



Proposed Annual Budget Fiscal Year 2023



Prince George's County

The Maryland-National Capital Park and Planning Commission

www.mncppc.org

Proposed Annual Budget Fiscal Year 2023

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Elizabeth M. Hewlett, Vice-Chairman of the Commission

Dorothy F. Bailey
Gerald R. Cichy
William M. Doerner
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Gavin Cohen, Secretary-Treasurer
Adrian R. Gardner, General Counsel

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Director of Planning

Bill Tyler
Director of Parks and Recreation

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For the Fiscal Year Beginning

July 01, 2021

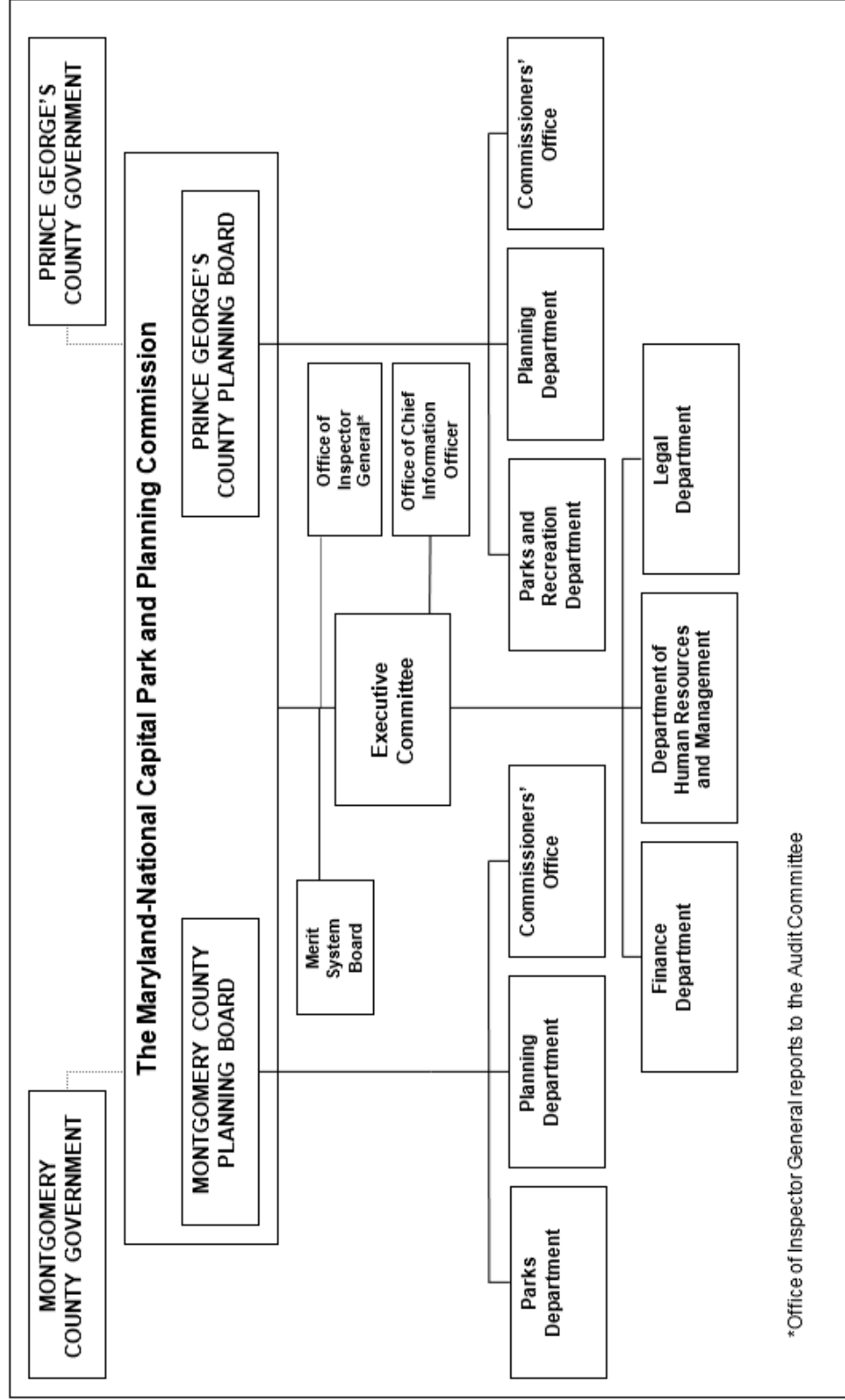
Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the the Maryland-National Capital Park and Planning Commission for its annual budget for the fiscal year beginning July 1, 2021. 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 2023
Prince George's County**

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January 15, 2022

The Honorable Angela D. Alsobrooks
 County Executive
 Prince George's County
 1301 McCormick Place
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The Honorable Calvin S. Hawkins, II
 Chair
 Prince George's County Council
 1301 McCormick Place
 Largo, MD 20774

Dear Ms. Alsobrooks and Mr. Hawkins:

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 FY23 Proposed Budget of the Maryland-National Capital Park and Planning Commission for Prince George's County.

The total FY23 Proposed Budget for tax supported funds (Administration, Park, Recreation and Advance Land Acquisition [ALA] Debt Service) is \$432.0 million, a 30.6 percent increase over the FY22 Adopted Budget. The total FY23 Proposed Budget for tax and non-tax supported funds (excluding ALA Revolving Fund, Capital Projects Fund, and Internal Service Funds), is \$466.7 million, an increase of 25.8 percent over the FY22 Budget. These increases reflect the inclusion of \$85.0 million of transfers from the Park and Recreation Funds to the Largo Headquarters Building Internal Service Fund. Without these transfers, the overall increase from FY22 to FY23 respectively would be 4.9 percent for tax supported and 2.9 percent overall.

**Summary of FY23 Proposed Operating Budget Expenditures
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY22		\$ Change	% Change
	Adjusted Adopted	FY23 Proposed		
Prince George's Funds				
Administration (1)	\$ 58,762,287	\$ 64,031,276	\$ 5,268,989	9.0%
Park (2)	173,637,121	237,962,288	64,325,167	37.0%
Recreation (3)	98,486,658	130,001,443	31,514,785	32.0%
ALA Debt	-	-	-	-
Subtotal Tax Supported	330,886,066	431,995,007	101,108,941	30.6%
Enterprise	19,882,440	13,524,910	(6,357,530)	-32.0%
Special Revenue	6,819,205	6,769,838	(49,367)	-0.7%
Park Debt	13,288,277	14,438,603	1,150,326	8.7%
Total Prince George's	\$ 370,875,988	\$ 466,728,358	\$ 95,852,370	25.8%

(1) Includes transfer to Capital Projects

(2) Includes transfer to Park Debt Service, Capital Projects and Largo HQ Bldg (FY23)

(3) Includes transfer to Enterprise Fund, Capital Projects and Largo HQ Bldg (FY23)

Delivering Quality Projects, Programming and Services

The Commission's mission remains compelling. The wisdom of connecting land use planning parkland management, and recreation under one agency continues to create a synergy which strengthens 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 provide innovative leisure, performing arts, and recreational experiences that enhance and support the vibrancy and wellness of our culturally and geographically diverse community. The Commission performs these duties 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, residents, 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 FY23 Proposed Budget continues to support our primary mission by continuing to address critical infrastructure needs and ensuring adequate fiscal resources are available to maintain service delivery.

The FY23 Proposed Budget includes funding related to necessary planning studies, legislative mandates, and maintaining park and recreation facilities and operations.

Commitment to Continued Collaboration

The FY23 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 for all ages and abilities 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), implementing recommendations from the Plan Prince George's 2035 General Plan Update, and supporting the 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 and Recreation Fund transfers to the Largo Headquarters Building Fund, we do not project structural deficits in the Administration, Park or Recreation Funds in FY23. We remain ever mindful of the six-year plan (adopted in FY16) that guided us to these results, and budget available resources to continue the high level of services we provide, as well as to continue to address previously unfunded infrastructure improvements.

FISCAL YEAR 2023 BUDGET OBJECTIVES

As previously noted, the key objective in the FY23 Proposed Budget is to ensure continued service delivery, and to provide adequate resources both for necessary planning studies as well as for park and recreation infrastructure.

The Proposed Budget includes the following major known commitments for personnel costs in FY23:

- 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, possible position reclassifications due to a multi-year classification study of the workforce, and a minimum wage marker in the General Fund.

As can be seen in the following table, personnel expenses are proposed to increase by \$10.4 million, mostly due to employee compensation markers and OPEB expenses.

FY23 Proposed Budget
Summary of Changes in Major Personnel Costs
Prince George's County Administration Fund, Park Fund, and Recreation Fund

	FY22 Adjusted Adopted	FY23 Proposed	\$ Change	% Change
OPEB				
OPEB Paygo & Prefunding	\$ 10,728,689	\$ 12,347,670	\$ 1,618,981	15.1%
Pension (ERS)				
Pension (ERS)	14,358,752	14,345,723	(13,029)	-0.1%
Health and Benefits(1)				
Employee Health Benefits	22,598,864	23,275,962	677,098	3.0%
Subtotal Personnel Costs	\$ 47,686,305	\$ 49,969,355	\$ 2,283,050	4.8%
Employee Compensation				
Marker for Changes to Employee Comp.		5,490,787	5,490,787	-
Marker for Possible Reclassifications	1,169,534	1,673,631	504,097	43.1%
Marker for Minimum Wage Increase	255,396	2,390,555	2,135,159	836.0%
Total Major Personnel Costs			\$10,413,093	

(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 \$5.5 million. The Commission will be in wage and benefit re-openers with the Municipal and County Government Employees Organization (MCGEO) and the Fraternal Order of Police (FOP), the results of which will be presented for approval at the Joint County Council Meeting in May 2022. Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is nearing completion (\$504,000). To reflect the Commission's decision to increase the minimum wage to \$15 per hour, effective January 1, 2022, there is also a \$2.1 million marker included for this expense.

Major Non-Personnel Cost Changes

- Substantial decrease in the Recreation Fund subsidy to the Enterprise Fund, due to the transfer of the Sports and Learning Complex from Enterprise to the Recreation Fund.
- Substantial transfers from the Park Fund (\$59.5 million) and the Recreation Fund (\$25.5 million) to the Largo Headquarters Building Fund, reflecting the expansion of

this building project to encompass the administrative offices of the Department of Parks and Recreation to the previously planned future office relocation of the Planning Department and the Commissioners’ Office.

Investing to Meet Essential Needs

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$7.16 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. In the Planning Department, additional staffing is proposed to address increasing workload and professional services are proposed for an expanded work program. For Human Resources and Management, it is two additional positions – one to bring IT technical expertise to our HR Information Systems team, and one to address increased workload and succession planning in the Archives section; for Finance, it is one position in Payroll to ensure continuity of operations; and for the Office of the Inspector General, it is funding for two positions, one of which would provide a Deputy to address succession planning, while both would address increased workload, and funding for professional services related to information security assessments. For the Park and Recreation Funds, additional positions are proposed to continue to improve service delivery, maintenance, and operations. 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		3,059,489
Administration	DHRM		128,916
Administration	Legal		-
Administration	Finance		64,721
Administration	Inspector General		222,439
Administration	Corporate IT		-
Administration	Share of CIO/CWIT Initiatives		81,415
Park	Parks & Recreation		2,449,743
Recreation	Parks & Recreation		1,151,213
Total		\$	7,157,936

Project Charges

From FY05 to FY12, project charge payments to the County and other agencies increased from \$5.0 million to \$22.0 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. That plan was scaled back a bit to accommodate the County’s fiscal challenges. The schedule was stretched out by two years and FY21 was the last year of planned reductions. The total for project charges in FY21 was \$8.1 million. FY22 increased to \$8.4 million, and that is the amount proposed to continue in FY23.

Summary of FY23 Proposed Budget for General Fund Accounts

For the three tax supported operating funds, we are putting forward a total proposed budget of \$432.0 million. The Administration Fund, which funds the Planning Department, Commissioners' Office, and Central Administrative Services (CAS) departments, is proposed to increase by 9.0 percent, or \$5.3 million from the FY22 Budget. The Park Fund is proposed to increase 37.0 percent, or \$64.3 million. Lastly, the Recreation Fund budget is proposed to increase by 32.0 percent, or \$31.5 million. No changes in property tax rates are required to fund the FY23 Proposed Budget.

The following table summarizes the FY23 Proposed Budget:

Summary of FY23 Proposed Budget General Fund Accounts				
By Fund by Department (excludes reserves)				
	FY22 Adjusted Adopted	FY23 Proposed	\$ Change	% Change
Prince George's				
Administration Fund				
Commissioners' Office Operating	\$ 2,371,443	\$ 2,353,876	\$ (17,567)	-0.7%
Planning Department Operating	38,219,898	40,843,987	2,624,089	6.9%
Project Charges	5,045,799	5,045,799	-	0.0%
CAS Departments	10,156,229	11,218,280	1,062,051	10.5%
Transfer to Capital Projects	30,000	30,000	-	0.0%
Non-Departmental (1)	2,938,918	4,539,334	1,600,416	54.5%
Subtotal Admin Fund	58,762,287	64,031,276	5,268,989	9.0%
Park Fund				
Park Fund Operating	123,965,745	129,085,702	5,119,957	4.1%
Project Charges	576,800	576,800	-	0.0%
Transfer to Capital Projects	28,550,000	23,350,000	(5,200,000)	-18.2%
Transfer to Debt Service	13,063,277	14,286,878	1,223,601	9.4%
Transfer to Largo HQ Bldg	-	59,500,000	59,500,000	-
Non-Departmental (1)	7,481,299	11,162,908	3,681,609	49.2%
Subtotal Park Fund	173,637,121	237,962,288	64,325,167	37.0%
Recreation Fund				
Recreation Fund Operating	71,505,787	78,078,398	6,572,611	9.2%
Project Charges	2,728,850	2,728,850	-	0.0%
Transfer to Enterprise	11,022,680	7,230,310	(3,792,370)	-34.4%
Transfer to Capital Projects	10,000,000	10,000,000	-	0.0%
Transfer to Largo HQ Bldg	-	25,500,000	25,500,000	-
Non-Departmental (1)	3,229,341	6,463,885	3,234,544	100.2%
Subtotal Recreation Fund	98,486,658	130,001,443	31,514,785	32.0%
Prince George's Total General Fund	\$ 330,886,066	\$ 431,995,007	\$ 101,108,941	30.6%

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

Assessable Base and Tax Rates

The total FY23 property tax revenue estimate for the Administration, Park, and Recreation funds is \$338.5 million, an increase of 4.9 percent, or \$15.7 million, over the FY22 Adopted Budget. This projection is based upon the latest State Department of Assessments and Taxation (SDAT) estimates. Final SDAT estimates for FY23 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 FY23 are unchanged from FY22. Those tax rates are as follows:

FY23 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

FY23 Work Program

Planning Department

In our continuing effort to provide effective and efficient service to all stakeholders, the Department is requesting two full-time career positions, one term contract position, and one seasonal work year to address the increasing workload. The Planning Department’s proposed budget for FY23 is 6.3 percent, or \$2.6 million, greater than last year’s adopted budget. The professional/consulting services budget is increasing by \$1.8 million to provide funding for new work programs, plus two new IT initiatives. The Department continues its work on the Master Plan of Transportation in FY23 as well as closing out several FY22 projects.

The Planning Department’s proposed FY23 work program includes carryover projects and programs from FY22 and five new projects for FY23. The five new projects are listed below:

- Port Towns Sector Plan and SMA
- Northern Gateway Sector Plan and SMA
- Neighborhood Conservation Overlay Zones Guidelines Update
- Updated Competitive Retail Market Analysis and Strategic Action Plan and Marketing Strategy
- Office and Commercial Real Estate Study

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 34.1 percent, or \$96.6 million, increase over FY22. Two proposals substantially account for this increase:

- Transferring the operations of the Sports and Learning Complex from the Enterprise Fund to the Recreation and Park Funds;
- To reflect the expansion of the Largo Headquarters Building project to include the administrative offices of the Department of Parks and Recreation, transfers from the Park Fund (\$59.5 million) and the Recreation Fund (\$25.5 million) to the Largo HQ Fund are included.

In developing the FY23 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.
 - Purposeful programming implementations and providing 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.

- Develop project feasibility studies within the CIP process that enables planning, evaluation, prioritization, and cost estimating of projects for existing and new assets to meet identified needs.

Enterprise Fund

As noted above, for FY23 we are transferring the operations of the Sports and Learning Complex from the Enterprise Fund to the Recreation and Park Funds. Therefore, total Enterprise Fund operating revenues are proposed to decrease by \$2.4 million to a total of \$6.3 million. Operating expenses are projected to decrease by 32.0 percent to \$13.5 million. As a result, the subsidy from the Recreation Fund is also budgeted to decrease by \$3.8 million to a total of \$7.2 million. 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.

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 FY23-FY28 Proposed CIP is \$338.1 million, with \$123.9 million proposed for FY23, which is 39.8 percent greater than the FY22 amount. The FY23-FY28 CIP represents a 35.4 percent increase over the Adopted FY22-FY27 CIP.

The priorities of the proposed FY23-FY28 CIP include:

- Conservation and sustainability with a focus on reinvestment in critical parks, playgrounds, fields, and other amenities.
- Implementation of key facility recommendations in the Formula 2040 Plan with the development of indoor recreation centers, including multi-generational centers and replacement/expansion of many of our aging community centers.
- Support renovations of existing and new trails to establish a fully developed trails system.
- Funding of existing buildings and facilities to meet ADA and code requirements.
- Continue to improve public safety of our facilities.

The Proposed FY23-FY28 CIP is prepared and informed by the Department's capital budget goals: 1) financial sustainability; 2) maintenance of the existing parks and recreation infrastructure; and 3) ensuring that sufficient staff capacity is in place to carry out the Department's capital work program.

The CIP follows the guidelines set by the County's Spending Affordability Committee (SAC). The Department again recommends that funding in the CIP be aligned so that infrastructure needs can be addressed on an equitable basis as transfers from the Park and Recreation Funds respectively to the CIP are completed.

Central Administrative Services (CAS)

For FY23, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- For the Department of Human Resources and Management – in addition to the transfer from the Finance Department of the Diversity Business Program Manager, three new career positions are proposed:
 - One career position for the HR Information Systems team in the Human Resources Division
 - One career position to address increased workload and succession planning in the Archives section
 - One career position (funded through the Risk Management ISF) to provide centralization of Continuity of Operations (COOP) and to address increased workload
- For the Finance Department:
 - One new career position in Payroll to ensure continuity of operations
- For the Inspector General:
 - One new position to provide a Deputy to the Inspector General to address both workload and succession planning
 - One new career position to further address increased workload and more sophisticated IT auditing
 - Increased funding for professional services related to information security assessments
- Chief Information Officer:
 - Increased costs of Microsoft operational licenses
 - Funding for the following IT initiatives:
 - ERP Upgrade (second year funding)
 - Learning Management System
 - Continuity of Operations Planning Update

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 2021 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 FY23 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 FY28. Improving property tax revenue projections have allowed this budget to continue to include significant funding for infrastructure maintenance, as well as to address staffing needs in several departments. We are proposing a budget that continues to provide our award-winning services so that we will be able to do so when the economy fully re-opens.

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 967,000+ residents of Prince George's County. We remain equally proud of the work of our dedicated and talented employees and 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 FY23 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 FY23 budget and the Commission's long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget's development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



Prince George's County Overview – Budget Guide

The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide the reader summary level information about the budget as a fiscal plan for the coming year, along with historical data from prior fiscal years for comparison purposes. **The Administration, Park and Recreation Fund schedules present an adjusted version of the Fiscal Year 2022 budget to account for further distribution of personnel funding from the Non-Departmental section of each fund to specific departments, divisions, and programs. Fund totals remain the same. The adjustment is only reflected in department and division totals and is presented as FY22 Adjusted Adopted where applicable.**

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 2023 are included:

- Commission Summary of FY23 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY21 and Budgeted Use of Fund Balance/Net Position for FY22 and FY23;
- Prince George's County FY23 Proposed Budget Summary by Fund Summary by Department by Division;
- Prince George's County FY23 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$481,694,858;
- Prince George's County FY23 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$481,694,858;
- Prince George's County FY23 Proposed Budget Expenditure Summary by Major Object;
- Prince George's County FY23 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$481,694,858;
- Prince George's County Governmental Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Ending Fund Balance General Fund Accounts FY14 Actual to FY23 Proposed;
- Prince George's County Revenues and Expenditures General Fund Accounts FY14 Actual to FY23 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;



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- Prince George's County Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Largo Headquarters Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Net Position;
- Prince George's County Chief Information Officer (CIO) Fund Summary of Revenues, Expenses, and Changers in Fund Net Position;
- Prince George's County Commission-Wide Initiatives (CWIT) Fund Summary of Revenues, Expenses, and Changers in Fund Net Position;
- 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 the 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 only by that division. Not all departments have division level budgets. The basic information included in each level is outlined below.



Prince George's County Overview – Budget Guide

- 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 Adjusted Adopted Budget, along with a staffing summary.
- Following each budget summary section is the **Highlights and Major Changes in the FY23 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) Fund
 - 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.



Prince George's County Overview – Budget Guide

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 15 by both the Montgomery and Prince George's County governments.

Appendices

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

BUDGETARY BASIS

Basis of Accounting

The General, Debt Service, Special Revenue, and Capital Projects Funds are maintained on the current financial resources measurement focus and the modified accrual basis of accounting under Generally Accepted Accounting Principles (GAAP). Revenues and expenditures are recorded in the accounting period in which they become both available and measurable. Tax revenues, which are recognized when they have been levied, are due on or before June of each year, and collection is expected within 60 days thereafter. All other revenue sources are recorded on the accrual basis of accounting. Expenditures are generally recorded as the liabilities are incurred. The exception 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



Prince George's County Overview – Budget Guide

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 expense limitation but requires that increasing expenses are offset by increasing revenues. For example, if increased participation in ice rinks generates more revenue, additional maintenance expenses may be permitted to support greater attendance.

BUDGET PROCESS

Budget development at the Commission is a collaborative, iterative effort that uses input from many sources. The process involves citizens, agency staff, and appointed and elected officials. The Corporate Budget Office, part 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 County Council of each County the proposed annual operating budget for the respective accounts of the General Fund, Special Revenue Funds, and the Debt Service Fund and a budget plan for the respective Enterprise and Internal Service Funds. The budget of the Capital Projects Fund and six-year expenditure plans are submitted prior to November 1, every other year in Montgomery County as a biennial process. In Prince George's County, the Capital Projects Fund and six-year expenditure plans are submitted by January 15. These budgets and plans include the means of financing them.

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

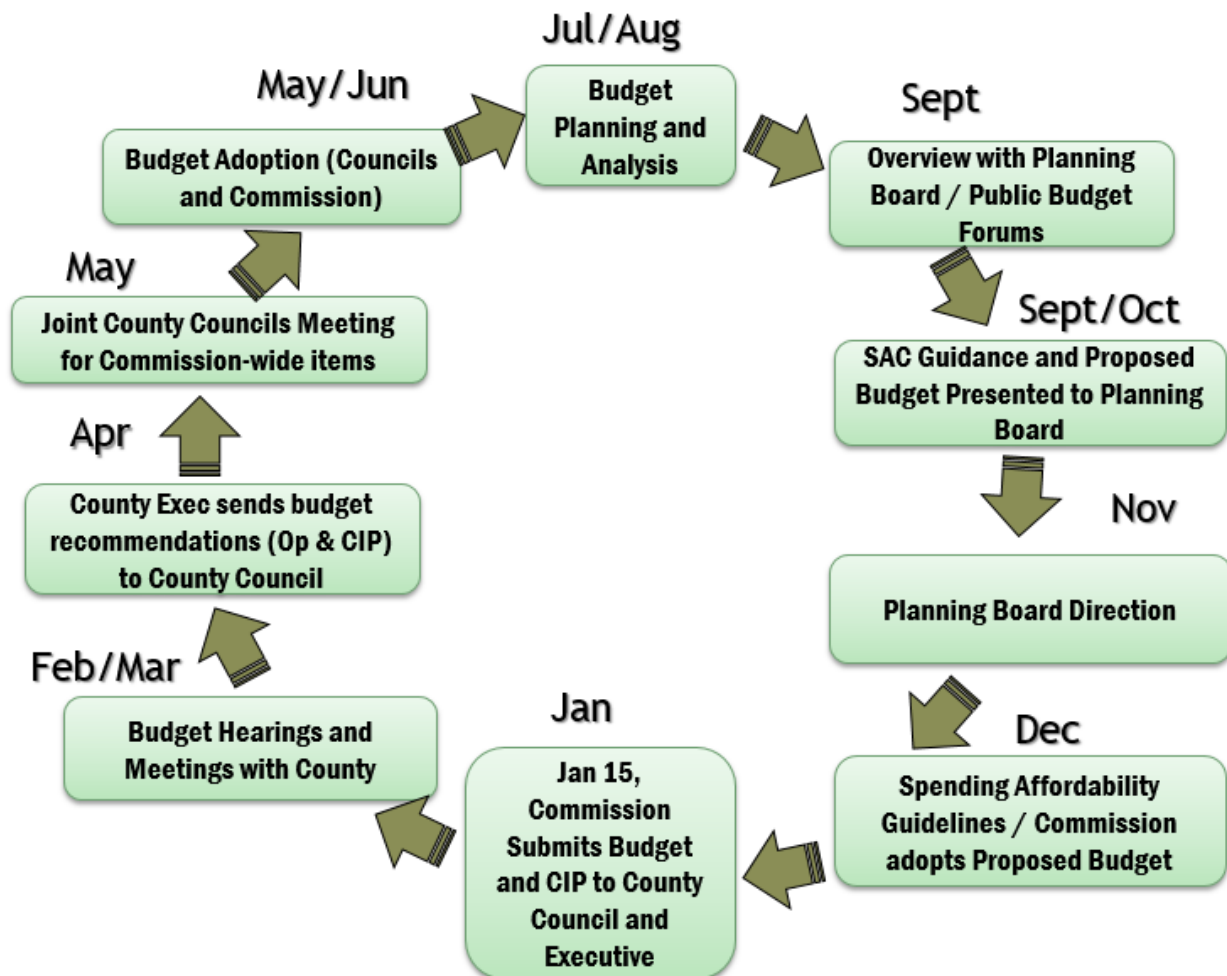
The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



Prince George's County Overview – Budget Guide

Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2021
• Meet with Spending Affordability Committee	By August 30, 2021
• Budget Overview with Planning Board	September to November 2021
• Staff Develops Budget	September to November 2021
• Planning Board Work Sessions	September to December 2021
• Spending Affordability Committee Issues Guidelines	December 2021
• Commission Approves Proposed Budget	December 15, 2021
• Staff Produce Proposed Budget Book	December 2021 to January 2022
• Submit Proposed Operating Budget and Capital Improvement Program to County Executive and County Council	January 15, 2022
• County Executive Makes Recommendations	January 15 to April 1, 2022
• County Council Holds Public Hearings	April 2022
• County Council Reviews Budget	April 2022
• County Councils Meet Jointly	May 2022
• County Councils Adopt Budget	By June 1, 2022
• Commission Adopts Budget Resolution	June 15, 2022



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 2.03 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 183 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 11 County Council members comprise the legislative branch, nine are elected from separate districts and two are at-large.

Prince George's County lies in central Maryland east of the Fall Line, a geographic line of demarcation separating the coastal plain to the east from the upland plateau to the west. 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 decennial census, the County's population is 967,201 as of April 1, 2020. African American persons represent 64.4 percent of the population; White persons are 12.3 percent; Hispanic and Latino origin persons are 19.5 percent; and Asian persons are 4.4 percent. Approximately 22.7 percent of the County population is estimated to be foreign born and 27.3 percent 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 37.8 years, approximately 22.1 percent of County residents are secondary school age or younger (under 18 years old), and approximately 13.9 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 2020-21 totaled 131,657.



Prince George's County Overview – Background

According to the US Census Bureau records, the 2019 median household income in the County was \$86,290, compared to the Maryland state median of \$84,805 and national median of \$62,843. The 2019 median value of an owner-occupied home in Prince George's County was \$302,800 compared to a state median of \$314,800. About 33.6 percent of County residents over age 25 have at least a bachelor's degree. The County's labor force for 2021 was estimated to be 493,068 and the current unemployment rate in 2021 was 6.4 percent versus 5.0 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 seek assistance in understanding the permitting process or with questions regarding new housing developments in their neighborhood.

The services provided by the Department of Parks and Recreation 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 either 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 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 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 on flood plains or ground otherwise unsuitable for development; that they are spaced properly; that there are amenities such as adequate open space and sidewalks; and that existing and planned infrastructure can adequately support the development. When these factors are considered, it becomes clear that all the County's residents, visitors, and neighbors are customers of the Commission.



Prince George’s County Overview – Background

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 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 must be approved jointly by both counties. If the two counties cannot reach agreement on the budget for Central Administrative Services, the budget, as proposed by the Commission, is automatically implemented. Unlike the remainder of the budget, which must be adopted by June 1, the two counties have until June 15, 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 96 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:

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.



Prince George's County Overview – Background

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 provides funds 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 in this Fund.

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 funds to support 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 Debt Service 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 (0.32 cent 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 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.



Prince George's County Overview – Background

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 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 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 funding of goods or services that are provided centrally to 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. We have different reserve levels for different fund types. The Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund, Park Fund, and Recreation Fund. In FY23, 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 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.



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

INVESTMENT POLICY

The Commission applies a comprehensive Investment Policy to 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 Annual Comprehensive 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 in the Department of Finance. The Secretary-Treasurer shall establish written procedures for the operation of the Commission's investment programs consistent with the adopted Investment Policy.

The primary objectives of the Commission's Investment Policy are:

1. Protect investment principal and mitigate credit risk by limiting investments to those investments authorized by State law; pre-qualifying financial institutions, brokers and advisers; diversifying the investing portfolio; and requiring third-party collateralization and safekeeping.
2. The Commission's investment portfolio will remain sufficiently liquid to enable the Commission to meet all operating requirements which might be reasonably anticipated.
3. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, with consideration of investment risk constraints and liquidity needs taking priority over return on investment.

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

The Secretary-Treasurer shall establish and maintain a system of internal controls designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third



Prince George's County Overview – Policies

parties or imprudent actions by employees and investment officers of the Commission. An independent auditor will review the internal controls of the investment program as part of the annual financial audit.

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

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

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

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

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



Prince George's County Overview – Policies

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 4 cents of real property tax and 10 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 cents real property tax rate (3 cents personal property).
3. Debt service as a percentage of General Fund expenditures consisting of the Montgomery County Administration Fund and Park Fund should not exceed 10 percent.
4. Debt service as a percentage of General Fund expenditures consisting of the Prince George's County Administration Fund, Park Fund and Recreation Fund should not exceed 10 percent.
5. Financing a major project critical to Commission business that will cause the debt service ratio to exceed 10 percent may be permitted as a special exception by a vote of the Commission that specifically grants the exception; however, the debt ratio will be brought back into conformance with the target within the next six-year period.
6. The percentage of principal to be paid over the next ten years should remain between 60 percent and 70 percent of the outstanding debt in each of the Commission's county debt portfolios.

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

With regard to debt issuance, long-term debt will be issued only for acquisition, construction or renovation of capital assets, not for operation or general maintenance. PayGo capital financing is utilized when feasible. A competitive bidding process in issuing debt is employed unless there are unusual or complex reasons which justify an alternative method. The Commission's decision is rendered based on the advice of the Secretary-Treasurer after consultation with Bond Counsel and other financial advisors. The Commission also maintains regular communication with the bond rating agencies to keep them informed of the Commission's financial condition.

The Commission generally issues debt with a maximum term of 20 years. Dependent upon Commission financial planning, debt may be structured as level principal, equal payment, or another amortization schedule may be used. The Commission generally issues fixed rate debt. Variable rate debt is permissible but cannot exceed 15 percent of the Commission's total outstanding debt. These policies are reviewed by the Secretary-Treasurer every three years. Any revisions must be approved by the Commission.

LONG-TERM SUSTAINABILITY

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

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



Prince George's County Overview – Policies

impacts residents and business based on their location. The assessable base for the Recreation Fund covers the entire county, because, until the Commission took over operations in the early 1970's, recreation programming was a county governmental function. The assessable base for the Administration Fund (the Regional District), on the other hand, embraces the entire county except for the City of Laurel, which has its own planning function. The assessable base for the Park Fund (Metropolitan District) excludes the incorporated cities of Laurel, Greenbelt and District Heights and several unincorporated areas in the far northern and southeastern portions of the County. As a result, if the Commission, for example, shifts 1 cent of tax rate from the Park Fund to the Recreation Fund, the result, in effect, is a 1 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 FY23 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

Property tax revenues constitute approximately 96 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 FY23 assessable base (both real and personal) projected to grow by 5.0 percent next year. The remaining 4.0 percent of General Fund revenues are projected to decrease by 6.6 percent in FY23 due to projected decrease in interest earnings.

Property Tax Revenue and Tax Rates

The total FY23 property tax revenue estimate for the four tax-supported¹ funds is \$338.5 million, an increase of 4.9 percent or \$15.7 million over the FY22 Adopted Budget. Final SDAT estimates for FY23 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 FY23 are unchanged from FY22. Those tax rates are as follows:

	FY23 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, childcare programs and therapeutic recreation services, and programs for residents with disabilities.

Service charges and fees of the three major tax-supported funds (Administration, Park, and Recreation) are projected at \$13.6 million for FY23, an increase of \$2.6 million or 20.3 percent more than the FY22 budget, due primarily to transfer of the Sports and Learning Complex from the

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



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Enterprise Fund to the Recreation Fund.

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 FY23 is proposed at \$300,000, a decrease of 92.5 percent from the FY22 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 FY23, total Enterprise Fund operating revenues are proposed to be \$6.3 million, a decrease of \$2.4 million from FY22, due to the previously noted transfer of the Sports and Learning Complex to the Recreation Fund. Operating expenses are projected to decrease by 32.0 percent to \$13.5 million, again due to the transfer of the Sports and Learning Complex. As a result, the subsidy from the Recreation Fund is budgeted to decrease by \$3.8 million to \$7.2 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, FY23 continues to include subsidies to the Enterprise Fund. Two programs – the Show Place Arena/Equestrian Center and the Golf Courses – 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. The Commission places value on the maximum usage and enjoyment of services, which often leads to below market fee structures.

EXPENDITURES

The FY23 Proposed Budget's goal is to continue to provide adequate resources for necessary planning studies as well as for park and recreation infrastructure and service delivery. We continue to address our infrastructure improvement needs by utilizing existing fund balances in both the Park Fund and the Recreation Fund as well.

The Proposed Budget includes the following major known commitments for personnel costs in FY23:

- 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



Prince George's County Overview – Budget Issues

- A dollar marker to adjust employee compensation and possible reclassifications due to a multi-year classification study, as well as a separate marker to address the effects of the Commission's recently increased minimum wage.

As can be seen in Exhibit 1, personnel expenses are proposed to increase by \$10.4 million, mostly due to increased OPEB costs and employee compensation markers.

Exhibit 1

FY23 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Prince George's County Administration Fund, Park Fund, and Recreation Fund					
	FY22 Adjusted Adopted	FY23 Proposed	\$ Change	% Change	
OPEB					
OPEB Paygo & Prefunding	\$ 10,728,689	\$ 12,347,670	\$ 1,618,981	15.1%	
Pension (ERS)					
Pension (ERS)	14,358,752	14,345,723	(13,029)	-0.1%	
Health and Benefits(1)					
Employee Health Benefits	22,598,864	23,275,962	677,098	3.0%	
Subtotal Personnel Costs	<u>\$ 47,686,305</u>	<u>\$ 49,969,355</u>	<u>\$ 2,283,050</u>	<u>4.8%</u>	
Employee Compensation					
Marker for Changes to Employee Comp.		5,490,787	5,490,787	-	
Marker for Possible Reclassifications	1,169,534	1,673,631	504,097	43.1%	
Marker for Minimum Wage Increase	255,396	2,390,555	2,135,159	836.0%	
Total Major Personnel Costs			<u>\$10,413,093</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 FY23 have been determined by the actuary. The net change for total OPEB costs is about a \$1.6 million increase or 15.1 percent greater than the FY22 adopted amount.

Total OPEB funding is \$12.35 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

Pension (ERS)

As determined by the actuary, pension costs are projected to decrease by less than 1 percent in FY23, representing a savings of \$13,000 from the FY22 Adopted Budget.



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Health Insurance and Benefits

Health insurance and benefit costs are projected to increase by 3.0 percent in FY23, or \$677,000 more than the FY22 Adopted Budget.

Employee Compensation

The Commission's FY23 budget includes a dollar marker of \$5.49 million in the General Fund. The Commission will be in wage and benefit re-openers with the Municipal and County Government Employees Organization (MCGEO) and the Fraternal Order of Police (FOP). Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is nearing completion (\$504,000). Due to the Commission's recently increased minimum wage, there is also a marker for this (\$2.14 million).

Total expenditures for tax supported funds in the FY23 Proposed Budget (excluding reserves) are \$432.0 million, a 30.6 percent increase over the FY22 Adopted Budget. The total FY23 Proposed Budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise and Special Revenue Funds, is \$466.7 million, 25.8 percent greater than the FY22 Adopted Budget. Exhibit 2 (below) provides a comparative total funds summary.

Exhibit 2

Summary of FY23 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)

	FY22 Adjusted Adopted	FY23 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 58,762,287	\$ 64,031,276	\$ 5,268,989	9.0%
Park (2)	173,637,121	237,962,288	64,325,167	37.0%
Recreation (3)	98,486,658	130,001,443	31,514,785	32.0%
ALA Debt	-	-	-	-
Subtotal Tax Supported	330,886,066	431,995,007	101,108,941	30.6%
Enterprise	19,882,440	13,524,910	(6,357,530)	-32.0%
Special Revenue	6,819,205	6,769,838	(49,367)	-0.7%
Park Debt	13,288,277	14,438,603	1,150,326	8.7%
Total Prince George's	\$ 370,875,988	\$ 466,728,358	\$ 95,852,370	25.8%

(1) Includes transfer to Capital Projects

(2) Includes transfer to Park Debt Service, Capital Projects and Largo HQ Bldg (FY23)

(3) Includes transfer to Enterprise Fund, Capital Projects and Largo HQ Bldg (FY23)

Major Non-Personnel Cost Changes

- Substantial decrease in the Recreation Fund subsidy to the Enterprise Fund, due to the transfer of the Sports and Learning Complex from Enterprise to the Recreation Fund.
- Substantial transfers from the Park Fund (\$59.5 million) and the Recreation Fund (\$25.5 million) to the Largo Headquarters Building Fund, reflecting the expansion of this building project to encompass the administrative offices of the Department of Parks and Recreation to the previously planned future office relocation of the Planning Department and the Commissioners' Office.



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Capital Projects

The FY23 Proposed Budget continues 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. The transfer from the Recreation Fund continues as well.

Investing to Meet Essential Needs

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$7.16 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. In the Planning Department, additional staffing is proposed to address increasing workload and professional services are proposed for an expanded work program; for Human Resources and Management, it is two additional positions – one to bring IT technical expertise to our HR Information Systems team, and one to address increased workload and succession planning in the Archives section; for Finance, it is one position in Payroll to ensure continuity of operations; and for the Office of the Inspector General, it is funding for two positions, one of which would provide a Deputy to address succession planning, while both would address increased workload, and funding for professional services related to information security assessments. For the Park and Recreation Funds, additional positions are proposed to continue to improve service delivery, maintenance, and operations. 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	3,059,489
Administration	DHRM	128,916
Administration	Legal	-
Administration	Finance	64,721
Administration	Inspector General	222,439
Administration	Corporate IT	-
Administration	Share of CIO/CWIT Initiatives	81,415
Park	Parks & Recreation	2,449,743
Recreation	Parks & Recreation	1,151,213
Total		\$ 7,157,936

Project Charges

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. That plan proved a bit too aggressive, given the County's fiscal challenges. The schedule was stretched out by two years and FY21 was the last year of planned reductions. The total project charges in both FY22 and FY23 is \$8.4 million. We appreciate the County's past support in reducing these charges.



Prince George's County Overview – Budget Issues

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

FUND BALANCE

Going into FY23, the General Fund accounts project to have combined fund balances totaling \$197.7 million. In total, the FY23 Proposed Budget utilizes \$78.6 million of these balances. As noted previously, this reflects transfers to the Largo Headquarters Building Fund toward this future project. Exhibit 3 shows the projected change in fund balances for the three general fund accounts.

Exhibit 3

FY23 Proposed Budget Use of Fund Balance Prince George's County General Fund Accounts

	FY22 Estimated Ending (Undesignated)	FY23 Proposed Ending (Undesignated)	Use of Fund Balance (1)
Administration Fund	23,469,690	25,902,431	2,432,741
Park Fund	114,515,258	58,720,982	(55,794,276)
Recreation Fund	59,698,098	34,434,375	(25,263,723)
Total	\$197,683,046	\$ 119,057,788	\$ (78,625,258)

(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 (\$14,966,500) 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, 2021, is estimated at \$1.13 billion. 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 \$121.6 million of outstanding Park Acquisition and Development Bonds. The Commission's Prince George's County bonds are rated AAA by Standard & Poor's Corporation, AAA by Fitch Ratings, and Aaa by Moody's Investor Services, Inc.

SPENDING AFFORDABILITY PROCESS

The Prince George's County Council enacted legislation in 2001 that created a Spending Affordability Committee (SAC) to review the Prince George's portion of the Commission's budget. The Committee consists of the County Auditor, the Director of the Office of Management and



Prince George's County Overview – Budget Issues

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 31 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 and includes the Committee's recommendations including:

- An overall expenditure ceiling (excluding reserves) for all tax supported funds;
- An overall expenditure ceiling for the capital budget; and
- 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 considers 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.



FY23 Proposed Budget
Fiscal and Budget Summary Schedules



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

COMMISSION SUMMARY OF FY23 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission		
	FY 21 Actual	FY 22 Adjusted Adopted	FY 23 Proposed	FY 21 Actual	FY 22 Adjusted Adopted	FY 23 Proposed	FY 21 Actual	FY 22 Adjusted Adopted	FY 23 Proposed
Total Sources: (excluding use of fund balance)									
Administration Fund	\$ 62,711,549	\$ 64,511,317	\$ 66,727,517	\$ 32,461,489	\$ 32,916,904	\$ 38,032,600	\$ 95,173,038	\$ 97,428,221	\$ 104,760,117
Park Fund	173,004,300	177,113,412	182,608,112	114,415,472	110,272,980	126,421,118	287,419,772	287,366,392	309,029,230
Recreation Fund	91,403,059	99,083,560	105,038,520	-	-	-	91,403,059	99,083,560	105,038,520
ALA Debt Service Fund	74	-	-	2,085,302	2,125,166	2,193,100	2,085,376	2,125,166	2,193,100
Tax Supported Funds Total	327,118,982	340,708,289	354,374,149	148,962,262	145,315,050	166,646,818	476,081,245	486,023,339	521,020,967
ALA Debt Service Fund	30,827,425	13,288,277	14,438,603	22,352,693	6,580,058	7,492,008	53,180,118	19,868,335	21,930,611
Property Management Fund	57,763,297	89,603,244	123,980,000	1,503,776	1,737,800	1,737,800	1,503,776	1,657,600	1,737,800
Capital Projects Fund	1,774,065	6,804,705	6,705,338	4,918,656	5,931,793	6,107,056	6,692,721	12,736,448	169,121,000
Special Revenue Funds	417,483,769	450,404,515	499,498,090	192,148,936	205,228,501	227,124,682	609,632,705	655,633,016	726,622,772
Governmental Funds Total									
Proprietary Funds:									
Enterprise Fund	17,750,792	19,882,440	13,524,910	6,867,197	12,588,055	12,543,686	24,617,989	32,470,495	26,068,596
Internal Service Funds:									
Risk Management Fund	7,414,562	4,754,100	3,991,500	4,553,673	3,353,300	2,959,400	11,968,235	8,107,400	6,950,900
Capital Equipment Fund	176,458	166,250	142,500	4,433,186	1,716,350	2,357,900	4,609,643	1,882,600	2,500,400
Wheaton Headquarters Bldg Fund	-	-	-	1,324,865	2,902,595	2,937,103	1,324,865	2,902,595	2,937,103
CIO Fund	915,581	805,810	3,424,710	742,467	726,388	2,467,564	1,658,048	1,532,198	5,892,274
Comm-wide IT Initiatives Fund	2,521,581	2,910,146	946,965	1,761,529	1,669,048	646,301	4,283,110	4,579,194	5,593,266
Largo Headquarters Bldg Fund	60,006,015	-	85,000,000	-	-	-	60,006,015	85,000,000	85,000,000
Executive Office Building Fund*	-	-	-	-	-	-	1,456,497	1,456,080	1,466,323
Group Insurance Fund**	-	-	-	-	-	-	60,021,378	71,089,849	70,206,632
Internal Service Funds Total	71,034,197	8,636,306	93,505,675	12,815,720	10,367,681	11,368,268	145,327,791	154,549,916	176,546,898
Proprietary Funds Total	88,784,989	28,518,746	107,030,585	19,682,917	22,955,736	23,911,954	169,945,780	124,020,411	202,615,494
Private Purpose Trust Funds:									
ALA Revolving Fund	338	-	606,528,675	1,943,040	2,090,116	2,061,550	1,943,378	2,090,116	2,061,550
GRAND TOTAL	\$ 506,269,096	\$ 478,923,261	\$ 606,528,675	\$ 213,774,893	\$ 230,274,353	\$ 253,098,186	\$ 781,521,863	\$ 781,743,543	\$ 931,299,816
Total Uses and Funds Required: (includes reserve in budget amounts but not in actual)									
Governmental Funds:									
Administration Fund	112,557,664	61,698,887	67,231,376	31,532,272	35,953,436	39,084,801	144,089,936	97,652,323	106,316,177
Park Fund	189,640,073	180,238,321	245,003,588	109,267,504	120,182,055	129,622,067	288,907,577	300,420,376	374,625,655
Recreation Fund	85,539,538	102,910,958	134,726,543	-	-	-	85,539,538	102,910,958	134,726,543
General Funds Total	387,737,275	344,848,166	446,961,507	140,799,776	156,135,491	168,706,868	528,537,051	500,983,657	615,668,375
ALA Debt Service Fund	120	-	-	2,079,346	2,125,166	2,193,100	2,079,466	2,125,166	2,193,100
Tax Supported Funds Total	387,737,395	344,848,166	446,961,507	142,879,122	158,260,657	170,899,968	530,616,517	503,108,823	617,861,475
ALA Debt Service Fund	30,827,425	13,288,277	14,438,603	6,027,724	6,580,058	7,492,008	36,855,149	19,868,335	21,930,611
Property Management Fund	38,962,047	89,603,244	123,980,000	1,509,815	1,657,600	1,737,800	1,509,815	1,657,600	1,737,800
Capital Projects Fund	2,272,468	6,819,205	6,769,638	18,306,170	45,744,000	45,141,000	57,268,217	135,347,244	169,121,000
Special Revenue Funds	459,799,335	454,568,892	592,149,948	174,656,488	219,294,434	232,600,816	634,455,823	673,853,326	824,750,764
Governmental Funds Total									
Proprietary Funds:									
Enterprise Fund	14,861,052	19,882,440	13,524,910	7,886,455	10,965,938	10,613,078	22,747,507	30,848,378	24,137,988
Internal Service Funds:									
Risk Management Fund	5,790,142	5,081,313	5,028,767	3,364,518	3,503,512	3,433,966	9,154,660	8,584,825	8,462,733
Capital Equipment Fund	949,365	153,804	143,705	3,975,167	3,059,286	3,913,114	4,924,531	3,213,090	3,956,819
Wheaton Headquarters Bldg Fund	-	-	-	3,551,332	2,902,595	2,937,103	3,551,332	2,902,595	2,937,103
CIO Fund	1,163,808	802,275	3,424,710	943,777	723,196	2,467,564	2,107,585	1,525,471	5,892,274
Comm-wide IT Initiatives Fund	1,917,751	2,807,096	946,965	1,123,697	1,648,820	646,301	3,041,448	4,455,916	5,593,266
Largo Headquarters Bldg Fund	-	-	10,000,000	-	-	-	-	-	10,000,000
Executive Office Building Fund*	-	-	-	-	-	-	1,306,143	1,501,205	1,570,259
Group Insurance Fund**	-	-	-	-	-	-	58,858,301	71,322,028	71,659,632
Internal Service Funds Total	9,821,066	8,844,488	19,544,147	12,958,491	11,837,409	13,298,048	82,944,000	93,505,130	106,072,086
Proprietary Funds Total	24,682,118	28,726,928	33,069,057	20,844,946	22,803,347	23,911,126	105,691,507	124,353,508	130,210,074
Private Purpose Trust Funds:									
ALA Revolving Fund	-	304,715	305,007	-	12,557,515	3,735,280	-	12,862,230	4,040,287
GRAND TOTAL	\$ 484,481,453	\$ 483,590,535	\$ 625,524,012	\$ 195,501,434	\$ 254,655,296	\$ 260,247,222	\$ 740,147,330	\$ 811,069,064	\$ 959,001,125

* 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 FY23. 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

Summary of Changes in Actual Fund Balance/Net Position for FY21 and Budgeted Use of Fund Balance/Net Position for FY22 and FY23 COMMISSION SUMMARY

	Prince George's County			Montgomery County			Total Commission		
	FY 21	FY 22	FY 23	FY 21	FY 22	FY 23	FY 21	FY 22	FY 23
	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed
Governmental Funds:									
Administration Fund	(49,846,115)	2,812,430	(503,859)	929,217	(3,036,532)	(1,052,201)	(48,916,898)	(224,102)	(1,556,060)
Park Fund	(16,635,773)	(3,124,909)	(62,395,476)	5,147,968	(9,909,075)	(3,200,949)	(11,487,805)	(13,033,984)	(65,596,425)
Recreation Fund	5,863,521	(3,827,398)	(29,688,023)	-	-	-	5,863,521	(3,827,398)	(29,688,023)
General Funds Total	(60,618,367)	(4,139,877)	(92,587,358)	6,077,185	(12,945,607)	(4,253,150)	(54,541,182)	(17,085,484)	(96,840,508)
ALA Debt Service Fund	(46)	-	-	5,956	-	-	5,910	-	-
Tax Supported Funds Total	(60,618,413)	(4,139,877)	(92,587,358)	6,083,141	(12,945,607)	(4,253,150)	(54,535,272)	(17,085,484)	(96,840,508)
Park Debt Service Fund	-	-	-	16,324,969	-	-	16,324,969	-	-
Property Management Fund	-	-	-	(6,039)	-	-	(6,039)	-	-
Capital Projects Fund	18,801,250	-	-	(3,894,622)	-	-	14,906,628	-	-
Special Revenue Funds	(488,403)	(14,500)	(64,500)	(1,015,001)	(1,120,326)	(1,222,984)	(1,513,404)	(1,134,826)	(1,287,484)
Governmental Funds Total	(42,315,566)	(4,154,377)	(92,651,858)	17,492,448	(14,065,933)	(5,476,134)	(24,823,118)	(18,220,310)	(98,127,992)
Proprietary Funds:									
Enterprise Fund	2,889,740	-	-	(1,019,258)	1,622,117	1,930,608	1,870,482	1,622,117	1,930,608
Risk Management Fund	1,624,420	(327,213)	(1,037,267)	1,189,155	(150,212)	(474,566)	2,813,575	(477,425)	(1,511,833)
Capital Equipment Fund	(772,907)	12,446	(1,205)	458,019	(1,342,936)	(1,455,214)	(314,888)	(1,330,490)	(1,456,419)
Wheaton Headquarters Bldg Fund	-	-	-	(2,226,467)	-	-	(2,226,467)	-	-
CIO Fund	(248,227)	3,535	-	(201,310)	3,192	-	(449,537)	6,727	-
Comm-wide IT Initiatives Fund	603,830	103,050	-	637,832	20,228	-	1,241,662	123,278	-
Largo Headquarters Bldg Fund	60,006,015	-	75,000,000	-	-	-	60,006,015	-	75,000,000
Executive Office Building Fund*	-	-	-	-	-	-	150,354	(45,125)	(103,936)
Group Insurance Fund *	-	-	-	-	-	-	1,163,077	(232,179)	(1,453,000)
Internal Service Funds Total	61,213,131	(208,182)	73,961,528	(142,771)	(1,469,728)	(1,929,780)	62,383,791	(1,955,214)	70,474,812
Proprietary Funds Total	64,102,871	(208,182)	73,961,528	(1,162,029)	152,389	828	64,254,273	(333,097)	72,405,420
Private Purpose Trust Funds:									
ALA Revolving Fund	338	(304,715)	(305,007)	1,943,040	(10,467,399)	(1,673,730)	1,943,378	(10,772,114)	(1,978,737)
GRAND TOTAL	21,787,643	(4,667,274)	(18,995,337)	18,273,459	(24,380,943)	(7,149,036)	41,374,533	(29,325,521)	(27,701,309)

* 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 FY21 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 FY23 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO Internal Service Fund	Commission-wide IT Initiatives Internal Service Fund	Largo Headquarters Building Internal Service Fund	Total
Sources:															
Property Taxes	\$ 65,680,000	\$ 179,175,200	\$ 93,636,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 338,491,700
Intergovernmental	247,517	542,177	265,306	-	-	-	6,000,000	950,000	-	-	-	-	-	-	8,005,000
Sales	50,000	-	50,400	-	-	-	-	73,600	1,960,000	-	-	-	-	-	2,134,000
Charges for Services	650,000	70,900	9,273,810	-	-	-	-	4,731,769	2,406,400	3,971,500	142,500	3,424,710	946,965	-	25,918,554
Rentals and Concessions	-	2,006,335	1,638,024	-	-	-	-	777,518	1,903,200	-	-	-	-	-	6,325,077
Interest	100,000	100,000	100,000	-	-	-	100,000	15,500	15,000	20,000	-	-	-	-	450,500
Miscellaneous	-	613,500	74,480	-	-	-	-	156,951	10,000	-	-	-	-	-	854,931
Total Revenues	66,727,517	182,508,112	105,038,520	-	-	-	6,100,000	6,705,338	6,294,600	3,991,500	142,500	3,424,710	946,965	-	381,979,762
Transfers In	-	100,000	-	14,286,878	-	-	33,380,000	-	7,230,310	-	-	-	-	85,000,000	139,997,188
Debt Proceeds	-	-	-	151,725	-	-	84,500,000	-	-	-	-	-	-	-	84,651,725
Use of Fund Balance/Net Assets	503,859	62,395,476	29,888,023	-	-	305,007	-	64,500	-	1,037,267	1,205	-	-	-	93,995,337
Total Available Funds	\$ 67,231,376	\$ 245,003,588	\$ 134,726,543	\$ 14,438,603	\$ -	\$ 305,007	\$ 123,980,000	\$ 6,769,838	\$ 13,524,910	\$ 5,028,767	\$ 143,705	\$ 3,424,710	\$ 946,965	\$ 85,000,000	\$ 700,324,012
Uses:															
Commissioners' Office	\$ 3,641,176	-	-	-	-	-	-	-	-	-	-	-	-	-	3,641,176
Planning Department	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Director's Office	2,369,716	-	-	-	-	-	-	-	-	-	-	-	-	-	2,369,716
Management Services	3,518,776	-	-	-	-	-	-	-	-	-	-	-	-	-	3,518,776
Development Review	7,045,040	-	-	-	-	-	-	-	-	-	-	-	-	-	7,045,040
Community Planning	7,009,610	-	-	-	-	-	-	-	-	-	-	-	-	-	7,009,610
Information Management	8,515,264	-	-	-	-	-	-	-	-	-	-	-	-	-	8,515,264
Countywide Planning	9,556,277	-	-	-	-	-	-	-	-	-	-	-	-	-	9,556,277
Support Services	6,587,803	-	-	-	-	-	-	-	-	-	-	-	-	-	6,587,803
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Revenue Operations	-	-	-	-	-	-	-	70,000	-	-	-	-	-	-	70,000
Planning Operations Total	44,602,486	-	-	-	-	-	-	70,000	-	-	-	-	-	-	44,672,486
Central Administrative Services (CAS):															
Dept. of Human Resources and Mgmt.	3,830,217	-	-	-	-	-	-	-	-	-	-	-	-	-	3,830,217
Department of Finance	3,038,142	-	-	-	-	-	-	-	-	-	-	-	-	-	3,038,142
Legal Department	1,513,548	-	-	-	-	-	-	-	-	-	-	-	-	-	1,513,548
Ment System Board	83,888	-	-	-	-	-	-	-	-	-	-	-	-	-	83,888
Office of the Inspector General	666,055	-	-	-	-	-	-	-	-	-	-	-	-	-	666,055
Corporate IT	1,211,623	-	-	-	-	-	-	-	-	-	-	-	-	-	1,211,623
Support Services	874,807	-	-	-	-	-	-	-	-	-	-	-	-	-	874,807
CAS Total	11,218,280	-	-	-	-	-	-	-	-	-	-	-	-	-	11,218,280



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

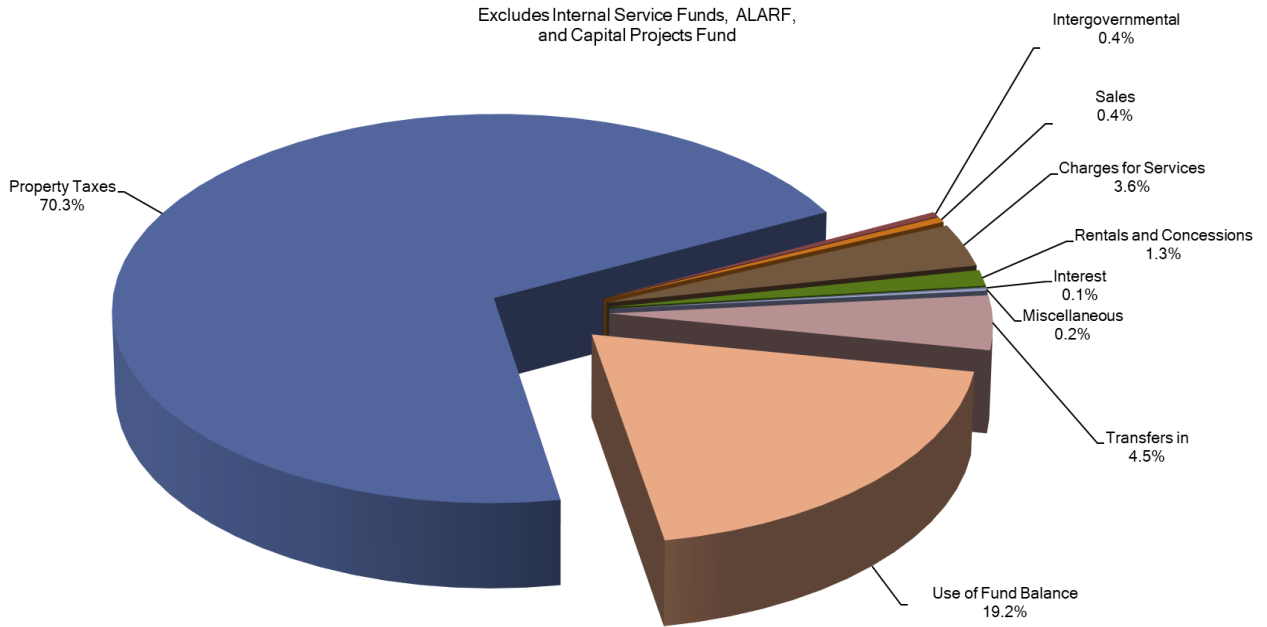
PRINCE GEORGE'S COUNTY FY23 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION cont'd

	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 Internal Service Fund	Commission-wide IT Initiatives Internal Service Fund	Largo Headquarters Building Internal Service Fund	Total
Parks and Rec. Operating Divisions:															
Office of the Director	-	26,018,520	-	-	-	-	-	-	-	-	-	-	-	-	26,018,520
Administration and Development	-	36,423,108	12,084,604	-	-	-	-	-	-	-	-	-	-	-	48,507,712
Facility Operations	-	42,204,987	285,133,671	-	-	-	-	-	-	-	-	-	-	-	70,718,334
Area Operations	-	24,439,107	37,480,427	-	-	-	-	-	-	-	-	-	-	-	61,919,534
Special Revenue Operations	-	-	-	-	-	-	-	6,699,838	-	-	-	-	-	-	6,699,838
Enterprise Operations	-	-	-	-	-	-	-	-	13,524,910	-	-	-	-	-	13,524,910
Total Park and Rec. Operations		129,085,702	78,078,398					6,699,838	13,524,910						227,388,848
NonDepartmental	4,539,334	11,739,708	9,192,735	-	-	-	-	-	-	-	-	-	-	-	25,471,777
Advanced Land Acquisition	-	-	-	-	305,007	-	-	-	-	-	-	-	-	-	305,007
Debt Service	-	-	-	14,438,603	-	-	-	-	-	-	-	-	-	-	14,438,603
Capital Projects	-	-	-	-	-	-	123,880,000	-	-	-	-	-	-	-	123,880,000
Transfer to Debt Service	-	14,286,878	-	-	-	-	-	-	-	-	-	-	-	-	14,286,878
Risk Management Operating	-	-	-	-	-	-	-	-	-	5,028,767	-	-	-	-	5,028,767
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	143,705	-	-	-	143,705
CIO Internal Service Fund	-	-	-	-	-	-	-	-	-	-	-	3,424,710	-	-	3,424,710
Commission-wide IT Initiatives Internal Sei	-	-	-	-	-	-	-	-	-	-	-	-	946,965	-	946,965
Largo Headquarters Building	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000,000	10,000,000
Transfers Out	30,000	82,850,000	42,730,310	-	-	-	100,000	-	-	-	-	-	-	-	125,710,310
Total Uses	\$ 64,031,276	\$ 237,962,288	\$ 130,001,443	\$ 14,438,603	\$ -	\$ 305,007	\$ 123,980,000	\$ 6,769,838	\$ 13,524,910	\$ 5,028,767	\$ 143,705	\$ 3,424,710	\$ 946,965	\$ 10,000,000	\$ 610,357,512
Designated Expenditure Reserve @ 5%	3,200,100	7,041,300	4,725,100	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	14,965,500
Total Required Funds	\$ 67,231,376	\$ 245,003,588	\$ 134,726,543	\$ 14,438,603	\$ -	\$ 305,007	\$ 123,980,000	\$ 6,769,838	\$ 13,524,910	\$ 5,028,767	\$ 143,705	\$ 3,424,710	\$ 946,965	\$ 10,000,000	\$ 625,524,012
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000,000	\$ 75,000,000
Total Funded Career/Term Positions	299.36	846.00	343.00	-	-	-	-	-	47.00	3.50	-	3.50	-	-	1,542.36
Total Funded Workyears	295.90	1,067.95	1,275.59	-	-	-	-	136.40	138.40	3.90	-	3.50	-	-	2,921.64

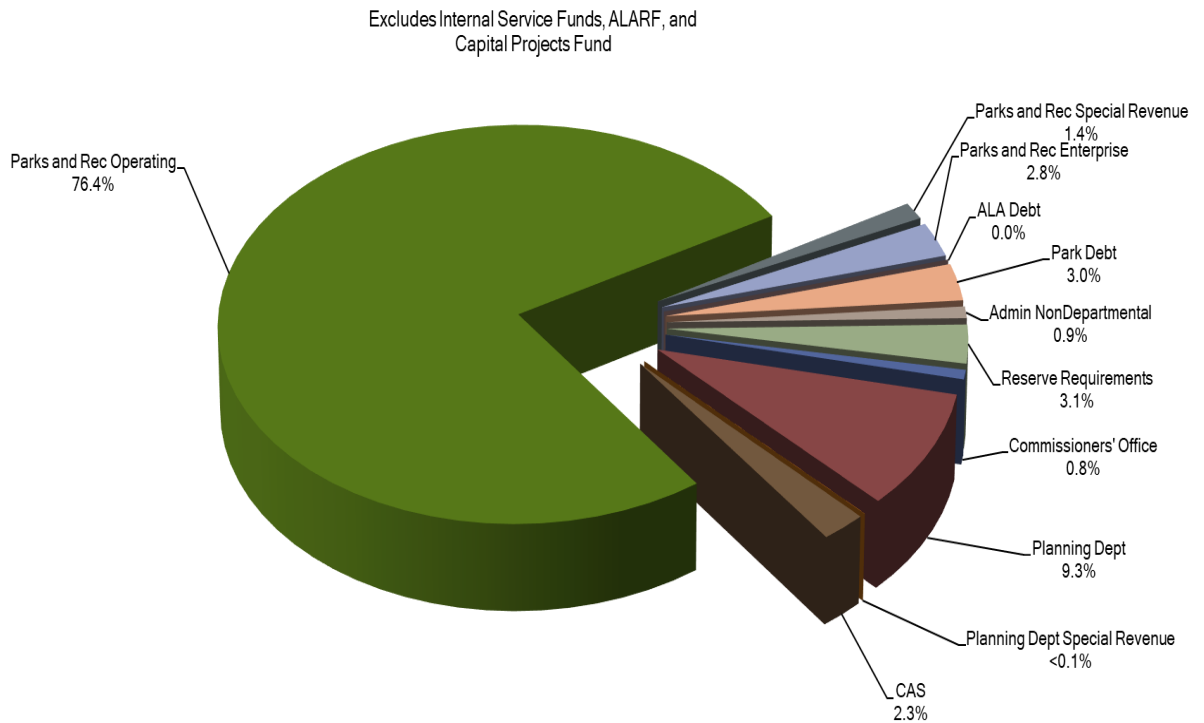


Prince George's County Overview – Fiscal and Budget Summary Schedules

Prince George's County FY23 Proposed Budget
Revenue Sources (Percent of Total by Type)
Total Operating Funds \$481,694,858



Prince George's FY23 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$481,694,858



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

PRINCE GEORGE'S COUNTY FY23 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	1,902,650	37,500	1,611,026	90,000	-	-	-	-	3,641,176
Planning Department	25,063,718	933,900	17,602,096	491,000	511,772	-	30,000	-	44,632,486
DHRM	3,998,109	44,027	539,249	-	(751,168)	-	-	-	3,830,217
Department of Finance	3,605,546	34,606	330,590	-	(932,600)	-	-	-	3,038,142
Legal Department	2,196,012	16,147	226,274	-	(924,885)	-	-	-	1,513,548
Ment System Board	66,838	900	16,150	-	-	-	-	-	83,888
Office of the Inspector General	730,461	3,752	81,528	-	(149,686)	-	-	-	666,055
Corporate IT	1,350,780	55,300	836,399	-	(1,030,856)	-	-	-	1,211,623
CAS Support Services	5,600	19,600	849,607	-	-	-	-	-	874,807
Non-Departmental	4,539,334	-	-	-	-	-	-	-	4,539,334
Budgetary Reserve	-	-	-	-	-	-	30,000	3,200,100	3,200,100
Administration Fund Total	43,459,048	1,145,732	22,092,919	581,000	(3,277,423)	-	30,000	3,200,100	67,231,376
Park Fund									
Department of Parks and Recreation	100,045,056	10,186,875	27,089,124	1,978,900	1,525,455	-	97,136,878	7,041,300	245,003,588
Park Fund Total	100,045,056	10,186,875	27,089,124	1,978,900	1,525,455	-	97,136,878	7,041,300	245,003,588
Recreation Fund									
Department of Parks and Recreation	61,992,314	5,268,736	18,617,705	790,000	602,378	-	42,730,310	4,725,100	134,726,543
Recreation Fund Total	61,992,314	5,268,736	18,617,705	790,000	602,378	-	42,730,310	4,725,100	134,726,543
General Funds Total	205,496,418	16,601,343	67,799,748	3,349,900	(1,149,590)	-	139,897,188	14,966,500	446,961,507
ALA Debt Service Fund									
Tax Supported Funds Total	205,496,418	16,601,343	67,799,748	3,349,900	(1,149,590)	-	139,897,188	14,966,500	446,961,507
Park Debt Service Fund						14,438,603			14,438,603
Capital Projects Fund			30,000	123,850,000			100,000		123,980,000
Special Revenue Funds									
Planning Department	4,231,152	1,103,140	70,000	-	113,290	-	-	-	70,000
Department of Parks and Recreation	4,231,152	1,103,140	1,231,756	20,500	113,290	-	-	-	6,699,838
Special Revenue Funds Total	8,462,304	2,206,280	1,301,756	20,500	226,580	-	-	-	6,769,838
Governmental Funds Total	209,727,570	17,704,483	69,131,504	127,220,400	(1,036,300)	14,438,603	139,997,188	14,966,500	592,149,948
Proprietary Funds:									
Enterprise Fund									
Department of Parks and Recreation	8,006,688	2,490,634	2,478,515	271,800	277,273	-	-	-	13,524,910
Enterprise Fund Total	8,006,688	2,490,634	2,478,515	271,800	277,273	-	-	-	13,524,910
Internal Service Funds:									
Risk Management Fund	566,324	35,250	4,048,940	-	378,253	-	-	-	5,028,767
Capital Equipment Fund	-	-	-	125,000	18,705	-	-	-	143,705
CIO Internal Service Fund	770,207	27,065	2,627,438	-	-	-	-	-	3,424,710
Commission-wide IT Initiatives Fund	-	-	946,965	-	-	-	-	-	946,965
Largo Headquarters Building Fund	-	-	10,000,000	-	-	-	-	-	10,000,000
Internal Service Funds Total	1,336,531	62,315	17,623,343	125,000	396,958	-	-	-	19,544,147
Proprietary Funds Total	9,343,219	2,552,949	20,101,888	396,800	674,231	-	-	-	33,069,057
Private Purpose Trust Funds:									
ALA Revolving Fund				305,007					305,007
Private Purpose Trust Funds Total				305,007					305,007
GRAND TOTAL	219,070,789	20,257,432	89,233,362	127,922,207	(362,069)	14,438,603	139,997,188	14,966,500	625,524,012

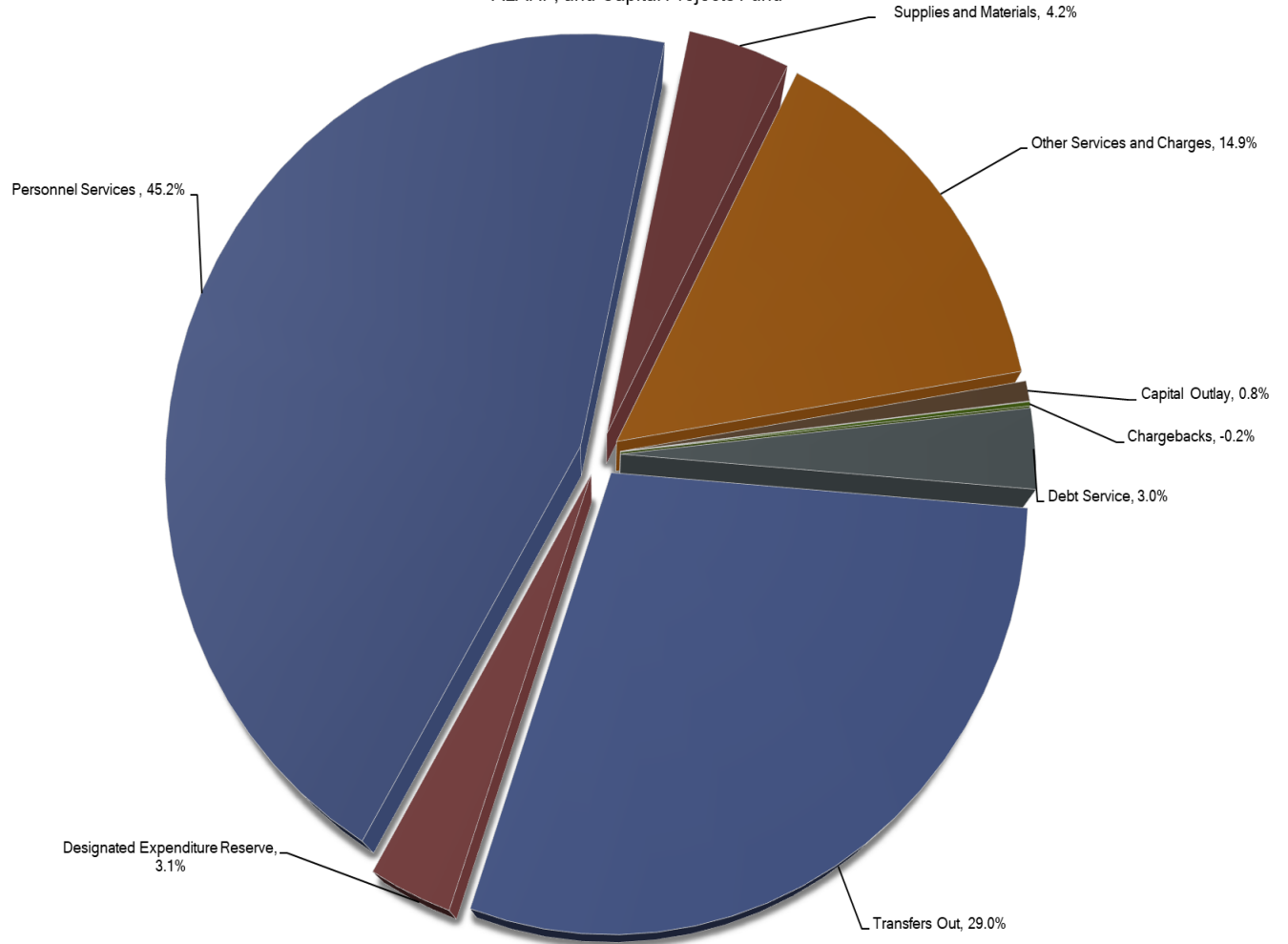
* Park Fund transfer out includes the transfers to Capital Projects Fund (\$23.35M), to Debt Service (\$14.286M), and to Largo HQ Building Fund (\$59.5M). Recreation Fund transfer out includes the transfers to Capital Projects Fund (\$10.0M), to Enterprise Fund (\$7.23M), and to Largo HQ Building Fund (\$25.5M).



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

Prince George's County FY23 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds \$481,694,858

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 2023

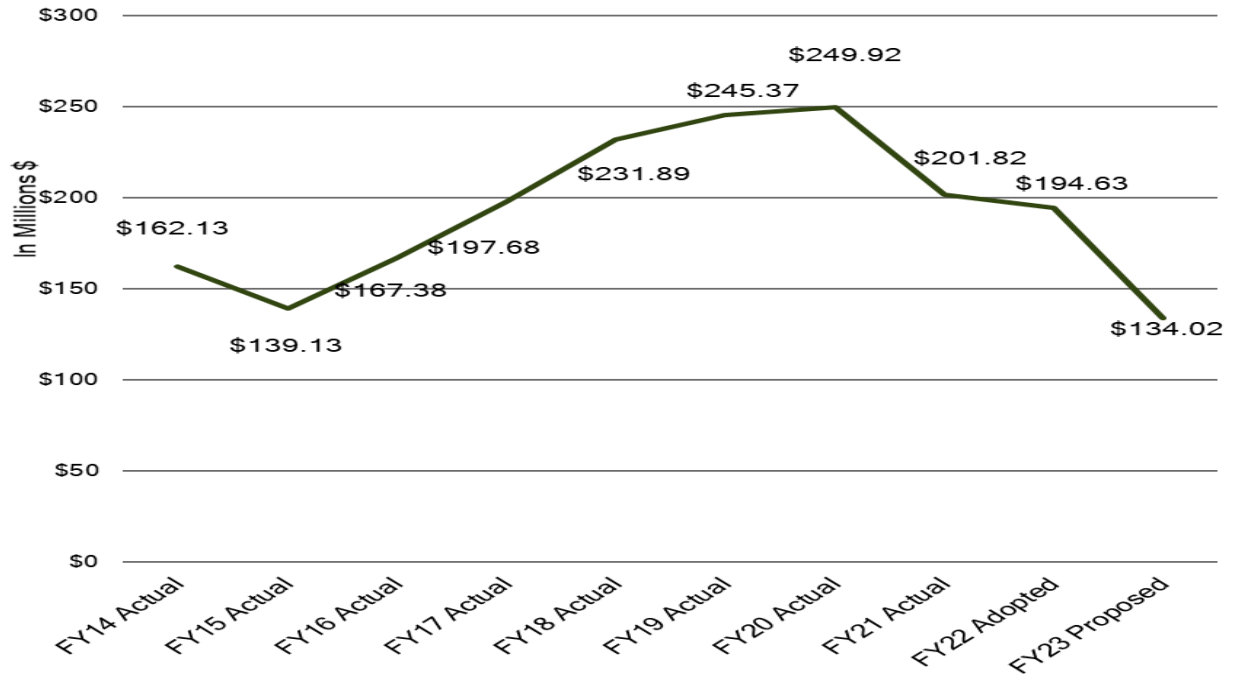
	General Fund Accounts			Advance Land Acquisition/Debt Service Fund			Total Tax Supported Funds			Park Debt Service Fund			Capital Projects Fund			Special Revenue Funds			Total Governmental Funds			
	FY 22	FY 23		FY 22	FY 23		FY 22	FY 23		FY 22	FY 23		FY 22	FY 23		FY 22	FY 23		FY 22	FY 23		
	Adjusted	Proposed	Change	Adjusted	Proposed	Change	Adjusted	Proposed	Change	Adjusted	Proposed	Change	Adjusted	Proposed	Change	Adjusted	Proposed	Change	Adjusted	Proposed	Change	
Revenues:																						
Property Taxes	322,819,400	338,491,700	15.7%	-	-	-	322,819,400	338,491,700	4.8%	-	-	-	-	-	-	322,819,400	338,491,700	4.9%	322,819,400	338,491,700	4.9%	
Intergovernmental - Federal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	950,000	950,000	0.0%	950,000	950,000	0.0%	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
County - Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
County - Non-Grant/Permit/Fee	55,000	55,000	0.0%	55,000	55,000	0.0%	55,000	55,000	0.0%	-	-	-	-	-	55,000	55,000	0.0%	55,000	55,000	0.0%		
PGC PILOT	1,000,000	1,000,000	0.0%	1,000,000	1,000,000	0.0%	1,000,000	1,000,000	0.0%	-	-	-	-	-	1,000,000	1,000,000	0.0%	1,000,000	1,000,000	0.0%		
Sales	100,400	100,400	0.0%	100,400	100,400	0.0%	100,400	100,400	0.0%	-	-	-	-	-	100,400	100,400	0.0%	100,400	100,400	0.0%		
Charges for Services	8,037,886	9,994,710	23.7%	8,037,886	9,994,710	23.7%	8,037,886	9,994,710	23.7%	-	-	-	-	-	73,600	73,600	0.0%	73,600	73,600	0.0%		
Rentals and Concessions	3,003,783	3,644,359	21.3%	3,003,783	3,644,359	21.3%	3,003,783	3,644,359	21.3%	-	-	-	-	-	4,731,769	4,731,769	16.7%	4,731,769	4,731,769	16.7%		
Interest	4,000,000	300,000	-7.5%	4,000,000	300,000	-7.5%	4,000,000	300,000	-7.5%	-	-	-	-	-	786,618	777,518	-1.1%	786,618	777,518	-1.1%		
Miscellaneous	691,820	691,820	0.0%	691,820	691,820	0.0%	691,820	691,820	0.0%	-	-	-	-	-	15,500	15,500	0.0%	15,500	15,500	0.0%		
Total Revenues	339,702,289	354,274,149	4.3%	339,702,289	354,274,149	4.3%	339,702,289	354,274,149	4.3%	-	-	-	-	-	6,894,705	6,705,338	-2.7%	6,894,705	6,705,338	-2.7%		
Expenditures:																						
Personnel Services	184,972,793	205,496,418	11.1%	184,972,793	205,496,418	11.1%	184,972,793	205,496,418	11.1%	-	-	-	-	-	4,210,160	4,231,152	0.5%	4,210,160	4,231,152	0.5%		
Supplies and Materials	16,622,531	16,601,343	-0.1%	16,622,531	16,601,343	-0.1%	16,622,531	16,601,343	-0.1%	-	-	-	-	-	1,154,405	1,103,140	-4.5%	1,154,405	1,103,140	-4.5%		
Other Services and Charges	64,672,979	67,999,748	5.1%	64,672,979	67,999,748	5.1%	64,672,979	67,999,748	5.1%	-	-	-	-	-	1,284,656	1,301,756	1.3%	1,284,656	1,301,756	1.3%		
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Outlay	3,130,900	3,349,900	7.3%	3,130,900	3,349,900	7.3%	3,130,900	3,349,900	7.3%	-	-	-	-	-	24,100	20,500	-12.4%	24,100	20,500	-12.4%		
Other Classifications	(1,179,094)	(1,149,590)	2.5%	(1,179,094)	(1,149,590)	2.5%	(1,179,094)	(1,149,590)	2.5%	-	-	-	-	-	145,884	113,290	-22.3%	145,884	113,290	-22.3%		
Chargebacks	268,220,109	292,097,819	8.7%	268,220,109	292,097,819	8.7%	268,220,109	292,097,819	8.7%	-	-	-	-	-	6,819,205	6,769,838	-0.7%	6,819,205	6,769,838	-0.7%		
Total Expenditures	71,488,180	62,176,330	-13.1%	71,488,180	62,176,330	-13.1%	71,488,180	62,176,330	-13.1%	(13,288,277)	(13,288,277)	0.0%	(13,288,277)	(13,288,277)	0.0%	(13,288,277)	(13,288,277)	0.0%	(13,288,277)	(13,288,277)	0.0%	
Excess of Revenues over (under) Expenditures	268,220,109	292,097,819	8.7%	268,220,109	292,097,819	8.7%	268,220,109	292,097,819	8.7%	14,438,603	14,438,603	0.0%	14,438,603	14,438,603	0.0%	14,438,603	14,438,603	0.0%	14,438,603	14,438,603	0.0%	
Other Financing Sources (Uses):																						
Debt Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Premiums on Bonds Issued	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers (Out)	(139,897,188)	(139,897,188)	0.0%	(139,897,188)	(139,897,188)	0.0%	(139,897,188)	(139,897,188)	0.0%	-	-	-	-	-	(1,000,000)	(1,000,000)	0.0%	(1,000,000)	(1,000,000)	0.0%		
Total Transfers (Out)	(139,897,188)	(139,897,188)	0.0%	(139,897,188)	(139,897,188)	0.0%	(139,897,188)	(139,897,188)	0.0%	-	-	-	-	-	(1,000,000)	(1,000,000)	0.0%	(1,000,000)	(1,000,000)	0.0%		
Total Other Financing Sources (Uses)	(139,897,188)	(139,897,188)	0.0%	(139,897,188)	(139,897,188)	0.0%	(139,897,188)	(139,897,188)	0.0%	-	-	-	-	-	(1,000,000)	(1,000,000)	0.0%	(1,000,000)	(1,000,000)	0.0%		
Total Uses	330,865,066	431,995,007	29.9%	330,865,066	431,995,007	29.9%	330,865,066	431,995,007	29.9%	13,288,277	13,288,277	0.0%	13,288,277	13,288,277	0.0%	13,288,277	13,288,277	0.0%	13,288,277	13,288,277	0.0%	
Excess of Sources over (under) Uses	9,822,223	(77,620,858)	-7.9%	9,822,223	(77,620,858)	-7.9%	9,822,223	(77,620,858)	-7.9%	-	-	-	-	-	(14,500)	(14,500)	0.0%	(14,500)	(14,500)	0.0%		
Designated Expenditure Reserve @ 5%	13,962,100	14,966,500	7.2%	13,962,100	14,966,500	7.2%	13,962,100	14,966,500	7.2%	-	-	-	-	-	-	-	-	-	-	-	-	
Total Required Funds	344,848,166	446,961,507	28.7%	344,848,166	446,961,507	28.7%	344,848,166	446,961,507	28.7%	13,288,277	13,288,277	0.0%	13,288,277	13,288,277	0.0%	13,288,277	13,288,277	0.0%	13,288,277	13,288,277	0.0%	
Excess of Sources over (under) Total Funds Required	(4,139,877)	(92,597,358)	-22.3%	(4,139,877)	(92,597,358)	-22.3%	(4,139,877)	(92,597,358)	-22.3%	-	-	-	-	-	(14,500)	(14,500)	0.0%	(14,500)	(14,500)	0.0%		
Fund Balance - Beginning	184,805,779	211,645,146	11.4%	184,805,779	211,645,146	11.4%	184,805,779	211,645,146	11.4%	-	-	-	-	-	111,803,011	130,604,261	16.8%	111,803,011	130,604,261	16.8%		
Fund Balance - Ending	194,631,002	134,024,288	-30.8%	194,631,002	134,024,288	-30.8%	194,631,002	134,024,288	-30.8%	-	-	-	-	-	111,803,011	130,604,261	16.8%	111,803,011	130,604,261	16.8%		
Classification of Ending Fund Balance:																						
Designated Expenditure Reserve	13,962,100	14,966,500	7.2%	13,962,100	14,966,500	7.2%	13,962,100	14,966,500	7.2%	not applicable	not applicable	0.0%	not applicable	not applicable	681,921	676,984	-0.7%	681,921	676,984	-0.7%		
Undesignated Fund Balance	180,668,902	119,057,788	-33.2%	180,668,902	119,057,788	-33.2%	180,668,902	119,057,788	-33.2%	not applicable	not applicable	0.0%	not applicable	not applicable	111,803,011	130,604,261	16.8%	111,803,011	130,604,261	16.8%		
Total Ending Fund Balance	194,631,002	134,024,288	-30.8%	194,631,002	134,024,288	-30.8%	194,631,002	134,024,288	-30.8%	not applicable	not applicable	0.0%	not applicable	not applicable	111,803,011	130,604,261	16.8%	111,803,011	130,604,261	16.8%		

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

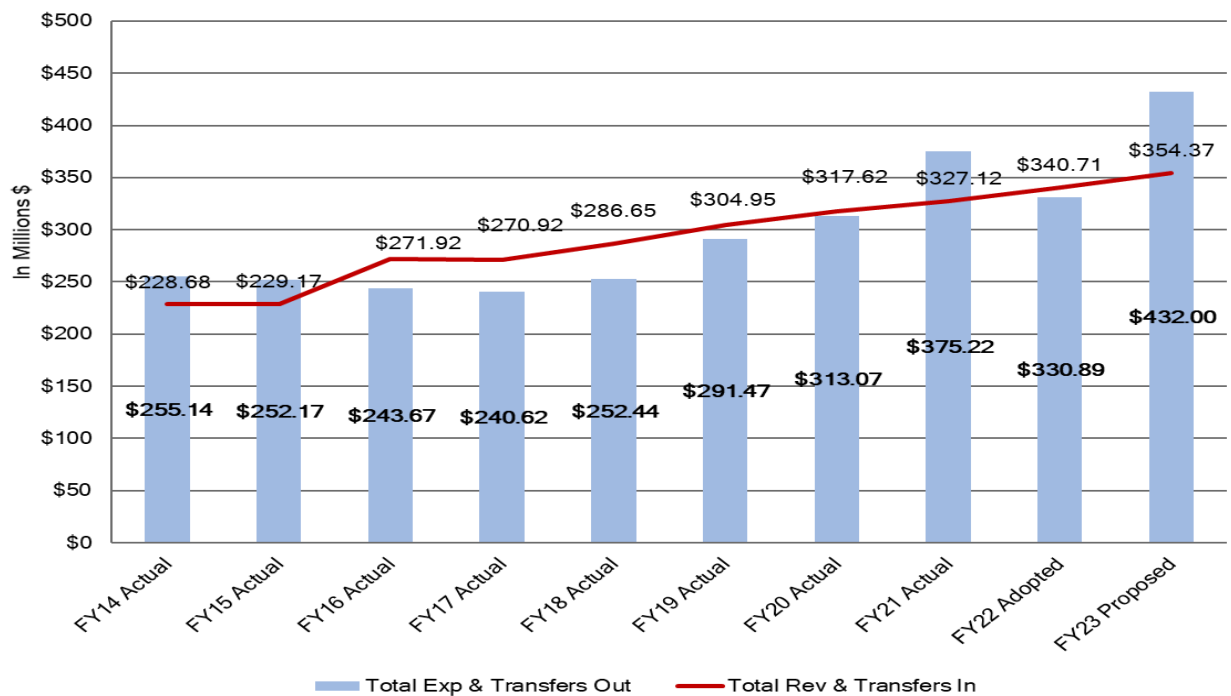


Prince George's County Overview - Fiscal and Budget Summary Schedules

Prince George's County
Ending Fund Balance
General Fund Accounts
FY14 Actual to FY23 Proposed



Prince George's County
Revenue and Expenditures
General Fund Accounts
FY14 Actual to FY23 Proposed



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

CENTRAL ADMINISTRATIVE SERVICES BUDGET SUMMARY Expenditures by County, by Department and by Object PROPOSED BUDGET FISCAL YEAR 2023

	Montgomery County				Prince George's County				Combined Department Total			
	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
DHRM												
Personnel Services	2,452,998	2,485,159	2,676,529	7.7%	3,544,551	3,591,032	3,998,109	11.3%	5,997,549	6,076,191	6,674,638	9.8%
Supplies and Materials	29,244	29,244	29,474	0.8%	42,257	42,257	44,027	4.2%	71,501	71,501	73,501	2.8%
Other Services and Charges	361,528	361,528	393,975	9.0%	485,169	485,169	539,249	8.9%	856,697	856,697	933,224	8.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,843,770	2,875,931	3,099,978	7.8%	4,081,977	4,128,458	4,581,385	11.0%	6,925,747	7,004,389	7,681,363	9.7%
Chargebacks	(296,999)	(296,999)	(310,038)	4.4%	(743,583)	(743,583)	(751,168)	1.0%	(1,040,582)	(1,040,582)	(1,061,206)	2.0%
Total	2,546,771	2,578,932	2,789,940	8.2%	3,338,394	3,384,875	3,830,217	13.2%	5,885,165	5,963,807	6,620,157	11.0%
Department of Finance												
Personnel Services	2,604,873	2,638,010	2,686,736	1.8%	3,476,456	3,520,756	3,665,546	2.4%	6,081,329	6,158,766	6,292,282	2.2%
Supplies and Materials	25,894	25,894	25,894	0.0%	34,606	34,606	34,606	0.0%	60,500	60,500	60,500	0.0%
Other Services and Charges	244,643	244,643	273,404	11.8%	304,643	304,643	330,590	8.6%	549,286	549,286	603,994	10.0%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,875,410	2,908,547	2,986,034	2.7%	3,815,705	3,860,005	3,970,742	2.9%	6,691,115	6,768,552	6,956,776	2.8%
Chargebacks	(515,233)	(515,233)	(521,000)	1.1%	(911,262)	(911,262)	(932,600)	2.3%	(1,426,495)	(1,426,495)	(1,453,600)	1.9%
Total	2,360,177	2,393,314	2,465,034	3.0%	2,904,443	2,948,743	3,038,142	3.0%	5,264,620	5,342,057	5,503,176	3.0%
Legal Department												
Personnel Services	2,051,794	2,076,704	2,372,533	14.2%	2,011,161	2,035,583	2,196,012	7.9%	4,062,955	4,112,287	4,568,545	11.1%
Supplies and Materials	16,873	16,873	16,873	0.0%	16,147	16,147	16,147	0.0%	33,020	33,020	33,020	0.0%
Other Services and Charges	196,907	196,907	233,270	18.5%	193,007	193,007	226,274	17.2%	389,914	389,914	459,544	17.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,265,574	2,290,484	2,622,676	14.5%	2,220,315	2,244,737	2,438,433	8.6%	4,485,889	4,535,221	5,061,109	11.6%
Chargebacks	(678,959)	(678,959)	(974,426)	43.5%	(858,752)	(858,752)	(924,885)	7.7%	(1,537,711)	(1,537,711)	(1,899,311)	23.5%
Total	1,586,615	1,611,525	1,648,250	2.3%	1,361,563	1,385,985	1,513,548	9.2%	2,948,178	2,997,510	3,161,798	5.5%
Merit System Board												
Personnel Services	66,376	67,569	66,838	-1.1%	66,376	67,569	66,838	-1.1%	132,752	135,138	133,676	-1.1%
Supplies and Materials	900	900	900	0.0%	900	900	900	0.0%	1,800	1,800	1,800	0.0%
Other Services and Charges	13,805	13,805	16,150	17.0%	13,805	13,805	16,150	17.0%	27,610	27,610	32,300	17.0%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	81,081	82,274	83,888	2.0%	81,081	82,274	83,888	2.0%	162,162	164,548	167,776	2.0%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	-
Total	81,081	82,274	83,888	2.0%	81,081	82,274	83,888	2.0%	162,162	164,548	167,776	2.0%

