt in each of the Commission's county debt portfolios.

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

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

LONG-TERM SUSTAINABILITY

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

Changes to the Commission's total tax rate, as well as shifting tax rates between taxing districts, impacts residents and business based on their location. The assessable base for the Recreation



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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 real property taxes and 97.0 percent for personal property taxes). The assessable base is then divided by \$100, multiplied by the tax rate and then by the collection factor to derive the projection for property tax revenues. Trend analysis factoring in latest information on housing market and commercial property development is then used to project property tax revenues over the six-year cycle.
- Interest and penalties on prior year taxes not paid are generally assumed at no growth from year to year, unless trend changes on collection factors are envisioned.
- Fees and Charges are generally projected with modest annual growth (3-5 percent), unless trend analysis indicates otherwise.
- Interest income is projected taking into account possible changes in both short and long-term interest rates and anticipated levels of fund balance and other cash available for investment.

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

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



Prince George's County Overview – Policies

These projections are presented to the Spending Affordability Committee in August and 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

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission's FY21 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

Property tax revenues constitute approximately 93 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 FY21 assessable base (both real and personal) projected to grow by 3.92 percent next year. The remaining 7 percent of General Fund revenues are projected to increase by 21 percent in FY21 due to projected increases from interest income, and new PILOT (payment in lieu of taxes) revenue.

Property Tax Revenue and Tax Rates

The total FY21 property tax revenue estimate for the four tax-supported¹ funds is \$303.5 million, an increase of 3.5 percent or \$10.3 million over the FY20 Adopted Budget. Final SDAT estimates for FY21 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 FY21 are unchanged from FY20. Those tax rates are as follows:

FY21 Proposed Property Tax Rates by Fund		
	<u>Real</u>	<u>Personal</u>
Administration Fund	5.66	14.15
Park Fund	15.94	39.85
Recreation Fund	7.80	19.50
ALA Debt	<u>0.00</u>	<u>0.00</u>
Total	29.40	73.50

Fees, Charges, and Rentals

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

Service charges and fees of the three major tax-supported funds (Administration, Park, and Recreation) are projected at \$13.9 million for FY21, an increase of \$58 thousand or 0.4 percent over

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



Prince George's County

Overview – Budget Issues

the FY20 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 FY21 is proposed at \$6.5 million, an increase of 85.7 percent over the FY20 budget, in line with recent earnings.

Grant Revenues

No grants are budgeted in either the Administration, Park or Recreation Funds this year, 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 FY21, total Enterprise Fund operating revenues are proposed to be \$10.7 million, little changed from FY20. Operating expenses are projected to decrease by 1.4 percent to \$19.3 million. As a result, the subsidy from the Recreation Fund is budgeted to increase by \$153 thousand to \$8.3 million.

The Commission operates a number of programs such as golf courses and ice rinks, classified as Enterprise Fund programs, but most are neither wholly nor predominately self-sustaining. As a result, FY21 continues to include subsidies to the Enterprise Fund. Two programs – the Prince George's Sports and Learning Complex and the Show Place Arena/Equestrian Center – account for the majority of the subsidies. The Commission continues to monitor the size of the subsidy and strives to maintain a balance between subsidy and affordability. For example, a decision was made when the Sports and Learning Complex was constructed to designate a two-mile radius around the Complex, built next to FedEx Field, as an impact area, in which all citizens and residents would be able to use the Center at a discounted rate. This decision impacts revenues received and increases the subsidy. The Commission places value on the maximum usage and enjoyment of services, which often leads to below market fee structures.

EXPENDITURES

The FY21 Proposed Budget's goal is to continue 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 second major initiative is to continue to address our infrastructure improvement needs by utilizing existing fund balances in both the Park Fund and the Recreation Fund.

The Proposed Budget includes the following major known commitments for personnel costs in FY21:



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- 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 \$8.5 million, mostly due to increased health insurance costs and employee compensation markers.

Exhibit 1

FY21 Proposed Budget				
Summary of Changes in Major Personnel Costs				
Prince George's County Administration Fund, Park Fund, and Recreation Fund				
	FY20 Adopted	FY21 Proposed	\$ Change	% Change
<u>OPEB</u>				
OPEB Paygo & Prefunding	\$ 9,616,366	\$ 10,658,189	\$ 1,041,823	10.8%
<u>Pension (ERS)</u>				
Pension (ERS)	10,576,847	12,219,211	1,642,364	15.5%
<u>Health and Benefits(1)</u>				
Employee Health Benefits	19,353,075	21,997,937	2,644,862	13.7%
Subtotal Personnel Costs	<u>\$ 39,546,288</u>	<u>\$ 44,875,337</u>	<u>\$ 5,329,049</u>	<u>13.5%</u>
<u>Employee Compensation</u>				
Marker for Changes to Employee Comp.		2,986,034	2,986,034	-
Marker for Possible Reclassifications	700,189	929,964	229,775	32.8%
Total Major Personnel Costs			<u>\$ 8,544,858</u>	

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

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

OPEB

OPEB costs for FY21 have been determined by the actuary. The net change for total OPEB costs is about a \$1.04 million increase or 10.8 percent greater than the FY20 adopted amount.

Total OPEB funding is \$10.66 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 increase by 15.5 percent in FY21,



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representing a cost of \$1.64 million greater than the FY20 Adopted Budget.

Health Insurance and Benefits

Health insurance and benefit costs are projected to increase by 13.7 percent in FY21, or \$2.64 million more than the FY20 Adopted Budget.

Employee Compensation

The Commission's FY21 budget includes a dollar marker of \$2.99 million in the General Fund. The Commission is in full contract negotiations with the FOP and in a wage and benefit re-opener with MCGEO. Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is underway (\$930 thousand).

Total expenditures for tax supported funds in the FY21 Proposed Budget (excluding reserves) are \$339.3 million, a 2.0 percent increase over the FY20 Adopted Budget. The total FY21 Proposed Budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise and Special Revenue Funds, is \$381.9 million, 1.8 percent higher than the FY20 Adopted Budget. Exhibit 2 (below) provides a comparative total funds summary.

Exhibit 2

Summary of FY21 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)

	FY20 Adopted	FY21 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 56,164,239	\$ 57,804,187	\$ 1,639,948	2.9%
Park (2)	182,826,294	185,222,980	2,396,686	1.3%
Recreation (3)	93,683,334	96,295,616	2,612,282	2.8%
ALA Debt	-	-	-	-
Subtotal Tax Supported	332,673,867	339,322,783	6,648,916	2.0%
Enterprise	19,050,792	19,309,224	258,432	1.4%
Special Revenue	8,145,469	8,158,062	12,593	0.2%
Park Debt	15,296,269	15,064,619	(231,650)	-1.5%
Total Prince George's	\$ 375,166,397	\$ 381,854,688	\$ 6,688,291	1.8%

(1) Includes transfer to Park and Capital Projects

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

(3) Includes transfer to Enterprise Fund and Capital Projects

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 FY21.
- Additional expenses related to the office relocation of the Planning Department and the Commissioners’ Office are budgeted at \$100,000.



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Capital Projects

As noted earlier, in addition to “right-sizing” the Commission’s operations, the other major goal of the FY21 Proposed Budget is to continue to address critical infrastructure improvement needs. Toward that end, this budget continues to utilize Park Fund fund balance to assist in funding the PayGo transfer to the Capital Projects Fund. In addition, a transfer from the Administration Fund to the Park Fund further enables the Park Fund’s PayGo transfer.

“Right-Sizing” Operations

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$6.41 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 professional services are proposed for an expanded work program. In the Parks and Recreation Department, it is primarily to address understaffed operations and facilities. For Finance, it is staffing needed to meet legislatively mandated procurement oversight; for the Inspector General, it is staffing to assist with an increased workload; and for Corporate IT, it is for a new Help Desk system. 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.

Fund	Department	Essential Needs Investment Amount
Administration	Commissioners' Office	\$ -
Administration	Planning	978,191
Administration	DHRM	-
Administration	Legal	-
Administration	Finance	79,816
Administration	Inspector General	94,204
Administration	Corporate IT	41,735
Administration	Share of CIO/CWIT Initiatives	173,670
Park	Parks & Recreation	3,472,868
Recreation	Parks & Recreation	1,570,881
Total		\$ 6,411,365

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, FY18’s, and FY19’s reductions were modified to \$1.5 million, \$1.2 million, \$65,000, \$475,000, \$1.1 million, and \$2.5 million, respectively. In FY20,



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the County was able to reduce these charges by \$933,000. For FY21, we are proposing a reduction of \$889 thousand. This is the last year of previously planned reductions. This effort is a key measure in rebalancing resource allocation. 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 FY21, the General Fund accounts project to have combined fund balances totaling \$215.8 million. In total, the FY21 Proposed Budget uses \$10.6 million of fund balance. Fund balance use in all three funds is being utilized to fund PayGo transfers to the Capital Projects Fund and the required expenditure reserves. Exhibit 3 shows the projected change in fund balances for the three general fund accounts.

Exhibit 3

**FY21 Proposed Budget
Use of Fund Balance
Prince George's County General Fund Accounts**

	FY20 Estimated Ending (Undesignated)	FY21 Proposed Ending (Undesignated)	Use of Fund Balance (1)
Administration Fund	58,514,863	62,414,293	3,899,430
Park Fund	115,062,269	100,651,231	(14,411,038)
Recreation Fund	42,179,399	42,118,582	(60,817)
Total	\$215,756,531	\$ 205,184,106	\$ (10,572,425)

(1) Use of fund balance is the amount of fund balance used for operations and capital funding as well as the amount of fund balance needed to meet expenditure reserve requirements. The amount of fund balance (\$13,650,200) used to meet the reserve requirement will not be spent.

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, 2019, is estimated at \$977 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 \$147.4 million of outstanding Park Acquisition and Development Bonds. The Commission's Prince George's County bonds are rated AAA by Standard & Poor's Corporation, AAA by Fitch Ratings, and Aaa by Moody's Investor Services, Inc.



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SPENDING AFFORDABILITY PROCESS

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

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

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

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

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

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

Although we have not yet received the final SAC report, we fully expect that our budget proposal will comply with its recommendations.



FY21 Proposed Budget
Fiscal and Budget Summary Schedules



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

COMMISSION SUMMARY of FY21 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			% Change
	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
General Funds:										
Administration Fund	\$ 58,106,191	\$ 58,742,600	\$ 61,785,617	\$ 27,710,840	\$ 31,468,209	\$ 34,538,700	\$ 85,817,031	\$ 90,210,809	\$ 96,324,317	6.8%
Park Fund	159,037,925	164,039,900	171,133,642	97,916,831	108,328,799	118,498,175	256,954,756	272,368,699	289,629,817	6.3%
Recreation Fund	87,810,258	92,230,807	96,365,399	-	-	-	87,810,258	92,290,807	96,365,399	4.4%
General Funds Total	304,954,374	315,073,307	329,284,658	125,627,671	139,797,008	153,034,875	430,582,045	454,870,315	482,319,533	6.0%
ALA Debt Service Fund	287	-	-	1,976,676	2,075,264	2,087,700	1,976,676	2,075,264	2,087,700	0.6%
Tax Supported Funds Total	304,954,661	315,073,307	329,284,658	127,604,347	141,872,272	155,122,575	432,558,721	456,945,579	484,407,233	6.0%
Park Debt Service Fund	10,390,139	15,296,269	15,064,619	6,624,410	7,440,410	7,440,410	16,374,130	21,920,679	22,505,029	2.7%
Property Management Fund	-	-	-	1,393,991	1,466,600	1,586,500	1,393,991	1,466,600	1,586,500	8.2%
Capital Projects Fund	68,578,712	75,345,205	64,230,000	29,118,446	52,619,000	48,470,000	97,697,158	127,964,205	112,700,000	-11.9%
Special Revenue Funds	7,509,744	8,092,163	8,129,362	6,274,868	5,180,873	5,800,710	13,784,612	13,273,036	13,710,072	3.3%
Governmental Funds Total	391,433,256	413,806,944	416,708,639	170,374,876	207,763,155	218,200,195	561,808,132	621,570,099	634,908,834	2.1%
Proprietary Funds:										
Enterprise Fund	17,404,427	19,050,792	19,309,224	14,667,285	11,597,042	12,608,136	32,071,712	30,647,834	31,917,360	4.1%
Internal Service Funds:										
Risk Management Fund	5,061,497	3,391,800	4,456,100	3,792,647	2,649,900	3,411,900	8,854,144	6,041,700	7,868,000	30.2%
Capital Equipment Fund	1,994,798	2,297,927	789,127	2,596,713	4,839,900	3,696,094	4,591,511	7,137,827	4,485,221	-37.2%
Wheaton Headquarters Bldg Fund	-	-	-	-	734,836	2,794,400	-	734,836	2,794,400	280.3%
CIO & Comm-wide IT Initiatives Fund	2,369,065	2,417,808	3,098,599	1,314,707	1,889,978	1,998,333	3,683,772	4,307,786	5,096,932	18.3%
Executive Office Building Fund*	-	-	-	-	-	-	1,450,527	1,377,000	1,402,000	1.8%
Group Insurance Fund*	9,425,360	8,107,535	8,343,826	7,704,067	10,114,614	11,900,727	48,201,894	60,865,271	71,159,849	17.0%
Proprietary Funds Total	26,829,787	27,158,327	27,653,050	22,371,352	21,711,656	24,508,863	68,853,560	80,464,420	92,836,402	15.4%
Private Purpose Trust Funds:										
ALA Revolving Fund	7,384	-	-	1,966,190	2,005,064	2,045,100	1,973,574	2,005,064	2,045,100	2.0%
GRAND TOTAL	\$ 418,270,427	\$ 440,965,271	\$ 444,361,689	\$ 194,712,417	\$ 231,479,875	\$ 244,754,158	\$ 662,635,266	\$ 734,687,417	\$ 761,707,696	3.7%
Total Uses and Funds Required: (includes reserve in budget amounts but not in actual)										
Governmental Funds:										
General Funds:										
Administration Fund	44,561,636	58,820,939	60,542,887	30,343,807	33,594,679	35,418,202	74,905,443	92,415,618	95,961,089	3.8%
Park Fund	155,731,537	189,101,294	191,819,680	101,899,271	110,408,561	119,993,243	257,630,808	299,509,855	311,812,923	4.1%
Recreation Fund	91,177,091	97,867,534	100,610,416	-	-	-	91,177,091	97,867,534	100,610,416	2.8%
General Funds Total	291,470,264	345,789,767	352,972,983	132,243,078	144,003,240	155,411,445	423,713,342	489,793,007	508,384,428	3.8%
ALA Debt Service Fund	287	-	-	1,973,388	2,075,264	2,087,700	1,973,675	2,075,264	2,087,700	0.6%
Tax Supported Funds Total	291,470,551	345,789,767	352,972,983	134,216,466	146,078,504	157,499,145	425,687,017	491,868,271	510,472,128	3.8%
Park Debt Service Fund	10,390,139	15,296,269	15,064,619	6,624,410	7,440,410	7,440,410	16,374,130	21,920,679	22,505,029	2.7%
Property Management Fund	-	-	-	1,529,451	1,563,320	1,586,500	1,529,451	1,563,320	1,586,500	1.5%
Capital Projects Fund	38,937,313	75,345,205	64,230,000	20,082,384	52,619,000	48,470,000	59,019,697	127,964,205	112,700,000	-11.9%
Special Revenue Funds	7,322,653	8,145,469	8,158,062	5,234,046	7,084,740	7,352,429	12,556,699	15,230,209	15,510,491	1.8%
Governmental Funds Total	348,120,656	444,576,710	440,425,664	167,046,338	213,969,974	222,348,484	515,166,994	658,546,684	662,774,148	0.6%
Proprietary Funds:										
Enterprise Fund	21,515,890	19,050,792	19,309,224	12,704,304	10,197,934	13,184,588	34,220,194	29,248,726	32,493,812	11.1%
Internal Service Funds:										
Risk Management Fund	5,924,907	4,315,069	5,082,275	4,364,872	2,997,702	3,613,275	10,289,778	7,312,771	8,695,550	18.9%
Capital Equipment Fund	1,537,347	386,890	-	2,980,600	4,610,355	3,656,413	4,517,947	4,997,245	3,656,413	-26.8%
Wheaton Headquarters Bldg Fund	-	-	-	-	734,836	2,794,400	-	734,836	2,794,400	280.3%
CIO & Comm-wide IT Initiatives Fund	3,100,755	2,403,537	3,007,717	1,720,821	1,833,664	1,987,970	4,821,576	4,237,201	4,995,687	17.9%
Executive Office Building Fund*	-	-	-	-	-	-	935,437	1,437,703	1,479,338	2.9%
Group Insurance Fund*	10,563,009	7,105,496	8,089,992	9,066,292	10,176,557	12,052,058	51,824,553	62,012,345	71,864,348	15.9%
Proprietary Funds Total	32,078,899	26,156,288	27,399,216	21,770,596	20,374,491	25,236,646	72,389,291	93,485,736	93,485,736	15.8%
Private Purpose Trust Funds:										
ALA Revolving Fund	380,199,555	471,024,833	468,124,159	189,349,028	243,296,494	258,051,736	622,308,572	777,771,375	799,519,581	16.5%
GRAND TOTAL	\$ 380,199,555	\$ 471,024,833	\$ 468,124,159	\$ 189,349,028	\$ 243,296,494	\$ 258,051,736	\$ 622,308,572	\$ 777,771,375	\$ 799,519,581	2.8%

* 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 FY21. 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 FY19 and Budgeted Use of Fund Balance/Net Position for FY20 and FY21

	Prince George's County			Montgomery County			Total Commission		
	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	FY 19 Actual	FY 20 Adopted	FY 21 Proposed
Governmental Funds:									
Administration Fund	13,544,555	(78,339)	1,242,730	(2,632,967)	(2,126,470)	(879,502)	10,911,588	(2,204,809)	363,228
Park Fund	3,306,388	(25,061,394)	(20,686,038)	(3,982,440)	(2,079,762)	(1,497,068)	(676,052)	(27,141,156)	(22,183,106)
Recreation Fund	(3,366,833)	(5,576,727)	(4,245,017)	-	-	-	(3,366,833)	(5,576,727)	(4,245,017)
General Funds Total	13,484,110	(30,716,460)	(23,688,325)	(6,615,407)	(4,206,232)	(2,376,570)	6,868,703	(34,922,692)	(26,064,895)
ALA Debt Service Fund	-	-	-	2,688	-	-	2,688	-	-
Tax Supported Funds Total	13,484,110	(30,716,460)	(23,688,325)	(6,612,719)	(4,206,232)	(2,376,570)	6,871,391	(34,922,692)	(26,064,895)
Park Debt Service Fund	-	-	-	-	(96,720)	-	-	(96,720)	-
Property Management Fund	-	-	-	(135,627)	-	-	(135,627)	-	-
Capital Projects Fund	29,641,399	-	-	9,036,062	-	-	38,677,461	-	-
Special Revenue Funds	187,091	(53,306)	(28,700)	1,040,822	(1,903,867)	(1,771,719)	1,227,913	(1,957,173)	(1,800,419)
Governmental Funds Total	43,312,600	(30,769,766)	(23,717,025)	3,328,537	(6,206,819)	(4,148,289)	46,641,137	(36,976,585)	(27,865,314)
Proprietary Funds:									
Enterprise Fund	(4,111,463)	-	-	1,962,981	1,399,108	(576,452)	(2,148,482)	1,399,108	(576,452)
Risk Management Fund	(863,410)	(923,269)	(626,175)	(572,225)	(347,802)	(201,375)	(1,435,634)	(1,271,071)	(827,550)
Capital Equipment Fund	457,451	1,911,037	789,127	(383,887)	229,545	39,681	73,564	2,140,582	828,808
Wheaton Headquarters Bldg Fund	-	-	-	-	-	-	-	-	-
Comm-wide CIO & IT Initiatives Fund	(731,690)	14,271	90,882	(406,114)	56,314	10,363	(1,137,804)	70,585	101,245
Executive Office Building Fund*	-	-	-	-	-	-	515,090	(60,703)	(77,338)
Group Insurance Fund *	-	-	-	-	-	-	(3,622,659)	(1,147,074)	(674,499)
Internal Service Funds Total	(1,137,648)	1,002,039	253,834	(1,362,226)	(61,943)	(151,331)	(5,607,443)	(267,681)	(649,334)
Proprietary Funds Total	(5,249,111)	1,002,039	253,834	600,755	1,337,165	(727,783)	(7,755,925)	1,131,427	(1,225,786)
Private Purpose Trust Funds:									
ALA Revolving Fund	7,384	(291,835)	(299,279)	1,434,097	(6,946,965)	(8,421,506)	1,441,481	(7,238,800)	(8,720,785)
GRAND TOTAL	38,070,873	(30,059,562)	(23,762,470)	5,363,390	(11,816,619)	(13,297,578)	40,326,693	(43,083,958)	(37,811,885)

* 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 FY19 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 FY21 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

Sources:	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA		Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO & Comm-wide IT Initiatives Internal Service Fund	Total
						ALA Revolving Fund	Capital Projects Fund						
Property Taxes	\$ 58,888,100	\$ 160,651,400	\$ 83,962,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 303,491,900
Intergovernmental	247,517	542,177	265,306	-	-	-	-	950,000	-	-	-	-	5,005,000
Sales	50,000	-	63,000	-	-	-	-	92,000	2,450,000	-	-	-	2,655,000
Charges for Services	600,000	81,800	9,239,983	-	-	-	-	5,909,712	5,484,500	4,056,100	789,127	3,098,599	29,259,821
Rentals and Concessions	-	2,734,765	1,248,910	-	-	-	-	945,022	2,813,700	-	-	-	7,742,397
Interest	2,000,000	3,000,000	1,500,000	-	-	-	-	50,000	250,000	400,000	-	-	7,700,000
Miscellaneous	-	623,500	95,800	-	-	-	-	2,000,000	-	-	-	-	2,919,288
Total Revenues	61,785,617	167,633,642	96,365,399	-	-	-	-	8,129,362	10,998,200	4,456,100	789,127	3,098,599	358,756,046
Transfers In	-	3,500,000	-	14,839,619	-	-	-	48,480,000	8,311,024	-	-	-	75,130,643
Debt Proceeds	-	-	-	225,000	-	-	-	10,250,000	-	-	-	-	10,475,000
Use of Fund Balance/Net Assets	-	20,686,038	4,245,017	-	-	-	299,279	28,700	-	626,175	-	-	25,885,209
Total Available Funds	\$ 61,785,617	\$ 191,819,680	\$ 100,610,416	\$ 15,064,619	\$ -	\$ -	\$ 299,279	\$ 8,158,062	\$ 19,309,224	\$ 5,082,275	\$ 789,127	\$ 3,098,599	\$ 470,246,898

Uses:

Commissioners' Office	\$ 3,426,221	-	-	-	-	-	-	-	-	-	-	-	3,426,221
Planning Department:													
Director's Office	4,839,697	-	-	-	-	-	-	-	-	-	-	-	4,839,697
Development Review	6,611,496	-	-	-	-	-	-	-	-	-	-	-	6,611,496
Community Planning	4,820,047	-	-	-	-	-	-	-	-	-	-	-	4,820,047
Information Management	6,894,925	-	-	-	-	-	-	-	-	-	-	-	6,894,925
Countywide Planning	8,464,755	-	-	-	-	-	-	-	-	-	-	-	8,464,755
Support Services	6,570,104	-	-	-	-	-	-	-	-	-	-	-	6,570,104
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Revenue Operations	-	-	-	-	-	-	-	20,000	-	-	-	-	20,000
Planning Operations Total	38,201,024	-	-	-	-	-	-	20,000	-	-	-	-	38,221,024
Central Administrative Services (CAS):													
Dept. of Human Resources and Mgmt.	3,234,655	-	-	-	-	-	-	-	-	-	-	-	3,234,655
Department of Finance	2,847,237	-	-	-	-	-	-	-	-	-	-	-	2,847,237
Legal Department	1,365,584	-	-	-	-	-	-	-	-	-	-	-	1,365,584
Merit System Board	87,200	-	-	-	-	-	-	-	-	-	-	-	87,200
Office of Inspector General	493,660	-	-	-	-	-	-	-	-	-	-	-	493,660
Corporate IT	1,269,835	-	-	-	-	-	-	-	-	-	-	-	1,269,835
Support Services	816,020	-	-	-	-	-	-	-	-	-	-	-	816,020
CAS Total	10,114,191	-	-	-	-	-	-	-	-	-	-	-	10,114,191



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

PRINCE GEORGE'S COUNTY FY21 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

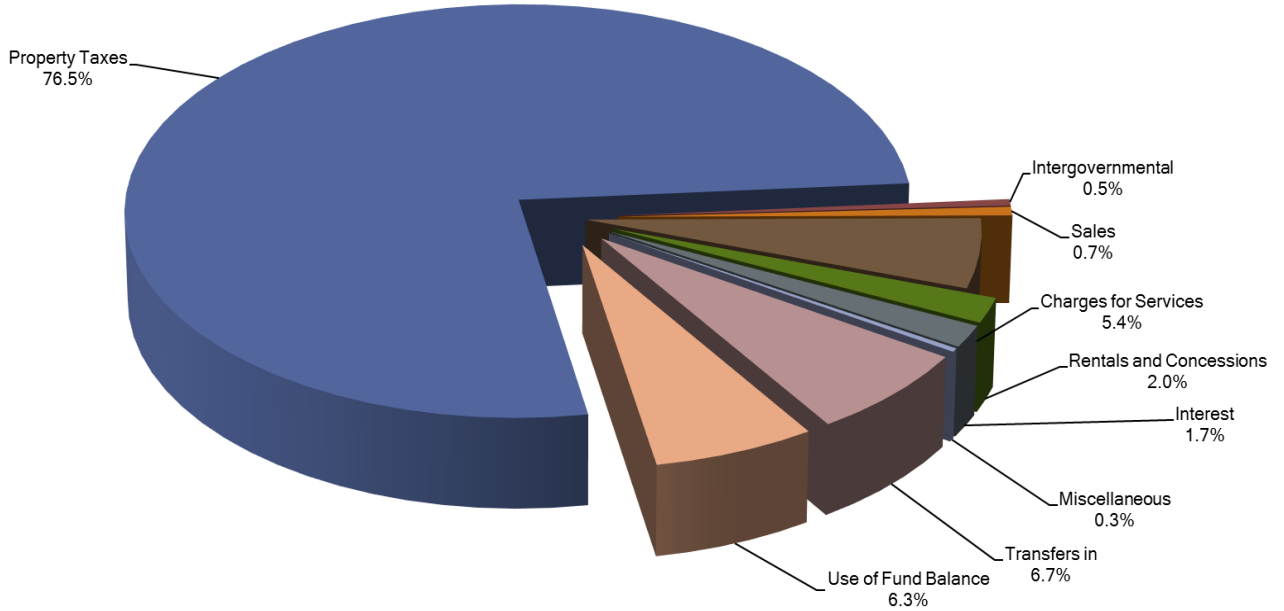
	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO & Comm-wide IT Initiatives Internal Service Fund	Total
Parks and Rec. Operating Divisions:													
Office of the Director	-	22,640,774	-	-	-	-	-	-	-	-	-	-	22,640,774
Administration and Development	-	36,708,523	11,650,358	-	-	-	-	-	-	-	-	-	48,358,881
Facility Operations	-	42,427,254	23,662,784	-	-	-	-	-	-	-	-	-	66,090,038
Area Operations	-	21,320,740	36,880,021	-	-	-	-	-	-	-	-	-	58,200,761
Special Revenue Operations	-	-	-	-	-	-	-	8,138,062	-	-	-	-	8,138,062
Enterprise Operations	-	-	-	-	-	-	-	-	19,309,224	-	-	-	19,309,224
Total Park and Rec. Operations	-	123,097,291	72,193,163	-	-	-	-	8,138,062	19,309,224	-	-	-	222,737,740
Non-Departmental	3,032,751	8,836,070	5,791,429	-	-	-	-	-	-	-	-	-	17,660,250
Advanced Land Acquisition	-	-	-	-	-	299,279	-	-	-	-	-	-	299,279
Debt Service	-	-	-	15,064,619	-	-	-	-	-	-	-	-	15,064,619
Capital Projects	-	-	-	-	-	-	63,730,000	-	-	-	-	-	63,730,000
Transfer to Debt Service	-	14,839,619	-	-	-	-	-	-	-	-	-	-	14,839,619
Risk Management Operating	-	-	-	-	-	-	-	-	-	5,082,275	-	-	5,082,275
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	-	-	-
CIO & Commission-wide Operating	-	-	-	-	-	-	-	-	-	-	3,007,717	-	3,007,717
Transfers Out	3,030,000	38,450,000	18,311,024	-	-	-	500,000	-	-	-	-	-	60,291,024
Total Uses	\$ 57,804,187	\$ 185,222,980	\$ 96,295,616	\$ 15,064,619	\$ -	\$ 299,279	\$ 64,230,000	\$ 8,138,062	\$ 19,309,224	\$ 5,082,275	\$ -	\$ 3,007,717	\$ 454,473,959
Designated Expenditure Reserve @ 5%	2,738,700	6,596,700	4,314,800	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	13,650,200
Total Required Funds	\$ 60,542,887	\$ 191,819,680	\$ 100,610,416	\$ 15,064,619	\$ -	\$ 299,279	\$ 64,230,000	\$ 8,138,062	\$ 19,309,224	\$ 5,082,275	\$ -	\$ 3,007,717	\$ 468,124,159
Excess of Sources over Uses	\$ 1,242,730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 789,127	\$ 90,882	\$ 2,122,739
Total Funded Career/Term Positions	277.75	832.00	322.00	-	-	-	-	-	69.00	3.00	-	3.50	1,507.25
Total Funded Workyears	273.30	1,038.79	1,182.17	-	-	-	-	189.10	258.60	3.40	-	3.50	2,948.86



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

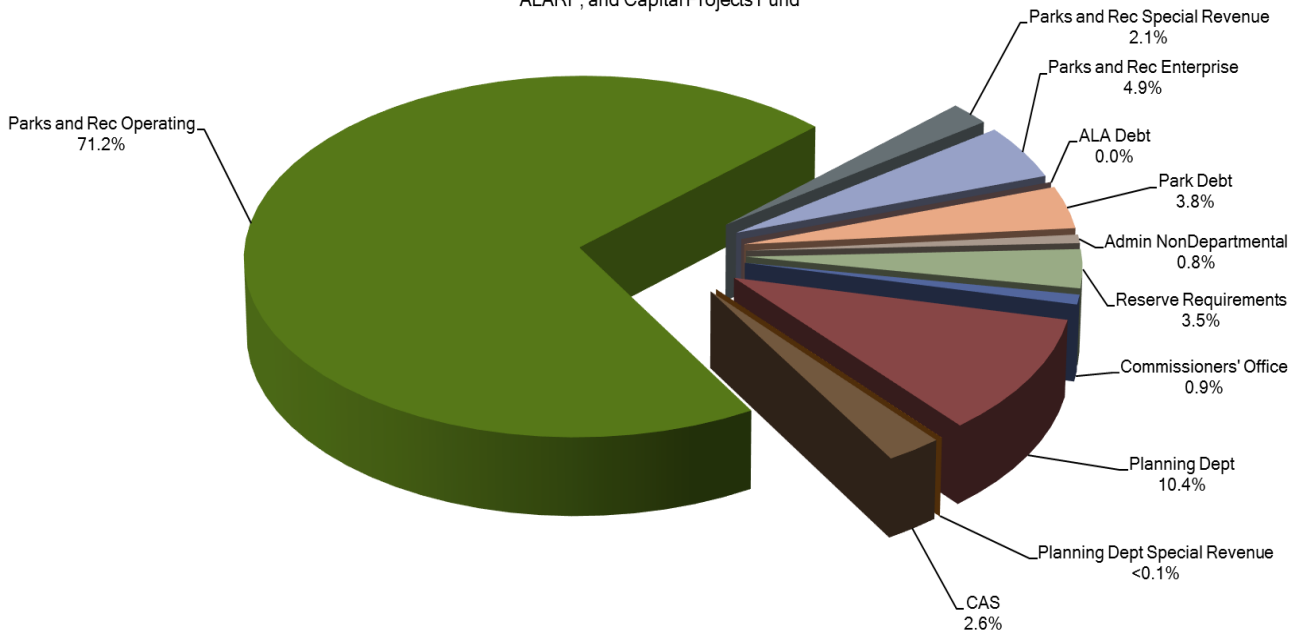
Prince George's County FY21 Proposed Budget
Revenue Sources (Percent of Total by Type)
Total Operating Funds \$396,747,618

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



Prince George's FY21 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$395,504,888

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



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

PRINCE GEORGE'S COUNTY FY21 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
Governmental Funds:									
General Funds:									
Administration Fund									
Commissioners' Office	\$ 1,847,826	\$ 39,000	\$ 1,449,395	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 3,426,221
Planning Department	21,599,120	1,896,500	13,743,767	551,000	410,637	-	3,030,000	-	41,231,024
DHRM	3,212,007	41,289	465,439	-	(484,080)	-	-	-	3,234,655
Department of Finance	3,391,196	34,908	288,433	-	(867,300)	-	-	-	2,847,237
Legal Department	1,987,772	16,147	196,339	-	(834,674)	-	-	-	1,365,584
Merit System Board	70,155	900	16,145	-	-	-	-	-	87,200
Office of Inspector General	602,699	3,948	30,302	-	(143,289)	-	-	-	493,660
Corporate IT	1,378,749	80,626	1,074,105	1,527	(1,265,172)	-	-	-	1,269,835
CAS Support Services	5,560	28,078	782,382	-	-	-	-	-	816,020
Non-Departmental	3,032,751	-	-	-	-	-	-	-	3,032,751
Budgetary Reserve	-	-	-	-	-	-	3,030,000	2,738,700	2,738,700
Administration Fund Total	37,127,835	2,141,396	18,046,307	642,527	(3,183,878)	-	3,030,000	2,738,700	60,542,887
Park Fund									
Department of Parks and Recreation	91,617,362	11,157,875	25,184,018	2,120,800	1,853,306	-	53,289,619	6,596,700	191,819,680
Park Fund Total	91,617,362	11,157,875	25,184,018	2,120,800	1,853,306	-	53,289,619	6,596,700	191,819,680
Recreation Fund									
Department of Parks and Recreation	54,346,447	5,614,082	16,964,823	806,000	253,240	-	18,311,024	4,314,800	100,610,416
Recreation Fund Total	54,346,447	5,614,082	16,964,823	806,000	253,240	-	18,311,024	4,314,800	100,610,416
General Funds Total	183,091,644	18,913,353	60,195,148	3,569,327	(1,077,332)	-	74,630,643	13,650,200	352,972,983
ALA Debt Service Fund	-	-	-	-	-	-	-	-	-
Tax Supported Funds Total	183,091,644	18,913,353	60,195,148	3,569,327	(1,077,332)	-	74,630,643	13,650,200	352,972,983
Park Debt Service Fund	-	-	-	-	-	15,064,619	-	-	15,064,619
Capital Projects Fund	-	-	30,000	63,700,000	-	-	500,000	-	64,230,000
Special Revenue Funds									
Planning Department	5,451,002	1,154,707	20,000	-	-	-	-	-	20,000
Department of Parks and Recreation	5,451,002	1,154,707	1,366,865	22,100	143,388	-	-	-	8,138,062
Special Revenue Funds Total	5,451,002	1,154,707	1,386,865	22,100	143,388	-	-	-	8,158,062
Governmental Funds Total	188,542,646	20,068,060	61,612,013	67,291,427	(933,944)	15,064,619	75,130,643	13,650,200	440,425,664
Proprietary Funds:									
Enterprise Fund									
Department of Parks and Recreation	11,904,310	3,019,719	3,825,728	271,800	287,667	-	-	-	19,309,224
Enterprise Fund Total	11,904,310	3,019,719	3,825,728	271,800	287,667	-	-	-	19,309,224
Internal Service Funds:									
Risk Management Fund	525,593	34,750	4,240,694	-	281,238	-	-	-	5,082,275
Capital Equipment Fund	-	-	-	-	-	-	-	-	-
CIO & Commission-wide IT Initiatives Fund	715,168	26,506	2,266,043	-	-	-	-	-	3,007,717
Internal Service Funds Total	1,240,761	61,256	6,506,737	-	281,238	-	-	-	8,089,992
Proprietary Funds Total	13,145,071	3,080,975	10,332,465	271,800	568,905	-	-	-	27,399,216
Private Purpose Trust Funds:									
ALA Revolving Fund	-	-	-	299,279	-	-	-	-	299,279
Private Purpose Trust Funds Total	-	-	-	299,279	-	-	-	-	299,279
GRAND TOTAL	\$ 201,687,717	\$ 23,149,035	\$ 71,944,478	\$ 67,862,506	\$ (365,039)	\$ 15,064,619	\$ 75,130,643	\$ 13,650,200	\$ 468,124,159

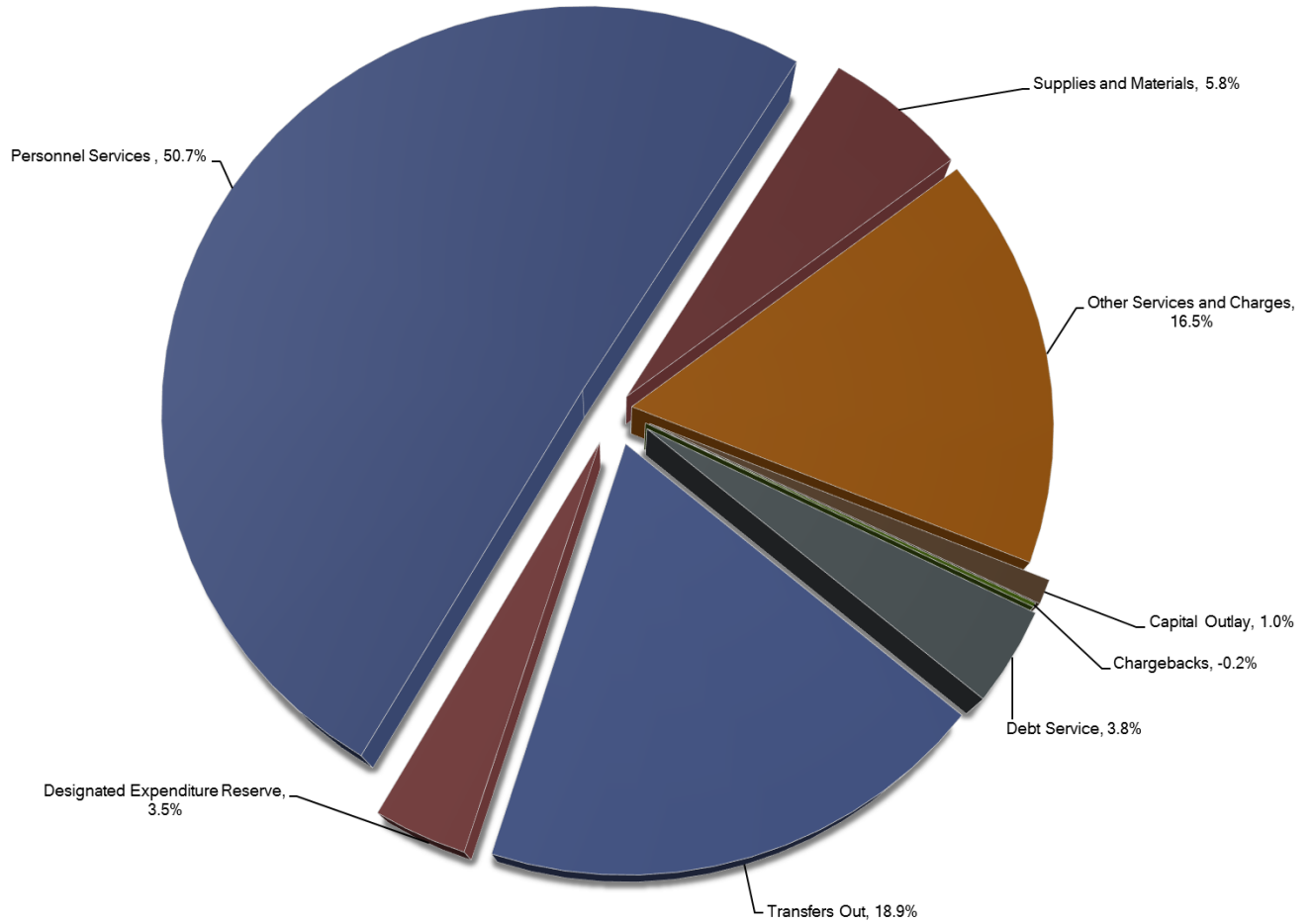
* Park Fund transfer out includes the transfers to Capital Projects Fund (\$38.45M) and to Debt Service (\$14.840M). Recreation Fund transfer out includes the transfers to the Capital Projects Fund (\$10.0M) and to the Enterprise Fund (\$8.311M).



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

Prince George's County FY21 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds \$395,504,888

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



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

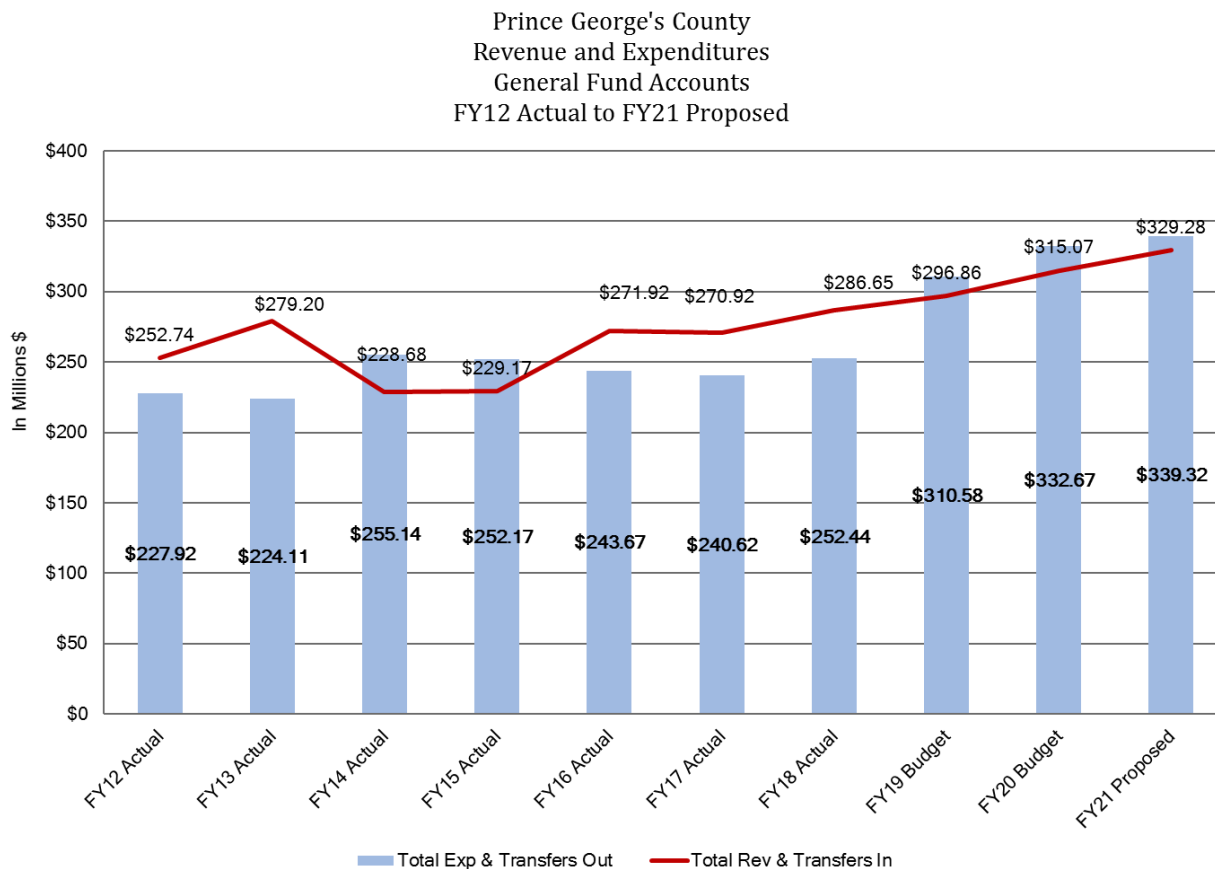
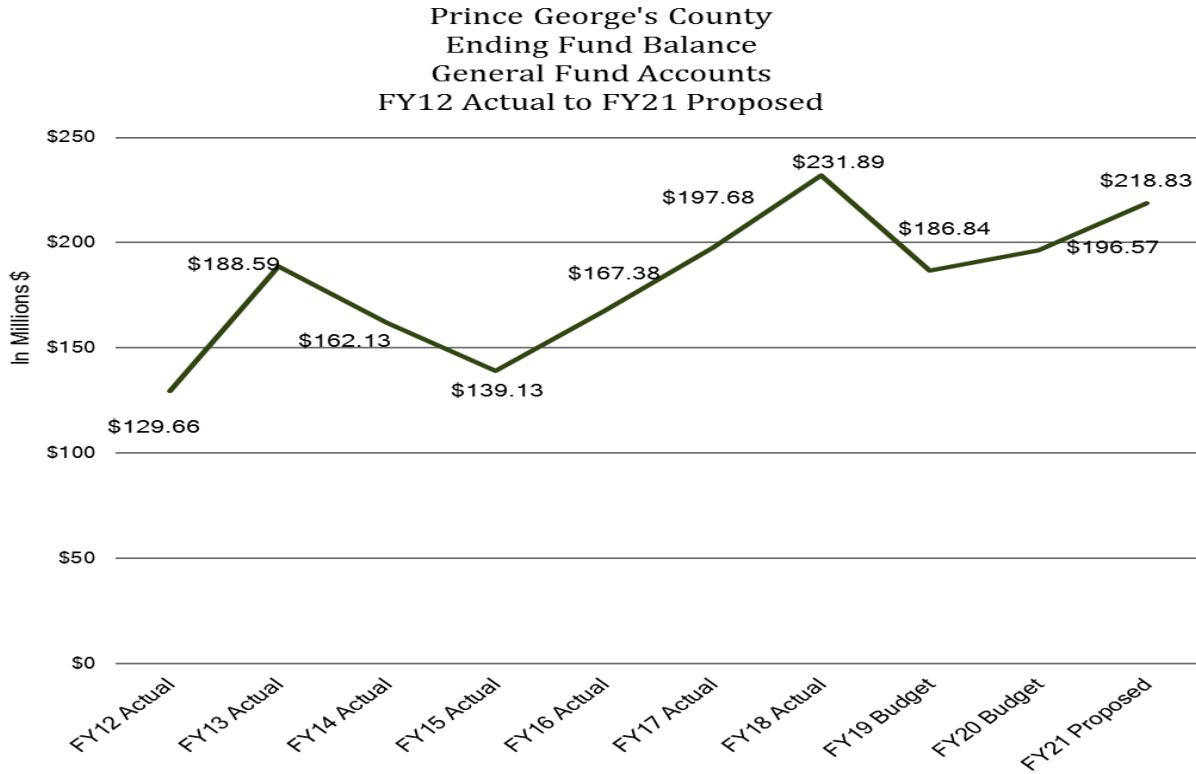
PRINCE GEORGE'S COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2021

	General Fund Accounts		Advance Land Acquisition Debt Service Fund		Park Debt Service Fund		Capital Projects Fund		Special Revenue Funds		Total Governmental Funds		% Change
	FY 20 Adopted	FY 21 Proposed	FY 20 Adopted	FY 21 Proposed	FY 20 Adopted	FY 21 Proposed	FY 20 Adopted	FY 21 Proposed	FY 20 Adopted	FY 21 Proposed	FY 20 Adopted	FY 21 Proposed	
Revenues:													
Property Taxes	293,189,800	303,491,900	-	-	-	-	-	-	950,000	950,000	293,189,800	303,491,900	35%
Intergovernmental - Federal	-	-	-	-	-	-	-	-	-	-	950,000	950,000	0.0%
State	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
County - Grant	147,500	-	-	-	-	-	7,062,205	3,000,000	-	-	7,062,205	3,000,000	-75.5%
County - Non-Grant Permit Fee	56,000	55,000	-	-	-	-	-	-	-	-	147,500	55,000	-100.0%
PCC PILOT	1,000,000	1,000,000	-	-	-	-	-	-	-	-	56,000	55,000	-1.8%
Sales	113,000	-	-	-	-	-	-	-	92,000	92,000	205,000	1,000,000	0.0%
Charges for Services	9,876,032	9,921,783	-	-	-	-	-	-	5,892,619	5,909,712	15,768,651	15,831,495	0.4%
Rentals and Concessions	3,971,675	3,983,675	-	-	-	-	-	-	945,022	945,022	4,916,697	4,928,697	0.2%
Interest	3,500,000	6,500,000	-	-	-	-	-	-	25,000	50,000	4,025,000	7,050,000	75.2%
Miscellaneous	719,300	719,300	-	-	-	-	-	-	187,522	182,628	4,906,822	2,901,928	-40.9%
Total Revenues	311,573,307	325,784,658	-	-	-	-	-	-	8,092,163	8,129,362	331,227,675	339,414,020	2.5%
Expenditures:													
Personnel Services	173,199,931	183,091,644	-	-	-	-	-	-	5,349,032	5,451,002	178,548,963	188,542,646	5.6%
Supplies and Materials	18,373,961	18,913,353	-	-	-	-	-	-	1,189,550	1,194,707	19,563,511	20,068,060	2.6%
Other Services and Charges	59,189,492	60,195,148	-	-	-	-	-	-	1,457,399	1,386,665	60,676,891	61,612,013	1.9%
Debt Service	-	-	-	-	-	-	-	-	-	-	15,296,269	15,064,619	-1.5%
Capital Outlay	4,356,950	3,569,327	-	-	-	-	-	-	20,100	22,100	79,192,255	67,291,427	-15.0%
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-
Chargebacks	(660,328)	(1,077,332)	-	-	-	-	-	-	129,388	143,388	(830,940)	(933,944)	12.4%
Total Expenditures	254,160,006	264,692,140	-	-	-	-	-	-	8,145,469	8,138,062	352,448,949	351,644,821	-0.2%
Excess of Revenues over (under) Expenditures	57,413,301	61,092,518	-	-	-	-	-	-	(53,306)	(28,700)	(21,221,274)	(12,230,801)	-42.4%
Other Financing Sources (Uses):													
Debt Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Transfers In	3,500,000	3,500,000	-	-	-	-	-	-	-	-	-	-	-
Transfers (Out):													
Total Transfers (Out)	(78,513,861)	(74,630,643)	-	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources (Uses)	(75,013,861)	(71,130,643)	-	-	-	-	-	-	-	-	-	-	-
Total Uses	332,673,867	336,322,783	-	-	-	-	-	-	8,145,469	8,138,062	431,460,810	429,775,464	-1.1%
Excess of Sources over (under) Uses	(17,600,560)	(10,038,125)	-	-	-	-	-	-	(53,306)	(28,700)	(17,653,866)	(10,066,825)	-43.0%
Designated Expenditure Reserve @ 5%	13,115,900	13,650,200	-	-	-	-	-	-	-	-	13,115,900	13,650,200	4.1%
Total Required Funds	345,789,767	352,972,983	-	-	-	-	-	-	8,145,469	8,138,062	444,576,710	440,425,664	-0.9%
Excess of Sources over (under) Total Funds Required	(9,071,460)	(23,688,325)	-	-	-	-	-	-	-	-	(9,071,460)	(23,688,325)	-22.9%
Fund Balance - Beginning	214,167,568	228,872,431	-	-	-	-	-	-	10,975,732	11,093,225	278,207,372	329,671,127	16.0%
Fund Balance - Ending	196,567,008	218,834,306	-	-	-	-	-	-	10,922,426	11,064,525	260,553,506	312,694,302	20.0%
Classification of Ending Fund Balance:													
Designated Expenditure Reserve	13,115,900	13,650,200	-	-	-	-	-	-	814,547	815,806	13,930,447	14,466,006	3.8%
Undesignated Fund Balance	183,451,108	205,184,106	-	-	-	-	-	-	10,107,879	10,248,718	246,623,059	298,138,295	20.9%
Total Ending Fund Balance	196,567,008	218,834,306	-	-	-	-	-	-	10,922,426	11,064,525	260,553,506	312,694,302	20.0%

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, its net use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.



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



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

CENTRAL ADMINISTRATIVE SERVICES BUDGET SUMMARY Expenditures by County, by Department and by Object PROPOSED BUDGET FISCAL YEAR 2021

	Montgomery County				Prince George's County				Combined Department Total			
	FY 20 Adopted	FY 21 Proposed	% Change	Allocation* %	FY 20 Adopted	FY 21 Proposed	% Change	Allocation* %	FY 20 Adopted	FY 21 Proposed	% Change	Allocation* %
DHRM												
Personnel Services	2,225,384	2,288,005	2.8%	41.6%	3,022,981	3,212,007	6.3%	58.4%	5,248,365	5,500,012	4.8%	58.4%
Supplies and Materials	29,762	29,411	-1.2%	41.6%	39,939	41,289	3.4%	58.4%	69,701	70,700	1.4%	58.4%
Other Services and Charges	330,518	345,398	4.5%	42.6%	427,319	465,439	8.9%	57.4%	757,837	810,837	7.0%	57.4%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,585,664	2,662,814	3.0%	41.7%	3,490,239	3,718,735	6.5%	58.3%	6,075,903	6,381,549	5.0%	58.3%
Chargebacks	(192,487)	(203,157)	5.5%	29.6%	(472,776)	(484,080)	2.4%	70.4%	(665,263)	(687,237)	3.3%	70.4%
Total	2,393,177	2,459,657	2.8%	43.2%	3,017,463	3,234,655	7.2%	56.8%	5,410,640	5,694,312	5.2%	56.8%
Department of Finance												
Personnel Services	2,550,570	2,486,103	-2.5%	42.3%	3,176,738	3,391,196	6.8%	57.7%	5,727,308	5,877,299	2.6%	57.7%
Supplies and Materials	26,438	25,592	-3.2%	42.3%	34,062	34,908	2.5%	57.7%	60,500	60,500	0.0%	57.7%
Other Services and Charges	233,814	223,927	-4.2%	43.7%	277,334	288,433	4.0%	56.3%	511,148	512,360	0.2%	56.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,810,822	2,735,622	-2.7%	42.4%	3,488,134	3,714,537	6.5%	57.6%	6,298,956	6,450,159	2.4%	57.6%
Chargebacks	(457,379)	(481,000)	5.2%	35.7%	(865,017)	(867,300)	0.3%	64.3%	(1,322,396)	(1,348,300)	2.0%	64.3%
Total	2,353,443	2,254,622	-4.2%	44.2%	2,623,117	2,847,237	8.5%	55.8%	4,976,560	5,101,859	2.5%	55.8%
Legal Department												
Personnel Services	1,923,030	2,077,199	8.0%	51.1%	1,888,978	1,987,772	5.2%	48.9%	3,812,008	4,064,971	6.6%	48.9%
Supplies and Materials	16,477	16,873	2.4%	51.1%	16,543	16,147	-2.4%	48.9%	33,020	33,020	0.0%	48.9%
Other Services and Charges	189,479	205,474	8.4%	51.1%	188,559	196,339	4.1%	48.9%	378,038	401,813	6.3%	48.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,128,986	2,299,546	8.0%	51.1%	2,094,080	2,200,258	5.1%	48.9%	4,223,066	4,499,804	6.6%	48.9%
Chargebacks	(641,826)	(660,119)	2.9%	44.2%	(811,299)	(834,674)	2.9%	55.8%	(1,453,125)	(1,494,793)	2.9%	55.8%
Total	1,487,160	1,639,427	10.2%	54.6%	1,282,781	1,365,584	6.5%	45.4%	2,769,941	3,005,011	8.5%	45.4%
Merit System Board												
Personnel Services	67,310	70,155	4.2%	50.0%	67,310	70,155	4.2%	50.0%	134,620	140,310	4.2%	50.0%
Supplies and Materials	900	900	0.0%	50.0%	900	900	0.0%	50.0%	1,800	1,800	0.0%	50.0%
Other Services and Charges	16,070	16,145	0.5%	50.0%	16,070	16,145	0.5%	50.0%	32,140	32,290	0.5%	50.0%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	84,280	87,200	3.5%	50.0%	84,280	87,200	3.5%	50.0%	168,560	174,400	3.5%	50.0%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	-
Total	84,280	87,200	3.5%	50.0%	84,280	87,200	3.5%	50.0%	168,560	174,400	3.5%	50.0%

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 2021

	Montgomery County			Prince George's County			Combined Department Total		
	FY 20 Adopted	FY 21 Proposed	% Change	FY 20 Adopted*	FY 21 Proposed	% Change	FY 20 Adopted	FY 21 Proposed	% Change
Office of Inspector General									
Personnel Services	272,931	366,270	34.2%	513,613	602,699	17.3%	786,544	968,969	23.2%
Supplies and Materials	2,203	2,400	8.9%	4,147	3,948	-4.8%	6,350	6,348	0.0%
Other Services and Charges	10,509	22,683	115.8%	16,460	30,302	84.1%	26,969	52,985	96.5%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	285,643	391,353	37.0%	534,220	636,949	19.2%	819,863	1,028,302	25.4%
Chargebacks	-	-	-	(135,138)	(143,289)	6.0%	(135,138)	(143,289)	6.0%
Total	285,643	391,353	37.0%	399,082	493,660	23.7%	684,725	885,013	29.3%
Corporate IT									
Personnel Services	1,134,757	1,329,997	17.2%	1,415,245	1,378,749	-2.6%	2,550,002	2,708,746	6.2%
Supplies and Materials	93,094	77,777	-16.5%	116,106	80,626	-30.6%	209,200	158,403	-24.3%
Other Services and Charges	907,377	1,048,593	15.6%	1,057,866	1,074,105	1.5%	1,965,243	2,122,698	8.0%
Capital Outlay	-	1,473	-	-	1,527	-	-	3,000	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,135,228	2,457,840	15.1%	2,589,217	2,535,007	-2.1%	4,724,445	4,992,847	5.7%
Chargebacks	(647,071)	(722,505)	11.7%	(1,130,679)	(1,285,172)	11.9%	(1,777,750)	(1,987,677)	11.8%
Total	1,488,157	1,735,335	16.6%	1,458,538	1,269,835	-12.9%	2,946,695	3,005,170	2.0%
CAS Support Services									
Personnel Services	4,460	4,440	-0.4%	5,540	5,560	0.4%	10,000	10,000	0.0%
Supplies and Materials	22,127	22,422	1.3%	27,374	28,078	2.6%	49,501	50,500	2.0%
Other Services and Charges	617,089	626,230	1.5%	761,574	782,382	2.7%	1,378,663	1,408,612	2.2%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	643,676	653,092	1.5%	794,488	816,020	2.7%	1,438,164	1,469,112	2.2%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	643,676	653,092	1.5%	794,488	816,020	2.7%	1,438,164	1,469,112	2.2%
Total Central Administrative Services									
Personnel Services	8,178,442	8,622,169	5.4%	10,090,405	10,648,138	5.5%	18,268,847	19,270,307	5.5%
Supplies and Materials	191,001	175,375	-8.2%	239,071	205,896	-13.9%	430,072	381,271	-11.3%
Other Services and Charges	2,304,856	2,488,450	8.0%	2,745,182	2,853,145	3.9%	5,050,038	5,341,595	5.8%
Capital Outlay	-	1,473	-	-	1,527	-	-	3,000	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	10,674,299	11,287,467	5.7%	13,074,658	13,708,706	4.8%	23,748,957	24,996,173	5.3%
Chargebacks	(1,938,763)	(2,066,781)	6.6%	(3,414,909)	(3,594,515)	5.3%	(5,353,672)	(5,661,296)	5.7%
Total	\$ 8,735,536	\$ 9,220,686	5.6%	\$ 9,659,749	\$ 10,114,191	4.7%	\$ 18,395,285	\$ 19,334,877	5.1%

* % 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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ 54,656,774	\$ 56,889,100	\$ 56,889,100	\$ 58,888,100	3.5%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	113,028	147,500	147,500	-	-100.0%
County - Non-Grant Permit Fee	53,650	56,000	56,000	55,000	-1.8%
PGC PILOT	193,779	-	211,769	192,517	-
Sales	44,137	50,000	50,000	50,000	0.0%
Charges for Services	556,283	600,000	600,000	600,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	2,485,431	1,000,000	1,000,000	2,000,000	100.0%
Miscellaneous	3,109	-	-	-	-
Total Revenues	58,106,191	58,742,600	58,954,369	61,785,617	5.2%
Expenditures:					
Personnel Services	30,984,119	35,377,396	35,377,396	37,127,835	4.9%
Supplies and Materials	609,460	2,155,371	2,155,371	2,141,396	-0.6%
Other Services and Charges	15,474,971	18,068,345	18,068,345	18,046,307	-0.1%
Capital Outlay	331,399	548,150	548,150	642,527	17.2%
Other Classifications	-	-	-	-	-
Chargebacks	(2,868,313)	(3,015,023)	(3,015,023)	(3,183,878)	5.6%
Total Expenditures	44,531,636	53,134,239	53,134,239	54,774,187	3.1%
Excess of Revenues over (under) Expenditures	13,574,555	5,608,361	5,820,130	7,011,430	25.0%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Park Fund	-	(3,000,000)	(3,000,000)	(3,000,000)	0.0%
Capital Projects Fund	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Special Revenue Fund	-	-	-	-	-
Total Transfers (Out)	(30,000)	(3,030,000)	(3,030,000)	(3,030,000)	0.0%
Total Other Financing Sources (Uses)	(30,000)	(3,030,000)	(3,030,000)	(3,030,000)	0.0%
Total Uses	44,561,636	56,164,239	56,164,239	57,804,187	2.9%
Excess of Sources over (under) Uses	13,544,555	2,578,361	2,790,130	3,981,430	54.4%
Designated Expenditure Reserve @ 5%	-	2,656,700	2,656,700	2,738,700	3.1%
Total Required Funds	\$ 44,561,636	\$ 58,820,939	\$ 58,820,939	\$ 60,542,887	2.9%
Excess of Sources over (under) Total Funds Required	\$ 13,544,555	\$ (78,339)	\$ 133,430	\$ 1,242,730	-1686.3%
Fund Balance - Beginning	44,836,878	47,986,972	58,381,433	61,171,563	27.5%
Fund Balance - Ending	\$ 58,381,433	\$ 50,565,333	\$ 61,171,563	\$ 65,152,993	28.8%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	2,656,700	2,656,700	2,738,700	3.1%
Undesignated Fund Balance	58,381,433	47,908,633	58,514,863	62,414,293	30.3%
Total Ending Fund Balance	\$ 58,381,433	\$ 50,565,333	\$ 61,171,563	\$ 65,152,993	28.8%

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 COUNTY PARK FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ 149,216,218	\$ 155,198,800	\$ 155,198,800	\$ 160,651,400	3.5%
Intergovernmental -					
Federal	28,266	-	-	-	-
State	289,579	-	-	-	-
County - Grant	-	-	-	-	-
PGC PILOT	545,730	-	596,394	542,177	-
Federal Non-Grant	-	-	-	-	-
Sales	8,939	-	-	-	-
Charges for Services	204,862	232,835	232,835	81,800	-64.9%
Rentals and Concessions	2,440,162	2,734,765	2,734,765	2,734,765	0.0%
Interest	3,846,245	1,750,000	1,750,000	3,000,000	71.4%
Miscellaneous	259,299	623,500	623,500	623,500	0.0%
Total Revenues	156,839,300	160,539,900	161,136,294	167,633,642	4.4%
Expenditures:					
Personnel Services	78,502,493	85,529,904	85,529,904	91,617,362	7.1%
Supplies and Materials	8,971,310	10,828,521	10,828,521	11,157,875	3.0%
Other Services and Charges	28,693,007	24,421,843	24,421,843	25,184,018	3.1%
Capital Outlay	4,828,236	2,892,800	2,892,800	2,120,800	-26.7%
Other Classifications	-	-	-	-	-
Chargebacks	1,647,352	1,826,957	1,826,957	1,853,306	1.4%
Total Expenditures	122,642,398	125,500,025	125,500,025	131,933,361	5.1%
Excess of Revenues over (under) Expenditures	34,196,902	35,039,875	35,636,269	35,700,281	1.9%
Other Financing Sources (Uses):					
Transfers In:					
Administration Fund	-	3,000,000	3,000,000	3,000,000	0.0%
Capital Projects Fund (Paygo)	-	-	-	-	-
Capital Projects Fund (Interest)	2,198,625	500,000	500,000	500,000	0.0%
Special Revenue Funds	-	-	-	-	-
Total Transfers In	2,198,625	3,500,000	3,500,000	3,500,000	0.0%
Transfers (Out):					
Capital Project Fund	(22,699,000)	(42,030,000)	(42,030,000)	(38,450,000)	-8.5%
Debt Service Fund	(10,390,139)	(15,296,269)	(15,296,269)	(14,839,619)	-3.0%
Enterprise Fund	-	-	-	-	-
Total Transfers (Out)	(33,089,139)	(57,326,269)	(57,326,269)	(53,289,619)	-7.0%
Total Other Financing Sources (Uses)	(30,890,514)	(53,826,269)	(53,826,269)	(49,789,619)	-7.0%
Total Uses	155,731,537	182,826,294	182,826,294	185,222,980	1.3%
Excess of Sources over (under) Uses	3,306,388	(18,786,394)	(18,190,000)	(14,089,338)	-25.0%
Designated Expenditure Reserve @ 5%	-	6,275,000	6,275,000	6,596,700	5.1%
Total Required Funds	\$ 155,731,537	\$ 189,101,294	\$ 189,101,294	\$ 191,819,680	1.4%
Excess of Sources over (under) Total Funds Required	\$ 3,306,388	\$ (25,061,394)	\$ (24,465,000)	\$ (20,686,038)	-17.5%
Fund Balance - Beginning	136,220,881	124,727,205	139,527,269	121,337,269	-2.7%
Fund Balance - Ending	\$ 139,527,269	\$ 105,940,811	\$ 121,337,269	\$ 107,247,931	1.2%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	6,275,000	6,275,000	6,596,700	5.1%
Undesignated Fund Balance	139,527,269	99,665,811	115,062,269	100,651,231	1.0%
Total Ending Fund Balance	\$ 139,527,269	\$ 105,940,811	\$ 121,337,269	\$ 107,247,931	1.2%

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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ 77,891,992	\$ 81,101,900	\$ 81,101,900	\$ 83,952,400	3.5%
Intergovernmental -					
Federal	-	-	-	-	-
State	360,164	-	-	-	-
County - Grant	43,579	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
PGC PILOT	267,045	-	291,837	265,306	-
Sales	71,790	63,000	63,000	63,000	0.0%
Charges for Services	6,178,292	9,043,197	9,043,197	9,239,983	2.2%
Rentals and Concessions	1,107,924	1,236,910	1,236,910	1,248,910	1.0%
Interest	1,622,113	750,000	750,000	1,500,000	100.0%
Miscellaneous	267,359	95,800	95,800	95,800	0.0%
Total Revenues	87,810,258	92,290,807	92,582,644	96,365,399	4.4%
Expenditures:					
Personnel Services	46,272,742	52,292,631	52,292,631	54,346,447	3.9%
Supplies and Materials	5,327,055	5,390,069	5,390,069	5,614,082	4.2%
Other Services and Charges	21,558,128	16,699,304	16,699,304	16,964,823	1.6%
Capital Outlay	1,264,909	916,000	916,000	806,000	-12.0%
Other Classifications	-	-	-	-	-
Chargebacks	169,402	227,738	227,738	253,240	11.2%
Total Expenditures	74,592,236	75,525,742	75,525,742	77,984,592	3.3%
Excess of Revenues over (under) Expenditures	13,218,022	16,765,065	17,056,902	18,380,807	9.6%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers In/(Out):					
Capital Projects Fund	(8,000,000)	(10,000,000)	(10,000,000)	(10,000,000)	0.0%
Enterprise Fund	(8,584,855)	(8,157,592)	(8,157,592)	(8,311,024)	1.9%
Total Transfers (Out)	(16,584,855)	(18,157,592)	(18,157,592)	(18,311,024)	0.8%
Total Other Financing Sources (Uses)	(16,584,855)	(18,157,592)	(18,157,592)	(18,311,024)	0.8%
Total Uses	91,177,091	93,683,334	93,683,334	96,295,616	2.8%
Excess of Sources over (under) Uses	(3,366,833)	(1,392,527)	(1,100,690)	69,783	-105.0%
Designated Expenditure Reserve @ 5%	-	4,184,200	4,184,200	4,314,800	3.1%
Total Required Funds	\$ 91,177,091	\$ 97,867,534	\$ 97,867,534	\$ 100,610,416	2.8%
Excess of Sources over (under) Total Funds Required	\$ (3,366,833)	\$ (5,576,727)	\$ (5,284,890)	\$ (4,245,017)	-23.9%
Fund Balance - Beginning	50,831,122	41,453,391	47,464,289	46,363,599	11.8%
Fund Balance - Ending	\$ 47,464,289	\$ 40,060,864	\$ 46,363,599	\$ 46,433,382	15.9%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	4,184,200	4,184,200	4,314,800	3.1%
Undesignated Fund Balance	47,464,289	35,876,664	42,179,399	42,118,582	17.4%
Total Ending Fund Balance	\$ 47,464,289	\$ 40,060,864	\$ 46,363,599	\$ 46,433,382	15.9%