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 2023

	Montgomery County				Prince George's County				Combined Department Total			
	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change	FY 22 Adopted*	FY 22 Adjusted Adopted	FY 23 Proposed	% Change	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Office of the Inspector General												
Personnel Services	348,542	352,439	401,970	14.1%	487,281	492,707	730,461	48.3%	835,823	845,146	1,132,431	34.0%
Supplies and Materials	2,654	2,654	2,597	-2.1%	3,695	3,695	3,752	1.5%	6,349	6,349	6,349	0.0%
Other Services and Charges	16,150	16,150	59,414	267.9%	19,592	19,592	81,528	316.1%	35,742	35,742	140,942	294.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	367,346	371,243	463,981	25.0%	510,568	515,994	815,741	58.1%	877,914	887,237	1,279,722	44.2%
Chargebacks	-	-	-	0.0%	(145,850)	(145,850)	(149,686)	2.6%	(145,850)	(145,850)	(149,686)	2.6%
Total	367,346	371,243	463,981	25.0%	364,718	370,144	666,055	79.9%	732,064	741,387	1,130,036	52.4%
Corporate IT												
Personnel Services	1,311,358	1,326,654	1,350,780	1.8%	1,332,510	1,348,047	1,350,780	0.2%	2,643,868	2,674,701	2,701,560	1.0%
Supplies and Materials	49,986	49,986	55,300	10.6%	57,939	57,939	55,300	-4.6%	107,925	107,925	110,600	2.5%
Other Services and Charges	743,411	743,411	840,030	13.0%	750,260	750,260	836,399	11.5%	1,493,671	1,493,671	1,676,429	12.2%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,104,755	2,120,051	2,246,110	5.9%	2,140,709	2,156,246	2,242,479	4.0%	4,245,464	4,276,297	4,488,589	5.0%
Chargebacks	(563,343)	(563,343)	(594,338)	5.5%	(664,552)	(664,552)	(1,030,856)	6.9%	(1,527,895)	(1,527,895)	(1,625,194)	6.4%
Total	1,541,412	1,556,708	1,651,772	6.1%	1,476,157	1,491,694	1,211,623	1.7%	2,717,569	2,748,402	2,863,395	4.2%
CAS Support Services												
Personnel Services	4,440	4,440	4,400	-0.9%	5,560	5,560	5,600	0.7%	10,000	10,000	10,000	0.0%
Supplies and Materials	15,540	15,540	15,400	-0.9%	19,460	19,460	19,600	0.7%	35,000	35,000	35,000	0.0%
Other Services and Charges	614,356	614,356	670,419	9.1%	767,494	767,494	849,607	10.7%	1,381,850	1,381,850	1,520,026	10.0%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	634,336	634,336	690,219	8.8%	792,514	792,514	874,807	10.4%	1,426,850	1,426,850	1,565,026	9.7%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	-
Total	634,336	634,336	690,219	8.8%	792,514	792,514	874,807	10.4%	1,426,850	1,426,850	1,565,026	9.7%
Total Central Administrative Services												
Personnel Services	8,840,381	8,950,975	9,559,786	6.8%	10,923,895	11,061,254	11,953,346	8.1%	19,764,276	20,012,229	21,513,132	7.5%
Supplies and Materials	141,091	141,091	146,438	3.8%	175,004	175,004	174,332	-0.4%	316,095	316,095	320,770	1.5%
Other Services and Charges	2,190,800	2,190,800	2,486,662	13.5%	2,543,970	2,543,970	2,879,797	13.2%	4,734,770	4,734,770	5,366,459	13.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	11,172,272	11,282,866	12,192,886	8.1%	13,642,869	13,780,228	15,007,475	8.9%	24,815,141	25,063,094	27,200,361	8.5%
Chargebacks	(2,054,534)	(2,054,534)	(2,399,802)	16.8%	(3,623,999)	(3,623,999)	(3,789,195)	4.6%	(5,678,533)	(5,678,533)	(6,188,997)	9.0%
Total	9,117,738	9,228,332	9,793,084	6.1%	10,018,870	10,156,229	11,218,280	10.5%	19,136,608	19,384,561	21,011,364	8.4%

*% 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Property Taxes	\$ 61,417,123	\$ 62,638,800	\$ 62,638,800	\$ 65,680,000	4.9%
Intergovernmental -					
Federal	34,139	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	56,370	55,000	55,000	55,000	0.0%
PGC PILOT	175,373	192,517	192,517	192,517	0.0%
Sales	29,512	50,000	50,000	50,000	0.0%
Charges for Services	922,505	575,000	575,000	650,000	13.0%
Rentals and Concessions	-	-	-	-	-
Interest	63,603	1,000,000	1,000,000	100,000	-90.0%
Miscellaneous	12,924	-	-	-	-
Total Revenues	<u>62,711,549</u>	<u>64,511,317</u>	<u>64,511,317</u>	<u>66,727,517</u>	<u>3.4%</u>
Expenditures:					
Personnel Services	34,332,164	39,482,950	39,482,950	43,459,048	10.1%
Supplies and Materials	945,256	1,084,504	1,084,504	1,145,732	5.6%
Other Services and Charges	14,916,199	21,017,427	21,017,427	22,092,919	5.1%
Capital Outlay	159,883	346,000	346,000	581,000	67.9%
Other Classifications	-	-	-	-	-
Chargebacks	(3,184,338)	(3,198,594)	(3,198,594)	(3,277,423)	2.5%
Total Expenditures	<u>47,169,164</u>	<u>58,732,287</u>	<u>58,732,287</u>	<u>64,001,276</u>	<u>9.0%</u>
Excess of Revenues over (under) Expenditures	<u>15,542,385</u>	<u>5,779,030</u>	<u>5,779,030</u>	<u>2,726,241</u>	<u>-52.8%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Park Fund	(3,000,000)	-	-	-	-
Capital Projects Fund	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Largo HQ Bldg Fund	(60,000,000)	-	-	-	-
Total Transfers (Out)	<u>(63,030,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>(63,030,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>0.0%</u>
Total Uses	<u>110,199,164</u>	<u>58,762,287</u>	<u>58,762,287</u>	<u>64,031,276</u>	<u>9.0%</u>
Excess of Sources over (under) Uses	<u>(47,487,615)</u>	<u>5,749,030</u>	<u>5,749,030</u>	<u>2,696,241</u>	<u>-53.1%</u>
Designated Expenditure Reserve @ 5%	2,358,500	2,936,600	2,936,600	3,200,100	9.0%
Total Required Funds	<u>\$ 112,557,664</u>	<u>\$ 61,698,887</u>	<u>\$ 61,698,887</u>	<u>\$ 67,231,376</u>	<u>9.0%</u>
Excess of Sources over (under) Total Funds Required	<u>\$ (49,846,115)</u>	<u>\$ 2,812,430</u>	<u>\$ 2,812,430</u>	<u>\$ (503,859)</u>	<u>-117.9%</u>
Fund Balance - Beginning	<u>68,144,875</u>	<u>12,727,689</u>	<u>20,657,260</u>	<u>26,406,290</u>	<u>107.5%</u>
Fund Balance - Ending	<u>\$ 20,657,260</u>	<u>\$ 18,476,719</u>	<u>\$ 26,406,290</u>	<u>\$ 29,102,531</u>	<u>57.5%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	2,358,500	2,936,600	2,936,600	3,200,100	9.0%
Undesignated Fund Balance	<u>18,298,760</u>	<u>15,540,119</u>	<u>23,469,690</u>	<u>25,902,431</u>	<u>66.7%</u>
Total Ending Fund Balance	<u>\$ 20,657,260</u>	<u>\$ 18,476,719</u>	<u>\$ 26,406,290</u>	<u>\$ 29,102,531</u>	<u>57.5%</u>

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



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

PRINCE GEORGE'S COUNTY PARK FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Property Taxes	\$ 167,755,438	\$ 170,880,500	\$ 170,880,500	\$ 179,175,200	4.9%
Intergovernmental -					
Federal	421,140	-	-	-	-
State	295,269	-	-	-	-
County - Grant	-	-	-	-	-
PGC PILOT	493,896	542,177	542,177	542,177	0.0%
Federal Non-Grant	-	-	-	-	-
Sales	60	-	-	-	-
Charges for Services	68,044	70,900	70,900	70,900	0.0%
Rentals and Concessions	330,783	2,006,335	2,006,335	2,006,335	0.0%
Interest	36,120	2,000,000	2,000,000	100,000	-95.0%
Miscellaneous	534,497	613,500	613,500	613,500	0.0%
Total Revenues	<u>169,935,247</u>	<u>176,113,412</u>	<u>176,113,412</u>	<u>182,508,112</u>	<u>3.6%</u>
Expenditures:					
Personnel Services	85,159,494	92,105,815	92,105,815	100,045,056	8.6%
Supplies and Materials	8,513,833	10,479,475	10,479,475	10,186,875	-2.8%
Other Services and Charges	30,398,519	25,792,223	25,792,223	27,089,124	5.0%
Capital Outlay	6,365,287	1,978,900	1,978,900	1,978,900	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	1,854,230	1,667,431	1,667,431	1,525,455	-8.5%
Total Expenditures	<u>132,291,363</u>	<u>132,023,844</u>	<u>132,023,844</u>	<u>140,825,410</u>	<u>6.7%</u>
Excess of Revenues over (under) Expenditures	<u>37,643,884</u>	<u>44,089,568</u>	<u>44,089,568</u>	<u>41,682,702</u>	<u>-5.5%</u>
Other Financing Sources (Uses):					
Transfers In:					
Administration Fund	3,000,000	-	-	-	-
Capital Projects Fund (Interest)	69,053	1,000,000	1,000,000	100,000	-90.0%
Total Transfers In	<u>3,069,053</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>100,000</u>	<u>-90.0%</u>
Transfers (Out):					
Capital Project Fund	(39,050,000)	(28,550,000)	(28,550,000)	(23,350,000)	-18.2%
Debt Service Fund	(11,707,810)	(13,063,277)	(13,063,277)	(14,286,878)	9.4%
Largo HQ Bldg Fund	-	-	-	(59,500,000)	-
Total Transfers (Out)	<u>(50,757,810)</u>	<u>(41,613,277)</u>	<u>(41,613,277)</u>	<u>(97,136,878)</u>	<u>133.4%</u>
Total Other Financing Sources (Uses)	<u>(47,688,757)</u>	<u>(40,613,277)</u>	<u>(40,613,277)</u>	<u>(97,036,878)</u>	<u>43.4%</u>
Total Uses	<u>183,049,173</u>	<u>173,637,121</u>	<u>173,637,121</u>	<u>237,962,288</u>	<u>37.0%</u>
Excess of Sources over (under) Uses	<u>(10,044,873)</u>	<u>3,476,291</u>	<u>3,476,291</u>	<u>(55,354,176)</u>	<u>-1692.3%</u>
Designated Expenditure Reserve @ 5%	6,590,900	6,601,200	6,601,200	7,041,300	6.7%
Total Required Funds	<u>\$ 189,640,073</u>	<u>\$ 180,238,321</u>	<u>\$ 180,238,321</u>	<u>\$ 245,003,588</u>	<u>35.9%</u>
Excess of Sources over (under) Total Funds Required	<u>\$ (16,635,773)</u>	<u>\$ (3,124,909)</u>	<u>\$ (3,124,909)</u>	<u>\$ (62,395,476)</u>	<u>1896.7%</u>
Fund Balance - Beginning	127,685,040	116,663,917	117,640,167	121,116,458	3.8%
Fund Balance - Ending	<u>\$ 117,640,167</u>	<u>\$ 120,140,208</u>	<u>\$ 121,116,458</u>	<u>\$ 65,762,282</u>	<u>-45.3%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	6,590,900	6,601,200	6,601,200	7,041,300	6.7%
Undesignated Fund Balance	111,049,267	113,539,008	114,515,258	58,720,982	-48.3%
Total Ending Fund Balance	<u>\$ 117,640,167</u>	<u>\$ 120,140,208</u>	<u>\$ 121,116,458</u>	<u>\$ 65,762,282</u>	<u>-45.3%</u>

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY RECREATION FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Property Taxes	\$ 87,440,173	\$ 89,300,100	\$ 89,300,100	\$ 93,636,500	4.9%
Intergovernmental -					
Federal	628,434	-	-	-	-
State	508,333	-	-	-	-
County - Grant	4,000	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
PGC PILOT	241,680	265,306	265,306	265,306	0.0%
Sales	7,189	50,400	50,400	50,400	0.0%
Charges for Services	1,740,235	7,391,986	7,391,986	9,273,810	25.5%
Rentals and Concessions	545,197	997,448	997,448	1,638,024	64.2%
Interest	58,825	1,000,000	1,000,000	100,000	-90.0%
Miscellaneous	228,993	78,320	78,320	74,480	-4.9%
Total Revenues	91,403,059	99,083,560	99,083,560	105,038,520	6.0%
Expenditures:					
Personnel Services	38,560,886	53,384,028	53,384,028	61,992,314	16.1%
Supplies and Materials	3,262,245	5,058,552	5,058,552	5,268,736	4.2%
Other Services and Charges	14,416,033	17,863,329	17,863,329	18,617,705	4.2%
Capital Outlay	2,077,142	806,000	806,000	790,000	-2.0%
Other Classifications	-	-	-	-	-
Chargebacks	253,240	352,069	352,069	602,378	71.1%
Total Expenditures	58,569,546	77,463,978	77,463,978	87,271,133	12.7%
Excess of Revenues over (under) Expenditures	32,833,513	21,619,582	21,619,582	17,767,387	-17.8%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers In/(Out):					
Capital Projects Fund	(10,000,000)	(10,000,000)	(10,000,000)	(10,000,000)	0.0%
Enterprise Fund	(13,400,092)	(11,022,680)	(11,022,680)	(7,230,310)	-34.4%
Largo HQ Bldg Fund	-	-	-	(25,500,000)	-
Total Transfers (Out)	(23,400,092)	(21,022,680)	(21,022,680)	(42,730,310)	103.3%
Total Other Financing Sources (Uses)	(23,400,092)	(21,022,680)	(21,022,680)	(42,730,310)	103.3%
Total Uses	81,969,638	98,486,658	98,486,658	130,001,443	32.0%
Excess of Sources over (under) Uses	9,433,421	596,902	596,902	(24,962,923)	-4282.1%
Designated Expenditure Reserve @ 5%	3,569,900	4,424,300	4,424,300	4,725,100	6.8%
Total Required Funds	\$ 85,539,538	\$ 102,910,958	\$ 102,910,958	\$ 134,726,543	30.9%
Excess of Sources over (under) Total Funds Required	\$ 5,863,521	\$ (3,827,398)	\$ (3,827,398)	\$ (29,688,023)	675.7%
Fund Balance - Beginning	54,092,075	55,417,173	63,525,496	64,122,398	15.7%
Fund Balance - Ending	\$ 63,525,496	\$ 56,014,075	\$ 64,122,398	\$ 39,159,475	-30.1%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	3,569,900	4,424,300	4,424,300	4,725,100	6.8%
Undesignated Fund Balance	59,955,596	51,589,775	59,698,098	34,434,375	-33.3%
Total Ending Fund Balance	\$ 63,525,496	\$ 56,014,075	\$ 64,122,398	\$ 39,159,475	-30.1%

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 ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Property Taxes	74	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	74	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	120	-	17	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	120	-	17	-	-
Excess of Revenues over Expenditures	(46)	-	(17)	-	-
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	(46)	-	(17)	-	-
Fund Balance - Beginning	63	-	17	-	-
Fund Balance - Ending	\$ 17	\$ -	\$ -	\$ -	-



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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	218	-	-	-	-
Miscellaneous (Contributions)	120	-	17	-	-
Total Revenues	<u>338</u>	<u>-</u>	<u>17</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	304,715	-	305,007	0.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>304,715</u>	<u>-</u>	<u>305,007</u>	<u>0.1%</u>
Excess of Revenues over Expenditures	<u>338</u>	<u>(304,715)</u>	<u>17</u>	<u>(305,007)</u>	<u>0.1%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers (Out):					
ALA Debt Service Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>338</u>	<u>(304,715)</u>	<u>17</u>	<u>(305,007)</u>	<u>0.1%</u>
Total Net Position - Beginning	<u>304,652</u>	<u>304,715</u>	<u>304,990</u>	<u>305,007</u>	<u>0.1%</u>
Total Net Position - Ending	<u>\$ 304,990</u>	<u>\$ -</u>	<u>\$ 305,007</u>	<u>\$ -</u>	<u>-</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 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 -	11,793,210	13,288,277	13,288,277	14,438,603	8.7%
Debt Service Principal	7,891,658	8,208,629	8,208,629	9,176,364	11.8%
Debt Service Interest	3,816,152	4,704,648	4,704,648	4,960,514	5.4%
Debt Service Fees	85,400	375,000	375,000	301,725	-19.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>11,793,210</u>	<u>13,288,277</u>	<u>13,288,277</u>	<u>14,438,603</u>	<u>8.7%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(11,793,210)</u>	<u>(13,288,277)</u>	<u>(13,288,277)</u>	<u>(14,438,603)</u>	<u>8.7%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	(19,034,215)	-	-	-	-
Premiums on Bonds Issued	19,119,615	225,000	225,000	151,725	-32.6%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	11,707,810	13,063,277	13,063,277	14,286,878	9.4%
Total Transfers In	<u>11,707,810</u>	<u>13,063,277</u>	<u>13,063,277</u>	<u>14,286,878</u>	<u>9.4%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>11,793,210</u>	<u>13,288,277</u>	<u>13,288,277</u>	<u>14,438,603</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY CAPITAL PROJECTS FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental -	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	2,405,852	6,803,244	6,803,244	6,000,000	-11.8%
State (Other)	529,782	25,620,000	25,620,000	-	-100.0%
County	-	-	-	-	-
Interest	69,053	1,000,000	1,000,000	100,000	-90.0%
Contributions	200,000	2,000,000	2,000,000	-	-100.0%
Miscellaneous	5,478,610	-	-	-	-
Total Revenues	8,683,297	35,423,244	35,423,244	6,100,000	-82.8%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	30,000	30,000	30,000	0.0%
Capital Outlay	38,892,994	88,573,244	88,573,244	123,850,000	39.8%
Park Acquisition	1,998,564	9,803,244	9,803,244	7,000,000	-28.6%
Park Development	14,045,445	38,600,000	38,600,000	66,750,000	72.9%
Infrastructure Maintenance	22,848,985	40,170,000	40,170,000	50,100,000	24.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	38,892,994	88,603,244	88,603,244	123,880,000	39.8%
Excess of Revenues over Expenditures	(30,209,697)	(53,180,000)	(53,180,000)	(117,780,000)	121.5%
Other Financing Sources (Uses):					
Bond Proceeds	-	15,600,000	15,600,000	84,500,000	441.7%
Transfers In					
Transfer from Park Fund (Pay-Go)	39,050,000	28,550,000	28,550,000	23,350,000	-18.2%
Transfer from Recreation Fund (Pay-Go)	10,000,000	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	49,080,000	38,580,000	38,580,000	33,380,000	-13.5%
Transfers Out					
Transfer to Park Fund (Interest)	(69,053)	(1,000,000)	(1,000,000)	(100,000)	-90.0%
Total Transfers Out	(69,053)	(1,000,000)	(1,000,000)	(100,000)	-90.0%
Total Other Financing Sources (Uses)	49,010,947	53,180,000	53,180,000	117,780,000	121.5%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	18,801,250	-	-	-	-
Fund Balance, Beginning	111,803,011	111,803,011	130,604,261	130,604,261	16.8%
Fund Balance, Ending	\$ 130,604,261	\$ 111,803,011	\$ 130,604,261	\$ 130,604,261	16.8%



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 2023

	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ 1,163,658	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	16,548	73,600	73,600	73,600	0.0%
Charges for Services	97,883	4,731,769	4,731,769	4,731,769	0.0%
Rentals and Concessions	543,606	786,618	786,618	777,518	-1.2%
Interest	6,900	105,500	105,500	15,500	-85.3%
Miscellaneous	(54,530)	157,218	157,218	156,951	-0.2%
Total Revenues	<u>1,774,065</u>	<u>6,804,705</u>	<u>6,804,705</u>	<u>6,705,338</u>	<u>-1.5%</u>
Expenditures by Major Object:					
Personnel Services	1,452,958	4,210,160	4,210,160	4,231,152	0.5%
Supplies and Materials	468,963	1,154,405	1,154,405	1,103,140	-4.4%
Other Services and Charges	213,059	1,284,656	1,284,656	1,301,756	1.3%
Capital Outlay	(5,900)	24,100	24,100	20,500	-14.9%
Other Classifications	-	-	-	-	-
Chargebacks	143,388	145,884	145,884	113,290	-22.3%
Total Expenditures	<u>2,272,468</u>	<u>6,819,205</u>	<u>6,819,205</u>	<u>6,769,838</u>	<u>-0.7%</u>
Excess of Revenues over Expenditures	<u>(498,403)</u>	<u>(14,500)</u>	<u>(14,500)</u>	<u>(64,500)</u>	<u>344.8%</u>
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	<u>(498,403)</u>	<u>(14,500)</u>	<u>(14,500)</u>	<u>(64,500)</u>	<u>344.8%</u>
Fund Balance - Beginning	10,331,876	10,303,175	9,833,473	9,818,973	-4.7%
Fund Balance - Ending	<u>\$ 9,833,473</u>	<u>\$ 10,288,675</u>	<u>\$ 9,818,973</u>	<u>\$ 9,754,473</u>	<u>-5.2%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	227,247	681,921	681,921	676,984	-0.7%
Undesignated Fund Balance	9,606,227	9,606,755	9,137,053	9,077,490	-5.5%
Total Ending Fund Balance	<u>\$ 9,833,473</u>	<u>\$ 10,288,675</u>	<u>\$ 9,818,973</u>	<u>\$ 9,754,473</u>	<u>-5.2%</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ 182,079	\$ -	\$ -	\$ -	-
Sales	970,292	1,960,000	1,960,000	1,960,000	0.0%
Charges for Services	2,229,370	4,392,800	4,392,800	2,406,400	-45.2%
Rentals and Concessions	956,767	2,296,960	2,296,960	1,903,200	-17.1%
Miscellaneous	-	10,000	10,000	10,000	0.0%
Total Operating Revenues	4,338,508	8,659,760	8,659,760	6,279,600	-27.5%
Operating Expenses:					
Personnel Services	8,348,431	12,474,928	12,474,928	8,006,688	-35.8%
Goods for Resale	452,910	1,376,304	1,376,304	1,376,304	0.0%
Supplies and Materials	1,028,993	1,631,630	1,631,630	1,114,330	-31.7%
Other Services and Charges	2,897,642	3,846,215	3,846,215	2,478,515	-35.6%
Depreciation & Amortization Expense	1,845,409	-	-	-	-
Capital Outlay	-	271,800	271,800	271,800	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	287,667	281,563	281,563	277,273	-1.5%
Total Operating Expenses	14,861,052	19,882,440	19,882,440	13,524,910	-32.0%
Operating Income (Loss)	(10,522,544)	(11,222,680)	(11,222,680)	(7,245,310)	-35.4%
Nonoperating Revenue (Expenses):					
Interest Income	12,192	200,000	200,000	15,000	-92.5%
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	12,192	200,000	200,000	15,000	-92.5%
Income (Loss) Before Operating Transfers	(10,510,352)	(11,022,680)	(11,022,680)	(7,230,310)	-34.4%
Contributions from General Govt. Assets	-	-	-	-	-
Operating Transfers In (Out):					
Transfer In - Park Fund	-	-	-	-	-
Transfer In - Recreation Fund	13,400,092	11,022,680	11,022,680	7,230,310	-34.4%
Transfer Out - Recreation Fund	-	-	-	-	-
Net Operating Transfer	13,400,092	11,022,680	11,022,680	7,230,310	-34.4%
Change in Net Position	2,889,740	-	-	-	-
Total Net Position - Beginning	23,575,153	23,575,153	26,464,893	26,464,893	12.3%
Total Net Position - Ending	\$ 26,464,893	\$ 23,575,153	\$ 26,464,893	\$ 26,464,893	12.3%

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental - Federal	\$ 7,656	\$ -	\$ -	\$ -	-
Charges for Services:					
Parks	3,022,100	3,318,400	3,318,400	3,063,100	-7.7%
Recreation	614,400	667,300	667,300	588,900	-11.7%
Planning	8,900	36,000	36,000	38,600	7.2%
CAS	7,200	11,400	11,400	13,400	17.5%
Enterprise	403,500	321,000	321,000	267,500	-16.7%
Miscellaneous (Claim Recoveries, etc.)	684,209	-	-	-	-
Total Operating Revenues	4,747,965	4,354,100	4,354,100	3,971,500	-8.8%
Operating Expenses:					
Personnel Services	410,966	480,374	480,374	566,324	17.9%
Supplies and Materials	30,057	35,000	35,000	35,250	0.7%
Other Services and Charges:					
Insurance Claims:					
Parks	850,226	2,450,900	2,450,900	2,287,500	-6.7%
Recreation	323,559	574,000	574,000	535,700	-6.7%
Planning	43,776	25,200	25,200	23,500	-6.7%
CAS	17,877	13,100	13,100	12,200	-6.9%
Enterprise	(44,390)	207,300	207,300	193,500	-6.7%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	1,225,826	945,040	945,040	996,540	5.4%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	281,238	350,399	350,399	378,253	7.9%
Total Operating Expenses	3,139,135	5,081,313	5,081,313	5,028,767	-1.0%
Operating Income (Loss)	1,608,830	(727,213)	(727,213)	(1,057,267)	45.4%
Nonoperating Revenue (Expenses):					
Interest Income	15,590	400,000	400,000	20,000	-95.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	15,590	400,000	400,000	20,000	-95.0%
Income (Loss) Before Operating Transfers	1,624,420	(327,213)	(327,213)	(1,037,267)	217.0%
Operating Transfers In (Out):					
Transfer In	2,651,007	-	-	-	-
Transfer (Out)	(2,651,007)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,624,420	(327,213)	(327,213)	(1,037,267)	217.0%
Total Net Position - Beginning	9,696,379	9,080,155	11,320,799	10,993,586	21.1%
Total Net Position - Ending	\$ 11,320,799	\$ 8,752,942	\$ 10,993,586	\$ 9,956,319	13.7%
Designated Position	6,225,346	7,534,116	7,534,116	8,590,055	14.0%
Unrestricted Position	5,095,453	1,218,826	3,459,470	1,366,265	12.1%
Total Net Position, June 30	\$ 11,320,799	\$ 8,752,942	\$ 10,993,586	\$ 9,956,319	13.7%

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

Parks	\$ 449,888	\$ 620,300	\$ 620,300	\$ 657,600	6.0%
Recreation	105,346	145,300	145,300	154,000	6.0%
Planning	4,636	6,400	6,400	6,800	6.3%
CAS	2,367	3,300	3,300	3,500	6.1%
Enterprise	38,173	52,500	52,500	55,600	5.9%
Total	\$ 600,410	\$ 827,800	\$ 827,800	\$ 877,500	6.0%

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental - Federal	\$ 12,113	\$ -	\$ -	\$ -	-
Charges to Departments					
Parks & Recreation - Park Fund	-	-	-	-	-
Corporate IT	161,500	166,250	166,250	142,500	-14.3%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	173,613	166,250	166,250	142,500	-14.3%
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	12,113	-	-	-	-
Other Services and Charges:	23,075	-	-	-	-
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	914,177	125,000	125,000	125,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	28,804	28,804	18,705	-35.1%
Total Operating Expenses	949,365	153,804	153,804	143,705	-6.6%
Operating Income (Loss)	(775,752)	12,446	12,446	(1,205)	-109.7%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	2,845	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	2,845	-	-	-	-
Income (Loss) Before Operating Transfers	(772,907)	12,446	12,446	(1,205)	-109.7%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(772,907)	12,446	12,446	(1,205)	-109.7%
Total Net Position - Beginning	6,173,254	6,962,381	5,400,347	5,412,793	-22.3%
Total Net Position - Ending	\$ 5,400,347	\$ 6,974,827	\$ 5,412,793	\$ 5,411,588	-22.4%
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	-	125,000	125,000	125,000	

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 LARGO HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Commissioners	-	-	-	-	-
PGC Planning	-	-	-	-	-
Rental Revenues	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Operating Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	5,000,000	10,000,000	-
Capital Outlay	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>-</u>	<u>-</u>	<u>5,000,000</u>	<u>10,000,000</u>	<u>-</u>
Operating Income (Loss)	<u>-</u>	<u>-</u>	<u>(5,000,000)</u>	<u>(10,000,000)</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	6,015	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>6,015</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>6,015</u>	<u>-</u>	<u>(5,000,000)</u>	<u>(10,000,000)</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	60,000,000	-	-	85,000,000	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>60,000,000</u>	<u>-</u>	<u>-</u>	<u>85,000,000</u>	<u>-</u>
Change in Net Position	60,006,015	-	(5,000,000)	75,000,000	-
Total Net Position - Beginning	-	60,000,000	60,006,015	55,006,015	-8.3%
Total Net Position - Ending	\$ <u>60,006,015</u>	\$ <u>60,000,000</u>	\$ <u>55,006,015</u>	\$ <u>130,006,015</u>	<u>116.7%</u>

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY CIO INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal Grant	73,255	-	-	-	-
Charges to Departments/Funds:					
DHRM	11,870	11,370	11,370	45,589	301.0%
CIO	-	-	-	3,356	-
Finance	11,192	10,720	10,720	43,777	308.4%
Legal	8,479	8,122	8,122	20,472	152.1%
Inspector General	848	812	812	5,563	585.1%
Corporate IT	10,174	9,746	9,746	139,349	1329.8%
Parks & Recreation - Park Fund	178,395	170,875	170,875	842,980	393.3%
Parks & Recreation - Recreation Fund	535,523	512,951	512,951	1,852,422	261.1%
Planning	84,788	81,214	81,214	471,202	480.2%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>914,524</u>	<u>805,810</u>	<u>805,810</u>	<u>3,424,710</u>	<u>325.0%</u>
Operating Expenses:					
Personnel Services	968,754	675,941	675,941	770,207	13.9%
Supplies and Materials	75,600	25,244	25,244	27,065	7.2%
Other Services and Charges:	119,454	101,090	101,090	2,627,438	2499.1%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense					
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>1,163,808</u>	<u>802,275</u>	<u>802,275</u>	<u>3,424,710</u>	<u>326.9%</u>
Operating Income (Loss)	<u>(249,284)</u>	<u>3,535</u>	<u>3,535</u>	<u>-</u>	<u>-100.0%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	1,057	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>1,057</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(248,227)</u>	<u>3,535</u>	<u>3,535</u>	<u>-</u>	<u>-100.0%</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	(248,227)	3,535	3,535	-	-100.0%
Total Net Position - Beginning	(90,389)	(338,616)	(338,616)	(335,081)	-1.0%
Total Net Position - Ending	<u>\$ (338,616)</u>	<u>\$ (335,081)</u>	<u>\$ (335,081)</u>	<u>\$ (335,081)</u>	<u>0.0%</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	88,452	53,603	53,603	41,355	-22.8%
CIO	9,420	3,993	3,993	351	-91.2%
Finance	215,317	50,903	50,903	43,793	-14.0%
Legal	4,500	15,431	15,431	9,200	-40.4%
Inspector General	2,960	6,246	6,246	3,371	-46.0%
Corporate IT	141,102	128,654	128,654	11,650	-90.9%
Parks & Recreation - Park Fund	643,070	894,155	894,155	354,633	-60.3%
Parks & Recreation - Recreation Fund	1,108,900	1,379,416	1,379,416	369,633	-73.2%
Planning	307,860	377,745	377,745	112,979	-70.1%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	2,521,581	2,910,146	2,910,146	946,965	-67.5%
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	194,552	-	-	-	-
Other Services and Charges:	1,634,184	2,807,096	2,807,096	946,965	-66.3%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	89,015	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	1,917,751	2,807,096	2,807,096	946,965	-66.3%
Operating Income (Loss)	603,830	103,050	103,050	-	-100.0%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	-	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	-	-	-	-	-
Income (Loss) Before Operating Transfers	603,830	103,050	103,050	-	-100.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	603,830	103,050	103,050	-	-100.0%
Total Net Position - Beginning	1,185,090	1,788,920	1,788,920	1,891,970	5.8%
Total Net Position - Ending	\$ 1,788,920	\$ 1,891,970	\$ 1,891,970	\$ 1,891,970	0.0%
Note: Future Financing Plans					
Capital equipment financed for IT Initiatives	\$ -	\$ -	\$ -	\$ 2,357,200	

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ 101,583	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	126,178	131,225	131,225	-	-100.0%
Retirement System	108,680	113,027	113,027	117,548	4.0%
Chief Information Office	59,644	62,030	62,030	64,511	4.0%
Risk Management	54,808	57,000	57,000	59,280	4.0%
Group Insurance	65,338	67,952	67,952	70,670	4.0%
CAS Departments	937,352	974,846	974,846	1,150,314	18.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,453,583</u>	<u>1,406,080</u>	<u>1,406,080</u>	<u>1,462,323</u>	<u>4.0%</u>
Operating Expenses:					
Personnel Services	211,622	256,135	256,135	258,176	0.8%
Supplies and Materials	162,471	61,000	61,000	64,000	4.9%
Other Services and Charges:	491,288	988,644	988,644	1,044,300	5.6%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	66,886	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	274,449	85,000	85,000	90,000	5.9%
Other Classifications	-	-	-	-	-
Chargebacks	99,427	110,426	110,426	113,783	3.0%
Total Operating Expenses	<u>1,306,143</u>	<u>1,501,205</u>	<u>1,501,205</u>	<u>1,570,259</u>	<u>4.6%</u>
Operating Income (Loss)	<u>147,440</u>	<u>(95,125)</u>	<u>(95,125)</u>	<u>(107,936)</u>	<u>13.5%</u>
Nonoperating Revenue (Expenses):					
Interest Income	2,914	50,000	50,000	4,000	-92.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>2,914</u>	<u>50,000</u>	<u>50,000</u>	<u>4,000</u>	<u>-92.0%</u>
Income (Loss) Before Operating Transfers	<u>150,354</u>	<u>(45,125)</u>	<u>(45,125)</u>	<u>(103,936)</u>	<u>130.3%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	150,354	(45,125)	(45,125)	(103,936)	130.3%
Total Net Position - Beginning	5,695,716	5,623,144	5,846,070	5,800,945	3.2%
Total Net Position - Ending	<u>\$ 5,846,070</u>	<u>\$ 5,578,019</u>	<u>\$ 5,800,945</u>	<u>\$ 5,697,009</u>	<u>2.1%</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 2,731,635	\$ 2,000,000	\$ 2,000,000	\$ 2,500,000	25.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	9,345,113	14,618,370	14,618,370	13,621,900	-6.8%
Employer Contributions/Premiums	44,559,595	54,271,479	54,271,479	54,074,732	-0.4%
Miscellaneous (Claim Recoveries, etc.)	3,377,351	-	-	-	-
Total Operating Revenues	<u>60,013,694</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>70,196,632</u>	<u>-1.0%</u>
Operating Expenses:					
Personnel Services	1,017,660	791,467	791,467	835,983	5.6%
Supplies and Materials	7,509	50,000	50,000	53,000	6.0%
Other Services and Charges:					
Professional Services	3,515,245	504,018	504,018	698,870	38.7%
Insurance Claims and Fees	45,594,530	60,507,264	60,507,264	59,571,841	-1.5%
Insurance Premiums	7,818,115	9,066,340	9,066,340	10,000,000	10.3%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	343,049	402,939	402,939	499,938	24.1%
Total Operating Expenses	<u>58,296,107</u>	<u>71,322,028</u>	<u>71,322,028</u>	<u>71,659,632</u>	<u>0.5%</u>
Operating Income (Loss)	<u>1,717,587</u>	<u>(432,179)</u>	<u>(432,179)</u>	<u>(1,463,000)</u>	<u>238.5%</u>
Non-operating Revenue (Expenses):					
Interest Income	7,684	200,000	200,000	10,000	-95.0%
Total Non-operating Revenue (Expenses)	<u>7,684</u>	<u>200,000</u>	<u>200,000</u>	<u>10,000</u>	<u>-95.0%</u>
Income (Loss) Before Operating Transfers	<u>1,725,271</u>	<u>(232,179)</u>	<u>(232,179)</u>	<u>(1,453,000)</u>	<u>525.8%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	(562,194)	-	-	-	-
Net Operating Transfer	<u>(562,194)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>1,163,077</u>	<u>(232,179)</u>	<u>(232,179)</u>	<u>(1,453,000)</u>	<u>525.8%</u>
Total Net Position, Beginning	<u>11,946,436</u>	<u>11,292,049</u>	<u>13,109,513</u>	<u>12,877,334</u>	<u>14.0%</u>
Total Net Position, Ending	<u>13,109,513</u>	<u>11,059,870</u>	<u>12,877,334</u>	<u>11,424,334</u>	<u>3.3%</u>
Designated Position	5,829,611	7,132,203	7,132,203	7,165,963	0.5%
Unrestricted Position	7,279,902	3,927,667	5,745,131	4,258,371	8.4%
Total Net Position, June 30	<u>\$ 13,109,513</u>	<u>\$ 11,059,870</u>	<u>\$ 12,877,334</u>	<u>\$ 11,424,334</u>	<u>3.3%</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

<u>Tax Rates:</u> (Cents per \$100 of assessed value)		FY 21 Actual	FY 22 Adopted	FY 23 Proposed	Rate Change
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>	<u>-</u>
	Personal	<u>73.50</u>	<u>73.50</u>	<u>73.50</u>	<u>-</u>

<u>Assessable Base:</u> (in billions \$)		FY 21 Actual	FY 22 Adopted	FY 23 Proposed	% Change
Regional District (Administration Fund)					
	Real	98.411	102.907	108.150	5.09%
	Personal	2.887	3.219	3.279	1.86%
Metropolitan District (Park Fund)					
	Real	95.305	99.659	104.737	5.10%
	Personal	2.796	3.117	3.176	1.89%
Entire County (Recreation Fund and ALA Fund)					
	Real	101.822	106.474	111.899	5.10%
	Personal	2.987	3.331	3.393	1.86%

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 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	270.20	269.25	284.67	283.58	291.29	290.10
Part-Time Career	6.05	3.00	5.07	2.25	5.07	2.25
Career Total	276.25	272.25	289.74	285.83	296.36	292.35
Term Contract	2.00	2.25	2.00	2.25	3.00	3.25
Seasonal/Intermittent		0.30		0.30		1.30
Less Lapse		(1.00)		(1.00)		(1.00)
TOTAL ADMINISTRATION FUND	278.25	273.80	291.74	287.38	299.36	295.90
PARK FUND						
Full-Time Career	809.00	809.00	810.00	810.00	840.00	840.00
Part-Time Career	6.00	5.53	6.00	5.53	6.00	5.52
Career Total	815.00	814.53	816.00	815.53	846.00	845.52
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		213.58		217.86		222.43
TOTAL PARK FUND	815.00	1,028.11	816.00	1,033.39	846.00	1,067.95
RECREATION FUND						
Full-Time Career	312.00	312.00	311.00	311.00	340.00	340.00
Part-Time Career	3.00	2.82	3.00	2.82	3.00	1.94
Career Total	315.00	314.82	314.00	313.82	343.00	341.94
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		862.35		841.96		933.65
TOTAL RECREATION FUND	315.00	1,177.17	314.00	1,155.78	343.00	1,275.59
TOTAL TAX SUPPORTED (Admin, Park, and Rec)						
Full-Time Career	1,391.20	1,390.25	1,405.67	1,404.58	1,471.29	1,470.10
Part-Time Career	15.05	11.35	14.07	10.60	14.07	9.71
Career Total	1,406.25	1,401.60	1,419.74	1,415.18	1,485.36	1,479.81
Term Contract	2.00	2.25	2.00	2.25	3.00	3.25
Seasonal/Intermittent		1,076.23		1,060.12		1,157.38
Less Lapse		(1.00)		(1.00)		(1.00)
TOTAL TAX SUPPORTED	1,408.25	2,479.08	1,421.74	2,476.55	1,488.36	2,639.44
ENTERPRISE FUND						
Full-Time Career	68.00	68.00	68.00	68.00	47.00	47.00
Part-Time Career	1.00	0.50	1.00	0.50	-	-
Career Total	69.00	68.50	69.00	68.50	47.00	47.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		190.10		198.80		91.40
TOTAL ENTERPRISE FUND	69.00	258.60	69.00	267.30	47.00	138.40
SPECIAL REVENUE FUND						
Seasonal/Intermittent		189.10		140.20		136.40
INTERNAL SERVICE FUNDS						
Full-Time Career	6.50	6.90	6.50	6.90	7.00	7.40
Part-Time Career	-	-	-	-	-	-
Career Total	6.50	6.90	6.50	6.90	7.00	7.40
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,465.70	1,465.15	1,480.17	1,479.48	1,525.29	1,524.50
Part-Time Career	16.05	11.85	15.07	11.10	14.07	9.71
Career Total	1,481.75	1,477.00	1,495.24	1,490.58	1,539.36	1,534.21
Term Contract	2.00	2.25	2.00	2.25	3.00	3.25
Seasonal/Intermittent		1,455.43		1,399.12		1,385.18
Less Lapse		(1.00)		(1.00)		(1.00)
GRAND TOTAL	1,483.75	2,933.68	1,497.24	2,890.95	1,542.36	2,921.64



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	FY20 Budget	FY21 Budget	FY22 Adopted	FY23 Proposed
Reimbursement to County Council	Admin	Commissioners	\$ 1,137,300	\$ 1,137,300	\$ 1,287,300	\$ 1,287,300
Council Planning Position	Admin	Planning	150,000	150,000	-	-
People's Zoning Counsel	Admin	Planning	250,000	250,000	250,000	250,000
Zoning Enforcement Unit	Admin	Planning	1,588,967	1,537,099	1,537,099	1,537,099
Water & Sewer Planning Unit	Admin	Planning	155,300	155,300	155,300	155,300
GIS Program	Admin	Planning	340,500	340,500	340,500	340,500
Tax Collection Fee	Admin	Planning	34,411	34,400	34,400	34,400
Economic Development Corp.	Admin	Planning	65,000	65,000	65,000	65,000
DPIE Permits & Inspections	Admin	Planning	856,200	376,200	376,200	376,200
DPW&T Engineering, Inspect. & Permits	Admin	Planning	469,933	205,600	205,600	205,600
Redevelopment Authority	Admin	Planning	614,900	544,000	544,000	544,000
EDC General Plan Goals	Admin	Planning	272,534	250,400	250,400	250,400
Total Administration Fund			\$ 5,935,045	\$ 5,045,799	\$ 5,045,799	\$ 5,045,799
City of Bowie, Allen Pond Maint.	Park	Parks and Rec	101,700	115,000	115,000	115,000
Huntington City Community Development Corporation	Park	Parks and Rec	-	-	112,500	112,500
Patuxent River 4-H Center Foundation	Park	Parks and Rec	34,300	34,300	34,300	34,300
Patuxent Riverkeepers	Park	Parks and Rec	15,000	15,000	15,000	15,000
PGCC - Park Police/Security/Pool	Park	Parks and Rec	300,000	300,000	300,000	300,000
Total Park Fund			\$ 451,000	\$ 464,300	\$ 576,800	\$ 576,800
100 Black Men of Prince George's County	Rec	Parks and Rec	25,000	25,000	25,000	25,000
After School Arts (World Art Focus)	Rec	Parks and Rec	98,000	98,000	98,000	98,000
Allentown Boys & Girls Club	Rec	Parks and Rec	10,000	10,000	10,000	10,000
Alliance for Innovation in Education, Inc.	Rec	Parks and Rec	-	-	15,000	15,000
Anacostia Trails and Heritage Area	Rec	Parks and Rec	20,000	40,000	60,000	60,000
Anacostia Watershed Society, Inc.	Rec	Parks and Rec	40,000	50,000	50,000	50,000
Art Works Now	Rec	Parks and Rec	35,000	35,000	35,000	35,000
Beltsville-Adelphi Boys and Girls Club	Rec	Parks and Rec	7,500	7,500	7,500	7,500
Camp Springs Girls & Boys Club	Rec	Parks and Rec	10,000	10,000	-	-
Cherry Lane Boxing and Fitness	Rec	Parks and Rec	-	10,000	10,000	10,000
City of College Park, Youth & Family Services	Rec	Parks and Rec	30,000	30,000	30,000	30,000
City of College Park - Senior Programming	Rec	Parks and Rec	50,000	50,000	50,000	50,000
City of Greenbelt, After School Arts	Rec	Parks and Rec	12,000	15,000	15,000	15,000
City of Greenbelt, Recreation Services	Rec	Parks and Rec	70,000	70,000	70,000	70,000
City of Greenbelt, Therapeutic Program	Rec	Parks and Rec	12,000	15,000	15,000	15,000
City of Hyattsville, Recreation Services	Rec	Parks and Rec	19,000	19,000	19,000	19,000
City of Laurel Parks Department	Rec	Parks and Rec	10,000	10,000	10,000	10,000
City of Laurel Senior Services	Rec	Parks and Rec	55,000	55,000	55,000	55,000
City of Laurel, Anderson & Murphy CC	Rec	Parks and Rec	22,000	22,000	22,000	22,000
Clinton Boys and Girls Club, Inc.	Rec	Parks and Rec	-	-	10,000	10,000
Coalition for African Americans in the Performing Arts	Rec	Parks and Rec	20,000	20,000	20,000	20,000
College Park Arts Exchange	Rec	Parks and Rec	5,000	5,000	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	208,600	208,600
Forestville Boys and Girls Club	Rec	Parks and Rec	25,000	25,000	35,000	35,000
Ft. Washington Area Recreation Council, Inc	Rec	Parks and Rec	10,000	10,000	-	-
Ft. Washington Pool Association, Inc.	Rec	Parks and Rec	-	-	10,000	10,000
Gateway Arts Program	Rec	Parks and Rec	45,000	45,000	45,000	45,000
Girl Scouts Capital Area	Rec	Parks and Rec	10,000	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	FY20 Budget	FY21 Budget	FY22 Adopted	FY23 Proposed
Glenarden Boys and Girls Club	Rec	Parks and Rec	15,000	15,000	20,000	20,000
Glenarden Track Club	Rec	Parks and Rec	-	20,000	20,000	20,000
The Global Air Drone Academy, Inc.	Rec	Parks and Rec	-	-	15,000	15,000
Greater Laurel United Soccer Club	Rec	Parks and Rec	5,000	5,000	5,000	5,000
Greenbelt Aquatics & Fitness Center	Rec	Parks and Rec	100,000	110,000	110,000	110,000
Greenbelt Community Center	Rec	Parks and Rec	40,000	50,000	50,000	50,000
Ivy Community Charities	Rec	Parks and Rec	10,000	10,000	10,000	10,000
Junior Achievement	Rec	Parks and Rec	20,000	20,000	20,000	20,000
Kentlands Boxing Club	Rec	Parks and Rec	5,000	5,000	5,000	5,000
Kettering-Largo-Mitchellville Boys & Girls Club	Rec	Parks and Rec	20,000	20,000	30,000	30,000
Lake Arbor Foundation	Rec	Parks and Rec	175,000	175,000	175,000	175,000
Lanham Boys & Girls Club	Rec	Parks and Rec	25,000	25,000	25,000	25,000
Latin America Youth Center	Rec	Parks and Rec	40,000	40,000	40,000	40,000
Laurel Boys & Girls Club	Rec	Parks and Rec	50,000	50,000	55,000	55,000
Laurel Historic Society	Rec	Parks and Rec	22,500	22,500	30,000	30,000
Laurel Little League	Rec	Parks and Rec	5,000	5,000	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	25,000	25,000
Maryland Cheer Chargers	Rec	Parks and Rec	10,000	10,000	-	-
Maryland Buccaneers Youth Club Co	Rec	Parks and Rec	-	-	10,000	10,000
Marlboro Boys' & Girls' Club, Inc	Rec	Parks and Rec	-	-	10,000	10,000
Mentoring Through Athletics Inc.	Rec	Parks and Rec	-	-	10,000	10,000
Millwood/Waterford Programming	Rec	Parks and Rec	10,000	10,000	10,000	10,000
New Carrollton Boys & Girls Club	Rec	Parks and Rec	5,000	-	-	-
Oxon Hill Boys & Girls Club	Rec	Parks and Rec	7,500	7,500	10,000	10,000
Oxon Hill High School Instrumental Music Department	Rec	Parks and Rec	-	-	15,000	15,000
Oxon Hill Recreation Club Inc	Rec	Parks and Rec	-	-	15,000	15,000
Palmer Park Boys & Girls Club	Rec	Parks and Rec	20,000	20,000	20,000	20,000
Palmer Park Smash	Rec	Parks and Rec	10,000	10,000	10,000	10,000
Pi Upsilon Lambda Alpha Pi Alpha Charitable Foundation	Rec	Parks and Rec	3,750	3,750	3,750	3,750
PGCC - Outreach, Facilities, etc	Rec	Parks and Rec	300,000	300,000	300,000	300,000
PGCC Team Builders Program	Rec	Parks and Rec	100,000	100,000	100,000	100,000
Prince George's African American Museum and Cultural Center	Rec	Parks and Rec	-	25,000	25,000	25,000
Prince George's Arts and Humanities Council	Rec	Parks and Rec	120,000	120,000	120,000	120,000
Prince George's Philharmonic	Rec	Parks and Rec	100,000	100,000	100,000	100,000
Prince George's Pride Lacrosse Club	Rec	Parks and Rec	25,000	25,000	25,000	25,000
Prince George's Tennis Assoc.	Rec	Parks and Rec	20,000	30,000	30,000	30,000
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	30,000
Seat Pleasant Leadership Development Program	Rec	Parks and Rec	85,000	85,000	85,000	85,000
Student Athletes for Educational Opportunities	Rec	Parks and Rec	10,000	10,000	20,000	20,000
Tantallon Community Players, Inc.	Rec	Parks and Rec	-	-	15,000	15,000
Theresa Banks Swim Club	Rec	Parks and Rec	20,000	20,000	20,000	20,000
White Rose Foundation	Rec	Parks and Rec	10,000	10,000	10,000	10,000
World-Wide Community	Rec	Parks and Rec	25,000	25,000	25,000	25,000
Youth Development Program (In Reach, Inc.)	Rec	Parks and Rec	50,000	50,000	50,000	50,000
Youth Services Program	Rec	Parks and Rec	30,000	30,000	30,000	30,000
Youth Wellness Leadership Institute	Rec	Parks and Rec	50,000	50,000	50,000	50,000
Total Recreation Fund			\$ 2,485,350	\$ 2,601,350	\$ 2,728,850	\$ 2,728,850
Total All Funds			\$ 8,871,395	\$ 8,111,449	\$ 8,351,449	\$ 8,351,449



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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 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 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.

In response to the national pandemic, the Planning Board transitioned its work to a virtual format to protect the health, wellness and safety of the community and its staff. The Board holds its weekly hearings using a virtual meeting platform providing options for those participating online or by phone. The Board maintains COVID protocols while continuing to conduct business safely.

MISSION

The mission of the Planning Board Office is to provide the highest level of professional support to the Planning Board as it carries out its work and responsibilities to County residents, elected officials, and other government agencies.



Prince George's County Commissioners' Office

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 highly encourages public engagement and feedback from a variety of stakeholders including: the business community, government and educational institutions, faith-based organizations, and the news media.

BUDGET AT A GLANCE

Summary of Commissioners' Office Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$3,658,743	\$3,641,176	-0.5%
Staffing			
Funded Career Positions	16.50	16.50	0.0%
Funded Workyears	14.50	14.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The Prince George's County Planning Board Office is proposing a budget of \$3,641,176 which decreases expenditures \$17,567 (0.5%) below the FY22 approved budget. This variance results from a decrease in pension costs. Our personnel complement will remain the same at 16.5 career positions. Also, per our agreement with the County, the lease for fourth floor office space in the County Administration Building will result in a 3% increase. All other non-personnel classifications will remain at FY22 levels.

Legislative Project Charges

This budget also contains \$1,287,300 to reimburse the Prince George's County Council for their planning and zoning functions. Also, the budget includes \$177,871 for the office's rent in the County Administration Building.

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Commissioners' Office					
Personnel Services	1,546,746	1,904,334	1,925,398	1,902,650	-1.2%
Supplies and Materials	26,612	37,500	37,500	37,500	0.0%
Other Services and Charges	1,371,332	1,605,845	1,605,845	1,611,026	0.3%
Capital Outlay	-	90,000	90,000	90,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	2,944,690	3,637,679	3,658,743	3,641,176	-0.5%



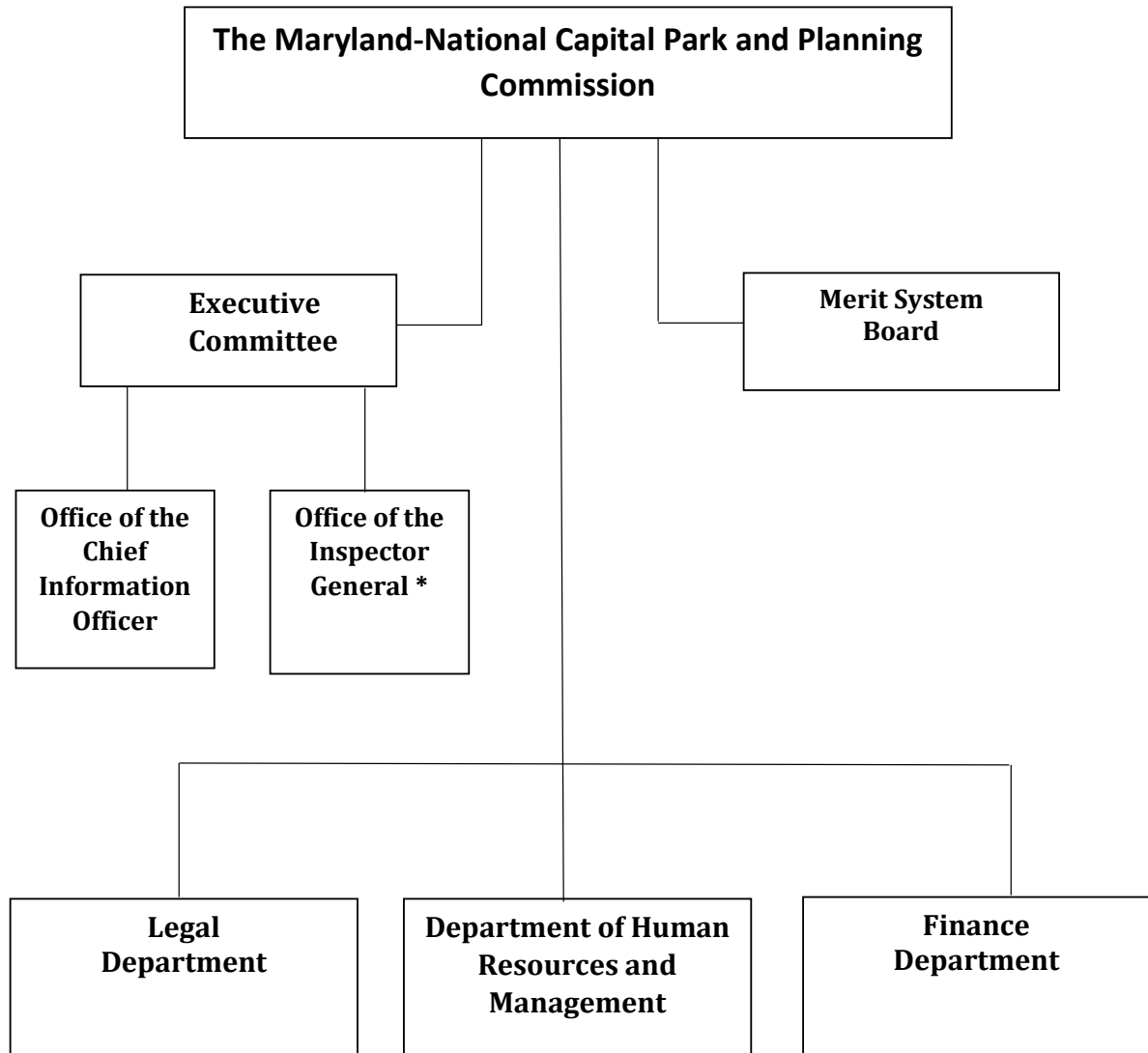
Prince George's County Commissioners' Office

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
<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

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. To ensure objectivity, the Office of the Inspector General is overseen by the Audit Committee, with administrative oversight provided by the Executive Director. The Chief Information Officer (CIO) executes Commission-wide Information Technology (CWIT) initiatives in coordination with the IT Council, which is comprised of the leadership from each of the operating departments, including the Executive Director and the Secretary-Treasurer.

CAS provides oversight of agency-wide human resources, budgeting, corporate governance, financial business services, legal counsel and representation, application of internal controls to ensure regulatory compliance, IT strategic planning and systems administration, and risk mitigation and workplace safety.

The Merit System Board is an impartial board responsible for overseeing the Commission's Merit System and serving as the final appellate body for employment matters pertaining to non-represented Merit System employees.

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 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 is authorized by the agency's enabling legislation to serve as an impartial Board 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. The Board is comprised of three public members.

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.

CAS also includes funding for CAS Support Services, which accounts for non-discretionary shared operating expenses attributable to the departments and units that make up CAS. Budgets for the Office of the CIO, CWIT, and Risk Management are shown in the Internal Service Fund section.



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY21 Budget	FY22 Budget	FY23 Proposed	% Change
MONTGOMERY						
	Park Fund - Labor Relations	DHRM	68,250	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	50,000	46,500	46,500	0.0%
	Risk Management	DHRM	24,314	80,310	87,023	8.4%
	Capital Equipment Fund	Finance	33,600	31,300	40,700	30.0%
	Enterprise Funds	Finance	131,200	139,100	131,000	-5.8%
	Park Fund - ERP Operations	Finance	76,100	90,133	97,700	8.4%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Risk Management	Finance	19,600	21,800	20,700	-5.0%
	Spec Rev Fund - Planning	Finance	44,300	51,200	39,840	-22.2%
	Spec Rev Fund - Parks	Finance	20,000	20,000	25,060	25.3%
	Capital Equipment Fund	Corporate IT	20,872	18,886	16,014	-15.2%
	Enterprise Funds	Corporate IT	79,112	84,583	57,400	-32.1%
	Park Fund - Data Center	Corporate IT	443,739	268,613	297,406	10.7%
	Pension Trust Fund	Corporate IT	68,767	69,798	70,845	1.5%
	Risk Management	Corporate IT	12,686	15,461	18,114	17.2%
	Spec Rev Fund - Planning	Corporate IT	27,015	29,993	20,695	-31.0%
	Spec Rev Fund - Parks	Corporate IT	12,206	15,015	16,219	8.0%
	Admin Fund - Commissioners' Office	Legal	-	-	243,720	-
	Admin Fund - Planning	Legal	90,177	92,882	100,312	8.0%
	Park Fund	Legal	163,070	167,962	181,399	8.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	212,586	218,964	236,480	8.0%
	Spec Rev Fund - Development Review	Legal	162,186	167,051	180,416	8.0%
	Subtotal Montgomery		1,853,080	1,797,851	2,095,843	16.6%
PRINCE GEORGE'S						
	Admin Fund - Planning - HRIS/CC	DHRM	21,235	22,512	23,508	4.4%
	Admin Fund - Planning - Recruitment	DHRM	14,488	16,731	18,208	8.8%
	Park Fund - HRIS/CC	DHRM	48,266	130,574	122,495	-6.2%
	Park Fund - Labor Relations	DHRM	68,250	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	50,000	46,500	46,500	0.0%
	Park Fund - Recruitment	DHRM	53,074	55,738	60,660	8.8%
	Rec Fund - Recruitment	DHRM	53,074	55,738	60,660	8.8%
	Recreation Fund - HRIS/CC	DHRM	76,366	165,291	155,601	-5.9%
	Risk Management	DHRM	24,314	80,310	87,023	8.4%
	Capital Equipment Fund	Finance	14,300	17,200	17,900	4.1%
	Enterprise Funds	Finance	178,600	180,300	173,200	-3.9%
	Park Fund - New Positions	Finance	108,000	108,000	128,600	19.1%
	Park Fund - ERP Operations	Finance	119,400	140,022	146,400	4.6%
	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%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Rec Fund - ERP Operations	Finance	73,800	81,040	85,800	5.9%
	Risk Management	Finance	27,600	31,300	32,000	2.2%
	Special Revenue Funds (multiple)	Finance	89,400	91,700	77,700	-15.3%
	Capital Equipment Fund	Corporate IT	8,775	11,604	805	-93.1%
	Enterprise Funds	Corporate IT	109,067	101,263	104,073	2.8%
	Park Fund - Data Center	Corporate IT	948,790	644,466	451,638	-29.9%
	Recreation Fund - Data Center	Corporate IT	-	-	243,927	-
	Pension Trust Fund	Corporate IT	68,767	69,798	70,845	1.5%
	Risk Management	Corporate IT	17,677	22,242	26,332	18.4%
	Special Revenue Funds (multiple)	Corporate IT	53,988	54,185	35,590	-34.3%
	Park Fund	Inspector General	143,289	145,850	149,686	2.6%
	Admin Fund - Planning	Legal	290,042	298,744	322,644	8.0%
	Admin Fund - Planning - Atty support	Legal	84,872	87,418	84,412	-3.4%
	Park Fund	Legal	203,961	210,080	226,886	8.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	223,699	230,410	248,843	8.0%
	Subtotal Prince George's		3,366,394	3,367,316	3,470,236	3.1%
Commission-Wide						
	EOB	DHRM	98,772	110,426	113,783	3.0%
	Group Insurance	DHRM	36,833	79,952	89,247	11.6%
	Group Insurance	Corporate IT	116,216	121,987	195,291	60.1%
	Group Insurance	Finance	190,000	201,000	215,400	7.2%
	Subtotal Commission-Wide		441,821	513,365	613,721	19.5%
COMBINED TOTAL			5,661,295	5,678,532	6,179,800	8.8%
SUMMARY BY SUPPLIER DEPARTMENT						
	DHRM		687,236	1,040,582	1,061,208	2.0%
	Finance		1,348,300	1,426,495	1,454,400	2.0%
	Corporate IT		1,987,677	1,527,894	1,625,194	6.4%
	Legal		1,494,793	1,537,711	1,889,312	22.9%
	Inspector General		143,289	145,850	149,686	2.6%
	TOTAL		5,661,295	5,678,532	6,179,800	8.8%



Central Administrative Services Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The bi-county proposed FY23 operating budget for Central Administrative Services before chargebacks is \$27,200,361, which is an 8.5% increase over FY22. The budget sustains, at a minimum, the same service level as FY22, 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 FY23 proposed budget is based on the analysis performed in the Fall of 2021.

The FY23 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 45.0% Montgomery County and 55.0% 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.

Investing in an Essential Needs Budget

In FY23, the proposed budget addresses major known commitments and essential needs. The proposed budget focuses on such core needs as identified in each department's budgets.

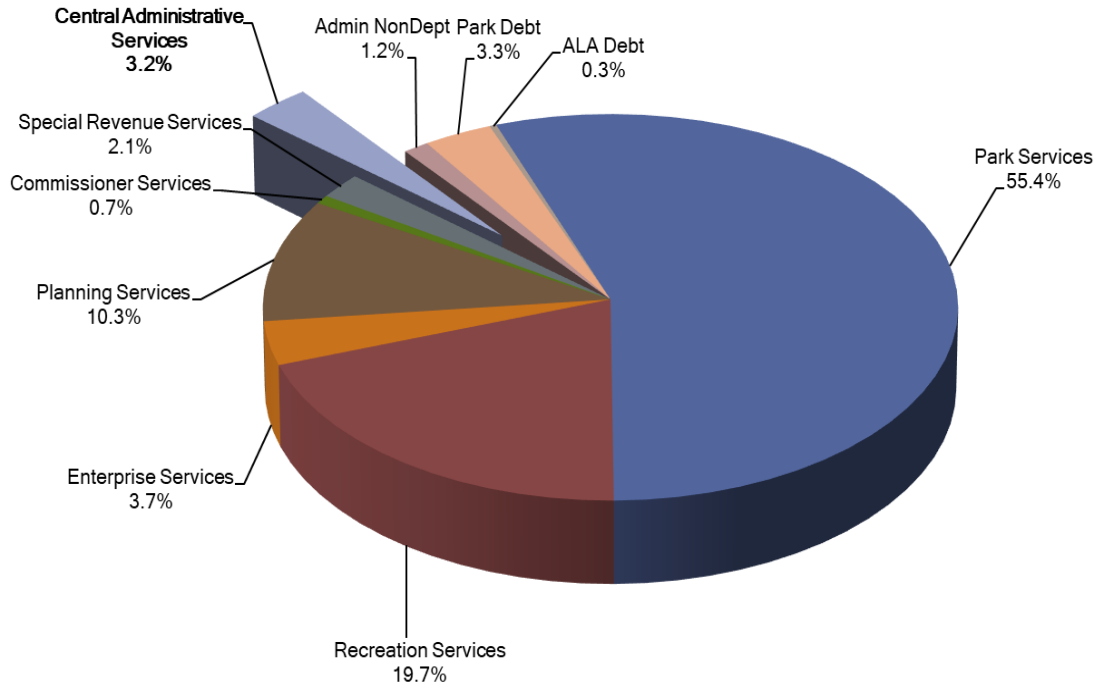
The CAS budget proposal reflects positions and workyears comparable to FY 2011 levels, even while work program demands have increased over the past 12 years. Work program demands such as implementation of regulatory updates, required policy reviews, legal advice, zoning ordinance review, and continued rollout of ERP functionality increase the demand for CAS departments' services.

The CAS proposed budget is 3.2% of the Commission's proposed total bi-county operating budget.



Central Administrative Services Overview

Central Administrative Services (CAS)
FY23 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, ALARF, and Capital Projects Fund)



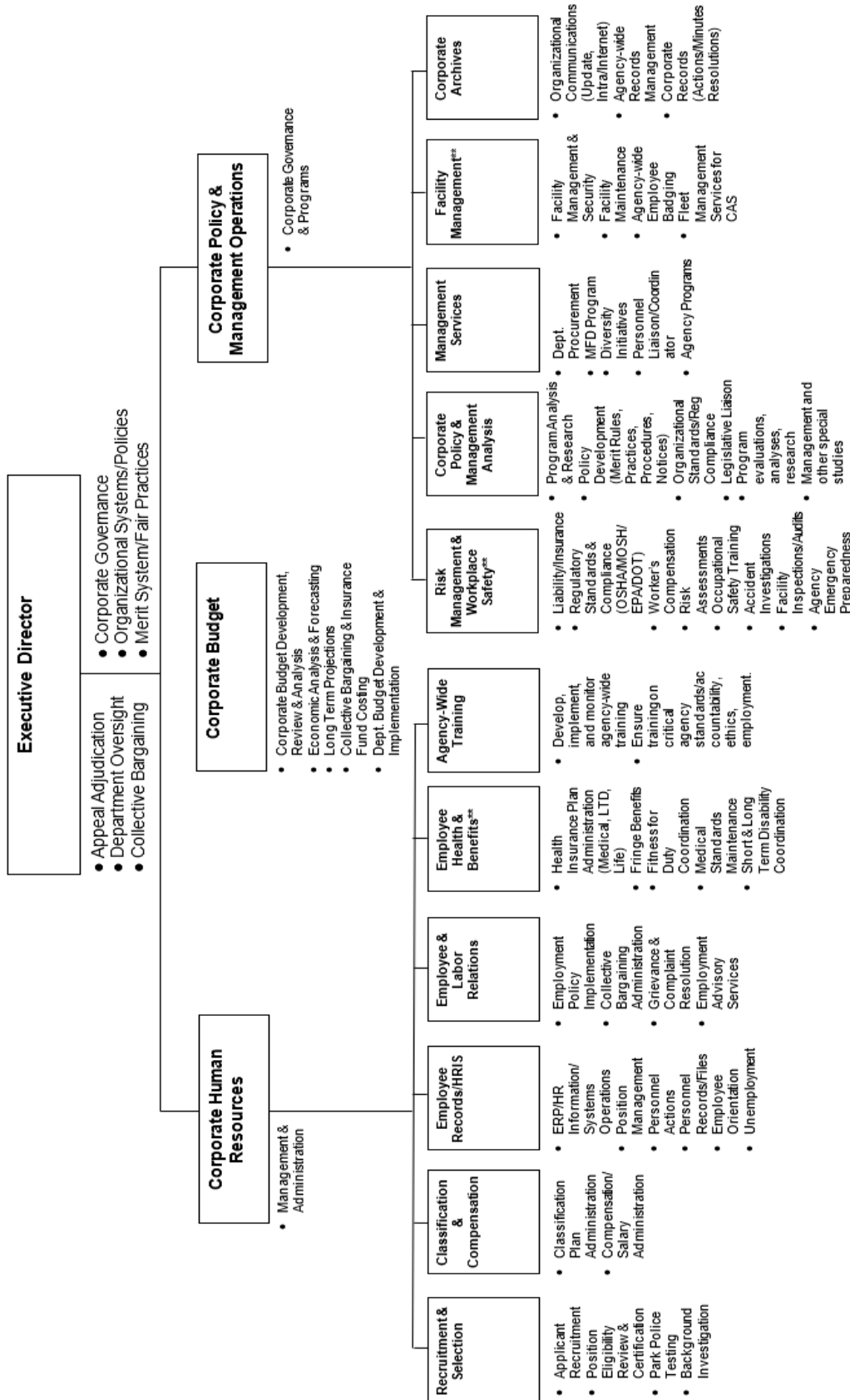
CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



Department of Human Resources and Management

Central Administrative Services Department of Human Resources and Management

ORGANIZATIONAL STRUCTURE



** Internal Service Funds



Central Administrative Services

Department of Human Resources and Management

OVERVIEW

The Department of Human Resources and Management (DHRM) is responsible for corporate governance and operations guidance, fiscal planning and budgeting services, and human resources administration. Each of these functional areas is integral to enabling efficient and cost-effective operations across the entire agency. 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, programs funded through the Risk Management Fund (Risk and Safety), Commission-Wide Executive Office Building Fund, and Commission-Wide Group Insurance Fund (health insurance and employee benefits) are also administered by the Department.

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 leadership, coordination, and administrative direction for 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 the effectiveness of the Minority, Female, and Disabled (MFD) procurement program, conducts contract execution and procurement waiver reviews, reviews employment concerns, 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 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 Resolutions, Notices, Merit System Rules and Regulations, 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, 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., employee newsletters, agency-wide directives, facility, and emergency closing information, telephone directories, etc.), departmental staff development, coordinates and supports corporate meetings of the Commission, the Executive Committee, Directors, and other ad hoc or standing committees, 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 to reduce the 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). This unit also 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, emergency response initiatives, accident and damage inspections, and risk assessments. Finally, the unit 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 maintenance and support for compliance with state and local fire and workplace codes. The agency-



Central Administrative Services Department of Human Resources and Management

wide employee identification badging program is also managed by this team. This program is funded by 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 provides agency-wide training and programs including diversity and literacy initiatives. It 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 Systems 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 programs, the flexible spending account program, the employee assistance program, critical



Central Administrative Services Department of Human Resources and Management

incident support, long-term care, childcare, and eldercare 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.

FY22 ACCOMPLISHMENTS

Agency-wide Pandemic Response: In response to the unprecedented COVID-19 crisis, the Department continued to lead the development and implementation of the agency's response, education, and handling of COVID-19. Through the development of robust safety protocols and internal operating procedures, coordinated review of all suspected cases to mitigate exposure, case monitoring, and the updating of Continuity of Operations Programs (COOP), the department provided a framework for the workforce and agency facilities to reduce exposure of the virus and handle cases.

Unemployment Cases Surge: With unemployment remaining unusually high with claims at over 500% above pre-pandemic and expected to reach 1000% by close of FY22, staff has continued to successfully handle the ongoing surge.

Performance Measurement: Continued work on developing a robust set of metrics to quantify the agency's critical internal operations, impact on citizens and stakeholders, and staff engagement.

Succession Planning: Continued the process of identifying essential positions and knowledge gaps to develop an extensive and varied training plan that involves upskilling employees from entry-level to more technical and managerial roles.

Collective Bargaining and Labor Relations: The Executive Director led the management bargaining team to a 3-year labor agreement with the Municipal and County Government Employees Organization/UFCWU Local 1994 (MCGEO).

Fiscal Responsibility: The agency was a recipient of the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the 36th consecutive year.

Workforce Development: DHRM continued implementing multi-year recommendations from the ongoing comprehensive agency-wide compensation and classification study to support the ability to recruit and retain a highly skilled career workforce. The department also continued to support the employee-led Diversity Council and administer on-the-job training and career development through the agency-wide Language and Literacy and Apprenticeship Programs.

Policy Development and Management Studies: Policy review and analysis continued for nearly 200 functional areas necessary to ensure agency-wide regulatory compliance, fair practices, and



Central Administrative Services Department of Human Resources and Management

accountability. The analysis focused on policies concerning finance and budgeting, employment, new management directives, and strengthening internal controls.

Promotion Testing: Successfully pivoted to conduct offsite Promotional Testing for FOP and Command Staff seeking career advancement, which involved obtaining test sites and assessors from other jurisdictions during a pandemic, and the vendor.

Employee Benefits: Benefit plans remained competitive and cost-effective with an 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.

This included collaborating with Montgomery County operating departments and the Office of Chief Information Officer to implement commuter benefits for employees moving to the new Wheaton Headquarters Building.

Recruitment and Selection: Implemented the computer-assisted assessment of employment applications to better document and consistently review employment applications.

Implementation of Minimum Wage: Developed a strategy for implementation of a \$15 hourly minimum for January 1st, 2022 across the Commission.

Employee Wellness: Successfully implemented a series of remote Wellness Programs, Q&A COVID-19 Sessions with Consultant Medical Expert, and spearheaded communications on behavioral health services available to address isolation, anxiety, and other conditions associated with remote work.

Foreign Language Proficiency: Implemented expansion of Park Police foreign language proficiency tests to include 7 additional languages (a total of 10 foreign languages) to better serve the diverse populations of Prince George's and Montgomery Counties.

FY23 PRIORITIES

In addition to delivering the regular, ongoing work of the department, major priorities for FY23 include:

- Continue creating and standing up the robust set of metrics to quantify overall agency performance.
- Implement, with the assistance of a consultant, an enhanced Succession Planning Program to include a Commission-wide training program to prepare staff members to transition into critical positions as they become vacant.
- Continue implementation of collective bargaining contracts and conducting negotiations with two collective bargaining units, the Municipal and County Government Employees Organization (MCGEO) and the Fraternal Order Police (FOP).
- Complete the long-standing Classification and Compensation study, including job class series reviews prioritized by operating departments and allocation of staff to the new classification specifications.



Central Administrative Services

Department of Human Resources and Management

- Continued expansion of the NEOGOV Onboarding module to take advantage of its capabilities that permit departmental-centric onboarding, beyond that of the Commission-wide onboarding requirement.
- Continue analysis and development of the agency's coordinated communications processes.
- Implement a Diversity, Equity and Inclusion (DEI) program to review all department policies and procedures to ensure fairness in all aspects of employment; serve an internal consultant to the department in the implementation of their DEI initiatives; assist in community outreach to ensure our organizations reflect the communities; and assist the Employee/Labor Relations Office by providing expert assistance on fairness issues and claims.



Central Administrative Services Department of Human Resources and Management

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$2,578,932	\$2,789,940	8.2%	42.1%
Staffing				
Funded Career Positions	17.92	18.14	1.2%	40.3%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	17.07	17.44	2.2%	39.6%
Prince George's County Budget				
Expenditures	\$3,384,875	\$3,830,217	13.2%	57.9%
Staffing				
Funded Career Positions	24.08	26.86	11.5%	59.7%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	23.93	26.56	11.0%	60.4%
Combined Department Total Budget				
Expenditures	\$5,963,807	\$6,620,157	11.0%	100.0%
Staffing				
Funded Career Positions	42.00	45.00	7.1%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	41.00	44.00	7.3%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The FY23 proposed budget is \$6,620,157, representing an increase of 11.0% (\$656,350) over the FY22 adopted budget level. This increase funds the ongoing operations administered by the Department, the addition of two career positions, a position transfer from Finance, and support to the Office of the Chief Information Officer through allocated charges for technology systems. The increase is allocated \$445,342 to Prince George's and \$211,008 to Montgomery 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 FY23 funding allocation before chargebacks to 40.4% Montgomery and 59.6% to Prince George's. This shifts 0.8% of the funding allocation from Montgomery to Prince George's, as compared to FY22. Major components of the budget include:

Personnel Services: This category includes an increase of 9.8% (\$598,447). The proposed DHRM budget includes 45 career and 2 term contract positions, with 44 WYS (of which 17.44 are allocated to Montgomery and 26.56 to Prince George's, respectively). This includes one position transfer from the Department of Finance as well as two new positions that are being requested for FY23:



Central Administrative Services Department of Human Resources and Management

- **Technical Specialist to the HR Records Team (\$124,482):** The HR Records and Information Systems (HRIS) team is responsible for securely updating, maintaining, and safeguarding records for every person who has been and is currently employed by the Commission. This responsibility includes manually updating employee records each time a change is requested, including COLA and merit increases, additions, terminations, reclassifications, and personal information changes. These records include personally identifiable information (PII) and must be maintained and processed in compliance with Federal and State laws, agency policies, and collective bargaining agreements.

The key element to maintaining this compliance is to ensure upgrades to the ERP system properly incorporate the needs of this division. A representative to champion and properly translate these requirements at the onset of the project is vital to the operations of the agency, and the success of the ERP update.

- **Records Specialist to the Corporate Archives and Records Management Team (\$93,746):** Corporate Archives executes several programs mandated by State law including physically protecting the agency's official records, adhering to public recordkeeping requirements, modernizing document storage through digitization, and responding to the Maryland Public Information Act (MPIA) requests received within mandated timeframes. Internally, each Department relies heavily on this division to house and care for their records and provide expertise to identify which records are required to be kept permanently and which records should be disposed of. Current priorities include accelerating the digitization of records to improve public access to governmental records, assisting with the transition away from the creation and storage of more paper and its impact on the environment, and supporting the increased need from the Departments to store documents that are not taken to new locations.

This program only has one full-time career employee and one part-time career employee assigned. With only one full-time employee, this small team is not equipped to continue to meet State mandates, current priorities, and increased responsibilities. Additionally, disruptions in current staffing could result in large amounts of risk to our agency without a second full-time career position to provide essential program backup.

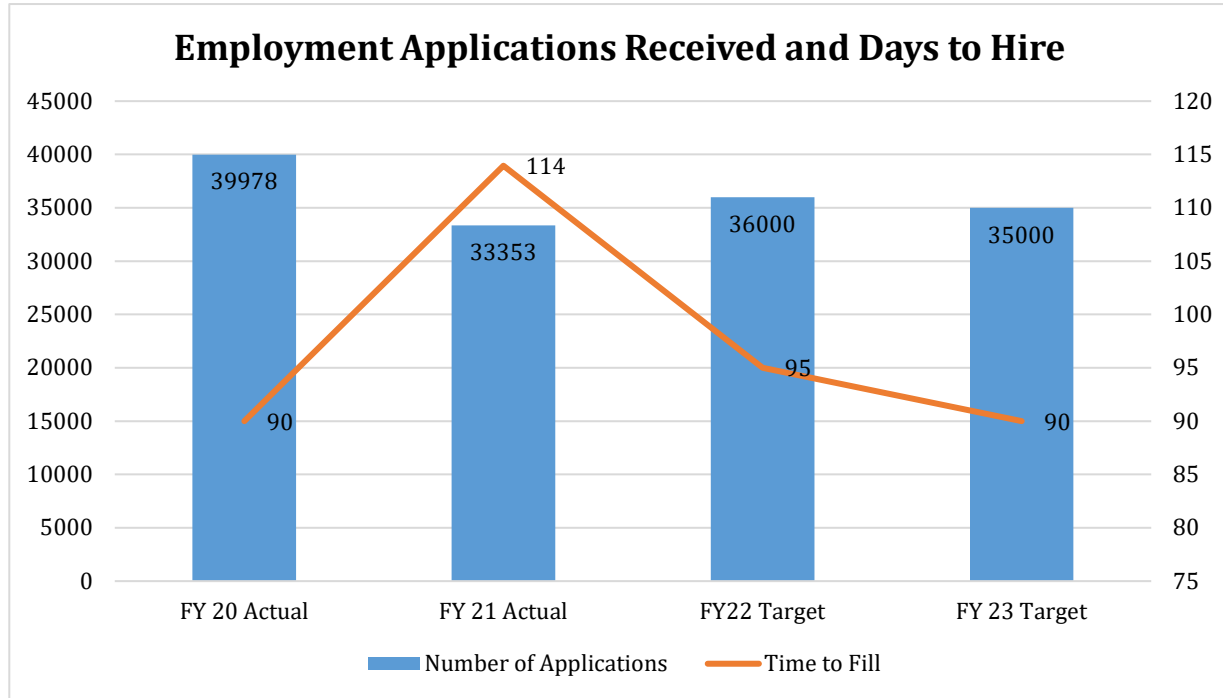
Other Operating Charges: This category includes an increase of 8.4% (\$78,527) for supplies, materials, and professional services to support an upgrade of the ERP system, operating needs specific to the COVID-19 pandemic, labor negotiations, and employee records technical support.

Chargebacks: This category includes an increase of 2.0% (\$20,624) for wage and benefit allocations and expenses for services directly impacting specific programs or departments outside of DHRM.

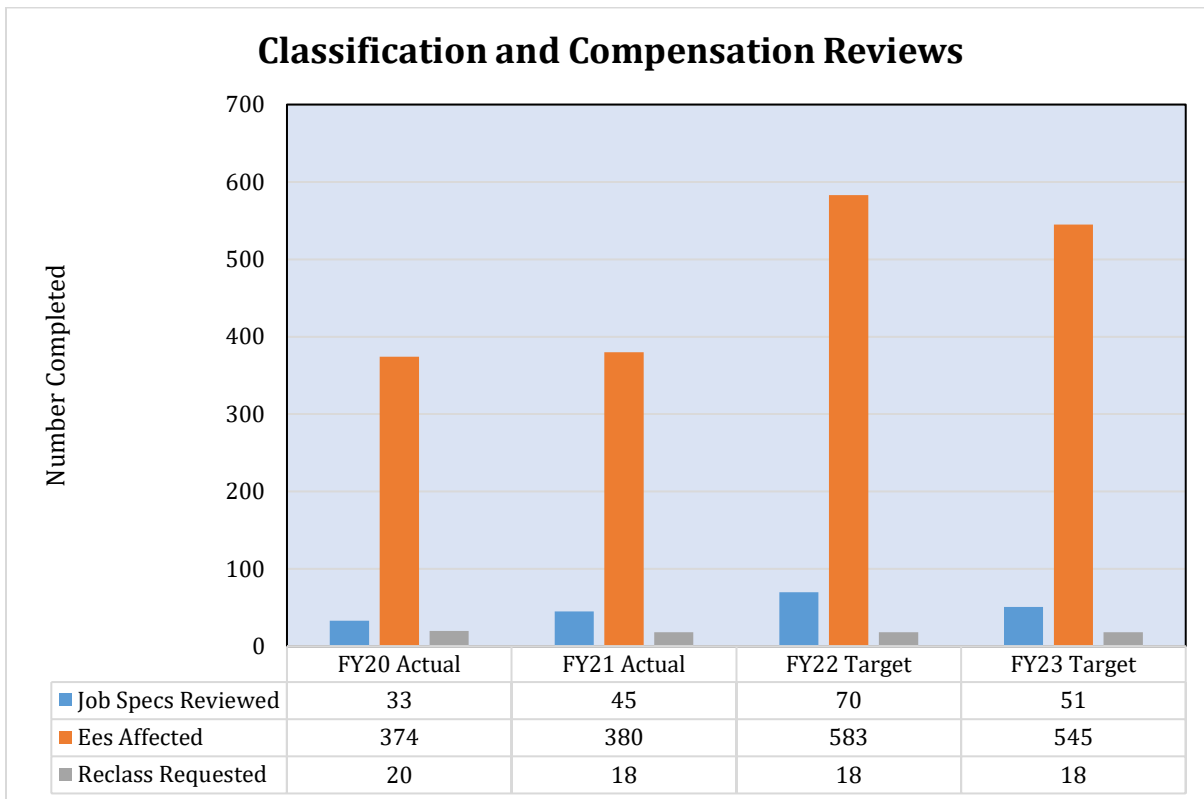


Central Administrative Services Department of Human Resources and Management

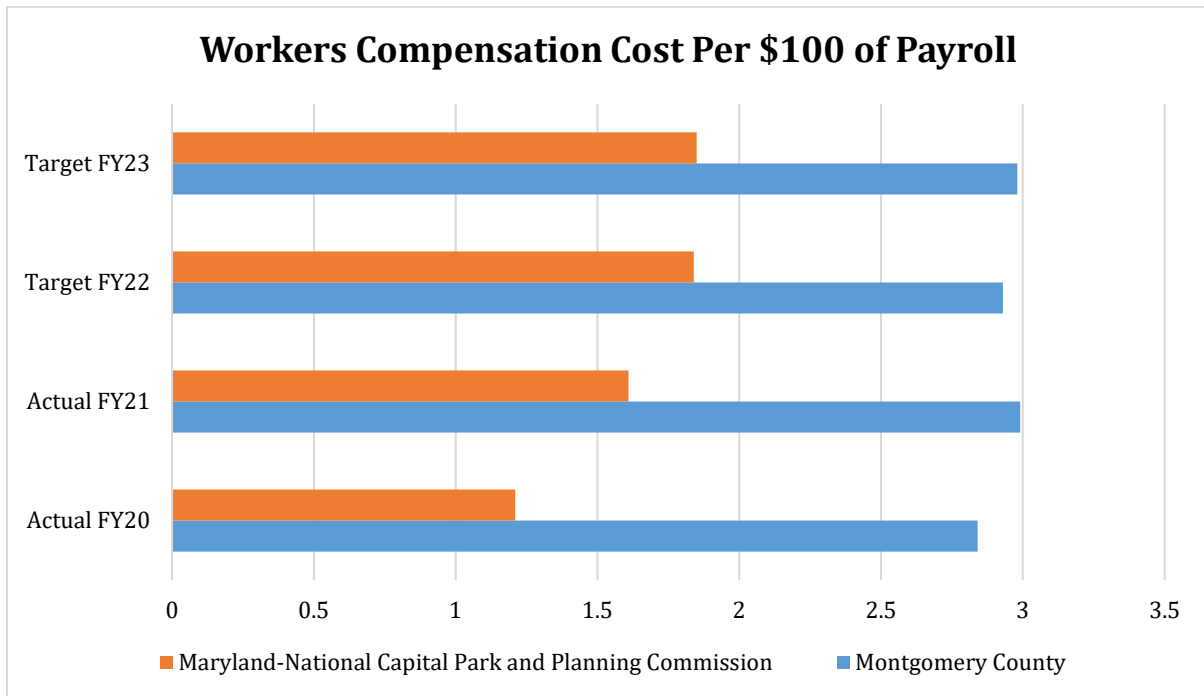
GOALS AND PERFORMANCE MEASURES



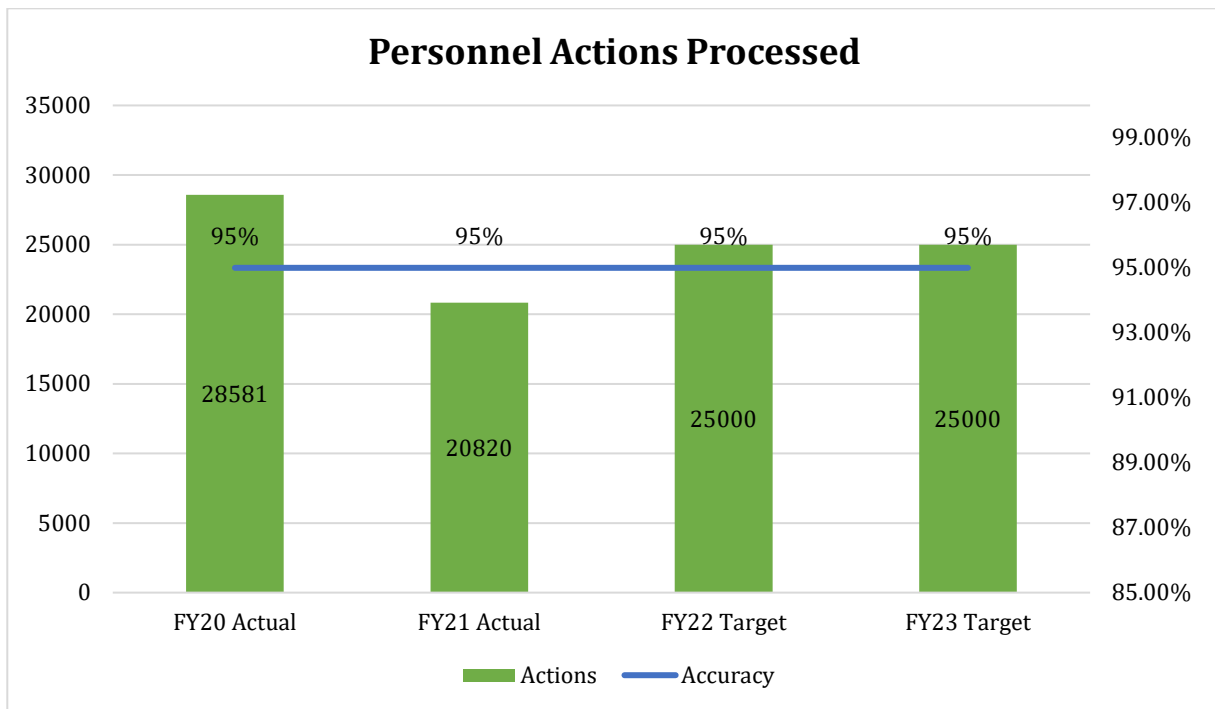
The time-to-fill metric is business days from close of posting to hire date. Due to the impact of the COVID-19 crisis, the number of applicants decreased in FY21 while the days to fill increased. Numbers are anticipated to return to normal levels for FY22 and FY23.



**Central Administrative Services
Department of Human Resources and Management**



Workers' Compensation data from Prince George's County has not been provided to the agency.

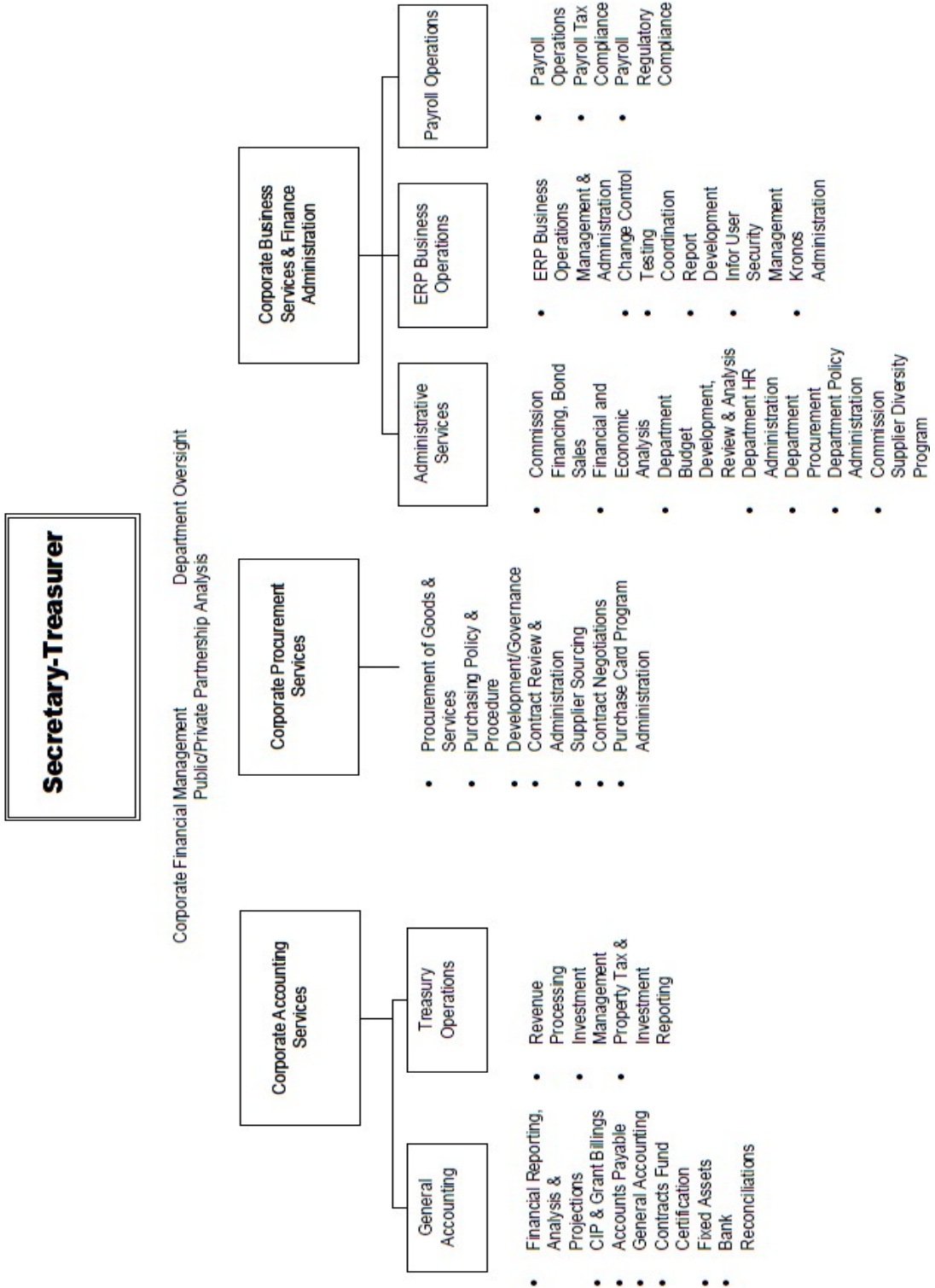


The decrease in Personnel Actions processed in FY21 is due to the impact of COVID-19 on the agency's in-person programs (summer camps, etc.) and the pausing of annual pay increases in FY21.



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 & Finance Administration Division

The Office of the Secretary-Treasurer – Corporate Business Services & Finance Administration Division has three major work programs: Department Management, Payroll Operations, and ERP Business Operations Management. Department Management has four major functions: provide corporate financial oversight; direct the overall operations of the Finance Department; manage the Department budget 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 and is responsible for payroll tax compliance; ERP Business Operations Management is responsible for oversight, management, user-security, business intelligence reporting, 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 and reporting 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 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 Annual Comprehensive Financial Report (ACFR) 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 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



Central Administrative Services Finance Department

management of investment returns and compliance with investment policy.

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 Annual Comprehensive Financial Report (ACFR) from the Government Finance Officers Association of the United States and Canada for the 47th consecutive year in FY20. The Commission has received this award longer than any other organization in its category.

BUDGET AT A GLANCE

Summary of Finance Department Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$2,393,314	\$2,465,034	3.0%	44.8%
Staffing				
Funded Career Positions	20.00	20.00	0.0%	42.6%
Funded Workyears	19.26	19.22	-0.2%	42.7%
Prince George's County Budget				
Expenditures	\$2,948,743	\$3,038,142	3.0%	55.2%
Staffing				
Funded Career Positions	27.00	27.00	0.0%	57.4%
Funded Workyears	25.74	25.79	0.2%	57.3%
Combined Department Total Budget				
Expenditures	\$5,342,057	\$5,503,176	3.0%	100.0%
Staffing				
Funded Career Positions	47.00	47.00	0.0%	100.0%
Funded Workyears	45.00	45.01	0.0%	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 FY23 PROPOSED BUDGET

The FY23 proposed budget is \$5,503,176 reflects an additional \$161,119 or 3.0% increase from the FY22 adopted budget after chargebacks.

Personnel services increased by \$133,516, from merit increases, reduced benefit costs, the transfer of one position to DHRM and the addition of a payroll accountant. Other operating charges increased by \$54,708 from CWIT increases, and chargebacks increased by \$-27,105.

In developing this preliminary estimate of the FY23 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 are three proposed requests for fiscal 2023:

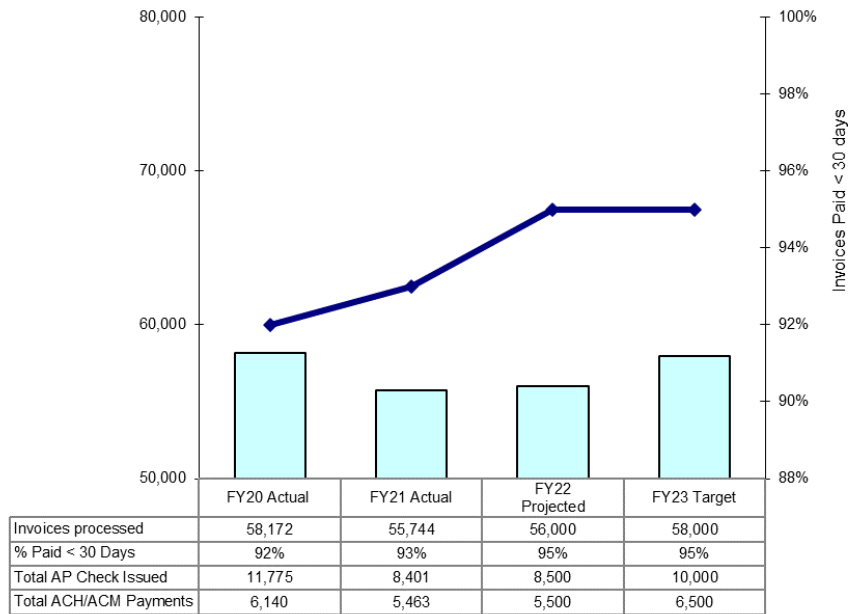
- Funding is requested for a new Payroll Accountant position to decrease the high risk associated with a single position ensuring we stay in tax compliance and assist with the extensive work program (Prince George's County \$64,721 and Montgomery County \$54,038).
- The transfer of the Diversity Business Program Manager to the Department of Human Resources and Management (DHRM) (Prince George's County \$-72,513 and Montgomery County \$-48,231).
- Funding, for Finance's share of Commission-wide IT initiatives (primarily the next version of ERP) which are presented as part of the Office of the CIO's budget request which Finance supports (Prince George's County \$24,500 and Montgomery County \$24,500).



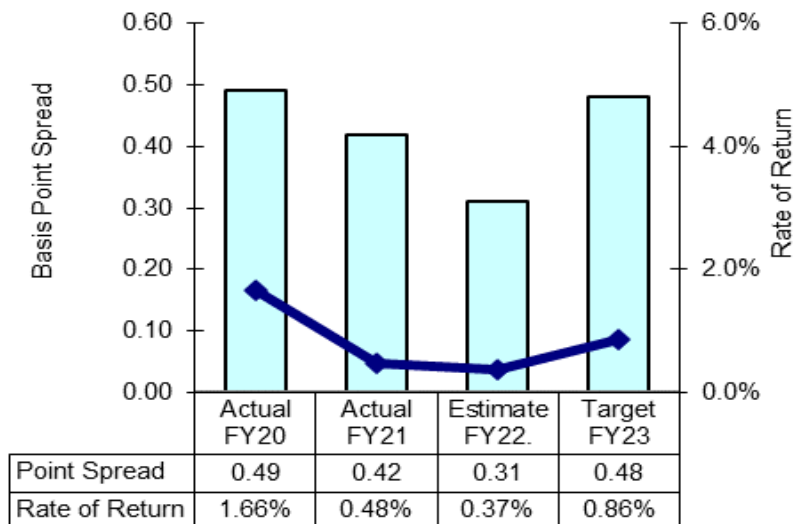
Central Administrative Services Finance Department

GOALS AND PERFORMANCE MEASURES

Accounting

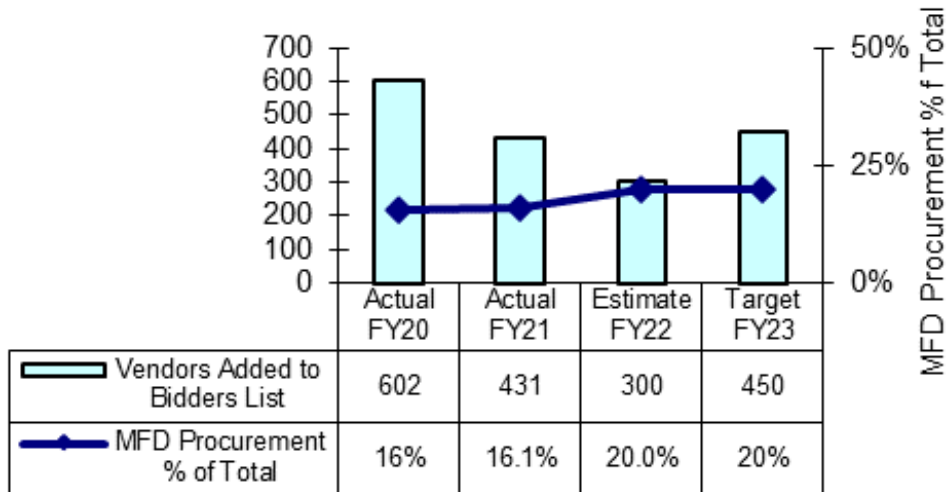


Treasury Operations Basis Point Spread Portfolio Versus 90-Day Treasury Bill Rate of Return



**Central Administrative Services
Finance Department**

**MFD Procurement Opportunity
Minority, Female or Disability Owned**



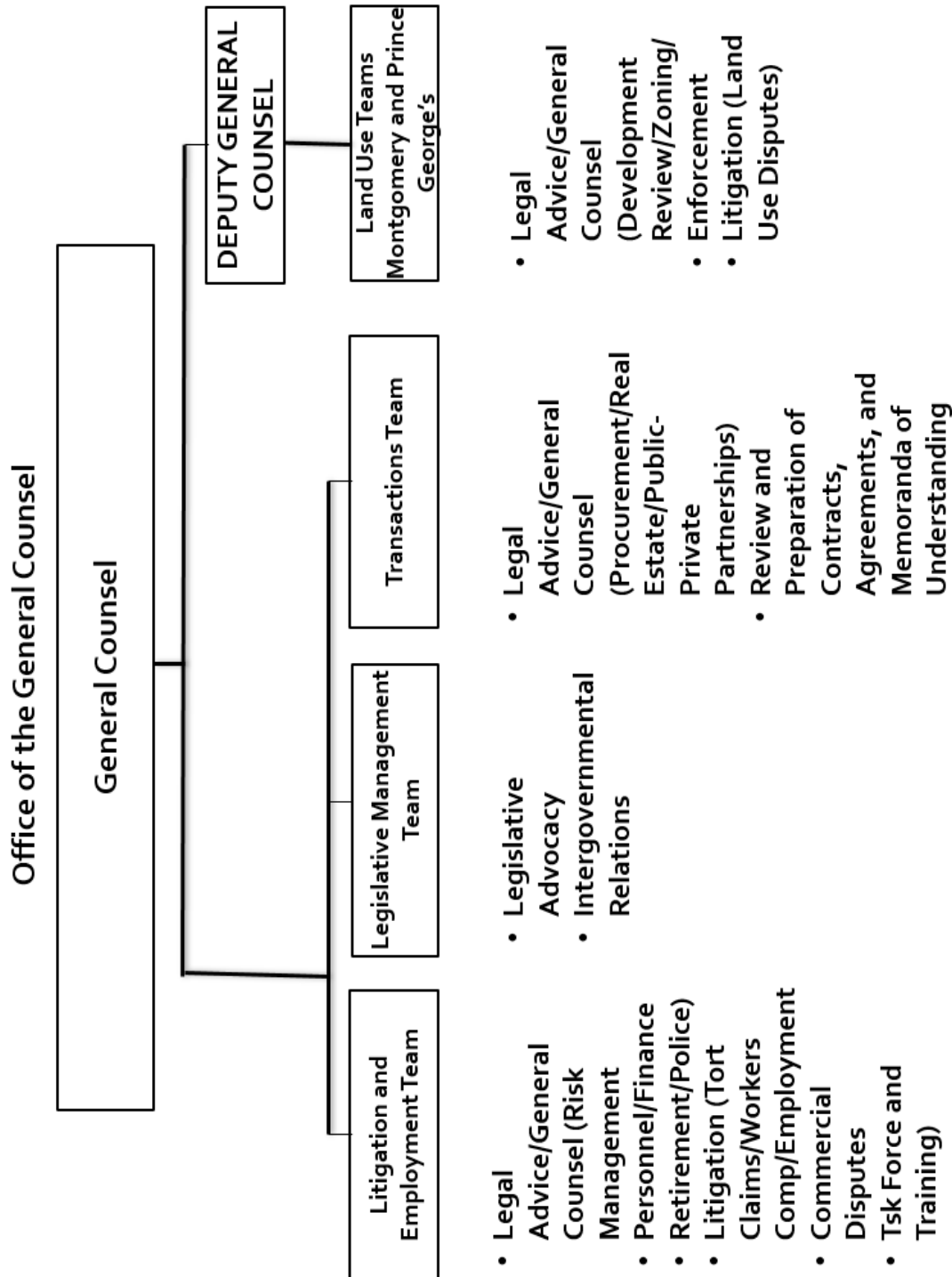
Bond Rating Data

Rating Agency Information	Actual FY20	Actual FY21	Estimated FY22	Target FY23
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poor's 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



Central Administrative Services Legal Department

ORGANIZATIONAL STRUCTURE



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 2021, the OGC registered 28 new litigation cases and closed 15 cases – ending the year with 34 cases pending in state and federal courts. The cases closed during the year covered a variety of conventional disputes, including two ordinary tort claims, two employment claims, two workers compensation appeals, 11 administrative land use appeals, one contract dispute, and one miscellaneous matter. The Commission litigation team consistently delivered successful results and handled a number of complex matters including construction, employment, and unique workers compensation and liability matters, and continued to move cases forward, all while adapting to the court and other litigation process changes and limitations associated with the virus. The OGC provided advice for a myriad of novel legal and compliance issues arising in response to the novel coronavirus.

Proactive Legal Support for Commission Policy Makers: We are part of the Equity Peer Review Group which applies the lens of racial equity and social justice to all master plans and has reviewed and commented on over 10 such plans including the Great Seneca Science Corridor Plan Amendment, the Silver Spring Downtown & Adjacent Communities Sector Plan, and the Rustic Roads Plan, to name a few. Further, we counseled Planning Staff regarding the Street Renaming Project which has successfully renamed three streets which were previously named after Confederate soldiers or those who otherwise did not reflect Montgomery County values. We will continue to be part of the Thrive Montgomery 2050 comprehensive update to the County’s General Plan as it is reviewed and discussed over the next year by the District Council.

Building Quality of Life – One Transaction at a Time: Commission attorneys represented staff and the Planning Boards in the negotiation and development of dozens of complex agreements, memoranda of understanding, and policies related to the Commission’s park and recreation functions. Examples of important projects initiated or completed during FY 2021 include: the completion of the Recreation Use Agreement with the Green Branch Management Group for the Liberty Sports Park; acquisition of property in Largo, Maryland for a new building site; successful completion of the Parker land exchange; ongoing negotiations with University of Maryland College Park for the use of Paint Branch Driving Range for track and field; Completion of the Wheaton Regional Headquarters agreements, including the condominium documents, lease, and other use agreements with Montgomery County; ongoing land exchange negotiations with Prince George’s County Board of Education for Glenridge Park; negotiations with Bowie Baysox for long term lease a Prince George’s Stadium; legal support for updating the Commission’s MBE and purchasing policies; and providing ongoing legal support as the Commission continues to manage COVID-19 related issues (i.e. property management; partial openings; vaccine mandates and template forms to address the evolving situation).

Legislative Support: The Legal Team helped to amend the County’s Forest Conservation Law to clarify the preferred sequence of afforestation and reforestation, mitigation, banking, and fee-in-lieu; increase maintenance agreements from two to five years; and require Tree Save Plans to protect significant specimen and champion trees. This was before the Office of the Attorney General issued an opinion which then triggered State legislation regarding the ability of the County to use existing forest as a mitigation banking option. We provided support to the Deputy General Counsel regarding her work on this State legislation. The Legal Team also aided Staff in analyzing and proposing a new Growth and Infrastructure Policy (GIP) which is revolutionary in allowing payments instead of moratoriums to fund school improvement projects and considers all modes of transportation (vehicle/pedestrian/bicycle) when determining transportation adequacy for



Central Administrative Services Legal Department

proposed developments. Efforts the OGC made in Annapolis to secure adoption of HB 980 thereby paved the way for the expected adoption before the end of the year of the first County-wide zoning and subdivision laws in a generation. In support of this monumental accomplishment, OGC drafted corrective legislation, represented the Commission at public hearings, and advised decision makers on all aspects of the new law.

BUDGET AT A GLANCE

The Office of General Counsel has, in coordination with the Montgomery County Planning Board Chair, incorporated into the OGC a work unit made up of two (2) Senior Technical Hearing Writers for the Montgomery County Commissioners' Office. The OGC's FY23 will reflect the addition of these positions, as well as a corresponding chargeback from the Montgomery County Commissioners' Office. The FY23 Proposed Budget also accounts for the reduced service level at MRO that was required to meet the FY19, FY 20, FY21 and FY 22 funding cuts in the Montgomery County Administrative Fund. After providing for the combined fiscal impact of approved merit and make-up merit increases, including expected increases in fringe benefit costs, the fiscal impact of our personnel budget is a net increase of \$164,288 resulting in personnel services allocated to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$1,648,250 (2.3% increase)
- Prince George's County Administration Fund: \$1,513,548 (9.2% increase)

These figures reflect the updated labor allocation formula between Montgomery and Prince George's Counties respectively, 50.5% to 49.5%, as well as any changes in non-departmental charges passed through for capital equipment, the CIO allocation, CWIT charges, etc. Please refer to those non-departmental CAS budget estimates for specific details and amounts.

Additionally, our proposed estimate is based on a modest pass through of interdepartmental chargebacks that remain under discussion with our client departments. The proposed estimates will be subject to change to reflect final pension and/or OPEB numbers.



Central Administrative Services Legal Department

Summary of Legal Department Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$1,611,525	\$1,648,250	2.3%	52.1%
Staffing				
Funded Career Positions	13.00	14.00	7.7%	51.9%
Funded Workyears	13.00	14.00	7.7%	51.9%
Prince George's County Budget				
Expenditures	\$1,385,985	\$1,513,548	9.2%	47.9%
Staffing				
Funded Career Positions	12.00	13.00	8.3%	48.1%
Funded Workyears	12.00	13.00	8.3%	48.1%
Combined Department Total Budget				
Expenditures	\$2,997,510	\$3,161,798	5.5%	100.0%
Staffing				
Funded Career Positions	25.00	27.00	8.0%	100.0%
Funded Workyears	25.00	27.00	8.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

Additionally, our proposed estimate is based on a modest pass through of interdepartmental chargebacks that remain under discussion with our client departments. The proposed estimates will be subject to change to reflect final pension and/or OPEB numbers.



Central Administrative Services

Office of the 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). 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. Identified issues, risks, and recommendations resulted in improved program performance and operations, reduction in costs, and a stronger internal control environment. The OIG completed 14 performance audits in FY21. Three (3) of the audits assessed new risk areas resulting from the COVID-19 pandemic, two (2) audits assessed IT security risks, and six (6) audits included a comprehensive review of Commission facilities, and three (3) audits covered high risk operations identified by management. As a result of these reviews, the OIG presented 39 audit recommendations to improve the effective and efficient operation of M-NCPPC programs and facilities.
- The OIG completed eight (8) limited investigations and one (1) fraud, waste, and abuse investigation in FY21.
- The OIG completed 15 follow-up reviews in FY21. Upon completion of the follow-up reviews, the OIG was able to conclude 50 of the 63 (79.3%) audit recommendations reviewed were satisfactorily resolved.
- The OIG facilitated a Commission-wide risk assessment in May 2021. 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 FY22 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 the Inspector General

BUDGET AT A GLANCE

Summary of Office of the Inspector General Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$371,243	\$463,981	25.0%	41.1%
Staffing				
Funded Career Positions	2.00	3.00	50.0%	42.9%
Funded Workyears	2.20	3.20	45.5%	42.7%
Prince George's County Budget				
Expenditures	\$370,144	\$666,055	79.9%	58.9%
Staffing				
Funded Career Positions	3.00	4.00	33.3%	57.1%
Funded Workyears	3.30	4.30	30.3%	57.3%
Combined Department Total Budget				
Expenditures	\$741,387	\$1,130,036	52.4%	100.0%
Staffing				
Funded Career Positions	5.00	7.00	40.0%	100.0%
Funded Workyears	5.50	7.50	36.4%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The Office of the Inspector's General (OIG) FY23 proposed budget of \$1,130,036 supports optimal audit, investigation, and advisory operations. The proposed budget reflects a \$388,649 (52.4%) increase over FY22. The proposed increase includes base budget adjustments of \$7,182 and \$381,467 of proposed changes. The increase per county is \$92,738 (25.0%) and \$295,911 (79.9%) for Montgomery County and Prince George's County respectively. Prince George's County's percent increase is higher due to the recalculation of salary chargebacks.

Base budget adjustments (\$7,182) can be primarily attributed to approved salary, benefit and pension costs for OIG personnel.

The OIG provides Commission-wide professional auditing (operations and information technology audits), fraud, waste, and abuse investigations, and advisory services to the agency. Proposed changes to the OIG's budget include two new career positions. If approved, the OIG will be staffed with 7 career positions, including the Inspector General, and a part-time intermittent position. One requested position (Assistant Inspector General) will allow the OIG to complete additional high-risk audits identified through the annual risk assessment process. The second position (Deputy Inspector General) will provide additional leadership and succession planning to the OIG. The total cost (i.e. salary and fringe) for each position is \$116,967 and \$159,968 respectively.



Central Administrative Services Office of the Inspector General

The OIG also requested \$100,000 in professional service funds to complete complex information security assessments resulting from attacks and breaches (internal and external). To protect the integrity of investigations, the requested professional services should be outside of departmental oversight. The balance of other proposed changes (\$4,532) is attributed to planned Commission-wide Information Technology projects.

GOALS AND PERFORMANCE MEASURES

Goals:

- The Inspector General shall coordinate with the Audit Committee to develop a written annual 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.

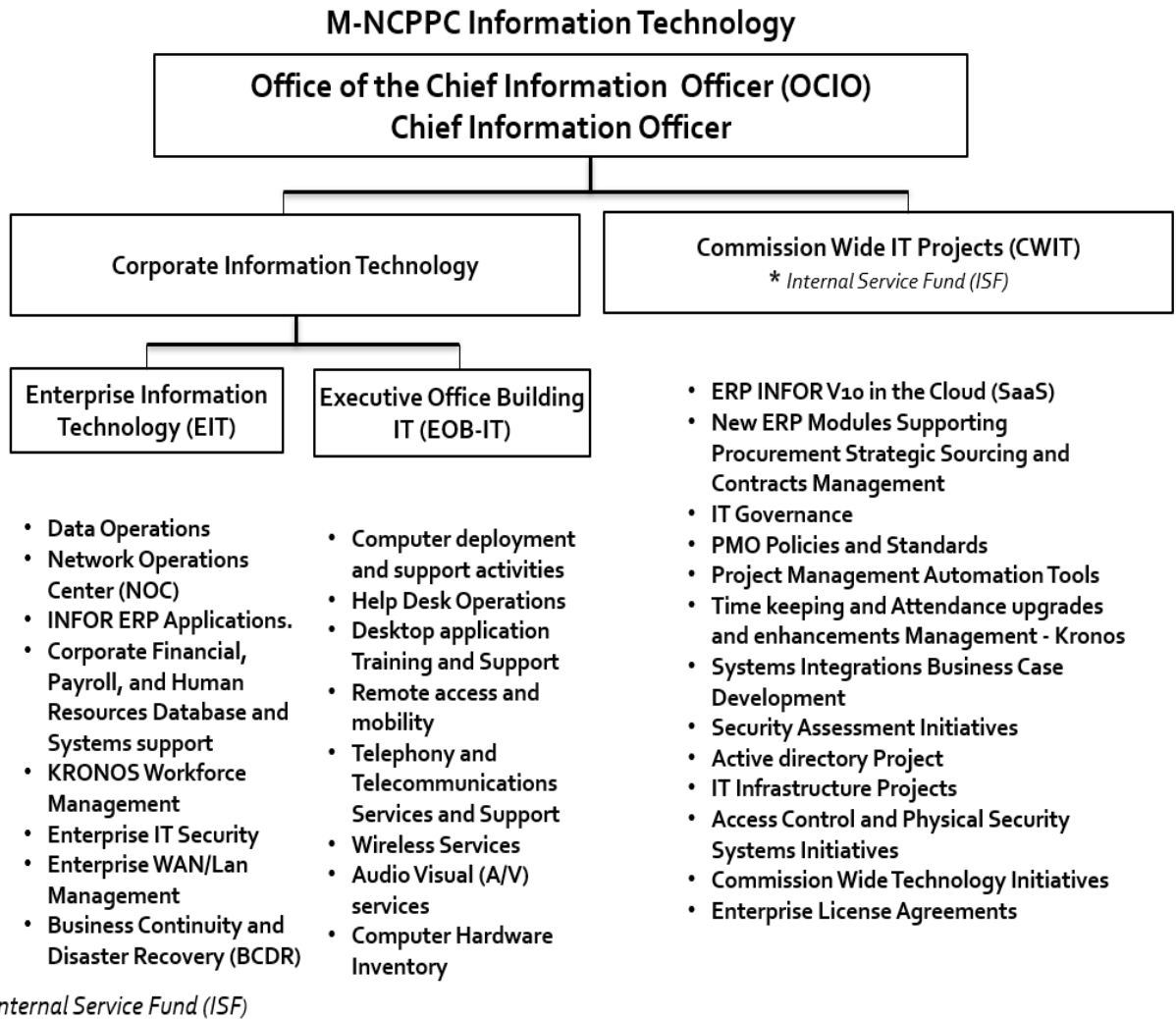
Performance Measures:

- 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* issued by the Government Accountability Office. Completion of fraud, waste, and abuse investigations in accordance with *Generally Accepted Principles and Quality Standards* issued 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



Central Administrative Services Corporate IT

OVERVIEW

Corporate IT provides Commission-wide Information Technology (IT) infrastructure standards, core business systems, data security, service and support to all Departments in the agency. The department also implements and administers IT governance policies established by the Chief Information Officer (CIO) to ensure accountability and protect the agency’s data.

Corporate IT is comprised of two Divisions: Enterprise IT (EIT) and Executive Office Building IT (EOB-IT). The EIT team is responsible for administering agency-wide infrastructure and producing consistent and timely communication of agency-wide IT standards and procedures. EIT also implements and administers security governance policies to ensure the protection of Commission data.

EOB-IT is responsible for delivering applications and end user services to Central Administrative Services (CAS) staff. This includes providing help desk services, managing virtual desktop environments, and providing support solutions for agencywide systems including Enterprise Resource Planning (ERP), timekeeping, payroll and support Human Resource (HR) operations.

MISSION

Corporate IT’s mission is to ensure the delivery of cutting-edge technology-based solutions to address Commission requirements, to integrate and automate information systems, and protect the agency’s data.

PROGRAMS AND SERVICES PROVIDED

The Department is responsible for supporting and maintaining the following systems and processes:

AGENCY-WIDE SYSTEMS	
Kronos Time & Attendance	Accounts Payable Online Processing
EnergyCap Utility Management	NEOGOV Recruitment and Onboarding
Sympro Investment and Debt Management	Enterprise Asset Management
Lawson Budgeting and Planning	INSITE Employee Intranet

INFOR ENTERPRISE RESOURCE PLANNING (ERP)	
Accounting	Employee Records
Procurement	Benefits Administration
Fixed Assets Management	Salary Administration
Strategic Sourcing	Training & Development
Contracts Management	Safety & Health



Central Administrative Services Corporate IT

AGENCY-WIDE PROCESSES & PROGRAMS	
MHC Document Management	Archive Records Management System
Kinsey Reporting	FileHold archiving software
Purchase Card System	SharePoint services
Safety Shoe program	Verdiem Surveyor system
ePersonality	Disaster Recovery and COOP
DSS Employee Document Self Service	Facility Security Systems (Lenel)
Oracle & SQL Databases	Symantec Enterprise Backup System
Personnel Action Automation	Labor Soft Grievance hosted service
Employees' Retirement System	

CENTRAL ADMINISTRATIVE SERVICES IT MANAGEMENT	
Help Desk Services	VMWARE Virtual Servers
Microsoft Office 365	VMWARE Virtual Desktops
Mobile Device Management	

FY22 ACCOMPLISHMENTS

Executive Office Building IT (EOB-IT):

A major EOB-IT effort included providing a secure and immediate way to enable signature workflows. This facilitated paperless automation of the entire document process including, creation, collaboration, execution, and management of archiving. Digital automation supports these processes within and outside of the organization.

Laptops with a layer of secured configuration, monitors, and other peripherals were procured and deployed to users.

Enterprise IT (EIT):

EIT continued to provide Cybersecurity enhancements to strengthen the agency's infrastructure, networks, and its computing environment. An industry top performing endpoint security solution utilizing dynamic and interactive cybersecurity services was deployed to further enhance the agency's security posture. Additionally, several cybersecurity policies and supporting operating procedures were completed this budget year.

The Agency has taken the necessary steps to implement an effective cloud backup and archiving solution to ensure the availability of our data as well as ensure a robust platform for any Freedom of Information Act (FOIA) requests. This system captures data in real time and provides a reliable backup to our emails, SharePoint, Teams and OneDrive data.



Central Administrative Services Corporate IT

BUDGET AT A GLANCE

Summary of Corporate IT Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$1,556,708	\$1,651,772	6.1%	57.7%
Staffing				
Funded Career Positions	8.84	9.00	1.8%	50.0%
Funded Workyears	8.84	9.00	1.8%	50.0%
Prince George's County Budget				
Expenditures	\$1,191,694	\$1,211,623	1.7%	42.3%
Staffing				
Funded Career Positions	9.16	9.00	-1.7%	50.0%
Funded Workyears	9.16	9.00	-1.7%	50.0%
Combined Department Total Budget				
Expenditures	\$2,748,402	\$2,863,395	4.2%	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 FY23 PROPOSED BUDGET

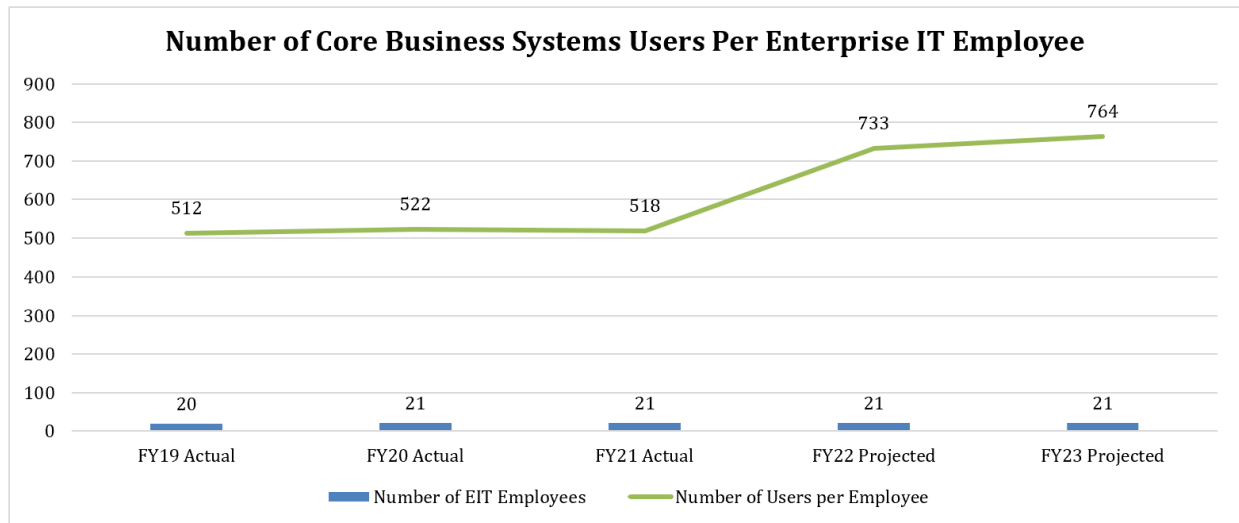
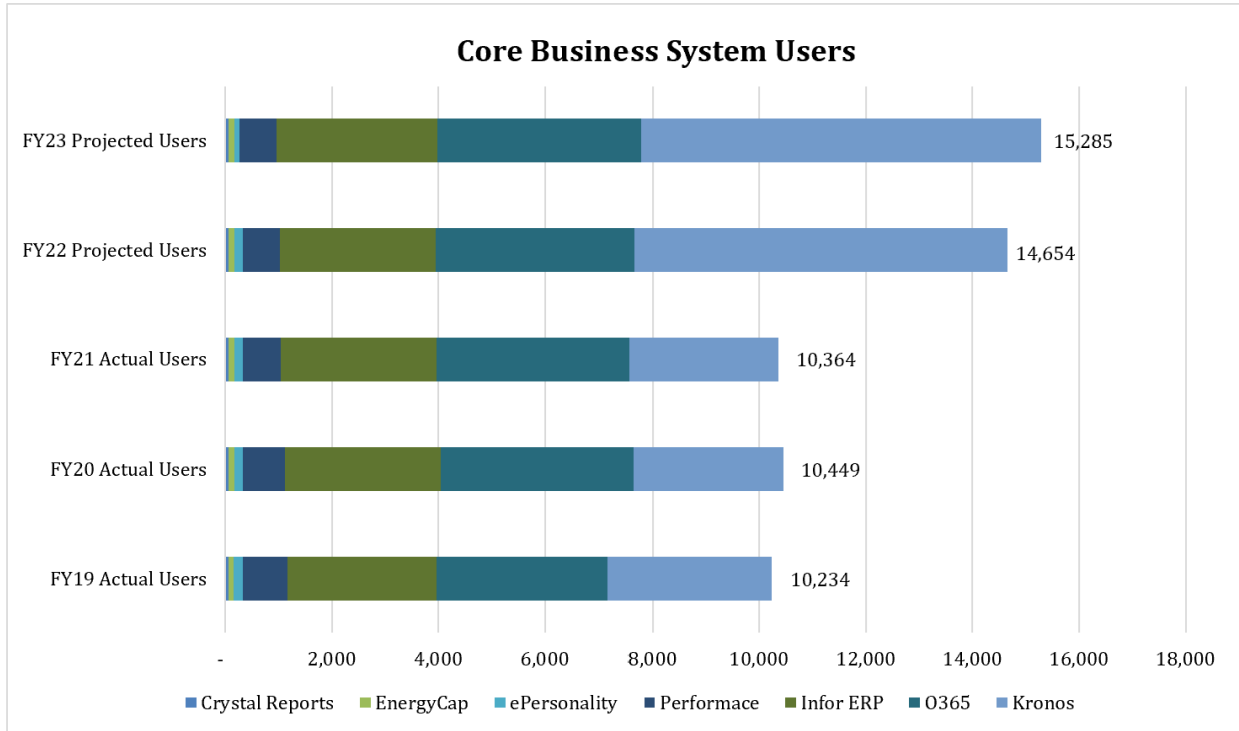
The FY23 proposed budget is \$2,863,395, representing a \$114,993 (4.2%) increase from FY22 adopted levels.

Compensation, retirement, and benefit costs are projected to increase in FY23, but software and hardware maintenance contracts costs are the main driver of the overall increase. Chargebacks have also increased to meet these increases.

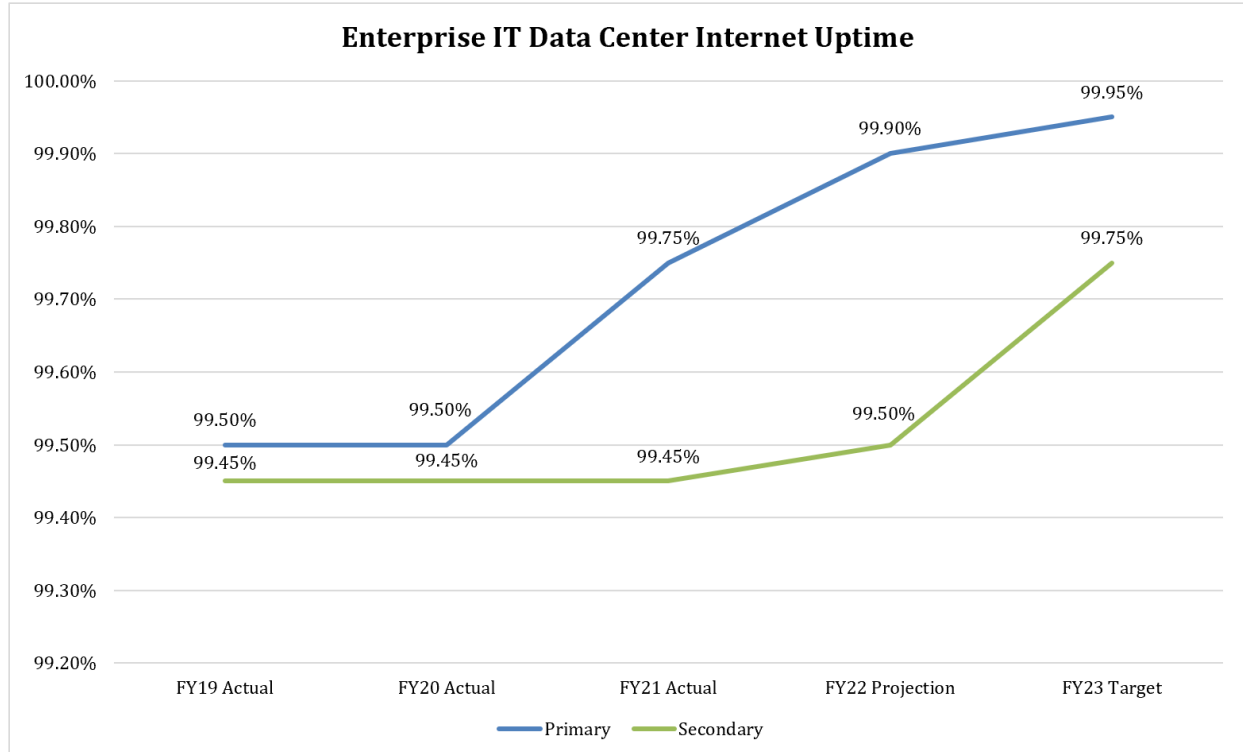
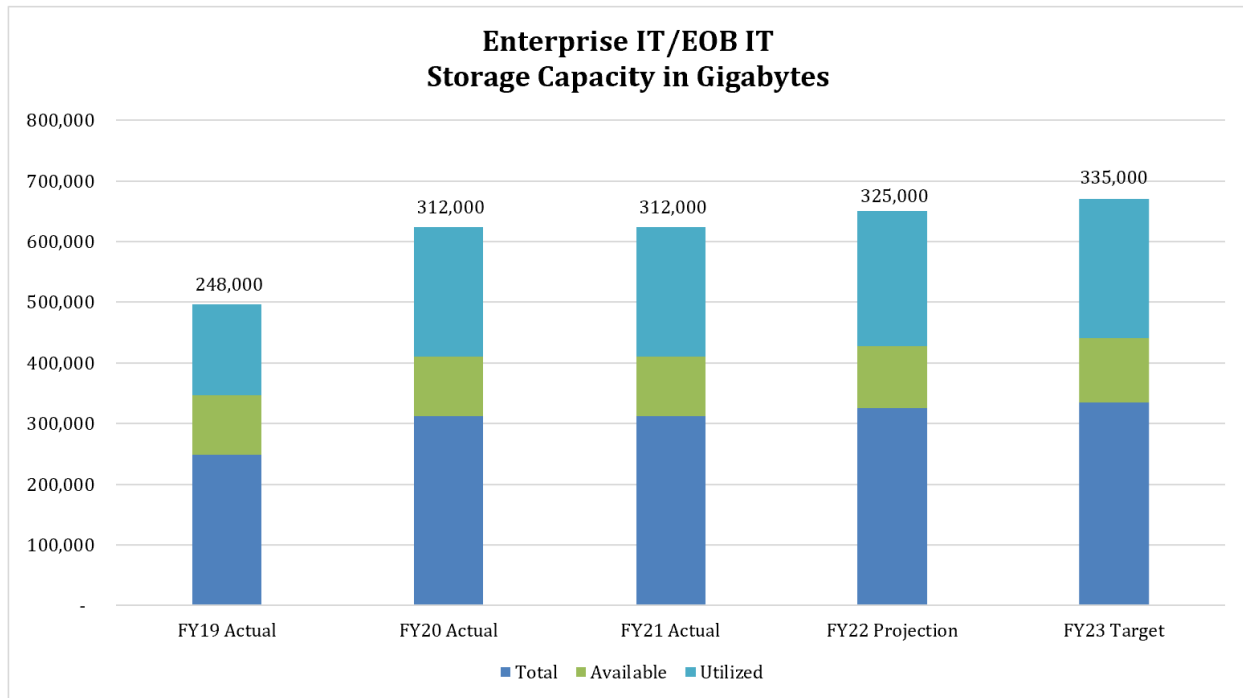


Central Administrative Services Corporate IT

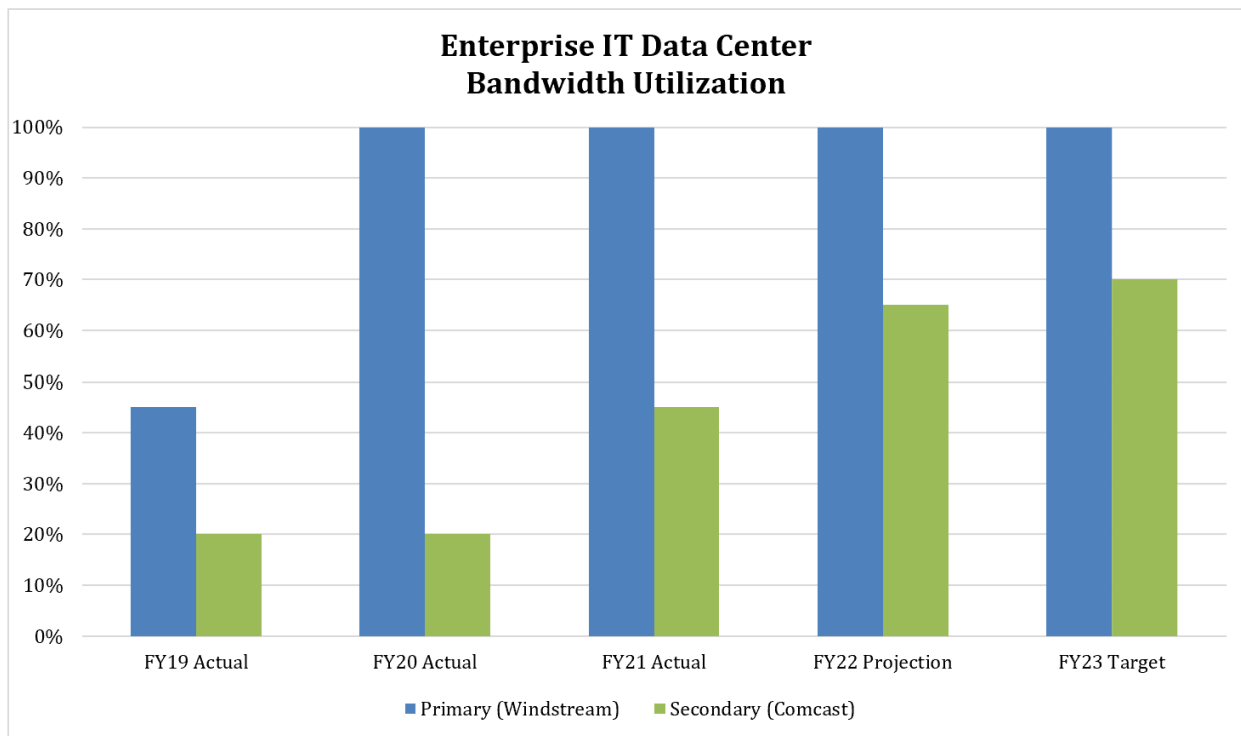
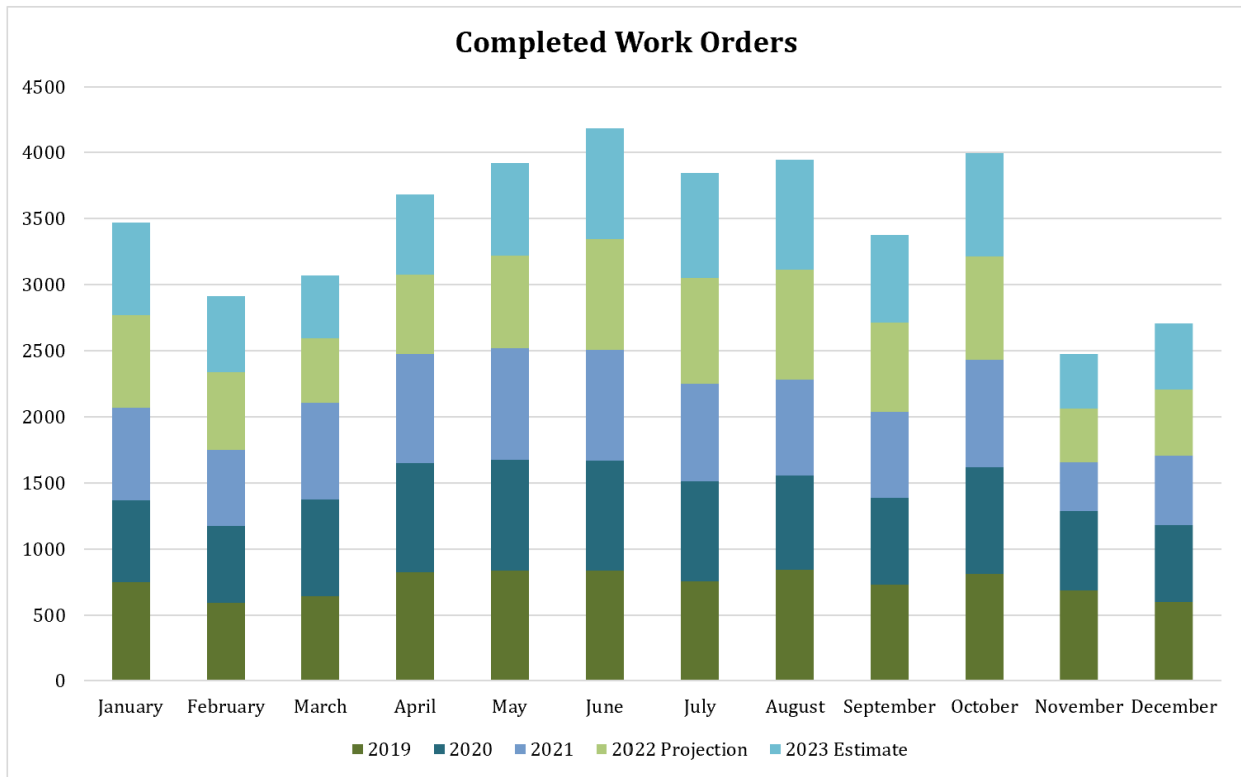
GOALS AND PERFORMANCE MEASURES



Central Administrative Services Corporate IT



Central Administrative Services Corporate IT



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 Department of Human Resources and Management, Finance Department, Legal Department, and the Office of the Inspector General, Office of the Chief Information Officer, and Merit System Board as they provide corporate administrative governance and support to the agency as a whole.

FY22 ACCOMPLISHMENTS

- Improved cost containment and reduced expenditures through managing shared resources across all offices within Central Administrative Services.

FY23 PRIORITIES

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

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated</u> *
<i>Montgomery County Budget</i>				
Expenditures	\$634,336	\$690,219	8.8%	44.1%
<i>Prince George's County Budget</i>				
Expenditures	\$792,514	\$874,807	10.4%	55.9%
<i>Combined Department Total Budget</i>				
Expenditures	\$1,426,850	\$1,565,026	9.7%	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 FY23 PROPOSED BUDGET

The total FY23 proposed budget is \$1,565,026, which reflects an increase of 9.7% (\$138,176) over the FY22 adopted budget levels.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY23 budget funding allocation between the counties. The allocations will shift by 0.5% from FY22 with 44.1% to Montgomery County and 55.9% to Prince George's County. Major components of the budget are described below:

Personnel Services: This category is for state unemployment insurance reimbursements. The CAS Support Services budget does not include funding for any positions.

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

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

The main cost driver of the budget (79% or \$1,231,126) is occupancy, which has increased 4% compared to FY22 levels due to:

- **Tenant Changes:** Prince George's Parks and Recreation Information Technology and Communications Division was initially scheduled to vacate the Executive Office Building (EOB) during FY21. However, they are now scheduled to vacate during FY22 at which time CAS departments and units will take over the vacated space, which is reflected as an increase in occupancy cost for FY23.
- **COVID-19 Response:** Continued expenses for cleaning, personal protective equipment, supplies, building system maintenance, and necessary updates to the building to address COVID-19 are charged to CAS through rent.
- **Maintain Rent Escalation:** The EOB is proposing maintaining the 4% rent escalation in order to address the steady increase of operating costs.



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.

FY22 ACCOMPLISHMENTS

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

FY23 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

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$82,274	\$83,888	2.0%	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	\$82,274	\$83,888	2.0%	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	\$164,548	\$167,776	2.0%	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 FY23 PROPOSED BUDGET

The FY23 Merit System Board Budget is proposed at \$167,776, which reflects an increase of 2.0% (\$3,228) from FY22 levels. Both counties fund the Merit Board's budget equally.

Total funded career positions remain unchanged for FY23. 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 and remains flat compared to FY22.

Other Services and Charges: This category is for outside legal counsel and transcription services and is projected to increase by 17.0 % (\$4,690) compared to FY22.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES
Expenditures by Department by Type
PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	%Change
Department of Human Resources and Management					
Montgomery County					
Personnel Services	2,125,641	2,452,998	2,485,159	2,676,529	7.7%
Supplies and Materials	7,229	29,244	29,244	29,474	0.8%
Other Services and Charges	344,586	361,528	361,528	393,975	9.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(203,351)	(296,999)	(296,999)	(310,038)	4.4%
Total	2,274,105	2,546,771	2,578,932	2,789,940	8.2%
Prince George's County					
Personnel Services	2,984,072	3,544,551	3,591,032	3,998,109	11.3%
Supplies and Materials	10,148	42,257	42,257	44,027	4.2%
Other Services and Charges	465,180	495,169	495,169	539,249	8.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(484,540)	(743,583)	(743,583)	(751,168)	1.0%
Total	2,974,860	3,338,394	3,384,875	3,830,217	13.2%
Combined Total					
Personnel Services	5,109,713	5,997,549	6,076,191	6,674,638	9.8%
Supplies and Materials	17,377	71,501	71,501	73,501	2.8%
Other Services and Charges	809,766	856,697	856,697	933,224	8.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(687,891)	(1,040,582)	(1,040,582)	(1,061,206)	2.0%
Total	5,248,965	5,885,165	5,963,807	6,620,157	11.0%
Department of Finance					
Montgomery County					
Personnel Services	2,260,360	2,604,873	2,638,010	2,686,736	1.8%
Supplies and Materials	18,740	25,894	25,894	25,894	0.0%
Other Services and Charges	300,727	244,643	244,643	273,404	11.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(481,000)	(515,233)	(515,233)	(521,000)	1.1%
Total	2,098,827	2,360,177	2,393,314	2,465,034	3.0%
Prince George's County					
Personnel Services	3,083,268	3,476,456	3,520,756	3,605,546	2.4%
Supplies and Materials	25,562	34,606	34,606	34,606	0.0%
Other Services and Charges	387,098	304,643	304,643	330,590	8.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(867,300)	(911,262)	(911,262)	(932,600)	2.3%
Total	2,628,628	2,904,443	2,948,743	3,038,142	3.0%
Combined Total					
Personnel Services	5,343,628	6,081,329	6,158,766	6,292,282	2.2%
Supplies and Materials	44,302	60,500	60,500	60,500	0.0%
Other Services and Charges	687,825	549,286	549,286	603,994	10.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,348,300)	(1,426,495)	(1,426,495)	(1,453,600)	1.9%
Total	4,727,455	5,264,620	5,342,057	5,503,176	3.0%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES
Expenditures by Department by Type
PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Legal Department					
Montgomery County					
Personnel Services	1,892,900	2,051,794	2,076,704	2,372,533	14.2%
Supplies and Materials	7,145	16,873	16,873	16,873	0.0%
Other Services and Charges	250,404	196,907	196,907	233,270	18.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(660,119)	(678,959)	(678,959)	(974,426)	43.5%
Total	1,490,330	1,586,615	1,611,525	1,648,250	2.3%
Prince George's County					
Personnel Services	1,856,948	2,011,161	2,035,583	2,196,012	7.9%
Supplies and Materials	6,838	16,147	16,147	16,147	0.0%
Other Services and Charges	238,711	193,007	193,007	226,274	17.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(834,674)	(858,752)	(858,752)	(924,885)	7.7%
Total	1,267,823	1,361,563	1,385,985	1,513,548	9.2%
Combined Total					
Personnel Services	3,749,848	4,062,955	4,112,287	4,568,545	11.1%
Supplies and Materials	13,983	33,020	33,020	33,020	0.0%
Other Services and Charges	489,115	389,914	389,914	459,544	17.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,494,793)	(1,537,711)	(1,537,711)	(1,899,311)	23.5%
Total	2,758,153	2,948,178	2,997,510	3,161,798	5.5%
Merit System Board					
Montgomery County					
Personnel Services	61,086	66,376	67,569	66,838	-1.1%
Supplies and Materials	-	900	900	900	0.0%
Other Services and Charges	10,496	13,805	13,805	16,150	17.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	71,582	81,081	82,274	83,888	2.0%
Prince George's County					
Personnel Services	61,086	66,376	67,569	66,838	-1.1%
Supplies and Materials	-	900	900	900	0.0%
Other Services and Charges	10,496	13,805	13,805	16,150	17.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	71,582	81,081	82,274	83,888	2.0%
Combined Total					
Personnel Services	122,172	132,752	135,138	133,676	-1.1%
Supplies and Materials	-	1,800	1,800	1,800	0.0%
Other Services and Charges	20,992	27,610	27,610	32,300	17.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	143,164	162,162	164,548	167,776	2.0%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES
Expenditures by Department by Type
PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	%Change
Office of the Inspector General					
Montgomery County					
Personnel Services	301,224	348,542	352,439	401,970	14.1%
Supplies and Materials	955	2,654	2,654	2,597	-2.1%
Other Services and Charges	12,862	16,150	16,150	59,414	267.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	<u>315,041</u>	<u>367,346</u>	<u>371,243</u>	<u>463,981</u>	<u>25.0%</u>
Prince George's County					
Personnel Services	495,665	487,281	492,707	730,461	48.3%
Supplies and Materials	1,570	3,695	3,695	3,752	1.5%
Other Services and Charges	18,088	19,592	19,592	81,528	316.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(143,289)	(145,850)	(145,850)	(149,686)	2.6%
Total	<u>372,034</u>	<u>364,718</u>	<u>370,144</u>	<u>666,055</u>	<u>79.9%</u>
Combined Total					
Personnel Services	796,889	835,823	845,146	1,132,431	34.0%
Supplies and Materials	2,525	6,349	6,349	6,349	0.0%
Other Services and Charges	30,950	35,742	35,742	140,942	294.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(143,289)	(145,850)	(145,850)	(149,686)	2.6%
Total	<u>687,075</u>	<u>732,064</u>	<u>741,387</u>	<u>1,130,036</u>	<u>52.4%</u>
Corporate IT					
Montgomery County					
Personnel Services	1,164,554	1,311,358	1,326,654	1,350,780	1.8%
Supplies and Materials	128,529	49,986	49,986	55,300	10.6%
Other Services and Charges	998,001	743,411	743,411	840,030	13.0%
Capital Outlay	30,813	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(722,505)	(563,343)	(563,343)	(594,338)	5.5%
Total	<u>1,599,392</u>	<u>1,541,412</u>	<u>1,556,708</u>	<u>1,651,772</u>	<u>6.1%</u>
Prince George's County					
Personnel Services	1,207,241	1,332,510	1,348,047	1,350,780	0.2%
Supplies and Materials	133,237	57,939	57,939	55,300	-4.6%
Other Services and Charges	1,025,045	750,260	750,260	836,399	11.5%
Capital Outlay	31,943	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,265,172)	(964,552)	(964,552)	(1,030,856)	6.9%
Total	<u>1,132,294</u>	<u>1,176,157</u>	<u>1,191,694</u>	<u>1,211,623</u>	<u>1.7%</u>
Combined Total					
Personnel Services	2,371,795	2,643,868	2,674,701	2,701,560	1.0%
Supplies and Materials	261,766	107,925	107,925	110,600	2.5%
Other Services and Charges	2,023,046	1,493,671	1,493,671	1,676,429	12.2%
Capital Outlay	62,756	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,987,677)	(1,527,895)	(1,527,895)	(1,625,194)	6.4%
Total	<u>2,731,686</u>	<u>2,717,569</u>	<u>2,748,402</u>	<u>2,863,395</u>	<u>4.2%</u>



Central Administrative Services Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
CAS Support Services					
Montgomery County					
Personnel Services	1,966	4,440	4,440	4,400	-0.9%
Supplies and Materials	6,052	15,540	15,540	15,400	-0.9%
Other Services and Charges	593,642	614,356	614,356	670,419	9.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	601,660	634,336	634,336	690,219	8.8%
Prince George's County					
Personnel Services	2,462	5,560	5,560	5,600	0.7%
Supplies and Materials	7,579	19,460	19,460	19,600	0.7%
Other Services and Charges	741,668	767,494	767,494	849,607	10.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	751,709	792,514	792,514	874,807	10.4%
Combined Total					
Personnel Services	4,428	10,000	10,000	10,000	0.0%
Supplies and Materials	13,631	35,000	35,000	35,000	0.0%
Other Services and Charges	1,335,310	1,381,850	1,381,850	1,520,026	10.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,353,369	1,426,850	1,426,850	1,565,026	9.7%
COMBINED SUMMARY FOR CAS DEPARTMENTS					
Montgomery County					
Personnel Services	7,807,731	8,840,381	8,950,975	9,559,786	6.8%
Supplies and Materials	168,650	141,091	141,091	146,438	3.8%
Other Services and Charges	2,510,718	2,190,800	2,190,800	2,486,662	13.5%
Capital Outlay	30,813	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,066,975)	(2,054,534)	(2,054,534)	(2,399,802)	16.8%
Total	8,450,937	9,117,738	9,228,332	9,793,084	6.1%
Prince George's County					
Personnel Services	9,690,742	10,923,895	11,061,254	11,953,346	8.1%
Supplies and Materials	184,934	175,004	175,004	174,332	-0.4%
Other Services and Charges	2,886,286	2,543,970	2,543,970	2,879,797	13.2%
Capital Outlay	31,943	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,594,975)	(3,623,999)	(3,623,999)	(3,789,195)	4.6%
Total	9,198,930	10,018,870	10,156,229	11,218,280	10.5%
Combined Total					
Personnel Services	17,498,473	19,764,276	20,012,229	21,513,132	7.5%
Supplies and Materials	353,584	316,095	316,095	320,770	1.5%
Other Services and Charges	5,397,004	4,734,770	4,734,770	5,366,459	13.3%
Capital Outlay	62,756	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(5,661,950)	(5,678,533)	(5,678,533)	(6,188,997)	9.0%
Total	17,649,867	19,136,608	19,384,561	21,011,364	8.4%



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	16.99	16.64	17.42	17.07	17.64	17.44
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	17.49	16.89	17.92	17.32	18.14	17.69
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	18.92	17.07	19.14	17.44
<i>Prince George's County</i>						
Full-Time Career	23.01	22.86	23.58	23.43	26.36	26.06
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	23.51	23.11	24.08	23.68	26.86	26.31
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	25.08	23.93	27.86	26.56
TOTAL						
Full-Time Career	40.00	39.50	41.00	40.50	44.00	43.50
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	41.00	40.00	42.00	41.00	45.00	44.00
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	44.00	41.00	47.00	44.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	20.47	20.02	19.57	19.26	19.57	19.22
Part-Time Career	0.45	-	0.43	-	0.43	-
Career Total	20.92	20.02	20.00	19.26	20.00	19.22
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	20.92	20.02	20.00	19.26	20.00	19.22
<i>Prince George's County</i>						
Full-Time Career	25.53	24.98	26.43	25.74	26.43	25.79
Part-Time Career	0.55	-	0.57	-	0.57	-
Career Total	26.08	24.98	27.00	25.74	27.00	25.79
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	26.08	24.98	27.00	25.74	27.00	25.79
TOTAL						
Full-Time Career	46.00	45.00	46.00	45.00	46.00	45.01
Part-Time Career	1.00	-	1.00	-	1.00	-
Career Total	47.00	45.00	47.00	45.00	47.00	45.01
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Total Department of Finance	47.00	45.00	47.00	45.00	47.00	45.01



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	13.00	13.00	13.00	13.00	14.00	14.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.00	13.00	13.00	13.00	14.00	14.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.00	13.00	13.00	13.00	14.00	14.00
<i>Prince George's County</i>						
Full-Time Career	12.00	12.00	12.00	12.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	12.00	12.00	12.00	12.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	12.00	12.00	12.00	12.00	13.00	13.00
TOTAL						
Full-Time Career	25.00	25.00	25.00	25.00	27.00	27.00
Part-Time Career	-	-	-	-	-	-
Career Total	25.00	25.00	25.00	25.00	27.00	27.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	25.00	25.00	25.00	25.00	27.00	27.00
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 POSITIONS/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
OFFICE OF THE INSPECTOR GENERAL						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		-		-		-
Subtotal Inspector General	2.00	2.20	2.00	2.20	3.00	3.20
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		-		-		-
Subtotal Inspector General	3.00	3.30	3.00	3.30	4.00	4.30
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		-		-		-
Total Inspector General	5.00	5.50	5.00	5.50	7.00	7.50
CORPORATE IT						
<i>Montgomery County</i>						
Full-Time Career	8.84	8.84	8.84	8.84	9.00	9.00
Part-Time Career	-	-	-	-	-	-
Career Total	8.84	8.84	8.84	8.84	9.00	9.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Corporate IT	8.84	8.84	8.84	8.84	9.00	9.00
<i>Prince George's County</i>						
Full-Time Career	9.16	9.16	9.16	9.16	9.00	9.00
Part-Time Career	-	-	-	-	-	-
Career Total	9.16	9.16	9.16	9.16	9.00	9.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Corporate IT	9.16	9.16	9.16	9.16	9.00	9.00
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 POSITIONS/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 21		FY 22		FY 23	
	Budget		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	61.80	60.75	61.33	60.42	63.71	62.91
Part-Time Career	0.95	0.25	0.93	0.25	0.93	0.25
Career Total	62.75	61.00	62.26	60.67	64.64	63.16
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	63.75	60.95	63.26	60.62	65.64	63.11
<i>Prince George's County</i>						
Full-Time Career	73.20	72.25	74.67	73.58	79.29	78.10
Part-Time Career	1.05	0.25	1.07	0.25	1.07	0.25
Career Total	74.25	72.50	75.74	73.83	80.36	78.35
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	75.25	73.05	76.74	74.38	81.36	78.90
TOTAL						
Full-Time Career	135.00	133.00	136.00	134.00	143.00	141.01
Part-Time Career	2.00	0.50	2.00	0.50	2.00	0.50
Career Total	137.00	133.50	138.00	134.50	145.00	141.51
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	139.00	134.00	140.00	135.00	147.00	142.01



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 or units:

- 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	FY22	FY23	%
	<u>Adjusted Adopted</u>	<u>Proposed</u>	<u>Change</u>
OPEB Prefunding	\$ 737,321	\$ 1,053,371	42.9%
OPEB PayGo	1,353,337	1,398,037	3.3%
Marker for Changes to Employee Comp.	268,220	1,342,720	400.6%
Marker for Possible Reclassifications	579,211	715,551	23.5%
Marker for Minimum Wage Impact for Seasonal	-	26,255	-
Other Personnel	829	3,400	310.1%
Transfer to Capital Projects Fund	30,000	30,000	0.0%
Operating Expenditure Reserve @ 5%	2,936,600	3,200,100	9.0%
Total Expenditures	\$ 5,905,518	\$ 7,769,434	31.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo increased by \$360,750 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$2,084,526 is included for:
 - 1) A compensation marker. We are in full contract negotiations with MCGEO, and are beginning a wage and benefit re-opener with the FOP;
 - 2) Funding for possible reclassification adjustments based on the study that is currently being completed;
 - 3) A marker for minimum wage impact for seasonal.



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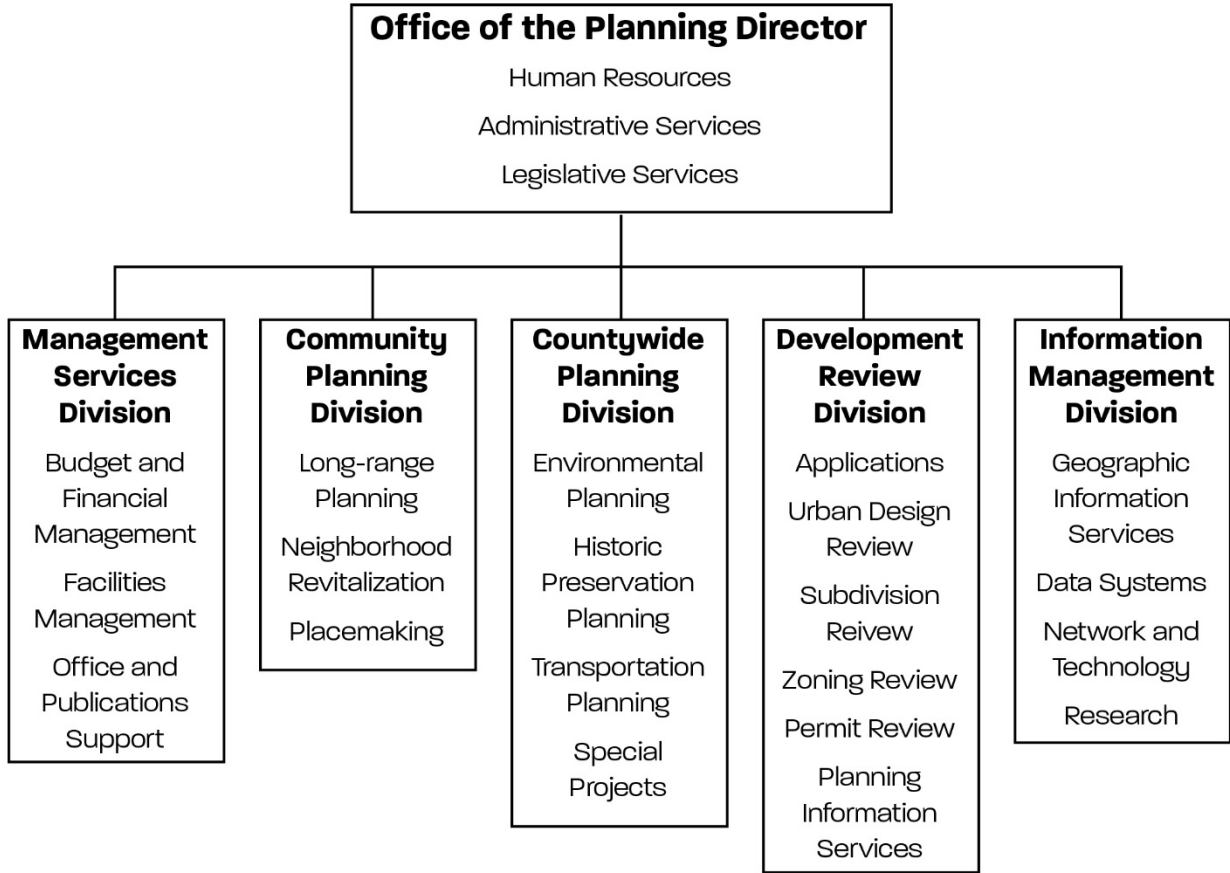
Planning Department
(Administration Fund)

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, the Deputy Director of Administration, the Deputy Director of Planning Operations and five 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

Management Services Division accomplishments include:

- Publications won three national design awards.
- Continued to assist Planning Board with 100 percent virtual meetings because of COVID-19.
- Print all plans and studies in-house and on demand for increase quality, shorter production times, and reduced cost.
- Helped to produce multiple virtual community meetings and one in-person meeting, including online sign-up, graphics, PowerPoints, online surveys and polls, and video/event production.
- Oversaw the printing and mailing of a 425,000-piece countywide mailing for the Zoning Rewrite.
- Increased number of followers on social media including adding more than 1,000 followers on Instagram and Twitter.
- Created three videos introducing the three sections of the Community Planning Division.
- Designed numerous training and educational materials for the CMA.
- Produced a monthly Director's Corner e-newsletter.
- Created online intake form for the Development Review Division's Pre-Application Process.
- Created online appointment form for Public Information Services.
- Edited and designed the Preliminary Bowie-Mitchellville and Vicinity Master Plan and the Preliminary Adelphi Road-UMGC-UMD Purple Line Station Area Sector Plan.
- Completed design and layout of numerous studies and reports including PAMC projects.

Development Review Division accomplishments include:

- Analyzed 476 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, preliminary plans, and final plats of subdivision for conformance with County plans, policies, and development regulations.
- Processed 12,266 permits in FY 2021.
- Responded to 21,021 inquiries from the public in FY 2021.
- **4-19014 COLLINGTON NASA-FCU** – On April 1, 2021, the Planning Board approved with revised conditions a preliminary plan of subdivision of two lots for the development of 144,176 square feet of commercial gross floor area. The property is 11.01 acres in the E-I-A Zone, within Planning Area 74A.
- **CDP-0505-01 NATIONAL CAPITAL BUSINESS PARK** – On April 15, 2021, the Planning Board approved with revised conditions and amended findings a comprehensive design plan to remove all previously approved residential uses and replace with up to 3.5 million square feet of permitted employment and institutional uses as authorized pursuant to Section 27-515(b) of the Zoning Ordinance. The property is 426.52 acres in the R-S Zone, within Planning Area 74A.
- **4-20021 BRANDYWINE WOODS** – On April 15, 2021, the Planning Board approved with revised conditions a preliminary plan of subdivision for a public benefit conservation subdivision for 165 lots, 17 parcels, and 1 outparcel for development of 165 single-family detached dwelling unit. The property is 106.62 acres in the R-R Zone, within Planning Area 85B.
- **4-19044 METRO CITY** – On April 22, 2021, the Planning Board approved with conditions a preliminary plan of subdivision for 72 lots and 16 parcels for 72 single-family attached



units, 1,221 multifamily units, and 147,400 square feet of commercial development. The property is 39.68 acres in the M-X-T/D-D-O Zones, within Planning Area 75A.

- **DSP-21002 SOUTH LAKE (MULTIFAMILY PHASE)** – On June 24, 2021, the Planning Board approved with revised conditions a detailed site plan for construction of 325 multifamily dwelling units in five buildings, and a clubhouse on Parcel 1. The property is 15.87 acres in the E-I-A Zone, within Planning Area 74A.
- **DSP-16043-02 NEW CARROLLTON TOWN CENTER – PHASE 5** – On June 24, 2021, the Planning Board approved with revised condition a detailed site plan for development on Parcel 5 to construct a five-story multifamily building with 286 dwelling units and approximately 4,000 square feet of live/workspace. The property is 15.50 acres in the M-X-T/T-D-O Zones, within Planning Area 72.
- **DSP-19021 SOUTH LAKE COMMERCIAL – PHASE 1** – On June 24, 2021, the Planning Board approved with revised conditions a detailed site plan for Phase 1 of commercial and retail development of a mixed-use planned community. The property is 59.83 acres in the E-I-A Zone, within Planning Area 74A.
- **4-19049 PARLIAMENT PLACE** – On October 29, 2020, the Planning Board approved with conditions a preliminary plan of subdivision for three parcels for 366,312 square feet of commercial and industrial development. The property is 11.72 acres in the I-1 Zone, within Planning Area 70.
- **4-20006 FREEWAY AIRPORT** – On November 5, 2020, the Planning Board approved with conditions a preliminary plan of subdivision for 509 lots and 62 parcels for 416 townhouse units and 93 single-family detached units. The property is 131.50 acres in the R-A Zone, within Planning Area 74A.
- **4-20011 ELP DC** – On November 12, 2020, the Planning Board approved with conditions a preliminary plan of subdivision for 32 parcels for 3,240,000 square feet of industrial development. The property is 283.21 acres in the I-2/I-3 Zones, within Planning Area 85A.
- **DSP-19033 6192 OXON HILL HOTEL** – On December 3, 2020, the Planning Board approved with conditions a detailed site plan to convert an existing 54,600-square-foot, five-story office building into a 100-room hotel. The property is 1.63 acres in the C-O Zones, within Planning Area 76B.
- **DSP-20028 BRANDYWINE COMMERCIAL CENTER** – On December 10, 2020, the Planning Board approved with conditions a detailed site plan for construction of a 152,175-square-foot, 1,140-unit consolidated storage facility, with 1,500 square feet of office. The property is 9.82 acres in the I-1 Zone, within Planning Area 85A.
- **4-19024 CALM RETREAT** – On December 10, 2020, the Planning Board approved with conditions a preliminary plan of subdivision for 488 lots and 58 parcels for single-family attached dwellings and 20,000 square feet of commercial development. The property is 72.10 acres in the M-X-T Zone, within Planning Area 85A.
- **DSP-20036 TWO TOWN CENTER (ETOD)** – On December 17, 2020, the Planning Board approved with conditions a detailed site plan for approval of a 260,360-square-foot, two-story office building, a 290-space parking garage, and associated site improvements. The property is 9.05 acres in the M-X-T/D-D-O/M-I-O Zones, within Planning Area 76A.
- **DSP-19050 DEWEY PROPERTY** – On July 16, 2020, the Planning Board approved with conditions, a detailed site plan for a mixed-use building consisting of 321 multifamily dwelling units and 1,258 square feet of commercial/ retail uses. The property is 21.16 acres zoned M-U-I/ T-D-O Zones, within Planning Area 68.
- **SDP-1802 BRANDYWINE VILLAGE COMMERCIAL** – On July 23, 2020, the Planning Board approved with conditions, a specific design plan for development of a 2,200-square-foot eating and drinking establishment with drive-through; 16,000-square-foot commercial



retail building with drive-through and infrastructure. The property is 12.79 acres in the L-A-C Zone, within Planning Area 85A.

- **DSP-20022 WOODYARD STATION** – On September 24, 2020, the Planning Board approved with conditions, a detailed site plan for infrastructure for installation of public roads, stormwater management facilities, utilities, and mass grading of the site. The property is 21.82 acres in the M-X-T Zone, within Planning Area 81A.
- **DSP-18047 COLLEGE PARK MARRIOTT** – On September 24, 2020, the Planning Board approved with conditions, a detailed site plan for the construction of a 161-room hotel and 6,800 square feet of ground-level retail. The property is 2.11 acres in the M-U-I/ T-D-O Zones, within Planning Area 66.
- **DSP-19042 BRANCHVILLE GARDENS** – On September 24, 2020, the Planning Board approved, with conditions the development of an 81-unit multifamily building. The property is 2.02 acres in the acres in the R-10 Zone, within Planning Area 66.

Community Planning Division accomplishments include:

- Conducted Virtual Community meetings for:
 - The Westphalia ULI TAP
 - West Hyattsville-Queens Chapel Sector Plan (6)
 - Bowie-Mitchellville and Vicinity Master Plan (26)
 - Adelphi Road-UMGC-UMD Station Area Sector Plan and SMA (6)
 - Largo Wayfinding, Branding, and Placemaking Strategy (2)
 - Southern Avenue Pedestrian Accessibility Study (1)
 - Cultural Arts Study (7)
- Initiated master plans for the following areas:
 - West Hyattsville-Queens Chapel
 - Adelphi Road-UMGC/UMD Purple Line Station Area
- New Carrollton Downtown Access and Connectivity Strategy: Completed the scope of work, selected consultants, and conducted the kick-off meeting.
- Minor Amendments: Processed a minor amendment to the Southern Green Line Station Area Development District Overlay Zone and processed a minor amendment to the Gateway Arts District Development District Overlay Zone (endorsed by Planning Board in October 2021 with approval pending in November).
- Land Redevelopment Study (Land Acquisition Case Study): Drafted a scope of work for the Land Redevelopment Study, which uses the Baltimore Avenue corridor in the Subregion 1 Plan area as a case study to examine tools to encourage redevelopment of land that meets the vision of the area plan.
- Southern Avenue Metro Pedestrian Accessibility Study: Staff finalized the scope, selected consultants and work has progressed. There have been project kick-off meetings, focus groups with agencies and fellow government staff on both sides of the D.C. line, and the first public stakeholder focus group.
- Henson Creek Transit Village Study: Final draft completed and held three District 8 community meetings.
- Largo Wayfinding, Branding, and Placemaking Strategy: Consultant and staff work continued for Largo Wayfinding, Branding, and Placemaking Strategy.
- Conducted meetings in Spanish, including the West Hyattsville-Queens Chapel Sector Plan Kickoff Meeting, visioning workshop, and Public Open House for the Existing Conditions Report. This sector plan included a “virtual meeting room” with information about the plan



and its scenario planning process, in Spanish. Several projects also included Spanish-language outreach materials and study documents.

- Conducted two Cultural Arts Study meetings in Spanish to include outreach and engagement documents.
- Plan 2035: Staff worked on prioritizing Plan 2035 Five-Year Review Report recommendations. Staff transmitted a memo to the Deputy Director setting out how the next Five-Year Review would coincide with the requirement for a review two years after the Decennial Census, and to propose combining the reviews. This memo received approval on September 8, 2021.
- PAMC Projects: Completed four PAMC projects: City of College Park Complete and Green Streets Implementation Plan: 30 Percent Design for Five Street Segments; New Carrollton Economic Development Strategy; Northern Gateway SPACeS Study for MD 193 30% Design Engineering Report; and The Village of Brandywine Sidewalk and Streetscape Improvements Study: 30% Design and Engineering Report.
- Launched Story Map for PAMC Aquasco-Woodville Cultural Resources Inventory project.
- Entered and verified approximately 2,100 records in the Master Plan Recommendations Database for five master/sector plans.
- Completed the Sustainable Community Renewal application (approved) for the Glass Manor/Oxon Hill Sustainable Community Application.
- Completed and published the ULI Washington TAP for Westphalia.
- Plan 2025 Implementation: Staff oversaw the completion of two consultant-led studies in the Takoma/Langley Crossroads area: a Parking Study and a Planning & Implementation Study. These were sent to Publications for their review and design.
- Staff worked to complete the Countywide Wayfinding Study. During this period, the study reached final draft and was sent to Publications for their review and design.
- Facilitated four PALS projects pursuant to MOU with University of Maryland (Aquaponics, Brandywine Farmer's Market, New Carrollton Marketing and Branding, Cultural Landscape, and Cemetery Study).
- Provided assistance for completion of the Alcohol Outlet Density Report for the MD Legislature.

Countywide Planning Division accomplishments include:

- Adoption of the Countywide Map Amendment in November 2021. The new zoning map, zoning ordinance, subdivision regulations and landscape manual will be effective on April 1, 2022.
- Continued implementation of staff, decision maker, and stakeholder training on the new Zoning Ordinance, Subdivision Regulations, and Landscape Manual.
- Began work on follow-up steps to ensure the continued success of the new development codes, with emphasis on three initial areas of focus:
 - Ongoing monitoring of the new codes and identification and proactive amendment of revisions that will continue to be necessary to ensure the new Zoning Ordinance, Subdivision Regulations, and Landscape Manual work as intended.
 - Collaboration with County Agency partners and other stakeholders in updating the County's adequacy of public facilities requirements and tests.
 - Initial evaluation of the County's signage regulations with the goal of bringing them into compliance with precedent established by the Supreme Court in the Reed v. Town of Gilbert, AZ case and progeny cases since that time.



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- Completed the development of an up-to-date Comprehensive Economic Development Strategic Action Plan for Prince George's County in collaboration with the County Executive's Office, the County Council, the Prince George's County Economic Development Corporation, Employ Prince George's, the Prince George's County Department of Housing and Community Development, and the Revenue and Redevelopment Authorities. A broad range of other economic development stakeholders from startups, private industry, economic and workforce development, Prince George's County public schools, labor unions, higher education, real estate development, and community and government leadership were also engaged in this strategic planning process. The University of Baltimore/Jacob France Institute/TEconomy Partners LLC (UB/JFI) team served as the consultant for this project.
- Provided data and research to the County Executive's Office, the Prince George's County Economic Development Corporation (EDC) to assist numerous business entities interested in locating or expanding in the County.
- Represented the Department on the Metropolitan Washington Council of Governments (MWCOC) Planning Directors Technical Advisory Committee on behalf of the Planning Director. Participated in the monthly meetings via webinar.
- Represented the Department on the Metropolitan Washington Council of Governments (MWCOC) Small Area Cooperative Forecasting and Data Subcommittee. Participated in the monthly meetings via webinar. Provided data and technical advice in preparation for the Round 10.0 Cooperative Forecast.
- 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 Round 3 funding under the Commercial Property Improvement Program (CPIP) developed as a result of recommendations from the 2017 Retail Strategic Action Plan.
- Coordinated the Planning Department's analysis of four cycles of Water and Sewer Amendments consistent with the recommendations of the 2018 Plan.
- Conducted mandatory referral reviews, consistent with the 2018 Guidelines, for several solar panel installations to incentivize solar while protecting neighborhoods, farmland, and historic viewsheds.
- Coordinated the Department review of projects submitted for Intergovernmental Review through the State of Maryland Clearinghouse.
- Reviewed land development proposals for adequacy of public safety and public facilities
- Continued to support other divisions and County departments with projects such as: West Hyattsville-Queen's Chapel sector plan; Zoning Code implementation; and, the Agricultural and Land Preservation Chapter of the Land Preservation Parks and Recreation Plan (LPPRP)
- Reviewed Natural Resource Inventory Plans (NRI's) to establish existing environmental site conditions for all sites required to follow the Entitlement process and/or file for a grading permit.
- Reviewed land development proposals for protection of regulated environmental features, conformance to the Woodland and Wildlife Habitat Conservation Ordinance (WCO), and implementation of the Chesapeake Bay Critical Area (CBCA) Ordinance.
- Supported the Development Review Division through detailed analysis of environmental impacts associated with proposed developments in the County.



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- 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).
- Reviewed all Water and Sewer Amendments for environmental impacts.
- Added Geotechnical review of all Entitlement Cases and geotechnical coordination with the Department of Permitting, Inspections and Enforcement for their programming purposes.
- Reviewed all permits within the County containing a grading element for conformance to an approved Tree Conservation Plan or CBCA Conservation Plan, easement recordation processing, and bonding notification.
- Participated in Master Plan updates (both Community Planning Division and Countywide Planning).
- Participated in the legislative process at the State and County levels.
- Coordinated with other County Agencies, including but not limited to, the Department of Permitting Inspections and Enforcement (DPIE), the Department of the Environment (DOE), Soil Conservation District (SCD), Department of Parks and Recreation (DPR), the Board of Education, and the County’s Office of Law.
- Supported the Department of Permitting, Inspections and Enforcement for semi-annual CBCA reporting.
- Supported the Department of Permitting, Inspections and Enforcement for violations to the WCO and CBCA ordinances, including participation in court cases.
- Revised processes and procedures for the impact of the new zoning and subdivision regulations on the Environmental Planning Program.
- Represented the Department on the Maryland Sustainable Forestry Council, Patuxent River Commission, Regional Tree Canopy Subcommittee, Energy and Environmental Policy Committee, Climate Action Commission, and the Agricultural Resources Advisory Committee.
- Prepared and submitted the FY20 Annual Forest Conservation Report to the Maryland Department of Natural Resources.
- Managed the Planning Board’s award of \$400,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local nonprofit organizations. Reviewed rehabilitation proposals for historic structures.
- Continued to support the department’s update of the Master Plan of Transportation (MPOT), which was endorsed by the County Council for initiation on September 16, 2021.
- Continued 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 the Langley Park Neighborhood Bicycle Boulevards (up to 30%) study, which evaluated pedestrian and bicycle connectivity in the area surrounding the proposed Riggs Road Purple Line Station.
- Reviewed and provided comments for ongoing regional transportation infrastructure projects including the I-95/I-495 Managed Lanes and the Baltimore-Washington Superconducting Maglev.
- Provided data and research to the Board of Education for its annual Educational Facilities Master Plan.
- Provided technical support for the BRT Feasibility Study with PG DPW&T staff to identify the BRT corridors in the County.



Information Management Division accomplishments include:

- Continued to maintain and enhance PGAtlas. Added current street level imagery to PGAtlas. Conducted three 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 214,383 times.
- Upgraded internal and external PGAtlas to ArcGIS 10.8 and Oracle 19c.
- Provided extensive support for Zoning rewrite task including enhancing and updating GIS applications (Swipe too) and performing extensive data modeling and support.
- 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 25,858 GIS files were downloaded in the past 12 months.
- Continued support of our Development activity notification application that automatically notifies users (more than 715) when a development case is submitted.
- Created and maintained new premise addresses on the GIS premise address layer.
- Developed multiple ArcGIS Online applications: Address Comment/Notification, Census 2020 Public Hub Sites, Public & Tax-Exempt Properties, Data Center Asset Map, Explore the History of the Aquasco-Woodville Community, Prince George's County Permits. These ArcGIS Online applications were accessed 53,313 times in the past 12 months.
- Created and finalized the proposed GIS Zoning layers.
- Enhanced security for all web mapping applications including PGAtlas by implementing Https protocols.
- Completed 243 custom GIS map and analysis requests and worked with the County on producing multiple maps for economic development-related projects.
- Created, updated, and maintained 139 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.
- Developed new GIS planimetric layers, which included buildings, cultural features, hydraulic features, major transmission lines, transportation features, sidewalk centerlines and tree canopy.
- Created 3D models to support development and historic area work permit applications.
- Supported County Council with GIS redistricting efforts.
- Enhanced address data by giving users ability to remove premise address queries where mail is not delivered.
- Created and finalized a department development capacity analysis methodology and completed development capacity analysis for several projects.
- Completed Census Boundary Annexation Survey update as well as updates to the Census Designated Places (CDP) and Participant Statistical Areas Programs (PSAP).
- Created a Transportation Service Area GIS layer.
- Began development of addressing regulations and document addressing terms and history.
- Continued support for address assignment and street naming activities. Supported multiple requests for street name changes.
- Facilitated and conducted ESRI mapping and Community Viz training sessions.
- Completed DAMS Pre-Acceptance Phase II enhancements for Special Projects Section, Environmental and added new reports for DRD.



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- Continued support and documentation for the DAMS Replacement project. Issued RFP for selecting software vendor.
- Resolved issues with Parks access to DAMS by implementing a secure environments (https).
- Began data normalization in preparation for data migration for DAMS replacement.
- System development, coding and testing in preparation for new zone codes and case types for the new zoning ordinance.
- Supported more than 400 custom mailing label, data extract, user, and other report requests for internal and external customers.
- Completed scanning projects for property address, historic preservation, community planning, and planning files. Continued supporting scanning initiatives throughout the Planning Department.
- Completed testing the ability to restore from the cloud backup and fully implemented AWS cloud backup.
- Developed numerous SharePoint public access sites in support of Community Planning.
- Support for numerous Demographic and Economic analysis data requests.
- Updated Public Lands inventory and updated process documentation.
- Completed comparison of LDF to GIS Address point layer to identify missing address points for GIS.
- Began data normalization in preparation for data migration for DAMS replacement.
- Implemented quarterly load process of County ePermit data in Oracle and developed documentation and data definitions.
- Completed queries and updates in support of the next validity extension.
- Implemented various enhancements to the Registered Associations application.
- Began updating Data Systems applications to work with Chrome and Edge browsers.
- Upgrade Arcsde to Oracle version 19.3.
- Completed draft of Population, Housing and Economic Survey for Prince George's County.
- Filled Programming Analyst III position and Planner II positions.
- Support for Countywide Map Amendment mail out.
- Continued to maintain, support, and upgrade servers, software, computers, and peripheral devices. Completed major upgrades to our monitors, laptops, and GIS workstation environments.
- The Network Technology Section serviced and completed 1,452 support tickets. Overall an estimated 4,300 total help desk requests were supported.
- Expanded deployment of Microsoft Teams (upgraded licenses) and GoToMeeting on a Department-wide basis. Conducted extensive training and user support operations to facilitate widespread utilization. Also, configured and implemented Microsoft Teams calls to allow for external calling from remote sites.
- Continued Remote Equipment deployment to support ongoing Teleworking requirements.
- Worked with the CIO Office to support major upgrade to the Commission's ERP, ESS, and the new online benefits platform.
- Expanded virtual infrastructure capacity to support and maximize a remote teleworking environment.



- Expanded wireless infrastructure and increased security measures. Improved our wireless infrastructure to allow for all Commission users to use our internal wireless while at PPD and directly connect to their respective internal networks.
- Actively involved in, and contributor to, Commission-wide technology projects: Vulnerability Testing, Intrusion Prevention Project, O365 Security Assessment and O365 Cloud Backup Strategies, Active Directory Failover, and Replication Testing.
- Upgraded our Firewall Infrastructure to include new features and enhancements such as Point-to-Point VPN, Automatic Failovers for redundancy, Cloud Management.
- Began deployment of video-monitor/headset to support back to the office requirements.
- Administration and management of PPD's KnowBe4 Security Campaign.
- Qualys Implementation for monitoring and mitigating Security Vulnerabilities.
- Participated in a Security Assessment review with vendor Securance.
- Barracuda Link Load Balancer Project – Upgraded security features and enhancements to include: Client to Site VPN, VPN Tunnel for 3rd Parties, Internet Failover, 10 Gig SFP ports for future growth/expansion, IPS -Internet Protection, Cloud-Based, Enhanced Reporting Features/Metrics.
- Hired one full time IT/Telecom II Specialist to support Helpdesk/Desktop Tasks.
- Evaluated, tested, and implemented CloudBank for cloud-based backups.
- Upgraded and increased the internet service bandwidth.
- Security Enhancement: Multi-Factor Authentication (MFA) – Implemented SSPR and MFA.
- Security Enhancement: Disabled Legacy Authentication, Enabled GeoFencing.
- Teams Calling Plan Rollout – Each PPD user was given a direct Teams calling number.
- Migrated servers to SCCM Console for Patch Management.
- Enhanced Microsoft Licenses assigned to each PPD user. Benefits include: Enable call control and PBX capabilities in the cloud with Microsoft Teams, Threat Management, Data Loss Prevention Features, Audio Conferencing.
- Direct Connect VMWare Horizon Rollout (VPN) – features direct connection to office PCS, ease of use, productivity.



**Prince George's County
Planning Department**

SUMMARY OF DEPARTMENT BUDGET

**PRINCE GEORGE'S COUNTY ADMINISTRATION FUND
Summary of Expenditures by Division
PROPOSED BUDGET FISCAL YEAR 2023**

	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Planning Department			
Director's Office	\$1,983,774	\$2,369,716	19.5%
Management Services	\$3,270,635	\$3,518,776	7.6%
Development Review	\$6,780,740	\$7,045,040	3.9%
Community Planning	\$6,958,977	\$7,009,610	0.7%
Information Management	\$6,884,260	\$8,515,264	23.7%
Countywide Planning	\$9,447,887	\$9,556,277	1.1%
Support Services	\$6,652,124	\$6,587,803	-1.0%
Grants	-	-	-
Subtotal Planning Department	<u>\$41,978,397</u>	<u>\$44,602,486</u>	<u>6.3%</u>
Transfer Out	\$30,000	\$30,000	0.0%
Total Expenditures	<u>\$42,008,397</u>	<u>\$44,632,486</u>	<u>6.2%</u>

The Prince George's County Planning Department's FY 2023 proposed budget total is \$44,632,486, which is \$2,624,089 or 6.2 percent more than the Adopted FY 2022 Operating Budget and within the spending limit set in the Commission's most recent Six-Year Projection model.

Personnel Salaries and Wages

Included in the total proposed budget is \$25,053,718 for personnel compensation and benefit costs, which is \$1,516,038, or 6.4 percent, more than the Adopted FY 2022 Operating Budget. This increase is primarily due to a proposal to increase the Planning Department staff complement by four positions. This includes two full-time career positions, one term contract position, and one seasonal position. Fringe Benefits increased primarily due to projected increases to pension and medical insurance costs. A summary of the proposed new positions to be added in FY 2023 is summarized below:

<u>Division</u>	<u>Status</u>	<u>Position Title</u>
Planning Director's Office	Full-Time Career	Administrative Specialist II
Development Review	Full- Time Career	Planner III
Development Review	Seasonal	Planning Technician II
Countywide Planning	Term Contract	Planner I



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Supplies and Materials

The FY 2023 proposed budget for supplies and materials is \$933,900, which is an increase of \$61,900, or 7.1 percent, above the adopted FY 2022 total. This variance results primarily from a request to increase funding for costs to purchase personal protective equipment (PPE) in anticipation of transitioning back to onsite work from the current telework environment that resulted from the COVID-19 pandemic. One-time funding is also included in the FY 2023 proposal for costs associated with purchasing teleconferencing monitors for up to six conference rooms located at CAB and the Lakeside Offices.

Other Services and Charges

The FY 2023 proposed budget for other services and charges is \$17,602,096, which is an increase of \$734,484, or 4.4 percent above the FY 2022 total. This increase is due to the following:

- Proposed increase for professional/consulting services for Community and Countywide Planning work programs totaling \$1,310,000.
- Proposed increases for professional/consulting services for two new information technology (IT) initiatives totaling \$480,000.
- Proposed increases to fund enhancements to the Department's web applications totaling \$90,000.
- The proposed increases referenced above are offset by proposed decreases in requested funding for one-time costs included in the FY 2022 adopted budget for the Countywide mailings associated with the newly adopted Countywide Map Amendment Project and one-time costs for space planning and design services associated with the new Park and Planning Headquarters being developed in Largo Maryland.

Capital Outlay

The FY 2023 capital outlay budget proposal is for \$491,000, which is an increase of \$235,000, or 91.8 percent, above the FY 2022 total. The FY 2023 proposal includes funding for the following:

- HVAC replacement at Lakeside Offices
- Server replacement
- Large format scanner
- Plotter machine preplacement
- VOIP System Infrastructure
- HP Blade/Increase Virtual Environment

Support Services

The FY 2023 Support Services budget proposal is for \$6,587,803, which is a decrease of \$64,321 or 1.0 percent from the FY 2022 total. The decrease is primarily related to decreased funding needed for postage in FY 2023 which is offset by increases funding needed for the lease of office space at the County Administration Building (CAB) and chargebacks to support legal and human resource services provided by M-NCPPC's Central Administrative Service Offices.

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The FY 2023 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 2023 budget also includes resources for continued planning efforts for



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multiyear small community plans and studies approved in prior years. In FY 2023, the Planning Department will continue implementation efforts that began in prior years.

Community Planning Division Reorganization: The Planning Department's Community Planning Division was reorganized in FY 2022 to support increases in the number of master and sector plans to be undertaken annually by the Department.

Position and Workyears: The Prince George's County Planning Department's FY 2023 proposed budget includes a request to increase the staff complement by 4 positions. This includes two full-time career positions, one term contract position and one seasonal position.