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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ 287	\$ -	\$ 59	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	287	-	59	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	287	-	68	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	287	-	68	-	-
Excess of Revenues over Expenditures	-	-	(9)	-	-
Other Financing Sources (Uses):					
Transfers In:	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out):	-	-	-	-	-
Capital Projects Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	-	-	(9)	-	-
Fund Balance - Beginning	9	-	9	-	-
Fund Balance - Ending	\$ 9	\$ -	\$ -	\$ -	-



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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	7,097	-	-	-	-
Miscellaneous (Contributions)	287	-	68	-	-
Total Revenues	<u>7,384</u>	<u>-</u>	<u>68</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	291,835	-	299,279	2.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>291,835</u>	<u>-</u>	<u>299,279</u>	<u>2.6%</u>
Excess of Revenues over Expenditures	<u>7,384</u>	<u>(291,835)</u>	<u>68</u>	<u>(299,279)</u>	<u>2.6%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
ALA Debt Service Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>7,384</u>	<u>(291,835)</u>	<u>68</u>	<u>(299,279)</u>	<u>2.6%</u>
Total Net Position - Beginning	<u>291,827</u>	<u>291,836</u>	<u>299,211</u>	<u>299,279</u>	<u>2.6%</u>
Total Net Position - Ending	<u>\$ 299,211</u>	<u>\$ 1</u>	<u>\$ 299,279</u>	<u>\$ -</u>	<u>-100.0%</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	10,390,139	15,296,269	15,296,269	15,064,619	-1.5%
Debt Service Principal	6,150,000	9,255,000	9,255,000	9,275,000	0.2%
Debt Service Interest	3,850,926	5,791,269	5,791,269	5,389,619	-6.9%
Debt Service Fees	389,213	250,000	250,000	400,000	60.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	10,390,139	15,296,269	15,296,269	15,064,619	-1.5%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	(10,390,139)	(15,296,269)	(15,296,269)	(15,064,619)	-1.5%
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	225,000	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	10,390,139	15,296,269	15,296,269	14,839,619	-3.0%
Total Transfers In	10,390,139	15,296,269	15,296,269	14,839,619	-3.0%
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	10,390,139	15,296,269	15,296,269	15,064,619	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	-	-	-	-	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY CAPITAL PROJECTS FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental -	\$	\$	\$	\$	
Federal	353,515	-	-	-	-
State (POS)	614,175	6,162,205	6,162,205	3,000,000	-51.3%
State (Other)	645,925	900,000	900,000	-	-100.0%
County	-	-	-	-	-
Interest	2,198,625	500,000	500,000	500,000	0.0%
Contributions	376	4,000,000	4,000,000	2,000,000	-50.0%
Miscellaneous	195,000	-	-	-	-
Total Revenues	<u>4,007,616</u>	<u>11,562,205</u>	<u>11,562,205</u>	<u>5,500,000</u>	<u>-52.4%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	16,133	-	-	-	-
Other Services and Charges	33,185,438	30,000	30,000	30,000	0.0%
Capital Outlay	3,537,117	74,815,205	74,815,205	63,700,000	-14.9%
Park Acquisition	3,537,117	7,287,205	7,287,205	6,000,000	-17.7%
Park Development	-	21,975,000	21,975,000	20,210,000	-8.0%
Infrastructure Maintenance	-	45,553,000	45,553,000	37,490,000	-17.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>36,738,688</u>	<u>74,845,205</u>	<u>74,845,205</u>	<u>63,730,000</u>	<u>-14.9%</u>
Excess of Revenues over Expenditures	<u>(32,731,072)</u>	<u>(63,283,000)</u>	<u>(63,283,000)</u>	<u>(58,230,000)</u>	<u>-8.0%</u>
Other Financing Sources (Uses):					
Bond Proceeds	33,842,096	11,723,000	11,723,000	10,250,000	-12.6%
Transfers In					
Transfer from Park Fund (Pay-Go)	22,699,000	42,030,000	42,030,000	38,450,000	-8.5%
Transfer from Recreation Fund (Pay-Go)	8,000,000	10,000,000	10,000,000	10,000,000	0.0%
Transfer from Administration Fund	30,000	30,000	30,000	30,000	0.0%
Total Transfers In	<u>30,729,000</u>	<u>52,060,000</u>	<u>52,060,000</u>	<u>48,480,000</u>	<u>-6.9%</u>
Transfers Out					
Transfer to Park Fund (Interest)	(2,198,625)	(500,000)	(500,000)	(500,000)	0.0%
Transfer to Park Fund (Pay-Go)	-	-	-	-	-
Total Transfers Out	<u>(2,198,625)</u>	<u>(500,000)</u>	<u>(500,000)</u>	<u>(500,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>62,372,471</u>	<u>63,283,000</u>	<u>63,283,000</u>	<u>58,230,000</u>	<u>-8.0%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>29,641,399</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	53,064,072	53,064,072	82,705,471	82,705,471	55.9%
Fund Balance, Ending	<u>\$ 82,705,471</u>	<u>\$ 53,064,072</u>	<u>\$ 82,705,471</u>	<u>\$ 82,705,471</u>	<u>55.9%</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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ 716,271	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	85,436	92,000	92,000	92,000	0.0%
Charges for Services	4,911,746	5,892,619	5,892,619	5,909,712	0.3%
Rentals and Concessions	1,477,654	945,022	945,022	945,022	0.0%
Interest	73,947	25,000	25,000	50,000	100.0%
Miscellaneous	244,690	187,522	187,522	182,628	-2.6%
Total Revenues	7,509,744	8,092,163	8,092,163	8,129,362	0.5%
Expenditures by Major Object:					
Personnel Services	5,354,664	5,349,032	5,349,032	5,451,002	1.9%
Supplies and Materials	1,024,256	1,189,550	1,189,550	1,154,707	-2.9%
Other Services and Charges	807,108	1,457,399	1,457,399	1,386,865	-4.8%
Capital Outlay	625	20,100	20,100	22,100	10.0%
Other Classifications	-	-	-	-	-
Chargebacks	136,000	129,388	129,388	143,388	10.8%
Total Expenditures	7,322,653	8,145,469	8,145,469	8,158,062	0.2%
Excess of Revenues over Expenditures	187,091	(53,306)	(53,306)	(28,700)	-46.2%
Other Financing Sources (Uses):					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Capital Projects Fund	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	187,091	(53,306)	(53,306)	(28,700)	-46.2%
Fund Balance - Beginning	10,959,440	10,975,732	11,146,531	11,093,225	1.1%
Fund Balance - Ending	\$ 11,146,531	\$ 10,922,426	\$ 11,093,225	\$ 11,064,525	1.3%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	732,265	814,547	814,547	815,806	0.2%
Undesignated Fund Balance	10,414,265	10,107,879	10,278,678	10,248,718	1.4%
Total Ending Fund Balance	\$ 11,146,531	\$ 10,922,426	\$ 11,093,225	\$ 11,064,525	1.3%



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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	1,727,054	2,450,000	2,450,000	2,450,000	0.0%
Charges for Services	3,479,997	5,479,500	5,479,500	5,484,500	0.1%
Rentals and Concessions	3,024,680	2,813,700	2,813,700	2,813,700	0.0%
Miscellaneous	237,157	-	-	-	-
Total Operating Revenues	<u>8,468,888</u>	<u>10,743,200</u>	<u>10,743,200</u>	<u>10,748,200</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	11,852,720	11,522,568	11,522,568	11,904,310	3.3%
Goods for Resale	1,089,253	1,426,704	1,426,704	1,376,304	-3.5%
Supplies and Materials	1,440,114	1,575,015	1,575,015	1,643,415	4.3%
Other Services and Charges	3,495,282	4,082,514	4,082,514	3,825,728	-6.3%
Depreciation & Amortization Expense	2,014,161	-	-	-	-
Capital Outlay	-	271,800	271,800	271,800	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	306,000	172,191	172,191	287,667	67.1%
Total Operating Expenses	<u>20,197,530</u>	<u>19,050,792</u>	<u>19,050,792</u>	<u>19,309,224</u>	<u>1.4%</u>
Operating Income (Loss)	<u>(11,728,642)</u>	<u>(8,307,592)</u>	<u>(8,307,592)</u>	<u>(8,561,024)</u>	<u>3.1%</u>
Nonoperating Revenue (Expenses):					
Interest Income	350,684	150,000	150,000	250,000	66.7%
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	(1,318,360)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(967,676)</u>	<u>150,000</u>	<u>150,000</u>	<u>250,000</u>	<u>66.7%</u>
Income (Loss) Before Operating Transfers	<u>(12,696,318)</u>	<u>(8,157,592)</u>	<u>(8,157,592)</u>	<u>(8,311,024)</u>	<u>1.9%</u>
Contributions from General Govt. Assets	-	-	-	-	-
Operating Transfers In (Out):					
Transfer In - Recreation Fund	<u>8,584,855</u>	<u>8,157,592</u>	<u>8,157,592</u>	<u>8,311,024</u>	<u>1.9%</u>
Net Operating Transfer	<u>8,584,855</u>	<u>8,157,592</u>	<u>8,157,592</u>	<u>8,311,024</u>	<u>1.9%</u>
Change in Net Position	(4,111,463)	-	-	-	-
Total Net Position - Beginning	<u>32,309,410</u>	<u>32,377,667</u>	<u>28,197,947</u>	<u>28,197,947</u>	<u>-12.9%</u>
Total Net Position - Ending	<u>\$ 28,197,947</u>	<u>\$ 32,377,667</u>	<u>\$ 28,197,947</u>	<u>\$ 28,197,947</u>	<u>-12.9%</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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,454,300	2,215,700	2,215,700	3,022,100	36.4%
Recreation	673,000	530,100	530,100	614,400	15.9%
Planning	57,600	25,300	25,300	8,900	-64.8%
CAS	1,850	7,800	7,800	7,200	-7.7%
Enterprise	176,200	362,900	362,900	403,500	11.2%
Miscellaneous (Claim Recoveries, etc.)	359,369	-	-	-	-
Total Operating Revenues	3,722,319	3,141,800	3,141,800	4,056,100	29.1%
Operating Expenses:					
Personnel Services	457,962	499,400	499,400	525,593	5.2%
Supplies and Materials	12,641	34,750	34,750	34,750	0.0%
Other Services and Charges:					
Insurance Claims:					
Parks	3,327,830	1,944,600	1,944,600	2,534,700	30.3%
Recreation	579,839	481,500	481,500	593,400	23.2%
Planning	61,063	16,300	16,300	6,400	-60.7%
CAS	(2,132)	6,600	6,600	7,000	6.1%
Enterprise	370,733	186,600	186,600	201,600	8.0%
Insurance Reimbursement	47,070	-	-	-	-
Misc., Professional services, etc.	35,648	853,274	853,274	897,594	5.2%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	264,508	292,045	292,045	281,238	-3.7%
Total Operating Expenses	5,155,162	4,315,069	4,315,069	5,082,275	17.8%
Operating Income (Loss)	(1,432,843)	(1,173,269)	(1,173,269)	(1,026,175)	-12.5%
Nonoperating Revenue (Expenses):					
Interest Income	569,433	250,000	250,000	400,000	60.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	569,433	250,000	250,000	400,000	60.0%
Income (Loss) Before Operating Transfers	(863,410)	(923,269)	(923,269)	(626,175)	-32.2%
Operating Transfers In (Out):					
Transfer In	769,745	-	-	-	-
Transfer (Out)	(769,745)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(863,410)	(923,269)	(923,269)	(626,175)	-32.2%
Total Net Position - Beginning	11,871,950	11,065,125	11,008,541	10,085,272	-8.9%
Total Net Position - Ending	\$ 11,008,541	\$ 10,141,856	\$ 10,085,272	\$ 9,459,097	-6.7%
Designated Position	1,138,724	1,877,920	1,877,920	6,513,328	246.8%
Unrestricted Position	9,869,816	8,263,936	8,207,352	2,945,768	-64.4%
Total Net Position, June 30	\$ 11,008,541	\$ 10,141,856	\$ 10,085,272	\$ 9,459,097	-6.7%

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

Parks	\$ 542,000	\$ 543,500	\$ 543,500	\$ 592,100	8.9%
Recreation	136,800	134,600	134,600	138,600	3.0%
Planning	19,100	4,600	4,600	1,500	-67.4%
CAS	2,200	1,800	1,800	1,600	-11.1%
Enterprise	32,600	52,200	52,200	47,100	-9.8%
Total	\$ 732,700	\$ 736,700	\$ 736,700	\$ 780,900	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

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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Parks & Recreation - Park Fund	1,824,627	1,862,427	1,862,427	627,627	-66.3%
Corporate IT	149,150	180,500	180,500	161,500	-10.5%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,973,777</u>	<u>2,042,927</u>	<u>2,042,927</u>	<u>789,127</u>	<u>-61.4%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	40,778	-	-	-	-
Other Services and Charges:	48,930	-	-	-	-
Debt Service:					
Debt Service Principal	-	90,300	90,300	-	-100.0%
Debt Service Interest	-	23,300	23,300	-	-100.0%
Depreciation & Amortization Expense	1,418,046	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	250,000	250,000	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	23,290	23,290	-	-100.0%
Total Operating Expenses	<u>1,507,753</u>	<u>386,890</u>	<u>386,890</u>	<u>-</u>	<u>-100.0%</u>
Operating Income (Loss)	<u>466,024</u>	<u>1,656,037</u>	<u>1,656,037</u>	<u>789,127</u>	<u>-52.3%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	250,000	250,000	-	-100.0%
Interest Income	21,021	5,000	5,000	-	-100.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(29,594)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(8,573)</u>	<u>255,000</u>	<u>255,000</u>	<u>-</u>	<u>-100.0%</u>
Income (Loss) Before Operating Transfers	<u>457,451</u>	<u>1,911,037</u>	<u>1,911,037</u>	<u>789,127</u>	<u>-58.7%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	457,451	1,911,037	1,911,037	789,127	-58.7%
Total Net Position - Beginning	<u>4,923,445</u>	<u>6,856,222</u>	<u>5,380,896</u>	<u>7,291,933</u>	<u>6.4%</u>
Total Net Position - Ending	<u>\$ 5,380,896</u>	<u>\$ 8,767,259</u>	<u>\$ 7,291,933</u>	<u>\$ 8,081,060</u>	<u>-7.8%</u>

Note: Future Financing Plans

Capital equipment financed for Planning	\$	-	\$	-	-
Capital equipment financed for Parks and Rec	-	-	-	-	-
Capital equipment financed for Finance Dept.	-	-	-	-	-
Capital equipment financed for Corporate IT	-	250,000	250,000	-	-

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY COMMISSION-WIDE CIO & IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	55,542	36,656	36,656	38,290	4.5%
CIO	3,010	2,150	2,150	9,420	338.1%
Finance	192,216	36,061	36,061	36,732	1.9%
Legal	16,691	13,021	13,021	22,819	75.2%
Inspector General	4,000	3,200	3,200	10,368	224.0%
Corporate IT	64,095	106,228	106,228	122,434	15.3%
Parks & Recreation - Park Fund	775,189	603,754	603,754	821,465	36.1%
Parks & Recreation - Recreation Fund	669,230	1,336,261	1,336,261	1,644,423	23.1%
Planning	279,133	280,477	280,477	392,648	40.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	2,059,106	2,417,808	2,417,808	3,098,599	28.2%
Operating Expenses:					
Personnel Services	563,871	714,449	714,449	715,168	0.1%
Supplies and Materials	50,061	27,856	27,856	26,506	-4.8%
Other Services and Charges:	2,076,211	1,582,558	1,582,558	2,266,043	43.2%
Debt Service:					
Debt Service Principal	-	61,750	-	-	-100.0%
Debt Service Interest	-	16,924	-	-	-100.0%
Depreciation & Amortization Expense	113,796	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	2,803,939	2,403,537	2,324,863	3,007,717	25.1%
Operating Income (Loss)	(744,833)	14,271	92,945	90,882	536.8%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	13,143	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	13,143	-	-	-	-
Income (Loss) Before Operating Transfers	(731,690)	14,271	92,945	90,882	536.8%
Operating Transfers In (Out):					
Transfer In	296,816	-	-	-	-
Transfer (Out)	(296,816)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(731,690)	14,271	92,945	90,882	536.8%
Total Net Position - Beginning	1,885,832	1,858,193	1,154,143	1,247,088	-32.9%
Total Net Position - Ending	\$ 1,154,143	\$ 1,872,464	\$ 1,247,088	\$ 1,337,970	-28.5%

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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	126,178	0.0%
Retirement System	108,680	108,680	108,680	108,680	0.0%
Chief Information Office	59,644	59,644	59,644	59,644	0.0%
Risk Management	54,808	54,808	54,808	54,808	0.0%
Group Insurance	65,338	65,338	65,338	65,338	0.0%
CAS Departments	937,352	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	201,525	237,965	237,965	248,676	4.5%
Supplies and Materials	27,253	42,500	42,500	43,400	2.1%
Other Services and Charges:	504,961	977,530	977,530	1,003,490	2.7%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	120,740	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	85,000	85,000	85,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	80,958	94,708	94,708	98,772	4.3%
Total Operating Expenses	<u>935,437</u>	<u>1,437,703</u>	<u>1,437,703</u>	<u>1,479,338</u>	<u>2.9%</u>
Operating Income (Loss)	<u>416,563</u>	<u>(85,703)</u>	<u>(85,703)</u>	<u>(127,338)</u>	<u>48.6%</u>
Nonoperating Revenue (Expenses):					
Interest Income	98,527	25,000	25,000	50,000	100.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>98,527</u>	<u>25,000</u>	<u>25,000</u>	<u>50,000</u>	<u>100.0%</u>
Income (Loss) Before Operating Transfers	<u>515,090</u>	<u>(60,703)</u>	<u>(60,703)</u>	<u>(77,338)</u>	<u>27.4%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>515,090</u>	<u>(60,703)</u>	<u>(60,703)</u>	<u>(77,338)</u>	<u>27.4%</u>
Total Net Position - Beginning	<u>4,645,464</u>	<u>5,160,554</u>	<u>5,160,554</u>	<u>5,099,851</u>	<u>-1.2%</u>
Total Net Position - Ending	<u>\$ 5,160,554</u>	<u>\$ 5,099,851</u>	<u>\$ 5,099,851</u>	<u>\$ 5,022,513</u>	<u>-1.5%</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 GROUP HEALTH INSURANCE INTERNAL SERVICE FUND

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

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
EGWP Subsidy	1,567,781	2,000,000	2,000,000	2,000,000	0.0%
Charges for Services:					
Employer Contributions, Other	-	14,180	14,180	-	-100.0%
Employee/Retiree Contributions	7,462,625	12,737,218	12,737,218	14,618,370	14.8%
Employer Contributions/Premiums	35,569,797	45,913,873	45,913,873	54,271,479	18.2%
Miscellaneous (Claim Recoveries, etc.)	3,162,450	-	-	-	-
Total Operating Revenues	<u>47,762,653</u>	<u>60,665,271</u>	<u>60,665,271</u>	<u>70,889,849</u>	<u>16.9%</u>
Operating Expenses:					
Personnel Services	753,261	781,425	781,425	831,483	6.4%
Supplies and Materials	20,476	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	2,031,269	483,928	483,928	504,018	4.2%
Insurance Claims and Fees	40,088,899	52,215,757	52,215,757	60,507,264	15.9%
Insurance Premiums	8,497,531	8,169,825	8,169,825	9,066,340	11.0%
Change in IBNR	73,000	-	-	-	-
Other Classifications	6,477	-	-	-	-
Chargebacks	353,640	311,410	311,410	343,049	10.2%
Total Operating Expenses	<u>51,824,553</u>	<u>62,012,345</u>	<u>62,012,345</u>	<u>71,302,154</u>	<u>15.0%</u>
Operating Income (Loss)	<u>(4,061,900)</u>	<u>(1,347,074)</u>	<u>(1,347,074)</u>	<u>(412,305)</u>	<u>-69.4%</u>
Non-operating Revenue (Expenses):					
Interest Income	439,241	200,000	200,000	300,000	50.0%
Total Non-operating Revenue (Expenses)	<u>439,241</u>	<u>200,000</u>	<u>200,000</u>	<u>300,000</u>	<u>50.0%</u>
Income (Loss) Before Operating Transfers	<u>(3,622,659)</u>	<u>(1,147,074)</u>	<u>(1,147,074)</u>	<u>(112,305)</u>	<u>-90.2%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	(562,194)	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>(562,194)</u>	<u>-</u>
Change in Net Position	(3,622,659)	(1,147,074)	(1,147,074)	(674,499)	-41.2%
Total Net Position, Beginning	<u>15,852,905</u>	<u>12,230,246</u>	<u>12,230,246</u>	<u>11,083,172</u>	<u>-9.4%</u>
Total Net Position, Ending	<u>12,230,246</u>	<u>11,083,172</u>	<u>11,083,172</u>	<u>10,408,673</u>	<u>-6.1%</u>
Designated Position	5,182,455	6,201,235	6,201,235	7,130,215	15.0%
Unrestricted Position	7,047,790	4,881,937	4,881,937	3,278,457	-32.8%
Total Net Position, June 30	<u>\$ 12,230,246</u>	<u>\$ 11,083,172</u>	<u>\$ 11,083,172</u>	<u>\$ 10,408,673</u>	<u>-6.1%</u>

Policy requires a reserve equal to 10% of Total Operating Expense



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

PRINCE GEORGE'S COUNTY TAX RATES AND ASSESSABLE BASE

		FY 19 Actual	FY 20 Adopted	FY 21 Proposed	Rate Change
<u>Tax Rates:</u>					
(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	<u>29.40</u>	<u>29.40</u>	<u>29.40</u>	-
	Personal	<u>73.50</u>	<u>73.50</u>	<u>73.50</u>	-

		FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
<u>Assessable Base:</u>					
(in billions \$)					
Regional District (Administration Fund)	Real	88.181	92.949	96.872	4.22%
	Personal	3.303	3.124	2.968	-4.99%
Metropolitan District (Park Fund)	Real	85.399	90.016	93.815	4.22%
	Personal	3.199	3.025	2.874	-4.99%
Entire County (Recreation Fund and ALA Fund)	Real	91.238	96.171	100.229	4.22%
	Personal	3.417	3.232	3.071	-4.98%

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

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



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

PRINCE GEORGE'S COUNTY POSITIONS/WORKYEARS SUMMARY BY FUND

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	260.78	259.86	266.58	265.63	269.70	268.75
Part-Time Career	6.06	3.28	6.06	3.00	6.05	3.00
Career Total	266.84	263.14	272.64	268.63	275.75	271.75
Term Contract	1.00	1.25	2.00	2.25	2.00	2.25
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(1.00)		(1.00)		(1.00)
TOTAL ADMINISTRATION FUND	267.84	263.69	274.64	270.18	277.75	273.30
PARK FUND						
Full-Time Career	778.00	778.00	801.00	801.00	826.00	826.00
Part-Time Career	6.00	5.41	6.00	5.90	6.00	5.53
Career Total	784.00	783.41	807.00	806.90	832.00	831.53
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		172.02		178.00		207.26
TOTAL PARK FUND	784.00	955.43	807.00	984.90	832.00	1,038.79
RECREATION FUND						
Full-Time Career	278.00	278.00	297.00	296.00	319.00	319.00
Part-Time Career	16.00	17.64	16.00	16.36	3.00	2.82
Career Total	294.00	295.64	313.00	312.36	322.00	321.82
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		652.18		693.20		860.35
TOTAL RECREATION FUND	294.00	947.82	313.00	1,005.56	322.00	1,182.17
TOTAL TAX SUPPORTED (Admin, Park, and Rec)						
Full-Time Career	1,316.78	1,315.86	1,364.58	1,362.63	1,414.70	1,413.75
Part-Time Career	28.06	26.33	28.06	25.26	15.05	11.35
Career Total	1,344.84	1,342.19	1,392.64	1,387.89	1,429.75	1,425.10
Term Contract	1.00	1.25	2.00	2.25	2.00	2.25
Seasonal/Intermittent		824.50		871.50		1,067.91
Less Lapse		(1.00)		(1.00)		(1.00)
TOTAL TAX SUPPORTED	1,345.84	2,166.94	1,394.64	2,260.64	1,431.75	2,494.26
ENTERPRISE FUND						
Full-Time Career	66.00	66.00	67.00	67.00	68.00	68.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	67.00	66.50	68.00	67.50	69.00	68.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		132.50		138.60		190.10
TOTAL ENTERPRISE FUND	67.00	199.00	68.00	206.10	69.00	258.60
SPECIAL REVENUE FUND						
Seasonal/Intermittent		263.50		264.80		189.10
INTERNAL SERVICE FUNDS						
Full-Time Career	6.00	6.40	6.50	6.90	6.50	6.90
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.40	6.50	6.90	6.50	6.90
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,388.78	1,388.26	1,438.08	1,436.53	1,489.20	1,488.65
Part-Time Career	29.06	26.83	29.06	25.76	16.05	11.85
Career Total	1,417.84	1,415.09	1,467.14	1,462.29	1,505.25	1,500.50
Term Contract	1.00	1.25	2.00	2.25	2.00	2.25
Seasonal/Intermittent		1,220.50		1,274.90		1,447.11
Less Lapse		(1.00)		(1.00)		(1.00)
GRAND TOTAL	1,418.84	2,635.84	1,469.14	2,738.44	1,507.25	2,948.86



**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	FY19 Budget	FY20 Adopted	FY21 Proposed Reductions	FY21 Proposed Budget
Reimbursement to County Council	Admin	Commissioners	\$ 1,137,300	\$ 1,137,300		\$ 1,137,300
Council Planning Position	Admin	Planning	-	150,000		150,000
People's Zoning Counsel	Admin	Planning	250,000	250,000		250,000
Zoning Enforcement Unit	Admin	Planning	1,675,433	1,588,967	(51,868)	1,537,099
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	34,411	34,411	(34,411)	-
Economic Development Corp.	Admin	Planning	65,000	65,000		65,000
DPIE Permits & Inspections	Admin	Planning	1,336,200	856,200	(480,000)	376,200
DPW&T Engineering, Inspect. & Permits	Admin	Planning	699,867	469,933	(229,933)	240,000
Redevelopment Authority	Admin	Planning	729,700	614,900	(70,900)	544,000
EDC General Plan Goals	Admin	Planning	294,667	272,534	(22,134)	250,400
Total Administration Fund			\$ 6,718,378	\$ 5,935,045	\$ (889,246)	\$ 5,045,799
City of Bowie, Allen Pond Maint.	Park	Parks and Rec	101,700	101,700		101,700
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
Total Park Fund			\$ 451,000	\$ 451,000	\$ -	\$ 451,000
100 Black Men of Prince George's County	Rec	Parks and Rec	3,750	25,000		25,000
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	-		-
Allentown Boys & Girls Club	Rec	Parks and Rec	-	10,000		10,000
Anacostia Watershed Society	Rec	Parks and Rec	20,000	20,000		20,000
Anacostia Trails and Heritage Area	Rec	Parks and Rec	40,000	40,000		40,000
Art Works Now	Rec	Parks and Rec	35,000	35,000		35,000
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	-		-
City of College Park, Youth & Family Services	Rec	Parks and Rec	20,000	30,000		30,000
City of College Park - Senior Programming	Rec	Parks and Rec	50,000	50,000		50,000
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	55,000		55,000
City of Laurel, Anderson & Murphy CC	Rec	Parks and Rec	22,000	22,000		22,000
Coalition for African Americans in the Performing Arts	Rec	Parks and Rec	20,000	20,000		20,000
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
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

Name of Project Charge	Fund Paying	Department	FY19 Budget	FY20 Adopted	FY21 Proposed Reductions	FY21 Proposed Budget
Gateway Arts Program	Rec	Parks and Rec	45,000	45,000		45,000
Girl Scouts Capital Area	Rec	Parks and Rec	10,000	10,000		10,000
Glenarden Boys and Girls Club	Rec	Parks and Rec	15,000	15,000		15,000
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
Ivy Community Charities	Rec	Parks and Rec	10,000	10,000		10,000
Junior Achievement	Rec	Parks and Rec	20,000	20,000		20,000
Kentlands Boxing Club	Rec	Parks and Rec	5,000	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	25,000		25,000
Latin America Youth Center	Rec	Parks and Rec	40,000	40,000		40,000
Laurel Boys & Girls Club	Rec	Parks and Rec	-	50,000		50,000
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
Marlton Swim & Recreation Club	Rec	Parks and Rec	20,000	-		-
Maryland Cheer Chargers	Rec	Parks and Rec	-	10,000		10,000
Millwood/ Waterford Programming	Rec	Parks and Rec	10,000	10,000		10,000
New Carrollton Boys & Girls Club	Rec	Parks and Rec	5,000	5,000		5,000
Oxon Hills Boys & Girls Club	Rec	Parks and Rec	7,500	7,500		7,500
Palmer Park Boys & Girls Club	Rec	Parks and Rec	20,000	20,000		20,000
Palmer Park Smash	Rec	Parks and Rec	-	10,000		10,000
Pi Upsilon Lambda Alpha Pi Alpha Charitable Foundation	Rec	Parks and Rec	3,750	3,750		3,750
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 Philharmonic	Rec	Parks and Rec	100,000	100,000		100,000
Prince George's Pride Lacrosse Club	Rec	Parks and Rec	20,000	25,000		25,000
Prince George's Tennis Assoc.	Rec	Parks and Rec	20,000	20,000		20,000
Prince George's Youth Lacrosse	Rec	Parks and Rec	-	25,000		25,000
Pyramid Atlantic Art Center	Rec	Parks and Rec	30,000	30,000		30,000
Seat Pleasant Leadership Development Program	Rec	Parks and Rec	85,000	85,000		85,000
Student Athletes for Educational Opportunities	Rec	Parks and Rec	-	10,000		10,000
Theresa Banks Swim Club	Rec	Parks and Rec	20,000	20,000		20,000
Town of Forest Heights	Rec	Parks and Rec	10,000	-		-
Town of Forest Heights Community Development Corp	Rec	Parks and Rec	7,500	-		-
White Rose Foundation	Rec	Parks and Rec	10,000	10,000		10,000
World-Wide Community	Rec	Parks and Rec	25,000	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	30,000		30,000
Youth Wellness Leadership Institute	Rec	Parks and Rec	50,000	50,000		50,000
Total Recreation Fund			\$ 2,391,000	\$ 2,485,350	\$ -	\$ 2,485,350
Total All Funds			\$ 9,560,378	\$ 8,871,395	\$ (889,246)	\$ 7,982,149



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

COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

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Prince George's County Commissioners' Office

EXECUTIVE OVERVIEW



The Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission (M-NCPPC) 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, groundbreakings and festivals, and serve as members on State or County task forces.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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



Prince George's County Commissioners' Office

BUDGET AT A GLANCE

Summary of Commissioners' Office Budget

	FY20 Adopted	FY21 Proposed	% Change
Budget			
Expenditures	\$3,417,148	\$3,426,221	0.3%
Staffing			
Funded Career Positions	16.50	16.50	0.0%
Funded Workyears	14.50	14.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The Prince George's County Planning Board Office is proposing a budget which increases expenditures only \$9,073 (0.3%) above the FY20 approved budget. This increase originates in both the personnel services and other charges/services classification. Our lease agreement with the County for fourth floor office space in the County Administration Building allows for a 3% increase. All other non-personnel classifications will remain at FY20 levels.

Legislative Project Charges

This budget also contains \$1,137,300 to reimburse the Prince George's County Council for their planning and zoning functions. Also, the budget includes \$167,660 for the office's rent in the County Administration Building.

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Commissioners' Office				
Personnel Services	1,549,723	1,843,637	1,847,826	0.2%
Supplies and Materials	78,104	39,000	39,000	0.0%
Other Services and Charges	1,408,725	1,444,511	1,449,395	0.3%
Capital Outlay	-	90,000	90,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,036,552	3,417,148	3,426,221	0.3%

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COMMISSIONERS' OFFICE</u>						
Full-Time Career	12.50	12.50	12.50	12.50	12.50	12.50
Part-Time Career	4.00	2.00	4.00	2.00	4.00	2.00
Career Total	16.50	14.50	16.50	14.50	16.50	14.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Commissioners' Office	16.50	14.50	16.50	14.50	16.50	14.50



ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



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



Central Administrative Services Overview

EXECUTIVE OVERVIEW

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

- Department of Human Resources and Management
- Finance Department
- Legal Department
- Office of 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 Office of the Inspector General is overseen by the Audit Committee to increase independence. Administrative oversight for the Inspector General is provided by the Executive Director. The Chief Information Officer reports to the Executive Committee (Chair, Vice-Chair, and Executive Director) to enable focus on Enterprise-wide Information Technology (IT) initiatives. Enterprise-wide IT initiatives are recommended by the IT Council which is comprised of the leadership from each of the operating departments, the Executive Director and the Secretary-Treasurer.

CAS provides oversight of enterprise-wide administrative, human resources, corporate budgeting and governance functions, financial business services, legal counsel and representation, application of internal controls to ensure regulatory compliance, IT strategic planning and agency-wide systems, and risk mitigation and workplace safety to protect and support the agency's employees and patrons.

CAS also includes funding for the Merit System Board and CAS Support Services. The budget for the Office of the Chief Information Officer and Commission-wide IT initiatives are shown in the Internal Service Fund section of the FY21 Proposed 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 enterprise-wide administrative and human resource management, corporate governance and quality corporate budgeting and forecasting. 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 which include the Office of the Executive Director, Corporate Budget, Corporate Policy and Management Operations, and Corporate Human Resources.

Finance Department

The Finance Department operates under the direction of the Secretary-Treasurer, and is organized into three divisions: Administrative Services, Accounting, and Corporate Procurement. 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) program management.



Central Administrative Services

Overview

Legal Department

The Office of the General Counsel (OGC or Legal Department) provides a comprehensive program of legal services to the agency, supporting almost every facet of the agency's work program. The OGC guides the agency's internal corporate operations, advises staff and the Planning Boards as they navigate their important quasi-judicial and regulatory responsibilities, advocates on the agency's behalf in litigation before state and federal courts, and participates in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the agency.

Office of the Inspector General

The Office of the Inspector General 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 to meet business needs. The CIO also functions as the agency's Chief Technology Security Officer, ensuring confidentiality, availability, and integrity of the agency's data.

Merit System Board

The Merit System Board, which is authorized by the agency's enabling legislation, is an impartial board comprised of three appointed members. The Board is 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 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

CAS Support Services accounts for non-discretionary shared operating expenses attributable to the departments and units that make up CAS. These expenses include the costs associated with housing (office rent), unemployment insurance, shared document production, centralized office supplies, and insurance premiums.

Full descriptions of the CAS departments and 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	FY19 Budget	FY20 Adopted	FY21 Proposed	% Change
MONTGOMERY						
	Park Fund - Labor Relations	DHRM	66,250	66,250	68,250	3.0%
	Park Fund - Park Police Support	DHRM	45,000	45,000	50,000	11.1%
	Risk Management	DHRM	20,387	23,106	24,314	5.2%
	Capital Equipment Fund	Finance	42,000	32,286	33,600	4.1%
	Enterprise Funds	Finance	204,000	118,382	131,200	10.8%
	Park Fund - ERP Operations	Finance	93,400	88,000	76,100	-13.5%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	-	-	-
	Risk Management	Finance	34,000	16,143	19,600	21.4%
	Spec Rev Fund - Planning	Finance	28,000	36,272	44,300	22.1%
	Spec Rev Fund - Parks	Finance	-	19,000	20,000	5.3%
	Capital Equipment Fund	Corporate IT	-	19,469	20,872	7.2%
	Enterprise Funds	Corporate IT	-	71,388	79,112	10.8%
	Park Fund - Data Center	Corporate IT	344,745	352,455	443,739	25.9%
	Pension Trust Fund	Corporate IT	-	23,600	68,767	191.4%
	Risk Management	Corporate IT	-	9,735	12,686	30.3%
	Spec Rev Fund - Planning	Corporate IT	-	21,873	27,015	23.5%
	Spec Rev Fund - Parks	Corporate IT	-	11,457	12,206	6.5%
	Admin Fund - Planning	Legal	85,000	87,550	90,177	3.0%
	Park Fund	Legal	153,709	158,320	163,070	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	200,383	206,394	212,586	3.0%
	Spec Rev Fund - Development Review	Legal	152,876	157,462	162,186	3.0%
	Subtotal Montgomery		1,586,650	1,657,442	1,853,080	11.8%
PRINCE GEORGE'S						
	Admin Fund - Planning - HRIS/CC	DHRM	19,641	21,709	21,235	-2.2%
	Admin Fund - Planning - Recruitment	DHRM	12,860	14,182	14,488	2.2%
	Park Fund - HRIS/CC	DHRM	42,844	47,246	48,266	2.2%
	Park Fund - Labor Relations	DHRM	66,250	66,250	68,250	3.0%
	Park Fund - Park Police Support	DHRM	45,000	45,000	50,000	11.1%
	Park Fund - Recruitment	DHRM	49,091	54,261	53,074	-2.2%
	Rec Fund - Recruitment	DHRM	49,091	54,261	53,074	-2.2%
	Recreation Fund - HRIS/CC	DHRM	70,311	74,804	76,366	2.1%
	Risk Management	DHRM	20,387	23,106	24,314	5.2%
	Capital Equipment Fund	Finance	44,000	14,529	14,300	-1.6%
	Enterprise Funds	Finance	306,000	172,191	178,600	3.7%
	Park Fund - New Positions	Finance	108,000	108,000	108,000	0.0%
	Park Fund - ERP Operations	Finance	190,000	210,000	119,400	-43.1%
	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	-	-	-
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Rec Fund - ERP Operations	Finance	-	-	73,800	-
	Risk Management	Finance	43,000	32,286	27,600	-14.5%
	Special Revenue Funds (multiple)	Finance	136,000	80,715	89,400	10.8%
	Capital Equipment Fund	Corporate IT	-	8,761	8,775	0.2%
	Enterprise Funds	Corporate IT	-	103,836	109,067	5.0%
	Park Fund - Data Center	Corporate IT	635,970	777,904	948,790	22.0%
	Pension Trust Fund	Corporate IT	-	23,600	68,767	191.4%
	Risk Management	Corporate IT	-	19,469	17,677	-9.2%
	Special Revenue Funds (multiple)	Corporate IT	-	48,673	53,988	10.9%
	Park Fund	Inspector General	127,118	135,138	143,289	6.0%
	Admin Fund - Planning	Legal	273,393	281,595	290,042	3.0%
	Park Fund	Legal	192,253	198,020	203,961	3.0%
	Park Fund - Atty support	Legal	80,000	82,400	84,872	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	210,858	217,184	223,699	3.0%
	Subtotal Prince George's		2,938,967	3,108,420	3,366,394	8.3%
Commission-Wide						
	EOB	DHRM	80,958	94,708	98,772	4.3%
	Group Insurance	DHRM	31,040	35,382	36,833	4.1%
	Group Insurance	Corporate IT	-	103,836	116,216	11.9%
	Group Insurance	Finance	322,600	172,192	190,000	10.3%
	Subtotal Commission-Wide		434,598	406,118	441,821	8.8%
COMBINED TOTAL			4,960,215	5,171,980	5,661,295	9.5%
SUMMARY BY SUPPLIER DEPARTMENT						
	DHRM		619,110	665,265	687,236	3.3%
	Finance		1,820,600	1,322,396	1,348,300	2.0%
	Corporate IT		980,715	1,596,056	1,987,677	24.5%
	Legal		1,412,672	1,453,125	1,494,793	2.9%
	Inspector General		127,118	135,138	143,289	6.0%
TOTAL			4,960,215	5,171,980	5,661,295	9.5%



Central Administrative Services Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The bi-county proposed FY21 operating budget for CAS before chargebacks is \$24,996,173, which is a 5.3% increase over FY20. The budget sustains, at a minimum, the same service level as FY20, and incorporates the compensation and benefit assumptions utilized for all operating departments. The level of services, and therefore, funding allocation by county, is tailored to the agency and the individual department needs. Certain functions are allocated based on labor distribution or a cost driver, such as number of employees paid. Some functions, such as the Merit System Board, are funded evenly by both counties.

Annual Review of Cost Allocation and Chargebacks

Each year, cost drivers and labor distribution are analyzed to better reflect county service levels. The FY21 proposed budget is based on the analysis performed in the fall of 2019.

The FY21 funding allocation for all Administration Funds' CAS services, except for the Merit System Board, is approximately 45.2% Montgomery County and 54.8% Prince George's County. The allocation is calculated prior to chargebacks, as chargebacks shift the cost within county to another fund and do not impact each county's funding share. The Merit System Board's budget is allocated at 50% for each county.

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

Investing in an Essential Needs Budget

In FY21, the proposed budget addresses major known commitments and essential needs. Most operations have not requested funding of new positions. The proposed budget focuses on such core needs as identified in each department's budget.

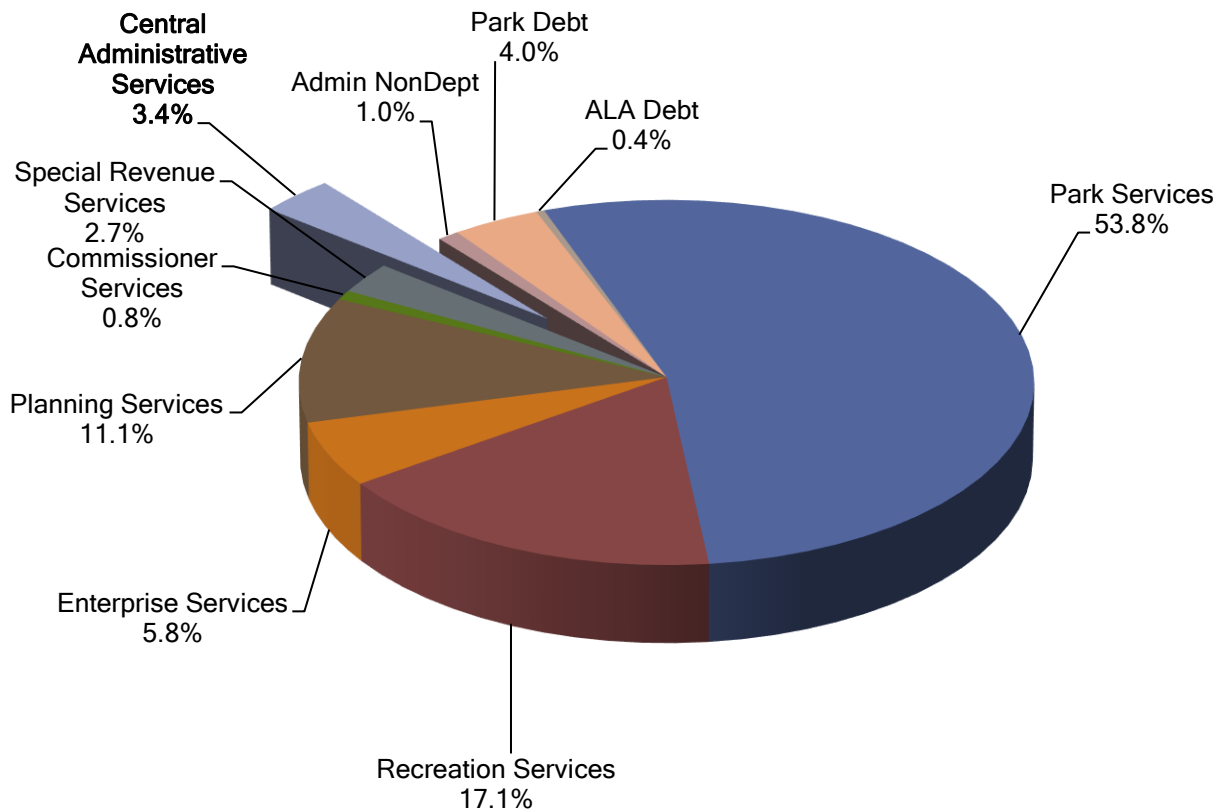
The CAS budget proposal reflects positions and workyears comparable to FY 2011 levels, even while work program demands have increased over the past nine years. Work program demands such as the implementation of regulatory updates, required policy reviews, legal advising, zoning ordinance reviews, and continued rollout of ERP functionality increase the demand for CAS departments' services.

The CAS proposed budget is 3.4% of the agency's proposed total bi-county operating budget.



Central Administrative Services Overview

Central Administrative Services (CAS) FY21 Proposed Budget as a Percent of Total Operating Budget (excludes reserves, ISF, ALARF, and Capital Projects Fund)

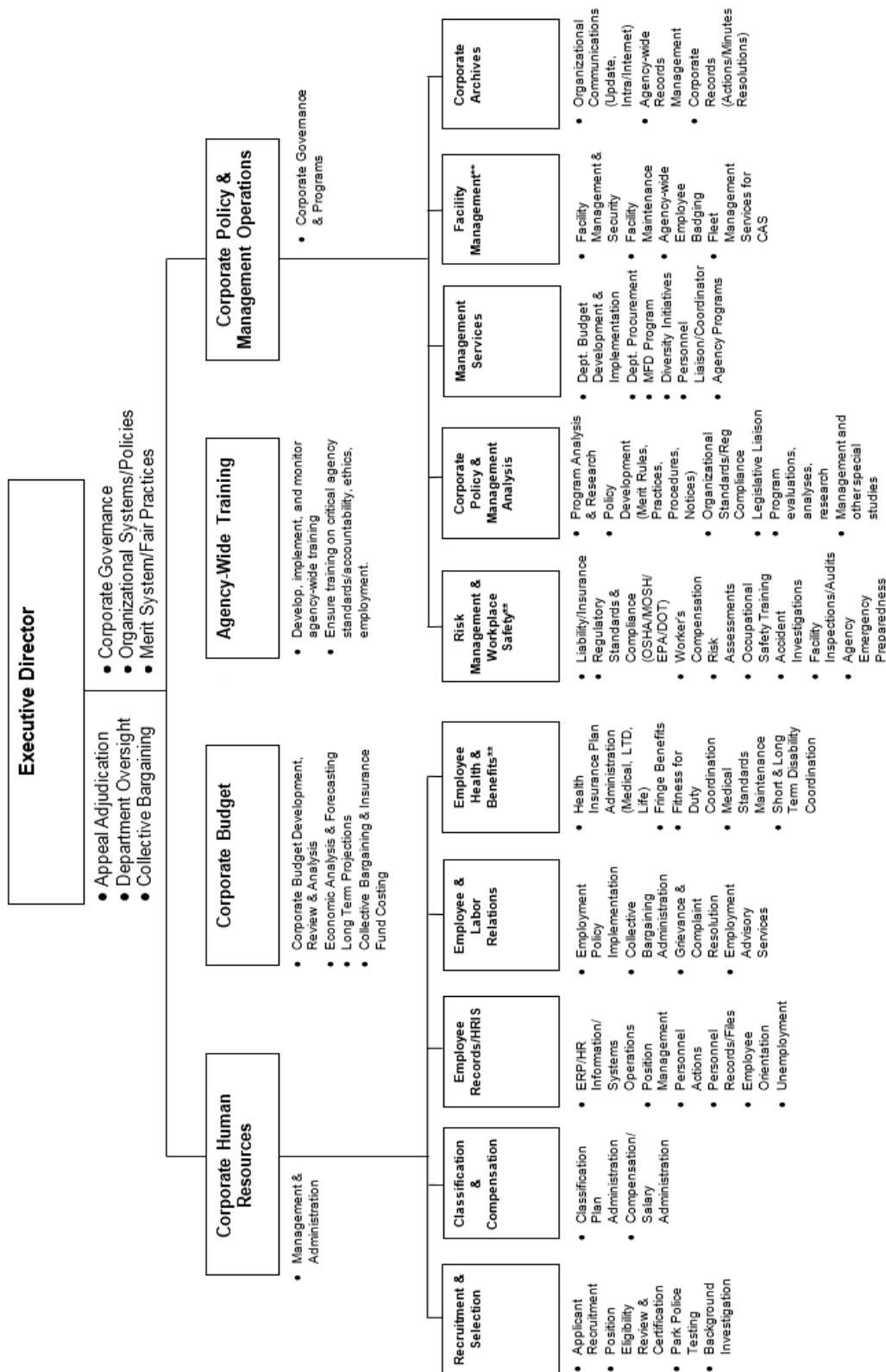


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



ORGANIZATIONAL STRUCTURE

Department of Human Resources and Management



** Internal Service Funds

Central Administrative Services

Department of Human Resources and Management

OVERVIEW

The Department of Human Resources and Management (DHRM) carries out three functional areas for the overall agency including effective corporate governance and operating guidance, fiscal planning and budgeting services, and human resources administration. The Executive Director oversees this Department and carries out chief administrative officer duties for the agency.

Many of the Department's functions are funded in the Administration Fund. However, the Department also is responsible for programs associated with the Risk Management Fund (Risk and Safety), the Commission-Wide Executive Office Building Fund, and the Commission-Wide Group Insurance Fund (health insurance and employee benefits).

The Department performs with integrity, innovation, and responsiveness and delivers exceptional customer service to agency employees, elected and appointed officials, and the citizens and patrons served in the bi-county region.

MISSION

DHRM operations provide corporate governance and administer agency-wide initiatives to ensure fair and equitable practices and programs, competitive and cost-effective employment compensation and benefits, prudent fiscal planning, and sound workplace and liability protections.

PROGRAMS AND SERVICES PROVIDED

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 Department. The Executive Director assures public accountability through a set of responsible, corporate management best practice systems and programs that meet local, state, and federal regulatory requirements. Services provided by the Office include ensuring fair and prudent workplace practices, implementation of the Merit System Rules and Regulations, and oversight of organizational policies and union contracts. The Office ensures compliance with adopted policies, monitors effectiveness of the Minority, Female, and Disabled (MFD) procurement program, conducts contract execution and procurement waiver reviews, reviews employment concerns and handles adjudication of grievance appeals, negotiates collective bargaining agreements, serves as liaison with both County Councils and County Executives, and provides oversight of agency-wide initiatives such as the Diversity Council and preferred workplace programs.

The Executive Director also meets regularly with the two respective Planning Board Chairs as the Executive Committee to support and administer the business of the agency.

Corporate Budget

The Corporate Budget Division promotes the responsible and sustainable use of public resources to meet the needs of bi-county residents by providing the agency and departments with central budget coordination, comprehensive fiscal and budget analysis, revenue estimates, and long-term fiscal policies and strategies.

The Corporate Budget Division oversees the agency's budget preparation process and provides sound, timely, and transparent fiscal information to support effective resource allocation



Central Administrative Services Department of Human Resources and Management

management, accuracy and uniformity across the agency. It works to understand customer needs and applies creative analyses to develop information that helps governance and operations to better meet customer needs.

Corporate Policy and Management Operations

The Corporate Policy and Management Operations team assists the Executive Director with carrying out agency-wide corporate governance duties and programs and manages five programs including Corporate Policy, Corporate Records, Management Operations and Internal Services, Risk Management and Workplace Safety, and Facility Operations.

Corporate Policy administers and develops agency-wide organizational policy, assists with organizational governance, conducts research and analysis of organizational needs, regulatory mandates, and best practices, and provides legislative support on bills or actions impacting policy or operational standards. The agency's policy system, as issued through Merit System Rules and Regulations, Notices, Resolutions, and Administrative Practices and Procedures, is managed by this Office.

Corporate Records manages the agency-wide Archive program to ensure official records are safeguarded and retained in accordance with Federal and State public record mandates, coordinates and supports corporate meetings of the Commission, the Executive Committee, Directors, and other ad hoc or standing committees, formally documents the actions of the Commission and conducts research of historical records and actions.

Management Operations and Internal Services carries out agency-wide and departmental operational activities including agency communications (e.g., agency-wide directives, Notices, employee newsletters, facility and emergency closing information, telephone directories, etc.), agency-wide training and programs including diversity and literacy initiatives, departmental staff development, EOB facility operations, department procurement administration, and overseeing the development and management of six operational budgets including the DHRM, CAS Support Services, the Merit System Board, Risk Management Internal Service Fund, Commission-Wide Group Insurance Internal Service Fund, and the Executive Office Building Internal Service Fund.

Risk Management and Workplace Safety develops and implements programs that to reduce risk of personal injury to employees and patrons, protect and secure the agency's assets, and mitigate losses. Goals are achieved through supervisory and employee training, compliance with federal and state safety regulations issued by the Maryland Occupational Safety and Health (MOSH), the Federal Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and the Department of Transportation (DOT), administers workers' compensation and liability programs, insurance portfolios for loss control, safety programs such as drug and alcohol testing, blood-borne pathogens and hazards handling, drivers' license and driver safety training, 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 and liability claims and participation in group insurance. This program is funded in the Risk Management Internal Services Budget.

Facility Operations manages the facility operations that house the Central Administrative Services Departments and units, certain divisions of Prince George's Department of Parks and Recreation, the Employees' Retirement System, and the Merit System Board. Operations include facility



Central Administrative Services Department of Human Resources and Management

maintenance, support compliance with state and local fire and workplace codes. The agency-wide employee identification badging program is also managed by this team. This program is funded in the EOB Facility Internal Services Budget.

Human Resources

The Human Resources (HR) Division ensures fair and equitable treatment of all employees, a diverse, qualified and available applicant pool, a merit-based employee recognition and compensation program, and an affordable, responsive, and attractive array of benefits and health programs. The Division administers two collective bargaining agreements that 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's five programs include Classification and Compensation, Human Resources Information Systems, Recruitment and Selection Services, Employee and Labor Relations and Employee Health and Benefits.

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 agency's compensation 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 safeguards and maintains official employee records (physical and electronic) according to federal and state regulations. The Division maintains the employee records database, and reviews, enters, authorizes, and approves 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 of state unemployment reimbursement claims, employment verification and legal garnishments tracking, employee-data reporting and supporting and integrating existing timekeeping and payroll systems.

Recruitment and Selection Services supports the provision of a diverse, skilled, and effective workforce. The team provides full-cycle recruitment activities to the agency including position advertising, testing, application processing, selection, background and reference checks, delivering employment and promotion offers, and new employee orientation coordination. An outsourced online applicant tracking system is used to provide full-service recruitment support to departments as requested. Park Police entry and advancement testing is also administered through this team.

Employee and Labor Relations fosters management-employee partnerships and assists management in handling complex employment concerns. The team investigates complaints, resolves grievances, reviews disciplinary and performance issues, provides alternate dispute resolution, supports the Park Police Chiefs' Committee and Grievance Mediation Boards, and administers the Performance Recognition and Performance Management Programs. The Division also assists with the negotiation and administration of employment policy and collective bargaining contracts, conducts ongoing training on updated and current agency employment policies and 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, and prescription drug plans, life and long-term disability insurance



Central Administrative Services Department of Human Resources and Management

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. This program is funded out of the Group Insurance Fund.

The team ensures implementation of programs such as the Affordable Care Act, Consolidated Omnibus Budget Reconciliation Act (COBRA), and Health Insurance Portability and Accountability Act (HIPAA), and the Family Medical Leave Program (FMLA). Programs aimed at improving the health and well-being of employees, such as health screenings, financial wellness counseling, smoking cessation classes and weight loss programs are also managed by the team. Other services include specialized medical testing and monitoring of return to work, pre-employment, police physicals, fitness for duty examinations programs and psychological evaluations workshops and presentations, benefit processing, records and eligibility maintenance, health benefit communications, and legal compliance with federal and state mandates.

FY20 ACCOMPLISHMENTS

Corporate Governance: Provided sound guidance and oversight in areas related to upholding the Merit System, organizational policies and standards, collective bargaining and agency-wide programs, Enterprise Resource Planning, conflict resolution, equal employment opportunity, and employee appeals adjudication.

National Recognition as a Workplace of Excellence: Once again, the agency achieved national recognition for our innovative policies and programs from the Alliance for Workplace Excellence. Following a rigorous review by a panel of industry leaders, the agency was one of only a handful of organizations to earn all four awards for outstanding and innovative policies and programs. The Workplace Excellence Award/Seal of Approval was awarded for the agency's exceptional commitment to the overall success of workforce initiatives such as management practices, workplace standards, and comprehensive work/life policies. The Health and Wellness Seal of Approval, the Diversity Champion Award, and the EcoLeadership Award for visionary leadership and commitment to environmentally sustainable workplace practices were also awarded to the agency.

Collective Bargaining and Labor Relations: The Executive Director led the management bargaining team in full contract negotiations with the Fraternal Order of Police Union (FOP) and a wage reopener with the Municipal and County Government Employees Organization/UFCWU Local 1994 (MCGEO) Union.

Fiscal Responsibility and Budget Management: The agency was a recipient of the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the 33rd consecutive year.

Compensation and Classification Systems: DHRM continued implementing multi-year recommendations from the comprehensive agency-wide compensation and classification study to support the ability to recruit and retain a highly skilled career workforce.

Workforce Development: A number of agency-wide programs have been designed and implemented by the Department. The Apprenticeship Program was revitalized as a means for career development. Staff development efforts through the Language and Literacy program and Diversity Council initiatives continued.



Central Administrative Services

Department of Human Resources and Management

Policy Development and Management Studies: Examples of policy and program analyses completed during this fiscal period include: continued comprehensive review and update of all agency policies with emphasis in the current cycle on those concerning employment, finance and budgeting, and office services, facilities and equipment, addressing new management directives such as establishing standby coverage for certain positions, and strengthening internal controls such as lobbying disclosure.

Employee Benefits: As a result of competitive bidding processes, health care plans remain competitive and cost effective with emphasis on access and quality care. A robust health and wellness program continued to be strengthened to encourage employees to remain proactive about their health and help reduce overall health care costs.

Enterprise Resource Planning (ERP) and Employee Records: Automated the Digital Personal Action (DPA) and Seasonal Payroll Automation (SPA) to eliminate paper timecards by integrating ERP and the timekeeping system and automate personnel actions for seasonal employees.

Recruitment and Selection: Began implementing a new employee onboarding module and developed integration with ERP to automate the onboarding process.

FY21 PRIORITIES

In addition to delivering the regular, ongoing work of the department, major priorities for FY21 include:

- Continued implementation of management-supported recommendations from the Classification and Compensation study, including job class series reviews prioritized by operating departments and allocation of staff to the new classification specifications.
- Conduct collective bargaining negotiations to include a full labor agreement with the Municipal and County Government Employees Organization (MCGEO) and a wage reopener with the Fraternal Order of Police (FOP).
- Continue analysis and updates of agency-wide corporate policies. These policies encompass nearly 200 functional areas and it is necessary to maintain them to ensure regulatory compliance, fair practices, and accountability. This is a high priority supported by operating departments, Inspector General, and the findings of the external accreditation process of the Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- Conduct succession planning in collaboration with operating departments to address critical staffing and operational needs.
- Complete work with the State on public records compliance for agency-wide archives program. Continue to move records to a digital platform to ensure continued compliance with changes in public records laws and revised State of Maryland protocols.



Central Administrative Services Department of Human Resources and Management

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$2,393,177	\$2,459,657	2.8%	43.2%
Staffing				
Funded Career Positions	17.49	17.49	0.0%	42.7%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	16.64	16.64	0.0%	41.6%
Prince George's County Budget				
Expenditures	\$3,017,463	\$3,234,655	7.2%	56.8%
Staffing				
Funded Career Positions	23.51	23.51	0.0%	57.3%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	23.36	23.36	0.0%	58.4%
Combined Department Total Budget				
Expenditures	\$5,410,640	\$5,694,312	5.2%	100.0%
Staffing				
Funded Career Positions	41.00	41.00	0.0%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	40.00	40.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The FY21 proposed budget is \$5,694,312, representing an increase of 5.2% (\$283,672) over the FY20 adopted budget level. This increase represents operations administered by the Department, as well as allocated charges for technology systems and support from the Office of the Chief Information Office. The increase is allocated \$217,192 to Prince George's and \$66,480 to Montgomery County after the application of chargebacks. 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 FY21 funding allocation before chargebacks to 41.6% Montgomery and 58.4% to Prince George's. This shifts 1.1% of the funding allocation from Montgomery to Prince George's, as compared to FY20. Major components of the budget are described below:

Personnel Services: This category includes an increase of 4.8% (\$251,647). The proposed DHRM budget includes 41 career and 2 term contract positions, with 40 WYS (of which 16.64 are allocated to Montgomery and 23.36 to Prince George's, respectively). No personnel changes are being requested for FY21.



Central Administrative Services Department of Human Resources and Management

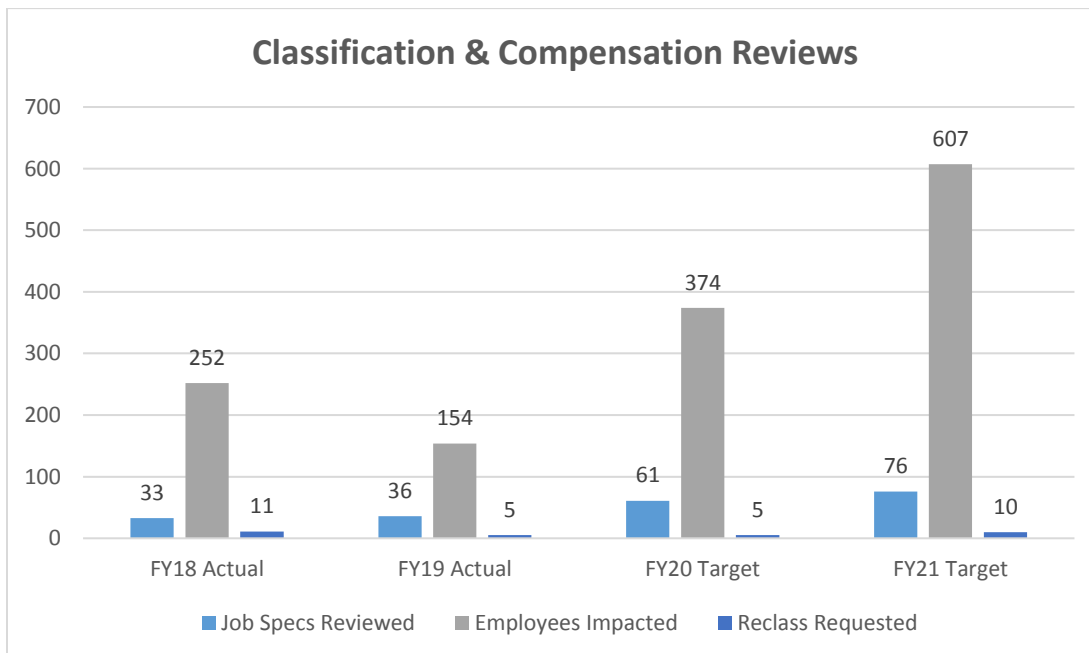
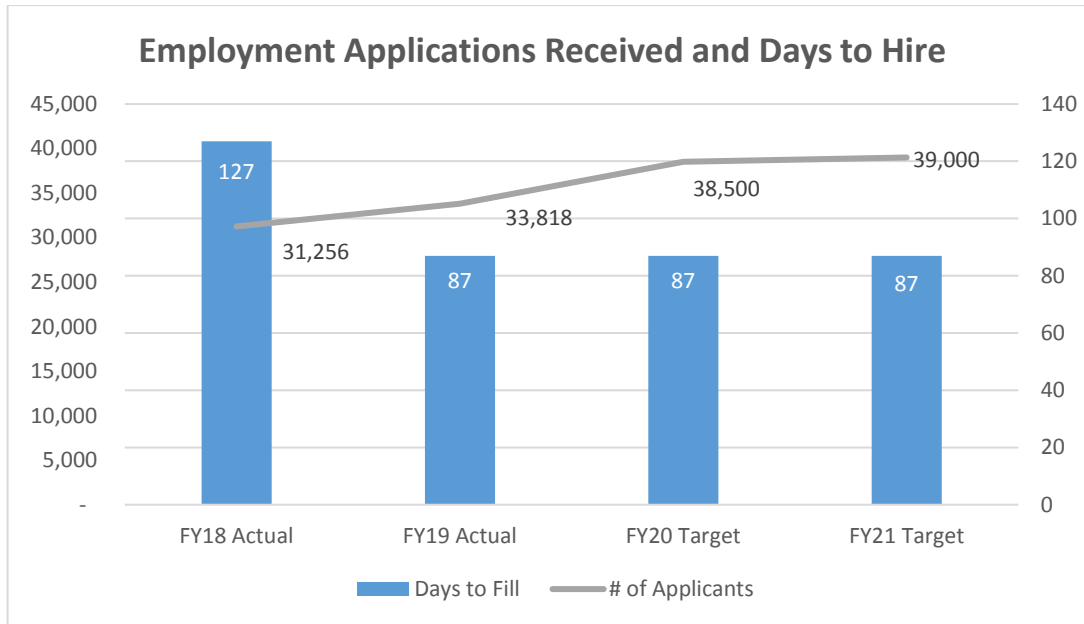
Other Operating Charges: This category includes an increase of 2.9% (\$12,139) for supplies, materials and professional services to support the Classification and Compensation study, labor negotiations, and employee records technical support.

Chargebacks: Have been adjusted for wage and benefit allocations.