Work Programs: The Prince George's County Planning Department's FY 2023 proposed budget includes the addition of seven new work programs/projects that include the Port Towns Sector Plan and Sectional Map Amendment (SMA); the Northern Gateway Sector Plan and SMA; the Neighborhood Conservation Overlay Zone (NCOZ) Guidelines Update; an update to the Competitive Retail Market Analysis and Strategic Action Plan and Marketing Strategy; the Office and Commercial Real Estate Study; Implementation of the new ARC GIS Pro Software Application; and Implementation of a new commercial off-the-shelf (COTS) Development Activity Monitoring System Application. Detailed descriptions of these work programs/projects 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:

- \$1,333,700 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.
- \$885,771 for County Administration Building (CAB) office space rent (including utilities).
- \$433,000 for telephones and postage.
- \$175,000 for the lease, service, supplies, and maintenance of printing/copying equipment.
- \$85,000 for utilities at the Lakeside offices.
- \$3,908,499 in project charges paid to the County government:
 - \$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.
 - \$34,400 Tax Collection Fee
 - \$65,000 to administer the County's Enterprise Zones.
 - \$376,200 in permits and inspections for M-NCPPC (Department of Permitting, Inspections and Enforcement (DPIE)).
 - \$205,600 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.
 - \$250,000 for People's Zoning Counsel.



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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 train both staff and the land development community to implement the Zoning Ordinance and Subdivision Regulations that were approved in Fiscal Year 2019 and will go into effect as a result of the recently adopted Countywide Map Amendment.

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.
- Continuing 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.

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

- Completing a Sustainable Community Renewal application (approved) for Glass Manor/Oxon Hill Sustainable Community.

DEVELOPMENT REVIEW

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

- Providing training and education programs to explain the new Zoning Ordinance to residents and the business community.
- Supporting the County Council's adoption of the countywide map amendment to implement the new zones, including a proposed decision matrix and countywide remapping.

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.



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

ADMINISTRATION

- Continuing to explore ways of retaining, training, and recruiting sufficient staff to meet program demands in collaboration with the central Human Resources function.
- Managing a major Planning Department relocation to the new Park and Planning Headquarters to be built in Largo Maryland.
- Keeping abreast of changing technology and strategically planning and implementing new solutions to meet the priorities of our customers.

STAFF WEEKS

The following chart breaks down each project in the Department's work plans into projected staff weeks. For most projects, staff-week estimates involve more than one division or section of the Planning Department. For example, for any given project, the Department may require staff services from the Community Planning Division, the Development Review Division, the Transportation Planning Section, and the Publications and Graphics Section. Therefore, a staff resources (labor) code is used to derive an estimate of the total staff services and the costs required for each project. One staff year equates to 42.6 working staff weeks, which is the standard set by the Department (excluding holidays, vacations, sick leave, and other types of non-working leave). The Department periodically reviews leave statistics to update the calculation, if necessary. The work programs described herein are also aggregated under the 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
- (IX) Provision of Public Information
- (X) 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 2022.

NM—New Multiyear Projects that are proposed to begin in FY 2023 but not completed in that year.



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Staff Week Summary

PROGRAMS AND PROJECTS	Adopted FY22	Proposed FY23	Net Change	% Change
I. COUNTYWIDE PLANNING	680	860	180	26%
Agriculture Preservation Support [C]	2	3	1	
Archeological Review [C]	42	85	43	
Environmental Planning [C]	24	31	7	
Historic Area Work Permit Review [C]	38	41	3	
Historic Preservation Grant Program Administration [C]	38	51	13	
Historic Preservation Planning [C]	41	56	15	
Maryland Dept. of Planning (MDP) Annual Report [C]	13	13	0	
Master Plan of Transportation (MPOT) Update [NM]	113	227	114	
Multimodal Facility Design and Pedestrian Behavior [N]	4	0	-4	
Public Facilities Planning [C]	29	42	13	
Pupil Yield - School year 2022-2023	0	18	18	
Support to Historic Preservation Commission [C]	66	16	-50	
TMD Study [M]	6	27	21	
Transportation Planning [C]	21	37	16	
Transportation Revised Guidelines Update [M]	7	7	0	
Water and Sewer Planning [C]	24	25	1	
Watershed Planning [C]	0	0	0	
Woodland Conservation Program Management and Enforcement [C]	212	181	-31	
II. DOWNTOWN DEVELOPMENT	125	67	-58	-46%
Downtown Implementation Programs [M]	125	67	-58	
III. INNOVATION CORRIDOR	5	0	-5	-100%
Economic Development Corporation (EDC) Strategic Plan Update [M]	5	0	-5	
IV. REGULATORY AND POLICY FRAMEWORK	615	426	-189	-31%
Countywide Map Amendment [M]	165	59	-106	
Growth Management Policy Update [M]	5	5	0	
Historic Preservation Implementation Strategy [C]	3	3	0	
Major Revision of Zoning Ordinance and Other Regulations [M]	341	252	-89	
MPOT Implementation [M]	7	15	8	
New Transportation Model [M]	59	53	-6	
Prince George's County Economic Plan Update [M]	29	23	-6	
Trails Policies Implementation [C]	6	16	10	
V. LOCAL OPPORTUNITIES	975	1,260	285	29%
Land Acquisition Case Study	6	0	-6	
Adelphi Road – UMGC-UMD Purple Line Station Sector Plan [NM]	88	53	-35	
Blue Line Corridor Studies [M]	0	33	33	
Bowie and Vicinity Master Plan [M]	87	153	66	
Master Plan Evaluation Program [C]	0	68	68	



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PROGRAMS AND PROJECTS	Adopted FY22	Proposed FY23	Net Change	% Change
Master and Sector Plan Six-Year Work Program [M]	0	22	22	
Cultural Arts Strategic Study [M]	35	0	-35	
Plan 2035 Annual Monitoring [M]	33	20	-13	
Minor Plan Amendments [M]	14	11	-3	
Morgan Blvd Brightseat Rd Corridor Sector Plan	168	0	-168	
Northern Gateway Plan and SMA [NM]	0	280	280	
Plan 2035 Local Centers Advisory & Implementation Committee Support and staffing [M]	30	39	9	
Planning Assistance to Municipalities and Communities (PAMC) [C]	224	182	-42	
Port Towns Sector Plan and SMA [NM]	0	130	130	
Realizing The Vision: Land Redevelopment Study [M]	0	19	19	
Retail Revitalization Guide [M]	0	47	47	
Six- Year Work Program Evaluation and Monitoring [M]	29	0	-29	
Sustainable Communities Program [C]	16	33	17	
Visual guides to the NCOZ zones Study [NM]	0	49	49	
West Hyattsville-Queens Chapel Sector Plan: [M]	141	44	-97	
Clinton Shopping Centers Case Study	58	0	-58	
Missing Middle Housing Pattern Book [M]	46	77	31	
VI. INTERGOVERNMENTAL COORDINATION	450	432	-18	-4%
Coordination with Other Divisions [C]	131	107	-24	
Intergovernmental and Private Sector Coordination [C]	186	207	21	
Managed Lanes Project [M]	22	10	-12	
MAGLEV [M]	22	11	-11	
Requests from Other Departments/Agencies [C]	89	97	8	
VII. DEVELOPMENT REVIEW ACTIVITIES	2,617	2,626	9	0%
Information Counter [C]	84	107	23	
Mandatory Referral [C]	238	239	1	
Processing of All Permits [C]	697	666	-31	
Processing Alternative Compliance [C]	58	53	-5	
Processing Chesapeake Bay Critical Area Plans [C]	53	54	1	
Processing CPD's and SDP's [C]	299	356	57	
Processing Conceptual/Detailed Site Plans [C]	430	441	11	
Processing Subdivision Applications [C]	486	501	15	
Processing Zoning, Special Exceptions, and Departure Applications [C]	272	209	-63	
VIII. MANAGING COUNTYWIDE DATABASES	572	622	50	9%
Assigning Street Names/House Numbers [C]	76	88	12	
Community Organization Monitoring System [C]	1	1	0	
Data/Map Sales and Production [C]	21	21	0	
Data Warehouse Initiative [M]	31	71	40	
Development Activity Monitoring System [C]	39	51	12	
GIS: 3D GIS Implementation [M]	24	24	0	
GIS: 3D Facilities and Asset Management [M]	3	3	0	



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PROGRAMS AND PROJECTS	Adopted FY22	Proposed FY23	Net Change	% Change
GIS: Applications [C]	42	56	14	
GIS: Development [C]	94	105	11	
GIS: Land Use Layer Maintenance [C]	49	22	-27	
GIS: Maintenance [C]	134	114	-20	
Land Data File Maintenance [C]	54	62	8	
Public Lands and Facilities Inventory [C]	4	4	0	
IX. PROVISION OF PUBLIC INFORMATION	424	446	22	5%
Approved Plan Publications [M]	24	28	4	
Communication with Public: Public Information [C]	121	153	32	
Demographic and Economic Analysis [C]	69	36	-33	
Federal/State Statistical Analysis [C]	28	17	-11	
Housing, Population, and Employment Forecasts [C]	32	29	-3	
Master Address Database [C]	11	11	0	
Pipeline Maintenance and Implementation [C]	25	21	-4	
Real Estate Research and Analysis [C]	19	19	0	
Special Research Studies [C]	60	72	12	
Website Development/ Management [C]	13	41	28	
Census 2020 Support [M]	22	19	-3	
X. MANAGEMENT/ADMINISTRATION/SUPPORT	593	590	-3	-1%
Computer Systems Operation/Maintenance [C]	333	332	-1	
Data Systems: Document Management [C]	78	77	-1	
Department Training and Personnel Management [C]	132	116	-16	
Records Management [C]	50	65	15	



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 sub region 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 achieve specified planning goals. (B) A legislative act that implements the land use



Prince George's County Planning Department

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 human resources, legislative services, and special department wide project support functions.

PROGRAMS AND SERVICES PROVIDED

- General administration
- Human resources
- Legislative services

ACCOMPLISHMENTS

- Continued to assist the Planning Board to transition from in-person meetings to 100 percent virtual because of COVID-19.
- Hosted virtual lunch and learn event for Planning Department staff.
- Created a monthly Director's Corner e-newsletter.

BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$376,242, or 21.0 percent, above FY 2022 total. The variance is due to the staffing complement increasing by two full-time career positions in FY 2023. This includes one new Administrative Specialist II position that will provide technical support to the Department's two Deputy Directors and for the transfer of one Special Program Coordinator position from the Development Review Division's Urban Design Section that will assist the Director's Office with various projects to be undertaken within the Planning Director's Office.
- **Supplies and Materials** budget increased by \$6,400 or 20.1 percent, from above the FY 2022 total, primarily due to proposed funding requested for PPE supplies to support the transition to work onsite from the telework environment that resulted from the COVID-19 pandemic.
- **Other Services and Charges** budget increased \$3,300, or 2.1 percent, above the FY 2022 total, primarily due inflationary cost increases.
- **Funded Positions/Funded Workyears:** Total positions and work years will increase by two as a result of a transfer of one full-time career Special Programs Coordinator position from the Community Planning Division into the Planning Director's Office to support various projects to be undertaken by the Office, and the proposed request for a new Administrative Specialist II position to provide technical support to the Department's two Deputy Directors.



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

Summary of Division Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,983,774	\$2,369,716	19.5%
Staffing			
Funded Career Positions	11.00	13.00	18.2%
Funded Term Positions	1.00	1.00	0.0%
Funded Workyears	12.00	14.00	16.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY 23 PROPOSED BUDGET

Position and Workyears: Total positions and work years will increase by two as a result of transfer of one full-time career Special Programs Coordinator position from the Community Planning Division into the Planning Director's Office to support various projects to be undertaken by the Office, and the proposed request for a new Administrative Specialist II position to provide technical support to the Department's two Deputy Directors.



Prince George's County

Planning Department – Management Services

OVERVIEW

The newly formed Management Services Division provides administration and overall direction for the Planning Department. This responsibility includes the planning, supervision, and coordination of all planning services not covered in the Planning Director's Office. The Management Services Division encompasses budgeting, finance, procurement, facilities management, office services, web development, and publications and graphics support functions.

PROGRAMS AND SERVICES PROVIDED

- Budgeting, Finance, and Procurement
- Facilities Management
- Office Services
- Publications and Graphics
- Web Development

ACCOMPLISHMENTS

- Publications won three national design awards.
- Continued to assist Planning Board with 100 percent virtual meetings because of COVID-19.
- Print all plans and studies in-house and on demand for increased quality, shorter production times, and reduced cost.
- Helped produce multiple virtual community meetings and one in-person meeting, including online sign-up, graphics, PowerPoints, online surveys and polls, and video/event production.
- Oversaw the printing and mailing of a 425,000-piece countywide mailing for the Zoning Rewrite.
- Increased number of followers on social media including adding more than 1,000 followers on Instagram and Twitter.
- Created three videos introducing the three sections of the Community Planning Division.
- Designed numerous training and educational materials for the CMA.
- Produced a monthly Director's Corner e-newsletter.
- Created online intake form for the Development Review Divisions Pre-Application Process.
- Created online appointment form for Public Information Services.
- Edited and designed the Preliminary Bowie-Mitchellville and Vicinity Master Plan and the Preliminary Adelphi Road-UMGC-UMD Purple Line Station Area Sector Plan.
- Completed design and layout of numerous studies and reports including PAMC projects.

BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$138,191 or 6.4 percent above the FY 2022 total. The variance is primarily due to the annualization effect of a second merit increase added to staff salaries in FY 2022.
- **Supplies and Materials** budget increased by \$66,300 or 37.4 percent above the FY 2022 total. This increase is primarily to cover costs associated with the purchase of new video



Prince George's County Planning Department – Management Services

streaming software to be purchased and utilized by the Department, primarily for weekly Planning Board meetings.

- **Other Services and Charges** budget increase by \$188,650 or 26.9 percent above the FY 2022 total. The increase is primarily due to increased funding for professional services needed for web application development to support the Department online outreach to County residents and the business community. There is also additional funding proposed for publication editing services to support services provided by the Management Services Division.
- **Capital Outlay** budget decreased by \$145,000 or 67.1 percent from the FY 2022 total. The decrease is the result of one-time funding included in the FY 2022 adopted budget for the replacement of HVAC Units at the Department's Lakeside Offices.
- **Funded Positions/Funded Workyears:** Total positions and work years will reflect no changes in FY 2023.

Summary of Division Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$3,270,635	\$3,518,776	7.6%
Staffing			
Funded Career Positions	18.50	18.50	0.0%
Funded Term Positions	-	-	-
Funded Workyears	18.50	18.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

None.



Prince George's County Planning Department – Development Review Division

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

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

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.

ACCOMPLISHMENTS

- Analyzed 476 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, preliminary plans, and final plats of subdivision for conformance with County plans, policies, and development regulations.
- Processed 12,266 permits in FY 2021.
- Responded to 21,021 inquiries from the public in FY 2021.
- **4-19014 COLLINGTON NASA-FCU** – On April 1, 2021, the Planning Board approved with revised conditions a preliminary plan of subdivision of two lots for the development of 144,176 square feet of commercial gross floor area. The property is 11.01 acres in the E-I-A Zone, within Planning Area 74A.
- **CDP-0505-01 NATIONAL CAPITAL BUSINESS PARK** – On April 15, 2021, the Planning Board approved with revised conditions and amended findings a comprehensive design plan to remove all previously approved residential uses and replace with up to 3.5 million square feet of permitted employment and institutional uses as authorized pursuant to Section 27-515(b) of the Zoning Ordinance. The property is 426.52 acres in the R-S Zone, within Planning Area 74A.



Prince George's County Planning Department – Development Review Division

- **4-20021 BRANDYWINE WOODS** – On April 15, 2021, the Planning Board approved with revised conditions a preliminary plan of subdivision for a public benefit conservation subdivision for 165 lots, 17 parcels, and 1 outparcel for development of 165 single-family detached dwelling unit. The property is 106.62 acres in the R-R Zone, within Planning Area 85B.
- **4-19044 METRO CITY** – On April 22, 2021, the Planning Board approved with conditions a preliminary plan of subdivision for 72 lots and 16 parcels for 72 single-family attached units, 1,221 multifamily units, and 147,400 square feet of commercial development. The property is 39.68 acres in the M-X-T/D-D-O Zones, within Planning Area 75A.
- **DSP-21002 SOUTH LAKE (MULTIFAMILY PHASE)** – On June 24, 2021, the Planning Board approved with revised conditions a detailed site plan for construction of 325 multifamily dwelling units in five buildings, and a clubhouse on Parcel 1. The property is 15.87 acres in the E-I-A Zone, within Planning Area 74A.
- **DSP-16043-02 NEW CARROLLTON TOWN CENTER – PHASE 5** – On June 24, 2021, the Planning Board approved with revised condition a detailed site plan for development on Parcel 5 to construct a five-story multifamily building with 286 dwelling units and approximately 4,000 square feet of live/workspace. The property is 15.50 acres in the M-X-T/T-D-O Zones, within Planning Area 72.
- **DSP-19021 SOUTH LAKE COMMERCIAL – PHASE 1** – On June 24, 2021, the Planning Board approved with revised conditions a detailed site plan for Phase 1 of commercial and retail development of a mixed-use planned community. The property is 59.83 acres in the E-I-A Zone, within Planning Area 74A.
- **4-19049 PARLIAMENT PLACE** – On October 29, 2020, the Planning Board approved with conditions a preliminary plan of subdivision for three parcels for 366,312 square feet of commercial and industrial development. The property is 11.72 acres in the I-1 Zone, within Planning Area 70.
- **4-20006 FREEWAY AIRPORT** – On November 5, 2020, the Planning Board approved with conditions a preliminary plan of subdivision for 509 lots and 62 parcels for 416 townhouse units and 93 single-family detached units. The property is 131.50 acres in the R-A Zone, within Planning Area 74A.
- **4-20011 ELP DC** – On November 12, 2020, the Planning Board approved with conditions a preliminary plan of subdivision for 32 parcels for 3,240,000 square feet of industrial development. The property is 283.21 acres in the I-2/I-3 Zones, within Planning Area 85A.
- **DSP-19033 6192 OXON HILL HOTEL** – On December 3, 2020, the Planning Board approved with conditions a detailed site plan to convert an existing 54,600-square-foot, five-story office building into a 100-room hotel. The property is 1.63 acres in the C-O Zones, within Planning Area 76B.
- **DSP-20028 BRANDYWINE COMMERCIAL CENTER** – On December 10, 2020, the Planning Board approved with conditions a detailed site plan for construction of a 152,175-square-foot, 1,140-unit consolidated storage facility, with 1,500 square feet of office. The property is 9.82 acres in the I-1 Zone, within Planning Area 85A.
- **4-19024 CALM RETREAT** – On December 10, 2020, the Planning Board approved with conditions a preliminary plan of subdivision for 488 lots and 58 parcels for single-family attached dwellings and 20,000 square feet of commercial development. The property is 72.10 acres in the M-X-T Zone, within Planning Area 85A.
- **DSP-20036 TWO TOWN CENTER (ETOD)** – On December 17, 2020, the Planning Board approved with conditions a detailed site plan for approval of a 260,360-square-foot, two-story office building, a 290-space parking garage, and associated site improvements. The property is 9.05 acres in the M-X-T/D-D-O/M-I-O Zones, within Planning Area 76A.



Prince George's County Planning Department – Development Review Division

- **DSP-19050 DEWEY PROPERTY** – On July 16, 2020, the Planning Board approved with conditions, a detailed site plan for a mixed-use building consisting of 321 multifamily dwelling units and 1,258 square feet of commercial/ retail uses. The property is 21.16 acres zoned M-U-I/ T-D-O Zones, within Planning Area 68.
- **SDP-1802 BRANDYWINE VILLAGE COMMERCIAL** – On July 23, 2020, the Planning Board approved with conditions, a specific design plan for development of a 2,200-square-foot eating and drinking establishment with drive-through; 16,000-square-foot commercial retail building with drive-through and infrastructure. The property is 12.79 acres in the L-A-C Zone, within Planning Area 85A.
- **DSP-20022 WOODYARD STATION** – On September 24, 2020, the Planning Board approved with conditions, a detailed site plan for infrastructure for installation of public roads, stormwater management facilities, utilities, and mass grading of the site. The property is 21.82 acres in the M-X-T Zone, within Planning Area 81A.
- **DSP-18047 COLLEGE PARK MARRIOTT** – On September 24, 2020, the Planning Board approved with conditions, a detailed site plan for the construction of a 161-room hotel and 6,800 square feet of ground-level retail. The property is 2.11 acres in the M-U-I/ T-D-O Zones, within Planning Area 66.
- **DSP-19042 BRANCHVILLE GARDENS** – On September 24, 2020, the Planning Board approved, with conditions the development of an 81-unit multifamily building. The property is 2.02 acres in the acres in the R-10 Zone, within Planning Area 66.

BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$293,900 or 4.9 percent, compared to FY 2022 primarily due the proposed addition of two new positions to the Development Review Divisions staffing complement offset by the transfer of one Special Program Coordinator position to the Planning Director's Office. The two new positions include a request for one full-time career Planner III position and one seasonal position at the level of a Planning Technician II. The increase is also the result of the annualization of a second merit increase for all employees that will be issued in FY 2022.
- **Supplies and Materials** budget increased by \$4,000 or 2.7 percent above the FY 2022 total. This increase is primarily due to inflationary cost increases.
- **Other Services and Charges** budget decreased by \$33,600 or -5.4 percent from the FY 2022 total, primarily due to one-time costs included in the adopted FY 2022 budget associated with space planning and design services for relocating the Planning Department that will not be needed in FY 2023.
- **Funded Positions/Funded Workyears:** Total FY 2023 funded positions and work years will increase by one seasonal position for the reason mentioned above under personnel services.



**Prince George’s County
Planning Department – Development Review Division**

Summary of Division Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$6,780,740	\$7,045,040	3.9%
Staffing			
Funded Career Positions	56.00	56.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	56.00	56.00	0.0%

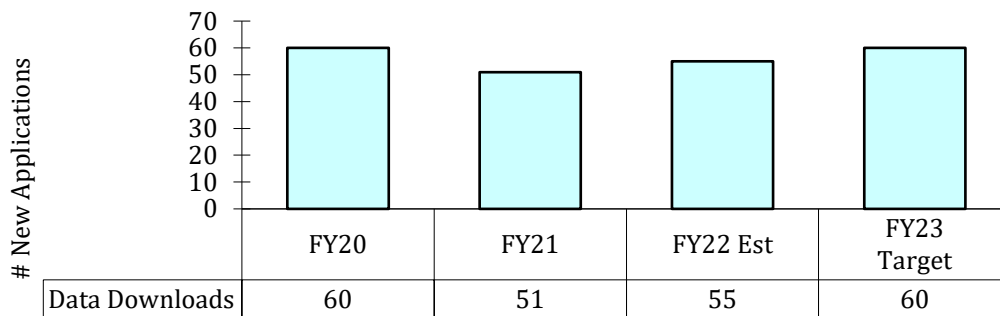
GOALS AND PERFORMANCE MEASURES

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. This will be accomplished through the review and analysis of various development applications received analyzed and evaluated and responding to applicant inquiries that are responded to via either walk-ins, telephone or written requests.

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

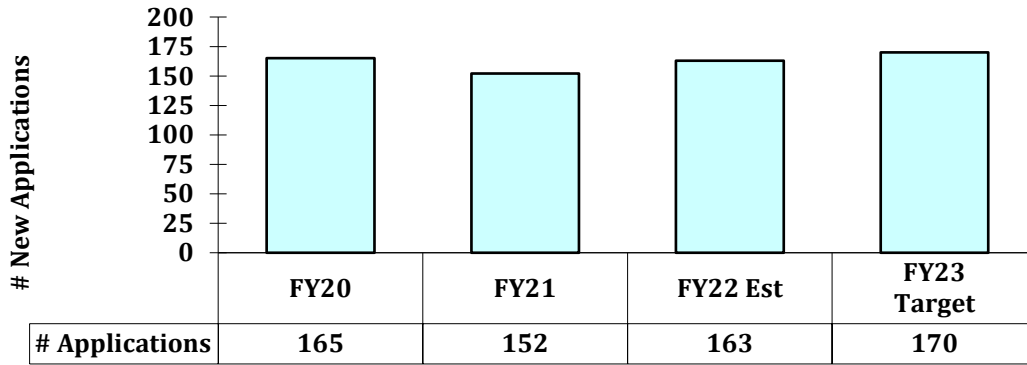
Outcome Subdivision, Zoning, Urban Design: Information and recommendations for the public and decision makers.

Plans and Plats of Subdivision

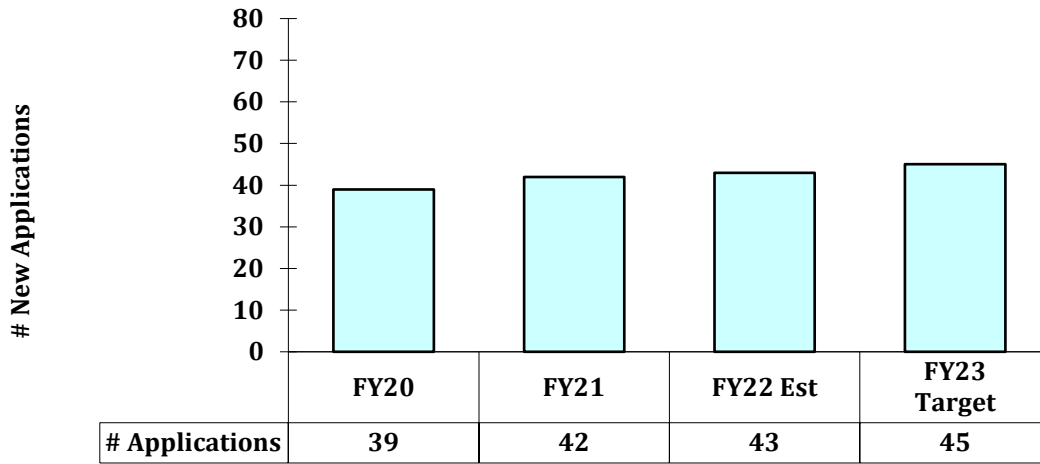


**Prince George's County
Planning Department – Development Review Division**

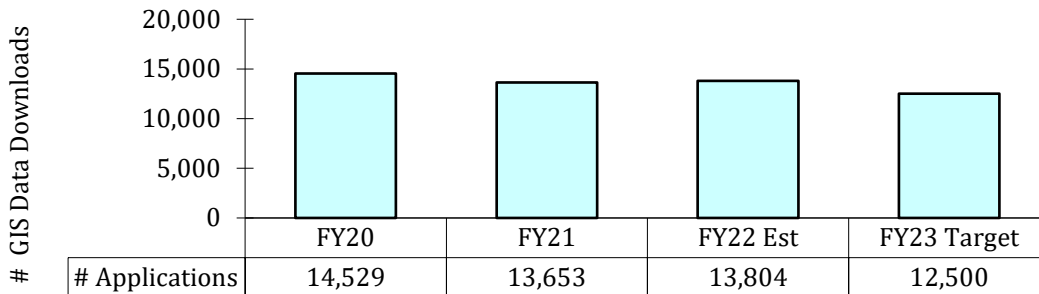
Urban Design



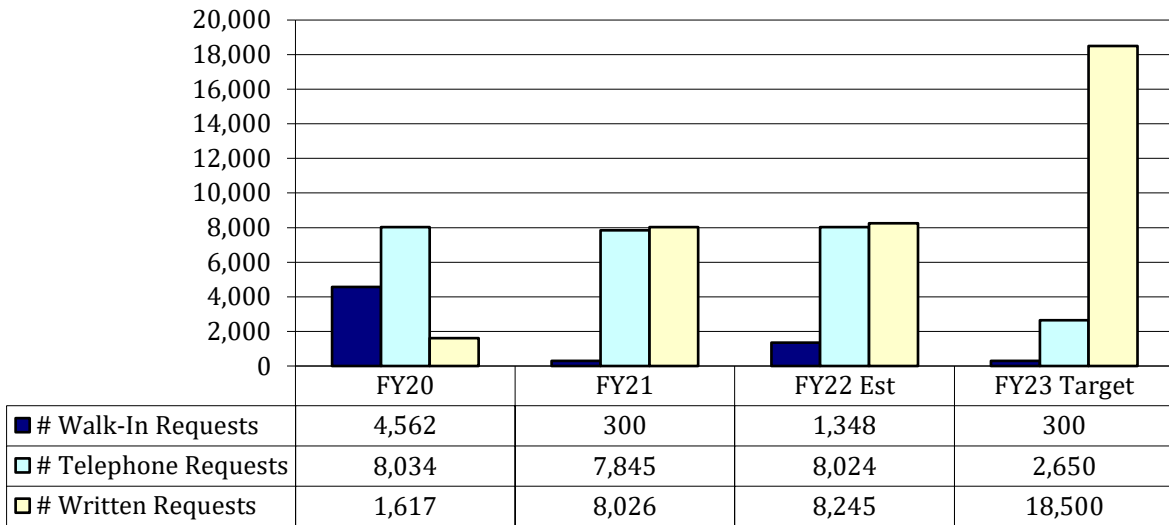
Zoning



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 four 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.
- **Two Long-Range Planning Sections** work 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.
- **The Placemaking Section** works on implementation of Plan 2035 and its Strategic Investment Program through coordination with various community stakeholders and federal, state, County and municipal officials. This section promotes implementation of the downtown master plans, creative placemaking, special studies, 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 studies and coordination
- Planning Assistance to Municipalities and Communities (PAMC) program
- Planning studies
- Sustainable Communities Program coordination
- Specialized planning and feasibility studies
- Public outreach and education
- Master Plan evaluation and monitoring
- Public engagement and creative placemaking activities
- Development review
- Comprehensive rezoning through sectional map amendments
- Zoning text amendments



ACCOMPLISHMENTS

- Conducted Virtual Community meetings for:
 - The Westphalia ULI TAP
 - West Hyattsville-Queens Chapel Sector Plan (6)
 - Bowie-Mitchellville and Vicinity Master Plan (26)
 - Adelphi Road-UMGC-UMD Station Area Sector Plan and SMA (6)
 - Largo Wayfinding, Branding, and Placemaking Strategy (2)
 - Southern Avenue Pedestrian Accessibility Study (1)
 - Cultural Arts Study (7)
- Initiated master plans for the following areas:
 - West Hyattsville-Queens Chapel
 - Adelphi Road-UMGC/UMD Purple Line Station Area
- New Carrollton Downtown Access and Connectivity Strategy: Completed the scope of work, selected consultants, and conducted the kick-off meeting.
- Minor Amendments: Processed a minor amendment to the Southern Green Line Station Area Development District Overlay Zone and processed a minor amendment to the Gateway Arts District Development District Overlay Zone (endorsed by Planning Board in October 2021 with approval pending in November).
- Land Redevelopment Study (Land Acquisition Case Study): Drafted a scope of work for the Land Redevelopment Study, which uses the Baltimore Avenue corridor in the Subregion 1 Plan area as a case study to examine tools to encourage redevelopment of land that meets the vision of the area plan.
- Southern Avenue Metro Pedestrian Accessibility Study: Staff finalized the scope, selected consultants and work has progressed. There have been project kick-off meetings, focus groups with agencies and fellow government staff on both sides of the D.C. line, and the first public stakeholder focus group.
- Henson Creek Transit Village Study: Final draft completed and held three District 8 community meetings.
- Largo Wayfinding, Branding, and Placemaking Strategy: Consultant and staff work continued for Largo Wayfinding, Branding, and Placemaking Strategy.
- Conducted meetings in Spanish, including the West Hyattsville-Queens Chapel Sector Plan Kickoff Meeting, visioning workshop, and Public Open House for the Existing Conditions Report. This sector plan included a “virtual meeting room” with information about the plan and its scenario planning process, in Spanish. Several projects also included Spanish-language outreach materials and study documents.
- Conducted two Cultural Arts Study meetings in Spanish to include outreach and engagement documents.
- Plan 2035: Staff worked on prioritizing Plan 2035 Five-Year Review Report recommendations. Staff transmitted a memo to the Deputy Director setting out how the next Five-Year Review would coincide with the requirement for a review two years after the Decennial Census, and to propose combining the reviews. This memo received approval on September 8, 2021.
- PAMC Projects: Completed four PAMC projects: City of College Park Complete and Green Streets Implementation Plan: 30 Percent Design for Five Street Segments; New Carrollton Economic Development Strategy; Northern Gateway SPACeS Study for MD 193 30% Design



Prince George's County Planning Department – Community Planning

Engineering Report; and The Village of Brandywine Sidewalk and Streetscape Improvements Study: 30% Design and Engineering Report.

- Launched Story Map for PAMC Aquasco-Woodville Cultural Resources Inventory project.
- Entered and verified approximately 2,100 records in the Master Plan Recommendations Database for five master/sector plans.
- Completed the Sustainable Community Renewal application (approved) for the Glass Manor/Oxon Hill Sustainable Community Application.
- Completed and published the ULI Washington TAP for Westphalia.
- Plan 2025 Implementation: Staff oversaw the completion of two consultant-led studies in the Takoma/Langley Crossroads area: a Parking Study and a Planning & Implementation Study. These were sent to Publications for their review and design.
- Staff worked to complete the Countywide Wayfinding Study. During this period, the study reached final draft and was sent to Publications for their review and design.
- Facilitated four PALS projects pursuant to MOU with University of Maryland (Aquaponics, Brandywine Farmer's Market, New Carrollton Marketing and Branding, Cultural Landscape, and Cemetery Study).
- Provided assistance for completion of the Alcohol Outlet Density Report for the MD Legislature.

BUDGET AT A GLANCE

- **Personnel Services** budget increased \$125,226, or 3.3 percent, above the FY 2022 total. The variance is primarily due to the annualization effect of a second merit increase instituted to for all staff in FY 2022, and increased costs for medical insurance and pension costs.
- **Supplies and Materials** budget increased \$13,000 or 16.5 percent, above the FY 2022 total primarily due to additional funding needed for personal protective equipment in anticipation of returning to onsite work for staff and for various in-person community meetings that will be held in FY 2023.
- **Other Services and Charges** budget decreased \$87,593, or -2.8 percent, from the FY 2022 total primarily because of decreased funding needed for the Community Planning Divisions pro-rated share of costs for permitting, and space planning and design services associated with the new Park and Planning headquarters being constructed, which is offset by an increase in professional services funding to support increased work program for the development of master plans and studies.
- **Funded Positions/Workyears:** Funded positions and workyears will remain unchanged from the FY 2022 total.



Prince George's County Planning Department – Community Planning

Summary of Division Budget

	<u>FY22</u> <u>Adjusted</u> <u>Adopted</u>	<u>FY23</u> <u>Proposed</u>	<u>%</u> <u>Change</u>
Budget			
Expenditures	\$6,958,977	\$7,009,610	0.7%
Staffing			
Funded Career Positions	33.00	33.00	0.0%
Funded Workyears	33.00	33.00	0.0%

Adelphi Road-UMGC-UMD Purple Line Station Sector Plan and Sectional Map Amendment: The Preliminary Adelphi Road-UMGC-UMD Purple Line Station Area Sector Plan and Proposed SMA were released to the public in October 2021. A joint public hearing of the Planning Board and District Council and Planning Board adoption are expected later in FY 2022, with District Council approval scheduled for FY 22, unless a second JPH is required.

Bowie-Mitchellville and Vicinity Master Plan: The Preliminary Bowie-Mitchellville and Vicinity Master Plan was released to the public in August 2021. A joint public hearing of the Planning Board and District Council was held in September 2021. Planning Board adoption are expected later in FY 2022, with District Council approval scheduled for FY 22, unless if a second JPH is required. After approval, work will begin on the Sectional Map Amendment in FY 23.

West Hyattsville-Queens Chapel Sector Plan: The District Council initiated a multiyear sector plan for the MD 500 (Queens Chapel Road) corridor and the West Hyattsville Metrorail Station on the Green and Yellow Lines within Planning Area 68 in FY 2021. Public engagement, visioning, and preparation of the staff draft sector plan will continue throughout FY 2022. Planning Board adoption is expected in FY 2023 and District Council approval is anticipated in FY 2024.

Northern Gateway Sector Plan and Sectional Map Amendment: In FY 2023, the Department will seek permission to initiate a new sector plan and sectional map amendment for the area of northwestern Prince George's County known as the "Northern Gateway." This plan will integrate ongoing planning and community-building activities in the Northern Gateway with recommendations for sustainable and equitable transit-oriented development at the Takoma-Langley Transit Center and Riggs Road Purple Line Stations. This plan will replace the 2009 Approved Takoma-Langley Crossroads Sector Plan and a portion of the 1989 Approved Master Plan for Langley Park-College Park-Greenbelt and will build off of the ongoing West Hyattsville-Queens Chapel and Adelphi Road-UMGC-UMD Purple Line Station Area Sector Plans and other planning efforts and is anticipated to be approved in FY 2025.

Port Towns Sector Plan and Sectional Map Amendment: In FY 2023, the Department will seek permission to initiate a new sector plan and sectional map amendment for the Towns of Cottage City, Colmar Manor, Bladensburg, and Edmonston, collectively known as the "Port Towns." This plan will integrate ongoing planning activities in these and adjacent communities and identify strategies for economic development and housing preservation. This plan will replace the 2009 *Approved Port Towns Sector Plan* and a portion of the 2018 *Approved Greater Cheverly Sector Plan* and is anticipated to be approved in FY 2026.



Prince George's County Planning Department – Community Planning

Prince George's County Retail Revitalization Guide: (formerly known as the Clinton Shopping Centers Case Study) The Prince George's Competitive Retail Market Strategic Action Plan identified shopping centers in the County that would benefit from reinvestment and redevelopment. The study that will showcase how targeted vacant/underutilized shopping centers in the Clinton Corridor along MD 5 can be repurposed and identify some of the sources of financing for these projects. The effort will be based on the Prince George's Competitive Retail Market Strategic Action Plan and will coordinate with key agency partners in the Redevelopment Authority and Revenue Authority and community stakeholders to identify opportunities from the new zoning ordinance and County programs. This study was approved in FY 22 and the RFP will be finalized in early 2022 for the project to begin and will continue into FY 23.

Missing Middle Housing Study and Pattern Book: To support the policies and strategies in the County's approved Housing for Opportunities Plan, the Department is developing a Missing Middle Housing Study and Pattern Book. The missing middle has been defined as "a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for walkable urban living." This resource will be a tool used by architects, planners, and communities to fundamentally rethink the way they design, locate, regulate, and develop housing. Many communities in Prince George's County want and need more diverse housing choices in walkable neighborhoods; housing that is attainable, sustainable, and beautifully designed. This study was initiated in FY 22 and will continue to FY 23 with consultant selection.

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. This is an ongoing effort and a continuation of the FY 2022 work program. In FY 2023, this program includes:

- New Carrollton Downtown Access and Connectivity Strategy to develop an implementation strategy on how best to connect neighborhoods within the City of New Carrollton and the Transit District Development Plan area to public spaces, parks, transit facilities, schools, libraries, and key destinations throughout the New Carrollton Downtown. This project started in FY 22 and will be completed in FY 23.
- In FY 2021, Largo was identified as one of the locations for a pilot project partnering with the Better Block Foundation to deliver engagement through creative placemaking. This pilot would assist in the implementation of the Largo Wayfinding, Branding, and Placemaking Strategy. Due to COVID-19, this effort was put on hold, but will now take place in FY 23.

Plan 2035 Local Centers' Implementation: This is a continuing work program item. 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. Examples of current committees include the Bowie State MARC Station Development Board. Staff also participates in the Town Center Design Review Committees for Riverdale Park, Suitland, Brentwood, and Mt. Rainier. FY 23 projects currently include:

- In FY 2021, Suitland was identified as a pilot project for creative placemaking. This project was put on hold due to COVID-19. The virtual kick off and onsite event will be held in Q3 and Q4 of FY 22. The next pilot areas are Riverdale Park Local Center and Largo Regional Transit; the goal is to complete these in FY 23.
- In FY 22 the Southern Avenue Pedestrian Access Study was initiated. This will be completed in FY 23.



Prince George's County Planning Department – Community Planning

Land Redevelopment Study (Land Acquisition Case Study): Several existing master plans contain goals that ultimately rely on significant levels of land assembly or landowners coordinating their redevelopments to be implemented. One such plan is the 2010 Approved Subregion 1 Master Plan, which seeks to turn large sections of Baltimore Avenue into a Main Street. However, there are challenges to redevelopment on US 1 that include narrow lot depths in key locations and fragmentation of property ownership, which impedes opportunities for land assemblage. The County has seen notable success at the southern end of Baltimore Avenue at Mount Rainier and Hyattsville. This consultant-led study will evaluate the critical success factors in those areas, as well as others in the country. It will also consider the role of incentives for landowners, looking at both “carrot and stick.” The outcome will be a better understanding of those success factors, the opportunities for incentives to accelerate change, and their applicability in other parts of the County. Staff worked to finalize the scope of work for sending to on-call consultants.

Master and Sector Plan Six-Year Work Program: In FY 2023, 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 evaluation is used to prepare a six-year work program primarily focusing on plans, studies, and priority implementation activities. The Department continues to update a comprehensive database of all recommendations within Prince George’s County’s 38 master, sector, and transit district development plans and the status of their implementation. A new task for later in FY 22 is an update of the Master Plan Recommendation Database to create new protocols and scope out completion of this effort.

Minor Plan/Development District Overlay Zone Amendments: Minor plan or development district overlay zone (DDOZ) amendments allow for older master plans or DDOZs 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.

Plan 2035 Annual Monitoring: The Department will continue to monitor Plan 2035 metrics. This will be provided as updates to the Plan 2035 website and will include a review progress on strategy implementation. 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.

Minor Amendment to the 2014 Approved Southern Green Line Station Area Sector Plan: This amendment corrects an administrative error in the initiation and subsequent approval of the 2014 *Approved Southern Green Line Station Area Sector Plan*. Though this Sector Plan was approved with a boundary that covers all of eastern Planning Area 76A, it contains no recommendations for this area outside the half-mile radius around the Branch Avenue Metro Station. Through its approval, this plan superseded the 2013 *Approved Central Branch Avenue Revitalization Sector Plan*, which contains detailed recommendations for portions of Camp Springs, the Town of Morningside, and Marlow Heights, replacing substantive, community-driven revitalization policies and strategies with nothing. This minor amendment would revise the boundary of the 2014 Sector Plan to limit the area where it supersedes the previous sector plan and reinstate the policies and strategies of the 2013 Sector Plan. This project will begin in FY 2022 and continue into FY 2023.



Prince George’s County Planning Department – Community Planning

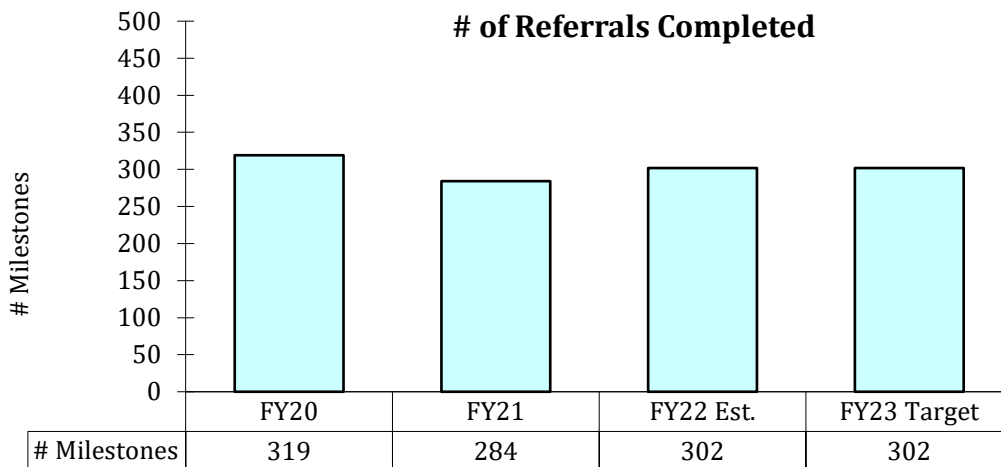
Sustainable Communities Program Assistance: Staff will continue to assist with the preparation of Sustainable Communities applications and applications for designation renewal as requested. Renewal applications to be completed include Greater Chillum and the Central Avenue-Blue Line Corridor (Towns of Capitol Heights, Fairmount Heights, and Seat Pleasant, and unincorporated areas of the County). Staff will facilitate and assist with the Town of Cheverly’s renewal application, as requested by the Mayor. Staff will continue to coordinate with MD DHCD and Prince George’s County DHCD to aid communities with approved sustainable community designations.

GOALS AND PERFORMANCE MEASURES

Divisional Goal: Provide timely review of development land development applications and 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. Communities who are more engaged with, and feel ownership of, plans and studies in their areas.

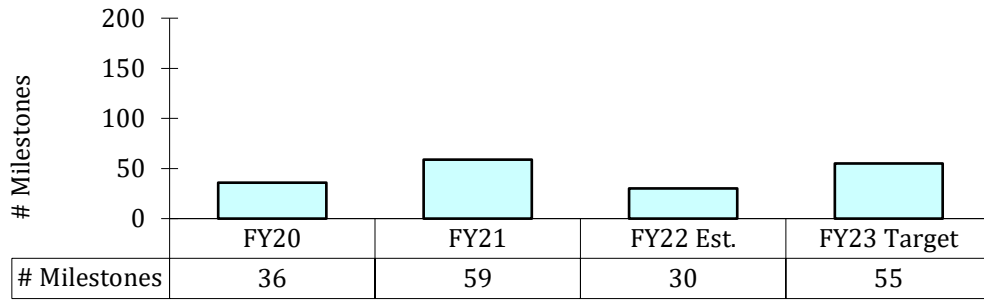


Outcome for number of referrals completed: Timely review of development applications.



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

of Community Meetings Attended



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, contributes to development of ongoing community and master plans, 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

- Adoption of the Countywide Map Amendment in November 2021. The new zoning map, zoning ordinance, subdivision regulations and landscape manual will be effective on April 1, 2022.
- Continued implementation of staff, decision maker, and stakeholder training on the new Zoning Ordinance, Subdivision Regulations, and Landscape Manual.
- Began work on follow-up steps to ensure the continued success of the new development codes, with emphasis on three initial areas of focus:
 - Ongoing monitoring of the new codes and identification and proactive amendment of revisions that will continue to be necessary to ensure the new Zoning Ordinance, Subdivision Regulations, and Landscape Manual work as intended.
 - Collaboration with County Agency partners and other stakeholders in updating the County's adequacy of public facilities requirements and tests.
 - Initial evaluation of the County's signage regulations with the goal of bringing them into compliance with precedent established by the Supreme Court in the Reed v. Town of Gilbert, AZ case and progeny cases since that time.
- Completed the development of an up-to-date Comprehensive Economic Development Strategic Action Plan for Prince George's County in collaboration with the County Executive's Office, the County Council, the Prince George's County Economic Development Corporation, Employ Prince George's, the Prince George's County Department of Housing and Community Development, and the Revenue and Redevelopment Authorities. A broad range of other economic development stakeholders from startups, private industry, economic and workforce development, Prince George's County public schools, labor unions, higher education, real estate development, and community and government leadership



Prince George's County Planning Department – Countywide Planning

were also engaged in this strategic planning process. The University of Baltimore/Jacob France Institute/TEconomy Partners LLC (UB/JFI) team served as the consultant for this project.

- Provided data and research to the County Executive's Office, the Prince George's County Economic Development Corporation (EDC) to assist numerous business entities interested in locating or expanding in the County.
- Represented the Department on the Metropolitan Washington Council of Governments (MWCOC) Planning Directors Technical Advisory Committee on behalf of the Planning Director. Participated in the monthly meetings via webinar.
- Represented the Department on the Metropolitan Washington Council of Governments (MWCOC) Small Area Cooperative Forecasting and Data Subcommittee. Participated in the monthly meetings via webinar. Provided data and technical advice in preparation for the Round 10.0 Cooperative Forecast.
- 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 Round 3 funding under the Commercial Property Improvement Program (CPIP) developed as a result of recommendations from the 2017 Retail Strategic Action Plan.
- Coordinated the Planning Department's analysis of four cycles of Water and Sewer Amendments consistent with the recommendations of the 2018 Plan.
- Conducted mandatory referral reviews, consistent with the 2018 Guidelines, for several solar panel installations to incentivize solar while protecting neighborhoods, farmland, and historic viewsheds.
- Coordinated the Department review of projects submitted for Intergovernmental Review through the State of Maryland Clearinghouse.
- Reviewed land development proposals for adequacy of public safety and public facilities
- Continued to support other divisions and County departments with projects such as: West Hyattsville-Queen's Chapel sector plan; Zoning Code implementation; and, the Agricultural and Land Preservation Chapter of the Land Preservation Parks and Recreation Plan (LPPRP)
- Reviewed Natural Resource Inventory Plans (NRI's) to establish existing environmental site conditions for all sites required to follow the Entitlement process and/or file for a grading permit.
- Reviewed land development proposals for protection of regulated environmental features, conformance to the Woodland and Wildlife Habitat Conservation Ordinance (WCO), and implementation of the Chesapeake Bay Critical Area (CBCA) Ordinance.
- Supported the Development Review Division through detailed analysis of environmental impacts associated with proposed developments in the County.
- 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).
- Reviewed all Water and Sewer Amendments for environmental impacts.
- Added Geotechnical review of all Entitlement Cases and geotechnical coordination with the Department of Permitting, Inspections and Enforcement for their programming purposes.
- Reviewed all permits within the County containing a grading element for conformance to an approved Tree Conservation Plan or CBCA Conservation Plan, easement recordation processing, and bonding notification.



Prince George's County Planning Department – Countywide Planning

- Participated in Master Plan updates (both Community Planning Division and Countywide Planning).
- Participated in the legislative process at the State and County levels.
- Coordinated with other County Agencies, including but not limited to, the Department of Permitting Inspections and Enforcement (DPIE), the Department of the Environment (DOE), Soil Conservation District (SCD), Department of Parks and Recreation (DPR), the Board of Education, and the County's Office of Law.
- Supported the Department of Permitting, Inspections and Enforcement for semi-annual CBCA reporting.
- Supported the Department of Permitting, Inspections and Enforcement for violations to the WCO and CBCA ordinances, including participation in court cases.
- Revised processes and procedures for the impact of the new zoning and subdivision regulations on the Environmental Planning Program.
- Represented the Department on the Maryland Sustainable Forestry Council, Patuxent River Commission, Regional Tree Canopy Subcommittee, Energy and Environmental Policy Committee, Climate Action Commission, and the Agricultural Resources Advisory Committee.
- Prepared and submitted the FY20 Annual Forest Conservation Report to the Maryland Department of Natural Resources.
- Managed the Planning Board's award of \$400,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local nonprofit organizations. Reviewed rehabilitation proposals for historic structures.
- Continued to support the department's update of the Master Plan of Transportation (MPOT), which was endorsed by the County Council for initiation on September 16, 2021.
- Continued 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 the Langley Park Neighborhood Bicycle Boulevards (up to 30%) study, which evaluated pedestrian and bicycle connectivity in the area surrounding the proposed Riggs Road Purple Line Station.
- Reviewed and provided comments for ongoing regional transportation infrastructure projects including the I-95/I-495 Managed Lanes and the Baltimore-Washington Superconducting Maglev.
- Provided data and research to the Board of Education for its annual Educational Facilities Master Plan.
- Provided technical support for the BRT Feasibility Study with PG DPW&T staff to identify the BRT corridors in the County.



Prince George's County Planning Department – Countywide Planning

BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$270,975, or 4.8 percent, above the FY 2022 total. The variance is due to the proposed request to increase the staffing complement by one term contract Planner I position to support functions in the Historic Preservation Section of the Countywide Planning Division. The increase is also impacted by the annualization of a second merit increase given to staff within the Division.
- **Supplies and Materials** budget increased \$6,200, or 5.3 percent, above the FY 2022 total. This increase is primarily related to inflationary cost increases and for funding included in the FY 2023 budget for personal protective equipment need for anticipation of staff returning from teleworking to onsite work.
- **Other Services and Charges** budget decreased \$168,785 or -4.5 percent, from the FY 2022 total, primarily due to one-time costs included in the FY 2022 budget for multiple Countywide mailings associated with the recently adopted Countywide Map Amendment Project.
- **Funded Positions/Work years:** Funded positions and work years in FY 2023 will remain unchanged from the FY 2022 levels. However, the Division's staff complement will decrease by one full-time career position as a result of a transfer of one full-time career into the Information Management Division's Research Section to provide additional support to both the Community Planning and Countywide Planning Sections workload. This decrease is offset by a request to add one term contract position to the Historic Preservation Section to support increased work programming within the section.

Summary of Division Budget

	<u>FY22</u> <u>Adjusted</u> <u>Adopted</u>	<u>FY23</u> <u>Proposed</u>	<u>%</u> <u>Change</u>
Budget			
Expenditures	\$9,447,887	\$9,556,277	1.1%
Staffing			
Funded Career Positions	46.00	45.00	-2.2%
Funded Term Positions	0.00	1.00	100.0%
Funded Workyears	46.00	46.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

Position and Workyears: Funded positions and work years in FY 2023 will remain unchanged from the FY 2022 levels. However, the Division's staff complement will decrease by one full-time career position as a result of a transfer of one full-time career into the Information Management Division's Research Section to provide additional support to both the Community Planning and Countywide Planning Sections workload. This decrease is offset by a request to add one term contract position to the Historic Preservation Section to support increased work programming within the section.

Prince George's County Multimodal Facility Design and Pedestrian Behavior Study: This study is to evaluate the utility of built pedestrian infrastructure in the context of capital improvement and property development projects. This study will examine whether the presence and location of facilities encourage certain pedestrian behaviors and how to design facilities that can best anticipate and accommodate future pedestrians. The findings of this study will help inform the



Prince George's County Planning Department – Countywide Planning

Planning Department providing recommendations in area master plans, evaluating submitted development applications, and ensuring conformance with the adopted subdivision and zoning regulations. In FY2022, the Transportation Planning Section will identify an on-call consultant to analyze the safety, economic and social benefits of multimodal facility design and Pedestrian behavior. An additional \$150,000 is requested for FY 2023 to continue this effort for contracting and implementation of this study.

Prince George's County ad-hoc intersection/turning movement counts: This project is to set aside funding for the Transportation Planning Section to engage contractor services to collect intersection and turning movement counts at various intersections in the County. Should counts be needed, this project will “ride on” the existing Department of Public Works & Transportation contract for traffic counts, similar other traffic counts projects. However, this project is wholly separate from the ongoing traffic counts program that is associated directly with obtaining traffic counts for existing conditions of ongoing and upcoming area master plans. These counts will be used to supplement other traffic studies for development applications or other work program items, if necessary. \$50,000 is requested in FY 2023 for the contracting and collection of these traffic counts.

Update to the Countywide Master Plan of Transportation: This is an ongoing effort to replace the 2009 Approved Countywide Master Plan of Transportation (MPOT) and will amend all of the County's approved and active area master plans. In FY 2022, the County Council endorsed the initiation of Master Plan of Transportation update 2035 (MPOT 2035). The Plan will take approximately 24 months to complete. The project has reached several milestones in FY 2022, which consisted of a series of outreach engagements meetings, the completion of the existing conditions reviews and report, and the commencement of the plan recommendations. An additional \$250,000 is requested for FY 2023 to seamlessly continue the project, develop and print mailings, plans, and other engagement materials.

New Transportation Model: This is an ongoing project to 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. The scope of work for the FY 2022 included the design and update of the TransForM models 2.5 (a dynamic tour-based model) and 3.0 (a dynamic activity-based model) based on the Planning Department's desire to incorporate advanced practice modeling techniques. In FY 2023, staff will continue the next phase of the transportation forecast modeling project, TransForM: Beyond 3.0. This project will include several customized applications and deliverables, including revisions to account for COVID-19 pandemic impact in the County travel demand patterns.

Update to the Transportation Review Guidelines: The Transportation Review Guidelines Parts 1 and 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. In FY 2022, the Transportation Planning Section will identify an on-call consultant to facilitate the update of the Transportation Review Guidelines, primarily to review the guidelines conformance with the updated transportation adequacy requirements apart of the ZOSR implementation, and to improve the analysis of multimodal operations for development applications. In FY 2023, \$75,000 is requested for continued consultant services for the update, development, and engagement materials.

Update to the Managed Lanes Project: The Federal Highway Administration and the Maryland Department of Transportation have embarked upon the I-495/I-270 Managed Lanes project. The



Prince George's County Planning Department – Countywide Planning

Planning Department has not received an indication of when any portion of the roadway would be studied in Prince George's County but is continuing coordination with staff from the Department of Parks and Recreation, Montgomery County Parks and Planning, and Office of the General Counsel as needed.

Update to the MagLev Project: The Federal Railroad Administration and the State of Maryland are proposing a new magnetic levitation (MagLev) rail line traveling from the District of Columbia, entering near the Bladensburg Waterfront Park, and through the County to the Baltimore-Washington Parkway before ending in Baltimore. This proposed rail line will operate both in tunnel and above ground in the County, along with associated facilities. Impacts to Prince George's County could be substantial. Staff continues to review the proposed impacts to communities along the identified corridor in Prince George's County. This project will follow the NEPA process. The Draft Environmental Impact Statement has received numerous comments, which are ongoing as part of the NEPA Process. The development team is still seeking environmental permits to move the project forward. The Prince George's County Planning staff continues to work with staff from the Department of Parks and Recreation and Office of the General Counsel regarding planning impacts, mitigation, and community concerns. Staff will attend meetings and coordinate work products with others including presentations to the Prince George's County Council, Planning Board, and the M-NCPPC Commission. A Mandatory Referral for this project will be developed.

Metropolitan Washington Council of Governments (MWCOG) Planning Directors Technical Advisory Committee: Continue to serve on behalf of the Planning Director. Participate in the monthly meetings.

Metropolitan Washington Council of Governments (MWCOG) Small Area Cooperative Forecasting and Data Subcommittee: Continue to serve and participate in the monthly meetings. Initiate the Round 10.0 Cooperative Forecast.

Updated Competitive Retail Market Analysis and Strategic Action Plan and Marketing Strategy: There is great uncertainty in Prince George's County's commercial real estate market. While the County has benefited during the pandemic from growing interest in warehouse and distribution space, retail space has faced significant challenges, such as increased online shopping, brick and mortar vacancies, and big box store closings. The purpose of this study is to assess the current and projected retail landscape and what has occurred in the county since the pandemic, conduct an objective countywide retail market competitive analysis, and develop a creative, focused proactive competitive retail market strategic action plan and strategy to sustain, strengthen, and diversify the county's retail base.

The goals of the study include the following: support the retention and attraction of viable high-quality retailers and retail centers in the County; assess to what extent retail centers need to be strengthened, redeveloped, or re-purposed to a non-retail function; identify opportunities for adaptive re-use; and support opportunities for placemaking and mixed-use development, commercial real estate development and redevelopment based on sound and proactive economic development principles.

Office and Commercial Real Estate Study: There is great uncertainty in Prince George's County's commercial real estate market. While the County benefited during the pandemic from growing interest in warehouse and distribution space, as well as data centers, the future of its commercial space is still unclear for office space. Many distinct challenges underscore the importance of having a longer-term comprehensive strategy for retaining and developing high quality office space in the County and continuing efforts to promote transit-oriented mixed-use development and



Prince George's County Planning Department – Countywide Planning

placemaking to support the County's economy focused around the resilient sectors and broad-based, inclusive development identified in their updated Economic Development Strategic Action Plan.

The purpose of this project is to develop a strategic plan based on current and projected real estate trends; develop best practices to increase the County's share of high-quality office space and leases related to potentially high growth industry capture; and align policy and investments to maximize County assets. The innovative data-driven strategic plan will be instrumental in the County's future land use decisions aimed at positioning the County to attract investments, build its commercial tax base, fund critical services, grow its high-quality job base, and improve the quality of life of existing and future residents.

The study will seek to address such issues as: the impacts of increased teleworking on County office supply/demand, vacancy, etc.; the County's lack of adequate Class A office space to support the growing Information Technology and Services and other sectors; the surplus of outmoded, underutilized, or undesirable, suburban retail and office parks and County assets that require attention and possible intervention, such as FedEx Field, Landover Mall, cultural amenities, parks, waterfront properties, etc.; and the General Services Administration (GSA) Rental Disparity mandated cap rates on federal government real estate lease rates at the GSA for each jurisdiction in the Washington, D.C. metro region, significantly lower in Maryland, creating a disadvantage for the County to compete for the high-priority GSA federal real estate leases in the capital region.

The strategic action plan will offer policy recommendations on ways to capitalize on County assets and initiatives and strategies that will maximize the utilization of its economic assets and overcome any key challenges that currently impede the County's competitiveness in attracting, retaining, and developing high-quality office space.

- Offer strategies to stimulate development and strengthen industrial and commercial centers and corridors and support mixed-used, transit-oriented development or redevelopment.
- Identify industry locations and real estate structures that have the best opportunity to thrive in the County.
- Identify economic development strategies that will increase the County's net tax base by generating tax revenues that exceed the cost of public services needed to serve the new development.



GOALS AND PERFORMANCE MEASURES

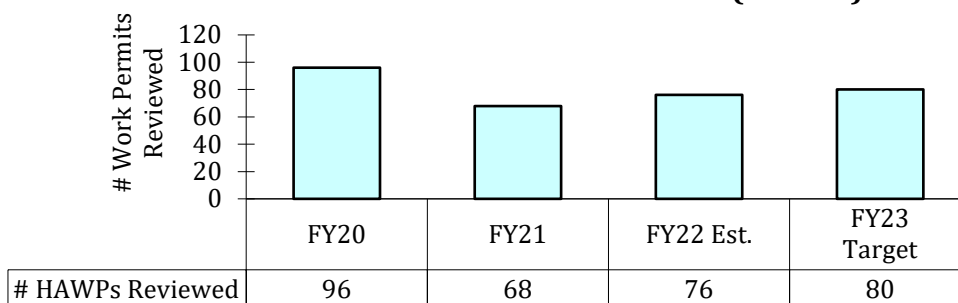
Countywide Planning Division Performance Measures

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 through the preparation of functional master plans and studies, and the review of zoning, subdivision, permit, and environmental applications.

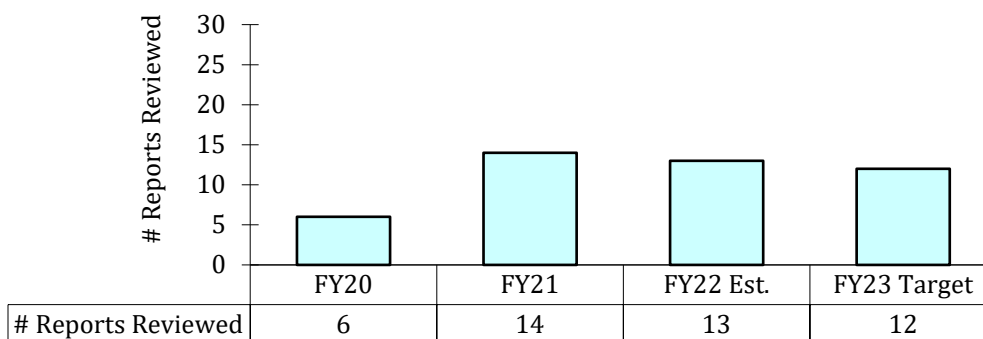
Divisional Objective: To provide professional planning guidance on countywide historic preservation and environmental issues as well as transportation and public facility needs to other Commission staff and outside agencies to protect and enhance existing natural resources and the environment as well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

Historic Area Work Permits (HAWPs)

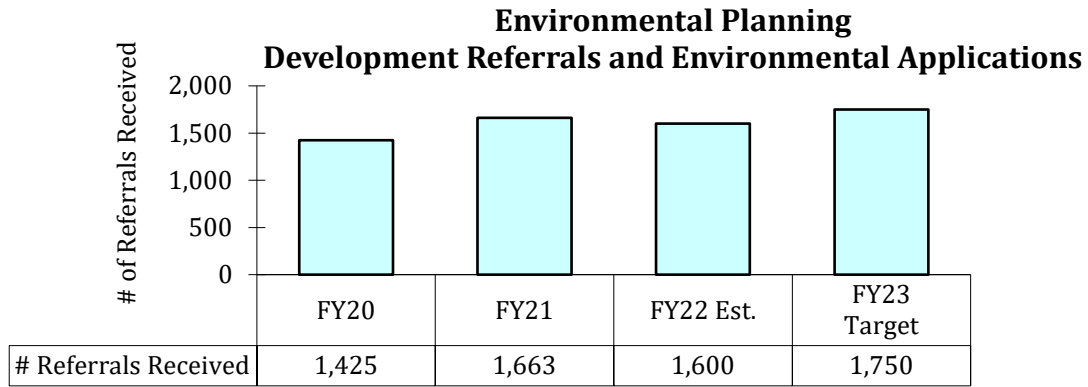


Archaeological Investigations

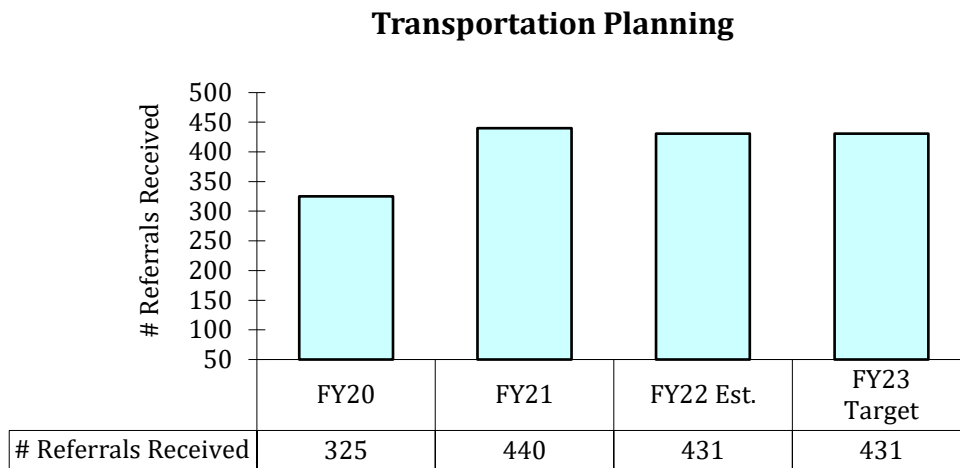


Prince George's County Planning Department – Countywide Planning

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
- Planning Research Support

ACCOMPLISHMENTS

GIS Section

- Continued to maintain and enhance PGAtlas. Added current street level imagery to PGAtlas. Conducted three 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 214,383 times.
- Upgraded internal and external PGAtlas to ArcGIS 10.8 and Oracle 19c.
- Provided extensive support for Zoning rewrite task including enhancing and updating GIS applications (Swipe too) and performing extensive data modeling and support.
- 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 25,858 GIS files were downloaded in the past 12 months.
- Continued support of our Development activity notification application that automatically notifies users (more than 715) when a development case is submitted.
- Created and maintained new premise addresses on the GIS premise address layer.
- Developed multiple ArcGIS Online applications: Address Comment/Notification, Census 2020 Public Hub Sites, Public & Tax Exempt Properties, Data Center Asset Map, Explore the History of the Aquasco-Woodville Community, Prince George's County Permits. These ArcGIS Online applications were accessed 53,313 times in the past 12 months.



Prince George's County Planning Department – Information Management

- Created and finalized the proposed GIS Zoning layers.
- Enhanced security for all web mapping applications including PGAtlas by implementing Https protocols
- Completed 243 custom GIS map and analysis requests and worked with the County on producing multiple maps for economic development-related projects.
- Created, updated, and maintained 139 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.
- Developed new GIS planimetric layers, which included buildings, cultural features, hydraulic features, major transmission lines, transportation features, sidewalk centerlines and tree canopy.
- Created 3D models to support development and historic area work permit applications.
- Supported County Council with GIS redistricting efforts.
- Enhanced address data by giving users ability to remove premise address queries where mail is not delivered.
- Created and finalized a department development capacity analysis methodology and completed development capacity analysis for several projects.
- Completed Census Boundary Annexation Survey update as well as updates to the Census Designated Places (CDP) and Participant Statistical Areas Programs (PSAP).
- Created a Transportation Service Area GIS layer.
- Began development of addressing regulations and document addressing terms and history.
- Continued support for address assignment and street naming activities. Supported multiple requests for street name changes.
- Facilitated and conducted ESRI mapping and Community Viz training sessions.

Data Systems Section

- Completed DAMS Pre-Acceptance Phase II enhancements for Special Projects Section, Environmental and added new reports for DRD.
- Continued support and documentation for the DAMS Replacement project. Issued RFP for selecting software vendor.
- Resolved issues with Parks access to DAMS by implementing a secure environments (https).
- Began data normalization in preparation for data migration for DAMS replacement.
- System development, coding and testing in preparation for new zone codes and case types for the new zoning ordinance.
- Supported more than 400 custom mailing label, data extract, user, and other report requests for internal and external customers.
- Completed scanning projects for property address, historic preservation, community planning, and planning files. Continued supporting scanning initiatives throughout the Planning Department.
- Completed testing the ability to restore from the cloud backup and fully implemented AWS cloud backup.
- Developed numerous SharePoint public access sites in support of Community Planning.
- Support for numerous Demographic and Economic analysis data requests.
- Updated Public Lands inventory and updated process documentation.



Prince George's County Planning Department – Information Management

- Completed comparison of LDF to GIS Address point layer to identify missing address points for GIS.
- Began data normalization in preparation for data migration for DAMS replacement.
- Implemented quarterly load process of County ePermit data in Oracle and developed documentation and data definitions.
- Completed queries and updates in support of the next validity extension.
- Implemented various enhancements to the Registered Associations application.
- Began updating Data Systems applications to work with Chrome and Edge browsers.
- Upgrade our enterprise geodatabase to Oracle version 19.3.
- Completed draft of Population, Housing and Economic Survey for Prince George's County.
- Filled Programming Analyst III position and Planner II positions.
- Support for Countywide Map Amendment mail out.

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.
- The Network Technology Section serviced and completed 1,452 support tickets. Overall an estimated 4,300 total help desk requests were supported.
- Expanded deployment of Microsoft Teams (upgraded licenses) and GoToMeeting on a Department-wide basis. Conducted extensive training and user support operations to facilitate widespread utilization. Also, configured and implemented Microsoft Teams calls to allow for external calling from remote sites.
- Continued Remote Equipment deployment to support ongoing Teleworking requirements.
- Worked with the CIO Office to support major upgrade to the Commission's ERP, ESS, and the new online benefits platform.
- Expanded virtual infrastructure capacity to support and maximize a remote teleworking environment.
- Expanded wireless infrastructure and increased security measures. Improved our wireless infrastructure to allow for all Commission users to use our internal wireless while at PPD and directly connect to their respective internal networks.
- Actively involved in, and contributor to, Commission-wide technology projects: Vulnerability Testing, Intrusion Prevention Project, O365 Security Assessment and O365 Cloud Backup Strategies, Active Directory Failover, and Replication Testing.
- Upgraded our Firewall Infrastructure to include new features and enhancements such as Point-to-Point VPN, Automatic Failovers for redundancy, Cloud Management.
- Began deployment of video-monitor/headset to support back to the office requirements.
- Administration and management of PPD's KnowBe4 Security Campaign.
- Qualys Implementation for monitoring and mitigating Security Vulnerabilities.
- Participated in a Security Assessment review with vendor Securance.
- Barracuda Link Load Balancer Project – Upgraded security features and enhancements to include: Client to Site VPN, VPN Tunnel for 3rd Parties, Internet Failover, 10 Gig SFP ports for future growth/expansion, IPS -Internet Protection, Cloud-Based, Enhanced Reporting Features/Metrics.



Prince George's County Planning Department – Information Management

- Hired one full time IT/Telecom II Specialist to support Helpdesk/Desktop Tasks.
- Evaluated, tested, and implemented CloudBank for cloud-based backups.
- Upgraded and increased the internet service bandwidth.
- Security Enhancement: Multi-Factor Authentication (MFA) – Implemented SSPR and MFA.
- Security Enhancement: Disabled Legacy Authentication, Enabled GeoFencing.
- Teams Calling Plan Rollout – Each PPD user was given a direct Teams calling number.
- Migrated servers to SCCM Console for Patch Management.

BUDGET AT A GLANCE

- **Personnel Services** budget for FY 2023 increased \$311,504, or 7.5 percent, above the FY 2022 total, primarily due to the staff complement increasing by one full-time career Planner Coordinator position. This increase is the result of the transfer of a full-time career position from the Countywide Planning Divisions Special Projects Section to support the Information Management Divisions Research Section. The increase is also impacted by the annualization of a second merit increase provided to Division staff.
- **Supplies and Materials** budget for FY 2023 increased \$5,100, or 2.1 percent, above the FY 2022 total. This increase is primarily due inflationary cost increases.
- **Other Services and Charges** budget for FY 2023 shows an increase of \$934,400, or 38.5 percent, above the FY 2022 total. This increase is primarily due to proposed increased funding to support consulting services that will be needed for implementing a newly purchased commercial off-the-shelf land development activity application that will replace an outdated version currently being used by the Department.
- **Capital Outlay** budget for FY 2023 increased \$380,000, or 950.0% percent, above the FY 2022 total primarily due to funding proposed in FY 2023 to support a new VOIP Infrastructure that will be required once the Department relocates to the new Largo Headquarters.
- **Funded Positions/Workyears** increased by one full-time career position.

Summary of Division Budget

		FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$6,884,260	\$8,515,264	23.7%
Staffing				
	Funded Career Positions	33.00	34.00	3.0%
	Funded Workyears	33.00	34.00	3.0%



HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

Position and Workyears: The Information Management Division's total FY 2023 funded positions and work years increased by one full-time career position as a result of transferring one Planner Coordinator position from the Countywide Planning Division to the Information Management Divisions Research Section to assist with an increased workload.

GIS Section: GIS is the largest section within the Information Management Division. This section will continue to maintain and publish spatial data in a variety of formats including as online interactive mapping applications (e.g. PGAtlas and as downloadable data). Additional specific activities include:

- Reevaluate migrating to ArcGIS Pro.
- Develop web-based Address Extraction tool.
- Upgrade PGAtlas to support additional security protocols and select a new contractor for data hosting and application maintenance support.
- Automate the premise address change notification process.
- Finalize and adopt new addressing regulations.

Research Section: This section will continue to be re-established and will focus on the following activities.

- Assisting with pipeline development and monitoring.
- Providing support with existing conditions reports for demographics/real estate trends for master plans and studies.
- Support the next phase of the WASHCOG Cooperative forecast.
- Monitor census data programs and releases related to the 2020 Census and the American Community Survey (ACS) programs.
- Aiding with Master Plan scorecards and community profiles.
- Serving as a repository for various County studies to assist with the coordination of data.
- Provide future data collection on Plan 2035 indicators.
- Serving as a liaison between the Census Bureau, Metropolitan Washington Council of Governments, and the Maryland State Data Center.
- Performing analysis of census and related commercial datasets to determine County existing conditions and trends related to population, housing, jobs, income, and other demographic and socioeconomic conditions.
- Producing an annual demographics report.

Data Systems Section: This section will continue to maintain our existing development activity monitoring system (DAMS) application and our permit tracking application as well as other in-house applications. This section will also continue to maintain and expand our Filenet Document Imaging and Content Management system as well. New initiatives include:

- Assisting with pipeline development and monitoring.
- Implement system changes in existing DAMS application in support of zoning rewrite.
- Code Pre-Application Phase III for Environmental Planning.
- Begin implementation of project plan and migration of data for DAMS replacement.
- Begin upgrade to Oracle and departmental server environment.
- Implement public access to DAMS documents in the Cloud.

Network and Technology Services Section: This section will continue to maintain our systems environment including hardware, software, servers, cloud solutions, and our network solutions.



Prince George's County Planning Department – Information Management

Major initiatives will revolve around supporting the back-to-the-office initiatives and support a hybrid work environment and supporting continuing security initiatives. New initiatives include:

- Implementing SolarWinds (Network Management, Monitoring Solution).
- Implementing a new telephone system. This VoIP project will involve the procurement and deployment of a new phone system.
- Upgrading Cisco Switches (Replace EOL switches).
- Increase VMWare Horizon Environment (Add new blades/hard drive/memory).
- Wireless Site Survey – Expand Wireless Coverage.
- New Helpdesk System (Upgraded, Cloud-Based).
- Security Remediation/Vulnerability Tools – Continued implementation of vulnerability assessment, intrusion protection and other enhancements to our network security.



Prince George's County Planning Department – Information Management

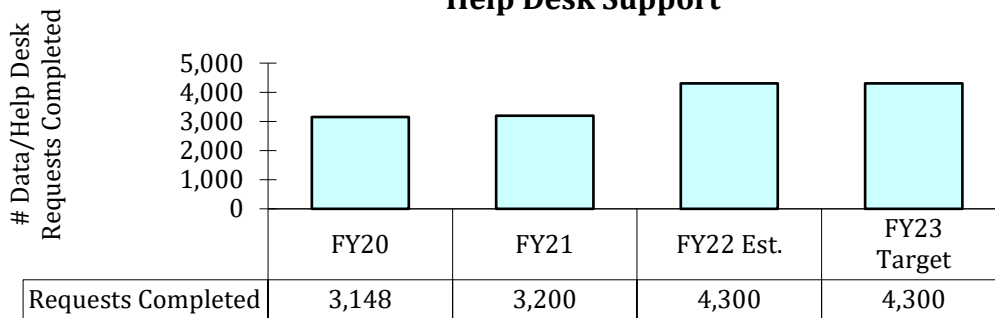
GOALS AND PERFORMANCE MEASURES

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.

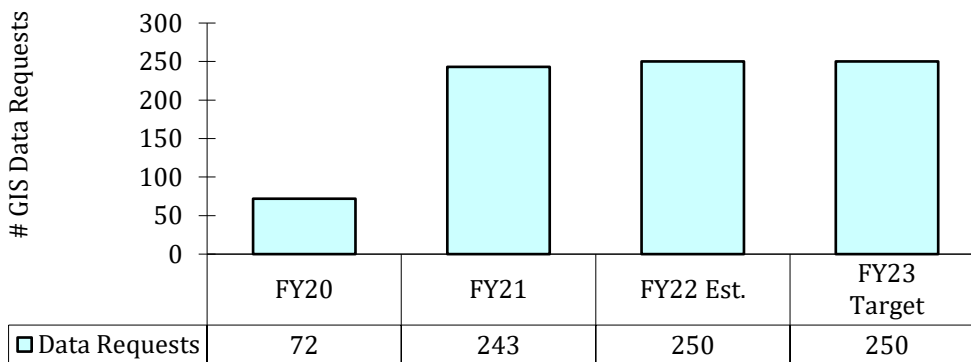
Divisional Objective: Providing a stable and reliable computing environment for the Department, County, and public.

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

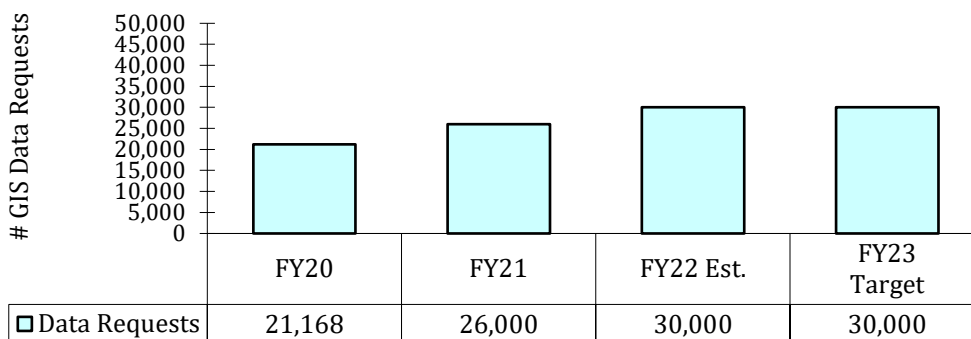
Help Desk Support



Geographic Information System Data Delivery



Geographic Information 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 including unemployment insurance, group insurance for long-term disability, employee recruitment, communications (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 2023 decreased \$9,700, or -49.2 percent, from FY 2022 total, primarily because of decreased costs for group insurance for long-term disability.
- **Supplies and Materials** budget for FY 2023 decreased \$39,100, or -53.8 percent, from the FY 2022 total. The decrease is primarily the result of one-time costs included in the FY 2022 budget for the purchase of a new phone system for the Planning Department. This funding will not be needed in FY 2023.
- **Other Services and Charges** budget for FY 2023 decreased \$101,888 or -1.7 percent from the FY 2022 total. The decrease is primarily due to decreased funding needed for postage in FY 2023 which is offset by increases in funding needed for the lease of office space at the County Administration Building (CAB) and chargebacks to support legal and human resource services provided by M-NCPPC's Central Administrative Service Offices.
- **Chargebacks** budget for FY 2023 increased \$86,367, or 20.3 percent, above the FY 2022 total.
- **Funded Positions/Workyears** - No change.

Summary of Division Budget

	FY22	FY23	%
	<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
	<u>Adopted</u>		
Budget			
Expenditures	\$6,652,124	\$6,587,803	-1.0%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Workyears	0.00	0.00	0.0%



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

County Project Charges	FY 2022 Adopted Budget	Proposed Reductions	Proposed FY 2023 Budget
People's Zoning Counsel	250,000	-	250,000
Zoning Enforcement Unit	1,537,099	-	1,537,099
Water and Sewer Planning Unit	155,300	-	155,300
GIS Program	340,500	-	340,500
Tax Collection Fee	34,400	-	34,400
Economic Development Corp.	65,000	-	65,000
DPIE Permits and Inspections	376,200	-	376,200
DPW&T Engineering, Inspections, and Permits	205,600	-	205,600
Redevelopment Authority	544,000	-	544,000
EDC General Plan Goals	250,400	-	250,400
Prince George's County Council Planning Position	150,000	-	150,000
Total	\$3,908,499	-	\$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 ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Director's Office					
Personnel Services	2,308,976	1,770,395	1,791,074	2,167,316	21.0%
Supplies and Materials	204,803	31,800	31,800	38,200	20.1%
Other Services and Charges	658,141	160,900	160,900	164,200	2.1%
Capital Outlay	88,488	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	3,260,408	1,963,095	1,983,774	2,369,716	19.5%
Management Services					
Personnel Services	1,328,339	2,143,335	2,176,035	2,314,226	6.4%
Supplies and Materials	17,311	177,100	177,100	243,400	37.4%
Other Services and Charges	-	701,500	701,500	890,150	26.9%
Capital Outlay	-	216,000	216,000	71,000	-67.1%
Other Classifications	-	-	-	-	-
Chargebacks	(321)	-	-	-	-
Total	1,345,329	3,237,935	3,270,635	3,518,776	7.6%
Development Review					
Personnel Services	5,523,187	5,943,194	6,008,540	6,302,440	4.9%
Supplies and Materials	30,396	145,800	145,800	149,800	2.7%
Other Services and Charges	4,698	626,400	626,400	592,800	-5.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	5,558,281	6,715,394	6,780,740	7,045,040	3.9%
Community Planning					
Personnel Services	3,265,467	3,741,498	3,786,284	3,911,510	3.3%
Supplies and Materials	325	78,900	78,900	91,900	16.5%
Other Services and Charges	1,538,847	3,093,793	3,093,793	3,006,200	-2.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	4,804,639	6,914,191	6,958,977	7,009,610	0.7%
Information Management					
Personnel Services	3,621,907	4,117,933	4,172,060	4,483,564	7.5%
Supplies and Materials	432,477	248,000	248,000	253,100	2.1%
Other Services and Charges	1,230,973	2,424,200	2,424,200	3,358,600	38.5%
Capital Outlay	39,452	40,000	40,000	420,000	950.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	5,324,809	6,830,133	6,884,260	8,515,264	23.7%



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

PRINCE GEORGE'S COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
County-Wide Planning					
Personnel Services	4,938,943	5,523,959	5,603,687	5,874,662	4.8%
Supplies and Materials	20,074	117,700	117,700	123,900	5.3%
Other Services and Charges	1,791,181	3,726,500	3,726,500	3,557,715	-4.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	6,750,198	9,368,159	9,447,887	9,556,277	1.1%
Support Services					
Personnel Services	31,241	19,700	19,700	10,000	-49.2%
Supplies and Materials	33,187	72,700	72,700	33,600	-53.8%
Other Services and Charges	5,534,421	6,134,319	6,134,319	6,032,431	-1.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	410,637	425,405	425,405	511,772	20.3%
Total	6,009,486	6,652,124	6,652,124	6,587,803	-1.0%
Grants					
Personnel Services	-	-	-	-	-
Supplies and Materials	1,704	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	321	-	-	-	-
Total	2,025	-	-	-	-
Total Planning Department					
Personnel Services	21,018,060	23,260,014	23,557,380	25,063,718	6.4%
Supplies and Materials	740,277	872,000	872,000	933,900	7.1%
Other Services and Charges	10,758,261	16,867,612	16,867,612	17,602,096	4.4%
Capital Outlay	127,940	256,000	256,000	491,000	91.8%
Other Classifications	-	-	-	-	-
Chargebacks	410,637	425,405	425,405	511,772	20.3%
Total	33,055,175	41,681,031	41,978,397	44,602,486	6.3%



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

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

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	27.50	27.50	11.00	11.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	27.50	27.50	11.00	11.00	13.00	13.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Director's Office	28.50	28.50	12.00	12.00	14.00	14.00
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	-	-	18.50	18.50	18.50	18.50
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	18.50	18.50	18.50	18.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Management Services	-	-	18.50	18.50	18.50	18.50
<u>DEVELOPMENT REVIEW</u>						
Full-Time Career	55.00	55.00	56.00	56.00	56.00	56.00
Part-Time Career	-	-	-	-	-	-
Career Total	55.00	55.00	56.00	56.00	56.00	56.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	1.00
Subtotal Development Review	55.00	55.00	56.00	56.00	56.00	57.00
<u>COMMUNITY PLANNING</u>						
Full-Time Career	28.00	28.00	33.00	33.00	33.00	33.00
Part-Time Career	1.00	0.75	-	-	-	-
Career Total	29.00	28.75	33.00	33.00	33.00	33.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning	29.00	28.75	33.00	33.00	33.00	33.00
<u>INFORMATION MANAGEMENT</u>						
Full-Time Career	29.00	29.00	33.00	33.00	34.00	34.00
Part-Time Career	-	-	-	-	-	-
Career Total	29.00	29.00	33.00	33.00	34.00	34.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Information Management	29.00	29.00	33.00	33.00	34.00	34.00
<u>COUNTYWIDE PLANNING</u>						
Full-Time Career	45.00	45.00	46.00	46.00	45.00	45.00
Part-Time Career	-	-	-	-	-	-
Career Total	45.00	45.00	46.00	46.00	45.00	45.00
Term Contract	-	-	-	-	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Countywide Planning	45.00	45.00	46.00	46.00	46.00	46.00
<u>TOTAL PLANNING</u>						
Full-Time Career	184.50	184.50	197.50	197.50	199.50	199.50
Part-Time Career	1.00	0.75	-	-	-	-
Career Total	185.50	185.25	197.50	197.50	199.50	199.50
Term Contract	1.00	1.00	1.00	1.00	2.00	2.00
Seasonal/Intermittent	-	-	-	-	-	1.00
Grand Total Planning Department	186.50	186.25	198.50	198.50	201.50	202.50



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Department of Parks & Recreation

(Park /Recreation /Enterprise /CIP)

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

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Prince George's County Parks and Recreation Department

PARKS, TRAILS AND OPEN SPACE

28,671 - Total Park Acreage

371 Parks

11,541 Acres of Developed Park Land

3 Campgrounds

8 Conservation Areas

25 Park Buildings

234 Playgrounds



Prince George's County Parks and Recreation Department

RECREATION SERVICES

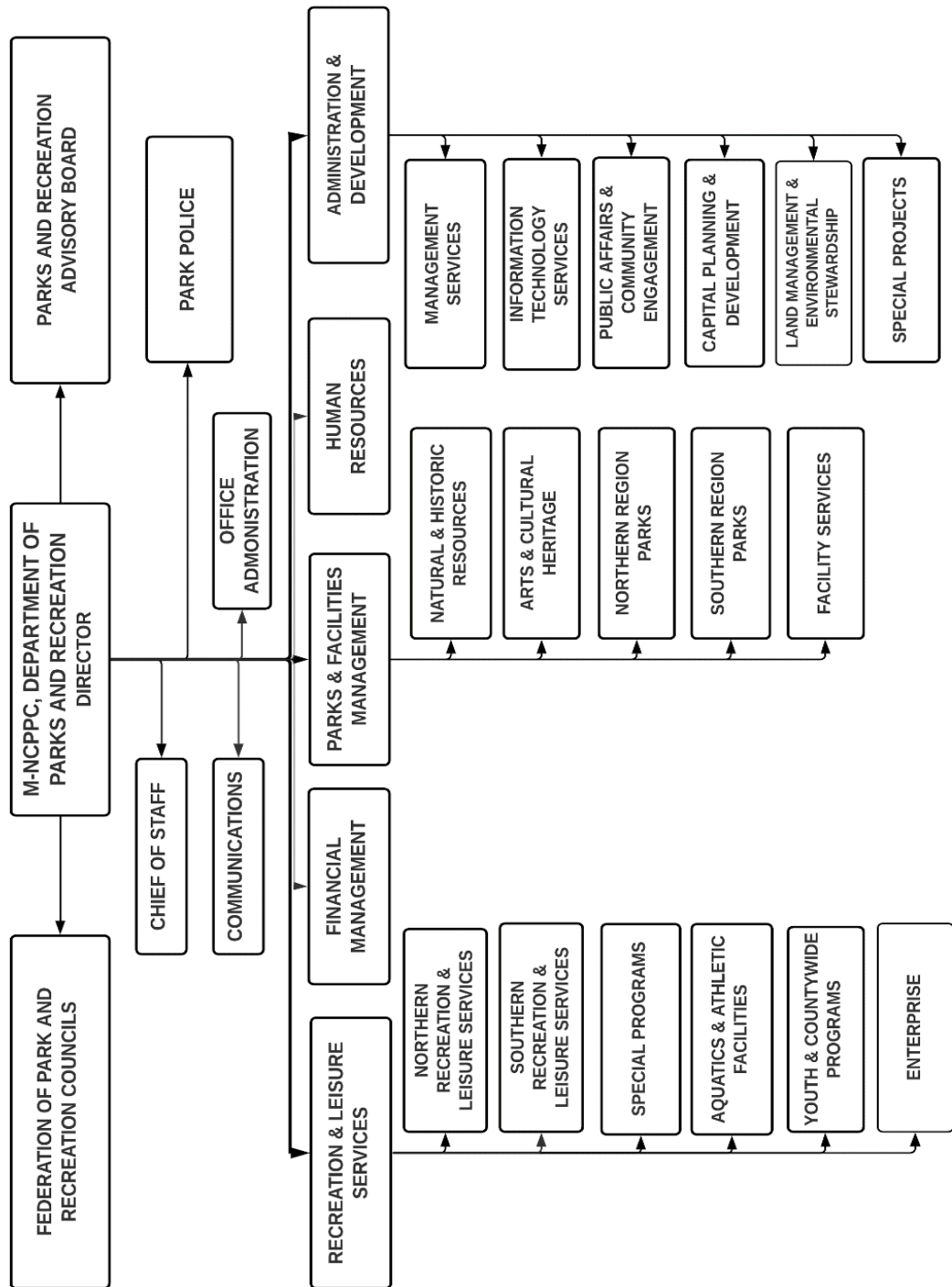
- 11 Aquatic Facilities
- 3 Tennis Bubbles
- 1 Trap & Skeet Center
- 2 Ice-Skating Rinks
- 300 Athletic Fields
- 4 Athletic Complexes
- 5 Skate Parks
- 3 Nature Centers
- 1 Minor League Baseball Stadium
- 1 Boxing Center
- 5 Senior Activity Centers
- 2 Child Care Centers
- 45 Community Centers
- 2 Multi-Generational 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



Prince George's County Parks and Recreation Department

ORGANIZATIONAL STRUCTURE

M-NCPPC, DEPARTMENT OF PARKS AND RECREATION PRINCE GEORGE'S COUNTY



Prince George's County Parks and Recreation Department

EXECUTIVE OVERVIEW

The Maryland-National Capital Park and Planning Commission, Department of Parks and Recreation in Prince George's County provides, in partnership with residents, 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, 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 and 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 residents 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 particularly 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 community requests, suggestions, and evaluations) are 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.



Prince George's County Parks and Recreation Department

MAJOR PROGRAMS AND SERVICES PROVIDED

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

STRATEGIES EMPLOYED

In FY23, the following strategies were employed to develop the proposed budget:

- **Proposed FY23 Capital Improvement Program:** The Department's key CIP initiatives included: 1) renovation of critical historic sites, aquatic facilities, and community centers; 2) trail renovations and support for new trail extensions and development; 3) park, playground, and maintenance facility improvements; 4) public safety improvements, including ADA and code compliance, and 5) plan, design, and construct new multi-generational centers.
- **Workforce Analysis:** The Department continued to analyze how existing vacancies could best meet present-day operational needs. The Department repurposed positions within its complement to optimize its workforce structure and overall ability to deliver services and desired outputs. The Department also proposed the addition of new positions to support its growing operation and expanded service demand.
- **Base Budget Review and Strategic Use of FY22 Budget Savings:** The Department scrutinized its non-personnel needs along with removing any one-time funding that was included in previous fiscal years. This created budget capacity was used to the maximum extent feasible to meet FY23 budget needs. In addition, the Department used forecasted savings to meet one-time expenditure needs in FY22, minimizing the need to request additional funds in FY23.
- **Trails and Infrastructure Maintenance:** The Department has placed significant focus on the maintenance of its paved and natural surface trails throughout the County. The Department intends to continue its efforts to develop a comprehensive plan for upgrades and critical repairs to the trail system, along with improving maps and signage for trail patrons.
- **Innovative Programming:** The Department has maintained an unyielding commitment to deliver innovative programs that meet the needs of County residents, in the post COVID-19 environment. The Department is resolved to continue exploring opportunities to enhance virtual programming and strengthen community outreach and partnerships throughout the County.
- **Conservation and Sustainability:** In FY23, the Department will begin to implement a new Sustainability Plan, further aligning its core mission with the Prince George's County's Climate Action Plan. The focus will center on key themes found within the plan that include reductions



Prince George's County Parks and Recreation Department

in waste, water usage, and energy usage to match or exceed County-wide standards of key environmental targets such as greenhouse gas emissions, electric conversion, and water reuse policy and practice. These adjustments further hone the Department's ability to protect and conserve natural resources found within Prince George's County and assist in the global goal to buffer climate change's most difficult effects.

- **Public Safety:** For FY23, the Department remains committed to ensuring the safety of all residents and patrons when visiting and using our open spaces and facilities. The Prince George's County Park Police will maintain high focus on crime prevention and civic engagement by way of programs and collaborative community partnerships. Park Police is mindful of the importance of community policing in the delivery of law enforcement services and community perceptions. The Division has implemented practices, reorganized, and reviewed policies and procedures to ensure the community is served by up-to-date and reformative standards.



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 2023

	FY22 Adjusted Adopted			FY23 Proposed			
	Park Fund FY22	Rec Fund FY22	Dept.Total FY22	Park Fund FY23	Rec Fund FY23	Dept.Total FY23	%
	Adjusted Adopted	Adjusted Adopted	Adjusted Adopted	Proposed	Proposed	Proposed	Change
Office of the Director	\$ 3,459,346	\$ -	\$ 3,459,346	\$ 3,558,827	\$ -	\$ 3,558,827	2.9%
Park Police	21,472,946	-	21,472,946	22,459,693	-	22,459,693	4.6%
Support Services	13,246,757	10,162,491	23,409,248	12,814,782	10,226,556	23,041,338	-1.6%
Administration and Development	1,154,283	-	1,154,283	1,164,662	-	1,164,662	0.9%
Management Services	6,071,105	-	6,071,105	6,430,914	-	6,430,914	5.9%
Information Technology Services (formerly Information Technology & Communications)	5,548,704	-	5,548,704	6,248,890	-	6,248,890	12.6%
Capital Planning and Development (formerly Park Planning and Development)	8,914,597	-	8,914,597	7,054,769	-	7,054,769	-20.9%
Public Affairs and Community Engagement (formerly Public Affairs and Marketing)	2,388,988	1,006,000	3,394,988	3,027,565	1,241,710	4,269,275	25.8%
Land Management & Envir. Stewardship	-	-	-	2,709,091	-	2,709,091	-
Parks and Facilities Management - Deputy Director (formerly Facility Oper.-Deputy Director)	-	623,558	623,558	-	639,305	639,305	2.5%
Facility Services (formerly Maintenance and Development)	29,175,010	1,108,625	30,283,635	28,123,648	1,218,743	29,342,391	-3.1%
Natural and Historic Resources	9,174,487	1,524,729	10,699,216	9,329,221	1,630,467	10,959,688	2.4%
Northern Region Parks Division (formerly North Parks Division)	11,279,449	-	11,279,449	12,955,785	-	12,955,785	14.9%
Southern Region Parks Division (formerly South Parks Division)	10,396,227	-	10,396,227	11,483,322	-	11,483,322	10.5%
Arts and Cultural Heritage	1,683,846	4,444,299	6,128,145	1,724,533	4,620,534	6,345,067	3.5%
Recreation and Leisure Services - Deputy Director (formerly Area Operations Deputy)	-	462,069	462,069	-	524,478	524,478	13.5%
Aquatics and Athletic Facilities	-	11,592,292	11,592,292	-	17,532,195	17,532,195	51.2%
Special Programs	-	9,835,602	9,835,602	-	13,059,121	13,059,121	32.8%
Youth and Countywide Sports	-	4,392,386	4,392,386	-	3,488,461	3,488,461	-20.6%
Northern Recreation and Leisure Services (formerly Northern Area Operations)	-	8,104,513	8,104,513	-	11,623,091	11,623,091	43.4%
Southern Recreation and Leisure Services (formerly Southern Area Operations)	-	10,827,415	10,827,415	-	12,273,737	12,273,737	13.4%
Central Area Operations	-	7,421,808	7,421,808	-	-	-	-100.0%
Non-Departmental	8,058,099	5,958,191	14,016,290	11,739,708	9,192,735	20,932,443	49.3%
Transfers Out	41,613,277	21,022,680	62,635,957	97,136,878	42,730,310	139,867,188	123.3%
Budgetary Reserve	6,601,200	4,424,300	11,025,500	7,041,300	4,725,100	11,766,400	6.7%
Fund Total	\$ 180,238,321	\$ 102,910,958	\$ 283,149,279	\$ 245,003,588	\$ 134,726,543	\$ 379,730,131	34.1%



Prince George's County Parks and Recreation Department

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 FY23 work program changes are listed by program.

- The FY23 Proposed Operating Budget for the Prince George's County Department of Parks and Recreation was developed with the strategic vision of continuing to address critical infrastructure needs and ensuring adequate fiscal resources are available to maintain service delivery. The strategy employed to develop the FY23 Proposed Budget is to increase funding to meet needs in a manner that is fiscally prudent. While the financial outlook is favorable, the Department remains mindful of the ongoing Covid-19 pandemic that could impact our future fiscal forecasts in the outer years. Overall, the Department's goal is to maintain its fiscal health to support the delivery of programs and services at the highest levels. The combination of fiscal management acuity and innovative programming is consistent with the gold-medal status 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 \$18,608,721 or 8.9% from \$209,487,822 in FY22 to \$228,096,543 in FY23. This increase does not include the transfers to the CIP (PayGo), Debt Service or Expenditure Reserves.
- The Debt Service costs are projected to increase by \$1,223,601, or 9.4% from \$13,063,277 in FY22 to \$14,286,878 in FY23.
- PayGo is projected to decrease by (\$5,200,000) or -13.5% from \$38,550,000 in FY22 to \$33,350,000 in FY23.
- Therefore, the total combined expenditure budget is increasing by \$14,632,322 or 5.6%, from \$261,101,099 in FY22 to \$275,733,421 in FY23.

Park Fund

The FY23 Park Fund expenditure budget (excluding reserves) is proposed to increase by \$4,825,167 or 2.8%, from \$173,637,121 to \$178,462,288. The proposed FY23 operating budget major changes include:

- (\$5,200,000) decrease to PayGo transfer to CIP;
- \$1,223,601 increase to Debt Service;
- \$4,108,035 increase for compensation markers;
- \$745,690 increase for other post-employment benefits (OPEB);
- (\$144,234) decrease for CAS chargebacks;
- (\$255,300) decrease for Risk Management;
- \$132,583 increase for Commission-Wide Information Technology Initiative (CWIT) and CIO Allocation;
- (\$75,000) decrease to remove one-time funding from previous fiscal year

The Park Fund program revenues are proposed to remain unchanged from FY22 to FY23 at \$3,332,912. The Park Fund program revenues primarily include Park Permits, Park Police fines,



Prince George's County Parks and Recreation Department

agricultural leases, historic property rentals and park house rentals. The decrease is attributed to the forecasted impact of the current pandemic on programs and offerings within the Park Fund.

Recreation Fund

The FY23 Recreation Fund expenditure budget (excluding reserves) is proposed to increase by \$6,014,785 or 6.1% from \$98,486,658 to \$104,501,443. Major changes include:

- No change for PayGo;
- \$3,450,612 increase for compensation markers;
- \$512,541 increase for other post-employment benefits (OPEB);
- \$243,919 increase for CAS chargebacks;
- (\$78,400) decrease for Risk Management;
- \$329,688 increase in Commission-Wide Information Technology Initiative (CWIT) and CIO Allocation;
- (\$3,792,370) decrease to subsidy for the Enterprise Fund

The Recreation Fund program revenues are proposed to increase by \$1,618,560 (16.5%) from \$9,783,460 in FY22 to \$11,402,020 in FY23. The Recreation Fund program revenues primarily include aquatics, summer play activities, sport programs, the Fairland Athletic complex, arts programs, childcare, and trips and excursions. The increase is attributed to the transfer of the Prince George's Sports and Learning Complex from the Enterprise Fund to the Recreation Fund.

Workyear Changes (All Funds)

The proposed FY23 total workyears for the Park, Recreation and Enterprise Funds is 2,481.94 which represents a net increase of 25.47 above the FY22 level of 2,456.47. New position requests were included in the FY23 proposed budget. The Department also repurposed select existing vacancies to achieve greater work program alignment and efficiencies.



Prince George's County Parks and Recreation Department

FY23 Proposed Budget Summary of Parks and Recreation Department Positions by Fund and Position Type

Fund	FY22 Adopted		FY23 Proposed	
	Positions	Workyears	Positions	Workyears
<i>Summary of Full-time Career Positions and Workyears</i>				
Park	810.00	810.00	840.00	840.00
Recreation	311.00	311.00	340.00	340.00
Enterprise	<u>68.00</u>	<u>68.00</u>	<u>47.00</u>	<u>47.00</u>
Total	1,189.00	1,189.00	1,227.00	1,227.00
<i>Summary of Part-time Career Positions and Workyears</i>				
Park	6.00	5.53	6.00	5.52
Recreation	3.00	2.82	3.00	1.94
Enterprise	<u>1.00</u>	<u>0.50</u>	<u>0.00</u>	<u>0.00</u>
Total	10.00	8.85	9.00	7.46
<i>Non-Career Workyears (Seasonal and Intermittent Positions)</i>				
Park		217.86		222.43
Recreation		841.96		933.65
Enterprise		<u>198.80</u>		<u>91.40</u>
Total		1,258.62		1,247.48

WORK PROGRAM PRIORITIES

FY23 Budget Priorities

In developing our FY23 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 FY23 goals:

ADEQUATE FACILITIES AND SAFETY - GOALS:

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



Prince George's County Parks and Recreation Department

PROGRAM AND SERVICES DELIVERY - GOALS:

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

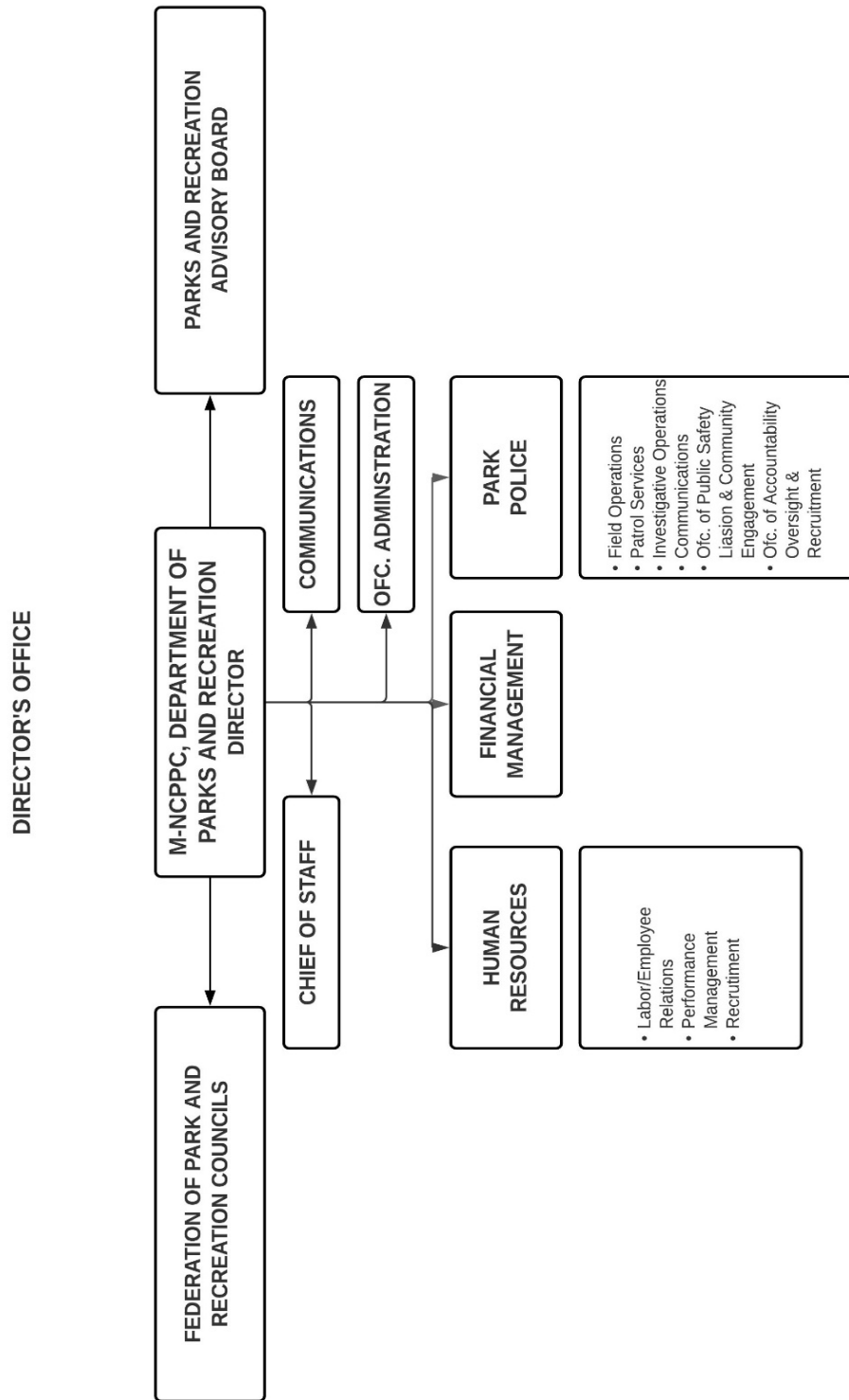
MAINTAINING A FISCALLY SUSTAINABLE ORGANIZATION - GOALS:

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



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

ORGANIZATIONAL STRUCTURE



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

OVERVIEW

The Office of the Director provides overall program direction, organizational communications, 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 the Chief of Staff and three Deputy Directors that oversee Recreation and Leisure Services (formerly Area Operations), Parks and Facilities Management (formerly Facility Operations), and Administration and Development. In addition, the Office of the Director manages the Park Police Division, the Human Resources, and Financial Management units.

PROGRAMS AND SERVICES PROVIDED

Human Resources

The Human Resources Management Unit is responsible for providing human resource services and support to the entire Department. The unit provides strategic guidance and direction in all matters and programs related to Labor/Employee Relations, Recruitment, Performance Management, Policy Guidance and Interpretation, and Employee Engagement. The unit serves as a central resource for management and staff, providing programs and initiatives that align with the Department's mission and vision and help drive organizational effectiveness.

Financial Management

The Financial Management Unit 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 Departmentwide training to the field divisions to ensure they are competent and responsible in their fiscal management duties. In addition, the unit implements the Department's cost recovery program by conducting cost analysis and fee policy assessment for the ongoing implementation and administration of the Department's Formula 2040 Functional Master Plan.

BUDGET AT A GLANCE

Summary of Division Budget

		FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$3,459,346	\$3,558,827	2.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	25.00	26.00	4.0%
	Funded Workyears	28.01	28.15	0.5%



HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Added three (3) new career full-time positions to support the financial management work program.
- Transferred one (1) career full-time position from Capital Planning and Development to support a work program realignment.
- Transferred the Resource Development Unit to Public Affairs and Community Engagement 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 residents through the use community policing strategies and partnerships.

MISSION

The goal of the Park Police Division is to provide professional police services to offer a safe and secure environment, protect life and property, and identify and apprehend violators.

PROGRAMS AND SERVICES PROVIDED

Office of the Division Chief

This office provides administrative and operational supervision for the Division encompassing developmental programs, supervision, planning, and direction. The Department'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.

Fiscal Affairs is responsible for all budget and purchasing matters for the Park Police. The fiscal affairs manager assists the Chief with budget projections, processing purchase orders and allocation of funding.

Human Resources is responsible for personnel matters including payroll, time and attendance, processing evaluations, maintenance of employee personal files, hiring and on-boarding of all employees.

Field Operations

Field Operations provides police services and security to the M-NCPPC, and for the patrons who use the more than 28,500 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 residents' requests for service and conduct active preventive patrols. Field Operations consists of two (2) components: Patrol Services and Canine (K-9) Services. Field Operations lieutenants work with recreation and program 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 ten (10) vehicular patrol squads providing 24-hour police coverage. Patrol units respond to community Calls-For-Service (CFS) and are active in their preventive patrols. Intelligence based on officer observations, community complaints, and information from M-NCPPC staff and the community are used to identify and target areas for patrol deployments.



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

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 motorcycle 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. Canine Teams also provide patrol coverage seven (7) days a week.

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

Office of Public Safety Liaison and Community Engagement

The Park Police's Homeland Security Captain 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 captain distributes all pertinent Homeland Security information and is the divisions' liaison with the Maryland Coordination and Analysis Center Joint Terrorism Task Force.

Security & Public Safety Systems Operations/Security Management 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.

Community Services Unit (CSU) is staffed to handle all 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.

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



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

horse, vehicle or T3. They are actively involved in the community through attendance at events and parades and provide outreach and education at schools and community centers. Mounted Services coordinates the popular Cops Camp for Kids program and participates in the Drug Abuse Resistance 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 Potomac Riverfront Trail 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 proximity. The officers assigned to this Unit also provide police coverage for all special events on the Woodrow Wilson Bridge Trail and for those events at the National Harbor that traverse onto park property.

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 residents 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.

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.



Prince George's County

Parks and Recreation Department - Park Police

Office of Accountability, Oversight, and Recruitment

Internal Affairs Services 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. The OAO also manages recruitment efforts through national, regional, and local venues, and assists Human Resources with testing and conducting background investigations.

Investigative Operations is composed of three units: Investigative Services, Investigative Crime Analysis, and the Special Assignment 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 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 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 Special Assignment 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 consists of one (1) sergeant and four (4) officers.

FY22 ACCOMPLISHMENTS

- Completed the first phase of upgrading to the latest Motorola radio communications system to maintain effective communication with all Washington DC region law enforcement agencies.
- Completed the first phase of renovations to the Park Police Headquarters, at 8100 Corporate Drive, in Hyattsville, Maryland. This is a three-phase construction project. The first phase was the relocation of the Park Police Communications Section to a newly renovated workspace with state-of-the-art equipment and resources. The relocation of the Department's Information Technology Services Division was also included in this phase. The ITS staff was relocated to the Park Police Headquarters building.
- Reorganized and realigned functions of the Park Police to improve efficiency, effectiveness, delivery of police services and community engagement.
 - The new Office of Public Safety Liaison and Community Engagement has the following components: Homeland Security, Community Services, Mounted Services and Potomac River Waterfront Trail Unit.
 - The new Office of Accountability, Oversight and Recruitment Services has the following components: Internal Affairs Services, Recruitment Services,



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

Investigative Services, and the Special Assignment Team.

FY23 BUDGET PRIORITIES

- Implementing the next phase of upgrading the Motorola radio communications and records management systems.
- Provide upgrades to the Park Police communications and record keeping systems to comply with the FBI's transition to NIBRs for the reporting of crime statistics and reporting information.
- Implementing effective strategies to better maintain the operational readiness of all security and public safety enterprise management platforms and site security, public and life safety projects.
- Begin and complete Phase two of the Park Police Headquarters renovation project.
- Upgrade and migrate the public safety access control, intrusion detection and video surveillance systems to the Lenel and Milestone Video platform.

BUDGET AT A GLANCE

Summary of Division Budget

		FY22	FY23	%
		<u>Adjusted</u>		
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$21,472,946	\$22,459,693	4.6%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	167.00	170.00	1.8%
	Funded Workyears	171.93	174.90	1.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Added three (3) new career full-time positions to support the security network system work program.



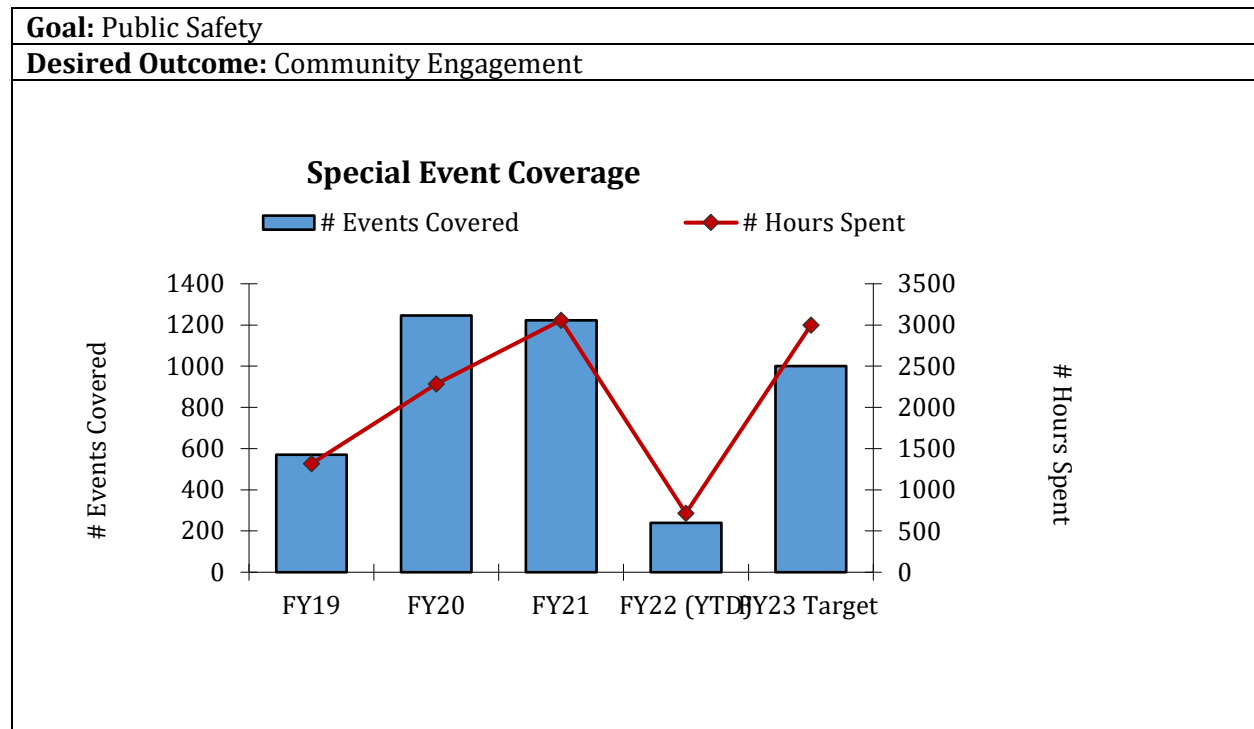
Prince George's County Parks and Recreation Department - Park Police

GOALS AND PERFORMANCE MEASURES

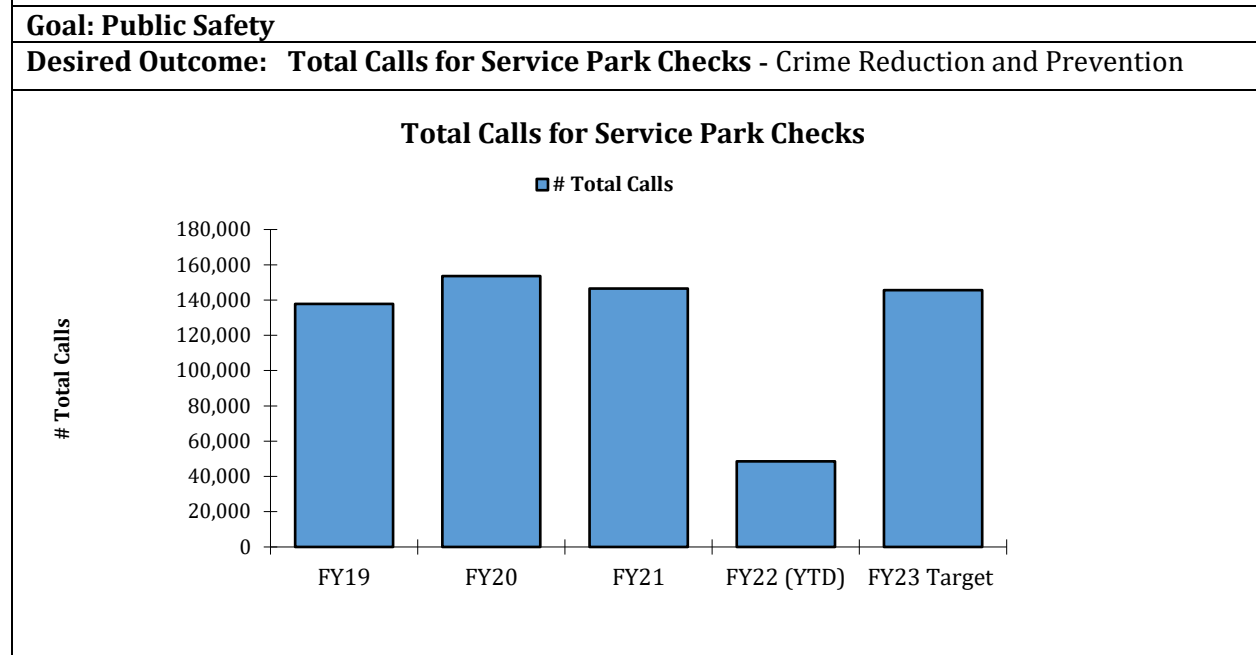
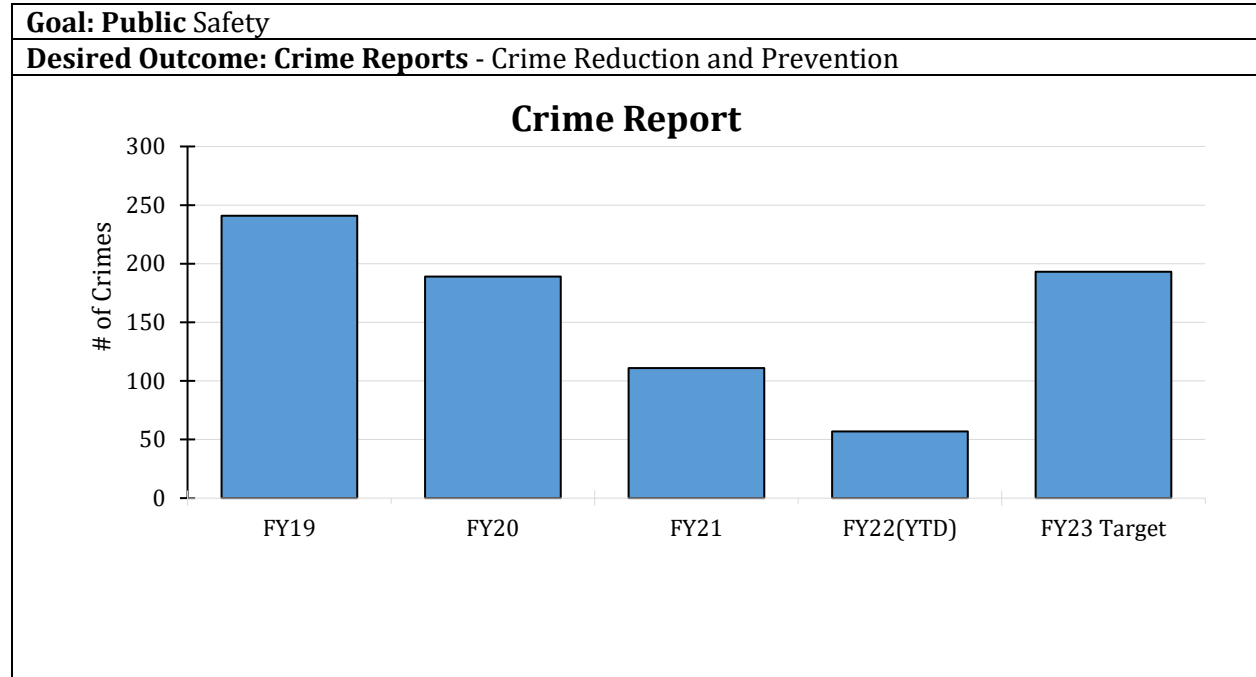
Park Police Performance Measures

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

Impact Objective: The Park Police will provide safe environments for Commission employees and park patrons, and protection for park property and facilities by providing efficient, proactive, and courteous responses to reduce crime and fulfill the safety needs of park users and County residents.



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



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, vehicle replacements, workers' compensation claims, refuse collection, and other central support costs.

BUDGET AT A GLANCE

Summary of Division Budget

		FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$13,246,757	\$12,814,782	-3.3%
<i>Recreation Fund</i>				
	Expenditures	<u>\$10,162,491</u>	<u>\$10,226,556</u>	<u>0.6%</u>
	TOTAL EXPENDITURES	\$23,409,248	\$23,041,338	-1.6%

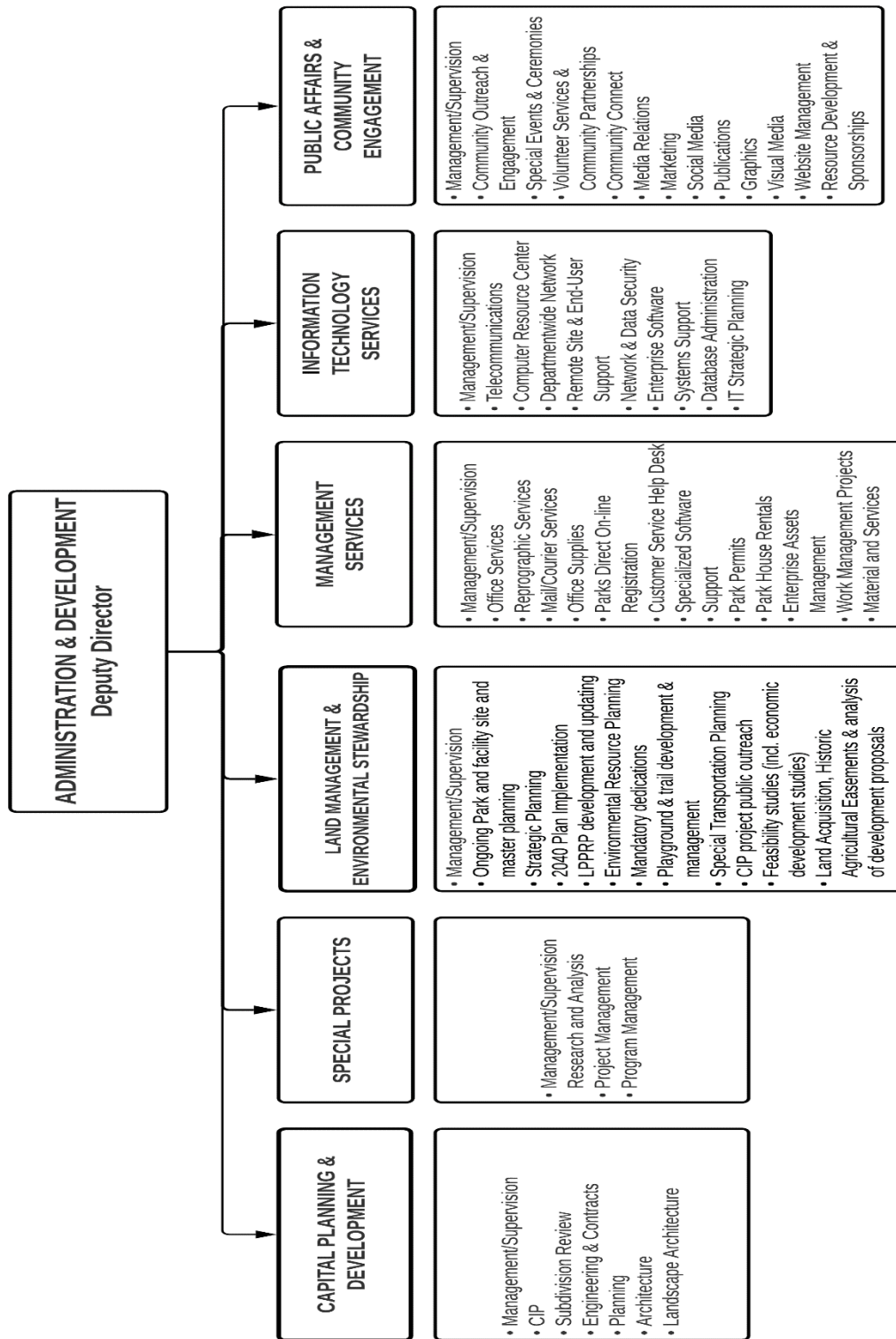
HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Increased group insurance for LTD payments by \$4,800.
- No change to unemployment insurance payments.
- Increased funding for the Commission-Wide Information Technology and related programs by \$462,271.
- Reallocated non-personnel funding to various divisions within the Department to support operations and service delivery.



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

ORGANIZATIONAL STRUCTURE



**Prince George’s County
Parks and Recreation Department - Administration and Development
Deputy Director**

OVERVIEW

The Administration and Development Deputy Director is responsible for the coordination, management, supervision of four major support divisions: Management Services, Capital Planning and Development (formerly Park Planning and Development), Public Affairs and Community Engagement (formerly Public Affairs and Marketing), Information Technology Services (formerly Information Technology and Communications), and the newly established Land Management and Environmental Stewardship.

In addition, the Administration and Development Deputy Director manages the Special Projects Unit, which focuses on 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.

MISSION

The goal of Administration and Development is to provide all essential support and service to the Departmental Operating Divisions 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

		FY22	FY23	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,154,283	\$1,164,662	0.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	7.00	7.00	0.0%
	Funded Workyears	9.37	9.37	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- None.



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

OVERVIEW

The Management Services Division provides high quality professional services to support the operating divisions within the Department. Additionally, the division serves as the information hub for the residents of Prince George's County in endorsing the multitude of recreational programs and services offered by the M-NCPPC and Department. Management Services is also a significant internal partner with various divisions in delivering effective resource management in the areas of training and development, information systems, and customer service.

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

Division Management

The Division Management Unit is responsible for the overall administration, strategy, vision, oversight, and implementation of the Division goals and priorities. This unit includes the Division Chief, Assistant Division Chiefs, and team of administrative staff.

Training & Organizational Development

The Training and Organizational Development Unit oversees the Parks and Recreation University which provides high-quality training and development opportunities that inform, educate, and inspire all employees to reach their professional and career goals at the individual, team, and organizational level. This unit also leads workplace culture and employee engagement activities within the Department.

Office Services

The Office Services Unit manages the Park and Printing Solutions platform, which is a web to print online ordering system for requesting and submitting print jobs. Additionally, the unit functions as in-plant operations within the Department to include reprographic productions, mailroom and courier services and recreation warehouse services.

Customer Service Help Desk Operations

The Customer Service Help Desk Unit serves as the first line of support for the county's residents as well as the Department facilities and staff. The Help Desk maintains the PARKS DIRECT registration system and several other information systems. This unit disseminates information about Department programs, activities, as well as troubleshoots the use of the publicly accessible software applications.

Customer Service Help Desk Projects

The Customer Service Help Desk Projects Unit provides hardware and software configuration management for the PARKS DIRECT registration system and several other information systems as well as implement new features and enhancements in existing systems to introduce new technologies that support business needs.



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

Enterprise Asset Management

The Enterprise Asset Management (EAM) Unit administers the EAM software platform to track the cost, labor, materials, projects, and services related to the physical maintenance and inventory of the properties, assets, and amenities within the Department's parks and recreation system.

Data Analytics

The Data Analytics Unit will manage the process of inspecting, cleansing, transforming, and modelling data with the goal of discovering useful information, informing conclusions, promoting, and supporting data driven decision-making thorough out the Department.

Park Property Management

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

Park Permits

The Park Permits Unit provides permitting and reservation services for park and recreation facilities, picnic shelters, and park buildings within the Department.

FY22 ACCOMPLISHMENTS

- Delivered over 50 training courses to all categories of staff beginning in October 2021 to June 2022. Aligned with industry best practices, courses were delivered via virtual instructor-led training (VILT), self-paced webinar or in-person.
- Redesigned the Department Learning Pathway to foster employee and supervisor engagement and individual autonomy over personal and professional growth.
- Established a Data Analytics Unit, which will lead the process of examining data sets to find trends and draw conclusions about information for the benefit of the Department operations.
- Launched a cross divisional data management task force in the last quarter of FY22. The taskforce will be a forum for Department stakeholders to discuss and gather data needs and requirements across the Department.

FY23 BUDGET PRIORITIES

- Work in partnership with the Commission to identify and procure a learning management system and a succession plan for our Department workforce.
- The Office Services unit will expand the Park Printing Solutions platform to include cross media marketing and digital publications.
- Implement new strategies and technologies to improve service delivery for the Customer Service Help Desk's call center.



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

- Continue to support the Department's use of new technology, including an expansion of its digital signage infrastructure, implementation of an online portal for customer work requests, and utilization of mobile access for multiple software systems.
- Build and implement a methodology that will focus on adopting business intelligence and data dashboards to supplement management decision making and operational efforts.

BUDGET AT A GLANCE

Summary of Division Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$6,071,105	\$6,430,914	5.9%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	39.00	41.00	5.1%
Funded Workyears	67.87	67.23	-0.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Transferred the Recreation Warehouse Unit from Special Programs Division to Management Services Division to support a work program realignment.
- Transferred Courier intermittent positions from Recreation and Leisure Services to Management Services Division to support a work program realignment.
- Transferred the Web Unit Management Services Division to Public Affairs and Community Engagement Division to support a work program realignment.
- Added two (2) new career full-time positions to support call center operations and database administration work programs.



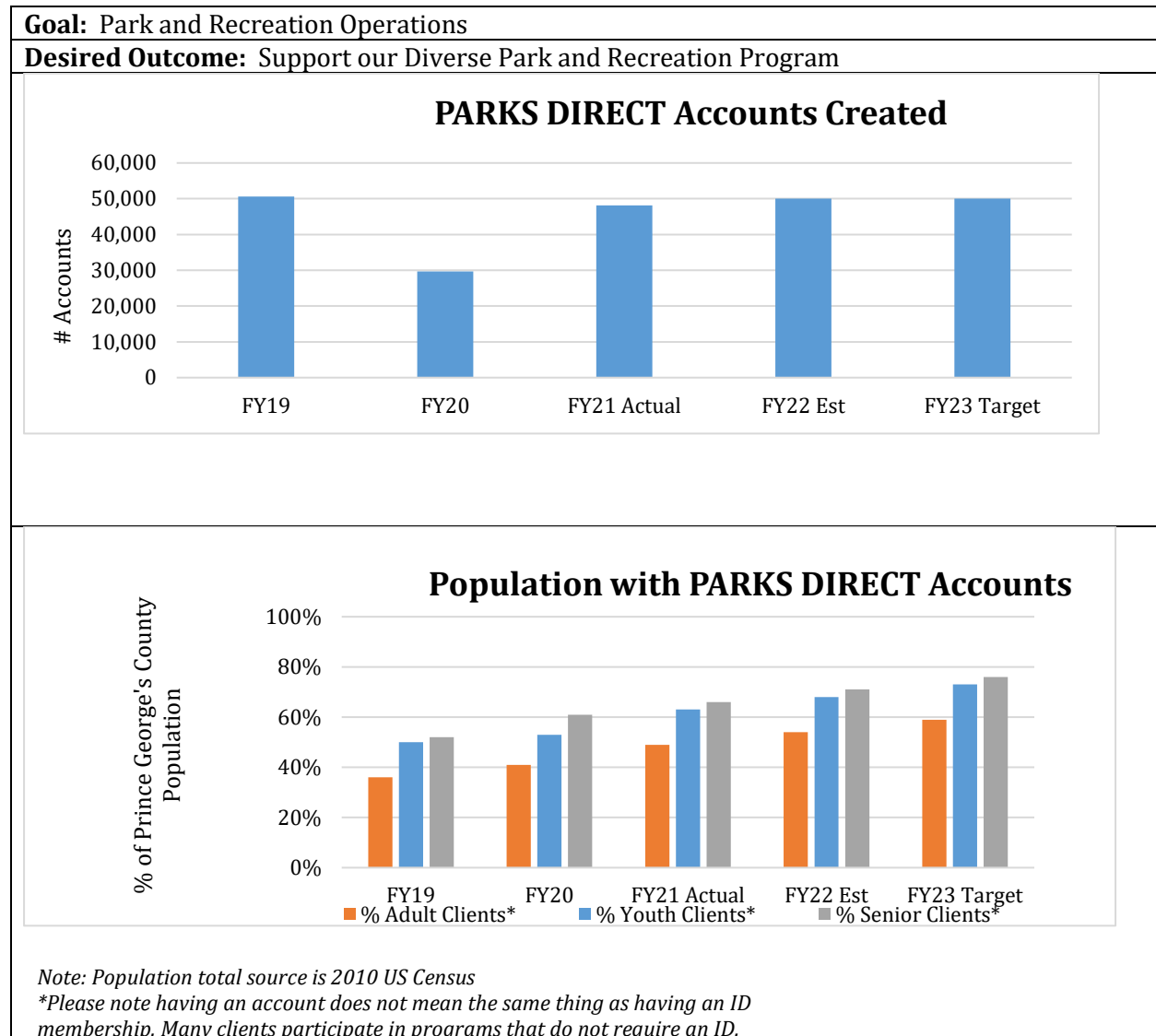
Prince George's County Parks and Recreation Department - Management Services

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 residents 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.

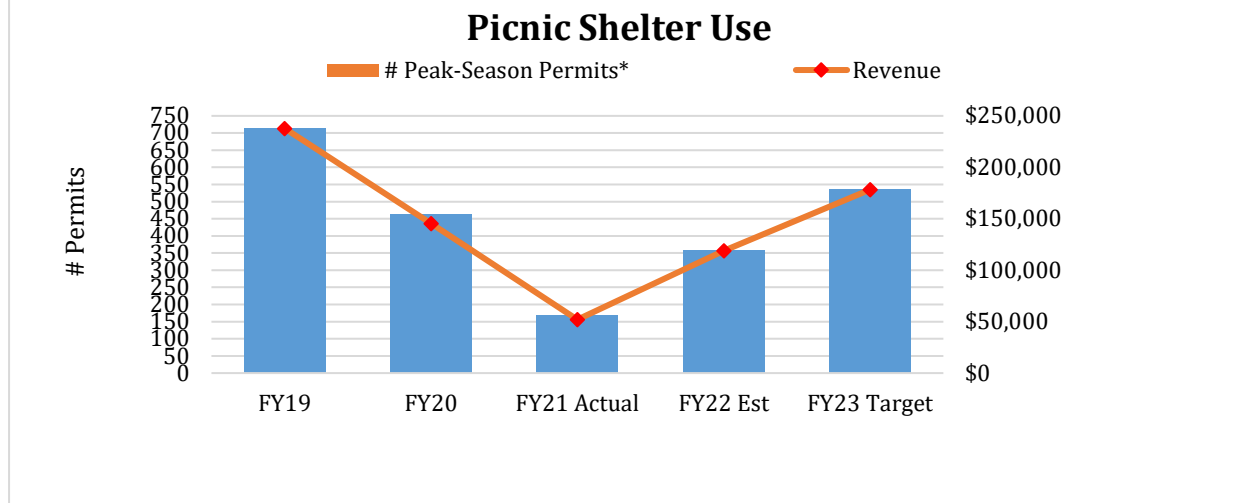
Impact Objective: Provide the Department divisions, the Commission's Central Administrative Services, and the residents of Prince George's County with accurate, timely information and assistance by implementing and interpreting Commission and Departmental policies and systems.



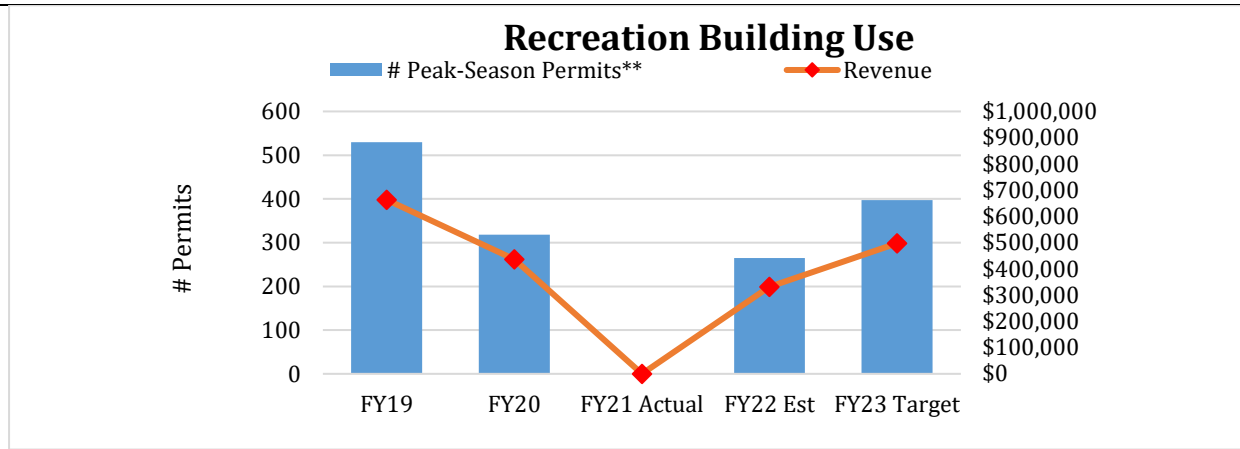
Prince George's County Parks and Recreation Department - Management Services

Goal: Fiscal Stability

Desired Outcome: Continued Revenue Analysis



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



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



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

OVERVIEW

The Information Technology Services Division (formerly Information Technology and Communications) oversees the installation and maintenance of computer network systems within the Commission coordinating the infrastructure, hardware, software and networking of information technology and communication services for all agency divisions.

MISSION

The Information Technology Services Division is committed to providing professional, innovative, reliable, and secure technology services to staff and residents 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 Division 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. The Information Technology Services Division is organized into four (4) major units:

Management and Supervision

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 unit is also responsible for managing inventory and overall system management of data and voice for the Department. This unit also develops and executes long-term yearly strategic automation plans as well as management of hardware, software, and equipment refresh cycles.

Desktop, Server and Application Support

The Desktop, Server and Application Support function tracks hardware, software, peripheral, communication equipment and other expenses associated with the support provided to the other functional areas. This group is specifically responsible for administration of Linux, Oracle, 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; as well as customer support request resolution.

Messaging, Voice and Data Services

The Messaging, Voice and Data Services operation records installation, management and repair activities associated with core switches and routers; leased voice and data circuits; Business Communication Systems (BCM), Voice Over Internet Protocol (VOIP) and other Internet Protocol



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

(IP) based technology; mobile and desktop communications technology; and electronic messaging services for all Parks and Recreation facilities in Prince Georges County.

Voice, Network and Security Infrastructure Services

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.

FY22 ACCOMPLISHMENTS

- Conducted a Department-wide upgrade of telephony services from a legacy application to a modern stable platform.
- Reorganized the division from a geographical model to a functional model. This effort produced efficiencies, more focused specialists, and adoption of best practices.
- Completed a migration to a single forest, multi-domain infrastructure.

FY23 BUDGET PRIORITIES

- Continuing to develop and implement industry best practices for security and disaster recovery operations.
- Transitioning people and resources to the new headquarters.
- Evaluating the organizational structure and technology systems to ensure we have a technology service model that incorporates best practices in efficiency, security, and end-user support.

BUDGET AT A GLANCE

Summary of Division Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$5,548,704	\$6,248,890	12.6%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	31.00	33.00	6.5%
Funded Workyears	37.06	39.06	5.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Added two (2) new career full-time positions and non-personnel funding to support the network infrastructure overhaul project.



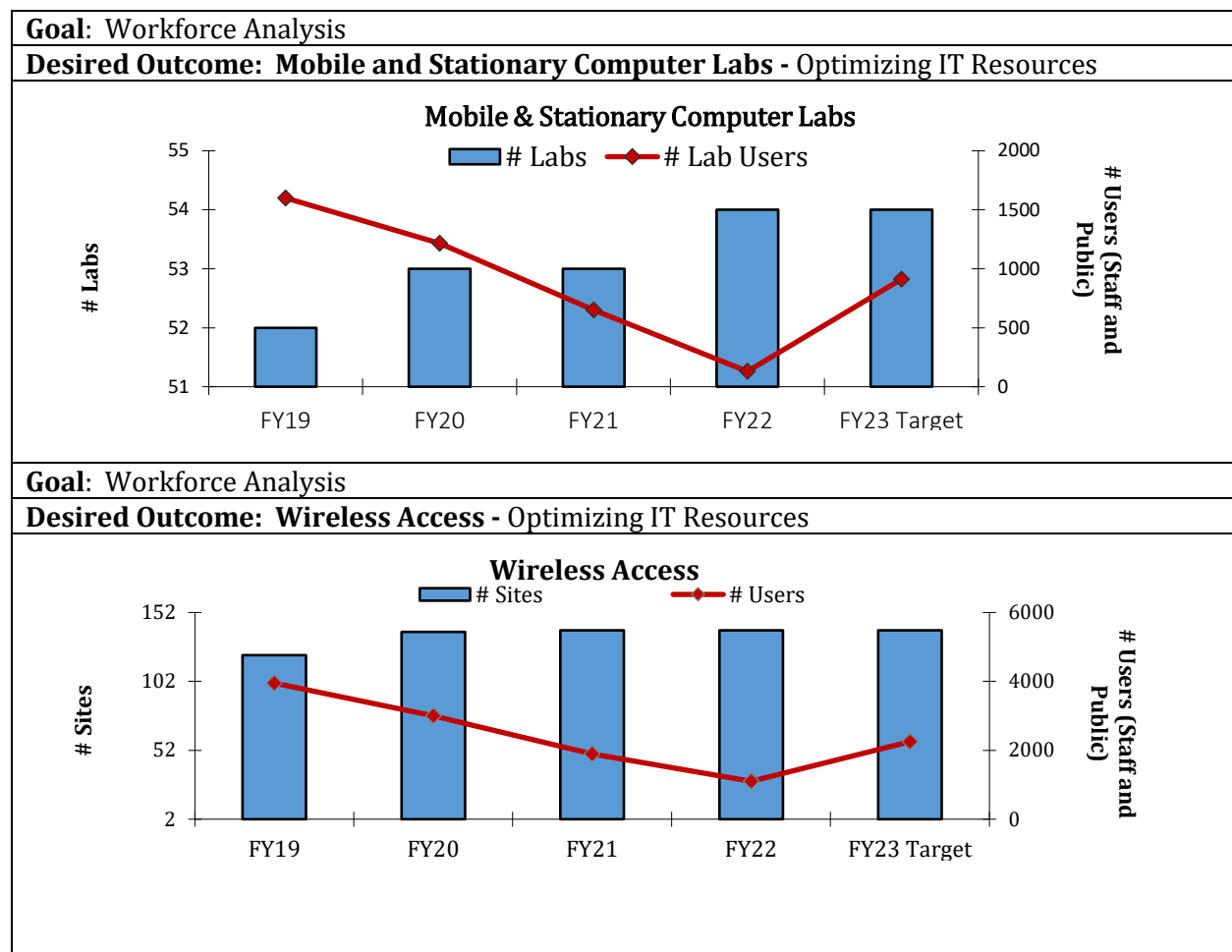
Prince George's County Parks and Recreation Department - Information Technology Services

GOALS AND PERFORMANCE MEASURES

Information Technology Services Division Performance Measures

Outcome Objective: In pursuit of the Departmental mission, the IT Services Division serves Department 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 Services Division 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.



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

OVERVIEW

The Capital Planning and Development Division (formerly Park Planning and Development) is responsible for the formulation and implementation of the Capital Improvement Program (CIP).

The mission of the Capital 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

Capital Improvement Program and Procurement

This work program develops and monitors 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 procurement of CIP projects.

Project Management for Capital Projects

The implementation of capital projects is managed by teams with expertise in landscape architecture, architecture, and engineering. Project managers work on a wide variety of projects including playgrounds, trails, park amenities, stream valley restoration projects, and new community centers. These team members are responsible for the life of a capital improvement project from design development through construction.

FY22 ACCOMPLISHMENTS

- Opened the second Multi-Generational Center with the addition of a new indoor pool at the new Southern Regional Aquatic Wellness Center in Summer 2021.
- Completed construction of the new Tucker Road Ice Rink.
- Completed various playground replacements at Bladensburg Community Center, Captain's Cove Park, Cherryvale Park, Suitland Community Center, Rose Valley Park, Largo/Kettering/Perrywood, Upper Marlboro Community Center, and Birchwood City Park.
- Installed new ballfield lighting and new athletic field at Walker Mill Regional Park.
- Initiated the Marlow Heights Design/Build Project expected to be open to residents in late 2023.
- Completed the Multi-Generational master plan in December 2021, as well as the master park development plans for Cosca and Walker Mill Regional Parks.
- Completion of a new dog park at Riverview Park.

FY23 BUDGET PRIORITIES

- Initiate the modernization of the Good Luck Community Center.
- Replace various playgrounds across the County.
- Implement the next Multi-Generational Center in the County.



**Prince George’s County
Parks and Recreation Department - Capital Planning and Development**

- Initiate feasibility studies for Harmony Hall Community Center, and the Southern Region Parks maintenance yards.

BUDGET AT A GLANCE

Summary of Division Budget

		FY22	FY23	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
<i>Park Fund</i>				
	Expenditures	\$8,914,597	\$7,054,769	-20.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	59.00	45.00	-23.7%
	Funded Workyears	62.80	48.80	-22.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Added one (1) new career full-time position to support the e-Builder System interface.
- Transferred the American Disabilities Act (ADA) unit in from Facility Services Division to support a work program realignment.
- Transferred one (1) career full-time position to the Office of the Director to support a work program realignment.
- Transferred thirteen (13) career full-time positions and one (1) career part-time position to establish the new Land Management and Environmental Stewardship Division.



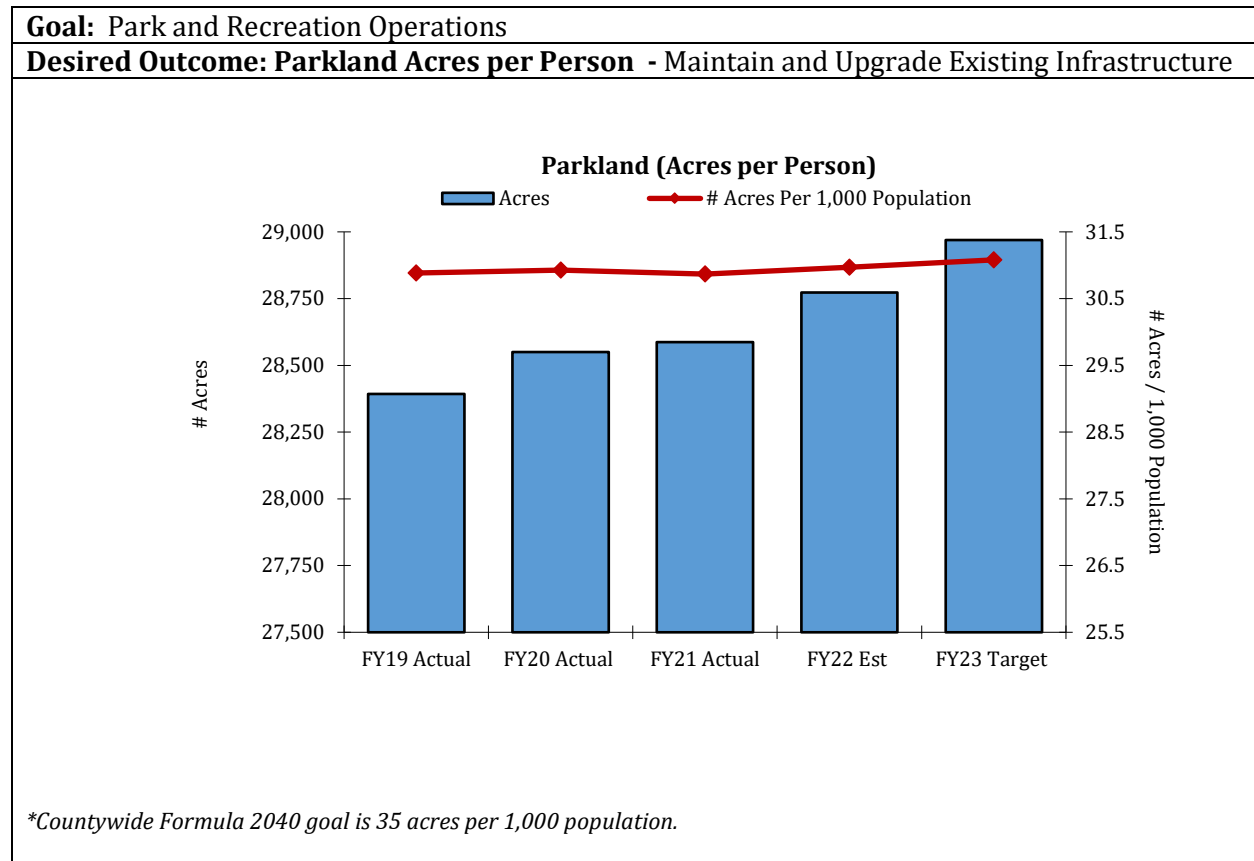
Prince George's County Parks and Recreation Department - Capital Planning and Development

GOALS AND PERFORMANCE MEASURES

Capital 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 residents' 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.

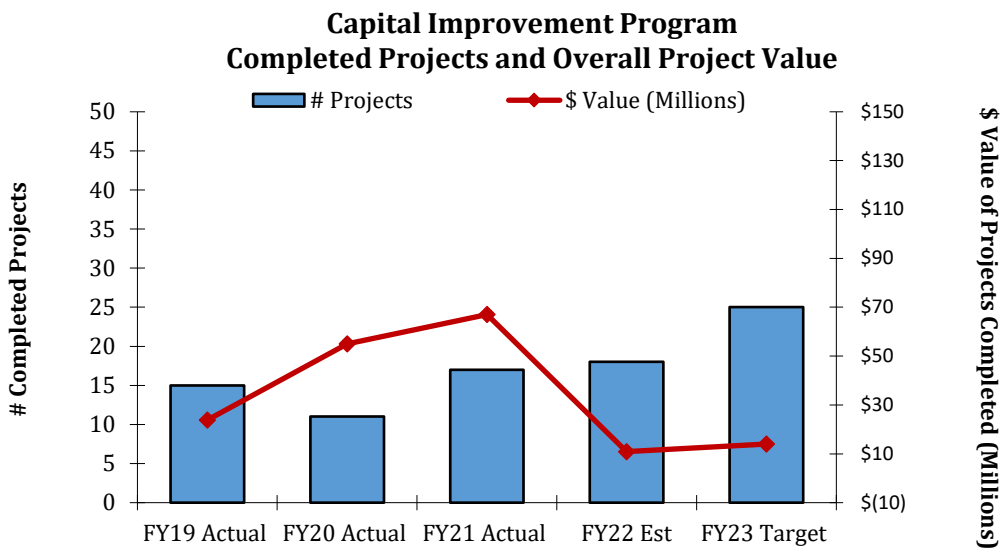
Impact Objective: Ensure that acquisition and development projects are fully funded and proper procedures are followed through planning, design and construction. The Division acquires parkland and builds quality park facilities in order to meet the park and recreation needs of the residents of Prince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



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

Goal: Park and Recreation Operations

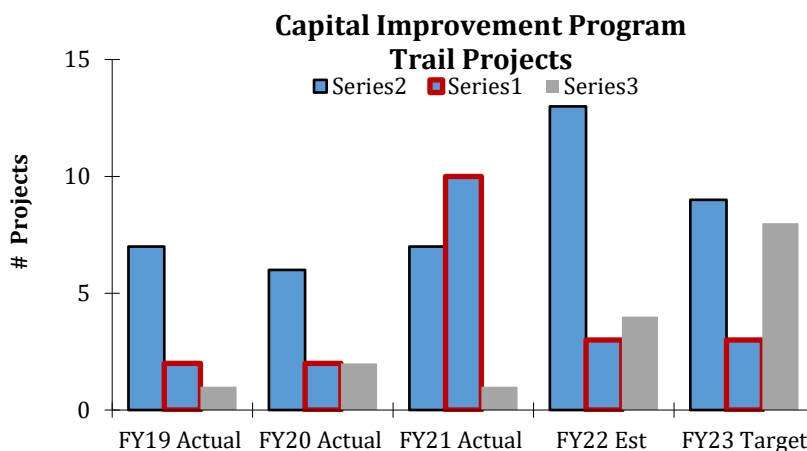
Desired Outcome: Capital Improvement Program - Maintain and Upgrade Existing Infrastructure



**The cost of projects PP+D will complete in FY21 includes the reconstruction of Tucker Road Ice Rink, the Southern Regional Tech/Rec Aquatic Facility and major infrastructure improvements at multiple sites.*

Goal: Park and Recreation Operations

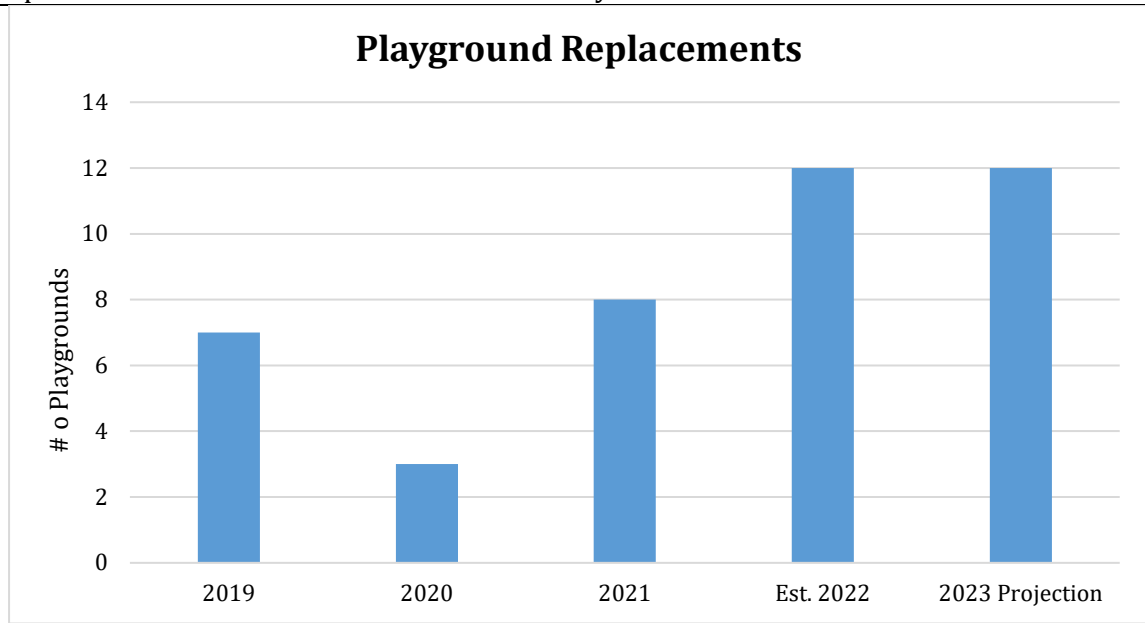
Desired Outcome: CIP Trails Projects - Maintain and Upgrade Existing Infrastructure



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

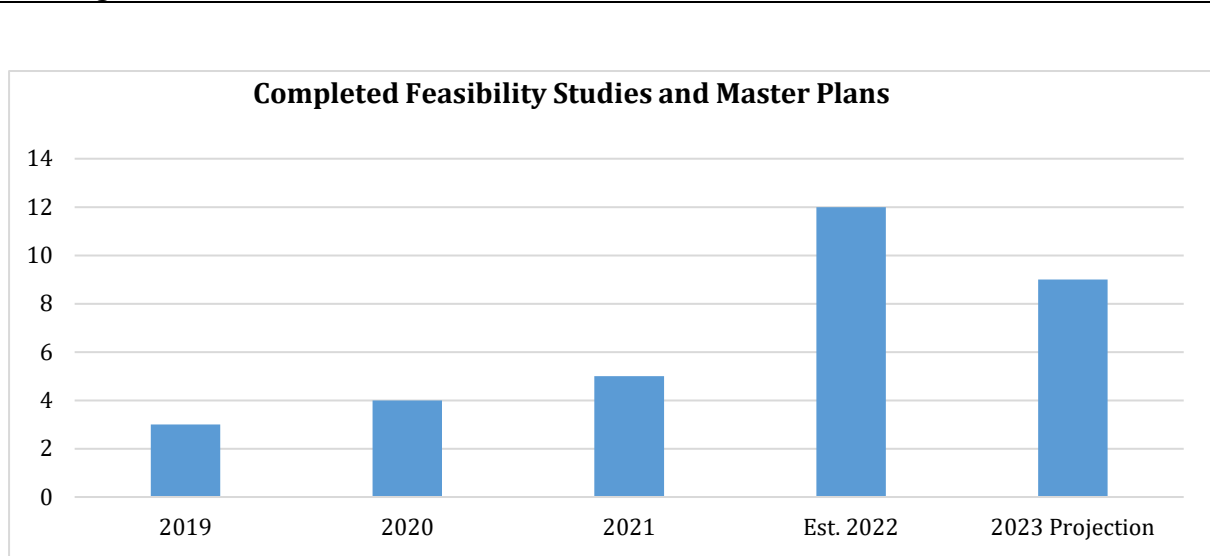
Goal: Public Safety

Desired Outcome: Playground Replacements - Safe and Protected Environment of Park Open Spaces and Facilities for our Service Community and Staff



Goal: Park and Recreation Operations

Desired Outcome: Completed Feasibility Studies and Master Plans - Maintain and Upgrade Existing Infrastructure



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

OVERVIEW

The Public Affairs and Community Engagement Division (formerly Public Affairs and Marketing) 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 Community Engagement 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

Management and Supervision

The Public Affairs Management unit includes the Office of the Division Chief, Assistant Division Chief and special projects. 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 Department groundbreaking, dedications, facility openings, and other ceremonies.

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



Prince George's County

Parks and Recreation Department - Public Affairs and Community Engagement

stories and event coverage. Staff are on call 24 hours a day and provide 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 creates and 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. 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.

Web Development

The Web Development 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.

Resource Development

The Resource Development Unit supports the goal of generating additional resources for the Department of Parks and Recreation. The unit can:

- Generate funds through grant funding, partnerships, and donor support:
- Create flexibility within our capital and operating budgets through contributing capital



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

- projects and programs to the County; and
- Ultimately, diversifying the Department's revenue source so that it is not as reliant on property tax dollars. Thus far, the additional resources have enhanced the quantity, quality, and value of parks and recreation services for County residents.

FY22 ACCOMPLISHMENTS

- Increased capacity by filling critical vacancies including adding a leadership role with the hiring of an assistant division chief, as well as onboarding a bilingual writer/editor and a media relations specialist.
- Managed crisis communications during the height of the pandemic to keep the community informed of the Department's plans for reopening.
- Hosted virtual community meetings to keep the residents informed of projects including the multi-generational study, the Walker Mill Regional Park Master Development Plan, and the College Park Airport Safety project.
- Utilized innovative programming and market research to attract more followers and increase shares and likes on social media. This resulted in continued growth in followers. The Division continues to explore new opportunities for attracting new followers and increasing engagement, including updating its LinkedIn account and sharing content on the NextDoor app.
- Utilized technology to increase community engagement and share resources with residents with the goal of increasing participation in the Department's programs and initiatives. This included, but was not limited to, virtual community meetings, social media engagement and targeted digital outreach.
- Launched a new digital tool to improve asset production within the Department.
- Celebrated the opening of the new Rollins Avenue Park, a state-of-the-art facility to features a playground, basketball court, community garden, tennis court and dog park.
- Celebrated the renovations of the playgrounds at Suitland and Bladensburg Community Centers in partnership with KaBoom!, BGE, Washington Gas and local sports teams.
- Launched a new software system to capture the value of community partnerships.

FY23 BUDGET PRIORITIES

- Continuing to develop a Departmental communications strategy to increase awareness and participation. This will build on the effort that began in FY21 to ensure the plan is comprehensive and incorporates feedback from all stakeholders.
- Onboarding the Parks and Recreation Advisory Board (PRAB) to re-engage with community stakeholders.
- Increasing social media outreach by utilizing new tools to connect with residents and visitors.
- Conducting a needs assessment of the Department's programmatic publications.
- Reinforce Department policies and procedures to support strengthening the compliance for volunteers.
- Beginning the process of redesigning the Department's website to increase engagement and improve functionality.
- Developing an outreach strategy with the Resource Development team to increase grant opportunities and corporate partnerships.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$2,388,988	\$3,027,565	26.7%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,006,000</u>	<u>\$1,241,710</u>	<u>23.4%</u>
	TOTAL EXPENDITURES	\$3,394,988	\$4,269,275	25.8%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	13.00	21.00	61.5%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>4.00</u>	<u>5.00</u>	<u>25.0%</u>
	TOTAL FUNDED CAREER POSITIONS	17.00	26.00	52.9%
<i>Park Fund</i>				
	Funded Workyears	26.32	36.95	40.4%
<i>Recreation Fund</i>				
	Funded Workyears	<u>7.70</u>	<u>8.66</u>	<u>12.5%</u>
	TOTAL FUNDED WORKYEARS	34.02	45.61	34.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Transferred the Web Development Unit in from the Management Services Division to support a work program realignment.
- Transferred the Resource Development Unit in from the Office of the Director to support a work program realignment.
- Added four (4) new career full-time positions to support web development, graphic design volunteer coordination, and administrative work programs.



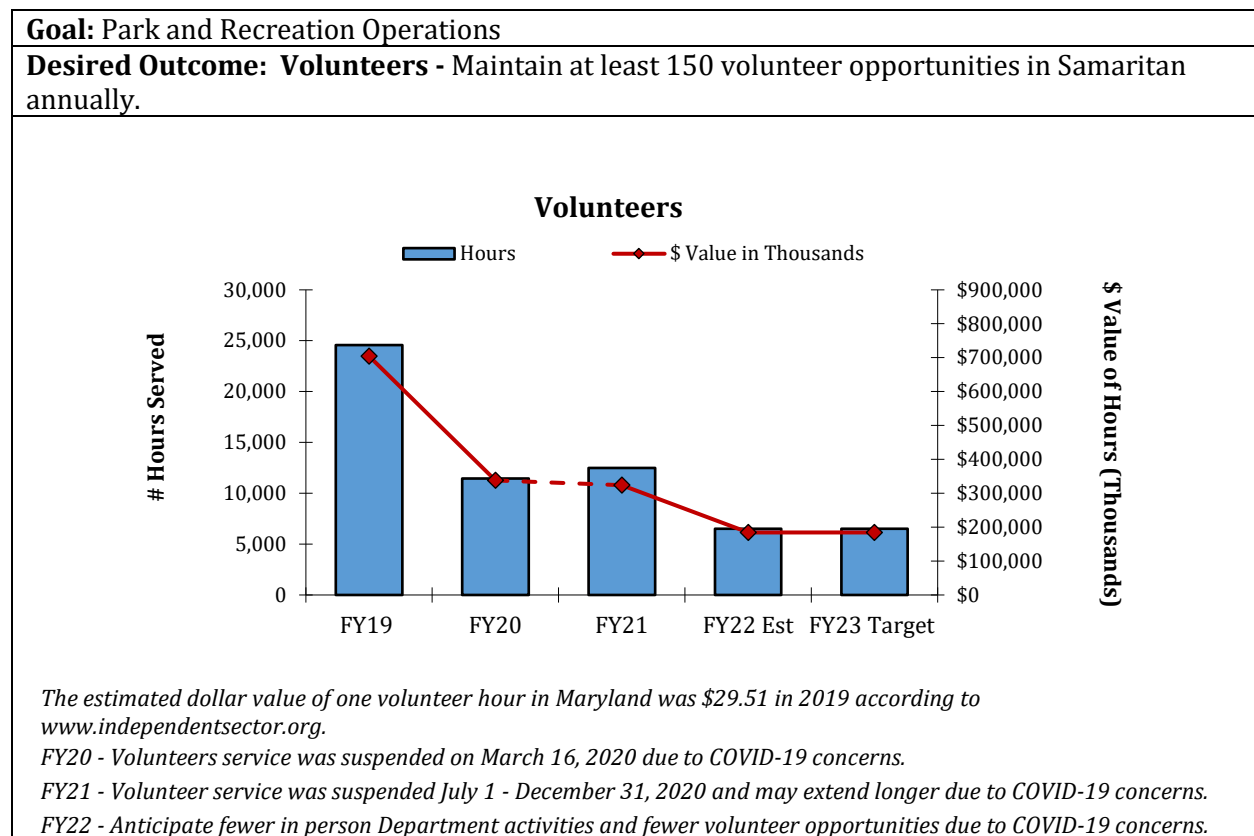
Prince George's County Parks and Recreation Department - Public Affairs and Community Engagement

GOALS AND PERFORMANCE MEASURES

Public Affairs and Community Engagement 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 public and target audiences. The division also supports volunteer development and community partnership development.

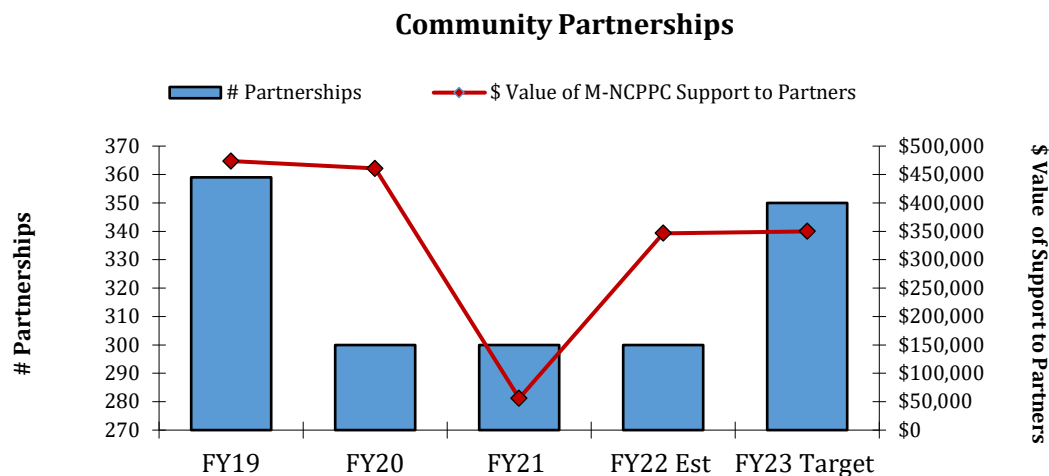
Impact Objective: Produce digital and print communication tools to provide the public with up-to-date, accurate information about the Department of Parks and Recreation's programs and services. Through translation services, reach a wider audience to help the Department connect with communities. Volunteer hours from individuals and groups and partnerships with mission-aligned community organizations bring additional resources to County residents.



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

Goal: Park and Recreation Operations

Desired Outcome: Community Partnerships - Implement new process for accepting and reviewing proposals for community partnership.



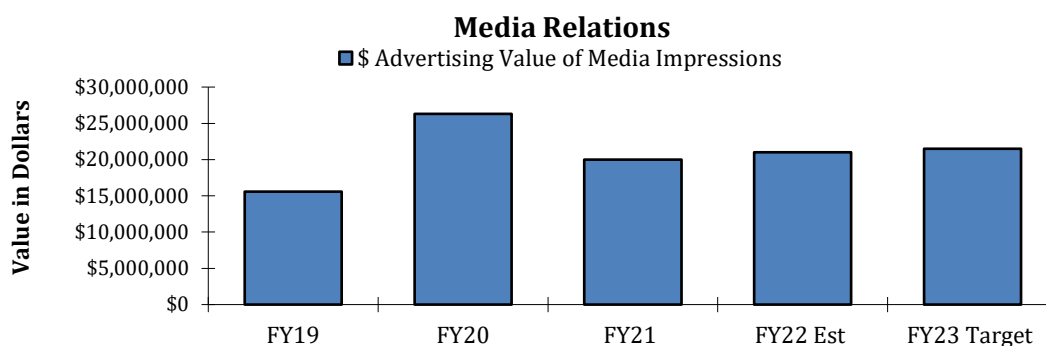
Average support to partnerships in FY20, as recorded in Community Connect - \$1,536.

Total support provided to non-partner community groups was \$67,438.50 in FY20.

FY21 & FY 22 - Anticipate fewer rental opportunities due to COVID-19 limitations on group size.

Goal: Innovative Programming

Desired Outcome: Media Relations - At least one monthly broadcast interview featuring department staff, leadership, and spokespersons.



Advertising value of media impressions provided by Meltwater, industry standard software used to issue news releases and capture value data.

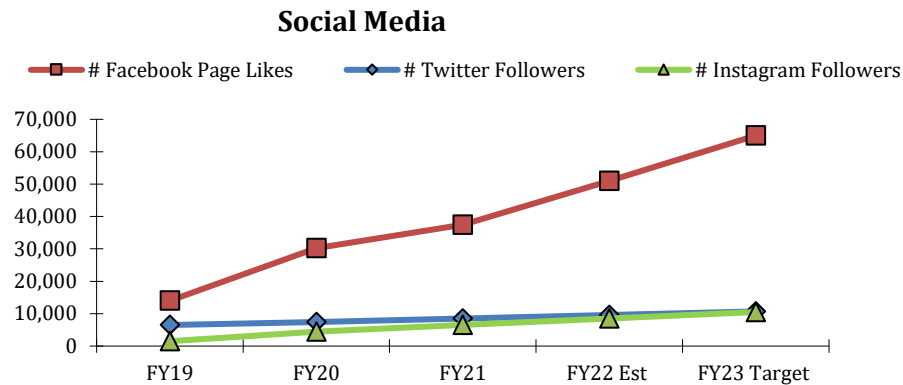
*\$26.3M was an anomaly based on the COVID-19 coverage the Department received in supporting the Department of Health.



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

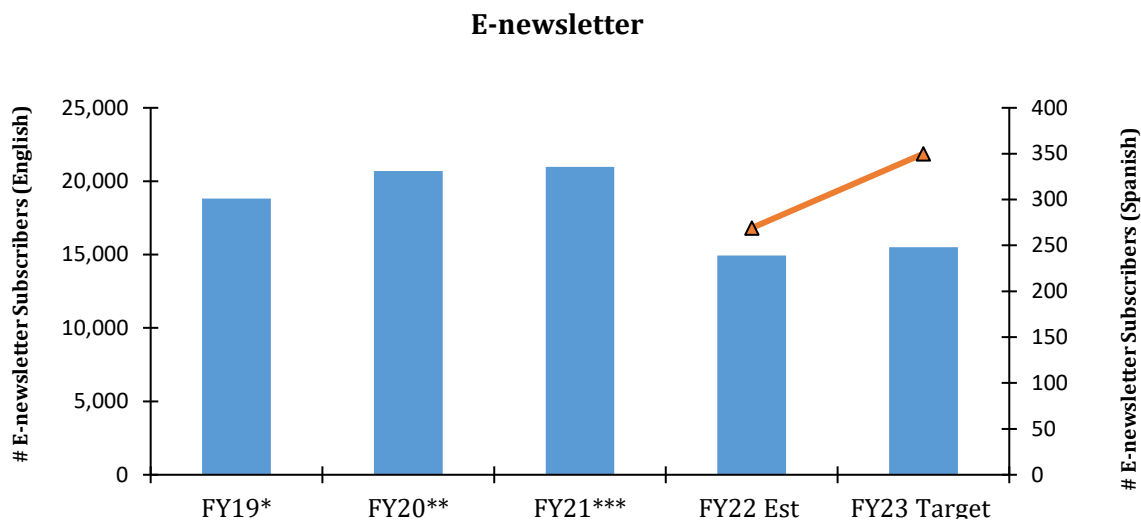
Goal: Innovative Programming

Desired Outcome: Social Media - At least 65k on fb, 10.7k on Tw and 10.5k followers on Ig by 2023.



Goal: Parks and Recreation Operations

Desired Outcome: Support our Diverse Parks and Recreation Programs



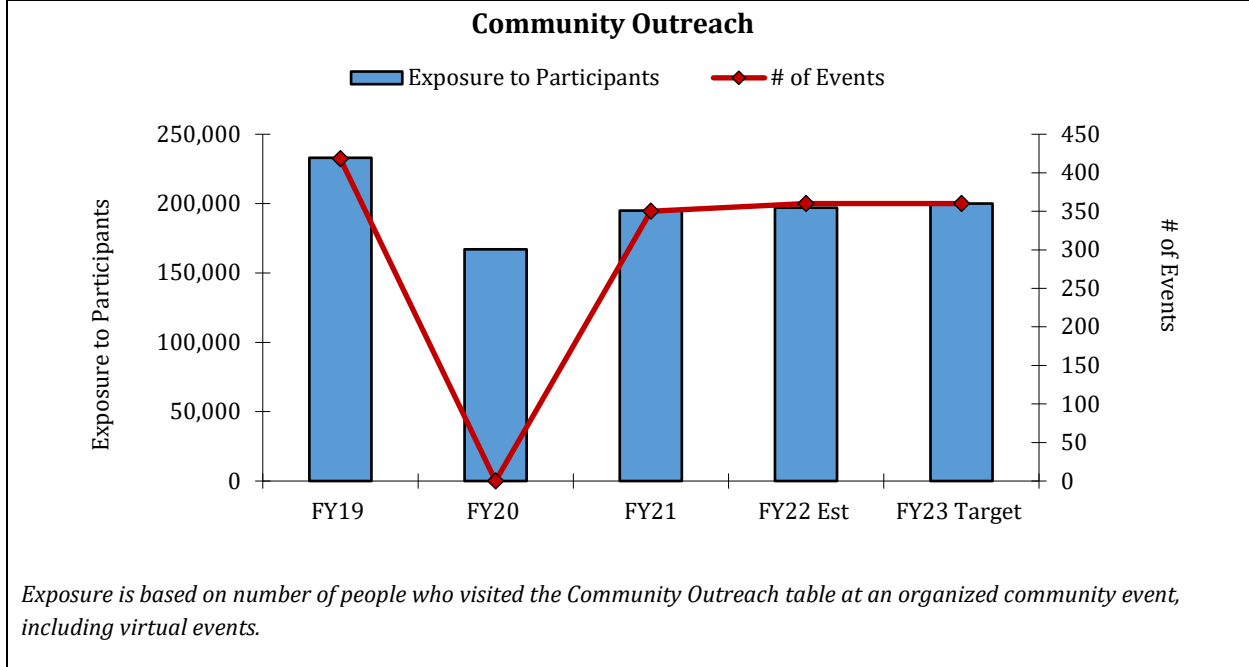
In August 2021, the newsletter subscriber was purged of inactive emails. Numbers have been adjusted and provide a more accurate baseline for current measures. As of September 1 2021, the current open rate for the English newsletter is 10.03% with a click rate of 12.9%. For the Spanish newsletter, the open rate is 12.58% with a click rate of 12.15%.



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

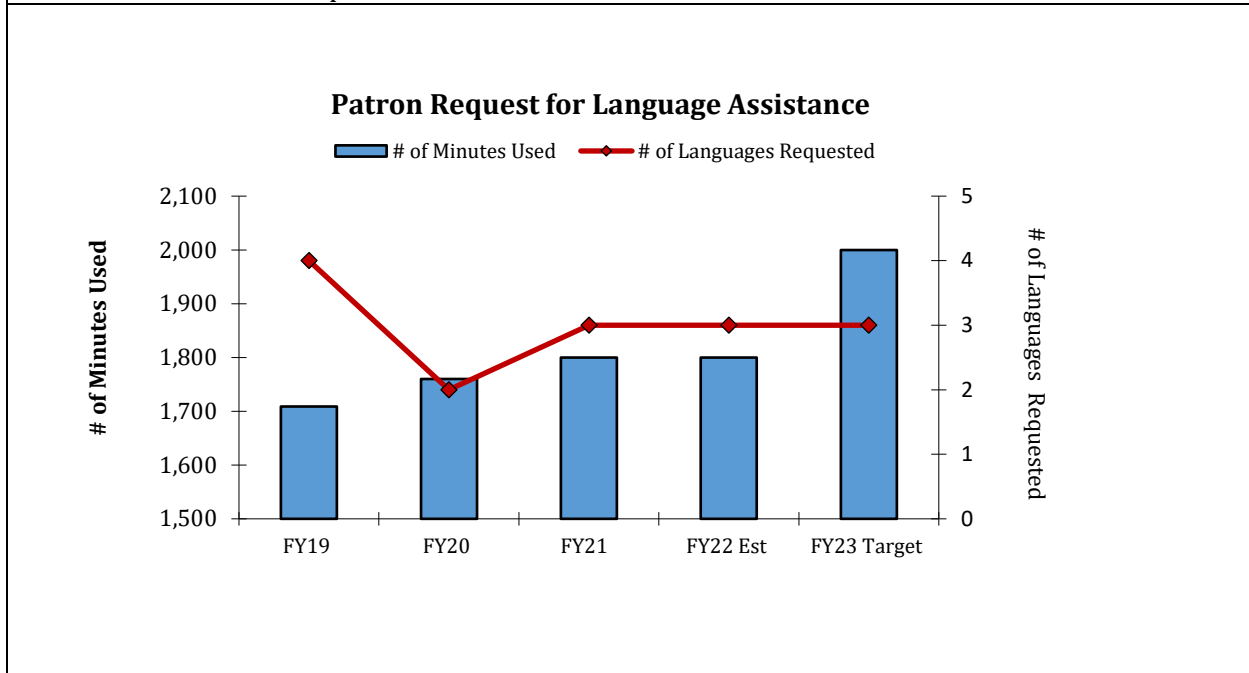
Goal: Innovative Programming

Desired Outcome: Community Outreach - Strengthen Community Outreach and Partnerships



Goal: Innovative Programming

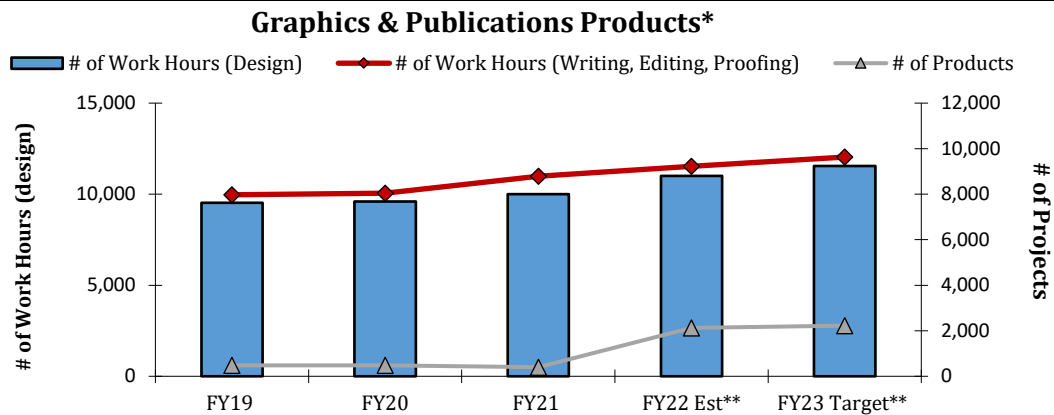
Desired Outcome: Patron Request for Language Assistance - Strengthen Community Outreach and Partnerships



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

Goal: Parks and Recreation Operations

Desired Outcome: Graphics and Publications Products - Support our Diverse Parks and Recreation Programs



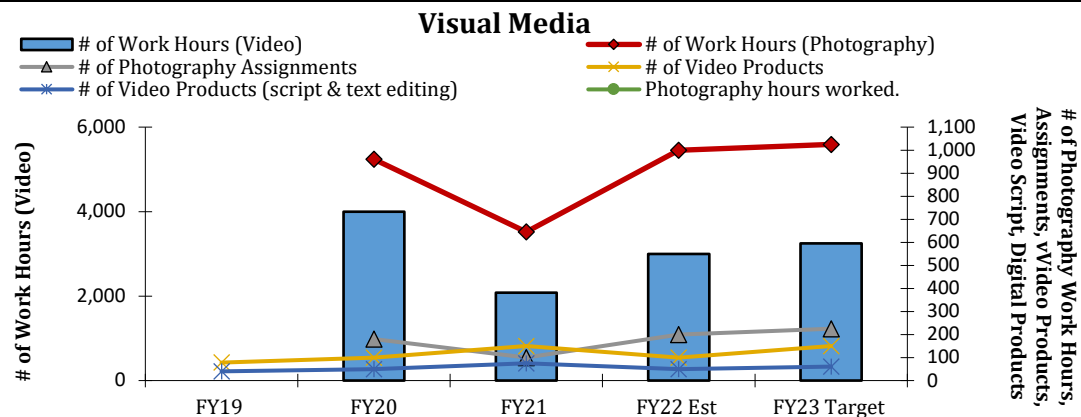
*Graphics & Publications Products: Each completed project includes both print and digital promotional pieces. The project portfolio when completed contains the original request and an additional 5 to 7 graphics. These graphics are for social media, web, and newsletters.

**In FY 22 and FY23, the Department has increased its commitment to create promotional products to the Spanish speaking community. This has generated additional design and writing hours.

For Work Hours Writing: numbers were calculated based on: 2 hours for small projects; 5 hours for medium projects; 20 hours for large projects; 40 hours for large+ projects.

Goal: Innovative Programming

Desired Outcome: Visual Media - Enhancement of virtual and innovative offerings



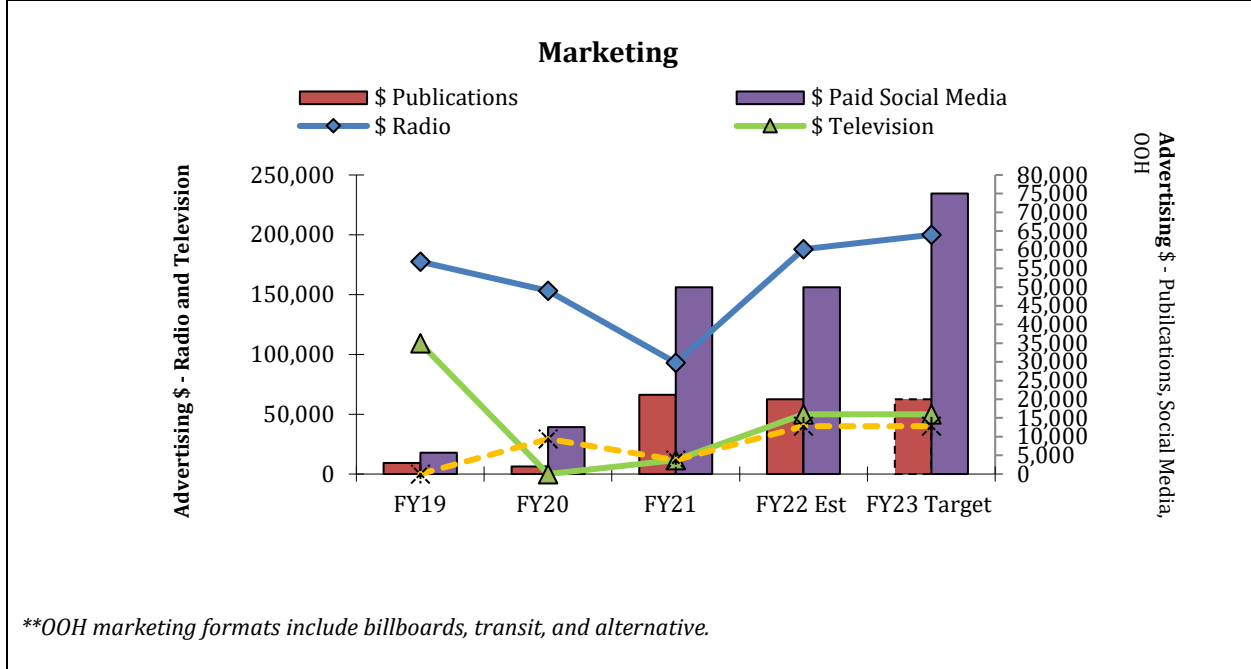
Video hours worked, including filming, editing, and photo research.
 Photography hours worked. Event coverage, shooting and editing, 4-8 hours.
 Headshots, shooting and editing, 1-3 hours



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

Goal: Innovative Programming

Desired Outcome: Marketing - Increased brand awareness, registrations and donations while remaining within allotted budget.



Prince George's County Parks and Recreation Department – Land Management and Environmental Stewardship

OVERVIEW

The Land Management and Environmental Stewardship Division is new in fiscal year 2023. This new division will focus on the long term-planning and management of the County's parks, trails, and natural resources. This Division's work in park acquisition and planning projects are guided by the adopted Formula 2040 Functional Master Plan for Parks, Recreation & Open Space.

MISSION

The park and natural resource planning work program prepares master park development plans, including the State Land Preservation and Recreation Plan. The Park Planning section uses data to establish, analyze, and monitor the level-of-service program for parkland, facilities, and services used to prepare park master plans and to determine community, park and recreation facility needs.