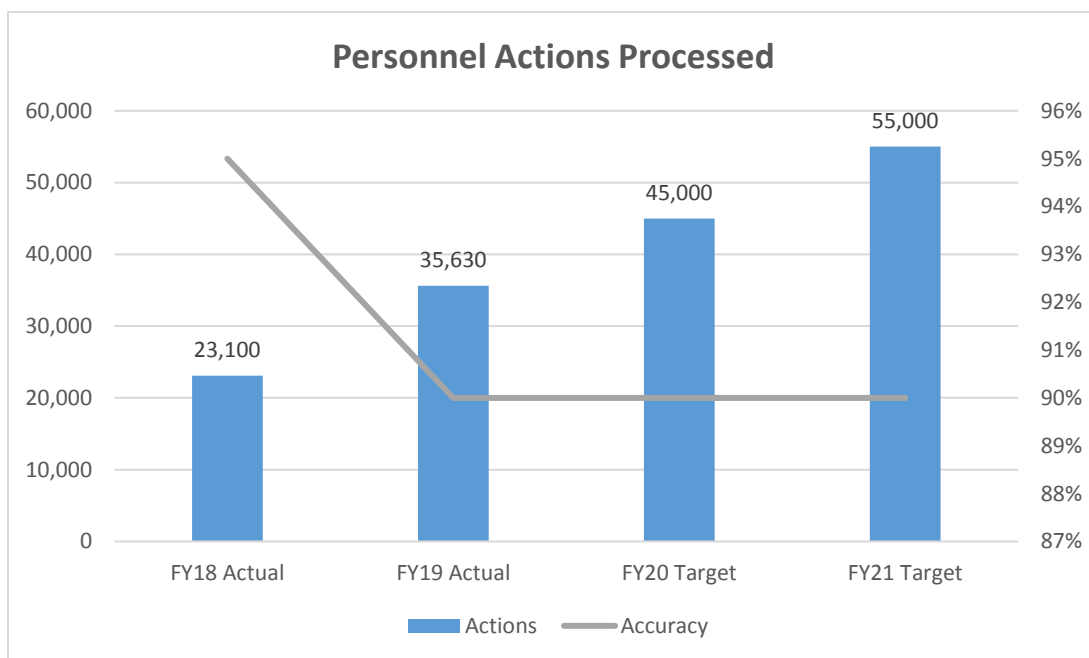
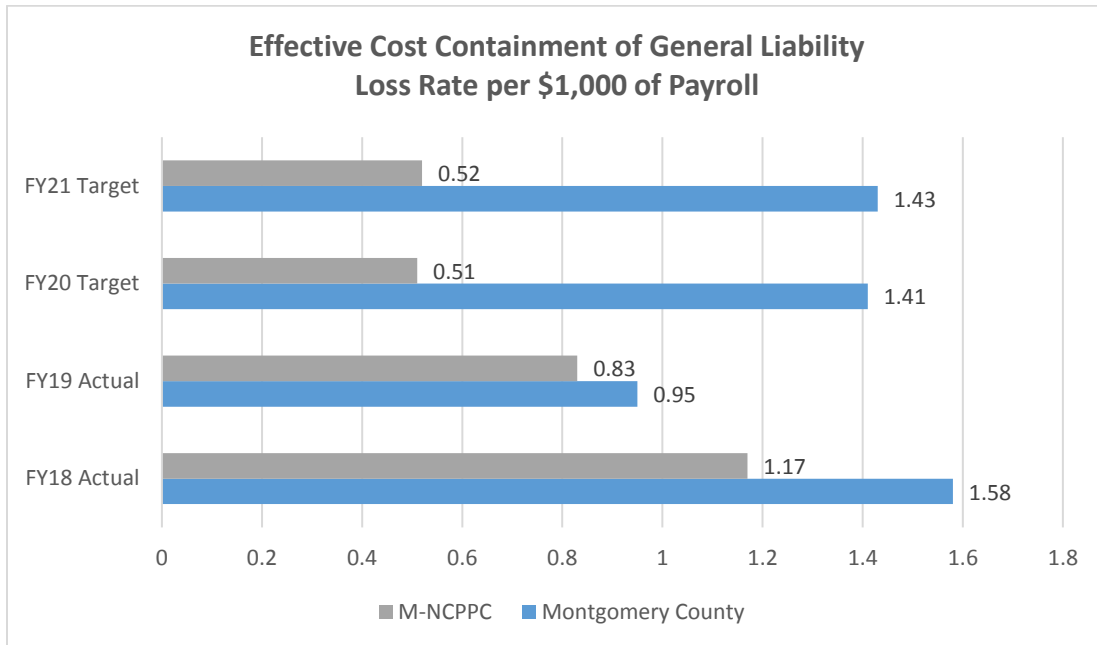
Central Administrative Services Department of Human Resources and Management

GOALS AND PERFORMANCE MEASURES



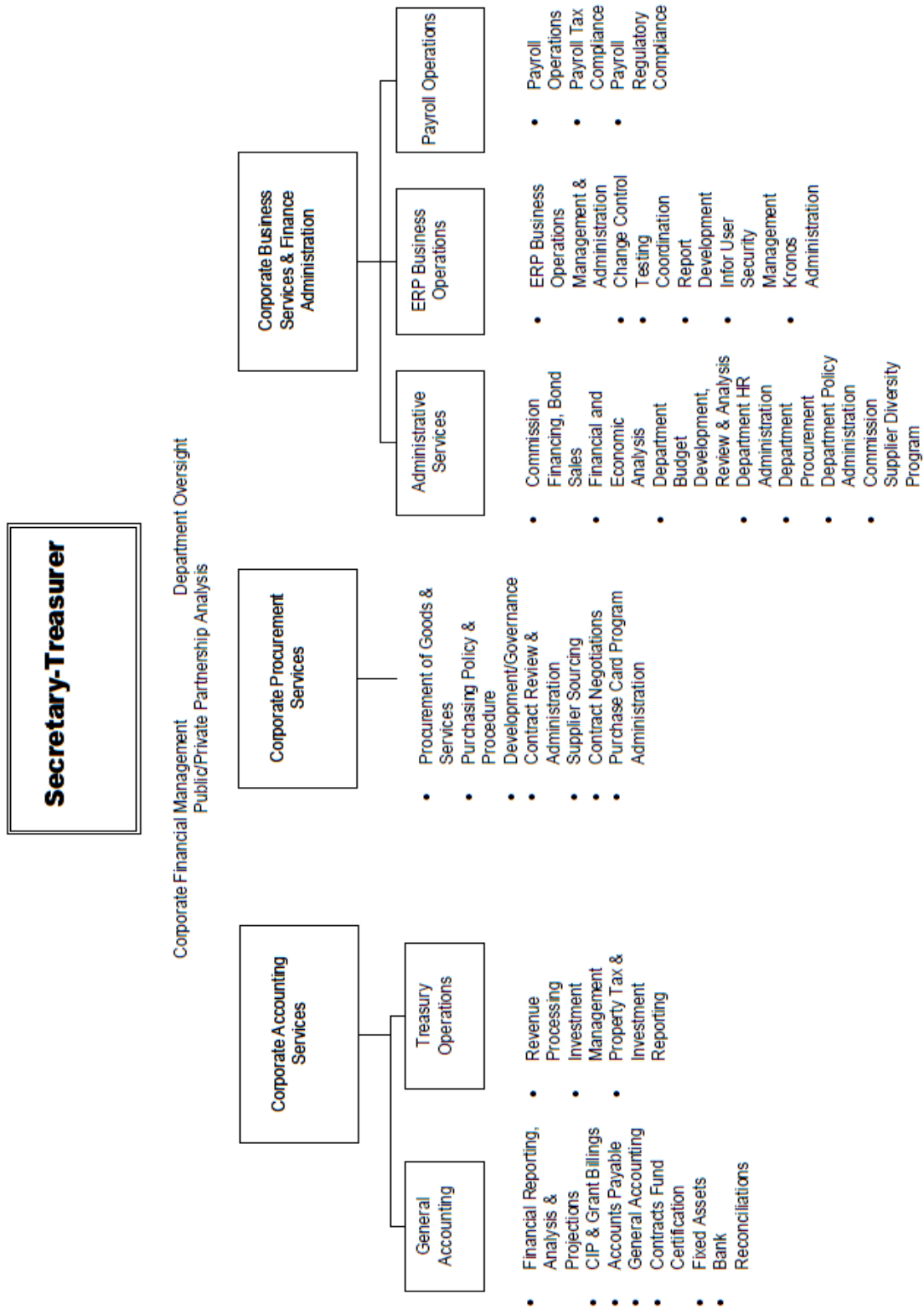
Central Administrative Services

Department of Human Resources and Management



ORGANIZATIONAL STRUCTURE

DEPARTMENT OF FINANCE



Central Administrative Services

Finance Department

OVERVIEW

The Finance Department operates under the direction of the Secretary-Treasurer and is organized into three divisions: Corporate Business Services & Finance Administration, Corporate Accounting Services, and Corporate Procurement Services. 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) Program Management.

MISSION

The Finance Department's mission is to provide comprehensive financial services, maintain strong internal controls, and implement and administer corporate management information systems using advanced technologies for Commission management and staff, Montgomery and Prince George's County governments, and other relevant outside entities 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 – Corporate & Business Services Division

The Office of the Secretary-Treasurer – Corporate & Business Services Division has three (3) major work programs: Department Management, Payroll Operations, and ERP Operations Management. Department Management has four (4) major functions: provide corporate financial oversight; direct the overall operations of the Finance Department; oversee the Supplier Diversity Program; and 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 Program Management is responsible for oversight, management, user-security, change management and change control of the ERP business systems, and provides operations support to the payroll, Kronos, general ledger and procurement systems. 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.

Corporate Accounting Division

The Corporate 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

Corporate Procurement Division

The major function of the Corporate Procurement 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 47th consecutive year in FY2019. The Commission has received this award longer than any other organization in its category.

BUDGET AT A GLANCE

Summary of Finance Department Budget

	FY20	FY21	%	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$2,353,443	\$2,254,622	-4.2%	44.2%
Staffing				
Funded Career Positions	20.47	20.92	2.2%	44.5%
Funded Workyears	19.58	20.02	2.2%	44.5%
Prince George's County Budget				
Expenditures	\$2,623,117	\$2,847,237	8.5%	55.8%
Staffing				
Funded Career Positions	25.53	26.08	2.2%	55.5%
Funded Workyears	24.42	24.98	2.3%	55.5%
Combined Department Total Budget				
Expenditures	\$4,976,560	\$5,101,859	2.5%	100.0%
Staffing				
Funded Career Positions	46.00	47.00	2.2%	100.0%
Funded Workyears	44.00	45.00	2.3%	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 FY21 PROPOSED BUDGET

The FY21 Proposed Budget is \$5,101,859 reflects a 2.5% increase from the FY20 adopted budget after chargebacks.

The Personnel Services budget increased by \$21,938 in salaries and by \$128,053 in benefits due to the additional Supplier Diversity Program Manager position and other benefit cost changes.

In developing this preliminary estimate of the FY21 budget request, the Finance Department has carefully considered how to meet the service needs of the operating departments.

After careful consideration and input from the operating departments, there is one proposed funding request for fiscal 2021:

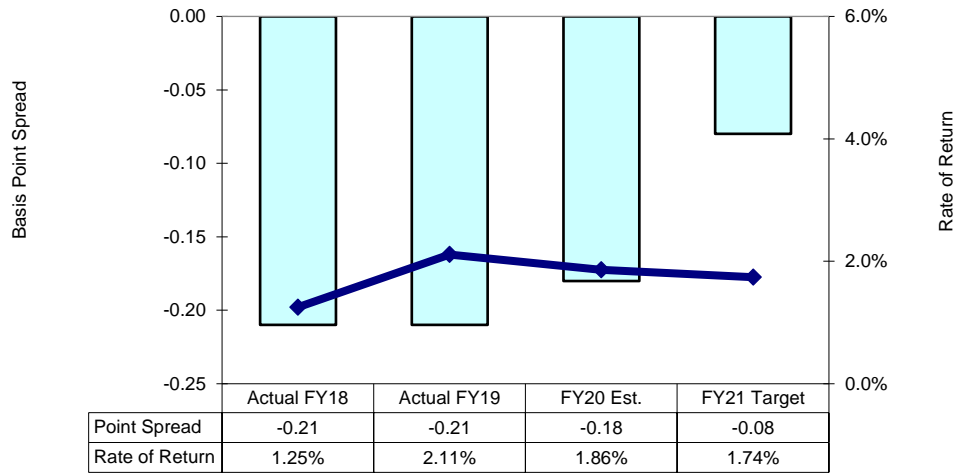
- A new position is requested in the Secretary-Treasurer's Office to monitor and administer the Supplier Diversity Program currently under development, as mandated by the legislature. To be effective, such a program requires a champion separate from those who perform procurement tasks in the Finance Department as well as the operating departments.



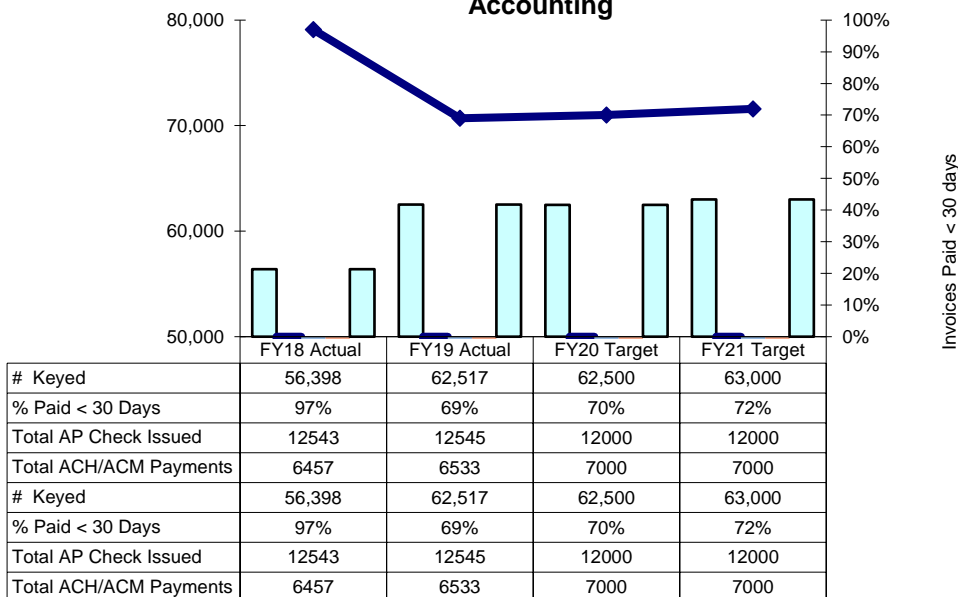
Central Administrative Services Finance Department

GOALS AND PERFORMANCE MEASURES

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

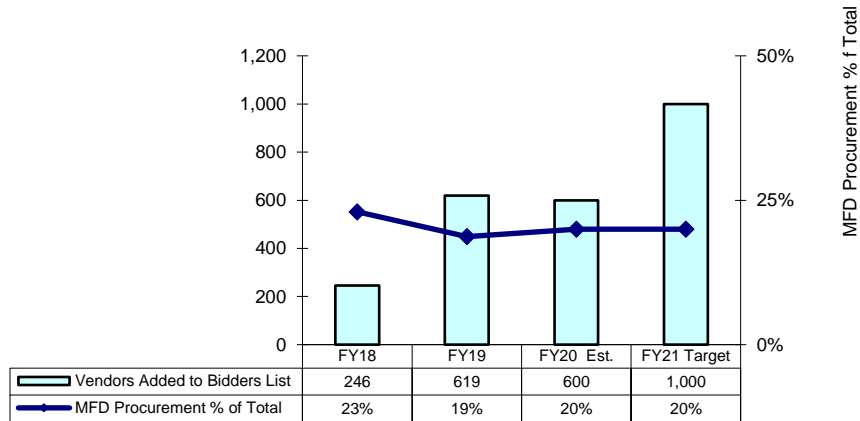


Accounting



Central Administrative Services Finance Department

MFD Procurement Opportunity Minority, Female or Disability Owned



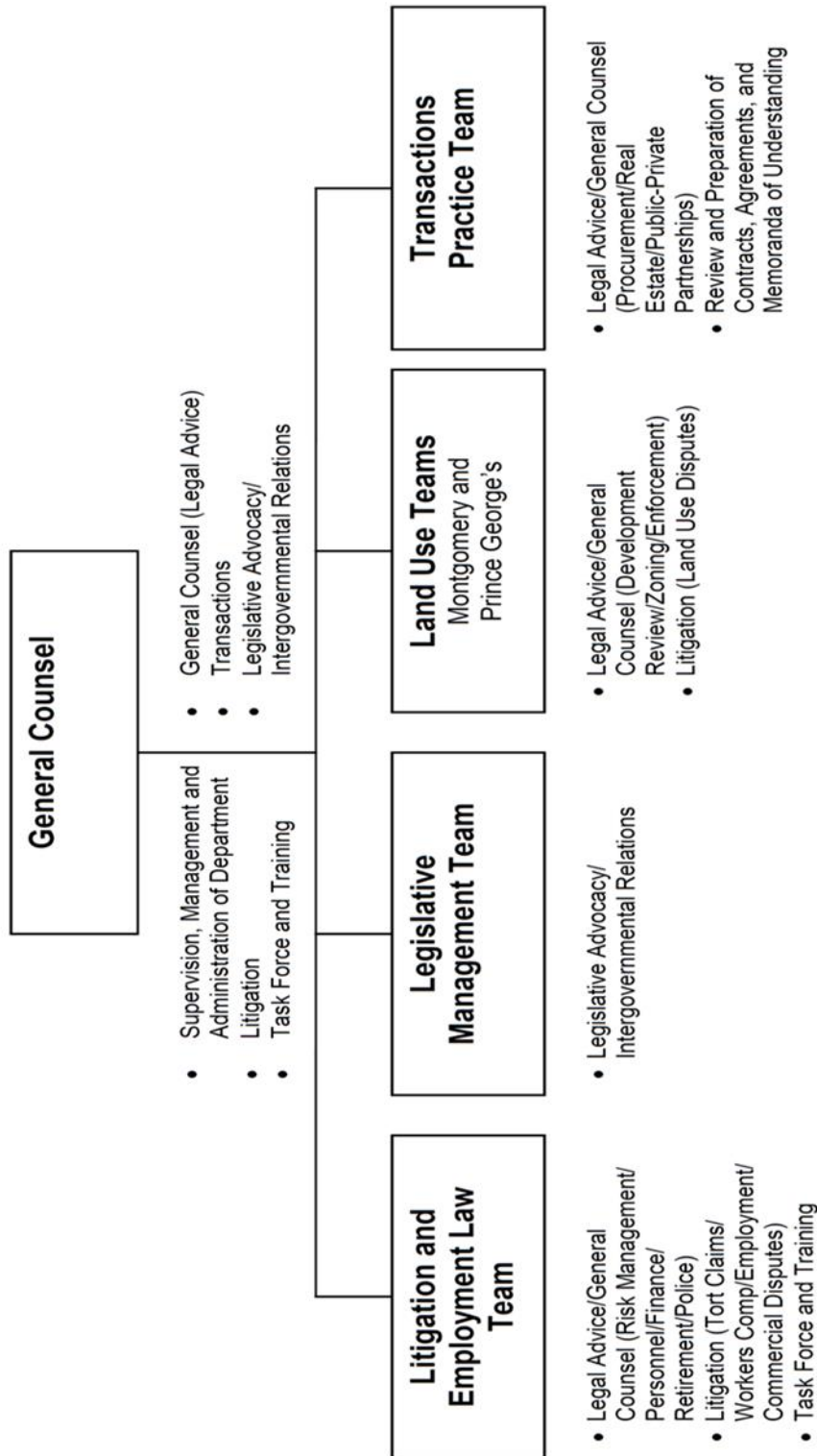
Bond Rating Data

Rating Agency Information	FY18	FY19	FY20 Est.	FY21 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

LEGAL DEPARTMENT



Central Administrative Services Legal Department

OVERVIEW

The Office of the General Counsel (OGC or Legal Department) delivers a comprehensive program of legal services to the Commission, supporting almost every facet of the agency'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



Central Administrative Services Legal Department

ACCOMPLISHMENTS

Protecting the Public Interest in Litigation: During FY 2019, the OGC registered 20 new litigation cases and closed 34 cases – ending the year with 14 cases pending in state and federal courts. The cases closed during the year covered a variety of conventional disputes, including 9 ordinary tort claims, 4 workers compensation appeals and 7 contract disputes. Most notably, the Commission’s legal team welcomed the final decision by the U.S. Supreme Court that ended a seven-year fight to preserve the agency’s stewardship of the historic Bladensburg Peace Cross World War I memorial after a challenge under the Establishment Clause. The Commission litigation team consistently delivered successful results, with the Commission prevailing in a number of notable cases – for example, our defense verdict in an unusually complex vehicle tort case. In Montgomery County, Commission lawyers successfully defended several Planning Board approvals, including the development of the WMAL property, the redevelopment of the property immediately adjacent to the Bethesda Metro station, a church and accompanying school on New Hampshire Avenue, and a subdivision in Potomac.

Proactive Legal Support for Commission Policy Makers: The Legal Department continued in its tradition of delivering real-time, preventive counsel to support sound business and public policy decisions. During FY 2019, our work included: drafting amendments for a new “Signature Business Headquarters” zoning use category to attract major employers to locate in Montgomery County; drafting complicated land use and licensing laws to regulate the rollout of 5G small cell technology in Prince George’s County and comply with federal regulation; structuring a forest conservation plan amendment that enabled Congressional Country Club to win re-designation for the PGA Tour; developing an effective strategy to assure a service contractor’s compliance with local wage and hour laws; and advising the agency’s management on the implementation of the Maryland Healthy Working Families Act. In addition, each OGC Land Use team continued its history of legal support for staff working to help vet important development projects, such as the redevelopment of the Montgomery Village Golf Course in Montgomery County and the redevelopment of Beltway Plaza, a mixed-use project in Prince George’s County that consumes 1,000,000 square feet under roof.

Building Quality of Life – One Transaction at a Time: The Commission Transactions Practice Team 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. In FY 2019 the Transactions Team approved approximately 670 procurement related contracts for legal sufficiency. Examples of important projects initiated or completed during FY 2019 include the successful negotiation and completion of complex agreements for: the Commission’s use of the proposed Liberty Sports Park Lacrosse complex in Bowie, Maryland; an innovative Montgomery Parks eBike/eScooter Pilot Program using certain Commission trails in both counties; for a Commission wide vending machine services agreement to provide healthy vending snacks in all Commission facilities as part of the Commission’s Healthy Vending Program; a multimillion Water Quality Protection Fund agreement with the Montgomery County Department of Environmental Resources; and for multiple technology agreements for the technology systems.



Central Administrative Services Legal Department

Legislative Support: In its role as legislative advocate for the Commission, the OGC Legislative Management Team lobbied or monitored over 160 bills during the 2019 Session of the Maryland General Assembly, including about 20 bills relating directly to agency operations in Prince George’s or Montgomery County. In addition, the Commission’s team in Annapolis engaged directly in advocating for a healthy bi-county share of the State’s Program Open Space “Local Side” funding, resulting in allocations for Montgomery County and Prince George’s County of \$8.6 and \$7.4 million, respectively.

BUDGET AT A GLANCE

The Legal Department’s FY 2021 funding request will show a maintenance level budget – that takes into account the reduced service level at MRO that was required to meet the FY19 and FY20 funding cuts in Montgomery County Administrative Fund. After accounting for the combined fiscal impact of personnel changes, including expected changes in fringe benefit costs, the fiscal impact of our personnel budget would be a net increase of \$235,070, which results in a budget for personnel services allocable to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$152,267
- Prince George’s County Administration Fund: \$82,803

Additionally, this budget reflects the updated allocation formula (“split”) for Montgomery/Prince George’s County at 48.9%/51.1% respectively, as well as any changes in non-departmental charges passed through for capital equipment, the CIO allocation, etc.

Restoration of FY20 Montgomery County Reduction:

As you may recall, last year, the Legal Department was able to attain the reduced spending targets imposed during the budget cycle for Montgomery County by using salary lapse savings. We are accordingly proposing to restore the capacity to cover those expenses at the approved FY20 levels.



Central Administrative Services Legal Department

Summary of Legal Department Budget

		FY20	FY21	%	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$1,487,160	\$1,639,427	10.2%	54.6%
Staffing	Funded Career Positions	13.00	13.00	0.0%	52.0%
	Funded Workyears	13.00	13.00	0.0%	52.0%
Prince George's County Budget					
Budget	Expenditures	\$1,282,781	\$1,365,584	6.5%	45.4%
Staffing	Funded Career Positions	12.00	12.00	0.0%	48.0%
	Funded Workyears	12.00	12.00	0.0%	48.0%
Combined Department Total Budget					
Budget	Expenditures	\$2,769,941	\$3,005,011	8.5%	100.0%
Staffing	Funded Career Positions	25.00	25.00	0.0%	100.0%
	Funded Workyears	25.00	25.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The FY21 Proposed Budget proposes a maintenance level budget with a modest pass-through of interdepartmental chargebacks.



Central Administrative Services

Office of Inspector General

OVERVIEW

The Office of the Inspector General (OIG) obtains its authority through the Annotated Code of Maryland §15-501-508. The OIG assists the Maryland-National Capital Park and Planning Commission (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.

The Inspector General is appointed by and reports to the Commission's Audit Committee (AC). In addition to the Inspector General, OIG personnel consist of three (3) Assistant Inspectors General, one (1) IT Audit Manager, and a part-time Administrative Assistant.

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

- Performance audits provide objective analysis to assist management and those charged with governance and oversight in using the information to improve program performance and operations, reduce costs, and facilitate decision making. The OIG completed 11 performance audits in FY19. Six (6) of the audits included a review of Commission-wide programs such as Competitive Bid Waivers, Treasury Operations, and Park Police Overtime. Five (5) of the audits were full facility audits. As a result of these reviews, the OIG presented 41 audit recommendations to improve the effective and efficient operation of M-NCPPC programs and facilities.
- The OIG completed 13 fraud, waste, and abuse investigations, 9 management advisories, and 21 follow-up reviews. Upon completion of the follow-up reviews, the OIG was able to conclude 82 of the 94 (87%) audit recommendations reviewed were satisfactorily resolved.
- The OIG facilitated a Commission-wide risk assessment in May 2018. As part of the assessment process, the OIG 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 FY19 Audit Plan, which was subsequently approved by the AC. These activities furthered the OIG'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

	<u>FY20 Adopted</u>	<u>FY21 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
Montgomery County Budget				
Budget				
Expenditures	\$285,643	\$391,353	37.0%	44.2%
Staffing				
Funded Career Positions	2.00	2.50	25.0%	41.7%
Funded Workyears	2.20	2.70	22.7%	41.5%
Prince George's County Budget				
Budget				
Expenditures	\$399,082	\$493,660	23.7%	55.8%
Staffing				
Funded Career Positions	3.00	3.50	16.7%	58.3%
Funded Workyears	3.30	3.80	15.2%	58.5%
Combined Department Total Budget				
Budget				
Expenditures	\$684,725	\$885,013	29.3%	100.0%
Staffing				
Funded Career Positions	5.00	6.00	20.0%	100.0%
Funded Workyears	5.50	6.50	18.2%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The FY21 proposed budget of \$885,013 represents a 29.3% (or \$200,288) increase over FY20 adopted budget of \$684,725. Most of the increase (\$174,274) can be attributed to salary and benefit increases summarized below:

- For FY21, the OIG has requested a new Inspector III position budgeted at \$139,652 (salary and benefits). The position is needed to ensure all fraud, waste, and abuse allegations can be thoroughly investigated and corresponding recommendations can be put forth to strengthen internal controls.
- Other approved salary and benefit increases of \$42,773 are reflected in the FY21 proposed budget.
- Prince George's County chargebacks increased by \$8,151, offsetting the increases in personnel costs. The increase is due to approved salary and benefit costs of a full time Inspector.

Note: FY21 projections do not include FY21 compensation markers.



Central Administrative Services Office of Inspector General

Additional new funding requests in FY21 include a \$8,800 increase to the training budget, \$3,000 in funding to cover required peer review costs, and an additional \$13,320 in funding to cover CIO/CWIT initiatives.

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.

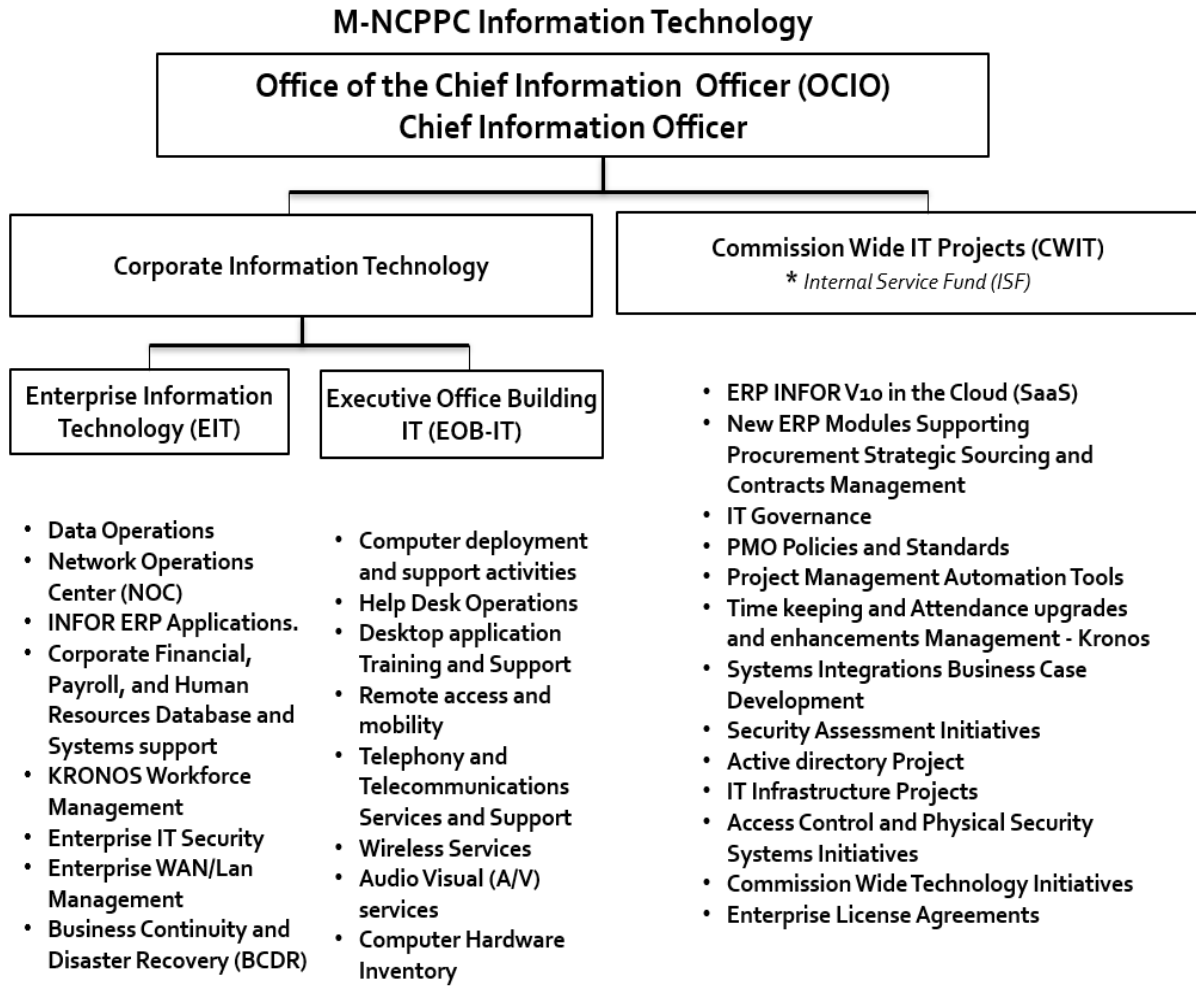
Performance Measures:

- 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 investigations 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.



Central Administrative Services Corporate IT

ORGANIZATIONAL STRUCTURE



** Internal Service Fund (ISF)*



Central Administrative Services

Corporate IT

OVERVIEW

Corporate IT is responsible for the Corporate Data Center and Network Operation Center. It is comprised of two Divisions: Enterprise IT (EIT) and Executive Office Building IT (EOB-IT). Driven by IT governance policies, EIT executes the CIO’s objectives to deliver IT infrastructure, Systems, Applications, 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. EOB-IT objectives are focused on the delivery of 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 division will soon rollout a robust help desk solution supporting users across the commission in the areas of ERP, Time Management (Kronos) system, payroll, HR related matters, and all of Bi-County staff at EOB. Additionally, the division delivers against well-defined service criteria and supports the virtual desktop environment.

PROGRAMS AND SERVICES PROVIDED

Corporate IT provides core business systems and support to all Departments and IT Infrastructure standards and services Commission-wide. EOB-IT supports the Executive Office Building and the Office of the Inspector General located at Walker Drive.

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

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

Core Business Financial Systems

<ul style="list-style-type: none"> Financial Systems Management - Infor ERP Modules - Accounting, Purchasing, Fixed Assets, Strategic Sourcing and Contracts Management 	<ul style="list-style-type: none"> SYMPRO Investment and Debt Management AOS - Accounts payable Online System
<ul style="list-style-type: none"> Purchasing Bidders List and Contract Log 	<ul style="list-style-type: none"> Lawson Budgeting & Planning
<ul style="list-style-type: none"> Energy CAP Utility and Management 	<ul style="list-style-type: none"> Performance series - prior financial system for archive
<ul style="list-style-type: none"> Purchase Card System 	<ul style="list-style-type: none"> Kinsey Reporting
<ul style="list-style-type: none"> MHC – ERP Document Management 	<ul style="list-style-type: none"> DSS – Employee Document Self Service (Pay stub and W-2 forms)
<ul style="list-style-type: none"> Application Support 	<ul style="list-style-type: none"> Oracle Database management and SQL Database Management



Central Administrative Services Corporate IT

Core Business Human Resources Systems

<ul style="list-style-type: none"> • Infor ERP modules: HR, Benefits Administration, Salary Administration, Training & Development, Safety & Health • NEOGOV workforce recruitment 	<ul style="list-style-type: none"> • Digital Personnel Action automation Management and Support • Employees' Retirement System • ePersonality
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Program Support Systems

<ul style="list-style-type: none"> • Contract management • eCounsel hosted service • NeoGov hosted service • Safety Shoe program • Performance metric system • Symantec Enterprise Backup System • Archive Records Management System • ARMS • SharePoint services • Verdiem Surveyor system 	<ul style="list-style-type: none"> • Mobile Devices • ERP Human Capital Management (HCM) • Microsoft Office 365 hosted email service • Time & attendance system (Kronos) hosted system • Labor Soft Grievance hosted service • INSITE and Training Calendar • VMware virtualized servers and desktops • Disaster recovery and Business Continuity program • Building Security System (Alliance and Lenel) • Accounting Online System (AOS)
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ACCOMPLISHMENTS

Executive Office Building IT (EOB-IT):

Major EOB-IT efforts included enhancements to the Avaya telephone system. Continued the program to replace low performing desktops and laptops with new high spec hardware as part of the equipment refresh cycle. The rollout of Windows 10 to all Virtual (VMware) desktops and by the end of December 2019 to All-In-One (AIO) desktop and laptop computers. Provided expert level support to all EOB Bi-County staff to ensure excellent user experience and least disruption to work programs. expanded virtualized architecture to deploy additional Virtual Desktop Computers. This support ensures business continuity, secure integration points and optimal performance.

Enterprise IT (EIT):

EIT provided additional security enhancements to strengthen the HMC Document Management Systems and environment. The Employee Document Management System (DSS) which is the system where employees can securely access their pay stubs and W-2s from anywhere was successfully launched and is being supported by EIT and EOB-IT. EIT firewall was further optimized and strengthened to meet strict security guidelines. Replacement of the building security system is in year two and going on schedule. Implemented a robust network load balancer to optimize and improve performance. The load balancer will distribute traffic over two Internet Service Providers (ISPs) to increase resilience and reduce the need for costly bandwidth upgrades.



Central Administrative Services Corporate IT

BUDGET AT A GLANCE

Summary of Corporate IT Budget

		FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$1,488,157	\$1,735,335	16.6%	57.7%
Staffing	Funded Career Positions	8.84	8.84	0.0%	49.1%
	Funded Workyears	8.84	8.84	0.0%	49.1%
Prince George's County Budget					
Budget	Expenditures	\$1,458,538	\$1,269,835	-12.9%	42.3%
Staffing	Funded Career Positions	9.16	9.16	0.0%	50.9%
	Funded Workyears	9.16	9.16	0.0%	50.9%
Combined Department Total Budget					
Budget	Expenditures	\$2,946,695	\$3,005,170	2.0%	100.0%
Staffing	Funded Career Positions	18.00	18.00	0.0%	100.0%
	Funded Workyears	18.00	18.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

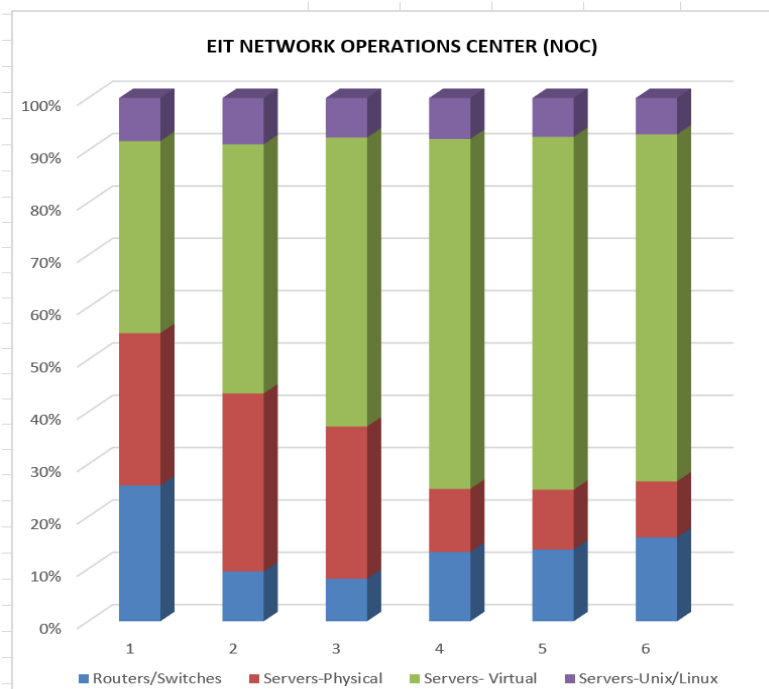
The proposed FY21 expenditure budget for is \$3,005,170, representing a \$58,475 (2.0%) increase from FY20 adopted levels. This is mainly due to an increase in chargebacks and the departmental share of the CIO/CWIT initiatives.

The only new initiative proposed for FY21 is \$85,000 for a new help desk system and \$18,380 Corporate IT share in the CIO/CWIT initiatives.

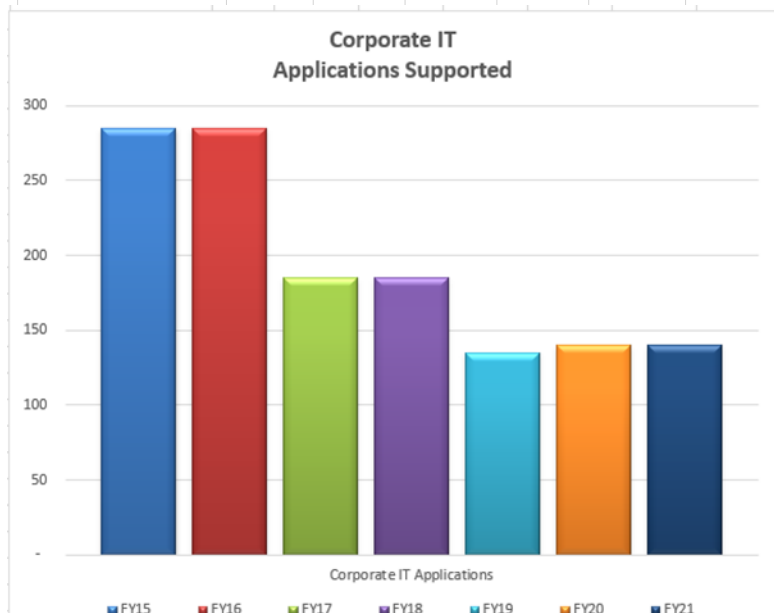


Central Administrative Services Corporate IT

GOALS AND PERFORMANCE MEASURES



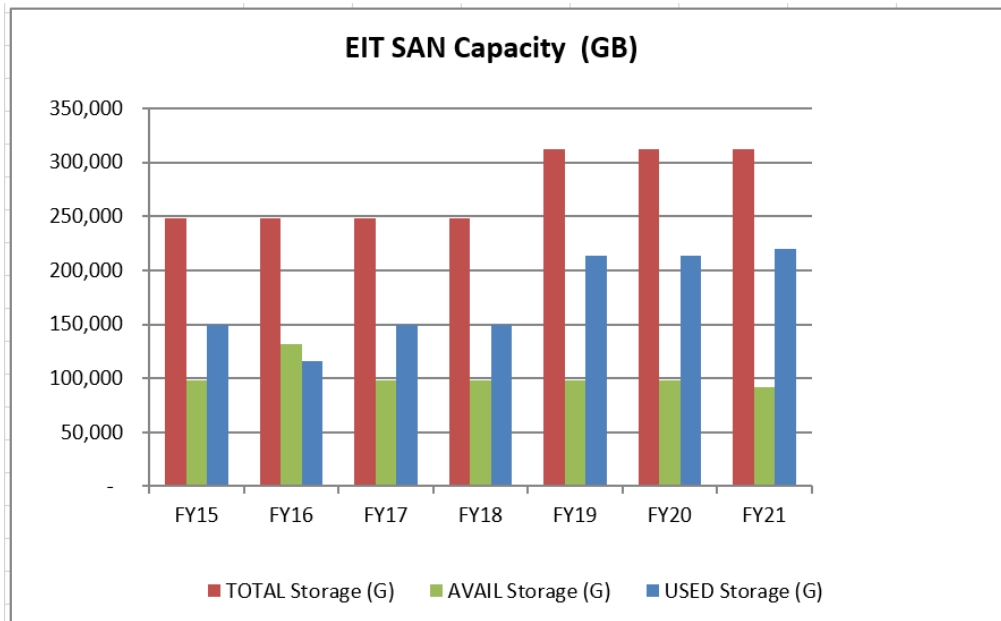
	FY 15	FY 17	FY 18	FY 19	FY 20	FY 21
Routers/Switches	41	14	14	22	24	30
Servers-Physical	46	50	50	20	20	20
Servers- Virtual	58	70	95	111	118	124
Servers-Unix/Linux	13	13	13	13	13	13



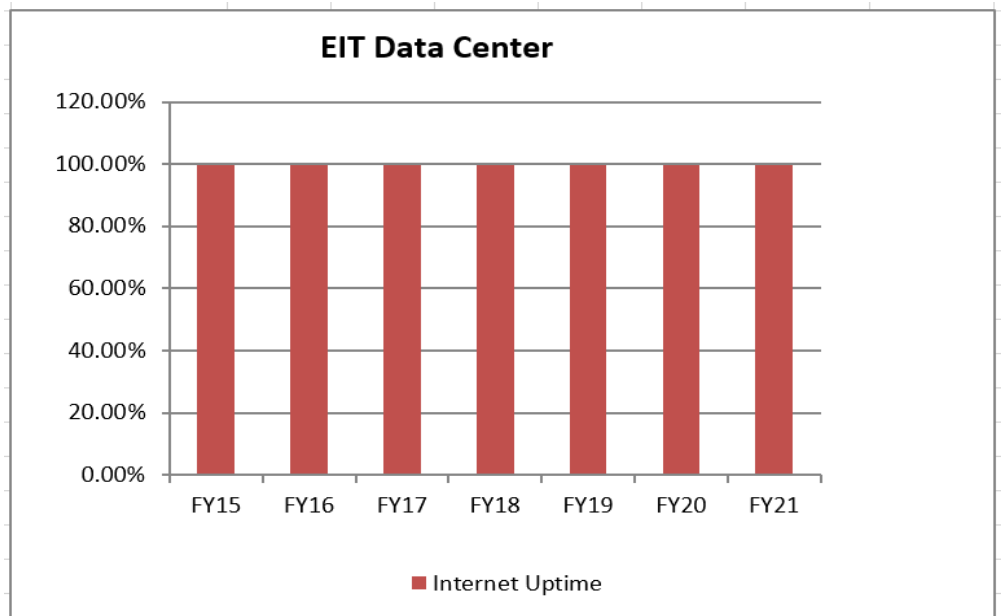
	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Corporate IT Applications	285	285	185	185	135	140	140



Central Administrative Services Corporate IT



Storage Area Network							
	FY15	FY16	FY17	FY18	FY19	FY20	FY21
TOTAL Storage (G)	248,000	248,000	248,000	248,000	312,000	312,000	312,000
AVAIL Storage (G)	98,048	131,506	98,048	98,048	98,048	98,048	92,048
USED Storage (G)	149,952	116,494	149,952	149,952	213,952	213,952	219,952



	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Internet Uptime	99.50%	99.50%	99.50%	99.50%	99.50%	99.50%	99.50%



Central Administrative Services CAS Support Services

MISSION AND OVERVIEW

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

FY20 ACCOMPLISHMENTS

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

FY21 PRIORITIES

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

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated*</u>
<i>Montgomery County Budget</i>				
Expenditures	\$643,676	\$653,092	1.5%	44.5%
<i>Prince George's County Budget</i>				
Expenditures	\$794,488	\$816,020	2.7%	55.5%
<i>Combined Department Total Budget</i>				
Expenditures	\$1,438,164	\$1,469,112	2.2%	100.0%

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



Central Administrative Services CAS Support Services

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The total FY21 proposed budget is \$1,469,112, which reflects an increase of 2.2% (\$30,948) over the FY20 adopted budget levels.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY21 budget funding allocation between the counties. These changes, which were made to reflect cost drivers, change the split to 44.4% Montgomery County and 55.6% Prince George's County. This allocation shifts 0.4% from Prince George's to Montgomery, as compared to FY20.

The CAS Support Services budget does not include funding for any positions. The largest portion of the budget (69.8% or \$1,024,712) is attributed to charges paid by CAS to house its operations. The remaining portion of the budget is detailed below:

Personnel Services: This category is for state unemployment insurance reimbursements. No staff positions or workyears are assigned to this budget.

Supplies and Materials: This category covers shared technology and equipment, minor office fixtures and equipment, and other office supplies shared by departments and units.

Other Services and Charges: This category covers telecommunications, utilities, postage, document production, and insurance.



Central Administrative Services

Merit System Board

MISSION AND OVERVIEW

The Merit System Board is authorized by the Commission's enabling legislation. It is an impartial Board composed of three public members.

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

PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

- Review, hear, and make decisions on appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.).
- Review, hear, and make decisions on appeals of concerns that have not been resolved through the agency's administrative grievance process.
- Consider input from employees and management on issues pertaining to the Merit System.
- Propose recommended changes to Merit System Rules and Regulations, with support of the agency's Corporate Policy Division and input from employees and management, to the Commission for adoption.
- Propose recommended changes to compensation and classification plans, with support of the Human Resources Division, to the Commission.
- Report on matters relating to the Merit System to the Commission.

FY20 ACCOMPLISHMENTS

The Merit System Board provided objective and timely review of an increased number of cases, position classification actions, policy recommendations, and other matters before the Board.

FY21 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

	FY20 Adopted	FY21 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$84,280	\$87,200	3.5%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Prince George's County Budget				
Expenditures	\$84,280	\$87,200	3.5%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Combined Department Total Budget				
Expenditures	\$168,560	\$174,400	3.5%	100.0%
Staffing				
Funded Career Positions	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The FY21 Merit System Board Budget is proposed at \$174,400, which reflects an increase of 3.5% (\$5,840) from FY20 levels. Both counties fund the Merit Board's budget equally.

Total funded career positions remain unchanged for FY21. Projected expenditures vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may need to request supplemental funding. Major components of the budget are listed below:

Personnel Services: This category includes salary and benefits for 1 part-time Merit System administrator and 3 part-time contract Board members. Salaries of the appointed Board members are determined by the Commission.

Supplies and Materials: This category supports the operations of the Board.

Other Services and Charges: This category is for outside legal counsel and transcription services.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	1,962,679	2,225,384	2,288,005	2.8%
Supplies and Materials	38,253	29,762	29,411	-1.2%
Other Services and Charges	460,171	330,518	345,398	4.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(183,021)	(192,487)	(203,157)	5.5%
Total	2,278,082	2,393,177	2,459,657	2.8%
Prince George's County				
Personnel Services	2,622,895	3,022,981	3,212,007	6.3%
Supplies and Materials	50,500	39,939	41,289	3.4%
Other Services and Charges	579,190	427,319	465,439	8.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(436,089)	(472,776)	(484,080)	2.4%
Total	2,816,496	3,017,463	3,234,655	7.2%
Combined Total				
Personnel Services	4,585,574	5,248,365	5,500,012	4.8%
Supplies and Materials	88,753	69,701	70,700	1.4%
Other Services and Charges	1,039,361	757,837	810,837	7.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(619,110)	(665,263)	(687,237)	3.3%
Total	5,094,578	5,410,640	5,694,312	5.2%
Department of Finance				
Montgomery County				
Personnel Services	2,197,848	2,550,570	2,486,103	-2.5%
Supplies and Materials	55,168	26,438	25,592	-3.2%
Other Services and Charges	280,130	233,814	223,927	-4.2%
Capital Outlay	58,155	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(647,500)	(457,379)	(481,000)	5.2%
Total	1,943,801	2,353,443	2,254,622	-4.2%
Prince George's County				
Personnel Services	2,831,558	3,176,738	3,391,196	6.8%
Supplies and Materials	71,077	34,062	34,908	2.5%
Other Services and Charges	327,501	277,334	288,433	4.0%
Capital Outlay	74,797	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,173,100)	(865,017)	(867,300)	0.3%
Total	2,131,833	2,623,117	2,847,237	8.5%
Combined Total				
Personnel Services	5,029,406	5,727,308	5,877,299	2.6%
Supplies and Materials	126,245	60,500	60,500	0.0%
Other Services and Charges	607,631	511,148	512,360	0.2%
Capital Outlay	132,952	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,820,600)	(1,322,396)	(1,348,300)	2.0%
Total	4,075,634	4,976,560	5,101,859	2.5%



Central Administrative Services Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,575,953	1,923,030	2,077,199	8.0%
Supplies and Materials	15,565	16,477	16,873	2.4%
Other Services and Charges	446,014	189,479	205,474	8.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(624,068)	(641,826)	(660,119)	2.9%
Total	1,413,464	1,487,160	1,639,427	10.2%
Prince George's County				
Personnel Services	1,582,269	1,888,978	1,987,772	5.2%
Supplies and Materials	15,627	16,543	16,147	-2.4%
Other Services and Charges	449,895	188,559	196,339	4.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(788,604)	(811,299)	(834,674)	2.9%
Total	1,259,187	1,282,781	1,365,584	6.5%
Combined Total				
Personnel Services	3,158,222	3,812,008	4,064,971	6.6%
Supplies and Materials	31,192	33,020	33,020	0.0%
Other Services and Charges	895,909	378,038	401,813	6.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,412,672)	(1,453,125)	(1,494,793)	2.9%
Total	2,672,651	2,769,941	3,005,011	8.5%
Merit System Board				
Montgomery County				
Personnel Services	61,725	67,310	70,155	4.2%
Supplies and Materials	567	900	900	0.0%
Other Services and Charges	8,930	16,070	16,145	0.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	71,222	84,280	87,200	3.5%
Prince George's County				
Personnel Services	61,725	67,310	70,155	4.2%
Supplies and Materials	567	900	900	0.0%
Other Services and Charges	8,930	16,070	16,145	0.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	71,222	84,280	87,200	3.5%
Combined Total				
Personnel Services	123,450	134,620	140,310	4.2%
Supplies and Materials	1,134	1,800	1,800	0.0%
Other Services and Charges	17,860	32,140	32,290	0.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	142,444	168,560	174,400	3.5%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES
Expenditures by Department by Type
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	%
				Change
Office of Inspector General				
Montgomery County				
Personnel Services	254,575	272,931	366,270	34.2%
Supplies and Materials	1,290	2,203	2,400	8.9%
Other Services and Charges	13,029	10,509	22,683	115.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>268,894</u>	<u>285,643</u>	<u>391,353</u>	<u>37.0%</u>
Prince George's County				
Personnel Services	485,465	513,613	602,699	17.3%
Supplies and Materials	2,350	4,147	3,948	-4.8%
Other Services and Charges	15,857	16,460	30,302	84.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(127,118)	(135,138)	(143,289)	6.0%
Total	<u>376,554</u>	<u>399,082</u>	<u>493,660</u>	<u>23.7%</u>
Combined Total				
Personnel Services	740,040	786,544	968,969	23.2%
Supplies and Materials	3,640	6,350	6,348	0.0%
Other Services and Charges	28,886	26,969	52,985	96.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(127,118)	(135,138)	(143,289)	6.0%
Total	<u>645,448</u>	<u>684,725</u>	<u>885,013</u>	<u>29.3%</u>
Corporate IT				
Montgomery County				
Personnel Services	1,062,231	1,134,757	1,329,997	17.2%
Supplies and Materials	48,464	93,094	77,777	-16.5%
Other Services and Charges	765,218	907,377	1,048,593	15.6%
Capital Outlay	27,316	-	1,473	-
Other Classifications	-	-	-	-
Chargebacks	(351,969)	(647,071)	(722,505)	11.7%
Total	<u>1,551,260</u>	<u>1,488,157</u>	<u>1,735,335</u>	<u>16.6%</u>
Prince George's County				
Personnel Services	1,368,512	1,415,245	1,378,749	-2.6%
Supplies and Materials	62,439	116,106	80,626	-30.6%
Other Services and Charges	926,405	1,057,866	1,074,105	1.5%
Capital Outlay	32,705	-	1,527	-
Other Classifications	-	-	-	-
Chargebacks	(649,296)	(1,130,679)	(1,265,172)	11.9%
Total	<u>1,740,765</u>	<u>1,458,538</u>	<u>1,269,835</u>	<u>-12.9%</u>
Combined Total				
Personnel Services	2,430,743	2,550,002	2,708,746	6.2%
Supplies and Materials	110,903	209,200	158,403	-24.3%
Other Services and Charges	1,691,623	1,965,243	2,122,698	8.0%
Capital Outlay	60,021	-	3,000	-
Other Classifications	-	-	-	-
Chargebacks	(1,001,265)	(1,777,750)	(1,987,677)	11.8%
Total	<u>3,292,025</u>	<u>2,946,695</u>	<u>3,005,170</u>	<u>2.0%</u>



Central Administrative Services Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
CAS Support Services				
Montgomery County				
Personnel Services	1,274	4,460	4,440	-0.4%
Supplies and Materials	20,209	22,127	22,422	1.3%
Other Services and Charges	561,335	617,089	626,230	1.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	582,818	643,676	653,092	1.5%
Prince George's County				
Personnel Services	1,601	5,540	5,560	0.4%
Supplies and Materials	25,409	27,374	28,078	2.6%
Other Services and Charges	706,978	761,574	782,382	2.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	733,988	794,488	816,020	2.7%
Combined Total				
Personnel Services	2,875	10,000	10,000	0.0%
Supplies and Materials	45,618	49,501	50,500	2.0%
Other Services and Charges	1,268,313	1,378,663	1,408,612	2.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,316,806	1,438,164	1,469,112	2.2%
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	7,116,285	8,178,442	8,622,169	5.4%
Supplies and Materials	179,516	191,001	175,375	-8.2%
Other Services and Charges	2,534,827	2,304,856	2,488,450	8.0%
Capital Outlay	85,471	-	1,473	-
Other Classifications	-	-	-	-
Chargebacks	(1,806,558)	(1,938,763)	(2,066,781)	6.6%
Total	8,109,541	8,735,536	9,220,686	5.6%
Prince George's County				
Personnel Services	8,954,025	10,090,405	10,648,138	5.5%
Supplies and Materials	227,969	239,071	205,896	-13.9%
Other Services and Charges	3,014,756	2,745,182	2,853,145	3.9%
Capital Outlay	107,502	-	1,527	-
Other Classifications	-	-	-	-
Chargebacks	(3,174,207)	(3,414,909)	(3,594,515)	5.3%
Total	9,130,045	9,659,749	10,114,191	4.7%
Combined Total				
Personnel Services	16,070,310	18,268,847	19,270,307	5.5%
Supplies and Materials	407,485	430,072	381,271	-11.3%
Other Services and Charges	5,549,583	5,050,038	5,341,595	5.8%
Capital Outlay	192,973	-	3,000	-
Other Classifications	-	-	-	-
Chargebacks	(4,980,765)	(5,353,672)	(5,661,296)	5.7%
Total	17,239,586	18,395,285	19,334,877	5.1%



Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 19		FY 20		FY 21	
	Budget POS	WYS	Adopted POS	WYS	Proposed POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	16.99	16.64	16.99	16.64	16.99	16.64
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	17.49	16.89	17.49	16.89	17.49	16.89
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	18.49	16.64	18.49	16.64	18.49	16.64
<i>Prince George's County</i>						
Full-Time Career	23.01	22.86	23.01	22.86	23.01	22.86
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	23.51	23.11	23.51	23.11	23.51	23.11
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	24.51	23.36	24.51	23.36	24.51	23.36
TOTAL						
Full-Time Career	40.00	39.50	40.00	39.50	40.00	39.50
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	41.00	40.00	41.00	40.00	41.00	40.00
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		-		-		-
Less Lapse		(2.00)		(2.00)		(2.00)
Total Dept of Hmn. Res. & Mgmt.	43.00	40.00	43.00	40.00	43.00	40.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	18.83	18.35	20.03	19.58	20.47	20.02
Part-Time Career	0.44	0.22	0.44	-	0.45	-
Career Total	19.27	18.57	20.47	19.58	20.92	20.02
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	19.27	18.57	20.47	19.58	20.92	20.02
<i>Prince George's County</i>						
Full-Time Career	24.17	23.65	24.97	24.42	25.53	24.98
Part-Time Career	0.56	0.28	0.56	-	0.55	-
Career Total	24.73	23.93	25.53	24.42	26.08	24.98
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	24.73	23.93	25.53	24.42	26.08	24.98
TOTAL						
Full-Time Career	43.00	42.00	45.00	44.00	46.00	45.00
Part-Time Career	1.00	0.50	1.00	-	1.00	-
Career Total	44.00	42.50	46.00	44.00	47.00	45.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Total Department of Finance	44.00	42.50	46.00	44.00	47.00	45.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 19 Budget		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	13.00	13.00	13.00	13.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.00	13.00	13.00	13.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.00	13.00	13.00	13.00	13.00	13.00
<i>Prince George's County</i>						
Full-Time Career	12.00	12.00	12.00	12.00	12.00	12.00
Part-Time Career	-	-	-	-	-	-
Career Total	12.00	12.00	12.00	12.00	12.00	12.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	12.00	12.00	12.00	12.00	12.00	12.00
TOTAL						
Full-Time Career	25.00	25.00	25.00	25.00	25.00	25.00
Part-Time Career	-	-	-	-	-	-
Career Total	25.00	25.00	25.00	25.00	25.00	25.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	25.00	25.00	25.00	25.00	25.00	25.00
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
TOTAL						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	0.50	1.00	0.50	1.00	0.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	1.00	0.50	1.00	0.50	1.00	0.50



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 19 Budget		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
OFFICE OF INSPECTOR GENERAL						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	2.50	2.50
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.50	2.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.20	-	0.20	-	0.20
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	2.00	2.20	2.00	2.20	2.50	2.70
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.50	3.50
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.50	3.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.30	-	0.30	-	0.30
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	3.00	3.30	3.00	3.30	3.50	3.80
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	6.00	6.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
Total Inspector General	5.00	5.50	5.00	5.50	6.00	6.50
CORPORATE IT						
<i>Montgomery County</i>						
Full-Time Career	7.90	7.90	7.90	7.90	8.84	8.84
Part-Time Career	-	-	-	-	-	-
Career Total	7.90	7.90	7.90	7.90	8.84	8.84
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	7.90	7.90	7.90	7.90	8.84	8.84
<i>Prince George's County</i>						
Full-Time Career	10.10	10.10	10.10	10.10	9.16	9.16
Part-Time Career	-	-	-	-	-	-
Career Total	10.10	10.10	10.10	10.10	9.16	9.16
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	10.10	10.10	10.10	10.10	9.16	9.16
TOTAL						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Corporate IT	18.00	18.00	18.00	18.00	18.00	18.00



Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 19		FY 20		FY 21	
	Budget		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	59.22	58.14	60.42	59.37	62.30	61.25
Part-Time Career	0.94	0.47	0.94	0.25	0.95	0.25
Career Total	60.16	58.61	61.36	59.62	63.25	61.50
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal CAS	61.16	58.56	62.36	59.57	64.25	61.45
<i>Prince George's County</i>						
Full-Time Career	72.78	71.86	73.58	72.63	73.70	72.75
Part-Time Career	1.06	0.53	1.06	0.25	1.05	0.25
Career Total	73.84	72.39	74.64	72.88	74.75	73.00
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal CAS	74.84	72.94	75.64	73.43	75.75	73.55
TOTAL						
Full-Time Career	132.00	130.00	134.00	132.00	136.00	134.00
Part-Time Career	2.00	1.00	2.00	0.50	2.00	0.50
Career Total	134.00	131.00	136.00	132.50	138.00	134.50
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		(2.00)		(2.00)		(2.00)
Total CAS	136.00	131.50	138.00	133.00	140.00	135.00



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 markers for total Administration Fund)
- Inter-fund transfers
- Reserve accounts

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget	<u>FY20 Adopted</u>	<u>FY21 Proposed</u>	<u>% Change</u>
OPEB Prefunding	\$ 767,404	\$ 821,108	7.0%
OPEB PayGo	1,115,119	1,255,508	12.6%
Marker for Changes to Employee Comp. <i>(included in Divisional Budgets)</i>		698,700	-
Marker for Possible Reclasifications	220,827	257,435	16.6%
Transfer to Park Fund	3,000,000	3,000,000	0.0%
Transfer to Capital Projects Fund	30,000	30,000	0.0%
Operating Expenditure Reserve @ 5%	<u>2,656,700</u>	<u>2,738,700</u>	<u>3.1%</u>
Total Expenditures	\$ 7,790,050	\$ 8,801,451	13.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo increase by \$194,093 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$956,135 is included for:
 - 1) a compensation marker. We are in full contract negotiations with the FOP, and are beginning a wage and benefit re-opener with MCGEO;
 - 2) funding 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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ORGANIZATIONAL STRUCTURE



Prince George's County Planning Department

EXECUTIVE OVERVIEW

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

- Prepared grant application and acquired grant with Prince George's County Government for census outreach.
- Created Prince George's County census posters, banners, flyers, postcards (including a 75,000-piece mailing), give away items, and social media graphics.
- Developed the new Zoning Rewrite website design.
- Prepared educational videos to assist developers and citizens with the new zoning ordinance regulations.
- Created and designed logo and brochure for Cottage City (a PAMC project).
- Designed and edited the Fairmont Heights High School report.
- Created and programmed Planning Department's sign-in kiosk interface.
- Prepared 3-D graphics video for reimagined Seat Pleasant streets.

Development Review Division accomplishments include:

- Analyzed 230 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 14,529 permits in FY 2019.
- Responded to 14,213 inquiries from the public in FY 2019.
- On May 30, 2019, the Planning Board approved with conditions a detailed site plan for the construction of a 4,649-square-foot food and beverage store with a gas station on Parcel 3, a 164-unit multifamily building on Parcel 6, and infrastructure for future commercial development on Parcels 1,2, 4, and 5. The property is approximately 19.97 acres in the M-X-T Zone.
- On June 13, 2019, the Planning Board approved with conditions, a detailed site plan for the construction of 451 multifamily dwelling units and 4,998 square feet of commercial/ retail space. The property is 5.58 acres in the M-U-I/ T-D-O Zones.
- On June 20, 2019, the Planning Board approved, with conditions, a detailed site plan to amend the architecture and footprint of the Phase II mixed-use building with 379 dwelling units and 4,489 square feet of commercial/retail use. The property is 19.75 acres in the M-X-T/ D-D-O Zones.
- On March 15, 2018, the Planning Board approved detailed site plan for the Woodmore Overlook development, the construction of 215 single-family attached townhouse units. Woodmore Overlook is proximate to the Woodmore Shopping Center and adjacent to MD 202 (Landover Road) and I-495 (Capital Beltway).
- On June 27, 2019, the Planning Board approved with conditions a preliminary plan of subdivision four parcels to construct 520 multifamily dwelling units and a regional storm water management facility. The property is 17.29 acres in the M-U-I/ T-D-O Zones.
- On January 10, 2019, the Planning Board approved with conditions a preliminary plan of subdivision of three parcels for a proposed mixed-use building of multifamily, retail, and parking garage. The property is 4.39 acres in the C-S-C/ C-O/ M-U-I/ D-D-O Zones.
- On February 7, 2019, the Planning Board approved, with conditions, a preliminary plan of subdivision of 34 parcels for 232 two-family attached dwelling units. The property is 20.08 acres in the M-X-T Zone.



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- On July 26, 2018, the Planning Board approved with conditions two parcels for 105,550 square feet of commercial development. The property is 3.46 acres in the C-S-C Zone.
- On November 15, 2018, the Planning Board approved with conditions a preliminary plan of subdivision for one parcel and two outparcels. The development of 349,860 square feet of gross floor area for light industrial use. The property is 52.27 acres in the M-X-T Zone

Community Planning Division accomplishments include:

- Participated in the Countywide Map Amendment project. Evaluated 9,124 parcels in Planning Areas 68, 69, and 72 and recommended zoning reclassifications for 224 parcels to implement the 2017 *Approved East Riverdale-Beacon Heights Sector Plan* and 2018 *Approved Greater Cheverly Sector Plan*.
- Completed Central Avenue Connector Trail report for 30% design drawings for Phase 1.
- Completed PAMC projects for the Town of Cottage City, the City of Seat Pleasant, and the Fairmont Heights High School site and a City of Hyattsville training workshop for Crime Prevention through Environmental Design (CPTED).
- Completed the Adaptive Reuse of Mining Sites Study.
- Completed the Prince George's Plaza Metro Station Area Pedestrian Safety and Access Study and delivered to implementing agencies.
- Assisted IMD Division in the review of the Census 2020 Participant Statistical Area Program.
- Created ArcGIS Storyboard Map for the Purple Line Transit Corridor.
- Published the 2017 *Approved East Riverdale-Beacon Heights Sector Plan and the 2018 Approved Greater Cheverly Sector Plan*.
- Prepared nine administrative corrections to approved master plans, transit district development plans, and the County Zoning Map.
- Created a Master Plan Recommendation Database and began data entry of recommendations from 37 master, sector, and transit district development plans.
- Completed a Scorecard for the 2007 *Approved Westphalia Sector Plan*.
- Completed three Sustainable Community Renewal applications for Langley Park, Greater Camp Springs/Town of Morningside, and Kentland/Palmer Park. Staff provided project management and technical assistance to the Town of Upper Marlboro and Port Towns.

Countywide Planning Division accomplishments include:

- Supported the County Council's review and approval of the new Zoning Ordinance and Subdivision Regulations. Prepared draft legislation, presented at 30 Council meetings and hundreds of stakeholder group meetings, and provided substantial analytical assistance and professional advice.
- Began work on the countywide map amendment pursuant to the Council's initiation on July 23, 2019. Developed and implemented a decision matrix to guide rezoning of more than 300,000 properties to the zones created by the adopted Zoning Ordinance. Created a public zoning "swipe tool" to show real-time zoning comparisons between the current and proposed zones.



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- Prepared and issued a solicitation for consultant services to help develop an up-to-date Comprehensive Economic Development Strategic Action Plan for Prince George's County to maximize County economic assets, overcome key challenges that impede the county's competitiveness in attracting, retaining, and developing high-growth industries, strengthen industrial and commercial centers, support mixed-used transit-oriented development, and increase the county's net tax base by generating tax revenues that exceed the cost of public services needed to serve new development.
- Provided research, mapping, and recommendations to assist the Prince George's County Economic Development Corporation (EDC) with the preparation of Enterprise Zone/Enterprise Zone Focus Area Application for identifying eligible census tracts for designation or re-designation. Performed a countywide data analysis of numerous indices and provided analytical maps to EDC based on eligibility criteria to evaluate and rank areas for designation. Prepared focused maps in collaboration with EDC to help refine EZ and EZ focus area boundaries based on Plan 2035, the Zoning Rewrite, and economic development strategic plan priorities.
- Provided staff expertise in the development of the Prince George's County Department of Housing and Community Development's County Comprehensive Housing Strategic Plan.
- Served on the Metropolitan Washington Council of Governments WCOG Planning Directors Technical Advisory Committee. Provided data and technical advice to help develop strategies to resolve the region's growing shortage of affordable and workforce housing, increase housing production in Activity Centers and High Capacity Transit Stations (HCTS) areas, and how to address impediments to housing preservation and production in collaboration with other jurisdictions in the region.
- Assisted the Redevelopment Authority of Prince George's County in their efforts to implement the County's Competitive Retail Market Strategic Action Plan by helping select shopping center recipients to receive funding under the new Commercial Property Improvement Program (CPIP) developed as a result of recommendations from the 2017 Retail Strategic Action Plan.
- Provided data and research to numerous business entities interested in locating or expanding in the County.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Completed the 2018 update to the Environmental Technical Manual.
- Performed land use analysis for water and sewer plan amendments and the update of the Water and Sewer Plan.
- Prepared guidelines for large solar panel installations to incentivize solar while protecting neighborhoods, farmland, and historic viewsheds.
- 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.
- Continue to advance the implementation strategies from the Transportation Action Guide for Urban Communities to improve traffic and parking for College Park, Riverdale Park, University Park, and Hyattsville.
- Received the 2019 APA Maryland's Outstanding Project Award at the Maryland APA conference. The award was for the Transportation Action Guide for Urban Communities, Implementation Strategies Playbook for the Route 1 corridor.
- Continue to support the development review division through detailed analysis of transportation facilities and adequacy associated with proposed developments and mandatory referrals in the County.
- Completed three MCOG Transportation-Land Use Connections projects.



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- Hosted a Bike-to-Work-Day Pit Stop.
- 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).
- Identified land use and community impacts of major State transportation projects, including I-495 managed lanes and the Baltimore-Washington maglev project.

Information Management Division accomplishments include:

- Continued to maintain and enhance PGAtlas. Conducted 13 PGAtlas training sessions that included staff and citizens. PGAtlas use continues to be embraced as an essential business tool for the community. Over a one-year period, the public accessed PGAtlas.com 201,183 times.
- Migrated its hosted data to the cloud using Amazon web services. This has resulted in an increase in performance and data security.
- Continued to support our open-data portal that allows GIS data to be downloaded in multiple formats at no cost to the user. More than 34,903 GIS files were downloaded in the past 12 months.
- Continued support of application that automatically notifies users (more than 482) when a development case is entered in the development activity database.
- Successfully transitioned the property address assignment functions from the Development Review Division to the Information Management Division; corrected 20,700 premise addresses, 8,740 address format errors, 8,095 Zip5 and 308,982 Zip4 code errors; increased street name standardization; cross-trained staff on address assignment functions; created a public-facing property address webpage; eliminated entering and storing staff notes on paper plats.
- Developed multiple ArcGIS Online application filters including specialized applications for the zoning rewrite analysis, Census 2020, the Purple Line, and PAMC projects. These ArcGIS Online applications were accessed 43,751 times in the past 12 months.
- Completed 229 custom GIS map and analysis requests and worked with the County on producing multiple maps for economic development-related projects.
- Created, updated, and maintained 80 countywide GIS layers, many of which required daily updates, such as property, zoning, development activity, and easement layers.
- Fulfilled extensive mapping requests to support the zoning rewrite and the Census 2020 program.
- Developed a mobile version of PGAtlas to support use on mobile devices.
- Completed analysis projects related to implementing new GIS Software (GIS Pro) and completed a GIS Health Check Assessment.
- Contracted for support of a requirements analysis to define technical requirements for a development activity pipeline application.
- Completed updating the planimetric datasets and update of topographic elevation information using Light Detection and Ranging (LiDAR) technology jointly with the Montgomery County Planning Department.
- Supported the Census Bureau’s Boundary Annexation Survey (BAS) program, Local Update of Census Addresses (LUCA), and the Participant Statistical Areas (PSAP) program.
- Implemented multiple Microsoft BI GIS Dashboard Views for address management, tax account data and development activity.



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- Supported approximately 400 custom mailing label, data extract, user, and other report requests filled for internal and external customers.
- Completed additional Information Counter (DAMS) document scanning and indexing projects. IMD supported the requirements, specification, design, data loading, and scanning of microfiche and microfilm DAMS records.
- Supported additional scanning projects for property address, historic preservation, community planning, and countywide (environmental) planning files. Several of these projects have been completed and others are long-term projects that are still underway.
- Worked on migrating our document imaging library backup protocols to the Amazon cloud. This will increase disaster recovery support and reduce network impacts associated with our existing process.
- Continued to support DAMS enhancements including the ability to enter HARPP and MALPF cases and edits for process improvement as well as the ability to input payment information for fees. Continued to maintain our DAMS online application.
- Assisted with the selection of a new firm to perform onsite scanning services.
- Continued to maintain and enhance our permit tracking application as well as our Permits Online application.
- Continued to maintain and enhance our dwelling unit inventory containing single and multifamily dwelling information.
- Perform an evaluation of CoStar and Metrostudy commercial data products to support data analysis requests.
- Supported ongoing analysis LUCA (Local Update of Census Address Operations) for the Census Bureau in support of the 2020 census. Over 43,000 address corrections were made to the Census Bureau's data.
- Developed SharePoint collaboration sites for Community Planning to support project-based sharing between public and private teams working on community plans
- Deployed a new data system request tracking and historic contacts applications.
- Completed major upgrades to our Relational Database Management System (Oracle) our scanning software (Data Cap) our Document Management System (FileNet) and our corresponding servers and workstations.
- Developed MS Access applications for project tracking for various departments.
- Generated Countywide mailing lists to support the zoning rewrite analysis.
- Continued to maintain, support, and upgrade servers, software, computers, and peripheral devices. Completed major upgrades to our monitors, laptops, and GIS workstation environments.
- Continued implementation of our security awareness program for the Planning Department to support IT security practices. Assisted the Commission in the review and selection of new security awareness software.
- Supported the CIO Office regarding security assessment and network penetration projects. Reviewed the results and took corrective actions as necessary.
- Completed implementation of the active directory project in close coordination with the Commission's CIO for the transition to a new domain. We migrated user accounts and workstations as well servers and services.
- Staff assisted with expanding utilization of Microsoft Office 365 products (Sharepoint, Teams, OneDrive, etc.)
- Upgraded and completed migration to a new Storage Area Network (SAN).
- Work completed for setting up and monitoring LinkedIn Learning usage.
- Work completed on firewall replacement from Juniper to Palo Alto to enhance network protection and improved system management.



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- Worked with the CIO Office to support the major upgrade to the Commission's ERP and Kronos Systems. Also supported activities related to Document Self Service (DSS) and Employee Self Service Applications.
- Updated requirements report for constructing a new server room and for procuring a new phone system in association with the future Department move to Largo.
- Began migration to Windows10 operating system to prepare for Microsoft's discontinuing support for Windows7.
- Assisted with migration of our backup protocols for our document imaging library to the Amazon cloud.
- Implementation of new HPE Synergy infrastructure to expand our virtual server capacity.
- Hired a full-time contract census coordinator.
- Developed marketing materials, mailings, a Census 2020 website, multiple posters and maps to support completion of the 2020 census.
- Identified Hard-to-Count areas and developed specialized materials to target outreach in those communities.
- Coordinated the establishment of a Complete Count Committee (CCC) which consists of more than 100 persons. Conducted multiple CCC and subcommittee meetings to support outreach.
- Coordinated Census 2020 outreach activities with County and municipal partners, the State of Maryland, Washington Council of Governments, and other elected officials.
- Participated in more than 100 census-related workshops, events, and presentations.

SUMMARY OF DEPARTMENT BUDGET

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2021

	FY 20 Adopted	FY 21 Proposed	% Change
Planning Department			
Director's Office	4,439,357	4,839,697	9.0%
Development Review	6,608,203	6,611,496	0.0%
Community Planning	5,496,369	4,820,047	-12.3%
Information Management	6,084,593	6,894,925	13.3%
County-Wide Planning	7,741,867	8,464,755	9.3%
Support Services	7,436,103	6,570,104	-11.6%
Grants	147,500	-	-100.0%
Subtotal Planning Department	37,953,992	38,201,024	0.7%
Transfer Out	30,000	30,000	0.0%
Total Expenditures	\$ 37,983,992	\$ 38,231,024	0.7%

The Prince George's County Planning Department's FY 2021 proposed budget total is \$38,231,024, which is \$247,032—or 0.7 percent—more than the Adopted FY 2020 Operating Budget and within the spending limit set in the Commission's most recent Six-Year Projection model.



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Personnel Salaries and Wages

Included in the total proposed budget is \$21,599,120 for personnel compensation and benefit costs, which is \$259,116, or 1.2 percent, more than the Adopted FY 2020 Operating Budget. This increase is primarily the result of the addition of three full-time career positions to the staffing complement. This includes two full-time career positions in the Information Management Division and one full-time career position in the Development Review Division. The Department also anticipates a slight increase in costs for medical insurance. The Department's proposed budget for salary lapse is \$300,000 more than the FY 2020 level.

Also, included in the total proposed budget is \$16,601,904 for non-personnel costs, which is \$12,084 or 0.1 percent, less than the FY 2020 Adopted Budget. Significant variances in the major expenditure categories are identified below:

Supplies and Materials

The FY 2021 proposed budget for supplies and materials is \$1,896,500, which is an increase of \$19,200, or 1.0 percent, from the adopted FY 2020 total. This variance results primarily from inflationary cost increases.

Other Services and Charges

The FY 2021 proposed budget for other services and charges is \$13,743,767, which is a decrease of \$134,885, or 1.0 percent, from the FY 2020 total. This decrease is due to:

- **Proposed decrease in funding for County Project Charges in FY 2021 totals \$889,246.**
The Planning Department will continue to work with the County to move toward reducing cost pressures on the Department by reducing County Project Charges.
- **Proposed increase in costs to purchase software licenses totals \$100,000.**
The proposed budget includes funding to purchase commercial off-the-shelf software that will provide a robust cloud-based land use management program that will eventually replace our internally developed custom application (DAMS). This funding will also include training.
- **Proposed increase in costs for professional services totals \$284,000.**
The proposed budget for consulting services is being increased to provide funding for new work programs in FY 2021. This includes funding for updates to the Master Plan of Transportation and Transportation Review Guidelines. There is also funding to implement a new land development activity monitoring system.
- **Proposed increase in costs for printing services totals \$90,500.**
This increase is primarily related to printing costs for zoning rewrite code books and production of plans and studies.
- **Proposed increase in costs for production of marketing materials and postage totals \$190,000.**
The Planning Department anticipates additional funding needed to cover printing and postage required for a Countywide mailing to provide public notification for the anticipated approval of the Countywide Map Amendment.



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- **Proposed increase in costs for relocating the Planning Department to Largo totals \$100,000.**
The proposed budget anticipates additional funding needed for the buildout of a server room at the new headquarters in Largo.
- **Proposed increase in costs for the lease of office space in the County Administration Building (CAB).**
The current lease agreement between the Commission and Prince George's County calls for a 3 percent increase in fiscal year 2021.

Capital Outlay

The FY 2021 capital outlay budget proposal is for \$551,000, which is an increase of \$92,850, or 20.3 percent, from the FY 2020 total. The FY 2021 proposal includes funding for the following:

- Carpet and flooring for the new office location
- HVAC replacement at Lakeside Offices
- Server replacement
- Wireless upgrade
- Network Access Control Infrastructure

Chargebacks

The FY 2021 chargeback budget proposal is for \$410,637 which is an increase of \$10,751 or 2.7 percent above the FY 2020 total. The increase is primarily related to chargebacks to Central Administrative Services (CAS) Legal Department support for Planning Department functions.

HIGHLIGHTS AND MAJOR CHANGES IN FY 2021 PROPOSED BUDGET

The FY 2021 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 2021 budget also includes resources for continued planning efforts for multiyear small community plans and studies approved in prior years. In FY 2021, the Planning Department will also continue with implementation efforts that began in prior years.

Position and Workyears: The Prince George's County Planning Department's FY 2021 proposed budget includes three new full-time career positions. This includes two full-time career positions in the Information Management Division and one full-time career position in the Development Review Division to assist with projected increased workload.

Work Programs: The Prince George's County Planning Department's FY 2021 proposed budget includes the addition of three new work programs that include: Implementation of a cloud-based Development Review Activity Monitoring System; Master Plan of Transportation (MPOT) Update and The Adelphi Road – UMGC-UMD Purple Line Station Sector Plan. Detailed descriptions of these work programs are included in the Divisional Sections of this document.

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

- \$955,800 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.
- \$50,000 for Lakeside office condominium fees.



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- \$834,600 for County Administration Building (CAB) office space rent (including utilities).
- \$465,900 for telephones and postage.
- \$264,162 for the lease, service, supplies, and maintenance of printing/copying equipment.
- \$62,900 for utilities at the Lakeside offices.
- \$3,908,499 in project charges paid to the county government other than CAB rent, that includes \$889,246 in reductions from the FY 2020 totals. This will be the final year of reductions as agreed to in prior years. The budgeted totals for FY 2020 include:
 - \$250,000 for People's Zoning Counsel.
 - \$1,537,099 for the Zoning Enforcement Unit (this includes inspections for new construction).
 - \$155,300 for the Water and Sewer Planning Unit.
 - \$340,500 for the GIS program.
 - \$65,000 to administer the County's Enterprise Zones.
 - \$376,200 in permits and inspections for M-NCPPC (Department of Environmental Permits and Inspections Division).
 - \$240,000 for engineering inspection and permitting - Department of Public Works and Transportation (DPW&T).
 - \$544,000 for support of redevelopment projects.
 - \$250,400 for Economic Development Corporation General Plan Goals.
 - \$150,000 for Prince George's County Council staffed planning position.

WORK PROGRAM PRIORITY

PLANNING

Implementing Plan Prince George's 2035 through:

- 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 work on a multiyear contract to overhaul the travel demand modeling system from a four-step, trip-based process that has been used in Prince George's County since the 1990s to a dynamic activity-based process.
- Continuing efforts to implement the approved Zoning Ordinance and Subdivision Regulations that were approved in Fiscal Year 2019 and updating the zones through the Countywide Map Amendment project.

Helping shape livable communities by continuing efforts to improve transportation issues in the County through:

- Continuing to coordinate with the Prince George's County Department of Public Works and Transportation (DPW&T), the Prince George's county Department of Permitting Inspections and Enforcements (DPIE), and the State Highway Administration (SHA) to coordinate onsite and off-site bicycle and pedestrian improvements related to development review cases.



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- Continuing to coordinate with consultants to complete Phase 2 of the Anacostia to Washington, Baltimore, and Annapolis Trail (WB&A) Feasibility Study.
- Attending monthly coordination meetings with DPW&T, DPIE, the Maryland Transit Administration (MTA), and SHA to coordinate access management, corridor preservation, and transit-oriented development in the County.

Helping improve economic development around Metro stations by continued efforts that include:

Assisting local communities with renewals of Sustainable Community applications that will enable the areas to apply for state grant funding. This includes the communities of Langley Park, Kentland/Palmer Park, the Port Towns, Landover Hills and New Carrollton.

DEVELOPMENT REVIEW

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

- Developing and providing training and education programs to explain the new Zoning Ordinance to residents and the business community.
- Supporting the County Council's adoption of a countywide map amendment to implement the new zones, including a proposed decision matrix and countywide remapping.
- Initiating and completing the procurement of electronic document submission and plan review software. This will be done for the Development Review Division and will involve the acquisition, installation, training, and support of the Accela Document Management software.

COMMUNITY PARTICIPATION AND OUTREACH

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

- 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.

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 2021.
- 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



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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 11 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.

N—New One Year—Projects that are anticipated to begin, and be completed, in FY 2021.

NM—New Multiyear—Projects that are proposed to begin in FY 2021 but not completed in that year.

Staff Week Summary

PROGRAMS AND PROJECTS	Adopted FY20	Proposed FY21	Net Change	% Change
I. COUNTYWIDE PLANNING	701	829	128	18%
Agriculture Preservation Support [C]	13	13	0	
Archeological Review [C]	34	41	7	
Environmental Planning [C]	31	31	0	
Historic Area Work Permit Review [C]	43	39	-4	
Historic Preservation Grant Program Administration [C]	35	42	7	
Historic Preservation Planning [C]	46	44	-2	
Maryland Dept. of Planning (MDP) Annual Report [C]	17	19	2	
Master Plan of Transportation (MPOT) Update [NM]	0	75	75	
Public Facilities Planning [C]	45	46	1	
Support to Historic Preservation Commission [C]	63	70	7	
TMD Study [M]	6	6	0	
Transportation Planning [C]	48	65	17	



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PROGRAMS AND PROJECTS	Adopted FY20	Proposed FY21	Net Change	% Change
Transportation Revised Guidelines Update [M]	0	17	17	
Water and Sewer Planning [C]	23	25	2	
Watershed Planning [C]	44	46	2	
Woodland Conservation Program Management and Enforcement [C]	253	250	-3	
II. DOWNTOWN DEVELOPMENT	87	70	-17	-20%
Downtown Implementation Programs [M]	87	70	-17	
III. INNOVATION CORRIDOR	18	10	-8	-44%
Economic Development Corporation (EDC) Strategic Plan Update [M]	18	10	16	
IV. REGULATORY AND POLICY FRAMEWORK	1,116	750	-366	-33%
Countywide Map Amendment [M]	434	241	-193	
Growth Management Policy Update [M]	28	17	-11	
Historic Preservation Implementation Strategy [C]	36	3	-33	
Major Revision of Zoning Ordinance and Other Regulations [M]	412	367	-45	
MPOT Implementation [M]	53	3	-50	
New Transportation Model [M]	64	60	-4	
Prince George's County Economic Plan Update [M]	30	43	13	
Pupil Yield Study [M]	22	9	-13	
Trails Policies Implementation [C]	37	7	-30	
V. LOCAL OPPORTUNITIES	846	776	-70	-8%
Adelphi Road – UMGC-UMD Purple Line Station Sector Plan [NM]	0	110	110	
Bowie and Vicinity Master Plan [M]	226	152	-74	
Cultural Arts Strategic Study [M]	24	48	24	
Fort Washington Transit Village Study [M]	23	17	-6	
Minor Plan Amendments [M]	34	14	-20	
Neighborhood Conservation Overlay Zones [M]	33	9	-24	
Plan 2035 Local Centers Advisory & Implementation Committee Support and staffing [M]	52	20	-32	
Planning Assistance to Municipalities and Communities (PAMC) [C]	256	184	-72	
Six- Year Work Program Evaluation and Monitoring [M]	11	42	31	
Sustainable Communities Program [C]	18	33	15	
Takoma/Langley Crossroads Study [M]	54	21	-33	
West Hyattsville Sector Plan [M]	115	126	11	
VI. INTERGOVERNMENTAL COORDINATION	224	536	312	139%
Coordination with Other Divisions [C]	0	135	135	
Intergovernmental and Private Sector Coordination [C]	87	168	81	
Requests from Other Departments/Agencies [C]	137	233	96	
VII. DEVELOPMENT REVIEW ACTIVITIES	2,397	2,512	115	5%
Information Counter [C]	209	87	-122	



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PROGRAMS AND PROJECTS	Adopted FY20	Proposed FY21	Net Change	% Change
Mandatory Referral [C]	145	245	100	
Processing of All Permits [C]	650	686	36	
Processing Alternative Compliance [C]	85	66	-19	
Processing Chesapeake Bay Critical Area Plans [C]	33	57	24	
Processing CPD's and SDP's [C]	258	309	51	
Processing Conceptual/Detailed Site Plans [C]	364	360	-4	
Processing Subdivision Applications [C]	548	481	-67	
Processing Zoning, Special Exceptions, and Departure Applications [C]	105	221	116	
VIII. MANAGING COUNTYWIDE DATABASES	549	614	65	12%
Assigning Street Names/House Numbers [C]	40	63	4	
Community Organization Monitoring System [C]	1	1	-3	
Data/Map Sales and Production [C]	21	26	-11	
Data Warehouse Initiative [M]	63	41	24	
Development Activity Monitoring System [C]	36	53	14	
GIS: 3D GIS Implementation [M]	9	28	-4	
GIS: 3D Facilities and Asset Management [M]	4	9	0	
GIS: Applications [C]	40	49	0	
GIS: Development [C]	93	95	-51	
GIS: Land Use Layer Maintenance [C]	26	38	16	
GIS: Maintenance [C]	151	144	9	
Land Data File Maintenance [C]	61	63	7	
Public Lands and Facilities Inventory [C]	4	4	0	
IX. PROVISION OF PUBLIC INFORMATION	466	585	119	26%
Approved Plan Publications [M]	49	114	65	
Communication with Public: Public Information [C]	116	175	59	
Demographic and Economic Analysis [C]	16	13	-3	
Federal/State Statistical Analysis [C]	12	15	3	
Housing, Population, and Employment Forecasts [C]	18	19	1	
Master Address Database [C]	8	11	3	
Pipeline Maintenance and Implementation [C]	17	18	1	
Real Estate Research and Analysis [C]	24	29	5	
Special Research Studies [C]	55	61	6	
Website Development/ Management [C]	92	71	-21	
Census 2020 Support [M]	59	59	0	
X. MANAGEMENT/ADMINISTRATION/SUPPORT	507	686	179	35%
Computer Systems Operation/Maintenance [C]	260	300	40	
Data Systems: Document Management [C]	92	107	15	
Department Training and Personnel Management [C]	116	189	73	
Records Management [C]	39	90	51	



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 at 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.

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.



Prince George's County Planning Department

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.

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



Prince George's County Planning Department

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 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).

Planning Assistance to Municipalities and Communities (PAMC): The Planning Assistance to Municipalities and Communities (PAMC) program, administered through the Prince George's County Planning Department, offers planning design, technical and, in select cases, financial assistance for planning-related projects in response to specific requests from local municipalities and community organizations.

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



Prince George's County Planning Department

achieve specified planning goals. (B) A legislative act that implements the land use recommendations contained in a master plan by comprehensively rezoning property to reflect master plan policies, but not necessarily to follow all master plan land use policies or recommendations.

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

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

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

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

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

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

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

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

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

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

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



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

OVERVIEW

The Planning Director's Office provides 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, and office and publications support functions.

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Prepared grant application and acquired grant with Prince George's County Government for census outreach.
- Created Prince George's County census posters, banners, flyers, postcards (including a 75,000-piece mailing), give away items, and social media graphics.
- Developed the new Zoning Rewrite website design.
- Prepared educational videos to assist developers and citizens with the new zoning ordinance regulations.
- Created and designed logo and brochure for Cottage City (a PAMC project).
- Designed and edited the Fairmont Heights High School report.
- Created and programmed Planning Department's sign-in kiosk interface.
- Prepared 3-D graphics video for reimagined Seat Pleasant streets.

BUDGET AT A GLANCE

- Personnel Services budget increased \$73,880, or 2.1 percent, from FY 2020 total. The variance is primarily because of increased costs for medical benefits.
- Supplies and Materials budget increased \$8,900, or 2.7 percent, from the FY 2020 total, primarily due to inflation.
- Other Services and Charges budget increased \$165,710, or 36.1 percent, above the FY 2020 total, primarily due funding for printing and translation services for both the Community Planning Division and the Countywide Planning Division being incorporated in the Office and Publications Services budget for FY 2020.
- Capital Outlay increased \$151,850, or 147.9 percent, above the FY 2020 total, primarily due to one-time costs included in the FY 2021 budget for the replacement of several HVAC units in the Department's Lakeside Offices.
- Funded Positions/Funded Workyears: Total positions and work years will remain unchanged from the FY 2020 totals.



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

Summary of Division Budget

	<u>FY 20 Adopted</u>	<u>FY 21 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$4,439,357	\$4,839,697	9.0%
Staffing			
Funded Career Positions	27.50	27.50	0.0%
Term Contract Positions	1.00	1.00	0.0%
Funded Workyears	28.50	28.50	0.0%



Prince George's County Planning Department – Development Review

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 Division 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.

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

ACCOMPLISHMENTS

- Analyzed 230 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 14,529 permits in FY 2019.
- Responded to 14,213 inquiries from the public in FY 2019.
- On May 30, 2019, the Planning Board approved with conditions a detailed site plan for the construction of a 4,649-square-foot food and beverage store with a gas station on Parcel 3, a 164-unit multifamily building on Parcel 6, and infrastructure for future commercial development on Parcels 1,2, 4, and 5. The property is approximately 19.97 acres in the M-X-T Zone.
- On June 13, 2019, the Planning Board approved with conditions, a detailed site plan for the construction of 451 multifamily dwelling units and 4,998 square feet of commercial/ retail space. The property is 5.58 acres in the M-U-I/ T-D-O Zones.
- On June 20, 2019, the Planning Board approved, with conditions, a detailed site plan to amend the architecture and footprint of the Phase II mixed-use building with 379 dwelling units and 4,489 square feet of commercial/retail use. The property is 19.75 acres in the M-X-T/ D-D-O Zones.



Prince George's County Planning Department – Development Review

- On March 15, 2018, the Planning Board approved detailed site plan for the Woodmore Overlook development, the construction of 215 single-family attached townhouse units. Woodmore Overlook is proximate to the Woodmore Shopping Center and adjacent to MD 202 (Landover Road) and I-495 (Capital Beltway).
- On June 27, 2019, the Planning Board approved with conditions a preliminary plan of subdivision four parcels to construct 520 multifamily dwelling units and a regional storm water management facility. The property is 17.29 acres in the M-U-I/ T-D-O Zones.
- On January 10, 2019, the Planning Board approved with conditions a preliminary plan of subdivision of three parcels for a proposed mixed-use building of multifamily, retail, and parking garage. The property is 4.39 acres in the C-S-C/ C-O/ M-U-I/ D-D-O Zones.
- On February 7, 2019, the Planning Board approved, with conditions, a preliminary plan of subdivision of 34 parcels for 232 two-family attached dwelling units. The property is 20.08 acres in the M-X-T Zone.
- On July 26, 2018, the Planning Board approved with conditions two parcels for 105,550 square feet of commercial development. The property is 3.46 acres in the C-S-C Zone.
- On November 15, 2018, the Planning Board approved with conditions a preliminary plan of subdivision for one parcel and two outparcels. The development of 349,860 square feet of gross floor area for light industrial use. The property is 52.27 acres in the M-X-T Zone

BUDGET AT A GLANCE

- Personnel Services budget increased by \$46,168 or 0.8 percent, as compared to FY 2020 total, primarily due to the addition of one full-time career planner coordinator position to the Subdivision and Zoning Review Section to assist with a projected increased workload.
- Supplies and Materials budget decreased by \$9,300 or 2.1 percent from the FY 2020 total. This decrease is primarily due to one-time cost included in the FY 2020 budget for the purchase of small format scanning equipment.
- Other Services and Charges budget decreased by \$31,475 or 6.4 percent from the FY 2020 total, primarily due to decrease in the budget to cover maintenance cost of older copier equipment that has since been replaced.
- Capital Outlay budget decreased by \$2,100, or 2.8 percent from the FY 2020 total, primarily due to lower percentage department-wide shared capital equipment costs being allocated to the Development Review Division in FY 2021 as compared to FY 2020.
- Funded Positions/Funded Workyears: Total FY 2021 funded positions and work years increased by one from the FY 2020 total.

Summary of Division Budget

	<u>FY 20 Adopted</u>	<u>FY 21 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$6,608,203	\$6,611,496	0.0%
Staffing			
Funded Career Positions	54.00	55.00	1.9%
Funded Workyears	54.00	55.00	1.9%



Prince George's County Planning Department – Development Review

HIGHLIGHTS AND MAJOR CHANGES IN FY 2021 PROPOSED BUDGET

Position and Workyears: The Development Review Division's total FY 2021 funded positions and work years increased by one from the FY 2020 total. The addition is for one full-time career planner coordinator position added to the Subdivision and Zoning Review Section to assist with projected increased workload.

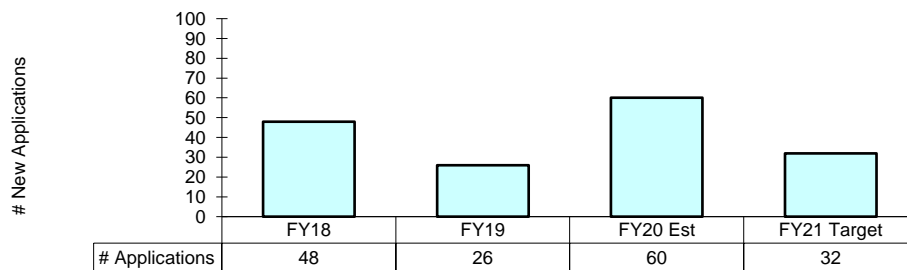
GOALS AND PERFORMANCE MEASURES

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

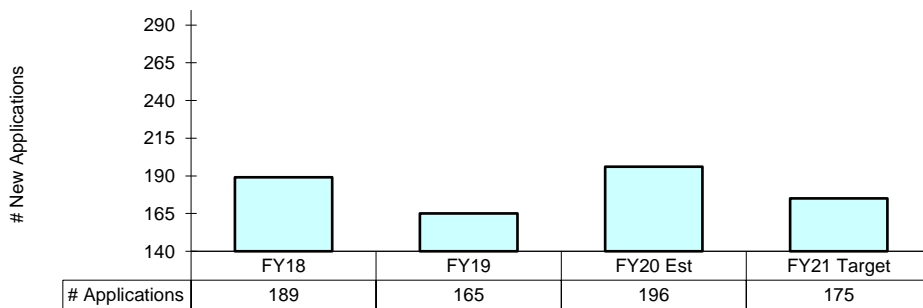
Divisional Objective: Providing a factual and legal basis for decisions on public plans and policies concerning the use and design of land.

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

Preliminary Plans of Subdivision

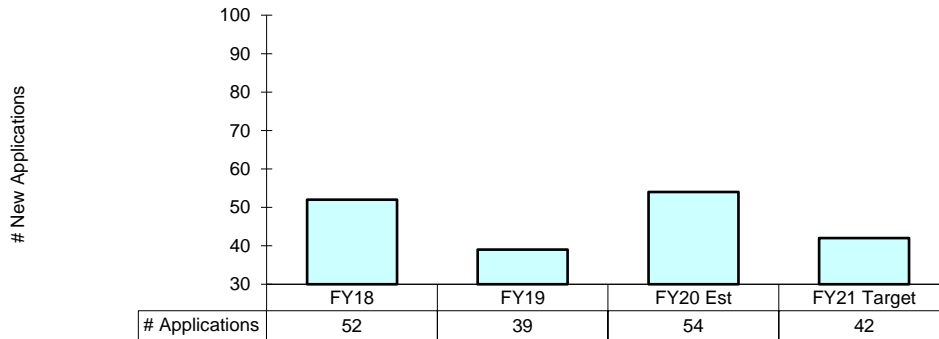


Urban Design

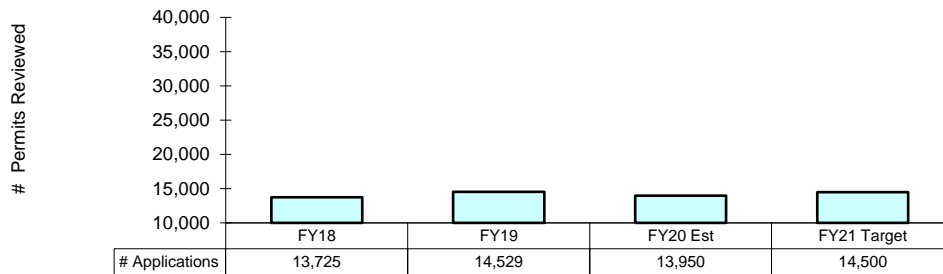


Prince George's County Planning Department – Development Review

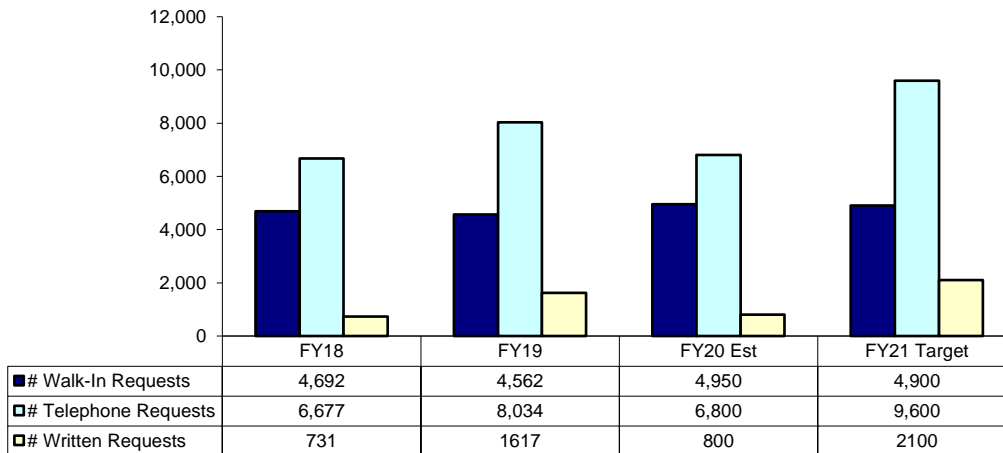
Zoning



Permits



Modes of Delivery of Planning and Development Information Service



Prince George's County Planning Department – Community Planning

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), 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), municipalities, community groups, citizens, and residents.

The Division currently has three sections:

- **The Neighborhood Revitalization Section** provides planning assistance to municipalities, communities, agencies, and other stakeholders to implement the recommendations of Plan 2035 and area master and sector plans. The PAMC program is the cornerstone program for implementation. 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. This section also supports numerous committees that are working on implementation and the State of Maryland's Sustainable Communities program.
- **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 Light Rail communities or Metro stations.
- **Placemaking Section** works on implementation of Plan 2035 and its Strategic Investment Program through coordination with various community stakeholders and federal, state, and municipal officials. This section promotes implementation of the downtown master plans, creative placemaking, tactical urbanism, and opportunities to activate underutilized spaces throughout the County. This section also manages the Division's GIS and data analysis.

The Division is responsible for:

- Development of master and sector plans
- Master and sector plan amendments
- Plan 2035 downtown implementation
- Planning Assistance to Municipalities and Communities (PAMC) program
- Sustainable Communities Program coordination
- Specialized planning and feasibility studies
- Public outreach and education
- Master Plan evaluation and monitoring
- Creative placemaking and development review
- Comprehensive rezoning through sectional map amendments
- Zoning text amendments



Prince George's County Planning Department – Community Planning

ACCOMPLISHMENTS

- Participated in the Countywide Map Amendment project. Evaluated 9,124 parcels in Planning Areas 68, 69, and 72 and recommended zoning reclassifications for 224 parcels to implement the 2017 *Approved East Riverdale-Beacon Heights Sector Plan* and 2018 *Approved Greater Cheverly Sector Plan*.
- Completed Central Avenue Connector Trail report for 30% design drawings for Phase 1.
- Completed PAMC projects for the Town of Cottage City, the City of Seat Pleasant, and the Fairmont Heights High School site and a City of Hyattsville training workshop for Crime Prevention through Environmental Design (CPTED).
- Completed the Adaptive Reuse of Mining Sites Study.
- Completed the Prince George's Plaza Metro Station Area Pedestrian Safety and Access Study and delivered to implementing agencies.
- Assisted IMD Division in the review of the Census 2020 Participant Statistical Area Program.
- Created ArcGIS Storyboard Map for the Purple Line Transit Corridor.
- Published the 2017 *Approved East Riverdale-Beacon Heights Sector Plan* and the 2018 *Approved Greater Cheverly Sector Plan*.
- Prepared nine administrative corrections to approved master plans, transit district development plans, and the County Zoning Map.
- Created a Master Plan Recommendation Database and began data entry of recommendations from 37 master, sector, and transit district development plans.
- Completed a Scorecard for the 2007 *Approved Westphalia Sector Plan*.
- Completed three Sustainable Community Renewal applications for Langley Park, Greater Camp Springs/Town of Morningside, and Kentland/Palmer Park. Staff provided project management and technical assistance to the Town of Upper Marlboro and Port Towns.

BUDGET AT A GLANCE

- Personnel Services budget for FY 2021 decreased \$121,073, or 3.7 percent, from the FY 2020 total. The variance is primarily because of the several vacant positions being downgraded to lower grades within the Division.
- Supplies and Materials budget for FY 2021 increased \$2,200, or 1.0 percent, above the FY 2020 total. This increase is primarily due to inflation.
- Other Services and Charges budget for FY 2021 decreased \$557,749, or 28.6 percent, from the FY 2020 total primarily due to a decreased budget for outside consulting services and costs for printing services being accounted for in the Planning Director's Office budget.
- Capital Outlay budget increased \$300, or 0.8 percent, above the FY 2020 total.
- Funded Positions/Workyears: Funded positions and work years in FY2021 are unchanged from the FY 2020 total.



Prince George's County Planning Department – Community Planning

Summary of Division Budget

	<u>FY 20 Adopted</u>	<u>FY 21 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$5,496,369	\$4,820,047	-12.3%
Staffing			
Funded Career Positions	29.00	29.00	0.00%
Funded Workyears	28.75	28.75	0.00%

HIGHLIGHTS AND MAJOR CHANGES IN FY 2021 PROPOSED BUDGET

Adelphi Road-UMGC-UMD Purple Line Station Sector Plan: This project will develop a new sector plan for the *Adelphi Road-UMGC-UMD Purple Line Station* and surrounding communities. This station is the only fixed-guideway transit station in the Washington, DC Metropolitan Area without an active land use plan around it; the 1989 Master Plan did not anticipate the Purple Line. While the station is located on the University of Maryland-UMGC College campus, development pressure around the station is impacting surrounding communities. The uniqueness of a combination of on- and off-campus development activity with off-campus impacts requires close coordination with a variety of stakeholders and the surrounding communities. This project will develop a new sector plan for the *Adelphi Road-UMGC-UMD Center*, replacing the 1989 master plan within the sector plan area and will incorporate and refine recommendations of the 2013 *Purple Line Transit-Oriented Development Study*. The plan is anticipated to take 16-18 months.

Bowie and Vicinity Master Plan: The District Council will initiate a master plan for Planning Areas 71A, 71B, 74A, and 74B (Bowie and Vicinity) in FY 2020. This multiyear project will continue in FY 2021 with completion of the Existing Conditions and Consultant Recommendation Reports.

Cultural Arts Strategic Study: The goal of this study is to develop a vision and recommendations for how the County and its partners can build upon, strengthen, and invest in the people, places, communities, and ideas that define cultural arts within Prince George's County. Key stakeholders in this collaboration include the Prince George's Arts and Humanities Council, M-NCPPC Department of Parks and Recreation, municipalities, county arts organizations, community members, artists, cultural organizations, and others who have a stake in the future of the County's cultural landscape. This is a multiyear project.

Downtown Centers Implementation Programs: The Department will continue to work with elected officials, partner agencies, and community partners to implement Plan 2035 and master/sector plans at the three downtowns: Prince George's Plaza, New Carrollton, and Largo Town Center and creative placemaking activities. The Department will continue to facilitate and monitor progress on critical implementation action items and continue to serve on the numerous advisory committees. This is a multiyear effort and a continuation of the FY 2020 work program. This work program will also incorporate the short-term creative placemaking activities to catalyze long-term change (Please note that tactical urbanism was put into Plan 2035 Downtowns and Local centers)



Prince George's County Planning Department – Community Planning

Fort Washington Transit Village Study: In FY 2020, the Department began a study to identify opportunities for revitalization and redevelopment at one of the shopping centers in the MD 210 (Indian Head Highway) corridor. The study will look at opportunities for redevelopment under the new zoning code and evaluate open space and other amenities to serve the area. This is a multiyear effort and a continuation of the FY 2020 work program.

Minor Plan Amendments: Minor amendments allow for older master plans to be amended to address issues that may not warrant a comprehensive update and can address minor issues identified by the community or update policies and goals that are no longer applicable.

Neighborhood Conservation Overlay Zones: In FY 2019, the County Council adopted the new Zoning Ordinance and directed the Planning Board to initiate two new Neighborhood Conservation Overlay Zones in Mount Rainier and Greenbelt. Staff will work closely with residents and stakeholders in these two municipalities to develop neighborhood studies and zoning legislation, pursuant to Section 27-4403 of the Zoning Ordinance, to create new land use regulations to help preserve historic residential areas. This effort began in FY 2020 and will continue into FY 2021, with anticipated adoption of the new overlay zones concurrent with the Countywide Map Amendment.

Plan 2035 Local Centers' Implementation and Advisory Committee Support: The Department participates in numerous activities to assist with creating viable local centers. Activities include creative placemaking, special studies, assisting with grant applications and participating on advisory committees. In FY 2020, the Town of Capitol Heights was identified as a pilot project for creative placemaking; stakeholder outreach and coordination with agencies is ongoing. Examples of current committees include the Largo Town Center Development Board, Westphalia Sector Development Advisory Council, Northern Gateway Committee, and Bowie State MARC Station Development Board. Staff also participates in the Town Center Design Review Committees for Riverdale Park, Suitland, Brentwood, and Mt. Rainier. This is a continuing work program item.

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. The goal of the program is to help communities implement the recommendations from Plan 2035 and the master and sector plans. Planning studies, urban design, and pedestrian and bicycle evaluation are evaluated on competitive solicitation and available funding.

Planning and Zoning Six-Year Work Program: In FY 2021, the Community Planning Division will continue to evaluate the County's master and sector plans for consistency with Plan 2035 and identify priority implementation projects and master and sector plans. The evaluations will be used to prepare a six-year work program primarily focusing 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. To assist with this evaluation, the Community Planning Division continues to monitor and update an inventory of all recommendations from the County's 37 area master plans in a database. The Division will regularly update the status of recommendations to monitor plan implementation and develop Plan Scorecards, which include a summary of the plan, key accomplishments, and critical outstanding implementation actions. This work will inform the six-year work program.



Prince George's County Planning Department – Community Planning

Sustainable Communities Program Assistance: Staff will continue to assist with the preparation of Sustainable Communities applications and applications for designation renewal as requested. Renewal applications to be completed include Glassmanor-Oxon Hill. Staff will continue to coordinate with MD DHCD and Prince George's County DHCD to aid communities with approved sustainable community designations.

Takoma Langley Study: This project will seek to identify opportunities offered by the new Zoning Ordinance. It will combine looking at the recommendations in the 2009 Approved *Takoma/Langley Crossroads Sector Plan* with new studies and data to identify potential sites for redevelopment. The study will provide an updated parking study. This project was added to the FY20 budget and will be completed in FY21.

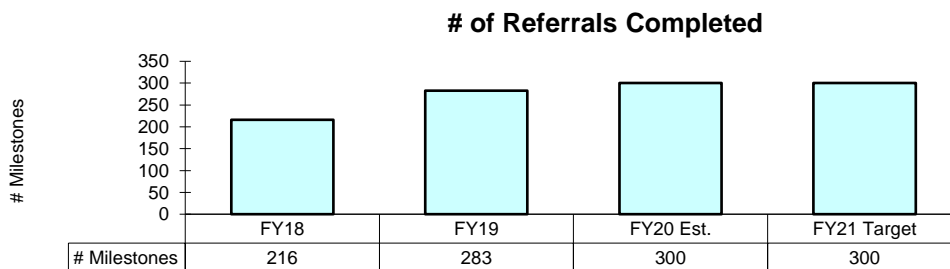
West Hyattsville Sector Plan: This is a multi-year project to prepare a sector plan for the West Hyattsville Local Transit Center. The project began in FY 2020; research, analysis, and public and stakeholder outreach will continue in FY 2021.

GOALS AND PERFORMANCE MEASURES

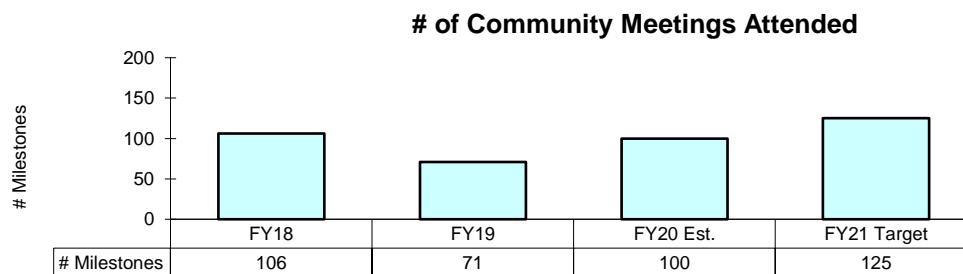
Divisional Goal: Provide opportunities for community involvement and public engagement in the preparation of master plans, sector plans, and studies to develop plans that are fact-driven, community driven, and future driven.

Divisional Objective: Provide long range comprehensive planning services, encourage neighborhood revitalization initiatives and creative placemaking to implement Plan 2035 and the master and sector plans to the public, communities, and elected and appointed officials.

Outcome for Community Planning: Master and Sector plans that provide a long-term vision for the communities in Prince George's County that are fact based and community driven.



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



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



Prince George's County Planning Department – Countywide Planning

MISSION

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.

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

- Supported the County Council's review and approval of the new Zoning Ordinance and Subdivision Regulations. Prepared draft legislation, presented at 30 Council meetings and hundreds of stakeholder group meetings, and provided substantial analytical assistance and professional advice.
- Began work on the countywide map amendment pursuant to the Council's initiation on July 23, 2019. Developed and implemented a decision matrix to guide rezoning of more than 300,000 properties to the zones created by the adopted Zoning Ordinance. Created a public zoning "swipe tool" to show real-time zoning comparisons between the current and proposed zones.
- Prepared and issued a solicitation for consultant services to help develop an up-to-date Comprehensive Economic Development Strategic Action Plan for Prince George's County to maximize County economic assets, overcome key challenges that impede the county's competitiveness in attracting, retaining, and developing high-growth industries, strengthen industrial and commercial centers, support mixed-used transit-oriented development, and increase the county's net tax base by generating tax revenues that exceed the cost of public services needed to serve new development.
- Provided research, mapping, and recommendations to assist the Prince George's County Economic Development Corporation (EDC) with the preparation of Enterprise Zone/Enterprise Zone Focus Area Application for identifying eligible census tracts for designation or re-designation. Performed a countywide data analysis of numerous indices and provided analytical maps to EDC based on eligibility criteria to evaluate and rank areas for designation. Prepared focused maps in collaboration with EDC to help refine EZ and EZ focus area boundaries based on Plan 2035, the Zoning Rewrite, and economic development strategic plan priorities.
- Provided staff expertise in the development of the Prince George's County Department of Housing and Community Development's County Comprehensive Housing Strategic Plan.



Prince George's County

Planning Department – Countywide Planning

- Served on the Metropolitan Washington Council of Governments WCOG Planning Directors Technical Advisory Committee. Provided data and technical advice to help develop strategies to resolve the region's growing shortage of affordable and workforce housing, increase housing production in Activity Centers and High Capacity Transit Stations (HCTS) areas, and how to address impediments to housing preservation and production in collaboration with other jurisdictions in the region.
- Assisted the Redevelopment Authority of Prince George's County in their efforts to implement the County's Competitive Retail Market Strategic Action Plan by helping select shopping center recipients to receive funding under the new Commercial Property Improvement Program (CPIP) developed as a result of recommendations from the 2017 Retail Strategic Action Plan.
- Provided data and research to numerous business entities interested in locating or expanding in the County.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Completed the 2018 update to the Environmental Technical Manual.
- Performed land use analysis for water and sewer plan amendments and the update of the Water and Sewer Plan.
- Prepared guidelines for large solar panel installations to incentivize solar while protecting neighborhoods, farmland, and historic viewsheds.
- 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.
- Continue to advance the implementation strategies from the Transportation Action Guide for Urban Communities to improve traffic and parking for College Park, Riverdale Park, University Park, and Hyattsville.
- Received the 2019 APA Maryland's Outstanding Project Award at the Maryland APA conference. The award was for the Transportation Action Guide for Urban Communities, Implementation Strategies Playbook for the Route 1 corridor.
- Continue to support the development review division through detailed analysis of transportation facilities and adequacy associated with proposed developments and mandatory referrals in the County.
- Completed three MCOG Transportation-Land Use Connections projects.
- Hosted a Bike-to-Work-Day Pit Stop.
- 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).
- Identified land use and community impacts of major State transportation projects, including I-495 managed lanes and the Baltimore-Washington maglev project.

BUDGET AT A GLANCE

- Personnel Services budget for FY 2021 increased by \$82,096, or 1.6 percent, from the FY 2020 total. The variance is primarily because of two vacant positions being downgraded to lower grades within the Division.
- Supplies and Materials budget for FY 2021 decreased \$10,400, or 2.9 percent, from the FY 2020 total. This decrease is due to one-time costs included in the FY 2020 budget for Agricultural Advisory Committee supplies.



Prince George's County Planning Department – Countywide Planning

- Other Services and Charges budget for FY 2021 increased \$652,792, or 30.4 percent, above the FY 2020 total primarily due to increased budget for professional services to support outside consulting services for Countywide Planning projects.
- Capital Outlay budget for FY 2021 decreased \$1,600, or 2.6 percent, under the FY 2020 total, primarily due to a lower prorated share of costs related to the relocation of the Planning Department to a new building.
- Funded Positions/Workyears: Funded positions and work years in FY 2021 remain unchanged from FY 2020.

Summary of Division Budget

	<u>FY 20 Adopted</u>	<u>FY 21 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$7,741,867	\$8,464,755	9.3%
Staffing			
Funded Career Positions	44.00	44.00	0.0%
Funded Workyears	44.00	44.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY 2021 PROPOSED BUDGET

Comprehensive Revisions to the Zoning Ordinance and Subdivision Regulations/Countywide Map Amendment: This project will continue implementation of the new Zoning Ordinance and Subdivision Regulations adopted by the Prince George's County Council in the second quarter of FY 2019. The approved legislation 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 2021, this project will continue with training and education programs to explain the new ordinance to residents and the business community. It will also support the Council's adoption of a countywide map amendment to implement the new zones, culminating in a countywide remapping of the zoning map.

New Transportation Model: This is an ongoing project update the County's transportation forecast model from a traditional four-step model to a state-of-the-art dynamic activity-based model, known as TransForM 3.0. This model will better forecast how the transportation network will be used under future growth and development scenarios. The scope of work for the FY 2020 project is currently underway and will include development of specific software applications that can be used with the new TransForM 3.0 model. These applications include travel demand forecasting and growth management programs that will better assist the section and department for both the long-term planning and development review aspects of our work program.

In FY 2021, this project will include additional software development and staff training to use the model.



Prince George's County Planning Department – Countywide Planning

Update to the Master Plan of Transportation: The Master Plan of Transportation (MPOT) is the Countywide Functional Master Plan to identify the goals, policies, and strategies for the County's transportation network, including roadways, trails, pedestrian facilities, bicycling facilities, and fixed-way transit. While the MPOT has been amended by subsequent area master and sector plans, it was last comprehensively updated in 2009. An update to the MPOT will be a multiyear project managed by the Transportation Planning Section and assisted by consultants. The update is necessary to better align MPOT policies with the current General Plan; review and revise recommended roadway functional classifications to correct inconsistent recommendations and better reflect the built and planned environment across the County; integrate all modes of transportation into a single consolidated set of recommendations; and identify opportunities to implement the County's Urban Street Standards in the Plan 2035 Centers.

Update to the Transportation Review Guidelines: The Transportation Review Guidelines Parts 1 & 2 are the guiding documents used by the Transportation Planning Section and development case applicants to outline the process for reviewing the transportation impacts of development applications. They provide the technical standards for evaluating transportation adequacy. Part 1 focuses on automobile transportation and the necessary transportation impact studies and Part 2 focuses on pedestrian and bicycle facilities. The Transportation Review Guidelines Part 1 were updated in 2012 and Part 2 was added in 2013. New guidelines will be necessary to facilitate transportation reviews of development projects under the new Zoning Ordinance and Subdivision Regulations, which include new zones, development case types, and thresholds for adequate public facilities (APF). The guidelines will also help implement policy recommendations for master plans, including the Master Plan of Transportation. Additionally, it will be necessary to consolidate Parts 1 & 2 of the guidelines into a single comprehensive document to encourage a multimodal and holistic approach to transportation review.

Growth Management Policy Update: The first stage is to survey what Montgomery County and Howard County do for APF review and present a written report to the Council. The second stage – if approved by the Council – is to recommend changes to the subdivision ordinance to improve the County's approach to APF. This will most likely occur toward the end of FY 2020 and continue into FY 2021.

Prince George's County Comprehensive Economic Development Strategic Action Plan: The Department is soliciting proposals for consultant services to develop a comprehensive Economic Development Strategic Action Plan for Prince George's County. The purpose of this project is to develop a strategic plan based on up-to-date and projected economic, industry, and real estate trends and best practices to increase the county's share of regional economic growth as it relates to potentially high growth industry to capture and align policy and investments to maximize county assets. The strategic plan will be used to help guide economic priorities, incentives, marketing programs, and future commercial and residential development and land use decisions by County decision makers aimed at positioning the County to attract investments, build its commercial tax base, fund critical services, and grow its high-quality job bases. It is anticipated that this project will be completed in FY2021.



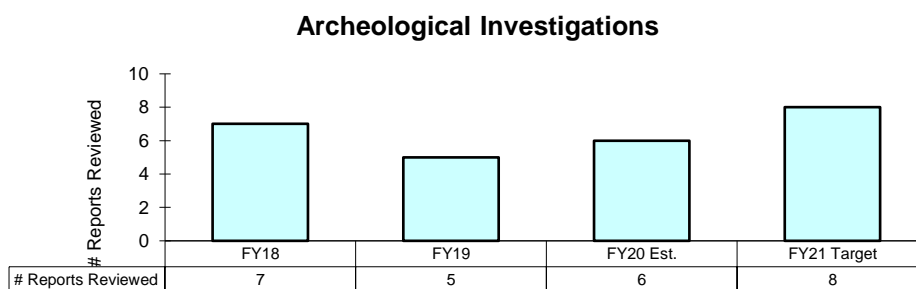
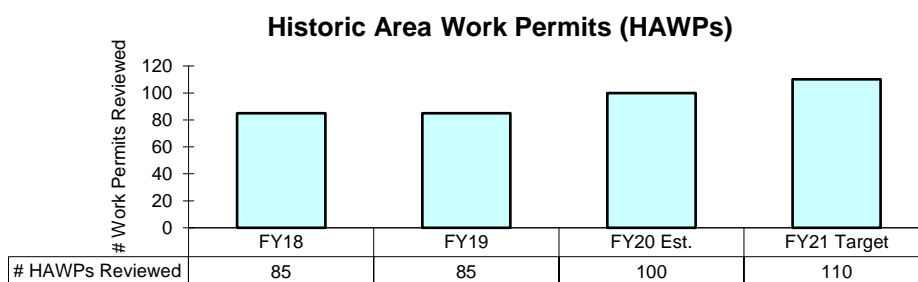
GOALS AND PERFORMANCE MEASURES

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.

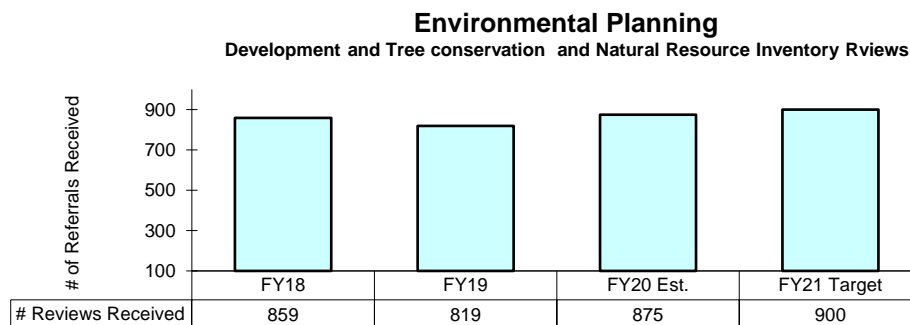
Divisional Objective: To provide professional planning guidance on countywide historic preservation and environmental issues as well as transportation and public facility needs to other Commission staff and outside agencies to protect and enhance existing natural resources and the environment as well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

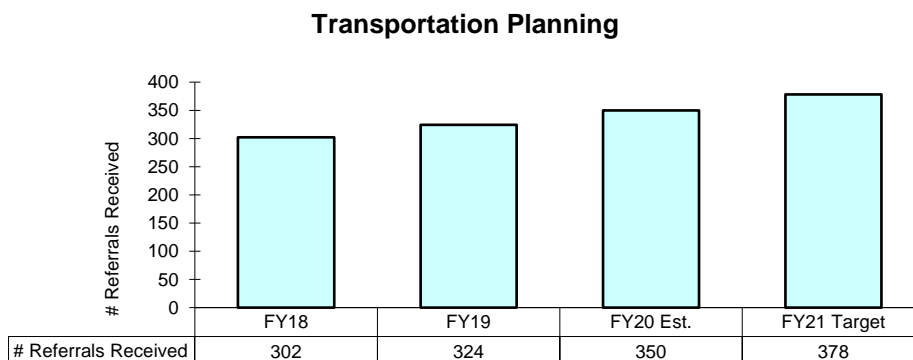


Prince George's County Planning Department – Countywide Planning

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

MISSION

To be the Department's resource for the identification, assembly, processing, and analysis of spatial and tabular data; to provide the Department with a reliable, state-of-the-art computing infrastructure; and to 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 land records and 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 development
- 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 13 PGAtlas training sessions that included staff and citizens. PGAtlas use continues to be embraced as an essential business tool for the community. Over a one-year period, the public accessed PGAtlas.com 201,183 times.
- Migrated its hosted data to the cloud using Amazon web services. This has resulted in an increase in performance and data security.
- Continued to support our open-data portal that allows GIS data to be downloaded in multiple formats at no cost to the user. More than 34,903 GIS files were downloaded in the past 12 months.
- Continued support of application that automatically notifies users (more than 482) when a development case is entered in the development activity database.
- Successfully transitioned the property address assignment functions from the Development Review Division to Information Management Division; corrected 20,700 premise addresses, 8,740 address format errors, 8,095 Zip5 and 308,982 Zip4 code errors; increased street name standardization; cross-trained staff on address assignment functions; created a public-facing property address webpage; eliminated entering and storing staff notes on paper plats.
- Developed multiple ArcGIS Online application filters including specialized applications for the zoning rewrite analysis, Census 2020, the Purple Line, and PAMC projects. These ArcGIS Online applications were accessed 43,751 times in the past 12 months.
- Completed 229 custom GIS map and analysis requests and worked with the County on producing multiple maps for economic development-related projects.



Prince George's County Planning Department – Information Management

- Created, updated, and maintained 80 countywide GIS layers, many of which required daily updates, such as property, zoning, development activity, and easement layers.
- Fulfilled extensive mapping requests to support the zoning rewrite and the Census 2020 program.
- Developed a mobile version of PGAtlas to support use on mobile devices.
- Completed analysis projects related to implementing new GIS Software (GIS Pro) and completed a GIS Health Check Assessment.
- Contracted for support of a requirements analysis to define technical requirements for a development activity pipeline application.
- Completed updating the planimetric datasets and update of topographic elevation information using Light Detection and Ranging (LiDAR) technology jointly with Montgomery County Planning Department.
- Supported the Census Bureau's Boundary Annexation Survey (BAS) program, Local Update of Census Addresses (LUCA), and the Participant Statistical Areas (PSAP) program.
- Implemented multiple Microsoft BI GIS Dashboard Views for address management, tax account data and development activity.

Data Systems Section

- Supported approximately 400 custom mailing label, data extract, user, and other report requests filled for internal and external customers.
- Completed additional Information Counter (DAMS) document scanning and indexing projects. IMD supported the requirements, specification, design, data loading, and scanning of microfiche and microfilm DAMS records.
- Supported additional scanning projects for property address, historic preservation, community planning, and countywide (environmental) planning files. Several of these projects have been completed and others are long-term projects that are still underway.
- Worked on migrating our document imaging library backup protocols to the Amazon cloud. This will increase disaster recovery support and reduce network impacts associated with our existing process.
- Continued to support DAMS enhancements including the ability to enter HARPP and MALPF cases and edits for process improvement as well as the ability to input payment information for fees. Continued to maintain our DAMS online application.
- Assisted with the selection of a new firm to perform onsite scanning services.
- Continued to maintain and enhance our permit tracking application as well as our Permits Online application.
- Continued to maintain and enhance our dwelling unit inventory containing single and multifamily dwelling information.
- Perform an evaluation of CoStar and Metrostudy commercial data products to support data analysis requests.
- Supported ongoing analysis LUCA (Local Update of Census Address Operations) for the Census Bureau in support of the 2020 census. Over 43,000 address corrections were made to the Census Bureau's data.
- Developed SharePoint collaboration sites for Community Planning to support project-based sharing between public and private teams working on community plans
- Deployed a new data systems request tracking and historic contacts applications.
- Completed major upgrades to our Relational Database Management System (Oracle) our scanning software (Data Cap) our Document Management System (FileNet) and our corresponding servers and workstations.
- Developed MS Access applications for project tracking for various departments.
- Generated Countywide mailing lists to support the zoning rewrite analysis.



Prince George's County

Planning Department – Information Management

Network and Technology Services Section

- Continued to maintain, support, and upgrade servers, software, computers, and peripheral devices. Completed major upgrades to our monitors, laptops, and GIS workstation environments.
- Continued implementation of our security awareness program for the Planning Department to support IT security practices. Assisted the Commission in the review and selection of new security awareness software.
- Supported the CIO Office regarding security assessment and network penetration projects. Reviewed the results and took corrective actions as necessary.
- Completed implementation of the active directory project in close coordination with the Commission's CIO for the transition to a new domain. We migrated user accounts and workstations as well servers and services.
- Staff assisted with expanding utilization of Microsoft Office 365 products (Sharepoint, Teams, OneDrive, etc.)
- Upgraded and completed migration to a new Storage Area Network (SAN).
- Work completed for setting up and monitoring LinkedIn Learning usage.
- Work completed on firewall replacement from Juniper to Palo Alto to enhance network protection and improved system management.
- Worked with the CIO Office to support the major upgrade to the Commission's ERP and Kronos Systems. Also supported activities related to Document Self Service (DSS) and Employee Self Service Applications.
- Updated requirements report for constructing a new server room and for procuring a new phone system in association with the future Department move to Largo.
- Began migration to Windows10 operating system to prepare for Microsoft's discontinuing support for Windows7.
- Assisted with migration of our backup protocols for our document imaging library to the Amazon cloud.
- Implementation of new HPE Synergy infrastructure to expand our virtual server capacity.

Census 2020

- Hired a full-time contract census coordinator.
- Developed marketing materials, mailings, a Census 2020 website, multiple posters and maps to support completion of the 2020 census.
- Identified Hard-to-Count areas and developed specialized materials to target outreach in those communities.
- Coordinated the establishment of a Complete Count Committee (CCC) which consists of more than 100 persons. Conducted multiple CCC and subcommittee meetings to support outreach.
- Coordinated Census 2020 outreach activities with County and municipal partners, the State of Maryland, Washington Council of Governments, and other elected officials.
- Participated in more than 100 census-related workshops, events, and presentations.



Prince George's County Planning Department – Information Management

BUDGET AT A GLANCE

- Personnel Services budget increased \$317,412, or 8.9 percent, from the FY 2020 total, primarily because of staff complement increasing by two full-time career positions.
- Supplies and Materials budget for FY 2021 increased \$27,500, or 8.3 percent, above the FY 2020 total. This increase is primarily because of additional funding included for meeting room furniture and computer set-up including monitors.
- Other Services and Charges budget for FY 2021 shows an increase of \$521,020, or 26.0 percent, over the FY 2020 total. This increase is primarily because of increased funding needed for professional services to update the GIS planimetric photography and setup for a new commercial off-the-shelf development activity monitoring software.
- Capital Outlay budget for FY 2021 decreased \$55,600, or 30.9 percent, from the FY 2020 total. This decrease is primarily because of one-time costs budgeted in FY 2020 for the infrastructure replacement of the Department's active directory.
- Funded Positions/Workyears increased by two full-time career positions.

Summary of Division Budget

	<u>FY 20 Adopted</u>	<u>FY 21 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$6,084,593	\$6,894,925	13.3%
Staffing			
Funded Career Positions	27.00	29.00	7.4%
Funded Workyears	27.00	29.00	7.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY 2021 PROPOSED BUDGET

Position and Workyears: The Information Management Division's total FY 2021 funded positions and work years increased by two from the FY 2020 total. The increase includes one Senior Information Technology Support Specialist and one Senior Planner to assist with projected increased workload.

Implement New Security Awareness Software: The Department will implement new security awareness software. Implementation will require configuration, testing, and training for all users in the Department.

Implement New Antivirus Software: The Department will implement new antivirus protection software (CrowdStrike) which will replace the Symantec solution currently in place.

SharePoint Implementation: The existing intranet site will need to be replaced as support for the existing solution will be discontinued. We will expand use of project-based sites and migrate our existing portal to SharePoint Online.

Demilitarized zone (DMZ) infrastructure replacement: This project will provide replacement for end-of-life hardware and upgrade the operation system to enhance security. The new DMZ will be built in the new domain to extend services and improve performances.



Prince George's County Planning Department – Information Management

New Data Center: The Planning Department is planning to relocate to Largo in calendar year 2021. We are working with all responsible parties to design and implement a new data center to support our network infrastructure, including a new VoIP phone system that will be procured.

SCCM: Implementation of Microsoft System Center Configuration Manager (SCCM) to manage security and deployment of applications and devices. Features included remote control for Helpdesk Support, Patch Management, Operating System deployment and network protection.

GIS Data and 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 2021 we will begin development of a pipeline tracking application.

Addressing: In FY 2021 staff will update the addressing regulations and cross-train staff to support address-related functions.

Zoning Rewrite: Continue to update procedures and develop applications and tools to support implementation of the Countywide Map Amendment (CMA).

Local Government Support: Staff will continue to expand and support the local government GIS community to build relationships, share information, and avoid duplication of efforts.

Document Imaging: Staff will continue to support the scanning of multiple datasets (DAMS, Historic Resources, Environmental Plans, Community Plans, etc.) in anticipation of our office move and to have the records more widely accessible. Implementation of effective cloud-based backup procedures will be completed. We will also begin developing an application to provide public access to our DAMS documents.

Development Activity Monitoring: In FY 2021 staff will begin the process of migrating to a new commercial off-the-shelf document tracking application. This will involve identifying requirements, procuring the necessary software and beginning the implementation process.

Census Support: In FY 2021, work for the 2020 census will continue as analysis of the population count data will be performed and new census geographies to support redistricting efforts will be developed. We will also complete and report on census 2020 outreach activities.

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.

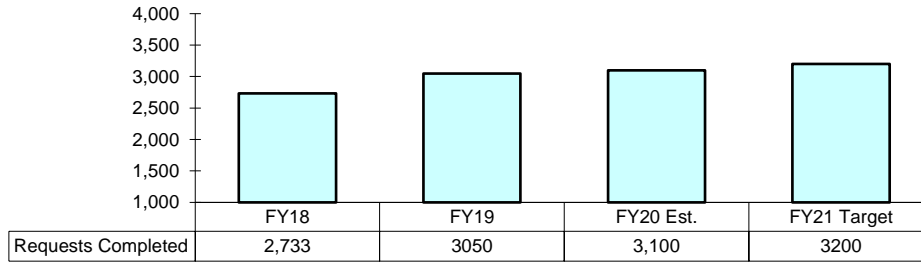
Outcome Data Systems: Improved software, hardware, and technical resources.



Prince George's County Planning Department - Information Management

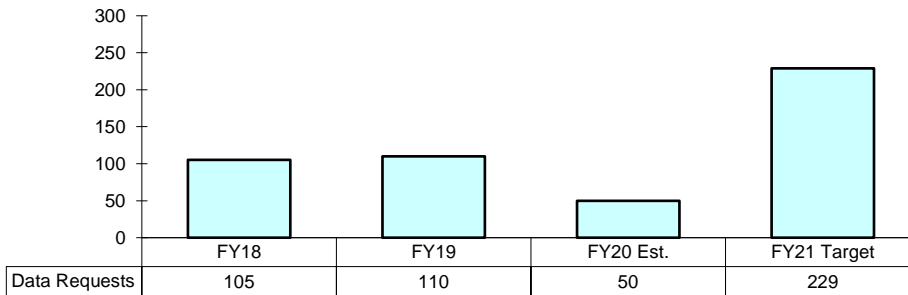
Help Desk Support

Data/Help Desk Requests Completed



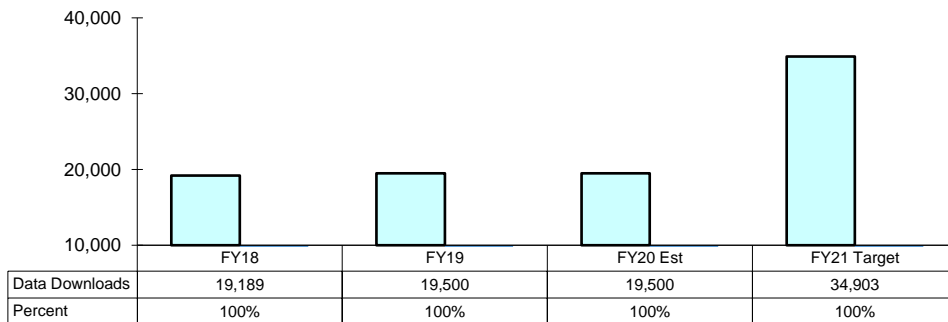
Geographic Information System Data Delivery

GIS Data Requests



Geographic Information Data Downloads

GIS Data Downloads



Prince George's County Planning Department – Support Services

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 2021 increased \$2,300, or 6.6 percent, above FY 2020 total, primarily because of increased costs for group insurance for long-term disability.
- Supplies and Materials budget for FY 2021 increased \$300, or 0.2 percent, above the FY 2020 totals. The increase is primarily the result of inflation.
- Other Services and Charges budget for FY 2021 decreased \$879,350, or 12.9 percent, from the FY 2020 total. This decrease is primarily the result of reductions to County Project Charges budgeted in FY 2020 offset by an increase for the rental of office space at the County Administration Building (CAB).
- Chargebacks budget for FY 2021 increased \$10,751, or 2.7 percent, from the FY 2020 total.
- Funded Positions/Workyears - No change.

Summary of Division Budget

	<u>FY 20 Adopted</u>	<u>FY 21 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$7,436,103	\$6,570,104	-11.6%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Workyears	0.00	0.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY 2021 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 FY 2021 proposal reflects a decrease of \$889,246. This will be the final year of decreases to County project charges as agreed to by both the County and M-NCPPC in prior years. The following chart shows changes in the project charges in FY 2021 compared to FY 2020.