PROGRAMS AND SERVICES PROVIDED

The Division leads the land acquisition program and acquires land based on level-of-service needs for parkland and to protect natural resources (i.e., stream valleys, agriculture, open spaces,) in accordance with approved capital improvement funding. The work program also includes regulatory functions of subdivision review, site plan review, and review of zoning applications to assure compliance with County codes.

FY23 BUDGET PRIORITIES

- Initiate master plans for Fairland Regional Park, Patuxent River Park, and a Department golf course needs assessment.
- Implement the Land Acquisition Master Plan.
- Expand environmental and natural resource planning within the Department.
- Continue planning efforts for trail development throughout the County.

BUDGET AT A GLANCE

Summary of Division Budget

	FY22	FY23	%
	<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
	<u>Adopted</u>		
Budget			
<i>Park Fund</i>			
Expenditures	\$0	\$2,709,091	-
Staffing			
<i>Park Fund</i>			
Funded Career Positions	0.00	21.00	-
Funded Workyears	0.00	21.00	-



**Prince George's County
Parks and Recreation Department – Land Management and
Environmental Stewardship**

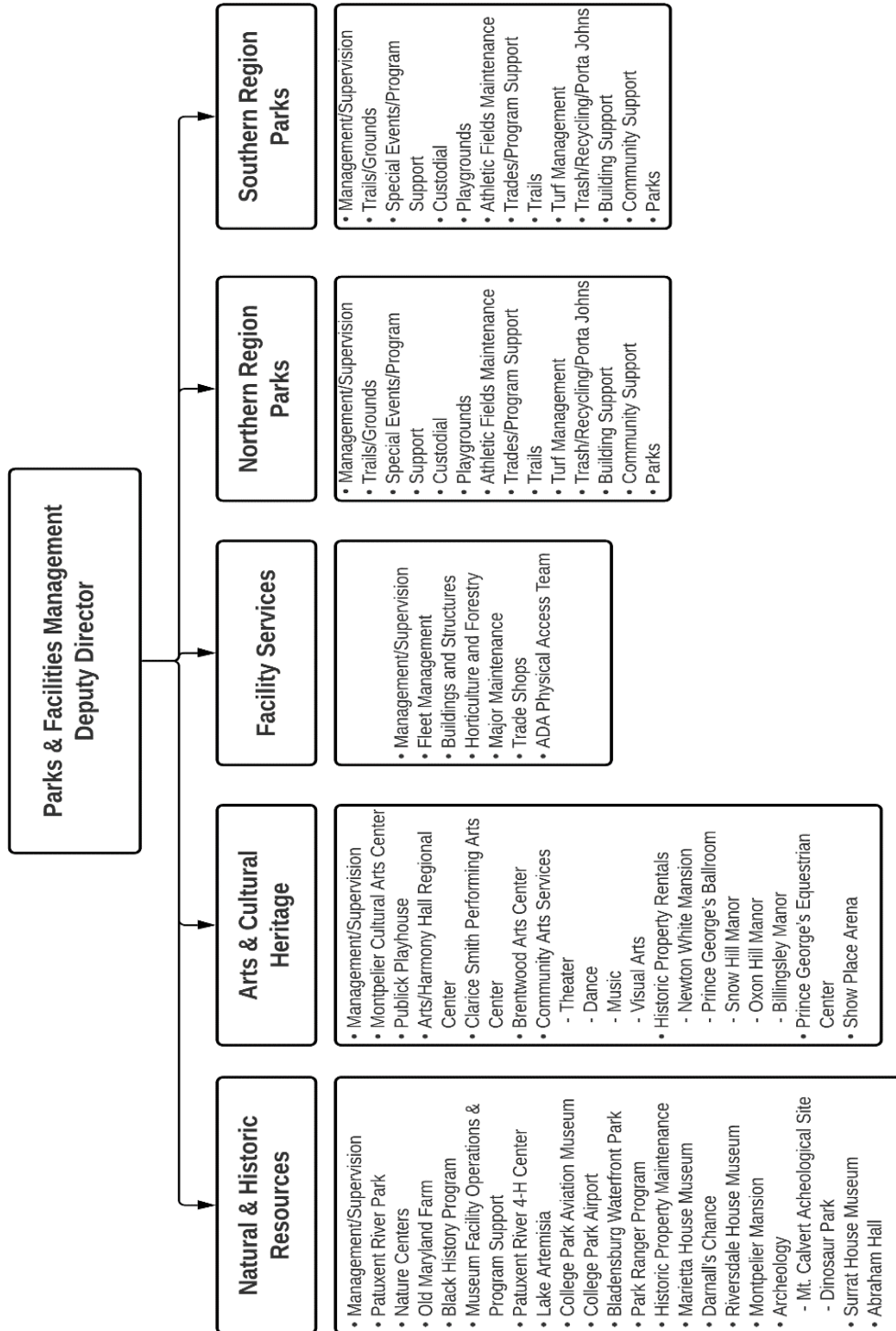
HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Added seven (7) new career full-time positions to support trail planning and environmental stewardship work programs.
- Transferred thirteen (13) career full-time positions and one (1) career part-time position in from Capital Planning and Development to support a work program realignment.



**Prince George's County
Parks and Recreation Department - Parks and Facilities Management
Deputy Director**

ORGANIZATIONAL STRUCTURE



**Prince George’s County
Parks and Recreation Department - Parks and Facilities Management
Deputy Director**

OVERVIEW

The Parks and Facilities Management Deputy Director is responsible for coordination, management, supervision, and direction of comprehensive park, trail and facility maintenance programs, natural resources, leisure activities, major maintenance projects through oversight of five divisions: Arts and Cultural Heritage; Facility Services (formerly Maintenance and Development); Natural and Historic Resources; Northern Region Parks, and Southern Region Parks.

MISSION

The goal of Parks and Facilities Management 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 well-maintained, secure, inclusive, and fulfilling environment.

BUDGET AT A GLANCE

Summary of Division Budget

	FY22	FY23	%
	<u>Adjusted</u>		
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$623,558	\$639,305	2.5%
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 FY23 PROPOSED BUDGET

- None.



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

OVERVIEW

The Facility Services Division (formerly 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

The Fleet Management 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. The Fleet Management work program sets maintenance standards, provides technical assistance to the Department, and specifies and coordinates the purchases of all vehicles.

Buildings and Structures

The Buildings and Structures work program consists of Electric, HVACR, Plumbing, Carpentry, Masonry, and Welding teams. Work programs within the skilled trade areas include preventive maintenance, routine and emergency repairs, renovations, and alterations at various park buildings. 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

The Horticulture and Forestry Section work program consists of the Greenhouse, Exhibits, and Forestry teams. The Greenhouse team grows most of the plant material for the Landscaping teams, supplies plants for office spaces and works with the Exhibit team to create special themes for unique events. The Exhibits team designs and creates displays and posters for unique events, installs several types of signage, and installs vehicle graphics. The Forestry unit 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

The Major Maintenance and Inspection 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.



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

Critical Projects

The Critical Projects work program houses the Aquatics Maintenance, Heavy Equipment, and Sustainability teams. 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, more technologically complex aquatic buildings requires a degree of expertise and frequency of maintenance that is outside the scope of our trade shop program. Specialized Pool Mechanics have direct responsibility for the oversight and troubleshooting of filtration system abnormalities in these structures.

The Heavy Equipment program provides erosion control, storm water management, dredging oversight, hauling, demolition, grading and excavation, 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.

The Sustainability Team works with various groups within the Department of Parks and Recreation and other local government agencies, universities and colleges, volunteer groups to identify and prioritize measures to reduce the agency's carbon footprint and implement other sustainable practices that promote the wellness of our employees and community.

Administration/Management and 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.

FY22 ACCOMPLISHMENTS

- Upgraded the heating, ventilation, air conditioning, and refrigeration systems at various facilities and incorporated them into the BAYweb system to enable 24-hour remote temperature sensor options.
- Connected the remaining buildings at the Randall Farm Maintenance Facility to natural gas.
- Continued to execute energy saving initiatives by extending LED lighting upgrades to various facilities.
- Worked with Pepco to successfully install several electric vehicle charging stations at Commission owned facilities.
- Evaluated opportunities for additional solar power projects.

FY23 BUDGET PRIORITIES

- Continuing to execute energy saving initiatives by extending LED lighting upgrades to additional facilities.
- Implementing additional solar projects to provide power and additional security at remote locations without increasing our carbon footprint.
- Identifying and implementing additional sustainable initiatives that will reduce our carbon footprint.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$29,175,010	\$28,123,648	-3.6%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,108,625</u>	<u>\$1,218,743</u>	<u>9.9%</u>
	TOTAL EXPENDITURES	\$30,283,635	\$29,342,391	-3.1%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	179.00	152.00	-15.1%
<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	155.00	-14.4%
<i>Park Fund</i>				
	Funded Workyears	199.41	168.44	-15.5%
<i>Recreation Fund</i>				
	Funded Workyears	<u>3.08</u>	<u>4.08</u>	<u>32.5%</u>
	TOTAL FUNDED WORKYEARS	202.49	172.52	-14.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Added one (1) new career full-time position to support aquatic operations.
- Added one (1) new career full-time position and non-personnel funding to support the horticulture and forestry work program.
- Transferred Prince George's Sports and Learning Complex maintenance operations from Enterprise Fund.
- Transferred general landscaping and turf/ballfield maintenance work programs to Northern Region and Southern Region Parks Divisions to support a work program realignment.
- Transferred mechanic work program from Northern Region and Southern Region Parks Divisions to support a work program realignment.
- Transferred American Disabilities Act (ADA) Compliance work program to Capital Planning and Development Division to support realignment.



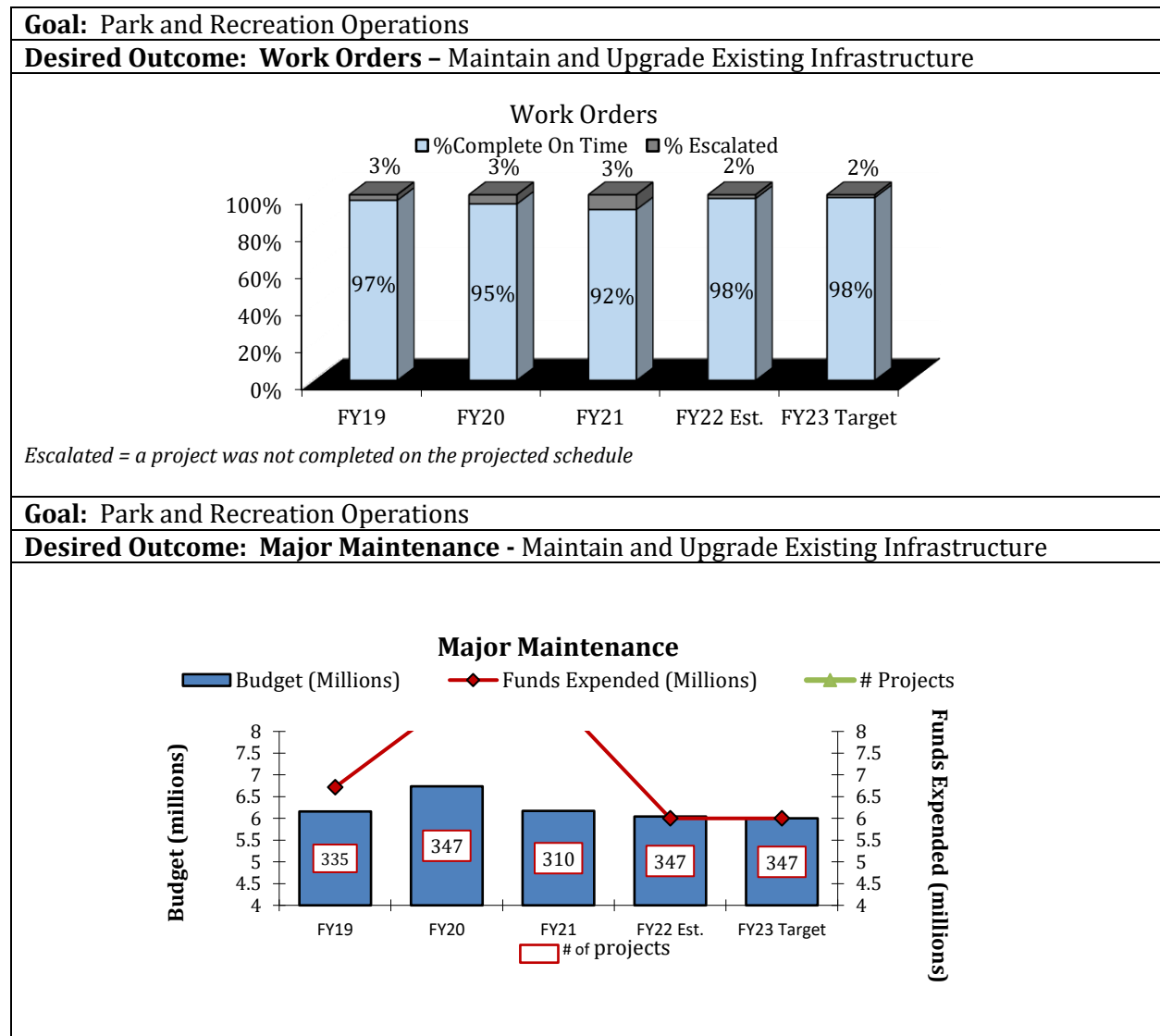
Prince George's County Parks and Recreation Department - Facility Services

GOALS AND PERFORMANCE MEASURES

Facility Services 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 residents 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.



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

OVERVIEW

The goal of the Natural and Historic Resources Division is to provide historically accurate interpretation, education, and conservation of the County's natural resources. 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. This division also maintains natural area parks such as Cheltenham Wetland Park, Suitland Bog, Lake Artemesia, Dueling Creek, and many other Natural Area sites throughout the County. 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, Echoes of the Enslaved, American Indian Festival. The division 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, the work program manages several other historical sites including Cherry Hill Cemetery, Nottingham, and Seabrook Schoolhouse. The Division 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. The Division 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. The Division 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, the Natural and Historic Resources Division is one of the largest providers of educational outreach programs and destination points to the Prince George's County School system and others. The Division also oversees and manages the Department's commercial agriculture program, community garden plots, youth garden initiatives, and Urban Agriculture Incubator program.

MISSION

The goal of this Division is to provide the public with professional natural and historical resource management services, conservation, 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 the large park system and provide interpretation, natural resource protection, and overall quality customer service to our patrons and visitors.

PROGRAMS AND SERVICES PROVIDED

Patuxent River Park

The Patuxent River Park is composed of approximately 7,800 acres of natural area parkland and is part of the Patuxent River Watershed Park. The park includes the Jug Bay Natural Area, Clyde Watson Boating Area, Governor's Bridge Natural Area, Aquasco Farm, Fran Uhler Natural Area, Cedar Haven, and numerous other open spaces. Offerings include natural history programs, nature hikes, river ecology boat tours, 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, 30' ADA observation tower, and the Chesapeake Bay Critical Area Driving Tour. The program also provides for park maintenance operations.



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

Nature Centers

The Division 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 assist 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 assist consultants, colleges, and researchers and have two Geology clubs. Staff ensure 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 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 residents 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. The site also offers a Honeybee Collective where residents can rent space to have their own beehives.

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.



Prince George's County

Parks and Recreation Department - Natural and Historic Resources

Black History Program

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 Capital Planning and Development and Facility Services Division 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 Department 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 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 College Park Aviation Museum features a two-story aviation gallery with more than 10 full-sized planes significant to the history of the airfield, which is the oldest continuously operating airport in the world. Four interactive exhibit rooms, a large library and archives, an 80-seat auditorium, and an aviation gift shop are at the museum. They offer tours and aviation-related programs, exhibits, and activities for the public. The 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 Operations 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 provides rental space overlooking the historic runway. The airport is an important transportation hub providing economic stimulus for the County and the surrounding area.



Prince George's County

Parks and Recreation Department - Natural and Historic Resources

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 division sites. The unit also manages the Department's recycling program.

FY22 ACCOMPLISHMENTS

- Completed more than 150 minor maintenance projects across the Division. From regular gutter and power washing of all facilities to floor, roof, and window repairs to rebuilding of small structures at the Farm, Waterfront Parks and Nature Centers. These small investments prevent larger, more expensive costs.
- Re-designed and replaced natural surface trail signage throughout the Department including new large kiosks at several popular parks. In addition, the Division continued to restore and re-route trail systems at Patuxent River Park.
- A multi-division committee completed many important projects including a new roof and windows at Snow Hill Manor, the launch of a complete restoration of Concord Manor and restoration of key aspects of Montpelier, Surratt House, Riversdale, and Mount Calvert.
- At the Airport, the obstruction removal phase is completed, and runway renovation is scheduled for spring/summer 2022.
- Launched Watershed Warriors, a program at Patuxent River Park that targets underserved communities and teaches students about their local watershed and how to protect it.
- Developed an urban garden demonstration area for larger scale sites for individuals seeking 1-2-acre plots for commercial use. Key partners have been secured, USDA grant has been received, and site is planned to open spring 2022
- Hosted outdoor events such as the Jug Bay Race for Wildlife and the Trot for a Turkey that attract hundreds of participants.
- Held dozens of inclusive interpretation programs and events at several of our Department's historic sites and museums including Echoes of the Enslaved, Latinas and Aviation, Native American Land Recognition, Reparative Genealogy Series, the Giving Voice Initiative, Juneteenth, and the American Indian Festival.
- Launched the Department's newest 'Signature Sustainability Site' at Bladensburg Waterfront Park. More than 215 solar panels were installed on every rooftop at the park. Annually, the panels will produce approximately 95,000 kWh -- generating more energy than the Park needs. In partnership with the University of Maryland, Bladensburg Waterfront Park installed an innovative project called an "Algal Turf Scrubber" that offsets storm water runoff from impervious surfaces.



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

FY23 BUDGET PRIORITIES

- Renovating the College Park Airport's taxi way – the final phase in the comprehensive safety project.
- Upgrading and improving aging infrastructure with new launch and dock at Patuxent River Park.
- Continuing the Park Ranger Trail Ambassador program to have more eyes and ears on our trails and interfacing with the public.
- Implement Concord Manor's interpretation plan – opening the site to the public and hosting several major programs and events.
- Launching Sankofa: The Mobile Museum – visiting schools across the county and the Department's major events.
- Expanding signature events such as Juneteenth, American Indian Festival and Trot for a Turkey to engage larger audiences
- Offering in-person summer camps and in-person and virtual educational school programs.
- Developing comprehensive business plans for College Park Airport and Bladensburg Waterfront Park that result in an increase of 10 percent more revenue.
- Developing cost recovery plans for each facility, balancing mission of education and stewardship with revenue objectives.

BUDGET AT A GLANCE

Summary of Division Budget

		FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$9,174,487	\$9,329,221	1.7%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,524,729</u>	<u>\$1,630,467</u>	<u>6.9%</u>
	TOTAL EXPENDITURES	\$10,699,216	\$10,959,688	2.4%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	64.00	65.00	1.6%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>11.00</u>	<u>11.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	75.00	76.00	1.3%
<i>Park Fund</i>				
	Funded Workyears	111.20	114.50	3.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>22.40</u>	<u>23.10</u>	<u>3.1%</u>
	TOTAL FUNDED WORKYEARS	133.60	137.60	3.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Added one (1) new career full-time position and increased non-personnel funding to support animal care work program.



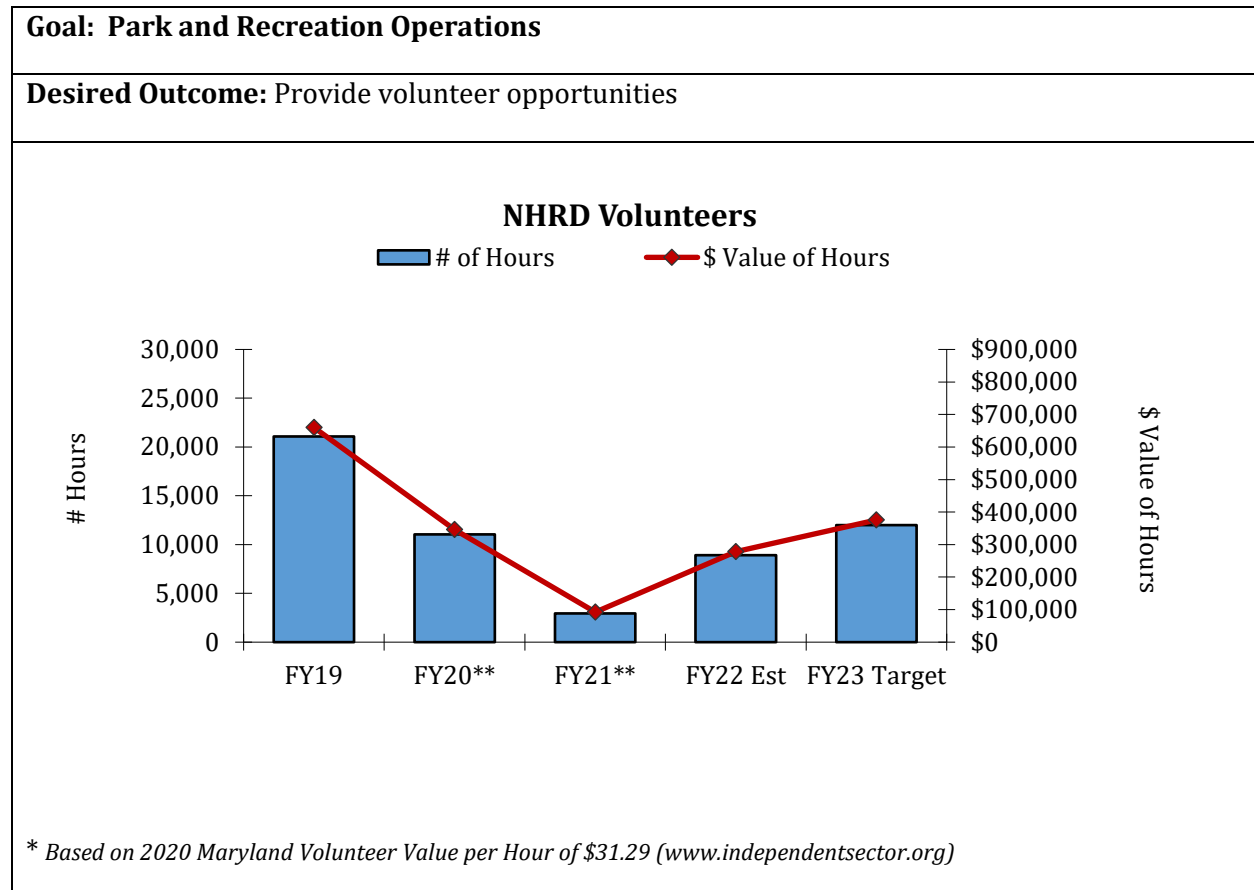
Prince George's County Parks and Recreation Department - Natural and Historic Resources

GOALS AND PERFORMANCE MEASURES

Natural and Historic Resources Division Performance Measures

Outcome Objective: Provide nature and history programs/activities for the public and educational and interpretive programs at 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 youth 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. Each of our performance measures align with the budget goal of innovative programming, with a primary outcome of engaging community members in volunteer work, programming, and special events.

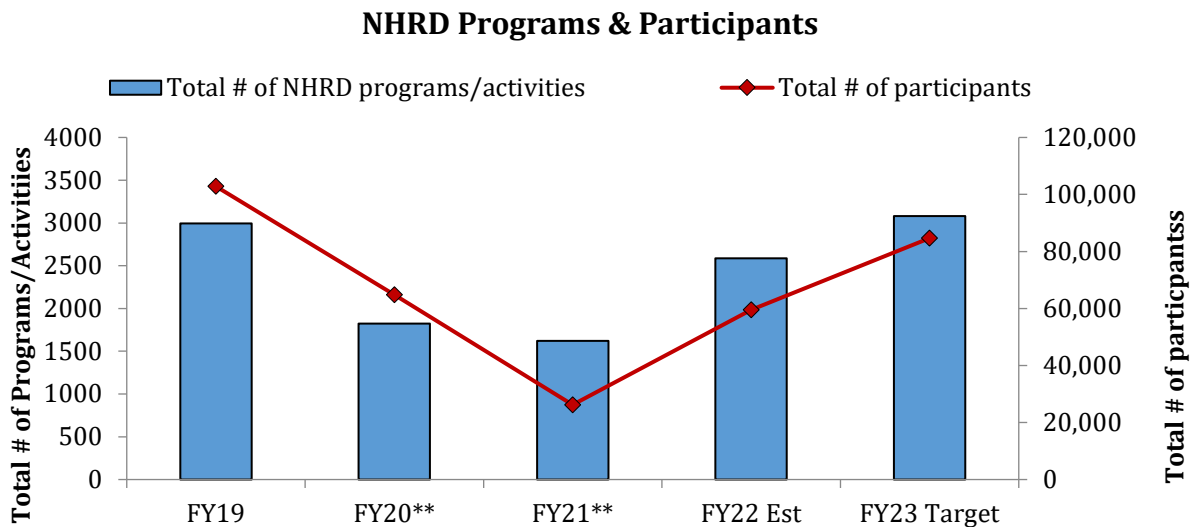
Impact Objective: Provide professional natural and historical resource management services and interpretive programs in order to educate our community and encourage stewardship of the natural resources and the historical heritage of Prince George's County. In FY20 and FY21 there is a reduction of numbers of all performance measures due to COVID-19. NHRD transitioned to provide virtual and modified in person programming to adhere pandemic guidelines, and staff maintained and promoted use of outdoor trails, amenities, and exhibits. In FY22, an increase is expected in all performance factors as sites continue to offer virtual programming, increase in-person programming and events, and resume all volunteer opportunities.



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

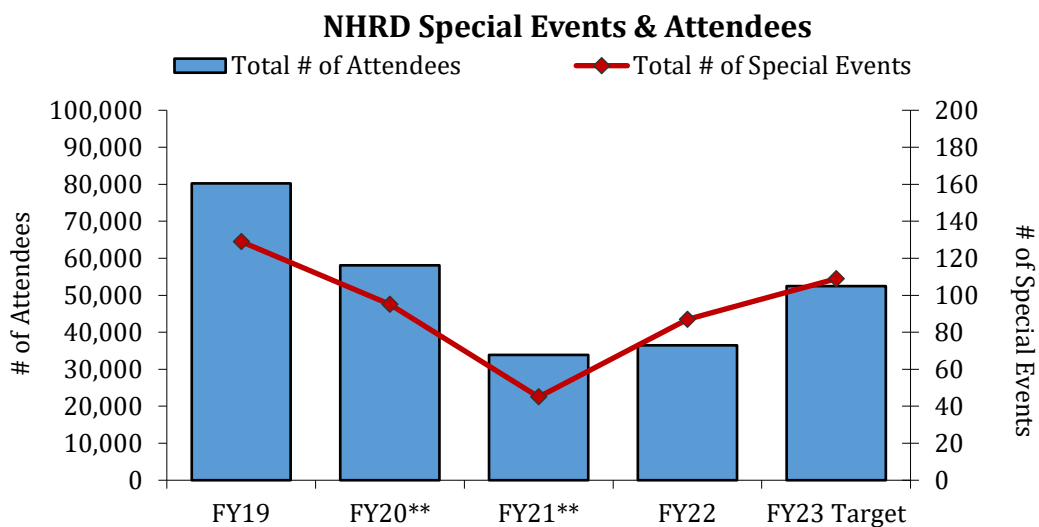
Goal: Innovative Programming

Desired Outcome: Enhancement of virtual and innovative programming offerings



Goal: Innovative Programming

Desired Outcome: Support our Diverse Park and Recreation Programs



** FY20 and FY'21 - Reduction of numbers in all performance measures due to COVID-19.



Prince George's County Parks and Recreation Department – Northern and Southern Region Parks

OVERVIEW

The Northern and Southern Region Parks Divisions 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 northern and southern regions of the County 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

Management and Trades

The Management and 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. Supplies and materials are inventoried and warehoused year-round.

Building Support

This program provides daily cleaning and custodial services for Area offices, community centers, and other buildings and structures. Custodians complete minor work orders where possible.

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 – Northern and Southern Region

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 Land Management & Environmental Stewardship and Capital Planning and Development Division's trail program and the Facility Services Division's major maintenance asphalt repair and stream valley repairs.

Athletic Fields & Turf Management

This program involves daily, seasonal, 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 Facility Services 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 North Parks Division, this program includes providing resources for the Festival of Lights displays at Watkins Regional Park.

FY22 ACCOMPLISHMENTS

- Moved into the new Northern Region Parks maintenance facility at Polk Street.
- Implemented new division organizational structure and modified work program functions for greater alignment and work program efficiencies.
- Implemented the Enterprise Asset Management work order program to evaluate the identified performance measures.

FY22 BUDGET PRIORITIES

- Developing and implementing maintenance and performance standards for individual work programs that can be evaluated and compared to industry standards and monitored annually for compliance.
- Aligning Park Divisions' work programs with the Formula 2040 Master Plan to set specific strategies and action plans as well as the priorities of the department to include athletic fields, playgrounds, and trails.



**Prince George's County
Parks and Recreation Department – Northern and Southern Region
Parks**

BUDGET AT A GLANCE

Summary of Northern Region Parks Division Budget

		FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$11,279,449	\$12,955,785	14.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	110.00	130.00	18.2%
	Funded Workyears	154.30	174.30	13.0%

Summary of Southern Region Parks Division Budget

		FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$10,396,227	\$11,483,322	10.5%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	111.00	125.00	12.6%
	Funded Workyears	132.00	144.00	9.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Transferred in general landscaping and turf/ballfield maintenance work programs from Facility Services to support a work program realignment.
- Transferred mechanic work program to Facility Services to support a work program realignment.
- Added three (3) new career full-time positions to support park management and ballfield maintenance.



Prince George's County Parks and Recreation Department – Northern and Southern Region Parks

GOALS AND PERFORMANCE MEASURES

Northern Region Parks and Southern Region Parks

Outcome Objective: Northern and Southern Region Parks Divisions provide safe, clean, and aesthetically pleasing parks, facilities and playground equipment as well as, support major events occurring within the park systems.

Impact Objective: Northern and Southern Region Parks Divisions provide, maintain and preserve a comprehensive park system of facilities, amenities, and services for residents of Prince George's County in order to meet the expressed needs and demands of the public in a safe, secure inclusive and fulfilling environment.

Goal: Parks and Recreation Operations			
Desired Outcome: Equipment & Materials Provided in support of Community Events. These include events sponsored or co-sponsored by M-NCPPC, local municipalities, recreation councils, Boys & Girls Clubs, community associations, and support given for requests made by the Prince George's Public School System, Prince George's County Government, etc.			
	Actuals	Estimated	Target
Division	FY21	FY22	FY23
Northern Region Parks	101	100	150
South Region Parks	32	100	150
Total	133	200	300
Goal: Park and Recreation Operations/Public Safety			
Desired Outcome: Playground Inspections - Safe and Protected Environment of Park Open Spaces and Facilities for our service community. This will be implemented through a routine inspection program aimed to ensure that all playgrounds are safe for use. These inspections will occur monthly by a Certified Playground Inspector and more informal inspections will occur on a weekly basis, depending upon use.			
Industry Standard	FY 21 Actuals	FY 22 Estimated	FY 23 Target
Monthly	50 % of playground inspections completed monthly	75% of playground inspections completed monthly	100% of playground inspections completed monthly
Goal: Public Safety			
Desired Outcome: Trail Inspections - Safe and Protected Environment of Park Open Spaces and Facilities for our service community. Trail inspections are integral to all trail maintenance operations. Inspections will occur on a regularly scheduled basis and the frequency will depend on the amount of trail use, location, age, and the type of construction. Items for consideration include scheduling and documentation of inspections, the condition of railings, bridges, and trail			



**Prince George's County
Parks and Recreation Department – Northern and Southern Region
Parks**

surfaces, proper and adequate signage, removal of debris, trail sweeping, and coordination with other agencies associated with trail maintenance.

Industry Standard	FY 21 Actuals	FY 22 Estimated	FY 23 Target
Monthly and immediately after significant weather events	75% of trail inspections completed monthly	75% of trail inspections completed monthly	100% of trail inspections completed monthly



Prince George's County

Parks and Recreation Department - Arts and Cultural Heritage

OVERVIEW

The Arts and Cultural Heritage Division coordinates and manages four arts facilities; five historic rental properties; the Prince George's Equestrian Center at The Show Place Arena; community arts services; art exhibitions; visual and public art for Commission and 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; the teen Prince George's Best Dance Crew Competition; art exhibitions; performances in music, dance, and theatre for all ages; touring performances for school children; a community park summer music series and festival, Shakespeare in the Parks; artist studios; rental facilities for arts and non-arts organizations; artist residencies; and rental of historic sites for social functions. The Division staff coordinate various cultural heritage events including Hispanic Heritage Month and, Black History Month programs and poster internships; Asian Pacific Heritage Month programs and receptions; the Celebrate Africa festival; and the World Dance Showcase. Through partnerships, the work program 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; Creative Suitland's performing arts summer Front Porch program; the Pyramid Atlantic Art Center; the Bowie Center for the Performing Arts; B-Roll Media; and Just Rock Enterprises. Due to COVID-19, events were impacted in FY21 and FY22, therefore many of the programs, classes, exhibitions, and cultural programs were offered virtually. 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, the Coalition for African Americans in the Performing Arts, Arts Works Now, World Arts Focus, Pyramid Atlantic Art Center, Oxon Hill School Instrumental Music Department Booster, and Tantallon Community Players. 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 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. The division 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 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. Seventeen artist studio spaces are rented annually. Montpelier's performing arts programs include jazz concerts by renowned local and international musicians, classical recitals selected from a juried competition, blues and folk concerts, and artistically acclaimed films. Other programs and services include special tours, an Artist Opportunity bulletin board, Master Workshop program, and recording production of jazz concerts.



Prince George's County

Parks and Recreation Department - Arts and Cultural Heritage

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 performing art residencies, exceptional cultural experiences for area schoolchildren through a full season of programming that is supported in part by the GEICO Philanthropic Foundation and features curriculum and educational-based performances. Programming for families includes a monthly Family Fun Series, the Platinum Series monthly offerings for seniors 60 and better, 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 seniors.

Brentwood Arts Exchange

The Brentwood Arts Exchange houses two galleries of changing exhibitions for viewing by the public, a contemporary fine crafts store, intimate musical performances, a classroom space available for a variety of activities, and computer lab offering public access to large format and 3D printing. The site offers arts education programs for all ages to explore a variety of disciplines, including digital media, drawing, artist career skills and much more. Exhibits include art by Prince George's County artists as well as leading regional artists who attract broad audiences to the County to see their work, as well as community-supporting initiatives such as student-curated exhibitions.

Community Arts Services

Community Arts Services provides arts programming through festivals, performances, exhibitions, classes, summer camps, workshops, STEAM activities, and consultation for the benefit of the public, artists, and arts organizations in the disciplines of visual arts, music, dance, and theatre. Local artists can enroll in professional development opportunities, compete in the Choreographers' Showcase, the Best Dance Crew Competition, World Dance Showcase, or the Teen Touring ensembles. Artists also are involved in programs as instructors and lead activities intended for youth development in the arts. Single events, music, and theatrical programs, and cultural festivals throughout the county, including those during Black History Month, Asian Pacific Heritage Month, Shakespeare in the Parks, the Fairwood Music Series, and Celebrate Africa. Community Arts Services 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, coordinates the Department's project charge program for arts, and manages several other short- and long-term partnerships.



Prince George's County

Parks and Recreation Department - Arts and Cultural Heritage

Visual and Public Art Programs

The Visual Arts Program provides and supports opportunities for all visual artists that live, work and/or maintain a studio in Prince George's County. Artists are given year-round exhibition opportunities in several M-NCPPC galleries, community facilities and beyond, including the Publick Playhouse, Kentland Community Center, Watkins Nature Center, Sports and Learning Complex, Southern Area Aquatic and Recreation Complex and the Maryland House of Delegates in Annapolis, Maryland, just to name a few. The Prince George's County artist community is also supported through workshops and professional development lectures and two annual county-wide exhibitions. In addition, the Visual Arts Program also spearheads, the annual Hispanic Heritage poster and in collaboration with the Natural and Historic Resources Division, the creation of the annual Black History Month poster, along with their engagement programming for youth.

The Public Art Program works closely with the Capital Planning & Development Division by serving as the advisor, project manager and implementer for public art projects undertaken through the Capital Improvements Program for renovation and new construction of facilities and park sites. Utilizing the principles of creative place making, Public Art Projects enhance our built and natural environment and improve the quality of life by making art visible and accessible to all. Artworks have been placed onsite for permanent viewing in such locations as the Southern Area Technology and Recreation Complex, the Southern Area Aquatic and Recreation Complex, Peppermill Community Center, Lincoln Vista Recreation Center, Palmer Park Community Center, North Forestville Community Center, Tucker Road Ice Rink, Harmony Hall Arts Center, Parks and Recreation Administration Building (PRA), Suitland Community Center, and the Southern Regional Aquatic Wellness Center.

Historic Rental Properties

This section is responsible for the management and care of five historic rental properties: Newton White Mansion, Prince George's Ballroom, Snow Hill Manor, Oxon Hill Manor, and Billingsley House Manor. These rental properties provide a unique and historic backdrop for events, weddings, and meetings. They also provide County residents the opportunity to enjoy multigenerational cultural events and access to showcase presentations for regional businesses. Additionally, this section is responsible for the care, refurbishment, and protection of these sites through various interdepartmental and external partnerships.

Administration

The Administration section provides overall management, administrative support and coordination of Division programs and facilities. This includes fiscal management for tax-supported and revenue-producing funds, supervision of four arts facilities, five historic rental properties, the Prince George's County Equestrian Center at the Show Place Arena, Community Arts, the Visual and Public Art work programs. This section also oversees special projects and maintains liaisons with numerous cultural and arts groups.

FY22 ACCOMPLISHMENTS

- Division leadership and the art program managers participated in community meetings, by the Planning Department's Cultural Art Study. The information shared by the public and artists helped assess what the community would like to see for arts and culture program offerings.
- Continued virtual programming, with much success. Viewership increased over the year as innovative program offerings of streaming musical performances, Celebrate Africa was hybrid with virtual performances and in-person story telling on the Anacostia River



boarding at the Bladensburg Waterfront Park; song writing workshops, several podcasts including Conversations at Montpelier, Fore.Word, hosted by critically acclaimed writer Derrick Weston Brown, and A Celebration of Music from Shakespeare in Parks. We have continued to focus on improving program quality in this highly competitive virtual programming market.

- Continued to work with the Natural and Historic Resources, Capital Planning and Development, and Facility Services staff on major projects that address the maintenance and safety needs of the Historic Rental Properties, the four (4) art centers, and the Show Place Arena. Installation of new concourse flooring, renovation of schooling rings, and five suites were completed at Show Place Arena. Montpelier Arts Center's lobby was renovated. Major renovations continued at the historic rental properties with new roofs, doors and windows installed at Snow Hill Manor, Billingsley, Newton White Mansion and Oxon Hill Manor.
- The Public and Visual Art programs continued to expand. Exhibitions were installed in Department properties, filmed, and artist talks were recorded. The three-prong program for each installation was posted online for continuous viewing by the public. A first-time sculpture garden installed at Oxon Hill Manor was well received. Nine public art projects were completed this fiscal year. The installation at the Southern Regional Technology and Recreation Wellness Center was completed with 3,300 stunning colorful 12 x 12 tiles. Three (3) pieces were installed at the newly renovated Tucker Road Ice Rink; two exterior pieces and one interior piece. The art piece for the renovation project at the College Park Airport connecting breezeway to its major facilities was also completed.
- Continued collaborations with local arts organizations to provide hands-on art experiences for high school students. In Partnership with Pyramid Atlantic Art Center, Just Rock Enterprises, B-Roll Media, and Creative Suitland, offerings for teens included music instruction, photography courses, screen printing, and recurring visual and spoken word drop-in activities. Continued to invest in staff recruitment and development by providing training opportunities to staff and collaborated with the Youth and Countywide Sports Division for newly hired employees participated in the Rookie Cohort program. Filled nine (9) critical vacancies of which five (5) were at the Show Place Arena to serve the needs of the public.

FY23 BUDGET PRIORITIES

- Developing a branding strategy to increase the visibility of arts and cultural program offerings to the community, through internal and external collaborations and partnerships.
- Developing innovative arts and cultural programs and activities for teens, seniors, and youth that emphasize the County's diverse cultures and the arts' effectiveness. Through strategic collaborations and partnerships, to enhance public experiences in the Department's parks, trails, and at its historic properties.
- Continuing to develop high quality art exhibitions that highlight visual artists in Prince George's County and provide opportunities for the artists and public to engage and participate in the creative process.



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

- Continuing to work collaboratively with Capital Planning and Development and Recreation and Leisure Services staff to facilitate public artwork, include community stakeholders in the public art process and facilitate awareness of community history, and identity.
- Continuing to work collaboratively with Natural & Historic Resources, Capital Planning and Development, Facility Services, and external vendors to implement needed renovations and major maintenance projects to enhance facilities.

BUDGET AT A GLANCE

Summary of Division Budget

		FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,683,846	\$1,724,533	2.4%
<i>Recreation Fund</i>				
	Expenditures	<u>\$4,444,299</u>	<u>\$4,620,534</u>	<u>4.0%</u>
	TOTAL EXPENDITURES	\$6,128,145	\$6,345,067	3.5%
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>28.00</u>	<u>12.0%</u>
	TOTAL FUNDED CAREER POSITIONS	35.00	38.00	8.6%
<i>Park Fund</i>				
	Funded Workyears	33.10	33.10	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>67.60</u>	<u>70.60</u>	<u>4.4%</u>
	TOTAL FUNDED WORKYEARS	100.70	103.70	3.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Added three (3) new career full-time positions to support the public art, teen programming, and administrative work programs.



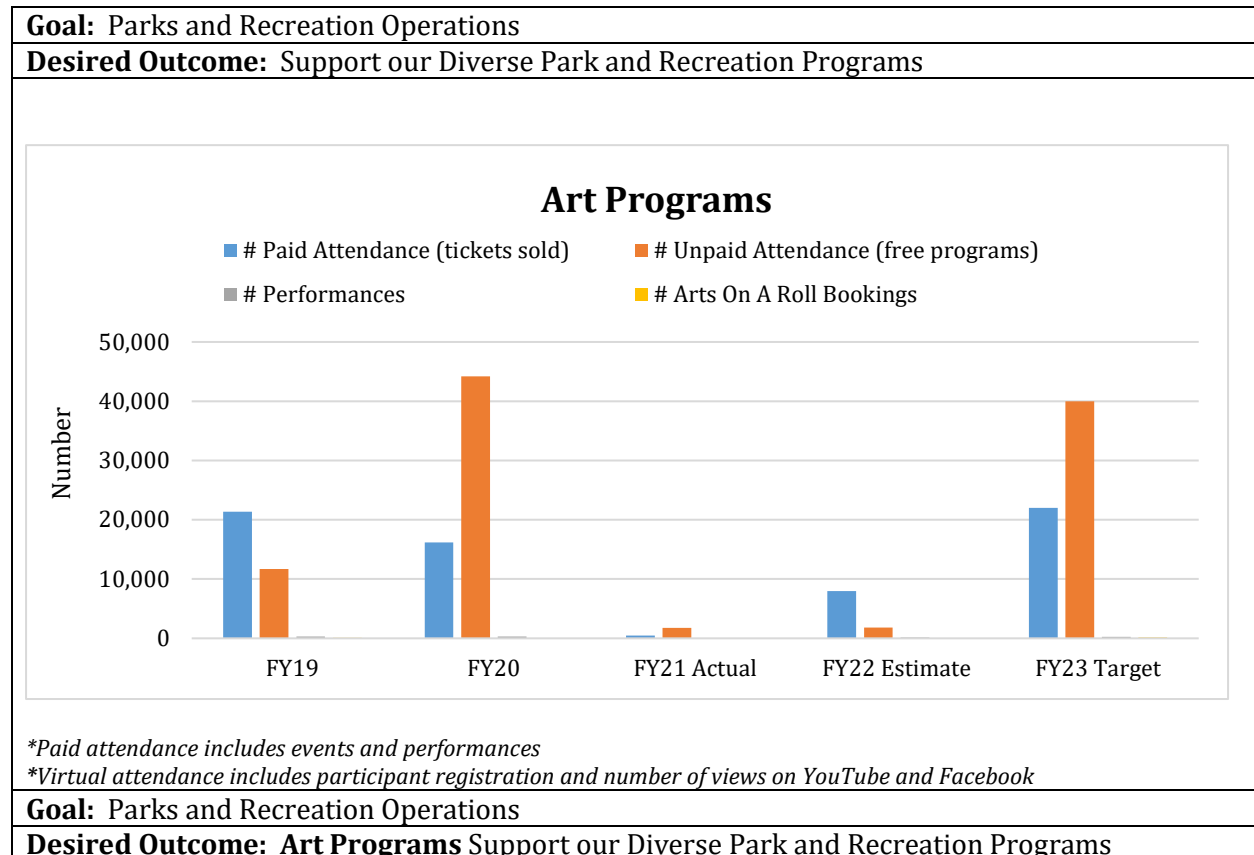
Prince George's County Parks and Recreation Department - Arts and Cultural Heritage

GOALS AND PERFORMANCE MEASURES

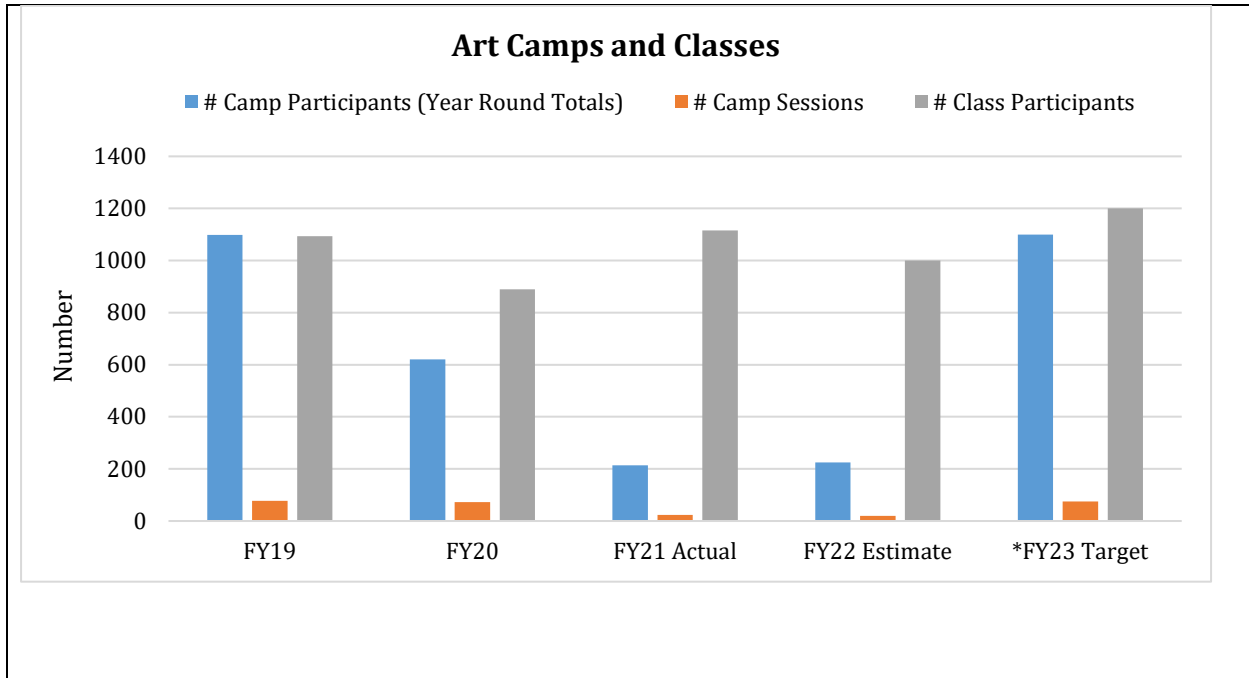
Arts and Cultural Heritage Division Performance Measures

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. 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.

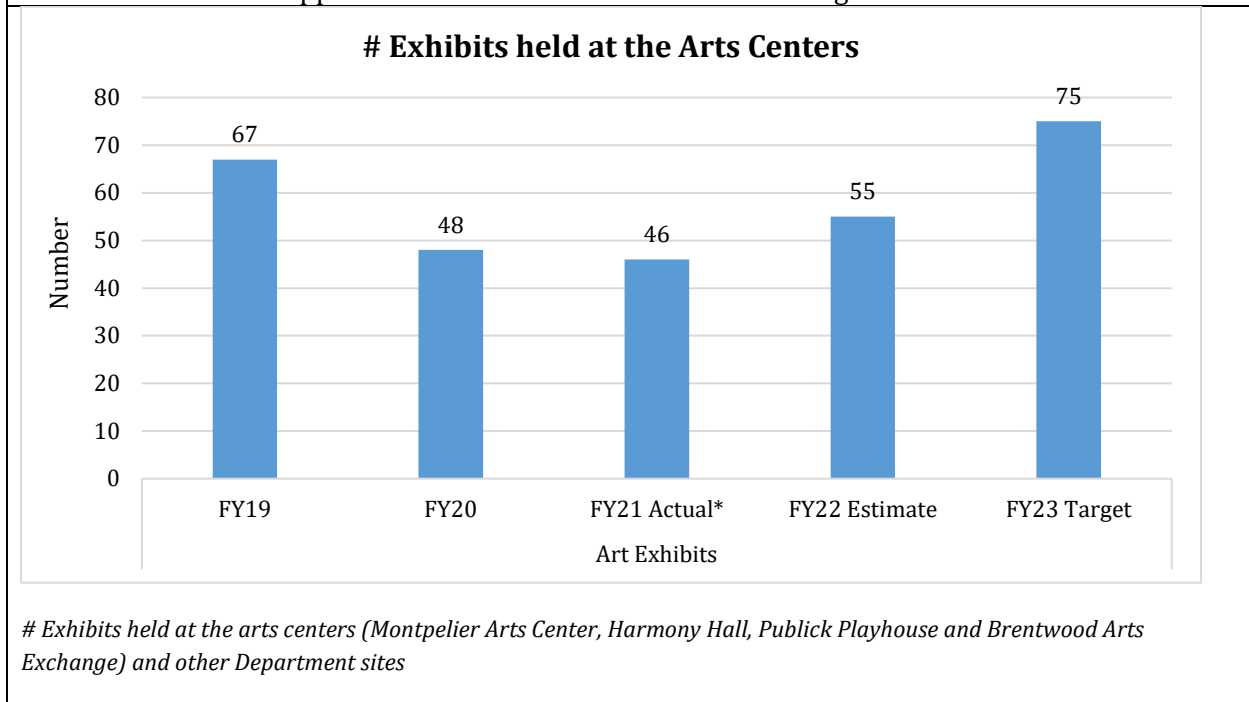


**Prince George's County
Parks and Recreation Department - Arts and Cultural Heritage**



Goal: Parks and Recreation Operations

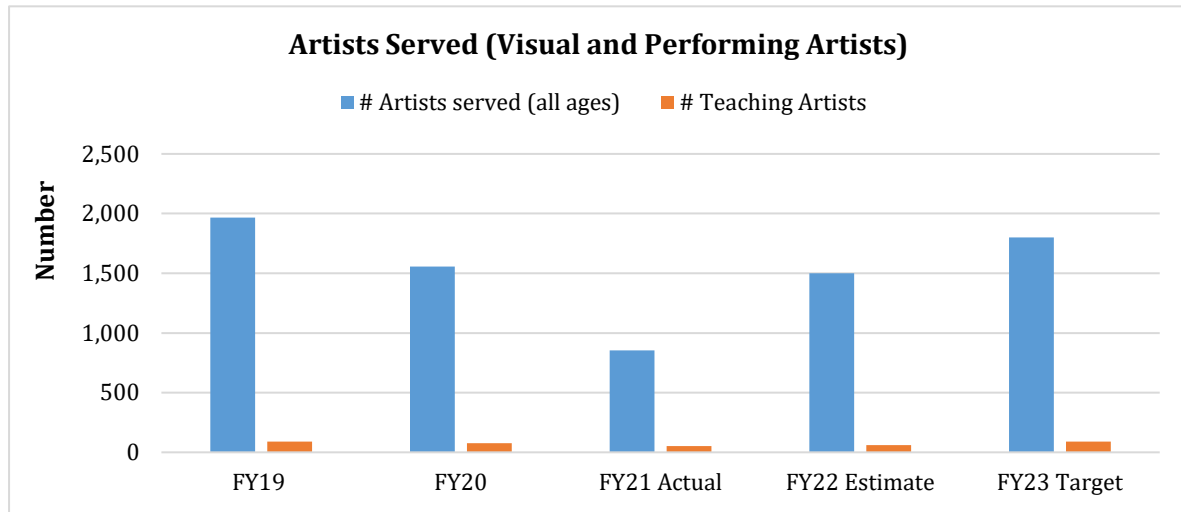
Desired Outcome: Support our Diverse Park and Recreation Programs



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

Goal: Parks and Recreation Operations

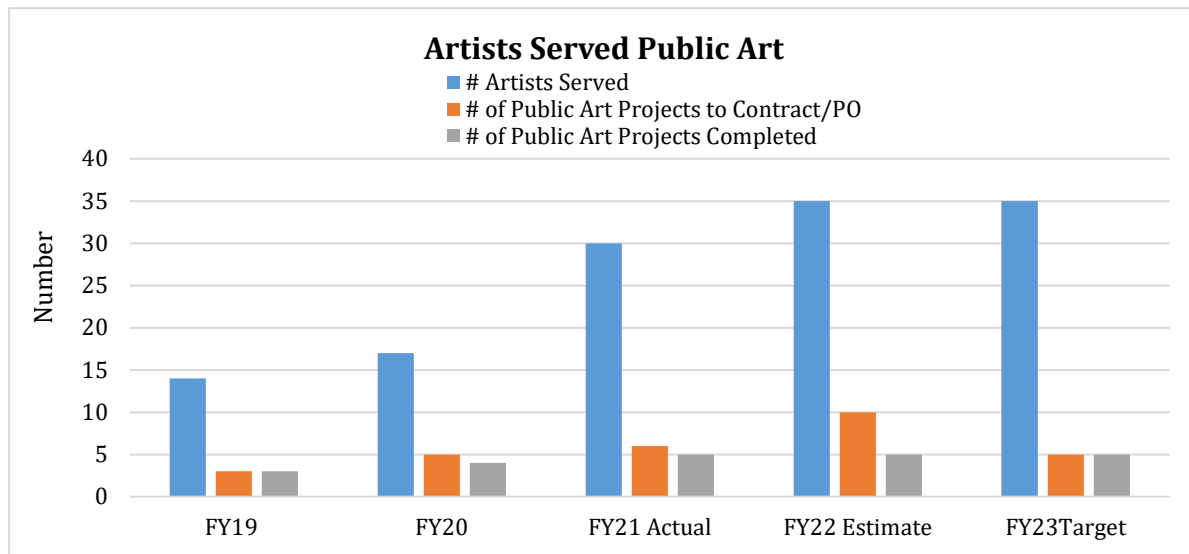
Desired Outcome: **Artists Served** Support our Diverse Park and Recreation Programs



Dip in numbers due to COVID closures, performance cancellations in last half of FY20. Virtual programs in FY21; fewer than normal in-person programs.

Goal: Parks and Recreation Operations

Desired Outcome: **Public Art Artists Served** Support our Diverse Park and Recreation Programs



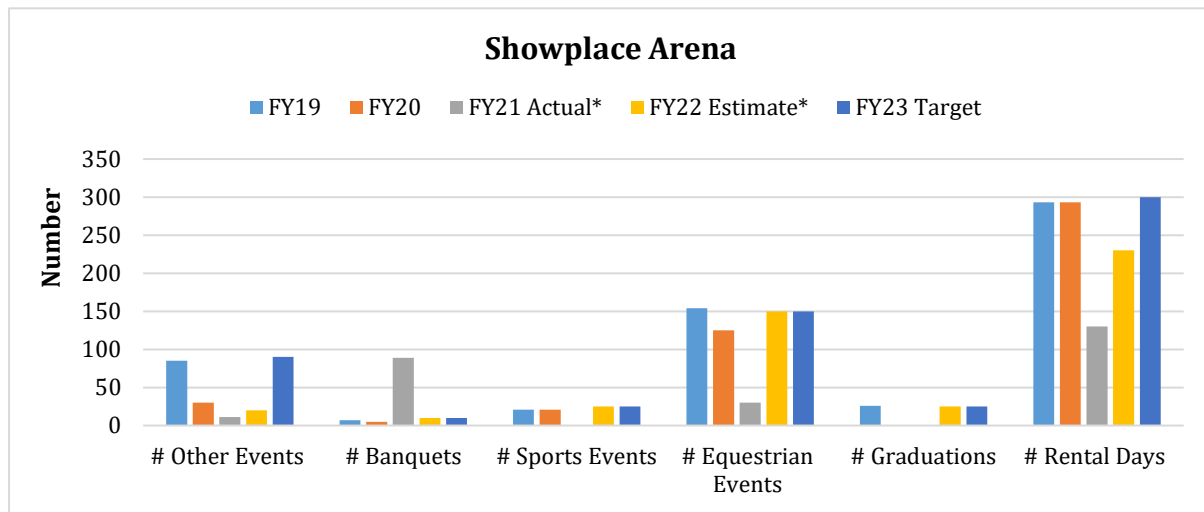
**Projects supplemented by CIP funds.*



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

Goal: Fiscal Stability

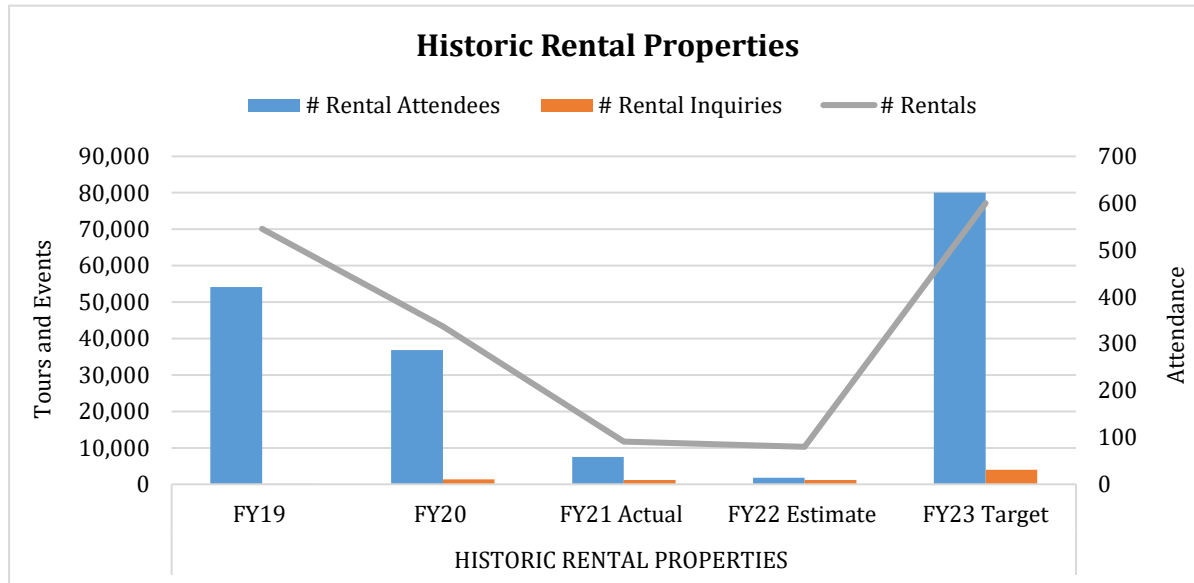
Desired Outcome: Showplace Arena Continued Enterprise Fund Analysis



*Higher number of banquets is due to hosting the County's Grand Jury sessions in the banquet rooms
Numbers are lower than normal due to COVID-19 closures.

Goal: Fiscal Stability

Desired Outcome: Historic Rental Properties Continued Enterprise Fund Analysis

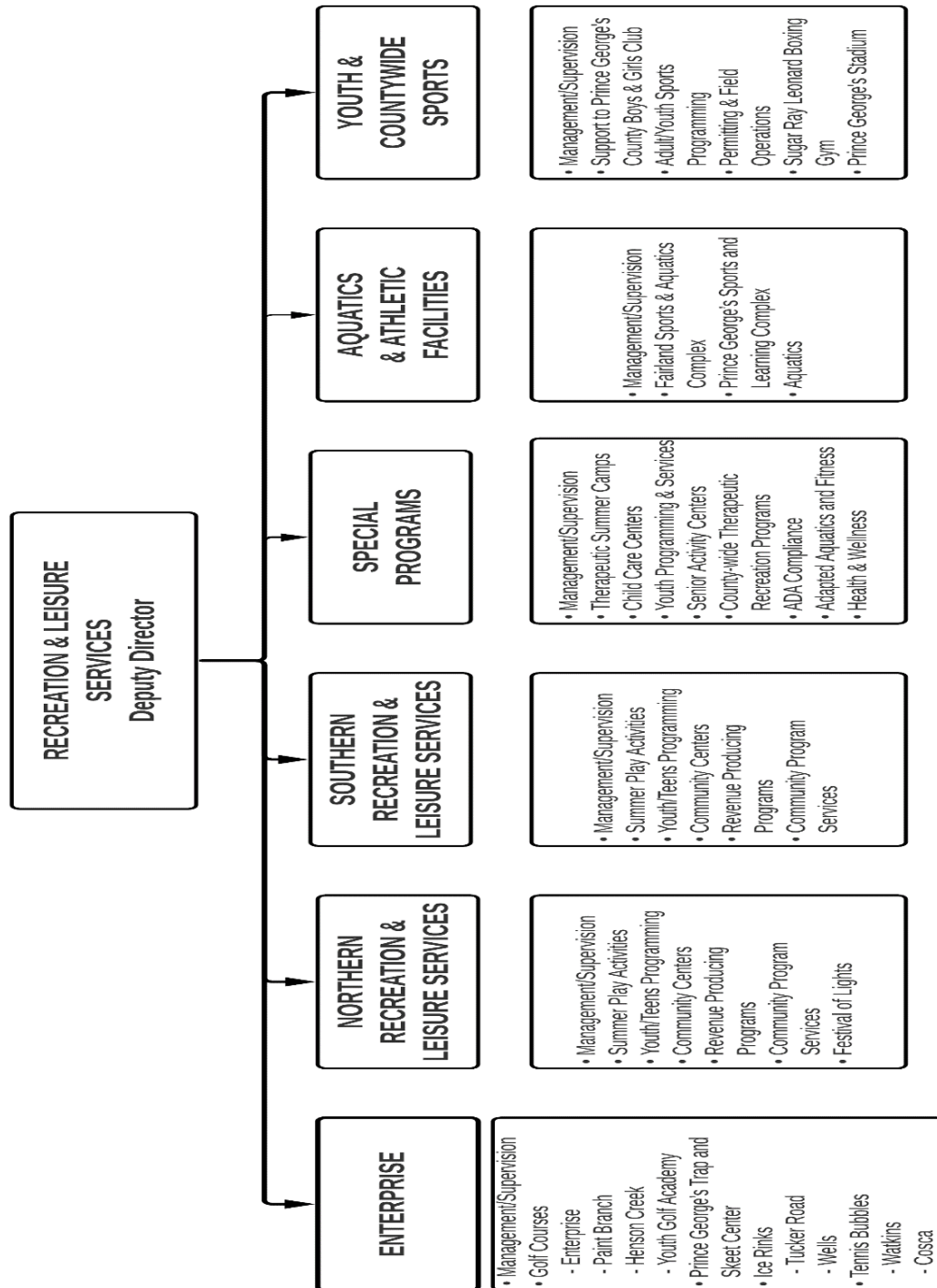


**Decrease in number due to facilities closures beginning in FY20 – FY22 due to COVID.*



**Prince George's County
Parks and Recreation Department - Recreation and Leisure Services
Deputy Director**

ORGANIZATIONAL STRUCTURE



**Prince George’s County
Parks and Recreation Department - Recreation and Leisure Services
Deputy Director**

OVERVIEW

The Recreation and Leisure Services (formerly Area Operations) Deputy Director is responsible for coordination, management, supervision, and direction of comprehensive recreational and leisure-related work program through oversight of five divisions: Northern Recreation and Leisure Services (formerly Northern Area Operations), Southern Recreation and Leisure Services (formerly Southern Area Operation), Aquatics and Athletic Facilities, Youth and Countywide Sport, Special Programs, and the newly established Enterprise Division.

MISSION

This budget funds the Office of the Recreation and Leisure Services Deputy Director who oversees the coordination, management, supervision and direction of comprehensive parks and recreation programming, including operation of 45 community centers, the County’s first multi-generational center in Brandywine, 6 senior centers, organized into five divisions: Northern Recreation and Leisure Services, Southern Recreation and Leisure Services, Aquatics and Athletic Facilities, Youth and Countywide Sports, and Enterprise. In addition, specialized services are planned, developed, and implemented through a sixth division, Special Programs, to include childcare, therapeutic recreation, and youth and senior services.

BUDGET AT A GLANCE

Summary of Division Budget

		FY22	FY23	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
<i>Recreation Fund</i>				
	Expenditures	\$462,069	\$524,478	13.5%
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 FY23 PROPOSED BUDGET

- None.



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

OVERVIEW

The Aquatics and Athletic Facilities Division manages the following major programs and facilities: Aquatic Operations and the larger multi-use/sport complexes (Fairland Sports and Aquatics Complex and Prince George's Sports and Learning Complex).

The facilities within the Division's portfolio include Allentown Splash, Tennis, and Fitness Park, Rollingcrest-Chillum Splash Pool, Theresa Banks Aquatic Center, Fairland Sports and Aquatics Complex, Southern Regional Aquatic Wellness Center, the aquatic facility at the Southern Area Aquatics and Recreation Complex (SAARC), 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, and J. Franklyn Bourne Memorial Pool.

The Aquatics and Athletic Facilities 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, tennis, and track and field 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 thirteen aquatic facilities. The facilities include indoor and outdoor aquatic amenities and offer an array of programs and activities to include swimming lessons, water fitness classes, competitive swimming, lifeguarding and water safety training classes, leisure swimming, and special events. The Division also runs the Prince George's Parks and Recreation (PGPR) Sharks Swim Team providing an affordable competitive swimming program for County youth and teens. The (PGPR) Sharks Swim Team is an official USA Swimming Team (PGPR-PV) within the Potomac Valley Swimming LSC. The Club Season begins in the Fall and continues throughout the Winter and Spring. The Summer Season Team competes in the Prince-Mont Swim League.



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

Fairland Sports and Aquatics Complex

This complex features an aquatics center, a tennis bubble, a fitness and wellness center, and gymnastics center. The aquatics center features a 50-meter-long course pool, plus a leisure pool, and an 18-person spa. The aquatics center has multiple water fitness programs with a large senior 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 35 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 that includes the following facilities which are linked by 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, 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 an excellent location for lacrosse, soccer, family reunions, and community festivals.

FY22 ACCOMPLISHMENTS

- Opened the Southern Regional Aquatics Wellness Center to the public in May 2021.
- Safely operated seven outdoor pools and seven indoor pools for the summer season under the guidance of the Commission’s Reopening Task Force
- Re-established Learn-to-Swim classes for youth, teens, and adults
- Partnered with the Prince George’s County Public Schools System to resume high school swimming, absorbing several displaced teams due to the ongoing closure of the Robert I. Bickford Natatorium at Prince George's Community College due to the COVID-19 pandemic.
- Hosted multiple outdoor watch parties for the US Open Tennis Tournament at Watkins Tennis Bubble.
- Partnered with the Prince George’s County Health Department with testing and vaccination operations at the Prince George’s Sports and Learning Complex, while still making programs and the facility and amenities available to the community.
- Facilitated and hosted major event rentals during the COVID-19 pandemic to include:
 - MPSSAA High School High School Track & Field Championships
 - USATF Jr. National Regional Track & Field Qualifier
 - DeMatha Football and Soccer regular seasons and playoffs
 - USAG Judges Gymnastics Meet



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

- Boys & Girls Club Football Championships

FY23 BUDGET PRIORITIES

- Improving cost recovery performance at Division facilities by developing recommendations for rates/fees that align with the broader competitive market, prioritizing facility operation and expense management strategies around peak usage times and increasing fiscal efficiency by optimizing seasonal and non-personnel spending without negatively impacting customer experience.
- Expanding summer program opportunities for Aquatics and Track & Field participants through the delivery of youth triathlon camps, culminating in splash and dash competitions sponsored by US Triathlon.
- Broadening water safety and aquatics community outreach by growing our already popular learn-to-swim program and special events such as World's Largest Tread and World's Largest Swim Lesson.
- Expanding Youth Tennis Program opportunities with the addition of a Summer Youth Tennis Tournament working with USTA and Mid-Atlantic Region to host a competitive sanctioned event.

BUDGET AT A GLANCE

Summary of Division Budget

		FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Recreation Fund</i>				
	Expenditures	\$11,592,292	\$17,532,195	51.2%
Staffing				
<i>Recreation Fund</i>				
	Funded Career Positions	42.00	64.00	52.4%
	Funded Workyears	284.48	403.56	41.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Added two (2) new career full-time positions to support aquatic operations.
- Transferred the Prince George's Sports and Learning Complex programmatic operation to the Recreation Fund.
- Transferred funding for Safe Summer to Youth and Countywide Sports to support work program realignment.
- Transferred three (3) career full-time positions to the Enterprise Division to support a work program realignment.



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

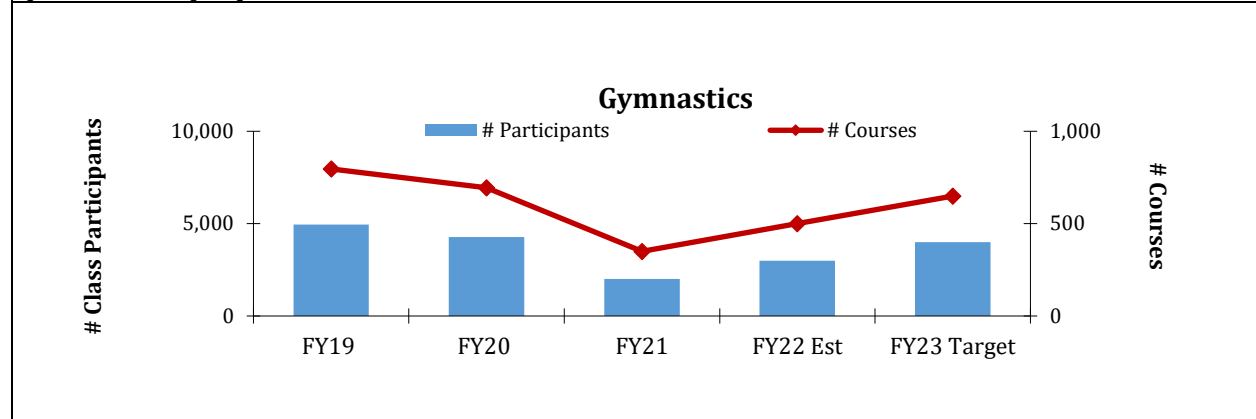
GOALS AND PERFORMANCE MEASURES

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 residents 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 residents 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.

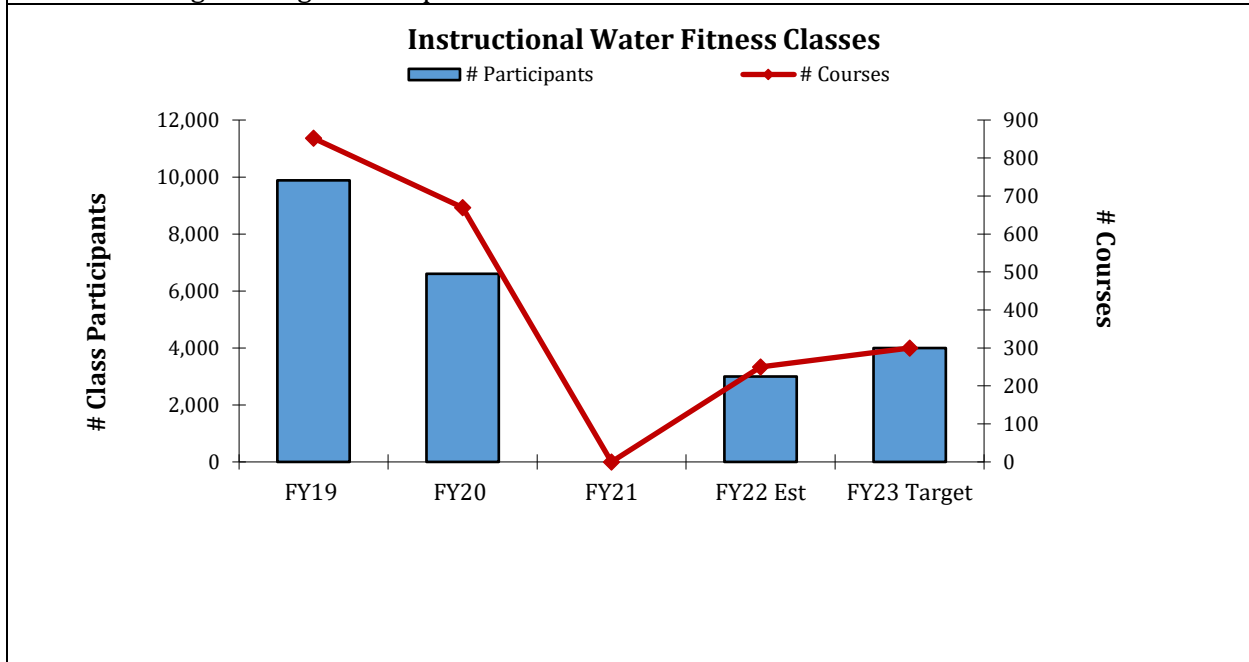
Goal: Innovative Programming / Expand Youth Sports
Desired Outcome: **Gymnastics** Instruction and Competition is offered at the Fairland Sports & Aquatics Complex and the Sports & Learning Complex to promote this nontraditional sport, which is not readily available within the community and not customarily championed or provided for people of color.



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

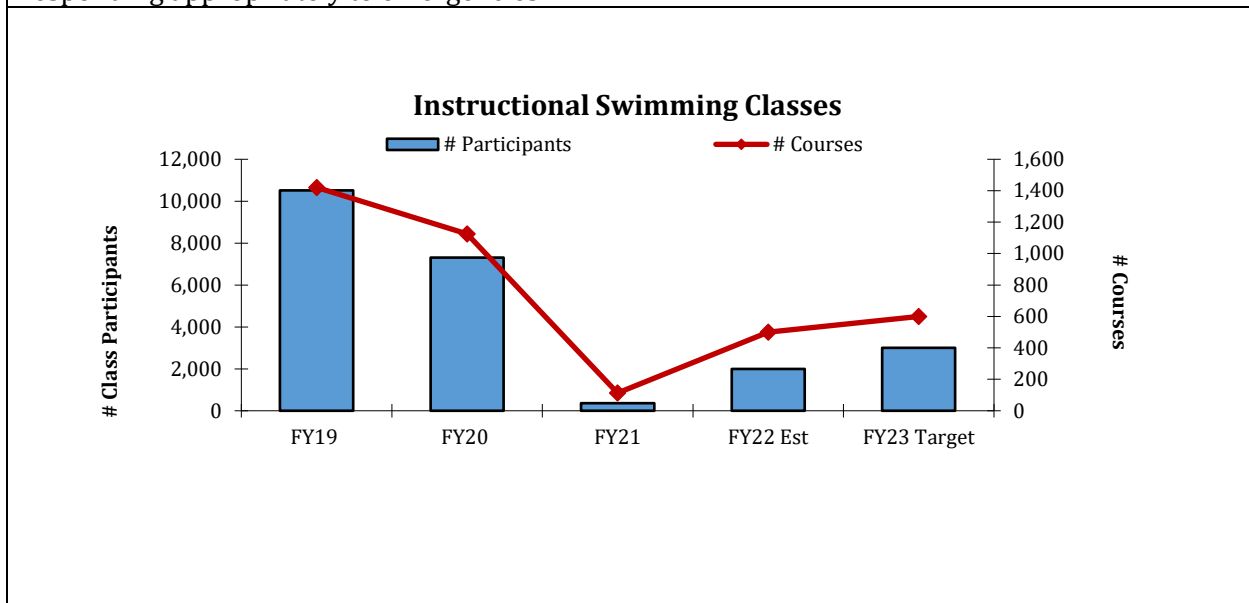
Goal: Innovative Programming

Desired Outcome: Instructional Water Fitness Classes - A variety of water fitness classes are offered to promote health and wellness among Residents and Visitors. Innovative programming such as Aqua Spinning, Aqua Boot Camp, Aqua Fusion, and Aqua Sculpt offer variations on water fitness that keep patrons active and engaged. These programs returned in FY22 after being put on hold during the height of the pandemic.



Goal: Public Safety

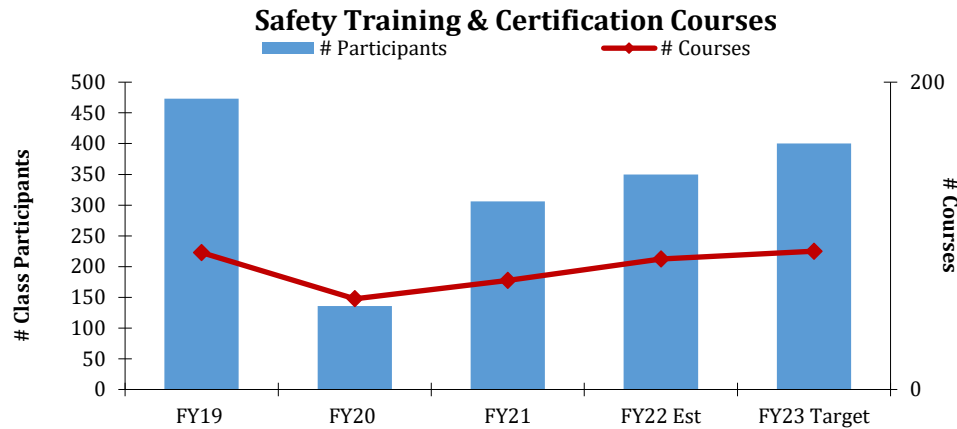
Desired Outcome: Instructional Swimming Classes - The purpose of teaching swim lessons is to keep Residents and Visitors safe in, on, and around the water. During the pandemic, caregiver assisted swim lessons were offered with reduced registration capacity to ensure social distancing among participants. Additionally, certification training ensures a competent workforce that is able to provide safe Aquatic facilities for Residents and Visitors by maintaining water quality and responding appropriately to emergencies.



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

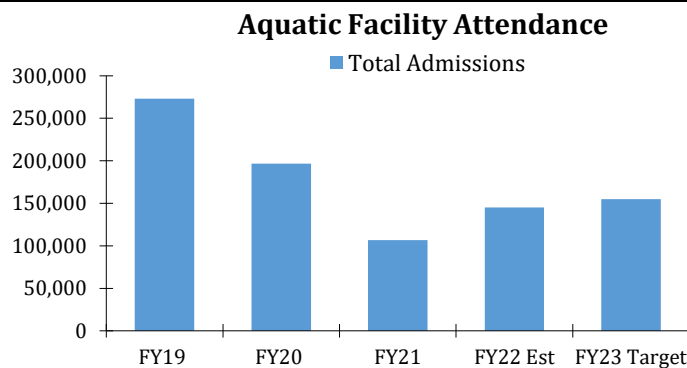
Goal: Public Safety

Desired Outcome: Safety Training and Certification Courses provide essential staff development opportunities for Lifeguarding, Lifeguarding Instructor, Water Safety Instructor, and Pool Operators. Having a well trained and certified workforce helps to ensure the safest aquatic environment for patrons and staff.



Goal: Public Safety

Desired Outcome: Aquatic Facility Attendance - Swimming Pool facilities allow for drop-in, reservation, and membership-based attendance. General swimming opportunities provide unstructured time for Residents and Visitors to recreate in a healthy environment.



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

OVERVIEW

The Special Programs Division manages two (2) childcare 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 seniors, including the operation of six (6) senior centers as well as senior programming at Southern Area Aquatics and Recreation Complex. The Division also provides coordination of a variety of programs, projects and services serving children, youth, families, and seniors including the Youth Workforce Development Program, Child Care licensing and operation, senior nutrition programs and recreational activities, Sustainability and Conservation 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 Department 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.

Administration

The administration of Special Programs is responsible for the 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 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 Prince George's County Department of Social Services, the Prince George's County Department of Family Services, Office on Aging, the Prince George's County Department of the Environment, the Prince George's County Local Management Board, the University of Maryland, Prince George's County Public Schools, Maryland Association of Environment and Outdoor Educators, and the Prince George's County Health Department.

Youth Services

The Youth Services unit 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, Summer Youth Enrichment Program, Youth Arts Corps, Talk Up Not Down Youth Poetry Camp and Teen Leadership Council are among the notable programs.



Prince George's County

Parks and Recreation Department - Special Programs

Countywide Senior Centers and Services

The Countywide Senior Centers and Services unit 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, Active Aging Week, Black History in Motion, and Fitness Day.

The unit operates six (6) Senior Activity Centers and senior programming at Southern Area Aquatics and Recreation Complex 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 Activity Center.

Child Care Centers

The Child Care Centers unit 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 unit 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 are 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 throughout 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 countywide basis. Programs also include the year-round Leisure Skills Development Program, Adult Social Clubs, special events, and Camp Sunshine.

Program Access/Inclusion

The Program Access/Inclusion unit supports the Department's delivery of fair and equitable leisure opportunities in the most integrated settings engaging people with and without disabilities together. It ensures people can access their preferred recreation programs and setting based on their individual needs and preferences regardless of their disability. Program Access staff work



Prince George's County

Parks and Recreation Department - Special Programs

with department programmers to ensure inclusive programs, activities and special events are free from barriers and are equipped to meet the needs of the people registered. This includes identification of barriers, staff training, equipment/supply support, program/activity modifications and/or trained staff support. Modifications are developed on an individual basis upon the completion of a participation assessment. With recreation being about choice, an integral right to quality of life, patrons may choose to participate independently, with support or may participate in specialized therapeutic programs.

Health and Wellness

The Health and Wellness program administers countywide health and wellness programs. The Department is dedicated to promoting a wellness ethic. The 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.

F22 ACCOMPLISHMENTS

- The Senior Services focused on the planning for the opening of the new Hampton Park Senior Activity Center that is part of the new Prince George's County Health and Human Services headquarters. Staff continued to be a part of the space design for the new center in partnership with the Department of Family Services. In addition, a new campaign was initiated to promote participation in the Senior ID program incorporating research findings and marketing plans developed in collaboration with the University of Maryland, College Park. The section also saw the successful reopening of senior activity centers and resumption of in-person programming.
- Engaged in a new Youth Services I marketing campaign to promote participation in the free Youth ID and related Xtreme Teens programs. The campaign incorporated findings, goals and objectives from the updated Youth Action Plan developed by the Teen Task Force. In addition, Youth Services provided guidance and funding for expanded STEAM programs and activities in year-round programming to include both afterschool and summer camp offerings. This included the rollout of three STEAM summer camps and a month-long series of STEAM programs in November (both in person and virtual) in collaboration with divisions within Area Operations and Facility Operations.
- Restarted and expanded in-person Therapeutic Recreation program offerings with a focus on adaptive aquatics programs at SAARC and Southern Regional Technology and Recreation Complex. In addition, TR provided feedback and technical assistance in implementing updates to the ADA Transition plan.
- Increased the program delivery of the Get Fit Mobile unit through marketing and advertising to include the new Health and Wellness website.
- Increased partnerships that provide evidence-based programs, while focusing on sustainability.
- Established a Health and Wellness Virtual Program Library which provides virtual programs that promote HEAL (Healthy Eating and Active Living) and access to our produced and published health and wellness videos and programs via an online program library.
- Implemented monthly themed Grab & Go distribution events as a contact-free way to engage the community with over 7,350 bags distributed, including items to promote healthy lifestyles, physical activity, nutrition, and sports.
- Coordinated several trainings for career and intermittent staff to include First Aid



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

Instructor Training Course, CPR/First Aid/AED Training Course, Youth & Adult Mental Health First Aid, and Walk with Ease Instructor Training.

FY23 BUDGET PRIORITIES

- Planning for the opening and programming of the new Hampton Park Senior Activity Center as part of the new Prince George's County Health and Human Services headquarters with be a major focus of Senior Services. Additionally, working to develop a mobile senior activity unit to expand outreach into the community.
- Administration will focus on the smooth transition of two existing sections into the Special Programs Division; Health and Wellness Section and the Inclusion Services (under Therapeutic Recreation Section.)
- Resuming in-person youth programming including Safe Summer, the Teen Cotillion, Summer Youth Enrichment Program, Youth Arts Corps, and continuing the expansion of STEAM programming year-round will be the focus of Youth Services.
- Increasing the number of interactions for the Get Fit Mobile unit through targeted marketing, consistent programming, and widespread community visibility to provide physical and nutrition-based activity programming countywide.
- Continuing to strengthen and maintain mutually beneficial partnerships with external public health and healthcare stakeholders that provide education and resources for countywide sports and health and wellness programming.

BUDGET AT A GLANCE

Summary of Division Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$9,835,602	\$13,059,121	32.8%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	54.00	68.00	25.9%
Funded Workyears	179.26	254.90	42.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Transferred the Recreation Warehouse Operation to Management Services to support a work program realignment.
- Transferred Health and Wellness in from Youth and Countywide Sports to support a work program realignment.
- Transferred Inclusion Services in from Northern and Southern Recreation Leisure Services (formerly Northern, Southern, and Central Operations) to support a work program realignment.
- Added two (2) new career full-time positions to support the therapeutic recreation and senior services work programs.



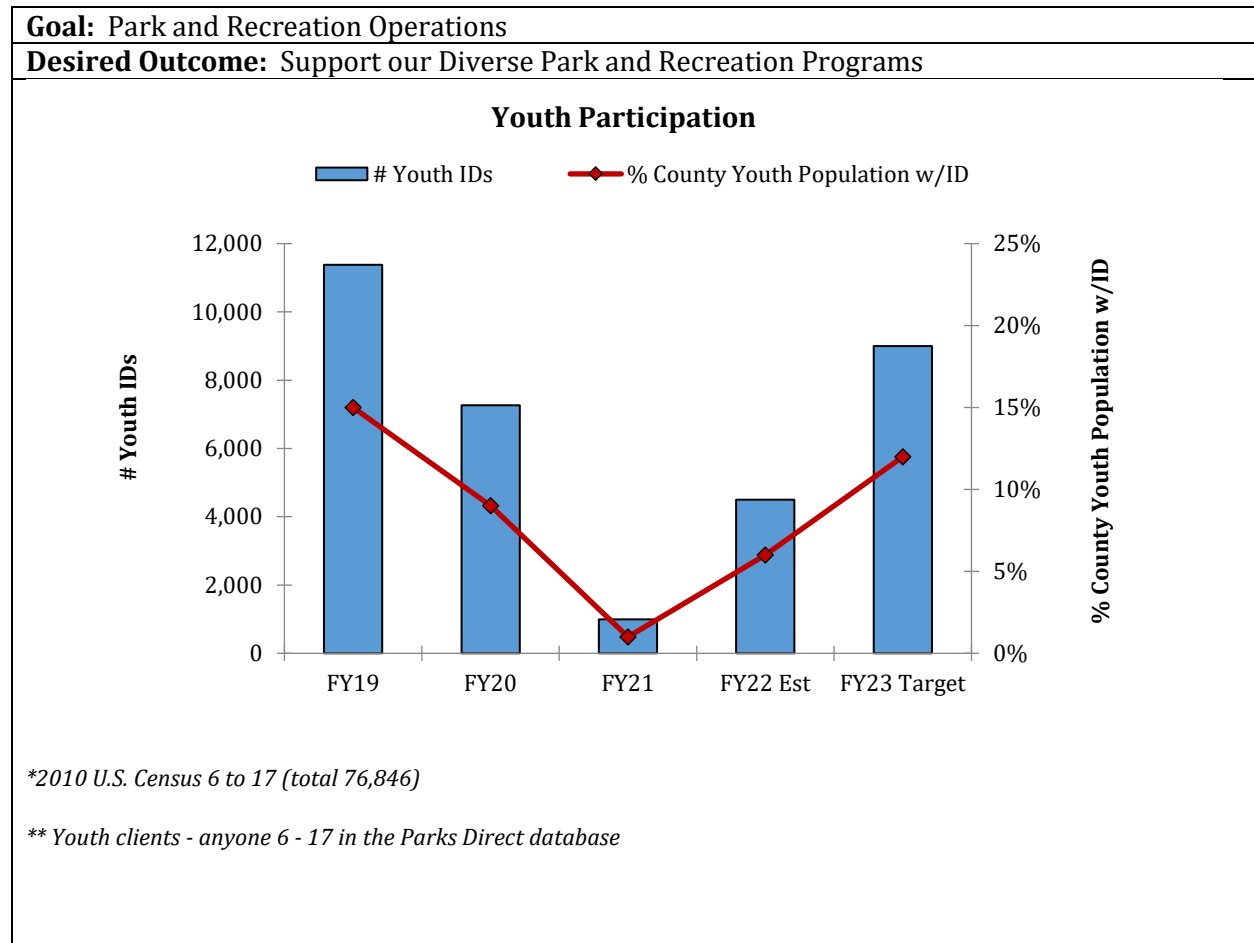
Prince George's County Parks and Recreation Department - Special Programs

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 childcare 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.

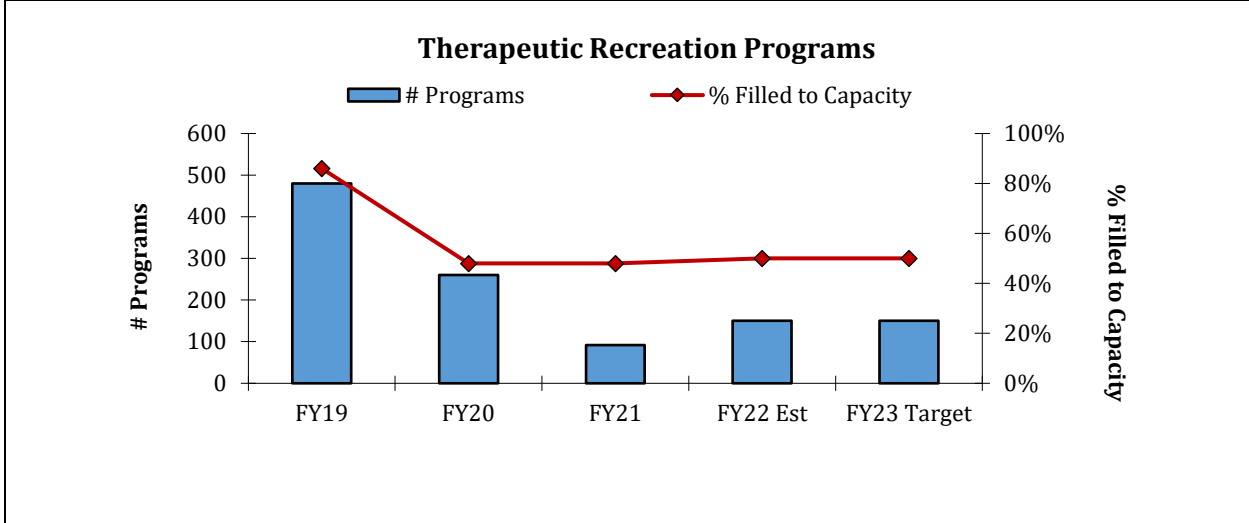
Impact Objective: Produce safe and nurturing childcare and supervised play environments for children; provides resources, leadership, and direction for other Departmental child care and youth programs and provides recreational opportunities for individuals with disabilities, youth and seniors that promote health and wellness, socialization, skill development, independence, responsible use of natural, cultural and historical resources, and enriching use of out-of-school and unstructured time.