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

County Project Charges	FY 2020 Adopted Budget	Proposed Reductions	Proposed FY 2021 Budget
People's Zoning Counsel	250,000	-	250,000
Zoning Enforcement Unit	1,588,967	(51,868)	1,537,099
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	856,200	(480,000)	376,200
DPW&T Engineering, Inspections, and Permits	469,933	(229,933)	240,000
Redevelopment Authority	614,900	(70,900)	544,000
EDC General Plan Goals	272,534	(22,134)	250,400
Prince George's County Council Planning Position	150,000		150,000
Total	4,797,745	(889,246)	3,908,499
*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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Director's Office				
Personnel Services	3,001,392	3,546,117	3,619,997	2.1%
Supplies and Materials	94,284	331,100	340,000	2.7%
Other Services and Charges	227,984	459,490	625,200	36.1%
Capital Outlay	53,230	102,650	254,500	147.9%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,376,890	4,439,357	4,839,697	9.0%
Development Review				
Personnel Services	4,960,348	5,595,428	5,641,596	0.8%
Supplies and Materials	8,768	444,900	435,600	-2.1%
Other Services and Charges	110,905	491,575	460,100	-6.4%
Capital Outlay	-	76,300	74,200	-2.8%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,080,021	6,608,203	6,611,496	0.0%
Community Planning				
Personnel Services	2,566,132	3,279,120	3,158,047	-3.7%
Supplies and Materials	2,269	227,900	230,100	1.0%
Other Services and Charges	1,554,831	1,950,849	1,393,100	-28.6%
Capital Outlay	-	38,500	38,800	0.8%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,123,232	5,496,369	4,820,047	-12.3%
Information Management				
Personnel Services	3,370,334	3,570,213	3,887,625	8.9%
Supplies and Materials	215,358	330,700	358,200	8.3%
Other Services and Charges	1,266,371	2,003,980	2,525,000	26.0%
Capital Outlay	170,667	179,700	124,100	-30.9%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,022,730	6,084,593	6,894,925	13.3%
County-Wide Planning				
Personnel Services	4,620,622	5,172,659	5,254,755	1.6%
Supplies and Materials	4,202	360,400	350,000	-2.9%
Other Services and Charges	488,271	2,147,808	2,800,600	30.4%
Capital Outlay	-	61,000	59,400	-2.6%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,113,095	7,741,867	8,464,755	9.3%



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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Support Services				
Personnel Services	13,125	34,800	37,100	6.6%
Supplies and Materials	8,305	182,300	182,600	0.2%
Other Services and Charges	7,244,409	6,819,117	5,939,767	-12.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	305,894	399,886	410,637	2.7%
Total	7,571,733	7,436,103	6,570,104	-11.6%
Grants				
Personnel Services	113,028	141,667	-	-100.0%
Supplies and Materials	-	-	-	-
Other Services and Charges	-	5,833	-	-100.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	113,028	147,500	-	-100.0%
Total Planning Department				
Personnel Services	18,644,981	21,340,004	21,599,120	1.2%
Supplies and Materials	333,186	1,877,300	1,896,500	1.0%
Other Services and Charges	10,892,771	13,878,652	13,743,767	-1.0%
Capital Outlay	223,897	458,150	551,000	20.3%
Other Classifications	-	-	-	-
Chargebacks	305,894	399,886	410,637	2.7%
Total	30,400,729	37,953,992	38,201,024	0.7%



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

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

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	30.50	30.50	27.50	27.50	27.50	27.50
Part-Time Career	-	-	-	-	-	-
Career Total	30.50	30.50	27.50	27.50	27.50	27.50
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Director's Office	30.50	30.50	28.50	28.50	28.50	28.50
<u>DEVELOPMENT REVIEW</u>						
Full-Time Career	54.00	54.00	54.00	54.00	55.00	55.00
Part-Time Career	-	-	-	-	-	-
Career Total	54.00	54.00	54.00	54.00	55.00	55.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Development Review	54.00	54.00	54.00	54.00	55.00	55.00
<u>COMMUNITY PLANNING</u>						
Full-Time Career	25.00	25.00	28.00	28.00	28.00	28.00
Part-Time Career	1.00	0.75	1.00	0.75	1.00	0.75
Career Total	26.00	25.75	29.00	28.75	29.00	28.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning	26.00	25.75	29.00	28.75	29.00	28.75
<u>INFORMATION MANAGEMENT</u>						
Full-Time Career	25.00	25.00	27.00	27.00	29.00	29.00
Part-Time Career	-	-	-	-	-	-
Career Total	25.00	25.00	27.00	27.00	29.00	29.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Information Management	25.00	25.00	27.00	27.00	29.00	29.00
<u>COUNTYWIDE PLANNING</u>						
Full-Time Career	41.00	41.00	44.00	44.00	44.00	44.00
Part-Time Career	-	-	-	-	-	-
Career Total	41.00	41.00	44.00	44.00	44.00	44.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Countywide Planning	41.00	41.00	44.00	44.00	44.00	44.00
<u>TOTAL PLANNING</u>						
Full-Time Career	175.50	175.50	180.50	180.50	183.50	183.50
Part-Time Career	1.00	0.75	1.00	0.75	1.00	0.75
Career Total	176.50	176.25	181.50	181.25	184.50	184.25
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Grand Total Planning Department	176.50	176.25	182.50	182.25	185.50	185.25



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

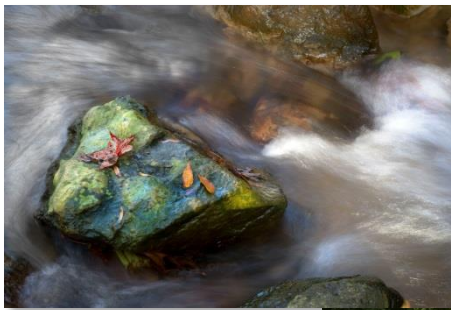
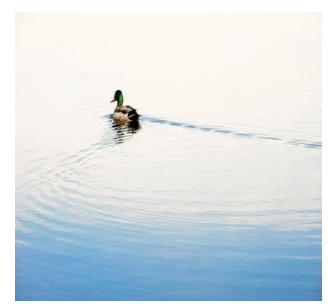
100+ Miles of Trails (53.2 paved mi.)

1 Airport

1 Marina

24 Historical/Archaeological Sites

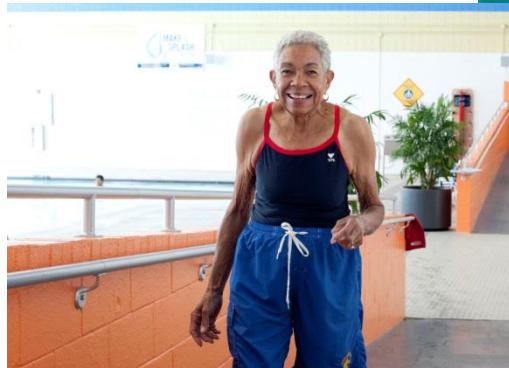
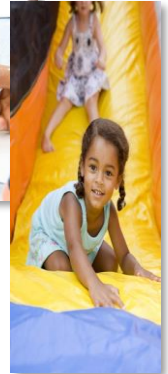
398 Picnic Areas/Shelters/Pavilions



Prince George's County Parks and Recreation Department

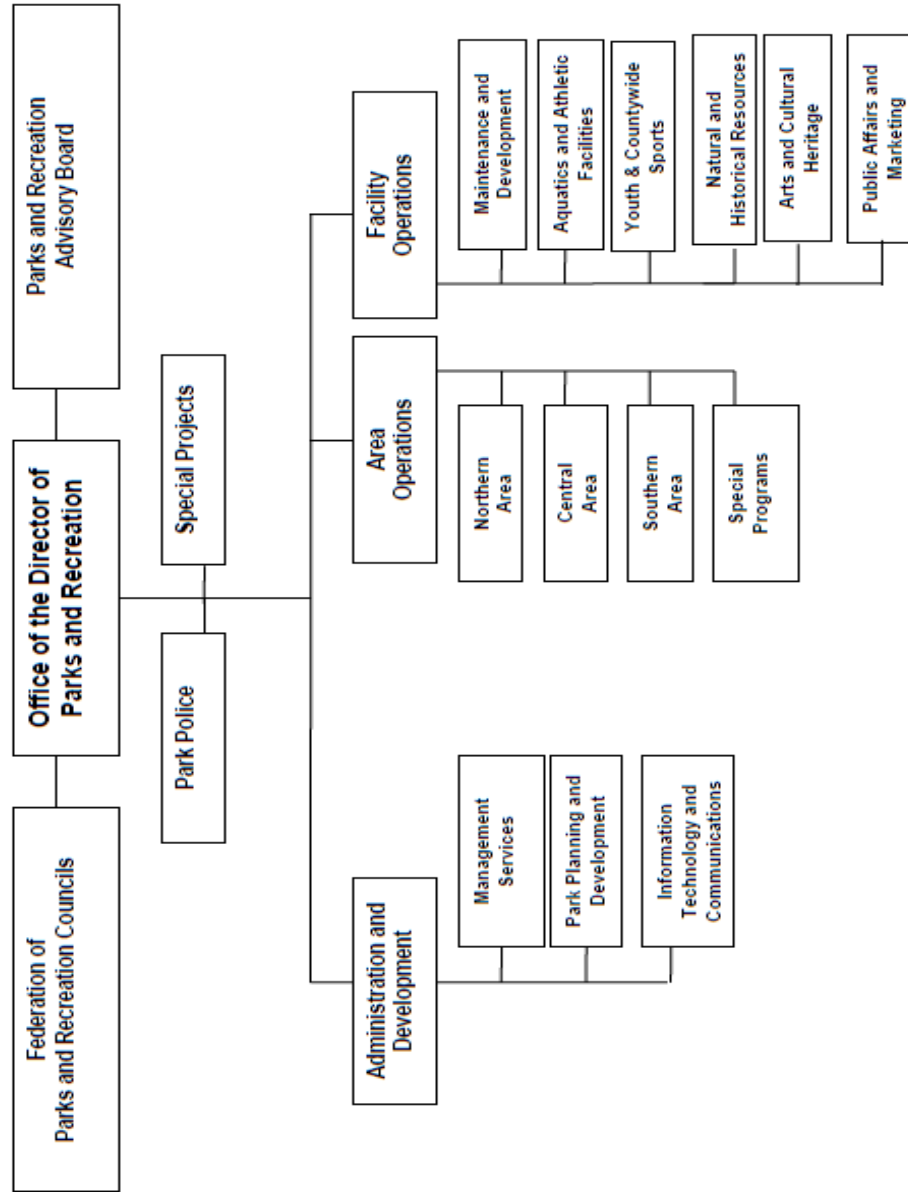
RECREATION SERVICES

- 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

EXECUTIVE OVERVIEW

The Prince George's County Department of Parks and Recreation provides, in partnership with citizens, comprehensive and high-quality park and recreation programs, facilities, and services that respond to the communities' changing needs. The Department also strives to preserve, enhance, and protect open spaces to enrich the quality of life for present and future generations in a safe, secure environment. Charged with managing a comprehensive park system that presently includes close to 11% of the County's total land area, the Department is responsible for acquiring land, developing and managing park and recreation facilities, maintaining and policing park property, and conducting a wide array of leisure activities and services.

The residents of Prince George's County, presently more than 900,000 in number, are the primary customers served. Additionally, residents of Montgomery County, people employed in Prince George's County, and all visitors to Prince George's County are served by Department programs and operations. Those served include people of all ages, income levels, and ability levels, with interests that are indoor or outdoor-oriented, active, and/or passive, and related to the arts, sports, fitness, nature, history, dance, games, hobbies, travel, crafts, health, education, socialization, and/or volunteering. The Department has an interactive website (www.pgparcs.com) that provides information to citizens on upcoming classes, activities, and events and allows feedback on customer service, park development issues, as well as an online help desk.

At the overall direction of the Prince George's County Planning Board, the Department provides programs, facilities and services to benefit its patrons, and Prince George's County as a whole. Social, economic, environmental, health, and personal benefits are very important when decisions about land acquisition, facility development, and recreation programming are made. Community input (including public hearing testimony, surveys, forums, workshops, focus groups, and citizen requests, suggestions and evaluations) is the basis by which the Department identifies parks and recreation needs and interests. Contributions and support from volunteers and community advocates and support groups form the cornerstone of the Department's success. Department staff work closely with members of advisory boards/committees and recreation councils to plan, conduct, and evaluate the effectiveness of programs, facilities, and services. These boards include the Parks and Recreation Advisory Board (PRAB) and the Federation of Parks and Recreation Councils. PRAB is specifically chartered in the County Code to make recommendations to the County Council, County Executive, and Planning Board relative to planning and coordinating a diversified park and recreation program.

MISSION

The mission of the Department of Parks and Recreation, in partnership with County 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
- FITNESS



Prince George's County Parks and Recreation Department

- 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 FY21, the following strategies were employed to develop the proposed budget:

- **Proposed FY21 Capital Improvement Program:** The goals and strategies in the CIP focus on three key factors: 1) financial sustainability; 2) maintaining the existing infrastructure; and 3) ensuring that staff capacity is sufficient to deliver the CIP work program. The Department's goal for the FY21-FY26 CIP is to continue to invest in maintaining the existing infrastructure without over-leveraging the operating budget with the cost of new facilities or unsustainable increases in bond financing. The Department deployed a feasibility study methodology to plan for renovations and new facilities. The methodology allows the Department to propose CIP projects with greater information on the service delivery goals and the financial costs. The budget impact of advancing any of those particular projects has not been determined and as such, the cost is not reflected in the CIP.
- **Staffing Support for Effective Management:** The Department continues to analyze how existing vacancies can best meet current operational needs. As the operation has expanded, staff shortages in the areas of cross divisional and department wide management exist. Existing vacancies are being repurposed to meet these needs, but this action alone will not fill the gap that has grown over the years. Therefore, new positions will be warranted in FY21 to better align our workforce complement with our existing and growing operational management needs.
- **Base Budget Review and Strategic Use of FY20 Budget Savings:** The Department scrutinized its non-personnel needs along with removing any one-time funding that was included in FY20. This created budget capacity was used to the maximum extent feasible to meet FY21 budget needs. In addition, the Department intends to use forecasted salary savings from vacant positions to meet one-time expenditure needs in FY20. This action will eliminate the need to request additional funds in FY21.



Prince George's County Parks and Recreation Department

- **Program Analysis:** The Department has retained a consultant to assist in establishing a new cost recovery methodology. In collaboration with Department staff inclusive of facility and program managers, we are working assessing to our current cost recovery levels and developing proposals that will adjust our revenues, expenditures and offerings accordingly. Full scale implementation will occur in FY21.
- **Innovative Programming:** The Department has an unyielding commitment to deliver innovative programs that meet the needs of County residents. In FY21, we will focus efforts on implementing the second phase of establishing the Youth & Countywide Sports Division. Additionally, we will also expand our therapeutic recreational programs and enhance our community outreach efforts.
- **Conservation and Sustainability:** In FY21, the Department will implement the Sustainability Plan with elements focused on carbon footprint reductions, which includes solar farm development and wildlife habitat preservation. Additional efforts will focus on waste reduction and the provision of educational programs and engagement opportunities for both the community and for Department employees. Furthermore, the Sustainability Plan will establish baselines and specified goals to reach a 'Vision Zero' status by 2040 in which the Department will have minimized its environmental footprint as much as possible.
- **Public Safety:** Public safety, as measured by Part I crimes, has reached historic lows in the park and recreation system. The Department feels strongly that this positive outcome is due to sustained investment in the Park Police and a commitment to a community-policing model. For FY21, the Department remains committed to ensuring the safety of all residents and patrons when visiting and using our open spaces and facilities. Our Park Police will maintain their focus on crime prevention and civic engagement by way of programs and collaborative community partnerships.



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 2021

	FY20 Adopted			FY21 Proposed			
	Park Fund FY20 Adopted	Rec Fund FY20 Adopted	Dept.Total FY20 Adopted	Park Fund FY21 Proposed	Rec Fund FY21 Proposed	Dept.Total FY21 Proposed	% Change
	Office of the Director	\$ 1,583,529	\$ -	\$ 1,583,529	\$ 1,550,922	\$ -	\$ 1,550,922
Park Police	20,028,756	-	20,028,756	21,089,852	-	21,089,852	5.3%
Management Services	7,586,773	-	7,586,773	8,358,056	-	8,358,056	10.2%
Public Affairs and Marketing	2,207,338	1,000,573	3,207,911	2,328,093	1,017,835	3,345,928	4.3%
Youth and Countywide Sports	276,097	3,452,824	3,728,921	-	4,648,971	4,648,971	24.7%
Administration and Development	349,071	-	349,071	354,606	-	354,606	1.6%
Information Tech & Communications	5,608,564	-	5,608,564	5,771,555	-	5,771,555	2.9%
Park Planning and Development	7,604,627	-	7,604,627	8,547,735	-	8,547,735	12.4%
Support Services	14,079,115	9,358,201	23,437,316	13,676,571	9,709,186	23,385,757	-0.2%
Facility Oper.-Deputy Director	-	796,786	796,786	-	733,903	733,903	-7.9%
Maintenance and Development	28,622,860	837,875	29,460,735	28,989,838	1,207,269	30,197,107	2.5%
Natural and Historic Resources	8,700,549	1,534,617	10,235,166	9,443,152	1,505,577	10,948,729	7.0%
Arts and Cultural Heritage	1,721,837	4,386,039	6,107,876	1,666,171	4,409,307	6,075,478	-0.5%
Area Oper.-Deputy Director	-	456,319	456,319	-	485,512	485,512	6.4%
Northern Area Operations	7,446,678	7,874,391	15,321,069	-	8,059,376	8,059,376	-47.4%
Central Area Operations	6,660,313	7,333,696	13,994,009	-	7,440,228	7,440,228	-46.8%
Southern Area Operations	6,763,124	10,729,303	17,492,427	-	10,878,485	10,878,485	-37.8%
North Parks Division	-	-	-	10,746,777	-	10,746,777	100.0%
South Parks Division	-	-	-	10,573,963	-	10,573,963	100.0%
Aquatics and Athletic Facilities	-	12,978,465	12,978,465	-	12,081,094	12,081,094	-6.9%
Special Programs	-	9,954,050	9,954,050	-	10,016,420	10,016,420	0.6%
Non-Departmental	6,260,794	4,832,603	11,093,397	8,836,070	5,791,429	14,627,499	31.9%
Transfers Out	57,326,269	18,157,592	75,483,861	53,289,619	18,311,024	71,600,643	-5.1%
Budgetary Reserve	6,275,000	4,184,200	10,459,200	6,596,700	4,314,800	10,911,500	4.3%
Fund Total	\$ 189,101,294	\$ 97,867,534	\$ 286,968,828	\$ 191,819,680	\$ 100,610,416	\$ 292,430,096	1.9%



Prince George's County Parks and Recreation Department

HIGHLIGHTS AND MAJOR CHANGES IN FY21 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 FY21 work program changes are listed by program.

- The FY21 Proposed Operating Budget for the Prince George's County Department of Parks and Recreation has been developed with the strategic vision of continuing to address a critical backlog of infrastructure needs and essential operating budget needs that were not able to be addressed during the recessionary budget cycle. Sensitivity to structural deficits remains in the Park and Recreation funds. Fortunately, the property tax revenue outlook has significantly improved, giving the Department an opportunity to increase funding to meet needs. The strategy employed for the FY21 Proposed Budget is to increase funding to meet needs in a manner that does not increase the risk of structural deficits. Overall, it is our goal to ensure sufficient resources are planned to 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 \$8,892,186 or 4.4% from \$201,025,767 in FY20 to \$209,917,953 in FY21. This increase does not include the transfers to the CIP (PayGo), Debt Service or Expenditure Reserves.
- The Debt Service costs are projected to decrease by \$456,650, or -3.0% from \$15,296,269 in FY20 to \$14,839,619 in FY21.
- PayGo is projected to decrease by \$3,580,000 or -6.9% from \$52,030,000 in FY20 to \$48,450,000 in FY21.
- Therefore, the total combined expenditure budget is increasing by \$5,461,268 or 1.9%, from \$286,968,828 in FY20 to \$292,430,096 in FY21.

Park Fund

The FY21 Park Fund expenditure budget (excluding reserves) is proposed to increase by \$2,396,686 or 1.3%, from \$182,826,294 to \$185,222,980. The Proposed FY21 operating budget major changes include:

- (\$3,580,000) decrease for PayGo funding;
- (\$456,650) decrease to Debt Service;
- \$469,132 increase for salary lapse;
- \$2,047,425 increase for compensation markers;
- \$635,715 increase for other post-employment benefits (OPEB);
- \$100,287 increase for CAS chargebacks;
- \$806,400 increase for Risk Management;
- \$217,711 increase for Commission-Wide Information Technology Initiative (CWIT) and CIO Allocation;
- (\$852,000) decrease to remove one-time funding for FY20 expenditures;



Prince George's County Parks and Recreation Department

- \$3,180,378 increase to support Department major change requests to include 25 new positions and both programming and operational funding to support large-scale maintenance initiatives, increased public safety, and overall general functions within the Department;

The Park Fund program revenues are proposed to decrease by \$151,035 (-3.7%) from \$4,091,100 in FY20 to \$3,940,065 in FY21. The Park Fund program revenues primarily include Park Permits, Park Police fines, agricultural leases, historic property rentals and park house rentals. The decrease is attributed to the Festival of Lights program transfer from the Park Fund into the Recreation Fund. The FY21 Proposed Budget includes an Interfund Transfer from the Administrative Fund into the Park Fund in the amount of \$3,000,000. The purpose of this transfer is to help support infrastructure PAYGO funding for the CIP.

Recreation Fund

The FY21 Recreation Fund expenditure budget (excluding reserves) is proposed to increase by \$2,612,282 or 2.8% from \$93,683,334 to \$96,295,616. Major changes include:

- No change for PAYGO;
- \$429,472 increase for salary lapse;
- \$939,678 increase for compensation markers;
- \$212,015 increase for other post-employment benefits (OPEB);
- \$74,175 increase for CAS chargebacks;
- \$84,300 increase for Risk Management
- \$308,162 increase in Commission-Wide Information Technology Initiative (CWIT) and CIO Allocation;
- \$153,432 increase in subsidy transfer to Enterprise Fund;
- \$1,218,391 increase to support Department major change requests to include 9.8 new positions and both programming and operational funding to support overall general functions within the Department;

The Recreation Fund program revenues are proposed to increase by \$474,092 (4.5%) from \$10,438,907 in FY20 to \$10,912,999 in FY21. The Recreation Fund program revenues primarily include aquatics, summer play activities, sport programs, the Fairland Athletic complex, arts programs, child care, and trips and excursions.

Workyear Changes (All Funds)

The proposed FY21 total work years for the Park, Recreation and Enterprise Funds is 2,479.56, which represents a net increase of 283 over the FY20 level of 2,196.56. The workyears are distributed as follows:

Workyear Changes – Park Fund

- Added 3 Park Police Officer positions to enhance public safety;
- Added 1 position to support procurement of computer equipment (ITC);
- Added 2 positions to support human resources and recruitment services (MSD);
- Added 5 positions to support help desk operations and web management (MSD);
- Added 2 positions to support financial management and administrative operations (MSD);
- Added 3 positions to support the restructuring of area maintenance (NPMD, SPMD);



Prince George's County Parks and Recreation Department

- Added 4 positions for trade specialties to specifically address HVAC, plumbing, and critical projects at facilities (M&D);
- Added 2 positions for museum operation and environmental education (NHRD);
- Added 3 positions to meet increased demand for outreach, content development and administrative functions (PAMD)

Workyear Changes – Recreation Fund

- Converted 13 part-time career positions to full-time career for Child Care Program (SPD)
- Added 5 positions to support the continued implementation for Youth Sports (YCSD)
- Added 2 positions to meet increased demand for inclusion services throughout the County (NAO, CAO)
- Added 1 position to specifically address aquatics maintenance and repairs at facilities (M&D);
- Added 1 position for community engagement and outreach for the arts (ACHD)

Workyear Changes – Enterprise Fund

- Added 1 position for an Assistant Facility Manager at Cosca Tennis Bubble (AAFD)

FY21 Proposed Budget Summary of Parks and Recreation Department Positions by Fund and Position Type

Fund	<u>FY20 Adopted</u>		<u>FY21 Proposed</u>	
	Positions	Workyears	Positions	Workyears
<i>Summary of Full-time Career Positions and Workyears</i>				
Park	801.00	801.00	826.00	826.00
Recreation	297.00	296.00	319.00	319.00
Enterprise	<u>67.00</u>	<u>67.00</u>	<u>68.00</u>	<u>68.00</u>
Total	1,165.00	1,164.00	1,213.00	1,213.00
<i>Summary of Part-time Career Positions and Workyears</i>				
Park	6.00	5.90	6.00	5.53
Recreation	16.00	16.36	3.00	2.82
Enterprise	<u>1.00</u>	<u>0.50</u>	<u>1.00</u>	<u>0.50</u>
Total	23.00	22.76	10.00	8.85
<i>Non-Career Workyears (Seasonal and Intermittent Positions)</i>				
Park		178.00		207.26
Recreation		693.20		860.35
Enterprise		<u>138.60</u>		<u>190.10</u>
Total		1,009.80		1,257.71



Prince George's County Parks and Recreation Department

WORK PROGRAM PRIORITIES

FY21 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 FY21 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; and
- Maintaining a fiscally sustainable organization.

The following are our main proposed FY21 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.

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.

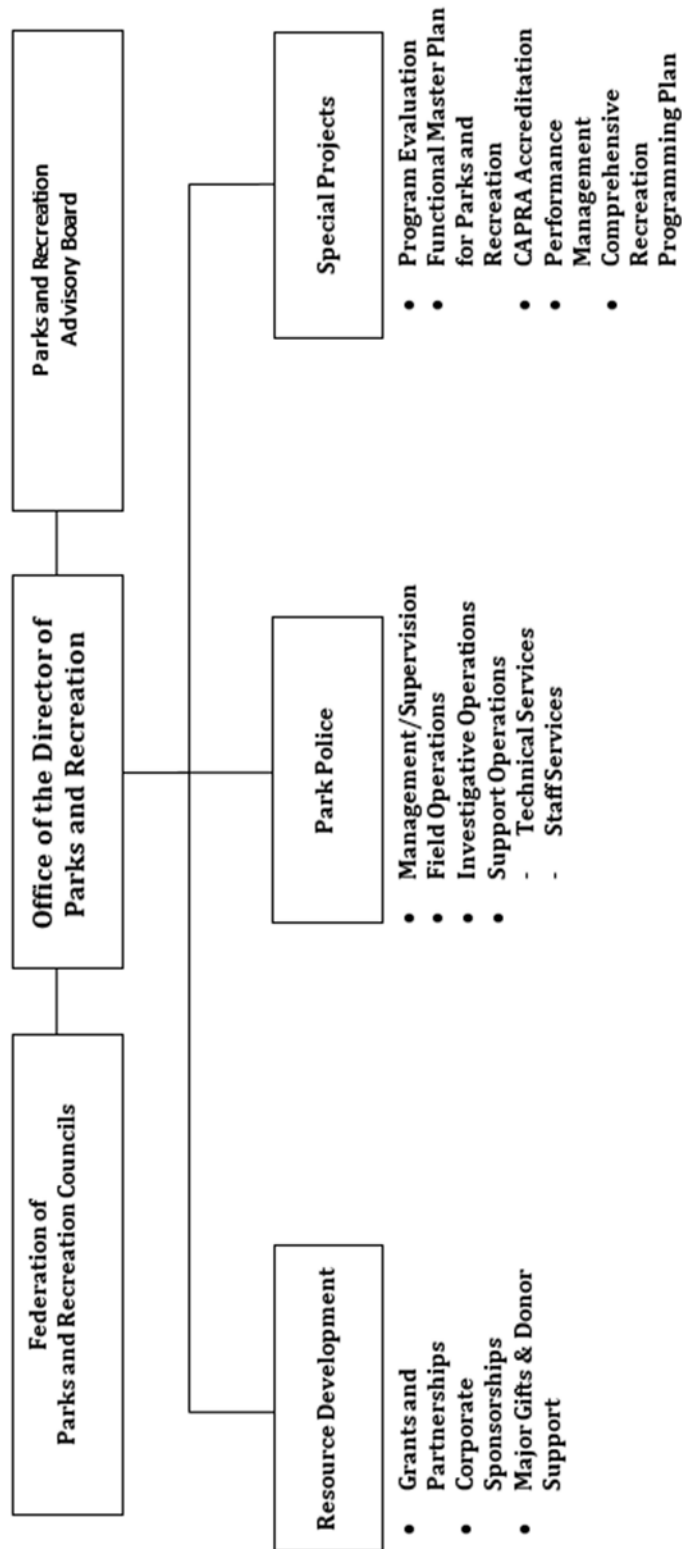
MAINTAINING A FISCALLY SUSTAINABLE ORGANIZATION - GOALS:

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.



ORGANIZATIONAL STRUCTURE

OFFICE OF THE DIRECTOR



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

OVERVIEW

The Office of the Director provides overall program direction, policy guidance, and administration for the entire Department of Parks and Recreation. This responsibility includes planning, supervising, and coordinating all parks and recreation facilities and services. The Director 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 Resource Development Office.

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,
- 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

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$1,583,529	\$1,550,922	-2.1%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	9.00	9.00	0.0%
Funded Workyears	12.00	12.22	1.8%



HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Transferred one (1) career full-time position to Park, Planning & Development to support a work program realignment.
- Transferred one (1) career full-time position in from Management Services to support a work program realignment.



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

OVERVIEW

The Park Police Division ensures the safety of park patrons and facilities 24 hours a day through crime prevention, apprehension, enforcement of criminal and motor vehicle laws of the State, and enforcement of Park Rules and Regulations. Policing is community-based, with officers at all levels involved in problem solving on behalf of our citizens through the use of 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

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 including 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

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 M-NCPPC 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, T3s 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

Investigative Operations is composed of three units: Investigative Services, Investigative 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

Internal Affairs responds to allegations of serious and/or criminal misconduct against the M-NCPPC Park 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.

FY21 BUDGET PRIORITIES

- Provide upgrades to the Park Police communications and record keeping systems to be in compliance with the FBI's transition to NIBRs for the reporting of crime statistics and reporting information.
- Upgrade to the latest Motorola radio communications and records management system to maintain effective communication with all Washington DC region law enforcement agencies.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$20,028,756	\$21,089,852	5.3%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	166.00	169.00	1.8%
Funded Workyears	166.50	171.35	2.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Added three (3) new Park Police Officer positions to enhance Public Safety.



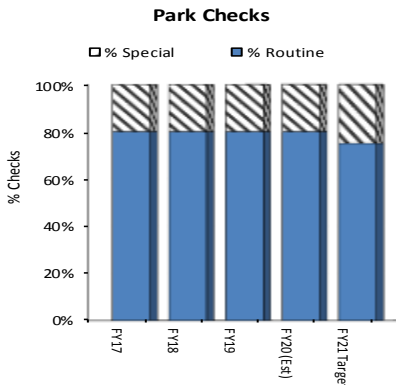
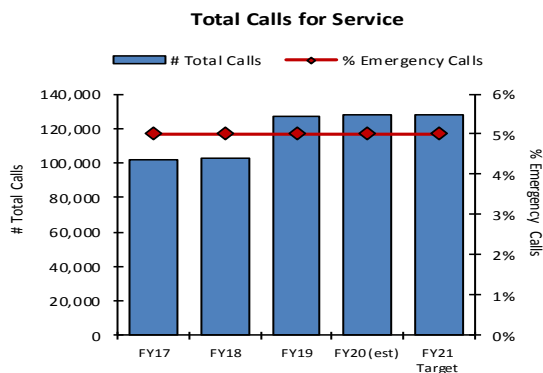
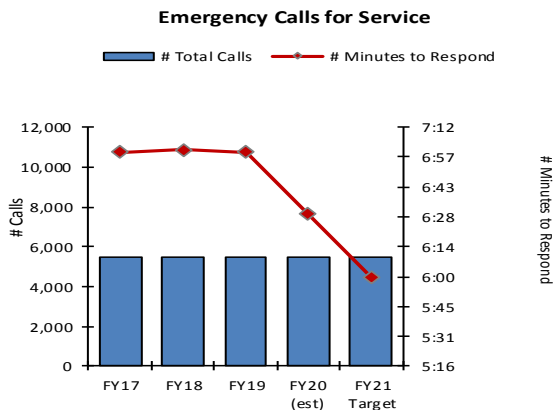
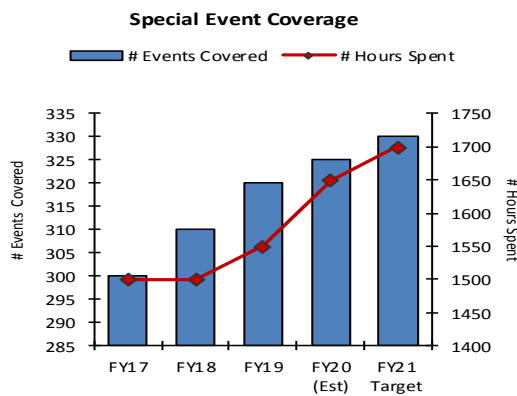
Prince George's County Parks and Recreation Department – Park Police

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 and property, and to identify and apprehend violators in order to provide a safe and secure environment for all patrons.

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

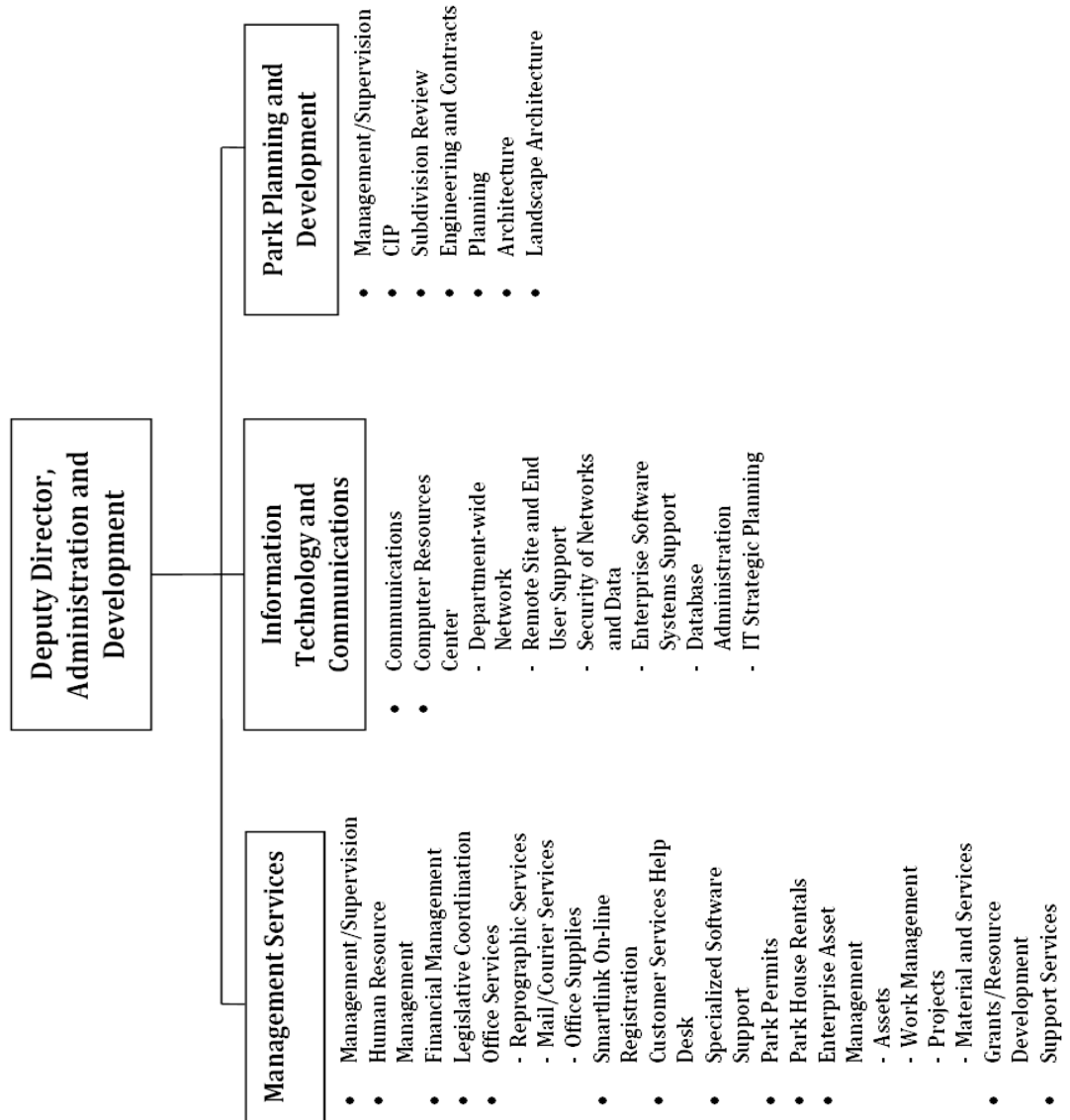


Routine checks are documented regular visits. Departmental rate is approx. 70,000 visits per month to a neighborhood or community park. Special Area Checks are approx. 16,500 per month. Ratio of Special to routine is stable.



ORGANIZATIONAL STRUCTURE

ADMINISTRATION and DEVELOPMENT



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

OVERVIEW

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

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$349,071	\$354,606	1.6%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	2.00	2.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- None



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

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
- 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 and Organizational 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

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.

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 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



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

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.

FY21 BUDGET PRIORITIES

- Develop strategies to leverage Department-wide data through the delivery of reports, dashboards, data analysis, and modeling.
- Lead the Department efforts in succession planning by creating a systematic approach to ensuring leadership continuity within an organization by recruiting and/or promoting individual employee growth and development.
- Leverage major existing database systems to identify tools and technological features that add value and enhance the Department operations.
- Establish a Department-wide cost recovery methodology that ensure programs, fees, charges, and services align with the Department goals outlined in the Formula 2040 Plan.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$7,586,773	\$8,358,056	10.2%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	54.00	62.00	14.8%
Funded Workyears	83.10	86.45	4.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Added two (2) new career full-time positions to support human resources and recruitment services.
- Added five (5) new career full-time positions to support help desk operations and web management.
- Added two (2) new career full-time positions to support financial management and administrative operations.
- Transferred one (1) career full-time position to the Office of the Director, Special Projects Unit to support a work program realignment.
- Decreased seasonal/intermittent allocation due to new position additions.



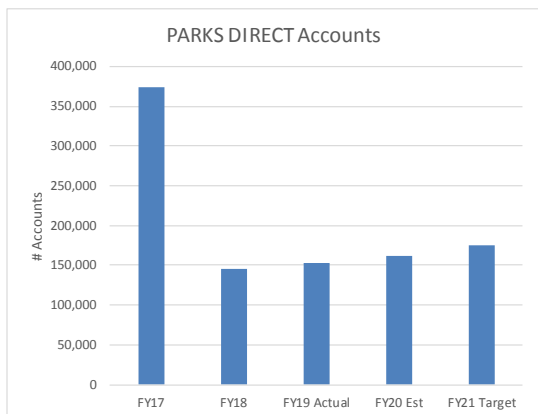
Prince George's County Parks and Recreation Department – Management Services

GOALS AND PERFORMANCE MEASURES

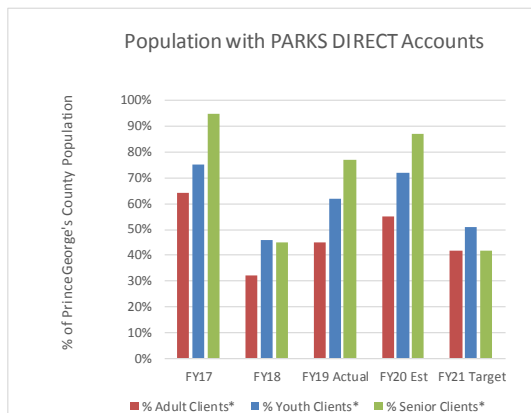
Management Services Division Performance Measures

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.

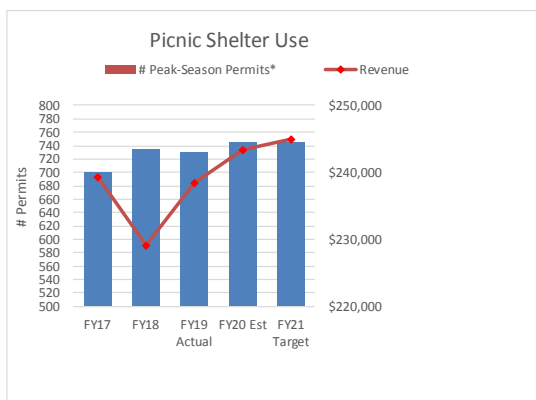
Impact Objective: Provide the Department Divisions, the Commission's Central Administrative Services, and the citizens of Prince George's County with accurate, timely information and assistance by implementing and interpreting Commission and Departmental policies and systems.



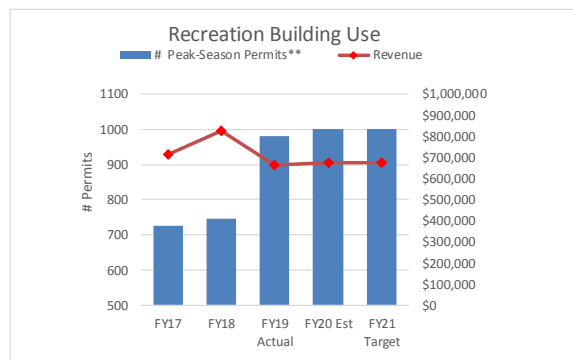
Active Accounts = Active (not frozen) status
*In FY18 the Department transitioned registration software and only migrated accounts with recent business, resulting in a significant drop in total accounts.



Note: Population total source is 2010 US Census
Youth Clients = 0-17 yrs (205,999)
Senior Clients = 60+ yrs. (125,382)
Adult Clients = 18 - 59 yrs. (532,039)



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



*Peak Season = all days during June, July, and August
**a decrease in overall rental revenue with buildings due to Riverdale Park and Adelphi Mill no longer being rented. Adelphi Mill was a historic site that was bringing in around 4 times as much rental revenue per booking than the other park buildings.



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

OVERVIEW

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

MISSION

The 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

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.

FY21 BUDGET PRIORITIES

- Continue to develop and implement industry best practices for security and disaster recovery operations.
- Continue an agency wide initiative to migrate to a single forest, multi-domain infrastructure.
- Evaluate the organizational structure and technology systems to ensure we have a technology service model that incorporates best practices in efficiency, security, and end-user support.

BUDGET AT A GLANCE

Summary of Division Budget

		FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$5,608,564	\$5,771,555	2.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	31.00	32.00	3.2%
	Funded Workyears	32.90	33.38	1.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Added one (1) new career full-time position to support inventory controls.
- Decreased seasonal/intermittent allocation due to new position addition.



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

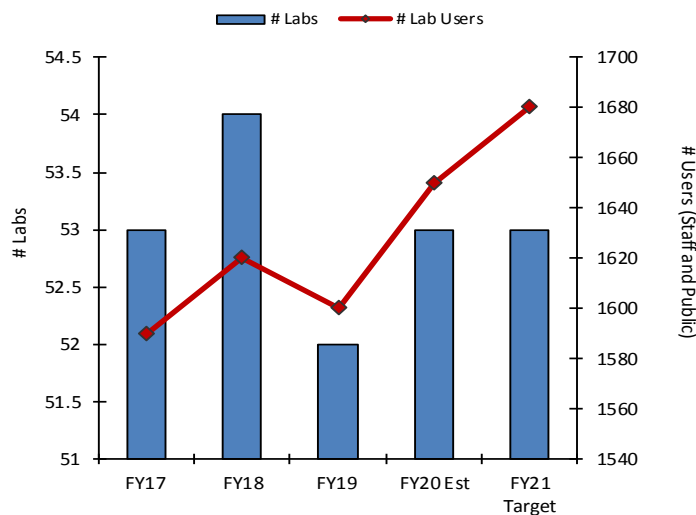
GOALS AND PERFORMANCE MEASURES

Information Technology & Communications Division Performance Measures

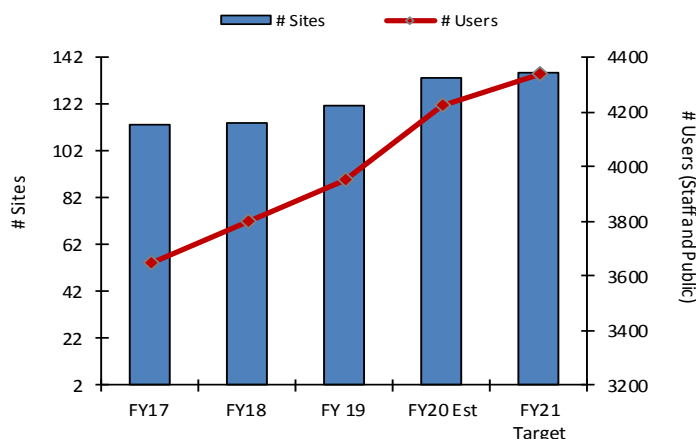
Outcome Objective: In pursuit of the Departmental mission, the IT and Communications Division serves departmental staff and oversees the following functional areas: end user support, systems support and configuration, procurement, security of operations, access to web-based applications, web-related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



Wireless Access



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

OVERVIEW

The primary functions of the Division are the preparation of the Capital Improvement Program (CIP), and the planning, design, engineering, and construction management of CIP funded projects. Land for parks and recreational facilities is acquired with CIP funds, 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 adopted Formula 2040 Functional Master Plan for Parks, Recreation & Open Space. The Master Plan serves as a framework to support current and future CIP needs. The objectives and policy priorities of Formula 2040 are focused on connectivity and economic development, as well as health and wellness.

PROGRAMS AND SERVICES PROVIDED

Planning

This section performs the long-term park and recreation facility planning for the Department and the County. This section is also the main contact for community engagement, evaluation and review of developer site plans for park purposes, preparation of specific area park and recreation facility studies, including the State Land Preservation and Recreation Plan, and provision of forest conservation reviews. Staff prepares statistical, graphic and analytical reports on all aspects of departmental activities. In addition, staff prepares, conducts, and/or coordinates and evaluates departmental services. The program maintains a computerized inventory of all parkland and Commission-owned facilities in the County, and establishes the level-of-service program for parkland, facilities, and services used to prepare park master plans and to determine community park and recreational facility needs.

Land Acquisition/Development Review

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

Capital Improvement Program and Procurement

This section develops the Capital Improvement Program (the capital budget and five outer capital planning years) based on input from the operating divisions, the public, and park planning staff. The program ensures that the CIP is aligned with the County's Spending Affordability Six Year Plan and provides for the implementation of the CIP through an in-house procurement effort consisting



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

of soliciting requests for proposals, 'invitation for bids' and processing design and construction contracts.

Landscape Architecture

This section designs park plans and manages landscape architectural contractors for a variety of projects, including playgrounds and park amenities. The work program of this section includes the development and oversight of all design work for the completion of local, community, regional, and special park projects, and providing assistance to municipalities and citizens' requests as required.

Architecture

This section develops park and park facility design plans, specifications for park buildings and structures, and manages architectural design and general contractors hired by the department (typically for larger community center development projects). The section's work program includes the development and oversight of all design work for the completion of local, community, regional, and special park projects, and for assistance to municipalities and citizens' requests as required.

Construction 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 section's work program includes monitoring the quality of construction throughout the project's construction phase. Additionally, the section provides oversight and review of all change orders, schedules, and processing of payments to contractors for work performed.

FY21 BUDGET PRIORITIES

- Continue to address findings from the Legislative audit and implement corrective actions, as required, to improve the usage of project management information system software.
- Complete feasibility studies for major CIP projects to make strategic decisions prior to beginning project planning and design phases for the Rollingcrest-Chillum and Good Luck community centers.
- Continue implementation of the master plans that have County-wide impact.
- Complete master plans for the Walker Mill and Cosca regional parks, as well Multi-Generational Facility Planning.
- Implementation of the Land Acquisition Master Plan.
- Continued trail development throughout the County.

BUDGET AT A GLANCE

Summary of Division Budget

		FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$7,604,627	\$8,547,735	12.4%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	58.00	59.00	1.7%
	Funded Workyears	60.20	62.80	4.3%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Transferred one (1) career full-time position in from the Office of the Director, Special Projects Unit to support a work program realignment.
- Increased non-personnel funding for contractual project management support.

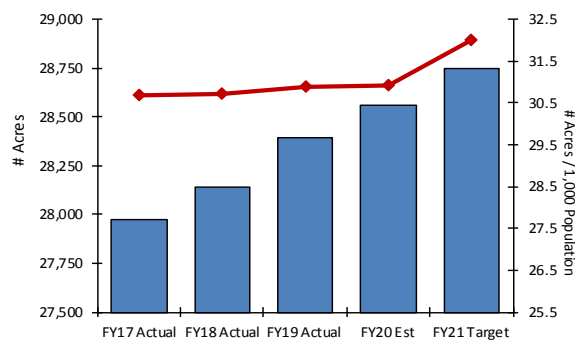
GOALS AND PERFORMANCE MEASURES

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.

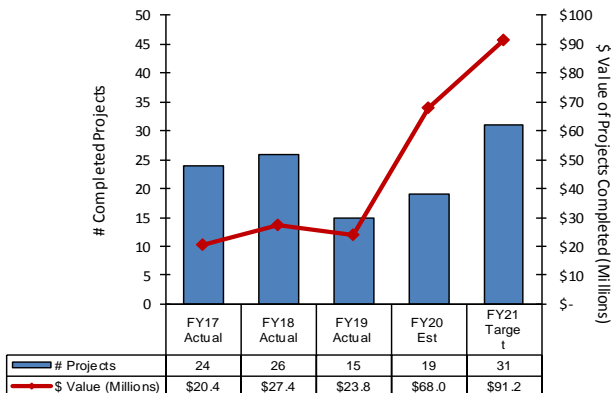
Impact Objective: Ensure that acquisition and development projects are fully funded and proper procedures are followed through planning, design and construction. The Division acquires parkland and builds quality park facilities in order to meet the park and recreation needs of the residents of Prince George's County. Note: All graphs below are from data as of November 2019.

Parkland (Acres per Person)



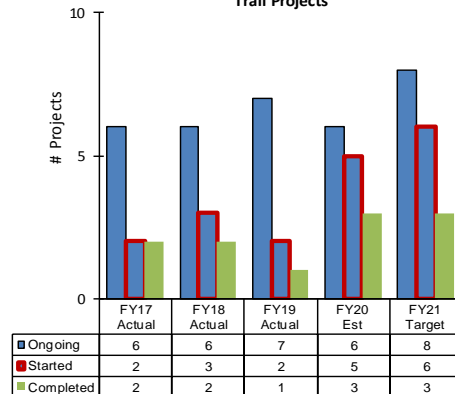
*Countywide Formula 2040 goal is 35 acres per 1,000 population.

**Capital Improvement Program
Completed Projects and Overall Project Value**



*The cost of projects PP+D will complete in FY21 includes the \$15 million SRTRC Pool, the \$32 million reconstruction of Tucker Road Ice Rink, a maintenance yard relocation due to the Purple Line, and multiple feasibility studies.

**Capital Improvement Program
Trail Projects**



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

		FY20	FY21	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$14,079,115	\$13,676,571	-2.9%
<i>Recreation Fund</i>				
	Expenditures	<u>\$9,358,201</u>	<u>\$9,709,186</u>	<u>3.8%</u>
	TOTAL EXPENDITURES	\$23,437,316	\$23,385,757	-0.2%

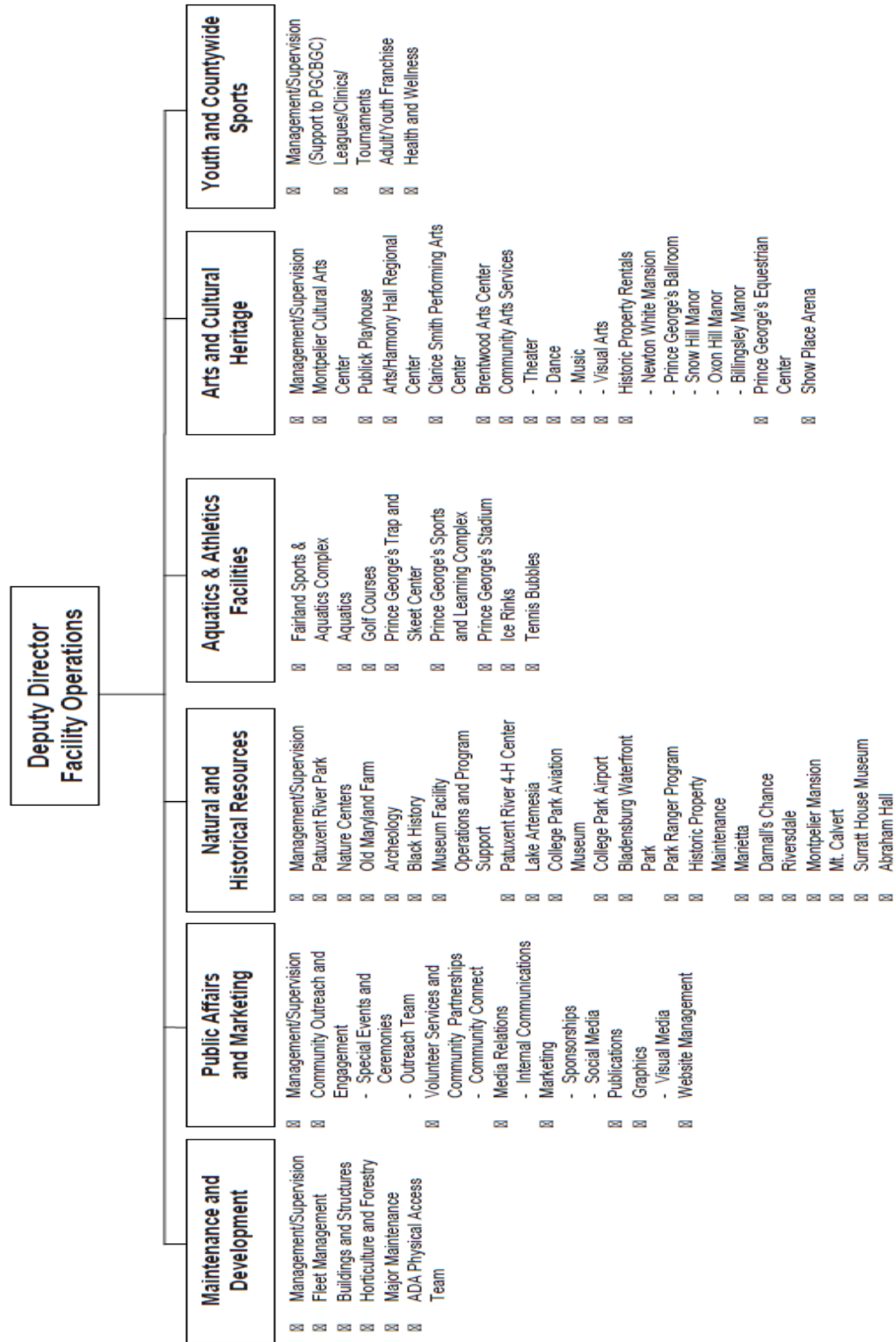
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased group insurance for LTD payments by \$1,700.
- Decreased unemployment insurance payments by (\$5,000).
- Increased risk management charges by \$890,700.
- Increased funding for the Commission-Wide Information Technology and related programs by \$525,873.
- Increased non-personnel services to accommodate cost escalation on office space leasing. Reallocated non-personnel funding to various divisions within the Department to support operation and service delivery.



ORGANIZATIONAL STRUCTURE

FACILITY OPERATIONS



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

OVERVIEW

The Facility Operations Deputy Director is responsible for coordination, management, supervision, and direction of comprehensive park programs, natural resources, leisure activities, major maintenance projects, and park maintenance through oversight of six Divisions: Arts and Cultural Heritage; Aquatics and Athletic Facilities, Public Affairs and Marketing; Maintenance and Development; Natural and Historical Resources; and Youth and Countywide Sports.

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

	<u>FY20 Adopted</u>	<u>FY21 Proposed</u>	<u>% Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$796,786	\$733,903	-7.9%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	4.00	4.00	0.0%
Funded Workyears	5.50	8.50	54.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Transferred all seasonal and non-personnel allocations for the STEAM program to the Special Programs Division.



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

OVERVIEW

Maintenance and Development provides maintenance, repair, and renovation of Department facilities and properties through six major work programs. The Division also coordinates with and provides 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 3,460 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, Aquatics 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 to include the various indoor and outdoor pools, including restorations, and new construction of park development projects. This section provides estimating, plan review, and supervision of major projects, facility inspections and responses to issues involving fire protection systems, elevators, electrical and lighting, HVACR, 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

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.

FY21 BUDGET PRIORITIES

- Upgrade the HVAC/R systems at various facilities and incorporate into the BAYweb system for 24-hour remote temperature sensor options.
- Connect the remaining buildings at the M&D Maintenance Facility to natural gas.
- Continue executing energy saving initiatives by extending LED lighting upgrades to various facilities.
- Implement employee and community engagement tools to improve communication around sustainable business practices.
- Evaluate opportunities for additional solar power projects.



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

BUDGET AT A GLANCE

		FY20	FY21	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$28,622,860	\$28,989,838	1.3%
<i>Recreation Fund</i>				
	Expenditures	<u>\$837,875</u>	<u>\$1,207,269</u>	<u>44.1%</u>
	TOTAL EXPENDITURES	\$29,460,735	\$30,197,107	2.5%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	179.00	184.00	2.8%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>2.00</u>	<u>3.00</u>	<u>50.0%</u>
	TOTAL FUNDED CAREER POSITIONS	181.00	187.00	3.3%
<i>Park Fund</i>				
	Funded Workyears	200.40	203.54	1.6%
<i>Recreation Fund</i>				
	Funded Workyears	<u>3.10</u>	<u>4.10</u>	<u>32.3%</u>
	TOTAL FUNDED WORKYEARS	203.50	207.64	2.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Added one (1) full-time career position to support aquatics maintenance.
- Added two (2) full-time career positions to support Buildings and Construction, specifically HVAC/R and plumbing.
- Added two (2) full-time career positions to support Critical Projects, specifically for administration and heavy equipment operation.
- Transferred one (1) full-time career position from the Natural and Historical Resources division for the sustainability project to Maintenance and Development division.
- Increased non-personnel funding to support repairs and maintenance specifically for aquatics.
- Increased non-personnel funding to accommodate annualized expenses associated with the Southern Area Aquatic and Recreation Complex (SAARC) and the Southern Regional Technology and Recreation Complex (SRTRC).
- Reallocated seasonal funding within the Division to meet operational needs.
- Removed one-time OBI that was used for the repurposing of the greenhouse site.



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

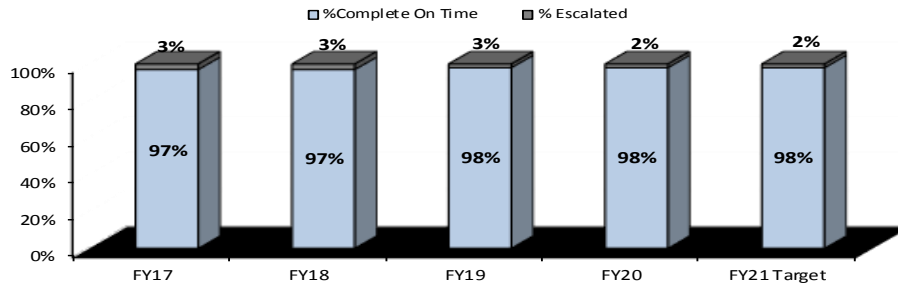
GOALS AND PERFORMANCE MEASURES

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.

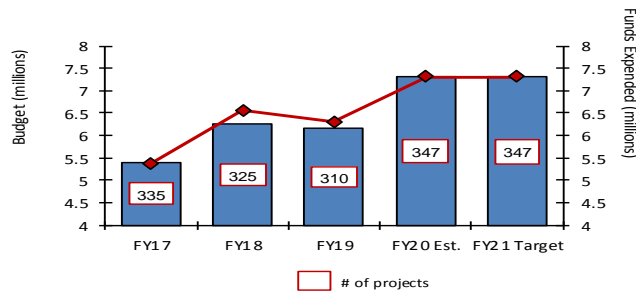
Work Order Status



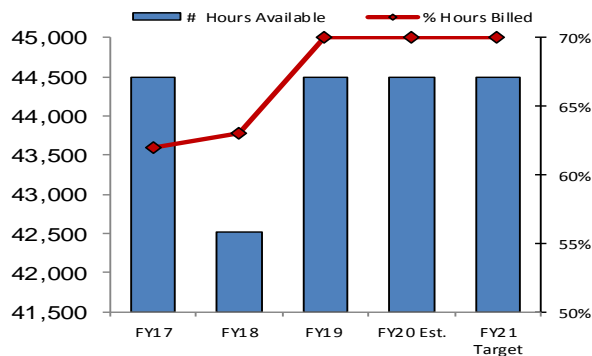
Escalated = a project was not completed on the projected schedule

Major Maintenance

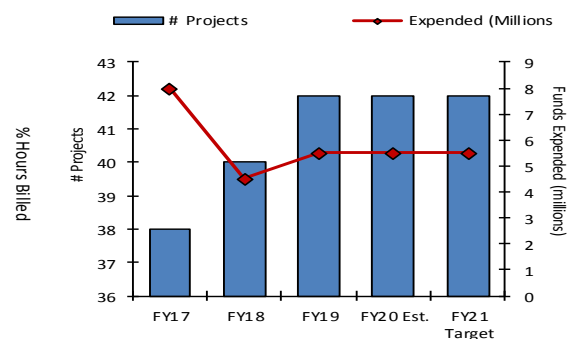
■ Budget (Millions) ◆ Funds Expended (Millions) ◆ # Projects



Fleet Management Billable Hours



Infrastructure Improvement Fund



Note: National Standard is 65.8%
Source: ICMA



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

OVERVIEW

The Public Affairs and Marketing Division (PAMD) work program enhances and improves community relations, volunteers and partnerships; promotes parks and recreation programs, facilities, and services; encourages participation and involvement by the community; and informs Prince George's County residents and visitors of available services through various forms of communication media.

MISSION

The Public Affairs and Marketing Division's goal is to provide leadership and professional services in communication, community engagement and partnerships, volunteer management, media relations, marketing, graphic design, visual media, and publications to support the Department of Parks and Recreation as it serves Prince George's County residents and visitors.

PROGRAMS AND SERVICES PROVIDED

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

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

Management/Supervision

The Public Affairs Management unit includes the Office of the Division Chief, special projects, and coordination of corporate communication. The unit is also responsible for the overall management and supervision of the Division.

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

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

Web Management

The Web Management unit manages, designs and supports 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.

FY21 BUDGET PRIORITIES

- Develop a Departmental Communications/Marketing plan to support cost recovery goals.
- Support the launching of the Department's first Multi-Generational facility and Youth Countywide Sports Division.
- Increase online social media engagement by growing our followers, shares and likes via Facebook, Twitter and Instagram.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20	FY21	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$2,207,338	\$2,328,093	5.5%
<i>Recreation Fund</i>			
Expenditures	<u>\$1,000,573</u>	<u>\$1,017,835</u>	<u>1.7%</u>
TOTAL EXPENDITURES	\$3,207,911	\$3,345,928	4.3%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	13.00	16.00	23.1%
<i>Recreation Fund</i>			
Funded Career Positions	<u>3.00</u>	<u>3.00</u>	<u>0.0%</u>
TOTAL FUNDED CAREER POSITIONS	16.00	19.00	18.8%
<i>Park Fund</i>			
Funded Workyears	22.30	27.70	24.2%
<i>Recreation Fund</i>			
Funded Workyears	<u>6.70</u>	<u>10.30</u>	<u>53.7%</u>
TOTAL FUNDED WORKYEARS	29.00	38.00	31.0%



HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Added one (1) career full-time Administrative Assistant position to support programmatic operations.
- Added one (1) career full-time Writer/Copy Editor to support growing demand for services.
- Added one (1) career full-time Outreach & Engagement Specialist to support work program needs.
- Reallocated seasonal/intermittent funding to non-personnel funding to meet work program needs.
- Decreased seasonal/intermittent allocation due to new position addition.



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

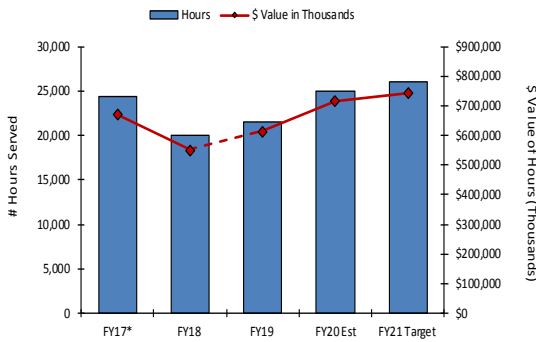
GOALS AND PERFORMANCE MEASURES

Public Affairs & Marketing Division Performance Measures

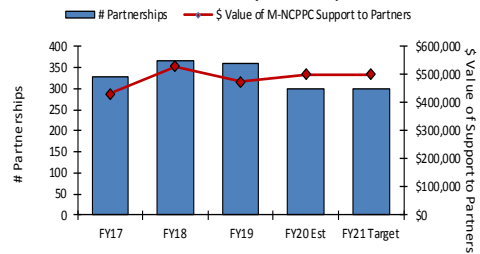
Outcome Objective: Provide professional marketing, promotion and community engagement services to the Department (including community outreach tools, publications, web site management, graphic design, photography and video, media relations and technical assistance) to promote and market programs, facilities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

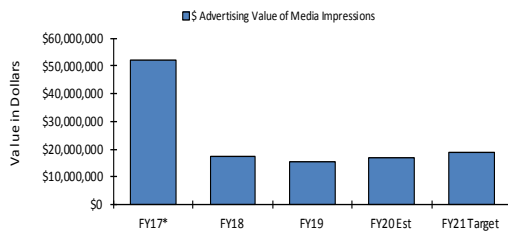
Volunteers



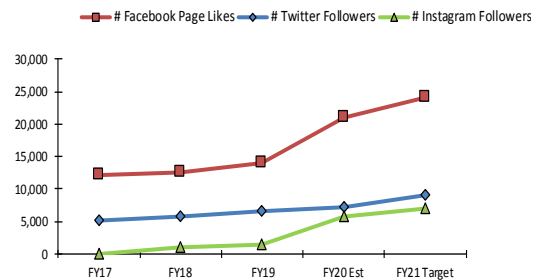
Community Partnerships



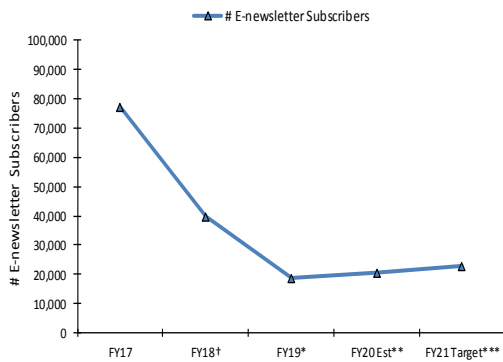
Media Relations



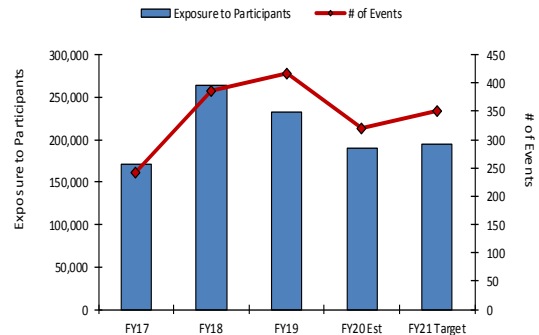
Social Media



E-newsletter

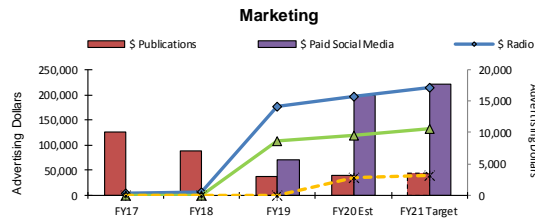
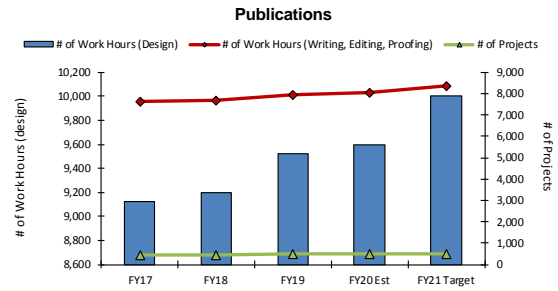
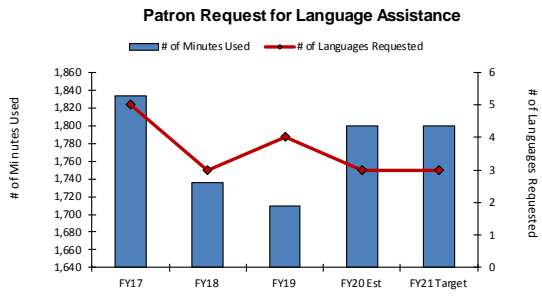


Community Outreach



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

Public Affairs & Marketing Division Performance Measures



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

OVERVIEW

The Natural and Historical Resources Division (NHRD) general mission is Natural and Historical interpretation, education, and conservation. The nature components of the Division consist of Patuxent River Park (over 7000 acres of natural park area along the Patuxent River), Bladensburg Waterfront Park, Old Maryland Farm, and Clearwater, Watkins, and Mount Rainier Nature Centers. NHRD also maintains natural area parks such as Cheltenham Wetland Park, Suitland Bog, Lake Artemesia, Dueling Creek, and many other Natural Area sites. The Division includes the Black History Program that manages three African American historic sites including the Ridgeley Rosenwald School, Dorsey Chapel, and Abraham Hall. The Division staff also coordinates cultural heritage events including Juneteenth and American Indian Festival. 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. 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, projects and events to hundreds of thousands of people each year which are enjoyed by County residents of all ages. In addition, NHRD is one of the largest providers of educational outreach programs and destination points 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, engage and encourage stewardship and visitation 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, waterfront rental studio, a public fishing pier, free boat ramp, community boat storage, playground, B&O railroad caboose, interpretive signage, and bicycle, canoe, kayak, paddle boat, and rowboat rentals. 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 and interpretive signage that tells of the story of the War of 1812.

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,



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

Cedar Haven, and numerous other open spaces. Offerings include natural history programs, nature hikes, river ecology boat tours, three boat ramps, three fishing piers, hiking and horseback trails, water trails, camping, boat rental, recreational hunting, a corporate rental pavilion site, Patuxent Rural Life Museums, and the Chesapeake Bay Critical Area Driving Tour. The program also provides for park maintenance operations.

Nature Centers

NHRD operates three nature centers: Watkins Nature Center, Clearwater Nature Center and Mt. Rainier Nature & Recreation Center. The Watkins Nature Center, located in the central part of the County within Watkins Regional Park, provides nature programs for participants of all ages 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, and high school service learning hours. 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 within Cosca Regional Park, provides a wide variety of interpretive programs such as hikes, presentations, wildlife, and natural and cultural history events for people of all ages. Park Naturalists also provide assistance to consultants, colleges, and researchers and have two Geology clubs. 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.

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 and has a large recreational rental space used for special activities like family reunions, birthday parties, and other related rentals.

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. 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.



Prince George's County

Parks and Recreation Department – Natural and Historical Resources

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 twelve historic sites and museums; educational exhibits; and public education materials. 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.

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.

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.

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



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Parks and Recreation Department – Natural and Historical Resources

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. The airport is an important transportation hub providing economic stimulus for the County and the surrounding area.

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 Youth Gardening Initiatives, and the Department's Community Garden Plots.

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.

FY21 BUDGET PRIORITIES

- Strengthen relationship with the county school system by developing nature and history programs that meet educational needs – especially expanding the focus on underserved areas.
- Increase visibility, visitation and revenue for both natural and historic resources through increased marketing, communications, partnerships, programming and site upgrades.
- Collaborate with all Divisions to implement the Sustainability Plan and accomplish specific annual goals with a major focus on establishing Bladensburg Waterfront Park as the Department's first 'net zero' facility – reducing its environmental impact as close to zero as possible.
- Strengthen and expand the integration and interpretation of African American history and heritage at our historic facilities to demonstrate how historic sites can become places of inclusivity, unity, equity and social action.
- Launch the Department's Mobile Museum that will reach thousands of students and people of all ages – especially in underserved communities -- that will re-define history as relevant, inclusive, informative and even entertaining.
- Develop a comprehensive historic collections protocol and program that preserves our artifacts as well as provides a platform for the community to interact with these special treasures.
- Introduce Concord Manor as one of our top historic destinations with co-curated programs and exhibitions that span indoors as well as the grounds.



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

- Collaborate with key Divisions to continue our historic preservation work
- Develop a division-wide ‘minor maintenance and repair’ program that will result in a proactive maintenance strategy for each site.
- Develop an urban garden demonstration area for larger scale sites for individuals seeking 1-2 acre plots for commercial use.
- Complete the runway, lighting and obstruction issues at College Park Airport.

BUDGET AT A GLANCE

Summary of Division Budget

		FY20 Adopted	FY21 Proposed	% Change
Budget				
<i>Park Fund</i>				
	Expenditures	\$8,700,549	\$9,443,152	8.5%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,534,617</u>	<u>\$1,505,577</u>	<u>(1.9%)</u>
	TOTAL EXPENDITURES	\$10,235,166	\$10,948,729	7.0%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	65.00	66.00	1.5%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>11.00</u>	<u>11.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	76.00	77.00	1.3%
<i>Park Fund</i>				
	Funded Workyears	94.20	99.20	5.3%
<i>Recreation Fund</i>				
	Funded Workyears	<u>20.00</u>	<u>22.50</u>	<u>12.5%</u>
	TOTAL FUNDED WORKYEARS	114.20	140.40	22.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Added one (1) career position to support the Clearwater Nature Center.
- Created a minor building maintenance and repair fund for nature and historic facilities.
- Added one (1) career position and non-personnel funding to support operations at the Concord Museum.
- Transferred one (1) career position from Maintenance and Development Division to manage the sustainability metrics and watershed inspection program as the Sustainability Coordinator.
- Increased historic property maintenance repair fund to support repairs and related maintenance projects.



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

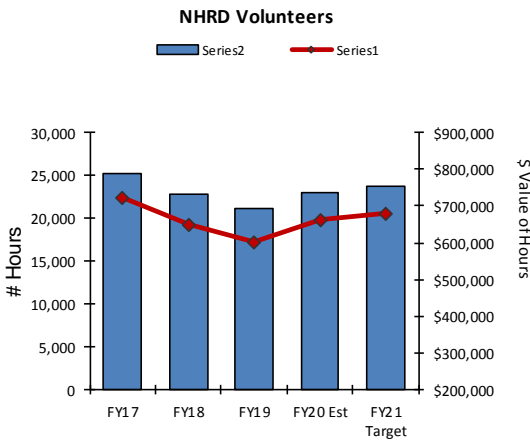
GOALS AND PERFORMANCE MEASURES

Natural and Historical Resources Division Performance Measures

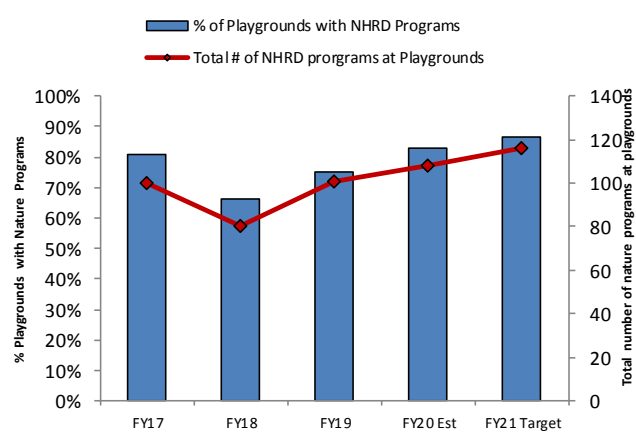
Outcome Objective: Provide nature and history programs at summer playgrounds and educational and interpretive programs at elementary schools. Also, provide additional resources to recreation, cultural and educational professionals in a fun yet meaningful way. Our work program works to ensure the continued safeguarding and improvement of historical structures and interpretation 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.

Summer Playgrounds with NHRD Programs

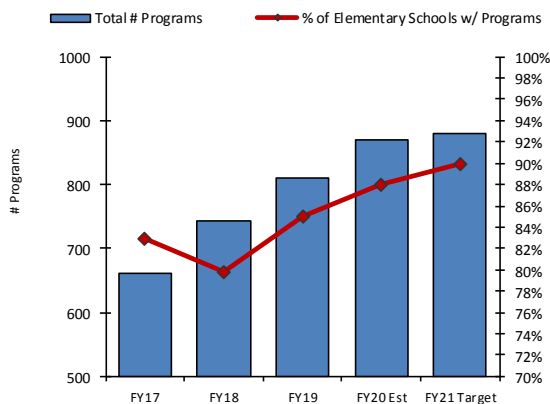


The estimated value of one volunteer hour in the State of Maryland was \$28.65 in 2017 according to www.independentsector.org



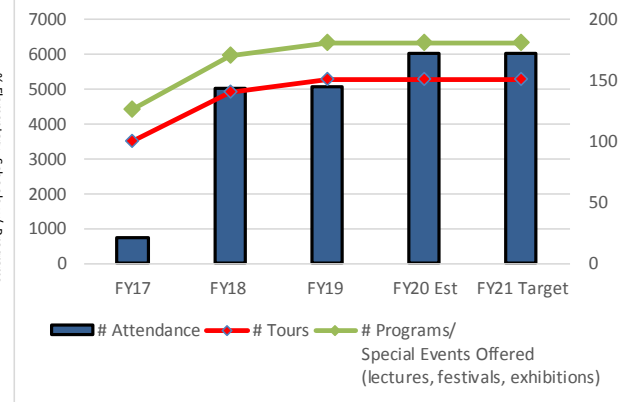
*Objective is to have 100% of playgrounds with a NHRD outreach program.

Educational & Interpretive Programs



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

Black History Programs*



*Transferred to NHRD effective FY20



Prince George's County Parks and Recreation Department – Aquatics and Athletic Facilities

OVERVIEW

The Aquatics and Athletic Facilities Division (AAFD) manages the following major programs and facilities: Aquatic Operations, Golf Operations, Ice Rinks, Tennis, Trap & Skeet, and the larger multi-use/sport complexes (Fairland Sports and Aquatics Complex and Prince George's Sports and Learning Complex).

Facilities include Allentown Splash, Tennis, and Fitness Park, Rollingcrest-Chillum Splash Pool, Theresa Banks Aquatic Center, Fairland Sports and Aquatics Complex, Prince George's Sports & Learning Complex, Glenn Dale Splash Park, Ellen Linson Splash Park, Hamilton Splash Park, Lane Manor Splash Park, North Barnaby Splash Park, J. Franklyn Bourne Memorial Pool, Prince George's Trap & Skeet Center, Golf Courses (Enterprise, Paint Branch, Henson, and Kentland), Ice Rinks (Tucker Road and Wells) and Regional Park Tennis Bubbles (Watkins and Cosca).

This Division is also responsible for the management and operation of new aquatic facilities to include the Southern Area Aquatic & Recreation Complex (SAARC) and the Southern Regional Technology and Recreation Complex (STRC).

The Division provides recreational opportunities for people of all ages and skill levels. An array of competitive and non-competitive activities are offered through revenue generating classes, programs, rentals and special events for youth and adults. Recreational and competitive participation opportunities are afforded to all youth in the areas of swimming, gymnastics, ice skating, hockey, tennis, track and field, and golf to enjoy these activities in a fun, structured and professional manner.

MISSION

The Aquatics and Athletic Facilities Division is dedicated to creating healthy communities through people, parks, and programs that work together to improve the quality of life for all Prince George's County residents. The Division also emphasizes health and wellness through its offering of several specialty sports programs to ensure residents are offered the total package of recreational outlets to have fun and to highlight the importance of living healthier lifestyles.

PROGRAMS AND SERVICES PROVIDED

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, administrative support, supervision of facilities and management of several specialty sports and leisure programs and services.

Aquatic Operations

The Division operates eleven aquatic facilities (thirteen with the addition of SAARC and STRC in FY21). The facilities include indoor and outdoor aquatic amenities and offer an array of programs and activities to include swimming lessons, water fitness classes, competitive swimming, lifeguarding and water safety training classes, leisure swimming, and special events.

Golf Operations

The Division manages three golf operations to include one 18-hole course with a driving range,



Prince George's County Parks and Recreation Department – Aquatics and Athletic Facilities

large short game area, and practice greens (Enterprise); two 9-hole golf courses also equipped with driving ranges (Henson Creek and Paint Branch); Each of the courses offers a clubhouse, snack bar, pro shop, club & cart rentals, as well as learning opportunities through classes and lessons. Paint Branch Golf Course offers a Performance Training Center which includes year-round training and a golf simulator, video hitting bay, indoor putting green, and an exercise room. The Kentland Golf Training Center includes a 3-hole short course and a practice putting green.

Ice Rinks

The Division operates two ice rinks to include one semi-enclosed seasonal rink (Herbert Wells) and one year-round rink (Tucker Road). Both facilities include NHL regulation size rinks offering classes, lessons, rentals, competitions, special events, and public skating.

Regional Park Tennis

The Division operates two indoor tennis facilities to include Cosca and Watkins Tennis Bubbles. All three facilities operate year-round and offer classes, lessons, rentals, and competitions for all ages.

Trap & Skeet

This unique and comprehensive clay target shooting facility is open to the public on a year-round basis. The facility is fully equipped with 13 trap & skeet fields, doubles trap, Olympic bunker trap, wobble trap, international skeet, 5-stand, and sporting clays. The clubhouse features a fully stocked pro shop. The center offers learn-to-shoot classes, skeet, trap, and sporting clay clinics, youth programs, and private and group instruction and events.

Fairland Sports and Aquatics Complex

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

The aquatics center features a 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.

Prince George's Sports and Learning Complex (PGSLC)

The centerpiece of the Prince George's Sports and Learning Complex is the Wayne K. Curry Sports and Learning Center, a building which includes the following facilities which are all linked via a central "Main Street" atrium area. The complex includes an aquatic center, field house, fitness center, gymnastics facility, and learning center and offers a variety of classes, lessons, rentals,



Prince George's County Parks and Recreation Department – Aquatics and Athletic Facilities

special events, and recreational opportunities for all ages.

Outdoor recreation amenities complement the complex's indoor facilities. The Marvin F. Wilson Stadium features a lighted football field, outdoor track, outdoor support building with team rooms, restrooms, and a concession area, and seating for 5,500 spectators. Additionally, multi-purpose fields provide a great location for lacrosse, soccer, family reunions, and community festivals.

FY21 BUDGET PRIORITIES

- Expand the Make-A-Splash program by adding new schools
- Grow the partnership with the Prince George's County SAGE program to include an additional facility outside of Allentown.
- Offer a summer youth triathlon camp which culminates in a splash and dash competition sponsored by US Triathlon.
- Grow the Health Fair at Fairland to include medical screening services such as pediatric dentistry.
- Expand the Youth Golf Program with the addition of a Golf Summer Camp
- Becoming a part of the First Tee of Greater Washington at 4 locations (PBGC, EGC, HCGC & Kentland Golf Facility)
- Adding the "Youth on Course" and "Operation 36" National Golf Programs at our 3 golf courses.
- Re-open the Tucker Road Ice Rink offering classes, lessons, camps, rentals, and competitions that appeal to both the figure skating and ice hockey communities
- Expand learn-to-shoot program to include gun safety and instructional activities for all ages
- Promote and grow virtual fitness programming options to develop and improve the overall youth, family, fitness offerings by expanding marketing, and cross venue opportunities.
- Continue to develop new revenue opportunities beyond the existing rental clients at the Prince George's Sports and Learning Complex, by creating self-sustaining, facility based major revenue generating programs that service the needs of the community.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20	FY21	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$12,978,465	\$12,081,094	-6.9%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	42.00	41.00	-2.4%
Funded Workyears	208.22	296.42	42.4%



HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Transferred one (1) career full-time position to Youth and Countywide Sports to support work program realignment.



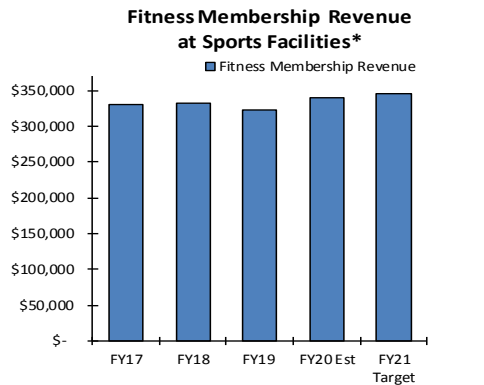
Prince George's County Parks and Recreation Department – Aquatics and Athletic Facilities

GOALS AND PERFORMANCE MEASURES

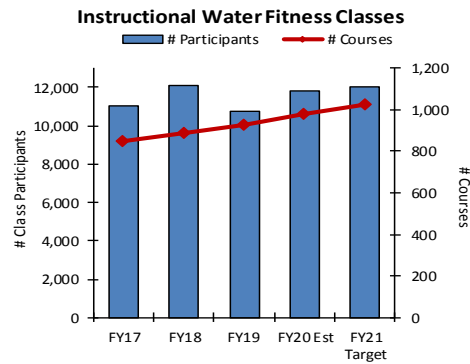
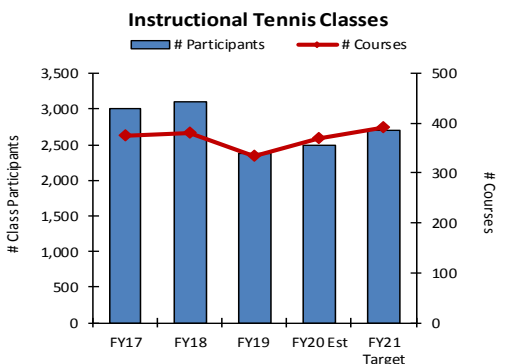
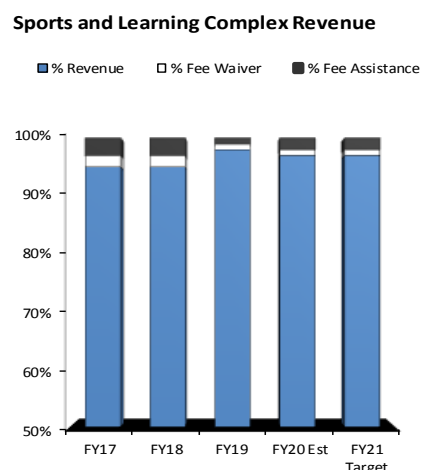
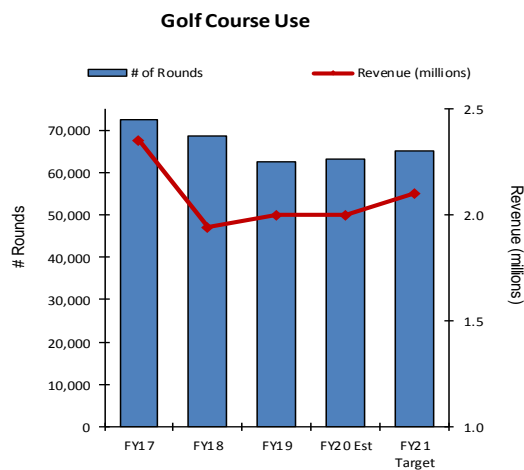
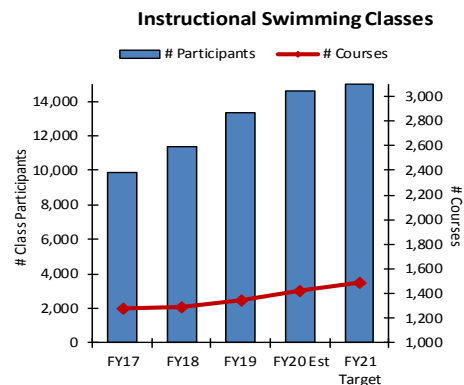
Aquatics and Athletic Facilities Division

Outcome Objective: Provide quality aquatics, athletic, and recreational programs for all ages and skill levels, coordinated by highly qualified, professionally driven staff in an array of facilities for the citizens of Prince George's County. The Division's functions include not only the programming aspects, it also encompasses the rental of venues that are comprised of the necessary amenities for the various specialized activities/training. Another major scope of this division is the management and supervision of career and seasonal intermittent staff to operate high profile aquatics venues, golf courses, and state of the art facilities that include the Fairland Sports and Aquatics Complex and the Prince George's 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 and rental opportunities for the entire family, and numerous facilities to enhance **quality** of life for our internal and external customers.



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



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

OVERVIEW

The Arts and Cultural Heritage Division (ACHD) coordinates and manages four arts facilities, five historic rental properties, 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; 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 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. Staff serves as liaison to the Prince George's Arts and Humanities Council, the Prince George's Philharmonic, Gateway Arts and Entertainment District, College Park Arts Exchange, the Clarice Smith Performing Arts Center at the University of Maryland, Gateway Arts Center, the Coalition for African Americans in the Performing Arts, Pyramid Atlantic Art 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.

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



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

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.

Harmony Hall Arts 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 for all ages, to include exhibitions by community and regional artists, special events, classes, workshops and summer camps in visual arts, dance, theater and music, all taught by professional arts educators. As an arts presenter, Harmony Hall Arts Center hosts professional artists in jazz, rhythm and blues, 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 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 Best Dance Crew Competition, World Dance Showcase, or the Teen Touring Ensembles productions. Artists also are involved in programs as instructors and lead activities intended for youth development in the arts. Single events or festivals are held at arts facilities, historic sites and parks for County residents during Black History Month, Asian Pacific Heritage Month, and Shakespeare in the Parks. This section also operates community programs and services through partnerships at the Clarice Smith Performing Arts Center at the University of Maryland, the Bowie Center for the Performing Arts, and at the Gateway Arts Center through the Brentwood Arts Exchange, and coordinates the Department's grants program for arts.

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



Prince George's County

Parks and Recreation Department – Arts and Cultural Heritage

design public art projects that are reflective of the communities in which they are to be installed.

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 rental properties provide unique spaces for events, weddings and meetings. The properties also provide County residents an opportunity to enjoy Black History and Hispanic Heritage events for youth, family and seniors, and are a showcase for regional 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.

FY21 BUDGET PRIORITIES

- Ensure Arts and Cultural Heritage Division is creatively competitive with other arts services organizations through strategic staffing, centralize marketing administration and creating an Outreach & Communications Coordinator.
- Concentrated effort and focus on increasing and expanding cultural engagement opportunities through strategic staffing to implement cultural programs and services (i.e. Hispanic Heritage month, Celebrate Africa Festival, Black History month poster internship, and Asian Pacific Heritage).
- Continue to work collaboratively with Natural Historic Resources (NHRD), Park, Planning & Development (PP&D), and Maintenance & Development (M&D) to implement the proposed prioritization model for Historic Rental facility renovations, maintenance, and safety needs.
- Continue to work collaboratively with Area Operations to increase arts programs and services within each area (i.e. exhibitions, visual and performing arts classes, and special events).
- Continue the effort to support youth development and build life-long appreciation for the arts, work to build signature, high impact visual media, and performing arts opportunities for youth and teens through expanding upon existing partnerships and developing new ones (i.e. Teen arts programs at SAARC, teen art summits, STEAM programming, Junior Academy for Performing Arts (JAPPA), Teen Performance Ensembles, Regional Teen Art Exhibition, Creative-Works & B-Roll Media Partnerships).
- 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.
- Continue to develop and expand presenting art exhibitions that highlight visual artists in Prince George's county, Maryland and provide visual arts programs and services to enhance cultural education and recreation opportunities throughout the county.



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$1,721,837	\$1,666,171	-3.2%
<i>Recreation Fund</i>			
Expenditures	<u>\$4,386,039</u>	<u>\$4,409,307</u>	<u>0.5%</u>
TOTAL EXPENDITURES	\$6,107,876	\$6,075,478	-0.5%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	10.00	10.00	0.0%
<i>Recreation Fund</i>			
Funded Career Positions	<u>25.00</u>	<u>26.00</u>	<u>4.0%</u>
TOTAL FUNDED CAREER POSITIONS	35.00	36.00	2.9%
<i>Park Fund</i>			
Funded Workyears	21.50	33.10	54.0%
<i>Recreation Fund</i>			
Funded Workyears	<u>62.50</u>	<u>66.20</u>	<u>5.9%</u>
TOTAL FUNDED WORKYEARS	84.00	99.30	18.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Added one (1) full-time career position to support communications outreach efforts.
- Decreased seasonal/intermittent allocation due to new position addition.
- Realigned revenues from program fees for camps, rentals, and classes within Performing Arts, Community Arts, and Arts Program Partnership programs.
- Increased revenue budget at Harmony Hall Regional Center.



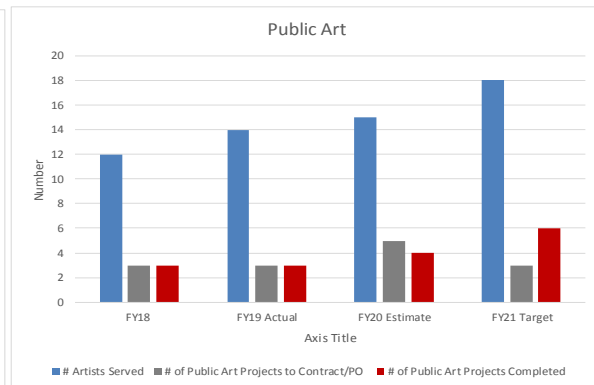
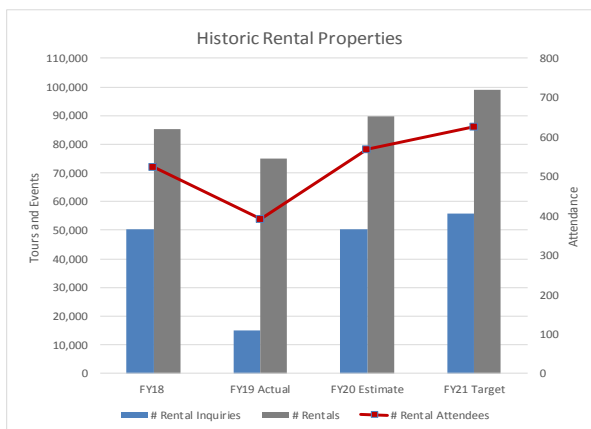
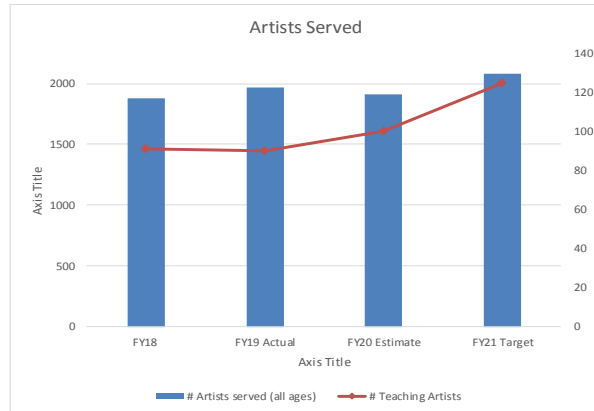
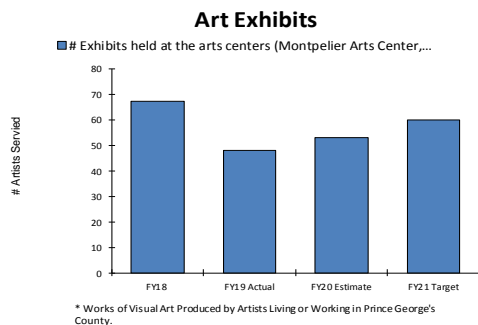
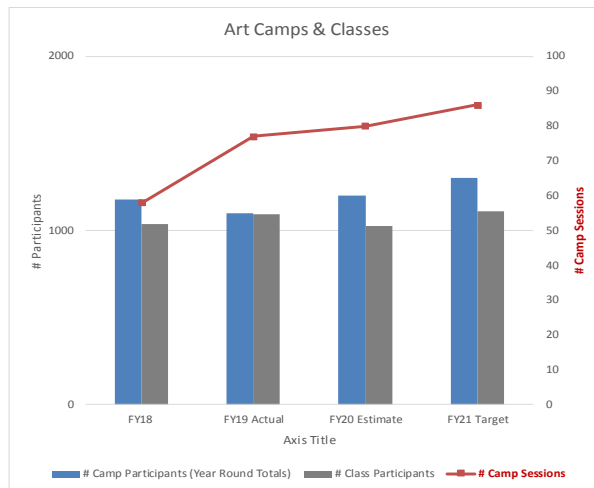
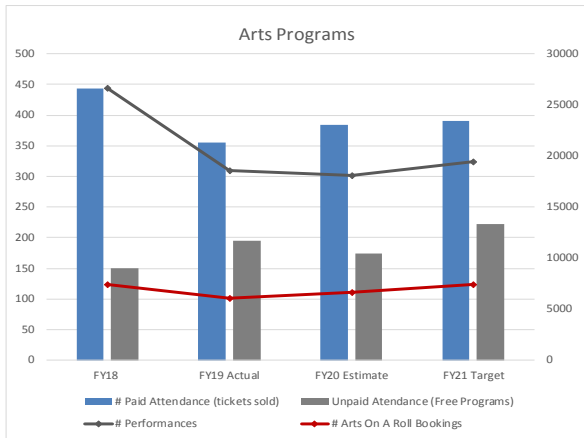
Prince George's County Parks and Recreation Department – Arts and Cultural Heritage

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.



Prince George's County Parks and Recreation Department – Youth and Countywide Sports

OVERVIEW

The Youth and Countywide Sports Division (YCSD) focuses on providing educational and athletic opportunities for county residents and establishing a convenient, streamlined one-stop shop for all youth sports programs in the county. The new division has three major programs and services: Youth and Adult Sports, Health and Wellness, and Athletic Permitting and Field Operations.

The Division manages the following functions: leagues, clinics, and tournaments for a variety of sports to include: baseball, basketball, boxing, football, golf, ice skating, lacrosse, soccer, softball, swimming, tennis, track & field and volleyball. Facilities managed by the Division include the Sugar Ray Leonard Boxing Facility and the Prince George's County Stadium, home of the Bowie Baysox. The Division also oversees athletic field permitting and operations.

The Division coordinates and schedules a comprehensive athletic program and provides administrative support and resources to the Prince George's County Boys and Girls Club. Revenues are generated through various programs, including athletic field permitting, youth and adult franchise leagues, and tournaments. Emphasis also includes developing a healthier community by increasing walking and biking trails, upgrading fitness rooms, hosting lunchtime learning series for staff and a continued partnership with the Prince George's County Health Department.

MISSION

The Youth and Countywide Sports Division is dedicated to creating healthy communities by increasing the health and wellness benefits available through its programming and making it easier for youth to engage in sports at all levels and abilities. A primary objective of this division is to contribute to healthy youth by providing a seamless sports experience for youth and connecting parents and coaches with opportunities to advance this initiative.

PROGRAMS AND SERVICES PROVIDED

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 their programs. 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.

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,



Prince George's County Parks and Recreation Department – Youth and Countywide Sports

generating profits that offset the cost of youth programs.

Athletic Permitting and Field Operations

This unit oversees and manages the permitting of all rectangle and diamond athletic fields to include our inventory of artificial turf locations. Included in their responsibilities are administering and monitoring our Controllink automated lighting system and the monitoring and/or staffing of these locations during permitted times. Included in their responsibilities are working with Prince George's County Board of Education on the shared use locations at designated public school locations.

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.

FY21 BUDGET PRIORITIES

Youth and Countywide Sports

- Expand programming at the Sugar Ray Leonard Boxing Center to include classes and events.
- Increase Youth Lacrosse programming with the addition of a Girls Program.
- Increase our Sports Inventory with the addition of a Girls Volleyball Program to include clinics and recreational league.
- Expand our youth basketball program with the addition of a 3 on 3 program for boys & girls.
- Continue to increase the program delivery of the Get Fit Mobile unit through marketing and advertising to include the new Health and Wellness website.
- Increase partnerships that provide evidence-based programs, while focusing on sustainability.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20	FY21	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$3,452,824	\$4,648,971	34.6%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	23.00	29.00	26.1%
Funded Workyears	22.94	53.04	131.2%



HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Added five (5) career full-time positions for permitting and sport coordination.
- Transferred one (1) career full-time position from Aquatics and Athletic Facilities to support a work program realignment.
- Increased seasonal/intermittent funding to support the Health & Wellness Unit and Allentown Fitness.



Prince George's County Parks and Recreation Department – Youth and Countywide Sports

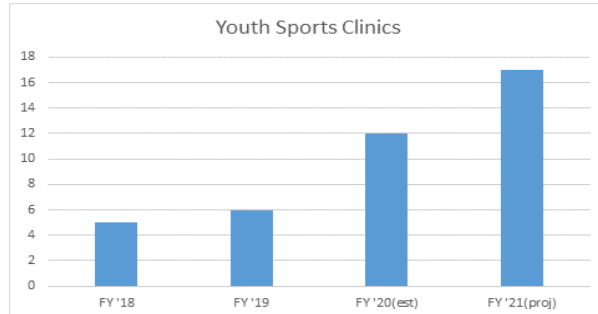
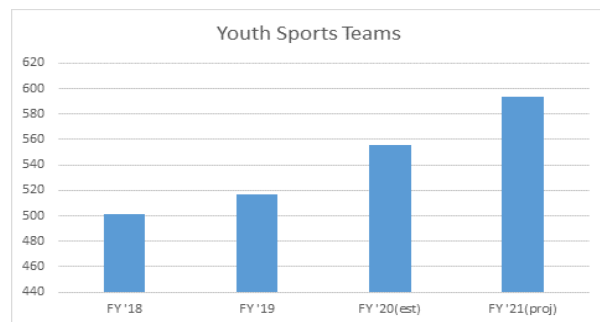
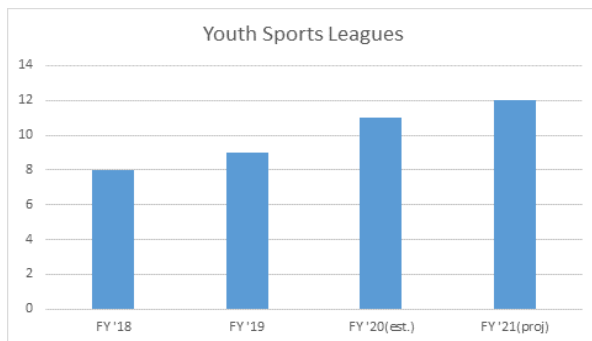
GOALS AND PERFORMANCE MEASURES

Youth and Countywide Sports Division

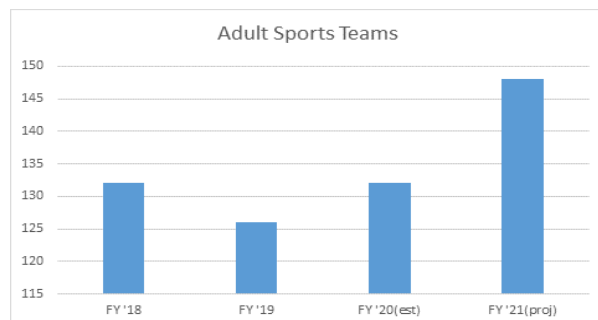
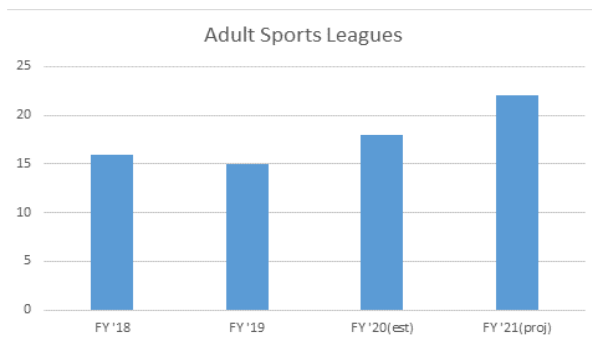
Outcome Objective: Provide high quality athletic programs for individual and team sports, for youth of all ages and skill levels; in doing so, also revamp and administer a comprehensive county-wide field/court permitting process that includes the entire inventory of indoor and outdoor athletic venues across the county (M-NCPPC, Prince George's County Public School properties, Prince George's County Boys' and Girls' Club (PGCB&GC) owned facilities). Professionally driven staff, and an array of facilities for the citizens of Prince George's County will be available for use on a year-round basis, with the priority being granted to youth sports training/activities. The Division's functions include coordination and scheduling of a comprehensive sports program, management and supervision, administration of the existing PGCB&GC, and varying degrees of upgrading and maintenance of state of the art athletic facilities throughout the county. The Health and Wellness facet of this division will provide a wealth of opportunities to educate our clientele on the importance of good nutrition, and routine exercise, for both the body and the mind.

Impact Objective: Provides the Department, stakeholders (Board of Education, PGCB&GC) and the citizens of Prince George's County with quality youth and adult athletic programs and services, excellent health and wellness opportunities for the entire family, efficient and technologically sound online-based systems for registration/payment, permitting of venues, standings/program updates, statistical information, and numerous other aspects that assist with making the entire experience, from start to finish, a pleasant one. This Division's primary focus is to enhance the quality of youth sports and health and wellness opportunities for our entire base of internal and external customers.

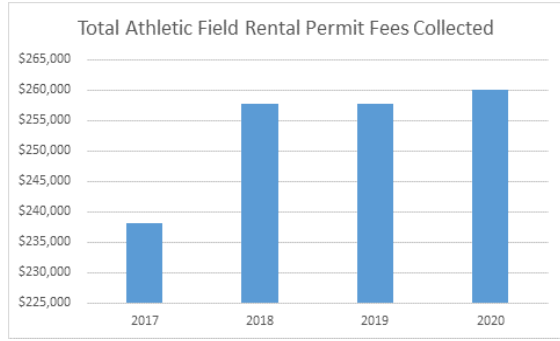
The Department of Parks and Recreation offered the following sports leagues: basketball, soccer (Fall & Spring), baseball, softball, lacrosse and flag football. The charts below outline participation levels in those sports. We are looking to expand sports offerings to girl's lacrosse, 3on3 basketball and volleyball. The clinic offerings included the sports of baseball, lacrosse and volleyball. The goal is to increase participation in those sports.



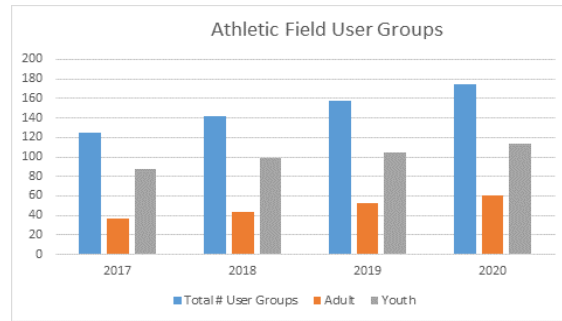
The Department offers the following sports for adults: softball, volleyball and kickball. The plan for expansion includes the addition of new leagues serving different parts of the county. The recent dip in service was due to the end of service for an adult kickball league.



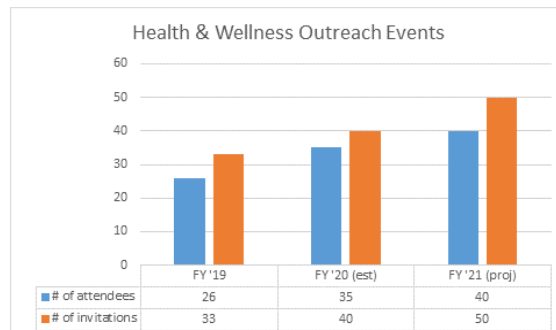
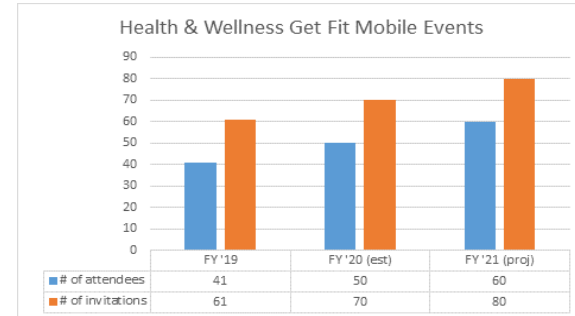
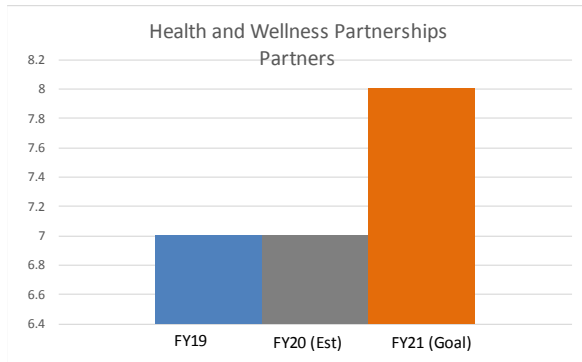
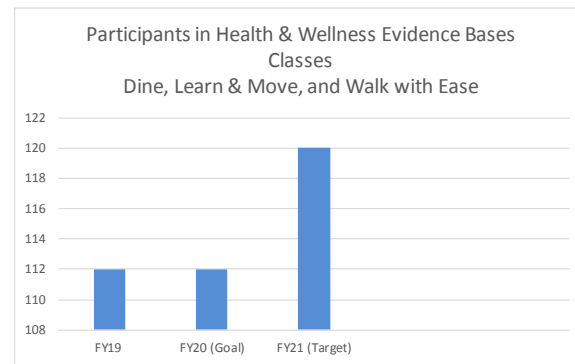
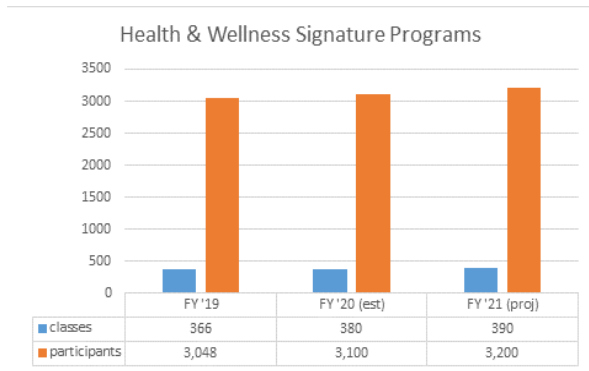
Prince George's County Parks and Recreation Department – Youth and Countywide Sports



*Includes natural grass and artificial turf fields, diamond and rectangular

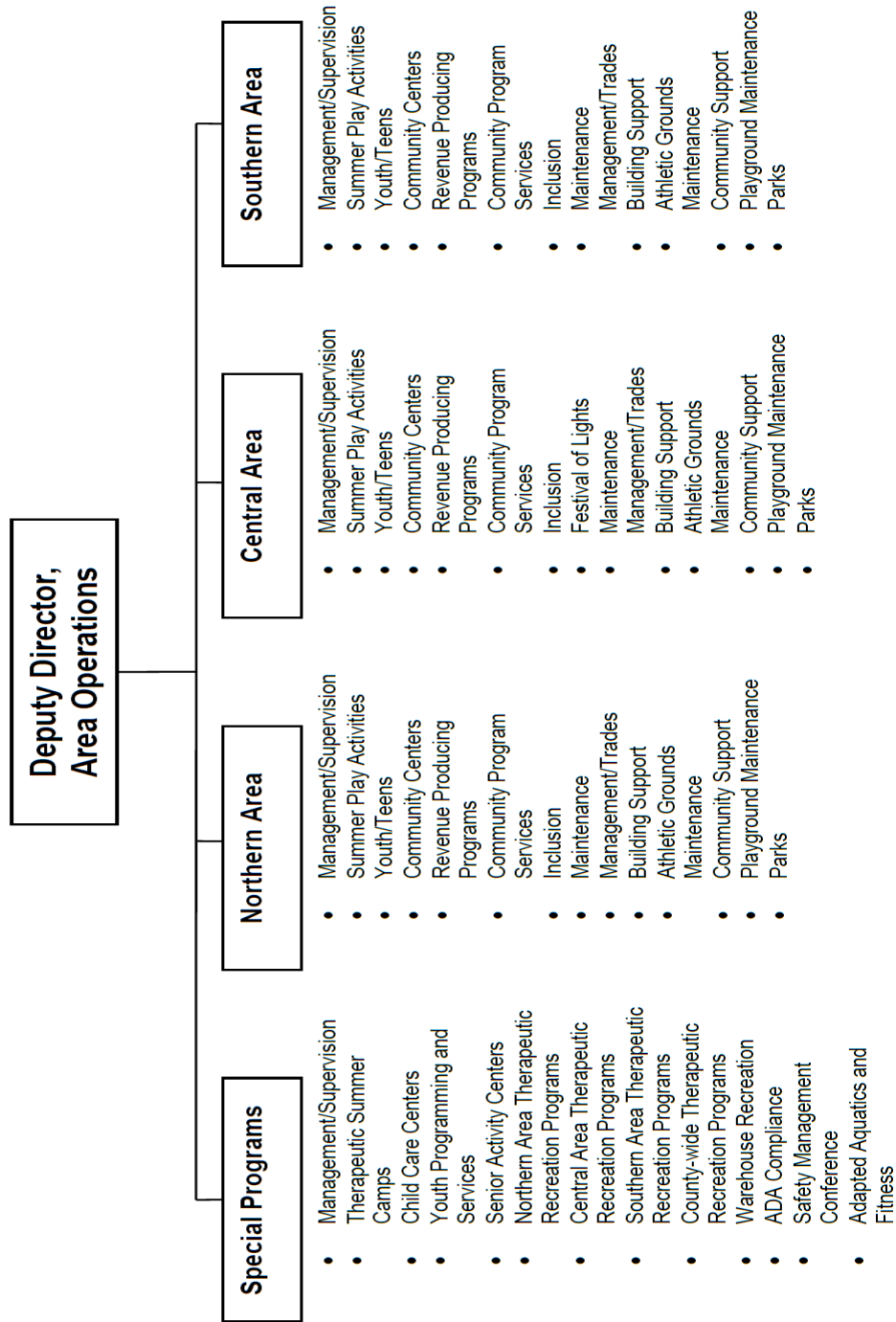


*Includes diamond and rectangular, natural grass and artificial turf fields



ORGANIZATIONAL STRUCTURE

AREA OPERATIONS



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

OVERVIEW

The goal of Area Operations is to provide a comprehensive park and recreation system in order to meet the expressed needs and demands of the public in a safe, secure, inclusive and fulfilling environment.

MISSION

This budget funds the Office of Area Operations Deputy Director who oversees the coordination, management, supervision and direction of a comprehensive parks and recreation program, including daily custodial and grounds maintenance and operation of 45 community centers, the County's first multi-generational center in Brandywine, 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

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$456,319	\$485,512	6.4%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	3.00	3.00	0.0%
Funded Workyears	3.00	3.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- None.



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

OVERVIEW

The Special Programs Division manages two (2) child care centers; provides youth programming and services to include marketing, partnerships, and training and education for staff; leads the Department's Safe Summer Program; and provides leadership and direction of programs and services for senior citizens, including the operation of six (6) senior centers. The Division also manages the Recreation Warehouse and provides coordination of a variety of programs, projects and services including the Youth Workforce Development Program, the Early Childhood Conference, and Youth Camp Standards. The Therapeutic Recreation section, with oversight of Inclusion Services, provides comprehensive services and programs for County residents with disabilities in specialized and inclusive settings. Programs are designed to promote and facilitate developing leisure skills, socialization and independence. These programs offer specialized year-round and seasonal activities and skill classes for all ages.

MISSION

The goal of the Special Programs Division is to administer and implement County-wide youth development opportunities; coordinate and administer County-wide Senior programs and services, provide fee-based, drop-in and Departmental recreation services; provide quality child care; establish and monitor compliance for all youth programs with State and local standards; provide Therapeutic Recreation opportunities for individuals with disabilities, promote and facilitate the development of leisure skills, socialization, and independence; and develop and coordinate Departmental programs.

PROGRAMS AND SERVICES PROVIDED

Youth Services

This section coordinates the Department's youth services and programming, including the development and administration of the comprehensive County-wide Youth Action Plan, designed to ensure strategic delivery of services and to accomplish positive youth development outcomes. These youth development principles and programs focus on social development, cultural awareness, environmental stewardship, enrichment, health and wellness, youth leadership and advocacy, and civic engagement. The Safe Summer Program, Teen Cotillion, Positive Pathways for Pre-Teens, Parent X-Change 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 Springs Senior Activity Center, John E. Howard Senior Activity Center, and Laurel-Beltsville Senior



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

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 Employees 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.

FY21 BUDGET PRIORITIES

- Continue to improve and expand senior programming reach to meet the needs of a growing and diverse senior population by collaborating with other key county and private organizations, other divisions and individual community centers.
- Work with Departmental divisions to complete the ADA Transition Plan.
- Continue to monitor the website for ADA compliance and publicize ADA accessible amenities within the Department of Parks and Recreation.



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

- Expand programming opportunities for veterans with disabilities to support and promote social interaction, community connections, and overall wellness through the Healthy Minds Healthy Bodies program.
- Continue expansion of sports clinics and programming for individuals with physical disabilities.
- Review, research, and revise materials for a Standard Operating Procedures Manual to be utilized on a bi-county base regarding the delivery of services to individuals with disabilities.
- Continue the workings of expanding ADA Departmental Trainings to reach all layers of the agency and their work programs.
- Provide marketing (Social Media & Outreach) for Youth and Teen Program.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20	FY21	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$9,954,050	\$10,016,420	0.6%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	56.00	56.00	0.0%
Funded Workyears	144.40	181.30	25.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Converted thirteen (13) part-time career positions to full-time career positions.
- Transferred in all seasonal and non-personnel allocations for the STEAM program from the Facility Operations Deputy Director.



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

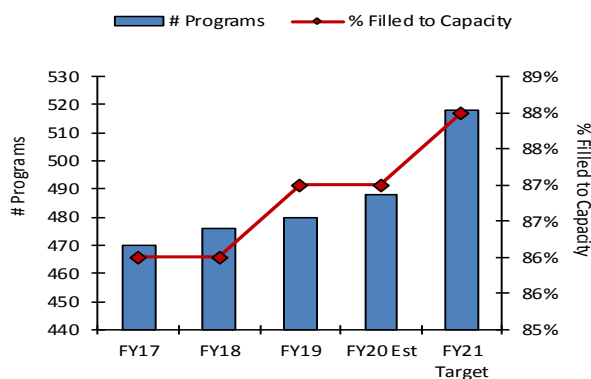
GOALS AND PERFORMANCE MEASURES

Special Programs Division Performance Measures

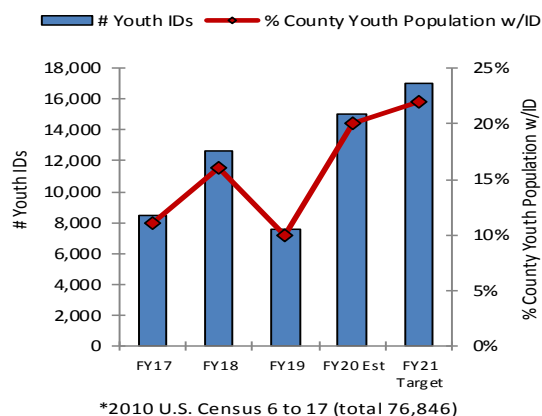
Outcome Objective: Provide quality services for youth, seniors, and individuals with disabilities in line with Formula 2040 and the Comprehensive Recreation goals and objectives. Programs and services include two employee child care centers, operating the Department's six senior activity centers; providing therapeutic recreation opportunities in both inclusive and specialized settings to promote and facilitate the development of leisure and skills, socialization and independence for individuals with disabilities. Provides leadership to the department on youth services and on the 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. The Division also operates the Glenridge Recreation Warehouse.

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, independence, responsible use of natural, cultural and historical resources, and enriching use of out-of-school and unstructured time.

Therapeutic Recreation Programs



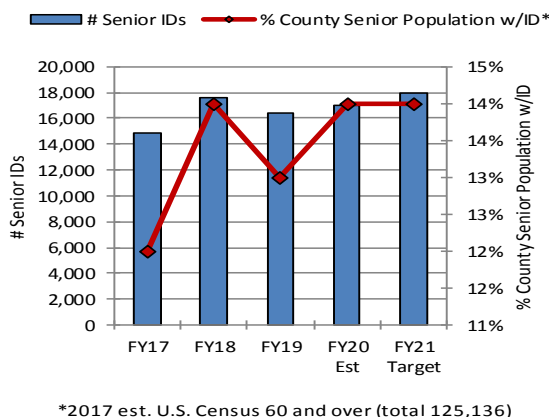
Youth Participation



** Youth clients - anyone 6 - 17 in the Parks Direct database

Please note: inactive accounts were purged during transfer to Parks Direct in FY18

Senior Participation



Prince George's County

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

OVERVIEW

Area Operations is divided into the Northern, Central, and Southern Area Divisions. It is the goal of the Area Operations Divisions to provide, maintain, and preserve a comprehensive park and recreation system of programs, facilities, and services to the residents of a demographically diverse area in order to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment. Each Division coordinates, manages, and directs comprehensive park and recreation programs for its citizens. This includes managing and supervising 45 community centers, one of which is the County's first multi-generational complex, as well as Inclusion, Revenue Producing programs, Senior, and Youth programs.

Each Area is divided into five 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.

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 Department offers several programs during the summer months as positive alternatives for youth, teens, and young adults during out of school time. The summer playground program, ages 6-12, and the summer teen site program, ages 13-17, both operate 30 hours per week for eight weeks. These programs are conducted at local parks, schools, and municipal facilities during the summer months include sports and games, arts and crafts, drama, music, nature, storytelling, and special events. Traditional and specialty day camps are offered from 7 am – 6 pm from the close of the school year until the beginning of the next school year for pre-school age to teens. The late night Safe Summer program is offered at select locations until midnight for ages 13-24. 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. Pop-up recreation and mobile units also operate programs at local parks and apartment complexes. Summer outdoor movies and outdoor concerts are also a major feature during the warm months.

Teen Initiatives

Teen Initiatives programs serve the interests and leisure needs of adolescent youth. Partnerships and other prevention strategies are keys to the effort. Through after-school, drop-in, and Friday and Saturday night teen centers youth are provided an opportunity to participate in a variety of activities. These activities include: dance, theater performances, outdoor environmental projects, co-recreational events, swimming, workshops and clinics, an assortment of sporting events, arts and crafts and trips. School facilities play an integral part in programming efforts and provide needed space for activities. Sports programs provide a wide variety of indoor and outdoor activities on both team and individual levels. Activities include workshops, clinics, and demonstrations, and range from a high degree of sophisticated instruction to pick-up games and



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

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, various recreation/sports activities, health and wellness nutrition/fitness classes 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.

Festival of Lights

This operation 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, non-perishable food items and new socks 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.



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

FY21 BUDGET PRIORITIES

- Implement regional plans that focus on staff development that takes into account staff interests and career goals by linking staff to contacts, resources, and networks within the Department of Parks and Recreation that will facilitate growth and benefit the communities they serve.
- Develop and implement purposeful program planning with options that respond to the diverse needs and trends of each region and unit within Area Operations to include program and class offerings, cost recovery targets, marketing efforts, advertising and special events.
- Strengthen the ambassador relationships within Area Operations with regional community groups, schools, civic associations, recreation councils, homeowners associations, and other non-M-NCPPC to become a resource to the community.



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

BUDGET AT A GLANCE

Summary of Northern Area Division Budget

		FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$7,446,678	\$0	-100.0%
<i>Recreation Fund</i>				
	Expenditures	<u>\$7,874,391</u>	<u>\$8,059,376</u>	<u>2.3%</u>
	TOTAL EXPENDITURES	\$15,321,069	\$8,059,376	-47.4%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	74.00	0.00	-100.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>47.00</u>	<u>48.00</u>	<u>2.1%</u>
	TOTAL FUNDED CAREER POSITIONS	121.00	48.00	-60.3%
<i>Park Fund</i>				
	Funded Workyears	17.50	0.00	-100.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>110.70</u>	<u>126.20</u>	<u>14.0%</u>
	TOTAL FUNDED WORKYEARS	128.20	126.20	-1.6%

Summary of Central Area Division Budget

		FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,660,311	\$0	-100.0%
<i>Recreation Fund</i>				
	Expenditures	<u>\$7,333,696</u>	<u>\$7,440,228</u>	<u>1.5%</u>
	TOTAL EXPENDITURES	\$13,994,007	\$7,440,228	-46.8%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	71.00	0.00	-100.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>44.00</u>	<u>45.00</u>	<u>2.3%</u>
	TOTAL FUNDED CAREER POSITIONS	115.00	45.00	-60.9%
<i>Park Fund</i>				
	Funded Workyears	28.20	0.00	-100.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>103.10</u>	<u>109.30</u>	<u>6.0%</u>
	TOTAL FUNDED WORKYEARS	131.30	109.30	-16.8%



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

Summary of Southern Area Division Budget

		FY20	FY21	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,763,124	\$0	-100.0%
<i>Recreation Fund</i>				
	Expenditures	<u>\$10,729,303</u>	<u>\$10,878,485</u>	<u>1.4%</u>
	TOTAL EXPENDITURES	\$17,492,427	\$10,878,485	-37.8%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	75.00	0.00	-100.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>53.00</u>	<u>53.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	128.00	53.00	-58.6%
<i>Park Fund</i>				
	Funded Workyears	21.00	0.00	-100.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>154.80</u>	<u>155.30</u>	<u>0.3%</u>
	TOTAL FUNDED WORKYEARS	175.80	155.30	-11.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Added two (2) full-time career position to support therapeutic recreation programming needs (CAO, NAO).
- Increased seasonal staff funding for Inclusion Services (CAO, NAO, SAO).
- Restructured area operations and created two divisions to support area maintenance operations – North Parks and South Parks Divisions (CAO, NAO, SAO).
- Transferred all personnel and non-personnel funding from Northern, Central and Southern Area Maintenance between the two new divisions.
- Transferred personnel and non-personnel funding for Festival of Lights from the Park Fund to the Recreation Fund (CAO).



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:

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

PARK BUILDINGS:

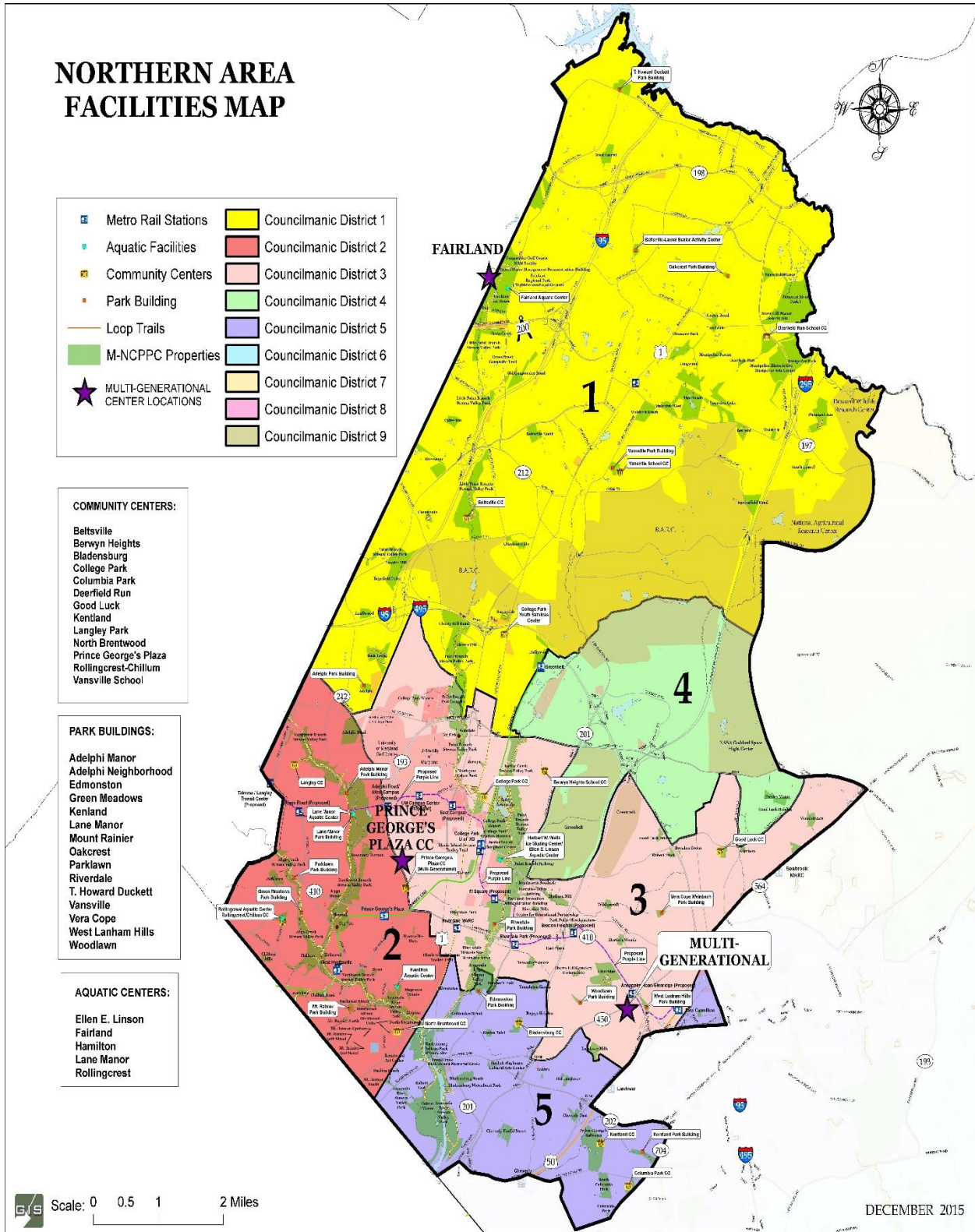
- Adelphi Manor
- Adelphi Neighborhood
- Edmonston
- Green Meadows
- Kentland
- Lane Manor
- Mount Rainier
- Oakcrest
- Parklawn
- Riverdale
- T. Howard Duckett
- Versville
- Vera Cope
- West Lanhams Hills
- Woodlawn

AQUATIC CENTERS:

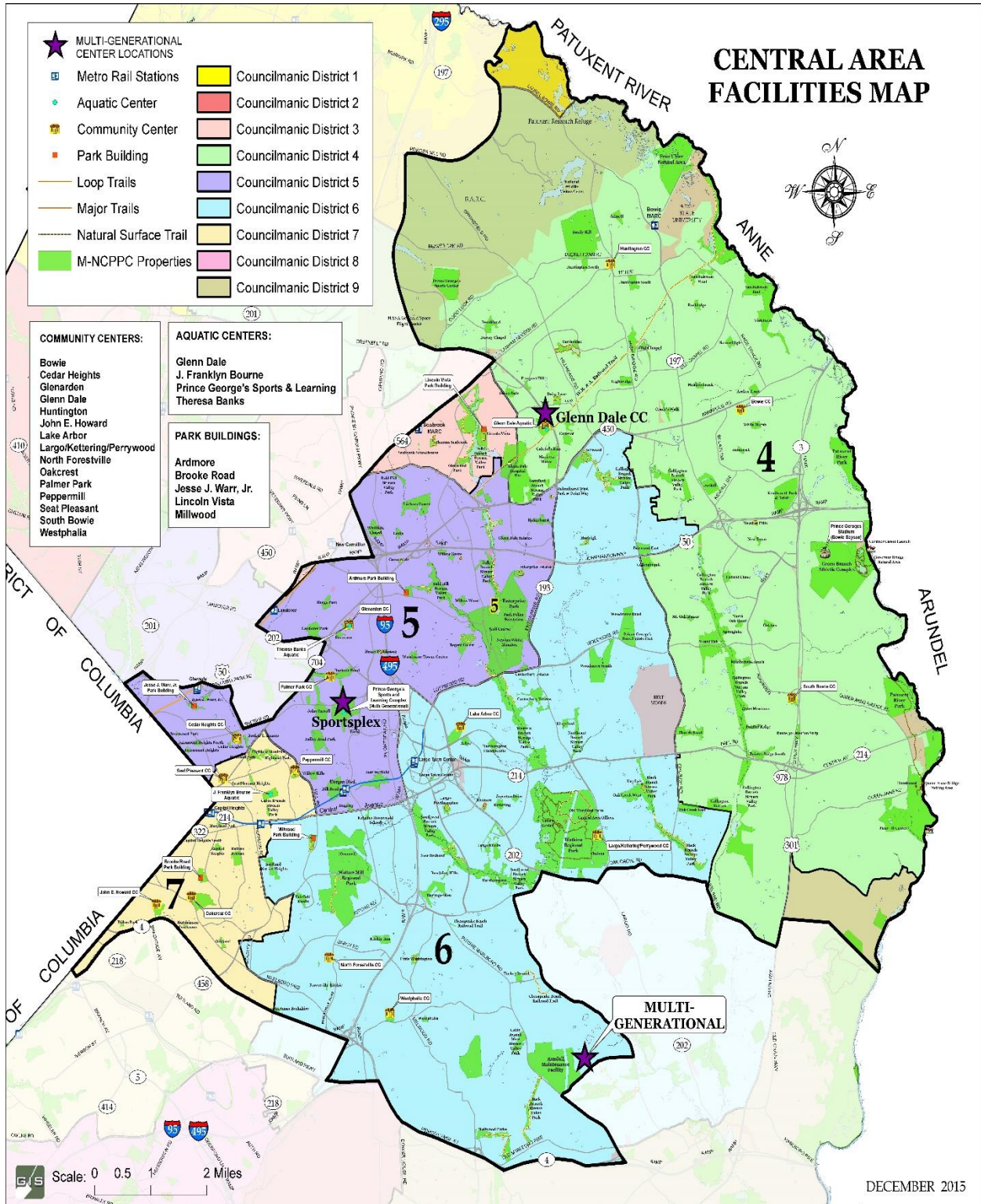
- Ellen E. Linson
- Fairland
- Hamilton
- Lane Manor
- Rollingcrest

Scale: 0 0.5 1 2 Miles

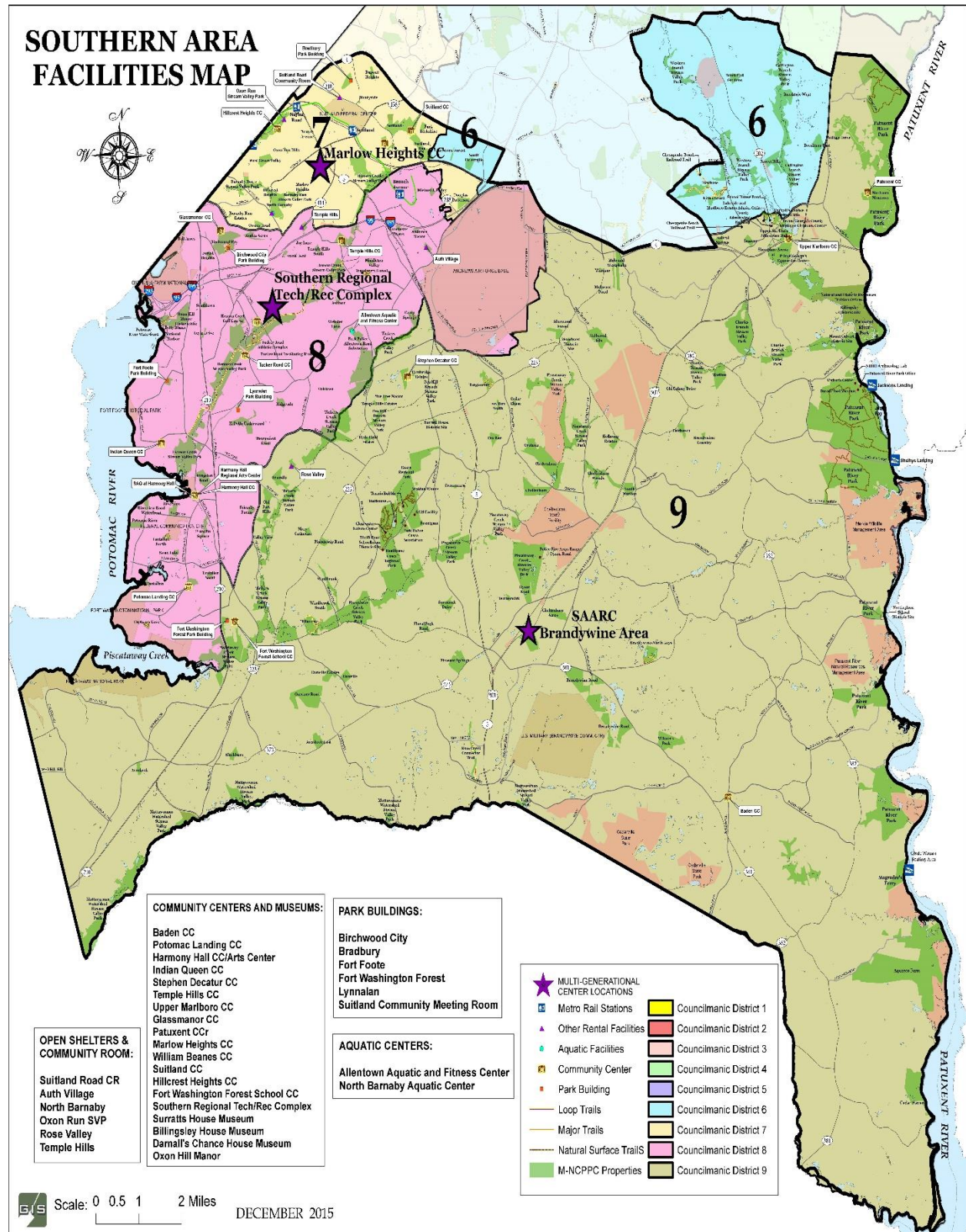
DECEMBER 2015



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 – North Parks and South Parks

OVERVIEW

The Area Park Maintenance Units propose to divide Area Operations into two divisions, North Parks and South Parks. These newly organized divisions will support, provide, maintain, and preserve a comprehensive park system of park facilities and grounds. This includes custodial services and the management of park structures and grounds including athletic fields, playgrounds, trails, and regional parks. The divisions also support the activities of recreational, athletic and community programming. Furthermore, the divisions provide snow removal services to the Department and assist with the snow operations for the Prince George's County Government.

MISSION

The goal of these Divisions is to provide professional, high quality maintenance services for all parks and recreation facilities within the North and South regions of the County in support of the Department of Parks and Recreation diverse work programs and to provide customers with a safe, well-maintained, aesthetically pleasing parks and recreation system.

PROGRAMS AND SERVICES PROVIDED

Management/Trades

The Management/Trades program involves the administration and management of a comprehensive general park maintenance program for developed and undeveloped parks, community centers, and other buildings and facilities within the region. Each 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.

Divisional trades personnel (i.e., carpentry, welding, and painting) perform specialty work per schedules or by request. 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 around.

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.

Area Maintenance

This program includes general grounds maintenance of parks, courts, shelters, picnic tables, grills, signs, roadways, and general grounds mowing. This program also includes snow and ice control services for Department's parking lots and sidewalks.