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

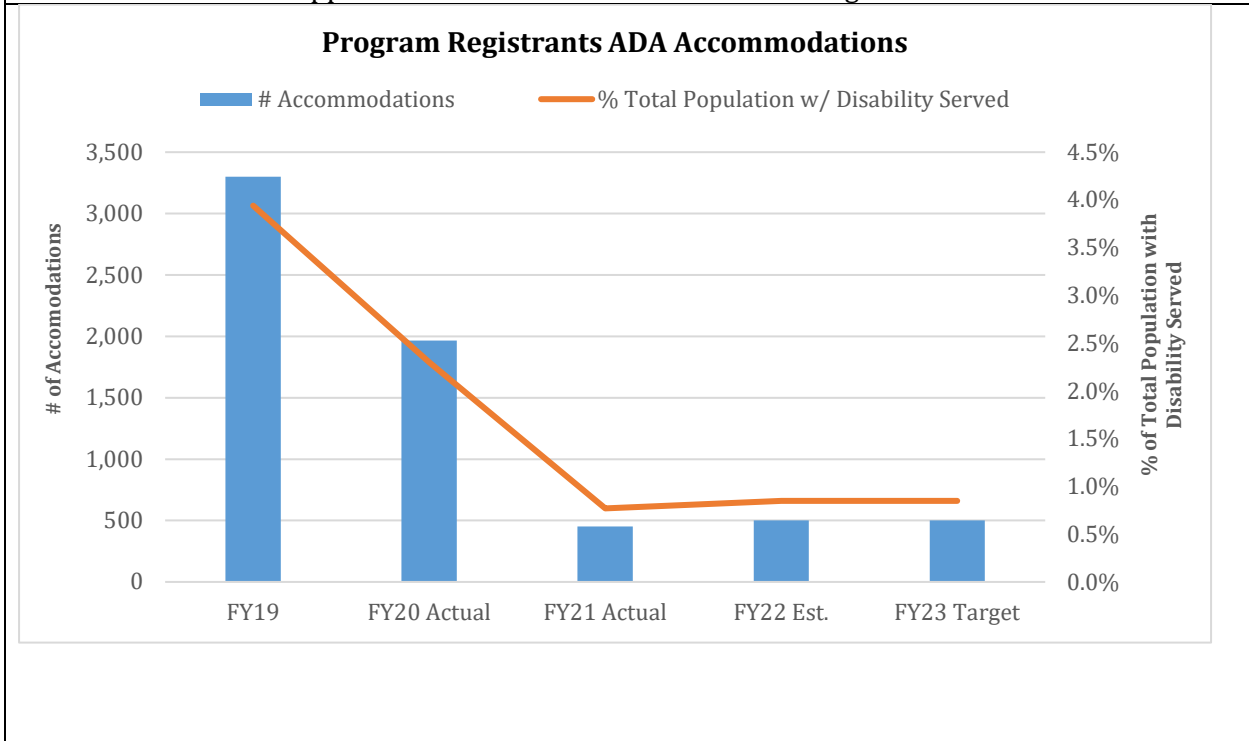
Goal: Park and Recreation Operations

Desired Outcome: Support our Diverse Park and Recreation Programs



Goal: Park and Recreation Operations

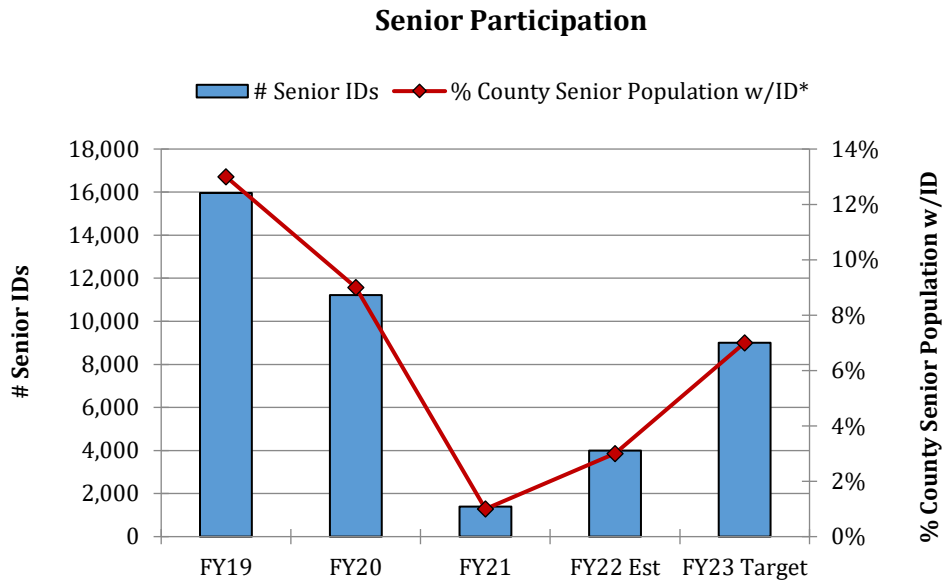
Desired Outcome: Support our Diverse Park and Recreation Programs



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

Goal: Park and Recreation Operations

Desired Outcome: Support our Diverse Park and Recreation Programs



*2017 est. U.S. Census 60 and over (total 125,136)



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

OVERVIEW

The Youth and Countywide Sports Division focuses on providing sports and recreation opportunities for county residents and establishing a convenient, streamlined one-stop shop for all youth sports programs in the county. The Division has two major programs and services: Youth and Adult Sports Programs and Athletic Permitting & Field Operations.

The Division manages the following functions: leagues, clinics, and tournaments for a variety of sports that include baseball, basketball, flag football, futsal, lacrosse, soccer, softball, 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 the permitting of outdoor tennis courts and athletic fields.

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 sports leagues, courses, clinics, and tournaments. In collaboration with national sports governing bodies, area universities and colleges, and local professional sports organizations, the Division focuses on connecting youth, coaches, parents, and sports commissioners to beneficial character development and physical fitness skills and resources.

MISSION

The Youth and Countywide Sports Division is dedicated to creating beneficial social and physical fitness centered sports and recreation opportunities 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, Courses, Clinics and Tournaments

The Leagues, Courses, Clinics and Tournaments program provides for supervision, management of countywide field and outdoor tennis court permitting, and a comprehensive sports program administering countywide leagues, courses, clinics and tournaments for adult and youth athletics. It also handles the scheduling for the Prince George's County Boys and Girls Club, inter-center leagues, independent youth programs, and the roster process for sports leagues. 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 sports leagues. The program also provides funding for the management of the Sugar Ray Leonard Boxing Center and programming curriculum at the facility.



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

Franchise

The Franchise Program provides adult and youth competitive sports programs by using league and tournament fees. It is intended that most costs, including officials' fees, equipment costs, intermittent staffing, sports memberships and sanction fees, ball field lights and awards are funded through the program fees. The philosophy is to structure the adult fees at the market level, generating profits that offset the cost of youth programs.

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.

FY22 ACCOMPLISHMENTS

- Hosted Fletcher's Field Sports Academy for teens throughout the summer months in conjunction with the Department's Recreation Without Walls Program. Teens were provided an opportunity to participate in lacrosse, kickball, and futsal in a fun, safe environment.
- Established a MOU with USA Lacrosse to continue to grow the game of lacrosse in Prince George's County through community engagement and affordable lacrosse programming opportunities.
- Provided quality training and educational resources for youth sports coaches, partnered with USA Basketball to host a youth basketball coaches' clinic which featured national, regional, and local guest speakers and clinicians.
- Hosted multiple Try Sports Days to connect youth in Prince George's County with emerging sports such as pickleball and lacrosse.
- Established two new youth sports development program offerings: Boost Your Game Girls 3-on-3 Developmental Basketball Program and the Under the Lights Flag Football Developmental Series.
- Partnered with the Washington Wizards to provide a basketball clinic for girls ages 6 to 14 in conjunction with the NBA's Her Time to Play Week initiative.
- Partnered with 2020 Olympic Gold Medalist and Professional Basketball Player, Jerami Grant to host a youth basketball clinic for ages 6 to 14.

FY23 BUDGET PRIORITIES

- Expanding youth sports programming curriculum to include countywide futsal & soccer leagues, girls' lacrosse leagues, and 3-on-3 development basketball course and leagues.
- Increasing the number of interactions with virtual sports content through target marketing and social media outreach.
- Continuing to strengthen and maintain mutually beneficial partnerships with boys and girls clubs, local professional sports organizations, national sports governing bodies, and area universities to provide enhanced sports opportunities for youth and coaches.



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

- Continuing to engage with Capital Planning and Development, Northern and Southern Region Parks Divisions, and Facility Services staff to identify opportunities to re-purpose, enhance, and add to athletic field and court inventory.
- Continuing to implement Youth Sports Strategic Plan.
- Increasing participation in the game of baseball in Prince George's County by collaborating with Major League Baseball's Reviving Baseball in Inner Cities Program and Prince George's Community College Baseball Team to provide quality instructional youth baseball clinics, classes, and showcase events. Additionally, work closely with both entities to enhance coaches' training sessions and clinics.

BUDGET AT A GLANCE

Summary of Division Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$4,392,386	\$3,488,461	-20.6%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	26.00	19.00	-26.9%
Funded Workyears	50.00	40.60	-18.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Increased non-personnel funding for work program needs.
- Transferred in funding for Safe Summer from Aquatics and Athletics Facilities to support work program realignment.
- Transferred Health & Wellness program to Special Programs Division to support work program realignment.



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

GOALS AND PERFORMANCE MEASURES

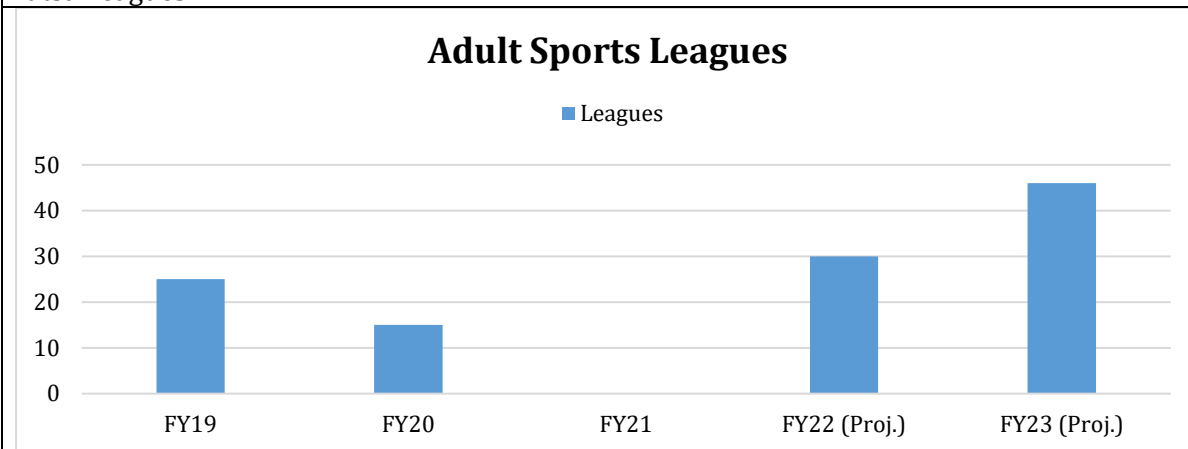
Youth and Countywide Sports Division Performance Measures

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 (Department/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 residents 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.

Impact Objective: Provides the Department, stakeholders (Board of Education, PGCB&GC) and the residents 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 fitness opportunities for our entire base of internal and external customers.

Goal: Innovative Programming

Desired Outcome: Provide recreational experiences throughout the year in the following sports: softball, kickball, and volleyball. The plan for expansion will provide an opportunity for residents in different areas of Prince George's County to have the opportunity to join adult sports leagues. FY22 and FY23 programming goals will include the development of adult soccer and futsal leagues.



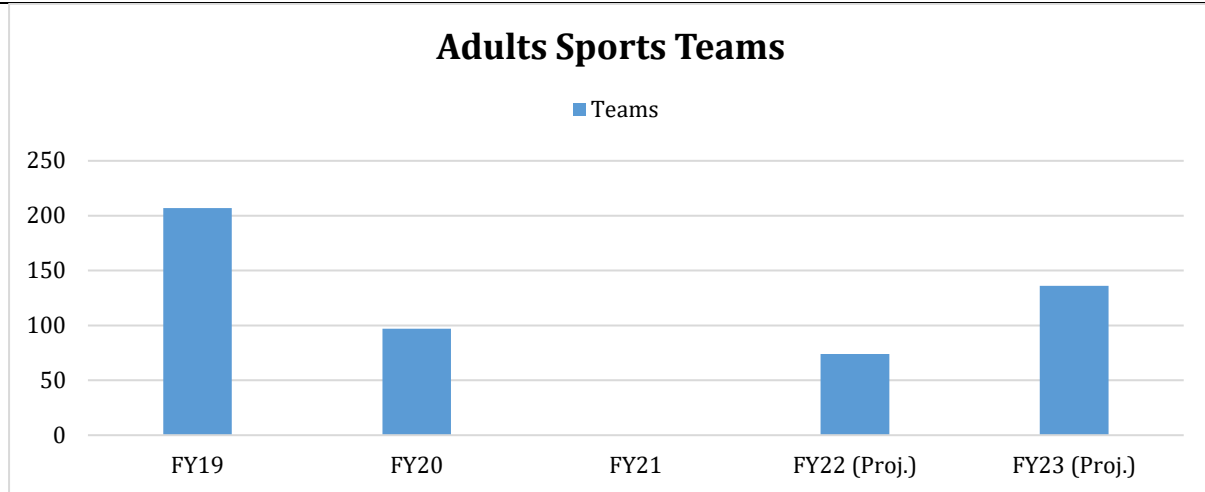
FY21: No Leagues due to pandemic



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

Goal: Innovative Programming

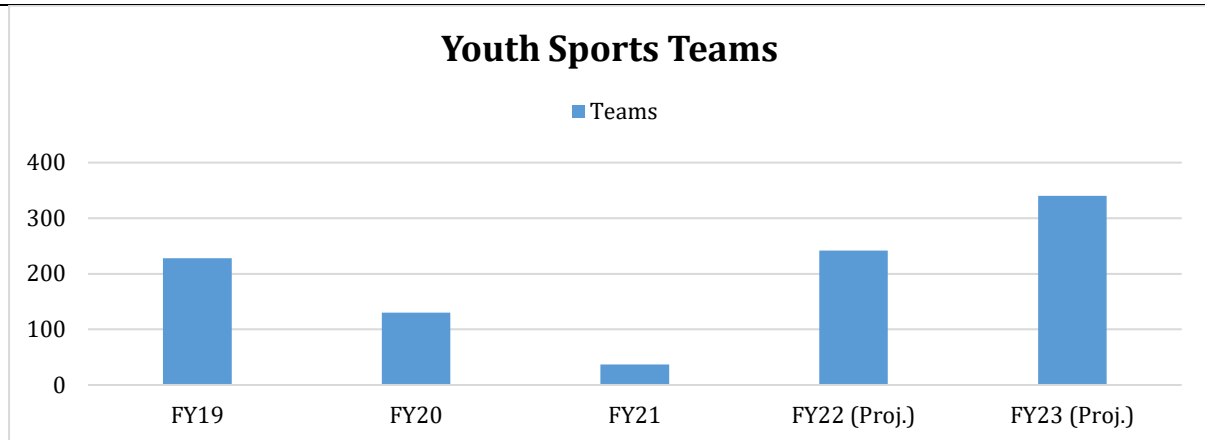
Desired Outcome: Provide participants a sports and recreation experience that provides social and physical fitness benefits. The goal is to increase participation in these sports and connect adults to a diverse offering of recreational play opportunities throughout Prince George's County. Adult Sports Teams participation opportunities are available in the following sports: softball, kickball, and volleyball. In FY22' and FY23' the adult sports play opportunities will be developed for soccer and futsal.



FY21: No league play due to pandemic

Goal: Innovative Programming

Desired Outcome: Youth Sports Leagues - are offered by the Department of Parks and Recreation for the following sports: basketball, soccer, baseball, softball, lacrosse, and flag football. Newly established program offerings include the addition of girls' basketball, girls' lacrosse, youth volleyball and countywide futsal & soccer leagues. Youth sports leagues are open for all skill levels. The expansion of Pee Wee sports leagues countywide for ages 3- to 6-year-old is an area of focus for FY22 and FY23.

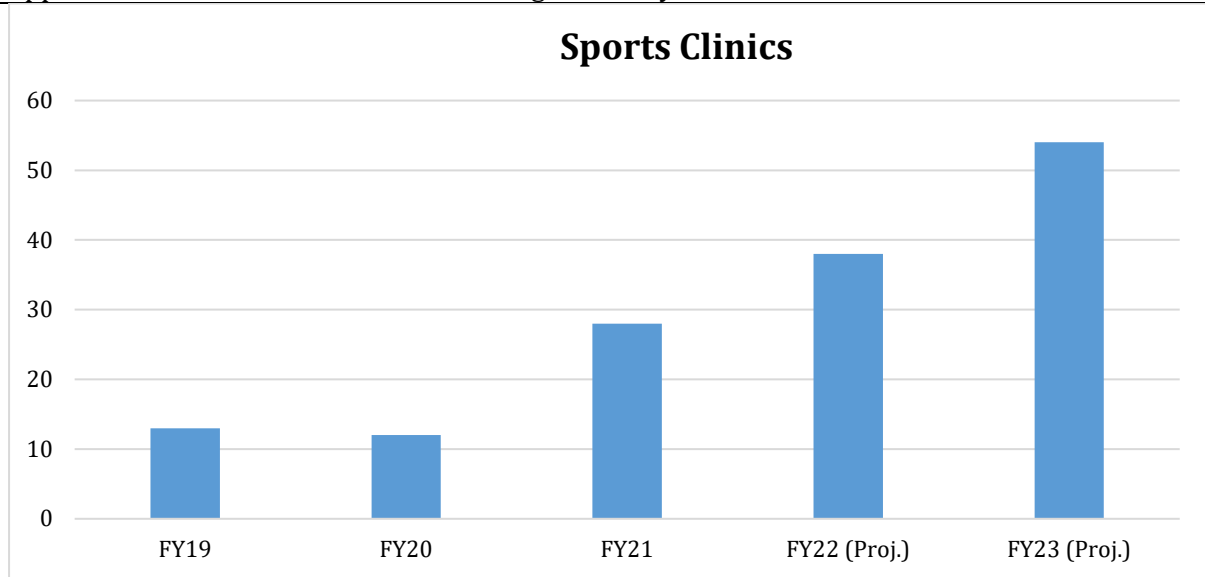


Prince George's County Parks and Recreation Department – Youth and Countywide Sports

Goal: Innovative Programming

Desired Outcome: **Sports Clinics** provide participants an introductory experience to several sports such as baseball, softball, lacrosse, volleyball, soccer, and futsal. The goal is to increase participation in these sports and connect youth, parents, guardians, and coaches to a diverse offering of sports and recreation opportunities. Sports clinics are offered through scheduled series and one-day, Try Sports Events.

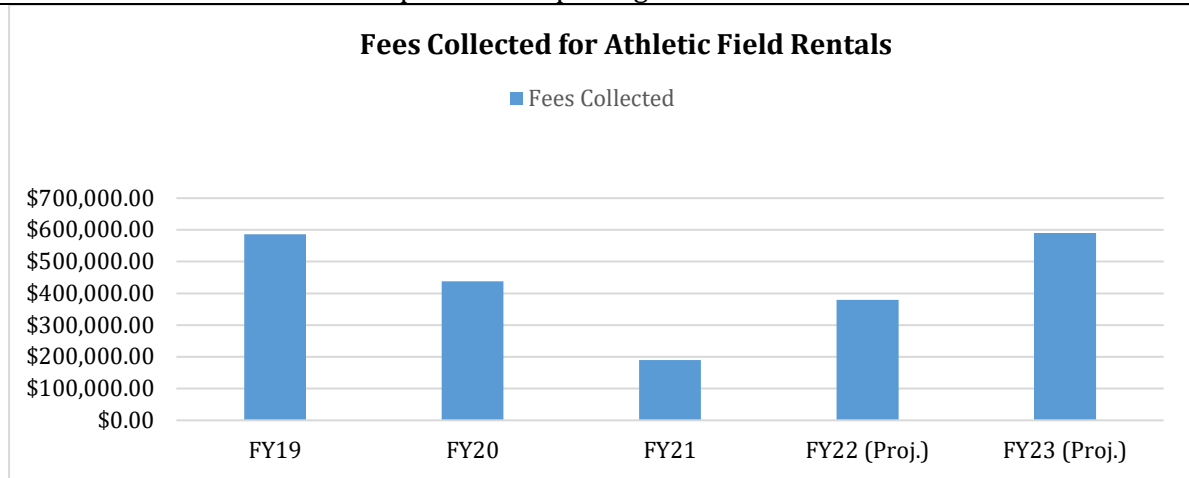
The Youth and Countywide Sports Division has collaborated with national sports governing bodies and local professional sports organizations to introduce youth of Prince George's County to a variety of sports. These partnerships have provided youth and coaches with opportunities to enhance their overall knowledge of the core skills, rules, and best practices of respective sports. In FY21 and FY22, the Department has collaborated with organizations like the Jr. Wizards, Washington Nationals, Maryland State Youth Soccer Association, Major League Baseball, USA Basketball, USA Lacrosse, and the Premier Lacrosse League to provide resources and play opportunities for residents of Prince George's County.



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

Goal: Parks and Recreation Operations

Desired Outcome: Athletic Field & Outdoor Court Rental -The Department of Parks and Recreation provides access to nearly 300 athletic fields throughout Prince George's County through an established athletic field permitting process. The diamond and rectangle field inventories are comprised of natural and artificial turf. Adult and youth athletic field user groups utilize these fields for games and practices throughout the calendar year. In addition, outdoor courts are permitted throughout the year for tennis, pickleball, and futsal. In collaboration with the two Parks Divisions and the Capital Planning and Development Division, the Youth and Countywide Sports Division continue to identify areas of opportunity to develop additional courts and athletic fields for emerging sports such as cricket and pickleball. The Permitting and Field Operations Team continues to engage with community partners such as Experience Prince George's to invite local, regional, and national sports organizers to host their upcoming sporting events at one or more of the Department's sporting venues.



Includes rectangle and diamond fields: natural grass and artificial turf
FY 21: limited athletic field inventory available for rental due to COVID-19 closures
FY 22 and FY 23: anticipate full athletic field inventory availability



Prince George's County Parks and Recreation Department - Northern and Southern Recreation and Leisure Services

OVERVIEW

Northern and Southern Recreation and Leisure Services (formerly Northern Area, Central Area and Southern Area Operations) represents a consolidation of three former divisions into two new structures. The divisions seek to provide, maintain, and preserve a comprehensive park and recreation system of programs, facilities, and services to the residents of a demographically diverse area to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment. Both divisions coordinate, manage, and direct comprehensive park and recreation programs for the community. This includes managing and supervising 45 community centers, one of which is the County's first multi-generational complex, as well as Community Programs and Revenue Producing, Senior, and Youth programs.

Both Divisions are divided into smaller regions for the purpose of community outreach. Regional Managers are assigned to work closely with resident groups, municipalities, houses of worship, schools, recreation councils and government agencies to assess park and recreation needs.

MISSION

The mission of Recreation and Leisure Services is to provide, in partnership with residents, comprehensive and high-quality park and recreation programs, facilities, and services that respond to the communities' changing needs. Recreation and Leisure Services 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.

Management and Supervision

Each Division Chief 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 both the northern and southern parts of the County. The offices provide administrative support to program staff and community volunteer groups and assist in the interpretation of park and recreation programs to the public and volunteer organizations. Offices administer personnel operations for all employees in both Divisions.

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 virtually as well as locally at 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 Northern Division, 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.



Prince George's County Parks and Recreation Department - Northern and Southern Recreation and Leisure Services

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, virtual, 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, crafts, and trips. School facilities play an integral part in programming efforts and provide needed space for activities. Sports programs provide a wide variety of indoor and outdoor activities on both team and individual levels. Activities include workshops, clinics, and demonstrations, and range from a high degree of sophisticated instruction to pick-up games and free play.

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 daily 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, Parent Teacher Organization, 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.

Festival of Lights

The Festival of Lights 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.

FY22 ACCOMPLISHMENTS

- Implemented new summer program options, summer playtimes, due to COVID-19, to accommodate patrons who needed in person camp options.
- Reopened all community centers that were closed in FY21 due to COVID-19. This included hiring and training new staff to fill vacant positions.



Prince George's County Parks and Recreation Department - Northern and Southern Recreation and Leisure Services

- Approved over 90% of staff requests for professional development and training that aligned with career goals and interests.
- Hosted many new drive-through programs to include our first ever Boo-Thru (hosted at three locations), which filled. Served a record number of cars at the department's annual Festival of Lights.
- Made many upgrades to include front counters, refinished floors and installed new gym dividers to replace items that were worn and broken.
- Created formalized plans to begin the process of realigning into two divisions. This includes recommendations for standardizing processes and procedures between the two divisions.

FY23 BUDGET PRIORITIES

- Implementing the recommended strategies to finalize the transition from area operations to Leisure and Recreation Services.
- Continuing to support the staff in learning their new regions and strengthen the "Ambassador" role of staff by building community relationships, developing partnerships with community stakeholders, and broadening the array of resources available in the County.
- Implementing best practices related to fiscal accountability, staff will update and be trained in new policies and procedures on Facility Internal Controls.
- Strengthening our intermittent staff's professional skills by offering more staff training in customer service, Parks Direct software, and virtual programming. Implementing year-round staff training for the front desk and customer service, instructors, and childcare.
- Targeting performance measures in attendance, revenue and programming that will include increasing summer camp offerings and revenue, increasing volunteer hours, increasing the program delivery rate as well as the program utilization, and increasing attendance and revenue from special events.



**Prince George's County
Parks and Recreation Department - Northern and Southern Recreation
and Leisure Services**

BUDGET AT A GLANCE

Summary of Northern Recreation and Leisure Services Division Budget

	FY22	FY23	%
	<u>Adjusted</u>		
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$8,104,513	\$11,623,091	43.4%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	47.00	73.00	55.3%
Funded Workyears	173.30	229.50	32.4%

Summary of Central Area Division Budget

	FY22	FY23	%
	<u>Adjusted</u>		
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$7,421,808	\$0	-100.0%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	44.00	0.00	-100.0%
Funded Workyears	153.03	0.00	-100.0%

Summary of Southern Recreation and Leisure Services Division Budget

	FY22	FY23	%
	<u>Adjusted</u>		
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$10,827,415	\$12,273,737	13.4%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	53.00	65.00	22.6%
Funded Workyears	208.50	234.70	12.6%



Prince George's County Parks and Recreation Department - Northern and Southern Recreation and Leisure Services

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Consolidated Central Area Operations and reassigned all work program components to Northern and Southern Recreation and Leisure Services Divisions.
- Transferred six (6) career full-time positions and all related funding from Inclusion Services in Northern, Central, and Southern Area Operations to Special Programs Division.
- Transferred two (2) career full-time positions to the Enterprise Division to support a work program realignment.
- Transferred Courier intermittent positions to Management Services Division to support a work program realignment.
- Added two (2) new career full-time positions and non-personnel funding to support virtual programming within Northern and Southern Recreational Leisure Services.

GOALS AND PERFORMANCE MEASURES

Northern and Southern Recreation & Leisure Services

Outcome Objective: The newly realigned Northern and Southern Recreation and Leisure Services aim to provide safe, clean and aesthetically pleasing parks, facilities and playground equipment as well as, affordable and enjoyable opportunities for participation in specialized leisure activities, co-sponsored or cooperative activities and events using volunteers and partnerships. The divisions also provide access and/or accommodation in full compliance with ADA for persons with disabilities.

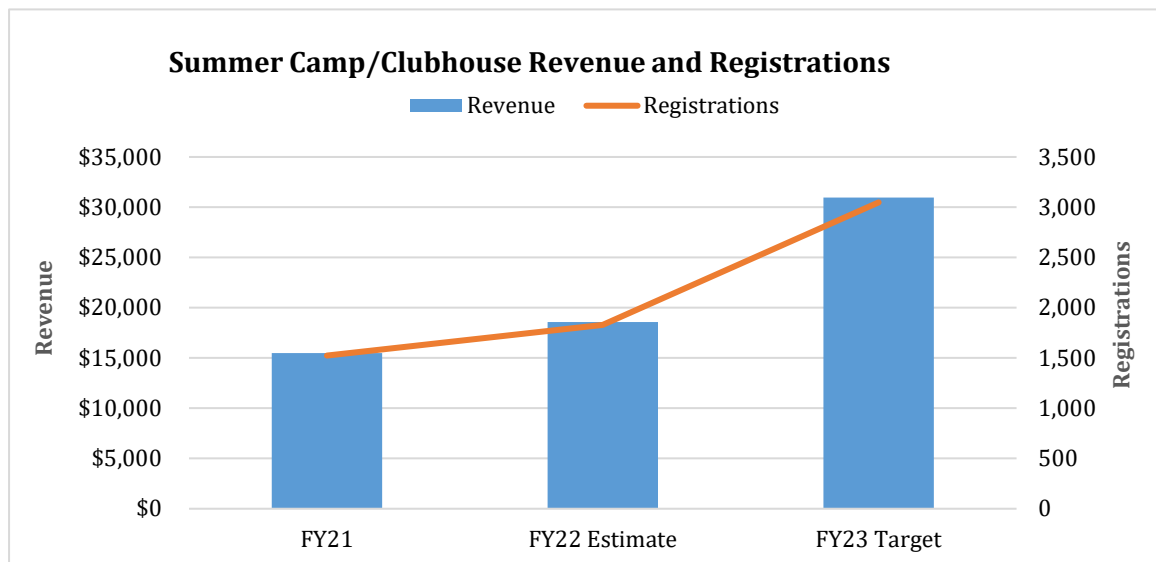
Impact Objective: The newly realigned Northern and Southern Recreation and Leisure Services aim to provide, maintain, and preserve a comprehensive park and recreation system of programs, facilities, and services for residents of Prince George's County to meet the expressed needs and demands of the public in a safe, secure inclusive and fulfilling environment.



**Prince George's County
Parks and Recreation Department - Northern and Southern Recreation
and Leisure Services**

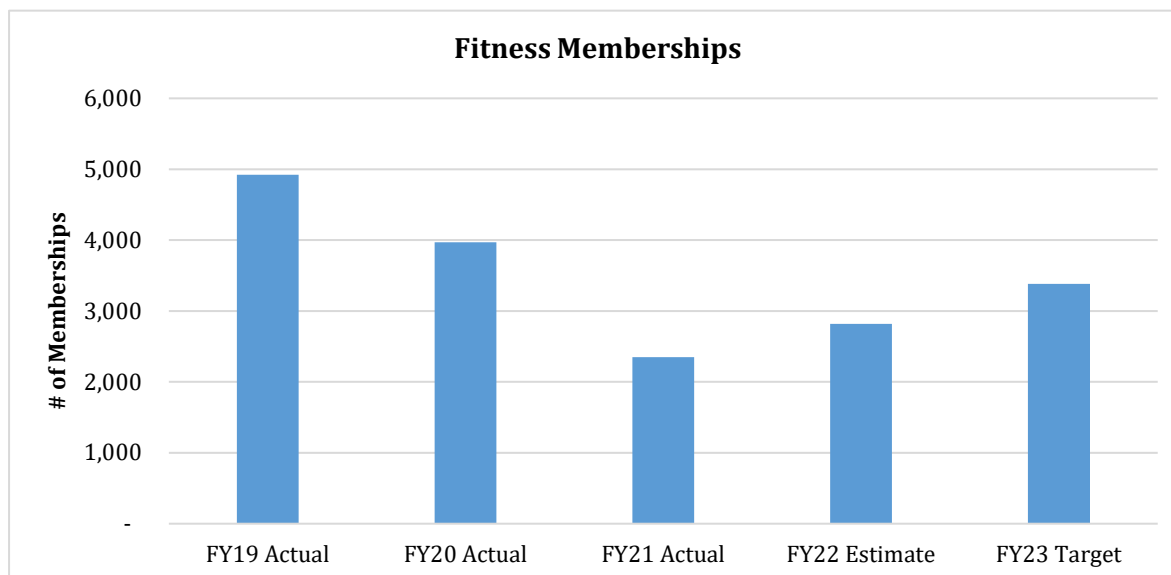
Goal: Innovative Programming

Desired Outcome: Enhancement of virtual and innovative programming offerings



Goal: Park and Recreation Operations

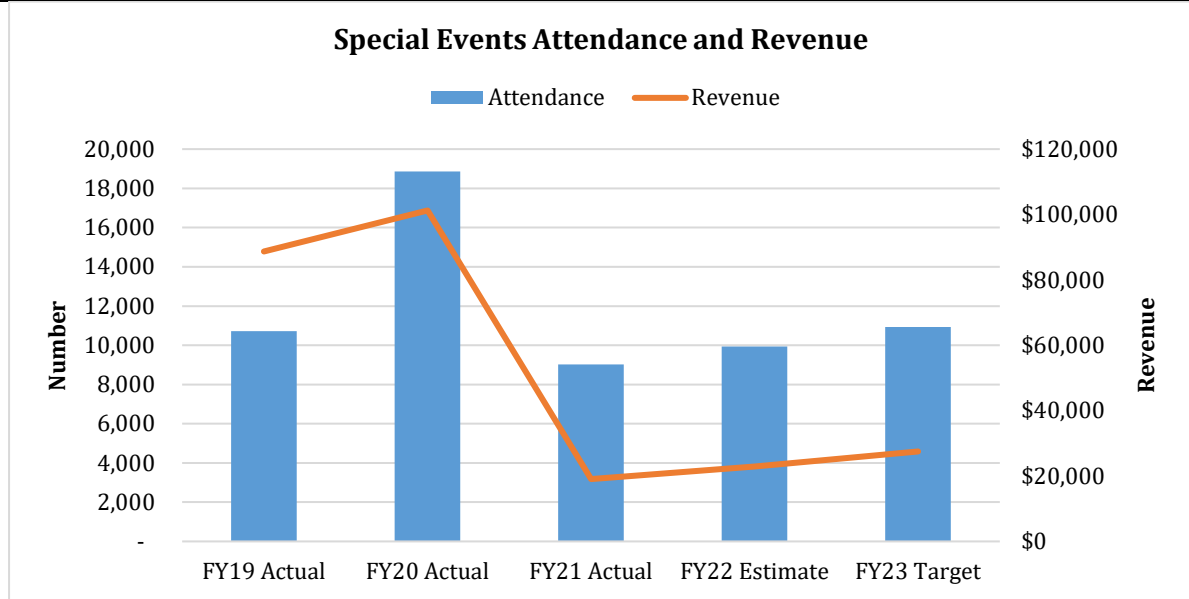
Desired Outcome: Support our Diverse Park and Recreation Programs



**Prince George's County
Parks and Recreation Department - Northern and Southern Recreation
and Leisure Services**

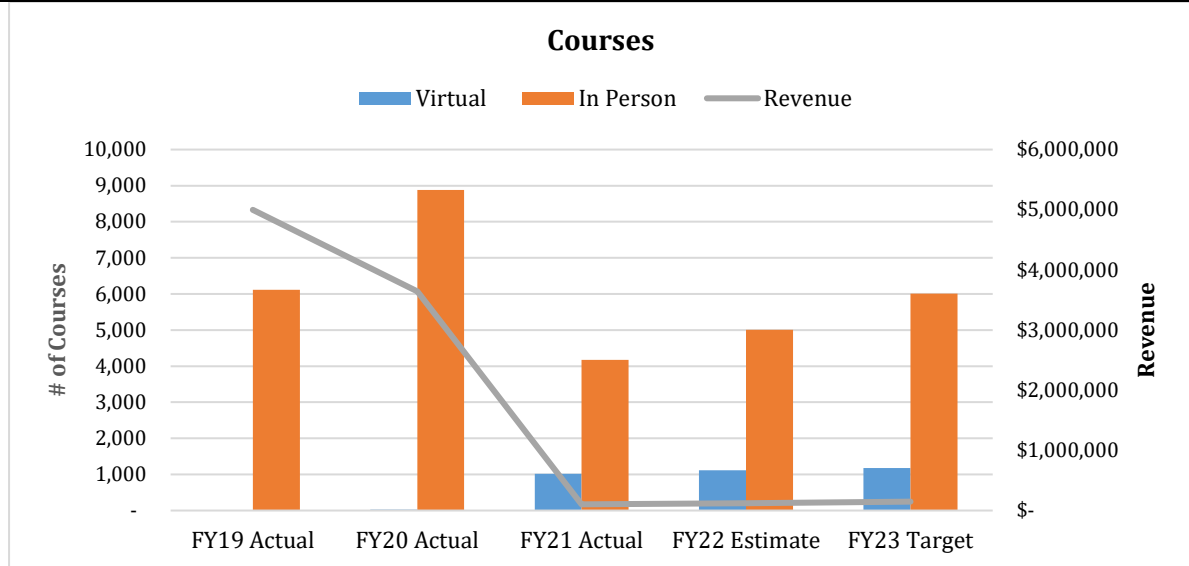
Goal: Innovative Programming

Desired Outcome: Enhancement of virtual and innovative programming offerings



Goal: Innovative Programming

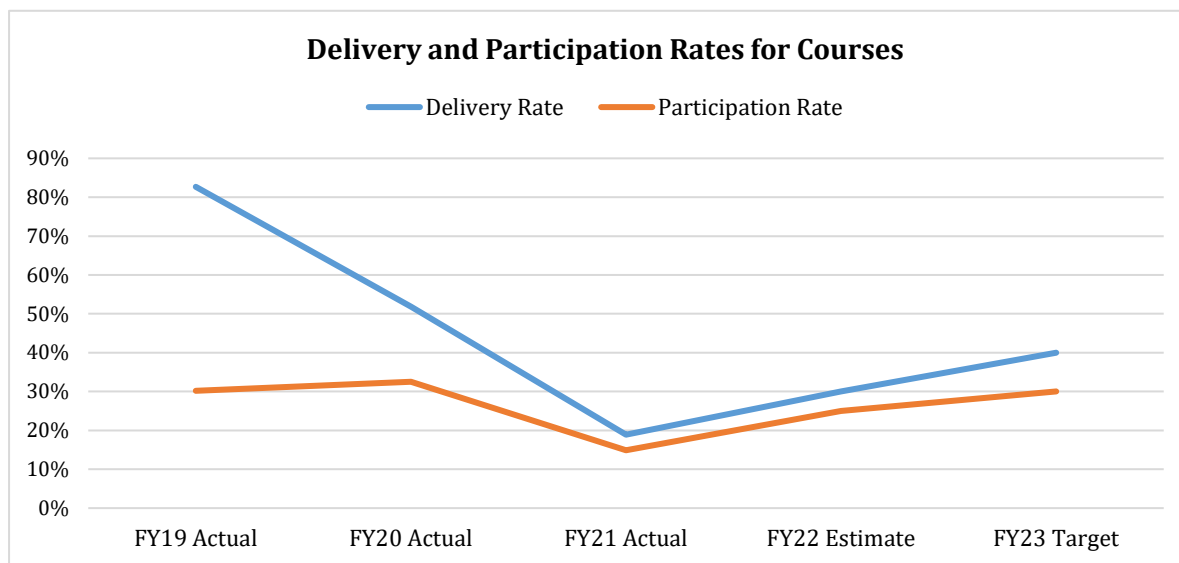
Desired Outcome: - Virtual and In Person Courses and Revenue - Enhancement of virtual and innovative programming offerings



**Prince George's County
Parks and Recreation Department - Northern and Southern Recreation
and Leisure Services**

Goal: Innovative Programming

Desired Outcome: Delivery and Participation Rates for Courses - Enhancement of virtual and innovative programming offerings



**Delivery Rate was calculated by looking at all active and cancelled courses only. Active courses divided by total courses (active + cancelled)*

**Participation rate was calculated by looking at enrolled vs max capacity of active courses*



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 potential 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		FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<i>Park Fund</i>				
	OPEB Prefunding	\$ 2,198,523	\$ 2,999,119	36.4%
	OPEB PayGo	4,035,346	3,980,440	-1.4%
	Marker for Changes to Employee Comp.	740,324	2,901,574	291.9%
	Marker for Minimum Wage Impact for Seasonal	43,318	457,481	956.1%
	Marker for Possible Reclassifications	388,380	660,780	70.1%
	Other Personnel	75,408	163,514	116.8%
	Legislative Project Charges	576,800	576,800	0.0%
	Transfer to Capital Projects Fund	28,550,000	23,350,000	-18.2%
	Transfer to Debt Service Fund	13,063,277	14,286,878	9.4%
	Transfer to Largo HQ Building Fund	-	59,500,000	-
	Operating Expenditure Reserve @ 5%	6,601,200	7,041,300	6.7%
	Park Fund Total	\$ 56,272,576	\$ 115,917,886	106.0%
<i>Recreation Fund</i>				
	OPEB Prefunding	\$ 847,885	\$ 1,253,308	47.8%
	OPEB PayGo	1,556,277	1,663,395	6.9%
	Marker for Changes to Employee Comp.	287,301	1,246,493	333.9%
	Marker for Minimum Wage Impact for Seasonal	212,078	1,906,819	799.1%
	Marker for Possible Reclassifications	201,943	297,300	47.2%
	Other Personnel	123,857	96,570	-22.0%
	Legislative Project Charges	2,728,850	2,728,850	0.0%
	Transfer to Enterprise Fund	11,022,680	7,230,310	-34.4%
	Transfer to Capital Projects Fund	10,000,000	10,000,000	0.0%
	Transfer to Largo HQ Building Fund	-	25,500,000	-
	Operating Expenditure Reserve @ 5%	4,424,300	4,725,100	6.8%
	Recreation Fund Total	\$ 31,405,171	\$ 56,648,145	80.4%
	TOTAL EXPENDITURES	\$ 87,677,747	\$ 172,566,031	96.8%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Added compensation funding for wage adjustments for Park Fund of \$4,018,835 (subject to negotiations).
- Added compensation funding for wage adjustments for Recreation Fund of \$3,450,612 (subject to negotiations).
- Increased OPEB Pre-funding and OPEB PayGo in the Park Fund by \$745,690 and increased the same by \$512,541 in the Recreation Fund.
- Increased transfer to Debt Service Fund by \$1,223,601 in the Park Fund.
- Decreased the PayGo transfer to Capital Projects Fund by (\$5,200,000) in the Park Fund.
- No change to PayGo transfer to Capital Projects Fund from the Recreation Fund.
- Decreased the Enterprise Fund Subsidy in the Recreation Fund by (\$3,792,370).
- Transfer to Largo Headquarters Building Fund \$59,500,000 from Park Fund, and \$25,500,000 from Recreation Fund.



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

Name of Project Charge	Fund	Department	FY22 Adopted Allocation	FY23 Proposed Allocation
City of Bowie, Allen Pond Maintenance	Park	Parks and Rec	115,000	115,000
Huntington City Community Development Corporation	Park	Parks and Rec	112,500	112,500
Patuxent River 4-H Center Foundation, Inc.	Park	Parks and Rec	34,300	34,300
Earth Reports, Inc. (DBA Patuxent Riverkeepers)	Park	Parks and Rec	15,000	15,000
Prince George's Community College - Park Police/Security/Pool	Park	Parks and Rec	300,000	300,000
100 Black Men of Prince George's County, Inc.	Rec	Parks and Rec	25,000	25,000
World Arts Focus, Inc.	Rec	Parks and Rec	98,000	98,000
Allentown Boys' and Girls' Club, Inc.	Rec	Parks and Rec	10,000	10,000
Alliance for Innovation in Education, Inc.	Rec	Parks and Rec	15,000	15,000
Anacostia Trails Heritage Area, Inc.	Rec	Parks and Rec	60,000	60,000
Anacostia Watershed Society, Inc.	Rec	Parks and Rec	50,000	50,000
Art Works Studio School, Inc.	Rec	Parks and Rec	35,000	35,000
Beltsville-Adelphi Boys and Girls Club, Inc.	Rec	Parks and Rec	7,500	7,500
Cherry Lane Boxing and Youth Fitness, Inc.	Rec	Parks and Rec	10,000	10,000
City of College Park - Recreational Programming	Rec	Parks and Rec	50,000	50,000
City of College Park, Youth & Family Services	Rec	Parks and Rec	30,000	30,000
City of Greenbelt, After School Arts	Rec	Parks and Rec	15,000	15,000
City of Greenbelt, Recreation Services	Rec	Parks and Rec	70,000	70,000
City of Greenbelt, Therapeutic Program	Rec	Parks and Rec	15,000	15,000
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
Clinton Boys and Girls Club, Inc.	Rec	Parks and Rec	10,000	10,000
Coalition For African Americans In The Performing Arts Incorporated	Rec	Parks and Rec	20,000	20,000
College Park Arts Exchange, Inc.	Rec	Parks and Rec	5,000	5,000
Forestville Boys and Girls Club of Prince George's County Maryland, Inc.	Rec	Parks and Rec	35,000	35,000
Fort Washington Pool Association, Inc.	Rec	Parks and Rec	10,000	10,000
Gateway Community Development Corporation	Rec	Parks and Rec	45,000	45,000
Girl Scout Council of the Nation's Capital	Rec	Parks and Rec	10,000	10,000
Glenarden-Ardmore Boys and Girls Club, Inc.	Rec	Parks and Rec	20,000	20,000
Glenarden Track Club, Inc.	Rec	Parks and Rec	20,000	20,000
The Global Air Drone Academy, Inc.	Rec	Parks and Rec	15,000	15,000
Greater Laurel United Soccer Club, Inc.	Rec	Parks and Rec	5,000	5,000
Greenbelt Aquatics & Fitness Center	Rec	Parks and Rec	110,000	110,000
Greenbelt Community Center	Rec	Parks and Rec	50,000	50,000
The Ivy Community Charities of Prince George's County, Inc.	Rec	Parks and Rec	10,000	10,000
Junior Achievement of Greater Washington	Rec	Parks and Rec	20,000	20,000
Kentland Boxing Association Inc.	Rec	Parks and Rec	5,000	5,000
Kettering-Largo- Mitchellville Boys & Girls Club, Inc.	Rec	Parks and Rec	30,000	30,000
Lake Arbor Foundation, Inc.	Rec	Parks and Rec	175,000	175,000
Lanham Boys and Girls Club	Rec	Parks and Rec	25,000	25,000
Latin American Youth Center, Inc.	Rec	Parks and Rec	40,000	40,000
Laurel Boys & Girls Club, Inc.	Rec	Parks and Rec	55,000	55,000
Laurel Historical Society, Inc.	Rec	Parks and Rec	30,000	30,000
Laurel Little League, Inc.	Rec	Parks and Rec	5,000	5,000
Making a New United People, Inc.	Rec	Parks and Rec	25,000	25,000
Maryland Buccaneers Youth Club Co	Rec	Parks and Rec	10,000	10,000
Marlboro Boys' and Girls' Club, Inc.	Rec	Parks and Rec	10,000	10,000
Mentoring Through Athletics Inc.	Rec	Parks and Rec	10,000	10,000
Millwood-Waterford Citizens Association, Inc.	Rec	Parks and Rec	10,000	10,000
Oxon Hill Boys and Girls Club, Inc.	Rec	Parks and Rec	10,000	10,000
Oxon Hill High School Instrumental Music Department Boosters, Inc.	Rec	Parks and Rec	15,000	15,000
Oxon Hill Recreation Club Inc.	Rec	Parks and Rec	15,000	15,000
Palmer Park/Landover Boys and Girls, Inc.	Rec	Parks and Rec	20,000	20,000
Palmer Park Smash Corporation	Rec	Parks and Rec	10,000	10,000
PGCC - Outreach, Facilities, etc.	Rec	Parks and Rec	300,000	300,000
PGCC Team Builders Program	Rec	Parks and Rec	100,000	100,000
Pi Upsilon Lambda Charitable Foundation Inc.	Rec	Parks and Rec	3,750	3,750
Prince George's African-American Museum & Cultural Center at North Brentwood, Inc.	Rec	Parks and Rec	25,000	25,000
Prince George's Arts and Humanities Council, Inc.	Rec	Parks and Rec	120,000	120,000
Prince George's Philharmonic, Inc.	Rec	Parks and Rec	100,000	100,000
Prince George's Pride Lacrosse, Inc	Rec	Parks and Rec	25,000	25,000
Prince George's Tennis and Education Foundation, Inc.	Rec	Parks and Rec	30,000	30,000
Pyramid Atlantic Inc.	Rec	Parks and Rec	30,000	30,000
SAFEO Incorporated A/K/A Student Athletes For Educational Opportunities	Rec	Parks and Rec	20,000	20,000
Tantallon Community Players, Inc.	Rec	Parks and Rec	15,000	15,000
Theresa Banks Swim Club, Inc.	Rec	Parks and Rec	20,000	20,000
The Training Source, Inc.	Rec	Parks and Rec	85,000	85,000
University of Maryland Cooperative Extension Service (4H)	Rec	Parks and Rec	208,600	208,600
White Rose Foundation, Inc.	Rec	Parks and Rec	10,000	10,000
World Wide Community, Inc.	Rec	Parks and Rec	25,000	25,000
In Reach, Incorporated	Rec	Parks and Rec	50,000	50,000
Youth Services Programming, City of Laurel	Rec	Parks and Rec	30,000	30,000
End Time Harvest Ministries, Inc.	Rec	Parks and Rec	50,000	50,000
Total Project Charges			\$ 3,305,650	\$ 3,305,650



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 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Office of the Director					
Personnel Services	3,256,107	3,169,365	3,203,785	3,301,066	3.0%
Supplies and Materials	122,788	36,300	36,300	36,900	1.7%
Other Services and Charges	169,437	219,261	219,261	220,861	0.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(17,192)	-	-	-	-
Total	3,531,140	3,424,926	3,459,346	3,558,827	2.9%
Park Police					
Personnel Services	18,540,930	19,250,562	19,475,646	20,412,393	4.8%
Supplies and Materials	861,044	887,900	887,900	887,900	0.0%
Other Services and Charges	937,462	1,009,200	1,009,200	1,059,200	5.0%
Capital Outlay	1,568,714	100,200	100,200	100,200	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	21,908,150	21,247,862	21,472,946	22,459,693	4.6%
Management Services					
Personnel Services	4,445,063	4,377,796	4,429,645	4,818,954	8.8%
Supplies and Materials	236,792	322,400	322,400	318,400	-1.2%
Other Services and Charges	1,109,988	1,319,060	1,319,060	1,293,560	-1.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	5,791,843	6,019,256	6,071,105	6,430,914	5.9%
Public Affairs and Community Engagement (formerly Public Affairs and Marketing)					
Personnel Services	1,811,094	1,796,491	1,812,007	2,416,284	33.3%
Supplies and Materials	28,374	45,000	45,000	48,400	7.6%
Other Services and Charges	386,099	531,981	531,981	562,881	5.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	2,225,567	2,373,472	2,388,988	3,027,565	26.7%
Land Management & Envir. Stewardship					
Personnel Services	-	-	-	2,709,091	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	-	-	-	2,709,091	-



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 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Administration and Development					
Personnel Services	285,339	1,033,045	1,046,583	1,056,962	1.0%
Supplies and Materials	927	18,900	18,900	18,900	0.0%
Other Services and Charges	(445)	88,800	88,800	88,800	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	285,821	1,140,745	1,154,283	1,164,662	0.9%
Information Technology Services (formerly Information Technology & Communications)					
Personnel Services	3,369,124	3,320,730	3,362,204	3,562,390	6.0%
Supplies and Materials	1,408,459	1,444,000	1,444,000	1,444,000	0.0%
Other Services and Charges	1,643,274	742,500	742,500	1,242,500	67.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	6,420,857	5,507,230	5,548,704	6,248,890	12.6%
Capital Planning and Development (formerly Park Planning and Development)					
Personnel Services	6,932,254	7,707,984	7,803,132	5,943,304	-23.8%
Supplies and Materials	19,296	47,600	47,600	47,600	0.0%
Other Services and Charges	1,384,135	1,063,865	1,063,865	1,063,865	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	8,335,685	8,819,449	8,914,597	7,054,769	-20.9%
Support Services					
Personnel Services	334,701	163,200	163,200	168,000	2.9%
Supplies and Materials	483,815	649,600	649,600	539,300	-17.0%
Other Services and Charges	9,643,481	9,912,526	9,912,526	9,728,027	-1.9%
Capital Outlay	2,407,717	854,000	854,000	854,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	1,854,230	1,667,431	1,667,431	1,525,455	-8.5%
Total	14,723,944	13,246,757	13,246,757	12,814,782	-3.3%
Facility Services (formerly Maintenance and Development)					
Personnel Services	15,746,974	16,297,427	16,507,610	14,804,148	-10.3%
Supplies and Materials	2,748,938	4,440,600	4,440,600	4,280,200	-3.6%
Other Services and Charges	13,000,491	7,687,100	7,687,100	8,499,600	10.6%
Capital Outlay	1,287,764	539,700	539,700	539,700	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	32,784,167	28,964,827	29,175,010	28,123,648	-3.6%



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 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Natural and Historic Resources					
Personnel Services	7,031,238	7,279,562	7,358,487	7,573,221	2.9%
Supplies and Materials	719,990	599,300	599,300	577,400	-3.7%
Other Services and Charges	1,345,194	1,154,700	1,154,700	1,116,600	-3.3%
Capital Outlay	349,296	62,000	62,000	62,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	9,445,718	9,095,562	9,174,487	9,329,221	1.7%
Arts and Cultural Heritage					
Personnel Services	920,666	1,227,199	1,238,066	1,278,753	3.3%
Supplies and Materials	195,095	233,795	233,795	233,795	0.0%
Other Services and Charges	162,837	211,985	211,985	211,985	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,278,598	1,672,979	1,683,846	1,724,533	2.4%
Northern Area Operations					
Personnel Services	8,037	-	-	-	-
Supplies and Materials	5,785	-	-	-	-
Other Services and Charges	1,105	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	14,927	-	-	-	-
Central Area Operations					
Personnel Services	783,318	-	-	-	-
Supplies and Materials	48,640	-	-	-	-
Other Services and Charges	(21,073)	-	-	-	-
Capital Outlay	(28,808)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	782,077	-	-	-	-
Southern Area Operations					
Personnel Services	174,367	-	-	-	-
Supplies and Materials	(8,493)	-	-	-	-
Other Services and Charges	2,406	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	168,280	-	-	-	-



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 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Northern Region Parks Division (formerly North Parks Division)					
Personnel Services	7,265,043	9,531,133	9,634,089	11,235,425	16.6%
Supplies and Materials	681,444	868,200	868,200	868,200	0.0%
Other Services and Charges	322,480	565,660	565,660	640,660	13.3%
Capital Outlay	507,141	211,500	211,500	211,500	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	8,776,108	11,176,493	11,279,449	12,955,785	14.9%
Southern Region Parks Division (formerly South Parks Division)					
Personnel Services	7,979,188	8,479,746	8,590,062	9,602,157	11.8%
Supplies and Materials	912,299	885,880	885,880	885,880	0.0%
Other Services and Charges	414,900	708,785	708,785	783,785	10.6%
Capital Outlay	273,463	211,500	211,500	211,500	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	9,579,850	10,285,911	10,396,227	11,483,322	10.5%
Non-departmental					
Personnel Services	6,260,328	8,471,575	7,481,299	11,162,908	49.2%
Salary Adjustment Marker	-	2,162,298	1,172,022	4,108,035	250.5%
Other Personnel	-	75,408	75,408	75,314	-0.1%
OPEB PreFunding	2,475,376	2,198,523	2,198,523	2,999,119	36.4%
OPEB Paygo	3,784,952	4,035,346	4,035,346	3,980,440	-1.4%
Supplies and Materials	(103,594)	-	-	-	-
Other Services and Charges	(391,959)	576,800	576,800	576,800	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	5,764,775	9,048,375	8,058,099	11,739,708	45.7%
Grants					
Personnel Services	15,723	-	-	-	-
Supplies and Materials	152,234	-	-	-	-
Other Services and Charges	288,707	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	17,192	-	-	-	-
Total	473,856	-	-	-	-
Other Financing Uses/Transfers Out					
Capital Projects Funds	39,050,000	28,550,000	28,550,000	23,350,000	-18.2%
Debt Service Fund	11,707,810	13,063,277	13,063,277	14,286,878	9.4%
Enterprise Fund	-	-	-	-	-
Largo HQ Bldg Fund	-	-	-	59,500,000	-
Total	50,757,810	41,613,277	41,613,277	97,136,878	133.4%
Budgetary Reserve	6,590,900	6,601,200	6,601,200	7,041,300	6.7%
Fund Total	189,640,073	180,238,321	180,238,321	245,003,588	35.9%
Total Park Fund					
Personnel Services	85,159,494	92,105,815	92,105,815	100,045,056	8.6%
Supplies and Materials	8,513,833	10,479,475	10,479,475	10,186,875	-2.8%
Other Services and Charges	30,398,519	25,792,223	25,792,223	27,089,124	5.0%
Capital Outlay	6,365,287	1,978,900	1,978,900	1,978,900	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	1,854,230	1,667,431	1,667,431	1,525,455	-8.5%
Subtotal Park Fund	132,291,363	132,023,844	132,023,844	140,825,410	6.7%
Transfers Out	50,757,810	41,613,277	41,613,277	97,136,878	133.4%
Budgetary Reserve	6,590,900	6,601,200	6,601,200	7,041,300	6.7%
Total Park Fund	189,640,073	180,238,321	180,238,321	245,003,588	35.9%



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

PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Public Affairs and Community Engagement (formerly Public Affairs and Marketing)					
Personnel Services	327,720	395,503	398,536	634,246	59.1%
Supplies and Materials	6,600	28,600	28,600	28,600	0.0%
Other Services and Charges	392,114	578,864	578,864	578,864	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	726,434	1,002,967	1,006,000	1,241,710	23.4%
Facility Services (formerly Maintenance & Development)					
Personnel Services	214,905	197,585	199,792	309,910	55.1%
Supplies and Materials	44,450	178,303	178,303	178,303	0.0%
Other Services and Charges	1,597,006	730,530	730,530	730,530	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,856,361	1,106,418	1,108,625	1,218,743	9.9%
Parks and Facilities Management - Deputy Director (formerly Facility Operations - Deputy)					
Personnel Services	444,419	416,969	423,158	438,905	3.7%
Supplies and Materials	143,918	128,900	128,900	128,900	0.0%
Other Services and Charges	319,412	71,500	71,500	71,500	0.0%
Capital Outlay	50,118	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	957,867	617,369	623,558	639,305	2.5%
Support Services					
Personnel Services	783,522	68,700	68,700	99,000	44.1%
Supplies and Materials	89,650	443,800	443,800	243,800	-45.1%
Other Services and Charges	7,044,075	8,851,922	8,851,922	8,835,378	-0.2%
Capital Outlay	1,818,124	446,000	446,000	446,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	253,240	352,069	352,069	602,378	71.1%
Total	9,988,611	10,162,491	10,162,491	10,226,556	0.6%
Aquatics and Athletic Facilities					
Personnel Services	7,036,216	10,011,926	10,071,844	14,860,847	47.5%
Supplies and Materials	866,503	890,993	890,993	1,240,993	39.3%
Other Services and Charges	606,904	629,455	629,455	1,430,355	127.2%
Capital Outlay	68,800	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	8,578,423	11,532,374	11,592,292	17,532,195	51.2%



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

PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Youth and Countywide Sports					
Personnel Services	2,701,281	3,285,196	3,324,026	2,533,911	-23.8%
Supplies and Materials	181,903	468,760	468,760	416,650	-11.1%
Other Services and Charges	282,807	599,600	599,600	537,900	-10.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	3,165,991	4,353,556	4,392,386	3,488,461	-20.6%
Natural and Historic Resources					
Personnel Services	1,233,395	1,135,720	1,148,429	1,254,167	9.2%
Supplies and Materials	80,951	159,200	159,200	159,200	0.0%
Other Services and Charges	162,078	217,100	217,100	217,100	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,476,424	1,512,020	1,524,729	1,630,467	6.9%
Arts and Cultural Heritage					
Personnel Services	2,658,927	3,275,667	3,303,649	3,490,649	5.7%
Supplies and Materials	142,328	309,193	309,193	295,228	-4.5%
Other Services and Charges	502,963	831,457	831,457	834,657	0.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	3,304,218	4,416,317	4,444,299	4,620,534	4.0%
Recreation and Leisure Services - Deputy Director (formerly Area Operations Deputy)					
Personnel Services	467,138	413,008	418,369	480,778	14.9%
Supplies and Materials	21,309	5,000	5,000	5,000	0.0%
Other Services and Charges	5,507	38,700	38,700	38,700	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	493,954	456,708	462,069	524,478	13.5%
Special Programs					
Personnel Services	5,806,952	8,127,046	8,202,052	11,241,311	37.1%
Supplies and Materials	569,321	626,800	626,800	727,060	16.0%
Other Services and Charges	319,440	1,006,750	1,006,750	1,090,750	8.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	6,695,713	9,760,596	9,835,602	13,059,121	32.8%



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 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Northern Recreation and Leisure Services (formerly Northern Area Operations)					
Personnel Services	4,547,129	7,335,219	7,394,862	10,349,145	40.0%
Supplies and Materials	176,641	380,550	380,550	585,375	53.8%
Other Services and Charges	75,399	329,101	329,101	664,571	101.9%
Capital Outlay	-	-	-	24,000	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	4,799,169	8,044,870	8,104,513	11,623,091	43.4%
Central Area Operations					
Personnel Services	4,829,231	6,576,502	6,635,541	-	-100.0%
Supplies and Materials	434,752	284,467	284,467	-	-100.0%
Other Services and Charges	312,022	461,800	461,800	-	-100.0%
Capital Outlay	-	40,000	40,000	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	5,576,005	7,362,769	7,421,808	-	-100.0%
Southern Recreation and Leisure Services (formerly Southern Area Operations)					
Personnel Services	5,172,485	8,496,772	8,565,729	9,835,560	14.8%
Supplies and Materials	477,848	1,153,986	1,153,986	1,259,627	9.2%
Other Services and Charges	166,817	787,700	787,700	858,550	9.0%
Capital Outlay	140,100	320,000	320,000	320,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	5,957,250	10,758,458	10,827,415	12,273,737	13.4%
Non-Departmental					
Personnel Services	2,290,399	3,648,215	3,229,341	6,463,885	100.2%
Salary Adjustment Marker	-	1,120,196	701,322	3,450,612	392.0%
Other Personnel	(30,846)	123,857	123,857	96,570	-22.0%
OPEB PreFunding	917,836	847,885	847,885	1,253,308	47.8%
OPEB Paygo	1,403,409	1,556,277	1,556,277	1,663,395	6.9%
Supplies and Materials	(37,093)	-	-	-	-
Other Services and Charges	2,168,479	2,728,850	2,728,850	2,728,850	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	4,421,785	6,377,065	5,958,191	9,192,735	54.3%
Grants					
Personnel Services	47,167	-	-	-	-
Supplies and Materials	63,164	-	-	-	-
Other Services and Charges	461,010	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	571,341	-	-	-	-
Other Financing Uses/Transfers Out					
Capital Projects Fund	10,000,000	10,000,000	10,000,000	10,000,000	0.0%
Enterprise Fund	13,400,092	11,022,680	11,022,680	7,230,310	-34.4%
Largo HQ Bldg Fund	-	-	-	25,500,000	-
Total	23,400,092	21,022,680	21,022,680	42,730,310	103.3%
Budgetary Reserve	3,569,900	4,424,300	4,424,300	4,725,100	6.8%
Fund Total	85,539,538	102,910,958	102,910,958	134,726,543	30.9%
Total Recreation Fund					
Personnel Services	38,560,886	53,384,028	53,384,028	61,992,314	16.1%
Supplies and Materials	3,262,245	5,058,552	5,058,552	5,268,736	4.2%
Other Services and Charges	14,416,033	17,863,329	17,863,329	18,617,705	4.2%
Capital Outlay	2,077,142	806,000	806,000	790,000	-2.0%
Other Classifications	-	-	-	-	-
Chargebacks	253,240	352,069	352,069	602,378	71.1%
Subtotal Recreation Fund	58,569,546	77,463,978	77,463,978	87,271,133	12.7%
Transfers Out	23,400,092	21,022,680	21,022,680	42,730,310	103.3%
Budgetary Reserve	3,569,900	4,424,300	4,424,300	4,725,100	6.8%
Total Recreation Fund	85,539,538	102,910,958	102,910,958	134,726,543	30.9%



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

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

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>OFFICE OF THE DIRECTOR</u>						
Full-Time Career	9.00	9.00	25.00	25.00	26.00	26.00
Part-Time Career	-	-	-	-	-	-
Career Total	9.00	9.00	25.00	25.00	26.00	26.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	3.22	-	3.01	-	2.15
Subtotal Office of the Director	9.00	12.22	25.00	28.01	26.00	28.15
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	54.00	54.00	39.00	39.00	41.00	41.00
Part-Time Career	-	-	-	-	-	-
Career Total	54.00	54.00	39.00	39.00	41.00	41.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	30.77	-	28.87	-	26.23
Subtotal Management Services	54.00	84.77	39.00	67.87	41.00	67.23
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	2.00	2.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	2.37	-	2.37
Subtotal Administration and Development	2.00	2.00	7.00	9.37	7.00	9.37
<u>PUBLIC AFFAIRS AND COMMUNITY ENGAGEMENT (formerly PUBLIC AFFAIRS AND MARKETING)</u>						
Full-Time Career	-	-	13.00	13.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	13.00	13.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	13.32	-	15.95
Subtotal Public Affairs and Community Engagement	-	-	13.00	26.32	21.00	36.95
<u>INFORMATION TECHNOLOGY SERVICES (formerly IT AND COMMUNICATIONS)</u>						
Full-Time Career	30.00	30.00	29.00	29.00	31.00	31.00
Part-Time Career	2.00	1.88	2.00	1.88	2.00	1.88
Career Total	32.00	31.88	31.00	30.88	33.00	32.88
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	1.50	-	6.18	-	6.18
Subtotal Information Technology Services	32.00	33.38	31.00	37.06	33.00	39.06
<u>PARK POLICE</u>						
Full-Time Career	168.00	168.00	167.00	167.00	170.00	170.00
Part-Time Career	-	-	-	-	-	-
Career Total	168.00	168.00	167.00	167.00	170.00	170.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.35	-	4.93	-	4.93
Subtotal Park Police	168.00	170.35	167.00	171.93	170.00	174.93
<u>CAPITAL PLANNING AND DEVELOPMENT (formerly PARK PLANNING AND DEVELOPMENT)</u>						
Full-Time Career	58.00	58.00	58.00	58.00	45.00	45.00
Part-Time Career	1.00	1.00	1.00	1.00	-	-
Career Total	59.00	59.00	59.00	59.00	45.00	45.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	3.80	-	3.80	-	3.80
Subtotal Capital Planning and Development	59.00	62.80	59.00	62.80	45.00	48.80
<u>LAND MANAGEMENT & ENV. STEWARDSHIP</u>						
Full-Time Career	-	-	-	-	20.00	20.00
Part-Time Career	-	-	-	-	1.00	1.00
Career Total	-	-	-	-	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Land Management & Env. Stewardship	-	-	-	-	21.00	21.00



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

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

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARKS AND FACILITIES MANAGEMENT (formerly FACILITY OPERATIONS)						
Full-Time Career	266.00	266.00	251.00	251.00	479.00	479.00
Part-Time Career	3.00	2.65	3.00	2.65	3.00	2.64
Career Total	269.00	268.65	254.00	253.65	482.00	481.64
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	106.64	-	90.08	-	160.82
Subtotal Parks and Facilities Management	269.00	375.29	254.00	343.73	482.00	642.46
RECREATION AND LEISURE SERVICES (formerly AREA OPERATIONS)						
Full-Time Career	222.00	222.00	221.00	221.00	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	222.00	222.00	221.00	221.00	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	65.30	-	65.30	-	-
Subtotal Recreation and Leisure Services	222.00	287.30	221.00	286.30	-	-
TOTAL PARK FUND POSITIONS/WORKYEARS						
Full-Time Career	809.00	809.00	810.00	810.00	840.00	840.00
Part-Time Career	6.00	5.53	6.00	5.53	6.00	5.52
Career Total	815.00	814.53	816.00	815.53	846.00	845.52
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	213.58	-	217.86	-	222.43
Grand Total Park Fund	815.00	1,028.11	816.00	1,033.39	846.00	1,067.95
RECREATION FUND						
PUBLIC AFFAIRS AND COMMUNITY ENGAGEMENT (formerly PUBLIC AFFAIRS AND MARKETING)						
Full-Time Career	-	-	4.00	4.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	4.00	4.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	3.70	-	3.66
Subtotal Public Affairs and Community Engagement	-	-	4.00	7.70	5.00	8.66
PARKS AND FACILITIES MANAGEMENT (formerly FACILITY OPERATIONS)						
Full-Time Career	109.00	109.00	106.00	106.00	45.00	45.00
Part-Time Career	3.00	2.82	3.00	2.82	-	-
Career Total	112.00	111.82	109.00	108.82	45.00	45.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	346.25	-	321.86	-	55.76
Subtotal Parks and Facilities Management	112.00	458.07	109.00	430.68	45.00	100.76
RECREATION AND LEISURE SERVICES (formerly AREA OPERATIONS)						
Full-Time Career	203.00	203.00	201.00	201.00	290.00	290.00
Part-Time Career	-	-	-	-	3.00	1.94
Career Total	203.00	203.00	201.00	201.00	293.00	291.94
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	516.10	-	516.40	-	874.23
Subtotal Recreation and Leisure Services	203.00	719.10	201.00	717.40	293.00	1,166.17
TOTAL RECREATION FUND POSITIONS/WORKYEARS						
Full-Time Career	312.00	312.00	311.00	311.00	340.00	340.00
Part-Time Career	3.00	2.82	3.00	2.82	3.00	1.94
Career Total	315.00	314.82	314.00	313.82	343.00	341.94
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	862.35	-	841.96	-	933.65
Grand Total Recreation Fund	315.00	1,177.17	314.00	1,155.78	343.00	1,275.59
TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS						
Full-Time Career	1,121.00	1,121.00	1,121.00	1,121.00	1,180.00	1,180.00
Part-Time Career	9.00	8.35	9.00	8.35	9.00	7.46
Career Total	1,130.00	1,129.35	1,130.00	1,129.35	1,189.00	1,187.46
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	1,075.93	-	1,059.82	-	1,156.08
Grand Total Park and Recreation Funds	1,130.00	2,205.28	1,130.00	2,189.17	1,189.00	2,343.54



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 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 Bladensburg Waterfront Park, Tucker Road Ice Rink, Enterprise Golf Course, Cosca Regional Park Tennis Center, Show Place Area and Equestrian Center and other similar amenities. Other classifications in this Fund include chargebacks. The FY23 proposed expenditures total \$13,524,910, a decrease of (\$6,357,530).

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses by Fund/Division/Facility PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues and Transfers In:					
Ice Rinks	\$ 999,649	\$ 1,267,495	\$ 1,267,495	\$ 1,280,474	1.0%
Golf Courses	3,214,162	3,547,505	3,547,505	3,393,976	-4.3%
Regional Park Tennis Bubbles	365,275	615,880	615,880	610,212	-0.9%
Show Place Arena / Equestrian Center	2,054,857	3,457,965	3,457,965	3,703,485	7.1%
Trap and Skeet Center	633,947	1,675,231	1,675,231	1,711,687	2.2%
College Park Airport	517,668	611,129	611,129	624,854	2.2%
Bladensburg Waterfront Park	1,001,390	401,383	401,383	372,517	-7.2%
Enterprise Administration	2,046,673	900,346	900,346	1,123,806	24.8%
Sports and Learning Complex	6,917,171	7,405,506	7,405,506	-	-100.0%
Enterprise Division	-	-	-	703,899	-
Total Revenues and Transfers In	17,750,792	19,882,440	19,882,440	13,524,910	-32.0%
Expenses and Transfers Out:					
Ice Rinks	629,035	1,267,495	1,267,495	1,280,474	1.0%
Golf Courses	3,114,312	3,547,505	3,547,505	3,393,976	-4.3%
Regional Park Tennis Bubbles	454,914	615,880	615,880	610,212	-0.9%
Show Place Arena / Equestrian Center	2,554,067	3,457,965	3,457,965	3,703,485	7.1%
Trap and Skeet Center	833,711	1,675,231	1,675,231	1,711,687	2.2%
College Park Airport	729,619	611,129	611,129	624,854	2.2%
Bladensburg Waterfront Park	-	401,383	401,383	372,517	-7.2%
Enterprise Administration	697,906	900,346	900,346	1,123,806	24.8%
Sports and Learning Complex	5,847,488	7,405,506	7,405,506	-	-100.0%
Enterprise Division	-	-	-	703,899	-
Total Expenses and Transfers Out	\$ 14,861,052	\$ 19,882,440	\$ 19,882,440	\$ 13,524,910	-32.0%



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. The Tucker Road Ice Rink is a fully enclosed year-round facility. Both facilities are National Hockey League (NHL) 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.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ 697	\$ -	\$ -	-	-
Sales	-	1,600	1,600	1,600	0.0%
Charges for Services	31,298	136,000	136,000	136,000	0.0%
Rentals and Concessions	348	81,200	81,200	81,200	0.0%
Miscellaneous	-	-	-	-	-
Interest	2,345	33,600	33,600	2,500	-92.6%
Transfers In	964,961	1,015,095	1,015,095	1,059,174	4.3%
Total Oper. Rev and Other Sources	<u>999,649</u>	<u>1,267,495</u>	<u>1,267,495</u>	<u>1,280,474</u>	<u>1.0%</u>
Operating Expenses and Other Uses:					
Personnel Services	331,232	716,695	716,695	729,674	1.8%
Goods for Resale	-	-	-	-	-
Supplies and Materials	76,103	109,400	109,400	109,400	0.0%
Other Services and Charges	136,431	441,400	441,400	441,400	0.0%
Depreciation & Amortization Expense	85,269	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>629,035</u>	<u>1,267,495</u>	<u>1,267,495</u>	<u>1,280,474</u>	<u>1.0%</u>
Gain (Loss)	\$ <u>370,614</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	<u>-</u>

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



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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</u>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		18.40		18.40		18.40
Total Workyears	3.00	21.40	3.00	21.40	3.00	21.40

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on historical trends and projected forecasts.



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

OVERVIEW

This program provides recreational golf facilities to the public and to the region. Our program offers one eighteen-hole golf property, two nine-hole golf properties, and a three-hole golf facility designed for growing the game of golf. Enterprise Golf Course, Paint Branch Golf Course, and Henson Creek Golf Course, all offer a challenging golf layout, food and beverage, merchandise selections, practice facilities, and more. The Division prides itself on quality course conditions and superior customer service. Some of the internal programs include but is not limited to general golf play, individual and group instruction, corporate and charity event hosting, food, and beverage, fully stocked golf shops, practice facilities, golf simulator instruction, and Jr. Golf development.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ 45,404	\$ -	\$ -	\$ -	-
Sales	146,401	336,000	336,000	336,000	0.0%
Charges for Services	1,691,474	1,376,000	1,376,000	1,376,000	0.0%
Rentals and Concessions	403,245	348,000	348,000	348,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	3,376	72,000	72,000	3,000	-95.8%
Transfers In	924,262	1,415,505	1,415,505	1,330,976	-6.0%
Total Oper. Rev and Other Sources	<u>3,214,162</u>	<u>3,547,505</u>	<u>3,547,505</u>	<u>3,393,976</u>	<u>-4.3%</u>
Operating Expenses and Other Uses:					
Personnel Services	1,995,124	2,312,703	2,312,703	2,274,974	-1.6%
Goods for Resale	109,472	138,100	138,100	138,100	0.0%
Supplies and Materials	560,890	653,515	653,515	541,515	-17.1%
Other Services and Charges	277,421	328,187	328,187	324,387	-1.2%
Depreciation & Amortization Expense	171,405	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	115,000	115,000	115,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>3,114,312</u>	<u>3,547,505</u>	<u>3,547,505</u>	<u>3,393,976</u>	<u>-4.3%</u>
Gain (Loss)	\$ <u>99,850</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	<u>-</u>

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



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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>GOLF COURSES</u>						
Full-Time Career	16.00	16.00	15.00	15.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	15.00	15.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		26.60		26.60		26.60
Total Workyears	16.00	42.60	15.00	41.60	15.00	41.60

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Transferred one (1) career full-time position to the Recreation Fund to support operations within the Aquatics and Athletic Facilities Division.
- Decreased interest revenue based on historical trends and projected forecasts.
- Decreased non-personnel funding based on projected forecasts.



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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ 6,472	\$ -	\$ -	\$ -	-
Sales	634	-	-	-	-
Charges for Services	42,747	136,000	136,000	136,000	0.0%
Rentals and Concessions	179,963	220,000	220,000	220,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	840	17,600	17,600	2,000	-88.6%
Transfers In	134,619	242,280	242,280	252,212	4.1%
Total Oper. Rev and Other Sources	<u>365,275</u>	<u>615,880</u>	<u>615,880</u>	<u>610,212</u>	<u>-0.9%</u>
Operating Expenses and Other Uses:					
Personnel Services	375,097	496,980	496,980	491,312	-1.1%
Goods for Resale	-	-	-	-	-
Supplies and Materials	52,332	66,800	66,800	66,800	0.0%
Other Services and Charges	8,557	52,100	52,100	52,100	0.0%
Depreciation & Amortization Expense	18,928	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>454,914</u>	<u>615,880</u>	<u>615,880</u>	<u>610,212</u>	<u>-0.9%</u>
Gain (Loss)	\$ <u>(89,639)</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	<u>-</u>

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



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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TENNIS BUBBLES</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		11.00		11.00		11.00
Total Workyears	2.00	13.00	2.00	13.00	2.00	13.00

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on historical trends and projected 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 (99) 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 stalls and outdoor buildings, maintaining show ring footing, repairs to barns and fences, and supporting events that utilize the racetrack and infield, such as the Prince George's County Fair.

The Show Place Arena is a 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ 22,855	\$ -	\$ -	\$ -	-
Sales	34,810	329,600	329,600	329,600	0.0%
Charges for Services	33	4,400	4,400	4,400	0.0%
Rentals and Concessions	65,591	842,400	842,400	1,102,400	30.9%
Miscellaneous	-	-	-	-	-
Interest	3,558	58,000	58,000	3,500	-94.0%
Transfers In	1,928,010	2,223,565	2,223,565	2,263,585	1.8%
Total Oper. Rev and Other Sources	<u>2,054,857</u>	<u>3,457,965</u>	<u>3,457,965</u>	<u>3,703,485</u>	<u>7.1%</u>
Operating Expenses and Other Uses:					
Personnel Services	1,432,393	1,991,237	1,991,237	2,056,557	3.3%
Goods for Resale	13,509	200,000	200,000	200,000	0.0%
Supplies and Materials	216,434	200,000	200,000	244,700	22.4%
Other Services and Charges	405,655	944,928	944,928	1,080,428	14.3%
Depreciation & Amortization Expense	486,076	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	121,800	121,800	121,800	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>2,554,067</u>	<u>3,457,965</u>	<u>3,457,965</u>	<u>3,703,485</u>	<u>7.1%</u>
Gain (Loss)	\$ <u>(499,210)</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	<u>-</u>

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



**Prince George's County
Parks and Recreation Department - Show Place Arena & Prince George's
Equestrian Center**

	FY 21 Actual		FY 22 Adopted		FY 23 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		18.80		18.80		18.79
Total Workyears	15.00	33.80	15.00	33.80	15.00	33.79

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on historical trends and projected forecasts.
- Increased non-personnel funding based on projected 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 2023

	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ 2,213	\$ -	\$ -	\$ -	-
Sales	636,497	1,200,000	1,200,000	1,200,000	0.0%
Charges for Services	14,600	144,000	144,000	144,000	0.0%
Rentals and Concessions	1,170	24,000	24,000	24,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	220	6,800	6,800	1,000	-85.3%
Other	-	-	-	-	-
Transfers In	(20,753)	300,431	300,431	342,687	14.1%
Total Oper. Rev and Other Sources	633,947	1,675,231	1,675,231	1,711,687	2.2%
Operating Expenses and Other Uses:					
Personnel Services	496,917	586,512	586,512	622,968	6.2%
Goods for Resale	240,968	903,304	903,304	903,304	0.0%
Supplies and Materials	12,590	46,915	46,915	46,915	0.0%
Other Services and Charges	57,673	138,500	138,500	138,500	0.0%
Depreciation & Amortization Expense	25,563	-	-	-	-
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	833,711	1,675,231	1,675,231	1,711,687	2.2%
Gain (Loss)	\$ (199,764)	\$ -	\$ -	\$ -	-

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



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

	FY 21 Actual		FY 22 Adopted		FY 23 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		8.50		8.50		8.50
Total Workyears	4.00	12.50	4.00	12.50	4.00	12.50

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on historical trends and projected 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 National Plan of Integrated Airports (NPIAS), and a Maryland Aviation Administration (MAA) small urban 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 support of the Civil Air Patrol (CAP), Tuskegee Airman training, special events, including fly-ins, reunions, meetings, and seminars. College Park Airport has as tenants the Prince Georges County Police Aviation Helicopter Unit, which provides essential services for the county.

The airport also offers state-of-the-art conference and rental amenities for up to 150 people.

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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ 1,758	\$ -	\$ -	\$ -	-
Sales	149,830	92,800	92,800	92,800	0.0%
Charges for Services	361	92,800	92,800	92,800	0.0%
Rentals and Concessions	108,009	81,600	81,600	81,600	0.0%
Miscellaneous	-	-	-	-	-
Interest	450	11,200	11,200	1,000	-91.1%
Transfers In	257,260	332,729	332,729	356,654	7.2%
Total Oper. Rev and Other Sources	517,668	611,129	611,129	624,854	2.2%
Operating Expenses and Other Uses:					
Personnel Services	406,239	322,029	322,029	335,754	4.3%
Goods for Resale	88,961	134,900	134,900	134,900	0.0%
Supplies and Materials	36,207	25,400	25,400	25,400	0.0%
Other Services and Charges	184,790	93,800	93,800	93,800	0.0%
Depreciation & Amortization Expense	13,422	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	35,000	35,000	35,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	729,619	611,129	611,129	624,854	2.2%
Gain (Loss)	\$ (211,951)	\$ -	\$ -	\$ -	-

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



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

	FY 21 Actual		FY 22 Adopted		FY 23 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		4.50		4.50		4.48
Total Workyears	2.00	6.50	2.00	6.50	2.00	6.48

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on historical trends and projected 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.

The site has undergone a new solar installation on many of the structures to help off-set energy cost and demonstrate the importance of supporting conservation at an environmental education site.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - BLADENSBURG WATERFRONT PARK Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	5,200	5,200	5,200	0.0%
Rentals and Concessions	-	46,000	46,000	46,000	0.0%
Miscellaneous	-	10,000	10,000	10,000	0.0%
Interest	1,390	-	-	2,000	-
Transfers In	1,000,000	340,183	340,183	309,317	-9.1%
Total Oper. Rev and Other Sources	<u>1,001,390</u>	<u>401,383</u>	<u>401,383</u>	<u>372,517</u>	<u>-7.2%</u>
Operating Expenses and Other Uses:					
Personnel Services	-	226,383	226,383	212,517	-6.1%
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	79,600	79,600	79,600	0.0%
Other Services and Charges	-	95,400	95,400	80,400	-15.7%
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>-</u>	<u>401,383</u>	<u>401,383</u>	<u>372,517</u>	<u>-7.2%</u>
Gain (Loss)	\$ <u>1,001,390</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	<u>-</u>

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



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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>BLADENSBURG WATERFRONT PARK</u>						
Full-Time Career	-	-	1.00	1.00	1.00	1.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	1.00	1.00	1.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	4.70	-	3.63
Total Workyears	-	-	1.00	5.70	1.00	4.63

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Increased interest revenue based on historical trends and projected forecasts.



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

OVERVIEW

The 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	512,000	512,000	512,000	0.0%
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	13	800	800	-	-100.0%
Transfers In	2,046,660	387,546	387,546	611,806	57.9%
Total Oper. Rev and Other Sources	2,046,673	900,346	900,346	1,123,806	24.8%
Operating Expenses and Other Uses:					
Personnel Services	-	295,783	295,783	579,033	95.8%
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	410,239	323,000	323,000	267,500	-17.2%
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	287,667	281,563	281,563	277,273	-1.5%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	697,906	900,346	900,346	1,123,806	24.8%
Gain (Loss)	\$ 1,348,767	\$ -	\$ -	\$ -	-

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

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on historical trends and projected forecasts.
- Added \$224,442 for compensation markers (subject to negotiations).
- Decreased non-personnel services funding for CAS chargebacks.



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

OVERVIEW

The newly established Enterprise Division will manage Golf Operations, Ice Rinks, Tennis Bubbles, and the Prince George's County Trap & Skeet Center. Enterprise Division facilities will include Prince George's County 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). Bladensburg Waterfront Park and College Park Airport will remain under the oversight of the Natural and Historic Resources Division. Similarly, the Show Place Arena and Equestrian Center will remain under the oversight of the Arts and Cultural Heritage Division.

MISSION

The Enterprise Division is dedicated to supporting 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's operations will emphasize revenue generation and improved cost recovery through its offering of several specialty sports facilities and programs.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ENTERPRISE DIVISION Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	703,899	-
Total Oper. Rev and Other Sources	-	-	-	703,899	-
Operating Expenses and Other Uses:					
Personnel Services	-	-	-	703,899	-
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	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	-	-	-	703,899	-
Gain (Loss)	\$ -	\$ -	\$ -	\$ -	-

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



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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ENTERPRISE DIVISION						
Full-Time Career	-	-	-	-	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Total Workyears	-	-	-	-	5.00	5.00

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Transferred five (5) career full-time positions in from the Recreation Fund to support the establishment of the new division.



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, including competitive and recreational year-round athletic games, leagues, and clinics for all ages.



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

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SPORTS & LEARNING COMPLEX Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ 102,680	\$ -	\$ -	\$ -	-
Sales	2,120	-	-	-	-
Charges for Services	448,857	1,986,400	1,986,400	-	-100.0%
Rentals and Concessions	198,441	653,760	653,760	-	-100.0%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	6,165,073	4,765,346	4,765,346	-	-100.0%
Total Oper. Rev and Other Sources	6,917,171	7,405,506	7,405,506	-	-100.0%
Operating Expenses and Other Uses:					
Personnel Services	3,311,429	5,526,606	5,526,606	-	-100.0%
Goods for Resale	-	-	-	-	-
Supplies and Materials	74,437	450,000	450,000	-	-100.0%
Other Services and Charges	1,416,876	1,428,900	1,428,900	-	-100.0%
Depreciation & Amortization Expense	1,044,746	-	-	-	-
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	5,847,488	7,405,506	7,405,506	-	-100.0%
Gain (Loss)	\$ 1,069,683	\$ -	\$ -	\$ -	-

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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
SPORTS AND LEARNING COMPLEX						
Full-Time Career	26.00	26.00	26.00	26.00	-	-
Part-Time Career	1.00	0.50	1.00	0.50	-	-
Career Total	27.00	26.50	27.00	26.50	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	102.30	-	106.30	-	-
Total Workyears	27.00	128.80	27.00	132.80	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Transferred the Prince George's Sports and Learning Complex programmatic operation to the Recreation Fund and maintenance operation to the Park Fund.



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 2023 through 2028. 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 FY23 Budget Year request is \$123.88 million; 40% more than the adopted FY22 CIP budget. The total six-year request is \$338.13 million representing a 35% increase over the approved FY22-27 CIP. The funding request increases for the budget year and the six-year period are due to the projected cost of a new Multi-Generational Community Center, net of this item, the proposed FY23 budget would be a year over year decrease of 34%, and a decrease of 15% for the six-year period. Recommended funding for FY22 projects includes the following sources:

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

The CIP follows the guidelines set by the County's Spending Affordability Committee (SAC). The Department again recommends that funding in the CIP be aligned so that infrastructure needs can be addressed on an equitable basis as transfers from the Park and Recreation Funds respectively to the CIP are completed. The table below shows the funding sources for the Proposed FY23-FY28 CIP.

Park Acquisition

The total cost for proposed park acquisition is \$7,000,000 for FY23 and covers two (2) acquisition categories, Parkland and Historic Agricultural Resources Preservation.

Park Development

The total cost for proposed park development is \$66,780,000 for FY23. This category includes specific park development projects, trail development, public safety improvements, and other facility development.

Infrastructure Maintenance

The total cost for proposed infrastructure maintenance is \$50,100,000 for FY23. This category includes aquatic facilities, historic properties, community centers, parks, playgrounds, athletic fields & courts 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, operating budget requirements resulting from proposed FY23 trail development and the Multi-Generational Community Center project are under review plan years (FY24-FY28).



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

FUNDING SUMMARY

FISCAL YEAR 2023

	M-NCPPC Bonds	Paygo	Program Open Space	Developer / Other	Total	% of Total
A. Acquisition:						
1. Acquisition - Parkland	\$ -	\$ -	\$ 6,000,000	\$ -	\$ 6,000,000	4.84%
2. Acquisition - HARP	-	1,000,000	-	-	1,000,000	0.81%
Total - Acquisition	-	1,000,000	6,000,000	-	7,000,000	5.65%
B. Infrastructure Maintenance:						
1. Facilities	15,500,000	10,183,000	-	-	25,683,000	20.73%
2. Historic Properties	-	3,407,000	-	-	3,407,000	2.75%
3. Parks/Playgrounds/Fields	4,000,000	14,010,000	-	-	18,010,000	14.54%
4. Stormwater Management	-	3,000,000	-	-	3,000,000	2.42%
Total - Infrastructure Maintenance	19,500,000	30,600,000	-	-	50,100,000	40.44%
C. Development/Trails/Other:						
1. New Construction/Development	65,000,000	-	-	-	65,000,000	52.47%
2. Trails	-	1,500,000	-	-	1,500,000	1.21%
3. Other	-	250,000	-	30,000	280,000	0.23%
Total - Development/Trails/Other	65,000,000	1,750,000	-	30,000	66,780,000	53.91%
Total	\$ 84,500,000	\$ 33,350,000	\$ 6,000,000	\$ 30,000	\$ 123,880,000	100.00%
% of Total	68.21%	26.92%	4.84%	0.02%	100.00%	



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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental -	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	2,405,852	6,803,244	6,803,244	6,000,000	-11.8%
State (Other)	529,782	25,620,000	25,620,000	-	-100.0%
County	-	-	-	-	-
Interest	69,053	1,000,000	1,000,000	100,000	-90.0%
Contributions	200,000	2,000,000	2,000,000	-	-100.0%
Miscellaneous	5,478,610	-	-	-	-
Total Revenues	<u>8,683,297</u>	<u>35,423,244</u>	<u>35,423,244</u>	<u>6,100,000</u>	<u>-82.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	30,000	30,000	30,000	0.0%
Capital Outlay	38,892,994	88,573,244	88,573,244	123,850,000	39.8%
Park Acquisition	1,998,564	9,803,244	9,803,244	7,000,000	-28.6%
Park Development	14,045,445	38,600,000	38,600,000	66,750,000	72.9%
Infrastructure Maintenance	22,848,985	40,170,000	40,170,000	50,100,000	24.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>38,892,994</u>	<u>88,603,244</u>	<u>88,603,244</u>	<u>123,880,000</u>	<u>39.8%</u>
Excess of Revenues over Expenditures	<u>(30,209,697)</u>	<u>(53,180,000)</u>	<u>(53,180,000)</u>	<u>(117,780,000)</u>	<u>121.5%</u>
Other Financing Sources (Uses):					
Bond Proceeds	-	15,600,000	15,600,000	84,500,000	441.7%
Transfers In					
Transfer from Park Fund (Pay-Go)	39,050,000	28,550,000	28,550,000	23,350,000	-18.2%
Transfer from Recreation Fund (Pay-Go)	10,000,000	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>49,080,000</u>	<u>38,580,000</u>	<u>38,580,000</u>	<u>33,380,000</u>	<u>-13.5%</u>
Transfers Out					
Transfer to Park Fund (Interest)	(69,053)	(1,000,000)	(1,000,000)	(100,000)	-90.0%
Total Transfers Out	<u>(69,053)</u>	<u>(1,000,000)</u>	<u>(1,000,000)</u>	<u>(100,000)</u>	<u>-90.0%</u>
Total Other Financing Sources (Uses)	<u>49,010,947</u>	<u>53,180,000</u>	<u>53,180,000</u>	<u>117,780,000</u>	<u>121.5%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>18,801,250</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	111,803,011	111,803,011	130,604,261	130,604,261	16.8%
Fund Balance, Ending	<u>\$ 130,604,261</u>	<u>\$ 111,803,011</u>	<u>\$ 130,604,261</u>	<u>\$ 130,604,261</u>	<u>16.8%</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 FY23 Proposed Special Revenue Expenditure Budget is \$6,769,838, a decrease of (\$49,367) from the FY22 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 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
Revenues and Other Sources:					
Planning Department:					
Historic Preservation Non-Capital Program	\$ 231	\$ 5,500	\$ 5,500	\$ 5,500	0.0%
Parks and Recreation Department:					
Northern Recreation and Leisure Services (formerly Northern Area Community Centers)	218,645	1,616,374	1,616,374	2,883,070	78.4%
Central Area Community Centers	16,455	1,617,756	1,617,756	-	-100.0%
Southern Recreation and Leisure Services (formerly Southern Area Community Centers)	44,229	1,748,837	1,748,837	2,098,240	20.0%
Laurel-Beltsville Senior Activity Center	114,620	187,200	187,200	187,200	0.0%
Prince George's Stadium	72,253	134,200	134,200	116,000	-13.6%
Federally Forfeited Property	149	48,200	48,200	41,000	-14.9%
Festival of Lights	8	2,600	2,600	1,000	-61.5%
Safety Programs	2,170	-	-	-	-
Nature Programs and Facilities	28,457	145,238	145,238	122,738	-15.5%
Recreation and Leisure Services (formerly Area Operations Deputy Director)	(38)	29,500	29,500	26,290	-10.9%
Recreation Warehouse	16,036	13,600	13,600	1,000	-92.6%
Patuxent Outdoor Programs	68,615	115,000	115,000	101,000	-12.2%
General Contributions	61,234	59,700	59,700	46,500	-22.1%
Seized Money/Escrow	2,282	4,200	4,200	3,600	-14.3%
Special Historic Projects and Programs	44,090	126,800	126,800	122,200	-3.6%
Interagency Agreements	1,083,540	950,000	950,000	950,000	0.0%
Send a Kid to Camp	1,089	-	-	-	-
Subtotal Parks and Recreation Department:	<u>1,773,834</u>	<u>6,799,205</u>	<u>6,799,205</u>	<u>6,699,838</u>	<u>-1.5%</u>
Total Revenues and Other Sources	<u>1,774,065</u>	<u>6,804,705</u>	<u>6,804,705</u>	<u>6,705,338</u>	<u>-1.5%</u>
Expenditures and Other Uses:					
Planning Department:					
Historic Preservation Non-Capital Program	6,083	20,000	20,000	70,000	250.0%
Parks and Recreation Department:					
Northern Recreation and Leisure Services (formerly Northern Area Community Centers)	256,342	1,616,374	1,616,374	2,883,070	78.4%
Central Area Community Centers	242,515	1,617,756	1,617,756	-	-100.0%
Southern Recreation and Leisure Services (formerly Southern Area Community Centers)	377,044	1,748,837	1,748,837	2,098,240	20.0%
Laurel-Beltsville Senior Activity Center	8,669	187,200	187,200	187,200	0.0%
Prince George's Stadium	137,631	134,200	134,200	116,000	-13.6%
Federally Forfeited Property	46,591	48,200	48,200	41,000	-14.9%
Festival of Lights	-	2,600	2,600	1,000	-61.5%
Safety Programs	-	-	-	-	-
Nature Programs and Facilities	40,850	145,238	145,238	122,738	-15.5%
Recreation and Leisure Services (formerly Area Operations Deputy Director)	34,541	29,500	29,500	26,290	-10.9%
Recreation Warehouse	(7,035)	13,600	13,600	1,000	-92.6%
Patuxent Outdoor Programs	47,906	115,000	115,000	101,000	-12.2%
General Contributions	-	59,700	59,700	46,500	-22.1%
Seized Money/Escrow	-	4,200	4,200	3,600	-14.3%
Special Historic Projects and Programs	21,371	126,800	126,800	122,200	-3.6%
Interagency Agreements	1,059,960	950,000	950,000	950,000	0.0%
Send a Kid to Camp	-	-	-	-	-
Subtotal Parks and Recreation Department:	<u>2,266,385</u>	<u>6,799,205</u>	<u>6,799,205</u>	<u>6,699,838</u>	<u>-1.5%</u>
Total Expenditures and Other Uses	<u>2,272,468</u>	<u>6,819,205</u>	<u>6,819,205</u>	<u>6,769,838</u>	<u>-0.7%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (498,403)</u>	<u>\$ (14,500)</u>	<u>\$ (14,500)</u>	<u>\$ (64,500)</u>	<u>344.8%</u>
Fund Balance - Beginning	<u>10,331,876</u>	<u>10,303,175</u>	<u>9,833,473</u>	<u>9,818,973</u>	<u>-4.7%</u>
Fund Balance - Ending	<u>\$ 9,833,473</u>	<u>\$ 10,288,675</u>	<u>\$ 9,818,973</u>	<u>\$ 9,754,473</u>	<u>-5.2%</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 2020 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 FY23 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 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	231	5,500	5,500	5,500	0.0%
Miscellaneous	-	-	-	-	-
Total Revenues	231	5,500	5,500	5,500	0.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	6,083	20,000	20,000	70,000	250.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	6,083	20,000	20,000	70,000	250.0%
Excess of Revenues over Expenditures	(5,852)	(14,500)	(14,500)	(64,500)	344.8%
Other Financing Sources (Uses):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(5,852)	(14,500)	(14,500)	(64,500)	344.8%
Fund Balance - Beginning	305,985	285,985	300,133	285,633	-0.1%
Fund Balance - Ending	\$ 300,133	\$ 271,485	\$ 285,633	\$ 221,133	-18.5%

- 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, musical engineering)
- Fitness and health (aerobics, weight training, yoga, 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, pickleball)
- Lifestyle and learning (cooking, hand/line dance, guitar, piano, voice, tutoring)

These are just a sampling of the more than 6,900 in-person classes offered at the community centers as well as virtual classes. Seasonal events celebrating fall and winter holidays, 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 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.