Playgrounds

This program involves specific oversight of playground equipment located at developed parks and community centers throughout the Department. Inspections are conducted on a routine basis; inspection records are maintained; and repair, removal, and replacement of minor play equipment apparatus and playground surfacing are conducted as warranted. Staff are Certified Playground Safety Inspectors (CPSI) through the National Park and Recreation Association (NRPA) and are re-certified every three years. This program utilizes the Consumer Products Safety Commission (CPSC) guidelines and American Society for Testing and Materials (ASTM) standards.



Prince George's County Parks and Recreation Department – North Parks and South Parks

Trails

This program involves trail inspections (including bridges), trail maintenance, mowing along trails, trails signage, general ground maintenance along trails and coordination of activities with the Park Planning and Development Division's trail program and the Maintenance and Development Division's major maintenance asphalt repair and stream valley repairs.

Athletic Fields & Turf Management

This program involves daily, seasonal and annual ballfield (diamond and rectangular fields) and athletic equipment maintenance. The daily maintenance includes dragging and lining fields based upon field permits. Seasonal maintenance includes natural turf cultural practices including fertilization, aeration, and over-seeding. Annual maintenance includes coordinating with the Maintenance & Development Division to renovate fields on an as-needed basis.

Trash, Recycling and Waste Management

This program includes trash removal, recycling in the parks, dumping fees, and the rental and monitoring of portable toilets including cleaning fees.

Program Support

This program involves maintenance support services for recreational programs, community events, and other government support including transportation of stages, tables, chairs and other items. In the South Parks Division, this program includes providing resources for the Festival of Lights displays at Watkins Regional Park.

FY21 BUDGET PRIORITIES

- Relocate the North Parks Division from the temporary maintenance yard at Lehigh Road to the newly renovated facility at Polk Street.
- Implement new divisional organization and work program alignments. Develop performance standards for individual work programs that can be evaluated and compared to industry standards and monitored annually for compliance.
- Align Park Divisions' work programs with the Formula 2040 Master Plan to set specific strategies and action plans.

BUDGET AT A GLANCE

Summary of North Parks Division Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$0	\$10,746,777	100.0%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	0.00	108.00	100.0%
Funded Workyears	0.00	152.30	100.0%



**Prince George's County
Parks and Recreation Department – North Parks and South Parks**

Summary of South Parks Division Budget

	FY20	FY21	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$0	\$10,573,963	100.0%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	0.00	115.00	100.0%
Funded Workyears	0.00	136.10	100.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Established two new divisions to support the area maintenance work program.
- Reallocated all personnel and non-personnel funding from North, Central, and Southern Area Maintenance between the two new divisions.
- Added three (3) full-time career positions for division leadership of North Parks and South Parks Divisions.



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

OVERVIEW

This Section accounts for those items that are included in the Park Fund's and Recreation Fund's budget but are not allocated to specific divisions:

- Other Post-Employment Benefits (OPEB)
- Compensation increases (compensation marker for each fund, as well as marker for possible position reclassifications)
- Inter-fund transfers
- Legislatively mandated activities including transfers to the County government and funding support to specific County programs, community groups and municipalities
- Reserve accounts

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
<i>Park Fund</i>			
OPEB Prefunding	\$ 2,292,854	\$ 2,475,376	8.0%
OPEB PayGo	3,331,759	3,784,952	13.6%
Marker for Changes to Employee Comp. <i>(included in Divisional budgets)</i>		1,614,274	-
Marker for Possible Reclassifications	168,481	429,511	154.9%
Other Personnel	16,700	80,957	384.8%
Legislative Project Charges	451,000	451,000	0.0%
Transfer to Capital Projects Fund	42,030,000	38,450,000	-8.5%
Transfer to Debt Service Fund	15,296,269	14,839,619	-3.0%
Operating Expenditure Reserve @ 5%	6,275,000	6,596,700	5.1%
Park Fund Total	<u>\$ 69,862,063</u>	<u>\$ 68,722,389</u>	<u>-1.6%</u>
<i>Recreation Fund</i>			
OPEB Prefunding	\$ 859,820	\$ 917,836	6.7%
OPEB PayGo	1,249,410	1,403,409	12.3%
Marker for Changes to Employee Comp. <i>(included in Divisional budgets)</i>		673,060	-
Marker for Possible Reclassifications	123,980	243,018	96.0%
Other Personnel	114,043	68,756	-39.7%
Legislative Project Charges	2,485,350	2,485,350	0.0%
Transfer to Enterprise Fund	8,157,592	8,311,024	1.9%
Transfer to Capital Projects Fund	10,000,000	10,000,000	0.0%
Operating Expenditure Reserve @ 5%	4,184,200	4,314,800	3.1%
Recreation Fund Total	<u>\$ 27,174,395</u>	<u>\$ 28,417,253</u>	<u>4.6%</u>
TOTAL EXPENDITURES	\$ 97,036,458	\$ 97,139,642	0.1%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Added compensation funding for wage adjustments for Park Fund of \$2,043,785 (subject to negotiations).
- Added compensation funding for wage adjustments for Recreation Fund of \$916,078 (subject to negotiations).
- Increased OPEB Pre-funding and OPEB PAYGO by in the Park Fund by \$635,715 and \$212,015 in the Recreation Fund.
- Decreased transfer to Debt Service Fund by (\$456,650) in the Park Fund.
- Decreased the PAYGO transfer to Capital Projects Fund by (\$3,580,000) in the Park Fund.
- No change to PAYGO transfer to Capital Projects Fund from the Recreation Fund.
- Increased the Enterprise Fund Subsidy in the Recreation Fund by \$153,432.



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

Name of Project Charge	Fund	Department	FY20 Adopted Allocation	FY21 Proposed Reductions	FY21 Proposed Allocation
City of Bowie, Allen Pond Maint.	Park	Parks and Rec	101,700		101,700
Patuxent River 4-H Center Foundation	Park	Parks and Rec	34,300		34,300
Patuxent Riverkeepers	Park	Parks and Rec	15,000		15,000
PGCC - Park Police/ Security/ Pool	Park	Parks and Rec	300,000		300,000
100 Black Men of Prince George's County	Rec	Parks and Rec	25,000		25,000
After School Arts (World Art Focus)	Rec	Parks and Rec	98,000		98,000
Allentown Boys & Girls Club	Rec	Parks and Rec	10,000		10,000
Anacostia Watershed Society	Rec	Parks and Rec	20,000		20,000
Anacostia Trails and Heritage Area	Rec	Parks and Rec	40,000		40,000
Art Works Now	Rec	Parks and Rec	35,000		35,000
Beltsville-Adelphi Boys and Girls Club	Rec	Parks and Rec	7,500		7,500
Camp Springs Girls & Boys Club	Rec	Parks and Rec	10,000		10,000
City of College Park, Youth & Family Services	Rec	Parks and Rec	30,000		30,000
City of College Park - Senior Programming	Rec	Parks and Rec	50,000		50,000
City of Greenbelt, After School Arts	Rec	Parks and Rec	12,000		12,000
City of Greenbelt, Recreation Services	Rec	Parks and Rec	70,000		70,000
City of Greenbelt, Therapeutic Program	Rec	Parks and Rec	12,000		12,000
City of Hyattsville, Recreation Services	Rec	Parks and Rec	19,000		19,000
City of Laurel Parks Department	Rec	Parks and Rec	10,000		10,000
City of Laurel Senior Services	Rec	Parks and Rec	55,000		55,000
City of Laurel, Anderson & Murphy CC	Rec	Parks and Rec	22,000		22,000
Coalition for African Americans in the Performing Arts	Rec	Parks and Rec	20,000		20,000
College Park Arts Exchange	Rec	Parks and Rec	5,000		5,000
College Park Boys and Girls Club	Rec	Parks and Rec	7,500		7,500
Cooperative Extension Service (4H)	Rec	Parks and Rec	208,600		208,600
Forestville Boys and Girls Club	Rec	Parks and Rec	25,000		25,000
Ft. Washington Boys & Girls Club	Rec	Parks and Rec	10,000		10,000
Gateway Arts Program	Rec	Parks and Rec	45,000		45,000
Girl Scouts Capital Area	Rec	Parks and Rec	10,000		10,000
Glenarden Boys and Girls Club	Rec	Parks and Rec	15,000		15,000
Greater Laurel United Soccer Club	Rec	Parks and Rec	5,000		5,000
Greenbelt Aquatics & Fitness Center	Rec	Parks and Rec	100,000		100,000
Greenbelt Community Center	Rec	Parks and Rec	40,000		40,000
Ivy Community Charities	Rec	Parks and Rec	10,000		10,000
Junior Achievement	Rec	Parks and Rec	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
Lake Arbor Foundation	Rec	Parks and Rec	175,000		175,000
Lanham Boys & Girls Club	Rec	Parks and Rec	25,000		25,000
Latin America Youth Center	Rec	Parks and Rec	40,000		40,000
Laurel Boys & Girls Club	Rec	Parks and Rec	50,000		50,000
Laurel Historic Society	Rec	Parks and Rec	22,500		22,500
Laurel Little League	Rec	Parks and Rec	5,000		5,000
Laurel Stallions	Rec	Parks and Rec	5,000		5,000
Making a New United People (M.A.N.U.P)	Rec	Parks and Rec	25,000		25,000
Maryland Cheer Chargers	Rec	Parks and Rec	10,000		10,000
Millwood/ Waterford Programming	Rec	Parks and Rec	10,000		10,000
New Carrollton Boys & Girls Club	Rec	Parks and Rec	5,000		5,000
Oxon Hills Boys & Girls Club	Rec	Parks and Rec	7,500		7,500
Palmer Park Boys & Girls Club	Rec	Parks and Rec	20,000		20,000
Palmer Park Smash	Rec	Parks and Rec	10,000		10,000
Pi Upsilon Lambda Alpha Pi Alpha Charitable Foundation	Rec	Parks and Rec	3,750		3,750
PGCC - Outreach, Facilities, etc	Rec	Parks and Rec	300,000		300,000
PGCC Team Builders Program	Rec	Parks and Rec	100,000		100,000
Prince George's Arts and Humanities Council	Rec	Parks and Rec	120,000		120,000
Prince George's Philharmonic	Rec	Parks and Rec	100,000		100,000
Prince George's Pride Lacrosse Club	Rec	Parks and Rec	25,000		25,000
Prince George's Tennis Assoc.	Rec	Parks and Rec	20,000		20,000
Prince George's Youth Lacrosse	Rec	Parks and Rec	25,000		25,000
Pyramid Atlantic Art Center	Rec	Parks and Rec	30,000		30,000
Seat Pleasant Leadership Development Program	Rec	Parks and Rec	85,000		85,000
Student Athletes for Educational Opportunities	Rec	Parks and Rec	10,000		10,000
Theresa Banks Swim Club	Rec	Parks and Rec	20,000		20,000
White Rose Foundation	Rec	Parks and Rec	10,000		10,000
World-Wide Community	Rec	Parks and Rec	25,000		25,000
Youth Development Program (In Reach, Inc.)	Rec	Parks and Rec	50,000		50,000
Youth Services Program	Rec	Parks and Rec	30,000		30,000
Youth Wellness Leadership Institute	Rec	Parks and Rec	50,000		50,000
Net Change to Project Charges				-	
Total Project Charges			\$ 2,936,350	\$ -	\$ 2,936,350



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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Office of the Director				
Personnel Services	786,134	1,388,068	1,355,461	-2.3%
Supplies and Materials	24,832	33,600	33,600	0.0%
Other Services and Charges	142,175	161,861	161,861	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	953,141	1,583,529	1,550,922	-2.1%
Park Police				
Personnel Services	17,982,664	17,991,056	19,024,752	5.7%
Supplies and Materials	1,159,628	928,300	955,700	3.0%
Other Services and Charges	1,538,938	1,009,200	1,009,200	0.0%
Capital Outlay	86,422	100,200	100,200	0.0%
Other Classifications	-	-	-	-
Chargebacks	(374)	-	-	-
Total	20,767,278	20,028,756	21,089,852	5.3%
Management Services				
Personnel Services	4,864,340	5,849,013	6,620,296	13.2%
Supplies and Materials	221,450	316,300	316,300	0.0%
Other Services and Charges	1,136,585	1,421,460	1,421,460	0.0%
Capital Outlay	8,115	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,230,490	7,586,773	8,358,056	10.2%
Public Affairs and Marketing				
Personnel Services	1,518,125	1,681,938	1,835,156	9.1%
Supplies and Materials	26,179	50,550	45,000	-11.0%
Other Services and Charges	487,983	474,850	447,937	-5.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	2,032,287	2,207,338	2,328,093	5.5%
Youth and Countywide Sports				
Personnel Services	-	276,097	-	-100.0%
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	276,097	-	-100.0%



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

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Administration and Development				
Personnel Services	160,648	318,571	324,106	1.7%
Supplies and Materials	70	6,700	6,700	0.0%
Other Services and Charges	220	23,800	23,800	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	160,938	349,071	354,606	1.6%
Information Tech & Communications				
Personnel Services	2,952,325	3,333,164	3,434,155	3.0%
Supplies and Materials	1,250,189	1,449,000	1,511,000	4.3%
Other Services and Charges	1,183,901	742,500	742,500	0.0%
Capital Outlay	-	83,900	83,900	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,386,415	5,608,564	5,771,555	2.9%
Park Planning and Development				
Personnel Services	5,901,309	6,993,162	7,436,270	6.3%
Supplies and Materials	31,974	47,600	47,600	0.0%
Other Services and Charges	836,069	563,865	1,063,865	88.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,769,352	7,604,627	8,547,735	12.4%
Support Services				
Personnel Services	209,067	305,800	291,500	-4.7%
Supplies and Materials	189,799	649,651	649,600	0.0%
Other Services and Charges	10,567,268	10,363,707	9,970,165	-3.8%
Capital Outlay	2,207,715	933,000	912,000	-2.3%
Other Classifications	-	-	-	-
Chargebacks	1,647,726	1,826,957	1,853,306	1.4%
Total	14,821,575	14,079,115	13,676,571	-2.9%
Facility Oper.-Deputy Director				
Personnel Services	636,563	-	-	-
Supplies and Materials	29,622	-	-	-
Other Services and Charges	11,893	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	678,078	-	-	-



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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Maintenance and Development				
Personnel Services	14,505,155	15,578,960	16,322,438	4.8%
Supplies and Materials	3,412,463	4,702,100	4,925,600	4.8%
Other Services and Charges	9,430,313	7,202,100	7,202,100	0.0%
Capital Outlay	743,248	1,139,700	539,700	-52.6%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	28,091,179	28,622,860	28,989,838	1.3%
Natural and Historic Resources				
Personnel Services	5,974,793	7,329,949	7,498,552	2.3%
Supplies and Materials	581,603	603,900	678,900	12.4%
Other Services and Charges	872,871	704,700	1,203,700	70.8%
Capital Outlay	69,130	62,000	62,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,498,397	8,700,549	9,443,152	8.5%
Arts and Cultural Heritage				
Personnel Services	1,306,167	1,255,742	1,220,391	-2.8%
Supplies and Materials	199,976	233,795	233,795	0.0%
Other Services and Charges	195,418	232,300	211,985	-8.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,701,561	1,721,837	1,666,171	-3.2%
Area Oper.-Deputy Director				
Personnel Services	329,129	-	-	-
Supplies and Materials	4,900	-	-	-
Other Services and Charges	16,534	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	350,563	-	-	-
Northern Area Operations				
Personnel Services	5,713,811	6,179,178	-	-100.0%
Supplies and Materials	624,020	593,200	-	-100.0%
Other Services and Charges	452,856	404,300	-	-100.0%
Capital Outlay	564,295	270,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,354,982	7,446,678	-	-100.0%



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

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Central Area Operations				
Personnel Services	5,343,079	5,497,188	-	-100.0%
Supplies and Materials	686,102	703,825	-	-100.0%
Other Services and Charges	818,082	317,300	-	-100.0%
Capital Outlay	442,159	142,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,289,422	6,660,313	-	-100.0%
Southern Area Operations				
Personnel Services	4,836,055	5,742,224	-	-100.0%
Supplies and Materials	503,696	510,000	-	-100.0%
Other Services and Charges	379,032	348,900	-	-100.0%
Capital Outlay	707,233	162,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,426,016	6,763,124	-	-100.0%
North Parks Division				
Personnel Services	-	-	9,101,417	-
Supplies and Materials	-	-	868,200	-
Other Services and Charges	-	-	565,660	-
Capital Outlay	-	-	211,500	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	-	10,746,777	-
South Parks Division				
Personnel Services	-	-	8,767,798	-
Supplies and Materials	-	-	885,880	-
Other Services and Charges	-	-	708,785	-
Capital Outlay	-	-	211,500	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	-	10,573,963	-
Non-departmental				
Personnel Services	5,462,173	5,809,794	8,385,070	44.3%
Salary Adjustment Marker	-	168,481	2,043,785	1113.1%
Other Personnel	14,520	16,700	80,957	384.8%
OPEB PreFunding	2,448,279	2,292,854	2,475,376	8.0%
OPEB Paygo	2,999,374	3,331,759	3,784,952	13.6%
Supplies and Materials	(38,091)	-	-	-
Other Services and Charges	379,313	451,000	451,000	0.0%
Capital Outlay	(81)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,803,314	6,260,794	8,836,070	41.1%



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

**PRINCE GEORGE'S COUNTY PARK FUND
Expenditures by Division by Type
PROPOSED BUDGET FISCAL YEAR 2021**

	FY 19 <u>Actual</u>	FY 20 <u>Adopted</u>	FY 21 <u>Proposed</u>	% <u>Change</u>
Grants				
Personnel Services	20,956	-	-	-
Supplies and Materials	62,898	-	-	-
Other Services and Charges	243,556	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>327,410</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Uses/Transfers Out				-
Capital Projects Funds	22,699,000	42,030,000	38,450,000	-8.5%
Debt Service Fund	10,390,139	15,296,269	14,839,619	-3.0%
Enterprise Fund	-	-	-	-
Total	<u>33,089,139</u>	<u>57,326,269</u>	<u>53,289,619</u>	<u>-7.0%</u>
Budgetary Reserve	-	6,275,000	6,596,700	5.1%
Fund Total	<u>155,731,537</u>	<u>189,101,294</u>	<u>191,819,680</u>	<u>1.4%</u>
Total Park Fund				
Personnel Services	78,502,493	85,529,904	91,617,362	7.1%
Supplies and Materials	8,971,310	10,828,521	11,157,875	3.0%
Other Services and Charges	28,693,007	24,421,843	25,184,018	3.1%
Capital Outlay	4,828,236	2,892,800	2,120,800	-26.7%
Other Classifications	-	-	-	-
Chargebacks	1,647,352	1,826,957	1,853,306	1.4%
Subtotal Park Fund	<u>122,642,398</u>	<u>125,500,025</u>	<u>131,933,361</u>	<u>5.1%</u>
Transfers Out	33,089,139	57,326,269	53,289,619	-7.0%
Budgetary Reserve	-	6,275,000	6,596,700	5.1%
Total Park Fund	<u>155,731,537</u>	<u>189,101,294</u>	<u>191,819,680</u>	<u>1.4%</u>



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

PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Public Affairs and Marketing				
Personnel Services	342,258	398,124	410,371	3.1%
Supplies and Materials	15,330	19,600	28,600	45.9%
Other Services and Charges	423,501	582,849	578,864	-0.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	781,089	1,000,573	1,017,835	1.7%
Maintenance & Development				
Personnel Services	167,390	204,572	298,436	45.9%
Supplies and Materials	34,775	178,303	453,833	154.5%
Other Services and Charges	623,515	455,000	455,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	825,680	837,875	1,207,269	44.1%
Facility Operations - Deputy				
Personnel Services	(1,443)	651,386	603,503	-7.4%
Supplies and Materials	996	73,900	58,900	-20.3%
Other Services and Charges	8,257	71,500	71,500	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,810	796,786	733,903	-7.9%
Support Services				
Personnel Services	193,800	55,000	63,700	15.8%
Supplies and Materials	1,415,857	560,800	443,800	-20.9%
Other Services and Charges	13,348,964	8,068,663	8,502,446	5.4%
Capital Outlay	586,825	446,000	446,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	169,402	227,738	253,240	11.2%
Total	15,714,848	9,358,201	9,709,186	3.8%
Sports, Health, and Wellness				
Personnel Services	11,445,226	-	-	-
Supplies and Materials	1,265,469	-	-	-
Other Services and Charges	1,102,447	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	13,813,142	-	-	-



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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Aquatics and Athletic Facilities				
Personnel Services		10,959,857	10,185,646	-7.1%
Supplies and Materials		1,311,053	1,240,993	-5.3%
Other Services and Charges		707,555	654,455	-7.5%
Capital Outlay		-	-	-
Other Classifications		-	-	-
Chargebacks		-	-	-
Total	-	12,978,465	12,081,094	-6.9%
Youth and Countywide Sports				
Personnel Services		2,482,144	3,580,611	44.3%
Supplies and Materials		398,700	468,760	17.6%
Other Services and Charges		571,980	599,600	4.8%
Capital Outlay		-	-	-
Other Classifications		-	-	-
Chargebacks		-	-	-
Total	-	3,452,824	4,648,971	34.6%
Natural and Historic Resources				
Personnel Services	942,818	1,048,317	1,129,277	7.7%
Supplies and Materials	138,294	159,200	159,200	0.0%
Other Services and Charges	257,310	277,100	217,100	-21.7%
Capital Outlay	-	50,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,338,422	1,534,617	1,505,577	-1.9%
Arts and Cultural Heritage				
Personnel Services	3,395,236	3,260,389	3,323,657	1.9%
Supplies and Materials	275,976	266,693	309,193	15.9%
Other Services and Charges	808,015	798,957	776,457	-2.8%
Capital Outlay	-	60,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,479,227	4,386,039	4,409,307	0.5%
Area Operations Deputy				
Personnel Services	91,911	412,619	441,812	7.1%
Supplies and Materials	-	5,000	5,000	0.0%
Other Services and Charges	862	38,700	38,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	92,773	456,319	485,512	6.4%



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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Special Programs				
Personnel Services	6,972,529	8,335,500	8,382,870	0.6%
Supplies and Materials	616,461	611,800	626,800	2.5%
Other Services and Charges	930,677	1,006,750	1,006,750	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	8,519,667	9,954,050	10,016,420	0.6%
Northern Area Operations				
Personnel Services	6,579,896	7,102,024	7,349,725	3.5%
Supplies and Materials	421,490	386,967	380,550	-1.7%
Other Services and Charges	290,020	385,400	329,101	-14.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,291,406	7,874,391	8,059,376	2.3%
Central Area Operations				
Personnel Services	6,781,494	6,567,829	6,653,961	1.3%
Supplies and Materials	441,887	264,067	284,467	7.7%
Other Services and Charges	432,713	461,800	461,800	0.0%
Capital Outlay	108,384	40,000	40,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,764,478	7,333,696	7,440,228	1.5%
Southern Area Operations				
Personnel Services	7,178,923	8,467,617	8,616,799	1.8%
Supplies and Materials	651,614	1,153,986	1,153,986	0.0%
Other Services and Charges	811,039	787,700	787,700	0.0%
Capital Outlay	569,700	320,000	320,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	9,211,276	10,729,303	10,878,485	1.4%
Non-Departmental				
Personnel Services	2,016,757	2,347,253	3,306,079	40.8%
Salary Adjustment Marker	-	123,980	916,078	638.9%
Other Personnel	418	114,043	68,756	-39.7%
OPEB PreFunding	906,181	859,820	917,836	6.7%
OPEB Paygo	1,110,158	1,249,410	1,403,409	12.3%
Supplies and Materials	(9,401)	-	-	-
Other Services and Charges	2,236,296	2,485,350	2,485,350	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,243,652	4,832,603	5,791,429	19.8%



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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Grants				
Personnel Services	165,947	-	-	-
Supplies and Materials	58,307	-	-	-
Other Services and Charges	284,512	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>508,766</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Uses/Transfers Out				
Capital Projects Fund	8,000,000	10,000,000	10,000,000	0.0%
Enterprise Fund	8,584,855	8,157,592	8,311,024	1.9%
Total	<u>16,584,855</u>	<u>18,157,592</u>	<u>18,311,024</u>	<u>0.8%</u>
Budgetary Reserve	-	4,184,200	4,314,800	3.1%
Fund Total	<u>91,177,091</u>	<u>97,867,534</u>	<u>100,610,416</u>	<u>2.8%</u>
Total Recreation Fund				
Personnel Services	46,272,742	52,292,631	54,346,447	3.9%
Supplies and Materials	5,327,055	5,390,069	5,614,082	4.2%
Other Services and Charges	21,558,128	16,699,304	16,964,823	1.6%
Capital Outlay	1,264,909	916,000	806,000	-12.0%
Other Classifications	-	-	-	-
Chargebacks	169,402	227,738	253,240	11.2%
Subtotal Recreation Fund	<u>74,592,236</u>	<u>75,525,742</u>	<u>77,984,592</u>	<u>3.3%</u>
Transfers Out	16,584,855	18,157,592	18,311,024	0.8%
Budgetary Reserve	-	4,184,200	4,314,800	3.1%
Total Recreation Fund	<u>91,177,091</u>	<u>97,867,534</u>	<u>100,610,416</u>	<u>2.8%</u>



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 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>OFFICE OF THE DIRECTOR</u>						
Full-Time Career	9.00	9.00	9.00	9.00	9.00	9.00
Part-Time Career	-	-	-	-	-	-
Career Total	9.00	9.00	9.00	9.00	9.00	9.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	3.00	-	3.22
Subtotal Office of the Director	9.00	9.00	9.00	12.00	9.00	12.22
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	44.00	44.00	54.00	54.00	62.00	62.00
Part-Time Career	-	-	-	-	-	-
Career Total	44.00	44.00	54.00	54.00	62.00	62.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	30.10	-	29.10	-	24.45
Subtotal Management Services	44.00	74.10	54.00	83.10	62.00	86.45
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Administration and Development	2.00	2.00	2.00	2.00	2.00	2.00
<u>IT AND COMMUNICATIONS</u>						
Full-Time Career	28.00	28.00	29.00	29.00	30.00	30.00
Part-Time Career	2.00	1.90	2.00	1.90	2.00	1.88
Career Total	30.00	29.90	31.00	30.90	32.00	31.88
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	4.00	-	2.00	-	1.50
Subtotal IT and Communications	30.00	33.90	31.00	32.90	32.00	33.38
<u>PARK POLICE</u>						
Full-Time Career	161.00	161.00	166.00	166.00	169.00	169.00
Part-Time Career	-	-	-	-	-	-
Career Total	161.00	161.00	166.00	166.00	169.00	169.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	0.50	-	2.35
Subtotal Park Police	161.00	161.00	166.00	166.50	169.00	171.35
<u>PARK PLANNING AND DEVELOPMENT</u>						
Full-Time Career	56.00	56.00	57.00	57.00	58.00	58.00
Part-Time Career	-	-	1.00	1.00	1.00	1.00
Career Total	56.00	56.00	58.00	58.00	59.00	59.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.15	-	2.20	-	3.80
Subtotal Park Planning and Development	56.00	58.15	58.00	60.20	59.00	62.80
<u>FACILITY OPERATIONS</u>						
Full-Time Career	261.00	261.00	264.00	264.00	273.00	273.00
Part-Time Career	4.00	3.51	3.00	3.00	3.00	2.65
Career Total	265.00	264.51	267.00	267.00	276.00	275.65
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	68.87	-	74.50	-	106.64
Subtotal Facility Operations	265.00	333.38	267.00	341.50	276.00	382.29



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 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
AREA OPERATIONS						
Full-Time Career	217.00	217.00	220.00	220.00	223.00	223.00
Part-Time Career	-	-	-	-	-	-
Career Total	217.00	217.00	220.00	220.00	223.00	223.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	66.90	-	66.70	-	65.30
Subtotal Area Operations	217.00	283.90	220.00	286.70	223.00	288.30
TOTAL PARK FUND POSITIONS/WORKYEARS						
Full-Time Career	778.00	778.00	801.00	801.00	826.00	826.00
Part-Time Career	6.00	5.41	6.00	5.90	6.00	5.53
Career Total	784.00	783.41	807.00	806.90	832.00	831.53
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	172.02	-	178.00	-	207.26
Grand Total Park Fund	784.00	955.43	807.00	984.90	832.00	1,038.79
RECREATION FUND						
FACILITY OPERATIONS						
Full-Time Career	95.00	95.00	107.00	107.00	114.00	114.00
Part-Time Career	3.00	2.72	3.00	2.76	3.00	2.82
Career Total	98.00	97.72	110.00	109.76	117.00	116.82
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	202.03	-	235.40	-	344.25
Subtotal Facility Operations	98.00	299.75	110.00	345.16	117.00	461.07
AREA OPERATIONS						
Full-Time Career	183.00	183.00	190.00	189.00	205.00	205.00
Part-Time Career	13.00	14.92	13.00	13.60	-	-
Career Total	196.00	197.92	203.00	202.60	205.00	205.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	450.15	-	457.80	-	516.10
Subtotal Area Operations	196.00	648.07	203.00	660.40	205.00	721.10
TOTAL RECREATION FUND POSITIONS/WORKYEARS						
Full-Time Career	278.00	278.00	297.00	296.00	319.00	319.00
Part-Time Career	16.00	17.64	16.00	16.36	3.00	2.82
Career Total	294.00	295.64	313.00	312.36	322.00	321.82
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	652.18	-	693.20	-	860.35
Grand Total Recreation Fund	294.00	947.82	313.00	1,005.56	322.00	1,182.17
TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS						
Full-Time Career	1,056.00	1,056.00	1,098.00	1,097.00	1,145.00	1,145.00
Part-Time Career	22.00	23.05	22.00	22.26	9.00	8.35
Career Total	1,078.00	1,079.05	1,120.00	1,119.26	1,154.00	1,153.35
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	824.20	-	871.20	-	1,067.61
Grand Total Park and Recreation Funds	1,078.00	1,903.25	1,120.00	1,990.46	1,154.00	2,220.96



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. FY21 total expenditures are \$19,309,224, an increase of \$258,432.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses by Fund/Division/Facility PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Revenues and Transfers In:				
Ice Rinks	\$ 1,063,700	\$ 1,261,441	\$ 1,280,461	1.5%
Golf Courses	2,969,474	3,543,807	3,589,262	1.3%
Regional Park Tennis Bubbles	588,257	512,995	601,619	17.3%
Show Place Arena / Equestrian Center	3,598,561	3,437,903	3,445,770	0.2%
Trap and Skeet Center	1,303,249	1,724,697	1,697,747	-1.6%
College Park Airport	607,323	604,663	605,260	0.1%
Bladensburg Waterfront Park	212,162	-	-	-
Enterprise Administration	56,208	590,113	887,942	50.5%
Sports and Learning Complex	7,005,493	7,375,173	7,201,163	-2.4%
Total Revenues and Transfers In	17,404,427	19,050,792	19,309,224	1.4%
Expenses and Transfers Out:				
Ice Rinks	653,482	1,261,441	1,280,461	1.5%
Golf Courses	3,823,562	3,543,807	3,589,262	1.3%
Regional Park Tennis Bubbles	610,688	512,995	601,619	17.3%
Show Place Arena / Equestrian Center	3,575,656	3,437,903	3,445,770	0.2%
Trap and Skeet Center	1,299,982	1,724,697	1,697,747	-1.6%
College Park Airport	581,198	604,663	605,260	0.1%
Bladensburg Waterfront Park	1,320,000	-	-	-
Enterprise Administration	483,813	590,113	887,942	50.5%
Sports and Learning Complex	9,167,509	7,375,173	7,201,163	-2.4%
Total Expenses and Transfers Out	\$ 21,515,890	\$ 19,050,792	\$ 19,309,224	1.4%



Prince George's County

Parks and Recreation Department – Ice Rinks

OVERVIEW

This program operates and maintains the Tucker Road Ice Rink and the Herbert Wells Ice Rink. Herbert Wells Ice Rink is a covered outdoor rink operating from late October through late March. Both ice rinks are National Hockey League regulation size, operate seven days a week and rent space for both Youth and Adult hockey programs and special events. Each rink offers a comprehensive learn-to-skate program, as well as recreational skating, birthday parties, free-style sessions, pick-up hockey sessions, Youth and Adult Hockey teams, and Learn to Play Hockey programs. The Tucker Road Ice Rink offers Summer Ice Skating and other specialty camps for all ages. 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 in FY21.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	2,000	2,000	0.0%
Charges for Services	172,563	170,000	170,000	0.0%
Rentals and Concessions	84,333	101,500	101,500	0.0%
Miscellaneous	-	-	-	-
Interest	58,651	4,600	42,000	813.0%
Transfers In	748,153	983,341	964,961	-1.9%
Total Oper. Rev and Other Sources	1,063,700	1,261,441	1,280,461	1.5%
Operating Expenses and Other Uses:				
Personnel Services	293,332	706,141	729,661	3.3%
Goods for Resale	-	-	-	-
Supplies and Materials	38,359	109,400	109,400	0.0%
Other Services and Charges	232,623	445,900	441,400	-1.0%
Depreciation & Amortization Expense	89,168	-	-	-
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	653,482	1,261,441	1,280,461	1.5%
Gain (Loss)	\$ 410,218	\$ -	\$ -	-

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



**Prince George's County
Parks and Recreation Department – Ice Rinks**

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</u>						
Full-Time Career	2.00	2.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		7.00		8.50		18.40
Total Workyears	2.00	9.00	3.00	11.50	3.00	21.40

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on historical trend and projection forecasts.
- Decreased non-personnel funding for utilities based on historic trends.



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

OVERVIEW

This program operates and maintains three 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. Each of these facilities hosts the On-Par Junior Golf Program for youth, adult leagues and tournaments.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	268,387	420,000	420,000	0.0%
Charges for Services	1,207,790	1,720,000	1,720,000	0.0%
Rentals and Concessions	418,056	435,000	435,000	0.0%
Miscellaneous	(584)	-	-	-
Interest	125,899	60,000	90,000	50.0%
Transfers In	949,926	908,807	924,262	1.7%
Total Oper. Rev and Other Sources	2,969,474	3,543,807	3,589,262	1.3%
Operating Expenses and Other Uses:				
Personnel Services	2,346,357	2,212,207	2,268,662	2.6%
Goods for Resale	320,265	138,100	138,100	0.0%
Supplies and Materials	673,850	744,900	744,900	0.0%
Other Services and Charges	303,391	333,600	322,600	-3.3%
Depreciation & Amortization Expense	179,699	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	115,000	115,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	3,823,562	3,543,807	3,589,262	1.3%
Gain (Loss)	\$ (854,088)	\$ -	\$ -	-

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



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

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>GOLF COURSES</u>						
Full-Time Career	16.00	16.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		27.10		26.60
Total Workyears	16.00	38.50	16.00	43.10	16.00	42.60

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on historical trend and projection forecasts.
- Decreased non-personnel funding for utilities based on historic trends.



Prince George's County

Parks and Recreation Department – Regional Park Tennis Bubbles

OVERVIEW

This program operates and maintains the tennis facilities at Cosca and Watkins Regional Parks. These facilities offer two indoor tennis bubbles and year-round tennis instruction and leisure play. They also offer summer tennis camps for tennis players ages 6-12. In addition, each tennis facility has adjacent outdoor tennis courts available on a first-come, first-served basis. The Watkins Tennis facility also has a classroom available for programming and for special event rentals.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - REGIONAL PARK TENNIS BUBBLES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	603	-	-	-
Charges for Services	113,246	165,000	170,000	3.0%
Rentals and Concessions	284,279	275,000	275,000	0.0%
Miscellaneous	(102)	-	-	-
Interest	30,897	12,800	22,000	71.9%
Transfers In	159,334	60,195	134,619	123.6%
Total Oper. Rev and Other Sources	588,257	512,995	601,619	17.3%
Operating Expenses and Other Uses:				
Personnel Services	485,000	394,095	482,719	22.5%
Goods for Resale	-	-	-	-
Supplies and Materials	67,564	66,800	66,800	0.0%
Other Services and Charges	22,981	52,100	52,100	0.0%
Depreciation & Amortization Expense	35,143	-	-	-
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	610,688	512,995	601,619	17.3%
Gain (Loss)	\$ (22,431)	\$ -	\$ -	-

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



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

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TENNIS BUBBLES</u>						
Full-Time Career	1.00	1.00	1.00	1.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	1.00	1.00	1.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		9.50		9.50		11.00
Total Workyears	1.00	10.50	1.00	10.50	2.00	13.00

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Added one (1) full time career position to support tennis programming at Cosca Tennis Bubble.
- Increased interest revenue based on historical trend and projection forecasts.



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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	253,491	412,000	412,000	0.0%
Charges for Services	3,843	5,500	5,500	0.0%
Rentals and Concessions	1,199,863	1,053,000	1,053,000	0.0%
Miscellaneous	17,425	-	-	-
Interest	102,050	44,600	72,500	62.6%
Transfers In	2,021,889	1,922,803	1,902,770	-1.0%
Total Oper. Rev and Other Sources	<u>3,598,561</u>	<u>3,437,903</u>	<u>3,445,770</u>	<u>0.2%</u>
Operating Expenses and Other Uses:				
Personnel Services	1,941,583	1,916,598	1,979,042	3.3%
Goods for Resale	112,076	250,400	200,000	-20.1%
Supplies and Materials	289,321	131,600	200,000	52.0%
Other Services and Charges	727,781	1,017,505	944,928	-7.1%
Depreciation & Amortization Expense	504,895	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	121,800	121,800	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>3,575,656</u>	<u>3,437,903</u>	<u>3,445,770</u>	<u>0.2%</u>
Gain (Loss)	\$ <u>22,905</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



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

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SHOW PLACE ARENA / EQUESTRIAN CENTER</u>						
Full-Time Career	15.00	15.00	15.00	15.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	15.00	15.00	15.00	15.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		23.50		23.50		18.80
Total Workyears	15.00	38.50	15.00	38.50	15.00	33.80

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on historical trend and projection forecasts.
- Decreased non-personnel funding for utilities based on historic trends.
- Increased Supplies and Materials based on historical trend and projection forecasts.



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. A variety of classes and leagues are offered for all skill levels. 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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	1,089,389	1,500,000	1,500,000	0.0%
Charges for Services	167,998	180,000	180,000	0.0%
Rentals and Concessions	35,982	30,000	30,000	0.0%
Miscellaneous	(670)	-	-	-
Interest	12,193	6,400	8,500	32.8%
Other	-	-	-	-
Transfers In	(1,643)	8,297	(20,753)	-350.1%
Total Oper. Rev and Other Sources	1,303,249	1,724,697	1,697,747	-1.6%
Operating Expenses and Other Uses:				
Personnel Services	517,132	619,978	609,028	-1.8%
Goods for Resale	528,033	903,304	903,304	0.0%
Supplies and Materials	17,323	46,915	46,915	0.0%
Other Services and Charges	211,930	154,500	138,500	-10.4%
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	1,299,982	1,724,697	1,697,747	-1.6%
Gain (Loss)	\$ 3,267	\$ -	\$ -	-

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



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

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TRAP AND SKEET CENTER</u>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		13.00		13.00		8.50
Total Workyears	4.00	17.00	4.00	17.00	4.00	12.50

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on historical trend and projection forecasts.



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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	90,722	116,000	116,000	0.0%
Charges for Services	1,060	116,000	116,000	0.0%
Rentals and Concessions	105,858	102,000	102,000	0.0%
Miscellaneous	98,077	-	-	-
Interest	19,950	9,600	14,000	45.8%
Transfers In	291,656	261,063	257,260	-1.5%
Total Oper. Rev and Other Sources	<u>607,323</u>	<u>604,663</u>	<u>605,260</u>	<u>0.1%</u>
Operating Expenses and Other Uses:				
Personnel Services	305,905	311,063	316,160	1.6%
Goods for Resale	128,879	134,900	134,900	0.0%
Supplies and Materials	36,368	25,400	25,400	0.0%
Other Services and Charges	86,415	98,300	93,800	-4.6%
Depreciation & Amortization Expense	23,631	-	-	-
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	-	-	-	-
Total Oper. Exp and Other Uses	<u>581,198</u>	<u>604,663</u>	<u>605,260</u>	<u>0.1%</u>
Gain (Loss)	\$ <u>26,125</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



**Prince George's County
Parks and Recreation Department – College Park Airport**

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COLLEGE PARK AIRPORT</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.00		4.50
Total Workyears	2.00	6.00	2.00	6.00	2.00	6.50

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on historical trend and projection forecasts.



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. 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.

In previous fiscal years, 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 moved to the Park Fund.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - BLADENSBURG WATERFRONT PARK Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	212,162	-	-	-
Rentals and Concessions	-	-	-	-
Miscellaneous	-	-	-	-
Interest	-	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	<u>212,162</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Expenses and Other Uses:				
Personnel Services	-	-	-	-
Goods for Resale	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	1,320,000	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,320,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Gain (Loss)	\$ <u>(1,107,838)</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



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

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>BLADENSBURG WATERFRONT PARK</u>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Total Workyears	-	-	-	-	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Program transferred to the Park Fund in FY19.



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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	640,000	640,000	0.0%
Rentals and Concessions	-	-	-	-
Miscellaneous	-	-	-	-
Interest	1,044	8,000	1,000	-87.5%
Transfers In	55,164	(57,887)	246,942	-526.6%
Total Oper. Rev and Other Sources	<u>56,208</u>	<u>590,113</u>	<u>887,942</u>	<u>50.5%</u>
Operating Expenses and Other Uses:				
Personnel Services	-	47,913	196,775	310.7%
Goods for Resale	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	177,813	370,009	403,500	9.1%
Depreciation & Amortization Expense	-	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	306,000	172,191	287,667	67.1%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>483,813</u>	<u>590,113</u>	<u>887,942</u>	<u>50.5%</u>
Gain (Loss)	\$ <u>(427,605)</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



**Prince George's County
Parks and Recreation Department - Enterprise Administration**

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Decreased interest revenue based on historical trend and projection forecasts.
- Added \$186,833 for compensation markers (subject to negotiations).
- Increased non-personnel services funding for CAS chargebacks.



Prince George's County Parks and Recreation Department – Prince George's Sports & Learning Complex

OVERVIEW

This 88-acre site is a state-of-the-art athletic training facility and high-tech learning facility. It includes a 20,000 square foot gymnastics competitive arena; 50 meter indoor competitive pool with adjacent leisure pool, tunnel slide and hot tub; 200 meter indoor track arena with seating for 3,500 spectators; fitness center and indoor running track; 20,000 square feet of classroom and meeting space; children's center, complete with an outdoor playground; operation and maintenance storage space; open atrium with a warm and inviting café space and community rooms; administrative offices; and locker rooms. An outside vendor provides full-scale catering and concession services and a hot lunch program for summer day camp participants.

The 280,000 square foot complex has met the needs of the local community and positively impacted the economic growth of the County. The facility has provided pre-Olympic training opportunities in track and field, swimming, and gymnastics, and has served as a major venue for international, national, and regional events. The outdoor stadium, comprised of a fully lit 400-meter, 8-lane track, an outdoor throwing cage and javelin runway, a concession facility, along with two team rooms, a press box, a 20' x 60' outdoor storage facility, and an athletic field lined for football, flag football, soccer, and lacrosse. In 2012, the field was developed into an artificial turf surface, which further enhanced the offerings of this facility, to include competitive and recreational year-round athletic games, leagues, and clinics for all ages. Another recent embellishment includes twelve outdoor stations for fitness which have proven to be extremely popular with the patrons of the facility, and the local community.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SPORTS & LEARNING COMPLEX Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	24,462	-	-	-
Charges for Services	1,601,335	2,483,000	2,483,000	0.0%
Rentals and Concessions	896,309	817,200	817,200	0.0%
Miscellaneous	123,011	-	-	-
Interest	-	4,000	-	-100.0%
Transfers In	4,360,376	4,070,973	3,900,963	-4.2%
Total Oper. Rev and Other Sources	<u>7,005,493</u>	<u>7,375,173</u>	<u>7,201,163</u>	<u>-2.4%</u>
Operating Expenses and Other Uses:				
Personnel Services	5,963,411	5,314,573	5,322,263	0.1%
Goods for Resale	-	-	-	-
Supplies and Materials	317,329	450,000	450,000	0.0%
Other Services and Charges	1,732,348	1,610,600	1,428,900	-11.3%
Depreciation & Amortization Expense	1,156,061	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	(1,640)	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>9,167,509</u>	<u>7,375,173</u>	<u>7,201,163</u>	<u>-2.4%</u>
Gain (Loss)	\$ <u>(2,162,016)</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



**Prince George's County
Parks and Recreation Department – Prince George's Sports & Learning
Complex**

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SPORTS AND LEARNING COMPLEX</u>						
Full-Time Career	26.00	26.00	26.00	26.00	26.00	26.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	27.00	26.50	27.00	26.50	27.00	26.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		53.00		53.00		102.30
Total Workyears	27.00	79.50	27.00	79.50	27.00	128.80

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Decreased interest revenue based on historical trend and projection forecasts.
- Decreased non-personnel funding for utilities based on historic trends.
- Increased non-personnel funding for contractual services for facility cleaning.



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

OVERVIEW

The Commission, by law, has the responsibility of acquiring, developing and maintaining the park system for Prince George's County. The Capital Improvement Program (CIP) is a six-year program for the park acquisition and park development for Fiscal Years 2021 through 2026. 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 FY21 is \$63,730,000. This is 15% less than the adopted FY20 CIP budget. The total six-year request is \$244.68 million. This is a 14% decrease from the FY20-25 CIP.

Recommended funding for FY21 projects includes the following sources:

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

The current positive fiscal outlook combined with the multi-funding support for the CIP create projected fund balances that allow the majority of projects in the Proposed CIP to be supported by PAYGO funds. In fact, nearly 80% of the Proposed FY 21-26 CIP will be PAYGO funded, which is a more cost-effective way to fund capital projects. Projections for new debt issuance to deliver the backlog of prior approved projects place negative pressure on the imbedded cost structure of the Park Fund risking structural deficits. Consequently, bond funding has been used to a limited extent with only 18% of the plan assuming bond financing. The remaining project funding is through Program Open Space and developer contributions.

Park Acquisition

The total cost for proposed park acquisition is \$6,000,000 for FY21 and covers three (3) acquisition categories to be funded by Program Open Space, M-NCPPC Bonds, and PayGo.

Park Development

The total cost for proposed park development is \$20,240,000 for FY21. This category includes specific park development projects, public safety improvements, other facility development and two (2) general renovation funds.

Infrastructure Maintenance

The total cost for proposed infrastructure maintenance is \$37,490,000 for FY21. This category includes aquatic facilities, historic properties, community centers, park buildings 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. Note, there are no additional operating budget requirements resulting from the proposed FY21 Capital Budget.



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

FUNDING SUMMARY

FISCAL YEAR 2021

PARK ACQUISITION

PROGRAM OPEN SPACE 100% FUNDING	\$3,000,000
M-NCPPC BONDS	\$2,000,000
PAYGO	\$1,000,000
TOTAL	\$6,000,000

PARK DEVELOPMENT

PAYGO	\$18,210,000
DEVELOPER	\$2,000,000
OTHER	\$30,000
TOTAL	\$20,240,000

INFRASTRUCTURES MAINTENANCE

PAYGO	\$29,240,000
M-NCPPC BONDS	\$8,250,000
TOTAL	\$37,490,000

GRAND TOTAL	\$63,730,000
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Prince George's County Parks and Recreation Department - Capital Improvement Program

FY21-FY26 CAPITAL IMPROVEMENT PLAN

Project #	Project Type	PROJECT NAME	FY21 Funding Source				FY22 Funding Source				FY23 Funding Source				FY24 Funding Source				FY25 Funding Source				TOTAL FY26	6 YR Total								
			TOTAL FY21	FY21 POS	FY21 PAYGO	FY21 BOND	TOTAL FY22	FY22 POS	FY22 PAYGO	FY22 BOND	TOTAL FY23	FY23 POS	FY23 PAYGO	FY23 BOND	TOTAL FY24	FY24 POS	FY24 PAYGO	FY24 BOND	TOTAL FY25	FY25 POS	FY25 PAYGO	FY25 BOND										
801400	Acquisition	Countdown Inc of Park Acquisition	2,800	1,500			1,000			1,000				1,000				1,000				1,000				1,000				7,800		
801403	Acquisition/IMP	Historic Agricultural Buildings	1,800	1,000			1,000			1,000				1,000				1,000				1,000				1,000				6,800		
801404	Acquisition	Shady Side Farm (Marty) Park Acquisition	2,800	1,500			1,000			1,000				1,000				1,000				1,000				1,000				7,800		
51092	Infrastructure/Recreation	Abraham Hill Historic Site	85	85																										85		
801203	Infrastructure/Recreation	Agreement of Building Fund	250	250																										250		
510951	Infrastructure/Aquatics	Akbarown Aquatics and Fitness Center	750	750																										750		
801402	Infrastructure/Aquatics	Aquatic Infrastructure Renovation					500	500		5,000	4,500	500		5,000				7,000	4,500	2,500		7,000	4,500	2,500		7,000	4,500	2,500		27,000		
80105	Other	Auto Public Spaces	250	250			250			250				250				250				250				250				1,000		
801054	Infrastructure/Recreation	Billingley Historic Site	30	30																										30		
51249	Infrastructure/Recreation	Blithersburg Community Center								1,800	1,800			1,800																1,800		
510845	Infrastructure/Recreation	Blithersburg Waterfront Park Program Fund	125	125																										125		
801055	Infrastructure/Recreation	Carver Park	125	125																										125		
80100	Track	Central Avenue Community Trail					7,500	7,500																						7,500		
512055	Infrastructure/Recreation	Central Avenue Community Center	2,000	1,500																										2,000		
801038	Infrastructure/Recreation	Central Avenue Community Center	475	475																										475		
801033	Infrastructure/Recreation	Central Avenue Community Center	1,200	1,200																										1,200		
801056	Infrastructure/Recreation	Central Avenue Community Center	400	400																										400		
510837	Infrastructure/Recreation	Central Avenue Community Center					11,000	5,000	6,000																					11,000		
801028	Infrastructure/Recreation	Central Avenue Community Center	95	95																										95		
510879	Infrastructure/Recreation	Central Avenue Community Center	1,500	1,500																										1,500		
801010	Other	Geographic Information Systems	30	30																										30		
501059	Infrastructure/Aquatics	Green Dale Aquatics Center - Children's Play Area	1,575	1,575																										1,575		
801083	Infrastructure/Recreation	Green Dale Aquatics Center - Children's Play Area					3,000	3,000																							3,000	
510910	Infrastructure/Aquatics	Hampton's Field Park	1,000	400																										1,000		
801210	Other	Headquarters Building	3,000	3,000						3,000	3,000			3,000				3,000				3,000	3,000			3,000				18,000		
801058	Infrastructure/Recreation	Historic Creek Golf Course	200	200																										200		
510961	Infrastructure/Recreation	Historic Creek Golf Course					1,500	1,500																						1,500		
801082	Infrastructure/Recreation	Historic Creek Golf Course					1,000	1,000																						1,000		
510277	Infrastructure/Recreation	Historic Creek Golf Course	6,000	6,000						6,000	6,000			6,000				6,000				6,000	6,000			6,000				36,000		
510964	Infrastructure/Aquatics	Iron Mine Splash Park	1,000	1,000																										1,000		
801212	Infrastructure/Recreation	Methwood Field Park	125	125																										125		
510865	Infrastructure/Recreation	Munsterle Historic Site	125	125																										125		

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

FY21-FY26 CAPITAL IMPROVEMENT PLAN

Project #	Project Type	PROJECT NAME	PROJECS (in THOUSANDS OF DOLLARS)														
			FY21 Funding Source		FY22 Funding Source		FY23 Funding Source		FY24 Funding Source		FY25 Funding Source		FY26 Funding Source				
			FY21 POS	FY21 PAVGO	FY22 POS	FY22 PAVGO	FY23 POS	FY23 PAVGO	FY24 POS	FY24 PAVGO	FY25 POS	FY25 PAVGO	FY26 POS	FY26 PAVGO	FY26 GRANT	FY26 DIV	FY26 OTH
51885	Recreation-Biblic	Newton White Memorial W/renovating and infirmation room	500	500													500
51966	Recreation-Aquatic	North Branch Splash Park	1,400	1,000													1,000
92040	Recreation-Biblic	Stonington School Historic Site - Historic Preservation	125	125													125
51969	Other	Park Police/ITC Headquarters	12,400	2,000													12,000
50352	Recreation-Sports and Recreation	Pleasanton Regional Park	2,400	2,000													2,000
52062	Recreation-Sports and Recreation	Prince Georges Sports & Learning Complex - Field Facility					1,000	1,000									1,000
51840	Recreation-Sports and Recreation	Prince Georges Sports and Learning Complex - Lights on Running Field					400	400									400
51836	Recreation-Sports and Recreation	Prince Georges Sports and Learning Complex - Verifield Improvement					1,600	1,600									1,600
52044	Recreation-Biblic	Phenix Regional Cultural Arts Center - Historic Preservation	640	640													640
50172	Other	Recreation Facility Planning	940	940													940
56266	Recreation-Biblic	Ridgely Regional Schoolhouse	24	20													20
51871	Recreation-Biblic	Shenandoah Historic Site	800	300													300
9209	Recreation-Sports and Recreation	Stonington Community Center (Swim)					3,000	3,000									3,000
52048	Recreation-Biblic	Schoolhouse Historic Site	35	35													35
51801	Recreation-Sports and Recreation	Stonington Sports and Learning Center					300	300									300
51873	Recreation-Sports and Recreation	Stonington Sports and Learning Center	250	250													250
51878	Recreation-Sports and Recreation	Stonington Sports and Learning Center	1,000	1,000													1,000
51876	Recreation-Sports and Recreation	Stonington Sports and Learning Center					90	90									90
50869	Recreation-Sports and Recreation	Stonington Sports and Learning Center	800	800													800
51877	Recreation-Biblic	Stonington Historic Site	300	300													300
50253	Recreation-Sports and Recreation	Synapse for Tech Specific Programs	3,000	3,000													3,000
50062	Trail	Trail Development Fund	1,500	1,500													1,500
50079	Recreation-Sports and Recreation	Water Mill Regional Park - North					2,000	2,000									2,000
50080	Recreation-Sports and Recreation	Water Mill Regional Park - Trail Field, Dining, Restroom	2,400	2,000													2,000
54881	Recreation-Sports and Recreation	Watkins Regional Park - Improvement Phase 1	2,500	1,250													1,250
50126	Recreation-Sports and Recreation	Washington Regional Park	2,400	2,000													2,000
51976	Recreation-Sports and Recreation	Whitman Regional Park - Master Plan					1,000	1,000									1,000
50081	Recreation-Sports and Recreation	Woodlands Regional Park - Improvement	1,800	1,000													1,000
50082	Recreation-Sports and Recreation	Woodlands Regional Park - Improvement	1,500	1,500													1,500
50083	Recreation-Sports and Recreation	Woodlands Regional Park - Improvement	1,500	1,500													1,500
50084	Recreation-Sports and Recreation	Woodlands Regional Park - Improvement	500	500													500
			61,210	3,000	48,420	10,250	2,810	54,950	13,150	15,400	2,000	33,250	4,500	10,250	2,000	2,000	2,440,000



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 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Revenues:				
Intergovernmental -	\$	\$	\$	
Federal	353,515	-	-	-
State (POS)	614,175	6,162,205	3,000,000	-51.3%
State (Other)	645,925	900,000	-	-100.0%
County	-	-	-	-
Interest	2,198,625	500,000	500,000	0.0%
Contributions	376	4,000,000	2,000,000	-50.0%
Miscellaneous	195,000	-	-	-
Total Revenues	<u>4,007,616</u>	<u>11,562,205</u>	<u>5,500,000</u>	<u>-52.4%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	16,133	-	-	-
Other Services and Charges	33,185,438	30,000	30,000	0.0%
Capital Outlay	3,537,117	74,815,205	63,700,000	-14.9%
Park Acquisition	3,537,117	7,287,205	6,000,000	-17.7%
Park Development	-	21,975,000	20,210,000	-8.0%
Infrastructure Maintenance	-	45,553,000	37,490,000	-17.7%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>36,738,688</u>	<u>74,845,205</u>	<u>63,730,000</u>	<u>-14.9%</u>
Excess of Revenues over Expenditures	<u>(32,731,072)</u>	<u>(63,283,000)</u>	<u>(58,230,000)</u>	<u>-8.0%</u>
Other Financing Sources (Uses):				
Bond Proceeds	33,842,096	11,723,000	10,250,000	-12.6%
Transfers In				
Transfer from Park Fund (Pay-Go)	22,699,000	42,030,000	38,450,000	-8.5%
Transfer from Recreation Fund (Pay-Go)	8,000,000	10,000,000	10,000,000	0.0%
Transfer from Special Revenue Fund	-	-	-	-
Transfer from Administration Fund	30,000	30,000	30,000	0.0%
Transfer from Debt Service Fund	-	-	-	-
Total Transfers In	<u>30,729,000</u>	<u>52,060,000</u>	<u>48,480,000</u>	<u>-6.9%</u>
Transfers Out				
Transfer to Park Fund (Interest)	(2,198,625)	(500,000)	(500,000)	0.0%
Transfer to Park Fund (Pay-Go)	-	-	-	-
Total Transfers Out	<u>(2,198,625)</u>	<u>(500,000)</u>	<u>(500,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>62,372,471</u>	<u>63,283,000</u>	<u>58,230,000</u>	<u>-8.0%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>29,641,399</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	53,064,072	53,064,072	82,705,471	55.9%
Fund Balance, Ending	<u>\$ 82,705,471</u>	<u>\$ 53,064,072</u>	<u>\$ 82,705,471</u>	<u>55.9%</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 FY21 Proposed Special Revenue Expenditure Budget is \$8,158,062, an increase of \$12,593 from the FY20 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 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues and Other Sources:					
Planning Department:					
Historic Preservation Non-Capital Program	\$ 357,075	\$ -	\$ -	-	-
Parks and Rec. Department:					
Northern Area Community Centers	1,875,569	2,007,874	2,007,874	2,020,467	0.6%
Central Area Community Centers	1,974,479	2,022,195	2,022,195	2,022,195	0.0%
Southern Area Community Centers	1,663,924	2,186,046	2,186,046	2,186,046	0.0%
Beltsville/Laurel Senior Activity Center	273,372	234,000	234,000	234,000	0.0%
Prince George's Stadium	187,937	115,600	115,600	124,600	7.8%
Federally Forfeited Property	73,883	40,200	40,200	44,100	9.7%
Festival of Lights	1,274	300	300	1,300	333.3%
Safety Programs	6,545	-	-	-	-
Nature Programs and Facilities	327,072	162,448	162,448	169,548	4.4%
Area Operations	19,043	38,000	38,000	27,500	-27.6%
Recreation Warehouse	10,765	900	900	6,800	655.6%
Patuxent Outdoor Programs	135,204	115,900	115,900	132,500	14.3%
General Contributions	79,589	52,600	52,600	52,600	0.0%
Seized Money/Escrow	1,659	13,200	13,200	3,406	-74.2%
Special Historic Projects and Programs	155,316	152,900	152,900	154,300	0.9%
Interagency Agreements	359,196	950,000	950,000	950,000	0.0%
Send a Kid to Camp	7,842	-	-	-	-
Subtotal Parks and Rec. Department:	<u>7,152,669</u>	<u>8,092,163</u>	<u>8,092,163</u>	<u>8,129,362</u>	<u>0.5%</u>
Total Revenues and Other Sources	<u>7,509,744</u>	<u>8,092,163</u>	<u>8,092,163</u>	<u>8,129,362</u>	<u>0.5%</u>
Expenditures and Other Uses:					
Planning Department:					
Historic Preservation Non-Capital Program	45,000	20,000	20,000	20,000	0.0%
Parks and Rec. Department:					
Northern Area Community Centers	1,667,745	2,007,874	2,007,874	2,020,467	0.6%
Central Area Community Centers	2,256,516	2,022,195	2,022,195	2,022,195	0.0%
Southern Area Community Centers	1,988,385	2,186,046	2,186,046	2,186,046	0.0%
Laurel-Beltsville Senior Activity Center	197,723	234,000	234,000	234,000	0.0%
Prince George's Stadium	47,316	115,600	115,600	124,600	7.8%
Federally Forfeited Property	-	40,200	40,200	44,100	9.7%
Festival of Lights	42,395	19,506	19,506	10,000	-48.7%
Safety Programs	-	-	-	-	-
Nature Programs and Facilities	239,330	162,448	162,448	169,548	4.4%
Area Operations	29,611	38,000	38,000	27,500	-27.6%
Recreation Warehouse	17,341	15,000	15,000	6,800	-54.7%
Patuxent Outdoor Programs	190,160	115,900	115,900	132,500	14.3%
General Contributions	20,939	52,600	52,600	52,600	0.0%
Seized Money/Escrow	-	13,200	13,200	3,406	-74.2%
Special Historic Projects and Programs	220,996	152,900	152,900	154,300	0.9%
Interagency Agreements	359,196	950,000	950,000	950,000	0.0%
Send a Kid to Camp	-	-	-	-	-
Subtotal Parks and Rec. Department:	<u>7,277,653</u>	<u>8,125,469</u>	<u>8,125,469</u>	<u>8,138,062</u>	<u>0.2%</u>
Total Expenditures and Other Uses	<u>7,322,653</u>	<u>8,145,469</u>	<u>8,145,469</u>	<u>8,158,062</u>	<u>0.2%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>\$ 187,091</u>	<u>\$ (53,306)</u>	<u>\$ (53,306)</u>	<u>\$ (28,700)</u>	<u>-46.2%</u>
Fund Balance - Beginning	10,959,439	10,975,732	11,146,531	11,093,225	1.1%
Fund Balance - Ending	<u>\$ 11,146,531</u>	<u>\$ 10,922,426</u>	<u>\$ 11,093,225</u>	<u>\$ 11,064,525</u>	<u>1.3%</u>



Prince George's County Special Revenue Funds – Historic Preservation Non-Capital Grant

OVERVIEW

The Historic Preservation Non-Capital Grant Special Revenue Fund provides grants to support projects that identify, preserve, promote and protect the historic, cultural and archeological resources of Prince George's County for the benefit of the public and to encourage the revitalization of communities. These grants are intended to help produce and disseminate information, stimulate public discussion about preservation, make technical expertise accessible and encourage community partnerships. Revenues in this fund were periodically collected by Prince George's County government as mitigation funds for the loss of historic sites in the County. Funds collected by the County government over time were transferred to the Maryland-National Capital Park and Planning Commission (M-NCPPC) during FY 2019 to allow M-NCPPC to administer the Historic Preservation Non-Capital grant fund. Whether the fund balance will be augmented in the future is unknown, but for the foreseeable future, any remaining balance in the fund will be carried forward until the fund is exhausted. Expenditures from this fund will be grant awards for the cost of professional services, such as preservation and planning consultants, planning studies, design work and educational outreach. Funds may also be used for conservation projects involving architectural, archeological or cultural resources.

SUMMARY OF FY21 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
PLANNING DEPARTMENT - HISTORIC PRESERVATION NON-CAPITAL GRANT PROGRAM
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ 357,075	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>357,075</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	45,000	20,000	20,000	20,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>45,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>312,075</u>	<u>(20,000)</u>	<u>(20,000)</u>	<u>(20,000)</u>	<u>0.0%</u>
Other Financing Sources (Uses):					
Total Transfers In	-	-	-	-	-
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>312,075</u>	<u>(20,000)</u>	<u>(20,000)</u>	<u>(20,000)</u>	<u>0.0%</u>
Fund Balance - Beginning	-	357,075	312,075	292,075	-18.2%
Fund Balance - Ending	<u>\$ 312,075</u>	<u>\$ 337,075</u>	<u>\$ 292,075</u>	<u>\$ 272,075</u>	<u>-19.3%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- None.



Prince George's County

Special Revenue Funds: Community Centers

OVERVIEW

The Community Centers Special Revenue Funds provide supplemental funding to enhance and expand community service programs. Funds are generated from fees and charges for classes, workshops, special events, program registrations facility rentals and vending. 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 (aerobics, weight training, yoga, Tai Chi, Zumba, boot camps)
- Martial arts (Karate, Judo, Tae Kwon Do, Aikido)
- Crafts (floral design, ceramics, sketching)
- Performing arts (ballet, tap and jazz, hip-hop, piano, African dance, Salsa)
- Sports (soccer, basketball, cheerleading, gymnastics, boxing, baseball skills, flag football)
- Lifestyle and learning (cooking, hand/line dance, guitar, piano, voice, tutoring)

These are just a sampling of the more than 6,900 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. Furthermore, 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 FY21 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 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	18,365	23,500	23,500	23,500	0.0%
Charges for Services	1,587,161	1,866,800	1,866,800	1,879,393	0.7%
Rentals and Concessions	261,132	110,822	110,822	110,822	0.0%
Interest	-	-	-	-	-
Miscellaneous	8,911	6,752	6,752	6,752	0.0%
Total Revenues	<u>1,875,569</u>	<u>2,007,874</u>	<u>2,007,874</u>	<u>2,020,467</u>	<u>0.6%</u>
Expenditures by Major Object:					
Personnel Services	1,239,288	1,400,816	1,400,816	1,415,420	1.0%
Supplies and Materials	226,741	248,086	248,086	245,086	-1.2%
Other Services and Charges	162,716	321,972	321,972	319,961	-0.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	39,000	37,000	37,000	40,000	8.1%
Total Expenditures	<u>1,667,745</u>	<u>2,007,874</u>	<u>2,007,874</u>	<u>2,020,467</u>	<u>0.6%</u>
Excess of Revenues over Expenditures	<u>207,824</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>207,824</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>3,458,925</u>	<u>3,458,925</u>	<u>3,666,749</u>	<u>3,666,749</u>	<u>6.0%</u>
Fund Balance - Ending	<u>\$ 3,666,749</u>	<u>\$ 3,458,925</u>	<u>\$ 3,666,749</u>	<u>\$ 3,666,749</u>	<u>6.0%</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 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	3,034	5,000	5,000	5,000	0.0%
Charges for Services	1,572,649	1,924,725	1,924,725	1,924,725	0.0%
Rentals and Concessions	398,820	88,700	88,700	88,700	0.0%
Interest	-	-	-	-	-
Miscellaneous	(24)	3,770	3,770	3,770	0.0%
Total Revenues	<u>1,974,479</u>	<u>2,022,195</u>	<u>2,022,195</u>	<u>2,022,195</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	1,754,277	1,381,630	1,381,630	1,383,641	0.1%
Supplies and Materials	271,333	258,894	258,894	258,894	0.0%
Other Services and Charges	191,906	344,671	344,671	339,660	-1.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	39,000	37,000	37,000	40,000	8.1%
Total Expenditures	<u>2,256,516</u>	<u>2,022,195</u>	<u>2,022,195</u>	<u>2,022,195</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>(282,037)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(282,037)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	2,438,757	2,438,757	2,156,720	2,156,720	-11.6%
Fund Balance - Ending	<u>\$ 2,156,720</u>	<u>\$ 2,438,757</u>	<u>\$ 2,156,720</u>	<u>\$ 2,156,720</u>	<u>-11.6%</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 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	2,105	-	-	-	-
Charges for Services	1,426,326	1,787,546	1,787,546	1,787,546	0.0%
Rentals and Concessions	236,311	394,500	394,500	394,500	0.0%
Interest	-	-	-	-	-
Miscellaneous	(818)	4,000	4,000	4,000	0.0%
Total Revenues	<u>1,663,924</u>	<u>2,186,046</u>	<u>2,186,046</u>	<u>2,186,046</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	1,499,231	1,472,433	1,472,433	1,474,444	0.1%
Supplies and Materials	201,211	405,047	405,047	405,047	0.0%
Other Services and Charges	248,318	271,566	271,566	266,555	-1.8%
Capital Outlay	625	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	39,000	37,000	37,000	40,000	8.1%
Total Expenditures	<u>1,988,385</u>	<u>2,186,046</u>	<u>2,186,046</u>	<u>2,186,046</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>(324,461)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(324,461)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	1,008,490	1,008,490	684,029	684,029	-32.2%
Fund Balance - Ending	<u>\$ 684,029</u>	<u>\$ 1,008,490</u>	<u>\$ 684,029</u>	<u>\$ 684,029</u>	<u>-32.2%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased chargeback allocation (NAO, 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 FY21 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 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	465	500	500	500	0.0%
Charges for Services	129,127	160,500	160,500	160,500	0.0%
Rentals and Concessions	143,219	30,000	30,000	30,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	561	43,000	43,000	43,000	0.0%
Total Revenues	273,372	234,000	234,000	234,000	0.0%
Expenditures by Major Object:					
Personnel Services	172,853	183,408	183,408	185,419	1.1%
Supplies and Materials	8,725	19,392	19,392	19,392	0.0%
Other Services and Charges	16,145	31,200	31,200	29,189	-6.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	197,723	234,000	234,000	234,000	0.0%
Excess of Revenues over Expenditures	75,649	-	-	-	-
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	75,649	-	-	-	-
Fund Balance - Beginning	273,737	296,737	349,386	349,386	17.7%
Fund Balance - Ending	\$ 349,386	\$ 296,737	\$ 349,386	\$ 349,386	17.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- None.



Prince George's County

Special Revenue Funds: Prince George's Stadium

OVERVIEW

The Prince George's Stadium Special Revenue Fund is used for improvements, special activities, sale of goods, and special functions. Revenues are generated from stadium events, rentals, and sale of special materials. Funds are used for up-front costs to produce concerts and special events, specialized landscaping, and additional items to enhance the stadium for the benefit of the public.

SUMMARY OF FY21 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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	178,332	115,000	115,000	115,000	0.0%
Interest	9,605	600	600	9,600	1500.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>187,937</u>	<u>115,600</u>	<u>115,600</u>	<u>124,600</u>	<u>7.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	8,060	49,300	49,300	58,300	18.3%
Other Services and Charges	39,256	66,300	66,300	66,300	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>47,316</u>	<u>115,600</u>	<u>115,600</u>	<u>124,600</u>	<u>7.8%</u>
Excess of Revenues over Expenditures	<u>140,621</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>140,621</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>324,604</u>	<u>338,804</u>	<u>465,225</u>	<u>465,225</u>	<u>37.3%</u>
Fund Balance - Ending	<u>\$ 465,225</u>	<u>\$ 338,804</u>	<u>\$ 465,225</u>	<u>\$ 465,225</u>	<u>37.3%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on forecasted projection.
- Increased non-personnel services allocation based on trends.



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 FY21 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 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	4,091	200	200	4,100	1950.0%
Miscellaneous	69,792	40,000	40,000	40,000	0.0%
Total Revenues	73,883	40,200	40,200	44,100	9.7%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	20,100	20,100	22,000	9.5%
Capital Outlay	-	20,100	20,100	22,100	10.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	40,200	40,200	44,100	9.7%
Excess of Revenues over Expenditures	73,883	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)- Park Funds					
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	73,883	-	-	-	-
Fund Balance - Beginning	131,248	91,848	205,131	205,131	123.3%
Fund Balance - Ending	\$ 205,131	\$ 91,848	\$ 205,131	\$ 205,131	123.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on forecasted projection.
- Increased non-personnel services allocation based on forecasted projection.



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 FY21 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 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,274	300	300	1,300	333.3%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,274</u>	<u>300</u>	<u>300</u>	<u>1,300</u>	<u>333.3%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	42,395	10,000	10,000	10,000	0.0%
Other Services and Charges	-	9,506	9,506	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>42,395</u>	<u>19,506</u>	<u>19,506</u>	<u>10,000</u>	<u>-48.7%</u>
Excess of Revenues over Expenditures	<u>(41,121)</u>	<u>(19,206)</u>	<u>(19,206)</u>	<u>(8,700)</u>	<u>-54.7%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(41,121)</u>	<u>(19,206)</u>	<u>(19,206)</u>	<u>(8,700)</u>	<u>-54.7%</u>
Fund Balance - Beginning	51,942	32,936	10,821	(8,385)	-125.5%
Fund Balance - Ending	<u>\$ 10,821</u>	<u>\$ 13,730</u>	<u>\$ (8,385)</u>	<u>\$ (17,085)</u>	<u>-224.4%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on forecasted projection.
- Decreased non-personnel services allocation based on trends.



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 FY21 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS SAFETY PROGRAMS					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2021					
	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	6,545	-	-	-	-
Total Revenues	<u>6,545</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>6,545</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>6,545</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	19,458	19,458	26,003	26,003	33.6%
Fund Balance - Ending	<u>\$ 26,003</u>	<u>\$ 19,458</u>	<u>\$ 26,003</u>	<u>\$ 26,003</u>	<u>33.6%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- None.



Prince George's County

Special Revenue Funds: Nature Programs and Facilities

OVERVIEW

The Nature Programs and Facilities Special Revenue Fund provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated from donations/contributions, nature center programs, class charges, registration fees, special event admissions, rentals, and merchandise sales. Expenditures are used for non-budgeted conservation and environmental programs and projects, which enhance and expand revenue opportunities. This includes gift shop merchandise for resale and non-budgeted animal supplies/services.

SUMMARY OF FY21 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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	13,220	15,000	15,000	15,000	0.0%
Charges for Services	94,829	61,548	61,548	61,548	0.0%
Rentals and Concessions	103,870	70,000	70,000	70,000	0.0%
Interest	8,057	900	900	8,000	788.9%
Miscellaneous	107,096	15,000	15,000	15,000	0.0%
Total Revenues	<u>327,072</u>	<u>162,448</u>	<u>162,448</u>	<u>169,548</u>	<u>4.4%</u>
Expenditures by Major Object:					
Personnel Services	193,410	93,891	93,891	122,778	30.8%
Supplies and Materials	32,718	44,257	44,257	34,170	-22.8%
Other Services and Charges	13,202	24,300	24,300	12,600	-48.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>239,330</u>	<u>162,448</u>	<u>162,448</u>	<u>169,548</u>	<u>4.4%</u>
Excess of Revenues over Expenditures	<u>87,742</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</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)	<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>87,742</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	277,848	287,008	365,590	365,590	27.4%
Fund Balance - Ending	<u>\$ 365,590</u>	<u>\$ 287,008</u>	<u>\$ 365,590</u>	<u>\$ 365,590</u>	<u>27.4%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on forecasted projection.
- Increased expenditure allocations based on trend.



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 FY21 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
AREA OPERATIONS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	18,654	15,500	15,500	20,000	29.0%
Rentals and Concessions	-	-	-	-	-
Interest	-	17,000	17,000	2,000	-88.2%
Miscellaneous	389	5,500	5,500	5,500	0.0%
Total Revenues	19,043	38,000	38,000	27,500	-27.6%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	4,000	4,000	4,112	2.8%
Other Services and Charges	10,611	15,612	15,612	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	19,000	18,388	18,388	23,388	27.2%
Total Expenditures	29,611	38,000	38,000	27,500	-27.6%
Excess of Revenues over Expenditures	(10,568)	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(10,568)	-	-	-	-
Fund Balance - Beginning	136,653	136,653	126,085	126,085	-7.7%
Fund Balance - Ending	\$ 126,085	\$ 136,653	\$ 126,085	\$ 126,085	-7.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projection.
- Decreased expenditure allocations based on trend.



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 FY21 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
RECREATION WAREHOUSE
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	3,953	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	6,812	900	900	6,800	655.6%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>10,765</u>	<u>900</u>	<u>900</u>	<u>6,800</u>	<u>655.6%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	4,809	15,000	15,000	6,800	-54.7%
Other Services and Charges	12,532	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>17,341</u>	<u>15,000</u>	<u>15,000</u>	<u>6,800</u>	<u>-54.7%</u>
Excess of Revenues over Expenditures	<u>(6,576)</u>	<u>(14,100)</u>	<u>(14,100)</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>(6,576)</u>	<u>(14,100)</u>	<u>(14,100)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	1,003,879	673,879	997,303	983,203	45.9%
Fund Balance - Ending	<u>\$ 997,303</u>	<u>\$ 659,779</u>	<u>\$ 983,203</u>	<u>\$ 983,203</u>	<u>49.0%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on forecasted projection.
- Decreased non-personnel services based on trend.



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 FY21 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 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	10,317	3,000	3,000	3,000	0.0%
Charges for Services	20,248	24,000	24,000	24,000	0.0%
Rentals and Concessions	67,725	68,000	68,000	68,000	0.0%
Interest	7,465	900	900	7,500	733.3%
Miscellaneous	29,449	20,000	20,000	30,000	50.0%
Total Revenues	<u>135,204</u>	<u>115,900</u>	<u>115,900</u>	<u>132,500</u>	<u>14.3%</u>
Expenditures by Major Object:					
Personnel Services	134,910	49,958	49,958	106,000	112.2%
Supplies and Materials	13,269	33,942	33,942	14,500	-57.3%
Other Services and Charges	41,981	32,000	32,000	12,000	-62.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>190,160</u>	<u>115,900</u>	<u>115,900</u>	<u>132,500</u>	<u>14.3%</u>
Excess of Revenues over Expenditures	<u>(54,956)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(54,956)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>350,005</u>	<u>353,993</u>	<u>295,049</u>	<u>295,049</u>	<u>-16.7%</u>
Fund Balance - Ending	<u>\$ 295,049</u>	<u>\$ 353,993</u>	<u>\$ 295,049</u>	<u>\$ 295,049</u>	<u>-16.7%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on forecasted projection.
- Decreased non-personnel services based on trend.



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 FY21 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
GENERAL CONTRIBUTIONS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	48,077	38,000	38,000	38,000	0.0%
Interest	26,037	2,600	2,600	7,100	173.1%
Miscellaneous	5,475	12,000	12,000	7,500	-37.5%
Total Revenues	<u>79,589</u>	<u>52,600</u>	<u>52,600</u>	<u>52,600</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	20,939	38,000	38,000	38,000	0.0%
Other Services and Charges	-	14,600	14,600	14,600	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>20,939</u>	<u>52,600</u>	<u>52,600</u>	<u>52,600</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>58,650</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
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>58,650</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>1,016,992</u>	<u>1,016,992</u>	<u>1,075,642</u>	<u>1,075,642</u>	<u>5.8%</u>
Fund Balance - Ending	<u>\$ 1,075,642</u>	<u>\$ 1,016,992</u>	<u>\$ 1,075,642</u>	<u>\$ 1,075,642</u>	<u>5.8%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on forecasted projection.
- Decreased miscellaneous revenue based on trend.



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 FY21 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 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	808	200	200	800	300.0%
Miscellaneous	851	13,000	13,000	2,606	-80.0%
Total Revenues	1,659	13,200	13,200	3,406	-74.2%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	5,200	5,200	1,406	-73.0%
Other Services and Charges	-	8,000	8,000	2,000	-75.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	13,200	13,200	3,406	-74.2%
Excess of Revenues over Expenditures	1,659	-	-	-	-
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	1,659	-	-	-	-
Fund Balance - Beginning	32,569	32,569	34,228	34,228	5.1%
Fund Balance - Ending	\$ 34,228	\$ 32,569	\$ 34,228	\$ 34,228	5.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on forecasted projection.
- Decreased miscellaneous revenue based on trend.
- Decreased non-personnel services based on trend.



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 FY21 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 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	33,977	45,000	45,000	45,000	0.0%
Charges for Services	62,752	52,000	52,000	52,000	0.0%
Rentals and Concessions	40,168	30,000	30,000	30,000	0.0%
Interest	9,798	1,400	1,400	2,800	100.0%
Miscellaneous	8,621	24,500	24,500	24,500	0.0%
Total Revenues	<u>155,316</u>	<u>152,900</u>	<u>152,900</u>	<u>154,300</u>	<u>0.9%</u>
Expenditures by Major Object:					
Personnel Services	161,252	66,896	66,896	63,300	-5.4%
Supplies and Materials	34,303	58,432	58,432	59,000	1.0%
Other Services and Charges	25,441	27,572	27,572	32,000	16.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>220,996</u>	<u>152,900</u>	<u>152,900</u>	<u>154,300</u>	<u>0.9%</u>
Excess of Revenues over Expenditures	<u>(65,680)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(65,680)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	406,387	403,663	340,707	340,707	-15.6%
Fund Balance - Ending	<u>\$ 340,707</u>	<u>\$ 403,663</u>	<u>\$ 340,707</u>	<u>\$ 340,707</u>	<u>-15.6%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increased interest revenue based on forecasted projection.
- Increased non-personnel services based on trend.



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 FY21 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ 359,196	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>359,196</u>	<u>950,000</u>	<u>950,000</u>	<u>950,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	199,443	700,000	700,000	700,000	0.0%
Supplies and Materials	159,753	-	-	-	-
Other Services and Charges	-	250,000	250,000	250,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>359,196</u>	<u>950,000</u>	<u>950,000</u>	<u>950,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project 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>-</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>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- None.



Prince George's County

Special Revenue Funds: Send A Kid To Camp

OVERVIEW

This Special Revenue Fund program provides a mechanism for residents to donate money to support the Department of Parks and Recreation summer campers. Donations contribute to the summer experience for eligible children ages 3-17 based on documented need. These funds are available for Prince George's County residents only.

SUMMARY OF FY21 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SEND A KID TO CAMP
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	7,842	-	-	-	-
Total Revenues	<u>7,842</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>7,842</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Fund	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>7,842</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>27,945</u>	<u>27,945</u>	<u>35,787</u>	<u>35,787</u>	<u>28.1%</u>
Fund Balance - Ending	<u>\$ 35,787</u>	<u>\$ 27,945</u>	<u>\$ 35,787</u>	<u>\$ 35,787</u>	<u>28.1%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- None



Prince George's County

Advance Land Acquisition Funds

EXECUTIVE OVERVIEW

The Maryland Annotated Code, Land Use Article empowers the Maryland National Capital Park and Planning Commission to include funding in its annual budget for the acquisition of lands needed for State highways, streets or roads as well as for school sites and other public uses in 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 FY21 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 FY21 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 FY21, 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 FY21 are \$299,279.



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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ 287	\$ -	\$ 59	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	287	-	59	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	287	-	68	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	287	-	68	-	-
Excess of Revenues over Expenditures	-	-	(9)	-	-
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Capital Projects Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	-	-	(9)	-	-
Fund Balance - Beginning	9	-	9	-	-
Fund Balance - Ending	\$ 9	\$ -	\$ -	\$ -	-



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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	7,097	-	-	-	-
Miscellaneous (Contributions)	287	-	68	-	-
Total Revenues	7,384	-	68	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	291,835	-	299,279	2.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	291,835	-	299,279	2.6%
Excess of Revenues over Expenditures	7,384	(291,835)	68	(299,279)	2.6%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
ALA Debt Service Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	7,384	(291,835)	68	(299,279)	2.6%
Total Net Position - Beginning	291,827	291,836	299,211	299,279	2.6%
Total Net Position - Ending	\$ 299,211	\$ 1	\$ 299,279	\$ -	-100.0%



Prince George's County Park Debt Service Fund

EXECUTIVE OVERVIEW

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

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The FY21 proposed budget includes debt service on an expected \$30.0 million issue in the spring of 2020.

SUMMARY OF FY21 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	10,390,139	15,296,269	15,296,269	15,064,619	-1.5%
Debt Service Principal	6,150,000	9,255,000	9,255,000	9,275,000	0.2%
Debt Service Interest	3,850,926	5,791,269	5,791,269	5,389,619	-6.9%
Debt Service Fees	389,213	250,000	250,000	400,000	60.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>10,390,139</u>	<u>15,296,269</u>	<u>15,296,269</u>	<u>15,064,619</u>	<u>-1.5%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(10,390,139)</u>	<u>(15,296,269)</u>	<u>(15,296,269)</u>	<u>(15,064,619)</u>	<u>-1.5%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	225,000	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	10,390,139	15,296,269	15,296,269	14,839,619	-3.0%
Total Transfers In	<u>10,390,139</u>	<u>15,296,269</u>	<u>15,296,269</u>	<u>14,839,619</u>	<u>-3.0%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>10,390,139</u>	<u>15,296,269</u>	<u>15,296,269</u>	<u>15,064,619</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County Debt Service Requirements for FY21

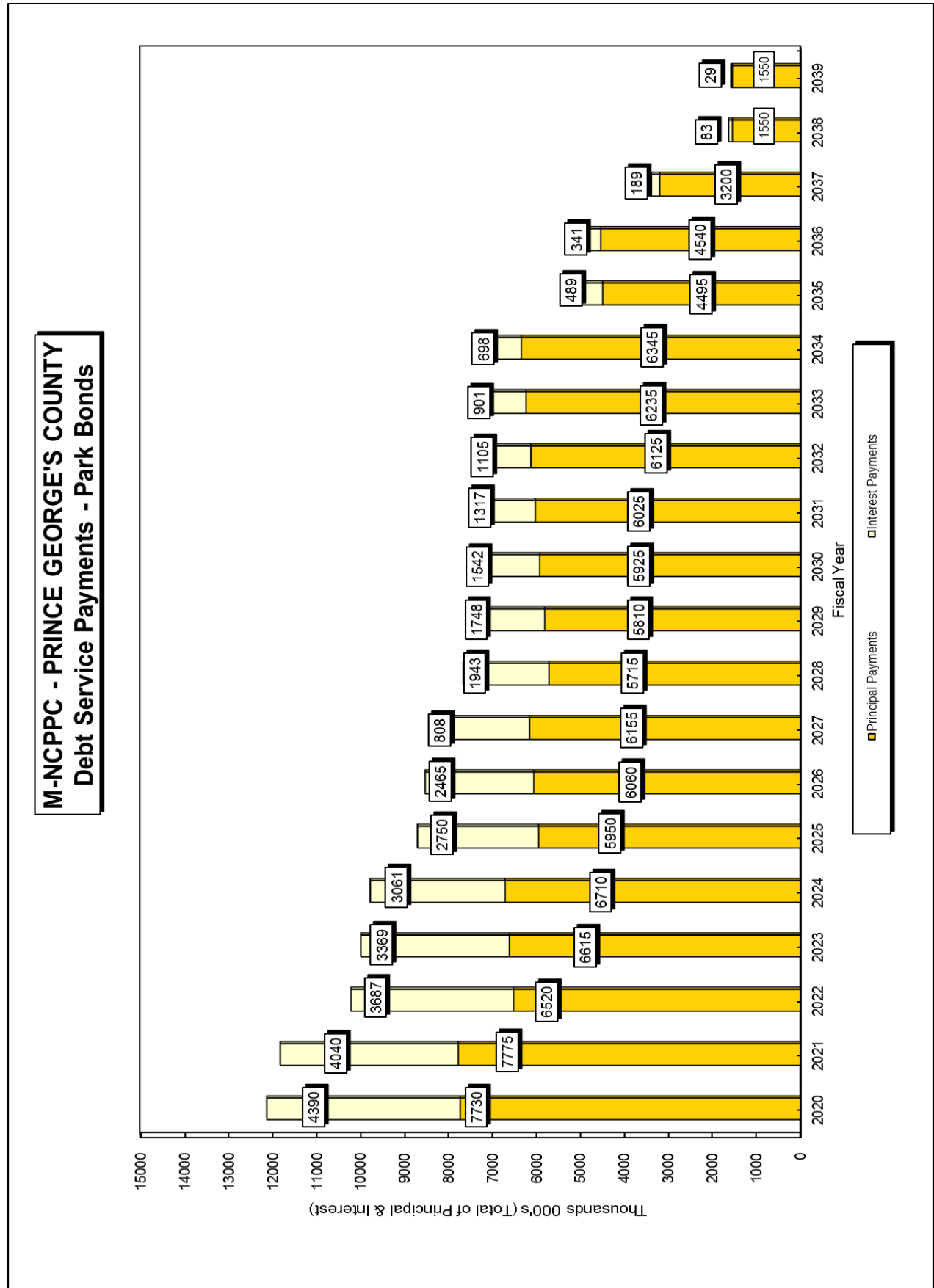
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PRINCE GEORGES COUNTY DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2021

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/20	FY 2021 Payments			
						Principal	Interest	Total	
NIN-2 Park Acquisition and Development Refunding Bond	2.4212%	03/04/10	05/01/21	14,080,000	1,335,000	1,335,000	40,050	1,375,050	-
*PGC 2012-A Park Acquisition and Development Refunding Bond	1.8735%	06/07/12	01/15/24	11,420,000	3,465,000	865,000	155,950	1,020,950	2,600,000
PGC 2014 Park and Acquisition and Development Bond	2.8363%	06/05/14	12/01/23	26,565,000	20,340,000	1,075,000	716,612	1,791,612	19,265,000
PGC 2015A Park and Acquisition and Development Bond	2.5817%	10/15/15	01/15/36	24,820,000	20,660,000	1,300,000	780,319	2,080,319	19,360,000
PGC 2017-A Park and Acquisition and Development Bond	2.7053%	07/27/17	01/15/37	33,000,000	28,050,000	1,650,000	1,093,125	2,743,125	26,400,000
PGC 2018 A- Park and Acquisition and Development Bond	3.1261%	11/29/18	11/01/38	31,000,000	29,450,000	1,550,000	1,253,563	2,803,563	27,900,000
Proposed Debt Service- \$30M Spring 2020				30,000,000	-	1,500,000	1,350,000	2,850,000	28,500,000
Issuance Costs (includes underwriters disc.)				170,885,000	103,300,000	9,275,000	5,389,619	14,664,619	124,025,000
Total Park Fund Debt Service							400,000	15,064,619	124,025,000



Prince George's County Debt Service Payments - Park Bonds



Prince George's County Risk Management Internal Service Fund

MISSION AND OVERVIEW

The agency'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 Department of Human Resources and Management (DHRM) is responsible for the program and The Fund is administered jointly with the Finance Department.

The program's overall goals include:

- reducing the risk of personal injury to employees,
- protecting and securing agency assets,
- avoiding or minimizing injury to users of agency services and facilities, and
- managing costs and risk efficiently.

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 and employee training, 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, driver's 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.

The agency participates in a self-insurance program administered by the Montgomery County Government (MCSIP) for specialized services related to third party reviews of workers' compensation and liability claims. This program is open to the agency as a bi-county organization and participation offers cost effective, independent claims adjudication services, and group discounts on commercial insurance policies. Separate from MCSIP, the agency purchases insurance for various surety bonds, police horses, catastrophic losses, and blanket coverage for other specialized programs. The agency handles its own litigation and representation on liability and workers' compensation claims to enable better control of the outcome from these efforts.

FY20 WORK PROGRAM ACCOMPLISHMENTS

- Continued to implement and monitor loss mitigation through risk assessments, protocols, safety programs, insurance, and loss transfer.
- Conducted regular audits of claims managements to promote cost effectiveness, coordinated return to work strategies, and proper case reserves.
- Implemented specialized training to address frequent causes of accidents and injuries.
- Continued to perform comprehensive assessments of site-specific emergency action protocols for all agency facilities.
- Enhanced monthly position-specific safety trainings for maintenance and trades personnel.



Prince George's County

Risk Management Internal Service Fund

HIGHLIGHTS AND MAJOR CHANGES IN THE FY21 PROPOSED BUDGET

The main cost driver for the Risk Management budget are workers' compensation and liability claims that occur in the departments. This includes paid claims, incurred but not reported claim estimates, and claim reserves. This budget is developed to establish necessary funding levels for projected future claims, insurance costs, personnel costs, and external administration fees. While the agency subrogates its claims to offset losses and applies for reimbursements from the Federal Emergency Management Administration (FEMA), these recoveries are returned directly to the affected departments after being received.

Total FY21 proposed budget of \$8,695,549 reflects an 18.8% increase from FY20 adopted levels of \$7,312,771. This increase is due to unexpected workers' compensation expenses triggered by state mandated benefits. To offset these expenses, unrestricted fund balance and interest income are applied to bring the total funding need down to \$7,268,000. Prior to the application of fund balance and interest, the budget is broken out into three separate components:

Workers' Compensation and Liability Claims: The largest component of projected FY21 expenses are related to claims filed by operating departments in both counties and their compensability under Maryland State law. Claim costs comprise 63% (or \$5,477,500) of the total budget. This expense can vary significantly year-to-year, based on the number, severity, and complexity of claims filed. Projected claims expenses utilize actuarial projections based on analysis of the last full cycle of claims, historical claims, expected future losses, and other variables such as expected industry adjustments for medical costs and replacement values to help determine necessary funding levels to protect the agency against expected and unforeseen losses in future years.

Internal Administrative Expenses: Internal administrative expenses support the agency's internal Risk Management and Workplace Safety Office in developing and implementing loss control programs, conducting risk analysis, managing the agency's commercial and self-insurance programs, administering liability and workers' compensation programs, and managing safety programs.

The total internal administrative expense for FY21 is \$1,916,549, which is 22% of the total proposed budget. These expenses have increased 3.7% (or 67,678) mainly due to personnel and benefit adjustments provided by the Corporate Budget Office. The proposed budget includes 6 career positions and 6.8 workyears (3.4 to each county). No personnel changes are being proposed for FY21.

External Administrative Expenses: External administrative expenses are 15% (or \$1,301,500) of the total FY21 Proposed Budget. These expenses represent fees to the MCSIP for claims adjudication, commercial insurance, and actuarial services. These expenses have increased 6% (or \$73,700) from FY20 levels.

Proposed Expenses for Prince George's County: The FY21 proposed expense for Prince George's County funded operations is \$5,082,275. After the application of \$626,175 in fund balance and \$400,000 of interest income, the proposed funding level is adjusted down to \$4,056,100.

Proposed funding is allocated as follows: 75.8% (or \$2,534,700) to the Park Fund, 17.7% (or \$593,400) to the Recreation Fund, 6.0% (or \$201,600) to the Enterprise Fund, and less than 1% to the Planning Department (or \$6,400) and Central Administrative Services Operations (\$7,000).



Prince George's County Risk Management Internal Service Fund

FY21 WORK PROGRAM PRIORITIES

- Continue to implement and monitor loss mitigation through risk assessments and protocols, safety programs, insurance, and loss transfer.
- Conduct regular analysis and briefings on the Risk Management Program and recommend strategies for containing costs, improving safety, and reducing liability to the agency.
- Implement specialized training to prevent accidents and injuries to employees and patrons.
- Continue to perform comprehensive assessment of site-specific emergency action protocols for all agency facilities.
- Enhance monthly position-specific safety trainings for maintenance and trades personnel.
- Continue comprehensive facility inspections to ensure safety and compliance with federal and state regulations.
- Conduct regular audits of losses and accidents to identify areas of focus, coordinated return to work strategies, and proper case reserves.

BUDGET AT A GLANCE

		FY20	FY21	%	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$2,997,702	\$3,613,275	20.5%	41.6%
Staffing					
	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%
Prince George's County Budget					
Budget	Expenditures	\$4,315,069	\$5,082,275	17.8%	58.4%
Staffing					
	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%
Combined Department Total Budget					
Budget	Expenditures	\$7,312,771	\$8,695,550	18.9%	100.0%
Staffing					
	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 FY21 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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,454,300	2,215,700	2,215,700	3,022,100	36.4%
Recreation	673,000	530,100	530,100	614,400	15.9%
Planning	57,600	25,300	25,300	8,900	-64.8%
CAS	1,850	7,800	7,800	7,200	-7.7%
Enterprise	176,200	362,900	362,900	403,500	11.2%
Miscellaneous (Claim Recoveries, etc.)	359,369	-	-	-	-
Total Operating Revenues	3,722,319	3,141,800	3,141,800	4,056,100	29.1%
Operating Expenses:					
Personnel Services	457,962	499,400	499,400	525,593	5.2%
Supplies and Materials	12,641	34,750	34,750	34,750	0.0%
Other Services and Charges:					
Insurance Claims:					
Parks	3,327,830	1,944,600	1,944,600	2,534,700	30.3%
Recreation	579,839	481,500	481,500	593,400	23.2%
Planning	61,063	16,300	16,300	6,400	-60.7%
CAS	(2,132)	6,600	6,600	7,000	6.1%
Enterprise	370,733	186,600	186,600	201,600	8.0%
Insurance Reimbursement	47,070	-	-	-	-
Misc., Professional services, etc.	35,648	853,274	853,274	897,594	5.2%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	264,508	292,045	292,045	281,238	-3.7%
Total Operating Expenses	5,155,162	4,315,069	4,315,069	5,082,275	17.8%
Operating Income (Loss)	(1,432,843)	(1,173,269)	(1,173,269)	(1,026,175)	-12.5%
Nonoperating Revenue (Expenses):					
Interest Income	569,433	250,000	250,000	400,000	60.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	569,433	250,000	250,000	400,000	60.0%
Income (Loss) Before Operating Transfers	(863,410)	(923,269)	(923,269)	(626,175)	-32.2%
Operating Transfers In (Out):					
Transfer In	769,745	-	-	-	-
Transfer (Out)	(769,745)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(863,410)	(923,269)	(923,269)	(626,175)	-32.2%
Total Net Position - Beginning	11,871,950	11,065,125	11,008,541	10,085,272	-8.9%
Total Net Position - Ending	\$ 11,008,541	\$ 10,141,856	\$ 10,085,272	\$ 9,459,097	-6.7%
Designated Position	1,138,724	1,877,920	1,877,920	6,818,839	263.1%
Unrestricted Position	9,869,816	8,263,936	8,207,352	2,640,258	-68.1%
Total Net Position, June 30	\$ 11,008,541	\$ 10,141,856	\$ 10,085,272	\$ 9,459,097	-6.7%

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

Parks	\$ 542,000	\$ 543,500	\$ 543,500	\$ 592,100	8.9%
Recreation	136,800	134,600	134,600	138,600	3.0%
Planning	19,100	4,600	4,600	1,500	-67.4%
CAS	2,200	1,800	1,800	1,600	-11.1%
Enterprise	32,600	52,200	52,200	47,100	-9.8%
Total	\$ 732,700	\$ 736,700	\$ 736,700	\$ 780,900	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

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 FY21 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 a Planning Board.

For FY21, the Commission is not proposing any new purchases for either the Prince George's Department of Planning, the Department of Parks and Recreation, or the Corporate IT division of the Office of the CIO.



Prince George's County Capital Equipment Internal Service Fund

SUMMARY OF FY21 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 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Parks & Recreation - Park Fund	1,824,627	1,862,427	1,862,427	627,627	-66.3%
Corporate IT	149,150	180,500	180,500	161,500	-10.5%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	1,973,777	2,042,927	2,042,927	789,127	-61.4%
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	40,778	-	-	-	-
Other Services and Charges:	48,930	-	-	-	-
Debt Service:					
Debt Service Principal	-	90,300	90,300	-	-100.0%
Debt Service Interest	-	23,300	23,300	-	-100.0%
Depreciation & Amortization Expense	1,418,046	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	250,000	250,000	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	23,290	23,290	-	-100.0%
Total Operating Expenses	1,507,753	386,890	386,890	-	-100.0%
Operating Income (Loss)	466,024	1,656,037	1,656,037	789,127	-52.3%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	250,000	250,000	-	-100.0%
Interest Income	21,021	5,000	5,000	-	-100.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(29,594)	-	-	-	-
Total Nonoperating Revenue (Expenses):	(8,573)	255,000	255,000	-	-100.0%
Income (Loss) Before Operating Transfers	457,451	1,911,037	1,911,037	789,127	-58.7%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	457,451	1,911,037	1,911,037	789,127	-58.7%
Total Net Position - Beginning	4,923,445	6,856,222	5,380,896	7,291,933	6.4%
Total Net Position - Ending	\$ 5,380,896	\$ 8,767,259	\$ 7,291,933	\$ 8,081,060	-7.8%

Note: Future Financing Plans

Capital equipment financed for Planning	\$	-	\$	-	-
Capital equipment financed for Parks and Rec	-	-	-	-	-
Capital equipment financed for Finance Dept.	-	-	-	-	-
Capital equipment financed for Corporate IT		250,000	250,000	-	-

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



Prince George's County

Commission-wide CIO & IT Initiatives Internal Service Fund

MISSION

The 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 FY21 budget with the following highlights.

FY21 has seen sustained progress in advancing Enterprise IT Systems the face of increased information technology security threats and breaches. The OCIO has recruited an IT Security Officer to lead the information security planning processes to establish an inclusive and comprehensive information security program in alignment with MNCPPC System-wide Information Security Policies. Cyber security remains a top priority for the CIO as M-NCPPC dependency on technology increases it brings with it an increased threat from cybercriminals. For hackers, the possibilities increased exponentially, along with the potential rewards.

The OCIO worked closely with the Office of the Inspector General 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. The CIO collaborated with the Information Technology Council to rank Commission Wide IT (CWIT) project priorities for FY21 to ensure that projects are aligned with Commissions goals and objectives.

OCIO Budget Overview

The proposed FY21 expenditure budget is \$1,545,507 representing a \$78,708 (5.4%) increase from the FY20 adopted levels. This is mainly due to the Department share of CWIT Initiatives and health insurance increases, OPEB increases, and compensation markers for this office.

Commission-wide IT Initiatives

The budget request for the IT Initiatives was developed with the Chief Technology Officers and was vetted and supported by the Information Technology Council. The OCIO requests authority to spend \$3,450,180 in FY21. This consists of \$1,130,000 for new project initiatives and \$2,320,180 for ongoing software license fees. The new project initiatives are:

- ERP Next Gen
- KRONOS enhancements
- Risk Management Framework
- ECM Phase I
- Website
- Website ADA



Prince George's County

Commission-wide CIO & IT Initiatives Internal Service Fund

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
- End user IT Security Training

By comparison the adopted budget for FY20 initiatives was \$2,770,402

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

Proposed project initiatives consist of:

1. ERP - MC \$82,140, PGC \$117,860 (\$200,000) - To address evolving needs and regulatory mandates, critical operational needs and other mid-year identified requirements.
2. ERP Next Generation - MC \$41,070, PGC \$58,930 (\$100,000) - ERP Systems must be reevaluated every 5-7 years to ensure that our business needs are being met. The evaluation of our current system is needed to determine the most effective solution for the next ten years. The next release of our current platform will require a full implementation, the agency needs to evaluate whether it will remain with the current platform or select a different solution provider.
3. Kronos - MC \$30,810, PGC \$44,220 (\$75,000) - Ongoing improvements to the Time Keeping System which allows supervisors to manage workforce schedules, authorize work hours, review and approve overtime and leave requests.
4. Risk Management Framework - MC \$20,560, PGC \$29,490 (\$50,000) - To begin an independent review of our systems to ensure compliance with state and federal Data Protection guidelines such as the National Institute of Standards and Technology (NIST) Special Publications (SP) 800 Series.
5. ECM Phase I - MC \$12,500, PGC \$87,500 (\$100,000) - Enterprise Content Management implementation. The solution is needed to help the Agency meet state mandates for public records. Currently, the Commission has 5 ECM solutions, the Commission needs to consolidate solutions and provide a true solution for Prince George's Parks and the Bi-County operations at Central Administration. It is anticipated that the new solutions will be rolled out in several phases over multiple to ease the transition for department users.
6. Alliance - MC \$49,220, PGC \$250,790 (\$300,000) – Since this project was originally funded in 2016, building configurations, control panel and reader counts have changed, necessitating additional resources to complete.
7. Website - MC \$50,650, PGC \$174,400 (\$225,000) - M-NCPPC websites are the Commission's window to the community, our current platform is not user friendly and does not convey that we are a premier agency; it is very difficult to navigate and locate appropriate information. The project has two distinctive components:
 - a. Evaluate and redesign with our public affairs teams.
 - b. Select and migrate to a reliable, flexible, easier to navigate, ADA compliant and up-to-date platform.



Prince George's County

Commission-wide CIO & IT Initiatives Internal Service Fund

8. Website ADA - MC \$18,000, PGC \$62,000 (\$80,000) - ADA Compliance consists of 2 parts:
 - a. Training staff to develop skills in creating ADA compliant documents
 - b. Evaluate and select a scanning tool that automatically scans website content, finds noncompliant documents and generates notifications.
 - c. Engage a service provider to identify noncompliant website content and make the necessary corrections. This is a one-time effort.

BUDGET AT A GLANCE

		<u>FY20</u>	<u>FY21</u>	<u>%</u>	<u>%</u>
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$1,833,664	\$1,987,970	8.4%	39.8%
Staffing	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
Prince George's County Budget					
Budget	Expenditures	\$2,403,537	\$3,007,717	25.1%	60.2%
Staffing	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
Combined Department Total Budget					
Budget	Expenditures	\$4,237,201	\$4,995,687	17.9%	100.0%
Staffing	Funded Career Positions	7.00	7.00	0.0%	100.0%
	Funded Workyears	7.00	7.00	0.0%	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 FY21 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY COMMISSION-WIDE CIO & IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	55,542	36,656	36,656	38,290	4.5%
CIO	3,010	2,150	2,150	9,420	338.1%
Finance	192,216	36,061	36,061	36,732	1.9%
Legal	16,691	13,021	13,021	22,819	75.2%
Inspector General	4,000	3,200	3,200	10,368	224.0%
Corporate IT	64,095	106,228	106,228	122,434	15.3%
Parks & Recreation - Park Fund	775,189	603,754	603,754	821,465	36.1%
Parks & Recreation - Recreation Fund	669,230	1,336,261	1,336,261	1,644,423	23.1%
Planning	279,133	280,477	280,477	392,648	40.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	2,059,106	2,417,808	2,417,808	3,098,599	28.2%
Operating Expenses:					
Personnel Services	563,871	714,449	714,449	715,168	0.1%
Supplies and Materials	50,061	27,856	27,856	26,506	-4.8%
Other Services and Charges:	2,076,211	1,582,558	1,582,558	2,266,043	43.2%
Debt Service:					
Debt Service Principal	-	61,750	-	-	-100.0%
Debt Service Interest	-	16,924	-	-	-100.0%
Depreciation & Amortization Expense	113,796	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	2,803,939	2,403,537	2,324,863	3,007,717	25.1%
Operating Income (Loss)	(744,833)	14,271	92,945	90,882	536.8%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	13,143	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	13,143	-	-	-	-
Income (Loss) Before Operating Transfers	(731,690)	14,271	92,945	90,882	536.8%
Operating Transfers In (Out):					
Transfer In	296,816	-	-	-	-
Transfer (Out)	(296,816)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(731,690)	14,271	92,945	90,882	536.8%
Total Net Position - Beginning	1,885,832	1,858,193	1,154,143	1,247,088	-32.9%
Total Net Position - Ending	\$ 1,154,143	\$ 1,872,464	\$ 1,247,088	\$ 1,337,970	-28.5%

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



Prince George's County

Commission-wide Executive Office Building Internal Service Fund

MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for expenses related to operating the bi-county Executive Office Building (EOB) at 6611 Kenilworth Avenue in Riverdale, MD. Bi-county operations including departments of Finance, Legal, Human Resources and Management as well as the Office of the Chief Information Officer and the Merit System Board are housed in the EOB. The EOB also houses the Employees' Retirement System, and the Prince George's County Parks and Recreation Department's Information Technology and Communications Division. The Office of the Inspector General and the agency-wide Archives program are housed offsite due to space configuration challenges.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The EOB was built in 1968 and still maintains the original systems and outdated design elements which pose structural, operational, and space design challenges. A facility condition assessment, completed by an independent facility consultant, identified several significant and costly updates required to maintain the integrity of the building. Under the direction of the Commission, a study conducted by an outside consultant was launched to determine if it is prudent to remain in the present facility or relocate operations. Initial cost analysis revealed that it is more financially prudent to relocate bi-county operations to an alternate site. Consultants are presently researching feasible relocation options.

This budget was built upon the understanding that relocation may not occur immediately, as a feasible relocation site has not yet been identified. Once a feasible alternative is identified and approved by the Commission, we will have a more accurate understanding of funding needs. If the feasibility analysis is completed in FY21, a budget amendment will be submitted for a proposed relocation project.

For FY21, the EOB budget is \$1,479,338 and includes an increase of 2.9% (or \$41,635). This adjustment will address expected life cycle maintenance and critical repairs for the continued safe and reliable operation of the facility.

Revenue to the Fund: Revenue to the fund is provided annually through operational occupancy charges to the tenants based on allocated space. The occupancy rate is based on the per square footage cost from anticipated costs to operate the building and ensure a clean, safe and secure site for occupants and visitors. 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 per square foot. Fund balance of \$77,338 will be used to absorb the proposed FY21 budget balance.

Expenditures in the Fund:

Personnel Services: This category includes an increase of 4.5% (\$10,711). The proposed budget includes 2 career positions and workyears. These positions manage the day to day operations of building mechanical systems, perform necessary repairs, and address occupant concerns. Extensive daily maintenance is required to operate a multi-story building and its grounds, thus requiring the facility staff to focus primarily on technical repairs, testing and maintenance.

Other Operating Charges: This category includes an increase of 2.6% (26,860) for utilities and professional services necessary to operate the building, preventative maintenance, maintaining



**Prince George’s County
Commission-wide Executive Office Building Internal Service Fund**

major mechanical, janitorial and operating services, and parts and equipment.

Capital Projects: This category remains flat compared to FY20 levels and provides for structural building improvements, machinery, and major equipment.

Chargebacks: A small percentage of the management services manager and administrative staff in DHRM are charged to EOB facility operations as they provide budget, expenditure monitoring, procurement, and project management administration for the facility.

FY21 WORK PROGRAM PRIORITIES

Critical improvements to continue the smooth operation of the facility and ensure occupant safety will be performed in FY21.

FY21 Staffing

No changes in positions or workyears are proposed.

Executive Office Building

	FY20	FY21	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Staffing			
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 FY21 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND

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

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	126,178	0.0%
Retirement System	108,680	108,680	108,680	108,680	0.0%
Chief Information Office	59,644	59,644	59,644	59,644	0.0%
Risk Management	54,808	54,808	54,808	54,808	0.0%
Group Insurance	65,338	65,338	65,338	65,338	0.0%
CAS Departments	937,352	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	201,525	237,965	237,965	248,676	4.5%
Supplies and Materials	27,253	42,500	42,500	43,400	2.1%
Other Services and Charges:	504,961	977,530	977,530	1,003,490	2.7%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	120,740	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	85,000	85,000	85,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	80,958	94,708	94,708	98,772	4.3%
Total Operating Expenses	<u>935,437</u>	<u>1,437,703</u>	<u>1,437,703</u>	<u>1,479,338</u>	<u>2.9%</u>
Operating Income (Loss)	<u>416,563</u>	<u>(85,703)</u>	<u>(85,703)</u>	<u>(127,338)</u>	<u>48.6%</u>
Nonoperating Revenue (Expenses):					
Interest Income	98,527	25,000	25,000	50,000	100.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>98,527</u>	<u>25,000</u>	<u>25,000</u>	<u>50,000</u>	<u>100.0%</u>
Income (Loss) Before Operating Transfers	<u>515,090</u>	<u>(60,703)</u>	<u>(60,703)</u>	<u>(77,338)</u>	<u>27.4%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	515,090	(60,703)	(60,703)	(77,338)	27.4%
Total Net Position - Beginning	<u>4,645,464</u>	<u>5,160,554</u>	<u>5,160,554</u>	<u>5,099,851</u>	<u>-1.2%</u>
Total Net Position - Ending	<u>\$ 5,160,554</u>	<u>\$ 5,099,851</u>	<u>\$ 5,099,851</u>	<u>\$ 5,022,513</u>	<u>-1.5%</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 Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission’s Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include 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 operating department’s contribution toward employee insurance costs make up 76% of the revenue. Revenue from employee and retiree share of the premiums makes up 21% of revenue, with the Employer Group Waiver Plan (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 Pay-go 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 FY21 Proposed Budget

The proposed FY21 expenditure budget is \$71.3 million, which includes a 15% increase from FY20 budget levels. This increase results from higher claims experience which resulted in a higher rate forecast for FY21.

The FY21 Proposed budget reflects the Commission-adopted employee health insurance cost share. The administrative expenses are factored into the health insurance rates and paid through the employer and employee contributions for health care premiums.

The proposed budget identifies \$25,000 to support agency-wide health and wellness initiatives and \$30,000 to incentivize annual checkups and wellness assessments, which reduce overall future healthcare costs.

The FY21 Proposed Budget contains a designated reserve of \$7.13 million, which is enough to meet the 10.0% of total operating expenses reserve policy.

Essential Needs

No essential needs are proposed for FY21.

Group Insurance Fund

	<u>FY20 Adopted</u>	<u>FY21 Proposed</u>	<u>% Change</u>
Staffing			
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 FY21 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 1,567,781	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	0.0%
Charges for Services:					
Employer Contributions, Other	-	14,180	14,180	-	-100.0%
Employee/Retiree Contributions	7,462,625	12,737,218	12,737,218	14,618,370	14.8%
Employer Contributions/Premiums	35,569,797	45,913,873	45,913,873	54,271,479	18.2%
Miscellaneous (Claim Recoveries, etc.)	3,162,450	-	-	-	-
Total Operating Revenues	<u>47,762,653</u>	<u>60,665,271</u>	<u>60,665,271</u>	<u>70,889,849</u>	<u>16.9%</u>
Operating Expenses:					
Personnel Services	753,261	781,425	781,425	831,483	6.4%
Supplies and Materials	20,476	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	2,031,269	483,928	483,928	504,018	4.2%
Insurance Claims and Fees	40,088,899	52,215,757	52,215,757	60,507,264	15.9%
Insurance Premiums	8,497,531	8,169,825	8,169,825	9,066,340	11.0%
Change in IBNR	73,000	-	-	-	-
Other Classifications	6,477	-	-	-	-
Chargebacks	353,640	311,410	311,410	343,049	10.2%
Total Operating Expenses	<u>51,824,553</u>	<u>62,012,345</u>	<u>62,012,345</u>	<u>71,302,154</u>	<u>15.0%</u>
Operating Income (Loss)	<u>(4,061,900)</u>	<u>(1,347,074)</u>	<u>(1,347,074)</u>	<u>(412,305)</u>	<u>-69.4%</u>
Non-operating Revenue (Expenses):					
Interest Income	439,241	200,000	200,000	300,000	50.0%
Total Non-operating Revenue (Expenses)	<u>439,241</u>	<u>200,000</u>	<u>200,000</u>	<u>300,000</u>	<u>50.0%</u>
Income (Loss) Before Operating Transfers	<u>(3,622,659)</u>	<u>(1,147,074)</u>	<u>(1,147,074)</u>	<u>(112,305)</u>	<u>-90.2%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	(562,194)	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>(562,194)</u>	<u>-</u>
Change in Net Position	(3,622,659)	(1,147,074)	(1,147,074)	(674,499)	-41.2%
Total Net Position, Beginning	15,852,905	12,230,246	12,230,246	11,083,172	-9.4%
Total Net Position, Ending	<u>12,230,246</u>	<u>11,083,172</u>	<u>11,083,172</u>	<u>10,408,673</u>	<u>-6.1%</u>
Designated Position	5,182,455	6,201,235	6,201,235	7,130,215	15.0%
Unrestricted Position	7,047,790	4,881,937	4,881,937	3,278,457	-32.8%
Total Net Position, June 30	<u>\$ 12,230,246</u>	<u>\$ 11,083,172</u>	<u>\$ 11,083,172</u>	<u>\$ 10,408,673</u>	<u>-6.1%</u>

Policy requires a reserve equal to 10% of Total Operating Expense



Appendices

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Prince George's County

Appendices - Glossary

Accrual Basis of Accounting- The method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax- Those funds approved to finance planning and administrative support activities.

Adopted Budget- The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without text.

Advance Land Acquisition Revolving Fund (ALARF)- The Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by a Bond Issuance and is serviced through a dedicated property tax. The revolving fund is maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation- Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base- The total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (See Tax Rate). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions- The number of positions shown by the budget in the approved personnel complement.

Balanced Budget- A budget whose revenues and other financing sources together equal the expenditures, other uses, and required funds.

Bonds- Bonds are debt and are issued for a period of more than one year. The U.S. government, local governments, water districts, companies and many other types of institutions sell bonds. When an investor buys bonds, he or she is lending money. The seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget- A detailed schedule of estimated revenues and expenditures for a specified period. (See Operating Budget)

Capital Improvement Program (CIP)- A six-year program describing major real property purchases, renovation and construction projects. The **first year** of the CIP is designated the **Capital Budget**. Years two through six reflect the capital program and are subject to future modification. In Prince George's County the Commission submits its CIP to the County by January 15th every year and in Montgomery County by November 1st in every odd numbered year.

Capital Outlay- Funds in the **operating budget** for capital purchases other than land and improvements to the land, such as some furniture, vehicles, and equipment. To qualify as a capital outlay, an item must be a fixed asset and have a unit cost (the total cost to obtain one fully functioning asset) of \$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

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., FY21, the year ending June 30 of the number shown is intended. (June 30, 2021, 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

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

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

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

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

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		
		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
2010	976,321	149,161,911	34,114	0.02	171,220,841	2,680	0.002
2011	992,928	149,284,865	29,319	0.02	171,646,984	2,145	0.001
2012	1,006,218	143,754,415	35,654	0.02	165,916,424	1,905	0.001
2013	1,017,759	140,577,467	32,462	0.02	161,877,310	1,665	0.001
2014	1,027,780	141,899,535	44,616	0.03	163,601,193	1,430	0.001
2015	1,036,233	142,418,524	41,464	0.03	163,656,758	1,200	0.001
2016	1,043,863	151,113,059	51,857	0.03	174,057,795	1,075	0.001
2017	1,050,370	157,476,558	56,953	0.04	181,546,725	1,020	0.001
2018	1,056,920	163,053,038	52,924	0.03	188,182,436	885	0.000
2019	1,078,725	167,427,077	64,917	0.04	193,106,472	750	0.000

PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds		
		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
2010	865,705	91,889,365	76,246	0.08	98,521,803	290	0.000
2011	874,045	84,718,780	65,925	0.08	90,863,504	-	-
2012	881,138	79,043,657	56,363	0.07	84,542,585	-	-
2013	890,081	73,123,809	47,086	0.06	78,518,921	-	-
2014	904,430	70,551,044	67,280	0.10	75,744,055	-	-
2015	909,535	71,578,363	58,860	0.08	76,747,781	-	-
2016	908,049	74,240,911	73,329	0.10	79,385,919	-	-
2017	912,756	78,488,744	64,534	0.08	83,863,174	-	-
2018	909,308	84,361,738	92,162	0.11	90,065,188	-	-
2019	n.a.	89,052,828	119,227	0.13	95,038,631	-	-

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



Prince George's County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Bonds and Notes		Percentage Of Personal Income	Outstanding Debt Per Capita			Percentage Of Personal Income	Outstanding Debt Per Capita
2010	29,680	1,041	3,393	-	34,114	0.05	34.94	2,680	36,794	0.05	37.69
2011	26,710	368	2,241	-	29,319	0.04	29.53	2,145	31,464	0.04	31.69
2012	34,590	-	1,064	-	35,654	0.05	35.43	1,905	37,559	0.05	37.33
2013	32,240	-	222	-	32,462	0.04	31.90	1,665	34,127	0.05	33.53
2014	44,616	-	-	-	44,616	0.06	43.41	1,430	46,046	0.06	44.80
2015	41,464	-	-	-	41,464	0.05	40.01	1,200	42,664	0.05	41.17
2016	51,857	-	-	-	51,857	0.06	49.68	1,075	52,932	0.06	50.71
2017	56,953	-	-	-	56,953	0.07	54.22	1,020	57,973	0.07	55.19
2018	52,924	-	-	-	52,924	0.06	50.07	885	53,809	0.06	50.91
2019	64,917	-	-	-	64,917	0.07	60.18	750	65,667	0.07	60.87

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Bonds and Notes		Percentage Of Personal Income	Outstanding Debt Per Capita			Percentage Of Personal Income	Outstanding Debt Per Capita
2010	76,246	653	-	-	76,899	0.22	87.98	290	77,189	0.22	88.31
2011	65,925	369	-	-	66,294	0.17	75.24	-	66,294	0.17	75.24
2012	56,363	120	-	-	56,483	0.15	63.46	-	56,483	0.15	63.46
2013	47,086	-	-	-	47,086	0.12	52.06	-	47,086	0.12	52.06
2014	67,280	-	-	-	67,280	0.16	73.97	-	67,280	0.16	73.97
2015	58,860	-	-	-	58,860	0.14	64.82	-	58,860	0.14	64.82
2016	73,329	-	-	-	73,329	0.17	80.34	-	73,329	0.17	80.34
2017	64,534	-	-	-	64,534	0.15	70.70	-	64,534	na	na
2018	92,162	-	-	-	92,162	0.21	101.35	-	92,162	na	na
2019	119,227	-	-	-	119,227	na	na	-	119,227	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 2018 and FY 2019.

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



Prince George's County Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Principal Employers

Current Fiscal Year and Nine Years Ago

MONTGOMERY COUNTY

Employer	2019			2010		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	25,000 - 30,000	1	5.81 %	>30,000	1	6.48 %
Montgomery County Public Schools	25,000 - 30,000	2	5.81	20,000 - 25,000	2	4.86
Montgomery County Government	10,000 - 15,000	3	2.64	5,000 - 10,000	4	1.62
U.S. Department of Defense	5,000 - 10,000	4	1.59	10,000 - 15,000	3	2.70
Adventist Healthcare	5,000 - 10,000	5	1.59	5,000 - 10,000	6	1.62
Holy Cross Hospital of Silver Spring	2,500 - 5,000	6	0.79	**		
Marriott International Admin Svcs, Inc.	2,500 - 5,000	7	0.79	2,500 - 5,000	8	0.81
Montgomery Community College	2,500 - 5,000	8	0.79	2,500 - 5,000	10	0.81
Government Employees Insurance Co.	2,500 - 5,000	9	0.79	**		
U.S. Department of Commerce	2,500 - 5,000	10	0.79	5,000 - 10,000	5	1.62
Lockheed Martin Corporation	**		-	5,000 - 10,000	7	1.62
Giant Food Corporation	**		-	2,500 - 5,000	9	0.81
Total			21.39 %			22.95 %

PRINCE GEORGE'S COUNTY

Employer	2018 (1)			2009(1)		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
University System of Maryland (2)	20,205	1	6.19 %	16,014	1	5.12 %
Joint Base Andrews Naval Air Facility Washington*	17,500	2	5.36	8,473	2	2.71
U.S. Internal Revenue Service *	4,735	3	1.45	5,539	4	1.77
United States Census Bureau *	4,605	4	1.41	4,287	5	1.37
United Parcel Service	3,000	5	0.92	4,220	6	1.35
NASA/Goddard Space Flight Center *	3,000	6	0.92	3,171	8	1.01
MGM National Harbor	2,785	7	0.85	-	-	-
Marriott International	2,200	8	0.67	-	-	-
Prince George's Community College	2,045	9	0.63	-	-	-
National Maritime Intelligence-Integration Office	1,890	10	0.58	-	-	-
Prince George's County Government	-	-	-	7,105	3	2.27
Giant Food, Inc.	-	-	-	3,600	7	1.15
Verizon	-	-	-	2,738	9	0.88
University of Maryland Capital Region Health	-	-	-	2,500	10	0.80
Total	61,965		18.97 %	57,647		18.44 %

Note:

- (1) In 2019, Information is not yet available.
- (2) Includes UMPC, UMUC and Bowie State University
- (*) Employee counts for federal and military facilities exclude contractors.
- (**) Employer is not one of the ten largest employers during the year noted.

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



Prince George's County

Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Demographic Statistics
Last Ten Fiscal Years

MONTGOMERY COUNTY

<u>Year</u>	<u>Population (1)</u>	<u>Total Personal Income 000's omitted (2,3)</u>	<u>Per Capita Income (4)</u>	<u>Labor Force (5)</u>	<u>Unemployment Rate (6)</u>	<u>Registered Pupils (7)</u>
2010	976,321	\$ 69,149,438	\$ 70,827	532,549	5.6 %	140,500
2011	992,928	73,818,085	74,344	536,832	5.3	143,309
2012	1,006,218	76,994,315	76,519	540,427	5.2	146,497
2013	1,017,759	74,017,970	72,726	543,124	4.9	149,018
2014	1,027,780	75,745,140	73,698	545,005	4.4	151,289
2015	1,036,233	80,786,226	77,961	549,111	3.9	153,852
2016	1,043,863	84,518,332	80,967	548,401	3.4	159,242
2017	1,050,370	87,230,000	83,047	557,412	3.3	161,909
2018	1,056,920	90,840,000	85,948	562,343	3.4	161,936
2019	1,078,725	98,500,000	91,312	556,916	3.0	163,123

PRINCE GEORGE'S COUNTY

<u>Year</u>	<u>Population (8)</u>	<u>Total Personal Income 000's omitted (2)</u>	<u>Per Capita Income (2) (4)</u>	<u>Labor Force (9)</u>	<u>Unemployment Rate (6)</u>	<u>Registered Pupils (10)</u>
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	41,922,938	46,168	498,002	4.4	128,936
2017	912,756	43,030,211	47,348	513,393	4.7	130,814
2018	909,308	44,938,165	49,420	504,423	4.1	132,322
2019	n. a.	n. a.	n. a.	512,267	4.1	132,667

Notes: n.a. represents information that was unavailable at the time the tables were updated

- (1) Source: 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 2019 is not currently available for Prince George's County)
- (3) Source: Data for 2010-2017 estimated 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: Data for 2010-2017 estimated by the Montgomery County, Department of Finance
- (8) Source: Data for 2010-2019 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Estimates for 2019 are not available
Data for 2018 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 2018. Prince George's County data for 2019 is an estimate
- (10) Source: www.mdreportcard.org, 2019 for Prince George's County



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY TAX RATES BY FUND: FY07 THRU FY21

		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<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</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</u>	Real	0.0566	0.1594	0.0780	0.0000	0.2940
	Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY20 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>FY21 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: FY07 THRU FY21

<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>
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	\$774	\$18,718,208	\$7,227,894	\$297,871,290
FY17	\$50,886,287	\$140,198,260	\$79,833,954	\$488	\$18,379,647	\$7,326,773	\$296,625,409
FY18	\$54,030,873	\$148,553,695	\$84,068,783	\$331	\$9,776,611	\$8,190,442	\$304,620,735
FY19	\$58,106,191	\$159,037,925	\$87,810,258	\$287	\$17,404,427	\$7,509,744	\$329,868,832
FY20 ADOPTED	\$58,742,600	\$164,039,900	\$92,290,807	\$0	\$19,050,792	\$8,092,163	\$342,216,262
FY21 PROPOSED	\$61,785,617	\$171,133,642	\$96,365,399	\$0	\$19,309,224	\$8,129,362	\$356,723,244



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY EXPENDITURES BY FUND: FY07 THRU FY21

<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>
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	\$774	\$20,669,914	\$6,441,735	\$282,140,130
FY17	\$41,472,971	\$131,348,336	\$67,802,662	\$430	\$20,976,605	\$6,999,310	\$268,600,314
FY18	\$42,134,896	\$139,979,625	\$70,327,486	\$347	\$20,408,619	\$6,625,438	\$279,476,411
FY19	\$44,561,636	\$155,731,537	\$91,177,091	\$287	\$21,515,890	\$7,322,653	\$320,309,094
FY20 ADOPTED*	\$58,820,939	\$189,101,294	\$97,867,534	\$0	\$19,050,792	\$8,145,469	\$372,986,028
FY21 PROPOSED*	\$60,542,887	\$191,819,680	\$100,610,416	\$0	\$19,309,224	\$8,158,062	\$380,440,269

* Includes Reserves for Administration, Park and Recreation Funds



Prince George's County

Appendices – Historical Data

PRINCE GEORGE'S COUNTY WORKYEARS BY FUND: FY07 THRU FY21

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	255.65	947.45	915.63	203.00	263.50	2,585.23
FY19	263.69	955.43	947.82	199.00	263.50	2,629.44
FY20 ADOPTED	270.18	984.90	1,005.56	206.10	264.80	2,731.54
FY21 PROPOSED	273.30	1,038.79	1,182.17	258.60	189.10	2,941.96



Prince George's County Appendices - Pay Schedules

**The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective July 14, 2019
1.5% COLA**

Grade	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
10	\$30,192 \$14.5154	\$42,233 \$20.3043	\$54,272 \$26.0923
12	\$33,920 \$16.3077	\$45,981 \$22.1063	\$58,042 \$27.9048
14	\$37,529 \$18.0428	\$50,874 \$24.4587	\$64,218 \$30.8740
16	\$42,112 \$20.2462	\$57,087 \$27.4457	\$72,060 \$34.6442
18	\$47,692 \$22.9288	\$64,649 \$31.0813	\$81,607 \$39.2341
20	\$50,076 \$24.0750	\$67,883 \$32.6361	\$85,689 \$41.1966
22	\$54,066 \$25.9933	\$73,289 \$35.2351	\$92,517 \$44.4793
24	\$56,769 \$27.2928	\$76,953 \$36.9966	\$97,138 \$46.7010
26	\$61,231 \$29.4380	\$83,105 \$39.9543	\$104,980 \$50.4712
28	\$65,328 \$31.4077	\$89,587 \$43.0707	\$113,846 \$54.7337
30	\$71,266 \$34.2625	\$97,735 \$46.9880	\$124,203 \$59.7130
32	\$79,161 \$38.0582	\$107,270 \$51.5721	\$135,380 \$65.0865
34	\$85,345 \$41.0313	\$115,691 \$55.6207	\$146,038 \$70.2106
36	\$94,432 \$45.4000	\$128,010 \$61.5433	\$161,589 \$77.6870
38	\$103,518 \$49.7683	\$140,328 \$67.4654	\$177,139 \$85.1630
40	\$113,869 \$54.7447	\$149,933 \$72.0832	\$185,995 \$89.4207

**Approved by the Commission
June 19, 2019**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective July 14, 2019
1.5% COLA and changes to Longevity

Lawson Grade	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$26,968 \$12.9654	\$36,557 \$17.5755	\$46,149 \$22.1870	\$47,649 \$22.9082
HL2	\$30,118 \$14.4798	\$42,128 \$20.2538	\$54,139 \$26.0284	\$55,899 \$26.8745
HL3/HL4	\$33,838 \$16.2683	\$45,870 \$22.0529	\$57,902 \$27.8375	\$59,784 \$28.7423
HL5/HL6	\$37,438 \$17.9990	\$50,751 \$24.3995	\$64,064 \$30.8000	\$66,146 \$31.8010
HL7	\$42,010 \$20.1971	\$56,949 \$27.3793	\$71,886 \$34.5606	\$74,222 \$35.6837

**Approved by the Commission
June 19, 2019**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective July 14, 2019
1.5% COLA and changes to Longevity

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$27,048 \$13.0038	\$36,666 \$17.6279	\$46,284 \$22.2519	\$47,788 \$22.9750
HC2	\$28,892 \$13.8904	\$39,166 \$18.8298	\$49,439 \$23.7688	\$51,046 \$24.5413
HC3	\$30,206 \$14.5221	\$42,252 \$20.3135	\$54,299 \$26.1053	\$56,064 \$26.9538
HC4	\$33,937 \$16.3159	\$46,004 \$22.1173	\$58,069 \$27.9178	\$59,956 \$28.8250
HC5	\$37,549 \$18.0524	\$50,899 \$24.4707	\$64,253 \$30.8909	\$66,341 \$31.8947
HC6	\$42,133 \$20.2563	\$57,115 \$27.4591	\$72,098 \$34.6625	\$74,441 \$35.7889

Approved by the Commission
June 19, 2019



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective July 14, 2019
1.5% COLA and changes to Longevity

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$28,892 \$13.8904	\$39,166 \$18.8298	\$49,439 \$23.7688	\$51,046 \$24.5413
HT2	\$33,937 \$16.3159	\$46,004 \$22.1173	\$58,069 \$27.9178	\$59,956 \$28.8250
HT3	\$37,549 \$18.0524	\$50,899 \$24.4707	\$64,251 \$30.8899	\$66,339 \$31.8938
HT4	\$42,133 \$20.2563	\$57,115 \$27.4591	\$72,098 \$34.6625	\$74,441 \$35.7889

Approved by the Commission
June 19, 2019



Prince George's County Appendices - Pay Schedules

The Maryland-National Capital Park and Planning Commission
FOP Park Police
Effective July 14, 2019 (1.0% COLA) and ASI-1 to 3.5% and ASI-2 to 3.5%

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
P02 (annual) (hourly)	\$53,103 \$25.5303	\$54,966 \$26.4260	\$56,890 \$27.3510	\$58,881 \$28.3082	\$60,938 \$29.2971	\$63,075 \$30.3245	\$65,280 \$31.3846	\$67,565 \$32.4832	\$69,928 \$33.6192	\$72,381 \$34.7986	\$74,915 \$36.0168	\$77,532 \$37.2750	\$80,246 \$38.5798	\$83,055 \$39.9303			
P03 (annual) (hourly)	\$53,081 \$25.5197	\$55,760 \$26.8077	\$57,714 \$27.7471	\$59,742 \$28.7221	\$61,824 \$29.7231	\$63,981 \$30.7601	\$66,227 \$31.8399	\$68,544 \$32.9538	\$70,948 \$34.1096	\$73,428 \$35.3019	\$75,998 \$36.5375	\$78,662 \$37.8183	\$81,416 \$39.1423	\$84,259 \$40.5091	\$87,208 \$41.9269		
P04 (annual) (hourly)	\$55,735 \$26.7957	\$58,546 \$28.1471	\$60,601 \$29.1351	\$62,721 \$30.1543	\$64,913 \$31.2082	\$67,187 \$32.3014	\$69,536 \$33.4308	\$71,969 \$34.6005	\$74,492 \$35.8135	\$77,094 \$37.0644	\$79,797 \$38.3639	\$82,591 \$39.7072	\$85,479 \$41.0957	\$88,473 \$42.5351	\$91,572 \$44.0250		
P05 (annual) (hourly)	\$61,446 \$29.5413	\$64,554 \$31.0356	\$66,810 \$32.1202	\$69,149 \$33.2447	\$71,566 \$34.4067	\$74,072 \$35.6115	\$76,665 \$36.8582	\$79,352 \$38.1500	\$82,130 \$39.4856	\$85,001 \$40.8659	\$87,979 \$42.2976	\$91,062 \$43.7798	\$94,242 \$45.3087	\$97,541 \$46.8947	\$100,952 \$48.5346	\$103,478 \$49.7490	
Rank	ASI 1*	ASI 2**															
P02 (annual) (hourly)	\$85,962 \$41.3279	\$88,971 \$42.7745															
P03 (annual) (hourly)	\$90,260 \$43.3942	\$93,419 \$44.9130															
P04 (annual) (hourly)	\$94,777 \$45.5659	\$98,094 \$47.1606															
P05 (annual) (hourly)	\$107,100 \$51.4904	\$110,849 \$53.2928															

*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 19, 2019



**Prince George's County
Appendices – Pay Schedules**

**Park Police Command Officers
Effective July 14, 2019
1.5% COLA**

Title		Minimum	Midpoint	Maximum
Lieutenant [P06]	(annual)	\$71,984	\$97,264	\$122,548
	(hourly)	\$34.6077	\$46.7615	\$58.9173
Captain [P07]	(annual)	\$83,282	\$112,526	\$141,772
	(hourly)	\$40.0394	\$54.0990	\$68.1596
Commander [P09]	(annual)	\$101,738	\$132,224	\$162,706
	(hourly)	\$48.9125	\$63.5692	\$78.2240

**Officer Candidate Pay Scale
Effective July 14, 2019
1.5% COLA**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$51,688
	(hourly)	\$24.8500

**Approved by the Commission
June 19, 2019**



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Special Salary Range Pay Schedule for Select Career IT Positions ONLY
Effective July 14, 2019
1.5% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
EGT	\$50,076 \$24.0750	\$66,435 \$31.9399	\$85,689 \$41.1966
EHT	\$56,769 \$27.2928	\$75,311 \$36.2072	\$97,138 \$46.7010
EIT	\$64,290 \$30.9087	\$85,396 \$41.0558	\$110,228 \$52.9942
EJT	\$77,681 \$37.3466	\$104,243 \$50.1168	\$135,380 \$65.0865

<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
June 19, 2019**



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		
PFMA III - 932	N07	\$11.7500	\$14.2750	\$16.8000		
Call Center/Help Desk Rep 1 - 936	N08	\$11.8000	\$14.7250	\$17.6500	952	III
Not in Use	N10	\$11.8500	\$15.2000	\$18.5500		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$20.0500	953	IV
Call Center/Help Desk Rep 2 - 937	N12	\$13.2626	\$16.9100	\$21.6500		
Intern II/Call Center-Help Desk Rep 3 (938)	N13	\$15.2514	\$19.4455	\$23.6396	954	V
Not in Use	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



Prince George's County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission Aquatics Seasonal/Intermittent Pay Schedule Effective May 13, 2018 Pay Schedule Adjustments and New Grade

	<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
900 - Ramp Guard/Slide Attendant	AQ2	\$12.00	\$12.61	\$13.23	\$13.89
906 - Shallow Water Lifeguard	AQ3	\$13.00	\$13.88	\$14.57	\$15.30
901 - Lifeguard	AQ4	\$15.00	\$15.75	\$16.53	\$17.36
902 - Instructor Aide/Swim Lessons	AQ5	\$16.50	\$17.31	\$18.18	\$19.09
903 - Assistant Pool Manager	AQ6	\$18.14	\$19.05	\$20.00	\$21.00
905 - Water Safety Instructor or 904 - Pool Manager	AQ7	\$19.96	\$20.96	\$22.01	\$23.10
907 - Senior Pool Manager	AQ8	\$24.15	\$25.36	\$26.62	\$27.95

Approved by Commission
February 21, 2018



**Prince George's County
Appendices – Pay Schedules**

**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

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	T11	\$11.5000	\$14.2750	\$17.0500
Tennis Instructor 2	T12	\$15.0000	\$19.0000	\$23.0000
Tennis Instructor 3	T13	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	T14	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission
October 18, 2017