In FY23, the Community Centers Special Revenue Fund was reorganized to support a Department-initiated restructuring of its operation. Northern and Southern Recreation and Leisure Services (formerly Northern Area, Central Area and Southern Area Operations) represents the consolidation of three former divisions into two new structures.



Prince George's County Special Revenue Funds: Community Centers

SUMMARY OF FY23 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
NORTHERN RECREATION AND LEISURE SERVICES COMMUNITY CENTERS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental	\$ 473	\$ -	\$ -	\$ -	-
Sales	-	18,800	18,800	22,800	21.3%
Charges for Services	4,534	1,503,514	1,503,514	2,707,491	80.1%
Rentals and Concessions	209,989	88,658	88,658	146,018	64.7%
Interest	2,677	-	-	-	-
Miscellaneous	972	5,402	5,402	6,761	25.2%
Total Revenues	218,645	1,616,374	1,616,374	2,883,070	78.4%
Expenditures by Major Object:					
Personnel Services	157,565	1,132,336	1,132,336	1,952,641	72.4%
Supplies and Materials	37,282	245,086	245,086	433,480	76.9%
Other Services and Charges	21,495	198,952	198,952	451,949	127.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	40,000	40,000	40,000	45,000	12.5%
Total Expenditures	256,342	1,616,374	1,616,374	2,883,070	78.4%
Excess of Revenues over Expenditures	(37,697)	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)- Special Revenue Subfund					
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(37,697)	-	-	-	-
Fund Balance - Beginning	3,683,019	3,683,018	3,645,322	3,645,322	-1.0%
Fund Balance - Ending	\$ 3,645,322	\$ 3,683,018	\$ 3,645,322	\$ 3,645,322	-1.0%



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 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	4,000	4,000	-	-100.0%
Charges for Services	(7,023)	1,539,780	1,539,780	-	-100.0%
Rentals and Concessions	19,394	70,960	70,960	-	-100.0%
Interest	1,496	-	-	-	-
Miscellaneous	2,588	3,016	3,016	-	-100.0%
Total Revenues	16,455	1,617,756	1,617,756	-	-100.0%
Expenditures by Major Object:					
Personnel Services	131,073	979,202	979,202	-	-100.0%
Supplies and Materials	64,611	258,894	258,894	-	-100.0%
Other Services and Charges	6,831	339,660	339,660	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	40,000	40,000	40,000	-	-100.0%
Total Expenditures	242,515	1,617,756	1,617,756	-	-100.0%
Excess of Revenues over Expenditures	(226,060)	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(226,060)	-	-	-	-
Fund Balance - Beginning	2,064,218	2,064,218	1,838,158	1,838,158	-11.0%
Fund Balance - Ending	\$ 1,838,158	\$ 2,064,218	\$ 1,838,158	\$ 1,838,158	-11.0%

- Consolidated Central Area Operations and reassigned all work program components to Northern and Southern Recreation and Leisure Services Divisions.



Prince George's County Special Revenue Funds: Community Centers

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SOUTHERN RECREATION AND LEISURE SERVICES COMMUNITY CENTERS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	370	-	-	-	-
Charges for Services	18,346	1,430,037	1,430,037	1,765,840	23.5%
Rentals and Concessions	17,344	315,600	315,600	327,600	3.8%
Interest	230	-	-	-	-
Miscellaneous	7,939	3,200	3,200	4,800	50.0%
Total Revenues	<u>44,229</u>	<u>1,748,837</u>	<u>1,748,837</u>	<u>2,098,240</u>	<u>20.0%</u>
Expenditures by Major Object:					
Personnel Services	175,542	1,037,235	1,037,235	1,224,624	18.1%
Supplies and Materials	155,356	405,047	405,047	475,398	17.4%
Other Services and Charges	12,046	266,555	266,555	353,218	32.5%
Capital Outlay	(5,900)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	40,000	40,000	40,000	45,000	12.5%
Total Expenditures	<u>377,044</u>	<u>1,748,837</u>	<u>1,748,837</u>	<u>2,098,240</u>	<u>20.0%</u>
Excess of Revenues over Expenditures	<u>(332,815)</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>(332,815)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	199,613	199,613	(133,202)	(133,202)	-166.7%
Fund Balance - Ending	<u>\$ (133,202)</u>	<u>\$ 199,613</u>	<u>\$ (133,202)</u>	<u>\$ (133,202)</u>	<u>-166.7%</u>



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 FY23 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 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	400	400	400	0.0%
Charges for Services	6,942	128,400	128,400	128,400	0.0%
Rentals and Concessions	107,425	24,000	24,000	24,000	0.0%
Interest	253	-	-	-	-
Miscellaneous	-	34,400	34,400	34,400	0.0%
Total Revenues	114,620	187,200	187,200	187,200	0.0%
Expenditures by Major Object:					
Personnel Services	14,420	138,619	138,619	138,619	0.0%
Supplies and Materials	397	19,392	19,392	19,392	0.0%
Other Services and Charges	(6,148)	29,189	29,189	29,189	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	8,669	187,200	187,200	187,200	0.0%
Excess of Revenues over Expenditures	105,951	-	-	-	-
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	105,951	-	-	-	-
Fund Balance - Beginning	312,384	312,384	418,335	418,335	33.9%
Fund Balance - Ending	\$ 418,335	\$ 312,384	\$ 418,335	\$ 418,335	33.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 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 FY23 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 2023					
	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	70,504	115,000	115,000	115,000	0.0%
Interest	228	19,200	19,200	1,000	-94.8%
Miscellaneous	1,521	-	-	-	-
Total Revenues	<u>72,253</u>	<u>134,200</u>	<u>134,200</u>	<u>116,000</u>	<u>-13.6%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	37,511	58,300	58,300	49,200	-15.6%
Other Services and Charges	100,120	75,900	75,900	66,800	-12.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>137,631</u>	<u>134,200</u>	<u>134,200</u>	<u>116,000</u>	<u>-13.6%</u>
Excess of Revenues over Expenditures	<u>(65,378)</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>(65,378)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>302,797</u>	<u>302,797</u>	<u>237,419</u>	<u>237,419</u>	<u>-21.6%</u>
Fund Balance - Ending	<u>\$ 237,419</u>	<u>\$ 302,797</u>	<u>\$ 237,419</u>	<u>\$ 237,419</u>	<u>-21.6%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projections.
- Decreased non-personnel services allocation based on forecasted projections.



Prince George's County

Special Revenue Funds: Federally Forfeited Property

OVERVIEW

The primary purpose of the Department's Forfeiture Program is for law enforcement to deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instruments of crime. An ancillary purpose of the program is to enhance cooperation among federal, state, and local law enforcement agencies through the equitable sharing of federal forfeiture proceeds. Revenues deposited to this account consist of drug and asset forfeitures resulting from Park Police's participation with the U.S. Department of Justice's Drug Enforcement Administration (DEA) Drug Task Force. Funds are restricted to law enforcement purposes as defined in Section X of the Department of Justice's "Guide to Equitable Sharing of Federally Forfeited Property" (March '94) and Section 4 of the "Addendum to a Guide to Equitable Sharing" (March '98). Funds are used for training, law enforcement equipment, and drug education and awareness programs.

SUMMARY OF FY23 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 2023					
	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	149	8,200	8,200	1,000	-87.8%
Miscellaneous	-	40,000	40,000	40,000	0.0%
Total Revenues	149	48,200	48,200	41,000	-14.9%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	46,591	-	-	-	-
Other Services and Charges	-	24,100	24,100	20,500	-14.9%
Capital Outlay	-	24,100	24,100	20,500	-14.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	46,591	48,200	48,200	41,000	-14.9%
Excess of Revenues over Expenditures	(46,442)	-	-	-	-
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	(46,442)	-	-	-	-
Fund Balance - Beginning	209,352	209,352	162,910	162,910	-22.2%
Fund Balance - Ending	\$ 162,910	\$ 209,352	\$ 162,910	\$ 162,910	-22.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projections.
- Decreased non-personnel services allocation based forecasted projections.



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 FY23 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 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	8	2,600	2,600	1,000	-61.5%
Miscellaneous	-	-	-	-	-
Total Revenues	8	2,600	2,600	1,000	-61.5%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	2,600	2,600	1,000	-61.5%
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	2,600	2,600	1,000	-61.5%
Excess of Revenues over Expenditures	8	-	-	-	-
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	8	-	-	-	-
Fund Balance - Beginning	11,012	2,312	11,020	11,020	376.6%
Fund Balance - Ending	\$ 11,020	\$ 2,312	\$ 11,020	\$ 11,020	376.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projections.



Prince George's County Special Revenue Funds: Safety Programs

OVERVIEW

The Safety Program Special Revenue Fund's purpose is to enhance the Commission's and the Department's safety program and to continue the annual sponsorship of the Safety Management Conference. The program provides safety, fitness, and risk management educational opportunities for park and recreational professionals. Funds are generated from net profits derived from delegates' registration fees, exhibitors' fees, and sale of merchandise at the annual conference. Funds are used for non-budgeted items to offset costs for promoting the Safety Management Conference at various conferences, seminars, training sessions, and workshops. In addition, funds are used in conjunction with the Department's safety program to subsidize award ceremonies, guest speakers, educational costs, staff training, refreshments, safety equipment, and transportation.

SUMMARY OF FY23 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS SAFETY PROGRAMS					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2023					
	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	965	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	5	-	-	-	-
Miscellaneous	1,200	-	-	-	-
Total Revenues	2,170	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Excess of Revenues over Expenditures	2,170	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	2,170	-	-	-	-
Fund Balance - Beginning	6,599	6,599	8,769	8,769	32.9%
Fund Balance - Ending	\$ 8,769	\$ 6,599	\$ 8,769	\$ 8,769	32.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 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, programs, classes, 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 and services.

SUMMARY OF FY23 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 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental	\$ 1,114	\$ -	\$ -	\$ -	-
Sales	3,440	12,000	12,000	12,000	0.0%
Charges for Services	15,430	49,238	49,238	49,238	0.0%
Rentals and Concessions	7,582	56,000	56,000	48,500	-13.4%
Interest	233	16,000	16,000	1,000	-93.8%
Miscellaneous	658	12,000	12,000	12,000	0.0%
Total Revenues	28,457	145,238	145,238	122,738	-15.5%
Expenditures by Major Object:					
Personnel Services	21,320	98,468	98,468	90,968	-7.6%
Supplies and Materials	9,675	34,170	34,170	26,670	-21.9%
Other Services and Charges	9,855	12,600	12,600	5,100	-59.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	40,850	145,238	145,238	122,738	-15.5%
Excess of Revenues over Expenditures	(12,393)	-	-	-	-
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	(12,393)	-	-	-	-
Fund Balance - Beginning	320,669	320,669	308,276	308,276	-3.9%
Fund Balance - Ending	\$ 308,276	\$ 320,669	\$ 308,276	\$ 308,276	-3.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projections.
- Decreased non-personnel services allocation based forecasted projections.



Prince George's County Special Revenue Funds: Recreation and Leisure Services

OVERVIEW

The Recreation and Leisure Services 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 FY23 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
RECREATION AND LEISURE SERVICES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	(100)	20,000	20,000	20,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	62	4,000	4,000	1,000	-75.0%
Miscellaneous	-	5,500	5,500	5,290	-3.8%
Total Revenues	(38)	29,500	29,500	26,290	-10.9%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	3,616	3,616	3,000	-17.0%
Other Services and Charges	11,153	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	23,388	25,884	25,884	23,290	-10.0%
Total Expenditures	34,541	29,500	29,500	26,290	-10.9%
Excess of Revenues over Expenditures	(34,579)	-	-	-	-
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	(34,579)	-	-	-	-
Fund Balance - Beginning	96,717	96,717	62,138	62,138	-35.8%
Fund Balance - Ending	\$ 62,138	\$ 96,717	\$ 62,138	\$ 62,138	-35.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projections.
- Decreased non-personnel services allocation based on forecasted projections.



Prince George's County Special Revenue Funds: Recreation Warehouse

OVERVIEW

The Recreation Warehouse Special Revenue Fund is used to purchase recreational supplies and materials for summer and year-round community service activities and programs. Revenues are generated from the sale of supplies and materials to community service organizations. Funds are spent for supplies and materials to restock the warehouse and to provide supplies to park and recreation councils and community centers.

SUMMARY OF FY23 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
RECREATION WAREHOUSE
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental	\$ 11,845	\$ -	\$ -	\$ -	-
Sales	4,191	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	13,600	13,600	1,000	-92.6%
Miscellaneous	-	-	-	-	-
Total Revenues	16,036	13,600	13,600	1,000	-92.6%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	(40,520)	13,600	13,600	1,000	-92.6%
Other Services and Charges	33,485	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	(7,035)	13,600	13,600	1,000	-92.6%
Excess of Revenues over Expenditures	23,071	-	-	-	-
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	23,071	-	-	-	-
Fund Balance - Beginning	1,037,228	1,037,228	1,060,299	1,060,299	2.2%
Fund Balance - Ending	\$ 1,060,299	\$ 1,037,228	\$ 1,060,299	\$ 1,060,299	2.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projections.
- Decreased non-personnel services allocation based on forecasted projections.



Prince George's County Special Revenue Funds: Patuxent Outdoor Programs

OVERVIEW

The Patuxent Outdoor Programs 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 FY23 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 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	6,565	2,400	2,400	2,400	0.0%
Charges for Services	4,983	19,200	19,200	19,200	0.0%
Rentals and Concessions	55,236	54,400	54,400	54,400	0.0%
Interest	184	15,000	15,000	1,000	-93.3%
Miscellaneous	1,647	24,000	24,000	24,000	0.0%
Total Revenues	68,615	115,000	115,000	101,000	-12.2%
Expenditures by Major Object:					
Personnel Services	33,301	88,500	88,500	88,500	0.0%
Supplies and Materials	7,316	14,500	14,500	7,500	-48.3%
Other Services and Charges	7,289	12,000	12,000	5,000	-58.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	47,906	115,000	115,000	101,000	-12.2%
Excess of Revenues over Expenditures	20,709	-	-	-	-
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	20,709	-	-	-	-
Fund Balance - Beginning	253,252	253,252	273,961	273,961	8.2%
Fund Balance - Ending	\$ 273,961	\$ 253,252	\$ 273,961	\$ 273,961	8.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projections.
- Decreased non-personnel services allocation based on forecasted projections.



Prince George's County Special Revenue Funds: General Contributions

OVERVIEW

The General Contributions 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 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 FY23 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS GENERAL CONTRIBUTIONS					
Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2023					
	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	51,181	38,000	38,000	38,000	0.0%
Interest	828	14,200	14,200	1,000	-93.0%
Miscellaneous	9,225	7,500	7,500	7,500	0.0%
Total Revenues	61,234	59,700	59,700	46,500	-22.1%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	38,000	38,000	28,000	-26.3%
Other Services and Charges	-	21,700	21,700	18,500	-14.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	59,700	59,700	46,500	-22.1%
Excess of Revenues over Expenditures	61,234	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	61,234	-	-	-	-
Fund Balance - Beginning	1,127,532	1,127,532	1,188,766	1,188,766	5.4%
Fund Balance - Ending	\$ 1,188,766	\$ 1,127,532	\$ 1,188,766	\$ 1,188,766	5.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projections.
- Decreased non-personnel services allocation based on forecasted projections.



Prince George's County Special Revenue Funds: Seized Money Escrow

OVERVIEW

The Seized Money Escrow provides a supplemental funding mechanism to capture proceeds to support drug enforcement training and education. This fund is governed by Article 27, Section 297 of the Annotated Code of Maryland entitled "The Controlled Dangerous Substance Act." Revenues consist of local seizures of monies by patrol officers, as well as found monies and monies kept for safekeeping. Funds are used for training and educational materials used to promote drug awareness and education.

SUMMARY OF FY23 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 2023					
	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	31	1,600	1,600	1,000	-37.5%
Miscellaneous	2,251	2,600	2,600	2,600	0.0%
Total Revenues	2,282	4,200	4,200	3,600	-14.3%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	2,200	2,200	1,800	-18.2%
Other Services and Charges	-	2,000	2,000	1,800	-10.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	4,200	4,200	3,600	-14.3%
Excess of Revenues over Expenditures	2,282	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	2,282	-	-	-	-
Fund Balance - Beginning	42,610	42,610	44,892	44,892	5.4%
Fund Balance - Ending	\$ 44,892	\$ 42,610	\$ 44,892	\$ 44,892	5.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projections.
- Decreased non-personnel services allocation based on forecasted projections.



Prince George's County Special Revenue Funds: Special Historic Projects and Programs

OVERVIEW

This Fund provides a supplemental funding mechanism to support archaeological studies, publication of historical documents and research, exhibits on museum artifacts and curators' collections, and historical programs and activities at select historic sites, including Dorsey Chapel and Mt. Calvert. Revenues are generated through admission fees, rentals, donations, publication sales, and special event charges at these historic sites. Funds are used for programs and projects designed to enhance these historic structures.

SUMMARY OF FY23 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 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	1,982	36,000	36,000	36,000	0.0%
Charges for Services	21,516	41,600	41,600	41,600	0.0%
Rentals and Concessions	4,951	24,000	24,000	24,000	0.0%
Interest	259	5,600	5,600	1,000	-82.1%
Miscellaneous	15,382	19,600	19,600	19,600	0.0%
Total Revenues	44,090	126,800	126,800	122,200	-3.6%
Expenditures by Major Object:					
Personnel Services	14,199	35,800	35,800	35,800	0.0%
Supplies and Materials	2,172	59,000	59,000	56,700	-3.9%
Other Services and Charges	5,000	32,000	32,000	29,700	-7.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	21,371	126,800	126,800	122,200	-3.6%
Excess of Revenues over Expenditures	22,719	-	-	-	-
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	22,719	-	-	-	-
Fund Balance - Beginning	321,975	321,975	344,694	344,694	7.1%
Fund Balance - Ending	\$ 344,694	\$ 321,975	\$ 344,694	\$ 344,694	7.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projections.
- Decreased non-personnel services allocation based on forecasted projections.



Prince George's County Special Revenue Funds: Interagency Agreements

OVERVIEW

The Special Revenue Fund for interagency agreements includes revenues and associated expenses from other agencies and government(s) for work the Commission performs on a “reimbursement-for-service” basis. For example, the Commission maintains agreements with the Prince George’s County Department of Public Works and Transportation to assist with snow removal from County roads.

SUMMARY OF FY23 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental	\$ 1,150,226	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	-	-	-	-	-
Charges for Services	31,974	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	(98,660)	-	-	-	-
Total Revenues	1,083,540	950,000	950,000	950,000	0.0%
Expenditures by Major Object:					
Personnel Services	905,538	700,000	700,000	700,000	0.0%
Supplies and Materials	148,572	-	-	-	-
Other Services and Charges	5,850	250,000	250,000	250,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	1,059,960	950,000	950,000	950,000	0.0%
Excess of Revenues over Expenditures	23,580	-	-	-	-
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	23,580	-	-	-	-
Fund Balance - Beginning	-	-	23,580	23,580	-
Fund Balance - Ending	\$ 23,580	\$ -	\$ 23,580	\$ 23,580	-

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- None.



Prince George's County

Special Revenue Funds: Send A Kid To Camp

OVERVIEW

The Send A Kid To Camp 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 FY23 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	316	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	26	-	-	-	-
Miscellaneous	747	-	-	-	-
Total Revenues	1,089	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Excess of Revenues over Expenditures	1,089	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Fund	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,089	-	-	-	-
Fund Balance - Beginning	36,915	36,915	38,004	38,004	3.0%
Fund Balance - Ending	\$ 38,004	\$ 36,915	\$ 38,004	\$ 38,004	3.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY23 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 FY23 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 FY23 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 Commission established a debt service fund to pay the principal and interest payments on outstanding bond issues using proceeds from a property tax levy. All bonds have since been paid off; therefore, no debt service is budgeted nor is any property tax currently being levied.

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 FY23 are \$305,007.



Prince George's County Advance Land Acquisition Funds

PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Property Taxes	74	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>74</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	120	-	17	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>120</u>	<u>-</u>	<u>17</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>(46)</u>	<u>-</u>	<u>(17)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In:	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers (Out):	-	-	-	-	-
Capital Projects Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(46)</u>	<u>-</u>	<u>(17)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	63	-	17	-	-
Fund Balance - Ending	<u>\$ 17</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County Advance Land Acquisition Funds

PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND Summary of Revenues, Expenditures, and Changes in Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	218	-	-	-	-
Miscellaneous (Contributions)	120	-	17	-	-
Total Revenues	338	-	17	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	304,715	-	305,007	0.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	304,715	-	305,007	0.1%
Excess of Revenues over Expenditures	338	(304,715)	17	(305,007)	0.1%
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	338	(304,715)	17	(305,007)	0.1%
Total Net Position - Beginning	304,652	304,715	304,990	305,007	0.1%
Total Net Position - Ending	\$ 304,990	\$ -	\$ 305,007	\$ -	-



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 FY23 PROPOSED BUDGET

The FY23 proposed budget includes debt service on an expected \$22.3 million issue in the spring of 2022.

SUMMARY OF FY23 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2023					
	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	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 -	11,793,210	13,288,277	13,288,277	14,438,603	8.7%
Debt Service Principal	7,891,658	8,208,629	8,208,629	9,176,364	11.8%
Debt Service Interest	3,816,152	4,704,648	4,704,648	4,960,514	5.4%
Debt Service Fees	85,400	375,000	375,000	301,725	-19.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>11,793,210</u>	<u>13,288,277</u>	<u>13,288,277</u>	<u>14,438,603</u>	<u>8.7%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(11,793,210)</u>	<u>(13,288,277)</u>	<u>(13,288,277)</u>	<u>(14,438,603)</u>	<u>8.7%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	(19,034,215)	-	-	-	-
Premiums on Bonds Issued	19,119,615	225,000	225,000	151,725	-32.6%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	11,707,810	13,063,277	13,063,277	14,286,878	9.4%
Total Transfers In	<u>11,707,810</u>	<u>13,063,277</u>	<u>13,063,277</u>	<u>14,286,878</u>	<u>9.4%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>11,793,210</u>	<u>13,288,277</u>	<u>13,288,277</u>	<u>14,438,603</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 FY23

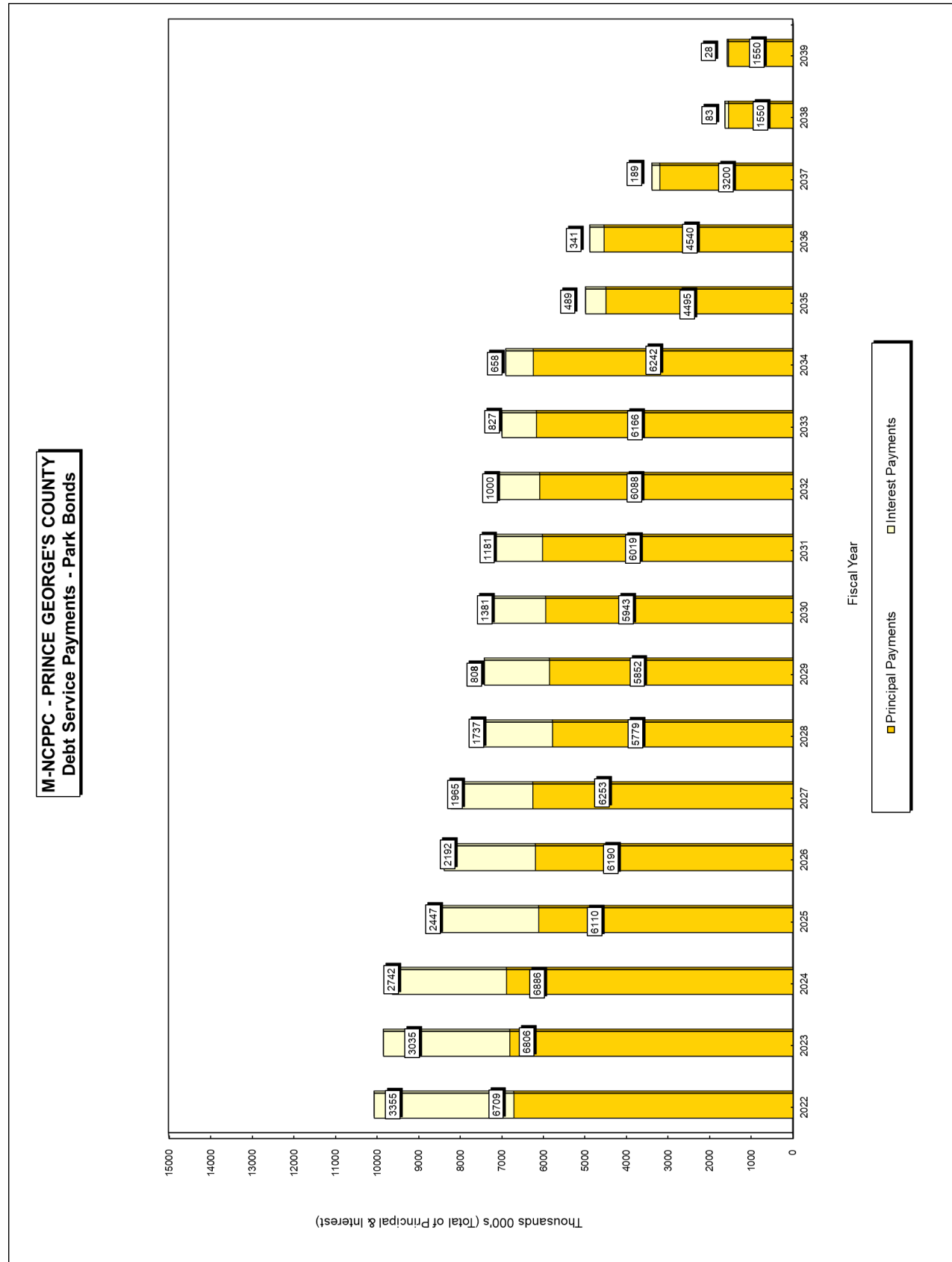
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PRINCE GEORGE'S COUNTY DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2023

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/22	FY 2023 Payments			
						Principal	Interest	Total	
PG 2012-A Park Acquisition and Development Refunding Bond	1.8735%	06/07/12	01/15/24	11,420,000	1,735,000	865,000	86,750	951,750	870,000
PGC 2015-A Park and Acquisition and Development Bond	2.5817%	10/15/15	01/15/36	19,360,000	18,020,000	1,390,000	648,319	2,038,319	16,630,000
PGC 2017-A Park and Acquisition and Development Bond	2.7053%	07/27/17	01/15/37	26,400,000	24,750,000	1,650,000	928,125	2,578,125	23,100,000
PG 2018 A- Park and Acquisition and Development Bond	3.1261%	11/29/18	11/01/38	27,900,000	26,350,000	1,550,000	1,098,562	2,648,562	24,800,000
PG 2020-A Park Acquisition and Development Refunding Bond	1.4500%	10/10/20	01/15/34	19,119,615	18,814,328	1,351,364	272,808	1,624,172	17,462,964
PGC-2021A Park Acquisition and Development Bond	1.7815%	10/21/21	11/01/41	25,100,000	25,100,000	1,255,000	972,625	2,227,625	23,845,000
Proposed Debt Service- \$22.3M Spring 2022				22,300,000	22,300,000	1,115,000	953,325	2,068,325	21,185,000
Issuance Costs (includes underwriters disc.)				151,599,615	137,069,328	9,176,364	4,960,514	14,136,878	127,892,964
Total Park Fund Debt Service							301,725	14,438,603	127,892,964



Prince George's County Debt Service Payments – Park Bonds



Prince George's County Risk Management Internal Service Fund

MISSION AND OVERVIEW

This Fund supports a vigorous Commission-wide risk management program that provides safe facilities and programs for employees and patrons, protects agency assets, and ensures compliance with federal and state regulations. Program goals are met through proactive risk assessments, development and delivery of a comprehensive safety training program, coordination of COOP plans and public health concerns, compliance reviews for adherence to federal and state safety regulations, administration of liability and workers' compensation programs, and management of agency-wide safety programs such as the drug and alcohol education and testing program, driver safety, and emergency response programs.

The Fund also covers participation in the Montgomery County Self Insurance Program (MCSIP), which is open to the Commission as a bi-county organization. The MCSIP provides independent claims adjudication services, group coverage for commercial insurance policies for general liability, real and personal property, police professional liability, automobile liability, and public official liability. Participation in MCSIP is reflected in the budget through external administration fees. Separate from MCSIP, the agency also purchases insurance for various surety bonds, police horses, catastrophes, and blanket coverage for other specialized programs.

FY22 WORK PROGRAM ACCOMPLISHMENTS

COVID-19 Response: The team continued implementing the agency's COVID-19 response. This was done through the development of robust safety protocols and internal operating procedures, coordinated review of all suspected cases to mitigate exposure, case monitoring, and effective tracking of suspected and confirmed positive cases.

Loss Mitigation: Implemented and monitored loss mitigation efforts such as risk assessments, protocols, safety programs, insurance, and loss transfer.

Claims Management: Conducted regular audits of workers' compensation and liability claims to promote cost effectiveness, coordinate return to work strategies, and maintain proper case reserves.

Training: Continued specialized training to address and prevent frequent causes of accidents and injuries to employees and patrons. Enhanced monthly position-specific safety trainings for maintenance and trades personnel.

Emergency Protocols: Continued to perform comprehensive assessments of site-specific emergency action protocols for all agency facilities.

Safety Inspections: Continued comprehensive facility inspections to ensure safety and compliance with federal and state regulations.



Prince George's County

Risk Management Internal Service Fund

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

By far, workers' compensation claims that occur in the departments are the main cost driver for the Risk Management budget, followed by liability claims. Therefore, fluctuations in the Risk Management budget are largely driven by changes in these areas. 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.

The total FY23 Proposed Budget is \$6,922,900, which is a 7.8% decrease from FY22. This is due to a decrease in workers' compensation claims in the departments. To offset the total expense to each county, unrestricted fund balance and interest income have been applied against the expenses. After the application of fund balance, the decrease from FY22 is 6.4% to Montgomery and 8.8% to Prince George's. The budget is broken out into three separate components:

Workers' Compensation and Liability Claims: As the largest component of the Fund's budget, this category is 60.7% (or \$3,052,400) of the total and reflects a 6.7% decrease from FY22 levels. Workers' compensation claims generally make up 80% of all claims expenses, while liability claims make up the remainder. These expenses are workplace claims filed by operating departments compensable under Maryland State law and can vary significantly year-to-year depending 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 future losses.

Internal Administrative Expenses: This category is 21.9% (or \$1,098,867) of the Fund's budget and reflects an 11.8% increase over FY22. These expenses enable the internal Risk Management and Workplace Safety Office to administer the agency's robust Risk and Safety program. The increase is mainly due to personnel and benefit adjustments provided by the Corporate Budget Office. The proposed budget includes 7 career positions (3.5 to each county) and 7.8 workyears (3.9 to each county).

This includes one additional position requested for FY23. This Risk Management Specialist position would centralize Commission-wide COOP, ensure that it is regularly reviewed and updated, conduct desktop training, address emergency responses with each department, and coordinate the practical application between the agency and both county governments in all emergencies. Additionally, this position would provide additional coverage/backup for safety specialists on routine Risk Management work program activities.

External Administrative Expenses: This category is 17.4% (or \$877,500) of the Fund's budget and reflects a 6% increase over FY22. These expenses are fees paid to MCSIP for claims adjudication, commercial insurance, and actuarial services.



Prince George's County Risk Management Internal Service Fund

FY23 WORK PROGRAM PRIORITIES

- Continue to monitor and actively manage emerging and ongoing public health issues such as the COVID-19 pandemic response, including implementing federal, state and local guidance, and developing agency-wide safety protocols. This includes providing Personal Protective Equipment (PPE) supplies to our Park Police and ensuring access to these supplies.
- Oversee the development and implementation of an agency-wide web-based Continuity of Operations Plans (COOP) template, coordinate COOP activities with county COOP functions, and conduct regular desktop training exercises.
- Develop more on-line Safety and Health Training programs to ensure compliance with workplace safety policies and reduce injuries, accidents and costs of claims.
- Continue comprehensive facility inspections to provide safe spaces for employees and visitors. Conduct regular audits of losses and accidents to identify areas of focus, coordinate return to work strategies, and proper claim reserves.
- Perform regular review of site-specific emergency action protocols for agency facilities.
- Conduct regular assessments of worker's compensation and liability claims, property losses, and recommend strategies for containing costs, improving safety, and reducing liability for the agency.

BUDGET AT A GLANCE

		FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$3,503,012	\$3,433,966	-2.0%	40.6%
Staffing	Funded Career Positions	3.00	3.50	16.7%	50.0%
	Funded Workyears	3.40	3.90	14.7%	50.0%
Prince George's County Budget					
Budget	Expenditures	\$5,081,313	\$5,028,767	-1.0%	59.4%
Staffing	Funded Career Positions	3.00	3.50	16.7%	50.0%
	Funded Workyears	3.40	3.90	14.7%	50.0%
Combined Department Total Budget					
Budget	Expenditures	\$8,584,325	\$8,462,733	-1.4%	100.0%
Staffing	Funded Career Positions	6.00	7.00	16.7%	100.0%
	Funded Workyears	6.80	7.80	14.7%	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 FY23 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental - Federal	\$ 7,656	\$ -	\$ -	\$ -	-
Charges for Services:					
Parks	3,022,100	3,318,400	3,318,400	3,063,100	-7.7%
Recreation	614,400	667,300	667,300	588,900	-11.7%
Planning	8,900	36,000	36,000	38,600	7.2%
CAS	7,200	11,400	11,400	13,400	17.5%
Enterprise	403,500	321,000	321,000	267,500	-16.7%
Miscellaneous (Claim Recoveries, etc.)	684,209	-	-	-	-
Total Operating Revenues	4,747,965	4,354,100	4,354,100	3,971,500	-8.8%
Operating Expenses:					
Personnel Services	410,966	480,374	480,374	566,324	17.9%
Supplies and Materials	30,057	35,000	35,000	35,250	0.7%
Other Services and Charges:					
Insurance Claims:					
Parks	850,226	2,450,900	2,450,900	2,287,500	-6.7%
Recreation	323,559	574,000	574,000	535,700	-6.7%
Planning	43,776	25,200	25,200	23,500	-6.7%
CAS	17,877	13,100	13,100	12,200	-6.9%
Enterprise	(44,390)	207,300	207,300	193,500	-6.7%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	1,225,826	945,040	945,040	996,540	5.4%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	281,238	350,399	350,399	378,253	7.9%
Total Operating Expenses	3,139,135	5,081,313	5,081,313	5,028,767	-1.0%
Operating Income (Loss)	1,608,830	(727,213)	(727,213)	(1,057,267)	45.4%
Nonoperating Revenue (Expenses):					
Interest Income	15,590	400,000	400,000	20,000	-95.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	15,590	400,000	400,000	20,000	-95.0%
Income (Loss) Before Operating Transfers	1,624,420	(327,213)	(327,213)	(1,037,267)	217.0%
Operating Transfers In (Out):					
Transfer In	2,651,007	-	-	-	-
Transfer (Out)	(2,651,007)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,624,420	(327,213)	(327,213)	(1,037,267)	217.0%
Total Net Position - Beginning	9,696,379	9,080,155	11,320,799	10,993,586	21.1%
Total Net Position - Ending	\$ 11,320,799	\$ 8,752,942	\$ 10,993,586	\$ 9,956,319	13.7%
Designated Position	6,225,346	7,534,116	7,534,116	8,590,055	14.0%
Unrestricted Position	5,095,453	1,218,826	3,459,470	1,366,265	12.1%
Total Net Position, June 30	\$ 11,320,799	\$ 8,752,942	\$ 10,993,586	\$ 9,956,319	13.7%

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

	FY 21	FY 22	FY 22	FY 23	%
Parks	\$ 449,888	\$ 620,300	\$ 620,300	\$ 657,600	6.0%
Recreation	105,346	145,300	145,300	154,000	6.0%
Planning	4,636	6,400	6,400	6,800	6.3%
CAS	2,367	3,300	3,300	3,500	6.1%
Enterprise	38,173	52,500	52,500	55,500	5.9%
Total	\$ 600,410	\$ 827,800	\$ 827,800	\$ 877,500	6.0%

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 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 FY23 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 FY23, the Commission is not proposing any new purchases for either the Prince George's Department of Planning or the Department of Parks and Recreation.

For FY23, the Corporate IT Division of the Office of the CIO is proposing \$250,000 of new capital purchases, split 50/50 between Montgomery and Prince George's, for servers for a middleware solution to streamline application development.



Prince George's County Capital Equipment Internal Service Fund

PRINCE GEORGE'S COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental - Federal	\$ 12,113	\$ -	\$ -	\$ -	-
Charges to Departments					
Parks & Recreation - Park Fund	-	-	-	-	-
Corporate IT	161,500	166,250	166,250	142,500	-14.3%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>173,613</u>	<u>166,250</u>	<u>166,250</u>	<u>142,500</u>	<u>-14.3%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	12,113	-	-	-	-
Other Services and Charges:	23,075	-	-	-	-
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	914,177	125,000	125,000	125,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	28,804	28,804	18,705	-35.1%
Total Operating Expenses	<u>949,365</u>	<u>153,804</u>	<u>153,804</u>	<u>143,705</u>	<u>-6.6%</u>
Operating Income (Loss)	<u>(775,752)</u>	<u>12,446</u>	<u>12,446</u>	<u>(1,205)</u>	<u>-109.7%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	2,845	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>2,845</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(772,907)</u>	<u>12,446</u>	<u>12,446</u>	<u>(1,205)</u>	<u>-109.7%</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	<u>(772,907)</u>	<u>12,446</u>	<u>12,446</u>	<u>(1,205)</u>	<u>-109.7%</u>
Total Net Position - Beginning	<u>6,173,254</u>	<u>6,962,381</u>	<u>5,400,347</u>	<u>5,412,793</u>	<u>-22.3%</u>
Total Net Position - Ending	<u>\$ 5,400,347</u>	<u>\$ 6,974,827</u>	<u>\$ 5,412,793</u>	<u>\$ 5,411,588</u>	<u>-22.4%</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	-	125,000	125,000	125,000	

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



Prince George's County

Largo Headquarters Building Internal Service Fund

OVERVIEW

The Commission is moving forward with the construction of a new Headquarters for the Commissioners' Office, the Planning Department, and the Parks and Recreation Department Administrative functions. Currently, the Planning Department and Commissioners' Offices are located in leased space at the County Administration Building (CAB) and in office condominiums adjacent to the CAB in Upper Marlboro, Maryland. The Parks Department is located in leased space at Walker Drive Headquarters in Greenbelt, Maryland and the Parks and Recreation Administration offices is located in Riverdale, Maryland.

The new headquarters' location is adjacent to the Largo Metro Station, and the building will be 10 stories with approximately 345,000 square feet of space. The site will include several features that will enhance employees' work-life balance and provide a green environment with Leadership in Energy and Environmental Design (LEED), Well-Fit-certified, and other related certifications. Parking will be provided onsite, with an estimated 500-space garage. The new Headquarters will be the jewel of Downtown Largo with planned retail space for a café and accessibility by transit, bike, and car. The expected completion of this project is in FY 2025.

The Commission has engaged the Maryland Economic Development Corporation (MEDCO) as a partner for the project because of its ability to bring together public and private resources to develop government facilities. MEDCO will construct the building on land acquired and owned by the Commission through a leaseback transaction.

- The Commission allocated \$60,000,000 in Administration Fund reserves for this project in FY21.
- The Commission is seeking to allocate additional resources for the Department of Parks and Recreation in the amounts of \$59,500,000 (Park Fund) and \$25,500,000 (Recreation Fund) for a total of \$85,000,000 in FY23.

A new internal service fund was created with the adoption of the FY22 Budget. The Largo Headquarters Building Internal Service Fund will account for all building-related expenses. It will be sustained by future "rental" charges to the Commissioners' Office, the Planning Department, the Parks and Recreation Department, and other lessors.

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

Continuing design expenditures, through MEDCO, are proposed for FY23. This includes:

- Consultant services for development and design of the new headquarters.
- Pre-construction staging and other related costs.



Prince George's County

Largo Headquarters Building Internal Service Fund

SUMMARY OF FY23 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY LARGO HEADQUARTERS BUILDING INTERNAL SERVICE FUND
Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Charges for Services (Office Space Rental):					
PGC Commissioners	-	-	-	-	-
PGC Planning	-	-	-	-	-
Rental Revenues	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Operating Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	5,000,000	10,000,000	-
Capital Outlay	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>-</u>	<u>-</u>	<u>5,000,000</u>	<u>10,000,000</u>	<u>-</u>
Operating Income (Loss)	<u>-</u>	<u>-</u>	<u>(5,000,000)</u>	<u>(10,000,000)</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	<u>6,015</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Nonoperating Revenue (Expenses):	<u>6,015</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>6,015</u>	<u>-</u>	<u>(5,000,000)</u>	<u>(10,000,000)</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	60,000,000	-	-	85,000,000	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>60,000,000</u>	<u>-</u>	<u>-</u>	<u>85,000,000</u>	<u>-</u>
Change in Net Position	60,006,015	-	(5,000,000)	75,000,000	-
Total Net Position - Beginning	<u>-</u>	<u>60,000,000</u>	<u>60,006,015</u>	<u>55,006,015</u>	<u>-8.3%</u>
Total Net Position - Ending	<u>\$ 60,006,015</u>	<u>\$ 60,000,000</u>	<u>\$ 55,006,015</u>	<u>\$ 130,006,015</u>	<u>116.7%</u>

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



Prince George's County

Commission-wide CIO & IT Initiatives Internal Service Funds

EXECUTIVE OVERVIEW

The Chief Information Officer (CIO) is responsible for agency-wide IT systems strategic planning to meet business needs in collaboration with departments. The CIO also functions as the Commission's Chief Technology Security Officer. The CIO makes recommendations to ensure adherence to best practices, appropriate resource allocation, and exceptional customer service while recognizing the uniqueness of each operating department's programs.

The Program Management Office (PMO) is a division of the Office of the CIO and is responsible for planning, coordinating, and delivering Commission-wide IT projects in a complex IT environment. Together, the CIO and PMO strive to advance maximum flexibility and provide cost-effective innovative solutions that position the agency to capitalize on IT investments.

The CIO Internal Service Fund (ISF) budget supports the operations of the Office of the CIO and PMO.

The Commission-wide IT (CWIT) ISF budget is developed in coordination with the Information Technology (IT) Council to properly advance agency-wide programs and systems. Continual evaluation of and updates to these systems are critical to ensure the security of the agency's assets, greater efficiency of systems which enhance employee productivity, and effective continuation of operations for the agency to continue function during times of crisis.

FY22 PROGRAM ACCOMPLISHMENTS

Continuous progress has been made during FY22 to advance the agency's IT infrastructure, systems and security.

Seasonal Payroll Automation (SPA)

This project provided significant enhancements to the way the agency pays and schedules nearly 6,000 seasonal employees. New functionality fully automates the entire process by enabling managers to electronically develop and manage schedules, access the information through a mobile app, and ensure policy compliance.

Enterprise Content Management (ECM)

This project evaluated the data and content needs of the entire organization. A requirement and needs analysis report was developed incorporating the unique needs, current usage and projected usage of each department. This information is essential to future agency-wide IT strategic planning and needs development.

Digital Transformation Platform

With over 200 paper-based processes essential to the day-to-day operations of the agency and the transition to telework, an automated system of digitizing our inadequate and obsolete processes was critical to continuing operations. This project was launched to address this immediate need. To date, we have successfully transformed many of these paper-based forms to secure, fillable and routable electronic documents. In addition to this, a centralized repository for digitized forms has been developed to house these records. The project is expected continue digitizing forms over the next 12 months.

External Website Redesign

Redesign of the agency's public facing websites, with a focus on ease of use and ADA accessibility, will begin in FY22.



Prince George's County

Commission-wide CIO & IT Initiatives Internal Service Funds

Security Improvements

Continuous progress has been made in the advancement of Enterprise IT Systems capabilities in the face of increased information technology security threats/breaches as well as increased demand for employees to work remotely. IT Security Policies and Standard Operating Procedures continued to be updated and advanced. Governance initiatives, managed by the CIO/Information Security Officer, were implemented to ensure compliance with the National Security Standards and include security improvements to Microsoft 365, a cybersecurity assessment, and security awareness training for all active network users.

Collaborations with the Inspector General

The OCIO worked closely with the Inspector General to review our information technology environment, the policies that govern it, identify gaps, and make recommendations. Our focus is to ensure that the integrity and confidentiality of Commission data is protected under all circumstances.

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

Chief Information Officer Internal Service Fund

The FY23 proposed budget is \$5,892,274 and funds the Office of the CIO operations and agency-wide licenses and subscriptions.

Base Budget Request

The proposed budget for the Office of the CIO is \$1,660,898 and includes an increase of \$135,427 (or 8.9%) over FY22 adopted levels. The increase can be attributed to changes in compensation and the need for expert consulting in the areas of cybersecurity and digitization, where there has been a spike in consulting costs due to increased global demand for such expertise. No new initiatives are proposed for FY23, other than the share of new initiatives proposed in CWIT. The cost distribution to each county is:

- Montgomery County – \$734,040
- Prince George's County – \$926,858

Licenses and Subscriptions

The proposed budget for licenses and subscriptions is \$4,199,919 and includes an increase of 29% due to changes in ongoing license rates. Beginning in FY23, licenses and subscriptions previously budgeted in CWIT are proposed to be shifted to the CIO budget. License and subscription costs are ongoing and separate from project costs that are finite. This move will provide more distinction between the two types of expenses. The overall proposed change to both budgets is:

	FY22 Adjusted Adopted	FY23 Proposed	% Change	% Allocated
CIO	1,525,471	5,892,274	4,366,803	286.3%
CWIT	4,455,916	1,593,266	-2,862,650	-64.2%



Prince George's County Commission-wide CIO & IT Initiatives Internal Service Funds

Ongoing software license fees include:

- Microsoft licenses
- Kronos Cloud services
- Infor ERP
- Adobe Cloud licenses
- Website Hosting
- Website ADA scanning and monitoring
- End user IT security training
- ERP managed services
- NEOGOV recruitment and onboarding
- ServiceNow Corporate IT service desk
- Data loss prevention solution
- Microsoft Azure
- Microsoft 365 backup
- Enterprise content management

The CIO is proposing one new license in FY23 totaling \$31,460 for Kronos Advanced Scheduler. This license only impacts the Prince George's Recreation Fund.

The cost distribution for licenses and subscriptions to each county is:

- Montgomery County – \$1,733,524
- Prince George's County – \$2,497,852

BUDGET AT A GLANCE

	FY22 Adjusted Adopted	FY23 Proposed	% Change	% Allocated*
Montgomery County Budget				
Expenditures	\$723,196	\$2,467,564	241.2%	44.2%
Staffing				
Funded Career Positions	3.5	3.5	0.8%	50.0%
Funded Workyears	3.5	3.5	0.8%	50.0%
Prince George's County Budget				
Expenditures	\$802,275	\$3,424,710	326.9%	44.2%
Staffing				
Funded Career Positions	3.5	3.5	-0.80%	50.00%
Funded Workyears	3.5	3.5	-0.80%	50.00%
Combined Department Total Budget				
Expenditures	\$1,525,471	\$5,892,274	286.3%	100.00%
Staffing				
Funded Career Positions	7	7	0.00%	100.00%
Funded Workyears	7	7	0.00%	100.00%

*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 Funds

SUMMARY OF FY23 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY CIO INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal Grant	73,255	-	-	-	-
Charges to Departments/Funds:					
DHRM	11,870	11,370	11,370	45,589	301.0%
CIO		-	-	3,356	-
Finance	11,192	10,720	10,720	43,777	308.4%
Legal	8,479	8,122	8,122	20,472	152.1%
Inspector General	848	812	812	5,563	585.1%
Corporate IT	10,174	9,746	9,746	139,349	1329.8%
Parks & Recreation - Park Fund	178,395	170,875	170,875	842,980	393.3%
Parks & Recreation - Recreation Fund	535,523	512,951	512,951	1,852,422	261.1%
Planning	84,788	81,214	81,214	471,202	480.2%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	914,524	805,810	805,810	3,424,710	325.0%
Operating Expenses:					
Personnel Services	968,754	675,941	675,941	770,207	13.9%
Supplies and Materials	75,600	25,244	25,244	27,065	7.2%
Other Services and Charges:	119,454	101,090	101,090	2,627,438	2499.1%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	1,163,808	802,275	802,275	3,424,710	326.9%
Operating Income (Loss)	(249,284)	3,535	3,535	-	-100.0%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	1,057	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	1,057	-	-	-	-
Income (Loss) Before Operating Transfers	(248,227)	3,535	3,535	-	-100.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(248,227)	3,535	3,535	-	-100.0%
Total Net Position - Beginning	(90,389)	(338,616)	(338,616)	(335,081)	-1.0%
Total Net Position - Ending	\$(338,616)	\$(335,081)	\$(335,081)	\$(335,081)	0.0%

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



Prince George's County

Commission-wide CIO & IT Initiatives Internal Service Funds

Commission-wide IT Internal Service Fund

The total FY23 request to fund ongoing, new, and financed projects is \$1,593,266. This includes of \$360,000 for ongoing projects, \$350,000 for new projects, and \$833,266 for financed projects. Software Licenses and Subscriptions are proposed to move from CWIT to the CIO budget in FY23 and are not reflected in this budget.

Base Continuing Projects Budget Request

The continuing projects proposed total \$360,000 and include:

- **Security Remediation** – Annual assessments of the agency's security profile by external security experts are essential in ensuring adequate processes are in place to protect our assets. This funding will be used to conduct the assessment and implement any corrective action recommended by the findings.
- **ERP Enhancements** – The agency is required to comply with various regulations (PII, HIPPA, COBRA, etc.), which are continuously evolving. These funds will address any changing mandates, critical operational needs, and other updates needed to meet requirements identified by our Departments.
- **Kronos Management** – Our timekeeping (Timecard) system is the first step in the process of compensating agency employees for their work. System patching and enhancements are critical to meet evolving business needs and regulatory compliance.

Financed Continuing Project Budget Requests

The financed projects proposed total \$883,266 and include:

- **Facility Access Control (\$123,266)** – The process of replacing the Alliance facility access system with Lenel is ongoing. The project began in February 2017 and is scheduled to be completed during FY23. The cost distribution to each county is:
 - Montgomery County – \$24,037
 - Prince George's County – \$99,229
- **ERP Upgrade (\$760,000)** – The ERP system enables the agency to perform several essential operations including payment and procurement processing, accounting and budgeting, HR records and personnel action processing, employee and retiree benefits management, financial and HR reporting, and treasury, investments and debt management. Multi-year funding of \$4,000,000 for this project began in FY22. \$1,000,000 was proposed in FY22. The general established project schedule indicates that to avoid funding the project through one multi-million-dollar contribution in a single fiscal year, it is necessary to continue funding through the internal financing initiated in FY22. The remaining \$3 million is proposed to be financed over the next 5 years, resulting in a bi-county amount of \$760,000 per year from FY23 to FY27. The annual cost distribution to each county is:
 - Montgomery County - \$312,132
 - Prince George's County – \$447,868



Prince George's County Commission-wide CIO & IT Initiatives Internal Service Funds

New Project Budget Requests

The new projects proposed total \$350,000 and include:

- **Learning Management System (LMS) (\$150,000)** – An agency-wide LMS platform will provide a single unified place where a variety of professional training can be offered. The system will efficiently allow common training materials to be shared across the Commission, enable employees to be uniformly trained on important subjects like respectful workplace, diversity and inclusion, and fraud, waste, and abuse. The new platform will also improve the internal instructor's and user's training experiences and reduce the high cost for the multiple platforms currently used by different parts of the Commission. The cost distribution to each county is:
 - Montgomery County – \$64,350
 - Prince George's County – \$85,650

- **Continuation of Operations Plan (COOP) (\$200,000)** – COOP is the comprehensive plan to ensure continuation of critical business functions should a disruption occur. It includes contingencies for physical, data/intellectual as well as staffing. An updated COOP plan is needed not only to provide immediate disaster recovery from an event but ensure operations can continue throughout an unexpected scenario. Research and experience show that backups are not enough to restore operations after an incident, and insurance cannot protect our data. The Commission Business Impact Analysis and Disaster Recovery Plan will be re-evaluated and updated to incorporate threats from emergency situations and events, such as a global pandemic, that have long reaching impacts to personnel and operations. The cost distribution to each county is:
 - Montgomery County – \$89,000
 - Prince George's County – \$111,000

BUDGET AT A GLANCE

	FY22 Adjusted <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<i>Montgomery County Budget</i>				
Expenditures	\$1,648,820	\$646,301	-60.8%	40.6%
<i>Prince George's County Budget</i>				
Expenditures	\$2,807,096	\$946,965	-66.3%	59.4%
<i>Combined Department Total Budget</i>				
Expenditures	\$4,455,916	\$1,593,266	-64.2%	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 Funds

SUMMARY OF FY23 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	88,452	53,603	53,603	41,355	-22.8%
CIO	9,420	3,993	3,993	351	-91.2%
Finance	215,317	50,903	50,903	43,793	-14.0%
Legal	4,500	15,431	15,431	9,200	-40.4%
Inspector General	2,960	6,246	6,246	3,371	-46.0%
Corporate IT	141,102	128,654	128,654	11,650	-90.9%
Parks & Recreation - Park Fund	643,070	894,155	894,155	354,633	-60.3%
Parks & Recreation - Recreation Fund	1,108,900	1,379,416	1,379,416	369,633	-73.2%
Planning	307,860	377,745	377,745	112,979	-70.1%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	2,521,581	2,910,146	2,910,146	946,965	-67.5%
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	194,552	-	-	-	-
Other Services and Charges:	1,634,184	2,807,096	2,807,096	946,965	-66.3%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	89,015	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	1,917,751	2,807,096	2,807,096	946,965	-66.3%
Operating Income (Loss)	603,830	103,050	103,050	-	-100.0%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	-	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	-	-	-	-	-
Income (Loss) Before Operating Transfers	603,830	103,050	103,050	-	-100.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	603,830	103,050	103,050	-	-100.0%
Total Net Position - Beginning	1,185,090	1,788,920	1,788,920	1,891,970	5.8%
Total Net Position - Ending	\$ 1,788,920	\$ 1,891,970	\$ 1,891,970	\$ 1,891,970	0.0%
Note: Future Financing Plans					
Capital equipment financed for IT Initiatives	\$ -	\$ -	\$ -	\$ 2,357,200	

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 the expenses of operating the Executive Office Building (EOB) in Riverdale, MD. This facility houses the bi-county operations of the agency including the departments of Finance, Legal, Human Resources and Management, the Office of the Chief Information Officer, the Merit System Board, and the Employees' Retirement System. The Prince George's County Parks and Recreation Department's Information Technology and Communications Division is currently housed in the EOB but will relocate in FY22. This space will be absorbed by bi-county operations. The Office of the Inspector General will be moving its operations to EOB in FY22. The agency-wide Archives program is located offsite.

HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The FY23 proposed budget is \$1,570,259 and includes an increase of 4.6% (or \$69,054) over FY22 levels.

Revenue

Occupancy: 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 of facility maintenance and repairs, mechanical systems, janitorial services, security, and electronic access systems, and grounds maintenance. In order to address increasing operational costs and the facility's response to COVID-19, the proposed budget includes an occupancy rate of \$28.12, which is a 4% increase over the FY22 adopted rate.

Interest: Interest income is projected to decrease by 92.0 % (or \$46,000) compared to FY22.

Fund Balance: Fund balance of \$103,936 will be used to absorb the proposed FY23 budget balance.

Expenditures

Personnel Services: This category includes an increase of 0.8% (\$2,041). 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 and maintenance.

Other Operating Charges: This category includes an increase of 5.4% (\$58,646) for utilities, preventative maintenance, parts and equipment, repairs, maintenance supplies, and professional services including janitorial and pest control services.

Capital Projects: This category remains flat compared to FY22 levels and provides funding for any major structural building improvements, machinery, or equipment necessary to maintain the building and grounds.

Chargebacks: This category includes an increase of 3.0% (\$3,357) for salary and benefit allocations of Department of Human Resources and Management (DHRM) staff time. These allocations have been adjusted to more accurately reflect the DHRM staff time required to support the facility's operations.



Prince George’s County
Commission-wide Executive Office Building Internal Service Fund

FY23 WORK PROGRAM PRIORITIES

Maintain Operations: Continue maintenance and repairs of facility and grounds to ensure the effective operations of systems, address required repairs and renovations, and manages janitorial services, security, and electronic access systems.

Roof Resealing: Complete a resealing of the roof at EOB to mitigate water intrusion into the building.

COVID-19 Response: Ensure effective COVID-19 response through regular cleaning, conducting entry screening protocols for employees and visitors, maintaining HVAC systems, and procuring personal protective equipment and other response supplies to reduce exposure.

FY23 Staffing

No changes in positions or workyears are proposed.

Executive Office Building

	FY22 Adjusted Adopted	FY23 Proposed	% Change
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 FY23 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ 101,583	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	126,178	131,225	131,225	-	-100.0%
Retirement System	108,680	113,027	113,027	117,548	4.0%
Chief Information Office	59,644	62,030	62,030	64,511	4.0%
Risk Management	54,808	57,000	57,000	59,280	4.0%
Group Insurance	65,338	67,952	67,952	70,670	4.0%
CAS Departments	937,352	974,846	974,846	1,150,314	18.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,453,583</u>	<u>1,406,080</u>	<u>1,406,080</u>	<u>1,462,323</u>	<u>4.0%</u>
Operating Expenses:					
Personnel Services	211,622	256,135	256,135	258,176	0.8%
Supplies and Materials	162,471	61,000	61,000	64,000	4.9%
Other Services and Charges:	491,288	988,644	988,644	1,044,300	5.6%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	66,886	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	274,449	85,000	85,000	90,000	5.9%
Other Classifications	-	-	-	-	-
Chargebacks	99,427	110,426	110,426	113,783	3.0%
Total Operating Expenses	<u>1,306,143</u>	<u>1,501,205</u>	<u>1,501,205</u>	<u>1,570,259</u>	<u>4.6%</u>
Operating Income (Loss)	<u>147,440</u>	<u>(95,125)</u>	<u>(95,125)</u>	<u>(107,936)</u>	<u>13.5%</u>
Nonoperating Revenue (Expenses):					
Interest Income	2,914	50,000	50,000	4,000	-92.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>2,914</u>	<u>50,000</u>	<u>50,000</u>	<u>4,000</u>	<u>-92.0%</u>
Income (Loss) Before Operating Transfers	<u>150,354</u>	<u>(45,125)</u>	<u>(45,125)</u>	<u>(103,936)</u>	<u>130.3%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	150,354	(45,125)	(45,125)	(103,936)	130.3%
Total Net Position - Beginning	<u>5,695,716</u>	<u>5,623,144</u>	<u>5,846,070</u>	<u>5,800,945</u>	<u>3.2%</u>
Total Net Position - Ending	<u>\$ 5,846,070</u>	<u>\$ 5,578,019</u>	<u>\$ 5,800,945</u>	<u>\$ 5,697,009</u>	<u>2.1%</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 77% of the revenue. Revenue from employee and retiree share of the premiums makes up 19% 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 FY23 PROPOSED BUDGET

The proposed FY23 expenditure budget is \$71.6 million, which reflects a 0.5% increase from FY22 budget levels.

The FY23 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 FY23 Proposed Budget contains a designated reserve of \$7.16 million, which is enough to meet the 10.0% of total operating expenses reserve policy.

Essential Needs

No essential needs are proposed for FY23.

Staffing	FY22 Adopted	FY23 Proposed	% Change
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 FY23 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 2,731,635	\$ 2,000,000	\$ 2,000,000	\$ 2,500,000	25.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	9,345,113	14,618,370	14,618,370	13,621,900	-6.8%
Employer Contributions/Premiums	44,559,595	54,271,479	54,271,479	54,074,732	-0.4%
Miscellaneous (Claim Recoveries, etc.)	3,377,351	-	-	-	-
Total Operating Revenues	<u>60,013,694</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>70,196,632</u>	<u>-1.0%</u>
Operating Expenses:					
Personnel Services	1,017,660	791,467	791,467	835,983	5.6%
Supplies and Materials	7,509	50,000	50,000	53,000	6.0%
Other Services and Charges:					
Professional Services	3,515,245	504,018	504,018	698,870	38.7%
Insurance Claims and Fees	45,594,530	60,507,264	60,507,264	59,571,841	-1.5%
Insurance Premiums	7,818,115	9,066,340	9,066,340	10,000,000	10.3%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	343,049	402,939	402,939	499,938	24.1%
Total Operating Expenses	<u>58,296,107</u>	<u>71,322,028</u>	<u>71,322,028</u>	<u>71,659,632</u>	<u>0.5%</u>
Operating Income (Loss)	<u>1,717,587</u>	<u>(432,179)</u>	<u>(432,179)</u>	<u>(1,463,000)</u>	<u>238.5%</u>
Non-operating Revenue (Expenses):					
Interest Income	7,684	200,000	200,000	10,000	-95.0%
Total Non-operating Revenue (Expenses)	<u>7,684</u>	<u>200,000</u>	<u>200,000</u>	<u>10,000</u>	<u>-95.0%</u>
Income (Loss) Before Operating Transfers	<u>1,725,271</u>	<u>(232,179)</u>	<u>(232,179)</u>	<u>(1,453,000)</u>	<u>525.8%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	(562,194)	-	-	-	-
Net Operating Transfer	<u>(562,194)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	1,163,077	(232,179)	(232,179)	(1,453,000)	525.8%
Total Net Position, Beginning	<u>11,946,436</u>	<u>11,292,049</u>	<u>13,109,513</u>	<u>12,877,334</u>	<u>14.0%</u>
Total Net Position, Ending	<u>13,109,513</u>	<u>11,059,870</u>	<u>12,877,334</u>	<u>11,424,334</u>	<u>3.3%</u>
Designated Position	5,829,611	7,132,203	7,132,203	7,165,963	0.5%
Unrestricted Position	7,279,902	3,927,667	5,745,131	4,258,371	8.4%
Total Net Position, June 30	<u>\$ 13,109,513</u>	<u>\$ 11,059,870</u>	<u>\$ 12,877,334</u>	<u>\$ 11,424,334</u>	<u>3.3%</u>

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



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Appendices

APPENDICES

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Prince George's County

Appendices - Glossary

Accrual Basis of Accounting- 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- 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 detailed description.

Advance Land Acquisition Revolving Fund (ALARF)- Source of disbursements for highways, streets, school sites and other public purposes. Originally financed by a Bond Issuance and is serviced through a dedicated property tax. 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- 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- Number of approved positions in the Adopted Budget.

Balanced Budget- When revenues and other financing sources equal the expenditures, other uses, and required funds in a budget.

Bonds- Debt issued for a period of more than one year by governments, municipalities, and companies. Investors purchase the bonds. 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 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, Legal) and units (Inspector General, Chief Information Officer, 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 enterprise-wide information technology systems, security, and strategic planning.

Collective Bargaining Agreement- A legally binding contract between the Commission as an employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)



Prince George's County

Appendices - Glossary

Cost of Living Adjustment (COLA)- Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

Debt Service- 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- 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., FY23, the year ending June 30 of the number shown is intended. (June 30, 2023, 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 (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 state and local governments.

General Fund- 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. The Commission's General Fund is made up of five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's County Administration Fund, Prince George's County Park Fund, and Prince George's County Recreation Fund.

Governmental Funds- All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.

Internal Service Funds- Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, management of the Executive Office Building, information systems, and risk management.

Merit Increase- An upward increment in an employee's rate of pay within the salary range for a given class of work. It recognizes the completion of a period of satisfactory service.

Modified Accrual Method- 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



Prince George's County

Appendices - Glossary

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.

Operating Budget- A comprehensive financial plan by which the Commission's operating programs are funded for a single fiscal year.

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- Category of expenditure reflecting 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- Tabulation, calculation, or recording of activity or effort, expressed in a quantitative manner. Examples include 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)- 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.

Personnel Services- Category of expenditure reflecting salaries, wages and fringe.

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 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.



Prince George's County

Appendices - Glossary

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- A designated amount that cannot be spent without the consent of the approving body. Referred to as "Surplus" in an expenditure budget, it is held for future year's expenditures. With approval it may be spent for emergencies or other unforeseen purposes. 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- 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- Funds used to account for and report on the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. For example, the Federal Forfeited Property Fund collects revenues from the sale of drug-crime related assets seized in operations involving the Commission's Park Police. As required by Federal statute, these funds are used to purchase equipment and other resources necessary to combat drug-related crimes in the park system.

Spending Affordability- A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George's County, a three-member Spending Affordability Committee (SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit- 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 shared by more than one division within a department or by more than one department. These expenses are not appropriately or feasibly



Prince George's County Appendices - Glossary

allocated to the budgets of departments or their sub-units. Examples include mail and messenger services, telephone, maintenance, and rent.

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 $0.03 \times \$10,000,000,000/100 = \$3,000,000$.

Term Contract- An employment status of 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

Annual Comprehensive Financial Report	ACFR
Americans with Disabilities Act	ADA
Agricultural Preservation Advisory Board	APAB
Adequate Public Facilities Ordinance	APFO
All-Terrain Vehicle	ATV
Bi-county Transitway	BCT
Building Lot Termination	BLT
Base Realignment and Closure (military)	BRAC
Bus Rapid Transit	BRT
Computer Aided Dispatch	CAD
Commission for Accreditation of Park and Recreation Agencies	CAPRA
Chesapeake Bay Critical Area	CBCA
Central Business District	CBD
Community Based Planning	CBP
Corridor Cities Transitway	CCT
Centers for Disease Control and Prevention	CDC
Capital Improvement Program	CIP
Continuity of Operations	COOP
Crime Prevention through Environmental Design	CPTED
Commercial-Residential zone	CR
Consolidated Transportation Program	CTP
Development Activity Monitoring System	DAMS
Department of Economic Development	DED
Draft Environmental Impact Statement	DEIS
Department of Housing and Community Affairs	DHCA
Maryland Department of Housing and Community Development	DHCD
Development Information Activity Center	DIAC
Maryland Department of Natural Resources	DNR
Department of Public Works and Transportation	DPWT
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Enterprise Asset Management	EAM
Environmental Protection Agency	EPA
Equity focus Areas	EFA
Floor Area Ratio	FAR
Governmental Accounting Standards Board	GASB
Government Finance Officers Association	GFOA
Greenhouse Gas	GHG
Growth and Infrastructure Policy	GIP



Prince George's County Appendices - Acronyms

Geographic Information System	GIS
Historic Area Work Permit	HAWP
Housing Opportunities Commission	HOC
Historic Preservation Commission	HPC
Inter County Connector	ICC
Interstate Commission on The Potomac River Basin	ICPRB
Integrated Pest Management	IPM
Interagency Technology Policy and Coordination Committee	ITPCC
Local Area Network/Wide Area Network	LAN/WAN
Local Area Transportation Review	LATR
Leadership in Environmental Education Design	LEED
Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Locally Preferred Alignment	LPA
Land Preservation, Parks, and Recreation	LPPR
Mid County Highway	M-83
Montgomery County Department of Economic Development	MCEDC
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department of Housing and Community Affairs	MC DHCA
Montgomery County Department of Transportation	MCDOT
Montgomery County Department of Permitting Services	MCDPS
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Maryland Department of Environment	MDE
Maryland Department of Planning	MDP
Maryland Economic Development Corporation	MEDCO
Minority, Female and Disabled procurement program	MFD
Memorandum of Understanding	MOU
Moderately Priced Dwelling Unit	MPDU
Master Plan of Transportation	MPOT
Montgomery County Soil Conservation District	MSCD
Maryland Transit Administration	MTA
Metropolitan Washington Council of Governments	MWCOG
National Oceanic Atmospheric Administration	NOAA
National Pollutant Discharge Elimination System	NPDES
National Park and Recreation Association	NPRA
National Parks Service	NPS
Planning Assistance to Municipalities and Communities	PAMC
Policy Area Mobility Review	PAMR
Prince George's Department of Public Works & Transportation	PG DPWT
Partnership for Action Learning in Sustainability	PALS



Prince George's County Appendices - Acronyms

Passive Optical Network	PON
Program Open Space	POS
Parks and Recreation Advisory Board	PRAB
Park, Recreation, and Open Space	PROS
Rural Density Transfer zone	RDT
Regional Economic Development Strategy	REDS
Right of Way	ROW
Research & Technology Center	RTC
State Department of Assessments & Taxation	SDAT
State Highway Administration	SHA
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
Science, Technology, Engineering, the Arts and Mathematics	STEAM
Town Sector zone	T-S
Transportation Action Partnership	TAP
Transferable Development Rights	TDR
Total Maximum Daily Load	TMDL
Transit Oriented Development	TOD
Transportation Policy Area Review	TPAR
United States Army Core of Engineers	USACE
United States Forest Service	USFS
United States Fish & Wildlife Service	USFWS
Washington Area Bicycle Association	WABA
Woodland Conservation Ordinance	WCO
Washington Metropolitan Area Transit Authority	WMATA
Water Quality Protection Funds	WQP
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA



Prince George's County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratio of Net General Obligation Bonded Debt
To Assessed Value and Net General Obligation Bonded Debt Per Capita
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds			Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	
2012	1,005,079	\$ 143,754,415	\$ 35,654	0.02 %	\$ 165,916,424	\$ 1,905	0.001 %	1.90
2013	1,015,172	140,577,467	32,462	0.02	161,877,310	1,665	0.001	1.64
2014	1,024,617	141,899,535	44,616	0.03	163,601,193	1,430	0.001	1.40
2015	1,032,814	142,418,524	41,464	0.03	163,656,758	1,200	0.001	1.16
2016	1,038,846	151,113,059	51,857	0.03	174,057,795	1,075	0.001	1.03
2017	1,046,822	157,476,558	56,953	0.04	181,546,725	1,020	0.001	0.97
2018	1,048,478	163,053,038	52,924	0.03	188,182,436	885	0.000	0.84
2019	1,050,688	167,427,077	64,917	0.04	193,106,472	750	0.000	0.71
2020	1,062,061	171,202,657	69,749	0.04	197,588,106	620	0.000	0.58
2021	1,069,320	175,812,274	65,965	0.04	203,030,055	490	0.000	0.46

PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds			Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	
2012	881,138	\$ 79,043,657	\$ 56,363	0.07 %	\$ 84,542,285	\$ -	- %	n.a.
2013	890,081	73,123,809	47,086	0.06	78,518,921	-	-	n.a.
2014	904,430	70,551,045	67,280	0.10	75,744,055	-	-	n.a.
2015	909,535	71,578,363	58,860	0.08	76,747,781	-	-	n.a.
2016	908,049	74,240,911	73,329	0.10	79,385,919	-	-	n.a.
2017	912,756	78,488,744	64,534	0.08	83,863,174	-	-	n.a.
2018	909,308	84,361,738	92,162	0.11	90,065,188	-	-	n.a.
2019	909,327	89,052,828	119,227	0.13	95,038,631	-	-	n.a.
2020	909,612	100,289,916	110,946	0.11	100,289,916	-	-	n.a.
2021	n.a.	99,283,346	84,464	0.09	105,862,549	-	-	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated
 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 Revenue Bonds and Notes	Ratios			Advance Land Acquisition General Obligation Bonds(1)	Ratios		
	General Obligation Bonds	Notes Payable		Total Primary Government(1)	Percentage Of Personal Income	Outstanding Debt Per Capita		Total Debt (1)	Percentage Of Personal Income	Outstanding Debt Per Capita
2012	\$ 34,590	\$ -	\$ 1,064	0.05	%	\$ 35,654	\$ 1,905	0.05	%	\$ 37,559
2013	32,240	-	222	0.04		32,462	1,665	0.05		34,127
2014	44,616	-	-	0.06		44,616	1,430	0.06		46,046
2015	41,464	-	-	0.05		41,464	1,200	0.05		42,664
2016	51,857	-	-	0.06		51,857	1,075	0.06		52,932
2017	56,953	-	-	0.06		56,953	1,020	0.06		57,973
2018	52,924	-	-	0.06		52,924	885	0.06		53,809
2019	64,917	-	-	0.07		64,917	750	0.07		65,667
2020	69,749	-	-	0.07		69,749	620	0.07		70,369
2021	65,965	-	-	0.07		65,965	490	0.07		66,455

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business- Type Activities Revenue Bonds and Notes	Ratios			Advance Land Acquisition General Obligation Bonds(1)	Ratios		
	General Obligation Bonds	Notes Payable		Total Primary Government(1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)		Total Debt (1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
2012	\$ 56,363	\$ 120	\$ -	0.15	%	\$ 56,483	\$ -	0.15	%	\$ 56,483
2013	47,086	-	-	0.12		47,086	-	0.12		47,086
2014	67,280	-	-	0.17		67,280	-	0.17		67,280
2015	58,860	-	-	0.14		58,860	-	0.14		58,860
2016	73,329	-	-	0.17		73,329	-	0.17		73,329
2017	64,534	-	-	0.15		64,534	-	0.15		64,534
2018	92,162	-	-	0.21		92,162	-	0.21		92,162
2019	119,227	-	-	0.26		119,227	-	0.26		119,227
2020	110,946	-	-	0.23		110,946	-	0.23		110,946
2021	84,464	-	-	na		84,464	-	na		84,464

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 2021.

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



Prince George's County Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Principal Employers

Current Fiscal Year and Nine Years Ago

MONTGOMERY COUNTY

<u>Employer</u>	<u>2021</u>			<u>2012</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
U.S. Department of Health and Human Services	25,000 - 30,000	1	6.24 %	25,000 - 30,000	1	5.85 %
Montgomery County Public Schools	25,000 - 30,000	2	5.11	20,000 - 25,000	2	4.79
Montgomery County Government	10,000 - 15,000	3	2.84	5,000 - 10,000	4	1.60
U.S. Department of Defense	5,000 - 10,000	4	1.70	10,000 - 15,000	3	2.66
Adventist Healthcare	5,000 - 10,000	5	1.70	5,000 - 10,000	6	1.60
Holy Cross Hospital of Silver Spring	2,500 - 5,000	6	0.85	*		-
Marriott International Admin Svcs, Inc.	2,500 - 5,000	7	0.85	5,000 - 10,000	7	1.60
Montgomery Community College	2,500 - 5,000	8	0.85	2,500 - 5,000	10	0.80
Government Employees Insurance Co.	2,500 - 5,000	9	0.85	*		-
U.S. Department of Commerce	2,500 - 5,000	10	0.85	5,000 - 10,000	5	1.60
Lockheed Martin Corporation	**		-	5,000 - 10,000	8	1.60
Giant Food Corporation	**		-	*		-
Verizon	**		-	2,500 - 5,000	9	0.80
Total			21.84 %			22.90 %

PRINCE GEORGE'S COUNTY

<u>Employer</u>	<u>2020 (1)</u>			<u>2011</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
Joint Base Andrews Naval Air Facility Washington*	18,000	1	3.57 %	**		- %
University System of Maryland (2)	13,000	2	2.58	**		-
NASA/Goddard Space Flight Center *	12,200	3	2.42	**		-
University of Maryland Capital Region Health	4,800	4	0.95	**		-
U.S. Internal Revenue Service *	4,500	5	0.89	**		-
United States Census Bureau *	4,285	6	0.85	**		-
United Parcel Service	3,300	7	0.66	4,220	1	0.90
National Maritime Intelligence-Integration Office**	3,000	8	0.60	**		-
MGM National Harbor	2,400	9	0.48	**		-
Prince George's Community College	1,800	10	0.36	**		-
Giant Food, Inc.	**		-	3,600	2	0.77
Verizon	**		-	2,738	3	0.58
Dimensions Health Corporation	**		-	2,500	4	0.53
Gaylord National Resort and Convention Center	**		-	2,000	5	0.43
Shoppers Food Warehouse	**		-	1,975	6	0.42
Safeway Stores, Inc.	**		-	1,605	7	0.34
Chevy Chase Bank	**		-	1,456	8	0.31
Target	**		-	1,400	9	0.30
Doctor's Community Hospital	**		-	1,300	10	0.28
Total	67,285		13.36 %	22,794		4.85 %

Note:

- (1) In 2021, 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

Year	Population (1)	Total Personal Income 000's omitted (2,3)	Per Capita Income (4)	Labor Force (5)	Unemployment Rate (6)	Registered Pupils (7)
2012	1,005,079	\$ 77,350,599	\$ 76,960	540,810	5.1 %	146,497
2013	1,015,172	74,736,876	73,620	543,134	4.9	148,779
2014	1,024,617	76,751,191	74,907	544,271	4.3	151,298
2015	1,032,814	82,460,250	79,840	547,229	3.8	153,852
2016	1,038,846	87,319,432	84,054	544,649	3.3	156,447
2017	1,046,822	90,014,129	85,988	554,112	3.3	159,010
2018	1,048,478	91,903,198	87,654	556,234	3.1	161,545
2019	1,050,688	94,708,400	90,139	565,463	2.9	162,680
2020	1,062,061	98,000,000	92,273	548,398	6.3	165,267
2021	1,069,320	95,200,000	89,029	537,620	5.9	160,564

PRINCE GEORGE'S COUNTY

Year	Population (8)	Total Personal Income 000's omitted (2)	Per Capita Income (2) (4)	Labor Force (9)	Unemployment Rate (6)	Registered Pupils (10)
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	47,143	513,393	4.7	130,814
2018	909,308	44,938,165	49,420	504,423	4.1	132,322
2019	909,327	46,034,388	50,625	515,140	4.0	132,667
2020	909,612	49,296,368	54,195	503,509	7.9	135,962
2021	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated

(1) Source: Data for 2012-2021 estimated by the Montgomery County, Department of Finance

(2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2021 is not currently available for Prince George's County)

(3) Source: Data for 2012-2021 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 2012-2021 estimated by the Montgomery County, Department of Finance

(8) Source: Data for 2012-2020 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Estimates for 2021 are not available

Data for 2021 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 2021. Prince George's County data for 2020 is an estimate

(10) Source: www.mdreportcard.org, 2020 for Prince George's County. Estimates for 2021 are not available.



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY TAX RATES BY FUND: FY09 THRU FY23

		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<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</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</u>	Real	0.0566	0.1594	0.0780	0.0000	0.2940
	Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY22 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>FY23 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: FY09 THRU FY23

<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>
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	\$60,065,278	\$168,039,028	\$89,511,620	\$200	\$14,955,331	\$5,458,753	\$338,030,209
FY21	\$62,711,549	\$173,004,300	\$91,403,059	\$74	\$17,750,792	\$1,774,065	\$346,643,839
FY22 ADOPTED	\$64,511,317	\$177,113,412	\$99,083,560	\$0	\$19,882,440	\$6,804,705	\$367,395,434
FY23 PROPOSED	\$66,727,517	\$182,608,112	\$105,038,520	\$0	\$13,524,910	\$6,705,338	\$374,604,397



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY EXPENDITURES BY FUND: FY09 THRU FY23

<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>
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	\$50,301,836	\$179,881,257	\$82,883,834	\$146	\$19,578,125	\$5,646,737	\$338,291,935
FY21	\$110,199,164	\$183,049,173	\$81,969,638	\$120	\$14,861,052	\$2,272,468	\$392,351,615
FY22 ADOPTED*	\$61,698,887	\$180,238,321	\$102,910,958	\$0	\$19,882,440	\$6,819,205	\$371,549,811
FY23 PROPOSED*	\$67,231,376	\$245,003,588	\$134,726,543	\$0	\$13,524,910	\$6,769,838	\$467,256,255

* Includes Reserves for Administration, Park and Recreation Funds



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY WORKYEARS BY FUND: FY09 THRU FY23

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	270.18	984.90	1,005.56	206.10	264.80	2,731.54
FY21	273.80	1,028.11	1,177.17	258.60	189.10	2,926.78
FY22 ADOPTED	287.38	1,033.39	1,155.78	267.30	140.20	2,884.05
FY23 PROPOSED	295.90	1,067.95	1,275.59	138.40	136.40	2,914.24



Prince George's County Appendices – Pay Schedules

**The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective July 11, 2021**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
10	\$30,192 \$14.5154	\$43,182 \$20.7606	\$56,172 \$27.0058
12	\$33,920 \$16.3077	\$46,997 \$22.5947	\$60,073 \$28.8813
14	\$37,529 \$18.0428	\$51,998 \$24.9990	\$66,466 \$31.9548
16	\$42,112 \$20.2462	\$58,347 \$28.0514	\$74,582 \$35.8567
18	\$47,692 \$22.9288	\$66,078 \$31.7683	\$84,463 \$40.6072
20	\$50,076 \$24.0750	\$69,382 \$33.3567	\$88,688 \$42.6385
22	\$54,066 \$25.9933	\$74,911 \$36.0149	\$95,755 \$46.0361
24	\$56,769 \$27.2928	\$78,654 \$37.8144	\$100,538 \$48.3356
26	\$61,231 \$29.4380	\$84,943 \$40.8380	\$108,654 \$52.2375
28	\$65,328 \$31.4077	\$91,580 \$44.0288	\$117,831 \$56.6495
30	\$71,266 \$34.2625	\$99,908 \$48.0327	\$128,550 \$61.8029
32	\$79,161 \$38.0582	\$109,640 \$52.7115	\$140,118 \$67.3644
34	\$85,345 \$41.0313	\$118,247 \$56.8495	\$151,149 \$72.6678
36	\$94,432 \$45.4000	\$130,839 \$62.9034	\$167,245 \$80.4063
38	\$103,518 \$49.7683	\$143,429 \$68.9563	\$183,339 \$88.1438
40	\$113,869 \$54.7447	\$153,187 \$73.6476	\$192,505 \$92.5505

**Approved by the Commission
September 15, 2021**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective July 11, 2021

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$26,968 \$12.9654	\$37,366 \$17.9644	\$47,764 \$22.9635	\$49,317 \$23.7101
HL2	\$30,118 \$14.4798	\$43,076 \$20.7096	\$56,034 \$26.9394	\$57,855 \$27.8149
HL3/HL4	\$33,838 \$16.2683	\$46,883 \$22.5399	\$59,929 \$28.8120	\$61,876 \$29.7481
HL5/HL6	\$37,438 \$17.9990	\$51,872 \$24.9385	\$66,306 \$31.8779	\$68,461 \$32.9139
HL7	\$42,010 \$20.1971	\$58,206 \$27.9837	\$74,402 \$35.7702	\$76,820 \$36.9327

Approved by the Commission
September 15, 2021



Prince George's County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective July 11, 2021**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$27,048 \$13.0038	\$37,476 \$18.0173	\$47,904 \$23.0308	\$49,461 \$23.7793
HC2	\$28,892 \$13.8904	\$40,031 \$19.2457	\$51,169 \$24.6005	\$52,832 \$25.4000
HC3	\$30,206 \$14.5221	\$43,203 \$20.7707	\$56,199 \$27.0188	\$58,026 \$27.8971
HC4	\$33,937 \$16.3159	\$47,019 \$22.6053	\$60,101 \$28.8947	\$62,055 \$29.8341
HC5	\$37,549 \$18.0524	\$52,025 \$25.0120	\$66,502 \$31.9721	\$68,663 \$33.0111
HC6	\$42,133 \$20.2563	\$58,377 \$28.0659	\$74,621 \$35.8755	\$77,047 \$37.0418

**Approved by the Commission
September 15, 2021**



Prince George's County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective July 11, 2021**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$28,892 \$13.8904	\$40,031 \$19.2457	\$51,169 \$24.6005	\$52,832 \$25.4000
HT2	\$33,937 \$16.3159	\$47,019 \$22.6053	\$60,101 \$28.8947	\$62,055 \$29.8341
HT3	\$37,549 \$18.0524	\$52,024 \$25.0115	\$66,500 \$31.9712	\$68,661 \$33.0101
HT4	\$42,133 \$20.2563	\$58,377 \$28.0659	\$74,621 \$35.8755	\$77,047 \$37.0418

**Approved by the Commission
September 15, 2021**



Prince George's County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission FOP Park Police

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
P02 (annual)	\$53,501	\$55,378	\$57,317	\$59,323	\$61,395	\$63,548	\$65,770	\$68,072	\$70,452	\$72,924	\$75,477	\$78,113	\$80,848	\$83,678	\$86,607		
(hourly)	\$25,7216	\$26,6240	\$27,5563	\$28,5207	\$29,5168	\$30,5519	\$31,6202	\$32,7269	\$33,8712	\$35,0596	\$36,2870	\$37,5543	\$38,8692	\$40,2298	\$41,6380		
P03 (annual)	\$53,479	\$56,178	\$58,147	\$60,190	\$62,288	\$64,461	\$66,724	\$69,058	\$71,480	\$73,979	\$76,568	\$79,252	\$82,027	\$84,891	\$87,862	\$90,937	
(hourly)	\$25,7111	\$27,0087	\$27,9553	\$28,9375	\$29,9462	\$30,9909	\$32,0788	\$33,2010	\$34,3654	\$35,5668	\$36,8115	\$38,1019	\$39,4361	\$40,8130	\$42,2413	\$43,7197	
P04 (annual)	\$56,153	\$58,985	\$61,056	\$63,191	\$65,400	\$67,691	\$70,058	\$72,509	\$75,051	\$77,672	\$80,395	\$83,210	\$86,120	\$89,137	\$92,259	\$95,488	
(hourly)	\$26,9966	\$28,3582	\$29,3538	\$30,3803	\$31,4423	\$32,5438	\$33,6817	\$34,8601	\$36,0822	\$37,3423	\$38,6514	\$40,0048	\$41,4038	\$42,8543	\$44,3553	\$45,9077	
P05 (annual)	\$61,907	\$65,038	\$67,311	\$69,668	\$72,103	\$74,628	\$77,240	\$79,947	\$82,746	\$85,639	\$88,639	\$91,745	\$94,949	\$98,273	\$101,709	\$105,269	\$108,953
(hourly)	\$29,7630	\$31,2683	\$32,3611	\$33,4942	\$34,6649	\$35,8788	\$37,1346	\$38,4361	\$39,7817	\$41,1726	\$42,6149	\$44,1082	\$45,6486	\$47,2466	\$48,8986	\$50,6101	\$52,3813
Rank	ASI 1*	ASI 2**															
	(3.5%)	(3.5%)															
P02 (annual)	\$89,638	\$92,775															
(hourly)	\$43,0952	\$44,6034															
P03 (annual)	\$94,120	\$97,414															
(hourly)	\$45,2500	\$46,8337															
P04 (annual)	\$98,830	\$102,289															
(hourly)	\$47,5144	\$49,1774															
P05 (annual)	\$112,766	\$116,713															
(hourly)	\$54,2144	\$56,1120															

*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 16, 2021



**Prince George's County
Appendices – Pay Schedules**

**Park Police Command Officers
Effective July 11, 2021**

<u>Title</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Lieutenant [P06]	(annual)	\$72,524	\$100,156	\$127,788
	(hourly)	\$34.8673	\$48.1519	\$61.4365
Captain [P07]	(annual)	\$83,907	\$115,871	\$147,834
	(hourly)	\$40.3399	\$55.7072	\$71.0740
Commander [P09]	(annual)	\$102,501	\$136,082	\$169,663
	(hourly)	\$49.2793	\$65.4240	\$81.5688

**Officer Candidate Pay Scale
Effective July 11, 2021**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$52,076
	(hourly)	\$25.0365

**Approved by the Commission
September 15, 2021**



**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 11, 2021**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
EGT	\$50,076 \$24.0750	\$69,382 \$33.3567	\$88,688 \$42.6385
EHT	\$56,769 \$27.2928	\$78,654 \$37.8144	\$100,538 \$48.3356
EIT	\$64,290 \$30.9087	\$89,188 \$42.8788	\$114,086 \$54.8490
EJT	\$77,681 \$37.3466	\$108,900 \$52.3558	\$140,118 \$67.3644

<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
September 15, 2021**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective January 1, 2022

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
PFA I (920) and RC/Instructor I (950)	S1	\$15.0000	\$15.2625	\$15.5250
PFA II (921)	S2	\$15.0000	\$15.2625	\$15.5250
PFA III (922)	S3	\$15.0000	\$15.2625	\$15.5250
PFMA I (930) and RC/Instructor II (951)	S4	\$15.0000	\$15.2625	\$15.5250
PFMA II (931)	S5	\$15.0000	\$15.5000	\$16.0000
PFMA III (932)	S7	\$15.0000	\$15.9000	\$16.8000
Call Center/Help Desk Rep 1 - 936 and RC/Instructor III (9	S8	\$15.0000	\$16.3250	\$17.6500
Not in Use	S10	\$15.0000	\$16.7750	\$18.5500
Intern I, Playground Manager and RC/Instructor IV (953)	S11	\$15.0000	\$17.5250	\$20.0500
Call Center/Help Desk Rep 2 (937)	S12	\$15.0000	\$18.3250	\$21.6500
Intern II, Call Center-Help Desk Rep 3 (938) and RC/Instructor V (954)	S13	\$15.2514	\$19.4455	\$23.6396
Not in Use	S14	\$17.5395	\$22.3632	\$27.1869
Camp Health Supv (941) and RC/Instructor VI (955)	S15	\$20.1711	\$25.7179	\$31.2647

Approved by the Commission
September 15, 2021



Prince George's County Appendices – Pay Schedules

**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective January 1, 2022**

	<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	\$15.00	\$15.00	\$15.00	\$15.00
906 - Shallow Water Lifeguard	AQ3	\$15.00	\$15.00	\$15.00	\$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 the Commission
September 15, 2021**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Effective January 1, 2022

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$15.0000	\$18.5000	\$22.0000
Spec Svcs Instructor 2	SS2	\$15.0000	\$21.0000	\$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

Approved by the Commission
September 15, 2021



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Tennis Instructor Pay Schedule Effective January 1, 2022

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$15.0000	\$16.0250	\$17.0500
Tennis Instructor 2	TI2	\$15.0000	\$19.0000	\$23.0000
Tennis Instructor 3	TI3	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission
September 15, 2021

